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.

- 1. Get ready to register
- 2. Look out for your registration email
- 3. Sign up or log in to Ariba
- 4. Complete the supplier registration questionnaire
- 5. Completing our checks
- 6. Our response
 - 7. Managing duplicate accounts

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:

Company Information	Your Company Legal Entity Name and address details.				
National Business Registration Number					
Company DUNS number	If you have one.				
Unique Tax Reference Number					
Legal entity type	Either: Parent Undertaking, Subsidiary of an Institution or Payment Institution. Plus your company type, e.g. LTD, PLC, LLP.				
Government ownership details	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.				
Construction Industry Scheme Registration Number	If your organisation is registered in this scheme, you will need to provide your registration number.				
Invoicing details	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.				
	Address, National Business Registration Number, and DUNS reference number.				
Contact information	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:

Ariba Sourcing	 ≪ Help Center ⊡"
Welcome,	Search
Have a question? Click here to see a Quick Start guide.	Error: "The username and password pair you entered was not found"
Sign up es a supplier with Lloyds Banking Group - TEST on SAP Ariba. Lloyds Banking Group - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba suppler account and manage your response to procurement activities required by Lloyds Banking Group - TEST. Already have an account?	 Error: "The username and password entered has already merged to another Arib Sourcing user account" What are some registration tips for Ariba Network Supplers? Errer: "User already exists. Pieces enter a different username."
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 activities regardless of which Ariba selletin your customers are using. Once you have completed the registration, you will be able to: • Respond more quickly with your customers may save the solution of the registration, you will be able to: • Respond more quickly with your customers in all stages of workflow approval • Work more quickly with your customers using an Ariba Network solution • Review pending sourcing events for multiple buyers with ne login • Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities	Invide of participate in my buyer's event using an email invitatos? Image: the optimized of the optized of the optimized of the optimized of the optized of the optim

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:

Ariba Sourcing				:		« Help Center ป	
Create account			Create account and continue	Cancel		Search	
First, cruels an SAP Asilae supplier account, then complete quantizenative required by Linyon Banking Graup - TEST.						Error: "The username and password pair you entered was not found"	
Company inform	Company information						
Company Name: *	Test Supplier 41119	* Indicates a	e required field			Hint are some registration tips for Aribe Network Supplem?	
Country: *	United Kingdom [GBR]	If your con more than	 If your company has more than one office, 			Error: "User already exists. Please enter a different ssemame."	
Address:*	Line 1	address, Y enter more	rour office four can e addresses			How do I participate in my buyer's event using an email invitation?	
	Line 2	address or address or	solt ap your shaping adhrain, bhing adhrain bhing adhraine bhin h your company profile.			(w) What are some common issues	
	Line 3	your comp				View more	
City:*						Can't log in? Let us help you!	
State:							

Classification: Public

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.

Ariba Sourcir	▼ Victoria Lawson-Green ▼ Help Center >>						
< Go back to Lloyds Banking Group	< Go back to Lloyds Banking Group - TEST Dashboard						
Console	Doc309102111 - Supplier registration questionnaire	D Time remaining 29 days 19:14:25					
Event Messages Event Details Response History Response Team	m ¥						
	▼ 1 Introduction	^					
Event Contents All Content	 1.1 Thank you for your interest in becoming a supplier to Lloyds Banking Group plc. 						
1 Introduction 2 Company Information	As part of our new supplier on-boarding processes, we require your organisation to complete this registration form. When completing this form all questions with the *are mandatory and you will not able to submit the form if these are left blank. The information you provide will be assessed by us and we will notify you when this process is completed as soon as possible.						
4 Contact Information	Poulas exclutation: 3 mass ha econome de lloude Banklion Genum ele la contract una for additional information. 1% will de (*) indicates a required field						
	Submit Entire Response Save draft Compose Message Excel Import						

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).



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.

SAP	Ariba Proposals & Questi	onnaires						0
Re	view duplicate Ac	count						
 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 				sults below, then:				
	Or, if there is no match, Or, you can Go back to	you can Continue Acc previous page	ount Creation and we will prog	ress your registration				
	Match Based On							
	COMPANY NAME			E-MAIL ADDRESS		DUNS NO. TAX ID	ADDRESS	
	Demo Sourcing Ops - Sourcin	ng Manager request - Man	aged Supplier	michelle.cartwrig	ht@lloydsbanking.com		qwerty qwerty Isle of Man qwerty	
	20 search results found Search More							
	SUPPLIER NAME	COUNTRY ©	STATE @	DUNS ©	SUPPLIER ANID 0	COUNT OF RELATIONSHIPS	ACTIONS	
	Test Supplier 1 - post Fix	GBR	Aberdeen City	8	AN01488280889	0	000	
	Lloyds Bank	GBR	Greater London	210182192	AN01026109388	0	000	
	Lloyds Banking Group	GBR		a	AN01013593816	0	000	

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.

NID ©	COUNT OF RELATIONSHIPS	ACTIONS
80889	0	000
09388	0	000
93816	0	996

- 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.