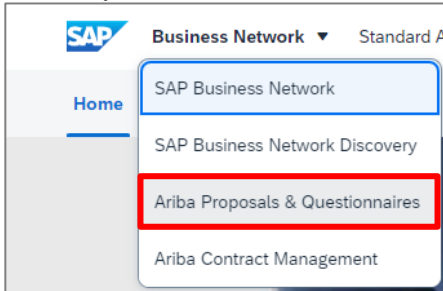# Ariba Supplier Lifecycle Management
How To Send a Message to National Grid via Ariba as a Supplier

If you have questions about the questionnaire you are completing, you can reach out to National Grid using the **Event Messages** functionality in Ariba.
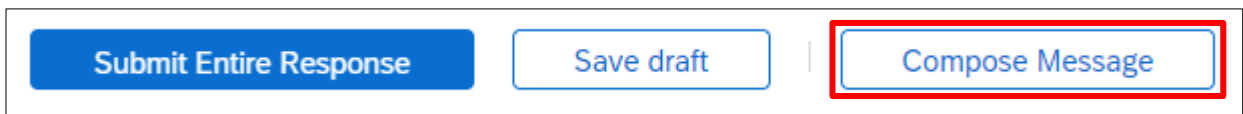
1. Log in to the **Ariba Business Network** and select **Ariba Proposals & Questionnaires** from the dropdown on the left.

2. Click on the required questionnaire.

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

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

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

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

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.

8. Select **View** or **Reply** as needed.

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