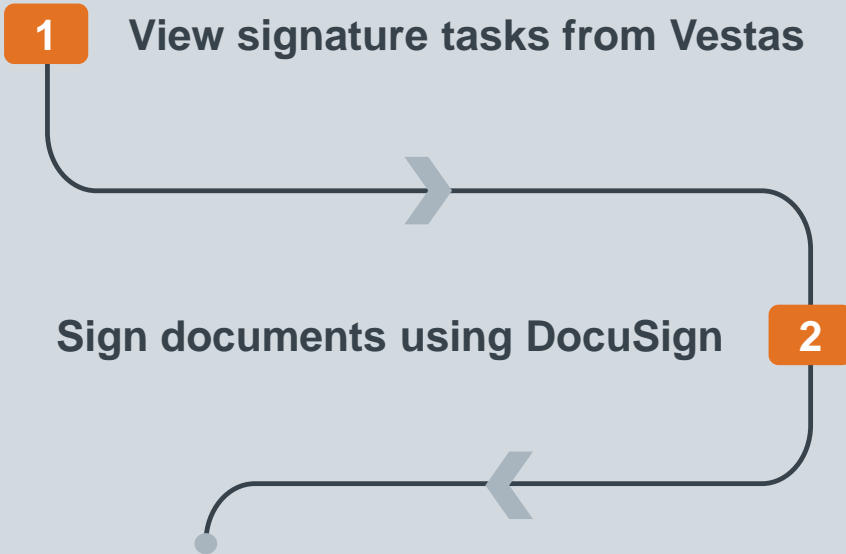


This **Supplier Quick Guide** shows you how to...

# SIGN DOCUMENTS VIA DOCUSIGN

...in **two simple steps**





VERSION: 1.0  
UPDATED: NOVEMBER 2019

# 1. VIEW SIGNATURE TASKS FROM

## Step-by-step

1. The digital signature task will be delivered to your email ID.
2. Click on 'Review Document'.
3. You will be automatically routed to the browser based DocuSign page.

## Illustration

## Tips & Tricks

- Please make sure that your browser is updated.

# I VESTAS

SAP Ariba 



sent you a document to review and sign.

2

REVIEW DOCUMENT

[\[redacted\]@\[redacted\].com](#)

[redacted],

Please DocuSign Purchase Agreement\_EXAMPLE.docx

Thank You, [redacted]

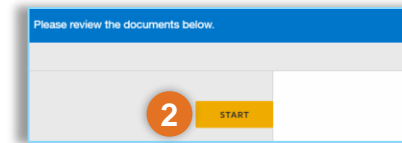
Powered by 

## 2. SIGN DOCUMENTS USING DOCU

### Step-by-step

1. In the subsequent page, you can click to continue the task. Read through the document.
2. Once you complete reviewing the document, click on 'Start'. You will be guided to the places in the document where your inputs are required.
3. Click on 'Fill In' to complete all fields.
4. Click on 'Sign' to deposit signatures.
5. Click on 'Finish' in the top right of the page to complete the task.

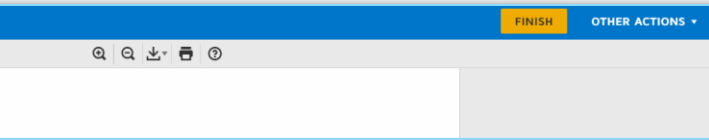
### Illustration



### Tips & Tricks

- You can click on 'Other Actions' in the top right corner of the DocuSign p

# USIGN



## 17 Signatures

17.1.1 This PA is hereby legitimately accepted and agreed to on behalf of VESTAS and SUPPLIER by:

**VESTAS WIND SYSTEMS A/S**

[insert Ariba, Inc. ER]

[insert date and place of signature]

11/22/2019  
[insert date and place of signature]

4 Sign  
↓

Name:

Name: [ ]

Title:

Title: Ms. [ ]

page to print and sign or assign to someone else.

# NEED HELP?

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Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)



For general **Ariba resources**, visit the [Ariba Supplier Portal](#)

