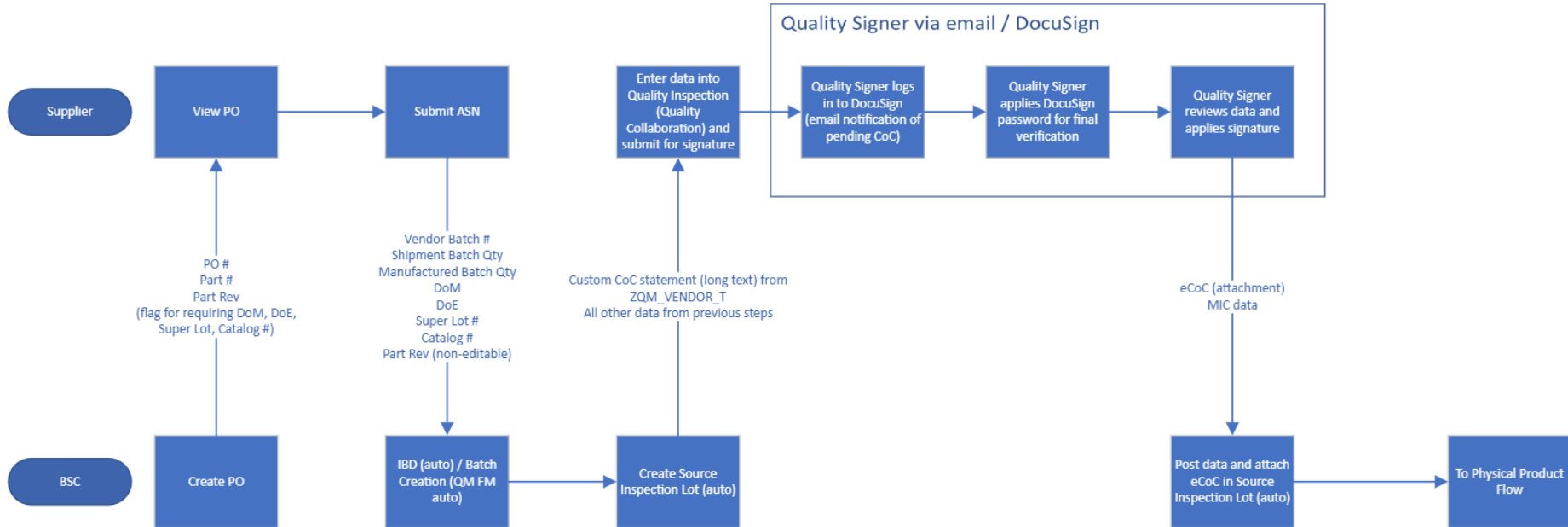


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# Ariba Supply Chain Collaboration Supplier Account DocuSign - Setup

# Supply Chain Collaboration Process Flow



# Ariba SCC – DocuSign ( Process Steps )

- Supplier Admin need to create 2 roles for DocuSign Quality signatures.
  - **Role 1** Quality eCert Results Update >> Assignment (Quality Inspection Access, Quality Inspection Creation )
  - **Role 2** Quality eCert Approval >> Assignment ( Quality Inspection Access, Quality Inspection Signature, Quality Inspection Access, Quality Notification Access, Quality Notification Creation, Quality Review Access, Quality Review Creation )
- Admin to create Supplier User Account in Ariba Network with cooperate email account and Assign Required Roles.
- Supplier ( User) need to create DocuSign Account with the same email ID which was used in Ariba Network .
- DocuSign creation Link for the suppliers - [www.docusign.com](http://www.docusign.com) ( BSC DocuSign team )
- Supplier will create DocuSign Account
- Supplier will get email about Quality Signatures which need to be reviewed and approved

- Supplier Admin need to create 2 roles for DocuSign Quality signatures.
  - ❑ Role 1 Quality eCert Results Update >> Assignment (Quality Inspection Access, Quality Inspection Creation )
  - ❑ Role 2 Quality eCert Approval >> Assignment ( Quality Inspection Access, Quality Inspection Signature, Quality Notification Access, Quality Notification Creation, Quality Review Access, Quality Review Creation )

# Supplier Role 1 and 2 Creation

### Edit Role

Save Close

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

\* Indicates a required field

#### Selected Role Information

Name: \*

Description:

#### Permissions

Each role must have at least one permission.

Show me all the available permissions

Permission ↑	Description ↑
<input checked="" type="checkbox"/> Quality Inspection Access	Access to view quality inspection documents
<input checked="" type="checkbox"/> Quality Inspection Creation	Access to create quality inspection documents

Role 1 Quality eCert Results Update >> Assignment (Quality Inspection Access, Quality Inspection Creation )

# Supplier Role 1 and 2 Creation

### Edit Role

Save Close

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

\* Indicates a required field

#### Selected Role Information

Name: \*

Description:

#### Permissions

Each role must have at least one permission.

Show me all the available permissions

Permission ↑	Description ↑
<input checked="" type="checkbox"/> Quality Inspection Access	Access to view quality inspection documents
<input checked="" type="checkbox"/> Quality Inspection Signature	Allows electronic signature of quality inspection results. Personal data of user will be transferred to the electronic signature provider enabled for your account.
<input checked="" type="checkbox"/> Quality Notification Access	Access to view quality notification documents
<input checked="" type="checkbox"/> Quality Notification Creation	Access to create quality notification documents
<input checked="" type="checkbox"/> Quality Review Access	Access to view quality review documents
<input checked="" type="checkbox"/> Quality Review Creation	Access to create quality review documents

Role 2 Quality eCert Approval >> Assignment ( Quality Inspection Access, Quality Inspection Creation, Quality Inspection Signature, Quality Notification Access, Quality Notification Creation, Quality Review Access, Quality Review Creation )

# Supplier – Role Assignment

## User Details

View details of the selected user. This includes the role currently assigned to this user.

### Selected User Information

Username: [suman.perumandla@capgemini.com](mailto:suman.perumandla@capgemini.com)  
Email Address: [suman.perumandla@capgemini.com](mailto:suman.perumandla@capgemini.com)  
First Name: Suman  
Last Name: Perumandla  
Office Phone:

- Do not allow the user to resend invoices to the buyer's account. ⓘ
- This user is the Ariba Discovery Contact ⓘ
- Limited access ⓘ

### Assigned Role

Quality eCert Approval  
Quality eCert Results Update

Role for Approval and Signature  
Role for Results Update

### Assigned Customers

#### Customers

Customers ↑	Description
BSCI - TEST	

Admin to create Supplier User Account in Ariba Network with cooperate email account and Assign Required Roles

# Supplier – DocuSign Account Creation

The screenshot displays the DocuSign eSignature dashboard. At the top, the navigation bar includes 'Home', 'Manage', 'Templates', 'Reports', and 'Settings'. On the right, it shows '30 Days Left', a 'View Plans' button, and a user profile icon labeled 'SP'. A progress bar titled 'Get Started with eSignature' indicates '2 / 6 Completed' with a 'SHOW ME' button. Below this, a user profile card shows a 'Signed by:' field with a name and email ID. To the right, four status indicators are shown: '0 Action Required', '0 Waiting for Others', '0 Expiring Soon', and '1 Completed'. A large dashed box in the center contains the text 'Drop documents here to get started' and a yellow 'START NOW' button. At the bottom, a promotional banner reads 'Buy now and save 20%' with the offer ending Friday and a promo code 'TRUST', accompanied by a 'VIEW PLANS' button. A user profile dropdown menu is open on the right, showing 'Account #58382622', 'Not Provided', and options for 'Manage Profile', 'My Preferences', and 'Log Out'.

- Supplier ( User) need to create DocuSign Account with the same email ID which was used in Ariba Network .
- DocuSign creation Link for the suppliers - [www.docusign.com](http://www.docusign.com)
- Supplier will create DocuSign Account

# Supplier – DocuSign Email ( Approval )

**From:** DocuSign System <dse\_na2@docusign.net> on behalf of Boston Scientific Quality Collaboration Supplier via DocuSign <dse\_na2@docusign.net>

**Sent:** Monday, October 24, 2022 10:54 AM

**To:** sumanella, Suman <suman.perumatatolla@cappemini.com>

**Subject:** Your signature is required. Quality Inspection SUP18181818

## DocuSign



Boston Scientific Quality Collaboration Supplier sent you a document to review and sign.

[REVIEW DOCUMENT](#)

**Boston Scientific Quality Collaboration Supplier**  
[BSCSupplyChainCollab@bsci.com](mailto:BSCSupplyChainCollab@bsci.com)

Suman,

Please DocuSign SUP18181818

Thank You, Boston Scientific Quality Collaboration Supplier

Part 11 Module Enabled

- Supplier will get email about Quality Signatures which need to be reviewed and approved