

Compliance questionnaire form - Legal entity

December 2025



1. Introduction
2. Step-by-step guide to the compliance form

1. Introduction

INTRODUCTION

This manual aims to guide you step by step through accessing, completing, and submitting the Compliance Form in SAP Business Network, which is an essential requirement for establishing business relationships with the Iberdrola Group.



WHAT IS THE COMPLIANCE QUESTIONNAIRE?

It is a questionnaire requested by Iberdrola on SAP Business Network that suppliers must complete to gather information about their commitment to business ethics, transparency, and regulatory compliance.



REQUIRED INFORMATION

- Company details and corporate structure
- Statement of regulatory compliance with ethical and regulatory standards.



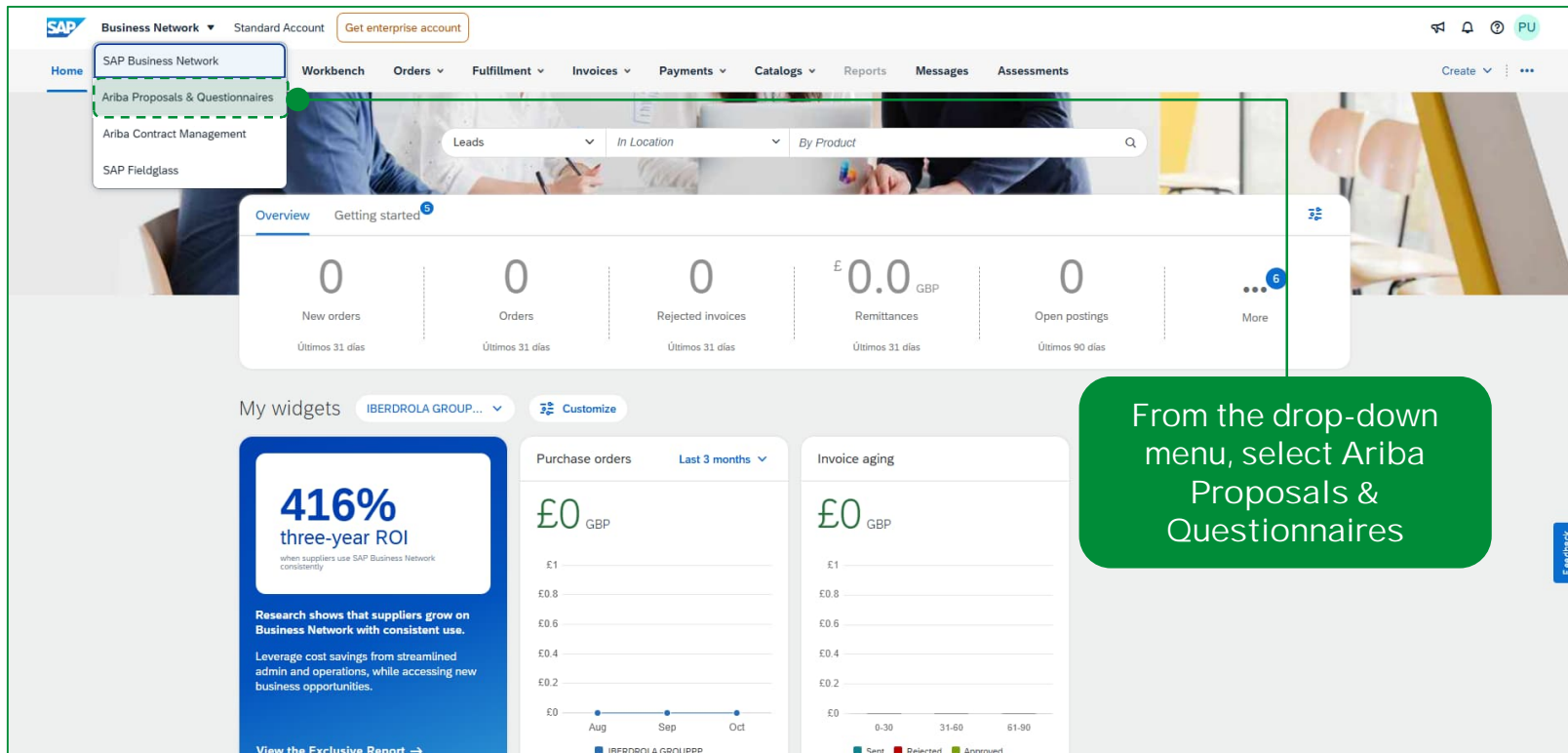
IMPORTANT INFORMATION FOR COMPLETING THE QUESTIONNAIRE

- It is recommended to attach files in PDF format.
- Attached files must not exceed 100MB in size; any document larger than this will not be accepted by the system.
- Fields marked with an asterisk are mandatory; if they are not filled in, the form cannot be sent.

1. Step-by-step guide to the compliance form

Step 1: Access the questionnaire

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



From the drop-down menu, select Ariba Proposals & Questionnaires

Step 1: Access the questionnaire

In Ariba Proposals & Questionnaires, you can see all the questionnaires you need to complete as a supplier. Each one has a status and a completion date and time as an update.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', and a 'Get enterprise account' button. The left sidebar shows the 'IBERDROLA GROUP' profile with a 'Public Profile Completeness' bar at 15%.

The main content area displays a welcome message and a 'Home' button. Below this, there are three sections: 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section is highlighted with a dashed green border and contains a table with the following data:

Title	ID	End Time	Status
▼ Status: Abierto (1)			
Supplier registration questionnaire	Doc2739311337	10/12/6108 11:06 AM	Registered

The 'Qualification Questionnaires' section is also highlighted with a dashed green border and contains a table with the following data:

Title	ID	End Time	Commodity	Regions	Status
No items					

The 'Questionnaires' section is also highlighted with a dashed green border and contains a table with the following data:

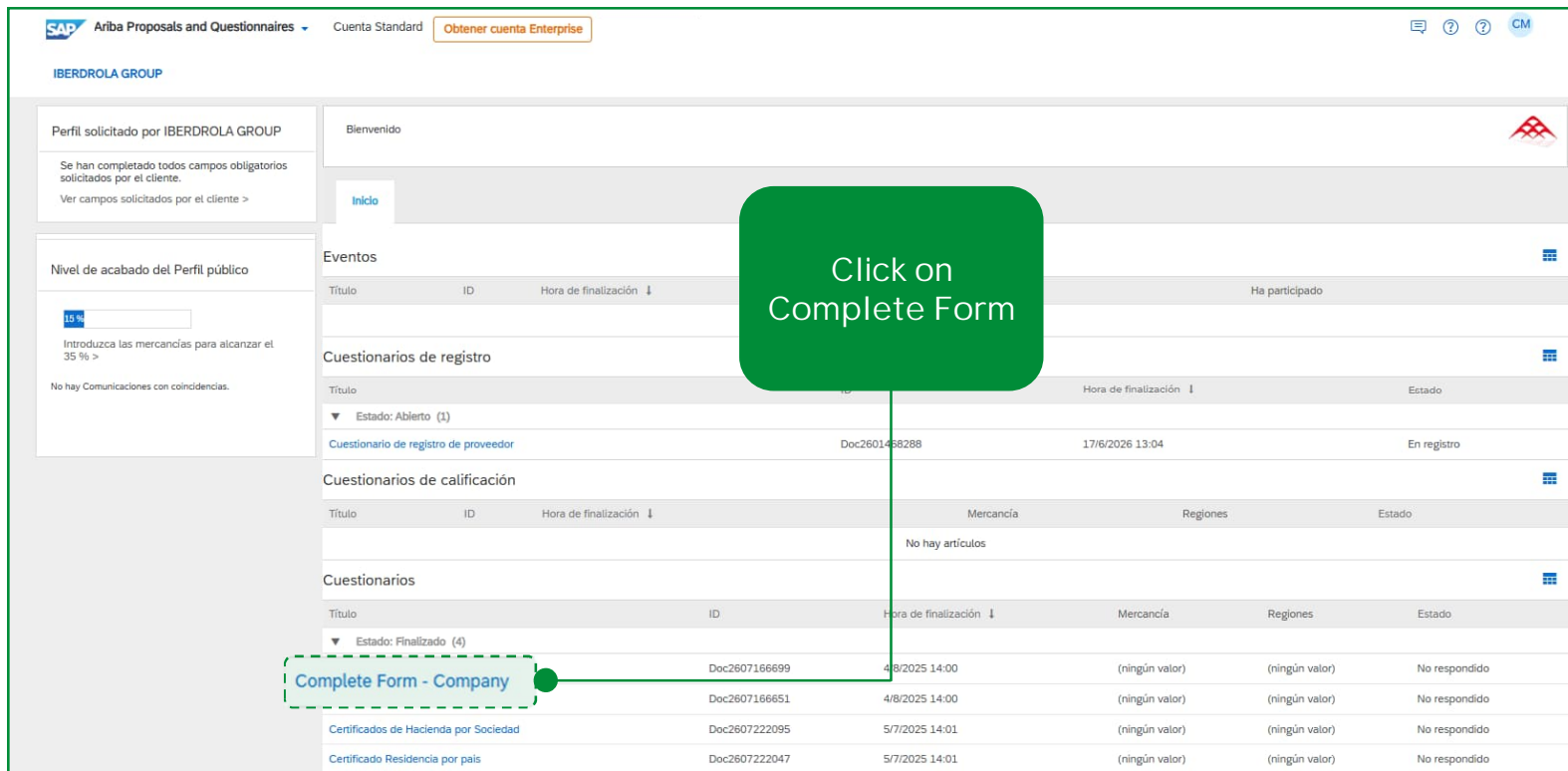
Title	ID	End Time	Commodity	Regions	Status
▼ Status: Abierto (4)					
Complete Form - Individual	Doc2805179036	12/13/2025 9:03 AM	(no value)	(no value)	Not Responded
Complete Form - Company	Doc2805179020	11/28/2025 9:03 AM	(no value)	(no value)	Not Responded
Tax Certificate Questionnaire	Doc2805179068	11/13/2025 9:03 AM	(no value)	(no value)	Not Responded
Tax Residence Questionnaire	Doc2805179052	11/13/2025 9:03 AM	(no value)	(no value)	Not Responded



Questionnaires are always available for when you need to update information

Step 1: Access the questionnaire

The Compliance Form verifies compliance with the ethical, legal, and sustainability standards required by our organization. Let's review how to complete it.

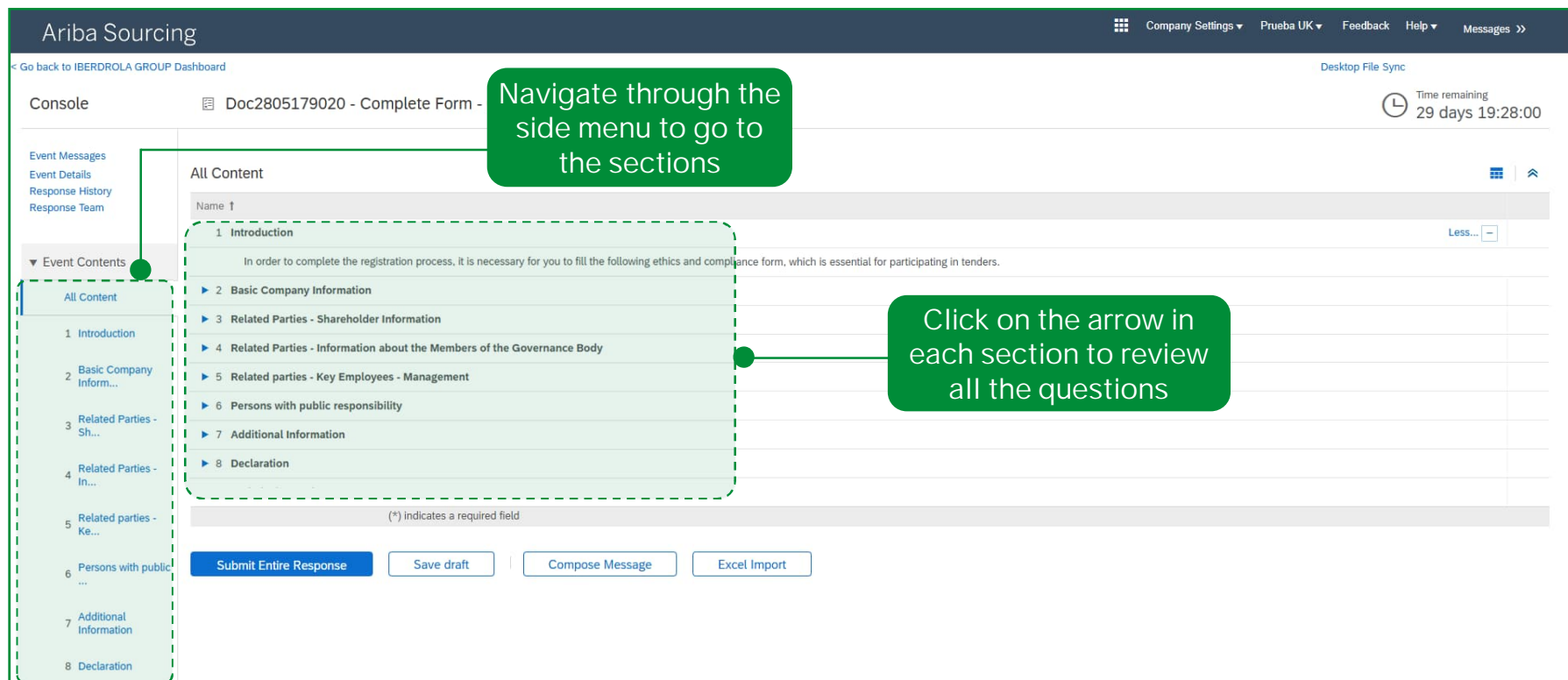


Click on Complete Form

Título	ID	Hora de finalización	Mercancía	Regiones	Estado
▼ Estado: Finalizado (4)					
Complete Form - Company	Doc2607166699	4/8/2025 14:00	(ningún valor)	(ningún valor)	No respondido
	Doc2607166651	4/8/2025 14:00	(ningún valor)	(ningún valor)	No respondido
Certificados de Hacienda por Sociedad	Doc2607222095	5/7/2025 14:01	(ningún valor)	(ningún valor)	No respondido
Certificado Residencia por país	Doc2607222047	5/7/2025 14:01	(ningún valor)	(ningún valor)	No respondido

Step 2: Complete the questionnaire

Browse the menu on the left side of the screen and fill in the information that appears in each section. Depending on the answers you provide, not all fields may apply to your case.



The screenshot shows the Ariba Sourcing interface for document Doc2805179020. The left sidebar contains a 'Console' menu with 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. Below this is the 'Event Contents' section, which is expanded to show a list of sections: 'All Content', '1 Introduction', '2 Basic Company Information', '3 Related Parties - Shareholder Information', '4 Related Parties - Information about the Members of the Governance Body', '5 Related parties - Key Employees - Management', '6 Persons with public responsibility', '7 Additional Information', and '8 Declaration'. A green dashed box highlights this list, with a callout box stating 'Navigate through the side menu to go to the sections'. The main content area shows the 'All Content' section, which includes an 'Introduction' section with a text block: 'In order to complete the registration process, it is necessary for you to fill the following ethics and compliance form, which is essential for participating in tenders.' Below this is a list of sections with expandable arrows: '2 Basic Company Information', '3 Related Parties - Shareholder Information', '4 Related Parties - Information about the Members of the Governance Body', '5 Related parties - Key Employees - Management', '6 Persons with public responsibility', '7 Additional Information', and '8 Declaration'. A green callout box points to the expandable arrows, stating 'Click on the arrow in each section to review all the questions'. At the bottom of the main content area, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom indicates that '(*) indicates a required field'.

Introduction

In this section, you will find general information about the questionnaire and its objectives. Please read it carefully before you begin.

Ariba Sourcing

< Go back to IBERDROLA GROUP Dashboard

Doc2805179020 - Complete Form - Company

Feedback Help Messages

File Sync

Time remaining 29 days 19:23:46

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Introduction

In order to complete the registration process, it is necessary for you to fill the following ethics and compliance form, which is essential for participating in tenders.

2 Basic Company Information

3 Related Parties - Shareholder Information

4 Related Parties - Information about the Members of the Governance Body

5 Related parties - Key Employees - Management

6 Persons with public responsibility

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Expand the questionnaire window by clicking on the arrow

Basic Company Information

In this section, you must provide basic information about the company to confirm its legal identity. This information includes your company's name and tax identification number, including the country and type of tax.

Ariba Sourcing

Go back to IBERDROLA GROUP Dashboard

Company Settings ▾ Prueba UK ▾ Feedback ▾ Help ▾ Messages

Desktop File Sync

Console

Doc2805179020 - Complete Form - Company

Event Messages
Event Details
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Event Contents

All Content

1 Introduction

2 Basic Company Information

3 Related Parties - Sh...

4 Related Parties - In...

5 Related parties - Ke...

6 Persons with public ...

7 Additional Information

8 Declaration

9 Technical Questions

All Content

1 Introduction

2 Basic Company Information

3 Related Parties - Sh...

4 Related Parties - In...

5 Related parties - Ke...

6 Persons with public ...

7 Additional Information

8 Declaration

9 Technical Questions

1 Introduction

2 Basic Company Information

3 Related Parties - Sh...

4 Related Parties - In...

5 Related parties - Ke...

6 Persons with public ...

7 Additional Information

8 Declaration

9 Technical Questions

2.1 Legal Name

2.2 Tax ID

2.3 Registered Address

2.4 Registered Country/Territory of Legal Company

2.5 Company Website

Prov UK 1709

Country/Region: United Kingdom (GB) ⓘ

Tax Name	Tax Type	Tax Number
United Kingdom: Company Registration Number	Organization	
United Kingdom: Unique Tax Reference	Organization	
United Kingdom: VAT Registration Number	Organization	

Show More

Street: OXFORD STREET 35 ⓘ House Number: ⓘ

Street 2: ⓘ

Street 3: ⓘ

Street 4: ⓘ

Street 5: ⓘ

District: ⓘ

Postal Code: SW6 3AZ ⓘ City: BRADFORD ⓘ

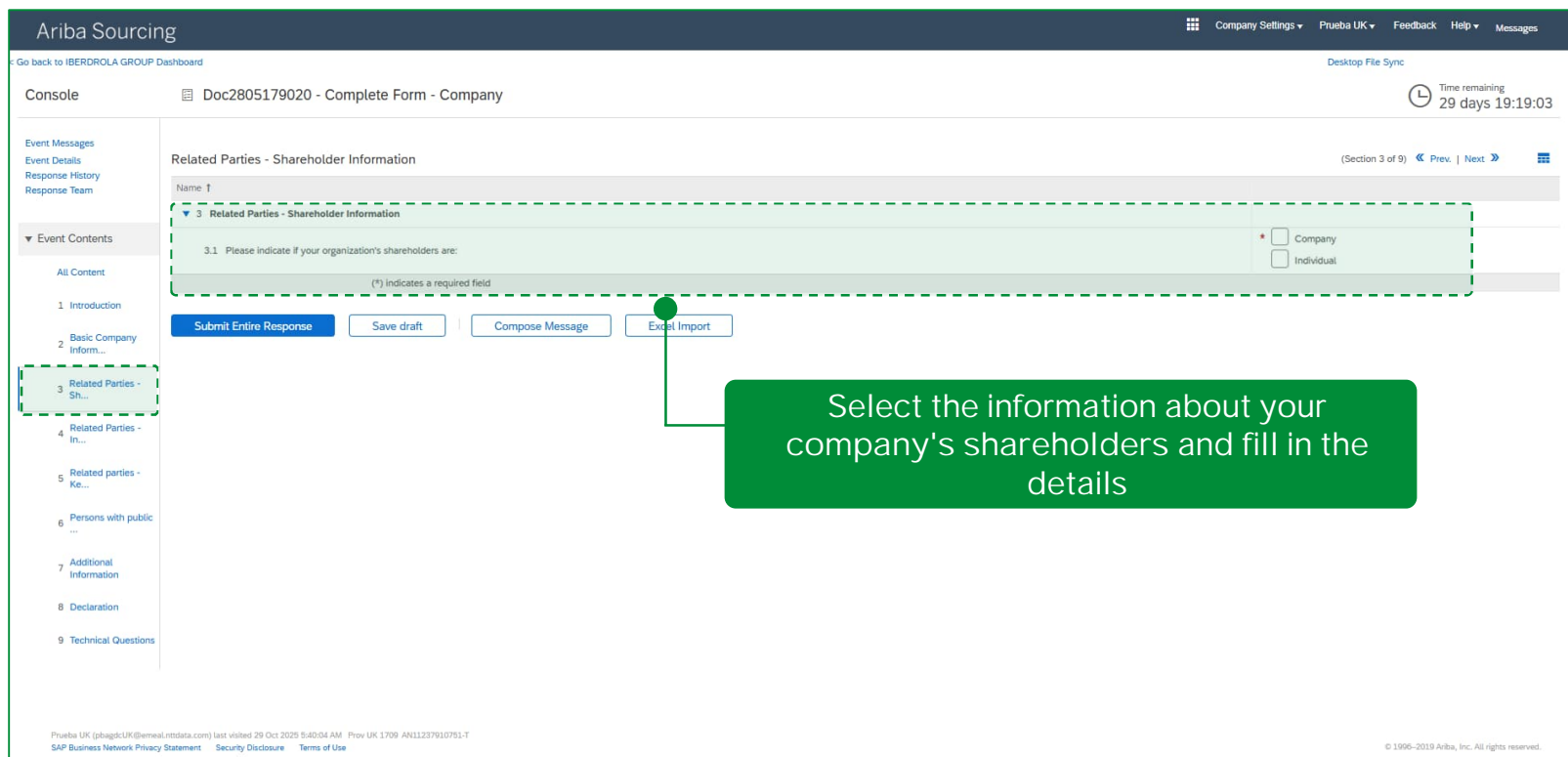
Country/Region: United Kingdom (GB) ⓘ State/Province/Region: ⓘ

GB

Verify that the information matches the official documents that you will need to submit later in the form

Related parties: Shareholder Information

In this section, you must declare the people who have a direct relationship with the company, such as legal representatives or partners.



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Go back to IBERDROLA GROUP Dashboard

Company Settings Prueba UK Feedback Help Messages

Desktop File Sync

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Console Doc2805179020 - Complete Form - Company

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Event Contents

All Content

1 Introduction

2 Basic Company Inform...

3 Related Parties - Shareholder Information

4 Related Parties - In...

5 Related parties - Ke...

6 Persons with public ...

7 Additional Information

8 Declaration

9 Technical Questions

Related Parties - Shareholder Information

(Section 3 of 9) Prev. | Next >

Name 1

3.1 Please indicate if your organization's shareholders are:

☐ Company

☐ Individual

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

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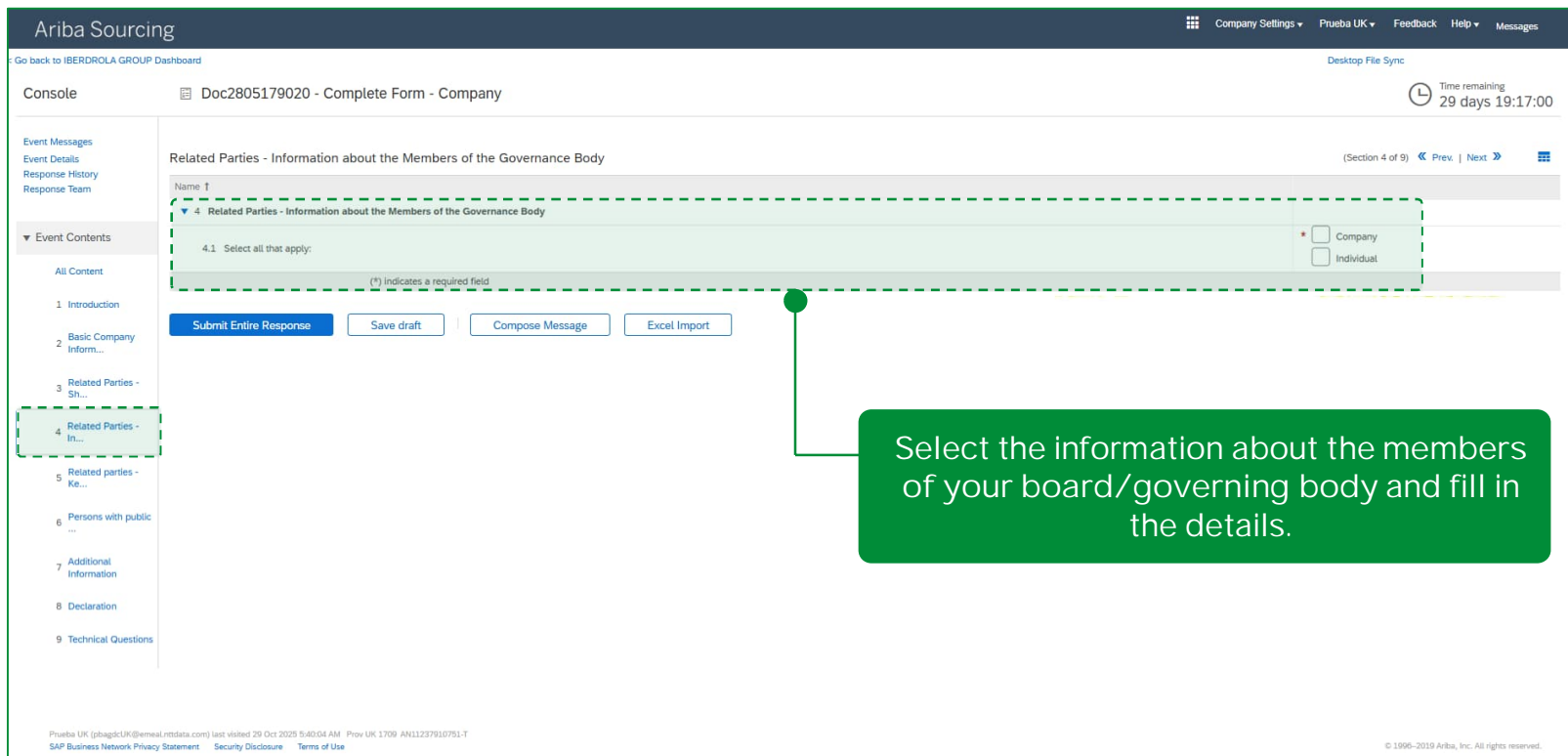
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REMEMBER: Depending on the answers you provide, not all fields may apply to your case

Related parties: Information about the Members of the Governance Body

In this section, you must provide information about the members of your company's board of directors or administrative body:



Related Parties - Information about the Members of the Governance Body

(Section 4 of 9) < Prev | Next >

Name ↑

4.1 Select all that apply:

(*) indicates a required field

☐ Company

☐ Individual

Submit Entire Response | Save draft | Compose Message | Excel Import

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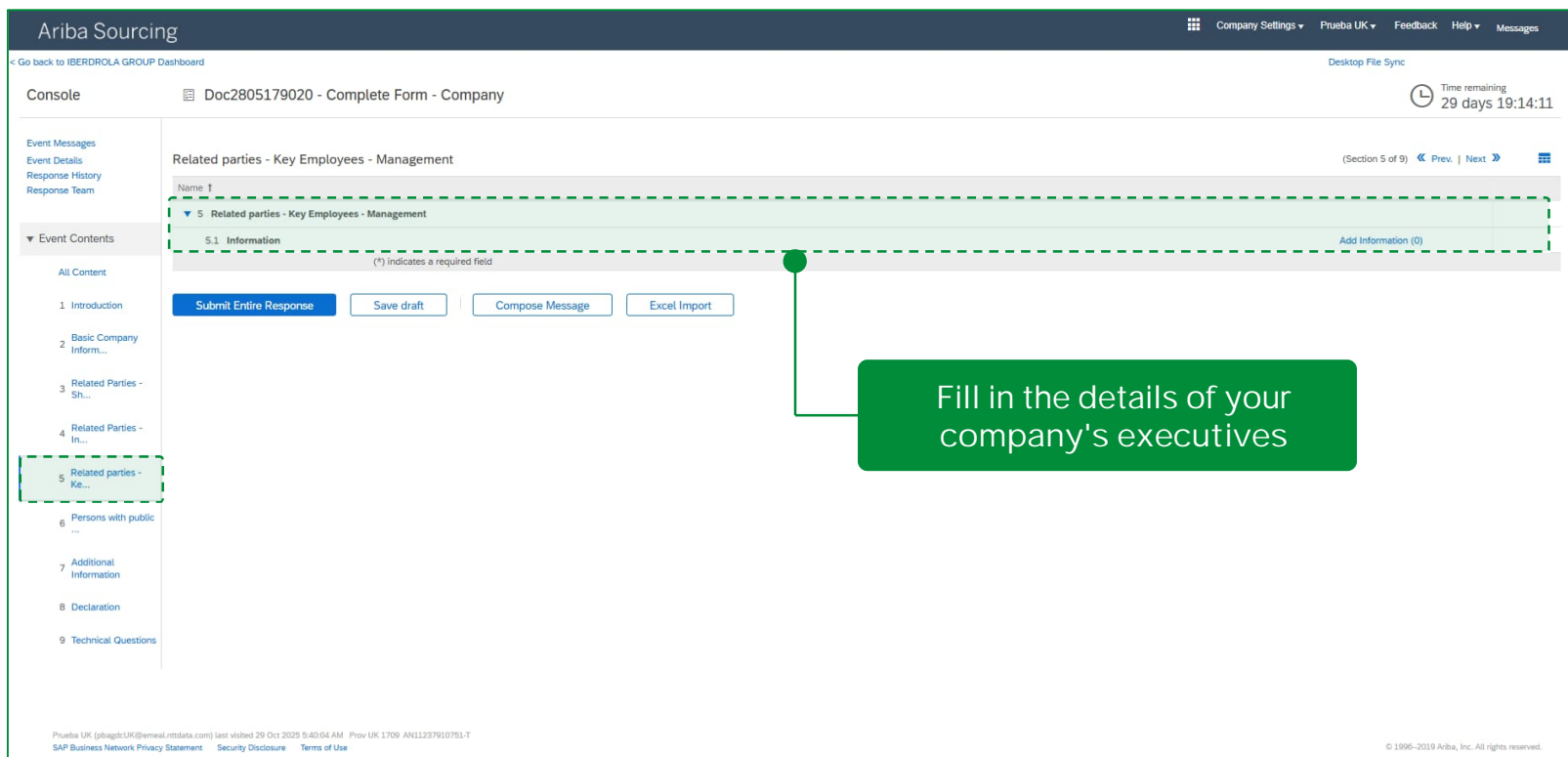
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REMEMBER: Depending on the answers you provide, not all fields may apply to your case

Related parties: Key Employees - Management

In this section, you must provide information about your company's executives:



Ariba Sourcing

Company Settings Prueba UK Feedback Help Messages

Go back to IBERDROLA GROUP Dashboard Desktop File Sync

Console Doc2805179020 - Complete Form - Company Time remaining 29 days 19:14:11

Event Messages
Event Details
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Response Team

Event Contents

- All Content
- 1 Introduction
- 2 Basic Company Inform...
- 3 Related Parties - Sh...
- 4 Related Parties - In...
- 5 Related parties - Ke...
- 6 Persons with public ...
- 7 Additional Information
- 8 Declaration
- 9 Technical Questions

Related parties - Key Employees - Management (Section 5 of 9) Prev Next

Name ↑

5 Related parties - Key Employees - Management

5.1 Information Add Information (0)

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

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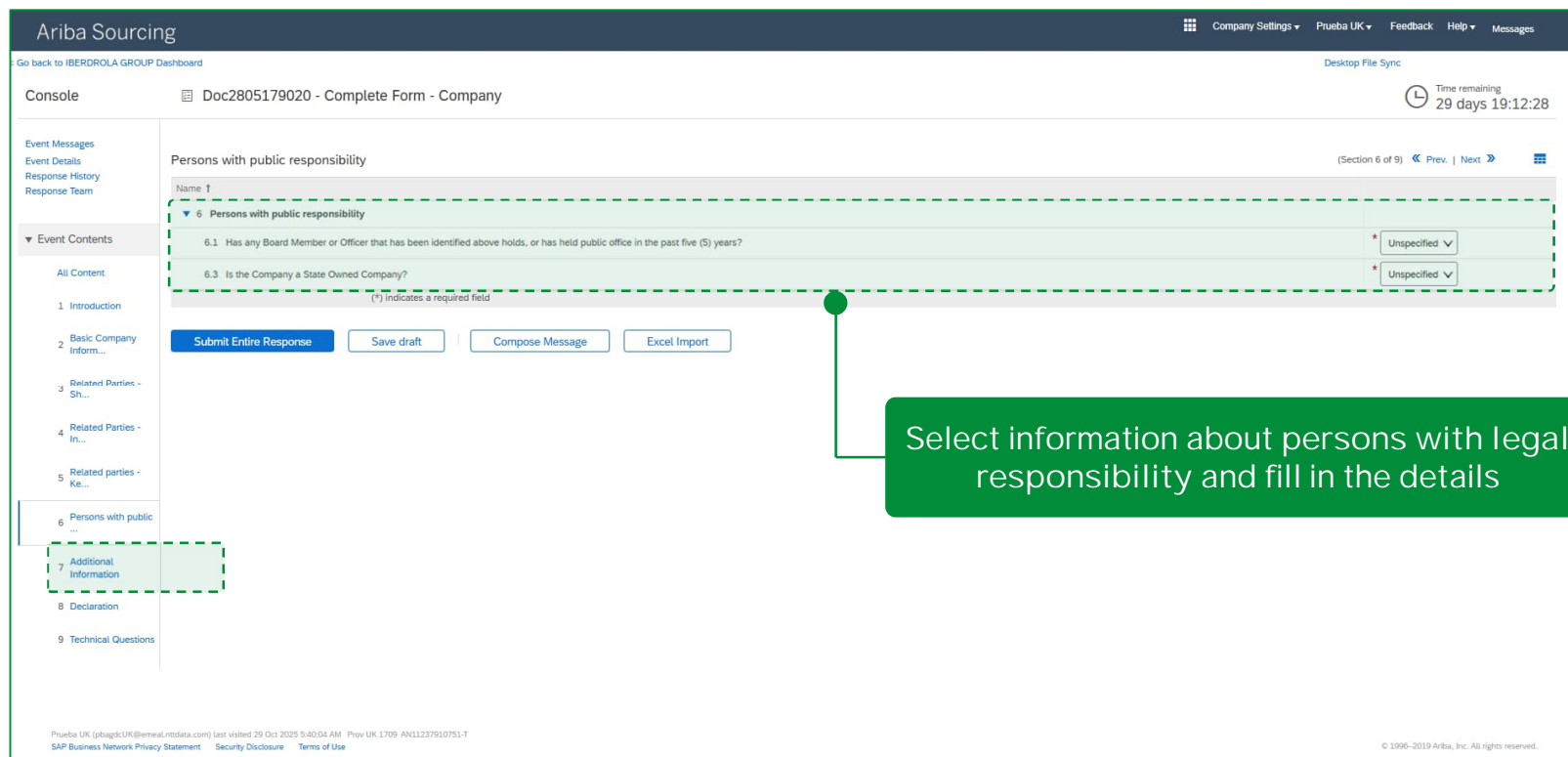
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REMEMBER: Depending on the answers you provide, not all fields may apply to your case

Information about persons with legal responsibility

In this section, you must provide information about the individuals in your company who have legal responsibility:



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Company Settings Prueba UK Feedback Help Messages

Desktop File Sync

Time remaining 29 days 19:12:28

Console Doc2805179020 - Complete Form - Company

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All Content

1 Introduction

2 Basic Company Inform...

3 Related Parties - Sh...

4 Related Parties - In...

5 Related parties - Ke...

6 Persons with public...

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Persons with public responsibility

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Name 1

6 Persons with public responsibility

6.1 Has any Board Member or Officer that has been identified above holds, or has held public office in the past five (5) years?

Unspecified

6.3 Is the Company a State Owned Company?

Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

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Select information about persons with legal responsibility and fill in the details



REMEMBER: Depending on the answers you provide, not all fields may apply to your case

Additional Information

Here, you must provide information about the company's legal history and commercial activity to ensure regulatory compliance and transparency in its relationship with Iberdrola. Responses must be supported by the relevant documentation where applicable.

Ariba Sourcing Company Settings ▾ Prueba UK ▾ Feedback Help ▾ Messages

[Go back to IBERDROLA GROUP Dashboard](#) Desktop File Sync

Console Doc2805179020 - Complete Form - Company Time remaining 29 days 19:09:50

Additional Information (Section 7 of 9) ⏪ Prev | Next ⏩

Name ↑

▼ 7 Additional Information

7.1 In the last five (5) years, have you been involved in any investigation or proceedings related to any kind of corruption/fraud or are you currently debarred from any kind of tender/transaction or suspended from doing business in any capacity? * Unspecified ▾

7.3 In the last five (5) years, has the Company had a direct presence (holding, subsidiary and/or branch) or undertaken commercial activity in any countries or with any entities or individuals sanctioned by the U.S. Office of Foreign Asset Control, Department of State, European Union, or other sanctions-issuing authority in the United States or abroad? If the answer is yes, identify the sanctions entity and nature of the activity. * Unspecified ▾

7.5 In the last five (5) years, has the company had a direct presence (holding company, subsidiary, and/or branch) or commercial activity in any of the following countries? * Unspecified ▾

<ul style="list-style-type: none"> Afghanistan Belarus Burundi Burma Central African Republic Cuba Republic of the Congo Haiti Iran Ethiopia 	<ul style="list-style-type: none"> Guatemala Lebanon Montenegro Moldova Libya North Korea Guinea Bissau Republic of Guinea (Conakry) Serbia Russia 	<ul style="list-style-type: none"> Somalia Sudan South Sudan Ukraine Venezuela Syria Tunisia Yemen and/or Zimbabwe China Bosnia and Herzegovina 	<ul style="list-style-type: none"> Mali Nicaragua Turkey Hong Kong Nigeria Iraq
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(*) Indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import

[Event Messages](#)
[Event Details](#)
[Response History](#)
[Response Team](#)

[All Content](#)
 1 Introduction
 2 Basic Company Inform...
 3 Related Parties - Sh...
 4 Related Parties - In...
 5 Related parties - Ke...
 6 Persons with public...
 7 Additional Information
 8 Declaration

Answer questions about investigations, litigation, and business activities over the past 5 years

Declaration

In this section, you must confirm the accuracy of the information provided, give your consent for data processing, and accept the ethical principles and the Iberdrola Group Code of Conduct.

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Company Settings
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Feedback
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Messages

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29 days 19:06:33

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4 Related Parties - In...
5 Related parties - Ke...
6 Persons with public ...
7 Additional Information
8 Declaration

Declaration

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Next

Name ↑

8 Declaration

8.1 Information regarding the processing of Personal Data

8.1.1 I have read the Privacy Policy

Unspecified

8.2 Signature

8.2.1 Name

8.2.2 Position Held

8.2.3 By submitting this questionnaire, you agree with the above statement

(*) Indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Confirm that the company complies with current regulations and that you authorize the processing of data in accordance with applicable legislation

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Step 2: Complete the questionnaire

Submit your response to complete the process.

Ariba Sourcing Company Settings ▾ Prueba UK ▾ Feedback Help ▾ Messages >>

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Console Doc2805179020 - Complete Form - Company Time remaining 29 days 19:28:00

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Event Contents

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- 1 Introduction
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- 3 Related Parties - Sh...
- 4 Related Parties - In...
- 5 Related parties - Ke...
- 6 Persons with public ...
- 7 Additional Information
- 8 Declaration

All Content

Name ↑

1 Introduction Less... ▾

In order to complete the registration process, it is necessary for you to fill the following ethics and compliance form, which is essential for participating in tenders.

- ▶ 2 Basic Company Information
- ▶ 3 Related Parties - Shareholder Information
- ▶ 4 Related Parties - Information about the Members of the Governance Body
- ▶ 5 Related parties - Key Employees - Management
- ▶ 6 Persons with public responsibility
- ▶ 7 Additional Information
- ▶ 8 Declaration
- ▶ 9 Technical Questions

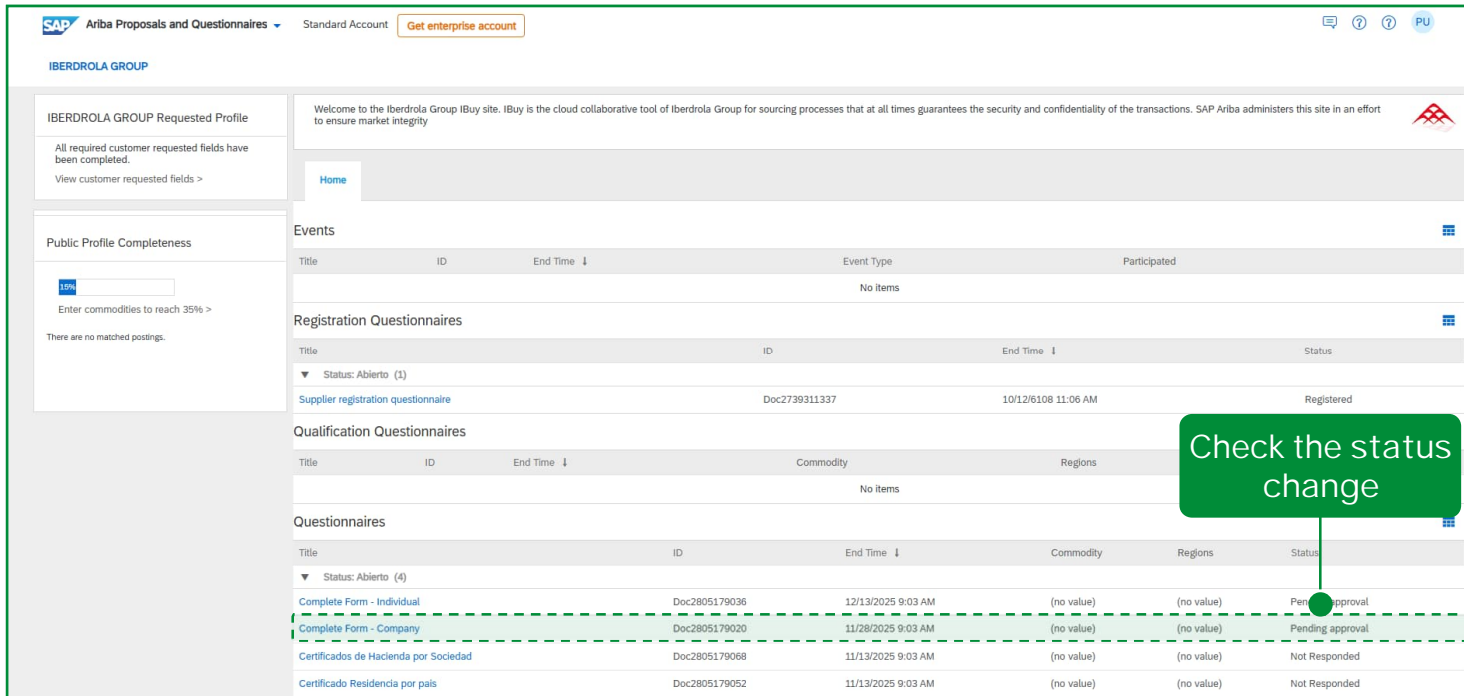
(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Select Submit Entire Response to send the questionnaire

Step 3: Review the status of the questionnaire

The status of the questionnaire will also change in your account. It will change to **Pending Approval**. Keep in mind that, although the questionnaire appears as pending approval, it is currently being processed and reviewed.



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The left sidebar contains the 'IBERDROLA GROUP' logo and a 'Public Profile Completeness' section showing a 15% progress bar. The main content area displays a 'Welcome to the Iberdrola Group IBuy site' message and a 'Home' button. Below this, there are sections for 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. The 'Questionnaires' section is expanded, showing a list of questionnaires with columns for Title, ID, End Time, Commodity, Regions, and Status. A green callout box with the text 'Check the status change' points to the 'Status' column of the 'Complete Form - Company' row, which is highlighted with a dashed green border and shows a status change from 'Pending approval' to 'Pending approval'.

Title	ID	End Time	Commodity	Regions	Status
Complete Form - Individual	Doc2805179036	12/13/2025 9:03 AM	(no value)	(no value)	Pending approval
Complete Form - Company	Doc2805179020	11/28/2025 9:03 AM	(no value)	(no value)	Pending approval
Certificados de Hacienda por Sociedad	Doc2805179068	11/13/2025 9:03 AM	(no value)	(no value)	Not Responded
Certificado Residencia por país	Doc2805179052	11/13/2025 9:03 AM	(no value)	(no value)	Not Responded

Thank you

December 2025

