

# PSEG SUPPLIER INFORMATION PORTAL

## Introduction and Overview

### Dear Suppliers,

Welcome to the PSEG Supplier Information Portal! This portal provides information for all suppliers that are conducting business with PSEG via the Ariba Network (AN). Your customer selected Ariba as their electronic transaction provider and will use the Ariba Network to exchange business documents with suppliers, including purchase orders, invoices, non-po payments, and credit and debit memos.

The switch to the Ariba Network begins November 2015. Additional information regarding this project is included in the invitation letter from PSEG, as well as on this portal. As part of PSEG's ongoing policy to continuously improve efficiency and service quality to customers and suppliers alike, they are currently implementing the next stage of their overall electronic strategy to move away from paper based financial transaction processing.

What information are you looking for?



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## I'm new to Ariba

Ariba Network is the leading business network with over one million trading partners in 190 countries transacting more than 450 billion dollars (USD) annually. Join the Ariba Network to transact electronically with your customers and find new business opportunities.

### Next Steps

- **Register on the Ariba Network.** Follow the instructions within the *E-Commerce Trading Relationship Request* communication.
- **Connect with PSEG through your Ariba account.** After registration is complete, ensure that you have accepted the Relationship Request with PSEG in the **Customer Relationships** area of your account.
- **Configure your Ariba account.** Ensure that your account is configured to receive purchase orders and send invoices in the manner that can be supported by your organization.
- **Create a Test account.** Creating a Test account will allow you to become familiar with PSEG's processes in a Test environment prior to moving into the live (Production) environment.
- **Review training materials.** Located below you will find PSEG's training materials to assist you with the tasks listed above. You will be invited to attend training in the coming weeks if you need more help with these processes.

### Account Access

- Login to the Ariba Network: <http://supplier.ariba.com>

### Ariba Video Tutorials

- [Introduction to the Ariba Network](#)
- [Getting Started on the Ariba Network](#)
- [Introduction to the Seller Collaboration Console](#)
- [Handling Purchase Orders](#)
- [Creating a PO-Based Invoice \(Introduction\)](#)
- [Creating an Invoice \(Advanced Topics\)](#)
- [Creating and Publishing Catalogs](#)

## Pricing - Supplier Membership Program

Suppliers that are new to the Ariba Network, generally start transacting for free, though based on the volume of transactions you do – with PSEG, as well as with other buyers on the Network – there may eventually be fees associated with your use. These fees will be billed by and payable to Ariba.

Effective September 2016

### Subscriptions Overview

| Subscription Level | Description   |
|--------------------|---|
| <b>Standard</b>    | This no-cost subscription level provides the <b>tools</b> you need to manage your key order-to-cash documents on the Ariba Network. It includes <b>reporting</b> functionality, document repository and <b>status</b> , account <b>administration</b> , PunchOut and CIF <b>catalogs</b> , and toll-free webform access to Ariba customer <b>support</b> .  |
| <b>Bronze</b>      | This subscription level offers <b>unlimited proposals</b> and one free response to a buyer RFI/RFQ posting through <b>Ariba Discovery</b> . Personalized guidance from our <b>supplier commerce consulting team</b> helps you optimize your account for better collaboration with multiple customers. You get access to <b>collaborative commerce training</b> courses and can showcase your expertise by displaying <b>digital badges</b> that denote your specific e-commerce capabilities. |
| <b>Silver</b>      | You receive two free sales opportunity responses on <b>Ariba Discovery</b> , unlimited use of EDI and cXML-based <b>integration</b> protocols, and unlimited post-deployment <b>technical support</b> , enabling you to automate the submission and receipt of order-to-cash documents between your systems and your customers via the Ariba Network.   |
| <b>Gold</b>        | You receive <b>unlimited free sales opportunity responses</b> through Ariba Discovery. You can reap the benefits of automated "touchless" transacting with <b>integration adaptors</b> to connect supported accounting systems to Ariba Network for automated document exchange. <b>Priority access</b> to the supplier commerce consulting team gives you personalized, expert advice and resources to make the most of your Ariba Network subscription.                                     |
| <b>Platinum</b>    | Make collaborative commerce a competitive advantage with extensive connectivity solutions, support, and validation services that help you provide a fully automated and seamless collaboration. A <b>pass to SAP Ariba Live</b> gives you access to in-depth e-commerce insights plus exceptional opportunities to network with key prospects and customers.  |

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Supplier Fee Schedule

Effective September 2016

| 3 and more documents? | More than \$50K? | Usage      |
|-----------------------|------------------|------------|
| NO                    | NO               | FREE       |
| YES                   | NO               | FREE       |
| NO                    | YES              | FREE       |
| YES                   | YES              | CHARGEABLE |

- FREE for all suppliers to join and begin transacting
- No surcharges for suppliers with multiple divisions or business units
- Documents are considered Purchase Orders and Invoices

| Examples              |                |             |              |
|-----------------------|----------------|-------------|--------------|
| Volume                | Subscription   | Transaction | Total Annual |
| 60 documents   \$30K  | Standard - \$0 | \$0         | \$0          |
| 4 documents   \$500K  | Standard - \$0 | \$0         | \$0          |
| 60 documents   \$500K | Silver - \$750 | \$775       | \$1525       |

| Transaction Fees                           |  |  |
|--|--|--|
| Billed every quarter                       |  |  |
| 0.15% of transaction volume                |  |  |
| Capped at \$20,000/year (per Relationship) |  |  |

+

| Subscription Fees                                       |              |             |
|---|--------------|-------------|
| Billed once a year                                      |              |             |
| Annual Document Count Across All Customer Relationships | Subscription | Annual Fees |
| 5 to 24 documents                                       | Bronze       | \$50        |
| 25 to 99 documents                                      | Silver       | \$750       |
| 100 to 499 documents                                    | Gold         | \$2,250     |
| 500 and more documents                                  | Platinum     | \$5,500     |

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For more information about the Ariba Supplier Membership program and regional pricing, please go to the [Supplier Membership Program](#) website, or check out this [datasheet](#).

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## General Supplier Education

### Ariba User Community

Provides general help and FAQs for suppliers looking to setup/manage your Ariba account. To access Ariba's Help and Documentation, go to <http://supplier.ariba.com>, click the **Help** menu and select **Help Center**.

### Ariba Network for Sellers live demos

Ariba offers online training sessions:

- **Introduction to Ariba Network, Ariba Network Functional Demo, and more :** [Register here](#) for these live, interactive demo sessions held multiple times per month.
  - **AN Value Webinar:** 1<sup>st</sup> and 3<sup>rd</sup> Wednesday at 11AM EDT
  - **Functional Training:** 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 11AM EDT
- **Seller Summits** [TBD](#)

## PSEG-Specific Supplier Education Materials

### Account & Transactions Management Guides

The following manuals contain compulsory instructions, as well as tips regarding the management of your Ariba Network account when transacting with **PSEG**:

- [Registration Guide/Account Configuration guide](#)
- [PO Management Guide](#)
- [Invoice Guide](#)

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## Ariba Discovery

Ariba Discovery is the business matchmaking service that helps you find leads among thousands of large companies on the Ariba Network. Every day, thousands of buyers from the world's leading companies use this buyer-seller matching service while sourcing goods and services. After your registration, you're automatically notified whenever a buyer is looking for the kind of products or services you offer.

Ariba Discovery can help you increase sales by:

- Matching you with buyers that want what you offer
- Automatically sending you high quality leads
- Making your bidding process more efficient
- Helping you comply with companies' purchasing processes
- Boosting awareness among your target customers

Go to <http://www.ariba.com/solutions/sell/discovery-for-sellers> to discover new business opportunities.

## Catalogs

Catalogs are text files stored on the Ariba Network (CIF catalogs) or on your own company's or third party's website (PunchOut catalogs) that describe the products and services your organization offers and the prices you charge. You can create catalogs for any product or service, regardless of how it is measured, priced, or delivered. Your customers access your catalogs through their procurement applications to see product and service offerings and buy from you. Catalogs are the main communication channel between you and your customers. Access Catalog Guides for Suppliers from Help section at your Ariba Network account. You may also download these documents for your catalog type:

- [CIF Catalog Guide](#)
- [CIF Template](#)
- [PunchOut Catalog Guide](#)

The United Nation Standard Products and Services Codes need to be used during the creation of your catalog. These codes describe the Products and Services categories. The latest version of the codes classification can be found through the following link: [UNSPSC code 13.5](#)

### **Note:**

- Buyer will indicate which suppliers are required to have a catalog.
- CIF catalogs can be created with any word processor, text editor, or any spreadsheet application.

## Catalog Testing

All suppliers transacting through the Ariba Network using catalogs will be required to test with **PSEG**. Find out more about test account creation in [Account Configuration](#) guide.

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## ERP Integration

The Ariba Network offers possibility to integrate with your back-end ERP system for automatic exchange of electronic documents. For more information please review below guides.

### Technical Specifications, documentation and examples:

- [Introduction to Integrated Suppliers](#)
- [Checklist](#)
- [cXML Specifications](#)
- [EDI Specifications](#)
- [cXML User's Guide](#)
- [Ariba cXML Solutions Guide](#)
- [CSV Guide](#)

## Integration Testing

All suppliers transacting through the Ariba Network using one of the following integration methods will be required to test with PSEG:

- cXML Transactions
- EDI Transactions

Find out more about test account creation in [Account Configuration](#) guide.

## Supplier Support

### Supplier Support during enablement

- **Ariba Network Registration or Configuration Support**  
Please contact [PSEGEEnablement@ariba.com](mailto:PSEGEEnablement@ariba.com) for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.
- **PSEG Business Process Support**  
Please contact the PSEG Supplier Enablement team at [AribaSupplierRegistration@pseg.com](mailto:AribaSupplierRegistration@pseg.com) for business-related questions.

### Supplier Support post Go-Live

- **By web form:**
  - Go to <http://supplier.ariba.com>
  - Click the Help link in top right corner and then Help Center.
  - Go to section Support and search for any topic you would like to know more about.
  - If none of the articles answers your query, click on Create Online Service Request button.
  - Completely fill out the web form and submit.
- **By telephone:**
  - Europe / Middle East / Africa: +44 20 7187 4185
  - Europe / Middle East / Africa: 00 800 2222 7422 (toll free number for France, Germany, Italy, Netherlands, Spain, Sweden, Switzerland & UK)
  - USA/Canada: 1-866-312-7422 (toll free)
  - North/South America: +1 412 222 6170
  - Asia Pacific: +65 6311 4585

### Other

- **Username & Password recovery**  
Go to <http://supplier.ariba.com> and click on the Forgot Username or Forgot Password link in login section. Ariba will forward an email to the email address on record on the Ariba Network after Username/Password recovery request was submitted, for the protection of your company information.
- **EDI/cXML Support Contact**  
If you are transacting POs to PSEG via EDI or cXML, you can get direct assistance from Ariba. Send an email to Ariba's **technical team** at [AskAribaTech@ariba.com](mailto:AskAribaTech@ariba.com). Ariba will respond to your email directly. Please ensure that the Subject field of the email references PSEG.

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## Useful Links

[Ariba Network Terms of Use](#)

[Data Policy](#)

[Security Disclosure](#)

[Legal notices](#)