

Eversource Supply Chain System Update #3

New Onboarding Supplier Process

June 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 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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 - New Invoice Submission Process

- What to expect in the coming months



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

How to become enabled on the Ariba Network

Receiving PO's and submitting invoices electronically

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.

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.

Current State



Future State



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

Completing your Supplier Profile Questionnaire (continued)

Eversource Energy Service Co. - TEST Requested Profile

* Indicates a required field

Your customer has specifically requested information, click **Submit**. You can click customer.

file information. After you complete the requested profile you may have edited without sending the changes to your

Status: Submitted by aribasystem at 02/16/2017 11:15 AM

Save as Draft

Submit

Changes you make below may be subject to approval before they are accepted.

Question

▼ 1 Company Information

1.1 Company Legal Name * TestSupplierKatie

1.2 D.B.A. (Doing Business As)

▼ 1.3 Primary Point of Contact

1.3.1 Contact Name * Katie

1.3.2 Contact Title * Supplier

1.3.3 Contact Address (number, street, city, state, zip code) *

1.3.4 Contact Phone 5917

Question

▼ 1.4 Company Overview

1.4.1 Organization Type * Corporation

1.4.3 Employer Identification Number * 123465

1.4.4 Which year was your company founded?

1.4.5 Parent Company

1.4.6 Corporate (parent company) annual revenue

USD

1.4.7 Subsidiaries/Affiliates

1.4.8 Former Names

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

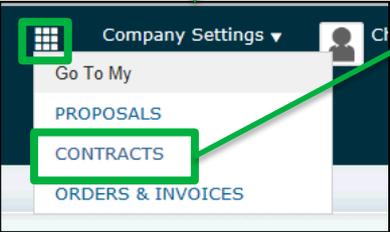
- If you have technical difficulties with the Ariba system, please use the Help functionality within Ariba for training on the various Ariba modules.
- If questions still persist, please contact the Ariba help line at 1-866-218-2155. International numbers are also available on Ariba.com in the Help section.

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

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.



Name	Status	Due Date	Completion Date	Alert
▼ Project: UAT0 E2E10 (1)				
Review Contract Documents with Supplier	In Progress	3/3/2017		

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.

Negotiation Task Exit

This task has been submitted for negotiation and is now in progress. You can add comments on the Task History tab. Notification of new comments is controlled in the Advanced Task Details area. [More](#)

UAT0 E2E10 / [Review Contract Documents with Supplier](#)

TSK958137146 Review Contract Documents with Supplier Round 2: Awaiting Response(s)

Add Supplier to task to deliver the contract to the Supplier

Katie Kelly
Please review

- Contract Documents (Read Only)
- [Copy of GTC_SEC_\(7.20.15\)_Rev_8](#)
- [Cover Agreement Template](#)
- [UAT0 E2E10](#)

One or more documents have been submitted for your review. You have the following options:

- View the document(s) on the left.
- To propose document changes, edit and save the document(s) locally. Add it as an attachment when you submit your Counter Proposal or Review.
- Assembled PDF cannot be changed and cannot be attached to the task as a revised document. Review comments may be added to the task and alternative PDF documents may be attached to the task as an additional attachment.

[Create Counter Proposal](#)

[Accept Proposal](#)

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).

How to Accept a Contract in Ariba

(continued)

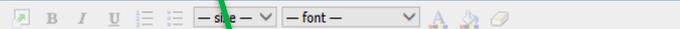
Step 4: By selecting **Create Counter Proposal**, you can replace the original contract document by attaching a revised document.

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.

Counter Proposal

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click [More](#)

Message: 

Countered

Access Control:  

Document	Attach Revised Document
<input type="checkbox"/> Contract Documents	
 Copy of GTC_SEC_(7.20.15)_Rev_8	<input type="text"/> <input data-bbox="1178 1178 1265 1199" type="button" value="Browse..."/>
 Cover Agreement Template	<input type="text"/> <input data-bbox="1178 1220 1265 1242" type="button" value="Browse..."/>
 UAT0 E2E10	

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.

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.

Ariba Network
Create Invoice

The screenshot displays the Ariba Collaborative Supply Chain interface. At the top, the header reads "Ariba Collaborative Supply Chain" with a "Test Mode" indicator. The user's name, "Khalid Sayyed", is visible in the top right. Below the header, the "Purchase Order: 10000348" is displayed. A navigation bar contains several buttons: "Create Order Confirmation", "Create Ship Notice", "Create Invoice", and "Create Quality Notification". The "Create Invoice" button is highlighted with a green box, and its dropdown menu is open, showing three options: "Standard Invoice", "Credit Memo", and "Line-Item Credit Memo". A green arrow points from the "Step 1" text box to the "Create Invoice" button. Below the navigation bar, there are tabs for "Order Detail" and "Order History". The main content area shows the "From:" information for "EVERSOURCE BILL TO" and the "To:" information for "KFS LLC - TEST". The "Purchase Order (New) 10000348" details are shown on the right, including the amount of \$50.00 USD and version 1. At the bottom, there is an "Other Information" section with fields for "payOnReceipt" (0) and "manufacturerMaterialSafetyDataSheet" (No), and an "Incoterms Information" section with fields for "Incoterm Code" (DE) and "Incoterm Location".

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

New Invoice Submission Process

(continued)

Ariba Network Create Invoice

Ariba Collaborative Supply Chain Test Mode Company Settings Khalid Sayyed Help Center >>

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 10000348
Invoice #: INV10000348
Invoice Date: 1 Jun 2017
Supplier Tax ID:
Remit To: 300 Cromwell Ave
Rocky Hill, CT
United States
Bill To: EVERSOURCE BILL TO
HARTFORD, CT
United States

Tax Header level tax Line level tax

Shipping Header level shipping Line level shipping
Ship From: KFS LLC - TEST
Phoenix, AZ
United States

Subtotal: \$160.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$160.00 USD
Total Amount without Tax: \$160.00 USD
Total Net Amount: \$160.00 USD
Amount Due: \$160.00 USD

Line Items 3 Line Items, 3 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	1	SHAFT,MECHANICAL, GATE, DWG: D-5634-19 REV K, P/N:	503300	3	EA	\$10.00 USD	\$30.00 USD

7

Tax Category: DirectPay Location: CT Description: DirectPay Regime: Taxable Amount: \$30.00 USD Tax Rate Type: Rate(%): 0 Tax Amount: \$0.00 USD Remove

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)

Ariba Network Create Invoice

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.

Ariba Collaborative Supply Chain Test Mode Company Settings Khalid Sayyed Help Center >>

Create Invoice Previous Next Submit Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. The document's destination country is: United States.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice #:	INV10000348	Subtotal:	\$160.00 USD
Invoice Date:	Thursday 1 Jun 2017 11:06 AM GMT-04:00	Total Tax:	\$0.00 USD
Original Purchase Order:	10000348	Total Gross Amount:	\$160.00 USD
		Total Amount without Tax:	\$160.00 USD
		Total Net Amount:	\$160.00 USD
		Amount Due:	\$160.00 USD

REMIT TO:	BILL TO:	SUPPLIER:
KFS LLC - TEST	EVERSOURCE BILL TO	KFS LLC - TEST
Postal Address: 300 Cromwell Ave Rocky Hill, CT 06067 United States Remit To ID: KFSLLC-000	Postal Address (default): P.O. BOX 5017 HARTFORD, CT 06102-5017 United States Address ID: ES-BT	Postal Address: 2220 W Mission Ln Apt 1238 Wing T Phoenix, AZ 85021 United States

Ariba Collaborative Supply Chain

Invoice INV10000348 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.



Sayed Khalid (test-Sayyed_Firoz@infosys.com) last visited 1 Jun 2017 7:52:12 AM | KFS LLC - TEST | AN01035114806-T

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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.