



# Self-registration request in Repsol

## Supplier

Sap Ariba Sourcing

v 1.1



This guide provides the Supplier with an overview of the process of creating a self-registration supplier request in Repsol.

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## Creating self-registration supplier request in Repsol

To become a Repsol supplier you can access the **following link**, <https://repsol.sourcing-eu.ariba.com/ad/selfRegistration> which gives access to the self-registration form, which you can reach in **two ways**:

1. **Volunteer to offer** to work with Repsol
2. A buyer has referenced you to the **questionnaire**

The fields that need to be completed in order to issue the form are as follows:

Supplier self-registration request form

▼ 1 Company Information

1.1 Company \*

1.2 Identity document \*

1.3 Tax Identification number \*

1.4 DUNS Number \*

1.5 Address \*

+ Street \* House Number

Street 2

Street 3

District

Postal Code \*

Country \*

1.6 Country - Region \*

1.7 Telephone number \*

1.8 General email address \*

1.9 Web address \*

▼ 2 Contact Information

2.1 Contact Name \*

2.2 Contact Last Name \*

2.3 Contact Position \*

2.4 Contact Email \*

2.5 Contact Telephone number \*

2.6 Contact Language \*

2.7 Contact Time Zone \*

3 Additional Information

3.1 Number of Employees \*

3.2 Category \*

3.3 Are you referenced by a Repsol buyer? \*  Yes  No

3.5 Do you have a quality system established and implemented? \*  Yes  No

3.6 The system is certified (ISO 9001) \*  Yes  No

3.7 Do you have a system for the prevention of occupational hazards established and implemented? \*  Yes  No

3.8 The system is certified (OHSAS 18001) \*  Yes  No

3.9 Do you have an environmental management system established and implemented? \*  Yes  No

3.10 The system is certified (ISO 14001) \*  Yes  No

3.11 Certification IATF 16949 \*  Yes  No

3.12 Indicate the most significant events over the last 5 years \*

3.13 Indicate what you can offer differentially from your competition \*

3.14 I read and accept the Code of Conduct: [https://www.repsol.com/imagenes/global/EnEthics\\_and\\_Conduct\\_Code\\_for\\_Suppliers\\_tcm14-63784.pdf](https://www.repsol.com/imagenes/global/EnEthics_and_Conduct_Code_for_Suppliers_tcm14-63784.pdf) \*  Yes  No

3.13 Indicate what you can offer differentially from your competition \*

3.14 I read and accept the Code of Conduct: [https://www.repsol.com/imagenes/global/EnEthics\\_and\\_Conduct\\_Code\\_for\\_Suppliers\\_tcm14-63784.pdf](https://www.repsol.com/imagenes/global/EnEthics_and_Conduct_Code_for_Suppliers_tcm14-63784.pdf) \*

 Yes  No

3.16

I read and accept the legal conditions. The personal data you provide by filling in the form, as necessary for the provision of this service, will be included for treatment in an automated file owned by REPSOL, S.A., for the purposes of candidacy for possible qualification processes for Repsol Group's suppliers, and also to offer you technical information about the contracting needs for products, services and others of a similar nature by the Repsol group companies in which you or your company may be interested. You declare and guarantee that you have sufficient power to act and enter into an agreement with the provider you represent in this application, and declare you understand that by using this username and password you, or the person who may use them, enter into acts that are binding with the supplier. Your actions, communications, documents or statements shall be understood, for all purposes, to be made, remitted and presented in the name of and representing the provider. By accepting this clause you expressly consent to the processing of the data supplied and their assignment or communication to companies belonging to the Repsol Group, so that they may be processed for the same purposes as indicated above, all of which are related to the corporate mission of the Group's companies (1). Additionally, you give your consent for REPSOL, S.A. to transfer the data supplied abroad to companies of the Repsol Group located in Spain and other EU countries, Argentina, Bolivia, Brazil, Chile, Ecuador, United States, Mexico, Peru, Russia and Venezuela, so that they may be processed for the same purposes as stated above. You also declare that you have express consent from the people whose personal data you have supplied when completing the form, for the processing, assignment, communication and international transfer of the aforementioned data, releasing Repsol, S.A. and its group of companies from any liability in this respect. Repsol, S.A. guarantees the confidentiality of the data supplied and that it will be processed in accordance with the purpose for which it has been collected. Repsol, S.A. also guarantees that, in accordance with the applicable law, it has adopted the technical and organizational methods necessary to prevent its alteration, loss and unauthorised access or treatment. Repsol also hereby informs you that you may exercise your right to access, modify, cancel and oppose, pursuant to Organic Law 15/1999 dated 13 December, the Spanish Personal Data Protection Act, by writing to the following address: Repsol, S.A. (Dirección de Servicios y Tecnologías de la Información - Seguridad de la Información.) Méndez Álvaro, 44 28045 Madrid Email: [atenociencias@repsol.com](mailto:atenociencias@repsol.com) The Consolidated Annual Report for the Repsol Group for the last financial year is available on the corporate website ([www.repsol.com](http://www.repsol.com)) in the section Information for Shareholders and Investors. The corporate purpose of the Repsol Group companies includes research, exploration, exploitation, importing, storage, refining, petrochemicals and other industrial operations, transport, distribution, sales, exporting and marketing of hydrocarbons of any type, their by-products and waste products; research and development of other energy sources not derived from hydrocarbons and their exploitation, manufacture, import, storage, distribution, transport, sales, export and marketing, operations with buildings and industrial property and the technology held by the companies assigning the data you supply, the marketing of all kinds of products in installations adjacent to service stations and fuel pump equipment through commercial networks for the company's own products, as well as providing services connected to the consumption or use of the latter.

 Yes  No

Description of the form fields:

### **1. Company information**

- 1.1 **Company:** Legal entity name
- 1.2 **Company Tax ID:** type of Tax Id Document
- 1.3 **Identification number:** Tax ID of the supplier
- 1.4 **DUNS number:** DUNS number of the company
- 1.5 **Address:** Supplier principal address
- 1.6 **Country-Region:** Region of supplier
- 1.7 **Language:** Main language of the communication
- 1.8 **Telephone number:** Phone number of the company
- 1.9 **General email address:** Email address of the company
- 1.10 **Web address:** Supplier

### **2. Contact information**

- 2.1 **Contact name:** Name of supplier
- 2.2 **Contact last name:** Last name of supplier
- 2.3 **Contact position:** Position of the supplier contact
- 2.4 **Contact email:** Email of supplier
- 2.5 **Contact language:** Communication language of the supplier
- 2.6 **Contact telephone number:** Principal phone number of supplier
- 2.7 **Contact language:** Communication language of the supplier
- 2.8 **Contact Time Zone**

### **3 Additional information**

- 3.1 Number of employees: Number of employees
- 3.2 Category: Different commodities that supplier can select
- 3.3 Are you referred by a Repsol buyer? If yes, please fill the email of the buyer in the new field
- 3.4 Do you have a quality system established and implemented?
- 3.5 The system is certified (OHSAS 18001)?
- 3.6 Do you have a system for the prevention of occupational hazards established and implemented?

- 3.7 Do you have an environmental management system established and implemented ?
- 3.8 The system is certified (ISO 14001)?
- 3.9 Certification IATF 16949?
- 3.10 Indicate the most significant events over last 5 years
- 3.11 Indicate what you can offer differentially from your competition
- 3.12 Accept the Code of Conduct
- 3.13 Accept the GDPR text
- 3.14 Comments

**Note:** All fields marked with \* **are mandatory**.

Once the required fields are completed, the form can be sent by pressing the button: **Submit**.

The form has an **associated approval process**. As supplier you will be notified whether or not it has been approved. If approved you will receive an **invitation to the registration process** from Repsol.