



eSigning a Contract

Browser & Software Requirements



Internet Explorer(IE) version 11.0 or earlier and Mozilla Firefox are the acceptable browsers to use when signing a contract. Google Chrome is not compatible and cannot be used. Adobe Reader version 10.0 or later is required. Adobe Reader can be downloaded for free from www.adobe.com/reader/

Find the Contract to Sign

Log in to the Supplier Portal

1. Click on the hyperlink provided in the email notification to access the Supplier Portal log in page
2. Enter the assigned user ID and password
3. Click the Sign In button

If there is trouble logging in or there are problems with the user ID or password, refer to the email notification. A hyperlink is provided in the message to submit a password reset or technical issue request.



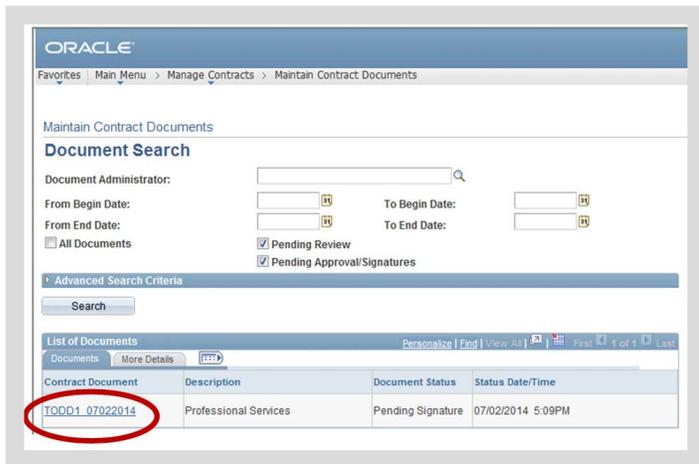
Navigate to the Contract

Once signed in, there will be two types of navigation...

First Time Log In: The Maintain Contract Documents page may already be open and display a list of any contract documents that require action (use instructions on left).

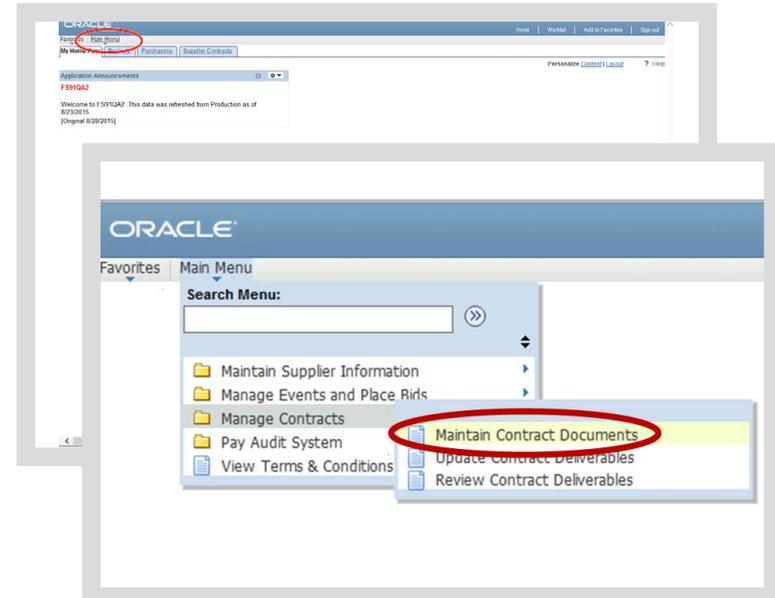
Subsequent Log Ins: The home screen will appear blank, indicating the need to use the Main Menu to navigate to the contract documents (use instructions on right).

First Time Log In:
Maintain Contract Documents Page Already Open



Click the document ID hyperlink to access a document

Subsequent Log Ins:
Navigating to the Maintain Contract Documents Page



1. Click Main Menu > Manage Contracts > Maintain Contract Documents in the navigation bar

...Continue on next page

Navigate to your Contract Cont...

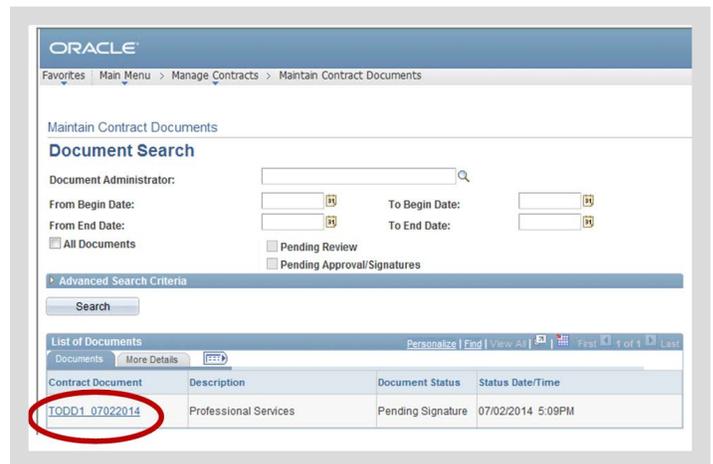
Subsequent Log Ins:

Navigating to the Maintain Contract Documents Page

- 2. Use the Document Search to find the contract that needs signed by...
 - a. To find only those contracts that require your review/approval, select the Pending Review and Pending Approval/Signatures checkboxes.
or
To see all contracts that have been routed to you, select the All Documents checkbox.
 - b. Click Search



- 3. Click the document ID hyperlink to access a document



***Tip for Managing Multiple Contracts...**

Save and Open the Document to eSign

Open the Main Document for Signing

The Document Management page will display some basic information concerning the contract, and offer several options.

1. Click Open Main Document for Signing

A pop-up message will open

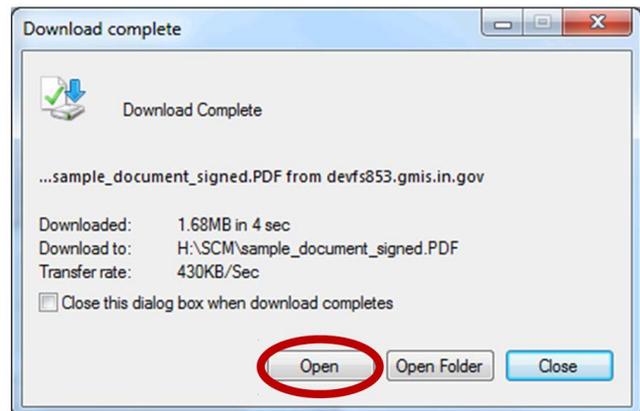
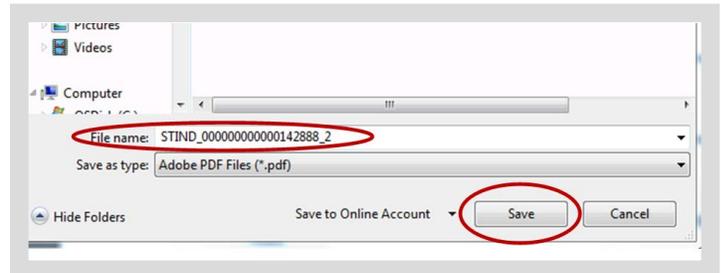
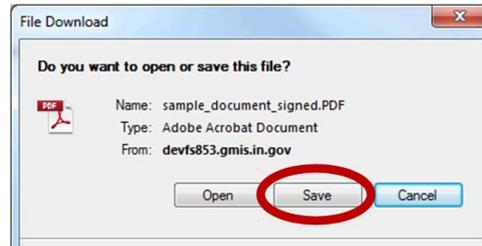
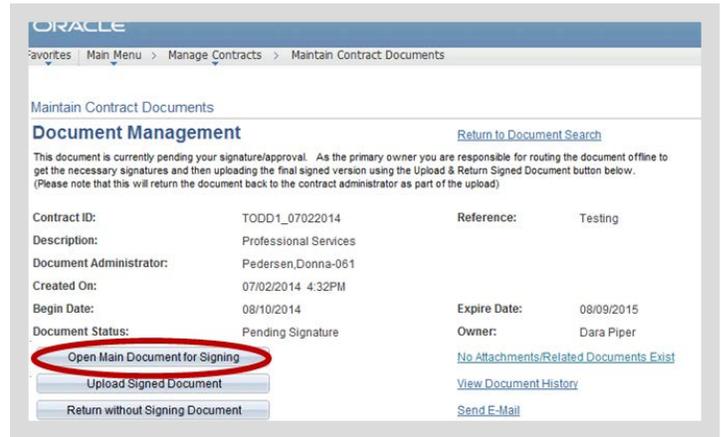
2. Click Save

3. Save the document, leaving the File Name as what was defaulted

Another pop-up message will open offering the option to open the document

4. Click Open

**Tip for saving time...*

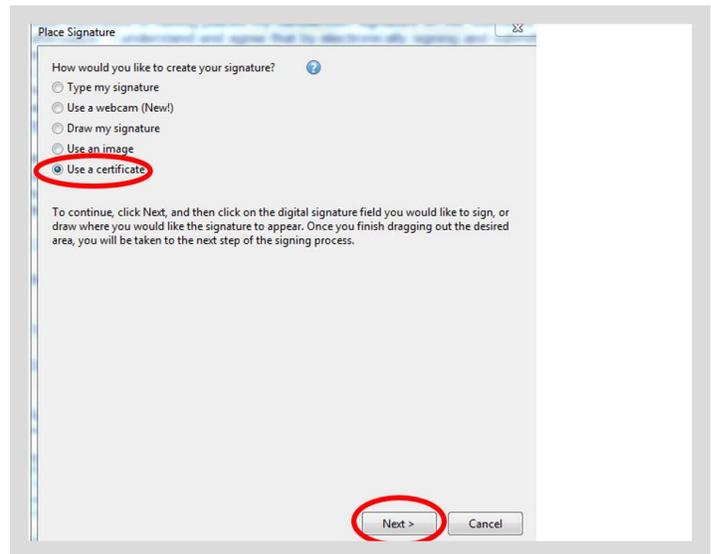
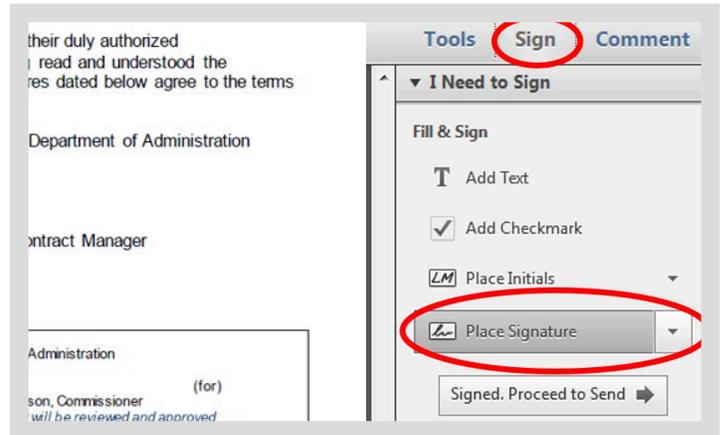


eSign the .PDF Contract Document

Sign the Contract

The signature tool in Adobe Reader will allow placement of an electronic signature on the contract.

1. **Scroll to the place in the document where the signature needs to be placed**
2. **Open the Place Signature Menu**
 - a. Click **Sign (or Fill/Sign)** on the right hand column menu
 - b. Click the **Place Signature** Drop Down
 - c. Select **Use a Certificate**
 - d. Click **Next**



- e. Click **Drag New Signature Rectangle**



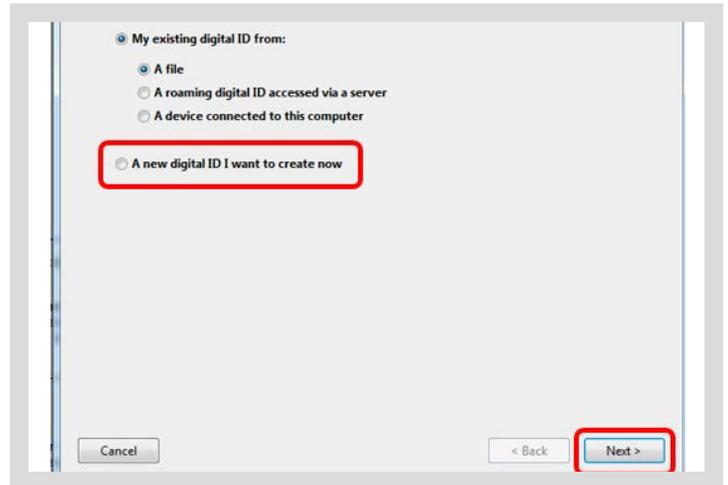
3. **Create the signature box**
 - a. Click **Drag New Signature Rectangle...**
 - b. **Draw** a signature box within the signature area (similar to the screen shot provided)

An Add digital ID pop-up box will appear

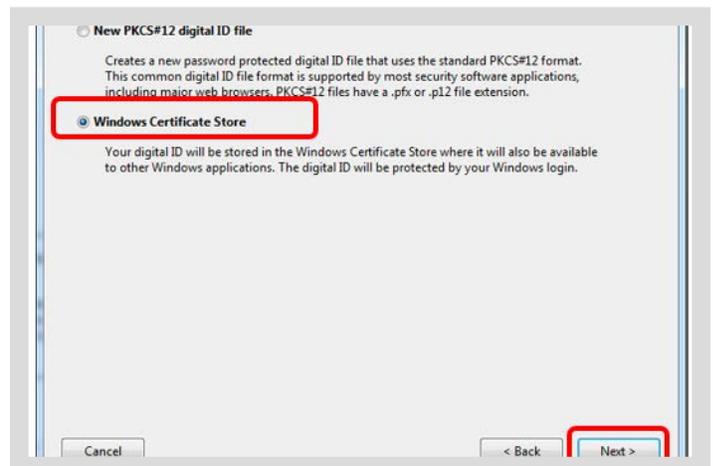


Sign the Contract Cont...

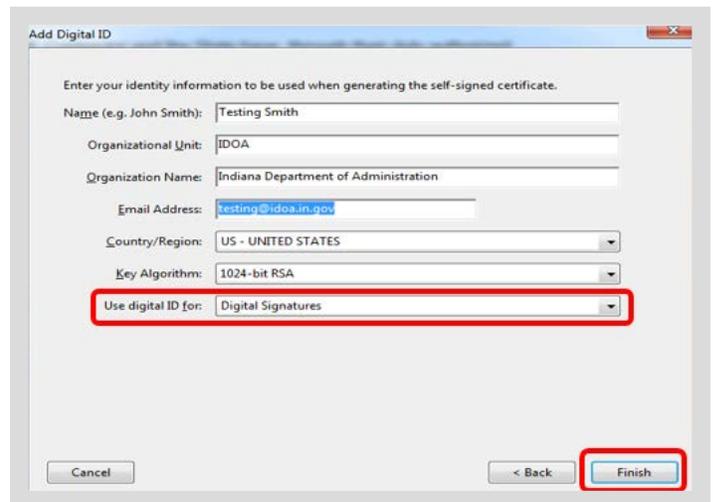
- c. If it is the **first time** creating a digital signature, select the **A new digital ID I want to create now**
- d. Click **Next**



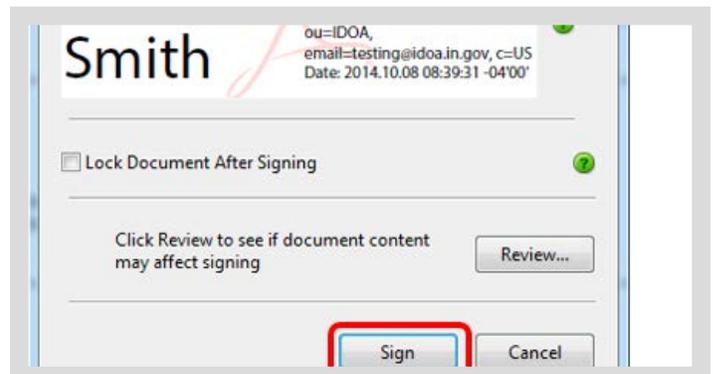
- e. Select **Windows Certificate Store**
- f. Click **Next**



- g. Complete the **fields** with the **correct information**
Make sure the **Use digital ID for:** drop down has **Digital Signatures** selected
- h. Click **Finish**
A sample of the digital signature will pop-up



- i. Click **Sign**
There will be a prompt to save the file (Save it to a proper location/folder)
- The signature with credentials will populate the box



***Tip for saving time...**

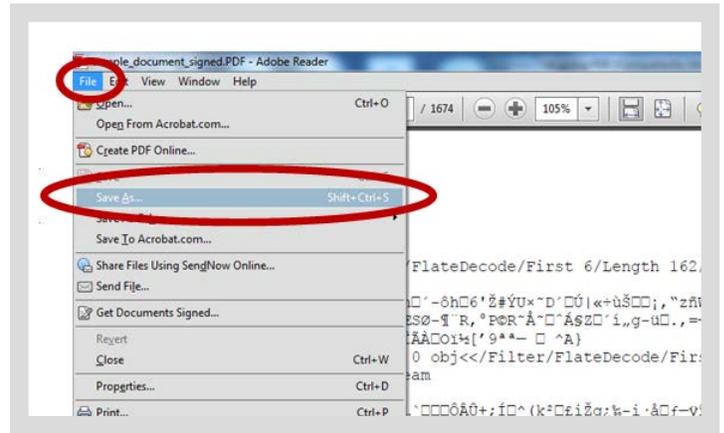
Save the eSigned Contract Document

Save the Contract

After reviewing and electronically signing the contract, the document needs to be saved.

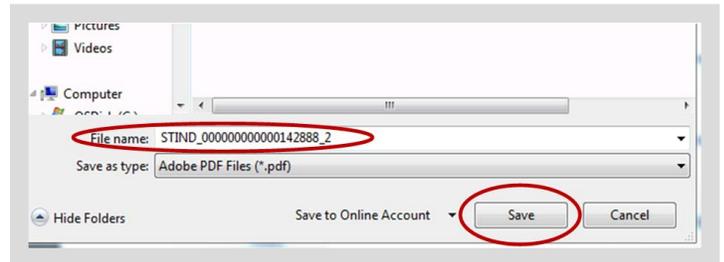
1. **Click File, Save As from the top menu navigation**

This will open the window to complete the next steps

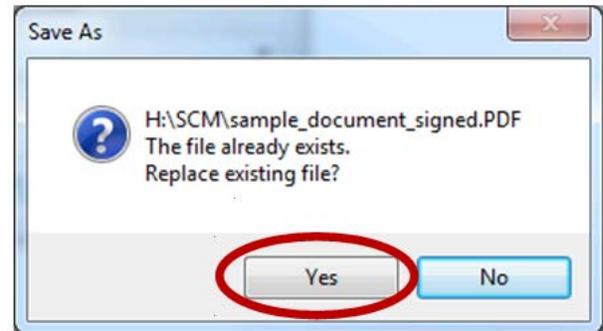


2. **Save the signed document in the same directory folder/location as the original file, replacing it.**

A pop-up message will warn that the file already exists and ask if replacing existing file.



3. **Click Yes**



Upload the eSigned Contract Document

Upload the Signed Contract

Once signed, the revised document (with the same name) must be uploaded back into the Supplier Portal.

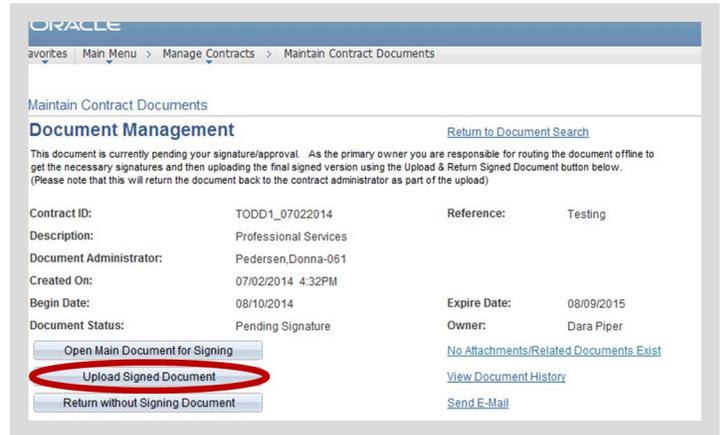
1. Login to the supplier portal

See page 3 of this guide for navigation instructions.



2. Click Upload Signed Document

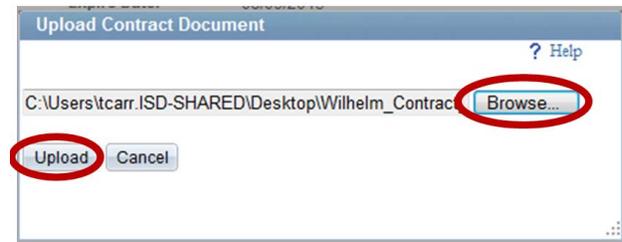
A pop-up window will open to locate the signed contract in the file directory where it was saved.



3. Click Browse to locate the document

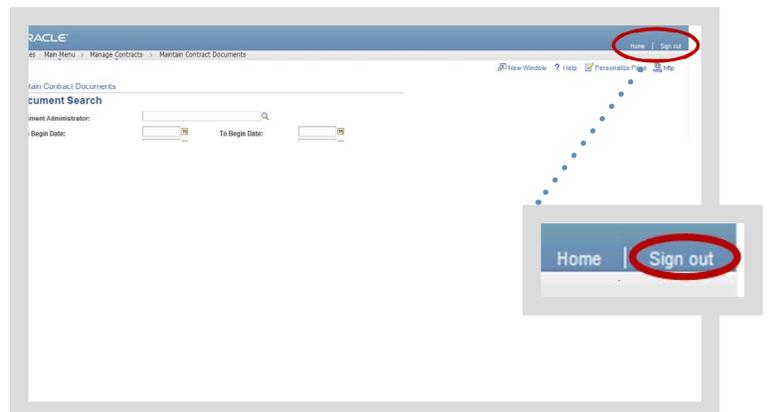
4. Click Upload

When the signed document has been successfully uploaded, the Maintain Contract Documents Document Search page will open.



5. Sign Out of the Supplier Portal

This is the last step of eSigning a Contract in this phase of the contracting process. If other contract documents require action, use the Maintain Contract Documents Document Search Page to locate and fulfill the necessary tasks.



eSigning

Troubleshooting Guide

Q Help! What is the contract number? What is my User ID? Where do I get the contract? How do I get my password reset?

A PeopleSoft generates an email to you when the contract is ready to sign. Unless the content was edited, the email provides the Contract ID number, your User ID, a link to the supplier portal and information about how to get your password reset.

Q How do I find my User ID and password if I can't find my email?

A You must log into the Supplier Portal with the User ID for the signatory assigned to the contract by the State's Contract Administrator.

If you're the creator of the Bidder Registration, your User ID will begin with "EXT" and will be followed by the ten digit bidder id number. (Example: EXT0000012345.) Your password will be the **same as what you use to sign into your Bidder Registration**.

If you're not the creator of the Bidder Registration, but you were linked to the existing profile by the Contract Administrator, your User ID will begin with "EXS" and will be followed by a ten digit number assigned to you. (Example: EXS0000000678.) When you are initially set up with an EXS User ID, you'll receive an email including your User ID and **temporary password (INDIANA)**. The first time you log in, you'll be immediately prompted to change your password.

Some signatories have been mistakenly assigned multiple User IDs – you may need to contact the State Contract Administrator so he/she can give you the User ID assigned to the contract.

Q Where do I log in to download the contract?

A <https://fs.gmis.in.gov/psp/fsprd/SUPPLIER/ERP/?cmd=login&languageCd=ENG&>

ORACLE
PEOPLESOFT ENTERPRISE

<p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p style="text-align: center;">Sign In</p>	<p>State of Indiana PeopleSoft Related Links</p> <p>Information and Helpful Hints</p> <p>Report an Issue</p>
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Once you're in, Navigate to **Main Menu >> Manage Contracts >> Maintain Contract Documents**

If you can't get logged into the Supplier Portal, use the "Report an Issue" link on the log in page to request assistance.

Q Why can't I get logged in?

A Internet Explorer version 11.0 or earlier and Mozilla Firefox are the acceptable browsers (**Google Chrome is not compatible**).

Q How do I electronically sign the contract?

A Step by step information is included in the eSigning a Contract manual and video posted at <https://secure.in.gov/idoa/2977.htm>.

Q Why can't I sign the contract?

A Adobe Reader version 10.0 or later is required. If needed, the signatory can download a free copy at www.adobe.com/reader/.

Q Where did I save the contract?

A Search your computer for the last 5 digits of the contract number or look in your temporary files folder.

Q Nothing worked. What can I do now?

A If all else fails, contact the State Contract Administrator so that he/she can cancel the signing process and start over. A new email will be generated so you can access the contract through it.