

SAP Ariba Training: Supplier Qualification



Supplier Qualification

HOW TO FILL THE QUALIFICATION FORMS (1/2)

You will receive an **email notification** that you are **invited to participate** in the qualification process by **filling out questionnaires**.

1 In the email notification, you have an overview of the questionnaires that you have to fill (e.g. [SNCB] IRIS Certificate). Press the **“Click Here”** button to be directed to the Ariba Network site.

2 On the Ariba Network portal, you can choose between **“Sign up”** and **“Log in”**. If you need to **create an account**, follow the training material:



Create an account

Dear supplier,
As part of our supplier management in Ariba, we kindly ask you to fill out the questionnaires below. We absolutely need this information to continue working with you.

Questionnaire Overview

Name	Assigned To	Respond By
IRIS Certificate	Dear Supplier	October 27, 2022 at 6:06 AM

1 Click [Click Here](#) to fill out the questionnaires

For additional information you can take a look at our website: link tbd

Didn't find what you were looking for? Then you can e-mail to ariba_procurement@sncb.be

Thank you for your cooperation

Kind regards,
SNCB Procurement

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

Sign up as a supplier with NMBS/SNCB on SAP Ariba.

2 NMBS/SNCB uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by NMBS/SNCB.

[Sign up](#)

Already have an account?

[Log in](#)

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HOW TO FILL THE QUALIFICATION FORMS (2/2)

3 After the login, you are directed to the **qualification questionnaires**, where you must provide answers to at least **all mandatory questions**.

4 You can save a draft version by clicking on **“Save Draft”**.

When all information is complete, you can **“Submit Entire Response”** and send the qualification questionnaire back to SNCB for approval.

5 Click on **“OK”** to validate your submission.

+ You might also be **requested to provide more information** if there was some information missing or if additional information is necessary for the approval.

Console Doc1043547976 - [NMBS] Legal and financial information for ICT Time remaining 29 days 23:48:18

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Introduction

2 Legal and financial information

2.1 Current form of incorporation * Corporation based on shares (e.g. NV, SE, AG) v

2.2 Authorized capital in Thousand EUR * 5052

2.3 Capital outside EU in % * 12

2.4 Company structure

2.5.3 Period one year ago

2.5.3.1 Turnover one year ago

2.5.3.2 Losses one year ago

2.5.3.3 Profit one year ago

2.5.3.4 Percentage of turnover in rail sector one year ago

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

✓ Submit this response?

Click OK to submit.

OK Cancel

If you need more information:

- You can visit our website (in Dutch):
→ [SAP Ariba voor Procurement| NMBS](#)
- You can reach out to your SNCB contact person
- You can send an email to our SAP Ariba Support Team:
→ ariba_procurement@sncb.be

