SAP Solution Brief
SAP Solution Extensions
SAP Signature Management by DocuSign

Objectives

Solution

Benefits

Quick Facts

Transform Your Procurement Organization with Signature Management

SAP

The Best-Run Businesses Run SAP®

Take procurement to the cloud for speed and transparency

Is your procurement organization under pressure to drive cost savings, improve service, and speed execution? Moving away from paper-based processes is critical to achieving these goals, as doing so maximizes efficiency and workflow. But it requires shedding the hallmark and last bastion of the traditional paper-based procurement process: the ink signature.

On the surface, gaining approvals and moving documents seamlessly between departments, suppliers, and customers seem like simple tasks. But paper-based systems create the need for physical signatures, which leads to inefficiency. People end up spending too much time chasing people and mailing supplier contracts, statements of work, amendments, confidentiality agreements, and other documents rather than focusing on what makes procurement valuable: driving cost savings and mitigating supply chain risks.

With the SAP® Signature Management application by DocuSign, you can bring speed of execution, flexibility, and security to the procurement process while cutting costs. The software integrates with the Ariba® Network for a secure, automated workflow for electronically collecting information, tracking progress, and obtaining legally binding digital signatures. The result is increased security, reduced costs, increased compliance, and faster contract execution.

Improve speed of execution with a simple-to-use solution

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Access robust, efficient processes anywhere, anytime

Collect legally binding digital signatures securely

Achieve high availability and global reach

Distributing procurement-related documents on paper to collect signatures – or even e-mailing them – is cumbersome and time consuming. SAP Signature Management allows you to execute and track this process digitally in the cloud. And securing signatures takes minutes – not days or weeks.

All you need to get started is an Internet-connected device. To send a document, you create it within the contract workspace in Ariba Network and add the names and e-mail addresses of designated signatories and other recipients, specifying the order in which the signatures are to be entered, if necessary. Using drag-and-drop tags, you then indicate

where people need to sign, initial, or date the document. When finished, you simply click "Send" and SAP Signature Management e-mails links to the recipients. With one click from virtually any Internet-enabled device, signatories can review the document and start the signing process, with tabs and simple instructions to guide them.

Once all signatures have been collected, the final document is automatically returned to Ariba Network and stored in the same contract workspace from which it originated. And you can be confident that the electronic or digital signatures obtained are 100% secure, legally compliant, and acceptable worldwide.

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SAP Signature Management improves procurement results by managing all aspects of processes requiring documentation. The software is integrated into the contract functionality of Ariba software so you never have to print, fax, overnight ship, or rekey data again. Powerful functionality lets you automate workflows for everything from simple agreements to the most complex, multiparty transactions.

At every step, you can check document status, set up alerts and reminders, view audit trails, and store documents directly in the Ariba Network. You gain:

- **Mobile accessibility** – With network support for iOS, Android, and Windows Mobile, people can send, review, and sign from anywhere at their convenience.

- **Full visibility and control** – You can access the contract functionality of Ariba software to check document status and trace audit trails.
- **Secure document storage and access** – Documents are saved automatically. You can provide senders and receivers 24x7 online access to them and let them download and print them on demand.
- **Easy administration** – You can manage internal users through the admin portal of Ariba, adjust branding, and gain greater visibility into documents within your procurement department.
- **Compliance** – Compliance and specifying compliance policies is eased and includes a complete audit trail and certificate of completion.

Collect legally binding digital signatures securely

Improve speed of execution with a simple-to-use solution

Access robust, efficient processes anywhere, anytime

Collect legally binding digital signatures securely

Achieve high availability and global reach

Few business processes are as vulnerable as those involving signatures. Procurement documents that require signatures routinely contain sensitive information that's critical to you, your business, and your suppliers, such as prices, volume discounts, and special payment terms.

That's why ensuring document and signature security is a top priority at SAP. Because it leverages a platform compliant with leading information security and service organization standards, including ISO 27001 and SSAE 16, SAP Signature Management is one of the most secure digital transaction management solutions available. It protects highly confidential information by encrypting and making every document tamper conspicuous. And it consistently meets or exceeds the stringent security requirements of even the most highly security conscious, global organizations – including Fortune 500 companies and the world's largest financial institutions.

With certifications such as xDTM, ISO 27001, and SSAE 16, SAP Signature Management is one of the most secure signature solutions available.

Achieve high availability and global reach

Improve speed of execution with a simple-to-use solution

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SAP Signature Management performs near-real-time, secure data replication between multiple active ISO 27001–certified, geo-diverse sites. You can be confident that this robust, proven software delivers the always-on availability of a carrier-grade architecture, complete with zero planned maintenance downtime. Such resources maintain the total data footprint (per stated recovery point objective) and ensure high performance – even in the event of a full-site failure. Equally important, the data centers are robust; because they are geographically dispersed, your critical customer documents remain available despite any business disruption from any event.

With SAP Signature Management, you can send from the road, sign on the plane, and manage transactions from your couch. With more than 50 million users in 188 countries, the software is widely recognized as a global standard. People can use SAP Signature Management to sign documents authored in 43 languages.

You can choose data storage and operations in data centers located in either North America or the European Union.

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Let gold be your standard in digital transaction management

Forget the hassles involved in faxing, shipping, or rekeying for paper-based processes. SAP Signature Management lets you manage every aspect of every procurement transaction electronically – from preparing and sending documents to signing and managing them. Now you can:

- **Simplify processes** – Let SAP Signature Management simplify your purchasing processes from purchase orders to master service agreements and requests for proposals with preset routing and approval workflows that accelerate the speed of business.
- **Reduce costs** – Dispense with the need to get information and signatures through printing, faxing, scanning, overnighting, and chasing down contracts.

- **Execute contracts more quickly** – Get documents routed, signed, and returned online in minutes – anytime, anywhere, on any device.
- **Reduce risk and increase compliance** – Use the software's complete, legally binding audit trail to comply with internal policies, signing-levels requirements and authority, and document retention policies.
- **Go mobile** – Enable senders and receivers to review and sign documents anywhere and anytime through support for iOS, Android, and Windows Mobile platforms.
- **Improve visibility** – See exactly where each document is in the process, who still has to sign, and by when.

Summary

With the SAP® Signature Management application by DocuSign, you can transform manual, paper-based procurement processes by managing them end to end in the cloud. It's a digital transaction management solution that automates workflow, collects information, and obtains legally binding signatures from anywhere in the world securely. The software enables you to streamline procurement processes, reduce costs, speed contract execution, lower risk, and increase compliance.

Objectives

- Conduct business more quickly and efficiently
- Ensure document security
- Gain full visibility into document and signature status
- Ensure 100% accuracy and compliance

Solution

- An easy-to-use interface
- Robust, efficient processes that channel transactions securely to closure
- Secure, legally binding electronic and digital signatures recognized worldwide
- High availability enabled by three geo-diverse, commercial-grade data centers and a disaster recovery facility
- Global reach

Benefits

- Transact with confidence with suppliers worldwide
- Speed execution
- Delight partners and suppliers
- Go mobile with support for iOS, Android, and Windows Mobile platforms
- See exactly where each document is at all times

Learn more

To find out more, call your SAP representative today or visit us online at www.sap.com.

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