

General instructions for completing the required Supplier Enrollment forms:

1. When you are ready to start filling out the form on your desktop, you must open the form using Adobe Reader 9.0 or greater.

If you don't have Adobe Reader 9.0 or greater on your desktop, click on this link to download Adobe Reader 9: <http://get.adobe.com/reader/>

2. Please fill out the appropriate forms below as directed by your Grid representative:
 - a. New Supplier Enrollment Form. **As a minimum, you'd be classified as either a Small business or Large Business**
 - b. Supplier Ethics Certification Statement (**required**)
 - c. W-9 Taxpayer ID Number and Certification (**required**)
 - d. W-8 BEN-Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding (if applicable)
 - e. EEO and SBA Compliance Certificate
 - f. Corporate Responsibility Questionnaire (if not completed during the eligibility process)
 - g. ACH Payment Authorization
 - h. North American Electric Reliability Corporation (NERC) Cyber Security Standards
3. You are required to fill out all data entry fields highlighted in blue shading.
4. If the form requires you to enter a digital signature, click on the box in the signature space and follow the instructions on the dialog box that will appear. These instructions will allow you to either use an existing digital signature or to create a new one.
5. After you have completed entering all the required data entry fields, click on the 'Submit Form' button at the top of the form. You will now see a 'Send Form' email window. The '**To**', '**Subject**' and '**Attachment**', are pre-filled. You will need to enter your '**Email Address**' and '**Full Name**' and then click on 'Send'.
6. You will now see a 'Select Email Client' window: Choose either '**Desktop Email Application**' for Outlook, Eudora, Mail, etc. Or Choose '**Internet Email**' for Yahoo, Hotmail, etc. as follows:
 1. If you choose '**Desktop Email Application**', click 'OK' and click 'OK' in the Outgoing Message Notification window. **Please delete the subject and replace it with your company name and a National Grid contact person, if there is one.** The completed form will be sent to National Grid. You may save the completed form to your desktop.
 2. If you choose '**Internet Email**', then click 'OK' and save the form to your desktop. Go to your internet email, attach the completed document that you saved on your desktop and send to:
vendor.onboarding@us.ngrid.com.
7. If you have any questions or issues regarding the On-boarding process or forms, please contact National Grid's Procurement Specialist at:

vendor.onboarding@us.ngrid.com.