



SWAROVSKI

SUPPLIER
REGISTRATION PROCESS



procurement.swarovski.com



SWAROVSKI

You will receive an e-mail from Ariba to start the Swarovski registration process.

For starting the process, please click on *Click Here*.

SWAROVSKI

Welcome to SAP Ariba

Verena Hoeltl has invited you to register to become a supplier with Swarovski - TEST.

In order to establish a long-term partnership with you, we have pre-registered your company on SAP Ariba. Please complete your data as soon as possible in the Swarovski Supplier Registration Questionnaire to enable us to link your account with our Swarovski Sourcing Suite. Of course, our employees will treat all your added data confidentially.

Next steps:

- Open your Light Account (which is free of charge) on the Ariba Network.
- Complete the Swarovski Supplier Registration Questionnaire.
- Afterwards your data will be verified by us and, if no questions arise and your profile is of interest for us, we will approve them and send you our Code of Conduct.
- You will receive an e-mail notification and introduction how to accept our Code of Conduct on Ariba. As soon as you have accepted this document, your supplier profile will be available for all procurement members in the global Swarovski Network.

This application process is mandatory to establish a strategic supplier relationship with Swarovski. It contains the registration on SAP Ariba, specific questionnaires as well as mandatory documents. All our quotations will be published exclusively via the Swarovski Sourcing Suite. Furthermore, this registration process is the pre-requisite for a possible participation in the quotation (in this case you will receive an invitation via email).

[Click Here](#) to create account now or, if 2018_Test_Company already has an account with Ariba Network, sign in with your username and password.

The following system requirements must be met:

Deletion of cookies for the specific browser.

If you already have an Ariba account, please click on *Log in*. Otherwise, please click on *Sign up* to open a new Ariba account.

Welcome, Verena 2018_Test_Company

Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. D. Swarovski KG - TEST has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account.

[Sign up](#)

Already have an account?

[Log in](#)

SWAROVSKI

In case you're signing up for a new account, enter all the mandatory fields (marked with *), accept the Ariba Terms of Use, and click on *Create account and continue*.

ATTENTION: The Swarovski registration process is not finished yet!

Create account

Create account and continue

Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by D. Swarovski KG - TEST.

Company information

* Indicates a required field

Company Name: *

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

Address: *

Postal Code: *

City: *

State:

User account information

* Indicates a required field

Name: * [Ariba Privacy Statement](#)

Email: *
 Use my email as my username

Username: * Must be in email format(e.g john@newco.com) ⓘ

Password: * Must contain a minimum 8 characters including letters and numbers. ⓘ

Language: The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to: * Customers may send you orders through Ariba 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.

Tell us more about your business >

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the Terms of Use and the Ariba Privacy Statement

Create account and continue

Cancel

Afterwards, the Swarovski supplier registration questionnaire will pop up. If not, browser cookies might block the questionnaire. Please delete the browser cookies and refresh the page. To open the complete questionnaire, please enter point 1.3 and accept point 1.4. Now all mandatory fields need to be entered. As soon as you completed the form, please click on *Submit Entire Response* (if you click on *Save*, the questionnaire will only be saved but not submitted).

All Content

Name 1

▼ 1 Acceptance of general terms of use

1.1 The acceptance procedure must be conducted by an authorized Representative of the Supplier, it is the obligation of the Supplier to adhere to that. If you are not authorized to enter into binding contracts via online contracting for and in the name of Supplier, DO NOT PROCEED!

1.2 By entering my name into the following field, I guarantee to be authorized to fill out the onboarding form and to accept the terms of use in the name and on behalf of the supplier.

1.3 Last Name, First Name

1.4 I herewith confirm my acceptance or rejection regarding the document that maybe downloaded under the following link. [References](#)

(* indicates a required field)

Unspecified ▼

Unspecified

Accepted

Not accepted

Submit Entire Response Save Compose Message Excel Import

SWAROVSKI

The data you entered will now be validated by Swarovski. Afterwards, you will receive an e-mail notification regarding the Swarovski Code of Conduct. To complete the registration, the Swarovski Code of Conduct needs to be accepted online. To proceed, click on *Click Here* at the bottom of the e-mail and login with your Ariba account.

SWAROVSKI

CW4758 - 20181403_CodeOfConduct_2018_Test_Company: Supplier to accept COC

Task title: Supplier to accept COC

Task description: ----- INSTRUCTIONS FOR SUPPLIER USER -----

To review and acknowledge the Swarovski Code of Conduct, please click on *Click Here* at the bottom of this e-mail and you will be linked to the login page of the Ariba supplier portal. Please login with your username and password. You will then be forwarded directly to the Swarovski Code of Conduct. You have the possibility to download the PDF document for review. This document must be accepted by all external partners to be included in our Swarovski supplier data base. **This document is not negotiable.**
For acceptance, please click on the button *Accept Proposal*.

The following notes might also be helpful to you:
Please accept the Swarovski Code of Conduct.

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

This email originated from the Ariba system used by Swarovski - TEST

System Reference: [Click Here](#) to access the system.

The Swarovski Code of Conduct can be now downloaded as PDF. To accept the document, click on *Accept Proposal* on the right and click on *OK* afterwards.

Negotiation Task

Exit

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. [More](#)
20181403_CodeOfConduct_2018_Test_Company / [Supplier to accept COC](#)

TSK124464559 Supplier to accept COC

Round 1: Awaiting Response(s) ⓘ

----- INSTRUCTIONS FOR SUPPLIER USER -----

To review and acknowledge the Swarovski Code of Conduct, please click on *Click Here* at the bottom of this e-mail and you will be linked to the login page of the Ariba supplier portal. Please login with your username and password. You will then be forwarded directly to the Swarovski Code of Conduct. You have the possibility to download the PDF document for review. This document must be accepted by all external partners to be included in our Swarovski supplier data base. **This document is not negotiable.**
For acceptance, please click on the button *Accept Proposal*.

Please accept the Swarovski Code of Conduct.

COC Document (Read Only)

[SMS_20160120_Code of Conduct for Suppliers_EN_01-2016_online](#)

One or more documents have been submitted for your review. You have the following options:

- View the document(s) on the left.
- To propose document changes, edit and save the document(s) locally. Add it as an attachment when you submit your Counter Proposal or Review.

[Create Counter Proposal](#) ⓘ

[Accept Proposal](#) ⓘ

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Proposal Accepted

OK

Cancel

Enter a comment message and, if necessary, set the Access Control for this comment. You can also add document attachments to support your comment. To add a document from an external source, click Add Attachment. To add a reference to a document already in the system, click Add from Project. When you

Message:

Proposal Accepted

Access Control:

Swarovski will now finalize your registration. You will receive an e-mail notification that the registration is finalized.

SWAROVSKI

Registration with Swarovski - TEST.

Congratulations! Swarovski - TEST has approved your supplier registration. 2018_Test_Company has now been included in the supplier database of Swarovski - TEST.

Please note that we will do electronic document exchange using SAP Ariba Network for the creation and exchange of purchase orders. The network supports the exchange of purchase orders, order confirmations, shipping notifications and invoices. When you create a new Ariba Account this account is free of charge. For more information, please see: <https://support.ariba.com/ariba-network-light-account>, as well as the following video: <https://www.youtube.com/watch?v=wJwt03OebtY>.

You will be notified when next steps of the supplier onboarding process require your attention.

This mail is generated on behalf of Swarovski

Looking forward to become a strong partner

For further information visit us on <http://procurement.swarovski.com>

or contact us via CorporateProcurement.info@swarovski.com