

Compliance questionnaire form - Individual

December 2025



1. Introduction

2. Step-by-step guide to the compliance form

1. Introduction

INTRODUCTION

This manual aims to guide you step by step through accessing, completing, and submitting the **Compliance Form** in **SAP Business Network**, which is an essential requirement for establishing business relationships with the Iberdrola Group.



WHAT IS THE TAX COMPLIANCE QUESTIONNAIRE?

It is a questionnaire requested by Iberdrola on SAP Business Network that suppliers must complete to information about their commitment to business ethics and transparency.



REQUIRED INFORMATION

- Personal and identification data
- Additional information regarding compliance with ethical and regulatory standards.



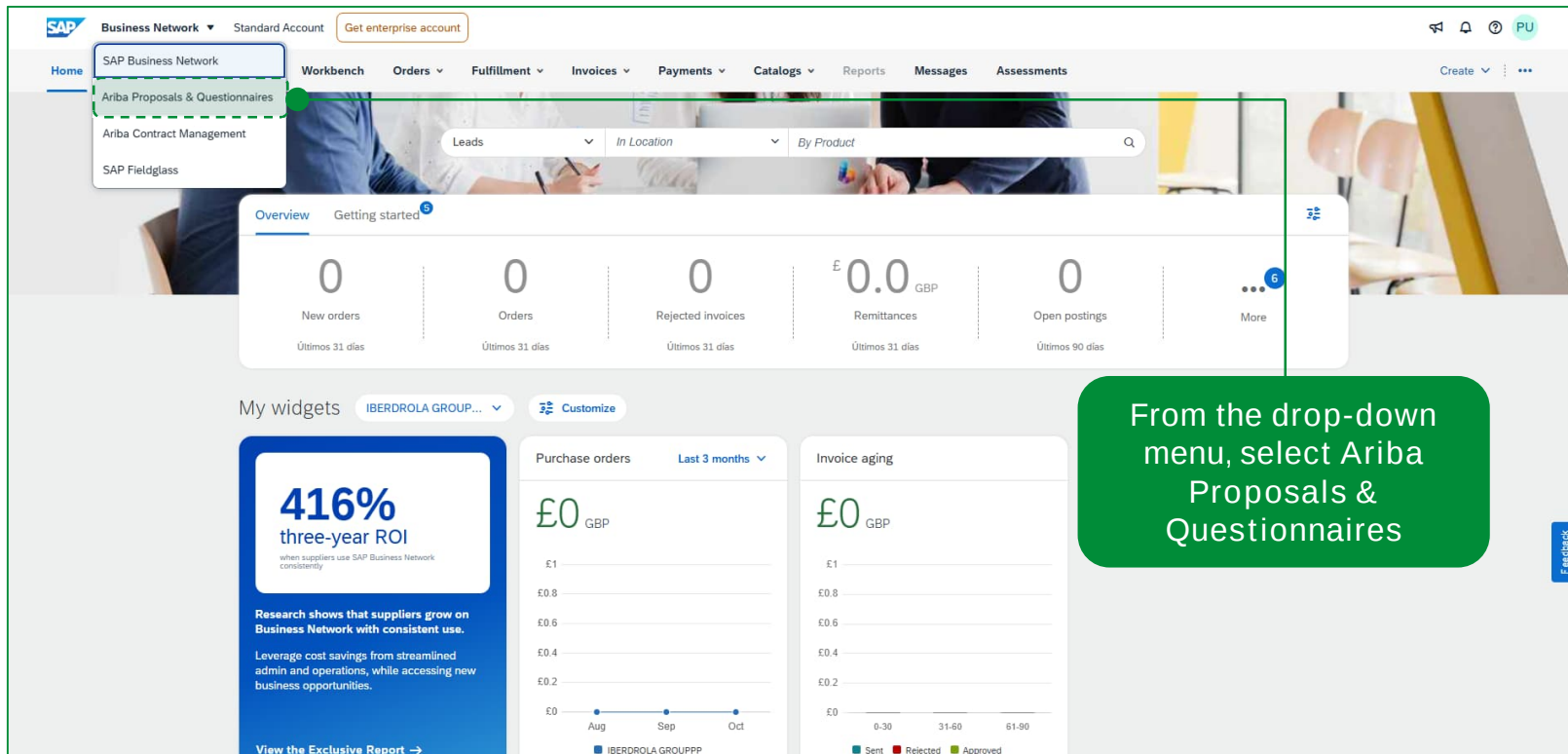
IMPORTANT INFORMATION FOR COMPLETING THE QUESTIONNAIRE

- 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 guide to the compliance form

Step 1: Access the questionnaire

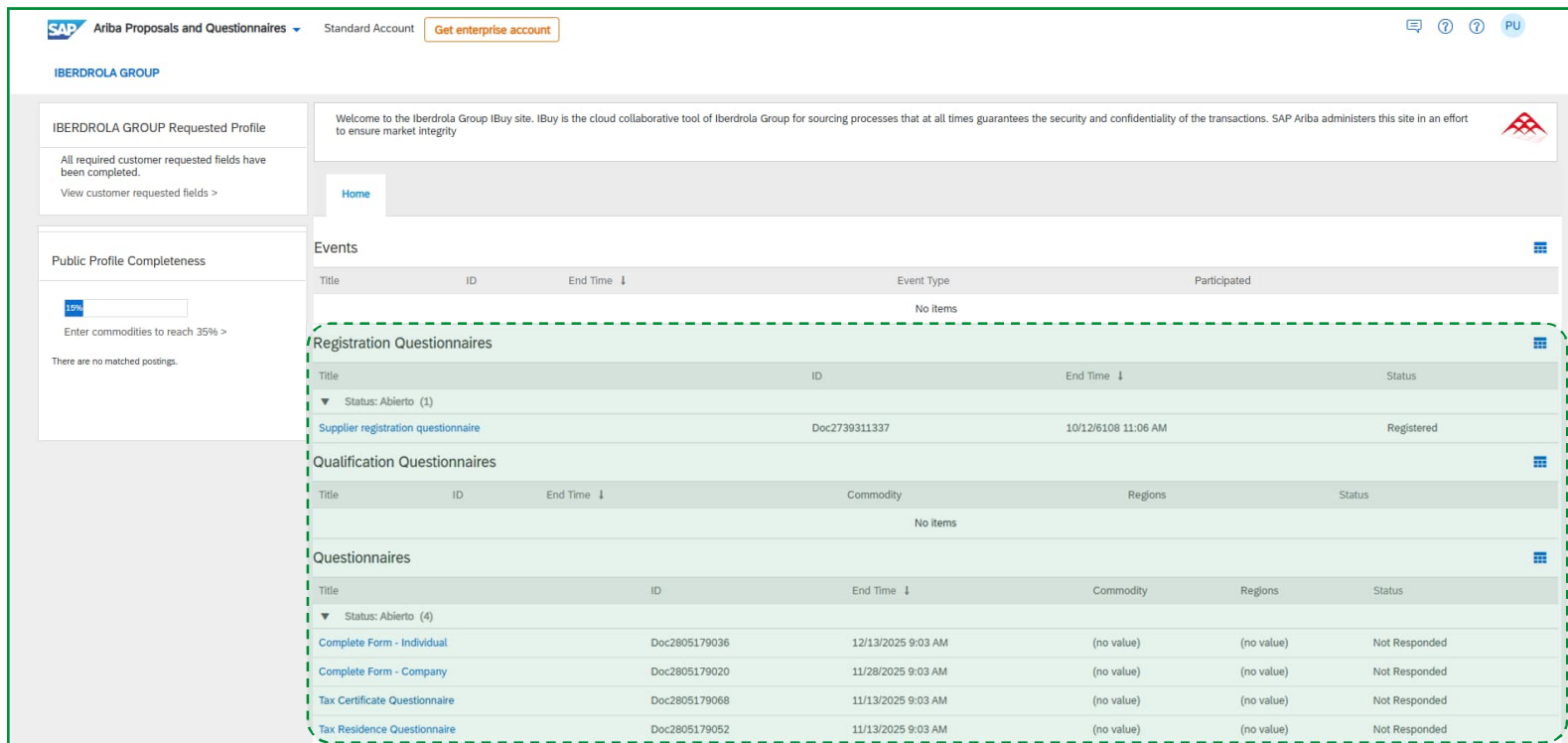
Log in to SAP Business Network with your username and password and, from the home page, go to Ariba Proposals & Questionnaires.



The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'SAP Business Network', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The left-hand menu is open, showing 'Ariba Proposals & Questionnaires' as the selected option. Below the navigation bar, there is a search bar with filters for 'Leads', 'In Location', and 'By Product'. The main dashboard area displays several key metrics: 'New orders' (0), 'Orders' (0), 'Rejected invoices' (0), 'Remittances' (£0.0 GBP), and 'Open postings' (0). Below these metrics, there are sections for 'My widgets' and 'Purchase orders'. A green callout box is overlaid on the right side of the dashboard, pointing to the 'Ariba Proposals & Questionnaires' menu item with the text: 'From the drop-down menu, select Ariba Proposals & Questionnaires'.

Step 1: Access the questionnaire

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

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.

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](#)

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

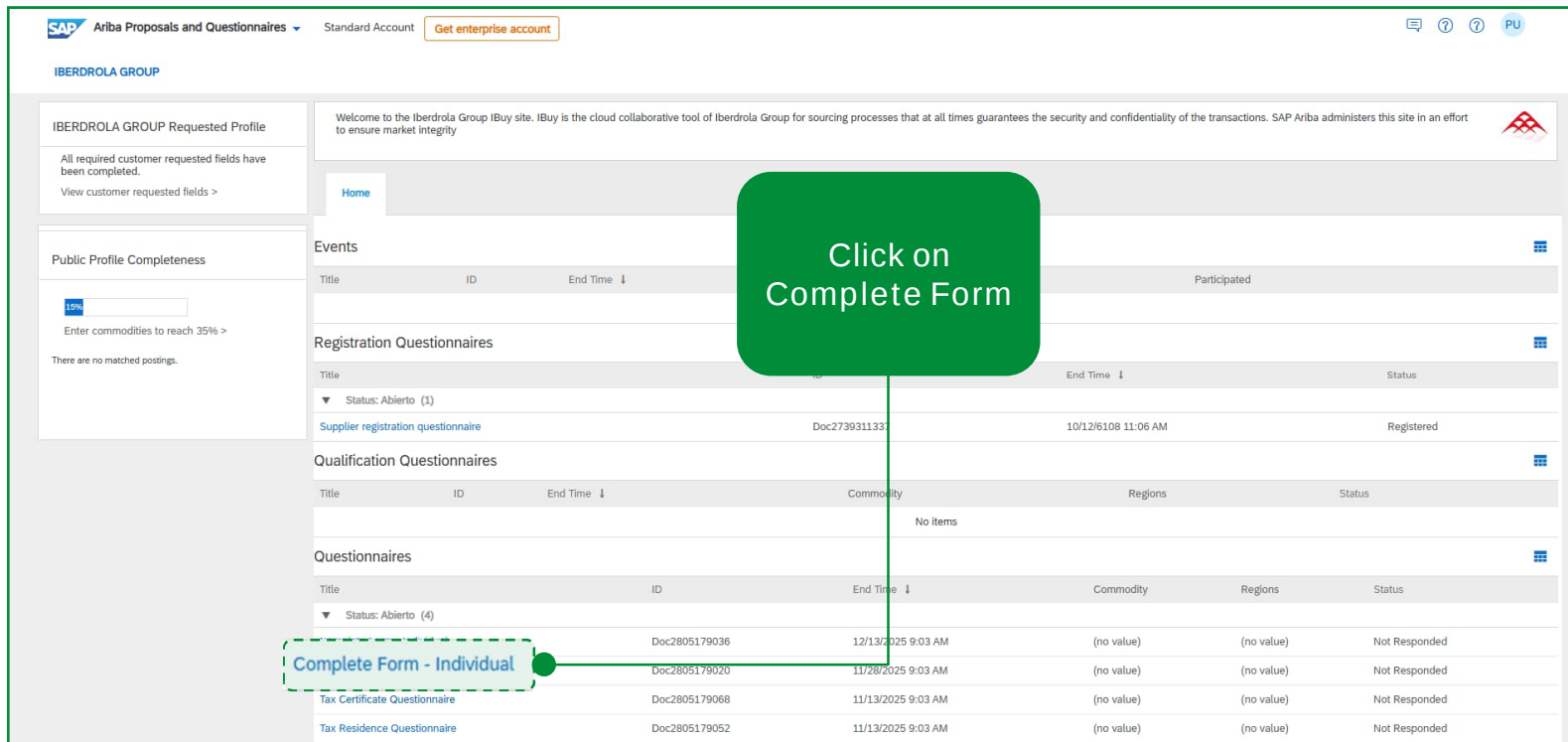
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Abierto (4)					
Complete Form - Individual	Doc2805179036	12/13/2025 9:03 AM	(no value)	(no value)	Not Responded
Complete Form - Company	Doc2805179020	11/28/2025 9:03 AM	(no value)	(no value)	Not Responded
Tax Certificate Questionnaire	Doc2805179068	11/13/2025 9:03 AM	(no value)	(no value)	Not Responded
Tax Residence Questionnaire	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

The Compliance Form verifies compliance with the ethical, legal, and sustainability standards required by our organization. Let's review how to complete it.



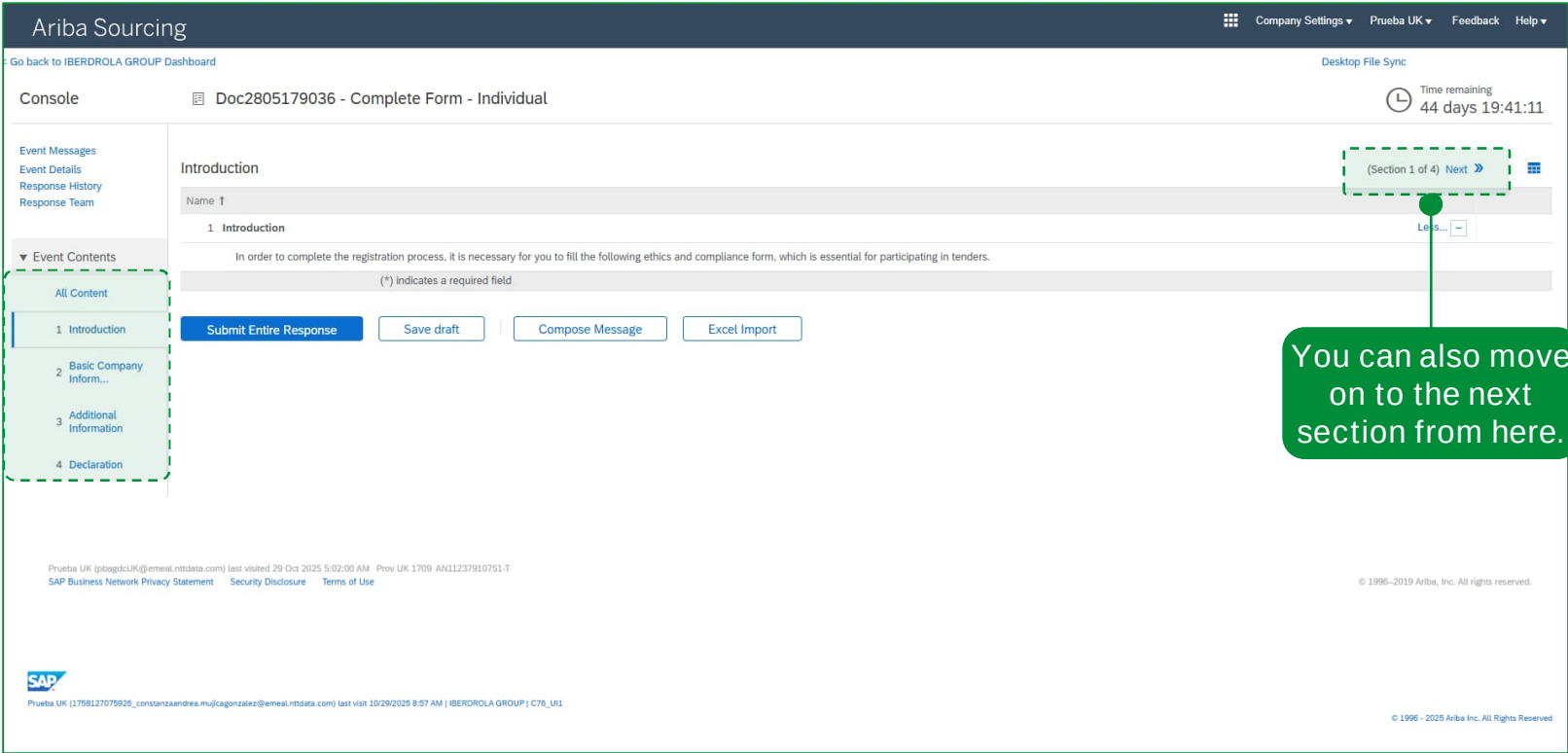
Click on Complete Form

Complete Form - Individual

Title	ID	End Time	Commodity	Regions	Status
No items					
Supplier registration questionnaire	Doc273931133	10/12/6108 11:06 AM			Registered
Tax Certificate Questionnaire	Doc2805179068	11/13/2025 9:03 AM	(no value)	(no value)	Not Responded
Tax Residence Questionnaire	Doc2805179052	11/13/2025 9:03 AM	(no value)	(no value)	Not Responded

Step 2: Complete the questionnaire

Browse the menu on the left side of the screen and fill in the information that appears in each section.



Ariba Sourcing

Go back to IBERDROLA GROUP Dashboard

Company Settings ▾ Prueba UK ▾ Feedback Help ▾

Desktop File Sync

Time remaining: 44 days 19:41:11

Doc2805179036 - Complete Form - Individual

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 Introduction
- 2 Basic Company Inform...
- 3 Additional Information
- 4 Declaration

Introduction

Name

1 Introduction

In order to complete the registration process, it is necessary for you to fill the following ethics and compliance form, which is essential for participating in tenders.

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

(Section 1 of 4) Next >>

Let's go >

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SAP

Prueba UK (1758127075926_constanzaandrea.mujicagonzalez@emeal.rttdata.com) last visit 10/29/2025 8:57 AM | IBERDROLA GROUP | C76_U11

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Basic Company Information

In the Basic Company Information section, you must complete:

- First and last names
- Tax identification number
- Address
- Nationality

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Go back to IBERDROLA GROUP Dashboard

Console Doc2805179036 - Complete Form - Individual

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Introduction

2 Basic Company Inform...

3 Additional Information

4 Declaration

Basic Company Information

(Section 2 of 4) < Prev. | Next >

Name ↑

2 Basic Company Information

2.1 First name and last name Prov UK 1709

Country/Region: United Kingdom (GB) ⓘ

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

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: ⓘ

2.2 Tax ID

2.3 Registered Address

2.4 Nationality GB

(*) indicates a required field

Additional Information

In the Additional information section, you must provide information related to connections with public officials, legal background, sanctions, or transactions with sanctioned entities.

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[Go back to IBERDROLA GROUP Dashboard](#)

Console Doc2805179036 - Complete Form - Individual

Event Messages

Event Details

Response History

Response Team

Additional Information

Name 1

3 Additional Information

3.1 Do you hold public office or have held it in the last five (5) years?	Unspecified
3.3 Does any related person to you hold public office or has held it in the last five (5) years?	Unspecified
3.5 In the last five (5) years, have you been involved in any investigation or proceedings related to any kind of corruption/fraud or are you currently debarred from any kind of tender/transaction or suspended from doing business in any capacity?	Unspecified
3.7 In the past five (5) years, have you conducted business activities in any country or with any entity or individual sanctioned by the U.S. Office of Foreign Assets Control, the Department of State, the European Union, or other sanctions-issuing authority in the United States or abroad? If yes, please identify the sanctioned entity and the nature of the activity.	Unspecified

(*) indicates a required field

[Submit Entire Response](#)
[Save draft](#)
[Compose Message](#)
[Excel Import](#)

Answer the following questions

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Declaration

In this section, you must:

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< Go back to IBERDROLA GROUP Dashboard

Console Doc2805179036 - Complete Form - Individual

Event Messages
Event Details
Response History
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▼ Event Contents

All Content

1 Introduction

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3 Additional Information

4 Declaration

Declaration (Section 4 of 4) < Prev.

Name ↑

▼ 4 Declaration

▼ 4.1 Information regarding the processing of Personal Data Less...

Your personal data will be processed by Iberdrola, S.A. (Plaza Euskadi 5, 48009 Bilbao) with the purpose of preventing risks of fraud and corruption. You may submit your requests to exercise these rights by writing to the following email address: cumplimiento@iberdrola.es. You can find more information in Privacy Policy.

4.1.1 I have read the Privacy Policy * Unspecified ▼

▼ 4.2 Signature Less...

For the record and to all relevant purposes, I state that the above information is true, that the data subjects whose data have been included in this form have been duly informed that Iberdrola will be processing same pursuant to the terms and conditions set out in the privacy notice above, and that the third party is aware of and shares the ethical and social responsibility principles of the Iberdrola Group, specifically including the Code of Conduct housed on the corporate website of IBERDROLA, S.A. (www.iberdrola.com).

4.2.1 Name and surnames *

4.2.2 By submitting this questionnaire, you confirm the above statement *

(*) Indicates a required field

Submit Entire Form

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Confirm that the information provided is accurate and accept the processing of personal data in accordance with Iberdrola's Privacy Policy

Declare that the interested parties have been informed and accept the ethical principles and Code of Conduct of the Iberdrola Group. To finalize, sign electronically to validate the information

Step 2: Complete the questionnaire

Submit your response to complete the process.

Ariba Sourcing Configuración de empresa ▼ joan jurídico ▼ Comentarios Ayuda ▼

< Volver al panel de Instrucciones IBERDROLA GROUP Sincronizar archivos con el escritorio

Consola Doc2787469438 - Formulario de Cumplimiento - Persona Física Tiempo restante: 44 días 18:23:22

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

▼ Contenido del evento

Todo el contenido

1 Introducción

2 Identificación

3 Información adicional

4 Declaración

Declaración (Sección 4 de 4) [Previo](#)

Nombre ↑

▼ 4 Declaración

▼ 4.1 Información sobre el tratamiento de datos personales Más... +

4.1.1 He leído la Política de Privacidad * Si ▼

▼ 4.2 Firma Más... +

4.2.1 Nombre y apellidos * Prueba Persona Jurídica 01

4.2.2 Con el envío de este formulario confirmo que estoy de acuerdo con la declaración anterior

(*) indica un campo necesario

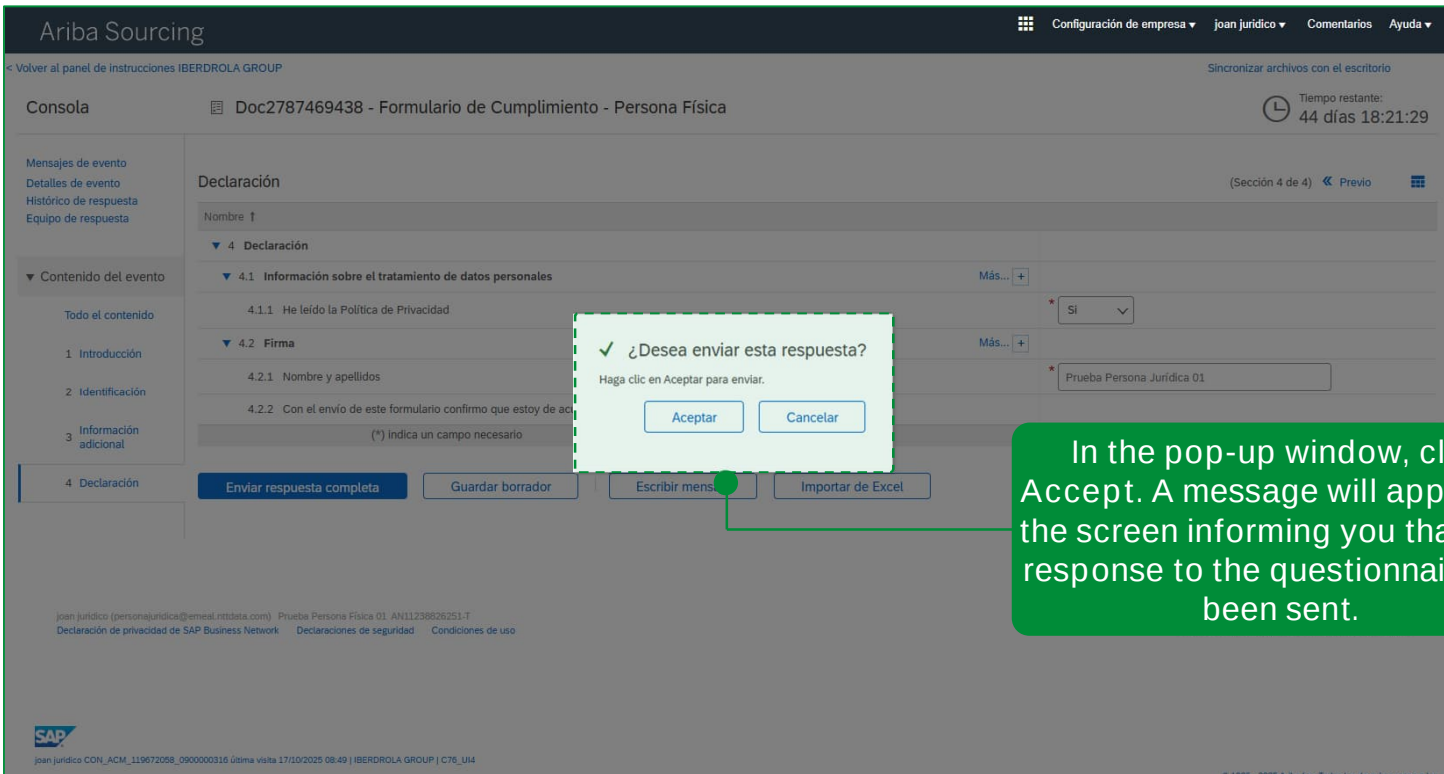
Enviar respuesta completa Guardar borrador Escribir mensaje Importar de Excel

joan.juridico (personajuridica@erneal.intdata.com) Prueba Persona Física 01 AN11238826251-T
Declaración de privacidad de SAP Business Network Declaraciones de seguridad Condiciones de uso

Select Submit complete response to send the questionnaire.

Step 2: Complete the questionnaire

Submit your response to complete the process.



Ariba Sourcing

Configuración de empresa | joan jurídico | Comentarios | Ayuda

Volver al panel de instrucciones IBERDROLA GROUP

Sincronizar archivos con el escritorio

Tiempo restante: 44 días 18:21:29

Consola: Doc2787469438 - Formulario de Cumplimiento - Persona Física

Mensajes de evento
Detalles de evento
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Contenido del evento

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1 Introducción

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Declaración

(Sección 4 de 4) < Previo

Nombre ↑

4.1 Información sobre el tratamiento de datos personales Más...

4.1.1 He leído la Política de Privacidad *

4.2 Firma Más...

4.2.1 Nombre y apellidos *

4.2.2 Con el envío de este formulario confirmo que estoy de acuerdo con los términos y condiciones de este formulario. (* Indica un campo necesario)

Enviar respuesta completa Guardar borrador Escribir mensaje Importar de Excel

joan jurídico (personajuridica@emeal.rtddata.com) Prueba Persona Física 01 AN11238526251-T
Declaración de privacidad de SAP Business Network Declaraciones de seguridad Condiciones de uso

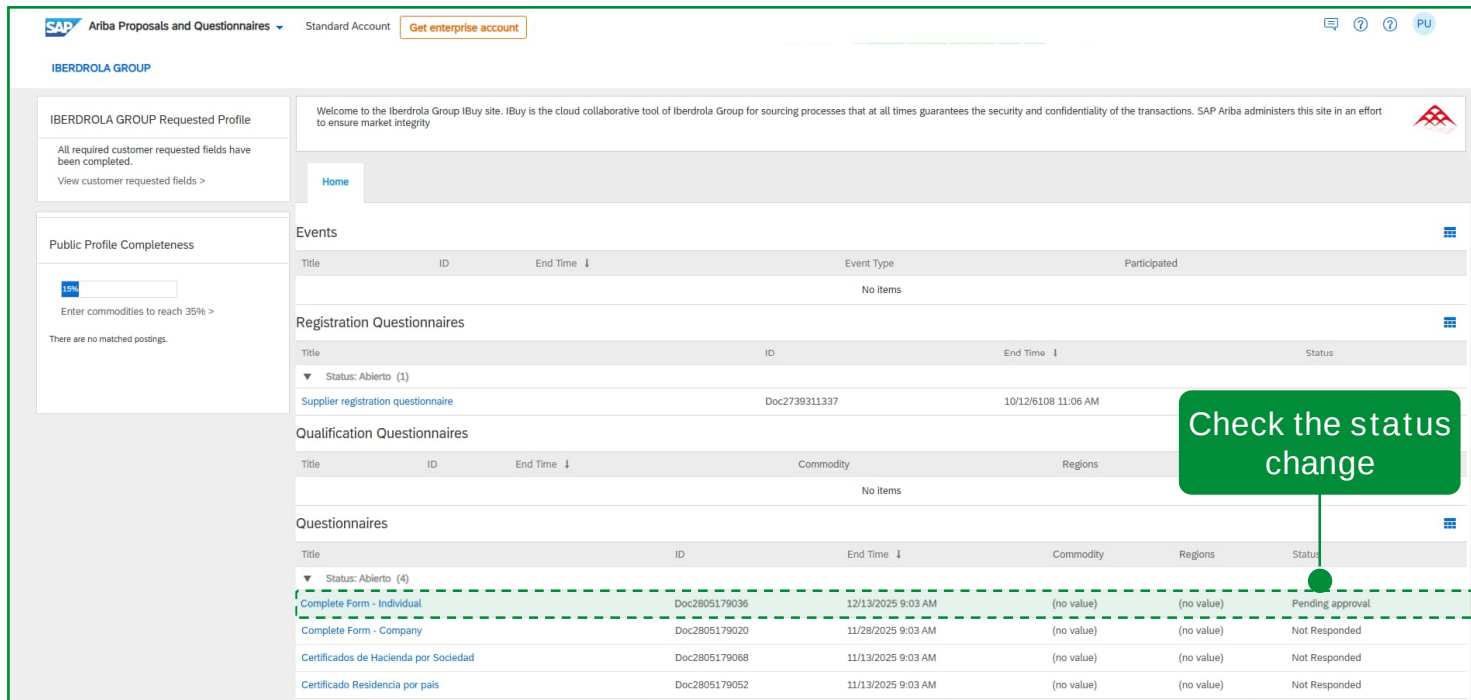
SAP

joan jurídico CON_ACM_119672058_09000000310 última visita 17/10/2025 08:49 | IBERDROLA GROUP | C76_U14

In the pop-up window, click Accept. A message will appear on the screen informing you that your response to the questionnaire has been sent.

Step 3: Review the status of the questionnaire

The status of the questionnaire will also change in your account. It will change to **Pending Approval**. Keep in mind that, although the questionnaire appears as pending approval, it is currently being processed and reviewed.



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The left sidebar contains the 'IBERDROLA GROUP' logo and a 'Public Profile Completeness' section showing a 15% progress bar. The main content area displays a list of questionnaires under the 'Questionnaires' section. A green dashed box highlights the first row, 'Complete Form - Individual', which has a status of 'Pending approval'. A green callout box with the text 'Check the status change' points to this row.

Title	ID	End Time	Commodity	Regions	Status
Complete Form - Individual	Doc2805179036	12/13/2025 9:03 AM	(no value)	(no value)	Pending approval
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

Thank you

December 2025

