

## Instruction signing a digital quotation

You have received a digital quotation from MPS Group. By following the instructions below, you can sign the quotation.

1. You will receive an email stating that a quotation is ready for you to be signed, as shown below. Follow the instructions in this email.



Dear Sir or Madam,

We have a quotation (2200177701) for                      ready for you in your Customer Portal.

Click [here](#) to go to the quotation, where you can digitally sign or reject the quotation.

We trust to have informed you sufficiently.

If you have any questions, please contact us via [offerte@ecas.nl](mailto:offerte@ecas.nl) or +31 (0)174 - 615 715.

Kind regards,  
MPS-ECAS

This message has been sent automatically. It is not possible to respond to this e-mail.

2. By clicking on the link in the email, the screen below will open. Here you can log in to the Customer portal. The username is the email address at which you received the above email. If this is the first time you log in, you can create a password by clicking on 'Request password'.


## Customer Portal MPS-Group


### Log-in as client or supplier


Username

Password

[Request password](#)

 Log in met uw portaalgegevens. De gebruikersnaam is uw **e-mailadres** en het wachtwoord heeft u aangemaakt. Bent u uw wachtwoord vergeten of logt u voor de eerste keer in? Kies dan voor *wachtwoord opvragen*.

 Log in with your portal details. The username is your **e-mail address** and the password has been created by you earlier. Have you forgotten your password or are you logging in for the first time? Then choose *request password*.

 Melden Sie sich mit Ihren Portaldaten an. Der Benutzername ist Ihre **E-Mail-Adresse** und das von Ihnen erstellte Passwort. Haben Sie Ihr Passwort vergessen oder melden Sie sich zum ersten Mal an? Dann wählen Sie *Passwort anfordern*.

3. After logging in, you will enter the screen where you can directly click on the relevant quotation.

The screenshot shows the MPS dashboard interface. On the left, there is a navigation menu with the following items: Dashboard, Record-keeping, MPS-ABC Qualifications, Vignettes, Trade Portal, and Contact. The main content area features a green header with the MPS logo and the tagline "driven by sustainability". Below the header, there is a "Good afternoon" greeting and a message: "This is your personal environment for". A row of four icons represents different functions: Details (info icon), Services (plant icon), Invoices (euro symbol icon), and Quotations (document icon). Below this, there is a section titled "Open offers and tasks" with a sub-header "Below you will find, among other things, the offers that are ready to be signed." This section includes a list of navigation options: Pending tasks (with a notification icon), Sent items, Pending orders, and Orders. A table below lists the offers:

Submitted	Subject	Concerns
12-09-2022	Test Angebot MPS-GAP v11.1	Your offer from MPS-ECAS

A red arrow points to the "Submitted" date "12-09-2022" in the table.

4. After clicking on the quotation, you can view it by scrolling down the page.

The screenshot shows a PDF document titled "Angebot" (Offer) from MPS ECAS. The document is displayed in a browser window with the address bar showing "138B13B34784AF627C693A9233DC00D0.pdf". The PDF content includes the MPS ECAS logo and the following information:

**Angebot**

Demo Duits  
T.a.v. de heer J. Keijzer

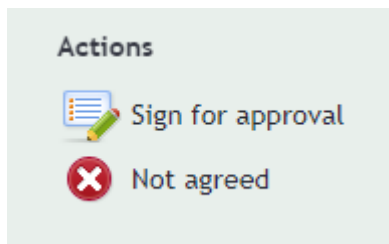
Angebotnummer	Angebotdatum	Kunde Nummer
2200204801	12-09-2022	800361

Middelbroekweg 29  
2675 ZT HONSELERSDIJK  
Germany

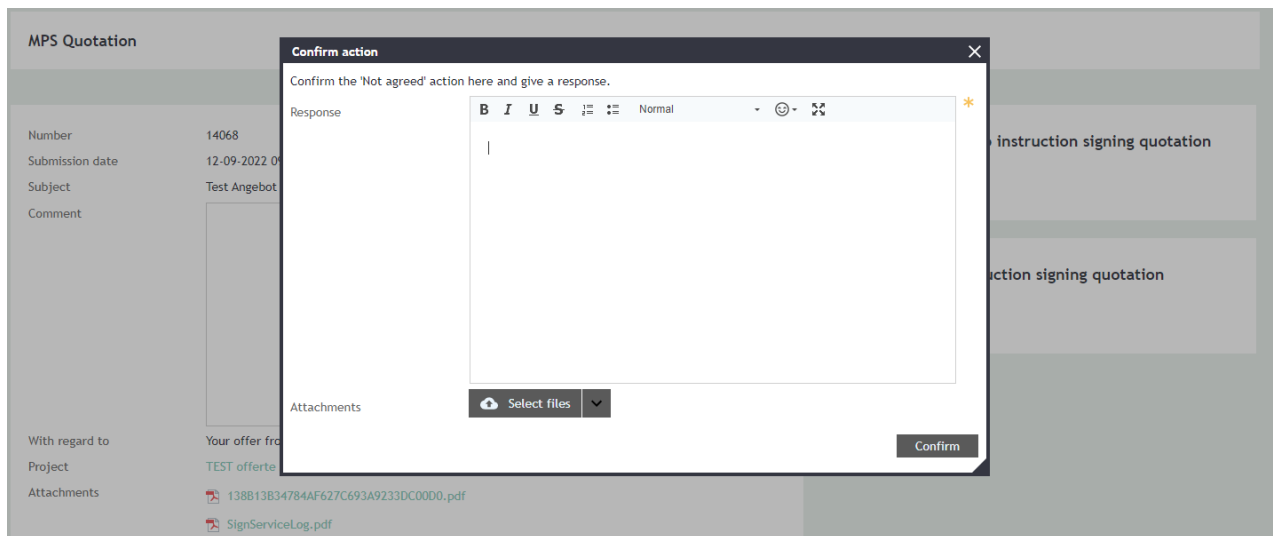
Unsere Referenz: 113664 - MPS-GAP V11.1

Ort(e):  
Leehove 65 a, 2678 MB DE LIER, Germany

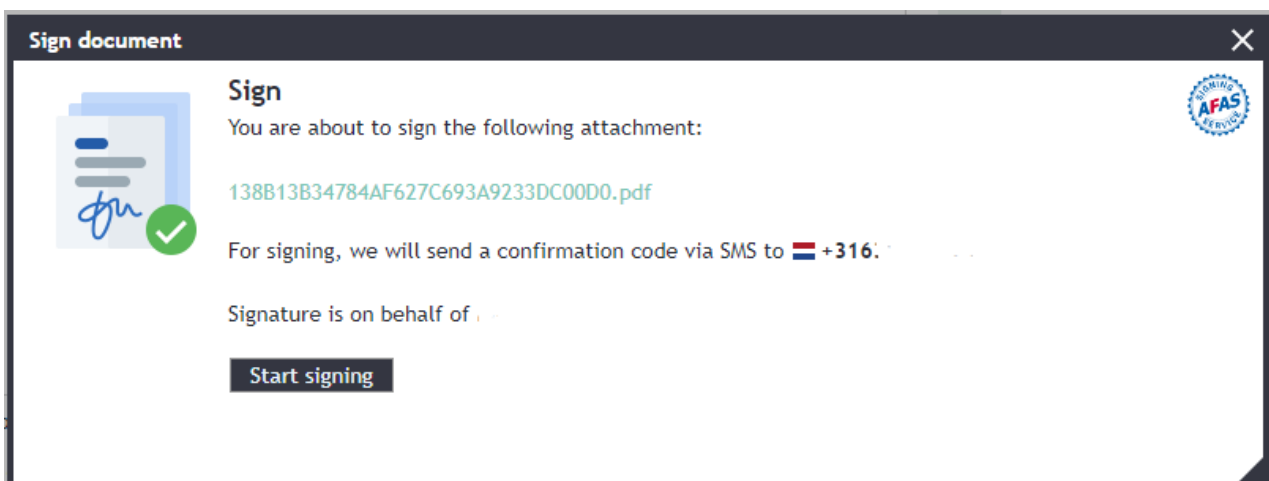
5. After viewing the quotation, you have two options at the top right corner: 'Sign for approval' and 'Not agreed'.



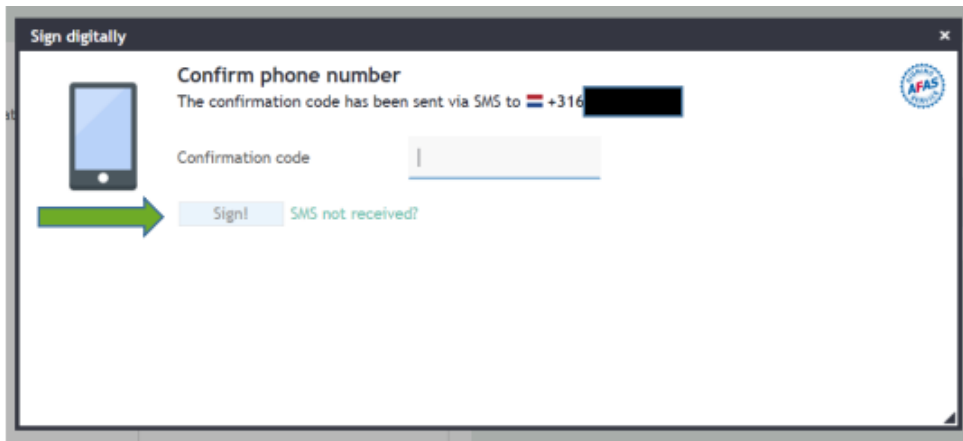
6. If you do not agree, click on 'Not agreed'. It is important to do so, otherwise the quotation will remain in our system and you will receive reminders about the quotation.



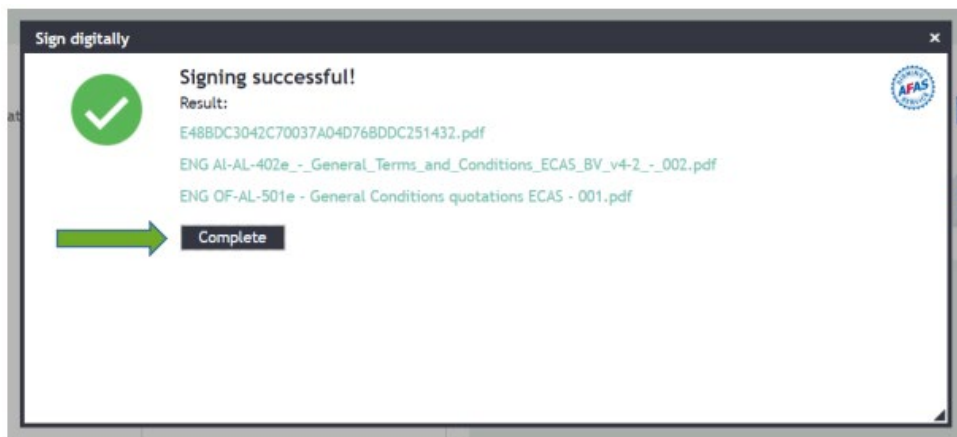
7. If you agree with the quotation, click on 'Sign for approval' and you will be taken to the screen below. By clicking on 'Start signing' you will receive a text message with a confirmation code.



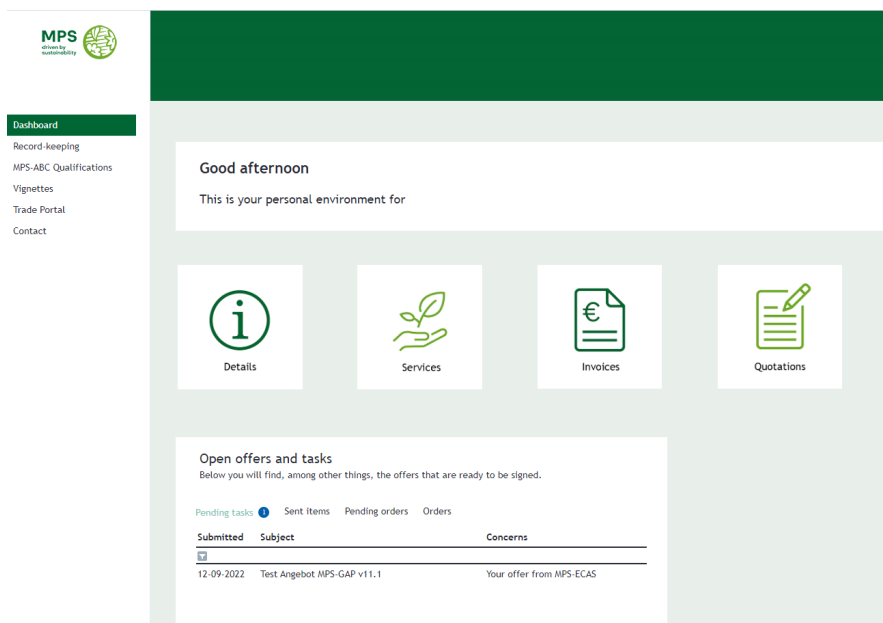
8. Enter the confirmation code and click on 'Sign!'.



9. Now click on 'Complete' to sign the quotation.



10. If you would like to view the quotation at a later time, you can always log in to the Customer portal. Besides quotations you can also find invoices in your Customer portal.



Do you have any questions? Please contact Service & Support via +31 (0)174 – 615 715 or [info@my-mps.com](mailto:info@my-mps.com).