

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.

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