



Ariba is an approved global tool for purchasing goods and services at LSEG.

This third-party electronic transaction processing tool is used to manage the supplier on-boarding process and issue and manage purchase orders (POs) and invoices.

To get a vendor successfully onboarded in the SAP Ariba portal, there are several key details and steps involved. Here's a breakdown of what vendors typically need to provide and complete:

Basic Company Information

- **Legal company name**
- **Business address** (including country and postal code)
- **Tax identification number** (e.g., GSTIN in India, VAT number in Europe)
- **Company registration number**
- **Type of organization** (e.g., private limited, partnership)

Contact Details

- **Primary contact person** (name, email, phone number)
- **Accounts payable contact** (for invoicing and payment queries)
- **Sales or procurement contact** (if applicable)

Business Profile Setup

- **Product and service categories** offered
- **Shipping and service locations**
- **Company website** (if available)
- **Years in business** and business certifications

Required Documentation

- **Bank account details** (for payment processing)
- **Tax certificates** or exemption forms
- **Business licenses or registration documents**
- **Signed supplier code of conduct or compliance forms** (if required by the buyer)

Ariba Network Account

- Vendors must either:
 - **Create a new Ariba Network account**, or
 - **Log in with an existing account** if already registered
- Avoid creating duplicate accounts—Ariba flags similar company names or domains

**Registration Invitation & Questionnaire**

- Vendors typically receive an **email invitation** from the buyer via Ariba
- Follow the link to:
 - **Sign up or log in**
 - **Complete the supplier registration questionnaire**
 - **Submit supporting documents** through the portal¹

Post-Onboarding Activities

- **Accept customer relationship requests**
- **Update company profile regularly**
- **Use Ariba for managing POs, invoices, and payment status**