Ariba Network registration steps
with the existing account

1. Open the invitation e-mail from Ariba Administrator and click on ‘Click Here’ link.

Invitation: Register to become a supplier with Royal Philips - DEV

Dear Test June,

As part of our digital procurement strategy, Royal Philips connects with its suppliers on the Ariba Network to manage sourcing, contract and procurement activities and collaborations.

Start here Click here and create an account — it’s free.

Should your company already have a login, please sign in with your existing username and password.

If you have any questions, please reach out to your known key contact at Philips, or e-mail bpsupport@philips.com (please allow up to 3 working days for a response).

Thank you,

Philips Supplier Lifecycle Management Team

---

Philips Supplier Lifecycle Management
2. Click on the ‘Login’ button
3. Enter your account **credentials** and click on the ‘**Login**’ button.

**Important:** if you are not able to log in to your existing account at this step, please refer to our instruction “How to register on Ariba Network for Philips with the existing account_without using Ariba invitation link” on the last page of this document.
4. **Fill in** all mandatory fields of the External Supplier Registration document. After filling in the document, click on the **‘Submit Entire Response’** button.

**Note:**
Question 2.1 is not mandatory, but it is highly recommended to provide the **D-U-N-S number** of your company; Question 2.2 is relevant only for companies located in China where you can provide your **USCC number** (instead of D-U-N-S); Question 2.3 is relevant only for companies located in Japan where you can provide your **Houjin number** (instead of D-U-N-S).
5. Click on ‘OK’ to confirm your action.
6. The notification about your response being submitted will be visible.
7. Your registration status will be visible as ‘**Pending Approval**’ on the top right corner.

You may go to the Philips Dashboard by clicking on ‘**Go back**’ on the left top corner.

**Note:** the ‘Pending Approval’ status will change to ‘**Registered**’ as soon as it is approved at Philips.
8. Your **Philips Dashboard** view.

Here you are able to
- come back to the External Registration document in the ‘**Registration Questionnaires**’ section,
- manage your account by clicking on your account icon on the top right corner.

**Note:** ANID is Ariba Network ID (ID number of your account).
9. As soon as you submit the External Supplier Registration document, you will receive the e-mail confirmation.

Confirmation: Registration submitted for approval

Ariba Administrator <no-reply@eusmta.ariba.com>

To Krajnik, Jacek

Dear Test June,

Recently you have submitted a registration questionnaire on the Ariba Network to Philips Supplier Lifecycle Management.

Royal Philips - DEV has received your registration information and will review it for approval.

To check your registration status, please use the following link: Click Here

Should you have any questions, please reach out to your known key contact in Philips, or e-mail sim@philips.com (please allow up to 3 working days for a response).

Digitally yours,
Philips Supplier Lifecycle Management Team

You are receiving this email because your customer, Royal Philips - DEV, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Royal Philips - DEV.

The information contained in this message may be confidential and legally protected under applicable law. The message is intended only for the addressee(s). If you are not the intended recipient, you are hereby notified that any use, forwarding, dissemination, or reproduction of this message is strictly prohibited and may be unlawful. If you are not the intended recipient, please contact the sender by return e-mail and destroy all copies of the original message.

SAP Ariba
How to register on Ariba Network for Philips with the existing account – without using Ariba invitation link

1. Log in to your account via general Ariba website link (not via email invitation link).

2. Make sure you are in the ‘Ariba Proposals and Questionnaires’ section. You can find it out on the top left corner of the screen. If you are not in the correct section, click on the arrow and select it.

3. You are now able to see your Philips Dashboard. In the section ‘Registration Questionnaires’, click on ‘External Supplier Registration’ document to open it.
4. Follow **steps 4-9** of the instruction above to complete your registration for Philips.