

Registration in SAP Business Network

December 2025



1. Introduction

2. Glossary of terms

3. Case-by-case registration:

1. I have an account with SAP Business Network, but I have no relationship with the Iberdrola Group
2. I do not have an account in SAP Business Network

4. Check account balance

1. Introduction

INTRODUCTION

This manual is designed to guide you through the process of registering and connecting with the Iberdrola Group through SAP Business Network. Here you will find the necessary instructions to ensure a smooth and seamless integration, whether you already have an account on SAP Business Network or are starting from scratch.

Cases covered in this manual:

1. [I have an account with SAP Business Network, but I have no relationship with the Iberdrola Group](#)
2. [I do not have an account on SAP Business Network.](#)

If you are already a supplier of the Iberdrola Group in SAP Business Network (having participated in bidding processes through what we at the Iberdrola Group called IBuy), you will need to update your information and/or fill out new forms.

This is because, as part of the transition process to the new Supplier portal, the Iberdrola Group has centralised the required information in updated forms. You will receive an email with instructions on how to make this update.

If you encounter any issues with your account during the registration process, you can contact the SAP Help Desk:
https://support.ariba.com/Help_Center/help?locale=en

2. Glossary

GLOSSARY

- SAP Business Network (BN): This is the SAP Ariba platform that allows us to establish business relationships with the Iberdrola Group.
- ANID (Ariba Network ID): This is the unique identification code that represents your company in the global SAP Business Network.
- IBuy: Former name by which the section “Ariba Proposals and Questionnaires” was known. From here, the requests for proposals received from the Iberdrola Group will continue to be managed in “Events”, additionally, it is where the questionnaires will be to keep the organization's information up to date.
- Administrator: The person responsible for managing the supplier's account on the Ariba Network.
- Shipping location: Countries within the scope of operation.
- Organization: Company.

GLOSSARY (cont.)

- Registered supplier: Company that already has an active business relationship with the Iberdrola Group through SAP Business Network.
- Link account: Process by which a company with an account on SAP Business Network applies to become an Iberdrola Group supplier.
- Registration questionnaire: Digital document that must be completed to start the supplier registration process.
- Registration status: Status of the registration process (pending, approved, rejected).
- SAP support: SAP Business Network support team for technical issues or questions about the platform.

3. Case-by-case registration

Case 1: I have an account
with SAP Business
Network, but I have no
relationship with the
Iberdrola Group

Step 1: Receive the invitation

You will receive an email from SAP Business Network on behalf of the Iberdrola Group. In this email, the recipient of this letter is invited to be a supplier of the Iberdrola Group in SAP Business Network. Read the email carefully and click [Click here](#) to continue the process.

IBERDROLA GROUP

Dear TEST USA OAV 0711,

Iberdrola Group uses **SAP Business Network** as its single platform for supplier engagement. This platform manages all collaboration processes, including tenders, information exchange, order inquiries, invoices, payments, and supplier data updates. This platform enables more agile, transparent, and secure operations, streamlining the comprehensive management of our supplier relationships.

→ Before you begin: Are you the correct contact person?

If you are the appropriate person to manage your company's registration, please proceed with this email.

If not, please send an email to:

- cas_admon@iberdrola.es for Iberdrola, Iberdrola México and Iberdrola Energía Internacional
- Supplieraccounts@scottishpower.com for Scottish Power
- SupplierAssistance@avangrid.com for Avangrid

With the subject "Change of Contact Person – SAP Business Network".

In the body of the email, include:

- Company name
- Tax Identification Number (TIN)
- Full name and email address of the correct contact person

With this information, we will update the records and send a new invitation to the appropriate person.

→ What do you need to know?

- Registering your company in SAP Business Network is **free of charge**.
- SAP Business Network serves **Iberdrola Group as well as other clients**.
- If your company is already registered for other clients, **there is no need to create a new account**. Simply **log in from this email using your existing account**, and it will automatically be linked to Iberdrola.

→ Registration in SAP Business Network – What do you need to do?

- In order to operate with Iberdrola on SAP Business Network, your company must be registered on the platform.
- If you **already have an account**, you can continue using it.
- If you **do not have an account**, you will need to create one.

<< To register on SAP Business Network or log in with your existing account: [Click Here](#) >>

During registration, you will need to create a username and password to access SAP Business Network. If you encounter any issues during this process, [click here](#) to access the SAP Help Desk.

Once your account has been created or associated, you must **complete the process** by filling out a registration questionnaire with all the necessary information to collaborate with you as a supplier.

After submitting it, you will receive a confirmation email indicating that your request is under review and evaluation.

You will then be informed whether your registration has been **accepted or rejected**, along with the next steps in each case.

Access SAP Business Network via this link

Step 2: Register with SAP Business Network

When you click on the email from the previous step, you will be taken to this screen.

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

[Más información](#)
[Acerca de esta invitación](#)

Connect with IBERDROLA GROUP on SAP Business Network to collaborate.

Create new account

Use existing account

Use existing account

Not sure whether your company already has an account?
Buscar su empresa

Click on Use existing account

Funciona con SAP
© 2025 SAP SE or an SAP affiliate company. All rights reserved.
Declaración de privacidad Declaración de seguridad Condiciones de uso

Step 2: Register with SAP Business Network (cont.)

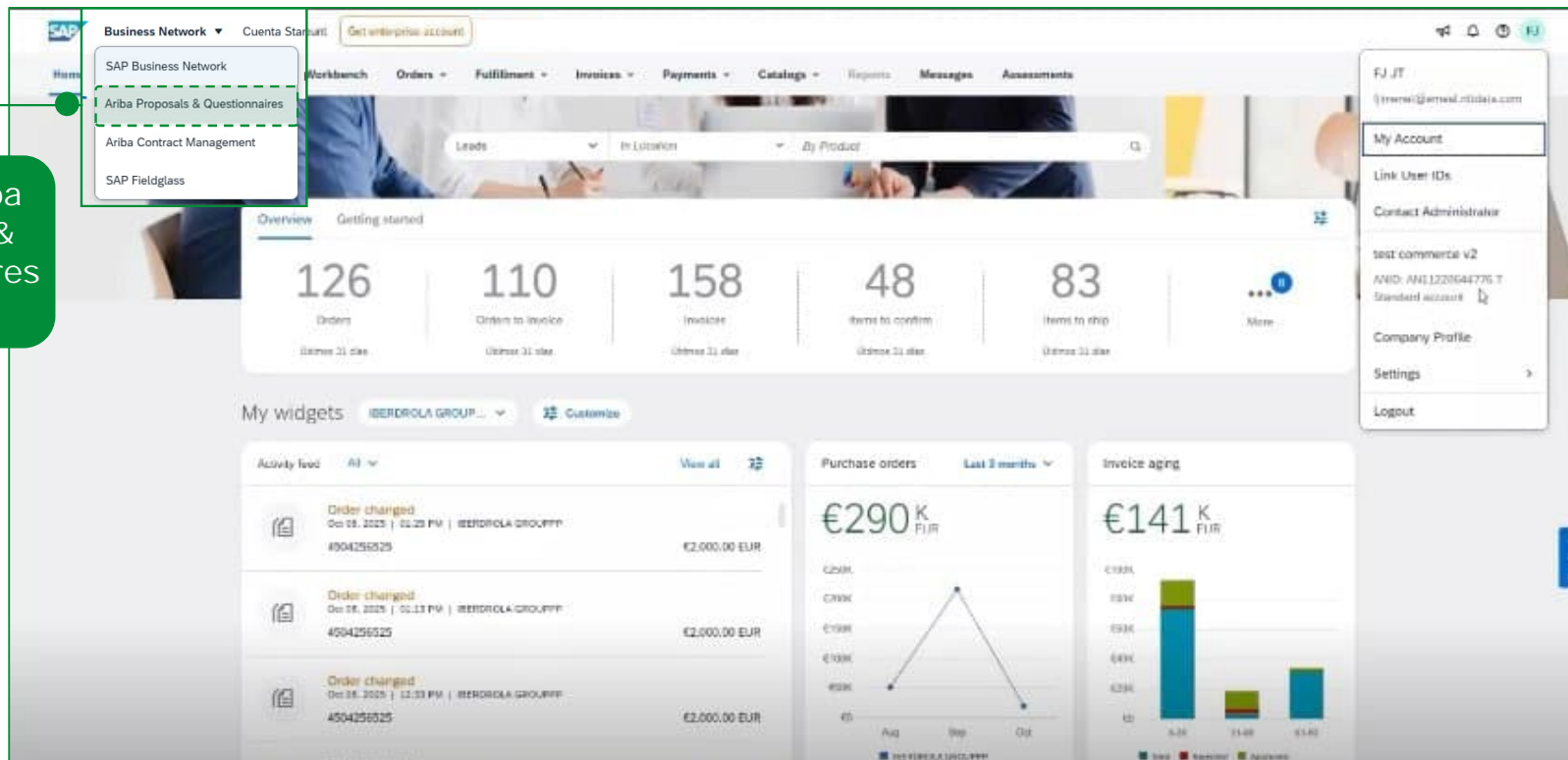
Enter your username and password and click Connect.

The screenshot shows a web page with a left sidebar containing the text: "Benefits of a business relationship on SAP Business Network", "1. Digitalize your business", "2. Ensure sustainability and compliance", "3. Simplify the sales cycle", "4. Explore new business opportunities", and a link "Más información". The main content area features a login form titled "Sign in to connect with IBERDROLA GROUP". The form includes a "Nombre de usuario" field, a "¿Ha olvidado el nombre de usuario?" link, a "Contraseña" field, a "¿Ha olvidado la contraseña?" link, and a blue "Conectar" button. A green dashed box highlights the login fields, with a green callout box containing the text "Enter your login details here". At the bottom of the page, there is a footer with the SAP logo and text: "Funciona con SAP", "© 2025 SAP SE or an SAP affiliate company. All rights reserved.", "Declaración de privacidad", "Declaración de seguridad", and "Condiciones de uso".

Step 3: Complete the registration form

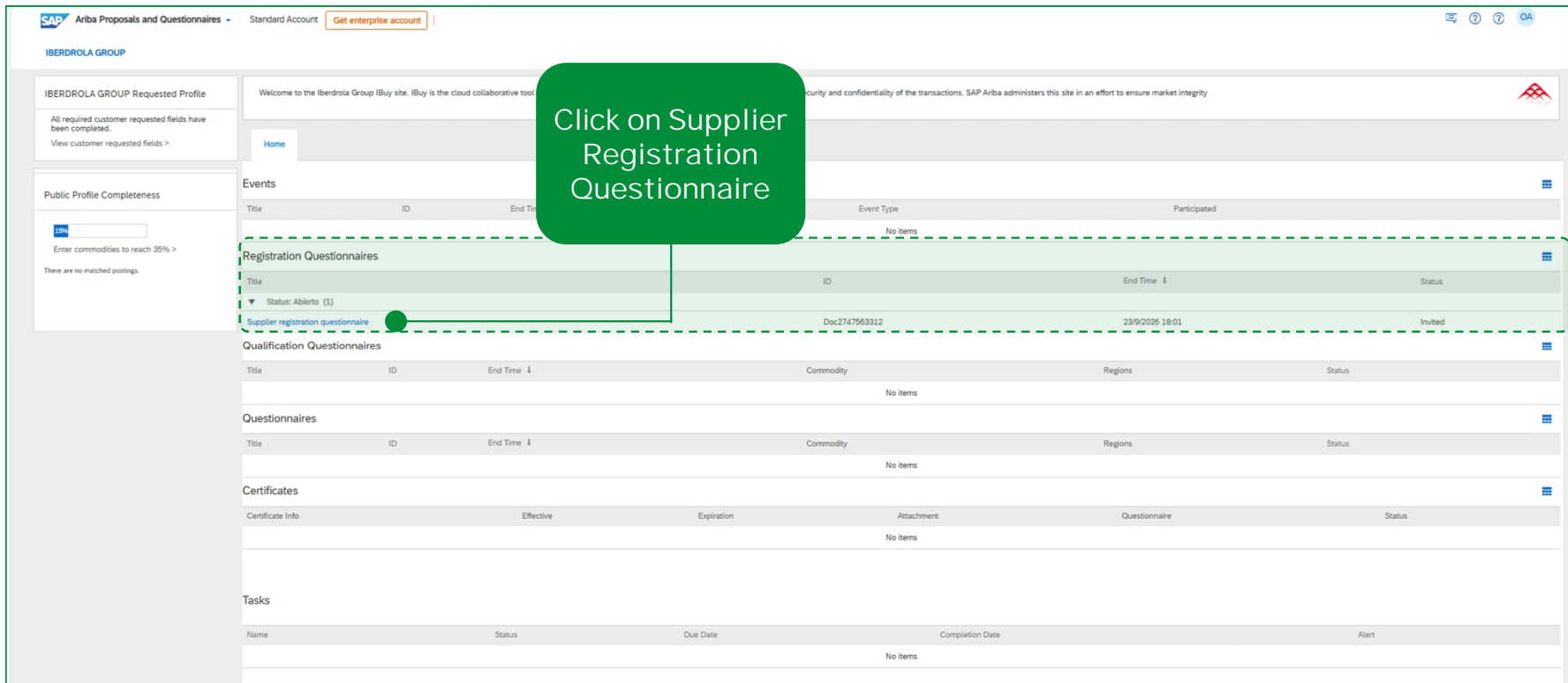
You will access the SAP Business Network main dashboard. In the top left menu, you will find a drop-down menu with the different tabs within the platform.

Select "Ariba
Proposals &
Questionnaires
"



Step 3: Complete the registration form (cont.)

In Ariba Proposals & Questionnaires, you must complete the registration process by filling out the Supplier Registration Questionnaire.



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. A green callout box with the text "Click on Supplier Registration Questionnaire" points to a link in the "Registration Questionnaires" table. The table contains one entry: "Supplier registration questionnaire" with ID "Doc2747563312" and status "Invited".

Title	ID	End Time	Commodity	Regions	Status
Supplier registration questionnaire	Doc2747563312	23/9/2026 18:01			Invited

Step 3: Complete the registration form (cont.)

The Supplier Registration Questionnaire includes several questions, some with sub-questions. Pay special attention to the fields marked with an asterisk (*), as these are mandatory and if any field is left blank, you will not be able to submit the form.

The screenshot shows the 'Ariba Sourcing' interface for a supplier registration questionnaire. The top navigation bar includes 'Company Settings', 'Prueba USA', 'Feedback', 'Help', and 'Messages'. The main content area is titled 'All Content' and lists various sections of the questionnaire, such as 'Introduction', 'Questionnaire status and communication', 'Company Information', 'Tax Information', 'Payment Information', 'Information of the contact person', 'Information for communications', 'GDPR Acceptance', 'Code of conduct acceptance', 'Corporate Policies Acceptance - Iberdrola Group', and 'Technical Section'. A green dashed box highlights a 'More...' button with an upward arrow icon, which is used to expand the questionnaire window.

Expand the questionnaire window by clicking on the arrow



For more details on how to fill out the questionnaire, check out the *Registration Questionnaire Manual*

Step 3: Complete the registration form (cont.)

Fill in all the necessary information. At the end, you must accept the Privacy Policy, the Code of Conduct, and the Iberdrola Group's corporate policies.

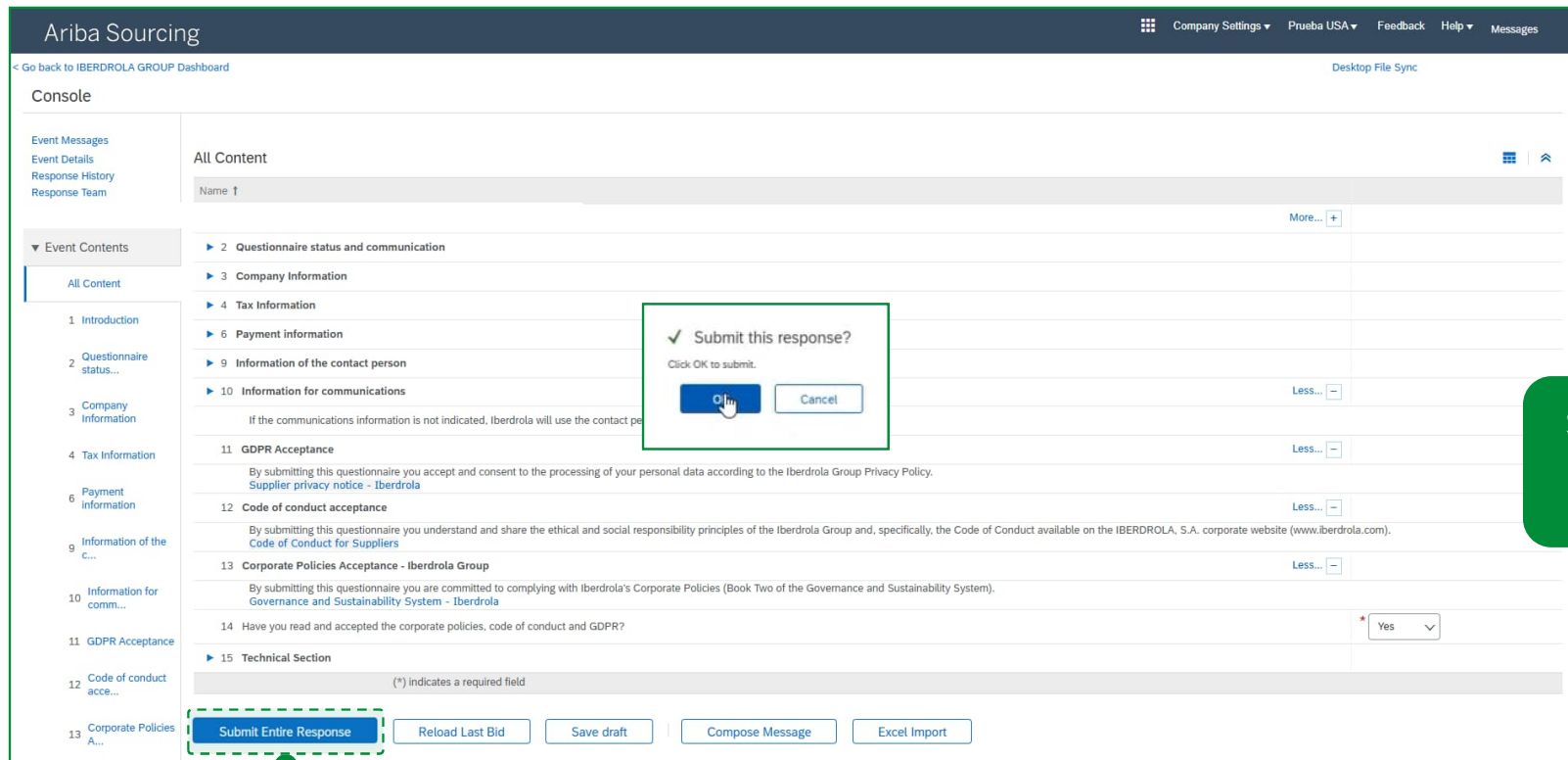
Select Save draft if you prefer to finish the questionnaire later. This will save your progress and allow you to continue at another time



For more details on how to fill out the questionnaire, check out the *Registration Questionnaire Manual*

Step 3: Complete the registration form (cont.)

Once you have all the information, submit the form. A message will appear on the screen confirming that it has been sent.



The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Ariba Sourcing' and various utility links like 'Company Settings', 'Prueba USA', 'Feedback', 'Help', and 'Messages'. Below this is a 'Console' section with a sidebar menu on the left containing 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. The 'Event Contents' sidebar is expanded to show a list of sections: 1 Introduction, 2 Questionnaire status..., 3 Company Information, 4 Tax Information, 6 Payment Information, 9 Information of the contact person, 10 Information for communications, 11 GDPR Acceptance, 12 Code of conduct acceptance, and 13 Corporate Policies Acceptance - Iberdrola Group. The main content area displays the details for section 10, 'Information for communications', with a 'More...' button and a 'Less...' button. A modal dialog box is centered on the screen, titled 'Submit this response?' with a checkmark icon. It contains the text 'Click OK to submit.' and two buttons: 'OK' and 'Cancel'. At the bottom of the form, there is a row of buttons: 'Submit Entire Response' (highlighted with a dashed green box), 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A green line connects the 'Submit Entire Response' button to a callout box on the right.

Select Send complete response to send the questionnaire

Step 4: Check the registration form status

Once you have submitted the Supplier Registration Questionnaire, you will receive an email confirming that it is pending review. The status in SAP Business Network will change to Registered.

The screenshot shows the SAP Ariba interface for the Iberdrola Group. The main content area displays a table of 'Registration Questionnaires'. A green callout box with the text 'Check the status of the questionnaire' points to the 'Registered' status of a specific questionnaire.

Title	ID	End Time ↓	Status
▼ Status: Abierto (1)			
Supplier registration questionnaire	Doc2739449608	10/12/6108 10:50 AM	Registered

Step 4: Check the registration form status (cont.)

Once the questionnaire has been reviewed, you will receive another email informing you whether your registration has been approved or rejected.

- If it has been approved, you will now be able to do business with the Iberdrola Group on SAP Business Network.
- If it has been rejected, you will need to review the reason and correct it by logging into SAP Business Network. .

Registration rejected

De: no_reply_proveedores@iberdrola.com <no_reply_proveedores@iberdrola.com>
Enviado el: jueves, 16 de octubre de 2025 12:33
Para:
Asunto: Supplier registration request with Iberdrola rejected

Hello, OAV PJ 0910:

Your registration as a supplier has been rejected.
Reason for rejection: *Error: Doc. E. NIF.pdf: El dato extraido 'cod_postal' no coincide con el dato introducido..*

Please log back into your profile in SAP Business Network and correct the information indicated in the rejection reason.

Click here to access [SAP Business Network](#).

Best regard,

Iberdrola Group

Registration approved

De: no_reply_proveedores@iberdrola.com <no_reply_proveedores@iberdrola.com>
Enviado el: lunes, 27 de octubre de 2025 13:46
Para:
Asunto: Supplier registration request with Iberdrola accepted

Hello, Light Ariba Brasil v2:

Congratulations! Your registration as a supplier has been approved.

You can now access your profile in SAP Business Network. If you ever need to update your information, the registration questionnaire will remain available for you to modify as needed.

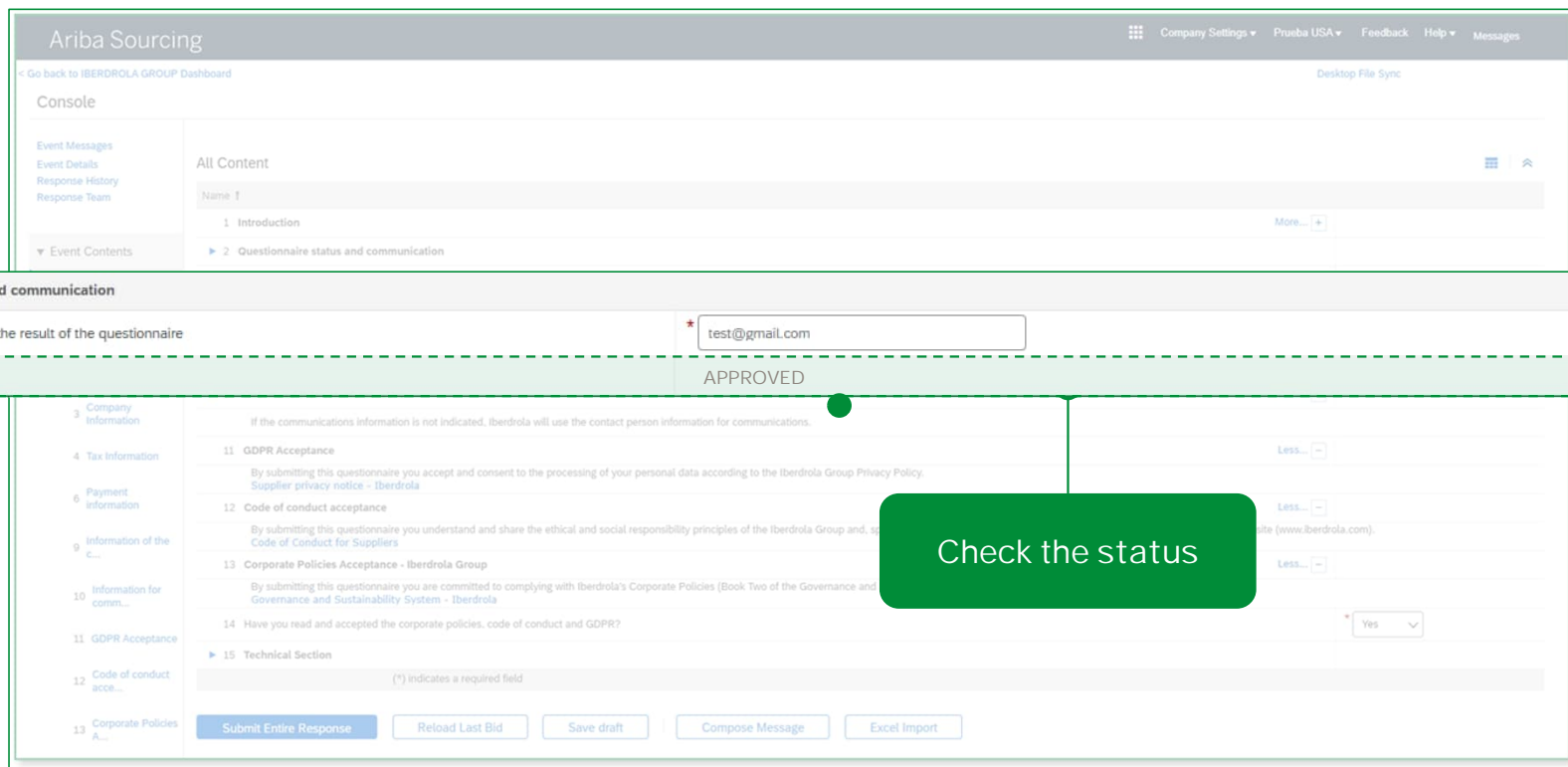
Click here to access [SAP Business Network](#).

Best regards,

Iberdrola Group

Step 4: Check the registration form status (cont.)

The status of the Supplier Registration Questionnaire will also change in your account. You can review it from the same tab.



The screenshot displays the Ariba Sourcing interface. At the top, the header includes 'Ariba Sourcing' and navigation links like 'Company Settings', 'Prueba USA', 'Feedback', 'Help', and 'Messages'. Below the header, there's a 'Console' section with a sidebar for 'Event Messages' and 'Event Contents'. The main content area shows 'All Content' with a table listing items. Item 2, 'Questionnaire status and communication', is expanded to show a table with the following details:

Item ID	Description	Status
2.1	Indicate mail to send the result of the questionnaire	<input type="text" value="test@gmail.com"/>
2.2	Approval result	APPROVED

A green callout box with the text 'Check the status' points to the 'APPROVED' status in the table. Below the table, there are sections for '11 GDPR Acceptance', '12 Code of conduct acceptance', and '13 Corporate Policies Acceptance - Iberdrola Group', each with a 'Less...' link. At the bottom, there are buttons for 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

Step 4: Check the registration form status (cont.)

Depending on your relationship with the Iberdrola Group, you may need to complete additional questionnaires. These will be sent by Iberdrola Group, and you can review them on this same screen.

IBERDROLA GROUP

Welcome to the Iberdrola Group IBuy site. IBuy is the cloud collaborative tool of Iberdrola Group for sourcing processes that at all times guarantees the security and confidentiality of the transactions. SAP Ariba administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Abierto (1)			
Supplier registration questionnaire	Doc2739311337	10/12/6108 11:06 AM	Registered

Qualification Questionnaires

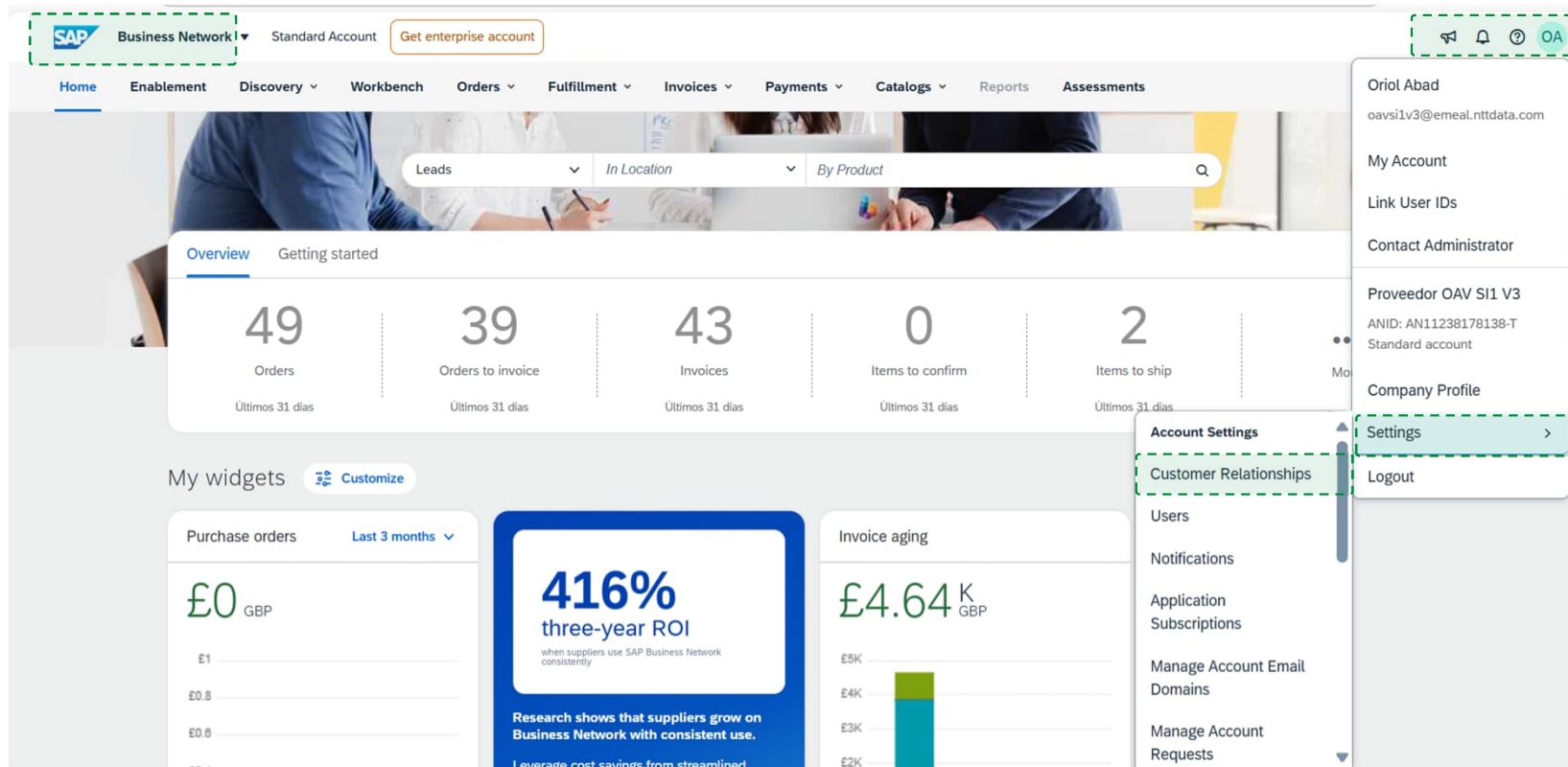
Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Abierto (4)					
Complete Form - Individual	Doc2805179036	12/13/2025 9:03 AM	(no value)	(no value)	Not Responded
Complete Form - Company	Doc2805179020	11/28/2025 9:03 AM	(no value)	(no value)	Not Responded
Certificados de Hacienda por Sociedad	Doc2805179068	11/13/2025 9:03 AM	(no value)	(no value)	Not Responded
Certificado Residencia por pais	Doc2805179052	11/13/2025 9:03 AM	(no value)	(no value)	Not Responded

Step 5: Verify business relationship

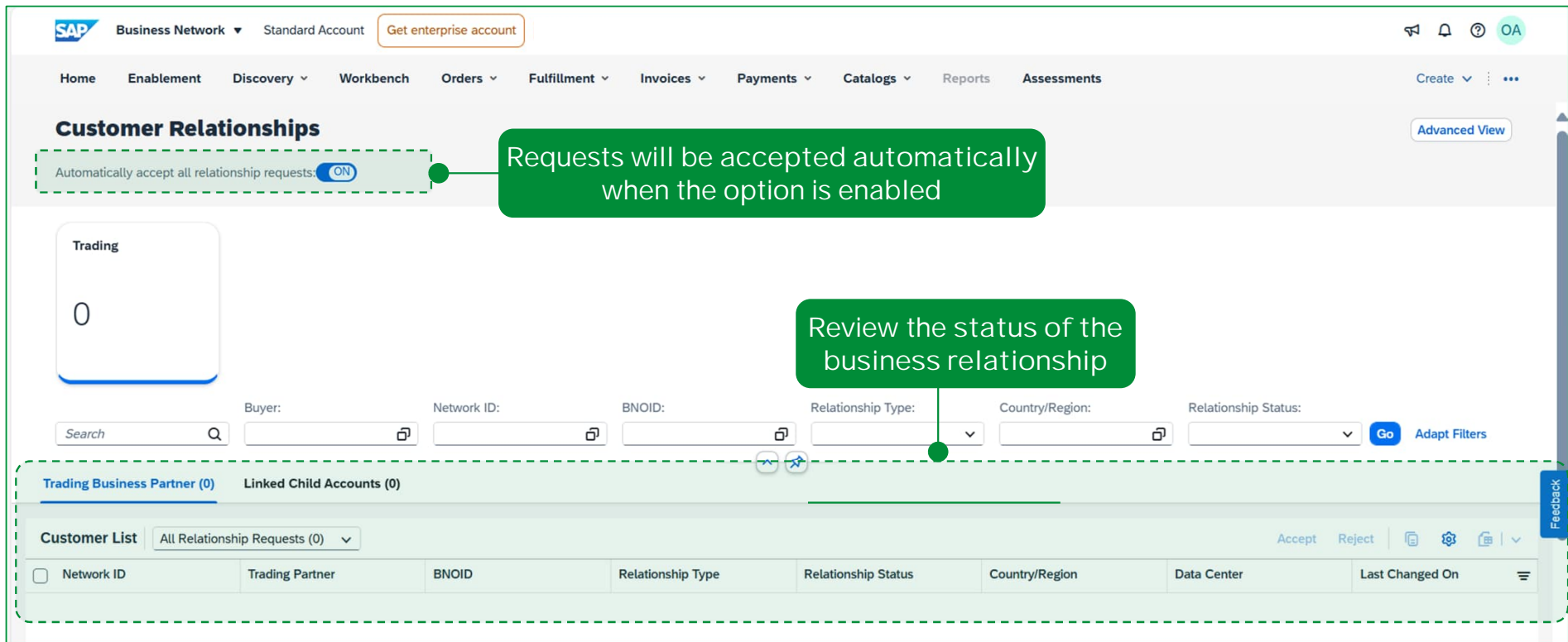
Once your registration has been approved, you must verify that the business relationship with the Iberdrola Group has been correctly accepted. Your company can operate with the Iberdrola Group through SAP Business Network only when the relationship is active.



From the initials of the primary contact, click on Settings and then on Customer relationships

Step 5: Verify business relationship (cont.)

Here you can check the status of the business relationship. If the Automatically accept all relationship requests button is enabled (ON), the request has been automatically approved, and the Iberdrola Group appears in the Customer List.



The screenshot shows the SAP Business Network interface for Customer Relationships. A green callout box points to the 'Automatically accept all relationship requests' toggle, which is currently set to 'ON'. Another green callout box points to the 'Relationship Type' dropdown menu in the search filters. A third green callout box points to the 'Customer List' table below the filters.

Customer Relationships

Automatically accept all relationship requests: ON

Requests will be accepted automatically when the option is enabled

Trading

0

Review the status of the business relationship

Buyer: Search [] Network ID: [] BNOID: [] Relationship Type: [] Country/Region: [] Relationship Status: [] Go Adapt Filters

Trading Business Partner (0) Linked Child Accounts (0)

Customer List All Relationship Requests (0) Accept Reject [] [] []

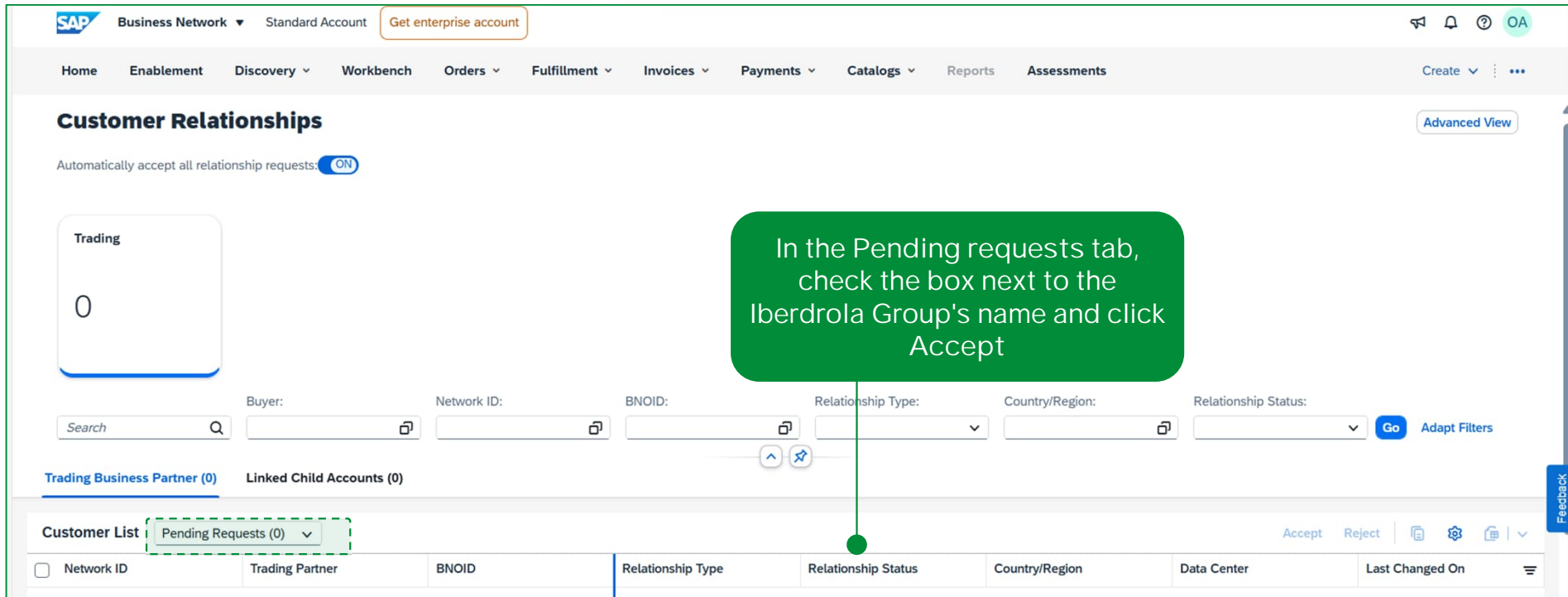
Network ID	Trading Partner	BNOID	Relationship Type	Relationship Status	Country/Region	Data Center	Last Changed On
------------	-----------------	-------	-------------------	---------------------	----------------	-------------	-----------------



By default, the "Automatically accept all relationship requests" button is enabled (ON)

Step 5: Verify business relationship (cont.)

If the Automatically Accept All Relationship Requests button is disabled (OFF), the request must be approved manually.



The screenshot shows the SAP Business Network interface for Customer Relationships. At the top, there is a navigation bar with options like Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below this, the 'Customer Relationships' section is visible, with a toggle for 'Automatically accept all relationship requests' set to 'ON'. A 'Trading' card shows '0' requests. Below the card are search filters for Buyer, Network ID, BN_OID, Relationship Type, Country/Region, and Relationship Status. At the bottom, there is a 'Customer List' table with a 'Pending Requests (0)' tab selected. A green callout box with a white border and text points to the 'Pending Requests' tab, stating: 'In the Pending requests tab, check the box next to the Iberdrola Group's name and click Accept'.



By default, the "Automatically accept all relationship requests" button is enabled (ON)

Case 2: I do not have an account in SAP Business Network

Step 1: Receive the invitation

You will receive an email from SAP Business Network on behalf of the Iberdrola Group. In this email, the recipient of this letter is invited to be a supplier of the Iberdrola Group in SAP Business Network. Read the email carefully and click [Click here](#) to continue the process.

IBERDROLA GROUP

Dear TEST USA OAV 0711,

Iberdrola Group uses **SAP Business Network** as its single platform for supplier engagement. This platform manages all collaboration processes, including tenders, information exchange, order inquiries, invoices, payments, and supplier data updates. This platform enables more agile, transparent, and secure operations, streamlining the comprehensive management of our supplier relationships.

→ Before you begin: Are you the correct contact person?

If you are the appropriate person to manage your company's registration, please proceed with this email.

If not, please send an email to:

- cas_admon@iberdrola.es for Iberdrola, Iberdrola México and Iberdrola Energía Internacional
- Supplieraccounts@scottishpower.com for Scottish Power
- SupplierAssistance@avangrid.com for Avangrid

With the subject "Change of Contact Person – SAP Business Network".

In the body of the email, include:

- Company name
- Tax Identification Number (TIN)
- Full name and email address of the correct contact person

With this information, we will update the records and send a new invitation to the appropriate person.

→ What do you need to know?

- Registering your company in SAP Business Network is **free of charge**.
- SAP Business Network serves **Iberdrola Group as well as other clients**.
- If your company is already registered for other clients, **there is no need to create a new account**. Simply **log in from this email using your existing account**, and it will automatically be linked to Iberdrola.

→ Registration in SAP Business Network – What do you need to do?

- In order to operate with Iberdrola on SAP Business Network, your company must be registered on the platform.
- If you **already have an account**, you can continue using it.
- If you **do not have an account**, you will need to create one.

<< To register on SAP Business Network or log in with your existing account: [Click Here](#) >>

During registration, you will need to create a username and password to access SAP Business Network. If you encounter any issues during this process, [click here](#) to access the SAP Help Desk.

Once your account has been created or associated, you must **complete the process** by filling out a registration questionnaire with all the necessary information to collaborate with you as a supplier.

After submitting it, you will receive a confirmation email indicating that your request is under review and evaluation.

You will then be informed whether your registration has been **accepted or rejected**, along with the next steps in each case.

Access SAP Business Network via this link

Step 2: Create an account on SAP Business Network

When you click on the email from the previous step, you will be taken to this screen.

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

[Más información](#)
[Acerca de esta invitación](#)

Connect with IBERDROLA GROUP on SAP Business Network to collaborate.

Create new account

Use existing account

Use existing account

Not sure whether your company already has an account?
[Buscar su empresa](#)

Funciona con **SAP**

© 2025 SAP SE or an SAP affiliate company. All rights reserved.
[Declaración de privacidad](#) [Declaración de seguridad](#) [Condiciones de uso](#)

Step 2: Create an account on SAP Business Network (cont.)

Fill in the missing information and review the information you have already completed. In Administrator Account Information, choose a username to access the platform. We recommend that you select Use my email address as my username. If you prefer to choose another username, remember that it must be in email format.

Create an account to connect and collaborate with IBERDROLA GROUP on SAP Business Network

Información de empresa

Número DUNS

¿No sabe cuál es su número DUNS?

Nombre (legal) de la empresa *
 Persona Jurídica 0810

País/Región *
 España [ESP]

Línea de dirección 1 *
 PASEO DE LA CASTELLANA 38

Línea de dirección 2

Código postal *
 28001

Ciudad *
 MADRID

Estado o región *
 Comunidad de Madrid [ES-M]

Información de la cuenta del administrador

Nombre *

Apellidos *

Correo electrónico *

Usar mi correo electrónico como nombre del usuario

Contraseña *

Repetir contraseña *

He leído y estoy de acuerdo con las [Terms of Use](#).

Acepto que SAP Business Network haga accesible parte de mis datos personales (tal y como se definen en la [Privacy Statement](#)) a otros usuarios y al público en general según mi función dentro de SAP Business Network y de la configuración de visibilidad del perfil aplicable.

Lea la [Privacy Statement](#) para obtener más información sobre cómo procesar datos personales.

No soy un robot

Create your password, accept the Terms of Use and Privacy Statement, and confirm the captcha

Finally, click on Create account



Fields marked with an asterisk are required

Step 2: Create an account on SAP Business Network (cont.)

You will receive an email with the subject line: Action required: Confirm your email address.

Please confirm your email address

Check your email at [redacted] and follow the steps in the email to confirm your email address in the next **72 hours**.

> If you did not receive the email:

SAP Business Network

Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

Link expires: Saturday, Oct 11, 2025, 10:36 AM PDT

If the link expired, login to supplier.ariba.com and click "Resend". You will then receive another confirmation email.

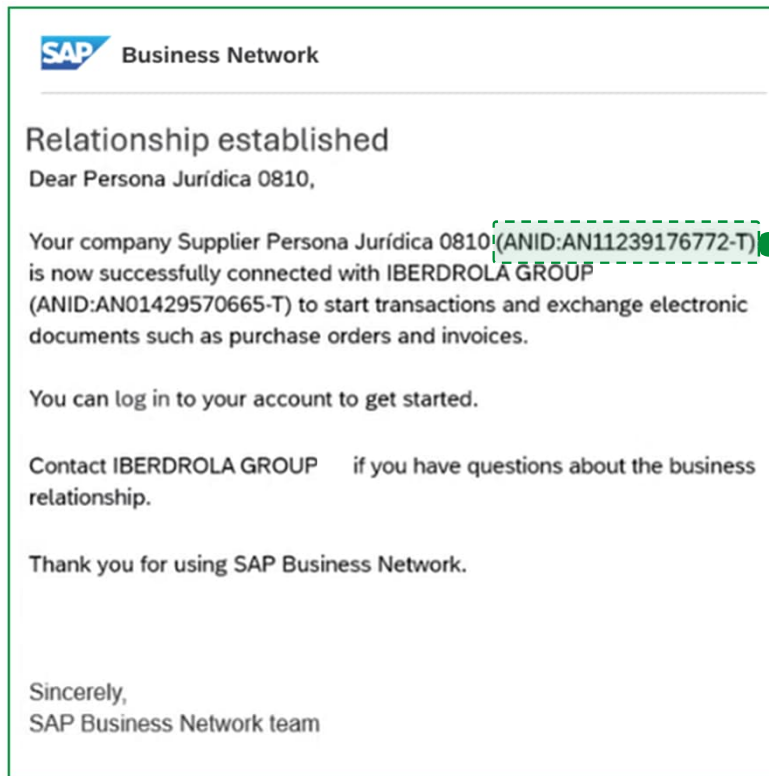
If you are unable to access the page, copy the link below and paste it into your web browser:
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=gedbE2oFA3C80yduXxFRnVtHyeHYGJ6LI&anp=Ariba&app=Supplier>

Sincerely,
Equipo de SAP Business Network

Confirm your email address via this link. You will be redirected to SAP Business Network

Step 2: Create an account on SAP Business Network (cont.)

You will receive another email with the ANID assigned to your account..



The ANID is your company's unique identifier in SAP Business Network and will be generated when the business relationship is created



You will not be able to access the Iberdrola Group network until you confirm the commercial relationship

Step 2: Create an account on SAP Business Network (cont.)

After confirming your email address, you will need to fill in the Service and Product Category and Shipping or Service Locations details.

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

or

Ship-to or Service Locations

or

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

Click "Send." If you want to set this up later, click "Remind me later."

Under Browse, search for the service and locations that apply to your company

Step 3: Complete the registration form

In Ariba Proposals & Questionnaires, you must complete the registration process by filling out the Supplier Registration Questionnaire.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. A green callout box with the text "Click on Supplier Registration Questionnaire" points to a link in the "Registration Questionnaires" table. The table shows one entry: "Supplier registration questionnaire" with ID "Doc2747563312" and status "Invited".

Title	ID	End Time	Commodity	Regions	Status
Supplier registration questionnaire	Doc2747563312	23/9/2026 18:01			Invited

Step 3: Complete the registration form (cont.)

The Supplier Registration Questionnaire includes several questions, some with sub-questions. Pay special attention to the fields marked with an asterisk (*), as these are mandatory and if any field is left blank, you will not be able to submit the form.

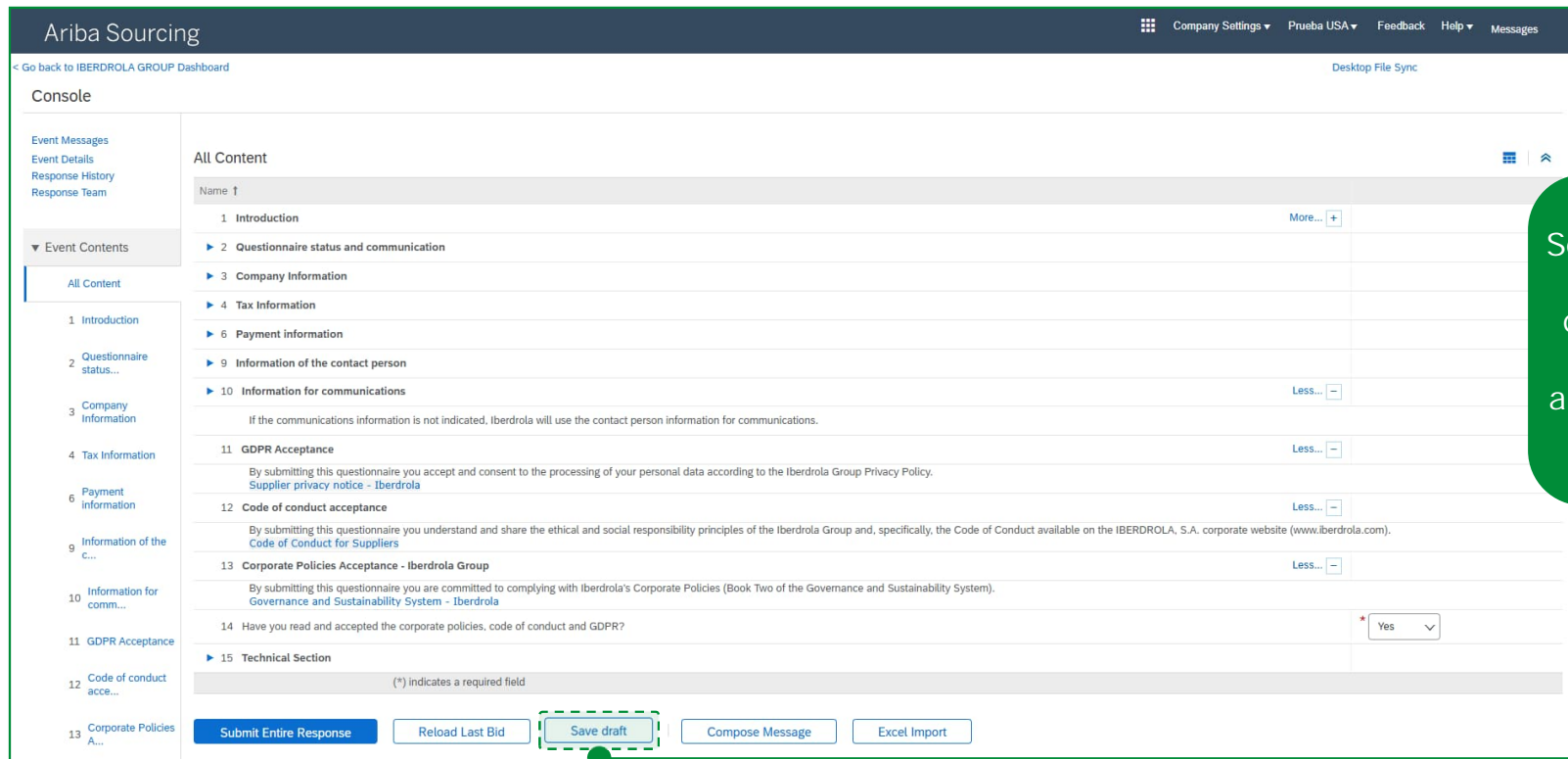
Expand the questionnaire window by clicking on the arrow



For more details on how to fill out the questionnaire, check the *Registration Questionnaire Manual*

Step 3: Complete the registration form (cont.)

Fill in all the necessary information. At the end, you must accept the Privacy Policy, the Code of Conduct, and the Iberdrola Group's corporate policies.



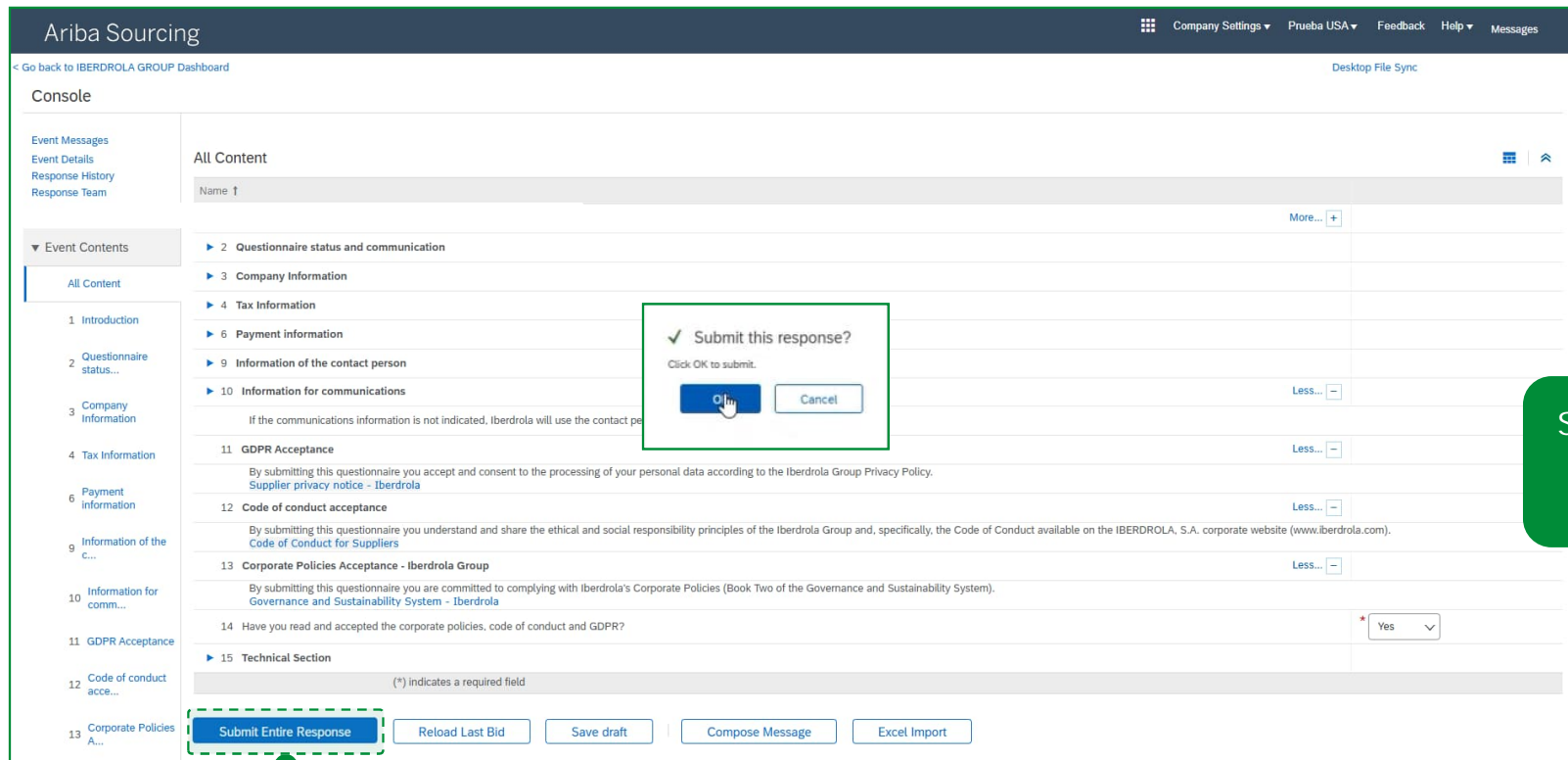
Select "Save draft" if you prefer to finish the questionnaire later. This will save your progress and allow you to continue at another time.



For more details on how to fill out the questionnaire, check out the *Registration Questionnaire Manual*

Step 3: Complete the registration form (cont.)

Once you have all the information, submit the form. A message will appear on the screen confirming that it has been sent.



The screenshot shows the 'Ariba Sourcing' interface. The main content area displays a list of questionnaire sections: 2 Questionnaire status and communication, 3 Company Information, 4 Tax Information, 6 Payment information, 9 Information of the contact person, 10 Information for communications, 11 GDPR Acceptance, 12 Code of conduct acceptance, 13 Corporate Policies Acceptance - Iberdrola Group, and 15 Technical Section. At the bottom of the page, a row of buttons includes 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Submit Entire Response' button is highlighted with a dashed green box. A modal dialog box is centered on the screen, asking 'Submit this response?' with a checkmark icon, the text 'Click OK to submit.', and two buttons: 'OK' and 'Cancel'.

Select "Send complete response" to send the questionnaire

Step 4: Check the registration form status

Once you have submitted the Supplier Registration Questionnaire, you will receive an email confirming that it is pending review. The status in SAP Business Network will change to Registered.

The screenshot shows the SAP Ariba interface for the Iberdrola Group. The main content area displays a table of 'Registration Questionnaires'. A green callout box with the text 'Check the status of the questionnaire' points to the 'Registered' status of a specific questionnaire.

Title	ID	End Time ↓	Status
▼ Status: Abierto (1)			
Supplier registration questionnaire	Doc2739449608	10/12/6108 10:50 AM	Registered

Step 4: Check the registration form status (cont.)

Once the questionnaire has been reviewed, you will receive another email informing you whether your registration has been approved or rejected.

If it has been approved, you will be able to do business with the Iberdrola Group on SAP Business Network.

If it has been rejected, you will need to review the reason and correct it by logging into SAP Business Network..

Registration rejected

De: no_reply_proveedores@iberdrola.com <no_reply_proveedores@iberdrola.com>
Enviado el: jueves, 16 de octubre de 2025 12:33
Para:
Asunto: Supplier registration request with Iberdrola rejected

Hello, OAV PJ 0910:

Your registration as a supplier has been rejected.
Reason for rejection: *Error: Doc. E. NIF.pdf: El dato extraido 'cod_postal' no coincide con el dato introducido..*

Please log back into your profile in SAP Business Network and correct the information indicated in the rejection reason.

Click here to access [SAP Business Network](#).

Best regard,

Iberdrola Group

Registration approved

De: no_reply_proveedores@iberdrola.com <no_reply_proveedores@iberdrola.com>
Enviado el: lunes, 27 de octubre de 2025 13:46
Para:
Asunto: Supplier registration request with Iberdrola accepted

Hello, Light Ariba Brasil v2:

Congratulations! Your registration as a supplier has been approved.

You can now access your profile in SAP Business Network. If you ever need to update your information, the registration questionnaire will remain available for you to modify as needed.

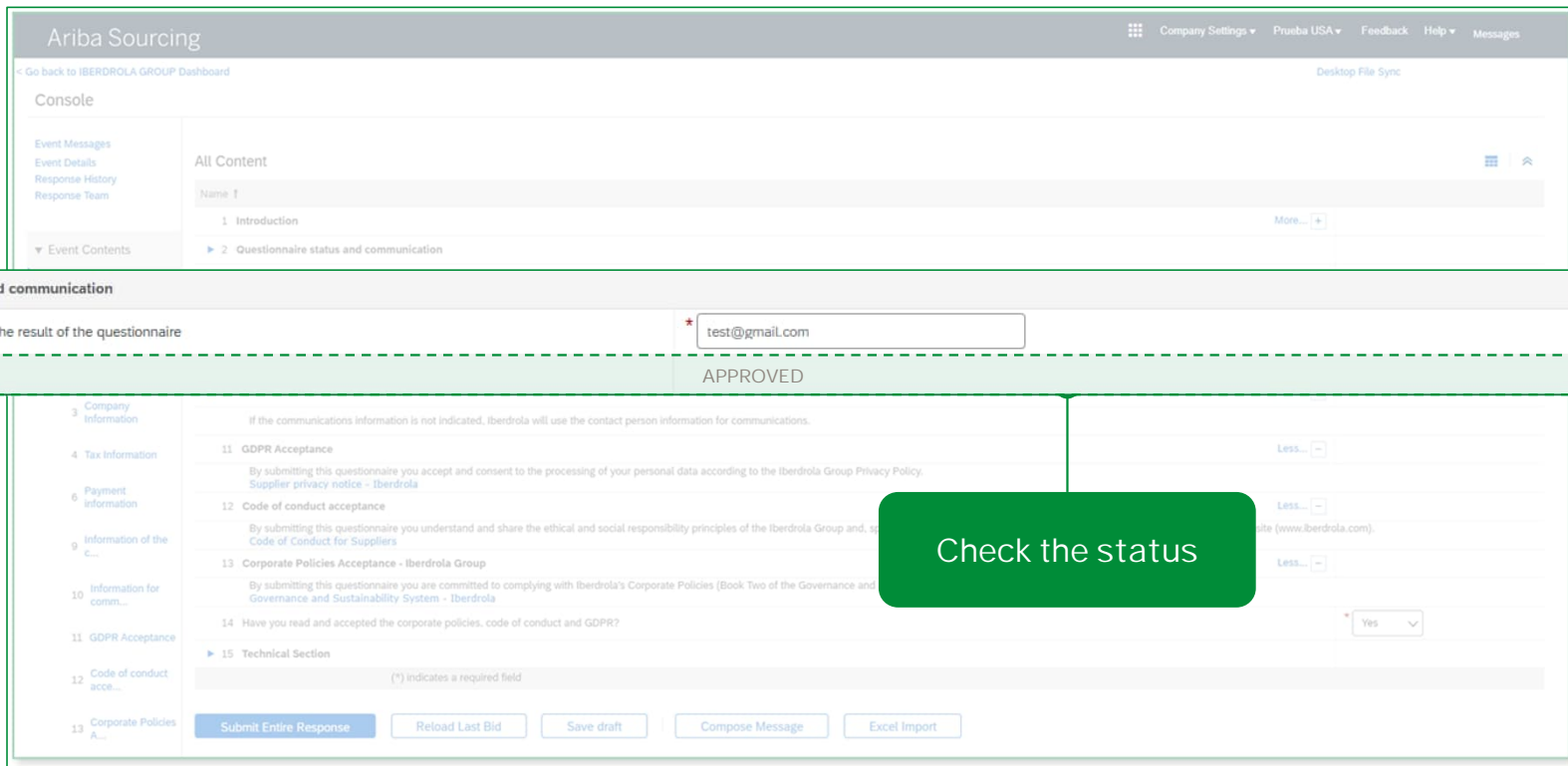
Click here to access [SAP Business Network](#).

Best regards,

Iberdrola Group

Step 4: Check the registration form status (cont.)

The status of the Supplier Registration Questionnaire will also change in your account. You can check it from the same tab.



The screenshot displays the Ariba Sourcing interface. At the top, it says 'Ariba Sourcing' with navigation links for 'Company Settings', 'Prueba USA', 'Feedback', 'Help', and 'Messages'. Below this is a 'Console' section with a left sidebar containing 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main area shows 'All Content' with a search bar and a list of items. Item 2, 'Questionnaire status and communication', is expanded to show a table with the following details:

Item ID	Description	Status
2.1	Indicate mail to send the result of the questionnaire	<input type="text" value="test@gmail.com"/>
2.2	Approval result	APPROVED

A green callout box with the text 'Check the status' points to the 'APPROVED' status in the table. Below the table, there are sections for '11 GDPR Acceptance', '12 Code of conduct acceptance', and '13 Corporate Policies Acceptance - Iberdrola Group'. At the bottom, there are buttons for 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

Step 4: Check the registration form status (cont.)

Depending on your supplier type, you may need to complete additional questionnaires. These will be sent by Iberdrola Group, and you can review them on this same screen.

IBERDROLA GROUP

Welcome to the Iberdrola Group IBuy site. IBuy is the cloud collaborative tool of Iberdrola Group for sourcing processes that at all times guarantees the security and confidentiality of the transactions. SAP Ariba administers this site in an effort to ensure market integrity.

Public Profile Completeness

19%
Enter commodities to reach 35% >
There are no matched postings.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Abierto (1)			
Supplier registration questionnaire	Doc2739311337	10/12/6108 11:06 AM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Abierto (4)					
Complete Form - Individual	Doc2805179036	12/13/2025 9:03 AM	(no value)	(no value)	Not Responded
Complete Form - Company	Doc2805179020	11/28/2025 9:03 AM	(no value)	(no value)	Not Responded
Certificados de Hacienda por Sociedad	Doc2805179068	11/13/2025 9:03 AM	(no value)	(no value)	Not Responded
Certificado Residencia por pais	Doc2805179052	11/13/2025 9:03 AM	(no value)	(no value)	Not Responded

4. Check for an existent SAP Business Network account

Step 1: Receiving the invitation

You will receive an email from SAP Business Network on behalf of the Iberdrola Group. In this email, the recipient of this letter is invited to be a supplier of the Iberdrola Group in SAP Business Network. Read the email carefully and click [Click here](#) to continue the process.

IBERDROLA GROUP

Dear TEST USA OAV 0711,

Iberdrola Group uses **SAP Business Network** as its single platform for supplier engagement. This platform manages all collaboration processes, including tenders, information exchange, order inquiries, invoices, payments, and supplier data updates. This platform enables more agile, transparent, and secure operations, streamlining the comprehensive management of our supplier relationships.

→ Before you begin: Are you the correct contact person?

If you are the appropriate person to manage your company's registration, please proceed with this email.

If not, please send an email to:

- cas_admon@iberdrola.es for Iberdrola, Iberdrola México and Iberdrola Energía Internacional
- Supplieraccounts@scottishpower.com for Scottish Power
- SupplierAssistance@avangrid.com for Avangrid

With the subject "Change of Contact Person – SAP Business Network".

In the body of the email, include:

- Company name
- Tax Identification Number (TIN)
- Full name and email address of the correct contact person

With this information, we will update the records and send a new invitation to the appropriate person.

→ What do you need to know?

- Registering your company in SAP Business Network is **free of charge**.
- SAP Business Network serves **Iberdrola Group as well as other clients**.
- If your company is already registered for other clients, **there is no need to create a new account**. Simply **log in from this email using your existing account**, and it will automatically be linked to Iberdrola.

→ Registration in SAP Business Network – What do you need to do?

- In order to operate with Iberdrola on SAP Business Network, your company must be registered on the platform.
- If you **already have an account**, you can continue using it.
- If you **do not have an account**, you will need to create one.

<< To register on SAP Business Network or log in with your existing account: [Click Here](#) >>

During registration, you will need to create a username and password to access SAP Business Network. If you encounter any issues during this process, [click here](#) to access the SAP Help Desk.

Once your account has been created or associated, you must **complete the process** by filling out a registration questionnaire with all the necessary information to collaborate with you as a supplier.

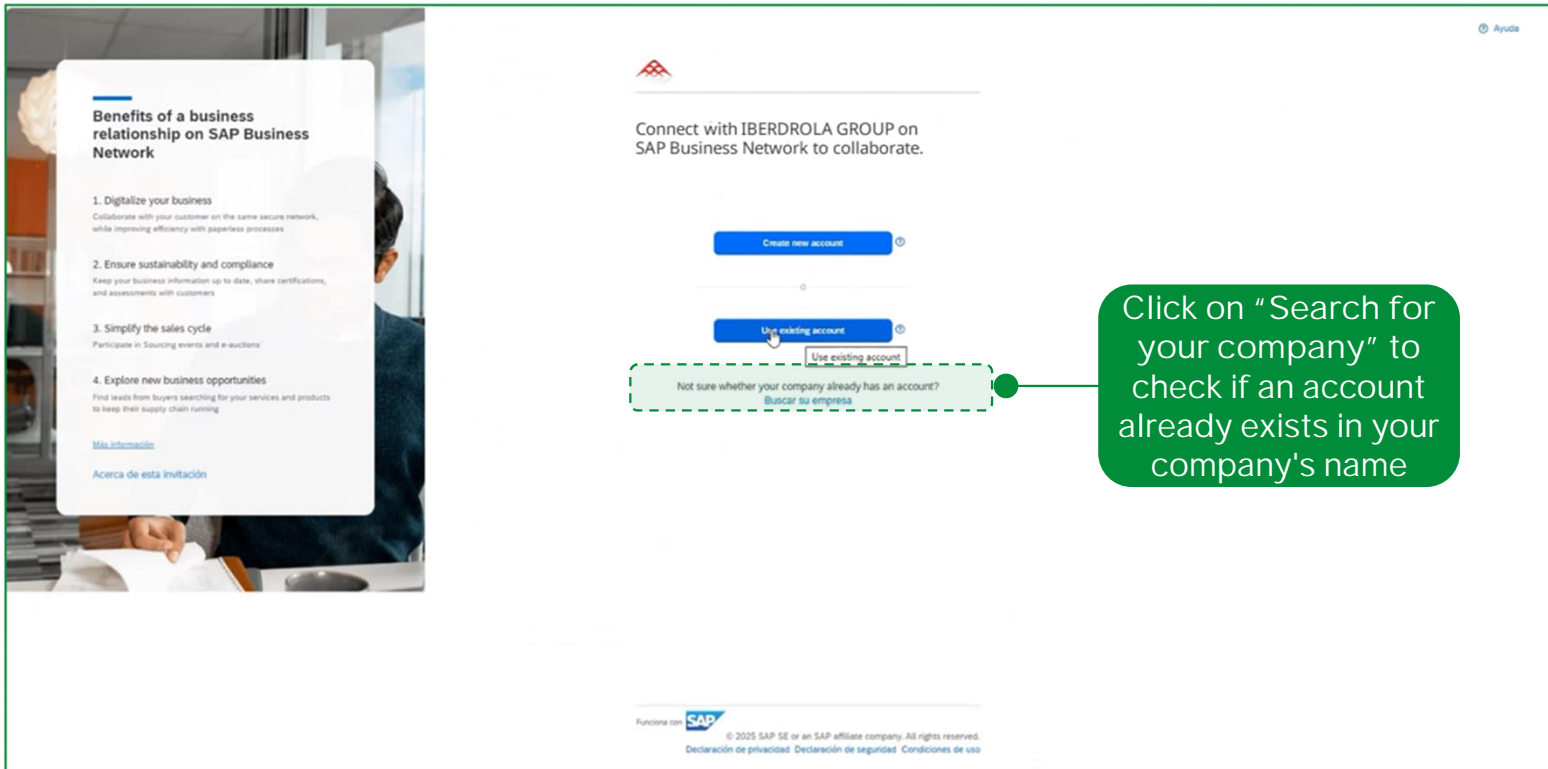
After submitting it, you will receive a confirmation email indicating that your request is under review and evaluation.

You will then be informed whether your registration has been **accepted or rejected**, along with the next steps in each case.

Access SAP Business Network via this link

Step 2: Check for an existent account

Before you begin registration, check whether you already have an account with SAP Business Network. This step ensures that your connection with the Iberdrola Group is established correctly..



The screenshot shows the SAP Business Network registration interface. On the left, there is a sidebar titled "Benefits of a business relationship on SAP Business Network" with four numbered points: 1. Digitalize your business, 2. Ensure sustainability and compliance, 3. Simplify the sales cycle, and 4. Explore new business opportunities. The main content area is titled "Connect with IBERDROLA GROUP on SAP Business Network to collaborate." and features three buttons: "Create new account", "Use existing account", and "Not sure whether your company already has an account? Buscar su empresa". A green callout box with a white border points to the "Buscar su empresa" button, containing the text: "Click on 'Search for your company' to check if an account already exists in your company's name". At the bottom of the page, there is a "Funciona con SAP" logo and copyright information: "© 2025 SAP SE or an SAP affiliate company. All rights reserved. Declaración de privacidad Declaración de seguridad Condiciones de uso".

Thank
you

December 2025

