HOW TO CREATE A GOOD PDF OF YOUR DOCUMENT

In submitting your contract to us for review through the Purchasing ME system, you will need to save it as a pdf in order to attach it to your case. Depending on which version of Adobe you have, the below scenarios will specify how you would do this.

If you have **Adobe Reader**, you can go to your copier and scan your entire contract to a pdf and send it to yourself via e-mail. Once you save it to your computer you can attach it to your case in Purchasing ME.

If you have **Adobe Acrobat Pro**, you can have just the signature page as the pdf and then insert it into your word document. You can then attach the document to your case in Purchasing ME.