SWAROVSKI

SUPPLIER

REGISTRATION PROCESS

PST

Procurement Systems Transformation

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.

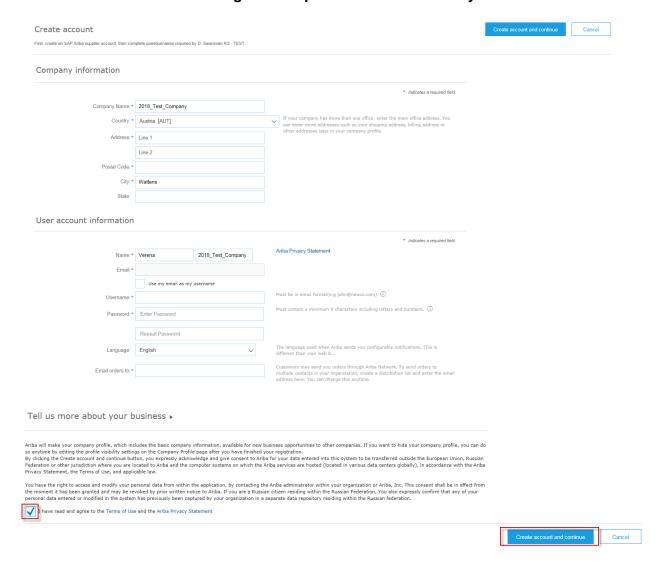New to the Ariba Network? Sign up to register your user account. **Sign up**

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!

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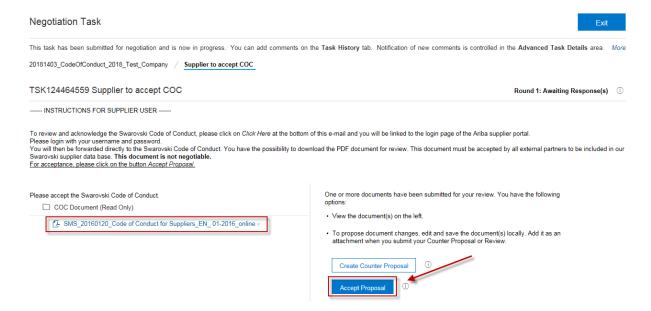
The data you entered will now be validated by Swarovski. Afterwards, you will receive an e-mail notification regarding the Swarovski Code of Conduct. To complete the registration, the Swarovski Code of Conduct needs to be accepted online. To proceed, click on *Click Here* at the bottom of the e-mail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

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.

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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