

## GUIDE

# How to integrate Signaturit's electronic signature in SAP

*Signaturit*

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# STANDARD CONNECTOR

## 00 FAQ

### 1 Where can we use this connector?

Signaturit SAP connector is developed to work on SAP/R3. In future developments, implementations will be made for SAP/HANA and SAP/Business One.

### 2 Do you need any extra development?

The SAP - Signaturit connector is designed to be able to work with it from any SAP/R3. You can go to an extended version to have a personalized service with your requirements.

### 3 Where can I get the connector?

You can get the SAP - Signaturit connector through INNOVamee, Signaturit's approved integration partner.

# 01

## Get the SAP token at Signaturit

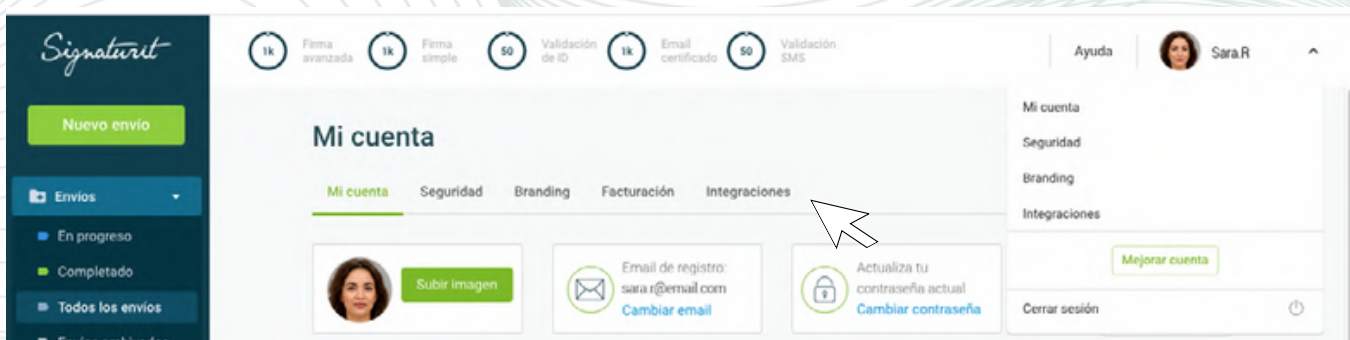
### 1 Set up your Signaturit account

Through the following video: <https://www.signaturit.com/video-demo/> you will be able to see all the details of how to set up your account.



### 2 Enter your Signaturit account and search for “Integrations”

You will find this section by clicking on the icon of your avatar, in the upper right corner of the screen.





## 2 Here you can directly get the **SAP token**

Once here, you can copy the Token and use it in your SAP account.

LzHZVbUXNOGtldVLqpZvUcIDsjGuERoTszDJopjjdliGOErstvntFLFcuzOALzoFNFUz^

Copiar



## 02

# Add the Token to your SAP account

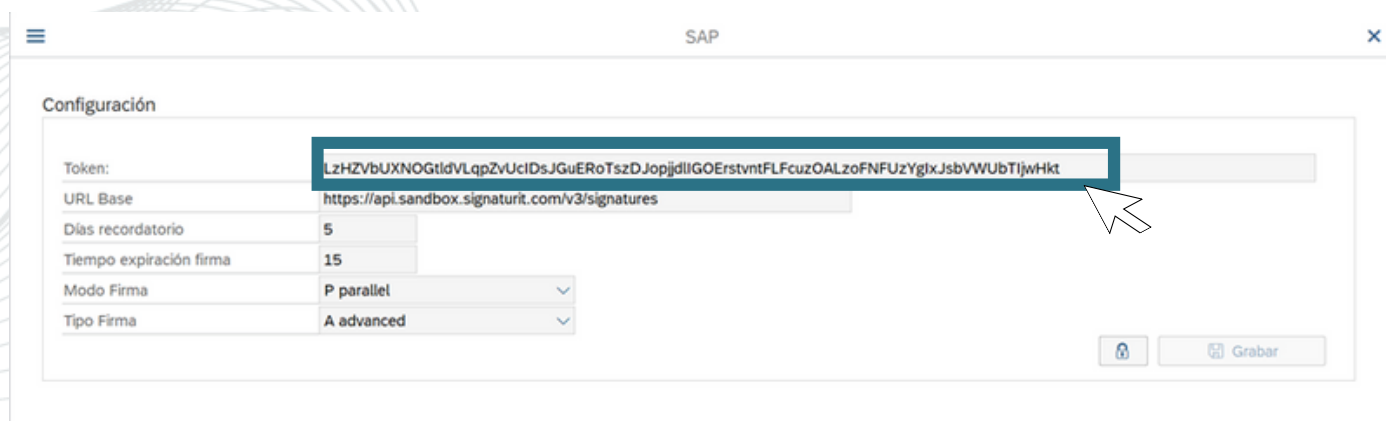
### 1 Log in to your **SAP account** and search for the application

Access the application launcher in the Left menu. Type Signaturit and launch the application.



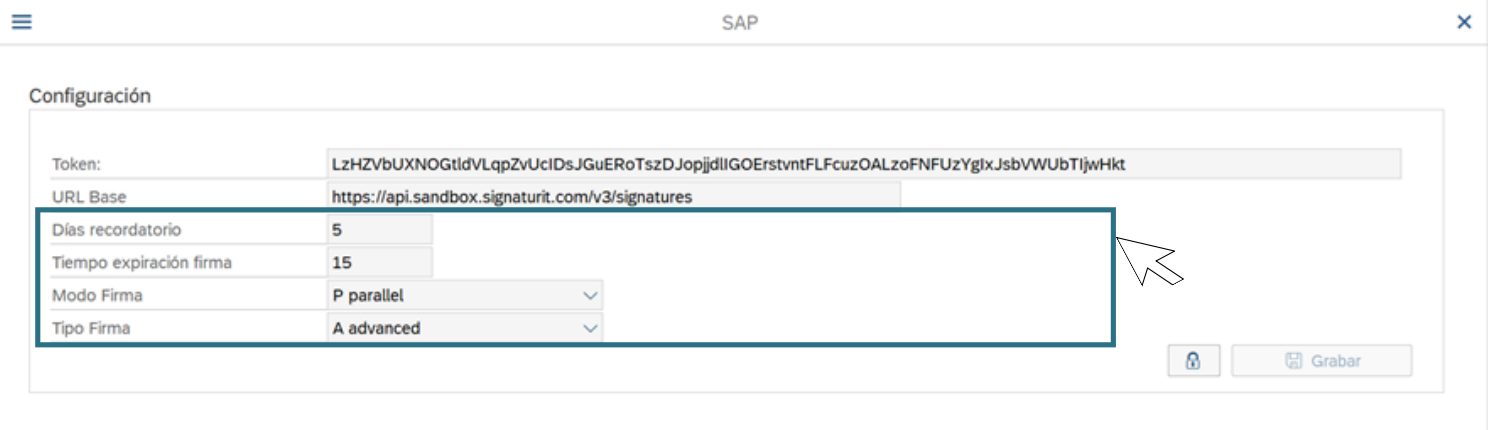
### 2 Go to “Settings” and add your token

Once pasted, click on “Check”. **There is an option on the top right to enable user permissions independently or select the same settings for all.**



### 3 Now **configure** the default actions

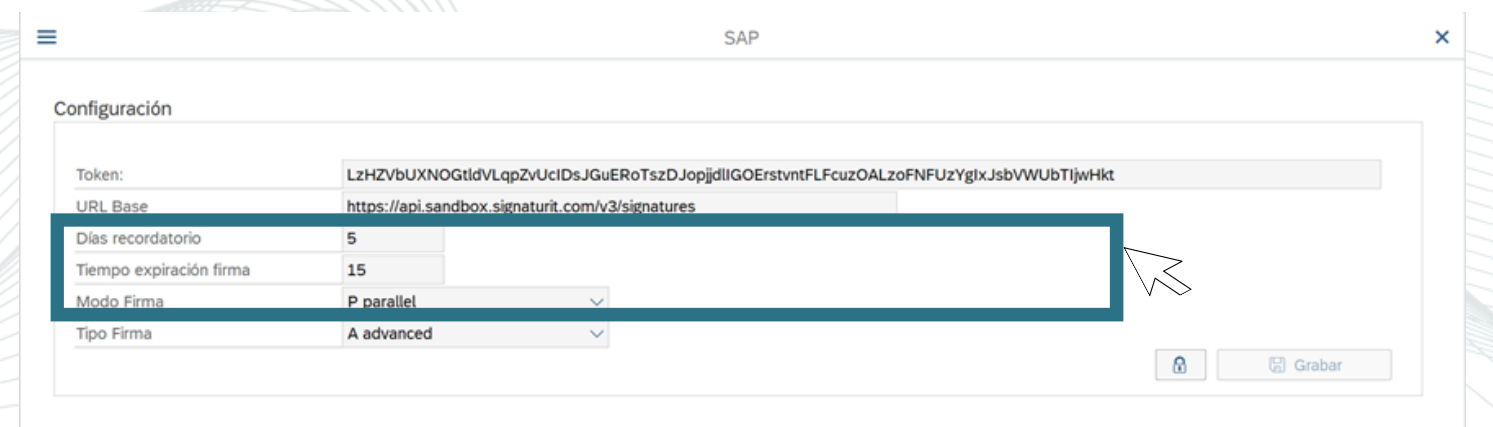
These configurations are predetermined, but **in each case of signature request you can choose a different one.**



Token:	LzHZVbUXNOGtldVLqpZvUclDsJGuERoTszDjopjdlIGOErstvntFLFcuzOALzoFNFUzYgIxBsbVWUbtIjwHkt
URL Base	https://api.sandbox.signaturit.com/v3/signatures
Días recordatorio	5
Tiempo expiración firma	15
Modo Firma	P parallel
Tipo Firma	A advanced

Grabar

4 You can **configure** the **reminders** and **expiration times** of the requests, as well as if you want the **signature flow** to be **Sequential** or **Parallel**



Token:	LzHZVbUXNOGtldVLqpZvUclDsJGuERoTszDjopjdlIGOErstvntFLFcuzOALzoFNFUzYgIxBsbVWUbtIjwHkt
URL Base	https://api.sandbox.signaturit.com/v3/signatures
Días recordatorio	5
Tiempo expiración firma	15
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Grabar

## 03

## Send a document to be signed through SAP

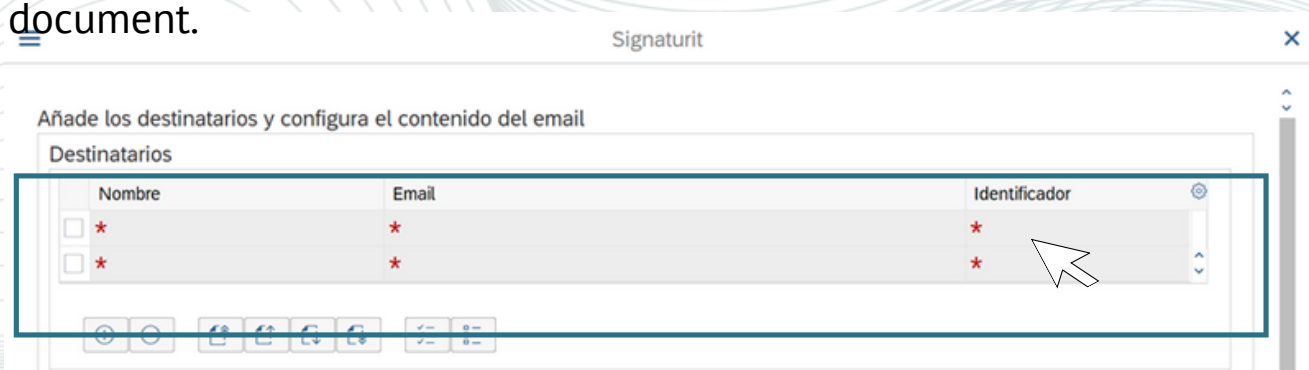
- 1 In the main Electronic Signature Management panel, click on **“Create signature”**.



- 2 Include the email **recipients** and complete the "email".

You can use emails from people already saved or external people. **Signaturit allows you to send up to a maximum of 40 signatories and validators.**

The **identifier is the keyword** that has to appear only once (in black or transparent) to locate the signature field in the document. If the word is not specified or is not present in the document, it will not prevent the document from being sent or signed: it will be a free field in the document.





### 3 Select the **type of signature**

Choose between the **different types of signature**:

- **Simple electronic signature:** The recipient signs by checking a box.
- **Advanced biometric electronic signature:** The recipient signs the document by tracing his graph.
- **Advanced electronic signature with certificate:** The recipient signs with his digital certificate.

Linea 1 columna 1 Linea 1 - linea 1 de 1

Datos complementarios

Referencia:

Días Recordatorio: 5

Días Expiración: 15

Aprobación: P parallel

Tipo Firma: A advanced

Ficheros

Fichero

Crear

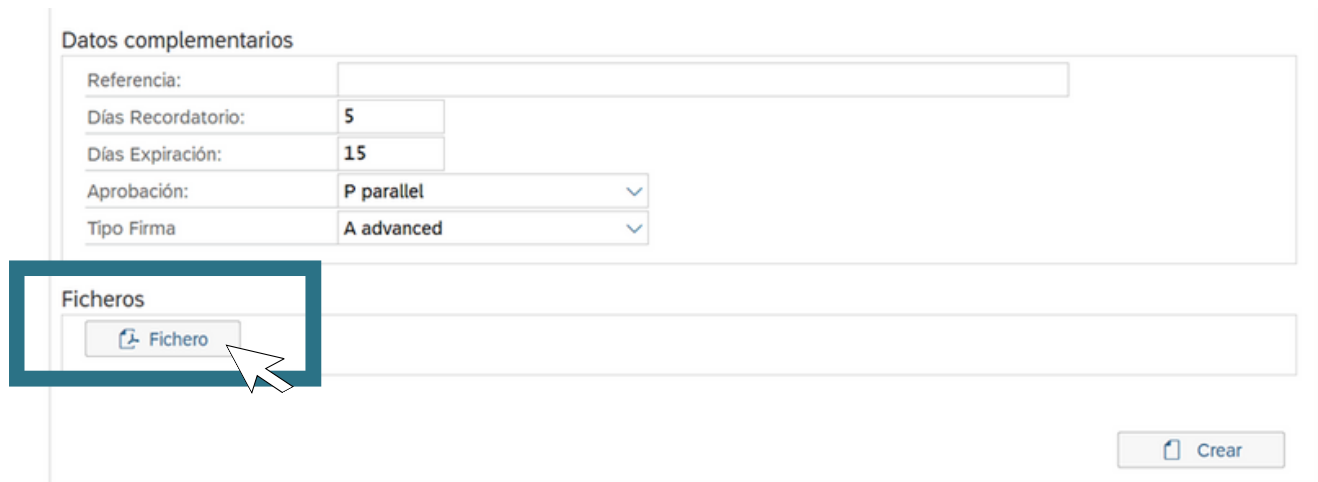
You have **more information** at:

<https://blog.signaturit.com/en/examples-signature-electronic>

<https://www.signaturit.com/resource/lp128-en-whitepaper-esignatures101/>

## 4 Select the **document** you want to send to sign

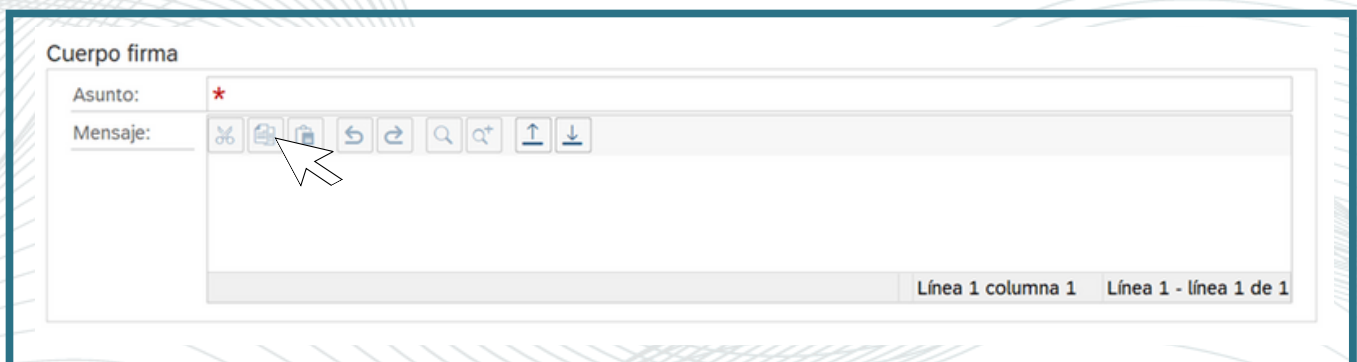
Select a PDF document saved on your device through the "File" tab.



The screenshot shows a form titled "Datos complementarios" with several input fields and dropdown menus. A blue box highlights the "Ficheros" tab, which contains a "Fichero" button with a document icon. A mouse cursor is pointing at the "Fichero" button. The form also includes fields for "Referencia:", "Días Recordatorio:" (set to 5), "Días Expiración:" (set to 15), "Aprobación:" (set to "P parallel"), and "Tipo Firma" (set to "A advanced"). A "Crear" button is visible at the bottom right.

## 5 Now **customize the email** they will receive

Here you can customize the email that the signers will receive and set signature **reminders** for them.



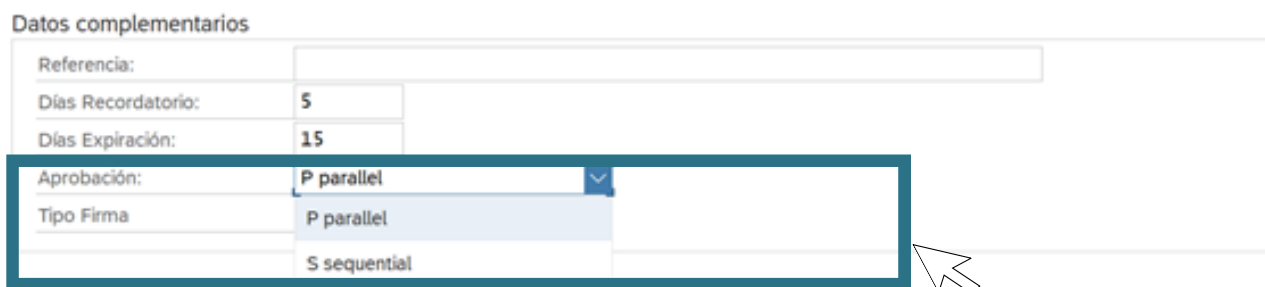
The screenshot shows a form titled "Cuerpo firma" with two tabs: "Asunto:" and "Mensaje:". The "Mensaje:" tab is active, showing a rich text editor with various icons for formatting and editing. A mouse cursor is pointing at the "Mensaje:" tab. The form also includes a status bar at the bottom right indicating "Línea 1 columna 1" and "Línea 1 - línea 1 de 1".

## 6 Choose between **sequential** or **parallel** sending

If you want **everyone to receive the document at the same time**, select parallel. **If you want to control the receiving order** instead, then choose sequential.

Datos complementarios

Referencia:			
Días Recordatorio:	5		
Días Expiración:	15		
Aprobación:	P parallel		
Tipo Firma	P parallel		
	S sequential		



## 7 Review and **send the document** to be signed


Make sure everything is as we want before sending the documentation to be signed. To send, click on “**Create**” to execute the request. Ready! It will be signed soon.

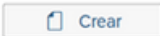
Línea 1 columna 1 Línea 1 - línea 1 de 1

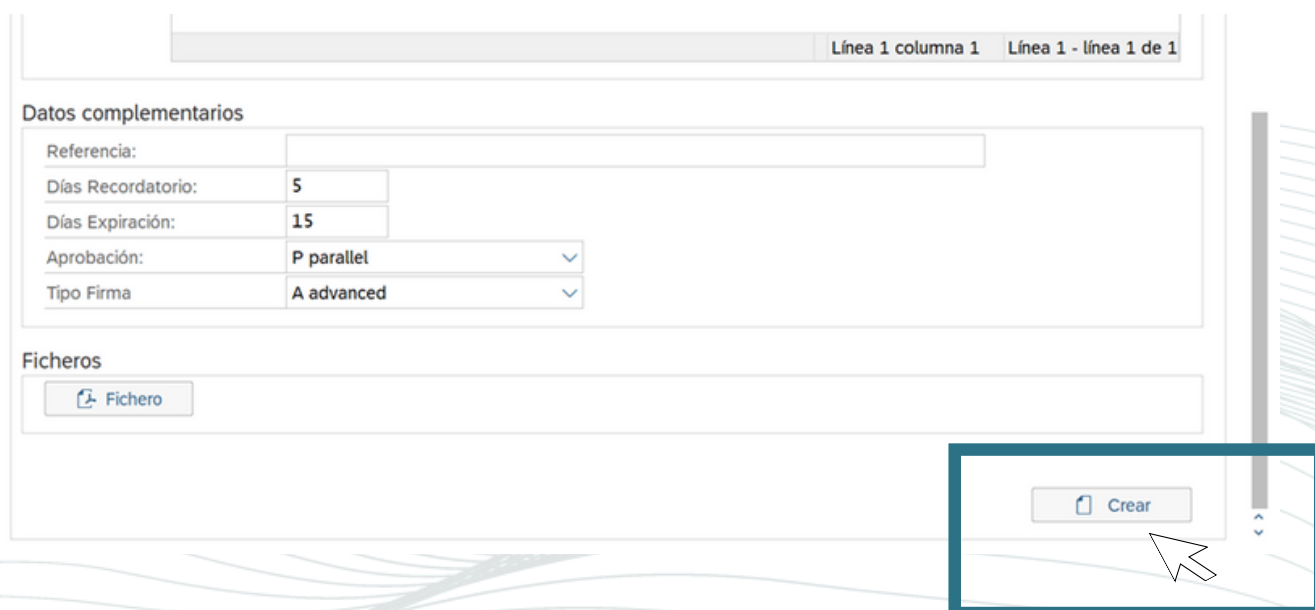
Datos complementarios

Referencia:			
Días Recordatorio:	5		
Días Expiración:	15		
Aprobación:	P parallel		
Tipo Firma	A advanced		

Ficheros

 Fichero

 Crear

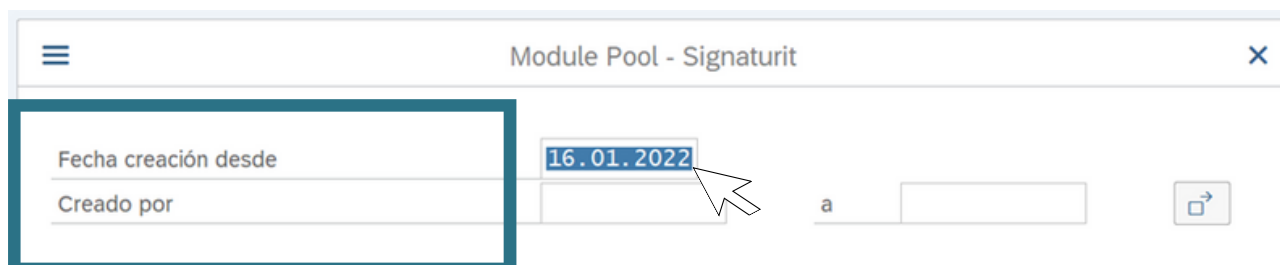


## 8 Track the status of the signing process

You can check the status of your request in real time from the **"monitor"** screen.



In addition, it includes the option of being able to filter by **date** and by the **user** who generated the document signature:



Once the process is complete, you will be able to **download your Audit trail** or **supporting document**. **All electronic evidence generated during the signing process will be recorded in this document.**

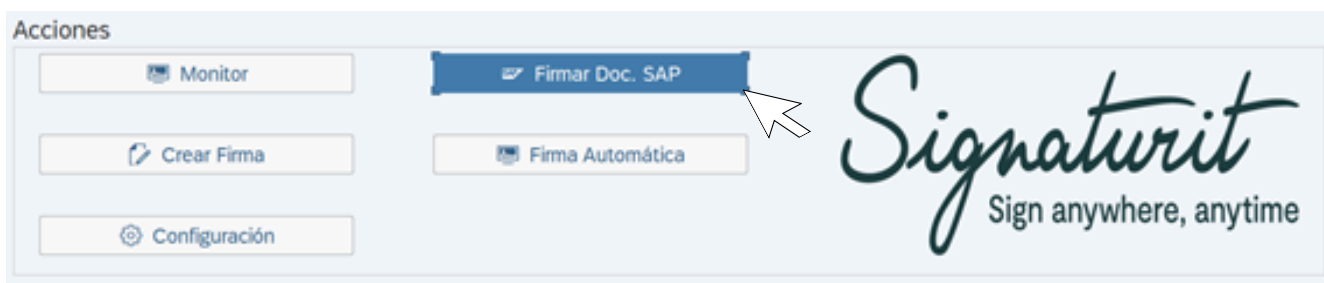
Nombre fichero	Nº Páginas	Tamaño	Eventos	Desc.PDF	AuditTrial	Recordar	Cancelar
Contrato_Proveedor.pdf	1	19.718					
Documento_Anexo_contrato.pdf	1	20.994					

## 04

## Other functionalities and extended applications

### 1 Manual signature of PDFs generated in SAP

Within the main panel of Extended electronic signature management, we select "**Sign SAP Doc**".

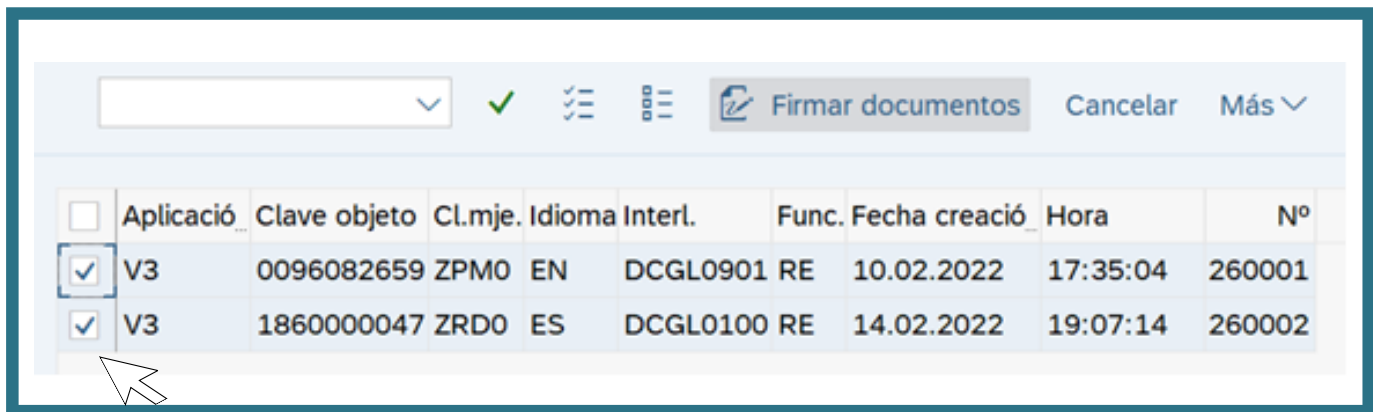


The application allows us to be able to **search** for which system **documents** we want to send. To do this, we have search criteria such as **date**, **type of document** (sales, purchases, etc.) or **document number**:

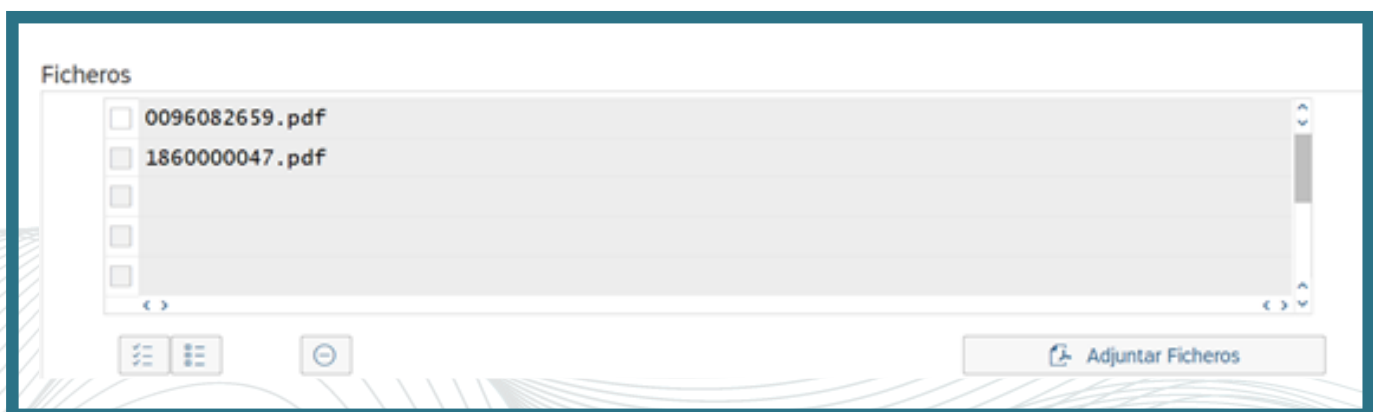


# EXTENDED CONNECTOR

Based on the search criteria, **the system allows you to choose one or more documents** to proceed to your signature:



Once the corresponding documents are marked, the user will proceed to **enter all the fields on the signature creation screen**. The previously selected **documents will appear attached to it**:



# EXTENDED CONNECTOR

## 2 Multi-document signing of PDFs

The multi-document signature allows the user to select **multiple documents** and **send them to sign at once**.

You have the following **options** and you can **combine** them as you like:

- Select a **PDF document saved in SAP**
- Upload a **document from our local device**
- Combine **both** previous options.

Añade los destinatarios y configura el contenido del email

Destinatarios

	Nombre	Email	Identificador
<input type="checkbox"/>	*	*	*
<input type="checkbox"/>	*	*	*

Cuerpo firma

Asunto: \*

Mensaje:

Datos complementarios

Referencia:

Ficheros

- ☐ 0096082659.pdf
- ☐ 1860000047.pdf
- ☐ Contrato Proveedor.pdf
- ☐ Documento Anexo contrato.pdf

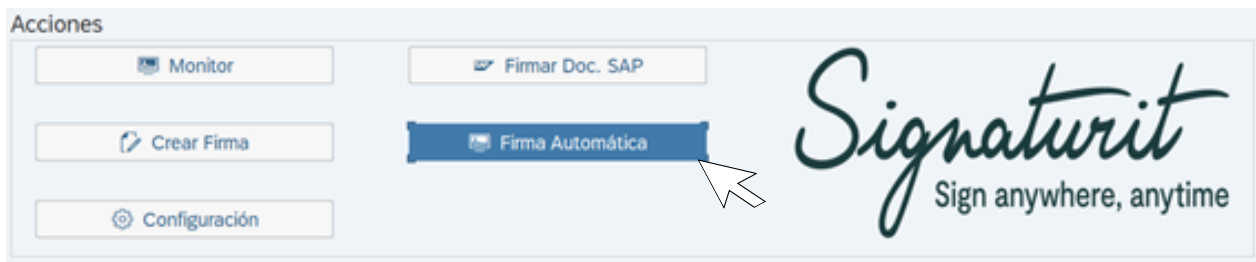
Adjuntar Ficheros

Keep in mind that there are as many lines on the monitor as there are documents. If one document is voided, all documents in the same shipment are voided.

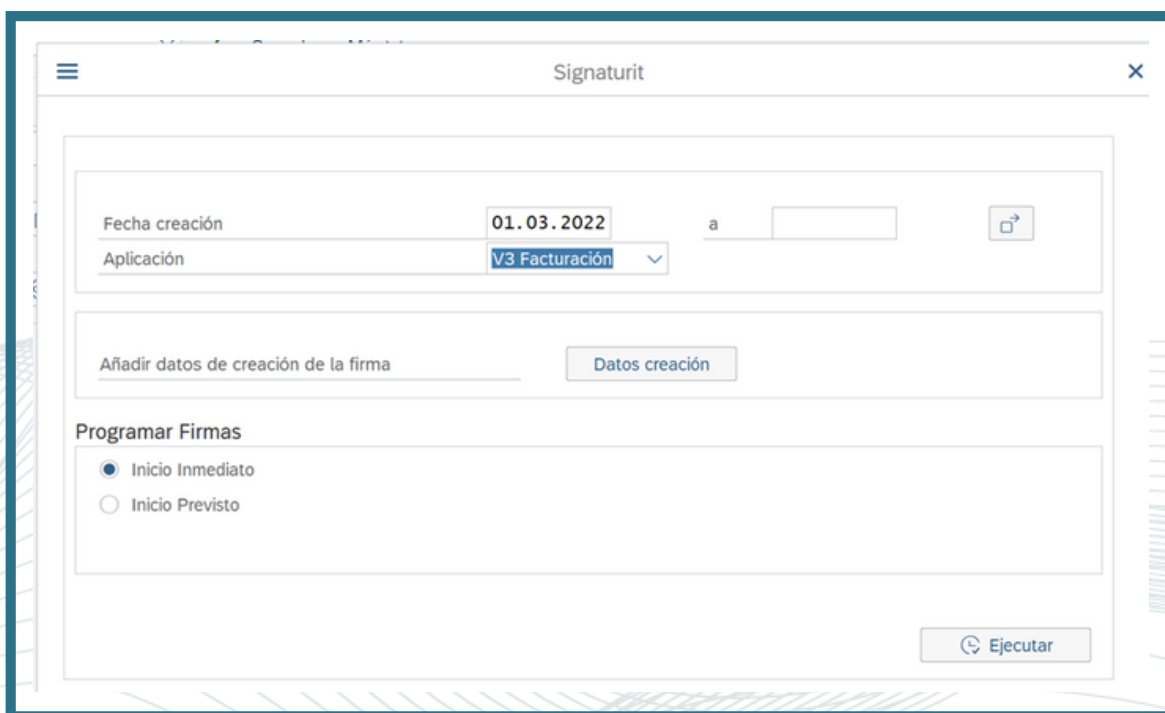
# EXTENDED CONNECTOR

## 3 Automatic signature of PDFs generated in SAP

Within the main panel of Extended electronic signature management, we select **"Sign automatically"**.



The system allows you to **automate the sending of documents**. To do this, the **user can parameterize a background job that will be executed from a certain date with the type of document selected** (purchases, sales, etc).



Likewise, the user will be able to configure in the automatic signature creation **all the standard signature parameters (recipients, subject, mail body, expiration days, reminder days, etc.)**.

# Services included

## Setup and commissioning

The solution configuration in the extended model includes telephone and remote support during the start-up process.

Preferably through our Jira issue management tool. We also have a face-to-face service adapted to the needs of the company.

Among the main functions that our technical advisors will perform, we can highlight:

- **Consultancy:** Prior to the installation of the solution, a consultancy will be carried out to learn about the company's SAP system and explain how the solution works.
- **Implementation:** An expert consultant in SAP will carry out the tasks of implementing the solution in the ERP.
- **Configuration:** the configuration of the solution will be carried out by INNOVAmee personnel specialized in SAP solutions.
- **Robustness of the solution:** once the start-up is done, an analysis will be carried out to guarantee the correct configuration of the solution.
- **Training:** the solution includes 1 hour of training for Key-Users of the Signaturit tool.