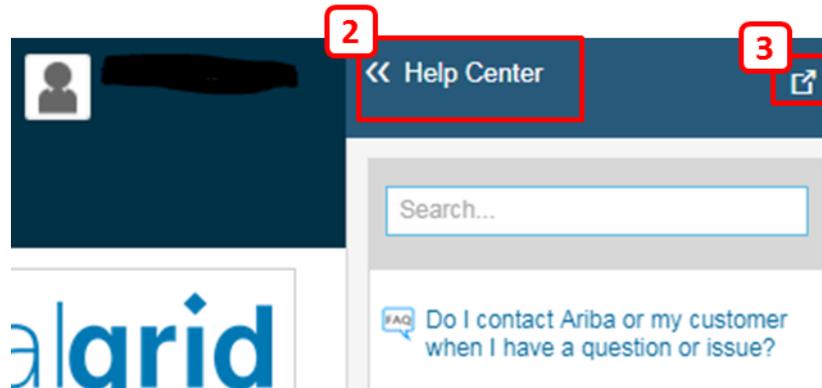


Ariba Help Center:

Step 1: Log into Ariba

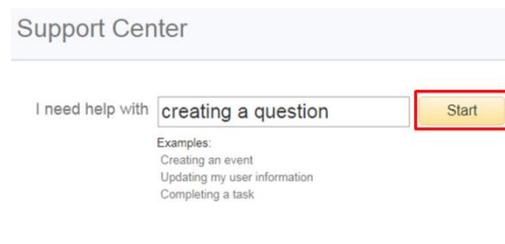
Step 2: Click “Help Center”

Step 3: Click the little box icon on the right of the blue ribbon



Step 4: Click “Support”

Step 5: Enter what you need help with and click “Start”



Step 6: Look to see if there is any documentation that may be able to answer your questions

Step 7: Choose the form of communication you to proceed with email, by phone, or live chat

Step *: Depending on the form of communication you choose complete the prompted questions. Ariba will then look into you request and respond to you by the form of communication you chose.