Instructions for filling in the supplier pre-qualification questionnaire

* Obligatory fields

Identification details

- Company*: Indicate the **name** of the company (maximum 40 characters)
- Web Address*: Indicate the company **website** in a www format (eg "www.repsol.com")
- Company Name*: Indicate the **corporate name** of the company (maximum 40 characters)
- Activity start date*: Indicate the **start date of the activity** of the company in a Day/Month/Year format (**dd/mm/yyyy**)
- Identity document: Select the type of document **CIF** (Spain and EU), **CUIT** (Argentina), **RIF** (Venezuela), or **RUC** (Paraguay, Peru, Ecuador). In case of not using one of these documents, you must leave this field blank and specify the type of document in the following field "**Other**".
- Other: Indicate the **type of Identity document** (maximum 10 characters). This field is required only if any identification document is not selected in the previous field.
- Identification number*: Indicate the **identification number** (maximum 20 characters)

Head Office

- Address*: Indicate the **name of the street, avenue, square, etc.**, where the company is located (maximum 60 characters)
- Building number*: Indicate the **number of the street** where the company is located (maximum 10 characters)
- Town*: Indicate the **town** where the company is located (maximum 40 characters)
- Country*: Select the **country** where the company is located
- Language*: Select the **official language** of the company (Spanish, English, Portuguese)
- Province*: Select the **province** where the company is located
- Post Code*: Indicate the Postal Code where the company is located (maximum 10 characters)
- Telephone number*: Indicate the **contact telephone number** of the company (maximum 30 characters)
- Fax: Indicate the **contact fax number** of the company (maximum 30 characters)
- E-mail*: Indicate the **contact email** of the company (eg: "contact@repsol.com")

Contact details

- Name*: Indicate the **name of the contact person** of the company (maximum 40 characters)
- Surname(s)*: Indicate the **surname(s) of the contact person** of the company (maximum 40 characters)
- Position*: Indicate the **position of the contact person** of the company (maximum 40 characters)
- Telephone number*: Indicate the **telephone number of the contact person** of the company (maximum 30 characters)
- E-mail*: Indicate the **e-mail of the contact person** of the company (eg format: "contactperson@repsol.com")
- Country*: Select the **country** where the **contact person** of the company resides
- Language*: Select the **language** of the **contact person** of the company (Spanish, English, Portuguese)

Financial information (Balance sheets and profit and loss accounts from the last two years)

Turnover year one

- Year*: Indicate the **first year of turnover** referenced (maximum 4 digits, without points or commas)
- Turnover*: Indicate the **amount of turnover** in **EUROS** in the **first year**, separating the **integer** part* (max 9 digits, without points or commas) of the **decimal** part* (maximum 2 digits, without points or commas)

Turnover year two

- Year*: Indicate the **second year of turnover** referenced (maximum 4 digits, without points or commas)
- Turnover*: Indicate the **amount of turnover** in **EUROS** in the **second year**, separating the **integer** part* (max 9 digits, without points or commas) of the **decimal** part* (maximum 2 digits, without points or commas)
- Number of employees*: Indicate the **number of employees** of the company (maximum 6 digits, without points or commas)
- Do you have a quality management system established and implemented?: Select Yes or No
- The quality management system is certified?: Select Yes or No
- Do you have a management system for the prevention of occupational hazards established and implemented?: Select Yes or No
- The management system for the prevention of occupational hazards is certified?: Select Yes or No
- Do you have an environmental management system established and implemented?: Select Yes or No
- The environmental management system is certified?: Select Yes or No

<u>Goods and/or Services to Register</u> (Indicate the products or services you wish to be qualified for. Mark the most relevant ones. Minimum 1; maximum 3. This election is not limiting, only orientative)

- Category 1*: Select the first **category** of product/service (it is mandatory to select at least one category)
- Product/Service 1*: Select the first **product/service** (it is mandatory to select at least one product/service)
- Category 2: Select the second **category** of product/service
- Product/Service 2: Select the second **product/service**
- Category 3: Select the third **category** of product/service
- Product/Service 3: Select the third **product/service**

- Differential offer: Indicate what you can **offer differentially** from your competition (the text should be written as an unique text line, without "full stops" (ENTER key))

<u>Business Unit and Country of interest</u> (Indicate the country and Repsol Business Unit with which to work. This election is not limiting, only orientative)

- Business Unit*: Select the Repsol **Business Unit**
- Country*: Select the Repsol **Country**

<u>References</u> (Indicate the most significant events over the last 5 years)

- References*: Indicate the most significant **events** over the last 5 years (the text should be written as an unique text line, without "full stops" (ENTER key))
- Reference purchaser email: Indicate the **Repsol buyer email**, in case you know (it should end in "@repsol.com". Eg: "buyer@repsol.com")

- I have read and accept the terms and conditions*: mandatory to acceptance
- I have read and accept the Repsol ethics and conduct code for suppliers*: mandatory to acceptance