

The Digital Procurement Guide

How to Streamline Processes and Cost with a Fully Digital Solution

Remove paper from all of your agreements and manage documents directly online with DocuSign.



Procurement's Pesky Paper Problem

We know time is precious, so we'll get right to the point: **Paper-based processes are tarnishing your procurement department's reputation for driving cost savings, improving service, and expediting execution.**

First, there's the printing, scanning, faxing, and mailing of documents. Then comes the constant tracking down of physical signatures for everything from statements of work to supplier contracts. Add in the manual filing, searching, and retrieving of hard copies, and it's no wonder that inefficiency abounds.



"THINK DIFFERENTLY"

Paper-based transactions are:



OUTDATED

- More labour intensive
- More error-prone



SLOW

- Days added to approval cycles
- Weeks to obtain signatures



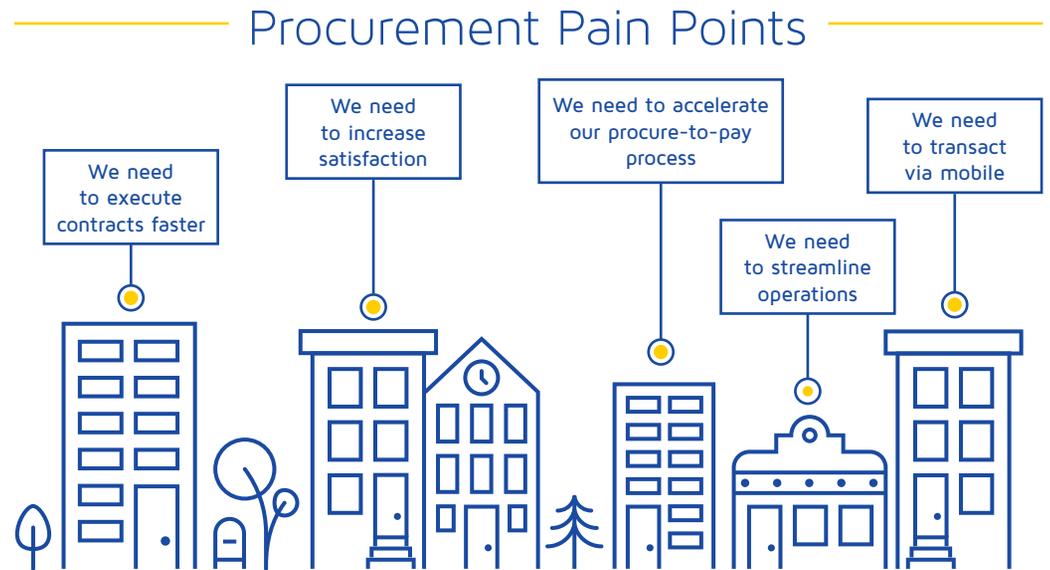
COSTLY

- Printing + mailing
- Archiving

Fast Relief for Slow Procurement Processes

Organisations that have invested heavily in digital systems but still rely on paper transactions are left with end-to-end processes that are totally disjointed. This, in turn, leads to an array of recurring pain points. **In procurement, you're dealing with procure-to-pay compliance complications, and inconsistent customer interactions.**

Your best bet for fast relief is to go fully digital. Everything from integrated workflow capabilities to streamlined operations to simplified mobile business dealings is powerfully delivered. As a result, delays, risks, and costs will be significantly reduced while the user experience will be greatly enhanced.



“
Signing times are down hugely both internally and externally, and admin time has been reduced massively.”
CLAIRE WILLOUGHBY
Human Resources Business Partner, Virgin Holidays

To Streamline Procurement, Procure DocuSign

Now that you know that going fully digital is the solution to your paper problem, you'll want to know more about DocuSign. The most reliable and globally-trusted service for digital transactions, DocuSign works with the applications, services, and devices you already use. That translates to easy implementation and management as well as immediate adoption by both your team and your clients.

And once the digital train has left the station, plenty of benefits will follow.



SAVE TIME£

Contracts can be signed in minutes via eSignature—anytime, anywhere, and on any device.



REDUCE COSTS

No more printing, faxing, and overnight mailing.



INCREASE COMPLIANCE

A legally binding audit trail complies with internal policies, signing levels and authority, and document retention.



“We’ve seen great value already using eSignatures. The transactions that took three or four days to complete are now taking two hours with DocuSign.”

JOHN DAWSON
Head of Procurement, T-Systems Ltd

Endless Supply of Use Cases Apply

The beauty of DocuSign is that it's designed to work seamlessly with the most common uses for Procurement—and in an uncommonly effective manner.

STATEMENTS OF WORK

Easily integrate SOWs into back-end systems and realize fewer data entry errors.

MASTER SERVICE AGREEMENTS

Bring all your MSAs together in a single place for 24/7 access from anywhere.

RFP SIGN OFF

Manage complex RFP processes while adhering to milestones, NDAs, and contract terms.

PURCHASE ORDERS

Ensure financial compliance by using shared templates with preset routing and approval workflows.



“
85% of our DocuSign documents are processed in under one day...that's coming from days and weeks in many cases, so it's a huge improvement.”

DAVID SMOLEY
CIO, AstraZeneca



Reduce procurement form
turnaround time by 80%

and **save £26
per document**

with DocuSign.

(Aberdeen Research)

Paperless Success Stories

Procurement departments around the globe have found DocuSign to be an invaluable investment—time-wise, money-wise, and otherwise. But don't take our word for it.

T-Systems Ltd

Completes procurement transaction 50x faster.

Scottish Autism

Is now compliant with POs that are 100% legible and completed in minutes.

Virgin Holidays

Processes purchasing contracts in under 10 minutes and saves around £10,000 per year in material costs.

AstraZeneca

Improved critical system stability by 80%.

REED

Signs up suppliers now in 2 days instead of 2 weeks.



DocuSign® is changing how business gets done by empowering more than 300,000 companies and 200 million users in 188 countries to send, sign and manage agreements digitally—anytime, anywhere, on any device with trust and confidence. DocuSign helps keep life and business moving forward. For more information, visit www.docusign.co.uk, call +44 203 714 4800, or follow us on Twitter, LinkedIn and Facebook.

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