



Emptoris Upgrade

Supplier Update
July 2014

vizientTM

What's Changing?



URL



Email Address



e-Signature

New URL and Email Address

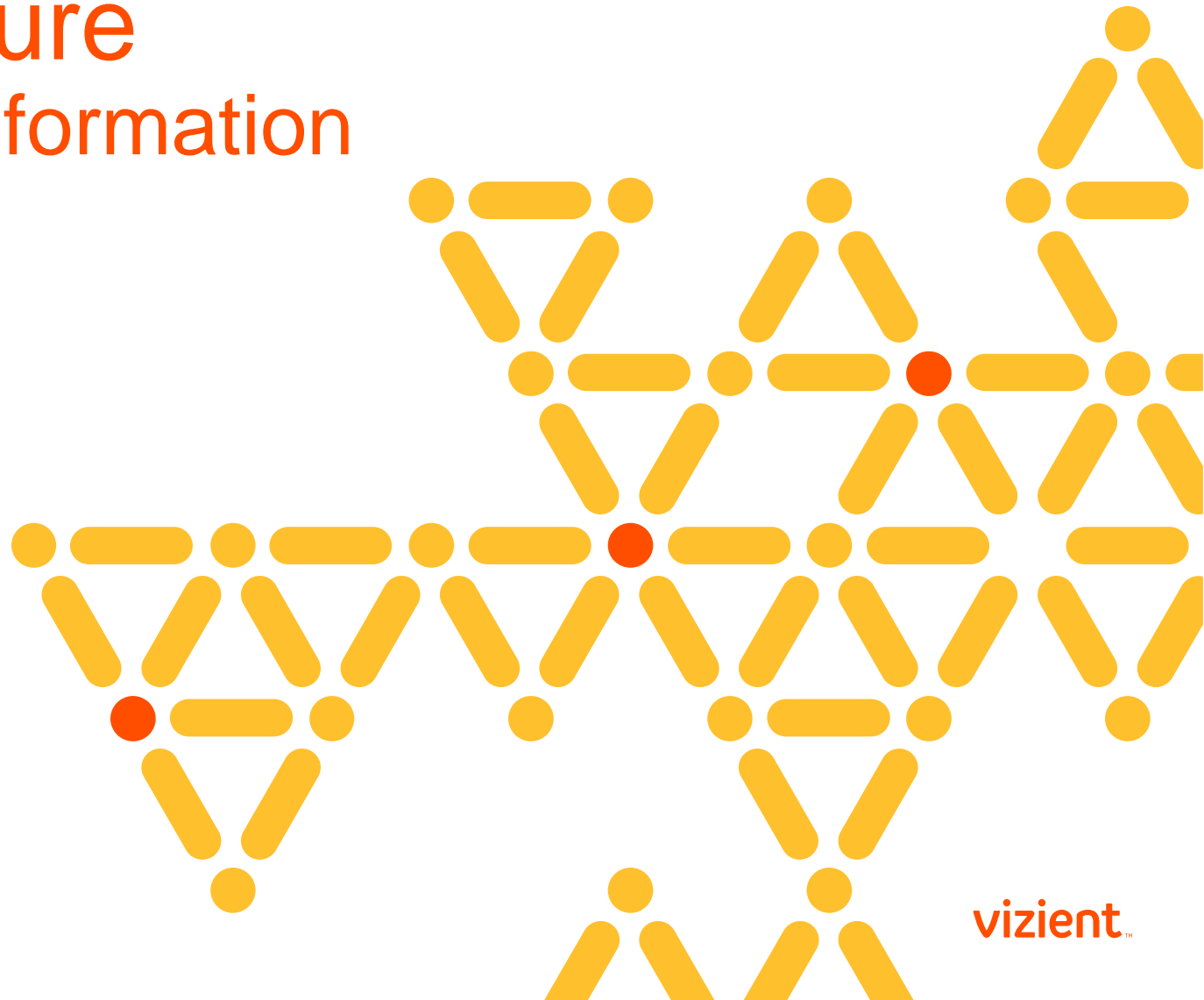
Effective Monday, July 14th, the URL to access Emptoris is:

www.marketplacesource.com

Please make a note of the new email address and whitelist it:


admin@marketplacesource.com

e-Signature Process Information



DocuSign Email – Pending Request

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

Please review and sign your document 

From: Administrator (admin@alliancewebs.net)
Novation

Hello Schanel Thomas,

Administrator has sent you a new DocuSign document to view and sign. Please click on the 'View Documents' link below to begin signing.

Please review and sign the document below.

[View Documents](#)

DocuSign Website – Consent to Us

Request for Signature



From:



Administrator
Novation

Documents (1): 30640_esign.docx

CONSUMER DISCLOSURE

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-Sign 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. The footer contains the DocuSign logo, language settings (English US), and various links (Terms Of Use, Support, Feedback, Intellectual Property, Privacy Policy) along with a copyright notice for 2014. The browser status bar at the bottom shows "Internet | Protected Mode: Off" and a 100% zoom level.

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

DocuSign

1 of 60 100% Download Print More

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

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
1301 2nd Ave, Suite 2000 • Seattle • Washington 98101 • (206) 21
www.docusign.com

Next

Bid

NOVATION FOOD AUTHORIZED DISTRIBUTOR AGREEMENT

for

1 2 3 4

POWERED BY DocuSign English (US) Terms Of Use | Support | Feedback | Intellectual Property | Privacy Policy Copyright © 2014 DocuSign, Inc. All rights reserved.

Internet | Protected Mode: Off 100%

e-Sign Process (Fields Auto Populated)

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

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
1301 2nd Ave, Suite 2000 • Seattle • Washington 98101 • (206) 219-0200
www.docusign.com

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:  _____
45348E64869E495

By:  _____

Name: Schanel

Name: Schanel Thomas

Title: Manager

Title: Manager

Date: 6/2/2014 | 1:07:32 PM CT

Date: 6/2/2014 | 1:17:01 PM CT




Click Sign Here to Input e-Signature and Type Title into the Title Field


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

DocuSign ▲ ▼ 16 of 60 100% ▼ Download Print More ▼ X

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:  19B5C0FC53DF44C _____

By:  _____

Name: John Johnson Name: Robert Mason

Title: VP, operations Title:

16 17 18 19 20

POWERED BY **DocuSign** English (US) ▲ Terms Of Use | Support | Feedback | Intellectual Property | Privacy Policy Copyright © 2014 DocuSign, Inc. All rights reserved.

Review Signature Preview & Adopt Signature or Change Signature Style (Font)

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.

4 DocuSign, Inc. All rights reserved.



Confirm Signing

NOVATION, LLC

Sara Lee

DocuSigned by:

DocuSigned by:

By: Robert Mason

D5F0899B5525434

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

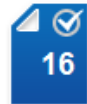
Name:

Robert Mason

Title:

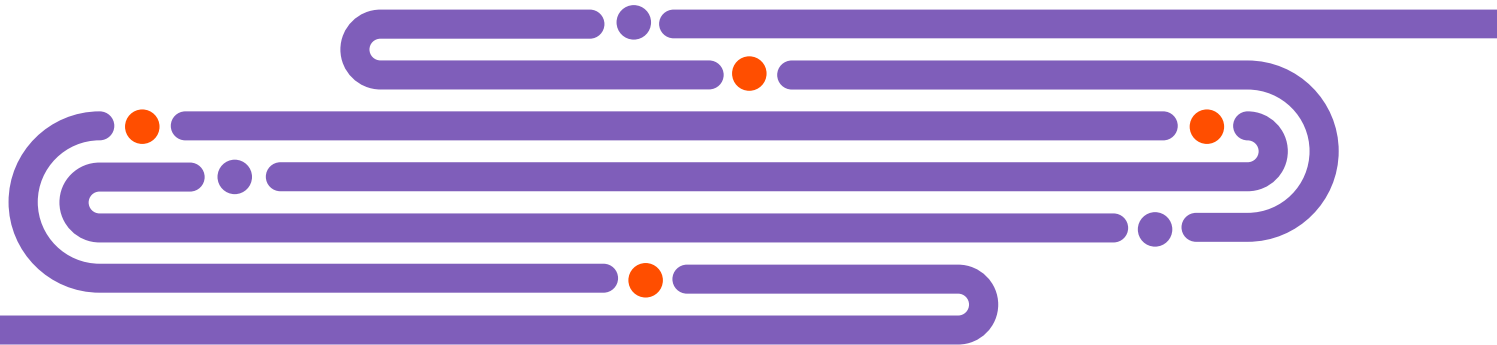
National Account Manager

> Hide



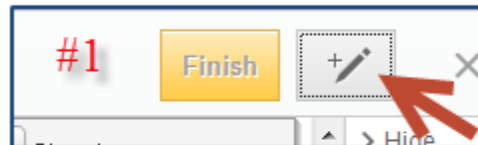
Manually Populate Signature Fields

Process Steps



e-Sign Process (Manually Populated)

Manual – fields are not prepopulated. Signatory clicks the pen icon (#1 image) to view fields (#2 image) to drag and drop onto each line within the signature block (#3 image). Click Finish to complete the process. **Fields to drag and drop include:** *Signature, My Name, Title and Date Signed*



By: Schanel Thomas

Printed Name: Schanel Thomas

Title: Manager

Agreed to and Accepted: 10/9/2014

#2

- Sign Signature
- DS Initial
- Joe My Name
- Joe My First Name
- Smith My Last Name
- My Email Address
- Company
- Title
- 27 Date Signed

Change Signer

Process Steps



Change Signer

The screenshot displays the DocuSign interface for a document titled "Bid". The top navigation bar includes the DocuSign logo, navigation arrows, a page indicator "1 of 60", a zoom level of "100%", and buttons for "Download", "Print", and "More". A yellow "Next" button is located on the left side of the document area. 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 "More" dropdown menu is open, showing options: "View History", "View Certificate", "View Electronic Record and Signature Disclosure", "Change Signer", "Decline", "Sign on Paper", and "Finish Later".

DocuSign

▲ ▼ 1 of 60 100% ▼ Download Print More ▼

Next

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

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
1301 2nd Ave, Suite 2000 • Seattle • Washington 98101
www.docuSign.com

Bid

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

Enter 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.

POWERED BY **DocuSign** English (US) | Terms Of Use | Support | Feedback | Intellectual Property | Privacy Policy Copyright © 2014 DocuSign, Inc. All rights reserved.

RVICE
98101 • (206) 21

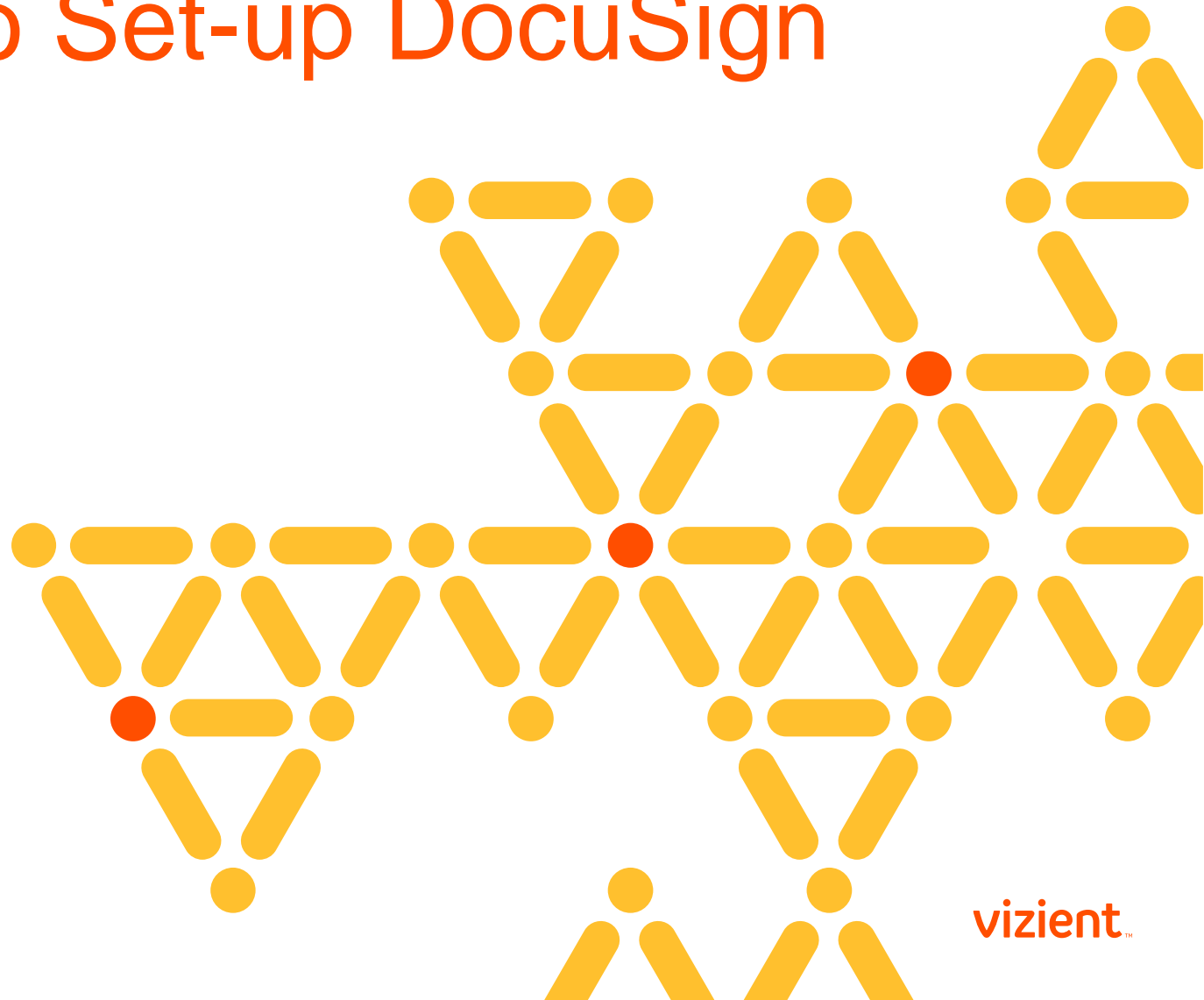
> Hide
30640...

1
2
3
4

Note/Comment Displayed w/ E-Signer Change Reques

The screenshot displays a DocuSign document viewer interface. 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 "Start" button is on the left side of the document area. A "Note" window is open, containing the text: "They have proper signing authority. I simply review the document." Below the note, the word "Bid" is visible. 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". The document title "NOVATION FOOD AUTHORIZED DISTRIBUTOR AGREEMENT" is centered. A right-hand sidebar shows a document list with pages 1, 2, 3, and 4. The footer includes "POWERED BY DocuSign", language settings (English (US)), and various links (Terms Of Use, Support, Feedback, Intellectual Property, Privacy Policy). Copyright © 2014 DocuSign, Inc. All rights reserved. The browser status bar at the bottom shows "Internet | Protected Mode: Off" and a 100% zoom level.

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 🖨

Frozen Cookie Dough

> Hide
30640...

1
2
3
4
5

DocuSign Account

The screenshot displays the DocuSign web interface. At the top, there is a navigation bar with the DocuSign logo and menu items: Home, Manage (selected), Send, Dashboards, and a user profile for Robert Mason (680119) with an Upgrade button. Below the navigation bar, there is a 'Create' button, a search bar for envelopes, and an 'Actions' dropdown. The main content area shows a table of envelopes with columns for From, Subject, Received, Completed, and Status. One envelope is listed as 'Completed'.

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

Below the table, there are tabs for 'Summary' and 'Document'. The 'Summary' tab is active, showing the envelope status as 'Completed' and a list of pages. The envelope subject is 'Document Requiring Your Signature - (eSign TEST In-Process)' and it has 60 pages.

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 (sthomas@novationco.com) | 7/6/2014 5:03:56 PM
4. Signed by Robert Mason (simeo0536@gmail.com) | 7/6/2014 7:00:39 PM

At the bottom of the interface, there is a footer with the DocuSign logo, language settings (English (US)), and various links: Terms Of Use, Support, Feedback, Intellectual Property, Privacy Policy. Copyright © 2014 DocuSign, Inc. All rights reserved.

Signatures Complete 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, clicking the 'Access Document' link, and using this security code:

Questions - Please call or email:



Ami Taylor, e-Sourcing Analyst

E: ami.taylor@vizientinc.com

P: 972.830.1942

Cheryl Haynes, e-Sourcing Analyst

E: cheryl.haynes@vizientinc.com

P: 972.581-5037

Cindy Pompa, e-Sourcing Analyst

E: cindy.pompa@vizientinc.com

P: 972-581-5659