

# DOCUSIGN GUIDELINE FOR SUPPLIERS

● 08.12.2022



# DOCUSIGN TRAINING

WHAT IS DOCUSIGN?

HOW TO SIGN THE DOCUMENT?

CHANGING SIGNERS

HELP & SUPPORT

- 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

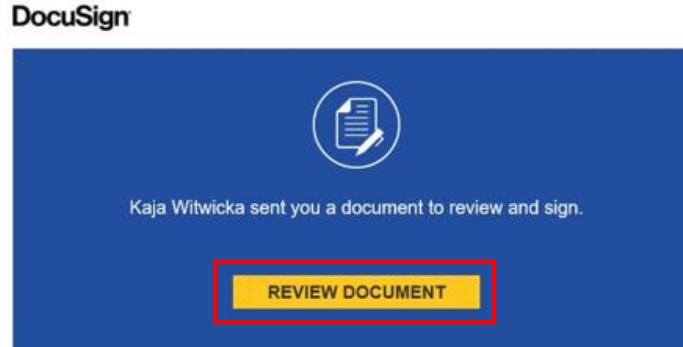
# How to sign the document?

**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]

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**



# 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

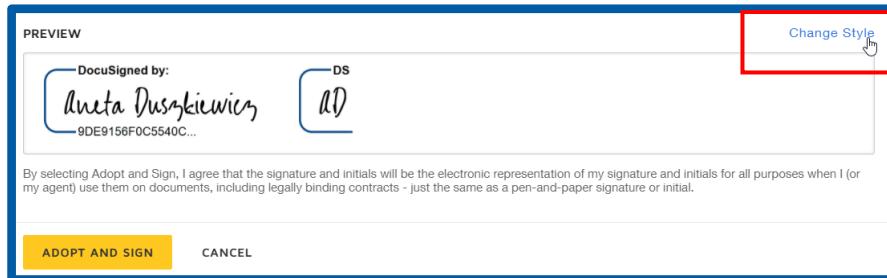


# How to sign the document?

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



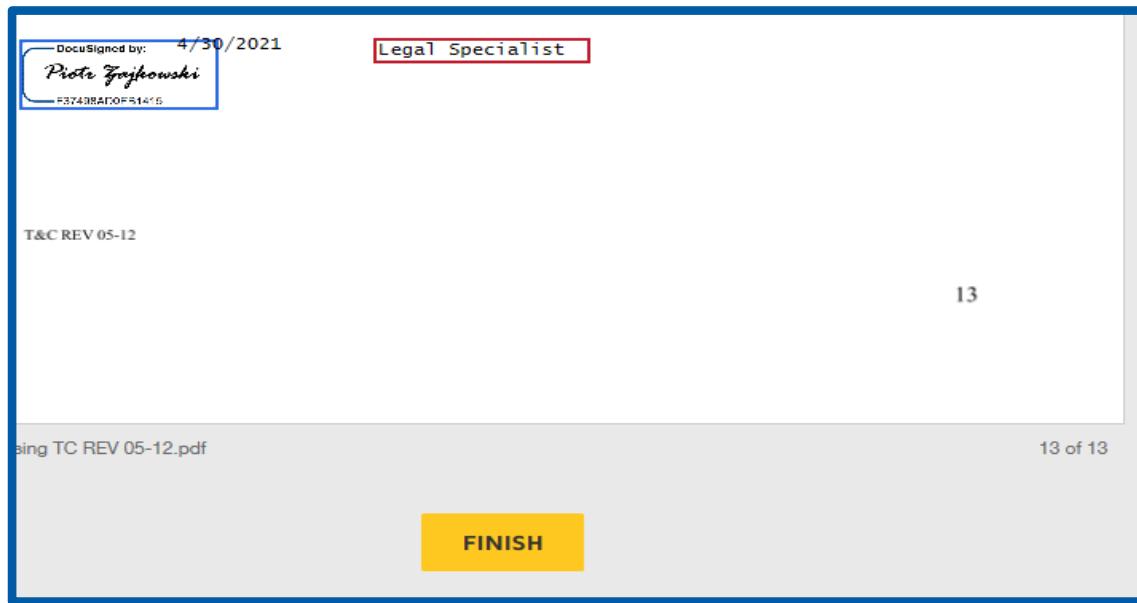
Your name and today date will now appear automatically.  
You can change the style of your signature by clicking on „CHANGE  
STYLE”, then „ADOPT AND SIGN”  
You may be additionally asked to type your title.



# 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.



# 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: aduszkiew@varroclighting.com

Password:

Confirm Password:

Country: -- select --

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

**SUBMIT** **NO THANKS** 



Get signatures from others.



Electronically sign any document.

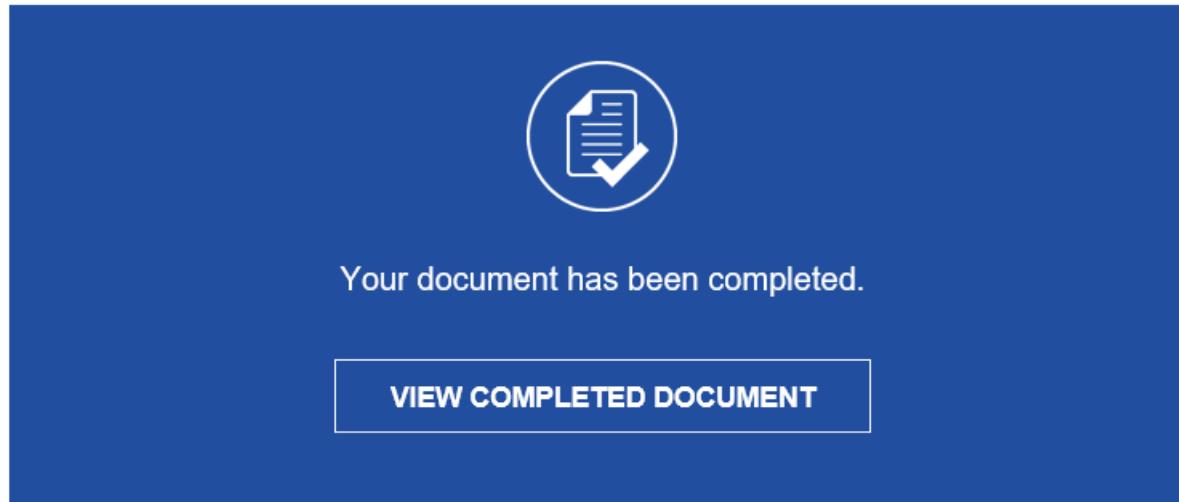


Sign on the go with DocuSign Mobile!

# How to sign the document?

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

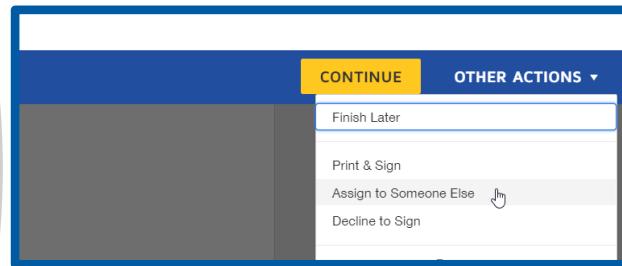
**DocuSign**



# Changing Signers

- In case you decide to transfer this signing task to a different representative of your Company, please follow these instruction:
  - 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

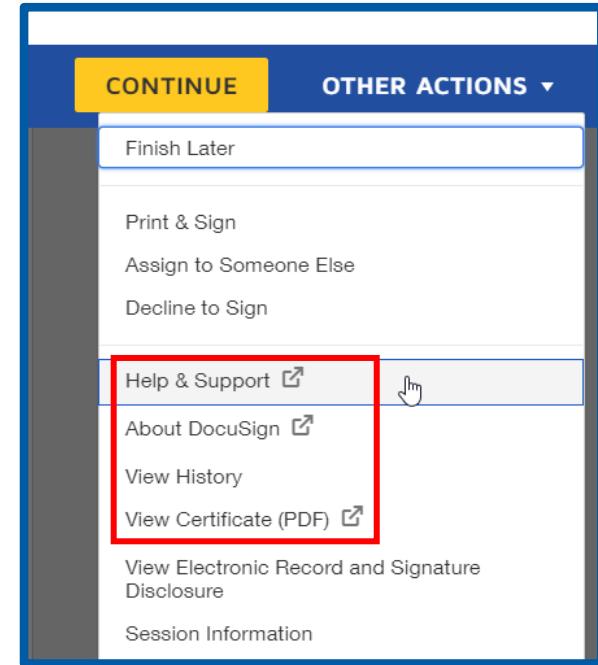
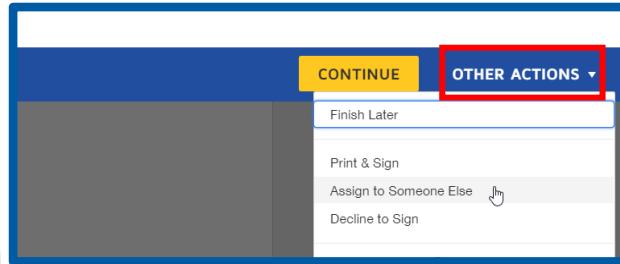
250 characters remaining

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