

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.

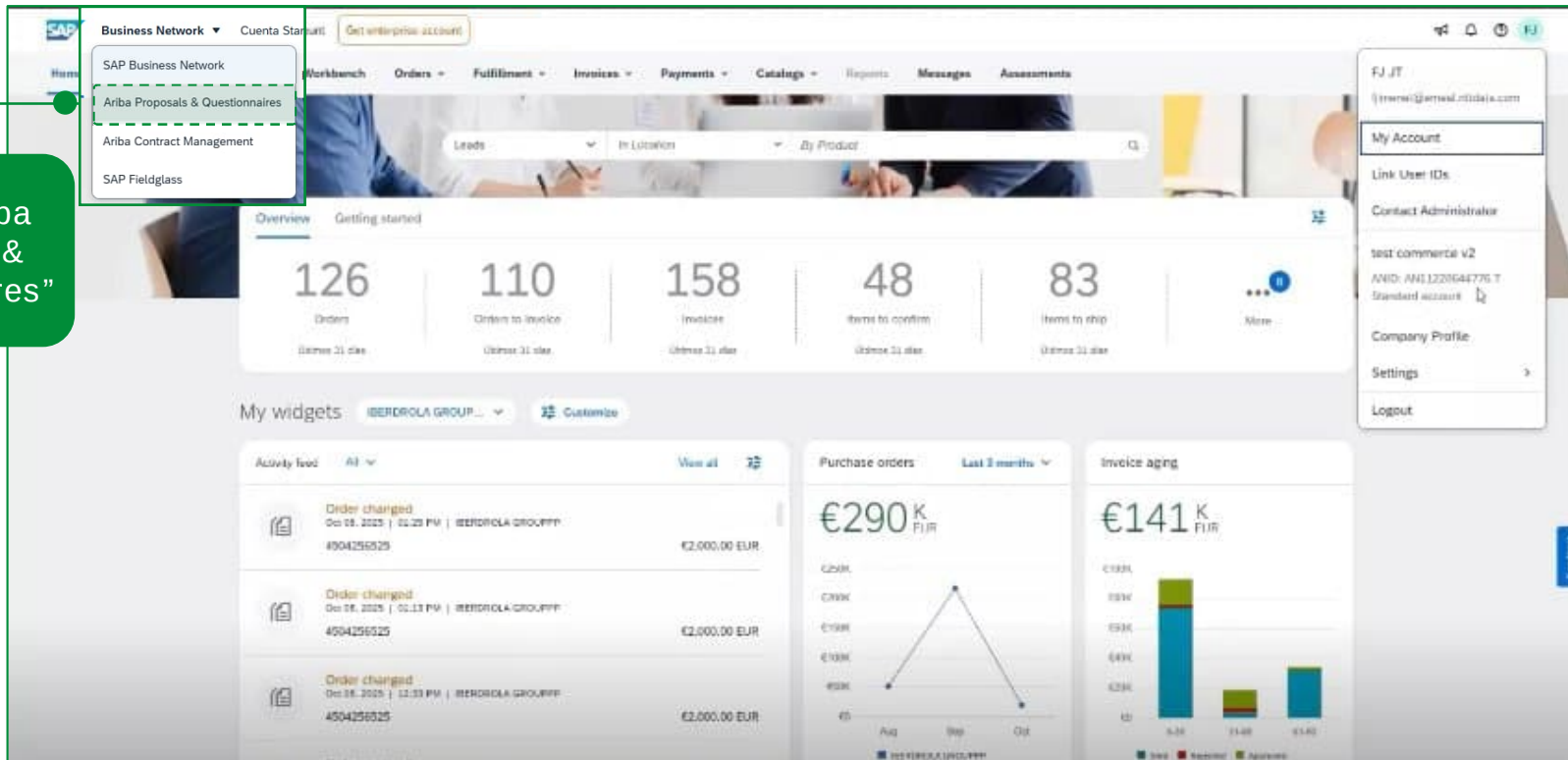
In the following sections you will find clear instructions on how to update your information and maintain your profile in accordance with the requirements of the Iberdrola Group.

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"

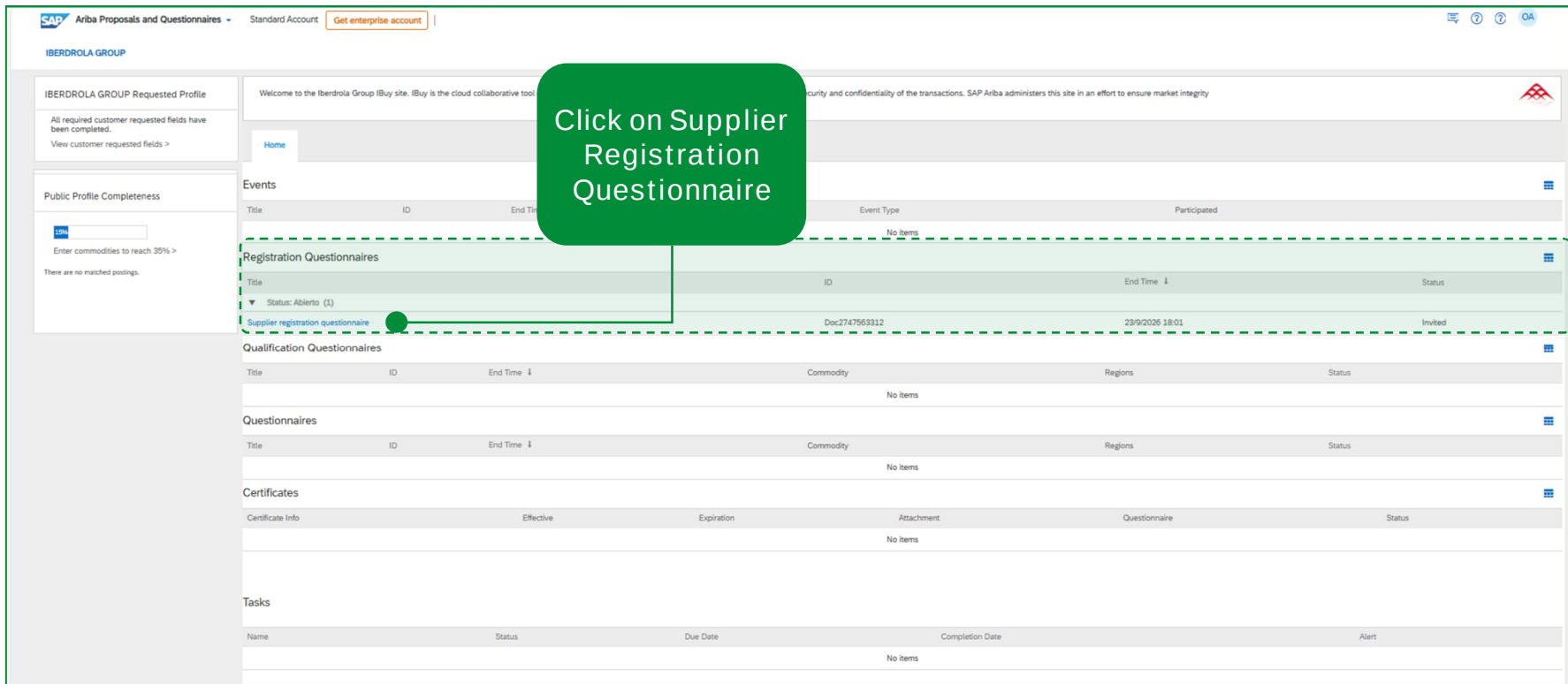


The screenshot displays the SAP Business Network user interface. At the top, there is a navigation bar with the 'Business Network' dropdown menu open, showing options: 'SAP Business Network', 'Ariba Proposals & Questionnaires' (highlighted with a green dashed box), 'Ariba Contract Management', and 'SAP Fieldglass'. Below the navigation bar, the main dashboard features several 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 €290K FJIR), and 'Invoice aging' (showing €141K FJIR). A user profile dropdown on the right shows the user 'FJ JT' with options for 'My Account', 'Link User IDs', 'Contact Administrator', 'test commercial v2', 'Company Profile', 'Settings', and 'Logout'.

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" section. The interface includes a sidebar with "IBERDROLA GROUP" and "Public Profile Completeness" (10%). The main content area displays a table of "Registration Questionnaires" with columns for Title, ID, End Time, Status, and Invited. The table shows one entry: "Supplier registration questionnaire" with ID "Doc2747563312" and status "Invited".

Title	ID	End Time	Status	Invited
Supplier registration questionnaire	Doc2747563312	23/9/2026 18:01	Invited	

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 ⓘ

All Content

Name ↑

1 Introduction Less...

▼ 2 Questionnaire status and communication

2.1 Indicate mail to send the result of the questionnaire cmujicag@emeal.rnttdata.com

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 console sidebar on the left lists various event-related options. The main content area shows a list of event contents, with a 'Revise Response' button visible. A modal dialog box titled 'Revise Response?' is centered on the screen, containing a warning icon, the title, a confirmation message, and 'OK' and 'Cancel' buttons. A green callout box with the text 'Click OK to continue' points to the 'OK' button in the dialog.

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...

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...

13 Corporate Policies A...

15 Technical Section

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

Revise Response

All Content

Name ↑

1 Introduction

Less...

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

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel

Show More

Street: OXFORD STREET 35

House Number:

Street 2:

Compose Message

Click OK to continue

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'. The 'Submit Entire Response' button is highlighted in blue.

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

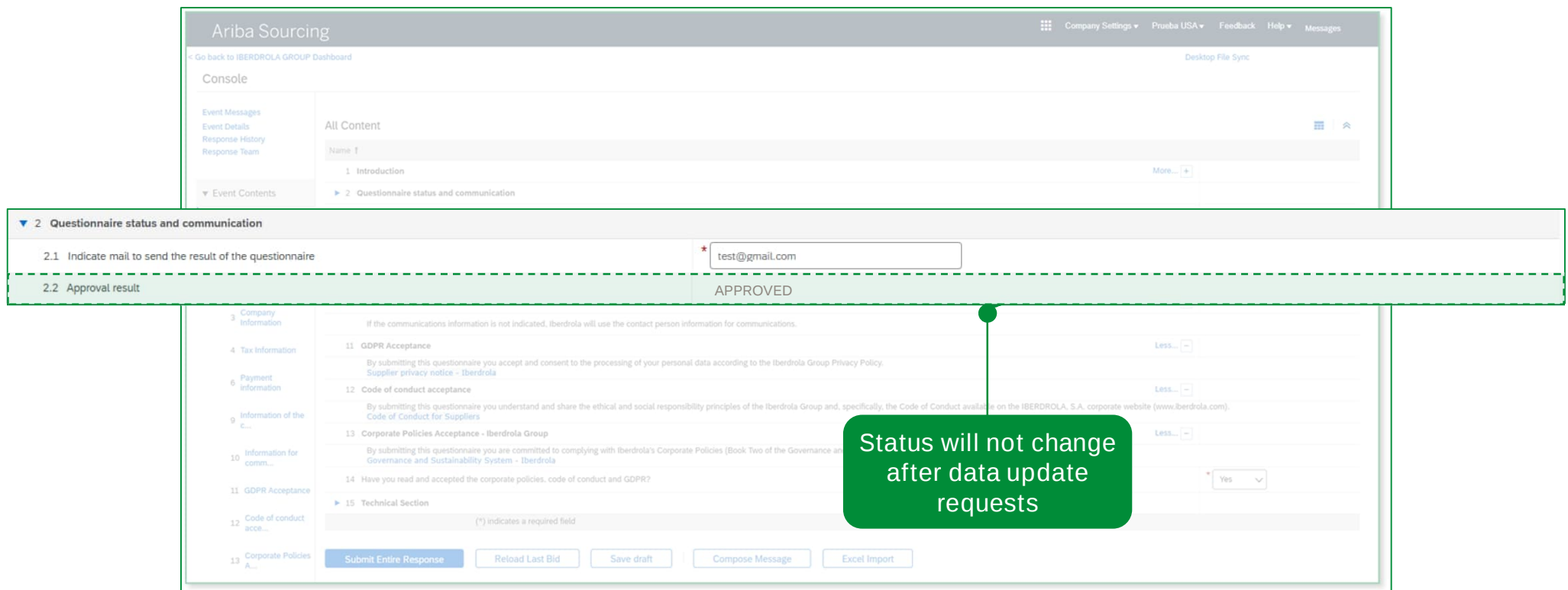
Qualification Questionnaires

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

If the communications information is not indicated, Iberdrola will use the contact person information for communications.

4 Tax Information

11 GDPR Acceptance

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

6 Payment Information

12 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

9 Information of the C...

13 Corporate Policies Acceptance - Iberdrola Group

By submitting this questionnaire you are committed to complying with Iberdrola's Corporate Policies (Book Two of the Governance and Sustainability System - Iberdrola)

10 Information for comm...

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

* Yes

11 GDPR Acceptance

15 Technical Section

(*) indicates a required field

12 Code of conduct acceptance

13 Corporate Policies Acceptance

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

Status will not change after data update requests

Thank
you

December 2025

