



# Digital Signature verification documents

Supplier handbook - Used formats and documents verification procedure

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Global Procurement

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# Document objectives and structure



- This document aims to support Enel suppliers during the visualization and verification activities of the digital documents (with digital sign and timestamp)
  
- According to this objective, we created dedicated sections in order to explain:
  - › The formats used by Enel for digital documents;
  - › The document verification activity on the basis of used format.
  
- Where required, the document reports the operative steps and the related system screenshots

# Formats used in purchasing process



# Formats used in purchasing process



- Enel issues and requires from its suppliers only **documents with digital signature and timestamp**, in order to assure the **highest reliability** to all involved users and **legal validity** of exchanged documents
- Required **formats** are essentially 2(\*): pdf and p7m.
- Since September 2010 Enel adopted the standard PDF as reference format to let its attorneys sign documents because:
  - › it allows an immediate view of the file and of the Digital Signature/Timestamp information
  - › it enables the document visualization performed through any pdf reader, today available for all operative systems, included mobile devices

*(\*) Despite of some digital signature software use **m7m** format in case of timestamp, currently Enel does not allow supplier to upload documents with this file extension*

# Digitally signed documents verification



# Digitally signed documents verification



## Overview

- The verification procedure of a digital signature posted on an electronic document consists of the following checks:
  - › the **document has not been modified** after the signature;
  - › the signer **certificate is guaranteed by a Certification Authority** included in the Public List of Accredited Certifiers;
  - › the signer certificate **is not expired**;
  - › the signer certificate **has not been suspended or cancelled**.
- To perform these checks, and to make the document readable, the user can use software provided by certification service providers
- Users that have not any digital signature kit can use other free software

# Digitally signed documents verification



## PDF Format - Acrobat set up (1/2)

To verify the presence and the validity of a digital signature (and the timestamp) appended to pdf documents it is necessary to proceed with the installation of an **add-on**(\*) for **Adobe Acrobat and Acrobat Reader**.

### Step 1:

Go to the web-address

<http://www.adobe.com/it/security/italiandigsi g.html> to download the add-on for the digital signature (1)

(\*) *The add-on for the digital signature is a free add-on tool for Adobe Acrobat and Adobe Reader provided by Adobe Systems Italia. It simplifies setting up the functionality of digital signature and makes more immediate the operations of verification, according to the requirements of the current legislation in Italy and in the EU.*

*It installs the Public List of Accredited Certifiers to AgID and allows you to keep it automatically updated over time.*



# Digitally signed documents verification



## PDF Format - Acrobat set up (2/2)

### Step 2:

Proceed with the installation of the Adobe Add-on for the digital signature.



### Step 3:

The first time Acrobat Reader is used, after having installed the Add-on, it is required to update the public list of the accredited certifiers to AgID.

A similar message will be automatically displayed whenever will be necessary to perform again the update of the list.

Mark the option (1) and click on “OK” (2) to continue.



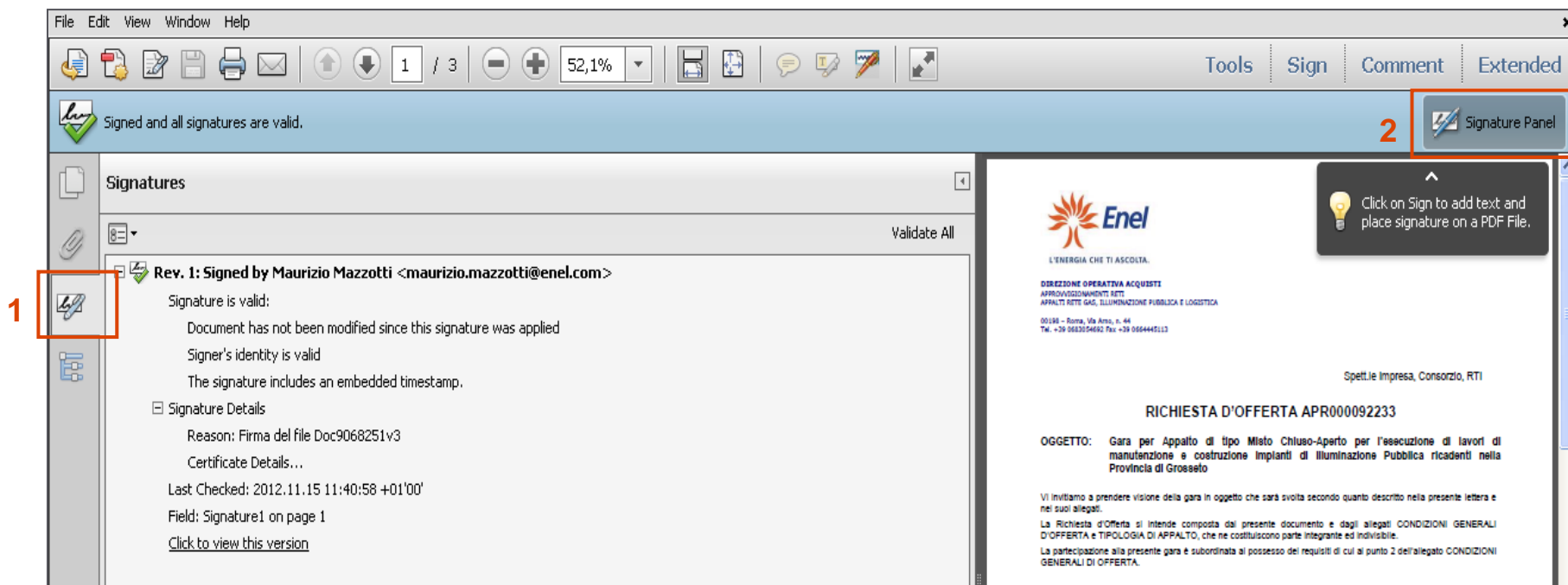


# Digitally signed documents verification



PDF Format - verifying with Acrobat 8(\*) (1/4)

To verify that the pdf document is in compliance with the Enel requirements, open the document and visualize the main signature information, like the under signer and the signature date, by clicking on the icon (1), and accessing through the “Signature Panel” (2)



(\*) The same activity can be performed using other software that can manage PDF files. The steps will vary depending on the software used.

# Digitally signed documents verification



## PDF Format - verifying with Acrobat 8(\*) (2/4)

The information displayed in the “**Signatures**” section enables to verify:

- name and e-mail of the attorney that signed the document (1)
- document integrity, it's checked that the document has not been modified since the signature was applied (2)
- date and time of the document signature, either in italian local time and in Greenwich time zone (3)

The screenshot shows the 'Signatures' panel in Adobe Acrobat. It displays the following information:

- Rev. 1: Signed by Maurizio Mazzotti <maurizio.mazzotti@enel.com>** (1)
- Signature is valid:**
  - Document has not been modified since this signature was applied (2)
  - Signer's identity is valid
  - The signature includes an embedded timestamp.
- Signature Details**
  - Reason: Firma del file Doc9068251v3 (3)
  - Certificate Details...
  - Last Checked: 2012.11.15 11:40:58 +01'00'
  - Field: Signature1 on page 1
  - [Click to view this version](#)

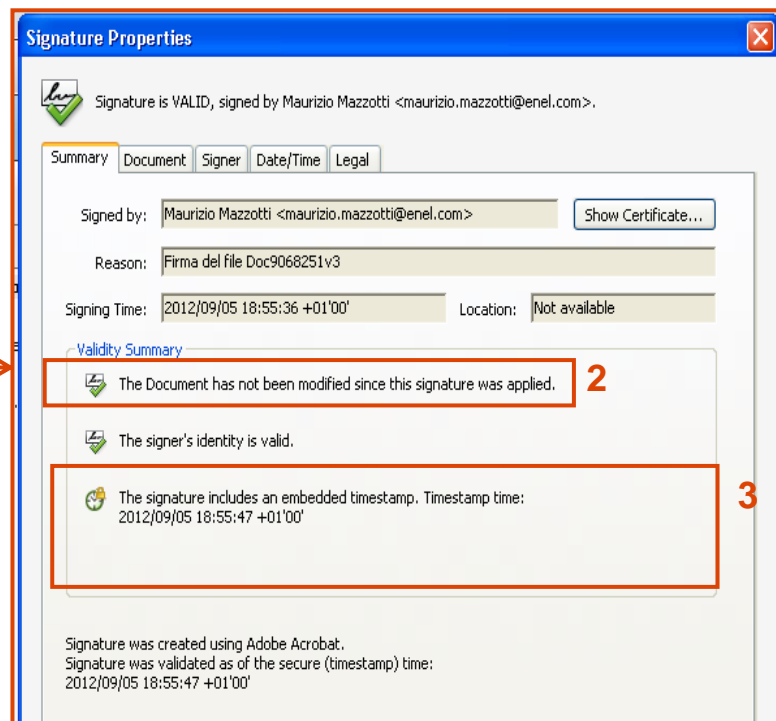
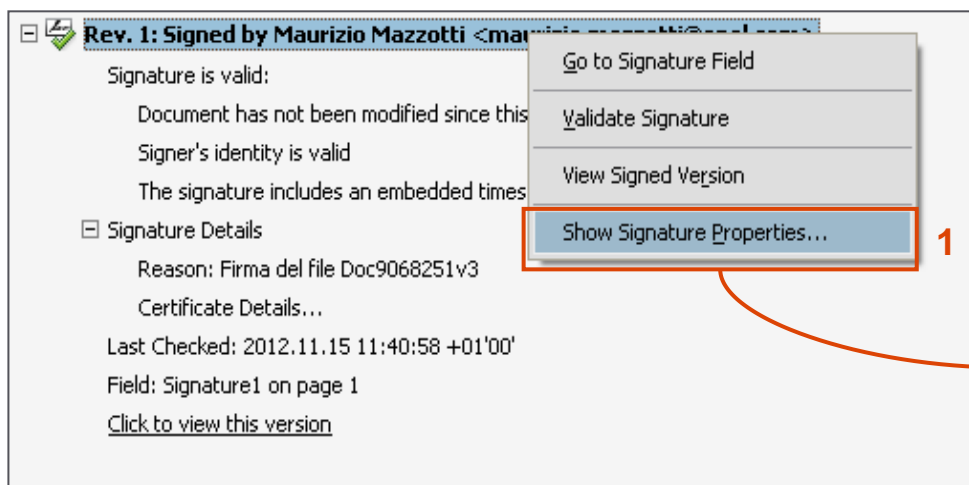
(\*) The same activity can be performed using other software that can manage PDF files. The steps will vary depending on the software used.

# Digitally signed documents verification



PDF Format - verifying with Acrobat 8(\*) (3/4)

Clicking with the right mouse button on the signature and selecting the option “**Show Signature Properties...**” (1) it is possible to get more detailed information such: verification that the document was not changed after it was signed (2), timestamp is available (3)



(\*) The same activity can be performed using other software that can manage PDF files. The steps will vary depending on the software used.

# Digitally signed documents verification



## PDF Format - verifying with Acrobat 8(\*) (4/4)

Clicking on the **“Date/Time”** (1) tab, it is possible to obtain detailed information on the embedded timestamp and the issuing authority (2). Clicking on **“Show Certificate”** more details are available about the issuing authority (4)

The left screenshot shows the 'Date/Time' tab selected in the Acrobat interface. The 'Signing Time' is 2012/09/05 18:55:36 +01'00'. Below it, a message states: 'The signature includes an embedded timestamp. Timestamp time: 2012/09/05 18:55:47 +01'00''. A section titled 'Timestamp embedded in the signature' explains that timestamps are signed like documents and that users should trust the Timestamp Authority. At the bottom, the 'Timestamp Authority' is listed as 'ICEDTS03201208' and a 'Show Certificate...' button is visible.

The right screenshot shows the 'Show Certificate' dialog box for the 'InfoCert Time Stamping Authority' (ICEDTS03201208). The 'Summary' tab is active, showing the following details: Issued by: InfoCert SpA; INFOCERT SPA; Valid from: 2012/08/01 15:39:49 +01'00'; Valid to: 2016/08/01 15:39:49 +01'00'; Intended usage: Sign transaction, TimeStamping. An 'Export...' button is located at the bottom right.

(\*) The same activity can be performed using other software that can manage PDF files. The steps will vary depending on the software used.

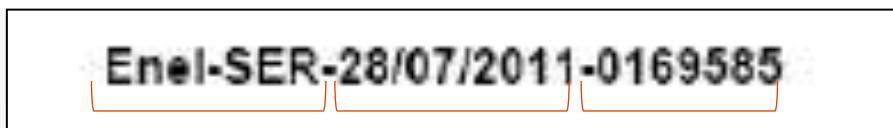
# Digitally signed documents verification



PDF Format (generated by Enel protocol system)

Some documents are regulated with protocol by Enel (1) and then sent to the suppliers.

In these cases it is not necessary to verify the signature through the steps shown in the previous slides, the supplier has available information to certificate the compliance to the original version (2).



Purchasing Unit      Digital signature date      Progressive number

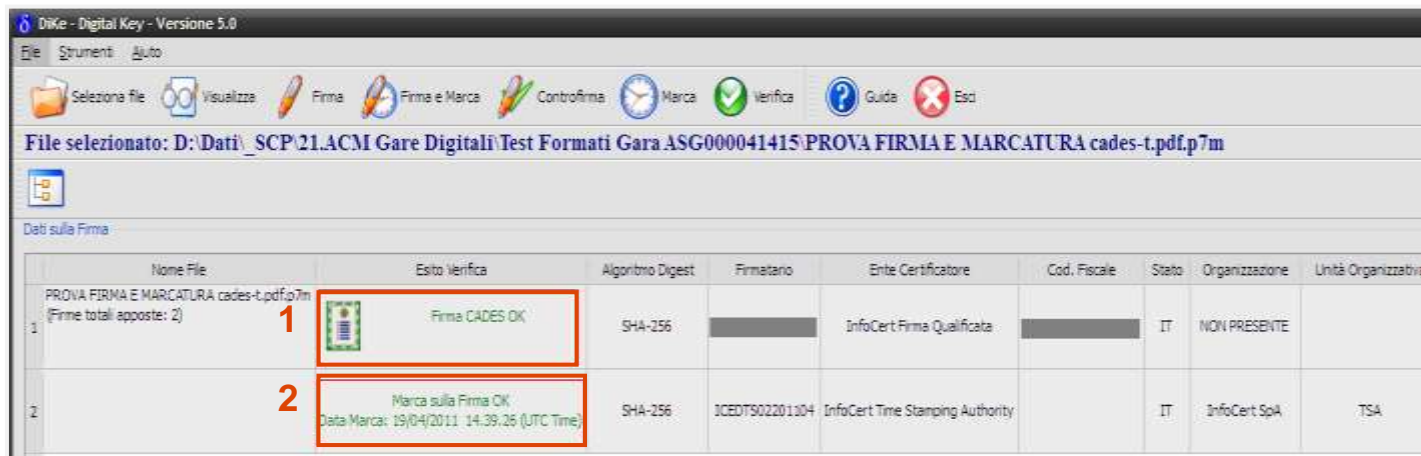
This document is digitally signed according to the Italian law and the EU directives. The analogic printing of the document is done by Enel Italia srl and it's integral and faithful copy of the digital document. The original document is available at the owner business unit.

# Digitally signed documents verification



P7M Format - verifying with Dike 5.0(\*)

Opening the document the system shows the following screen in which it is possible to verify that the document has been correctly signed (1) and the timestamp is present (2)



(\*) The same activity can be performed using other software that can manage p7m files. The steps will vary depending on the software used.