

Data update in SAP Business Network

December 2025



1. Introduction

2. Log in to SAP Business Network

3. Data modification

1. Introduction

INTRODUCTION

This document is intended to serve as a quick guide for requesting data modification in SAP Business Network.

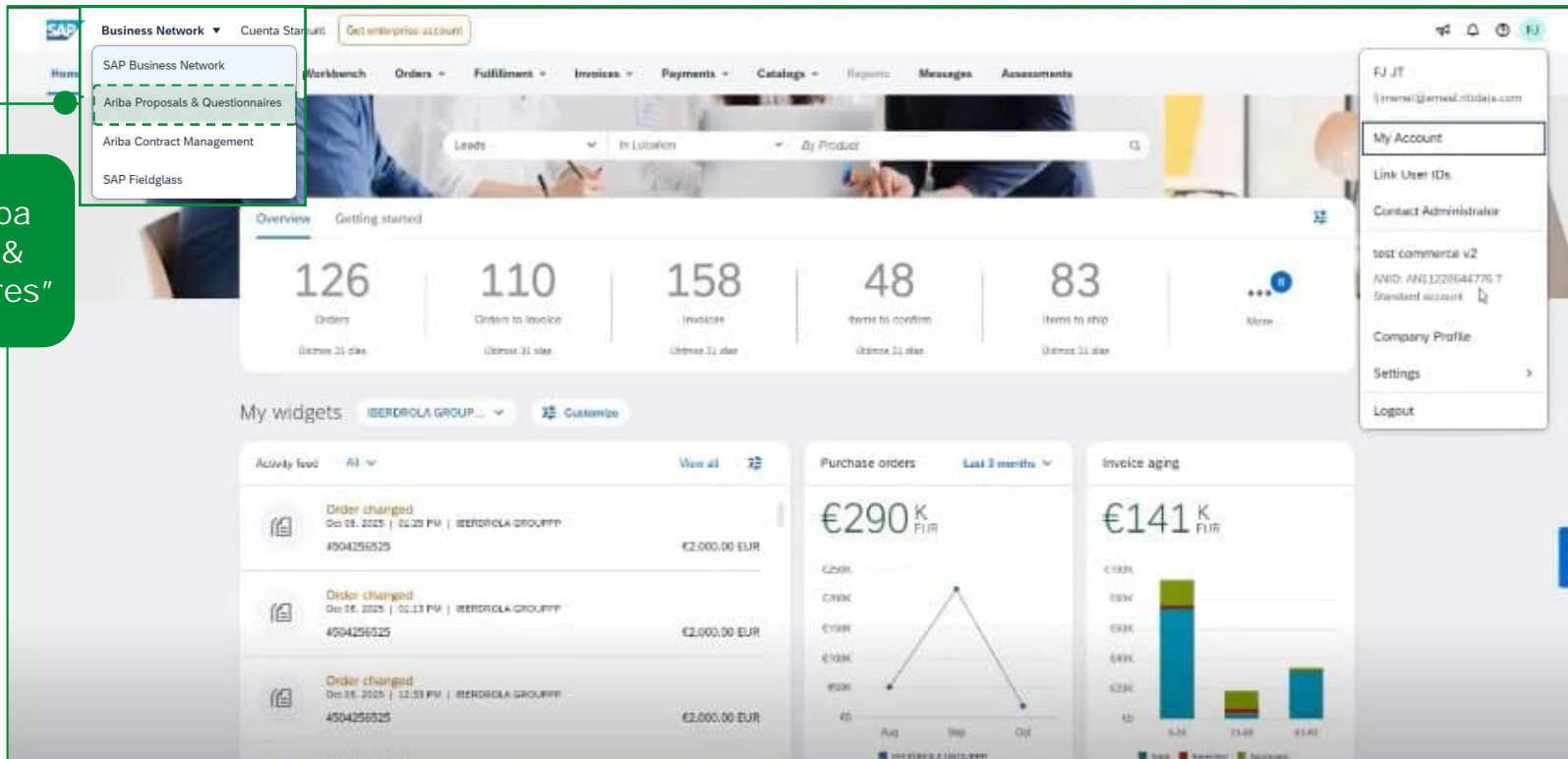
In the following sections you will find clear instructions on how to update your information and maintain your profile in accordance with the requirements of the Iberdrola Group.

2. Log in to SAP Business Network

Log in to SAP Business Network

Log in supplier.ariba.com with your credentials to access the home page.

Select "Ariba
Proposals &
Questionnaires"

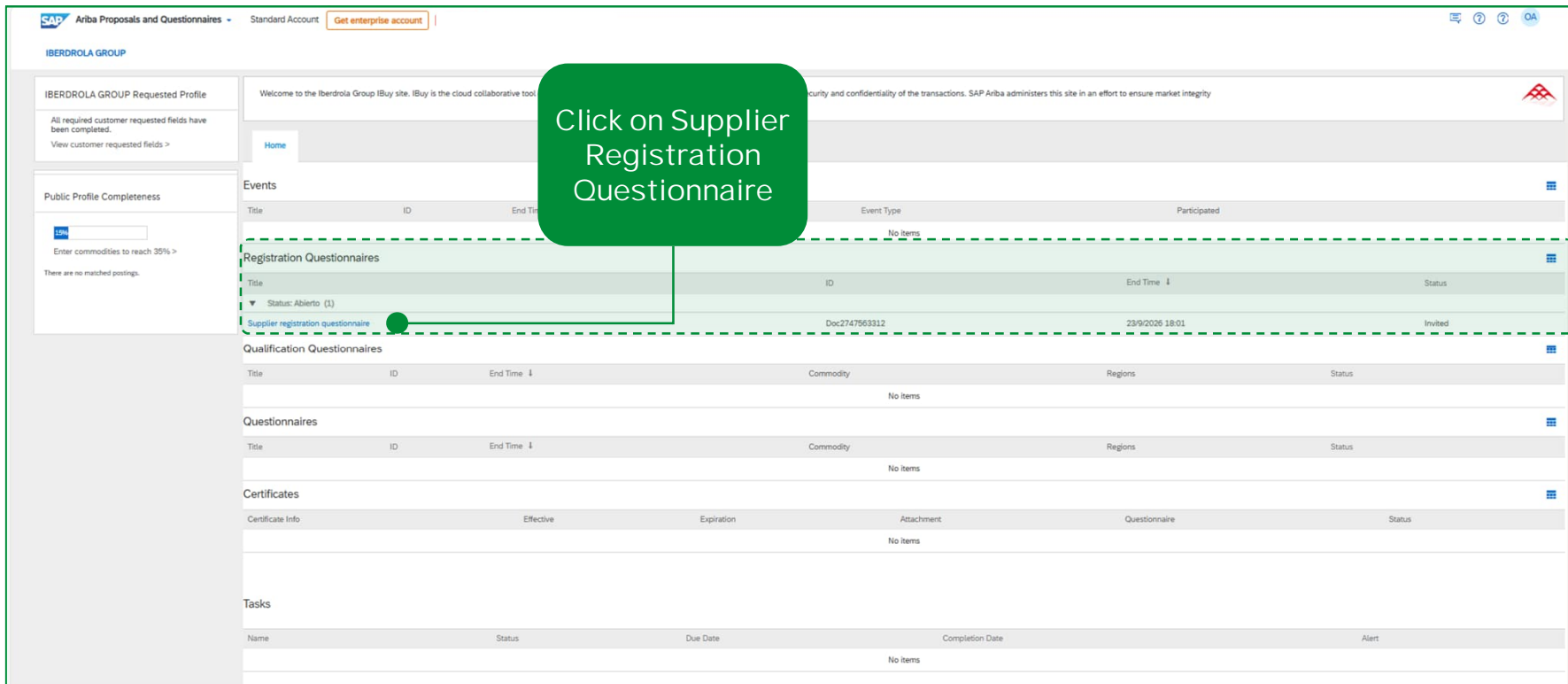


The screenshot shows the SAP Business Network user interface. The top navigation bar includes the 'Business Network' dropdown menu, which is expanded to show 'SAP Business Network', 'Ariba Proposals & Questionnaires' (highlighted with a green dashed box), 'Ariba Contract Management', and 'SAP Fieldglass'. The main dashboard displays various metrics: 126 Orders, 110 Orders to invoice, 158 Invoices, 48 Items to confirm, and 83 Items to ship. Below these are widgets for 'Activity feed', 'Purchase orders' (€290K), and 'Invoice aging' (€141K). The right sidebar shows the user profile for 'FJ JT' with options like 'My Account', 'Link User IDs', 'Contact Administrator', 'test commercial v2', 'Company Profile', 'Settings', and 'Logout'.

3. Data modification

Data modification

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



Click on Supplier Registration Questionnaire

The screenshot displays the SAP Ariba Proposals and Questionnaires interface. The sidebar on the left contains the following sections:

- IBERDROLA GROUP Requested Profile**: All required customer requested fields have been completed. View customer requested fields >
- Public Profile Completeness**: 10% (Enter commodities to reach 35% >). There are no matched postings.

The main content area shows the following sections:

- Events**: A table with columns: Title, ID, End Time, Event Type, Participated. It shows "No Items".
- Registration Questionnaires**: A table with columns: Title, ID, End Time, Status. It shows one item: "Supplier registration questionnaire" with ID "Doc2747563312", End Time "23/9/2026 18:01", and Status "Invited". A green callout box points to this link.
- Qualification Questionnaires**: A table with columns: Title, ID, End Time, Commodity, Regions, Status. It shows "No Items".
- Questionnaires**: A table with columns: Title, ID, End Time, Commodity, Regions, Status. It shows "No Items".
- Certificates**: A table with columns: Certificate Info, Effective, Expiration, Attachment, Questionnaire, Status. It shows "No Items".
- Tasks**: A table with columns: Name, Status, Due Date, Completion Date, Alert. It shows "No Items".

Data modification (cont.)

Here you can review and update the information you have already entered to keep your data up to date.

Ariba Sourcing

Go back to IBERDROLA GROUP Dashboard

Company Settings Prueba UK Feedback Help

Desktop File Sync

Console

Event Messages
Event Details
Response Hist
Response Team

Event Contents

All Content

You have submitted a response for this event. Thank you for participating.

Revise Response

1 Introduction

2 Questionnaire status and communication

2.1 Indicate mail to send the result of the questionnaire

2.2 Approval result

3 Company Information

3.1 Name

Prov UK 1709

Show More

Street: OXFORD STREET 35

House Number:

Street 2:

Compose Message

Click Revise Response

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 interface. At the top, the header includes 'Ariba Sourcing' and navigation links like 'Company Settings', 'Prueba UK', 'Feedback', and 'Help'. A sidebar on the left lists 'Event Contents' with a tree view showing sections 1 through 15. The main content area shows a list of 'All Content' with a table containing sections like '1 Introduction', '2 Questionnaire status and communication', and '3 Company Information'. 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.' Below the text are 'OK' and 'Cancel' buttons. A green callout box with the text 'Click OK to continue' points to the 'OK' button in the dialog.

Data modification (cont.)

You can modify all the data you need. Remember that fields marked with a red asterisk are mandatory and cannot be left unfilled.

Ariba Sourcing

Company Settings ▾ Prueba UK ▾ Feedback Help ▾

< Go back to IBERDROLA GROUP Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Introduction

2 Questionnaire status and communication

2.1 Indicate mail to send the result of the questionnaire *

test@gmail.com

2.2 Approval result

▼ 3 Company Information

3.1 Name *

Prov UK 1709

Show More

Street: OXFORD STREET 35 ⓘ House Number: ⓘ

Street 2: ⓘ

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import



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

Data modification (cont.)

To finish the data modification, click Submit Entire Response.

The screenshot shows the 'Ariba Sourcing' interface. The top navigation bar includes 'Company Settings', 'Prueba UK', 'Feedback', and 'Help'. The left sidebar lists 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. The main area is titled 'All Content' and contains a form with sections: '1 Introduction', '2 Questionnaire status and communication' (with sub-items '2.1 Indicate mail to send the result of the questionnaire' and '2.2 Approval result'), and '3 Company Information' (with sub-item '3.1 Name'). A confirmation 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 'Submit Entire Response' button is highlighted in blue.

Data modification (cont.)

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

SAP Ariba Proposals and Questionnaires Standard Account [Get enterprise account](#)

IBERDROLA GROUP

Welcome to the Iberdrola Group IBuy site. IBuy is the cloud collaborative tool of Iberdrola Group for sourcing processes that at all times guarantees the security and confidentiality of the transactions. SAP Ariba administers this site in an effort to ensure market integrity.

[Home](#)

IBERDROLA GROUP Requested Profile

All required customer requested fields have been completed.
[View customer requested fields >](#)

Public Profile Completeness

15%
Enter commodities to reach 35% >
There are no matched postings.

Events

Title	ID	End Time ↓	Event Type	Participants
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Abierto (1)			
Supplier registration questionnaire	Doc2739449608	10/12/6108 10:50 AM	Registered

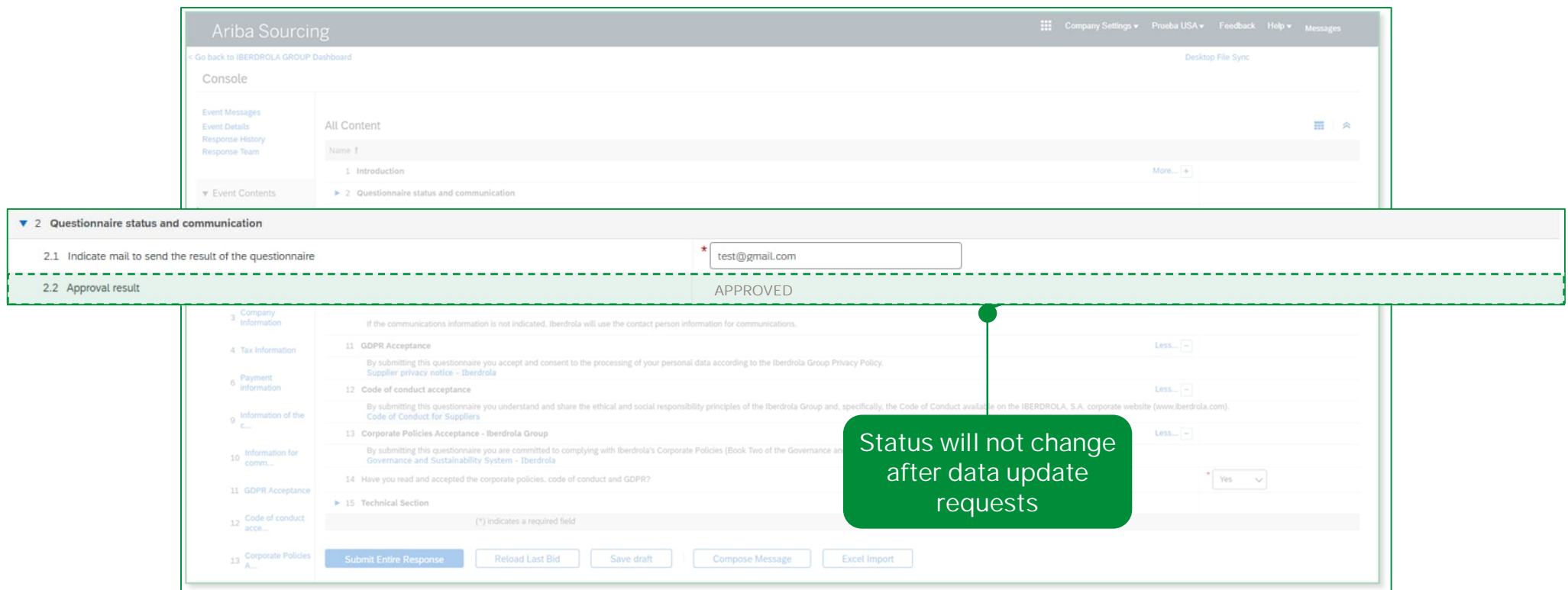
Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

The status of the registration questionnaire will always be Registered on the main screen

Data modification (cont.)

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



Ariba Sourcing

Company Settings | Prueba USA | Feedback | Help | Messages

< Go back to IBERDROLA GROUP Dashboard

Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

All Content

Name 1

1. Introduction

More...

2. Questionnaire status and communication

2 Questionnaire status and communication

2.1 Indicate mail to send the result of the questionnaire

* test@gmail.com

2.2 Approval result

APPROVED

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...

14 Have you read and accepted the corporate policies, code of conduct and GDPR?

15 Technical Section

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

If the communications information is not indicated, Iberdrola will use the contact person information for communications.

By submitting this questionnaire you accept and consent to the processing of your personal data according to the Iberdrola Group Privacy Policy.

Supplier privacy notice - Iberdrola

Code of Conduct for Suppliers

By submitting this questionnaire you understand and share the ethical and social responsibility principles of the Iberdrola Group and, specifically, the Code of Conduct available on the IBERDROLA, S.A. corporate website (www.iberdrola.com).

By submitting this questionnaire you are committed to complying with Iberdrola's Corporate Policies (Book Two of the Governance and Sustainability System - Iberdrola)

Less...

Less...

Less...

Yes

Status will not change after data update requests

Thank
you

December 2025

