

 Supplier Manual

Bank Data Modification

December 2025



1. [Introduction](#)

2. [How to modify or add your bank details](#)

1. Introduction

INTRODUCTION

This manual aims to guide you step by step through the process of adding and modifying a bank account in SAP Business Network.



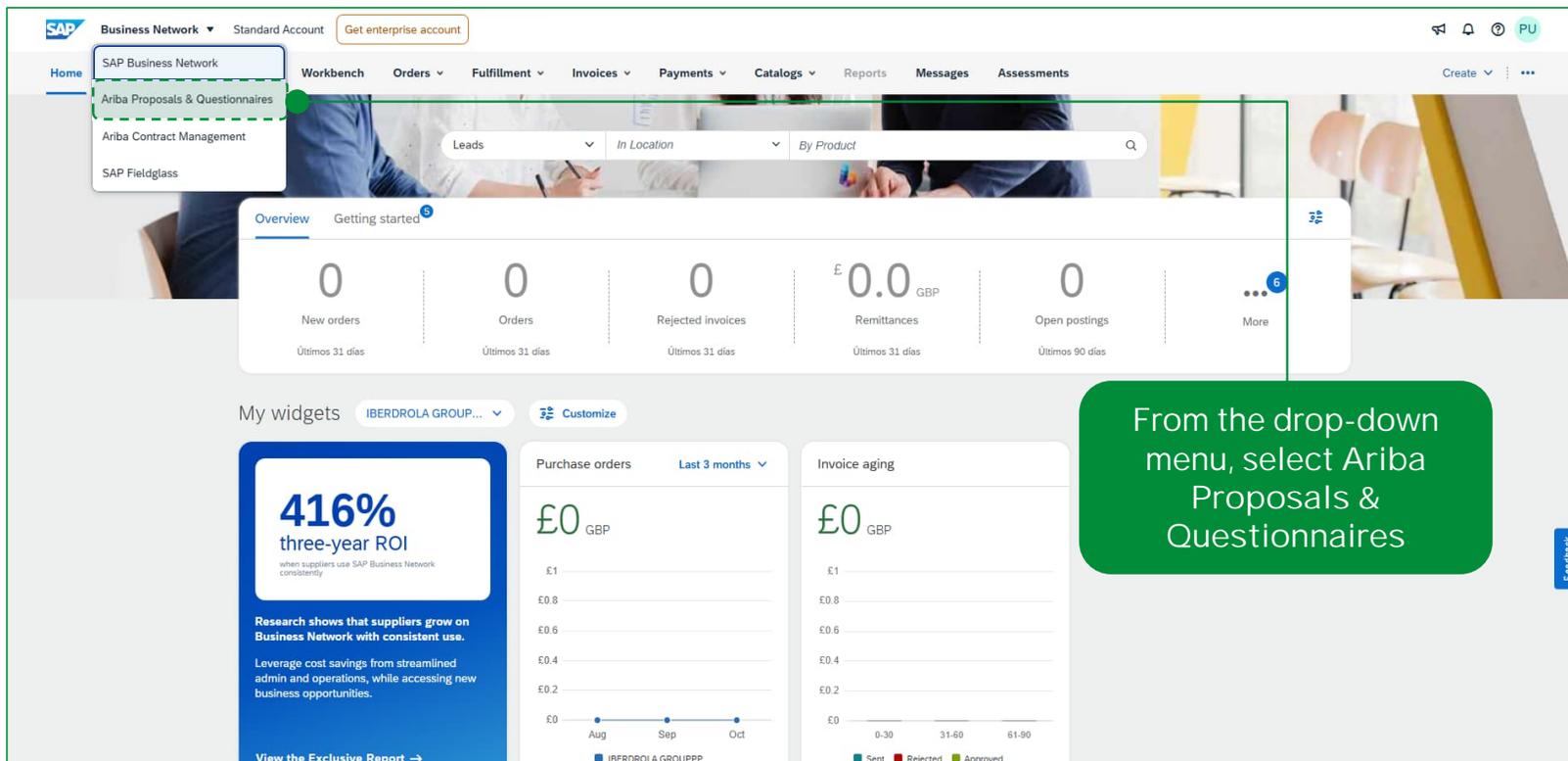
WHAT SHOULD YOU CONSIDER WHEN MODIFYING A BANK ACCOUNT?

- The addition and/or modification of banking information is done through the “Supplier Registration Questionnaire” that you must complete the first time you register as a supplier for the Iberdrola Group. This questionnaire will always be available for making modifications.
- Bank account information is found in section 7 of the registration form, called “Banking information”. To make this section visible, you must have selected “Bank Transfer” as the Payment Method in section 6 of the form, called “Payment information”.
- All new bank accounts added must include the corresponding certificate of ownership attached in order for the Iberdrola Group to validate and approve it.

2. Bank Data Modification

Bank Data Modification

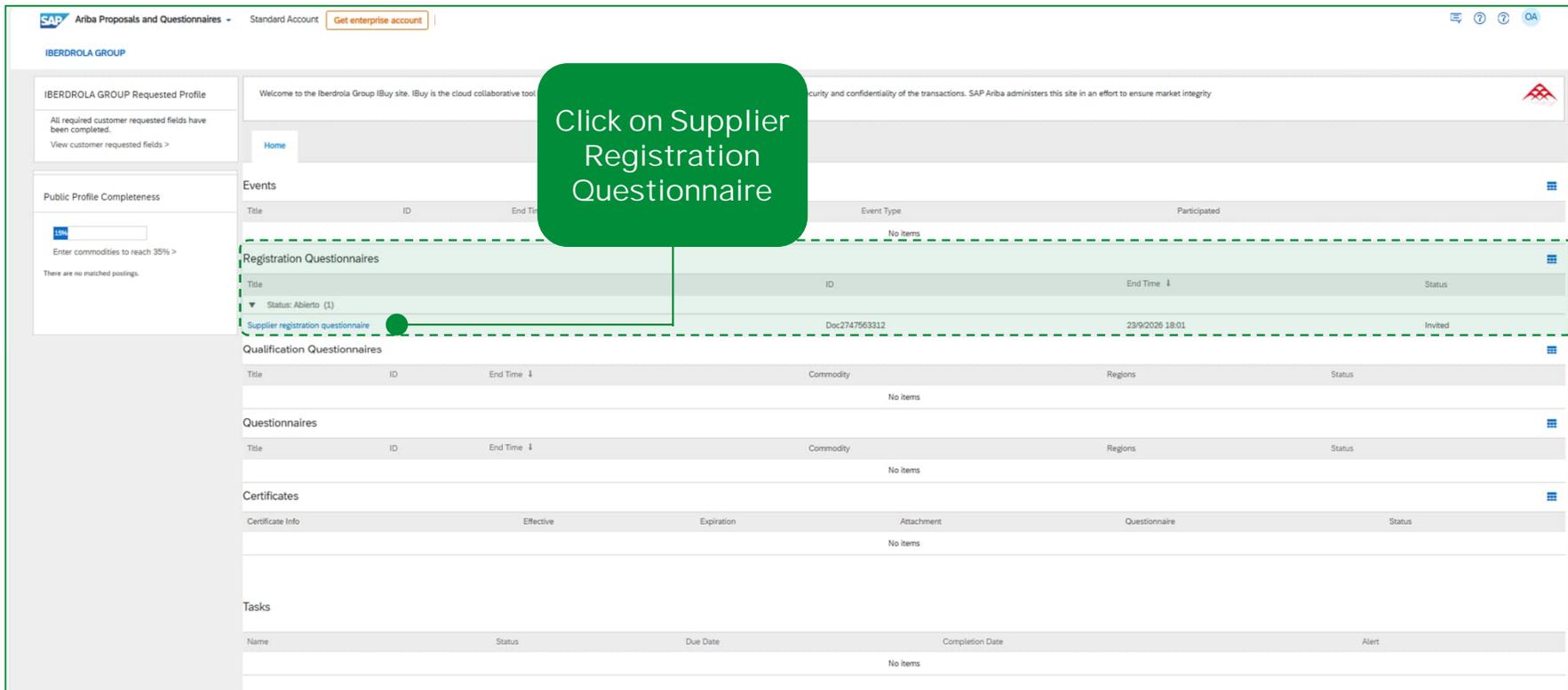
Log in to SAP Business Network with your username and password and, from the home page, go to Ariba Proposals & Questionnaires.



The screenshot shows the SAP Business Network interface. In the top left, a navigation menu is open, with 'Ariba Proposals & Questionnaires' highlighted by a green dashed box and a green circle. The main dashboard features a 'Getting started' section with five cards: 'New orders', 'Orders', 'Rejected invoices', 'Remittances', and 'Open postings', each showing a value of 0. Below this is a 'My widgets' section with three widgets: 'Purchase orders' (Last 3 months), 'Invoice aging', and a large blue widget showing '416% three-year ROI'. A green callout box on the right side of the dashboard contains the text: 'From the drop-down menu, select Ariba Proposals & Questionnaires'.

Bank Data Modification (cont.)

In Ariba Proposals & Questionnaires, click on the Supplier Registration Questionnaire.



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. A green callout box with the text "Click on Supplier Registration Questionnaire" points to a link in the "Registration Questionnaires" table. The table has the following structure:

Title	ID	End Time	Commodity	Regions	Status
No Items					
Supplier registration questionnaire	Doc2747563312	23/9/2026 18:01			Invited

Other sections visible in the interface include:

- IBERDROLA GROUP Requested Profile:** All required customer requested fields have been completed. View customer requested fields >
- Public Profile Completeness:** Enter commodities to reach 35% > There are no matched postings.
- Events:** Table with columns: Title, ID, End Time, Event Type, Participated. No items.
- Qualification Questionnaires:** Table with columns: Title, ID, End Time, Commodity, Regions, Status. No items.
- Questionnaires:** Table with columns: Title, ID, End Time, Commodity, Regions, Status. No items.
- Certificates:** Table with columns: Certificate Info, Effective, Expiration, Attachment, Questionnaire, Status. No items.
- Tasks:** Table with columns: Name, Status, Due Date, Completion Date, Alert. No items.

Bank Data Modification (cont.)

Here you can review and update the information you have already entered to keep your data up to date. In this cases, add and/or modify your bank data.

The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Company Settings', 'Prueba UK', 'Feedback', and 'Help'. Below that, a console message states: 'You have submitted a response for this event. Thank you for participating.' The main content area is titled 'All Content' and lists various sections: 1 Introduction, 2 Questionnaire status and communication, 3 Company Information, 4 Tax Information, 6 Payment information, 9 Information of the c..., 10 Information for comm..., 11 GDPR Acceptance, 12 Code of conduct acce..., 13 Corporate Policies A..., and 15 Technical Section. A 'Revise Response' button is highlighted with a dashed green box. A callout line connects this button to a green box on the right that says 'Click Revise Response'.

Click Revise Response

Bank Data Modification (cont.)

The system will ask you, as a confirmation, if you want to review the answer you have already sent.

The screenshot displays the Ariba Sourcing application interface. At the top, the header includes the 'Ariba Sourcing' logo and navigation links for 'Company Settings', 'Prueba UK', 'Feedback', and 'Help'. Below the header, a console area shows a message: 'You have submitted a response for this event. Thank you for participating.' A 'Revise Response' button is visible in the upper right of the main content area. The main content area is titled 'All Content' and lists various sections: 1. Introduction, 2. Questionnaire status and communication (with sub-items 2.1 and 2.2), and 3. Company Information (with sub-item 3.1). A modal dialog box titled 'Revise Response?' is centered on the screen, containing the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' The dialog has 'OK' and 'Cancel' buttons. A green callout box with the text 'Click OK to continue' is positioned below the dialog, with a line pointing to the 'OK' button.

Bank Data Modification (cont.)

Access the sections related to payment information and banking information to modify your data (sections 6 & 7). Remember that fields marked with a red asterisk are mandatory and cannot be left blank.

The screenshot displays a web application interface for managing bid data. On the left is a 'Console' sidebar with a list of sections: 1 Introduction, 2 Questionnaire status..., 3 Company Information, 4 Tax Information, 5 Certificates, 6 Payment information, 7 Banking Information, 8 Information of the c..., 9 Information for comm..., and 10 GDPR Acceptance. Sections 6 and 7 are highlighted with a dashed green box. The main content area, titled 'All Content', shows a table of sections with their names and actions. A green callout box with the text 'Navigate to sections 6 & 7 to review Payment information (6) and Banking information (7)' is overlaid on the table. At the bottom of the main content area, there are buttons for 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom of the table states '(*) indicates a required field'.

Name ↑	
4.12 Attachment to support tax documentation	Attach a file
▼ 5 Certificates	
5.2 Declaración responsable en materia laboral	Attach a file
5.3 Pertenece usted a una región Foral?	* No ▼
5.4 Certificado de Hacienda	Attach a file
5.7 Cert. positivo SS	Attach a file
▼ 6 Payment Information	
6.4 Payment Method	* Bank Transfer ▼
7 Banking Information	
▼ 8 Information of the contact person	
8.1 Contact person name and surname	



Please note that modifying some data may require you to attach supporting documentation

Bank Data Modification (cont.)

Review the information included in section 6 to ensure that the payment method is "Bank Transfer" so you can access section 7 where you can add bank account details.

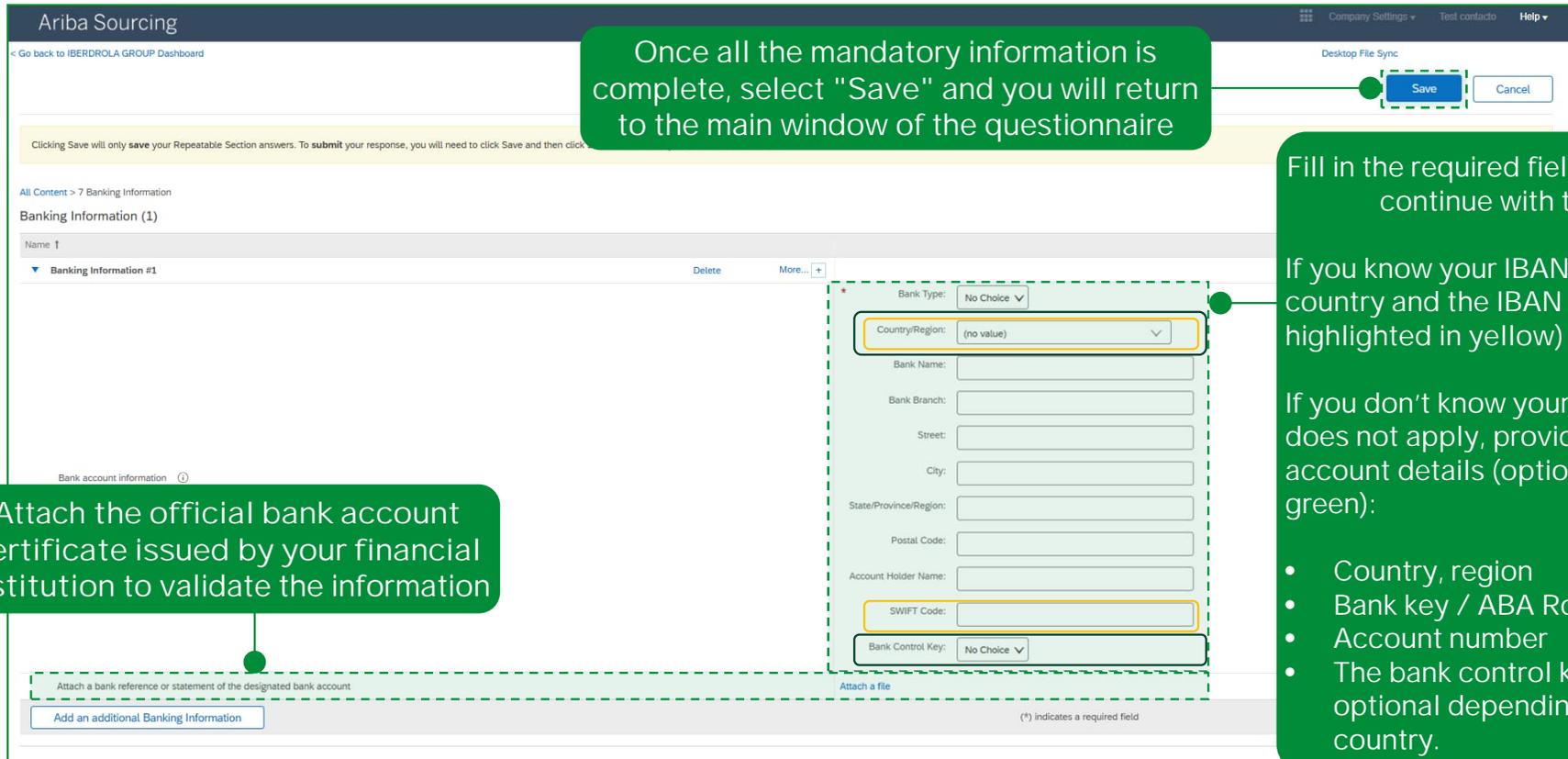
The screenshot displays a web application interface with a sidebar on the left and a main content area. The sidebar contains a 'Console' section with a list of 'Event Contents' including 'All Content', '1 Introduction', '2 Questionnaire status...', '3 Company Information', '4 Tax Information', '5 Certificates', and '6 Payment information'. The main content area shows a form with several sections: '4.12 Attachment to support tax documentation', '5 Certificates' (with sub-sections 5.2, 5.3, 5.4, 5.7), '6 Payment information' (with sub-section 6.4 'Payment Method' set to 'Bank Transfer'), '7 Banking Information' (with a button 'Add Banking Information (1)'), and '8 Information of the contact person' (with sub-section 8.1). Two green callout boxes provide instructions: one points to the 'Payment Method' dropdown and another points to the 'Add Banking Information (1)' button.

To view section 7 of the form and add the bank account details, the Payment Method in section 6 must be "Bank Transfer"

Select "Add Banking Information" to add and/or modify your bank account

Bank Data Modification (cont.)

In section 7, complete the bank information following the instructions provided, paying attention to the mandatory information.



Once all the mandatory information is complete, select "Save" and you will return to the main window of the questionnaire

Fill in the required fields to be able to continue with the form:

If you know your IBAN, include the country and the IBAN number (option highlighted in yellow)

If you don't know your IBAN or if it does not apply, provide the bank account details (option highlighted in green):

- Country, region
- Bank key / ABA Routing Number
- Account number
- The bank control key may be optional depending on the country.

Attach the official bank account certificate issued by your financial institution to validate the information

Attach a bank reference or statement of the designated bank account

Attach a file

Bank account information ⓘ

Banking Information (1)

Name ⓘ

Banking Information #1

Bank Type: No Choice ▾

Country/Region: (no value) ▾

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice ▾

Attach a bank reference or statement of the designated bank account

Attach a file

Add an additional Banking Information

(*) indicates a required field



It's supplier's responsibility to provide the correct supporting documentation to avoid delays/rejections in the bank data update

Bank Data Modification (cont.)

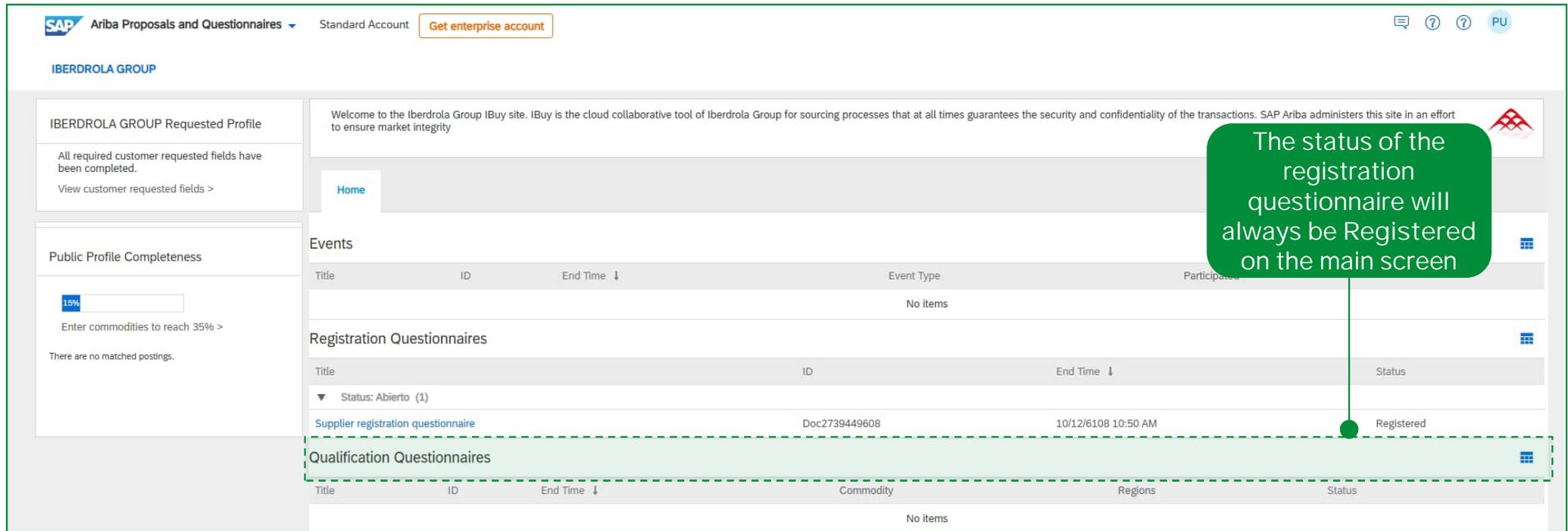
To finish the data modification, click Submit Entire Response.

The change of Bank Account data is not automatically approved, the request will be reviewed and validated by the Iberdrola Group before becoming effective.

The screenshot shows the Ariba Sourcing interface. The main content area is titled 'All Content' and contains a form with sections: 1 Introduction, 2 Questionnaire status and communication, and 3 Company Information. A dialog box is overlaid on the form, asking 'Submit this response?' with 'OK' and 'Cancel' buttons. A green callout box points to the 'Submit Entire Response' button at the bottom of the form, containing the text: 'Click OK to send the questionnaire with the new data'. The interface also includes a sidebar with navigation options and a top navigation bar with user information and settings.

Bank Data Modification (cont.)

The questionnaire status will still be Registered on the main screen.



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The main content area is titled 'IBERDROLA GROUP' and contains several sections:

- IBERDROLA GROUP Requested Profile:** A message stating 'All required customer requested fields have been completed.' with a link to 'View customer requested fields >'.
- Public Profile Completeness:** A progress bar showing 15% completion. A message says 'Enter commodities to reach 35% >' and 'There are no matched postings.'
- Events:** A table with columns 'Title', 'ID', 'End Time', 'Event Type', and 'Participants'. It shows 'No items'.
- Registration Questionnaires:** A table with columns 'Title', 'ID', 'End Time', and 'Status'. It shows one entry:

Title	ID	End Time	Status
Supplier registration questionnaire	Doc2739449608	10/12/6108 10:50 AM	Registered
- Qualification Questionnaires:** A table with columns 'Title', 'ID', 'End Time', 'Commodity', 'Regions', and 'Status'. It shows 'No items'.

A green callout box with a white border and a pointer to the 'Registered' status in the 'Registration Questionnaires' table contains the text: 'The status of the registration questionnaire will always be Registered on the main screen'.

Bank Data Modification (cont.)

Meanwhile, in Questionnaire status and communication, the last state in which your registration questionnaire was before updating the data, will remain.

The screenshot displays the Ariba Sourcing interface for a questionnaire. The 'Questionnaire status and communication' section is expanded, showing the following steps:

- 2.1 Indicate mail to send the result of the questionnaire:
- 2.2 Approval result: APPROVED

A green callout box highlights the 'APPROVED' status with the text: "Status will not change after data update requests".



The status of the questionnaire will be updated after validation and will be notified via automatic email once the new bank details are approved

 Supplier Manual

Thank
you

December 2025

