

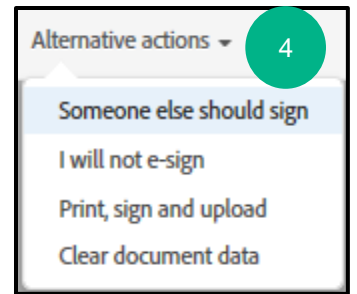
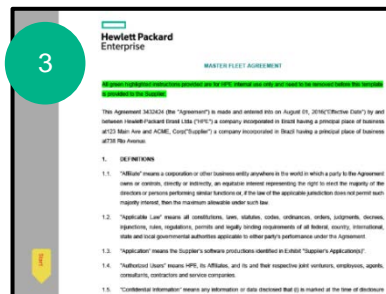
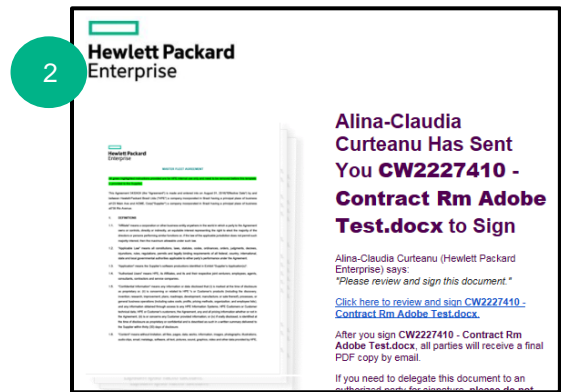
Supplier eSign Contract using Adobe Sign

Objectives

Hewlett Packard Enterprise implemented a web-based solution that enables you to sign your HPE documents electronically. This quick, simple and secure eSignature solution is provided by Adobe Sign.

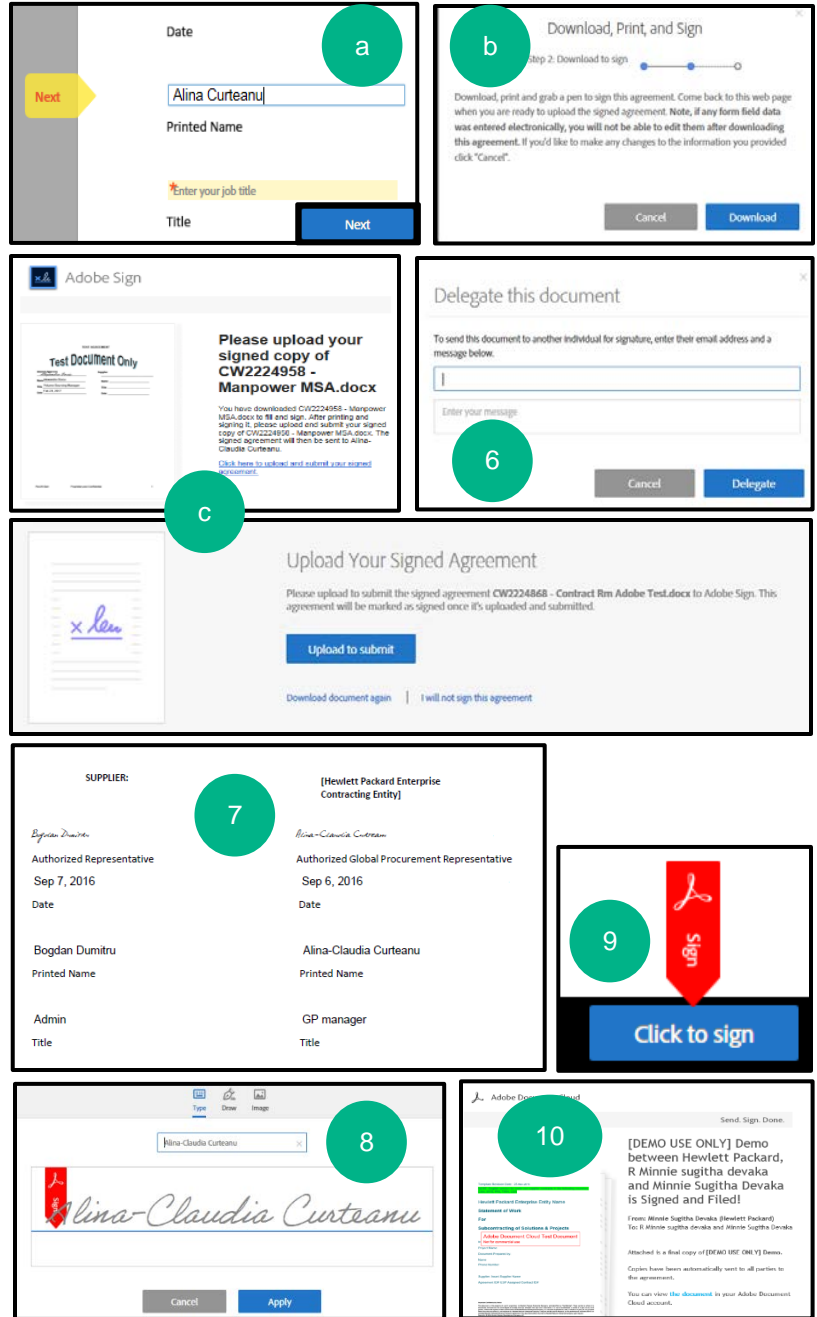
Reviewing & Signing an agreement using Adobe Sign

- As a Signer you will receive an email from the envelope creator via Adobe Sign services (echosign@echosign.com)
Note: Please add echosign.com in your browser's safe site list and check your email filter to make sure that your echosign emails do not end up in your "Junk" folder.
Note: Signing can be done on any mobile device that has email connectivity.
- Select "Click here to review and sign" to enter the agreement and to initiate the review and signing process.
- Once you've entered the agreement, click "Start" and Adobe will scroll directly to the signature blocks.
Note: You can scroll through and review the document page by page by using the scroll bar on the right.
- You can use the "Alternative actions" to decline signing, to send the document to somebody else to sign it, to print and sign or just clear the data.
Note: "Clear document data" deletes all your entries in the signature blocks and you have to start over.
- If you choose the option to "Print, sign and upload", follow the instructions that pop up. Make sure to complete all steps.



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- a. Review and Fill, requires you review the doc and fill in the Name and the Title. Click Next.
- b. Download the document in pdf format and sign it in wet.
- c. Upload it back into the tool. An immediate notification but also an email notification will be prompting you to do so.



6. If you choose to send the document to somebody else to sign it (“**Someone else should sign**”), add delegate’s email address and a message and press “Delegate”. The delegate will receive an email notification. **Note:** the delegate cannot send the document back to the delegator.
7. When you are ready to sign, “Click Here to Sign” to apply your eSignature. Click “Next” to sign or fill in all the required fields. **Note:** the “Name” field will be populated with the name from the signature field; the “Date” will be automatically populated with the date when you accessed the tool.
8. Type, draw or import an image for your esignature and then press “Apply”.
9. When your eSignature has been applied to each signature block, “Click to sign” and the signing event is complete.
10. When all signatures have been collected, you will receive an email notification with a copy of the fully signed document and the document’s history (in pdf).

For any additional questions, please contact the signature requestor.