

DocuSign Workflow for Springer Licensing Contracts



Customer Manual

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This section guides you through the electronic signing process , using DocuSign.

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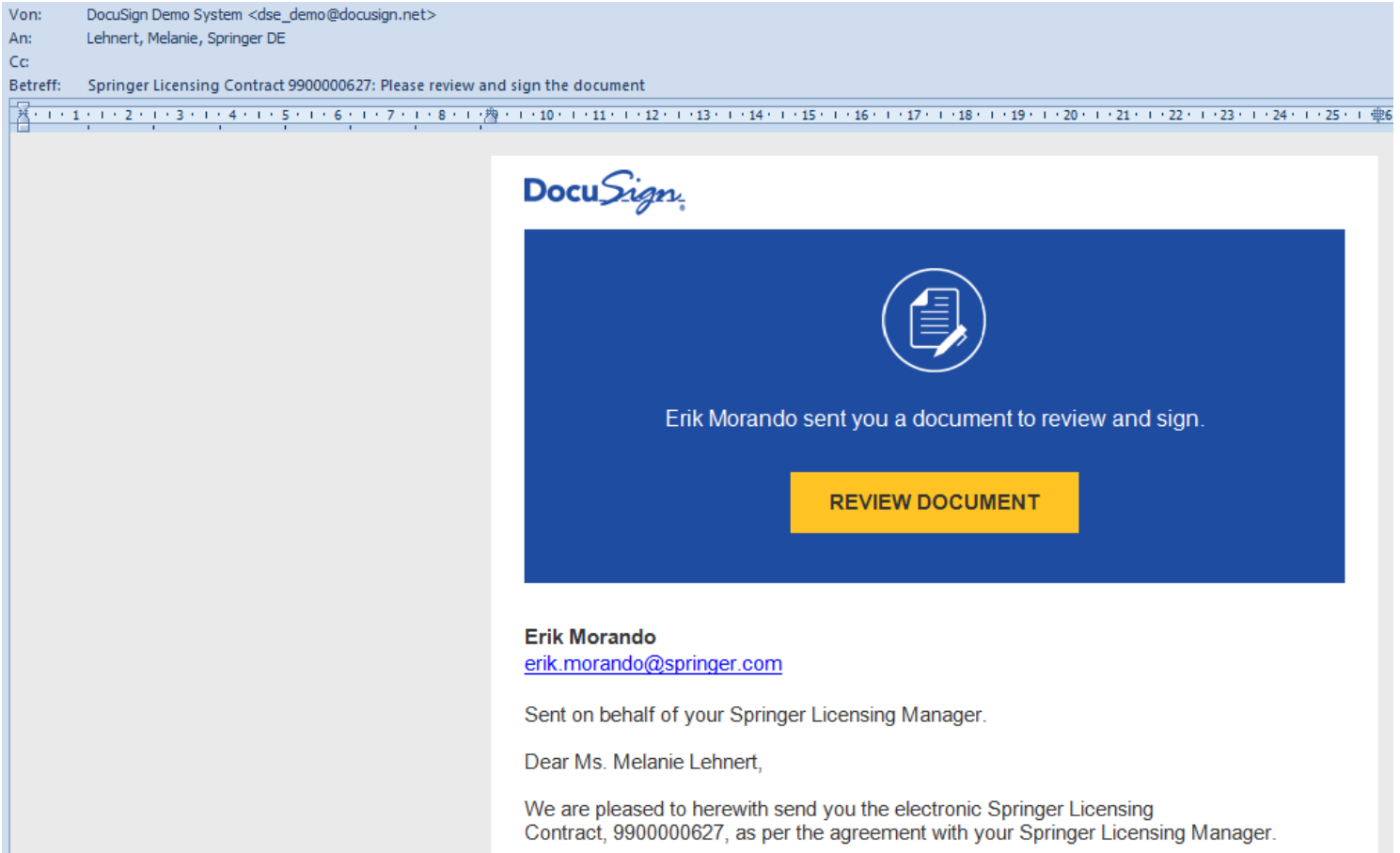
This section will provide you with an overview of additional actions that you can perform on the DocuSign eSigning platform:

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Step-by-step guide: Forwarding and Signing Contracts electronically on the DocuSign eSigning platform

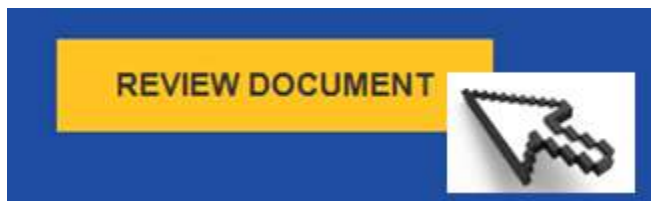
Contract Sending via DocuSign

After your Licensing Contract has been approved by your Licensing Manager and our legal department, you will receive a DocuSign email, including a link to the contract that requires your signature. Please find below an example email:



Review and signing process

To start reviewing the contract, please click on the “Review Documents” button:



You are now directed to the DocuSign eSigning platform where you can review the contract by clicking on the “Continue” button:

Please Review & Act on These Documents



Erik Morando
Springer

Sent on behalf of your Springer Licensing Manager.

[View More](#)

Please review the documents below.

CONTINUE

OTHER ACTIONS +

DocuSign Envelope ID: 820007E7-6F7D-4846-839F-3331C519F9B8

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
1301 2nd Ave, Suite 2000 • Seattle • Washington 98101 • (206) 219-0200
www.docusign.com

License Agreement

License ID number: 9900000627
Licensee: Test University
Primary Address: 69126 Heidelberg-Rohrbach, Baden-Württemberg, Germany

This **License Agreement** between Springer Customer Service Center GmbH, Haberstraße 7, 69126 Heidelberg, Germany ("**Springer**") and Licensee incorporates the following documents:

- Attachment 1 – Data of participating libraries
- The specific provisions for:

Each DocuSign Envelope that contains the contract receives a 36-digit security code that is printed in the header line of the contract. This is the unique identifier for each DocuSign Envelope.

START

DocuSign Envelope ID: 820007E7-6F7D-4846-839F-3331C519F9B8

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
1301 2nd Ave, Suite 2000 • Seattle • Washington 98101 • (206) 219-0200
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- Attachment 1 – Data of participating libraries
- The specific provisions for:

eBooks Collection

- The Springer Terms and Conditions attached to the License Agreement with License ID 9900000627.
- Attachment Declaration of Agent.

Content and License Fees

Product	Fee
eBooks Collection	€ 22.543,68

You are guided through the signing process by following the yellow "Anchor" on the left-hand side of the contract. By clicking on the "Start" tag, you are directed to the signature section of the contract. The "Sign" button indicates where your signature is required:

3. Miscellaneous

Licensee shall send a fully executed original of this License Agreement to Springer within 30 days of Springer's commencement of Licensee's access to the Content or receipt of this License Agreement. In the event that Licensee fails to do so, Springer may discontinue access to the Content.

IN WITNESS WHEREOF, the parties have signed this License Agreement by their respective, duly authorized representatives with effect from Licensee's access to the Content.

LICENSEE

SPRINGER

SIGN

Signature:

SIGN



Name:

Ms. Melanie Lehnert

Title:

Head of Library

Date:

21 July 2015

Signature:

Name:

Title:

President Global Sales

Date:

Click on the "Sign" button in the signature section to confirm your signature. You can choose between different signature styles or also change the current style by clicking on the "Change Style" button:

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name

Melanie Lehnert

Initials

MML

Select Style

Draw

Preview

DocuSigned by:

Melanie Lehnert

C8A46AFB064E4B4...

DS

MML

Change Style

SIGN

By clicking 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

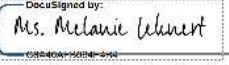
CANCEL

By clicking on the button “Adopt and Sign”, you can confirm your signature and add it to the contract:

3. Miscellaneous

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IN WITNESS WHEREOF, the parties have signed this License Agreement by their respective, duly authorized representatives with effect from Licensee's access to the Content.

LICENSEE		SPRINGER
Signature:		Signature: _____
Name:	Ms. Melanie Lehnert	Name: _____
Title:	Head of Library	Title: President Global Sales
Date:	21 July 2015	Date: _____

Done! Click Finish to send the completed document.

FINISH

Please click on “Finish” in the right corner to complete the signing process and forward the contract to the Springer representatives for counter-signing.

The status of the DocuSign Envelope is updated to reflect “In Process” and you can now close the document by clicking on the “Close” button:

DocuSign Envelope ID: 820007E7-6F7D-4846-839F-3331C519F9B8

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
1301 2nd Ave, Suite 2000 • Seattle • Washington 98101 • (206) 219-0200
www.docusign.com

License Agreement

License ID number: 9900000627
Licensee: Test University
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- Attachment 1 – Data of participating libraries
- The specific provisions for:
 - eBooks Collection
 - The Springer Terms and Conditions attached to the License Agreement with License ID 9900000627.
 - Attachment Declaration of Agent.

Content and License Fees

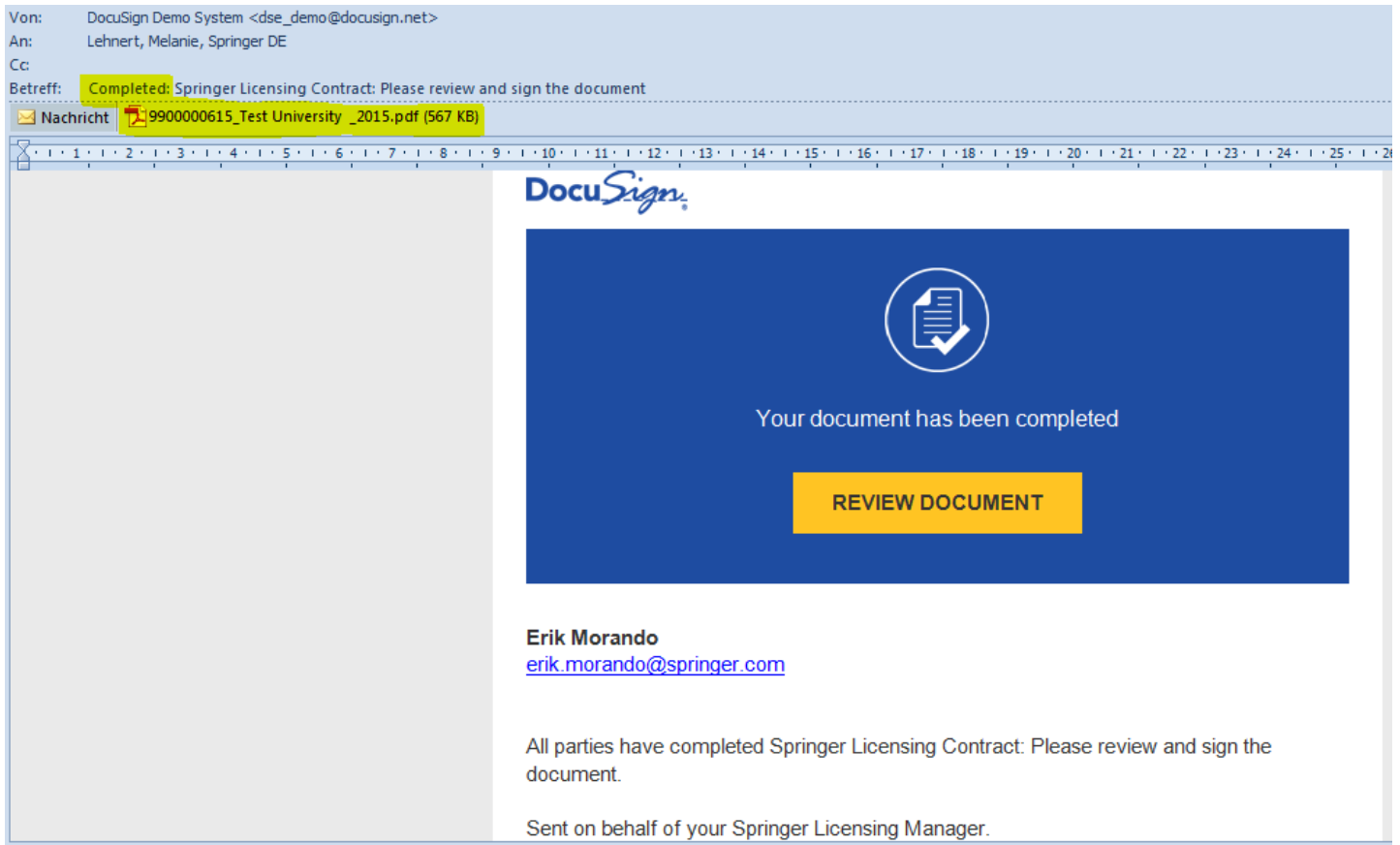
Product	Fee
eBooks Collection	€ 22.543,68

Your document is now complete.

CLOSE

Countersigning by Springer and forwarding of fully executed contract

After the contract has been countersigned by Springer, you will receive a DocuSign email, informing you that the contract has been completed. The email also contains the dually signed contract as attachment:



You can save a copy of the signed contract on any device or can print it out for your files.

Certificate of Completion:



Certificate Of Completion

Envelope Number: C0BBE50563204CDF8B3643C316C12D32

Status: Completed

Subject: Springer Licensing Contract: Please review and sign the document

Source Envelope:

Document Pages: 10

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 0

Erik Morando

AutoNav: Enabled

erik.morando@springer.com

Envelopeld Stamping: Enabled

IP Address: 195.128.10.68

Record Tracking

Status: Original

Holder: Erik Morando

Location: DocuSign

7/20/2015 6:01:08 AM PT

erik.morando@springer.com

Signer Events

Signature

Timestamp

Melanie Lehnert

melanie.lehnert@springer.com

Security Level: Email, Account Authentication
(None)

DocuSigned by:

C8A46AFB064E4B4...

Sent: 7/20/2015 6:01:09 AM PT

Viewed: 7/20/2015 6:06:11 AM PT

Signed: 7/20/2015 6:10:31 AM PT

Using IP Address: 213.71.6.130

Electronic Record and Signature Disclosure:

Accepted: 6/23/2015 6:15:17 AM PT

ID: 4d4e23c2-d294-4858-856c-cb75c5adfad5

Mr. Michael Kiesel

michael.kiesel@springer.com

Test Title

Springer

Security Level: Email, Account Authentication
(None)

DocuSigned by:

E83E6763754349F...

Sent: 7/20/2015 6:10:32 AM PT

Viewed: 7/20/2015 6:13:09 AM PT

Signed: 7/20/2015 6:15:48 AM PT

Using IP Address: 213.71.6.130

Electronic Record and Signature Disclosure:

Accepted: 7/20/2015 6:13:09 AM PT

ID: c82ede9d-7514-445a-bfe7-073588bd95f1

Mr. Timo Schmeiser

timo.schmeiser@springer.com

Security Level: Email, Account Authentication
(None)

DocuSigned by:

5E5E018984D6492...

Sent: 7/20/2015 6:15:49 AM PT

Viewed: 7/20/2015 6:38:14 AM PT

Signed: 7/20/2015 6:38:23 AM PT

Using IP Address: 213.71.6.130

For each contract, DocuSign creates a Certificate of Completion which allows you to thoroughly track by whom the contract was signed and when. The Certificate of Completion contains a comprehensive audit trail, including the signing parties' names, including the signing parties' names, their digital signatures as well as email addresses and IP addresses.

In addition to the DocuSign Envelope ID, each signature receives a 36-digit security code which is added to the DocuSign eSignature as unique identifier.

It is possible to save a copy of the Certificate of Completion or print it for your files.

You can view the Certificate of Completion by clicking on the button "Other Actions" and choose "View Certificate":

2.1 Licensee shall pay the License Fee directly to Springer or to an agent designated by Springer or by Licensee within upon receipt of invoice.

3. Miscellaneous

Licensee shall send a fully executed original of this License Agreement to Springer within 30 days of Springer's commencement of Licensee's access to the Content or receipt of this License Agreement. In the event that Licensee fails to do so, Springer may discontinue access to the Content.

IN WITNESS WHEREOF, the parties have signed this License Agreement by their respective, duly authorized representatives with effect from Licensee's access to the Content.

LICENSEE	SPRINGER
Digitally signed by: Signature: <u>Melanie Lehnert</u> Name: <u>Ms. Melanie Lehnert</u> Title: <u>Library Director</u> Date: <u>7/20/2015</u>	Digitally signed by: Signature: <u>Mr. Michael Kiesel</u> Name: <u>Mr. Michael Kiesel</u> Title: <u>President Global Sales</u> Date: <u>7/20/2015</u>

9900000615_Test University_2015

DocuSign Envelope ID: C0B8E505-6320-4CDF-8B36-43C316C12D32

DEM PRO 1301 www

Help & Support
View History
View Electronic Record and Signature Disclosure

About DocuSign
View Certificate

CLOSE OTHER ACTIONS

DocuSign Account:

After clicking on the “Finish” button, DocuSign will ask you to either create your own DocuSign account or to log in to your account if you have already created one:

2.1 Licensee shall pay the License Fee directly to Springer or to an agent designated by Springer or by Licensee within upon receipt of invoice.

3. Miscellaneous

Licensee shall send a fully executed original of this License Agreement to Springer within 30 days of Springer's commencement of Licensee's access to the Content or receipt of this License Agreement. In the event that Licensee fails to do so, Springer may discontinue access to the Content.

IN WITNESS WHEREOF, the parties have signed this License Agreement by their respective, duly authorized representatives with effect from Licensee's access to the Content.

LICENSEE

Springer's

ent that Licensee

hORIZED

lobal Sales

document.

9900000637_Test University_2015

1 of 10

FINISH

LOG IN TO DOCUSIGN









A copy of this document has been saved to your DocuSign account. Please log in to view it.

Email
melanie.lehnert@springer.com

Password

LOG IN NO THANKS Forgot Password? (i)

Or log in using:

Important: Please note that you are not required to create a personal DocuSign account to use the Springer DocuSign workflow. If you wish to create your own account, you could do so by stating your email address and assigning a password. Using DocuSign to review and sign Springer contracts is free of charge for you.

All signed Springer licenses will be added to your DocuSign account if you sign in to your account after completing the signing process.

Step-by-step guide: Additional options on the DocuSign eSigning platform

After opening the “Review Documents” link in the DocuSign email, you can click on the button “Other Actions”. The following additional options are available on the DocuSign eSigning platform:

FINISH LATER	PRINT & SIGN
Save the document in its current state and finish the signing process at a later time.	Print the document and sign in ink. Then either scan and upload or fax back the document.
ASSIGN TO SOMEONE ELSE	DECLINE TO SIGN
Should someone else be signing? Provide the new signer’s email address and send the document to them for signature.	Notify the sender that you refuse to sign the document.
Help & Support	About DocuSign
View History	View Certificate
View Electronic Record and Signature Disclosure	

FINISH

OTHER ACTIONS

Button “Finish Later”

FINISH LATER

This option allows you to save the contract in its current stage and finish the signing process at a later time. You can start the reviewing process again by clicking on the “Review Documents” link in the original DocuSign email.

Button “Print & Sign”

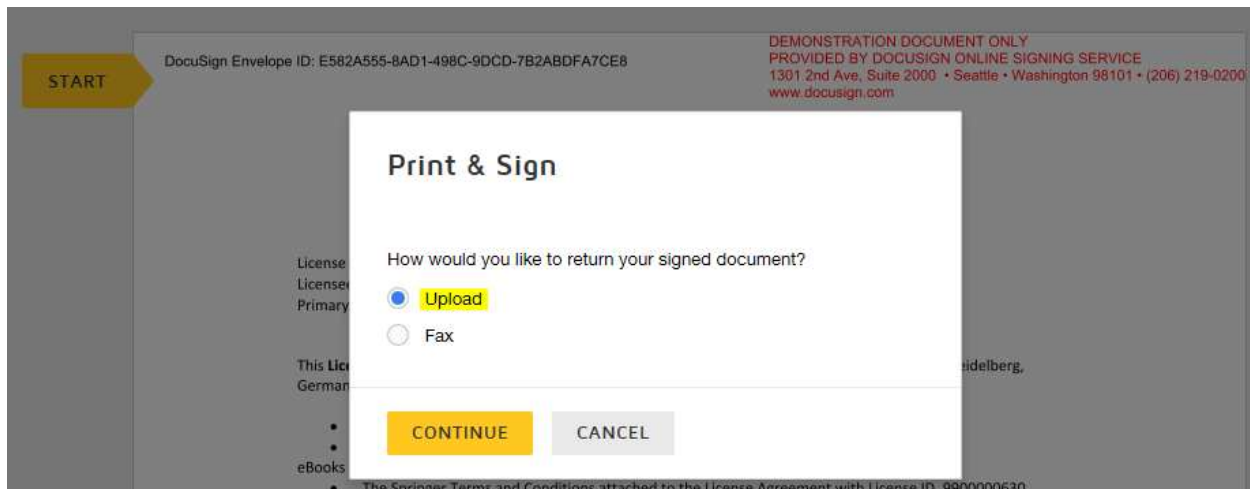
PRINT & SIGN

In case that you refuse to sign the contract electronically for any valid reason, you can print out the contract and hand-sign it by clicking on “Print & Sign”.

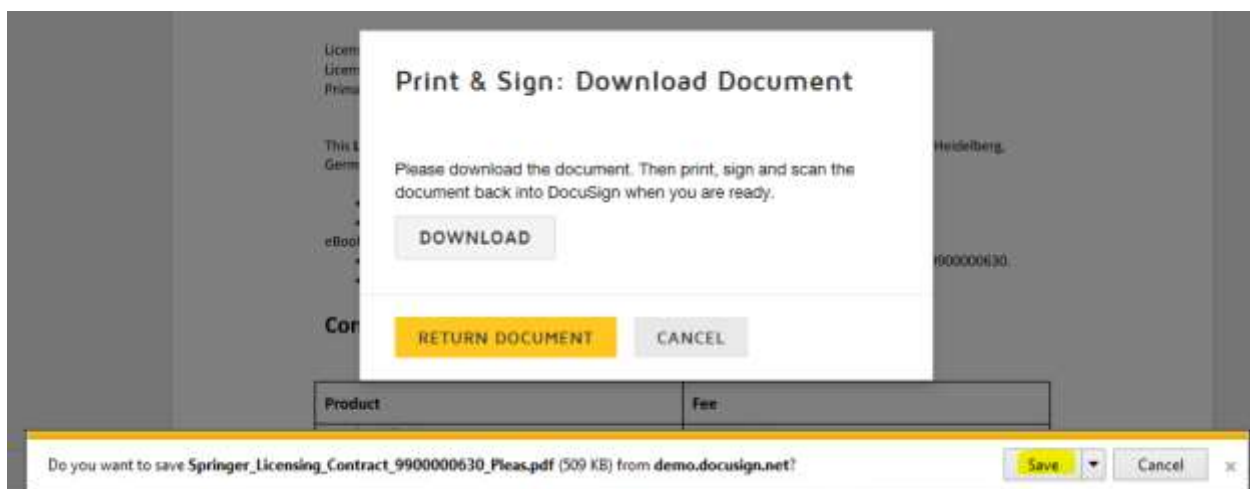
You can then choose between the options to upload a scanned copy of the signed contract to the DocuSign Envelope or to fax the signed contract back to DocuSign. The copy of the signed contract will then be added to the original document in DocuSign.

Uploading a scanned copy of the signed contract:

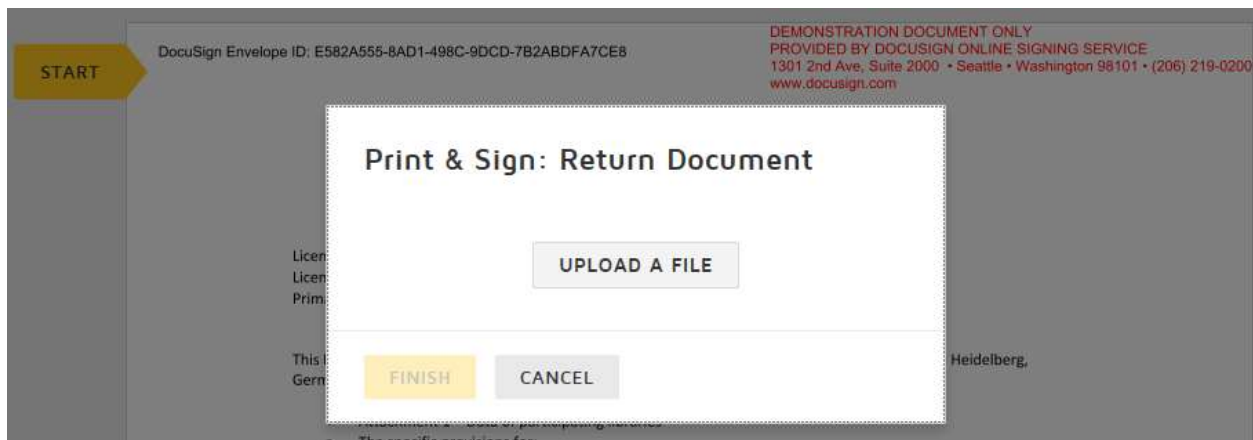
To upload a scanned copy of the signed contract, click on the “Upload” radio button and confirm with “Continue”:



By clicking on “Download”, you can download a copy of the contract. Open the document from the download bar that opens on the bottom of the page:



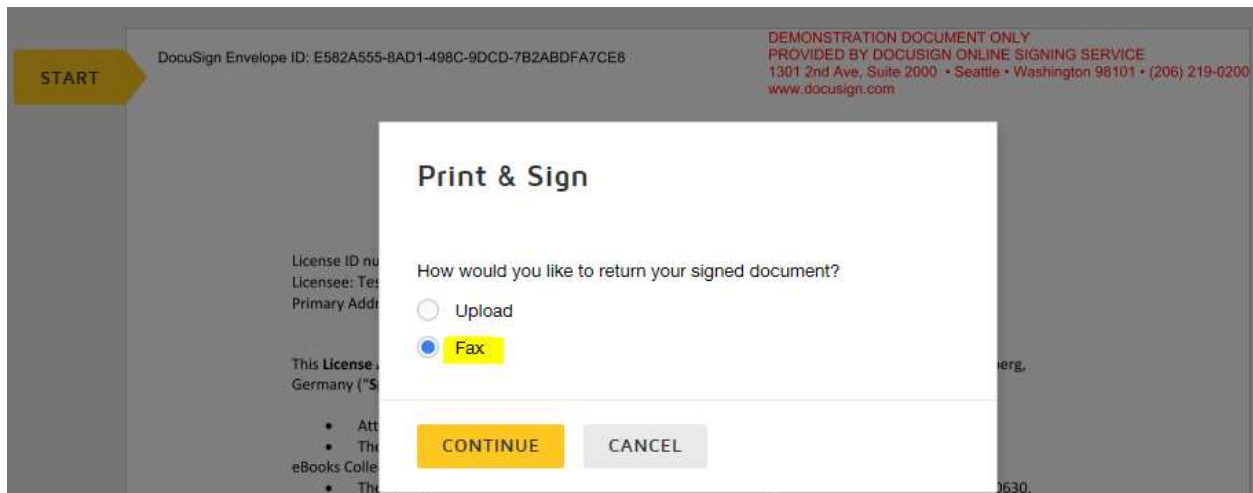
You can now print the contract, hand-sign it and scan the signed contract. By clicking on the button “Return Document”, you can upload the scanned contract to the DocuSign Envelope:



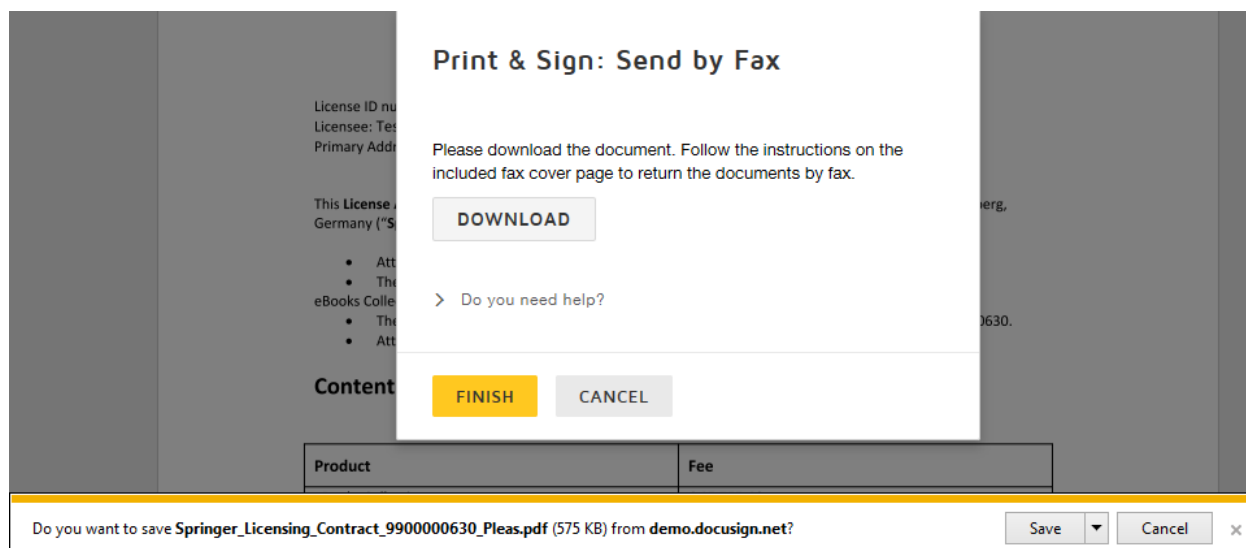
The signed contract is now forwarded to Springer.

Faxing back the signed contract:

To fax back the signed contract to DocuSign, mark the “Fax” radio button and confirm with “Continue”:



By clicking on “Download”, you can download the contract and print it:



Important:

When choosing the option to fax the signed contract, please note that DocuSign will automatically generate and add a cover sheet to the contract. The cover sheet has to be included as first page when the contract is sent back via fax to ensure that signed contract can be recognized and added to the respective DocuSign Envelope:

AAAAAEU2PC

AAAAAEU2PC

Cover Page for Faxing Documents to your DocuSign Envelope

1. Write the number of pages on the line below.
2. Fax the document and cover page to the appropriate number below:

U.S. and Canada: +1 888 258 8488, +1 206 452 7459
London: +44 330 822 0599
Singapore: +65 3158 6638
Australia: +61 284 172 433

From:	Ms. Melanie Lehnert
Envelope Subject:	Springer Licensing Contract 9900000630: Please review and sign the document
Attachments to Fax:	
Envelope ID:	e582a555-8ad1-498c-9dcd-7b2abdfa7ce8
Sender Account Name:	Springer
Number of Pages: (Including cover page)	_____

DocuSign Customer Support: service@docuSign.com | 1.866.219.4318

Note:

Fax transmissions take approximately one minute per page faxed.

This page may only be used once. If you would like to fax again, you must print a new cover page.

Click on “Finish” to fax back the signed contract to DocuSign:



Print & Sign: Send by Fax

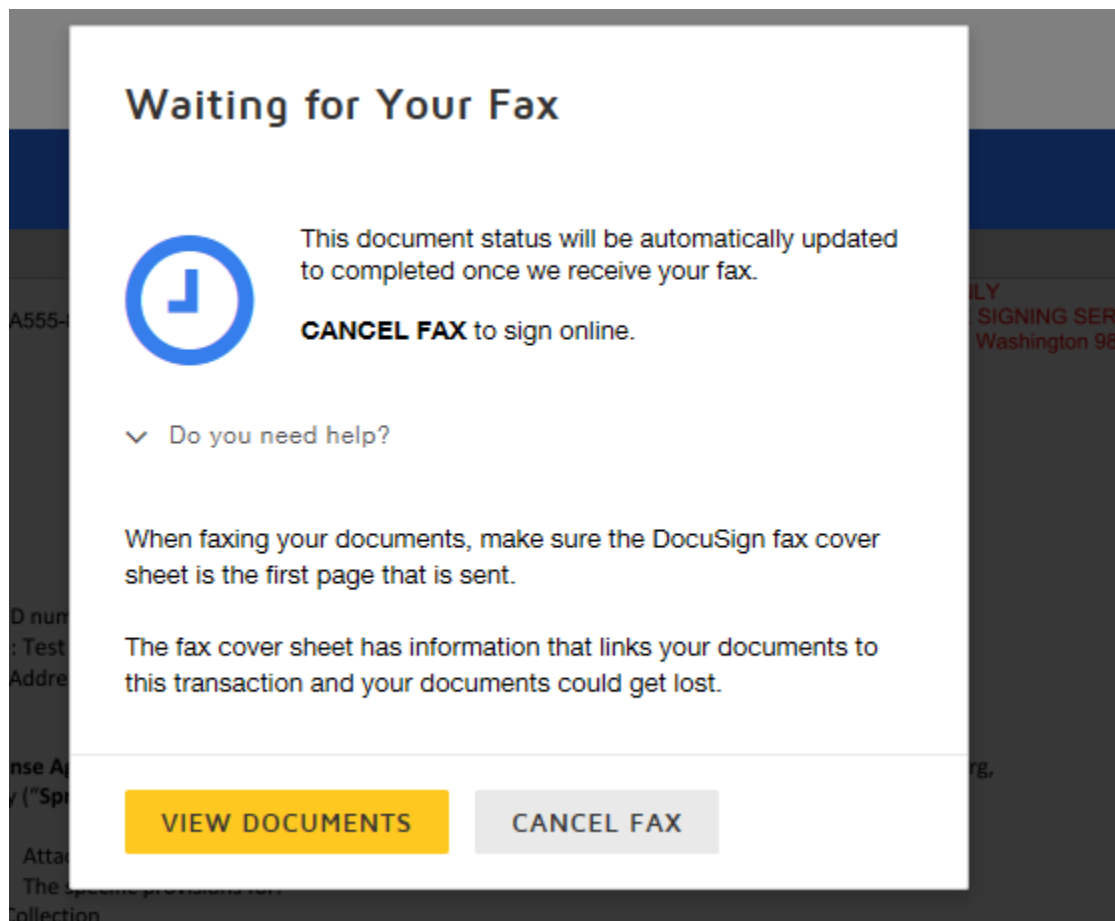
Please download the document. Follow the instructions on the included fax cover page to return the documents by fax.

DOWNLOAD


> Do you need help?

FINISH **CANCEL**

The contract status is updated immediately to reflect that DocuSign is awaiting the signed contract:



Waiting for Your Fax

 This document status will be automatically updated to completed once we receive your fax.

CANCEL FAX to sign online.

✓ Do you need help?

When faxing your documents, make sure the DocuSign fax cover sheet is the first page that is sent.

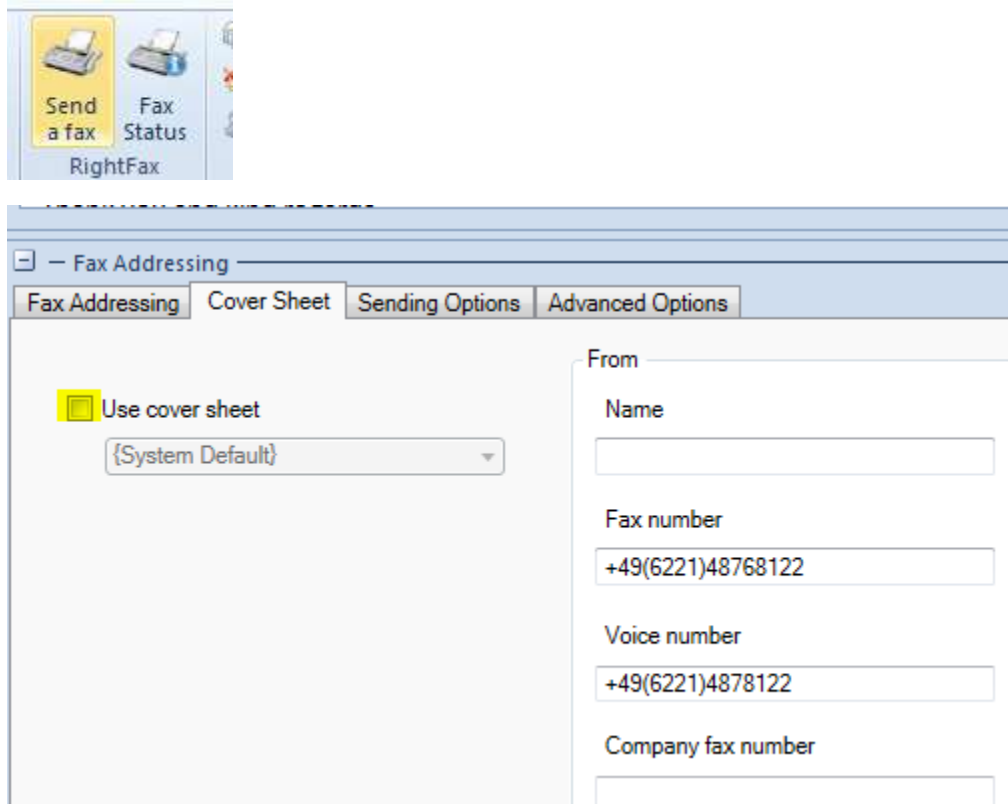
The fax cover sheet has information that links your documents to this transaction and your documents could get lost.

VIEW DOCUMENTS **CANCEL FAX**

Choose the applicable fax number listed on the cover page to fax back the signed contract. Please do not forget to add the DocuSign cover page as first page of the contract.

Please note that you can use a standard fax machine or the Outlook fax option to fax the signed contract.

If you use Outlook for faxing, please ensure to enable the Outlook cover sheet option (un-tick the “Use cover sheet” box on the tab “Cover Sheet”):



Otherwise, it will not be possible for the DocuSign eSigning platform to recognize the contract and add it to the respective Envelope ID.

After the fax has been received by DocuSign, the signed contract is forwarded to Springer for countersigning.

Button “Assign to Someone Else”

ASSIGN TO SOMEONE ELSE

In case that you are not the respective signee for the contract received, it is possible to hand-over the signing privileges to another person:

Assign to Someone Else

Email Address for the New Signer

stephanie.brummer@springer.com

New Signer's Name

Stephanie Brummer

Please provide a reason to Erik Morando for changing signing responsibility

I am not the correct signee for this contract.

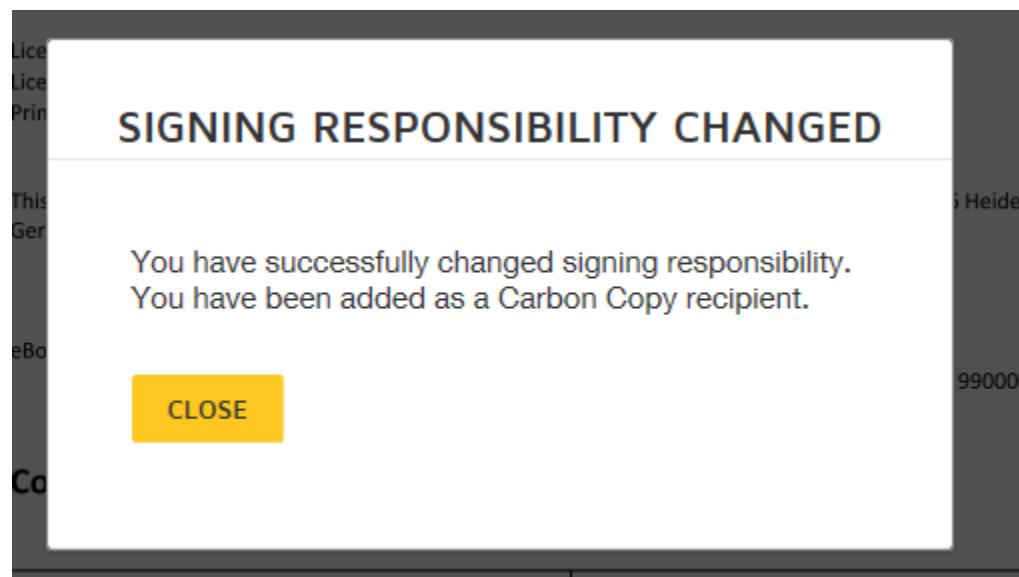
characters remaining 204/250

Clicking the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.

ASSIGN TO SOMEONE ELSE

CANCEL

Please indicate the email address and name of the new signer and state a reason why you hand-over the signing responsibilities. Confirm by clicking on “Assign to Someone Else”:

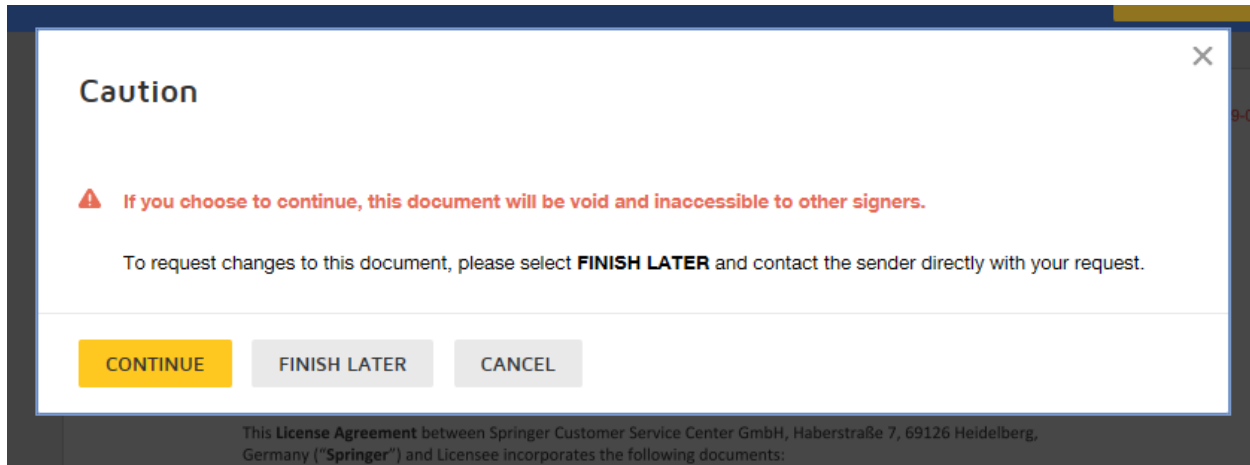


Button “Decline to Sign”

DECLINE TO SIGN

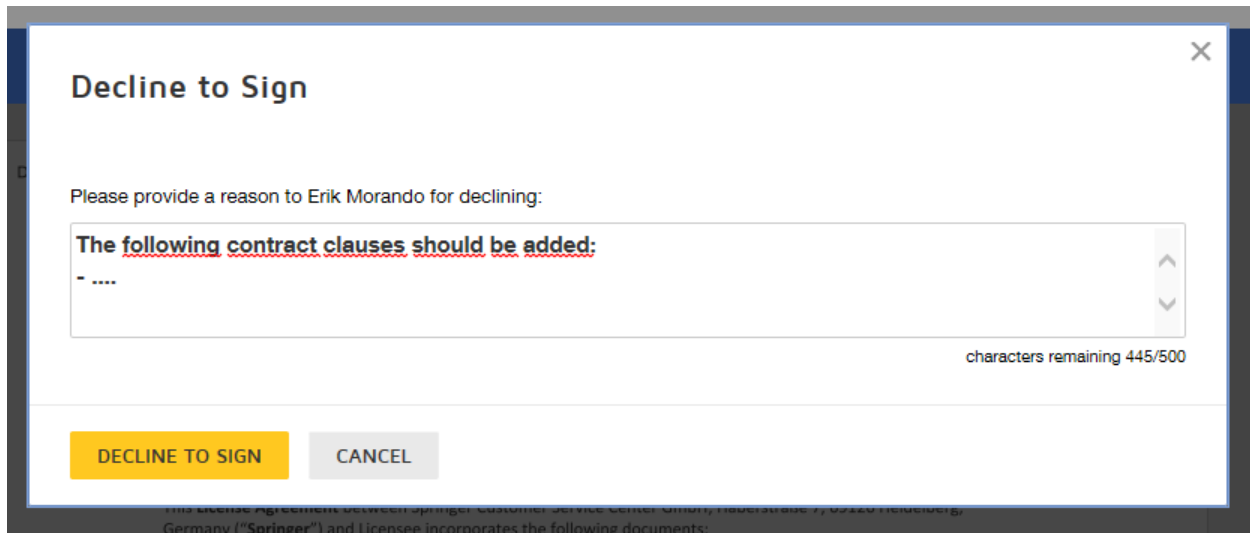
It is possible to decline a contract, in case that you require contract changes before you can sign.

If you click on “Decline to Sign”, DocuSign will display a warning message, informing you that the contract will be voided:

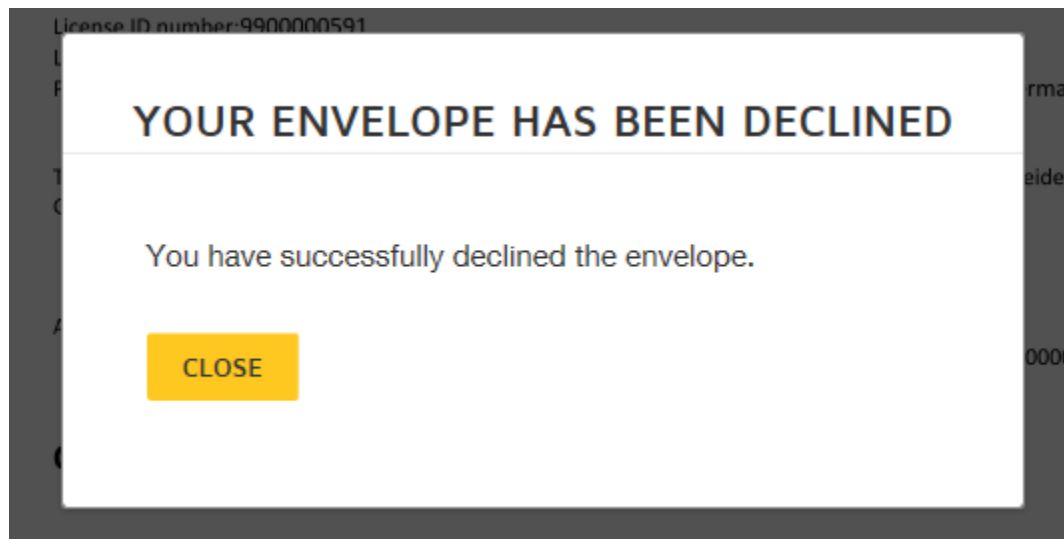


In case that you would like to continue to review the contract at a later time, please choose the option “Finish Later” instead.

By clicking on “Continue”, you can decline the contract. Please provide a reason for declining the contract, e.g. specify which contract changes are required:



Confirm with the “Decline to Sign” button to void the DocuSign Envelope:



You will receive a new version of the updated contract in a new DocuSign Envelope as soon as the required changes have been applied to the document.