Eversource Supply Chain System Update

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

April 2017
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 you 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.

*Changes go into effect on July 3, 2017
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

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

Future State

PO1234-1
Blanket PO Release #

*Changes go into effect on July 3, 2017
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: [Email]
To: [Email]
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

Sample Email-Based PO

Purchase Order Details

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)

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.

*Changes go into effect on July 3, 2017
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.