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Overview

We are pleased to announce a new initiative to streamline our Procurement and Accounts Payable processes. As part of this initiative, NiSource and its subsidiaries (Columbia Gas of Kentucky, Columbia Gas of Maryland, Columbia Gas of Ohio, Columbia Gas of Pennsylvania, Columbia Gas of Virginia, and NIPSCO) are partnering with SAP Ariba ®.

This new partnership will help NiSource streamline its internal processes and allow us to continue enhancing our relationship with you, our valued supplier.

Over time there will be several changes to the way we do business.

Some of the changes you can expect:

- Required use of the SAP Ariba Network
- Addition of invoice payment options
- Going paperless
- Change in payment terms

Benefits to Suppliers:

- Supplier self-service for items such as registration, updating company information and managing orders and invoices
- Real-time Purchase Order delivery, which speeds the time to get the order to the supplier
- The use of online catalogs that ensures compliance to buying practices and improves purchase order accuracy
- Invoice automation that reduces potential errors and labor costs for suppliers to invoice NiSource.

Supplier Guidelines

- Conducting business on the SAP Ariba Network **will be required** for NiSource suppliers.
- Upon implementation your purchase orders (PO) and invoices will be transmitted using SAP Ariba with the goal of going paperless.
- You may incur some fees based on the number of transactions you perform on the SAP Ariba Network. The expectation is that any potential fees incurred will be offset by the many benefits of the SAP Ariba Network. Fees covered later in presentation.
- Use existing NiSource SAP Ariba Network ID during registration process.
- One designee per supplier.

This document provides step by step instruction on registering as a NiSource supplier in SAP Ariba.

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Step 1: You will receive an “Invitation” email from NiSource. Click the **Click Here** link from the email to get started.

Note: The link in the email is only available for one use. If you are unable to complete the questionnaire in one session, please use the following [link](#) to access the site.

<https://service.ariba.com/Sourcing.aw>



Invitation: Register to become a supplier with NiSource Corporate Services Company
SupplyChain_Consultant to: John Beard
Please respond to SupplyChain_Consultant

10/30/2018 10:08 AM
[Show Details](#)

USE CAUTION: This email was sent from an external source. Think before you click links or open attachments. If suspicious, please forward to security@nisource.com for review.

NiSource Corporate Services Company

Register as a supplier with NiSource Corporate Services Company

Hello!

SupplyChain_Consultant has invited you to register to become a supplier with NiSource Corporate Services Company. Start by cre

NiSource Corporate Services Company uses Ariba Network to manage its sourcing and procurement activities and to collaborate w
Network, sign in with your username and password.

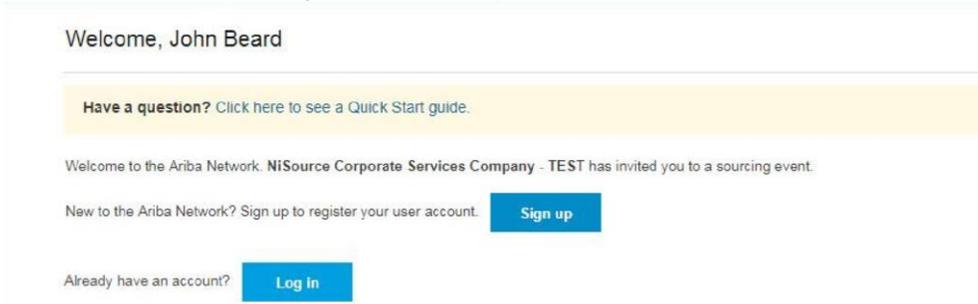
[Click Here](#) to create account now

You are receiving this email because your customer, NiSource Corporate Services Company, has identified you as the appropriate contact for this correspondence. If you are ni

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Step 2: The **Ariba Proposals & Questionnaires** screen will be displayed. To get started, there are two options:

- a. Click **Sign Up** (if you do not have an Ariba Network ID (ANID))
 - Then continue to **Step 3**
- b. Click **Log In** (if you already have an Ariba Network ID (ANID))
 - Then go to **Step 6**
 - **IMPORTANT: During registration, enter your ANID exactly as it shows on your profile. If you are unsure what your ANID number is, please reach out to your Ariba administrator. If they are unsure, please contact Ariba for assistance.**



Note: If you have any trouble logging in, please call Ariba at 1-866-218-2155

Note: If you choose to Sign Up, and you receive a notification that an account already exists, please contact the Ariba administrator listed for your company.

SAP Ariba Proposals & Questionnaires

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On				
COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Supplier Test Account	abbeyhale@nisource.com			11 columbus OH, United States 43123

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Step 3: If you selected **Sign Up** in Step 2, complete the company information section by entering the following information. Scroll down as necessary.

- a. Company Name
- b. Country
- c. Address
- d. City
- e. State
- f. Zip Code

Create account
Create account and continue

First, create an SAP Ariba supplier account, then complete questionnaires required by NiSource

Corporate Services Company - TEST

Company information

* Indicates a required field

Company Name: *

Country: *

Address: *

City: *

State: *

Zip: *

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.

Step 4: Next, you will need to enter the following user account information. Scroll down as necessary.

- a. Name
- b. Email
- c. Username
- d. Password
- e. Email orders to:

User account information

* Indicates a required field

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language:

Email orders to: *

[SAP Ariba Privacy Statement](#)

Must be in email format (e.g. john@newco.com) ⓘ

Must contain a minimum 8 characters including letters and numbers. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you orders through Ariba.

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Step 5: Next, you will need to read the section titled Tell us more about your business.

Select the **I have read and agree to the Terms of Use** checkbox. **Note:** click the Terms of Use link to review the NiSource Terms of Use document.

Select the **I have read and agree to the SAP Ariba Privacy Statement** checkbox. **Note:** click the SAP Ariba Privacy Statement link to preview the NiSource Privacy Statement document.

Tell us more about your business ▶

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, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

- I have read and agree to the Terms of Use
- I have read and agree to the SAP Ariba Privacy Statement

[Create account and continue](#) [Cancel](#)

Note: You may be asked to provide the following information during this step:

- a. Product and service categories
- b. Ship-to of service locations
- c. Tax ID (optional)
- d. DUNS number (optional)

Tell us more about your business

Product and Service Categories: * [Add](#) -or- [Browse](#)

Ship-to or Service Locations: * [Add](#) -or- [Browse](#)

Tax ID: Enter your nine-digit Company Tax ID number.

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

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Step 6: If you selected **Log In** in step 2, enter your username and password and click the **Log In** button.

You will be taken directly to the **Supplier Registration Questionnaire**.

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Step 7: Complete the Supplier Registration Questionnaire by entering the following information. Scroll down as necessary.

- a. General Information
- b. Contact Information
- c. Principle Products & Services
- d. Service Area
- e. Capability
- f. Safety & Accident Prevention

Note: if your **D&B DUNS Number** is not known, enter “N/A” into this field.

Note: When entering **Principle Products & Services**, please identify the lowest level possible by using the blue arrow to expand the section until you can no longer expand it.

Choose Values for Commodity

Add to Currently Selected

Name

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	▼ Services	30000000
<input type="checkbox"/>	▶ Electrical Construction Services	30300000
<input type="checkbox"/>	▼ Engineering & Technical Services	30200000
<input type="checkbox"/>	▼ Electric Inspection Services	30201500
<input type="checkbox"/>	Pole Inspection and Treatment	30201505
<input type="checkbox"/>	Testing & Inspection Svc(Elec)	30201520

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Step 8: Click Save.

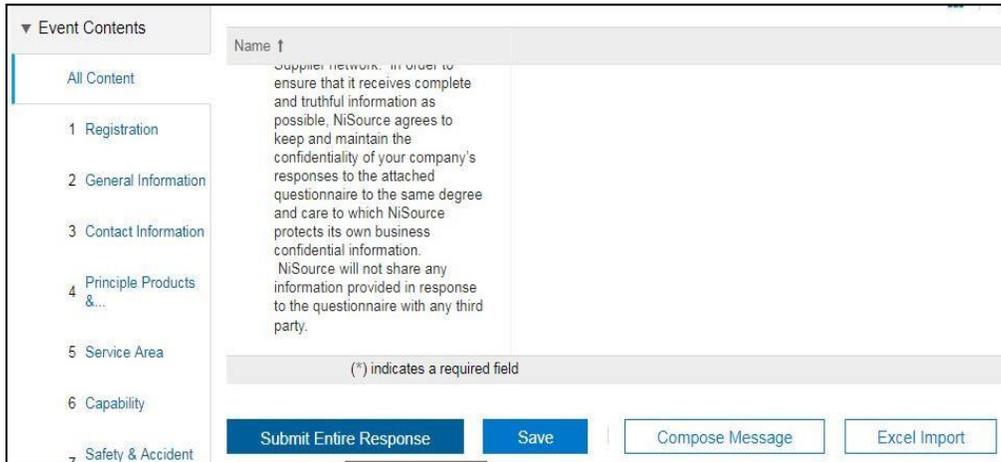
The screenshot shows a web interface for a registration form. On the left is a navigation menu with the following items: Event Messages, Event Details, Response History, Response Team, Event Contents (expanded), All Content (selected), 1 Registration, 2 General Information, 3 Contact Information, 4 Principle Products &..., and 5 Service Area. The main content area is titled 'All Content' and contains a text field with the following text: 'Supplier network. In order to ensure that it receives complete and truthful information as possible, NiSource agrees to keep and maintain the confidentiality of your company's responses to the attached questionnaire to the same degree and care to which NiSource protects its own business confidential information. NiSource will not share any information provided in response to the questionnaire with any third party.' Below the text field is a note: '(*) indicates a required field'. At the bottom of the form are four buttons: 'Submit Entire Response', 'Save', 'Compose Message', and 'Excel Import'.

Note: The following message appears after you save the registration.

✓ Your entries have been saved but have not yet been submitted to the event owner. Continue working on your response and submit it when you are finished.

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Step 9: Click Submit Entire Response.



The screenshot shows a web interface for a registration process. On the left, there is a sidebar menu titled "Event Contents" with a dropdown arrow. The menu items are: "All Content", "1 Registration", "2 General Information", "3 Contact Information", "4 Principle Products &...", "5 Service Area", "6 Capability", and "Safety & Accident". The main content area has a header "Name ↑" and a text block that reads: "Supplier network. In order to ensure that it receives complete and truthful information as possible, NiSource agrees to keep and maintain the confidentiality of your company's responses to the attached questionnaire to the same degree and care to which NiSource protects its own business confidential information. NiSource will not share any information provided in response to the questionnaire with any third party." Below this text is a note: "(*) indicates a required field". At the bottom of the form, there are four buttons: "Submit Entire Response" (highlighted in blue), "Save" (highlighted in blue), "Compose Message", and "Excel Import".

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Step 10: Click **OK**.



Note: If any of the required fields were entered in error or missing, the fields will be highlighted in Red. All required fields must be populated correctly to successfully submit the questionnaire.

Once you have successfully submitted the supplier registration questionnaire, the following message appears.



After submission, the supplier registration is automatically approved.