



Contract eSignature v1.2

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**

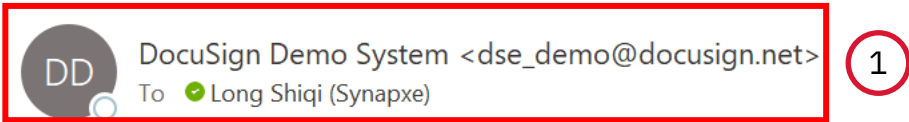


1. Contract eSignature

Contract eSignature (DocuSign)

1. To sign contract, you will receive the below email from DocuSign as per sequence
 2. Click on Review Document
- *User will be able to access the document using corporate laptop

Test DocumentCW27837 - Sample eSignature Document.docx



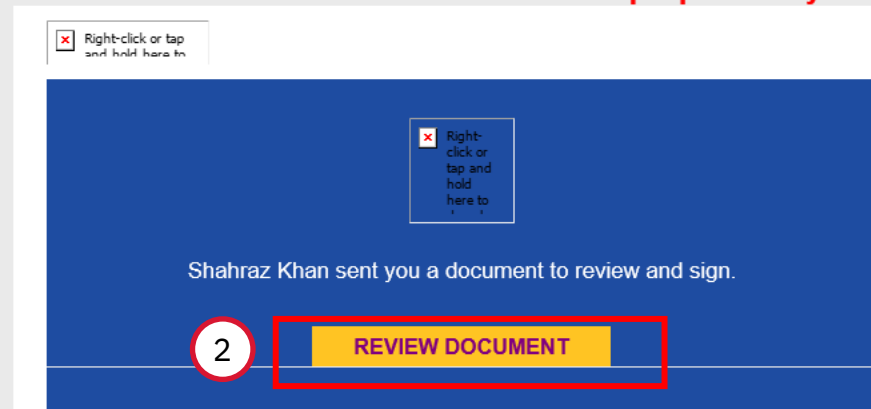
Thu 09/11/2023 11:40 AM

- This sender dse_demo@docusign.net is from outside your organization.
- 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.

Please be cautious.
Email is from outside of your organization.
Do not click on links or open files if unsure of sender.

<EXTMSG>

This document is for demonstration purpose only.



Contract eSignature (DocuSign)

3. You will be directed to DocuSign link. Tick “I agree to use electronic records and signatures” to proceed to review the document
4. Click on “Continue”

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

Please Review & Act on These Documents

DocuSign

Shahraz Khan
IBM India Pvt Ltd

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

4 **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)

5. After reviewing the document and you are ready to sign, click on “Start” which will take the signer to the Signing section.

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

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

5 **START**

DEMONSTRATION DOCUMENT ONLY
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)

6. Click on “Sign” to add 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)

7. Signer can add the signature via three methods

7a. Select style

Adopt Your Signature ×

Confirm your name, initials, and signature.

* Required

Full Name*

Long Shiqi (Synapxe)

Initials*

LS

7a

SELECT STYLE

DRAW

UPLOAD

PREVIEW

[Change Style](#)

DocuSigned by:
Long Shiqi (Synapxe)
FA0910C35817413... DS
LS

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)

7b. Draw

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Long Shiqi (Synapxe)

Initials*

LS

SELECT STYLE

DRAW

UPLOAD

7b

DRAW YOUR SIGNATURE

Clear

A hand-drawn signature in black ink, consisting of a stylized 'L' and 'S' intertwined, enclosed in a red rectangular box.

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)

7c. Upload

- 1) Click “UPLOAD YOUR SIGNATURE”
- 2) A message to alert you on file upload, click “Allow”
- 3) Select the file from your computer and open (compatible file type: All images, MS Office document types, pdf, txt), you should see your e-signature successfully uploaded under Preview

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Long Shiqi (Synapxe)

7c

SELECT STYLE

DRAW

UPLOAD

PREVIEW

7c, 1)

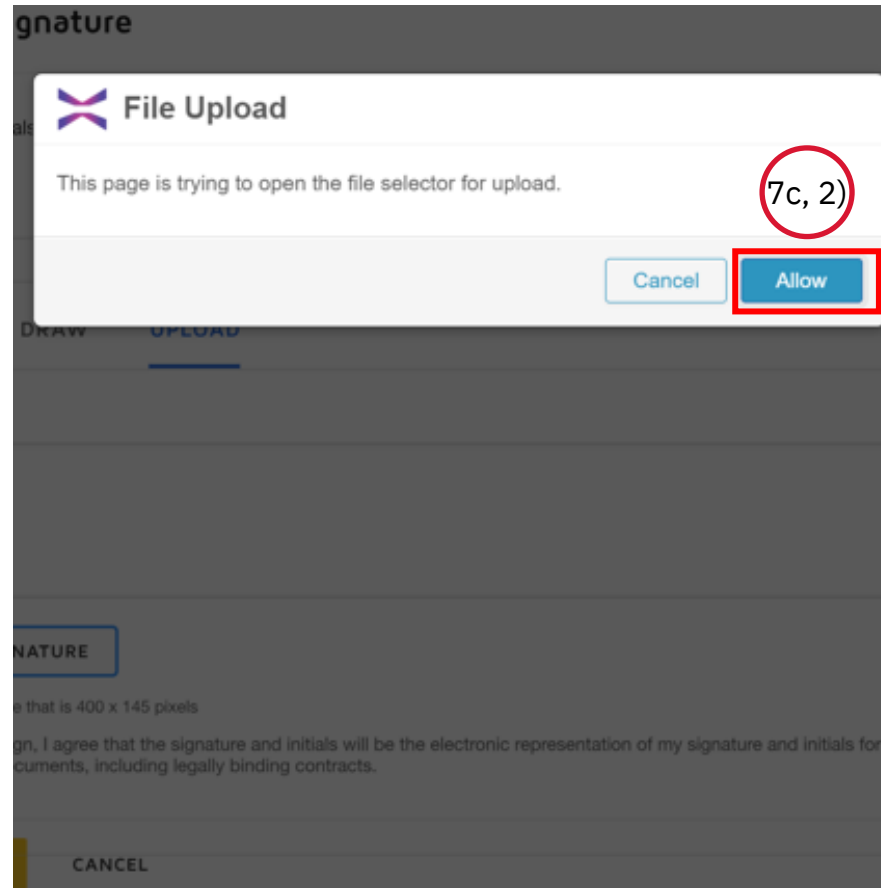
UPLOAD YOUR SIGNATURE

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

By selecting Adopt and Sign, I agree that the signature (or my agent) use them on documents, including legally binding

ADOPT AND SIGN

CANCEL



Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Long Shiqi (Synapxe)

SELECT STYLE

DRAW

UPLOAD

PREVIEW

DocuSigned by:

FA0910C35817413...

7c, 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 (or my agent) use them on documents, including legally binding

ADOPT AND SIGN

CANCEL

Contract eSignature (DocuSign)

8. Click “ADOPT AND SIGN” once the signature is uploaded.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Long Shiqi (Synapxe)

Initials*


LS

SELECT STYLE

DRAW

UPLOAD

PREVIEW

DocuSigned by:

FA0910C35817413...

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.

8

ADOPT AND SIGN

CANCEL

Contract eSignature (DocuSign)

9. Click on “FINISH”. The Amber color indicates that the signature has been loaded.

Done! Select Finish to send the completed document.

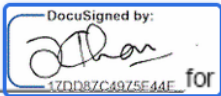
9 **FINISH** OTHER ACTIONS ▾

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

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www.docusign.com

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

XYZCorp

SIGNED by  for and on behalf of

XYZCorp Ltd.

in the presence of.

_____ Witness' signature

Ready to Finish?

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

FINISH



Contract eSignature (DocuSign)

10. 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

10

Combined PDF 
Separate PDFs 

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

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](#).

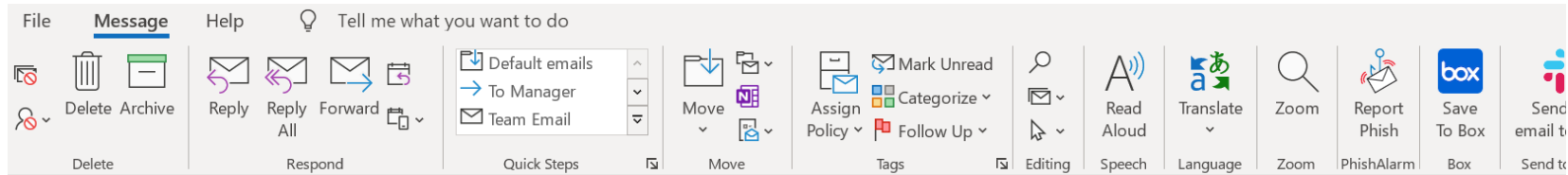
10

SUBMIT **NO THANKS**


-  **Electronically sign any document.**
-  **Get signatures from others.**
-  **Sign on the go with DocuSign Mobile!**

Contract eSignature (DocuSign)

11. Once the signature is done from all the parties', system will send below email notification as a Completed Document status to all the parties involved. The signed copy will be sent by system in pdf format as an attachment in the email .




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


 DocuSign Demo System <dse_demo@docusign.net>
To: Shhraz Khan

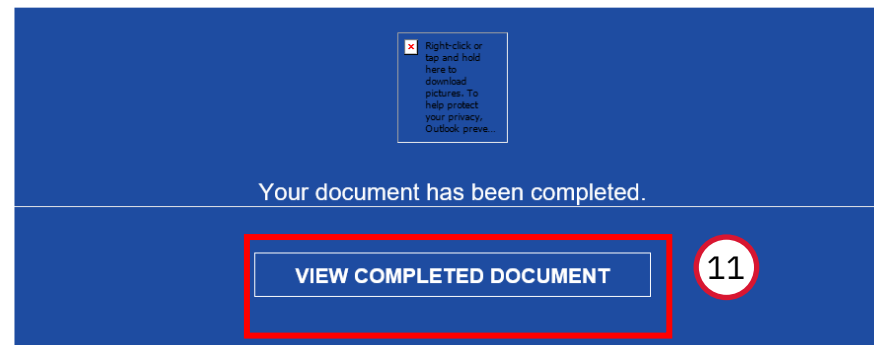
 Reply  Reply All

Retention Policy IBM Inbox (Never)

Expires Never

 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.

 Sample eSignature Document.docx.pdf
478 KB



All signers completed CW27829 - Sample eSignature Document.docx