

How to submit an e-Data Collection Template (e-DCT) for Philips

As part of supplier onboarding, a Philips representative sends an e-Data Collection Template (e-DCT) to a supplier via Adobe Sign.

Important: You as the supplier do not require any special access to or permissions in Adobe e-Sign. The document can be signed via the link of Adobe e-Sign website which has been provided in the e-mail notification from the Philips representative.

1. **Open** the e-DCT document **via the link** “Review and sign” in the e-mail notification.

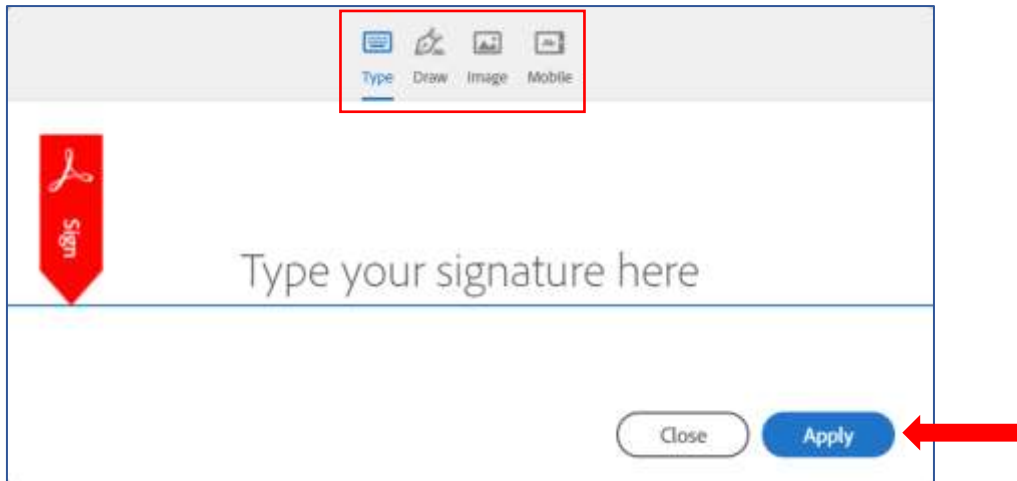


2. **Fill in** all mandatory fields in the document (marked with asterisks *).
3. Click on the ‘Signature’ field to add the **e-signature** on the last page of the document:

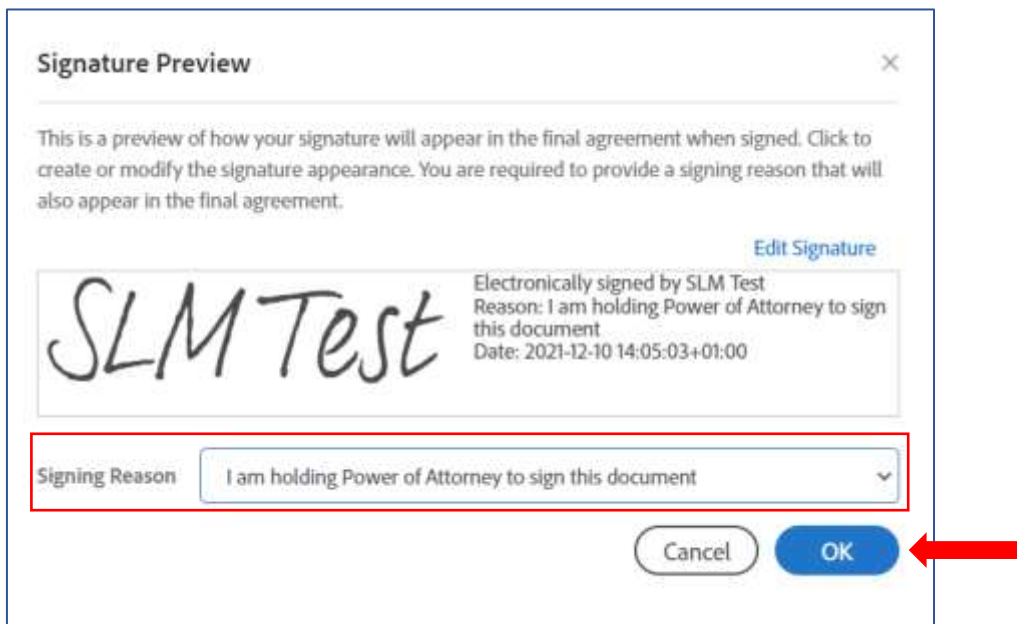


4. Add your signature using one of the options:
 - a. Type your name
 - b. Draw your signature
 - c. Select an image as your signature
 - d. Create your signature using mobile device

Then click on **'Apply'** to continue.



5. Select **'I am holding Power of Attorney to sign this document'** as a Signing Reason from the dropdown list. Then click on **'OK'**.



6. Click on “**Click to Sign**” button to **submit** the e-DCT back to Philips. The button appears at the bottom of the screen only after all mandatory fields are filled.



Note: Philips employees are not allowed to fill out the document on behalf of the supplier. The document may differ depending on the regional requirements of Philips.