NS

Procurement

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Date	14 November 2022	**Telephone**	088 - 671 33 19
Our reference	Procurement Supplier Onboarding	**E-mail**	supplieronboarding@ns.nl
Re	New digital transaction process NS		

Dear Supplier,

NS is renewing its Purchase-to-Pay (P2P) environment in order to optimise the P2P process and improve contract compliance. Connecting NS and its suppliers to the Ariba Business Network is a key step in this process, as it will enable NS to work with our suppliers more efficiently and effectively.

As a result, NS will adopt the Ariba Business Network as a platform for the exchange of digital business documentation, such as purchase orders, order confirmations and invoices. This will also give NS access to catalogues for automated and user-friendly order placement. The consequence for you as our supplier is that you will need to use the Ariba Business Network to receive purchase orders from and send invoices to NS.

Through this letter NS is informing you of this change ahead of time to safeguard the continuation of our working relationship.

What are the potential advantages for your organisation?
- Streamlined digital processing of purchase orders and invoices, making it easier for you to do business with NS. Purchase orders, invoices and order confirmations are sent and received centrally, making documentation and information simple to retrieve.
- An up-to-date overview of the status of your invoices means spending less time on retrieving status updates and asking questions. When you are connected to the Ariba Business Network, you can view the payment status of invoices directly. Alternatively, you can have the invoice status send to you by email.
- All invoices are complete and correct, enabling timely payment. A greater degree of matching reduces the risk of delays due to corrections and makes it more likely that payments will be processed swiftly.
- Reduced operational costs thanks to fewer manual operations and fewer corrections. Invoices are auto-generated based on the associated purchase orders, further limiting the need for corrections.

What does this mean for you?
As an NS supplier, you will need to create an account for your organisation with the Ariba Business Network. This is essential for the transmission, confirmation and invoicing of

orders through Ariba. We ask that your organisation make preparations for this in time, so that we can begin processing transactions through the Ariba Business Network from February 2023. Working with the Ariba Business Network will involve a change to your business operations. To help you accommodate this change, we have set up a support desk within NS to address your questions and concerns. This letter contains information about the steps you need to take to prepare for the new way of working.

Are there any costs involved?

You will need to create an Ariba Business Network account. There are two types of account available: Standard and Enterprise. The <u>free</u> Standard account gives you access to all the functionality you need to continue doing business with NS. Alternatively, you may choose to create a paid-for Enterprise account. This gives you access to additional functionality. [Click here for more information](#) (in English). In addition, we will explain the difference in our online information sessions.

What do we expect from your organisation?

The onboarding process consists of five steps. In this notification letter we kindly ask **to execute step 1 and 2.**
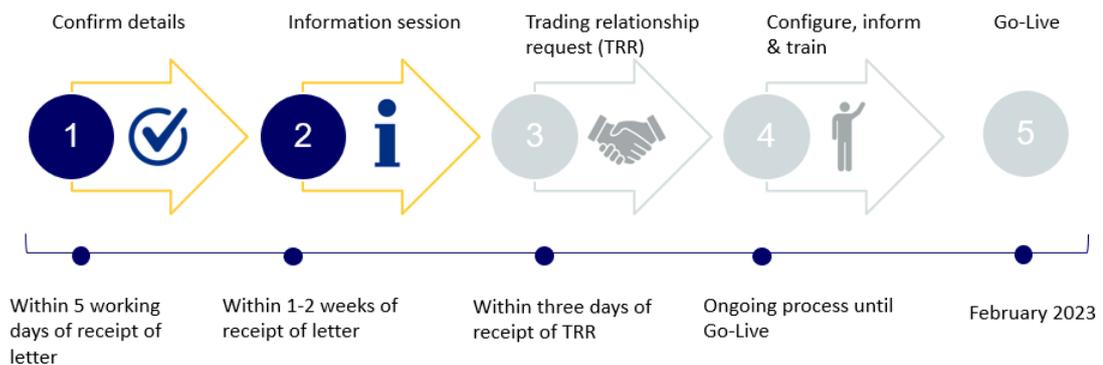
Which action can you take now?

1. **Confirm your details in order to be sent further information**
   Use the https://www.nsprocurement.nl/en/sap-ariba/sap-ariba-registration-form/ to submit the correct name, email address and contact person(s) within **five working days** of receiving this letter. If your organisation already conducts its business through the Ariba Business Network, we kindly ask you to also submit the Ariba Network Account ID of your legal entity that does business with NS.
2. **Register for the information sessions for suppliers**
   The sessions will be organised in partnership with SAP Ariba. The aim of the sessions is to provide further information about how and in what manner the Ariba Business Network contributes to our working relationship.
   - English-language information session:
   https://event.on24.com/wcc/r/4025801/C2305876169E045F74F438DD9FB2EF18

After the information session, step 3, the contact person will receive a trading relationship request (TRR). Afterwards, step 4, NS will provide assistance with configuration and help documentation. Next we will work together towards the go-live, step 5 of the onboarding process.

Visit the website for more information
Visit the NS Procurement website for more information about the transition to the SAP Ariba Business Network.
The Ariba Onboarding Track   https://www.nsprocurement.nl/en/sap-ariba/ includes a Q&A with frequently asked questions.

Any questions?
If you have any further questions as a result of this letter, you can submit them by email to supplieronboarding@ns.nl.
Please do not hesitate to contact us if you require any further information. We look forward to continuing our working relationship.

Kind Regards,

Marianne Kopp
Director NS Procurement