

Data update in SAP Business Network

December 2025



1. Introduction
2. Log in to SAP Business Network
3. Data modification

1. Introduction

INTRODUCTION

This document is intended to serve as a quick guide for requesting data modification in SAP Business Network.

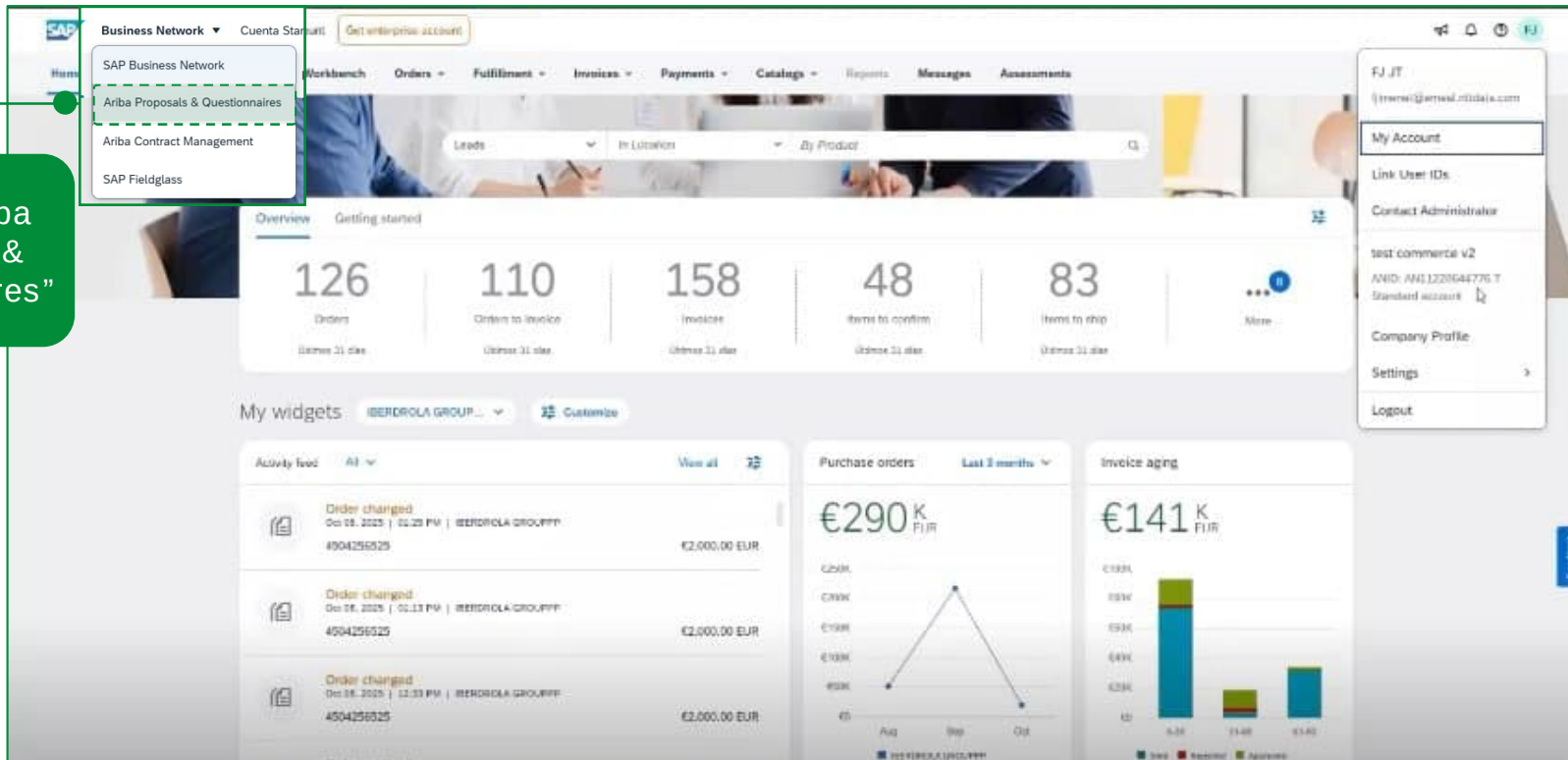
In the following sections you will find clear instructions on how to update your information and maintain your profile in accordance with the requirements of the Iberdrola Group.

2. Log in to SAP Business Network

Log in to SAP Business Network

Log in supplier.ariba.com with your credentials to access the home page.

Select "Ariba
Proposals &
Questionnaires"

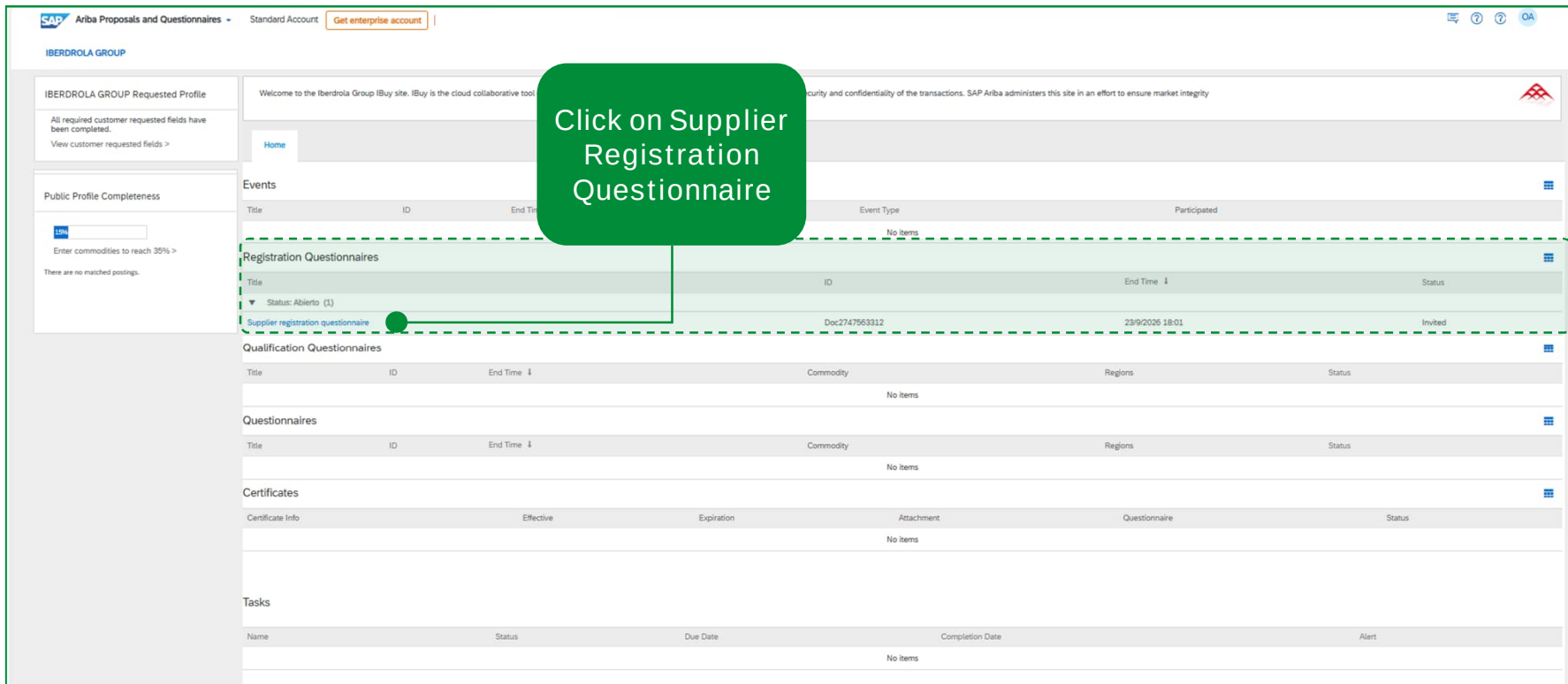


The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes 'Business Network', 'Cuenta Standard', and a 'Get enterprise account' button. A dropdown menu is open under 'Business Network', showing options: 'SAP Business Network', 'Ariba Proposals & Questionnaires' (highlighted with a green dashed box), 'Ariba Contract Management', and 'SAP Fieldglass'. Below the navigation bar, the main dashboard features a 'Leads' section with filters for 'By Location' and 'By Product'. A summary row shows key metrics: 126 Orders, 110 Orders to invoice, 158 Invoices, 48 Items to confirm, and 83 Items to ship. The 'My widgets' section includes 'Activity feed', 'Purchase orders' (showing a line graph for 'Last 3 months' with values €290K, €190K, and €100K), and 'Invoice aging' (showing a bar chart with values €141K, €100K, and €100K).

3. Data modification

Data modification

In Ariba Proposals & Questionnaires, click on 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 the "Supplier registration questionnaire" link in the "Registration Questionnaires" table.

Registration Questionnaires Table:

Title	ID	End Time	Status
▼ Status: Abierto (1)			
Supplier registration questionnaire	Doc2747563312	23/9/2026 18:01	Invited

Qualification Questionnaires Table:

Title	ID	End Time	Commodity	Regions	Status
No items					

Questionnaires Table:

Title	ID	End Time	Commodity	Regions	Status
No items					

Certificates Table:

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					

Tasks Table:

Name	Status	Due Date	Completion Date	Alert
No items				

Data modification (cont.)

Here you can review and update the information you have already entered to keep your data up to date.

Ariba Sourcing

Go back to IBERDROLA GROUP Dashboard

Company Settings Prueba UK Feedback Help

Desktop File Sync

Console

Event Messages
Event Details
Response Hist
Response Team

Event Contents

All Content

You have submitted a response for this event. Thank you for participating.

Revise Response

1 Introduction

2 Questionnaire status and communication

2.1 Indicate mail to send the result of the questionnaire

2.2 Approval result

3 Company Information

3.1 Name

Prov UK 1709

Show More

Street: OXFORD STREET 35

House Number:

Street 2:

Compose Message

Click Revise Response

Data modification (cont.)

The system will ask you, as a confirmation, if you want to review the answer you have already sent.

The screenshot displays the Ariba Sourcing user interface. At the top, the header includes the 'Ariba Sourcing' logo and navigation links for 'Company Settings', 'Prueba UK', 'Feedback', and 'Help'. Below the header, a message states: 'You have submitted a response for this event. Thank you for participating.' A 'Revise Response' button is visible. The main content area is titled 'All Content' and lists various sections: 1 Introduction, 2 Questionnaire status and communication, 3 Company Information, 4 Tax Information, 6 Payment Information, 9 Information of the C..., 10 Information for comm..., 11 GDPR Acceptance, 12 Code of conduct acce..., and 13 Corporate Policies A... and 15 Technical Section. A 'Compose Message' button is located at the bottom left. A confirmation dialog box is overlaid in the center, titled 'Revise Response?' with a warning icon. The dialog text reads: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' It features 'OK' and 'Cancel' buttons. A green callout box with the text 'Click OK to continue' points to the 'OK' button in the dialog.

Data modification (cont.)

You can modify all the data you need. Remember that fields marked with a red asterisk are mandatory and cannot be left unfilled.

Ariba Sourcing

Go back to IBERDROLA GROUP Dashboard Desktop File Sync

Company Settings Prueba UK Feedback Help

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Introduction

2 Questionnaire status and communication

2.1 Indicate mail to send the result of the questionnaire *

2.2 Approval result

3 Company Information

3.1 Name *

Prov UK 1709

Show More

Street: OXFORD STREET 35 ⓘ House Number: ⓘ

Street 2: ⓘ

(*) indicates a required field

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



Please note that modifying some data may require you to attach supporting documentation

Data modification (cont.)

To finish the data modification, click Submit Entire Response.

The screenshot shows the 'Ariba Sourcing' interface. The top navigation bar includes 'Company Settings', 'Prueba UK', 'Feedback', and 'Help'. The left sidebar lists 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. The main area is titled 'All Content' and contains a form with sections: '1 Introduction', '2 Questionnaire status and communication' (with sub-items '2.1 Indicate mail to send the result of the questionnaire' and '2.2 Approval result'), and '3 Company Information' (with sub-item '3.1 Name'). A confirmation dialog box is overlaid on the form, asking 'Submit this response?' with 'OK' and 'Cancel' buttons. A green callout box points to the 'Submit Entire Response' button at the bottom of the form, containing the text 'Click OK to send the questionnaire with the new data'.

Submit this response?
Click OK to submit.
OK Cancel

Click OK to send the questionnaire with the new data

Data modification (cont.)

The questionnaire status will still be Registered on the main screen.

SAP Ariba Proposals and Questionnaires Standard Account [Get enterprise account](#)

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.

[Home](#)

IBERDROLA GROUP Requested Profile

All required customer requested fields have been completed.
[View customer requested fields >](#)

Public Profile Completeness

15%
Enter commodities to reach 35% >
There are no matched postings.

Events

Title	ID	End Time ↓	Event Type	Participants
No items				

Registration Questionnaires

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

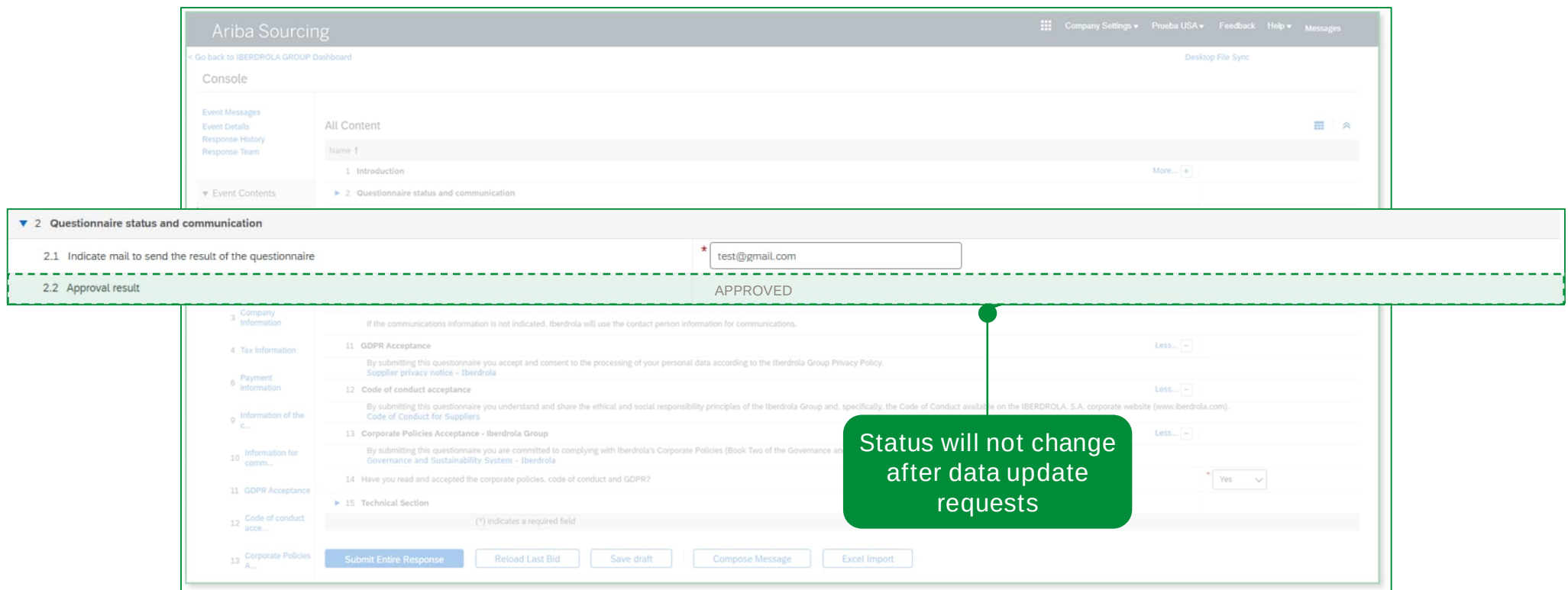
Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

The status of the registration questionnaire will always be Registered on the main screen

Data modification (cont.)

Meanwhile, in Questionnaire status and communication, the last state in which your registration questionnaire was before updating the data, will remain.



Ariba Sourcing

Company Settings | Prueba USA | Feedback | Help | Messages

< Go back to IBERDROLA GROUP Dashboard

Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

All Content

Name 1

1. Introduction

More...

2. Questionnaire status and communication

2 Questionnaire status and communication

2.1 Indicate mail to send the result of the questionnaire

* test@gmail.com

2.2 Approval result

APPROVED

3 Company Information

4 Tax Information

6 Payment Information

9 Information of the C...

10 Information for comm...

11 GDPR Acceptance

12 Code of conduct acceptance

13 Corporate Policies Acceptance - Iberdrola Group

14 Have you read and accepted the corporate policies, code of conduct and GDPR?

15 Technical Section

(*) indicates a required field

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

Status will not change after data update requests

Thank
you

December 2025

