

# Ariba Network registration steps

## with no 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



s4m@philips.com <s4system-prodeu+royalphilips-D.Doc684556328@eusmtp.ariba.com>

To ● Krajnik, Jacek

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

Caution: This e-mail originated from outside of Philips, be careful for phishing.



Dear Test Jacek,

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 [s4m@philips.com](mailto:s4m@philips.com) (please allow up to 3 working days for a response).

Digitally yours,  
Philips Supplier Lifecycle Management Team

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

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Powered by SAP Ariba

2. Click on the 'Sign Up' button.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The main content area is titled 'Welcome, Test June' and contains a yellow banner with the text 'Have a question? Click here to see a Quick Start guide.' Below this, there is a section for signing up as a supplier with Royal Philips - DEV on SAP Ariba. The text reads: '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.' A blue 'Sign up' button is highlighted with a red box. Below this, there is a 'Log in' button for existing accounts. The 'About Ariba Network' section describes the benefits of the Ariba Network, such as responding more efficiently to customer requests and working more quickly with customers. The right sidebar contains a search bar and a list of help topics, including 'Error: The username and password entered has already changed to another Ariba Sourcing user account' and 'Supplier Basics (4.33)'. At the bottom right, there is a 'Can't log in? Let us help you!' button and links for 'Documentation' and 'Support'.

3. **Fill in** all mandatory fields in the questionnaire.

SAP Arba Proposals and Questionnaires

Create account

Find, create an SAP Arba supplier account, then complete questionnaires required by Royal Philips - DEV

Create account and continue Cancel

### Company information

\* Indicates a required field

If your company has more than one office, enter the main office address. You can enter other addresses such as your shipping address, billing address or other addresses later in your company profile.

Company Name*	Test June
Country/Region*	Poland [POL]
Address*	Street
	Line 2
Postal Code*	22-222
City*	Warsaw
State*	Mazovia [PL-14]

Search

- Error: The username and password entered has already merged to another Arba Sourcing user account
- Error: The username and password pair you entered was not found
- What are some registration fees for Arba Network Suppliers?
- Error: "User already exists. Please enter a different username." while registering
- How do I register on SAP Arba Sourcing?
- What are some common issues when registering an account?
- Can my company have multiple accounts?
- Supplier Basics (4/11)
- How do I create a new account?

4. **Fill in** all mandatory fields in the questionnaire.

User account information

**Name:** \*   \* Indicates a required field

**Email:** \*

Use my email as my username

**Username:** \*

**Password:** \*

**Language:**

**Email orders to:** \*

**SAP Arbia Privacy Statement**

Must be in email format: g.phlips@news.com

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Arbia sends you configurable notifications. This is different than your web browser.

Customers may send you their orders through Arbia Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here; you can change this anytime.

**Supplier Basics (4/33)**

- Error: The username and password entered has already merged to another Arbia Sourcing user account
- Error: The username and password you entered was not found
- What are some registration tips for Arbia Network Suppliers?
- Error: "User already exists. Please enter a different username." while registering
- How do I register on SAP Arbia Sourcing?
- What are some common issues when registering an account?
- Can my company have multiple accounts?

5. **Fill in** all mandatory fields in the questionnaire.

Tell us more about your business

**Product and Service Categories:** \*

**Ship-to or Service Locations:** \*

**Tax ID:**  Enter your Company Tax ID number.

**Vat ID:**  Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

**DUNS Number:**  Enter the nine-digit number found by Dun & Bradstreet. By default, DUNS number is separated with "-" in our accounts.

**Supplier Basics (4/33)**

- Error: The username and password you entered was not found
- What are some registration tips for Arbia Network Suppliers?
- Error: "User already exists. Please enter a different username." while registering
- How do I register on SAP Arbia Sourcing?
- What are some common issues when registering an account?
- Can my company have multiple accounts?

## Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

### Browse Product and Service Categories Didn't find what you were looking for? [Try Search](#)

Agricultural & Fishing Machinery >	Agricultural, Forestry and Landscaping Equipment >	Agricultural machinery for cleaning and sorting and grading >	Cleaning machines for seed or grain or dried leguminous vegetables ✓
Agricultural & Fishing Services >	Fishing & Aquaculture Equipment >	Agricultural machinery for harvesting >	Grading machines for seed or grain or dried leguminous vegetables ⊕
Apparel, Luggage & Personal Care >		Agricultural machinery for planting and seeding >	Grinding mills ⊕
Chemicals >		Agricultural machinery for soil preparation >	Hammer mills ⊕
Cleaning Supplies >		Agricultural processing machinery and equipment >	Rice cleaning or hulling equipment ⊕
Computer Hardware, Software & Telecom >			Sorting machines for seed or grain or dried leguminous vegetables ⊕
Construction & Maintenance Services >			
Construction Materials >			

### My Selections (1)

Cleaning machines for seed or grain or dried leguminous vegetables [View](#)

Remove

Cancel

OK

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 (4:33)
- How do I register a new account?

View more

Can't log in? Let us help you!

Documentation Support

## Tell us more about your business

Product and Service Categories:

Cleaning machines for used or ... X

Ship-to or Service Locations:

Tax ID:  Enter your Company Tax ID number.

Vat ID:  Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in last account. ⓘ

- 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 (4.33)
- How do I register a new account?

## Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

Global

Select Ship-to or Service Locations

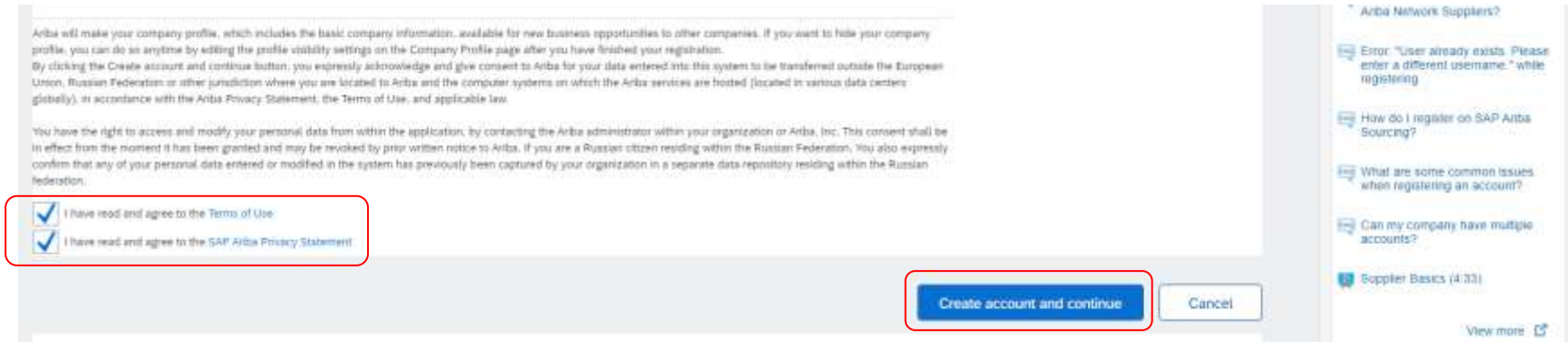
Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.

North America >	United States > <input type="checkbox"/>	Alabama <input checked="" type="checkbox"/>
Central America >	Bermuda <input type="checkbox"/>	Alaska <input type="checkbox"/>
South America >	Canada > <input type="checkbox"/>	American Samoa <input type="checkbox"/>
The Caribbean >	Greenland <input type="checkbox"/>	Arizona <input type="checkbox"/>
Northern Europe >	Mexico > <input type="checkbox"/>	Arkansas <input type="checkbox"/>
Western Europe >	Saint Pierre and Miquelon <input type="checkbox"/>	California <input type="checkbox"/>
Eastern Europe >	All of the above <input type="checkbox"/>	Colorado <input type="checkbox"/>
Central Europe >		Connecticut <input type="checkbox"/>

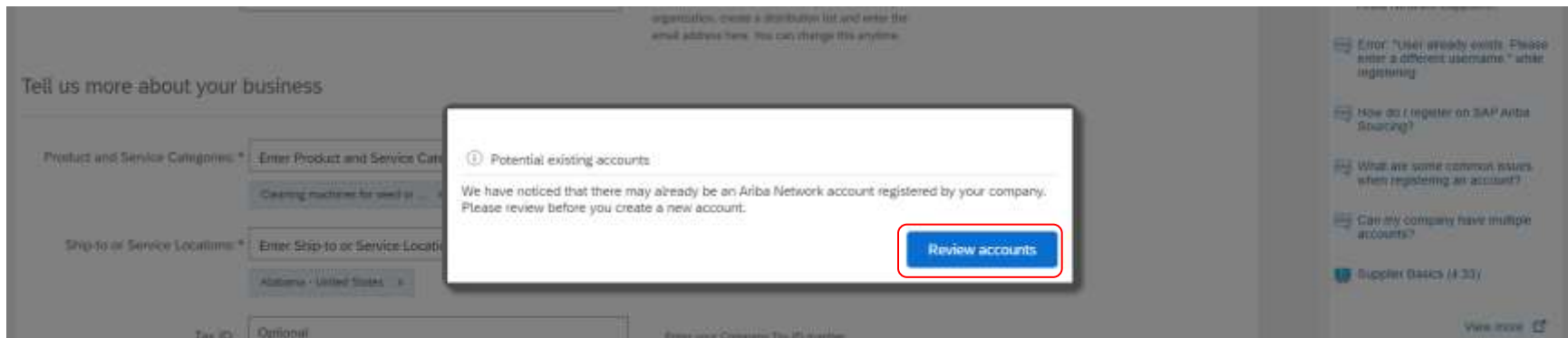
My Selections (1)

- 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 (4.33)
  - How do I register a new account?
- [View more](#)

6. **Tick the boxes** (your agreement to 'Terms of Use' & 'SAP Ariba Privacy Statement') and Click on the **'Create account and continue'** button.



7. Click on the **'Review accounts'** button.



8. After the review, click on 'Continue Account Creation'.

**SAP** Ariba Proposals and Questionnaires ?

### Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

#### Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Test June	jacek.krajnik@philips.com			Street Warsaw Mazovia, Poland 22-222

#### 20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Ronnie Company	-	Shanghai Shi	529962024	AN01584553474	...
Coca-Cola	POL	Lódź	-	AN01025441824	...



9. **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(in orange rectangle) is not mandatory, but it is highly recommended to provide the **D-U-N-S number** of your company;  
Question 2.2 (in orange rectangle) is relevant only for companies located in China where you can provide your **USCC number** (instead of D-U-N-S).

The screenshot shows the Ariba Sourcing interface for an External Supplier Registration document. The document ID is Doc684556328. The form is divided into several sections:

- Business Relation(s) of your company with Philips:** Contains questions 2.1 and 2.2, both highlighted with orange rectangles. Question 2.1 asks for the D-U-N-S number, and question 2.2 asks for the USCC number (relevant for companies in China).
- Company's Name and Address Data:** Contains questions 2.3 through 2.6, highlighted with a red rectangle. These include fields for Name, Address, Phone, and Country.
- Extended Address:** Question 2.7, located at the bottom of the form.

The form includes a sidebar with navigation options like 'Send Messages', 'Card Details', 'Response History', and 'Recent View'. The top right corner shows 'Company Settings', 'Test Items', and 'Help Center'. The bottom right corner shows a timer for '29 days 13:14:23'.

2.8 Get Coding What2Work

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)?  
<https://www.philps.com/infocenter/companies/contracts/working-with-philps-general-conditions-of-purchase.html>

6.2 Have you read and do you adhere to the Sustainability Policy?  
<https://www.philps.com/infocenter/companies/sustainability/sustainability-for-suppliers.html>

6.3 Have you read and do you adhere to the EU General Data Protection Regulation 2016/679 ("GDPR")?  
[http://www.europa.eu/infocenter/legislation/data-protection\\_en](http://www.europa.eu/infocenter/legislation/data-protection_en)

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

Public Lead (Basic company)

Key Account Manager

Sales Manager

Customer Master Support

Accounts Receivable Officer

Cost-Off

Order contact

Repair Contact

Return Contact

Quality Manager

Relationship Manager

In House Bank (HS) Performance Advisor

Yes

June

jean.lengle@philps.com

Unspecified

Unspecified

Unspecified

Unspecified

Unspecified

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

The screenshot shows the Ariba Sourcing interface for an 'External Supplier Registration' (Doc684556328). The page is titled 'Ariba Sourcing' and includes navigation links for 'Company Settings', 'Test June', and 'Help Center'. The main content area is titled 'All Content' and contains a registration form with several sections:

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

A modal dialog box is displayed in the center of the screen with the following text:

✓ Submit this response?  
Click OK to submit.  
[OK] [Cancel]

The 'OK' button in the dialog is highlighted with a red rectangle. At the bottom of the form, there are buttons for 'Submit Entire Response', 'Save Draft', 'Compose Message', and 'Excel Import'. The footer of the page includes the Ariba logo and copyright information: '© 2006-2022 Ariba, Inc. All rights reserved.' and 'Ariba is a Philips Company. Security Statement Terms of Service'.

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

The screenshot shows the Ariba Sourcing interface for 'Doc684556328 - External Supplier Registration'. A green notification bar at the top states: 'Your response has been submitted. Thank you for participating in the event.' Below this, the 'All Content' section displays a table with registration completion items. A 'Compose Message' button is visible at the bottom of the content area.

Name	Value	Response
<b>Company's Additional Information</b>		
0.1. Shareholders of your company	A	
0.2. Owners of your company	B	
0.3. Directors of your company	C	
<b>Registration Completion</b>		
0.1. Have you read and do you accept the <b>General Conditions of Purchase (GCoP)</b> <a href="https://www.philips.com/a-w/about/company/suppliers/working-with-philips/general-conditions-of-purchase.html">https://www.philips.com/a-w/about/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/a-w/about/company/suppliers/supplier-sustainability/our-policies.html">https://www.philips.com/a-w/about/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://ec.europa.eu/info/law/law-topic/data-protection_en">https://ec.europa.eu/info/law/law-topic/data-protection_en</a>	Yes	
0.4. Do you Confirm the Validity of the data entered?	Yes	

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- 12. 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 shows 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 'Go back to Royal Philips - DEV Dashboard' link in the top left. The main header shows 'Console' and 'Doc684556328 - External Supplier Registration', with a 'Pending Approval' status indicator in a red box on the right. A yellow message box states 'You have submitted a response to the questionnaire.' The 'All Content' section lists form items: '1. Business Relation(s) of your company with Philips' (with sub-items 1.1 and 1.2) and '2. Company's Name and Address Data' (with sub-items 2.1 to 2.4). Field 2.1 contains the value '007854121'. A 'Compose Message' button is located at the bottom left of the form area. The footer contains SAP logos and copyright information.

13. Your **Philips Dashboard** view.

Here you are able to

- a. come back to the External Registration document in the '**Registration Questionnaires**' section,
- b. 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
▼ Status: Completed (1)			
External Supplier Registration	Doc684556338	6/15/2021 11:57 AM	Pending Approval

Qualification Questionnaires

14. 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

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