Ariba Invoice Submission Guide

Procurement

NIQ GfK

1. ARIBA NETWORK

- As an NIQ supplier, you will perform and manage the necessary processes on the Ariba Network, from order receipt to order collection.
- The first step to get started is to register on the Ariba platform. Once registered, you will start receiving orders and will be able to manage various processes. This includes, managing your invoices and receiving payments.
- Please note that only way of doing business with NIQ is to receive POs and submit invoices through Ariba Network from supplier end.
- With the first PO you can "process" the PO via email to establish the relationship in Ariba Network.

*** Your first NIQ purchase order will come via email with a link to "Process the order" and connect on the Ariba Network (accept the Trading Relationship with Nielsen Consumer LLC)For the first PO, please check the spam/junk folder.**

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Step 1: Locate the Purchase Order notification email sent by Nielsen Consumer LLC.

To begin invoicing in Ariba you first need to receive the purchase order notification which is automatically sent to the supplier email ID once a purchase order is created by your NielsenIQ business point of contact. Click on Process Order mentioned in the purchase order notification email, highlighted in red as shown in the screenshot to access the Purchase order in your Ariba business network account.

Points to check if you haven't received the PO notification email.

1. Check with your NielsenIQ business point of contact if a new purchase order (PO) was created or not. If not, a new PO needs to be created to trigger the PO notification email.
2. Check with your NielsenIQ business point of contact to which supplier email ID was the purchase order notification email sent.
3. Check your spam folder in case if you are not able to find the purchase order notification mail in your inbox folder.

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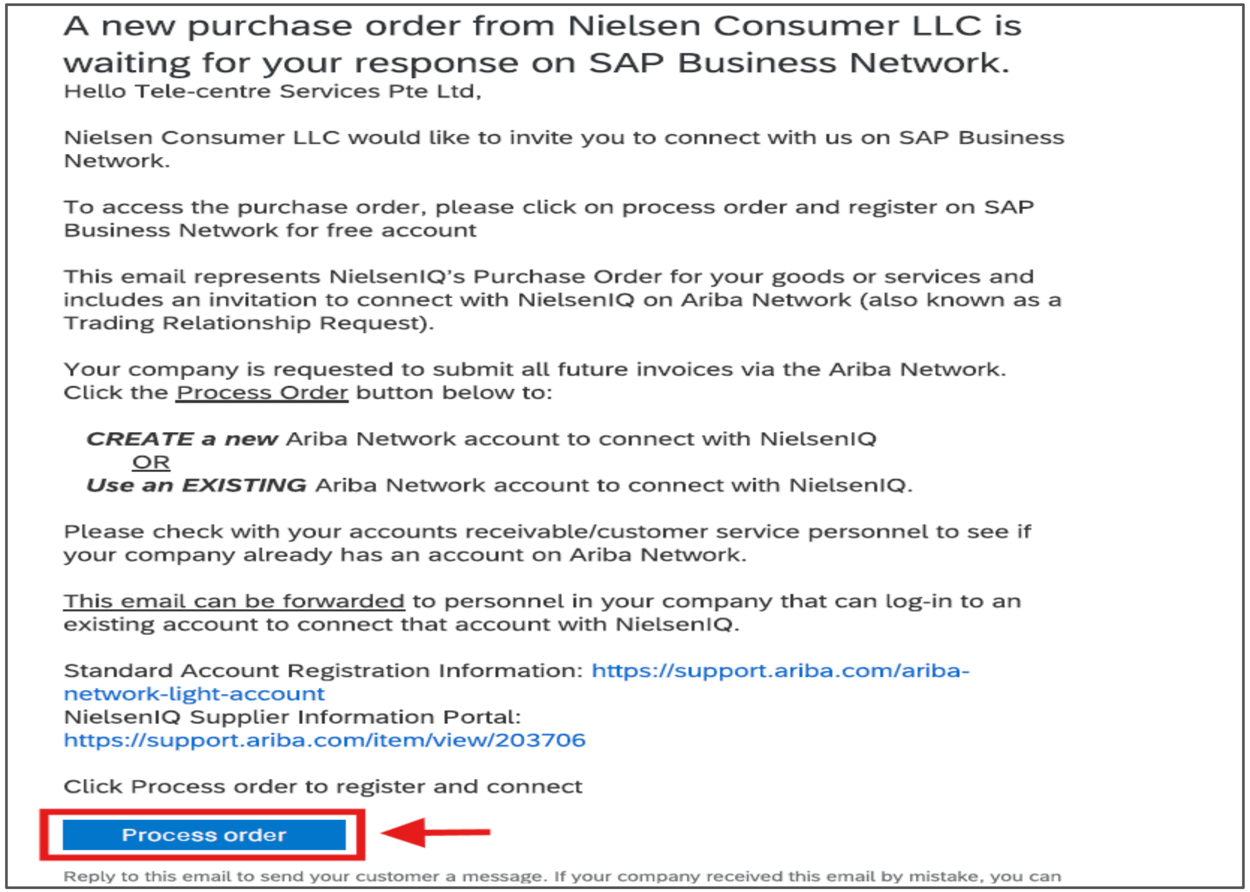

A new purchase order from Nielsen Consumer LLC is waiting for your response on SAP Business Network.

Hello Tele-centre Services Pte Ltd,

Nielsen Consumer LLC would like to invite you to connect with us on SAP Business Network.

To access the purchase order, please click on process order and register on SAP Business Network for free account

This email represents NielsenIQ's Purchase Order for your goods or services and includes an invitation to connect with NielsenIQ on Ariba Network (also known as a Trading Relationship Request).

Your company is requested to submit all future invoices via the Ariba Network.
Click the Process Order button below to:

CREATE a new Ariba Network account to connect with NielsenIQ
OR
Use an EXISTING Ariba Network account to connect with NielsenIQ.

Please check with your accounts receivable/customer service personnel to see if your company already has an account on Ariba Network.

This email can be forwarded to personnel in your company that can log-in to an existing account to connect that account with NielsenIQ.

Standard Account Registration Information: https://support.ariba.com/ariba-network-light-account
NielsenIQ Supplier Information Portal:
https://support.ariba.com/item/view/203706

Click Process order to register and connect

Process order

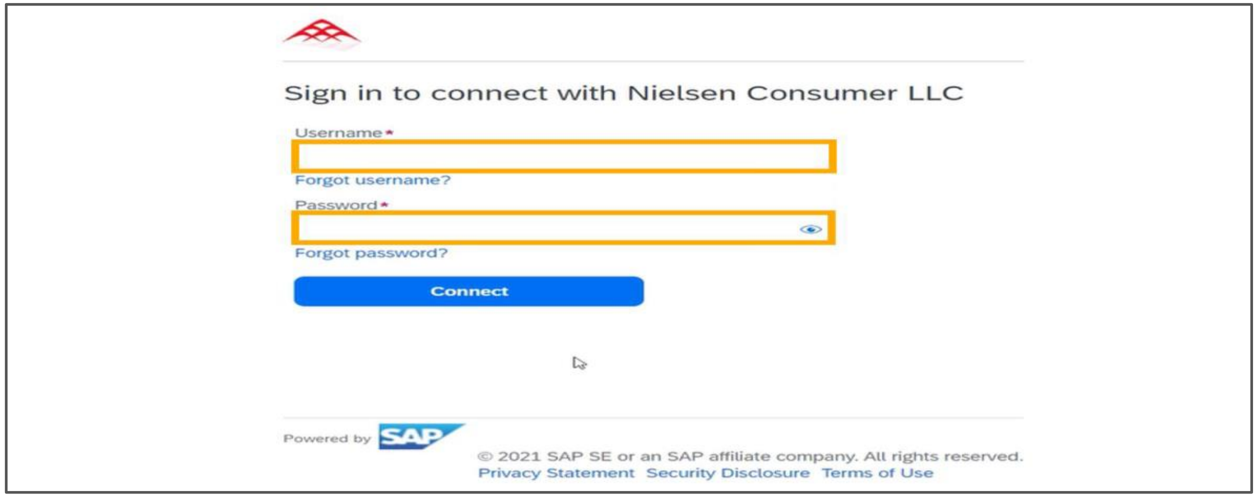
Reply to this email to send your customer a message. If your company received this email by mistake, you can

Useful Links:
Setting up your standard account click here
Tutorial for a goods PO invoice click here
Tutorial for a service PO invoice click here

Step 2: Enter login credentials for your Ariba Business Network account.

1. Enter Username and Password to sign in to your Ariba Network account.

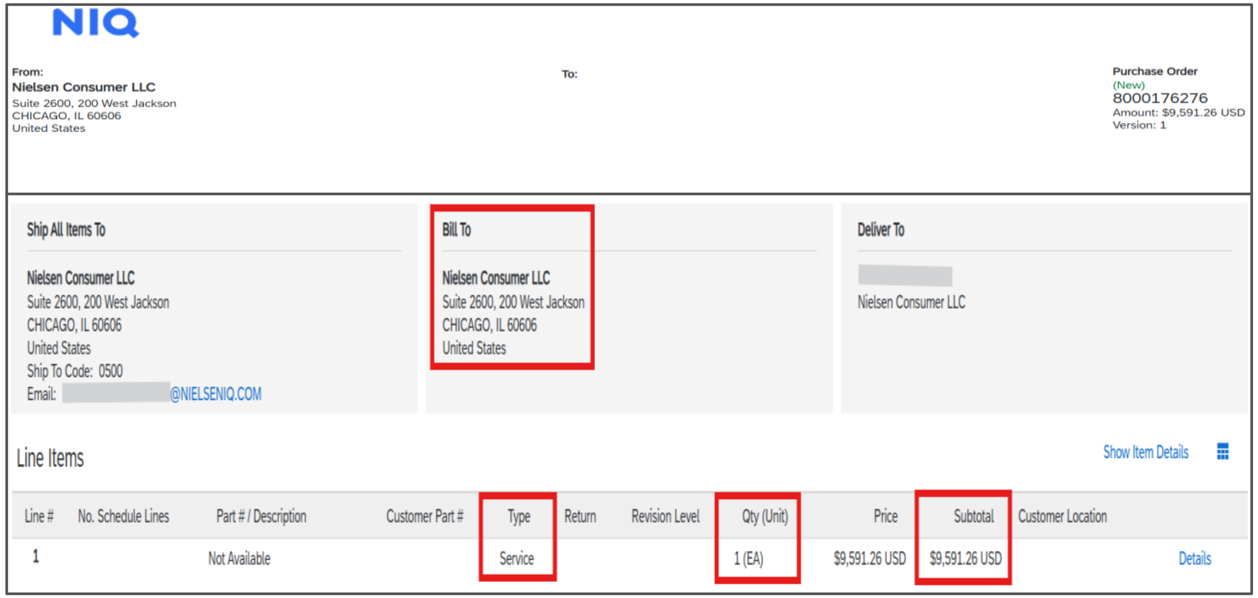
2. To reset your Username/Password click on Forgot Username and Forgot Password, respectively.



Step 3: View and validate the Purchase order details.

After successful login in step 2 you will be redirected to the purchase order in your Ariba network account. Please note below PO details before submitting the invoice.

1. PO Bill to - NIQ company name and address should match with Invoice to / Bill to name and address in the invoice.
2. PO Type – Goods or Service.
3. PO Unit – Enter invoice unit as per PO unit in step 6 ahead.
4. Subtotal – Invoice amount excluding tax should be less or same as PO subtotal.



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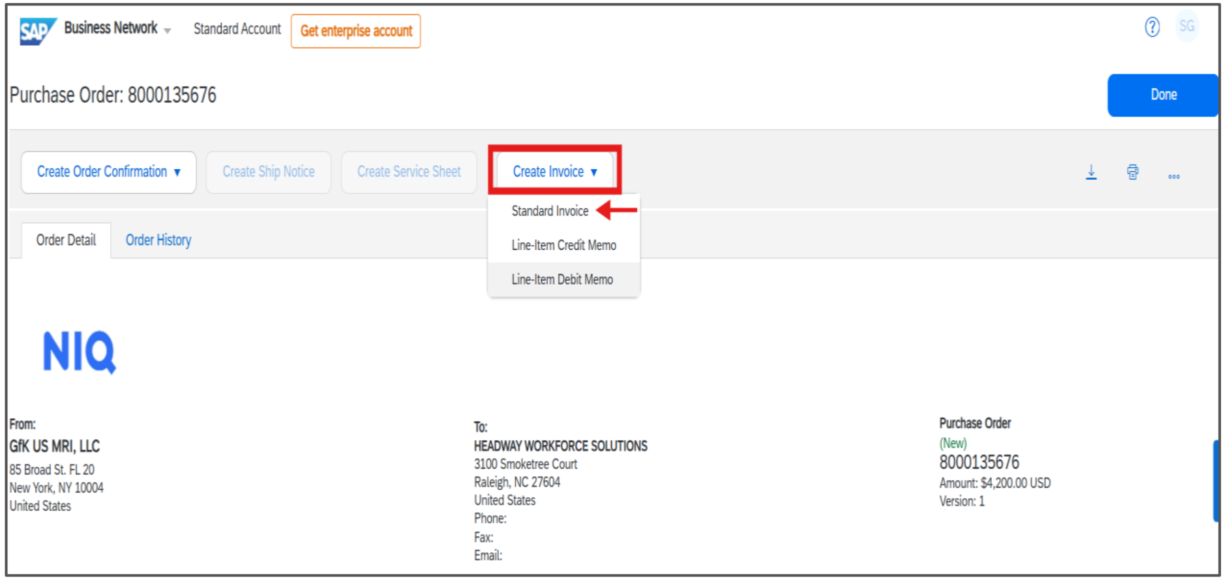
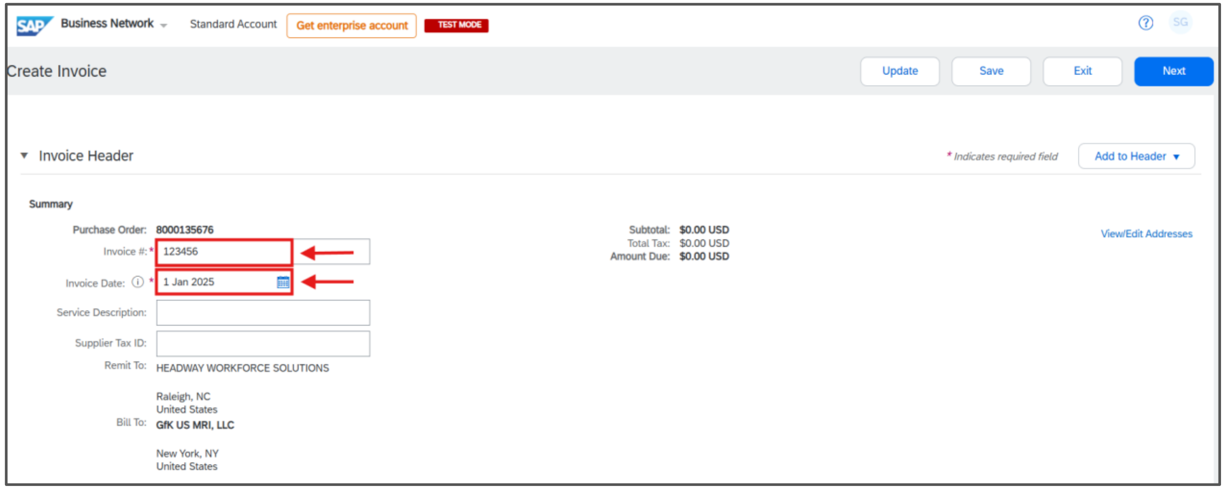
Step 4: Click on Create Invoice >> Create Standard Invoice.



Points to check if Create Invoice button is disabled.

1. For Goods based purchase order, check with your NIQ business point of contact if the goods receiving process was completed for the Create Invoice button to be functional.
2. Check if your Ariba account has already established a trading relationship with your Nielsen Consumer LLC. If not contact NIQSuppliers.ProcurementSupport@smb.nielseniq.com to establish the trading relationship to start the invoicing process..

Step 5: Enter Invoice summary details - Update all the mandatory fields marked with an asterisk (*).

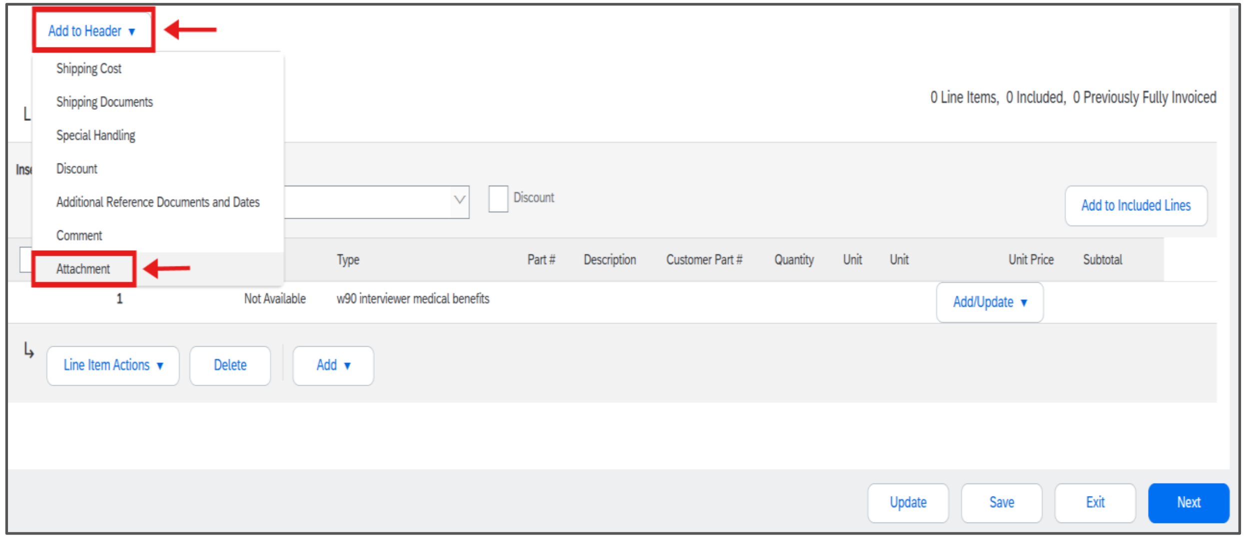


1. Invoice number. (as per invoice copy)

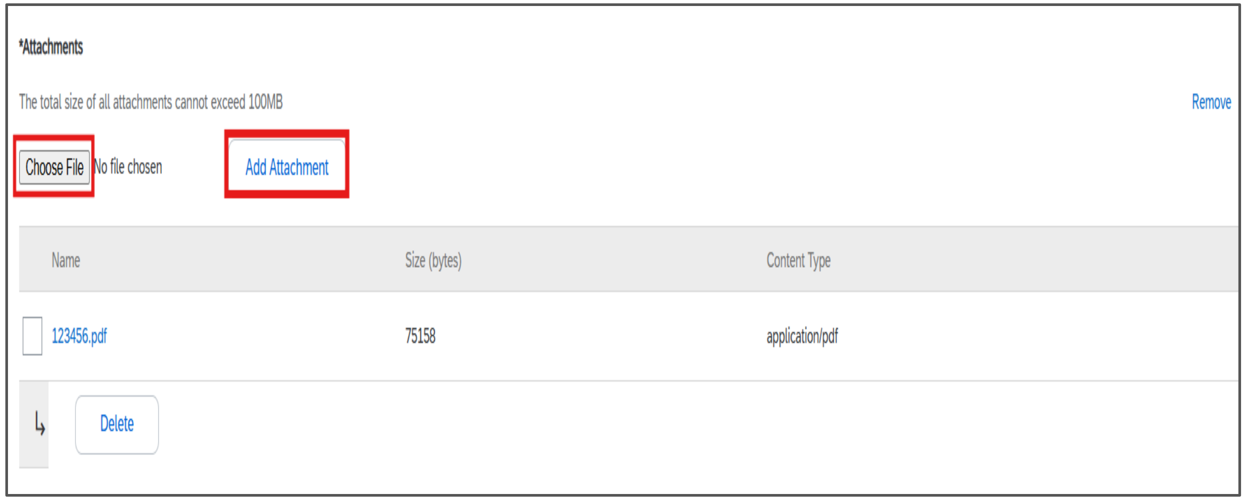
2. Invoice Date. (as per invoice copy)

Step 5: Attach Invoice PDF copy.

Click on Add to Header >> Attachment.



Scroll down to Attachment section >> Click here >> Navigate to your invoice copy >> Click Add Attachment.

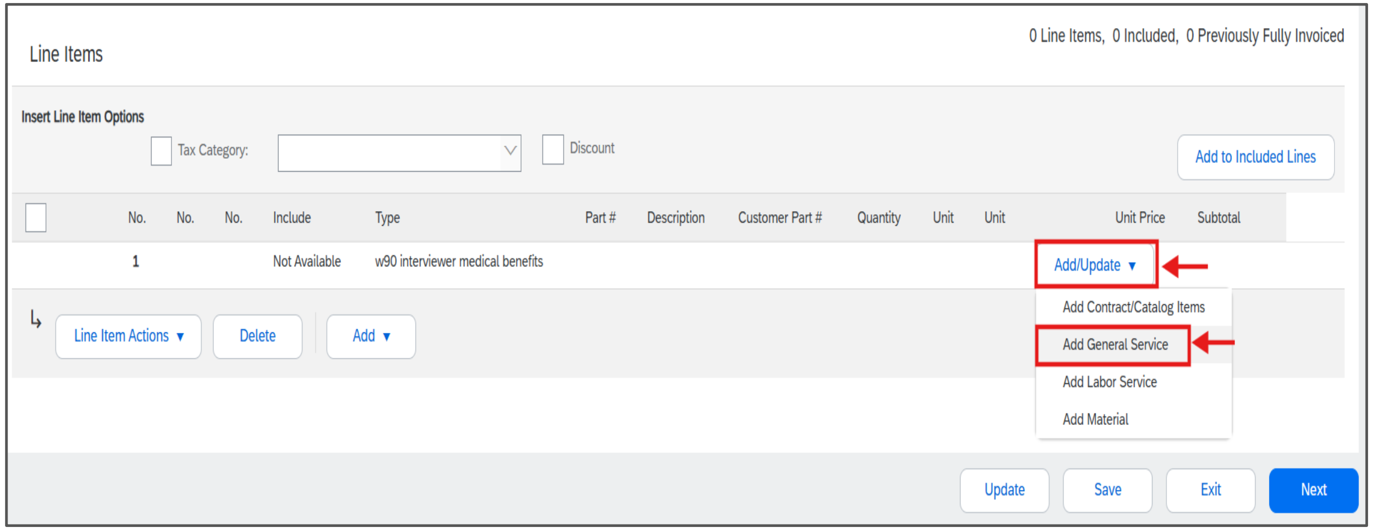


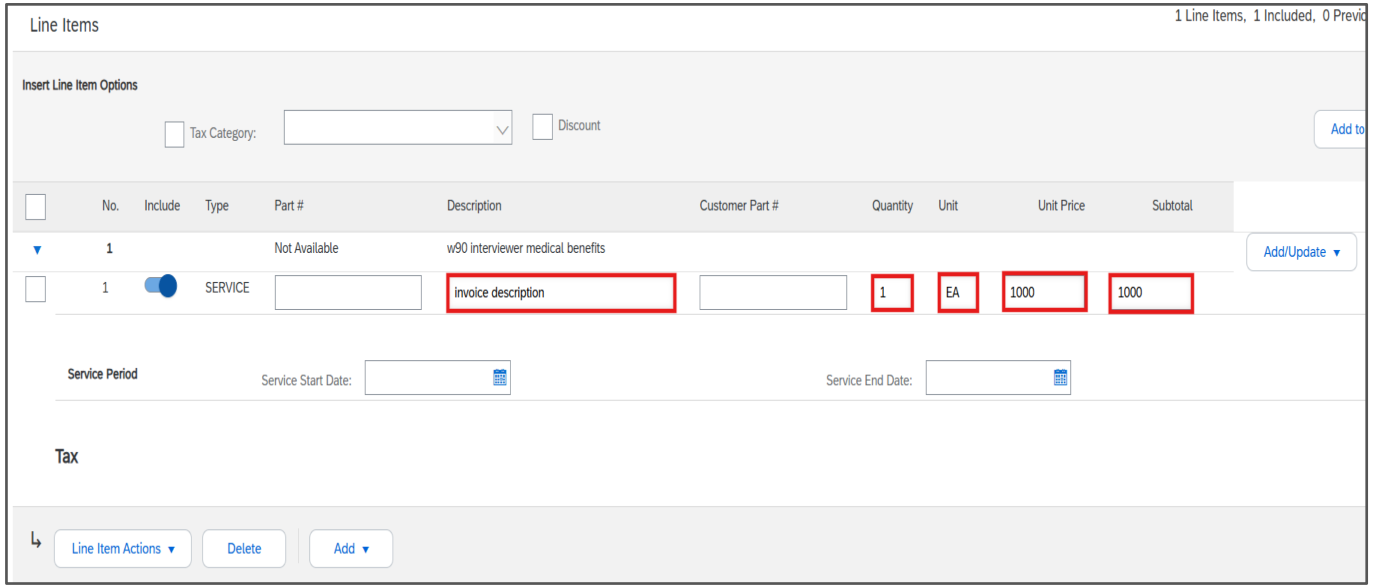
Step 6: Add Invoice Line-item details for Service as per purchase orders line items.

Click on Add/Update >> Add General Service.

For Goods based Purchase orders line-item details will automatically populate based on receipt entered by NIQ business point of contact.

1. Add invoice line-item description.
2. Quantity – As per Purchase Order.
3. Unit – Add e.g., **EA** (Each)
4. Unit Price – As per invoice. (excluding tax)
5. Subtotal – As per invoice. (excluding tax)





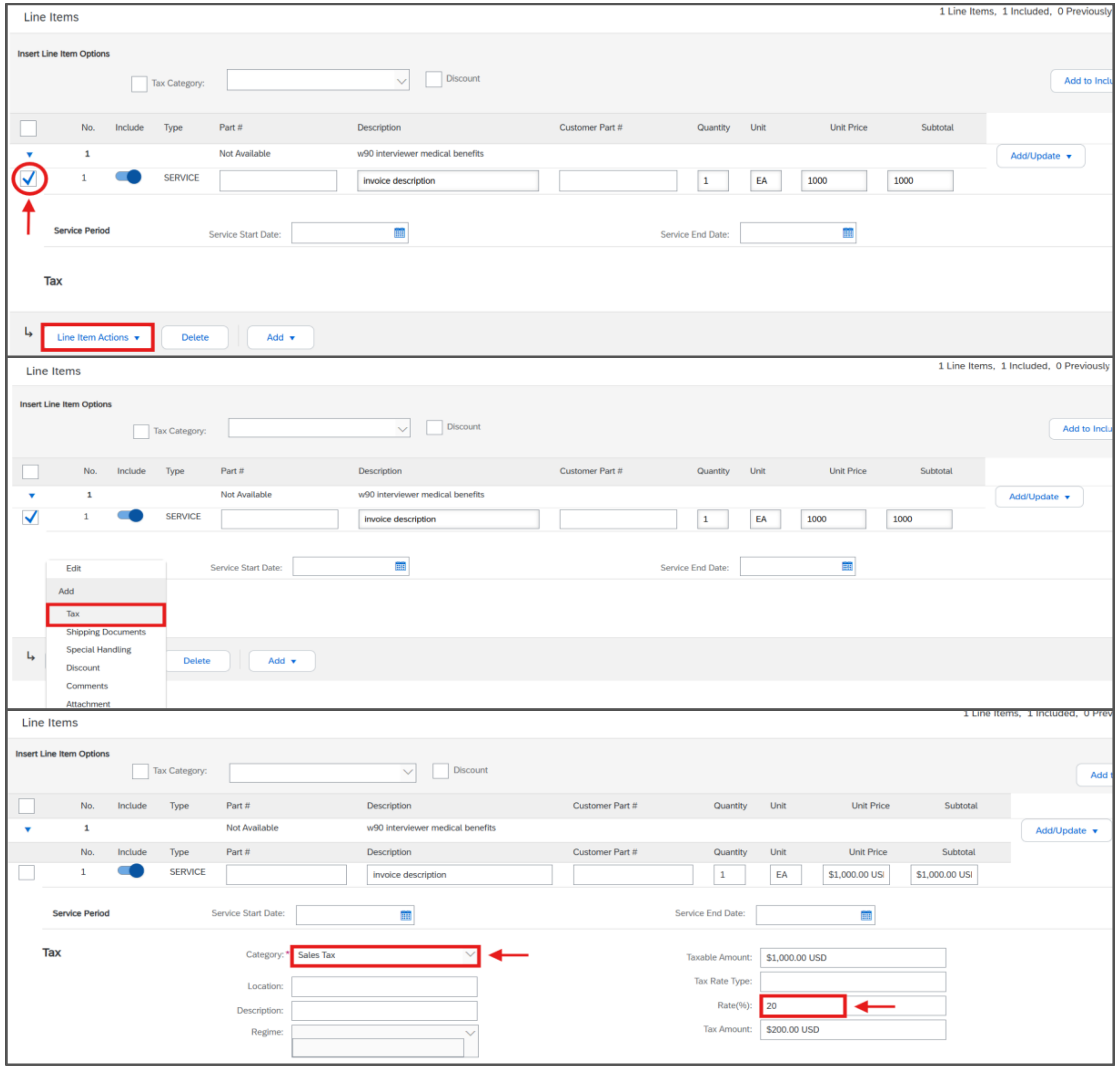
Step 7: Add Tax amount in Invoice line-item.

Select the checkbox highlighted in red >> Click Line item Actions >> Select Tax.

1. Choose Tax Category as per Bill to Address mentioned in the Purchase Order.
2. Add Tax rate percent or Tax Amount as per invoice copy.

Imp – Adding Tax is a mandatory step for submitting the invoice in Ariba. Add zero in tax rate percent if the invoice does not include tax.

Tax Category	Bill to Country
Sales Tax	USA and Pakistan
VAT (Value Added Tax)	European Latin America, Middle East and African countries, China, Japan, Korea, Bangladesh, Taiwan, Thailand, Vietnam.
GST (Goods & Services Tax)	India, Singapore and Australia
HST, PST, GST, QST	Canada (based on region)
SST (Service Tax)	Malaysia
CMT (Commercial Tax)	Myanmar



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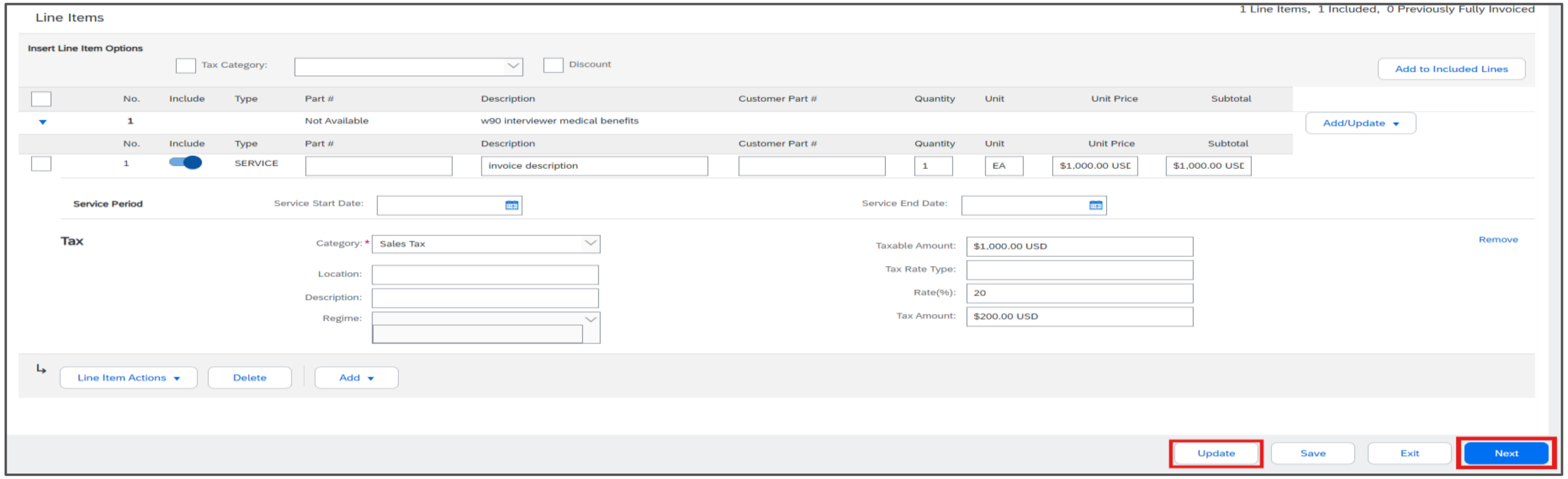
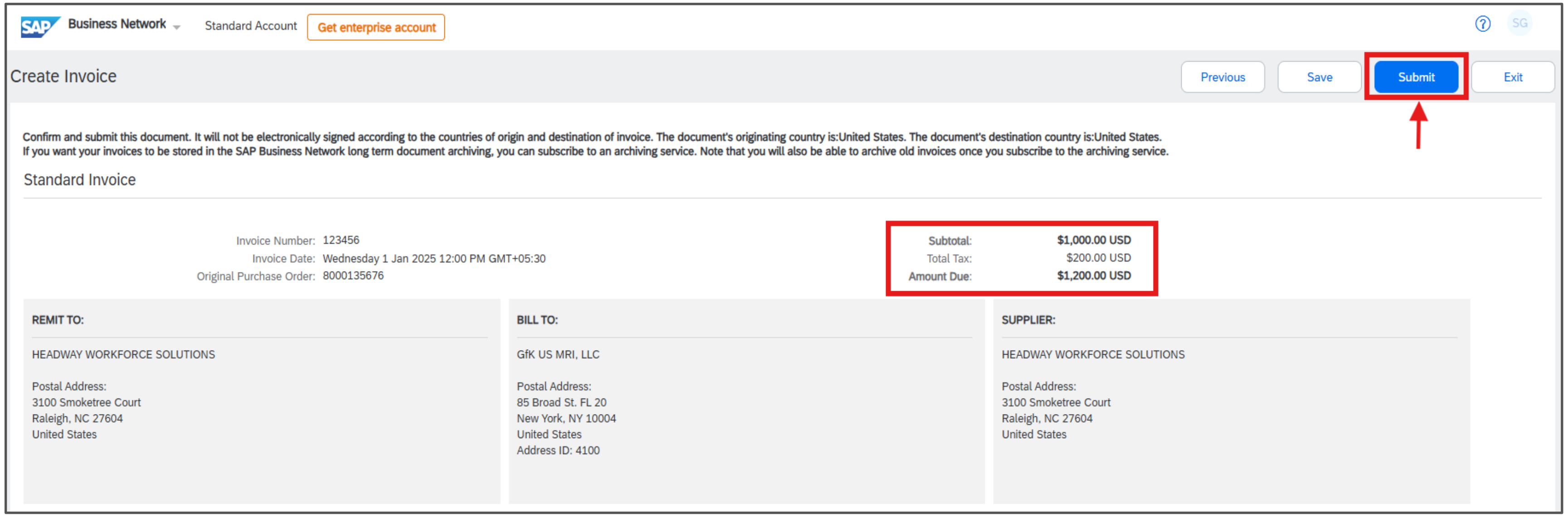
Step 8: Click Update >> Next.



Step 9: Review invoice amount >> Click Submit.



Supplier Resources

Supplier Resource Links:

- SAP Business Network Supplier Training Guide
- Video Tutorials for Standard Account
- Video Tutorials for Enterprise Account
- Contact Ariba Support
- NielsenIQ Supplier Information Portal

NIQ

Contact

1. Questions from suppliers related to Purchase Orders and Invoice submission in Ariba should be directed to Procurement team at niqsuppliers.procurementsupport@smb.nielseniq.com

2. Questions from suppliers related to payment dates, invoices statuses, account reconciliations should be directed to Accounts Payable teams at:
   1. For North America: accounts_payable.na@smb.nielseniq.com
   2. For LATAM: accounts_payable.latam@smb.nielseniq.com
   3. For East Europe / Africa / Middle East accounts_payable.eemea@smb.nielseniq.com
   4. For West Europe: accounts_payable.we@smb.nielseniq.com
   5. For APAC: accounts_payable.asiapac@smb.nielseniq.com