

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**, navigate to step at the website: [SAP Ariba - Procurement](#)

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?

Please, navigate to: [SAP Ariba for Procurement - SNCB](#)

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.

3

4

5

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

