

TRANSACTIONING WITH PSEG THROUGH ARIBA

PSEG started to implement the Ariba Procurement to Pay process during the 3rd Quarter of 2015 and will continue to roll out and onboard Supplier's into the new process through 2016. As a result of this implementation there may be several changes to the way Suppliers interact with PSEG.

Supplier Master Management

- Suppliers will be able to directly manage and update their Supplier Master information and submit these changes to PSEG through the Ariba portal.
- Suppliers will be able to upload and manage supporting documentation related to their status with PSEG (e.g. Supplier Diversity Certificates, etc.).

Purchase Orders

- Purchase Orders created out of the Ariba system will have a new numbering series. Current POs created through SAP begin with a 45. In the future PO created through Ariba will begin with a 50.
- Suppliers that have opted to become part of the **Ariba Network** to transact with PSEG, will be able to view and acknowledge their POs through the **Ariba Network**. For more information on the **Ariba Network**, please click [here](#).

Invoicing

- There will be 3 potential Workstreams for Suppliers submitting invoices to PSEG:
 1. Submission of invoices and supporting documentation electronically through the **Ariba Network**.
 2. Submission of invoices and supporting documentation to a central location (mailbox, email address, fax number).
 3. Submission of invoices and supporting materials to identified PSEG contacts.

For suppliers that opt not to participate in the **Ariba Network** (Workstream #1), PSEG will determine and communicate which of the 2 remaining workstreams a supplier will use to submit invoices.

Question can be directed to the PSEG Ariba Team at aribasupplierregistration@pseg.com.