

NISOURCENEXT

A Stronger Foundation for Future Success

AP Cognizant (Catalyst) to TCS AP (EDMonline) Supplier Training Deck



NiSource Introductions



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We are changing from Cognizant (Catalyst) to TCS AP (EDMonline). NiSource is doing so by pursuing a collaborative outsourcing partnership with IT and Business Services provider Tata Consultancy Services (TCS). This will enable NiSource to build strategic capability that delivers value to NiSource, its employees, and its suppliers.

Executive Summary

Today's topics and decision points

Topics being presented today for information sharing

- Overview: AP Cognizant (Catalyst) to TCS AP (EDMonline) snapshot
- Today vs. Tomorrow
- Support Matrix
- TCS AP (EDMonline)
- Q&A
- Survey

Desired Outcomes

- Align on approach
- Introduce TCS AP
- Train on EDMonline

AP Cognizant (Catalyst) to TCS AP (EDMonline) Snapshot

THE TIMING

- ❑ Suppliers to begin using TCS AP (EDMonline) in place of Cognizant (Catalyst) for invoice processing on February 28, 2022

THE CHANGE

- ❑ **Application:** Moving from AP Cognizant (Catalyst) to TCS AP (EDMonline) for invoice processing
- ❑ **Support:** Cognizant no longer providing employee/vendor support; transition to TCS Procure to Pay Services
- ❑ **Contact information:** New address, email, phone

THE PLAN

- ❑ Implement solution with all required features that exist in Catalyst today
- ❑ Conduct multiple rounds of communications to suppliers (post, email, and Supplier Site) about change, new application access, training, and new support model
- ❑ Deploy training on Supplier Site





AP Cognizant (Catalyst) to TCS AP (EDMonline) Snapshot

YOUR ACTION TIMELINE

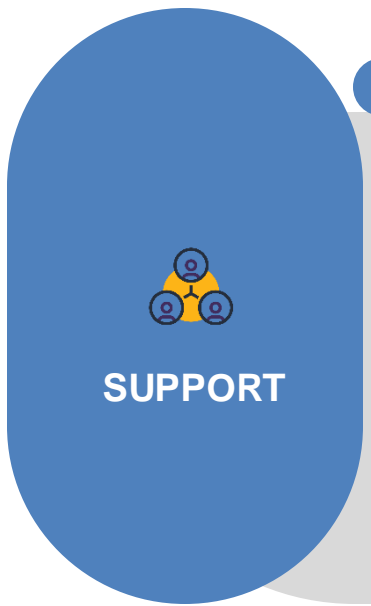
EXPECT: Multichannel updates on project (mail, email, Supplier Site)	Nov 2021 – Feb 2022
DO:	Dec 2021 - Feb 2022
<input type="checkbox"/> Business Partners to inform suppliers	Dec 2021 - Feb 2022
<input type="checkbox"/> Gain access credentials to EDMonline	Feb 2022
<input type="checkbox"/> Complete Training*	17 Feb 2022
<input type="checkbox"/> Use EDMonline	28 Feb 2022
<input type="checkbox"/> Seek support from TCS	28 Feb 2022

KEYS TO SUCCESS

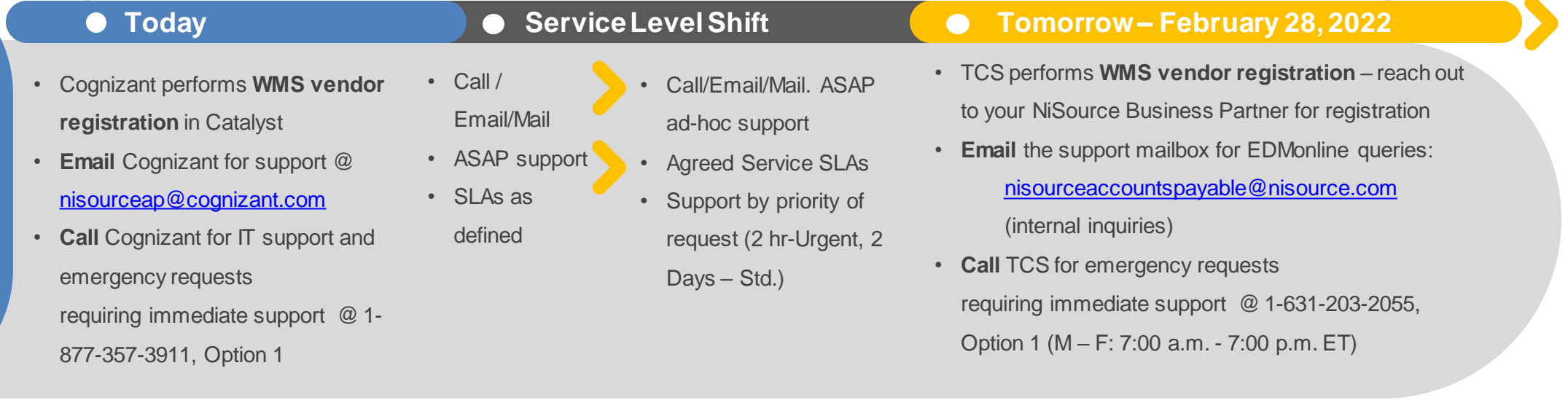
	Focused training plan with a variety of options (live or recorded demos, user guide, functional support guide)
	Multi-channel communications approach to ensure message reach, understanding and action (mail, email, Supplier Site)
	Precise coordination with Supply Chain to ensure a consistent and clear supplier experience

TODAY VS. TOMORROW: AP COGNIZANT (CATALYST) TO TCS AP (EDMONLINE): INVOICE PROCESSING

Phase 2



Evolution of Business Services



Support Matrix

Support Area	Contact Details
NiSource Accounts Payable (internal inquiries)	nisourceaccountspayable@nisource.com
TCS AP	1-631-203-2055, Option 1 (7:00 a.m. - 7:00 p.m. ET)

EDMonline Training

WMS Suppliers

- EDM-Online Introduction
- How to gain access (New & Existing Suppliers)
- Password management
- Application Features and How to search Remittances
- FAQs

EDM Online – Introduction & How to gain access

Introduction:

EDM online replaces **Catalyst** with the same set of features in a simplified way. It will be the repository for your remittance advices dated from 1st Dec 2020 for the invoices paid by NiSource. Suppliers can use this application to download the remittance advices at any point in time.

Already a NiSource Supplier:

If you are an existing supplier who has the access to current Catalyst, you need not to raise any request to get the access. We are going to provide access by transferring data from Catalyst to EDM-Online. However, as there is a change in the application, we will provide access and will share the user ID & password credentials to access the application.

New to NiSource:

If you are a new supplier or who do not have an access to current Catalyst, please speak to your NiSource Business Contact to raise a request in the system for you to provide access

Once the request is raised and approved, NiSource AP team will give the access and you will be receiving your username and temporary password to access the application.

Points to note:

- ❖ User need to reset their password on first login
- ❖ Password should be alpha numeric and one upper case
- ❖ Password will expire in 30 days if you are not resetting your password

For queries and support required – Please contact nisourceaccountspayable@nisource.com to get immediate response

EDM Online – How to Log-In & Reset Your Password

1 Use ID and Temporary Password which will be shared by NiSource

Please enter your Username and Password

Username
MMTestUser@edmgrou.com

Password
.....

Login

Access to this site is restricted. Unauthorised access is not permitted.

[Forgotten password?](#)

Change your temporary password on 1st Log-in

Your administrator has specified that you must change your password in order to proceed.

Current Password

New Password

Confirm New Password

Change Password

2 If you forgotten your password and to re-set, click “forgotten Password” in the log-in page and below screen will open

Please enter your username and e-mail address to make a request for your password to be reset.

Username
Enter your username

E-Mail
Enter your e-mail address

Reset

Back to login

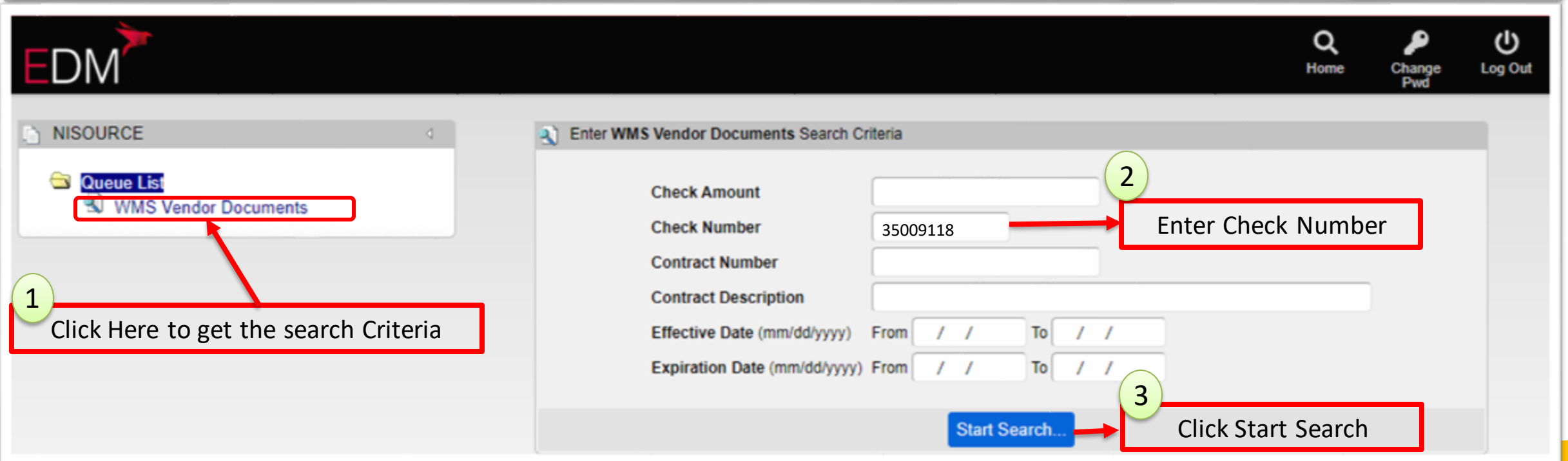
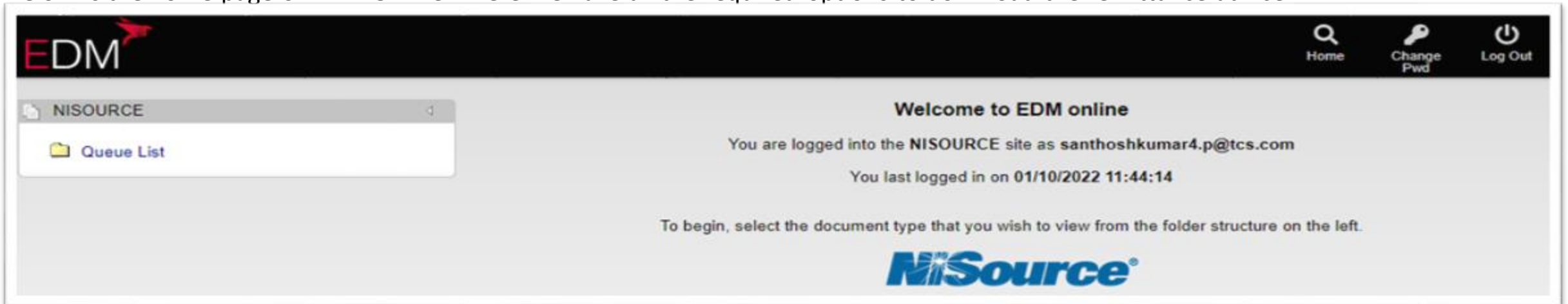
Enter your user ID & Email address and press “Reset”

Email will be sent by EDM (our scanning partner) with the temporary password to the email ID given

If you are not receiving your temporary password / finding any issues, please contact nisourceaccountspayable@nisource.com

EDM Online – How to download remittance advice (1)

Below is the home page of EDM-Online where we have all the required options to download the remittance advice



EDM Online – How to download remittance advice (2)

The screenshot shows the EDM Online interface. On the left, a sidebar contains a folder icon and the text 'NISOURCE'. Below it, there are two items: 'Queue List' and 'WMS Vendor Documents'. A red box highlights a callout box with the text 'Click here to view your Remittance Advice' and a red arrow pointing to the first row of the table.

WMS Vendor Documents Search Results

<input type="checkbox"/>		Check Amount	Check Number	Contract Number	Contract Description	Effective Date	Expiration Date	Option(s)
<input type="checkbox"/>		5087.2	35009118	19-8135-01	CMD_SVC LN RPLC_MILLER	01/01/2020	12/31/2021	
<input type="checkbox"/>		2309.2	37049198	20-8242-01	CPA_VAC EX_MILLER PIPE	04/01/2020	03/31/2022	
<input type="checkbox"/>		8594.7	34059860	20-8324-00	COH_MILLER_TOLEDO 2021	01/01/2021	01/10/2022	
<input type="checkbox"/>		8594.7	34059860	20-8326-00	COH_MILLER_CBUS_2021	01/01/2021	01/10/2022	
<input type="checkbox"/>		8594.7	34059860	20-8327-00	COH_MILLER_NPOINT_2021	01/01/2021	01/04/2022	
<input type="checkbox"/>		13890.06	38028260	21-8496-00	CVA_MILLER PIPE_GENT21	01/01/2021	12/31/2021	

EDM Online – View Your Remittance

Document 1 of 1 Prev Next

Image.asp 1 / 5 100%

Check Amount: 5087.2
Check Number: 35009118
Contract Number: 19-8135-01
Contract Description: CMD_SVC LN RPLC_MILLER
Effective Date: 01/01/2020
Expiration Date: 12/31/2021

Remittance

COLUMBIA GAS DISTRIBUTION COMPANIES
WORK MANAGEMENT SYSTEM
CONTRACTOR INVOICE

----- Header And Contractor Name -----

Contractor Name	Contractor Address
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----- Invoice Summary -----

Contract Number	Contract Description	Effective Date	Expiration Date	Total	Retainage Released	R	W

Check

----- Contract Summary -----

Contract Number	Contractor Name	Contract Description	Effective Date
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----- Contract Details -----

5

Click here to download your Remittance Advice

1. How to gain access:

Supplier who already have an access to Catalyst – No action required from your end. We are providing access to all suppliers by transferring suppliers details from Catalyst to EDM-Online

Supplier who do not have an access to catalyst or the access got cancelled recently – Speak to your NiSource Business Contact who has to raise a request in the system for you to get the EDM-Online access

2. How to revoke access:

If you do not require access, please send an email to nisourceaccountspayable@nisource.com to remove the access

3. Contact for technical issue:

You can always reach out to 1-631-203-2055 and select option 1 / (Email – nisourceaccountspayable@nisource.com) to speak to our team to resolve the issue

4. Options for those who are not attending the scheduled trainings:

- Please access the FAQs
[https://www.nisource.com/docs/librariesprovider2/supply-chain-documents/supplier-faqs-transition-from-ap-cognizant-\(catalyst\)-to-edmonline.pdf](https://www.nisource.com/docs/librariesprovider2/supply-chain-documents/supplier-faqs-transition-from-ap-cognizant-(catalyst)-to-edmonline.pdf)
<https://www.nisource.com/company/doing-business-with-us/current-suppliers>
- User guide is also available within EDM-Online application to understand the features and navigations

Take 1-Minute to Complete the Survey



Link: <https://www.surveymonkey.com/r/Z52Y76H>