

## **Instructions for Submitting a Digitally Signed Document on the GOI-MOD E-commerce website:**

To ensure that your document is accepted, you must comply with the following requirements and procedures:

### **Requirements:**

- The document must be completed and signed digitally using DocuSign’s “Sign a Document” feature.
  - Manual signatures and scanned copies of signed documents will not be accepted.
  - Do not add, modify, or scan the document after signing it — this will invalidate the signature.
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### **How to Fill Out and Sign a Document with DocuSign:**

**Watch a quick tutorial here:**

▶ [How to Sign a Document Using DocuSign \(Video Tutorial\)](#)

#### **1. Open DocuSign**

Go to [www.docusign.com](http://www.docusign.com) and log in to your account.

#### **2. Select “Sign a Document”**

From the **Home** or **Agreements** page, click **“Sign a Document.”**

This option is perfect when you're the only one who needs to sign, such as for:

- Surveys
- Forms
- Internal reports
- Doctor's office documents

#### **3. Upload Your File**

Choose the document you want to fill out and sign.

#### **4. Add Fields**

In the **Fields panel**, drag and drop elements like signature, name, date, text box (for filling in information)

**i** Make sure to fill out all necessary fields within DocuSign before signing.

#### **5. Sign and Finish**

After completing all required fields, click **“Finish”** to complete the process.

#### **6. Download Your Signed Copy**

Save the signed version directly from DocuSign as a PDF.

#### **7. Submit**

Upload the signed document using the submission form below.

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## Where to Upload the Signed Document

You can upload the Contractor's Certification and Agreement (CCA) in the **Purchase Order (PO)** section or the RFP section.

- Navigate to the **'My RFP Responses'** section and click the **'Upload CCA'** button:

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Procurement | Accounts Payable | Information | Help

Home Page > Procurement > My RFP Responses

**My RFP Responses**

My Proposals ▾

RFP No. (Or Part of it)  Reference:   
 From:  To:   
 Status: --Choose--

Clear Search

RFP No.	Submission Date	Reference	MOD Status	
1000724591	01/26/2023	10430896	Awarded	<a href="#">Upload CCA</a>

OR

- Go to the **'My Orders'** section, find your Purchase Order, and select **'Upload CCA'**:

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Home Page > Procurement > My Orders

**My Orders**

Search for Purchase Order ▾

Purchase Order No. (Or Part of it)  From:  To:   
 Search Clear

Purchase Order No.	Version	Printout Date
4441279474	0	06/14/2023

A designated section is provided for uploading the CCA document:

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Home Page > Procurement > My Orders > My Order Details

**My Order Details**

Printout List For Purchase Order No. 4441279474

Visited	Version	Printout Date	Upload CCA
✓	0	06/14/2023	<a href="#">Upload CCA</a>

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Dear Vendor,

Please upload the Contractor's Certification and Agreement(CCA) in the designated section below.

Before submitting your document, please make sure it meets all of the following requirements for a valid digital signature:

- o The document must be filled out and signed digitally using DocuSign only.
- o Manually signed documents (e.g., with a pen) are not accepted.
- o Scanned copies of signed documents are not accepted.
- o Do not add or modify any information after signing the document, as this will invalidate the digital signature.
- o Submissions that do not meet these criteria will be rejected with an "Invalid Signature" error.

For step-by-step guidance on how to sign digitally using DocuSign, please visit:  
[https://www.youtube.com/watch?v=txg0f\\_inQ1Q](https://www.youtube.com/watch?v=txg0f_inQ1Q)

If a vendor uploads multiple CCAs for a given purchase order, the GOI-MOD will only submit the most recently uploaded CCA.

Purchase Order : 4441279474 Version : 0

Upload CCA:

  Example Document - Test

Uploading documents could take several minutes.  
Avoid using special characters such as !, @, #, \$, %, ^, &, \*, etc. in the file name.  
Documents can be uploaded in PDF format, with a maximum size of 10MB per document.  
Please adjust the size of your submission accordingly.

After uploading, the status will show **‘processing’**. This may take several minutes—please be patient. A **‘success’** status indicates that your file was received:

Upload CCA:

  Example Document - Test

### ✦ **Reminder:**

-  Complete all fields within DocuSign.
-  Do not print, sign by hand, scan, or modify the document after signing.
-  Your signature **must be digital**.