

Compliance questionnaire form - Legal entity

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 COMPLIANCE QUESTIONNAIRE?

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



REQUIRED INFORMATION

- Company details and corporate structure
- Statement of regulatory compliance with ethical and regulatory standards.



IMPORTANT INFORMATION FOR COMPLETING THE QUESTIONNAIRE

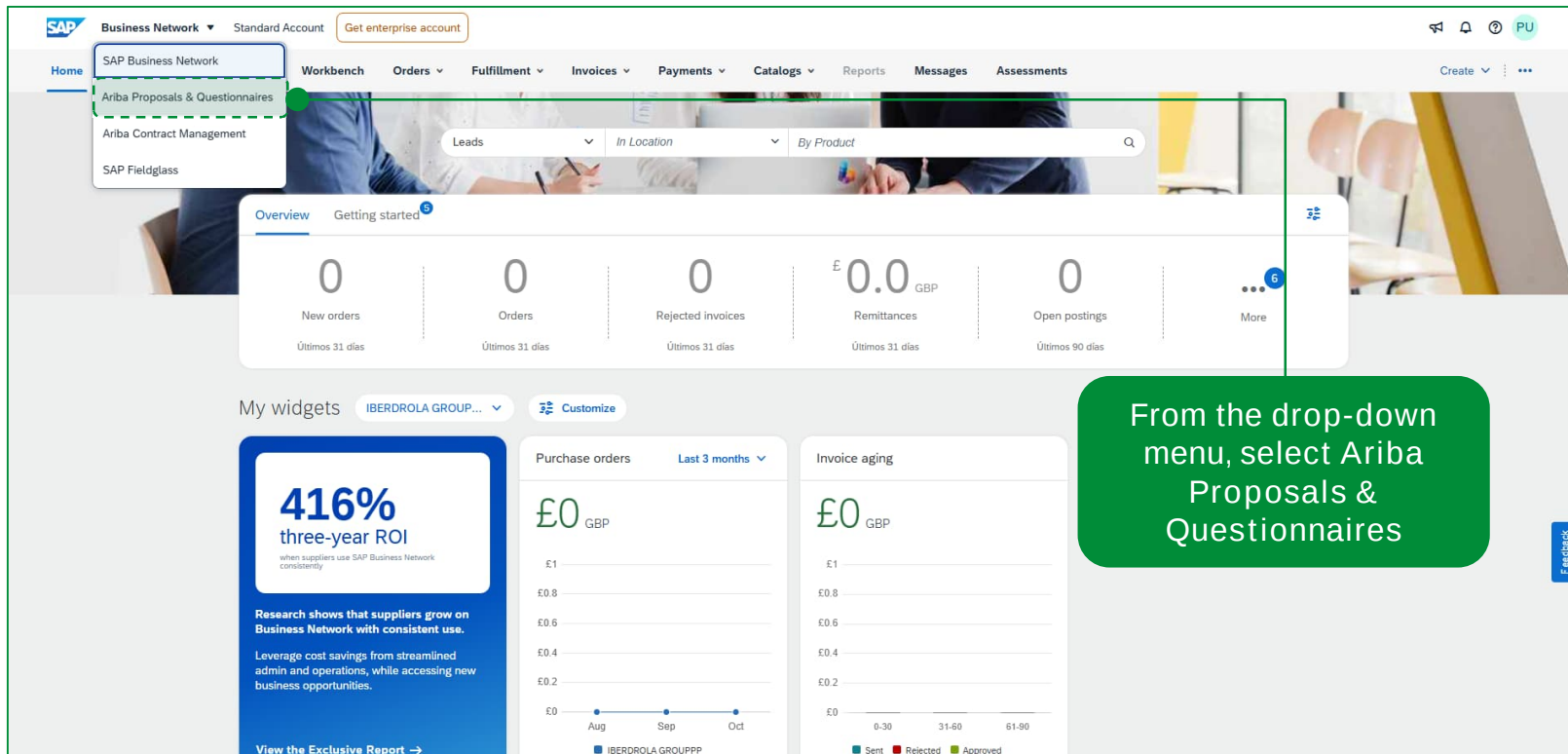
• It is recommended to attach files in **PDF** format.

- 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

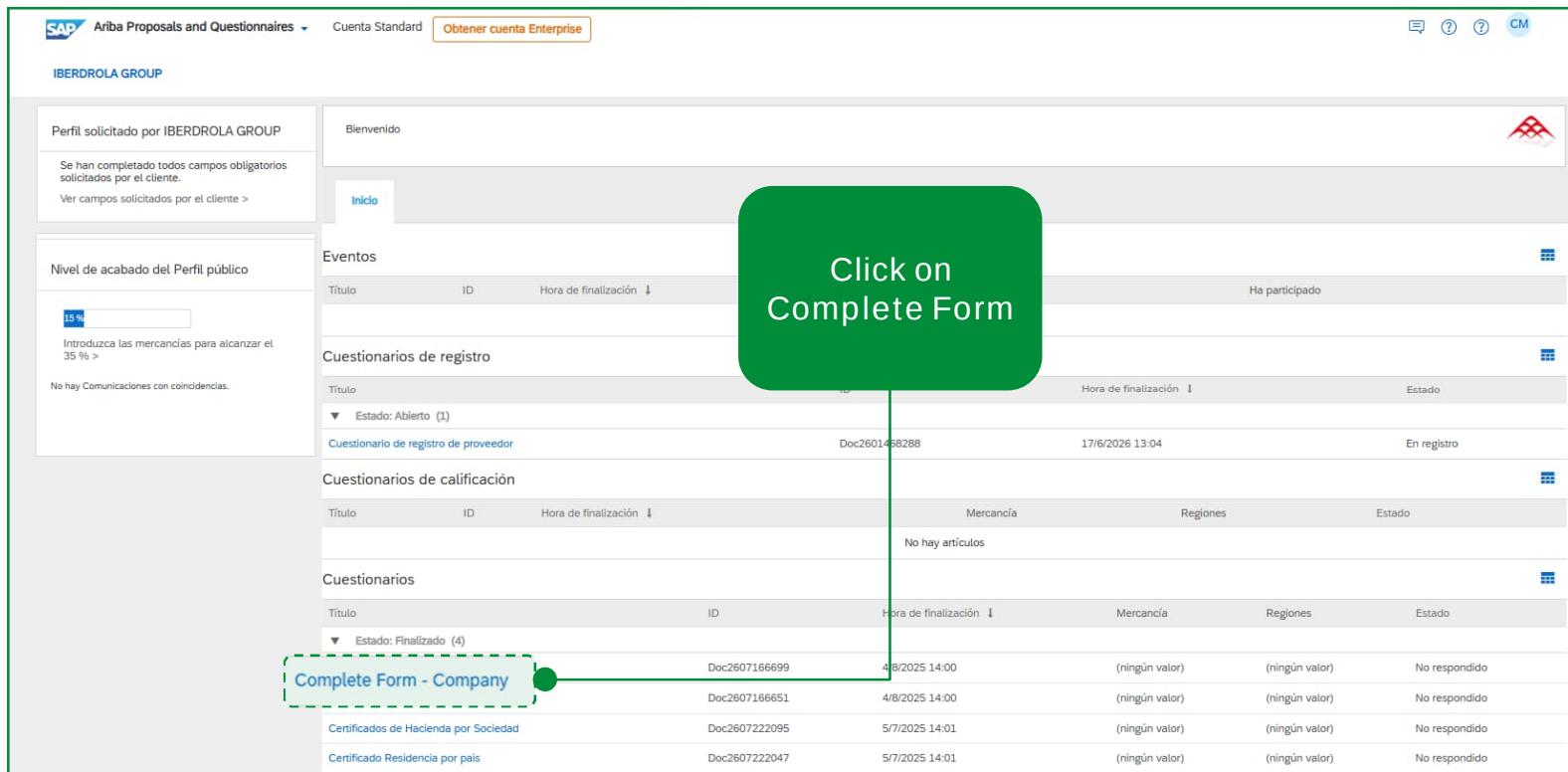
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Abierto (4)					
Complete Form - Individual	Doc2805179036	12/13/2025 9:03 AM	(no value)	(no value)	Not Responded
Complete Form - Company	Doc2805179020	11/28/2025 9:03 AM	(no value)	(no value)	Not Responded
Tax Certificate Questionnaire	Doc2805179068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



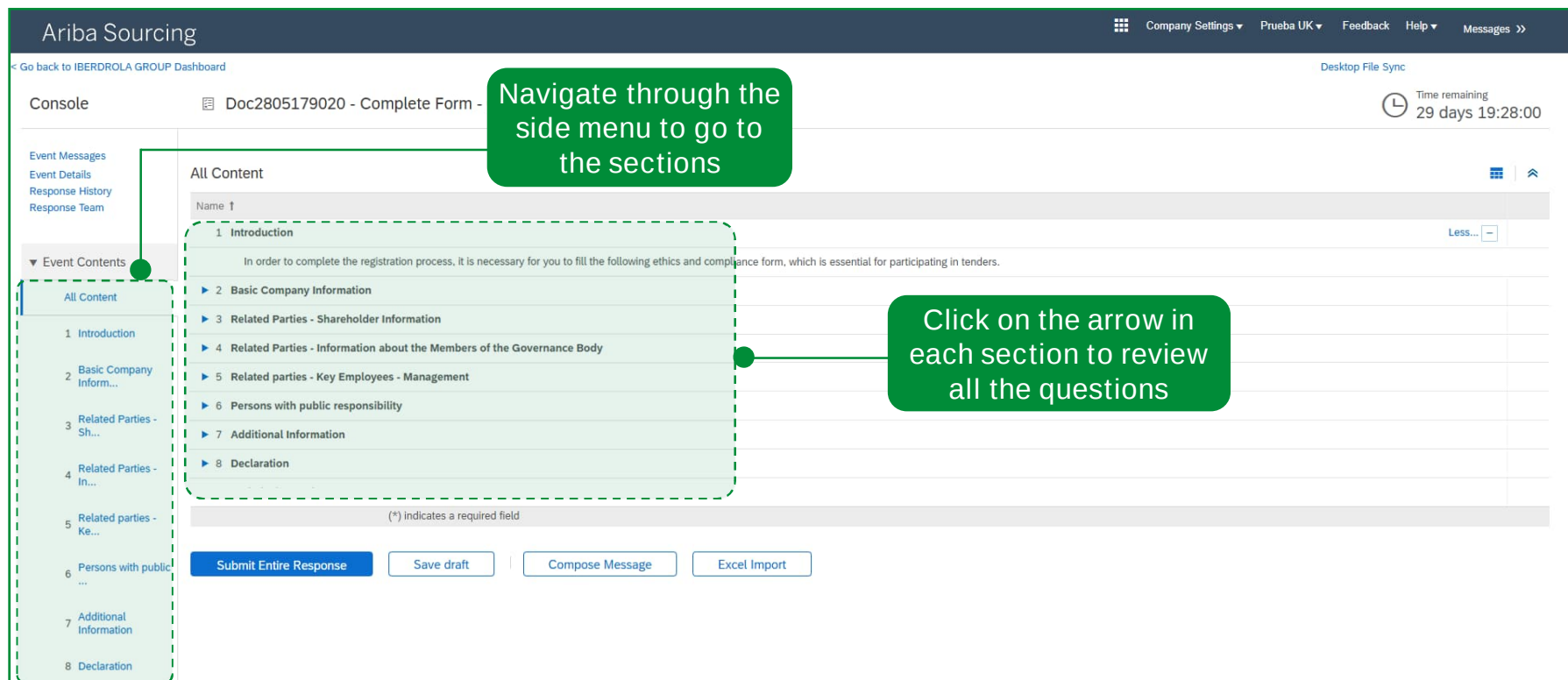
Click on Complete Form

Complete Form - Company

Título	ID	Hora de finalización	Mercancía	Regiones	Estado
▼ Estado: Finalizado (4)					
	Doc2607166699	4/8/2025 14:00	(ningún valor)	(ningún valor)	No respondido
	Doc2607166651	4/8/2025 14:00	(ningún valor)	(ningún valor)	No respondido
Certificados de Hacienda por Sociedad	Doc2607222095	5/7/2025 14:01	(ningún valor)	(ningún valor)	No respondido
Certificado Residencia por país	Doc2607222047	5/7/2025 14:01	(ningún valor)	(ningún valor)	No respondido

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. Depending on the answers you provide, not all fields may apply to your case.



The screenshot shows the Ariba Sourcing interface for a questionnaire titled "Doc2805179020 - Complete Form". The left sidebar contains a "Console" menu with "Event Messages", "Event Details", "Response History", and "Response Team". Below this is a "Event Contents" section with a list of sections: "All Content", "1 Introduction", "2 Basic Company Inform...", "3 Related Parties - Sh...", "4 Related Parties - In...", "5 Related parties - Ke...", "6 Persons with public...", "7 Additional Information", and "8 Declaration". A green dashed box highlights the "All Content" section in the sidebar and the "All Content" section in the main content area. A green callout box points to the "All Content" section in the sidebar with the text "Navigate through the side menu to go to the sections". Another green callout box points to the right arrow in the "All Content" section of the main content area with the text "Click on the arrow in each section to review all the questions". The main content area shows the "All Content" section with a list of sections: "1 Introduction", "2 Basic Company Information", "3 Related Parties - Shareholder Information", "4 Related Parties - Information about the Members of the Governance Body", "5 Related parties - Key Employees - Management", "6 Persons with public responsibility", "7 Additional Information", and "8 Declaration". Below the list is a note: "(*) indicates a required field". At the bottom of the main content area are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import". The top right of the interface shows a "Time remaining" of "29 days 19:28:00".

Introduction

In this section, you will find general information about the questionnaire and its objectives. Please read it carefully before you begin.

Ariba Sourcing

< Go back to IBERDROLA GROUP Dashboard

Doc2805179020 - Complete Form - Company

Feedback Help Messages

File Sync

Time remaining 29 days 19:23:46

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

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.

2 Basic Company Information

3 Related Parties - Shareholder Information

4 Related Parties - Information about the Members of the Governance Body

5 Related parties - Key Employees - Management

6 Persons with public responsibility

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Expand the questionnaire window by clicking on the arrow

Basic Company Information

In this section, you must provide basic information about the company to confirm its legal identity. This information includes your company's name and tax identification number, including the country and type of tax.

Ariba Sourcing

Go back to IBERDROLA GROUP Dashboard

Company Settings ▾ Prueba UK ▾ Feedback ▾ Help ▾ Messages

Desktop File Sync

Console

Doc2805179020 - Complete Form - Company

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Introduction

2 Basic Company Information

3 Related Parties - Sh...

4 Related Parties - In...

5 Related parties - Ke...

6 Persons with public ...

7 Additional Information

8 Declaration

9 Technical Questions

All Content

1 Introduction

2 Basic Company Information

3 Related Parties - Sh...

4 Related Parties - In...

5 Related parties - Ke...

6 Persons with public ...

7 Additional Information

8 Declaration

9 Technical Questions

1 Introduction

2 Basic Company Information

3 Related Parties - Sh...

4 Related Parties - In...

5 Related parties - Ke...

6 Persons with public ...

7 Additional Information

8 Declaration

9 Technical Questions

2.1 Legal Name

2.2 Tax ID

2.3 Registered Address

2.4 Registered Country/Territory of Legal Company

2.5 Company Website

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: ⓘ

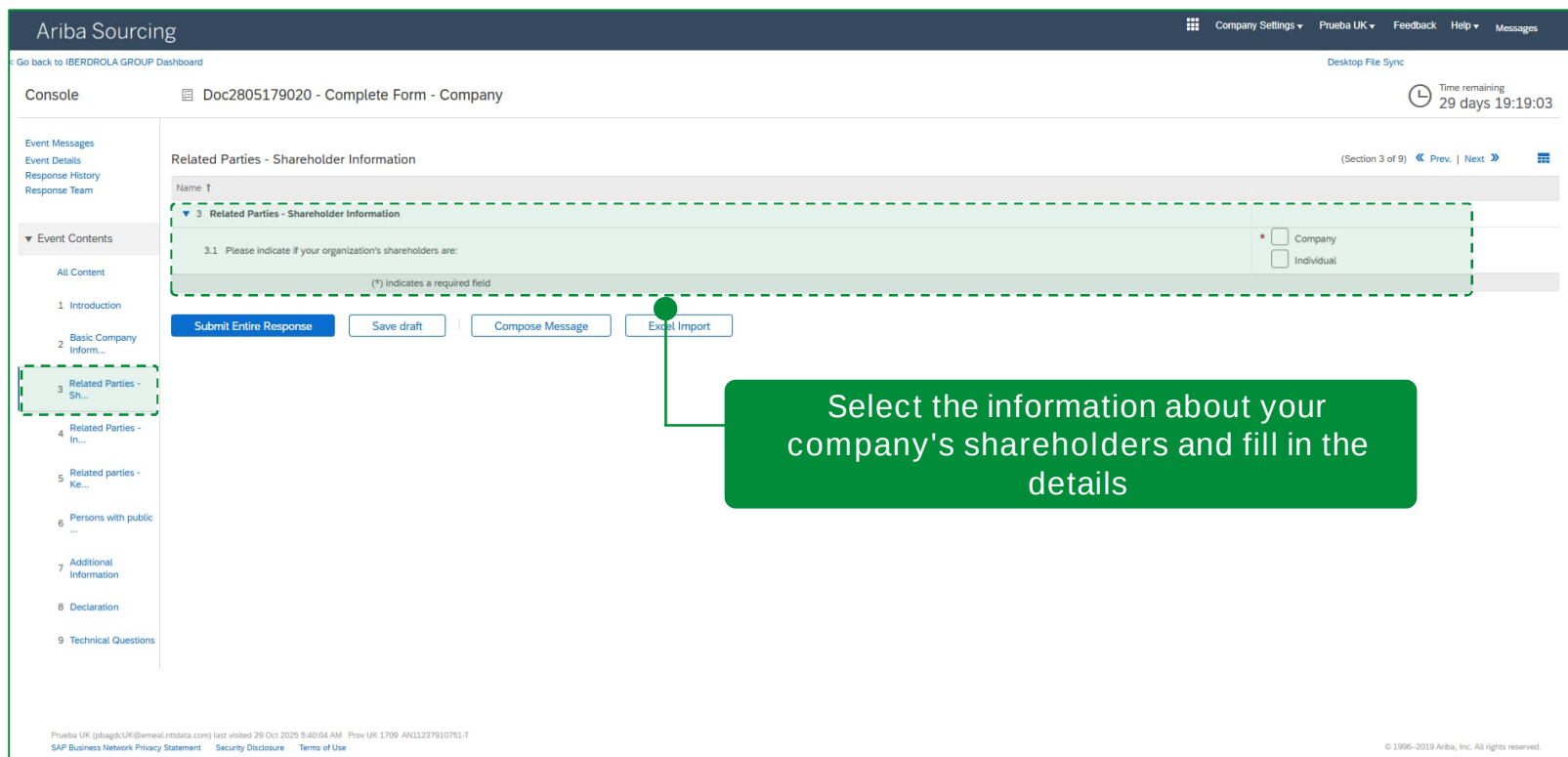
Postal Code: SW6 3AZ ⓘ City: BRADFORD ⓘ

Country/Region: United Kingdom (GB) ⓘ State/Province/Region: ⓘ

Verify that the information matches the official documents that you will need to submit later in the form

Related parties: Shareholder Information

In this section, you must declare the people who have a direct relationship with the company, such as legal representatives or partners.



Ariba Sourcing

Go back to IBERDROLA GROUP Dashboard

Company Settings Prueba UK Feedback Help Messages

Desktop File Sync

Time remaining: 29 days 19:19:03

Console Doc2805179020 - Complete Form - Company

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Introduction

2 Basic Company Inform...

3 Related Parties - Shareholder Information

4 Related Parties - In...

5 Related parties - Ke...

6 Persons with public ...

7 Additional Information

8 Declaration

9 Technical Questions

Related Parties - Shareholder Information

(Section 3 of 9) Prev Next

Name 1

3.1 Please indicate if your organization's shareholders are:

☐ Company
☐ Individual

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Select the information about your company's shareholders and fill in the details

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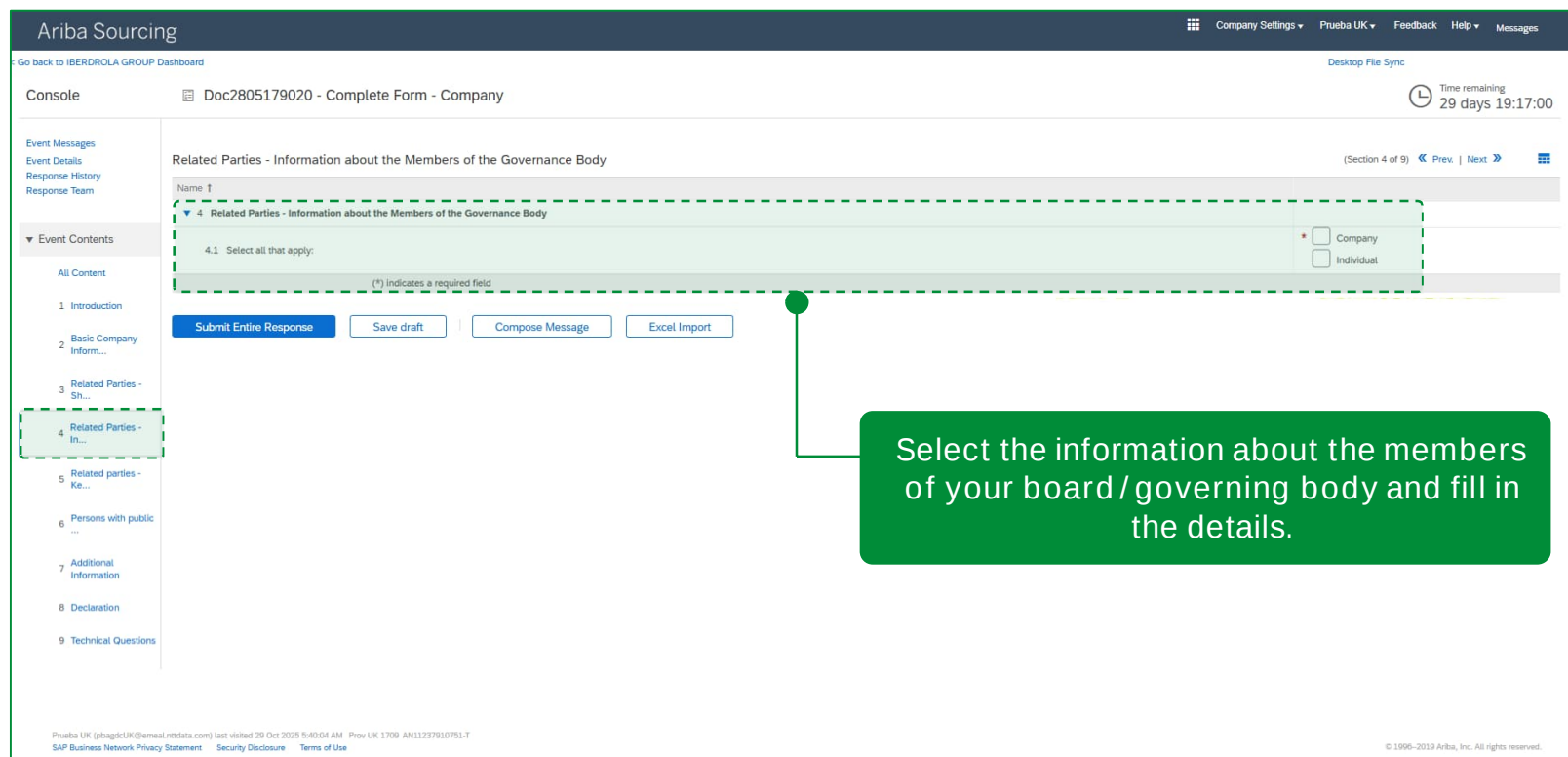
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REMEMBER: Depending on the answers you provide, not all fields may apply to your case

Related parties: Information about the Members of the Governance Body

In this section, you must provide information about the members of your company's board of directors or administrative body:



Ariba Sourcing

Go back to IBERDROLA GROUP Dashboard

Company Settings | Prueba UK | Feedback | Help | Messages

Desktop File Sync

Time remaining: 29 days 19:17:00

Console | Doc2805179020 - Complete Form - Company

Related Parties - Information about the Members of the Governance Body

(Section 4 of 9) | Prev | Next

Name ↑

4 Related Parties - Information about the Members of the Governance Body

4.1 Select all that apply:

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

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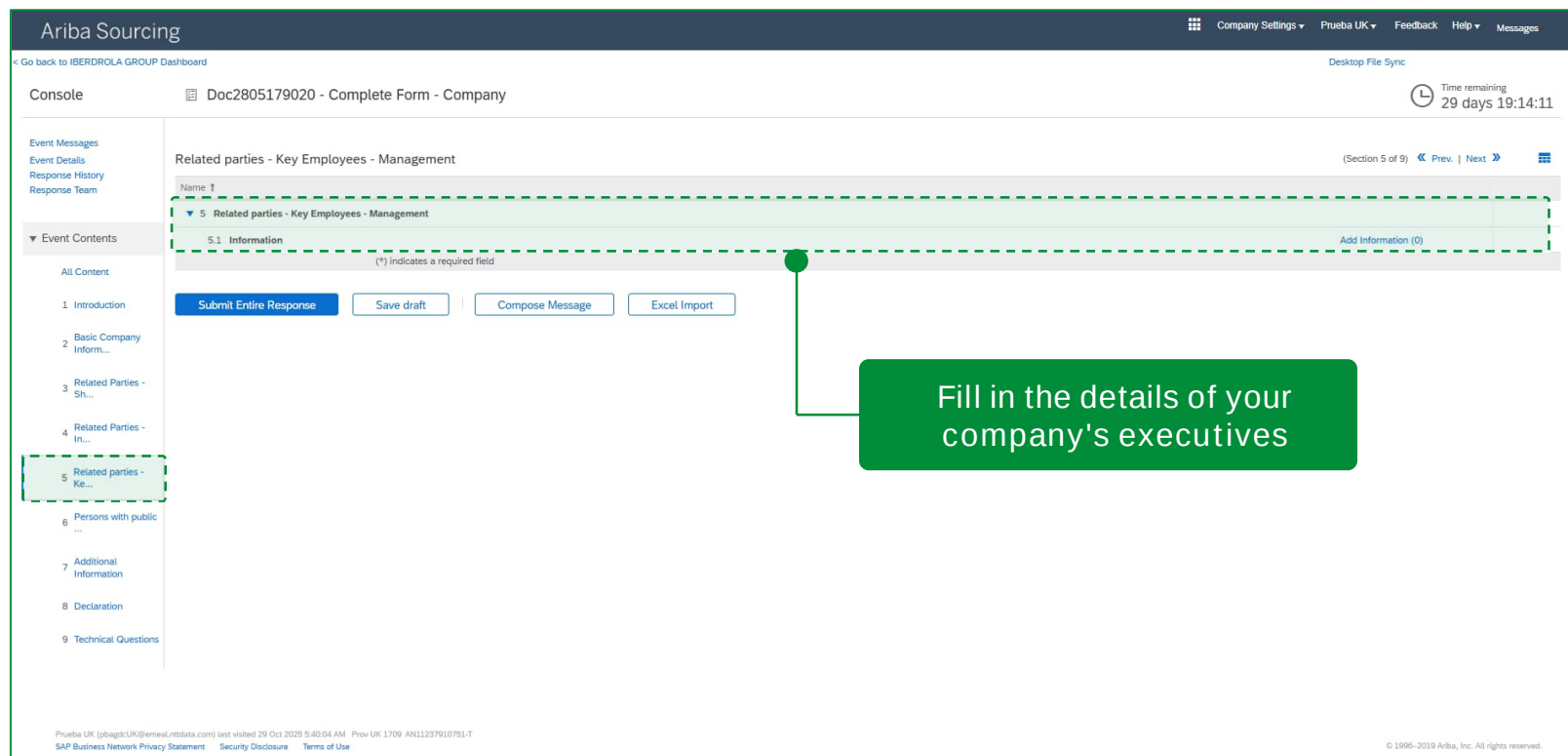
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REMEMBER: Depending on the answers you provide, not all fields may apply to your case

Related parties: Key Employees - Management

In this section, you must provide information about your company's executives:



Ariba Sourcing

Company Settings Prueba UK Feedback Help Messages

Go back to IBERDROLA GROUP Dashboard Desktop File Sync

Console Doc2805179020 - Complete Form - Company Time remaining 29 days 19:14:11

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 Introduction
- 2 Basic Company Inform...
- 3 Related Parties - Sh...
- 4 Related Parties - In...
- 5 Related parties - Ke... (highlighted)
- 6 Persons with public ...
- 7 Additional Information
- 8 Declaration
- 9 Technical Questions

Related parties - Key Employees - Management (Section 5 of 9) Prev Next

Name ↑

5 Related parties - Key Employees - Management

5.1 Information Add Information (0)

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

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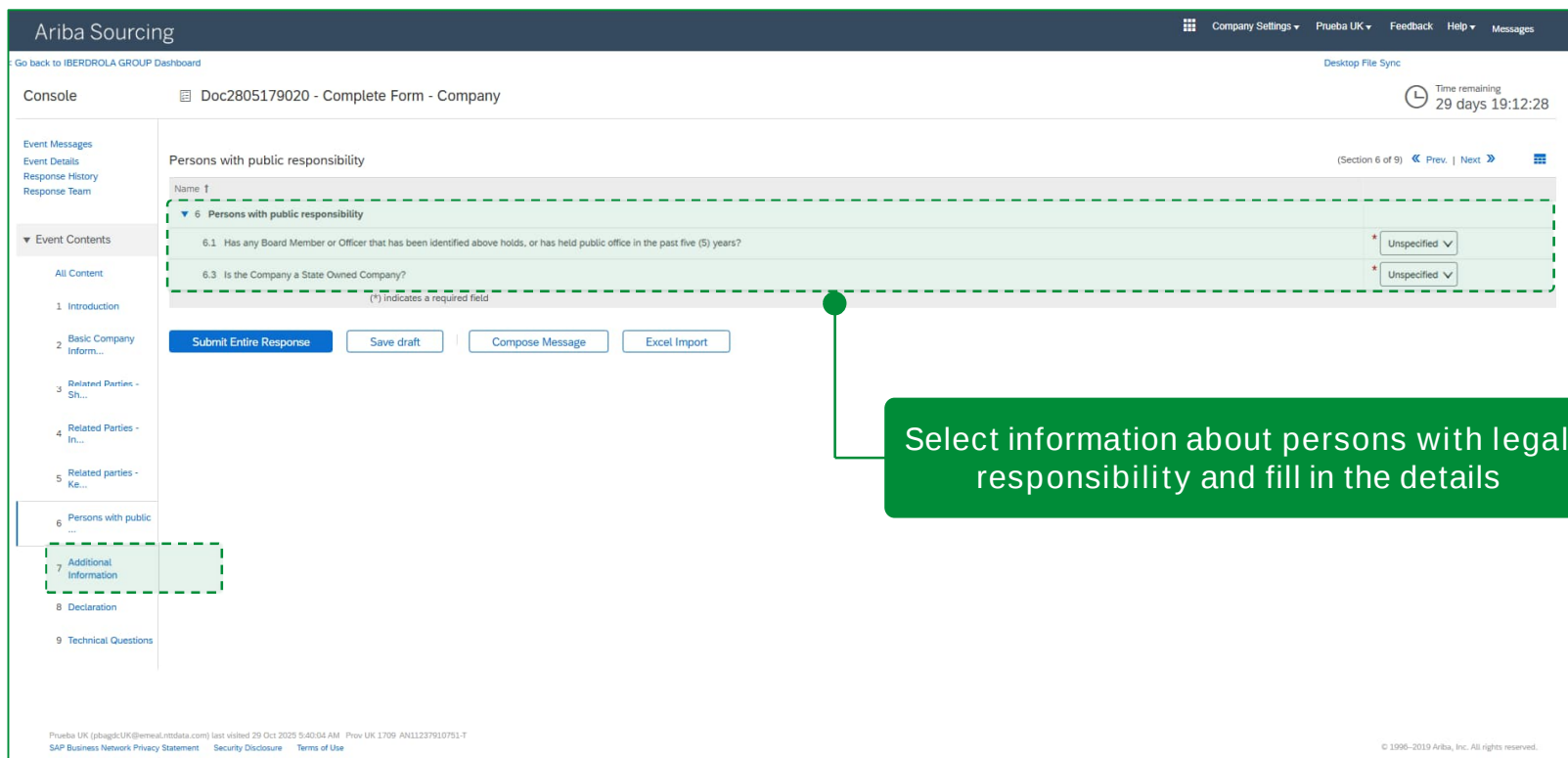
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REMEMBER: Depending on the answers you provide, not all fields may apply to your case

Information about persons with legal responsibility

In this section, you must provide information about the individuals in your company who have legal responsibility:



Ariba Sourcing

Go back to IBERDROLA GROUP Dashboard

Company Settings Prueba UK Feedback Help Messages

Desktop File Sync

Time remaining 29 days 19:12:28

Console Doc2805179020 - Complete Form - Company

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Introduction

2 Basic Company Inform...

3 Related Parties - Sh...

4 Related Parties - In...

5 Related parties - Ke...

6 Persons with public ...

7 Additional Information

8 Declaration

9 Technical Questions

Persons with public responsibility

(Section 6 of 9) Prev. Next

Name 1

6 Persons with public responsibility

6.1 Has any Board Member or Officer that has been identified above holds, or has held public office in the past five (5) years?

Unspecified

6.3 Is the Company a State Owned Company?

Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

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Select information about persons with legal responsibility and fill in the details



REMEMBER: Depending on the answers you provide, not all fields may apply to your case

Additional Information

Here, you must provide information about the company's legal history and commercial activity to ensure regulatory compliance and transparency in its relationship with Iberdrola. Responses must be supported by the relevant documentation where applicable.

Ariba Sourcing Company Settings ▾ Prueba UK ▾ Feedback Help ▾ Messages

[Go back to IBERDROLA GROUP Dashboard](#) Desktop File Sync

Console Doc2805179020 - Complete Form - Company Time remaining 29 days 19:09:50

Additional Information (Section 7 of 9) ⏪ Prev | Next ⏩

Name ↑

▼ **7 Additional Information**

7.1 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 ▾

7.3 In the last five (5) years, has the Company had a direct presence (holding, subsidiary and/or branch) or undertaken commercial activity in any countries or with any entities or individuals sanctioned by the U.S. Office of Foreign Asset Control, Department of State, European Union, or other sanctions-issuing authority in the United States or abroad? If the answer is yes, identify the sanctions entity and nature of the activity. * Unspecified ▾

7.5 In the last five (5) years, has the company had a direct presence (holding company, subsidiary, and/or branch) or commercial activity in any of the following countries? * Unspecified ▾

- Afghanistan - Belarus - Burundi - Burma - Central African Republic - Cuba - Republic of the Congo - Haiti - Iran - Ethiopia	- Guatemala - Lebanon - Montenegro - Moldova - Libya - North Korea - Guinea Bissau - Republic of Guinea (Conakry) - Serbia - Russia	- Somalia - Sudan - South Sudan - Ukraine - Venezuela - Syria - Tunisia - Yemen and/or Zimbabwe - China - Bosnia and Herzegovina	- Mali - Nicaragua - Turkey - Hong Kong - Nigeria - Iraq
--	--	---	---

(*) Indicates a required field

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

Answer questions about investigations, litigation, and business activities over the past 5 years

Declaration

In this section, you must confirm the accuracy of the information provided, give your consent for data processing, and accept the ethical principles and the Iberdrola Group Code of Conduct.

Ariba Sourcing Company Settings ▾ Prueba UK ▾ Feedback Help ▾ Messages

[Go back to IBERDROLA GROUP Dashboard](#) Desktop File Sync

Console Doc2805179020 - Complete Form - Company Time remaining 29 days 19:06:33

Declaration (Section 8 of 9) [Prev](#) | [Next](#) 

Name

8 Declaration

8.1 Information regarding the processing of Personal Data More... 

8.1.1 I have read the Privacy Policy *

8.2 Signature More... 

8.2.1 Name *

8.2.2 Position Held *

8.2.3 By submitting this questionnaire, you agree with the above statement

(*) Indicates a required field

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

Event Contents

- All Content
- 1 Introduction
- 2 Basic Company Inform...
- 3 Related Parties - Sh...
- 4 Related Parties - In...
- 5 Related parties - Ke...
- 6 Persons with public ...
- 7 Additional Information
- 8 Declaration**

Confirm that the company complies with current regulations and that you authorize the processing of data in accordance with applicable legislation

Step 2: Complete the questionnaire

Submit your response to complete the process.

Ariba Sourcing Company Settings ▾ Prueba UK ▾ Feedback Help ▾ Messages >>

[Go back to IBERDROLA GROUP Dashboard](#) Desktop File Sync

Console Doc2805179020 - Complete Form - Company Time remaining 29 days 19:28:00

Event Messages
[Event Details](#)
[Response History](#)
[Response Team](#)

Event Contents

- All Content
- 1 Introduction
- 2 Basic Company Inform...
- 3 Related Parties - Sh...
- 4 Related Parties - In...
- 5 Related parties - Ke...
- 6 Persons with public ...
- 7 Additional Information
- 8 Declaration

All Content

Name ↑

1 Introduction Less... ▾

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.

- ▶ 2 Basic Company Information
- ▶ 3 Related Parties - Shareholder Information
- ▶ 4 Related Parties - Information about the Members of the Governance Body
- ▶ 5 Related parties - Key Employees - Management
- ▶ 6 Persons with public responsibility
- ▶ 7 Additional Information
- ▶ 8 Declaration
- ▶ 9 Technical Questions

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Select Submit Entire Response to send the questionnaire

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.

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	10/12/2018 11:06 AM	Registered

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions
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)	Pending approval
Complete Form - Company	Doc2805179020	11/28/2025 9:03 AM	(no value)	(no value)	Pending approval
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

Check the status change

Thank you

December 2025

