

This **Supplier Quick Guide** shows you how to...

# SIGN DOCUMENTS VIA DOCUSIGN

...in **two simple steps**



**1** View signature tasks from Vestas



Sign documents using DocuSign

**2**

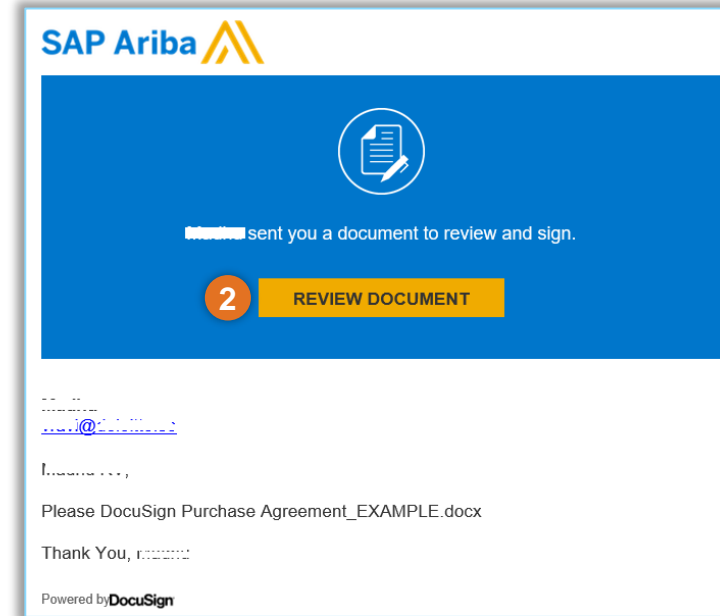


# 1. VIEW SIGNATURE TASKS FROM VESTAS

## Step-by-step

1. The digital signature task will be delivered to your email ID.
2. Click on 'Review Document'.
3. You will be automatically routed to the browser based DocuSign page.

## Illustration



## Tips & Tricks

- Please make sure that your browser is updated.

## 2. SIGN DOCUMENTS USING DOCUSIGN

### Step-by-step

1. In the subsequent page, you can click to continue the task. Read through the document.
2. Once you complete reviewing the document, click on 'Start'. You will be guided to the places in the document where your inputs are required.
3. Click on 'Fill In' to complete all fields.
4. Click on 'Sign' to deposit signatures.
5. Click on 'Finish' in the top right of the page to complete the task.

### Illustration

The illustration shows a DocuSign interface with three numbered steps:

- Step 2:** A top navigation bar with a blue header containing the text "Please review the documents below." and buttons for "FINISH" and "OTHER ACTIONS". Below this is a search bar and a toolbar. A yellow button labeled "START" is highlighted with a red circle containing the number 2.
- Step 3:** A document page titled "17 Signatures" with the text "17.1.1 This PA is hereby legitimately accepted and agreed to on behalf of VESTAS and SUPPLIER by:". Below this, there are two columns of input fields. The first column is labeled "VESTAS WIND SYSTEMS A/S" and contains a field for "Name" with the value "[insert Arriba, Inc. |ER]" and a field for "Title" with the value "[insert date and place of signature]". The second column contains a field for "Name" with the value "[insert date and place of signature]" and a field for "Title" with the value "Ms.". A yellow button labeled "FILL IN" is highlighted with a red circle containing the number 3.
- Step 4:** A yellow button labeled "Sign" with a downward arrow is highlighted with a red circle containing the number 4.

### Tips & Tricks

- You can click on 'Other Actions' in the top right corner of the DocuSign page to print and sign or assign to someone else.

# NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)



For general **Ariba resources**, visit the [Ariba Supplier Portal](#)

