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HELP CENTER GUIDE
LIGHT ACCOUNT



procurement.swarovski.com



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Content

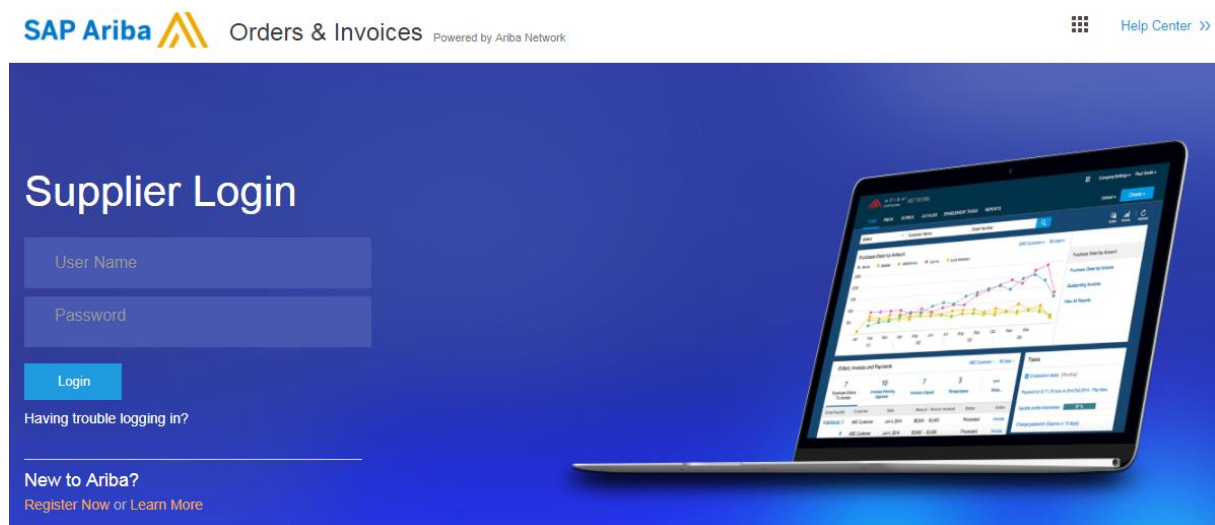
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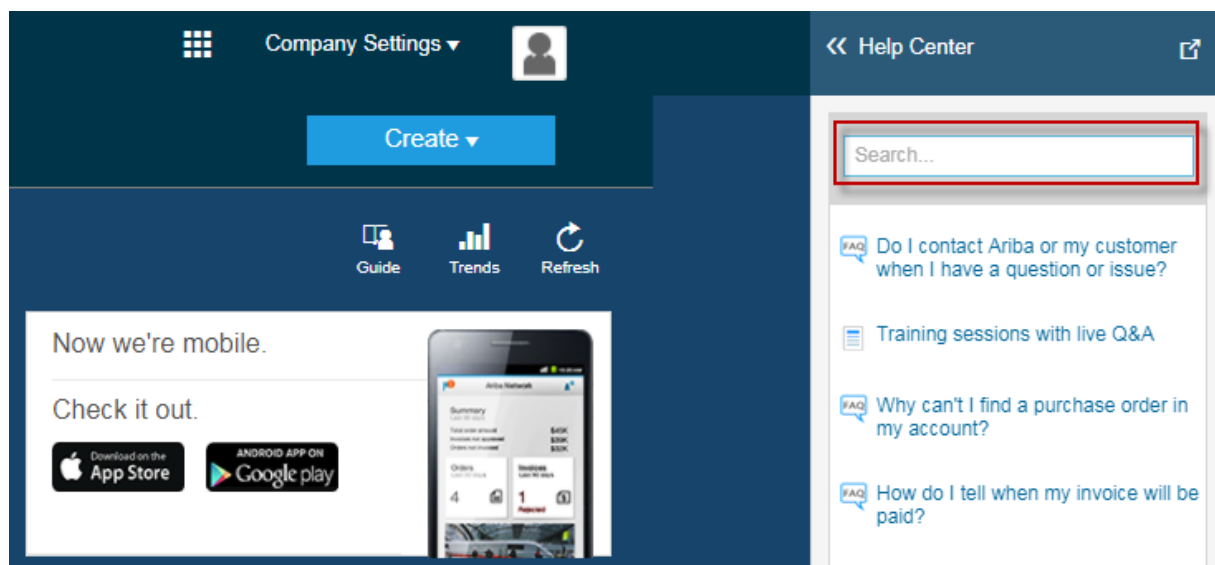
Please find below a short overview of how the “ARIBA Help Center” guides you through the required steps:

Log in

Log in to your ARIBA account with your username and password: <https://supplier.ariba.com>



On the right-hand side you'll find the Help Center which guides you through the processes with short introduction videos. Using the search field, you can look up any topic, that is interesting for you or where you need help.



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Order Confirmation

This video shows you how to send an order confirmation over the ARIBA network.

The screenshot displays the Swarovski ARIBA network interface. The top navigation bar includes a grid icon, 'Company Settings', a user profile icon, and a 'Help Center' link. A prominent blue 'Create' button is visible. Below the navigation, there are icons for 'Guide', 'Trends', and 'Refresh'. The main content area features a promotional banner for the mobile app with the text 'Now we're mobile. Check it out.' and buttons for 'Download on the App Store' and 'ANDROID APP ON Google play'. On the right side, a search bar contains the text 'send order confirmation'. Below the search bar, the results are listed under the heading 'Results for send order confirmation'. The first result, 'Send an order confirmation (4:54)', is highlighted with a red border and includes a play button icon. Below this result are three FAQ items: 'How can I send automated order confirmations to my customer?', 'How do I know which type of invoice to create?', and 'Why can't I find a purchase order in my account?'.

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PO-based invoice

The video **“Send a PO-based invoice”** explains very detailed how an invoice can be created and sent to us over the ARIBA network.

