

# ONEPROCTOOL



Supplier



ESI@GNATURE SUPPLIER USERGUIDE



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# Introduction



Since May 2020, BNP Paribas group with its OneProcTool platform's support, has deployed an « electronic signature » for contracts' signature (service contract, POC, software's license, maintenance, leasing, cooperation agreement, ...).

In this context, you will be approached for assisting on some steps:

- Designation by the account manager of a signatory before sending for signature approval
- Signature of the contract by the authorised signatory





# Signatory's designation



As usual, on your home page, in the block "Validations", you can find the contract for which you are designated as signatory.

BNP PARIBAS General Info. Sourcings Contracts Orders

Supplier Portal

### Announcement

Dear All,

As specified in BNP's internal regulations (that the staff who has been designated by supplier companies is bound to respect, in application of the contract and the letter of deontological rules signed by each external assistant), the prevention of professional risks and incidents requires, by each, the respect of all the prescriptions, general and specific instructions in terms of hygiene and security. Thus, any person subject to internal regulations is prohibited from endangering his or her security, health, and the ones of other individuals he or she is in contact with.

In the Covid-19 context, we remind you that your collaborators on BNP locations must respect prevention rules as defined by BNP Paribas' Health and Safety Service. Said prevention rules are available on BNP Paribas' Echonet website and must be frequently consulted by your collaborators on mission on behalf of BNP Paribas through the link:

### Validations

2 Results

Process	Object	Action	Due date
Copy of Copy of Contract	CTR052969 - RISK RPO -	Waiting confirmation from the supplier	
[BNPP] - Contract WF (creation / amendment)	CTR052997 - Test user guide	Supplier Signatories Selection	

### Supplier's Documents

[Prof Serv] Guide Fournisseur

- Ethics Rules Template 9/18/2020
- Guide fournisseur pas à pas 4/27/2020

### Flash cards BNPP for Supplier

#### Flash Cards for Supplier

- English Flashcards for suppliers 8/30/2019
- German flashcards for suppliers 8/13/2019
- GENERAL CONDITIONS OF ACCESS AND USE OF THE APPLICATION 6/21/2019
- Ivalua Manual\_contracts within supplier portal\_French 5/29/2018

### Electronic signature

Hello everyone,

We are pleased to inform you of the launch in production of the E Signature for all the contracts managed with OneProcTool. This deployment concern in a first time the entities Wealth Management, Fortis, Group Strategic Sourcing and his clients Finance, ITG, Risk and BDDF. The deployment will be done stepwise for other entities. The target is that progressively most of contracts will be sign electronically. Also in the transition period, you may be asked to sign electronically with one entity of BNP Paribas and still on paper for others.

Using this ESignature functionality will allow to:

- Simplify and accelerate the process of the contract signature
- Fluidize the invoice process

With this opportunity, the signatory management in OneProcTool has been improved to permit only empowered signatory to be invited to sign contracts. As you will see in this modus operandi, steps you need to follow are simple and intuitive. Before the opening signature of a contract, you will be invited to declare in OneProcTool the empowered contact to proceed in the signature of this accord. You will need to pay a special attention on the correct input of the E-mail address and the cell phone number of this contact. Those information will be used to notify the signatory with a redirection link and a security code. At the end of this step, BNP Paribas's team will realize the same action to named internal signatory. All signatories will receive a notification inviting them to sign. As you will see, you will not be systematically asked to initial the entire contract and his amendments. Once the ESignature process done, you will be able to consult the final document signed by all sides in the usual place in OneProcTool. We hope this solution that fluidize the contracts signature will bring you satisfaction.

For other information, you can contact the regular support team.

Best regards

### Manage my Proposals

1 Results

Proposal Progress	Sourcing process	Lot No.	Round No.	Label	RFP Status	Remaining Time	Begin (UTC+1)	End (UTC+1)	My Bid	Forum	Entity	Division	Sub-Business Line
Submitted Proposal	BPM006507	1	1	Neymo 2020 - développeur Back end	Open for Bidding	Bid due date has passed	3/12/2020 10:26:26 AM	5/29/2020 12:00:00 AM	0.00 EUR		PF FUNCTIONS	PF - BNP PARIBAS PERSONAL FINANCE	PF FUNCTIONS





# Signatory's designation



When you open the contract, you can see different tabs. We will break down all the actions within the following slides.

- 1 • General information,  
• External resource(s) (which we have previously fulfilled if you are concerned),  
• Documents (where you will find the contract if it has been shared),  
• **Signatories.**
- 2 In General Info, it is indicated whether the **signature will be electronic** or not.
- 3 An alert is visible as long as the signatory has not been designated and if it does not meet to the desired format
- 4 Two buttons Refuse or Validate which allow you to accept or decline the step.






# Signatory's designation



When you open the **Signatory** tab.

1 If the signatory has already been filled in, you just have to either enter his name or click on  in order to select the appropriate.

2 If the signatory already exists, it is **recommended to systematically check all the data entered, and if necessary, make the necessary changes**: click on the button "View/Create a contact".

If you do not identify the right signatory contact in step 1, you must create it: click on the "View / Create Contact" button.

*By clicking on this button you are redirected to the screen on your supplier record where you will find your usual contact's management tab.*

The screenshot displays the 'Contracts' tab for a contract titled 'Contract : Test user guide'. The left sidebar contains navigation options: 'General info', 'External resource(s)', 'Documents', and 'Signatories'. The main area shows a list of signatories under the heading 'Signatories'. A dropdown menu is open, showing 'Contract Supplier Signatories' and a search input field. Below the dropdown is a button labeled 'View / Create a contact'. Two error messages are displayed in a yellow box: '-ESign@ture - Please check that a supplier "Signatory" contact exists for the contract.' and '-ESignature - Electronic signature contract'. To the right, there is a section titled 'Documents Esignature fournisseurs' with a document entry: 'ESign@ture Supplier - Operating procedures 6/25/2020'. At the top right of the main area, there are buttons for 'Save', 'Save & Close', 'Reject', and 'Validate'. The top navigation bar includes 'General Info.', 'Sourcings', 'Contracts', and 'Orders'.





# Creating / modifying a signatory contact



To create or modify a signatory contact (**identity as the signatory**), at any time, go in the general info module, then in my supplier information card, then in contact tab.

- 1 To create a new contact you need to press the "create contact" button,
- 2 To modify a contact, you can click on the pencil icon in front of the person's name,
- 3 For any creation/modification of a signatory, it is necessary to enter :

- **Last name and first name**
- **E-mail address** in order to enable the person to receive notifications allowing him/her to sign the contract
- **Cell Phone**: it is mandatory to make the international dialing code visible.  
example: +336XXXXXXXX for the code reception (with no space)
- **Position**

**Be careful to press Save, when making a change.**

The screenshot displays the BNP Paribas Supplier contact management interface. The main navigation bar includes 'General Info.', 'Sourcings', 'Contracts', and 'Orders'. The user is logged in as 'Frederic A.'. The 'Company Info' section is active, showing a list of 'Supplier contacts' on the left and a 'Supplier contact management' form on the right. The 'Supplier contacts' list includes entries like 'OULED LOUNIS Omni', 'ABAKRI Myriam', 'Achehboune Zineb', 'AUBERT Frederic', 'BALANDREAU Olivier', and 'BECHEREL Quentin'. The 'Supplier contact management' form is divided into sections: 'Identity', 'Phone', and 'Photo'. The 'Identity' section is highlighted with a yellow box and contains fields for ID, Gender, Last name, First name, Email, Position, and List of languages. The 'Phone' section is also highlighted with a yellow box and contains fields for Phone, Cell Phone, and Fax. The 'Photo' section has a 'Click or Drag to add a file' button. A yellow box highlights the '+ Create Contact' button in the 'Supplier contacts' list. A yellow box highlights the pencil icon next to 'AUBERT Frederic' in the list. A yellow box highlights the 'Cell Phone' field in the 'Phone' section. A yellow box highlights the 'Identity' section of the form. A yellow box highlights the 'Cell Phone' field in the 'Phone' section. A yellow box highlights the 'Identity' section of the form. A yellow box highlights the 'Cell Phone' field in the 'Phone' section.





# Signatory's designation



Once you have created or changed your signatory, you can select the signatory for this contract.

**1** If an information is missing on the signatory contact form or if the cell phone number contain space, you will not be able to validate this specific step.

You will then have to go back to the contact sheet and fill in the missing elements.

**2** You can now validate the step. The next step is for BNP Paribas to appoint the signatories. Once done, the signatory will receive a notification inviting him/her to log in to sign the contract. If you refuse, it is because you do not wish to sign electronically.

BNP PARIBAS General Info. Sourcings **Contracts** Orders

Contract : Test user guide

Save Save & Close Reject Validate

General info  
External resource(s)  
Documents  
Signatories

**1** -ESign@ture - At least one supplier signatory's information is incomplete (First name, Last name, Email, Cell phone number (Like +336..., +326...), Function).  
-ESignature - Electronic signature contract

Signatories

Contract Supplier Signatories  
TEST USER GUIDE x

Documents Esignature fournisseurs

- ESign@ture Supplier - Operating procedures 6/25/2020

View / Create a contact





# Signature of the contract by the signatories



The signatory and only the signatory that you have designated will receive a notification in his mailbox inviting him to sign.

1 Example of notification.

2 You can now click on the link.

You will be automatically redirected to the document awaiting signature.

Date	jeudi 4 juin 2020 11:12:11
1 Objet	[POUR ACTION] Contract à signer
Message	<p>Dear TEST TEST 2,</p> <p>The contract Esign, number CTR046114, between Group Strategic Sourcing - PROFESSIONAL SERVICES and [redacted] is now available on the BNP procurement platform OneProcTool and is ready to be signed electronically.</p> <p>To access and sign this document directly in your web browser, please click <a href="#">here</a> and follow the instructions provided.</p> <p>If you have any questions, please contact [redacted]</p> <p>Best regards,</p> <p>BNP OneProcTool Administrator</p> <p>This message is an automatically generated notification email, please do not reply.</p> <p>This is an automatically generated e-mail, please do not reply</p>







# Signature of the contract by the signatories



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The signatory and only the signatory (internal and supplier) that you have designated will have access to special menu to help them to identify the pending signature.

The screenshot shows the BNP Paribas interface for managing contracts. The 'Contracts' tab is active, and a dropdown menu is open, highlighting 'Pending contract Esign@ture' (marked with a '1'). Below this, a section titled 'My pending contract signatures' contains a table with the following data:

Contract code	Contract Label	Sign@ture	The supplier has signed ?	Number of internal signatures	Remaining internal signatures
CTR052632	test VRO Fixed Price PSP Application	<a href="#">Click to sign</a>	✗	0	2
CTR052637	test T balise contrat	<a href="#">Click to sign</a>	✗	0	2
CTR052821	BDDF Finance - test2	<a href="#">Click to sign</a>	✗	0	2
CTR052814	Test 22 2021 BDDF	<a href="#">Click to sign</a>	✗	0	2
CTR052827	Test 3010	<a href="#">Click to sign</a>	✗	0	2
CTR052939	Copie de Test ITG EMC	<a href="#">Click to sign</a>	✗	0	2
CTR052938	Test ITG EMC	<a href="#">Click to sign</a>	✗	0	2
CTR052997	Test user guide	<a href="#">Click to sign</a>	✗	0	2

At the bottom of the table, it indicates '8 Result(s)' and a settings gear icon. A '2' is placed over the 'Click to sign' link in the last row.

1 You can click on the « Pending contract Esign@ture » menu

2 You can now click on the link.





# Signature of the contract by the signatory



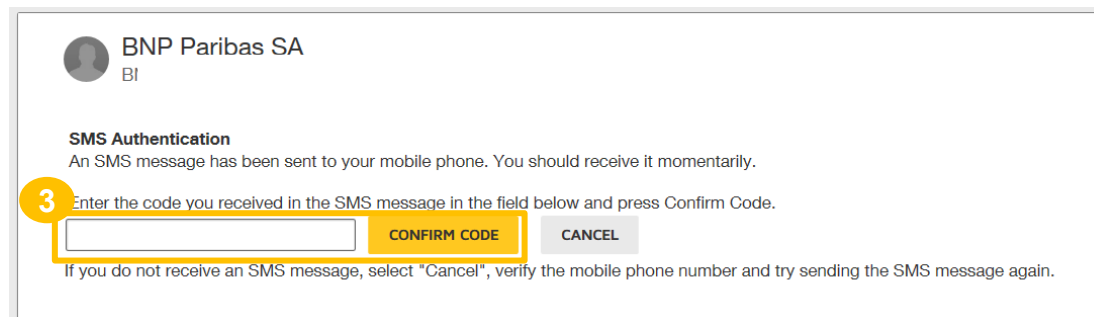
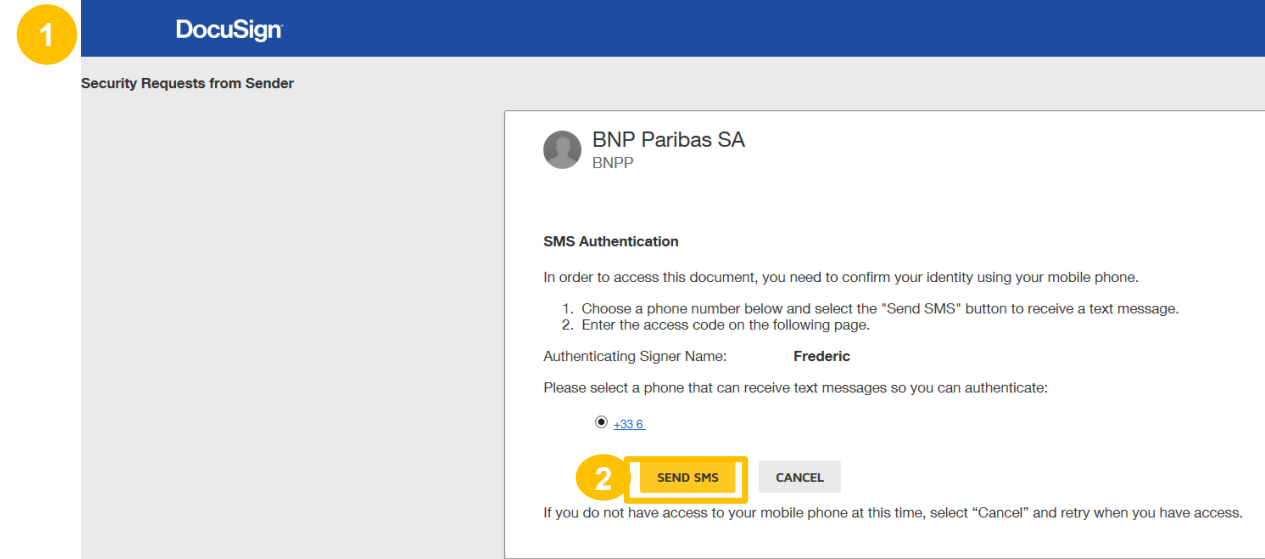
Dual authentication has been implemented. The first one consists in connecting to our tool OneProcTool and the second one via an SMS reception (that why the format of the mobile phone of the signatory contact is important)

1 Automatic connection to DocuSign from OneProcTool.

2 You can now click on « Send SMS ».

If you cancel the request, the person in charge of signing the contract at the BNP Paribas will go back to the person in charge of signing the contract the BNPP and will redo the envelope which will take into account the modifications you have made on the signatory.

3 You can now enter the code received by SMS and click on « Confirm Code ».





# Signature of the contract by the signatory



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PROCUREMENT  
& PERFORMANCE

You are automatically redirected to the contract to be signed.

**In case of a first use, you must agree to use electronic records and signatures.**

**1** You can now click on « Sign ».

**2** You can now click on « Finish ». You will then be automatically redirected to the OneProcTool on the contract.

*If you wish to refuse the signature, you can click on Other Action « Refuse to sign »*



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# Setting up your signature model



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How to choose your signature ?

1 In case of a first use, you can choose your signature type.

You can select a predefined style.

2 You can draw your signature using a touch screen.

3 You can upload a signature via a scan.

4 You can click on « Adopt and sign ».

## Adopt Your Signature

Confirm your name, initials and signature.

\* Required

Full Name\*

TEST 2 TEST

Initials\*

TT

1

SELECT STYLE

2

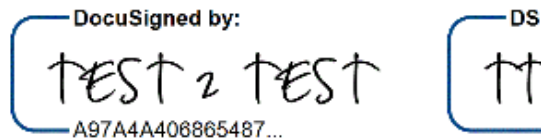
DRAW

3

UPLOAD

PREVIEW

[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.

4

ADOPT AND SIGN

CANCEL



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# See my signed contract




Once the contrat has been signed by all the signatories, it is available in your « Documents » tab of the contract.

1

The version of the contract signed by all the parties is accessible in your space. You can download the attachment by clicking on the PDF file.

The screenshot shows the BNP PARIBAS procurement system interface. The top navigation bar includes 'General Info.', 'Sourcings', 'Contracts', and 'Orders'. The user is logged in as 'Frederic A.'. The main content area is titled 'Contract : Test user guide' and features a 'Documents' tab. A table lists the documents, with the first row highlighted in yellow and a '1' in a yellow circle next to the 'Download' icon.

Document Name	Version	Last Modified Date	Document Type	Status	Download	Pending Validations
CR du 23-11.docx - Signed	V0	2/8/2021	Main contract (all type of file)	Approved		
test	V1	2/8/2021	Main contract (all type of file)	Approved	