External registration form

Completion guidance
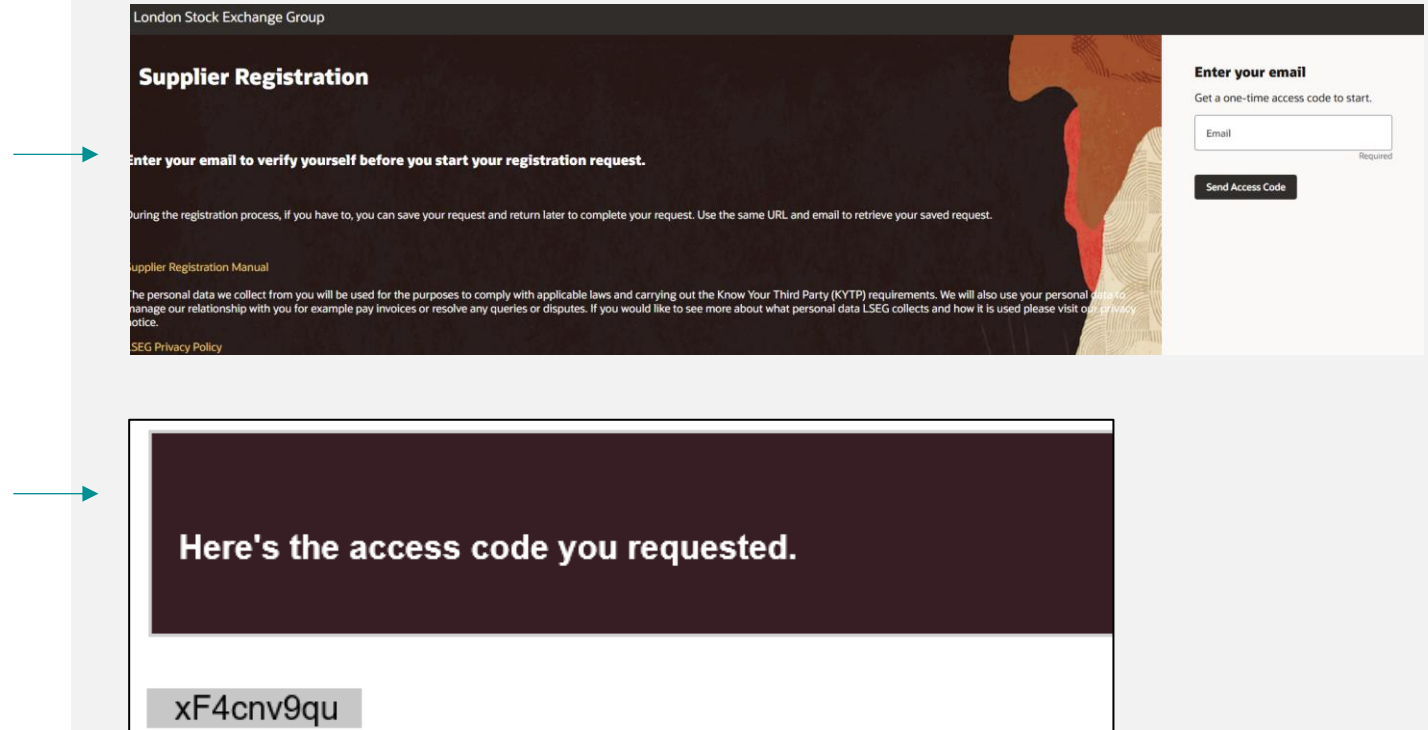
LSEG

External registration form

- The new supplier onboarding process starts with supplier contact completing the external registration form specific to the LSEG entity. The form contains information necessary to validate the supplier details in line with company policy and validation procedures needed to onboard the supplier successfully.
- The link to the appropriate form will be provided by:
  - the LSEG employee who is requesting a new supplier be onboarded,
  - or a Category manager,
  - or the person responsible for the relationship with the Supplier.

- As part of the onboarding process in Oracle, and unless a particular exemption has been pre agreed, suppliers will be required to e-sign:
  - The Group wide Non-Disclosure Agreement ('NDA') – depending on the supplier type selected during registration
  - The Group's Supplier Code of Conduct ('SCOC') depending on the supplier type selected during registration
  - The IR35 declaration, specific to the product and service selected.

How to complete the external registration form

1. Click on the registration form link sent by your LSEG contact. The link will direct you to the London Stock exchange group supplier registration form.

2. Enter your email ID to generate an access code. **Access codes are only valid for 15 minutes.**

3. The code will be sent from lseg@donotreply.com to the mail ID entered. Type in the code and click on continue

Company details (1 of 2)

4. The Registration form opens to '**Company Details**'.

5. Enter name of the company (**mandatory**), Website (not mandatory) and country details (**mandatory**)

6. Taxpayer ID, Tax registration and DUNS number if available. Tax registration number needs to be accurate as per the country format (not mandatory).

7. Select an appropriate organisation type from the drop-down list (**mandatory**).

• Corporation (applicable to most suppliers)

• Foreign Corporation

• Foreign Government Agency

• Foreign Individual

• Foreign Partnership

• Government Agency

• Individual (if a sole trader / individual)

• Partnership

Company details (2 of 2)

8. Select supplier type (mandatory). **This is an extremely important field and will determine whether a supplier must complete a Non Disclosure Agreement (NDA) and/or a Supplier Code of Conducts (SCOC). Most will be 'Supplier' which will require a response to the NDA and SCOC.**

9. Ariba Network ID is not mandatory but can be added if known. Attach any relevant documents, such as a tax certificate or email inviting you to register, and click on Save and Continue.

Contacts (1 of 5)

10. Enter contact details with relevant information
    a. Text boxes marked as **Required** are mandatory fields
    b. First Contact ID added is always a **Supplier Contact**

Note
- *Administrative contact (supplier contact is expected to be the individual receiving the following types of email and on-system notifications)*
- *User Account: To grant access to the Oracle Supplier Portal Cloud*

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name	Last Name	Email
		cashoutuattest87@lseg.com
Required	Required	

| Job Title | Country GB | Mobile +44 |

| Country GB | Phone +44 | Ext |

| Country GB | Fax +44 |

Is this an administrative contact?
Administrative contact will receive general communications from us.   ● Yes   ○ No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks.   ● Yes   ○ No

11. Select '**Is this an Administrative contact?**' as '**Yes**' (to receive general communication). Select '**Does this Contact need a user account?**' as '**Yes**' (to get access to supplier portal)

   a. By default, the roles will be selected for all except '**LSEG PROC External Supplier Negotiation'**

   b. Click on '**LSEG PROC External Supplier Negotiation'** role if future participation in sourcing events is required (e.g. RFQ or RFP)

   c. The roles definition is provided below the role type

d. Select contact type as '**Supplier'** as first contact and relevant information from the '**Contact Type**' (not mandatory but extremely important)

e. Information for '**Date of Birth'** and '**Nationality'** are needed if a supplier is an **individual (i.e. sole trader) only**

Additional Information

Supplier or LSEG Internal Contact
Supplier

LSEG Internal

Supplier

Last updated 4 minutes ago

Additional Information

Supplier or LSEG Internal Contact
Supplier

Contact Type

Date of Birth

Nationality

g. A second contact **must** be added. This will be the LSEG employee who is responsible for submitting the IRQ with 3PAS

h. **'LSEG Internal'** are internal contacts that can be added by clicking on '**Add another contact**' button

Contacts (5 of 5)

i. To add '**LSEG internal contact**'

   1. Select Administrative contact '**No**' and User Account '**No**'

   2. Add all other relevant information for the contacts

   3. Select **LSEG Internal** from the Drop-down list

j. Selecting '**Product/services requested to be purchased**' **is** optional at this stage and not mandatory

k. To delete a contact, click on the 'Delete' option.

l. Click on 'Save' and Continue

Addresses

12. In the '**Addresses**' section. Complete the relevant registered address for the supplier correspondence
13. Address 1 should be completed using the following format to ensure consistent data across vendors (**ISO two digit country code _ City _ post code or zip**, for example GB_LONDON_W1 1WU)
14. Select type of address used for registration. Click on all options if all the options apply.
15. Select the contact for the supplier which is automatically taken from the contact used to get registration access code (highlighted in blue)

16. You can add more than one address if the correspondence is different. For eg : if the address for Receive Payments is different add an addition address by clicking on '**Add Another Address**' and repeating the steps
17. Click Save and Continue

Addresses
Enter at least one address.

Address 1

Address Name
GB_LONDON_EC3A

What's this address used for? Select at least 1 purpose.
☑ Receive Purchase Orders   ☑ Receive Payments   ☑ Bid on RFQs

Country/Region
United Kingdom

Address Line 1
C/O ALTER DOMUS (UK) LIMITED 10TH FLOOR

Address Line 2

Address Line 3

City or Town
London

County
London

Postcode
EC3A 8BF

Email
abc.services@abc.com

Country
GB

Phone
+44

Ext

Country
GB

Fax
+44

Which contacts are associated to this address?

☑   Vivin shetty   cashoutuattest87@lseg.com

☐   chris Lewis   chris.lewis@lseg.com

Additional Information

Registered Address
Yes

➕ Add Another Address

Products and services

18. In the '**Products and Services'** section select the category which is a close match to the service or product that your company provides. Only select one type of Products and Services.

19. Example: If your company is into Market Research' type the said service in the search box and enter.

20. Click ▶ to select the lowest category that matches the service that is provided.

21. It imperative to select the lowest category which closely mirrors your service .They system will auto reject the request if the lowest category is not selected.

22. If the rejection happens due to the above reason the registration will be restarted with a new supplier contact

Note: Check that you have selected the lowest category: When the icon ▶ becomes ▼ it means that this is the lowest category available for that service line

Click on Save and Continue

Questionnaire (1 of 7)

Questionnaires consist of the following subsections:

- Diversity Info
- Sustainability
- Country Specific Regulations
- Terms and Conditions – NDA
- Terms and Conditions – SCOC
- IR35 (Specific to UK and will only appear for certain products and services)

23. Select respective Diversity ownership type
24. When selecting 'Any other Type'. Please provide more details in the text box
25. Select **Save** and '**Next Section'**

Diversity Info ◓   Sustainability ✓   Country Specific Regulations ✓   Terms and Conditions - NDA ›

Section 1 of 6

1. From a diversity ownership perspective, are you a certified business of any of the following types?
💡 Please select as many as apply. MSME is specific to Indian Suppliers only.
Required

☐ a. Minority Owned - Minority owned business, based on race or ethnicity

☐ b. Small Business - Business that is privately owned with a small number of employees and relatively low volume of sales

☐ c. Woman Owned - Woman owned business

☐ d. Veteran Owned - Business owned by a military veteran

☐ e. Small Disadvantaged Business - Business with a small number of employees and relatively low volume of sales, owned by any disadvantaged group

☐ f. IN - Micro, Small and Medium Enterprise - A proprietorship, partnership firm, company, trust or society with an investment below Rs.50 crore and annual turnover below Rs.250 crore

☐ g. Any Other Type

☐ h. Not Applicable

☑ g. Any Other Type

☐ h. Not Applicable

　　1.g.1. Please add more details about the certification you hold
　　Required

Questionnaire (2 of 7)

26. Update relevant option for SBTi (Science Targets initiative) certification
27. Click on Save and '**Next Section**'

Section 2 of 6

2. Are you a **Science Based Targets initiative** ('**SBTi**') certified business?

The SBTi requires that companies set targets based on emission reductions through direct action within their own boundaries or their value chains. The use of carbon credits must not be count

Required

⦿ a. Yes

◯ b. No

End of Section 2 of 6

| Previous Section | Next Section |

28. Update relevant selection for Country specific regulation
29. Suppliers from Japan China and US need to select the options that applies to their country
30. Click on Save and '**Next Section**'

Diversity Info ⬤   Sustainability ✓   Country Specific Regulations ✓   Terms and Conditions - NDA ✓   Terms and Conditions - SCOC ✓   IR35 ✓

Section 3 of 6

3. Are you subject to any of the following regulations?

You are subject to the relevant country regulations if you are legally registered in or will be transacting with a LSEG Entity based in that country.

💡 Please select as many as apply. You are not required to attach any supporting documents at this point.

Required

☐ a. JP - Antisocial Behaviour Act - Used to get consent that the Supplier or its business is not a part of any illegal activities

☐ b. JP - Subcontract Act - Used to ensure transactions between main subcontracting entrepreneurs and subcontractors are fair

☐ c. US - W-8 - Allows non-US individuals and businesses to confirm they are not US taxpayers

☐ d. US - W-9 - Used by individuals and businesses who must file an infomation return with the Internal Revenue Service (IRS)

☐ e. CN - Tax Registration Certificate - (税务登记证) Required for anyone who engages in the production of goods and business operations with the exception of government offices and mobile vendors

☐ f. CN - General Taxpayer Certificate - Used to provide proof that the company is a general taxpayer and is used mainly to file tax returns

☑ g. Not Applicable

End of Section 3 of 6

| Previous Section | Next Section |

Questionnaire (4 of 7)

31. Update relevant selection for Terms and Condition – NDA
32. If the selection is '**No**' please provide reason for declining NDA (Attachments can be uploaded too).
33. Declining NDA may result in further documentation requirements.
34. Click on Save and '**Next Section**'

Diversity Info Sustainability Country Specific Regulations **Terms and Conditions - NDA** Terms and Conditions - SCOC IR35

Section 4 of 6

4. Acceptance of the terms set out in LSEG's **Non-Disclosure Agreement** attached below is a prerequisite to commencing the process of being onboarded as a Third-Party Supplier to LSEG.
 Please select either 'Yes, I accept' or 'No, I do not accept'.
 View question attachments (1)
Preferred Response: Yes, I accept
Required

○ a. Yes, I accept

◉ b. No, I do not accept

Comments

4.b.1. Please explain why you have declined accepting this policy
Required

 Add Attachments (0)

Diversity Info Sustainability Country Specific Regulations **Terms and Conditions - NDA** Terms and Conditions - SCOC IR35

Section 4 of 6

4. Acceptance of the terms set out in LSEG's **Non-Disclosure Agreement** attached below is a prerequisite to commencing the process of being onboarded as a Third-Party Supplier to LSEG.
 Please select either 'Yes, I accept' or 'No, I do not accept'.
 View question attachments (1)
Preferred Response: Yes, I accept
Required

○ a. Yes, I accept

◉ b. No, I do not accept

Comments

4.b.1. Please explain why you have declined accepting this policy
Required

 Add Attachments (0)

35. Update relevant selection for Terms and Conditions – SCOC

a. If the selection is '**No**' please provide reason for declining SCOC. Declining LSEG SCOC may result in further documentation requirements.

b. (Attachments can be uploaded too).

c. Click on Save and '**Next Section**'

36. Update information for IR35 (only for UK and specific categories within UK)

    a. If the selection is '**Yes**'. Please update section 6.a.1 on resources that are part of or engaged to your company

    b. If the selection to 6.a.1 is '**Yes**'. Please update 6.a.1.a.1 with appropriate selection to say you accept/do not accept the IR35 policy

    c. Click on Save

37. Click on 'Submit' to Submit the registration form

38. Once submitted, the following screen shot appears. Please note the registration number displayed on the screen

39. Supplier Registration Request number is the request ID for initiation of supplier onboarding. This should not be considered as **Supplier Number/ID. Supplier ID** will be generated once the supplier registration is approved and moves to '**Prospective stage**'

a. High level overview of onboarding process

Approved   Approved

Registration

Registration Request will be generated here

Prospective

Supplier ID will be generated, and Supplier Portal access will be granted here

Spend Authorized

Supplier ready for transaction
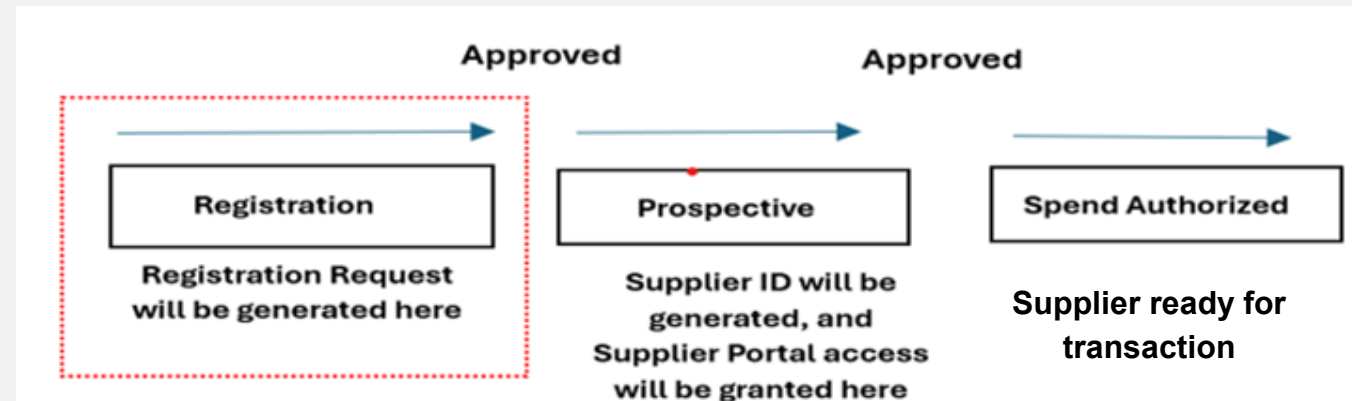
Communication received by the supplier once registration is approved (1 of 2)

40. The supplier contact will receive an email as confirmation once the registration is approved. The mail will be received from Oracle-Fusion-Prod@feocsit.lseg.com. Details include

    a. Request Number (Registration number is the number to track supplier registration forms not to be confused with supplier ID which is generated once the supplier moves to **Prospective stage**)

    b. Request Date (registration for submission date)

    c. Request by (Supplier contact email ID)

    d. Company (Supplier Name)

London Stock Exchange Group (GB PROC)

Your Supplier Registration Request was Approved

We are pleased to confirm that the first phase of your registration process has been completed successfully. Subject to risk assessment, screening and business needs, you may become approved to transact with LSEG. You will receive notifications in due course.

For questions about your registration contact: Accountspayable@lseg.com

Data Protection Disclaimer: The personal data we collect from you will be used for the purposes to comply with applicable laws and carrying out the Know Your Third Party (KYTP) requirements. We will also use your personal data to manage our relationship with you for example pay invoices or resolve any queries or disputes. If you would like to see more about what personal data LSEG collects and how it is used, please visit our privacy notice.

Request Number	104003
Request Date	30 September 2025
Requested By	cashoutuattest87@lseg.com
Company	SIM Clinic_Test

Communication received by the supplier once registration is approved (2 of 2)

41. Supplier contact will also receive an email with the login credentials for the supplier portal(Oracle-Fusion-Prod@feocsit.lseg.com).