



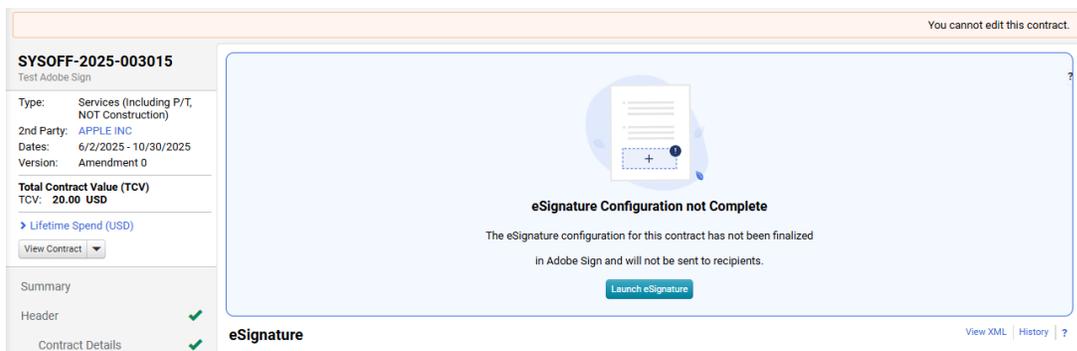
## Transition from DocuSign to Adobe Sign

The Marketplace Team is transitioning from DocuSign to Adobe Sign as our eSignature solution. Adobe Sign was successfully implemented in the test environment, and below are the primary differences between DocuSign and Adobe Sign.

Overall, users will find Adobe Sign very similar to DocuSign and can hit the ground running once Adobe Sign goes live.

### JAGGAER (Marketplace) Functionality:

1. Marketplace functionality remains unchanged.
2. During the approval workflow, eSignature activation occurs in the background.
3. Once Adobe Sign is active, contract managers will launch eSignature as they do today.



### Key Differences:

1. Signatories appear in a list format instead of a drop-down menu.
2. Unlike DocuSign, where contract managers manually drag fields from the left menu onto the PDF, Adobe Sign pre-places signature, date, and other required fields on the signature page.
  - a. When **Signatory 1** is selected, clicking the light blue signature box automatically assigns it to them. Similarly, clicking a date box assigns it to the selected signatory.
  - b. Contract managers can still drag and drop fields from the left menu if needed, just as in DocuSign.

3. The left menu includes more fields, some hidden under an expanded view. For example, the "Title" field only appears when the list is expanded.

ADD FORM FIELDS FOR

- 1 Signatory 1
- 2 Signatory 2

ADD FIELDS

- Auto-place fields
- E-signature
- Initials
- Recipient name
- Recipient email
- Date of signing
- Text
- Date
- Number
- Checkbox
- Radio button
- View more 3

Revised Sep. 7, 2010/ OGC/ Revised Dec. 9, 2014

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.  
APPROVED:

1. **CONTRACTOR:**  
CONTRACTOR certifies that the appropriate person(s) have executed the contract on behalf of CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature and printed name)

Title

2 Date

By (authorized signature and printed name)

Title

Date

2. **VERIFIED AS TO ENCUMBRANCE:**  
Employee certifies that funds have been encumbered as required by Minnesota Statutes §16A.15.

By (authorized signature and printed name)

Title

Date

## Transitioning Contracts:

1. This change will be rolling out over the weekend of June 22, 2025.
2. **Switching eSignature solutions will not affect contracts already out for signature**, the system will continue using the original solution.

With its familiar functionality, users should experience a seamless shift to Adobe Sign. The Procurement Team is confident that this change will maintain the ease of use everyone relies on. We appreciate your flexibility during this transition and look forward to smooth and successful implementation.

# Additional Information – Experience in JAGGAER Test Environment

(DocuSign comparison below)



When a draft contract is submitted in JAGGAER, it follows the currently active contract workflow. In user integration testing (UIT), this means all draft contracts will use the new workflow with Adobe Sign steps instead of DocuSign. As the contract moves through the designated workflow steps, JAGGAER calls the e-signature provider configured at that time. No configuration changes were made to the UIT workflow; only the step names were updated. Whether using DocuSign or Adobe Sign, JAGGAER performs the same actions at those steps.



When a contract returns to JAGGAER from the e-signature provider, it does not reauthenticate. This means switching to a new provider won't impact contracts already out for signature—they will continue with the original provider. To ensure those signatures are completed, keep the old provider's account active.

If needed, you can return a contract in the "Out for Signature" step to draft and resubmit it through the workflow to trigger the new e-signature provider.

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