



How to Sign Contract Documents with DocuSign

When to use this *How to Guide*:

Follow the steps in this guide to navigate through available options in the SAP Business Network, and to set notifications for your supplier account.

STEP	ACTION
1.	<p>When a City Buyer needs you to sign a document, you will receive an email.</p> <ol style="list-style-type: none"> i. In the email click REVIEW DOCUMENT. <div data-bbox="495 814 1068 1247" data-label="Image"> </div> <ol style="list-style-type: none"> ii. On the document review page, select the I agree to use Electronic Records and Signatures check box. iii. Click CONTINUE. <div data-bbox="350 1383 1211 1619" data-label="Image"> </div> <p>Note: To view additional options, click OTHER ACTIONS.</p>

STEP	ACTION
<p>2.</p>	<p>To review and sign the document:</p> <ol style="list-style-type: none"> i. Scroll or use the page thumbnails in the right-hand navigation pane. ii. When you are ready to sign, click SIGN.  <ol style="list-style-type: none"> iii. Type your signature or initials, as required. iv. Verify that your name and initials are correct or amend as needed. v. Click ADOPT AND SIGN to adopt and save your signature and return to the document. 
<p>3.</p>	<p>When you have entered all required signatures into the document click FINISH. A message appears stating that you have completed your document. You can download a PDF copy or print a copy of the document. The sender receives an email with the signed document attached, and the signed document appears in their DocuSign account.</p>