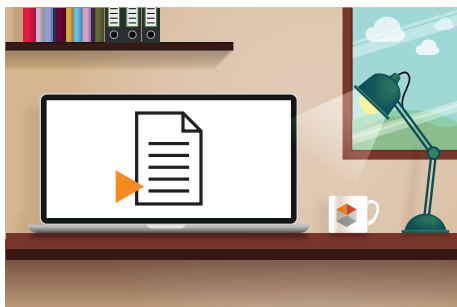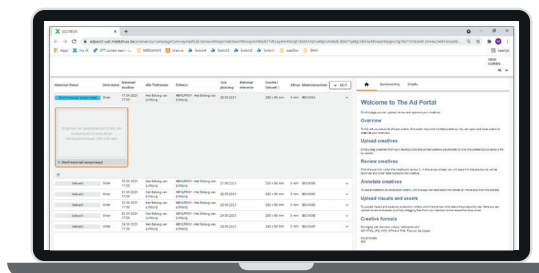# Uploading ready-made material

## Material request via e-mail

After you have ordered your advertisement, you will receive an e-mail requesting the material. You will find a link to the Material portal in this e-mail.

**1**

### Step 1 out of 3 > Selecting the material

- Upload the material (PDF only) by dropping it on the area **"Drop material file(s) here or click to select file(s)"** or by clicking on it.
- When you decide to click the area, choose the correct PDF on your computer and click 'open'.
- This overview allows you to upload PDF files for other advertisements as well. Simply select the correct advertisement line and upload your PDF file.
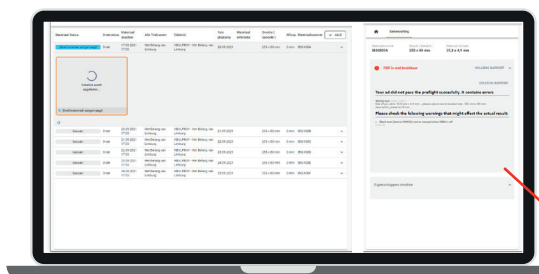
**2**

### Step 2 out of 3 > Checking the material

- During the upload, your PDF will be checked to make sure it's compliant with our technical conditions.
- A message is shown when the check is done: either the PDF is correct or the PDF is not compliant.
- Next to the ad the upload window will show the Preflight results.
- Click **'full report'** to read the detailed report.

**3a**

### Step 3a out of 3 > The material is correct and you can approve it

- If your PDF is correct and you're satisfied with the preview that is being shown, click **"Approve"** for further processing of your ad.
- If you still want to upload a different PDF, drag the new PDF file onto the drag-and-drop field.
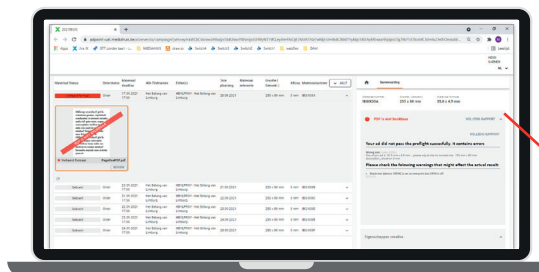
**3b**

### Step 3b out of 3 > The material is not correct

- If the PDF is not correct, the preview will show a PDF watermark: REJECTED MATERIAL
- Under **"Summary"** you'll find a description of the problem(s), such as wrong size, wrong resolution or missing fonts. In that case, you will have to upload new material: simply drag-and-drop it over the drag-and-drop field.
- If the PDF is now correct, click **'approve'**

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