

QUICK REFERENCE GUIDE

Updates Related to Electronic Document Signature Process

May 27, 2015

Updates Related to Electronic Document Signature Process

Three updates have been made to the Electronic Signature process.

1. Allowing multiple vendor signatures on Contract /PO documents and amendments
2. Word document updated with signature details
3. Updated process for Denying Document

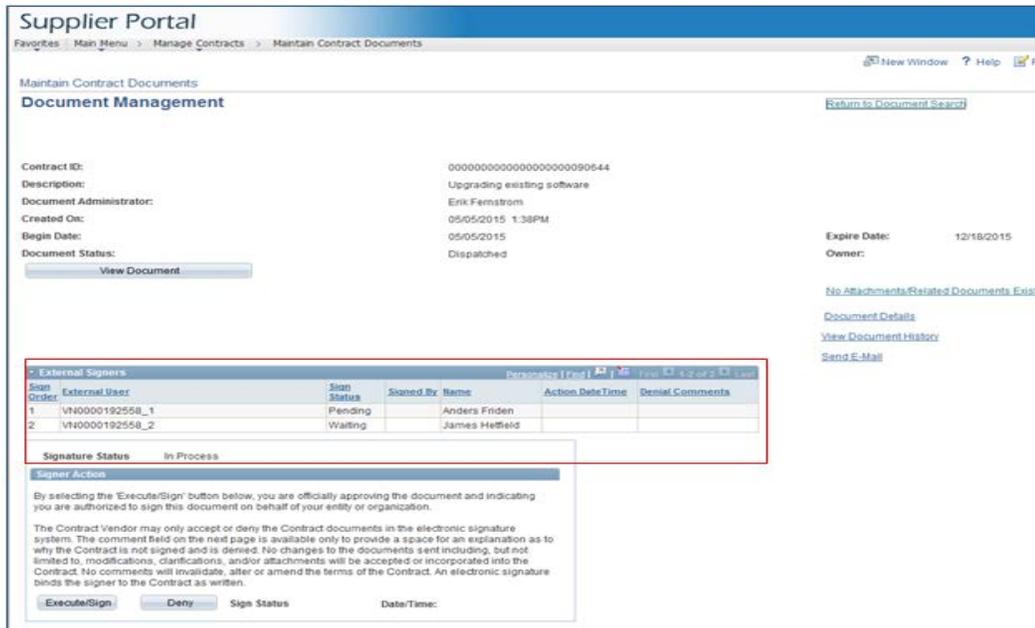
Please see below for details regarding the three updates.

1. Allowing multiple vendor signatures on Contract / PO documents and amendments

In order to meet vendor signature requirements, the updated electronic signature functionality now allows multiple vendor signatures on a given contract / PO document and amendment.

Please see below for details on how the new functionality impacts the Maintain Contract Documents page on the Supplier Portal as well as information on how to request additional vendor user id's to be used for signing documents.

Updated Maintain Contract Document page



The Maintain Contract Documents page has been updated to accommodate multiple vendor signers for contract / PO documents and amendments. The new External Signers grid contains the details of the

vendor signers that are set up by the Document Administrator (at the State of MN) to sign the document.

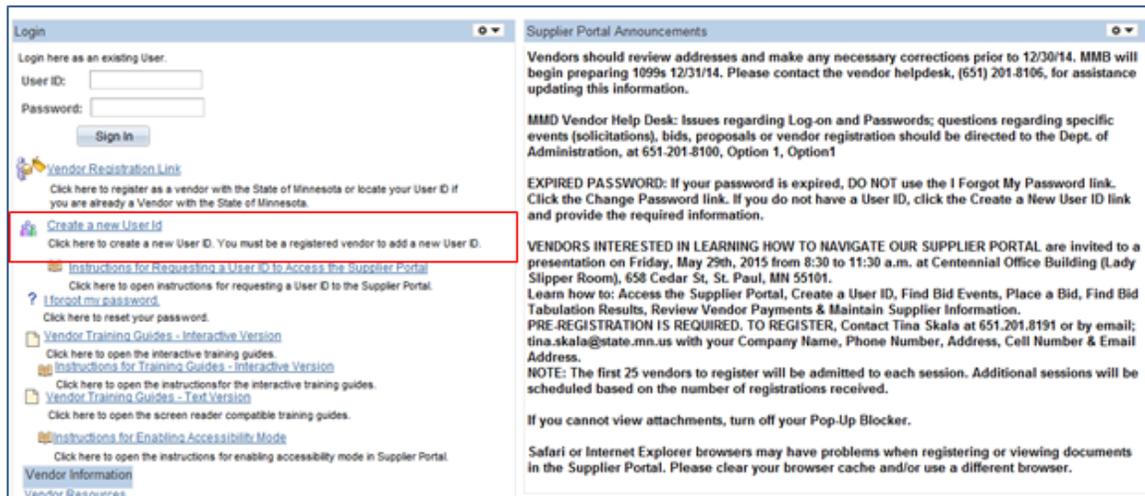
When a document is ready to be signed and the external and internal users have been determined, the Document Administrator routes the document for signatures.

Please see below for details regarding how the multiple vendor signer functionality works:

- The sign order controls the order of the vendor users that should sign the document. It also controls the email notifications that notify the vendor user that there is a document ready to be signed.
- The document must be signed in the order outlined in the Sign Order column. The vendor user in Sign Order 1 is the only user that can initially sign the document.
- Once the document has been signed for a given sign order, the email notification is generated and sent to the vendor user identified in the next sign order and the document can be signed by that user.
- When the final vendor user signs the document, an email notification is generated and sent to the internal (State of MN) user(s).

Vendor User Id Requirements for electronic signatures.

- Each document signer **must** have their own Vendor User ID and password.
- User Id's and passwords should not be shared.
- Once you have a Vendor User Id, log in to the Supplier Portal and add your contact information.



- Use the Create User Id link on the Supplier Portal page to create new User Id's.

2. Word document updated with signature details

The Word contract document is now updated during each step of the electronic signature process.

Supplier Portal
 Favorites | Main Menu > Manage Contracts > Maintain Contract Documents

Maintain Contract Documents
Document Management

Contract ID: 0000000000000000000090644
 Description: Upgrading existing software
 Document Administrator: Erik Fernstrom
 Created On: 05/05/2015 1:38PM
 Begin Date: 05/05/2015
 Document Status: Dispatched

Expire Date: 12/18/2015
 Owner:

[Return to Document Search](#)

[View Document](#)

External Signers

Sign Order	External User	Sign Status	Signed By	Name	Action Date/Time	Denial Comments
1	VN0000192558_1	Signed	VN0000192558_1	Anders Friden	05/11/2015 11:05:09AM	
2	VN0000192558_2	Pending		James Hetfield		

Signature Status In Process

Signer Action

By selecting the 'Execute/Sign' button below, you are officially approving the document and indicating you are authorized to sign this document on behalf of your entity or organization.

The Contract Vendor may only accept or deny the Contract documents in the electronic signature system. The comment field on the next page is available only to provide a space for an explanation as to why the Contract is not signed and is denied. No changes to the documents sent including, but not limited to, modifications, clarifications, and/or attachments will be accepted or incorporated into the Contract. No comments will invalidate, alter or amend the terms of the Contract. An electronic signature binds the signer to the Contract as written.

Date/Time:

- At any time during the process, click the View Document button to see the signature details in the Word document. The External User table contains the same information as the details in the External Signers grid.

Signatures

Document Signature Details -- External User

Order	Ext. User	Status	Actual Signer	Name	Title	Date/Time	Comments
1	VN0000192558_1	Signed	VN0000192558_1	Anders Friden	EXTERNAL	05/11/2015 at 11:05 AM	
2	VN0000192558_2	Pending		James Hetfield			

Document Signature Details -- Internal Users

Order	Type	Role/User	Status	Actual Signer	Name	Title	Date/Time	Comments
1	Role	M_FS_WF_SC_DOC_SIGNER_01	Waiting					
2	Role	M_FS_WF_SC_DOC_SIGNER_02	Waiting					

- The document also shows the State of MN signature details in the Internal Users table.
- The applicable Document Signature Details table is updated each time a user takes action (signs or denies).
- If the signature process is cancelled by the Document Administrator, the signature information is re-set and any previous signature information is deleted from the document.

3. Updated process for Denying Document

A minor change has been made to the process of denying a document, please see below for details.

The screenshot shows the 'External Signers' interface. At the top, there is a table with the following data:

Sign Order	External User	Sign Status	Signed By	Name	Action DateTime	Denial Comments
1	VN0000192558_1	Pending		Anders Friden		
2	VN0000192558_2	Waiting		James Hetfield		

Below the table is a 'Signature Status' section showing 'In Process'. A red box highlights the 'Signer Action' dialog box, which contains the following text:

Signer Action

By selecting the 'Execute/Sign' button below, you are officially approving the document and indicating you are authorized to sign this document on behalf of your entity or organization.

The Contract Vendor may only accept or deny the Contract documents in the electronic signature system. The comment field on the next page is available only to provide a space for an explanation as to why the Contract is not signed and is denied. No changes to the documents sent including, but not limited to, modifications, clarifications, and/or attachments will be accepted or incorporated into the Contract. No comments will invalidate, alter or amend the terms of the Contract. An electronic signature binds the signer to the Contract as written.

Buttons: Execute/Sign, Deny, Sign Status, DateTime:

- The verbiage in the Signer Action section has been updated. Also, the Comments field is now only available when the signature process is denied.
- Click the Deny button to deny the signature process.

The screenshot shows the 'Supplier Portal' interface. The breadcrumb trail is: Favorites | Main Menu > Manage Contracts > Maintain Contract Documents. The main content area displays the prompt: 'Please enter a comment regarding the denial:'. Below this prompt is a large empty text input field. At the bottom of the input field are two buttons: 'OK' and 'Cancel'.

- New page with a comment field displays.
- Enter a comment explaining the reason for not signing the document.

Note: Entering a comment is required when the document is denied.

- Click the OK button.

A notification regarding the denial is generated and sent to the Document Administrator at the State of MN.