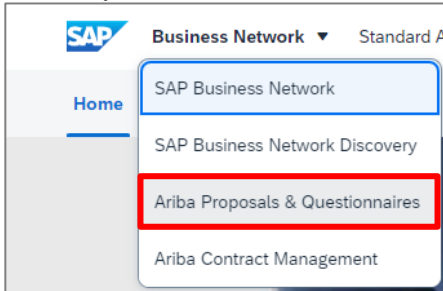


# Ariba Supplier Lifecycle Management

## 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.

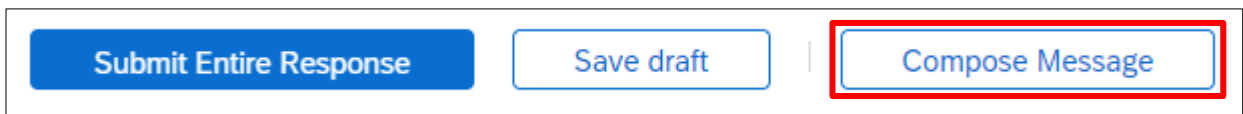
1. Log in to the **Ariba Business Network** and select **Ariba Proposals & Questionnaires** from the dropdown on the left.



2. Click on the required questionnaire.

The screenshot shows the 'Registration Questionnaires' section. It contains three tables. The first table, 'Registration Questionnaires', has columns for Title, ID, End Time, and Status. The 'Trading Information Questionnaire' is highlighted with a red box. The second table, 'Qualification Questionnaires', has columns for Title, ID, End Time, Commodity, Regions, and Status, and shows 'No items'. The third table, 'Questionnaires', has columns for Title, ID, End Time, Commodity, Regions, and Status. The 'Preregistration Questionnaire' is highlighted with a red box.

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



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

The screenshot shows the 'Add Attachment' dialog box. It has a 'To:' field with 'Project Team'. The 'Subject:' field contains 'Enter subject here' and is highlighted with a red box. Below it, there is a link 'Attach a file' also highlighted with a red box. The 'Attachments:' field shows 'Choose file | Test doc.pdf'. There are 'OK' and 'Cancel' buttons at the top right.

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.

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG500931750	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.

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG500931750.1	No	09/10/2024 14:52	National Grid - TEST	National Grid	Participants (1) Team (1)	RE: Enter subject here
MSG500931750	No	09/10/2024 14:40	Test Supplier	Supplier Contact	National Grid	Enter subject here

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