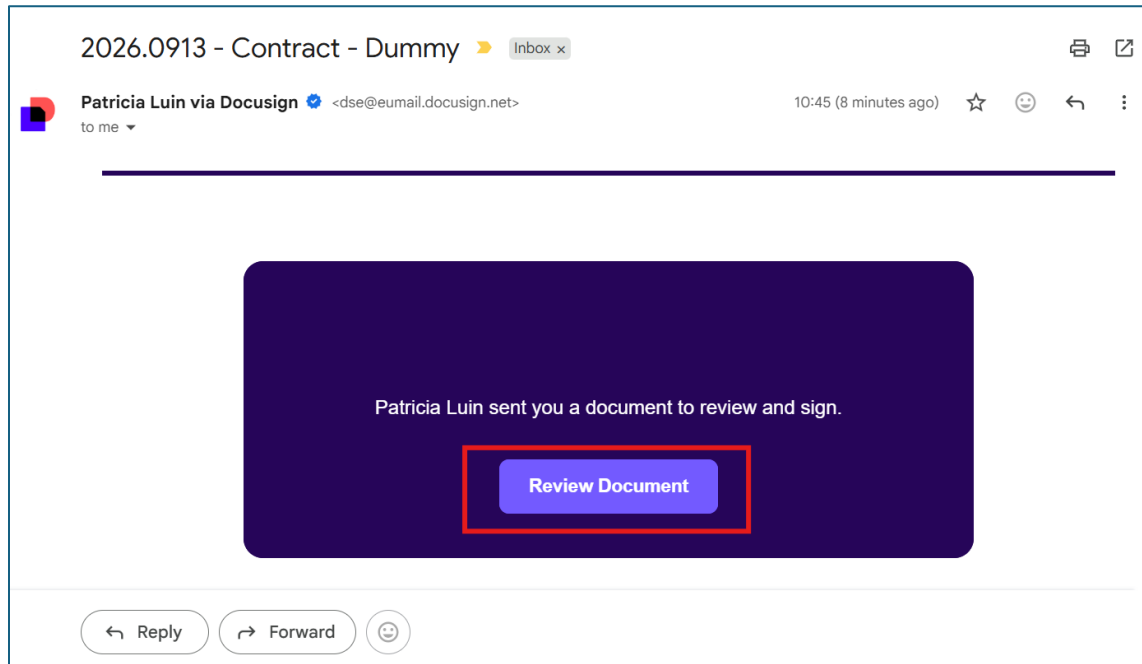


DOCUSIGN GUIDE – VENDOR

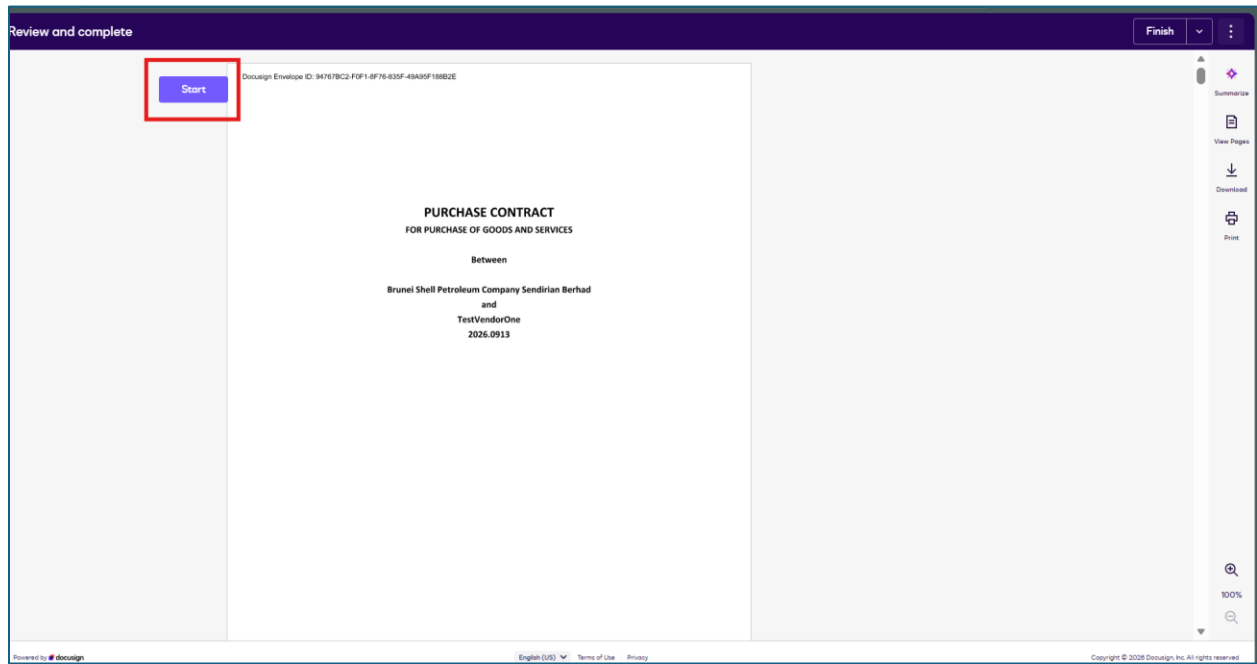
- 1) Vendor will receive an email from DocuSign. Click **Review Document**.



- 2) Vendor will be shown the window below. Click **“I agree to use electronic records and signatures.”** and click **Continue**.

A screenshot of a DocuSign review window. At the top are logos for "SPH", "BSM", and "BSM". The title is "Review and continue". Below it is the text "Message from Patricia Luin, Brunei Shell Petroleum Company Sdn. Bhd." and "Contract - Dummy". A link says "Please read the Electronic Record and Signature Disclosure." Below this is a checkbox labeled "I agree to use electronic records and signatures. *" which is highlighted with a red rectangular border. At the bottom left is a language dropdown menu showing "English (US)". At the bottom right is a button labeled "Continue" which is highlighted with a red rectangular border, next to a dropdown menu labeled "Other Options".

3) Vendor will be presented with the contract. Please click **Start**.



4) The Vendor needs to click **Sign** and choose a signature type.

Contract - Dummy.pdf DocuSign Envelope ID: 94767BC2-F0F1-8F76-835F-49A95F188B2E

SECTION I – FORM OF AGREEMENT

ambiguity or contradiction, then precedence will be given to each section of the CONTRACT in the order it is listed, beginning with Section I.

Signatories

For and on behalf of Brunei Shell Petroleum Company Sendirian Berhad	For and on behalf of TestVendorOne
	
Rahmat Jamil	rahmat test
	vendor
	30 July 2026 10:55:24 AM SGT

Then click **Adopt and Sign**.

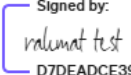
Adopt Your Signature ×

Confirm your name, initials, and signature.

Full Name * **Initials ***

SELECT STYLE **DRAW** **UPLOAD**

PREVIEW [Change Style](#)

Signed by:  
D7DEADCE398445E...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

5) Once signed, click **Finish**.

ambiguity or contradiction, then precedence will be given to each section of the CONTRACT in the order it is listed, beginning with Section I.

Signatories

For and on behalf of Brunei Shell Petroleum Company Sendirian Berhad	For and on behalf of TestVendorOne
	Signed by:  D7DEADCE388445E
Rahmat Jamil	rahmat test
	vendor
	30 July 2026 10:55:24 AM SGT

Next

Ready to Finish?
You've completed the required fields. Review your work, then select Finish.

Finish

6) The window below will appear. The Vendor does not need to sign up for DocuSign.

 **docuSign**

Securely manage agreements with just one more step

 You received a request to sign

 **You signed**
Sender has been notified
[Save a Copy](#)

 Upcoming: next recipient

 **Completed**
All parties received a completed copy.

Finish setting up your free account

rahmatjamil610@gmail.com

☐ I agree to receive marketing communications and promotional offers from DocuSign

By clicking Set Your Password, you agree to DocuSign's [Privacy Notice](#) and [Terms & Conditions](#).

Set Your Password

Region: Brunei ▼

END