



GRP Knowledge Series:

How to configure and use SigningCloud?

24th May 2023

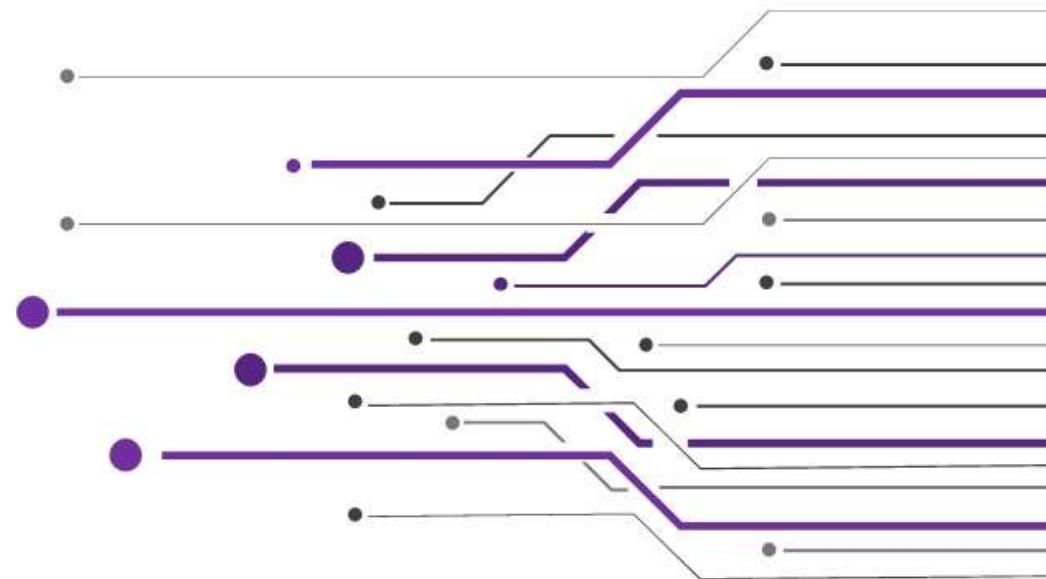
LEARNING OBJECTIVES

- Understand concept of Digital Signature.
- Able to configure SigningCloud.
- Able to implement and use SigningCloud.

TOPICS TO BE COVERED

- What is Digital Signature?
- What is SigningCloud?
- Configure SigningCloud

What is Digital Signature?



WHAT IS DIGITAL SIGNATURE?

A digital signature is a way to verify the authenticity and integrity of a digital document, much like a traditional handwritten signature verifies the authenticity and intent of a physical document.

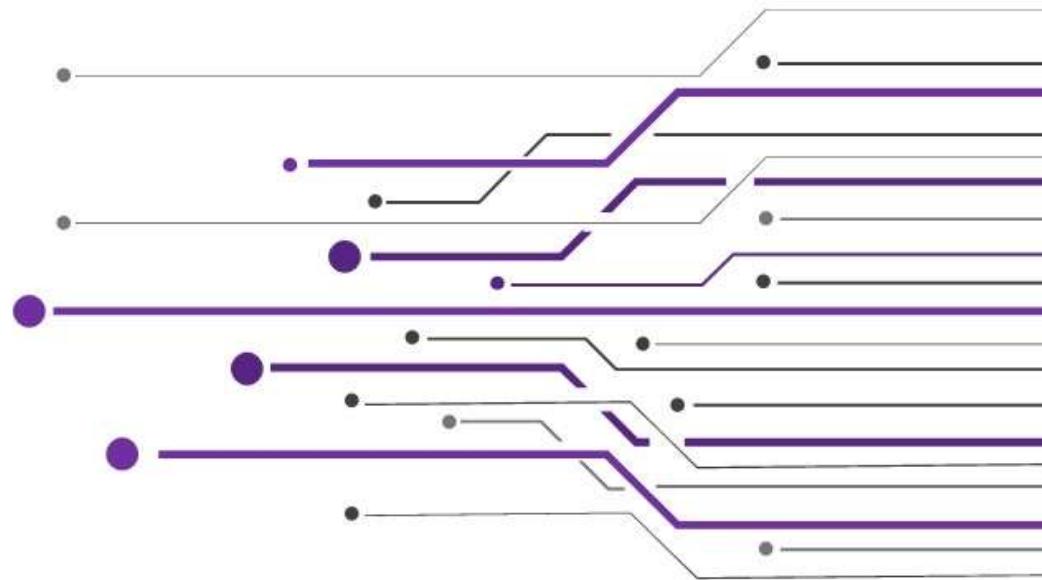
A digital signature uses encryption techniques to ensure that the document has not been altered and to confirm the identity of the person signing the document.

It is often used in electronic transactions, such as contracts, legal agreements, and financial transactions, to provide a secure and convenient way to verify the authenticity of the document and the signer's identity.

COMPARISON OF DIGITAL SIGNATURE VS. HANDWRITTEN SIGNATURE

	Digital Signature	Handwritten Signature
Convenience	sign documents electronically from anywhere, at any time.	Requires physical presence of the signer and a pen
Speed	Digital signatures can be completed and transmitted quickly.	Takes time to be delivered and processed.
Security	Digital signatures use encryption and public key infrastructure (PKI) to provide a high level of security.	Can be easily forged and tampered with.
Legal Recognition	Digital signatures are legally binding in many countries and have a higher level of recognition in a court of law compared to handwritten signatures.	
Verification	Digital signatures can be used to verify the identity of the signer and the integrity of the document.	Handwritten signatures may only verify the intent of the signer to agree to the contents of the document.

What is SigningCloud?



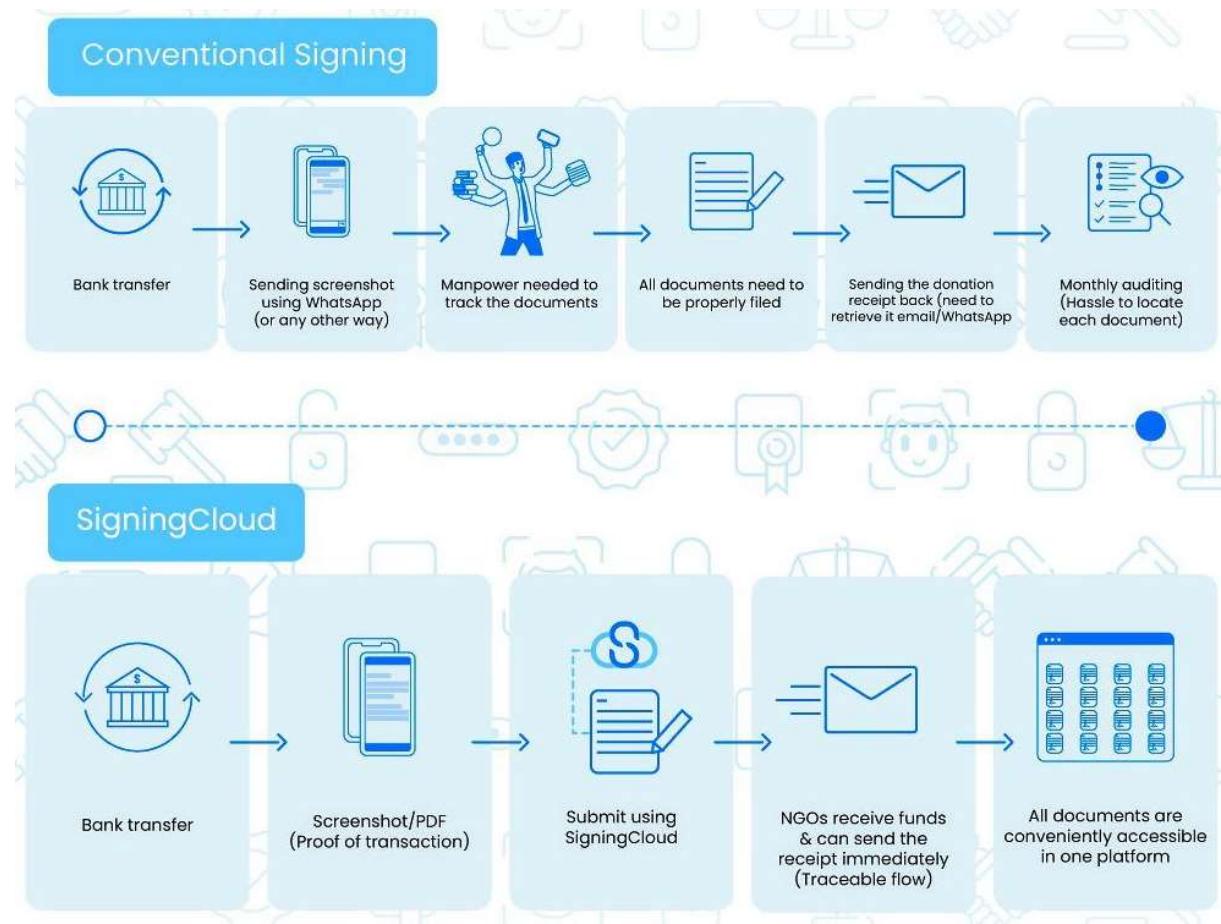
WHAT IS SIGNINGCLOUD?



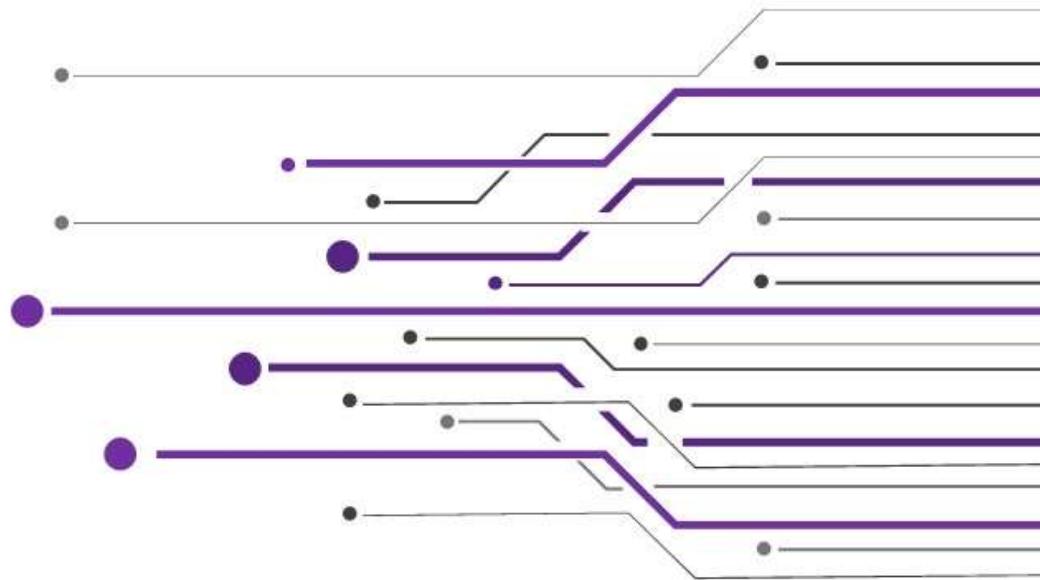
- a subsidiary of Securemetric Bhd (digital security solutions provider)
- launched in July 2020 with a clear vision in mind: to aid businesses in their digital processes in a safe and affordable way.
- 100% home grown Malaysian brand.
- HQ in Kuala Lumpur,
- Regional presence in Indonesia, Singapore, Vietnam and the Philippines.

<https://www.signingcloud.com/resource/how-do-digital-signatures-work-exactly/>

WHAT IS SIGNINGCLOUD?



Configuring SigningCloud



BUSINESS NEED

As part of GRP improvement and compliance to SAGA, we would like to enhance the current approval process and integrate with SigningCloud to enable documents to be digitally signed.

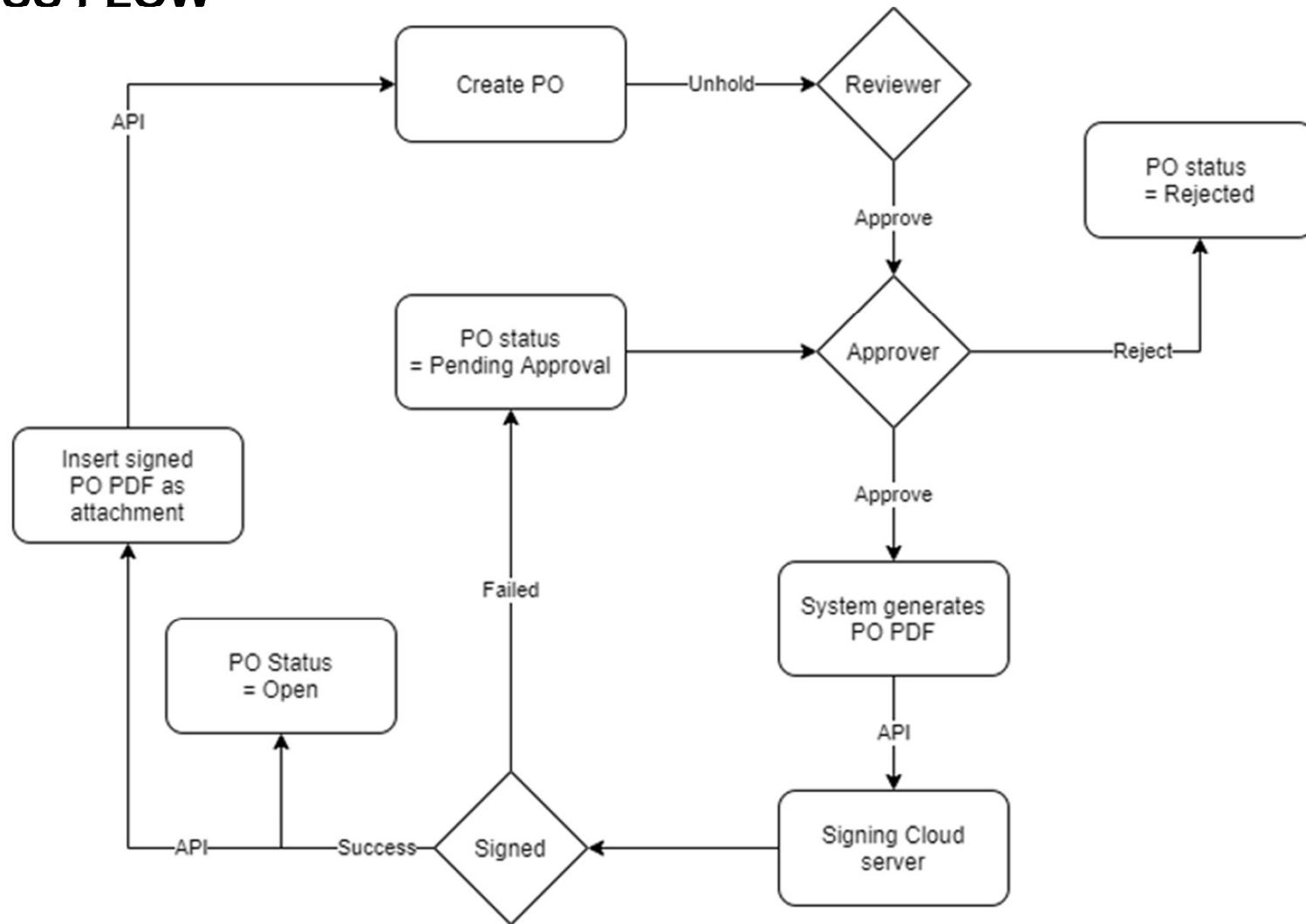
In principal, we will be extending the current workflow approval process in GRP to send approved document to SigningCloud server via API to be digitally signed and then get the duly signed document and store it as attachment in the originating transaction.

To understand, let's have a look at the diagram below. It shows the process flow of Purchase Order approval.

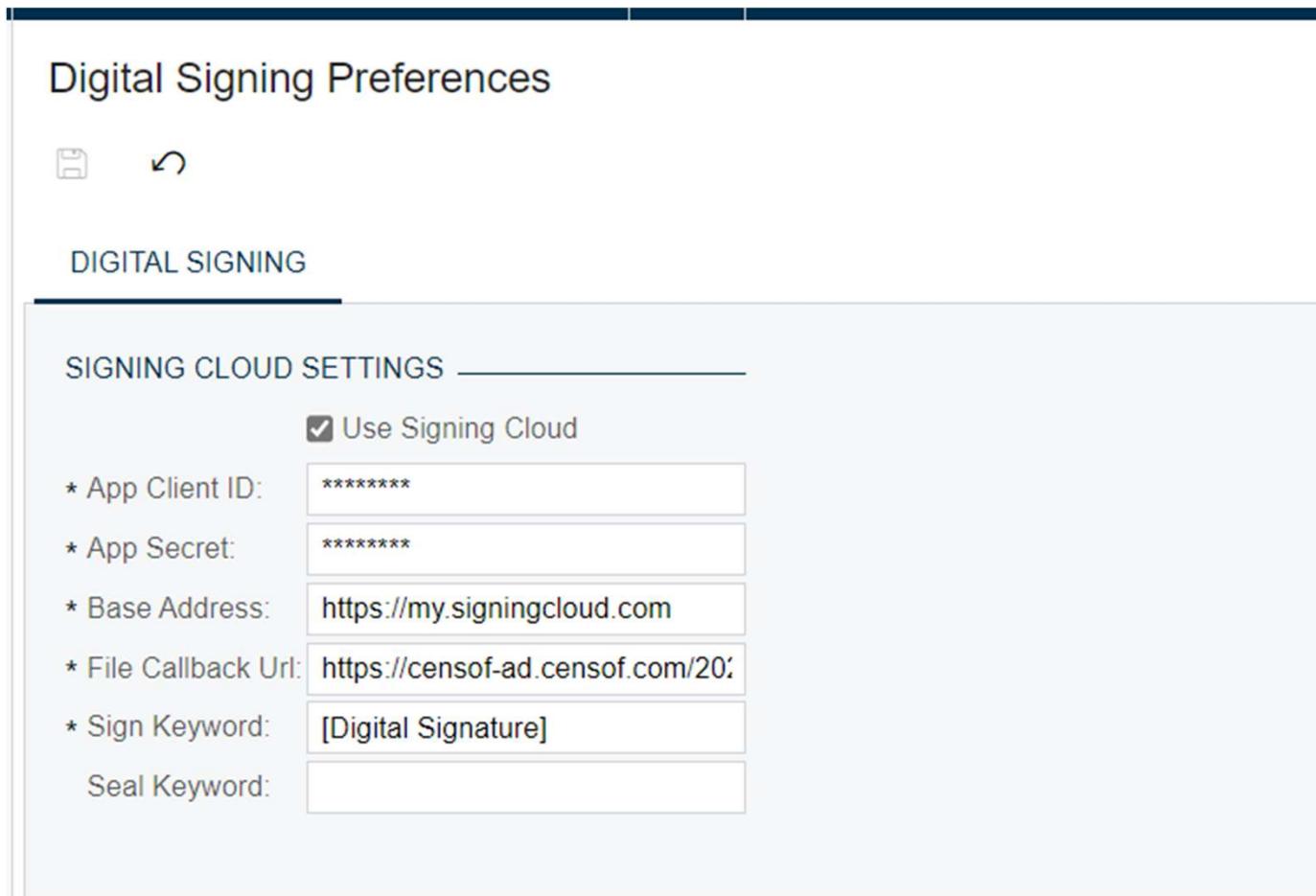
When the PO is approved (final approval), GRP will need to trigger a process to generate PO document in PDF format and sends it via API to SigningCloud server. SigningCloud will perform the digital signature process and if it is successful, another API call will be triggered, and it needs to insert the “signed PO PDF” into File Attachment of the PO transaction.

If the SigningCloud fail to sign, the PO status will be reverted to Pending Approval.

PROCESS FLOW



DIGITAL SIGNATURE SETTINGS



Digital Signing Preferences

DIGITAL SIGNING

SIGNING CLOUD SETTINGS

Use Signing Cloud

* App Client ID: ****

* App Secret: ****

* Base Address: <https://my.signingcloud.com>

* File Callback Url: <https://censof-ad.censof.com/20>

* Sign Keyword: [Digital Signature]

Seal Keyword:

ENABLE DIGITAL SIGNING FOR EACH DOCUMENT TYPE

Purchase Orders Preferences

GENERAL SETTINGS APPROVAL REPORTING SETTINGS WORK INDENT SETTINGS

Require Approval

PO Type	Approval Map	Pending Approval Notification	Require Digital Signature
Contract Aw...	Purchase Order Workflow	PU Order Pending Approval	<input type="checkbox"/>
Work Indent	Purchase Order Workflow	PU Order Pending Approval	<input type="checkbox"/>
Airflight Wa...	Purchase Order Workflow	PU Order Pending Approval	<input type="checkbox"/>
Normal	PO Signing Cloud		<input checked="" type="checkbox"/>

SAMPLE – PO DIGITALLY SIGNED

Purchase Orders Normal 031PU22 SIRI

DOCUMENT USER-DEFINED FIELDS

Type: Normal	Vendor: SSR2021 BHD	Line Total: 3,000.00
Order Nbr: 031PU22001	Location: HQ - Head Quarter	Discount Total: 0.00
Status: Open	Owner: CSM Consultant	Tax Total: 0.00
<input checked="" type="checkbox"/> Approved	Currency: MYR 1.00 <input type="button" value="VIEW BASE"/>	Order Total: 3,000.00
Date: 06/10/2022	Vendor Ref:	First Printed O...
Promised On: 06/10/2022	<input type="checkbox"/> Direct Purchase Order Limit	
Description:		

DOCUMENT DETAILS TAXES SHIPPING VENDOR INFO APPROVALS PO HISTORY PREPAYMENTS OTHER BUDGET DETAILS **DIGITAL SIGNING**

Digitally Signed

SIGNING CLOUD INFO

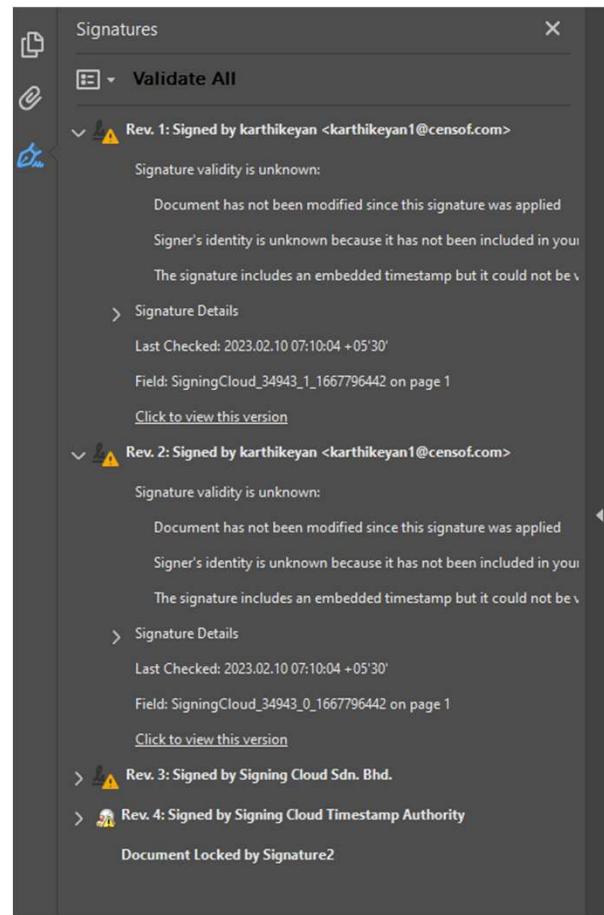
Status: Signed
Contract No: 517752662301AF7AEEF6929CF89D7714
Signer Name: Karthikeyan
Signer Email: karthikeyan@censof.com
Last Updated: 04/11/2022 5:04 PM



DIGITALLY SIGNED DOCUMENT



Print Airflight Warrant
Print Purchase Order Edit Detailed
Print Work Indent
Print Contract Award
Vendor Details
Print Purchase Order
View Purchase Order Receipt and Billing History



Signatures

Validate All

Rev. 1: Signed by karthikeyan <karthikeyan1@censoft.com>
Signature validity is unknown:
Document has not been modified since this signature was applied
Signer's identity is unknown because it has not been included in your
The signature includes an embedded timestamp but it could not be
Signature Details
Last Checked: 2023.02.10 07:10:04 +05'30'
Field: SigningCloud_34943_1_1667796442 on page 1
[Click to view this version](#)

Rev. 2: Signed by karthikeyan <karthikeyan1@censoft.com>
Signature validity is unknown:
Document has not been modified since this signature was applied
Signer's identity is unknown because it has not been included in your
The signature includes an embedded timestamp but it could not be
Signature Details
Last Checked: 2023.02.10 07:10:04 +05'30'
Field: SigningCloud_34943_0_1667796442 on page 1
[Click to view this version](#)

Rev. 3: Signed by Signing Cloud Sdn. Bhd.
Rev. 4: Signed by Signing Cloud Timestamp Authority

Document Locked by Signature2



Amount (RM) : Three Thousand Nine Hundred Seventy Five Only

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Supplier/Contractor Acknowledgement

I certified to have supplied, installed and completed the goods/performed the work or services mentioned above at the place of delivery, and in accordance with the agreed specifications.

karthikeyan

Signature :
Name :
Position :
Company :
Date :

QUESTIONS AND ANSWERS (Q&A)



HE WHO IS AFRAID TO ASK
IS ASHAMED OF LEARNING.



Thank You!

Century Software (M) Sdn Bhd

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