

Adobe Sign for procurement agility

Speed contracting cycles by 500% with legal, trusted e-signatures



Adobe Sign includes:

- Cloud-based e-signatures
- Web and mobile apps
- Administration and workflow control
- Flexible APIs and turnkey integrations

Across government agencies, the role of the procurement department is evolving. No longer simply there to facilitate the buying process, procurement departments are now recognized as trusted advisors responsible for the workflow cycles that drive agency requirements, optimize deliverables, and reduce expenses. But many procurement departments continue to be burdened by an overload of outdated, labor-intensive paper workflows and physical signature processes that rely upon communications sent via email, fax, or mail. For procurement, purchases often require four or five signatures, further delaying project timelines and slowing the completion of business transactions. These roadblocks frustrate constituents, agencies, suppliers, and employees—and ultimately reflect poorly on an agency's image.

This is all changing as government organizations around the world are proactively transforming their businesses, using digital technologies to deliver agility, efficiency, cost savings, and superior constituent experiences. Since the passage of the United States Electronic Signatures in Global and National Commerce (ESIGN) Act in 2000, government procurement organizations of all sizes are now utilizing electronic signatures (e-signatures) and digitizing cumbersome paper-based workflows. Using legal, trusted e-signatures from Adobe Sign to expedite supplier and vendor agreements helps procurement departments easily track, audit, manage, and complete procurement workflow cycles anytime, anywhere, on any device.

Automate signing and approvals across agencies, vendors, and suppliers

Adobe Sign helps government procurement departments slash manual paperwork and digitize signing processes—from document creation, collaboration, and execution to archiving and management—speeding signature workflows and reducing costs. With Adobe Sign, signing and approval processes are reduced from days to minutes, efficiency and mobility improve, and security and compliance are ensured for your most critical data. Government agencies choose Adobe Sign to automate signing processes because of its intuitive user experience, robust capabilities, strong security, and ability to be configured to comply with specific legal requirements, as well as its flexible APIs and turnkey integrations.

Adobe Sign can accelerate procurement processes, such as:

- Vendor selection processes
- Work package inspections
- RFPs and contracts
- Approvals and authorizations
- Supplier agreements
- Applications and forms

Create exceptional experiences for everyone

With Adobe Sign, you can send digital documents for signature with a single click, and signers can e-sign documents from anywhere using a web browser or mobile device. By leveraging Adobe Sign's robust APIs and turnkey integrations, you can also use Adobe Sign to prepare and send contracts for e-signature directly from within existing contract management systems.

With Adobe Sign, you can:

- **Prepare documents for signature**—Quickly prepare existing or new procurement documents for signature. Add signature and form fields to agreements, and use intuitive tools to assist with layout.
- **Request signatures from others**—Send to one or more recipients, in any order. With a few quick clicks, they can review and e-sign—anytime, anywhere, on any device.

"We give suppliers the option to continue using paper contracts, but with the ease that they're seeing of e-signing, more than 95% have welcomed our electronic process. Working with Adobe Sign is so much faster and easier. We can get suppliers into our systems for Local Governments so that they can benefit from being a Preferred Supplier right away. The faster they are approved as a supplier, the faster our Local Government Members can take advantage of their services, which is a win for everyone."

Nikki Brennan, Contract Coordinator, WALGA

- **Track and manage**—Track document status in real time. Get notified when people sign. Send reminders and maintain an audit trail automatically.
- **Send one document to many people**—Each recipient gets a personalized version to sign, expediting the procurement workflow.
- **Work from your favorite applications and devices**—Work conveniently from web or mobile, or other applications such as Adobe Acrobat DC, Microsoft Word, and Microsoft PowerPoint.
- **Reduce paper waste**—Virtually eliminate the environmental and monetary cost of using paper-based documents.

Adobe Sign automates procurement e-signature processes, including:

- **Extending existing enterprise systems with e-signatures**—Use our flexible APIs and/or our turnkey integrations for leading applications, such as SAP Ariba and Apttus.
- **Simplifying and speeding signature workflows**—Create easy-to-follow custom workflows with templates or deploy standalone, self-serve web applications for signature-based procurement processes.
- **Embedding signable forms into a web page**—Post signable documents or forms on a website so that vendors, suppliers, or constituents can sign agreements easily.
- **Branding the signing experience**—Easily specify your agency or department logo, tagline, and key messages to customize the signing experience for vendors, suppliers, and other government agencies.
- **Enhancing security with two-factor authentication**—Add an extra level of verification to procurement signature workflows. Request a password, use phone authentication, require login with a social identity, or use knowledge-based authentication (KBA)*.
- **Using advanced digital signatures**—Meet advanced signing requirements and industry-specific regulations with certificate-based digital signatures.

Work with the digital document leader

From the global leader in secure digital document solutions for more than 20 years, Adobe Sign is trusted and used by many government agencies, as well as Fortune 1000 companies worldwide.

Use Adobe Sign to:

- **Accelerate critical signing processes by 500% or more**—Adobe Sign saves time and money by reducing or eliminating manual or paper-based processes—plus the cost of errors and delays that go with them. Real-time tracking and management increases process transparency, improves turnaround times, and frees your employees to focus on more important tasks.
- **Create exceptional signing experiences**—Adobe solutions transform state and local government services with fast response times and speedy signing processes. Sign from anywhere without printing or faxing documents, installing software, creating new logins, or scanning. Entire signing processes can be completed in just minutes from start to finish.
- **Meet demand for mobile solutions**—Workers can connect and stay productive wherever they go. Using a smartphone or tablet, they can access stored documents, collect signatures in person, send documents for signature electronically, and manage the signing process quickly and easily.
- **Protect sensitive information and transactions**—Backed by hundreds of security features, processes, and controls, Adobe Sign is certified compliant with rigorous security standards, including SOC 2 Type 2, ISO 27001, and PCI DSS.

To learn more about how Adobe Sign can benefit your agency or department, contact your Adobe sales representative today at 1-800-87ADOBE.

* KBA available in the United States only

For more information

<https://adobe.com/go/adobesign>



Adobe

Adobe Systems Incorporated
345 Park Avenue
San Jose, CA 95110-2704
USA
www.adobe.com

Adobe, the Adobe logo, and Acrobat are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. All other trademarks are the property of their respective owners.

© 2016 Adobe Systems Incorporated. All rights reserved. Printed in the USA.

10/16