Manual

WEB –
My
information

Iberdrola Group
Scottish Power
Avangrid

Rev: 5.0
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0. **Introduction**

This application is intended for all our suppliers that have a current contractual purchasing relationship with companies in the Iberdrola / Scottish Power / Avangrid group. All the information provided in it is confidential between the Group companies and your company, so all technical precautions have been taken to guarantee the confidentiality and veracity of all the data consulted.
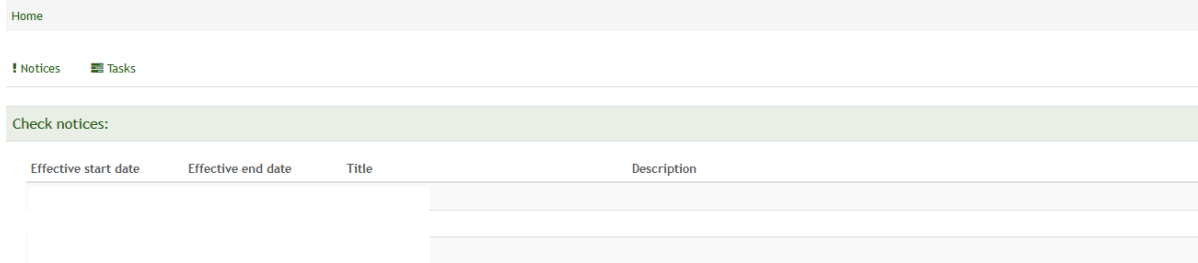
When you have identified yourself with your username and password, which you can request through the website, you will be able to view the following 5 tabs in "My information":

1. Notice Board
2. Basic Data
3. Purchase Order / Framework Agreements
4. Invoices / Payments
5. Real Estate contracts

1. **Notice Board**

All the Notices and Tasks that Iberdrola wants to inform the different Suppliers about will be shown in the "Notice Board".
Whenever there is a notice to show, the following tab will be automatically shown:

Home				
! Notices	■ Tasks			
Check notices:				
Effective start date	Effective end date	Title	Description	

The first time you connect to the web, you will be required to accept the terms of use.

1.1. Notices

In this section, all those merely informative notices for users will be shown. In it, the following fields can be distinguished:

1. **Effective start date:** Date on which publication of the notice begins.
2. **Effective end date:** Date the publication of the notice ends.
3. **Title:** Statement on the content of the notice.
4. **Description:** Detailed content of the notice.

Home				
! Notices	■ Tasks			
Check notices:				
Effective start date	Effective end date	Title	Description	
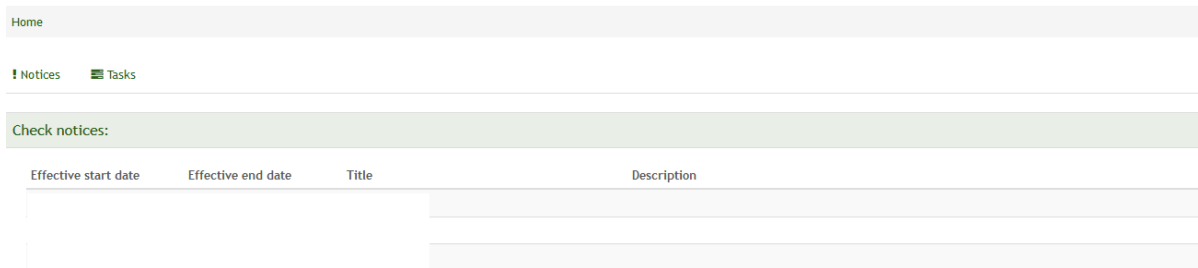
If you click twice on the notice you want to view, a pop-up will open with its details.
In it, you will be shown the previously mentioned title and description along with a link to an external document / as applicable.
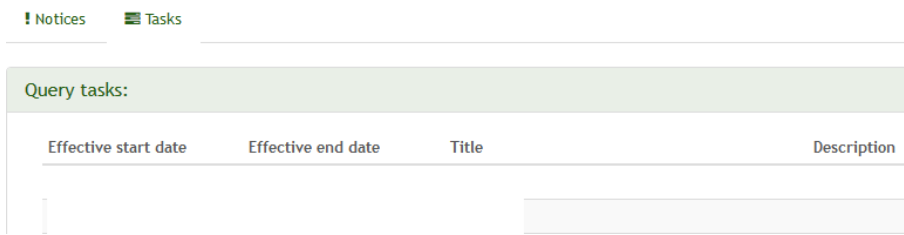If you select "Exit", you will return to the Notices tab again.

1.2. Tasks

In this section, all those notices for which you must take any action will be displayed. Selecting in "Tasks", the following fields will be shown:

1. **Effective start date:** Date on which publication of the task begins.
2. **Effective end date:** Date the publication of the task ends.
3. **Title:** Statement of the content of the task.
4. **Description:** Detailed content of the notice .
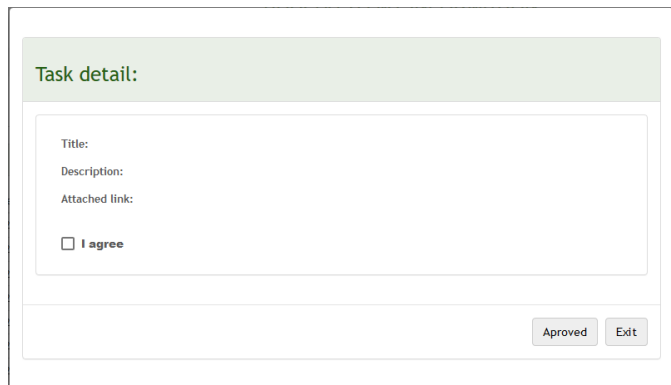
With the same logic as in the notices, if you double-click on a Task, a pop-up will open for you to view it in detail.

In it, you will be shown the previously mentioned title and description along with a link to an external document / page as applicable.

Additionally, a checkbox is included so you can check it to confirm the task if you agree with it.

To conclude, you can select "Approved" to accept it or simply "Exit" without making any changes to it.

Keep in mind that, due to their relevance, there will be blocking tasks that you must accept in order to continue navigating to the other tabs. In case you have a task of this type, the following message will be automatically shown in the upper right part of the screen.
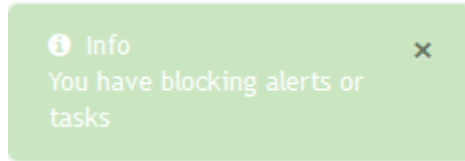
2. **Basic data**

In "Basic supplier data" you can view all the information registered in our system about your company, divided into five sections:

1. General information
2. Corporate Information
3. Bank data
4. Alternative Bank data
5. Tax Certificates
6. Other Certificates / Withholdings
7. Contractor certificates

2.1. General information

In the first "General information" tab, your supplier code will be shown in Iberdrola / Scottish Power / Avangrid together with your general data (company name, business address, the various contact details - telephone, email -) as well as your tax data (tax identification number and tax address).

Avangrid Group Suppliers: When a US supplier has one or more branches associated to a certain supplier code, a list of all its branches is displayed at the bottom, showing the full address and contact details for each of them. This information will only be shown when the one that connects to the system is the parent company.

Branchs in USA										^
Supplier code	Name	Street	District	Postal code	City	Country	State	Phone	Fax	Email

2.2. Corporate information

In the second "Corporate information" tab a list is shown with the Iberdrola Group companies (including Scottish Power Group companies and the Avangrid Group) you are currently registered at, including their data (including company name, TIN, city and address).

Corporate Information											^
Company code	Name	TIN	City	Postal code	Street	Country	Confirming Bank	Subject to confirming	Payment lock	Subject to retention	
XXXX	XXXXXXXXXXXX	XXXXXX	XXXXXX	XXXXX	XXXXXXXXXX	XX	XXXXXXX	☐		☐	

Following each of the Iberdrola / Scottish Power / Avangrid companies, a field appears indicating whether you are using "Confirming" as a means of payment in said company and which is the bank to which Iberdrola will send your invoices, authorizing your company for the discounted collection of the same. (Note: "Confirming" is only available for Spanish Iberdrola Group companies).

Corporate Information											
Company code	Name	TIN	City	Postal code	Street	Country	Confirming Bank	Subject to confirming	Payment lock	Subject to retention	
XXXX	XXXXXXXXXXXX	XXXXXX	XXXXXX	XXXXX	XXXXXXXXXX	XX	XXXXXX	☑		☐	

At the right of this column any payment block you may have at company code level will be shown. Please note that if any type of payment block is shown for any of the companies, Iberdrola / Scottish Power / Avangrid will not settle the invoices registered with the corresponding company based on the reason indicated here.

Corporate Information											
Company code	Name	TIN	City	Postal code	Street	Country	Confirming Bank	Subject to confirming	Payment lock	Subject to retention	
XXXX	XXXXXXXXXXXX	XXXXXX	XXXXXX	XXXXX	XXXXXXXXXX	XX	XXXXXX	☑		☐	

The next column, "Subject to withholding", indicates whether any withholding tax applies to your invoices for each Iberdrola / Scottish Power / Avangrid

company. If the withholding is applicable, the box will be checked.

2.3. Bank data

Here you can view a list of all the bank accounts of your company listed in our system, indicating the following information for each of them:

- Bank Country
- Bank name
- IBAN code: If the bank's country is the IBAN environment.
- The complete code of the bank account:
  - Bank key/Sort code
  - Bank Account
  - Control digit
- SWIFT Code.
- Check delivery address: Postal address to which we will send checks for payments to bank account in case you have this payment method defined in our system in any of our companies.

2.4 Alternative bank data

US or Great Britain providers may also have different bank accounts or different mailing addresses where they wish to receive some of their payments / letters (called "alternative payees"). In these cases, the bank details section will show the same bank details for all these alternative payees under the header section:

Alternative bank data								
Alternative receiver id	Country	Bank	IBAN	Sort Code	Bank account	Control digit	SWIFT Code	Check delivery address
								🔍

2.5. Tax certificates (Only for Iberdrola Spain Companies)

This section allows you to query the tax certificates that certify that you have complied with your tax obligations, in case you have to provide them. For each company of the Iberdrola Group in Spain which is subject to this certificate you can see the issue date and the expiration date of the last valid certificate. Note that if your company is subject to the certificate, failure to present it or expiration thereof shall be grounds for blocking the payment of your invoices.

If the Tax certificate is outdated a cross will be shown in data status, nevertheless, if the certificate is valid a green tick will be informed instead.

Tax certificates						
Company code	Name		TIN	Date of issue	Due date	Due date status

2.6. Other certificates/Withholdings

This section will show the different withholdings that the Supplier has per Company, including the following information:

Other certificates/withholdings						
Company code	Name	TIN	End date validity exemption	Withholding Tax Code	Specific Withholding Tax	Due date status

- Company
- Business Name
- TIN (Tax Id Number)
- End Date Validity Exemption
- Withholding Tax indicator: Description of the withholding tax indicator.
- Specific Withholding Tax: Suppliers only registered in companies with specific withholding (MX and GB), will have this option enabled showing the following information:
    - Society
    - Withholding tax
    - Subject to withholding

- o Exemption Type
- o Start exemption validity
- o End validity exemption
- Due data status: Green tick will mean that the date of the document is correct while the cross will mean that the document is out of date.

Specific Withholding Tax

Company code:	8300	Withholding Tax Code:	CI
Subject to retention:	X	Exemption Type:	0
Start exemption validity:	0000-00-00	End validity exemption:	0000-00-00

Back

2.7. Contractor certificates (Only for Spanish IBUY vendors working for Iberdrola Spain companies)

This section allows you to consult the following certificates, which are only compulsory for Iberdrola Spanish vendors registered in IBUY working for Spanish companies.

- Social security certificate (Companies and self-employed)
- Statement of the Responsible party (Companies only)
- IAE certificate (Self-employed only)
- RETA certificate (Self-employed only)

The expedition date of the document and the finish of its validation is informed. Besides, if the certificate is outdated a cross will be shown in data status, nevertheless, if the certificate is valid a green tick will be informed instead.

Contractor certificates	Expedition ini date	End Validity Date	Due date status
Social Security Certificate			
Statement of the Responsible Party			
IAE Certificate			
RETA Certificate			

2.8. 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.
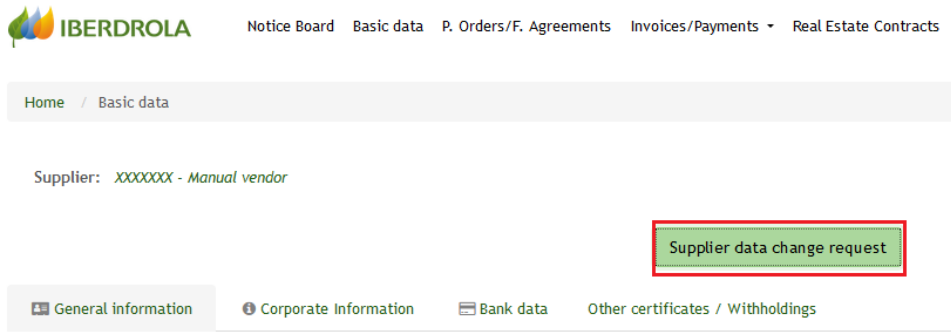
By clicking on the Send PIN button, you will receive the corresponding security code in your email/SMS and, after entering it and pressing the Accept button, the modification form will be enabled allowing the editing of your data.
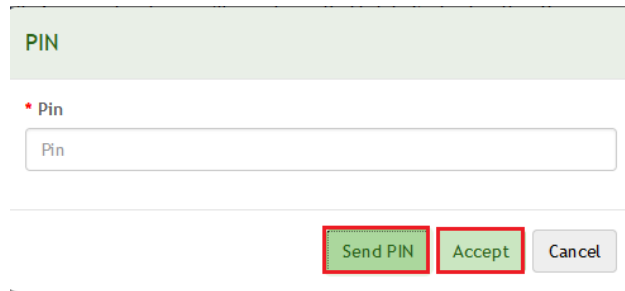
The following actions can be performed:

1. <u>General information</u>: 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.

2. <u>Bank data</u>: 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.
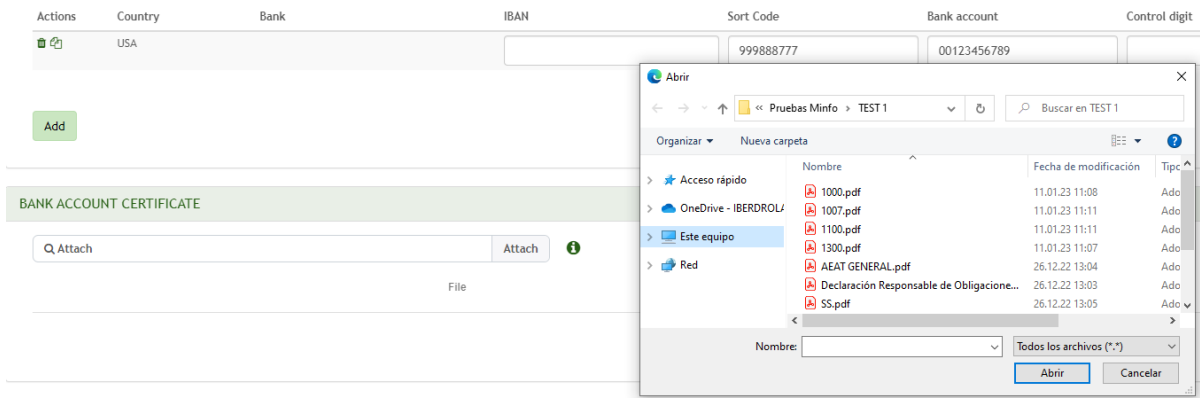
3. <u>Tax Certificates</u>: Only for Spanish vendors. If one or more of your Treasury certificates in the different IBERDROLA Spanish Companies in which you are registered is expired, you can attach the updated ones.
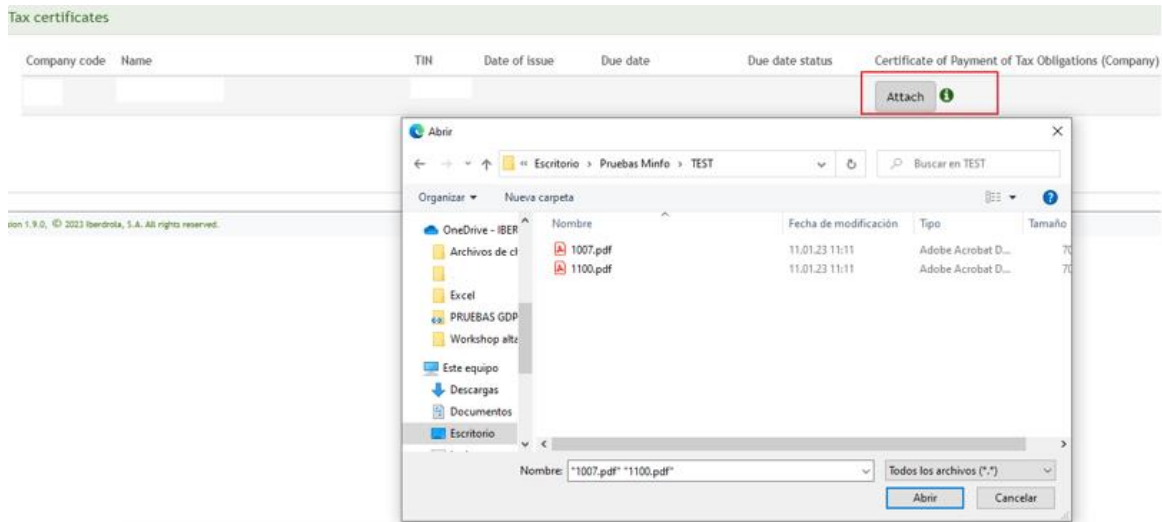
4. <u>Other Certificates / Withholdings:</u> Add certificates of residence or other withholding certificates. It is not necessary to attach the same document for all Iberdrola companies in the same country, one attachment per country is sufficient.
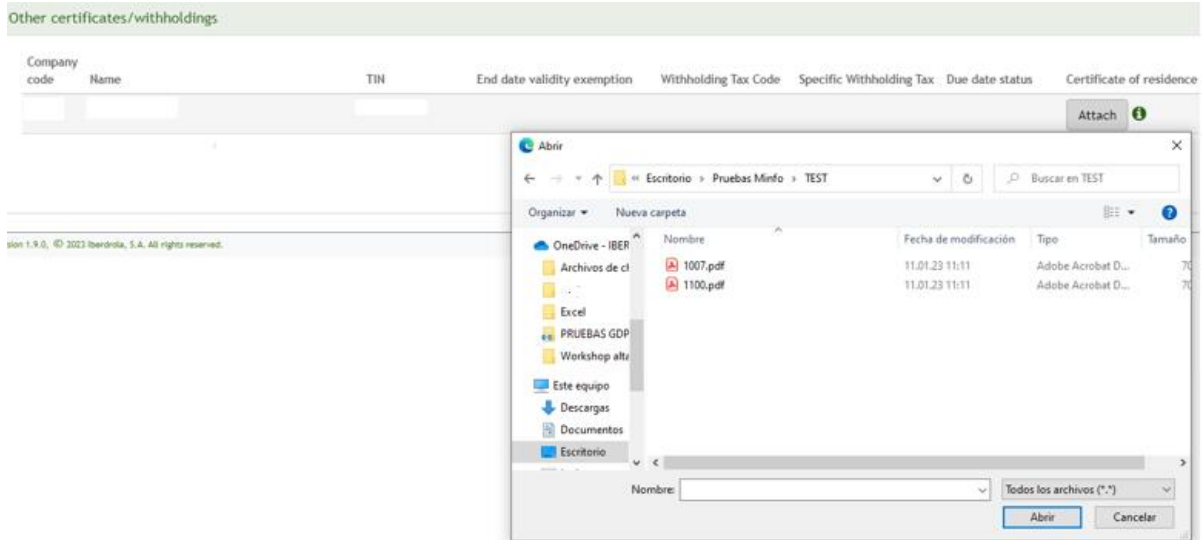
5. <u>Contractor certificates / other documentation:</u> Only for Spanish Ibuy suppliers working for Iberdrola companies in Spain. Depending on whether you are self-employed or a company, you will need to attach different certificates. If the document is no longer valid, a cross symbol will appear.
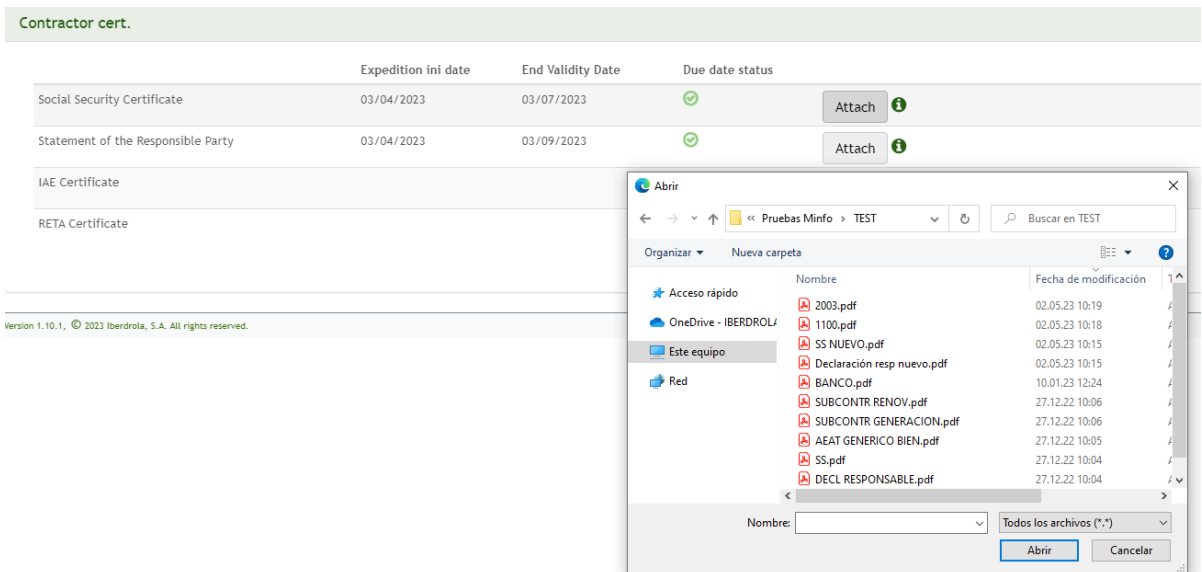
6. <u>Other certificates:</u> In this section it can be added another type of documents that have not been previously attached.
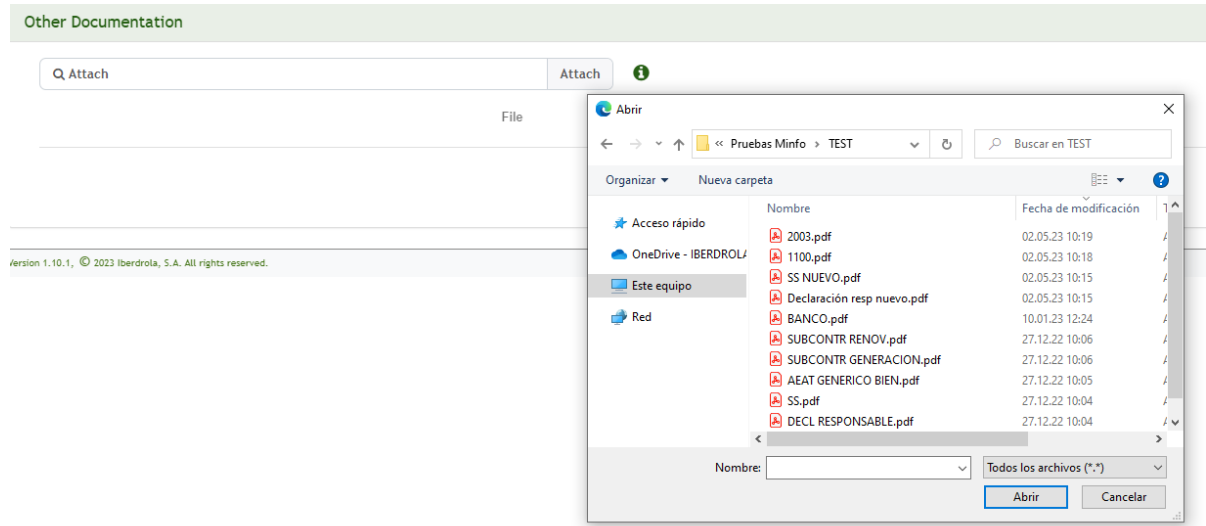
When attaching the supporting documentation, you must consider the following limitations:

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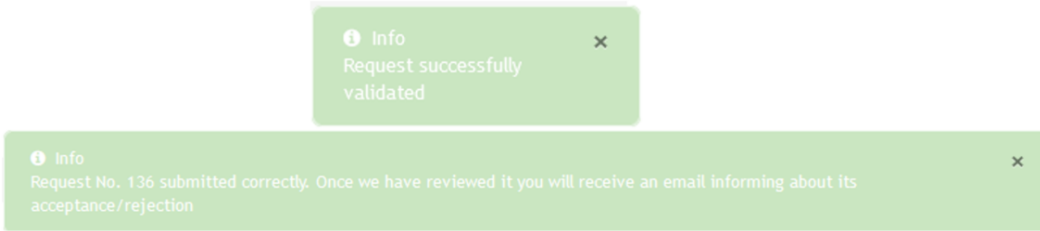
At this moment, IBERDROLA will receive the request, analyze it and proceed to approve or reject it, based on which:

- <u>Request Approved</u>: Your data and the documentation you have attached will be updated and filed in IBERDROLA's database and you will receive a confirmation email.
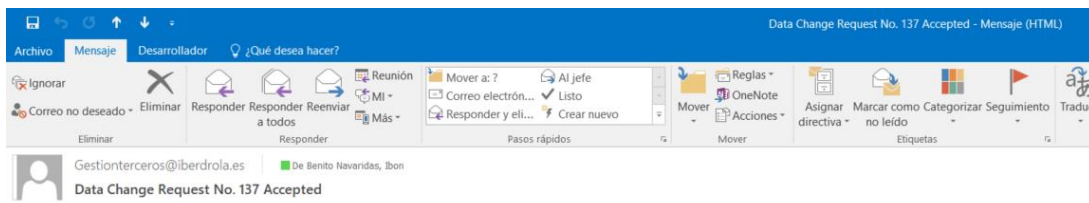
Your data change request No. 137 has been accepted.

- <u>Request Rejected</u>: 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.
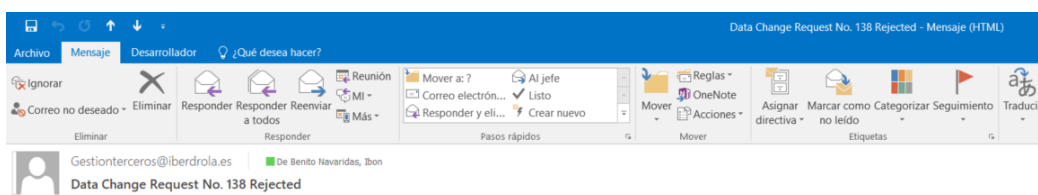
Your data change request No. 138 has been rejected for the reason 2 NO DOCUMENT FOUND

While there is a modification request pending to be processed, you won't be allowed to issue a new one and the following message will be shown.
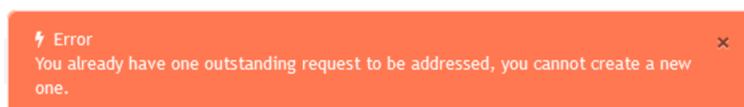
3. Purchase Orders / Framework Agreements

In the "P. Orders / F. Agreements" tab detailed information about your framework orders / contracts issued in any of the Iberdrola / Scottish Power / Avangrid Group companies will be shown.

3.1. Purchase Orders and Framework Agreements Query

In this section, you can access the monitoring information on the status of orders placed with the Iberdrola / Scottish Power / Avangrid Group companies.

1. List of Framework Agreements and Purchase Orders
2. Detail information of each order
3. Receipts/ Acceptances / Invoices associated with each of the orders

3.1.1. Selection fields

You can view the following selecting fields:

1. **Company**: In which the order or framework agreement has been placed.

In the event that you do not remember the number of the Iberdrola / Scottish Power / Avangrid company with which you have any commitment, you have the option of clicking on the tab indicated below and a list appear with the Companies in which the you are registered will be shown.

2. **Order**: Order or framework agreement number that you want to check.

3. **Order date**: Date on which the order or the framework agreement was issued. You must enter a date range (dd / mm / yyyy or dd.mm.yyyy).

4. **Order type**: Select "Purchase Orders" or "Framework Agreements".

It is mandatory to enter the order / contract number or a date range.

Once you have completed the selection fields, execute the query by clicking the "Search" button at the bottom.
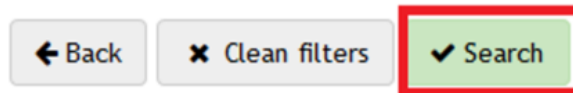
By clicking on the "Clean filters" button you can delete the content of all the fields you have entered to start a new search .
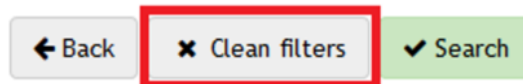
3.1.2. Result of the purchase order query

When you run the query, you will get a list of purchase orders that meet the selected criteria, with the following detail (you can scroll to the right to view all the fields):

1. **Order:** Number of the order issued to your company.

2. **Company**: Company Code of the Iberdrola / Scottish Power / Avangrid Group that has issued the order.

3. **Comp. Name:** Name of the Iberdrola / Scottish Power / Avangrid Group company that has issued the order.

4. **Date Order**: Date on which the order was issued.

5. **Num. Bidding.**: If your order is the result of a bidding process, this field will show the number of the bid that was awarded to you.

6. **Reference Contract**: If your order is a supply order linked to a framework agreement, the field will show its number.

7. **Subject**: Description of the contracted goods or services, if this has been included in the order.

8. **Requestor**: Name of the person at Iberdrola / Scottish Power / Avangrid who has requested the goods or services. By clicking on this name, you can directly send an email to this person.

9. **Amount requested**: Value of the goods or services included in the order. This amount excludes all applicable taxes.

10. **Amount received**: Amount of the goods received from the order so far. This amount excludes all applicable taxes.

11. **Invoice amount (Tax included)**: Amount of the invoices that have been registered in our system associated with that order. This amount includes all applicable taxes.

12. **Currency**: Currency in which the order was issued.

13. **Payment Conditions**: Payment terms agreed in the order.

14. **Particular Conditions**: Clicking on this button will display a popup with the specific conditions applicable to your order in addition to the general contracting conditions.

15. **<u>Work Code</u>**: Work code associated with the order.
16. **<u>Description</u>**: Description of the work associated with the order.
17. **<u>Phase</u>**: Phase code of the work.

This query also offers you the possibility to obtain the receipts / acceptances / invoices that exist for a specific order. Select the line of the order for which you want to obtain the information and click on the "Receipts / Acceptances / Invoices" button at the top:
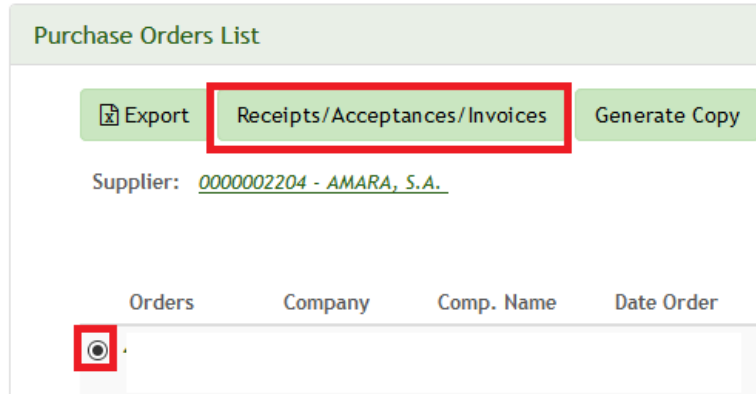
The system allows you to enter a date range for which you want to view receipts / acceptances / invoices. Alternatively, you can leave these fields blank and click "<u>Continue</u>" to get a list of all receipts / invoices that have been registered so far:
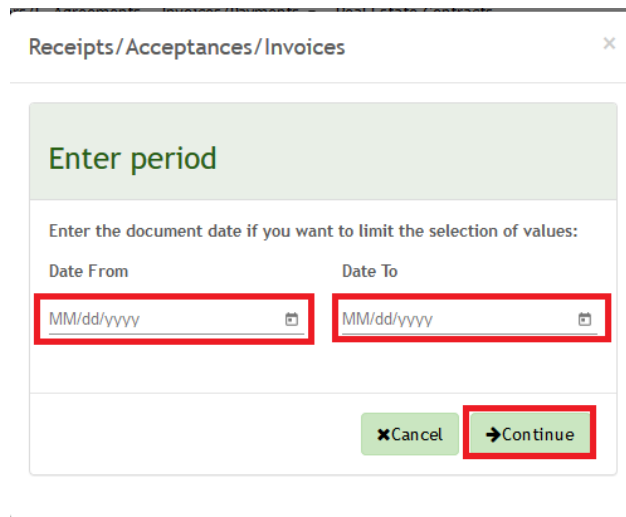
The following screen will be displayed with a list of all receipts, acceptances and all invoices. Please note that invoice amounts include all applicable taxes, while receipts are tax excluded.

If you select Export, an Excel will be downloaded with all the Orders that are shown and each of the Positions.
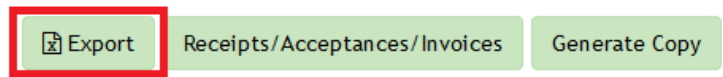
3.1.2.1. Purchase order detail

If you want to consult the detail of an order, you just have to click on the order number on the screen of the query result and the following screen will be displayed:

The table contains the following fields:

1. The type of order
2. The position within the order
3. The code of the material or service supplied.
4. The description of each of the order positions.
5. Quantity
6. Unit of measure
7. Unit price
8. Amount
9. Currency

10. Delivery date
11. Task code
12. Task Description
13. Particular conditions

If you click on the Special Conditions button a pop-up will open with the applicable conditions for this Order.
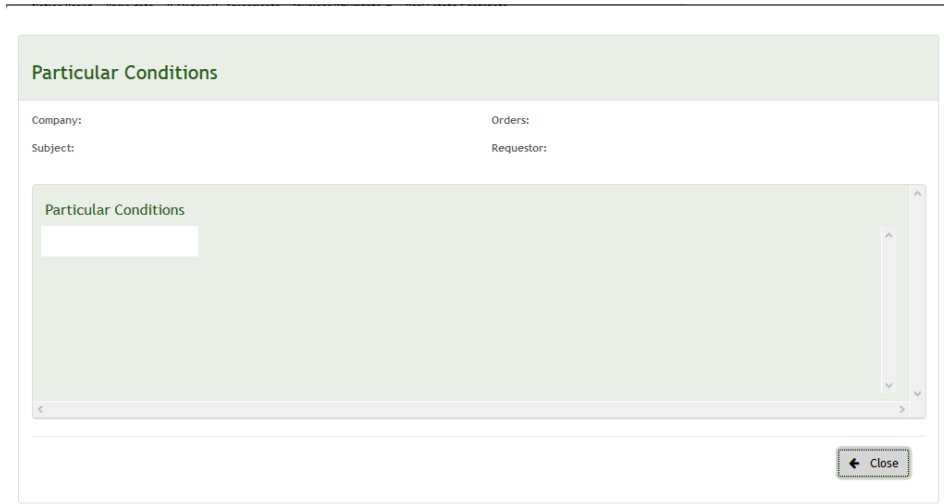
3.1.2.1. Generate PO original copies

By using this option you can obtain the following documents:

GENERATE COPY

- Of an order: option available for all closed orders (pdf) issued by companies of the Iberdrola / Scottish Power / Avangrid Group since November 2015.

The Order of which you want to Generate the copy is marked and when you click in "Generate copy", a pdf of the Order will be downloaded.
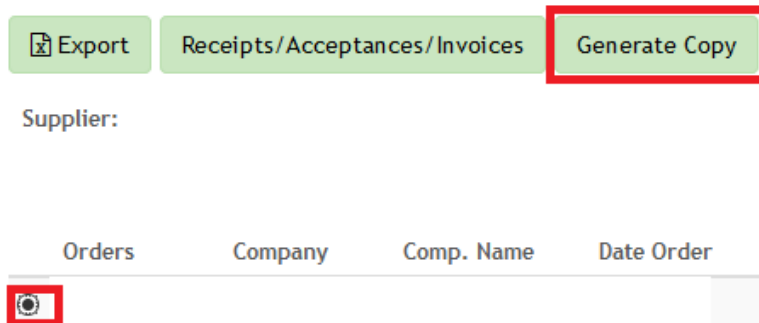
3.1.3. Result of the framework agreements query

When you run the query, you will get a list of framework agreements that meet the selected criteria with the following detail (you can scroll to the right to display all the fields):

The following fields are included in the "Framework agreements" section :

1. **Framework Agreement**: Number of the framework agreement issued to your company.

2. **Company**: Code of the Iberdrola / Scottish Power / Avangrid Group company that has issued the framework agreement.

3. **Comp. Name:** Name of the Company.

4. **Subject**: Description of the contracted goods or services, if this has been included in the order.

5. **Framework Agreement Date**: Date on which the framework agreement was created.

6. **Validity Period**: Period during which the contract is valid.

7. **Document Date**: Date on which the framework agreement was issued.

8. **Purchasing manager**: Department responsible for the order. By clicking on it, you can send an email to the Purchasing department in case the order has been handled by this department.

18. **Requestor**: Name of the person at Iberdrola / Scottish Power / Avangrid who has requested the goods or services. By clicking on this name, you can directly send an email to this person.

9. **Value Incurred**: Accumulated value of the supply orders that have been issued against that framework agreement. This amount excludes all applicable taxes.

10. **Currency**: Currency in which the framework agreement was issued.
11. **Payment Conditions**: Payment terms that were agreed in the contract.
12. **Bidding**.: If your framework agreement is the result of a bidding process, this field will show the number of the bid that was awarded to you.
13. **Particular Conditions**: When there are other particular conditions applicable to your contract in addition to the general contracting conditions, they will be shown here.

This query also offers you the possibility to obtain the supply orders that exist for a given contract. Select the order line for which you want to obtain the information and click on the "Supply orders" button at the top:
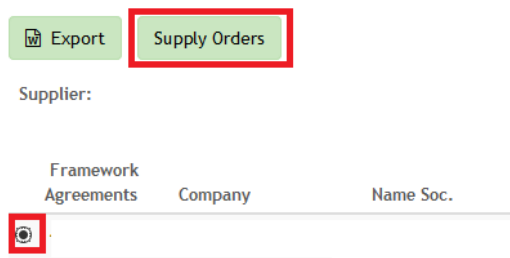
The system allows you to enter a date range for which you want to view supply orders. Alternatively, you can leave these fields blank and click "Continue" to get a list of all the orders that have been registered so far:

You will get a list of all the orders related to that framework agreement, with the same functionality as in the order query:

3.1.3.1. Framework Agreement Detail

If you want to consult the detail of a framework agreement, you just have to click on the contract number on the screen of the query result and the following screen will be displayed:

The table contains the following fields:

1. The type of contract
2. The position within the contract
3. The code of the material or service supplied.
4. The description of each of the order positions.
5. Task ID
6. Task description
7. Unit of measure
8. Price per unit
9. Currency
10. Particular Conditions

4. Invoices/Payments

In "Invoices" you can access 3 queries to see different information:

- Invoice Details query: Detailed information on invoicing to Iberdrola / Scottish Power / Avangrid Group companies and their status.
- Forecast Payments query: Invoices to be paid to you in future settlements.
- Past Payments query: Payments made by Iberdrola / Scottish Power / Avangrid Group companies in a given period.

4.1. Invoices detail query

On the selection screen of this query you will find the following fields, the range of dates for which you want to check your invoices are only mandatory data.

4.1.1. SELECTION FIELDS

Each of the selection fields is detailed below:

1. **Company**: Here you can select the company of the Iberdrola / Scottish Power / Avangrid Group to receive your invoices. You can leave the field blank to obtain the information of all the companies or if you want to select a specific company, select from the drop-down and it will show all the Iberdrola / Scottish Power / Avangrid companies in which your company is registered and select one of the list:
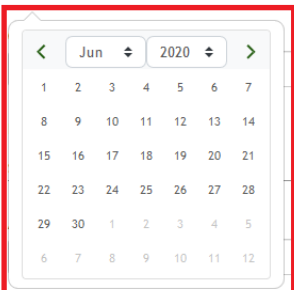
2. Reference: In this field you can enter the reference of the invoice that you want to consult.

Reference

| Reference |

3. Document Date: Here you must enter a date range of your invoices. The search is restricted to a maximum range of 3 months. Selecting on the button 📅 you can use the calendar to select the date:

4. Order: If your invoices come from an order, you can specify the order here to obtain the information of the invoices linked to them. .

Order

| Order |

5. Invoice status: You can select from the drop-down the status of the invoices you want to consult. If the selection is left blank, all the states will be included in the search.

The 4 states in which your invoices can be found are:

- <u>Registered</u>: the invoice has been received and registered in our system but has not yet been accounted for pending the acceptance of the goods or services by the applicant.
- <u>Posted</u>: the invoiced goods and services have been accepted by the person from Iberdrola / Scottish Power / Avangrid who requested them. The invoice is posted and pending payment.
- <u>Paid / Cleared</u>: the invoice has been paid or cleared (for example, with a credit note or with a debtor invoice in favor of Iberdrola / Scottish Power / Avangrid).
- <u>Cancelled</u>: the invoice was registered in our system but has been subsequently canceled.

6. **Amount**: Here you can enter a range of amounts for the invoices you want to consult or a specific amount completing only the first field.

7. **Due date.**: Here you can enter the due dates of your invoices. The search is restricted to a maximum range of 3 months. You can select a specific range of dates or a specific day by completing only the first field. Clicking on the button 🗓 you can use the calendar to select the date:

Once you have completed the selection fields, proceed to execute the query by clicking on the "<u>Accept</u>" button at the top.

Selecting the "<u>Clear filter</u>" button will delete the content of all the fields you have completed to start a new search .

4.1.2. QUERY RESULT

When executing the query you will get a list of the invoices that meet the selected criteria with the following detail (you can scroll to the right to view all the fields):

Result Search Invoice

Supplier:

Reference	Company	Comp. name	Order	Doc. date	Post office date	Status	Amount	Currency	Due date	Payment blocked	Predicted payment date

Result Search Invoice

Supplier:

ent ced	Predicted payment date	Pay/Comp. date	Confirming: bank sent date	Payment bank account	Nº Check	Check date	Check payment	Ref. Iberdrola	Nº doc. FI	Fiscal year	Reason cancellation

Each of the fields of the query result is detailed below:

1. **Reference**: the reference of your invoice. In the cases in which said invoice was issued by Iberdrola / Scottish Power / Avagrid as part of a self-invoicing process, the reference will be shown as a hyperlink through which you can consult the detail of said invoice.

Invoice details

Supplier:

Company: Reference Order: Reference Iberdrola:

Reference Document: Document date: Due date:

Document type: State: Predicted payment date:

Invoice detail lines

Line	Warehouse	Material	Description	Quantity	Unit	Unit price	Amount	Currency
There is no data								

2. **Company**: Code of the Iberdrola / Scottish Power / Avangrid company you have a contractual relationship with.

3. **Comp. Name**: the name of the Iberdrola / Scottish Power / Avangrid company corresponding to that code.

4. **Order**: When your invoices come from an order, the order number is displayed here. You can find more information about this screen in section "2. Orders / Framework Agreements".

5. **Doc. date**: Date of the invoice.

6. **Post office.**: Date on which Iberdrola / Scottish Power / Avangrid received your invoice.

7. **Status**: the status of the invoice at the time of the consultation :

   a) Registered: the invoice has been received and registered in our system but has not yet been accounted for pending the acceptance of the goods or services by the applicant.

   b) Posted: the invoiced goods and services have been accepted by the person from Iberdrola / Scottish Power / Avangrid who requested them. The invoice is posted and pending payment.

   c) Paid / Cleared: the invoice has been paid or cleared (for example, with a credit note or with a debtor invoice in favor of Iberdrola / Scottish Power / Avangrid).

   d) Cancelled: the invoice was registered in our system but has been subsequently canceled.

8. **Amount**: Amount of your invoice (taxes included).

9. **Currency**: Currency in which you have issued your invoice.

10. **Due date**: Due date of your invoice. If the invoice comes from an order, the due date will be determined by the payment conditions of the same.

11. **Payment blocked**: If there is any impediment to pay, the invoice will be shown as blocked from payment. Among the reasons that can cause the block are judicial embargoes, the absence of bank details, the lack of a residence certificate to avoid double taxation (in the case of companies not resident in Spain) or the lack of a valid certificate of be up to date with your tax obligations (in case you have the obligation to contribute it).

12. **Predicted payment date**: When your invoice comes from an order, this date indicates when your invoice payment would be expected based on the payment conditions and the settlement schedule of the Iberdrola / Scottish Power / Avangrid Group. If your invoice does not come from an order, the expected payment date will coincide with the due date.

13. **Pay/Comp. date**: Date on which Iberdrola / Scottish Power / Avangrid has made the payment or compensation. Please note that this date may not coincide with the date your company has received the funds in your account.

14. **Confirming: bank sent date**: In cases where your company is confirmed by means of payment, this field shows the date that Iberdrola has sent the invoices to the bank, empowering your company to deduct them. (*Note: "Confirming" is only available for Spanish companies of the Iberdrola Group*).

15. **Payment bank account:** Bank account number for unpaid invoices.

16. **Nº Check**: Check identification number.

17. **Check date**: Expected payment date of the check.

18. **Check payment**: Check cashing date.

19. **Ref. Iberdrola**: Internal reference of the registration of your invoice in our system, only applicable to those invoices that come from an order.

20. **Nº doc. FI.**: Internal number of the financial document with which your invoice has been posted in our system.

21. **Fiscal Year**: Accounting year in which the invoice was posted.

22. **Reason cancellation**: In case the invoice is canceled, the reason for cancellation will be shown.

4.1.2.1. Invoice Detail

If you want to consult the detail of an invoice, you only have to click on the reference of the query result and the following screen will be displayed:

Home / Invoices / Result Search Invoice / Invoice details

Invoice details

Supplier:

Company:	Reference Order:	Reference Iberdrola:
Reference Document:	Document date:	Due date:
Document type:	State:	Predicted payment date:

Invoice detail lines

Line	Warehouse	Material	Description	Quantity	Unit	Unit price	Amount	Currency

← Back

The table contains the following fields:

1. Line: Line number of that invoice.
2. Warehouse: Code of the warehouse where the material is located.
3. Material: Supplied material code.
4. Description: Description of the supplied material.
5. Quantity: Material quantity supplied.
6. UM: Unit of measure of the supplied material.

7. <u>Unit price</u>: Unit price of that material<u>.</u>
8. <u>Amount</u>: Total amount considering the quantity and the unit price.
9. <u>Currency</u>: Currency in which you have issued your invoice.

4.2. Forecast payments query

In this section you can consult the invoices forecasted payment that will be included in future settlements, including those invoices that your company has pending payments as a debtor of Iberdrola / Scottish Power / Avangrid, and that will be netted in said settlements.

4.2.1. SELETION FIELDS

You can view the following selection fields:

1. **Expected payment date (up to)**: Enter a date to obtain the list of invoices that will be paid to you until that date. Clicking on the button 📅 you can use the calendar to select the date :
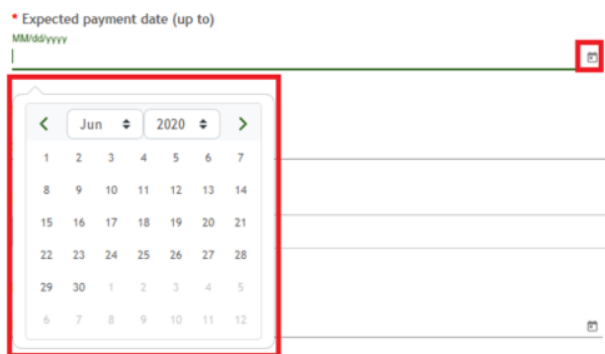
2. **Company**: Here you can indicate the code of the company of the Iberdrola / Scottish Power / Avangrid Group receiving your invoices. You can leave the field blank to obtain the information of all the companies or if you want to specify a specific company, select from the drop-down to obtain a list of all the Iberdrola / Scottish Power / Avangrid companies in which your company is registered. and select one from the list:

Company
Company Select

| 1000-IBERDROLA S.A. |
| 1007-IBERDROLA ESPAÑA, S.A.U. |
| 1100-IBERDR GENERACION, S.A.U. |
| 1108-IB.SERVICIOS ENERGETICOS |
| 1111-IBERDR GENERACION TERMICA |
| 1115-IB GENERACION ESPAÑA SAU |

3. **Reference**: In this field you can enter the reference of the invoice you want to consult or leave the field blank so as not to filter by reference :

Reference

referencia

4. **Expiration date:** Here you can enter the due dates of your invoices. The search is restricted to a maximum range of 3 months. You must select a specific range of dates. By clicking on the button 📅 you can use the calendar to select the date:

Expiration date (From)

MM/dd/yyyy 📅

Expiration date (To)
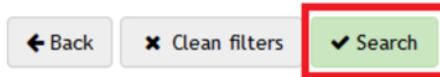
MM/dd/yyyy 📅

5. **Amount**: You can enter a range of amounts for the invoices you want to consult or a specific amount completing only the first field .
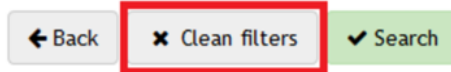
Amount (From)

importe (desde)

Amount (To)

importe (hasta)

Once you have completed the selection fields, proceed to run the query by clicking the "Search" button at the bottom .

Pressing the "Clean filters" button will delete the content of all the fields you have completed to start a new search .

4.2.2. QUERY RESULT

When executing the query you will get a list of the invoices that meet the selected criteria with the following detail (you can scroll the scroll to the right to view all the fields):

1. **Reference**: Reference of your invoice.

2. **Comp.**: Code of the Iberdrola / Scottish Power / Avangrid company you have a contractual relationship with.

3. **Comp. Name**: Name of Iberdrola / Scottish Power / Avangrid company corresponding to that code.

4. **Id.doc. supplier/debtor**: Field that shows if the item paid corresponds to an invoice recorded in our books as our creditor ("Suppliers"), that is, debt in favor of your company or as our debtor ("Debtors"), that is, debt in favor Iberdrola / Scottish Power / Avangrid that has been netted in the liquidation.

5. **Order**: When your invoices come from an order, the number of this is shown here.

6. **Document date**: Date of your invoice.

7. **Post Office Date**: Date when Iberdrola / Scottish Power / Avangrid received your invoice.

8. **Invoice Amount (VAT incl.)**: Amount of your invoice (including taxes).

9. **Withholding Tax Amount**: In case a personal income tax withholding is applied to the amount of your invoices, the amount to be withheld in the payment is indicated in this field.

10. **Currency**: Currency in which you have issued your invoice.

11. **Expiration date**: Due date of your invoice. If the invoice comes from an order, the due date will be determined by the payment conditions of the same.

12. **Payment lock**: In case of having a payment block.

13. **Expected payment date**: Date when your invoice is expected to be paid based on payment terms.

14. **Confirming: shipping date bank**: In cases where your company has confirming as a payment method, this field shows the date when Iberdrola has issued the invoices to the bank, empowering your company to deduct them. (*Note: "Confirming" is only available for Spanish companies of the Iberdrola Group*).

15. **Associated bank account:** Bank account to which Iberdrola / Scottish Power / Avangrid has paid that invoice

16. **Ref. Iberdrola**: Internal reference of the registration of your invoice in our system, only applicable to those invoices that come from an order.

17. **Nº doc. FI.**: Internal number of the financial document with which your invoice has been posted in our system.

18. **Fiscal year**: Accounting year to which the invoice belongs.

4.3. Past payments query

This section shows the information of the invoices that have been paid to you, including the debtor invoices in favor of Iberdrola / Scottish Power / Avangrid that have been netted in said payments.

4.3.1. SELECTION FIELDS

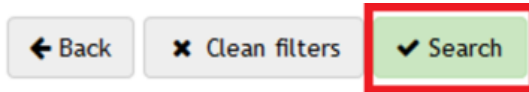You can view the following selection fields:

1. **Payment date**: Currently the selection screen is restricted so only payments made during a period of **three months** can be shown. You must select a specific range of dates. Clicking on the button 🗓 you can use the calendar to select the date:

* Payment date (From)	* Payment date (To)
MM/dd/yyyy 🗓	MM/dd/yyyy 🗓

2. **Amount**: You can enter a range of amounts for the invoices you want to consult or a specific amount completing only the first field.

Amount (From)	Amount (To)
importe (desde)	importe (hasta)

Once you have completed the selection fields, proceed to execute the query by clicking on the "Search" button at the top.

← Back   ✖ Clean filters   ✔ Search

Clicking on the "Clean filters" button will delete the content of all the fields you have completed to start a new search.

← Back   ✖ Clean filters   ✔ Search
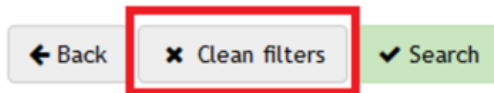
4.3.2. QUERY RESULT

When executing the query you will get a list of the payments that meet the selected criteria with the following detail (you can scroll the scroll to the right to view all the fields):

Results past payments

Supplier:

Supplier	Payment number	Payment method	Payment Date	Net Amount	Withholdings	Gross Amount	Currency	Payment Execution Date	Payment Identifier	Destination Account	Destination Bank	Street

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Iberdrola   ScottishPower   Avangrid
A member of the Iberdrola Group

Next, each of the fields of the query result is detailed:

1. **Supplier**: Your supplier code.

2. **Payment number**: Number of the payment document.

3. **Payment method**: Payment method in which the payment has been issued.

4. **Payment date**: Date on which Iberdrola / Scottish Power / Avangrid made the payment. Please note that this date may not coincide with the date your company has received the funds in your account.

5. **Net amount**: Amount of your invoice (including taxes).

6. **Withholdings**: In case a personal income tax withholding is applied to the amount of your invoices, the amount withheld is indicated in this field.

7. **Gross amount**: Amount of your invoice (taxes excluded).

8. **Currency**: Currency in which you have issued your invoice.

9. **Payment Execution Date**: Date on which Iberdrola / Scottish Power / Avangrid made the payment. Please note that this date may not coincide with the date on which your company received the funds in your account.

10. **Payment Identifier**: Payment identification code.

11. **Destination Account**: Bank account number to which Iberdrola / Scottish Power / Avangrid has paid that invoice.

12. **Destination Bank**: Bank to which Iberdrola / Scottish Power / Avangrid has paid that invoice.

13. **Street**: In case the payment method is a check, the shipping address is shown.

14. **Beneficiary**: In case the payment has a beneficiary concept.

15. **Organism reference**: In case you have the payment is a debit authorization, a charge in account or a judicial consignment, the agency procedure reference will be included.

16. **Contact**: Displays the contact information of the CAS (Supplier Service Center). If you click on the icon, a pop-up will open with the information.

17. **Paying Account**: For transfers of Mexican companies, the account number will be shown along with the bank name.
18. **Reference Document Agency**: In case it is paid by debiting the account or debit authorization, the document reference is shown.
19. **Judicial Consignment**: In case it has been paid through judicial consignment, the consignment code is displayed.

4.3.2.1. Payments made detail

If you want to see the details of a payment you just have to click on the payment number on the query result and the following screen will be displayed:

Details of payments made																
Supplier:																
Company	Company_desc	VAT Number	Document	Fiscal Year	Reference	Invoice date	Net amount	Withholding percentage	Withholding amount	Gross amount	Currency	Order	RE Contract	RE Manager	UUID	Description

The table contains the following fields:

1. **Company**: Code of the Iberdrola / Scottish Power / Avangrid company you have a contractual relationship with.
2. **Company_desc**: Name of the Iberdrola / Scottish Power / Avangrid Company corresponding to that code.
3. **TIN**: TIN corresponding to the Company.
4. **Document**: Payment document number.
5. **Exercise**: Accounting year in which the payment has been made.
6. **Reference**: Payment identification code.
7. **Invoice date**: Date of the invoice corresponding to the payment.
8. **Net amount**: Amount of your invoice (including taxes).
9. **Withholding percentage**: In case a personal income tax withholding is applied to the amount of your payments, the percentage withheld is indicated in this field.
10. **Withholding amount**: Amount corresponding to the percentage withheld.
11. **Gross amount**: Amount of your invoice (excluding taxes).
12. **Currency**: Currency in which you have issued your invoice.
13. **Order**: When your payment comes from an order, its number is shown here.
14. **RE Contract**: In case that the payments have a RE contract associated.

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15. **RE Manager**: Name and surname of the contract manager.
16. **UUID**: In case the invoice is from a Mexican Company, the identifier will be shown in this field.
17. **Description**: Description of the invoice position.

5.Real Estate Contracts

The purpose of this section is to consult the different leasing contracts that your provider has.

5.1. SELECTION FIELDS

On the selection screen of this query you will find the following fields, the date range or the contract you want to consult being only required to fill .


1. **Company**: Here you can select the recipient Iberdrola / Scottish Power / Avangrid Group company. You can leave the field blank to obtain the information of all the companies or, if you want to select a specific company, select from the drop-down showing all the Iberdrola / Scottish Power / Avangrid companies in which your company is registered and select one of them:

2. **Contract**: In case you know the contract number of which you want to make the inquiry, you can enter it in this field after you are registered and select one from the list .

3. **Date from**: Here you must enter a date range for your RE contracts. The search is restricted to a maximum range of 3 months. Selecting on the button 🗓 you can use the calendar to select the date:
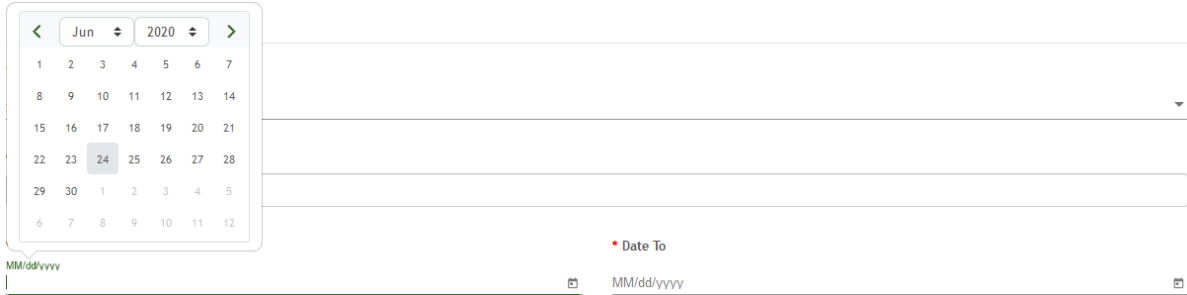
Once you have completed the selection fields, proceed to execute the query by clicking on the "Search" button at the top .
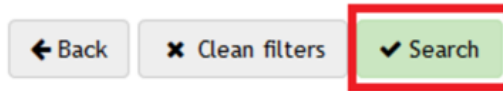
Clicking on the "Clean filters" button will delete the content of all the fields you have completed to start a new search .
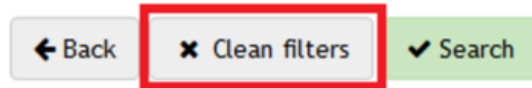
5.2. QUERY RESULT

When executing the query you will get a list of the contracts that meet the selected criteria with the following detail (you can scroll the scroll to the right to view all the fields):

1. **Contract**: Code of the RE contract.
2. **Company**: Code of the Iberdrola / Scottish Power / Avangrid company you have a contractual relationship with.
3. **Company Dec.**: Name of the Iberdrola / Scottish Power / Avangrid company corresponding to that code.
4. **Contract Name**: Name of the RE contract.
5. **Manager**: Code of the Iberdrola user responsible for this contract.
6. **Date Start**: Date on which the contract begins.
7. **Date End**: Date on which the contract ends.
8. **Framework Agreement**: In case there is a framework agreement number associated with that RE contract.
9. **Amount**: Total amount of the contract conditions.
10. **Invoiced Amount**: Total amount of the contract invoices.
11. **Currency**: Currency in which the order was issued.

6.Reports

The purpose of this section is to display reports in which suppliers can see relevant data in a summarized form.

6.1 REGISTRATION REPORT REQUESTS

This report displays the entire history of modification requests that have been made in the application. It includes the request number, request status, the reason for rejection if applicable, and the date it was processed.

Furthermore, by clicking on the view icon of each application, you will access their details, including the modified fields highlighted as well as the attached documents.

	Request number	Create date	Status	Reason rejection	Comment reason rejection	Resolution date
🔍	136	28-09-2020	Pending			

Home / Reports / Requests / Basic data

Supplier: *XXXXXXX - Manual supplier*

☐ General information   ☐ Bank data   ✎ Attach file

Name   ˄

Supplier Code:	XXXXXXX	Name:	Test name
Street:	Street test	District:	
City:	CACERES	Postal Code:	10004
Region:	10-Caceres	Country:	Spain
Telephone:	607994694	Shipping Method Orders:	Print on paper
Verification e-mail:	mail@domain.xxxx	Notice of payment e-mail Spain:	
Notice of payment e-mail UK:		Notice of payment e-mail USA:	
Notice of payment e-mail MX:			
Self-invoice e-mail:		Payment letter e-mail:	

6.2 BLOCKING CERTIFICATES REPORT (Only for Spanish IBUY vendors working for Iberdrola Spain companies)

This report shows the status of the certificates that block items with H (Blocking. Contractor certificate missing). If the documents are marked with a green check, it means they are valid, and there is no H block. However, if there is an orange cross, it means the document in question has expired, and the items will be blocked with H.

To unblock these items, it is necessary to submit a data modification request through the application with the updated documents attached.

Blocking certificates report

Document Type	Society	Start date	End date	Status
Certificado pago obligaciones tributarias (sociedad)	1000 IBERDROLA S.A.	13/04/2023	13/07/2023	✅
Certificado pago obligaciones tributarias (sociedad)	2003 IB. RENOV ENERGIA SAU	01/04/2023	01/04/2024	✅
Obligaciones seguridad social		03/04/2023	03/07/2023	✅
Declaración responsable (Solo empresas)		03/04/2023	03/09/2023	✅