

Digital signature of the contract - Supplier

Download the Contract to digitally sign it



The screenshot shows the WeBUY interface for a contract titled "Contract: JA10078323 - Contrato A". The interface includes a navigation bar with "Details", "Contents Management", and "Messages (Unread 0)". Below this, there are tabs for "Create Message", "Received Messages", "Sent Messages", and "Draft Messages". The "Received Messages" tab is active, showing a message received on 30/07/2020 at 12:24. The message is from Enel and has the subject "Digital Signature Supplier". The message content is "Please, sign digitally the contract and send it back once signed". There is an attachment named "Enel Digital Sign.pdf (330 KB)". A "Reply" button is visible in the top right corner of the message view.

1

2

3

4

1 The supplier accesses to the Contract in the specific section of his WeBUY account. He has available the Messages area where he finds the message sent by the buyer with the document to be signed

2 Click on the name of the document to download it and proceed with the signature offline

3 Once the document is signed, click on Reply to start preparing the answer to the buyer

Digital signature of the contract - Supplier

Download the Contract to digitally sign it



Contract: JA10078323 - Contrato A Shared Cancel Save As Draft Send Message

Messages

Message

Send Date: 30/07/2020 12:24

Subject: Re: Digital Signature Supplier

My Message

Sending back the contract signed

Attachments

NAME	DESCRIPTION	COMMENTS
1	Supplier digitally signed.pdf (177 KB)	

Attachments: 1

6

4

5

4

The supplier has to go on with the procedure of **signing the Contract with a token provided by a certifying entity or doing it manually.**

Once signed, he must upload it in WeBUY and send it back to the buyer by answering to the message that the buyer sent to him through the Message Area

- 4 To upload it, click on "Attachments" and upload the document
- 5 Include a message for the buyer
- 6 Click on Send Message