

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**.

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