

Instructions on permitted e-signatures

Author	Digital Procurement
Version	V1
Last modification	07. December 2021
Copyright	This document is protected by copyright. Any commercial use requires prior, express permission.

Purpose of this document:

This document is intended to outline which electronic signatures are permitted for the documents to be uploaded to SAP Ariba. It is always possible to choose a higher quality signature form (DocuSign Qualified or handwritten signature). This applies in particular to contracts where the use of DocuSign is not appropriate or where the parties cannot agree on its use.

Quote/cover sheet/price sheet	DocuSign Standard without SMS verification
NDA	DocuSign Standard without SMS verification
Contracts	DocuSign Standard with SMS verification