Eversource Supply Chain System Update #2

New Shipments and Payments Processes
Coming Soon

May 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 second 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 Shipments and Payments*
  - New Quick Response (QR) Code requirements
  - New Advanced Shipping Notifications (ASN) capability
  - New Invoice Statuses

- What to expect in the coming months

*Changes go into effect on July 3, 2017
New QR Code requirements

What’s changing?*

– For some Material Suppliers, Eversource will begin using Quick Response (QR) codes on materials shipped after July 3. QR codes provide additional information about the materials being purchased by Eversource. All other Eversource Suppliers will continue to use bar codes or packing slips to identify and track materials sent to Eversource.

How will we support you?

– If you have any questions about QR codes or if you want to use QR codes when shipping materials to Eversource, please contact your Procurement Agent.

All Material-based Suppliers
Central warehouses currently track materials using:

Bar Codes

640509-040147

All other warehouses track materials using:

Manual Data Entry from Packing Slips

Identified Material-based Suppliers

QR Codes

Supplier Benefit: QR codes provide additional information and details about shipped materials – an excellent source of information for Eversource and Suppliers.

*Changes go into effect on July 3, 2017
New Advanced Shipping Notifications (ASN) Capability

What’s changing?*

— Ariba-enabled Suppliers will have the opportunity to use Advanced Shipping Notifications (ASN) to send logistical information before materials are shipped to Eversource. This option is not available for suppliers who are not part of Eversource’s Ariba Network.

How will we support you?

— Eversource’s Procurement team is here to assist you. If you have questions about ASN or want to use this new process, please contact your Procurement Agent.

How to create an ASN:

Step 1: Within your Ariba Portal, select a specific Purchase Order (PO) for which you want to create the ASN.

Step 2: Within the PO screen, select Create Ship Notice to create an ASN.

Supplier Benefit: Better, documented accountability for Suppliers. With use of an ASN, there is documentation of the plans to ship and receive materials.

*Changes go into effect on July 3, 2017
How will this help you?*

With use of an ASN, you provide your partners at Eversource with detailed information on how long it will take for materials to arrive. This could reduce time spent on the phone discussing the timing of material shipments.

**Step 3:** Enter relevant logistics information within the **Create Ship Notice** (i.e. Shipping Date, Delivery Terms, etc.) screen and press **Next** to finalize and send the ASN.

*Changes go into effect on July 3, 2017*
New Invoice Statuses

What’s changing?*

- The current invoice status of ‘Review’ will be changed to ‘Pending Approval’ in the Eversource Invoice Lookup System available at Eversource.com.

How we can support you?

- If you have a question about your invoice, please contact the Eversource Accounts Payable team by submitting the Contact Form on Eversource.com.

Current State

<table>
<thead>
<tr>
<th>Status Key</th>
<th>Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>In progress in Accounts Payable</td>
</tr>
<tr>
<td>Review</td>
<td>In the fields queue awaiting approval</td>
</tr>
<tr>
<td>Approved</td>
<td>Waiting Payment</td>
</tr>
<tr>
<td>Paid</td>
<td>Paid, with check date and number and, if available, the date check cashed</td>
</tr>
<tr>
<td>Contact Accounts Payable</td>
<td>For more information, please submit your question to Accounts Payable team</td>
</tr>
</tbody>
</table>

Future State

<table>
<thead>
<tr>
<th>Status Key</th>
<th>Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>No change</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>In the fields queue awaiting approval</td>
</tr>
<tr>
<td>Approved</td>
<td>No change</td>
</tr>
<tr>
<td>Paid</td>
<td>No change</td>
</tr>
<tr>
<td>Contact Accounts Payable</td>
<td>No change</td>
</tr>
</tbody>
</table>
What to Expect in the Coming Months

Key Transition Dates

— June 9, 2017
  • Last day to submit paper invoices for the month of June. Please work with your Eversource business contact or Procurement Agent to ensure paper invoices are received by June 9.

— June 23, 2017
  • Last day to submit electronic invoices (EDI) for the month of June. Please work with your Eversource business contact or Procurement Agent to ensure electronic invoices (EDI) are received by June 23.

Supply Chain System Update (June)

— Onboarding Supplier Process
  • Benefit of completing your Supplier Profile Questionnaire
  • How to become enabled on the Ariba Network
  • Learn more about Electronic Payment Requests (Wire/ACH)
  • Real-time collaboration for new contract proposal, counter proposal and approval process