

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.



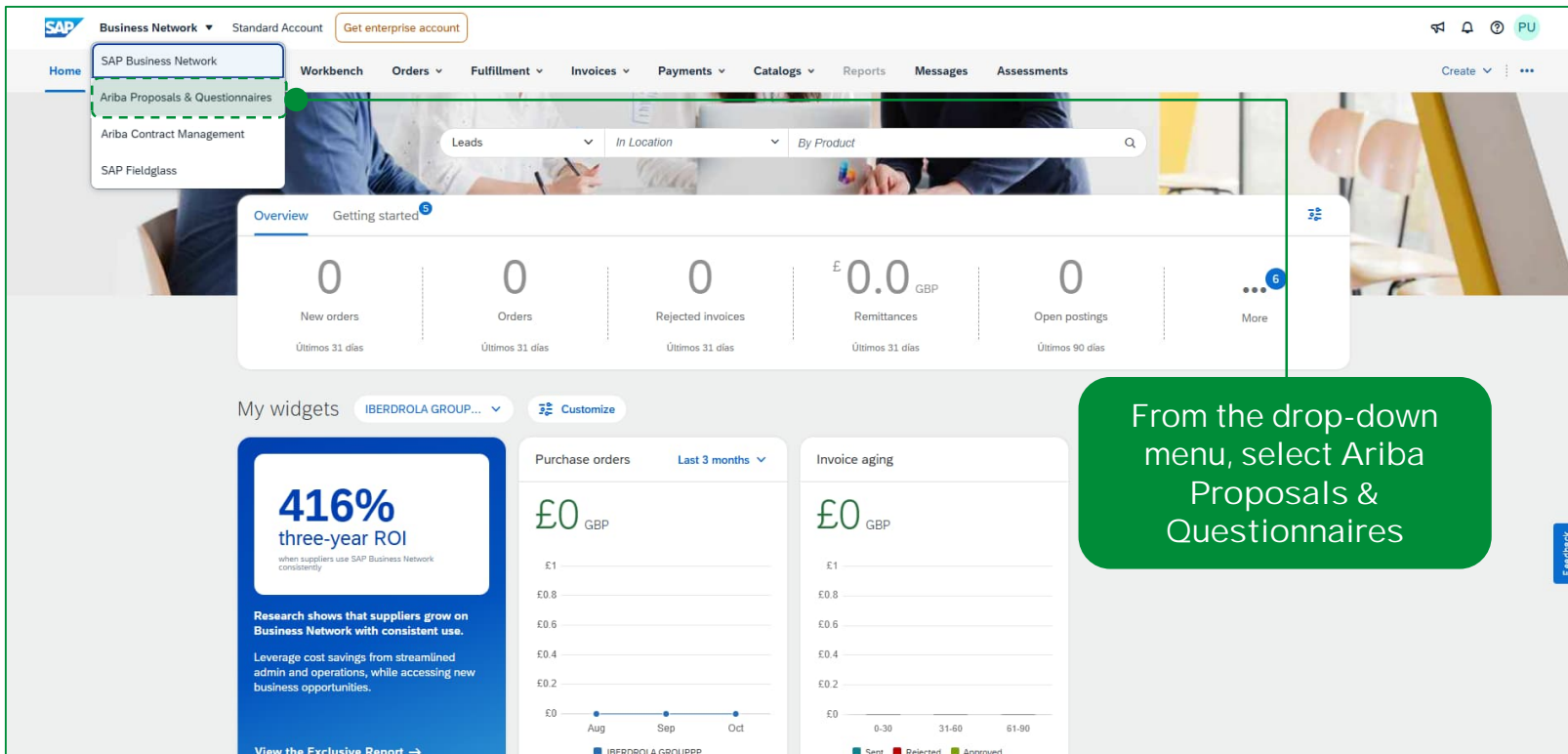
IMPORTANT INFORMATION FOR COMPLETING THE QUESTIONNAIRE

- 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

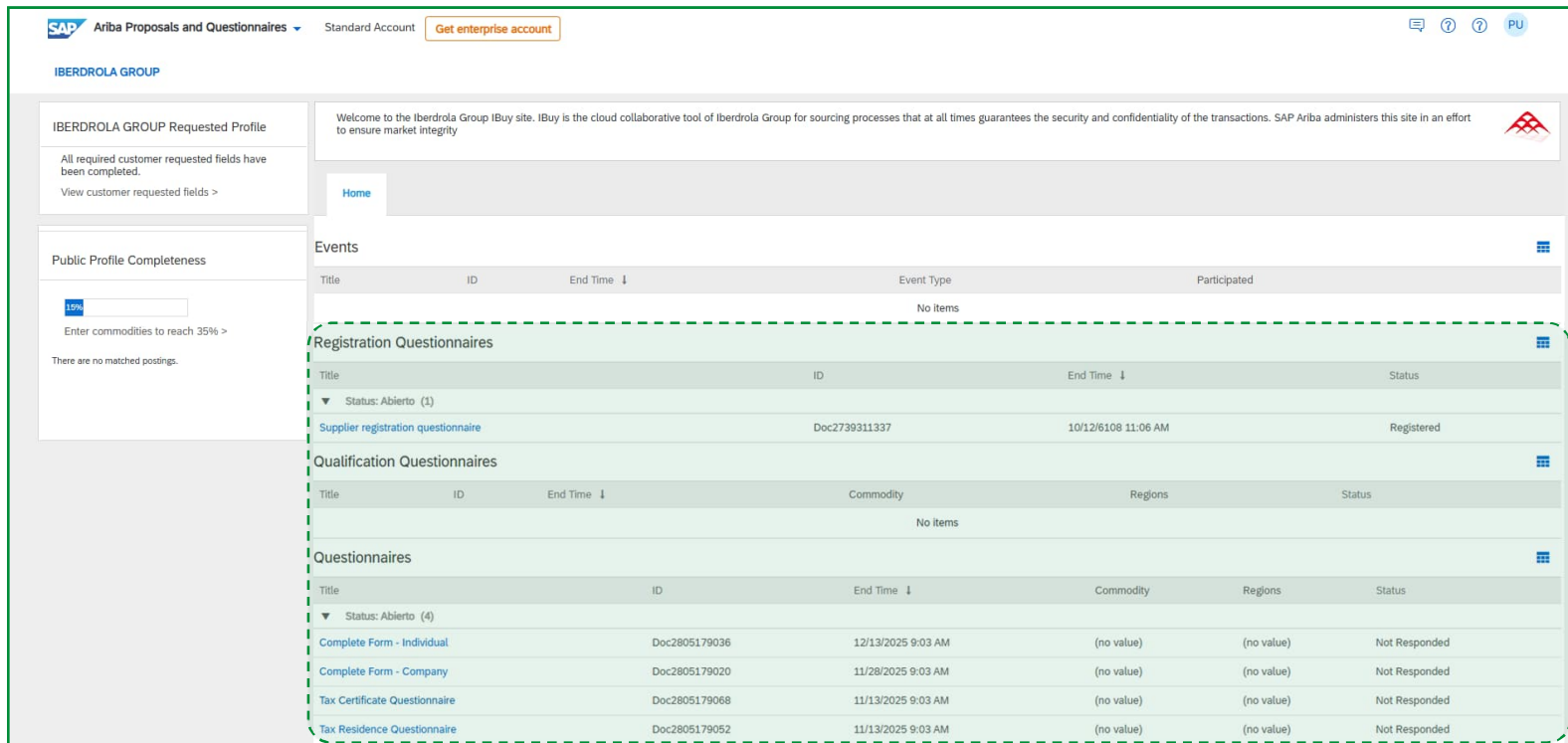
Log in to SAP Business Network with your username and password and, from the home page, go to Ariba Proposals & Questionnaires.



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.

Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Abierto (1)			
Supplier registration questionnaire	Doc2739311337	10/12/6108 11:06 AM	Registered

Qualification Questionnaires

No items

Questionnaires

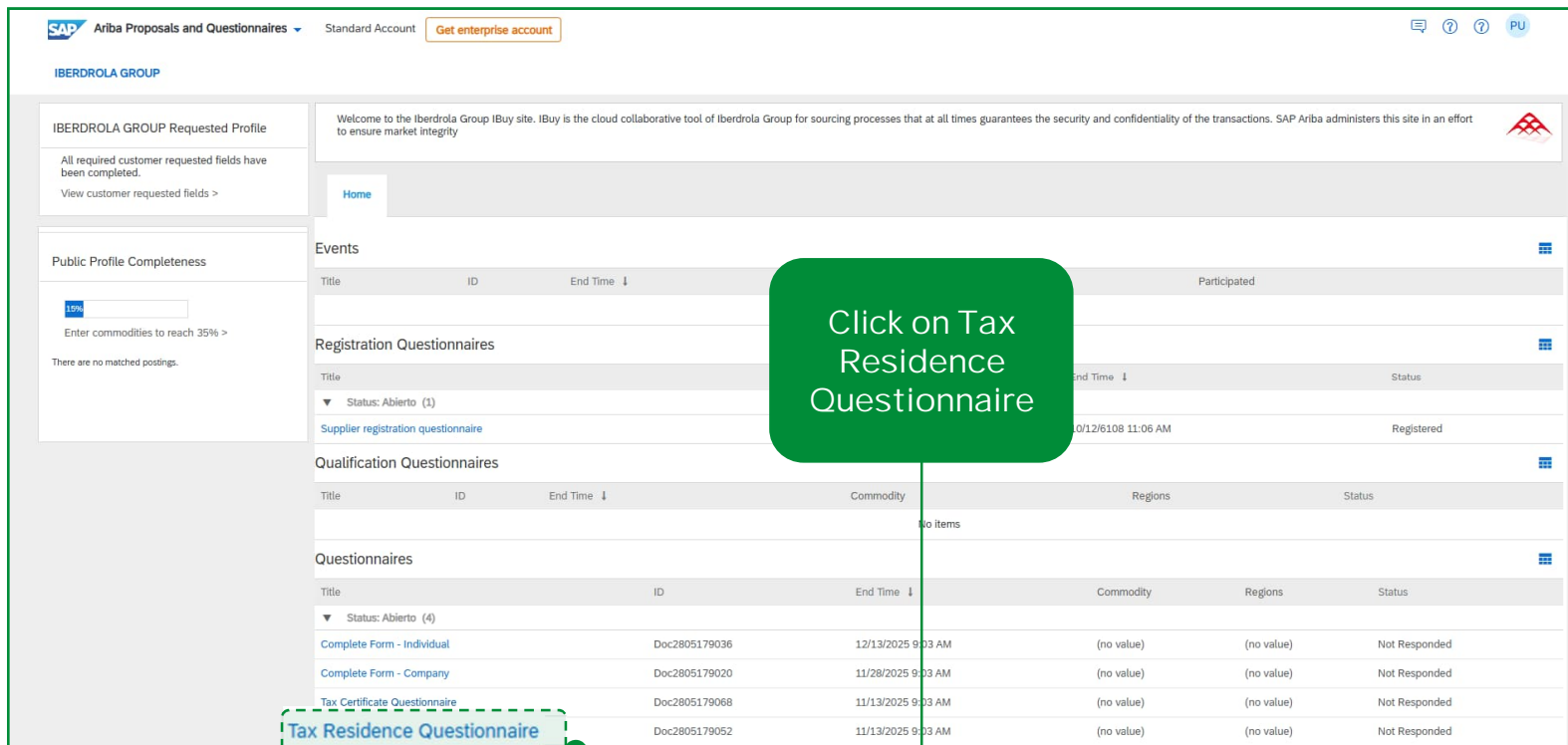
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Abierto (4)					
Complete Form - Individual	Doc2805179036	12/13/2025 9:03 AM	(no value)	(no value)	Not Responded
Complete Form - Company	Doc2805179020	11/28/2025 9:03 AM	(no value)	(no value)	Not Responded
Tax Certificate Questionnaire	Doc2805179068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



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. On the left, there's a sidebar with 'IBERDROLA GROUP' and 'Public Profile Completeness' (15%). The main content area has a 'Welcome' message and a 'Home' button. Below this, there are sections for 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. A green callout box points to the 'Tax Residence Questionnaire' link in the 'Questionnaires' section.

Registration Questionnaires

Title	ID	End Time	Participated
Supplier registration questionnaire		10/12/6108 11:06 AM	Registered

Qualification Questionnaires

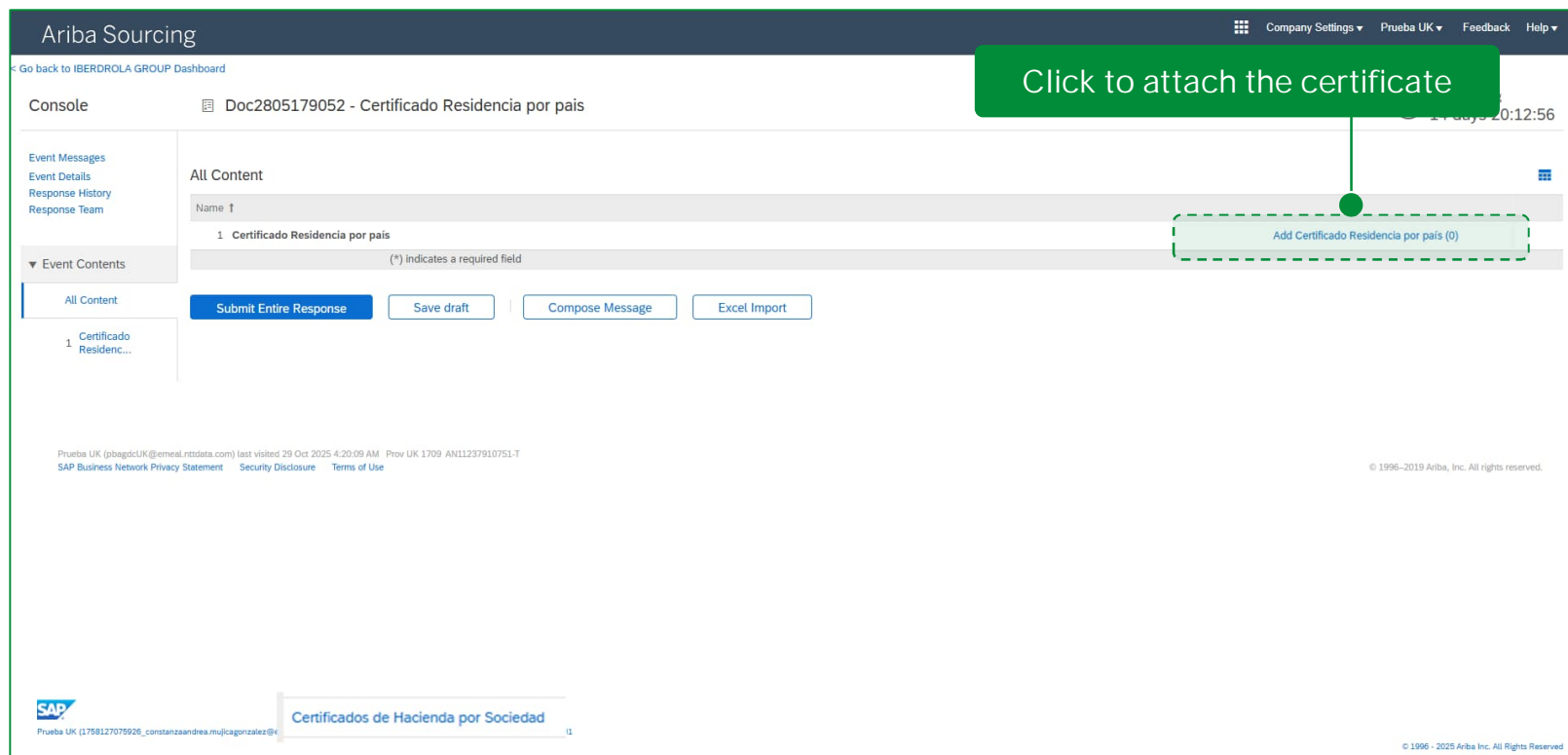
Title	ID	End Time	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time	Commodity	Regions	Status
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

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.



The screenshot shows the Ariba Sourcing interface for a questionnaire titled 'Doc2805179052 - Certificado Residencia por país'. The interface includes a sidebar with navigation links like 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area is titled 'All Content' and shows a table with one entry: '1 Certificado Residencia por país'. Below the table, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A green callout box with the text 'Click to attach the certificate' points to a dashed green box containing the text 'Add Certificado Residencia por país (0)'. At the bottom, there is a footer with SAP logo and contact information for 'Certificados de Hacienda por Sociedad'.



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.

Indicate the country you work for and attach the corresponding official tax residence certificate. This document must be issued by the tax authority of the indicated country and be valid

Click Save

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 1 Tax Residency Certificate Questionnaire by Country

Tax Residency Certificate Questionnaire by Country (1)

Name ↑

▼ Please indicate the country you work for and attach the corresponding certificate. #1 Delete Less... -

If you are present for more than one country, please fill in the section as many times as necessary.

Please indicate the country you work for. * Unspecified

Include the certificate of residence with reference to the double taxation agreement corresponding to the indicated country. Attach a file

Add an additional Please indicate the country you work for and attach the corresponding certificate.

(*) indicates a required field

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Step 2: Complete the questionnaire (cont.)

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

Ariba Sourcing

Company Settings
Prueba UK
Feedback
Help

Go back to IBERDROLA GROUP Dashboard
Desktop File Sync

Console
Doc2805179052 - Certificado Residencia por pais

Time remaining
14 days 20:08:54

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Certificado Residencia por pais
Add Certificado Residencia por pais (1)

Submit Entire Response
Save draft
Compose Message
Excel Import

Select Send complete response to send the questionnaire

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Step 2: Complete the questionnaire (cont.)

Submit your response to complete the process.

The screenshot displays the Ariba Sourcing interface for a questionnaire titled "Doc2805179052 - Certificado Residencia por pais". The interface includes a sidebar with navigation options like "Event Messages", "Event Details", "Response History", and "Response Team". The main content area shows a table with one row for "Certificado Residencia por pais". A pop-up window is overlaid on the interface, asking "Submit this response?" with "OK" and "Cancel" buttons. A green callout box points to the "OK" button with the text: "In the pop-up window, click Ok. 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**. 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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IBERDROLA GROUP Requested Profile

All required customer requested fields have been completed.
View customer requested fields >

Public Profile Completeness

19%
Enter commodities to reach 35% >
There are no matched postings.

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
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Tax Residence Questionnaire	Doc2805179052	11/13/2025 9:03 AM	(no value)	(no value)	Pending approval

Check the status change

Thank
you

December 2025

