



---

# Quick Guide

---



---

## Basic Data Modification Request

---



---

## WEB – My information

---

Iberdrola Group  
Scottish Power  
Avangrid

---

Rev: 2.0  
Date: 06/11/2023

---

## TABLE OF CONTENTS

<b>1. INTRODUCTION .....</b>	<b>2</b>
<b>2. BASIC DATA MODIFICATION REQUEST .....</b>	<b>2</b>
2.1 BASIC DATA:.....	3
2.2 BANK DATA.....	4
2.3 TAX CERTIFICATES (ONLY FOR SPANISH VENDORS):.....	5
2.4 OTHER CERTIFICATES / WITHHOLDINGS:.....	5
2.5 CONTRACTOR CERTIFICATES / OTHER DOCUMENTATION (ONLY FOR SPANISH IBUY VENDORS WORKING FOR IBERDROLA COMPANIES IN SPAIN):.....	6
2.6 OTHER CERTIFICATES.....	6

## 1. Introduction

The aim of this document is to provide a quick guide on how to request the modification of your data in “My information” application. Any other issue with the tool or for a more complete instruction, kindly consult the *User Manual* available in the help service of the application.

### Help

#### MInfo

1. User Manual
2. Registration and access manual
3. Users management manual

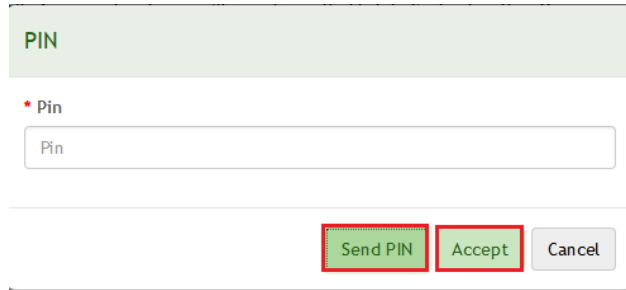
Closed

## 2. Basic Data Modification Request

As an **Administrator user**, you can request the update or modification of the basic data of the supplier for which you are responsible by clicking on the button Supplier data change request.

The screenshot shows the Iberdrola vendor management interface. At the top left is the Iberdrola logo. To its right are navigation links: Notice Board, Basic data, P. Orders/F. Agreements, Invoices/Payments, and Real Estate Contracts. Below this is a breadcrumb trail: Home / Basic data. The main content area shows 'Supplier: XXXXXXX - Manual vendor'. A green button labeled 'Supplier data change request' is highlighted with a red rectangular box. At the bottom, there is a horizontal menu with four items: 'General information' (selected), 'Corporate Information', 'Bank data', and 'Other certificates / Withholdings'.

By clicking on the Send PIN button, you will receive the corresponding security code in your email and, after entering it and pressing the Accept button, the modification form will be enabled allowing the editing of your data.

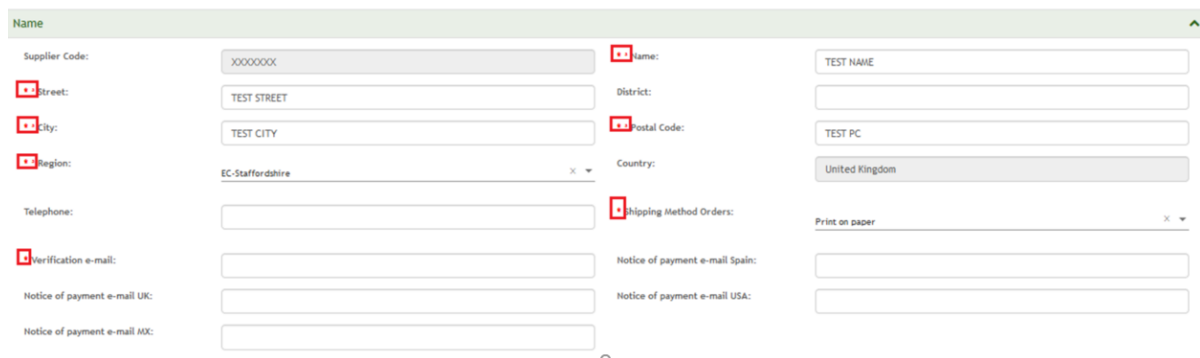


**i** Info ×  
Form enabled for the edition

The following actions can be performed:

### 2.1 Basic Data:

Modify or complete the basic data. The fields identified with (\*) are mandatory and those identified with (a) require the attachment of tax identification documentation that justifies the change.



**Fiscal address**

\* Street: TEST Street District:

\* City: Test City \* Region: EC-Staffordshire

Country: Test country \* Postal Code: Test PC

---

**Tax identification**

\* 1. SSN:

\* 2. TIN:

\* 5. US Foreign TIN:

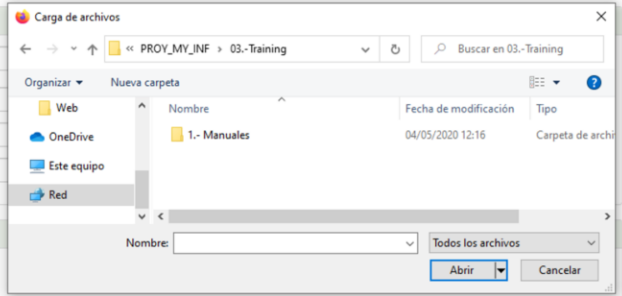
DUNS Code: 0

---

**CERTIFICATE OF INCORPORATION**

Q Attach  Browse

File	Size
soc_data.docx	0 MB



## 2.2 Bank data:

Add or delete bank accounts. For each of the bank accounts added, the corresponding certificate of ownership must be attached. Bank Details can be added using the IBAN or breaking down the bank account.

**Main bank data**

Actions	Country	Bank	IBAN	Sort Code	Bank account	Control digit	SWIFT Code	Check delivery address
	Spain		ES66210004184012345678	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	United Kingdom		<input type="text"/>	601613	31926819	<input type="text"/>	<input type="text"/>	<input type="text"/>
	USA		<input type="text"/>	999888777	00123456789	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add**

---

Actions	Country	Bank	IBAN	Sort Code	Bank account	Control digit
	USA		<input type="text"/>	999888777	00123456789	<input type="text"/>

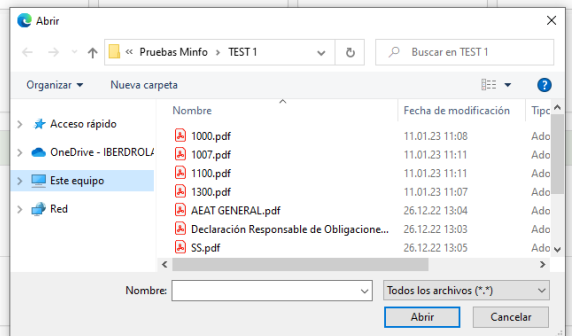
**Add**

---

**BANK ACCOUNT CERTIFICATE**

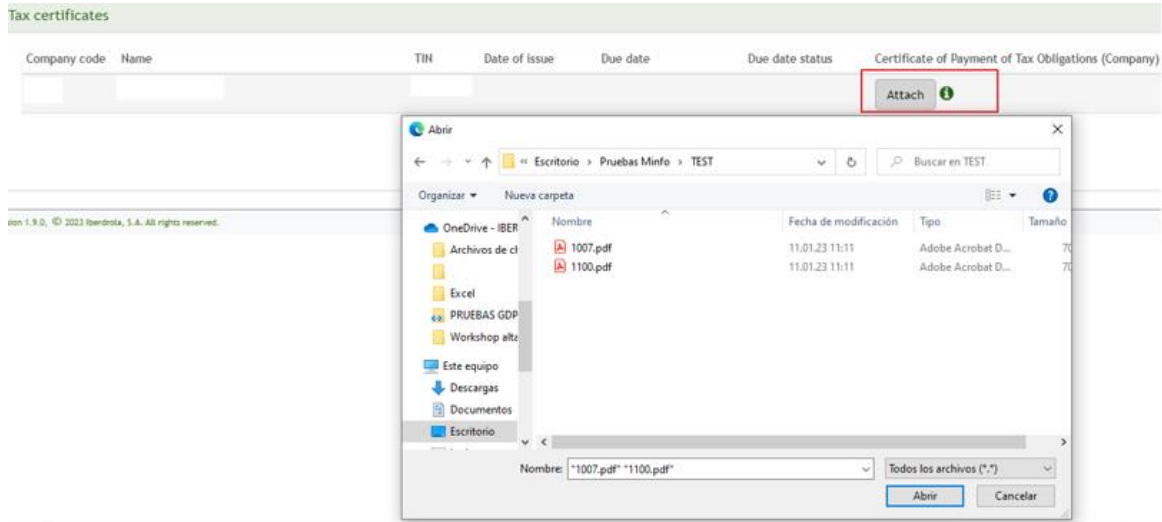
Q Attach  Attach

File



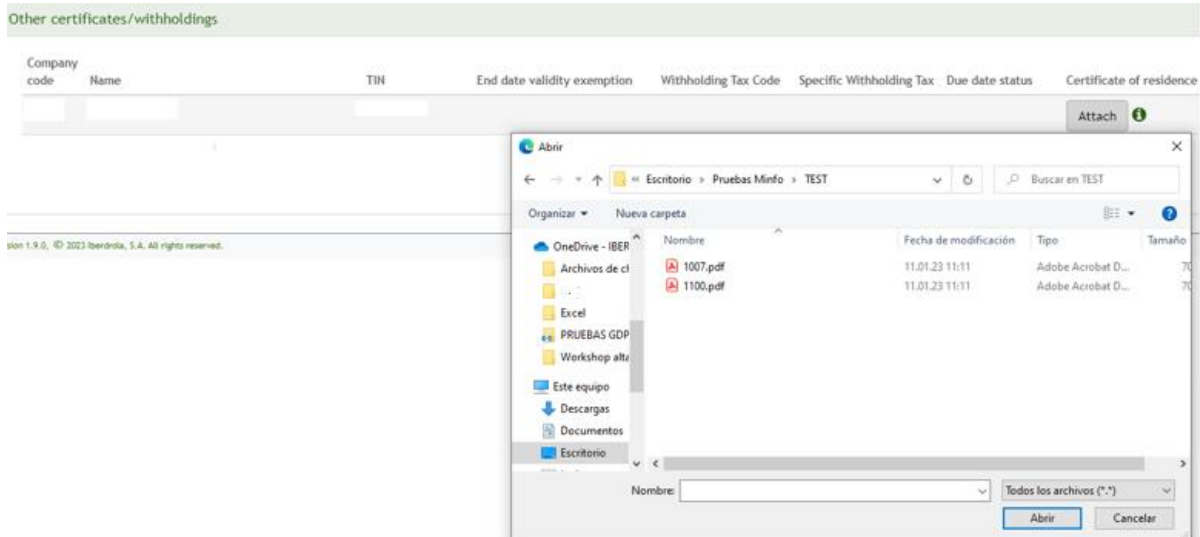
### 2.3 Tax Certificates (Only for Spanish vendors):

Only for Spanish vendors. If one or more of your Treasury certificates in the different IBERDROLA Spanish Companies in which you are registered is expired, you can attach the updated ones. If the document is outdated a cross will be displayed, however, if it is still valid a green tick will be displayed.



### 2.4 Other Certificates / Withholdings:

Add certificates of residence or other withholding certificates. It is not necessary to attach the same document for all Iberdrola companies in the same country, one attachment per country is sufficient.

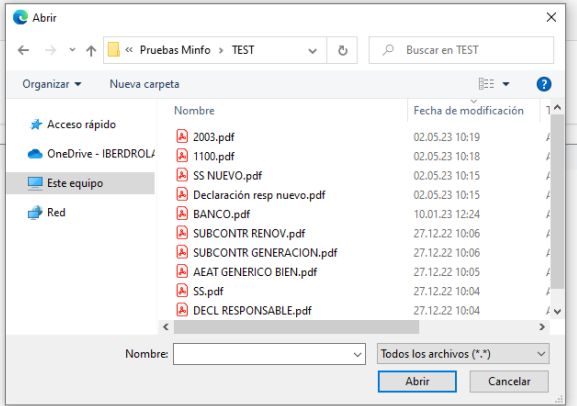


## 2.5 Contractor certificates / other documentation (Only for Spanish Ibuy vendors working for Iberdrola companies in Spain):

Only for Spanish Ibuy suppliers working for Iberdrola companies in Spain. Depending on whether you are self-employed or a company, you will need to attach different certificates.

Contractor cert.

	Expedition ini date	End Validity Date	Due date status	
Social Security Certificate	03/04/2023	03/07/2023	✓	Attach ⓘ
Statement of the Responsible Party	03/04/2023	03/09/2023	✓	Attach ⓘ
IAE Certificate				
RETA Certificate				



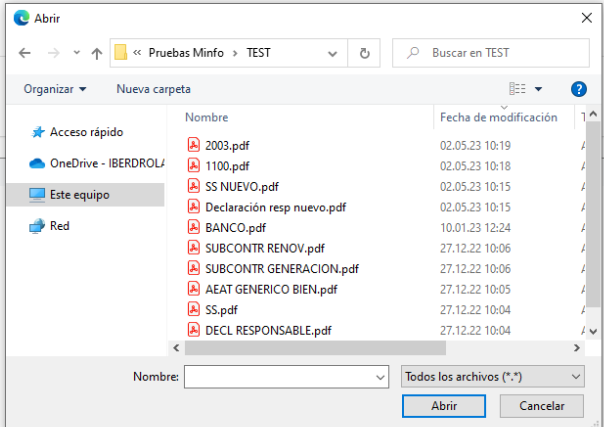
## 2.6 Other certificates

In this section it can be added another type of documents that have not been previously attached.

Other Documentation

Q Attach Attach ⓘ

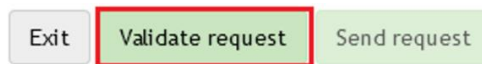
File



When attaching the supporting documentation, you must consider the following limitations:

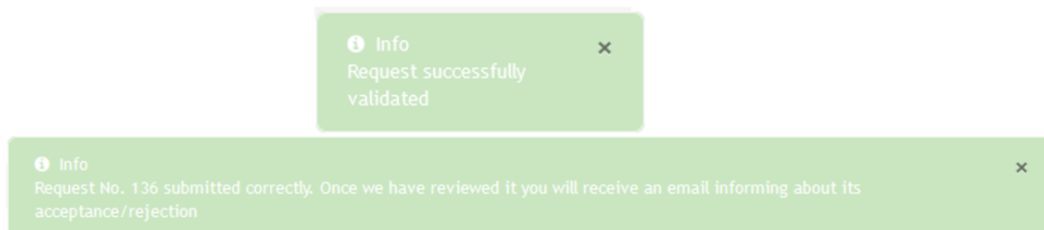
- The supported file formats are .doc, .docx, .jpg, .jpeg, .ico, .bmp, .tiff, .gif, .png, .img, .pdf and .ppt.
- The maximum size for each file is 3 Mb.
- The maximum number of files that can be attached for each modification request is 10.

Once you have completed all the fields that you want to modify and have attached the required supporting documentation, you must validate the modification request before it can be sent.



At this point, the system will automatically perform the mandatory, validity and consistency checks of the data entered and, in case of finding any discrepancy, it will display an error message indicating the corrections to be made (missing mandatory data, missing support documentation, formats incorrect, etc).

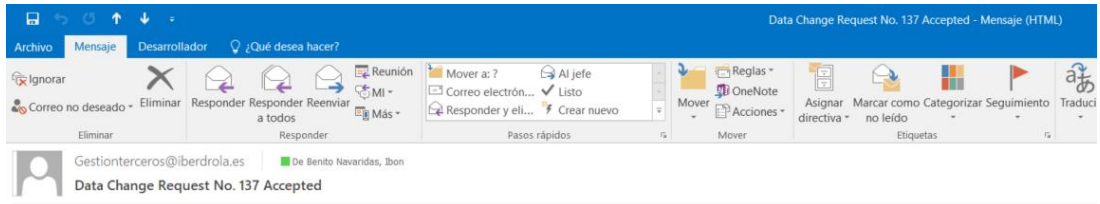
If the request is correct, the request validated correctly will be displayed and you will be able to send it, after which the message will be displayed indicating the request number.



At this moment, IBERDROLA will receive the request, analyze it and proceed to approve or reject it, based on which:

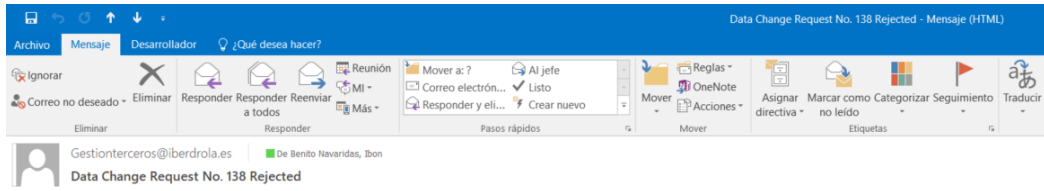
- Request Approved: Your data and the documentation you have attached will be updated and filed in IBERDROLA's database and you will receive a confirmation email.





Your data change request No. 137 has been accepted.

- **Request Rejected:** Your data will not be updated, and you will receive an email with the reason for rejection. It is possible that some of the documents attached to the application are correct and your details have been updated in the system. If so, the message will indicate that your application has been rejected but some of the documents have been approved.



Your data change request No. 138 has been rejected for the reason 2 NO DOCUMENT FOUND