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PHOENIX CONTACT GmbH & Co. KG · 32825 Blomberg

To the suppliers of PHOENIX CONTACT

May 2021

## Introduction of the electronic signature at PHOENIX CONTACT

Dear business partners,

as part of the Digital Transformation, PHOENIX CONTACT is changing the process of manual and paper-based signing of agreements to the electronic signature.

This way we can now switch to a digital process together with our supply partners, enabling us to send and sign agreements much faster and conveniently.

The switch to electronic signature offers many advantages:

- ✓ **Time saving:** Agreements can be signed very easily and in a short time from all terminals.
- ✓ **Transparency:** The current status of an agreement can be tracked by all parties involved in the signing process at any time.
- ✓ **Process optimization:** Agreements no longer need to be printed, sent, scanned and filed in paper form.
- ✓ **Cost minimization:** By reducing the processing times, the process costs per operation are significantly cut down.
- ✓ **Increased efficiency:** The administrative workload is reduced by the electronic process, since manual steps are eliminated.
- ✓ **Environmentally friendly:** By eliminating printing and shipping material as well as the associated transportation costs, we jointly protect valuable resources.

After repeal of the Signature Act (SigG) in July 2017, the legal basis for the electronic signature is the European eIDAS Regulation (VO (EU) no. 910/2014 on electronic identification and trust services for electronic transactions in the internal market) and the German Trust Services Act (VDG) as implementing law.

Pers. haftende Gesellschafterin:  
Phoenix Contact Verwaltungs GmbH  
Amtsgericht Lemgo HRB 5273  
Kom. Ges. Amtsgericht Lemgo HRA 3746

Geschäftsführung:  
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PHOENIX CONTACT uses the platform of the company DocuSign for the electronic signature, which complies with the provisions of the eIDAS Regulation and numerous certified standards. The web-based DocuSign platform is very user-friendly and therefore easy to operate. Clear explanations guide the signatory through the process. It is free of charge for the supplier to sign an agreement on the DocuSign platform.

**This is how the electronic signature works:**

After jointly concluding the clarification of the content of an agreement, PHOENIX CONTACT initiates the workflow of the electronic signature via the DocuSign platform. The specified signatories of the agreement will then receive an e-mail notification and can open the documents via a link on the platform, check and then sign them in a paperless way – with one click. In addition, it is also possible to forward the document to other authorized signatories.

As soon as all signatories have signed the agreement, you will automatically receive an e-mail with

1. the electronically signed agreement in PDF format and
2. the DocuSign certificate of completion with information on the parties involved in the signature, authentication information and time stamps.


In addition, DocuSign offers alternatives in case you cannot sign electronically. You have the possibility to use the “Print & Sign” function. This way you can also print out documents, sign them manually and then upload a scanned copy.

You will find further information at [www.phoenixcontact.com/purchasing](http://www.phoenixcontact.com/purchasing). Alternatively, you may also approach your contact person in Strategic Purchasing if you have any questions.

We look forward to taking the next step in the Digital Transformation at PHOENIX CONTACT together with you.

Best Regards

PHOENIX CONTACT GmbH & Co. KG

DocuSigned by:  
  
.....  
FAB77D785A20419.....  
Ulrich Leidecker  
COO

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Markus Brentano  
Vice President Corporate Purchase