



eBook

The Digital Procurement Guide

Simplify processes and control spend better
with a smarter agreement solution



Procurement's disconnected toolkit

Time is precious, so we'll get right to the point: Manual, fragmented agreement processes are damaging your procurement department's reputation. Instead of being known for uncovering cost savings, improving service, and expediting execution, outdated workflows are turning your team into a bottleneck that teammates prefer to avoid.

Even if you have modernized with an electronic signature tool, there's still a lot of work that happens before and after that step. That work often involves manual activities to move data and documents from one system to another. In fact, many procurement teams are tracking agreement details using productivity tools like Word or Excel. Not only are those steps inefficient, but they also increase risk, and reduce visibility for teammates who want to monitor the process. That often creates a series of downstream problems: delays, service lapses, rogue purchases, duplicate spend, missing supplier data, etc. It also makes it difficult for procurement leaders to showcase a strategic approach to spending and stake a claim in the organization's long-term vision.

Procurement benefits

Capture more value

Execute contracts faster

Increase satisfaction

Accelerate source-to-pay process

Streamline operations

Transact via mobile

Signs your procurement team needs an intelligent digital agreement platform

- You're missing deadlines to renew agreements
- You're losing revenue due to missed promotions or unnoticed price increases
- You're missing early payment discounts or incurring late payment penalties
- You can't pinpoint contractual obligations
- Your procurement employees don't have time to manage suppliers
- Your vendor contracts don't contain standardized language
- You waste time in contract review because you don't know how clauses deviate for third-party contracts



Fast relief for disconnected procurement processes

Too many of today's procurement teams are stuck with disconnected processes that try to blend a patchwork of disjointed technologies across different silos, where each team works out of its own system, relying on manual handoffs. No procurement team would intentionally build a process like that, but without a technology specifically built to manage agreements, teams do the best with what they have.

The resulting agreement stack gets work done, but it wastes employee time, creates friction with other teams, and loses important data along the way. Those inefficiencies lead to revenue delays, unnecessary costs, and employee frustration.

We call this collection of consequences the **Agreement Trap**. For procurement teams, it might result in source-to-pay snafus, compliance complications, or inconsistent stakeholder interactions. It also makes other teams reluctant to collaborate.

Your best bet to avoid the Agreement Trap is to fully digitize your end-to-end agreement workflow. A powerful central agreement platform will connect every system your team uses to create, commit to, and manage contracts. By integrating all those tools, your team will eliminate manual handoffs, improve visibility, and radically accelerate the entire process. It's the easiest way to minimize delays, risks, and costs while improving the experience for your team and your suppliers.

“The feedback from staff has been fantastic. **DocuSign was easy and quick to set up.** There was no cumbersome process required to get up and running, and the training provided for additional features is online and self-explanatory.”

Head of Procurement
Fuji Xerox Australia

Benefits of a digital agreement platform for procurement teams:

Increased visibility

Centralize agreements for a unified view across departments, reducing data silos and enhancing insights into spend and supplier relationships.

Insights that reduce spend

AI-driven data extraction reveals and alerts about cost-saving opportunities such as renewals and discounts—empowering smarter, more proactive procurement strategies.

Improved compliance

Standardize the agreement process with templates and automated workflows that streamline approvals, reduce errors, and maintain a legally binding audit trail.

“For us, Docusign means streamline, digitize and optimize. In a word: process simplification. It enables us to connect the entire contract process and make it more efficient and transparent.”

Manager of Digital Transformation
Wieland

To streamline procurement agreements, procure Docusign

Now that you know a centralized digital contracting technology is the solution to your procurement problems, you'll want to know more about Docusign. As the most reliable and trusted service for digital agreements, Docusign works with the **applications, services, and devices** you already use. That translates to easy implementation and management as well as immediate adoption by both your team and your clients.

“Before we had Docusign, our contract approval would take two to four weeks to get a contract signed. Now it's a matter of minutes.”

Deputy CIO
California's Department of Water Resources

Accelerate the speed of business

The beauty of Docusign is that it works seamlessly with the most common procurement activities. Here's a short list of everyday agreements your team can improve:

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| Statements of work Easily integrate SOWs with backend systems to dramatically reduce data entry errors | RFP signoff Manage complex RFP processes while adhering to milestones, NDAs, and contract terms |
| Automate Renewals Set alerts or create rules to renew expiring agreements before they lapse | Find discounts/promotions Scan contract language to uncover opportunities to reduce spend or receive refunds |
| Master service agreements Bring all your MSAs together in a single repository for 24/7 access from anywhere | Purchase orders Ensure financial compliance with preapproved templates and automated routing for approvals |

Procurement success stories

Procurement departments around the globe have found that DocuSign provides fast ROI. It saves time, money, and employee frustration. But don't take our word for it, see what some of our innovative customers have done.

Missouri Department of Higher Education and Workforce Development

Reduced processing time for grants and procurement contracts by 78%

Genesys

100% approval tracked

Weiland

Complete 65% of agreements in 1 day and 37% in one hour

Spring Branch Independent School District

\$4M Saved through digital procurement initiatives

California Natural Resources Agency

Sped up digital form implementation from 6 to 12 months to a matter of weeks

How much can your team save with DocuSign?

Estimate the financial impact of outdated agreements using **our free Agreement Trap assessment.**



About DocuSign

DocuSign brings agreements to life. Over 1.5 million customers and more than a billion people in over 180 countries use DocuSign solutions to accelerate the process of doing business and simplify people's lives. With intelligent agreement management, DocuSign unleashes business-critical data that is trapped inside of documents. Until now, these were disconnected from business systems of record, costing businesses time, money, and opportunity. Using DocuSign IAM, companies can create, commit, and manage agreements with solutions created by the #1 company in e-signature and contract lifecycle management (CLM).

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