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.