

SAP Ariba Training: Order Confirmation





Table of content

- Order confirmation with your Ariba Account
- How to create your SAP Ariba Account
- Order confirmation without Ariba Account





**Order confirmation with your
Ariba Account**



Confirm an order on SAP Ariba

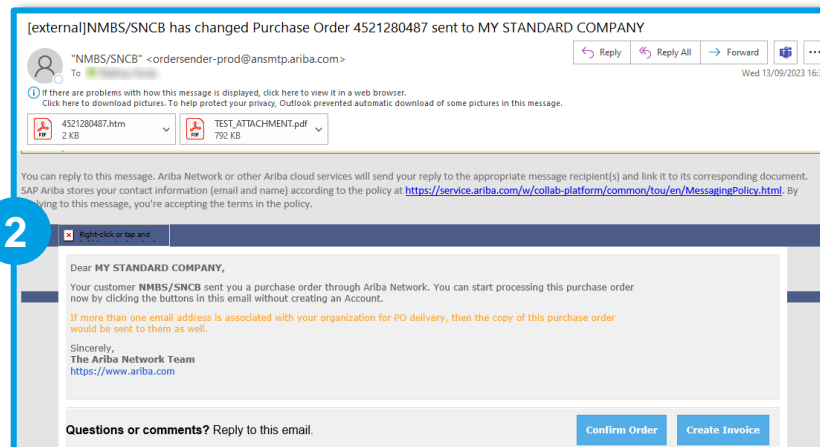
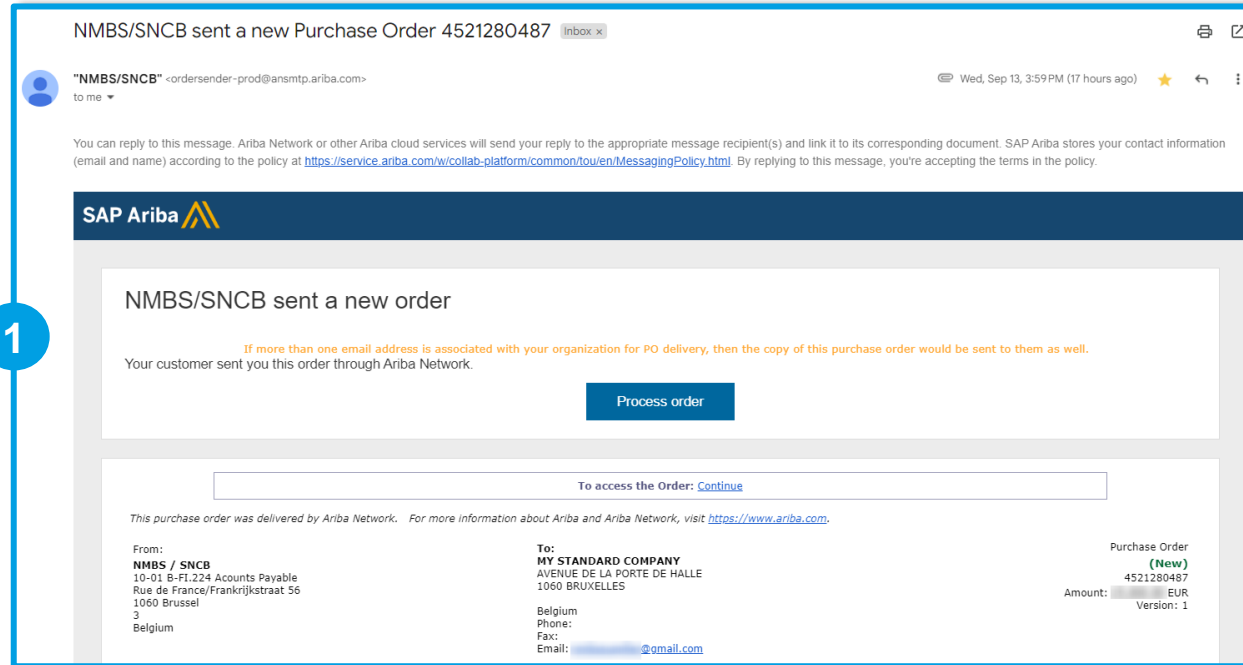
Email notification of a new PO

As a supplier, you will receive an email from the SNCB informing you that you have received a new order.

You may receive **2 types of email** to notify you of a new order.

1 If you receive the email above, go to the next slide.

2 If you receive the email below, with the “Confirm Order” and “Create Invoice”, please refer to the [last section](#) of this training document.



Confirm an order on SAP Ariba

Email notification of a new PO

As a supplier, you will receive an email from the SNCB informing you that you have received a new order.

- 1 If you want to **get to your SAP Ariba account** directly, click on **“Process order”**.
- 2 Otherwise, you can have a first look at the content of the email to **find some general information**, such as the **amount, the PO number or the address**.
- 3 **In attachment** of this email, you will find **the PO and all the additional attachment sent from SNCB**.

NMBS/SNCB sent a new Purchase Order 4521280487 Inbox x

"NMBS/SNCB" <ordersender-prod@ansmp.ariba.com> to me

Wed, Sep 13, 3:59 PM (17 hours ago)

You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>. By replying to this message, you're accepting the terms in the policy.

SAP Ariba

NMBS/SNCB sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Your customer sent you this order through Ariba Network.

1 [Process order](#)

To access the Order: [Continue](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

2

| | | |
|--|--|--|
| From: NMBS / SNCB 10-01 B-FI.224 Accounts Payable Rue de France/Frankrijkstraat 56 1060 Brussel 3 Belgium | To: MY STANDARD COMPANY AVENUE DE LA PORTE DE HALLE 1060 BRUXELLES Belgium Phone: Fax: Email: @gmail.com | Purchase Order (New) 4521280487 Amount: EUR Version: 1 |
|--|--|--|

3

4521280487.htm

TEST_ATTACHME...

Confirm an order on SAP Ariba

Email notification of a new PO

As a supplier, you will receive an email from the SNCB informing you that you have received a new order.

4

If you scroll down in the email or look at the PO attached, you will find more details, such as: the shipping and billing information, the requester information, ...

5

Click on “**Process order**” to get to your SAP Ariba account.

4

Attachments
TEST_ATTACHMENT.pdf (application/pdf)

Ship All Items To
B-MS
Hallepoortlaan 40
1060 Brussel
3
Belgium
Ship To Code: 2840
Email: @gmail.com

Bill To
NMBS / SNCB
10-01 B-FI.224 Accounts Payable
Rue de France/Frankrijkstraat 56
1060 Brussel
3
Belgium

Deliver To
B-MS

| Line # | No. Schedule Lines | Part # / Description | Type | Return | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|--------------------|----------------------|---|--------|------------|-------------|------------|----------|
| 1 | | Not Available | Material Amount-Based Line TEST PRODUCT DESCRIPTION | | | 27 Sep 2023 | EUR | EUR |

Other Information
mailbox: @belgiantrain.be
Contractor: +32
Amount Based Receiving: Yes
Req. Line No.: 1
Requester: /
PR No.: PR13283
Plant Description: B-MS
Plant ID: 2840
Invoice Partner.Supplier Name: MY STANDARD COMPANY
Goods Supply Partner.Supplier Name: MY STANDARD COMPANY
Quantity:
Unit price:
Auxiliary Part ID: No
Classification Domain: custom
Classification Code: 5,07.01

Incoterms Information
Incoterm Code: DDP
Incoterm Location:

Order submitted on: Wednesday 13 Sep 2023 3:54 PM GMT+02:00
Received by Ariba Network on: Wednesday 13 Sep 2023 3:54 PM GMT+02:00
This Purchase Order was sent by NMBS/SNCB AN01709721276-T and delivered by Ariba Network.

Sub-total: EUR

Questions or comments for your customer?

Post message

Process order

5



Confirm an order on SAP Ariba

Order Confirmation on SAP Ariba

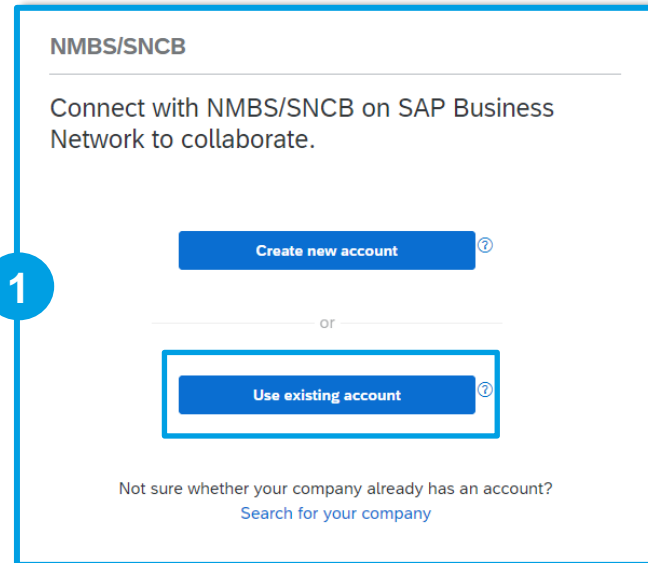
After clicking on “Process order”, you will get to the Log in page of SAP Ariba. Connect to your SAP Ariba account to confirm the order.

- 1 You will have the choice between use your existing account or create a new one. Click on “**Use existing account**”.

If you have **no Ariba account yet**, create an account by checking out the [next section](#).

- ! **Having an Ariba account is very important to do business with us.** All our tenders need you to have an SAP Ariba account, and without SAP Ariba you might have issues in the future when we will use the platform for the invoices.

- 2 **Sign in** with your credentials. You will get directly to the order confirmation menu.



NMBS/SNCB

Connect with NMBS/SNCB on SAP Business Network to collaborate.

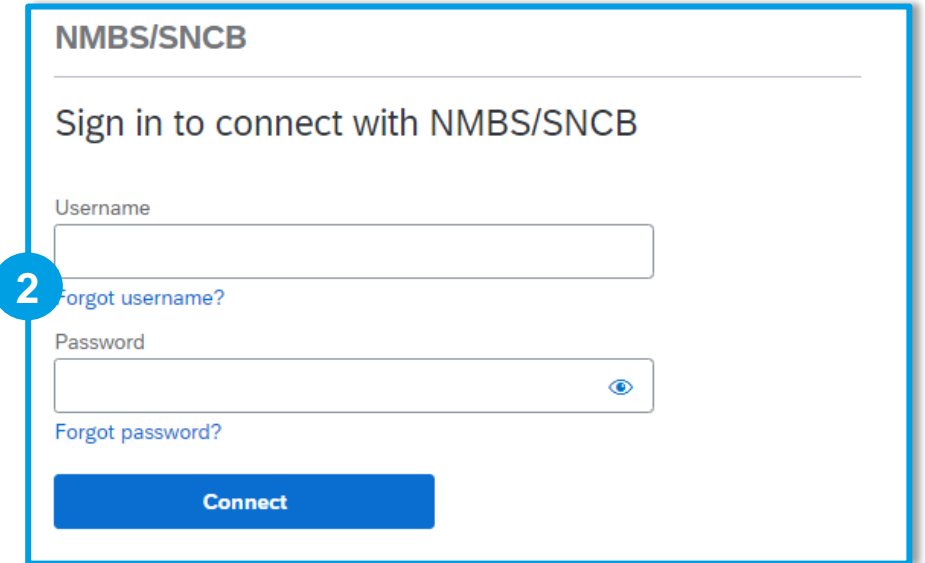
1

Create new account ⓘ

or

Use existing account ⓘ

Not sure whether your company already has an account?
[Search for your company](#)



NMBS/SNCB

Sign in to connect with NMBS/SNCB

2

Username

Forgot username?

Password

Forgot password?

Connect

Confirm an order on SAP Ariba

Order Confirmation on SAP Ariba

Another way to get to the order confirmation is from your SAP Ariba Network page. Log in to your account with the following link:

[Ariba Network Supplier](#)

- 1 On your SAP Ariba account, make sure you are in the “**Business Network**” tab. You have an overview of the last orders and the number of orders. Click on “**Orders**” to get to them.

The screenshot displays the SAP Ariba Business Network interface. At the top, the navigation bar includes 'SAP', 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'More'. The main dashboard features a 'Getting started' section with several metrics: 'Orders to invoice' (2), 'Orders' (2), 'Rejected invoices' (0), 'Remittances' (€ 0.0 EUR), 'Early payment offers' (€ 0.0 EUR), and 'More' (4). A blue box highlights the 'Orders' metric. Below this, the 'My widgets' section includes 'Activity feed', 'Purchase orders', and 'Invoice aging'. The 'Activity feed' widget shows two 'Order received' notifications for order 4521280486. The 'Purchase orders' widget displays a line chart for 'K EUR' from July to September. The 'Invoice aging' widget shows a bar chart for 'EUR' with categories 0-30, 31-60, and 61-90. A blue box highlights the 'Activity feed' widget. A blue circle with the number '1' is positioned to the left of the 'My widgets' section.

Confirm an order on SAP Ariba

Order Confirmation on SAP Ariba

Another way to get to the order confirmation is from your SAP Ariba Network page.

- 2** You will find all your orders with the amount, the customer and the status. You can search for specific one by using the filters. **Click on the Order Number to open it.**

The screenshot displays the SAP Ariba Workbench interface. At the top, there is a navigation bar with tabs for Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and More. Below this, a 'Workbench' section shows several key performance indicators (KPIs) for the last 31 days: 2 Orders to invoice, 2 Orders, 0 Rejected invoices, € 0.0 EUR Remittances, € 0.0 EUR Early payment offers, and € 0.0 EUR Scheduled payments. A notification bubble indicates '13 new tiles available'. Below the KPIs, there is a filter section for 'Orders to invoice (2)'. A blue circle with the number '2' highlights the filter area. The filter section includes fields for Customers (with a placeholder 'Select or type selections'), Order numbers (with a placeholder 'Type selection'), Creation date (set to 'Last 31 days'), and Order status (set to 'Include'). There are also radio buttons for 'Partial match' (selected) and 'Exact match'. Below the filter section, there is a 'Show more' link and 'Apply' and 'Reset' buttons. At the bottom, a table displays the filtered orders:

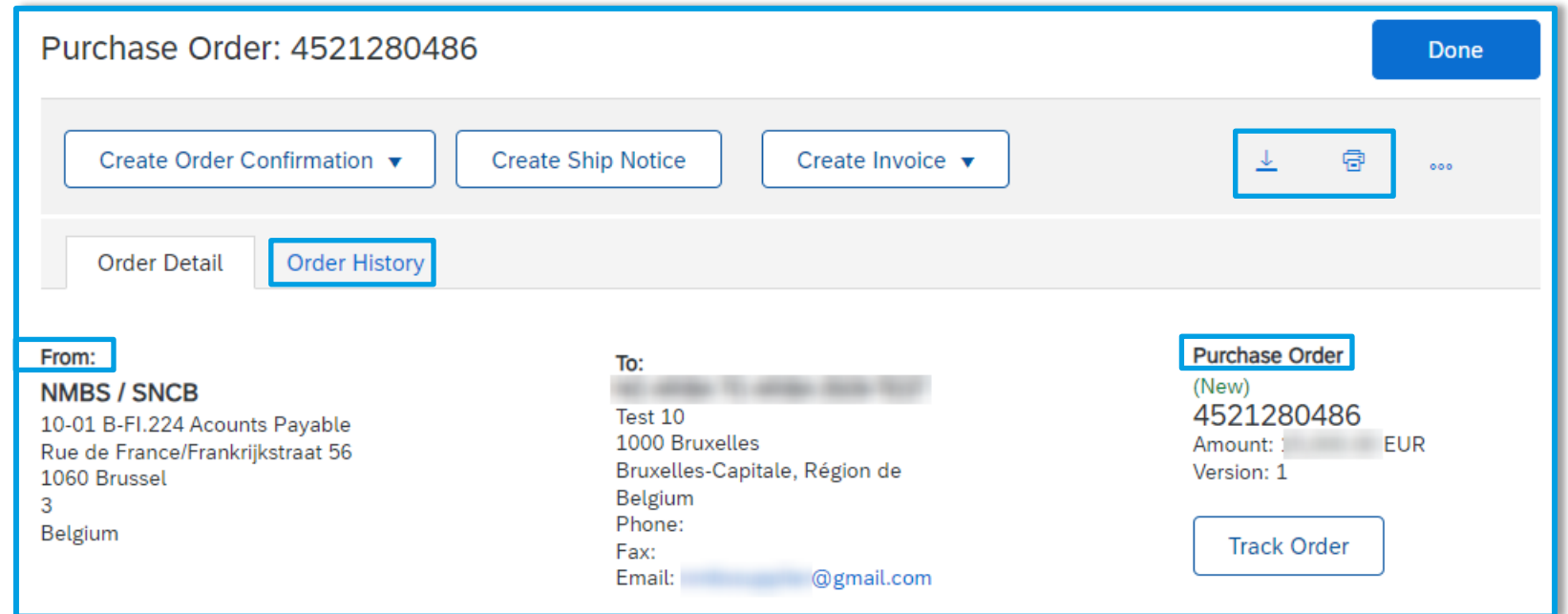
| Order Number | Customer | Amount | Date ↓ | Order Status | Amount Invoiced | Actions |
|--------------|-----------|------------|--------------|--------------|-----------------|---------|
| 4521280486 | NMBS/SNCB | €15000 EUR | Sep 13, 2023 | Confirmed | | ... |
| 4521280484 | NMBS/SNCB | €15000 EUR | Sep 13, 2023 | New | | ... |

Confirm an order on SAP Ariba

Order Confirmation on SAP Ariba

1 In the PO, you will find first the **general information**, such as the amount and the requester. You can **download or print** the document if needed.

If needed, you can also have a look at the **order history** with this customer.



The screenshot displays the SAP Ariba interface for a Purchase Order (PO) with ID 4521280486. At the top right, there is a blue 'Done' button. Below the PO ID, there are three buttons: 'Create Order Confirmation' (with a dropdown arrow), 'Create Ship Notice', and 'Create Invoice' (with a dropdown arrow). To the right of these buttons are icons for download, print, and a menu (three dots). Below this is a tabbed interface with 'Order Detail' and 'Order History' (the latter is highlighted with a blue border). The main content area is divided into three columns. The left column, under a 'From:' header, shows the supplier information: 'NMBS / SNCB', '10-01 B-FI.224 Accounts Payable', 'Rue de France/Frankrijkstraat 56', '1060 Brussel', '3', and 'Belgium'. The middle column, under a 'To:' header, shows the recipient information: 'Test 10', '1000 Bruxelles', 'Bruxelles-Capitale, Région de', 'Belgium', 'Phone:', 'Fax:', and 'Email: [redacted]@gmail.com'. The right column, under a 'Purchase Order' header, shows '(New)', '4521280486', 'Amount: [redacted] EUR', and 'Version: 1'. A 'Track Order' button is located at the bottom right of this column.

Confirm an order on SAP Ariba

Order Confirmation on SAP Ariba

- 2 Scrolling down, you will find **more details about the orders**. You will also have access to any additional attachment.
- 3 Click on **“Create Order Confirmation”**. You have the choice between **“Confirm Entire Order”**, **“Update Line Items”** to confirm partially the order, and **“Reject Entire Order”**.

The screenshot shows the SAP Ariba order confirmation interface. At the top, there is an 'Attachments' section with a PDF file named 'TEST_ATTACHMENT.pdf'. Below this are three address blocks: 'Ship All Items To' (B-MS, Hallepoortlaan 40, 1060 Brussel, Belgium), 'Bill To' (NMBS / SNCB, 10-01 B-FI.224 Accounts Payable, Rue de France/Frankrijkstraat 56, 1060 Brussel, Belgium), and 'Deliver To' (B-MS). A 'Line Items' table follows, with one item (Line # 1) that is 'Not Available' and has a 'Material Amount-Based Line' type. The table includes columns for Line #, No. Schedule Lines, Part # / Description, Type, Return, Qty (Unit), Need By, Unit Price, and Subtotal. A 'Show Item Details' link is present. Below the table is a 'TEST PRODUCT DESCRIPTION' section with order submission and receipt timestamps. A 'Sub-total' box shows a value in EUR. At the bottom, a dropdown menu is open, showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Create Order Confirmation' button is highlighted with a red box and a red circle containing the number 3. A red circle containing the number 2 is placed over the 'Line Items' table.

Attachments
TEST_ATTACHMENT.pdf (application/pdf)

Ship All Items To
B-MS
Hallepoortlaan 40
1060 Brussel
3
Belgium
Ship To Code: 2840
Email: [redacted]@gmail.com

Bill To
NMBS / SNCB
10-01 B-FI.224 Accounts Payable
Rue de France/Frankrijkstraat 56
1060 Brussel
3
Belgium

Deliver To
[redacted]
B-MS

Line Items [Show Item Details](#)

| Line # | No. Schedule Lines | Part # / Description | Type | Return | Qty (Unit) | Need By | Unit Price | Subtotal | |
|--------|--------------------|----------------------|--------------------------------------|--------|--------------|----------------|------------|----------|-------------------------|
| 1 | | Not Available | Material Amount- Based Line | | [redacted] ⓘ | 27 Sep 2023 | EUR | EUR | Details |

TEST PRODUCT DESCRIPTION

Order submitted on: Wednesday 13 Sep 2023 3:25 PM GMT+02:00
Received by Ariba Network on: Wednesday 13 Sep 2023 3:26 PM GMT+02:00
This Purchase Order was sent by NMBS/SNCB [redacted] and delivered by Ariba Network.

Sub-total: [redacted] EUR

Confirm Entire Order
Update Line Items
Reject Entire Order

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm an order on SAP Ariba

Order Confirmation on SAP Ariba

Click on “**Confirm Entire Order**” if you wish to confirm all the items for the same delivery date.

4 You will get to this order confirmation menu to be filled in. The **only mandatory field** is the “**Estimated Delivery Date**”, but you can also fill in other information such as your supplier reference or confirmation ID. It is imperative to provide the date requested by the SNCB if the order is accepted, otherwise an order confirmation with modifications will follow and the purchasing group concerned will be informed by e-mail.

At the bottom, you can see that all the items are confirmed.

Click on “**Next**” to get the review page.

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

4

Order Confirmation Header * Indicates required field

Confirmation #:

Associated Purchase Order #: 4521280486

Customer: NMBS/SNCB

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date*:

Est. Tax Cost:

Comments:

Line Items

| Line # | Part # / Description | Type | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|----------------------|----------|------------|-------------|------------|----------|
| 1 | Not Available | Material | 1 | 27 Sep 2023 | EUR | EUR |

Amount-Based Line

TEST PRODUCT DESCRIPTION

Current Order Status:

Confirmed As Is

Confirm an order on SAP Ariba

Order Confirmation on SAP Ariba

Click on **“Update Line Item”** if you wish to confirm all the items but for different delivery date, or if you wish to confirm only a part of the order.

5

You will get to a similar order confirmation menu to be filled in. The difference is that at the bottom, **you can decide how many items of the order you wish to confirm, reject or backorder.**

If you want to have **multiple delivery dates** for an order, you can **do multiple order confirmations** with the chosen delivery dates by using this **“Update Line Item”** function. **Click on “Next”** to get the review page.

6

In the review page, you can have an overview of your order confirmation before you **“Submit”** it.

5

| Line # | Part # / Description | Type | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|----------------------|----------|------------|-------------|------------|----------|
| 1 | Not Available | Material | (EA) | 27 Sep 2023 | EUR | EUR |

Amount-Based Line

TEST PRODUCT DESCRIPTION

Current Order Status

3 Unconfirmed

Confirm: Backorder: Reject: Details

6

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 09/14/2023

Supplier Reference:

| Line # | Part # / Description | Type | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|----------------------|----------|------------|-------------|------------|----------|
| 1 | Not Available | Material | (EA) | 27 Sep 2023 | EUR | EUR |

Amount-Based Line

TEST PRODUCT DESCRIPTION

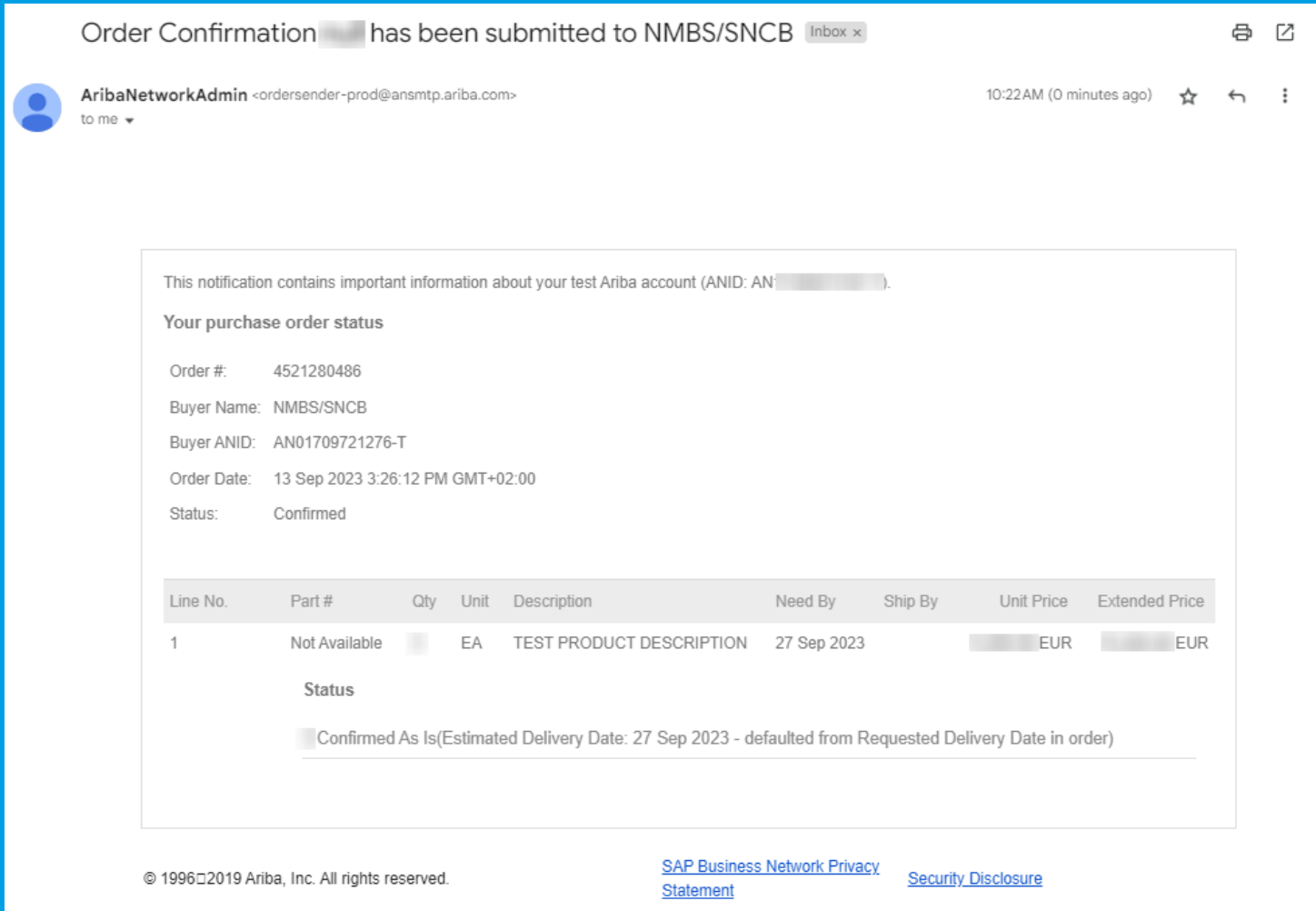
Current Order Status:

Confirmed With New Date (Estimated Delivery Date: 20 Sep 2023)

Confirm an order on SAP Ariba

Email notification of your OC

You will receive the following email that **confirms the submission of your Order Confirmation**.



Order Confirmation [redacted] has been submitted to NMBS/SNCB Inbox x

AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com> 10:22 AM (0 minutes ago) ☆ ↶ ⋮
to me ▾

This notification contains important information about your test Ariba account (ANID: AN[redacted]).

Your purchase order status

Order #: 4521280486
Buyer Name: NMBS/SNCB
Buyer ANID: AN01709721276-T
Order Date: 13 Sep 2023 3:26:12 PM GMT+02:00
Status: Confirmed

| Line No. | Part # | Qty | Unit | Description | Need By | Ship By | Unit Price | Extended Price |
|----------|---------------|-----|------|--------------------------|-------------|---------|------------|----------------|
| 1 | Not Available | | EA | TEST PRODUCT DESCRIPTION | 27 Sep 2023 | | EUR | EUR |

Status

Confirmed As Is(Estimated Delivery Date: 27 Sep 2023 - defaulted from Requested Delivery Date in order)

© 1996-2019 Ariba, Inc. All rights reserved. [SAP Business Network Privacy Statement](#) [Security Disclosure](#)



How to create your SAP Ariba Account



SAP Ariba Network account creation

How to create an SAP Ariba account

If you receive a PO and that you don't have an SAP Ariba Account yet, you can easily create one for free.

Having an Ariba account is very important to do business with us. All our tenders need you to have an SAP Ariba account, and without SAP Ariba you might have issues in the future when we will use the platform for the invoices.

1 Click on **"Process order"** to get to the SAP Ariba log in page.

! If you are about to create a new SAP Ariba account, **be aware that each supplier must only have one single Ariba account for all business with SNCB.** Please reach out to suppliers@nmbs.be. They will guide you in this process and make the link between your account and our account. They might also provide you with the information about an existing Ariba account from your company.

+ We recommend you to use **Google Chrome** or **Mozilla Firefox** for a better SAP Ariba experience.

The screenshot shows an email interface with the following content:

- Subject: NMBS/SNCB sent a new Purchase Order 4521280487
- Sender: "NMBS/SNCB" <ordersender-prod@ansmtp.ariba.com>
- Text: "You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>. By replying to this message, you're accepting the terms in the policy."
- Header: SAP Ariba logo
- Body: "NMBS/SNCB sent a new order"
"If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well."
"Your customer sent you this order through Ariba Network."
A blue button labeled "Process order" is highlighted with a red box.
- Footer: "To access the Order: [Continue](#)"
"This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>."
From: NMBS / SNCB, 10-01 B-FI.224 Accounts Payable, Rue de France/Frankrijkstraat 56, 1060 Brussel, Belgium.
To: MY STANDARD COMPANY, AVENUE DE LA PORTE DE HALLE, 1060 BRUXELLES, Belgium.
Purchase Order (New) 4521280487, Amount: EUR, Version: 1.

SAP Ariba Network Account creation

How to create an SAP Ariba account

If you receive a PO and that you don't have an SAP Ariba Account yet, you can easily create one for free.

- 2 Click on **“Create new account”** to get to the account creation page.

2

NMBS/SNCB

Connect with NMBS/SNCB on SAP Business Network to collaborate.

[Create new account](#) ⓘ

or

[Use existing account](#) ⓘ

Not sure whether your company already has an account?
[Search for your company](#)

How to create an SAP Ariba account

If you receive a PO and that you don't have an SAP Ariba Account yet, you can easily create one for free.

3

Complete the mandatory **company information** (can be already pre-filled based on the data that we have):

- Company name
- Country/Region
- Address
- Post code
- City

4

Complete the **Administrator account information**:

- Name
- Email address (can be used as username if needed)
- Username (must be UNIQUE, you can't use the same email address for multiple accounts, but you can use a fictive address)
- Password
- Business role

Agree with the Terms of Use and Privacy Statement, then click on **“Create Account”**.

SAP Ariba Network Account creation

NMBS/SNCB

Create an account to connect and collaborate with NMBS/SNCB on SAP Business Network

Company information ⓘ

Company (legal) name *
NO ARIBA TO ARIBA 0509-TEST

Country/Region *
Belgium [BEL]

Address line 1 *
TEST 10

Address line 2

Postal code *
1000

City *
BRUXELLES

State
Choose a state

3

Administrator account information ⓘ

First name * Last name *
[] []

Email *
[]@gmail.com


Use my email as my username

Password * Repeat password *
[] []

Business role *
Choose your primary business role [] ⓘ

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot  reCAPTCHA
Privacy - Terms

Create account

4

SAP Ariba Network Account creation

How to create an SAP Ariba account

If you receive a PO and that you don't have an SAP Ariba Account yet, you can easily create one for free.

- 5 You will receive the following confirmation email to welcome you on the platform.

5





Order confirmation without Ariba Account



Confirm without SAP Ariba account

Confirm an Order without SAP Ariba

As a supplier, you will receive an email from the SNCB informing you that you have received a new order.

If the email you receive is the following, it is possible to do it without SAP Ariba. Contact your SNCB contact person if you should not receive this email.

If you have an SAP Ariba account, you can log in to it and follow the slides [here](#)

1 In the email, you can find **the PO attached** as well as any **additional attachment** that the buyer added. Open them to find more details. You can also find the PO details below in the email.

To confirm the order without Ariba, click on **“Confirm Order”**. It will **confirm the entire order**

[external]NMBS/SNCB has changed Purchase Order 4521280487 sent to MY STANDARD COMPANY

"NMBS/SNCB" <ordersender-prod@ansmtp.ariba.com>
To [redacted]

Wed 13/09/2023 16:32

Reply Reply All Forward

If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

4521280487.htm 2 KB TEST_ATTACHMENT.pdf 792 KB

You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>. By replying to this message, you're accepting the terms in the policy.

1 Right-click or tap and

Dear **MY STANDARD COMPANY**,

Your customer **NMBS/SNCB** sent you a purchase order through Ariba Network. You can start processing this purchase order now by clicking the buttons in this email without creating an Account.

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Sincerely,
The Ariba Network Team
<https://www.ariba.com>

Questions or comments? Reply to this email.

Confirm Order Create Invoice

Confirm without SAP Ariba account

Confirm an Order without SAP Ariba

As a supplier, you will receive an email from the SNCB informing you that you have received a new order.

2 You will get to this order confirmation menu to be filled in. The **only mandatory field** is the “**Estimated Delivery Date**”, but you can also fill in other information such as your supplier reference or confirmation ID.

3 At the bottom, you can see that all the items are confirmed.

Click on “Next” to get the review page.

Confirm Purchase Order: No.4521280487

Exit Next

PO DETAILS

PO Date: 13 Sep 2023
PO Number: 4521280487
PO Type: Changed Order
PO Amount: EUR

2

▼ Order Confirmation Header * Indicates required field

Confirmation #:

Associated Purchase Order #: 4521280487

Customer: NMBS/SNCB

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:*

Est. Tax Cost:

Comments:

3

Line Items

| Line # | Part # / Description | Type | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|----------------------|----------|------------|-------------|------------|----------|
| 1 | Not Available | Material | (EA) ⓘ | 27 Sep 2023 | EUR | EUR |

Amount-Based Line

TEST PRODUCT DESCRIPTION

Current Order Status:

Confirmed As Is

Exit Next

Confirm without SAP Ariba account

Confirm an Order without SAP Ariba

As a supplier, you will receive an email from the SNCB informing you that you have received a new order.

4

In the review page, you can have an overview of your order confirmation. At the bottom, **fill in your name and your email address**. You must also **agree with the Terms of Use and Privacy Statement**.

Click then on **“Next”** to finalize your order confirmation.

Confirm Purchase Order: No.4521280487 Previous Exit Next

PO DETAILS
PO Date: 13 Sep 2023
PO Number: 4521280487
PO Type: Changed Order
PO Amount: ██████████ EUR

Confirmation Update
Confirmation #: Untitled 09/14/2023
Supplier Reference:

4 **Line Items**

| Line # | Part # / Description | Type | Qty (Unit) | Need By | Unit Price | Subtotal |
|--|----------------------|----------|---------------|-------------|----------------|----------------|
| 1 | Not Available | Material | ██████ (EA) ⓘ | 27 Sep 2023 | ██████████ EUR | ██████████ EUR |
| Amount-Based Line | | | | | | |
| TEST PRODUCT DESCRIPTION | | | | | | |
| Current Order Status: | | | | | | |
| ██████ Confirmed With New Date (Estimated Delivery Date: 21 Sep 2023) | | | | | | |

By clicking the Next 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.

* Your Name: ** Email Address:

I have read and agree to the [Interactive Email Terms of Use](#) and the [Privacy Statement](#)

Confirm without SAP Ariba account

Confirm an Order without SAP Ariba

As a supplier, you will receive an email from the SNCB informing you that you have received a new order.

5 You will receive an email to validate your order confirmation. This email contains a **one-time password that has a validity of 30 minutes**.

6 You must **copy this password** in the SAP Ariba page before clicking on **“Submit”** to validate your order confirmation.

[external]Action Required: Validate Your Email Address to Submit Order Confirmation ID null

AribaNetworkAdmin@ariba.com <ordersender-prod@ansmtp.ariba.com>
To: [redacted]
Thu 14/09/2023 10:46

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[ATTENTION - EMAIL EXTERNE]: Ne cliquez pas sur des liens ou n'ouvrez pas de pièces jointes, sauf si vous faites confiance à l'expéditeur et avez la certitude que le contenu est sans risque.

5 Right-click or tap and hold here to download

Dear [redacted],

You have attempted to send Order Confirmation to NMBS/SNCB through the SAP Business Network. You must validate your email address before the order confirmation is sent to NMBS/SNCB. Enter the following one-time password in the One-Time Password field to validate your email address:

ONE-TIME PASSWORD: [redacted]

Confirm Purchase Order: No.4521280487

Previous Submit Exit

| PO DETAILS | ORDER CONFIRMATION DETAILS |
|---------------------------|---------------------------------------|
| PO Date: 13 Sep 2023 | Order Confirmation Date: 14 Sep 2023 |
| PO Number: 4521280487 | Order Confirmation Number: Untitled |
| PO Type: Changed Order | Order Confirmation Number: 09/14/2023 |
| PO Amount: [redacted] EUR | |

Validate Your Email Address

6 To be able to send you important notifications about this transaction, the Ariba Network needs to validate your email address. A one-time password has been emailed to you. Enter that password below.

NOTE:

- The password expires 30 minutes after it is generated or when you close this browser tab or window, whichever occurs earlier.
- If the password expires, to receive a new one-time password email, click Previous to go to the Order Confirmation summary page, and then submit the Order Confirmation again.

One-Time Password:* [redacted]

If you have not received the one-time password email, resend the email.

Previous Submit Exit

Confirm without SAP Ariba account

Confirm an Order without SAP Ariba

As a supplier, you will receive an email from the SNCB informing you that you have received a new order.

7 After submitting your order confirmation, you will see the confirmation in SAP Ariba.

8 You will also receive an email to confirm that it has been submitted to us.

7

✓ Order confirmation #Untitled 09/14/2023 has been submitted successfully.


⚠ Make sure you save the purchase order email for future use. You'll need it to submit additional invoices if you haven't fully invoiced your customer yet or to submit a corrected invoice in case your customer rejects the original one.

Who do I contact if I have questions?
Please contact [NMBS/SNCB](#)

What is the Ariba Network for Suppliers?
The Ariba Network is a secure, global platform network for exchanging business transactions such as the exchange of purchase orders, invoices, catalogs and payments. Learn more about the [Ariba Network](#).

8

[external]Order Confirmation null has been submitted to NMBS/SNCB

 AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com>
To: [redacted]

Thu 14/09/2023 10:47

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

[ATTENTION - EMAIL EXTERNE]: Ne cliquez pas sur des liens ou n'ouvrez pas de pièces jointes, sauf si vous faites confiance à l'expéditeur et avez la certitude que le contenu est sans risque.

This notification contains important information about your test Ariba account (ANID: [redacted]).

Your purchase order status

Order #: 4521280487
Buyer Name: NMBS/SNCB
Buyer ANID: [redacted]
Order Date: 13 Sep 2023 4:21:48 PM GMT+02:00
Status: Confirmed

| Line No. | Part.# | Qty | Unit | Description | Need By | Ship By | Unit Price | Extended Price |
|----------|---------------|-----|------|--------------------------|-------------|---------|----------------|----------------|
| 1 | Not Available | | EA | TEST PRODUCT DESCRIPTION | 27 Sep 2023 | | [redacted] EUR | [redacted] EUR |

Status
Confirmed With New Date(Estimated Delivery Date: 21 Sep 2023)



If you need more information :

- You can visit our website:
→ [SAP Ariba for Procurement | SNCB](#)
- You can have a look at our [FAQ](#)
- You can reach out to your SNCB contact person
- Navigate to suppliers@nmbs.be

