

Supplier Manual **Electronic Signature**

SE E2E ARIBA Implementation

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1. ELECTRONIC SIGNATURE OVERVIEW

1.1. Introduction

In this Manual you will learn how you **sign a contract electronically with Siemens Energy via Adobe Sign**.

Learning Goals

- ✔ Sign a contract with Siemens Energy digitally via Adobe Sign

1.2. Email Notification

After you agreed to a contract with Siemens Energy, **you will be contacted to read, review, and sign the contract**. For that you will receive a similar email like shown, that states **Signature requested** (1) in the title and is **sent from "Adobe Sign echosign@echosign.com" or "Adobe Sign adobesign@adobesign.com" (2)**.

To start the signature process, click the button "Review and sign" (3) that is provided in the email.

1 **Signature requested** on "[DEMO USE ONLY] CW16111 - For Verification Test- Short Non-Disclosure and Restricted Use Agreement - 2 parties - short..."

2 <adobesign@adobesign.com>

3 **Review and sign**

Dear,
please review and sign the contract.
Best

After you sign [DEMO USE ONLY] CW16111 - For Verification Test- Short Non-Disclosure and Restricted Use Agreement - 2 parties - short version.docx, the agreement will be sent to
Then, all parties will be notified via email.

Don't forward this email: If you don't want to sign, you can [delegate](#) to someone else.

Powered by
Adobe Acrobat Sign

By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures.

2. ELECTRONIC SIGNATURE IN ADOBE SIGN

2.1. 2 Factor Authentication

A new window in your browser opens and forwards you to the Siemens Energy specific Adobe Sign page. As the documents are secured with a **2-factor-authentication, a phone verification is required before signing the contract.**

For that you can select to receive a verification code either via voice call or via text message (1) and confirm by clicking on "Send Code" (2). You will now **receive the code via the selected way, and you can fill it in the field "Code"** on the website (3).

Note: Please contact the buyer in case the phone number shown is not correct or if another signatory shall sign the document for your company.

1 Verification Options
 Voice Call
 Text Message

2 Send Code

3 Code OK

Sie haben die Kontrolle
 Adobe und seine Anbieter setzen Cookies und ähnliche Technologien ein, um dir das bestmögliche Erlebnis zu bieten und Interaktionen mit unseren Websites, Produkten und Services zu analysieren und zu messen. Zusätzlich können wir dir damit präzisere Informationen zu deinen Suchvorgängen sowie auf dieser und auf anderen Sites relevante Anzeigen bieten. Wenn das für dich OK ist, klicke auf „Alle aktivieren“. Klicke auf „Personalisieren“, wenn du Optionen selbst festlegen und die Liste unserer Anbieter einsehen möchtest. Du kannst deine Auswahl jederzeit ändern.

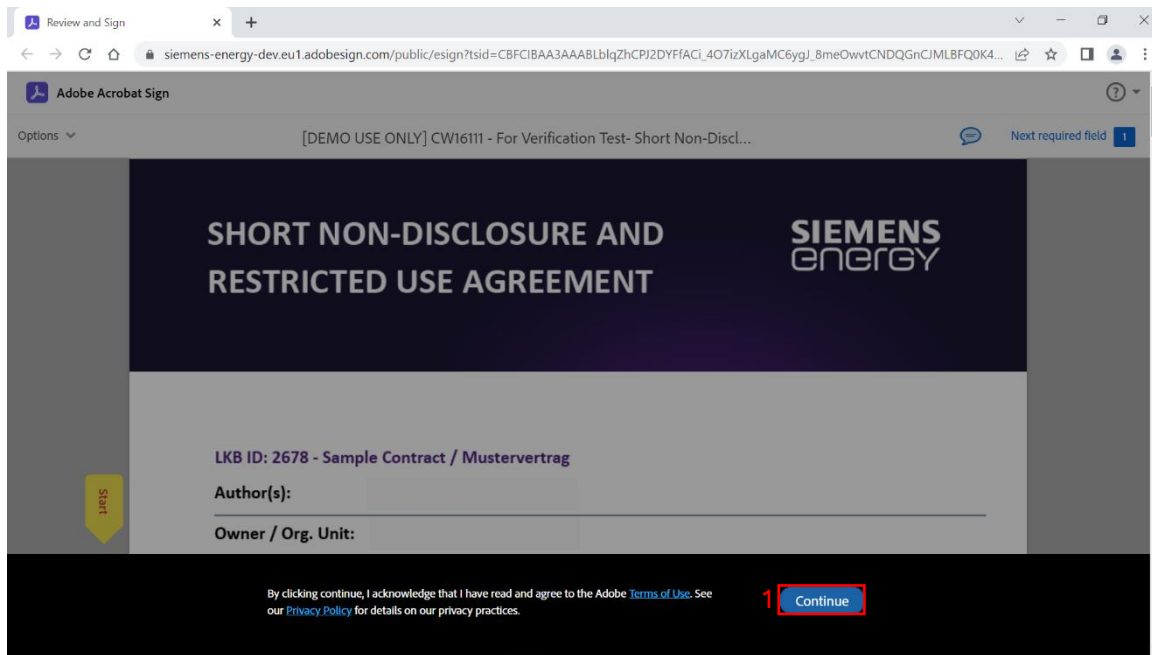
Personalisieren Alle aktivieren

Language | English, UK

2.2. Access the Document

To continue with the process, **accept the Terms of Use and Privacy Policy of Adobe by clicking “Continue” (1)** on the bottom of the page.

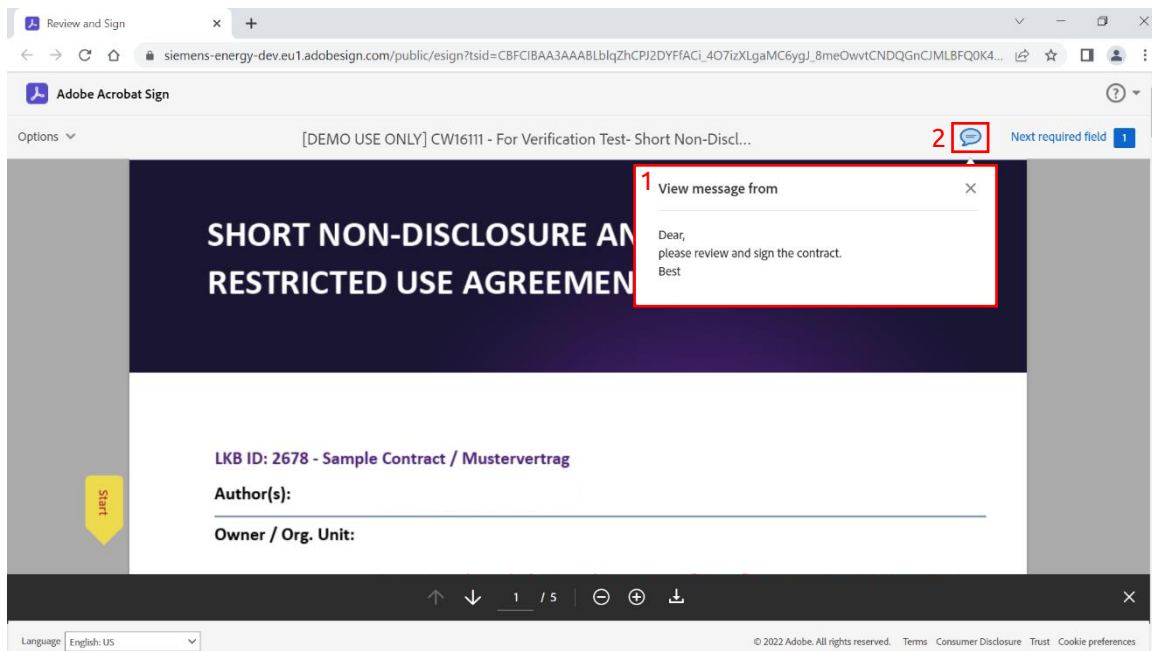
Now the contract to be signed can be accessed.



2.3. Review the Document

Possible messages of the author pop up in the upper right-hand corner (1). After a short period of time they will disappear, but you can always reopen them by clicking on the speech bubble in the top right corner (2).

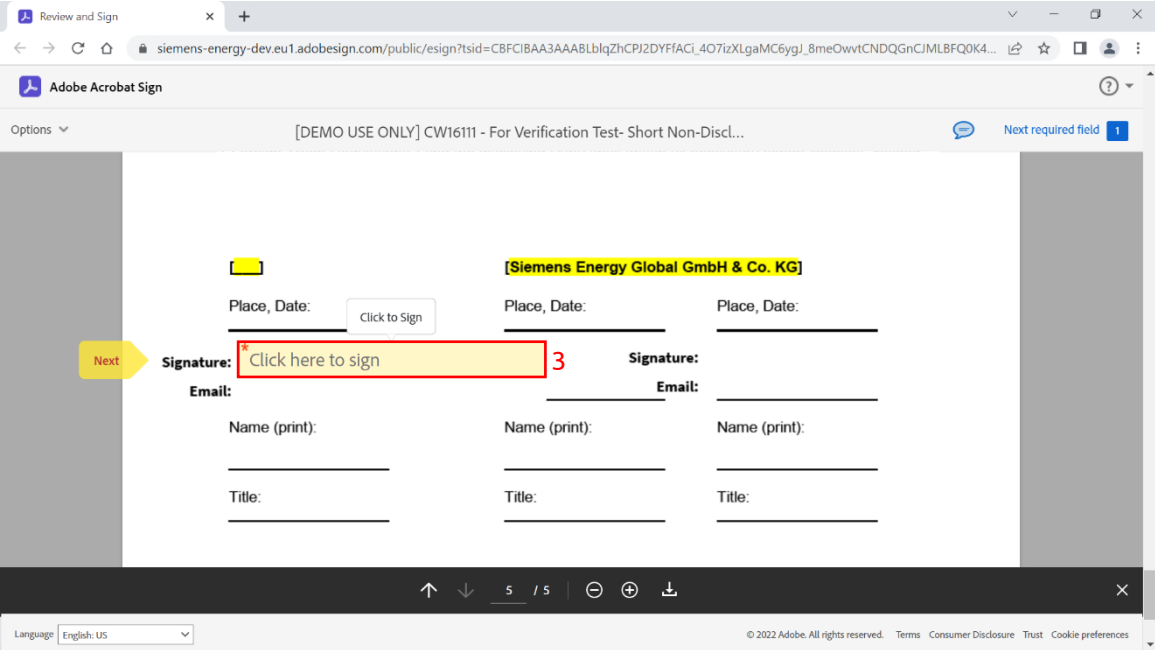
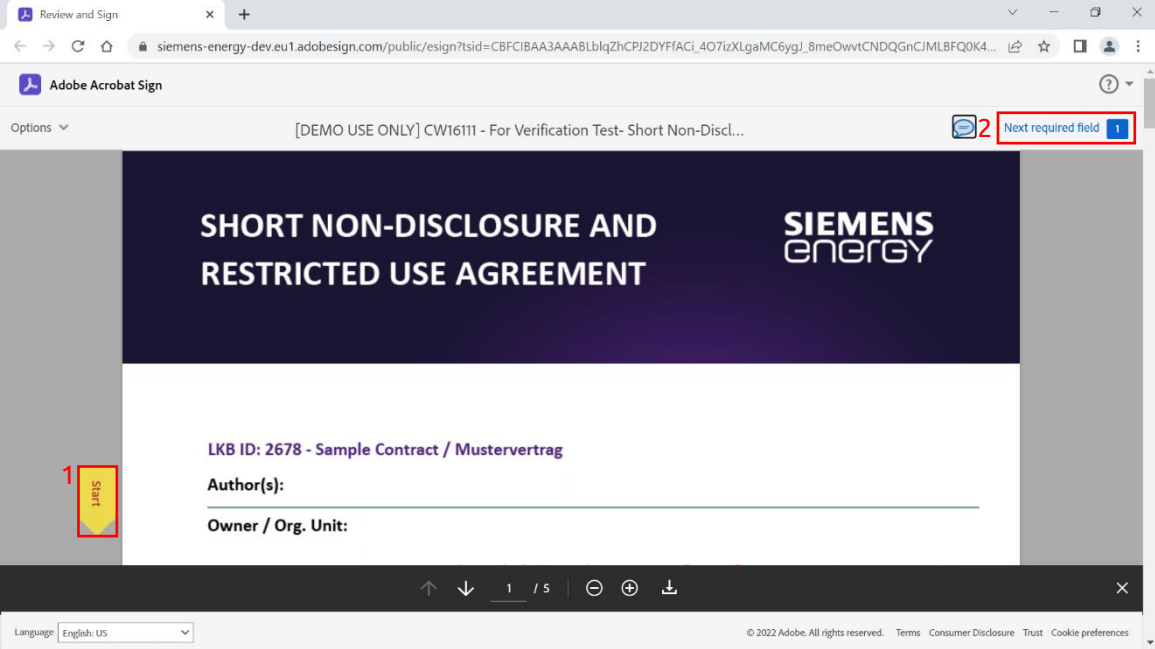
Scroll through the document to review or proceed with the signature.



2.4. Sign the Document

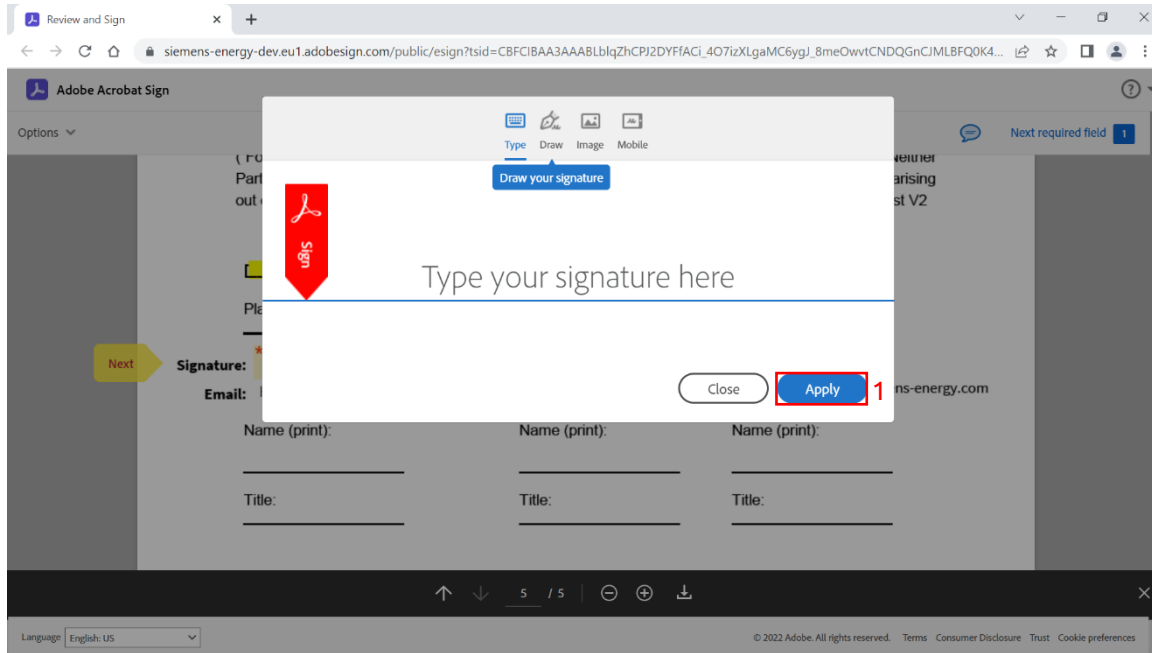
To be forwarded to the first signature block, you can either **click on the “Start” (1) arrow on the left** or click “Next required field” (2) in the upper right corner and then **click on the yellow marked signature field (3)**.

Alternatively, you can scroll through the document and **click on the yellow fields (3) to open the signing mask**. **These fields can be signed in four different ways:** You may either type your name using your keyboard, sign with your mouse, upload an existing image of your signature or use the touchscreen of a mobile device to sign.



2.4.1 Signing by Typing

You can **sign the contract by simply typing your name** and Adobe will create a signature for you. By clicking “Apply” (1) a signature preview appears that you can confirm by clicking “OK”.

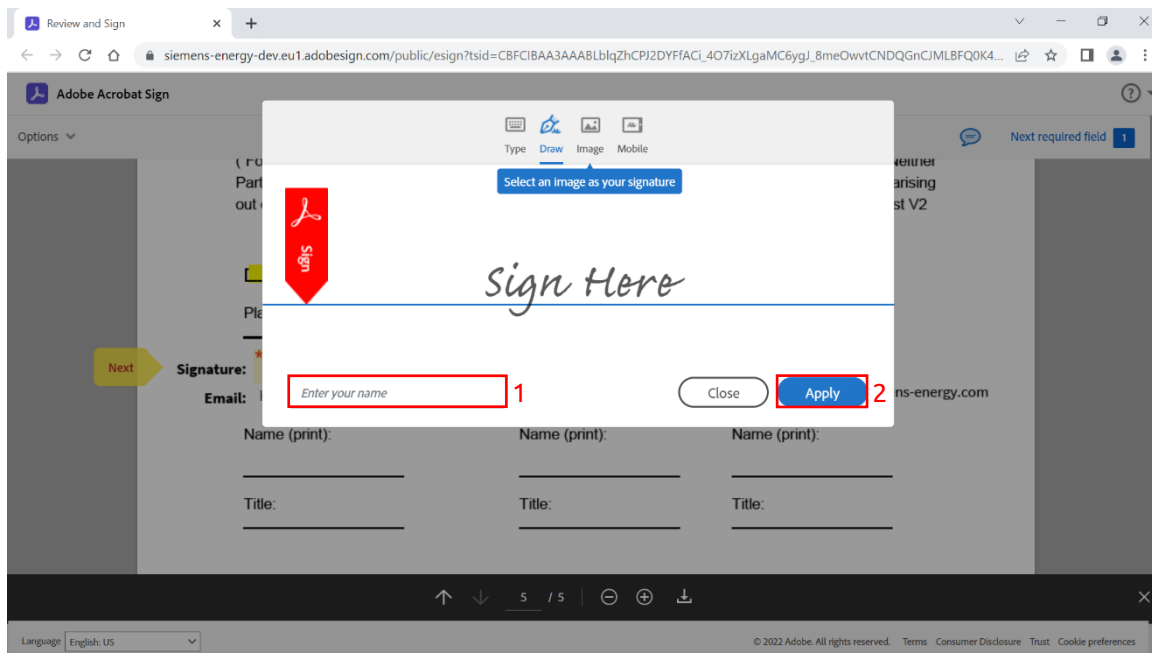


2.4.2 Signing by Drawing

Signing by drawing means that you will **trace your signature using your mouse**. To start signing with your mouse, keep your left mouse button pressed and sign on the line.

If you use the option of signing by drawing with your mouse, you will in addition be asked to type your name manually using the required field (1).

By clicking “Apply” (2) a signature preview appears that you can confirm by clicking “OK”.



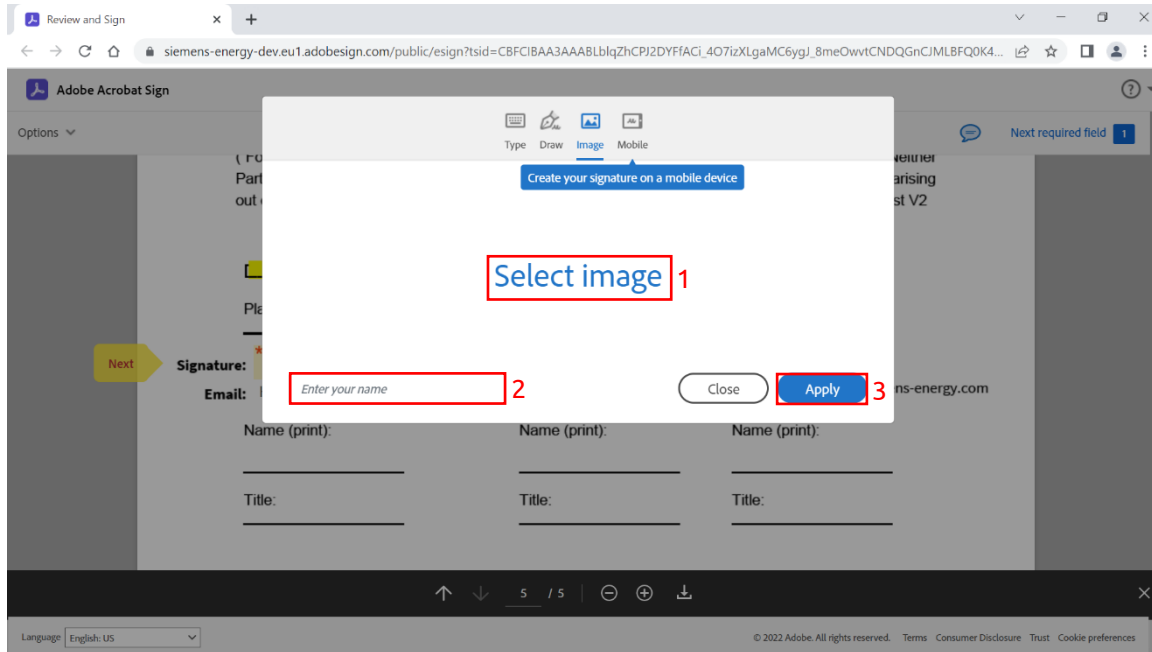
2.4.3 Signing by Uploading an Image

To sign the contract using an image, **click on “Select image” (1)**. This will lead you to your file explorer, where you can select the image of your signature.

Note: Please make sure to select a high-quality image of your signature on a white or transparent background.

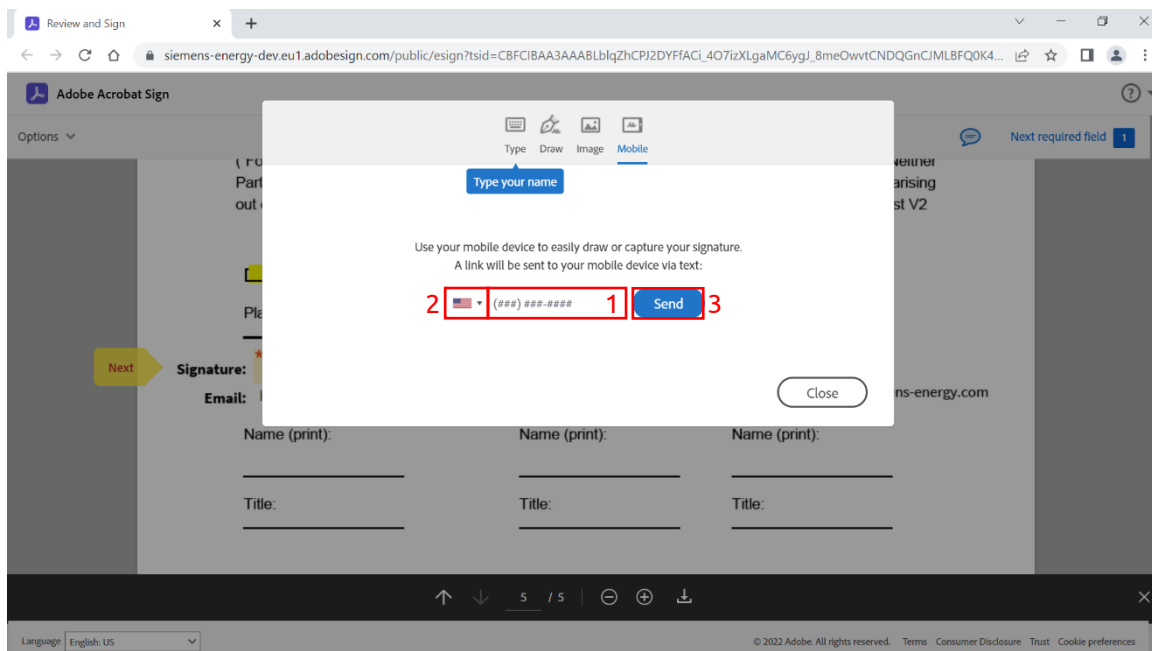
If you use the option of signing by uploading an image, you will in addition be asked to type your name manually using the required field (2).

By clicking “Apply” (3) a signature preview appears that you can confirm by clicking “OK”.



2.4.4 Signing on Mobile

Signing on mobile requires your phone number and a smartphone. To start the **signing process on mobile, type your phone number in the respective field (1)** and select country prefix from the dropdown (2). Click “Send” (3) to continue. Please follow the further instructions to the signing process.

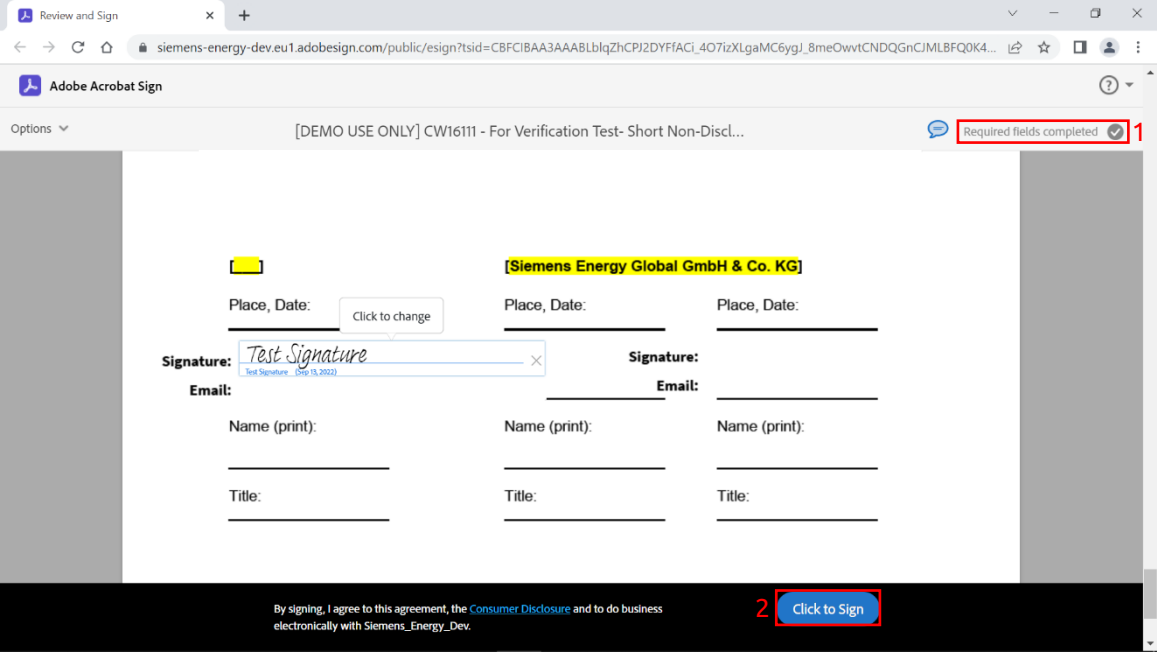


2.5. Confirm the Signature

After you have filled and signed all required fields, **it will show “Required fields completed”** in the top right corner (1) and the “Click to sign” button (2) will appear on the bottom side. You may make changes to the signatures until you have finally submitted the signed contract by clicking the “Click to sign” button.

Confirm your signature and thereby also agree to the Consumer Disclosure agreement from Siemens Energy by clicking the “Click to Sign” button.

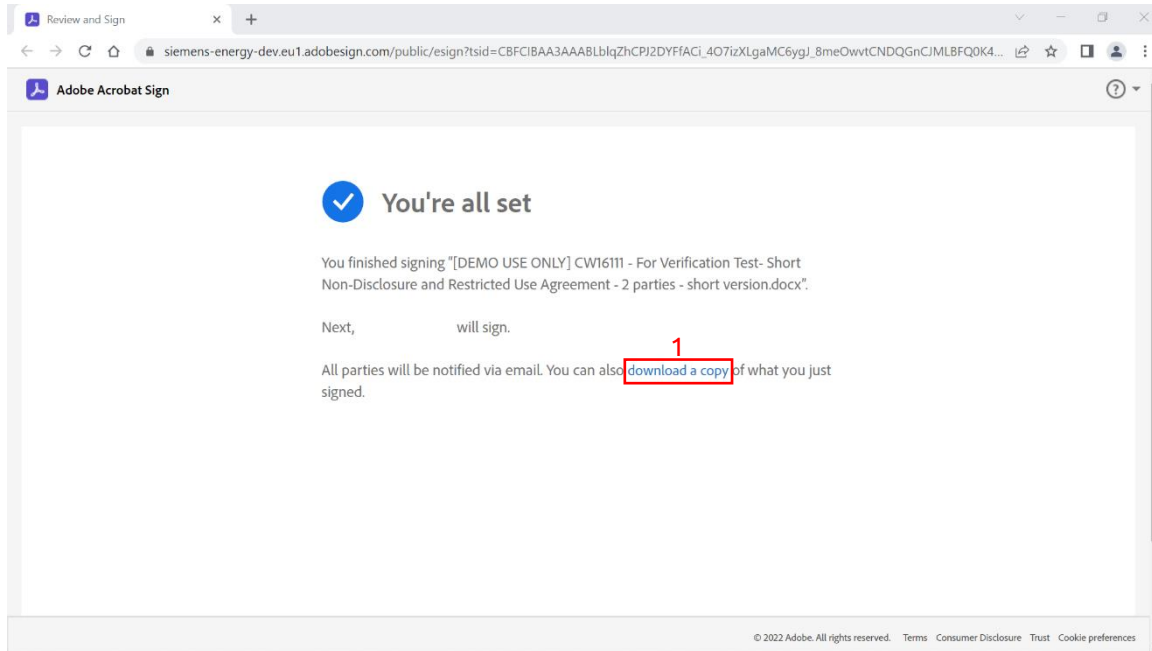
You have now successfully signed the contract.



3. FURTHER WORKFLOW

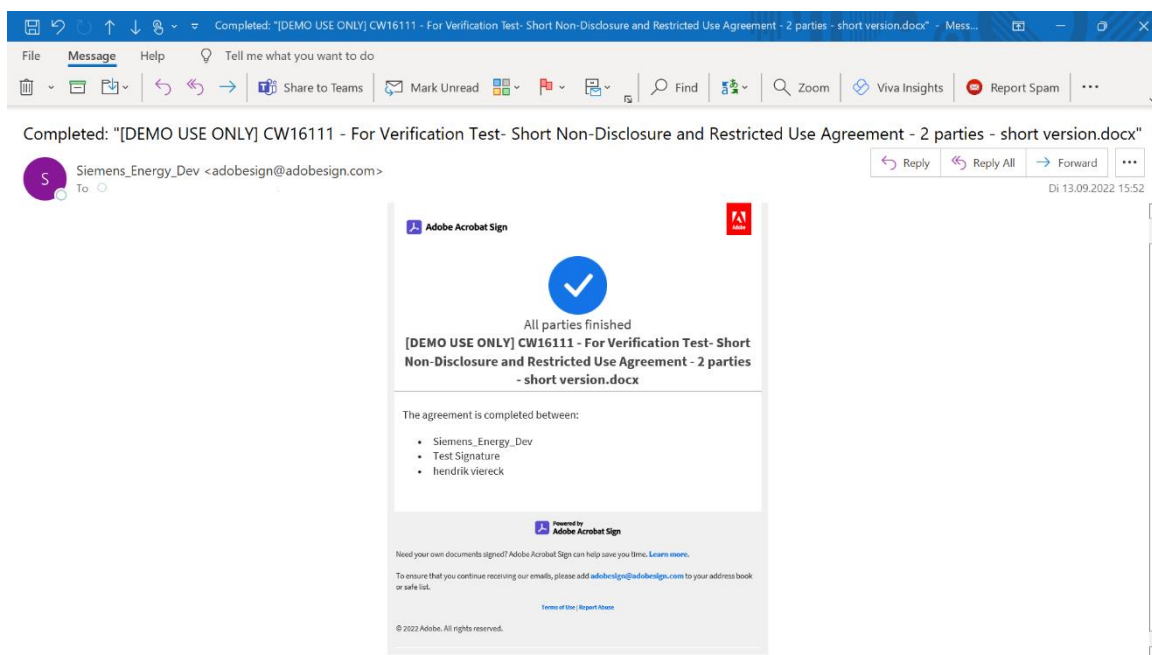
3.1 Next Signees

The summary will indicate the next steps if another party must sign the contract. You also have the option to download the signed contract directly from the summary page, by clicking “download a copy” (1). The PDF download will start automatically. Note that the buyer’s signature may not be visible yet at this stage.



3.2 Accessing the Signed Contract

Once all parties have signed the contract, **you will receive another email notification from Adobe Sign** with the final contract signed by all parties.



4. FURTHER INFORMATION – SUPPLIER COCKPIT WEBSITE

In case of questions, kindly reach out to the **Siemens Energy supplier cockpit website**, where you also get information regarding the possibilities for support. You can access the page by clicking on this **Link**.

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Siemens Energy SAP ARIBA Implementation

Siemens Energy is executing on its Vision. A major focus of this Vision is the strategy of digitalization across all parts of our business.

Digitalization is fundamentally transforming the value chain and offers major opportunities for all parties. It helps us automate order processing, achieve speed, end-to-end visibility, remove manual errors while improving quality and efficiency. Digitalization is not just a project, for us in Siemens energy it has become a part of our strategy. We consistently pursue our goal of driving ahead our digitalization initiatives. We continuously seek to make our procurement processes simpler and more efficient not only for us, but for you as our supplier partners as well. From mid-2022 onwards, Siemens Energy has decided to use a new and innovative solution SAP ARIBA to continue its collaboration with you.

E2E ARIBA Implementation

KEY FACTS BENEFITS MANUALS SUPPORT

We are leaving behind SCM Star for the implementation of SAP ARIBA, our new all-in-one suite for both strategic and indirect procurement, to create a more simplified system landscape for both of us, Siemens Energy and our suppliers.

We proceed step-by-step with the implementation of ARIBA, starting in June 2022.

As one of our suppliers there is no need to take an active step from your side. Our teams are working in the background on registering you as

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Germany

For more information, please visit our website:

<https://www.siemens-energy.com/global/en/company/about/supply-chain-management/supplier-cockpit.html>

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