

# **Managing Authorizations in Spot Buy Toolkit**

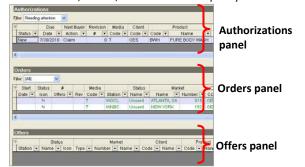
Mediaocean Professional Services spot@mediaocean.com www.mediaocean.com

### TABLE OF CONTENTS

1.	Spot Buy Toolkit Home Window1
2.	Open the Authorization1
3.	Review the Authorization1
4.	Claim an Authorization2
5.	Submit the Buy for Approval2
6.	View the Authorization Order Details2
7.	Claim Cancel3
8.	View Authorization History3

# **1. Spot Buy Toolkit Home Window**

When you log on to Spot Buy Toolkit, the Home window appears. It is divided into three panels that highlight the authorizations, orders, and offers that require your attention.



# 2. Open the Authorization

- 1. To view the details of an authorization, open it using one of the following methods:
  - Double-click the authorization line
  - Right-click the authorization and select **Open Buy Folder for Authorization**.
  - Select the authorization and click the Open Buy Folder for Authorization button a on the toolbar.

The authorization opens within the authorization section of the corresponding buy folder.

2. Review the authorization as appropriate. You can return to the authorization details at any time by clicking the **Authorization** link on the slidebar from within the buy folder.

AUGUST SPECIAL	The addression reads to be downed							
	Due dete //25/2010 Setur: Revised Set/by Seying Superviser Revision # 1 Source John Bayon +111							
AUGUST SPECIAL	Fersient remoin: Daying gestelline change BTIP::DV100001HET							
(1) Hatory	Comments							
	Revision comment:							
	Added goals attachment							
	Authoritation comment							
	Please review guidelines attached.							
	Asthmoto							
	Restrong Partines Cale/Tre Noted Tre Sin Teacher and Scott State (12) 19							

## 3. Review the Authorization

The authorization details are divided into three sections: header information, comments, and related attachments.

This authorization	on needs to be claimed			
Revision#	7/26/2010 1 • Beying guideline change	Status: Revised Bayer: John Bayer	Sortby: Baying Supervisor x1111 BTBYSPY1@DDS.NET	<b>}€</b>
Comments				
<b>Revision</b> con				
Added goals a	ttachment			
	Press and a second second			
Authorization	quidelines attached.			
Cape Indian				
	and the second se			
				$\int$
Attachments File Name	Date/Time Alta			

#### Authorization header

The authorization header includes the due date, status, supervisor, and revision number (if applicable) for the open authorization. The yellow status bar above the header shows the next action you need to take.

Comments panel

If comments have been added to the authorization, they appear in the Comments panel.

Attachments panel

If attachments have been added to the authorization, they appear as links in the Attachments panel. Click a link to open the attachment in a separate window.



# 4. Claim an Authorization

To create a worksheet and manage the buy, you must first claim the authorization.

- 1. From the Authorizations panel, select a new authorization.
- Right-click the selected authorization and select Claim or click the Claim button so on the toolbar.
- 3. (Optional) Enter a comment on the Claim Authorization dialog.

	Claim Authorization	<b>×</b>
Ī		ОК
		Cancel
		Help

#### 4. Click OK.

#### \* Status update

When you claim the authorization, the status is updated to CLAIMED.

# 5. Submit the Buy for Approval

After you have completed the standard buy and prebuy process, you must submit the buy back to your Supervisor for approval.

- 1. Open the Buysheet.
- 2. On the Buy menu, click Submit Buy.
- \* Status update

When you submit the buy, the authorization status is updated to SUBMITTED.

## 6. View the Authorization Order Details

After the buy has been placed, you can review the Authorization Order Details. Authorization Order Details shows all stations with attached orders. It displays station information including the date the order was sent, the date the order was confirmed and/or rejected, and the sent and confirmed dates of any revisions. To view the Authorization Order Details:

1. From the Authorization menu, select Auth Order Details.

🚽 Spot Buy Toolkit - Spectra DS - [Home]								
Eile <u>V</u> iew	Aut	<u>Authorization</u> <u>T</u> ools <u>Service</u> <u>W</u> indow						<u>H</u> elp
🖕 🚽 🛯 🗖	🍃 🖵 🛯 🧱 📴 🕗 Open Buy Folder for Authorization							🔽 🛞 😫
AuthOrder Details								
Filter: Needing		<u>C</u> laim						
<u> </u>	彀	C <u>l</u> aim Cancel						Client
Status 💌	Status 💌 🧟 Email Authorization Details						Code 💌	
New	117.15	<i>n</i> 2015	Olaini			•		SAP
New	11/15	5/2015	Claim			0	т	SAP

The Authorization Order Details dialog displays the station, the dates the order was sent and confirmed, revision information and comments.

Media: T	LOCAL BROA	Market: 0151 ATLANTA,GA					OK	
lient: SAP SHANDRA'S SPORTS			Market Revision					
Product: Al	BC ABC SPORTS		Flight Dates:					Help
stimate: 8	CHANGE CONTROL ES	т	Due Date:	1	/5/2015			
	Order	Order	Order	Revision	Revision	Revision		
Station	Sent	Rejected	Confirmed	Sent	Rejected		Comments	
WAGA								
WATL	1/8/2015 02:00 PM		1/8/2015 02:00 PM					
WGCL	1/8/2015 02:22 PM							
WGNX	1/8/2015 02:23 PM							
WGTV	1/8/2015 02:24 PM		1/8/2015 02:24 PM					
WHOT	1/8/2015 02:25 PM		1/8/2015 02:25 PM					
WJCL	1/8/2015 02:26 PM		1/8/2015 02:26 PM					
YYBB	1/6/2015 11:43 AM							



# 7. Claim Cancel

If an authorization has been cancelled by your supervisor, you need to claim the cancellation and adjust your buy and/or orders accordingly.

- 1. On the **Authorizations** panel in the Home window, select the cancelled authorization.
- Right-click the authorization and select Claim Cancel or click the Claim Cancel button () on the toolbar.

#### \* Status update

When you claim the cancelled market, the market status is updated to  $\ensuremath{\texttt{CANCELLED}}.$ 

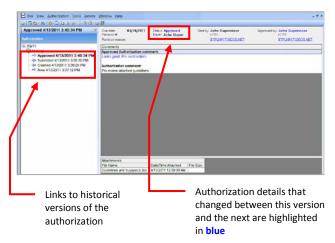
3. Adjust your buys and/or orders using standard Spot Buy Toolkit functionality.

## 8. View Authorization History

As actions are taken on an authorization, whether by you in Spot Buy Toolkit or by your supervisor in Buy Tracker, the details of the authorization are recorded in the authorization history.

For each action, the full details of the authorization are stored, including information on who took the action, when it was taken, and what comments and/or attachments were included on the authorization at the time.

- To view the history of an authorization click History on the slidebar.
- 2. Links to historical versions of the authorization appear in the slidebar. Click a link to view a previous version of the authorization.



As shown in the following example, for each version, the slidebar link includes an arrow indicating whether the action was taken in Buy Tracker (right arrow) or Spot Buy Toolkit (left arrow), the status that resulted from the action, and the date and time the action was taken.

Authorization
30 2Q/11
History
Approved 4/13/2011 3:40:34 PM
Submitted 4/13/2011 3:39:30 PM
Claimed 4/13/2011 3:38:29 PM
→ New 4/13/2011 3:37:12 PM