

Vendor's Electronic Signature with Corporate Seal



Contracts Authorization Tracking System (CATS) Application

DocuSign is a system that provides electronic signature technology and Digital Transaction Management services for facilitating electronic exchanges of contracts and signed documents.

Important Note:

In case, if you have to upload Vendor Signature and Corporate Seal, please follow the below steps to save the signature and corporate seal on your computer/laptop:

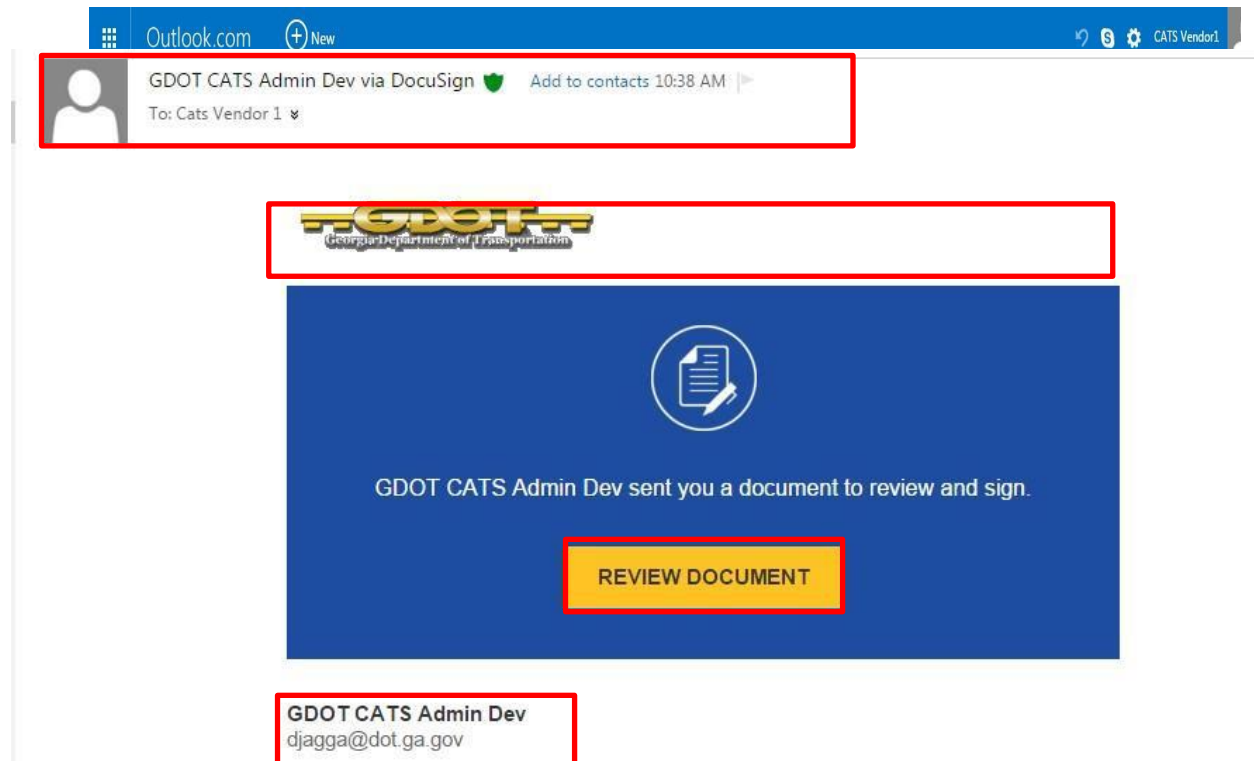
1. Take a picture of the vendor signature and corporate seal and save the image (JPEG Format) onto your computer/laptop desktop.
2. Below is the example of an image containing Signature and Corporate Seal:



Below are the steps to apply vendor electronic signature on GDOT Contract:

Vendor's Contract Email Notification

Once the GDOT submitter/requestor sends the electronic contract document, the Vendor will receive notification to Review and Sign document. **See example of email notification shown below.**



Please review contract 48400-020-IADFN1600359 from the Georgia Department of Transportation and sign where applicable. Please do not reply to this email, if you have any further questions regarding this contract, please contact:

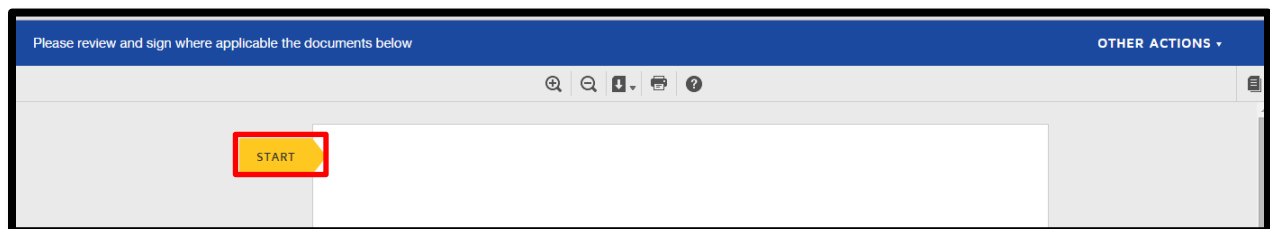
Jane Doe
404-555-0000
jdoe@dot.ga.gov

If there is an issue with this contract, please do NOT decline the contract. Please contact the individual indicated above for further assistance.

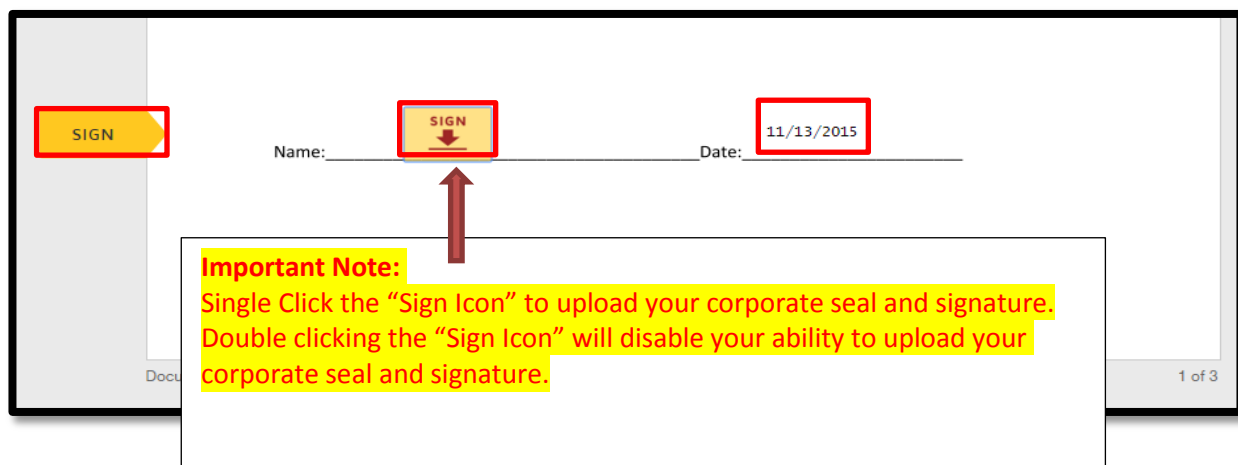
The **Vendor** will place **check mark** in **agreement box** and then click on the **Continue** button.



The **Vendor** will click on the **Start** button to start the signing process.



The vendor will then click on the sign icon to place electronic signature, initial or date



The **Vendor** will be prompted to adopt a signature type via **Draw pen** if available or **Change Style** options. Vendor will also be able to **Upload** images (for example, vendors can upload corporate seal image along with signature).

Upload Signature

1. In the Adopt Your Signature window click on the Upload Your Signature button.



Adopt Your Signature

Confirm your name, initials, and signature.

Full Name
Cats Vendor 1

Initials
CV1

Select Style **Draw** **Upload**

PREVIEW

DocuSigned by:
Cats Vendor 1
CB0A3280C8DB4F3...

DS
CV1

Change Style

By selecting Adopt and Sign, 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

2. Click on the Upload Your Signature button.

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name: Alisha Neal

Initials: AN

Select Style Draw Upload

PREVIEW

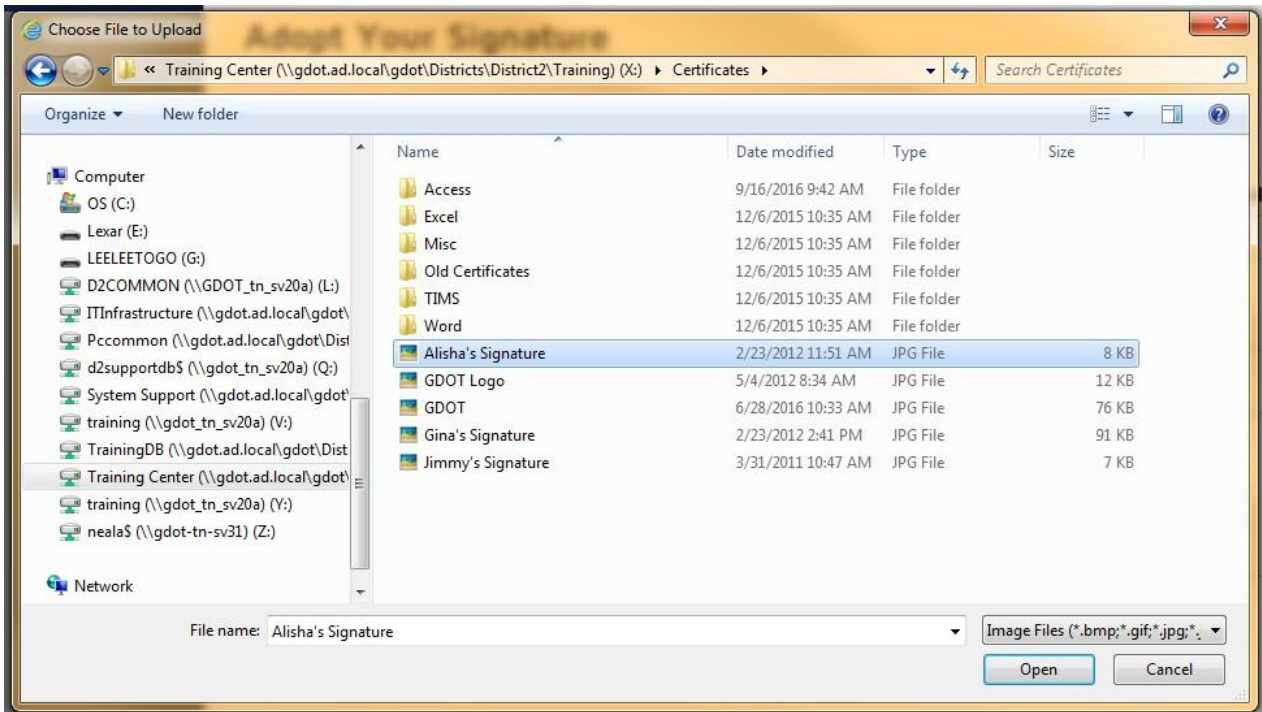
UPLOAD YOUR SIGNATURE

* For Best Results, Signature Images are 400 x 145 pixels

By selecting Adopt and Sign, 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

3. Navigate to where you have save your signature. Select your signature and click on the Open button.



4. Your uploaded signature is in the preview window. Click on the Adopt and Sign button.

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name: Alisha Neal Initials: AN

Select Style Draw Upload

PREVIEW

Deepak Jaga

UPLOAD YOUR SIGNATURE

* For best results use an image that is 400 x 143 pixels.

By selecting Adopt and Sign, 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

5. And then the **Finish** button

Document.

FINISH

Please note: After you click on Finish button, DocuSign System will provide you with an option to sign up for a free account. If you create an account with DocuSign system, you will have the ability to track all contracts approval process pertaining to each ones company.