 Supplier Manual

Supplier registration questionnaire

December 2025



1. Introduction

2. Step-by-step guide to the Supplier Registration Questionnaire

1. Introduction

INTRODUCTION

The purpose of this manual is to guide you step by step in accessing, completing, and submitting the **Supplier Registration Questionnaire** in SAP Business Network, an essential requirement for establishing business relationships with the Iberdrola Group.



WHAT IS THE SUPPLIER REGISTRATION QUESTIONNAIRE?

It is a questionnaire that Iberdrola requests on SAP Business Network to gather information about your company, including tax details, contact information, regulatory compliance, and acceptance of corporate policies. Completing it correctly ensures that your profile is complete and validated, avoiding delays in the registration process and possible rejections due to lack of information.



REQUIRED INFORMATION

- Company details
- Tax information
- Certificates
- Payment and banking information
- Other data



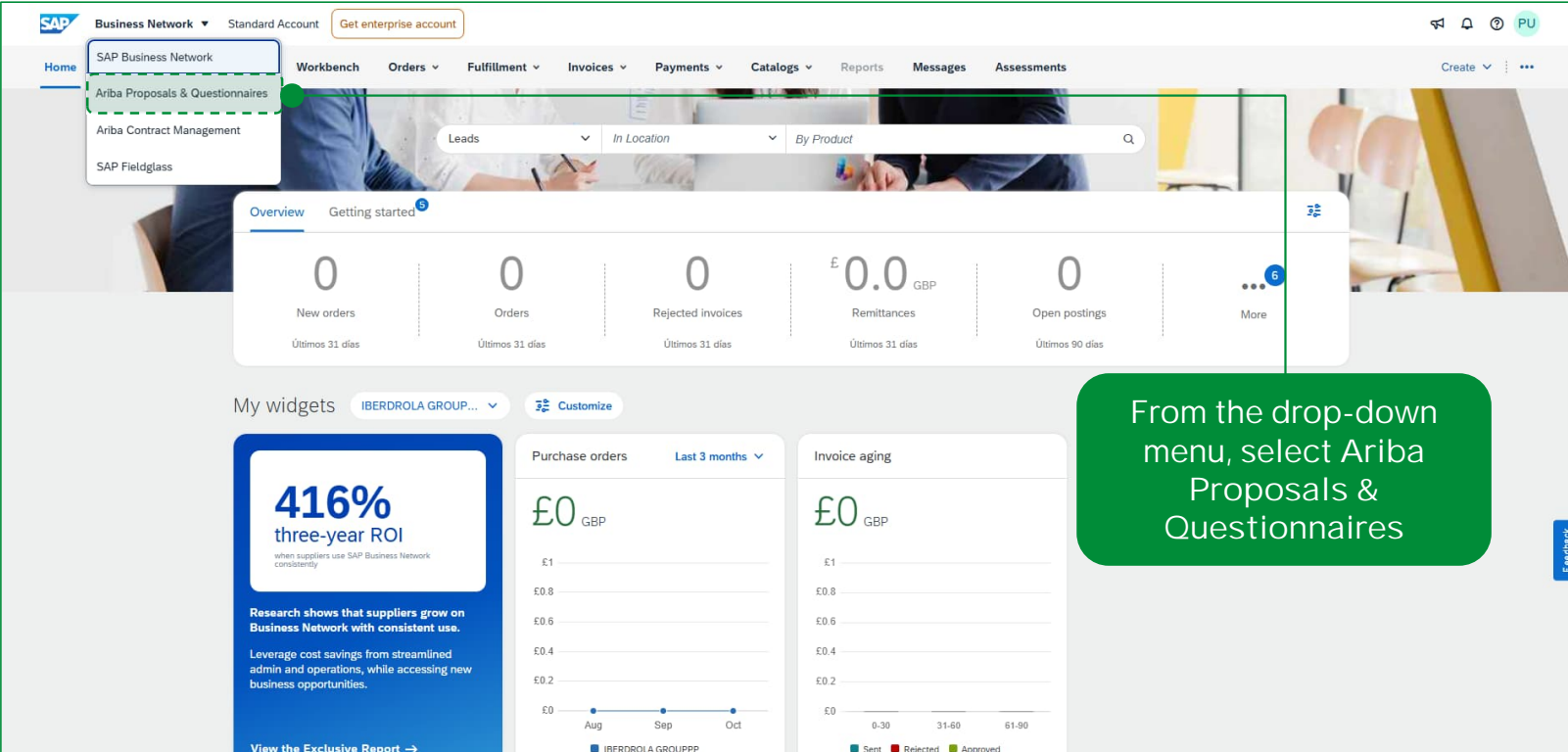
IMPORTANT INFORMATION FOR COMPLETING THE QUESTIONNAIRE

- It is recommended to attach files in PDF format.
- Attached files must not exceed 100MB in size; any document larger than this will not be accepted by the system.
- Fields marked with an asterisk are mandatory; if they are not filled in, the form cannot be sent.

1. Step-by-step questionnaire

Step 1: Access the questionnaire

Log in to SAP Business Network with your username and password and, from the home page, go to Ariba Proposals & Questionnaires.



The screenshot shows the SAP Business Network interface. In the top left, a navigation menu is open, and 'Ariba Proposals & Questionnaires' is highlighted with a green dashed box. A green callout box on the right side of the dashboard contains the text: 'From the drop-down menu, select Ariba Proposals & Questionnaires'. The dashboard itself features a 'Getting started' section with five key metrics: New orders (0), Orders (0), Rejected invoices (0), Remittances (£0.0 GBP), and Open postings (0). Below this are three widgets: a '416% three-year ROI' report, a 'Purchase orders' chart for the last 3 months, and an 'Invoice aging' chart.

Step 1: Access the questionnaire (cont.)

In Ariba Proposals & Questionnaires, you can see all the questionnaires you need to complete as a supplier. Each one has a status and a completion date and time as an update.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The main content area is titled "IBERDROLA GROUP" and contains a welcome message, a "Home" button, and three sections: "Events", "Registration Questionnaires", and "Questionnaires".

The "Events" section shows a table with columns: Title, ID, End Time, Event Type, and Participated. It currently displays "No items".

The "Registration Questionnaires" section shows a table with columns: Title, ID, End Time, and Status. It displays one item:

Title	ID	End Time	Status
Supplier registration questionnaire	Doc2739311337	10/12/6108 11:06 AM	Invited

The "Questionnaires" section shows a table with columns: Title, ID, End Time, Commodity, Regions, and Status. It displays four items:

Title	ID	End Time	Commodity	Regions	Status
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



Questionnaires are always available for when you need to update information

Step 1: Access the questionnaire (cont.)

The questionnaire collects the information necessary for your company to operate correctly with the Iberdrola Group in SAP Business Network. Depending on your relationship with the Iberdrola Group, you may not have to complete all sections, in some cases it will only be necessary to accept corporate commitments, which include aspects such as data protection, code of conduct and internal policies.

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 has columns for Title, ID, End Time, and Status. The highlighted row is "Supplier registration questionnaire" with ID Doc2739311337 and status "Invited".

Title	ID	End Time	Status
Supplier registration questionnaire	Doc2739311337	10/12/6108 11:06 AM	Invited

Step 2: Complete the questionnaire registration form

The questionnaire consists of several questions divided into different key sections and, depending on the answers you provide, the system will display only the fields applicable to your case.

All Content

Name ↑

1 Introduction	Less... ▾
▶ 2 Questionnaire status and communication	
▶ 3 Company Information	
▶ 4 Tax Information	
▶ 6 Payment information	
▶ 9 Information of the contact person	
▶ 10 Information for communications	Less... ▾
If the communications information is not indicated, Iberdrola will use the contact person information for communications.	
11 GDPR Acceptance	Less... ▾
By submitting this questionnaire you accept and consent to the processing of your personal data according to the Iberdrola Group Privacy Policy. Supplier privacy notice - Iberdrola	
12 Code of conduct acceptance	Less... ▾
By submitting this questionnaire you understand and share the ethical and social responsibility principles of the Iberdrola Group and, specifically, the Code of Conduct available on the IBERDROLA, S.A. corporate website (www.iberdrola.com). Code of Conduct for Suppliers	
13 Corporate Policies Acceptance - Iberdrola Group	Less... ▾
By submitting this questionnaire you are committed to complying with Iberdrola's Corporate Policies (Book Two of the Governance and Sustainability System). Governance and Sustainability System - Iberdrola	
14 Have you read and accepted the corporate policies, code of conduct and GDPR?	* Yes ▾

(*) Indicates a required field

Expand or contract the questionnaire window by clicking on the arrow

1. Introduction

The Introduction field is for information purposes only; you do not need to enter any data. Please note the instructions provided in this section, the most important of which is that all fields marked with an asterisk are mandatory.

All Content ☰ | 🐦

Name 1

1 Introduction Less - ▾

Welcome to the Supplier Registration Questionnaire.

This questionnaire collects the information necessary to ensure proper operations with Iberdrola in SAP Business Network. Please complete your company's updated information, paying special attention to the required fields marked with an asterisk (*). Please note:

- The maximum file size allowed is 100 MB.
- It is recommended that you attach documents in PDF format.
- Some questions may not apply; as they deg

2 Questionnaire status and communication

2.1 Indicate mail to send the result of the questionnaire

2.2 Approval result APROBADO

3 Company Information

3.1 Name

[Show More](#)

Street:

Street 2:

Street 3:

Street 4:

Street 5:

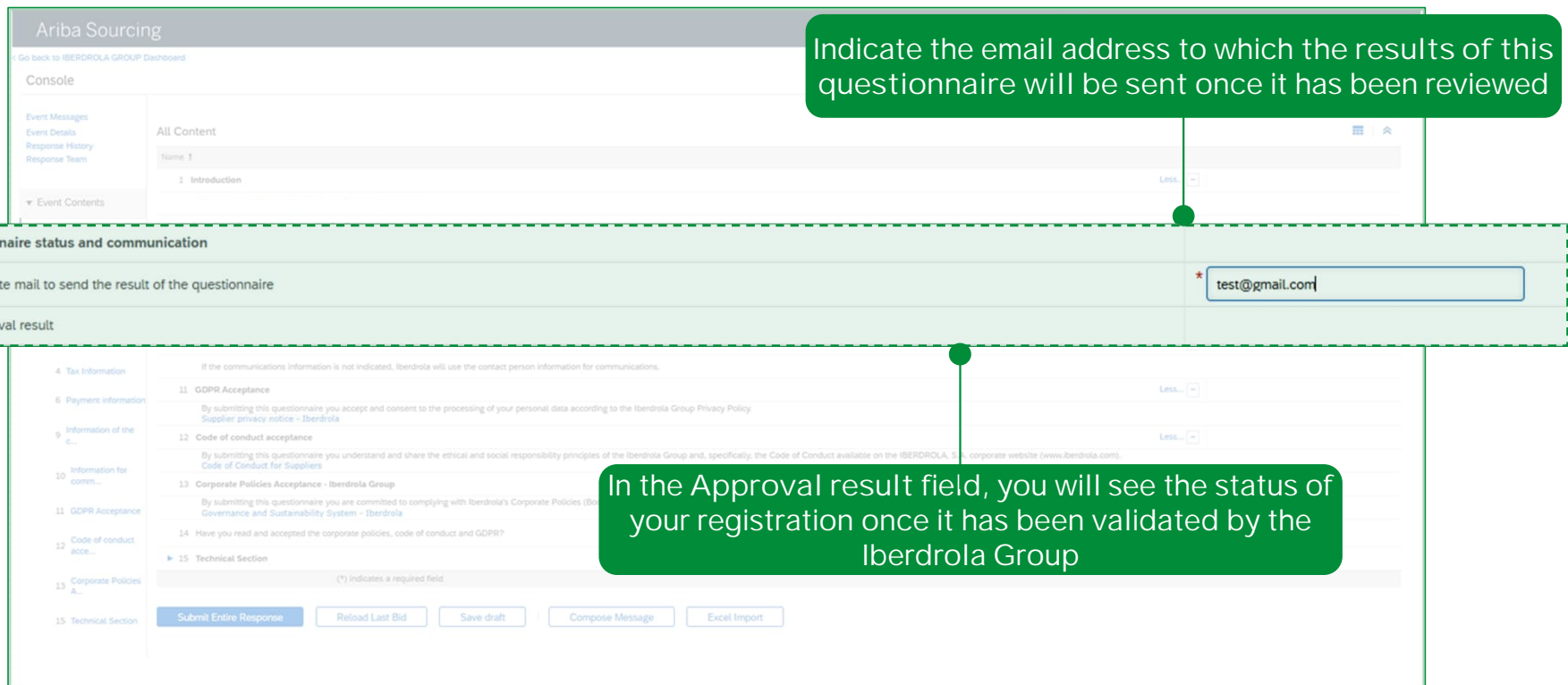
District:

3.2 Social Address

(*) indicates a required field

2. Status of the questionnaire and communication

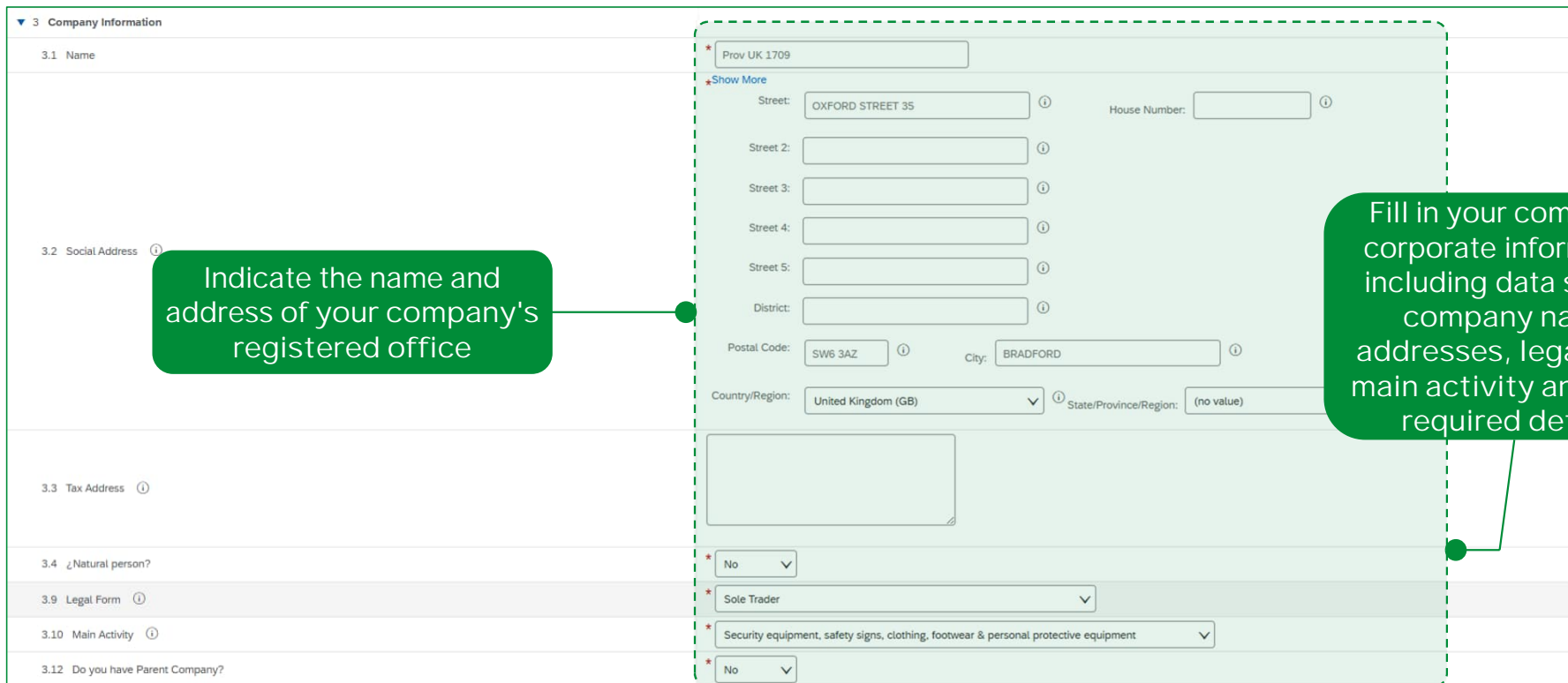
In this section you must indicate the email address where you want the result of the questionnaire to be sent. Once completed, the validation status will be displayed.



The screenshot shows the 'Ariba Sourcing' interface. At the top, there is a 'Console' section with a list of event messages. Below this, a section titled '2 Questionnaire status and communication' is highlighted with a dashed green border. This section contains two sub-sections: '2.1 Indicate mail to send the result of the questionnaire' and '2.2 Approval result'. In the '2.1' section, an email address 'test@gmail.com' is entered in a text field. A green callout box points to this field with the text: 'Indicate the email address to which the results of this questionnaire will be sent once it has been reviewed'. Below the '2.2' section, the 'Approval result' field is visible, showing a status of 'Pending'. A second green callout box points to this field with the text: 'In the Approval result field, you will see the status of your registration once it has been validated by the Iberdrola Group'. The bottom of the interface shows a list of questionnaire sections (4, 6, 9, 10, 11, 12, 13, 15) and a row of buttons: 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

3. General company information

In this section, you must complete your company's general information, including details such as legal name, address, country, among others.



3 Company Information

3.1 Name

3.2 Social Address ⓘ

3.3 Tax Address ⓘ

3.4 ¿Natural person?

3.9 Legal Form ⓘ

3.10 Main Activity ⓘ

3.12 Do you have Parent Company?

Prov UK 1709

Show More

Street: OXFORD STREET 35 ⓘ House Number: ⓘ

Street 2: ⓘ

Street 3: ⓘ

Street 4: ⓘ

Street 5: ⓘ

District: ⓘ

Postal Code: SW6 3AZ ⓘ City: BRADFORD ⓘ

Country/Region: United Kingdom (GB) ⓘ State/Province/Region: (no value)

No

Sole Trader

Security equipment, safety signs, clothing, footwear & personal protective equipment

No

Indicate the name and address of your company's registered office

Fill in your company's corporate information, including data such as company name, addresses, legal form, main activity and other required details

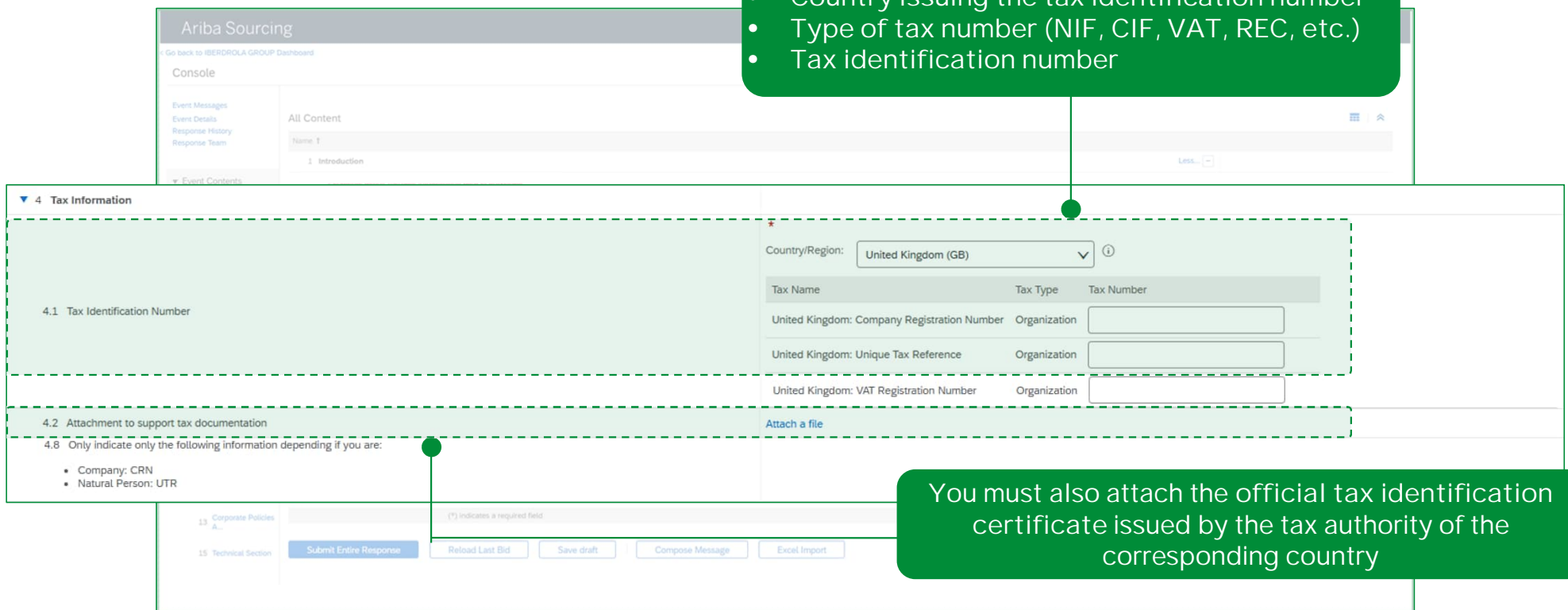


REMEMBER: Based on the answers you provide, some fields may not apply to your case.

4. Tax information

In this section you must indicate:

- Country issuing the tax identification number
- Type of tax number (NIF, CIF, VAT, REC, etc.)
- Tax identification number



4.1 Tax Identification Number

Country/Region:

Tax Name	Tax Type	Tax Number
United Kingdom: Company Registration Number	Organization	<input type="text"/>
United Kingdom: Unique Tax Reference	Organization	<input type="text"/>
United Kingdom: VAT Registration Number	Organization	<input type="text"/>

[Attach a file](#)

4.2 Attachment to support tax documentation

4.8 Only indicate only the following information depending if you are:

- Company: CRN
- Natural Person: UTR

(*) indicates a required field

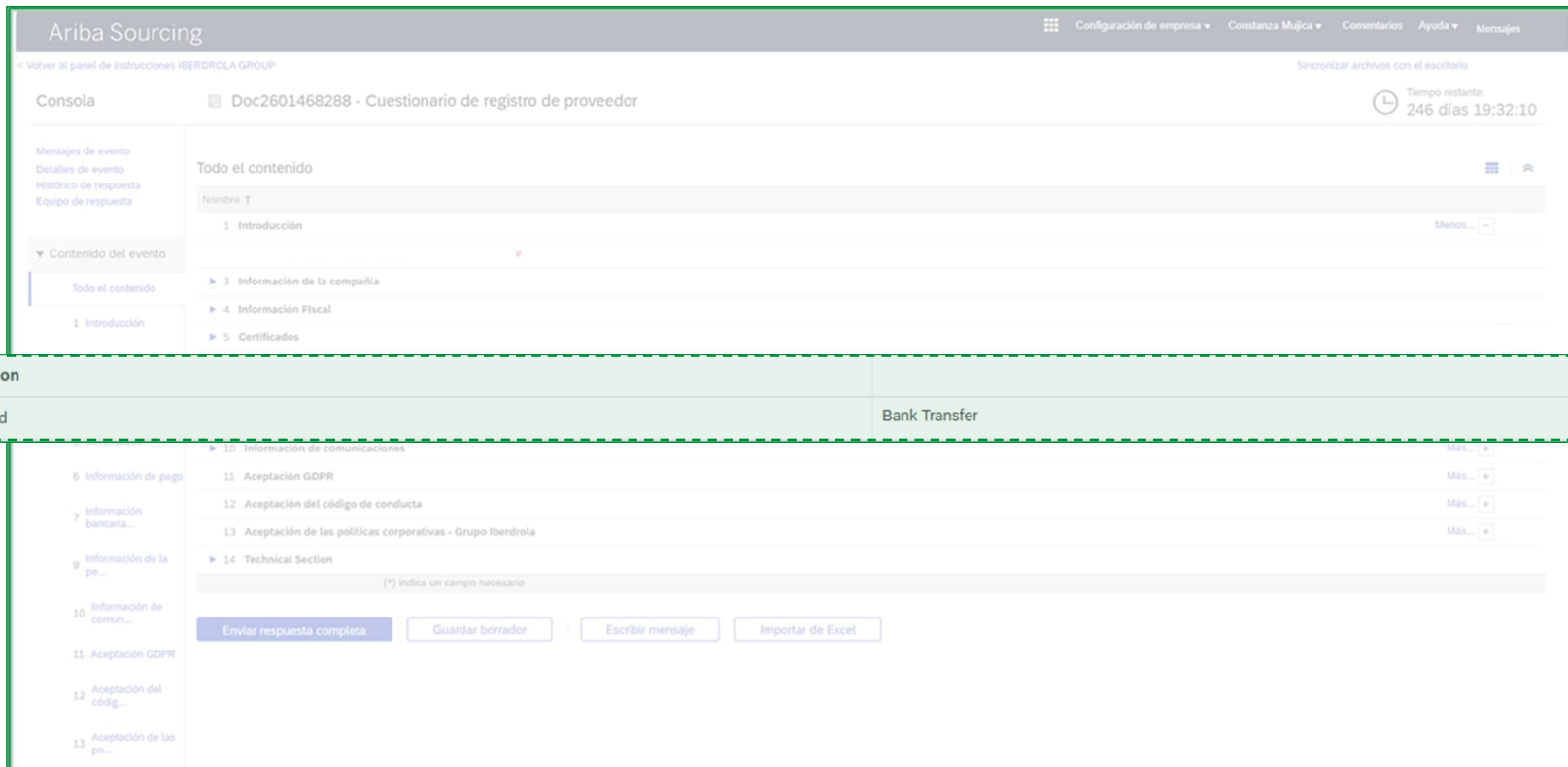
You must also attach the official tax identification certificate issued by the tax authority of the corresponding country



It is the supplier's responsibility to provide the correct document to avoid delays or rejections in the registration process

6. Payment information

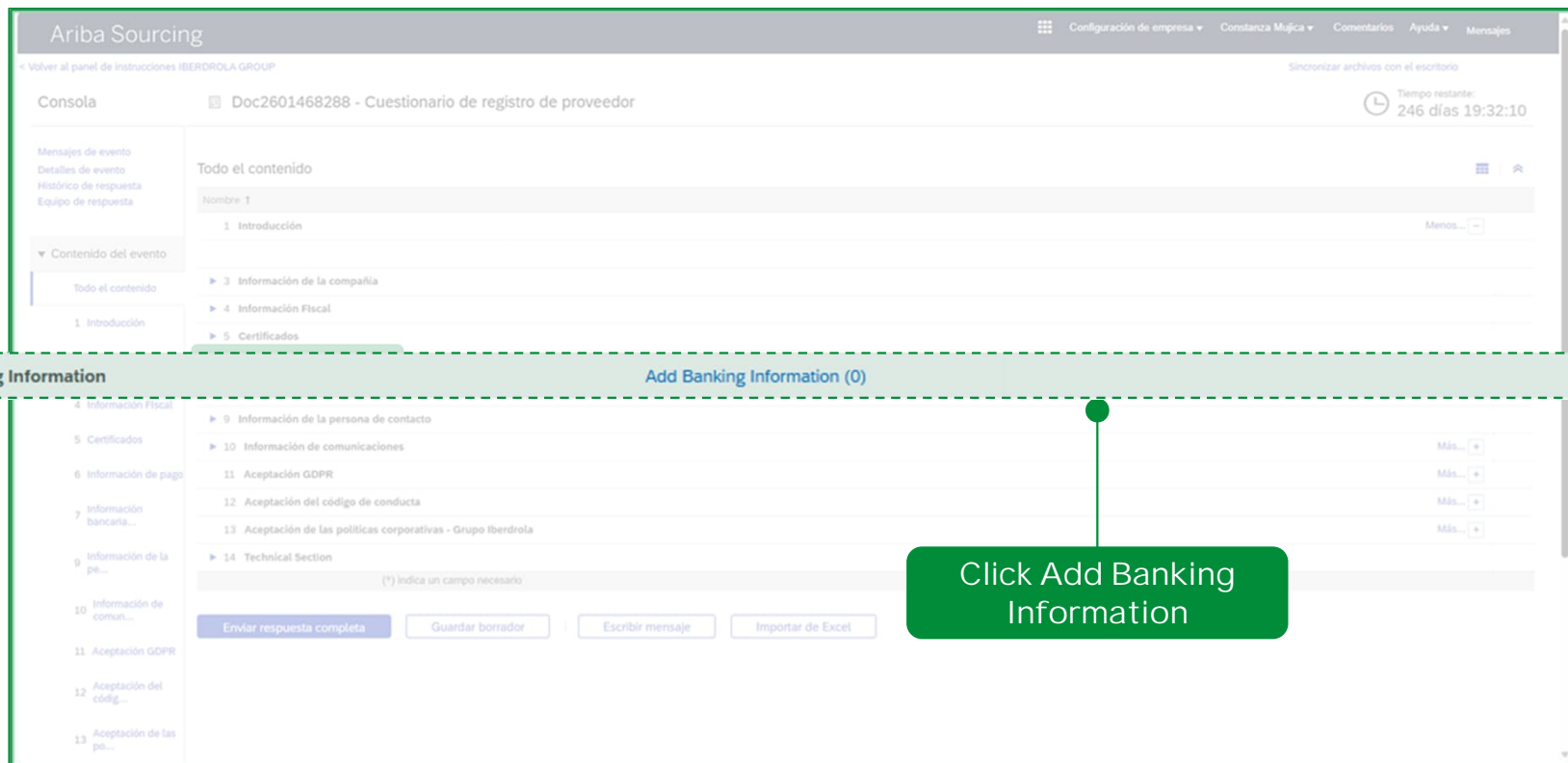
Enter your preferred payment method and required details. The options may vary depending on the Iberdrola Group company and the country where your company operates.



The screenshot displays the 'Ariba Sourcing' interface for a 'Cuestionario de registro de proveedor' (Supplier Registration Questionnaire). The document ID is 'Doc2601468288'. The interface includes a top navigation bar with options like 'Configuración de empresa', 'Constanza Mujica', 'Comentarios', 'Ayuda', and 'Mensajes'. A sidebar on the left lists various sections of the questionnaire. The main content area shows a list of sections, with '6 Payment information' highlighted by a dashed green box. This section is expanded to show '6.4 Payment Method', which is set to 'Bank Transfer'. Other sections visible include 'Introducción', 'Información de la compañía', 'Información Fiscal', 'Certificados', 'Información de comunicaciones', 'Aceptación GDPR', 'Aceptación del código de conducta', and 'Aceptación de las políticas corporativas'. At the bottom of the form, there are buttons for 'Enviar respuesta completa', 'Guardar borrador', 'Escribir mensaje', and 'Importar de Excel'.

7. Banking information

This section will only activate if you selected Bank Transfer as your payment information in question 6.



The screenshot shows the Ariba Sourcing interface for a questionnaire titled "Doc2601468288 - Cuestionario de registro de proveedor". The interface includes a sidebar with navigation options like "Mensajes de evento", "Contenido del evento", and a main content area with sections such as "Introducción", "Información de la compañía", "Información Fiscal", and "Certificados". A dashed green box highlights the "7 Banking Information" section, which contains a sub-section "Add Banking Information (0)". A green callout box with a white border and a green dot points to the "Add Banking Information (0)" button, with the text "Click Add Banking Information".

7. Banking information (cont.)

Here, you will need to fill in the bank information to receive payments.

Click on Save to save the bank information and return to the main questionnaire

All Content > 7 Banking Information

Banking Information (1)

Name ↑

▼ Banking Information #1 Delete Less...

Please, fill in at least the following information

- Bank Country
- IBAN and/or combination of bank key, account number, and control key. Please note that the IBAN and control key may not be applicable to all countries.

The remaining information is optional

Also, please note that all new bank accounts added must include the corresponding certificate for account validation. Please attach the certificate to the relevant question. Since you are requesting the addition of a new bank account, please check if any existing accounts are inactive and, if so, request their removal.

Bank account information ⓘ

Bank Type: No Choice ▾

Country/Region: (no value) ▾

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice ▾

Attach a bank reference or statement of the designated bank account. Attach a file

(*) indicates a required field

Fill in the required fields to be able to continue with the form:

If you know your IBAN, include the country and the IBAN number (option highlighted in yellow)

If you do not know your IBAN or if it does not apply, provide the bank account details (option highlighted in green):

- Country, region
- Bank key/ ABA Routing Number
- Account number
- The bank control key may be optional depending on the country.

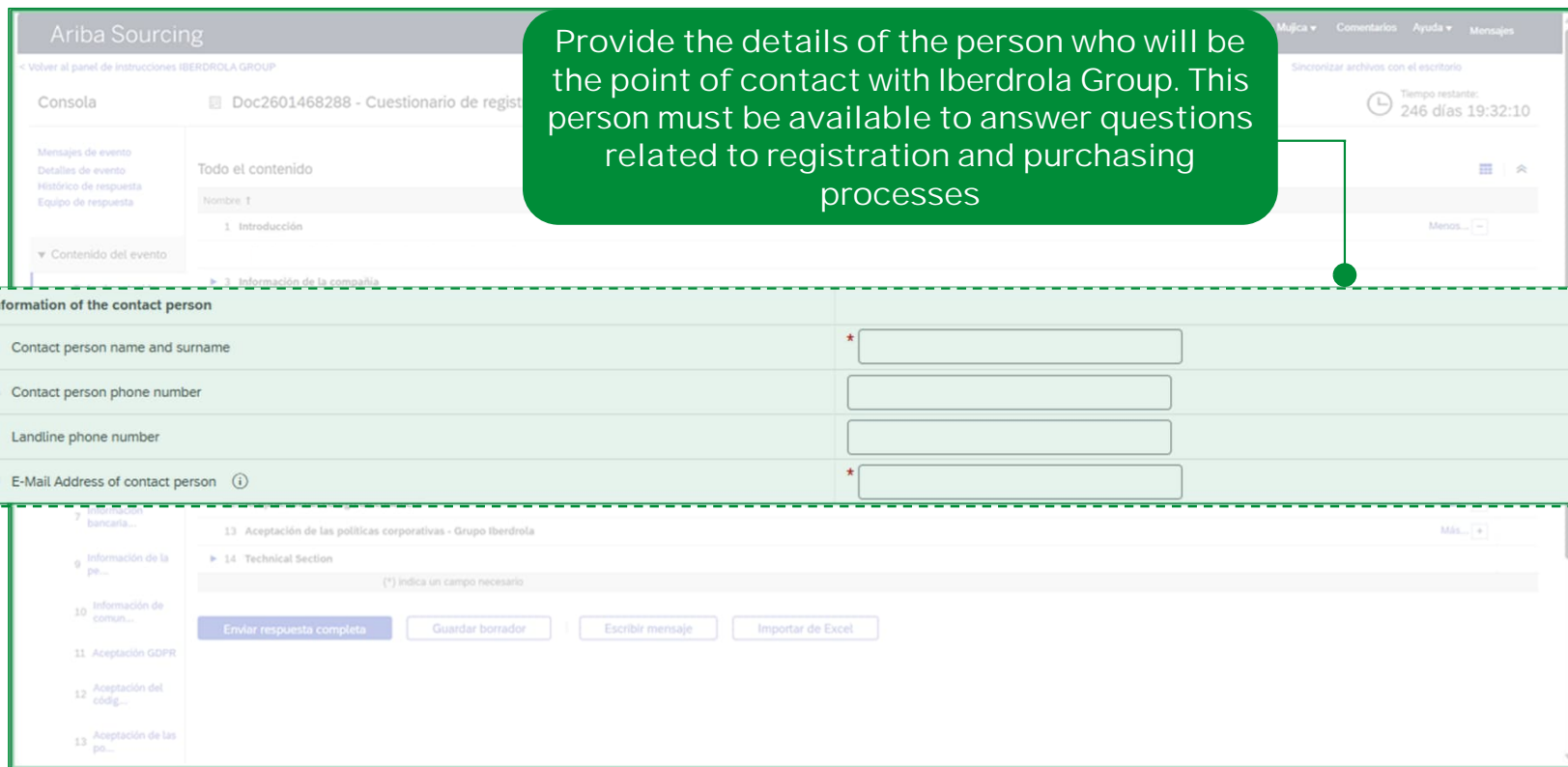
Attach the official bank account certificate issued by your financial institution to validate the information



It is the supplier's responsibility to provide the correct document to avoid delays or rejections in the registration process

8. Contact person information

Complete and keep all contact person information up to date.



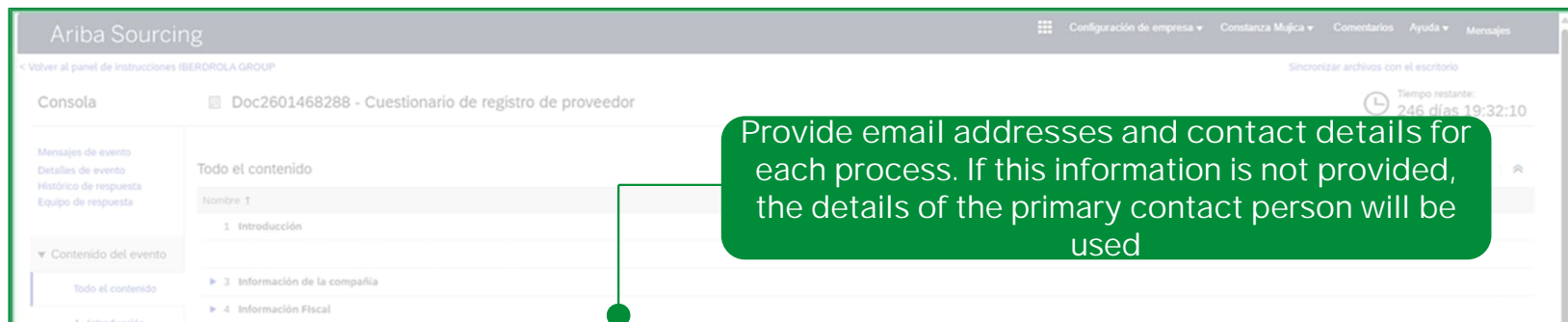
The screenshot shows the Ariba Sourcing registration interface. A green callout box highlights the '8. Information of the contact person' section, which includes the following fields:

- 8.1 Contact person name and surname *
- 8.6 Contact person phone number
- 8.7 Landline phone number
- 8.8 E-Mail Address of contact person *

The background shows the registration progress, including sections for 'Aceptación de las políticas corporativas - Grupo Iberdrola' and '14 Technical Section'. The interface also displays a countdown timer for 'Tiempo restante: 246 días 19:32:10'.

9. Communications information

Be sure to complete all information regarding receiving communications by assigning the email address that will receive these communications.



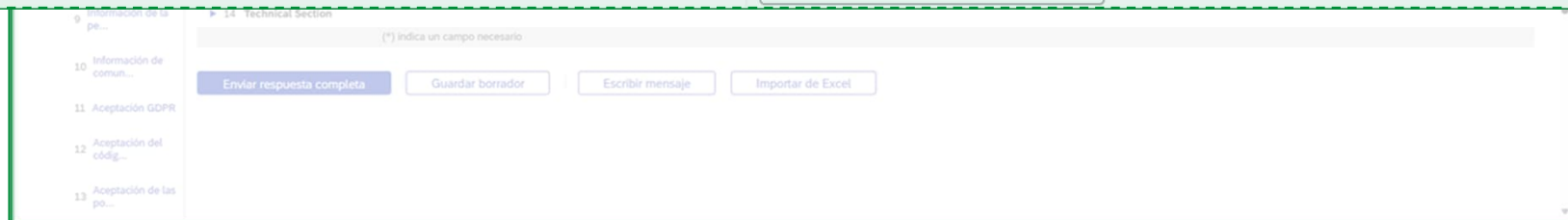
9 Information for communications

Please note that order, invoice, and payment notifications you receive in SAP Business Network will be managed by the vendor account administrator. Therefore, it is important to align your SAP Business Network notification settings with the email addresses entered below.

9.1 E-Mail for orders

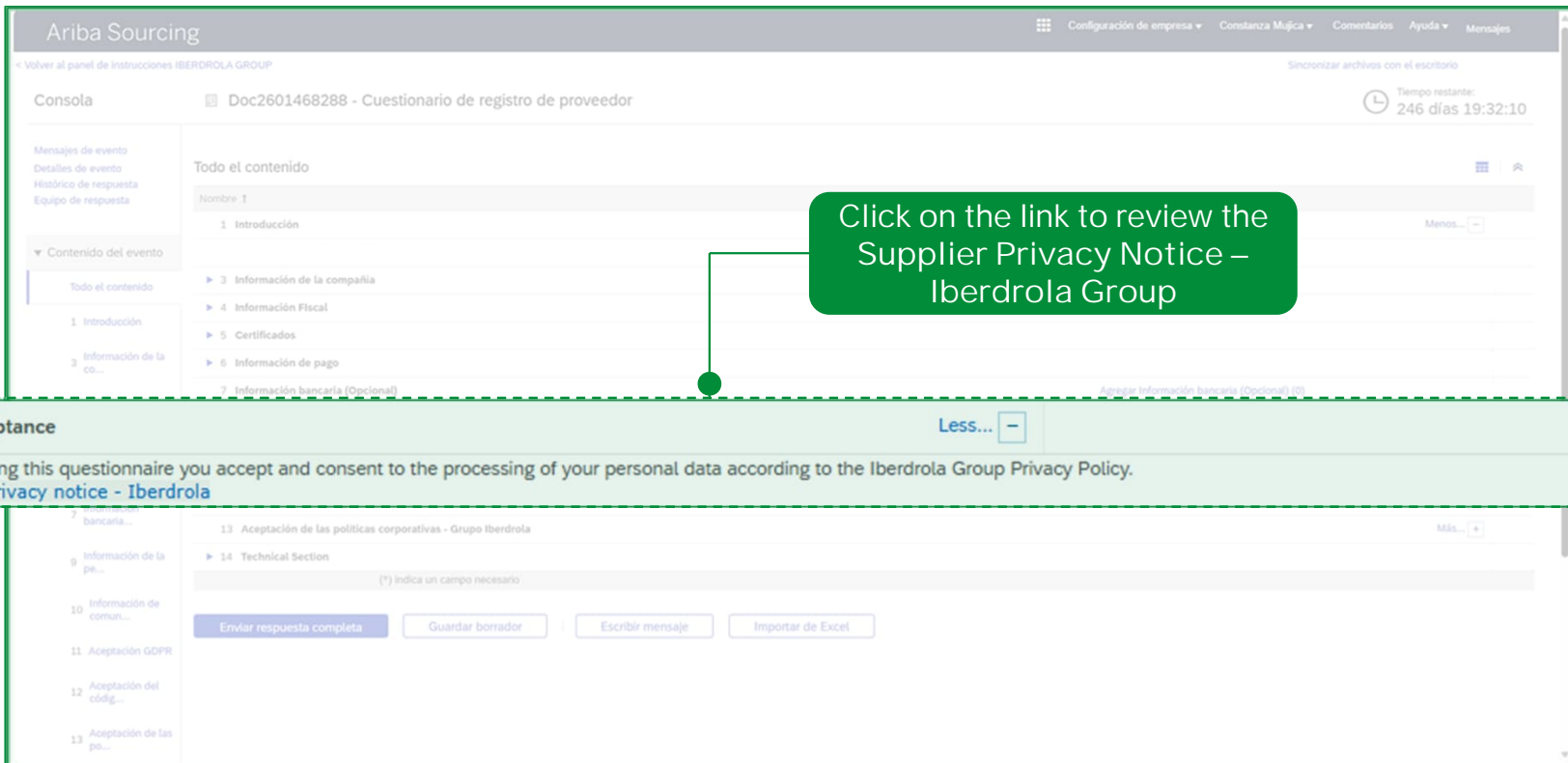
9.2 E-Mail for self-invoices

9.3 E-Mail for Payment notice



10. GDPR acceptance

Here, you must access and read the Supplier privacy notice – Iberdrola Group.



The screenshot shows the Ariba Sourcing interface for a questionnaire titled "Doc2601468288 - Cuestionario de registro de proveedor". The interface includes a sidebar with navigation options like "Mensajes de evento", "Contenido del evento", and a main content area with a table of sections. A green callout box points to a link in the "Contenido del evento" table.

Nombre	Contenido
1	Introducción
3	Información de la compañía
4	Información Fiscal
5	Certificados
6	Información de pago
7	Información bancaria (Opcional)

10 GDPR Acceptance Less... -

By submitting this questionnaire you accept and consent to the processing of your personal data according to the Iberdrola Group Privacy Policy.
[Supplier privacy notice - Iberdrola](#)

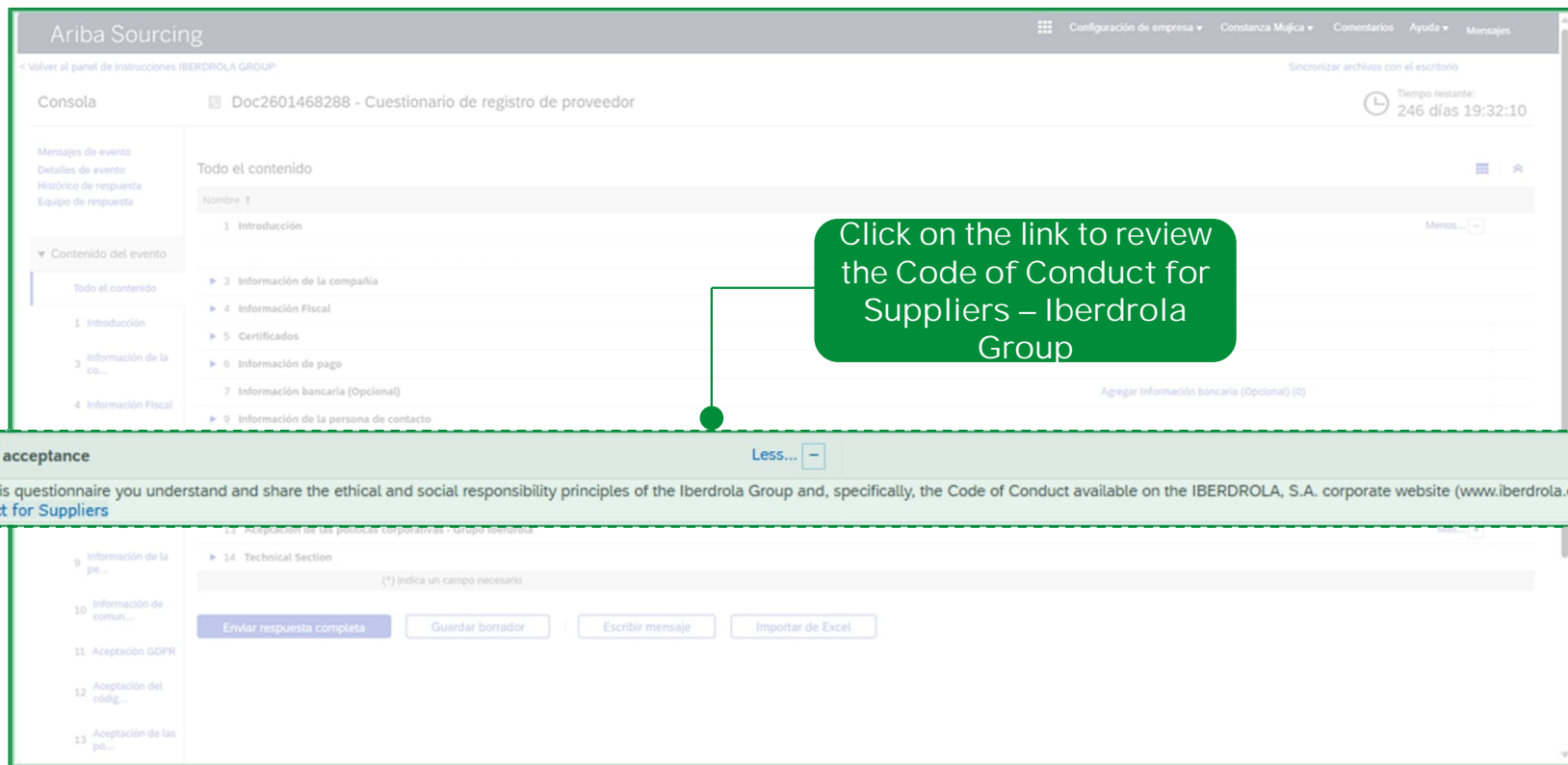
13 Aceptación de las políticas corporativas - Grupo Iberdrola Más... +

14 Technical Section

(*) Indica un campo necesario

11. Code of Conduct acceptance

Here, you must access and read the Iberdrola Group's Code of Conduct for Suppliers.



The screenshot shows the Ariba Sourcing interface for a questionnaire titled 'Doc2601468288 - Cuestionario de registro de proveedor'. The main content area lists sections 1 through 9, including 'Introducción', 'Información de la compañía', 'Información Fiscal', 'Certificados', 'Información de pago', 'Información bancaria (Opcional)', and 'Información de la persona de contacto'. A green callout box with a white border and a pointer to the 'Code of Conduct for Suppliers' link contains the text: 'Click on the link to review the Code of Conduct for Suppliers – Iberdrola Group'. Below the questionnaire, a green-bordered box highlights the following text:

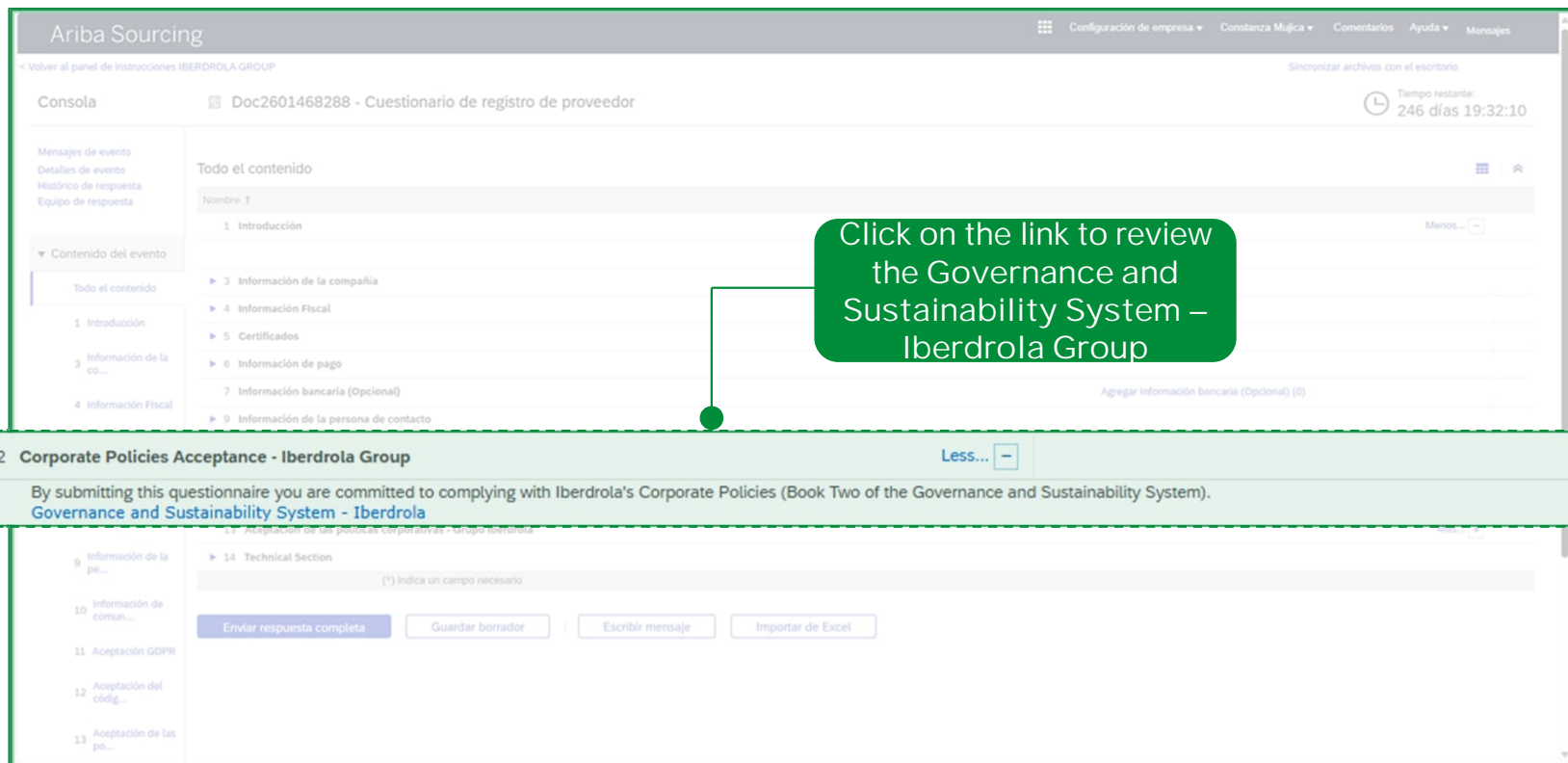
11. Code of conduct acceptance

By submitting this questionnaire you understand and share the ethical and social responsibility principles of the Iberdrola Group and, specifically, the Code of Conduct available on the IBERDROLA, S.A. corporate website (www.iberdrola.com).
[Code of Conduct for Suppliers](#)

At the bottom of the questionnaire, there are buttons for 'Enviar respuesta completa', 'Guardar borrador', 'Escribir mensaje', and 'Importar de Excel'.

12. Corporate Policies acceptance

Here, you must access and read the Iberdrola Group's Code of Conduct for Suppliers.



The screenshot shows the Ariba Sourcing interface. At the top, it says "Ariba Sourcing" and "Doc2601468288 - Cuestionario de registro de proveedor". A timer indicates "Tiempo restante: 246 días 19:32:10".

The main content area is titled "Todo el contenido" and lists several sections:

- 1 Introducción
- 3 Información de la compañía
- 4 Información Fiscal
- 5 Certificados
- 6 Información de pago
- 7 Información bancaria (Opcional)
- 9 Información de la persona de contacto

A green callout box with a white border and a pointer to the "3 Información de la compañía" section contains the text: "Click on the link to review the Governance and Sustainability System – Iberdrola Group".

Below the questionnaire content, there is a green-bordered box containing the following text:

12 Corporate Policies Acceptance - Iberdrola Group [Less...](#)

By submitting this questionnaire you are committed to complying with Iberdrola's Corporate Policies (Book Two of the Governance and Sustainability System).
[Governance and Sustainability System - Iberdrola](#)

13. Corporate Policies Acceptance

Here, you will need to confirm that you have read and agree to the corporate policies, code of conduct and GDPR.

13 Have you read and accepted the corporate policies, code of conduct and GDPR? * Unspecified

13 Aceptación de las políticas corporativas - Grupo Iberdrola

14 Technical Section

(*) indica un campo necesario

Enviar respuesta completa | Guardar borrador | Escribir mensaje | Importar de Excel

Select Yes from the drop-down menu to continue

Step 2: Complete the questionnaire 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.

All Content

Name ↑

1 Introduction	Less...
▶ 2 Questionnaire status and communication	
▶ 3 Company Information	
▶ 4 Tax Information	
▶ 6 Payment information	
▶ 9 Information of the contact person	
▶ 10 Information for communications	Less...
If the communications information is not indicated, Iberdrola will use the contact person information for communication.	
11 GDPR Acceptance	Less...
By submitting this questionnaire you accept and consent to the processing of your personal data according to the Iberdrola Group Privacy Policy. Supplier privacy notice - Iberdrola	
12 Code of conduct acceptance	Less...
By submitting this questionnaire you understand and share the ethical and social responsibility principles of the Iberdrola Group and, specifically, the Code of Conduct available on the IBERDROLA, S.A. corporate website (www.iberdrola.com). Code of Conduct for Suppliers	
13 Corporate Policies Acceptance - Iberdrola Group	Less...
By submitting this questionnaire you are committed to complying with Iberdrola's Corporate Policies (Book Two of the Governance and Sustainability System). Governance and Sustainability System - Iberdrola	
14 Have you read and accepted the corporate policies, code of conduct and GDPR?	* Yes ▾

(*) Indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

✓ Submit this response?

Click OK to submit.

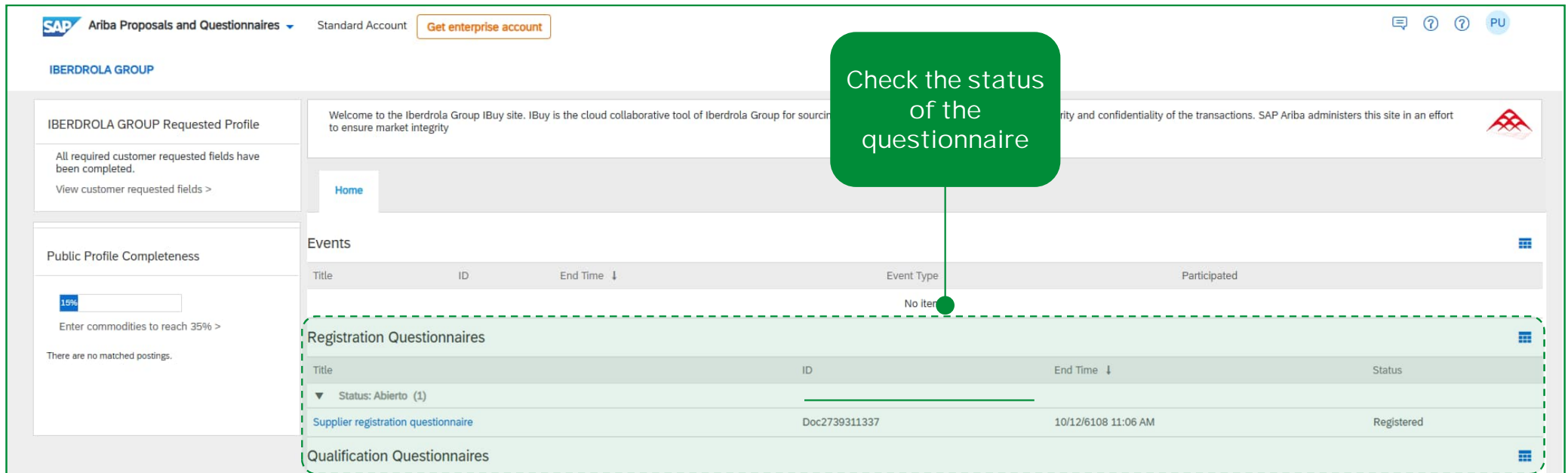
OK

Cancel

Select Submit entire response to send the questionnaire

Step 3: 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 Proposals and Questionnaires interface. A green callout box points to the 'Registration Questionnaires' table, which contains the following data:

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

Step 3: 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.

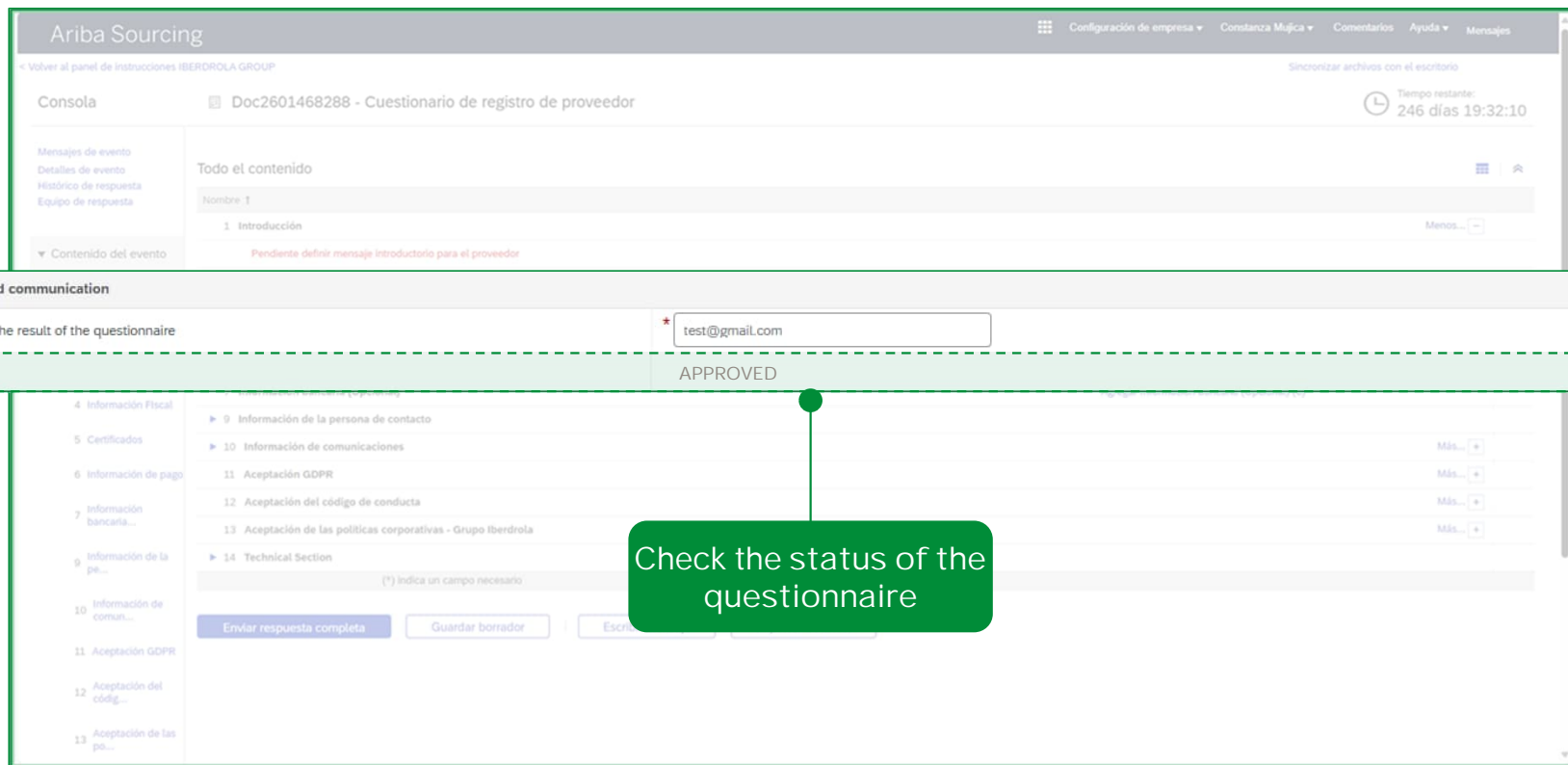
You can now access your profile in SAP Business Network. If you ever need to update your information, the registration questionnaire will remain available for you to modify as needed.

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

Best regards,
Iberdrola Group

Step 3: Check the registration form status (cont.)

The status of the Supplier Registration Questionnaire will also change in your account. You can review it in step 2.2 within the registration questionnaire.



Ariba Sourcing

Configuración de empresa | Constanza Mujica | Comentarios | Ayuda | Mensajes

Volver al panel de instrucciones IBERDROLA GROUP | Sincronizar archivos con el escritorio

Consola | Doc2601468288 - Cuestionario de registro de proveedor | Tiempo restante: 246 días 19:32:10

Mensajes de evento
 Detalles de evento
 Histórico de respuesta
 Equipo de respuesta

Contenido del evento

Todo el contenido

Nombre 1

1 Introducción

Pendiente definir mensaje introductorio para el proveedor

2 Questionnaire status and communication

2.1 Indicate mail to send the result of the questionnaire | test@gmail.com

2.2 Approval result | APPROVED

4 Información Fiscal | 9 Información de la persona de contacto

5 Certificados | 10 Información de comunicaciones

6 Información de pago | 11 Aceptación GDPR

7 Información bancaria... | 12 Aceptación del código de conducta

8 Información de la pe... | 13 Aceptación de las políticas corporativas - Grupo Iberdrola

9 Información de la pe... | 14 Technical Section

(*) Indica un campo necesario

Enviar respuesta completa | Guardar borrador | Escribir...

Check the status of the questionnaire

 Supplier Manual

Thank
you

December 2025

