



KANTAR

Filling out your Supplier Information Form

Coupa Supplier Portal (CSP)
Training

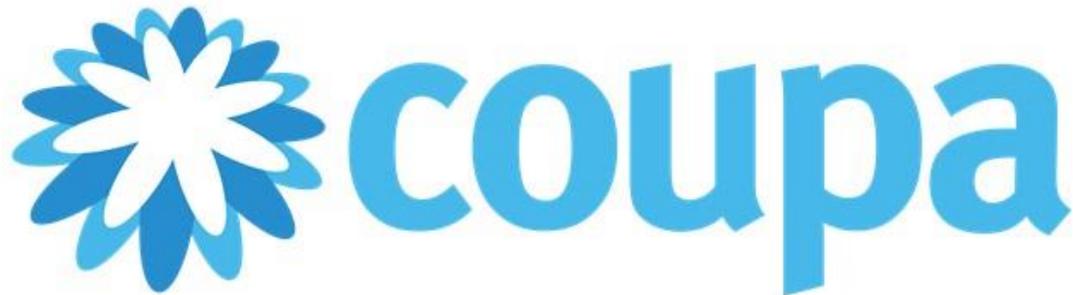
Kantar 2024

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Background

Kantar now uses **Coupa** to manage all purchase orders and process supplier invoices for Kantar businesses in 9 countries: United States of America, Canada, United Kingdom, Ireland, [Netherlands](#), [Spain](#), [Germany](#), [France](#), and [Italy](#).



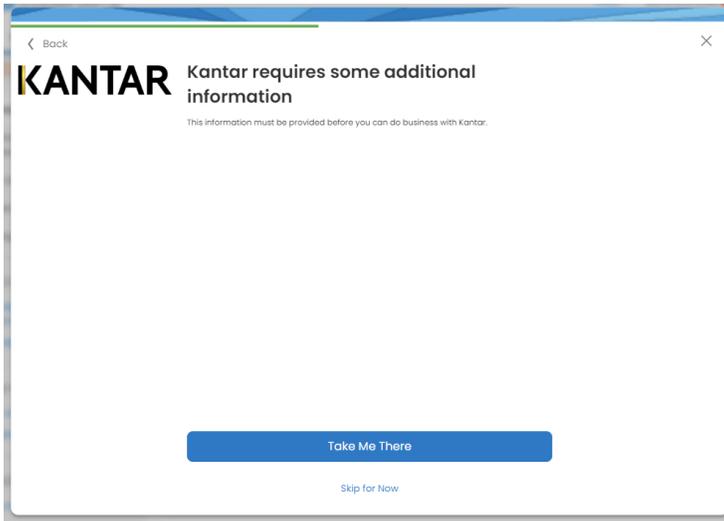
The **FREE Coupa Supplier Portal** is a one stop shop for suppliers to managing purchase orders, invoices and catalogue items. You can log into the Coupa Supplier Portal (CSP) [here](#).

If you cannot sign-in to the CSP please email us on coupasupplierenablement@kantar.com

For low spend purchases (annual spend of less than \$25,000) or other exceptions, please [click here](#).

Filling out the Supplier Information Request Form for the first time

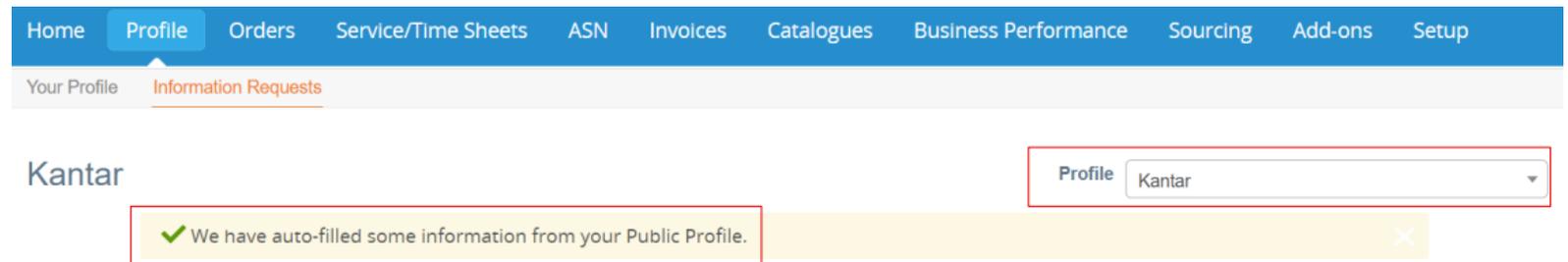
When setting up your account for the first time, you will reach a point where you will see this page. Click “Take Me There”.



You will arrive at your Profile → Information Requests. Use the drop down at the top right-hand side to select the customer profile you want to update.

Coupa Supplier Portal will autofill any information from your public profile and legal entity set up.

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.



Filling out the Supplier Information Request Form for the first time

Select “New Request” to start filling out the form.

Select '**New Request**' Type if you are a *new supplier* of Kantar using the Coupa Supplier Portal (CSP) for the first time.

OR

Select the '**Update Request**' if you are already working with Kantar in CSP and need to *update your information**

**If your update is related to a NEW TAX ID, please reach out to your Kantar contact*

* Type

New Request

Update Request

Need help filling in this form?

Supplier Information Management (SIM) instructions will be under the "Actions you need to take" on the link below:

<https://www.kantar.com/uki/campaigns/coupa-supplier-information-hub-new-users>

We require the following information to approve your form:

- [Legal Company Name & Documentation](#)
- [Tax ID information](#)
- [Account \(Sales\) Lead Contact](#)
- [Purchase Order Contact](#)
- [Supplier Headquarters Address](#)
- [Payment Information / Bank Details](#)
- [Compliance](#)
- [Additional Certificates](#)
- [Environmental, Social and Governance](#)

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Legal Company Name & Documentation

Here you will need to provide:

- Legal Company Name
- Legal Name Documentation

Basic Information

*** Legal Company Name**

Test CSP_Kantar

The legal name of the supplier that will be registered in Kantar financial system. This name will be issued on payment to you as a supplier and must match the legal name setup on the bank account.

*** Legal Name Documentation**

Choose File legal name and tax.pdf

Provide letter head of your legal company name that is on your bank account. This will need to match in order for electronic payment to be issued. Otherwise, the legal name will be updated

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Tax ID information

Select one of the options provided:

* Do you hold a Tax ID number (or local government tax number) ?

VAT Number / Tax ID

Tax exempt

Tax exempt only applies if your company is:

- A governmental entity;
- A foreign supplier with no applicable tax;
- Other reason

An explanation must be provided in the field below.

When selecting VAT Number / Tax ID,
additional fields are required:

• Tax Registrations

Use this section to add all your applicable tax registrations.

[Add Tax Registration](#)

• Tax Registration Number / VAT

Country ✖

Number

Local

Your local government tax number without spaces and in the correct format (ie. GB123456789, IT01234567899).
Add only the Tax number of the entity you will register here.

Company Registration Number

DUNS Number

Instead, you can select Tax-Exempt and
fill out the applicable fields.

* Do you hold a Tax ID number (or local government tax number) ?

VAT Number / Tax ID

Tax exempt

Tax exempt only applies if your company is:

- A governmental entity;
- A foreign supplier with no applicable tax;
- Other reason

An explanation must be provided in the field below.

* Tax-Exempt Other Explanation

Company Registration Number

DUNS Number

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Account (Sales) Lead Contact

The **Account Lead** will be the main point of contact for Kantar on the Coupa Supplier Portal (CSP) and can create / invite other required persons to manage Purchase Orders, Invoices, Catalogues or Bank Account updates.

You will need to provide a Name, Email address and Phone Number.

Keep your contact updated so you can request necessary updates to transact with Kantar.

You can include additional users with access to CSP under Setup > Users.

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Account (Sales) Lead

Contact Purpose
Select Some Options ⓘ

Please enter the primary supplier contact who manages the account relationship with Kantar and can arrange for the submission of financial and commercial information as required on their behalf.

* First Name

* Last Name

* Email address
 ⓘ

* Phone Number
Other ▾
Country/Region Area/City Local Extension (optional)

Please provide a phone number that connects us directly with the person responsible for the relationship with Kantar. Try to avoid phone numbers that connect to automatic answering machines.
This contact will be the main PoC for Kantar on the Coupa Supplier Portal (CSP), please avoid generic mailboxes because this is how we'll reach out to you.

Filling out the Supplier Information Request Form for the first time

Purchase Order Contact

The Purchase Order Recipient will be the key person to action Purchase Orders from Kantar. If multiple persons are required, please separate email addresses with a comma in the Purchase Order Recipient Email field.

You will need to provide a Name and Email address.

Purchase Order Contact

The Purchase Order Recipient will be the key person to action Purchase Orders from Kantar. If multiple persons are required, please separate email addresses with a comma in the Purchase Order Recipient Email field.

* Main Purchase Order Recipient First & Last Name

If PO recipient is a generic inbox, place an N/A. If multiple people, please separate with a comma.

* Purchase Order Recipient Email



Please list the email addresses that will receive and action Purchase Orders from Kantar

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Supplier Headquarters Address

Complete the Supplier Headquarters Address section using your registration/ primary address

Supplier Headquarters Address

• Primary Address

Address Purpose
Select Some Options ⓘ

• Region
Country/Region
United States ▾

State Region
DALLAS ▾ ⓘ

State ISO Code

Address Name

• Street Address

Street Address 2

Street Address 3

Street Address 4

• City

• Postal Code

Location Code

*"State Region" field is mandatory, please select one of the options from the dropdown.

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Payment Information / Bank Details

Select Payment Method 'Electronic' to create/update your details.

Kantar will always transact in the domiciled preferred method for local exchanges (e.g. BACS, ACH, Transit), and Wire for international. This will enable you to get paid on-time and at a lower cost.

Add a Remit-To Address:

Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

Select how you would like to be paid:

The screenshot shows a dialog box titled "How would you like to be paid?". At the top, there are four tabs: "All Methods", "Bank Transfers", "Checks", and "Credit Cards". To the right of these tabs is a blue button labeled "Add Payment Method". Below the tabs, a message states "Kantar prefers Credit Cards, Bank Transfers, Checks Payments." A list of payment methods is shown, with the first entry selected: a checkbox, a location pin icon, the address "Street Test, DALLAS, DALLAS 75373-5445, United States, United States (01-1234567)", and a star icon with the text "Customer Preferred". At the bottom right of the dialog, there are two buttons: "Cancel" and "Add Selected".

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Payment Information / Bank Details

To streamline operations, we encourage the selection of electronic payment: Payment Type - Bank Account (Electronic).

Payment Type

* Account Currency

Remittance Email Address

Please enter the email address which will receive remittance of payment. Only one email is allowed.

Old Bank Account Number

If you are a new supplier or opening a new bank account and not replacing an existing one, please enter N/A.
If you are replacing an existing bank account, please enter the previous account number and currency. i.e. 12345678-GBP.

Important Note: the Bank Country/Region will default to your country. If your bank's country is different, please update it accordingly.

Bank Account Details

Bank Country/Region

Beneficiary Name

Bank Name

Bank Account Number

This is the primary identifier for the bank account

Sort Code

ACH Bank Routing Number

Only US accounts applicable

International Bank Wire Routing Number

Transit Number And Institution Number

Only Canada accounts applicable

Filling out the Supplier Information Request Form for the first time

Payment Information / Bank Details

Remittance Address

* Street Address

Street Address 2

* City

* Postal Code

* Region

Country/Region

State Region

State ISO Code

IFSC

Only India accounts applicable

BSB Number

Only Australia accounts applicable

Bank Code

IBAN Number

All other countries applicable

* SWIFT Code (BIC)

All accounts applicable for international payments

Do you have an intermediary bank?

- Yes
 No

Intermediary Bank Name

* Intermediary IBAN Number

Intermediary SWIFT Code (BIC)

The SWIFT code is a mandatory field for Kantar payment processing. If you are unsure of your SWIFT code, please copy and paste the following URL into a second browser tab: <https://wise.com/gb/swift-codes/>

* Banking Supporting Document

* Attachments

Add [File](#)

Please attach a bank official PDF document, invoice, or company letterhead (no older than 6 months) containing your account information, showing:

- Bank name;
- Company name;
- Bank account;
- IBAN and SWIFT code and Routing number in case of US.

Filling out the Supplier Information Request Form for the first time

Compliance

Please read and accept the relevant compliance policies by clicking on the check boxes.

See the additional specific requirements per Kantar country/entity you are transacting with:

- Italy
- France
- Spain
- Germany
- Netherlands
- USA

Corporate Governance

<https://www.kantar.com/uki/corporate-governance>

* Confirm you comply with the UK Modern Slavery Act 2015 or equivalent laws and regulations?

Please refer to the Corporate Governance link above

* Confirm you comply with Part 3 of the UK Criminal Finances Act 2017 or equivalent laws and regulations?

* Confirm you have a policy on anti-bribery and anti-corruption?

* Confirm you are willing to adhere to Kantar's supplier code of conduct?

Please refer to the Corporate Governance link above

* Confirm that your headquarter is not located, or you do not plan to deliver your services from, or you do not have directors with political relationships in any of the below list of sanctioned countries: Belarus, Cuba, Iran, North Korea, Syria or Russia?

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Compliance – Italy Specific

If you are transacting with Kantar Italy, please fill out the additional information.

To be filled by supplier transacting with Kantar ITALY only

Select "Yes" if you are registered with the government SDI portal

- Yes
- No

This is mandatory for all suppliers based in Italy.

Please enter your Fiscal Tax Code

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Compliance – France Specific

If you are transacting with Kantar France, please fill out the additional information.

To be filled by supplier transacting with Kantar FRANCE only

Please attach your URSSAF certificate

Effective Date

Expiration Date

Attachments

Add [File](#)

Description

This is mandatory for suppliers based in France.
Please keep in mind this certificate is only valid for 6 MONTHS and it is the supplier's responsibility to keep it updated on CSP.

Please attach a copy of your professional insurance certificate

No file chosen

Applicable if you are a freelancer

Please attach list of names of foreign employees subject to work authorization

No file chosen

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Compliance – Spain Specific

If you are transacting with Kantar Spain, please fill out the additional information.

To be filled by supplier transacting with Kantar SPAIN only

Please attach Social Security certificate confirming that there are no debts according to "Spanish Worker's Statute article 42"

Choose File No file chosen

This is mandatory for suppliers based in Spain.

Please confirm you do not owe any debt to the Tax authority

Documentation for Domestic Spain vendors only

Please attach Certificate of Fiscal Residence (Withholding Tax).

Effective Date

mm/dd/yy 

Expiration Date

mm/dd/yy 

Attachments

Add [File](#)

Description

Only for suppliers based outside Spain.
Check if your country has a Withholding tax agreement with Spain to avoid double taxation [here](#).

Please provide Certificate from the Tax Authorities confirming that there are no debts.

Choose File No file chosen

This is mandatory for suppliers based in Spain.
Certificate name: "Contractors and Subcontractors Certificate" according to "Law 58/2003 article 43.1.f."
Please keep in mind this certificate is only valid for 6 MONTHS/1 YEAR and it is the supplier's responsibility to keep it updated on CSP.

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Compliance – Spain Specific

If you are transacting with Kantar Spain, please fill out the additional information.

To be filled by supplier transacting with Kantar SPAIN only

Please attach Social Security certificate confirming that there are no debts according to "Spanish Worker's Statute article 42"

Choose File No file chosen

This is mandatory for suppliers based in Spain.

Please confirm you do not owe any debt to the Tax authority

Documentation for Domestic Spain vendors only

Please attach Certificate of Fiscal Residence (Withholding Tax).

Effective Date

mm/dd/yy 

Expiration Date

mm/dd/yy 

Attachments

Add [File](#)

Description

Only for suppliers based outside Spain.
Check if your country has a Withholding tax agreement with Spain to avoid double taxation [here](#).

Please provide Certificate from the Tax Authorities confirming that there are no debts.

Choose File No file chosen

This is mandatory for suppliers based in Spain.
Certificate name: "Contractors and Subcontractors Certificate" according to "Law 58/2003 article 43.1.f."
Please keep in mind this certificate is only valid for 6 MONTHS/1 YEAR and it is the supplier's responsibility to keep it updated on CSP.

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Compliance – Germany Specific

If you are transacting with Kantar Germany, please fill out the additional information.

To be filled by supplier transacting with Kantar GERMANY only

Confirm that you comply with the following German laws and regulations if applicable to you and that you also obtain such confirmation from your subcontractors: Mindestlohngesetz (MiLoG), Arbeitnehmerentsendegesetz (AEntG), Arbeitnehmerüberlassungsgesetz (AÜG), Sozialgesetzbuch (SGB), Lieferkettensorgfaltspflichtengesetz (LkSG)

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Compliance – Netherlands Specific

If you are transacting with Kantar Netherlands, please fill out the additional information.

To be filled by supplier transacting with Kantar NETHERLANDS only

Select what's applicable for your Company

- We are ISO 20252 certified
- We work in accordance with the ISO 20252 requirements

Related party scenario for suppliers transacting with Kantar NETHERLANDS only

Confirm that as far as you are aware, having made reasonable enquiries, related party relationship don't exist between your company and ours

Supplier Party has Control or joint Control (including direct or indirect ownership of a majority of shares or voting rights) over Kantar Netherlands B.V.

- Yes
- No

Supplier Party can exercise significant influence over procurement, client, financial and/or reporting decisions of Kantar Netherlands B.V

- Yes
- No

Supplier Party is a member of the Key Management Personnel (including directors) of Kantar Netherlands B.V.

- Yes
- No

Employees of Kantar Netherlands B.V. with influence in or Control over Supplier Party

- Yes
- No

Confirm that as far as you are aware, having made reasonable enquiries, related party relationship don't exist between your company and ours (see definitions below)

Definitions: 1. "Supplier" means: your company as stated in the declaration below 2. "Supplier Party" means: (a); the Supplier (b) any director, employee, agent or sub-contractor of Supplier; or (c) any close family member of a director, employee, agent or sub-contractor of Supplier 3. "Control" means: the power to govern the financial and operating practices of Kantar Netherlands B.V., so as to obtain benefits from its activities. 4. "Key Management Personnel" means: those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of Kantar Netherlands B.V.

If your response was 'Yes' to the above question please specify the names of related parties on your and Kantar side and nature/details of interest

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Compliance – USA Specific

If you are transacting with Kantar USA, please fill out the additional information.

W8/W9 Tax Form information for suppliers transacting with Kantar USA only

Effective Date

mm/dd/yy 

Expiration Date

mm/dd/yy 

Attachments

Add [File](#)

Description

This is mandatory for suppliers working with Kantar entities based in the US.
•W8 if you're outside of the US;
•W9 if you're based in the US.

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Additional Certificates

If you have any other certificates that would be relevant, please include that information here.

Additional Certificates:

ISO 9001

Effective Date
mm/dd/yy 

Expiration Date
mm/dd/yy 

Attachments
Add [File](#)

Description

Does your company hold a ISO 27001 certification?

- Yes
- No

If yes, please attach the certificate on the following field.

Does your company hold a ISO 20252 certification?

- Yes
- No

Does your company hold a SOC 2 certification?

- Yes
- No

If yes, please attach the certificate on the following field.

Does your company hold a HIPPA certification?

- Yes
- No

If yes, please attach the certificate on the following field.

Does your company hold a PCI-DSS certification?

- Yes
- No

If yes, please attach the certificate on the following field.

Does your company hold any additional certification?

- Yes
- No

If yes, please attach the certificate on the following field.

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Filling out the Supplier Information Request Form for the first time

Environmental, Social and Governance

Please share your ESG information here.

Environmental

Does your company hold a Ecovadis certification?

- Yes
 No

If yes, please attach the certificate on the following field.

Does your company hold a CDP certification?

- Yes
 No

If yes, please attach the certificate on the following field.

Does your company hold a SBTi certification?

- Yes
 No

If yes, please attach the certificate on the following field.

Does your company hold a Bcorp certification?

- Yes
 No

If yes, please attach the certificate on the following field.

Does your company hold any additional ESG certification/accreditation?

- Yes
 No

If yes, please attach the certificate on the following field.

Do you produce a sustainability/ESG report?

- Yes
 No

Supplier Diversity

If you are a small or diverse business, add the categories that apply to you.

[Add Diversity](#)

Supplier Diversity

Country
United States

Diversity Category
Select

Diversity Certificate

Agency
Select

Effective Date
mm/dd/yy

Expiration Date
mm/dd/yy

Attachments
[Add File](#)

Description

Governance

* Is your company using AI?

- Yes
 No

By “AI”, we mean any machine-based system that: (i) operates with a degree of autonomy; (ii) can generate data, identify patterns in data, produce insights, or make predictions, recommendations, or decisions to achieve a given objective; and (iii) operates using machine learning or other approaches designed to approximate cognitive abilities.

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Form Approval

Whether it is the first time submitting the SIM form or you are updating your information, once you have submitted the form and Kantar has approved it, you will receive an email and a notification on the Coupa Supplier Portal!

Profile Info submitted to Kantar was Approved Inbox x



Kantar <do_not_reply@kantar-test2.coupahost.com>
to me ▾

KANTAR Profile Info submitted to Kantar was Approved

Powered by Coupa

Hi sim test ,

The company profile information that you submitted to your customer, Kantar was recently approved.

This usually means that the information was correct and they will activate your new information so you can start transacting soon (or continue transacting with the new information).

No further action is required but you can click below to view additional details.

[View Profile Info](#)

My Notifications

[Notification Preferences](#)

View All ▾

<input type="checkbox"/>	Message	Received
<input type="checkbox"/>	The Supplier Information you submitted was approved by Kantar.	14/07/2022 10:47

[Delete](#)

[Mark as Read](#)



Business Spend Management

To get immediate updates via SMS or change notification preferences, go [here](#) and [adjust your settings](#)

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

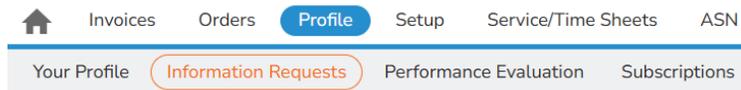
Updating your information moving forward

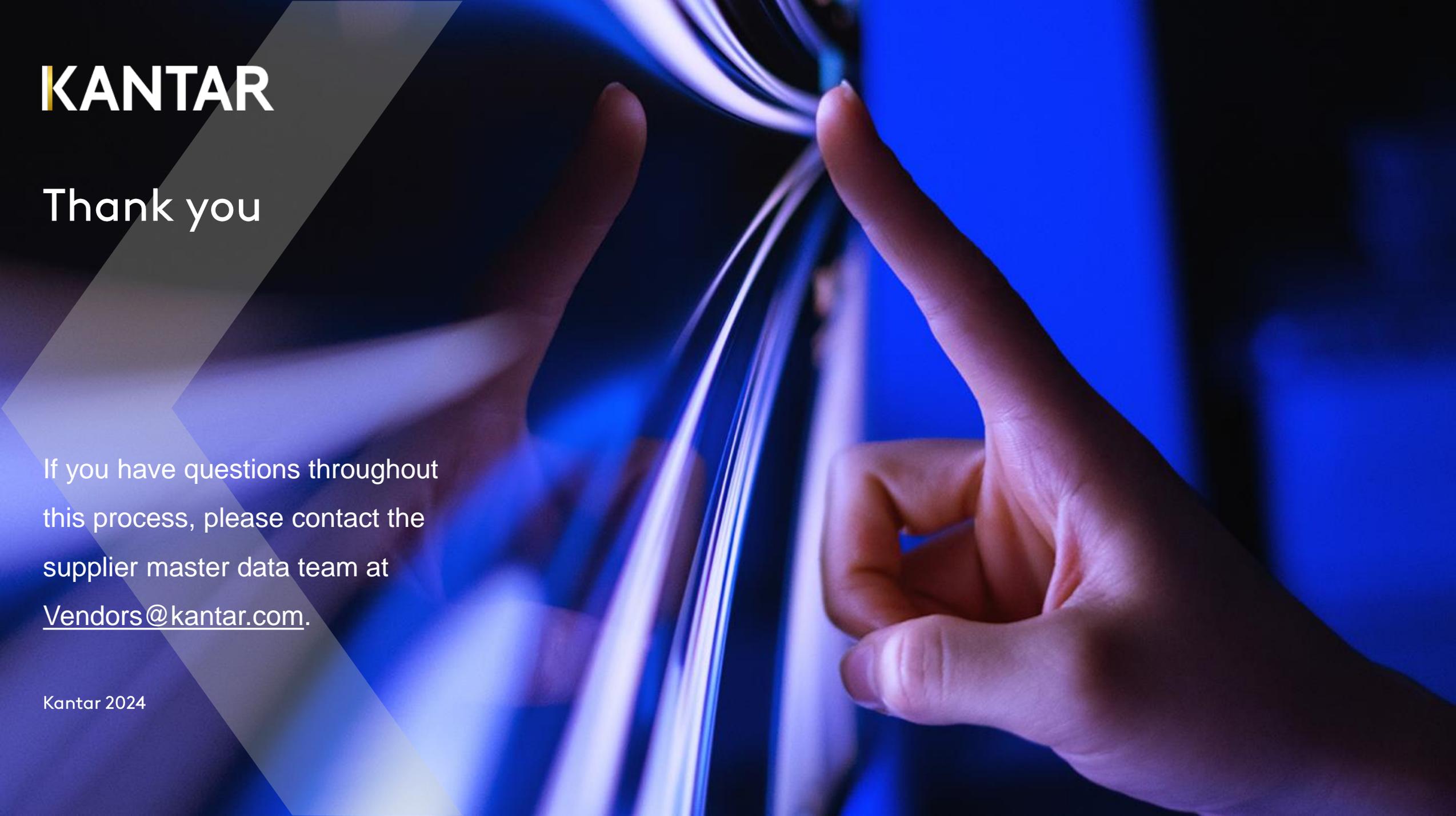
To make an update to your supplier record moving forward, you can access the Supplier Information Form from the homepage:

1. Go to the profile tab at the top of the page.
2. Select Information Requests

Select “Update info” and then “Update Request”. Your SIM form will be available for updating.

If the option doesn't appear to you or you need support, please reach out to Vendors@kantar.com.

A screenshot of a web form. At the top, there is a section for 'External Approvals' with a 'Choose File' button and 'No file chosen' text. Below this is a note: 'For internal Kantar use only. This is the attachment field for approvals external to the system when required.' To the right of the form is an 'Update Info' button. Below the button is a text instruction: 'New suppliers of Kantar using the Coupa Supplier Portal (CSP) will need to select 'New Request' Type in the radio button below. If you are an existing supplier to the CSP updating your information, please select the 'Update Request' Type.' Underneath, there is a '* Type' section with two radio buttons: 'New Request' (unselected) and 'Update Request' (selected). Below that is a 'Request Number' field with the value 'FIN1234' and a note: 'The SNOW request number for internal Kantar use only.'

The background of the slide features a close-up photograph of two hands holding a glowing blue fiber optic cable. The hands are positioned on either side of the cable, with fingers gently gripping it. The cable itself is the central focus, emitting a bright blue light that creates a series of parallel lines and a soft glow. The overall color palette is dominated by deep blues and purples, with the white text providing a sharp contrast. A semi-transparent grey geometric shape is overlaid on the left side of the image, serving as a backdrop for the text.

KANTAR

Thank you

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Kantar 2024