



## Contract Signing & DocuSign

### ^ Who needs to sign?

#### Client

The client will always need to agree to the contract, as the contract serves as Evidence of Arrangement.

- In most cases, that agreement is documented via the client signature on the contract.
- In some cases, [revenue recognition policy](#) allows for email acceptance in lieu of physical signature.

#### NIQ

The [global signature guidelines](#) outline when NIQ countersignature is required.

Clients occasionally have internal policies which require NIQ countersignature on a contract for which we do not require a countersignature. In this case, NIQ is willing to countersign.

If an NIQ countersignature is required, it must be signed by someone on the [authorized signatory list](#)

## DocuSign E-signature Tool

### ^ Tool overview

DocuSign is an e-signature platform. It allows users to route documents like contracts for signature. With DocuSign, signatories can sign without hard copies, no printing or scanning.

Within sales processes at NIQ, DocuSign is used at the end of the Negotiation stage of an Opportunity, to execute the agreed-upon contract.

NIQ has integrated MSD and DocuSign. Users with the correct access (see below) can initiate the DocuSign process within MSD. When this integration is utilized, the executed document will be automatically saved to the MSD opportunity and the EOA URL field will automatically be filled in.

## ✓ Audience

## ✓ How to gain access

## ^ Training

### Seller training - MSD / DocuSign integration

 Training Deck

 Training Recording (Session 1)

 Training Recording (Session 2)

### Tool how-to guides



How to generate a DocuSign envelope from MSD



How to configure a DocuSign envelope generated from MSD



Sending Documents for Signature from DocuSign  
Training materials provided by DocuSign

## Local- or region-specific signature processes



Principal Operating Company (POC)



North America

*Have a local resource to cross-link here? Email link to Annemarie Joseph*

## ✓ Help & support

