



General Services Administration

Office of the Chief Information Officer

Contractor/Offeror - DocuSign Signature Process Overview

For technical support with eOffer and eMod, please contact the eOffer/eMod Help Desk at 1-866 472-9114 or eooffer@gsa.gov. Additionally, for more information about the signature process in eOffer, please visit the [Signature Process Overview on the eOffer Help Center](#).

Background:

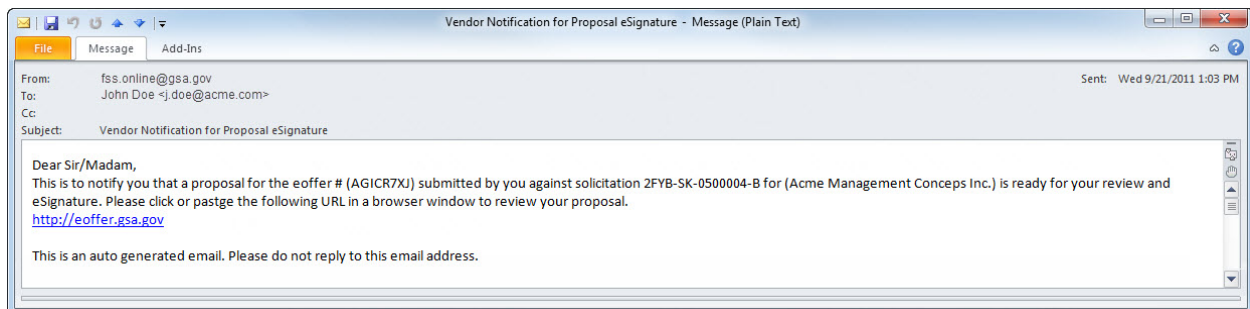
Starting **November 30, 2020**, *DocuSign* will replace *Silanis* as the method of digital signature in eOffer and eMod. This transition will only impact a few pages within the applications, and the overall functionality and user experience remains the same. This process overview document includes instructions for both eOffer and eMod.

Signing Process Instructions & Updates:

Offeror Instructions for eOffer:

Please use the provided directions to complete the Offeror signing process. *Please note that the directions documented in **RED** remain the same, with the DocuSign changes occurring at the end of the package signing process (steps 6 - 8). For more information about the signature process in eOffer, please visit the [Signature Process Overview on the eOffer Help Center](#).*

1. Upon award of the contract, the Contracting Officer/Contract Specialist will create a contract package to be approved and signed by the Offeror. The eSignature notification will be sent to the Offeror in the form of an email with instructions to review and sign the proposal.



sign_package_001.jpg

Users will receive an email notification to eSign the Contract Package.

2. After the login process is complete, the *My eOFFERS* page will be displayed.

Key Concept: If your offer contains set-aside and non-set aside SINS, you will see two contract packages (one for each type of SIN).

3. The package created by the CO/CS will be displayed under *Signed eOffers*. You may 'View Offer', 'View Package', or 'Sign Package'.

MY eOFFERS: LASER TEK SERVICES INC

Legend
 Offer is Locked. You can only update Negotiators and POC.
 Offer is Unlocked. You can edit entire offer.
 ex Express Offer.

New eOffers

Schedule: 70 - General Purpose Commercial Information Technology Equipment, Software and Svcs. Select Submit Online

+ Saved eOffers

+ Submitted eOffers

- Signed eOffers

Click the eOffer ID to view the event log for an Offer

eOffer ID	Schedule	Last Update	Status	View Offer	View Package	Sign Package	Download Package
62185SGN	66	2018-08-15 15:08:27.256	Ready for Vendor esign	View Offer	View Package	Sign Package	

sign_package_002.jpg

Users may view the offer, sign the package, or view the package.

4. To sign the package, click **Sign Package**. The *Sign Contract* screen will be displayed.

MY eOFFERS: LASER TEK SERVICES INC

Legend
 Offer is Locked. You can only update Negotiators and POC.
 Offer is Unlocked. You can edit entire offer.
 ex Express Offer.

New eOffers

Schedule: 007BMS - SWS Please don't touch amc Select Submit Online

+ Saved eOffers

+ Submitted eOffers

- Signed eOffers

Click the eOffer ID to view the event log for an Offer

eOffer ID	Schedule	Last Update	Status	View Offer	View Package	Sign Package	Download Package
62185SGN	66	2018-08-15 15:08:27.256	Ready for Vendor esign	View Offer	View Package	Sign Package	

sign_package_007.jpg

Click 'Sign Package'.

5. Click the **Review** link for each document that needs to be reviewed. After the documents have been reviewed, click the checkbox to confirm and then click **Continue**.

Vendor Response Document	Offer.pdf	Review
Reps and Certs	Orca.pdf	Review
Pathways to Success Training Cert	PathwayToSuccessCert.pdf	Review
SCA Matrix	SCA Matrix.pdf	Review
Technical Proposal	TechnicalProposalResponses.pdf	Review
Pre-Award Correspondence	Eoffer receipt notification.	Review
Approved Price List - Basis for Award	7FCB-C4-070066-B_101614696_FPL1.xlsx	Review
Pre-Award Correspondence	Pricing Document generation status update for Offer 52798.	Review
Technical Proposal	TechnicalProposalResponses.pdf	Review
Pre-Award Correspondence	eOffer (62185SGN - LASER TEK SERVICES INC) Status Change: Recommended for Award	Review
Commercial Sales Practices Format	Commercial Sales Practices	Review
Contract Summary	Contract Summary	Review

All documents in the eOffer package have been reviewed.

[Continue](#)

sign_package_008.jpg

Review the contract documents, confirm your review, and click 'Continue'.

6. You will be directed to an *E-Signature Consent* page where upon clicking the **Accept** button, you will be directed to your SF-1449 form in DocuSign.

GSA eOffer
eOfferMod is a tool to submit Contract Offers and Contract Modification requests to GSA Federal Acquisition Service online. Hello Aaron B Conway Home My eOffers Help Log Out

Company Name:	TAYLOR-ODEN ENTERPRISES, INC.	eOffer ID:	DW94FUKP
Solicitation Number:	47QSM20R0001 Refresh# 38 View PDF	Status:	Read Only
Schedule:	MAS - Multiple Award Schedule		

E-Signature Consent

By submitting a proposal to the General Services Administration (GSA) electronically, the Offeror consents to transactions of e-records and e-signatures between GSA and the Offeror

[Accept](#)

Click 'Accept' on the E-Signature Consent Page

7. When in DocuSign, click **START** and you will be directed to the signature block where you can click to fill in your name/signature.

Please review the documents below.

FINISH OTHER ACTIONS ▾

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START

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DocuSign Envelope ID: 701DAC00-B6C6-4FD4-869B-35A8B032D248

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO. Assigned After Award		3. AWARD EFFECTIVE DATE Refer to 31	4. ORDER NUMBER	5. SOLICITATION NUMBER 47Q5MD20R0001 -- BFFFSRH #38	6. SOLICITATION ISSUE DATE 14 Sep 2020
7. FOR SOLICITATION INFORMATION CALL: a. NAME CRYSTAL MALL 4			8. TELEPHONE NUMBER (for contract calls)		8. OFFER DUE DATE/ LOCAL TIME
9. ISSUED BY CRYSTAL MALL 4 1901 S BELL ST - TEST ARLINGTON, VA, 22202		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (S/A) NAICS: SIZE STANDARD:	11. DELIVERY FOR DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		12. DISCOUNT TERMS
15. DELIVER TO ORDERING AGENCY		16. ADMINISTERED BY SEE BLOCK 9		14. METHOD OF SOLICITATION <input type="checkbox"/> IFQ <input type="checkbox"/> IB <input checked="" type="checkbox"/> RFP	
17a. CONTRACTOR/OFFEROR CODE TAYLOR-ODEN ENTERPRISES, INC. 7474 STREAM STATION CT		17b. FACILITY CODE		18a. PAYMENT WILL BE MADE BY ORDERING AGENCY	

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Click 'START' to be brought to your signature block

Select the sign field to create and add your signature.

FINISH OTHER ACTIONS ▾

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SIGN

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The contract summary associated with this award package is hereby incorporated and made a part of this contract

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA		26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
27a. SOLICITATION INCORPORATED BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-5 AND 52.212-6 ARE ATTACHED. AGENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		27b. CONTRACT PURCHASE ORDER INCORPORATED BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. AGENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN N/A COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE CONDITIONS SPECIFIED HEREIN.		29. AWARD OF CONTRACT: REF _____ DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:	
30a. SIGNATURE OF OFFEROR CONTRACTOR <div style="border: 1px solid red; padding: 2px; display: inline-block;">Sign Here</div>		31a. UNITED STATES OF AMERICA SIGNATURE OF CONTRACTING OFFICER	
30b. NAME AND TITLE OF SIGNER See Above		30c. DATE SIGNED 10/29/2020	
31b. NAME OF CONTRACTING OFFICER (Type or print)		31c. DATE SIGNED	

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 4-2002)
Prescribed by GSA - FAR 48 CFR 53.212

SF1449-12a2.pdf 1 of 3

DocuSign Envelope ID: 701DAC00-B6C6-4FD4-869B-35A8B032D248

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Click the box to populate your signature.

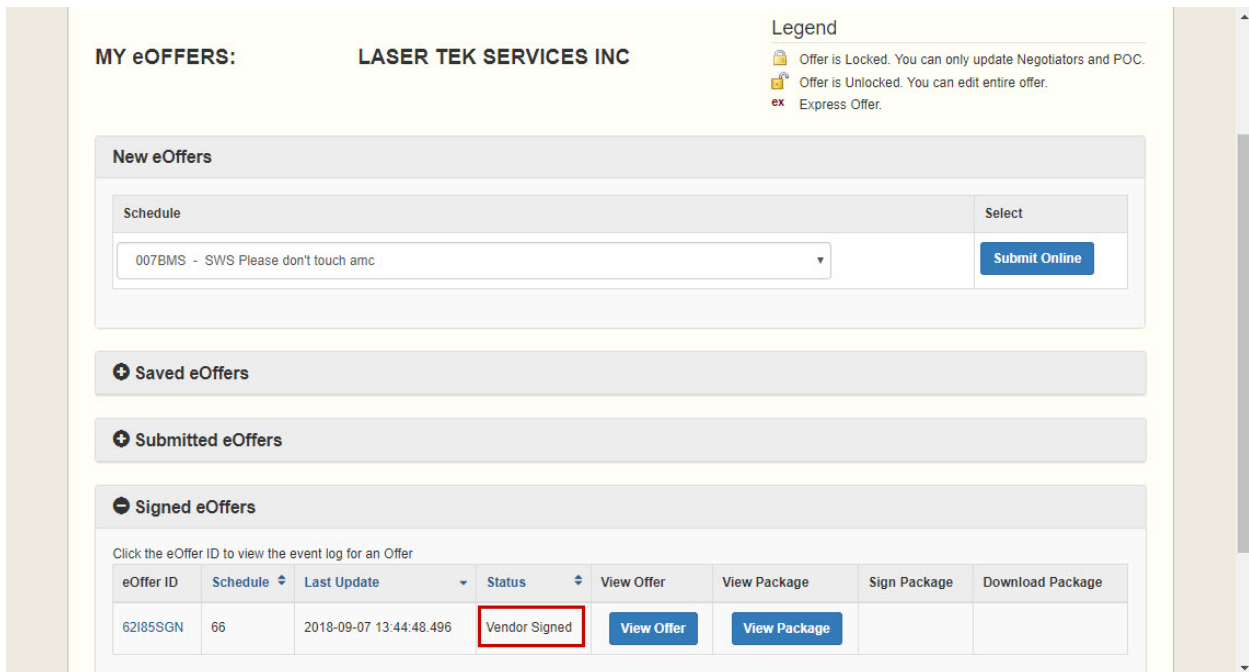
8. After your signature appears, click **FINISH** at the top right of the screen and you will be directed to the *Sign Success* page. At this point, you may exit the application.

NOTE: If you decide to “decline to sign”, DocuSign will close and your offer will be sent back to the Contracting Officer for corrections. Your CO will be notified and the offer will have to go through the submission and signature process again.



Sign Success page

9. If you return to the *My eOffers* page, the 'Status' of the contract package will change to *Vendor Signed*. The CO/CS will receive a notification that the contract is ready for signature.



sign_package_014.jpg

The status will change to *Vendor Signed*.

10. Once the CO/CS has signed the package, the 'Status' will change to *Package Signed*. A notification email will be sent to the Offeror stating the award letter will be mailed. Also, adjacent to the 'View Package' you will see the 'Download Package' button.

MY eOFFERS: **LASER TEK SERVICES INC**

Legend
 Offer is Locked. You can only update Negotiators and POC.
 Offer is Unlocked. You can edit entire offer.
 ex Express Offer.

New eOffers

Schedule: 70 - General Purpose Commercial Information Technology Equipment, Software and Svcs. Select
Submit Online

+ Saved eOffers

+ Submitted eOffers

- Signed eOffers

Click the eOffer ID to view the event log for an Offer

eOffer ID	Schedule	Last Update	Status	View Offer	View Package	Sign Package	Download Package
62185SGN	66	2018-09-07 15:41:49.896	Package Signed	View Offer	View Package		Download Package

sign_package_015.jpg

Once the CO/CS has signed the package, you will be able to View and Download the package.

Caution: instances when there are multiple offers, where there exists both set-aside and non-set-aside contracts, the 'Download Package' button will not be displayed until the Offeror and CO/CS have signed BOTH the set-aside and non-set-aside contract packages.

Contractor Instructions for eMod:

Please use the provided directions to complete the Contractor signing process. *Please note that the directions documented in **RED** remain the same, with the DocuSign changes occurring at the end of the modification signing process (steps 4 - 7):*

After the modification(s) has been approved by the Contracting Officer, the mod will appear within the Signed Modifications category with the "Status" indicating *Ready for Vendor eSign*.

1. Choose the appropriate action based on whether the mod or the Package should be viewed or the Package should be signed.
2. If ready to sign, click **Sign Package**.

eMod ID	Mod No	Mod Actions	Contract	Last Update	Status	Assigned To	View Mod	Sign Package	View Package	Download	Rescind Mod
D252A962	PO-0007	Product Descriptive Change	GS07F059GA	2018-10-16 13:35:16.046	Ready for Vendor eSign		View Mod	Sign Package	View Package		

eisgn_001.jpg

When the mod status shows it is ready to be signed, click the 'Sign Package' button.

3. Review the document(s) by clicking the **Review** buttons, check the box confirming that the contract has been reviewed and click **Continue**.

Company Name: ACQUISITION SOLUTIONS INC
Contract Number: GS07F059GA
Modification Type: Product Descriptive Change
eMod ID: D252A962
Mod No: PO-0007

SIGN CONTRACT PACKAGE

The following documents must be reviewed and accepted before signing.

Name	Description	Review
Supporting Documentation - Product Description Change	Product Description Change	Review
Vendor Response Document	Vendor Defined	Review

All documents in the eMod package have been reviewed.

Continue

esign_002.jpg

Review the contract and confirm to continue

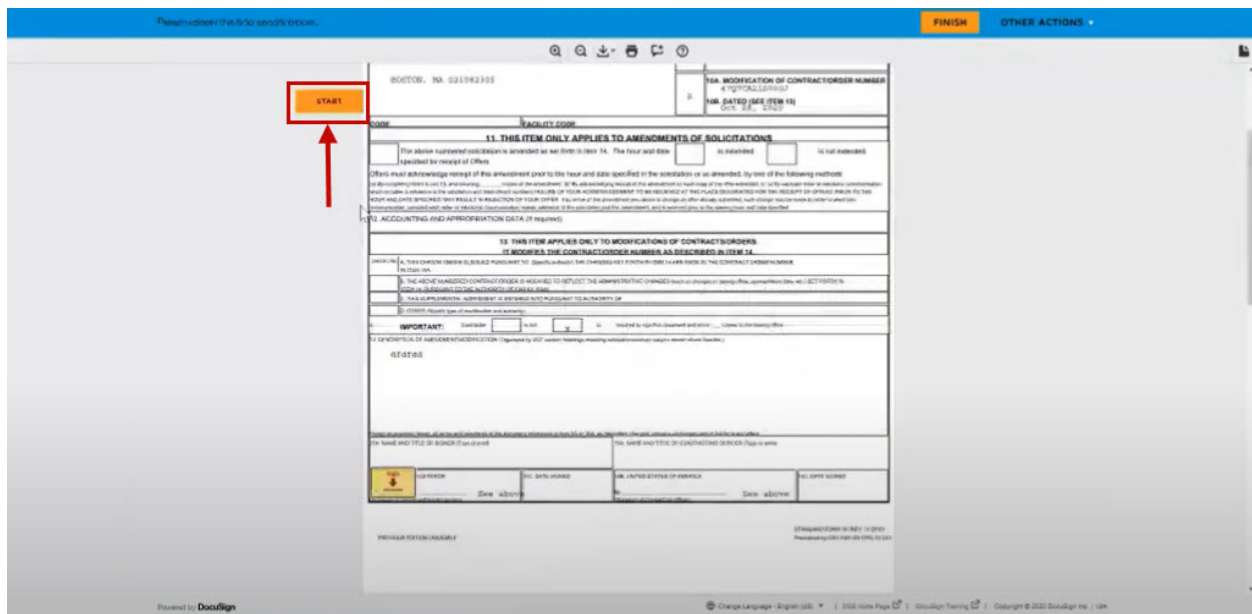
4. When presented with the *E-Signature Consent* dialogue, click **Accept** to continue.



docusign_emod_001.jpg

Click 'Accept' to continue.

5. When in DocuSign, click **START** and you will be directed to the signature block where you can click to fill in your name/signature.



Click 'START' to return to your signature block

Click the box to populate your signature.

- After your signature appears, click **FINISH** at the top right of the screen and you will be directed to the *Sign Success* page. At this point, you may exit the application.

NOTE: If you decide to “decline to sign”, DocuSign will close and your modification will be sent back to the Contracting Officer for corrections. Your CO will be notified and the modification will have to go through the submission and signature process again.

Sign Success Page

- If you return to the *Signed Modifications* section the status of the eMod will change to "Awaiting CO esign". Once the CO signs, the contract package will be available for download.

Signed Modifications						
Click the eMod ID to view the event log for a Contract Modification						
D252A962	PO-0007	Product Descriptive Change	GS07F059GA	2018-10-17 12:31:08.91	Awaiting CO esign	View Package

Signed Modifications section.