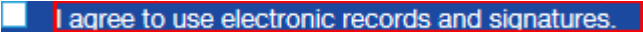

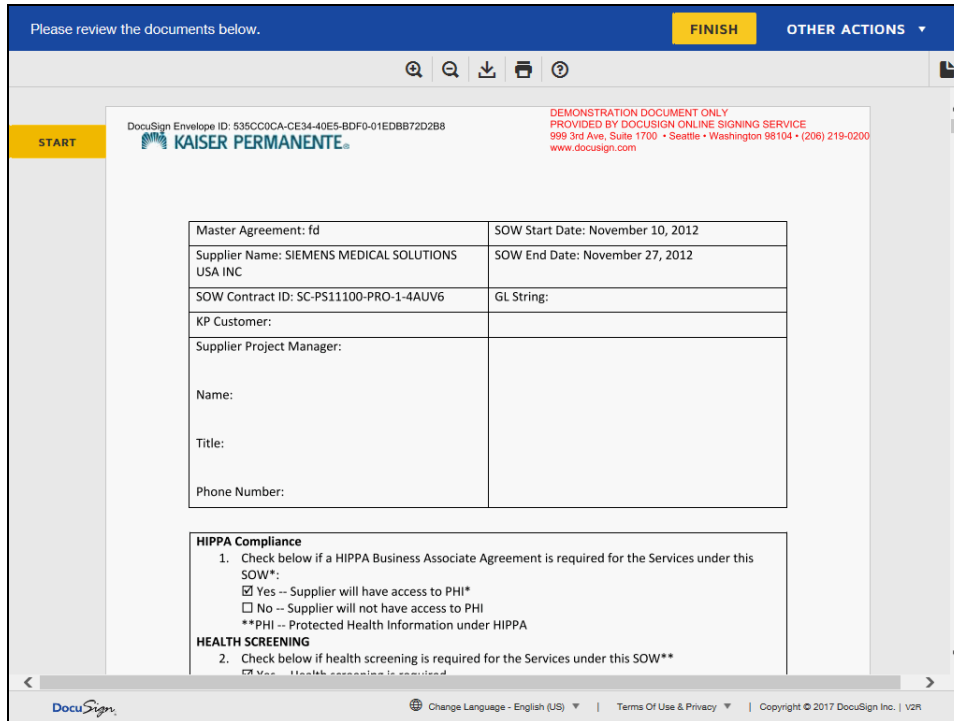


## Signing Supplier Contract Document by External Signers

**Scenario:** Supplier receives an email requesting their signature on a contract document. The email contains a link to the contract document in DocuSign®.

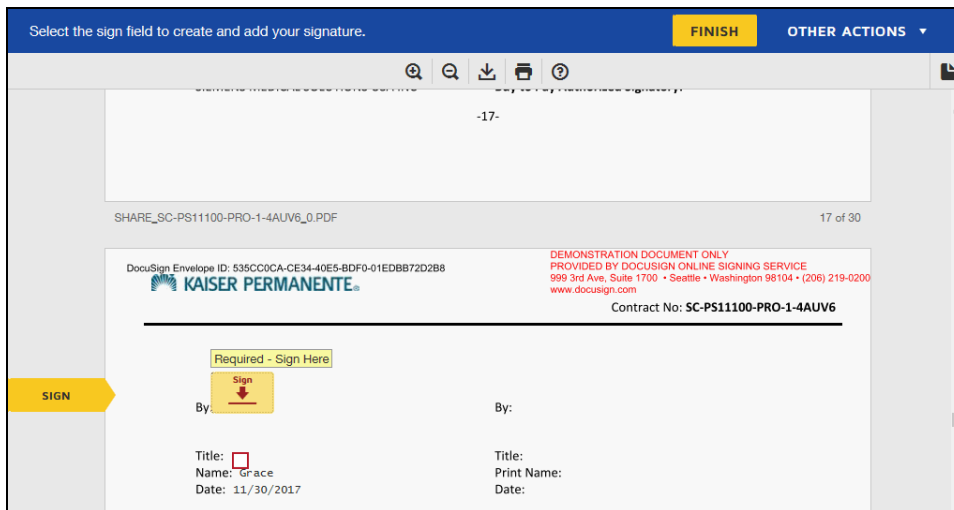
Step	Action
1.	Selecting the Review Document Link in the email to open the DocuSign® page.
2.	Click the <b>I agree to use electronic records and signatures. Required</b> option. 

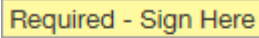

Step	Action
3.	Click the <b>Continue</b> button. 

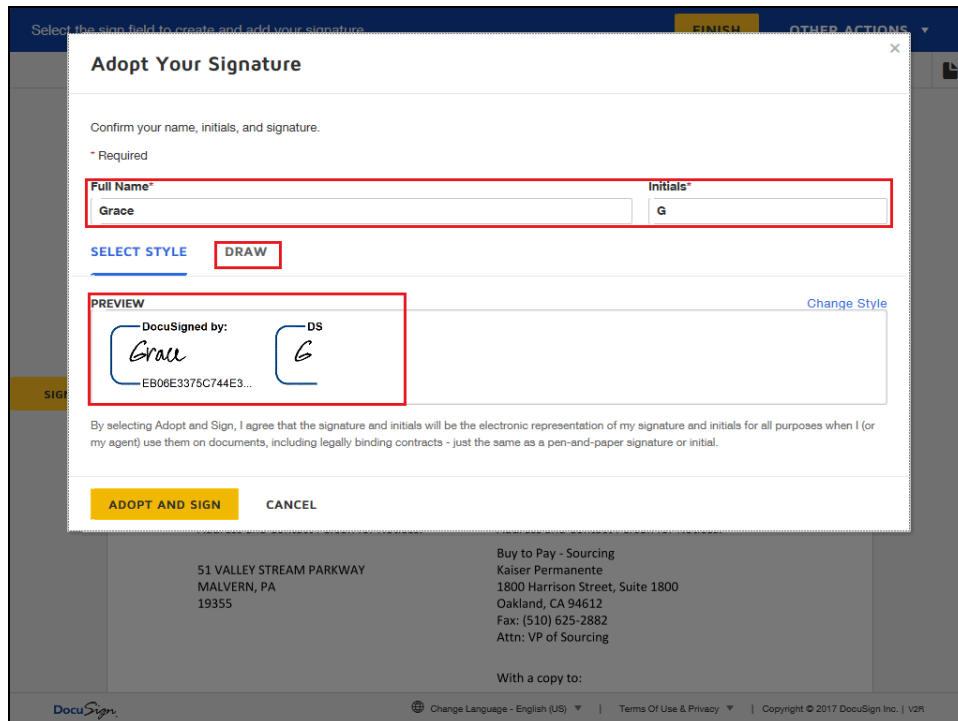



Step	Action
4.	The Contract Document is displayed. Review the document.
5.	Select the <b>Start</b> button to be navigated directly to the signatures page.

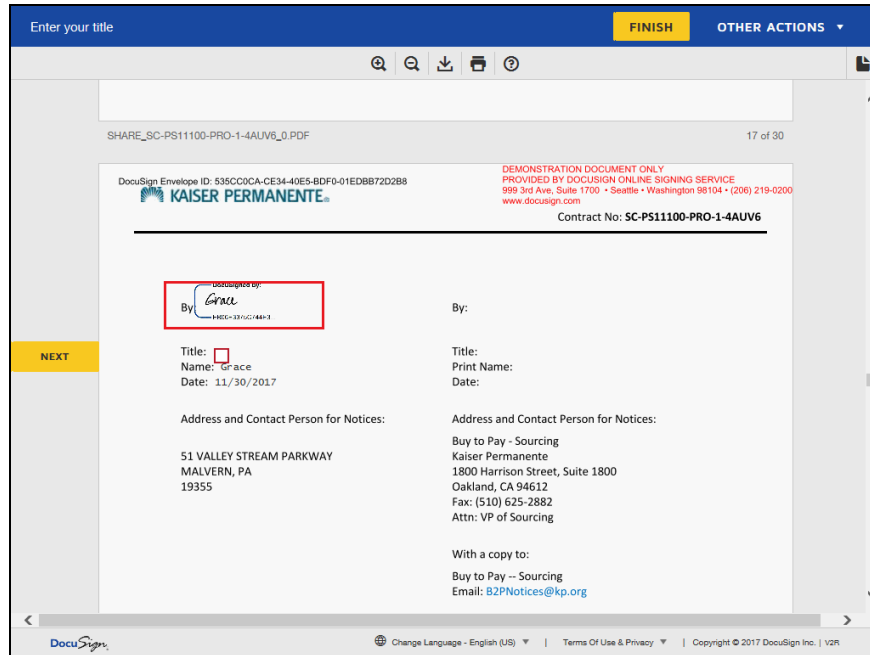
**START**




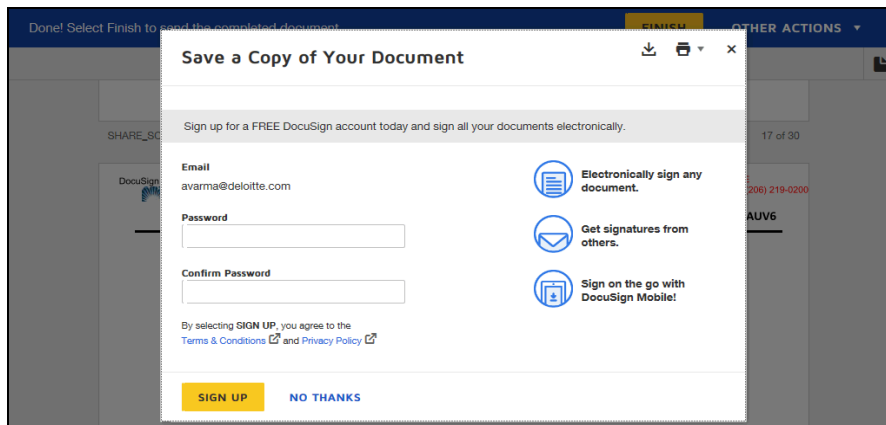
Step	Action
6.	Click the <b>Required - Sign Here</b> button.  



Step	Action
7.	Verify the Full Name and Initials are correct. Verify the Signature is appropriate in the <b>Preview</b> section.  Click on the <b>Draw</b> tab to create a personalized signature.
8.	Click the <b>Adopt and Sign</b> button. 



Step	Action
9.	The signature is displayed in the box
10.	Enter your title into the <b>Required - Title</b> field. e.g. " <b>Vice President</b> ". <input type="text"/>
11.	Click the <b>Finish</b> button. 



Step	Action
12.	<b>Congratulations!</b> You have successfully signed a Supplier Contract Document using DocuSign®. <b>End of Procedure.</b>