

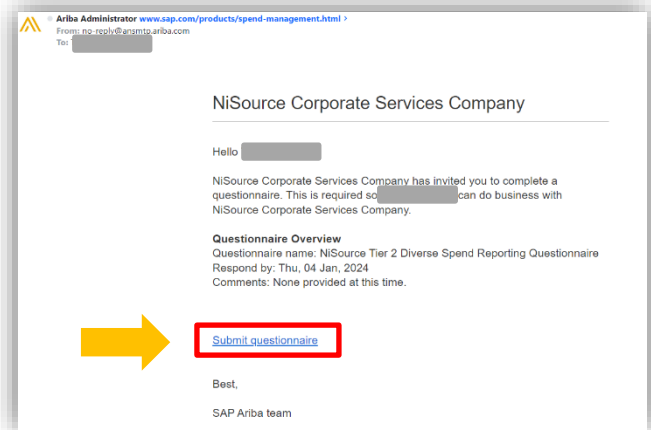
Supplier Job Aid – Tier 2 Spend Questionnaire

How to Submit your Tier 2 Diverse Spend Questionnaire to NiSource

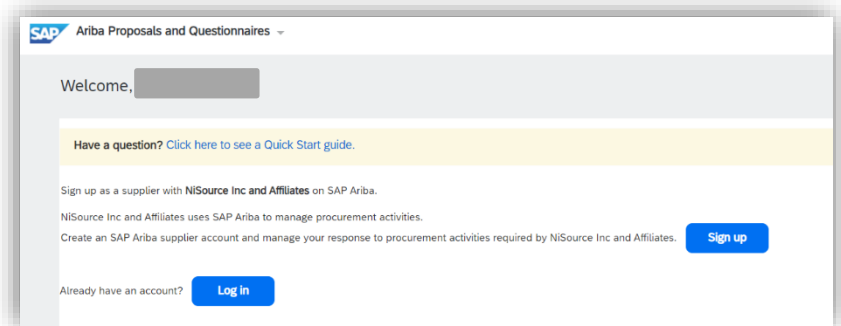
As a NiSource supplier who is required to submit your company's tier 2 diverse spend, this job aid has been provided for your support. A designated representative from your company will complete a Tier 2 Diverse Spend Reporting Questionnaire on a quarterly basis. You will receive the email from Ariba each quarter requesting you to update the questionnaire with data from the previous quarter.

Receiving / Accessing the Questionnaire

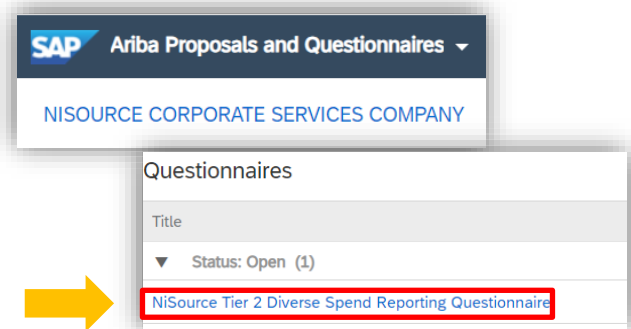
1. Your company's designed representative will receive an auto generated email from Ariba
2. Click on the link in the email to access the questionnaire. You can also access the questionnaire from your SAP Ariba supplier portal.



3. Log into SAP Ariba.
*Note, if your company has not previously connected with NiSource on the SAP Ariba Network, you will receive the following prompt. If you have an SAP Ariba Network account, please log in.
If not, please sign up.



4. Open the questionnaire by selecting it from the Questionnaires list.



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Completing the Questionnaire

1. Review Section 1 of the questionnaire. This section provides instructions for completion.
*Note: you will have 30 days to complete the questionnaire from the time it is sent to your company.



Time remaining
29 days 18:51:04

2. You will follow the questionnaire prompts to report all qualified tier 2 spend to NiSource. This includes applicable direct and indirect spend. Definitions of these spend types are within section 1 of the questionnaire.
3. First, you will submit direct spend. For each direct submission you will populate all required fields.

2.1.1.1.1 Supplier Name	*	<input type="text"/>
2.1.1.1.2 Nisource Operating Territory	*	<input type="checkbox"/> KY <input type="checkbox"/> OH <input type="checkbox"/> IN <input type="checkbox"/> PA <input type="checkbox"/> VA <input type="checkbox"/> MD
2.1.1.1.3 Diversity Classifications and Certifications ⓘ	*	Unspecified ▾
2.1.1.1.4 Spend Category	*	Unspecified ▾
2.1.1.1.6 Attach the Supplier's diversity certificate here		Attach a file
2.1.1.1.7 Ethnicity	*	Unspecified ▾
2.1.1.1.20 Do you have another direct diverse Supplier entry?	*	Unspecified ▾

4. If you have another direct supplier to add to the report, select 'Yes' in section 2.1.1.1.20. This will populate an additional spend submission.

2.1.1.1.20 Do you have another direct diverse Supplier entry?	*	Yes ▾
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5. Repeat steps 3 & 4 until you've reported all of your direct tier 2 spend.

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6. Section 3 of the questionnaire will capture an allocation factor percentage (%). This percentage will be used to calculate a credit for indirect tier 2 spend.
- Please follow the questionnaire instructions on how to calculate the allocation factor.
 - You must confirm accuracy of the percentage in section 3.4.

3 Allocation Factor Less... -

Within this section, NiSource will ask for your allocation factor. The allocation factor represents the percentage of your company's sales to NiSource out of your total sales.

3.1 Please enter the total number of sales for your company this quarter.	*	<input type="text"/>
3.2 Please enter your total sales to NiSource this quarter.	*	<input type="text"/>
3.3 Please enter your allocation factor (%) by calculating what percentage of your sales for this quarter was to NiSource. <small>Note: You can do this calculation by the amount in Section 3.1, dividing it by the amount in Section 3.2 and multiplying by 100.</small>	*	<input type="text"/>
3.4 Please confirm that you have reviewed your allocation factor calculation for accuracy. By selecting 'Confirmed' below, you're confirming that the allocation factor you've submitted is true and accurate.	*	Unconfirmed <input type="button" value="v"/>

7. Lastly, please populate any indirect spend you have for each diversity category in section 4. This is a total amount for each category.

4 Indirect Diverse Spend Reporting Less... -

In this section of the questionnaire, NiSource will ask you to populate the Indirect Diverse Spend that you have for this quarter. Please populate the spend amount you have for each applicable diversity category.

4.1 Indirect Diverse Spend by Diverse Classifications and Certifications

4.1.1 Disability-Owned Business	*	<input type="text"/>	USD
4.1.2 Disability-Owned Business Enterprise	*	<input type="text"/>	USD
4.1.3 Disadvantaged Business Enterprise	*	<input type="text"/>	USD
4.1.4 Economically Disadvantaged Woman-Owned Small Business	*	<input type="text"/>	USD
4.1.5 Historically Underutilized Business Zone	*	<input type="text"/>	USD
4.1.6 Lesbian, Gay, Bisexual, Transgender Business Enterprise	*	<input type="text"/>	USD
4.1.7 Minority-Owned Business Enterprise	*	<input type="text"/>	USD
4.1.8 8A Business Development Program	*	<input type="text"/>	USD
4.1.9 Service Disabled Veteran-Owned Business Enterprise	*	<input type="text"/>	USD
4.1.10 Service Disabled Veteran-Owned Small Business	*	<input type="text"/>	USD
4.1.11 Small Business Enterprise	*	<input type="text"/>	USD
4.1.12 Small Disadvantaged Business	*	<input type="text"/>	USD
4.1.13 Veteran-Owned Business	*	<input type="text"/>	USD
4.1.14 Woman-Owned Small Business	*	<input type="text"/>	USD
4.1.15 Woman-Owned Business Enterprise	*	<input type="text"/>	USD

8. Once complete, please check your submissions and hit submit. You will receive an email when it's time to submit for the next quarter.