

DOCUSIGN GUIDELINE FOR SUPPLIERS



● 08.12.2022

CONFIDENTIAL

FOOTER - MONTH DAY, YEAR

DOCUSIGN TRAINING

- WHAT IS DOCUSIGN?
- HOW TO SIGN THE DOCUMENT?
- CHANGING SIGNERS
- HELP & SUPPORT

DocuSign

- DocuSign is an electronic signature tool. It is used by Plastic Omnium Lighting as a standard method of collecting external signatures on relevant documents.
- For more information regarding the tool itself, please visit the official DocuSign website at:

<https://www.docusign.com/products/electronic-signature>

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The way the world agrees

More than a million customers and a billion users trust DocuSign with their critical and essential agreements.



Important information:

- Suppliers **DO NOT** need to create/maintain any account in DocuSign in order to be able to sign a document
- Signing via DocuSign is completely **free of charge**
- Efficiency & Effectiveness:
 - No need for printing & scanning
 - Time-saving
 - High-quality visibility of data
 - Protection of the environment – SAVE PAPER/SAVE THE TREES

How to sign the document?

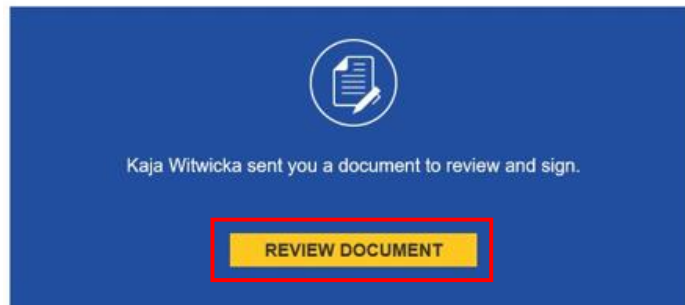
When POL send you a new request for a document signature, you will receive in your mailbox an e-mail from DocuSign EU System:

[\[mailto:dse@eumail.docusign.net\]](mailto:dse@eumail.docusign.net)

Kaja Witwicka via DocuSign
Please DocuSign: TEST_DOCUSIGN.doc
CAUTION - EXTERNAL EMAIL Do not click links or open an attachment unless you recognize the sender and know the

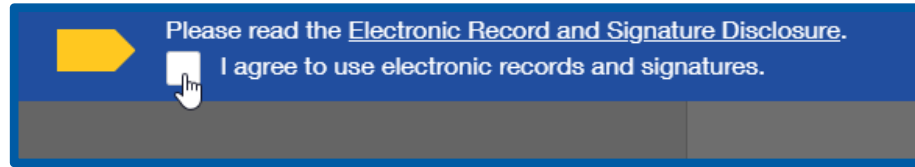
Please click on „REVIEW DOCUMENT” button in order to see the document details

DocuSign



How to sign the document?

- DocuSign will ask you first to read & accept „Electronic Record and Signature Disclosure”.

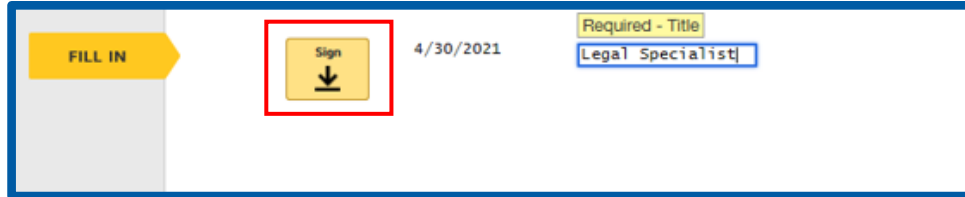


- Then, click on „CONTINUE” button to see the document itself



How to sign the document?

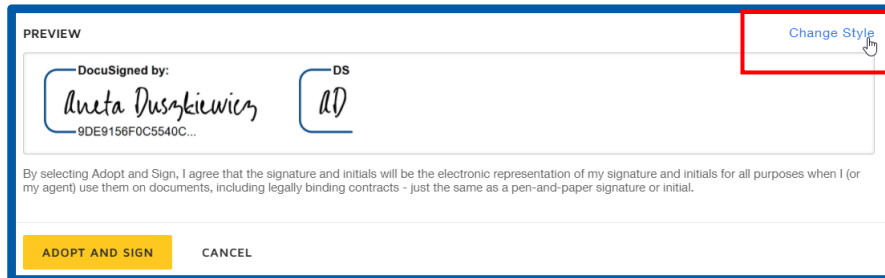
Once ready with review, please click on the yellow “SIGN” box



Your name and today date will now appear automatically.

You can change the style of your signature by clicking on „CHANGE STYLE”, then „ADOPT AND SIGN”

You may be additionally asked to type your title.



By selecting 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.

How to sign the document?

At the end, click on the yellow „FINISH” button.

The signed document will now be automatically sent back to POL.

The screenshot displays a document signing interface. At the top left, a box contains the text "DocuSigned by:" followed by the date "4/30/2021". Below this, a signature "Piotr Zajkowski" is visible, with a blue box around it and a small box containing the text "P37438A10P51415". To the right of the signature box, the text "Legal Specialist" is displayed in a red box. Below the signature box, the text "T&C REV 05-12" is visible. In the bottom right corner of the document area, the number "13" is displayed. At the bottom of the interface, a yellow button with the text "FINISH" is visible. The footer of the interface shows "ing TC REV 05-12.pdf" on the left and "13 of 13" on the right.

How to sign the document?

No action is needed here.

Feel free to select the option that you wish.

Either way, the document was already sent to POL.

NOTE: It is NOT required to click on „SUBMIT”.

You can also choose „NO THANKS”.

Save a Copy of Your Document


Sign up for a FREE DocuSign account today and sign all your documents electronically.


Email
aduszkie@varroclighting.com


Password

Confirm Password

Country
-- select --

 Electronically sign any document.

 Get signatures from others.

 Sign on the go with DocuSign Mobile!

By clicking the 'SUBMIT' button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).

SUBMIT

NO THANKS

How to sign the document?

Once the document is fully executed, you will receive a copy to your mailbox:

DocuSign

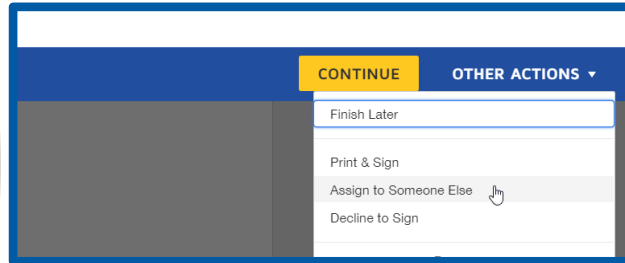


Your document has been completed.

[VIEW COMPLETED DOCUMENT](#)

Changing Signers

- In case you decide to transfer this signing task to a different representative of your Company, please follow these instructions:
 - Click on “OTHER ACTIONS”
 - Select “Assign to Someone Else”
 - Provide the credentials of the new person: email and full name
 - Click on “ASSIGN TO SOMEONE ELSE”



Assign to Someone Else

New Signer's Name *

New Signer's Email *

Provide a reason for assigning to someone else

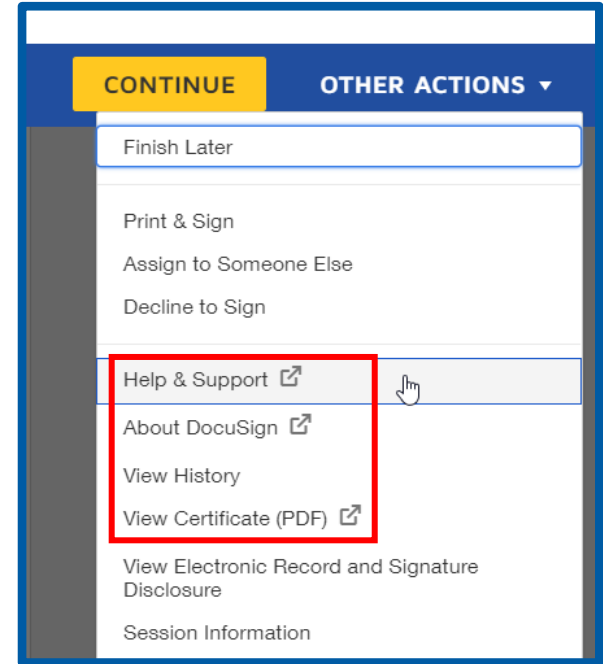
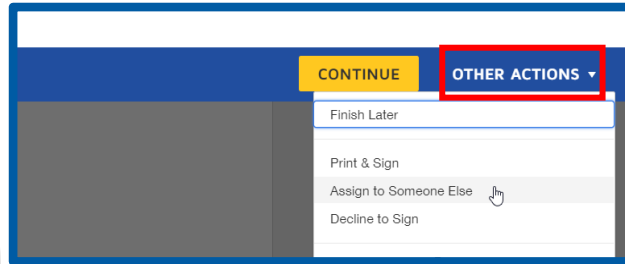
250 characters remaining

The sender and the new signer will be notified of these changes. You will be added as a Carbon Copy (CC) recipient.

ASSIGN **CANCEL**

Help & Support

- In order to learn more about DocuSign or for technical questions, please:
 - Click on “OTHER ACTIONS”
 - Select the subject you are interested in



THANK YOU