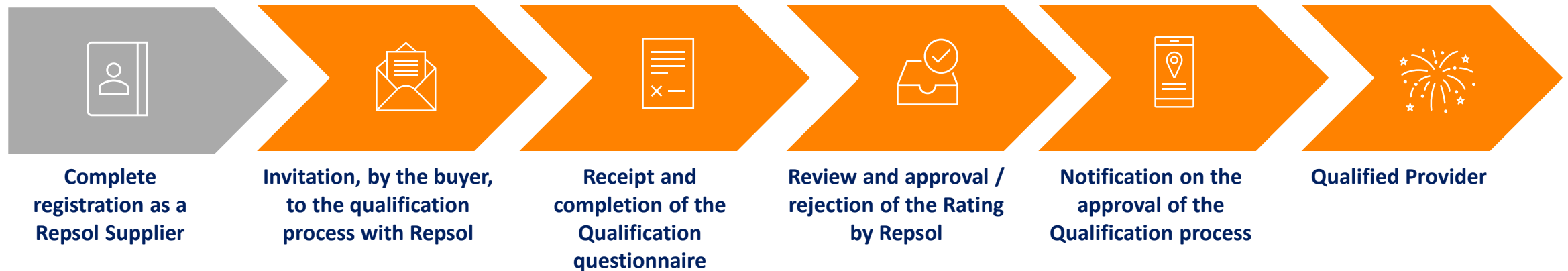


New Supplier Qualification tool

At **Repsol**, we have made the strategic decision to simplify and unify the management of Supplier Qualification in the new **SAP Ariba** platform, which entails changing our previous qualification tools, such as Adquira in Spain.

This decision is one more step towards the end-to-end unification of our purchasing and supplier management processes in a single integrated platform, with the aim of achieving greater agility and efficiencies in the process.

Global Supplier Qualification Process:



How is the new process?

The main steps of the new Qualification process are described below:



Registration as a Repsol Supplier: You must be previously registered as a Repsol supplier before starting the Qualification process. You can see more details in the guides described in Additional information.



Invitation to Qualification: As a Repsol supplier, you will receive an invitation to start the Qualification process with us. If you were previously qualified with Repsol in a previous tool, such as Adqira in Spain, it will not be necessary to complete the process again during the validity period of your current qualification, as it will be transferred and respected in Ariba. When your qualification expires, you will receive an invitation to the re-qualification process already in SAP Ariba.



Qualification Questionnaire: You will receive a notification with a link to the qualification questionnaire that you will have to complete on the Ariba Network, providing all the required information. You can also access the rating questionnaire directly from your Ariba Network account.



Approval / Rejection: Repsol will review the information provided and may approve the rating, request additional information or reject it. You will receive a notification from SAP Ariba informing you of the status of your qualification (approved, rejected or additional information is required)



Qualified Supplier: Once your qualification process with Repsol has been approved, you will be qualified as a Repsol supplier with a term defined by Repsol (minimum of 1 year).







Additional Information: In addition to the Qualification process, depending on the type or casuistry of materials or services that it is going to provide, you may receive additional requests during the registration process or the events in which you participate to provide more information about Quality Certificates, Information Financial, Safety or Environment, Data Protection, Competition, etc.

Support Material:

Quick Guide: You can find more information in our **Quick Guide for suppliers** in the section "**Solve all your doubts about how to access and create offers in Ariba**" where you can access a detailed step-by-step guide of the **Registration, Qualification, Certificates** and **Additional Questionnaires** processes.

You can find **detailed guides** on our supplier website (<https://www.repsol.com/en/about-us/suppliers-and-partners/index.cshtml>) in the "**Solve all your doubts about how to access and collaborate through SAP Ariba**" section:

▼ Get all your questions answered on how to access and submit a bid on Ariba

-  New procurement platform Repsol SAP Ariba
PDF | 0.3 MB
-  SAP Ariba supplier registration overview guide
PDF | 1.4 MB
-  How to participate in the Repsol negotiation process
PDF | 1.7 MB
-  Simplified RFQ response (Nbids & Buy)
PDF | 1.0 MB

SAP Support: Additionally, the SAP Ariba Help Portal has available much more knowledge article help material that will help resolve any questions that arise during the Qualification process (<https://www.ariba.com/en/support/supplier-support>).

Additional Information:

- The qualification is for exclusively internal and reserved use of our organization, which does **not entail any greater obligation or commitment on our part than to guarantee the confidentiality of the information** we have about your company.
- This qualification is a **necessary but not sufficient condition** to be able to enter our purchasing and contracting processes, so our organization reserves **the right to select** the candidates it considers most appropriate to include in each tender; and all orders or contracts that it is decided to award them must comply with the requirements of the Purchasing and Contracting Conditions of our company, in addition to the specific requirements that proceed in each case.
- In this qualification, your company information (economic, insurance, taxes, etc.) has been taken into account, so that **in order to maintain its validity, they must notify us of any modification that could affect them**, and in especially with regard to **economic and fiscal situation, and business structure**.
- This 'Qualification Status' will have the **maximum validity indicated in 'Expiration Date'**, and may be revoked whenever the situation of your company or the reports related to the provision of its services to the REPSOL group so advise.
- Regardless of this qualification, all the orders or contracts that it is decided to award them must comply with the requirements of the Purchasing and Contracting Conditions of our company, in addition to the specific requirements that proceed in each case.