



E-Signature User Guide for SMART

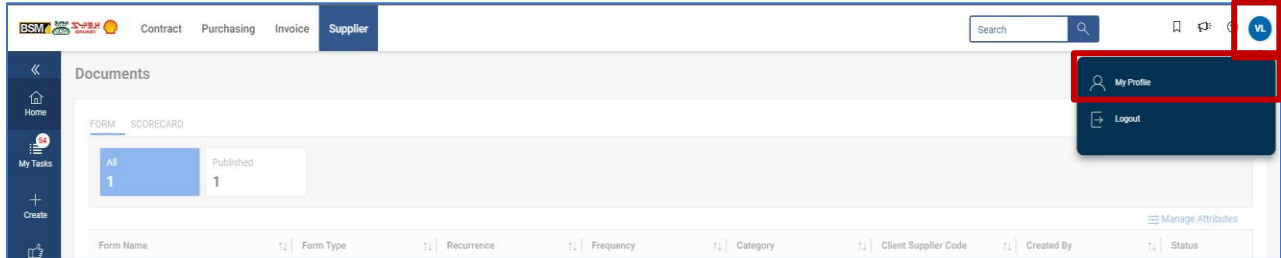
SMART SIGNATURE MANUAL

Smart Signature Setup- User Profile Settings

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

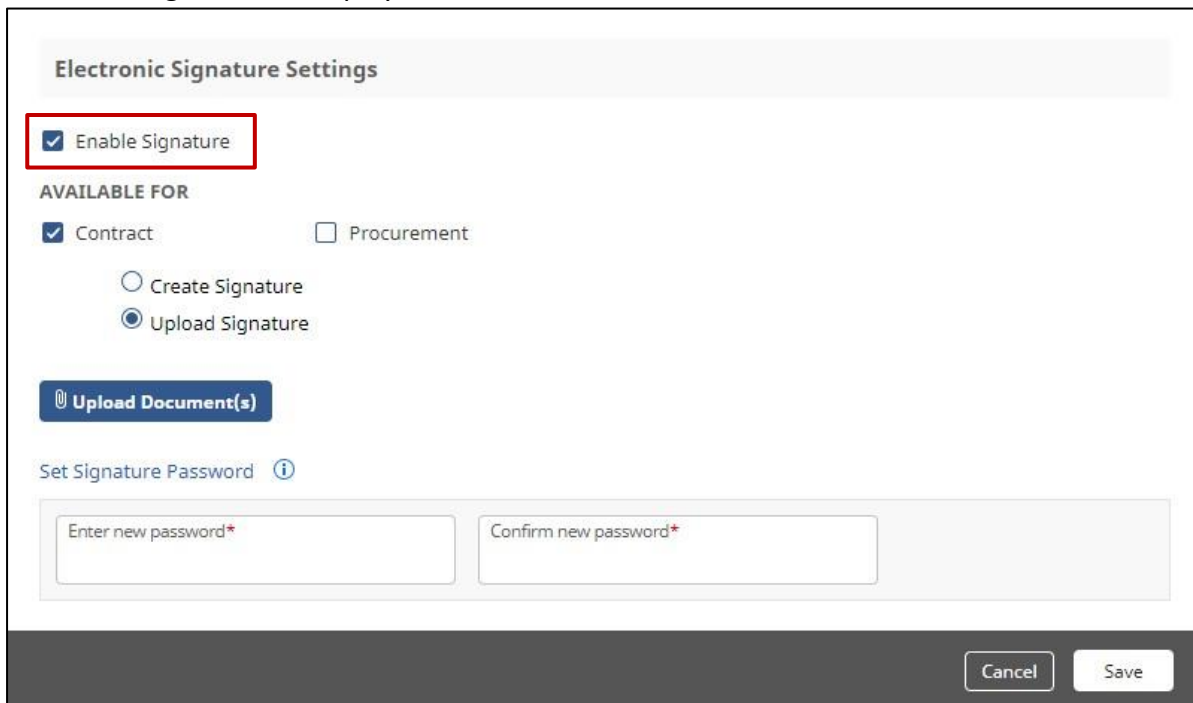
Perform the following steps to enable signature:

- 1) Click on My Profile.

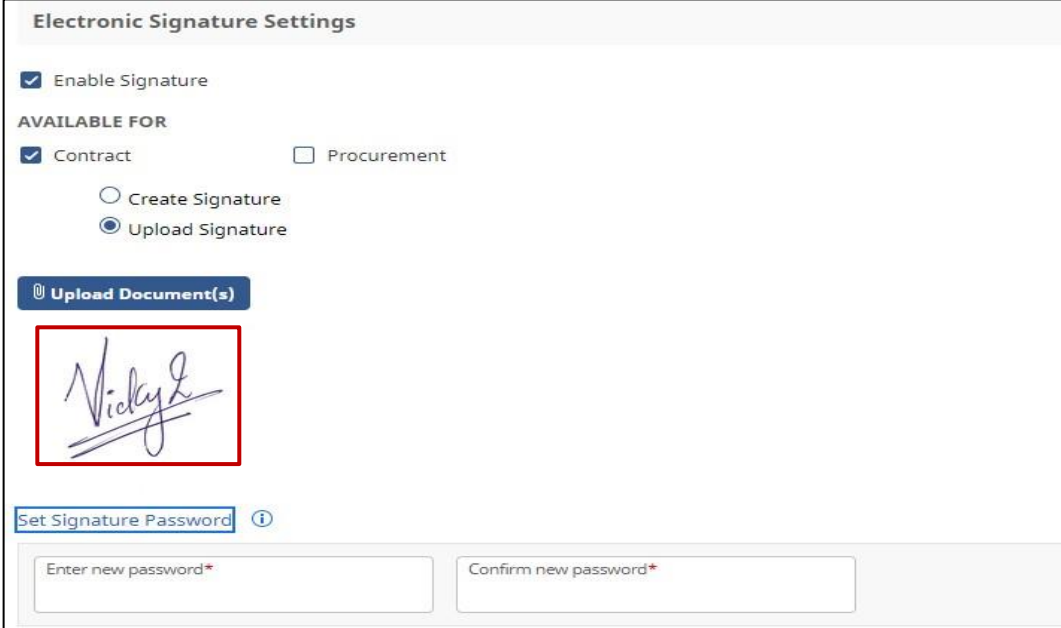


- 2) By default, the General tab is selected. Scroll down to the Electronic Signature Settings section at the bottom of the page and click on **Enable Signature**.

The following screen is displayed:

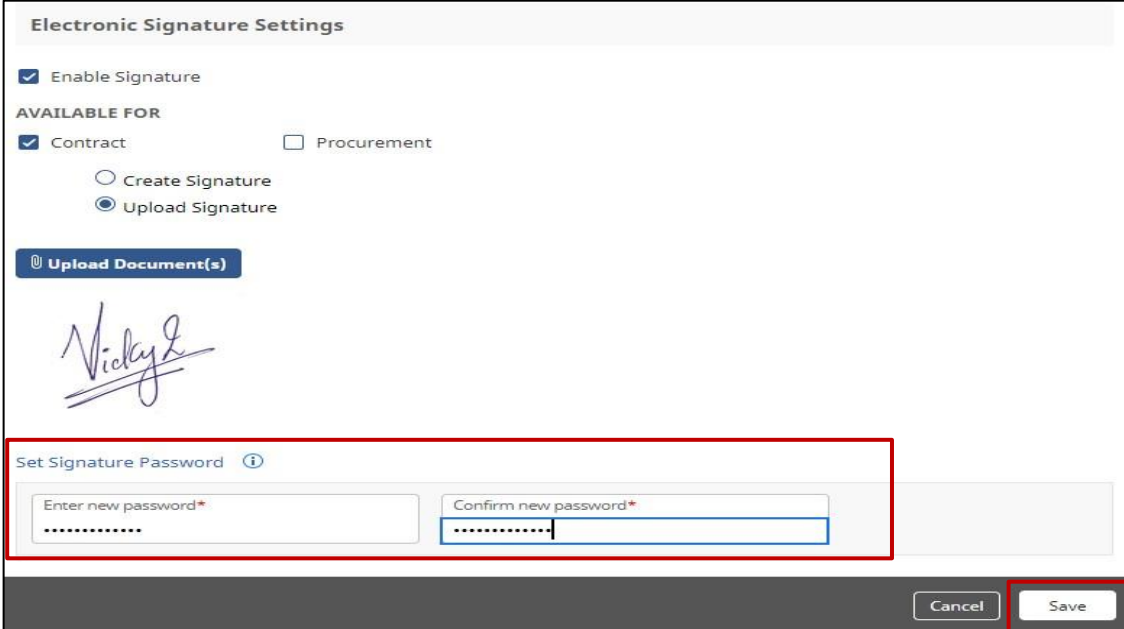
A screenshot of the 'Electronic Signature Settings' form. The title 'Electronic Signature Settings' is at the top. Below it, the 'Enable Signature' checkbox is checked and highlighted with a red box. Under the heading 'AVAILABLE FOR', the 'Contract' checkbox is checked, and the 'Procurement' checkbox is unchecked. There are two radio button options: 'Create Signature' (unselected) and 'Upload Signature' (selected). Below these is a blue button labeled 'Upload Document(s)'. At the bottom, there is a section for 'Set Signature Password' with an information icon. It contains two input fields: 'Enter new password*' and 'Confirm new password*'. At the very bottom right, there are 'Cancel' and 'Save' buttons.

- 3) Vendors will have to set signature by **Uploading a Signature image**.
- I. **Files with format .jpg, .jpeg, .bmp are only supported while signature upload II.**
 - II. **Ideal dimensions of the image shall be 100px by 40px (in pixels)**
- 4) Once, the signature gets uploaded, it will be available for preview as shown below.



The screenshot shows the 'Electronic Signature Settings' form. At the top, 'Enable Signature' is checked. Under 'AVAILABLE FOR', 'Contract' is checked and 'Procurement' is unchecked. The 'Upload Signature' radio button is selected. Below this is an 'Upload Document(s)' button and a preview of a handwritten signature 'Vicky L' inside a red rectangular box. At the bottom, there is a 'Set Signature Password' section with two input fields: 'Enter new password*' and 'Confirm new password*'. An information icon is present next to the section header.

- 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.



This screenshot shows the same 'Electronic Signature Settings' form, but now the signature 'Vicky L' is displayed without a red box. The 'Set Signature Password' section is highlighted with a red box, showing the 'Enter new password*' and 'Confirm new password*' fields with dots indicating masked text. At the bottom right, the 'Cancel' and 'Save' buttons are visible, with the 'Save' button highlighted by a red box.

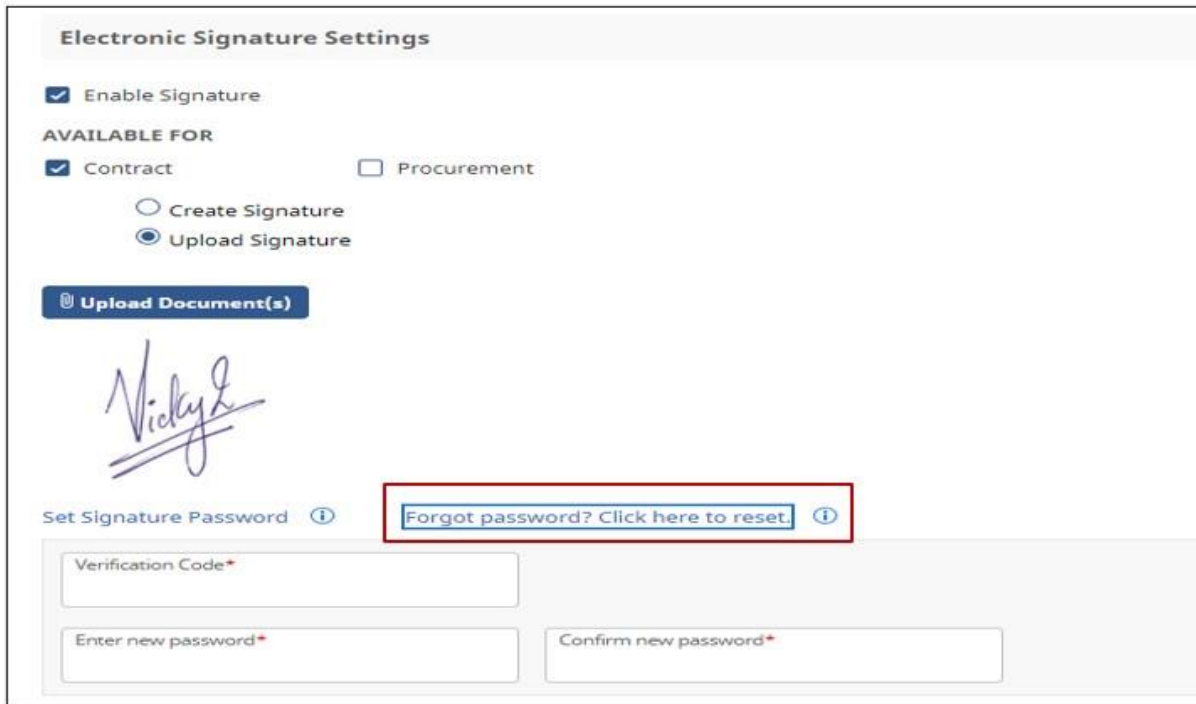
Please Note- Reset password can be done in 2 scenarios:

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

The screenshot displays the 'Electronic Signature Settings' interface. At the top, there is a section for 'Enable Signature' which is checked. Below this, the 'AVAILABLE FOR' section has 'Contract' checked and 'Procurement' unchecked. Underneath, 'Create Signature' is unselected and 'Upload Signature' is selected. A blue button labeled 'Upload Document(s)' is visible. A sample signature 'Vickay L' is shown. The 'Set Signature Password' section includes a link for 'Forgot password? Click here to reset.' and three input fields: 'Enter old password*', 'Enter new password*', and 'Confirm new password*'. The 'Enter old password*' field is highlighted with a red border. At the bottom right, there are 'Cancel' and 'Save' buttons.

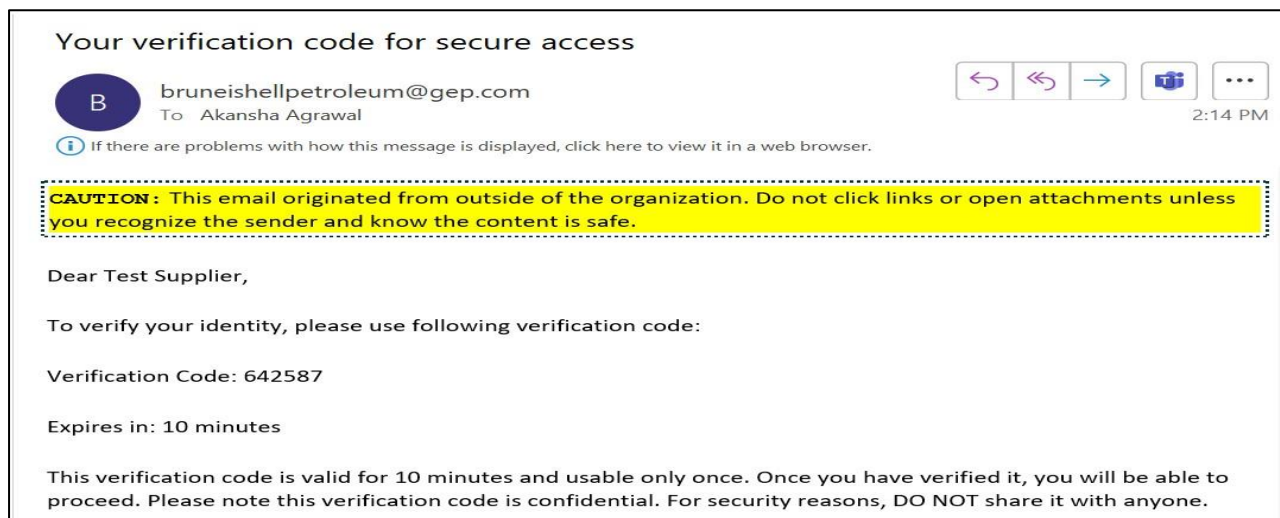
II. To set New Password in case User has forgotten the older one.

- Click on forgot Password link



The screenshot shows the 'Electronic Signature Settings' page. It includes a section for 'Enable Signature' which is checked. Below that, there is an 'AVAILABLE FOR' section with checkboxes for 'Contract' (checked) and 'Procurement' (unchecked). There are also radio buttons for 'Create Signature' and 'Upload Signature', with 'Upload Signature' selected. A blue button labeled 'Upload Document(s)' is visible. Below the button is a signature image of 'Vicky'. At the bottom, there is a 'Set Signature Password' section with a red box highlighting the link 'Forgot password? Click here to reset'. Below this link are three input fields: 'Verification Code*', 'Enter new password*', and 'Confirm new password*'. An information icon is present next to the password fields.

- 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.



The screenshot shows an email titled 'Your verification code for secure access'. The sender is 'bruneishellpetroleum@gep.com' and the recipient is 'Akansha Agrawal'. The email contains a yellow highlighted warning box: '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.' Below the warning, the email addresses 'Dear Test Supplier,' and provides the verification code '642587'. It also states 'Expires in: 10 minutes' and a final note: 'This verification code is valid for 10 minutes and usable only once. Once you have verified it, you will be able to proceed. Please note this verification code is confidential. For security reasons, DO NOT share it with anyone.'




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

 bruneishellpetroleum@gep.com
To Akansha Agrawal

 2:21 PM

 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,

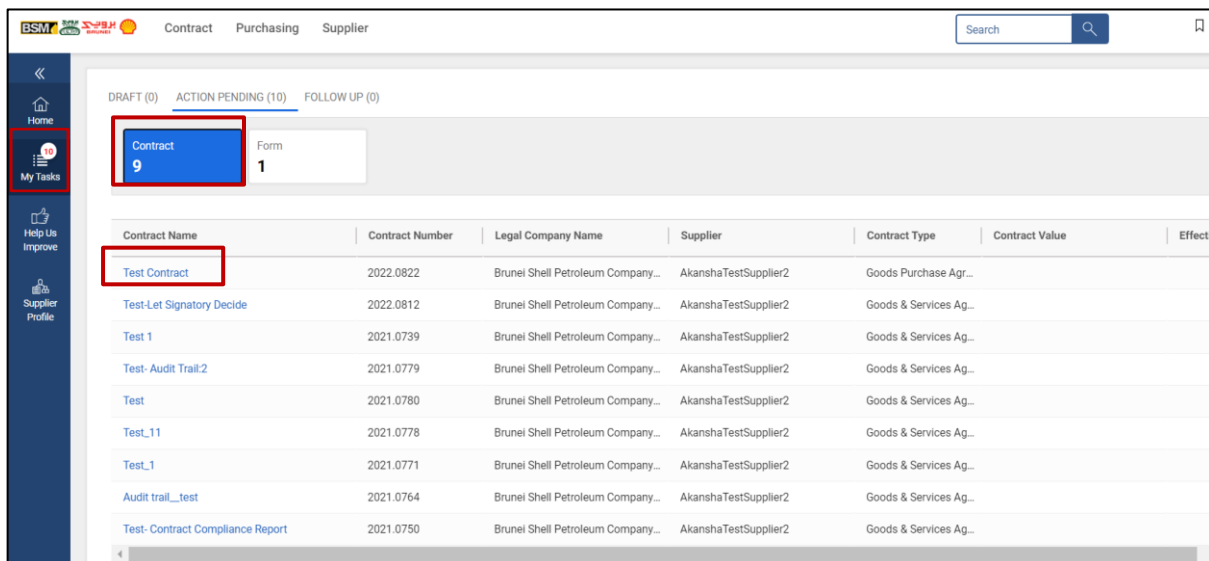
Contract "Test_1" (2021.0771) is available for your signature.

[Click here](#) to sign the contract electronically.

Thank you,
Contract Team

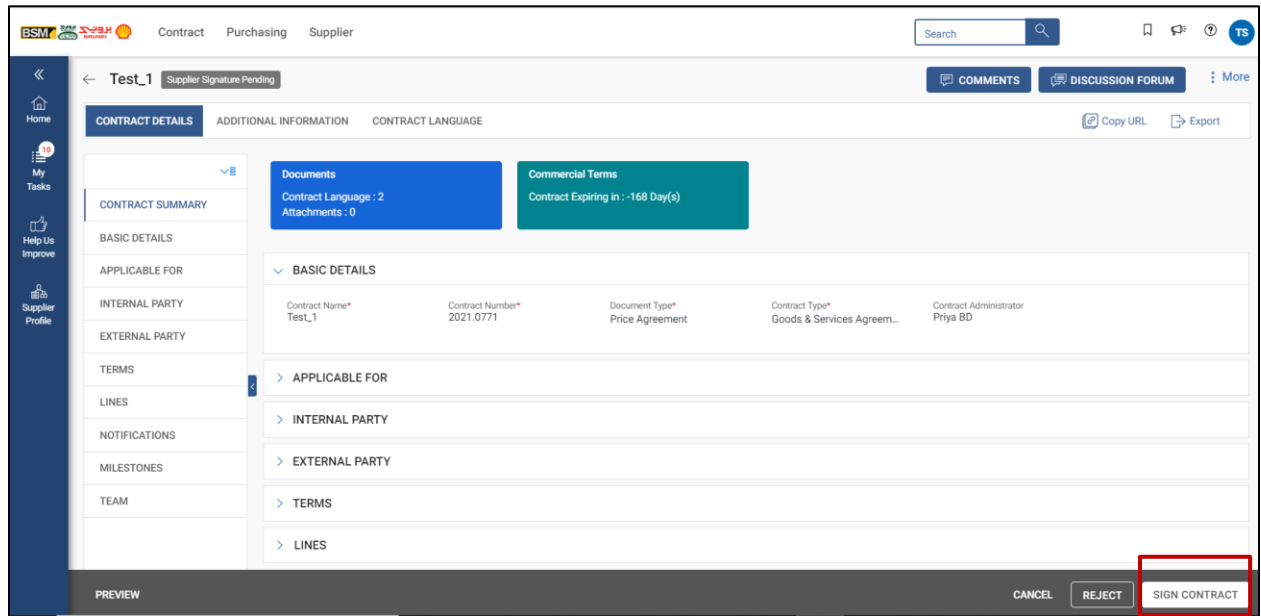
- 2) Vendors can access the Contract by:

- Login to SMART, Navigate to My Tasks > Action Pending > Contract Tab > Click on Contract Name and preview the respective Contract



Contract Name	Contract Number	Legal Company Name	Supplier	Contract Type	Contract Value	Effecti
Test Contract	2022.0822	Brunel Shell Petroleum Company...	AkanshaTestSupplier2	Goods Purchase Agr...		
Test-Let Signatory Decide	2022.0812	Brunel Shell Petroleum Company...	AkanshaTestSupplier2	Goods & Services Ag...		
Test 1	2021.0739	Brunel Shell Petroleum Company...	AkanshaTestSupplier2	Goods & Services Ag...		
Test- Audit Trail:2	2021.0779	Brunel Shell Petroleum Company...	AkanshaTestSupplier2	Goods & Services Ag...		
Test	2021.0780	Brunel Shell Petroleum Company...	AkanshaTestSupplier2	Goods & Services Ag...		
Test_L11	2021.0778	Brunel Shell Petroleum Company...	AkanshaTestSupplier2	Goods & Services Ag...		
Test_1	2021.0771	Brunel Shell Petroleum Company...	AkanshaTestSupplier2	Goods & Services Ag...		
Audit trail__test	2021.0764	Brunel Shell Petroleum Company...	AkanshaTestSupplier2	Goods & Services Ag...		
Test- Contract Compliance Report	2021.0750	Brunel Shell Petroleum Company...	AkanshaTestSupplier2	Goods & Services Ag...		

- 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**.



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

The screenshot shows the 'Sign Contract' screen. It contains the following fields and elements:

- Signatory Password***: A text box with a masked password (.....).
- Place***: A text box containing 'Mumbai'.
- Title***: A text box containing 'Supplier Authorized Signatory'.
- Date**: A text box containing '04/14/2022'.
- I have authority to enter into this contract on behalf of my organization. I have read this contract in its entirety.
- [Forgot Password/Set Password? Click here.](#)
- PREVIEW**: A button highlighted with a red box.
- CANCEL**: A button.
- SIGN**: A button.

- 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.



- 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)

