



ComfortDelGro • Procurement • Analytics • Sourcing • Supplier management

Guiding you through your purchases

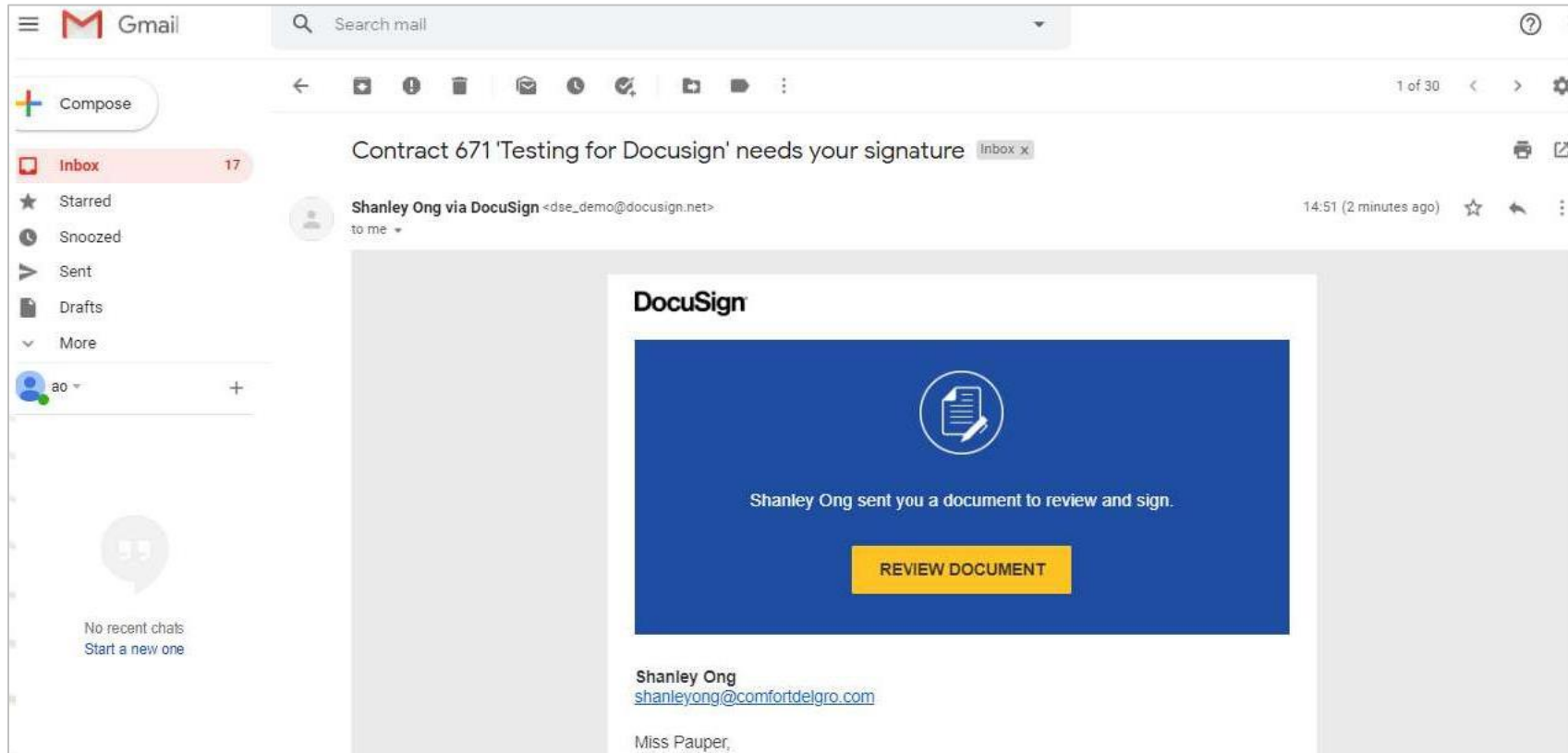
Powered by  **coupa**

DocuSign – Contract Signing

Updated on 26 August 2022

How to sign contract using DocuSign? (1/3)

Step 1: You will receive email notification from DocuSign. Click “Review Document”



How to sign contract using DocuSign? (2/3)

Step 2: Check “I agree to use electronic records and signatures”

Step 3: Click “Continue”

Please Review & Act on These Documents

DocuSign

Shanley Ong
COMFORTDELGRO CORPORATION LIMITED

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS ▾

www.comfordelgro.com
Company Registration No. 200500024

STARHUB LTD
ROBINSON ROAD POST OFFICE
Singapore 900131
Dear Mr. Supplier Existing,

LETTER OF AWARD
Our Ref.: TQ-Testing

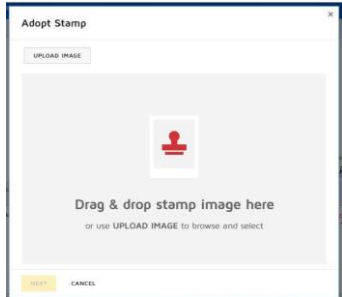
On behalf of **ComfortDelGro** (the “Client”), we are pleased to accept your Proposal to perform the scope of award in accordance with the terms as stated in the Annexes herein.

This Letter of Award together with our Specifications Documents and your Proposal shall form and be read and construed as part of the Contract.

Contract Title	Testing for DocuSign
----------------	----------------------

How to sign contract using DocuSign? (3/3)

Step 4: Draw or upload your signature and upload an image of your company signature

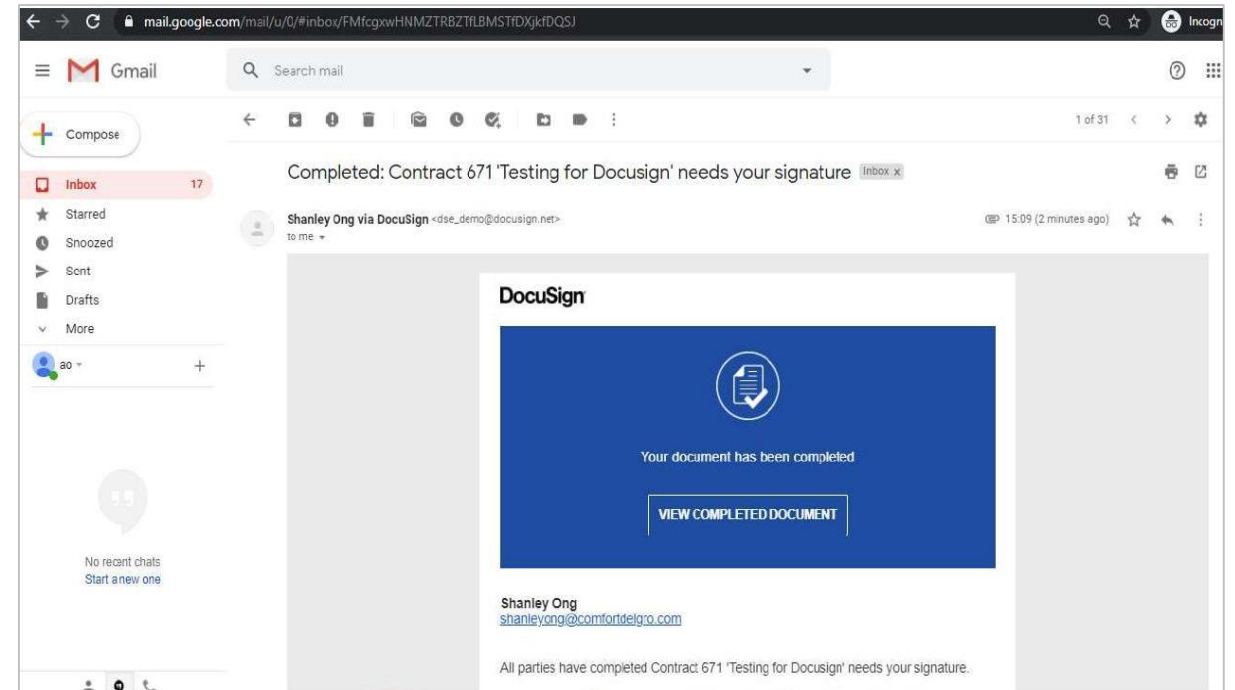
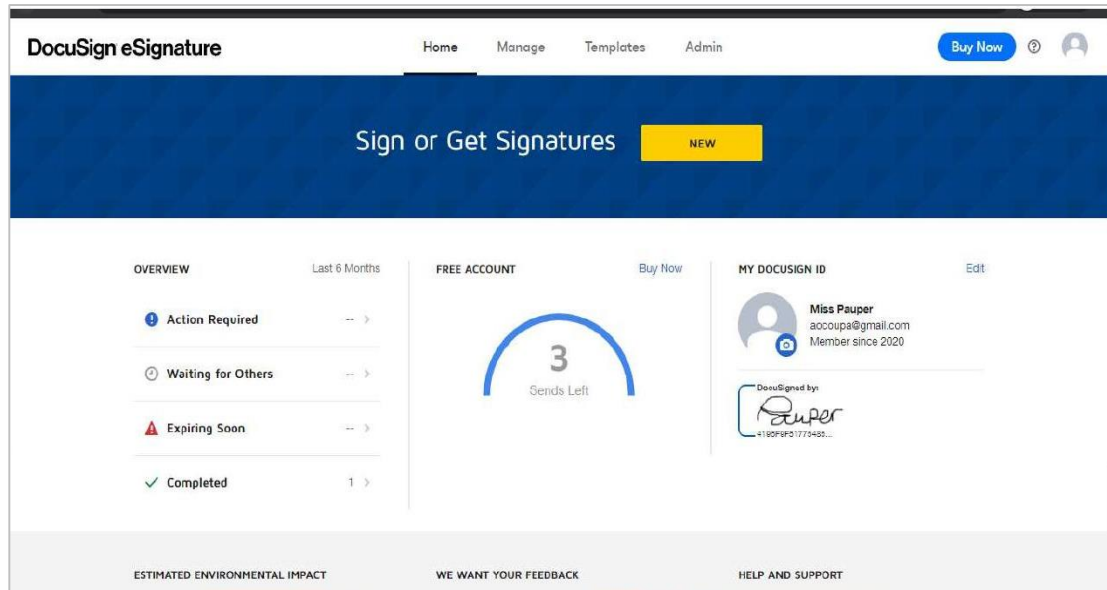


Step 5: Fill in the information required, sign off on the signature box on every page and include company stamp (if required)

Step 6: Click “Finish” when completed. Endorsement is now completed

How to retrieve signed documents?

You can save a copy of the signed document when DocuSign prompts. Otherwise, you can view the completed document from your email.



thank you!