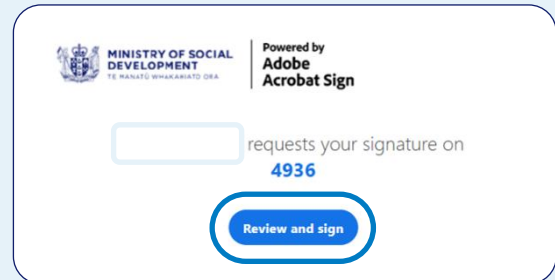


# E-signing contracts

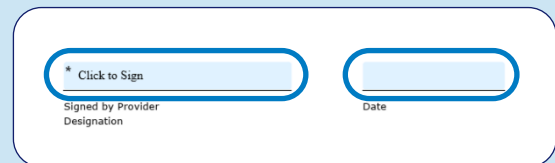
## Step 1

Email is received requesting review and signature on a contract, click '**Review and sign**'.



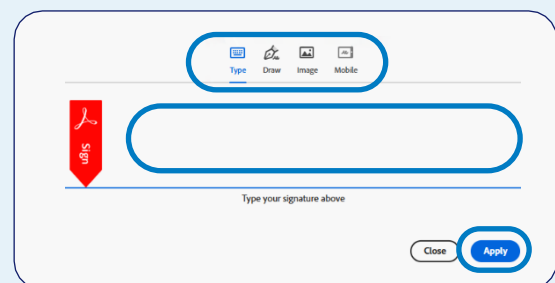
## Step 2

Review the contract, enter the date, and click into the signature field to e-sign.



## Step 3

Use one of the options in the pop-up to fill in your e-signature, then click **Apply**.



Steps continue on the next page



## Step 4

Once signed and dated, click **Submit** to send the signed contract back to MSD.

After the signing process is completed, all parties in the contract will be notified via email with the signed contract attached. Once the contract is active, you will receive an email with the PO number, which can also be found in the Supplier/ Partner portal.

Click submit to sign.

Submit

### Note:

- If you have any questions regarding your contract, please reach out to your Contract Manager for support.
- Note, e-signing is optional, however we strongly encourage using it as it will streamline and simplify the process for you.

Other quick reference guides are available at:

**[Resources to guide you through the changes](#)**

