

# 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



slm@philips.com <s4system-prodeu+royalphilips-D.Doc684556328@eusmtp.ariba.com>  
To: ● Krajník, Jacek

If there are problems with how this message is displayed, click here to view it in a web browser.

Content: This e-mail originated from outside of Philips, so verify the printing.



Dear Test Junk,

As part of the Digital Procurement strategy, Royal Philips connects with its suppliers on the Ariba Network to manage Sourcing, Contracting and Procurement activities and to collaborate.

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.

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

Digitally yours,  
Philips Supplier Lifecycle Management Team

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2. Click on the 'Login' button

SAP Ariba Proposals and Questionnaires

Welcome, Test June

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with Royal Philips - DEV on SAP Ariba.  
Royal Philips - DEV uses SAP Ariba to manage procurement activities.  
Create an SAP Ariba supplier account and manage your response to procurement activities required by Royal Philips - DEV. [Sign up](#)

already have an account? [Log In](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Search

- Error: The username and password entered has already merged to another Ariba Sourcing user account
- Error: The username and password pair you entered was not found
- What are some registration tips for Ariba Network Suppliers?
- Error: "User already exists. Please enter a different username." while registering
- How do I register on SAP Ariba Sourcing?
- What are some common issues when registering an account?
- Can my company have multiple accounts?
- Supplier Basics (4:13)
- How do I register a new account?
- Can I merge two separate accounts with different AN IDs?
- How do I merge a new invitation account with an existing account?

[View more](#)

Can't log in? Let us help you!

Documentation Support

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.

SAP Ariba

Ariba Proposals and Questionnaires

Supplier Login

Junejacek.krajnik@philips.com

.....

Login

[Forgot Username or Password](#)

The start of something big

Ariba Network is now part of SAP Business Network. Learn more about this first step in an exciting journey toward a unified, collaborative, and intelligent network.

[Learn More](#)

Supported browsers and plugins

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).

The screenshot shows the Ariba Sourcing interface for an External Supplier Registration document. The document ID is Doc584556328. The form is divided into several sections:

- Business Relationship of your company with Philips:** Contains questions 1.1 and 1.2.
- Company's Name and Address Data:** Contains questions 2.1, 2.2, and 2.3. This section is highlighted with a red box. It includes fields for:
  - 2.1 D-U-N-S Number
  - 2.2 Unified Social Credit Code (USCC)
  - 2.3 Houjin
- Extended Address:** Contains question 2.4. This section is also highlighted with a red box. It includes fields for:
  - Street Name
  - Street No.
  - Street S.
  - Street N.
  - District
  - Postal Code
  - City
  - Region
  - Country (set to Philippines (PH))

2.8 Get-Doing-What-Think

3. Company's Business Data

3.1 What Type of Legal Entity was your company born?

4. Company's Contact Information

4.1 What is the Role of the contact provided?

4.2 First Name of your Contact

4.3 Last Name of your Contact

4.4 Email Address of your Contact

4.5 Telephone Number of your Contact

4.6 Fax Number of your Contact

4.7 Time Zone of your Contact

5. Company's Additional Information

5.1 Shareholders of your company

5.2 Owners of your company

5.3 Directors of your company

6. Registration Completion

6.1. Have you read and do you accept the General Conditions of Purchase (GCP)?

6.2. Have you read and do you adhere to the Sustainability Policy?

6.3. Have you read and do you adhere to the EU General Data Protection Regulation 2016/679 ("GDPR")?

6.4. Do you confirm the validity of the data entered?

7. Business Partner Type (only for Philips-internal usage)

8. Supplier Type (only for Philips-internal usage)

(\*) indicates a required field

Submit Order Response Save draft Compose Message Excel Import

Public Ltd (Basic company)

Key Account Manager  
 Sales Manager  
 Customer Master Support  
 Accounts Receivable Office  
 Cash-Off  
 Order contact  
 Repair Contact  
 Return Contact  
 Quality Manager  
 Relationship Manager  
 In-House Bank (HS) Relationship Office

\* First Name  
 \* Last Name  
 \* Email Address  
 \* Telephone Number

Unspecified

\*   
 \*   
 \*

\* Unspecified  
 \* Unspecified  
 \* Unspecified  
 \* Unspecified

\*   
 \*

5. Click on 'OK' to confirm your action.

The screenshot displays the Ariba Sourcing interface for an external supplier registration. The main content area is titled "Registration Completion" and lists several steps: 5.1. Have you read and do you accept the General Conditions of Purchase (GCoP), 5.2. Have you read and do you adhere to the Sustainability Policy, 5.3. Have you read and do you adhere to the EU General Data Protection Regulation (GDPR), 5.4. Do you confirm the validity of the data entered?, 7. Business Partner Type (only for Philips-internal usage), and 8. Supplier Type (only for Philips-internal usage). A modal dialog box is overlaid on the form, asking "Submit this response?" with a checkmark icon and the instruction "Click OK to submit." The "OK" button in the dialog is highlighted with a red rectangle. The background form is dimmed, and the "Submit Entire Response" button is visible at the bottom.

6. The notification about your response being submitted will be visible.

Go back to Royal Philips - DEV Dashboard

Company Settings | Tom Jun | Help Center

Desktop File Sync

Time remaining: 29 days 12:55:21

Console | Doc684556328 - External Supplier Registration

Event Messages | Event Details | Response History | Response Team

Event Contents

- All Content
- 1 Business Relation(s)...
- 2 Company's Name and A...
- 3 Company's Business Data
- 4 Company's Contact In...
- 5 Company's Additional...
- 6 Registration Completion

✓ Your response has been submitted. Thank you for participating in the event.

All Content

Name	Description	Status
▼ I Company's Additional Information		
0.1	Shareholders of your company	A
0.2	Owners of your company	B
0.3	Directors of your company	C
▼ II Registration Completion		
0.1	Have you read and do you accept the <b>General Conditions of Purchase (GCoP)</b> <a href="https://www.philips.com/e-wireless/company/suppliers/working-with-philips/general-conditions-of-purchase.html">https://www.philips.com/e-wireless/company/suppliers/working-with-philips/general-conditions-of-purchase.html</a>	Yes
0.2	Have you read and do you adhere to the <b>Sustainability Policy</b> <a href="https://www.philips.com/e-wireless/company/suppliers/supplier-sustainability/our-policies.html">https://www.philips.com/e-wireless/company/suppliers/supplier-sustainability/our-policies.html</a>	Yes
0.3	Have you read and do you adhere to the <b>EU General Data Protection Regulation 2016/679 ("GDPR")</b> <a href="https://eur-lex.europa.eu/eli/reg/2016/679/oj/consolidated_en">https://eur-lex.europa.eu/eli/reg/2016/679/oj/consolidated_en</a>	Yes
0.4	Do you Confirm the Validity of the data entered?	Yes

Compose Message

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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.

The screenshot displays the Ariba Sourcing interface for 'External Supplier Registration'. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Test June', and 'Help Center'. A red box highlights the link 'Go back to Royal Philips - DEV Dashboard' in the top left. The main header shows 'Console' and 'Doc684556328 - External Supplier Registration', with a red box around the 'Pending Approval' status indicator in the top right. A yellow message box states 'You have submitted a response to the questionnaire.' The 'All Content' section lists registration steps: 1. Business Relation(s) of your company with Philips (with sub-steps 1.1 and 1.2), and 2. Company's Name and Address Data (with sub-steps 2.1 to 2.4). Step 2.1 shows 'D&B D-U-N-S® Number' with the value '007854121'. Step 2.4 shows 'Name of your company' with the value 'Test June'. A 'Compose Message' button is visible at the bottom left. The footer contains SAP logos and copyright information.



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).

ROYAL PHILIPS - DEV

There are no matched postings.

Welcome to the Philips Source to Contract site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
External Supplier Registration	Doc684556328	6/15/2021 11:57 AM	Completed (1)

Qualification Questionnaires

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@eusmtp.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 [slm@philips.com](mailto:slm@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.

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## 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.

ROYAL PHILIPS - DEV

There are no matched postings.

Welcome to the Philips Source to Contract site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time	Event Type
No items			

3. You are now able to see your Philips Dashboard. In the section 'Registration Questionnaires', click on 'External Supplier Registration' document to open it.

ROYAL PHILIPS - DEV

There are no matched postings.

Welcome to the Philips Source to Contract site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time	Event Type
No items			

Registration Questionnaires

Title	ID	End Time
▼ Status: Completed (1)		
External Supplier Registration	Doc584556328	6/15/2021 11:57 AM

4. Follow **steps 4-9** of the instruction above to complete your registration for Philips.