

Mercury

Wet Sign

User Guide

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Wet Sign Starter Guide

Once your proposal is in the **Ready for Sign** status, please click the three dots on the right-hand side and select documents.

Novuna Business Finance
Home Quotes Proposals Agreements Help Mercury Test Internal as A35415949EF885D - 545000/1

My proposals

Recently saved

- A000381100**
11/10/2023 10:10
Customer: Accepted Decision Cus...
Type: Hire Purchase
Saved by: 00F9C3ECE6C6396
- A000381060**
11/10/2023 09:56
Customer: Accepted Decision Cus...
Type: Hire Purchase
Saved by: 00F9C3ECE6C6396
- A000381056**
11/10/2023 09:54
Customer: Accepted Decision Cus...
Type: Finance Lease
Saved by: 00F9C3ECE6C6396
- A000381050**
11/10/2023 09:47
Customer: test.test
Type: Hire Purchase
Saved by: 01B980CC12CA7A4

Submitted Saved

Search by ID or customer name

Date submitted: dd/mm/yyyy Status: Ready For Sign Show locked: Yes No

ID	Customer	Agreement Type	Date	Status
A000379292	TestIndividual TestIndividual	Hire Purchase CCA Regulated	10/10/2023	Ready for Sign
A000379239	Mercury Customer 1	Hire Purchase CCA Regulated	05/10/2023	Ready for Sign

Ready for Sign View Documents

This takes you to the **Documents** section of the proposal. Your options are **Electronic Signature**, **Wet Sign** and **Upload Signed Contract**. For this user guide we will select **Wet Sign**.

Proposal A000379239

Summary Conditions (4) Notes **Documents**

Sign contract documents

Electronic Signature **Wet Sign** Upload Signed Contract

To arrange for your customer to wet sign their finance documentation, you can use this option. The finance documentation selected to create the payout pack will be electronically generated, populating the information we hold for the proposal, and will be downloaded to your system for you to print.

Following your customer signing the document(s), it will need to be returned to us. This can be done using the document uploader on Mercury.

Please ensure that all the information provided as part of the proposal is accurate and correct as this information cannot be changed on the document once it has been generated.

If any changes are required prior to generating the document, please use the Edit Proposal button on the Summary tab.

Start Wet Sign

Upload supporting documents

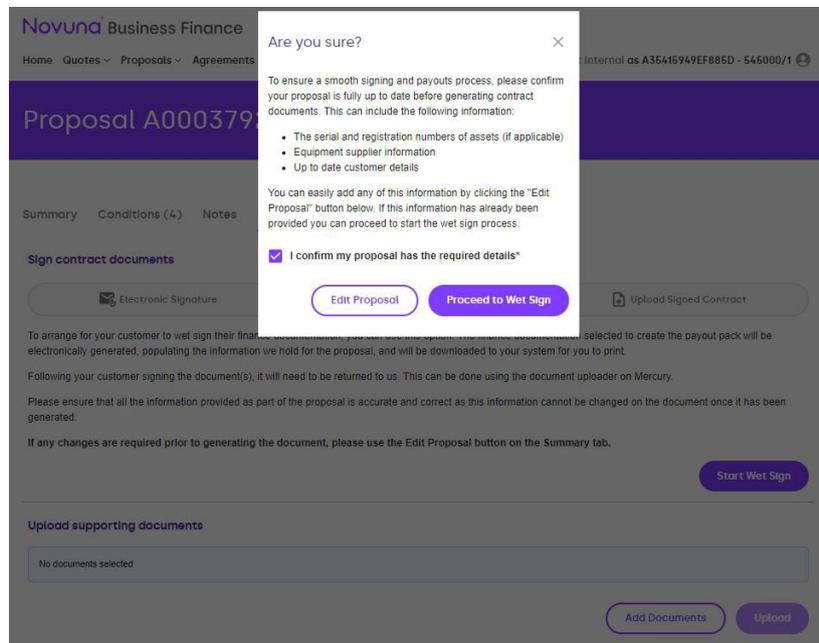
No documents selected

Add Documents

Upload

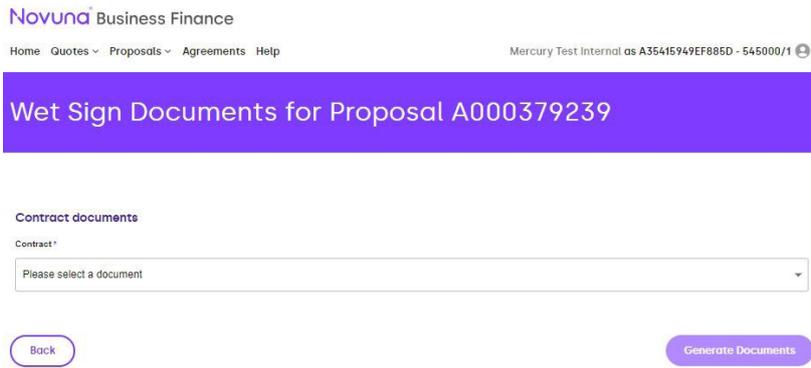
The important thing is to ensure that the proposal is accurate and correct as this information cannot be changed on the document once generated. If any changes are required prior to document generation, please use the **Edit Proposal** button on the **Summary** tab.

Press **Start Wet Sign** button.

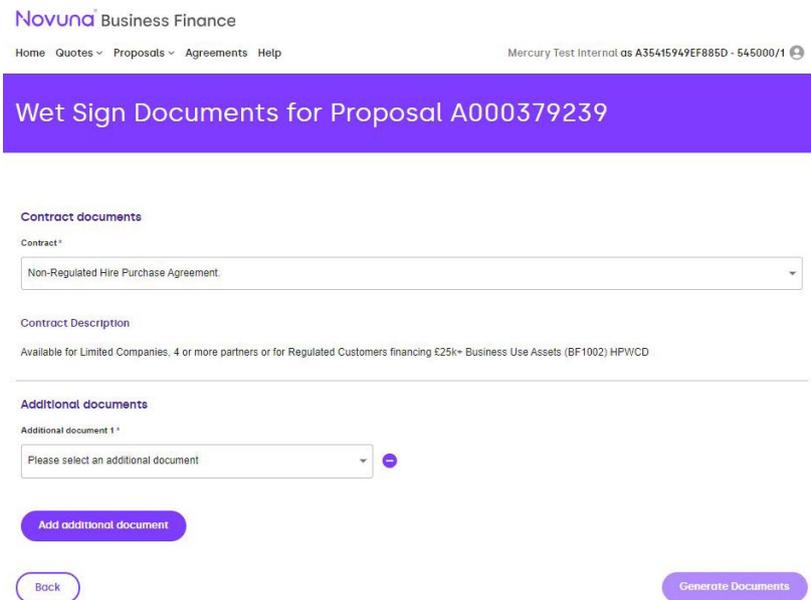


The **Are you sure?** message appears, advising you the serial and registration number of assets, equipment supplier information and up to date customer details is required on the proposal for correct and accurate document generation. This is to ensure a smooth signing and payouts process.

If the proposal has the required details, tick the box and press **Proceed to Wet Sign**.



Select the appropriate contract document from the contract drop down. If required, add any additional documents (there is the ability to add up to five additional documents).



Press **Generate Documents** and within seconds a PDF copy of your contract documents and additional documents if selected will appear in your downloads folder.



Open the file and you have a pre-populated contract document for your proposal.



Editing the contract document

Any missing information which isn't collected on Mercury, for example the customer direct debit information, secondary rentals and rebate of rentals, can be inputted at this stage.

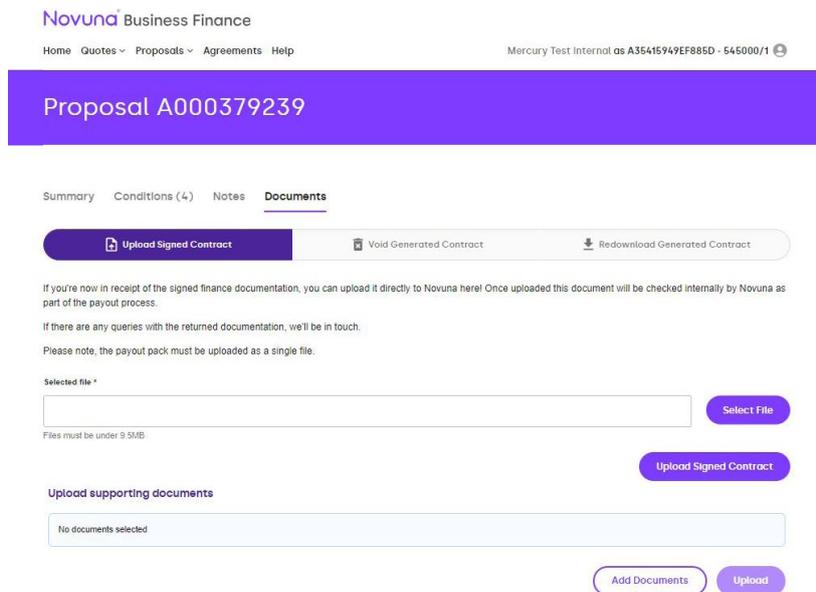
This is easiest to do if you have an Adobe PDF package installed on your computer. This will enable you to input text into the relevant spaces.

If you don't currently have Adobe download, you can use [this free link](#) to edit the PDF via Adobe.

Upload Signed Contract

Upon receipt of the signed finance documentation, you upload it within the document section of the proposal as shown. Please note, the payout pack must be uploaded as a single file.

You can also upload any supporting documents which our New Business team require for payout.



Void Generated Contract

In instances where changes are required on the generated contract document, these need to be voided and then regenerated. It is important to note, prior to regenerating the contract documents, any changes that need to be made must be done so through **Edit Proposal** in Mercury.

Please use the **Void Contract Document** button below to process the void request. Upon doing so, the proposal will be returned to a state in which you are able to make any required amendments to it in Mercury, to then return to the **Documents** tab to regenerate the amended contract documents.

Prior to regenerating the document, please ensure that all information provided on the proposal is accurate.

Press the **Void Contract Document** button.

The screenshot shows the Novuna Business Finance web application. At the top, there is a navigation bar with 'Home', 'Quotes', 'Proposals', 'Agreements', and 'Help'. The user is logged in as 'Mercury Test Internal' with ID 'A35415949EF885D - 545000/1'. The main header displays 'Proposal A000379239'. Below this, there are tabs for 'Summary', 'Conditions (4)', 'Notes', and 'Documents'. The 'Documents' tab is active, showing three buttons: 'Upload Signed Contract', 'Void Generated Contract' (highlighted in blue), and 'Redownload Generated Contract'. Below the buttons, there is instructional text: 'In instances where changes are required on the generated contract documents, these need to be voided and then regenerated. Prior to regenerating the contract documents, any changes that need to be made must be done so through Edit Proposal in Mercury.' and 'Please use the Void Contract Document button below to process the void request. Upon doing so, the proposal will be returned to a state in which you are able to make any required amendments to it in Mercury, to then return to the Documents tab to regenerate the amended contract documents.' A note states: 'Prior to regenerating the document, please ensure that all information provided on the proposal is accurate.' At the bottom right of the text area is a blue button labeled 'Void Contract Document'. Below this is a section for 'Upload supporting documents' with a text box containing 'No documents selected' and two buttons: 'Add Documents' and 'Upload'.

Redownload Generated Contract

If circumstances arise whereby a generated contract document needs to be redownloaded, the **Redownload Contract Documents** button can be used. This will download another copy of the pre-populated contract documents to your computer. Press the **Redownload Contract Documents** to download the documents onto your computer.

The screenshot shows the Novuna Business Finance web application. At the top, there is a navigation bar with 'Home', 'Quotes', 'Proposals', 'Agreements', and 'Help'. The user is logged in as 'Mercury Test Internal' with ID 'A35415949EF885D - 545000/1'. The main header displays 'Proposal A000379239'. Below this, there are tabs for 'Summary', 'Conditions (4)', 'Notes', and 'Documents'. The 'Documents' tab is active, showing three buttons: 'Upload Signed Contract', 'Void Generated Contract', and 'Redownload Generated Contract' (highlighted in blue). Below the buttons, there is instructional text: 'If circumstances arise whereby a generated contract document needs to be redownloaded, the Redownload Contract Documents button can be used. This will download another copy of the pre-populated contract documents to your computer.' At the bottom right of the text area is a blue button labeled 'Redownload Contract Documents'. Below this is a section for 'Upload supporting documents' with a text box containing 'No documents selected' and two buttons: 'Add Documents' and 'Upload'.