

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:

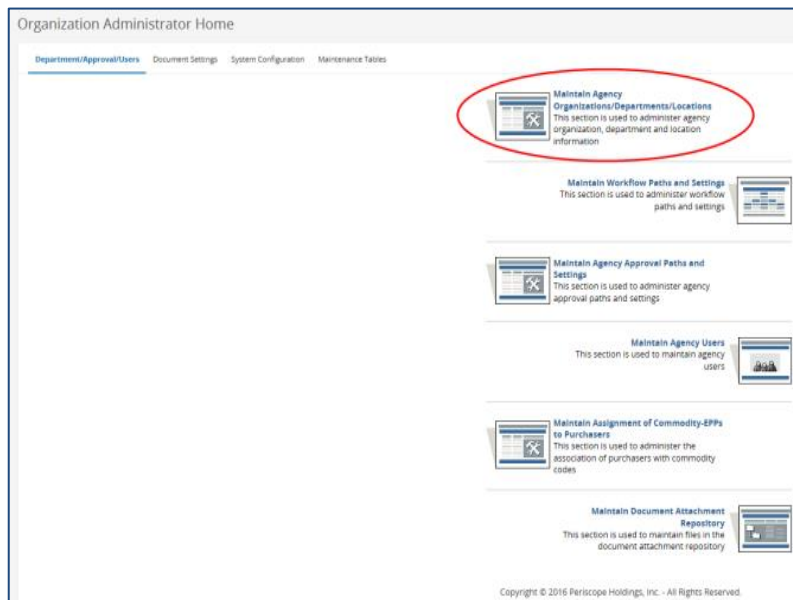
- This document is intended for Organization Administrators.
- Currently the default logo for all state purchase orders is the state seal. Standalone organizations (municipalities, etc.) POs have no default logo. Standalone organizations have the option to insert their own logo on POs.
- Acceptable file 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: Selecting the Maintain Agency Orgs/Departments/Locations Icon

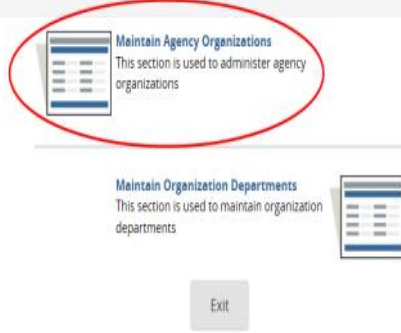
From the Organization Administrator homepage click on the **Maintain Agency Orgs/Departments/Locations** icon.



Screenshot

Directions

Agency Organization Administrator Home



Step 2: Selecting the Maintain Agency Organizations Icon

Click on the **Maintain Agency Organizations** icon.

Maintain Organization

Organization ID	Organization Name	Fiscal Year Start	Fiscal Year End	Fiscal Year Roll Days	Print Logo Path	Inherit Asset Template	Status
1080	Operational Services Division	07/01/2016	06/30/2017	30	images/1080/general.png	No	Active

Exit

Copyright © 2016 Pariscopa Holdings, Inc. - All Rights Reserved.

Step 3: Selecting the Organization ID Icon

From the **Maintain Organization** screen, click on the blue hyperlink for the desired organization in the **Organization ID#** column.

Maintain Organization Information for: Operational Services Division

General Accounts Interface

Organization ID: 1080

Organization Name: Operational Services Division

Organization Label: Executive Department

Fiscal Year Start: 07/01/2016

Fiscal Year End: 06/30/2017

Fiscal Year Roll Days: 30

Alternate ID: OSD

Print Logo: [images/1080/general.png](#) **Browse**

Status: Active

Address 1: One Ashburton Place

Address 2: Room 1017

Address 3:

Address 4:

Country: US - United States of America

City: Boston State: MA Zip: 02108

Agency Phone: 617 456 7890

Agency FAX:

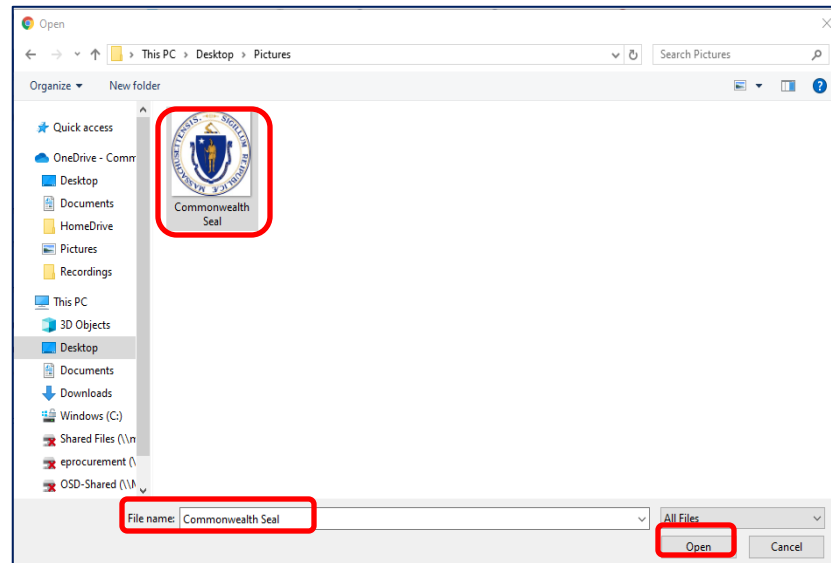
Agency URL:

Step 4: Browsing for a Logo

The Maintain Organization Information page displays. On the **Print Logo** line click on the **Browse** button.

NOTE: If you are using the Chrome browser, the button is labeled **Choose File**.

Screenshot



Directions

Step 5: Selecting a Logo

A search page displays.

1. Search your computer files.
2. Locate and click on the desired logo.
3. Click on the **Open** button.

Step 6: Verifying the Logo

1. Once selected, the logo file name displays in the **Print Logo** field

Maintain Organization Information for: Department of State Purchasing

General

Organization ID:	1990
Organization Name:	Department of State Purchasing
Organization Label:	Executive Department
Fiscal Year Start (MM/DD/YYYY):	07/01/2020
Fiscal Year End (MM/DD/YYYY):	06/30/2021
Fiscal Year Roll Days:	0
Fiscal Period # Years:	1
Alternate ID:	
Print Logo	C:\Users\pgmartin\OneDrive - Commonwealth of Massachusetts\Desktop\Pictur... Browse...
Status:	Active

Step 7: Saving the Logo

Click on the **Save & Exit** button. The logo will now display on all print and vendor copies of POs.

Save & Exit Save & Continue Maint Departments Reset Exit