Registration Questionnaire for Repsol

Supplier

Sap Ariba   V3.1

In this guide we outline the necessary steps to complete the registration questionnaire in Repsol.
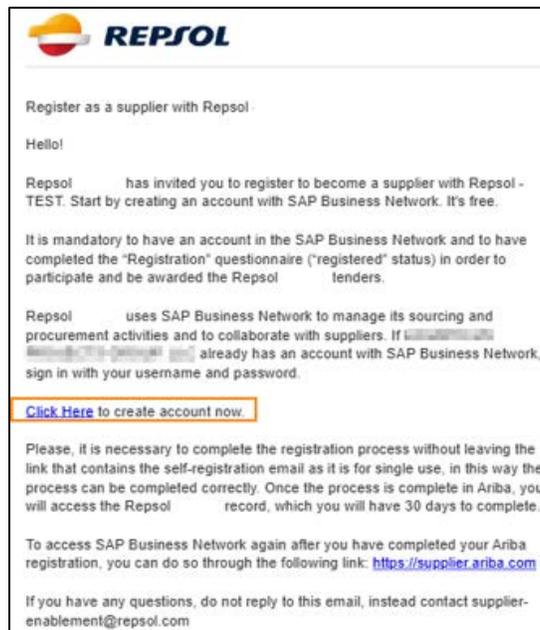
To complete the registration questionnaire, you need to access it through the SAP Business Network, therefore, you need to have an account in SAP Business Network beforehand.

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

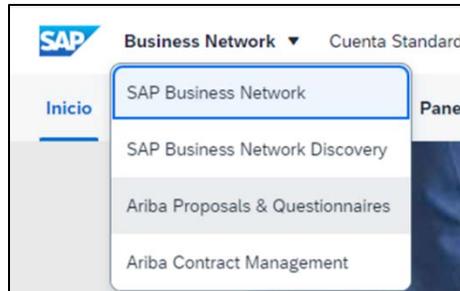**How do I access the registration questionnaire?**

You can access the registration questionnaires from two points:

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

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 Business 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.

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.

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.

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".**

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.

At the end of the questionnaire, in section 9, you will find the section to add the required banking information.

All Content

Name ↑	
required to fulfil the purposes; (III) service providers as data processors; Rights: Access, rectification, erasure, restriction of processing and for those processing acts based on legitimate interest, the right of opposition and access to the assessment report. These rights may be exercised through a communication to protecciondedatos@repsol.com, and at any time, make a complaint to the relevant supervisory authority; International transfers: possible transfers to servers of third party' service providers in compliance with Chapter V of the GDPR. More information: in the Privacy Policy and on the Ethic and Conduct Channel available at www.repsol.com.	
9 **Bank Data**	Add Bank Data (0)

(*) indicates a required field

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

By clicking on the blue text "Add Banking Details (0)," the following menu will be displayed:

Save   Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 9 Bank Data
Bank Data (0)

Name ↑	
	No items

Add Bank Accounts   (*) indicates a required field

By clicking the "Add Bank Accounts" button, the list of questions to complete will be displayed.

The following section describes all the fields in the "Bank Account" question.

➢ **Bank Type:**

- You will be able to choose between Domestic or Foreign.
- This determines the origin of the bank.

➢ **Country/Region:**

Country/Region:	(no value)	⌄

- Specifies the country of the bank account.

- The country of the bank account must be selected from a dropdown list.

➢ **Bank Name:**

Bank Name:	

- Specifies the name of the banking institution.

- Text input field.

➢ **Bank Branch:**

Bank Branch:	

- Specifies the name of the bank´s office.

- Text input field.

➢ **Street:**

Street:	

- Specifies the street of the bank´s office.

- Text input field.

➤ **City:**

City: [   ]

- Specifies the city of the bank´s office.
- Text input field.

➤ **State/Province/Region:**

State/Province/Region: [   ]

- Specifies the State/Province/Region of the bank´s office.
- Text input field.

➤ **Postal Code:**

Postal Code: [   ]

- Specifies the postal code of the bank´s office.
- Text input field.

➤ **Account Holder Name:**

Account Holder Name: [_____]

- Specifies the name of the account holder.

- Text input field.

➢ **SWIFT Code**

SWIFT Code: [_____]

- Specifies the bank account´s SWIFT code.

- Text input field.

➢ **Bank Control Key**

Bank Control Key: [No Choice ⌄]

- Specifies the supplier´s bank account type, like a savings or checking account. Control keys from banks may differ across countries.

➢ **Account Number:**

Account Number: [_____]

- Specifies the bank account number.

- Digits input field.

- If a country that uses IBAN is selected, the "Bank Key/ABA Routing Number" and "Account Number" questions will NOT be visible.

➢ **Bank Key/ ABA Routing Number:**

Bank Key/ABA Routing Number:	

- Specifies the number that identifies a financial entity, like a bank or credit union.

- Digits input field.

- If a country that uses IBAN is selected, the "Bank Key/ABA Routing Number" and "Account Number" questions will NOT be visible.

➢ **IBAN Number:**

IBAN Number:	

- Specifies the alphanumeric code used to identify a particular bank account in a financial institution globally (if the country is part of the IBAN system).

- Free text field.

- If a country that uses the "Bank Key/ABA Routing Number" and "Account Number" questions is selected, the "IBAN Code" question will NOT be visible.

➢ **Bank Certificate:**

Please attach your Bank Account Certificate. Note: If the certificate is not attached, the account cannot be validated.	Attach a file

- Attachment-type question where the bank certificate must be attached.

- Note: If the certificate is not attached, the bank account cannot be validated.

> **Question regarding the company or business within the Repsol group:**

Please specify which of Repsol´s group company or business this account is intended for	

- Specifies the company or business in the Repsol group where this bank account will be used. Fill out only if known.

- Text input field.

At the bottom of the section, the "Add an Additional Bank Account" button is available again. You can add any number of accounts you deem necessary.

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.

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".

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.