

Supplier Registration – Ariba Network Registration Guide



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EVERY JOURNEY MATTERS

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Responding to an invite from TfL or GLA

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Requesting to register to become a Supplier

To trade with and be paid by Transport for London (TfL) or Greater London Authority (GLA) Suppliers must register their company/organisation details on the Supplier Registration & 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).

Supplier initiated Request

A request can be initiated through an external link for a supplier to register their interest in becoming a supplier of TfL

The external link is

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

Once the form is submitted it will be checked to ensure the legal entity is not already registered to trade with TfL.

Once checked and approved or the tender has been awarded the supplier contact will receive a request to create an account email as shown on page 6

TfL initiated Request

Your contact within TfL may also initiate the request on your behalf.

They will do so by completing the internal form which is checked to ensure the legal entity has not already been registered to trade with TfL.

Once checked and approved or the tender has been awarded the supplier contact will receive a request to create an account email as shown on page 6



Responding to an invite from TfL or GLA



Register as a supplier with TfL Procurement

Hello!

Sarah Tutty has invited you to register to become a supplier with TfL Procurement. Start by creating an account with Ariba Network. It's free.

TfL Procurement uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. **If Capricorn Security Management** already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

If you cannot locate your invitation, please contact TfL at ariba_supplier_enablement@tfl.gov.uk providing the full name and email address to whom the invitation should be re-sent to

One recipient may have received a registration invitation for more than one legal entity/company location. Pay attention to the entity to whom the invite has been sent.

Click on "Click Here" to proceed with account registration.



Creating an Ariba Account

The screenshot shows the SAP Ariba 'Sign up' page. At the top, there's a navigation bar with the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', and a 'Get enterprise account' button. Below this, a welcome message says 'Welcome, Sylvia Booth'. A yellow banner contains the text 'Have a question? Click here to see a Quick Start guide.' The main content area has the heading 'Sign up as a supplier with Transport for London - TEST on SAP Ariba.' followed by two paragraphs: 'Transport for London - TEST uses SAP Ariba to manage procurement activities.' and 'Create an SAP Ariba supplier account and manage your response to procurement activities required by Transport for London - TEST.' Below these paragraphs are two buttons: 'Log in' and 'Sign up'. Both buttons are highlighted with red rectangles. The 'Sign up' button is also highlighted with a red rectangle. Below the buttons is a section titled 'About Ariba Network' which contains a paragraph and a bulleted list of benefits. The bottom of the page features a blue bar with a white 'e' logo and a footer with legal disclaimers.

SAP Ariba Proposals and Questionnaires Standard Account Get enterprise account

Welcome, Sylvia Booth

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Transport for London - TEST** on SAP Ariba.

Transport for London - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Transport for London - TEST.

Already have an account? **Log in**

Sign up

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier information. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

DO NOT RE-REGISTER YOUR ORGANISATION
if you already have a Vendor Account as this will duplicate your details and cause issues

Click on "Sign up" to proceed with account registration.

If your company already has an Ariba account use the 'Log In' button to access the registration form

NOTE: There is the ability to request a password reminder through 'forgotten password'



Create an Ariba Account

Create account

Create account and continueCancel

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

Company information

Company Name:*Capricorn Security Management

Country/Region:*United Kingdom [GBR]

Address:*

Park Row

Line 2

Line 3

Line 4

City:*London

State:*Select

Postal Code:*SW1V 7FG

* Indicates a required field

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.

Fill out company information, such as company name, address, etc.

User account information

Name:*SylviaBooth

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

☐ Use my email as my username

Username:*test-capricorn_security

* Indicates a required field

SAP Business Network Privacy Statement

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

Fill out user account information, such as name, email, password, etc.

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EVERY JOURNEY MATTERS

6

Create an Ariba Account

In the “Product and Services categories” add all categories that your company is 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

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.

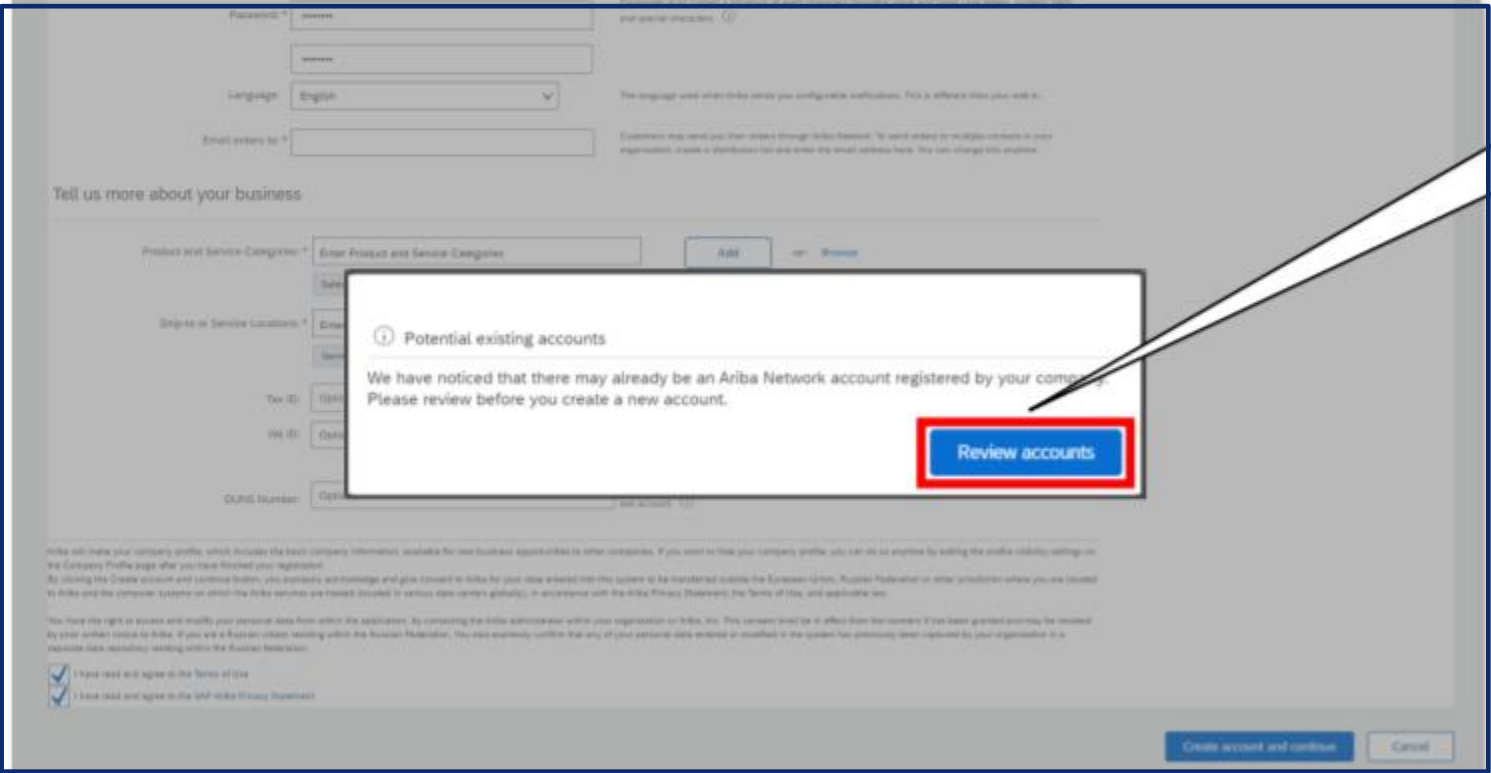
Fill out relevant business information, such as product and service categories, ship-to locations, etc.

Review & agree to both statements

Click on “Create account and continue”.



Check for Duplicates



Click on "Review accounts".

You may get a warning about suspected duplicate accounts for your company. Please check to ensure your legal entity does not already have an Ariba Account



Check for Duplicates

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#)
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Test supplier for guide				As Copenhagen Denmark 2300

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER AND	ACTIONS
Etiflex A/S	DNK	-	-		...
Big guns 2	DNK	Middelfart	-		...
VELUX Canada Inc.	-	ON	-		...
VELUX America LLC	-	SC	079520953		...

Review suspected duplicate accounts.

If none of the suspected accounts are duplicate, click "Continue Account Creation" to proceed with account creation.



Check for Duplicates

SAP

Ariba Proposals and Questionnaires

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

You can log in the account you are associated with

Or, you can view the profile and contact the account administrator from there

Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration

Or, you can [Go back to previous page](#)

Match Based On

Company Name

E-MAIL ADDRESS

DUNS NO.

TAX ID

ADDRESS

Test supplier for guide

Any
Copenhagen
Denmark 2300

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ADDR	ACTION
Etiflex A/S	DNK	-	-		...
Big gum 2	DNK	Midtjylland	-		...
VELUX Canada Inc.	-	ON	-		...
VELUX America LLC	-	SC	079520953		...

Click the three dots to proceed with adding you as a user to the appropriate legal entity account.

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EVERY JOURNEY MATTERS

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Ariba Network Account

Ariba Network Account Username & Password

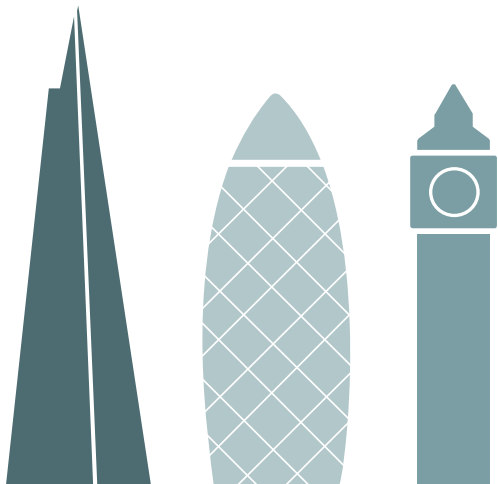
Keep the **Username and Password** safe.

This account will now allow you to:

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



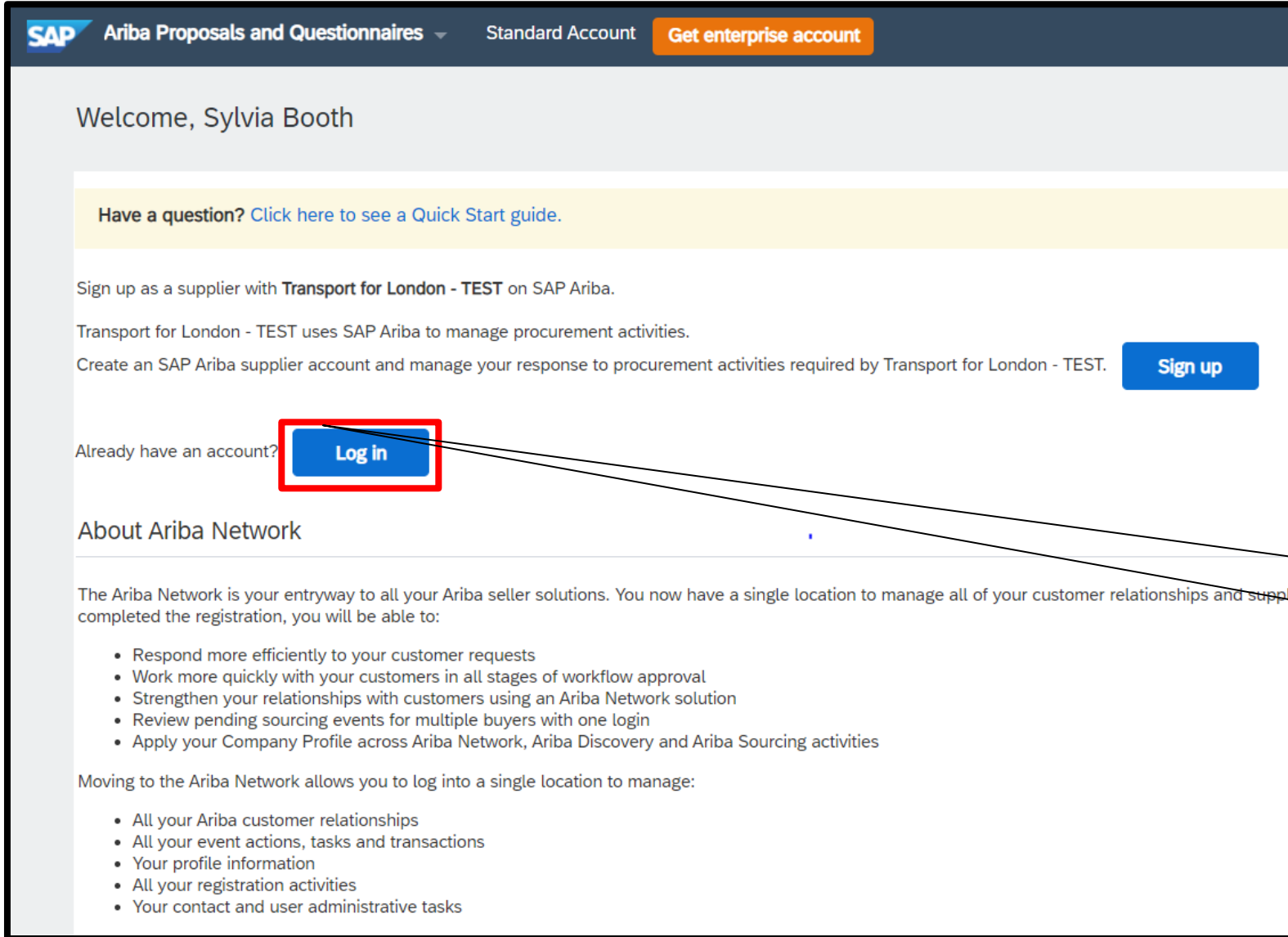
Completing the Registration form to enable payment



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EVERY JOURNEY MATTERS

Accessing the Registration form



SAP Ariba Proposals and Questionnaires Standard Account [Get enterprise account](#)

Welcome, Sylvia Booth

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Transport for London - TEST** on SAP Ariba.

Transport for London - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Transport for London - TEST. [Sign up](#)

Already have an account? [Log in](#)

About Ariba Network

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- Your profile information
- All your registration activities
- Your contact and user administrative tasks

DO NOT RE-REGISTER YOUR ORGANISATION
if you already have a Vendor Account as this will
duplicate your details and cause issues

If your company already
has an Ariba account
use the 'Log In' button
to access the
registration form



Completing the Registration form

The registration form should load automatically. In case it does not load automatically, do one of the following: Copy the link from the invitation email into a new tab in your browser. Find the registration form in your Ariba profile after logging in (proceed with this guide)

Ariba Sourcing

< Go back to Tfl Procurement - TEST Dashboard

Desktop File Sync

Company Settings ▾ Sylvia Booth ▾ Feedback Help ▾ Messages

Console Doc1096075226 - Supplier registration questionnaire Time remaining 18 days 11:19:07

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Organisation Details

1.1 Organisation Legal Name * Capricorn Security Management

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.

*Show More

Street: Park Row House Number: 37

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Click here to expand the questionnaire view

Information that is mandatory to provide is marked with a red asterix (*).

Click on 'Save draft' if you want to save progress



Completing the Registration Questionnaire

All Content

Name ↑

4.1

Does your company have a Data & Privacy Officer?

If Yes, please provide details below. If No, we will take the main contact details as the Data & Privacy Officer.

4.2

Organisation Role

4.3

First Name

4.4

Last Name

4.5

Email Address

4.6

Telephone Number

5

Cyber Security Officer Contact Details

5.1

Does your company have a Cyber Security Officer?

If Yes, please provide details below. If No, we will take the main contact details as the Cyber Security Officer.

6

Safety, Health & Environment Contact Details

6.1

Does your company have a Safety, Health & Environment Contact?

Yes

Unspecified

Based on certain conditions, some answers may open up for additional questions



Completing the Registration Questionnaire

Name ↑

as a vendor.

8 Additional Contact Information

Add Additional Contact Information (0)

▼ 9 Transaction Information

Less... -

TfL is committed to driving compliance, process efficiency and collaboration with our suppliers, as part of this we will transact electronically via the Ariba Network wherever possible.

9.1

Please confirm your acceptance to transact electronically?

[transacting via the Ariba network, tenders, negotiations, PO, invoices and payment]

9.2 E-mail address for purchase orders

In the event that we can not transact via the Ariba Network this email addressed will be used for the issuance of purchase orders.

9.3 E-mail address for accounts receivable

In the event that we can not transact via the Ariba Network this email addressed will be used for any accounts receivable communication

10 Bank Information

Add Bank Information (0)

▼ 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.

Scroll up/down to ensure that all required fields are filled in

Make sure to complete the Banking Information



Completing the Registration Questionnaire

All Content > 10 Bank Information

Bank Information (0)

Name ↑

Add Bank Information

Click 'Add 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.

Complete the banking information

Note: Bank key = Sort Code

Bank Type: Domestic

Country: United Kingdom

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:



Completing the Registration Questionnaire

You will not be able to submit your response unless it is free of errors.

The screenshot displays the Ariba Supplier Onboarding form. At the top, a red banner contains an error message: "There are 30 problems that require completion or correction in order to complete your request." Below this, a list of questions is shown, with several fields highlighted in red to indicate errors. Annotations with callout boxes provide the following information:

- Top Banner:** "There are 30 problems that require completion or correction in order to complete your request. Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed."
- Question 2.3:** "Is your organisation a joint venture?" (Dropdown menu set to "Unspecified")
- Question 2.4:** "Do you consider yourself to be a SME?" (Dropdown menu set to "Unspecified")
- Question 2.5:** "Do you consider your organisation a Voluntary, Community and Social Enterprise (VCSE) ?" (Dropdown menu set to "Unspecified")
- Question 2.6:** "How many FTE Employees does your organisation have?" (Red box around the input field)
- Question 2.7:** "How many owners/shareholders does your organisation have?" (Red box around the input field)
- Question 2.8:** "What was the Annual Turnover of your organisation in millions of pounds for the last financial year?" (Red box around the input field)
- Question 2.9:** "What was the Balance Sheet total of your organisation in millions of pounds for the last financial year?" (Red box around the input field)
- Question 2.10:** "What financial year does the Annual Turnover and Balance Sheet information provided refer to?" (Red box around the input field)
- Question 2.11:** "Any information collected on the Ariba service will be used for monitoring purposes only and will not be supplied to Buyers as part of their evaluation criteria. The sponsors of this service are committed to promoting equality, tackling discrimination and valuing diversity. To ensure we are successful in reaching all groups, encouraging Supplier diversity and providing access to appropriate business support, we need to monitor the ethnicity, gender, disability and sexuality of the ownership or leadership of Suppliers." (Red box around the question text)
- Question 2.12:** "Is the enterprise ownership/leadership majority?" (Red box around the question text)
- Bottom Buttons:** "Submit Entire Response" (Red box around the button), "Save draft", "Compose Message", and "Excel Import".
- Annotations:**
 - "In case you have an on-screen error notification when trying to submit your response, correct highlighted errors."
 - "Click 'Submit Entire Response'."

Submitting your registration form

You will not be able to submit your response unless it is free of errors

Doc1096075226 - Supplier registration questionnaire

Time remaining
18 days 10:42:53

All Content

8 Additional Contact Information

Add Additional Contact Information (0)

9 Transaction Information

Less...

9.1 Please confirm your acceptance to transact electronically?

TfL is committed to driving compliance, process efficiency and collaboration with suppliers to transact electronically via the Ariba Network wherever possible.

Click OK to submit.

OK

Cancel

9.2 E-mail address for purchase orders

In the event that we can not transact via the Ariba Network this email address should be used for purchase orders.

SARAHTUTTY@TFL.GOV.UK

9.3 E-mail address for accounts receivable

In the event that we can not transact via the Ariba Network this email address will be used for any accounts receivable communication

SARAHTUTTY@TFL.GOV.UK

10 Bank Information

Add Bank Information (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?

No

12 Future Services, Goods or Works

After clicking “Submit Entire Response” a validation question will be displayed asking if want to submit your response. Click “OK” to submit your response..



Submitting your registration form

After submitting your response, you will also get an email receipt.

Ariba Sourcing

Company Settings ▾ Sylvia Booth ▾ Feedback Help ▾ Messages >>

Go back to TfL Procurement - TEST Dashboard

Desktop File Sync

Console

Doc1096075226 - Supplier registration questionnaire

Time remaining
18 days 10:40:28

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Organisation Details

2 Background and Size ...

3 Commercial Contact D...

✓ Your response has been submitted. Thank you for participating in the event.

Revise Response

All Content

Name ↑	
8 Additional Contact Information	View Additional Contact Information (0)
▼ 9 Transaction Information	More... +
9.1 Please confirm your acceptance to transact electronically?	Yes
[transacting via the Ariba network, tenders, negotiations, PO, invoices and payment]	
9.2 E-mail address for purchase orders	

After submitting your response, you will get an onscreen receipt

In case you need to modify information, you can do so by clicking “Revise Response”.

