



# DocuSign

**SAP Ariba | Job Aid**

OCT 2017



## Overview

This Job Aid is for users who will be asked to electronically sign (eSign) contract documents as part of Hydro One's new SAP Ariba implementation. It shows you how to use DocuSign to eSign any requested documents.

The Electronic Signature (eSignature) process is equivalent to traditional execution using a handwritten signature. Signers must continue to review all contract documents and supporting materials prior to electronically signing (eSigning) any agreements.

## eSigning a Document

### Step 1: Receive an eSignature Request

The Hydro One team will initiate an eSignature request to authorized signers when a contract is ready for execution. Signers will receive an email notification from the DocuSign System.

At this point you will have the following options:

- 1) Sign into your existing DocuSign account.
- 2) Create an account when the signing event is complete. You can use this account for future signing with Hydro One or any other company.
- 3) Decide not to create an account and continue signing as a guest user.

You will then see the DocuSign Terms and Conditions, which you are required to consent to before moving on to the next step.

If you have a DocuSign account, please configure the terms and conditions setting to First Time Viewing (a signer is required to consent to the terms and conditions the first time they sign each document sent for eSignature).

If you do not have an account, by default, you will be asked to consent to the terms and conditions each time you are sent a document for eSignature.

### Step 2: Review the Contract Document or Choose Another Action

1. Click on **'Other Actions'**. In this menu, you can either select:

- **Finish Later** – to sign the documents another time
- **Print & Sign** – to sign a physical document rather than signing electronically
- **Assign to Someone Else** – to route the documents to the appropriate person for signing.

2. Should you wish to proceed with eSignature, click on **'Continue'**. (Note: Ensure that the document is reviewed before proceeding to the next step.)

### Step 3: Sign the Document

A copy of the executed agreement will be emailed to each of the signers upon completion of the signing process.

1. Verify your Title, and click the **'Sign Here'** button to sign the document. All signatures will be displayed in block letters.

2. Preview your signature and click on the **'Continue'** button to affix your electronic signature.

3. Click on the **'Finish'** button once you are done.

4. Click **'Continue'** to confirm that the document will be sent to the next signer. You will be receiving a copy of the documents once all signers have affixed their signatures. (Note: The signed contract will be sent to the next

signer that has been assigned. The same steps will need to be accomplished.)

Once the contract is fully executed and all signers have affixed their signature, the Hydro One team will receive a copy of the official executed document which will be stored in Ariba's contract management repository.

## Assigning a document to another signer (Delegation)

As stated in 'Step 2' on page 1, a request for an eSignature can be assigned to a different signer if you're not the correct signer. Requests should only be re-assigned to authorized signers. If you're not sure who the correct signer is, simply reply to the request email and inform the Hydro One team that you're not the correct signer.

### Step 1: Receive an eSignature Request

Following 'Step 1: Receive an eSignature Request' on page 1, click on the 'Review Documents' link.

### Step 2: Assign the document to another user

1. Click the 'Assign to Someone Else' button to re-assign the eSignature request.
2. Enter the new signers email and name, and provide a reason for the change. Click the 'Assign to Someone Else' button to send the eSignature request to the new signer.

The Hydro One team will receive notification of the change.

3. Click 'Exit' to leave the eSignature page.

## Signing on Paper

As stated in 'Step 2' on page 1, during the signing process you may choose to download a copy of the agreement, sign using a

handwritten signature, and upload the signed document.

Signing with handwritten signatures is discouraged as the final document will no longer remain digital and readability will be impacted. Please use the following instructions if you choose to execute using a traditional handwritten signature.

### Step 1: Receive an eSignature Request

Following 'Step 1: Receive an eSignature Request' on page 1, click on the 'Review Documents' link.

### Step 2: Download and Print a Copy of the Contract

1. Click the 'Print & Sign' button.
2. Click the 'Prefer to Upload the Document' button to download a copy of the document. **Do not select Print and Fax.**
3. Save and print a copy of the contract.

### Step 3: Upload the Signed Contract

If you are still signed in to DocuSign, and the contract has been signed by an authorized signer, scanned and digitally stored, you can now upload a copy of the document

If you are no longer signed in to DocuSign, and have manually signed and digitally scanned the contract for upload, please repeat Steps 1 and 2, until you see the option to upload the document box.

1. Click 'Prefer to Upload the Document?'
2. Click the 'Browse' button and select the signed document.
3. Click the 'Complete' button.

The document will be routed to the Hydro One team and all signers will receive copy of the executed document via email.