



Creating Customer Purchase Orders

To create or manage Customer Purchase Orders:

1. Navigate to the **Budgets** tab on the plan
2. Select **Customer POs**

If a Customer PO already exists in MEvision, the PO number will be available for selection in the **Code** drop-down menu.

To create a new Customer PO:

1. Select the **options menu** ()
2. Choose **Create PO**
3. Enter the PO number and the budget value for the plan
4. Select **Save** ()

Customer POs can be created at a **Medium Type** level or without a medium specified:

- Medium-specific POs apply only to schedules or plan lines using the same Medium Type
- POs without a specified Medium Type can be used across all schedules and plan lines

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