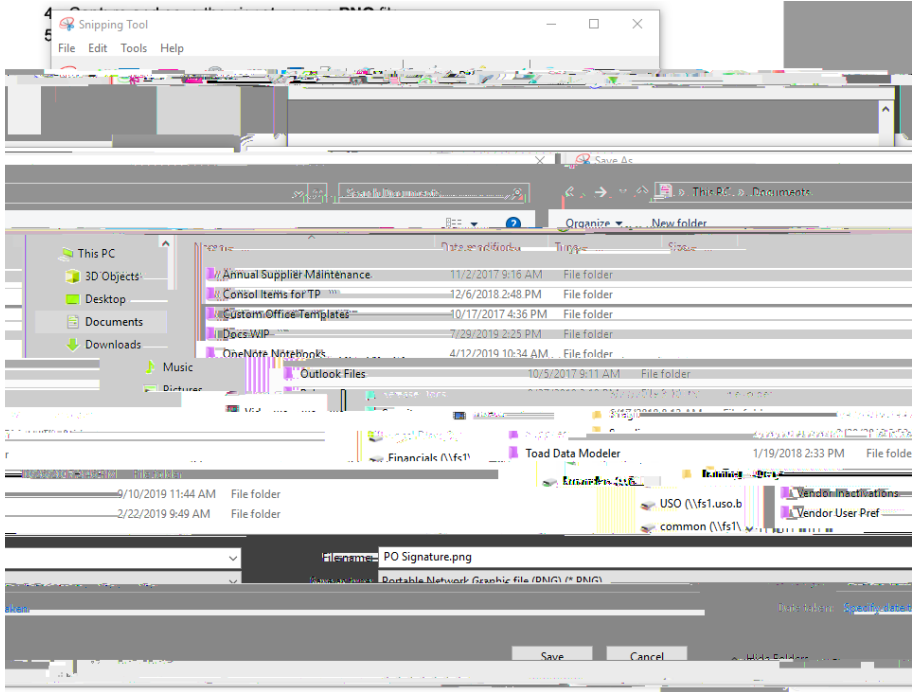




<p>8.</p>	<p>Within the screen capturing tool, save the signature image as a [] * file as seen below:</p>  <p>The screenshot shows a Windows Snipping Tool window in the foreground. Below it, a File Explorer window is open, displaying a list of files and folders. The file 'PO Signature.png' is highlighted in the list. The file explorer shows various folders like 'Annual Supplier Maintenance', 'Consolidated Items for TP', and 'Custom Office Templates'. The file 'PO Signature.png' is located in a folder named 'PO Signature.png'.</p>
<p>9.</p>	<p>Once the signature is saved as a [] * file, it is ready to upload to the server and print on purchase orders.</p>





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

job aid

PURCHASE ORDER SIGNATURE