

Your new Grocery Supplier Contract

Quick Reference Guide

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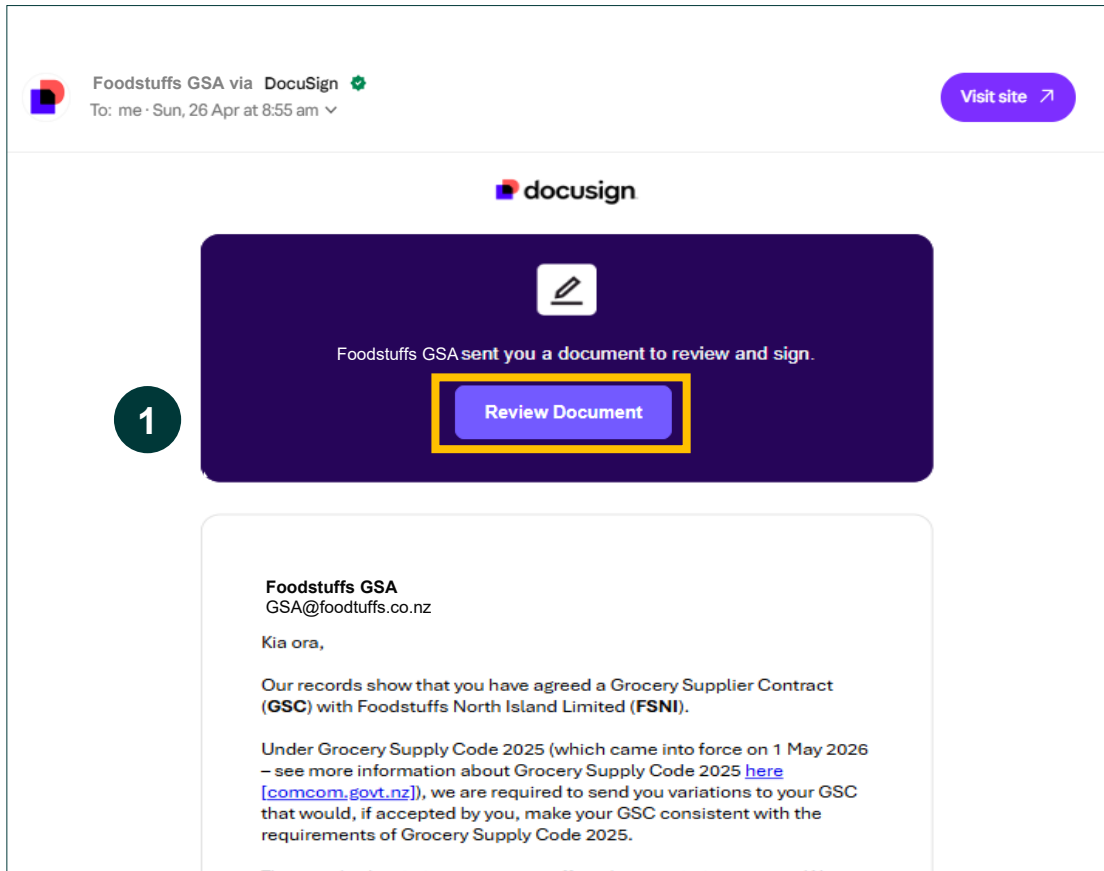
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Accessing Your Contract

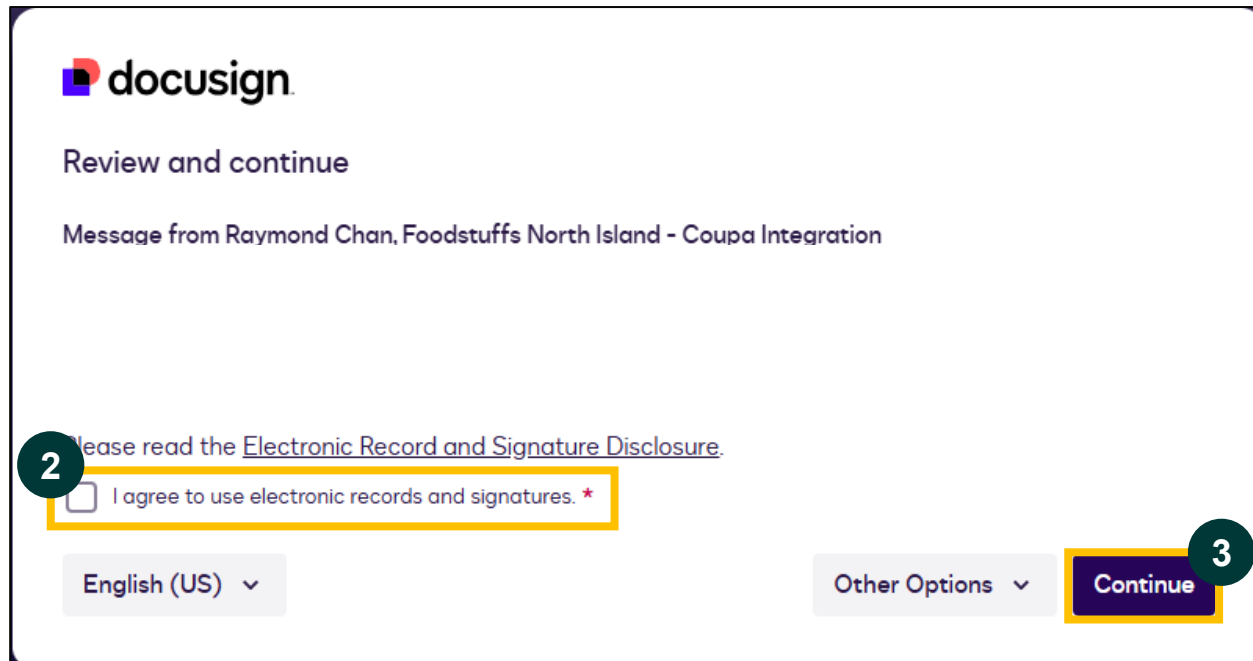
Accessing Your Contract



1 You will receive an email from DocuSign when we invite you to review a contract.

Click the Review Document button to view your contract in DocuSign.

Accessing Your Contract



- 2 Once you have opened the link, you will be asked to agree to the use of “electronic records and signatures”. Select the checkbox if you agree.
- 3 Click continue.

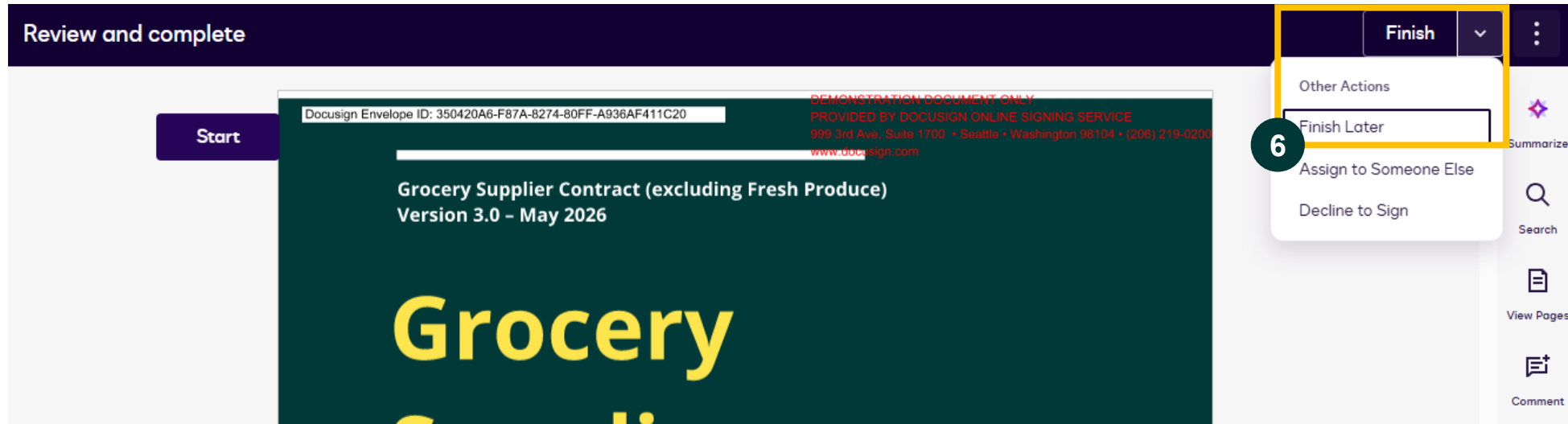
Accessing Your Contract



4 Your contract will be opened in DocuSign. You can read the contract in the preview screen.

5 Alternatively, you can download a PDF of the contract by clicking the “Download” button.

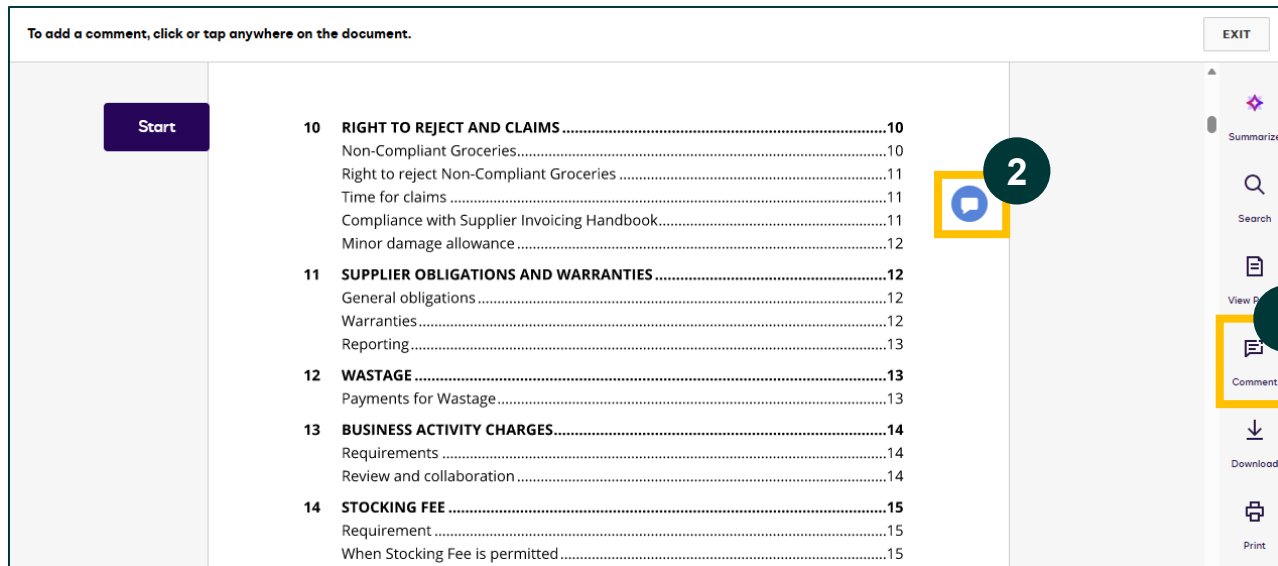
Accessing Your Contract



- 6 If you want to return to your contract in DocuSign at a later time, click the down arrow next to the finish button, and select “Finish Later”

Questions and Requests

Questions and Requests



1 If you want to raise a question or request changes to your contract, please use the comment button on the sidebar.

Tap anywhere on the document to add your comment.

2 If you have any queries, you can reach out to gsa@foodstuffs.co.nz

Questions and Requests

Review and complete

DocuSign Envelope ID: 52612755-7AD6-8B5C-80AC-F08C8049192A

DEMONSTRATION DOCUMENT ONLY
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999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docuSign.com

foodstuffs

3 ORDERING PROCESS

Issuing of Purchase Order

3.1 We or an FSNI Business will issue Purchase Orders to you, including via our Supplier Portal. Each Purchase Order is an offer by us to purchase the groceries described in the Purchase Order.

Acceptance of Purchase Order

3.2 A Purchase Order will be accepted by you on the earlier of:

3.2.1 you actively accepting the Purchase Order, for example via the Supplier Portal if applicable;

3.2.2 3 Working Days after the date of receipt of the Purchase Order by you, unless within that period you send written notification that you do not accept the Purchase Order; or

3.2.3 delivery by you of some or all of the Groceries ordered,

Example Comment

POST

Summarize

Search

New Pages

Comment

Download

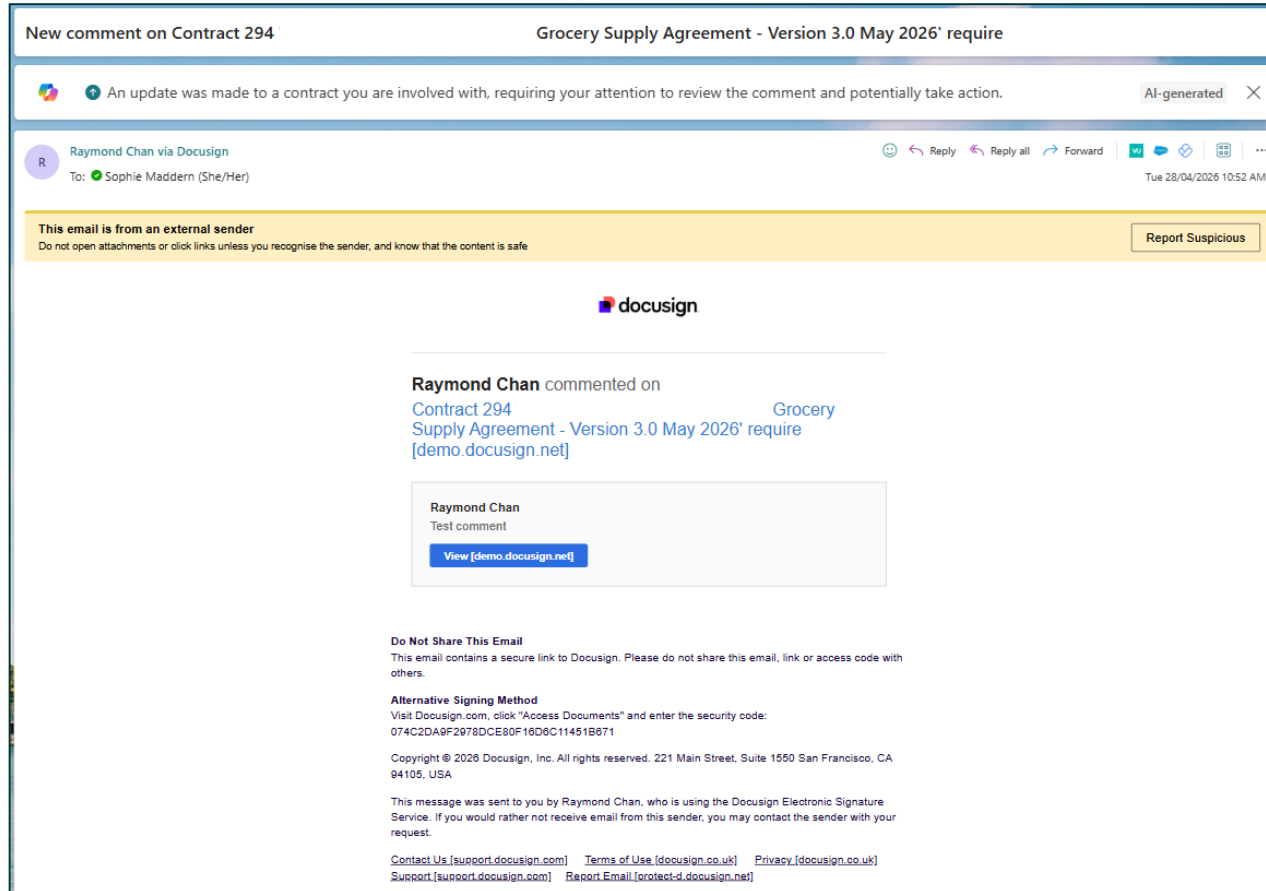
Print

3

Type in your question or request and click Post.

We will receive your question / request and respond back to you in DocuSign.

Questions and Requests



The screenshot shows an email interface with the following content:

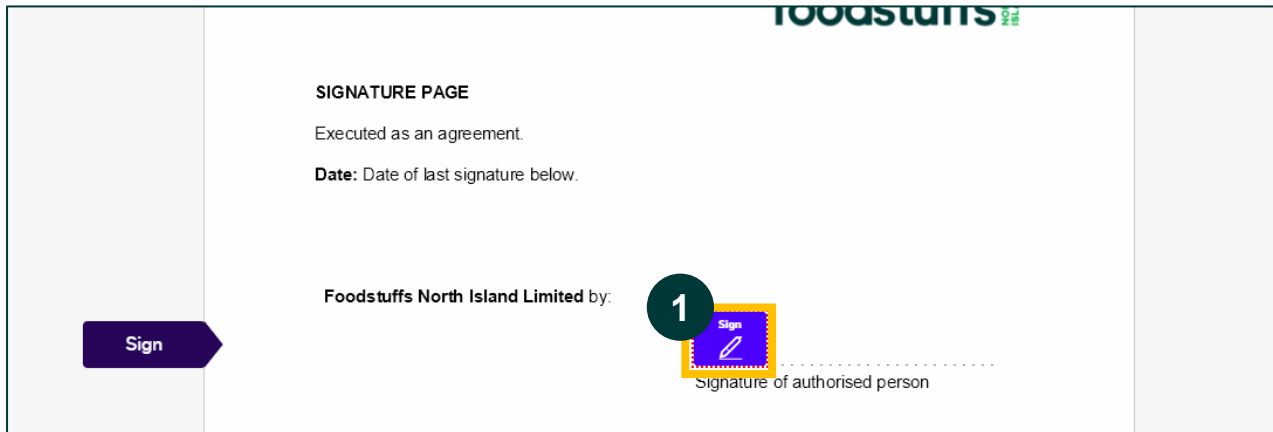
- Subject:** New comment on Contract 294
- Sender:** Raymond Chan via DocuSign
- To:** Sophie Maddern (She/Her)
- Date:** Tue 28/04/2026 10:52 AM
- AI-generated:** An update was made to a contract you are involved with, requiring your attention to review the comment and potentially take action.
- Warning:** This email is from an external sender. Do not open attachments or click links unless you recognise the sender, and know that the content is safe.
- Content:**
 - docuSign logo
 - Raymond Chan commented on [Contract 294](#) [Supply Agreement - Version 3.0 May 2026' require](#) [\[demo.docuSign.net\]](#)
 - Raymond Chan: Test comment
 - [View \[demo.docuSign.net\]](#)
- Footer:**
 - Do Not Share This Email:** This email contains a secure link to DocuSign. Please do not share this email, link or access code with others.
 - Alternative Signing Method:** Visit DocuSign.com, click "Access Documents" and enter the security code: 074C2DA9F2978DCE80F16D6C11451B871
 - Copyright © 2026 DocuSign, Inc. All rights reserved. 221 Main Street, Suite 1550 San Francisco, CA 94105, USA
 - This message was sent to you by Raymond Chan, who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender, you may contact the sender with your request.
 - [Contact Us \[support.docuSign.com\]](#) [Terms of Use \[docuSign.co.uk\]](#) [Privacy \[docuSign.co.uk\]](#)
 - [Support \[support.docuSign.com\]](#) [Report Email \[protect-d.docuSign.net\]](#)

4

You will receive an email notification from DocuSign when we have responded. We recommend checking your spam/junk if you are expecting a response but haven't received one - or navigate back to your comment in DocuSign to check there.

Signing Your Grocery Supply Agreement

Signing Your Grocery Supply Agreement



- 1 Should you wish to sign your Grocery Supplier Contract or Agreement to Vary, navigate to the signature page and click “Sign”

Signing Your Grocery Supply Agreement

Adopt Your Signature

Confirm your name, initials and signature.
* Required

2 Name: Sophie Maddern Initials: SM

3 SELECT STYLE DRAW USE SIGNATURE PAD UPLOAD

PREVIEW Change Style

Signed by: Sophie Maddern Initial: SM
5CDB9B62B2B1479...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

ADOPT AND SIGN CANCEL

2 A popup dialog box will appear asking you to confirm your name.

3 You can sign using a DocuSign style, draw your signature, or upload an electronic signature image depending on your preference.

Signing Your Grocery Supply Agreement

Sophie Maddern

.....

Name of authorised person (print)

Project Manager

.....

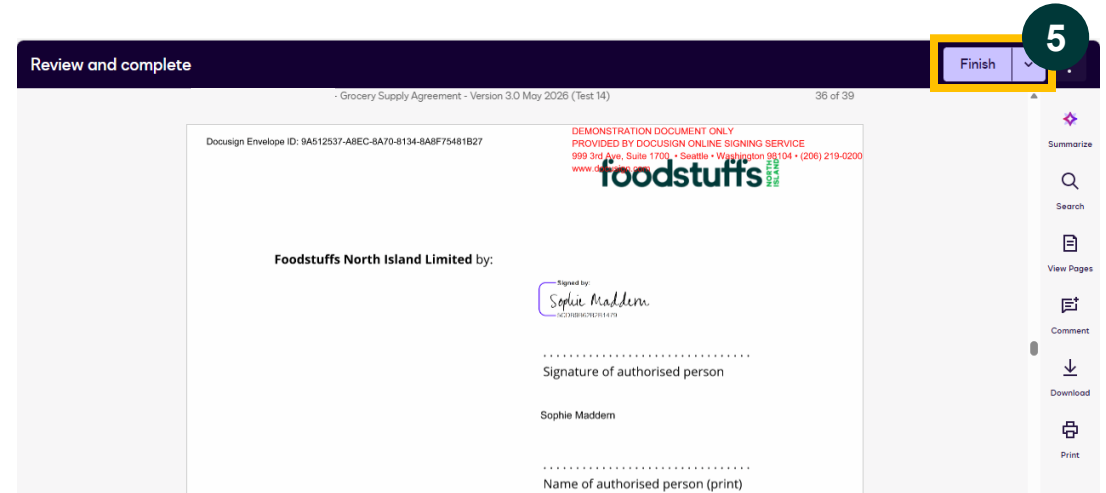
Office held

4/27/2026

.....

Date

4 You will also be asked to add your position / title.



5 **Important!** Please remember to click “Finish” at the top of the screen to ensure you submit the contract.

Signing Your Grocery Supply Agreement

Optional step

docuSign

Securely manage agreements with just one more step

- You've received a request to sign
- You've signed**
The sender has been notified
[Save a copy](#)
- Upcoming: Next recipient
- Completed
All parties received a completed copy.

Finish setting up your free account

Sophie.Maddern@foodstuffs.co.nz

I agree to receive marketing communications and promotional offers from DocuSign

By clicking Set your password, you agree to DocuSign's [Privacy Notice](#) and [Terms and Conditions](#).

Set your password

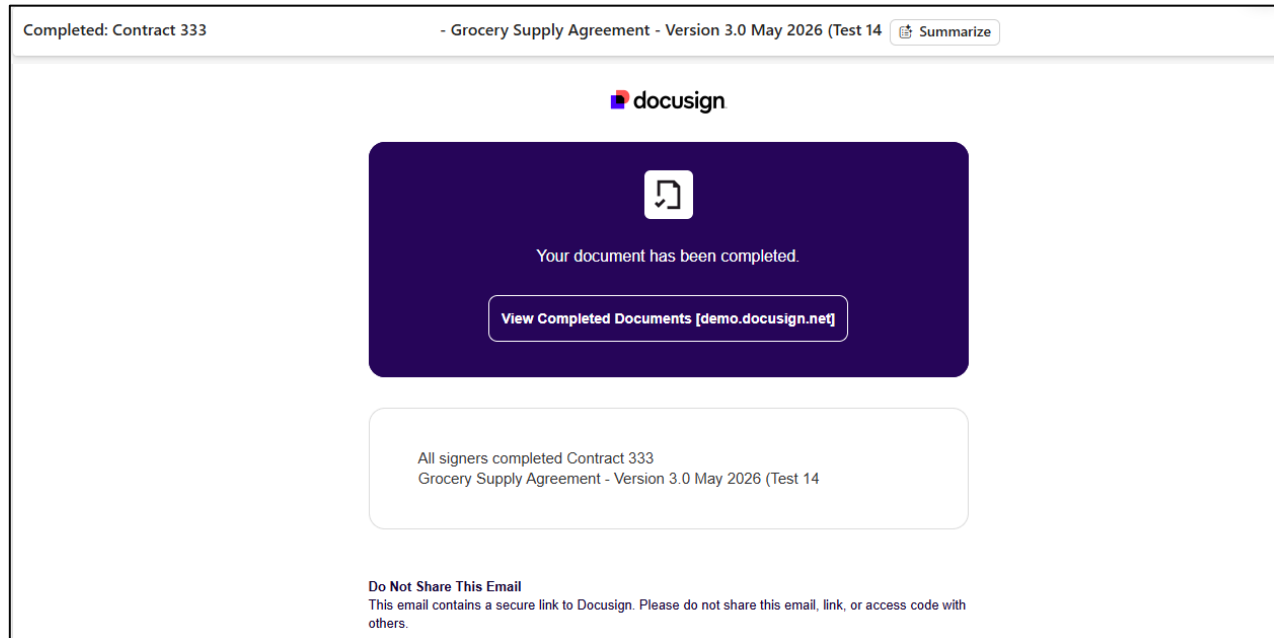
Region: undefined ▾

6

You will then move to a new page where if you choose, you can create a free account to securely manage your agreement in the future.

You do not need an account to access your agreements and will still be able to access via the link in your email.

Signing Your Grocery Supply Agreement



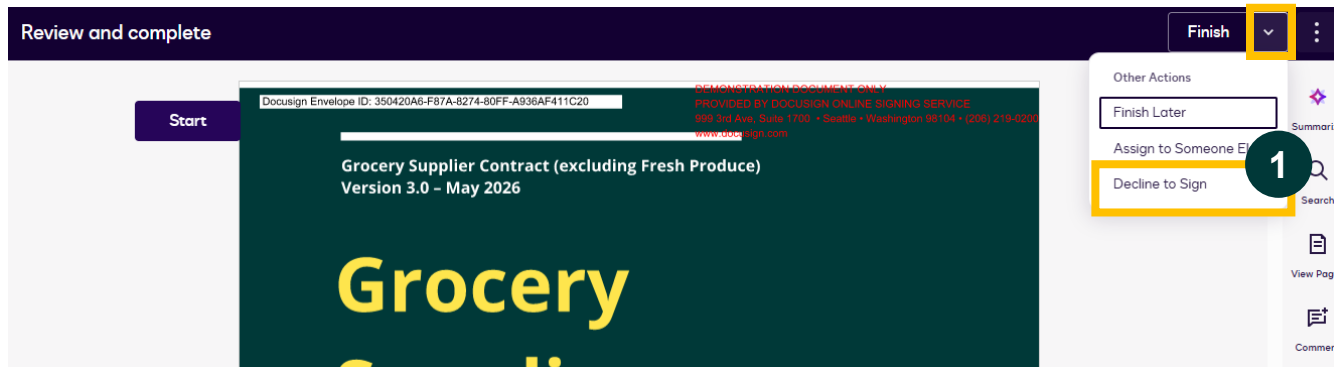
7

When all parties have signed the agreement, you will receive an email with a link to the completed agreement.

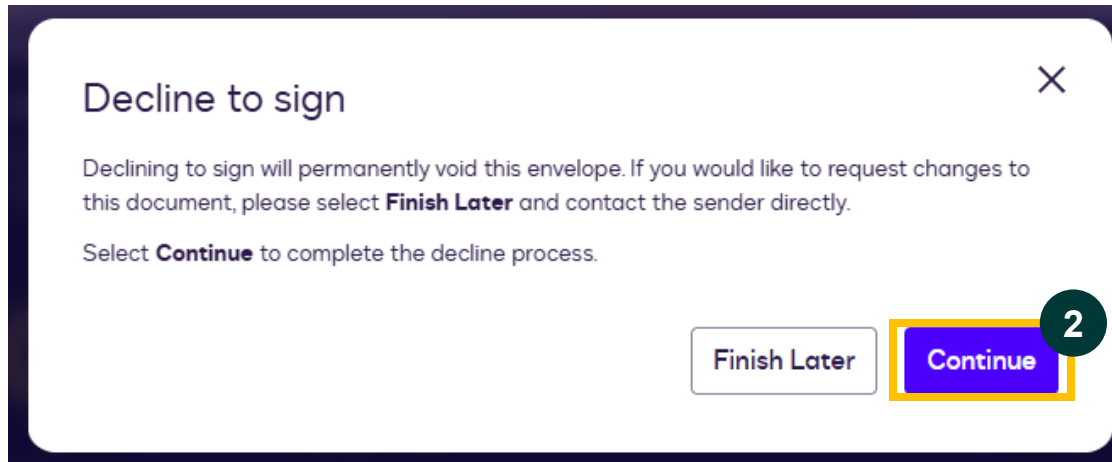
We recommend you use this link to download a copy of the agreement for your future reference.

Declining to Sign the Agreement

Declining to Sign the Agreement



- 1 If you do not wish to sign the agreement, click the down arrow next to the finish button, and select "Decline to Sign".



- 2 A dialogue box will appear asking for you to confirm your selection. Click "Continue".

Declining to Sign the Agreement

Decline to sign

Enter a reason for declining to sign.*

Reason for declining

0/500

Decline

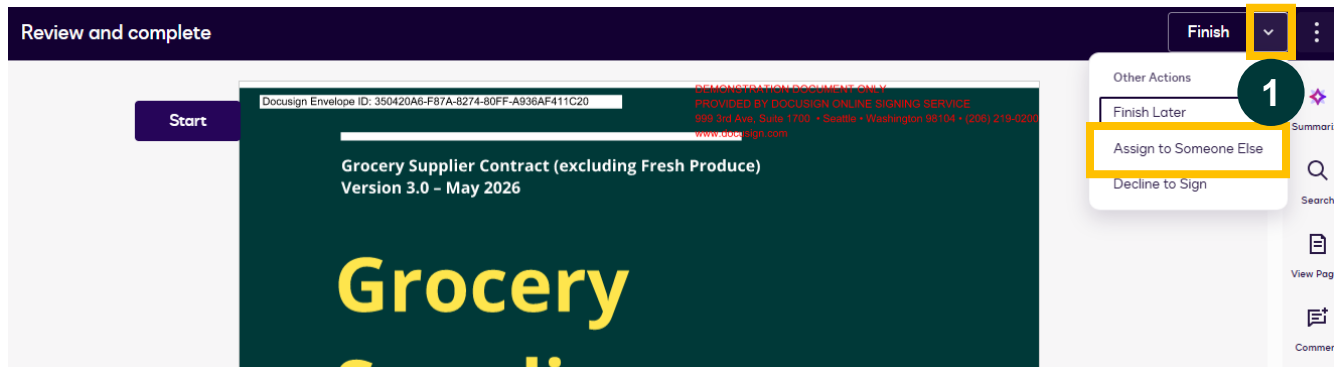
3

You will then be asked to provide a reason for declining to sign the agreement.

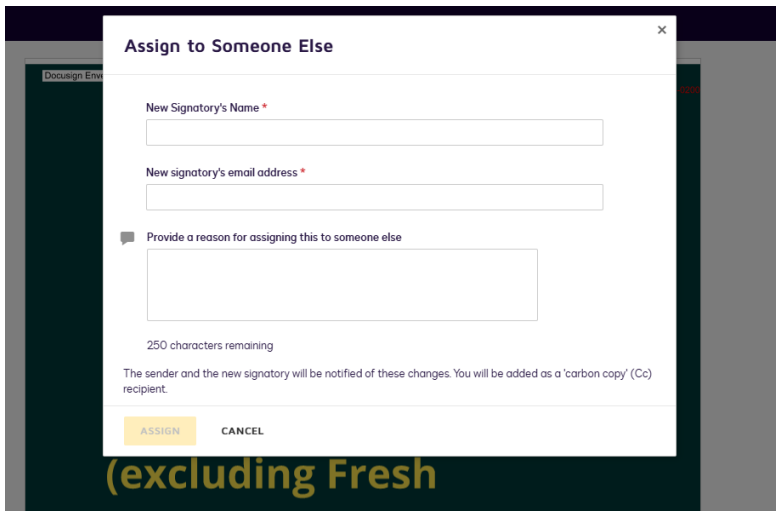
Please enter a reason and click “Decline”.

Assign the Agreement to Someone Else

Assign the Agreement to Someone Else



1 If you need to assign the contract for someone else to review and/or sign, click the down arrow next to the finish button, and select “Assign to Someone Else”.

A screenshot of the 'Assign to Someone Else' dialog box. It contains the following fields and text: 'New Signatory's Name *' with an input field; 'New signatory's email address *' with an input field; a section titled 'Provide a reason for assigning this to someone else' with a text area; '250 characters remaining' below the text area; and a note: 'The sender and the new signatory will be notified of these changes. You will be added as a 'carbon copy' (Cc) recipient.' At the bottom are 'ASSIGN' and 'CANCEL' buttons.

2 A dialogue box will appear for you to provide the name and email address of the new signatory you want to assign the agreement to.

Important! You will no longer be able to access the contract once you have assigned it to someone else.