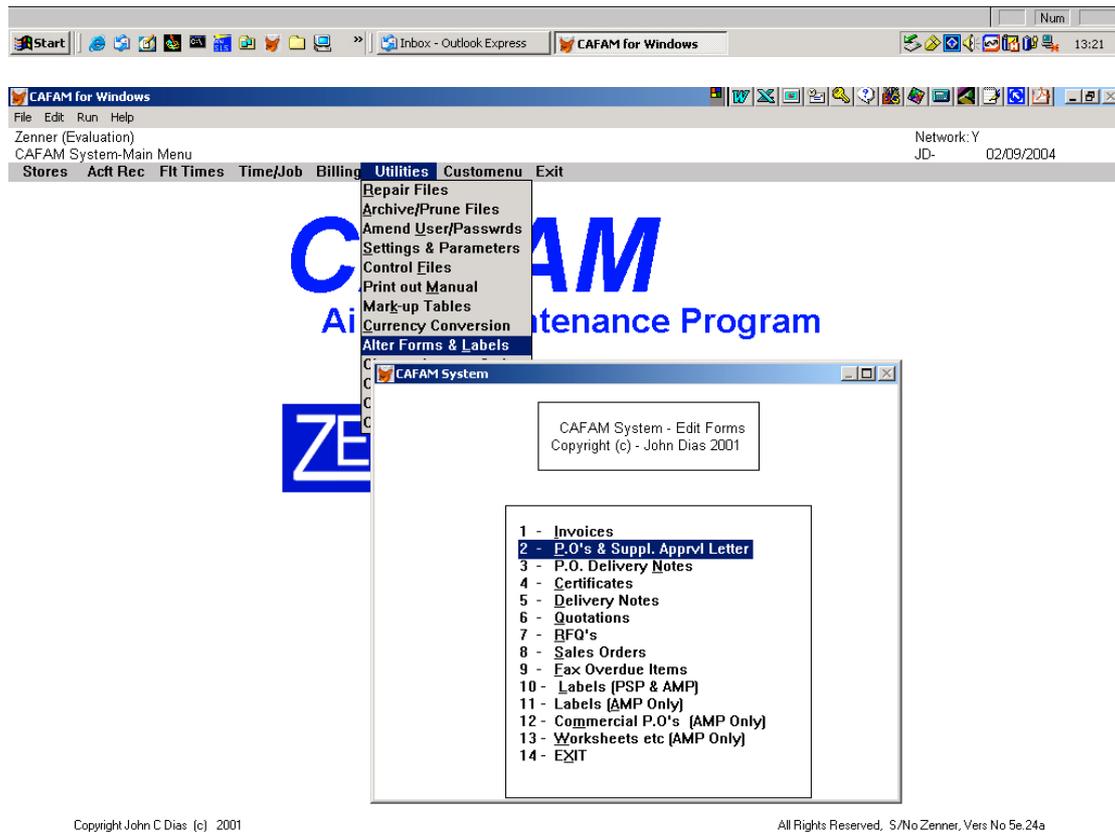
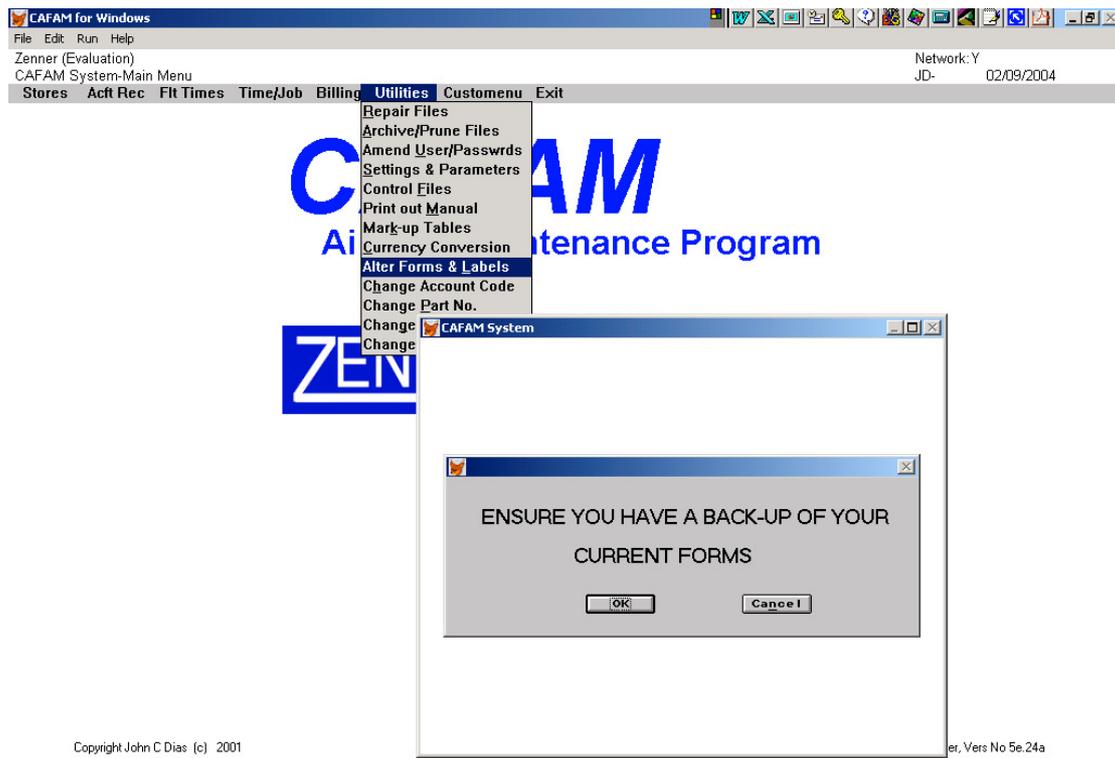
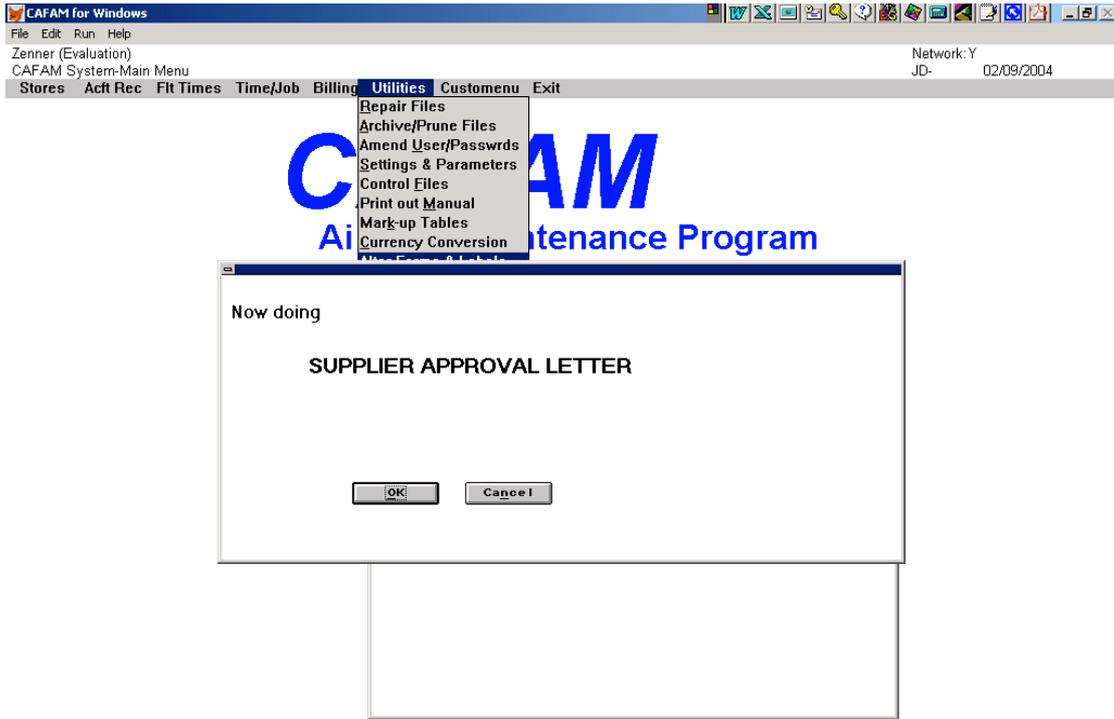


ALTERING YOUR FORMS



SELECT THE FORM REQUIRED

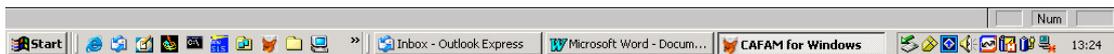
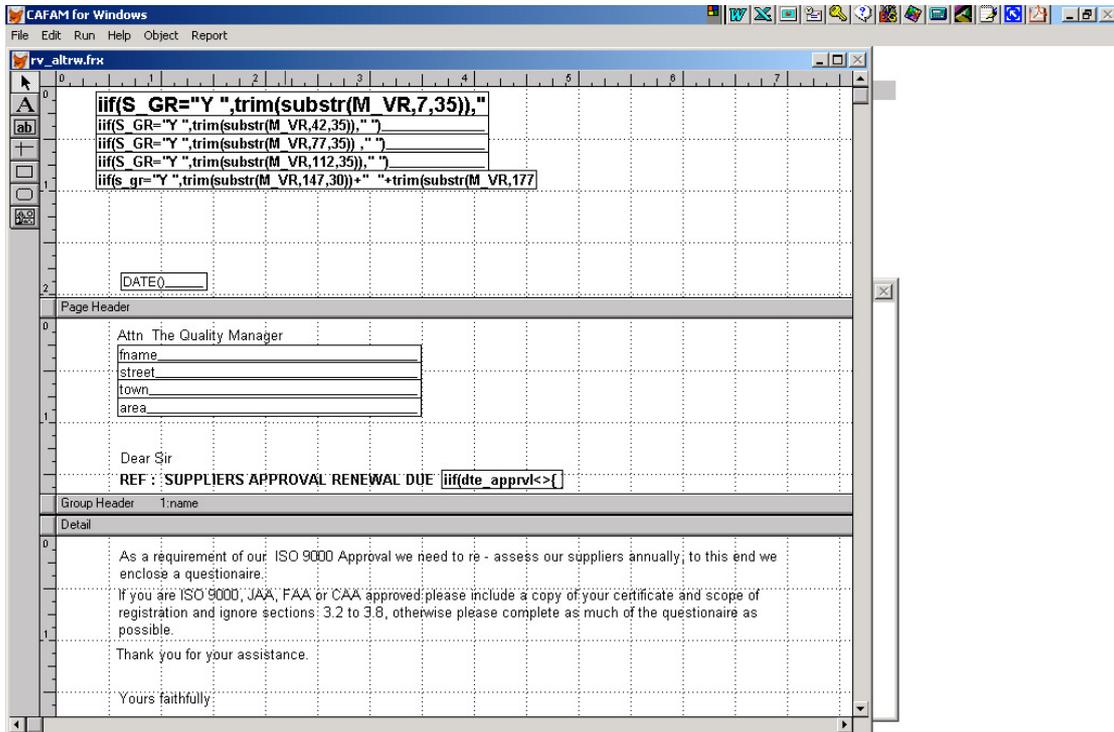


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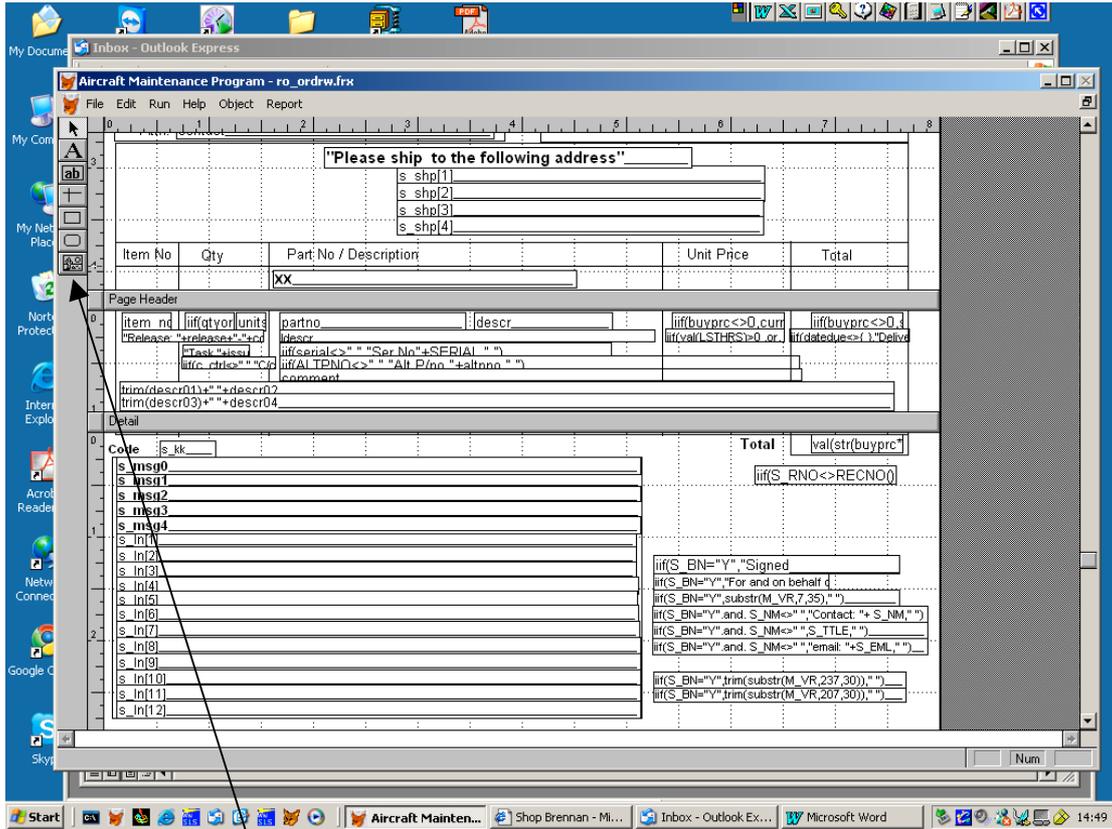


e.g. SUPPLIER APPROVAL LETTER

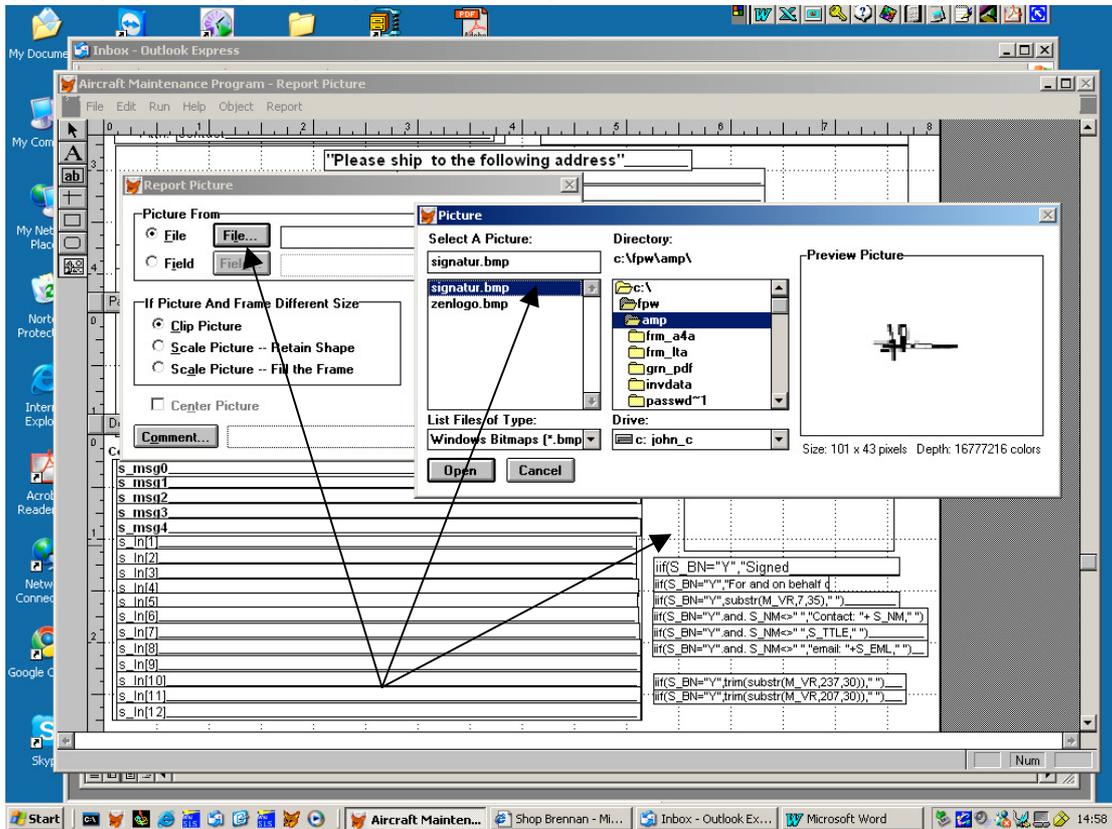


MAKE CHANGES TO SUIT & CLICK "FILE" & "SAVE"

INSERTING SIGNATURE – SELECT PO FORM



USE PICTURE TOOL TO INSERT BMP IMAGE



SELECT PICTURE IMAGE FILE TO INSERT

