DGS Internal STD 213 Workflow (eSignature Flow)

Requesting Program
- Program submits requisition
  - Analyst intake request and signs into Intelledox to start STD 213

Internal Purchasing Analyst
- Follow Traditional Paper Routing
  - Analyst selects paper or electronic route
    - Paper
    - Follow Traditional Paper Routing
- Analyst completes STD 213 and clicks "submit" when finished
  - Analyst is CC'd throughout the process
  - Analyst makes any necessary changes and resubmits
    - Agree to Sign?
      - Yes
        - Analyst agrees to sign
        - Reconnects to Analyst
        - Analyst is CC'd throughout the process
        - Copy of final STD 213 sent
      - No
        - Decline to Sign
          - Decline to Sign
            - When stamped, Signing process is complete.
            - Copy of final STD 213 sent

Vendor / Contractor
- Receives email from DocuSign to review and sign STD 213
  - Agree to Sign?
    - Yes
      - Analyst agrees to sign
      - Reconnects to Analyst
      - Analyst is CC'd throughout the process
      - Copy of final STD 213 sent
    - No
      - Decline to Sign
        - Decline to Sign
          - Decline to Sign
            - When stamped, Signing process is complete.
            - Copy of final STD 213 sent

Agency Stamper
- Receives email from DocuSign to review and sign STD 213
  - Agree to Sign?
    - Yes
      - Analyst agrees to sign
      - Reconnects to Analyst
      - Analyst is CC'd throughout the process
      - Copy of final STD 213 sent
    - No
      - Decline to Sign
        - Decline to Sign
          - Decline to Sign
            - When stamped, Signing process is complete.
            - Copy of final STD 213 sent

Agency Signer
- Receives email from DocuSign to review and sign STD 213
  - Agree to Sign?
    - Yes
      - Analyst agrees to sign
      - Reconnects to Analyst
      - Analyst is CC'd throughout the process
      - Copy of final STD 213 sent
    - No
      - Decline to Sign
        - Decline to Sign
          - Decline to Sign
            - When stamped, Signing process is complete.
            - Copy of final STD 213 sent

SCD
- Receives email from DocuSign to review and sign STD 213
  - Agree to Sign?
    - Yes
      - Analyst agrees to sign
      - Reconnects to Analyst
      - Analyst is CC'd throughout the process
      - Copy of final STD 213 sent
    - No
      - Decline to Sign
        - Decline to Sign
          - Decline to Sign
            - When stamped, Signing process is complete.
            - Copy of final STD 213 sent