



# Signing OP Procurement Contracts Electronically with DocuSign

Supplier Guide

OP-Public

# Contents

- 1 How to Sign a Contract
- 2 Using Access Code Authentication
- 3 Assigning Signing Responsibility to Others



Seppo Saha sent you a document to review and sign.

1.

**REVIEW DOCUMENTS**



**Seppo Saha**

Seppo Saha

Please DocuSign SaaS\_Appendix-6\_Price-Schedule.docx, SaaS\_Appendix-5\_SLA.doc, SaaS\_Agreement\_2\_2017 (Autoplace).docx

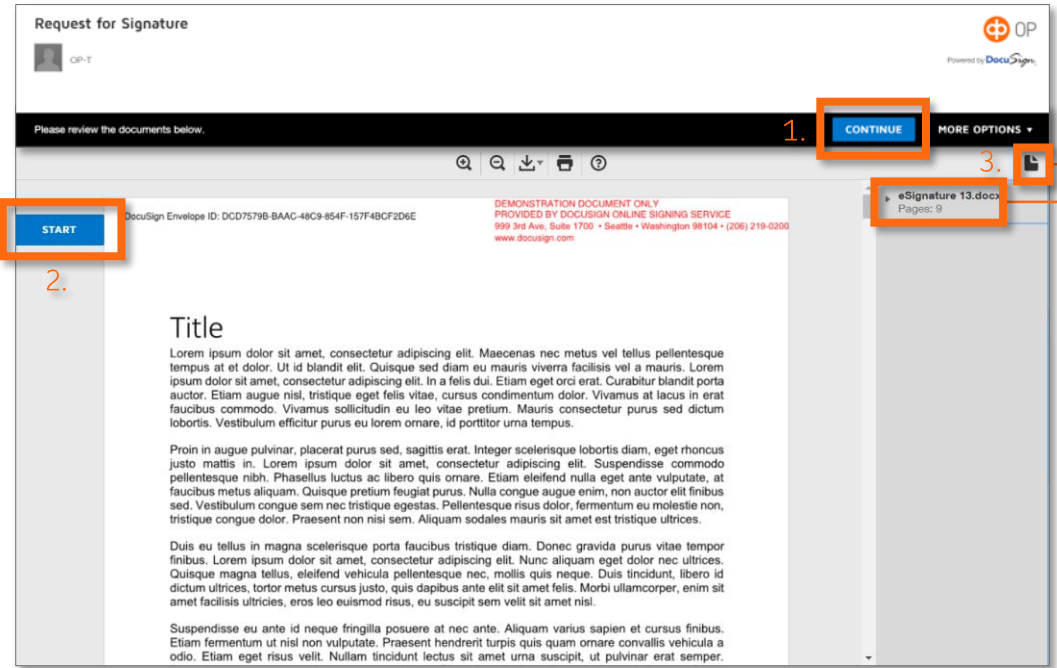
Thank You, Seppo Saha

Powered by **DocuSign**

## How to Sign a Contract

Receiving a Signing Request via Email

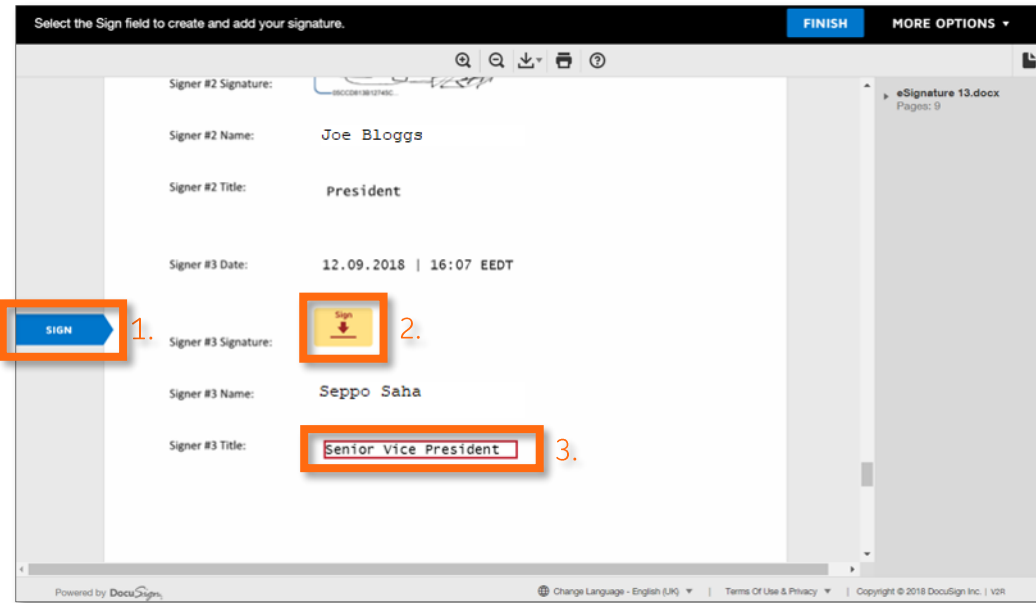
1. You will receive a request to sign a contract via email sent from DocuSign. Click on *Review Document* to access the agreement



# How to Sign a Contract

## Reviewing the documents requiring signature

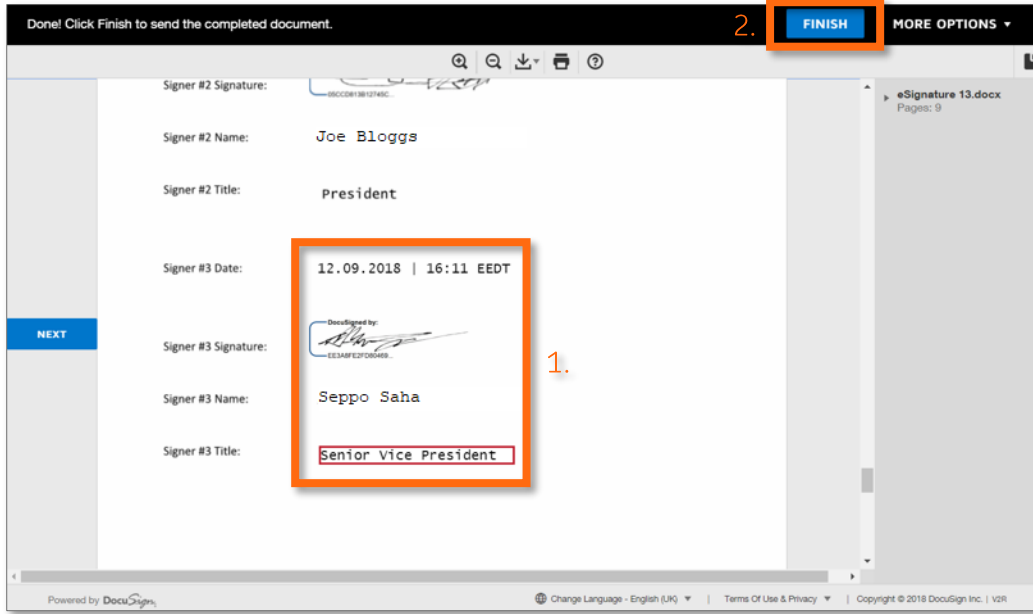
1. First click *Continue*
2. Click *Start* to begin reading the contract documents on screen
3. Remember to also review the appendices before signing. These can be accessed by clicking on the document symbol and selecting the document to read.



# How to Sign a Contract

## Electronic Signature

1. Click *Sign* to jump directly onto the signature page on the document
2. Click on the *Sign* symbol to electronically sign the contract. If it is the first time you are signing a contract, you can choose a signature font, draw your own signature on the screen, or upload an image file containing your real signature.
3. Enter your *Title* in the corresponding field



## How to Sign a Contract

### Finalising Your Signature

1. Check that your signature appears in the correct place, that your title is correct and that your signature is timestamped.
2. Click on *Finish*



Your document has been completed

1.

**VIEW COMPLETED DOCUMENTS**



**Seppo Saha**

All parties have signed the envelope 'Please sign with DocuSign:'.

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## How to Sign a Contract

Notification of Completed Document

1. When all signatures have been collected, you will receive an email notification. You can review the signed document by clicking on *View Completed Documents*.

# Contents

- 1 How to Sign a Contract
- 2 Using Access Code Authentication
- 3 Assigning Signing Responsibility to Others



## Please enter the access code to view the document



Antti Satama

OP-T

The sender has requested you enter a secret access code prior to reviewing the document. You should have received an access code in a separate communication. Please enter the code and validate it in order to proceed to viewing the document.

Access Code

1.

[Hide Text](#)

VALIDATE

2.

I NEVER RECEIVED AN ACCESS CODE

# Access Code Authentication

## Using Access Code

For data security reasons, Access Code authentication can be in use. When you click a link from an email notification, you are taken to the Access Code request page.

1. Enter the Access Code in the corresponding field. You should have received the Access Code from your OP contact via a separate e-mail
2. Click on *Validate* to access the documents

# Contents

- 1 How to Sign a Contract
- 2 Using Access Code Authentication
- 3 Assigning Signing Responsibility to Others



Please review and complete the recipient information.

1.

**REVIEW DOCUMENT**



**Seppo Saha**

Joe Bloggs

Please DocuSign SaaS\_Agreement\_2\_2017.docx

Thank You, Seppo Saha

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## Assigning Signing Responsibility

Request to Assign Responsibility for Signing

1. The Supplier contact person may be asked to assign signing responsibility for the contract within their own organisation. Clicking on *Review Document* takes you to a page where you can name the signers for your organisation for this contract.

DocuSign Envelope ID: 9B76CF7C-BECB-46C5-8AC5-8FEC845B722B DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE

**You have been asked to review and add recipient information.**  
Please enter the e-mail address and name for the associated role and click 'Complete and Send'.

Role	Email	Name
1. Ensimmäinen toimittajan allekirjoittaja	<input type="text"/>	<input type="text"/>
3. Toinen toimittajan allekirjoittaja	<input type="text"/>	<input type="text"/>

2. [Edit private message](#)  
[Edit private message](#)

[COMPLETE AND SEND](#) [Show Document](#)

pendix 6 is an integral part of the Service Agreement.

(2) This Appendix 6 sets forth exhaustively the fees payable by the Customer to the Vendor under the Service Agreement and such fees constitute the sole and entire remuneration payable by the Customer to the Vendor under the Service Agreement and covers all deliverables, resources, services, investments and costs delivered, required or incurred by the Vendor for or in relation to the Services. The Customer shall not have any other payment obligations to the Vendor under the Service Agreement.

[MORE OPTIONS](#)

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# Assigning Signing Responsibility

Name Contract Signers in your Organisation

1. Supplier contact person has to fill in the email addresses and names of the contract signers within his/her organisation. If the contact person also acts as the signer, they can fill in their own details in this screen.
2. You can also add a private message only visible to the signer if necessary.
3. Finally click on *Complete and Send* to send the contract to the named signers for processing