
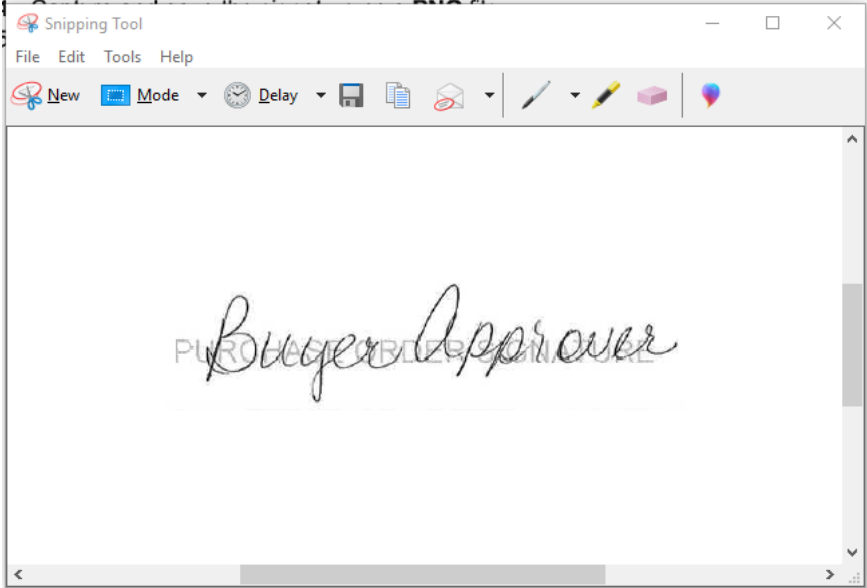


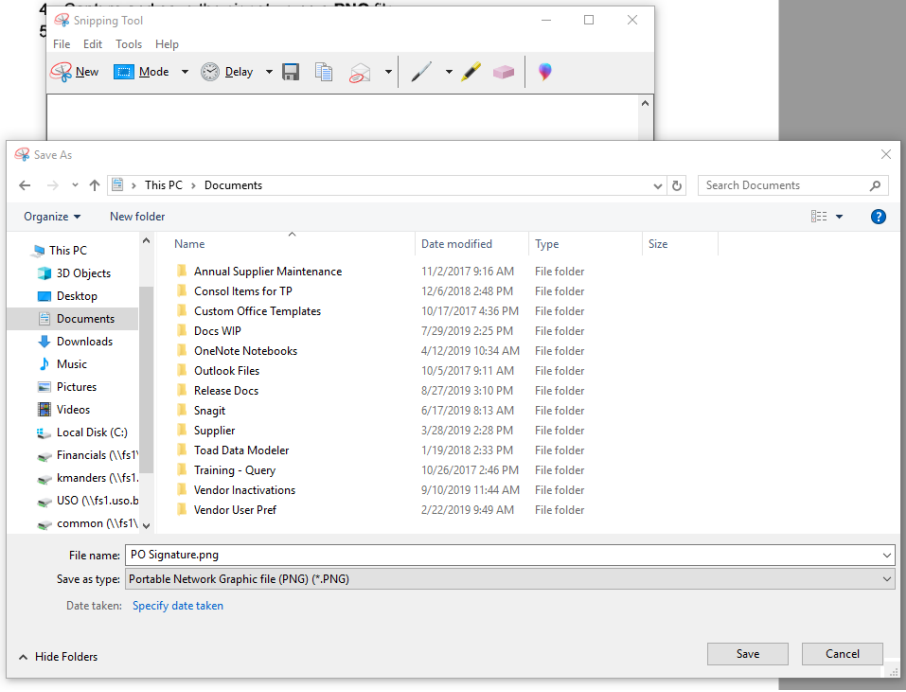
## CREATE AND UPLOAD A PO SIGNATURE FILE TO PSFIN

Purchase Order signature files users upload must meet certain specifications to appear properly on purchase orders. The instructions below include specific steps to ensure signatures meet requirements. Institutions can upload one signature file for each buyer. However, the file can be updated when necessary. The upload process should be completed by someone with the BOR\_PO\_SETUP\_CONFIG role at the institution.

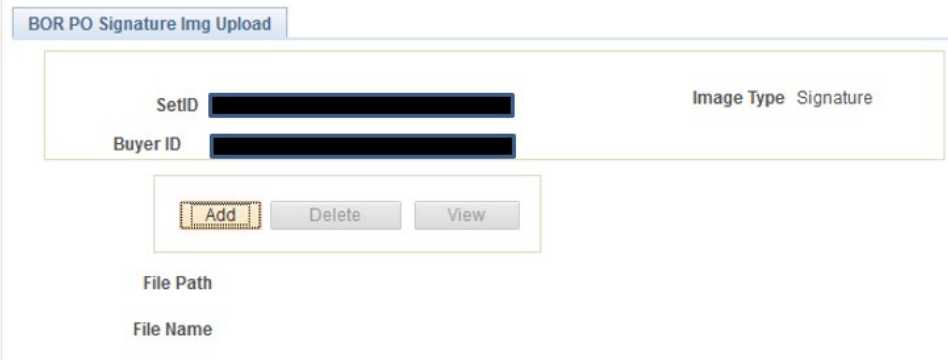
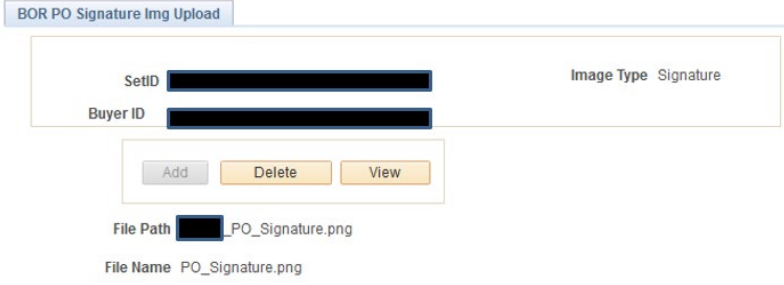
Follow the instructions below to capture a buyer's signature file:

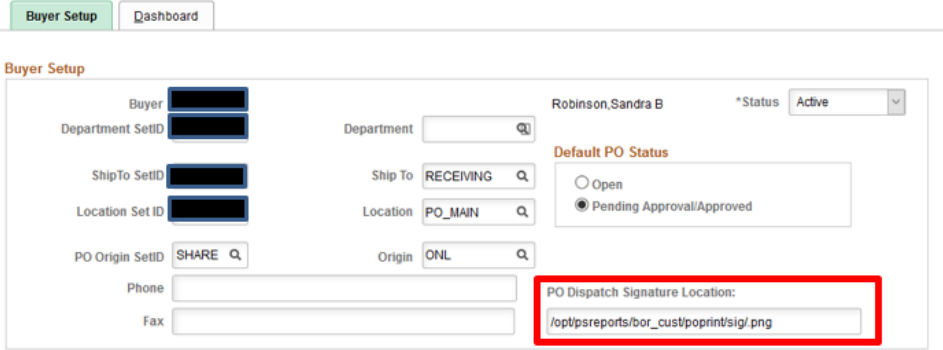
Step	Action
1.	Print the template at the end of this job aid.
2.	<p>The buyer signs inside the box. The box represents the signature box on PSFIN v9.2 purchase orders. The box is four inches wide by one inch tall with a watermark for security. The signature will be reduced on the PO to smooth out any remnants of the scanning process.</p> <p><b>Note:</b> <i>Make sure the signature is contained within the box provided.</i></p>
3.	<p>Scan the image and save or send to a desktop computer. If users need assistance scanning the signature, Publications, Media and/or Communications departments are good resources to ask.</p> <p><b>Note:</b> <i>Depending on the type of scanner used, users may need to send the scanned signature to an email address to access it.</i></p>
4.	Save the scanned image as a PDF file.
5.	<p>Open the PDF file with the signature. Ensure the zoom level is at 100%. The PDF file should look similar to the image below.</p> <div style="text-align: center;">  </div>
6.	<p>Use a screen capture tool to save the signature image as a .png file. ITS recommends using one of the following free screen capturing tools:</p> <ul style="list-style-type: none"> <li>• Snipping Tool (available with MS Windows)</li> <li>• SnagIT (available with MS Windows)</li> </ul>

Step	Action
7.	<p>When capturing the signature image, only capture the signature. Do not include the 4x1 inch box or it will be included as part of the PO signature.</p> <p>Below is an example of an image captured with Snipping Tool.</p>  <p>The screenshot shows a window titled 'Snipping Tool' with a menu bar (File, Edit, Tools, Help) and a toolbar (New, Mode, Delay, Save, Copy, Paste, Erase, Highlight, Select). The main area displays a signature 'Buyer Approver' written in cursive over a faint 'PURCHASE ORDER SIGNATURE' label. The signature is centered and clearly legible, demonstrating the correct capture method.</p>

Step	Action
8.	<p>Within the screen capturing tool, save the signature image as a .png file as seen below:</p>  <p>The screenshot shows two overlapping windows. The top window is the 'Snipping Tool' application, which is used for capturing screenshots. The bottom window is a 'Save As' dialog box, which is used for saving files. The 'Save As' dialog box is open to the 'Documents' folder. The file name is 'PO Signature.png' and the file type is 'Portable Network Graphic file (PNG) (*.PNG)'. The 'Save' button is highlighted.</p>
9.	<p>Once the signature is saved as a .png file, it is ready to upload to the server and print on purchase orders.</p>

Follow the instructions below to upload a signature file into PeopleSoft Financials.

Step	Action
10.	Click the <b>NavBar</b> icon.
11.	Click the <b>Navigator</b> icon.
12.	Click <b>BOR Menus</b> link.
13.	Click <b>BOR Purchasing</b> link.
14.	Click <b>BOR PO Use and Processing</b> link.
15.	Click <b>PO Signature Upload</b> link.
16.	Enter or select <b>SetID</b> and the <b>Buyer</b> .
17.	Click the <b>Search</b> button.
18.	<p>On the <b>BOR PO Signature Img Upload</b> page, click the <b>Add</b> button to upload the signature file as seen below.</p> 
19.	Browse for the signature .png file, select it, and click <b>Open</b> .
20.	<p>Select the <b>Upload</b> button. The File Patch and File Name are now populated as seen below.</p> 
21.	Select the <b>View</b> button to confirm the correct file uploaded. Select the <b>Delete</b> button to allow add and upload of a new file.

Step	Action
22.	Click <b>Save</b> after confirming the upload.
23.	Signature image is uploaded into the system. The path to the signature should auto populate on the Buyer Setup page.
24.	Navigate to <b>Setup Financials/Supply Chain &gt; Product related &gt; Procurement Options &gt; Purchasing &gt; Buyer Setup.</b>
25.	Search for the Buyer.
26.	<p>Review the PO Dispatch Signature Location to make sure it is pointing to the correct location as seen below</p>  <p>The screenshot shows the 'Buyer Setup' page with various fields. The 'PO Dispatch Signature Location' field is highlighted with a red box and contains the path: /opt/psreports/bor_cust/poprint/sig.png</p>

## TEMPLATE PAGE FOR SIGNATURE CAPTURE

1. Print this page.
2. Sign within the box below.
3. Scan and save this page as a **PDF** file.
4. Capture and save the signature as a **.png** file.
5. Upload the signature.

**Refer to pages 1 through 4 of this job aid for further details.**

**Enter signature below as it should appear on your printed checks.**

PURCHASE ORDER SIGNATURE