

Ariba Supplier Lifecycle Management Solution (SLP)

Supplier Training Guide

nationalgrid



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01

Supplier Ariba SLP
Demonstration video &
Key Benefits

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Ariba Supplier Lifecycle Management Solution

Improving the Onboarding and Management Process

[> Watch our Supplier Process Demonstration](#)



02

Supplier Pre-Registration at National Grid

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Supplier Pre-Registration

It is National Grid's policy to procure goods and services competitively, economically, ethically, and efficiently in accordance with applicable legislative requirements. Sourcing activities comply with the requirements of the Utilities Contract Regulations.



- [Supplier Code of Conduct](#)
- [Contractor Safety Requirements](#)
- [Contractor Environmental Requirements](#)
- [Global Supplier Diversity Policy](#)
- [Diversity Classification Definitions](#)
- [EEO/SBA Certificate of Compliance](#)

03

Training / Process

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Logging back into the Ariba Network

Once you've successfully registered through the invitation e-mail, the invitation link can be re-used to re-direct you to the Ariba login screen.

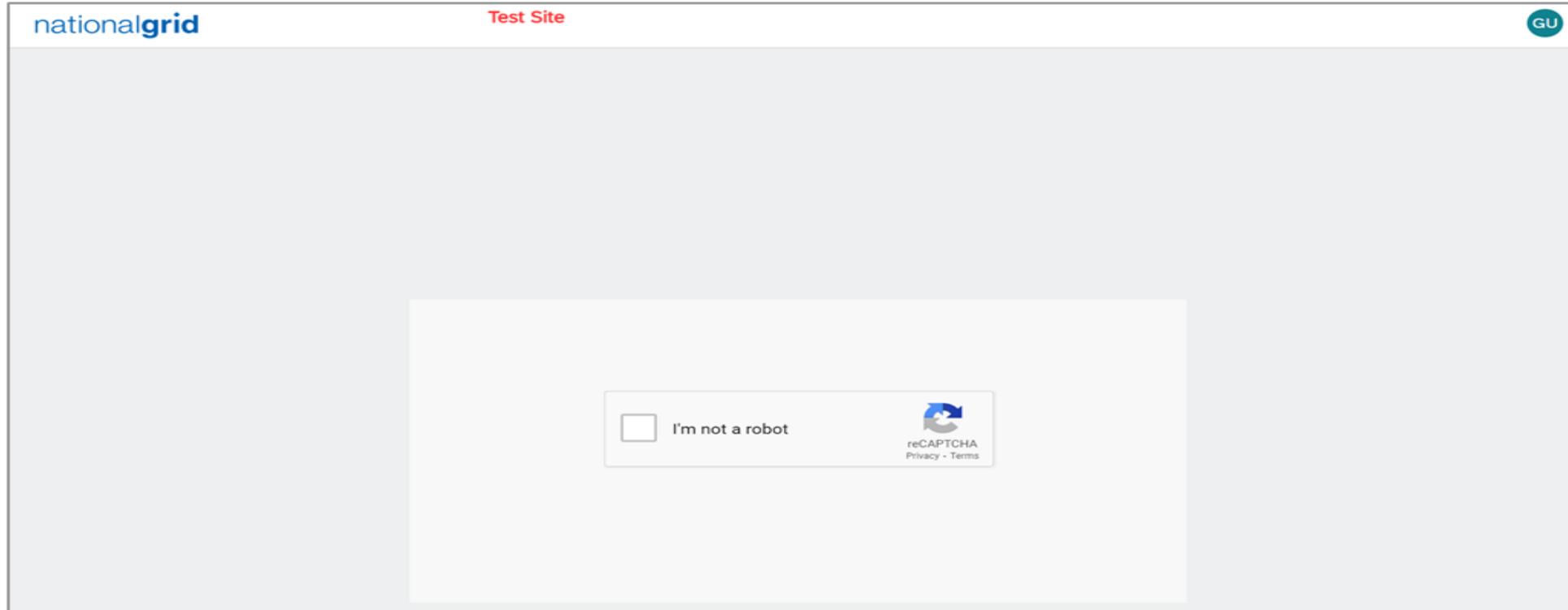
You can also navigate directly to Ariba login using the link below. We recommend bookmarking this page to easily access the Ariba network moving forward.

If you cannot remember your credentials/login details, use the "forgot username or password" link to recover them.

If this does not work, you can contact Ariba Support to retrieve your account. You will need to have ready your ANID Ariba number. This will help Ariba support identify your account.

[Link to Ariba Supplier Portal](#)

Supplier Request



Login to Ariba Spend Management as a Guest user by using the following link: <https://s1.ariba.com/Sourcing/Main/ad/selfRegistration?realm=nationalgrid-S-T>. This will open a screen that asks you, the supplier, to solve a quick puzzle to confirm you are not a bot. Solve the puzzle, and once you have completed it, the Supplier Self-Registration Request Form will be displayed.

Supplier Request

nationalgrid Test Site GU

Supplier self-registration request form

General Supplier Information

Which region will the materials or services be provided to? *

United States x

Please select the Primary category of Material or Service the supplier is planning to provide National Grid. *

Aviation

Please select the all other applicable categories of Material & Services the supplier can provide National Grid. * ?

Defense and Law Enf... x

Supplier Full Legal Name *

Clyde Weimann

Supplier Main Address *

Street ? House Number ?

2885 Ray Court

Street 2 ?

Street 3 ?

District ?

Postal Code ? City ?

44362 HARTVILLE

Country/Region ? State/Province/Region * ?

United States Ohio (OH)

Complete the Supplier request Form, by providing the information for each of the mandatory fields

Once form completed click submit.

Submit Save Cancel

Supplier Request

nationalgrid Test Site GU

Your request for registration as a supplier with National Grid-S is complete.

The National Grid-S supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at 0az18lybh4of@temporary-mail.net

Supplier self-registration request form Print

General Supplier Information

Which region will the materials or services be provided to?	United States
Please select the Primary category of Material or Service the supplier is planning to provide National Grid.	Aviation

Sample message and email received after successful submission of Supplier Request Form.

National Grid-S is reviewing your registration request Summarize

 Ariba Administrator <no-reply@ansntp.ariba.com>
To [Redacted]

Retention Policy Junk Email (30 days) Expires 10/27/2024

Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox. We converted this message into plain text format.

Hello [Redacted],

National Grid-S has received your registration request and will review it for approval. Their response will be emailed to [Redacted]

If you have any questions, please don't reply to this email but instead contact National Grid-S directly.

This email has been sent to you on behalf of National Grid-S by SAP Ariba.

Fri 9/27/2024 3:58 PM

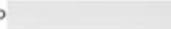
Pre-Registration Questionnaire

Once the Pre-Registration Questionnaire is sent to you, the supplier, you should receive an Email from Ariba Administrator asking to complete the Pre-Registration Process. The email should look like the sample email on the right. Click on "Click Here" to view the process.

SLP_US_MDM_ASSOCIATE3 from National Grid - TEST invites you to participate in this process: Preregistration Process Summarize

 Ariba Administrator <no-reply@ansmtp.ariba.com>
To 
Retention Policy US_Exchange (3 years) Expires: 9/13/2027 Reply Reply All Forward More Fri 9/13/2024 5:04 PM

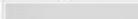
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Hello .

Please fill out the listed questionnaires and return them by the specified dates.
These questionnaires are necessary to complete the Preregistration Process process. Thank you for taking the time to respond to each one.

Process Overview
Process: Pre Registration
Category: Defense and Law Enforcement and Security and Safety Equipment and Supplies
Region: United States
Business unit:
Material: Not applicable
Process owner: SLP_US_MDM_ASSOCIATE3
Message:

Questionnaire Overview

Name	Assigned To	Respond By
Preregistration Questionnaire		September 20, 2024 at 4:33 AM

[Click Here](#) to view the process.

Best Regards,
SAP Ariba team

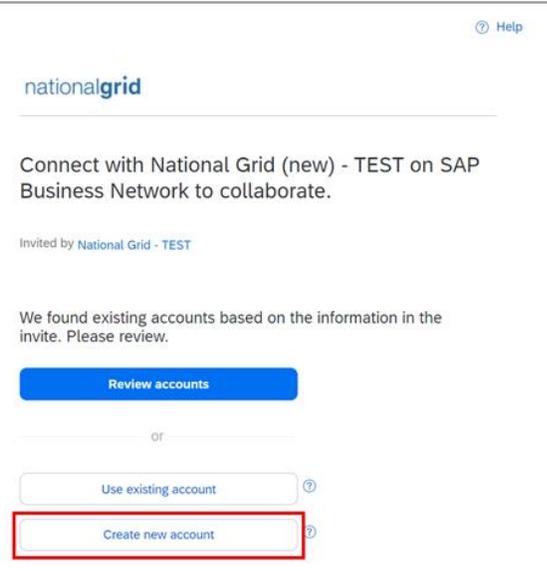
You are receiving this email because your customer, National Grid - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact National Grid - TEST.

Offices | Data Policy | Contact Us | Customer Support

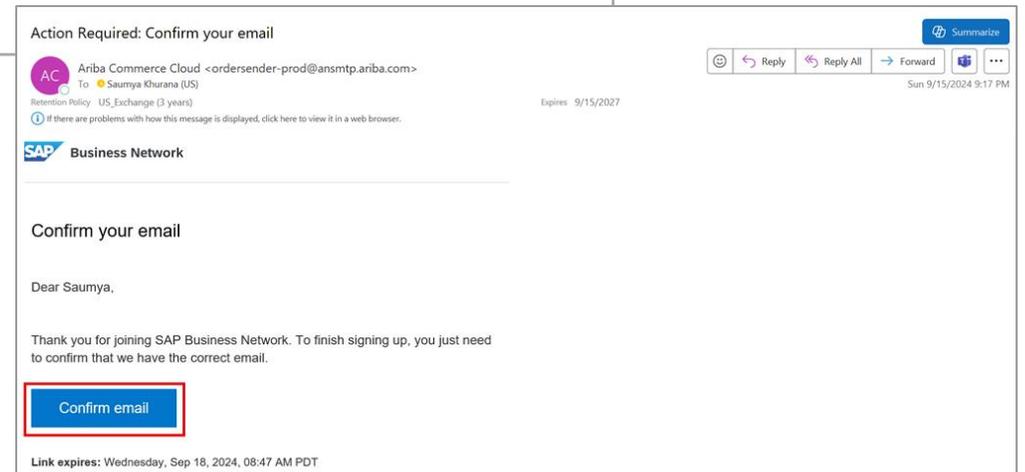
Powered by 

Pre-Registration Questionnaire

This will take you to the Ariba Network (AN). Create a new account if this is your Business's first-time logging in. If not, proceed to use the existing business account.



Once the account is created successfully, you will get an email asking you to confirm your email.



Pre-Registration Questionnaire

Your account creation is almost done. Ariba Network requires you to provide few additional details like:

- Product and Service Categories: Select Browse to provide list of Product and Services provided.
- Ship-to or Service Locations: Select Browse to provide Ship-to location.

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

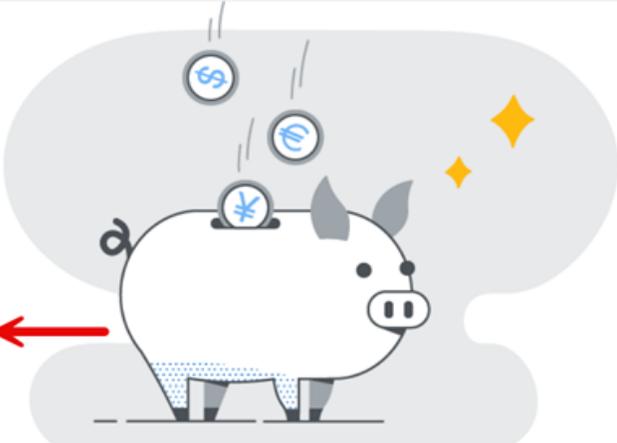
Enter Product and Service Categories -or- [Browse](#) ←

Commercial fishing equipment x Agricultural machinery for har... x

Ship-to or Service Locations

Enter Ship-to or Service Location -or- [Browse](#) ←

[Don't show this to me again](#)



Select **Submit** after entering the above details.

Pre-Registration Questionnaire

On top of each Questionnaire, Time remaining to fill the form is displayed. You have to make sure to fill the form in this stipulated time before it expires. Fill all the mandatory fields marked with * in order to submit the Questionnaire form.

Supplier Preregistration questionnaires will have different sections as follows:

- Supplier General Information
- Business Context Questions
- Sustainability
- Diversity
- US General Business Requirements
- UK General Business Requirements

Doc4784489042 - Preregistration Questionnaire Time remaining
4 days 15:11:30

All Content

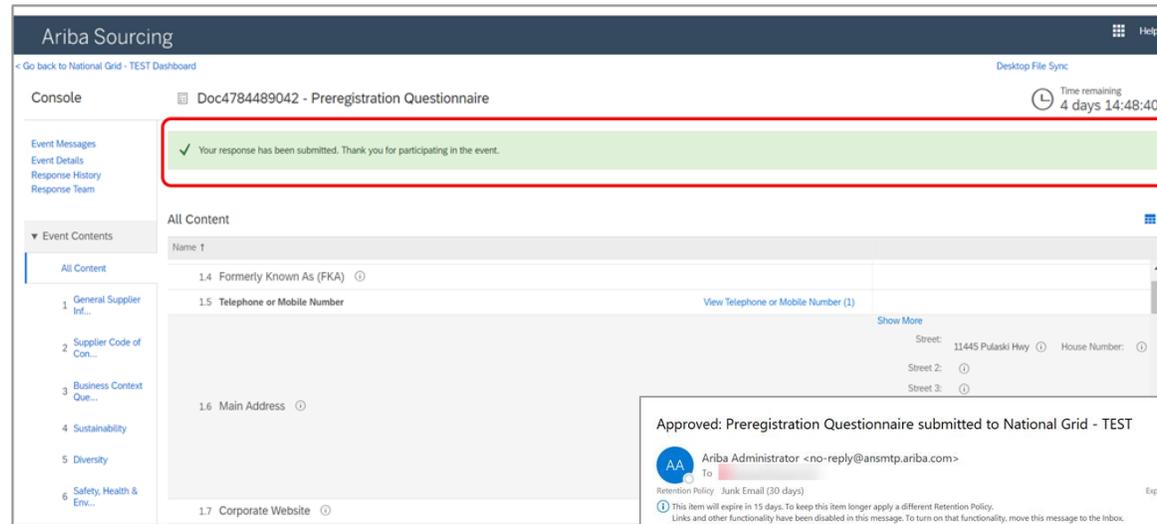
Name ↑

▼ 1 General Supplier Information

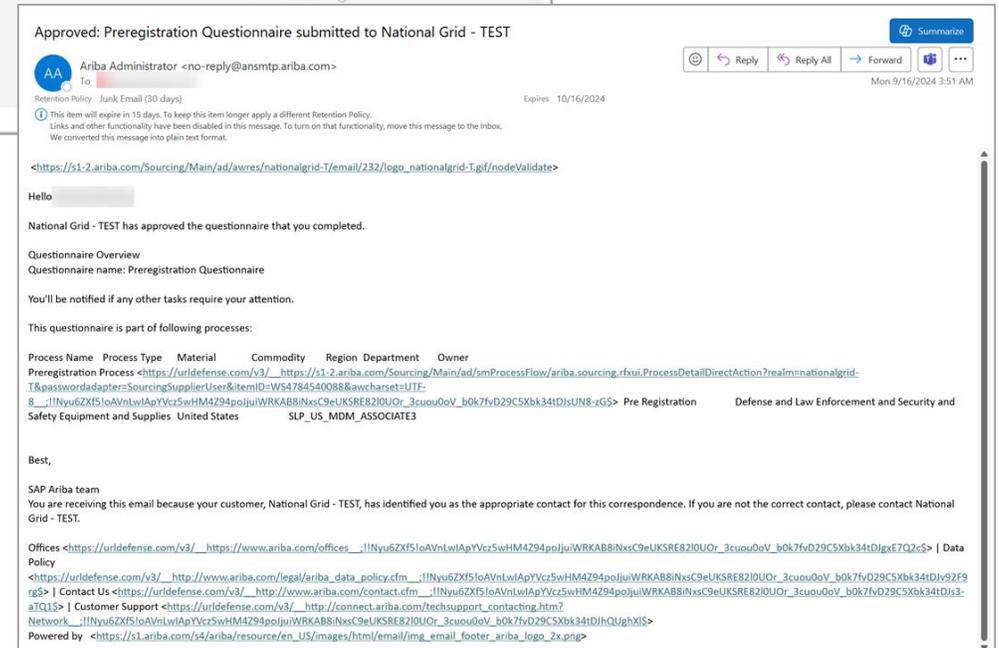
1.1 Supplier Legal Name ⓘ	* Saumya Khurana
1.2 Doing Business As (DBA) ⓘ	
1.3 Attention To ⓘ	
1.4 Formerly Known As (FKA) ⓘ	
1.5 Telephone or Mobile Number	Add Telephone or Mobile Number (0)
+ Show More	
1.6 Main Address ⓘ	Street: 11445 Pulaski Hwy
	Street 2:
	Street 3:
	District:
	Postal Code: 21162 ⓘ City: White P
	Country/Region: United States (US) ▼
1.7 Corporate Website ⓘ	* GlobexCorporation.com
1.10 Please select your business Business Type ⓘ	* sole proprietorship ▼
1.13 Please provide your company's DUNS number ⓘ	* 40090211
1.14 Are you an affiliate / associate or subsidiary of a parent / holding company	* No ▼
1.16 Are there any Ultimate Beneficial Owners (UBOs) who own 25% or more of your organization?	* No ▼
1.18 Select number of employees within your organization.	* 1-50 ▼
1.19 Select number of employees within the legal entity providing goods / services to National Grid	* 1-50 ▼
1.20 Is your organization currently providing goods and/or service to National Grid?	* No ▼
1.22 Does your organization use or plan to use subcontractors in the delivery of services to National Grid?	* No ▼

Pre-Registration Questionnaire

After completing the required fields, the response will be successfully submitted for internal approvals.



Once the Pre-Registration Questionnaire has been approved, you will be notified through an email.



Trading Information Questionnaire

Once the Pre-Registration Questionnaire is complete, National Grid will initiate the Supplier Registration process by manually inviting the supplier to fill the registration questionnaire. Supplier registrations collect and maintain detailed profile information about National grid suppliers. This is the email you will receive to start Trading Information Questionnaire.

Invitation: Register to become a supplier with National Grid - TEST Summarize

 SLP_US_MDM_ASSOCIATE3 <s4system-prod+nationalgrid-T.Doc4792071837@ansmtp.ariba.com>
To [Redacted]
Retention Policy US_Exchange (3 years) Expires 9/19/2027 Reply Reply All Forward More Thu 9/19/2024 4:14 PM

nationalgrid

Register as a supplier with National Grid - TEST

Hello!

SLP_US_MDM_ASSOCIATE3 has invited you to register to become a supplier with National Grid - TEST. Start by creating an account with Ariba Network. It's free.

National Grid - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Saumya Khurana already has an account with Ariba Network, sign in with your username and password.

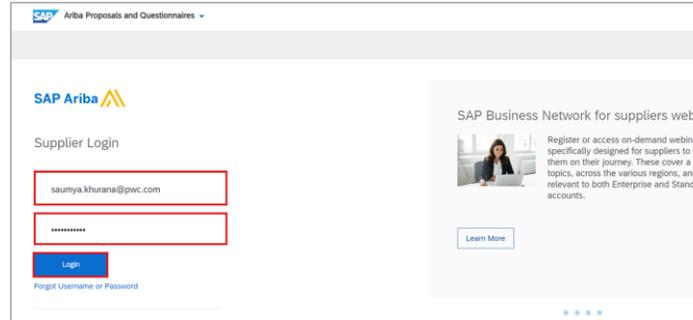
[Click Here](#) to sign in

You are receiving this email because your customer, National Grid - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact National Grid - TEST.

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Trading information Questionnaire

Log in using Ariba Business Network Account



A screenshot of the Ariba Sourcing interface. The top navigation bar includes 'Company Settings', 'Saumya Khurana', 'Feedback', 'Help', and 'Messages'. The main header shows 'Ariba Sourcing' and 'Doc4792071837 - Trading Information Questionnaire'. A green notification banner with a checkmark states: 'Your response has been submitted. Thank you for participating in the event.' Below this, a blue 'Revise Response' button is visible. The main content area is titled 'All Content' and displays a list of questionnaire items. The first item is '7.1 Are you an Individual Owned or an Organization based entity?' with 'Organization' selected. The second item is '8 Tax Details', which is expanded to show '8.1 Tax Data'. This section includes fields for 'Country/Region' (United States (US)), 'Tax Name', 'Tax Type', and 'Tax Number'. The 'Tax Name' field is populated with 'US: VAT or Foreign TIN' and 'Organization'. The 'Tax Number' field is populated with 'US: EIN or TIN' and 'Organization 27-3119185'. The third item is '8.2 Please attach official supporting documentation that supports the tax information provided', with a file named 'Tax document.docx' attached. The fourth item is '9 Bank Details', which includes fields for 'Bank Type' (Domestic), 'Country/Region' (United States), 'Bank Name', 'Bank Branch', and 'Street'. The left sidebar contains a navigation menu with items like 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. The bottom left corner of the interface shows 'National Grid'.

Fill in the required fields, Submit, and your response will be successfully submitted for internal approvals.

Additional Information Requested

When the Questionnaire goes for approval, in some cases, additional information might be required to be filled by the Supplier. In that scenario, you will receive an email asking to provide additional information by checking the comments from the approver. Click on the link provided in the email to make updates.

Action needed: Provide additional registration information to National Grid - TEST

 Ariba Administrator <no-reply@ansmtp.ariba.com>
To [Redacted]

Retention Policy: Junk Email (30 days) Expires: 10/31/2024

 This item will expire in 30 days. To keep this item longer apply a different Retention Policy. Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox. We converted this message into plain text format.

https://s1-2.ariba.com/Sourcing/Main/ad/awres/nationalgrid-T/email/242/logo_nationalgrid-T.gif/nodeValidate

Hello [Redacted],

National Grid - TEST reviewed your registration and needs additional information before approval. Please provide the information described in the following comments.

Comments:
Requesting Additional Information - Sample

To provide this information, go to the registration questionnaire and update your answers.

Click Here <[https://urldefense.com/v3/http://nationalgrid-T.supplier-2.ariba.com/ad/webjumper?itemID=ABpUAHSJGG9ow*21u&awcharset=UTF-8_-JQ!!Nyu6ZXf5!ow8S5Ww9H2WorEoiN8hdTwRzd_yxTU_Y5O0whfmR5VEfgeAiyifONG4gzP3Q47BZm3_qhPYNZYdJqs9eDi3pur6q\\$](https://urldefense.com/v3/http://nationalgrid-T.supplier-2.ariba.com/ad/webjumper?itemID=ABpUAHSJGG9ow*21u&awcharset=UTF-8_-JQ!!Nyu6ZXf5!ow8S5Ww9H2WorEoiN8hdTwRzd_yxTU_Y5O0whfmR5VEfgeAiyifONG4gzP3Q47BZm3_qhPYNZYdJqs9eDi3pur6q$)>

Sincerely,
National Grid - TEST

You are receiving this email because your customer, National Grid - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact National Grid - TEST.

 Summarize

  Reply  Reply All  Forward  

Tue 10/1/2024 4:41 PM

Updating Questionnaires in SLP

Updates to the Questionnaire can be made by navigating to the Supplier account on Ariba Network and selecting the right Questionnaire requiring updates. Then, click on "Revise Response" to make the Questionnaire editable again and fill in the required details. Once done, click Submit to resend the form for approvals.

The screenshot shows the Ariba Sourcing interface for a questionnaire titled "Doc4792071837 - Trading Information Questionnaire". A yellow banner at the top states: "You have submitted a response for this event. Thank you for participating." Below this banner is a blue button labeled "Revise Response" which is highlighted with a red box. The interface also shows a "Time remaining" of 6 days 23:58:59. On the left, there is a navigation menu with options like "Event Messages", "Event Details", "Response History", and "Response Team". The main content area shows a table with columns for "Name" and "Value". The table has one row under "1 General Supplier Information" with fields: "1.1 Supplier Legal Name" (RHL Companies Inc), "1.2 Doing Business As (DBA) or additional space for Supplier Legal Name if greater than 35 characters", "1.3 Attention To", and "1.4 Formerly Known As (FKA)". A "Show More" link is visible at the bottom right of the table.

The revised response gets submitted by the Supplier triggering approvals.

The screenshot shows the Ariba Sourcing interface for the same questionnaire. A green banner at the top states: "✓ Your revised response has been submitted. Thank you for participating in the event." Below this banner is a blue button labeled "Revise Response" which is highlighted with a red box. The interface also shows a "Time remaining" of 6 days 23:51:14. The main content area shows a table with columns for "Name" and "Value". The table has one row under "1.7 Main address" with fields: "Street 3:", "District:", "Postal Code: 21162-9989", "City:", "Country/Region: United States (US)". A "View Telephone or Mobile Number (1)" link is visible at the bottom right of the table. Below the table, there is a section for "2 Trading Information".

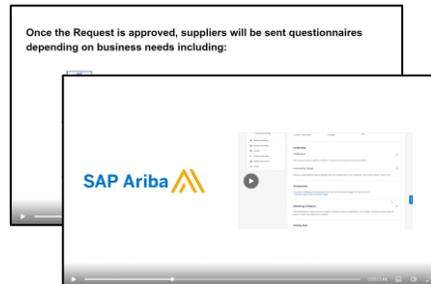
04

Resources

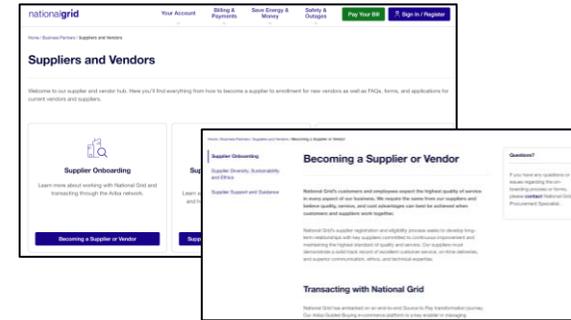
nationalgrid



Resources



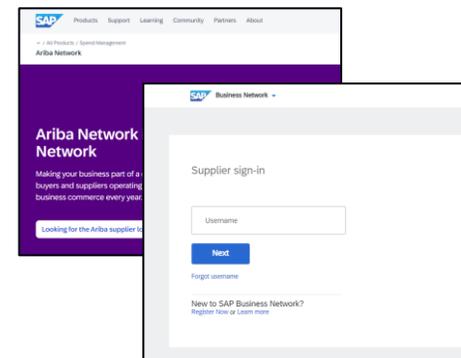
Demo Video



National Grid Supplier Site



Frequently Asked Questions



Ariba Supplier Site

Ariba SLP, bringing National Grid and suppliers together to offer an improved onboarding experience

National Grid will be implementing Ariba SLP in 2024 and our Suppliers play an important role in making our Ariba SLP implementation a success.

All Suppliers will be required to register in Ariba SLP.

Thank you!

CONTACT US

Email: AribaSupplierEnablement@nationalgrid.com

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