



Steps to access Registration Questionnaire

Procurement

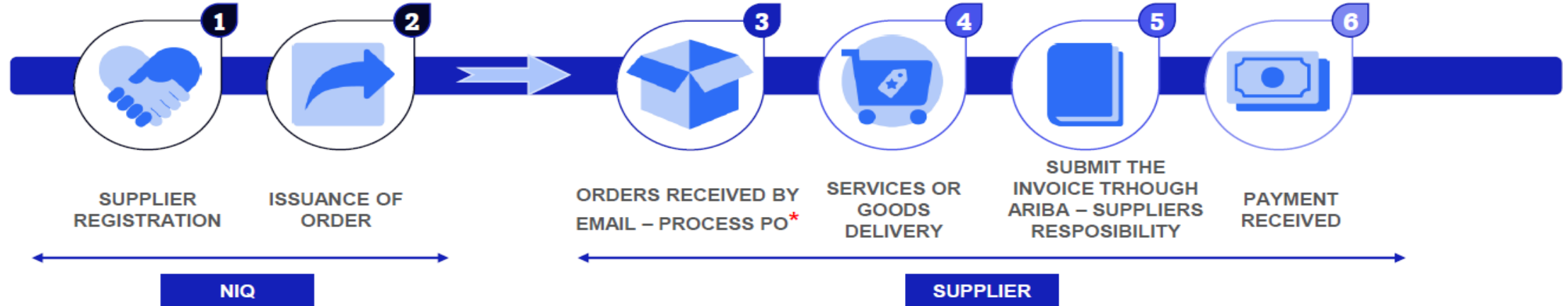
April 2024

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.

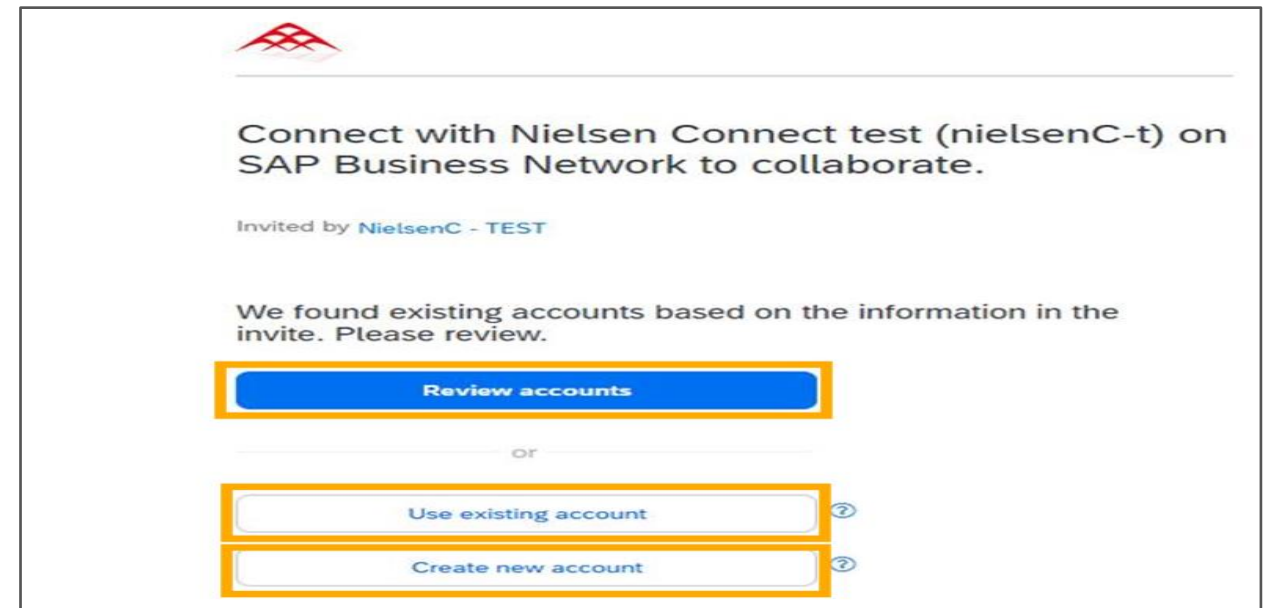
Steps to access Registration Questionnaire

Step 1 : Receiving an invitation mail from NielsenC.

You will first receive a separate email with an invitation from NielsenC to register as a supplier in Ariba. Click on [Click Here](#) highlighted in orange as shown in the below screenshot to access the Supplier Registration Questionnaire. Note – Please check spam folder in case if you are not able to find the invitation mail in your inbox folder.

Step 2 : Sign in to your Ariba Business Network account.

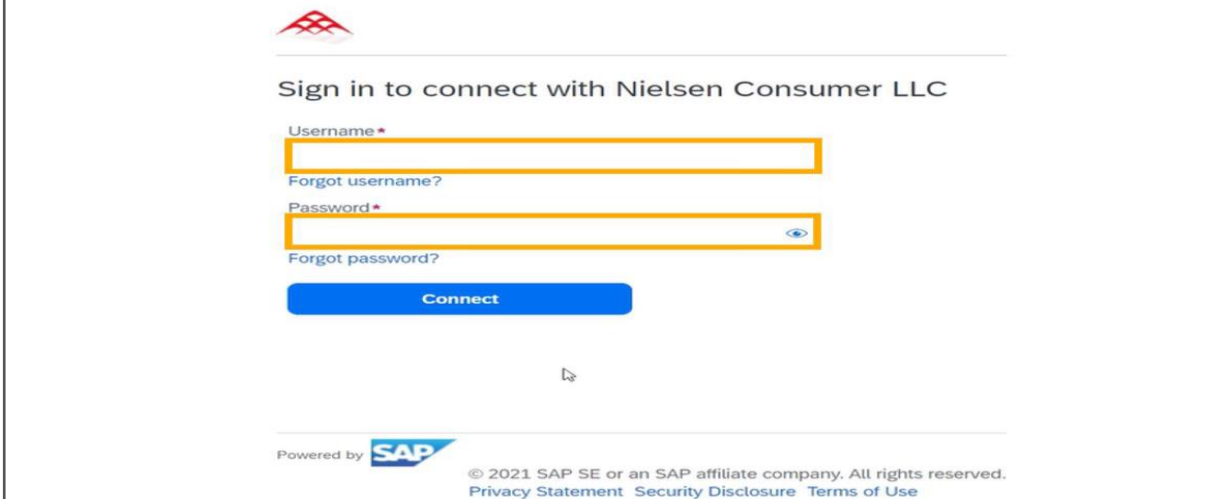
- If you are new to Ariba network, then click on [Create new account](#) to create a new Ariba network account and complete the new account creation process (Refer below Step 9)
- Please click on [Review accounts](#) to verify if there any potential duplicates of your account before proceeding to new account creation.
- Click on [Use existing account](#) if you already have a Ariba Network account created in the past and proceed to step 3.



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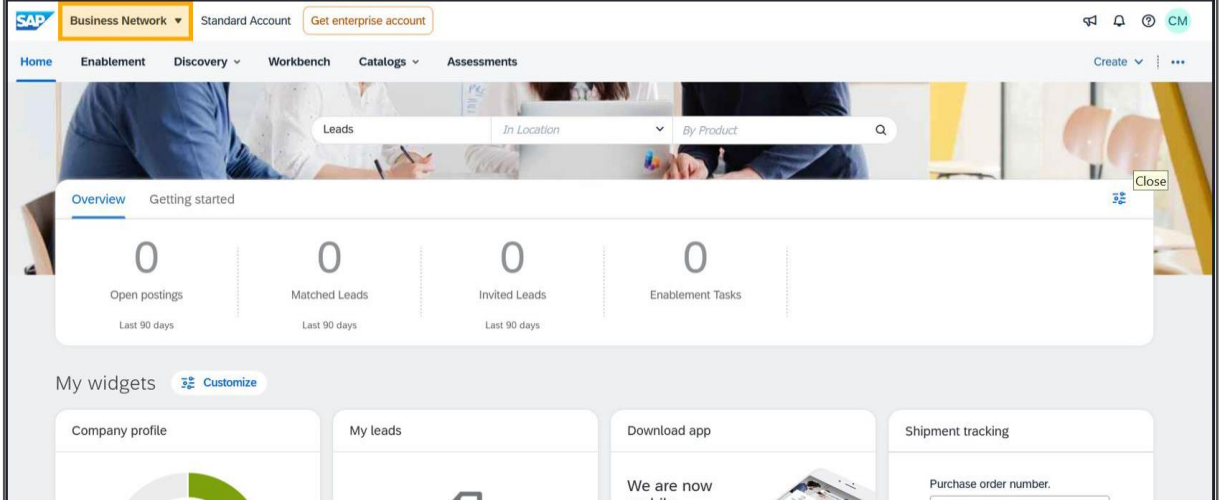
Step 3: Entering login credentials of your Ariba Business Network account.

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.



The screenshot shows a login interface for Nielsen Consumer LLC. At the top is the Nielsen logo. Below it, the text "Sign in to connect with Nielsen Consumer LLC" is displayed. There are two input fields: "Username" and "Password", both highlighted with orange borders. Below the "Username" field is a link "Forgot username?". Below the "Password" field is a link "Forgot password?". A blue "Connect" button is positioned below the password field. At the bottom, it says "Powered by SAP" with the SAP logo. Below that is a copyright notice: "© 2021 SAP SE or an SAP affiliate company. All rights reserved." and links for "Privacy Statement", "Security Disclosure", and "Terms of Use".

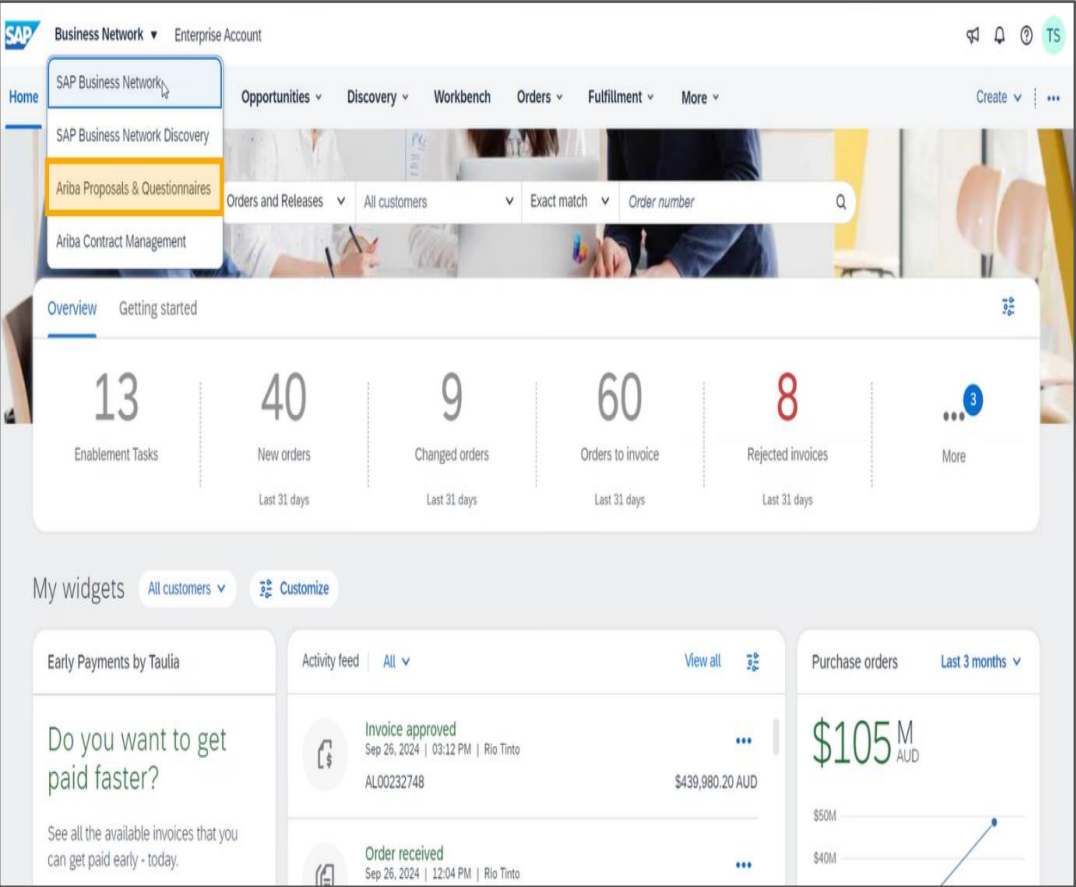
Step 4: Click on Business Network drop-down menu highlighted in orange.



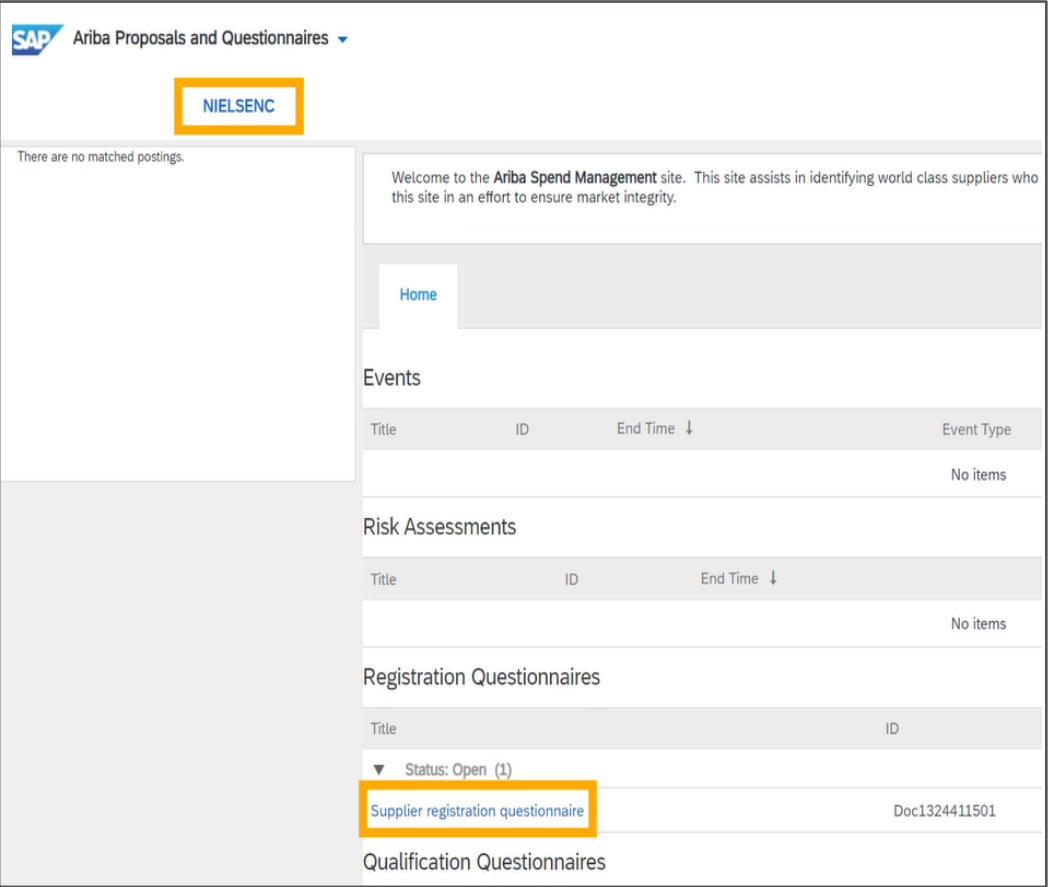
The screenshot shows the SAP Business Network dashboard. At the top, there's a navigation bar with "Business Network" (highlighted in orange), "Standard Account", and "Get enterprise account". Below this is a menu with "Home", "Enablement", "Discovery", "Workbench", "Catalogs", and "Assessments". A search bar is present with "Leads" selected. Below the search bar, there's a "Close" button. The main content area shows four cards: "Open postings", "Matched Leads", "Invited Leads", and "Enablement Tasks", each with a "0" and "Last 90 days". Below this is a "My widgets" section with a "Customize" button. The widgets include "Company profile", "My leads", "Download app", and "Shipment tracking".

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Step 5: Select Ariba Proposals & Questionnaires.



Step 6: Select customer as **NielsenC / Nielsen Consumer LLC** and then click on **Supplier registration questionnaire** to access the NielsenC supplier registration questionnaire.



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Step 7: Update all the mandatory fields marked with an asterisk (*).

In Q2.7 **Email address of supplier contact person**. (Note – Purchase orders would be sent to this email address in future)

In Q2.8 **Telephone number** without country code, special characters and spaces in between.

In Q2.11 **Tax information** and upload valid tax document. E.g., VAT, GST, 8BEN, etc. as per your country.

In Q2.12 **Bank account information** and upload bank document in Bank letterhead format or cancelled cheque.

[Go back to NielsenC Dashboard](#)

Console

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 NielsenIQ SPQ Instru...

2 Vendor Information

Doc1324411501 - Supplier registration questionnaire

All Content

Name ↑	
2.10 Select Payment Method	* Unspecified ▾
2.11 Supplier Tax Information Add Supplier Tax Information (0)	
2.12 Supplier Bank Information Add Supplier Bank Information (0)	
2.13 Is your Physical (Legal Entity) Address same as your Remittance Address?	* Unspecified ▾
2.18 What frequency will invoices be submitted?	* Unspecified ▾
2.19 NielsenIQ Purchase Organization	ZA01

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

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Step 8: Finally click on [Submit Entire Responses](#) to successfully submit the registration questionnaire.

Ariba Sourcing

Go back to NielsenC Dashboard

Desktop File Sync

Time remaining
174 days 02:45:14

Company Settings ▾Anand Shah ▾FeedbackHelp ▾

Console

- Supplier registration questionnaire

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▼ Event Contents

All Content

1 NielsenIQ SPQ Instru...

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All Content

Name ↑

2.27 In what country are you located?

*

Unspecified ▾

2.28 In what currency do you principally transact?

*

Unspecified ▾

2.30 Does your product require you to create, use, or retain data for NielsenIQ?

*

Unspecified ▾

2.31 Please attach any additional document that you need to for your respective country's requirements.

Attach a file

2.32 Do you transact Purchase Orders and Invoices on the Ariba Network?

*

No ▾

2.35 Please confirm there are no former NielsenIQ employees working for you and there is no conflict of interest.

*

Unspecified ▾

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

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Step 9: How to create a New Ariba network account?

Nielsen Connect test (nielsenC-t)

Create an account to connect and collaborate with Nielsen Connect test (nielsenC-t) on SAP Business Network

Company information ?

DUNS number

?

Don't know your DUNS number?

Company (legal) name *

Test India HUB

Country/Region *

United States [USA]

Address line 1 *

Address line 2

Address line 3

City *

State *

Choose a state

Zip *

Administrator account information ?

First name *

Franciso

Last name *

Carvajal

Email *

francisco.carvajal@nielseniq.com

☒

 Use my email as my username

Password *

Repeat password *

☐

 I have read and agree with the [Terms of Use](#).

☐

 I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

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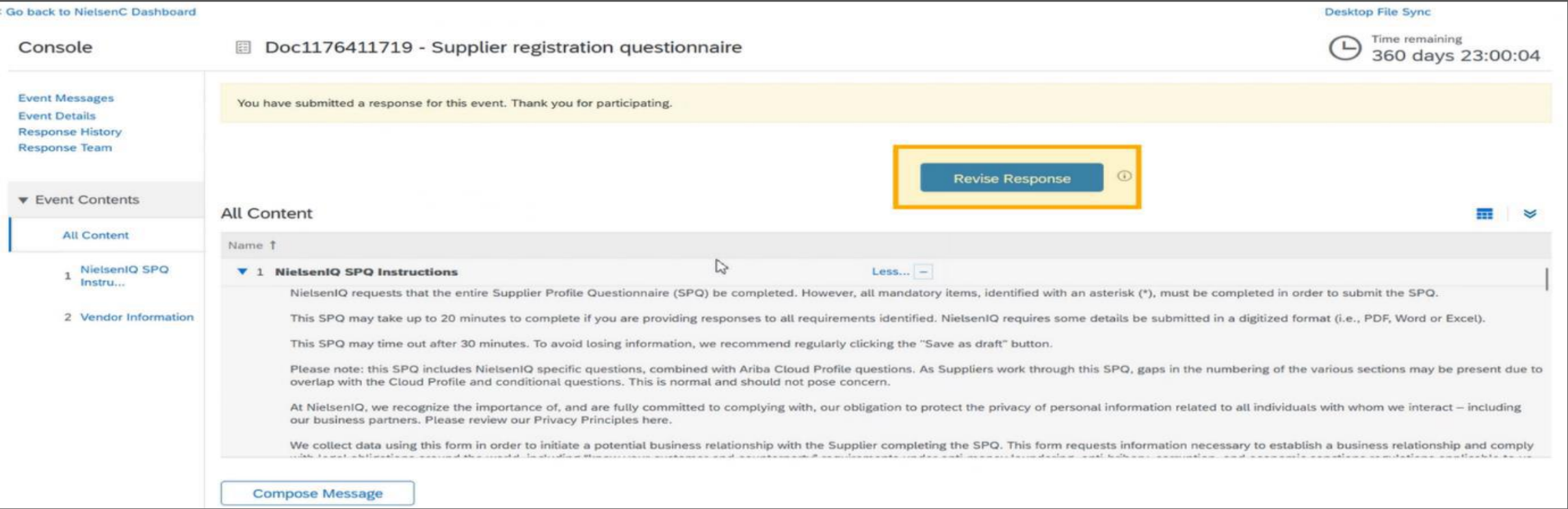
FAQ (Frequently Asked Questions)

How to edit the supplier registration questionnaire?

Step 1: Sign in to your Ariba network account using <https://supplier.ariba.com>

Step 2: Execute step number 2,3,4 and 5.

Step 3: Click on **Revise Response** as shown in below screenshot to edit your responses and finally execute step 8 to submit your response.



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

Note - Questions and Issues - Please include your Ariba ANID, NIQ Vendor ID, PO Number, or Invoice Number in all emails if available.

Purchase Orders and Receipts related queries: Reach out to your point of contact at NIQ.

