

0 IMPORTANT: PLEASE OPEN THE PDF WITH ADOBE ACROBAT READER!

First, please save the document to your desktop/shared folder. Then open the folder and double-click on the saved document to open it with Adobe Acrobat Reader (that is necessary for the digital signature function to work). If you are familiar with the [Mercedes-Benz eSignature](#), you can also sign the document with this tool.

1 Left mouse click in the signature field.

Printed name	(digital) Signature & Date
Requestor	
Dept. E4	
Dept. E3 (>\$15,000)	
Dept. E2 (>\$200,000)	
HR/OD	
HR E3 (>\$100,000)	
President (>\$2,000,000)	

Unsigned signature field (Click to sign)

2 Your digital ID automatically opens. You only need to click continue.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing: Refresh

- MJANOWI** (Windows Digital ID)
Issued by: Corp-Issuing-CA02-G2, Expires: 2024.04.21 View Details

Configure New Digital ID Cancel Continue

4 After the signature, Adobe automatically asks you to save the document, otherwise the signature cannot be added to the document.

3 Click "Sign".

Sign as "MJANOWI"

Appearance: Standard Text Create

MJANO Digitally signed by MJANOWI
WI Date: 2022.07.22 15:44:22 -05'00'

View Certificate Details

Review document content that may affect signing Review

Back Sign

You are the only one/ last one who needs to sign the document?

5

Other people need to sign the document?

Send the document via e-Mail-icon to the specific person so that they can sign it too (step 1-4). The last person who signs, submits the form (step 6).

6 Click "Submit" in the form. This will send the final document to the receiver.

FINISHED

To be completed by AIDT or HR/OD only!

Budget code

Control #

!Quote from Vendor has to be attached to this form

If all relevant information and the signature are on the form, click submit, attach the Quote Document and these documents will be sent to 133_cst@mercedes-benz.com. Open in Adobe Acrobat Reader for submit button to work.

Doc. Nr. TR0001, Date created: 31/1/2022, location: P:\Department\Human Resources\HR Management & Administration\Training\Training & Reports\New Training process definition\New Forms

Submit

From: susanne.sturges@mercedes-benz.com

To:

CC:

BCC:

Subject: Form External Training or Equipment Requests.pdf

Attached: