

# 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"**.

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