

e-Builder at IU

DOCUSIGN OVERVIEW

STEP 1: WORKFLOWS IN YOUR COURT

- Click on name of process you wish to open

Paul Sullivan Please select a Project...

Workflow in your court Show First ten

Project	Name	Subject	Step	Date Due	Requested Comment
zIU Process Testing - BL	CC - 18	Contractor Commitment - Test Company - CC - 00018 - 08/06/2015	VP Exec Fax		

[Forms](#) | [Processes](#)

STEP 2: PROCESS OPENS

- Review (scroll down to see all info) and select an action (top center of screen)
- Click on Take Action (Usually Approve, but also have the option to send it back for revision (revise))

E07 - Initial Contractor Commitment Process (CC) - 18 Delete Instance Workflow Override All Fields View

Accept Decline -- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zIU Process Testing - BL	Project Number:	00000011
Process Document:	CC - 18 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	VP CPF Review / Sign Show Workflow Diagram	Step Due Date:	
Subject:	Contractor Commitment - Test Company - CC - 00018 - 08/06/2015		
Status:	Submitted		

Details Comments (0) Attached Documents (3) Attached Processes (0) Attached Forms (0) Attached To (0)

Please review all information.
To provide comments, use the Comments tab

Notice to Proceed (Mail Merge):	CC-00018 - Contractor Commitment - Test Company - CC - 00018 - 08062015.pdf (version 1) Properties Download (68.9KB) Redline
Select type of Bid:	Public Bid
Bid Bonds Approved:	No
Award Recommendation Letter:	Test Award Recommendation.docx (version 3) Properties Download (12.8KB)
Bid Tab:	IUS Amphitheater Replacement - IUS - 20106775.xlsx (version 1) Properties Download (15.5KB) Redline
Company Name (from Post Bid)	Test Company

STEP 3: FIRST DOCUSIGN SCREEN POPS UP

- Click Here (right below Sign Document(s))

E07 - Initial Contractor Commitment Process (CC) - 18

Note ×

This action requires at least one eSignature before moving the process to the next step.

Sign Document(s)

[Click here to review and sign the document\(s\).](#)

Watch this brief video to see the signing process in action so you know exactly what to expect.

[Continue](#) [Cancel](#)

STEP 4: SECOND DOCUSIGN SCREEN


- Scroll down to view entire document and to locate area for signature

[Watch this brief video to see the signing process in action so you know exactly what to expect.](#)

Drag and drop fields from the left panel onto the document

OTHER ACTIONS ▾

DocuSign Envelope ID: 3ACB7A56-0F8C-4C0F-90C8-63AA86A9E40C


INDIANA UNIVERSITY
OFFICE OF THE VICE PRESIDENT
FOR CAPITAL PLANNING AND FACILITIES

NOTICE TO PROCEED August 6, 2015

Test Company
12345 anywhere street suite 4, 5, 6 and 7
Gnaw Bone, IN 47401

To whom it may concern:

RE: zIU Process Testing - BL
Campus: BL

We are pleased to advise you that Indiana University has approved awarding you contract for the above-referenced project on the following basis:

Base Bid	\$125,000.00
General Construction	\$25,000.00
General Construction	\$10,000.00
Total Contract Amount	\$160,000.00

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STEP 5: SIGN

- Drag and drop from Signature Field on left side.
- On your first time using DocuSign, it will ask for you to select a style that closely mimics your signature

Watch this brief video to see the signing process in action so you know exactly what to expect.

Drag and drop fields from the left panel onto the document

OTHER ACTIONS ▾

The screenshot displays the DocuSign interface. On the left, a 'FIELDS' panel lists various field types: Signature, Initial, Date Signed, Name, First Name, Last Name, Email Address, Company, Title, Text, and Checkbox. The main document area shows a letter with the following text:

the Capital Projects Business Office at 1800 N. Range Road, Bloomington, IN 47408. An original copy of the bond must also be returned to us; one copy retained in your file and one copy given to your surety.

As soon as the documents are executed by the University, one copy will be returned to you.

On the basis of this letter, you are now at liberty to protect yourself on prices and quotations incidental to this project. A member of our Construction Management team will be contacting you to arrange scheduling the work. In this regard, you are reminded that you cannot enter the project site until we have received and approved certificates verifying the fact that the insurance coverages detailed in the specifications are in effect.

Sincerely yours,

Thomas A. Morrison, Ed.D.
Vice President for Capital Planning and Facilities

Enclosures

cc: electronic distribution

The footer of the interface includes the DocuSign logo, language selection (English (US)), search (Google), Terms of Use & Privacy, and Copyright © 2014 DocuSign Inc.

STEP 6: FINISH

- Click Finish

Watch this brief video to see the signing process in action so you know exactly what to expect.

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Sincerely yours,
DocuSigned by:
Paul Sullivan
2B706FFD8FFF44B...

Thomas A. Morrison, Ed.D.
Vice President for Capital Planning and Facilities

Enclosures

cc: electronic distribution

Done! Click Finish to send the completed document.

FINISH OTHER ACTIONS ▾

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STEP 7: CLOSE OUT AND ACKNOWLEDGE

- Click Continue

E07 - Initial Contractor Commitment Process (CC) - 18

Success You have successfully signed the document(s).

Sign Document(s)

Click the 'Continue' button to move the process to the next step.

[Click here to review the document\(s\).](#)

Continue **Cancel**