

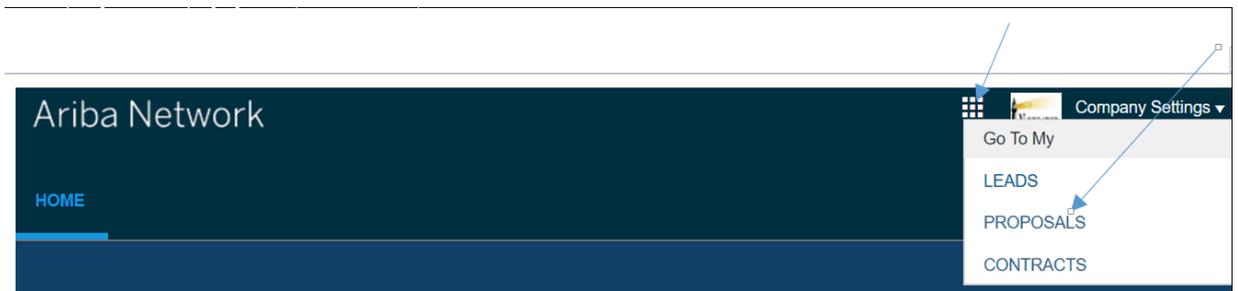
NiSource Supplier Registration

How Supplier can Login to see Questionnaires

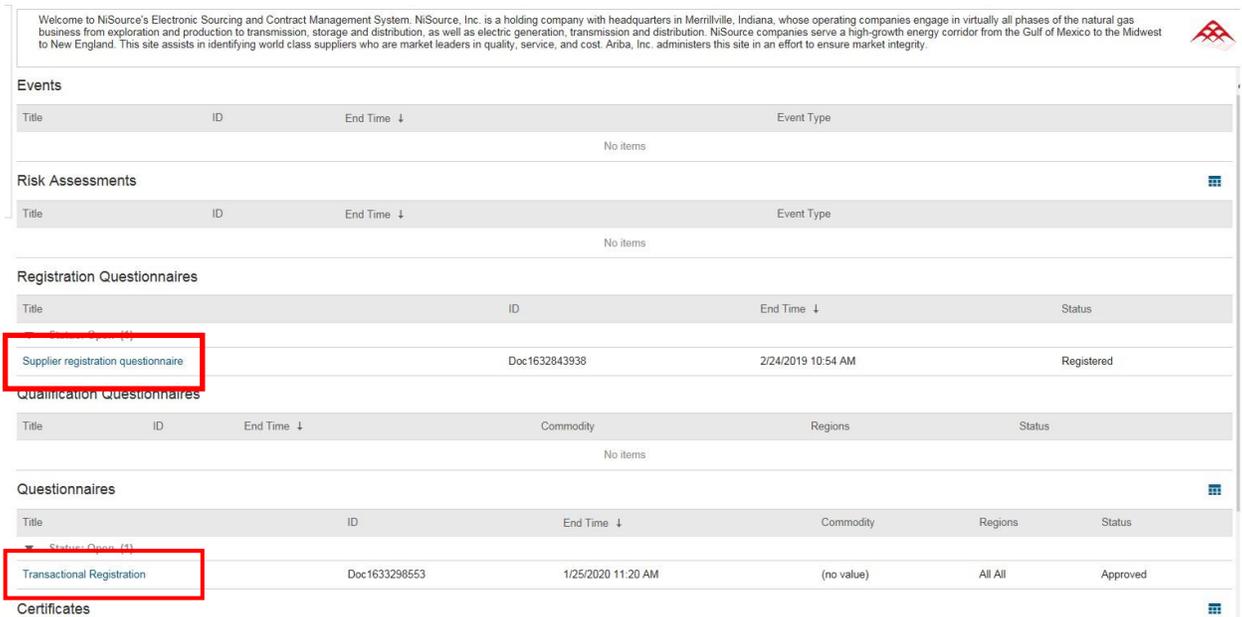
Suppliers that already have their AN ID do not have to use the invite link that they receive from NiSource. That link is available for only one use and is generally needed for those registering on Ariba for the first time.

Steps to find NiSource Questionnaires

1. Supplier should log directly into their SAP Ariba account
2. Click on the 9-box table icon
3. Click on Proposals



4. The resulting screen should show one or more links to NiSource questionnaires.



5. The Supplier Registration Questionnaire must be completed to finish registration
6. The Transactional Registration, *if shown*, must be completed to process Purchase Orders and/or Invoices.

Tips and Tricks

If the Proposal screen comes up blank (nothing beneath the header) use a different browser. Chrome may work if Internet Explorer or Firefox does not.

If the Proposal screen does not show our questionnaires, ensure that NiSource is the company being reviewed. To do this, look in the upper, left hand corner of the screen to find the company. Example below indicates American Electric Power.

Click on the MORE link to see a list of all suppliers in your network. Select NiSource.

