

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



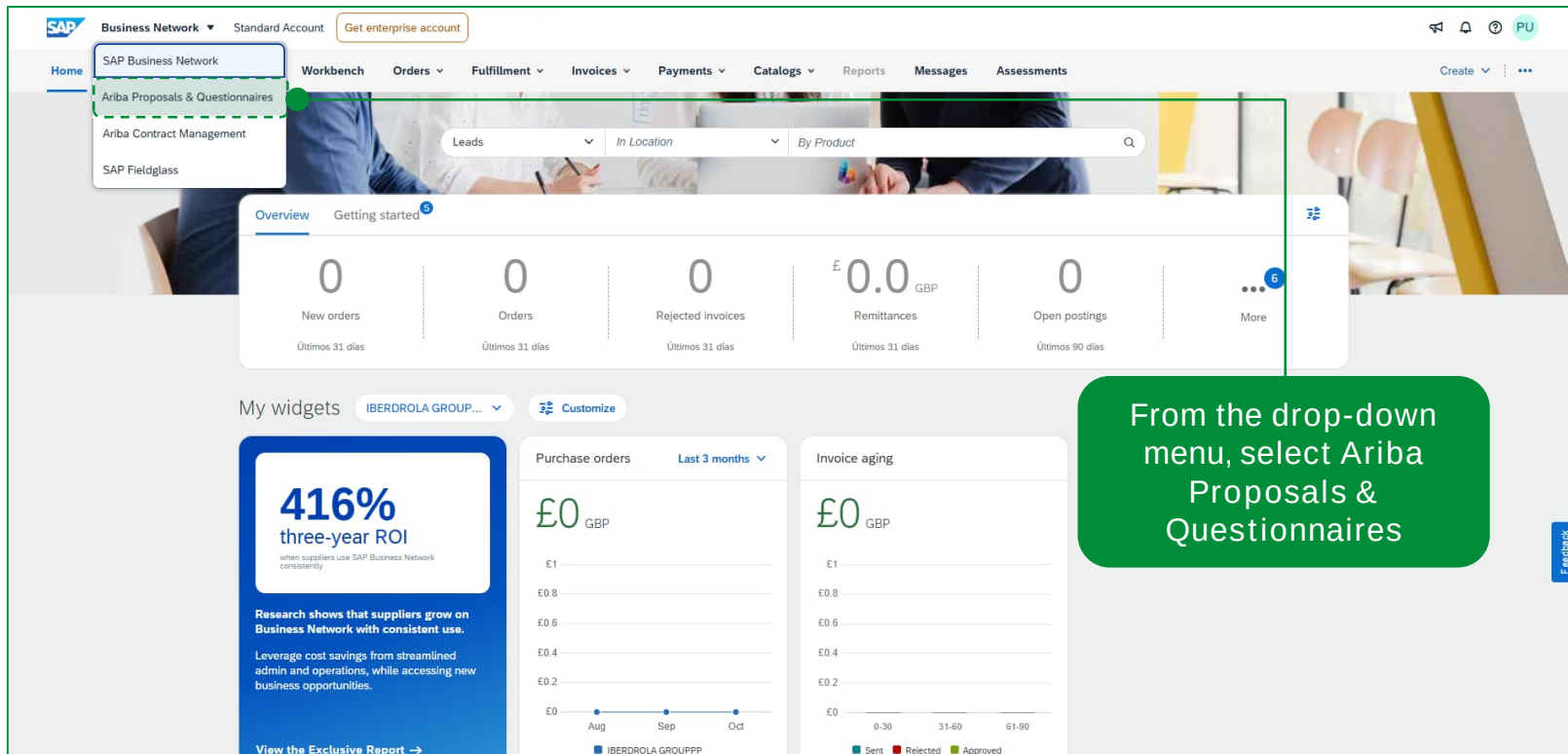
IMPORTANT INFORMATION FOR COMPLETING THE QUESTIONNAIRE

- 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

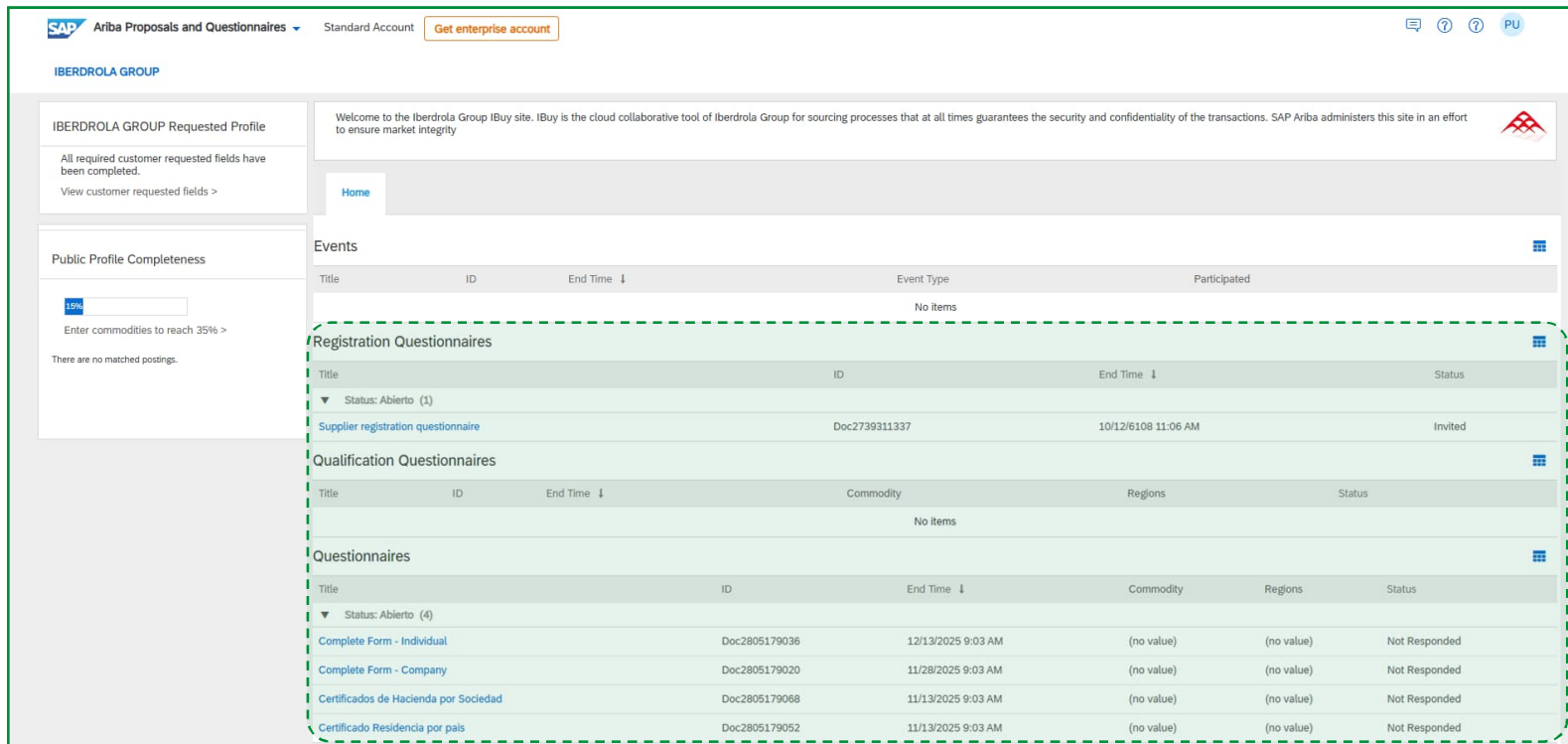
Log in to SAP Business Network with your username and password and, from the home page, go to Ariba Proposals & Questionnaires.



The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Business Network', 'Standard Account', and a 'Get enterprise account' button. The main navigation menu on the left lists 'Home', 'SAP Business Network', 'Ariba Proposals & Questionnaires' (highlighted), 'Ariba Contract Management', and 'SAP Fieldglass'. The central dashboard displays key metrics: New orders (0), Orders (0), Rejected invoices (0), Remittances (£0.0 GBP), and Open postings (0). Below this, the 'My widgets' section shows a '416% three-year ROI' widget, a 'Purchase orders' chart for the last 3 months, and an 'Invoice aging' chart. A green callout box on the right side of the dashboard states: 'From the drop-down menu, select Ariba Proposals & Questionnaires'.

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.



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	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

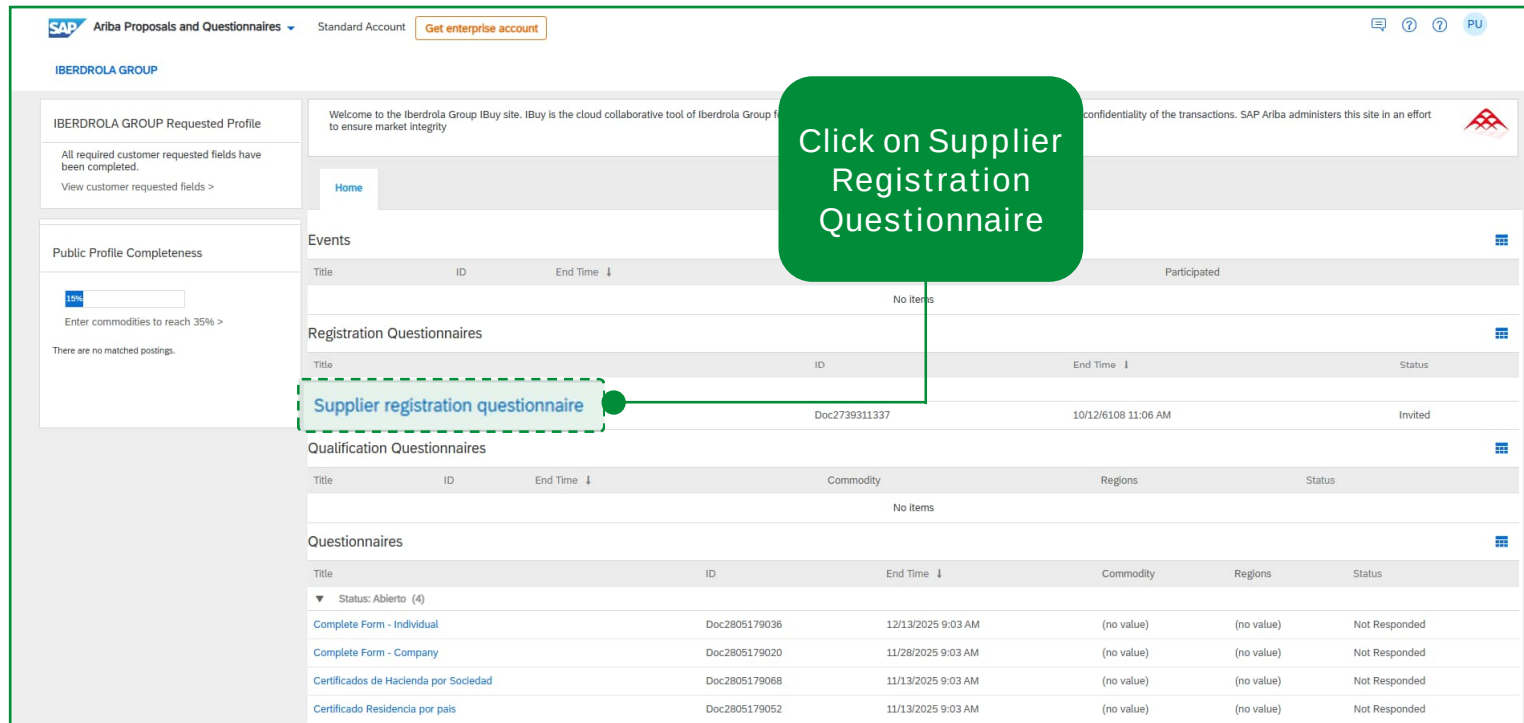
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Abierto (4)					
Complete Form - Individual	Doc2805179036	12/13/2025 9:03 AM	(no value)	(no value)	Not Responded
Complete Form - Company	Doc2805179020	11/28/2025 9:03 AM	(no value)	(no value)	Not Responded
Certificados de Hacienda por Sociedad	Doc2805179068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



Click on Supplier Registration Questionnaire

Supplier registration questionnaire

Title	ID	End Time	Commodity	Regions	Status
No Items					
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 país	Doc2805179052	11/13/2025 9:03 AM	(no value)	(no value)	Not Responded

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 do.

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
*
Caso 1 ProviBUY ES 1311
Show More

Street:
Calle Blasco de Garay 30
House Number:

Street 2:

Street 3:

Street 4:

Street 5:

District:

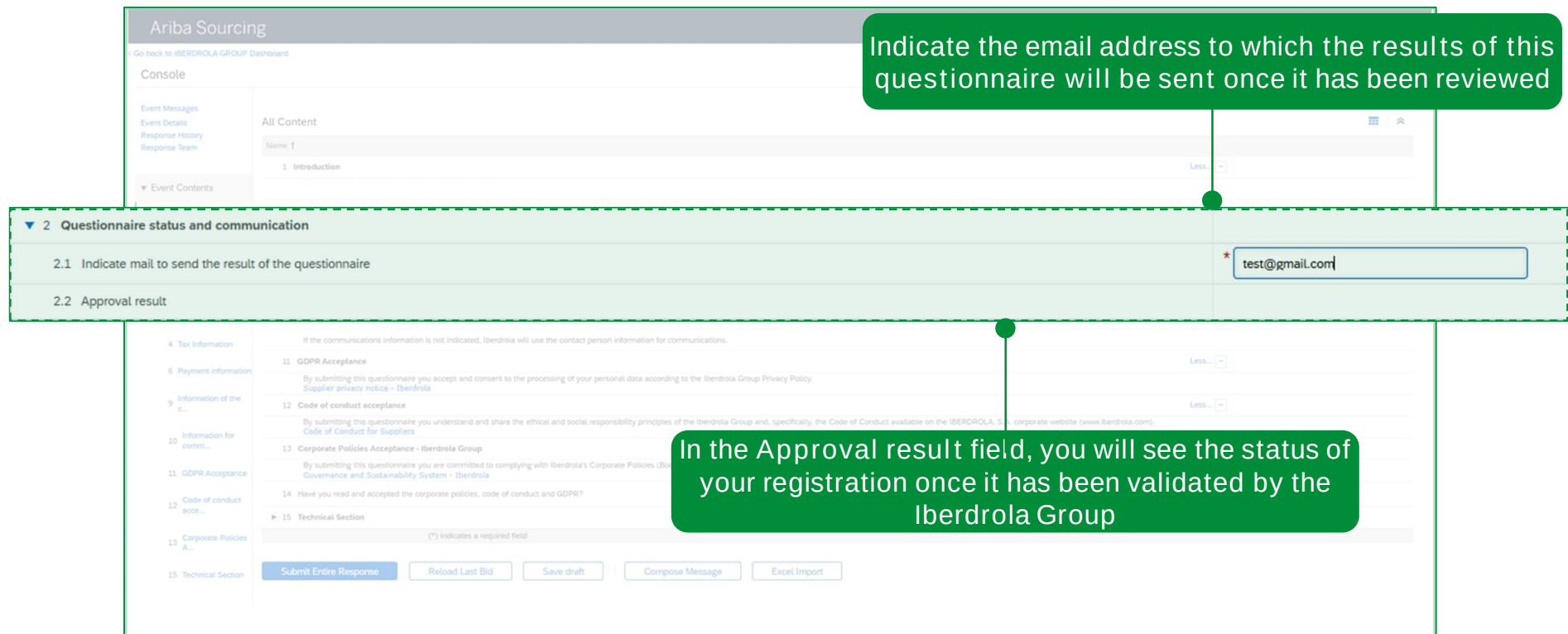
3.2 Social Address

(*) indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import

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's a 'Console' section with a sidebar menu and a main content area. Below this, there's a section titled '2 Questionnaire status and communication'. 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, there is a text input field containing 'test@gmail.com'. 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'. In the '2.2' section, there is a large text area for the approval result. A green callout box points to this area 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 interface also includes a sidebar with various navigation links and a bottom section with buttons for '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

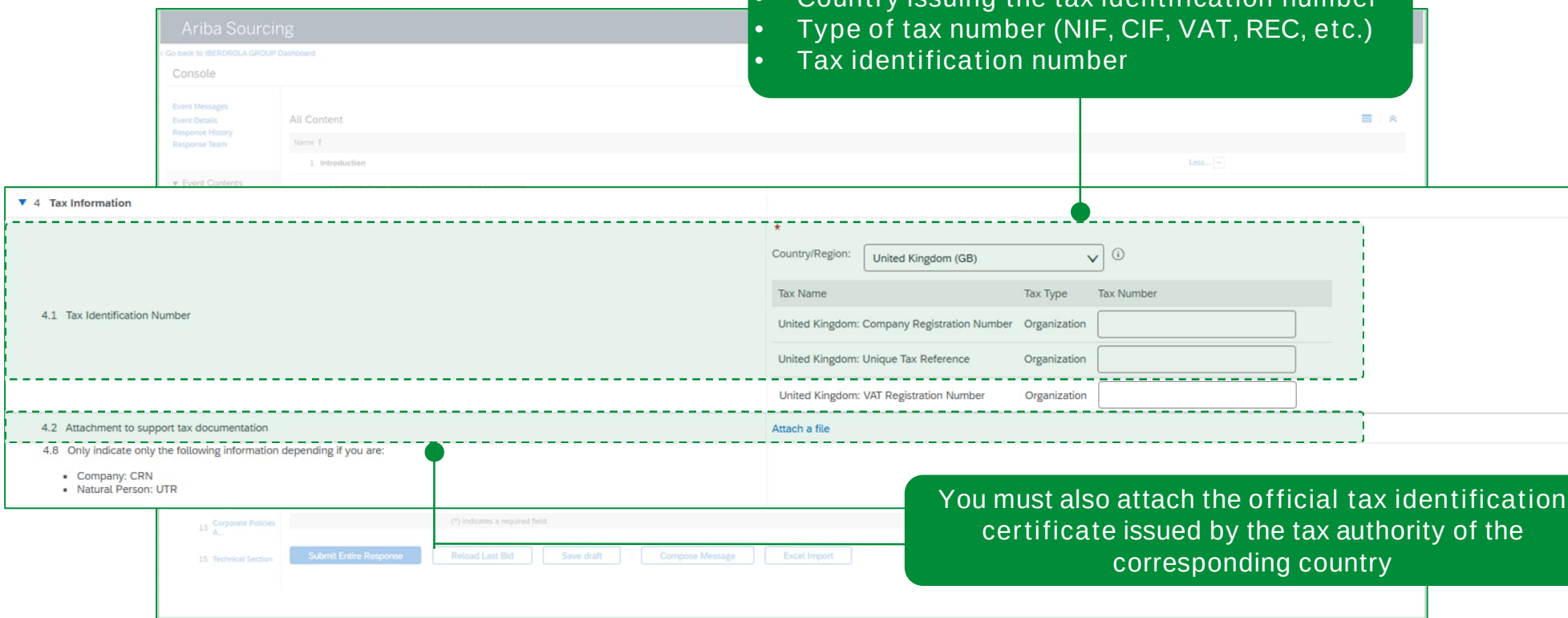


REMEMBER: Based on the answers you provide, some fields may not apply to your case.

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



The screenshot shows the 'Ariba Sourcing' interface with the 'Tax Information' section expanded. The form includes a 'Country/Region' dropdown set to 'United Kingdom (GB)'. Below this is a table for tax information:

Tax Name	Tax Type	Tax Number
United Kingdom: Company Registration Number	Organization	
United Kingdom: Unique Tax Reference	Organization	
United Kingdom: VAT Registration Number	Organization	

Below the table is a section for attachments with the text '4.2 Attachment to support tax documentation' and a link 'Attach a file'. Further down, section '4.8' states: 'Only indicate only the following information depending if you are:' followed by a bulleted list:

- Company: CRN
- Natural Person: UTR

At the bottom of the form, there are buttons for 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom left indicates '(*) Indicates a required field'.

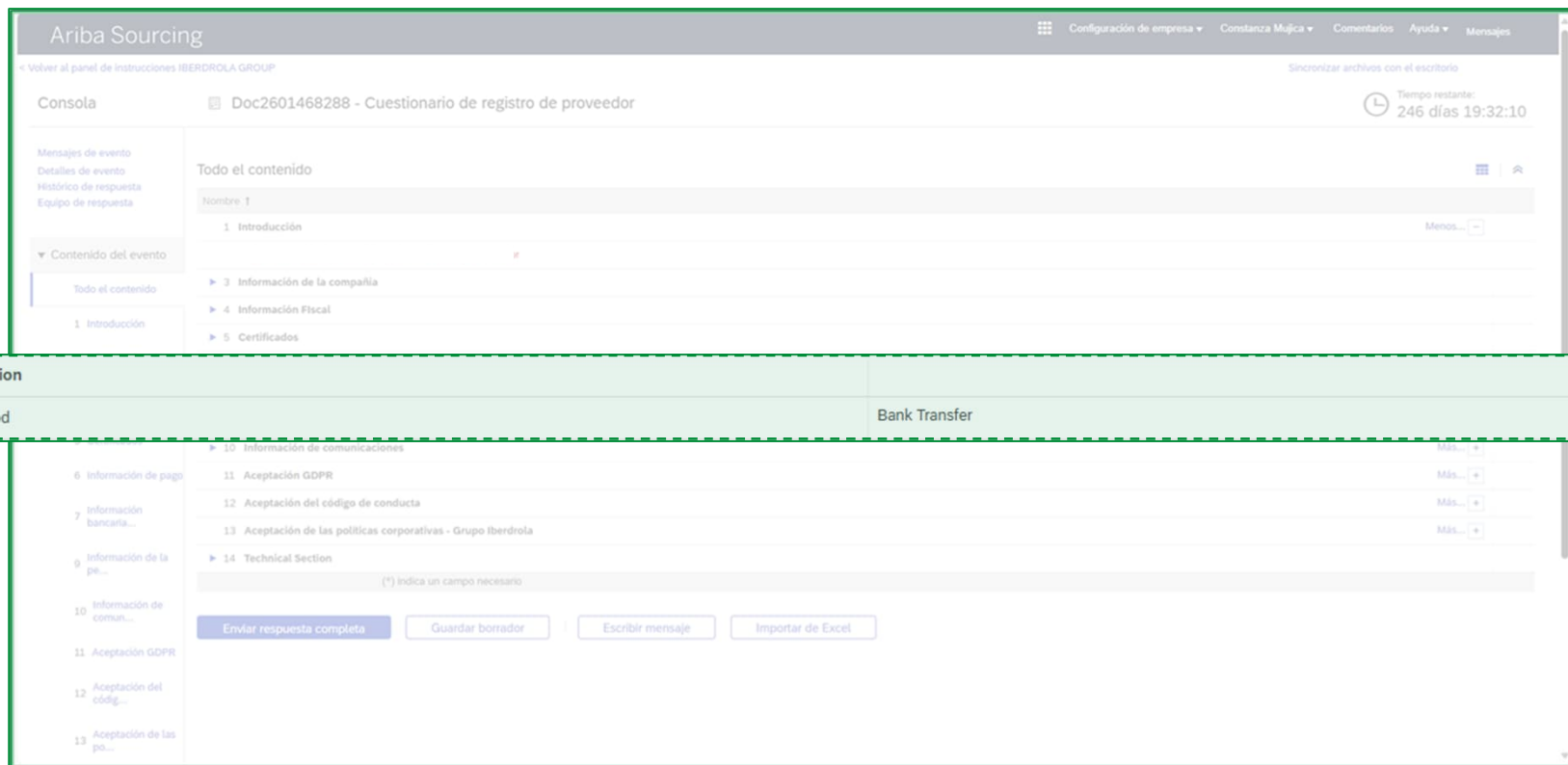
You must also attach the official tax identification certificate issued by the tax authority of the corresponding country



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.



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
Historio de respuesta
Equipo de respuesta

Contenido del evento

Todo el contenido

1. Introducción

3. Información de la compañía

4. Información Fiscal

5. Certificados

6. Payment information

6.4 Payment Method

Bank Transfer

10. Información de comunicaciones

11. Aceptación GDPR

12. Aceptación del código de conducta

13. Aceptación de las políticas corporativas - Grupo Iberdrola

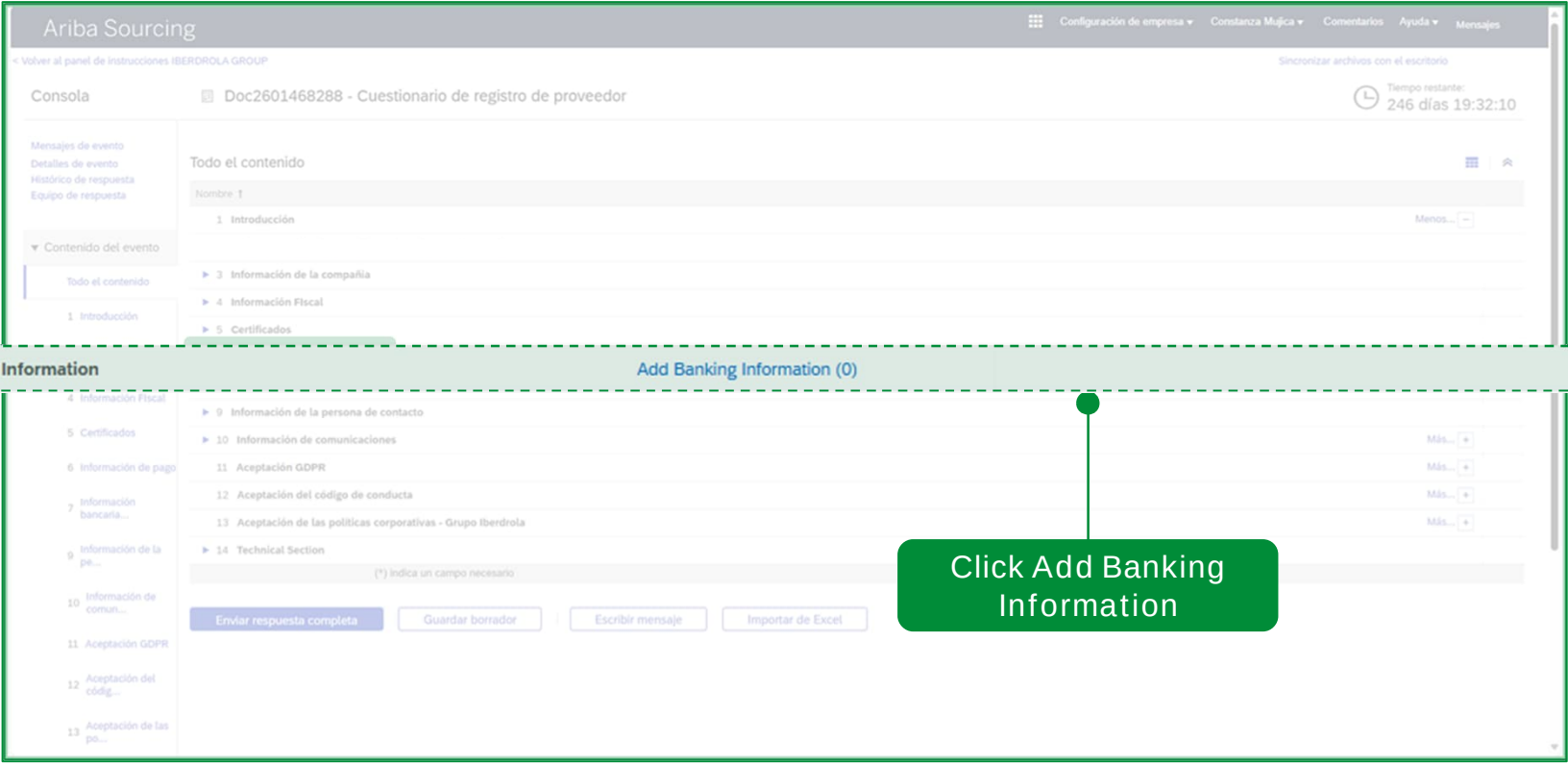
14. Technical Section

(*) Indica un campo necesario

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

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 'Cuestionario de registro de proveedor' (Supplier Registration Questionnaire). The document ID is Doc2601468288. The interface includes a sidebar with navigation options like 'Mensajes de evento', 'Detalles de evento', and 'Historio de respuesta'. The main content area is titled 'Todo el contenido' and lists various sections of the questionnaire. A green dashed box highlights section '7 Banking Information', which currently shows 'Add Banking Information (0)'. A green callout box with the text 'Click Add Banking Information' points to the 'Add Banking Information (0)' text. The bottom of the form contains buttons for 'Enviar respuesta completa', 'Guardar borrador', 'Escribir mensaje', and 'Importar de Excel'.

7. Banking information (cont.)

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

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:

Country/Region:

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:

Attach a bank reference or statement of the designated bank account

Attach a file

Add an additional Banking Information

(*) indicates a required field

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

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

- Bank country
- Bank name
- Bank key/ABA/Sort Code
- Account number
- Among other

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.

Ariba Sourcing

Volver al panel de instrucciones IBERDROLA GROUP

Doc2601468288 - Cuestionario de registro

Mensajes de evento
Detalles de evento
Historio de respuesta
Equipo de respuesta

Todo el contenido

Nombre 1

1 Introducción

Contenido del evento

Información de la consola

Música Comentarios Ayuda Mensajes

Sincronizar archivos con el escritorio

Tempo restante: 246 días 19:32:10

Menos

8 Information of the contact person

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 *

7 Información bancaria...

9 Información de la pe...

10 Información de comun...

11 Aceptación GDPR

12 Aceptación del código...

13 Aceptación de las po...

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

Max...

Provide the details of the person who will be the point of contact with Iberdrola Group. This person must be available to answer questions related to registration and purchasing processes

9. Communications information

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

Ariba Sourcing

< Volver al panel de instrucciones IBERDROLA GROUP

Doc2601468288 - Cuestionario de registro de proveedor

Sincronizar archivos con el escritorio

Tiempo restante: 246 días 19:32:10

Consola

Mensajes de evento
Detalles de evento
Historio de respuesta
Equipo de respuesta

Contenido del evento

Todo el contenido

1 Introducción

3 Información de la compañía

4 Información Fiscal

Provide email addresses and contact details for each process. If this information is not provided, the details of the primary contact person will be used

9 Information for communications

Less...

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

9 Information de la pe...

10 Información de comun...

11 Aceptación GDPR

12 Aceptación del códig...

13 Aceptación de las po...

24 Technical Section

(*) Indica un campo necesario

Enviar respuesta completa

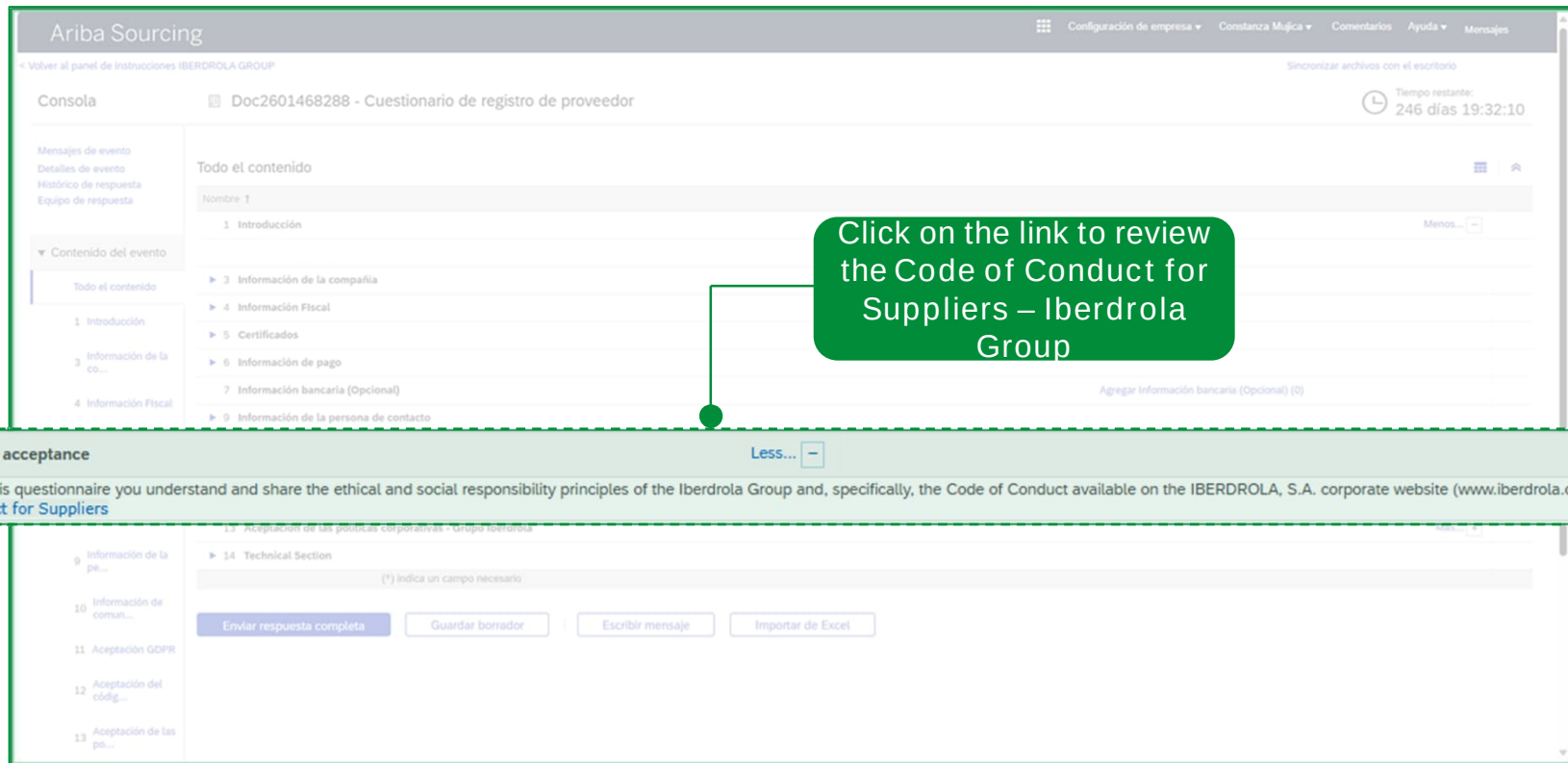
Guardar borrador

Escribir mensaje

Importar de Excel

11. Code of Conduct acceptance

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



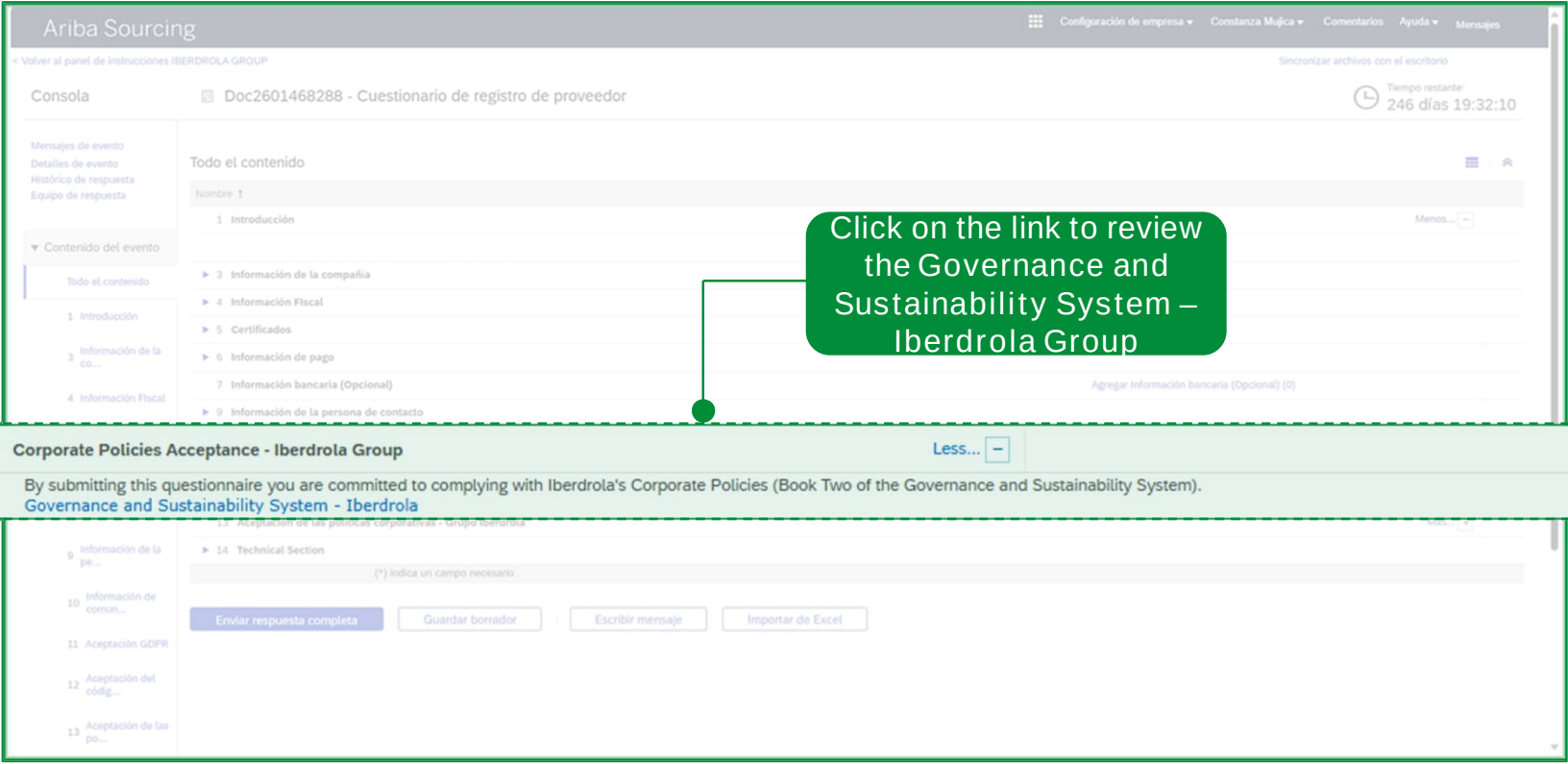
11 Code of conduct acceptance

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](#)

Enviar respuesta completa Guardar borrador Escribir mensaje Importar de Excel

12. Corporate Policies acceptance

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



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

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

10. Información de coman... (*) Indica un campo necesario

11. Aceptación GDPR

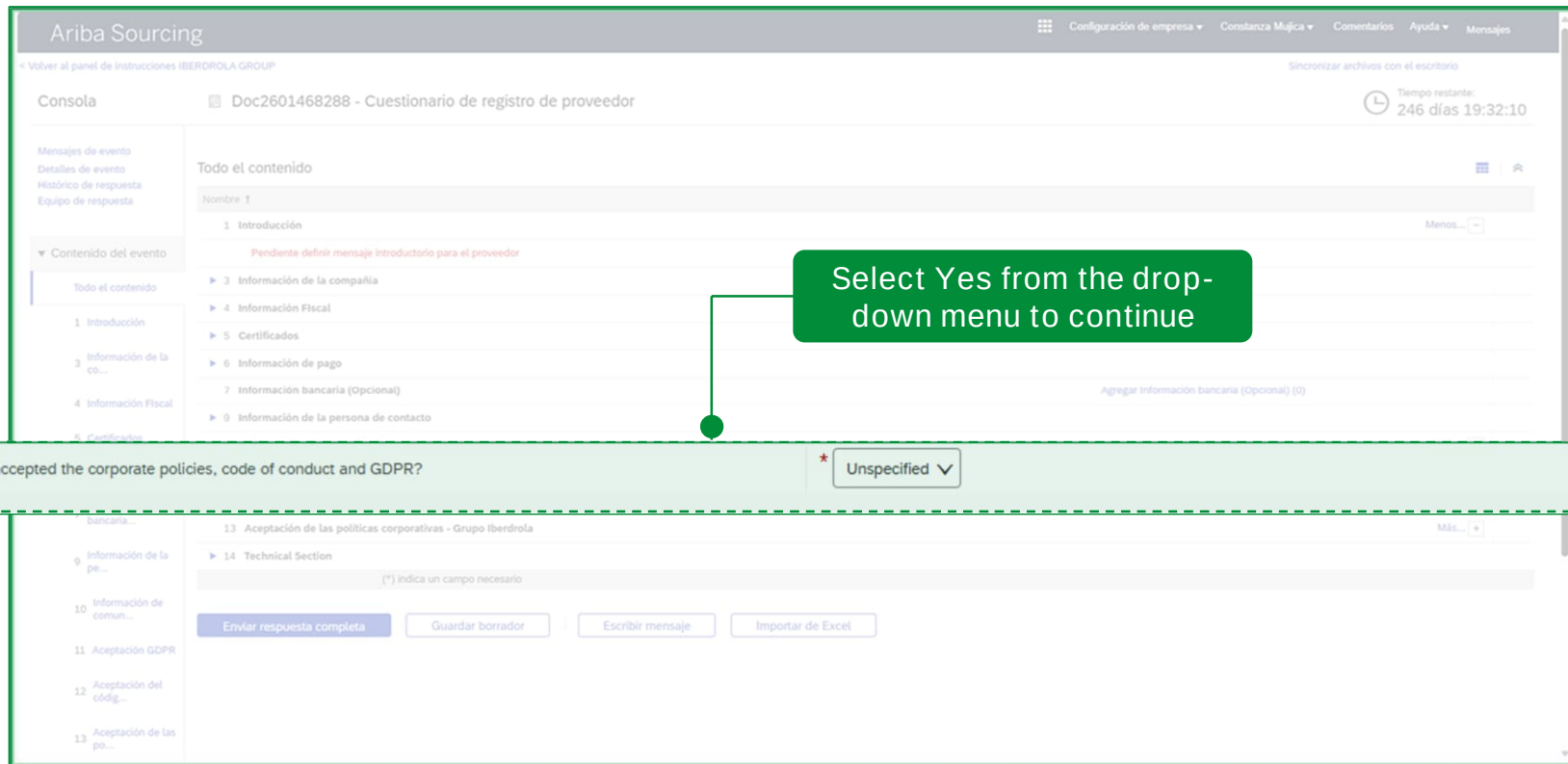
12. Aceptación del código...

13. Aceptación de las po...

[Enviar respuesta completa](#)
[Guardar borrador](#)
[Escribir mensaje](#)
[Importar de Excel](#)

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.



Ariba Sourcing

< Volver al panel de instrucciones IBERDROLA GROUP

Doc2601468288 - Cuestionario de registro de proveedor

Sincronizar archivos con el escritorio

Tiempo restante: 246 días 19:32:10

Consola

Mensajes de evento
Detalles de evento
Historio de respuesta
Equipo de respuesta

Contenido del evento

Todo el contenido

1 Introducción

3 Información de la compañía

4 Información Fiscal

5 Certificados

6 Información de pago

7 Información bancaria (Opcional)

8 Información de la persona de contacto

9 Información de la pe...

10 Información de comun...

11 Aceptación GDPR

12 Aceptación del códig...

13 Aceptación de las po...

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

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

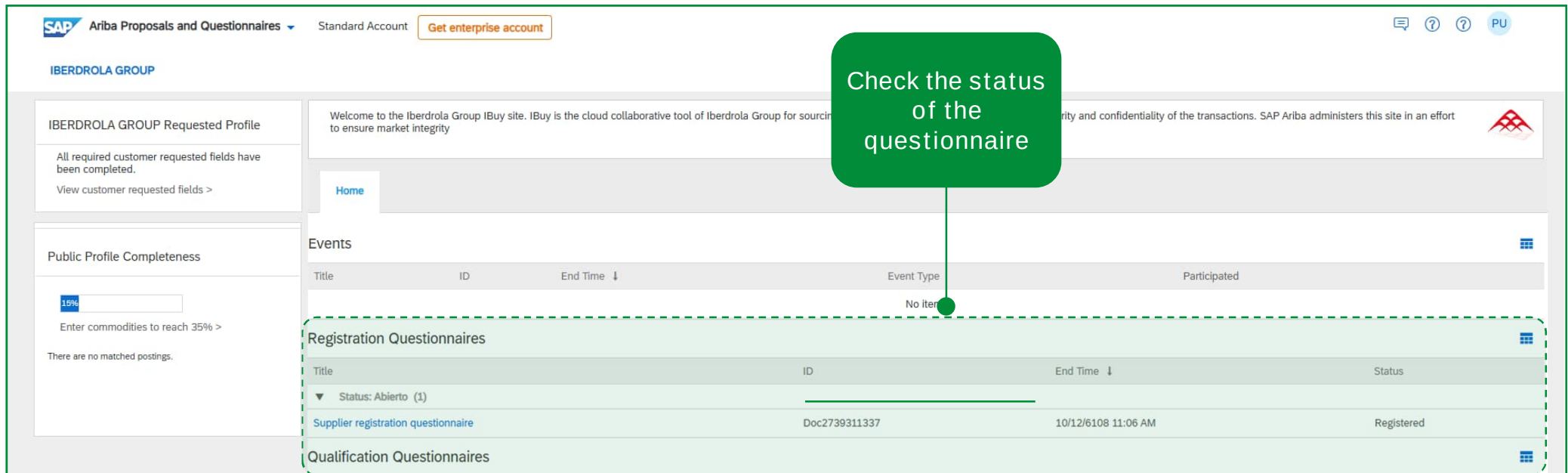
(*) Indicates a required field

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

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. On the left, there are sections for 'IBERDROLA GROUP Requested Profile' and 'Public Profile Completeness'. The main area displays a table of 'Registration Questionnaires'. A green callout box points to the 'Status' column, which shows 'Registered' for the 'Supplier registration questionnaire'.

Title	ID	End Time ↓	Status
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.

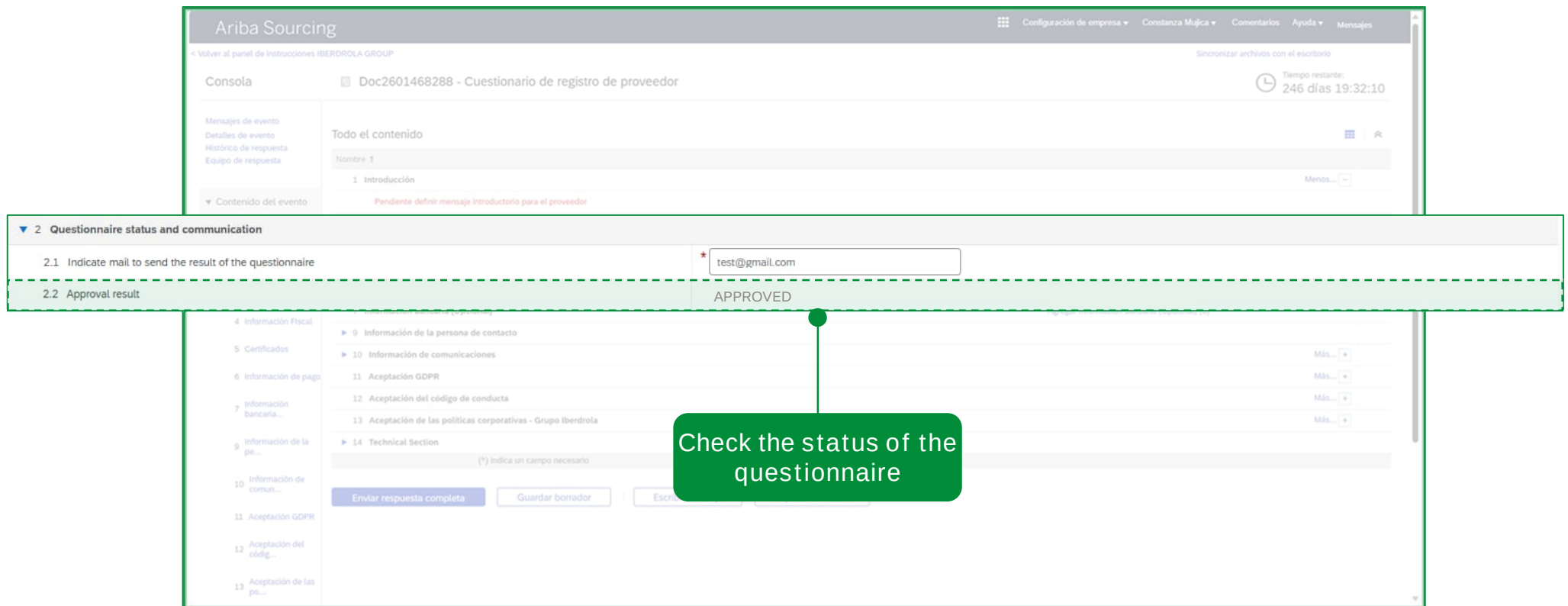
Click here to access [SAP Business Network](#).

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

< Volver al panel de instrucciones IBERDROLA GROUP

Configuración de empresa Constanza Mujica Comentarios Ayuda Mensajes

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
Historio 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

5. Certificados

6. Información de pago

7. Información bancaria...

9. Información de la pe...

10. Información de comun...

11. Aceptación GDPR

12. Aceptación del códig...

13. Aceptación de las po...

9. Información de la persona de contacto

10. Información de comunicaciones

11. Aceptación GDPR

12. Aceptación del código de conducta

13. Aceptación de las políticas corporativas - Grupo Iberdrola

14. Technical Section

(*) Indica un campo necesario

Enviar respuesta completa Guardar borrador Escribir comentario

Check the status of the questionnaire

Thank
you

December 2025

