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	Questionnaires							=
Title				ID	End Time 🕴		Status	
 Status: Op 	pen (1)							
Trading Informa	ation Questionnaire			Doc4824051153	9/10/2025 08:25	9/10/2025 08:25		
Qualification	n Questionnaires							
Title	ID	End Time \$		Commodity	Regions		Status	
				No items				
Questionnai	ires							=
Title			ID	End Time \$	Commodity	Regions	Status	
 Status: Op 	pen (1)							
Preregistration	Questionnaire		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 Prowse . 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
Hi. I need help filli	\[Ξ Ξ [1 (6 pt)]
Thanks, Test Supplier	

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

Console							
Event Messages	Messages						
Response History	Id	Reply Sent	Sent Date ↓	From	Contact Name	То	Subject
Response Team		No	09/10/2024 14:40	Test Supplier	Supplier Contact	National Grid	Enter subject here

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 grid								
You have Informatio view the n <u>Click Here</u>	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/J0/2024 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, Jaational Grid			
MSG501038521 Not Applic				
View Reply	Sent: J0/09/2024 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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