

SAP Document Management for COVID-19 World

Popular use cases for SAP Signature Management, option for government compliance

Government Activities

- Tax returns
- Warrants / affidavits
- Emergency response
- Intern-agency agreements
- Permits & applications
- Engineering document approval & archiving
- Decrees & other public electronics documents

Constituent Services

- DMV & processes
- Zoning & permit approvals
- Permits
- Social services programs
- Public health programs
- Disability program forms
- Incorporation forms
- Housing programs

Procurement

- Contractor bids
- Master vendor agreements
- Purchase orders
- Statement of work
- RFP signoffs
- Supplier compliance
- Internal approvals

Finance

- Payroll & finance processes
- Budget approvals
- Invoice processing
- Expense reporting
- Travel reimbursement
- Audit signoff

Human Resources

- Employee policy distribution & signature
- New hire paperwork
- Benefits enrollment
- Contractor agreements
- PTO managements
- Non-disclosure
- Change of beneficiary forms

IT

- Project budget approvals
- Asset tracking
- Change requests
- Requirements sign off
- Access management
- Incident reporting
- Production change authorization
- Maintenance authorization

Legal & Compliance

- Contracts
- Non-disclosures
- Electronic notary
- Internal compliance
- Outside counsel agreements
- ADA compliance
- FLSA compliance
- Inspections & audits
- Legal case management & evidence archiving

Facilities

- Work orders
- Lease agreements
- Move in / move out requests
- Front desk sign-off
- Parking permits

SAP Signature Management: Simple 3 step approach



99.99%

Historical Uptime

1. Prepare

- Get documents from the documents generated
- Supports popular file formats and includes PDF conversion
- Designate signers and specify workflow

2. Execute

- Guided signing for remote, free form, and in-person signing
- Includes, Mobile sign and send, email-based authentication, and geolocation capture
- Works even when offline

3. Manage

- Visibility to document in various systems
- Reporting includes: real-time status, audit trail, and certification of completion
- One account, one login, all synchronized

1,000 Envelopes \$ 8,400 per year \$8.40 per envelope

2,500 Envelopes \$18,750 per year \$7.50 per envelope

2,500 Envelopes+ Please contact your SAP SuccessFactors Account Executive

SAP Document Management Solution is compliant to UETA and E-SIGN Acts