Eversource Supply Chain System Update #3

New Onboarding Supplier Process

June 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 to support you during the transition. This monthly update is the last 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

* Ariba Sourcing went live in January 2016
Contents of this Update

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  - Completing your Supplier Profile Questionnaire
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  - How to Accept a Contract in Ariba
  - New Invoice Submission Process

- What to expect in the coming months

*Changes go into effect on July 3, 2017
What’s changing?*

- Eversource will be moving to an automated solution (Ariba). Suppliers will need to register with Ariba to join the Ariba Network to do business electronically with Eversource. If you have already been contacted by Eversource or Ariba for enablement purposes, please follow the instructions provided to set up your account as soon as possible.
- The Ariba Network will be used by Suppliers to electronically receive PO's and submit invoices.

How will we support you?

- Suppliers not yet enabled on the Ariba Network should continue to conduct business as usual. Eversource will reach out to you in the near future, inviting you to work with Ariba and set up your account.
- Eversource Procurement Agents and Ariba representatives will:
  - Answer any questions you may have regarding the onboarding process
  - Inform you by email of upcoming webinars and training in June and July. If other Suppliers are interested in participating, please email the Eversource Supplier Enablement Team at eversource_supplier_enablement@eversource.com
- If you have technical difficulties with the Ariba system, please contact the Ariba help line at 1-866-218-2155. International numbers are also available on Ariba.com in the Help section.

Supplier Benefit: The ability to conduct business electronically will result in improved turnaround time and greater efficiency.

*Changes go into effect on July 3, 2017
Completing your Supplier Profile Questionnaire

What’s changing?*

— Suppliers working with Eversource to respond to RFPs and to negotiate contracts will be asked to complete a Supplier Profile Questionnaire (SPQ).
— The SPQ replaces our current paper Supplier application forms and will reduce the number of repetitive background questions asked during sourcing events.

How will we support you?

— Eversource will send you a link to the SPQ to input your company information.
— For sensitive financial information, Eversource Finance teams will reach out to you directly.

Supplier Benefit: The new questionnaire allows Suppliers to keep their profile up to date with the latest available information.

*Changes go into effect on July 3, 2017
Completing your Supplier Profile Questionnaire
(continued)

Note: Suppliers will receive a request from Eversource to complete the following profile information. Press ‘Submit’ to send information directly to Eversource.

*Changes go into effect on July 3, 2017*
Real-time collaboration for new contract proposal and counter proposal process

What’s changing?*

— There will be real-time revision capabilities for contracts established in Ariba, enabling Suppliers and Eversource to work concurrently on contract negotiation.

How will we support you?

— Eversource Procurement Agents will work with you to:
  • Answer any questions you may have regarding this new functionality
  • Inform you of upcoming webinars and trainings as they become available
  
— If you have technical difficulties with the Ariba system, please use the Help functionality within Ariba for training on the various Ariba modules.
— If questions still persist, please contact the Ariba help line at 1-866-218-2155. International numbers are also available on Ariba.com in the Help section.

Supplier Benefit: Creates a one-stop shop for review, edits and eventual approval of contract proposals and counterproposals with Eversource.

*Changes go into effect on July 3, 2017*
How to Accept a Contract in Ariba
Walk through of the new electronic process

Step 1: Log into Supplier.Ariba.com > navigate to ‘Go To My’, and select Contracts to view contract-related tasks.

Step 2: Once you click on the task, the contract documents requiring review will appear on the left side of the screen for you to download and review.

Note: Real-time revision capability within a Contract is available to you once the document is selected.

Step 3: After reviewing the contract documents, you are able to select either Accept Proposal (i.e., accept the documents “as is”) or Create Counter Proposal and attach the revised contract document(s).
Step 4: By selecting Create Counter Proposal, you can replace the original contract document by attaching a revised document.

Note: When attaching revised contract document(s) within the Ariba portal, the file name cannot contain special characters (e.g., +, *, &)

Step 5: Selecting OK will send the revised contract document back to Eversource for subsequent review.
New Invoice Submission Process

What’s changing?*

– In addition to the ability to submit invoices via Electronic Data Interchange (EDI) or physical mailing, Ariba-enabled Suppliers will be able to submit invoices electronically through the Ariba portal.
  • Many Suppliers will be able to utilize the Ariba Network to do business with Eversource starting July 3. For those Suppliers who haven’t established their Ariba account yet, Eversource will be reaching out to you in the near future to invite you to work with Ariba and set up your account.

– Suppliers receiving Purchase Orders (POs) via the Ariba Network are required to send invoices to Eversource via Ariba after July 3, 2017.

– For Suppliers providing payments via U.S. mail, we will be consolidating our two PO Boxes to one in October 2017. Eversource’s Accounts Payable team will send you a communication in advance advising of the proper PO Box to use as of October.

How will we support you?

– If you have questions about the Ariba invoice submission process, please contact the Eversource Supplier Enablement Team at eversource_supplier_enablement@eversource.com

– For sensitive financial information, Eversource Finance teams will reach out to you directly.

Supplier Benefit: The increased use of electronic invoice submissions will result in better turnaround time and greater efficiency for Suppliers and Eversource to monitor payment against specific POs.

*Changes go into effect on July 3, 2017
New Invoice Submission Process
(continued)

Step 1: Within your Ariba Portal, navigate to the specific Purchase Order (PO) you want to invoice against and select the 'Create Invoice' menu option.

*Changes go into effect on July 3, 2017*
Step 2: Fill in the required invoice details including the selection of the PO Line Items that you are invoicing against. Click ‘Next’ to proceed.
New Invoice Submission Process
(continued)

Step 3: After you review the invoice submission, press ‘Submit’. Your Ariba Portal will indicate that the invoice has been submitted, allowing for you to print your invoice or exit the application.
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 processed in a timely manner.

– 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 processed in a timely manner.

Transition Support and Resources Available

– The Eversource Supply Chain Management Team will be available throughout July 2017 to answer your questions. Please email us at our project mailbox at scmpmailbox@eversource.com.

– Your Eversource business contact or Procurement Agent will be available for any specific questions related to doing business with Eversource.