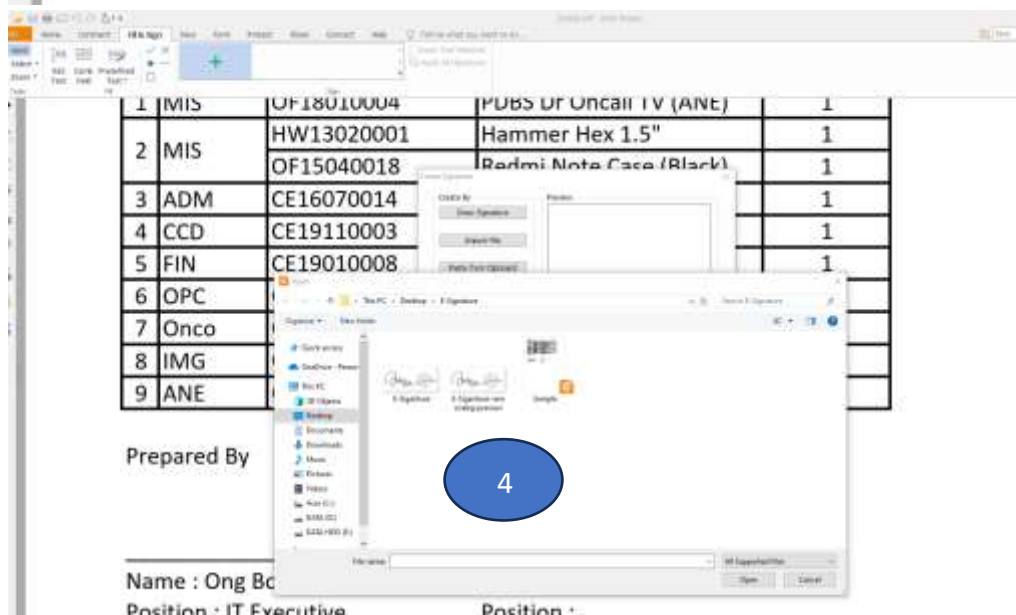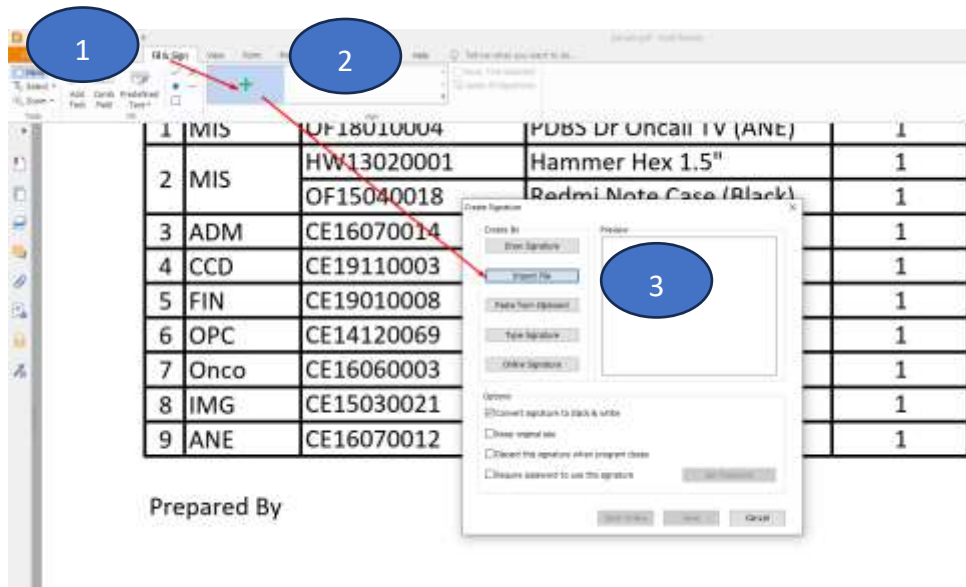# e-Signature Creation - Foxit
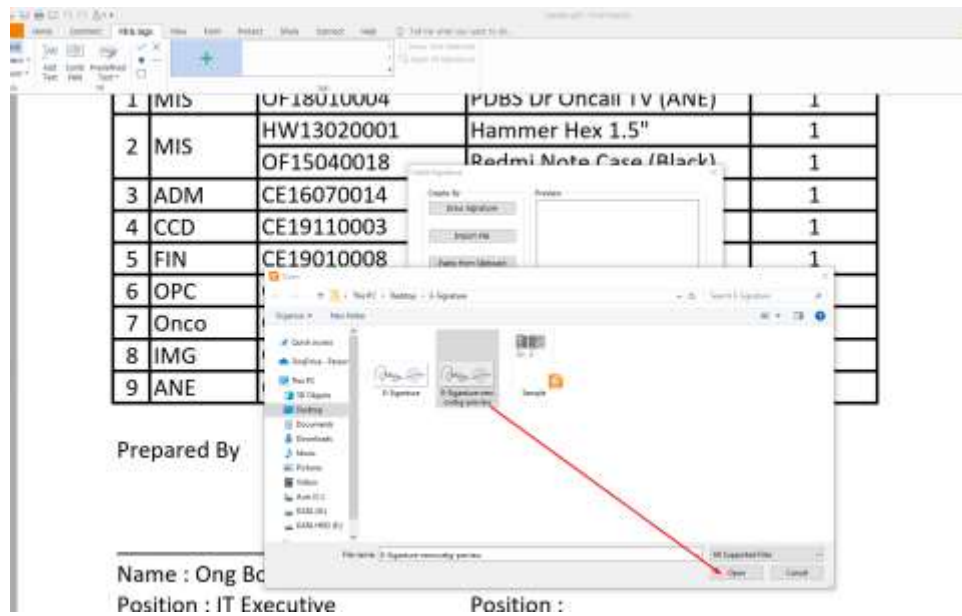
1. Scan the Sign from Scanner Machine and save to PC
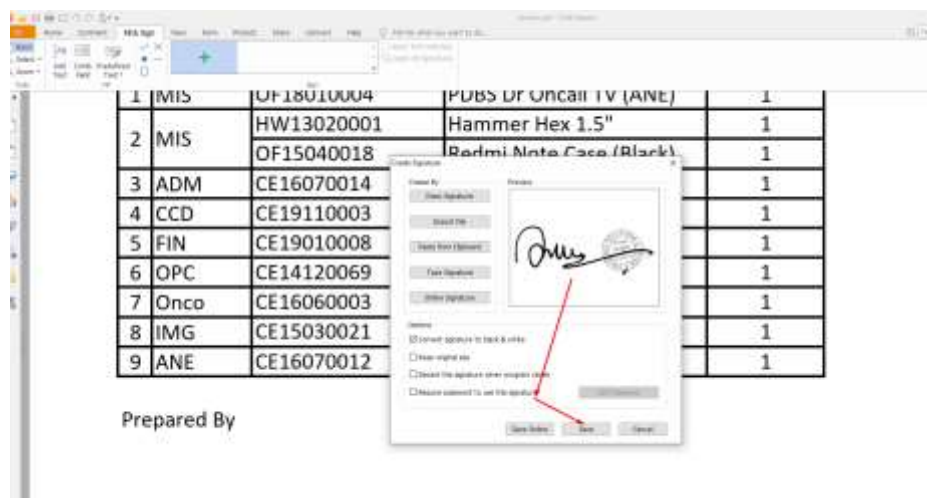

2. Open Foxit reader and need confirm the Foxit version 10 only can use for E-Sign
** Go to **Fill & Sign** → Press **+** icon → click button **Import File** → search the signature from scan folder

3. Press **Open** button the selected Signature

4. After press **Open** button, the box will show the signature picture, then press **Save** button to upload

5. After press **Save** button, the signature will capture into the **Fill & sign** Column.

6. We can drag the **E-signature** to the bottom and sign.

2	MIS	(faded)	Hammer Hex 1.5	1
		OF15040018	Redmi Note Case (Black)	1
3	ADM	CE16070014	Acer Veriton X2640G	1
4	CCD	CE19110003	Acer Laptop P214-51	1
5	FIN	CE19010008	Acer TMP249	1
6	OPC	CE14120069	Acer S6630G	1
7	Onco	CE16060003	Acer X2630G	1
8	IMG	CE15030021	Workstation (CPU&LCD)	1
9	ANE	CE16070012	Acer Veriton X2640G	1

Prepared By   Received By

Name : Ong Boon Sin   Name :
Position : IT Executive   Position :
Date :   Date :

** This is the step Foxit E-Signature and for All Reference only, if you all have any better than this can using your own also. Thanks.