How To Send a Message to National Grid via Ariba as a Supplier

If you have questions about the questionnaire you are completing, you can reach out to National Grid using the **Event Messages** functionality in Ariba.

1. Log in to the **Ariba Business Network** and select **Ariba Proposals & Questionnaires** from the dropdown on the left.



2. Click on the required questionnaire.

Registration C	uestionnaires							
Title				ID	End Time ↓		Status	
▼ Status: Oper	1 (1)							
Trading Information	n Questionnaire			Doc4824051153	9/10/2025 08:25		Registered	
Qualification (	Questionnaires							
Title	ID	End Time 🕴		Commodity	Regions		Status	
				No items				
Questionnaire	S							
Title			ID	End Time ↓	Commodity	Regions	Status	
<ul> <li>Status: Oper</li> </ul>	1 (1)							
Preregistration Qu	estionnaire		Doc4824900218	16/10/2024 14:17	(no value)	(no value)	Not Responded	

3. Click **Compose Message** at the bottom of the page.



4. Enter **Subject** information and attach any required files.

To:	Project Team	Add Attachment QK Cancel
Subject:	Enter subject here	Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When you have finished, click OK to add the attachment.
Attachments:	Attach a file	Attachment Choose file Test doc.pdf

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## nationalgrid

5. Finish composing your message by entering your message/question(s) in the text box then click **Send**.

Compose N	ew Message Cancel
From:	Test Supplier
To:	Project Team
Subject:	Enter subject here
Attachments:	C Test doc.pdf Delete Attach another file
Thanks, Test Supplier	

6. You can access new and previous messages in the Event Messages section on the left.

Response History								
Event Details		Id	Reply Sent	Sent Date ↓	From	Contact Name	То	Subject
Event Messages	Message	es						
Console								

7. When National Grid sends a reply, you will receive an email notification. You can access the message via the link provided in the email or the **Event Messages** in Ariba.

natio	nal <b>grid</b>								
Informatio view the n	You have received a new message for event "Doc4824051153 - Trading Information Questionnaire". You must access the event message board to view the message content. Click Here o view the message.								
Message	es								
	Id	Reply Sent	Sent Date ↓	From	Contact Name	То	Subject		
$\bigcirc$	MSG500931750.1	No	09/10/2024 14:52	National Grid - TEST	National Grid	Participants (1) Team (1)	RE: Enter subject here		
$\bigcirc \checkmark$	MSG500931750	No	09/10/2024 14:40	Test Supplier	Supplier Contact	National Grid	Enter subject here		

8. Select View or Reply as needed.

	View Message Done Reply
	ld: MSG500931750.1 From: National Grid - TEST
Messages	Sent: 09/10/2024 14:52 To: Project Team;
Id Reply Sent	Subject: RE: Enter subject here
MSG500931750.1 No	Hi, reply from National Grid will appear here.
MSG500931750 No	Thanks, National Grid
MSG501038521 Not Applic	
View Reply	Sent: J009/2024 02:40 PM Subject: Enter subject here Hi, I need help filling out my tax and banking information. Thanks, Test Supplier

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