

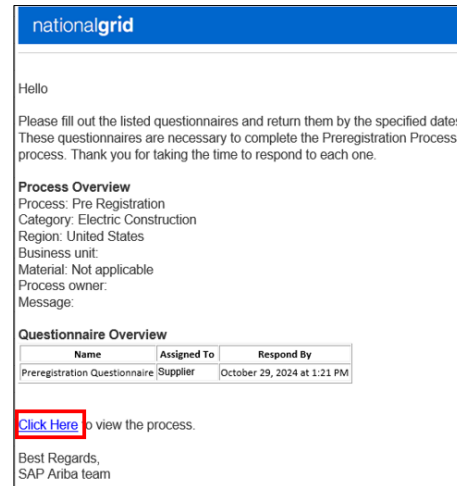
# Ariba Supplier Lifecycle Management

## 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.

1. 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.

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



**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.

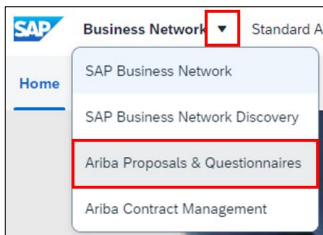
**Please Note:** It is **crucial** that if your company has an **existing Ariba Network ID/account** that you use the appropriate credentials to log in and establish the relationship with National Grid. If you do not know your log in credentials, use the **Review Accounts** functionality to contact your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

Written by: Sydni Hamlin	Page 1 of 4	Publication date:
Approved by:		Version: 1.0

Company name	Email domain matched	Country	State	DUNS number	Action ?
Supplier	No	United States	TX		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 to the National Grid Global Sourcing site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Registration Questionnaires						
Title	ID	End Time ↓			Status	
No items						
Qualification Questionnaires						
Title	ID	End Time ↓	Commodity	Regions	Status	
No items						
Questionnaires						
Title	ID	End Time ↓	Commodity	Regions	Status	
▼ Status: Open (1)						
Preregistration Questionnaire	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.

All Content

Name ↑

6.4.18 Has your company ever provided the same or similar services under a different company name

▼ 6.5 Background 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 the [National Grid's Background Check Requirements for Contracted Se](#)

6.5.3 Please attach your signed B1 form here

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

✓ Submit this response?

Click OK to submit.

OK | Cancel

✓ Your response has been submitted. Thank you for participating in the event.

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.

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

**nationalgrid**

Hello

National Grid - TEST has reviewed your questionnaire and needs additional information.

**Questionnaire Overview**  
 Questionnaire name: [Preregistration Questionnaire](#)  
 Comments: [please update attachments provided, more info needed](#)

For more information or if you have any questions, contact National Grid - TEST.  
[Click Here](#) to view the questionnaire.

This questionnaire is part of following processes:

Process Name	Process Type	Material	Commodity	Region	Department	Owner
<a href="#">Preregistration Process</a>	Pre Registration		Electric Construction	United States		

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
<a href="#">Preregistration Questionnaire</a>	Doc4845615015	30/10/2024 11:15	Electric Construction 71	USA United States	Pending Resubmission

**Revise Response**

**Revise Response?**  
 You have already submitted a response for this event. Click OK if you would like to revise your response.

**OK** **Cancel**

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 Background 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 the [National Grid's Background Check 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.

**nationalgrid**

Hello

National Grid - TEST has approved the questionnaire that you completed.

**Questionnaire Overview**  
 Questionnaire name: Preregistration Questionnaire

You'll be notified if any other tasks require your attention.

This questionnaire is part of following processes:

Process Name	Process Type	Material	Commodity	Region	Department	Owner
<a href="#">Preregistration Process</a>	Pre Registration		Electric Construction	United States		

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

