



Guide to Registering as a G4S Supplier on the Ariba Commerce Cloud

There are 3 steps required:

- 1. Register on Ariba to create an Ariba Commerce Cloud account**
- 2. Verify your account**
- 3. Complete the G4S questionnaire**

G4S will then review your questionnaire and inform you when you are approved as a supplier

Stage 1: Register on Ariba

You will have received an invitation to register on Ariba – clicking on the link provided in the email we have sent you will take you to the Ariba registration page, example below.

If you already have an Ariba Commerce Cloud account, click here to log in: [Login](#) **Fig 1**

1 Enter basic company information

* Indicates a required field

Company Name *

Country * 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 *

City *

State

Postal Code *

Commodities * i

Sales Territories * i

Tax ID Enter your Company Tax ID number.

Vat ID Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number Enter the nine-digit number issued by Dun & Bradstreet. i

For suppliers with an existing Ariba Commerce Cloud account:

If you already have an Ariba Commerce Cloud account, you will need to log into your account by clicking on 'Log In', shown in Fig1. This will open your account with us and you should then see the G4S questionnaire on your 'Customer Requested' tab.

For suppliers new to the Ariba Commerce Cloud:

If you do not already have an Ariba Commerce Cloud account then you should complete the form to register and create an account. This is a two-step process, firstly providing some basic information about your business profile (above) and then creating a user for your Ariba Commerce Cloud account (below).

Please note:

- Fields marked with an asterisk are mandatory
- When creating the account, consider that the user with access to the account must be able to answer questions about your business
- When accepting the terms and conditions, you can access and read both the terms of use and the Ariba privacy statement. It is important to remember these documents have been prepared by Ariba Inc and their contents refer to your relationship with Ariba Commerce Cloud, not with G4S. (Fig2 below)
- Your profile is automatically public and can be seen in 'Ariba Discovery'; however, if you wish to keep your profile private, see Fig3 below.

2 Enter user account information

* Indicates a required field

Name * [Ariba Privacy Statement](#)

Email *

Use my email as my username

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

Password * Must contain a minimum 8 characters including letters and numbers. [i](#)

Secret Question * In case you forget your password, you can retrieve your password by using your security question. [i](#)

Language The language used when Ariba sends you configurable notifications. This is different than your web browser's language setting, which controls the user interface and actions you initiate there. If you are the account administrator, then the preferred language setting also controls the section headings and field labels on purchase orders routed through Email or Fax.

By clicking the Continue button you expressly agree and understand that your data entered into this system may be transferred outside the European Union or other jurisdiction where you are located, as further described in the [Ariba Privacy Statement](#). You have the right to access and modify your personal data from within the application or by contacting Ariba, Inc., as set forth in such policy.

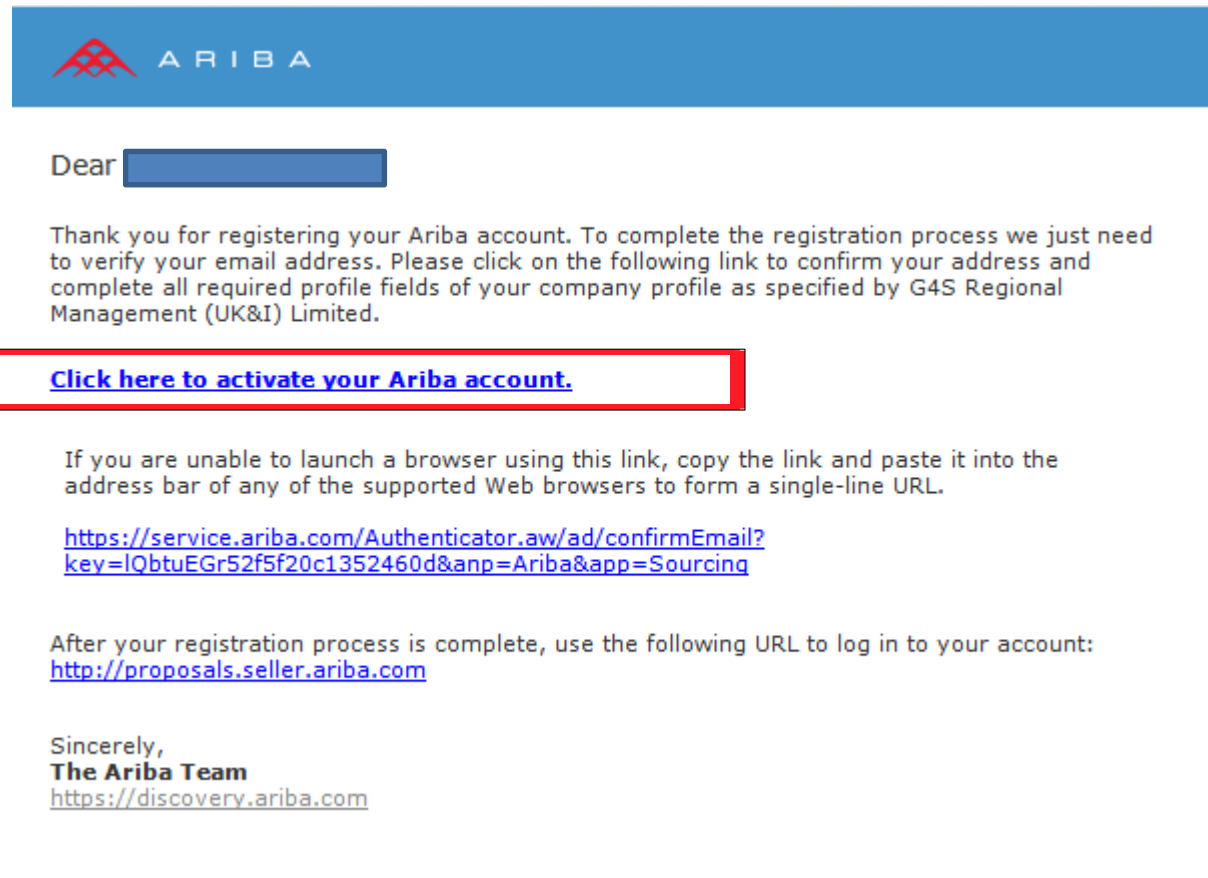
Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, [click here](#) to learn more. **Fig 3**

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#) **Fig 2**

Once you have clicked 'Continue' you'll be taken to the 'Activate your Account' page where there is advice on what will happen next and what to do if you **do not receive your Ariba activation email** (be aware that email may go to your **junk mail** so be sure to check).

Activate your Account

You will receive an email from Ariba and need to click the activation link in the email you receive to allow you to complete the registration.



The screenshot shows an email header with the Ariba logo and name. The body of the email starts with 'Dear [redacted]'. It then says 'Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address and complete all required profile fields of your company profile as specified by G4S Regional Management (UK&I) Limited.' Below this is a red-bordered box containing the text 'Click here to activate your Ariba account.' followed by a blue hyperlink. The email then provides instructions on how to use the link if a browser cannot be launched, followed by the full URL: <https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=lQbtuEGr52f5f20c1352460d&anp=Ariba&app=Sourcing>. It also provides a URL to log in: <http://proposals.seller.ariba.com>. The email ends with a signature: 'Sincerely, The Ariba Team' and a URL: <https://discovery.ariba.com>.

When you click the link below, you will verify your Ariba account and be taken to the G4S Supplier Questionnaire that you **must** complete.

Completing the G4S Questionnaire

After activating your Ariba Commerce Cloud account, an application form for registration in the G4S supplier database should appear automatically, if the form does not appear automatically, choose the **'Customer Requested'** tab in your company profile.

* Indicates a required field

Sourcing Customer List	
Customer	Customer Requested Profile Information
G4S Regional Management (UK&I) Limited	Incomplete

A list of customers may appear – choose the one listed as “G4S Regional Management (UK&I) Limited”. This should open a window with the form containing the G4S questions for registration to our supplier database. Complete and submit your answers to the questions.

A complete guide to all the fields that you need to complete is provided below.

Please note:

- Some fields will only appear depending on your responses to earlier questions, so you may not be required to answer all the questions listed below
- Fields marked with an asterisk (*) are mandatory
- We require you to attach scanned copies of documents. Some of the documents that may be required are:
 - VAT Certificate
 - Certificate of incorporation
 - Proof of Unique Tax Reference from HMRC
- You can **Save a Draft** at any stage and return to complete the questionnaire later. We recommend:
 - Save a draft regularly as a time-out will occur after 15 minutes inactivity
 - Save a draft before downloading any of the reference documents in the questionnaire

G4S will review your supplier questionnaire and you will be informed by email if you have been approved.



G4S Supplier Questionnaire

2 Company Information		
Number	Question	Additional information
2.1	Company Name	Name of your legal entity or your name if self employed
2.2	Trading Name if different to the above	If your trading name is different from the legal entity name, please add this here. If not, you may leave this blank
2.3	Please enter the G4S reference on your invitation to register	On the email invitation to register, we will have provided you with an internal G4S reference, by quoting it in this field we can review and approve your submission in a timely manner
2.4	What is your company's annual turnover?	Enter last financial year turnover figure as a whole number rounding to the nearest thousand
2.5	Please specify what % of your company's total annual turnover is generated from trading with G4S? (please enter whole number e.g. 5)	Enter expected % of turnover that will be generated from trading with G4S in the next year. Enter a whole number (without the % symbol after)
2.6	Please choose your legal entity type from the dropdown menu	
2.7	Please enter your company registration number	For UK companies this is a seven digit numerical reference number
2.8	Attach your certificate of incorporation	For UK companies this is issued by Companies House
2.9	Please provide your charity registration number	Provide the Charity Commission registration number
2.10	Do you supply workers to G4S?	Do you supply a work or workers to G4S – are you or your business a labour provider or a supplier of labour? “Workers” being any type: self-employed, professional consultants, freelancers, workers of a Personal Service Company, Partners of Partnership, Agency Workers, temporary workers, sub-contractors, permanent hires/placements.

3. Category of Supply		
Number	Question	Additional information
3.1	Please choose from the drop down menu that which best describes the category of goods or services you will supply to G4S	Select from the list. Where you supply multiple products or services to G4S, please select the category reflecting the largest area of business

4. Industry Accreditations, Associations and Certifications		
You will only be required to complete this section for specific categories of supply		
Number	Question	Additional information
4.1	Are you registered with Constructionline?	G4S uses Constructionline to manage all suppliers in the Construction and Facilities Management categories. Please inform us if you are already registered
4.2	Please provide your Constructiononline Reference	As you are registered, please provide your Constructionline reference number
4.3	If you are not registered with Constructionline, will you agree to register within the next 60 days	We will shortly be inviting you to register with Constructionline so that we can ensure appropriate insurance cover and accreditations are in place. Further information about Constructionline is available at http://www.constructionline.co.uk/
4.4	Are you a member of SEDEX	We require Uniform, Clothing and Footwear suppliers to be members of SEDEX - http://www.sedexglobal.com/

5. Diversity		
Number	Question	Additional information
5.1	Are you an SME according to the definition of - <i>No more than 249 employees and a turnover of less than £11.2m</i>	
4.2	As you have answered Yes to being an SME, please choose from the drop down that which best describes your SME status	Select the appropriate SME status: <ul style="list-style-type: none"> • Micro Business = less than 10 employees & turnover under £2 million • Small Business = less than 50 employees & turnover under £10 million • Medium Business = Less than 250 employees & turnover under £50 million
5.3	Are you a woman owned business according to the following definition - <i>'An independent business that is at least 51% owned and controlled by one or more women; and whose management and daily operation is controlled by one or more of the women owners'</i>	

5.4	Are you an ethnic minority owned business according to the following definition - <i>'An independent business that is at least 51% owned and controlled by one or more ethnic minorities: and whose daily management and daily operation is controlled by one or more of the ethnic minorities'?</i>	
5.5	Are you a disabled owned business according to the following definition - <i>'An independent business concern that is at least 51% owned and controlled by one or more disabled persons; and whose daily management and daily operation is controlled by one or more persons with disabilities or the majority of the workforce is disabled'?</i>	
5.6	Are you an LGBT owned business according to the following definition - <i>'An independent business that is at least 51% owned and controlled by one or more lesbian, gay bisexual or transgender (LGBT) persons; and whose daily management and daily operation is controlled by one or more LGBT persons'?</i>	

6 Financial & Contact Information		
Number	Question	Additional information
6.1 Bank Details		
6.1.1	Are we remitting to a UK bank?	
6.1.2	If you invoice in a currency other than GBP please choose from the drop down menu	GBP is the default. If the other currency you invoice in is not available, please select the box for other and enter the currency
6.1.3	Do you use a factoring company?	
6.1.4	What is the name of the factoring company used?	
6.1.5	Bank of building society name and address	
6.1.6	Bank Account Name	
6.1.7	Account Number	
6.1.8	Sort Code	
6.1.9	IBAN Number	
6.1.10	SWIFT Code	

6.1.11	Please attach your bank details on company headed note paper as verification of the details entered <i>If you do not attach your bank details on your company headed paper, G4S will not be able to verify your details and as such your company will not be approved.</i>	
6.2 Account Contact Details		
6.2.1	Accounts Contact Name	Contact for any invoicing queries
6.2.2	Accounts Contact Telephone	
6.2.3	Accounts Contact Email Address	
6.2.4	Email address for receipt of purchase orders <i>This must be a monitored e-mail address for purchase orders to be received.</i>	G4S mandates the use of Purchase Orders, which will need to be quoted on invoices. Please provide an email address where we can issue Purchase Orders that will be monitored at all times
6.2.5	Email address for receipt of remittance advices <i>This must be a monitored e-mail address for remittance advice to be received.</i>	

7 Tax		
Number	Question	Additional information
7.1 VAT		
7.1.1	Are you VAT registered in the UK	
7.1.2	Please enter your UK VAT registration number (ensure you enter the following format Two letters and Nine digits with no spaces between the characters)	
7.1.3	What is your effective date of VAT registration in the UK	Either enter the date or click on the calendar icon. Use the single arrow to move back or forward the month and the double arrow to change the year.
7.1.4	Are you registered as part of a VAT group	
7.1.5	Attach VAT registration certificate	HMRC VAT registration certificate showing the VAT registration number
7.1.6	Attach your VAT group registration	
7.1.7	Are you or should you be registered for VAT in any other country outside of the UK	
7.1.8	Please state the countries you are registered in	
7.2 Construction Industry Scheme		

7.2.1	Are you registered for the Construction Industry Scheme?	The Construction Industry Scheme (CIS) sets out the rules for how payments to subcontractors for construction work must be handled by contractors in the construction industry. The scheme applies mainly to contractors and subcontractors in mainstream construction work, however businesses or organisations whose core activity isn't construction but who have a high annual spend on construction may also count as contractors and fall under the scheme.
7.2.2	Please enter your Construction Industry Scheme registration number	
7.3 Income and Corporation Tax		
7.3.1	Please provide your Unique Tax reference	The Unique Tax Reference (UTR) is provided by HMRC for your company or, if you are self-employed, for you as an individual
7.3.2	Attach documentary evidence to confirm that you are registered for Income and Corporation Tax as appropriate	A recent document from HMRC showing either your name or company name and UTR
7.4 Supplier of Workers Responses in this section should only be relevant to the workers supplied to G4S (see question 2.10)		
7.4.1	Are you an employment agency?	Employment Agency – Definition: You find work for work-seekers who are employed and paid by employers. This is often "permanent employment" as once the worker has been taken on they are an employee of the company which they are working for
7.4.2	Are you an employment business	Employment Business – Definition: Employment businesses engage a "work-seeker" under a contract who then works under the supervision of someone else. This would normally be "temporary agency work". Workers under these arrangements are paid by you and not the company they are supplied to
7.4.3	Are the workers you supply temporary hires?, <i>this includes contractors, day rate & consultants</i>	
7.4.4	Are the workers you supply permanent placements at G4S? Being directly employed by G4S	
7.4.5	Do you treat all workers as employees, with all their income attributable to services supplied to G4S being subject to UK PAYE	
7.4.6	As you have answered no to the previous question please explain why	

7.4.7	Do you treat all workers as employees, with all their income attributable to the services supplied to G4S being assessed for employees National Insurance	
7.4.8	As you have answered no to the previous question please explain why	
7.4.9	Do you treat all workers as employees, with their income attributable to the services supplied to G4S being assessed for employers National Insurance	
7.4.10	As you have answered no to the previous question please explain why	
7.4.11	Is the employer of the worker(s) registered in the UK, for the purposes of tax and accounting?	
7.4.12	Are worker(s) provided via an 'umbrella company'	
7.4.13	Are the worker(s) provided self employed i.e. Sole traders, providing services but not via a Company, Partnership, Charity or any other intermediary?	
7.4.14	Are the worker(s) provided operating via their own Personal Services Company	Personal Services Company – Definition: ie. They provide their services via a Limited Company and they hold a material interest in that company that they have: - Beneficial ownership of, or the ability to control, directly or indirectly more than 5% of the ordinary share capital of the company
7.4.15	Are the worker(s) provided by "other" which is not covered by any of the previous questions? Please select all that apply from the list	
7.4.16	Can you confirm that you and the business is not involved with the worker's company providing the services?	
7.4.17	Please choose from the following options where the work will take place	You may select more than one location
7.4.18	Can you confirm the worker(s) has/have been verified as having the right to work in the UK?	
7.5 Tax Compliance		

7.5.1	The company/business is up-to-date with its tax compliance including filing all relevant tax returns and making all necessary payments to the UK tax authorities or relevant overseas equivalents	No response required
7.5.2	I have read and agree with the above statement that the business is compliant	

8 Terms and Conditions		
Number	Question	Additional information
8.1	Please open and read the attached document which contains the G4S General Procurement Terms and Conditions	The G4S General Procurement Terms and Conditions are in Appendix A
8.2	In the absence of any other written agreement to the contrary, I confirm I have read and accepted the G4S General Procurement Terms and Conditions as stated in the document above	
8.3	As you have not agreed to the standard G4S General Procurement Terms and Conditions please supply details, along with any other written agreement from G4S and the G4S representative that you dealt with	
8.4	Please open and read the attached document which contains the G4S Supplier Code of Conduct	The G4S Supplier Code of Conduct is in Appendix B
8.5	I confirm I have read and understood the G4S Supplier Code of Conduct and that we (the business/company) agree to abide by the code Please read the G4S Supplier Code of Conduct and state "Yes" if you agree with and will abide with the contents. Please note: should you, as a sole trader, or your company be found to be in breach of any or all of the terms of the G4S Supplier Code of Conduct then G4S reserves the right to terminate any or all Purchase Orders / Contracts between the two companies.	

8.6	Is your business (Personal Services Company, Partnership) engaged directly by G4S? With the terms being agreed under a "Consultancy Agreement" (Contract for services/freelancer)	
8.7	Are you as a sole trader/self employed worker engaged directly by G4S with the terms being agreed under a "consultancy agreement" (Contract for services/freelancer)?	
8.8	Have you signed a G4S consultancy agreement?	
8.9	Please attach a copy of your signed G4S consultancy agreement	Should be provided as a PDF and be signed by duly authorised representatives for both parties
8.10	I declare that I am authorised to answer on behalf of the company/business and that the answers provided in this are correct to the best of my knowledge	