

COVID-19 UPDATE

Invoice Submissions, Inquiries and Payments

All invoices must be submitted electronically to the following email address for processing: AcctsPayableAdmini@NationalGrid.com

All inquiries regarding your account and payment information:

- Call: 1-888-483-2123
- Or Email: AccountsPayableQuestions@NationalGrid.com

Supplier Invoices

Invoices to National Grid must be submitted electronically to:
AcctsPayableAdmini@NationalGrid.com.

Invoice Instructions

Supplier invoices for Contract Service or Materials are to be sent directly to National Grid Procure to Pay – Accounts Payable department. All invoices must contain:

- A valid Purchase Order Number
- National Grid Requestor Name
- Payment Remittance Address
- Invoice Date
- Invoice Number
- Unit of Measure or Description of Services and Dates of Service
- Price
- Quantity
- Currency

Supplier Invoice Submission through ARIBA

To move to electronic invoice submission through the ARIBA Network, contact Procure to Pay for more information:

NationalGridAriba@NationalGrid.com

Supplier Payment Information

National Grid offers the following Electronic Fund Transfer (EFT) methods:

- Virtual Card
- ACH

A remittance advice is sent to the supplier with details of each payment.

To move to Electronic Fund Transfer (EFT) payment method, contact Procurement to Pay Administrator to request the required form. Follow the directions on the form and submit it along with a voided check to have your account moved to electronic deposit.

Request Forms:

- Virtual Card Payments – AccountsPayableQuestions@NationalGrid.com
- ACH Payments – Masterdata@NationalGrid.com