



Tax Residence Questionnaire by Country

December 2025





Iberdrola
España



Iberdrola
Internacional



Iberdrola
México



ScottishPower



Avangrid

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.



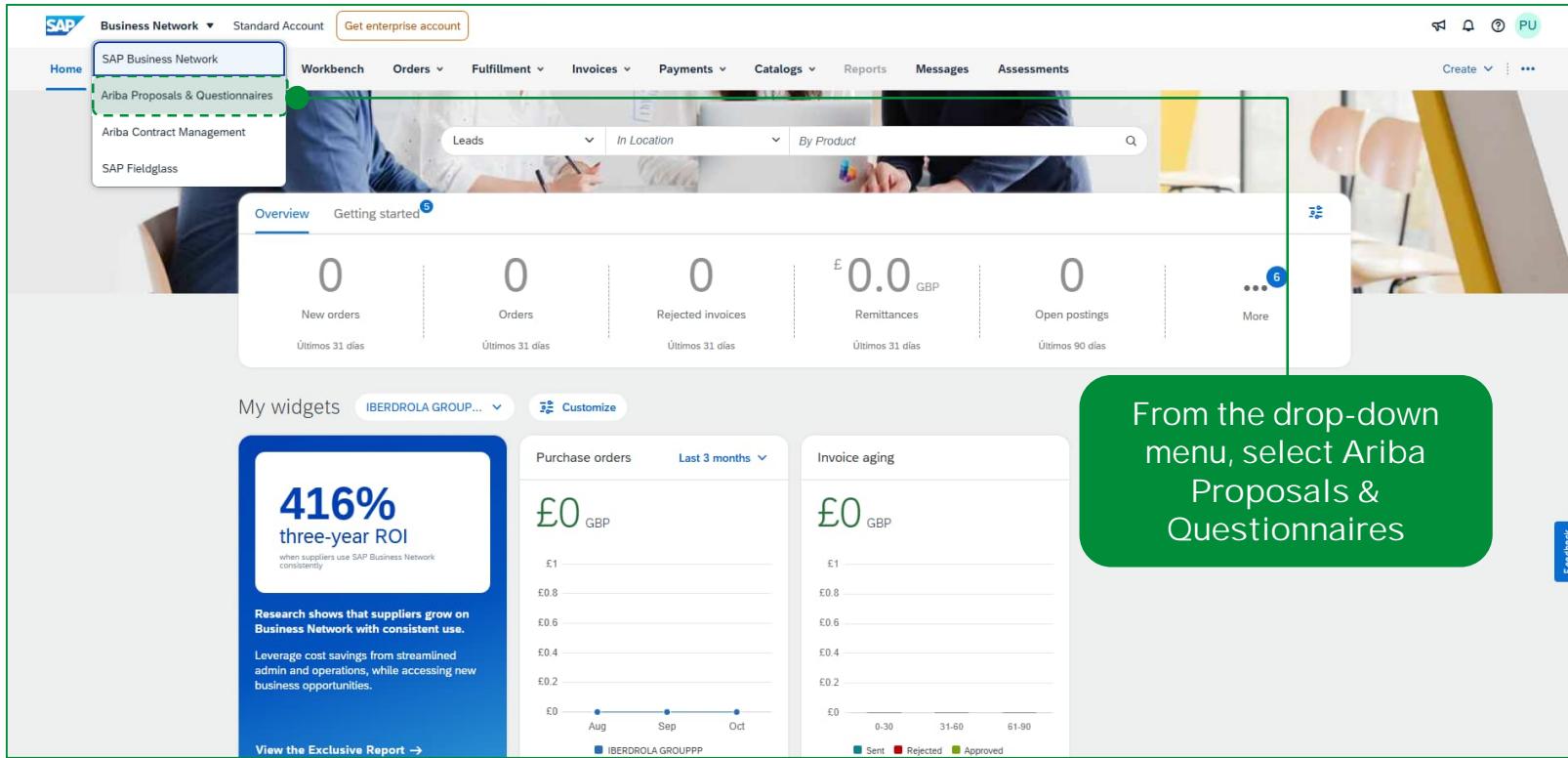
IMPORTANT INFORMATION FOR COMPLETING THE QUESTIONNAIRE

- 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

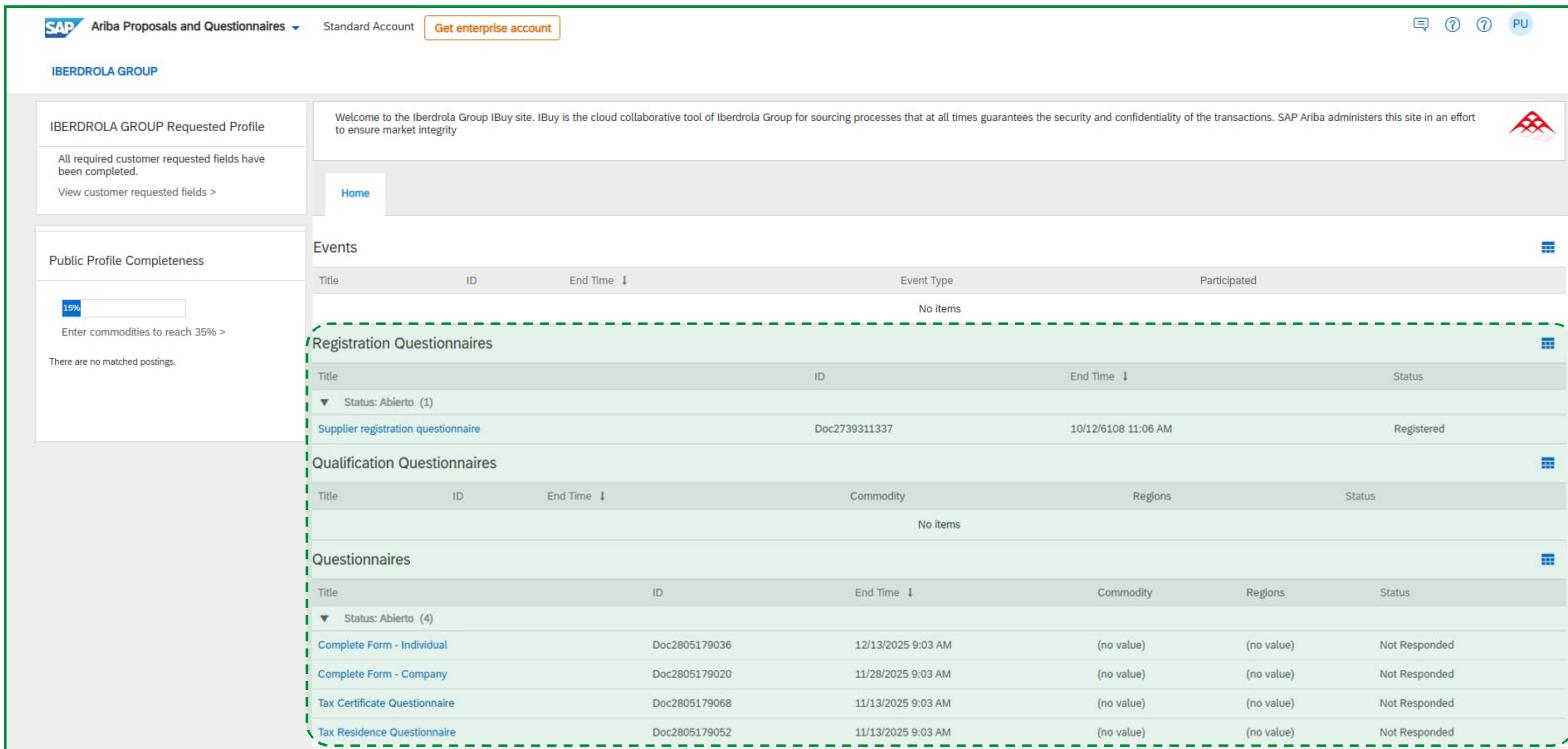
Log in to SAP Business Network with your username and password and, from the home page, go to Ariba Proposals & Questionnaires.



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.



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. On the left, there is a sidebar with sections for 'IBERDROLA GROUP Requested Profile' (status: All required customer requested fields have been completed) and 'Public Profile Completeness' (status: 15%, Enter commodities to reach 35% >, There are no matched postings). The main content area is titled 'Home' and shows a table of 'Events'. Below this, there are three sections: 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. The 'Registration Questionnaires' section is highlighted with a dashed green box. It contains a table with one item: 'Supplier registration questionnaire' (Status: Abierto (1), ID: Doc2739311337, End Time: 10/12/6108 11:06 AM, Status: Registered). The 'Qualification Questionnaires' section is empty. The 'Questionnaires' section contains four items: 'Complete Form - Individual' (Status: Abierto (4), ID: Doc2805179036, End Time: 12/13/2025 9:03 AM, Commodity: (no value), Regions: (no value), Status: Not Responded), 'Complete Form - Company' (Status: Abierto (4), ID: Doc2805179020, End Time: 11/28/2025 9:03 AM, Commodity: (no value), Regions: (no value), Status: Not Responded), 'Tax Certificate Questionnaire' (Status: Abierto (4), ID: Doc2805179068, End Time: 11/13/2025 9:03 AM, Commodity: (no value), Regions: (no value), Status: Not Responded), and 'Tax Residence Questionnaire' (Status: Abierto (4), ID: Doc2805179052, End Time: 11/13/2025 9:03 AM, Commodity: (no value), Regions: (no value), Status: Not Responded).



Questionnaires are always available for when you need to update information

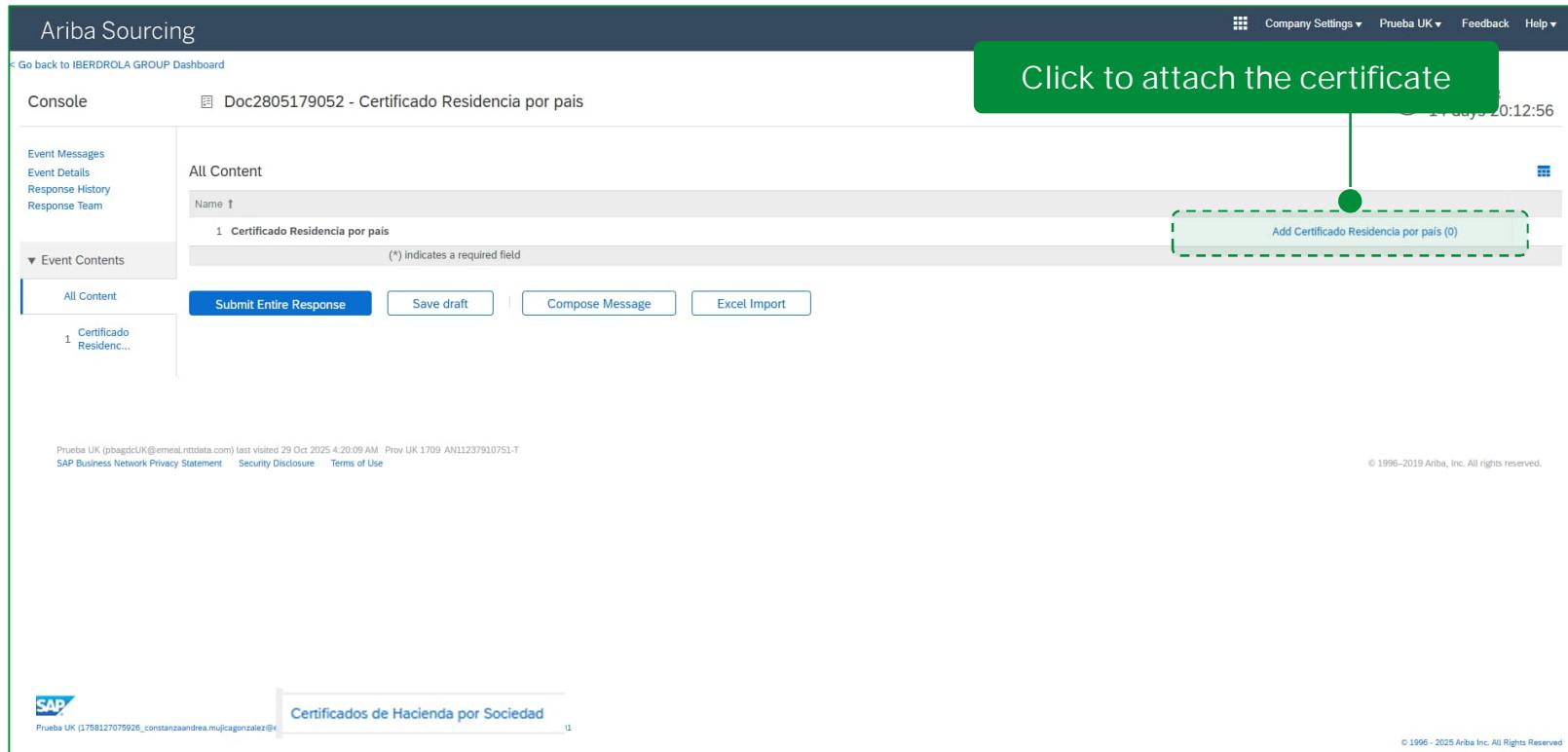
Step 1: Access the questionnaire (cont.)

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 is a sidebar with sections for 'IBERDROLA GROUP Requested Profile' (status: All required customer requested fields have been completed), 'Public Profile Completeness' (15% completed, with a note to enter commodities to reach 35%), and 'Events' (empty table). The main content area has sections for 'Registration Questionnaires', 'Qualification Questionnaires' (empty table), and 'Questionnaires'. Under 'Questionnaires', there are four entries: '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), and 'Tax Residence Questionnaire' (Doc2805179052, 11/13/2025 9:03 AM, (no value), (no value), Not Responded). A green callout box with the text 'Click on Tax Residence Questionnaire' is positioned over the 'Tax Residence Questionnaire' entry. A dashed green box highlights the 'Tax Residence Questionnaire' entry in the list.

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. At the top, there are navigation links: 'Go back to IBERDROLA GROUP Dashboard', 'Console', and 'Doc2805179052 - Certificado Residencia por pais'. The main content area is titled 'All Content' and shows a single item: '1 Certificado Residencia por pais'. Below this, there is a note: '(*) Indicates a required field'. At the bottom of the content area, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. On the left, there is a sidebar with 'Event Messages', 'Event Details', 'Response History', and 'Response Team' under 'Event Contents'. A sub-menu under 'Event Contents' shows '1 Certificado Residencia por pais'. At the bottom of the page, there are links for 'Prueba UK (pbagdcluk@emeal.nttdata.com) last visited 29 Oct 2025 4:20:09 AM Prov UK 1709 AN11237910751-T', 'SAP Business Network Privacy Statement', 'Security Disclosure', and 'Terms of Use'. The bottom right corner of the page has the text '© 1996-2019 Ariba, Inc. All rights reserved.' and the SAP logo.



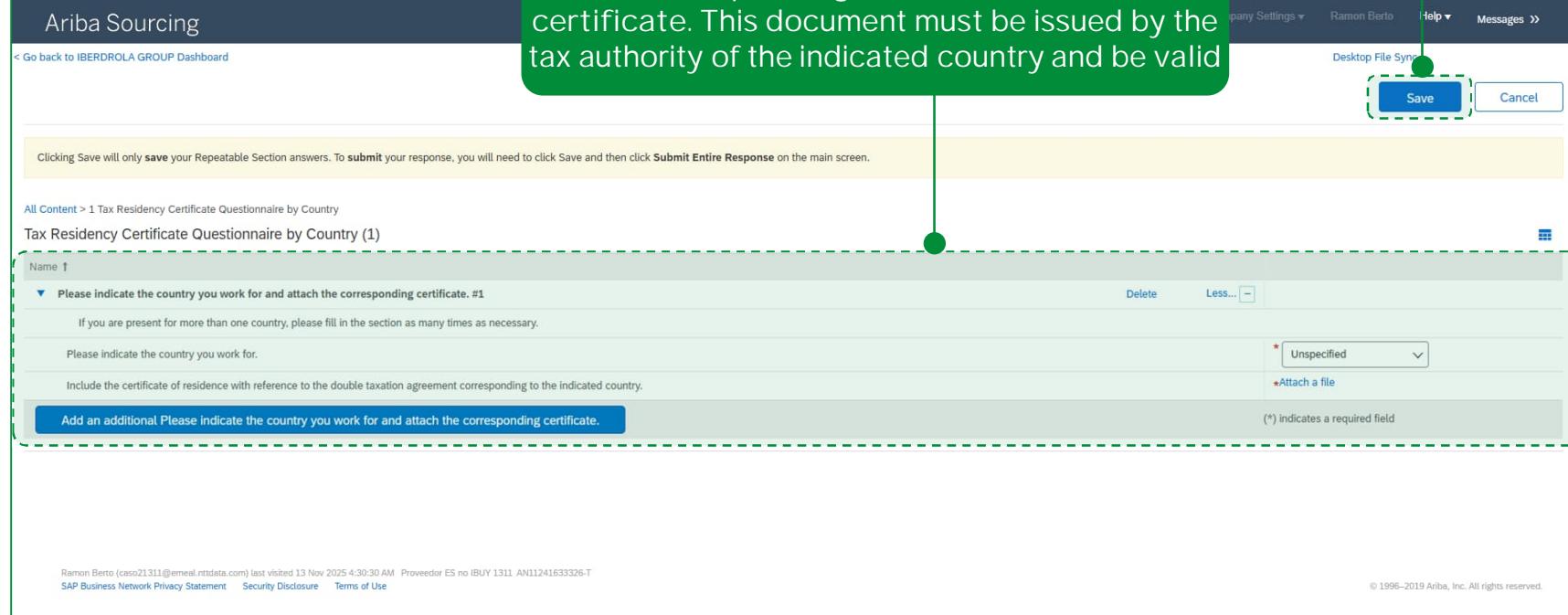
For Portugal, you must provide a certificate for each Iberdrola Group company with which your company works

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



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

Time remaining 14 days 20:08:54

Console Doc2805179052 - Certificado Residencia por país

Event Messages Event Details Response History Response Team

Event Contents

All Content

Name ↑

1 Certificado Residencia por país

(*) indicates a required field

Add Certificado Residencia por país (1)

Submit Entire Response Save draft Compose Message Excel Import

1 Certificado Residencia por país...

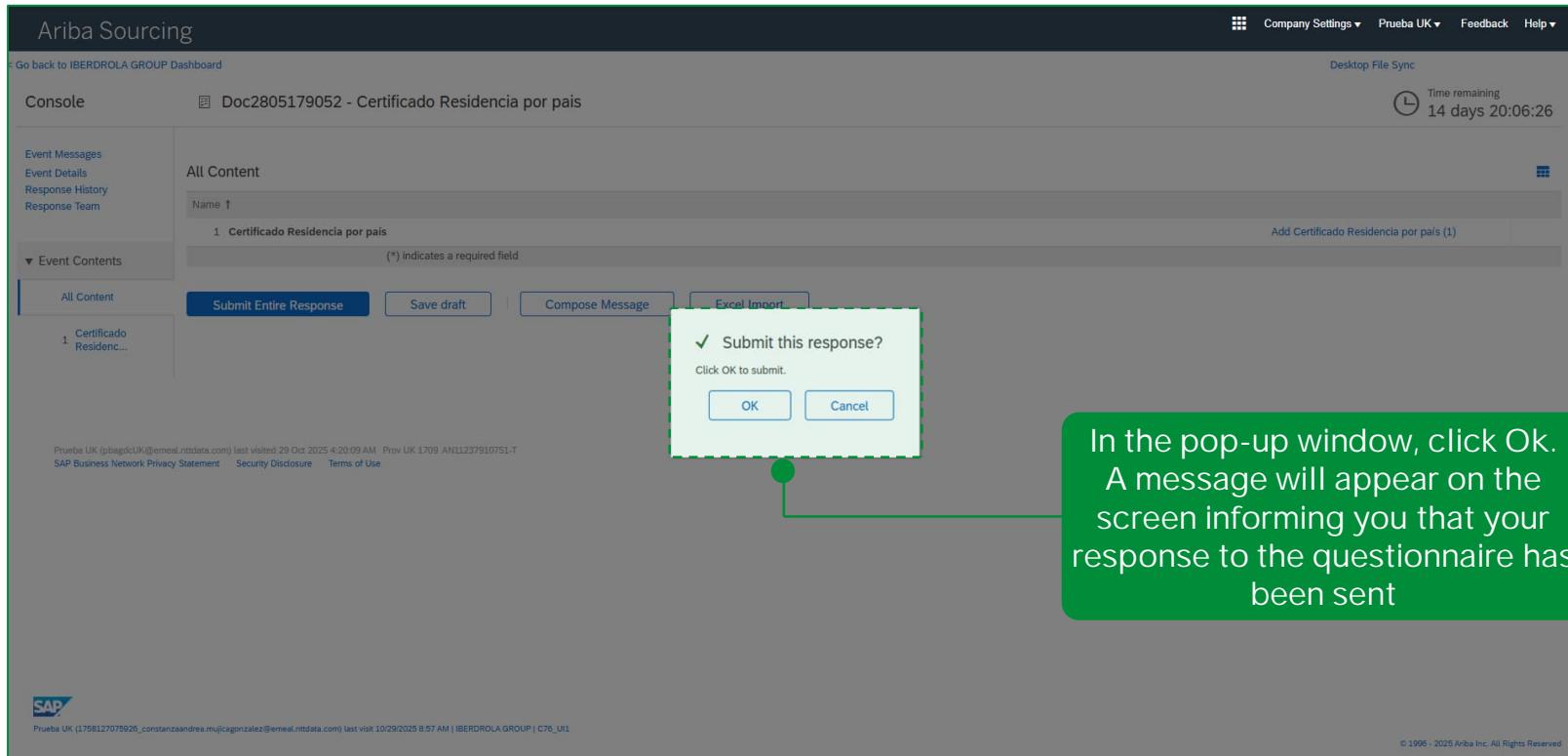
Select Send complete response to send the questionnaire

Prueba UK (pbagdcUK@emeal.nttdata.com) last visited 29 Oct 2025 4:20:09 AM Prov UK 1709 AN11237910751-T
SAP Business Network Privacy Statement Security Disclosure Terms of Use

© 1996–2019 Ariba, Inc. All rights reserved.

Step 2: Complete the questionnaire (cont.)

Submit your response to complete the process.



The screenshot shows the Ariba Sourcing interface. In the center, there is a pop-up window with a green border and a white background. The window contains the following text:
✓ Submit this response?
Click OK to submit.
At the bottom of the window are two buttons: "OK" and "Cancel".
A green callout bubble with an arrow points from the bottom right of the pop-up to the "OK" button. The text inside the bubble is:
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.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface for the IBERDROLA GROUP. The left sidebar displays the 'IBERDROLA GROUP Requested Profile' and 'Public Profile Completeness' (15%). The main content area shows 'Events' (No items), 'Registration Questionnaires' (1 item, Supplier registration questionnaire, Status: Registered), 'Qualification Questionnaires' (No items), and 'Questionnaires' (4 items). A green callout box with the text 'Check the status change' points to the 'Tax Residence Questionnaire' row, which is highlighted with a dashed border and labeled 'Pending approval'.

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)	Pending approval



Thank
you

December 2025

