

# Supplier Registration – Ariba Network Registration Guide



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**

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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](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](mailto: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

**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

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 suppliers. 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 continue](#) [Cancel](#)

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

### Company information

\* Indicates a required field

Company Name:\*

Country/Region:\*

Address:\*

City:\*

State:\*

Postal Code:\*

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.

### User account information

\* Indicates a required field

Name:\*

Email:\*

Use my email as my username

Username:\*

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

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



# 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.

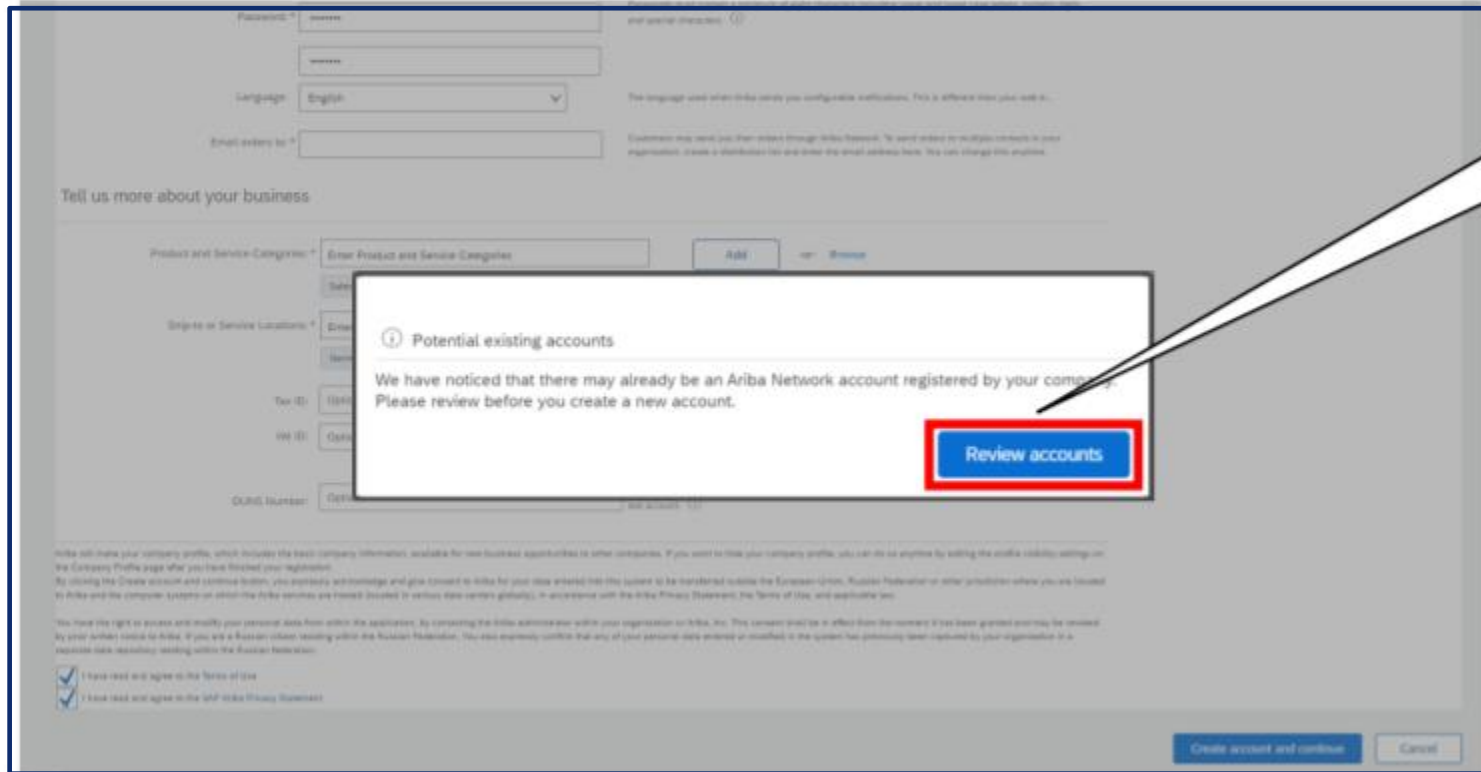
Fill out relevant business information, such as product and service categories, ship-to locations, etc.

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				A Copenhagen Denmark 2300

**20 search results found**

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER AND	ACTIONS
Eiffex 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

**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 AND	ACTION
Estlex A/S	DNK	-	-		...
Big gum 2	DNK	Midtyland	-		...
VELUX Canada Inc.	-	OR	-		...
VELUX America LLC	-	SC	079520953		...

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



# Ariba Network Account

## Ariba Network Account Username & Password

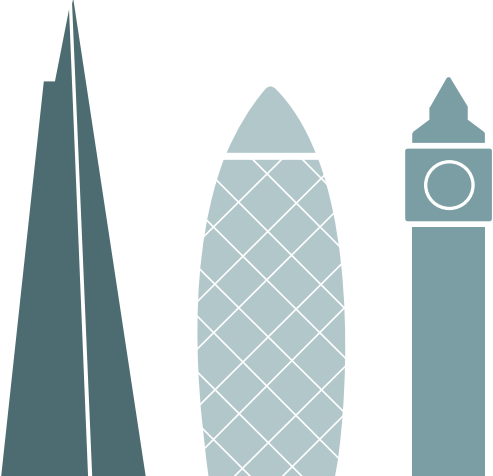
Keep the **Username and Password** safe.

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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# Accessing the Registration form

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

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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)

The screenshot shows the Ariba Sourcing interface for a 'Supplier registration questionnaire'. The top navigation bar includes 'Company Settings', 'Sylvia Booth', 'Feedback', 'Help', and 'Messages'. The main content area is titled 'All Content' and contains a table with the following rows:

Name ↑	
1 Organisation Details	
1.1 Organisation Legal Name *	<input type="text" value="Capricorn Security Management"/>
1.2 Organisation Trading Name *	<input type="text"/>
<i>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.</i>	
*Show More	
Street:	<input type="text" value="Park Row"/>
House Number:	<input type="text" value="37"/>

At the bottom of the form, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Save draft' button is highlighted with a red box. A red asterisk (\*) is used to denote mandatory fields.

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

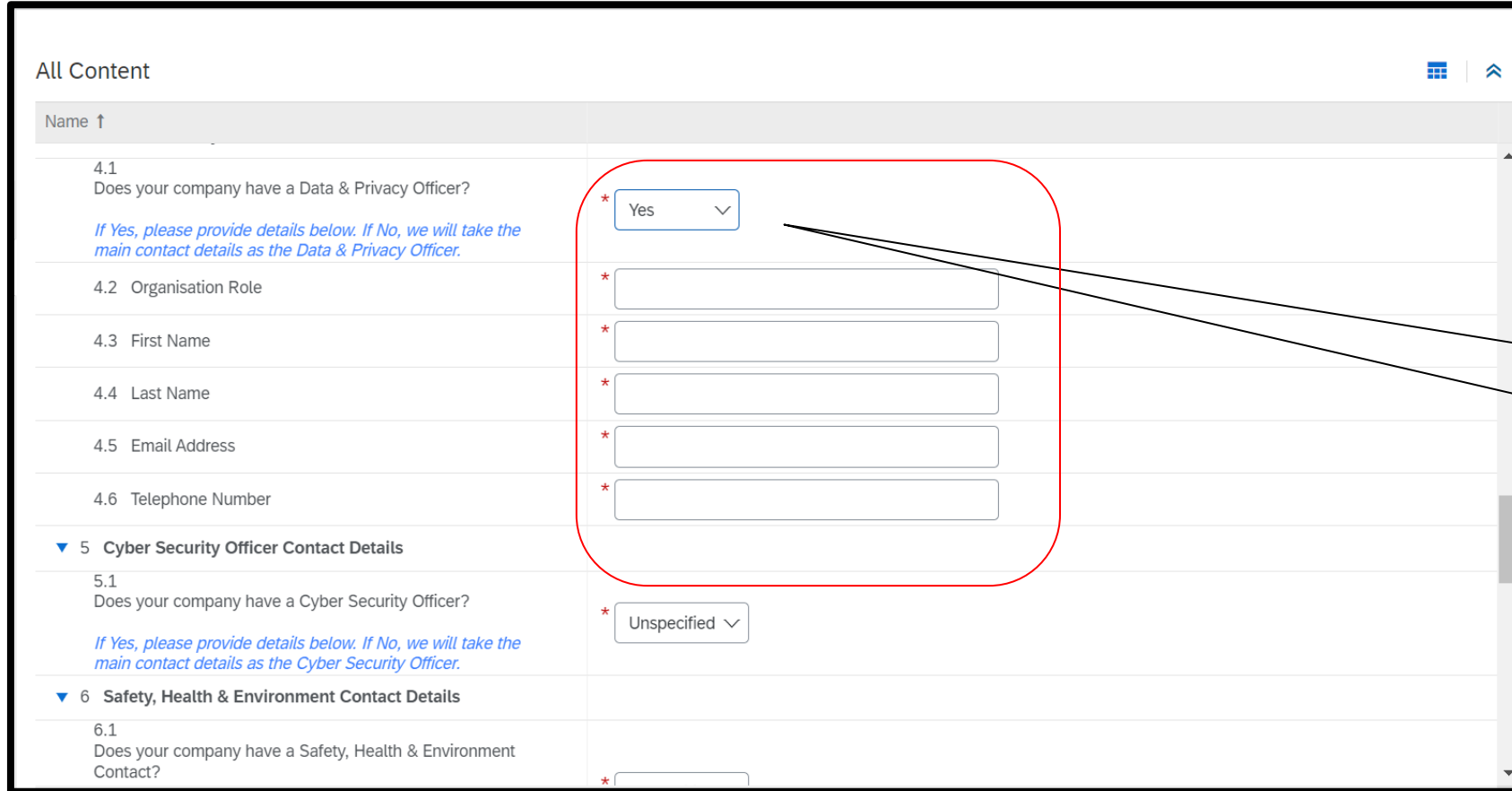
4.6 Telephone Number

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?



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



# Completing the Registration Questionnaire

The screenshot shows a registration questionnaire with several sections:

- 8 Additional Contact Information**: Includes a link to "Add Additional Contact Information (0)".
- 9 Transaction Information**: Includes a "Less..." button and a paragraph: "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." Below this are three questions:
  - 9.1 Please confirm your acceptance to transact electronically? (Dropdown menu showing "Unspecified")
  - 9.2 E-mail address for purchase orders (Text input field)
  - 9.3 E-mail address for accounts receivable (Text input field)
- 10 Bank Information**: Includes a link to "Add Bank Information (0)".
- 11 Construction Industry Scheme (CIS)**: Includes a sub-section 11.1 with text about tax monies and a link for further information.

Callout boxes point to the dropdown menu in 9.1 and the "Add Bank Information (0)" link in 10.

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'

Complete the banking information  
**Note: Bank key = Sort Code**

Bank Information (1)

Name ↑

Bank Information #1

Delete

Bank Type: Domestic

Country: United Kingdom

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:


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.



# Completing the Registration Questionnaire

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

2.1  **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. < Previous | Next >

2.3 Is your organisation a joint venture?

2.4 Do you consider yourself to be a SME?  \*  
For more information regarding SME definition please visit this [link](#)

2.5 Do you consider your organisation a Voluntary, Community and Social Enterprise (VCSE)?  \*

2.6 How many FTE Employees does your organisation have?  \*

2.7 How many owners/shareholders does your organisation have?  \*

2.8 What was the Annual Turnover of your organisation in millions of pounds for the last financial year?  \*

2.9 What was the Balance Sheet total of your organisation in millions of pounds for the last financial year?  \*

2.10 What financial year does the Annual Turnover and Balance Sheet information provided refer to?  \*

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.

\*  Black, Asian, Minority Ethnic owned/ led  
 Disabled persons owned/led  
 LGBTQIA+ owned/led  
 Women owned/ led

2.12 Is the enterprise ownership/leadership majority?  \*

(\*) indicates a required field

**Submit Entire Response** | Save draft | Compose Message | Excel Import

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

The screenshot shows a web interface for a 'Supplier registration questionnaire' (Doc1096075226). The form is partially filled out, showing sections for 'Additional Contact Information', 'Transaction Information', 'Bank Information', and 'Construction Industry Scheme (CIS)'. A modal dialog box is displayed in the center, titled 'Submit this response?' with a green checkmark icon. The dialog contains the text 'Click OK to submit.' and two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular border. In the background, the form shows various fields, including a dropdown menu set to 'Yes', email address fields containing 'SARAHTUTTY@TFL.GOV.UK', and a dropdown menu set to 'No'. A 'Time remaining' indicator in the top right corner shows '18 days 10:42:53'.

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.

The screenshot shows the Ariba Sourcing interface. At the top, the header includes 'Ariba Sourcing' and navigation links for 'Company Settings', 'Sylvia Booth', 'Feedback', 'Help', and 'Messages'. Below the header, there is a breadcrumb trail: ': Go back to TFL Procurement - TEST Dashboard'. The main content area is titled 'Doc1096075226 - Supplier registration questionnaire' and includes a 'Time remaining' indicator of '18 days 10:40:28'. A green notification bar with a checkmark states: 'Your response has been submitted. Thank you for participating in the event.' A red box highlights this message, with a callout box stating: 'After submitting your response, you will get an onscreen receipt'. Below the notification, a blue button labeled 'Revise Response' is highlighted with a red box, with a callout box stating: 'In case you need to modify information, you can do so by clicking "Revise Response"'. The main content area displays a table of 'All Content' with columns for 'Name' and 'Action'. The table has two main sections: '8 Additional Contact Information' and '9 Transaction Information'. The 'Transaction Information' section includes a question '9.1 Please confirm your acceptance to transact electronically?' with a 'Yes' response, and a note '9.2 E-mail address for purchase orders'.

Console

Doc1096075226 - Supplier registration questionnaire

Time remaining  
18 days 10:40:28

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

Revise Response

All Content

Name ↑	
8 Additional Contact Information	<a href="#">View Additional Contact Information (0)</a>
▼ 9 Transaction Information	<a href="#">More... +</a>
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	

