

Job Aid - Adobe Sign

Adobe Sign is now available as an electronic method of creating a vendor profile in Banner. To set up a potential vendor using Adobe Sign, follow instructions below.

This link, [Vendor Information Form](#), will take you to the Adobe Sign Vendor Information Form.

Fill out this section with your information:

UI Department Requesting Information

Today's Date 09/10/2020

U of I Department name

Contact Person

Phone Number Email

Campus Chicago Springfield Urbana/Champaign

Transaction Purchase Order TEM

Add to iBuy Yes No

New Vendor Update Existing Vendor

Types of Goods and Services Provided

Goods Services Attorney Royalties Medical

Other Please Describe:

This will appear at the bottom of the screen – ‘Click to Approve’

By approving, I agree to both this agreement and the [Consumer Disclosure](#). My use of Adobe Sign is governed by the [Adobe Terms of Use](#).

[Click to Approve](#)

Next you will be prompted to enter the Vendor’s information – Make sure the email address of the vendor who will be signing is correct.

Then enter your name and email. You will receive an email to ‘confirm my email address’ from adobesign@adobesign.com.

After you have confirmed, the form will be sent to the vendor.

You should see this message:

Your approval of Vendor Information Form has been verified. It has now been emailed to the additional signer(s) for their signature.