

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.	When a City Buyer needs you to sign a document, you will receive an email. i. In the email click REVIEW DOCUMENT .
	DocuSign
	Tony Stark sent you a document to review and sign REVIEW DOCUMENT Tony Stark tony Stark Dony Stark Please review and sign
	ii. On the document review page, select the I agree to use Electronic Records and
	Signatures check box.
	iii. Click CONTINUE .
	Please Review & Act on These Documents
	Deana F
	Please read the Electronic Record and Signature Disclosure.
	Note: To view additional options, click OTHER ACTIONS.



Step	ACTION
2.	To review and sign the document:
	i. Scroll or use the page thumbnails in the right-hand navigation pane.
	ii. When you are ready to sign, click SIGN .
	SIGN Signature: x
	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.
	Adopt Your Signature Confirm your name, initials, and signature. Full Name Initials Michael P MP
	Select Style Draw
	Preview DocuSigned by: DS Michael P MP 02367A3E9D33485 Change Style By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all
	purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.
	ADOPT AND SIGN CANCEL
3.	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.