
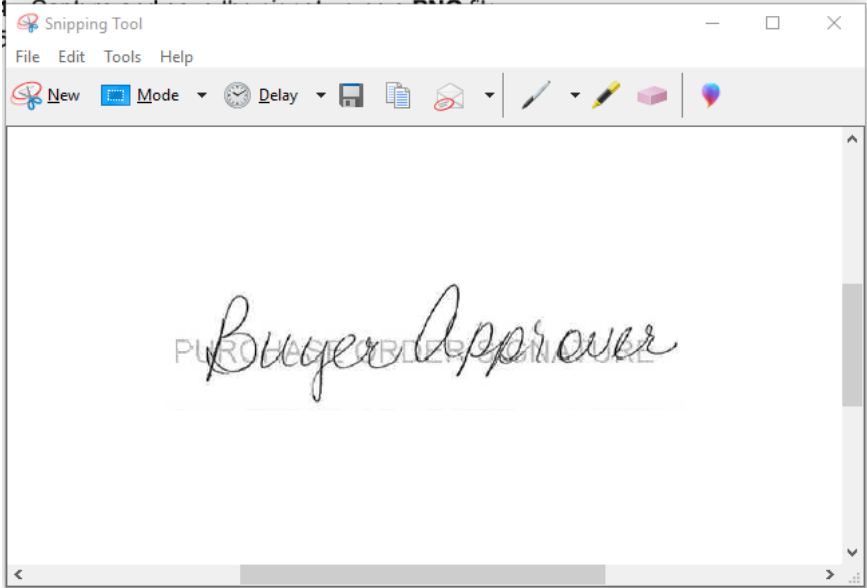


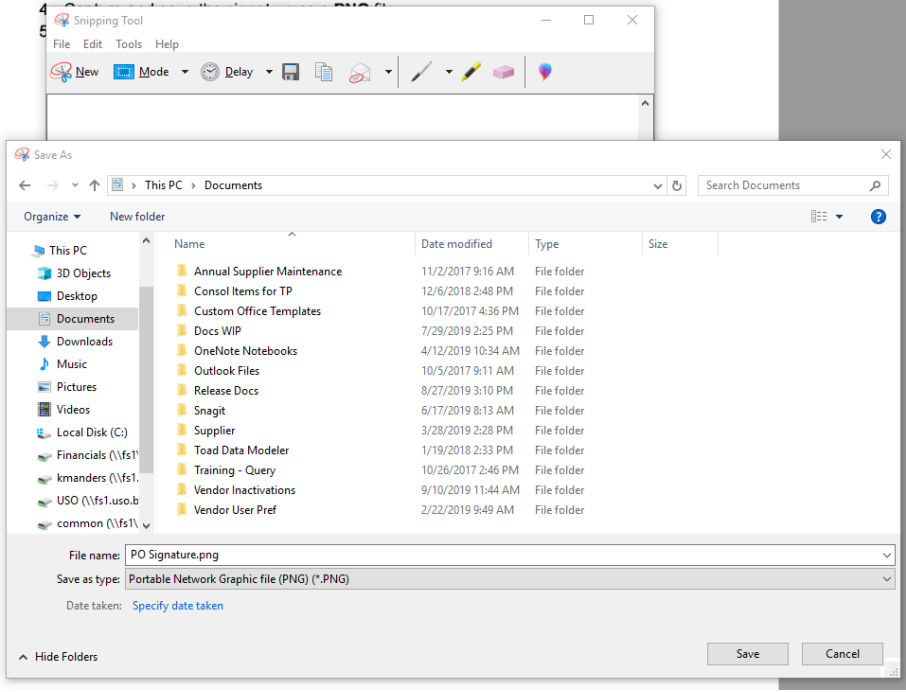
CREATE AND UPLOAD A PO SIGNATURE FILE TO PSFIN

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.

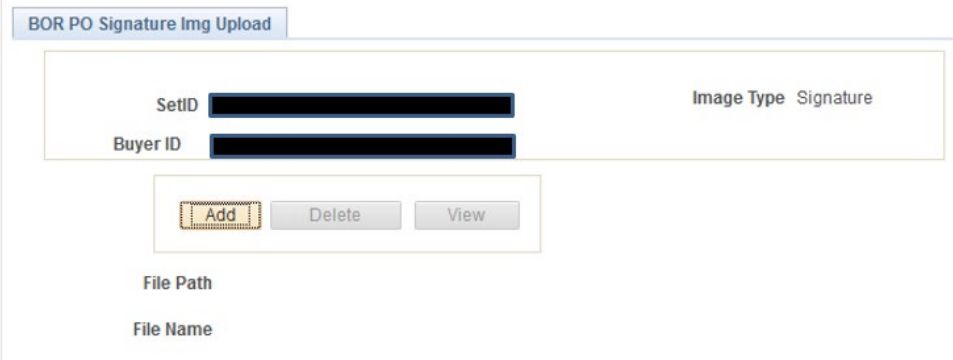
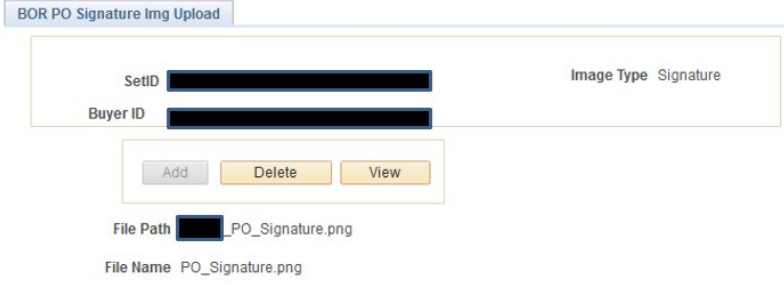
Follow the instructions below to capture a buyer's signature file:

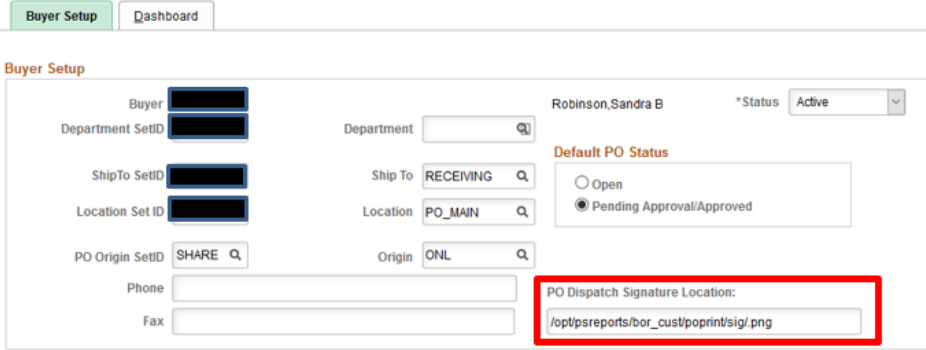
Step	Action
1.	Print the template at the end of this job aid.
2.	<p>The buyer signs inside the box. The box represents the signature box on PSFIN v9.2 purchase orders. The box is four inches wide by one inch tall with a watermark for security. The signature will be reduced on the PO to smooth out any remnants of the scanning process.</p> <p>Note: Make sure the signature is contained within the box provided.</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>Note: Depending on the type of scanner used, users may need to send the scanned signature to an email address to access it.</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> 
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"> • Snipping Tool (available with MS Windows) • SnagIT (available with MS Windows)

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> 

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 to save a file. The dialog box is open to the 'Documents' folder and shows a list of folders. The 'File name' field contains 'PO Signature.png' and the 'Save as type' is set to 'Portable Network Graphic file (PNG) (*.PNG)'. The 'Date taken' field is set to 'Specify date taken'. The 'Save' and 'Cancel' buttons are visible at the bottom right of the dialog box.</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 NavBar icon.
11.	Click the Navigator icon.
12.	Click BOR Menus link.
13.	Click BOR Purchasing link.
14.	Click BOR PO Use and Processing link.
15.	Click PO Signature Upload link.
16.	Enter or select SetID and the Buyer .
17.	Click the Search button.
18.	<p>On the BOR PO Signature Img Upload page, click the Add button to upload the signature file as seen below.</p> 
19.	Browse for the signature .png file, select it, and click Open .
20.	<p>Select the Upload button. The File Patch and File Name are now populated as seen below.</p> 
21.	Select the View button to confirm the correct file uploaded. Select the Delete button to allow add and upload of a new file.

Step	Action
22.	Click Save 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 Setup Financials/Supply Chain > Product related > Procurement Options > Purchasing > Buyer Setup.
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 the following fields and values:</p> <ul style="list-style-type: none"> Buyer: [Redacted] Department SetID: [Redacted] Ship To SetID: [Redacted] Location Set ID: [Redacted] PO Origin SetID: SHARE Phone: [Empty] Fax: [Empty] Department: [Empty] Ship To: RECEIVING Location: PO_MAIN Origin: ONL Robinson, Sandra B *Status: Active Default PO Status: <ul style="list-style-type: none"> <input type="radio"/> Open <input checked="" type="radio"/> Pending Approval/Approved PO Dispatch Signature Location: /opt/psreports/bor_cust/poprint/sig.png (highlighted in red)

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