Ariba Network registration steps
with no existing account

1. Open the invitation e-mail from Ariba Administrator and click on ‘Click Here’ link.
2. Click on the ‘Sign Up’ button.
3. **Fill in** all mandatory fields in the questionnaire.
4. **Fill in** all mandatory fields in the questionnaire.

5. **Fill in** all mandatory fields in the questionnaire.
Product and Service Category Selection

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

My Selections (1)

- Cleaning machines for seed or grain or dried leguminous vegetables

Remove

Cancel OK
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’.
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).
10. Click on ‘OK’ to confirm your action.
11. The notification about your response being submitted will be visible.
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.
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).
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.aria.com>
To: Krainik, 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 (please allow up to 3 working days for a response).

Digitally yours,
Philips Supplier Lifecycle Management Team