



Quick Guide

Basic Data
Modification
Request

WEB –
My
information

Iberdrola Group
Iberdrola España
Iberdrola
Internacional
Scottish Power
Avangrid

Rev: 3.0
Date: 29/04/2025

TABLE OF CONTENTS

1. INTRODUCTION	2
2. BASIC DATA MODIFICATION REQUEST	2
2.1 BASIC DATA:	3
2.2 BANK DATA	4
2.3 TAX CERTIFICATES (ONLY FOR SPANISH VENDORS):	5
2.4 OTHER CERTIFICATES / WITHHOLDINGS:	5
2.5 CONTRACTOR CERTIFICATES / OTHER DOCUMENTATION (ONLY FOR SPANISH IBUY VENDORS WORKING FOR IBERDROLA COMPANIES IN SPAIN):	6
2.6 OTHER CERTIFICATES	6

1. Introduction

The aim of this document is to provide a quick guide on how to request the modification of your data in “My information” application. Any other issue with the tool or for a more complete instruction, kindly consult the *User Manual* available in the help service of the application.

Help

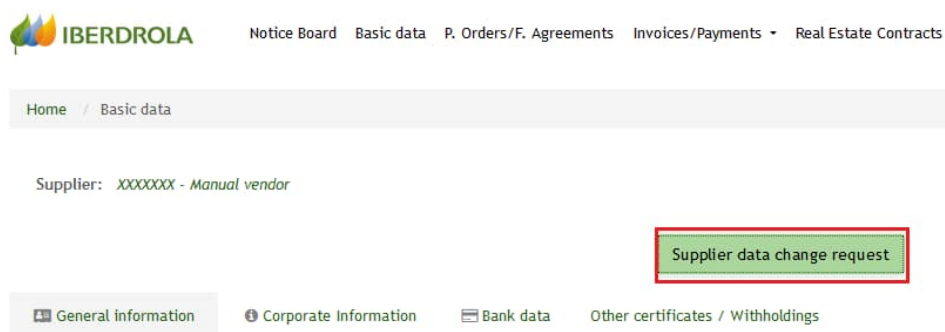
MInfo

1. User Manual
2. Registration and access manual
3. Users management manual

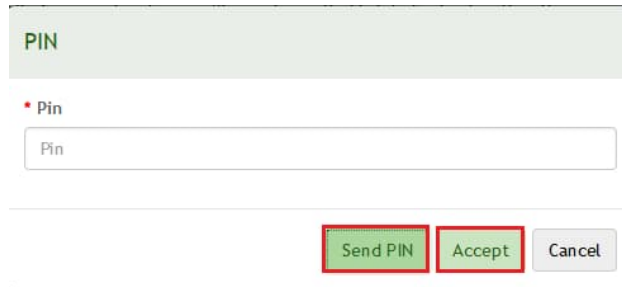
[Closed](#)

2. Basic Data Modification Request

As an **Administrator user**, you can request the update or modification of the basic data of the supplier for which you are responsible by clicking on the button Supplier data change request.



By clicking on the Send PIN button, you will receive the corresponding security code in your email and, after entering it and pressing the Accept button, the modification form will be enabled allowing the editing of your data.



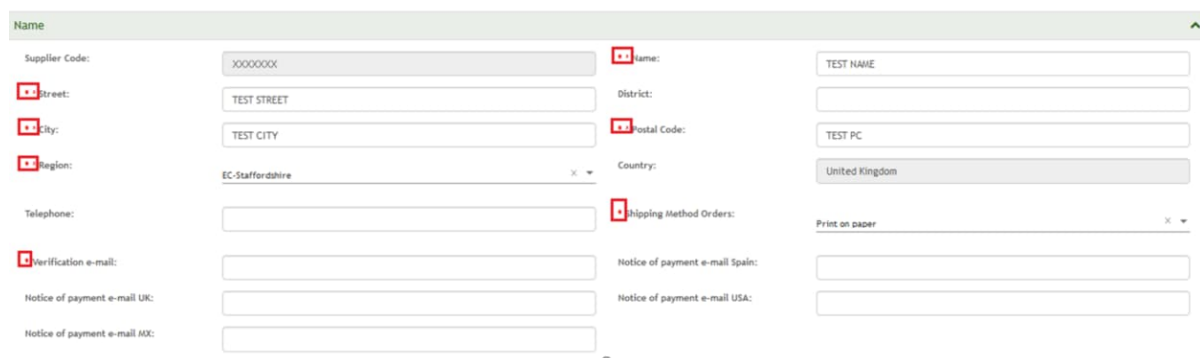
A form titled 'PIN' with a red asterisk icon and the label 'Pin' above a text input field. Below the input field are three buttons: 'Send PIN' (highlighted with a red box), 'Accept' (highlighted with a red box), and 'Cancel'.



The following actions can be performed:

2.1 Basic Data:

Modify or complete the basic data. The fields identified with (*) are mandatory and those identified with (a) require the attachment of tax identification documentation that justifies the change.



A form titled 'Name' with a green header bar. It contains two columns of fields. The left column includes: 'Supplier Code:' (text box with 'XXXXXXXX'), 'Street:' (text box with 'TEST STREET'), 'City:' (text box with 'TEST CITY'), 'Region:' (dropdown menu with 'EC-Staffordshire'), 'Telephone:' (text box), 'Verification e-mail:' (text box), 'Notice of payment e-mail UK:' (text box), and 'Notice of payment e-mail MX:' (text box). The right column includes: 'Name:' (text box with 'TEST NAME'), 'District:' (text box), 'Postal Code:' (text box with 'TEST PC'), 'Country:' (dropdown menu with 'United Kingdom'), 'Shipping Method Orders:' (dropdown menu with 'Print on paper'), 'Notice of payment e-mail Spain:' (text box), and 'Notice of payment e-mail USA:' (text box). Red asterisks (*) are placed next to the 'Name:', 'Street:', 'City:', 'Postal Code:', and 'Shipping Method Orders:' fields.

Fiscal address

* Street: TEST Street District:

* City: Test City * Region: EC-Staffordshire

Country: Test country * Postal Code: Test PC

Tax identification

* 1. SSN:

* 2. TIN:

* 5. US Foreign TIN:

DUNS Code: 0

CERTIFICATE OF INCORPORATION

Q Attach Browse

File

soc_data.docx	0 MB
---------------	------

Carga de archivos

PROY_MY_INF > 03.-Training

Organizar Nueva carpeta

Nombre	Fecha de modificación	Tipo
1.- Manuales	04/05/2020 12:16	Carpeta de archivos

Nombre: Todos los archivos

Abrir Cancelar

2.2 Bank data:

Add or delete bank accounts. For each of the bank accounts added, the corresponding certificate of ownership must be attached. Bank Details can be added using the IBAN or breaking down the bank account.

Main bank data

Actions	Country	Bank	IBAN	Sort Code	Bank account	Control digit	SWIFT Code	Check delivery address
	Spain		E566210004184012345678					
	United Kingdom			601613	31926819			
	USA			999888777	00123456789			

Add

Actions	Country	Bank	IBAN	Sort Code	Bank account	Control digit
	USA			999888777	00123456789	

Add

BANK ACCOUNT CERTIFICATE

Q Attach Attach

File

Abrir

Pruebas Minfo > TEST 1

Organizar Nueva carpeta

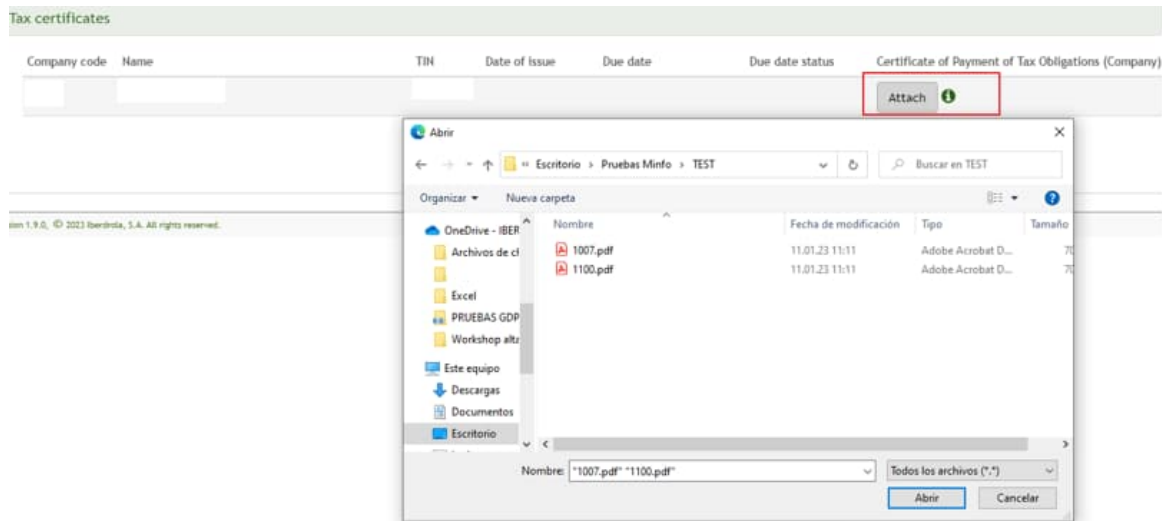
Nombre	Fecha de modificación	Tipo
1000.pdf	11.01.23 11:08	Ado
1007.pdf	11.01.23 11:11	Ado
1100.pdf	11.01.23 11:11	Ado
1300.pdf	11.01.23 11:07	Ado
AEAT GENERAL.pdf	26.12.22 13:04	Ado
Declaración Responsable de Obligacione...	26.12.22 13:03	Ado
SS.pdf	26.12.22 13:05	Ado

Nombre: Todos los archivos (*.*)

Abrir Cancelar

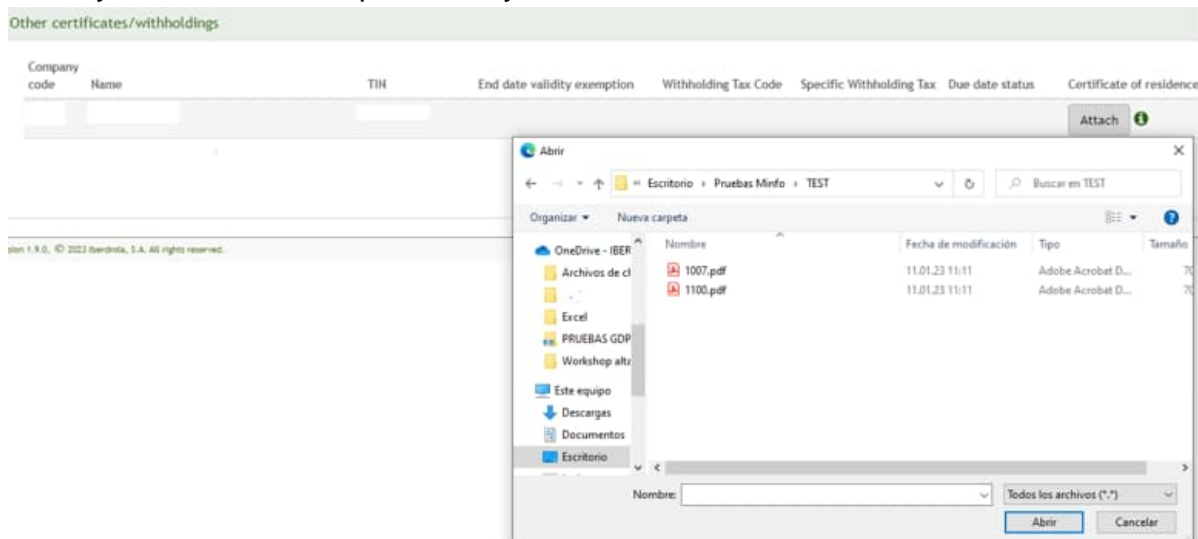
2.3 Tax Certificates (Only for Spanish vendors):

Only for Spanish vendors. If one or more of your Treasury certificates in the different IBERDROLA Spanish Companies in which you are registered is expired, you can attach the updated ones. If the document is outdated a cross will be displayed, however, if it is still valid a green tick will be displayed instead.



2.4 Other Certificates / Withholdings:

Add certificates of residence or other withholding certificates. It is not necessary to attach the same document for all Iberdrola companies in the same country, one attachment per country is sufficient.



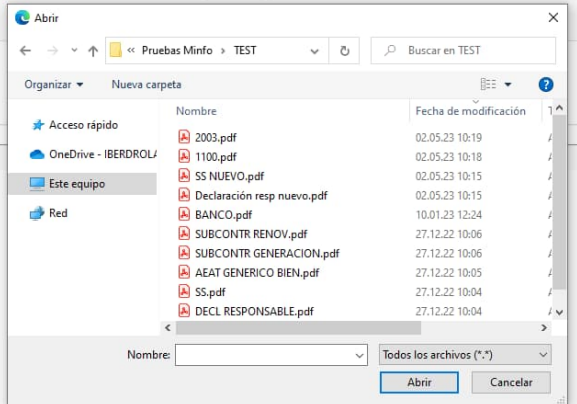
2.5 Contractor certificates / other documentation (Only for Spanish Ibuy vendors working for Iberdrola companies in Spain):

Only for Spanish Ibuy suppliers working for Iberdrola companies in Spain. Depending on whether you are self-employed or a company, you will need to attach different certificates.

Contractor cert.

	Expedition ini date	End Validity Date	Due date status	
Social Security Certificate	03/04/2023	03/07/2023	✓	Attach ⓘ
Statement of the Responsible Party	03/04/2023	03/09/2023	✓	Attach ⓘ
IAE Certificate				
RETA Certificate				

Version 1.10.1, © 2023 Iberdrola, S.A. All rights reserved.



2.6 Other certificates

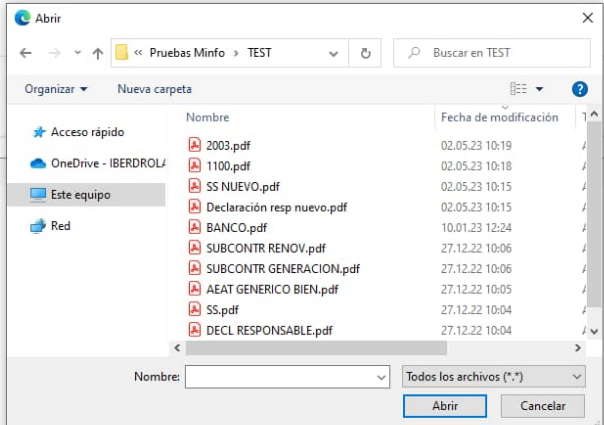
In this section it can be added another type of documents that have not been previously attached.

Other Documentation

Q Attach Attach ⓘ

File

Version 1.10.1, © 2023 Iberdrola, S.A. All rights reserved.



When attaching the supporting documentation, you must consider the following limitations:

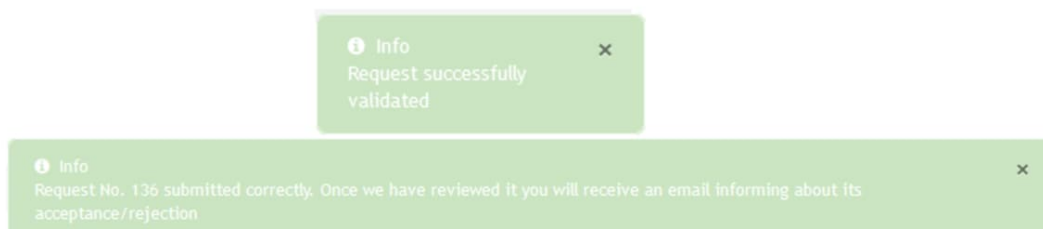
- The supported file formats are .doc, .docx, .jpg, .jpeg, .ico, .bmp, .tiff, .gif, .png, .img, .pdf and .ppt.
- The maximum size for each file is 3 Mb.
- The maximum number of files that can be attached for each modification request is 10.

Once you have completed all the fields that you want to modify and have attached the required supporting documentation, you must validate the modification request before it can be sent.



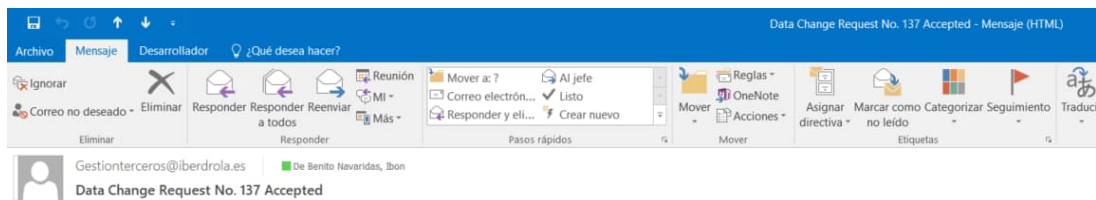
At this point, the system will automatically perform the mandatory, validity and consistency checks of the data entered and, in case of finding any discrepancy, it will display an error message indicating the corrections to be made (missing mandatory data, missing support documentation, formats incorrect, etc).

If the request is correct, the request validated correctly will be displayed and you will be able to send it, after which the message will be displayed indicating the request number.



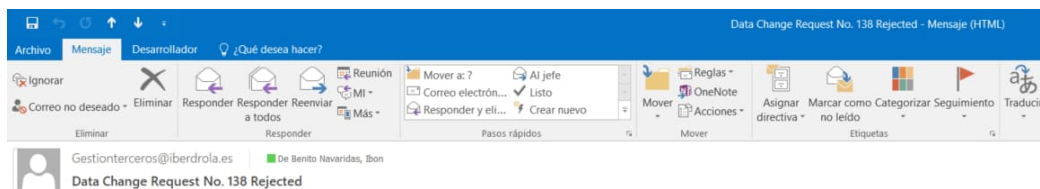
At this moment, IBERDROLA will receive the request, analyze it and proceed to approve or reject it, based on which:

- Request Approved: Your data and the documentation you have attached will be updated and filed in IBERDROLA's database and you will receive a confirmation email.



Your data change request No. 137 has been accepted.

- **Request Rejected:** Your data will not be updated, and you will receive an email with the reason for rejection. It is possible that some of the documents attached to the application are correct and your details have been updated in the system. If so, the message will indicate that your application has been rejected but some of the documents have been approved.



Your data change request No. 138 has been rejected for the reason 2 NO DOCUMENT FOUND