

ESA Introduces Docusign eSignature Pilot Phase for Purchase Order Suppliers

The European Space Agency (ESA) is pleased to inform all purchase order (PO) vendors and suppliers about the pilot rollout of Docusign as ESA's electronic signature (eSignature) solution. The chosen solution aligns fully with the European Union's eIDAS (Electronic Identification, Authentication and Trust Services) regulation, ensuring that every document you sign with ESA is secure, legally recognised across the EU, and easy to manage.

Why This Matters for ESA Suppliers

As a valued ESA supplier, your experience with purchase orders is about to become significantly more streamlined. The pilot will provide a professional e-signature solution to ESA suppliers straight away, while collecting ESA suppliers' feedback to shape a fully operational solution for deployment as the official eSignature service offered by ESA to its commercial partners. Here's what you can expect:

1. Legally Binding Signatures Across the EU

All documents signed through Docusign are fully compliant with eIDAS, meaning they carry full legal weight in all EU member states. No need for printing, scanning, or shipping – signatures are recognised and enforceable instantly.

2. Faster and Easier Document Handling

The Docusign platform simplifies every step of the signing process:

- No account required
- No additional cost to you
- No software installation needed

3. Sign Anywhere, Anytime, On Any Device

Whether you're at your desk, in the field, or on the move, Docusign enables you to:

- Review and sign ESA documents on your desktop, tablet, or mobile
- Eliminate time-consuming manual paperwork
- Keep your records automatically updated with signed copies

4. Enhanced Security and Identity Verification

Docusign uses trusted identity verification methods to protect the integrity of your signature and documents. Your information remains secure, and your identity is verified in line with EU regulations.

How You'll Use Docusign as an ESA Supplier

Here's how the process works:

- ✓ You will receive an email notification with a unique link to your document.

✓ You will be asked to verify your identity ([see list](#) of accepted IDs). Your ID is only used for ID verification purposes; a copy is not stored.

✓ Once you have verified your identity you can review and sign the PO.

✓ Choose your signature option:

- Upload an image of your signature
- Manually draw your signature
- Select a pre-generated signature style

✓ You will receive a signed copy instantly once all parties have completed the signing process.

Additional Resources for Suppliers

To support you through the pilot, here are useful links to help you get started with Docusign:

[About Docusign the company](#)

[Is your electronic signature safe?](#)

[Verifying your Identity Guide](#)

[Docusign Identity Wallet Privacy Notice](#)

[Using your wallet to sign](#)

Find Out More and Get Support

For detailed guidance on using Docusign, visit:

- [Docusign Signer Support](#)
- [Identity Verification Process when Signing a PO](#)
- [Signing a Document](#)

To verify you have a valid identity document please check the list provided [here](#).

The adoption of Docusign reflects ESA's broader commitment to digital transformation, aimed at making supplier interactions smoother, faster, and more secure. We are

confident this new system will make your experience of working with ESA more efficient and future-ready!

For any additional questions, please feel free to reach out or explore [DocuSign's FAQs](#) for more information.