

1. Receipt of contract documents

•	Receipt of the email with contract documents to be signed sent by Kaufland employees Click on the 'Review and sign' button • Optional: 'delegate'	Max Mustermann requests your signature on "Contract-to- sign" Due on ? November 2020 Review and sign Dear Sir / Madam, Thank you for participating in the Kaufland Stiftung digital process for signing contract documents (eSignature). The documents can be accessed via the following link. Kind regards Kaufland Stiftung
		After you sign "Contract-to- sign" all parties will receive a final PDF copy by email. Don't forward this email: if you don't want to sign, you car delegate to someone else.

2. Sign the contract documents

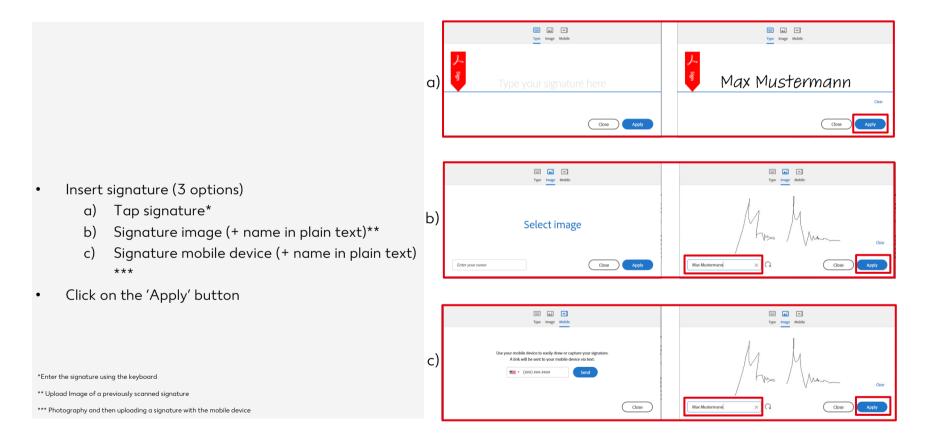
- Click on the 'Start' button
 - 1: Optional: Specification of data (company name, address, etc.)



• Click on the 'Click to sign' button

Datum	Datum	Click to Sign
Kaufland Stiftung & Co. KG	Lieferant	*Click here to sign
Klarschrift 1 / Unterschrift 1	Klarschrift 1 / Unterschrift 1	
Datum	Datum	
Kaufland Stiftung & Co. KG	Lieferant	
Klarschrift 2 / Unterschrift 2	Klarschrift 2 / Unterschrift 2	

2. Sign the contract documents



3. Provide signature

Datum				Datum					
Kaufland Stiftung & Co. KG			Lieferant						
				Max Mus	termann		Mr. Mann		
Klarschrift 1 / Unterschrift 1				Klarschri	ft 1 / Uni	terschrift 1			
Datum				Datum					
Kaufland Stiftung & Co. KG		Lieferan	Lieferant						
Klarschrift 2 / Unterschrift 2				Klarschri	ft 2 / Uni	terschrift 2			
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- Click on button ,Click to sign"
- The contract is then legally signed

4. Receipt of completion of email



You finished signing "Contract-to-sign"

We will email the final agreement to all parties. You can also download a copy of what you just signed.

- The message ,You're all set' appears
- Contract is signed and automatically sent to the next signatory (if necessary)
- As soon as the document has been finally signed, all process participants will receive a final email with the signed PDF