

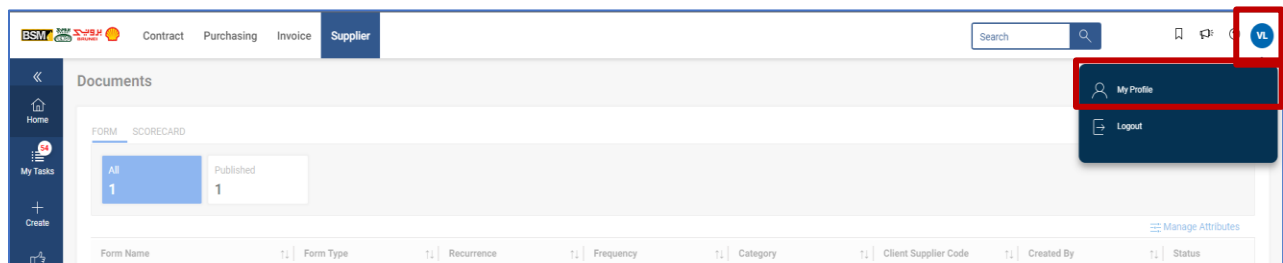
SMART SIGNATURE MANUAL

Smart Signature Setup- User Profile Settings

To sign the contract using GEP SMART signature, Vendors will have to enable signature through signature settings available under My Profile.

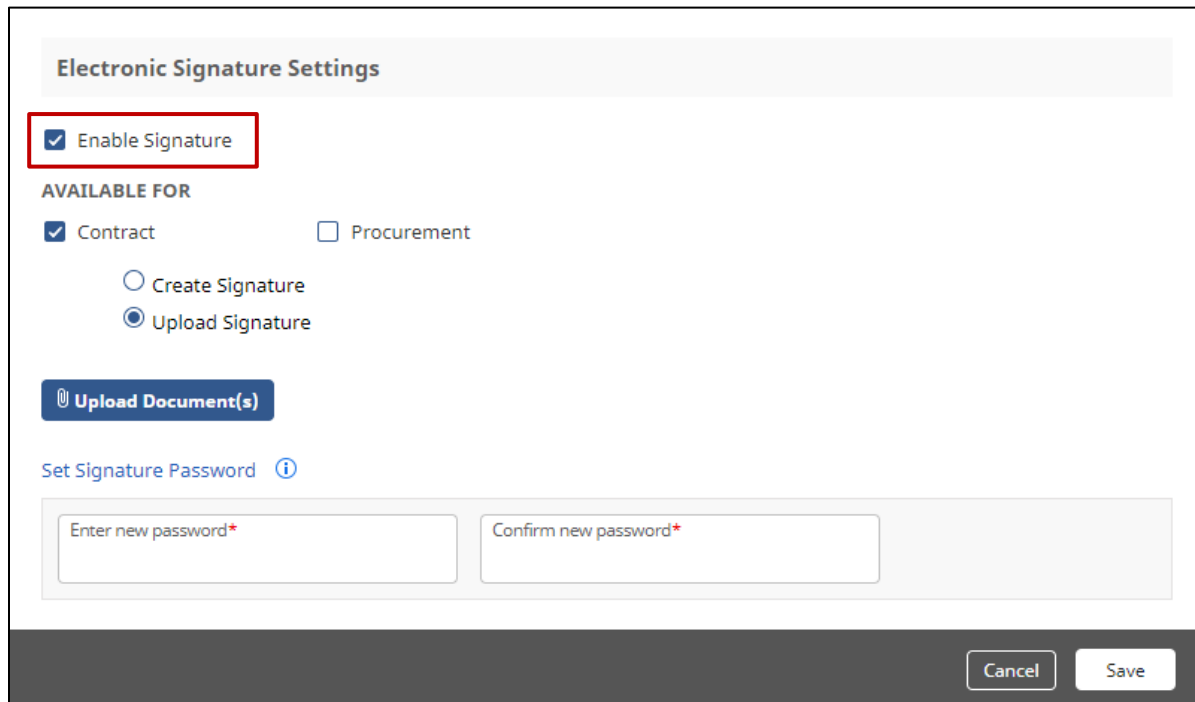
Perform the following steps to enable signature:

- 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 form is titled 'Electronic Signature Settings' and has a red box around the 'Enable Signature' checkbox, which is checked. Below this, there is a section 'AVAILABLE FOR' with two radio buttons: 'Contract' (checked) and 'Procurement' (unchecked). Underneath, there are two radio buttons: 'Create Signature' (unchecked) and 'Upload Signature' (checked). There is a blue button labeled 'Upload Document(s)'. Below that, there is a section 'Set Signature Password' with an information icon. It contains two input fields: 'Enter new password*' and 'Confirm new password*'. At the bottom right, there are 'Cancel' and 'Save' buttons.

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

Please Note: [Refer to additional guide at page 8 for further help]

- I. Files with format .jpg, .jpeg, .bmp are only supported while signature upload
- 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

Create Signature
 Upload Signature



Set Signature Password ⓘ

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 Procurement

Create Signature
 Upload Signature



Set Signature Password ⓘ

Enter new password*

Confirm new password*

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


Electronic Signature Settings


Enable Signature

AVAILABLE FOR

Contract Procurement

Create Signature
 Upload Signature

 Upload Document(s)



Set Signature Password ⓘ [Forgot password? Click here to reset.](#) ⓘ

Cancel Save

- 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 Procurement

Create Signature
 Upload Signature

Upload Document(s)

Set Signature Password [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

bruneishellpetroleum@gep.com
To Akansha Agrawal

[←](#) [↶](#) [→](#)

2:14 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.

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 verified it, you will be able to proceed. Please note this verification code is confidential. For security reasons, DO NOT share it with anyone.


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,

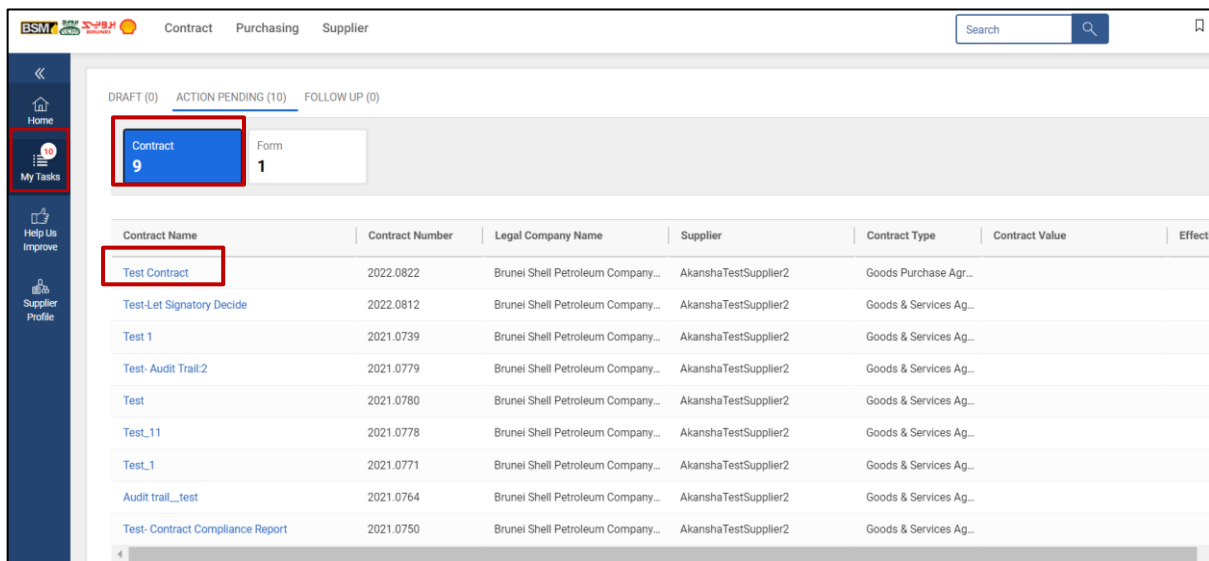
Contract "Test_1" (2021.0771) is available for your signature.

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

Thank you,
Contract Team

- 2) Vendors can access the Contract by:

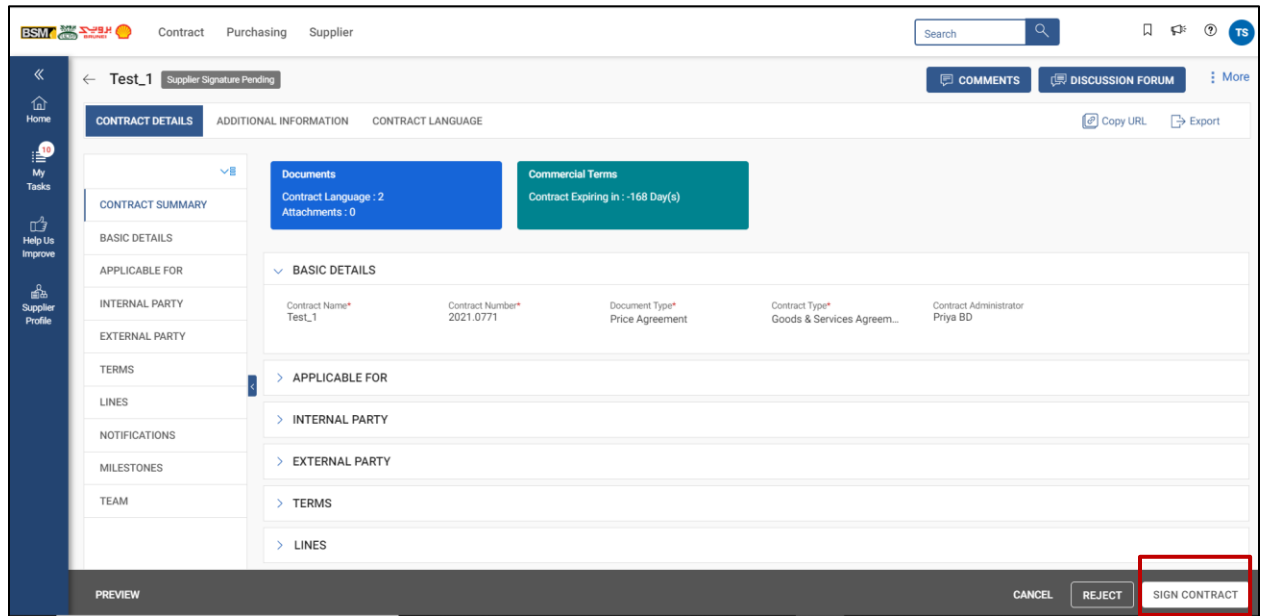
- Login to SMART, Navigate to My Tasks > Action Pending > Contract Tab > Click on Contract Name and preview the respective Contract



The screenshot shows the SMART system interface. The top navigation bar includes 'Contract', 'Purchasing', and 'Supplier'. The 'My Tasks' section is active, showing a 'Contract' tab with 9 items and a 'Form' tab with 1 item. A table lists the following contracts:

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 features a form with the following fields: 'Signatory Password*' (masked with dots), 'Place*' (Mumbai), 'Title*' (Supplier Authorized Signatory), and 'Date' (04/14/2022). A checkbox is checked with the text: 'I have authority to enter into this contract on behalf of my organization. I have read this contract in its entirety.' Below the checkbox is a link: 'Forgot Password/Set Password? Click here.' At the bottom left, the 'PREVIEW' button is highlighted with a red box. At the bottom right, there are 'CANCEL' and 'SIGN' buttons.

- 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)

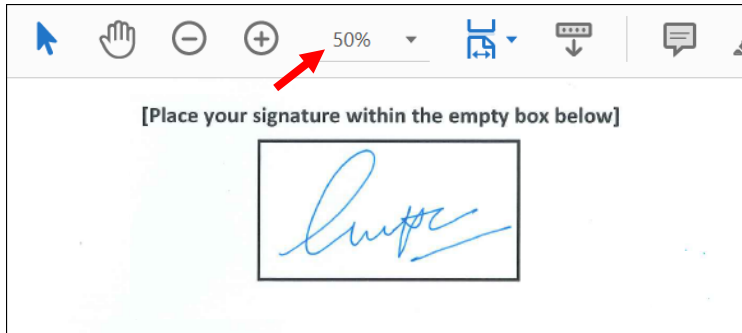


Steps to create scan copy signature for SMART

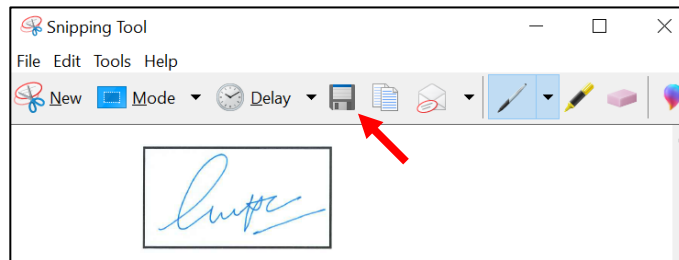
STEP 1: Print out this document and place your signature inside the empty box below.

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

STEP 3: Open the scanned copy in Adobe Reader and *reduce the page size to 50%* (sample below)



STEP 4: Use the Snipping Tool to crop the box that contain your signature and SAVE as JPEG/JPG format (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]

