

Belfius Procurement uses the SigningHub application for the electronic approval of Procurement contracts.

Thanks to this application, contracts can be signed electronically which shortens the whole purchasing process.

At the moment of signing you will receive a separate mail with link to the to be signed contract. Please then follow the following steps if you are using a desktop for signing:

- > Open the mail on your desktop and click on the arrow in the image (if you don't see the image, click on 'Click here to download pictures');
- > You will now receive a password code via SMS that you'll need to introduce; click on 'Open';
- > If the password code is correct, the to be signed contract document will open so you can check the contract content;
- > Click on the yellow arrow 'start'; you will be guided to the place in the document where you need to sign;
- > Click on 'Sign here' to add your signature; you can sign by hand via mouse or touchpad or you can upload a predefined signature;
- > Click on 'Sign now' to sign;
- > Click on 'Close' to close the application; the document is now signed;
- > Close the pop-up screen where you need to fill in your email address by clicking on 'x'; you don't need to login;
- > Once the document has been signed by all internal and external parties you will receive a PDF copy of the signed contract.

For more information please contact us via e-mail at [purchasing@belfius.be](mailto:purchasing@belfius.be)