

SUPPLIER MANUAL

HOW TO SIGN A CONTRACT WITH DOCUSIGN

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General DocuSign Information



In principle there are **two ways** how you as a supplier will receive a contract for signature out of DocuSign:

a) Pre-filled signature tags from Robert Bosch Purchasing

- Could be used if there are complex contracting structures where a buyer wants to highlight where the supplier should sign
- Could be used because of some extra feature only DocuSign provides (like distribution to other signers etc.)

b) Un-tagged document with tool bar on the left side of the contract document

- Could be used for the signature of contracts where only a simple signature is needed from known contact persons at supplier side

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General DocuSign Information



A buyer of Bosch has sent you a contract via eMail.

Click on the link within the Mail to access the contract in the DocuSign application.

The next slides show you how this works...



You now check the contract on your computer.

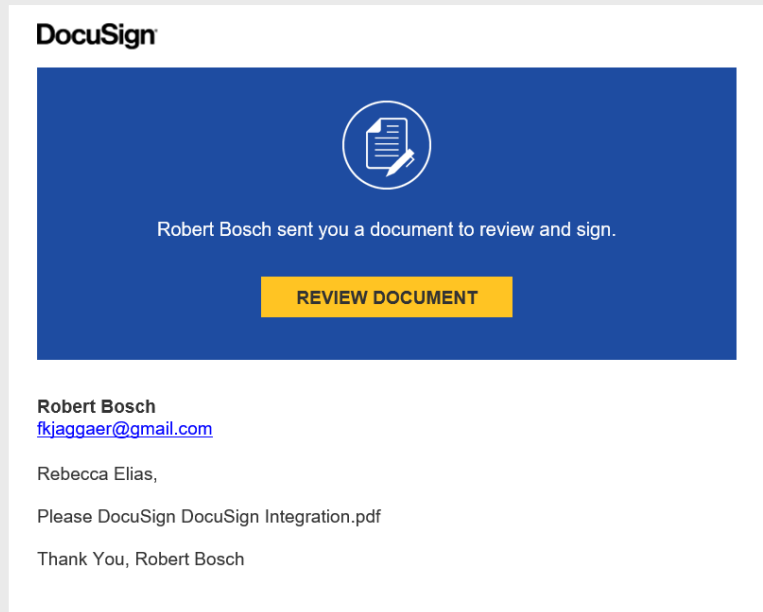
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General DocuSign Information



Signature request on Contract DocuSign Integration

obleme mit der Darstellungsweise dieser Nachricht bestehen, klicken Sie hier, um sie im Webbrowser anzuzeigen.



You as the supplier receive an email in which you are informed about a new contract document to be reviewed and signed. Please click on the link to access the DocuSign application to sign the contract.

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Security Requests from Sender

 Robert Bosch
JAGGAER

SMS Authentication

In order to access this document, you need to confirm your identity using your mobile phone.

1. Choose a phone number below and select the "Send SMS" button to receive a text message.
2. Enter the access code on the following page.

Authenticating Signer Name: **Rebecca Elias**

Please select a phone that can receive text messages so you can authenticate:

+49 172 3403666

SEND SMS

CANCEL

If you do not have access to your mobile phone at this time, select "Cancel" and retry when you have access.



Security Requests from Sender

 Robert Bosch
JAGGAER

SMS Authentication

An SMS message has been sent to your mobile phone. You should receive it momentarily.

Enter the code you received in the SMS message in the field below and press Confirm Code.

CONFIRM CODE

CANCEL

If you do not receive an SMS message, select "Cancel", verify the mobile phone number and try sending the SMS message again.


As we have a two-way authentication for all our contracts for security reasons please click on SEND SMS and enter your code which you receive on your mobil in the application


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General DocuSign Information



Please Review & Act on These Documents DocuSign

 **Robert Bosch**
JAGGAER

 Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾


FIELDS


Signature

by and between

Please agree to the electronic records and signatures and continue.

Please Review & Act on These Documents

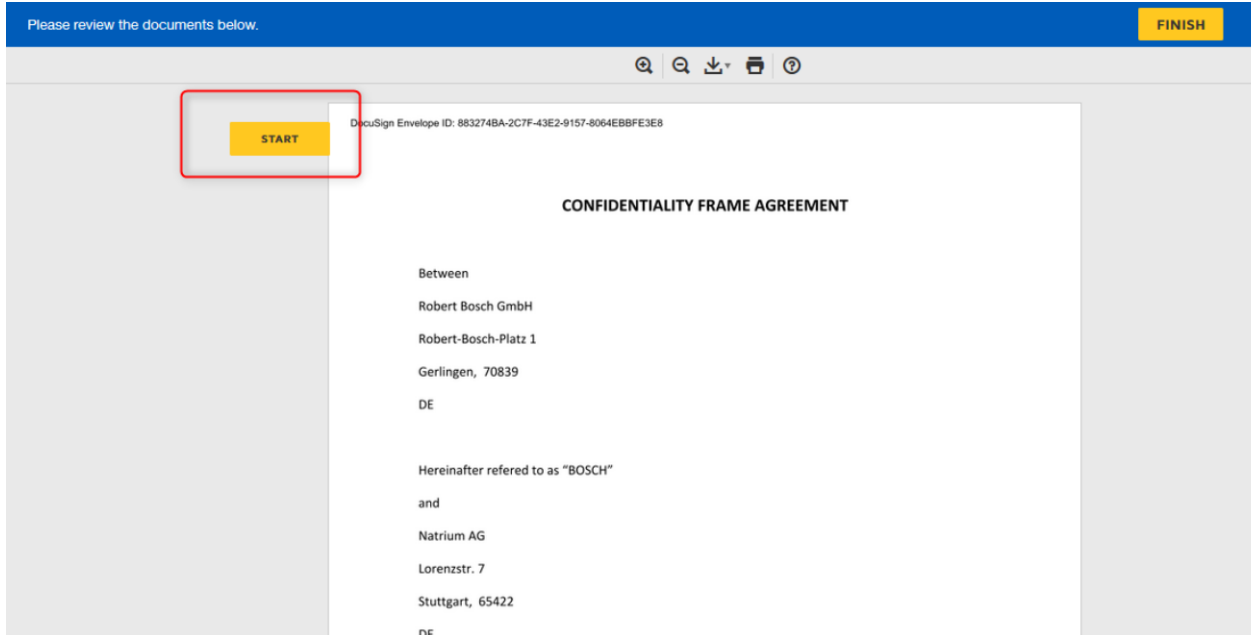
 **Robert Bosch**
JAGGAER

 Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE

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Option A – Pre-filled Document prepared by Bosch



Click on start.

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Option A – Pre-filled Document prepared by Bosch



without the prior written consent of the other Party. The failure to exercise any right in this Agreement shall not be a waiver of prior or subsequent rights. This Agreement including this Section 10 - may not be amended except in writing and signed by all Parties.

The provisions of this Agreement shall prevail over any conflicting provisions in an ICA. This Agreement explicitly provides for a permitted deviation in an ICA.

You will know guided through the document and asked to fill in the relevant information.

The screenshot shows a contract document with several fields highlighted in yellow and a red box around the Bosch entity information. A yellow arrow labeled 'FILL IN' points to the highlighted fields. The fields include:

- Required** (highlighted)
- (highlighted)
- 29 July 2019
- Place, date
- >>NAME BOSCH ENTITY<<
- 1st Signature
- Rebecca Elias
- Name

The corresponding fields for the supplier are shown on the right side of the document, including:

- Place, date
- >>NAME SUPPLIER>>
- 1st Signature
- Name

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Option B – Untagged Document with Tool Bar



Done! Select Finish to send the completed document.

The screenshot shows the i-Source document editor interface. On the left is a 'FIELDS' sidebar with various tool options. The main area displays a contract document with text and a signature block. Several fields are highlighted with colored boxes to indicate they can be dragged from the sidebar to the document.

FIELDS Sidebar:

- Signature (highlighted with a green box)
- Initial (DS)
- Stamp (person icon)
- Date Signed (calendar icon, highlighted with a red box)
- Name (person icon)
- First Name (person icon)
- Last Name (person icon)
- Email Address (envelope icon)
- Company (building icon)
- Title (briefcase icon)
- Text (T icon, highlighted with a blue box)
- Checkbox (checkbox icon)

Document Content:

unenforceable provisions. If the Agreement should contain provisions which correspond to that which would have been thought to the matter from the outset.

10 MISCELLANEOUS

None of the rights and obligations created herein shall be binding without the prior written consent of the other Party. The fact that this Agreement shall not be a waiver of prior or subsequent agreements of this Section 10 - may not be amended except in an agreement.

Place: Date:
Robert Bosch GmbH
DocuSigned by:

Robert Bosch GmbH

edited by: [Test Group, Rebecca Elias, 3/18/2021 12:00 AM]

Please drag and drop the fields from the left side bar to the contract document e.g.:

- Signature
- Date Signed
- Text for different options like Place or any abbreviation like i.V. or ppa. or a title or department description
- Stamp
- Initials.....

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Option B – Untagged Document with Tool Bar



Done! Select Finish to send the completed document.

FINISH OTHER ACTION

unenforceable provisions. If the Agreement should contain an omission, a provision shall be deemed agreed which corresponds to that which would have been agreed had the parties given thought to the matter from the outset.

10 MISCELLANEOUS

None of the rights and obligations created herein shall be delegated, transferred or assigned without the prior written consent of the other Party. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights. This Agreement – including this Section 10 - may not be amended except in an agreement in writing and signed by all Parties.

Place: Stuttgart Place.....

Date: 28.04.2021 Date.....

Robert Bosch GmbH INTERTEK ETL SEMKO

DocuSigned by:
Rebecca Elias
26924E2FF7E03490

Robert Bosch GmbH INTERTEK ETL SEMKO

edited by: [Test Group, Rebecca Elias, 3/18/2021 12:00 AM]

FIELDS

- Signature
- Initial
- Stamp
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox

Click on finish to send out the document with your final signature.

Save a Copy of Your Document

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

Email: rebecca.elias@de.bosch.com

Password:

Confirm Password:

Country: -- select --

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

SUBMIT **NO THANKS**

edited by: [Test Group, Rebecca Elias, 3/18/2021 12:00 AM]

- Electronically sign any document.
- Get signatures from others.
- Sign on the go with DocuSign Mobile!

Choose „no thanks“

