



# Sales – Digital signature

ADITO Software GmbH

As of version 2026.4.1 | June 2026





## Screenshots

The UX design of ADITO is continuously optimised for you. Therefore, there may be deviations in the screenshots.

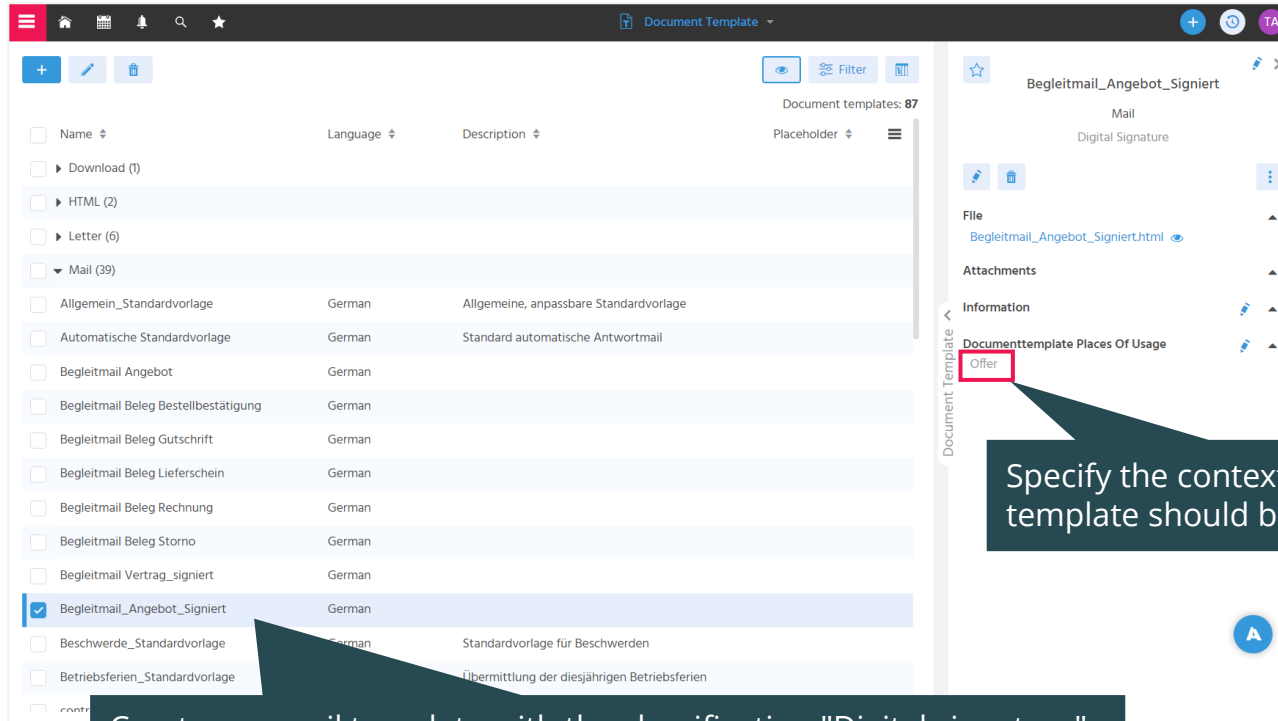




# Agenda

- [Add „Document Template“](#)
- [Add signatories](#)
- [Enter documents for review](#)
- [Request signature in the offer](#)
- [Signature link for signatories](#)
- [Procedure in Sign8](#)
- [Status changes with signed offer](#)
- [Reject signing process](#)

# Add „Document Template“



Document templates: 87

| Name                                 | Language | Description                                  | Placeholder |
|--------------------------------------|----------|----------------------------------------------|-------------|
| Download (1)                         |          |                                              |             |
| HTML (2)                             |          |                                              |             |
| Letter (6)                           |          |                                              |             |
| Mail (39)                            |          |                                              |             |
| Allgemein_Standardvorlage            | German   | Allgemeine, anpassbare Standardvorlage       |             |
| Automatische Standardvorlage         | German   | Standard automatische Antwortmail            |             |
| Begleitmail Angebot                  | German   |                                              |             |
| Begleitmail Beleg Bestellbestätigung | German   |                                              |             |
| Begleitmail Beleg Gutschrift         | German   |                                              |             |
| Begleitmail Beleg Lieferschein       | German   |                                              |             |
| Begleitmail Beleg Rechnung           | German   |                                              |             |
| Begleitmail Beleg Storno             | German   |                                              |             |
| Begleitmail Vertrag_signiert         | German   |                                              |             |
| <b>Begleitmail_Angebot_Signiert</b>  | German   |                                              |             |
| Beschwerde_Standardvorlage           | German   | Standardvorlage für Beschwerden              |             |
| Betriebsferien_Standardvorlage       |          | Übermittlung der diesjährigen Betriebsferien |             |

Begleitmail\_Angebot\_Signiert

Mail

Digital Signature

File

Begleitmail\_Angebot\_Signiert.html

Attachments

Information

Documenttemplate Places Of Usage

Offer

Specify the contexts in which the template should be selectable.

Create an email template with the classification "Digital signature". Insert the placeholder "{@signateLink@}" in the template text. A link is automatically inserted there when the email is created, which can be used to start the signing process.

# Digital Signature



## Add signatories to the offer

| Contact     | Status  | Email                     | Phone           | Reason for rejection |
|-------------|---------|---------------------------|-----------------|----------------------|
| PE Tom Weiß | pending | t.weiss@skyscraper-bau.de | +49 711 8754-32 |                      |

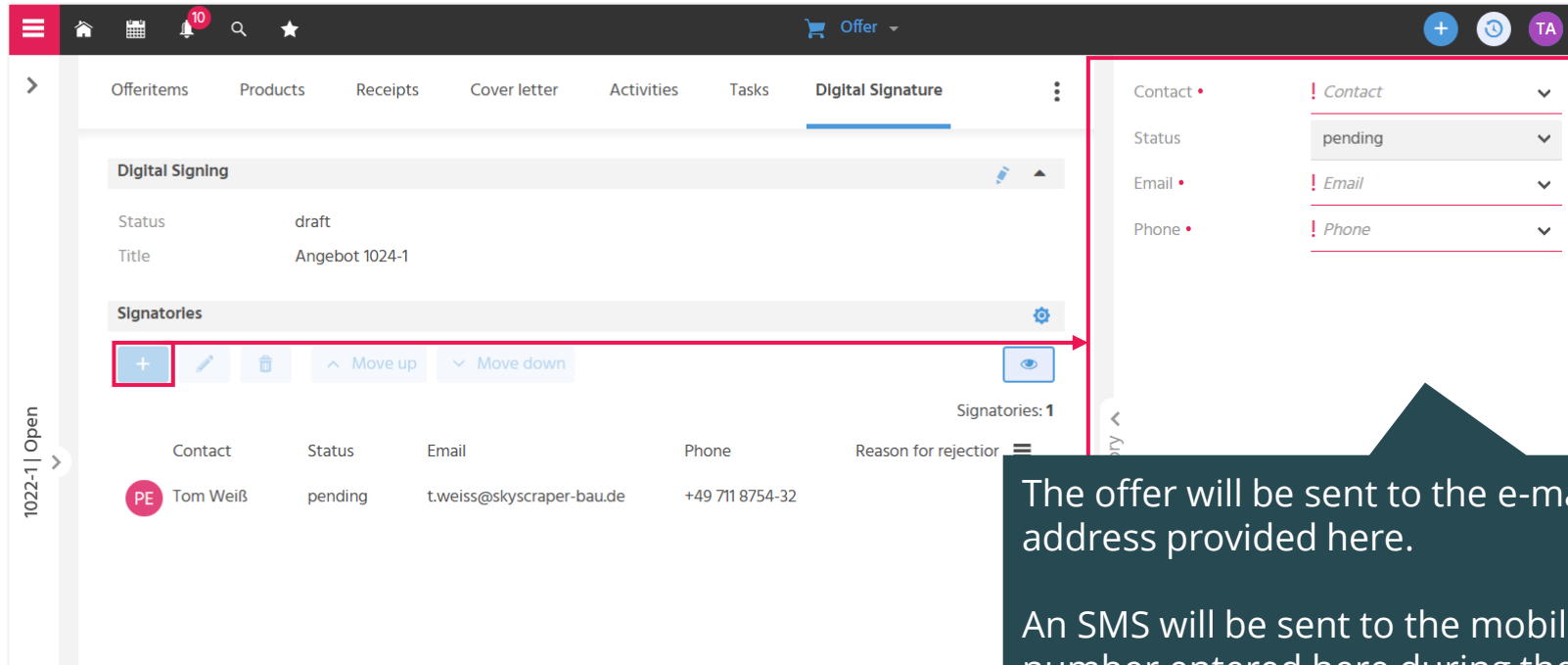
You can store one or more contacts in the "Digital signature" tab. When the offer is sent by e-mail, all contacts stored here will receive the request to sign the offer.

If you enter the contact of a company as a recipient when creating the offer and a valid e-mail address and a valid mobile number are stored for the contact, this contact is automatically stored in the "Digital Signature" tab.



# Digital Signature

## Add signatories to the offer



1022-1 | Open

Offeritems Products Receipts Cover letter Activities Tasks **Digital Signature**

**Digital Signing**

Status draft  
Title Angebot 1024-1

**Signatories**

+ [edit] [trash] [Move up] [Move down] [eye]

Signatories: 1

| Contact     | Status  | Email                     | Phone           | Reason for rejection |
|-------------|---------|---------------------------|-----------------|----------------------|
| PE Tom Weiß | pending | t.weiss@skyscraper-bau.de | +49 711 8754-32 |                      |

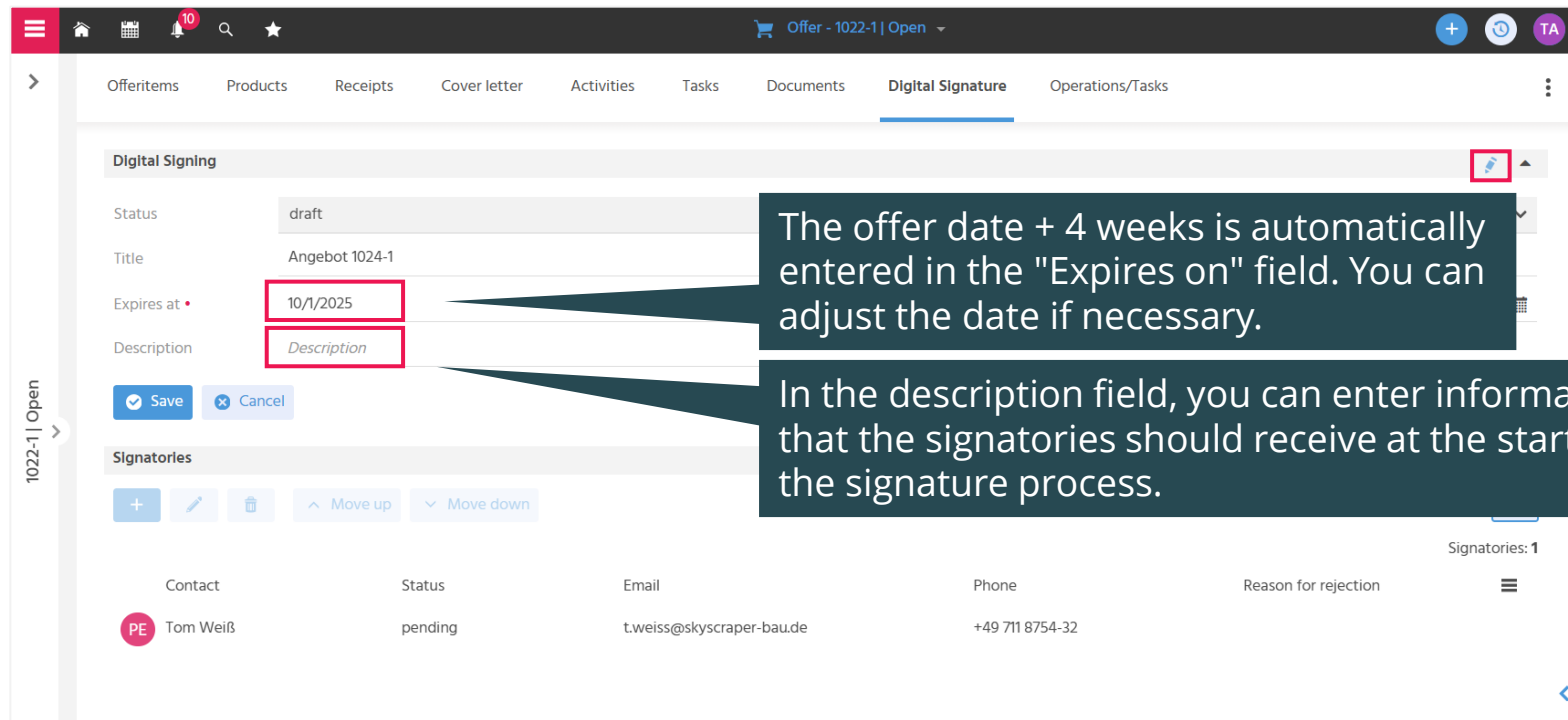
Contact • ! Contact  
Status pending  
Email • ! Email  
Phone • ! Phone

The offer will be sent to the e-mail address provided here.

An SMS will be sent to the mobile number entered here during the offer signing process.

# Digital Signature

## Add description



The screenshot shows the ADITO Digital Signature interface. The top navigation bar includes a menu icon, home, calendar, notifications (10), search, and star icons. The main header shows 'Offer - 1022-1 | Open' with a dropdown arrow. The left sidebar has a vertical label '1022-1 | Open' and a right arrow. The main content area has a tabbed interface with 'Digital Signature' selected. The form fields are:

- Status: draft
- Title: Angebot 1024-1
- Expires at: 10/1/2025
- Description: Description

Below the form are 'Save' and 'Cancel' buttons. The 'Signatories' section shows a table with one entry:

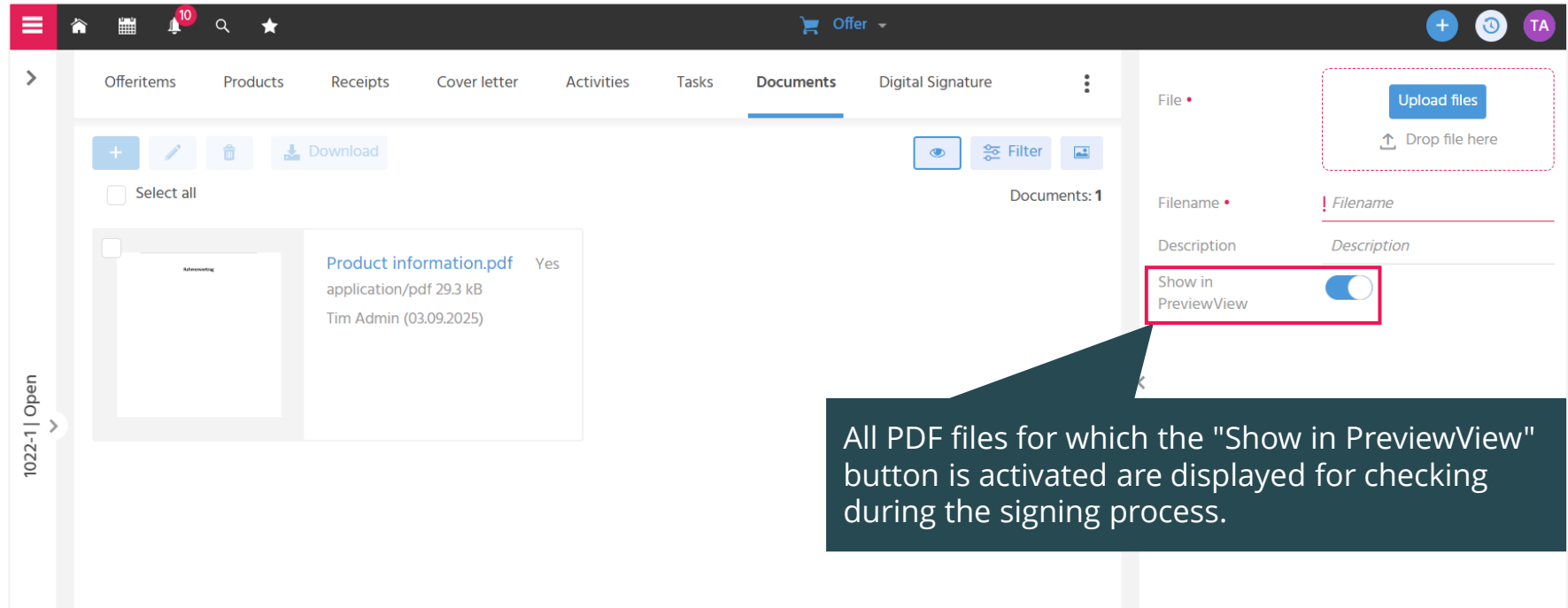
| Contact     | Status  | Email                     | Phone           | Reason for rejection |
|-------------|---------|---------------------------|-----------------|----------------------|
| PE Tom Weiß | pending | t.weiss@skyscraper-bau.de | +49 711 8754-32 |                      |

Two callout boxes provide additional information:

- The offer date + 4 weeks is automatically entered in the "Expires on" field. You can adjust the date if necessary.
- In the description field, you can enter information that the signatories should receive at the start of the signature process.

# Digital Signature

Marked documents are also sent



The screenshot shows the ADITO digital signature interface. The top navigation bar includes a menu icon, home, calendar, notifications (10), search, and star icons. The main navigation bar has tabs for Offeritems, Products, Receipts, Cover letter, Activities, Tasks, Documents (selected), and Digital Signature. The Documents tab displays a list of documents. A callout box points to the 'Show in PreviewView' toggle switch, which is currently turned on. The document list shows a file named 'Product information.pdf' with a size of 29.3 kB, uploaded by Tim Admin on 03.09.2025. The document is marked as 'Yes'.

1022-1 | Open

Documents: 1

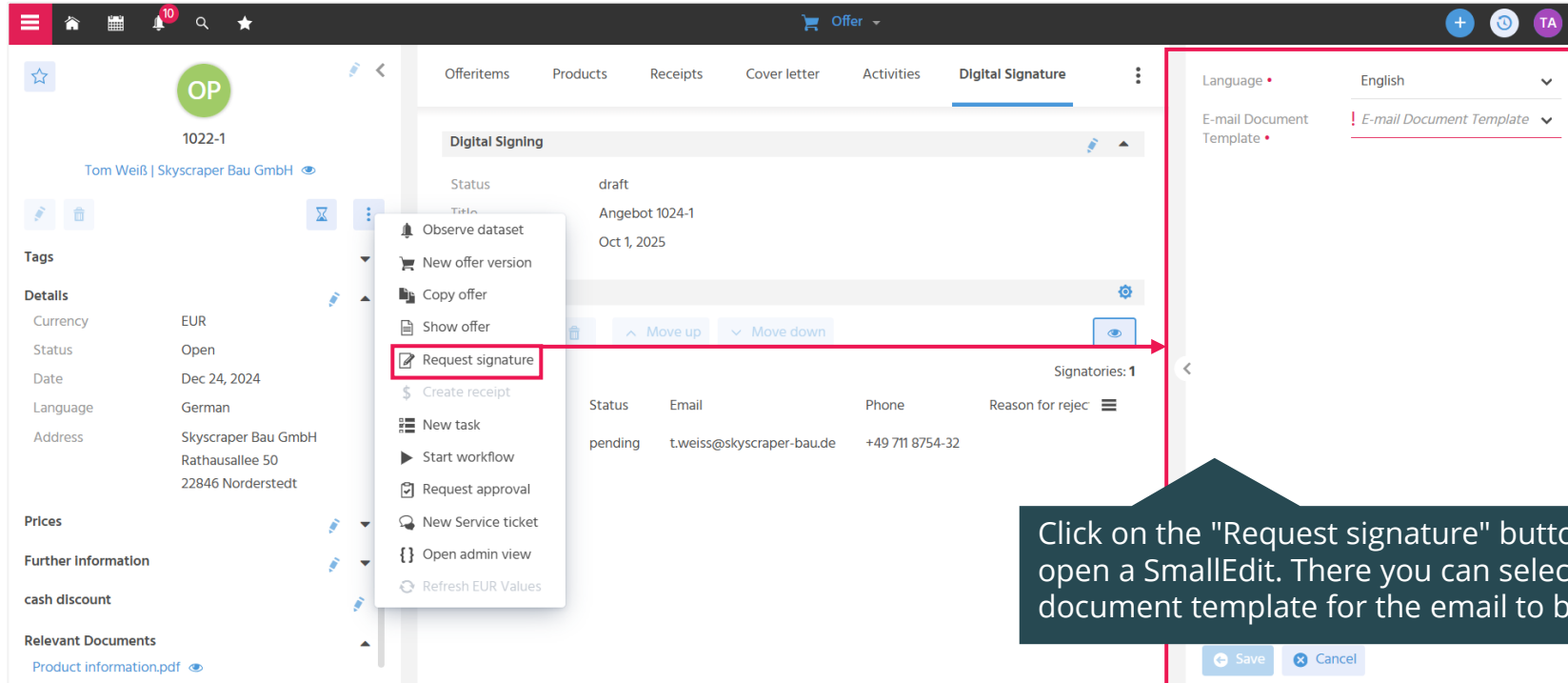
Product information.pdf Yes  
application/pdf 29.3 kB  
Tim Admin (03.09.2025)

Show in PreviewView ☒

All PDF files for which the "Show in PreviewView" button is activated are displayed for checking during the signing process.

# Digital Signature

## Request signature

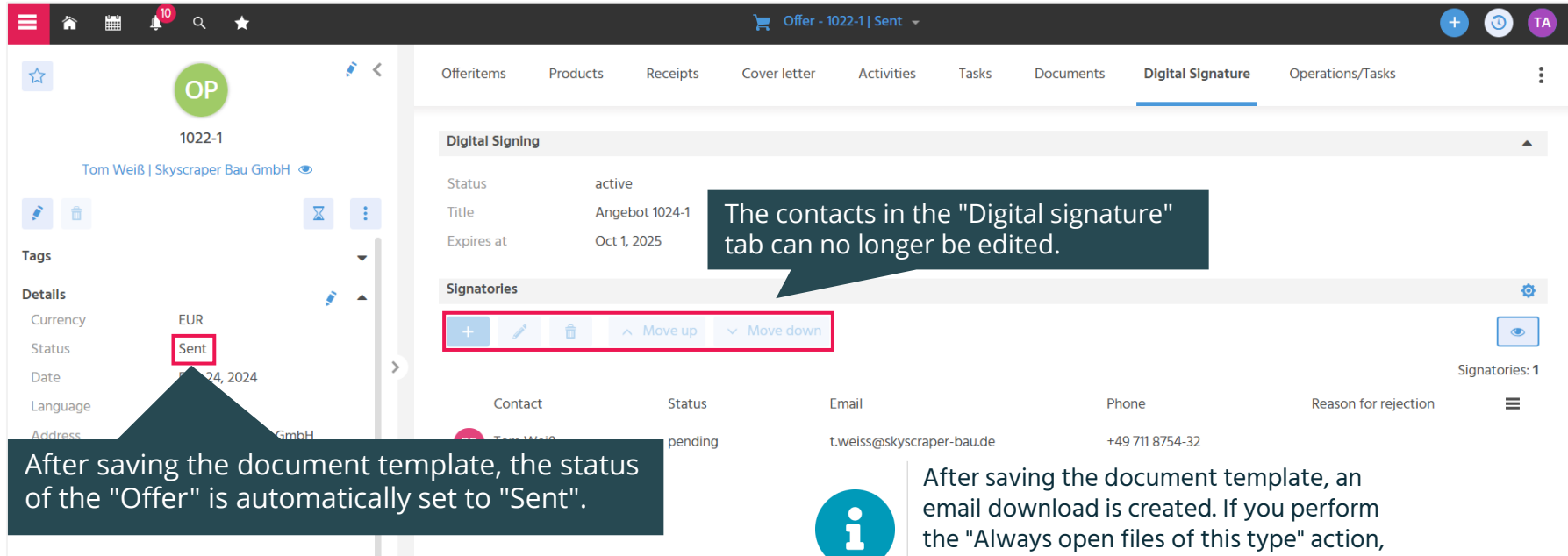


The screenshot shows the ADITO Digital Signature interface. On the left, a sidebar displays user information for Tom Weiß | Skyscraper Bau GmbH and a list of details including currency (EUR), status (Open), date (Dec 24, 2024), language (German), and address. A context menu is open over the 'Digital Signing' section, with the 'Request signature' option highlighted. A red arrow points from this option to a 'SmallEdit' dialog box on the right. The dialog box contains fields for 'Language' (English) and 'E-mail Document Template' (E-mail Document Template). At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Click on the "Request signature" button to open a SmallEdit. There you can select a document template for the email to be sent.

# Digital Signature

## After saving the document template



The contacts in the "Digital signature" tab can no longer be edited.

After saving the document template, the status of the "Offer" is automatically set to "Sent".

After saving the document template, an email download is created. If you perform the "Always open files of this type" action, the automatically created emails will be opened immediately in future.

**Digital Signing**

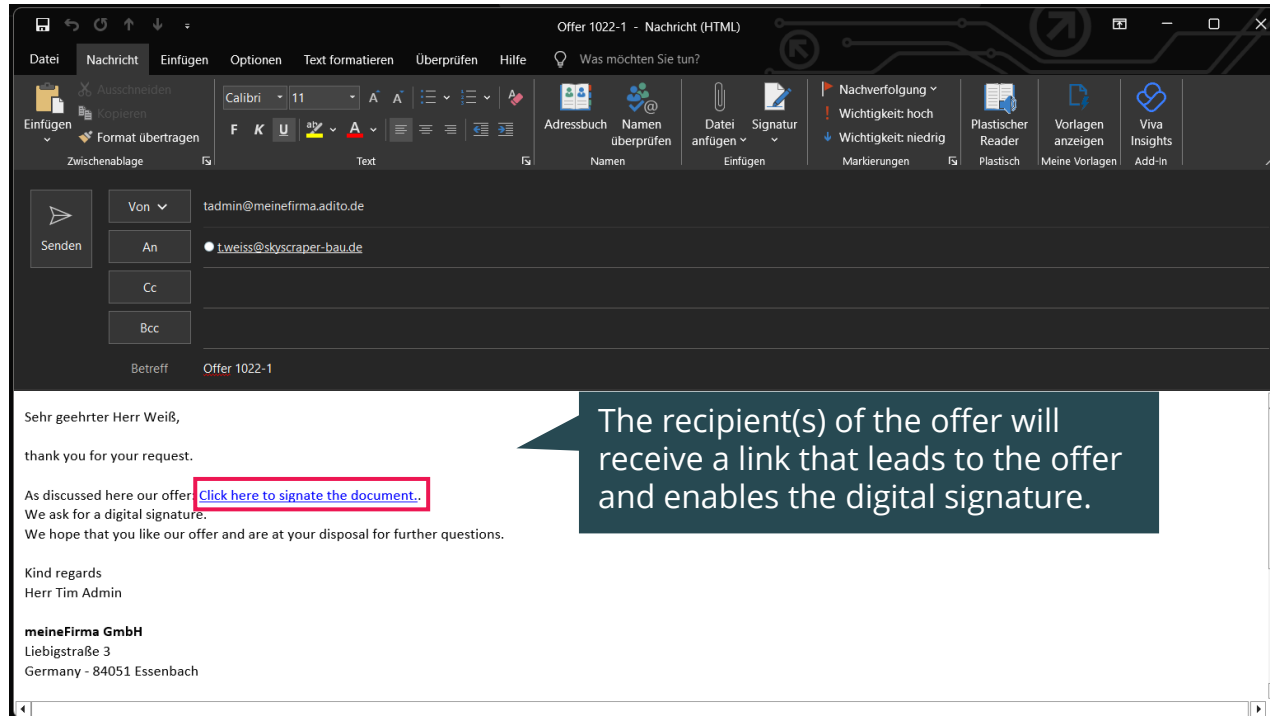
Status: active  
Title: Angebot 1024-1  
Expires at: Oct 1, 2025

**Signatories**

| Contact  | Status  | Email                     | Phone           | Reason for rejection |
|----------|---------|---------------------------|-----------------|----------------------|
| Tom Weiß | pending | t.weiss@skyscraper-bau.de | +49 711 8754-32 |                      |

# Digital Signature

## Signing the offer



Offer 1022-1 - Nachricht (HTML)

Was möchten Sie tun?

Senden

Von: tadmin@meinefirma.adito.de

An: t.weiss@skyscraper-bau.de

Cc:

Bcc:

Betreff: Offer 1022-1

Sehr geehrter Herr Weiß,

thank you for your request.

As discussed here our offer [Click here to signate the document.](#)

We ask for a digital signature.

We hope that you like our offer and are at your disposal for further questions.

Kind regards

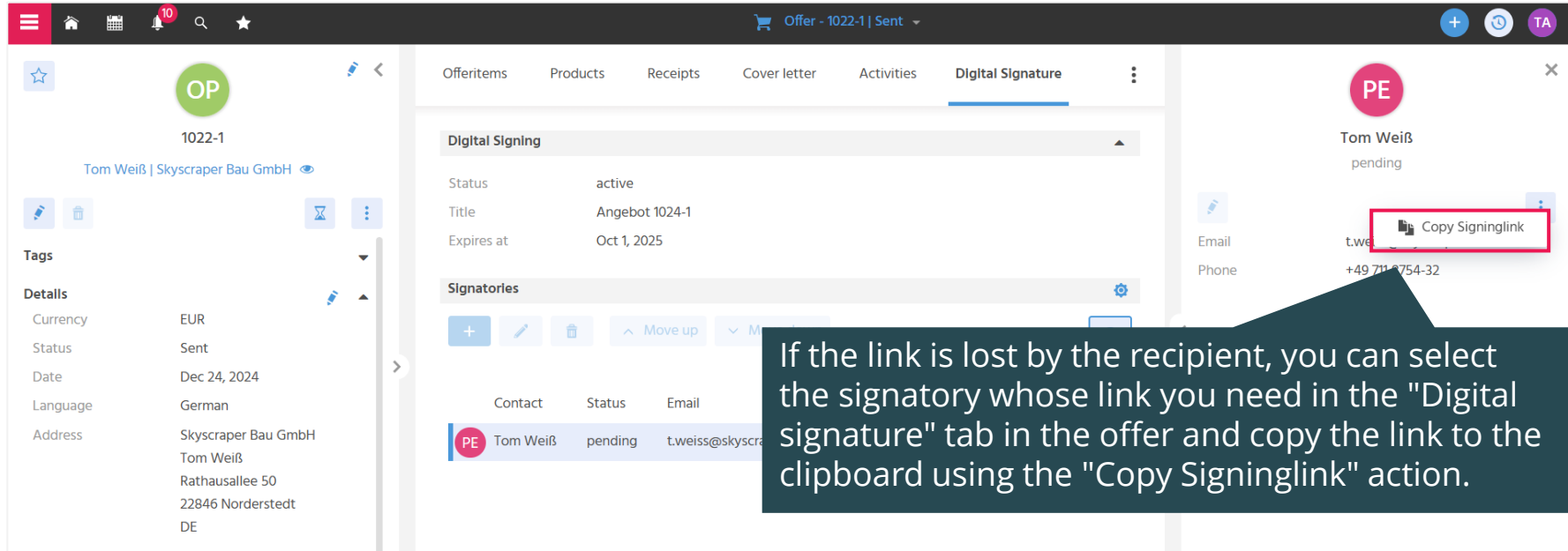
Herr Tim Admin

**meineFirma GmbH**  
Liebigstraße 3  
Germany - 84051 Essenbach

The recipient(s) of the offer will receive a link that leads to the offer and enables the digital signature.

# Digital Signature

## Signing the offer

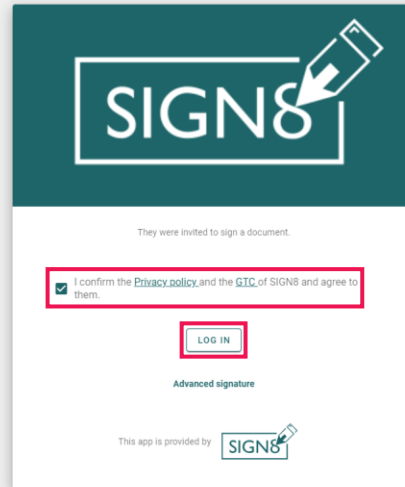


The screenshot displays the ADITO interface for managing offer 1022-1. The left sidebar shows the offer details, including the contact information for Tom Weiß | Skyscraper Bau GmbH. The central panel is divided into two main sections: 'Digital Signing' and 'Signatories'. The 'Digital Signing' section shows the status as 'active', the title as 'Angebot 1024-1', and the expiration date as 'Oct 1, 2025'. The 'Signatories' section lists the signatory Tom Weiß with a status of 'pending' and an email address of t.weiss@skyscraperbau.de. The right panel shows the contact information for Tom Weiß, including his email and phone number. A red box highlights the 'Copy Signinglink' button in the right panel. A dark blue callout box contains the following text:

If the link is lost by the recipient, you can select the signatory whose link you need in the "Digital signature" tab in the offer and copy the link to the clipboard using the "Copy Signinglink" action.

# Digital Signature

## Log in to Sign8



The image shows a web interface for Sign8. At the top, there is a dark teal header with the 'SIGN8' logo in white, which includes a stylized pen icon. Below the header, the text 'They were invited to sign a document.' is displayed. A red rectangular box highlights a checkbox that is checked, with the text 'I confirm the [Privacy policy](#) and the [GTC](#) of SIGN8 and agree to them.' Below this box is a 'LOG IN' button, also highlighted with a red box. Underneath the button, the text 'Advanced signature' is visible. At the bottom, it says 'This app is provided by' followed by the Sign8 logo.

The link takes the recipient to a registration form. To be able to register, the recipient must agree to the data protection provisions and the GTC.

# Digital Signature

## Sign8 – Check contact details

### Sign

1 Check contact details

2 Review document

3 Authenticate

4 Summary

#### WORKFLOW

|                          |            |
|--------------------------|------------|
| Name                     | Expires on |
| Angebot 1024-1           | 22.07.2024 |
| Description              |            |
| No description was given |            |

#### INITIATOR

|            |           |
|------------|-----------|
| First name | Last name |
| Tim        | Admin     |

#### SIGNING

1 Please review your personal information carefully. This information is used for identification purposes.

|                           |               |
|---------------------------|---------------|
| First name                | Last name     |
| Tom                       | Weiß          |
| E-mail                    | Phone number  |
| t.weiss@skyscraper-bau.de | +497118754-32 |

REJECT SIGNING OPERATION

CONFIRM CONTACT DETAILS

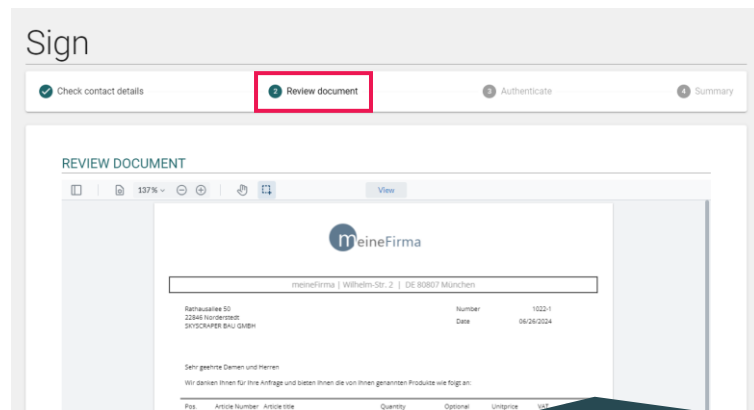
2024 – © SIGN8 GmbH | [IMPRINT AND DATA PROTECTION](#) | [GTC](#)

Once the recipient has logged in, a workflow starts that guides them through the signing process. First, the recipient must check their data. If they are correct, they can confirm the contact details.

# Digital Signature

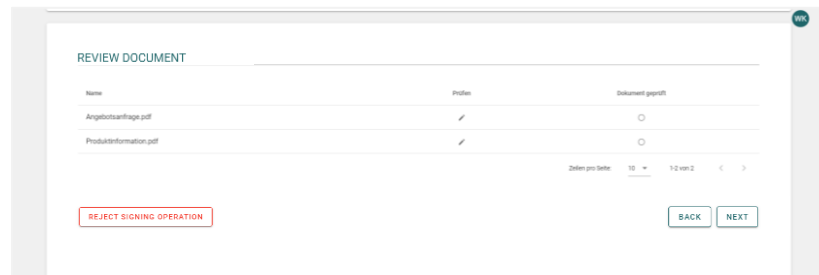
## Sign8 – Check document

No document with “Show in PreviewView” = Yes stored with the offer



If you have not saved a document with “Show in PreviewView” = Yes in PDF format with the offer, the offer is immediately displayed for you to check in the “Review document” step.

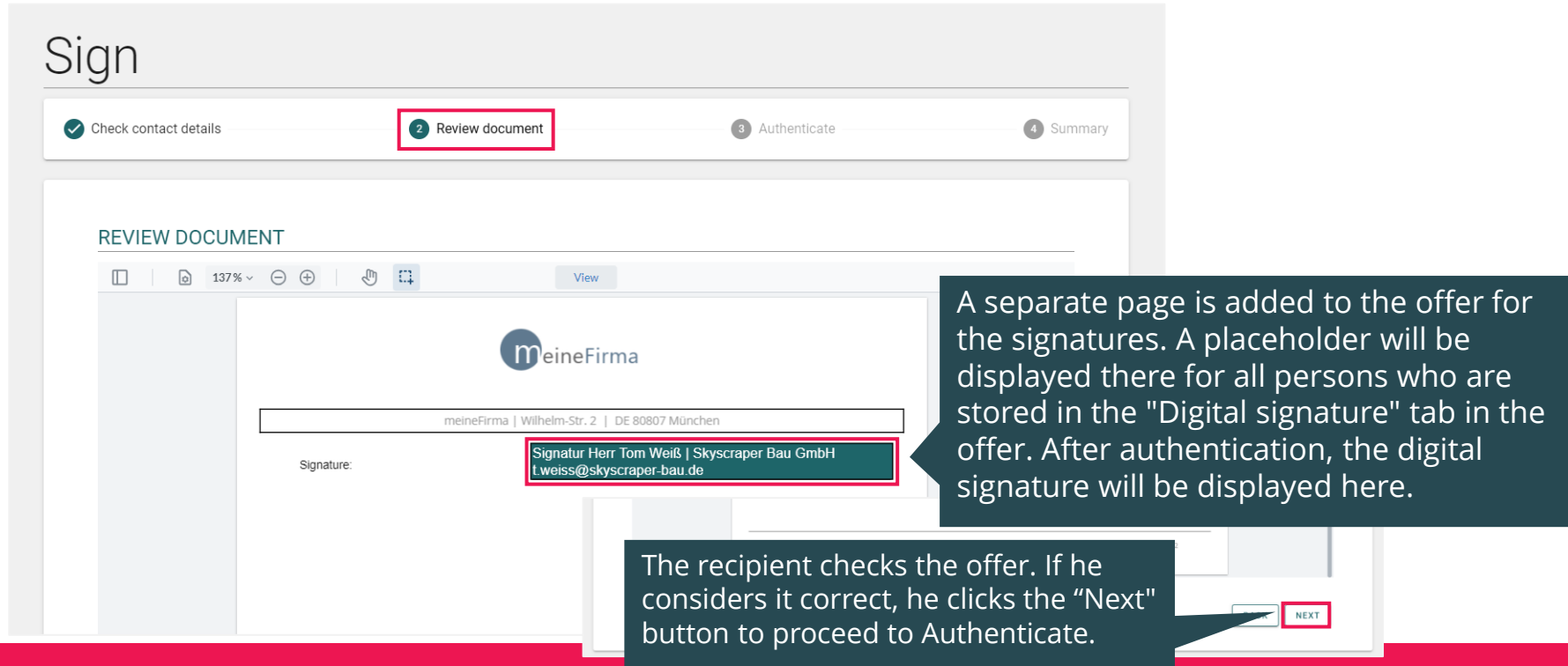
Document with “Show in PreviewView” = Yes stored with the offer



If you have saved one or more documents with “Show in PreviewView” = Yes in PDF format with the offer, the offer and all documents marked and in PDF format will be displayed for you to check in the “Review document” step.

# Digital Signature

## Sign8 – Check offer



Sign

✓ Check contact details 2 Review document 3 Authenticate 4 Summary

REVIEW DOCUMENT

meineFirma

meineFirma | Wilhelm-Str. 2 | DE 80807 München

Signature: Signatur Herr Tom Weiß | Skyscraper Bau GmbH  
t.weiss@skyscraper-bau.de

A separate page is added to the offer for the signatures. A placeholder will be displayed there for all persons who are stored in the "Digital signature" tab in the offer. After authentication, the digital signature will be displayed here.

The recipient checks the offer. If he considers it correct, he clicks the "Next" button to proceed to Authenticate.

NEXT

# Digital Signature

Sign8 – Check document - One or more documents with “Show in PreviewView” stored in the offer

WK

## Signieren

✓ Kontaktdaten überprüfen

**2 Dokument überprüfen**

3 Authentifizieren

4 Zusammenfassung

### DOKUMENT ÜBERPRÜFEN

| Name                   | Prüfen                                                                            | Dokument geprüft      |
|------------------------|-----------------------------------------------------------------------------------|-----------------------|
| Angebotsanfrage.pdf    |  | <input type="radio"/> |
| Produktinformation.pdf |  | <input type="radio"/> |

SIGNIERVORGANG ABLEHNEN

ZURÜCK

WEITER

Zeilen pro Seite: 10

1-2 von 2

<

>

The recipient clicks on the Edit button to call up a document for checking.

# Digital Signature

Sign8 – Check document - One or more documents with “Show in PreviewView” stored in the offer

WK

## Signieren

✓ Kontaktdaten überprüfen

2 Dokument überprüfen

3 Authentifizieren

4 Zusammenfassung

Documents that have already been confirmed are ticked off in the "Document checked" column.

DOKUMENT ÜBERPRÜFEN

| Name                   | Prüfen                                                                            | Dokument geprüft                    |
|------------------------|-----------------------------------------------------------------------------------|-------------------------------------|
| Angebotsanfrage.pdf    |  | <input checked="" type="checkbox"/> |
| Produktinformation.pdf |  | <input type="checkbox"/>            |

Zeilen pro Seite: 10

1-2 von 2

<

>

SIGNIERVORGANG ABLEHNEN

ZURÜCK

WEITER

# Digital Signature

## Sign8 - Authenticate

### Sign

✓ Check contact details

✓ Review document

3 Authenticate

4 Summary

#### AUTHENTICATION

##### SMS

 You will receive an SMS with a 6-digit code.

##### Phone number

 You will receive a call in which you will be given a 6-digit code.

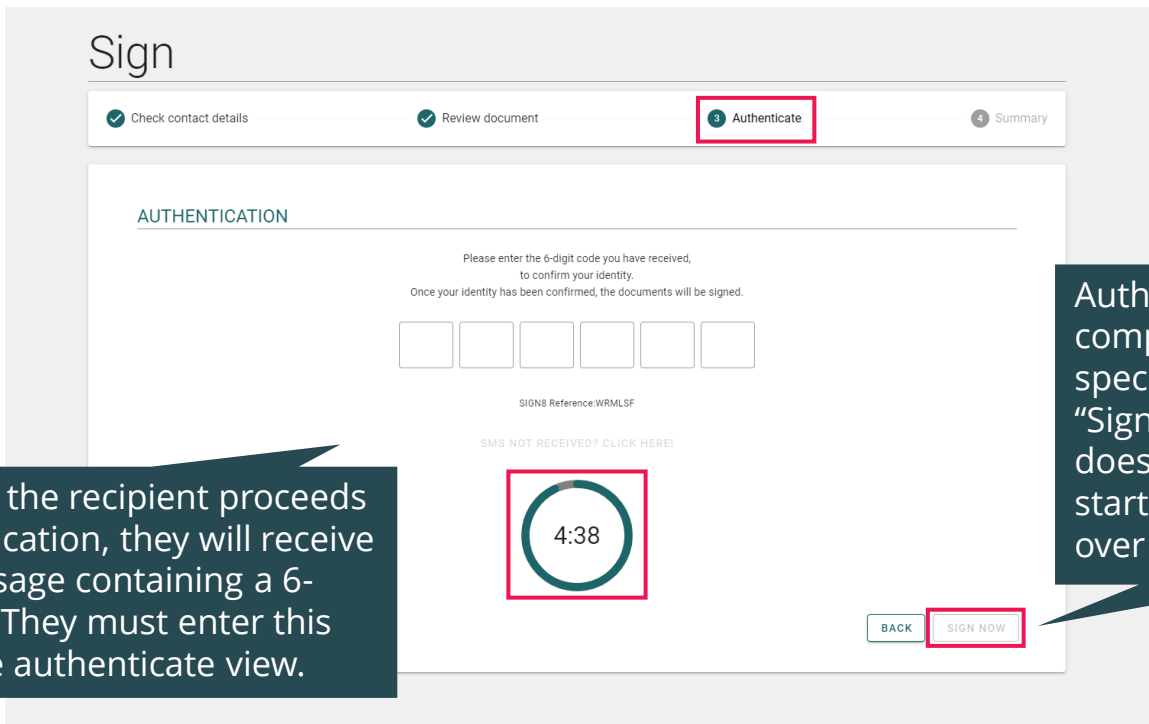
REJECT SIGNING OPERATION

BACK

To be able to sign the document, you need a 6-digit code. Select here whether you would like to receive the code by SMS or by phone call.

# Digital Signature

## Sign8 - Authenticate



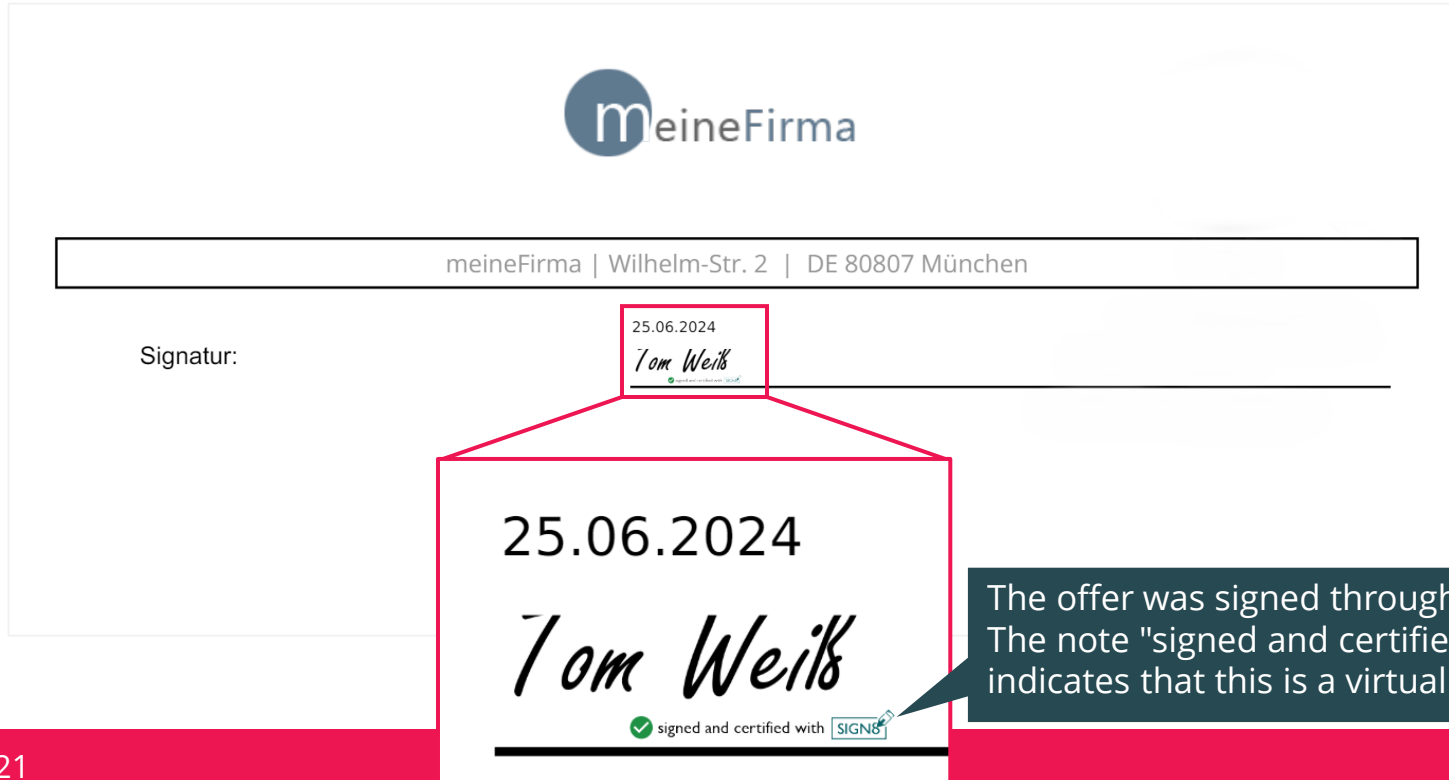
The screenshot shows the 'Sign' process in the Sign8 application. At the top, a progress bar indicates four steps: 'Check contact details' (completed), 'Review document' (completed), 'Authenticate' (current step, highlighted with a red box), and 'Summary' (pending). Below the progress bar, the 'AUTHENTICATION' section contains instructions: 'Please enter the 6-digit code you have received, to confirm your identity. Once your identity has been confirmed, the documents will be signed.' This is followed by six empty input boxes for the code. Below the boxes, the text 'SIGN8 Reference:WRMLSF' and 'SMS NOT RECEIVED? CLICK HERE!' are visible. A large circular timer, highlighted with a red box, shows '4:38'. At the bottom right, there are two buttons: 'BACK' and 'SIGN NOW' (highlighted with a red box).

As soon as the recipient proceeds to authentication, they will receive a text message containing a 6-digit code. They must enter this code in the authenticate view.

Authentication must be completed within the specified time by clicking the "Sign Now" button. If that doesn't work, you'll need to start the signing process over from the beginning.

# Digital Signature

## Signature



The screenshot shows a digital signature interface. At the top is the 'meineFirma' logo. Below it is a header bar with the text 'meineFirma | Wilhelm-Str. 2 | DE 80807 München'. The main area is labeled 'Signatur:' and contains a signature box. This box is highlighted with a red border and a callout. The callout shows a detailed view of the signature: the date '25.06.2024', the name 'Tom Weiß' in cursive, and a green checkmark icon followed by the text 'signed and certified with SIGN8'. A speech bubble points to the 'SIGN8' logo, explaining that the offer was signed through authentication and that the note indicates a virtual signature.

meineFirma

meineFirma | Wilhelm-Str. 2 | DE 80807 München

Signatur:

25.06.2024  
Tom Weiß

25.06.2024  
Tom Weiß

signed and certified with SIGN8

The offer was signed through authentication. The note "signed and certified with Sign8" indicates that this is a virtual signature.

# Digital Signature

## Sign8 - Summary

### Summary

#### WORKFLOW: ANGEBOT 1028-1

 Congratulations! The documents have been successfully signed. You will be notified by email as soon as all signatures are completed

#### SIGNING

First name  
Tom

Last name  
Weiß

#### DOCUMENTS

File name ↓

Audit\_Report\_Angelbot 1028-1 .pdf

Angebot 1028-1 .pdf

1-2 von 2 < >

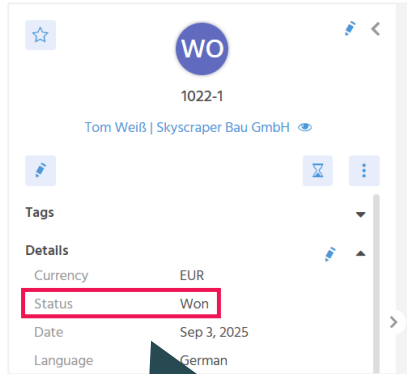
The recipient has the option of downloading the signed offer, the documents with “Show in PreviewView” = Yes (if available) and a report that serves as proof of the signature.



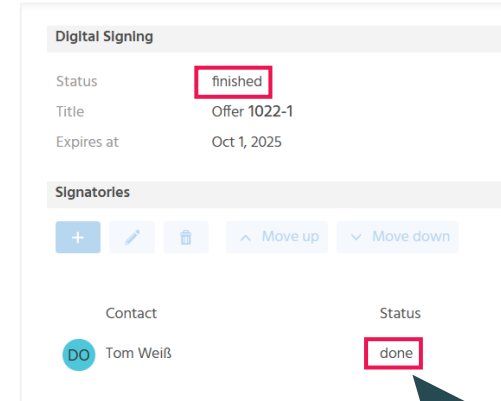
The certificate can [here](#) be revoked.  
More information: [sign8.eu/trust](https://sign8.eu/trust)

# Digital Signature

## Status changes



As soon as all recipients have signed the offer, the status in the offer automatically changes to "Won". The signed offer and the report are also stored in the "Documents" tab.



As soon as a recipient has completed the authentication with "Sign now", the status of the contact in the offer in the "Digital signature" tab is set to "done". If all signatories have signed the status of the digital signature is set to "finished".

# Digital Signature

## Reject signing operation

Sign

1 Check contact details 2 Review document

WORKFLOW

Name  
Angebot 1024-1

Expires on  
22.07.2024

Description  
No description was given

INITIATOR

First name  
Tim

SIGNING

1 Please review your personal information carefully

First name  
Tom

Last name  
Weiß

E-mail  
t.weiss@skyscraper-bau.de

Phone number  
+49 176 64144652

REJECT SIGNING OPERATION

CONFIRM CONTACT DETAILS

**Reject Workflow**

Please provide a reason why you do not want to sign this workflow:

Enter comment here

CANCEL SAVE

If the recipient rejects the signing process, they receive a pop-up in which they can explain why they do not wish to sign the offer.

In the offer, the status for the contact and in the "Digital signing" area changes to "Refused". If the recipient has given a reason why they did not want to sign, you will find this in the "Refuse message" column.

1030-1 | Approval denied

| Offeritems                | Products         | Rejection             |
|---------------------------|------------------|-----------------------|
| Digital Signing           |                  |                       |
| Status                    | Offer 1024-1     | refused               |
| Title                     | Offer 1024-1     |                       |
| Expires at                | Oct 1, 2025      |                       |
| Signatories               |                  |                       |
| + Move up - Move down     |                  |                       |
| Contact                   | Status           | Reason for rejection  |
| RE Tom Weiß               | refused          | Offer amount too high |
| Email                     | Phone            |                       |
| t.weiss@skyscraper-bau.de | +49 176 64144652 |                       |

Signatories: 1

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Einzigartige Beziehungen