

E-Signature User Guide for SMART



SMART SIGNATURE MANUAL

Smart Signature Setup- User Profile Settings

Vendors will have to enable signature through signature settings available under My Profile.

Perform the following steps to enable signature:

1) Click on My Profile.

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ESM &	Contract	Purchasing Invoice	Supplier			s	earch Q	□ 12: (•
« ۵	Documents						۶	2, My Profile	
Home	FORM SCORECARD						E	Logout	
My Tasks	All 1	Published 1							_
+ Create								🚟 Manage Attribute	85
Ľ,	Form Name	11 Form	n Type 🌐 🌐 Recurrent	e 11 Frequency	↑↓ Category	11 Client Supplier Code	↑↓ Created By	11 Status	

2) By default, the General tab is selected. Scroll down to the Electronic Signature Settings section at the bottom of the page and click on **Enable Signature**.

The following screen is displayed:

Electronic Signature So	ettings	
Enable Signature		
AVAILABLE FOR		
Contract	Procurement	
Create Signature Upload Signature	2	
Set Signature Password ①		
Enter new password*	Confirm new password*	
	17.53	
		Cancel Save

3) Vendors will have to set signature by **Uploading a Signature image**.

Please Note: [Refer to additional guide at page 6 for further help]

- I. Files with format .jpg, .jpeg, .bmp are only supported while signature upload II.
- II. Ideal dimensions of the image shall be 360*140 and the file size shall be 9kb

4) Once, the signature gets uploaded, it will be available for preview as shown below.

Electronic Signature	Settings		
Enable Signature			
AVAILABLE FOR			
Contract	Procurement	t	
○ Create Signatu	ure ure		
Upload Document(s)			
Wieley &			
Set Signature Password (D		
Enter new password*		Confirm new password*	

5) Once signature gets uploaded, Vendors will have to Enter the password in the **Set Signature Password** section and Click on **Save** to save the signature.

Electronic Signature Settings	
Enable Signature	
AVAILABLE FOR	
Contract Decourement	
O Create Signature	
Upload Signature	
Upload Document(s)	
Nielay 2	
Set Signature Password ①	
Enter new password* Confirm new password*	
	Cancel Save

<u>*Please Note-*</u> Reset password can be done in 2 scenarios:

1. To update to a New Password as a compliance perspective.

- 2. In case user has forgotten the existing password
- I. To update existing Password to a New One:
 - Click on Set Signature Password
 - Enter the older/existing one Enter the New Password
 - Click on Save

Enable Signature AVAILABLE FOR Contract Procurement Oreate Signature Upload Document(s) Without Strate Set Signature Password ① Forgot password? Click here to reset. ① Enter new password* Confirm new password*	Electronic Signature Se	ttings				
AVAILABLE FOR Contract Procurement Create Signature Upload Signature Upload Document(s) Set Signature Password ① Forgot password? Click here to reset. ① Enter old password* Confirm new password* Confirm new password*	Enable Signature					
Contract Create Signature Upload Signature Upload Document(s) Set Signature Password Forgot password? Click here to reset. Enter old password* Confirm new password*	AVAILABLE FOR					
Create Signature Upload Signature Upload Document(s) Set Signature Password Forgot password? Click here to reset. Enter old password* Confirm new password*	Contract	Procurement				
Upload Document(s) Vickut Set Signature Password ① Forgot password? Click here to reset. ① Enter old password* Enter new password*	 Create Signature Upload Signature 					
Set Signature Password ① Forgot password? Click here to reset. ① Enter old password* Enter new password* Confirm new password*	Upload Document(s)					
Set Signature Password Image: Transmission of the set	Wielay 2					
Enter old password* Enter new password* Confirm new password*	Set Signature Password 🛈	Forgot passwor	rd? Click here to reset.	(i)		
Enter new password* Confirm new password*	Enter old password*					
	Enter new password*		Confirm new password*			
Capital Sava					Cancel	E-THO

- II. To set New Password in case User has forgotten the older one.
 - Click on forgot Password link

Electronic Signature Settings	
Enable Signature	
AVAILABLE FOR	
Contract Drocure	ment
O Create Signature	
Upload Signature	
1	
Upload Document(s)	
Set Signature Password ① Forgot	password? Click here to reset.
Verification Code*	
Enter new password*	Confirm new password*

- As soon as user clicks on Forgot Password link, they receive a mail to the registered email id which has the verification code mentioned. User needs to enter that 6- Digit Verification code and reset the new password. Click on 'Save' to save the new details.

Your verification code for secure access	
B bruneishellpetroleum@gep.com To Akansha Agrawal If there are problems with how this message is displayed, click here to view it in a web browser.	5 (%) → (10 (10 (10 (10 (10 (10 (10 (10 (10 (10
CAUTION: This email originated from outside of the organization. Do not click links or	open attachments unless
you recognize the sender and know the content is safe.	
Dear Test Supplier,	
To verify your identity, please use following verification code:	
Verification Code: 642587	
Expires in: 10 minutes	
This verification code is valid for 10 minutes and usable only once. Once you have verif proceed. Please note this verification code is confidential. For security reasons, DO NO	ied it, you will be able to T share it with anyone.

Steps to create scan copy signature for SMART

STEP 1: Print out this document and place your signature inside the empty box below.

STEP 2: SCAN this document and convert it to PDF.

STEP 3: Open the scanned copy in Abode Reader and <u>reduce the page size to 50%</u> (sample below)

k	1	Θ	+	50%	•		↓	F]
	[1	Place yo	our signa	ture with	nin the	empty bo	ox below	/]	
				\cap					
				Ku	for	-			
					12				

STEP 4: Use the Snipping Tool to crop the box that contain your signature and <u>SAVE as JPEG/JPG format</u> (sample below)



STEP 5: Upload the saved image to your SMART profile as per the provided guide.[Please refer to page 1 above]

[Place your signature within the empty box below]





Signing Contract Online



Process to Sign a Contract Online

To sign the document online with your Signature, follow below steps:

1. Authorized Signatory from Vendor side will receive a mail that the Contract has been sent for signature.

Contract "Test_1" (2021.0771) available for signature
B bruneishellpetroleum@gep.com To Akansha Agrawal 2:21 PM (i) If there are problems with how this message is displayed, click here to view it in a web browser.
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
Hello,
Contract "Test_1" (2021.0771) is available for your signature.
<u>Click here</u> to sign the contract electronically.
Thank you, Contract Team

- 2) Vendors can access the Contract by:
 - Login to SMART, Navigate to My Tasks > Action Pending > Contract Tab > Click on Contract Name and preview the respective Contract

BSM 🥻 💥	אפייא 🔴 Contract Purchasing Su	pplier			Search Q	Д
《 伯 Home	DRAFT (0) ACTION PENDING (10) FOLLO	W UP (0)				
Hy Tasks	ContractForm91					
L Help Us Improve	Contract Name	Contract Number	Legal Company Name	Supplier	Contract Type Contract Value	Effecti
ھ	Test Contract	2022.0822	Brunei Shell Petroleum Company	AkanshaTestSupplier2	Goods Purchase Agr	
Supplier Profile	Test-Let Signatory Decide	2022.0812	Brunei Shell Petroleum Company	AkanshaTestSupplier2	Goods & Services Ag	
	Test 1	2021.0739	Brunei Shell Petroleum Company	AkanshaTestSupplier2	Goods & Services Ag	
	Test- Audit Trail:2	2021.0779	Brunei Shell Petroleum Company	AkanshaTestSupplier2	Goods & Services Ag	
	Test	2021.0780	Brunei Shell Petroleum Company	AkanshaTestSupplier2	Goods & Services Ag	
	Test_11	2021.0778	Brunei Shell Petroleum Company	AkanshaTestSupplier2	Goods & Services Ag	
	Test_1	2021.0771	Brunei Shell Petroleum Company	AkanshaTestSupplier2	Goods & Services Ag	
	Audit trail_test	2021.0764	Brunei Shell Petroleum Company	AkanshaTestSupplier2	Goods & Services Ag	
	Test- Contract Compliance Report	2021.0750	Brunei Shell Petroleum Company	AkanshaTestSupplier2	Goods & Services Ag	
	4					

3) After viewing the details, the Authorized Signatory can either Reject or Sign the Contract. To sign the contract, Vendor need to click on **Sign Contract**.

BSM	Contract	Purch	asing Supplier				Search		Ω	F)* (9 TS
«	← Test_1 Supplier Sig	gnature Pen	ding				COMMENTS	🗩 discussion	FORUM		: More
1n) Home	CONTRACT DETAILS	ADDITIO	NAL INFORMATION CONTRAC	T LANGUAGE				🕑 Copy U	RL	⊖ Expo	ort
My Tasks	CONTRACT SUMMARY	¥8	Documents Contract Language : 2 Attachments : 0		Commercial Terms Contract Expiring in : -168 Day(s)						
Improve	APPLICABLE FOR		✓ BASIC DETAILS								
교요 Supplier Profile	INTERNAL PARTY		Contract Name* Test_1	Contract Number* 2021.0771	Document Type* Price Agreement	Contract Type* Goods & Services Agreem	Contract Administrator Priya BD				
	TERMS		> APPLICABLE FOR								
	LINES	<	> INTERNAL PARTY								
	MILESTONES		> EXTERNAL PARTY								
	TEAM		> TERMS								
			> LINES						_		
	PREVIEW						CANCEL	REJECT	SIG	N CONT	RACT

4) Once the signatory clicks **Sign Contract**; system displays the Sign Contract screen.

🖄 Sign Contract			
Signatory Password*	Place* Mumbai		
Title* Supplier Authorized Signatory	Date 04/14/2022		
I have authority to enter into this contract on behalf of my organize	ation. I have read this contract in its entirety.		
Forgot Password/Set Password? Click here.			
PREVIEW		CANCEL	SIGN

5) User needs to enter the Password as set under their Profile, Place and Title (Signatory Position) in their respective text box. Also, the signatory must select the option to have the authority to enter this contract.

6) Vendor Signatory can also review the document and signature by clicking on Preview option available.

PREVIEW			
	Persona CH To CONTRACTOR: Test Supplier (O) COMPANY DEPRESENTATIVE AND CONTRACTOR REPRESENTATIVE (O) COMPANY PERPESENTATIVE AND CONTRACTOR REPRESENTATIVE to represent COMPANY in all matters under the CONTRACT. COMPANY appoints Persona CH as the COMPANY REPRESENTATIVE to represent COMPANY in all matters under the CONTRACT. COMPANY may change COMPANY REPRESENTATIVE to represent COMPANY in all matters thereof. COMPANY REPRESENTATIVE may delegate any of his/her responsibilities to a nominated deputy and will notify CONTRACTOR in writing thereof. (0) CONTRACTOR appoints Test Supplier as the CONTRACTOR REPRESENTATIVE to represent COMTRACTOR in all matters under the CONTRACT. CONTRACTOR will not replice. CONTRACTOR REPRESENTATIVE to represent COMPANY. Bignatories		
	For and on behalf of Brunei Shell Petroleum Company Sendirian Berhad Hanh Johi Buyer1 Signatory1 Signature Date:Not Specified	For and on behalf of AkanshaTestSupplier2 Test Supplier Supplier Authorized Signatory Apr 14, 2022	
			GO BACK SIGN CONTRACT

- 7) Once user have entered the required details and verified the contract, click **Sign** Contract.
- 8) Once the Supplier Signatory signs the contract, the status of contract on UI changes from Supplier Signature Pending to Supplier Signed.
- 9) The Signatory placeholder view under Contract Language document will appear as below once the contract is signed by both the parties. (Buyer and Supplier)

Signatories			
For and on behalf of Brunei Shell Petroleum Company Sendirian Berhad	For and on behalf of AkanshaTestSupplier2		
Harsh Joshi	Test Supplier Supplier Authorized Signatory		
Buyer Signatory -Contract Owner Apr 14, 2022	Apr 14, 2022		
Bull	Wicky &		