

How to use Adobe Acrobat to sign Non-receipt Form

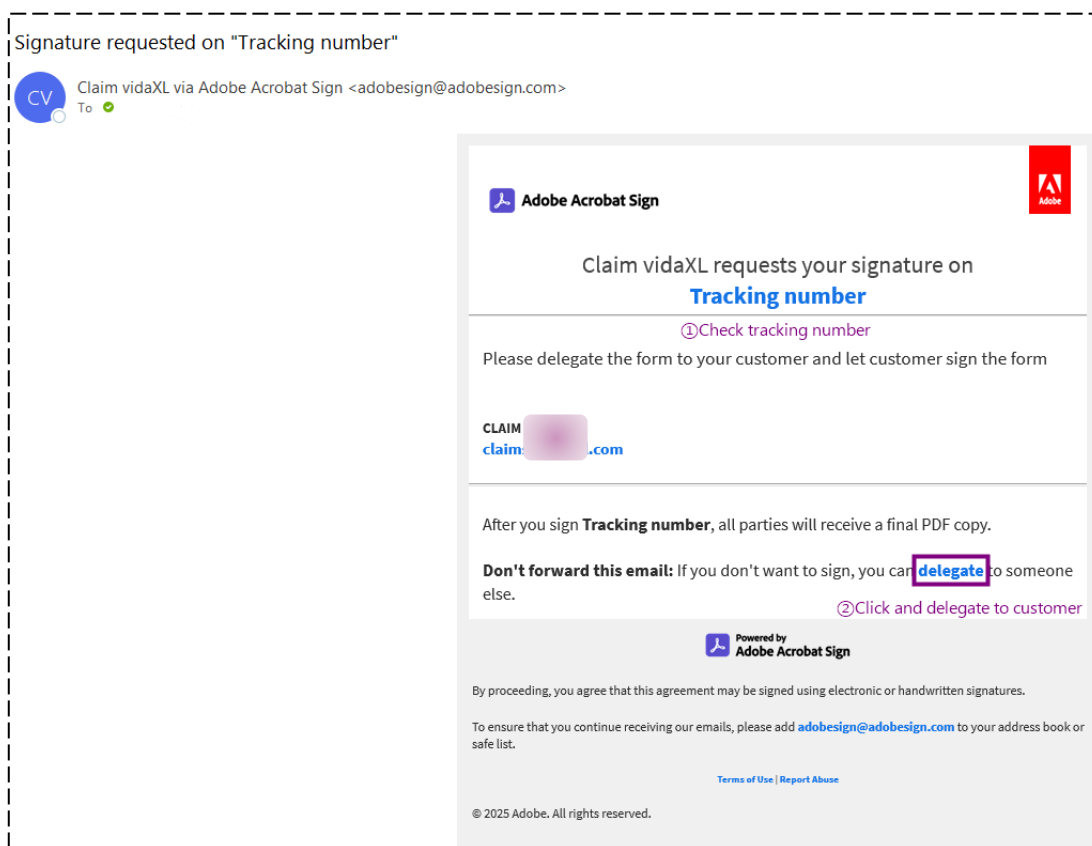
1. Receive the Non-receipt Form:

- Check the inbox of the **B2B registration email address** for an email from adobesign@adobesign.com.

Note:

Do NOT reply to the sender's email addresses (adobesign@adobesign.com or claims@vidaxl.com) if there are questions. Instead, contact [Customer Service Team](#) for support.

Example:



2. Delegate the Form to End customer:

- In the email, select the option to **delegate** the signing process to the end customer.

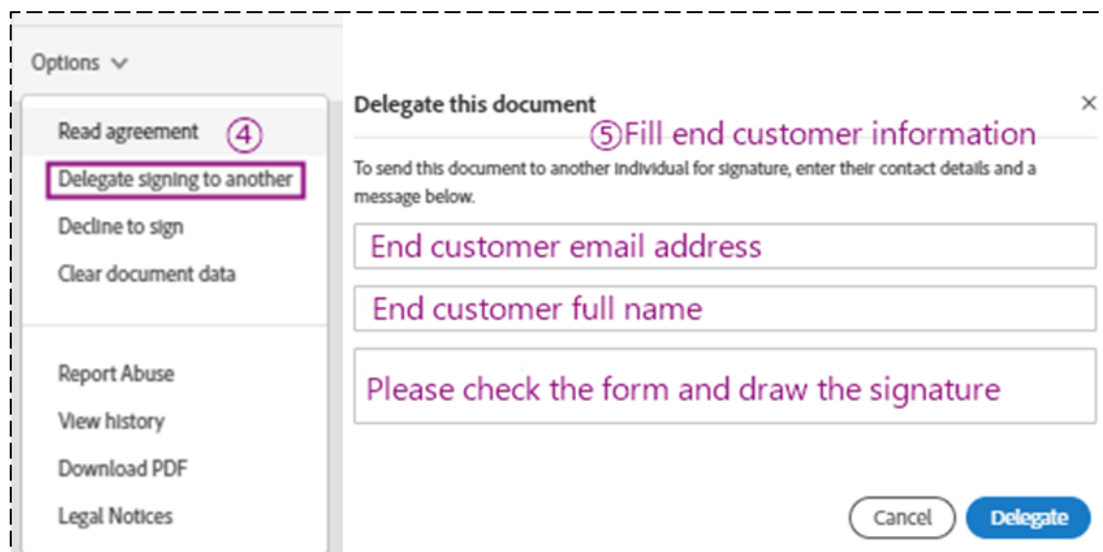
Example:

③ Click

To delegate, open the agreement signing page and delegate from the Options menu.

- Enter the end customer's **name** and **email address** in the required fields. This will forward the signing request to your end customer.

Example:



Options ▾

- Read agreement ④
- Delegate signing to another**
- Decline to sign
- Clear document data
- Report Abuse
- View history
- Download PDF
- Legal Notices

Delegate this document ⑤ Fill end customer information

To send this document to another individual for signature, enter their contact details and a message below.

End customer email address

End customer full name

Please check the form and draw the signature

Cancel Delegate

3. End Customer's Action to sign the form:

- The end customer will receive an email notification with a link to the Non-receipt form.

Example:

Signature requested for s rading.com on "Tracking number"



Adobe Sign <adobesign@adobesign.com>

To

Adobe Acrobat Sign



B2B email address assigned you to sign
Tracking number

Please check the form and draw the signature [Click here](#)

B2B email address

Original message from Claim

Please delegate the form to your customer and let customer sign the form

CLAIM
claim L.com

It was originally sent by Claim \ m) to

B2B email address

After you sign **Tracking number**, all parties will receive a final PDF copy.

Don't forward this email: If you don't want to sign, you can [delegate](#) to someone else.


Powered by
Adobe Acrobat Sign

By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

- Upon clicking the link, they should:
 - o Open the form and **check** the pre-filled information to ensure it's accurate.
 - o Fill out their **phone number, email address, order number, and city** as required.
 - o Choose the option to **“draw”** their signature to sign the form electronically.

Example:



② Check information, fill phone number, email address and order number

Non-receipt of goods statement

Claimant name	Customer name
Phone number	
Delivery address	Full delivery address(street, zipcode,city)
e-mail address	
Order number	
Order date	Order date

DECLARATION OF NON-RECEIPT OF GOODS Delivered date

I, the above named, confirm that the goods listed below, ordered from vidaXL, on the date _____, have not been received. I confirm that I have checked with my household / neighbours and confirm they have not received the goods. I confirm that I have not signed for these goods. I agree to co-operate with the company in the event that an investigation is carried out.

GOODS NOT RECEIVED

Item description	Parcel tracking number
Product name	Full tracking number

I declare that the above statement is true to the best of my knowledge.

Place: * ③ Fill the city where sign the form

Date: Nov 20, 2024

Signature (+ company stamp if applicable):

Signature: * Click here to sign

Email: ⑤ Click

④ Upload company stamp if available

Click to upload Stamp

TypeDrawImageMobile

⑥ Choose draw

Sign

⑦ Draw the signature and fill full name

she ng

Close

Apply

Clear

⑧

⑨

By signing, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

Click to Sign