



Emptoris Upgrade and Supplier Update

July 2017

vizientTM

What's changing?



URL



Email address



E-signature process

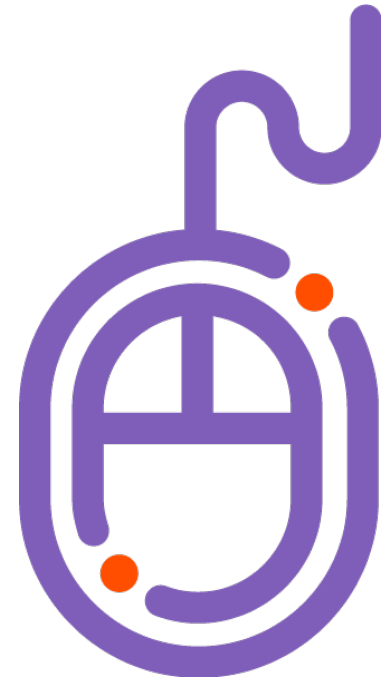
New URL and email address

The URL to access Emptoris is:

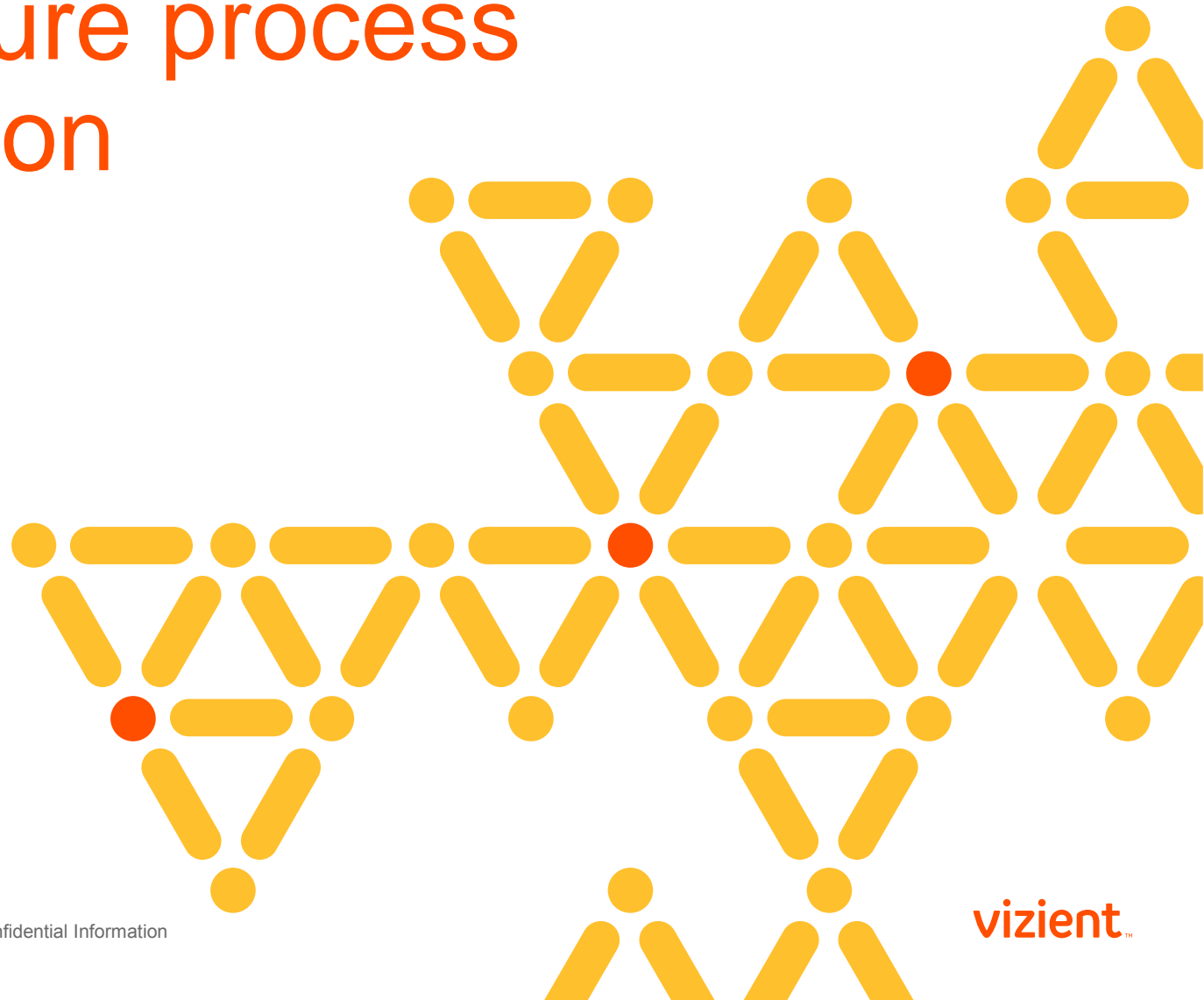
www.marketplacesource.com

Please note the new email address and whitelist it:

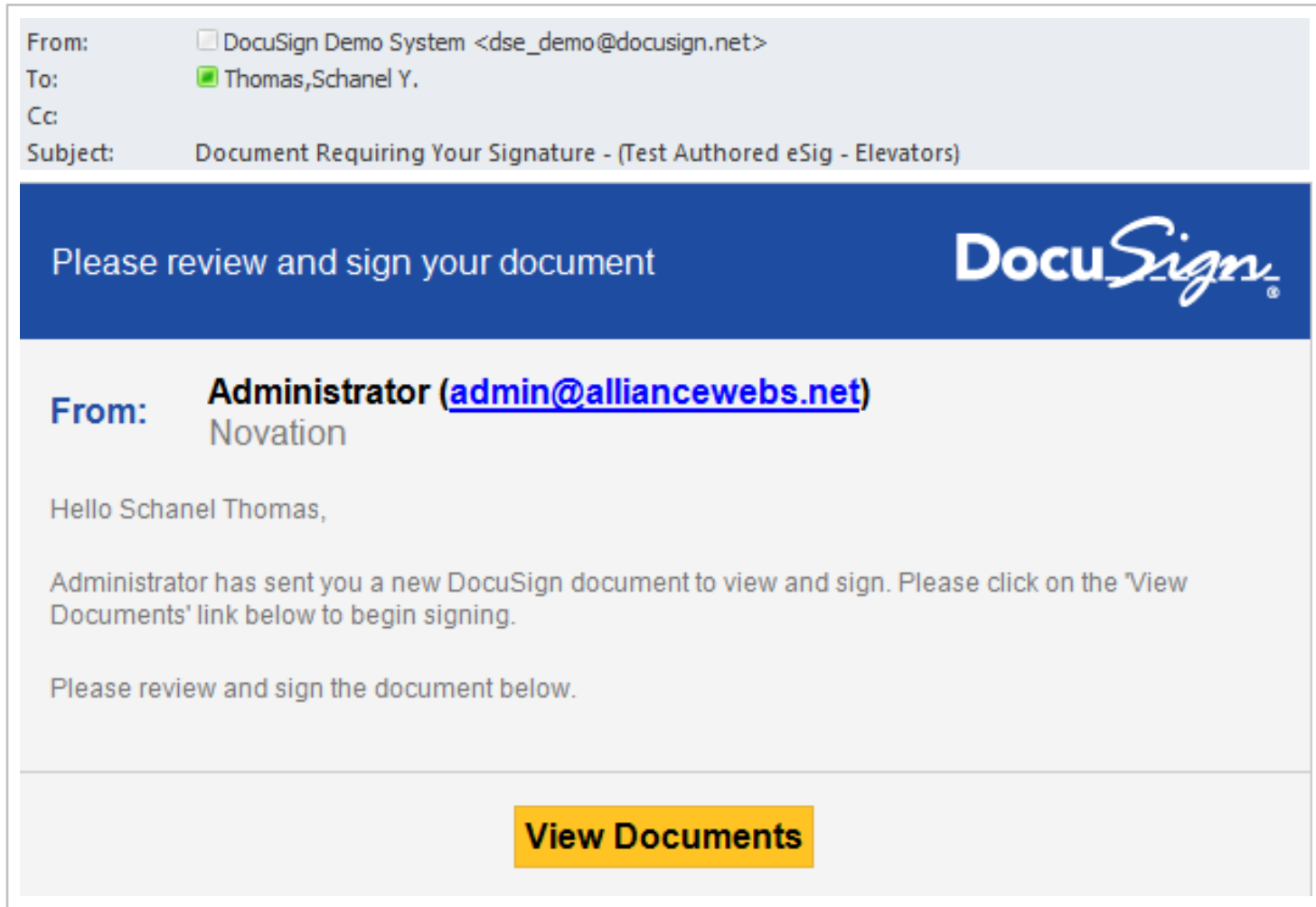
admin@marketplacesource.com



E-signature process information




DocuSign email – pending request



DocuSign website – consent to Vizient

Request for Signature

From:  **Administrator**
Novation

Documents (1): 30640_esign.docx

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From time to time, Novation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

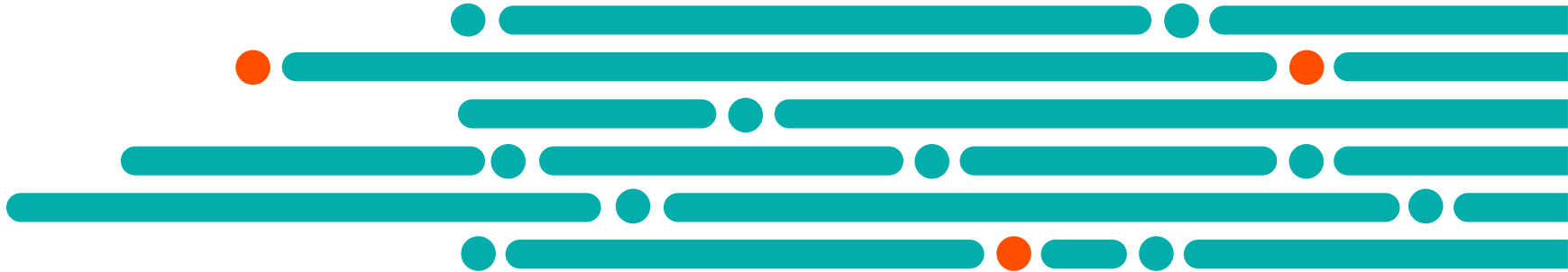
[Read Electronic Record and Signature Disclosure >](#)

I consent to use Electronic Records and Signatures

[Review Document](#) [Decline](#) [Finish Later](#) [Sign on Paper](#) [Change Signer](#)

Auto-populate signature fields

Process steps



Begin e-signature process

The screenshot displays a DocuSign web interface for an e-signature process. At the top, the subject is "Document Requiring Your Signature - (eSign TEST In-Process)". The DocuSign logo is on the left, and navigation controls (back, forward, page 1 of 60, 100% zoom, Download, Print, More) are on the right. A yellow "Next" button is on the left side of the document area. The document content includes a DocuSign Envelope ID, a red warning about a demonstration document, and the title "NOVATION FOOD AUTHORIZED DISTRIBUTOR AGREEMENT for". A right-hand sidebar shows a document list with pages 1, 2, 3, and 4, where page 1 is selected. The footer contains the DocuSign logo, language settings (English US), and various links (Terms of Use, Support, Feedback, etc.) along with a copyright notice for 2014.

Subject: Document Requiring Your Signature - (eSign TEST In-Process)

DocuSign Envelope ID: 67C79D4E-2C82-4671-8510-311A524776EB

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for

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E-signature process – fields auto-populated

DocuSign Envelope ID: 9B012157-BE4E-461E-A7A5-45FE0B87DAB7

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IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their duly authorized officers to be effective as of the Effective Date.

	NOVATION, LLC	Medline Industries, Inc.
	By:  _____	By:  _____
	Name: <u>Schanel</u>	Name: <u>Schanel Thomas</u>
	Title: <u>Manager</u>	Title: <u>Manager</u>
	Date: <u>6/2/2014 1:07:32 PM CT</u>	Date: <u>6/2/2014 1:17:01 PM CT</u>

15
16
17
18
19
20


Process for completing e-signature input

Subject: Document Requiring Your Signature - (eSign TEST In-Process)

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IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their duly authorized officers to be effective as of the Effective Date.

NOVATION, LLC Sara Lee

Sign By:  By: 

19B5C0ECS3DF44C _____

Name: John Johnson Name: Robert Mason

Title: VP, Operations Title:

16 17 18 19 20

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Using review signature preview

DocuSign

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name: Initials:

[Select Style](#)

Preview

DocuSigned by:
Robert Mason
D5F0B99B5525434...

DS
RM

[Change Style](#)

By clicking Adopt, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

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Using review signature preview

Subject: Document Requiring Your Signature - (eSign TEST In-Process)

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NOVATION, LLC

DocuSigned by:

Confirm Signing

All required fields complete.

You will have an opportunity to save your copy on the next screen.

Click "Confirm Signing" when you are ready.

Title: VP, Operations

Sara Lee

DocuSigned by:

By: Robert Mason
DSF08920B5525434

Name: Robert Mason

Title: National Account Manager

Hide

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17

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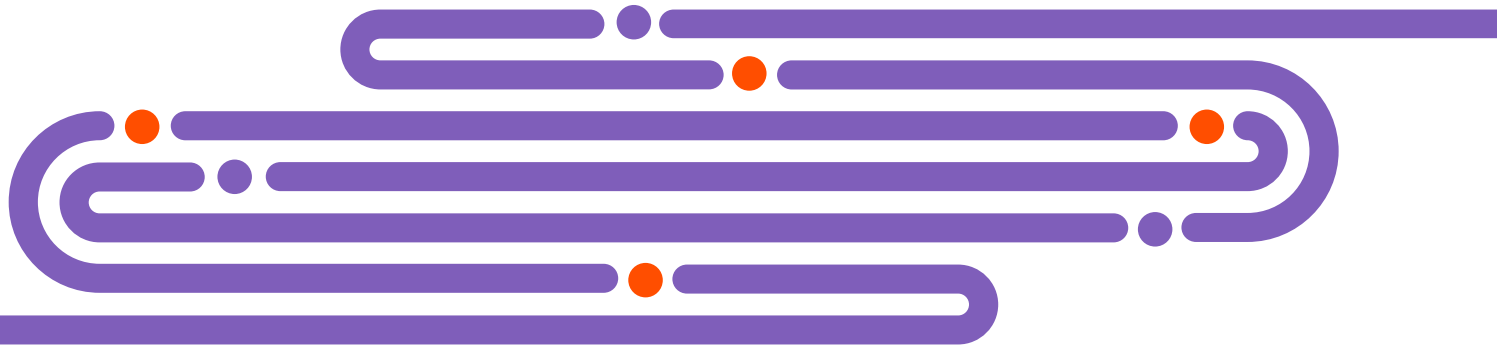
20

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Manually populate signature fields

Process steps

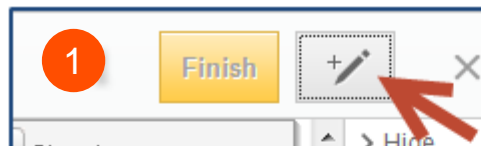


E-signature process (manually populated)

Manual – fields are not prepopulated. To begin, the designated signatory clicks the pen icon (see 1 below) to view fields (see 2) to drag and drop onto each line within the signature block (example 3). Click “finish” to complete the process.

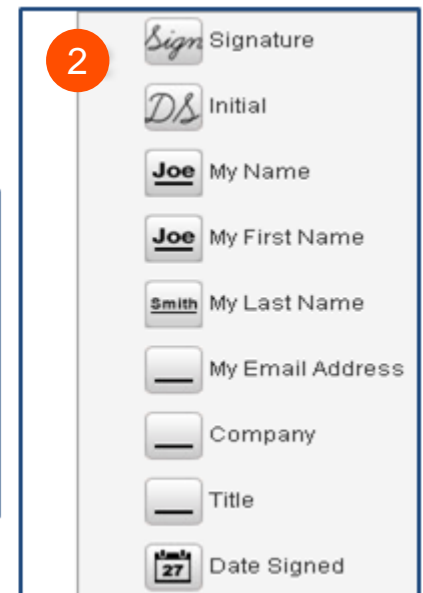
Fields to drag and drop include:

Signature, My Name, Title and Date Signed



3

By: Schanel Thomas
Printed Name: Schanel Thomas
Title: Manager
Agreed to and Accepted: 10/9/2014



Change signer

Process steps



Change signer

The screenshot displays the DocuSign interface for a document titled "Bid". The document content includes a DocuSign Envelope ID and a red watermark: "DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE 1301 2nd Ave, Suite 2000 • Seattle • Washington 98101 www.docuSign.com". The right-hand menu is open, showing options: View History, View Certificate, View Electronic Record and Signature Disclosure, Change Signer, Decline, Sign on Paper, and Finish Later. A yellow "Next" button is visible on the left side of the document area.

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DocuSign Envelope ID: 67C79D4E-2C82-4671-8510-311A524776EB

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Bid

Next

- View History
- View Certificate
- View Electronic Record and Signature Disclosure
- Change Signer
- Decline
- Sign on Paper
- Finish Later

Entering new recipients email and name

DocuSign

DocuSign f

Start

Change Signer

* = Required

Email Address for the New Signer*

Name*

Please provide a reason to Administrator for changing signing responsibility:

characters remaining 170

Clicking the Change Signer button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.

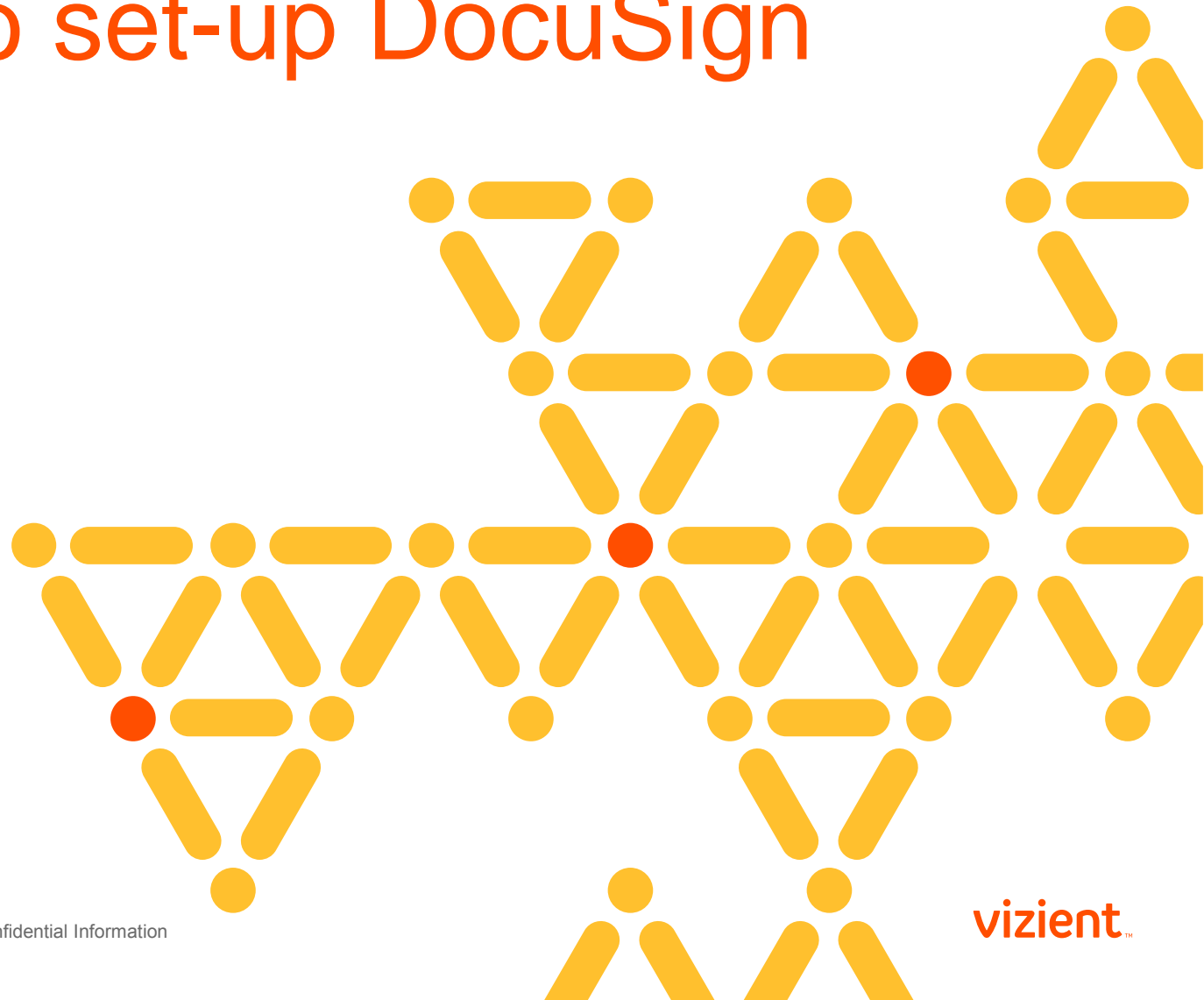
Back **Change Signer**

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E-signer change requests

The screenshot displays a DocuSign web interface for a document titled "Subject: Document Requiring Your Signature - (eSign TEST In-Process)". The interface includes a top navigation bar with the DocuSign logo, document navigation controls (1 of 60 pages, 100% zoom), and action buttons for Download, Print, and More. A "Start" button is visible on the left. A "Note" overlay is present, stating: "They have proper signing authority. I simply review the document." The document content includes the word "Bid" and the title "NOVATION FOOD AUTHORIZED DISTRIBUTOR AGREEMENT". A red warning message reads: "DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE 1301 2nd Ave, Suite 2000 • Seattle • Washington 98101 • (206) 21 www.docuSign.com". A right-hand sidebar shows a document thumbnail list with pages 1, 2, 3, and 4. The footer contains the text "POWERED BY DocuSign" and various links including English (US), Terms Of Use, Support, Feedback, Intellectual Property, Privacy Policy, and Copyright © 2014 DocuSign, Inc. All rights reserved.

Option to set-up DocuSign account



Set-up DocuSign account

Subject: Document Requiring Your Signature - (eSign TEST In-Process)

DocuSign

Think that was easy?

It's just as easy to sign any document electronically, even if it wasn't sent through DocuSign. Sign up for a **FREE** account today!

Email

Password

Confirm Password

OR

By clicking the "Sign Up Now" button below, you agree to the [Terms and Conditions](#)

Download ↓ Print 🖨

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Hide
30640...
1
2
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DocuSign account

The screenshot displays the DocuSign web interface. At the top, there is a navigation bar with the DocuSign logo and tabs for Home, Manage, Send, and Dashboards. The user's name, Robert Mason, and account number, 680119, are shown next to an Upgrade button. Below the navigation bar, there is a search bar for envelopes and a dropdown menu for actions. The main content area shows a list of envelopes with columns for From, Subject, Received, Completed, and Status. The selected envelope is from Administrator, titled 'Document Requiring Your Signature - (eSign TEST In-Process)', received on 7/6/2014 at 7:10:37 PM, and completed on 7/6/2014 at 7:00:39 PM. Below the envelope list, there are tabs for Summary and Document. The Summary tab is active, showing the envelope status as 'Completed' and a list of four events: 1. Sent by Administrator (admin@alliancewebs.net) | 7/5/2014 1:42:40 PM, 2. Signed by John Johnson (threesons05@yahoo.com) | 7/5/2014 1:51:32 PM, 3. Copy sent to Schanel Thomas (stthomas@novationco.com) | 7/6/2014 5:03:56 PM, and 4. Signed by Robert Mason (simeo0536@gmail.com) | 7/6/2014 7:00:39 PM. The footer contains the DocuSign logo, language settings (English US), and various links like Terms Of Use, Support, Feedback, Intellectual Property, and Privacy Policy, along with a copyright notice for 2014.

From	Subject	Received	Completed	Status
Administrator	Document Requiring Your Signature - (eSign TEST In-Process)	7/6/2014 7:10:37 PM	7/6/2014 7:00:39 PM	Completed

Envelope Status: Completed [Hide Completed](#)

Envelope Subject: Document Requiring Your Signature - (eSign TEST In-Process)



Pages: 60


1. Sent by Administrator (admin@alliancewebs.net) | 7/5/2014 1:42:40 PM
2. Signed by John Johnson (threesons05@yahoo.com) | 7/5/2014 1:51:32 PM
3. Copy sent to Schanel Thomas (stthomas@novationco.com) | 7/6/2014 5:03:56 PM
4. Signed by Robert Mason (simeo0536@gmail.com) | 7/6/2014 7:00:39 PM

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Signatures complete an email

From: DocuSign Demo System <dse_demo@docusign.net>
To: Thomas, Schanel Y.
Cc:
Subject: Completed: Document Requiring Your Signature - (Test Authored eSig - Elevators)

 Message  contract_29754_Test Authored eSig - Elevators.docx.pdf (419 KB)

Your document has been completed 

From: Sent on behalf of DocuSign

Hello Schanel,

All parties have signed the envelope 'Document Requiring Your Signature - (Test Authored eSig - Elevators)'.
To view the documents, recipients, and other information, please click on the link below.

[View Documents](#)

Alternately, you can access these documents by visiting [docusign.com](https://www.docusign.com), clicking the 'Access Document' link, and using this security code:

Contacts for questions

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