Supplier Manual

Tax Residence Questionnaire by Country

December 2025

1. Introduction

2. Step-by-step guide to the Tax Residence Questionnaire by Country

1. Introduction

INTRODUCTION

This manual aims to guide you step by step through accessing, completing, and submitting the Tax Residence Questionnaire by country in SAP Business Network.

WHAT IS THE TAX RESIDENCY QUESTIONNAIRE ?

It is a questionnaire requested by Iberdrola on SAP Business Network that suppliers can complete to prove their tax residence in each country where they operate, thereby avoiding double taxation.

REQUIRED INFORMATION

- Certificate of Tax Residence issued by the tax authority of the relevant country.

This document can be requested from the tax authority of the country where the supplier has tax residence.

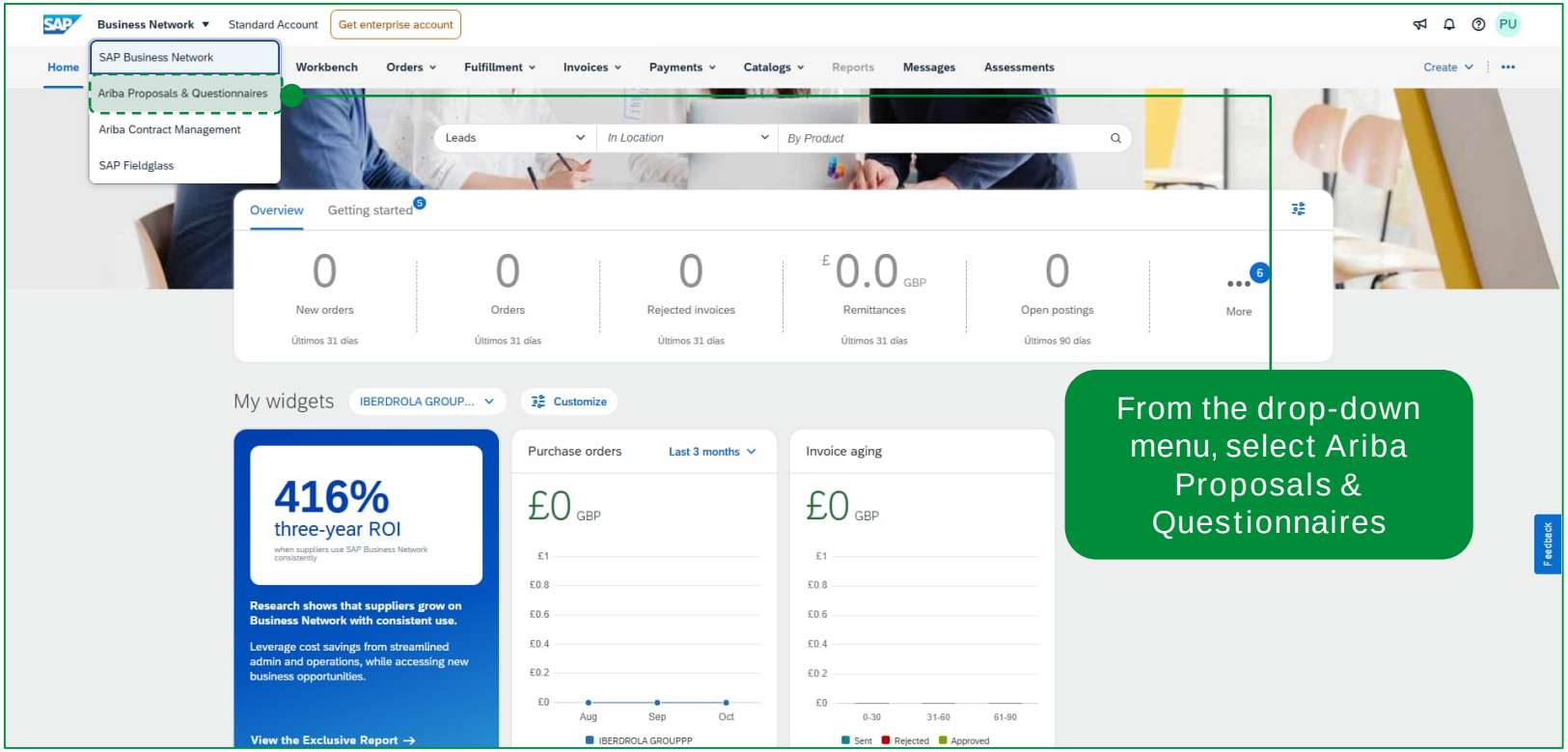
IMPORTANT INFORMATION FOR COMPLETING THE QUESTIONNAIRE

- 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

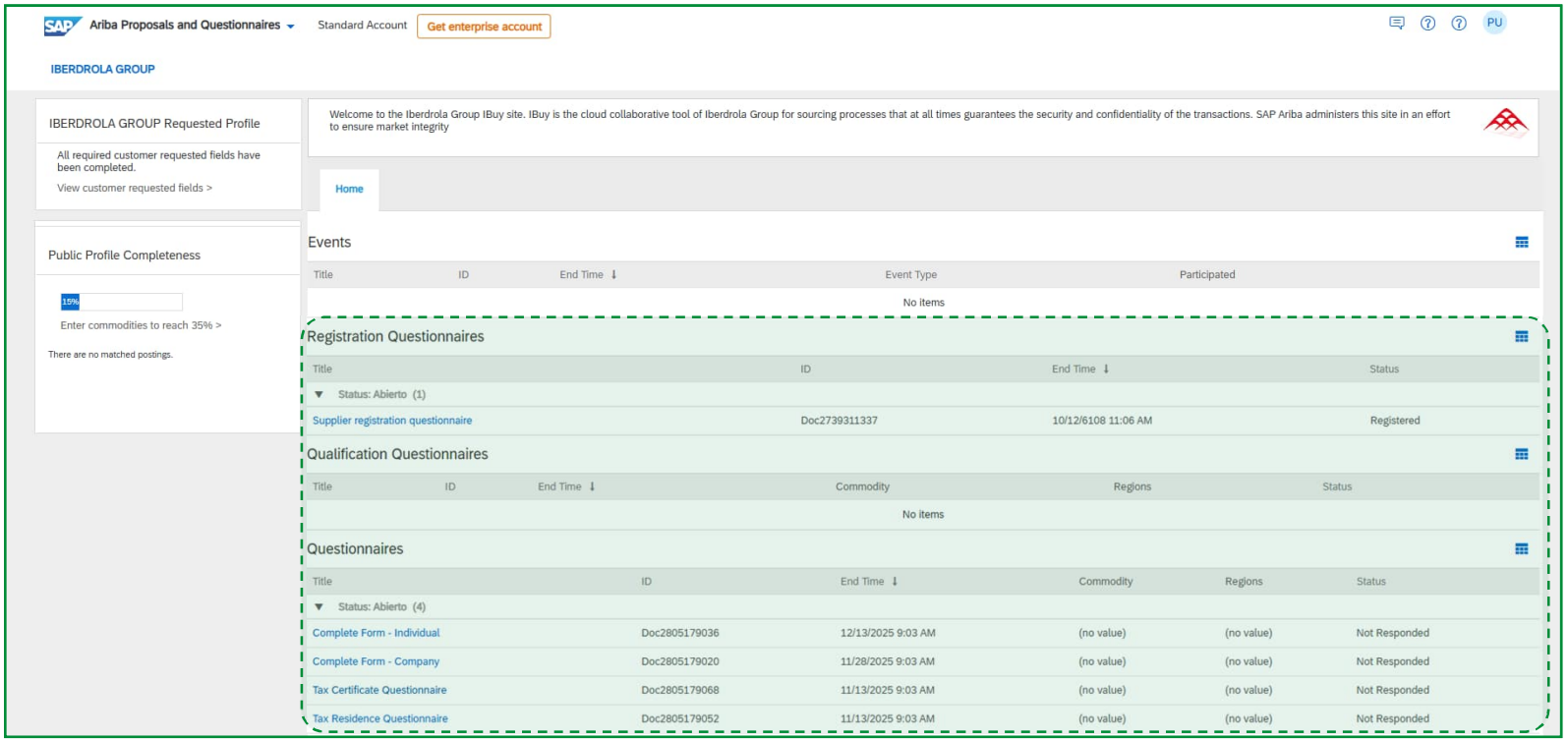
Step 1: Access the questionnaire

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



Step 1: Access the questionnaire (cont.)

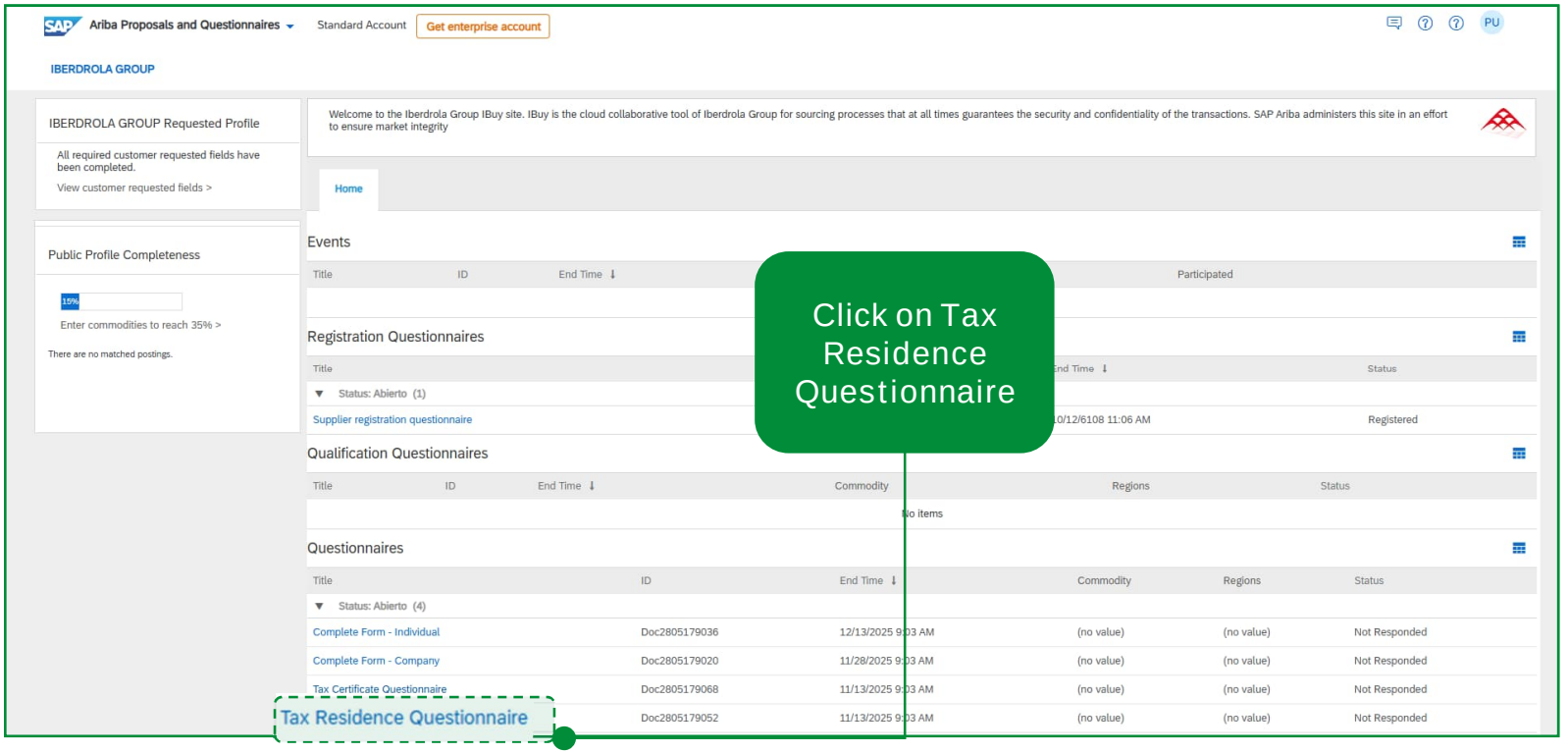
In Ariba Proposals & Questionnaires, you can see all the questionnaires you need to complete as a supplier. Each one has a status and a completion date and time as an update.



Questionnaires are always available for when you need to update information

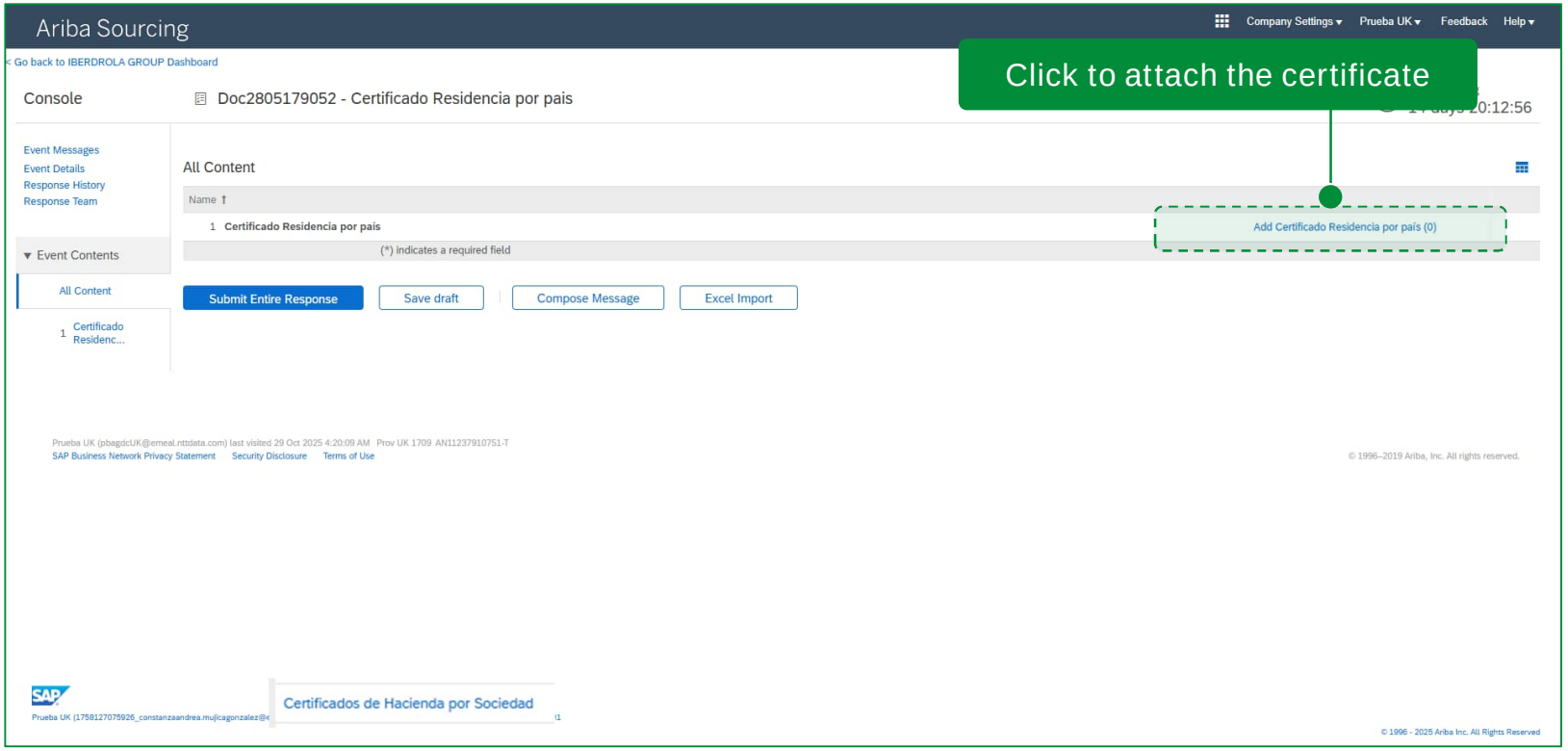
Step 1: Access the questionnaire (cont.)

The Tax Residence Questionnaire by country ensures that your company's tax residence information is up to date and prevents the possible application of double taxation on your operations. Let's review how to fill it out.



Step 2: Complete the questionnaire

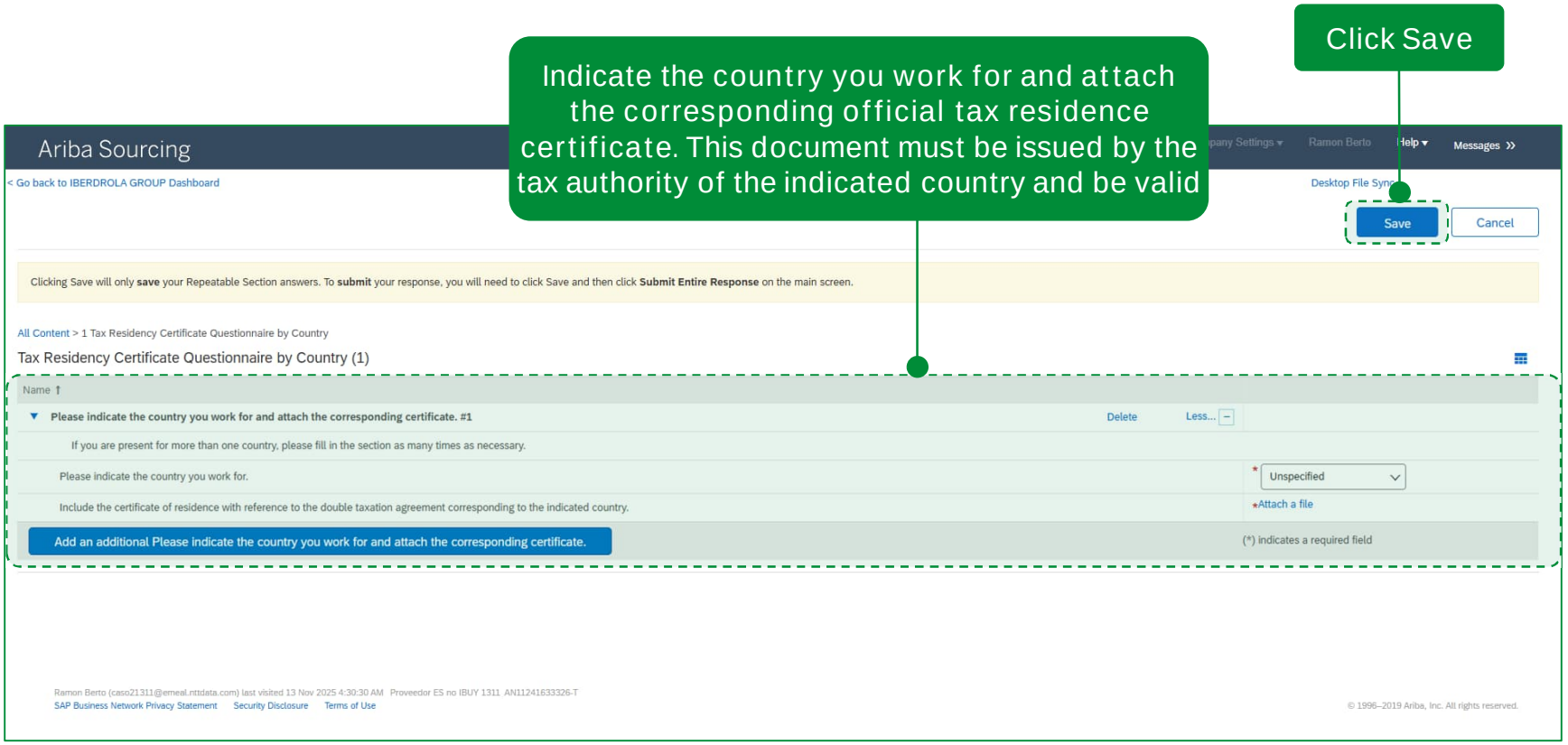
In this section, you must attach the Certificate of Tax Residence. You must provide one certificate for each Iberdrola Group country your company works with.



For Portugal, you must provide a certificate for each Iberdrola Group company with which your company works

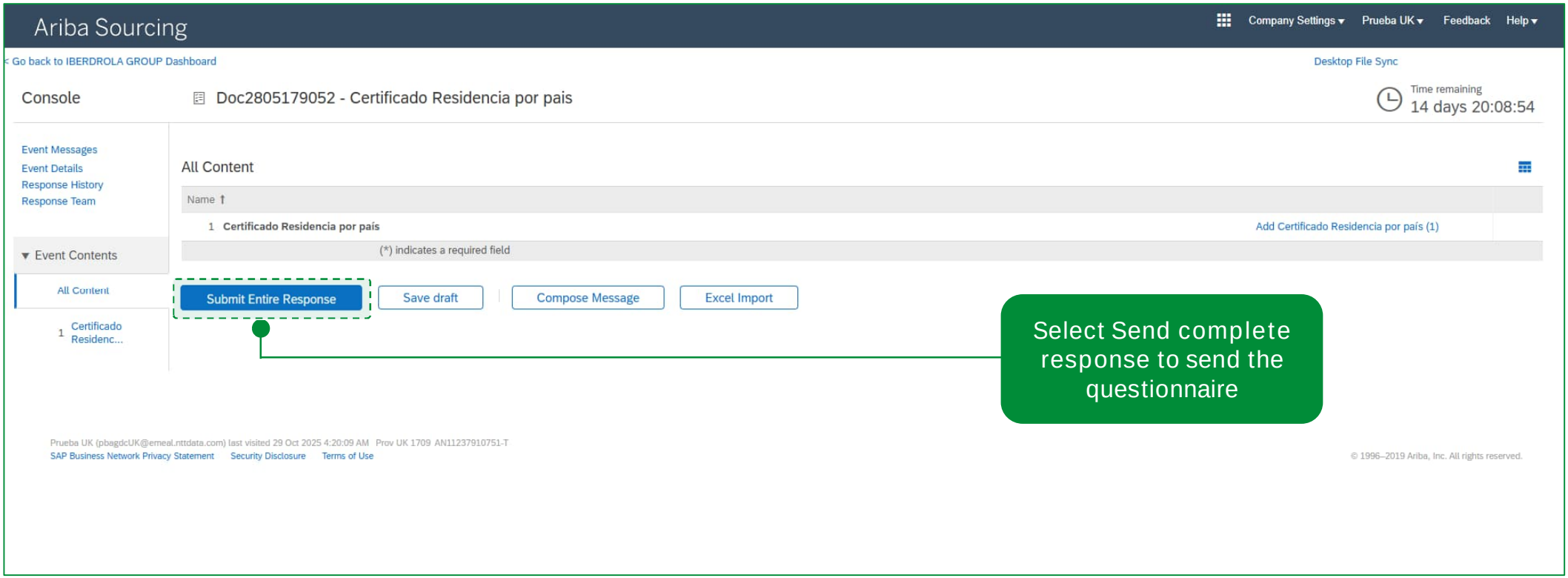
Step 2: Complete the questionnaire (cont.)

Fill in the requested information and attach the certificate.



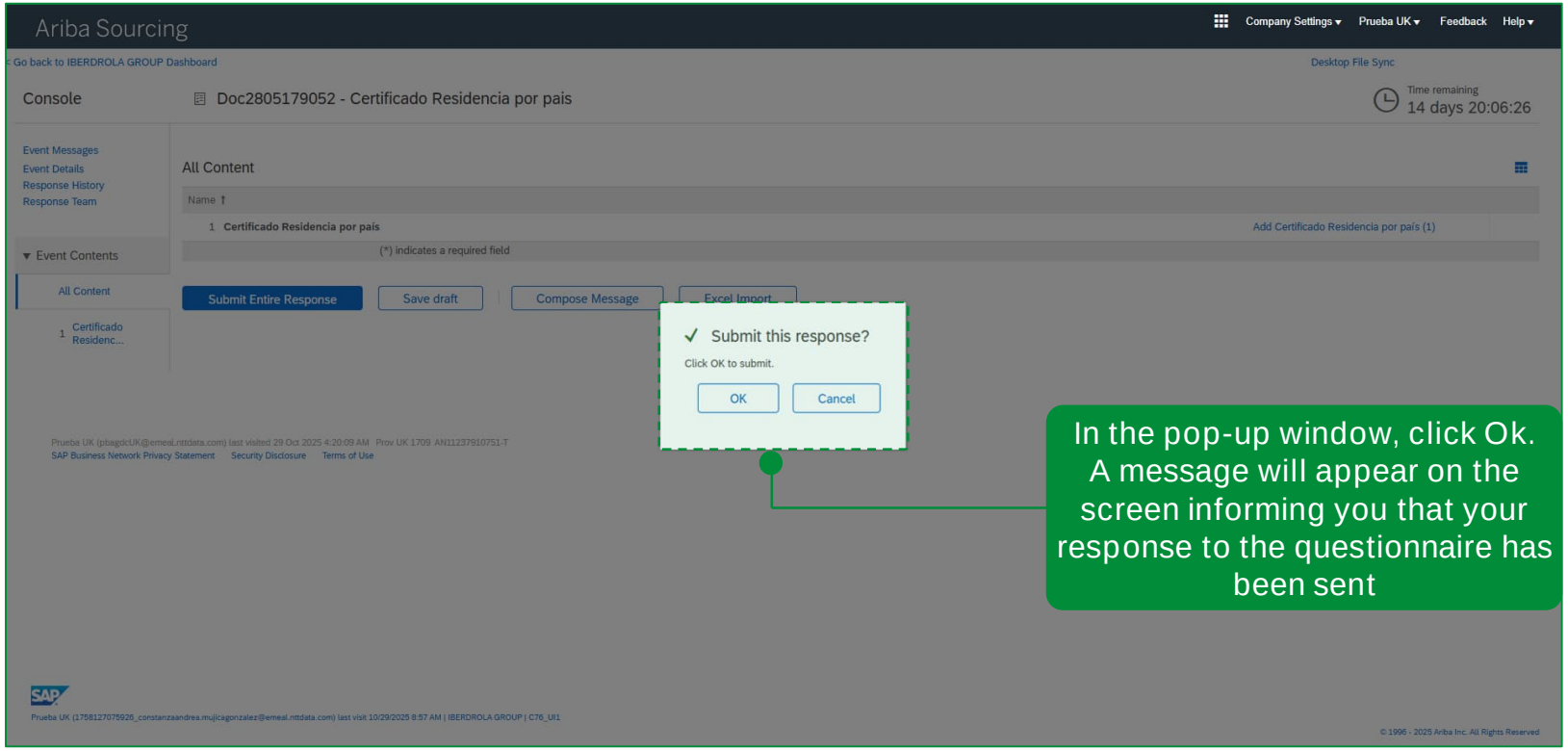
Step 2: Complete the questionnaire (cont.)

If you have already filled in all the required information, please submit your response.



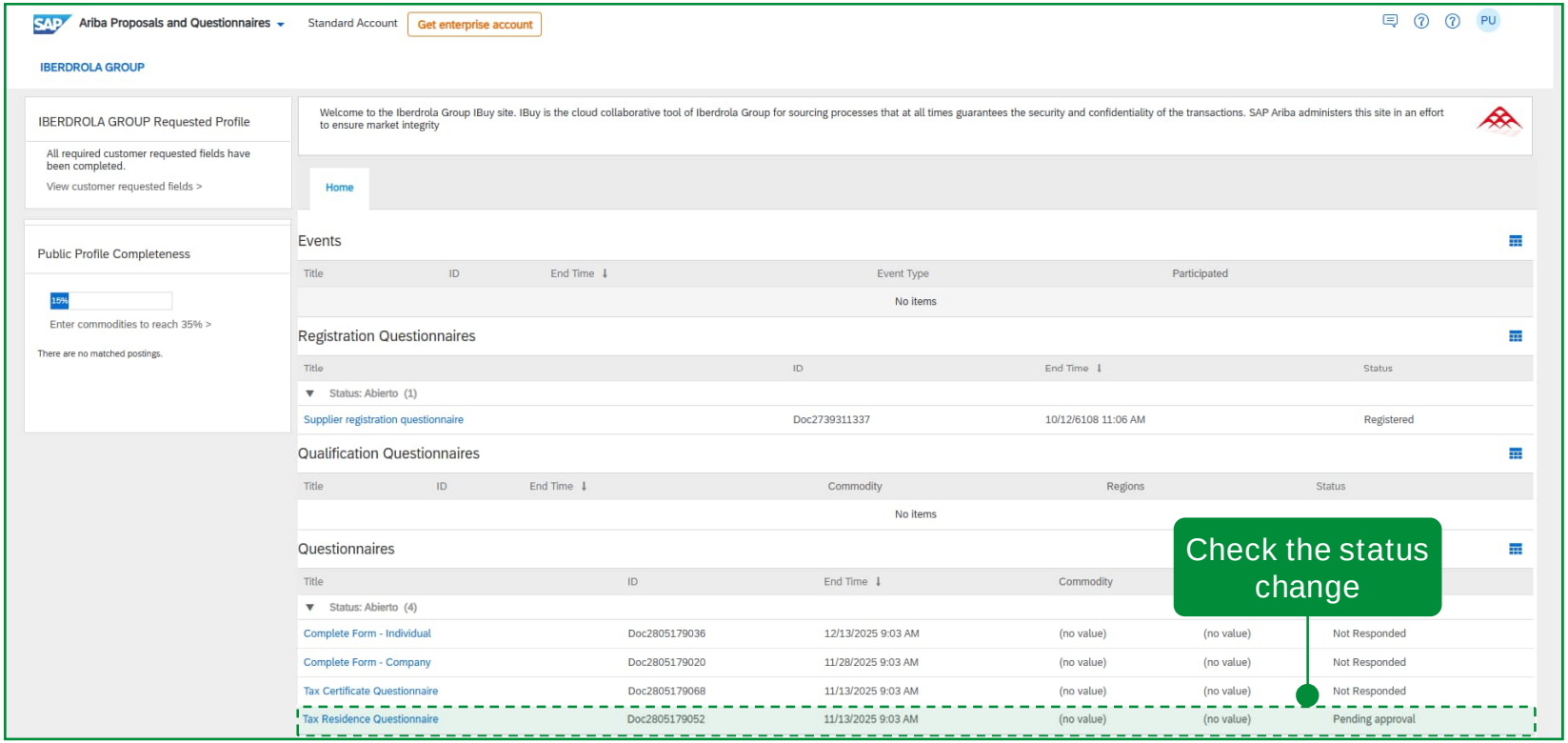
Step 2: Complete the questionnaire (cont.)

Submit your response to complete the process.



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. You will receive an email informing you of the approval or rejection, and you can check the status update on this same screen.



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Thank you

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