

/send-for-signing

Source: `~/ .claude/skills/send-for-signing/SKILL.md`

Send Document — ALAI Branded Document Signing

Description

Generički workflow za slanje BILO KOJEG dokumenta na potpis. Pokriva NDA, DPA, ugovore, partnership agreements, i custom dokumente. Koristi DocuSeal za signing + ALAI branded SMTP email sa embedded logom. NIKAD ne koristi DocuSeal-ov default email.

Trigger

Koristi ovaj skill kad:

- Alem kaže "pošalji na potpis", "send for signing", "treba potpis"
- "pošalji NDA", "pošalji DPA", "pošalji ugovor"
- Bilo koji dokument treba e-potpis
- Kreiraš novi ugovor/NDA/DPA i treba ga poslati

Alati

- **Signing Tool:** `~/system/tools/send-signing-email.js`
- **Document Tool:** `~/system/tools/docusign.js`
- **Contacts:** `~/system/tools/contacts.js`
- **DocuSeal API:** `~/system/config/docuseal.json`
- **SMTP:** `~/system/config/mail-credentials-alai.json` (post@alai.no)

- **Logo:** `~/system/context/branding/shared/alai-email-logo.png` (96x96, CID inline)
- **Brand:** `primary=#308050, secondary=#0F172A`, Inter font

Workflow

Korak 0: Detektuj tip dokumenta

Na osnovu konteksta odredi tip:

Trigger	Tip	Template
"NDA", "non-disclosure"	NDA	<code>docusign.js create <CLIENT> nda</code>
"DPA", "data processing"	DPA	Custom HTML template
"ugovor", "contract"	Contract	<code>docusign.js create <CLIENT> contract</code>
"partnership", "partnerski"	Partnership	Custom HTML template
"proposal"	Proposal	<code>docusign.js create <CLIENT> proposal</code>
Custom	Custom	Kreiraj HTML od nule

Korak 1: Auto-populate iz contacts.db

Ako klijent/partner postoji u sistemu, automatski popuni polja:

```
# Nadi kontakt
NODE_PATH=~/system/node_modules node ~/system/tools/contacts.js search "<ime>"
NODE_PATH=~/system/node_modules node ~/system/tools/contacts.js show <id>
```

Izvuci: ime, email, firma, org_number, adresa. Ako ne postoji → pitaj Alema za podatke.

Korak 2: Pripremi HTML dokument

- Za poznate tipove koristi `docusign.js`:

```
NODE_PATH=~/system/node_modules node ~/system/tools/docusign.js create "<CLIENT>" nda \  
  --field CLIENT_NAME="<ime>" \  
  --field CLIENT_EMAIL="<email>" \  
  --field CLIENT_REPRESENTATIVE="<osoba>" \  
  --field PROJECT_DESCRIPTION="<opis>"
```

- Za custom dokumente: konvertuj MD → HTML sa čistim A4 stilom

OBAVEZNO: Dodaj DocuSeal field tagove u signature sekciju:

```
<signature-field name="Signer1 Signature" role="First Party"></signature-field>
<date-field name="Signer1 Date" role="First Party"></date-field>
<signature-field name="Signer2 Signature" role="Second Party"></signature-field>
<date-field name="Signer2 Date" role="Second Party"></date-field>
```

KLJUČNO: Koristi `role=` atribut (NE `data-submitter=`!) Svaki potpisnik = zasebna `role` vrijednost ("First Party", "Second Party", itd.)

Korak 3: Kreiraj DocuSeal template

```
curl -s -X POST "https://docuseal.eu/api/templates/html" \
-H "X-Auth-Token: <token>" \
-H "Content-Type: application/json" \
-d @template.json
```

- Provjeri response: `submitters` array mora imati ONOLIKO submittera koliko ima `role` vrijednosti
- Provjeri `fields` array: svaki field mora imati odgovarajući `submitter_uuid`

Korak 4: TEST PRVO (OBAVEZNO!)

```
NODE_PATH=~/.system/node_modules node ~/.system/tools/send-signing-email.js test post@alai.no
```

- Provjeri da je email stigao na post@alai.no
- Provjeri: ALAI logo (embedded), zeleni button, signing link, branding
- TEK nakon uspješnog testa → šalji pravi email

Korak 5: Pošalji na potpis

```
NODE_PATH=~/.system/node_modules node ~/.system/tools/send-signing-email.js send <template_id> \
'{"name":"Alem Basic","email":"alem@alai.no","role":"First Party"}' \
'{"name":"Signer Name","email":"signer@email.com","role":"Second Party"}' \
--subject "Document Name – ALAI x Partner" \
--doc-name "Document Ready for Signature" \
--changes "Key point 1|Key point 2|Key point 3"
```

Korak 6: Provjeri status

```
NODE_PATH=~/.system/node_modules node ~/.system/tools/send-signing-email.js check  
<submission_id>
```

Korak 7: Post-signing

Nakon potpisa:

1. Download potpisan PDF
2. Spremi u `~/ALAI/clients/<CLIENT>/legal/` ili `~/ALAI/partners/<PARTNER>/legal/`
3. Loguj u HiveMind:

```
node ~/.system/agents/hivemind/hivemind.js post john event "Document signed: <type> with  
<party>"
```

4. Advance pipeline ako je dio onboarding procesa

Pravila

1. **UVIJEK ALAI branding** — NIKAD DocuSeal default email (`send_email: false`)
2. **UVIJEK test prvo** — Pošalji na `post@alai.no`, verifikuj, pa šalji za pravo
3. **Alemov email = `alem@alai.no`** — NE `info@alai.no` (`info@` čita John)
4. **Logo = CID inline** — NE eksterni URL (email klijenti blokiraju)
5. **From = `post@alai.no`** — "ALAI Holding AS" sender name
6. **NE spamaj submissione** — Jednom testiraj, jednom pošalji
7. **DocuSeal HTML tagovi** — `role=` atribut, NE `data-submitter=`
8. **Order = preserved** — Prvi potpisnik potpiše, drugi dobije email nakon
9. **Auto-populate** — Uvijek provjeri `contacts.db` prije ručnog unosa
10. **Storage obavezan** — Potpisan dokument MORA biti sačuvan u `legal/` direktoriju

Email Template Struktura

```
+-----+  
| [ALAI Logo - CID inline] | <- #0F172A background  
| ALAI Holding AS         |  
| Document Signing       |  
+-----+  
|                           |  
| Document Title         | <- #1A1A1A, 18px  
|                           |
```

```

| Dear {name},                |
| A document is ready...     |
|                             |
| +- KEY DETAILS -----+ | <- #F8FAFC box
| | * Change 1                | |
| | * Change 2                | |
| +-----+ |
|                             |
| [ Review & Sign Document ] | <- #308050 button
|                             |
| Unique link warning        |
| Contact: info@alai.no     |
+-----+
| ALAI Holding AS            | <- #F8FAFC footer
| Org.nr 932 516 136        |
| Ilemoen 4A, 2040 Klofta   |
+-----+

```

Primjeri

NDA

```

# 1. Kreiraj NDA
NODE_PATH=~/.system/node_modules node ~/.system/tools/docusign.js create "TechCorp" nda \
  --field CLIENT_NAME="TechCorp AS" --field CLIENT_EMAIL="lars@techcorp.no" \
  --field CLIENT_REPRESENTATIVE="Lars Olsen" --field PROJECT_DESCRIPTION="AI Chatbot"

# 2. Upload HTML kao DocuSeal template (sa role= tagovima)
# 3. Test
NODE_PATH=~/.system/node_modules node ~/.system/tools/send-signing-email.js test post@alai.no

# 4. Pošalji
NODE_PATH=~/.system/node_modules node ~/.system/tools/send-signing-email.js send <template_id> \
  '{"name":"Alem Basic","email":"alem@alai.no","role":"First Party"}' \
  '{"name":"Lars Olsen","email":"lars@techcorp.no","role":"Second Party"}' \
  --subject "NDA – ALAI x TechCorp" \
  --doc-name "Non-Disclosure Agreement" \
  --changes "Duration: 2 years|Jurisdiction: Norway"

```

Partnership Agreement

```
NODE_PATH=~/.system/node_modules node ~/.system/tools/send-signing-email.js send 406709 \  
  '{"name":"Alem Basic","email":"alem@alai.no","role":"First Party"}' \  
  '{"name":"Anel Pasic","email":"anelwizard@gmail.com","role":"Second Party"}' \  
  --subject "Partnership Agreement – ALAI x Wizard NUF" \  
  --doc-name "Partnership Agreement Ready for Signature" \  
  --changes "Invoicing: monthly to every 2 months|Split: 50/50 (unchanged)"
```

Troubleshooting

Problem	Rješenje
"Template does not contain fields"	HTML nema DocuSeal tagove (<code><signature-field></code> , <code><date-field></code>)
Samo jedan submitter u template	Koristiš <code>data-submitter=</code> umjesto <code>role=</code>
Logo ne prikazuje	Provjeri da <code>alai-email-logo.png</code> postoji i da se koristi CID attachment
Email ne stiže	Provjeri SMTP credentials u <code>mail-credentials-alai.json</code>
Signing link ne radi	DocuSeal sandbox mode — link radi ali ima sandbox banner
Kontakt nema email	Provjeri <code>contacts.js show</code> — pitaj Alema ako nedostaje

Revision #5

Created 2026-02-18 08:39:50 UTC by John

Updated 2026-06-21 20:00:47 UTC by John