

SAP Solution Brief

SAP Solution Extensions | SAP Signature Management by DocuSign

Delight Candidates and Employees **with Signature Management**

THE BEST RUN





Taking HR paperwork to the cloud for speed and transparency

Today's tech-savvy job candidates and **employees expect to do everything digitally** and on the go. But for many firms, hiring new employees is still mired in paperwork. Inefficient processes such as printing, faxing, scanning, overnighting, e-mailing, and data rekeying remain the standard. Surely there is a better way.

Taking HR paperwork to the cloud for speed and transparency

Finding the right candidates for key positions isn't easy. Because they are critical to business success, you need to get an offer in their hands quickly. Traditional paperwork slows this process, increasing the risk of losing candidates while giving millennials the wrong impression of your business. The fact is, printing, signing, and physically returning paperwork are hassles for job candidates. Maintaining such unwieldy processes also sends them a message that your business is stuck in the past.

The SAP® Signature Management application by DocuSign streamlines this process, thereby helping to cut costs, improve compliance, and free up staff for other HR work. It's easy to create and send offers that are 100% digital and to request and capture electronic signatures from candidates using SAP SuccessFactors® solutions. Once signed, your offer will be automatically returned to the originating workspace, completing a streamlined, end-to-end electronic process.



Introducing a solution anyone can use

Physically distributing offer letters printed on paper is cumbersome and time-consuming. Even e-mailing electronic copies means they have to be printed out, signed, and returned. SAP Signature Management makes the entire process digital, for a faster and more satisfying experience for everyone.

To make your process entirely digital, all you need is an Internet-connected PC or mobile device – no software, hardware, or training is required. Simply create an offer letter directly in a recruiting portal set up with SAP SuccessFactors solutions using candidate information already stored there. Add the names and e-mail addresses of your candidate

and the other recipients. Then, using drag-and-drop tags, you indicate where people need to sign, initial, or date the document, and click *Send*.

A link to the document is e-mailed to the recipients, enabling them to access the document in the recruiting portal. With one click from virtually any Internet-enabled device, recipients can review the document and start the signing process. Tabs and simple instructions guide signers through the task. Once completed, you have an electronic document with digital signatures that are 100% secure, legally compliant, and accepted worldwide.

Introducing a solution anyone can use

Using robust, efficient, well-managed HR processes

Collecting secure, legally binding digital signatures

Achieving high availability and global reach



Using robust, efficient, well-managed HR processes

SAP Signature Management streamlines the offer and onboarding processes by eliminating the need to print, fax, overnight ship, or make calls to check status ever again.

IT integrates with SAP SuccessFactors Recruiting and SAP SuccessFactors Onboarding solutions as well as with the SAP Fieldglass® Contingent Workforce Management application, giving you powerful functionality to automate and monitor the entire online offer-letter process. Improve HR experiences for employees, requesters, approvers, and candidates with:

- Full visibility – View and trace the current status of offer letters, trace audit trails, and benefit from greater visibility into the candidate experience.

- Secure document storage and access – Have documents saved automatically and securely to your SAP software of origin, with 24x7 online access to senders and signers who can download and print them on demand.
- Easy administration – Manage internal users using the administration portal provided by SAP, and set and enforce compliance policies.
- Brand control – Adjust corporate branding to give candidates a great first impression of your business.
- Facilitated compliance – Specify compliance policies in the software and have them automatically enforced. Enforce document compliance with complete functionality for audit trails and certificates of completion.

Introducing a solution anyone can use

Using robust, efficient, well-managed HR processes

Collecting secure, legally binding digital signatures

Achieving high availability and global reach



Collecting secure, legally binding digital signatures

Few business processes require the high-security handling those involving signatures do. HR documents that require signatures routinely contain information that's critical to you, your business, and your employees, such as personal information, salary or contract terms, or other highly sensitive data.

That's why ensuring document and signature security is a top priority at SAP. Because it uses a platform compliant with leading information security

and service organization standards, including ISO 27001 and SSAE 16, SAP Signature Management is one of the most secure digital transaction management solutions available. It protects highly confidential information by encrypting and making every document tamper conspicuous. And it consistently meets or exceeds the stringent security requirements of even the most highly security-conscious, global organizations – including Fortune 500 companies and the world's largest financial institutions.

Introducing a solution anyone can use

Using robust, efficient, well-managed HR processes

Collecting secure, legally binding digital signatures

Achieving high availability and global reach

With certifications such as xDTM, [ISO 27001](#), and [SSAE 16](#), SAP Signature Management is one of **the most secure signature solutions** available.





Achieving high availability and global reach

The SAP Signature Management application performs near-real-time, secure data replication between multiple active ISO 27001–certified, geodiverse sites. You can be confident that this robust, proven software delivers always-on availability of a carrier-grade architecture, complete with zero planned maintenance downtime. Such resources limit the total data footprint (per stated recovery point objective) and ensure high performance – even in the event of a full-site failure. Equally important, the data centers are robust; because they are

geographically dispersed, your critical customer documents remain available despite any business disruption from any event.

With SAP Signature Management, you can send from the road, sign on the plane, and manage transactions from your couch. With more than 50 million users in 188 countries, the software is widely recognized as a global standard. People can use SAP Signature Management to sign documents authored in 43 languages.

Introducing a solution anyone can use

Using robust, efficient, well-managed HR processes

Collecting secure, legally binding digital signatures

Achieving high availability and global reach



You can choose data storage and operations in **data centers located in either North America or the European Union.**



Using the gold standard in signature management

Recruiting a top applicant that's going on vacation? Now there's no need to wait for that stellar candidate to return to finalize paperwork. With SAP Signature Management, you can send your offer in minutes using SAP SuccessFactors solutions and make it available for an immediate signature and return no matter where your candidates happen to be traveling. It's that simple.

Equally important, you can manage every aspect of the process, allowing you to:

- Transact with confidence – Rest assured knowing everything is secure, legal, and traceable, complete with an audit trail.
- Improve speed of execution – Complete offer transactions in minutes or hours instead of weeks by eliminating paper transactions.
- Delight your candidates and internal customers – Drive faster, more efficient processes that foster positive impressions of your business.
- Go mobile – Enable senders and receivers to review and sign documents anywhere, anytime, through mobile support for iOS, Android, and Windows platforms.
- Improve visibility – See exactly where each document is in the process and who still has to sign by when.
- Speed ROI – Cut costs and increase sustainability by eliminating paper transactions.

Using the gold standard in signature management



Summary

With the SAP® Signature Management application by DocuSign, you can digitalize manual, paper-based recruiting processes and manage them end to end in the cloud. It's one of the only digital signature management solutions that securely automates workflow, collects information, and obtains legally binding signatures for offer letters from anywhere in the world. Use it to streamline processes, reduce costs, improve compliance, present a positive company image, and delight candidates.

Objectives

- Impress candidates and reinforce your company's image
- Conduct business more quickly and efficiently
- Ensure document security
- Gain full visibility into document and signature status
- Ensure 100% accuracy and compliance

Solution

- An intuitive, easy-to-use interface
- Robust, well-managed processes that channel transactions securely to closure
- Secure, legally binding digital signatures recognized worldwide
- High availability enabled by three geodiverse, commercial-grade data centers and a disaster recovery facility
- Global reach

Benefits

- Transact with confidence worldwide
- Improve speed of execution
- Speed ROI by eliminating the paper
- Go mobile with mobile support for iOS, Android, and Windows platforms
- Improve visibility to see exactly where each document is at all times

Learn more

To find out more, call your SAP representative today or visit us [online](#).



Follow us



www.sap.com/contactsap

37214enUS (18/05)

© 2018 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platforms, directions, and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, and they should not be relied upon in making purchasing decisions.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies.

See www.sap.com/corporate-en/legal/copyright/index.epx for additional trademark information and notices.

