

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 <u>adobesign@adobesign.com</u>.

A Note:

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

Example:

Signature requested on "Tracking number"	
Claim vidaXL via Adobe Acrobat Sign <adobesign@ac< th=""><th>dobesign.com></th></adobesign@ac<>	dobesign.com>
	👃 Adobe Acrobat Sign
1	Claim vidaXL requests your signature on
	Tracking number
1	①Check tracking number
	Please delegate the form to your customer and let customer sign the form
	CLAIM VIDAXL claims@vidaxl.com
	After you sign Tracking number, all parties will receive a final PDF copy.
l I	Don't forward this email: If you don't want to sign, you car delegate to someone
1	else. ②Click and delegate to customer
	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.
	Terms of Use Report Abuse
 	© 2025 Adobe. All rights reserved.

2. Delegate the Form to End customer:

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

Example:
③Click
To delegate, open the <u>agreement signing page</u> 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 V		ן — —
Read agreement 4 Delegate signing to another	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.	×
Clear document data	End customer email address End customer full name	
Report Abuse View history Download PDF	Please check the form and draw the signature	
Legal Notices	Cancel Delegat	

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></adobesign@adobesign.com>	
	Adobe Acrobat Sign
 	B2B email address assigned you to sign Tracking number
 	①Click here
	B2B email address
 	Original message from Claim vidaXL: Please delegate the form to your customer and let customer sign the form
	CLAIN VIDAXL claims@vidaxl.com
 	It was originally sent by Claim vidaXL (claims@vidaxL.com) 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.
	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



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

				vida
Check inform	ation, fill phone numbe	r.email a	ddress and orde	r number
Non-receipt (of goods statement	i șernan a		. Hamber
Non-receipt (or goods statement			
Claimant name	Customer name			
Phone number	*			
Delivery address	Full delivery address(s	treet, zip	code,city)	
e-mail address	*			
Order number	*			
Order date	Order date			
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