



SAP BTP End User Document



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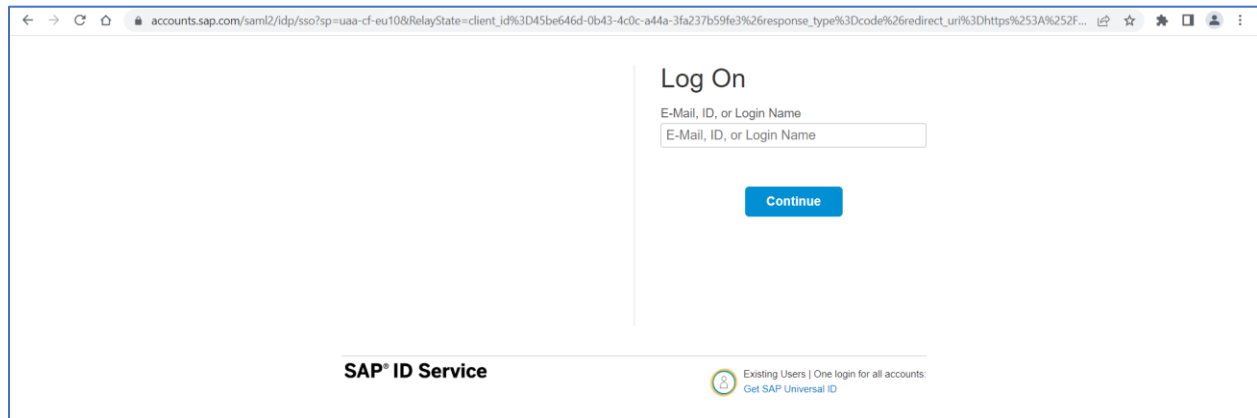
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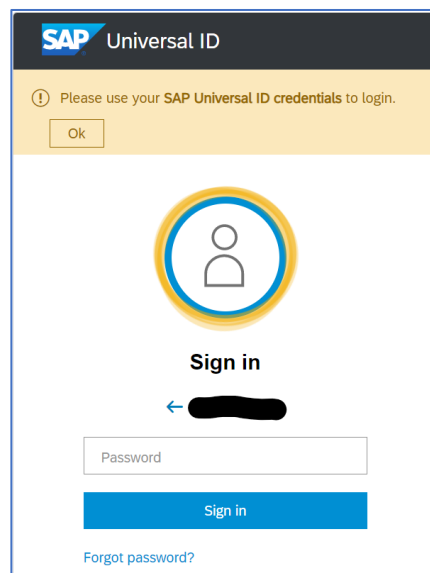
This document manual is to help the users for signing documents online through the SAP BTP.

Logging Into the Portal:

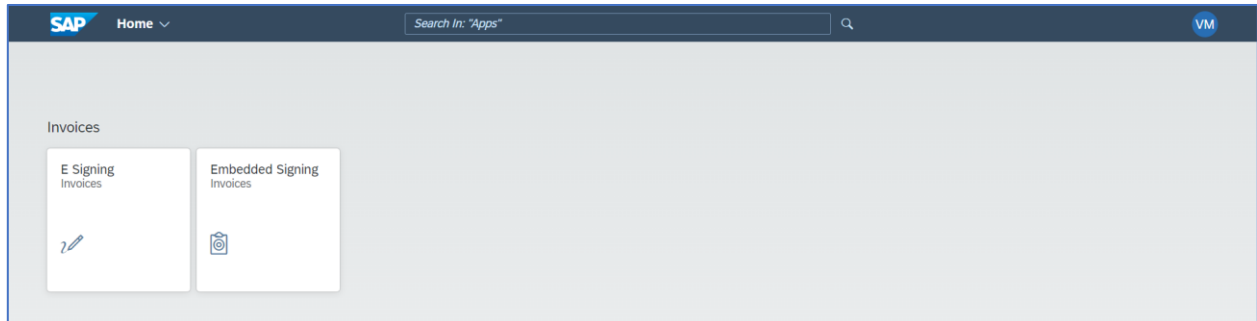
1. The Customer can login into the Product web page <https://app-dev-emudhra.launchpad.cfapps.eu10.hana.ondemand.com/site?siteId=5d0a2877-1d63-4d85-b21f-a926609e0033#Shell-home>
2. Input the E-mail, ID or Login Name and click on continue.



3. Input the password and click on Sign in.

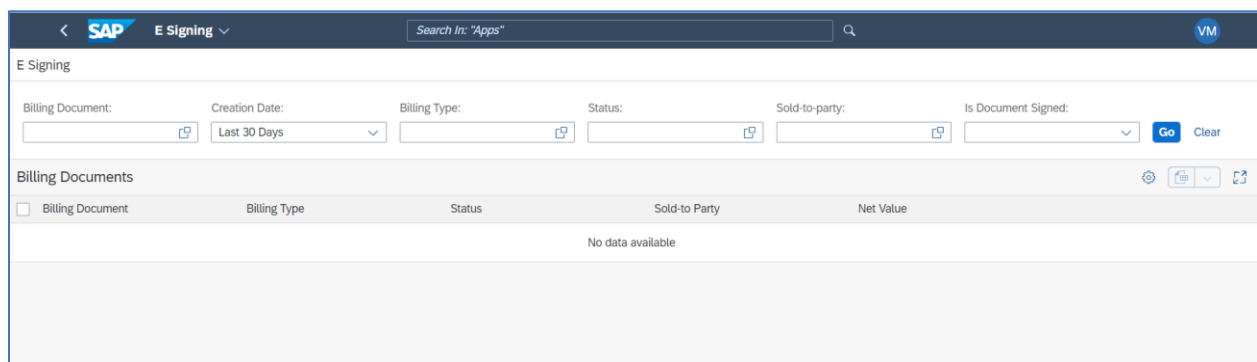


4. The landing page has two tiles “E Signing” and “Embedded Signing”.

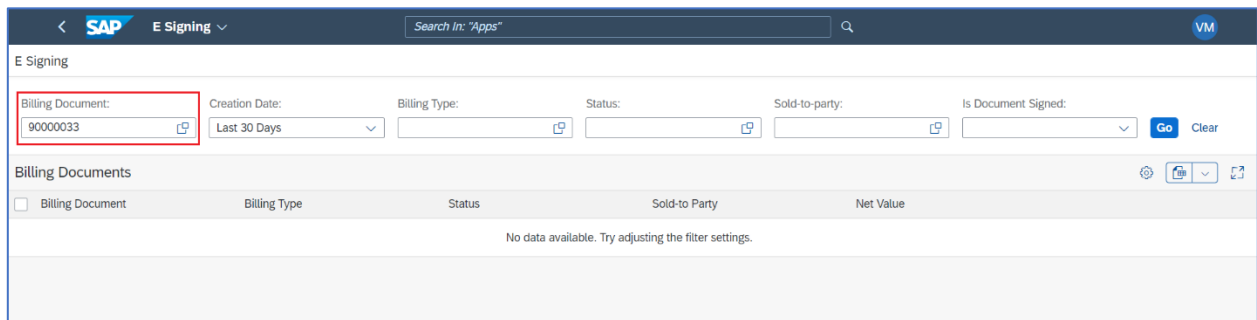


E Signing

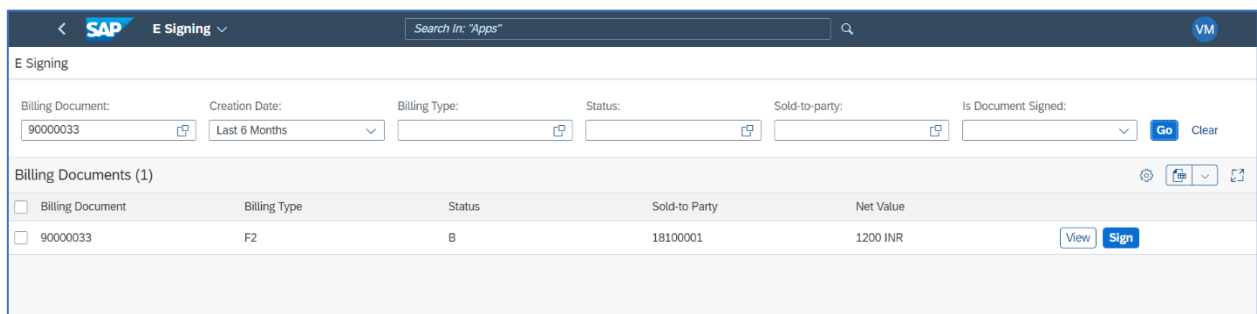
1. The signing of the invoice documents can be done through the E Signing tab.



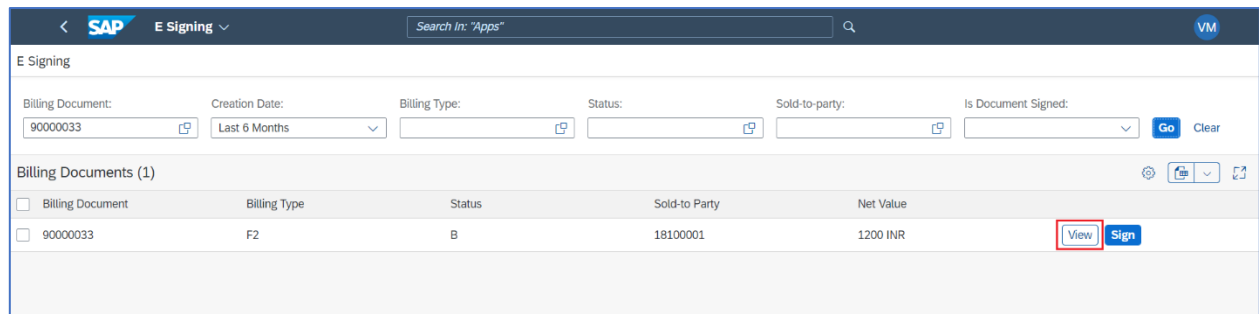
2. The user can search for any specific billing document by inputting the relevant ID in the search bar and click on the "Go" button.



3. The results will be shown on the Dashboard.



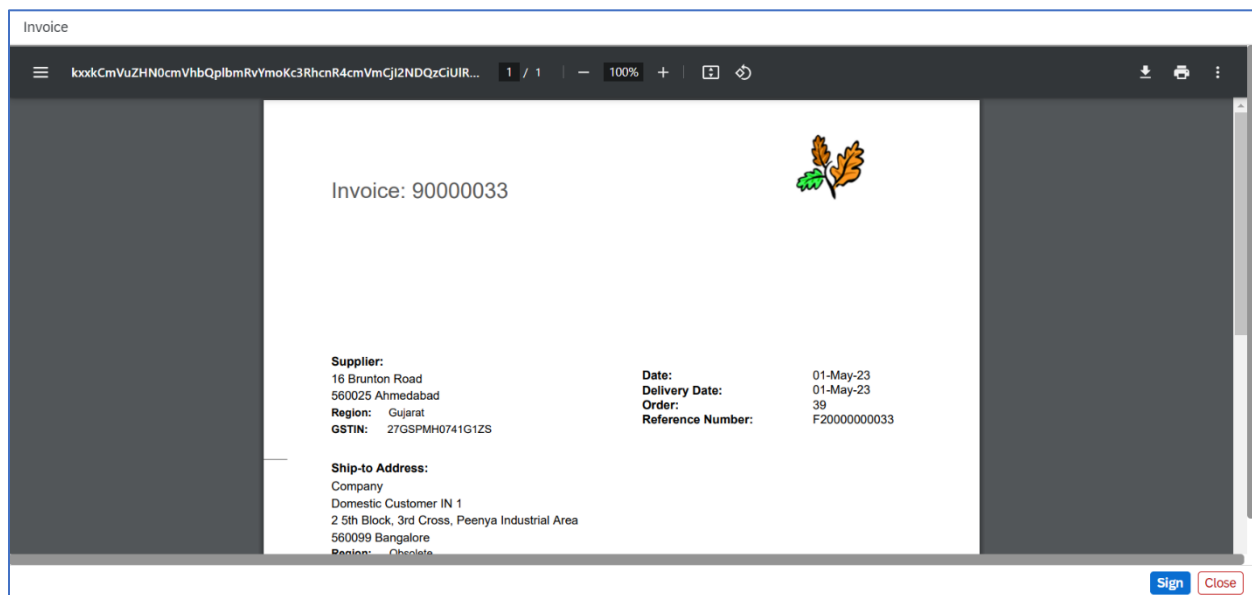
4. To view the document the user can click on the View button.



The screenshot shows the SAP E Signing interface. At the top, there's a search bar with 'Search In: Apps' and a user icon 'VM'. Below the search bar, there are filters for Billing Document (90000033), Creation Date (Last 6 Months), Billing Type, Status, Sold-to-party, and Is Document Signed. A table titled 'Billing Documents (1)' contains one row with the following data:

Billing Document	Billing Type	Status	Sold-to Party	Net Value	
90000033	F2	B	18100001	1200 INR	View Sign

5. A popup will open, and the document preview will be shown to the user.



The screenshot shows a document preview window titled 'Invoice'. The window has a dark header bar with a menu icon, a long alphanumeric string, and a page indicator '1 / 1'. The main content area displays the invoice details for 'Invoice: 90000033' with a logo of three leaves. The details are organized into two columns:

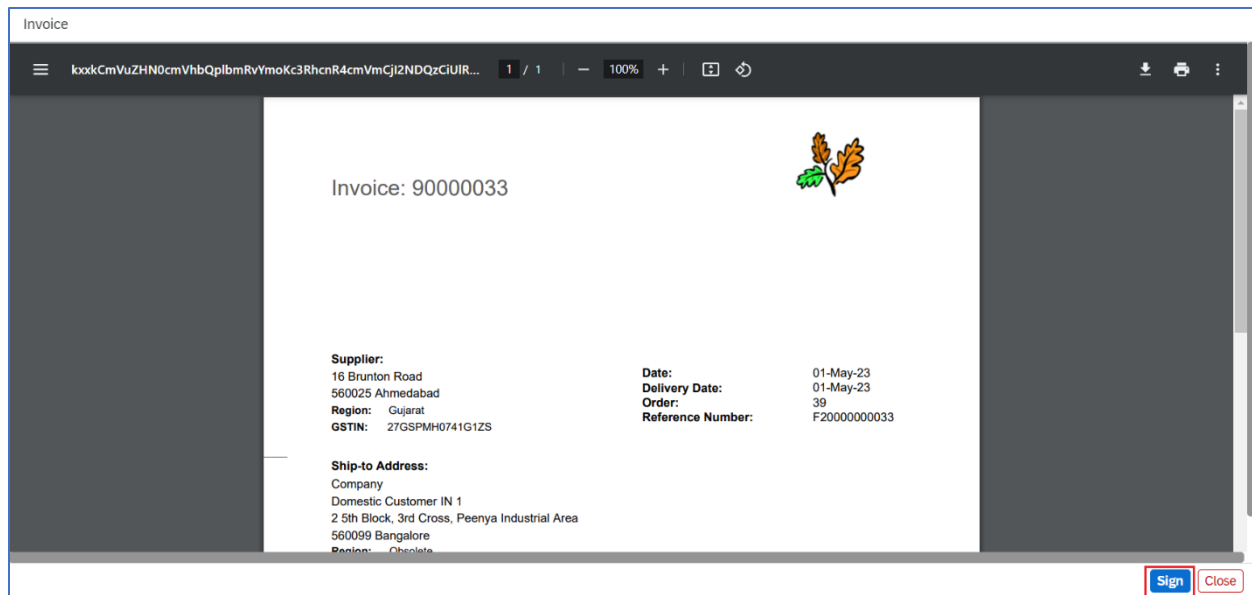
Supplier: 16 Brunton Road 560025 Ahmedabad Region: Gujarat GSTIN: 27GSPMH0741G1ZS	Date: 01-May-23 Delivery Date: 01-May-23 Order: 39 Reference Number: F20000000033
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Below this, the 'Ship-to Address' is listed:

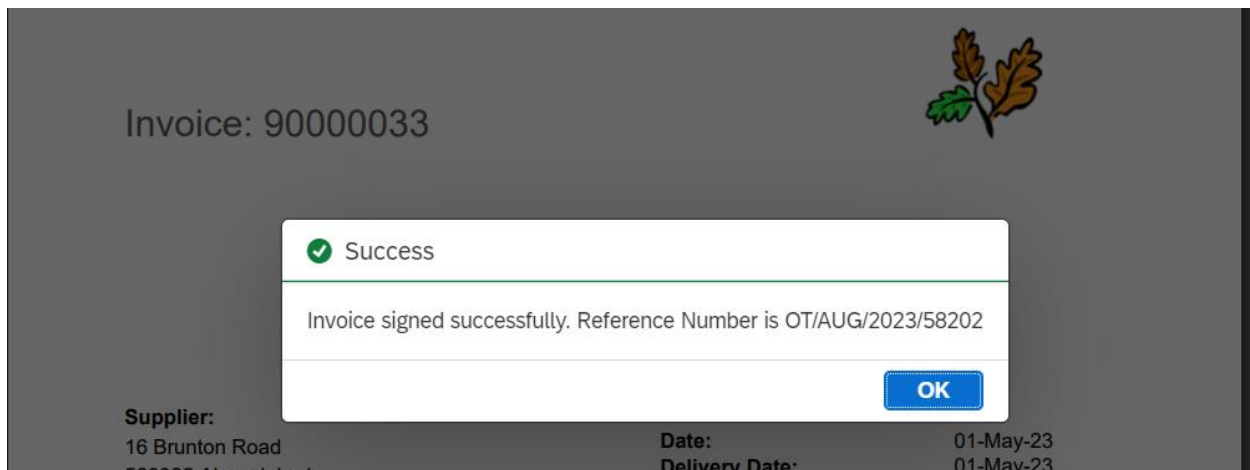
Ship-to Address:
Company
Domestic Customer IN 1
2 5th Block, 3rd Cross, Peenya Industrial Area
560099 Bangalore
Region: Obsolete

At the bottom right, there are 'Sign' and 'Close' buttons.

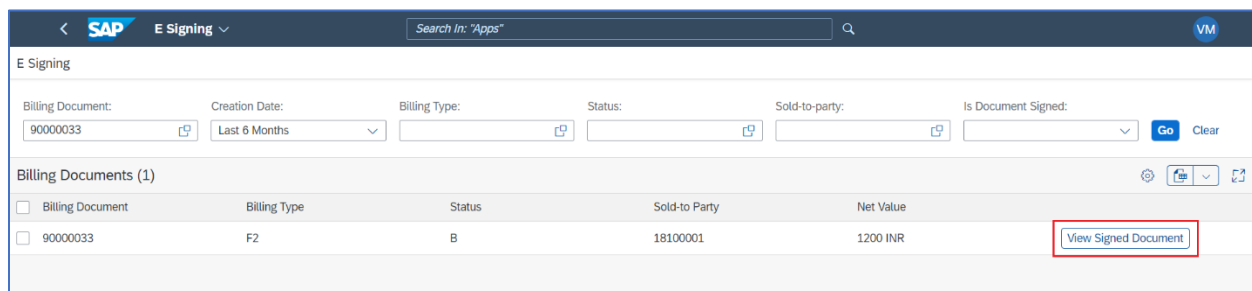
6. The user can either Sign or Close the popup window through the “Sign” and “Close” buttons respectively.



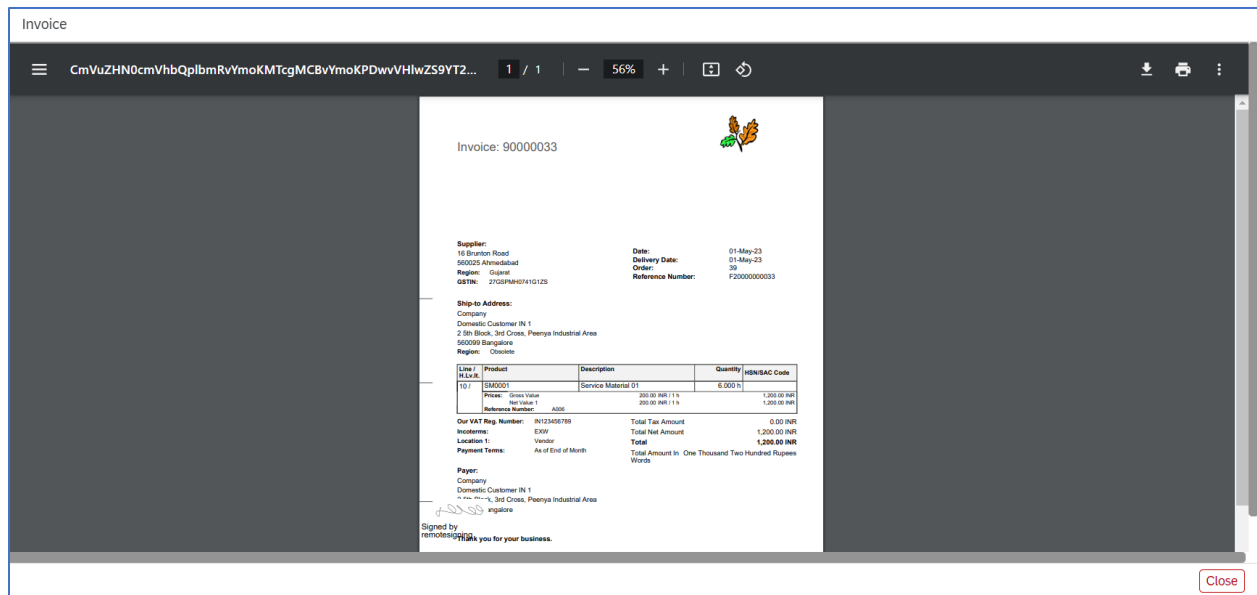
- Once the user clicks on the “Sign” button, the document will be signed, and a success message will be shown in a popup.



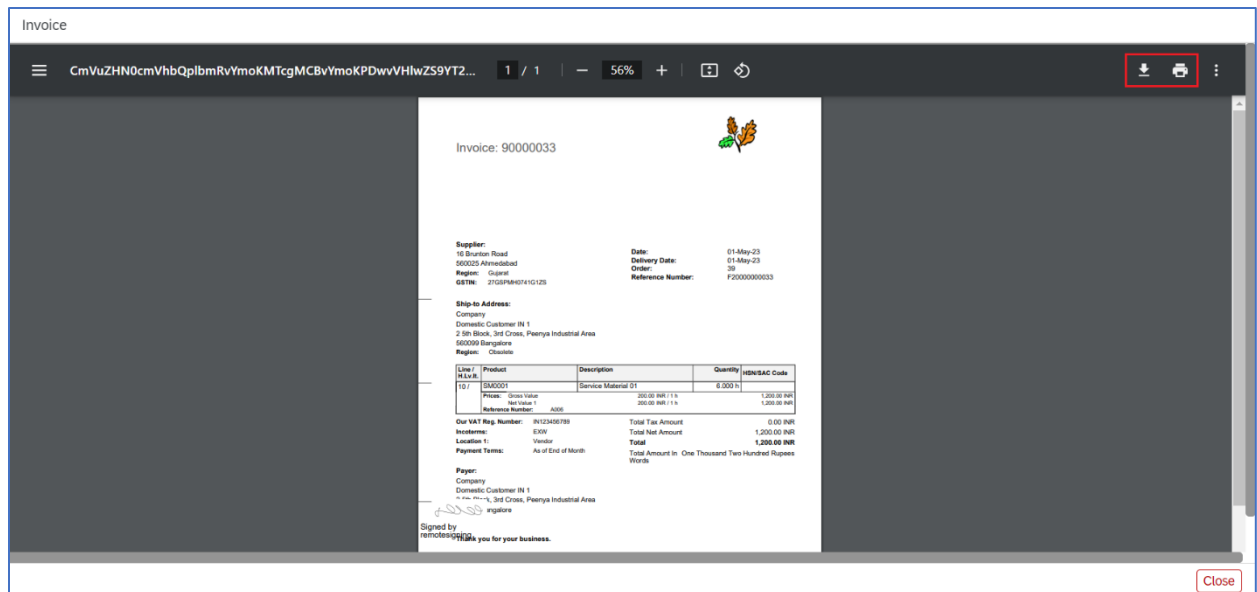
- The user can view the signed documents, by clicking on the “View Signed Document” button.



- The invoice will open in a popup window displaying the signed document.



10. The user can download or print the document using the 'Download' and 'Print' options provided at the top right of the popup window.



Second Scenario:

1. When the user directly wants to sign the document directly from the Dashboard, they can directly click on the Sign button against the invoice.

Embedded Signing

1. The Embedded Signing Dashboard will have all the invoices that are to be signed by the User. The user has to click on the 'Go' button to see all the invoices in the table.

The screenshot shows the SAP Embedded Signing dashboard. At the top, there's a header with the SAP logo, 'Embedded Signing' dropdown, a search bar with 'Search In: "Apps"', and a 'VM' button. Below the header, there's a section for filters: 'Billing Document:', 'Billing Type:', 'Status:', 'Sold-to Party:', and 'Is Document Signed:'. A red box highlights the 'Go' button next to the 'Is Document Signed:' dropdown. To the right of the 'Go' button are 'Clear' and 'Adapt Filters' buttons. Below the filters is a table header for 'Billing Documents' with columns: 'Billing Document', 'Billing Type', 'Status', 'Sold-to Party', and 'Net Value'. Below the table header, there's a message: 'To start, set the relevant filters.'

2. The user can either View or Sign the documents using the buttons against the invoices.

The screenshot shows the SAP Embedded Signing dashboard with a table of invoices. The table has columns: 'Billing Document', 'Billing Type', 'Status', 'Sold-to Party', and 'Net Value'. There are 5 rows of data. Each row has a 'View' button and a 'Sign' button. The 'Go' button is highlighted in blue.

Billing Document	Billing Type	Status	Sold-to Party	Net Value	View	Sign
90000000	F2	B	18100001	1200 INR	View Signed Document	
90000001	F2	B	18100001	120 INR	View Signed Document	
90000002	F2	B	18100001	600 INR	View	Sign
90000003	F2	B	18100001	1200 INR	View	Sign
90000004	F2	B	18100001	200 INR	View	Sign

3. Once the user clicks on the 'View' button, the invoice will be shown in the pop-up.

The screenshot shows the SAP Embedded Signing dashboard with an invoice pop-up. The pop-up has a header with the SAP logo, 'Embedded Signing' dropdown, a search bar with 'Search In: "Apps"', and a 'VM' button. Below the header, there's a section for filters: 'Billing Document:', 'Billing Type:', 'Status:', 'Sold-to Party:', and 'Is Document Signed:'. A red box highlights the 'Go' button next to the 'Is Document Signed:' dropdown. To the right of the 'Go' button are 'Clear' and 'Adapt Filters' buttons. Below the filters is a table header for 'Billing Documents' with columns: 'Billing Document', 'Billing Type', 'Status', 'Sold-to Party', and 'Net Value'. Below the table header, there's a message: 'To start, set the relevant filters.'

Invoice: 90000001

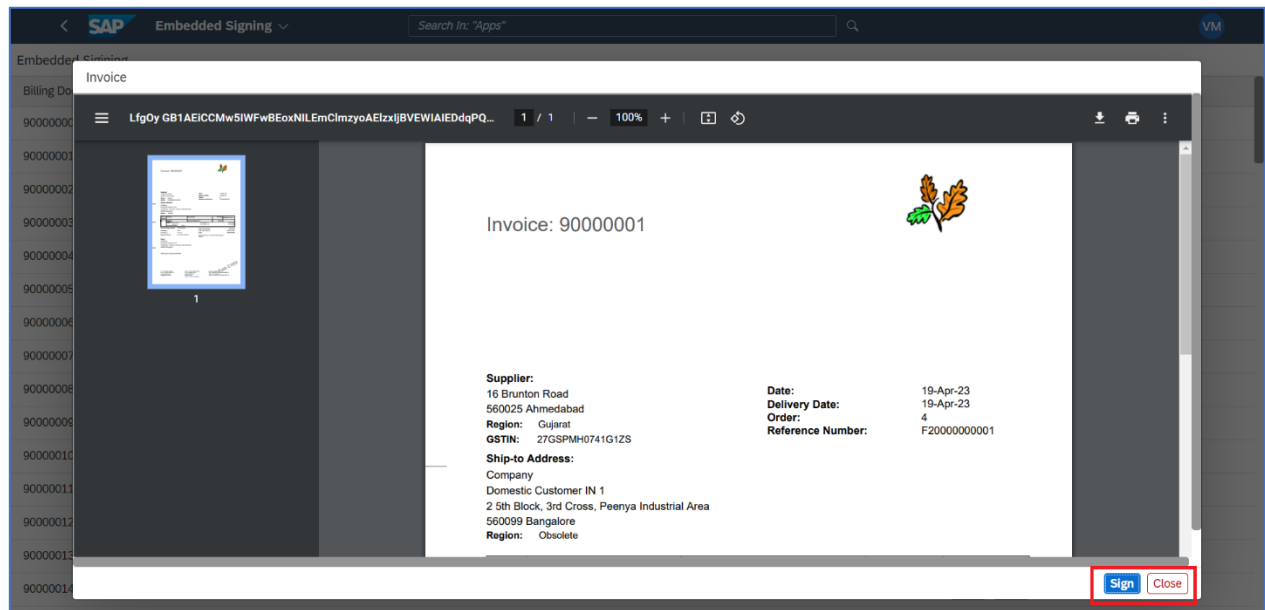
Supplier: 16 Brunton Road
560025 Ahmedabad
Region: Gujarat
GSTIN: 27GSPMH0741G1ZS

Ship-to Address: Company
Domestic Customer IN 1
2 5th Block, 3rd Cross, Peenya Industrial Area
560099 Bangalore
Region: Obsolete

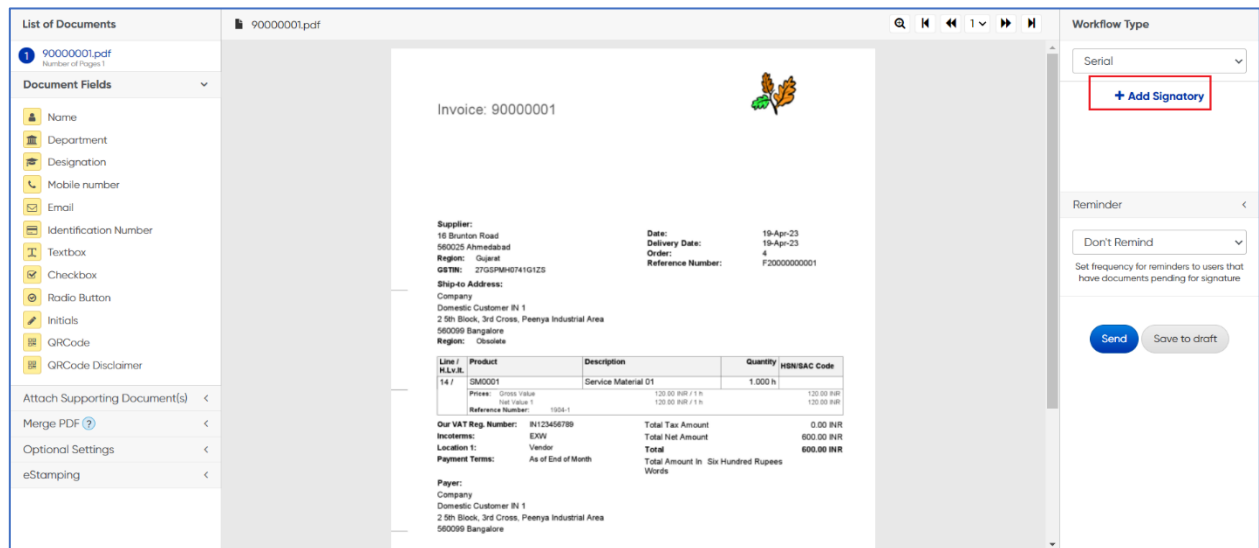
Date: 19-Apr-23
Delivery Date: 19-Apr-23
Order: 4
Reference Number: F20000000001

Sign Close

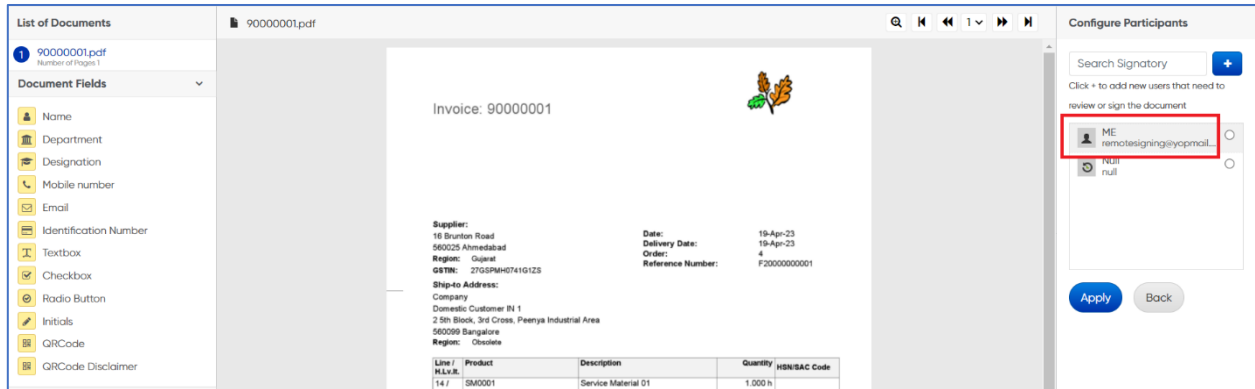
- The user can Sign or Close the pop-up window by clicking on the buttons provided at the right bottom of the pop-up window.



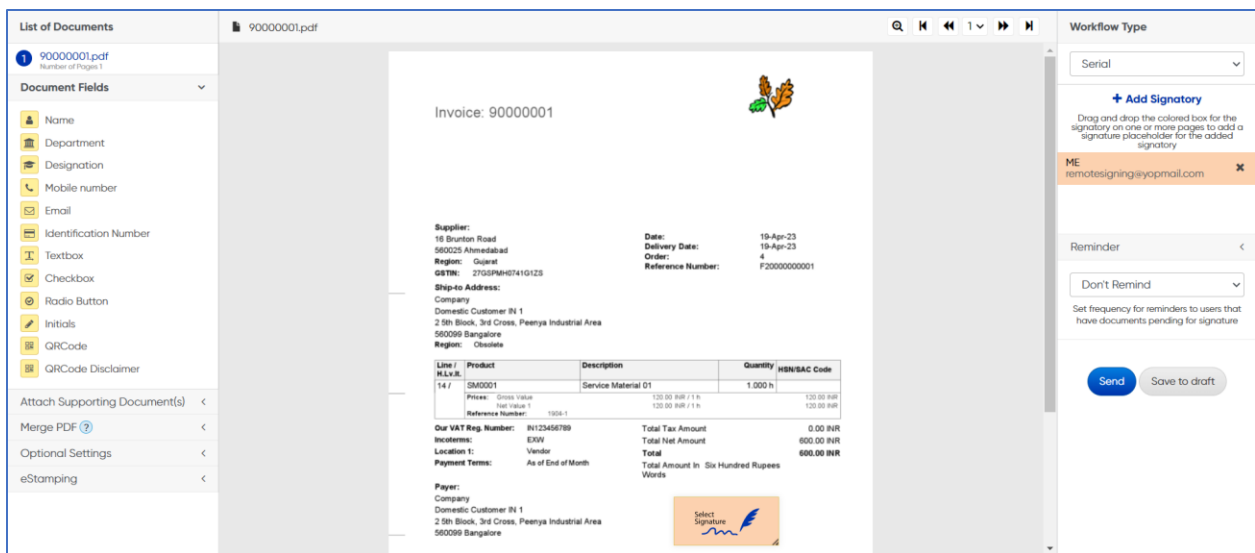
- Once the user clicks on the “sign” button, the invoice will be opened in a new tab, where the user can add the signatories by clicking on the ‘Add Signatory’ button in the right panel.



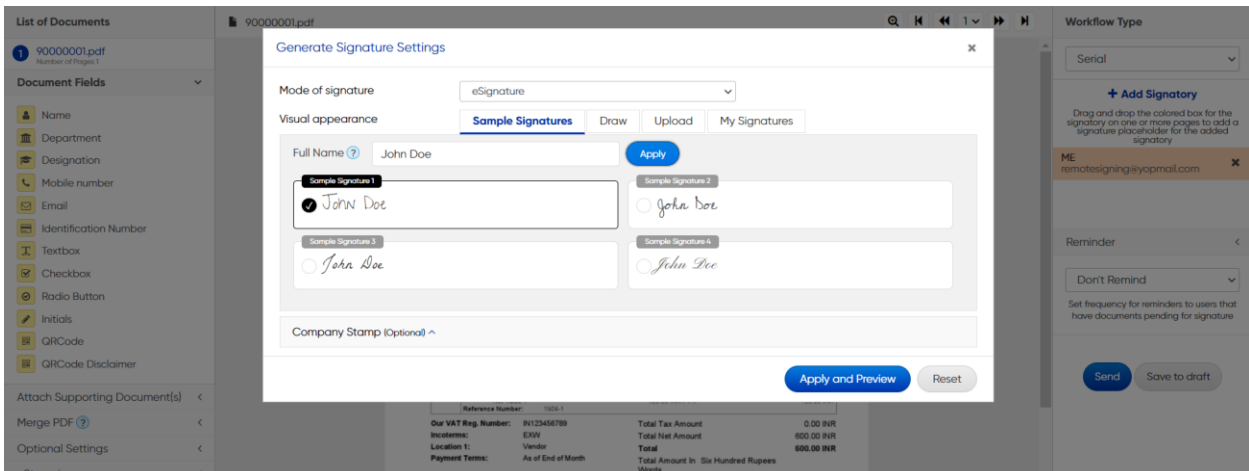
- Select the email address from the list and click on the email address.



- The user has to drag and drop the Signature placeholder from the right panel onto the document and place the signature placeholder at the desired location.



- If the initiator is selected as the first signatory, they have to click on the signature placeholder and sign the invoice document. The user has to click on the Signature Placeholder.



9. The user can select the Signature from the available options or can Draw or upload their signatures by using the Draw and Upload options. Once the user selects the signature, they have to click on the “Apply and Preview” button.

Generate Signature Settings

Mode of signature: eSignature

Visual appearance: Sample Signatures, Draw, Upload, My Signatures

Full Name: John Doe

Sample Signatures 1: John Doe

Sample Signatures 2: John Doe

Sample Signatures 3: John Doe

Sample Signatures 4: John Doe

Company Stamp (Optional):

Apply and Preview, Reset

10. The preview of the document with the selected signature will be shown. The user has to click on the “Sign and Send” button present in the right panel to complete the signing.

Invoice: 90000001

Supplier: 16 Brunton Road, 560025 Ahmedabad, Gujarat, GSTIN: 27GSPM40741G125

Date: 19-Apr-23, Delivery Date: 19-Apr-23, Order: 4, Reference Number: F2000000001

Ship-to Address: Company, Domestic Customer BN 1, 2 5th Block, 3rd Cross, Peenya Industrial Area, 560099 Bangalore, Karnataka

Line / HSN	Product	Description	Quantity	HSN/SAC Code
14 /	SM0001	Service Material 01	1.000 h	
Prices:		Gross Value	120.00 INR / 1 h	120.00 INR
		Net Value 1	120.00 INR / 1 h	120.00 INR
Our VAT Reg. Number:		RN123456789	Total Tax Amount	0.00 INR
Invoiced:		ENR	Total Net Amount	600.00 INR
Location 1:		Vendor	Total	600.00 INR
Payment Terms:		As of End of Month	Total Amount In: Six Hundred Rupees	
			Words	

Payer: Company, Domestic Customer BN 1, 2 5th Block, 3rd Cross, Peenya Industrial Area, 560099 Bangalore

Sign and Send, Save to draft

11. Once the document is successfully signed, the success message will be shown to the user.



The document(s) has been signed successfully

12. If there are more than one user in the workflow, the document signed by the first signatory will be sent to the subsequent signatories for their signing.

END OF DOCUMENT