Supplier Manual

Account settings in SAP Business Network

December 2025

1. Introduction

INTRODUCTION

This guide aims to help you correctly configure your SAP Business Network account to ensure efficient management in line with Iberdrola Group's requirements. In the following sections, we will review the key elements you need to know and adjust in your profile, from basic account information to notification and user settings.

The topics we will cover include:

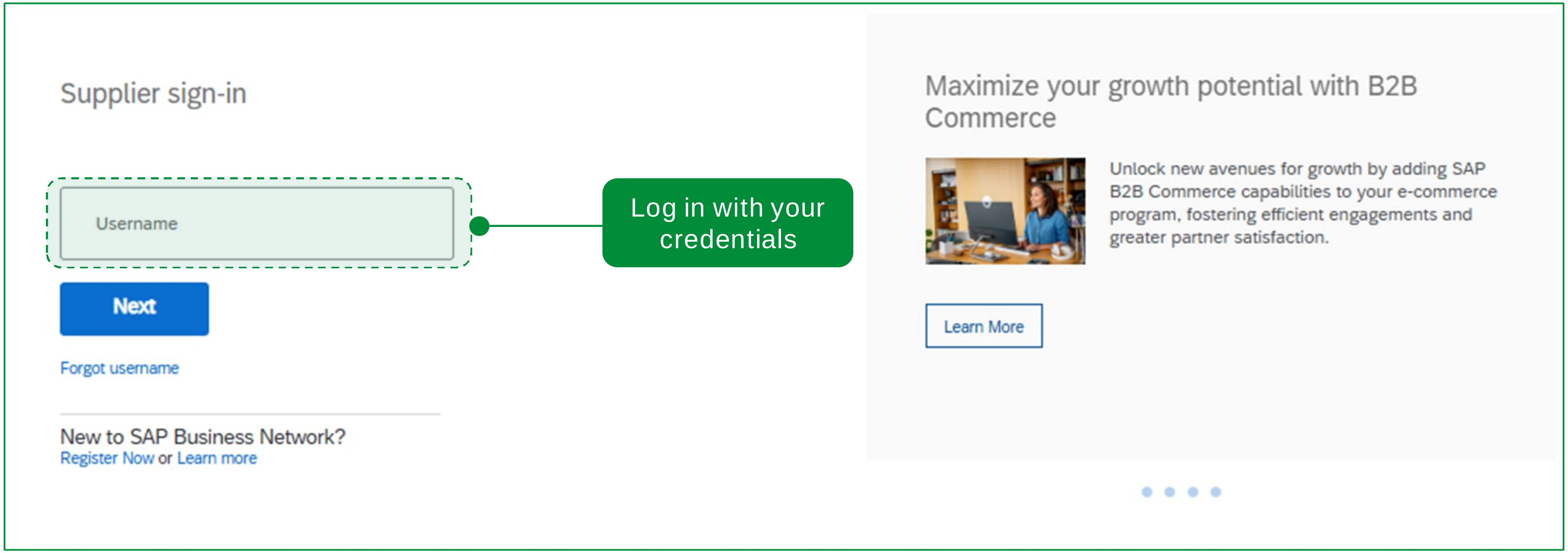
1. Access to SAP Business Network
2. Home page
3. Settings in 'My Account'
4. Company profile
5. Verification of business relationships and approval or rejection
6. Routing of orders and electronic invoices
7. General platform notifications
8. User management

We recommend that you follow each section step by step to ensure that your account is fully operational and ready to interact with Iberdrola Group smoothly.

2. Access to SAP Business Network

Access to SAP Business Network

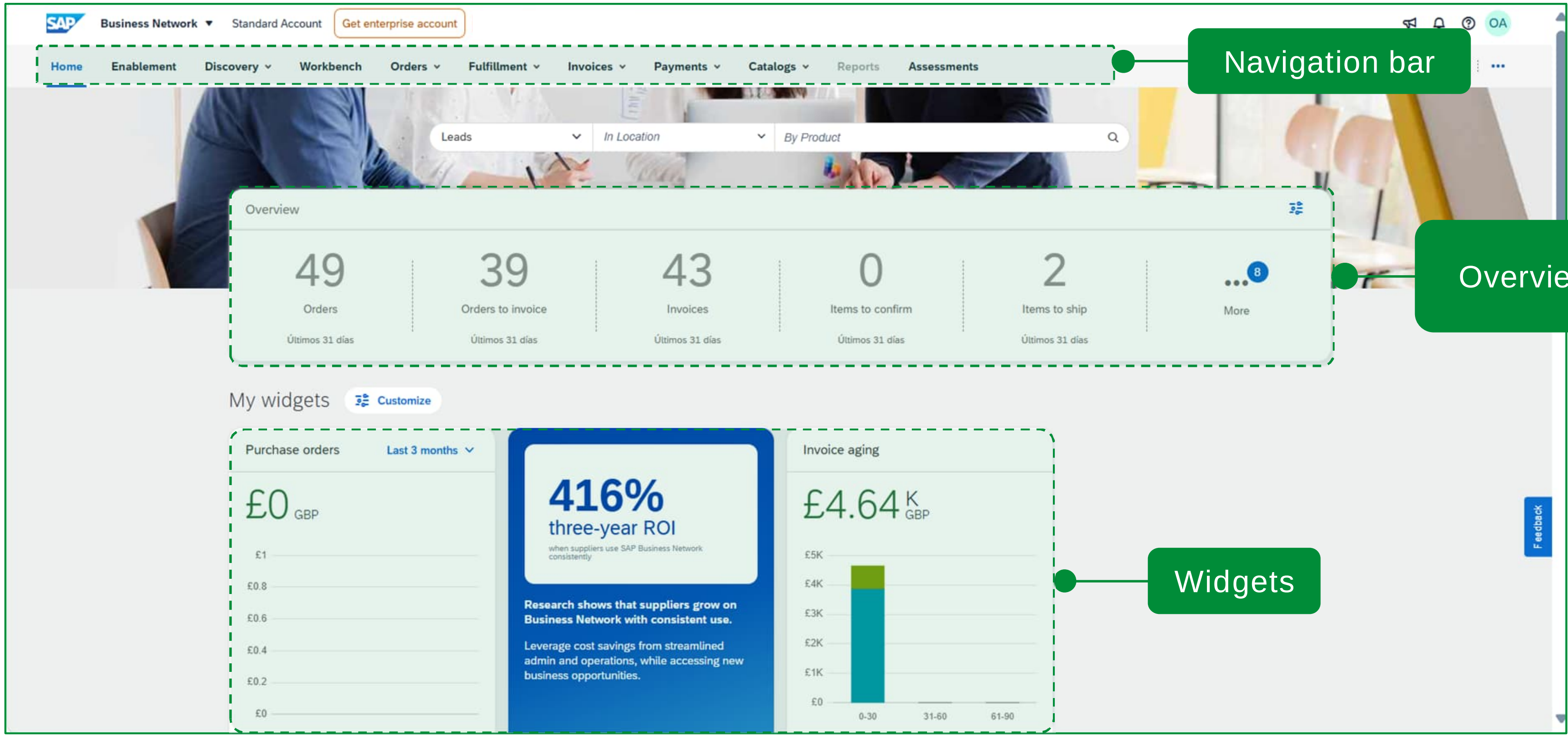
Log in to supplier.ariba.com with your username and password.



3. Home Page

Home Page

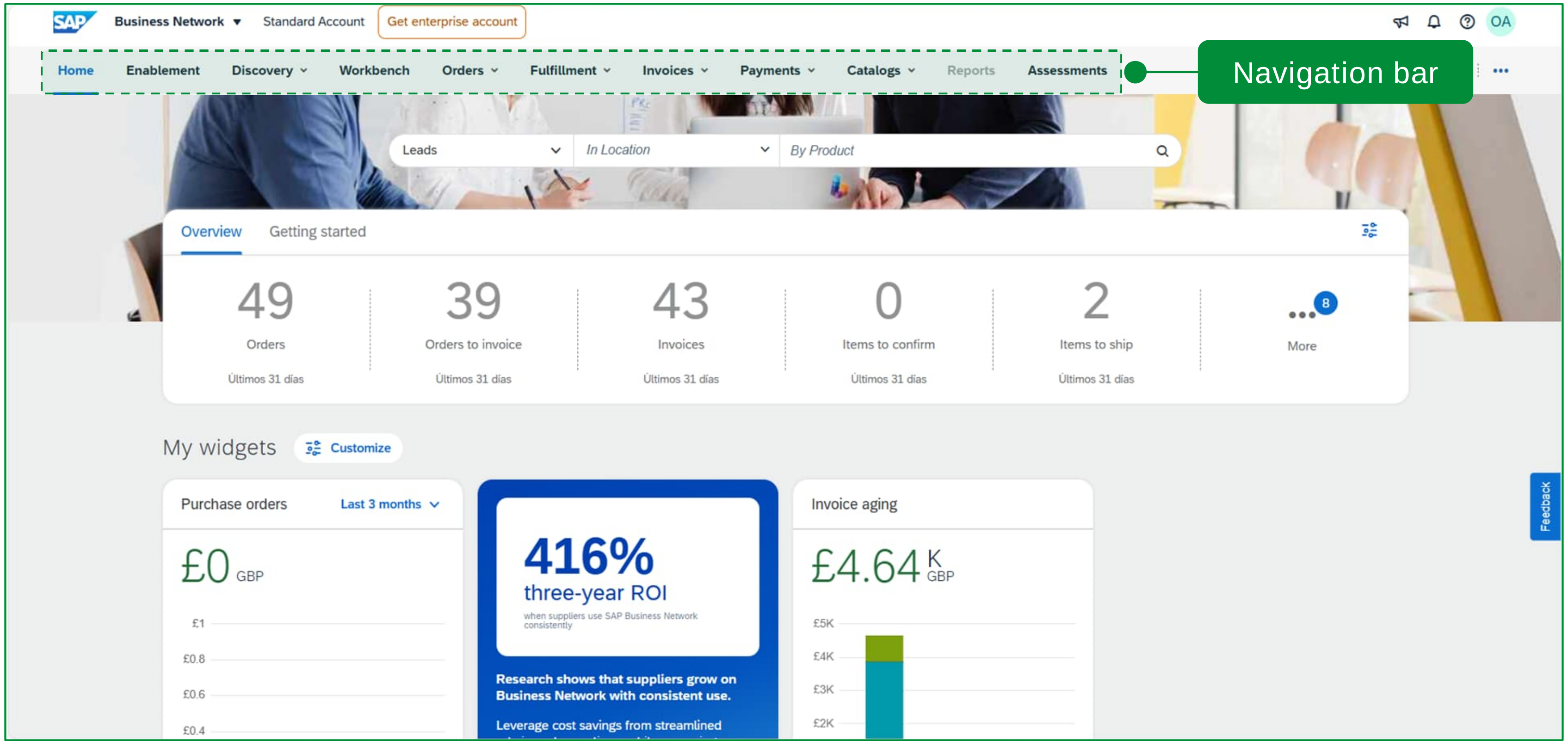
On the SAP Business Network home page, you will find the navigation bar, overview, and widgets. Let us review each of these components.



Navigation bar

Home page – Navigation bar

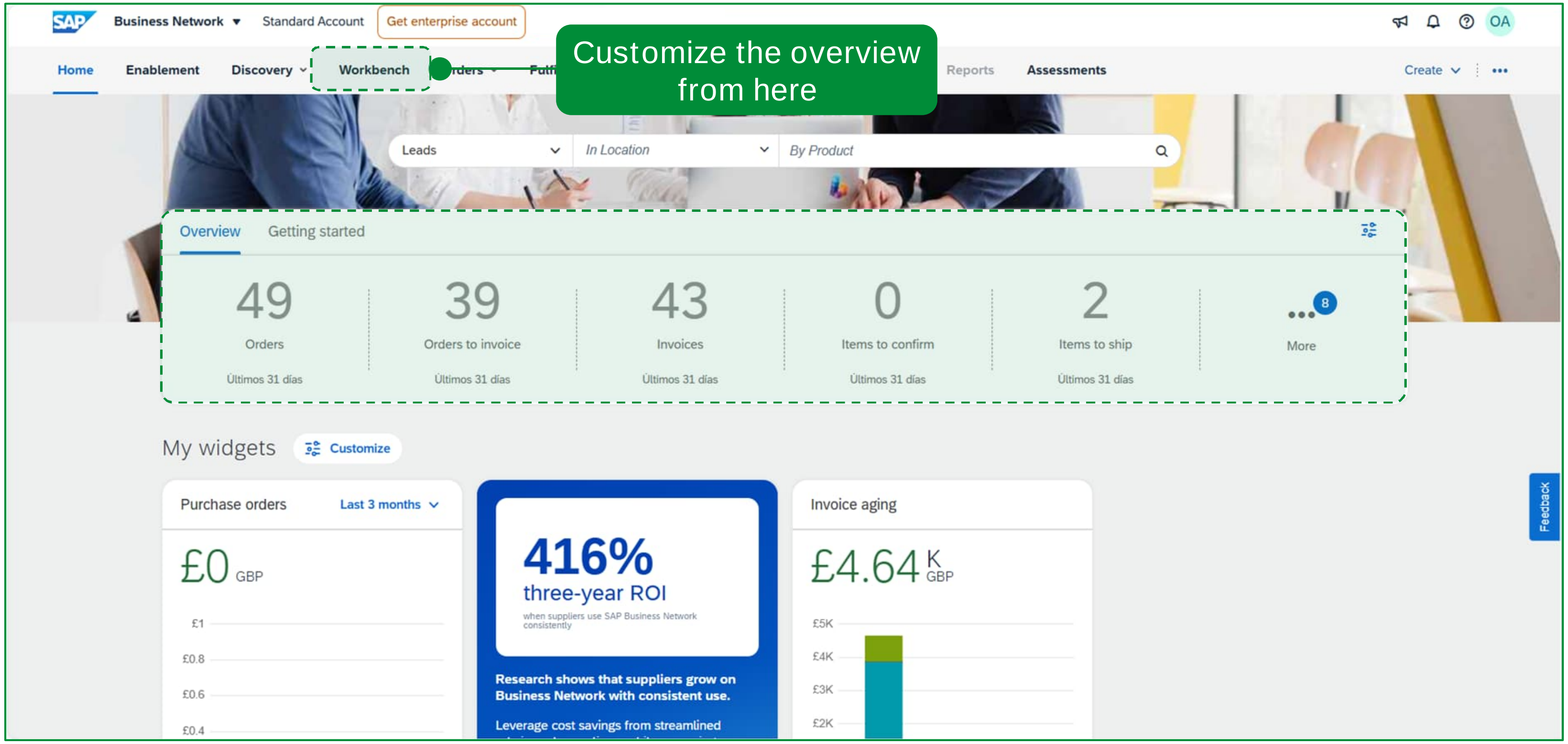
The navigation bar allows you to quickly access the main sections of the portal.



Overview

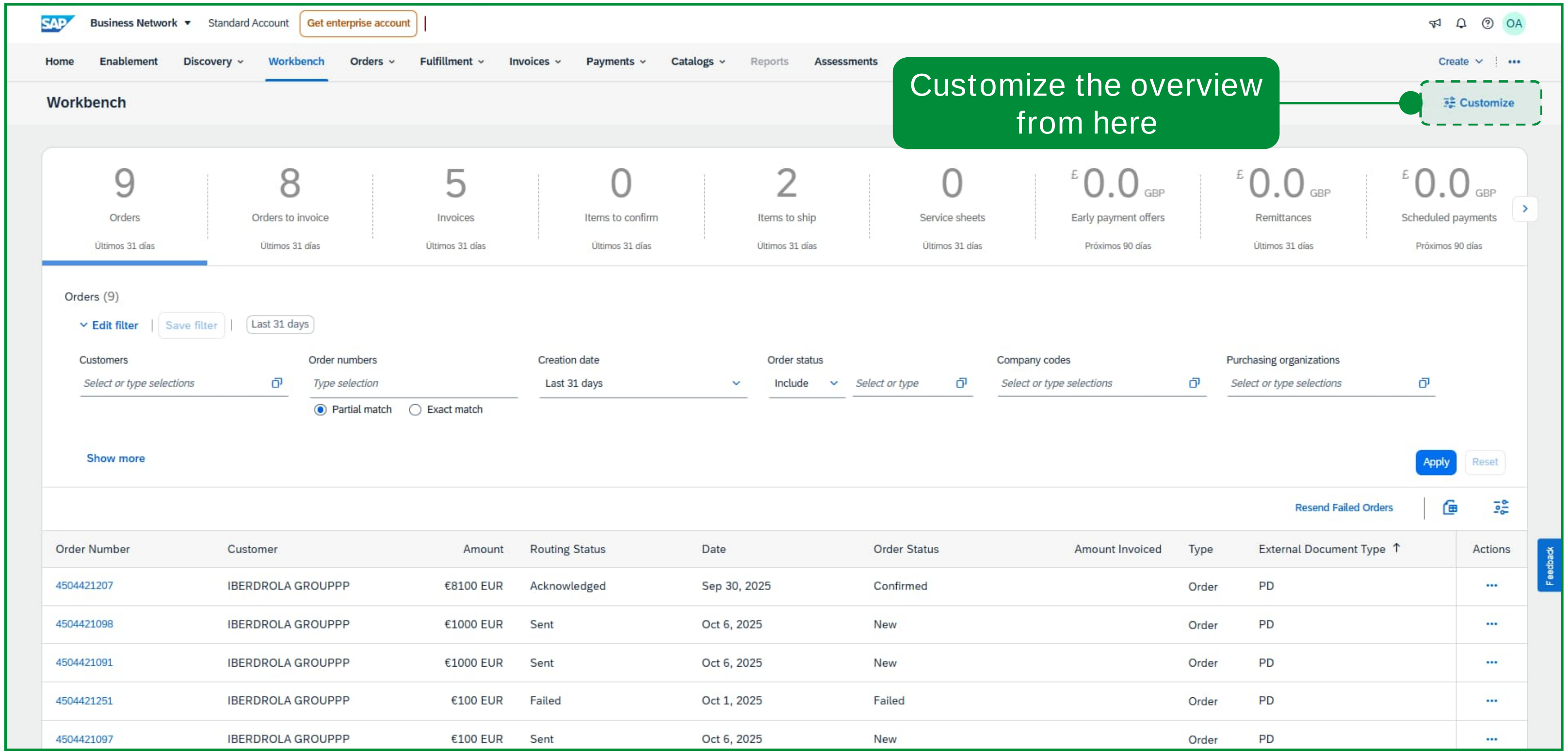
Home page – Overview

The overview is the main section of the portal where a summary of the status of the supplier's account is displayed. Here you can see aggregated information about all your customers. Let's review how to customize it.



Home page – Overview (cont.)

In Workbench, click the settings icon next to Customize.

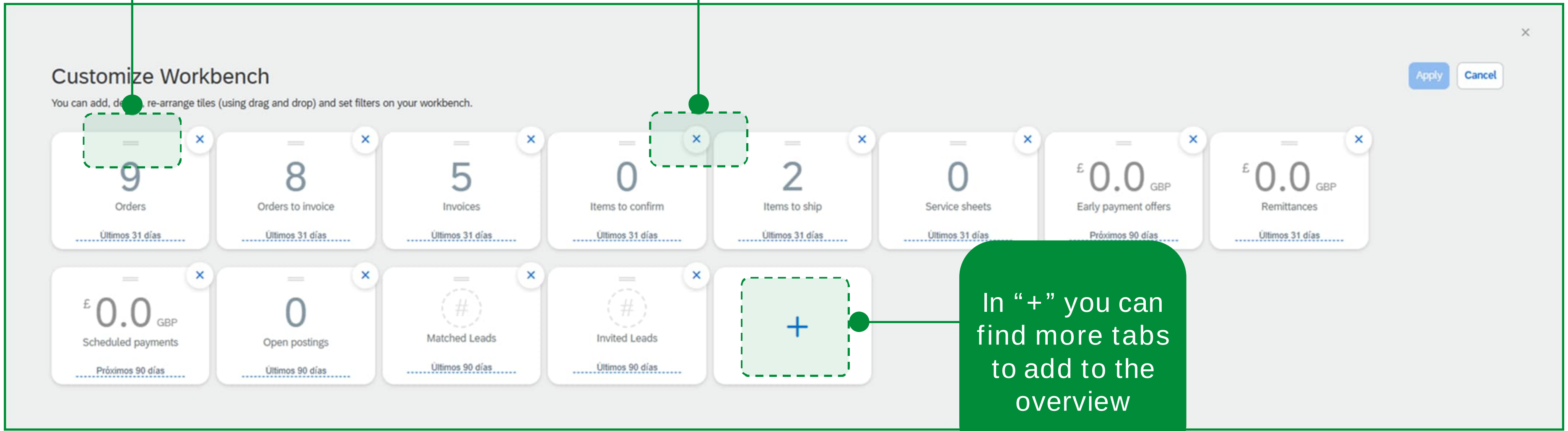


Home page – Overview (cont.)

Add, remove, or reorder tiles to have only what you need on your overview dashboard. You can also define the filters you want to use in the panel.

Holding both lines, drag the tiles to change their order in the overview

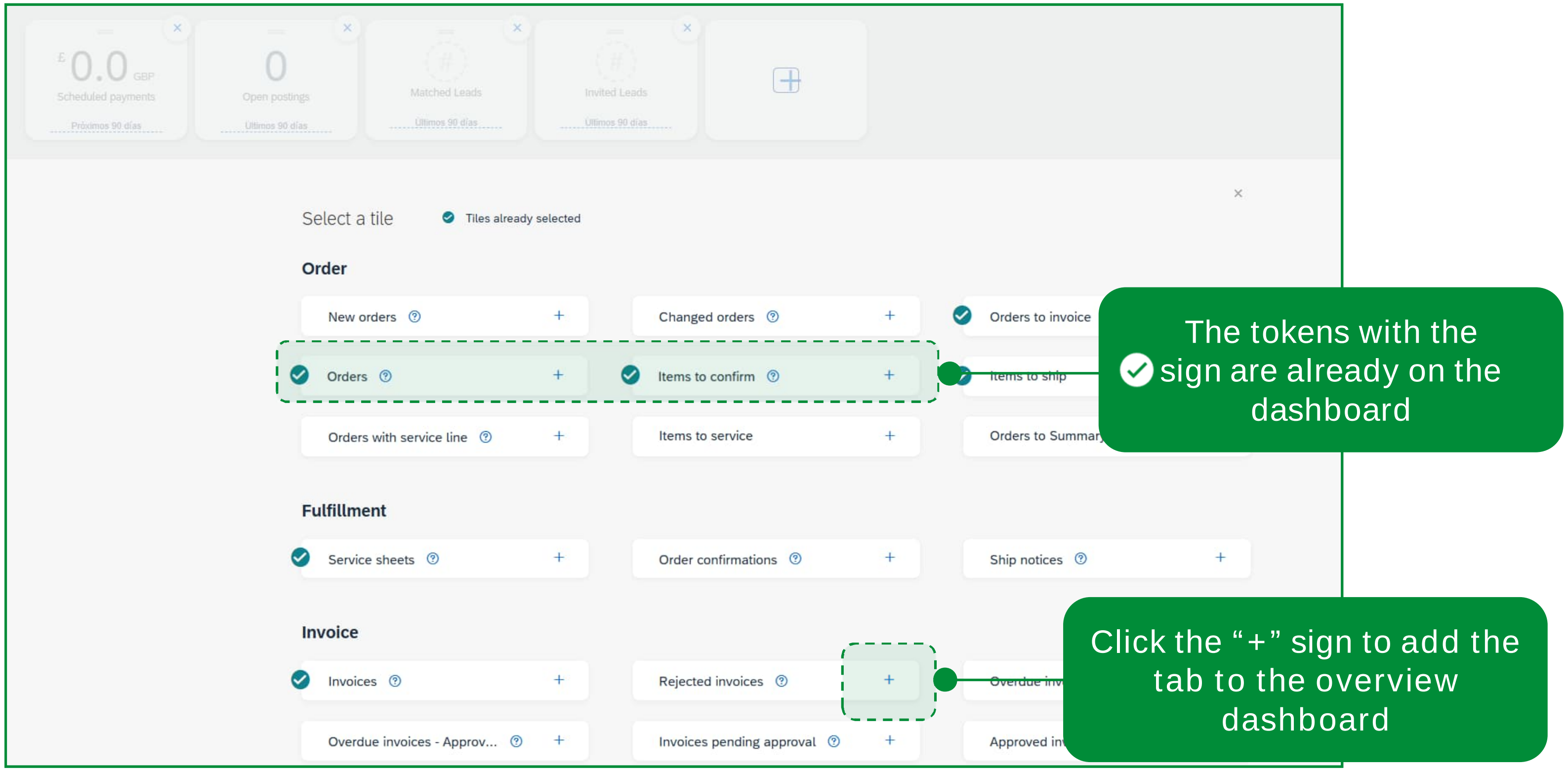
Click on the “x” to remove a tab from the overview



In “+” you can find more tabs to add to the overview

Home page – Overview (cont.)

The “+” button allows you to choose more Order, Fulfillment, Invoice, Payment, Prospect, Communication, and Other tabs.

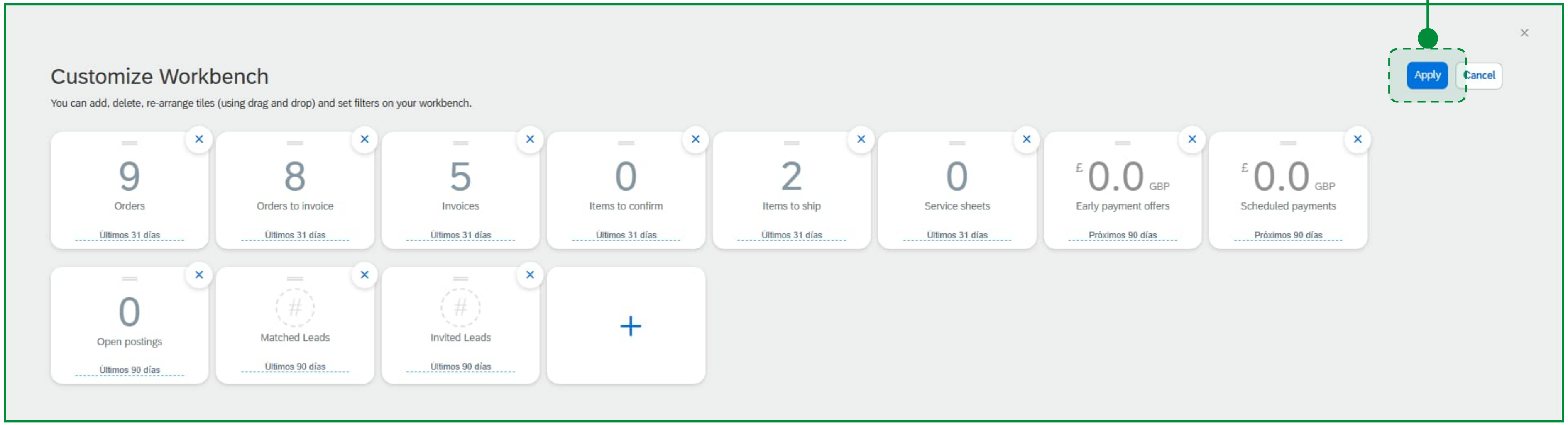


In the fulfillment section you will find details of the order confirmations and shipping notices you have made

Home page – Overview (cont.)

The tabs you add using the “+” button will remain on the initial screen for customizing the work panel. You can change their order as indicated above.

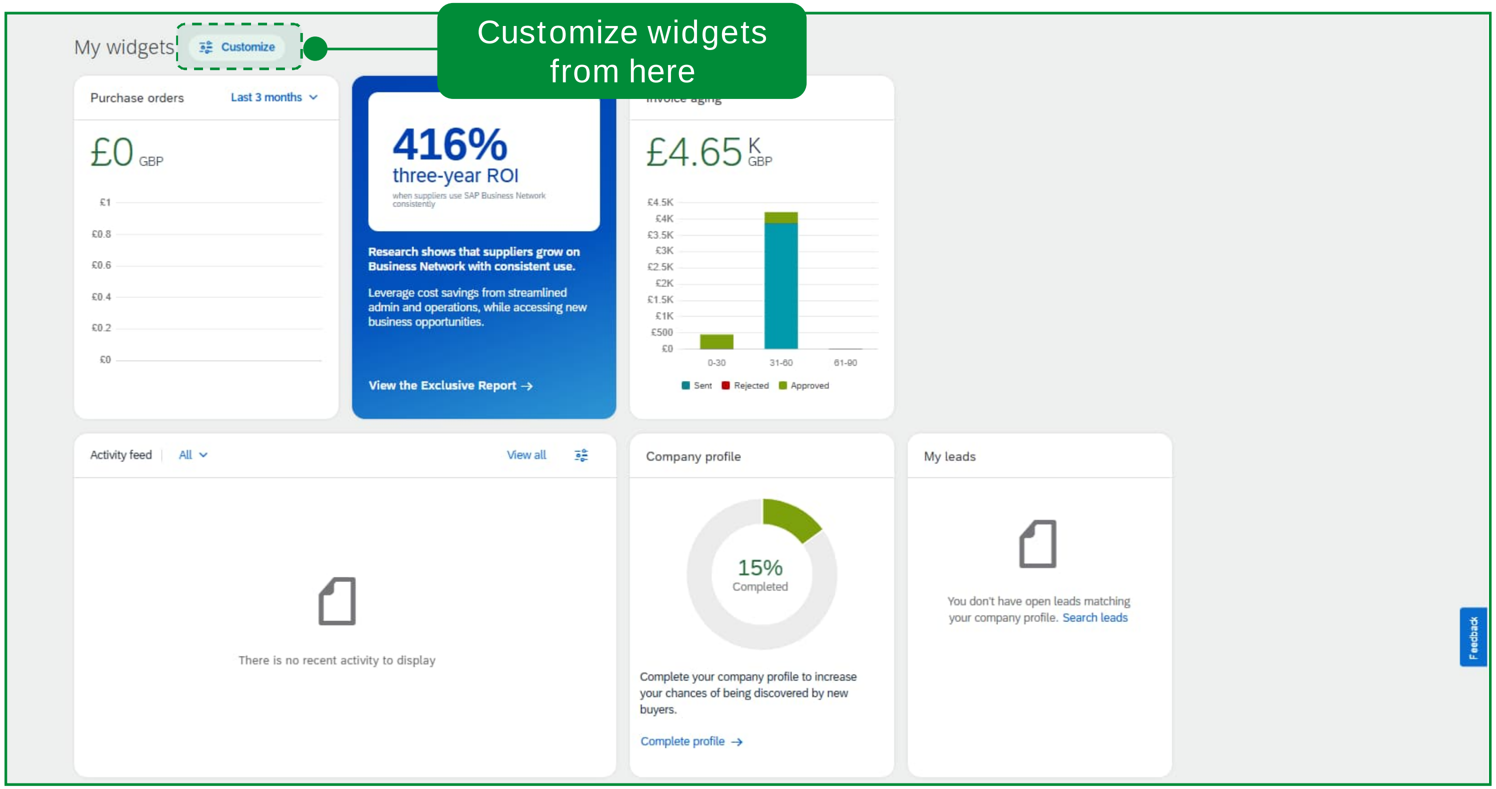
Click Apply to finish customizing



Widgets

Home page – Widgets

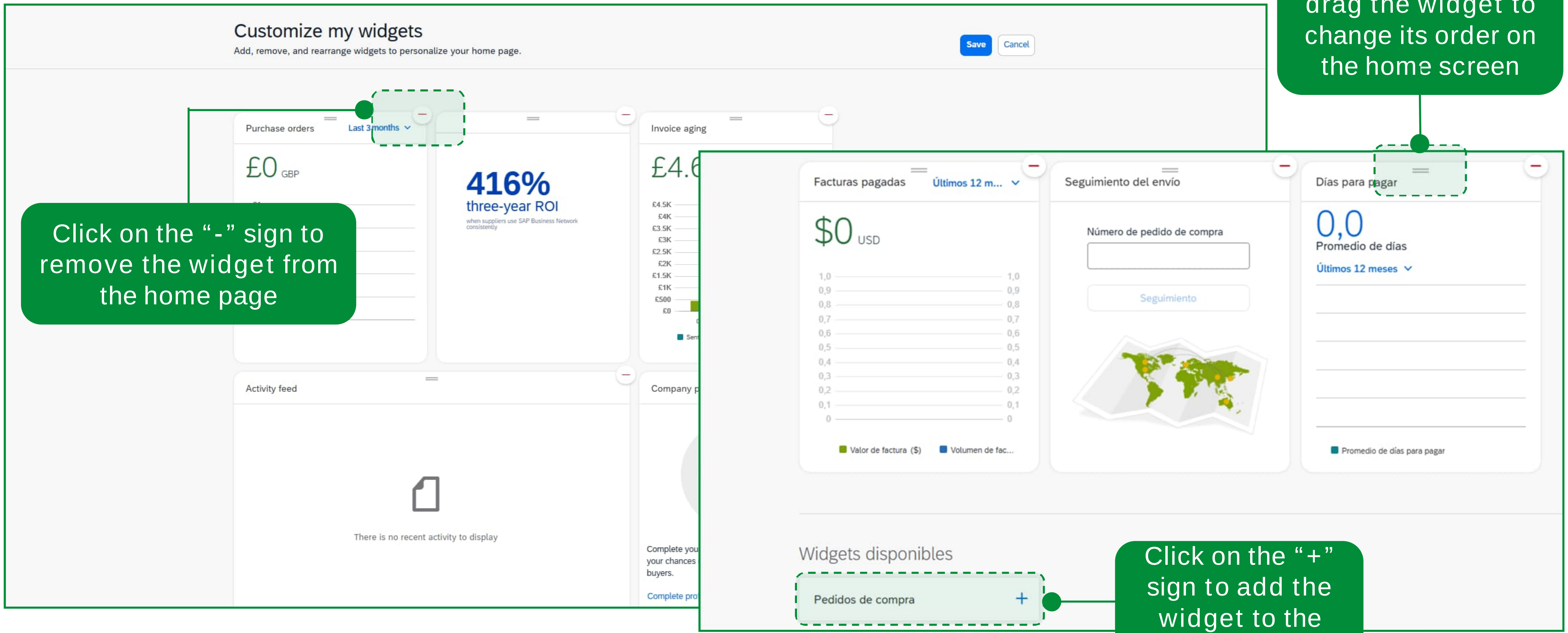
Widgets are visual components on the home page that display specific, up-to-date information. They provide quick access to critical information and facilitate decision-making. Let's review how to customize them.



Home page – Widgets (cont.)

Within the customization page, you can remove or add widgets to the home screen:

Hold both lines and drag the widget to change its order on the home screen

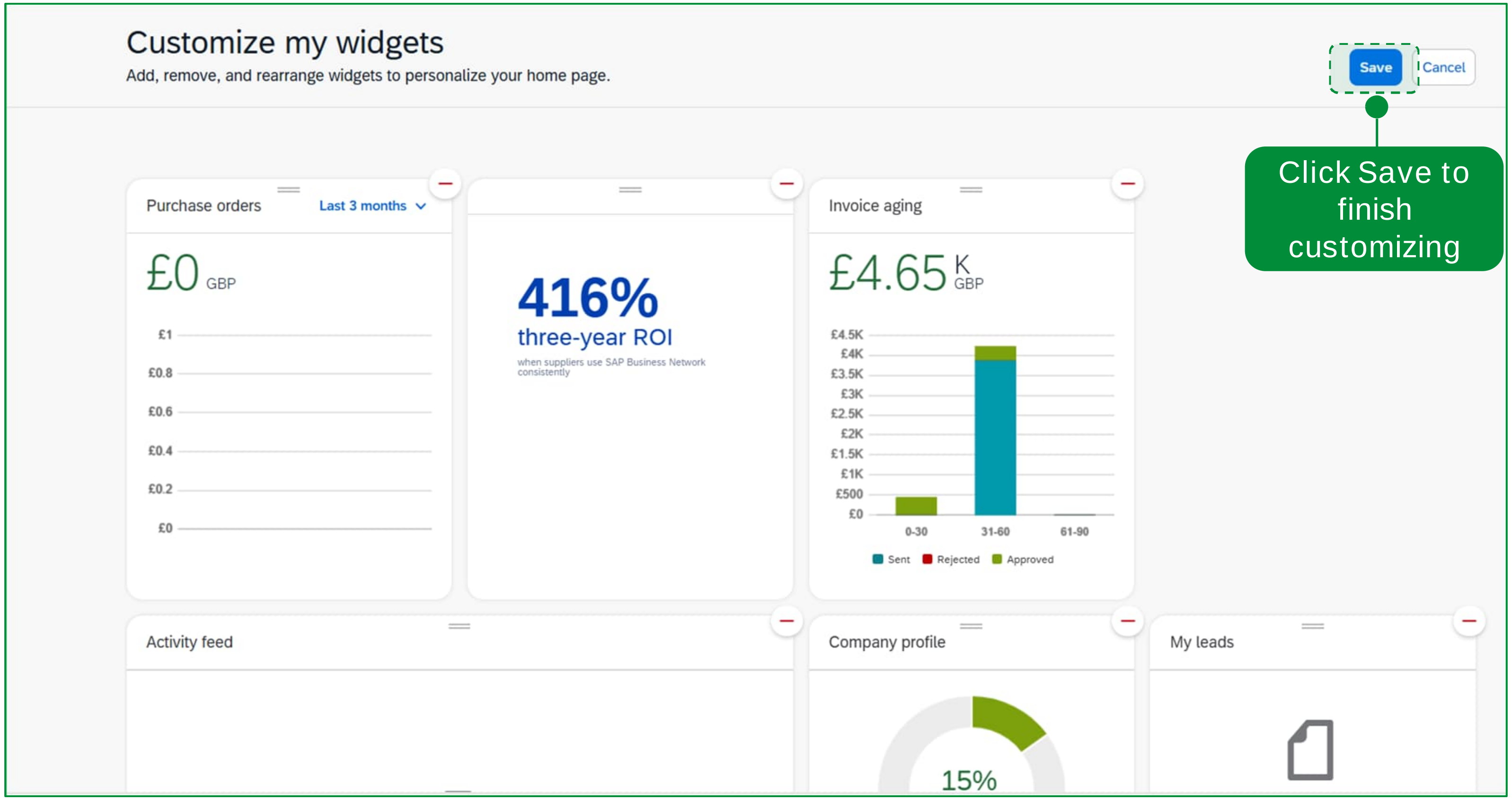


Click on the "-" sign to remove the widget from the home page

Click on the "+" sign to add the widget to the home page

Home page – Widgets (cont.)

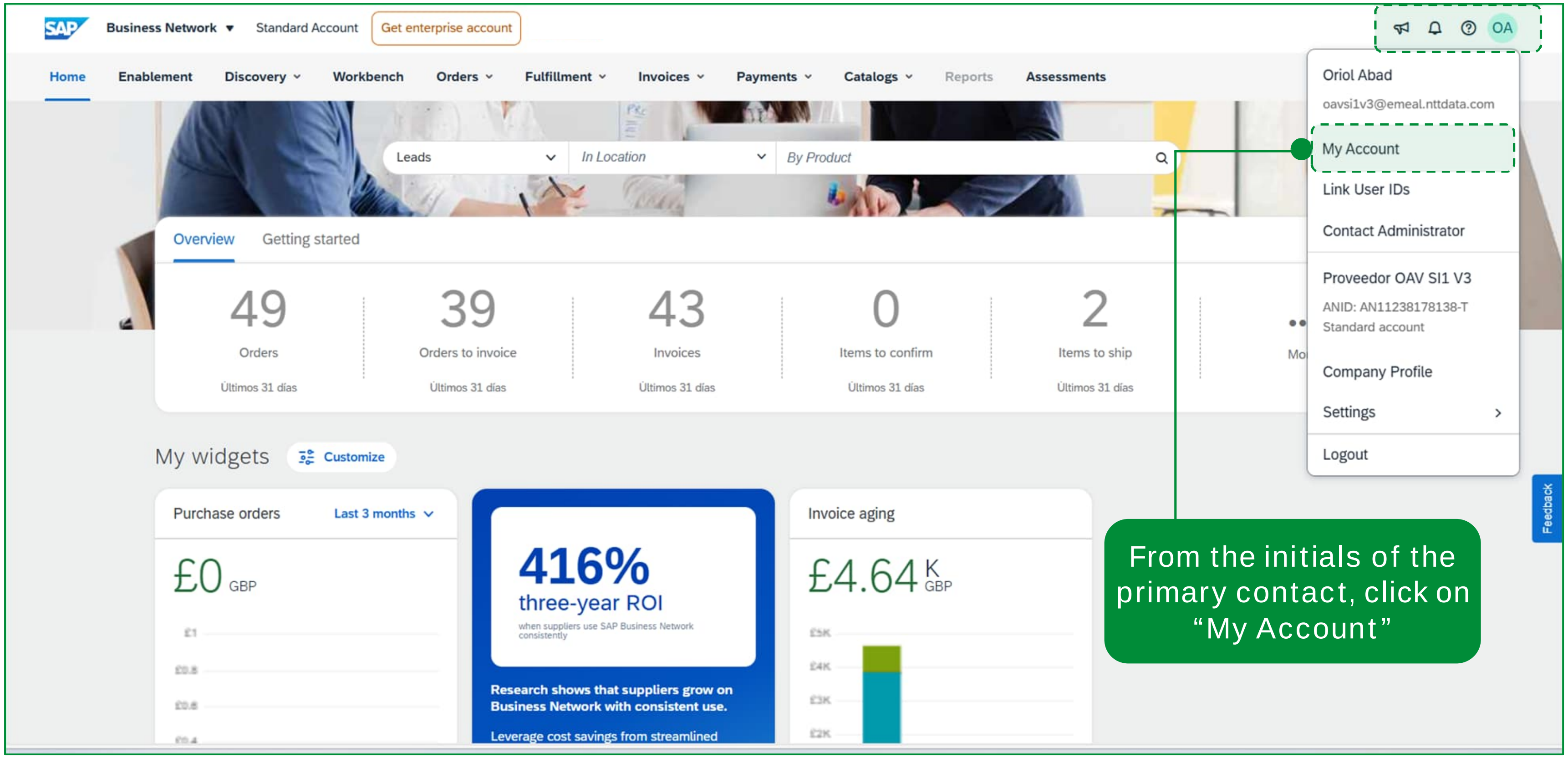
The widgets you add using the “+” button will be added alongside the widgets already on the home page, and from here you can change their order as described above.



4. My account settings

My Account

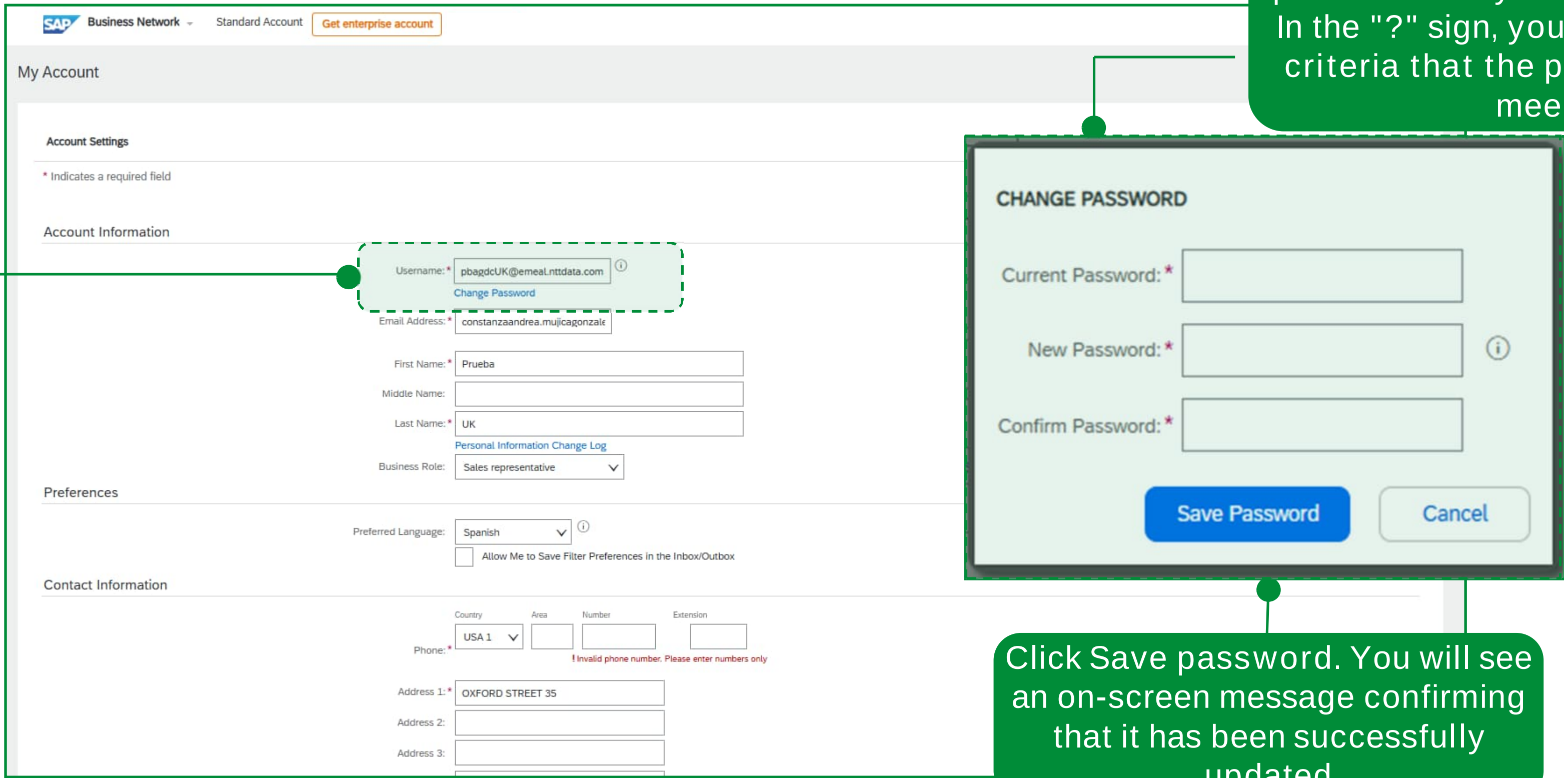
In this section, you can manage your **profile information** on SAP Business Network. Setting up this section correctly will ensure a personalized and secure experience on the platform.



My Account (cont.)

One of the main settings you can make from My Account, is changing the account password.

Click Change password

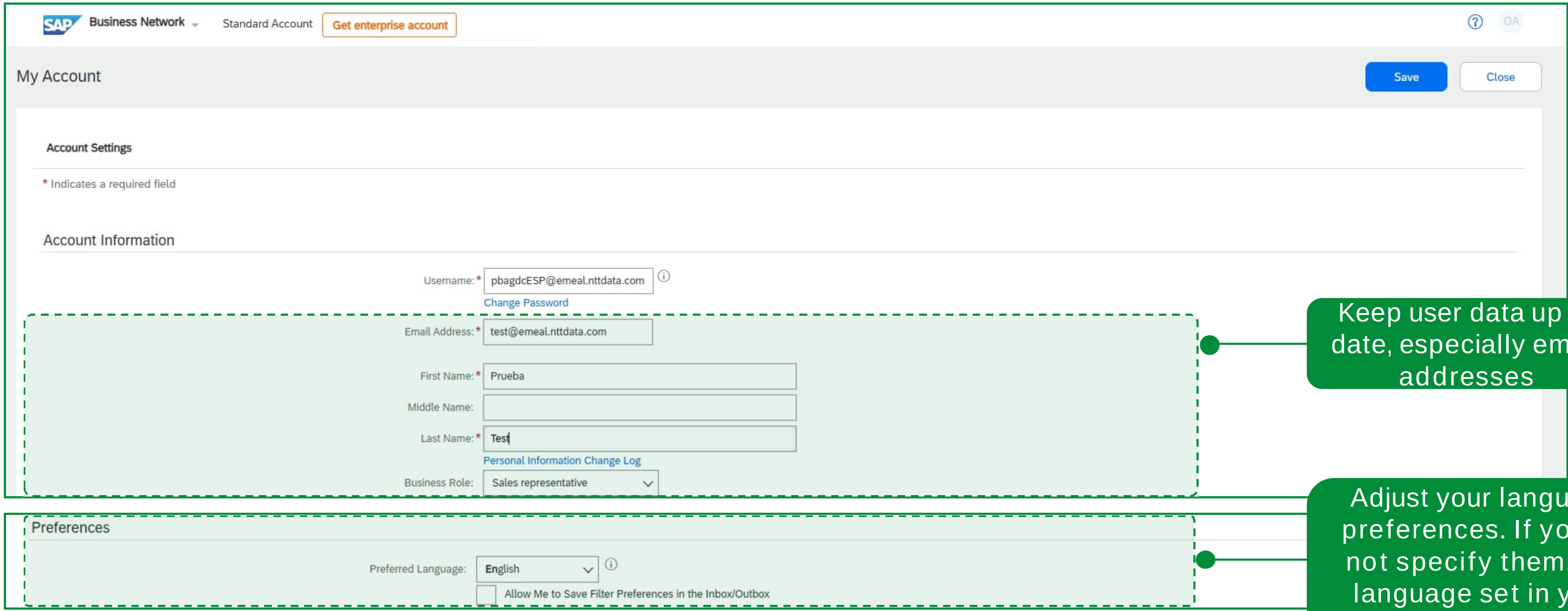


In the pop-up, enter your current password and your new password. In the "?" sign, you can check the criteria that the password must meet

Click Save password. You will see an on-screen message confirming that it has been successfully updated

My Account (cont.)

In this section, you can manage your profile in SAP Business Network, including account information and language preferences.



Keep user data up to date, especially email addresses

Adjust your language preferences. If you do not specify them, the language set in your browser will be used

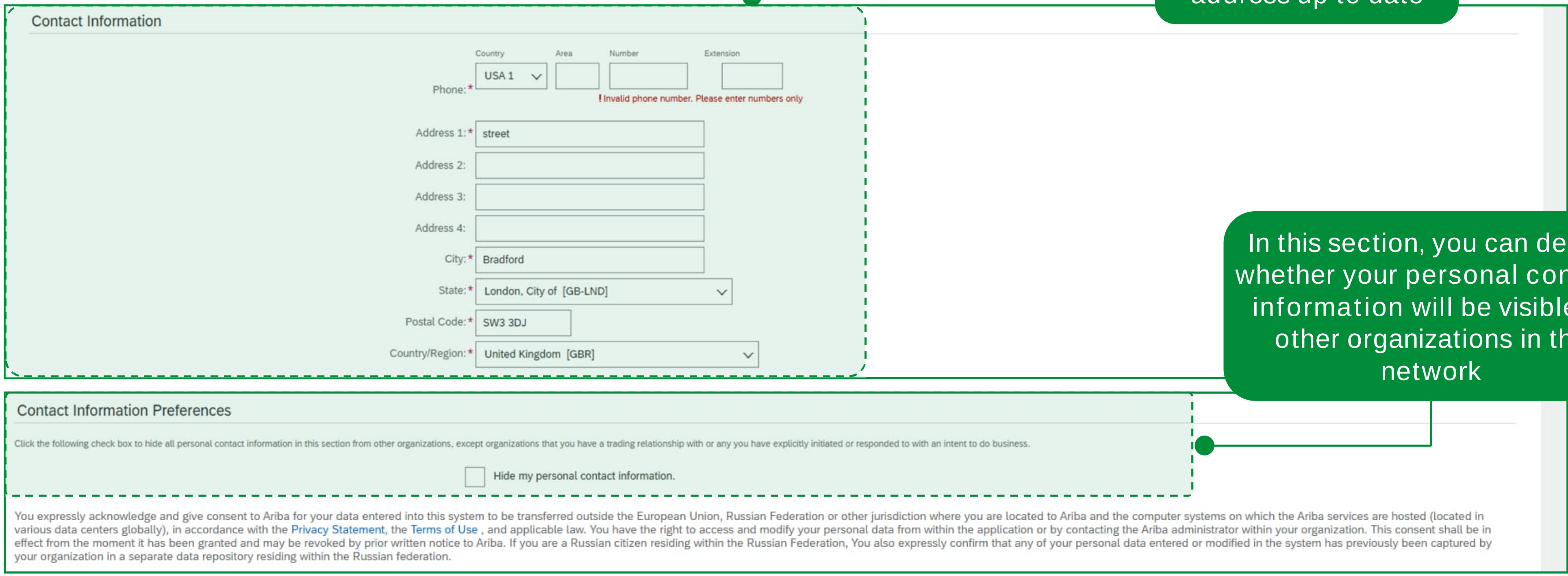
All fields marked with a red asterisk are mandatory

Iberdrola Iberdrola España Iberdrola Internacional Iberdrola México ScottishPower Avangrid

My Account (cont.)

You must keep your contact information and associated preferences up to date. This is for the exclusive use of SAP Business Network, this information is not used by the Iberdrola Group.

Keep your telephone number and account address up to date

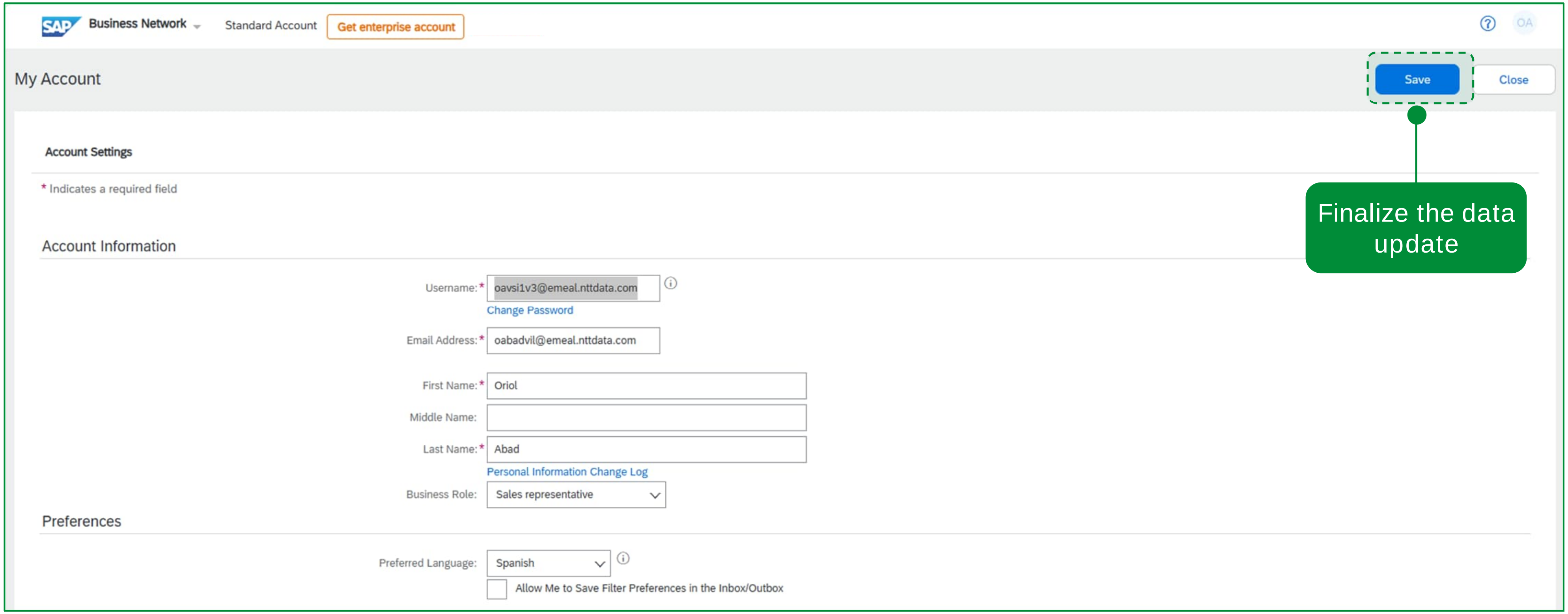


In this section, you can decide whether your personal contact information will be visible to other organizations in the network

ll fields marked with a red asterisk are mandatory

My Account (cont.)

To complete the data update, click Save. You will receive an email informing you of the user profile update with details of the modified field.

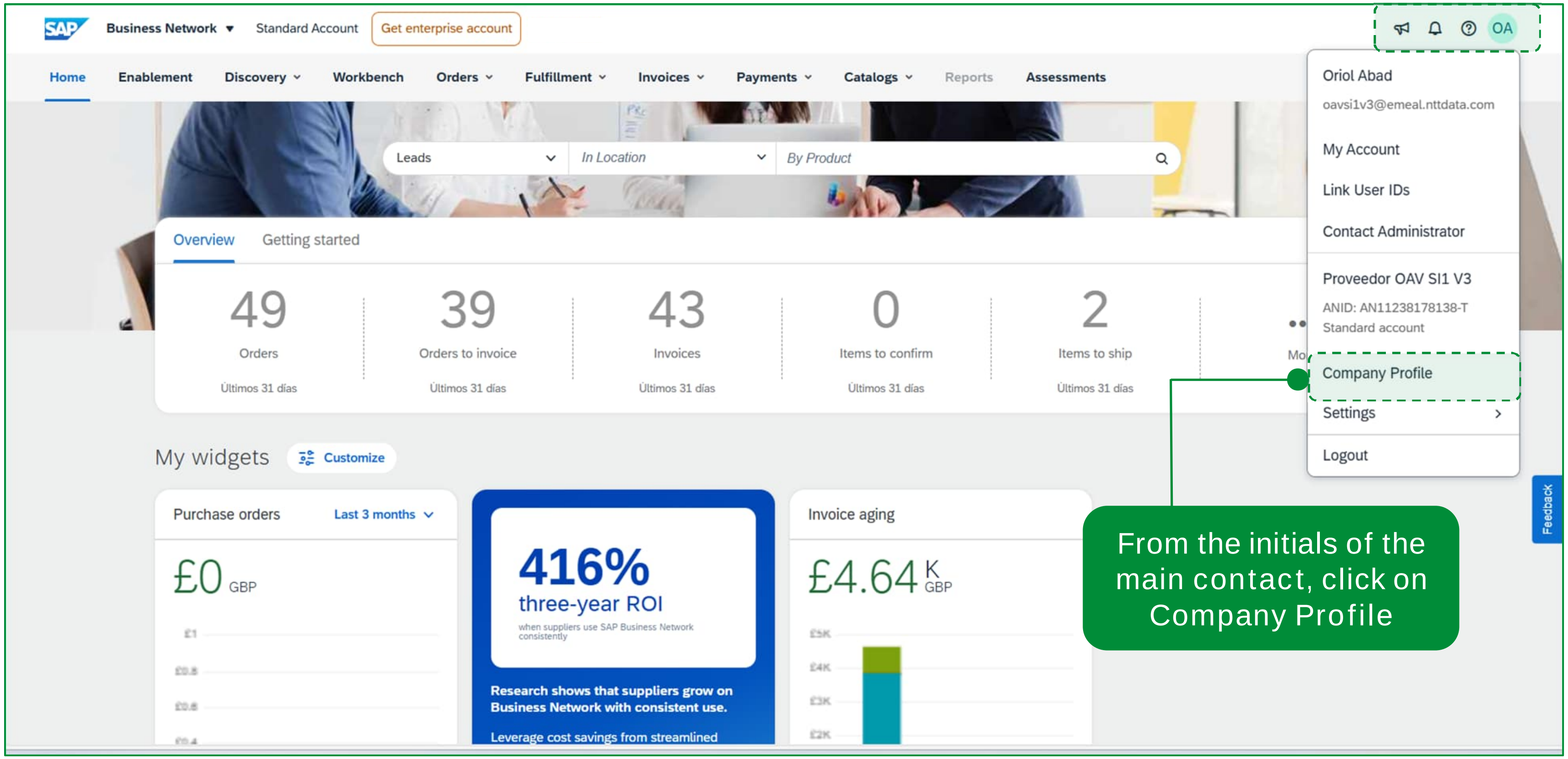


All fields marked with a red asterisk are mandatory

5. Company profile

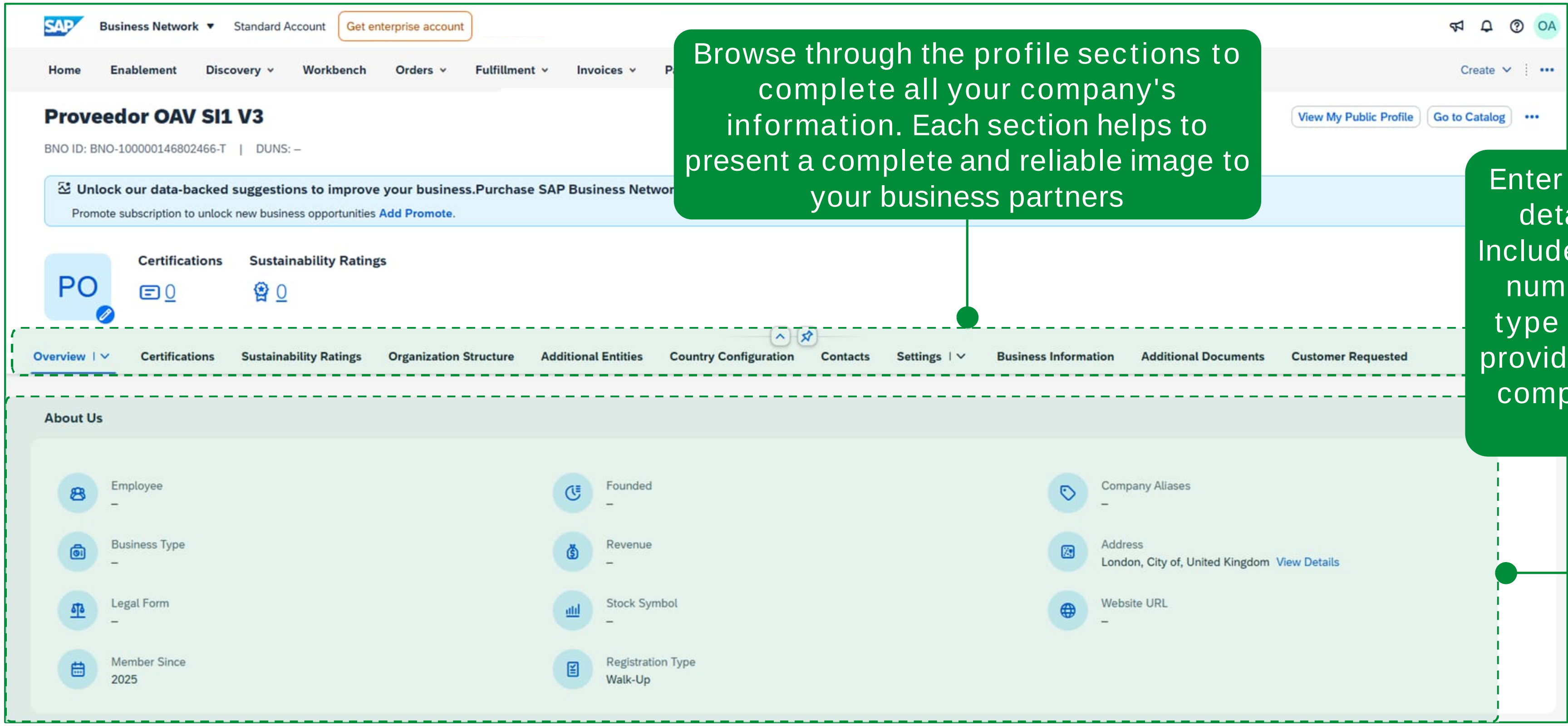
Company profile

In this section, you can complete your company profile to provide a clear overview to your business partners. Filling in this information is optional and depends on the level of information you want to share with your customers.



Company profile (cont.)

In this section, you can complete your company profile to provide a clear overview to your business partners.



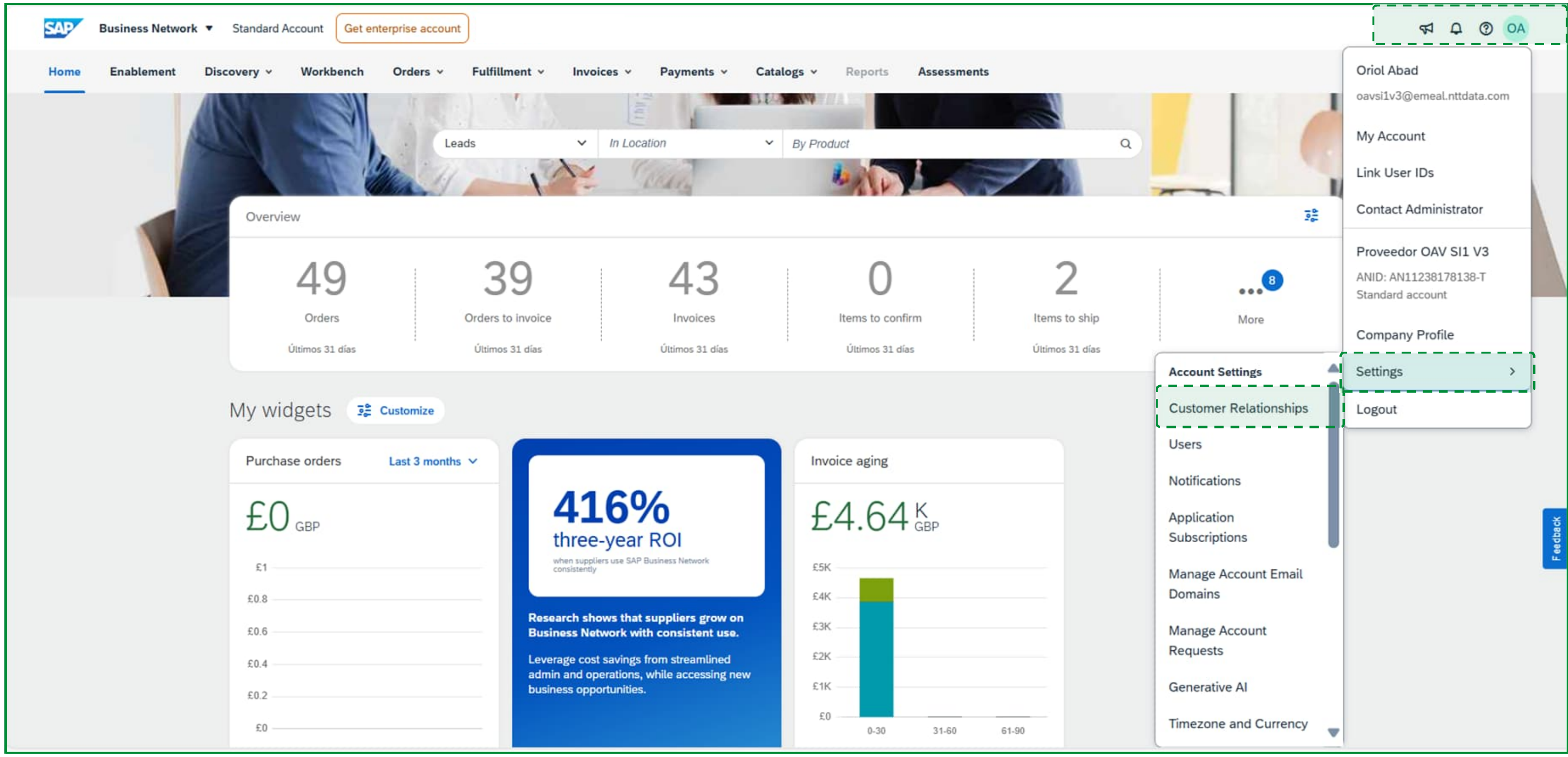
Browse through the profile sections to complete all your company's information. Each section helps to present a complete and reliable image to your business partners

Enter your company's key details in this section. Include information such as number of employees, type of business, etc. to provide context about your company's structure and scope

6. Customer relationships

Customer relationships

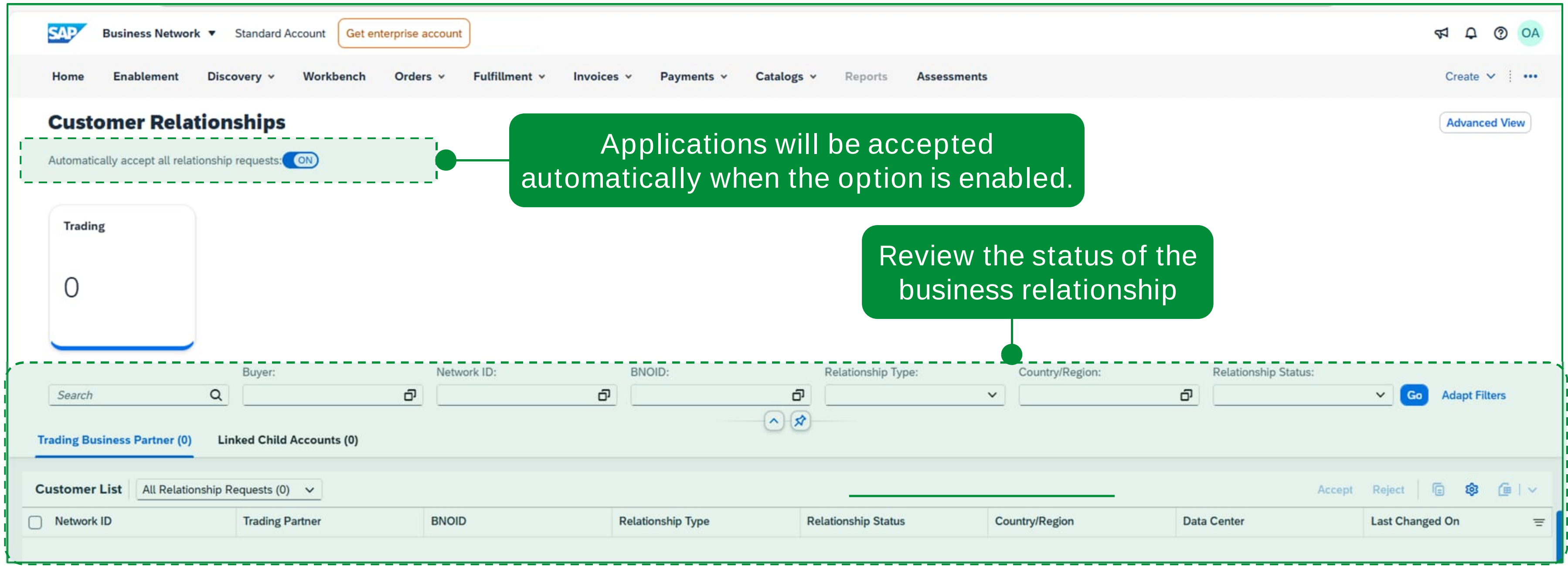
In this section, you can manage your customer relationships within the network, both with the Iberdrola Group and with other clients (if applicable). Set up the necessary connections to exchange orders, invoices, payments and other documents.



From the initials of the main contact, click on Settings and then on Customer relationships

Customer relationships (cont.)

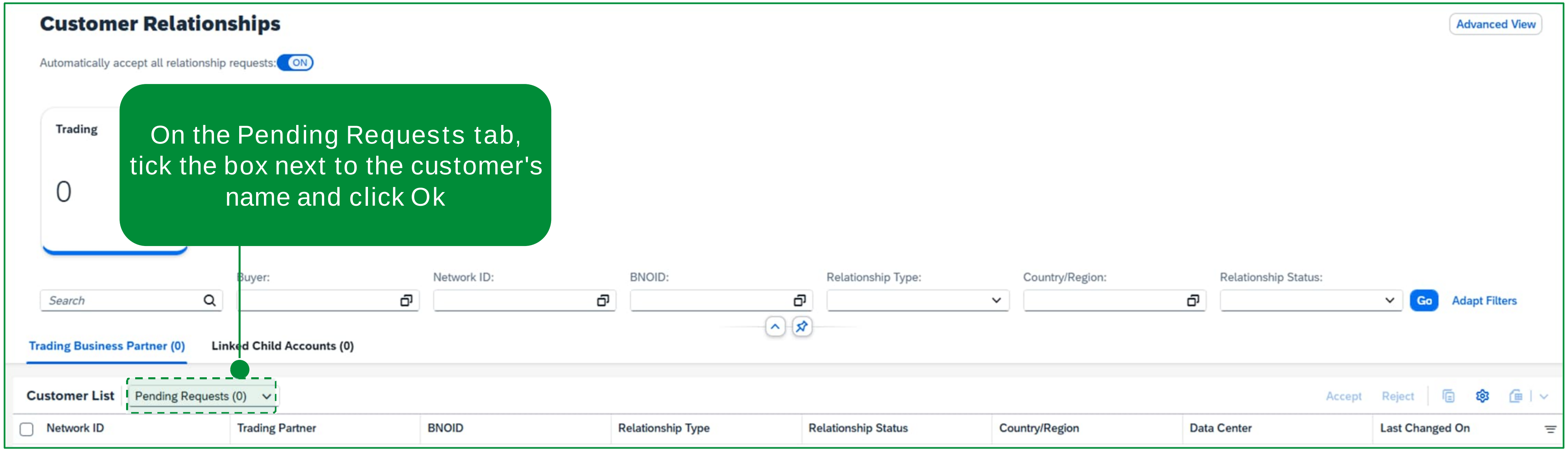
Here you can review the status of the business relationship. If the Automatically accept all relationship requests button is enabled (ON), the request will be automatically approved, and the customer will appear in the Customer List.



⚠ By default, the “Automatically accept all relationship requests” button is enabled (ON)

Customer relationships (cont.)

If the Automatically accept all relationship requests button is disabled (OFF), any request must be approved manually.

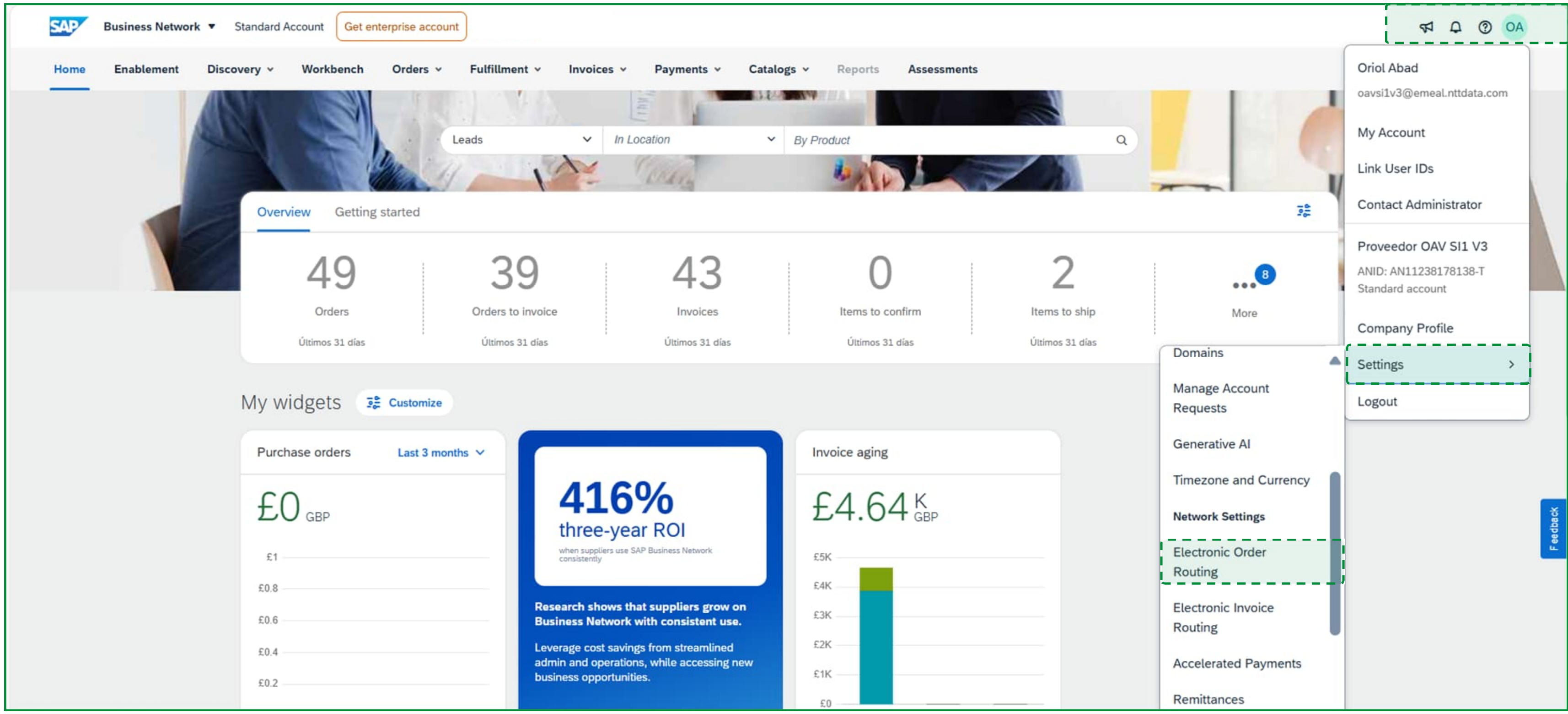


By default, the "Automatically accept all relationship requests" button is enabled (ON)

7. Electronic order routing

Electronic order routing

From this section, you can configure the routing of electronic orders to define how your company receives and processes orders within the network.



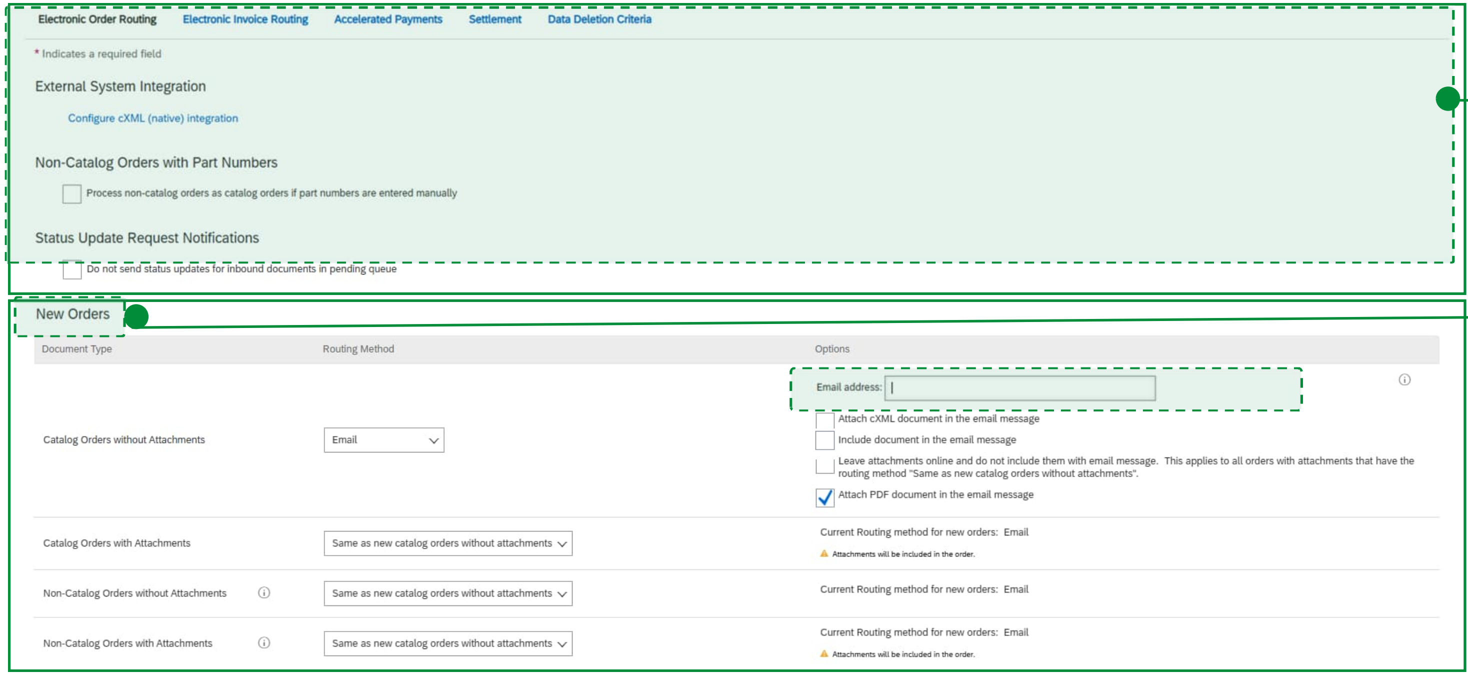
From the initials of the main contact, click Settings and then Electronic Order Routing

Electronic order routing (cont.)

This configuration allows you to automate reception, ensure proper integration with your internal systems, and optimize the commercial flow with your customers.

Iberdrola recommends the routing shown on screen. If you need a different configuration because you work with other clients, you can contact The Supplier Assistance Center to ensure proper order routing.

Let us review the routings you can perform:



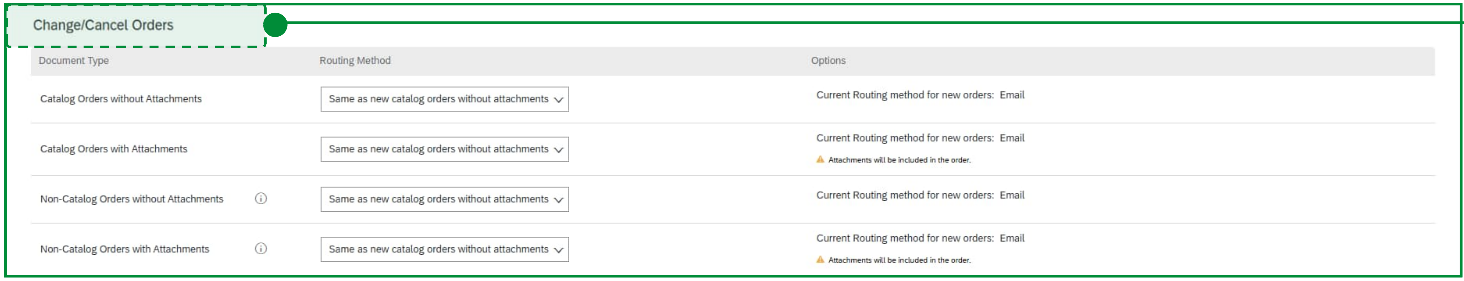
Here you can define how electronic orders will be integrated with your systems

Here you can configure how orders will be delivered and their modifications (by email or other channels) and set rules for including attachments, formats, and additional options. Add the email address before continuing to the other sections

Electronic order routing (cont.)

Review the routing options available to you:

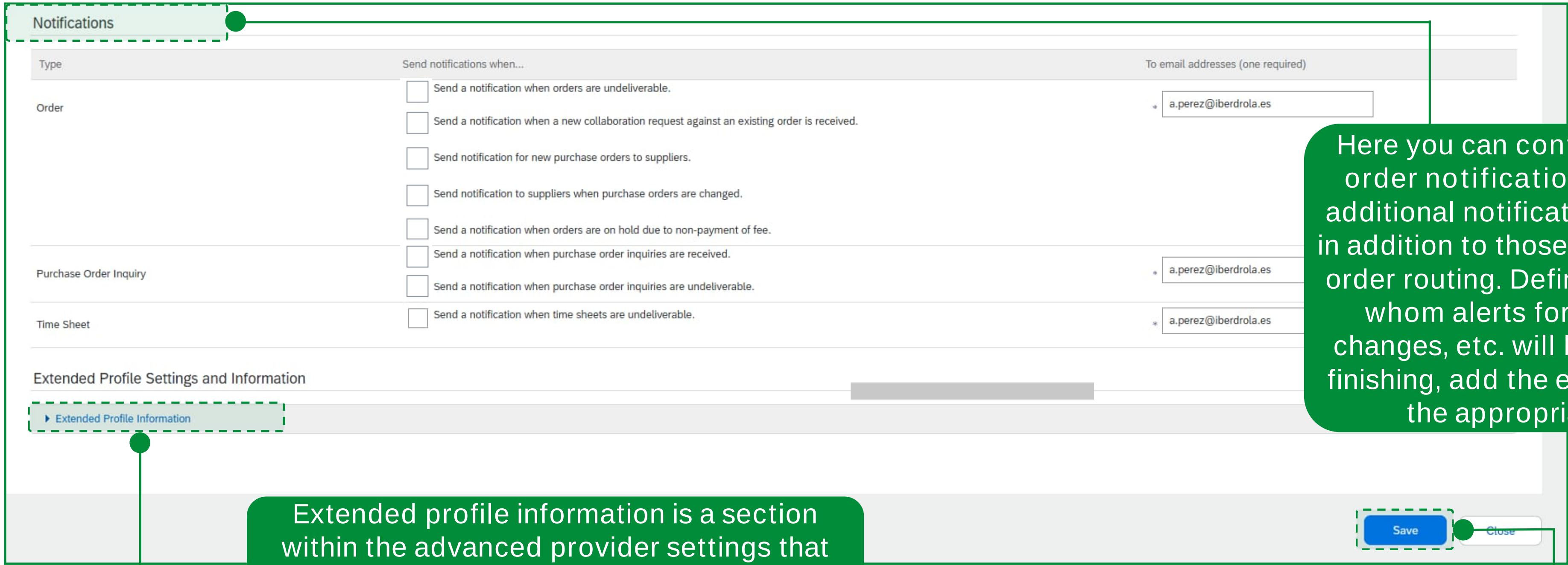
Here you can configure routing for modified or cancelled orders



Electronic order routing (cont.)

Review the routing options available to you:

Iberdrola recommends the routing shown on screen. The order related flags need to be unmarked.



Here you can configure general order notifications and set up additional notifications to receive, in addition to those that result from order routing. Define when and to whom alerts for new orders, changes, etc. will be sent. Before finishing, add the email address in the appropriate fields

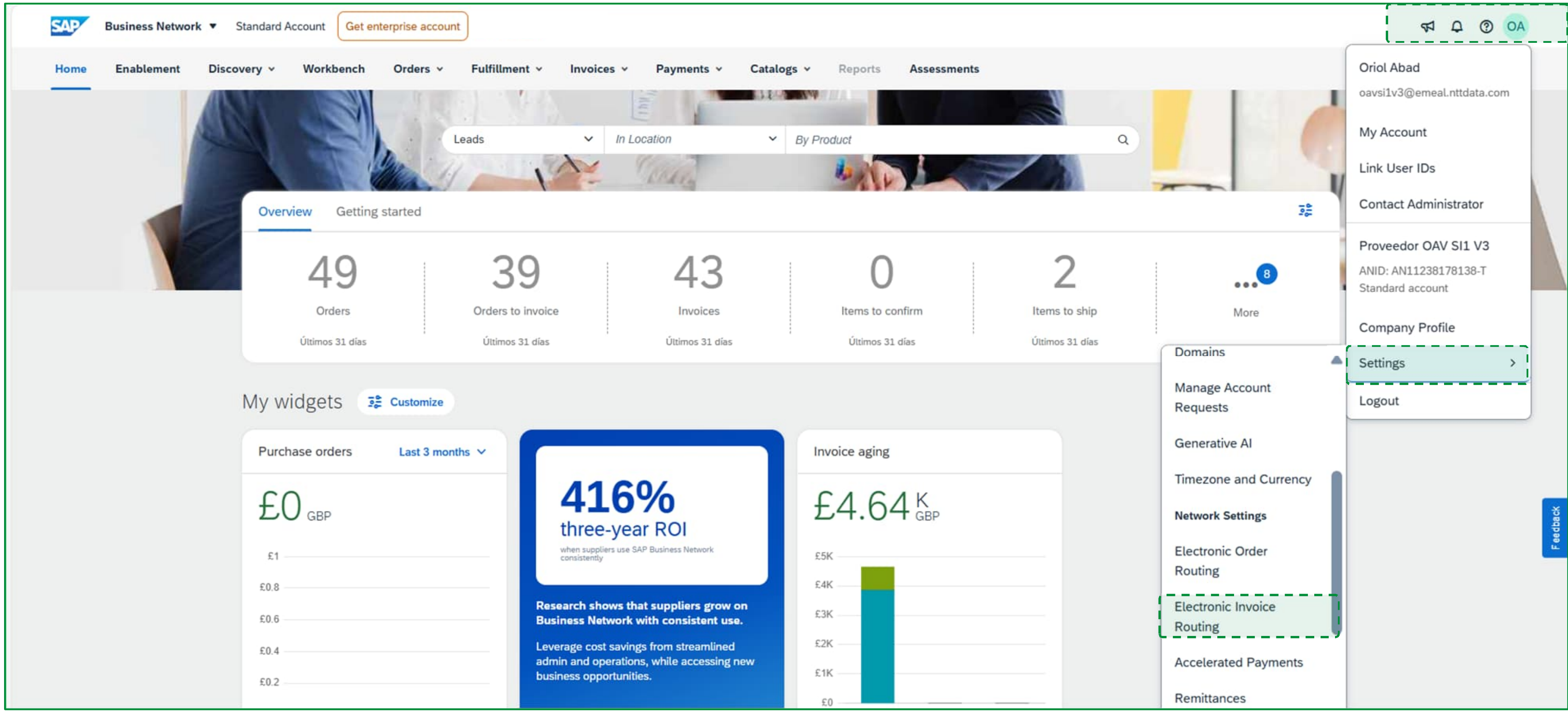
Extended profile information is a section within the advanced provider settings that allows you to add additional, specific data about the company, beyond the basic profile

Clicking Save will update the settings and you will see a notification message at the top of the screen

8. Electronic invoice routing

Electronic invoice routing

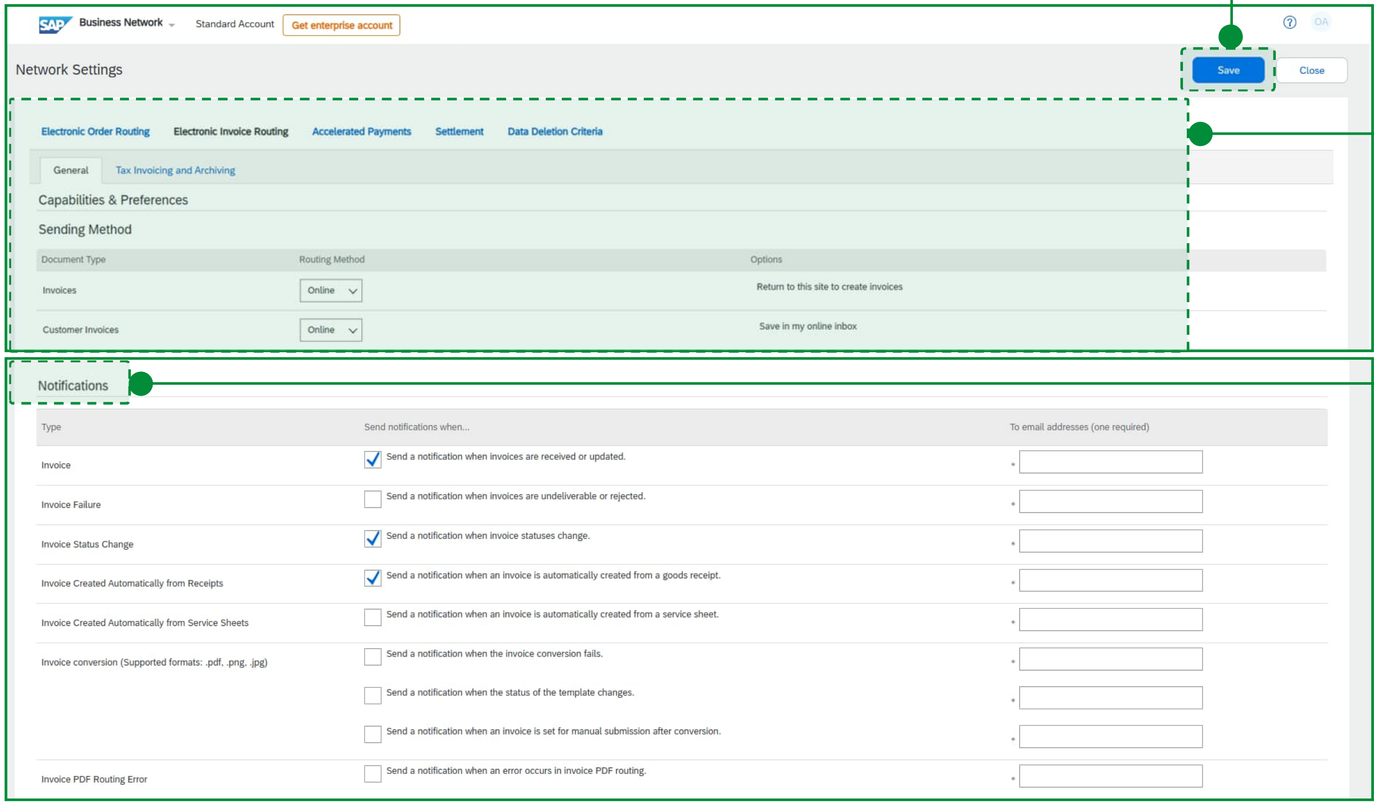
From this section, you can configure electronic invoice routing to define how your company sends and receives invoices within the network.



From the initials of the main contact, click Settings and then Electronic Invoice Routing

Electronic invoice routing (cont.)

This configuration allows you to set the transmission method, compatible formats, and additional options to ensure automated flow..



Clicking Save will update the settings and you will see a notification message at the top of the screen

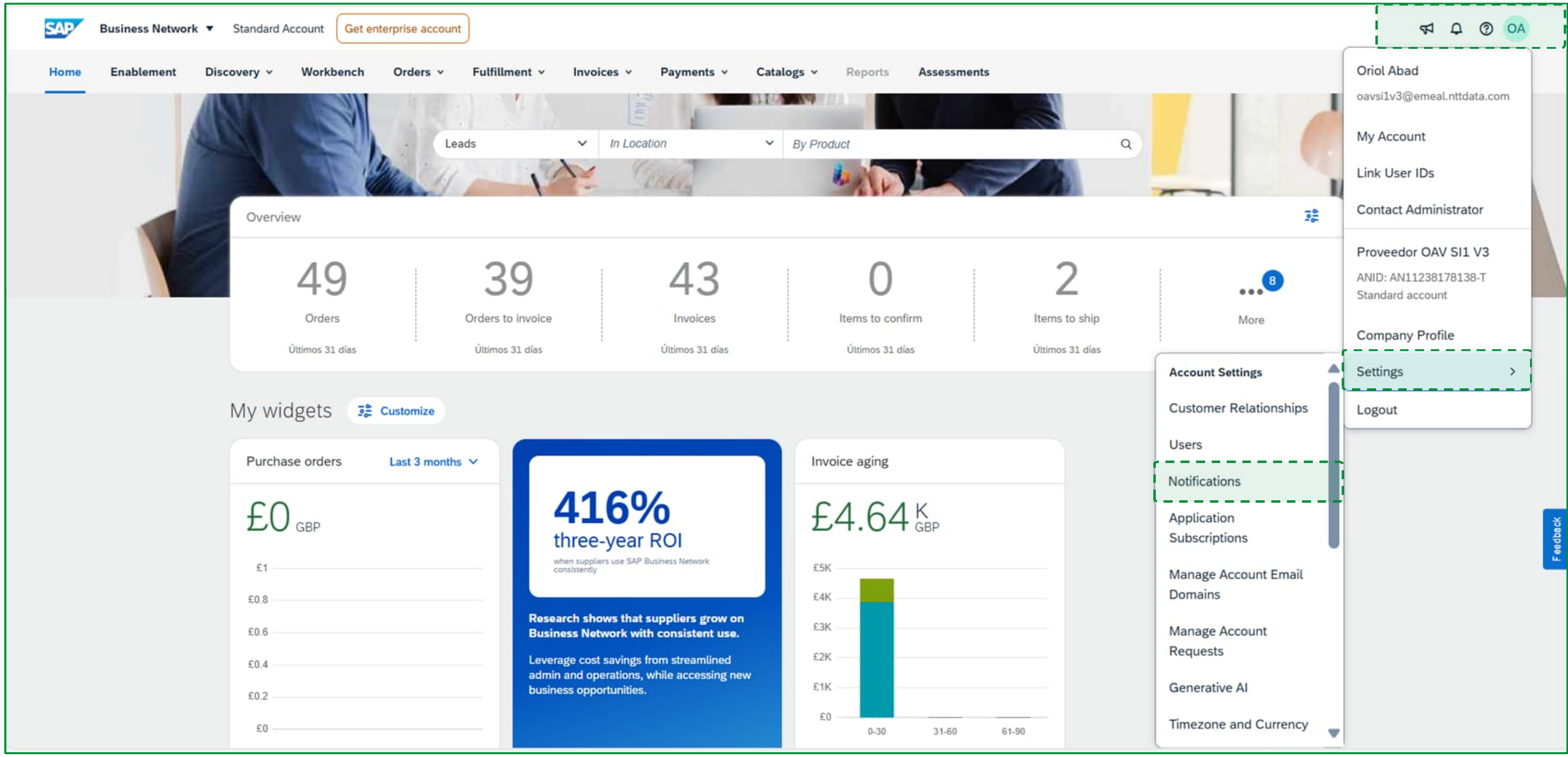
Here you can define the routing method and preferences for creating and storing invoices

Here you can configure general invoice notifications. Define when and to whom alerts about receipt, status changes, etc. will be sent

9. Notifications

Notifications

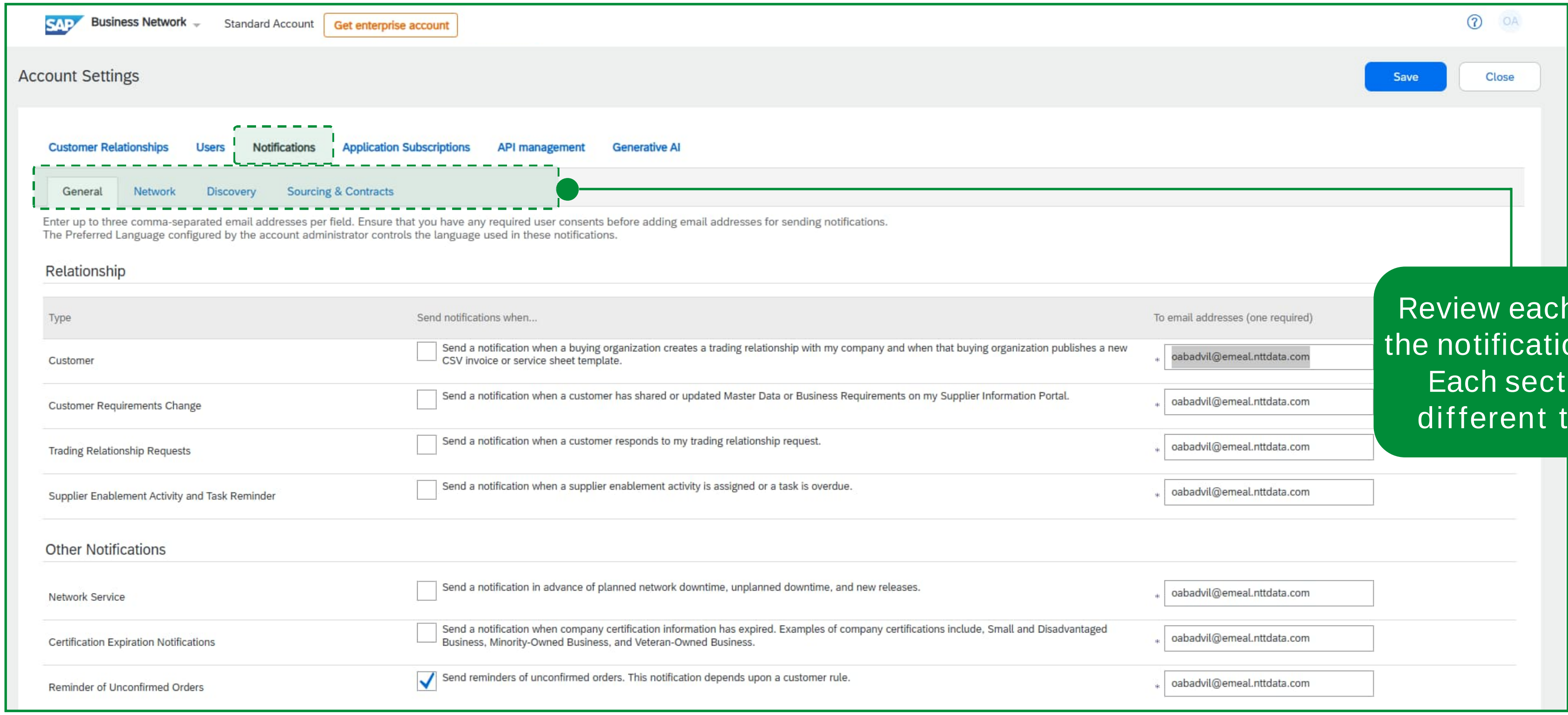
In the Notifications section, you can configure alerts that will keep you informed about key events on the network.



From the initials of the main contact, click Settings and then Notifications

Notifications (cont.)

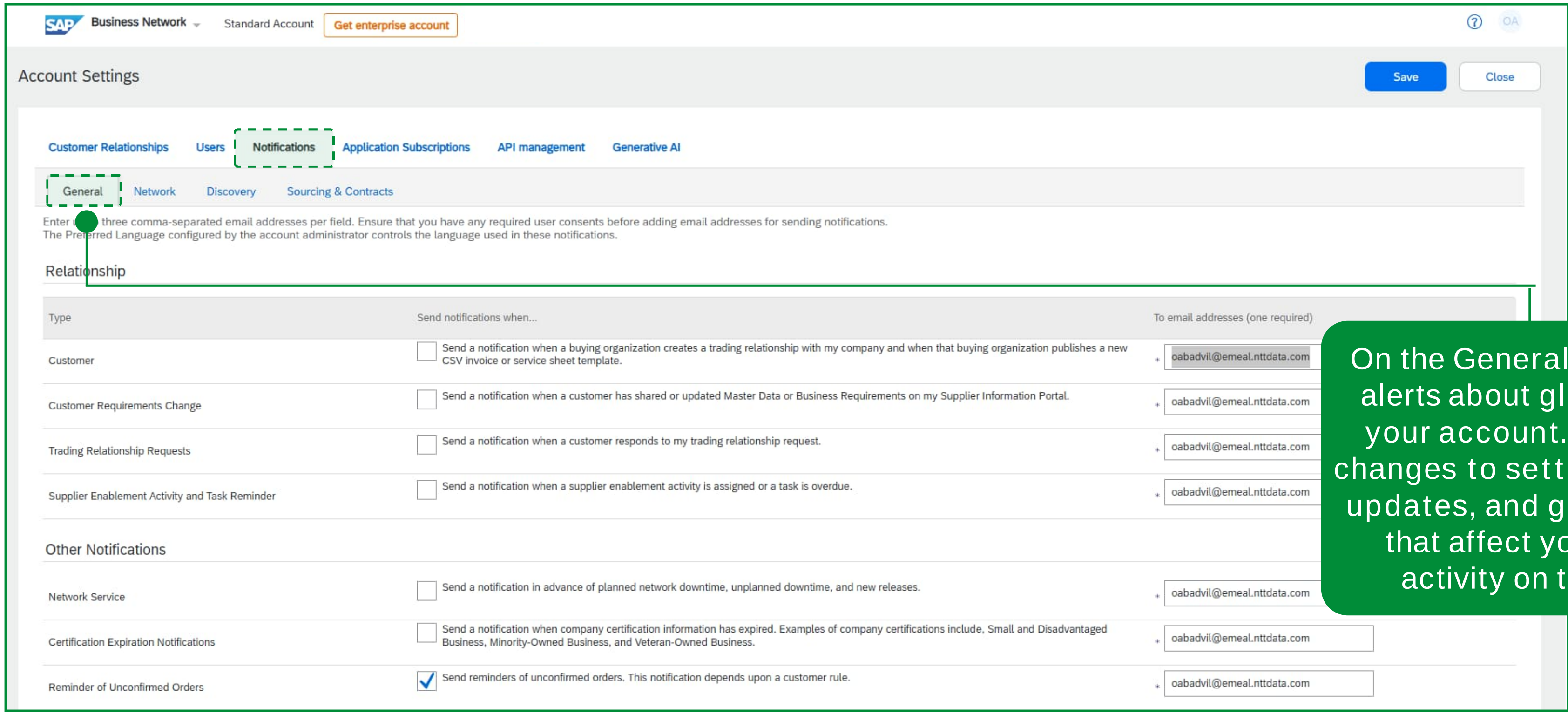
Define alerts for each area and assign the corresponding email addresses to ensure that the information reaches the right people.



Review each tab to enable the notifications you require. Each section covers a different type of event

Notifications (cont.)

From the General tab, you can generate alerts about global events in your account.

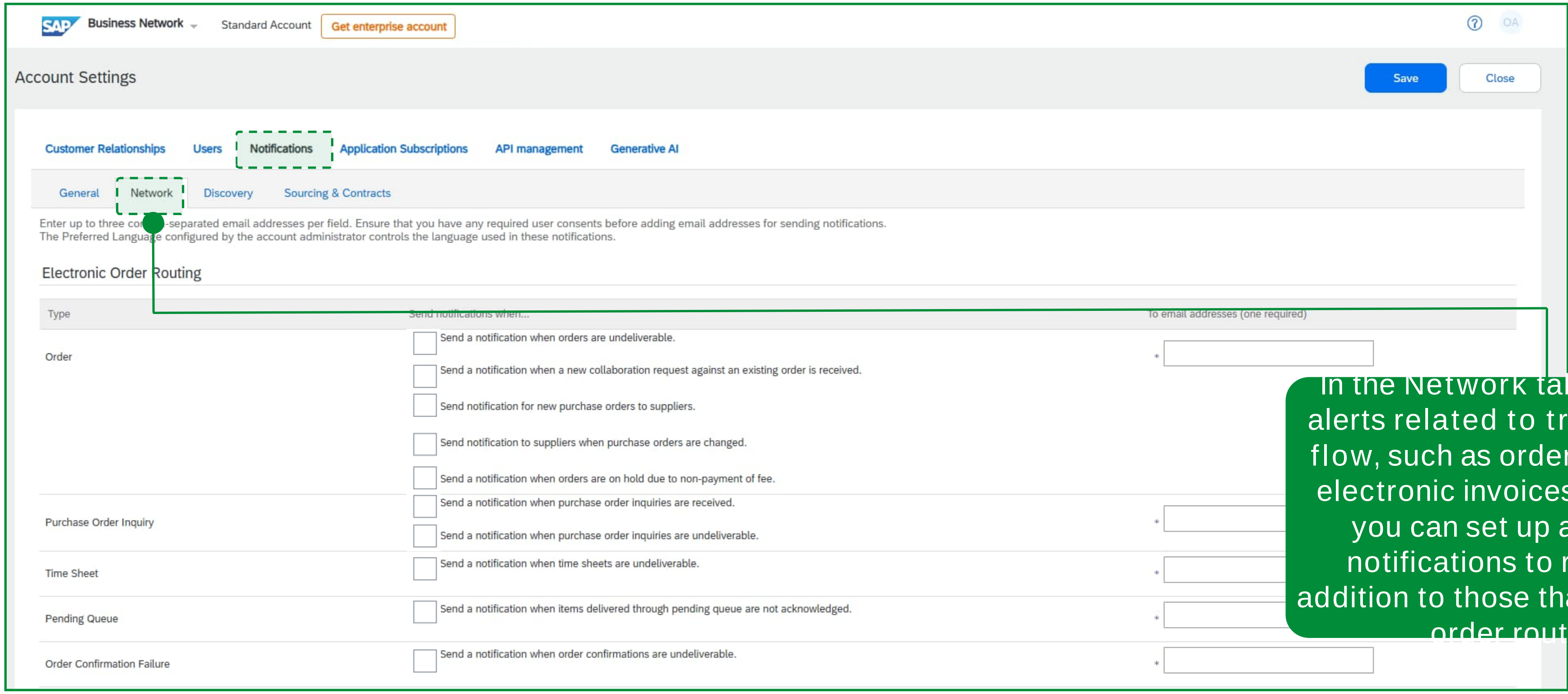


On the General tab, configure alerts about global events in your account. This includes changes to settings, important updates, and general notices that affect your profile or activity on the network

Notifications (cont.)

From the Network tab you can configure alerts related to the transactional flow.

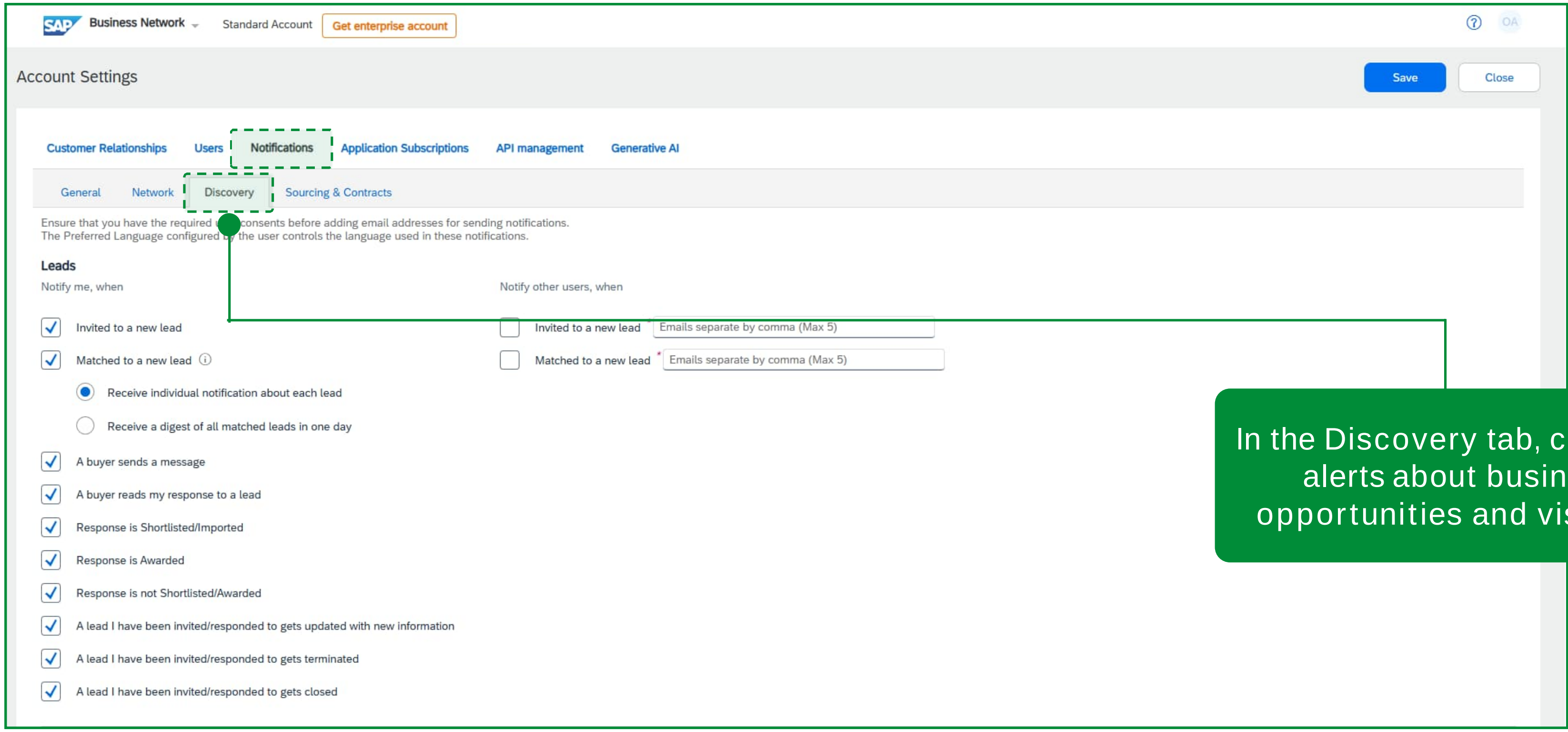
Iberdrola recommends the routing shown on screen. The order related flags need to be unmarked.



In the Network tab, configure alerts related to transactional flow, such as order routing and electronic invoices. From here you can set up additional notifications to receive, in addition to those that result from order routing.

Notifications (cont.)

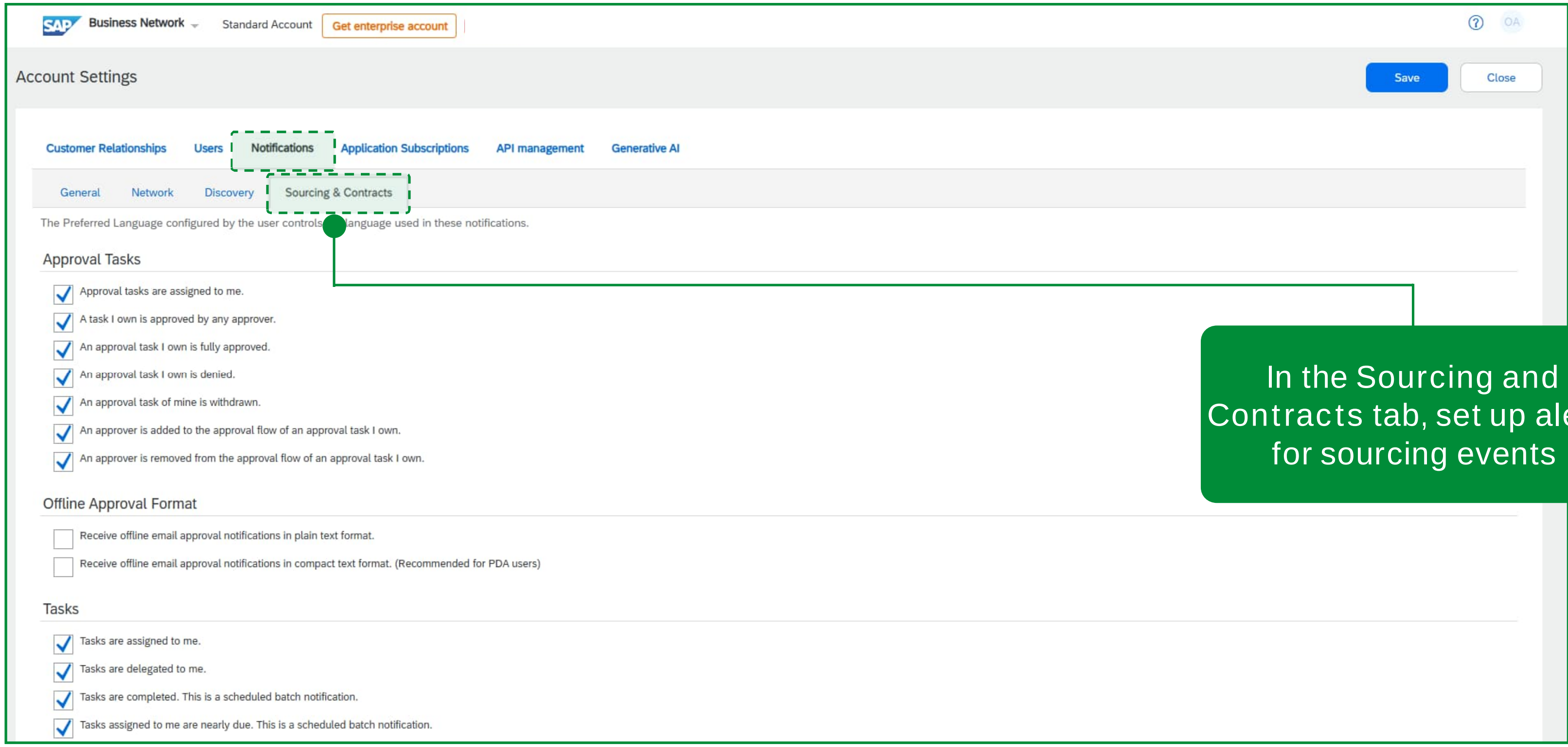
From Discovery tab, you will be able to configure alerts on commercial opportunities and visibility.



In the Discovery tab, configure alerts about business opportunities and visibility

Notifications (cont.)

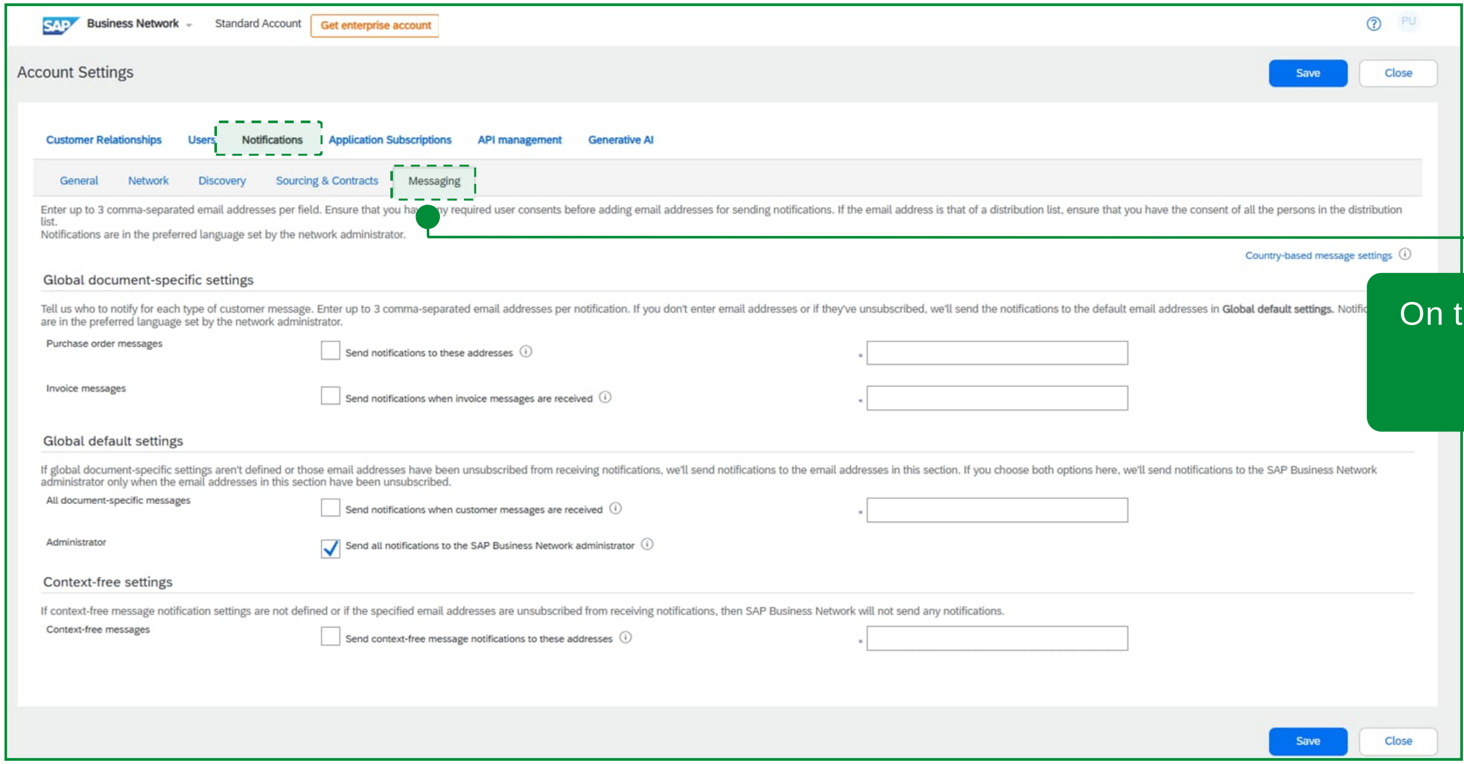
From Sourcing and Contracts tab, you will be able to configure alerts on sourcing events.



In the Sourcing and Contracts tab, set up alerts for sourcing events

Notifications (cont.)

From Messaging tab, you can configure notifications about internal communications.

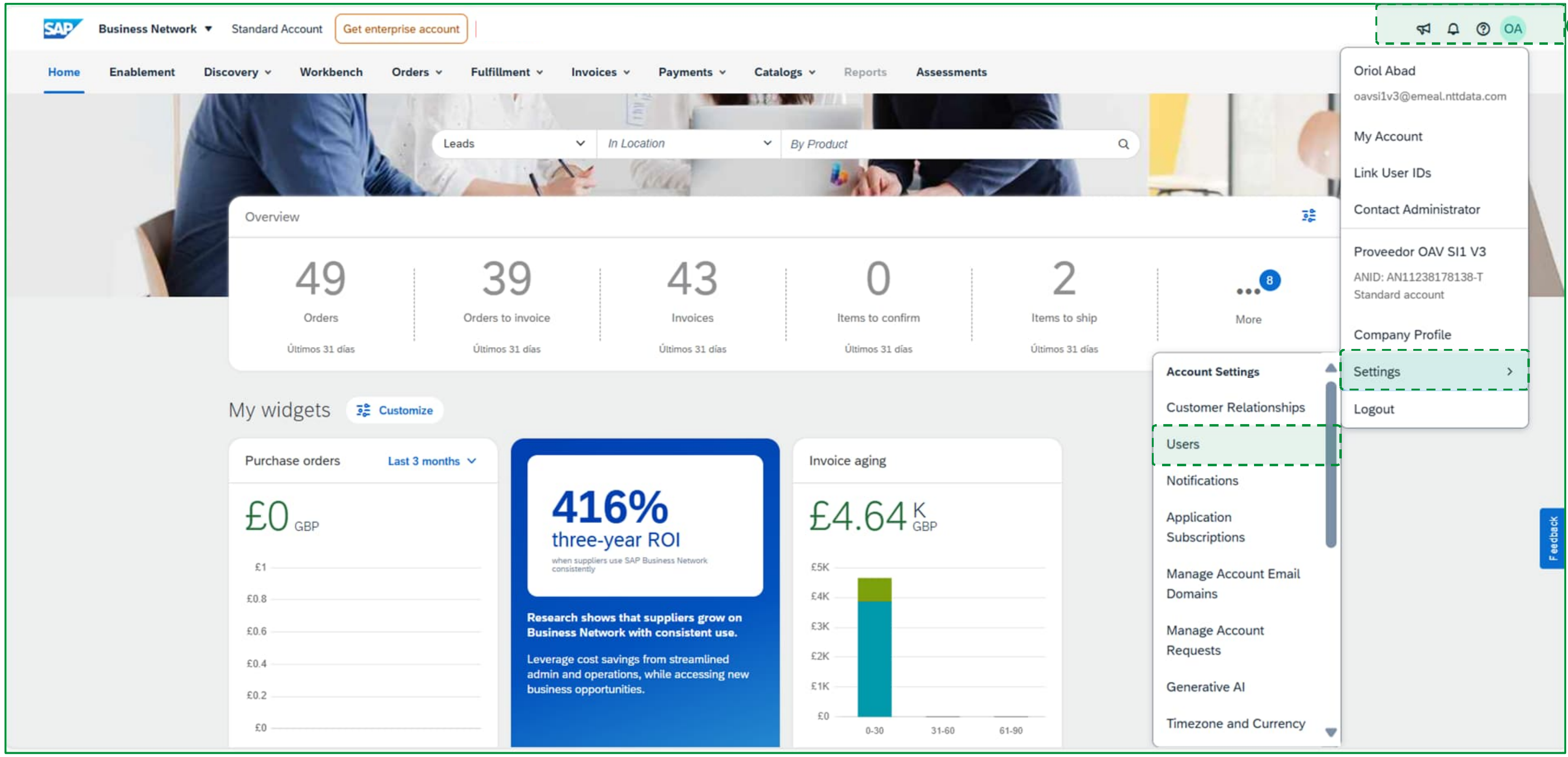


On the Messaging tab, set up alerts about internal communications

10. User and role settings

User and role settings

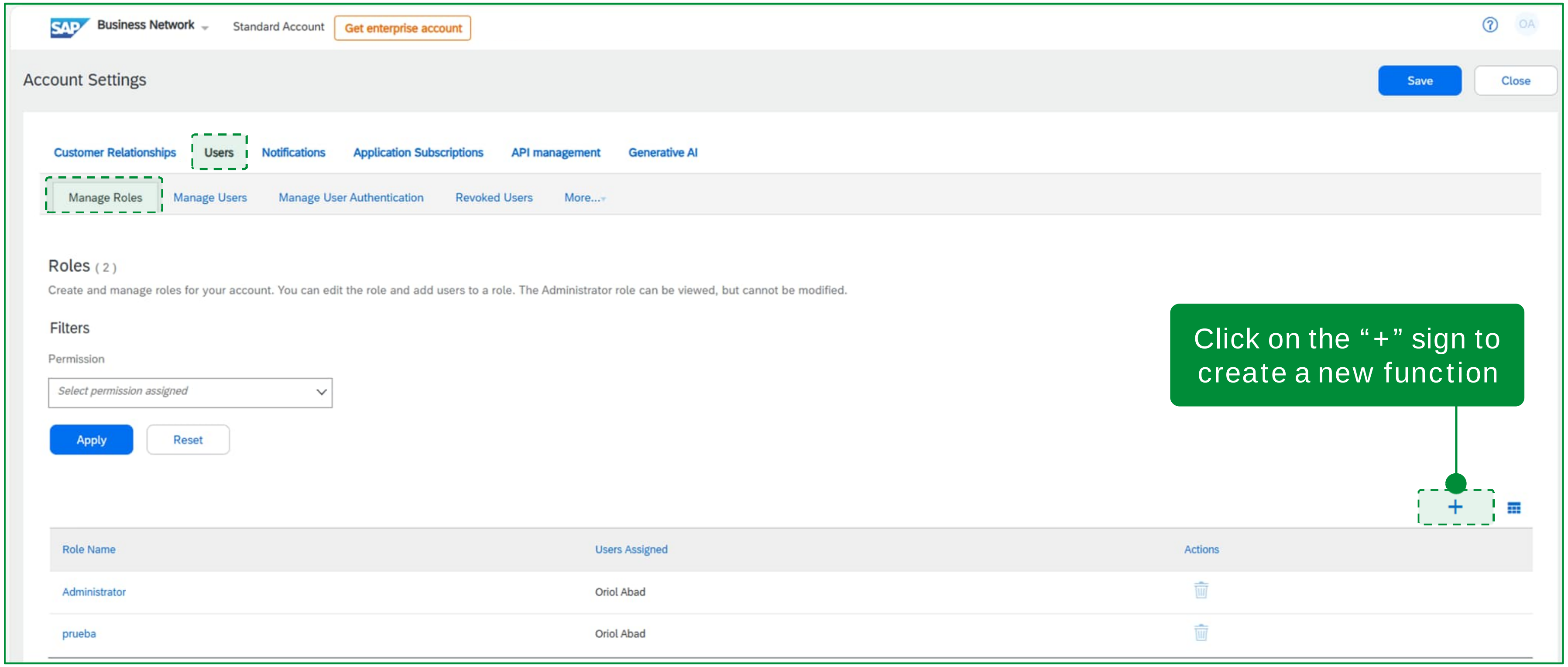
In the Users section, you can manage user settings and roles within the platform. Define roles, assign permissions, and control authentications to ensure secure access to the platform.



From the initials of the main contact, click on Settings and then on Users

User and role settings - Create and manage roles

From Manage roles, you can create and manage custom roles to assign specific permissions. This allows you to control what actions each user can perform based on their role in the organization.



User and role settings - Create and manage roles (cont.)

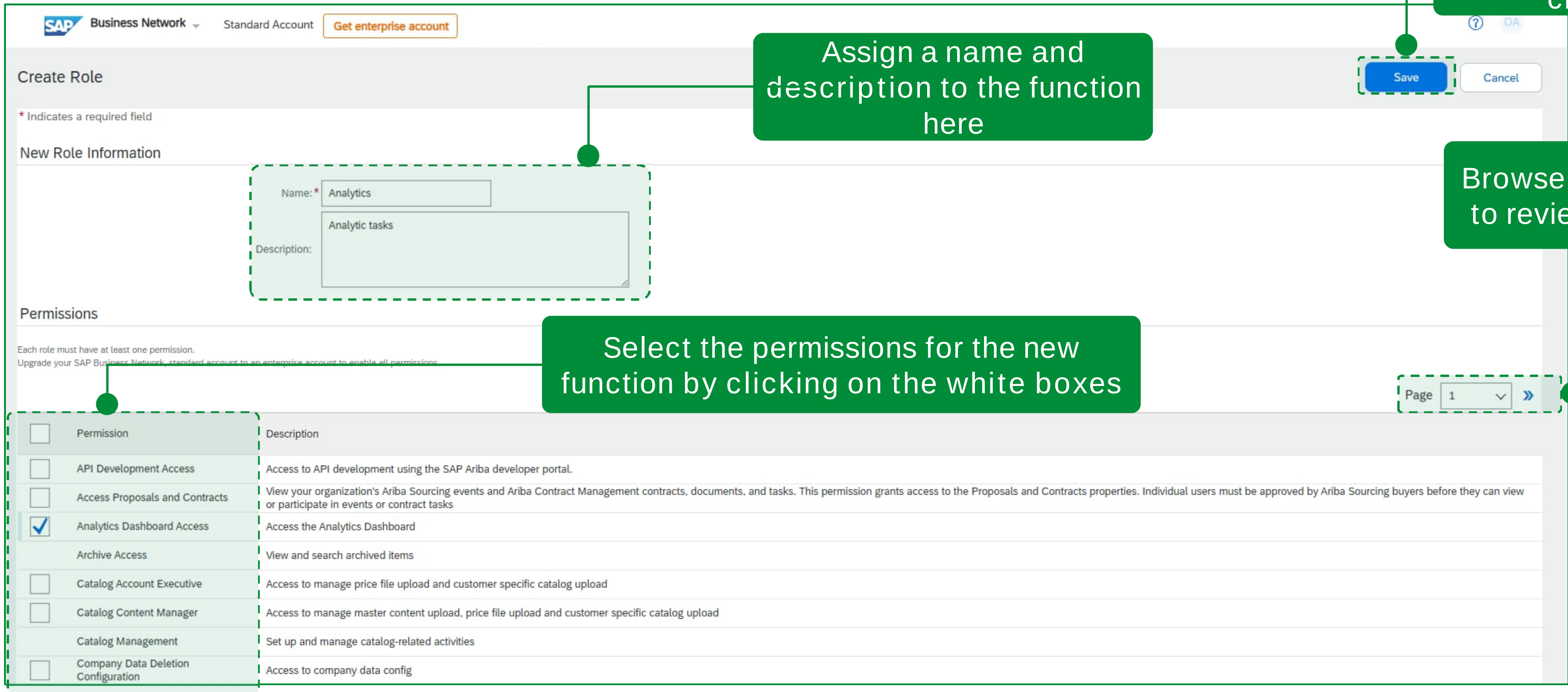
In the Create Function tab, assign a name and select the permissions that this new function should have.

Once you have configured everything, click Save

Assign a name and description to the function here

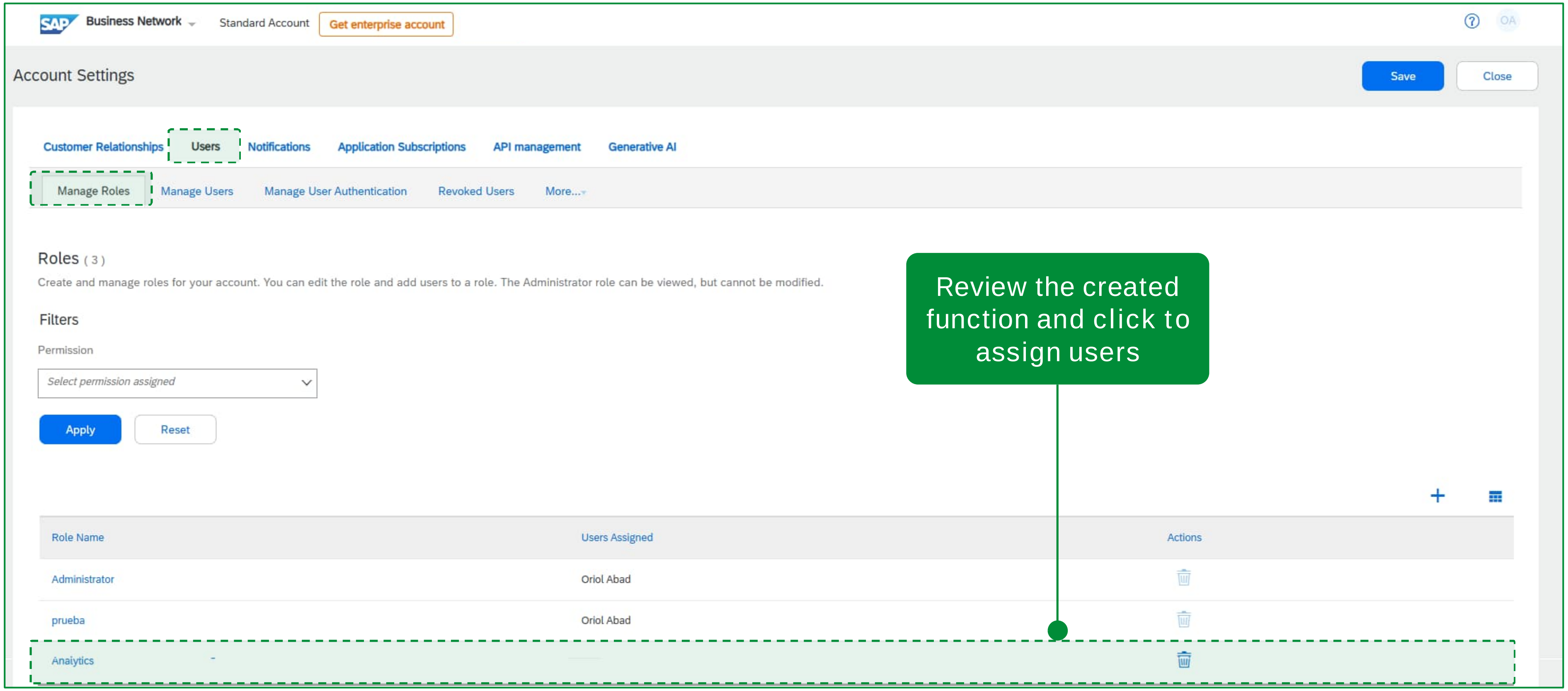
Browse through the pages to review all permissions.

Select the permissions for the new function by clicking on the white boxes



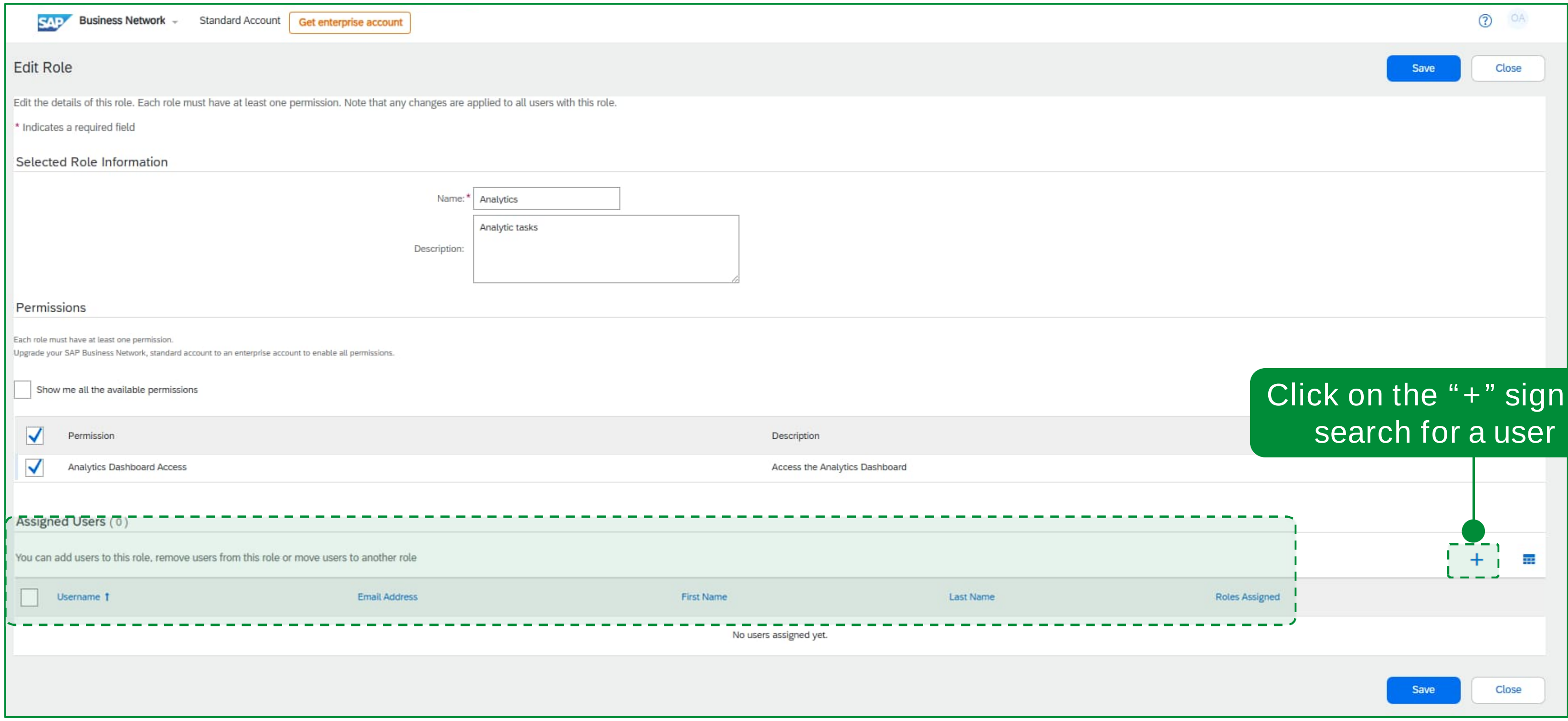
User and role settings - Assign users to a created role

Back in Manage Roles, you will be able to see the created role at the bottom of the screen. Click on it to edit it and assign users.



User and role settings - Assign users to a created role (cont.)

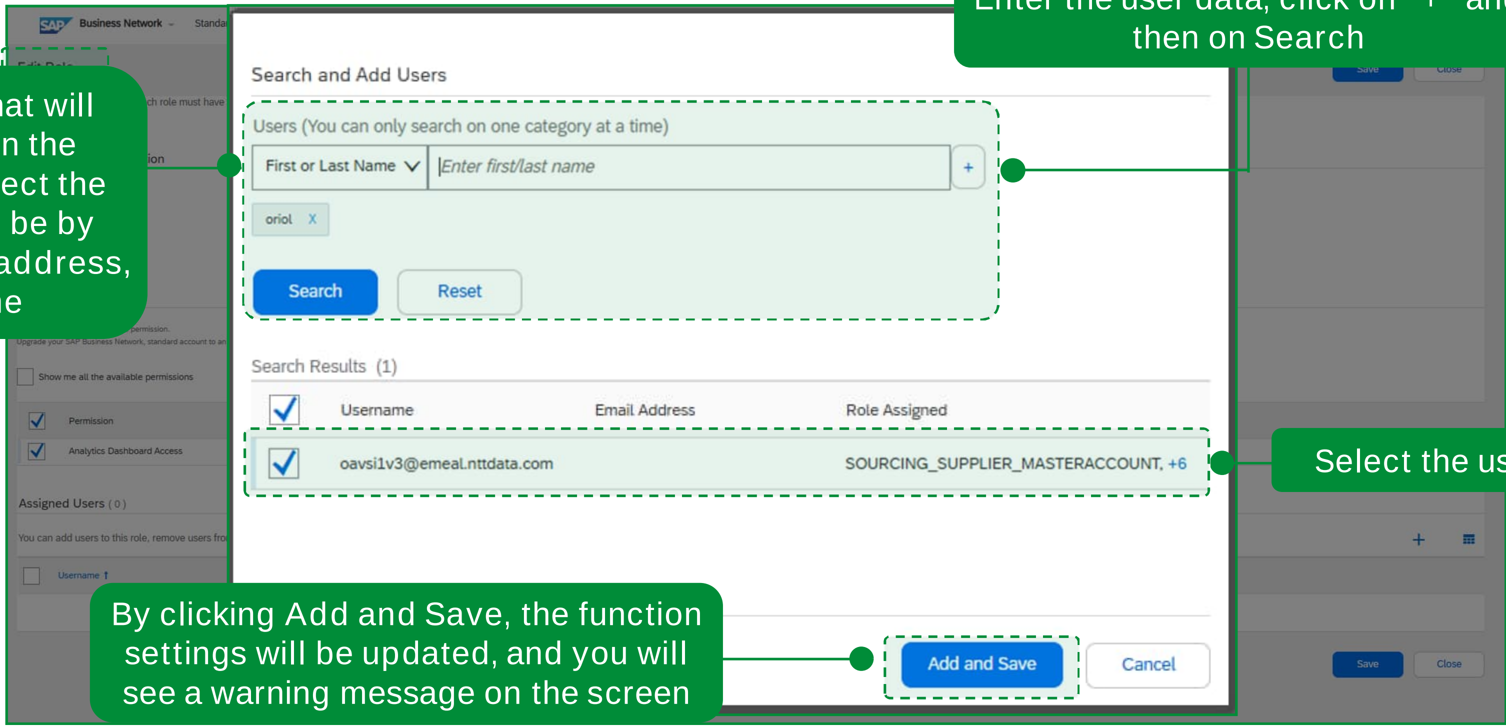
In Edit Function, you will see the details that have been configured. At the bottom, you will find the fields to assign users.



Click on the "+" sign to search for a user

User and role settings - Assign users to a created role (cont.)

On this page, you can complete the assignment of a user to a role.



In the pop-up that will appear, click on the dropdown to select the filter, which can be by username, email address, or full name

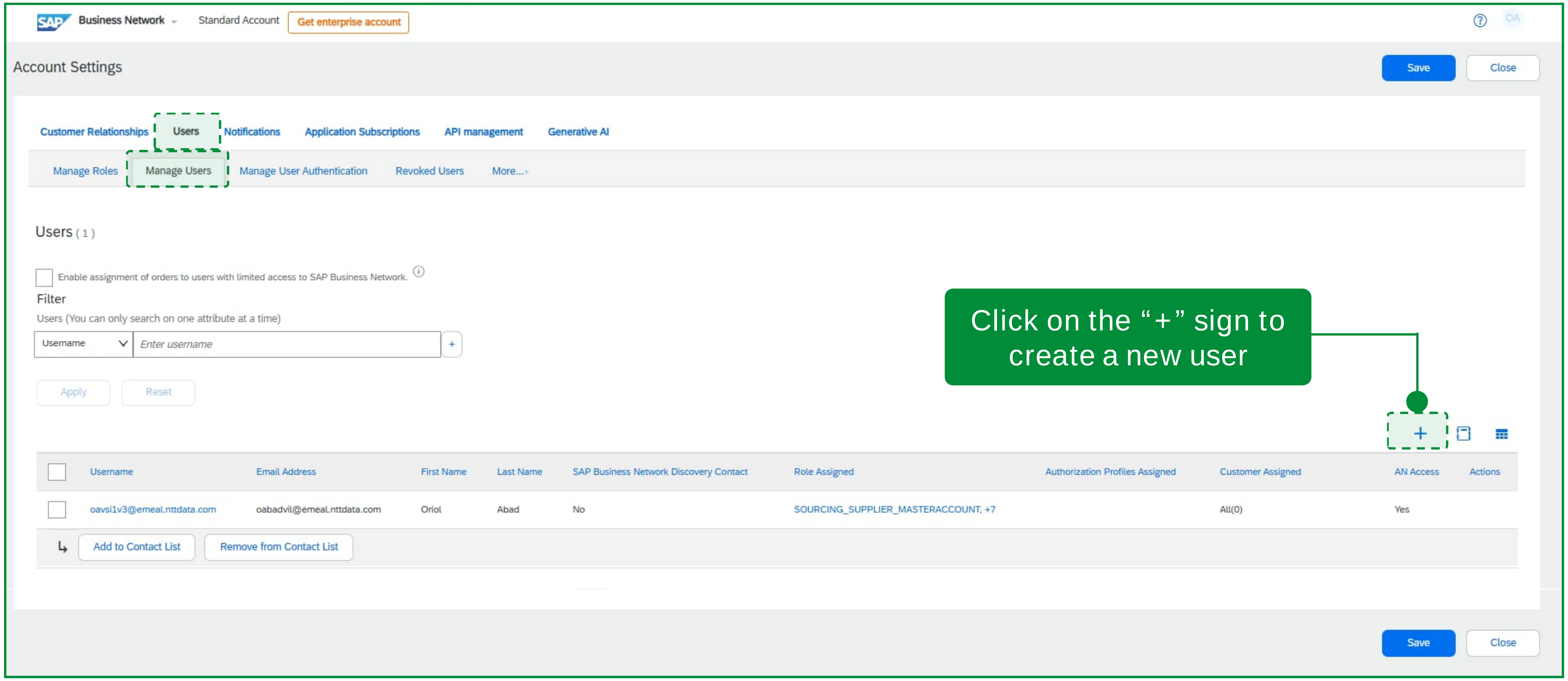
Enter the user data, click on "+" and then on Search

Select the user

By clicking Add and Save, the function settings will be updated, and you will see a warning message on the screen

User and role settings - Create new user

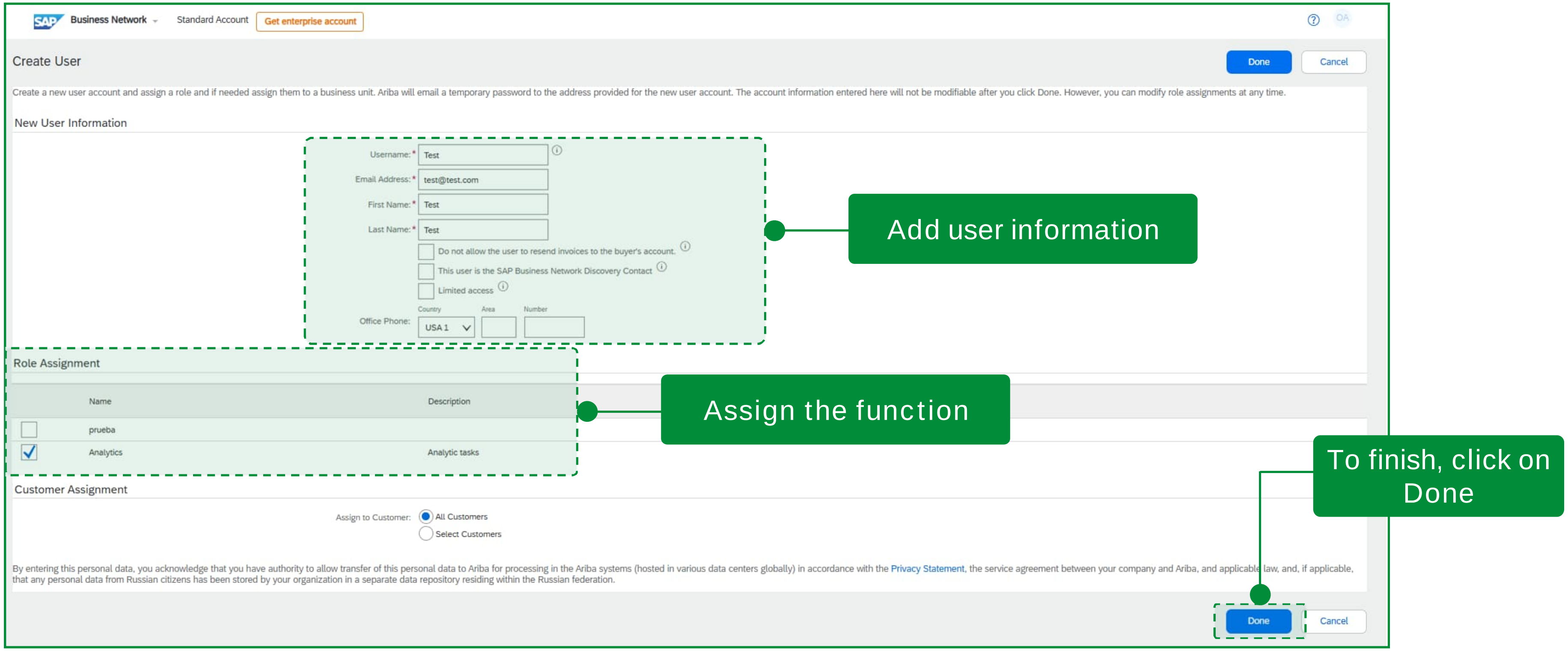
You will also be able to create a new user to assign them the role.



When the administrator creates a new user, the new user receives an e-mail to register for SAP Business Network

User and role settings - Create new user (cont.)

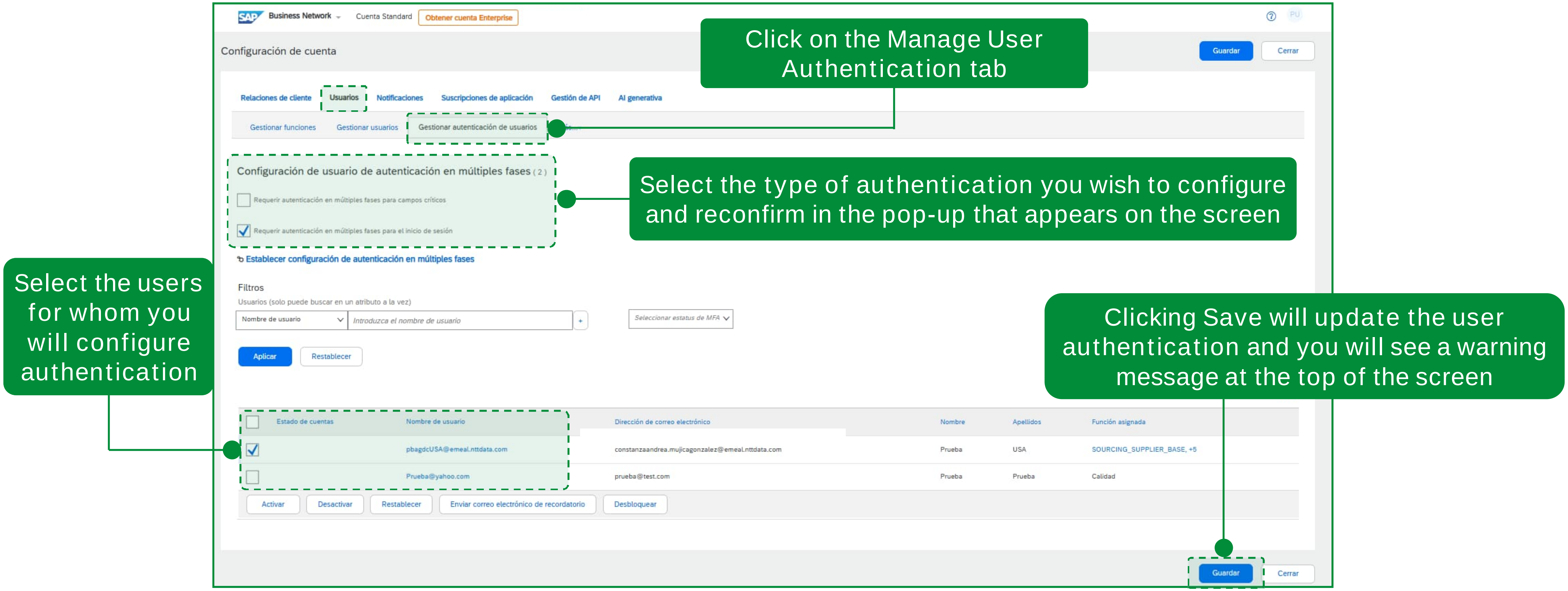
In the Create Users window, add all the relevant information.



All fields marked with a red asterisk are mandatory

User and role settings - Multi-Factor authentication user configuration (2FA)

Finally, in the user and role settings, you can manage user authentication. For security reasons, the Iberdrola Group recommends enabling multi-factor authentication (2FA).



Users to whom you applied this configuration must install an authenticator application (SAP Authenticator, Google Authenticator or Microsoft Authenticator) and configure the TOTP code by scanning the QR that appears on the activation page

Supplier Manual

Thank you

December 2025