



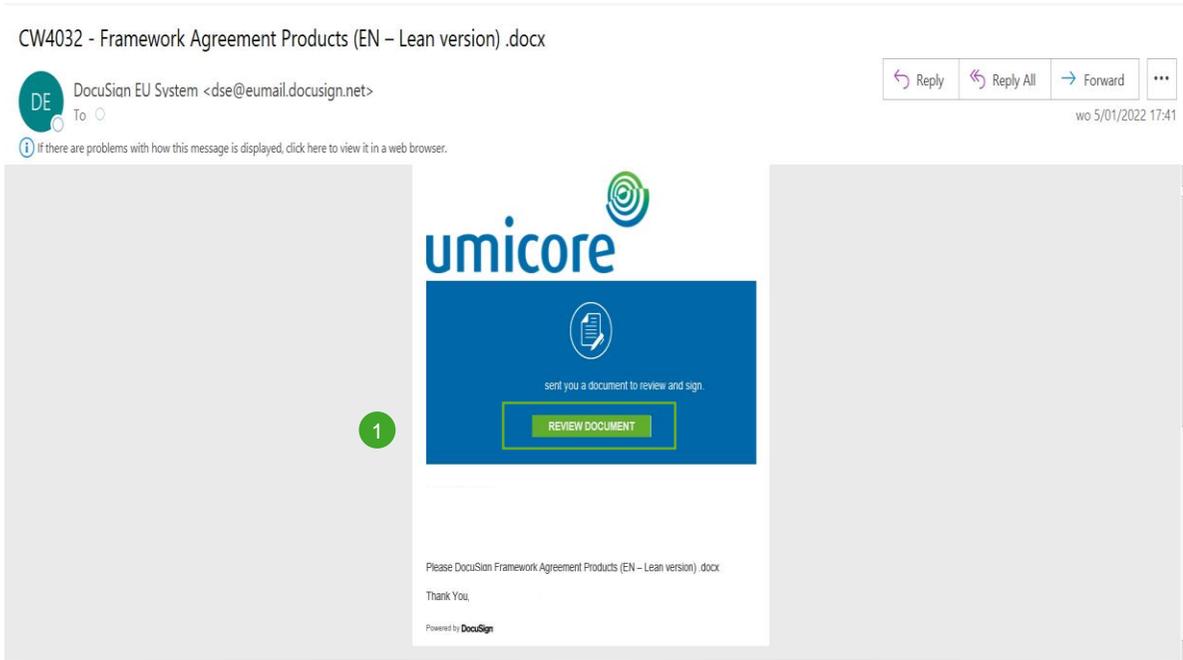
# Supplier guidelines

## Contract signature via DocuSign

# Table of content



# Navigate to DocuSign



When finalizing a contract, Umicore will ask you as a supplier to sign the document using DocuSign.

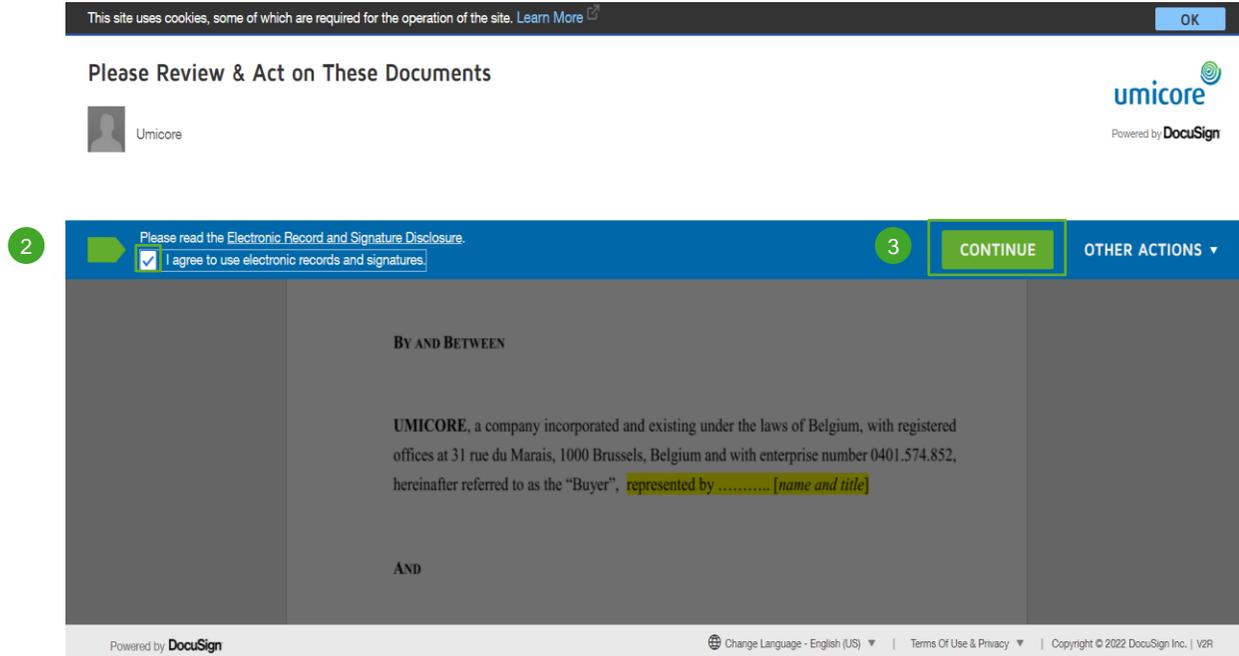
You will receive this request via email.

- 1 In order to sign the contract, go to the email message and click on the **Review Document** button.



# Agree to terms & conditions

- 2 Before using the application for review and signature, you must **tick the box** to agree to the terms and conditions, displayed at the top of the page.
- 3 Click on **continue** to open the document.



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Please Review & Act on These Documents

Umicore

umicore  
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2  I agree to use electronic records and signatures. 3 CONTINUE OTHER ACTIONS ▾

BY AND BETWEEN

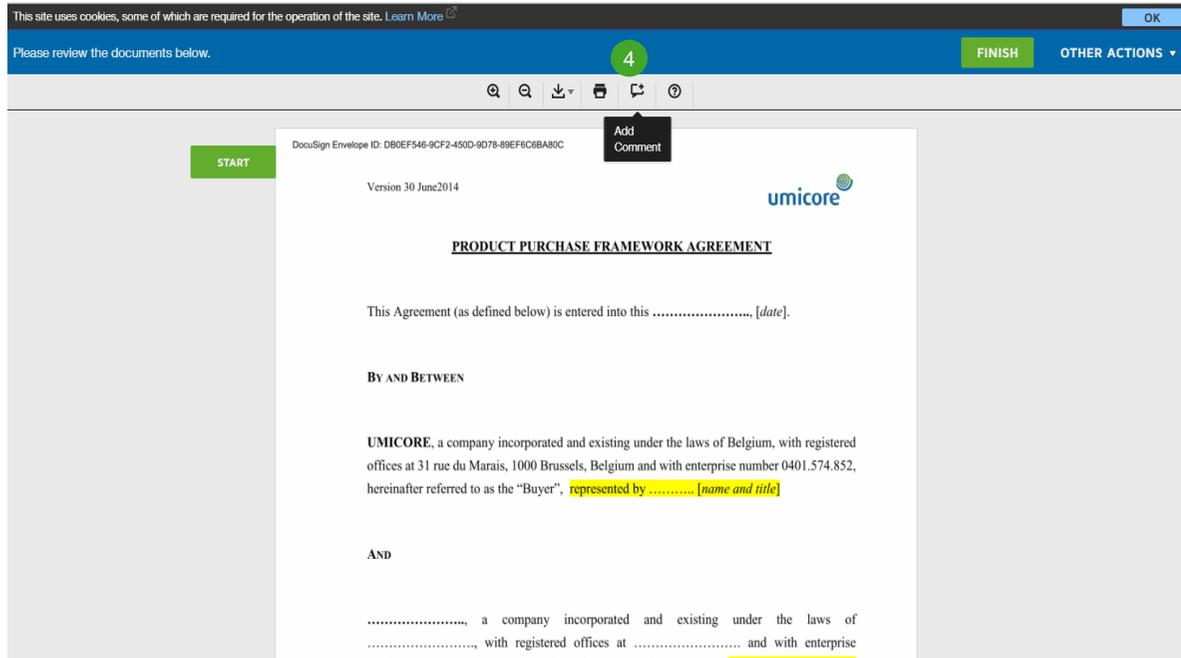
UMICORE, a company incorporated and existing under the laws of Belgium, with registered offices at 31 rue du Marais, 1000 Brussels, Belgium and with enterprise number 0401.574.852, hereinafter referred to as the "Buyer", represented by ..... [name and title]

AND

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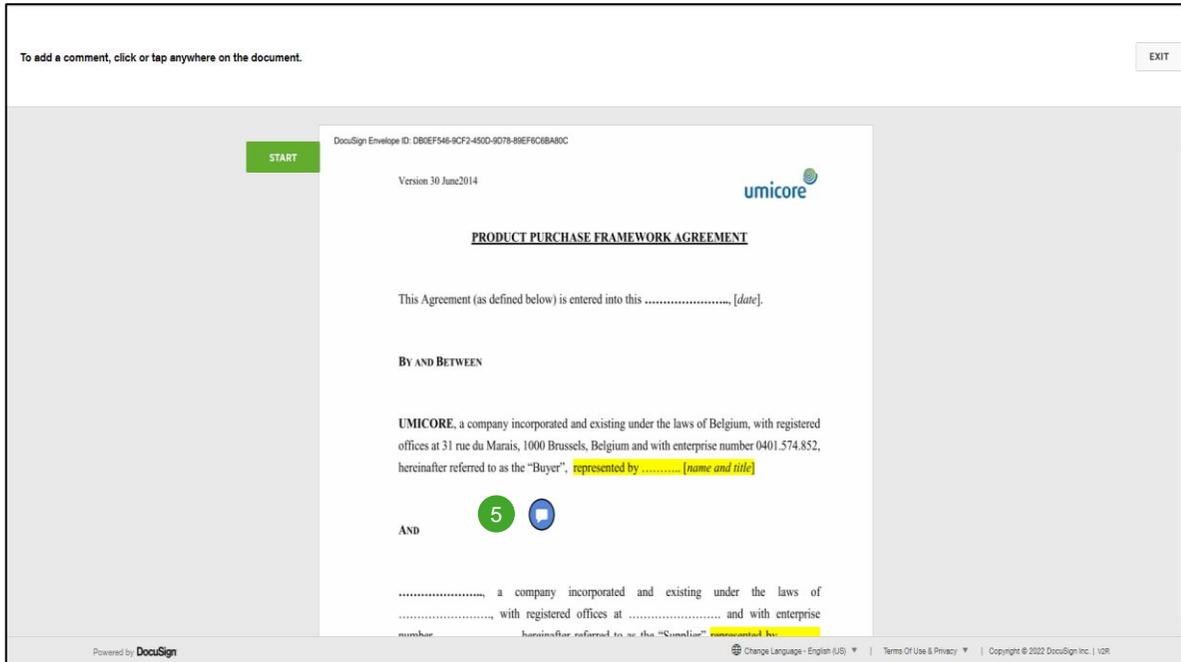
# Add comments



- 4 Review the document. In case you have remarks or comments, you can add them to the contract by clicking on the **text box** icon in the toolbar at the top of your screen. The blue icon "  " should appear.



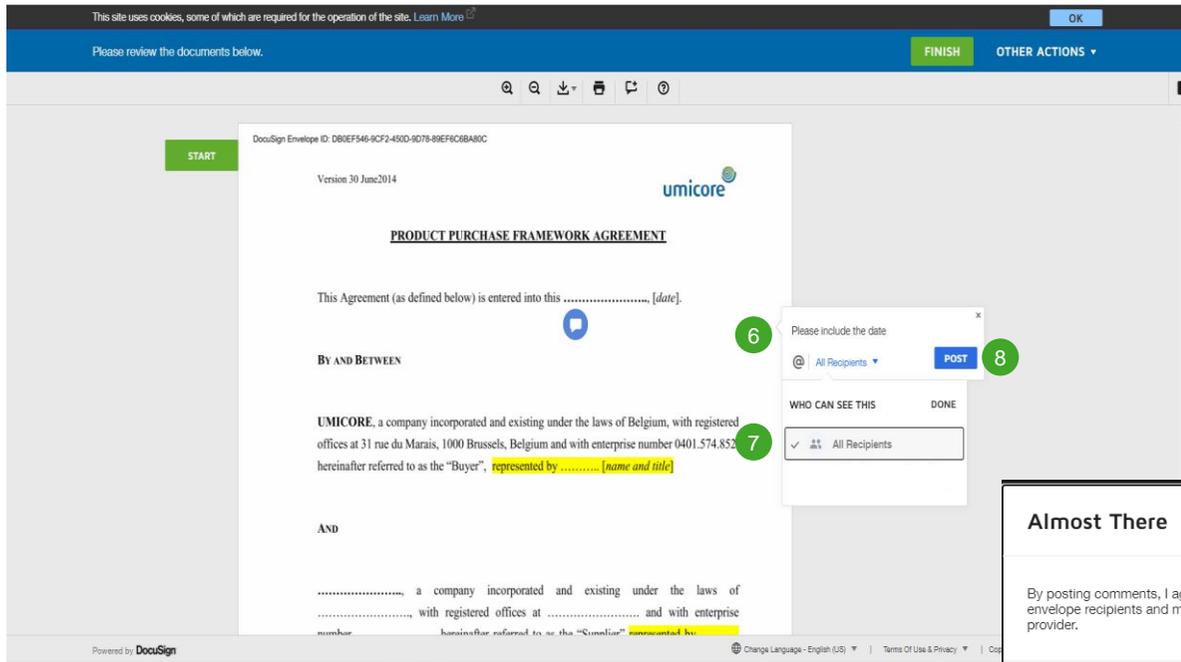
# Add comments



- 5 Move the **blue circle** to the place in the document where you would like to insert a comment and **click** on it.



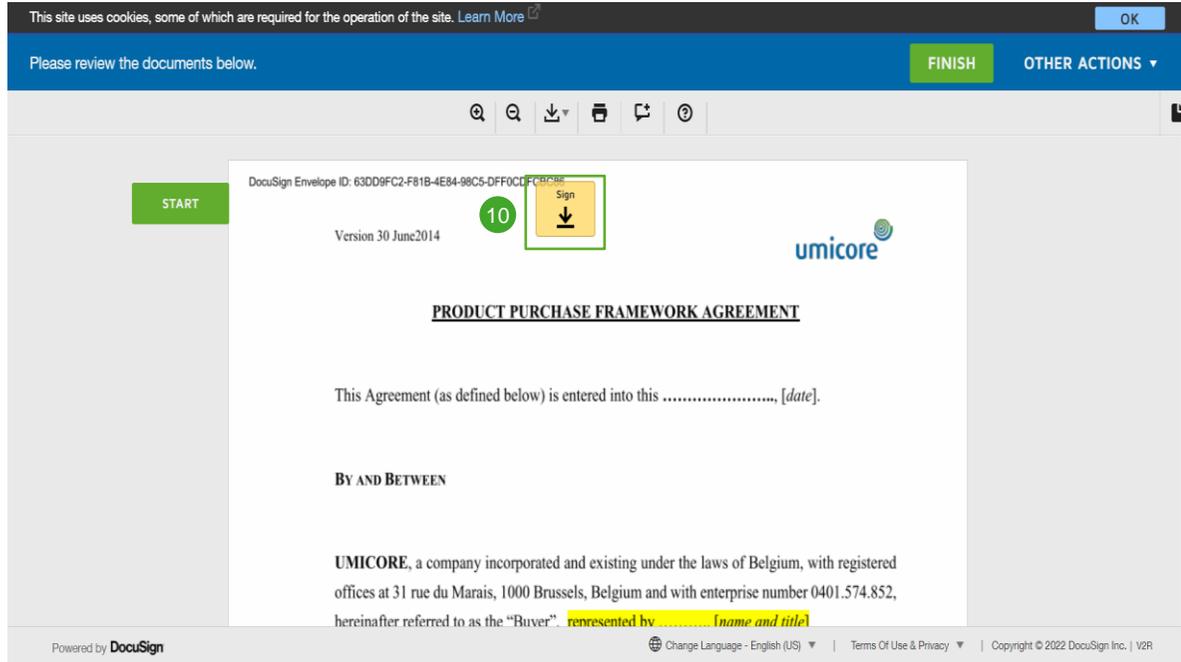
# Add comments



- 6 Add your comment in the text box.
- 7 In case multiple people (recipients) have access to this document, you can specify whether you would like to make it visible to all recipients or only to someone specifically.
- 8 Once you are ready to submit your comment, click on the **Post** button.
- 9 Confirm in the pop-up screen, by clicking again on the **Post** button.



# Sign contract

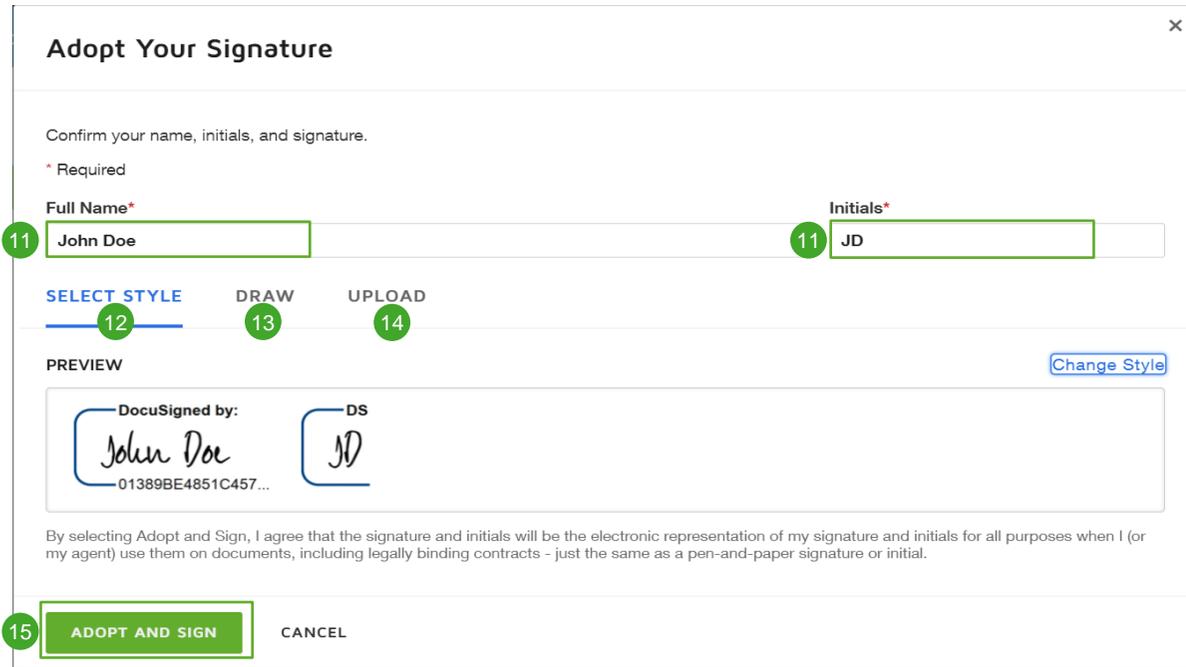


The location of the signature will be marked by a yellow-orange box, labeled **Sign**.

10 Click on the **Sign** box.



# Sign contract



**Adopt Your Signature** x

Confirm your name, initials, and signature.

\* Required

**Full Name\***  **Initials\***

**SELECT STYLE** **DRAW** **UPLOAD**

**12** **13** **14**

**PREVIEW** [Change Style](#)

DocuSigned by:    
01389BE4851C457...

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.

**ADOPT AND SIGN** CANCEL

11 To complete your signature, you need to provide your **Full Name** and **Initials**.

For the actual signature, you can opt to:

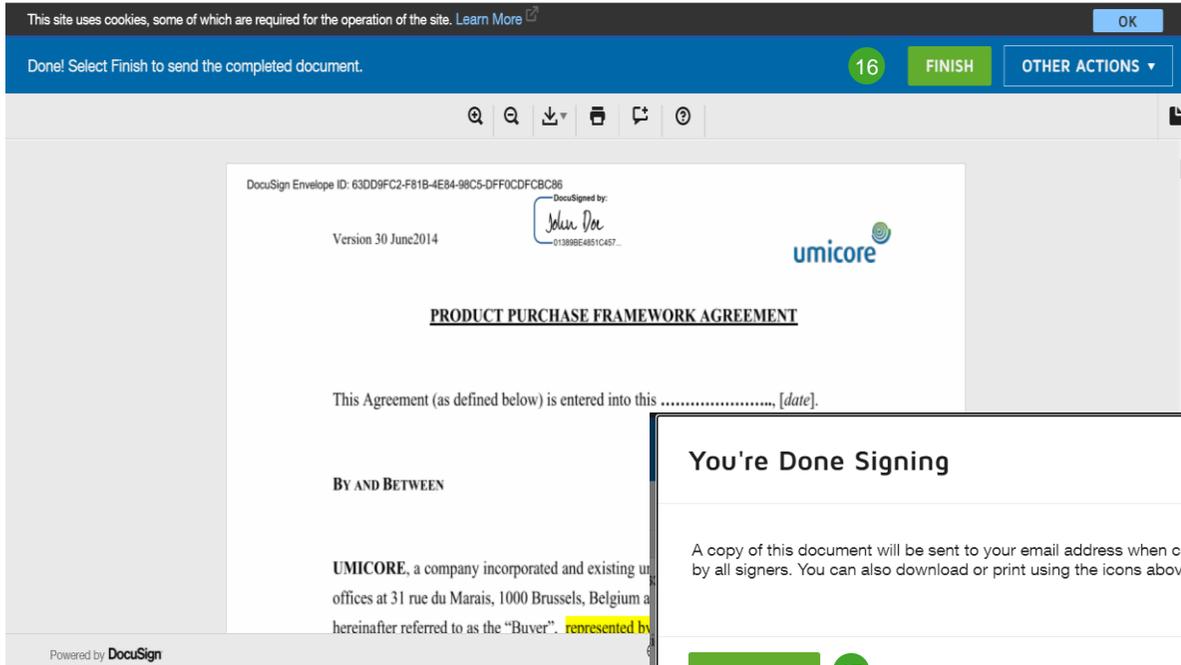
- 12 Use the predefined style (font);
  - 13 Draw your signature by using your touch screen or computer mouse;
  - 14 Upload an image of your signature.
- 15 After selecting your preferred signature method, you can continue by clicking **Adopt and Sign**. This will trigger to automatically include your signature in the contract document.

## Additional information

- i Repeat this procedure for each "Sign" box that needs to be signed in the contract.



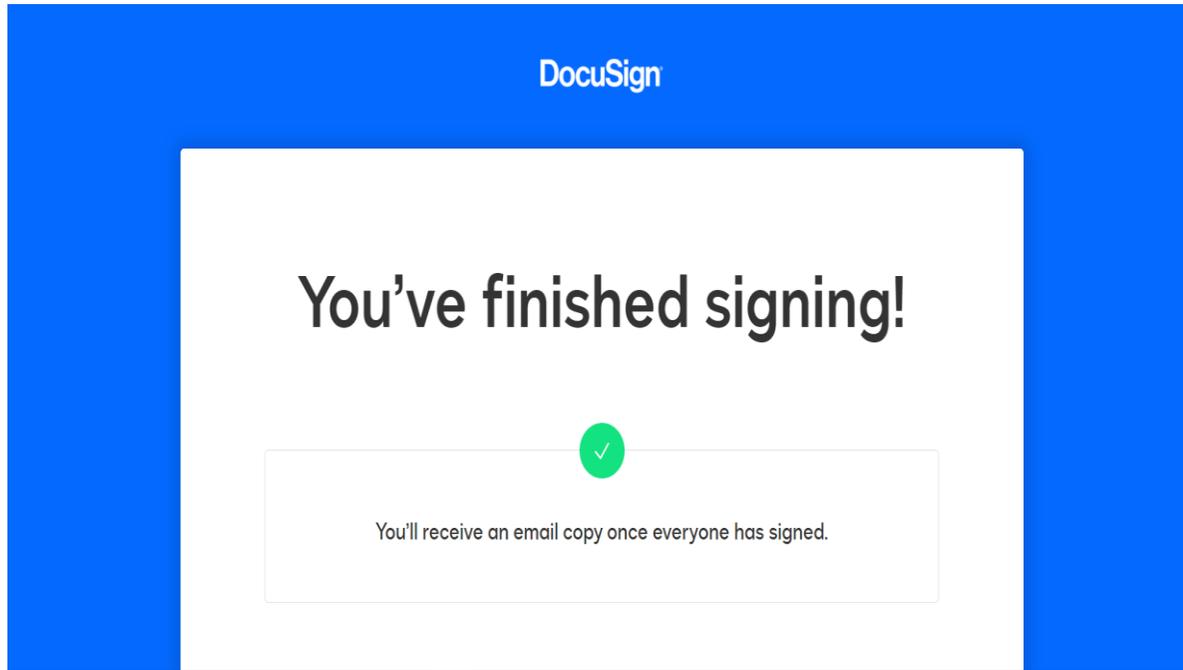
# Submit



- 16 Once you have placed your signature, you can submit the document by clicking on the **Finish** button.
- 17 You will need to (re)confirm the pop-up window, by clicking on **Continue**.



# Submit



Your document is signed and returned to Umicore. You will also receive a copy in your inbox.

Thanks a lot for your efforts!





For additional information:

- Please consult our Umicore [SAP Ariba supplier zone](#)
- Reach out to your Umicore contact person
- Send an email to our [Ariba support team](#)

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