



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.

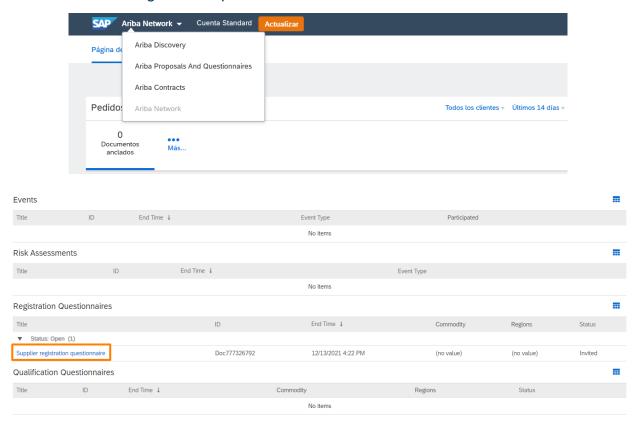
To access Ariba Network again after you have completed your Ariba registration, you can do so through the following link: https://supplier.ariba.com/

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

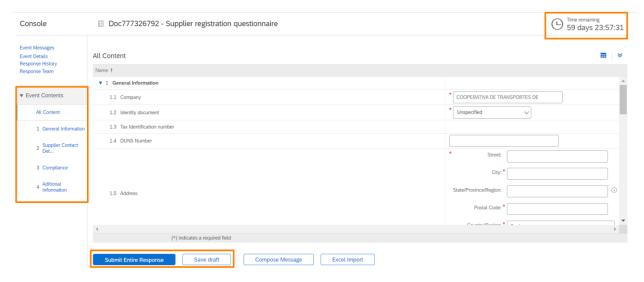
Important:

- 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.



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.



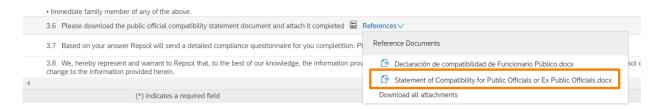
You can fill in the information and save the response as a draft to continue later. For this, you just need to select "Save draft".

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.



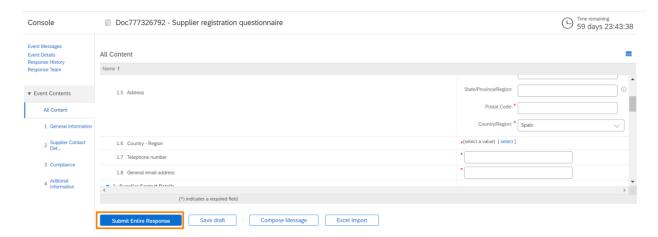
Then, a drop-down list will appear, where you will need to select the document in English "Statement of Compatibility for Public Officials or Ex Public Officials".



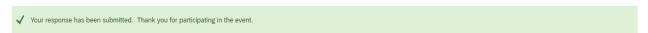
You will download the file from there. You need to sign it, and then attach it in the question 3.6 by clicking on **Attach a file** and selecting the signed document.



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:



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.