

# Eversource Supply Chain System Update #2

New Shipments and Payments  
Processes  
Coming Soon

**May 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 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](mailto: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.

# 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.

**Ariba Network** Test Mode Company Settings Chantal Williamson Help Center >>

Purchase Order: 10008812 Done

Create Order Confirmation **Create Ship Notice** Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History

From: EVERSOURCE BILL TO  
P.O. BOX 5017  
HARTFORD, CT 06102-5017  
United States

To: CW Manufacturing Test  
12345 Main Street  
Hartford, CT 06052  
United States  
Phone: +1 (860) 5555555  
Fax:  
Email: chantal.williamson@eversource.com

Purchase Order (New)  
10008812  
Amount: \$0.00 USD  
Version: 1

Other Information payOnReceipt: 0 Routing Status: Sent  
manufacturerMaterialSafetyDataSheet: Yes

Incoterms Information  
Incoterm Code: ()  
Incoterm Location:

Ship All Items To  
NU PARENT  
107 SELDEN ST  
BERLIN, CT 06037  
United States  
Ship To Code: NUP

Bill To  
EVERSOURCE BILL TO  
P.O. BOX 5017  
HARTFORD, CT 06102-5017  
United States

Deliver To

**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

# New Advanced Shipping Notifications (ASN) Capability (continued)

## 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.

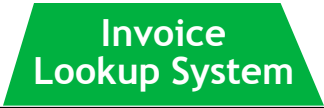
The screenshot shows the 'Create Ship Notice' web form. A green box highlights the 'Next' button in the top right corner. A callout box on the left points to the 'SHIPPING' section of the form, which includes fields for Packing Slip ID, Invoice #, Requested Delivery Date, Ship Notice Type, Shipping Date, Delivery Date, Gross Volume, and Gross Weight. The 'DELIVERY AND TRANSPORT INFORMATION' section is also visible, containing fields for Delivery Terms, Transport Terms Description, Shipping Payment Method, Shipping Contract Number, and Shipping Instructions. A table at the bottom lists transport terms with columns for Name, Equipment Identification Code, Gross Volume, Unit, Gross Weight, Sealing Party Code, and Seal ID.

**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.

# 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.

INVOICE DETAILS						
INVOICES FOR PURCHASE ORDER						
Invoices for Purchase Order # 02248354:						
Invoice #	Invoice Date	Invoice Amt	Discount Amt	Status	Payment Type	Payment Amt
83050611	06/30/2011	\$8120.00	\$0.00	Contact Accounts Payable	CHK	\$8120.00

## Current State

Status Key	Status Description
Pending	In progress in Accounts Payable
Review	In the fields queue awaiting approval
Approved	Awaiting Payment
Paid	Paid, with check date and number and, if available, the date check cashed
Contact Accounts Payable	For more information, please submit your question to <a href="#">Accounts Payable team</a>

## Future State

Status Key	Status Description
Pending	No change
Pending Approval	In the fields queue awaiting approval
Approved	No change
Paid	No change
Contact Accounts Payable	No change

**Supplier Benefit:** All suppliers (via Ariba Network, Electronic Data Interchange (EDI) or paper) will be able to check the payment status of an invoice using the Eversource Invoice Lookup System.

# 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

