

# TfL – Supplier Onboarding – Guidance for Suppliers V2



This document reflects ongoing work and discussions within TfL on options for the future of TfL/LU. It is not intended to reflect or represent any formal TfL/LU views or policy. Its subject matter may relate to issues which would be subject to consultation. Its contents are confidential and should not be disclosed to any unauthorised persons

**EVERY JOURNEY MATTERS**

# Content

What is the status of your account?

1. Enrol with TfL as a Supplier

2. Create a SAP Ariba Business Network Account (ABN)

3. Get Ready to Register with TfL as a Supplier

Click the links to reach the section\*



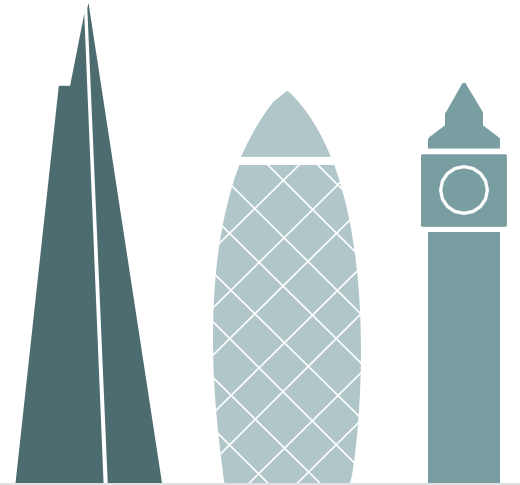
# What is the status of your TfL Supplier Account?

Status as TfL Supplier	Description of Status	Requirement
NEW Supplier	No existing account with TfL and wish to be set up as a new supplier? Your organisation may have an existing SAP Ariba Business Network account that you would like to link to a TfL supplier profile.	<a href="#">Section 1, 2 and 3</a>
EXISTING Supplier not yet registered in SAP Ariba	Your supplier profile has been 'enrolled' via approval of a 'New Supplier Request' with an alpha numeric 'VDR' ERP Vendor ID number in Ariba. Your organisation must register for an integrated Supplier account in SAP Ariba.	<a href="#">Section 2 and 3</a>
EXISTING <i>Legacy</i> Supplier not yet registered in SAP Ariba	Due to upgrades to our Source to Pay system, some legacy suppliers who have previously supplied to TfL will need to register with SAP Ariba. The ERP Vendor ID associated to your existing TfL supplier profile is all numeric starting with either I0, I2, I3, I4 or I6. Your organisation must register with us in SAP Ariba so that we have the latest company details.	<a href="#">Section 2 and 3</a>
EXISTING Supplier and registered in SAP Ariba	Your supplier profile is now registered through SAP Ariba and linked to your SAP Ariba Business Network account.	No further onboarding action required

Click the links to reach the section\*



## Enrol with TfL as a Supplier



# I. Enrol with TfL as a Supplier

To trade with and be paid by Transport for London (TfL) or Greater London Authority (GLA) Suppliers must enrol with some basic organisation details using the New Supplier Request (NSR)\* Form. This will create a supplier profile that will allow suppliers to be invited to sourcing events or a registration form.

Supplier initiated Request

Suppliers can enrol by using this external link.

*We recommend you check within your own organisation before you enrol.* Once you submit the form, it will be reviewed to ensure the legal entity is not already enrolled or registered to trade with TfL.

The external link is:

<https://s1-eu.ariba.com/Sourcing/Main/ad/selfRegistration?real m=TfL>

TfL initiated Request

Your contact in TfL may also complete the NSR form on your organisations' behalf.

Once they submit the form it will be reviewed to ensure the legal entity is not already enrolled or registered for trading with TfL in Ariba.

Once approved, this will create a TfL supplier profile for your organisation, which can then be invited to participate in sourcing events. To access a sourcing event, you must also create a SAP Ariba Business Network account (section 2)

If you believe you already have a supplier profile, **please do not submit a new one**, as it will be rejected for being a duplicate. You can check with your TfL contact.



# I. Enrol with TfL as a Supplier

To trade with and be paid by Transport for London (TfL) or Greater London Authority (GLA) Suppliers must enrol with some basic company/organisation details using the New Supplier Request Form (NSR). This will create a supplier profile that will allow suppliers to be invited to a sourcing event or a registration form.

1. Select appropriate option in the dropdown to indicate why NSR is needed.
2. The organisation legal name, must be formatted following this standard:
  - Maximum of 35 characters,
  - Suggestion: Use 'Ltd' instead of 'Limited'
  - UK Limited companies to mirror what's on [Companies House](#) website, as best as possible.
3. More contacts can be added later. The contacts should correspond with the people who will be users of the Ariba Business Network account.

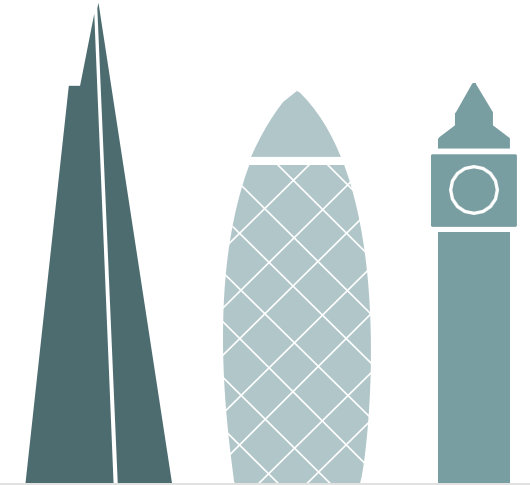
The screenshot shows the 'Supplier self-registration request form' with the following sections and callouts:

- 1** points to a dropdown menu in the 'Registration Justification' section.
- 2** points to the 'Organisation Legal Name' field in the 'General Supplier Information' section.
- 3** points to the 'Primary Supplier Contact' section, which includes fields for Contact First Name, Contact Last Name, Contact Email, Contact Phone, and Role within organisation.

Other visible fields include: Justification for Self-Registration Request, Name of Authority Officer or Contracts Finder/Tender posting owner, Street, House Number, Street 2, Street 3, District, Postal Code, City, Country/Region, D-U-N-S Number, and Category.



## Creating a SAP Ariba Business Network Account (ABN)



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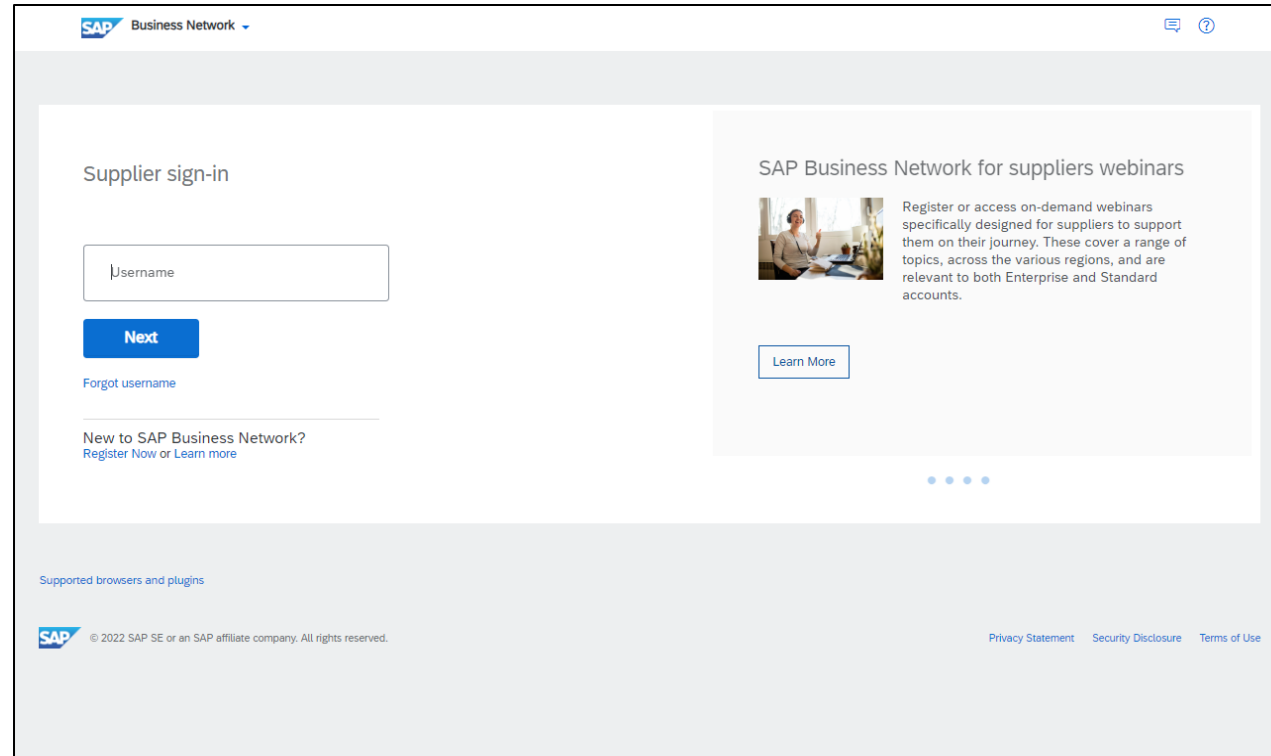
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## 2. Creating a SAP Ariba Business Network Account (ABN)

Thank you for enrolling with TfL. In addition to the TfL profile, you must create a SAP Ariba Business network account. If you do not have one already, please register for one here <https://service.ariba.com>

The SAP Ariba Business Network Account is an external portal to TfL and therefore your organisation must manage it regularly and protect your companies' login credentials. You will be able to access the portal through the link <https://service.ariba.com> where you can find your supplier/buyer relationships. The TfL Ariba Supplier Enablement Team are here to provide you with account management support to enable your relationship with TfL.

If your organisation already has an existing SAP Ariba Business Network account, then we will need to identify it and connect to it. You can proceed to section 3. You can be added as a user of the existing account by contacting your account administrator who should follow this [guide](#).



The screenshot shows the SAP Business Network supplier sign-in interface. At the top, the 'SAP Business Network' logo is visible. The main section is titled 'Supplier sign-in' and contains a username input field, a 'Next' button, and a 'Forgot username' link. Below this is a section for new users: 'New to SAP Business Network? Register Now or Learn more'. To the right, there is a promotional banner for 'SAP Business Network for suppliers webinars' featuring an image of a person at a desk and a 'Learn More' button. The footer includes the SAP logo, copyright information for 2022, and links for Privacy Statement, Security Disclosure, and Terms of Use.





## 2. Creating a SAP Ariba Business Network Account (ABN)

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Transport for London - TEST.

Create account and continue Cancel

### Company information

1

\* Indicates a required field

Company Name:\* Capricorn Security Management

Country/Region:\* United Kingdom [GBR] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:\* Park Row

Line 2

Line 3

Line 4

City:\* London

State:\* Select

Postal Code:\* SW1V 7FG

### User account information

2

\* Indicates a required field

Name:\* Sylvia Booth

SAP Business Network Privacy Statement

Email:\* sarah.tutty@tfl.gov.uk

☐ Use my email as my username

Username:\* test-capricorn\_security Must be in email format (e.g. john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and

1. Fill out your organisation information on such as company name and address
2. Fill out user account information such as name, email, password.
  - If you are creating the account, you will become the account administrator
  - The Account administrator can add more users to the account later
  - You cannot use the same username if the username already exists



## 2. Creating a SAP Ariba Business Network Account (ABN)

In the “Product and Services categories” add all the categories that your company/organisation are able to supply in general. In case you cannot identify an exact category, select the closest match. The hierarchy in “Product and Service categories” is based on the United Nations Standard Products and Services Code (UNSPSC) taxonomy of products and services

The screenshot shows the 'Tell us more about your business' form. A blue box labeled '1' highlights the input fields for 'Product and Service Categories', 'Ship-to or Service Locations', 'Tax ID', 'Vat ID', and 'DUNS Number'. A blue box labeled '2' points to the 'I have read and agree to the Terms of Use' checkbox. A blue box labeled '3' points to the 'Create account and continue' button.

Tell us more about your business

Product and Service Categories: \*   -or- [Browse](#)

Ship-to or Service Locations: \*   -or- [Browse](#)

Tax ID:  Enter your Company Tax ID number.

Vat ID:  Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

☐ I have read and agree to 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

1. Fill out relevant business information, such as product and service categories, ship-to locations etc.
2. Review and agree to both statements
3. Click on “Create account and continue”



## 2. Creating a SAP Ariba Business Network Account (ABN) – Check for Duplicates

As mentioned, your organisation may already have an existing SAP Ariba Business Network account. It is possible to have multiple buyers in one account and is often preferred for streamlining purposes. If your organisation would prefer to have separate accounts for separate buyers that is also possible. However, you can only be connected to TfL for sourcing activities through one SAP Ariba Business Network account.

1. You may get a warning about suspected duplicate accounts for your organisation.
2. Please click on 'Review Duplicate Accounts'
3. You will get an option to review the potential duplicate accounts
  - If none of the potential duplicates are duplicates, then you can continue with the account creation
  - If you know there is already an existing account that should be used, then you should contact your account administrator so that they can add you as a user

The screenshot shows a web interface for connecting to Transport for London (TfL) on SAP Business Network. At the top, there is a red logo and the text "Connect with Transport for London - TEST on SAP Business Network to collaborate." Below this, it says "Invited by TfL Procurement - TEST". A message states: "We found existing accounts based on the information in the invite. Please review." A blue button labeled "Review accounts" is highlighted with a blue arrow and a blue box containing the number "2". Below the button, there is a horizontal line with the word "or" in the center. Underneath, there are two buttons: "Use existing account" and "Create new account", each with a small question mark icon to its right.



## 2. Creating a SAP Ariba Business Network Account (ABN)

### Ariba Network Account Username & Password

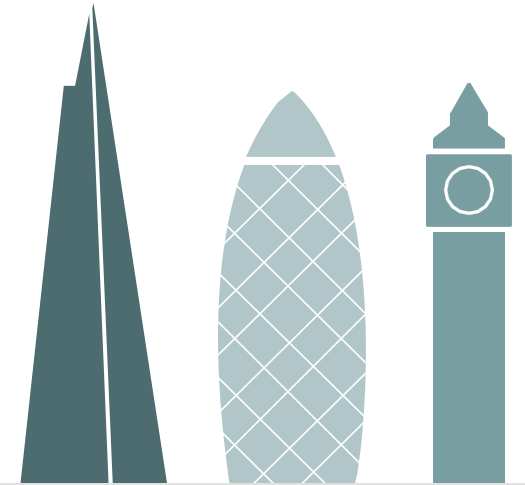
IMPORTANT - Keep your **Username and Password** safe.

This account will now allow you to:

- Participate in any tenders you have raised an interest in / have been requested to participate in
- If awarded complete the registration details to enable payment



## Get Ready to Register with TfL as a Supplier



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**EVERY JOURNEY MATTERS**

### 3. Get Ready to Register with TfL as a Supplier

To trade with and be paid by Transport for London (TfL) or Greater London Authority (GLA) Suppliers must access the TfL Registration Questionnaire to register their company/organisation details on the Self Maintenance Portal (Ariba Network) to get a Vendor Number on TfL's payment system. Suppliers are also expected to maintain their Vendor Account in Ariba Network for the duration of their relationship with TfL/GLA (terms and conditions).

#### How do you get invited to register with TfL?

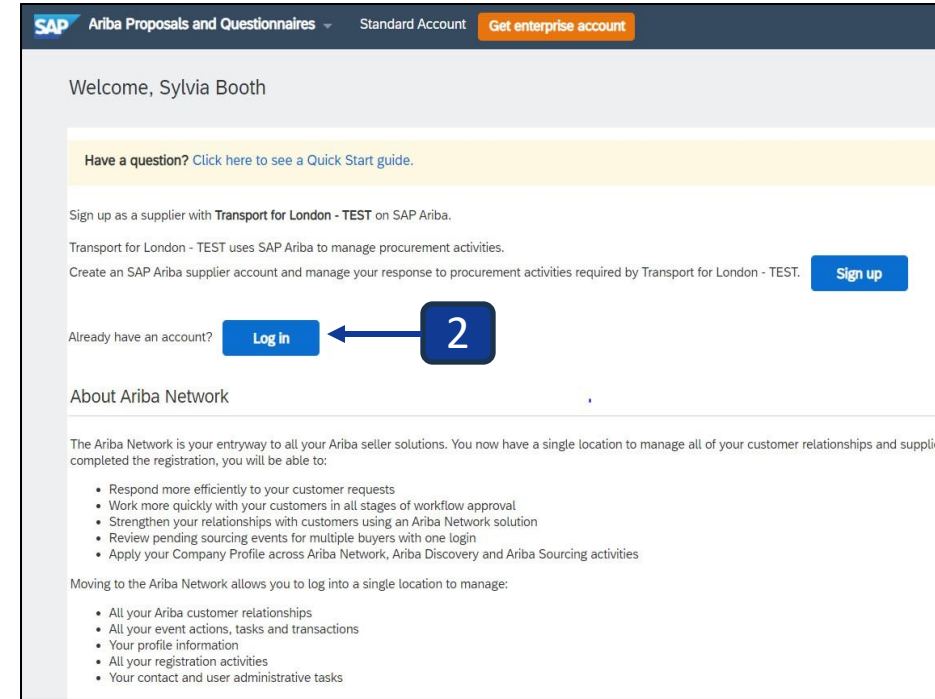
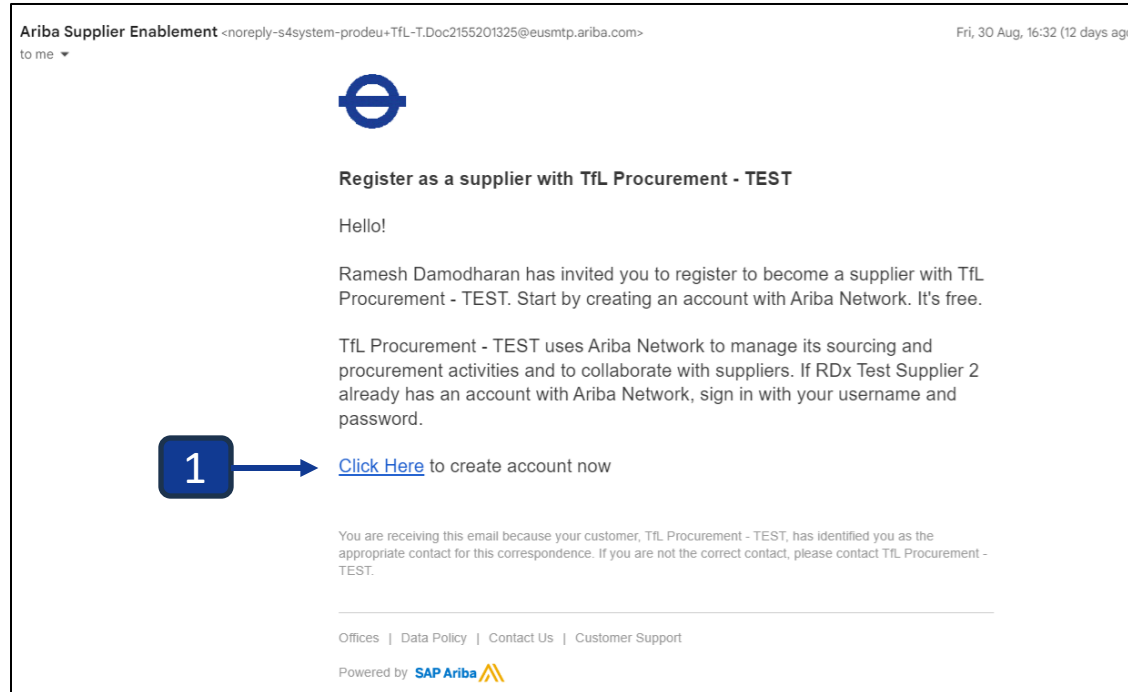
Only your TfL contact can request a supplier to be invited for full registration.

If you completed the NSR form, your TfL contact must request this by contacting [ariba\\_supplier\\_enablement@tfl.gov.uk](mailto:ariba_supplier_enablement@tfl.gov.uk)

Your contact email address associated to your supplier profile, that was provided during the Enrollment stage, will be sent a registration invite from Ariba. You can request TfL to modify or add more contacts at any time by contacting [ariba\\_supplier\\_enablement@tfl.gov.uk](mailto:ariba_supplier_enablement@tfl.gov.uk)



### 3. Get Ready to Register with TfL as a Supplier



1. Once the invite has been issued, the selected contact will receive an email as detailed in the left-hand side screenshot. Select the 'Click Here' option contained in the body of the email. SAP Ariba will open in a browser.

2. On the SAP screen on the right-hand side, select the 'Log In' option.

Please use your SAP Ariba Business Network account login credentials to log in.

- You must log in to a SAP Ariba Business Network account that is not already connected with TfL as a Buyer. If you logging into an account that is already connected with TfL, an error message will appear.



### 3. Get Ready to Register with TfL as a Supplier

Once you have successfully logged in and you see this screen, you will have established the Buyer / Supplier relationship with TfL by connecting your SAP Ariba Business Network account with the TfL Supplier Profile. During registration you will be asked to provide a range of information about your organisation.

#### What to watch out for

1. Information that is mandatory to provide is marked with a red asterisk (\*)
2. Based on certain conditions, some answers may open up for additional questions
3. Scroll up/down to ensure that all required fields are filled in
4. Click here to expand the view
5. Click on 'Save draft' if you want to save progress
6. Click "Submit Entire Response" - If you have an onscreen error notification when trying to submit your response, correct highlighted errors
7. After clicking "Submit Entire Response" a validation question will be displayed asking if want to submit your response. Click "OK" to submit your response.

The screenshot shows the 'Ariba Sourcing' interface for a 'Supplier registration questionnaire' (Doc2206936541). The form is titled 'All Content' and lists various sections for completion. Numbered callouts highlight key features:

- 1:** Points to the '1 Organisation Details' section, which includes fields for '1.1 Organisation Legal Name' and '1.2 Organisation Trading Name', both marked with a red asterisk (\*) indicating they are mandatory.
- 2:** Points to the 'Show More' link next to the '1.2 Organisation Trading Name' field, indicating that certain answers can lead to additional questions.
- 3:** Points to the vertical scrollbar on the right side of the form, indicating the need to scroll to ensure all required fields are filled in.
- 4:** Points to the 'Expand' icon (a small square with a plus sign) next to the '1 Organisation Details' section header.
- 5:** Points to the 'Save draft' button at the bottom of the form.
- 6:** Points to the 'Submit Entire Response' button at the bottom of the form.

The form also includes a sidebar with a list of sections (1-11), a top navigation bar with 'Company Settings', 'Daniel Jarrett', 'Feedback', and 'Help', and a bottom status bar with 'Time remaining: 29 days 23:48:20'.





### 3. Get Ready to Register with TfL as a Supplier

During registration you will be asked to provide a range of information about your organisation.

Tell us your Organisation Legal Name, Organisation Trading Name, VAT Number *(if applicable)* and Company Registration *(if applicable)*

- Maximum of 35 characters
- First letter of each word capitalised
- Suggestion: 'Ltd' Instead of 'Limited'

If you are a 'Limited' company:

- Your company names should be the same as what is registered in [Companies House](#), as best as possible.
- If you are a Limited Company, Company Registration Number is mandatory and if applicable VAT number.
- English and Welsh companies have registration numbers that consist of 8 digits. Companies registered in Scotland and Northern Ireland usually have 1 or 2 alpha prefix.

▼ 1 Organisation Details

1.1 Organisation Legal Name

\*

1.2 Organisation Trading Name

\*

If your organisation's legal name and/ or Trading Name has changed after registration please provide details. Please attach a letter confirmation on headed paper via the comment icon.

1.11 Tax / VAT Information

\*

Country/Region: United Kingdom (GB) ⓘ

Tax Name	Tax Type	Tax Number
United Kingdom: VAT Registration Number	Organization	GB123456789
United Kingdom: Company Registration Number	Organization	12345678

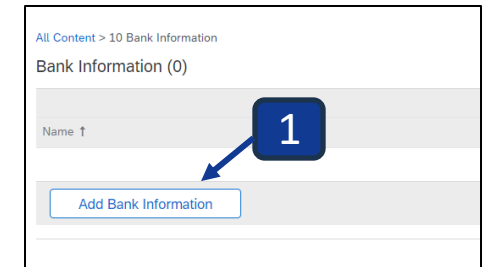


### 3. Get Ready to Register with TfL as a Supplier

During registration you will be asked to provide a range of information about your organisation.

#### Provide your bank information

1. Click on Add Bank Information
  2. Account holder name is the name of your organisation
  3. Bank Key (will appear as a drop down) is your sort code
- If the bank details are for a UK bank and payment is in GBP then you only need to complete the Sort Code in the Bank Key / ABA Routing field and the Bank Account Number; you do not need to complete the IBAN or SWIFT / BIC code fields

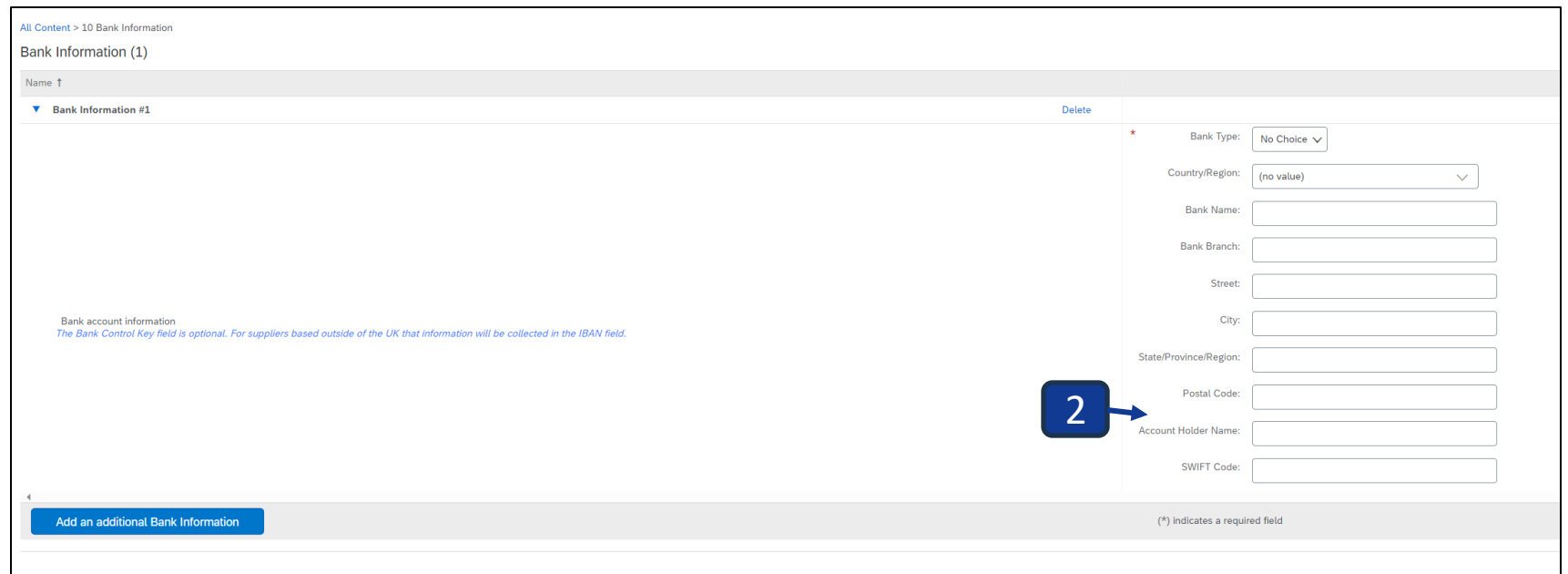


All Content > 10 Bank Information

Bank Information (0)

Name ↑

Add Bank Information



All Content > 10 Bank Information

Bank Information (1)

Name ↑

▼ Bank Information #1 Delete

Bank account information  
The Bank Control Key field is optional. For suppliers based outside of the UK that information will be collected in the IBAN field.

Bank Type: No Choice ▼

Country/Region: (no value) ▼

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Add an additional Bank Information

(\*) indicates a required field




### 3. Get Ready to Register with TfL as a Supplier


During registration you will be asked to provide a range of information about your organisation.

If you tell us that your organisation is registered through the Construction Industry Scheme (CIS), then you will need to provide some additional information.

- 1. Select Yes in question 11.2
- 2. Once you have submitted the questionnaire to us, our team will send a second questionnaire through to you requesting further information such as your Unique Taxpayer Reference (UTR).



2



Hello Daniel Jarrett,

Please fill out the listed questionnaires and return them by the specified dates.  
These questionnaires are necessary to complete the Process Flow - CIS process. Thank you for taking the time to respond to each one.

**Process Overview**  
Process: CIS Qualification  
Category: All Commodities  
Region:  
Business unit:  
Material: Not applicable  
Process owner: Kevin Sullivan  
Message: Test


**Questionnaire Overview**

Name	Assigned To	Respond By
CIS	Daniel Jarrett	November 7, 2024 at 2:10 AM

[Click Here](#) to view the process.

Best Regards,  
SAP Ariba team

1



11 Construction Industry Scheme (CIS)

11.1

Under the Construction Industry Scheme (CIS), TfL is responsible for deduct any tax monies from a subcontractor's payments and pass it to HM Revenue and Customs (HMRC).

If your CIS registration status changes in the future you must update your details on this portal. Further information on CIS can be found at this [link](#).

11.2

Is your organisation CIS registered?

\*

Unspecified

▼



### 3. Get Ready to Register with TfL as a Supplier

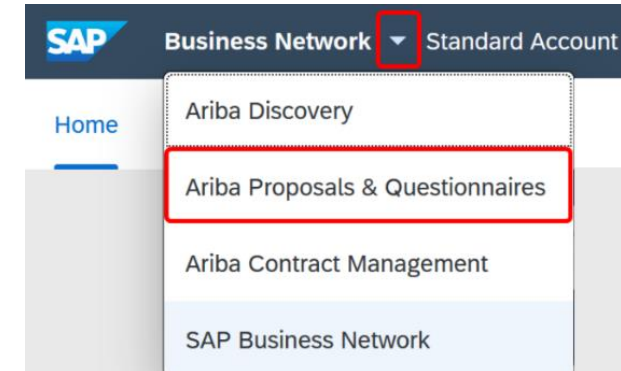
You may need to inform us that some of your organisation details have changed.

There is no need to get in contact.

You can login to your Ariba Business Network Account and submit the changes to us.

#### Informing us that your organisations details have changed

- Go to <https://supplier.ariba.com>
- Log in your SAP Ariba Business Network account
- Switch your view to Ariba Proposals & Questionnaires
- Amend the details accordingly
- Click on 'Submit Entire Response' located at the bottom of the questionnaire
- Your data is sent to our team to review and verify



This is the end of the guide, thank you.

You can contact [ariba\\_supplier\\_enablement@tfl.gov.uk](mailto:ariba_supplier_enablement@tfl.gov.uk) for further support

