## Instruction signing quotation

You have received a digital quotation from MPS-ECAS. By following the instructions below, you can sign the quotation.

1. You will receive an email stating that a quotation is ready for you to be signed, as shown below. Follow the instructions in this email.



Wij hebben een offerte voor u klaarstaan in het klantenportaal. Klik <u>hier</u> om naar de offerte te gaan. Hier kunt u deze ook digitaal ondertekenen.

Met vriendelijke groet, MPS-ECAS

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Dear Evita Bruin,

We have added a quotation in your Customer Portal. Please click <u>here</u> to go to your quotation. Here you also will be able to sign the quotation digitally.

Kind regards MPS-ECAS

> Dit bericht is automatisch verstuurd. Reageren op deze e-mail is niet mogelijk. This message has been sent automatically. Respond on this e-mail is not possible.

2. By clicking on the link in the email, the screen below will open. Here you can log in to the Customer portal. The **username** is the **email address** at which you received the above email. If this is the first time you log in, you can create a password by clicking on **'request password'**.

Portal MPS-C Login for customers 8	-
Username	e.bruin@my-mps.com
Password	
Log in Request passwork Log in met uw portalgegevens. De gebruike uw e-mailadres en het wachtwoord heeft u aangemaakt.	ersnaam is Log in with your portal details.The username is your
Bent u uw wachtwoord vergeten of logt u v eerste keer in? Kies dan voor 'wachtwoord Lukt het niet om in te loggen, neem dan co	opvragen'. in for the first time? Then choose 'request password'.
met Service & Support, bereikbaar op werk tussen 8.00 en 17.00 op +31 (0)174 615 715 ook een e-mail sturen naar info@my-mps.c	5. U kunt Support, which is available on workdays between

3. After logging in, you will enter the screen where you will find the relevant quotation.

				Actions
MPS Quotation				i To sign for approval
Number Submission date Subject Comment	1754 03-07-2019 12:49 MPS-ABC 100001 Kwekerij de Kwakel B.V.	Video instruction signing quotation Instruction signing quotation	Video uitleg ondertekenen offerte Uitleg ondertekenen offerte	

4. Click on the attachments to download and read the quotation (see green arrow below).

Number	1754
Submission date	03-07-2019 12:49
Subject	MPS-ABC 100001 Kwekerij de Kwakel B.V.
Comment	
With regard to	
Project	MPS-ABC 100001 Kwekerij de Kwakel B.V.
Attachments	🔁 E48BDC3042C70037A04D76BDDC2514
	ENG Al-AL-402eGeneral_Terms_an
	🔁 ENG OF-AL-501e - General Conditions
	🔁 SignServiceLog.pdf
Responses No data to be shown.	

5. After viewing the quotation, you have two options at the top right corner: **'To sign for approval'** and **'Not agreed'**. If you agree with the quotation, click on **'To sign for approval'**.

		Actions To sign for approval Not agreed
Video instruction signing quotation Instruction signing quotation	Video uitleg ondertekenen offerte Uitleg ondertekenen offerte	

If you do not agree, click on '**Not agreed**'. If you do not click on 'Not agreed', the quotation will remain in our system and you will receive reminders about the quotation. At the bottom of the page you can indicate in a response why you do not agree.

6. If you agree with the quotation, you will see the screen below after clicking on **'To sign for approval'.** By clicking on **'start signing'** you will receive a confirmation code by e-mail.

Sign digitally		×
	<b>Sign</b> You are about to sign the following attachment:	
	E48BDC3042C70037A04D76BDDC251432.pdf	
	ENG Al-AL-402eGeneral_Terms_and_Conditions_ECAS_BV_v4-2002.pdf	
-	ENG OF-AL-501e - General Conditions quotations ECAS - 001.pdf	3
	For signing, we will send a confirmation code via e-mail to e.bruin®my-mps.com and via SMS to <b>=</b> +31	
	Signature is on behalf of Evita Bruin	
	Start signing	

7. After clicking on 'start signing' you will receive the email below.

8. Return to the browser to enter your code that you have received by email and click on **'Confirm'**.

I	Sign digitally		×	
at	@	<b>Confirm e-mail address</b> Open the e-mail sent to <b>e.bruin@my-mps.com</b> and enter the confirmation code.	AFAS AFAS	2
		Confirmation code		
		Confirm E-mail not received?		
			-	

9. You will then receive an SMS with a second confirmation code. Enter the code and click on **'Sign!'**.

Sign digitally		×
	Confirm phone number The confirmation code has been sent via SMS to =+316	AFAS
•	Confirmation code	
	Sign! SMS not received?	

10. Now click on '**Complete**'. You have now signed the quotation.

Sign digitally		×
	Signing successful! Result:	AFAS AFAS
	E48BDC3042C70037A04D76BDDC251432.pdf	
	ENG Al-AL-402eGeneral_Terms_and_Conditions_ECAS_BV_v4-2002.pdf	I
	ENG OF-AL-501e - General Conditions quotations ECAS - 001.pdf	I
	Complete	
		I
		I
		I
		4

If you would like to view the quotation at a later time, you can always log in to the Customer portal. Besides quotations you can also find invoices in your Customer portal. Do you have any questions? Please contact the Service & Support team on +31 (0) 174 - 615 715. You can also send an email to info@my-mps.com.