

Danske Bank Digital Signing Instruction

Group Procurement, 1 January 2019

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Benefits of Digital Signing

Contracts can be signed digitally in Danske Bank by using our software system eSignLive. Some of the benefits for you are:

- ✓ Easy access to sign contracts even if people are situated in different locations
- ✓ No need to arrange meetings to sign contracts
- ✓ Decreased use of time to sign



eSignLive™

Step 1. The first steps of Digital Signing – e-mail and SMS

How to access the documents:

- You will receive an **e-mail from "Danske Bank Digital Signing"** with a link to the signing portal (See a part of the notification e-mail on the right).
- For contractual documents you will receive a **SMS** on your mobile phone with a 6 digits code.
- Click on the link "Go to documents"
- After clicking on the link you will get access to the documents (if you have received a SMS code you will need to type in the code to get access).
- The SMS is to indicate that you are the right person to sign.

Dear Madam/Sir,

In our effort to simplify our way of working in Danske Bank, we have implemented a digital signature solution to make signing of contractual documents such as supplier agreements more easy.

The tool is very intuitive, but should you need guidance please visit

[\(Danske Bank guidelines and manuals\)](#)

and look under "Find out how to sign the contracts digitally" for more information on how the tool works.

For questions regarding content of the document or any additional information required, please reach out to the responsible contact in Danske Bank Group Procurement.

Danske Bank hereby invites you to sign the following contractual documents digitally:

"Contractual Document no. 1".

The digital signing is legally binding. By signing this document, you also confirm that you have the necessary mandate to sign on behalf of your company.

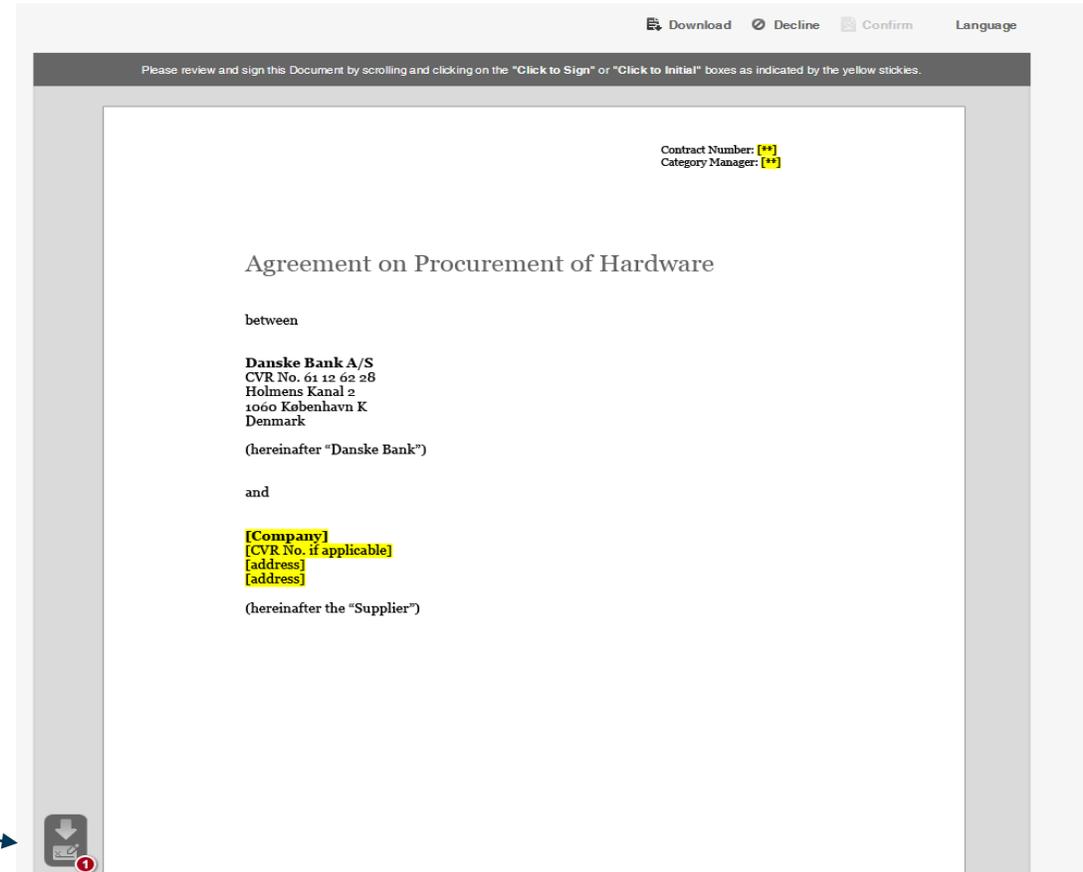
Please press, "Go to documents" to sign the documents.

Go to Documents

Step 2. Reviewing the documents before rejection or signing

How to review, reject or sign:

- As soon as the link is activated the documents you are requested to sign are available.
- You now have the following options:
 - You can download the document(s) for you to read.
 - Decline if you disagree with the content. In such case the Responsible Manager from Danske Bank will be notified to take further actions.
 - Or you can sign. If the signing box is not present please click on the **button** and it will bring you directly to the signing field



STEP 3. Actual signing - How to sign contractual documents

Signing of the contractual documents:

- After you have pressed the button you will be directed to the field(s) to sign
- To sign please click the button "Click to Sign"

Please review and sign this Document by scrolling and clicking on the "Click to Sign" or "Click to Initial" boxes as indicated by the yellow stickies.

Supplier	eInvoice technical responsible	eMail	envy-pdf@danskebank.dk
	Contract Manager (primary contact for any notice or communication)	Name	
		Tel. and eMail	
	Bookkeeping	Name	
		Tel. and eMail	
	eInvoice technical responsible	Name	
		Tel. and eMail	
	eInvoice rejected eMail	eMail	

SIGNATURE

This Agreement may be signed physically or by using electronic signature. If signed physically, this Agreement will be executed and delivered in two (2) counterparts, one for each Party, all of which taken together will constitute one single Agreement between the Parties hereto. If signed using electronic signature, each Party will receive an e-mail with link to the signed documents.

Page 3 of 4 OOO Legal - Consultancy Purchase Agreement - V..... 1.4

Signed for and on behalf of Danske Bank:

Signature _____

Printed name _____

Title _____

Date _____

Signed for and behalf of Danske Bank, Group Procurement:

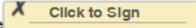
Signature _____

Printed name _____

Title _____

Date _____

Signed for and on behalf of the Supplier:

Signature 

Printed name _____

Title

Date _____

Signature _____

Printed name _____

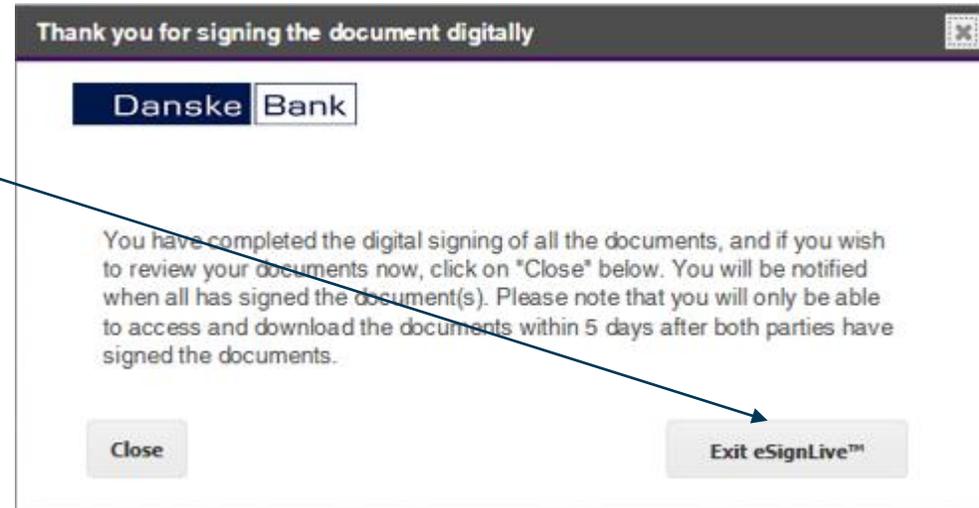
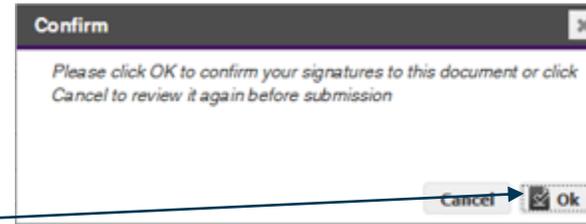
Title _____

Date _____

Step 4. Finalizing the Digital Signing Process

How to finalize the Digital Signing Process:

- When you have signed by clicking the Button "Click to sign" you will be asked to confirm your signature.
- Please press "OK" to confirm and then your signing is completed.
- To exit please press the button "Exit eSignlive"
- When all signees have signed you will receive an e-mail notification and you will be able to download the fully signed documents.
- If you received a SMS code to enter the documents for signing you will need to use the same 6 digits code to get access to the documents.
- **Please note you only have 5 days to download the contract, whereafter you will not be able to access the documents**



Contact Information

We hope that the instruction for Digital Signing provided you with all the information you needed. If not please contact us by e-mail or phone number:

Danske Bank Digital Signing Team
E-mail: digitalsigning@danskebank.dk
Phone number: +370 5 2156679

Please note that the communication will be in English