

# External registration form

Supplier completion guidance

February 2026

**LSEG**

# High level overview onboarding

Includes 4 main phases:

## 1. Initiation

1. Led by the **internal LSEG requester** who identifies the need for a new supplier. Contact Group Procurement and receives a link and email if a supplier is needed.
2. The supplier is sent a link to complete an external registration form

## 2. Internal Approvals

1. Led by the **Group Procurement Team and Master Data Management team (AP)**.

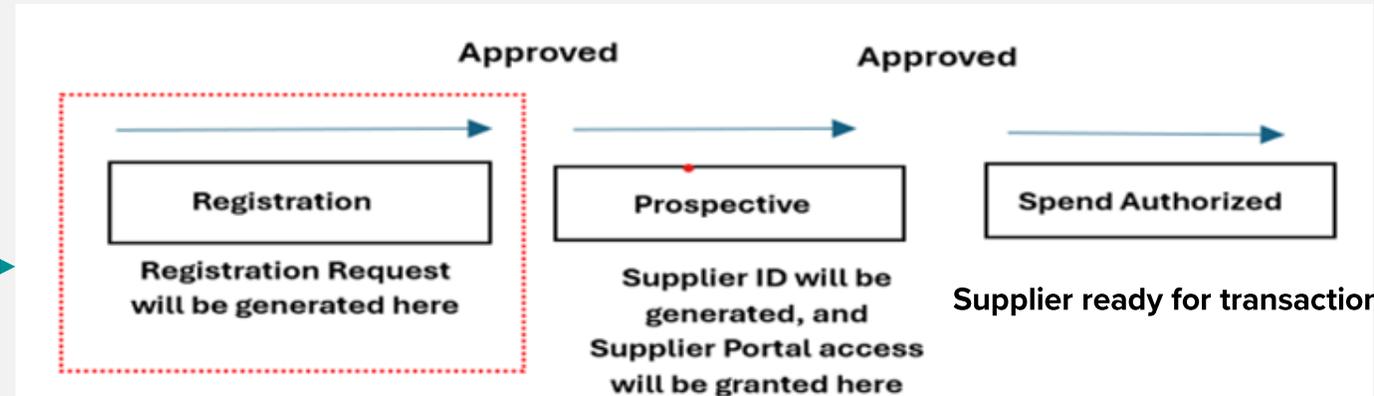
Once completed the supplier becomes *Prospective*.

## 3. Screening and Authorisation

1. Led by the **3PAS (Third Party Assurance Services)** team
2. Screening outcomes are recorded, and the **Third-Party Assurance team** promotes the supplier to *Spend Authorised*
3. Supplier receives confirmation and completes onboarding steps, including uploading of bank details

## 4. System set-up and activation

1. Led by the **AP team** with Oracle automation
2. Bank details are verified via SWIFT, supplier is activated in LSEG systems



## External registration form

- Supplier onboarding process for a new supplier **starts with supplier contact filling the external registration form specific to the LSEG entity that will pay for the goods or services.** 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 to be onboarded,
  - or a Procurement 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
  - For the UK, 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

London Stock Exchange Group

## Supplier Registration

Enter your email to verify yourself before you start your registration request.

During the registration process, if you have to, you can save your request and return later to complete your request. Use the same URL and email to retrieve your saved request.

[Supplier Registration Manual](#)

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](#).

[LSEG Privacy Policy](#)

**Enter your email**  
Get a one-time access code to start.

Email Required

**Send Access Code**

Here's the access code you requested.

xF4cnv9qu

# Company details (1 of 2)

4. The Registration form opens to the **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

The screenshot shows a web form titled 'Supplier Registration' with a sub-section 'Company Details'. The form includes several input fields and dropdown menus. The 'Company' field contains 'ABC Services LTD', 'Website' is empty, and 'Country' is set to 'United Kingdom'. Below these are fields for 'Taxpayer ID', 'Tax Registration Number', and 'D-U-N-S Number'. There are also dropdown menus for 'Organisation Type' (set to 'Individual') and 'Supplier Type' (set to 'Supplier'). A 'Note to Approver' text area is present. Under 'Additional Information', there is a field for 'Arba Network ID'. A section for 'Attach tax, insurance, and other relevant documents' features a 'Drag and Drop' area with the instruction 'Select or drop files here.' and an 'Add URL' button. Below this is a 'URL' field and an 'Add URL' button. The form indicates 'No items to display' at the bottom. On the right side, a dark sidebar contains a navigation menu with 'Company Details' highlighted, along with other options: 'Contacts', 'Addresses', 'Products and Services', and 'Questionnaire'. A page indicator '1 | 5' is visible at the top of the sidebar.

## Company details (2 of 2)

8. Select supplier type (mandatory). **This is an extremely important field and is responsible for determining whether a supplier must complete a (Non Disclosure Agreement) NDA and/or a (Supplier Code of Conduct) SCOC. Most will be 'Supplier' which will require them to respond 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.

The screenshot shows a web form titled "Supplier Registration" with a sub-section "Company Details". The form contains several input fields and dropdown menus:

- Company:** Text input field containing "ABC Services LTD".
- Website:** Text input field.
- Country:** Dropdown menu with "United Kingdom" selected.
- Taxpayer ID:** Text input field.
- Tax Registration Number:** Text input field.
- D-U-N-S Number:** Text input field.
- Organization Type:** Dropdown menu with "Individual" selected.
- Supplier Type:** Dropdown menu with "Supplier" selected.
- Note to Approver:** Text area.
- Additional Information:** Section containing an "Ariba Network ID" text input field.
- Attach tax, insurance, and other relevant documents:** Section with a "Drag and Drop" area (text: "Select or drop files here.") and a "URL" text input field with an "Add URL" button.
- Below the URL field, it says "No items to display."

On the right side of the form, there is a dark sidebar with a page indicator "1 | 5" and a list of navigation options: "Company Details" (highlighted), "Contacts", "Addresses", "Products and Services", and "Questionnaire".

# 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 one to receive the following types of email and on-system notifications)**
- **User Account: To grant access to the Oracle Supplier Portal**

**Contacts**

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

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

Job Title Country GB Mobile +44

Country GB Phone +44 Ext

Country GB Fax +44

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

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

## Contacts (2 of 5)

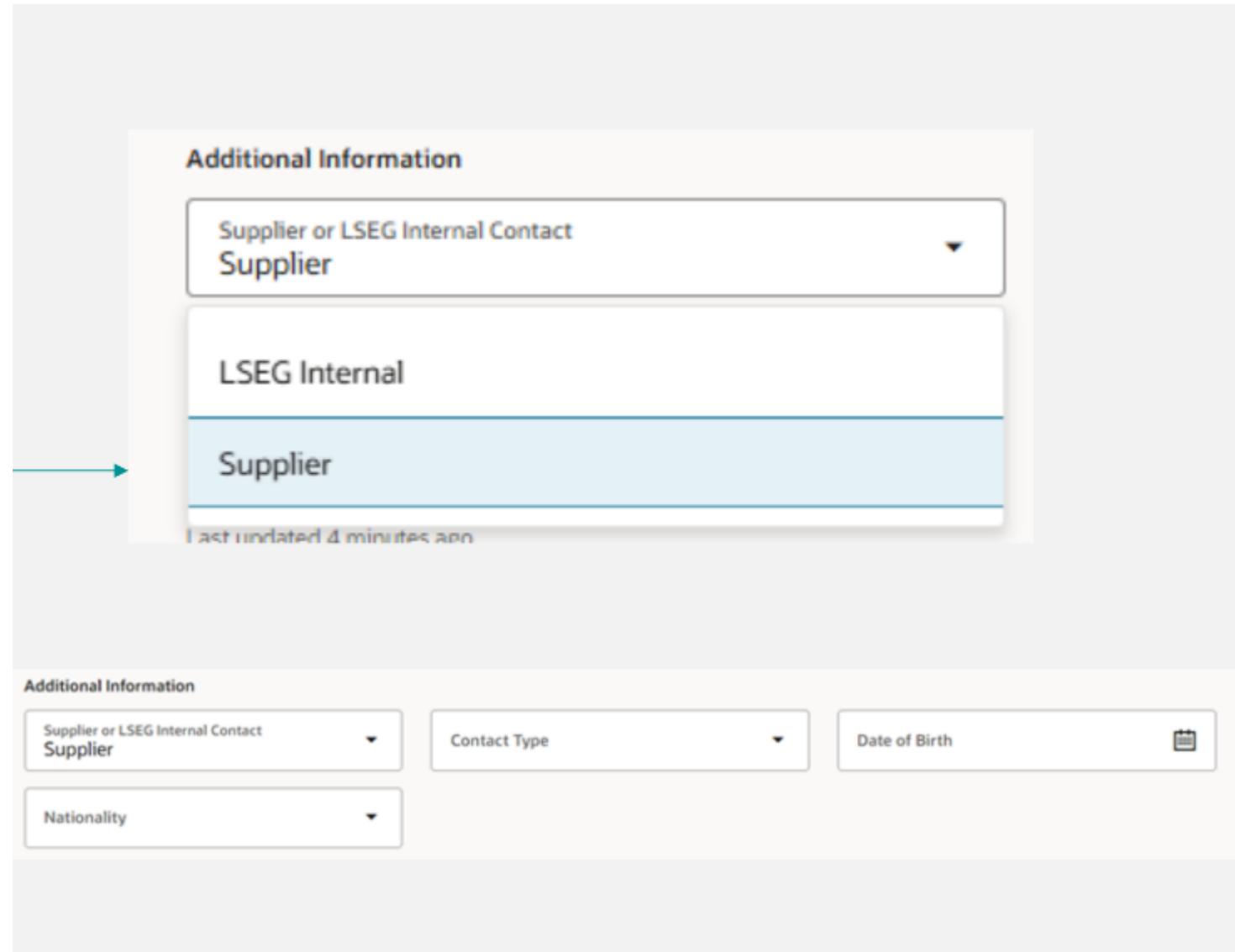
11. Select **'Is this an Administrative'** contact as **'Yes'** (to receive general communication). Select **'Does this Contact need a user account?'** as **'Yes'** (to get access to Supplier Portal).
  - a. By default, the roles will be selected for all except **'LSEG PROC External Supplier Negotiation'**
  - b. Click on **'LSEG PROC External Supplier Negotiation'** role if future participation in sourcing event is required such as RFQ or RFP
  - c. The roles definition is provided below the role type

**What user roles does this contact need?**  
Assign at least 1 user role to specify the responsibilities of the contact.

- LSEG PROC External Supplier Orders**  
Role allows access to: - Manage Orders Role does not allow access to: - Create Invoice - Create Invoice Without PO - View Invoices - View Agreements - View Payments - Review Consumption Advices - Contracts and deliverables - Negotiations - Qualifications - View Receipts - View Returns - Company Profile
- LSEG PROC External Supplier Receiving and Returns**  
Role allows access to: - Manage Receipts and Returns Role does not allow access to: - Create Invoice - Create Invoice Without PO - View Invoices - View Agreements - View Payments - Review Consumption Advices - Contracts and deliverables - Negotiations - Qualifications - Manage Orders - Company Profile
- LSEG PROC External Supplier Company Profile**  
Role allows access to: - Manage Company Profile Role does not allow access to: - Create Invoice - Create Invoice Without PO - View Invoices - View Payments - Review Consumption Advices - Contracts and deliverables - Negotiations - Qualifications - Manage Orders - Manage Agreements - Manage Shipments - Create ASN - Create ASBN - View Receipts - View Returns - Manage Qualifications
- LSEG PROC External Supplier Negotiations**  
Role allows access to: - Manage Negotiations - Suppliers contact to submit a response to a negotiation initiated by a buying organization - Seller Negotiation and Edit Response - Suppliers to review, analyze, and respond to sourcing negotiations initiated by buyers - Analyze and Delete Supplier Negotiation Response as Supplier - Unlock Seller Negotiation Response Draft Owned by Others Role does not allow access to: - Create Invoice - Create Invoice Without PO - View Invoices - View Payments - Review Consumption Advice - Contracts and deliverables - Negotiations - Qualifications - Manage Orders - Manage Agreements - Manage Shipments - Create ASN - Create ASBN - View Receipts - View Returns - View Contracts and deliverables - Company Profile - View Qualifications
- LSEG PROC External Supplier Payables**  
Role allows access to: - Create Invoice - Create Invoice Without PO - View Invoices - View Payments Role does NOT allow access to: - Edit and Update Invoice - Orders - Agreements - Shipments - Contracts and deliverables - Negotiations - Company Profile - Qualifications
- LSEG PROC External Supplier Qualifications**  
Role allows access to: - Manage Qualifications Role does not allow access to: - Create Invoice - Create Invoice Without PO - View Invoices - View Payments - Review Consumption Advices - Contracts and deliverables - Negotiations - Qualifications - Manage Orders - Manage Agreements - Manage Shipments - Create ASN - Create ASBN - View Receipts - Company Profile - View Returns

## Contacts (3 of 5)

- 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**



The image shows a screenshot of a web form titled "Additional Information". A dropdown menu is open, showing three options: "Supplier or LSEG Internal Contact Supplier", "LSEG Internal", and "Supplier". The "Supplier" option is highlighted in light blue. A green arrow points to the "Supplier" option. Below the dropdown menu, there is a timestamp that reads "Last updated 4 minutes ago".

Below the main form, there is a summary section titled "Additional Information" with four input fields:

- Supplier or LSEG Internal Contact: Supplier
- Contact Type: (empty dropdown)
- Date of Birth: (calendar icon)
- Nationality: (empty dropdown)

## Contacts (4 of 5)

- g. A second contact **must** be added. This will be the LSEG employee who is responsible for submitting the Inherent Risk Questionnaire (IRQ) and Due Diligence (DDQ) with 3PAS (3<sup>rd</sup> Party Assurance Services). This is critical for the 3<sup>rd</sup> party risk assessment process
- h. **'LSEG Internal'** are internal contact that can be added by clicking on **'Add another contact'** button.

### Additional Information

Supplier or LSEG Internal Contact  
LSEG Internal

Contact Type  
Requestor

Product / Service requested to be purchased

+ Add Another Contact

## 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

**Contact 2** 

First Name  Last Name  Email

Job Title  Country  Mobile

Country  Phone  Ext

Country  Fax

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

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

**Additional Information**

Supplier or LSEG Internal Contact  Contact Type  Product / Service requested to be ...

**Contact 2** 

First Name  Last Name  Email

Job Title  Country  Mobile

Country  Phone  Ext

Country  Fax

# Addresses

- In **'Addresses'** section. Fill the relevant registered address for the supplier correspondence
- 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)**
- Select type of address used for registration. Click on all options if all the options apply.
- Select the contact for the supplier which is automatically taken from the contact used to get registration access code (highlighted in blue)
- 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
- 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?

<input checked="" type="checkbox"/>	Vivin shetty	cashoutuattest87@lseg.com
<input type="checkbox"/>	chris Lewis	chris.lewis@lseg.com

#### Additional Information

Registered Address  
Yes

+ Add Another Address

# Products and services

18. In the **Products and Service** section select the category which is a close match to the service or product that your company provide. **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. The 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 must 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

Supplier Registration

Products and Services  
Enter at least one products and services category.

Q marketing

Category	Description
<input type="checkbox"/> Marketing and Distribution	
<input type="checkbox"/> Creative and Design Services	
<input type="checkbox"/> Market Research	
<input type="checkbox"/> Marketing Campaigns	
<input type="checkbox"/> Media and Digital Services	
<input type="checkbox"/> Sales and Business Promotion Activities	
<input type="checkbox"/> Marketing Campaigns	

Market Research

Research and Analytics

Research and Analytics

# Questionnaire (1 of 7)

Questionnaires consist of the following subsections

- Diversity Info
- Sustainability
- Country Specific Regulations
- Terms and Conditions – Non Disclosure Agreement (NDA)
- Terms and Conditions – Supplier Code of Conduct (SCOC)
- IR35 (Specific to UK and will only appear for certain products and services)

Select respective Diversity ownership type.

23. When selecting 'Any other Type'. Please provide more details in the text box.

24. 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'**

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

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 counted.

Required

a. Yes

b. No

End of Section 2 of 6

[Previous Section](#) [Next Section](#)

# Questionnaire (3 of 7)

28. Update relevant selection for Country specific regulation.

29. Suppliers from Japan China and US need to select the relevant option other than “Not applicable”

30. Click on Save and ‘**Next Section**’

Diversity Info  Sustainability  Country Specific Regulations  Terms and Conditions - NDA  Terms and Cond 

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

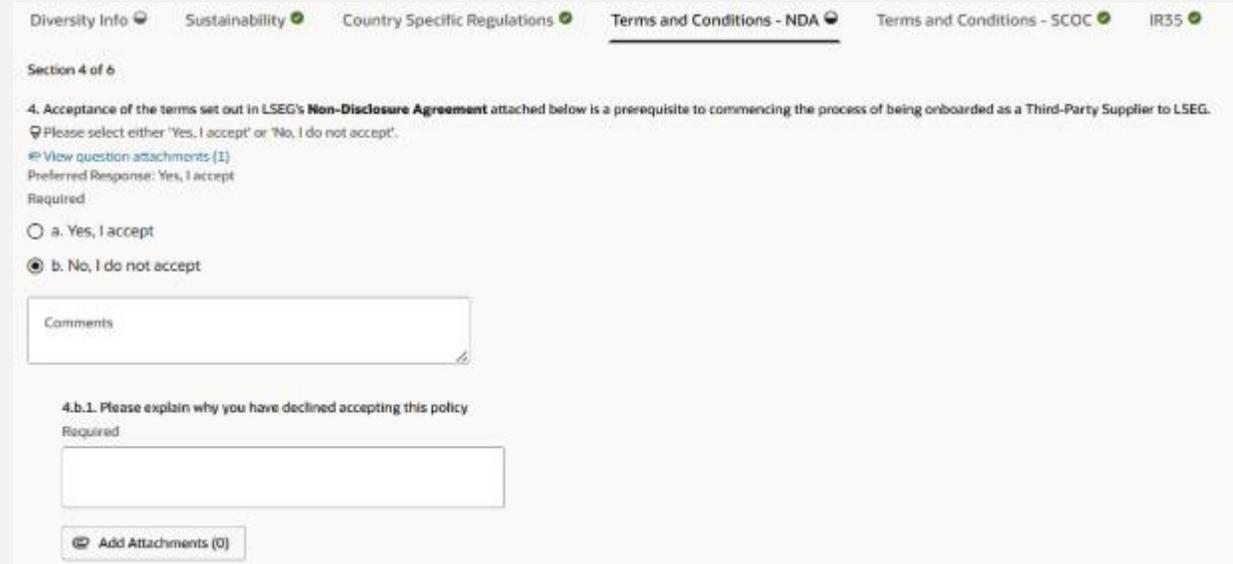
- a. JP - Antisocial Behaviour Act - Used to get consent that the Supplier or its business is not a part of any illegal activities
- b. JP - Subcontract Act - Used to ensure transactions between main subcontracting entrepreneurs and subcontractors are fair
- c. US - W-8 - Allows non-US individuals and businesses to confirm they are not US taxpayers
- d. US - W-9 - Used by individuals and businesses who must file an information 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 – Non Disclosure Agreement (NDA)
  - a. If the selection is **‘No’** please provide reason for declining NDA (Attachments can be uploaded too). **Declining NDA may result in further documentation requirements.**
  - b. Attachments can be uploaded too.
  - c. 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)

# Questionnaire (5 of 7)

34. Update relevant selection for Terms and Conditions – Supplier Code of Conduct (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**’

< Liability Country Specific Regulations Terms and Conditions - NDA **Terms and Conditions - SCOC**

Section 5 of 6

5. Acceptance of the terms set out in LSEG's **Supplier Code of Conduct** linked below is a prerequisite to commencing the process of being onboarded as a Third-Party Supplier to LSEG.

[View question attachments \(1\)](#)  
Preferred Response: Yes, I accept  
Required

a. Yes, I accept  
 b. No, I do not accept

Comments

End of Section 5 of 6

Previous Section Next Section

5. Acceptance of the terms set out in LSEG's **Supplier Code of Conduct** linked below is a prerequisite to commencing the process of being onboarded as a Third-Party Supplier to LSEG.

[View question attachments \(1\)](#)  
Preferred Response: Yes, I accept  
Required

a. Yes, I accept  
 b. No, I do not accept

Comments

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

Add Attachments (0)

End of Section 5 of 6

## Questionnaire (6 of 7)

35. 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 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

36. Click on **'Submit'** to Submit the registration form

37. Once Submitted, the following screen shot appears. Please note the registration number displayed on the screen. The supplier is not yet approved at this stage.

liability Country Specific Regulations Terms and Conditions - NDA Terms and Conditions - SCOC IR35

Section 6 of 6

6. Are you legally registered in, will be transacting with or providing services to an LSEG Entity based in United Kingdom?  
Required

a. Yes  
 b. No

Comments

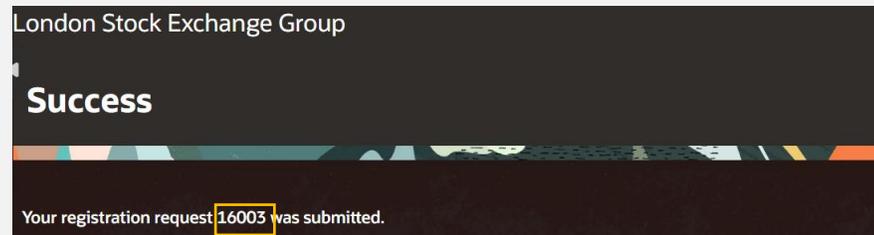
6.a.1. Are resources working on or as part of the engagement FTCs / FTEs of your company?  
Due to the IR35 legislation, LSEG has strict policies on how to engage with contingent labour. We need to understand where there are people involved in...  
Required

a. Yes  
 b. No

6.a.1.a.1. Acceptance of the LSEG's IR35 policy 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



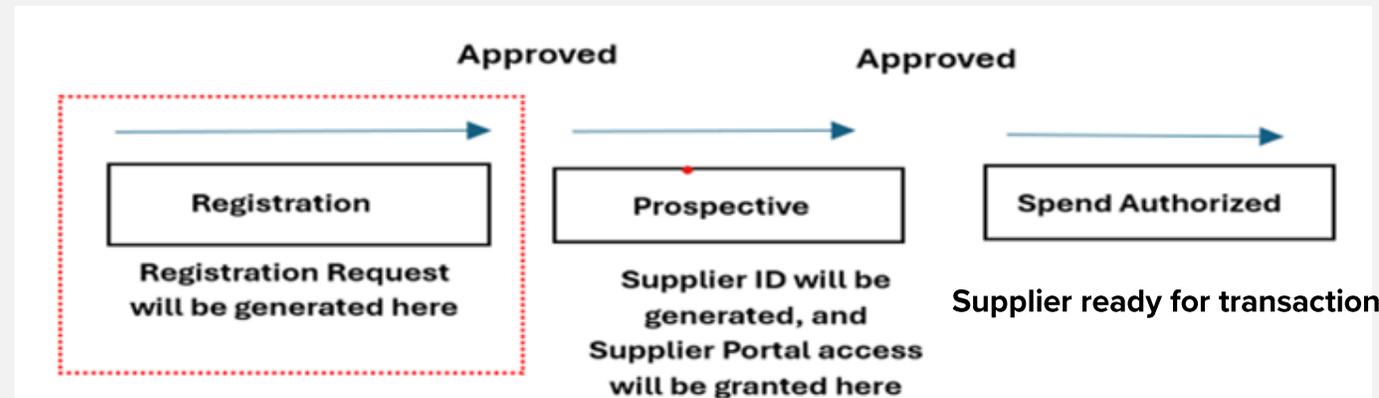
## Questionnaire (7 of 7)

### 38. 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'**

High level overview of onboarding process includes 4 main phases:

1. Supplier complete initial registration
2. Supplier becomes *prospective* once LSEG has completed initial checks
3. Supplier becomes *spend authorised* once the 3<sup>rd</sup> party risk assessment has been completed
4. Supplier adds bank details and is activated to transact in LSEG systems



# Communication received by the supplier once registration is approved (1 of 2)

39. The supplier contact will receive an email as confirmation once the registration is approved. The email will be received from [Oracle-Fusion-Prod@feocsit.lseg.com](mailto: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](mailto: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	<a href="mailto:cashoutuattest87@lseg.com">cashoutuattest87@lseg.com</a>
Company	SIM Clinic_Test

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

40. Supplier contact will also receive a mail with the login credentials for the supplier ([Oracle-Fusion-Prod@feocsit.lseg.com](mailto:Oracle-Fusion-Prod@feocsit.lseg.com)).