

How to use Adobe Acrobat to sign Non-receipt Form

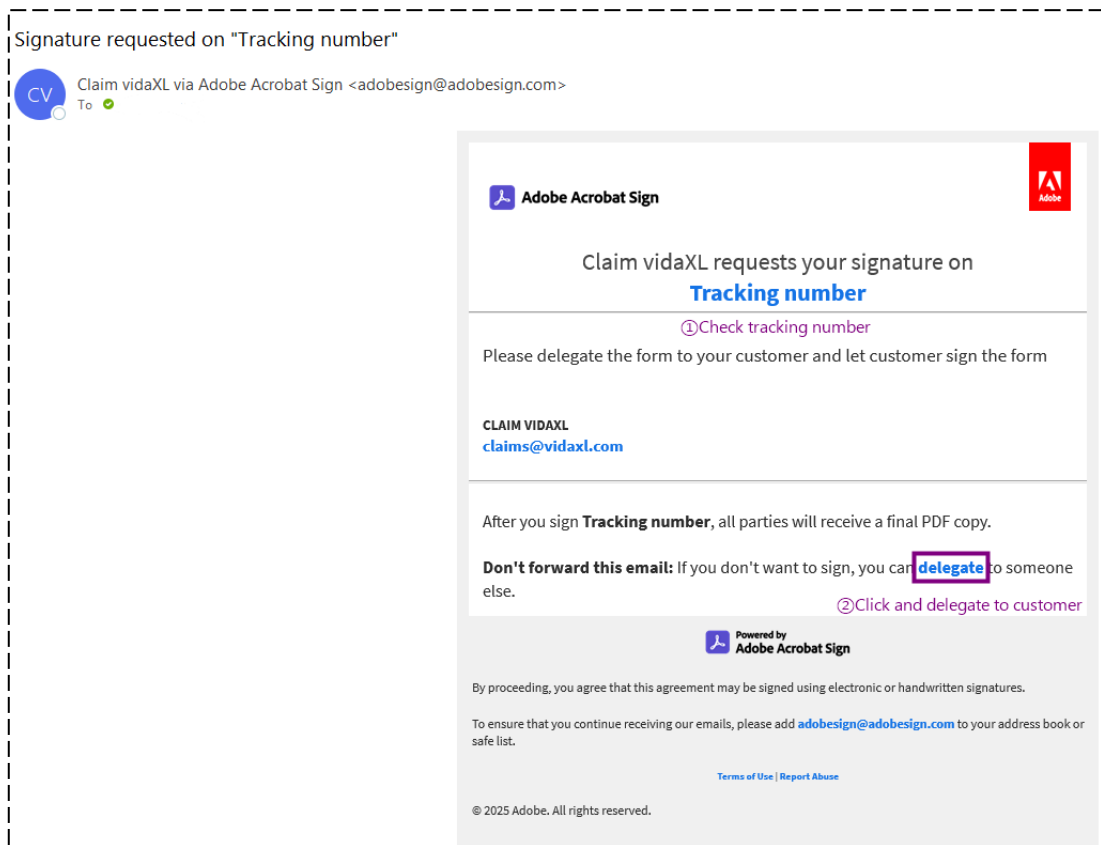
1. Receive the Non-receipt Form:

- 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:



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

Example:

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:

- 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	<input style="width: 100%;" type="text"/>
Delivery address	Full delivery address(street, zipcode,city)
e-mail address	<input style="width: 100%;" type="text"/>
Order number	<input style="width: 100%;" type="text"/>
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): ④ Upload company stamp if available

Signature:

Email:

⑥ Choose draw

Type Draw Image Mobile

Sign

Shelly

⑦ Draw the signature and fill full name

shelly.zhang

Close Apply

Clear

⑧

Sign

⑨

Click to Sign

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

The image shows a multi-step interface for creating an electronic signature. Step 6 shows a toolbar with 'Type', 'Draw', 'Image', and 'Mobile' options, with 'Draw' selected. A signature 'Shelly' is being drawn in a box. Step 7 shows a text input field containing 'shelly.zhang' and buttons for 'Close' and 'Apply'. Step 8 shows a 'Clear' button. Step 9 shows a 'Click to Sign' button. A disclaimer at the bottom states: 'By signing, I agree to this document, the Consumer Disclosure and to utilize electronic signatures.'