

Self-registration request

Supplier

Sap Ariba

V2.1



REPSOL



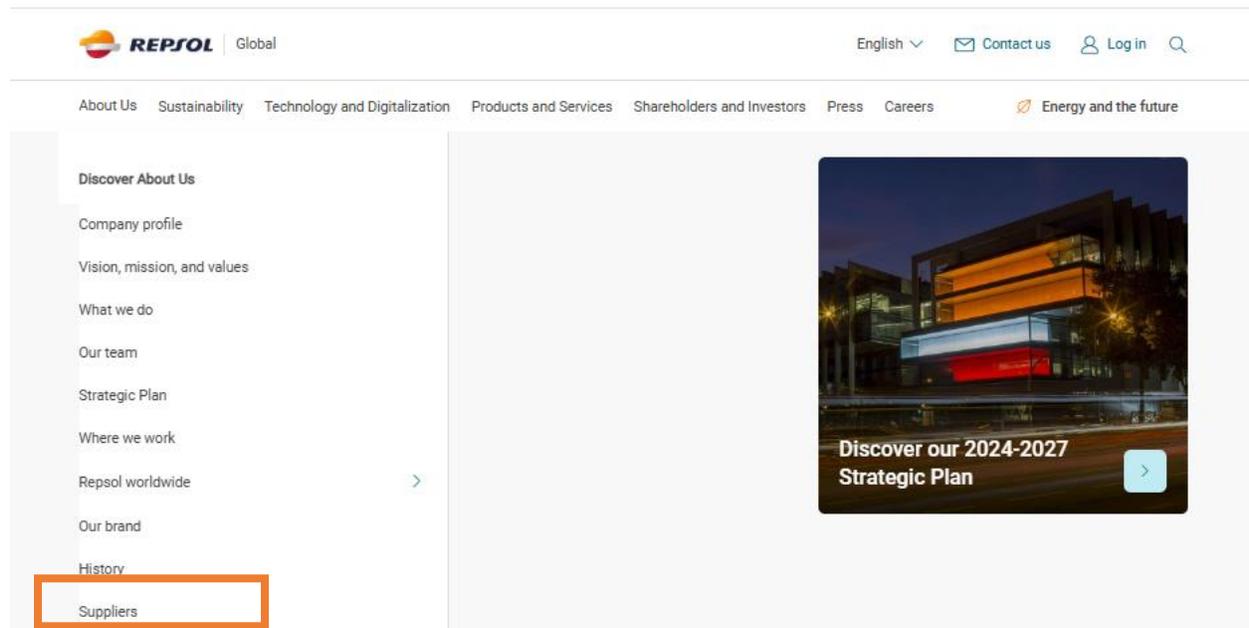
This guide includes the steps required to complete the Supplier self-registration request. It is indicated for those Suppliers who, on their own initiative or at the request of a Repsol Buyer, wish to start their registration process with Repsol.

Create a self-registration request

If you have not received an invitation, but you want to have the possibility of participating in Repsol's bidding processes, you must apply for self-registration through the Repsol website.

Please note that you do not need to have a SAP Business Network account at the time of submitting this application, but you do need to have one afterward.

To apply, please use the link found at www.repsol.com, in the section **About us > Suppliers > Supplier self-registration request at Repsol**



Access to **How to become a Repsol supplier** and click on **Supplier self-registration request at Repsol**:

How to become a supplier for Repsol

If you have not had a prior business relationship with us and are interested in becoming part of our team as a supplier, you will first have to complete a pre-qualification questionnaire*. With this information, we will analyze whether you meet the minimum requirements to collaborate with us.

If the information provided is of interest to us, we will begin the qualification process, otherwise your request will be put on file to cover possible future needs.

By submitting this information, it does not imply in any case a commitment on behalf of REPSOL to contact the supplier and maintain any sort of professional relationship.

[Supplier self-registration request at Repsol >](#)

[Supplier self-registration request at Repsol guide \(PDF 547 KB\) >](#)

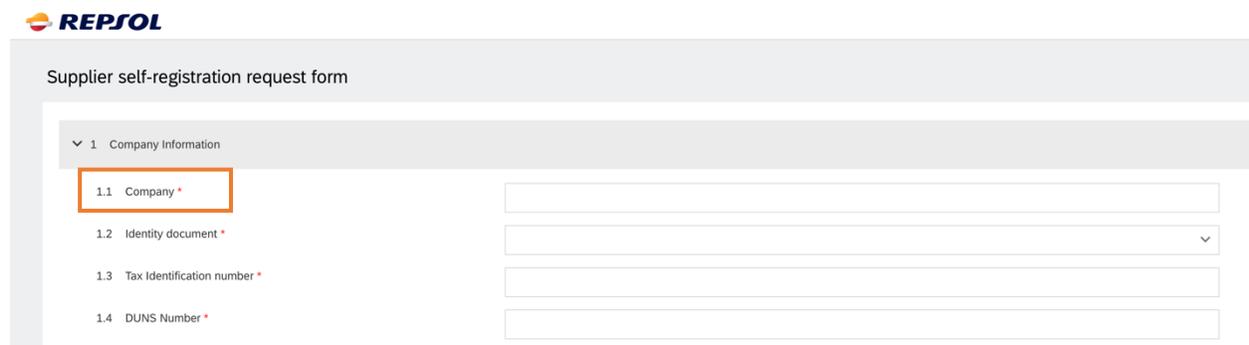


You will be requested to complete a questionnaire, so Repsol has adequate information about the company's situation and reliability. **Once you have completed and sent the questionnaire, the Repsol team will evaluate whether to approve or deny the request.**

Available on the web, you also have the *Supplier self-Registration Request at Repsol Guide*, where it is explained in detail how to complete this form.

However, you can find here some little guidelines.

You will see questions with a red asterisk. This indicates that these are mandatory questions, and you will not be able to submit the questionnaire until they are completed. Below is an image of a part of the questionnaire where an example of a mandatory question (marked with an orange box).



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Supplier self-registration request form

1 Company Information

1.1 Company *

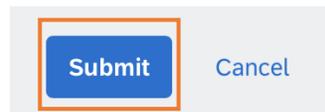
1.2 Identity document *

1.3 Tax Identification number *

1.4 DUNS Number *

To work with Repsol, it is essential that you accept our legal conditions and our code of ethics and conduct. Remember to accept them at the end of the form.

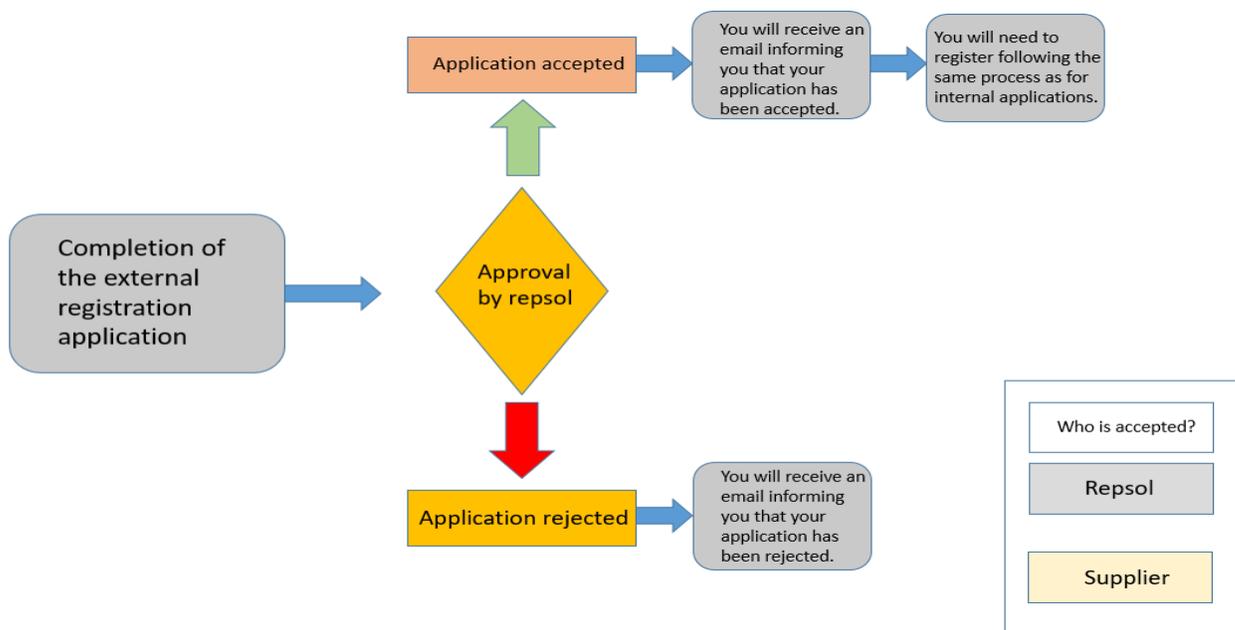
Once you have completed the questionnaire, proceed to send it. At the bottom of the page, click on the Submit button, as shown in the following image.



Submit Cancel

After this, you have just applied to Repsol to be part of its list of Suppliers. Once the application is received, the Repsol Supplier Management team will review it and approve or reject it. In both cases, an informative e-mail will be sent to you.

Below, you can see a brief outline of the self-registration application:



I have sent the questionnaire, and it has been approved, now what?

If your application has been approved, you will receive an invitation from Repsol by email.

Remember that you must first create an account on SAP Business Network. Review the next steps in the *Supplier Onboarding guide*.