



Ariba Invoice Submission Guide

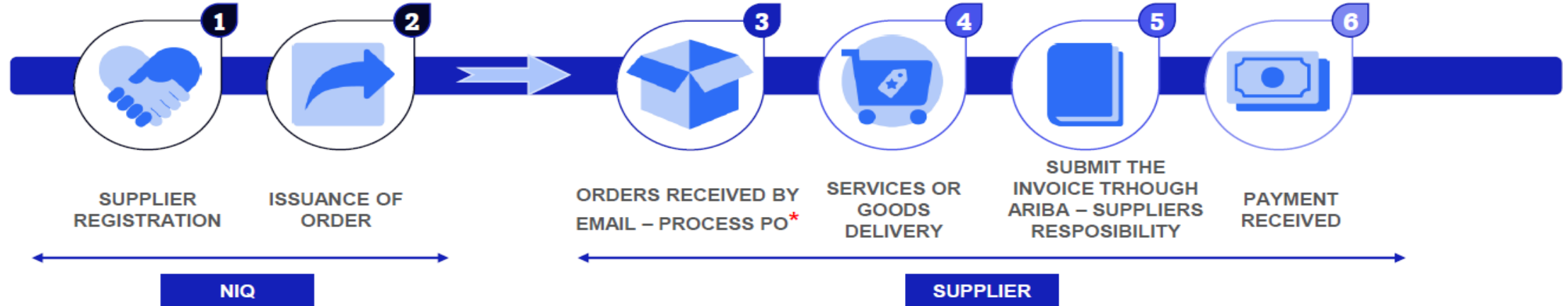
Procurement

NIQ



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.

Ariba Invoice Submission Guide

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.

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](#)

Ariba Invoice Submission Guide

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.



Sign in to connect with Nielsen Consumer LLC

Username *

[Forgot username?](#)

Password *

[Forgot password?](#)

Connect

Powered by 

© 2021 SAP SE or an SAP affiliate company. All rights reserved.
[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

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.

NIQ

From:
Nielsen Consumer LLC
Suite 2600, 200 West Jackson
CHICAGO, IL 60606
United States

To:

Purchase Order
(New)
8000176276
Amount: \$9,591.26 USD
Version: 1

Ship All Items To

Nielsen Consumer LLC
Suite 2600, 200 West Jackson
CHICAGO, IL 60606
United States
Ship To Code: 0500
Email: [@NIELSEN.IQ.COM](#)

Bill To

Nielsen Consumer LLC
Suite 2600, 200 West Jackson
CHICAGO, IL 60606
United States

Deliver To

Nielsen Consumer LLC

Line Items

Show Item Details

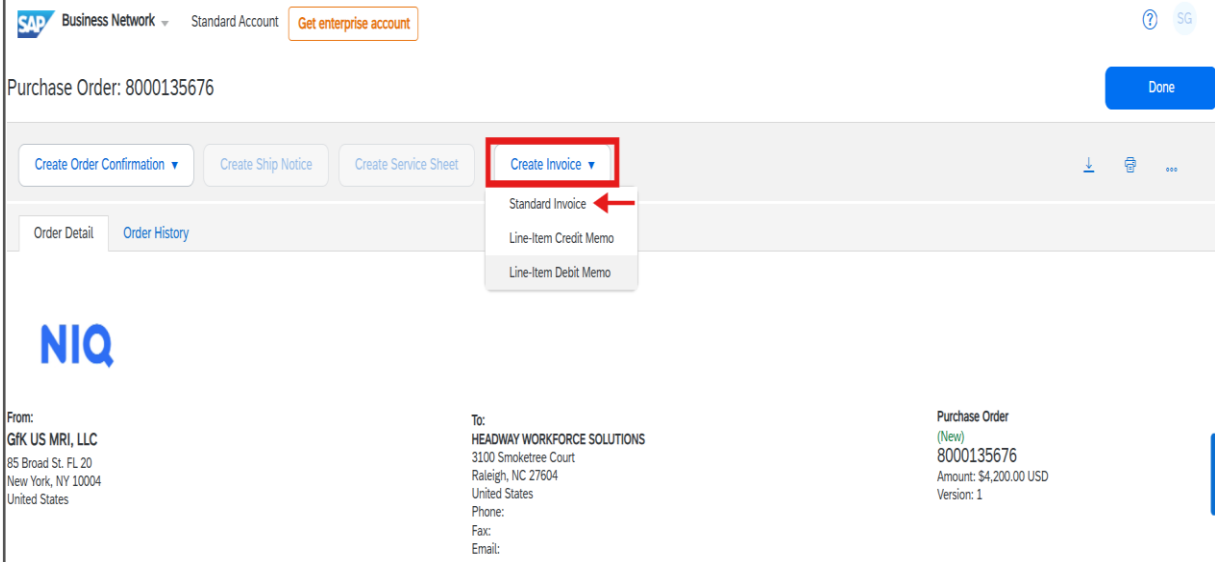
Line #	No. Schedule Lines	Part # / Description	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Price	Subtotal	Customer Location
1		Not Available		Service			1 (EA)	\$9,591.26 USD	\$9,591.26 USD	Details

Ariba Invoice Submission Guide

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

Points to check if Create Invoice button is disabled.

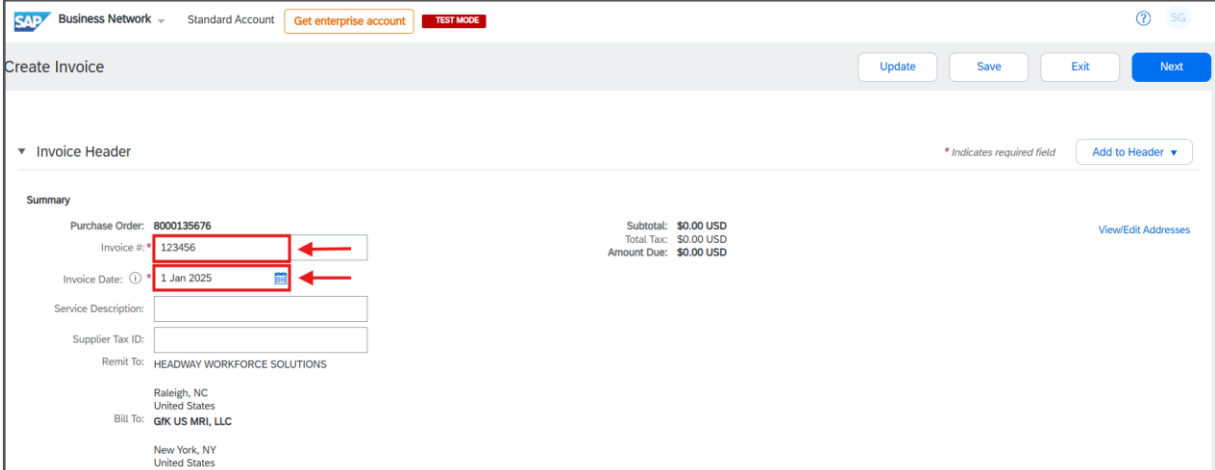
1. For Goods based purchase order, check with your NIQ business point of contact if the goods receiving process was completed for the Create Invoice button to be functional.
2. Check if your Ariba account has already established a trading relationship with your Nielsen Consumer LLC. If not contact NIQSuppliers.ProcurementSupport@smb.nielсениq.com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



The screenshot shows the SAP Business Network interface for a Purchase Order (8000135676). The 'Create Invoice' button is highlighted with a red box, and a dropdown menu is open, showing 'Standard Invoice' selected. The interface includes a 'Done' button in the top right corner. Below the buttons, there is a section for 'Order Detail' and 'Order History'. The 'From' and 'To' addresses are listed, along with the purchase order details.

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)



The screenshot shows the 'Create Invoice' form in SAP Business Network. The 'Invoice Header' section is expanded, showing the 'Summary' tab. The 'Purchase Order' field is filled with '8000135676'. The 'Invoice #' field is highlighted with a red box and an asterisk, indicating it is a mandatory field. The 'Invoice Date' field is also highlighted with a red box and an asterisk, indicating it is a mandatory field. The 'Subtotal', 'Total Tax', and 'Amount Due' fields are all set to '\$0.00 USD'. The 'Remit To' and 'Bill To' addresses are listed at the bottom.

Ariba Business Network Invoice Submission Guide

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.

The screenshot shows the Ariba Business Network interface. A dropdown menu is open, showing options: Shipping Cost, Shipping Documents, Special Handling, Discount, Additional Reference Documents and Dates, Comment, and Attachment. The 'Attachment' option is highlighted with a red box and a red arrow. The background shows a table with columns: Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first row has the value '1' in the Quantity column and 'w90 interviewer medical benefits' in the Description column. There are buttons for 'Add to Header', 'Add to Included Lines', 'Add/Update', 'Update', 'Save', 'Exit', and 'Next'.

The screenshot shows the 'Attachments' section of the Ariba Business Network interface. It displays a table with columns: Name, Size (bytes), and Content Type. The first row shows a file named '123456.pdf' with a size of 75158 bytes and a content type of 'application/pdf'. There are buttons for 'Choose File', 'Add Attachment', and 'Delete'. A note at the top states: 'The total size of all attachments cannot exceed 100MB'. There is also a 'Remove' button in the top right corner.

Ariba Invoice Submission Guide

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)

Line Items 0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Discount Add to Included Lines

No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
1			Not Available	w90 interviewer medical benefits								

Line Item Actions Delete Add

Add/Update Add Contract/Catalog Items Add General Service Add Labor Service Add Material

Update Save Exit Next

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	☒	Not Available		w90 interviewer medical benefits					
1	☒	SERVICE		invoice description		1	EA	1000	1000

Service Period Service Start Date: Service End Date:

Tax

Line Item Actions Delete Add

Ariba Invoice Submission Guide

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

Line Items1 Line Items, 1 Included, 0 Previously

Insert Line Item Options

☐ Tax Category:

☐ Discount

Add to Include

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	☐		Not Available	w90 interviewer medical benefits					
1	☒	SERVICE		invoice description		1	EA	1000	1000

Service Period

Service Start Date:

Service End Date:

Tax

Line Item Actions

Delete

Add

Line Items1 Line Items, 1 Included, 0 Previously

Insert Line Item Options

☐ Tax Category:

☐ Discount

Add to Include

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	☐		Not Available	w90 interviewer medical benefits					
1	☒	SERVICE		invoice description		1	EA	1000	1000

Service Period

Service Start Date:

Service End Date:

Tax

Line Item Actions

Delete

Add

Line Items1 Line Items, 1 Included, 0 Previously

Insert Line Item Options

☐ Tax Category:

☐ Discount

Add to Include

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	☐		Not Available	w90 interviewer medical benefits					
1	☒	SERVICE		invoice description		1	EA	\$1,000.00 US	\$1,000.00 US

Service Period

Service Start Date:

Service End Date:

Tax

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$1,000.00 USD

Tax Rate Type:

Rate(%): 20

Tax Amount: \$200.00 USD

NIQ

GfK

© 2024 Nielsen Consumer LLC. All Rights Reserved.

8

Ariba Invoice Submission Guide

Step 8: Click Update >> Next.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category:

☐ Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available	w90 interviewer medical benefits					
1	☒	SERVICE		Invoice description		1	EA	\$1,000.00 USD	\$1,000.00 USD

Service Period

Service Start Date:

Service End Date:

Tax

Category:

Sales Tax

Location:

Description:

Regime:

Taxable Amount:

\$1,000.00 USD

Tax Rate Type:

Rate(%):

20

Tax Amount:

\$200.00 USD

Remove

Line Item Actions

Delete

Add

Update

Save

Exit

Next

Step 9: Review invoice amount >> Click Submit.

SAP Business Network

Standard Account

Get enterprise account

?

SG

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 123456

Invoice Date: Wednesday 1 Jan 2025 12:00 PM GMT+05:30

Original Purchase Order: 8000135676

Subtotal:

\$1,000.00 USD

Total Tax:

\$200.00 USD

Amount Due:

\$1,200.00 USD

REMIT TO:

HEADWAY WORKFORCE SOLUTIONS

Postal Address:

3100 Smoketree Court

Raleigh, NC 27604

United States

BILL TO:

GfK US MRI, LLC

Postal Address:

85 Broad St. FL 20

New York, NY 10004

United States

Address ID: 4100

SUPPLIER:

HEADWAY WORKFORCE SOLUTIONS

Postal Address:

3100 Smoketree Court

Raleigh, NC 27604

United States

NIQ

GfK

© 2024 Nielsen Consumer LLC. All Rights Reserved.

9

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](#)



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

