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
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
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

By: ____________________________
Name: __________________________
Title: ___________________________
Date: 6/2/2014 | 1:07:32 PM CT

Medline Industries, Inc.

By: ____________________________
Name: __________________________
Title: ___________________________
Date: 6/2/2014 | 1:17:01 PM CT
Click Sign Here to Input e-Signature and Type Title into the Title Field
Review Signature Preview & Adopt Signature or Change Signature Style (Font)

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name
Robert Mason

Initials
RM

Select Style

Preview

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.

Adopt and Sign  Cancel
NOVATION, LLC

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

By: Robert Mason

Name: Robert Mason

Title: National Account Manager
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
Change Signer

Process Steps
Change Signer
Enter New Recipients Email and Name

Change Signer

Email Address for the New Signer*
Email@foresign.com

Name*
Robert Mason

Please provide a reason to Administrator for changing signing responsibility:
I have completed my review and approve. This document is ready for your e-Signature.

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
Note/Comment Displayed w/ E-Signer Change Reques

They have proper signing authority. I simply review the document.

NOVATION FOOD AUTHORIZED DISTRIBUTOR AGREEMENT
Option to Set-up DocuSign Account
Set-Up DocuSign Account

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**
simeo0536@gmail.com

**Password**

**Confirm Password**

OR

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

[Sign Up Now]
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

Alternatively, you can access these documents by visiting docusign.com, clicking the ‘Access Document’ link, and using this security code:
Questions - Please call or email:

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