#### Ariba Supplier Lifecycle Management How to log in to the Ariba Network & locate questionnaires

**Purpose:** The purpose of this Job Aid is to provide a guide for suppliers on how to login to the Ariba Network from the Pre-Registration email sent by Ariba on behalf of National Grid and locate the required questionnaires. This process is crucial for establishing a formal business relationship with National Grid and ensuring compliance with its procurement policies and standards.

 The supplier contact will receive the email shown below once they have been invited to pre-register with National Grid. Use the Click Here link to access the Ariba Network and create the relationship with National Grid.

<u>Please note:</u> The supplier may be required to fill out additional questionnaires at the same time or at a later date.

Please fill out the listed			
These questionnaires an process. Thank you for the	questionna re necessai taking the ti	ires and return them by ry to complete the Prere ime to respond to each	the specified dates egistration Process one.
Process Overview Process: Pre Registratic Category: Electric Cons Region: United States Business unit: Material: Not applicable Process owner: Message:	on truction		
Questionnaire Overvie	W Assigned To	Respond By	
Name	Cupplier	Control on the second s	

**Pre-Registration:** this questionnaire is sent during initial supplier onboarding and captures key business information about the supplier. You can expect to provide information such as DUNS number, safety or environmental certifications, diversity, and acceptance of National Grid's Supplier Code of Conduct.

**Trading Information:** this questionnaire can be sent at the same time as Pre-Registration or may be sent at a later date. It is used to capture information required to create a supplier record in our ERP to transact with you. You will be required to provide information such as Bank, Tax and Remittance Information within this questionnaire.

**Qualification:** this questionnaire is used to evaluate the supplier's overall experience with a specific category and is reviewed by the procurement team.

2. The link will bring you to the Ariba Network to log in.

<u>Please Note:</u> It is **crucial** that if your company has an **existing Ariba Network ID/account** that you use the appropriate credentials to log in and establish the relationship with National Grid. If you do not know your log in credentials, use the **Review Accounts** functionality to contact your company's Ariba administrator.

If your company has never used the Ariba Network, you may need to create a new account. Please verify internally with your company if you are not sure.

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nationalgrid		nationalgrid			
Connect with Nation Business Network to	nal Grid (new) - TEST on SAP o collaborate.	Sign in to cor	nnect with N	ational Grid (new) - TES	г
Invited by National Grid - TEST		Username*			
We found existing accounts invite. Please review. Review accounts or Use existing account Create new account	s based on the information in the	test@supplier.com Forgot username? Password * ••••••••• Forgot password? Com	nect	٢	
Company name	Email domain matched	Country	State	DUNS number	Action ⑦
Supplier	No	United States	тх		Contact administrator

3. After successful login, navigate to the Ariba Proposals & Questionnaires section in the drop down on the left.



4. All required questionnaires will be displayed. Click on each Title to launch the questionnaire and provide your company's information.

Welcome leaders in	to the Natic quality, ser	nal Grid Globa vice, and cost.	al Sourcing site. This sit Ariba, Inc. administers	e assists in identifying world this site in an effort to ensu	l class suppliers who are re market integrity.	e market	nationalg	rid
Registratio	n Questi	onnaires						
Title		ID	End Time 🕴		Stati	IS		
				No items				
Qualificatio	on Quest	ionnaires						m
Title	ID	End Time	1	Commodity	Regions		Status	
				No items				
Questionna	aires							-
Title			ID	End Time	Commodity	Regions	Status	
▼ Status: 0	Open (1)							
Preregistration	n Questionr	naire	Doc4845615015	29/10/2024 16:21	(no value)	(no value)	Not Responded	

5. Once all information has been entered on a questionnaire, click **Submit Entire Response** to send the questionnaire back to National Grid. Repeat this for all required questionnaires.

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All Content	
Name †	
6.4.18 Has your company ever p	provided the same or similar services under a different company name
▼ 6.5 Backgound Checks	
6.5.1 The safety and security of the National Grid brand is the ke achieve and maintain this protec assured that people performing are, and that they have the app they are to perform as contracte	our employees and those representing ey to our core values. To help ction, National Grid needs to be work for us are who they say they ropriate credentials for the work ed service providers.
6.5.2 Please DOWNLOAD, read,	, and retain theNational Grid's Background Check Requirements for Contracted Se
6.5.3 Please attach your signed B1	form here
4	
(*) indi	icates a required field
Submit Entire Response	ave draft Compose Message Excel Import
✓ Submit this response?	
Click OK to submit.	$\checkmark$ Your response has been submitted. Thank you for partic

6. The status of each questionnaire can be seen on the **Ariba Proposals & Questionnaires** page and will be notified via email when they have been approved or if additional information is required.

	<b>/</b>				I
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Preregistration Questionnaire	Doc4845615015	23/10/2024 11:01	Electric Construction 71	USA United States	Pending Approval

nationalg	rid					
Hello						
National Grid - Tinformation.	FEST has re	viewed	your question	inaire and	l needs add	itional
Questionnaire Questionnaire n	Overview ame: Prerec	pistration	n Questionnai	ire		
Comments: plea	ase update a	ttachme	ents provided	, more inf	o needed	
For more inform TEST. <u>Click Here</u> to vie	ation or if yo	ou have ionnaire	any question	s, contac	t National G	rid -
This questionna	ire is part of	followin	ig processes:			
Process Name	Process Type	Material	Commodity	Region	Department	Owner
Preregistration Process	Pre Registration		Electric Construction	United States		

Tit	le	ID	End Time 👃	Commodity	Regions	Status
▼	Status: Open (1)					
Pre	eregistration Questionnaire	Doc4845615015	30/10/2024 11:15	Electric Construction 71	USA United States	Pending Resubmission

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	▲ Revise Response?		
	You have already submitted a response for this event. Click OK if y	/ou would like to r	evise your response.
Revise Response		ок	Cancel
	<b>L</b>		

Review comments from National Grid and revise the response and submit.

Latest comment [23/10/2024]: please update attachments provided, more info needed
Safety, Health & Environmental
Name †
different company name or names?
▼ 6.5 Backgound Checks
6.5.1 The safety and security of our employees and those representing the National Grid brand is the key to our core values. To help achieve and maintain this protection, National Grid needs to be assured that people performing work for us are who they say they are, and that they have the appropriate credentials for the work they are to perform as contracted service providers. 6.5.2 Please DOWNLOAD, read, and retain theNational Grid's Background Gr
Requirements for Contracted Service Providers Policy (NGSP 6)
6.5.3 Please attach your signed B1 form here
(*) indicates a required field
Submit Entire Response Reload Last Bid Save draft

Questionnaire status will be updated once approved by National Grid.

national <b>grid</b>							
Hello							
National Grid -	TEST has ap	proved	the question	naire that	you comple	ted.	
Questionnaire Questionnaire r You'll be notifie	Overview name: Prereg d if any other	gistration r tasks r	n Questionna require your a	ire ittention.			
I his questionna	aire is part of	TOIIOWIN	ig processes:			-	
Process Name	Process Type	Material	Commodity	Region	Department	Owner	
Preregistration Process	Pre Registration		Electric	United			

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Preregistration Questionnaire	Doc4845615015	16/11/6107 12:56	Electric Construction 71	USA United States	Approved

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