

SAP Ariba Training: Supplier Registration



Supplier Registration

HOW TO FILL THE REGISTRATION FORM (1/2)

You will receive an **email notification** to register as a supplier with SNCB.

1 Click on “**Click Here**”, this will direct you to the Ariba Network portal.

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

! 30 days after the invitation, **the registration process will close** and you won't be able to fill/modify the form. In this case, please contact us: ariba_procurement@sncb.be

Dear supplier,

NMBS SD 1 has invited you to register to become a supplier with NMBS - TEST.

In the framework of our supplier management in Ariba, we kindly ask you to register your company.
Already have an Ariba Network account? Then log in with your username and password.

1 Don't have an Ariba Network account yet? Then you can create it for free.

[Click Here](#) to create account now

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](#)

Supplier Registration

HOW TO FILL THE REGISTRATION FORM (2/2)

Complete and submit the registration form.

3

After logging in to your Ariba Account, you will be automatically taken to the SNCB General supplier data questionnaire where you need to **complete the form** with:

- General information
- Your agreements with the Code Of Conduct and the Terms & Conditions

Information already known to SNCB will be pre-populated. Please verify this data and update if needed.

!!!Exceptions: DO NOT change the VAT number or bank information!!!
Or we can't approve the request.

→ Please **send an email** to suppliers@sncb.be for a **change of VAT number** (section 3.1) and/or for **adding or changing bank information** (section 4).

If **more information is needed**, SNCB can send you a notification to request it.

4

When you have filled out all the fields of the questionnaire, then click on **“Submit Entire Response”**.

5

Click on **“OK”** to submit the response, which is sent to SNCB for approval.

The screenshot shows the 'General supplier data' form in the Ariba console. The 'Company overview' section is expanded, showing fields for company name, address, and contact information. A blue circle with the number '3' is overlaid on the left side of the form.

The screenshot shows the 'General Terms and Conditions' section of the form. It includes a checkbox for accepting terms and conditions, and fields for full name, job title, and date of acceptance. A blue circle with the number '4' is overlaid on the left side of the form.

The screenshot shows a dialog box asking 'Submit this response?' with 'OK' and 'Cancel' buttons. A blue circle with the number '5' is overlaid on the left side of the dialog box.

Supplier Registration

CONFIRMATION EMAILS

After submitting your registration questionnaire.

6 You will receive a first confirmation email to **validate that your registration information has been sent** to SNCB and will be reviewed. You can have a view on the status and the process if you click on the “**Click Here**” button.

7 Once the review has been done, you will receive **another email confirming that your application has been approved or denied**.

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

Hello Dear Supplier,

NMBS - TEST has received your registration information and will review it for approval.

6 To check your registration status, log in to the NMBS - TEST supplier portal.

[Click Here](#)

Sincerely,
NMBS - TEST

Hello Dear Supplier,

Congratulations! Your supplier registration was approved.

7 Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with NMBS - TEST.

[Click Here](#)

Sincerely,
NMBS - TEST

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

