

**GUIDELINE**  
for your technical  
environment  
description

**Implementation of  
digital signature**

**With digital certificates and the innovative All-in Signing Services of the trusted service providers Swisscom or any official federal printing office as well as any necessary hardware (PIN input device, signature card, HSM module, etc.), electronic signature, sealing and time stamp solutions can be used in a wide range of variants. Fully automated or in manual interaction with the person in charge or signatory.**

## **Which solution suits your company?**

**The following questions help you to collect essential information in a structured way to integrate the ideal signing, sealing and stamping solution with solution providers like SEAL Systems.**

# 1

## Scope of the proposed signature, sealing or stamping process\*

\* SEAL System AG does not offer any consulting which serves the purpose of selecting the appropriate signature type (quality) under legal and legal aspects

*In which business process should the electronic signature be used (e.g. incoming or outgoing invoices, production orders, approval procedures, documents)?*

# 1

*Which laws, norms, standards, guidelines, agreements, etc. apply to this business process?*

*Note: Consult your legal department or professional associations for more information.*

1

*Where is the process used?*

Germany

France

Italy

Switzerland

USA

European Union (EU)

Country or countries:

# 2

## How you work today

*Which IT systems, which may be dependent on the future electronic signature procedure, do you use in your daily business?*

ERP product

Office software

Microsoft Office

OpenOffice

Libre Office

Google G-Suite

Other

E-mail

Microsoft Outlook

IBM Lotus Notes

Mozilla Thunderbird

Google Mail

Other

# 2

## How you work today

*2. page: Which IT systems, which may be dependent on the future electronic signature procedure, do you use in your daily business?*

Documenten Management System (DMS)

Electronic archiving

Workflow

Other IT systems

# 3

## The target image

*Develop an initial picture of how you will work with the signing, sealing or stamping process in the future.*

### *1. Mode of operation*

Are additional (specialist) roles, different from your current process, involved in the electronic signature process?

# 3

## *How many users will sign electronically?*

Are there users who sign more than 50 individual documents per day?	yes	no	unclear
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Should electronic signing be triggered manually?	yes	no	unclear
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OR/AND

Automated, for example through a change of status?	yes	no	unclear
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# 3

2. page: How many users will sign electronically?

Are several people signing (electronically) in one document?

yes

no

unclear

Is the signing process part of a process in SAP?

for example SAP transaction in SD, FICo, MM, PP, QM, PLM

yes

no

unclear

# 3

Where is the final electronically signed document stored?

In which language should the dialogues in the electronic signing process be displayed?

German

English

French

Italian

Other

# 3

## 2. Visualisation

*What information about the signatory must be visible on the signed document? e.g. clear name, department, date, position*

# 3

*Do the names of signatories have to be displayed on a summary sheet, a signature table or a form?*

yes	no	unclear
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*Does the layout of an authority form have to be reproduced?*

yes	no	unclear
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**Automatisation:**  
*If the document or file to be electronically signed consists of several individual documents which have been previously joined together for example to a complete PDF?*

yes	no	unclear
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*Do Office files have to be converted into the target format PDF before the electronic signature?*

yes	no	unclear
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3

**Do you have further information or requirements?**

**Done!**



**Do you have any more questions?**

**Get in contact with us.**



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