Supplier Manual

Data update in SAP Business Network

December 2025

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1. Introduction

INTRODUCTION

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

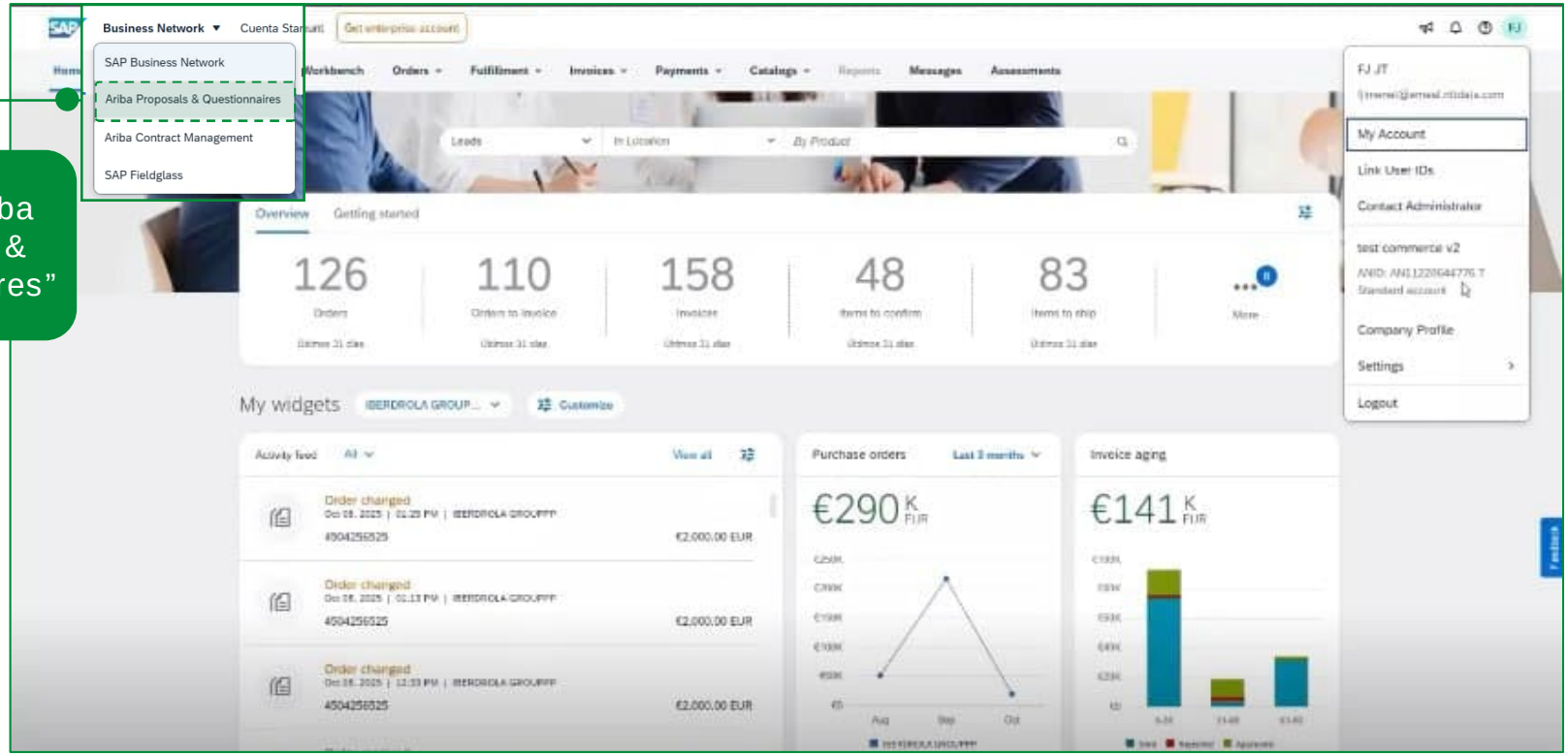
In the following sections you will find clear instructions on how to update your information and maintain your profile in accordance with the requirements of the Iberdrola Group.

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.

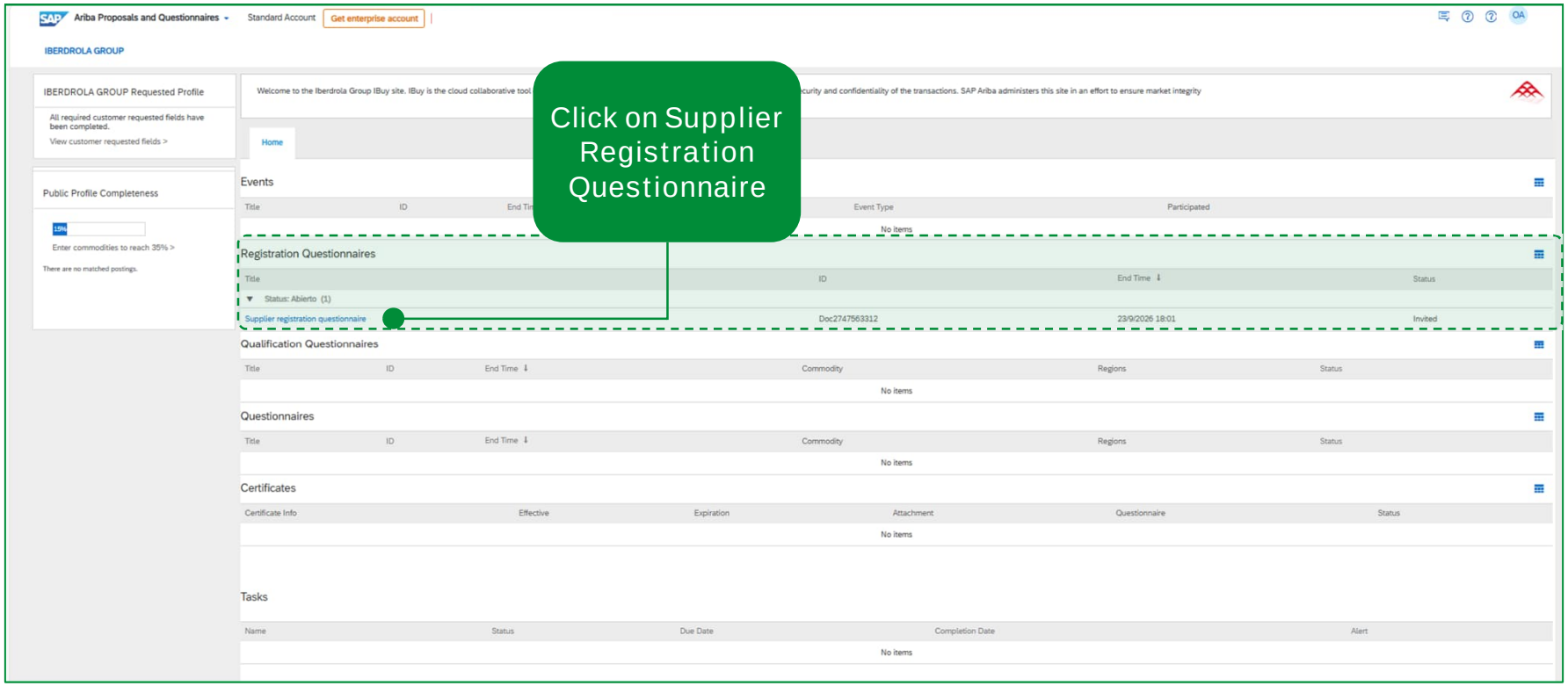
Select “Ariba Proposals & Questionnaires”



3. Data modification

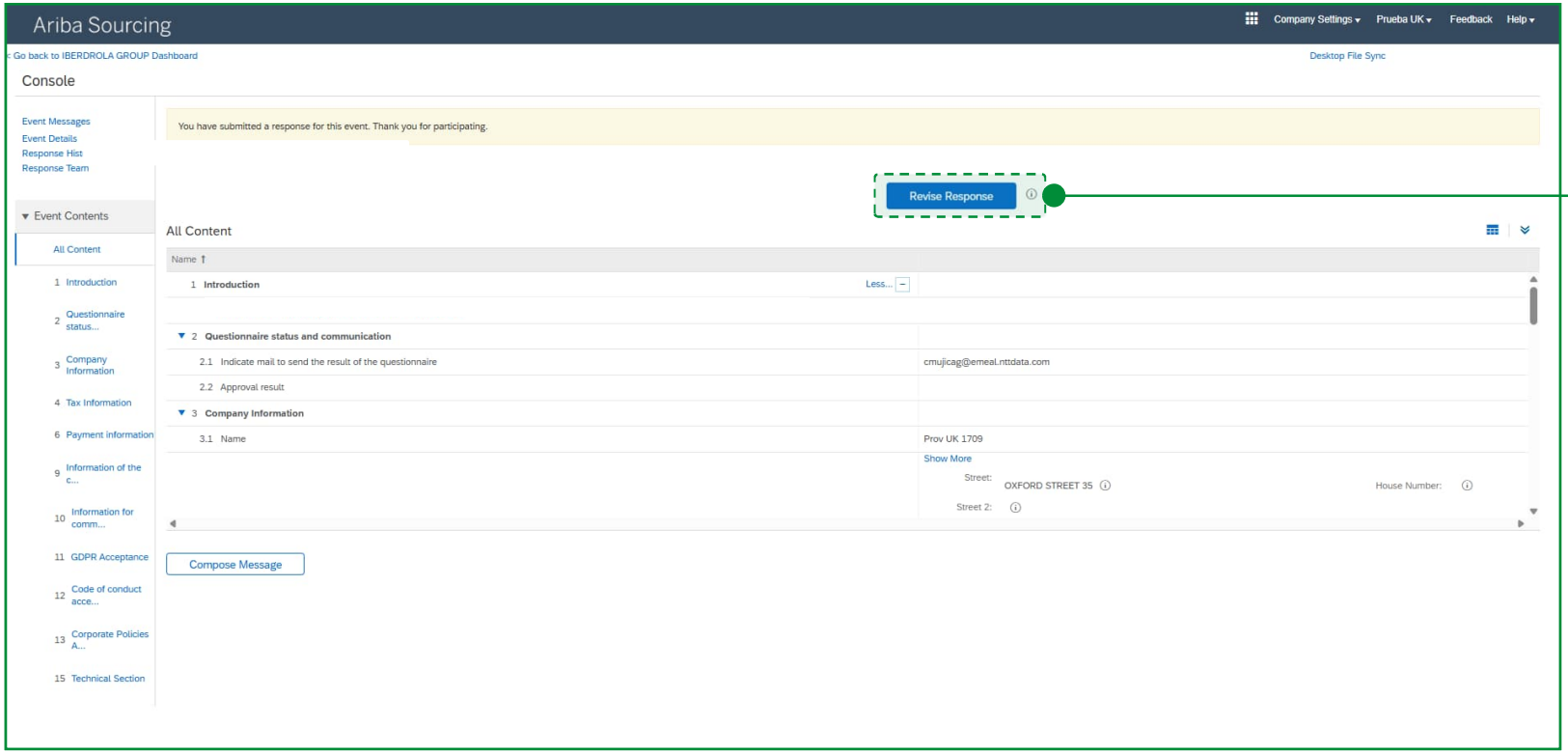
Data modification

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



Data modification (cont.)

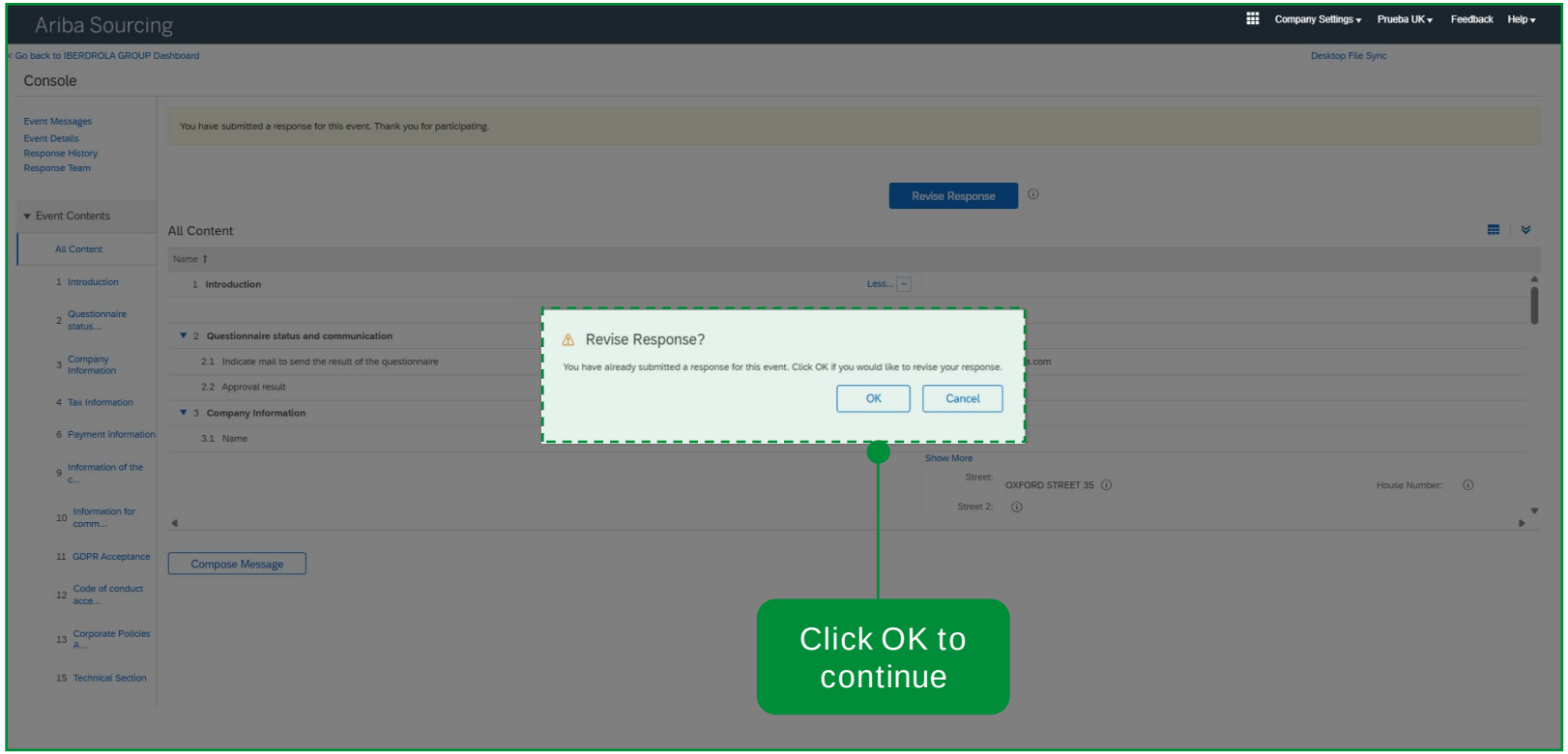
Here you can review and update the information you have already entered to keep your data up to date.



Click Revise Response

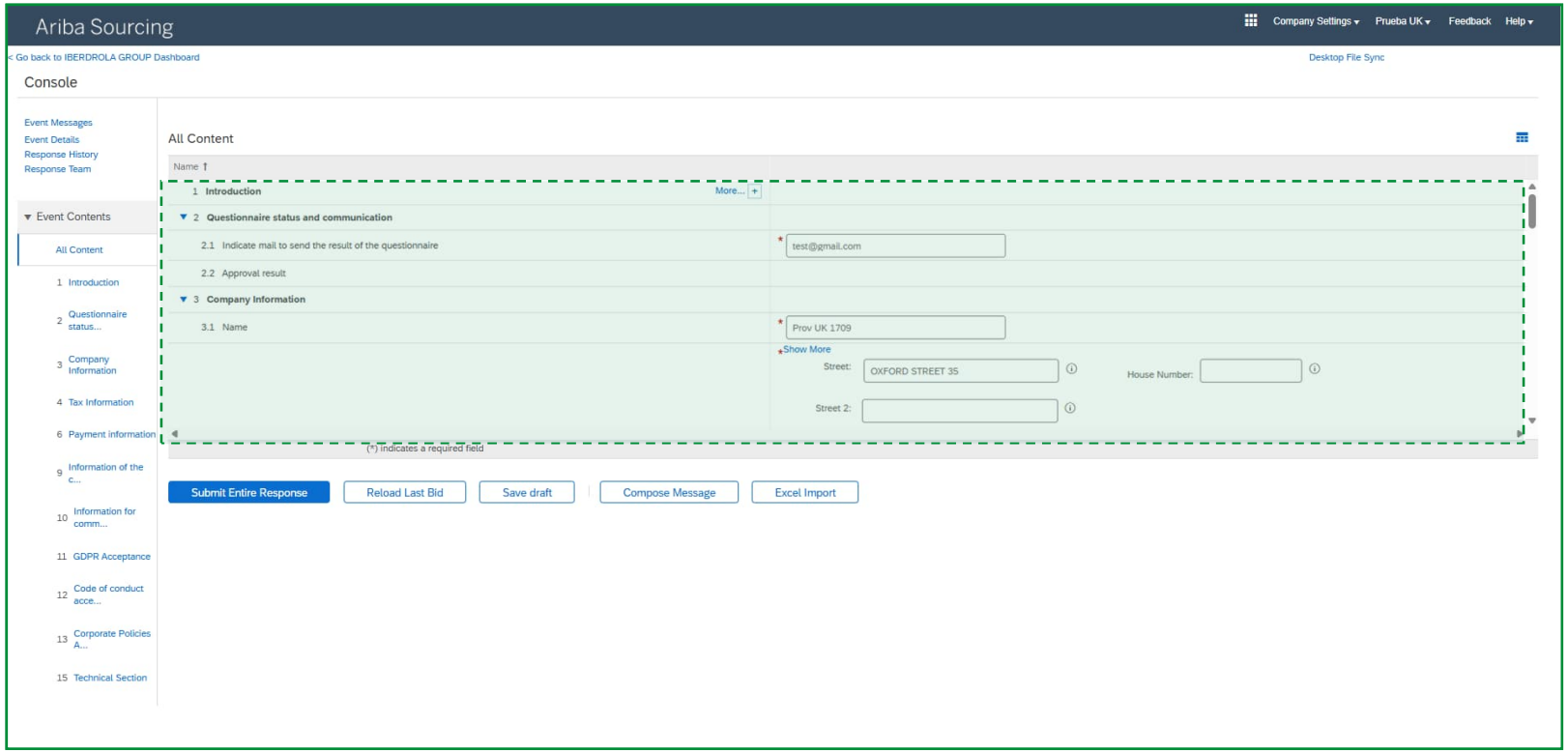
Data modification (cont.)

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



Data modification (cont.)

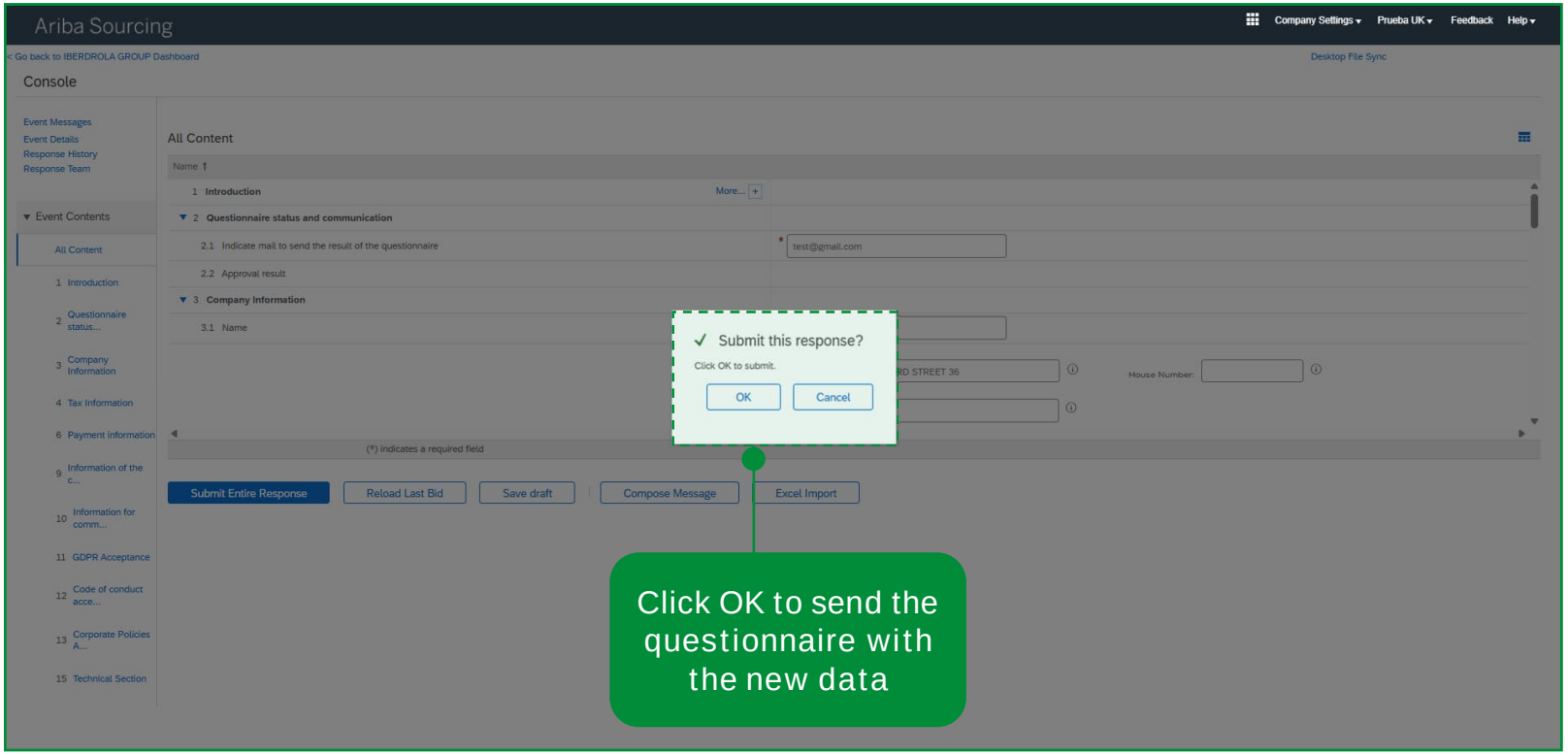
You can modify all the data you need. Remember that fields marked with a red asterisk are mandatory and cannot be left unfilled.



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

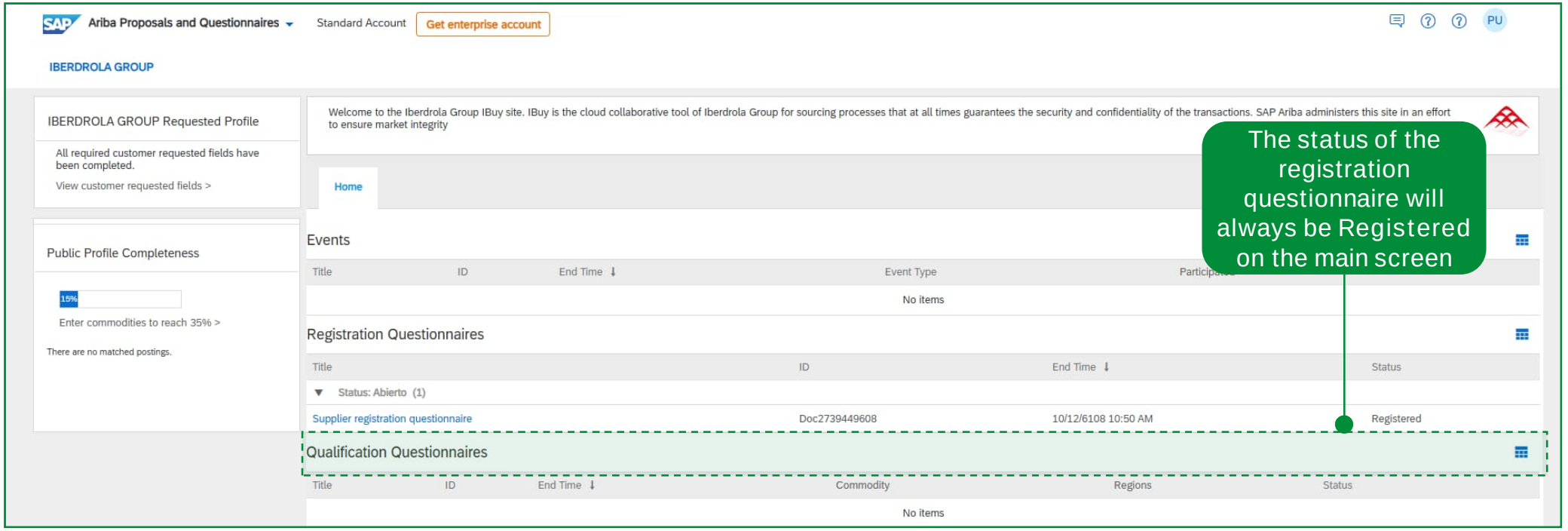
Data modification (cont.)

To finish the data modification, click Submit Entire Response.



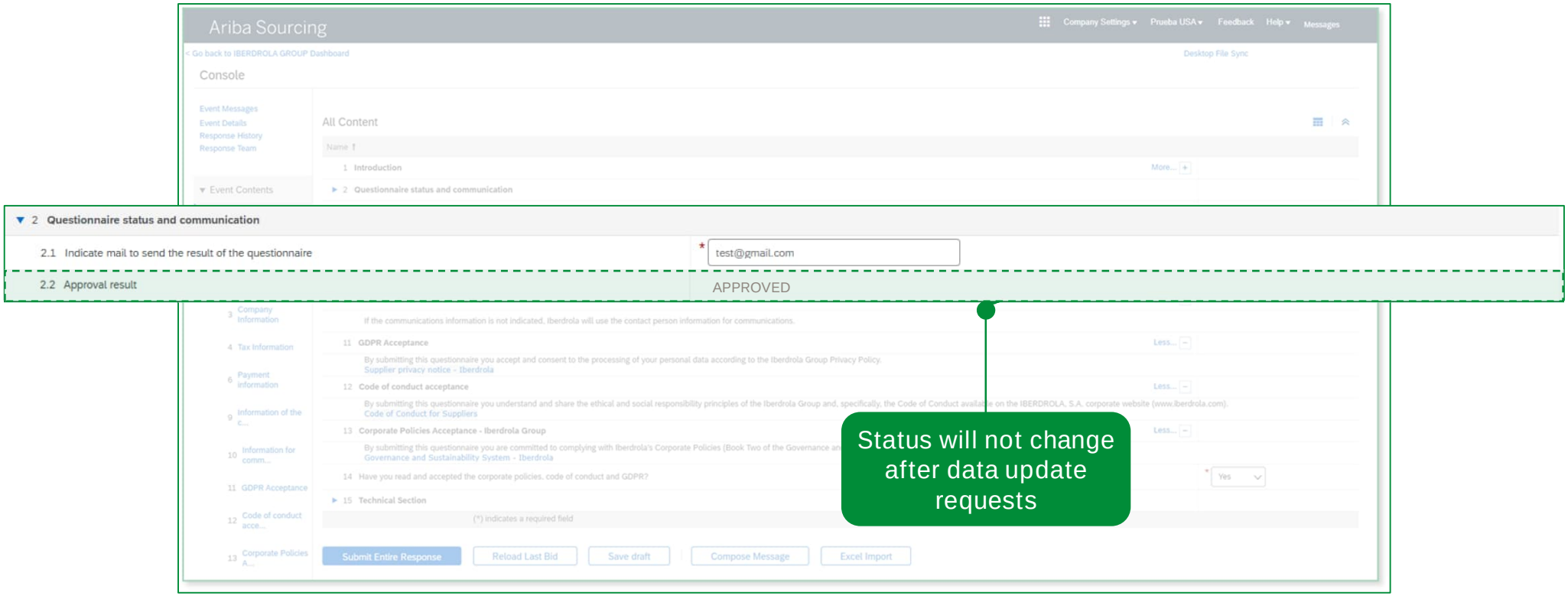
Data modification (cont.)

The questionnaire status will still 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.



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Thank you

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