

Supplier Portal: manage supplier information including bank information

February 2026

LSEG

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Introduction

This guide displays the tasks to:

- Complete additional questionnaires (if applicable)
- Add bank account details to the Spend Approved Supplier.

The screenshot shows the LSEG Supplier Portal interface. At the top, there is a dark header with the LSEG logo and navigation icons. Below the header, the page title is 'Supplier Portal'. A search bar is present with a dropdown menu set to 'Orders' and an input field for 'Order Number'. A left-hand navigation menu lists various tasks under categories like Orders, Shipments, Invoices and Payments, Negotiations, Auctions from Seller, Qualifications, Products, and Company Profile. The main content area features three dashboard cards: 'Requiring Attention' with a donut chart showing 1 questionnaire, 'Recent Activity' with 'No data available', and 'Transaction Reports' with 'No data available'. Below these cards is a 'Supplier News' section with a welcome message and several informational paragraphs. At the bottom, there are sections for 'Invoicing', 'AP Invoice Queries', 'Purchase Order Terms and Conditions', and 'Supplier Support', each providing contact information for Accounts Payable.

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1. Complete Additional Questionnaires

- Navigation - Complete the Questionnaire(s) requiring attention if applicable by clicking on the **Blue** icon “**Requiring Attention**”
- The manage Questionnaires page will open displaying outstanding Questionnaires

The screenshot shows the LSEG Supplier Portal interface. At the top left, there is a blue circle with the number '1' inside, indicating a notification. Below this is the LSEG logo and the text 'Supplier Portal'. A search bar is present with a dropdown menu set to 'Orders' and an 'Order Number' input field. On the left side, there is a navigation menu with categories: Orders, Shipments, Invoices and Payments, Negotiations, Auctions from Seller, Qualifications, Products, and Company Profile. The main content area features a 'Requiring Attention' section with a blue circular progress indicator showing '1' out of '1' for 'Questionnaires'. To the right, there are two 'Recent Activity' and 'Transaction Reports' cards, both showing 'No data available' with a lightning bolt icon. Below these is a 'Supplier News' section with a welcome message and several informational paragraphs. At the bottom, there are sections for 'Invoicing', 'AP Invoice Queries', 'Purchase Order Terms and Conditions', and 'Supplier Support', each with contact information for Accounts Payable.

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2. Complete Additional Questionnaires

- Click on the **Questionnaire Title** hyperlink to open the questionnaire

The screenshot shows the 'Manage Questionnaires' page in the LSEG Supplier Portal. At the top left, a blue circle with the number '2' indicates the current step. The page header includes the LSEG logo and navigation icons. Below the header, there are search filters for 'Questionnaire Title', 'Questionnaire', and 'Supplier Site'. To the right, there are filters for 'Status' (set to 'Not started Draft Resubmis'), 'Response Due Date' (set to 'dd-mmm-yyyy'), and 'Supplier Contact'. A 'Done' button is in the top right corner. Below the filters, there are 'Search', 'Reset', and 'Save...' buttons. The 'Search Results' section shows a table with columns: Questionnaire, Questionnaire Title, Supplier Site, Status, Response Due Date, and View PDF. A single row is displayed with the ID 'UKGN000000064' and the title 'Supplier Onboarding for FudgetLearn Training Supplier (External)'. The 'Status' is 'Not started'. A red box highlights the 'Questionnaire Title' column. Below the table, it says 'Columns Hidden 6'. At the bottom right, there is a mobile menu icon.

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3. Complete Additional Questionnaires

- Complete all required questions in all sections
- **Select “Submit”** when completed
- **Click “OK”** on the confirmation message

Please note: The Questionnaire may consist of more than one section

The screenshot shows a web-based questionnaire titled "Respond to Questionnaire: Supplier Onboarding for FudgeLearn Training Supplier (External)". A large blue circle with the number "3" is in the top left corner. The interface includes a header with "Save", "Save and Close", "Submit", and "Cancel" buttons. Below the header, there is a table with columns for "Questionnaire", "Title", "Supplier", "Status", "Procurement BU", "Requested By", "Supplier Title", "Due Date", and "Attachments". The "Questionnaire" column shows "4 Questionnaire". The "Title" is "Supplier Onboarding for FudgeLearn Training Supplier (External)". The "Supplier" is "FudgeLearn Training Supplier (External)". The "Status" is "Draft". The "Procurement BU" is "GB PRUC". The "Requested By" is "LSEG Internal Buyer". The "Supplier Title" is "Supplier Title". The "Due Date" is "Due Date". The "Attachments" are "None".

Below the table, there is an "Introduction" section with a warning icon and text: "As a new or existing third party, we need to gather some additional details from you to allow us to continue or onboarding process for new third parties or to continue to transact with you as a valued existing third party. Please follow the link to complete this and use the pdf where required, which will guide you through this process. If you need any further assistance or have any questions, please reach out to us on supplier.registration@lseg.com. Thank you in advance for sharing your details to help us do business with you as a third party supplier. LSEG Third Party Onboarding team. The personal data we collect from you will be used to ensure compliance with applicable regulation and to complete our Know Your Third Party (KYTP) review. We will also use your personal data to manage our relationship with you, for example to 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 policy](#)." Below this is a "Questions" section with a sub-section "Sustainability Accreditations and Certificates". There are seven questions, each with a warning icon and a "Yes" radio button selected:

- * 1. Are you a **Living Wage** accredited Supplier?
In order to become an accredited Living Wage Employer, you need to pay all of your directly employed staff a Living Wage, and have a plan in place to extend that to regular sub-contracted staff as well.
 a. Yes
 b. No
- * 2. Do you adhere to the **Prompt Payment Code?**
The Prompt Payment Code (PPC) is a voluntary code of practice for businesses, administered by the Office of the Small Business Commissioner (OSBC) on behalf of Department for Business and Trade (DBT).
 a. Yes
 b. No
- * 3. Do you have a **RE100** commitment?
RE100 is a global initiative bringing together the world's most influential businesses committed to 100% renewable electricity.
 a. Yes
 b. No
- * 4. Are you a participant of the **UN Global Compact?**
The United Nations Global Compact is a non-binding United Nations pact to get businesses and firms worldwide to adopt sustainable and socially responsible policies, and to report on their implementation.
 a. Yes
 b. No
- * 5. Does your company report to **Carbon Disclosure Project?**
The CDP is an international non-profit organisation based in the United Kingdom, Japan, India, China, Germany, Brazil and the United States that helps companies, cities, states, regions and public authorities disclose their environmental impact.
 a. Yes
 b. No
- * 6. Do you have an **EcoVadis** rating?
The EcoVadis Rating covers a broad range of non-financial management systems including Environmental, Labor & Human Rights, Ethics and Sustainable Procurement impacts. Each company is rated on the material issues as they pertain to their company's size, location and industry.
 a. Yes
 b. No
- * 7. Do you hold any of the following types of certifications?
Please select as many as apply. You are required to attach the supporting documents for each one.
 a. ISO14001 g. ISO22001
 b. ISO26400 h. ISO45001
 c. ISO90001 i. BS OHSAS 18001
 d. ISO26000 j. ISO37001
 e. SAS8000 k. Carbon Neutral Certified
 f. ISO27001 l. No

At the bottom right, there is a "Progress" bar and a "Section" dropdown menu showing "1. Sustainability Accreditations and Certificates".

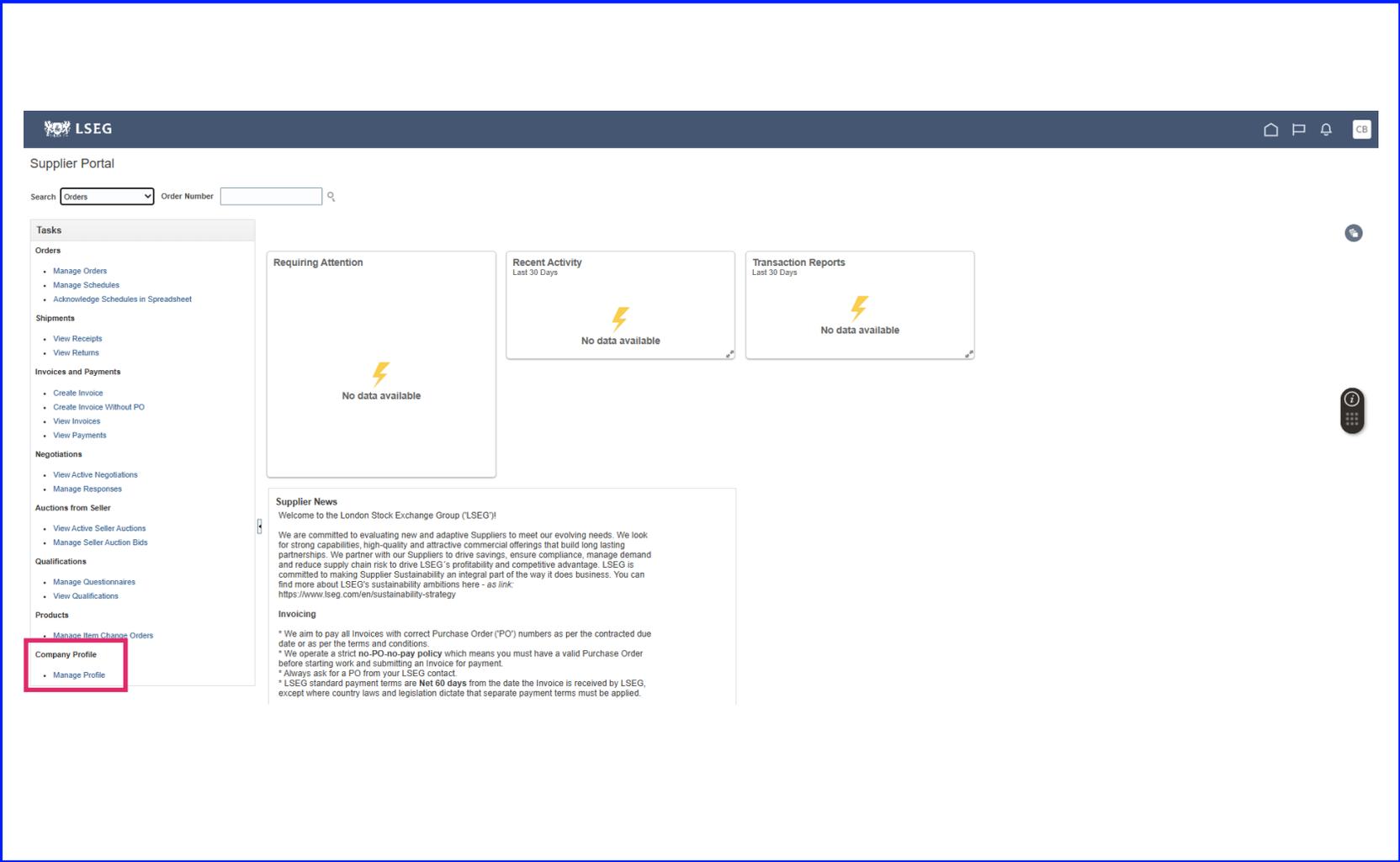
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Introduction

This guide displays the task to add Supplier bank account details.

1. Add Bank Account Details

- Navigation - **Select the Manage Profile Hyperlink** in the Task panel under Company Profile



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2. Add Bank Account Details

- Navigation - **Click** on “**Edit**” and confirm Change Request generated
- Enter the Required **Change Description**
- Select the **Payments** TAB
- Select the **Bank Accounts** TAB
- **Click** on the “**+**” icon to Create a Bank Account
- Enter Bank Account Information
- Click on “**Attachments +**” to attach account verification document
- **Click** “**OK**”

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Edit Profile Change Request: 119008

Delete Change Request Review Changes Save Save and Close Cancel

* Change Description Add Bank Account

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format + Freeze

Primary Account Number

Columns Hidden 8

Currency Bank Name

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country United Kingdom

Account Number 10810999

Bank Name BANK OF ENGLAND

Bank Branch HEAD OFFICE

Allow international payments

From Date 15-Aug-2025

Inactive On dd-mm-yyyy

IBAN

Currency GBP

Attachments Dummy Bank Account verification + x

Additional Information

Account Name Dummy Training Account

Alternate Account Name

Account Suffix

Check Digits

Account Type Current

Description

Create Another **OK** Cancel

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3. Add Bank Account Details

- Click “Save and Close”

The screenshot shows the LSEG Supplier Portal interface for editing a profile change request (ID: 119008). The page includes a navigation bar with the LSEG logo and a 'CB' icon. A toolbar contains buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close' (highlighted in red), and 'Cancel'. A text input field for 'Change Description' contains 'Add Bank Account'. Below this is a tabbed interface with 'Bank Accounts' selected. The table below shows the following data:

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	XXXX0999		GBP	BANK OF ENGLAND

At the bottom left of the table, it says 'Columns Hidden 0'. A mobile navigation icon is visible in the bottom right corner.