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**

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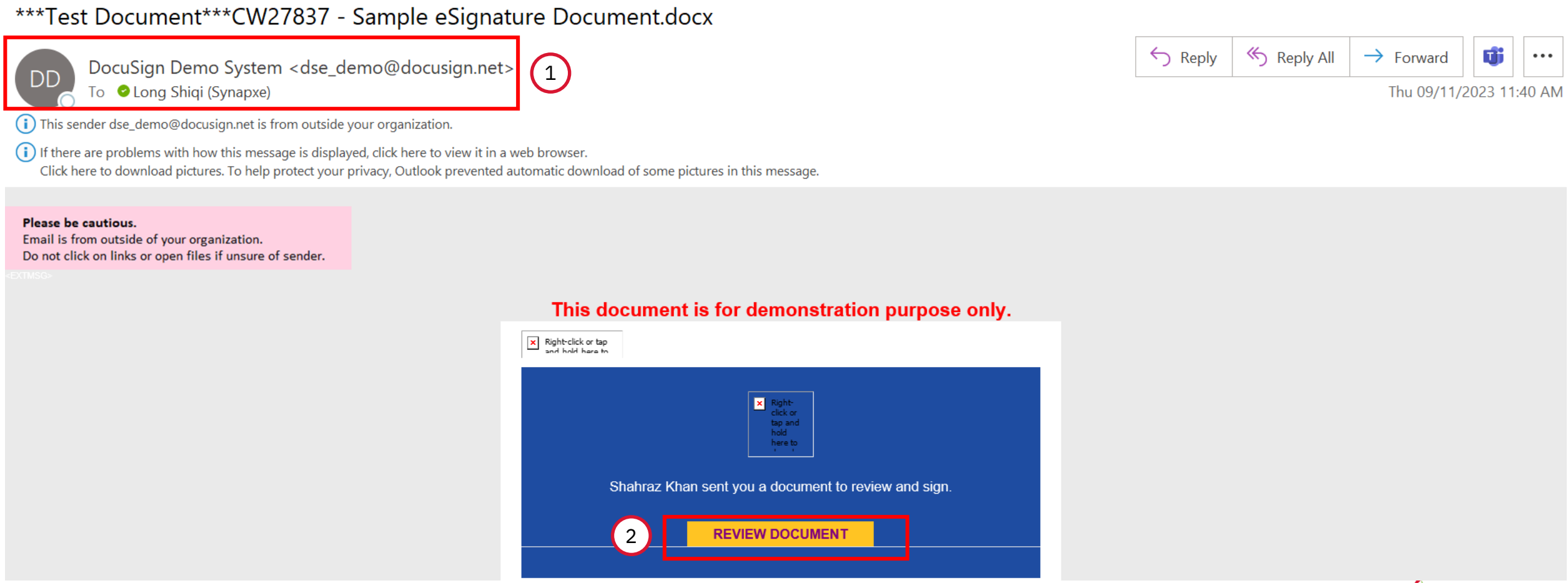
1. Contract eSignature

Contract eSignature (DocuSign)

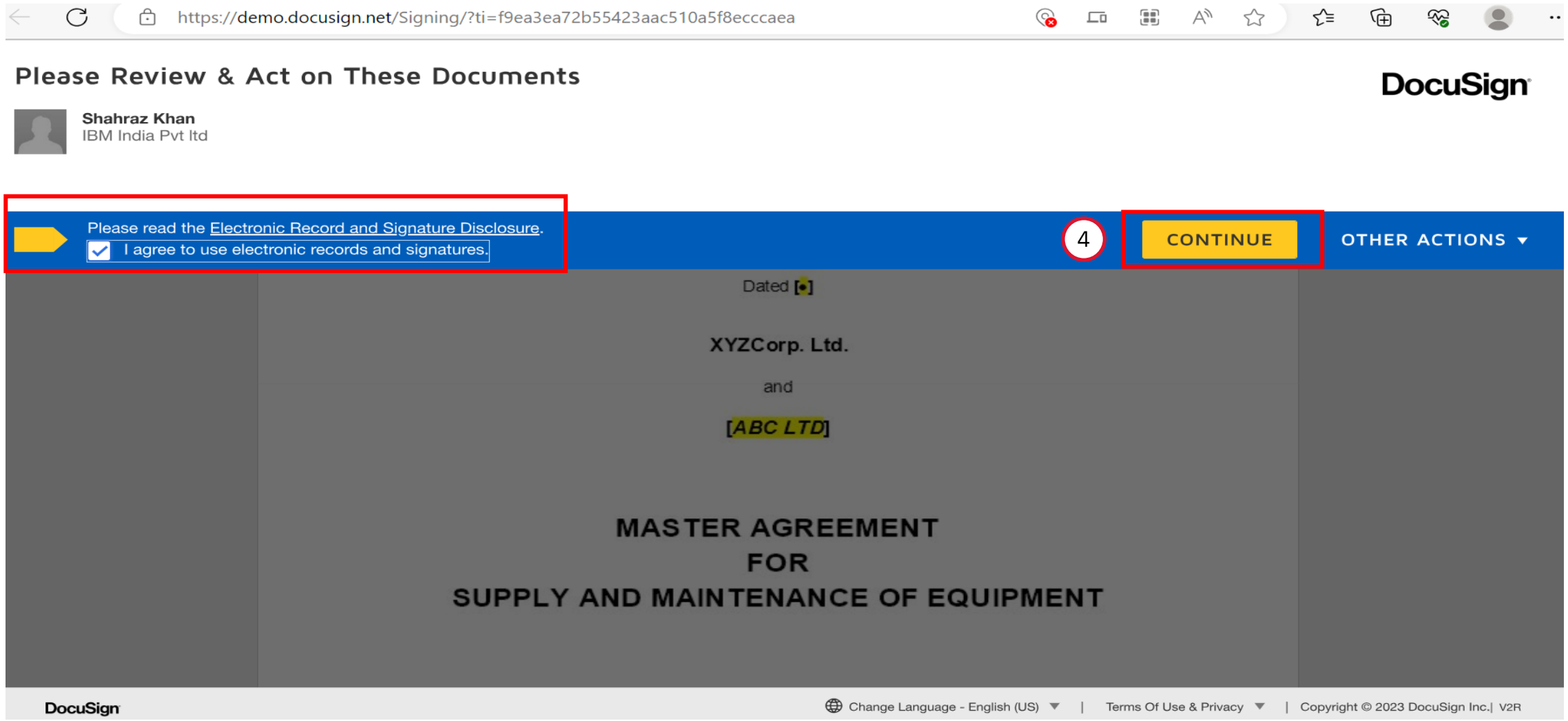
1. To sign contract, you will receive the below email from DocuSign as per sequence
2. Click on Review Document

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



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”



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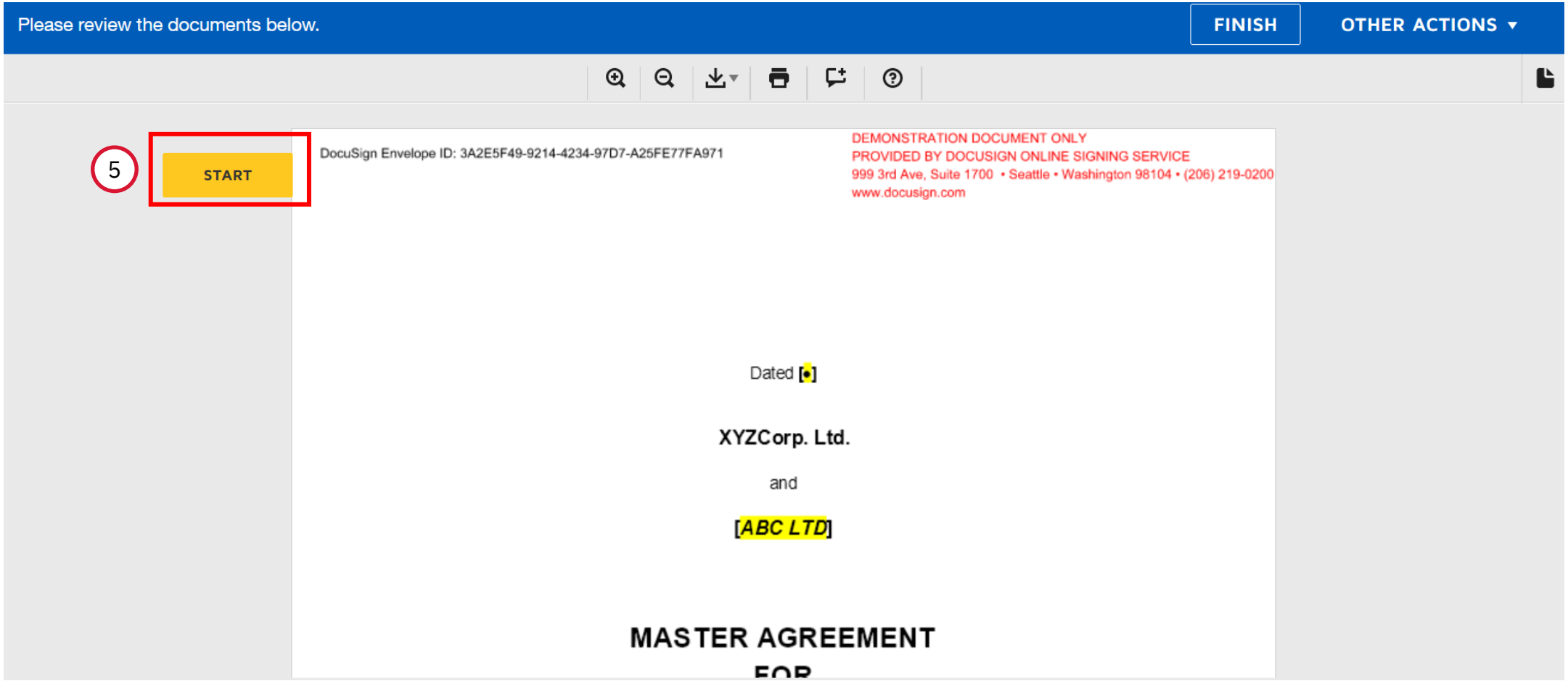
Contract eSignature (DocuSign)

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



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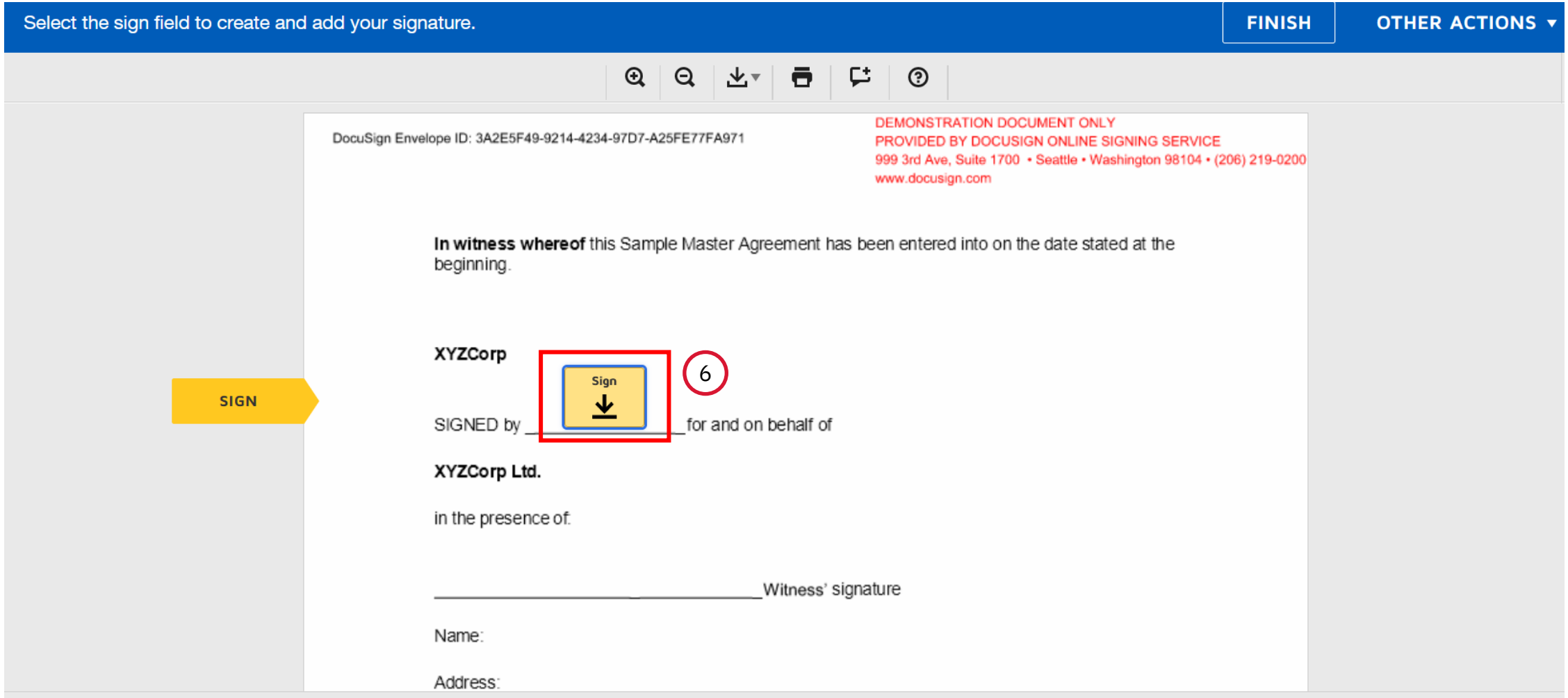
Contract eSignature (DocuSign)

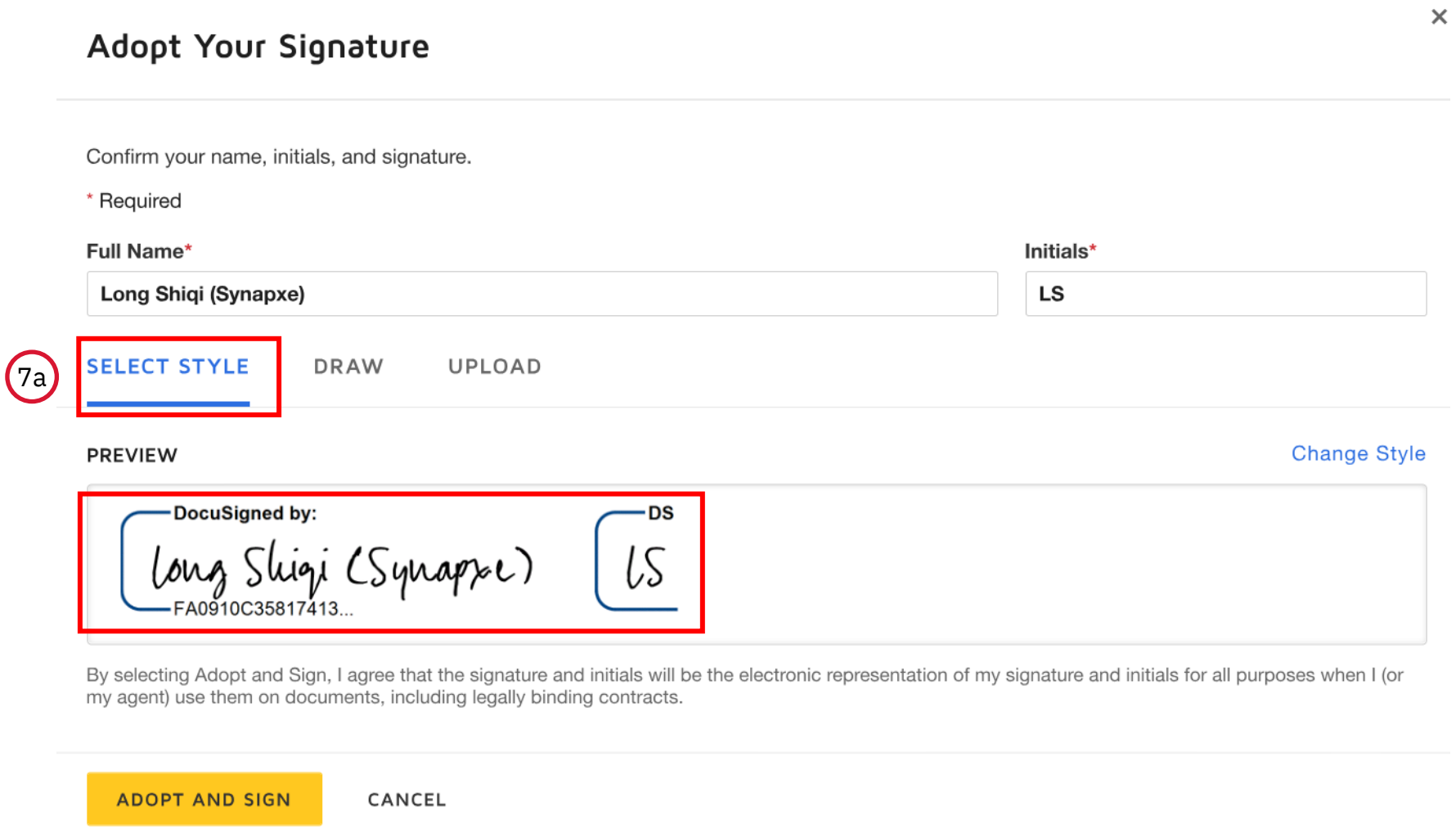
6. Click on “Sign” to add signature



Contract eSignature (DocuSign)

7. Signer can add the signature via three methods

7a. Select style



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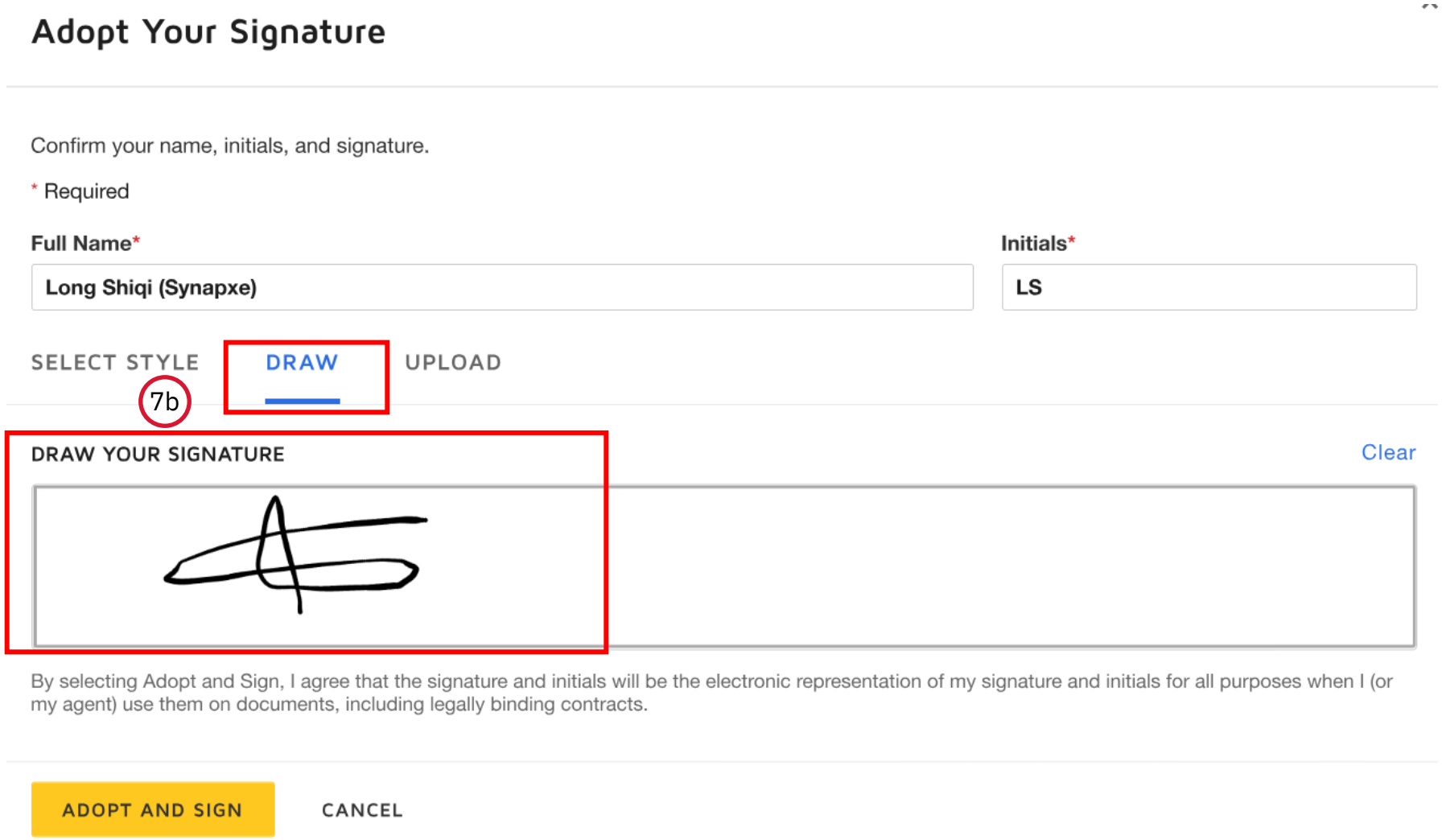
7b. Draw



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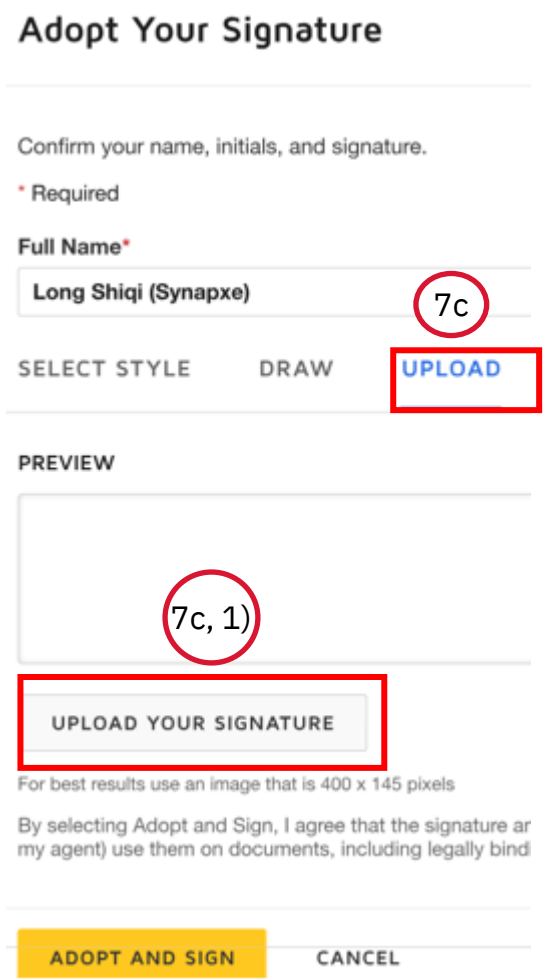
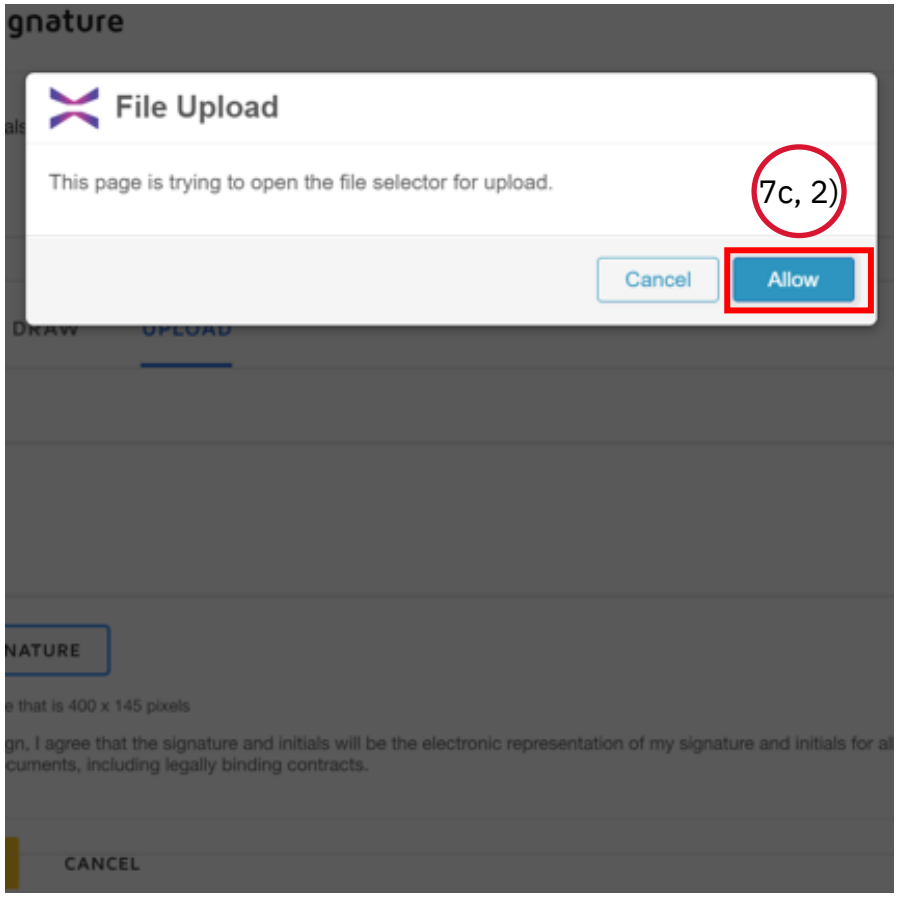
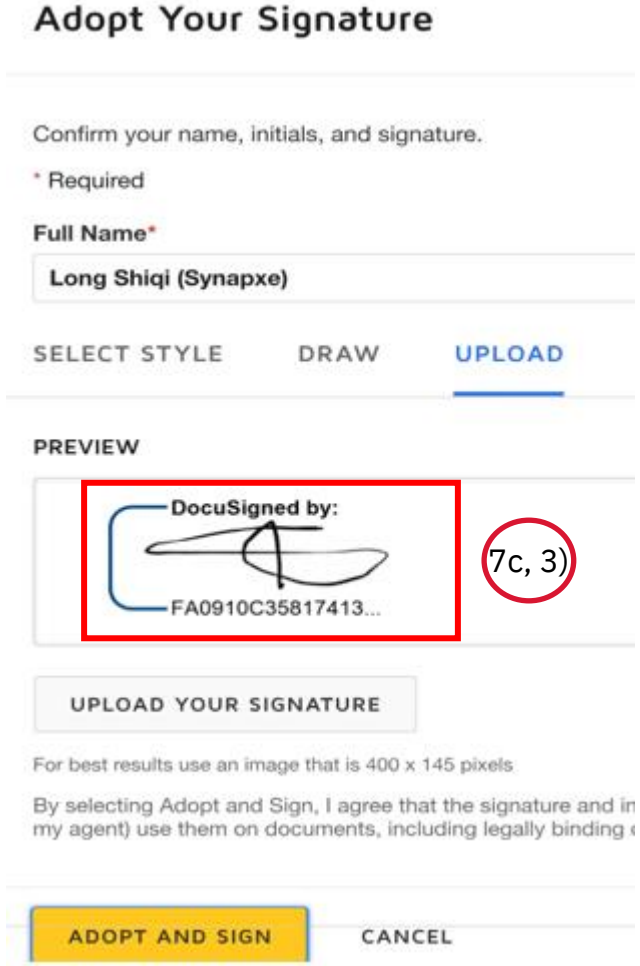
7c. Upload

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







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

8

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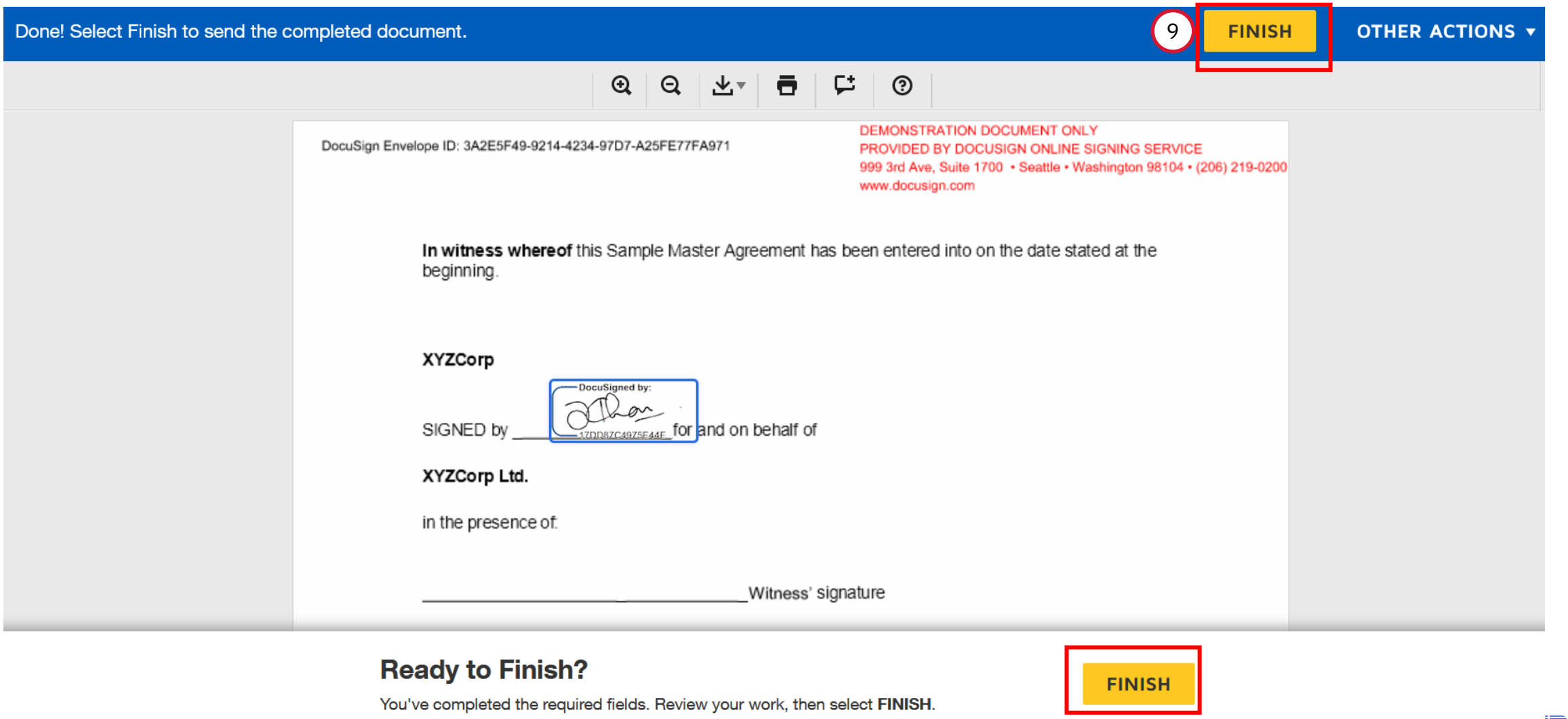
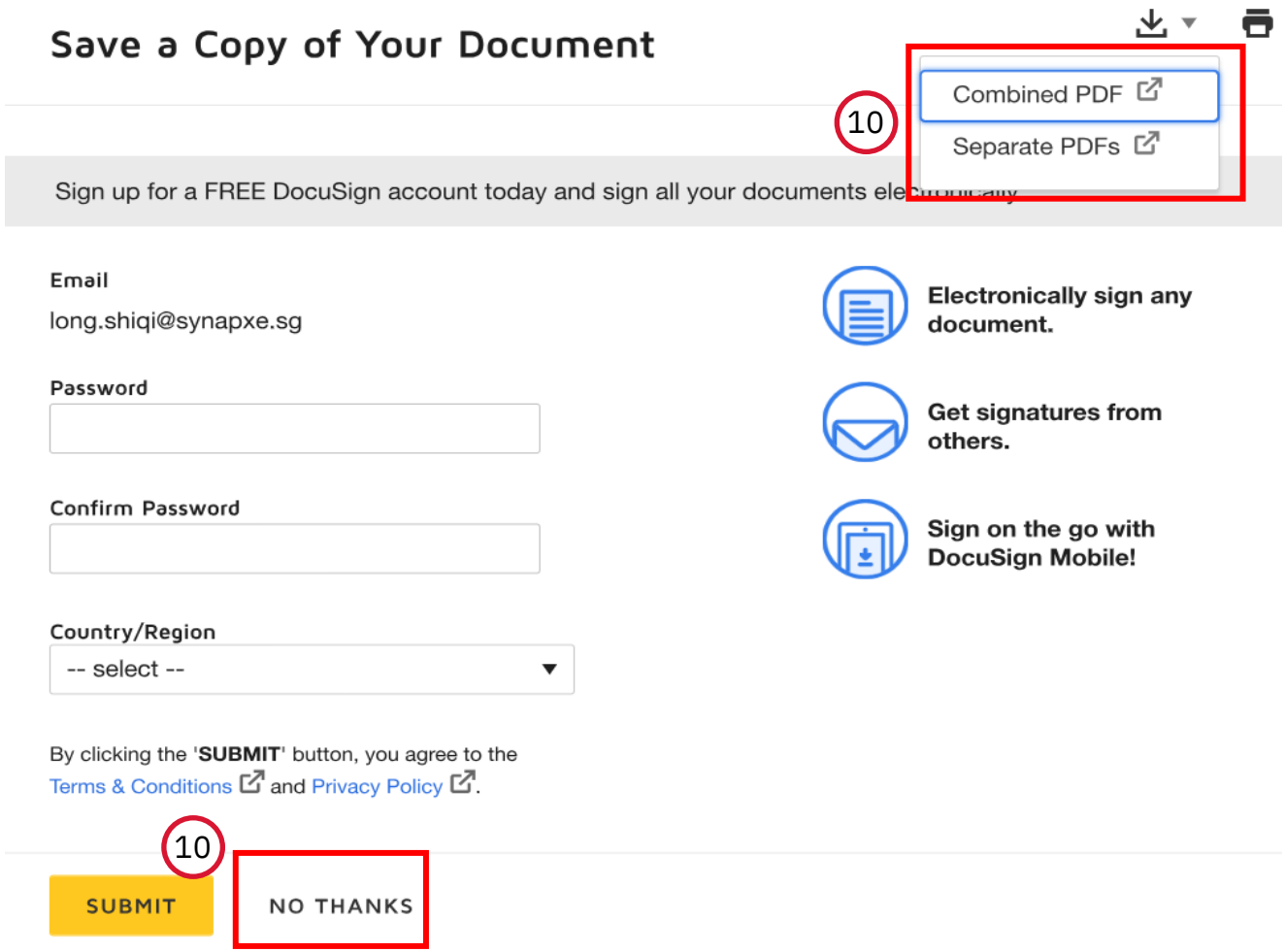
9. Click on “FINISH”. The Amber color indicates that the signature has been loaded.



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.



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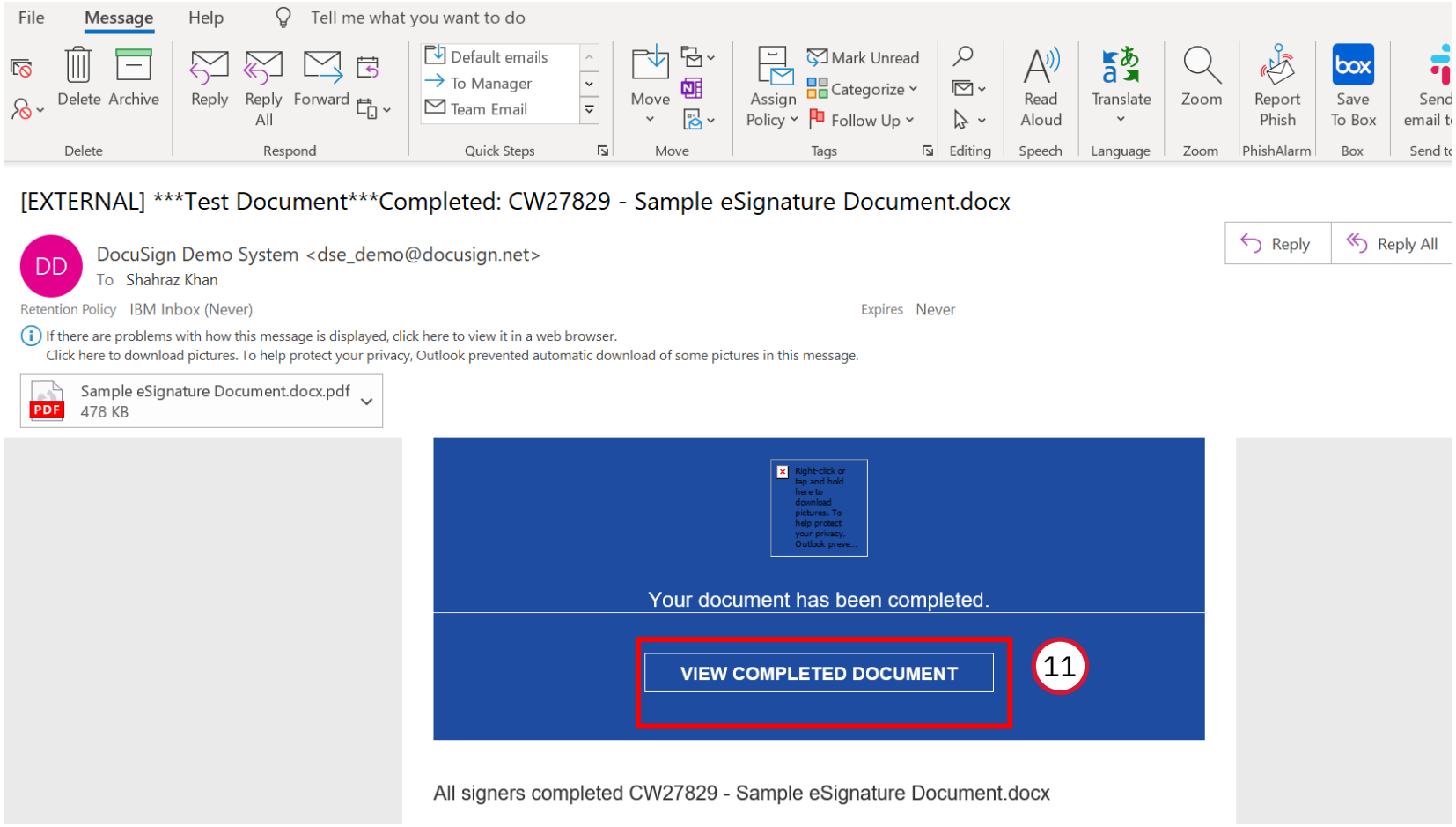
Contract eSignature (DocuSign)

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 .



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