



Contract eSignature v1.3

Area: Contract

Audience: Contract Signing Authority, Buyers

About this Training

Objective **To enable each Contract Signing Authority to access Contract Document via DocuSign/Ariba**

What this deck will cover **1. Navigating and accessing Contract Documents via DocuSign/Ariba for Contract signers**



1. Contract eSignature

Contract eSignature (DocuSign)

1. To sign contract, you will receive the below email from DocuSign as per sequence.
Ensure to ensure the email is sent from “@docusign.net”, otherwise, delete the email immediately as it may be a phishing email.
2. (a) Verify the name of the ALPS staff who sends the contract for your signature (if you know, otherwise, it is safe to proceed).
(b) Click on “Review Document”

**User will be able to access the document using corporate laptop*

Test DocumentCW27837 - Sample eSignature Document.docx

The screenshot shows an email interface. The sender is 'DocuSign Demo System <dse_demo@docusign.net>' with a profile picture 'DD'. The recipient is 'Long Shiqi (Synapxe)'. A red box highlights the sender information, with a circled '1' next to it. Below the sender info, there are two informational messages: 'This sender dse_demo@docusign.net is from outside your organization.' and 'If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.' On the right side, there are buttons for 'Reply', 'Reply All', 'Forward', and a share icon, with the timestamp 'Thu 09/11/2023 11:40 AM'. The main body of the email contains a warning: 'Please be cautious. Email is from outside of your organization. Do not click on links or open files if unsure of sender.' Below this is a large blue document icon with a white pencil, and the text 'Alex Law Siang Choun sent you a document to review and sign.' A red box highlights the 'REVIEW DOCUMENT' button, with a circled '2' next to it. At the bottom of the document preview, the sender's name 'Alex Law Siang Choun' and email 'alex.law.s.c@alpshealthcare.com.sg' are listed.

Skip this page if you are the right signer of the contract

Contract eSignature (DocuSign)

3. If you received the request to sign in error, you reassign the signing request to the correct party by clicking on “Other Options” → “Assign to Someone Else”.
4. Enter the following information to reassign the contract signing request to a new signer, click “Assign” to continue:
 - i. Name
 - ii. Email address (ensure the email address is correct)
 - iii. Comments / reason to reassign the signing task

Review and continue

Message from Alex Law Siang Choun, IBM India Pvt Ltd

Please sign.

Change Language - English (US) ▾

Other Options ▾ **Continue**

- Finish Later
- Assign to Someone Else**
- Decline to Sign
- Print & Sign
- Session Information

Assign to Someone Else

New Signer's Name *

John Toh Ming Soon

New Signer's Email *

john.toh.ming.soon@supplierorganisation.com

Provide a reason for assigning to someone else

Hi John, this contract was incorrectly routed to me, redirecting to you for signing. Thanks

158 characters remaining

The sender and the new signer will be notified of these changes. You will be added as a Carbon Copy (CC) recipient.

ASSIGN **CANCEL**

Contract eSignature (DocuSign)

5. You will be directed to DocuSign site to proceed with the signing task. Select “I agree to use electronic records and signatures” checkbox to proceed to review the document

6. Click on “Continue”

https://demo.docusign.net/Signing/?ti=f9ea3ea72b55423aac510a5f8ecccaea

Please Review & Act on These Documents DocuSign

Shahraz Khan
IBM India Pvt Ltd

5 Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

6 **CONTINUE** **OTHER ACTIONS** ▾

Dated []

XYZCorp. Ltd.
and
[ABC LTD]

**MASTER AGREEMENT
FOR
SUPPLY AND MAINTENANCE OF EQUIPMENT**

DocuSign Change Language - English (US) | Terms Of Use & Privacy | Copyright © 2023 DocuSign Inc. | V2R

Contract eSignature (DocuSign)

7. Review the document, when you are ready to sign, click on “Start” tab to proceed to the Signing section

Please review the documents below. **FINISH** **OTHER ACTIONS** ▾

7 **START**

DocuSign Envelope ID: 3A2E5F49-9214-4234-97D7-A25FE77FA971

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PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com

Dated []

XYZCorp. Ltd.

and

[ABC LTD]

MASTER AGREEMENT
FOR

Contract eSignature (DocuSign)

8. Click on “Sign” placeholder to add a signature

Select the sign field to create and add your signature.

FINISH **OTHER ACTIONS ▾**

DocuSign Envelope ID: 3A2E5F49-9214-4234-97D7-A25FE77FA971

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999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com

In witness whereof this Sample Master Agreement has been entered into on the date stated at the beginning.

XYZCorp

SIGN

SIGNED by  for and on behalf of

XYZCorp Ltd.

in the presence of.

_____ Witness' signature

Name:

Address:

Contract eSignature (DocuSign)

9. There are three (3) ways a signer can provide his/her signature to the contract document:

9a. Option 1: “Select Style”

- Select one of the auto-generated e-signature styles.
- To view other auto-generated styles, click “Change Style”

Adopt Your Signature [Close]

Confirm your name, initials, and signature.

Full Name * [Alex Law Siang Choun] **Initials *** [AL]

9a **SELECT STYLE** DRAW UPLOAD

PREVIEW [Change Style]

Signed by: Alex Law Siang Choun
A62B4A19ACDC4... [DS] AL

Signed by: Alex Law Siang Choun
A62B4A19ACDC4... [DS] AL

Signed by: Alex Law Siang Choun
A62B4A19ACDC4... [DS] AL

Signed by: Alex Law Siang Choun
A62B4A19ACDC4... [DS] AL

Signed by: Alex Law Siang Choun
A62B4A19ACDC4... [DS] AL

Signed by: Alex Law Siang Choun
A62B4A19ACDC4... [DS] AL

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

Adopt and Sign Cancel

Contract eSignature (DocuSign)

9b. Option 2: “Draw” – Select this option to sign by drawing on the provided canvas

Adopt Your Signature ×

Confirm your name, initials, and signature.

Full Name * **Initials ***

SELECT STYLE **DRAW** **UPLOAD**

9b

DRAW YOUR SIGNATURE Clear



By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

ADOPT AND SIGN **CANCEL**

Contract eSignature (DocuSign)

9c. Option 3: “Upload” – Select this option to upload a signature file.

- 1) Click “UPLOAD YOUR SIGNATURE” button
- 2) A message to alert you on file upload, click “Allow”
- 3) Select the file from your computer and open (compatible file type: GIF, JPG, PNG, BMP of up to 3MB in size), you should see your e-signature successfully uploaded under Preview

Adopt Your Signature ×

Confirm your name, initials, and signature.

Full Name * Initials *

Alex Law Siang Choun 9c AL

SELECT STYLE DRAW **UPLOAD**

9c, 1 **UPLOAD YOUR SIGNATURE**

Accepted File Formats: GIF, JPG, PNG, BMP. Max file size 3MB.

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

Adopt and Sign Cancel

Adopt Your Signature ×

Confirm your name, initials, and signature.

Full Name * Initials *

Alex Law Siang Choun AL

SELECT STYLE DRAW **UPLOAD**

PREVIEW

DocuSigned by: FA0910C35817413... 9c, 3

UPLOAD YOUR SIGNATURE

For best results use an image that is 400 x 145 pixels

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

Adopt and Sign Cancel

Contract eSignature (DocuSign)

10. Click “ADOPT AND SIGN” once the signature is in order.

Adopt Your Signature ✕

Confirm your name, initials, and signature.

Full Name * **Initials ***

[SELECT STYLE](#) [DRAW](#) [UPLOAD](#)

PREVIEW [Change Style](#)

Signed by: *Alex Law Siang Choun* DS
AL

A62B4A19ACDC4...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

10 **Adopt and Sign** Cancel

Contract eSignature (DocuSign)

11. Click on “FINISH” to finalise the signature.

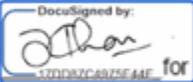
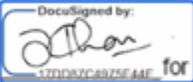
Review and complete

DocuSign Envelope ID: 3A2E5F49-9214-4234-97D7-A25FE77FA971

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999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-020
www.docuSign.com

In witness whereof this Sample Master Agreement has been entered into on the date stated at the beginning.

XYZCorp

SIGNED by  DocuSigned by:  for and on behalf of

XYZCorp Ltd.

in the presence of:

_____ Witness' signature

11

Finish

Ready to Finish?

You've completed the required fields. Review your work, then select Finish.

11

Finish

Contract eSignature (DocuSign)

12. Click on “NO THANKS” to complete the eSignature if you do not wish to sign up for a DocuSign account. You may also download a copy of the contract by clicking the top right corner with the “downloading” sign.

If you see the below page, you may proceed to close the page as signing is completed.

Save a Copy of Your Document

Sign up for a FREE DocuSign account today and sign all your documents electronically

Combined PDF

Separate PDFs

Email
long.shiqi@synapxe.sg

Password

Confirm Password

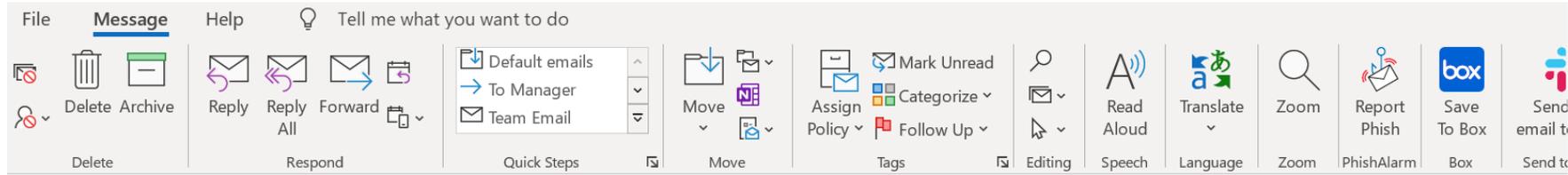
Country/Region
-- select --

By clicking the **'SUBMIT'** button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).

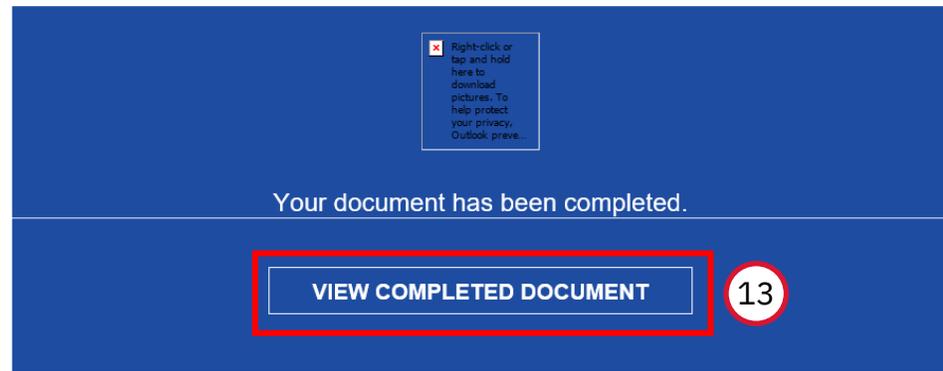
SUBMIT **NO THANKS**

Contract eSignature (DocuSign)

13. Once the signature is done from all signers, an email notification “*Your document has been completed*” will be sent to all the involved parties. The email will contain an attachment of the signed copy in PDF format.



[EXTERNAL] ***Test Document***Completed: CW27829 - Sample eSignature Document.docx



All signers completed CW27829 - Sample eSignature Document.docx