

# Digital signature of the contract - Supplier

Download the Contract to digitally sign it



Contract: JA10078323- Contrato A Shared

Project: [prj\\_70648](#) - Proyecto A

Contract Expiry Date: 15/07/2021 23:59:00 (Fijo)

Details Contents Management **Messages (Unread 0)**

Create Message **Received Messages** Sent Messages Draft Messages

Received Messages Back Reply Print

Message

Send Date: 30/07/2020 12:24 Sent by: Enel

Subject: Digital Signature Supplier Message: Please, sign digitally the contract and send it back once signed

Attachments Attachments

Name	Description	Comments
1  Enel Digital Sign.pdf (330 KB)		

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

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Message

Send Date: 30/07/2020 12:24

Sent by: Enel

Subject: Re: Digital Signature Supplier

Message Received: Please, sign digitally the contract and send it back once signed

My Message: Sending back the contract signed

Attachments:

Name	Description	Comments
1	Supplier Digitally signed.pdf (330 KB)	

Attachments: 1

Buttons: Send Message, Save as Draft, Cancel

Annotations: 4 (Attachments), 5 (My Message), 6 (Send Message)

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