

Registration Questionnaire for Repsol

Supplier

Sap Ariba

V2.0



REPSOL



In this guide we outline the necessary steps to complete the registration questionnaire in Repsol.

To complete the registration questionnaire, you need to access it through the Ariba Network, therefore, you need to have an account in Ariba Network beforehand.

Once you create your account in Ariba Network, you need to fill in the registration questionnaire for Repsol to participate in events with us.

How do I access the registration questionnaire?

You can access the registration questionnaires from two points:

1. From the invitation email you receive for the registration.

Repsol - TEST

Register as a supplier with Repsol - TEST

Hello!

Repsol - TEST has invited you to register to become a supplier with Repsol - TEST. Start by creating an account with Ariba Network. It's free.

It is mandatory to have an account in the Ariba Network and to have completed the "Registration" questionnaire ("registered" status) in order to participate and be awarded the Repsol - TEST tenders.

Repsol - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Proveedor test 1 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now.

Please, it is necessary to complete the registration process without leaving the link that contains the self-registration email as it is for single use, in this way the process can be completed correctly. Once the process is complete in Ariba, you will access the Repsol - TEST record, which you will have 30 days to complete.

To access Ariba Network again after you have completed your Ariba registration, you can do so through the following link: <https://supplier.ariba.com/>

If you have any questions, do not reply to this email, instead contact supplier-enablement@repsol.com

Important:

- Make sure you review your Spam Inbox if you are expecting the registration email.
- The email link is for a single-use and expires after 30 days. We advise to review the second option to access the questionnaire, just in case.

2. From the starting page of your Ariba Network account, access the tab "Proposals and Questionnaires", where you will be able to view the registration questionnaire.

You will need to submit it to participate in events for Repsol. You will view it in the section for registration questionnaires.



Events ☰

Title	ID	End Time ↓	Event Type	Participated
No Items				

Risk Assessments ☰

Title	ID	End Time ↓	Event Type
No Items			

Registration Questionnaires ☰

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier registration questionnaire	Doc777326792	12/13/2021 4:22 PM	(no value)	(no value)	Invited

Qualification Questionnaires ☰

Title	ID	End Time ↓	Commodity	Regions	Status
No Items					

You need to access it and complete the required information. In the left side you will be able to see the different sections to be completed, and on the upper right corner you can see the remaining time you have to complete the questionnaire.

Console Doc777326792 - Supplier registration questionnaire 🕒 Time remaining
59 days 23:57:31

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

- All Content
- 1 General Information
- 2 Supplier Contact Det...
- 3 Compliance
- 4 Additional Information

All Content ☰

Name ↑

▼ 1 General Information

1.1 Company * COOPERATIVA DE TRANSPORTES DE

1.2 Identity document * Unspecified

1.3 Tax Identification number

1.4 DUNS Number

1.5 Address

(*) indicates a required field

Street:

City:

State/Province/Region:

Postal Code:

Submit Entire Response
Save draft
Compose Message
Excel Import

You can fill in the information and save the response as a draft to continue later. For this, you just need to select "Save draft".

Once you complete the questionnaire content, it is important that you know that in section 3, “Compliance”, **if your company deals with public officials or former public officials**, you will need to download the **Public official compatibility statement document**, and **attach it signed to the registration questionnaire**.

To do this, if you answer “Yes” to question 3.5, new content will become visible, and you will be able to download this document clicking on References.

3.5 Are any official or “former official” will participate in the execution of the contract? (For the purposes of this questionnaire, “former official” will be understood to be someone who has held the status of Public Official during the last two years). For purposes of this section, a “government official” (whether domestic or foreign public official) includes any of the following:

- An official or employee of any government, or any agency, ministry or department of the government (of any level).
- Any individual acting in an official capacity for a government regardless of rank or position.
- Holders of public offices at the federal, international, state, regional, provincial, or local level, including members of legislative bodies, holders of executive offices, and members of the judiciary.
- Official or employee of a company wholly or partially state-owned.
- A political party or official of a political party.
- A candidate for political office.
- Officer or employee of a public international organization, such as the United Nations or the World Bank.
- Immediate family member of any of the above.

3.6 Please download the public official compatibility statement document and attach it completed [References](#) [*Attach a file](#)

Then, a drop-down list will appear, where you will need to select the document in English **“Statement of Compatibility for Public Officials or Ex Public Officials”**.

• Immediate family member of any of the above.

3.6 Please download the public official compatibility statement document and attach it completed [References](#)

3.7 Based on your answer Repsol will send a detailed compliance questionnaire for you completion. P

3.8 We, hereby represent and warrant to Repsol that, to the best of our knowledge, the information provided herein is true and correct, and will not change to the information provided herein.

(*) indicates a required field

Reference Documents

- Declaración de compatibilidad de Funcionario Público.docx
- **Statement of Compatibility for Public Officials or Ex Public Officials.docx**

Download all attachments

You will download the file from there. You need to sign it, and then attach it in the question 3.6 by clicking on **Attach a file** and selecting the signed document.

3.6 Please download the public official compatibility statement document and attach it completed [References](#) [*Attach a file](#)

Add Attachment [OK](#) [Cancel](#)

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: [Choose File](#) No file chosen
or drop file here

[OK](#) [Cancel](#)

Once you complete all the sections in the registration questionnaire, if you want to submit the final version, you need to select “Submit Entire Response” in the lower part of the tab.

Console Doc777326792 - Supplier registration questionnaire Time remaining 59 days 23:43:38

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Information

2 Supplier Contact Det...

3 Compliance

4 Additional Information

All Content

1.5 Address

State/Province/Region:

Postal Code:

Country/Region: Spain

1.6 Country - Region *(select a value) [select]

1.7 Telephone number *

1.8 General email address *

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Once you submit the questionnaire, you will be notified in the upper part of the screen in the following message:

✓ Your response has been submitted. Thank you for participating in the event.

After the submission, a team in Repsol will analyze your response for the registration questionnaire. You will be able to view the status of your registration questionnaire in the tab “Proposals and Questionnaires” inside the section “Registration questionnaires” under the column “Status”.

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier registration questionnaire	Doc777326792	12/13/2021 4:22 PM	(no value)	(no value)	Invited

Once the registration questionnaire becomes approved, the status will be updated to “Approved”. This finalizes the process for the registration questionnaire in Repsol.

Congratulations! You just completed your registration and are already part of the supplier database of Repsol.