

Eversource Supply Chain System Update

New state-of-the-art
PO and Invoicing Processes
Coming Soon

April 2017

Welcome Supplier

Dear Supplier,

Eversource is implementing state-of-the-art functionality in our sourcing, contracting, procurement and inventory management business processes. These improvements will enable Eversource to provide you with a more streamlined procurement and accounts payable experience. The changes will go into effect on July 3, 2017.

This Supply Chain System update is for you to support you during the transition. This monthly update is the first of three to share the specific changes and improvements that will affect the way you do business with Eversource.

Thank you in advance for your participation in making this a smooth transition for all of us to a more automated, electronic and simplified supply chain process.

We look forward to hearing from your with any questions. Please email us at our project mailbox at scmpmailbox@eversource.com, which we check throughout the day.

Thank you,

Eversource Supply Chain Management Team

Contents of this Update

- Changes* to CAT IDs and Purchase Orders (POs)
 - Catalog IDs (CAT IDs) become item numbers
 - New format for POs
 - New delivery methods for POs
 - Email-based POs
 - Ariba Network POs
 - Change Orders



**Changes go into effect on July 3, 2017*

Catalog IDs Become Item Numbers

What's changing?*

- Catalog IDs (CAT IDs) will be converted to Item Numbers in all Eversource systems and reference materials.

How will we support you?

- Eversource Procurement will work with you to identify the specific conversions you will need to make in your system and catalogs (CAT IDs → Item Numbers).

Current State

For example, an Electrical Connector:

CAT ID = 0000001144

Future State

Will now be identified as:

Item Number = 500147

Benefit: New Item Numbers will be standardized and consolidated for our suppliers and employees so there is a single instance of an item for all Eversource companies.

New Format for POs

What's changing?*

- If a Purchase Order (PO) is issued after July 3, 2017, there will be a new format for PO numbers.

How will we support you?

- Any new POs will include the new PO number format.
- For any open POs, Suppliers will continue to submit invoices using same PO number as they do today.

Current State

For Connecticut, western Massachusetts and New Hampshire:

**Release 1 associated
with Blanket PO 1234**

For eastern Massachusetts:

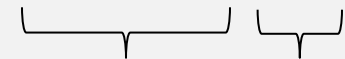
PO1234-1

No Change



Future State

PO1234-1



Blanket PO Release #

Benefit: New PO numbers support a more consistent process reducing business complexity.

New Delivery Methods for POs

What's changing?*

- In addition to Electronic Data Interchange (EDI), Eversource will be providing two new delivery methods for POs :1) Email-based and 2) Ariba Network.

Email-based POs

Sample Email

From: 
 To: 
 Date: 10/19/2016 02:57 AM
 Subject: A Purchase Order #:02267644-00068 issued.

A purchase order #:02267644-00068 has been issued.
 Please acknowledge receipt and acceptance of Purchase Order.
 Thank you,
Eversource



Purchase_Order_Details_Report_19Oct2016_0257AM.pdf

Sample Email-Based PO

Purchase Order Details

02267644-00068: Tighe & Bond OCR testing PO

Revision:	2	Date of Issue:	10/14/16	Ship Via:	
Purchasing Agent:	TESTUSER12	Requested Delivery Dates:		F.O.B.:	
Agent Email:	ganesh.mural@eversource.com	Payment Terms:	5.713 NET 60	WM Project:	
Agent Phone:		Freight Terms:		WM WO/WR:	

Vendor ID: TIGHEBOND-001

Vendor Name: TIGHE & BOND CONS ENG

WESTFIELD EXECUTIVE PARK, 53 SOUTHAMPTON RD, null
 WESTFIELD, MA WESTFIELD MA null

Attention: TESTUSER12

Ship To: ESP
 300 CADWELL DR
 SPRINGFIELD, MA 01104

Attention: TESTUSER12

Contact: APRIL LASSARD

Drop Point:

Contract #:

Phone:

Fax:

Bill To: ES-BT

P.O. BOX 5017

HARTFORD, CT 06102-5017

Attention: TESTUSER12

Contact: APRIL LASSARD

PO Line:	Mfg:	Part Number:	Model#	Catalog Code:	Total Line Cost:			
1					26200.00			
Item	Description	Qty	Units	Unit Cost	Line Cost	Tax	Total	Cost:
	Services	1		26200.00	26200.00		26200.00	26200.00
Additional Desc	Additional Approved Mfg	Part#	Instructions	Services				
PO Line:	Mfg:	Part Number:	Model#	Catalog Code:	Total Line Cost:			
2					100.00			
Item	Description	Qty	Units	Unit Cost	Line Cost	Tax	Total	Cost:
	Muslin Cloth	1		100.00	100.00		100.00	100.00
Additional Desc	Additional Approved Mfg	Part#	Instructions	Muslin Cloth				
Total PO Cost:					26300.00	USD		

Benefit: The increased use of electronic Purchase Orders will result in improved turnaround time and greater efficiency.

*Changes go into effect on July 3, 2017

New Delivery Methods for POs (continued)

Ariba Network POs

The image shows a screenshot of the Ariba Network interface. The main dashboard area displays a 'Purchase Order by Amount' chart with a y-axis ranging from \$1.6M to \$8M and an x-axis showing months from Dec 2016 to Feb 2017. Below the chart, a yellow callout box states: 'You can find new POs on the Ariba Network Dashboard'. At the bottom of the dashboard, a 'Orders, Invoices and Payments' summary shows 3 New Purchase Orders, 3 Orders to Confirm, 0 Orders that Need Attention, and 0 Pinned Documents. A yellow box highlights this summary area, with an arrow pointing to the '3 New Purchase Orders' count. To the right, a 'Sample PO' window is open, showing details for Purchase Order 10004204. The window includes a 'Done' button, action links (Create Order Confirmation, Create Ship Notice, Create Invoice, Hide, Print, Download PDF, Export cXML, Download CSV, Resend), and sections for Order Detail, Order History, and other information. The 'Other Information' section includes 'Incoterms Information' and 'Routing Status Acknowledged'. The 'Line Items' table is as follows:

Line #	Part # / Description	Type	Qty (Unit)	Price	Subtotal	Tax	
1	1	Material	1.0 (EA)	\$12,000.00 USD	\$12,000.00 USD	\$762.00 USD	Details
Material Test							
2	2	Material	1.0 (EA)	\$14,000.00 USD	\$14,000.00 USD	\$889.00 USD	Details
Material Test?							

Benefit: The increased use of electronic Purchase Orders will result in improved turnaround time and greater efficiency.

**Changes go into effect on July 3, 2017*

Change Orders

What's changing?*

- For Service POs, Suppliers will need to submit an invoice to a new PO number when a change order is processed for which funding was not initially allocated.

How will we support you?

- Eversource will communicate to you when you need to submit an invoice to a new PO number following a change order to a Service PO.
- Please work closely with your Eversource Business Partners, along with Eversource Procurement and Accounts Payables, to make sure you are invoicing the right PO to allow for timely and accurate processing.
- Field change orders may still be processed for existing POs.
- Please work with your Procurement Agent if you have any questions.



Benefit: The new change order process will be standardized enabling improved tracking and accountability.

What to Expect in the Coming Months

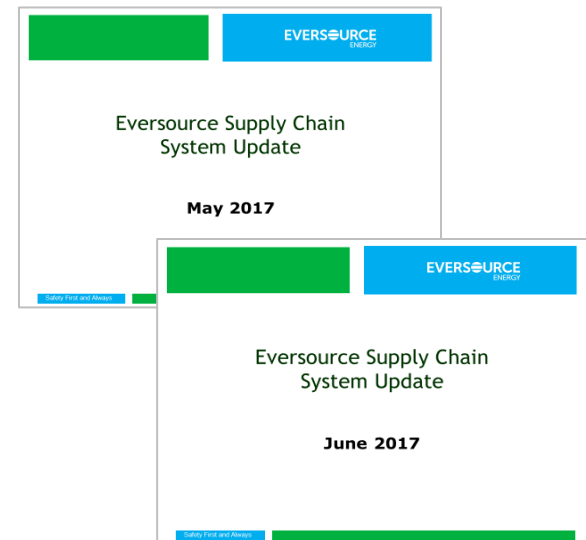
Supply Chain System update

— May: Sourcing, Shipments and Payments

- New contract proposal, counter proposal and approval process
- New QR Code requirements & Advanced Shipping Notifications (ASN) capability
- New Invoice Statuses
- Sliding Discounts (new payment discount process)

— June: Onboarding Supplier Process

- Supplier Onboard questionnaire
- Ariba Network
- Electronic Payment Request (Wire/ACH)



Key Transition Dates

— June 9, 2017

- Last day to submit paper invoices for the month of June. Please work with your Procurement Agent to ensure paper invoices are processed in a timely manner.

— June 23, 2017

- Last day to submit electronic invoices (EDI) for the month of June. Please work with your Procurement Agent to ensure electronic invoices (EDI) are processed in a timely manner.