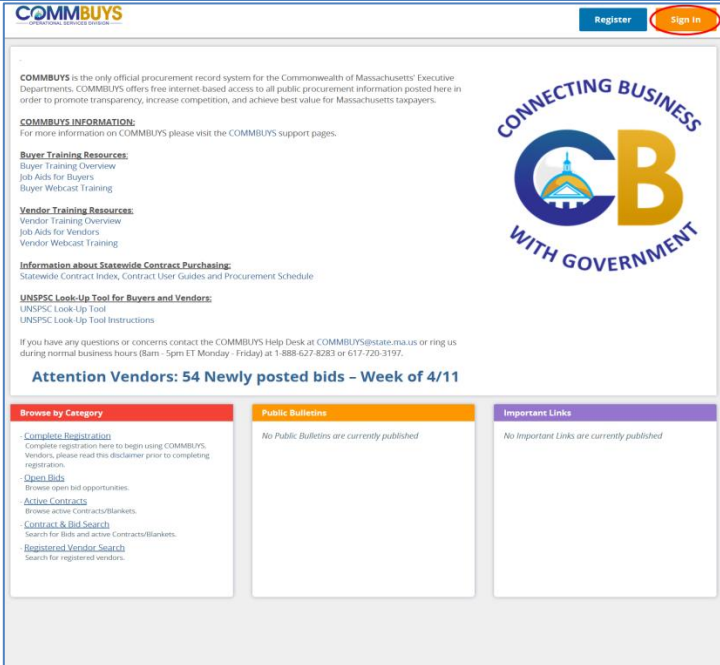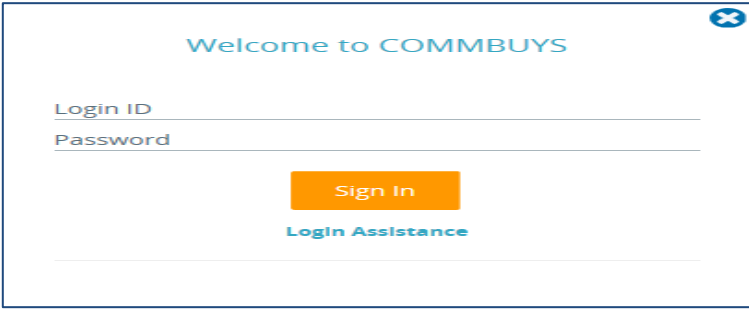# Job Aid:
How to Insert a Customized Logo onto a Purchase Order

This Job Aid shows how to:

Insert a customized agency or municipality logo onto a Purchase Order (PO)

Of Special Note:

- This document is intended for Organization Administrators.
- Currently the default logo for all state purchase orders is the state seal. Standalone organizations (municipalities, etc.) POs have no default logo. Standalone organizations have the option to insert their own logo on POs.
- Acceptable file types are .png and .jpg; .png is recommended.
- Once uploaded, the image resizes to 100x100.
- The file size limitation for the image you are uploading is 500K. Larger files will increase the load time for the printable document.
- Once uploaded, the path of the uploaded file will show next to the Print Logo label.
- There is no delete function. To replace the file, choose a new file using the browse button, and the original file will be overwritten.

| Screenshot	Directions
	Step 1: Signing in to COMMBUYS 1. Launch the COMMBUYS website by entering the URL (https://www.commbuys.com) in the browser or by clicking the hyperlink COMMBUYS. 2. Click on the orange **Sign In** button in the upper right hand corner. 3. Enter your Login ID and Password and click on the **Sign In** button.

Job Aid:
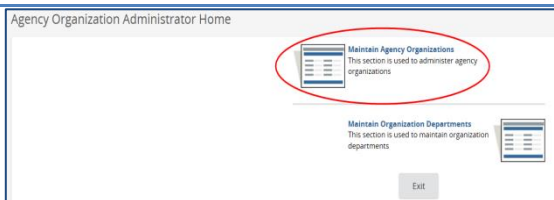## How to Insert a Customized Logo onto a Purchase Order
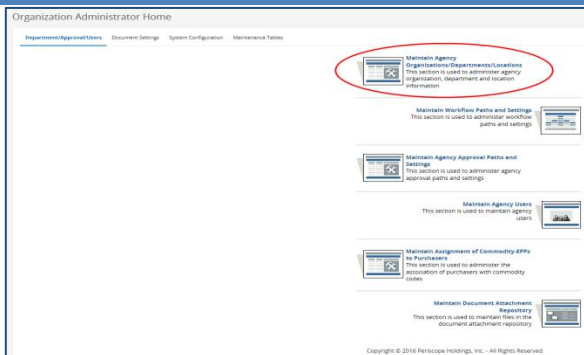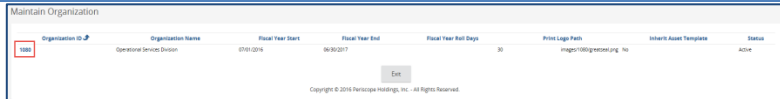
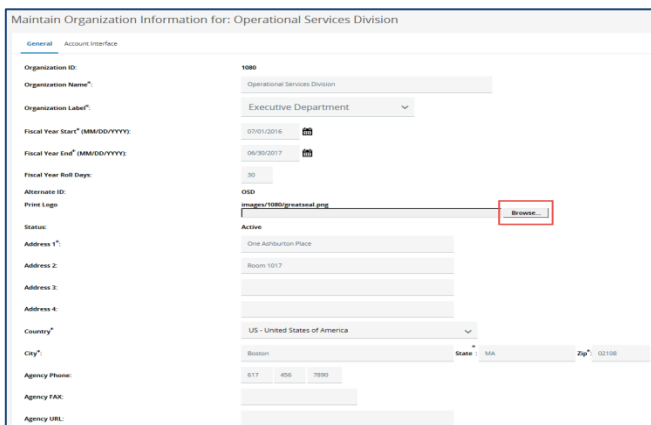| Screenshot	Directions
	Step 2: Selecting the Maintain Agency Orgs/Departments/Locations Icon From the Organization Administrator homepage click on the **Maintain Agency Orgs/Departments/Locations** icon.
	Step 3: Selecting the Maintain Agency Organizations Icon Click on the **Maintain Agency Organizations** icon.
	Step 4: **Selecting the Organization ID Icon** From the Maintain Organization screen, click on the blue hyperlink for the desired organization in the **Organization ID#** column.
	Step 5: Browsing for a Logo The Maintain Organization Information page displays. Click on the **Browse** button. **Note:** If you are using the Chrome browser, the button is labeled **Choose File**.

Job Aid:

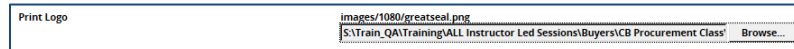How to Insert a Customized Logo onto a Purchase Order
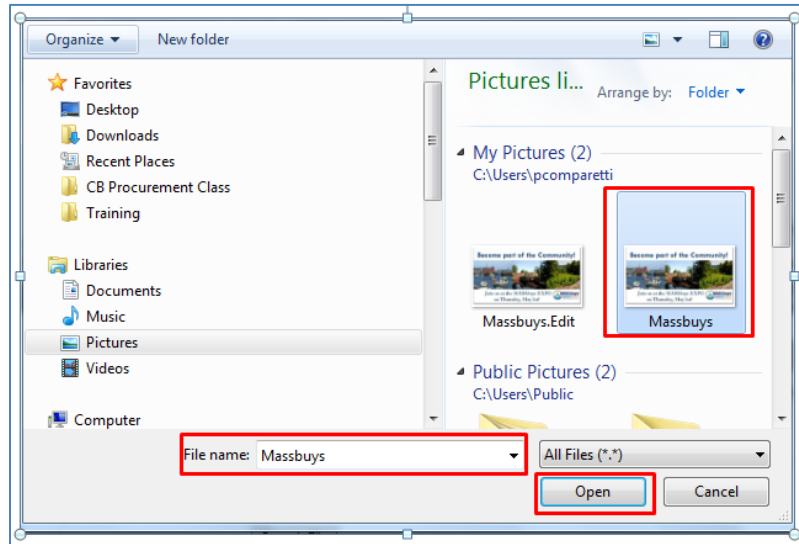
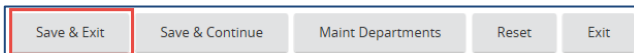| Screenshot	Directions
	Step 6: Selecting a Logo A search screen displays. 1. Search your computer files. 2. Locate and click on the desired logo. 3. Click on the **Open** button.
	Step 7: Verifying the Logo Once selected, the logo file name displays in the **Print Logo** field
	Step 8: Saving the Logo Click on the **Save & Exit** button. The logo will now display on all print and vendor copies of POs.