

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.



Beste Evita Bruin,

Wij hebben een offerte voor u klaarstaan in het klantenportaal.
Klik [hier](#) om naar de offerte te gaan. Hier kunt u deze ook digitaal ondertekenen.

Met vriendelijke groet,
MPS-ECAS

Dear Evita Bruin,

We have added a quotation in your Customer Portal.
Please click [here](#) to go to your quotation. Here you also will be able to sign the quotation digitally.

Kind regards
MPS-ECAS

Dit bericht is automatisch verzonden. 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**'.

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 AI-AL-402e_-_General_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
Video uitleg ondertekenen offerte
Instruction signing quotation
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.



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



Dear Evita Bruin,

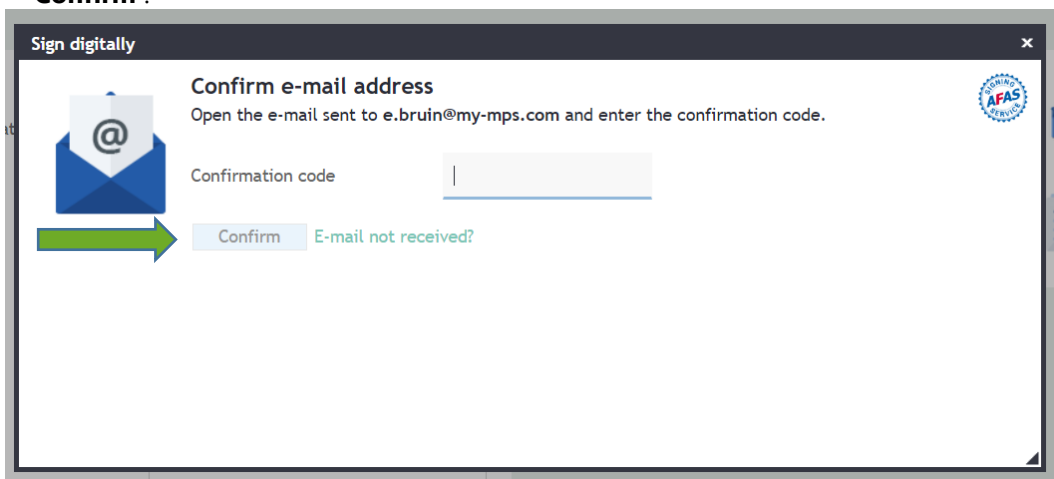
This is your email address confirmation code:



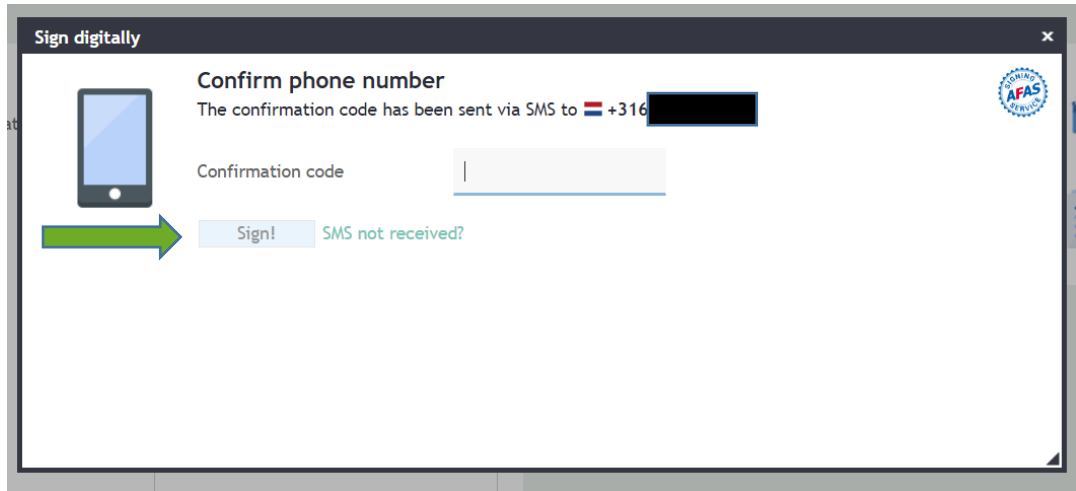
If you did not request a confirmation code you can ignore this email.

This message was sent automatically. Do not respond to this email.

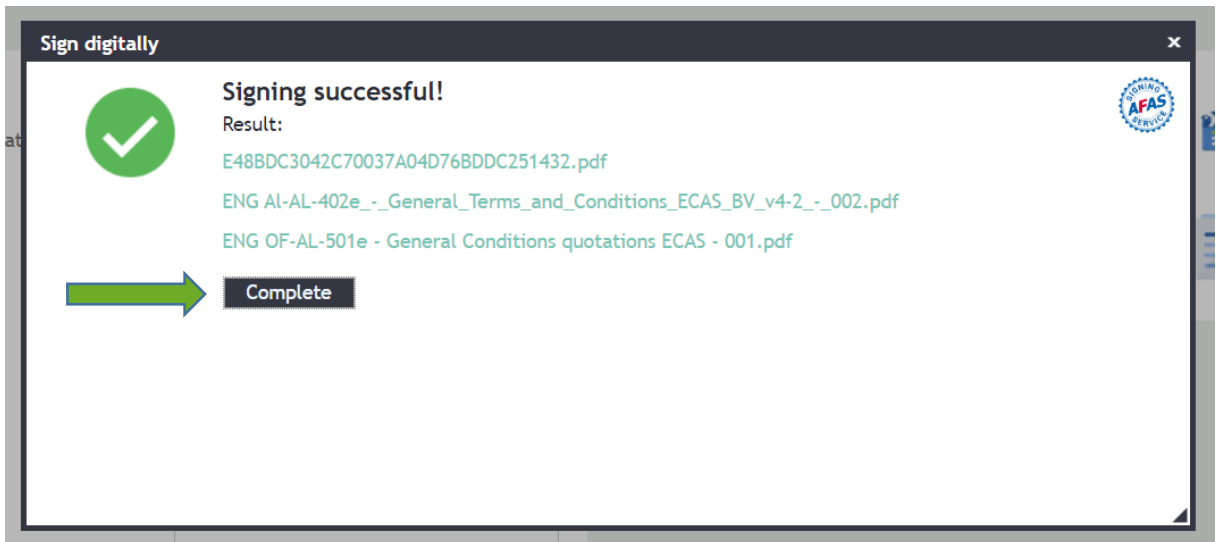
8. Return to the browser to enter your code that you have received by email and click on **'Confirm'**.



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



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



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.