



# How to register on the Ariba Network

To take part in any supplier or sourcing activity with Lloyds Banking Group, you will need to register with us on the Ariba Network – even if you already have an existing Ariba Network account.

This guide shows you how.

If, during this process, you need help registering and would like to speak to an Ariba adviser, please see our guide: *Having problems registering on the Ariba Network?* If you don't have a copy of that guide, please contact your Lloyds Banking Group Relationship or Sourcing Manager.

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## 1: Get ready to register

One of our Lloyds Banking Group Sourcing team will have asked you to take part in a sourcing activity, such as a contract renewal or new sourcing request – or to prepare for future activity.

Shortly after that you will receive an email from the Ariba Network, asking you to register with us.

Before you receive this email, and to save time with the registration process:

### 1A: Add these emails to your contacts

Please ensure that you can receive emails from the following Ariba Network addresses by adding them to your email contacts:

- no-reply@eusmtp.ariba.com
- s4system-prodeu+lloydsbankinggroup-T.Doc300474075@eusmtp.ariba.com

### 1B: Gather the following information

During registration you will be asked to provide a range of information about your organisation, including the content in the table below. We recommend you get this information to hand now:

<b>Company Information</b>	Your Company Legal Entity Name and address details.
<b>National Business Registration Number</b>	If you have one.
<b>Company DUNS number</b>	
<b>Unique Tax Reference Number</b>	
<b>Legal entity type</b>	Either: <i>Parent Undertaking, Subsidiary of an Institution or Payment Institution</i> . Plus your company type, e.g. LTD, PLC, LLP.
<b>Government ownership details</b>	If your organisation is part government owned (by 25% or more), you will need to provide details of the country that the government is part of.
<b>Construction Industry Scheme Registration Number</b>	If your organisation is registered in this scheme, you will need to provide your registration number.
<b>Invoicing details</b>	You will be asked to confirm if you will invoice in GBP. If not, you will need to confirm the currency you wish to use.  If you use a different name on your invoices, you will need to provide the: Legal entity name, Address, National Business Registration Number, and DUNS reference number.
<b>Contact information</b>	Contact telephone number.

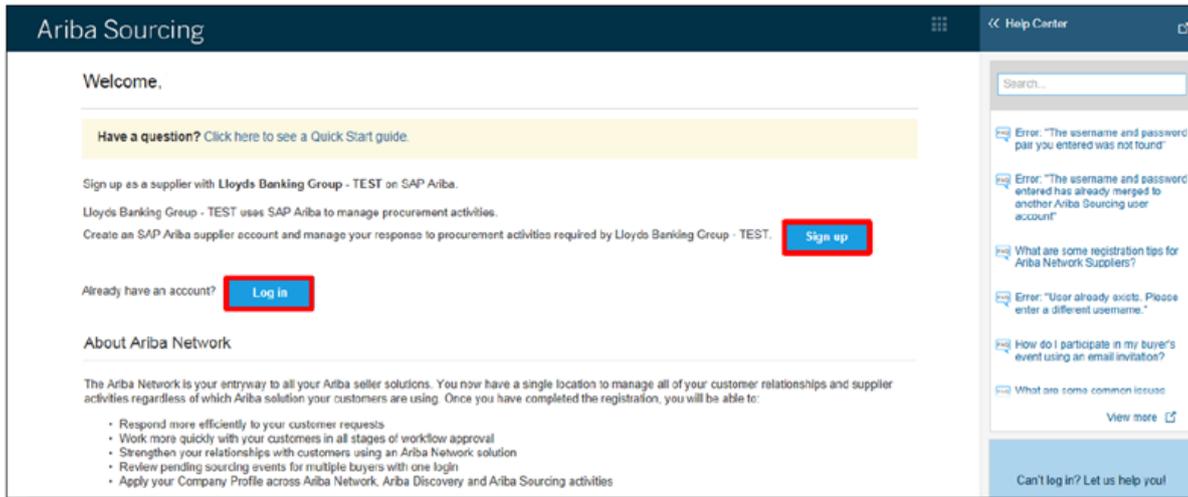
## 2: Look out for your registration email

You will receive your registration email from one of the above addresses, titled: **Invitation: Register to become a supplier with Lloyds Banking Group**

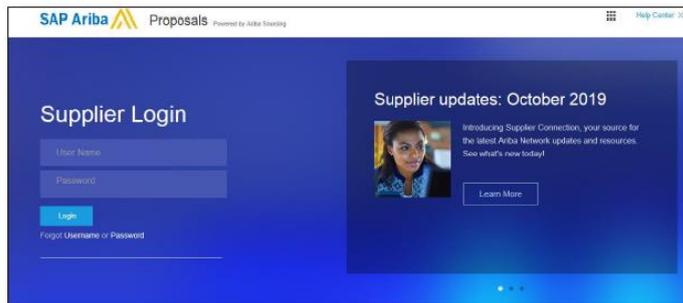
To register, use the **Click here** link (even if you already have an Ariba Network account).

## 3: Sign up or Log in to Ariba

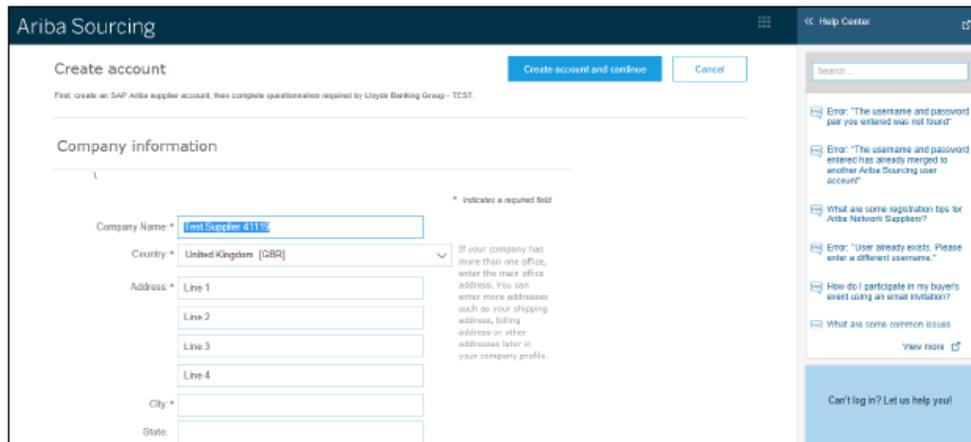
The Ariba Sourcing Sign up and Log in screen will now open:



If your organisation is already registered with the Ariba Network then Log in using an account issued by your network admin users:



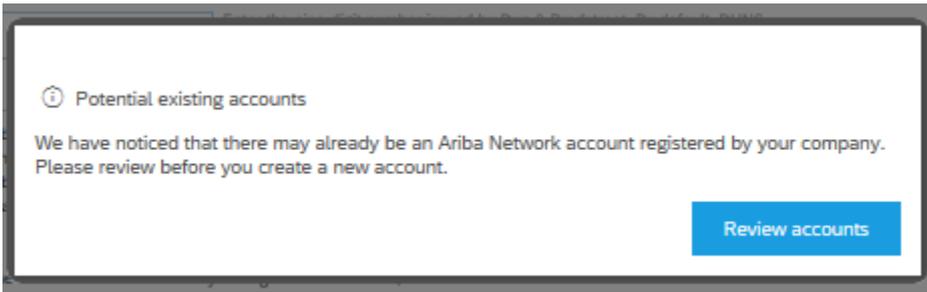
If you do NOT have an Ariba Network account (or do not know whether you have), select **Sign up**. A **Create account** page will open:



You will need to:

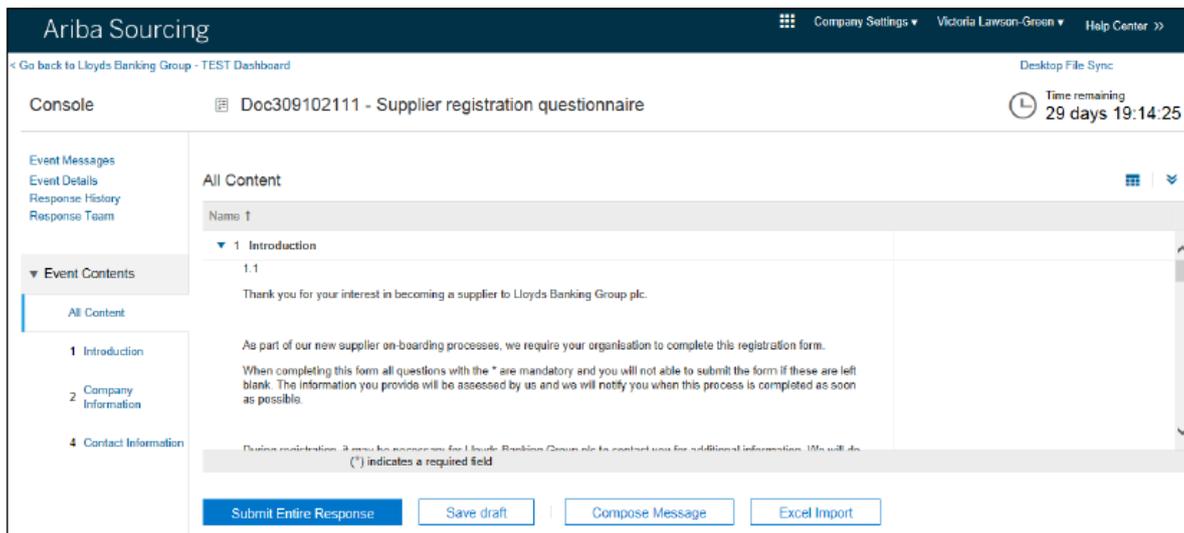
- Input company information (for suppliers domiciled in Isle of Man, Jersey or Guernsey, please change the 'Country' field)
- Input user account information
- Input information about the business (including the products/services that you offer and shipping locations)
- Accept terms of use
- Accept privacy statement
- Select **Create account and continue**.

If you get the following warning message when trying to Log in or Sign up (and it might appear more than once), please see our guidance on *Managing duplicate accounts* at the end of this guide.



## 4: Complete the Supplier registration questionnaire

After you Log in or Sign up in Step 3, a **Supplier registration questionnaire** will open.



Complete all the fields and then click **Submit Entire Response**. Please note that:

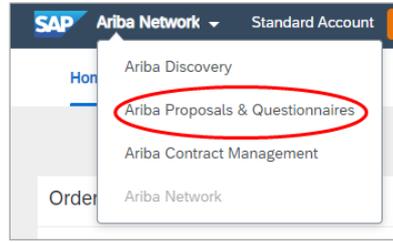
- In the Company Information field, please enter the legal entity that will be contracting with us.
- If you do not have a DUNS number, you can leave 000000000 as a default value for submission (and there is also guidance in the questionnaire on requesting a DUNS number).

If you wish to save the questionnaire, and complete it at another time, you can log in to your Ariba Network account and:

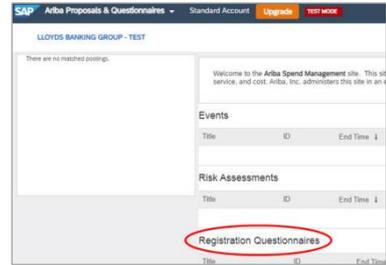
(1) Click the drop-down arrow next to **Ariba Network**:



(2) Select **Ariba Proposals & Questionnaires**:



(3) Then go to **Registration Questionnaires** and your questionnaire will be there:



## 5: We will now complete our checks

This might take some time, and we will be in touch if we need any more information. When we have completed our checks we will confirm the details on the Ariba Network.

## 6: Look out for our response

You will receive an email from one of the addresses in Step 1A, confirming the outcome of our checks.

All subsequent activity, such as requests for information or proposals, will be carried out through the Ariba Network.

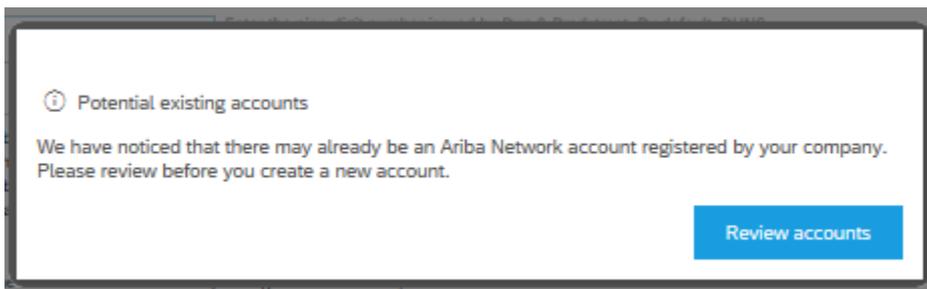
### Need more help?

- For more information about the Ariba Network, see: <https://support.ariba.com/help>
- For information on managing duplicate accounts, see our guidance below.
- If you need help registering, and would like to **speak to an Ariba adviser**, please see our guide: *Having problems registering on the Ariba Network?*

If you don't have a copy of that guide, or have any other questions, please contact your Lloyds Banking Group Relationship or Sourcing Manager.

## Managing duplicate accounts

When trying to Log in or Sign up, you might get this warning message (and it may appear more than once):



Please select **Review accounts**, and the following page will open. This shows potential duplicate accounts identified by Ariba.

**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
Demo Sourcing Ops - Sourcing Manager request - Managed Supplier	michelle.cartwright@lloydsbanking.com			qwerty qwerty Isle of Man qwerty

20 search results found | [Search More](#)

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
Test Supplier 1 - post Fix	GBR	Aberdeen City	-	AN01488280889	0	...
Lloyds Bank	GBR	Greater London	210182192	AN01026109388	0	...
Lloyds Banking Group	GBR	-	-	AN01013593816	0	...

You now have two options:

- A: Ignore and continue account creation
- B: Investigate the duplicates

**A: Ignore and continue account creation**

- Click on the links in the third or fourth bullet points at the top of the **Review duplicate Account** page (*Continue Account Creation* or *Go back to previous page*), and then continue with your registration.

**B: Investigate the duplicates**

This activity will take longer to complete, and does not need to be done at this point (although it would need to be resolved later).

- Click on the ‘three dots’ in the **ACTIONS** column on the right hand side, and click on **View profile**.

ANID	COUNT OF RELATIONSHIPS	ACTIONS
80889	0	...
09388	0	...
93816	0	...

- You can do this for any of the potential duplicates that are shown. If you recognise one of the profiles as belonging to your organisation, you can message the administrator of that profile (via the system), asking for access to that Ariba account.
- Once that is set up, you can return to Step 3 above (*Sign up or Log in to Ariba*) and then Log in and continue the process.