



**Electronic Signature
Supplier User Guide**

Request for electronic signature of a contract from SCM STAR



If a Siemens buyer sends you a contract to be signed electronically, you will receive an email from “**Siemens SCM STAR via DocuSign**” with a direct link to the website where you can sign the contract.

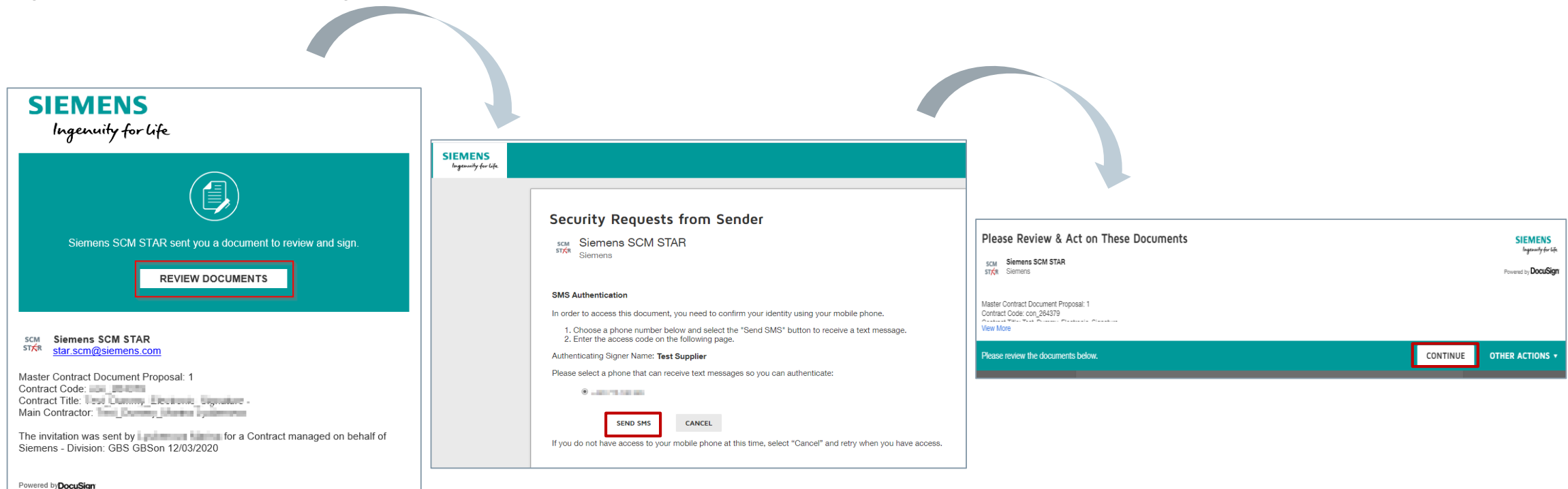
Siemens SCM STAR via DocuSign Signature Request for Proposal in Contract con_65



Note: Depending on the settings which the buyer has selected in the system, you may have been asked to approve this contract in SCM STAR before electronically signing it. This prior approval is technically not connected to the electronic signature.

Signing process in DocuSign (1/3)

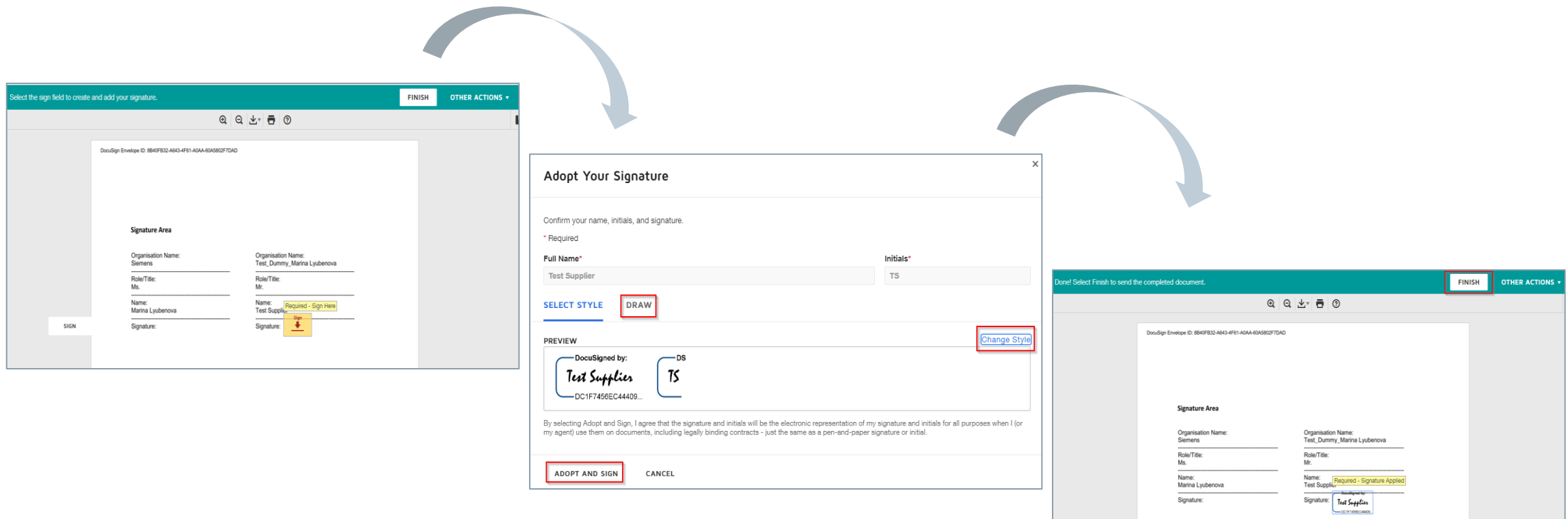
By clicking on **REVIEW DOCUMENTS**, you will be taken to the website where you can start the signing process. Click on **SEND SMS** to receive an authentication text message on your phone, then enter and confirm the code. Click on **CONTINUE** to be taken directly to the signature area, or scroll through the document to review it.



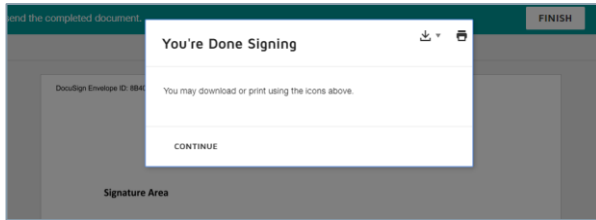
Note: Please contact the buyer in case the phone number shown is not correct or if another signatory shall sign the document for your company.

Signing process in DocuSign (2/3)

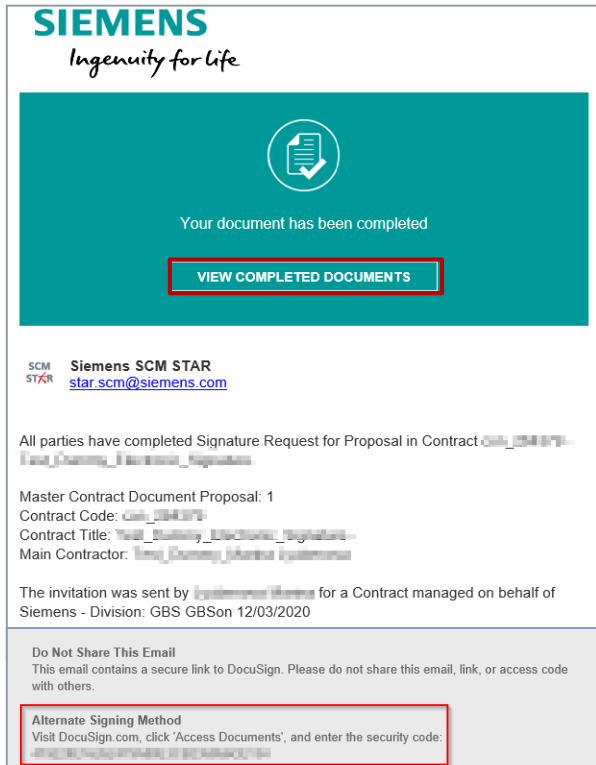
Clicking on **SIGN** in the yellow box will allow you to sign the document. You can choose a preconfigured style you like for your signature under **SELECT STYLE** or draw your name (tab **DRAW**). Please note that you cannot change your name or initials. If the contract has one or several annexes, the documents will be shown one after the other in the same screen and a signature click will be needed for each part. Click on **ADOPT AND SIGN** when you are done and then on **FINISH** to complete the signing process.



Signing process in DocuSign (3/3)



You can download the document signed by you now or access it later. The buyer's signature may not be visible yet at this stage.



Once all parties have signed the contract, you will receive another email notification from “**Siemens SCM STAR via DocuSign**”. You can log in directly to the DocuSign webpage and use the link/code received in the email to download and/or print the signed document. Alternatively, you can log in to SCM STAR (if you have an account) and call up the respective contract there.