

Media Booking Purchase Orders

This chapter explains how Media Booking Purchase Orders (Media Orders) are created, approved, managed and sent to vendors within MEplan.

It outlines the full lifecycle of a Media Order, from generating orders based on scheduled bookings, through internal approval and vendor communication, to handling revisions, retries and validations.

- [Creating New Media Orders](#)
- [Media Order Authorisation](#)
- [Sending Media Orders to Vendors](#)
- [Adding and Deleting Bookings](#)
- [Revisions to Media Orders](#)
- [Changing the Pay-to Vendor on a Media Order](#)
- [Media Order Retry Functionality](#)
- [Pay-to Vendor Validations](#)

Creating New Media Orders


“ **Important:** If a *Media Customer Order* is required for a client, the **Customer Purchase Order (PO)** must be created and linked to the booking before a supplier Media Booking Purchase Order can be generated.

Once bookings have been scheduled, Media Orders can be created as follows:

Navigate to either:


- The **Media Purchase Orders** tab within the **General** tab on the plan, or
- The **Media Purchase Orders** tab directly on the schedule.

Once in the Media Purchase Orders page:

1. Select the **options menu** () and choose **Create PO**.
2. (Optional) Apply **booking filters** to limit the bookings displayed. If no filters are applied, all eligible bookings will appear when **Get Lines** is selected.
3. Select **Get Lines** to populate the available bookings.
4. Tick the checkbox next to the booking(s) requiring a Media Order.
5. Select **Create Media PO**.

A Media Order line will be generated. Select the **Order Number** to open the Media Order.

Within the Media Order:

1. Select the Media Order's header **options menu** () and choose **Preview Purchase Order**.
2. The document can be downloaded in **Excel** or **PDF** format.

“ **Note:** Previewing unauthorised Media Purchase Orders will print with the word **"Preview"**.

Media Order Authorisation

Media Order approvals are controlled by user permissions.

- Users with **media order approval rights** (configured on their user card) will see the **Approve Purchase Order** option available immediately after creation.
 - The Media Order status will then change from **Open** to **Internal Approval**.
- Users **without approval rights** will see the Media Order created in **Open** status.
 - The **Send Purchase Order** option will be disabled until approval is completed by an authorised user.
 - The approver will find all outstanding Media Order approvals by navigating to the **Authorisations in status** section on the Dashboard and selecting **Media Order** in the look-up.

Sending Media Orders to Vendors

Once a Media Order reaches **Internal Approval** status, it can be sent to the vendor:

1. Open the Media Order.
2. Select the Media Order's **options menu** (ⓘ) and choose **Send Purchase Order**.
3. Complete the send options:
 - Vendor email address
 - Export format (**PDF** or **Excel**)
 - Visibility options for **commission**, **discounts**, and **surcharges**
4. Select **Send**.

After sending:

1. The Media Order status updates to **Sent to Vendor**.
2. The document is emailed to the selected recipient.

Adding and Deleting Bookings

Adding Bookings to Existing Media Orders

To add additional bookings to an existing Media Order:

1. Open the Media Order.
2. Select the Media Order Lines' **option (ⓘ) menu** and choose **Add to Existing PO**.
3. Tick the booking(s) to be added.
4. Select **Add**.

The Media Order will update to include the new booking lines.

- The status will revert to **Amended** to allow the order to be approved once again.

Deleting Bookings from Media Orders

To remove a booking from a Media Order:

1. Open the Media Order.
2. On the relevant booking line, select the **options (⋮) menu**.
3. Choose **Delete Line**.

The booking will be removed from the Media Order.


- The status will revert to **Amended** to allow the order to be approved once again.

Revisions to Media Orders

Media Orders support revision tracking:

- Any change to a Media Order will increment the **Revision** number.
- Changes made at booking-line level (e.g. adding or removing discounts) will also update the revision on the affected booking line.

When reprinting or resending a revised Media Order:

1. Select the Media Order header's **options menu** ().
2. Choose **Amendment Reason**.
3. Enter the amendment reason and select **Proceed**.

After revision:

- Modified booking lines are marked with an **asterisk (*)**.
- The Media Order header and revision number update accordingly.
- The amendment reason is displayed on the Media Order document.

Changing the Pay-to Vendor on a Media Order

If the Pay-to Vendor needs to be updated:

1. Navigate to the Media Order via:
 - The **Media Purchase Orders** tab on the plan, or
 - Directly from the booking.
2. Locate the Media Order to be updated.
3. From the list, select the **Media Order line's option menu (⋮)**.
4. Choose **Update Pay-to Vendor**.

Media Order Retry Functionality

If a booking fails to:

- Update to **Booked** status, or
- Commit correctly to **MEvision**, or
- Encounters a processing error

Once the underlying issue has been resolved:

1. Navigate to the Media Order line item.
2. Select the line's **options menu** (**⋮**).
3. Choose **Retry**.

The system will attempt to reprocess the Media Order line.

Pay-to Vendor Validations

“ **Note:** The system validates Pay-to Vendors linked to Media Vendors during Media Order creation. Validation is based on:

- Vendor status
- Effective start and end dates relative to the plan duration

Multiple Pay-to Vendors Linked to a Media Vendor

Scenario 1

- 3 Pay-to Vendors linked:
 - 1 in *Created* status → **Invalid**
 - 1 in *Open* status → **Valid**
 - 1 with an end date outside the plan duration → **Invalid**

Result:

- Only one valid Pay-to Vendor exists.
- No selection popup appears.
- The Media Order is created automatically using the valid Pay-to Vendor.

Scenario 2

- 4 Pay-to Vendors linked:
 - 1 in *Created* status → **Invalid**
 - 2 in *Open* status → **Valid**
 - 1 with an end date outside the plan duration → **Invalid**

Result:

- A **Select Pay-to Vendor** popup appears.
- All Pay-to Vendors are displayed with status and date information.
- Only valid Pay-to Vendors can be selected.

Scenario 3

- All Pay-to Vendors are invalid.

Result:

- An error message is displayed.
- The Media Order cannot be created.

Single Pay-to Vendor Linked to a Media Vendor

If only one Pay-to Vendor exists:

- *Created* status → **Invalid** (error displayed)
- *Open* status → **Valid** (Media Order is created)
- End date outside plan duration → **Invalid** (error displayed)

No Pay-to Vendor Linked to a Media Vendor

If no Pay-to Vendor is linked:

- The system automatically assigns the **Media Vendor** as the Pay-to Vendor.
- Media Order creation is permitted.