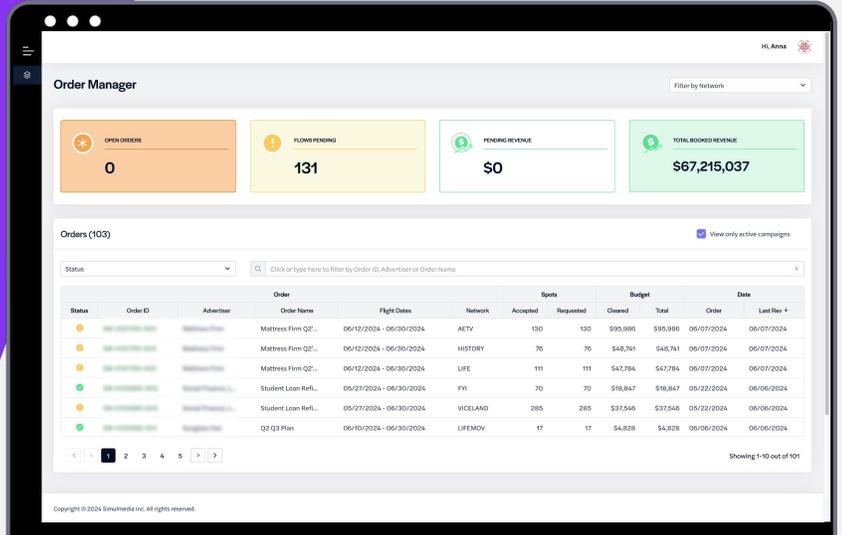


Welcome to Simulmedia Order Manager

Increase order processing transparency and save time with Simulmedia Order Manager, a centralized application for all Simulmedia transactions.



With Order Manager, users can:



Track order progress



Accept and reject orders

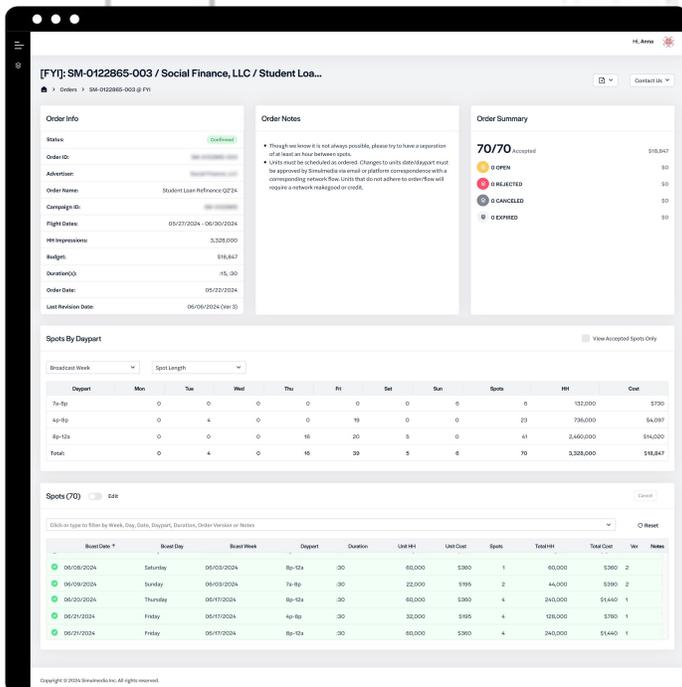


Upload flowcharts



Communicate with the Simulmedia Team

Processing Orders



Accepting Orders

The homepage displays all network family orders in an easy-to-navigate list, and each order has a corresponding Order ID. Users can filter to see only their designated network by selecting from the dropdown in the upper right-hand corner of the screen.

Users can navigate to the Order Details page, which outlines the specifics of the order, by simply clicking on one of the Order IDs on the homepage.

Simulmedia requests specific day-date-dayparts on behalf of our clients, which enables users to accept or reject orders at the spot level. Spots are listed as **Open** until they are accepted or rejected. If a spot is available and booked, **users should mark it as Accepted.**

An accepted order will progress through four status states:



OPEN - The user must fully process all spots requested in the order.



FLOW PENDING - The user has accepted an order but still needs to upload the corresponding flowchart. (Flowchart upload directions below)



IN REVIEW - The flowchart has been submitted and is pending review by the Simulmedia Ops team.



CONFIRMED - This is a fully processed order. All units have been processed, and the flowchart has been uploaded and reviewed by Ops.

If needed, users can export a copy of both the original order and the final accepted one to Excel for their records.

Order						Spots		Budget		Date
Status	Order ID	Advertiser	Order Name	Flight Dates	Network	Accepted	Requested	Cleared ↑	Total	Order
OPEN	1564171540	Advertiser	Name	09/14/2020 - 09/27/2020	LIFE	1	2	\$717	\$1,434	09/22/2020
FLOW PENDING	1564171540	Advertiser	Name	09/28/2020 - 10/31/2020	FYI	5	5	\$1,020	\$1,020	09/22/2020
IN REVIEW	1564171540	Advertiser	Name	09/28/2020 - 10/31/2020	AETV	1	1	\$1,237	\$1,237	09/22/2020
CONFIRMED	1564171540	Advertiser	Name	09/28/2020 - 10/31/2020	History	3	3	\$1,422	\$1,422	09/22/2020
REJECTED	1564171540	Advertiser	Name	09/08/2020 - 09/27/2020	AETV	2	2	\$1,550	\$1,550	09/22/2020
CANCELED	1564171540	Advertiser	Name	09/23/2020 - 09/27/2020	VICELAND	15	15	\$1,764	\$1,764	09/22/2020
EXPIRED	1564171540	Advertiser	Name	09/09/2020 - 09/27/2020	History	2	2	\$1,794	\$1,794	09/22/2020

Rejecting Individual Spots

If a spot is not available, it should be marked as **Rejected**. Once rejected, users must provide the reason for rejection and communicate actual availability to ensure that the Simulmedia Ops team can quickly reallocate funds.

Orders that are not accepted or rejected eventually become **Expired** or **Canceled**. If an order status is **Expired**, it was not addressed by the flight start date. If an order status is **Canceled**, Simulmedia has canceled the request.

Reason for rejection:

Please select one reason only

Selection entered
✕ ▾

- No Availability
- Limited Availability
- Campaign Not Approved
- Data Entry Error
- Other

Upload Flowchart for ORDER ID / NETWORK ✕

You are uploading flowchart for Order ID for Network.



Drag and drop files to upload

OR

[Browse File](#)

Upload your PDF or XLS file here

- * User can only upload a PDF or Excel file (XLS or XLSX)
- * User should only upload a single file per network
- * The flowchart should match the selected network
- * The flowchart should contain a cumulative of all spots booked in this deal

Cancel/Reject
Submit

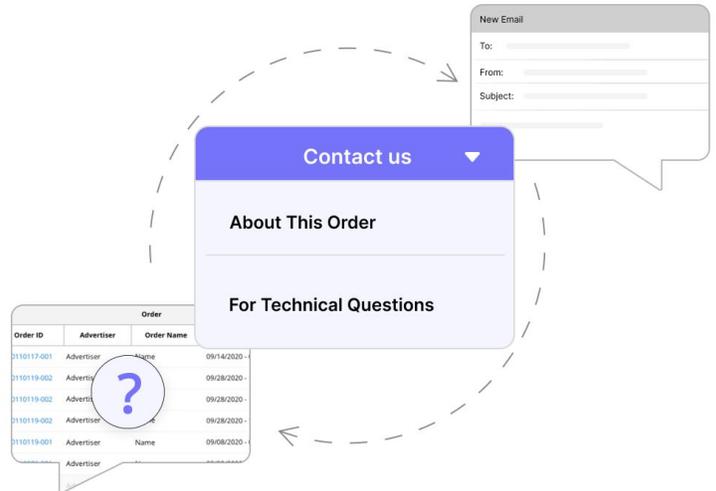
Upload Flowcharts

After a user accepts a spot, the status state changes to **Flow Pending**. This status indicates that a flowchart must be uploaded to continue the process. The flowchart should be the most accurate source of truth for the whole order as often as possible.

The Simulmedia Ops team will receive the flowchart immediately upon upload, and the order status state will then switch to **In Review**. Once Ops reviews the flow chart, users will receive an email relaying whether it was accepted or rejected. If rejected, the status state will revert to **Flow Pending** and should be updated and resubmitted.

Communicate with the Simulmedia Team

Users can quickly contact the Simulmedia team by using the feedback mechanism directly in the application. Existing business email threads will continue to be preserved, and users can respond to them. The Ops team will respond as soon as possible.



For technical questions feel free to email partner-support@simulmedia.com directly.