

Bloomberg Self Registration Process

All new suppliers will need to be set-up in the AP system prior to receipt of goods and services. This guide provides instructions for setting up new suppliers.

Step-1

Link for self-registration: <http://Bloomberg.supplier.ariba.com/register>

Step-2

Complete required (*) fields (Name, Street, City, Region, Country, Phone Number, User Name, Email Id and Password) in the ARIBA Self Registration form.

Select Terms and Conditions and click on Register.

Once submitted, a system generated message will be sent the email address you inputted.

Register

To do business with Bloomberg Financial LP on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in:

Company information

Company Name* * indicates a required field

Country: United States (USA) If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:

Line 1

Line 2

Line 3

City*

State: Alabama

Zip*

User account information

Name: First Name Last Name Ariba Privacy Statement * indicates a required field

Email*

Use my email as my username

Username* Must be in email format (e.g. john@newco.com) ⓘ

Password* Enter Password Must contain a minimum 8 characters including letters and numbers. ⓘ

Repeat Password

Language: English The language used when Ariba sends you configurable notifications. This is different than your web browser.

Email codes to* Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

[Tell us more about your business](#)

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law. You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, you also expressly confirm that any of your personal data entered or modified in the system has previously been captured for your organization in a separate data repository residing within the Russian Federation.

Ariba Network light account is Free

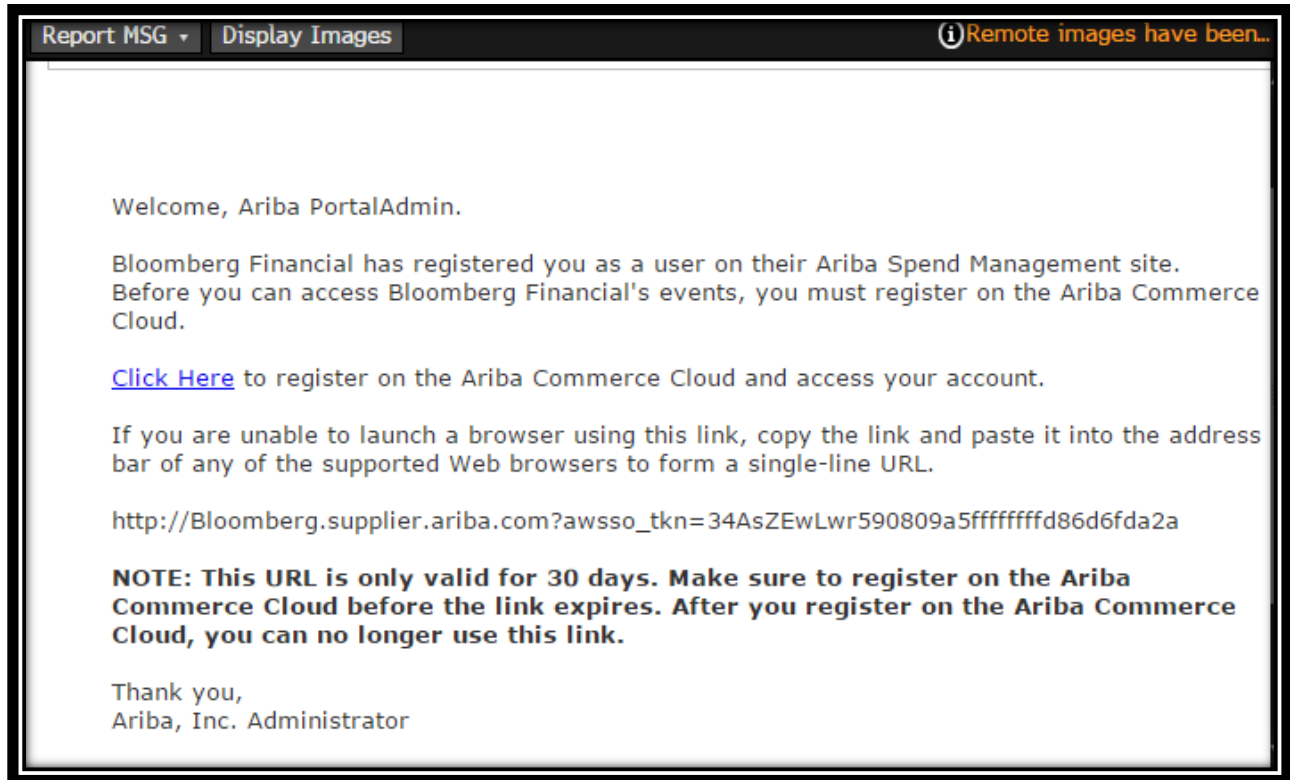
Already have an account? [Login](#)

- Strengthen relationships**
Collaborate with your customer on the same secure network.
- Connect faster**
Exchange documents electronically and streamline communications.
- Reach more customers worldwide**
Sign up with Ariba Discovery and increase sales leads.
[Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

Step - 3

Click on the link provided in the Ariba email to open your ARIBA profile and complete the Bloomberg Supplier Profile Questionnaire.

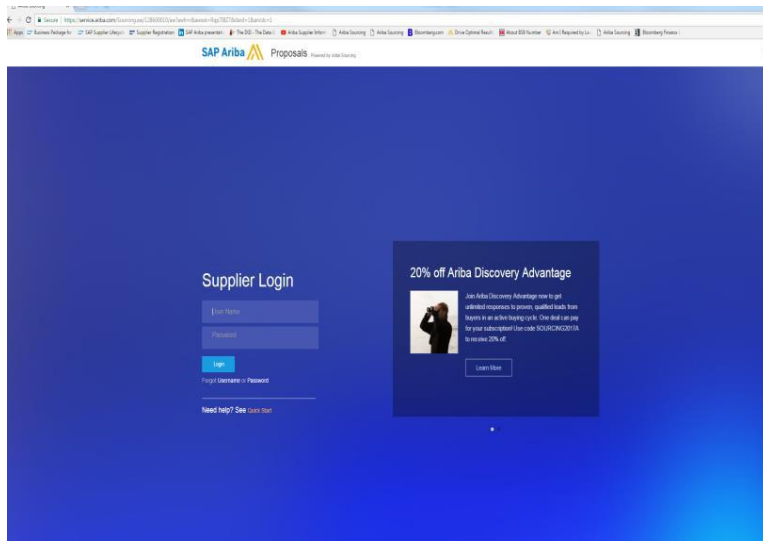


How to update Bloomberg Supplier Questionnaire

Step -1

Log into the ARIBA Portal-

https://service.ariba.com/Sourcing.aw/128600010/aw?awh=r&awssk=uLM_Jg8z&dard=1



Step- 2

In the main page on the top right corner select Company Settings

Bloomberg Financial Requested Profile

All required customer requested fields have been completed.
[View customer requested fields >](#)

Public Profile Completeness

35%
Enter a short description to reach 45% >

4 leads match your company profile
[View Matched Leads](#)

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

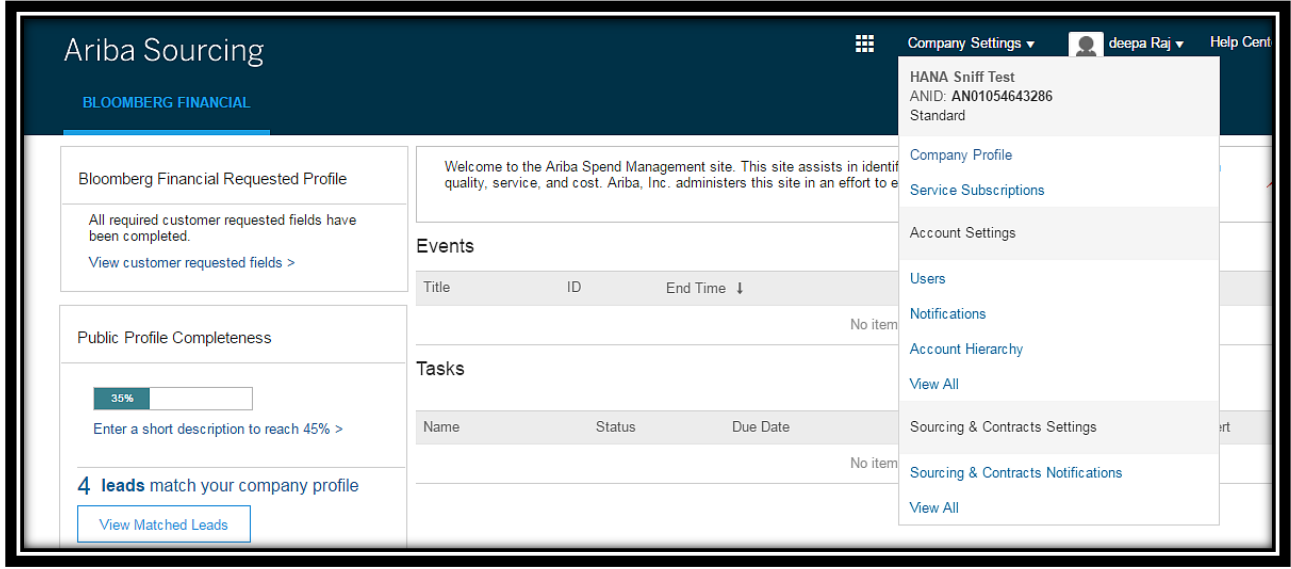
Title	ID	End Time ↓	Event Type
No items			

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Step- 3

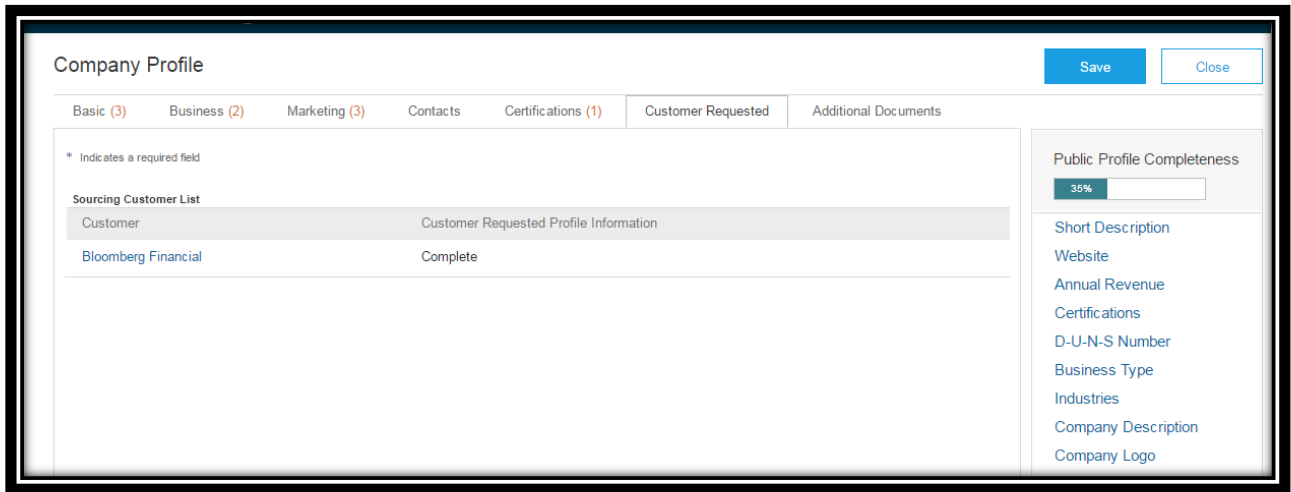
In the drop down option select Company Profile



Step - 4

On Company Profile tab select Customer Requested task bar.

Select Customer - **Bloomberg Financial**



Step – 5

This opens up a window for “Bloomberg Financial Requested Profile” questionnaire:

In section 2.1 Enter Country, select if the you are a company or an Individual and update the Supplier Administrator email. This will be the user in your company who will administrate this account or if you are an individual this will be your email.

In section 2.2 “Bloomberg Contact Information”, please enter the name and email of the Bloomberg employee who has engaged you for goods/services.

The screenshot displays a web form titled "Bloomberg Financial Requested Profile" questionnaire. The form is divided into three main sections:

- 2.1 General Company Information:**
 - 2.1.1 Country: US - USA (dropdown menu)
 - 2.1.2 Is this registration for a company or an individual?: US Individual (SSN required) (dropdown menu)
 - 2.1.3 Supplier ADMINISTRATOR email ID: * (text input field with a red border, indicating a required field)
- 2.2 Bloomberg Business Contact Information:**
 - 2.2.1 Primary Contact Name at Bloomberg: (text input field)
 - 2.2.2 Primary Contact Bloomberg Email ID: (text input field)
- 3 Individuals:**
 - You have selected to register as an individual:
 - US Vendors** should complete the attached W9(Tax Form) and ACH (Banking Information) form provided below and submit to individuals@bloomberg.net.
 - European, Middle Eastern and African Vendors** please complete the attached Wire Payment Authorization form and submit to individuals@bloomberg.net.
 - Asia Pacific and Latin American Vendors** should ignore the below forms. Instead, the appropriate forms will be sent to you in a separate communication email where necessary.
 - 3.1 W9 Tax Form (US Only) [W9 Blank Form.pdf](#)
 - 3.2 ACH Form (US Only) [ACH Payment Form.doc](#)

A dropdown menu is open over the "2.1.2" field, showing the following options: "US Individual (SSN required)", "US Company (EIN required)", "US Individual (SSN required)", "Non-US Company", and "Non-US Individual".

Step – 6a (Freelancers, Stringers, Independent Contractors)

If **Individual** is selected, please note you will need to complete **and email** the required forms (see Table A below) to individuals@bloomberg.net. *This is a required step and failure to do so will result in delays in payment. You will not be able to upload the forms on Ariba.*

** The W9 form is for US Vendors only.

Step 7 Please complete the required forms and email to: individuals@bloomberg.net.

*** Please note due to compliance and security, Independent Contractors will not maintain their Tax ID and Bank details through ARIBA Portal.

Table A. Required Forms

Region	Required Documents
North America	<ol style="list-style-type: none"> 1. W9 for US Vendors 2. ACH Payment Form
EMEA	<ol style="list-style-type: none"> 1. Global Wire Payment Form
APAC	<ol style="list-style-type: none"> 1. Payment Authorization Form 2. Required Tax Forms