REDEIA SUPPLIER SPACE

Supplier User Guide

Support Centre
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redeia

Contents

1 INTRODUCTION 4

2 HOW TO REGISTER IN THE SUPPLIER SPACE > 4

2.1 REGISTERING 4
2.2 ACCEPTING THE CONDITIONS 5
2.3 GENERAL COMPANY DETAILS 6
2.4 COMPANY BUSINESS 8
2.5 USER DETAILS 10
2.6 CONFIRM THE REGISTRATION 11

3 HOW TO ACCESS THE SUPPLIER SPACE> 12

3.1 HOW TO CHANGE YOUR USER LANGUAGE. 15

4 FILLING IN THE GENERAL INFORMATION QUESTIONNAIRE > 15

4.1 ESTABLISHMENT IN THE CANARY ISLANDS DETAILS. 19

5 FILLING IN THE TAX RESIDENCE CERTIFICATE QUESTIONNAIRE > 20

6 FILLING IN THE SUSTAINABILITY QUESTIONNAIRE > 22

7 QUALIFICATION FILE 24

7.1 INTRODUCTION 24
7.2 REGISTERING THE QUALIFICATION FILE 25
7.2.1 Request Qualification File Registration 27
7.2.2 Validation of the File Request 29
7.2.3 Informative message 32
7.2.4 Factories (File with activity Type 2 "Qualification with approval of equipment") 32
7.2.5 Supply Data (File with activity Type 2 "Qualification with approval of equipment") 36
7.3 QUESTIONNAIRE ASSOCIATED WITH THE ACTIVITY 37
7.3.1 Filling in the questionnaire and sending it 38
7.4 AS SUPPLIER I CANCEL A QUALIFICATION PROCESS 41
7.5 AS SUPPLIER I REQUEST THE DELETION OF A QUALIFICATION PROCESS 42
7.6 RE MANAGER RETURNS THE FILE TO THE SUPPLIER 43
7.7 AS SUPPLIER I RETURN THE FILE TO THE RE MANAGER 44
7.8 AS SUPPLIER I DO NOT RETURN THE FILE TO THE RE MANAGER WITHIN THE SET PERIOD (DEADLINE FOR RETURN) 47
7.9 RE MANAGER > APPROVING THE QUALIFICATION FILE 48
7.10 RE MANAGER REJECTS THE QUALIFICATION FILE 50

8 OTHER QUESTIONNAIRES: REPRO AND AXESOR 56

8.1 REPRO QUESTIONNAIRE 56
8.2 AXESOR QUESTIONNAIRE 57

9 SUPPLIER FILE 58

10 QUALIFICATION REPORT 59

11 TAX ID NO. (CIF) MODIFICATION REPORT 61

11.1 INTRODUCTION 61
11.2 CIF MODIFICATION REQUEST REGISTRATION 62
11.2.1 Documents required for the process 62
11.2.2 Reason for Modifying Tax ID No (CIF) 64
11.2.3 Request CIF Modification Registration 65
11.3 CIF MODIFICATION REQUEST MONITORING 67
11.3.1 RE Manager returns the request 67
11.3.2 As Supplier I return the request to the RE Manager 1
11.3.3 RE Manager approves the request 2
11.3.4 RE Manager cancels the request 4

12 ACTIVITY CERTIFICATES 5

12.1 INTRODUCTION 5
12.2 REQUEST AN ACTIVITY CERTIFICATE 6
Request the certificate 8
12.3 ACTIVITY CERTIFICATES MONITORING 10

1 Introduction

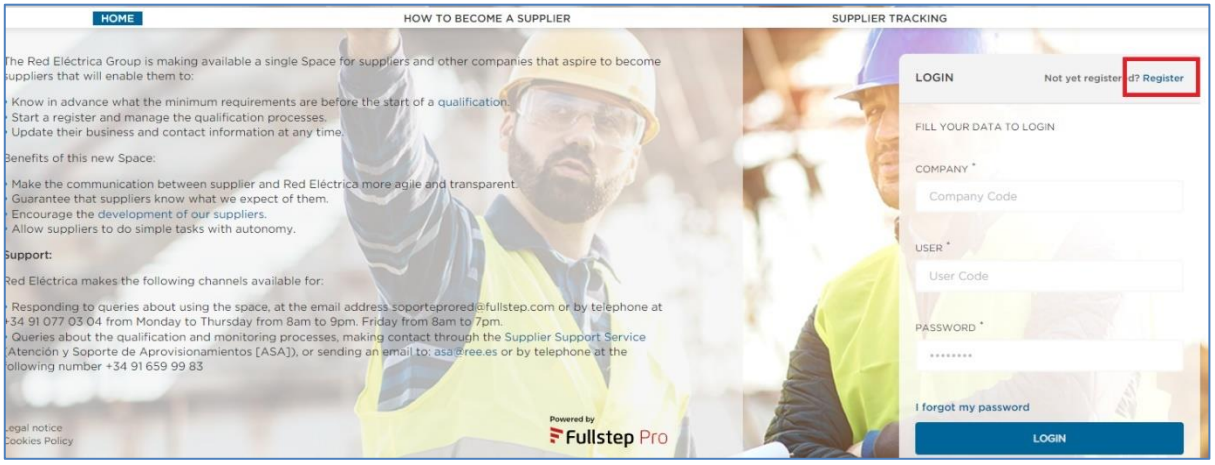
This document describes the main functions that suppliers can use in the supplier space.

From how to register and report the basic details of the company, accessing the private area in the supplier space when authorised to do so and how to start qualification processes.

2 How to register in the supplier space >

2.1 Registering

To be a supplier, you must first of all request registration. To request registration, click on the "Register" link on the home page.



This document will explain the steps to follow to request company registration online.

To submit a registration request please follow these steps:

- Accept the conditions of use
- Fill in the form with the company details:
- Complete the general company details
- Complete the company business activities

- Complete the User details
- Confirm the registration

There are help icons throughout the registration request form that will activate as soon as you click on them.

Fields marked with an **(*) must** be completed.

2.2 Accepting the conditions

Before continuing and adding details, you must indicate that you have read and accepted the different documents published in this section.

Each point for acceptance contains a link to consult the relevant document, which must be read and accepted.

If you want to continue the registration process, you must select the verification boxes “I have read and accept...”, then click on the “NEXT” button

REQUEST REGISTRATION

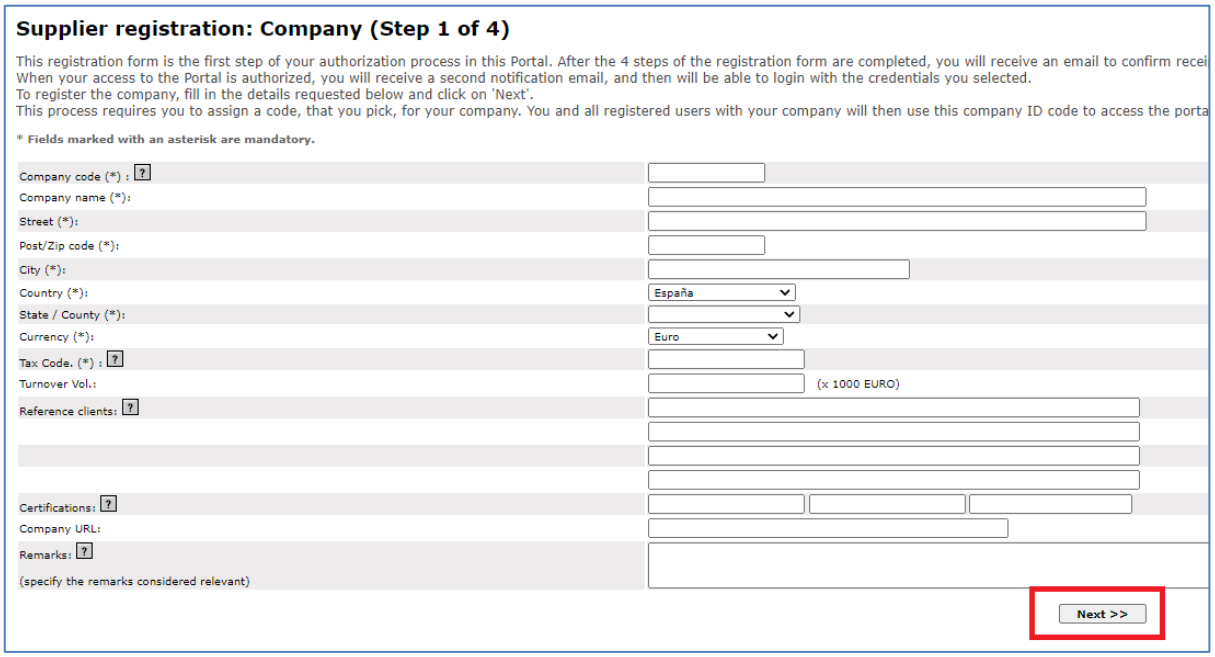
To continue with the registration process it is essential you read and accept the following access points to the Suppliers' Space.

- [x] I have read and accept Grupo Red Eléctrica "Suppliers' Code of Conduct" document, and I undertake to comply with the provisions therein at the moment of acceptance of the contract.
- [x] I have read and accept Grupo Red Eléctrica "GENERAL CONDITIONS OF CONTRACT FOR THE SUPPLY OF EQUIPMENT AND MATERIALS" document, and I undertake to comply with the provisions therein at the moment of the acceptance of the contract.
- [x] I have read and accept Grupo Red Eléctrica "GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF SERVICES" document, and I undertake to comply with the provisions therein at the moment of the acceptance of the contract.
- [x] I have read and accept Grupo Red Eléctrica "GENERAL CONDITIONS OF CONTRACT FOR CONSTRUCTION WORKS " document, and I undertake to comply with the provisions therein at the moment of the acceptance of the contract.
- [x] I have read and accept Grupo Red Eléctrica "POLICY FOR PERFORMANCE BANK GUARANTEES IN FAVOUR OF RED ELECTRICA DE ESPAÑA S.A.U." document, and I undertake to comply with the provisions therein at the moment of the acceptance of the contract.
- [x] I have read and accept Grupo Red Eléctrica "Sub-Contracting Management User Guide" document, and I undertake to comply with the provisions therein at the moment of the acceptance of the contract.
- [x] I declare that the information and documents that I facilitate to Grupo Red Eléctrica are true.
- [x] I declare that in the event of any modification to the information supplied, I will undertake to inform Grupo Red Eléctrica.

NEXT

2.3 General company details

The first stage asks for general details about the company:



Supplier registration: Company (Step 1 of 4)

This registration form is the first step of your authorization process in this Portal. After the 4 steps of the registration form are completed, you will receive an email to confirm recei
When your access to the Portal is authorized, you will receive a second notification email, and then will be able to login with the credentials you selected.
To register the company, fill in the details requested below and click on 'Next'.
This process requires you to assign a code, that you pick, for your company. You and all registered users with your company will then use this company ID code to access the porta

* Fields marked with an asterisk are mandatory.

Company code (*) :
Company name (*):
Street (*):
Post/Zip code (*):
City (*):
Country (*): España
State / County (*):
Currency (*): Euro
Tax Code. (*) :
Turnover Vol.: (x 1000 EURO)
Reference clients:
Certifications:
Company URL:
Remarks:
(specify the remarks considered relevant)

Next >>

Company Code: Code that identifies the company. This is the first of the three passwords needed to access the private supplier area once registration has been requested. It can consist of numbers and letters. Do not use special characters or leave blank spaces.

Despite being a field which you are free to fill in, we recommend that you click on the icon to get help on how to fill in this field ?

Business Name: The official name of the company.

Address: The address of the company.

Postcode

Location: Location of the company

Country

Province

Currency: Currency in which the financial data is expressed.

Tax ID: Number for Tax Office Identification. (Written without spaces or hyphens between letters and numbers)

Turnover: Annual revenue of the company in thousands of euros.

Principal customers: If the purchasing company is your customer please mention this, as well as any other customers you consider relevant.

Certificates: Specify whether the company possesses a quality certificate or an ISO standard of if these are under way.

Web site: Indicate the company's web site.

Observations: Space to include comments that the supplier considers to be relevant for the purchasing company.

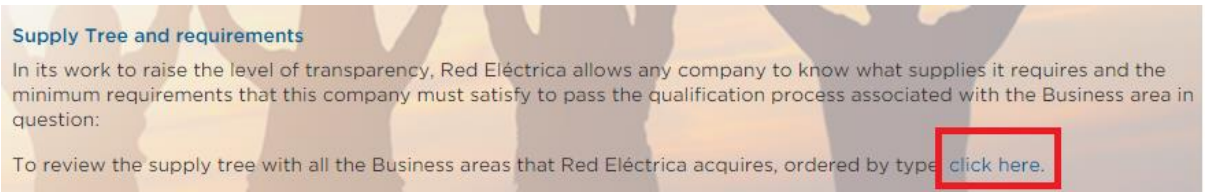
To continue the registration process, click on **next.**

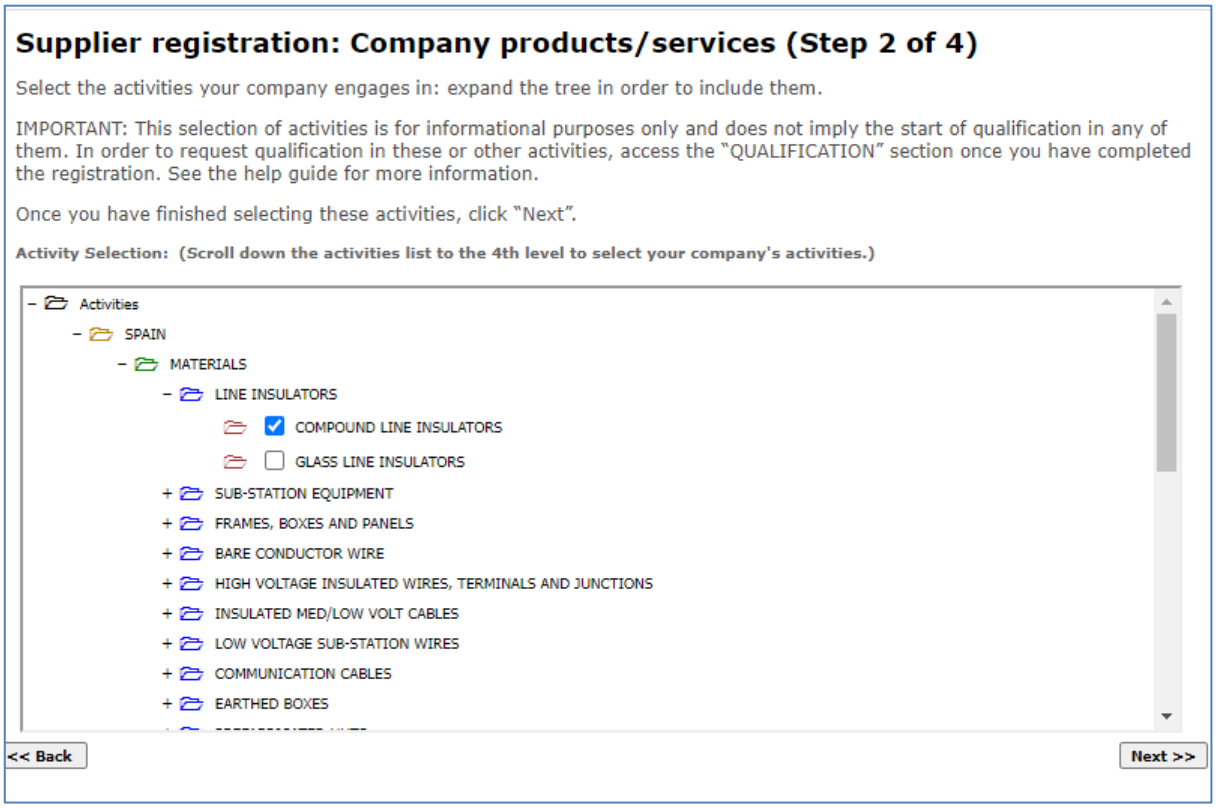
2.4 Company business

The next step in registration is to indicate the business areas of the company. This means that the RE Group can see which products and services each supplier is able to provide.

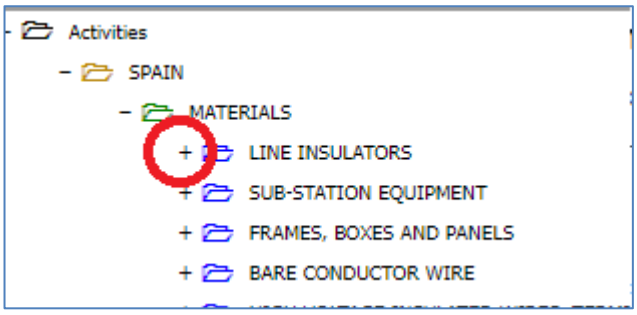
Please select at least one business area.

To make it easier to select activities, we recommend checking the activity tree in the "How to become a Supplier" section, which you can download in Excel format by clicking on the link.

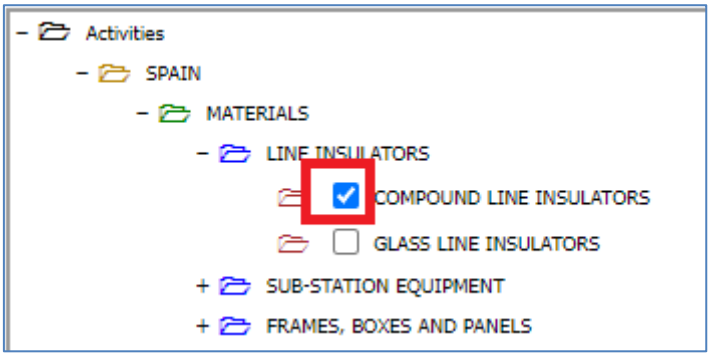




To select the activities, please use the drop down menu and click on the plus signs (+) for each branch, which will open the folders they contain,



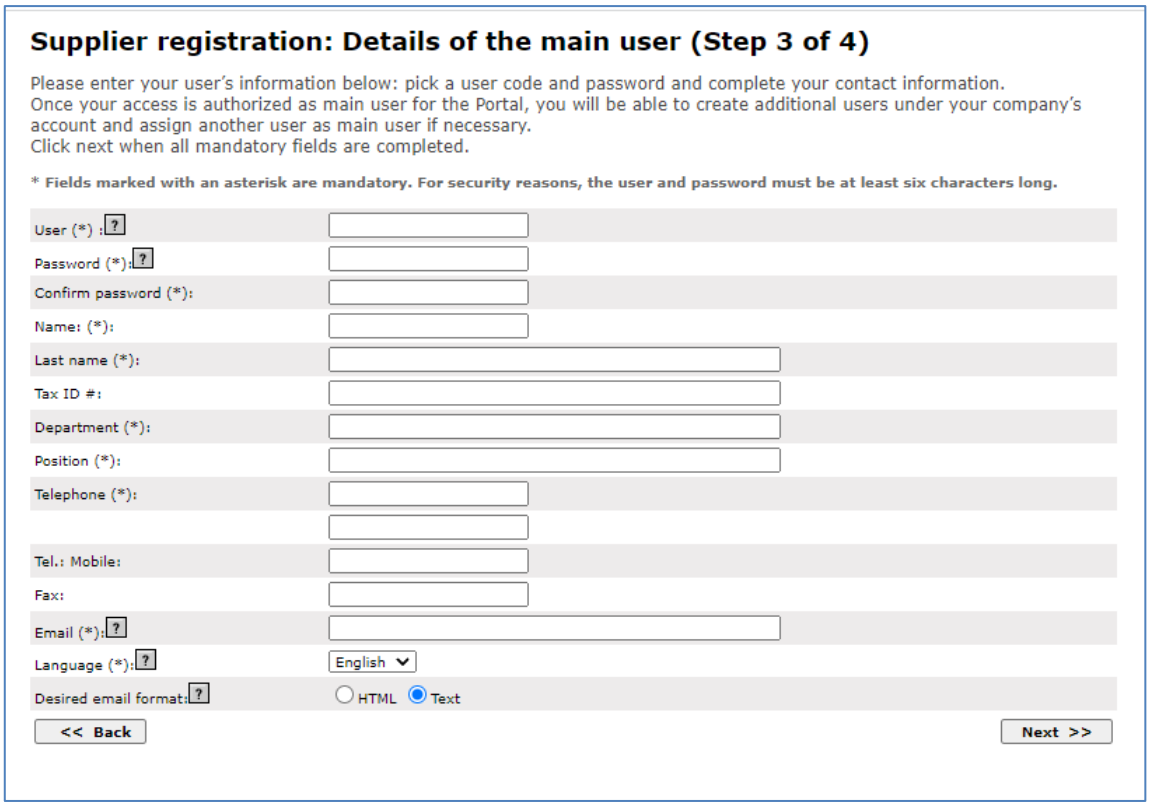
Repeat this action until you reach level 4, where you can select the activity by clicking on the appropriate verification box.



To continue the registration process, click on **next.**

2.5 User details

This section will ask for details about the company's contact person:



Supplier registration: Details of the main user (Step 3 of 4)

Please enter your user's information below: pick a user code and password and complete your contact information.
Once your access is authorized as main user for the Portal, you will be able to create additional users under your company's account and assign another user as main user if necessary.
Click next when all mandatory fields are completed.

* Fields marked with an asterisk are mandatory. For security reasons, the user and password must be at least six characters long.

User (*) : ?
Password (*): ?
Confirm password (*):
Name: (*):
Last name (*):
Tax ID #:
Department (*):
Position (*):
Telephone (*):
Tel.: Mobile:
Fax:
Email (*): ?
Language (*): ? English
Desired email format: ? HTML Text

<< Back Next >>

User code: Personal user code (minimum six characters). This is the second of the three passwords needed to access the private supplier area once registration has been accepted. This code need not match the company code registered in "General Company Details".

Password: User password of at least six characters. This is the third of the three passwords needed to access the private supplier area once registration has been requested.

Neither the user code nor the password can include special characters or blank spaces.

Personal user details: Surname, name.

ID of the person mentioned in the previous fields. This is optional.

Department Area of the company the user belongs to.

Position: Indicate the user's post within the company

Telephones: Provide at least one contact telephone number.

Mobile phone: Provide the user's mobile phone number.

Fax: Provide the fax number.

E-mail: Provide the e-mail address for the user who will be working in the private area.

This e-mail address will be used to inform of the existence of significant new transactions and information, so it is vitally important to ensure that this address is updated.

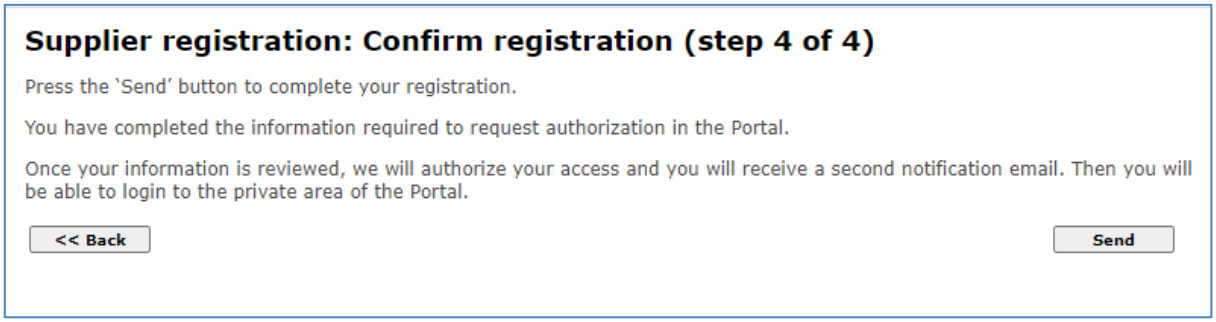
Language: Indicate the language you wish to work with.

Receive e-mails in format: Please indicate the type of format you prefer to receive the e-mails from the purchasing company (text or html)

To continue the registration process, click on **next.**

2.6 Confirm the registration

Once the required information to request registration has been entered, you will see a screen similar to the following.



If you want to check the data entered, click on the **Back** button which appears in every step of the registration process.

Once you confirm that the data is correct, click on **Send** to begin processing the registration request.

You will finally receive notification by e-mail to confirm your registration in the portal, sent to the address you have given in your main user details.

An example of the body of the e-mail to notify registration in the portal is shown below.

Notification of request for registration to the Supplier Portal of the Red Eléctrica Group

Dear Sir or Madam,

We hereby notify you that we have received your request to register in the Supplier Portal of the Red Eléctrica Group. You will be receiving a response to this request shortly

Please find below the registration details that you have provided us regarding your company.

Company details	
Company Code	US0000000
Company	US SUPPLIER
Tax number	US0000000
Turnover (miles of EUR)	
Address	FITH AVENUE
Postcode	9012
City	NEW YORK
State / County	Nueva York
Country	USA
Currency	Euro
Language	English
Website	
Activities	• (L) - (M) - (010) - (0001)- COMPOUND LINE INSULATORS
•	
References	
Certificates	

IMPORTANT

When the registration process is complete, you must wait for a second e-mail to confirm your access to the supplier space.

The system will not grant you access unless you have received confirmation by e-mail.

3 How to access the supplier space>

To access the private area of the REDEIA SUPPLIER SPACE you must complete the whole registration process and be authorized to do so.

You must have received an e-mail similar to the one shown below.

Notification of authorisation

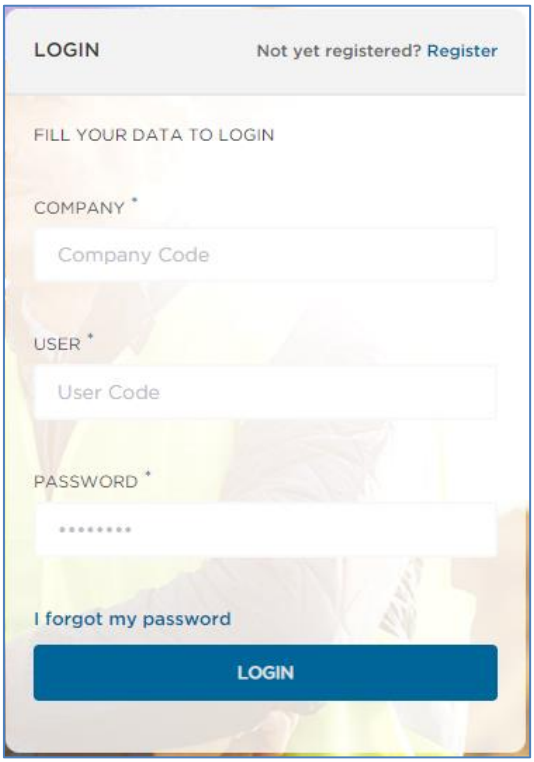
Dear Sir or Madam,
We hereby notify you that your access to the Supplier Portal of the Red Eléctrica Group has been authorised. Please find below the data with which your company has been registered.

Access data	
Company Code	US0000000
User code	US0000000

Company details	
Registered Company name	US SUPPLIER
Tax Identification Number	US0000000
Postcode/ZIP Code	9012
City	NEW YORK
Province/County/State	Nueva York
Country	USA
Currency	Euro
Language	English
Company Website (URL)	Not available

The mail will have a reminder of the company and user codes, but the password is not given in any e-mail for security reasons.

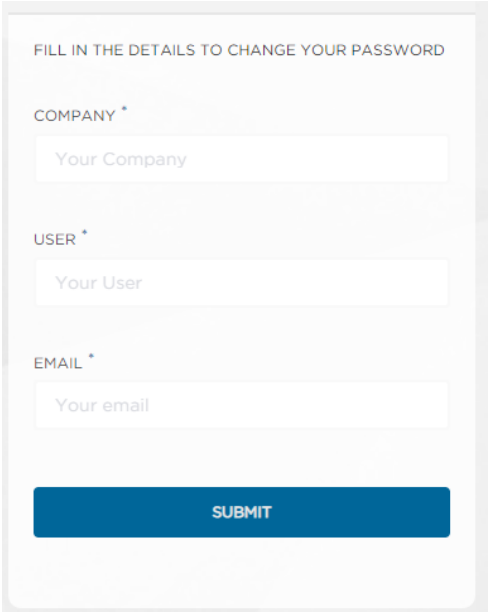
To access the private area of the REDEIA SUPPLIER SPACE, enter your access credentials and click on “LOGIN”



If you cannot remember the password you used when registering for the supplier space, you can change it by using the “I forgot my password” link

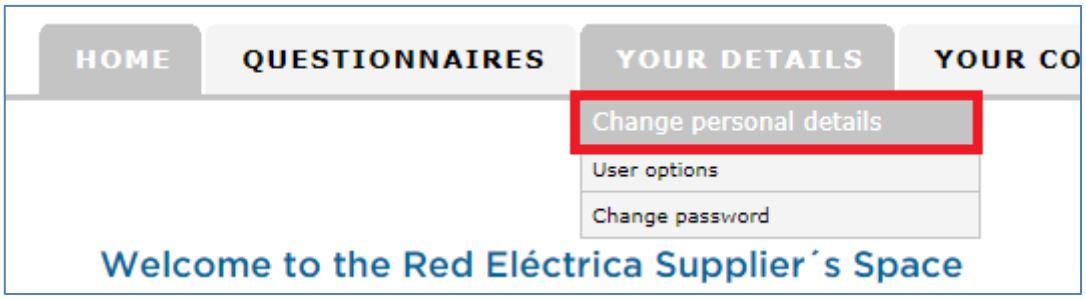
The system will request your company and user codes and the e-mail address associated with the user.

You will then receive a mail to reset your password.

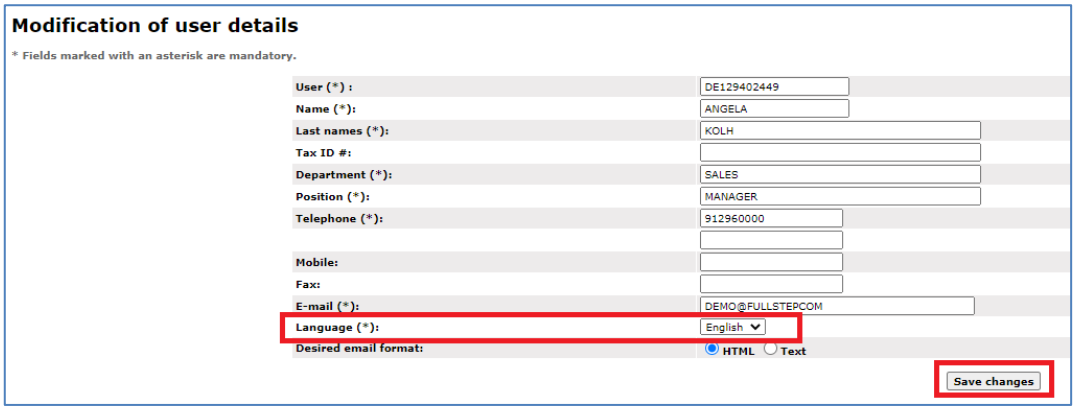


3.1 How to change your user language.

Once you have accessed the private area of the RE Supplier, from the following menu option “Change personal details” you can access your user details, and update the information.



A form will be displayed with the details of the user who is currently connected. To make changes to these details, for example the language, simply change them on the form and press the “Save changes” button.



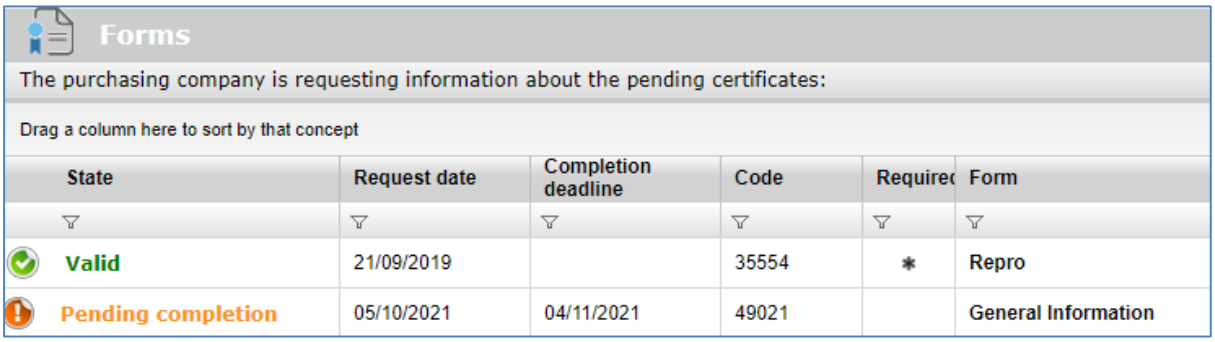
4 Filling in the General Information questionnaire >

A few minutes after receiving the notification that authorizes you to enter the supplier space, you will receive another message requesting that you fill in a general information questionnaire.

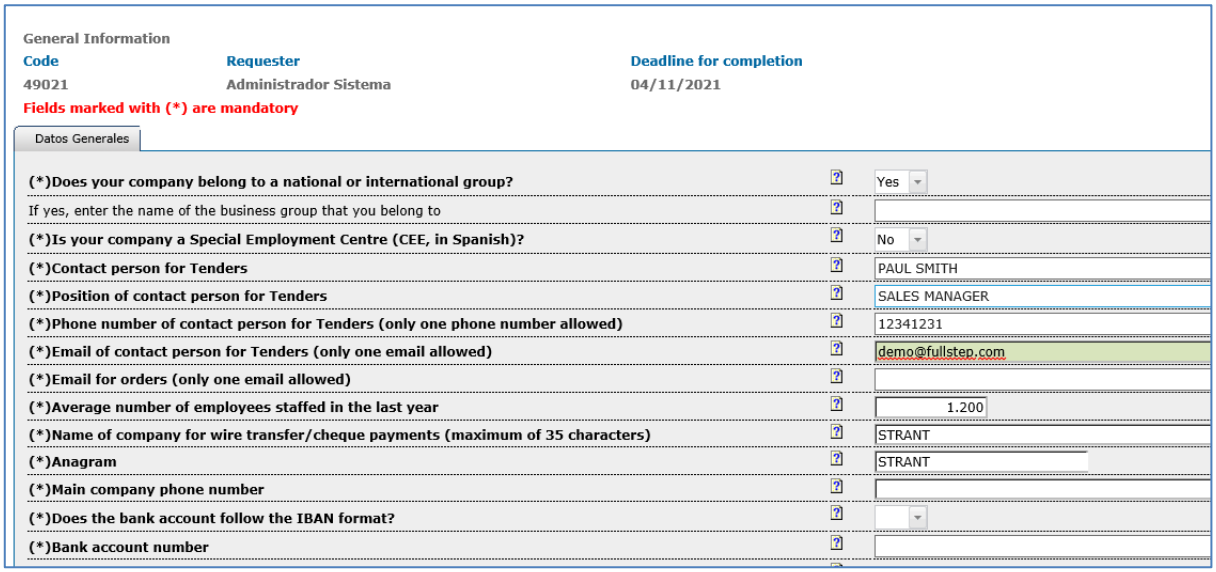
To access its content, you must first access the private area of the supplier space using your credentials, then go to the menu option Questionnaires > Forms.

It is essential that you send this form before you request the registration of a qualification file.

To see the details of the questionnaire, click on the title "**General Information**"

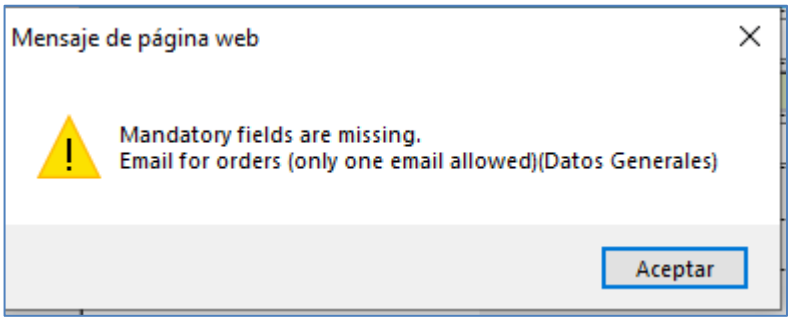


The questionnaire may already have fields completed with the details of your company available to the RE Group, but you should check them and update them where appropriate.



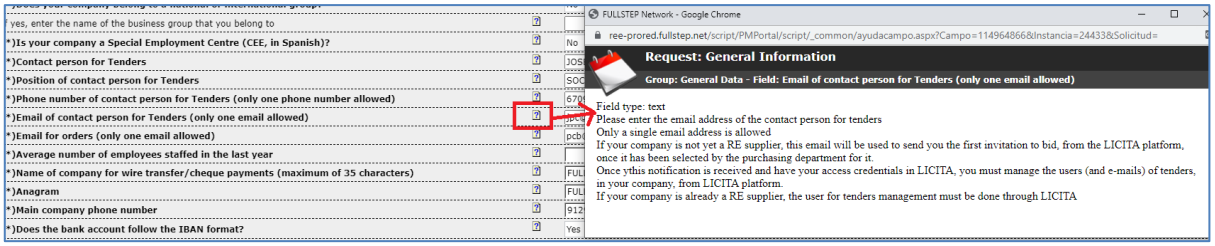
You will find a series of mandatory fields (marked with an asterisk) that you have to fill in.

If you try to send the questionnaire without these mandatory fields, the system will return the following message:

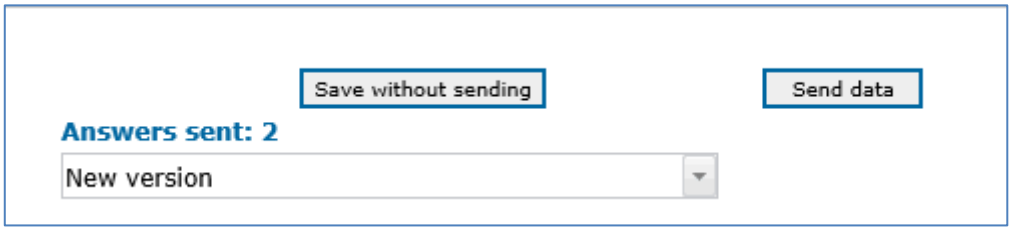


The system has support sections (the question-mark buttons) which will explain what is required in each case.

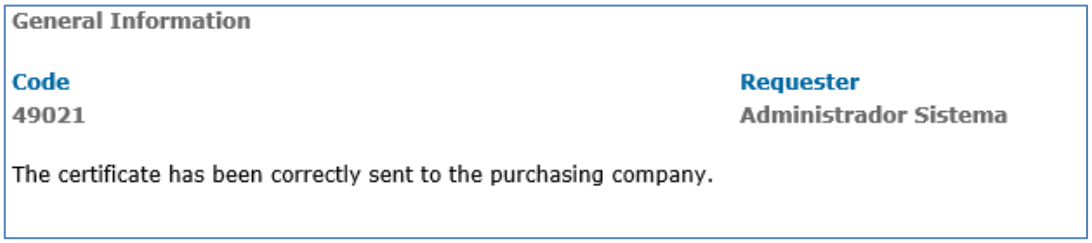
Clicking on the help icon will open a window explaining:



Once the minimum mandatory data has been filled in, click on the “Send Data” button to send it.



The system will display the following confirmation message.



To see the list of questionnaires, open the menu option “Questionnaires > Forms” again. Once sent, the status of the form is Pending Validation.

Drag a column here to sort by that concept

State	Request date	Completion deadline	Code	Requirec	Form
Valid	21/09/2019		35554	*	Repro
Pending validation	05/10/2021	04/11/2021	49021		General Information

When the RE manager checks and validates the details, the status will change to Valid. The status of the general information form must be Valid for the system to allow you to request registration for a qualification process.

If an error is detected in the information, the status will be Not valid, and the Validation Comments field will explain the reason why the questionnaire is considered to be invalid.

IMPORTANT

Once the General information questionnaire is Valid, it is not advisable to send your details again unless there is something that has to be updated.

4.1 Establishment in the Canary Islands Details.

In the General information questionnaire, you must answer the following question: Does your company have a permanent establishment in the Canary Islands?

(*)Does your company have a permanent establishment in the Canary Islands?	Yes
Email address of contact person for logistics processes	
Additional email address (1) of contact person for logistics processes	

If the answer is affirmative, system will automatically ask you to fill in the details of your establishment in the Canary Islands.

The purchasing company is requesting information about the pending certificates:

Drag a column here to sort by that concept

State	Request date	Completion deadline	Code	Requirec	Form
Valid	18/11/2018		24569	*	Repro
Valid	16/11/2018		24559	*	Axesor
Valid	16/11/2018		24540		General Information
Pending completion	12/07/2021		48871	*	Establishment in the Canary Islands

To see the details of the questionnaire, click on the title "**Establishment in the Canary Islands**"

You will find four mandatory fields (street, city, province and postal code) that you have to fill in.

Once the mandatory data has been filled in, click on the "Send Data" button to send it.

Establishment in the Canary Islands

Save without sending

Send data

Code	Requester	Deadline for completion
48871	Administrador Sistema	12/07/2022

Fields marked with (*) are mandatory

General data

(*)Street	AVENIDA DE LA CONSTITUCIÓN 90
(*)City	SANTA CRUZ DE TENERIFE
(*)Province	38 - Santa Cruz de Tenerife
(*)Post/Zip Code	38001

Once sent, the form status is "Valid".

Forms

The purchasing company is requesting information about the pending certificates:

Drag a column here to sort by that concept

State	Request date	Completion deadline	Code	Requirec	Form
Valid	18/11/2018		24569	*	Repro
Valid	16/11/2018		24559	*	Axesor
Valid	16/11/2018		24540		General Information
Valid	12/07/2021		48871	*	Establishment in the Canary Islands

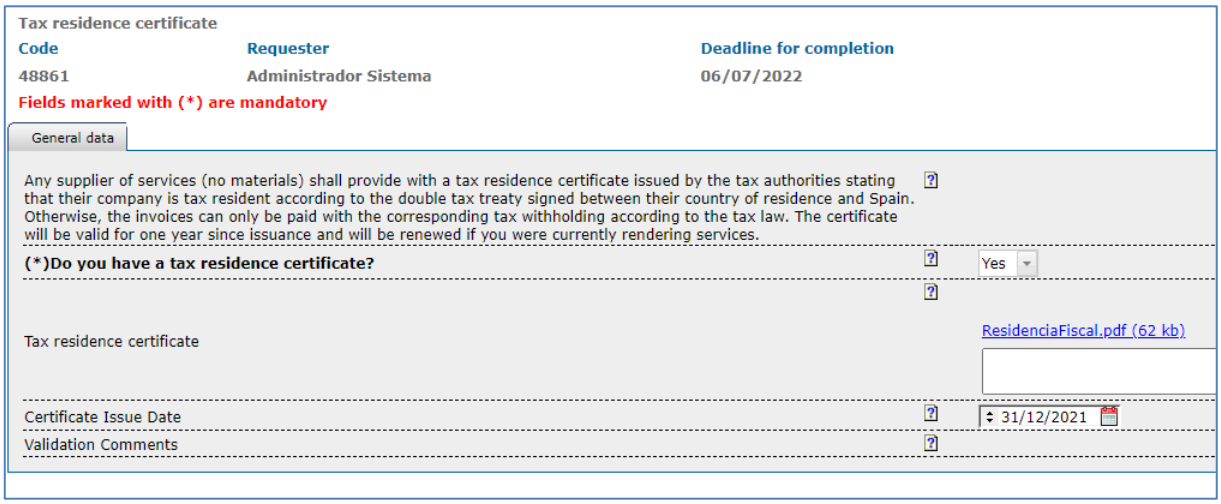
5 Filling in the Tax Residence Certificate Questionnaire >

This questionnaire is requested exclusively to companies whose country is not Spain. The country is indicated in the general data of your company in the registration process on the portal.

Any supplier of services (no materials) shall provide a tax residence certificate issued by the tax authorities stating that their company is tax resident according to the double tax treaty signed between their country of residence and Spain. Otherwise, the invoices can only be paid with the corresponding tax withholding according to the tax law. The certificate will be valid for one year since issuance and will be renewed if you were currently rendering services.

In this form you must fill in the yes / no question: “Do you have a tax residence certificate?” If the answer is affirmative, you must attach the Tax residence certificate and indicate the date it was issued.

The certificate will be valid for one year from its issuance (after this time the status of the form will expire) and will have to be renewed in cases where services continue to be provided.


Tax residence certificate

Code	Requester	Deadline for completion
48861	Administrador Sistema	06/07/2022

Fields marked with (*) are mandatory

General data

Any supplier of services (no materials) shall provide with a tax residence certificate issued by the tax authorities stating that their company is tax resident according to the double tax treaty signed between their country of residence and Spain. Otherwise, the invoices can only be paid with the corresponding tax withholding according to the tax law. The certificate will be valid for one year since issuance and will be renewed if you were currently rendering services.

(*)Do you have a tax residence certificate? Yes

Tax residence certificate ResidenciaFiscal.pdf (62 kb)

Certificate Issue Date 31/12/2021

Validation Comments

Once the data has been filled in, click on the “Send Data” button to send it.

Once sent, the status of the form is Pending Validation.

Pending validation	05/10/2021	04/11/2021	49021		Tax residence certificate

When the RE manager checks and validates the details, the status will change to Valid / Next to Expire / Expired, according to the Certificate Issue Date field.

If the RE manager finds any defect in the information, its status will be "Not valid", in the Validation comments field, you can locate the reason why the questionnaire is considered invalid.

The certificate will be valid for one year from its issuance, therefore after one year from the date of issuance of the certificate, the form will be in the "Expired" status. You will receive notice of expiration of the form.

You must access the detail of the form and update both the residence certificate and its date of issue and click on the "Send Data" button.

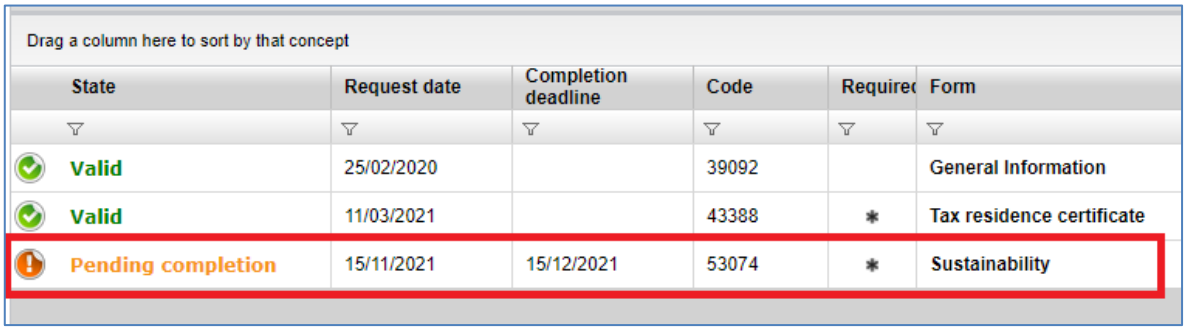
6 Filling in the Sustainability Questionnaire >

This questionnaire is requested exclusively to companies that are not registered in Repro, or their status in RePro is any of the three indicated below:

- Deleted-Not renewed
- Deleted-Not paid First Year
- Deleted-Not registered First Year

Note. If your company registers in Repro (or changes its status), the Sustainability questionnaire will be unpublished from the portal, since data regarding the sustainability is obtained from RePro.

You will receive an email requesting you to fill in the Sustainability Questionnaire.

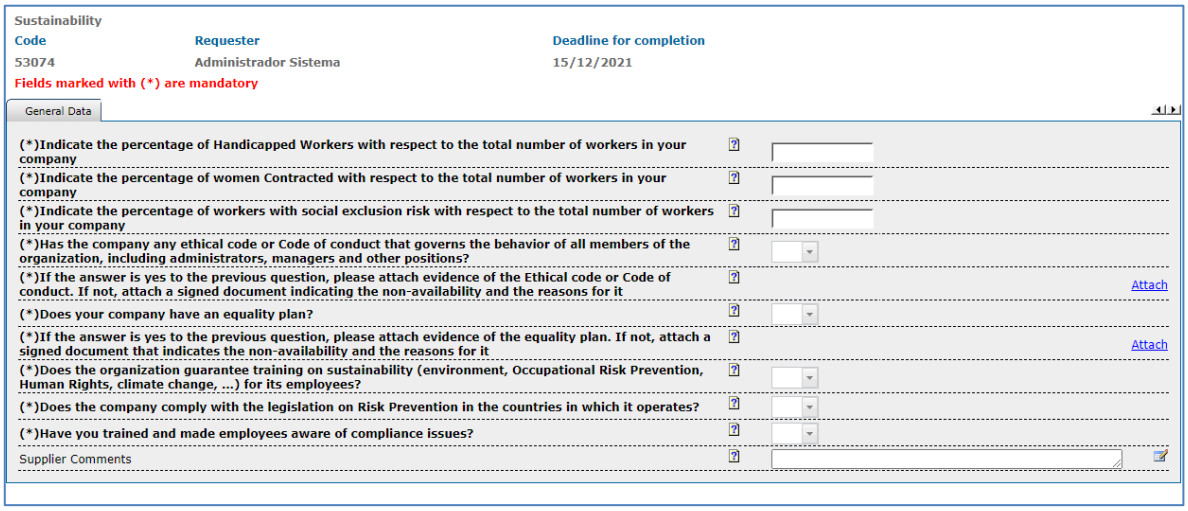


Drag a column here to sort by that concept

State	Request date	Completion deadline	Code	Requirec	Form
Valid	25/02/2020		39092		General Information
Valid	11/03/2021		43388	*	Tax residence certificate
Pending completion	15/11/2021	15/12/2021	53074	*	Sustainability

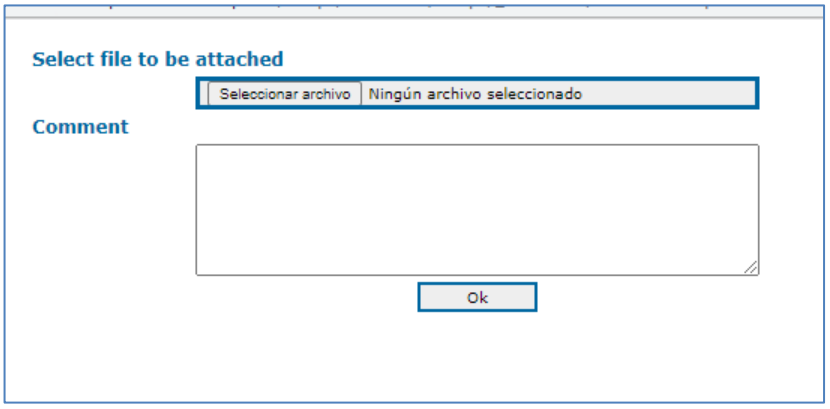
To see the details of the questionnaire, click on the title “Sustainability”

You will find a series of mandatory fields (marked with an asterisk) that you have to fill in.

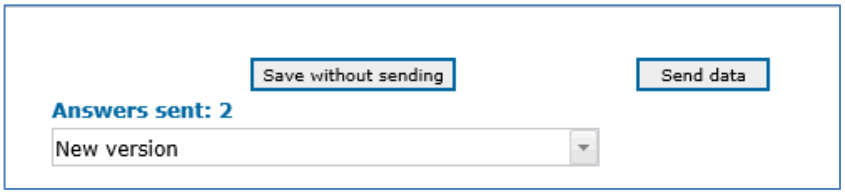


You have to attach documents, to do so, click on the link “Attach”.

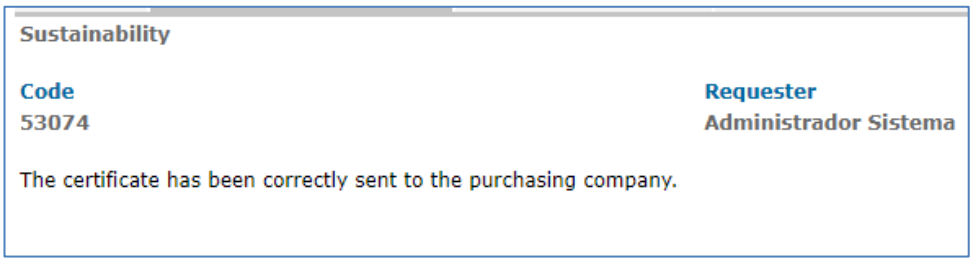
Clicking on the “Attach” link will open a window like the one shown in the image. Choose the file to attach using the **Select file** button. You can then click on the **OK** button. The file will be added to the questionnaire.



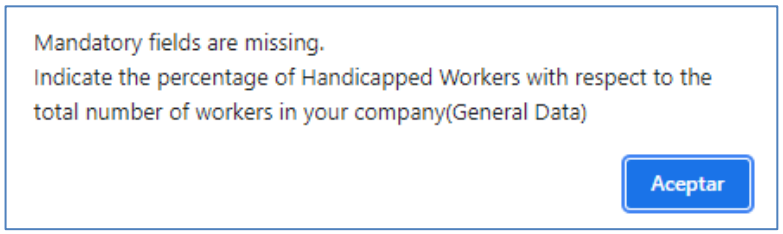
Once the minimum mandatory data has been filled in, click on the “Send Data” button to send it.



The system will display the following confirmation message.



If you try to send the questionnaire without these mandatory fields, the system will return the following message:



To see the list of questionnaires, open the menu option “Questionnaires > Forms” again. Once sent, the status of the form is “Valid”.

7 Qualification File

7.1 Introduction

The qualification file contains the qualification process that the supplier starts in relation with the business area.

The supplier starts the qualification process by indicating its business area (supply, materials or services).

The business area is the combination of supply and scope (Spain or Latin America) and can be one of the following types:

- Type 1 and type 6 business areas: In both cases, the standard qualification process must be passed, which means a series of minimum technical and sustainability standards associated with the activity.

- Type 2: Besides passing the standard qualification, the supplier must also satisfy requirements to have its equipment or material approved.

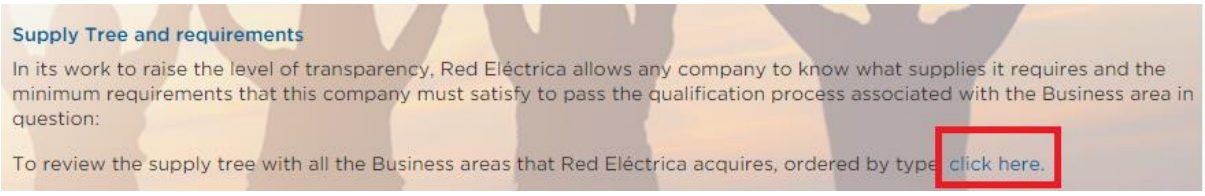
- Type 3: The supplier must pass a standard qualification process and a personnel skills process (certain jobs can only be performed by the supplier’s employees who have passed a qualification examination set by Red Eléctrica).

- Type 4: The supplier must pass a registration process in which it must provide sales and business information about the Business area in question. A standard qualification process is not required.

There are no type 5 activities.

A questionnaire in the supplier space must be completed for each business area for which a qualification process is started.

The different activity types, and the minimum requirements for the associated questionnaire, can be seen in the “How to Become a Supplier” section

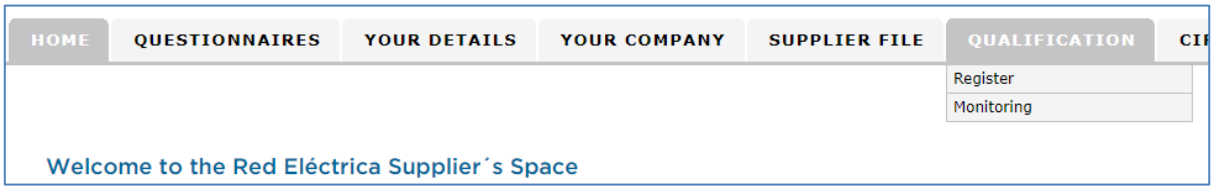


The activity tree and their types can be opened in Excel format to consult the minimum requirements before starting a qualification process.

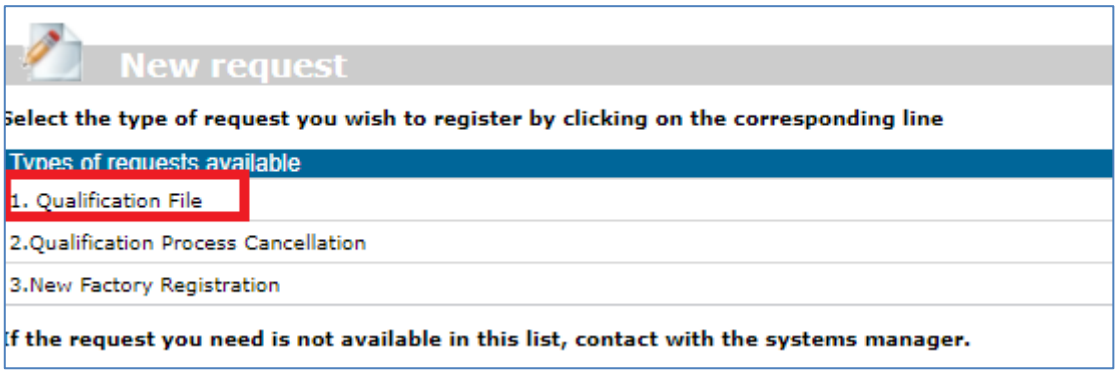
Category_id (Level 3)	Category (Level 3)	Family_id (Level 4)	Family (Level 4)	Type of Activity	Minimum requirements
020	SUB-STATION EQUIPMENT	0007	SF6 GAS BOTTLES	Type 4 (registration process)	Adobe Acrobat Document
020	SUB-STATION EQUIPMENT	#N/D	MEDIUM VOLTAGE TRANSFORMER CENTRES	Type 2 (standard qualification + equipment approval)	Adobe Acrobat Document

7.2 Registering the qualification file

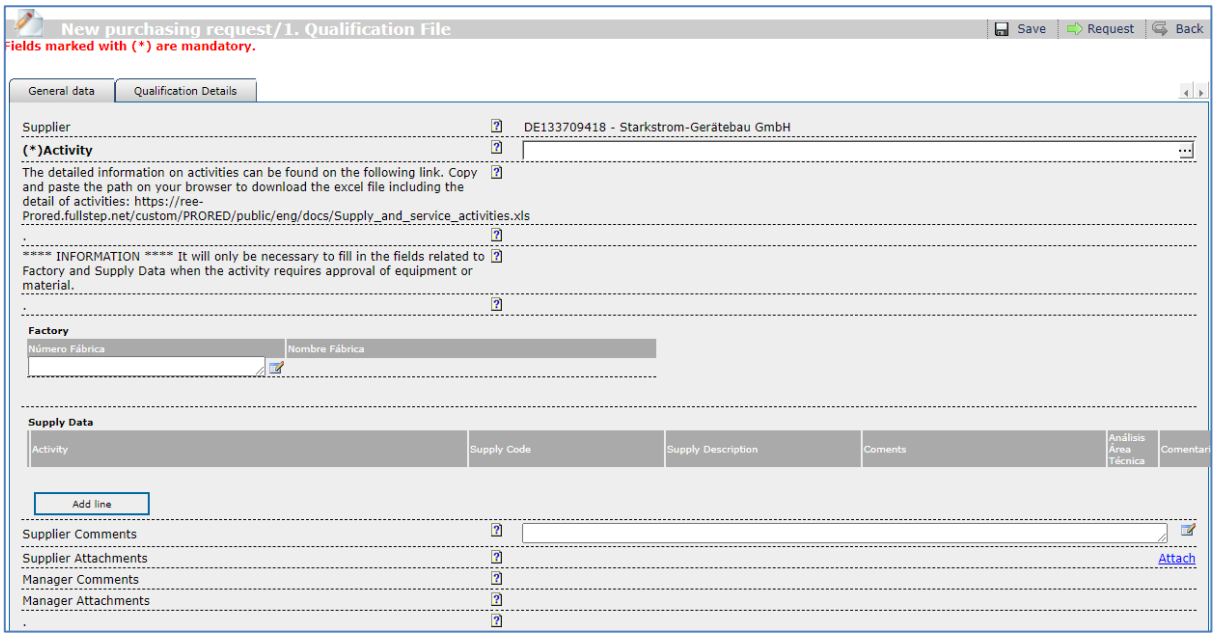
As an authorized supplier, you can request the start of a qualification process by using the Qualification > Register, menu option



The system will then display the “Qualification File” type

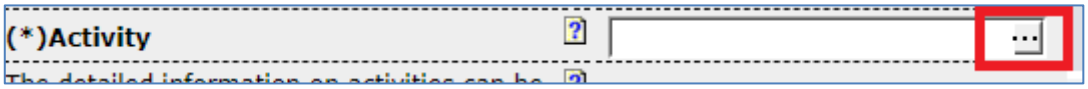


Click on the title and the system will display the form for the file with the data to be completed by the supplier.



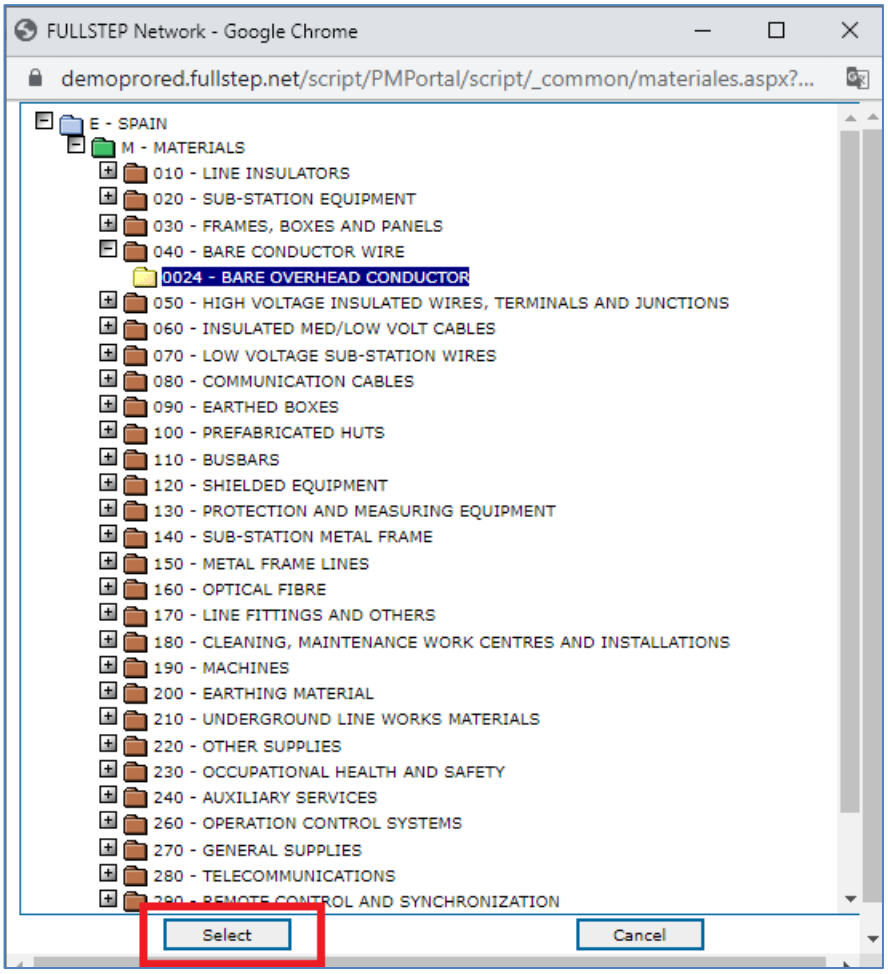
Qualification file form

The Activity is a detail that must be completed. Click on the red button to select the activity that qualification is requested for

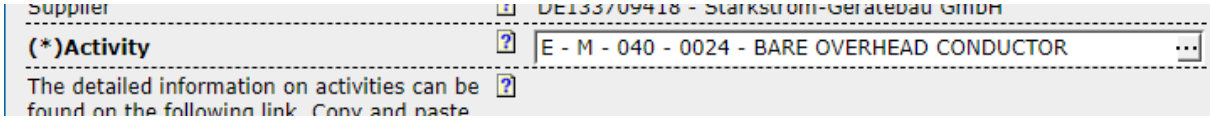


One activity must be selected (4th level of the activity tree).

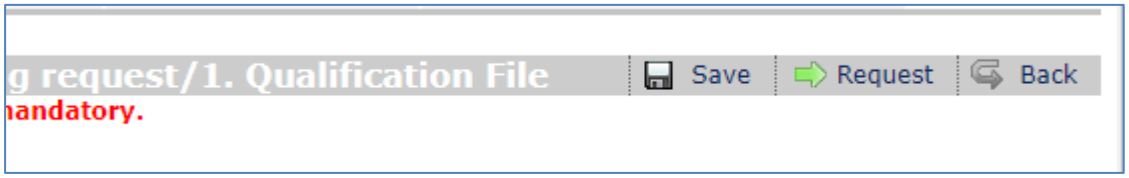
This window does not allow searches by activity name.



you can select any activity on the tree for which you want to be qualified, regardless of the business areas you may have selected in the portal registration request.



7.2.1 Request Qualification File Registration



Save ->

The system will generate a unique numerical identifier for the file.

The file will be in “Saved” status.

The supplier can access the details of the saved file from the menu option

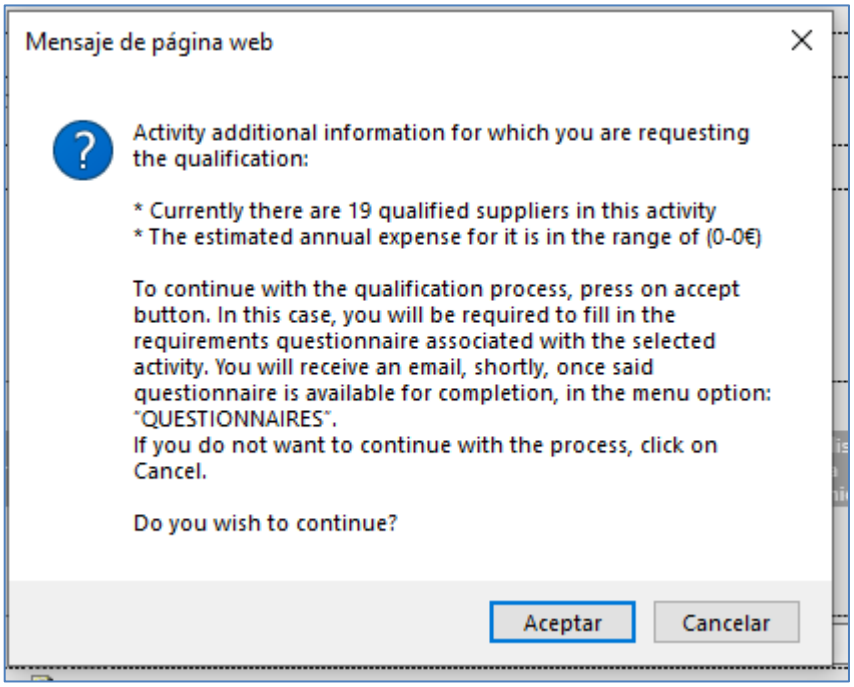
“monitoring” -> “saved files” and has the option to:

Delete the file

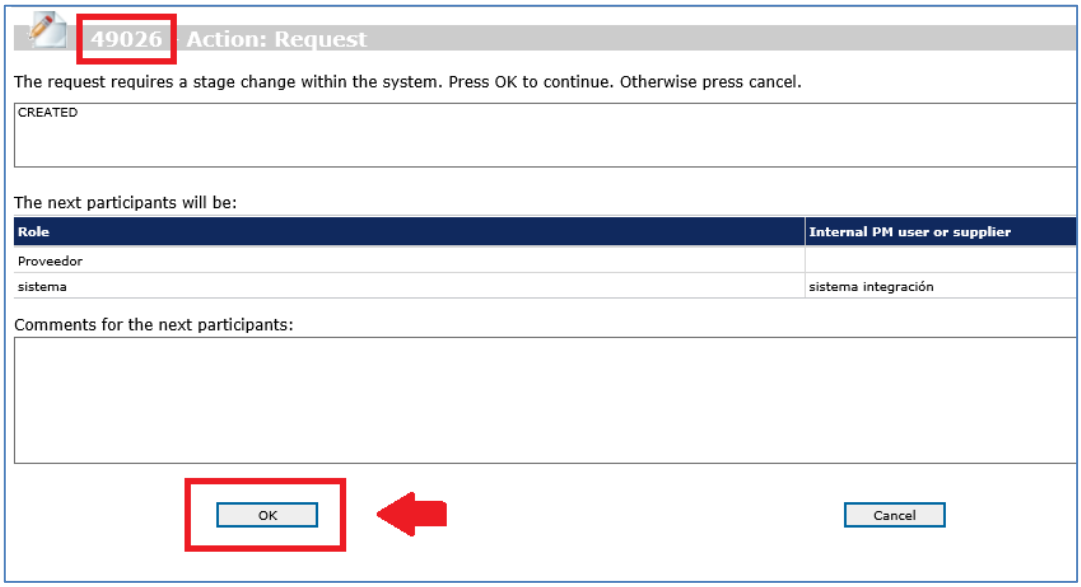
Open the file (and modify details if necessary) and click on “Request”.

Request ->

The system will make the validations indicated in the next point. Once the validations have been made, the system displays an information message:



Click on the “OK” button and the system will then show the following confirmation page.

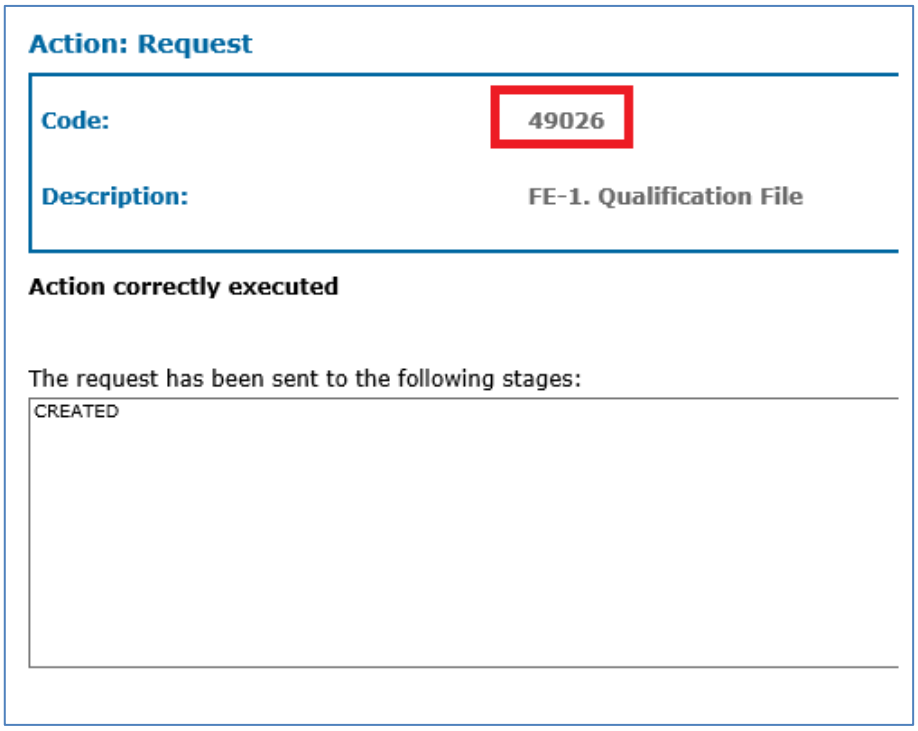


File registration request by the supplier Click on ACCEPT to Continue

There is no need to add any comment for the following participants.

The “OK” button must be clicked again to confirm the registration of the file.

The file number is indicated at the top of the page. This number is exclusive for this file.

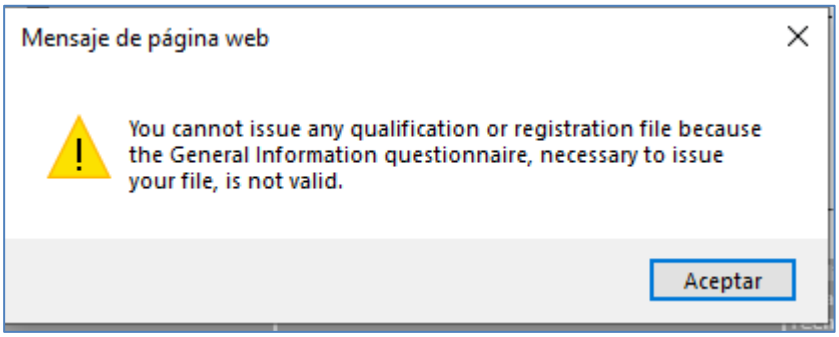


Confirmation page. File created correctly

7.2.2 Validation of the File Request

The system will run the following tests after the “Request” button is clicked:

1. The supplier must have completed the “General information” questionnaire and it must be valid



Please check that the General Information questionnaire is duly completed and in “Valid” status (menu option Questionnaires - Forms). If the status is Pending Validation, you must wait for the Supplier Department to validate the file.

2. The number of files “in progress” or “created” for the business area and supplier in question are checked and if 1 is found, the system will display a block message.

   This validation applies to any type of activity, except for type 2 (qualification activity with approval).

   Block message:

   “A new qualification process for the selected activity cannot be started because there is already a process in progress or created for the same case”

3. The system will check that the supplier is in REPRO (there is a REPRO form for the supplier) and the Supplier Status field in RePro is valid.

   This validation applies to any type of activity, except for type 4.

   Block message:

   “Starting a new qualification process in this business area requires your company to be previously registered in REPRO with a Valid status”

1.1.1.1 Status	Status
Entered First year-Not paid	KO
Entered First year-Sent	OK
Entered First year-Received	OK
Registered	OK

Registered-Update Sent	OK
Registered-Update Received	OK
Re-registered-Sent	OK
Re-registered-Received	OK
Deleted-Not paid First Year	KO
Deleted-Not registered First Year	KO
Deleted-Not renewed	KO

4. The system calculates the number of different type 1, 2 and 3 activities that the supplier has in "in progress" and "created" files. If the number of activities is greater than 3 (value that can be set in the system to apply to all suppliers), the system shows the following block message:

   Block message:

   "A new qualification process cannot be started because there are currently files in progress for N different activities".

5. The system checks that the type 1, 3 and 4 activities that the supplier has for the selected activity are **not** in one of the following qualification statuses:

   Shows interest Pending

   First Order

   Qualified

   Warned Blocked

   Block message:

   "Because your qualification (or registration) is valid for this activity we cannot start this process again"

   For type 2 activities, the supplier can be in PPP, Qualified or Warned and start the qualification process. It is not possible if it has been Blocked.

6. If the Supplier already has a Qualification Status for this business area which is "**Rejected**" (only in type 1 and 3 activities) the system will check the Expiry date for blocking new qualifications. If this date is later than the present it is not accepted. The system will display the following block message that prevents any request for a new qualification process:

“A new qualification process cannot be started for this business area until after the date: dd/mm/yyyy”

This block does not exist for type 2 and 4 activities. There is no block period for type 4 activities for starting a new qualification process.

7. If you have indicated in the "General information" questionnaire that you have a permanent establishment in the Canary Islands, but the “Establishment In the Canary Islands” questionnaire is not Valid (completed and sent), the system does not allow you to issue a qualification file. The blocking message will be:

   It is not possible to issue a qualification file, you must first indicate the details of your Establishment in the Canary Islands. Access the menu option "Questionnaires - Forms", and please fill in and send the form.

8. If your Company is blocked, system does not allow you to issue a qualification file. The blocking message will be:

1.

"Your Company Status is blocked, system does not allow you to issue a new qualification file "

7.2.3 Informative message

The system shows the supplier a warning message (emerging window) with the following information:

I. The number of suppliers qualified for the business area.

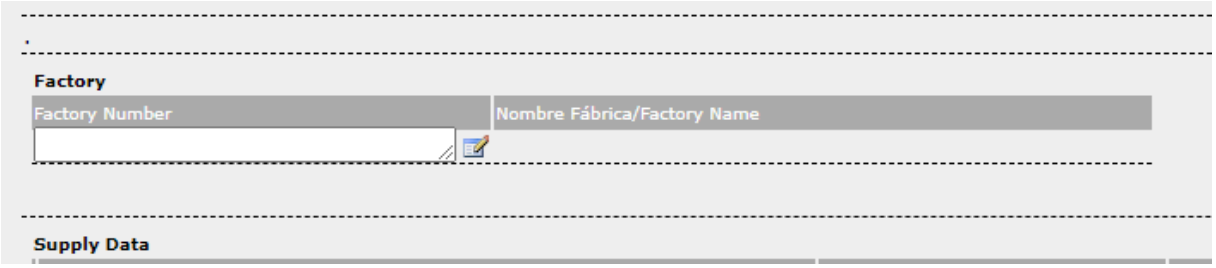
II. Whether the family requires personnel approval or training (only for type 2 and 3 activities).

III. If the selected activity is type 4, the system will show the following warning message:

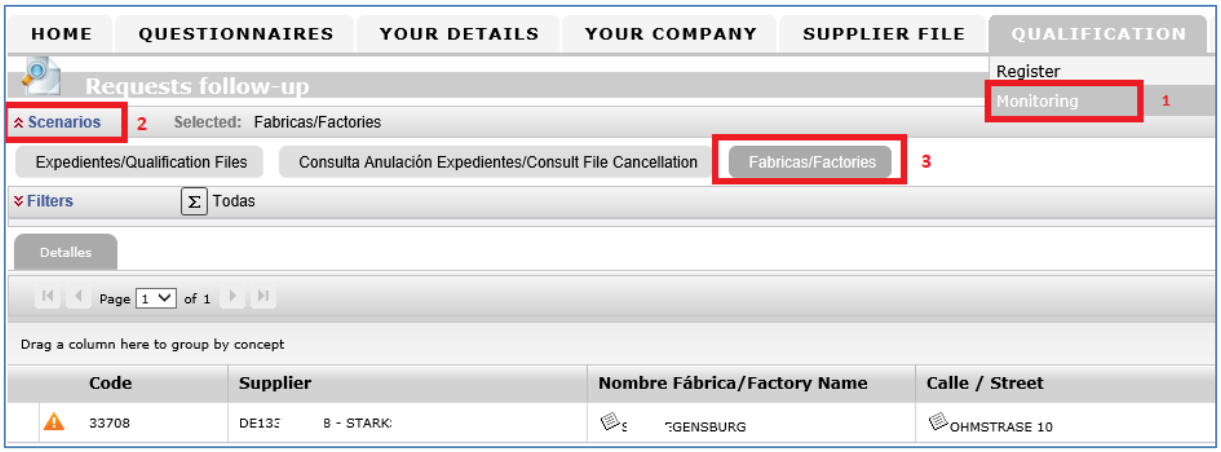
   “The goal of this process is to complete the registration of your company in the Portal through the completion of a questionnaire of business references that will be provided shortly, associated with the selected activity”.

7.2.4 Factories (File with activity Type 2 “Qualification with approval of equipment”)

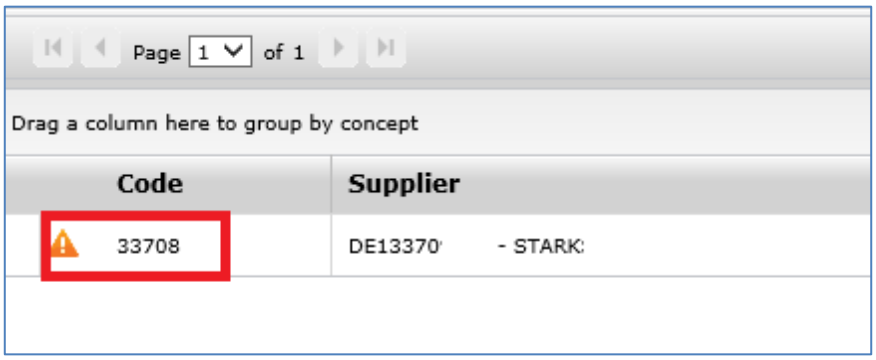
If you request a qualification file for an activity type 2, systems requires to fill in the factory identifier or factory number:



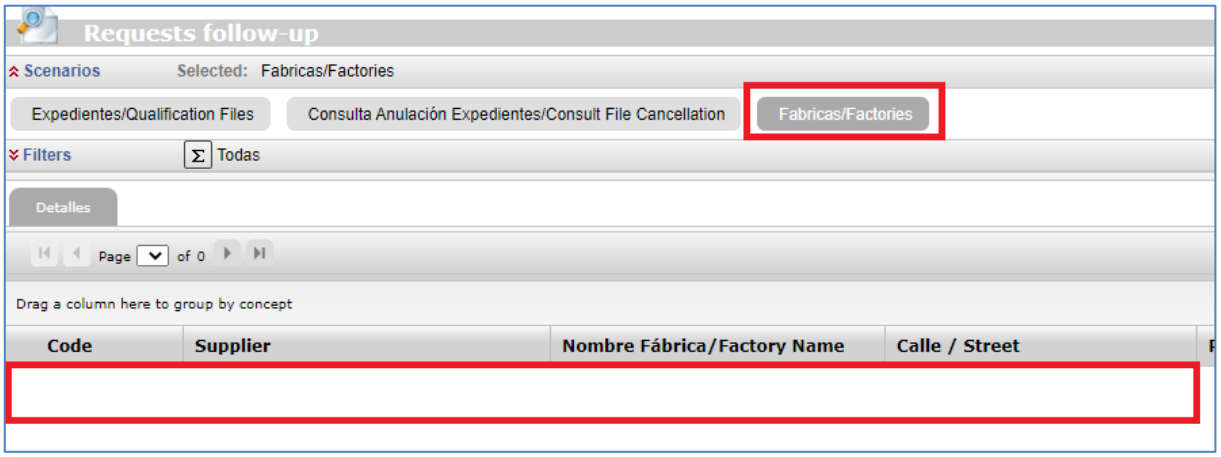
You can see the identification number or code for your factories, in the following menu option:



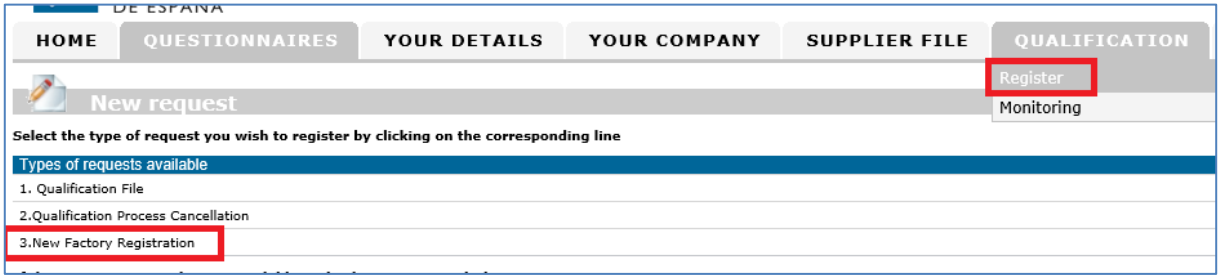
In this menu option, you can find your factories already created and see its details.



If there are no factories created, you Will find the viewer with no information:



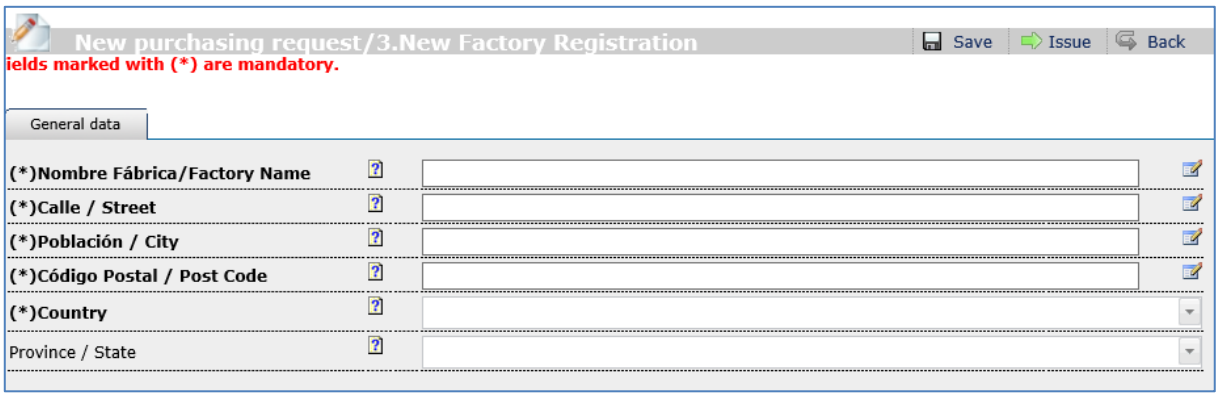
To register a new factory, you have to access “Qualification – Register” menu option, and click on the “New Factory Registration” title.



Click on the title and the system will display the form for the file with the data to be completed by the supplier.

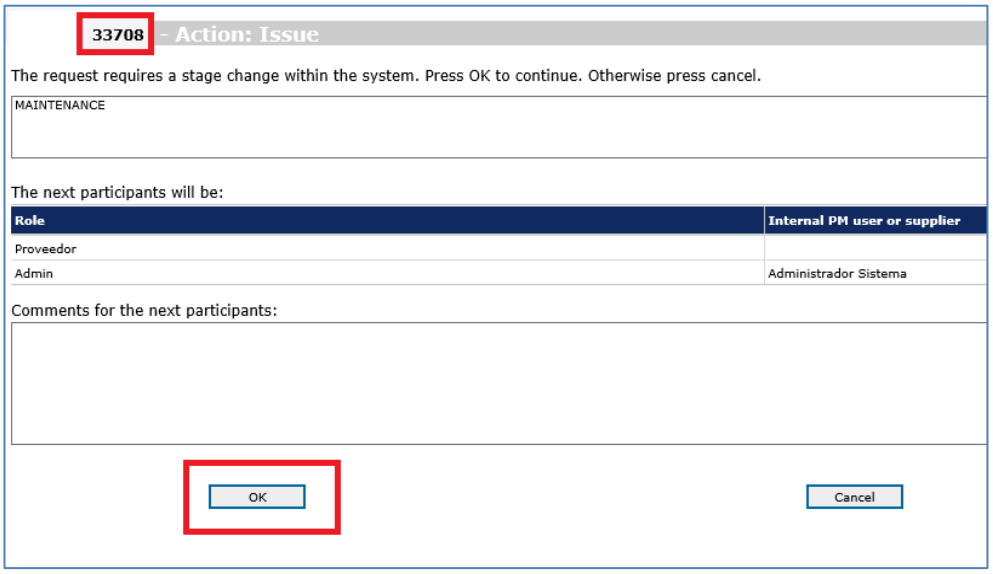
Compulsory fields are marked with an (*).

“Province / State” field is mandatory, if there is data in the drop-down field.



Once you have completed the fields, click on the "Issue" button.

Next, the system displays the following page, where you must click on the “OK” button to make the factory registration effective



It is very important that you click on the "Issue" button, and confirm the factory registration (OK button), otherwise system does not consider the factory number as valid.

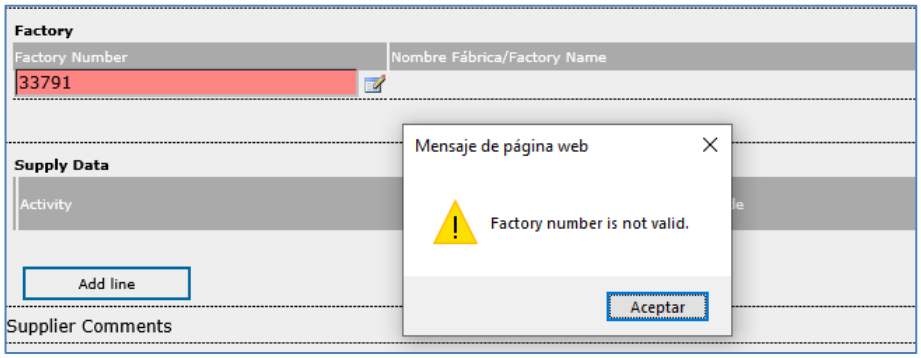
Finally, the system displays the confirmation page.

We have to take note of the factory code (highlighted in the red box) which is the one we will use when registering the qualification file.

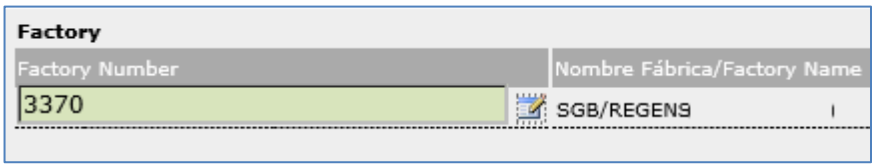
We can consult in the menu option "Qualification - Monitoring - Factory Scenario

When registering the new file, you have to indicate the factory number.

If the number entered is NOT correct, the system marks it in red color



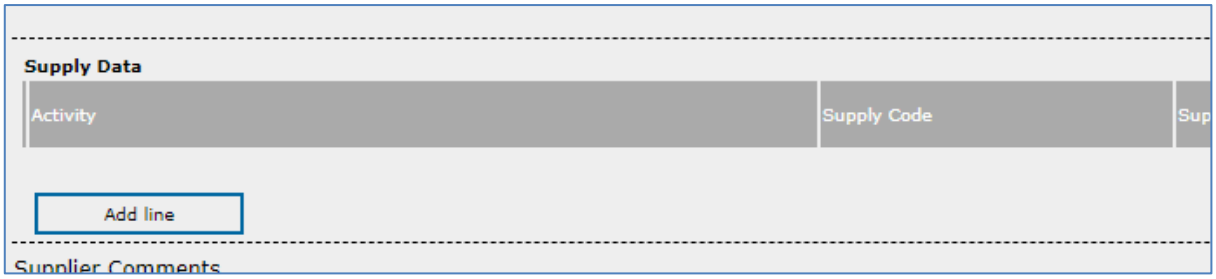
If the factory number is correct, the system marks it with a green background color and you can see its name:



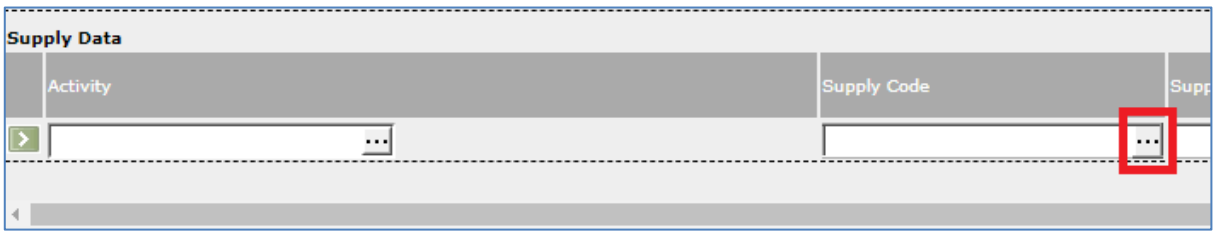
7.2.5 Supply Data (File with activity Type 2 “Qualification with approval of equipment”)

If you request registration of a process for a type 2 activity, the system will require that you complete the details of the Factory (factory number) and select at least one item to supply.

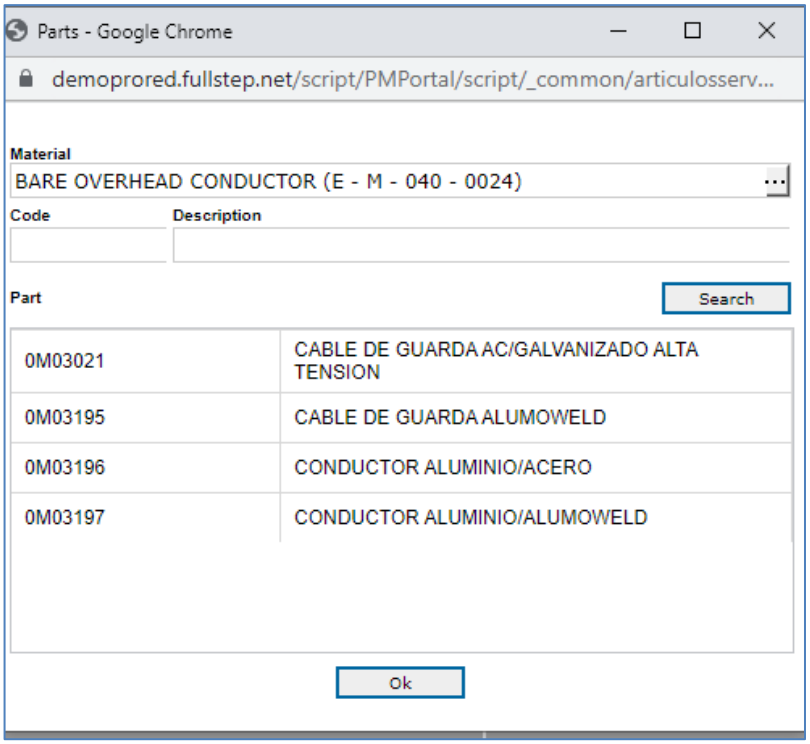
To select the supplies, click on the “Add Line” button



Then click on the button highlighted in the red square

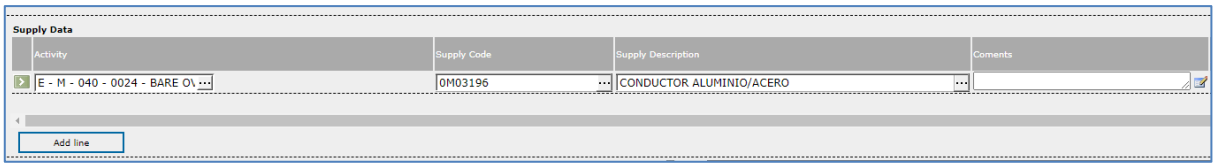


To enter the supply selection window.



Select a supply and then click on “Accept”

The selected item will then appear in the line. There is an option to add comments



The system allows you to add various supply lines.

The supply codes cannot be repeated.

7.3 Questionnaire associated with the activity

Some minutes after requesting the registration of the file you will receive a mail to inform you that before starting the process you must complete a questionnaire associated with the activity.

Questionnaire request notice

Estimated supplier,

This notification is to indicate that you already have available, for completion, the questionnaire E005 - ESP-OTHER LOW VOLTAGE EQUIPMENT .

You can access it through the "QUESTIONNAIRES" tab you can find in the Supplier Portal of the Red Eléctrica Group (https://demoprored.fullstep.net).

It is important that once you complete the questionnaire press the "Send Data" button so that it can be revised.

Please do not reply to this email, as it has been generated automatically from the mail server.

For any matter related to the file please contact FullStep through its support center on the phone: +34 91 077 03 04 or via email: soporteprored@fullstep.com

For any further questions or queries regarding the qualification process, consult the Portal user guide or contact the Procurement Directorate through ASA (Support and Procurement Support) at (+34) 91 659 99 83 or through email asa@ree.es

7.3.1 Filling in the questionnaire and sending it

To see the details of the questionnaire, click on the menu option “Questionnaires – Forms”. This option contains the questionnaire pending completion.

Forms

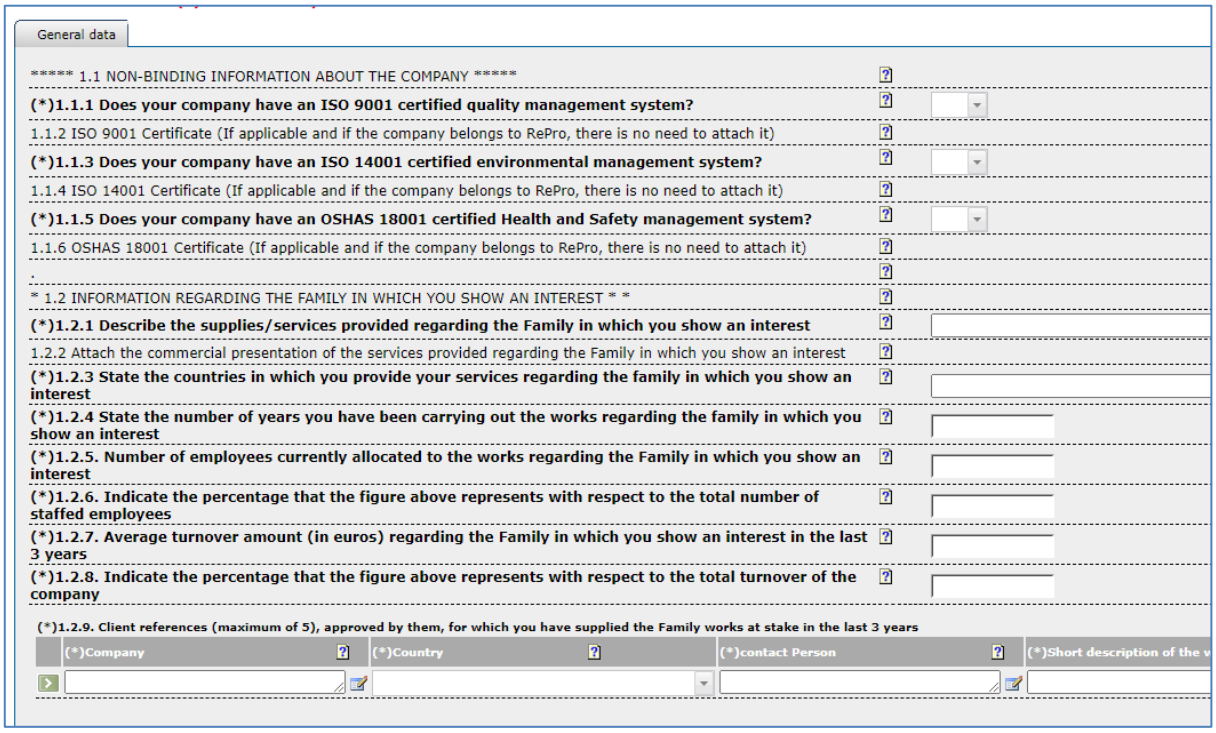
The purchasing company is requesting information about the pending certificates:

Drag a column here to sort by that concept

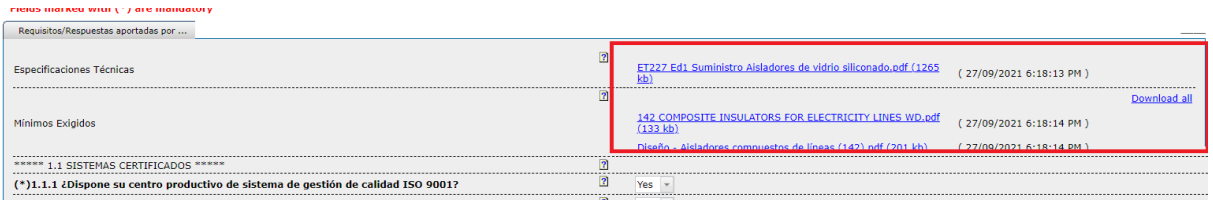
State	Request date	Completion deadline	Code	Requirec	Form
Valid	21/09/2019		35554	*	Repro
Valid	02/03/2020		35550		General Information
Pending completion	27/09/2021		48966		ESP-OTHER LOW VOLTAGE EQUIPMENT
Valid	11/03/2021		43523	*	Tax residence certificate

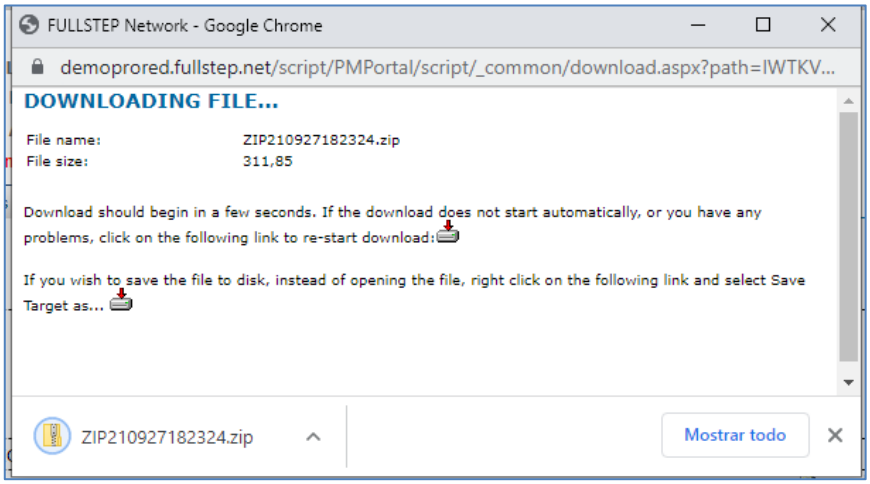
To access its content, click on the questionnaire title, in the example “ESP -OTHER LOW VOLTAGE EQUIMENT.

We can check the questions and download and see the files with the minimum requirements and the files with the technical specifications.



To open/download the files with the minimum requirements and technical specifications click on the link with the name of the file and the browser will then ask whether you want to open or download it.

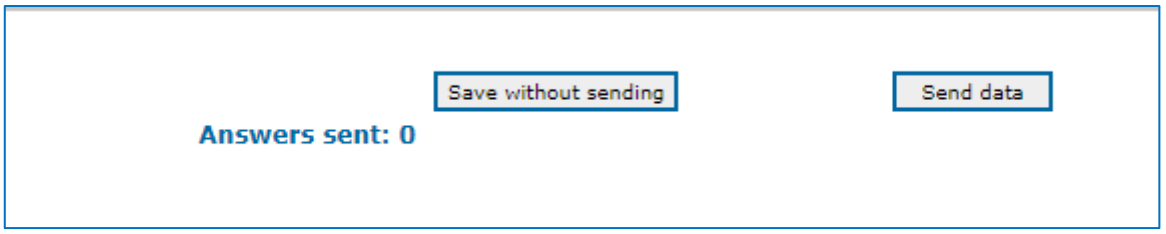




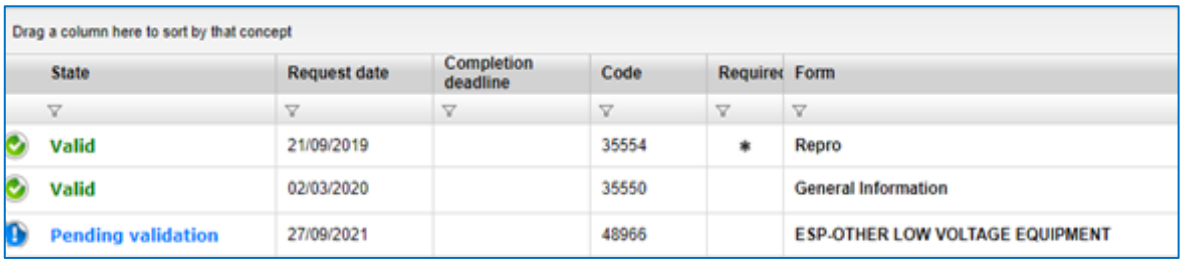
Example of a Minimum Requirement document download with the Internet Explorer browser

If you decide not to continue with the qualification process after reading the minimum requirements and technical specifications, you can cancel the process.

To continue the process, fill in the questionnaire and click on “Send Data”.



The questionnaire will be in Pending Validation mode waiting for RE Supplier Management.



Drag a column here to sort by that concept

State	Request date	Completion deadline	Code	Requirec	Form
Valid	21/09/2019		35554	*	Repro
Valid	02/03/2020		35550		General Information
Pending validation	27/09/2021		48966		ESP-OTHER LOW VOLTAGE EQUIPMENT

After a few minutes, the file status will change to “IN PROCESS (RE MANAGER)”, you will receive a message as shown below to indicate that the validation process for the file has started.

Dear Supplier,

Please find below information relative to your request number **48981** .

Activity	BUILDING CONSTRUCTION (E - S - 550 - 0217)
Upon having received your completed questionnaire regarding the qualification request number indicated above, we are pleased to inform you that the validation stage of the qualification process for your company to become a supplier of the Red Eléctrica Group in the activity indicated above has begun.	Inicio Calificación Expediente/ Commencement of qualification validation stage

Please do not reply to this email, it has been generated automatically from the mail server.

For any issue related to the request, please contact FullStep's Support Centre on +34 91 077 03 04 or by email at soporteprored@fullstep.com

For any other doubts or enquiries regarding the qualification process, please consult the user guide for the Supplier Portal, or contact Red Eléctrica's Supply Area through their Procurement Support and Helpdesk Centre on +34 91 659 99 83 or by email at asa@ree.es

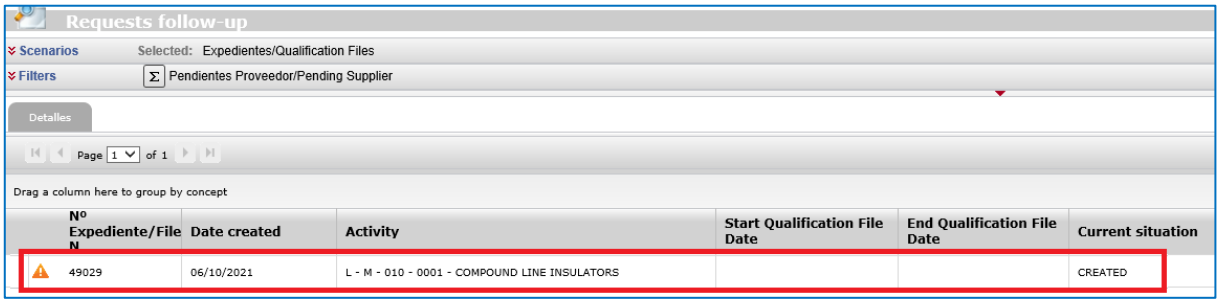
7.4 As supplier I Cancel a Qualification Process

If your company decides not to start the qualification process and has not filled in the associated questionnaire, the file can be cancelled.

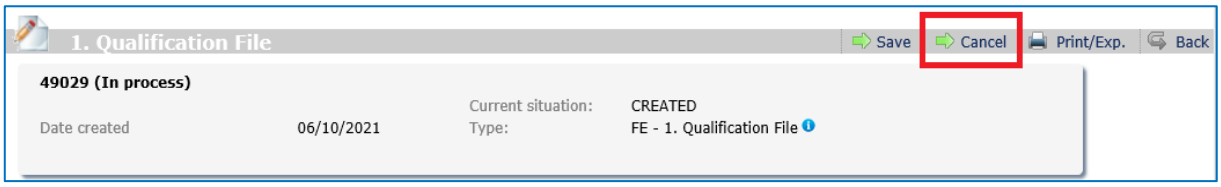
To do this, open the menu option: "Qualification – Monitoring"

Locate the qualification file in this option which is in the "Pending Supplier" status, because the associated questionnaire has not yet been submitted.

Click on any of the columns to access the details of the file.



To cancel the qualification file click on the “Cancel” button



7.5 As supplier I request the deletion of a Qualification Process

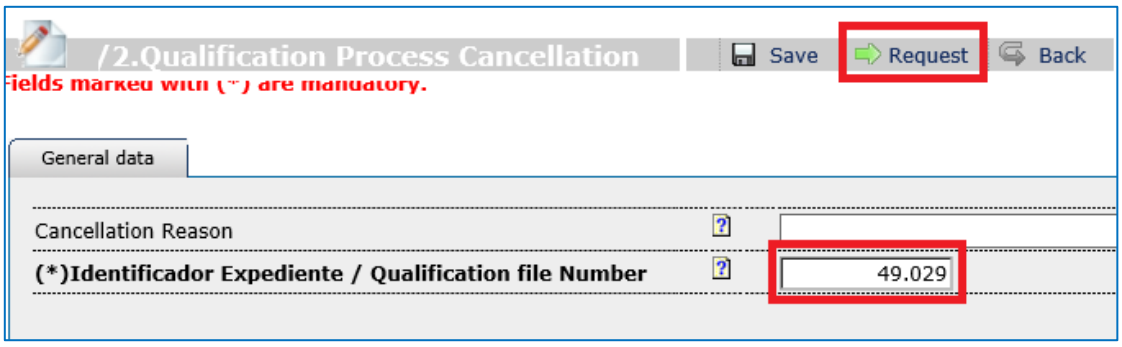
If you decide not to continue with the processing of a qualification process as a supplier, you can request its cancellation. The steps to follow are explained below.

First of all, we check that the file is in the “IN PROGRESS” status and not CREATED (in which case we can handle the deletion ourselves).

1._ Access the menu option “Qualification – Monitoring”, select the “Pending RE” or "Pending Supplier” filter and take note of the number of the file to be deleted.

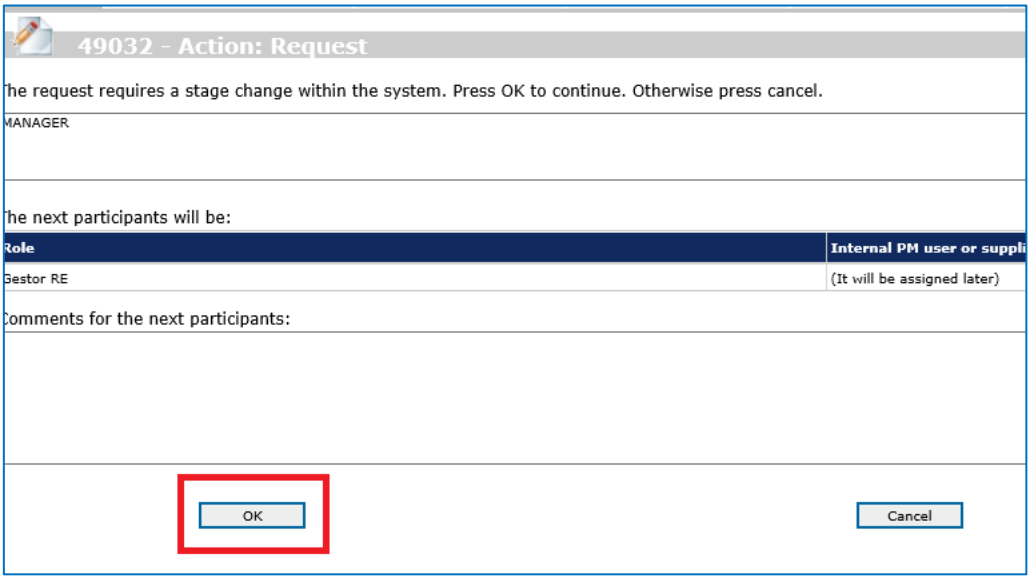
2._ Enter the menu option “Qualification – Registration”, select the type “Cancel the qualification process”

3._ Fill in the form, indicating the number of the file to delete.



There is the option to indicate the reason for the cancellation.

4._ Click on the “Request” button and then click on “OK” on the confirmation page



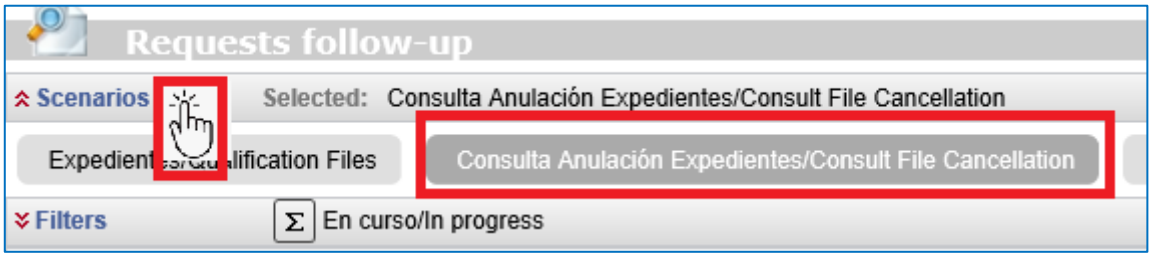
Your request will be handled by an RE Manager.

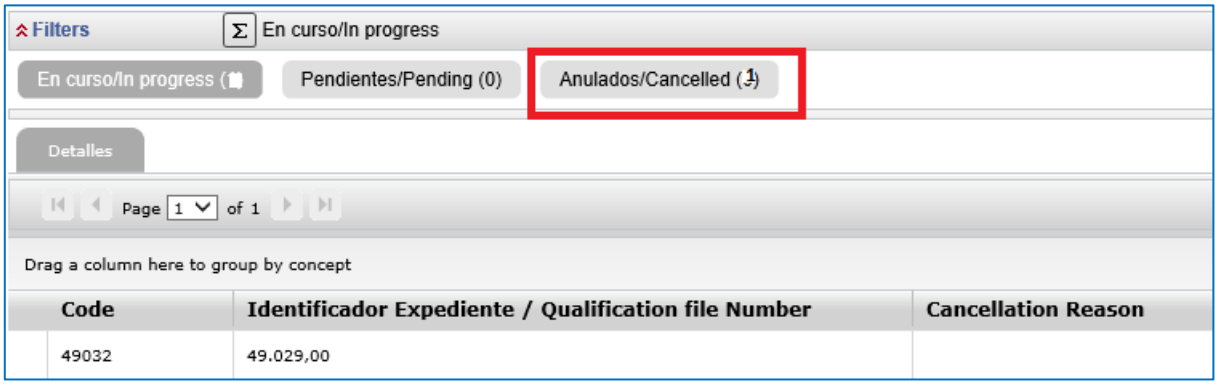
5._ When the cancellation of the qualification file has been processed by the system, the result will appear in the supplier space. The system will not send any automatic notification of the process.

When the qualification file is cancelled, it can be checked in the menu option “Files” - “Cancelled” Filter

When the request for cancellation is finished we can check the result under the “Qualification – Monitoring” menu option. Select the scenario “Consult File Cancellation” using the “cancelled”

Filter





7.6 RE Manager returns the file to the Supplier

Once the questionnaire associated with the business area has been completed and sent, the supplier department of RE will assess it.

The RE Manager may return the questionnaire to the supplier because some further action is needed.

if this happens, you will receive an email message with the subject line:

Qualification Request Return / RE Supplier Portal

The body of the mail will contain the comments by the manager and the date on which the file must be returned to the manager (deadline for returned)

Dear Supplier,

Please find below information relative to your request number **48981** .

Activity	BUILDING CONSTRUCTION (E - S - 550 - 0217)
Manager Comments	We need more client references in the questionaire. thanks.
Deadline for return	04/10/2021

We wish to inform you that the qualification request number indicated in this email has been returned to you and requires your attention.

May we remind you that you have until the deadline indicated to comply with that indicated in the section entitled 'Manager comments'.

Should we not receive a response by said deadline, we will automatically cancel the aforementioned qualification request.

Once you have fulfilled the requirements or complied with the comments indicated, please remember to click on the button 'Forward to Manager' so that we may continue with the verification of your qualification request.

Similarly, we would like to inform you that, until you have fully complied with that indicated, the deadline to resolve your qualification shall be suspended as of the date of the notification of this email.

Devolución Expediente / Qualification Request returned

Please do not reply to this email, it has been generated automatically from the mail server

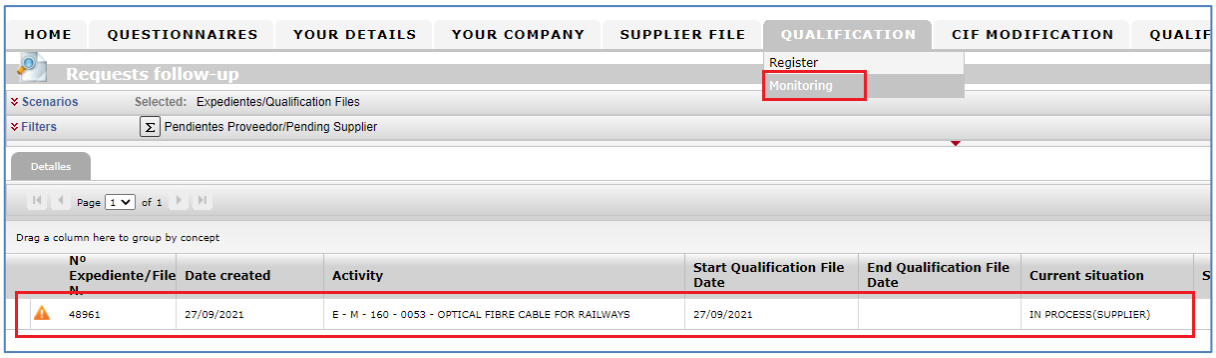
IMPORTANT

The RE manager indicates a deadline for the qualification file to be resubmitted. The file will automatically be cancelled on the day after the deadline.

7.7 As Supplier I return the File to the RE Manager

To access a file that has been returned by the Supplier Manager, open the menu option: Qualification > Monitoring.

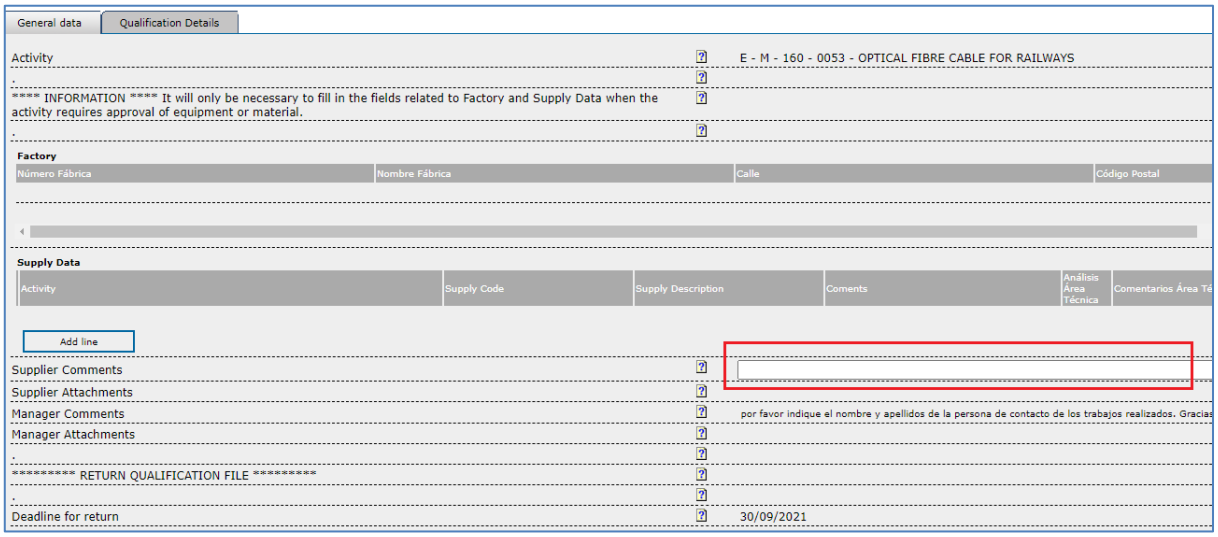
To see the details of the file, click on any of the columns corresponding to the file line



The details of the file allow you to see the manager's instructions in the Comments field.

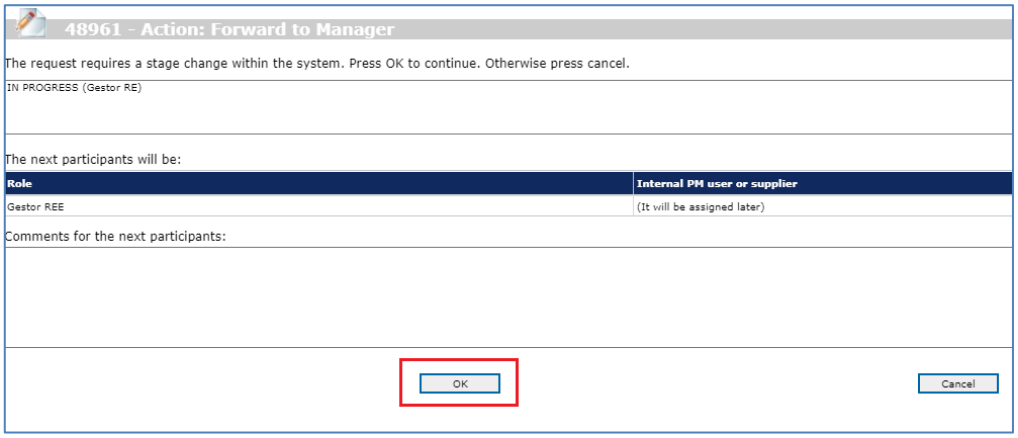
Do the actions that have been indicated, in this case to update the annexed document in the questionnaire (option in the Questionnaire menu) and resubmit the file to the manager.

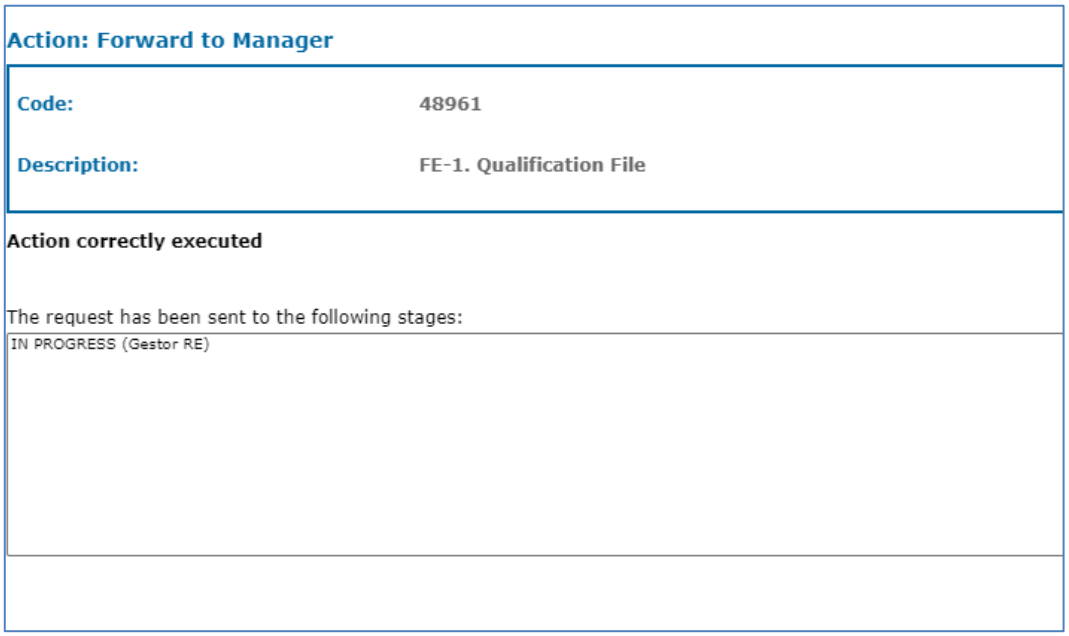
We also have the option to add our own comments.



Click on the "Forward to Manager" button in the top right corner of the screen

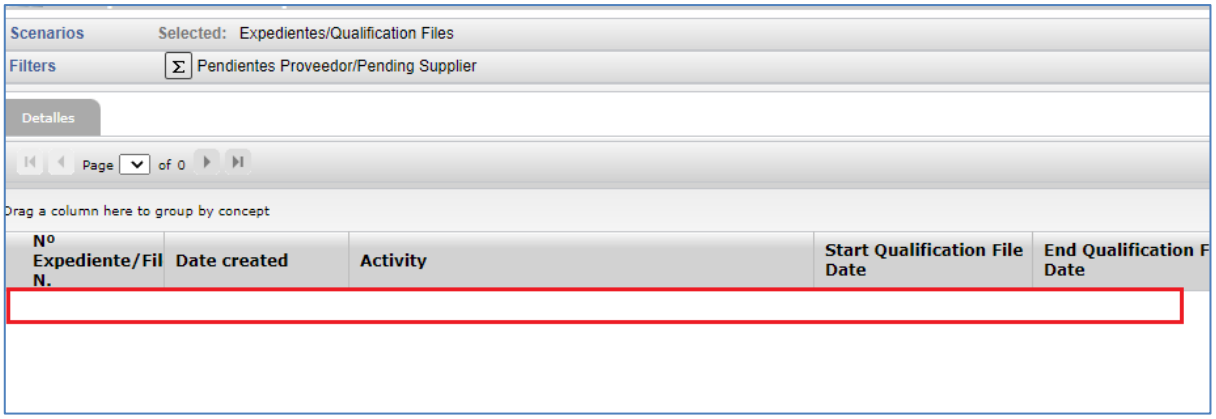
The system displays the following page where you have to click on the "OK" button to proceed with the return of the qualification file to the manager.



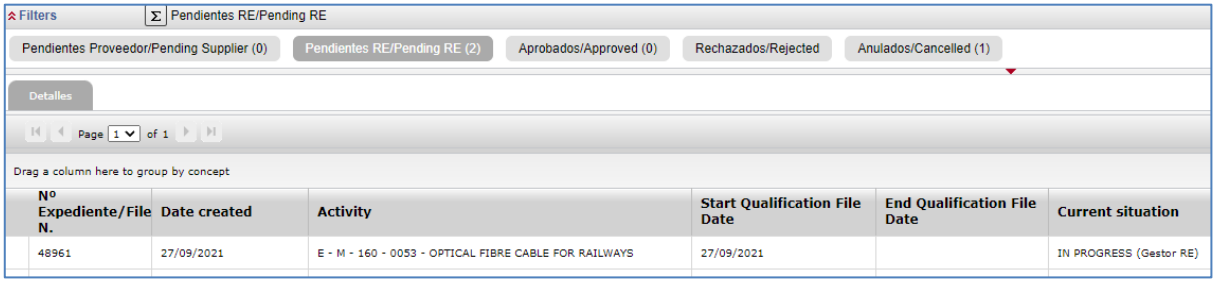


To read the qualification file, return to the menu option “Qualification – Monitoring”

The qualification file is no longer pending our action, so that the display does not contain any information



If we click on “Filters”, we can find the file in the “Pending RE” section



7.8 As Supplier I do NOT return the File to the RE Manager within the set period (deadline for Return)

If the RE Manager returns a file for action and the deadline for returning it expires, it will automatically be cancelled.

You will receive an email message with the subject line:

Automatic cancellation of the request / Supplier Portal of the Red Eléctrica Group

Notification of automatic cancellation of the qualification request

Dear Supplier:

With regard to qualification request number 48961 for the activity: E-M-160-0053 OPTICAL FIBRE CABLE FOR RAILWAYS we wish to inform you that this request has been cancelled as, according to our records, your company has not complied with the requirement notified to you on 01/01/2021 regarding:

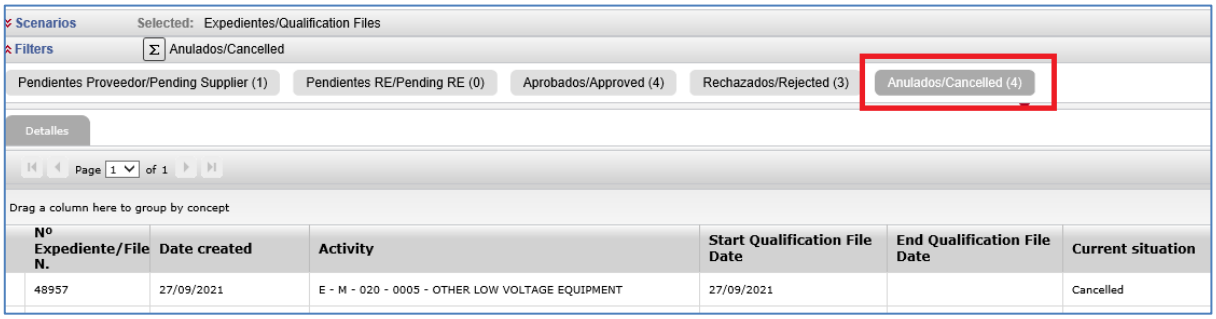
Reason for Cancellation: por favor indique el nombre y apellidos de la persona de contacto de los trabajos realizados. Gracias

For matters related to the processing and management of the qualification request, please contact FullStep's Support Centre on +34 91 077 03 04 or by email at: soporteprored@fullstep.com

For any other doubts or enquiries regarding the qualification process, please consult the user guide for the Supplier Portal, or contact Red Eléctrica's Supply Area through their Procurement Support and Helpdesk Centre on +34 91 659 99 83 or by email at asa@ree.es

Please do not reply to this email, as it has been generated automatically from the mail server

The qualification process has been cancelled automatically by the system. We can consult the menu option "Qualification – Monitoring" using the Cancelled filter



We can request the registration of a new qualification file for the same activity.

The process is the same as when requesting registration for the first time.

You will be asked to fill in the questionnaire associated with the business area. Its status will be Pending completion. When entering the details of the questionnaire, you will see that the data sent when processing the cancelled qualification file has been retained.

You can go over the information entered previously and submit the questionnaire again.

7.9 RE Manager > Approving the Qualification File

When the RE Manager has evaluated the information in the qualification file and has decided to approve it, the system will inform you automatically.

The body of the mail will show the number of the approved file and the business area.

The message itself with vary depending on the type of activity that qualification was requested for, with the status of the qualification or registration for the activity.

Type 1 Activity:

As regards the qualification file mentioned in this mail, we inform you that your company's application to qualify as an RE supplier for the activity in question has concluded correctly. This means that your company now forms part of the supplier database of Red Eléctrica for this business area with the status of PENDING TEST ORDER. Your qualification for this activity will be consolidated, acquiring QUALIFIED status, when you successfully pass the test order which will be assigned to you in accordance with our financial technical criteria for assessing bids.

Type 2 Activity:

As regards the qualification file mentioned in this mail, we inform you that your company's application to qualify as an RE supplier for the activity in question has concluded correctly. This means that as regards the materials / equipment requested in the relevant file for which you have been technically assessed, your company now forms part of the supplier database of Red Eléctrica for this business area with the status of PENDING TEST ORDER. Your qualification for these materials / equipment will be consolidated, acquiring QUALIFIED status, when you successfully pass the test order which will be assigned to you in accordance with our financial technical criteria for assessing bids.

Type 3 Activity:

As regards the qualification file mentioned in this mail, we inform you that your company's application to qualify as an RE supplier for the activity in question has concluded correctly. This means that your

company now forms part of the supplier database of Red Eléctrica for this business area with the status of PENDING TEST ORDER. We also remind you that, before you can be assigned part of this business area, you must have a minimum number of employees qualified to do the work. The Department responsible for this Activity in our company will inform you of the steps to take and any upcoming qualifying examinations. Once you have this skilled personnel, your qualification for this activity will be consolidated, acquiring QUALIFIED status, when you successfully pass the test order which will be assigned to you in accordance with our financial technical criteria for assessing bids.

Type 4 Activity:

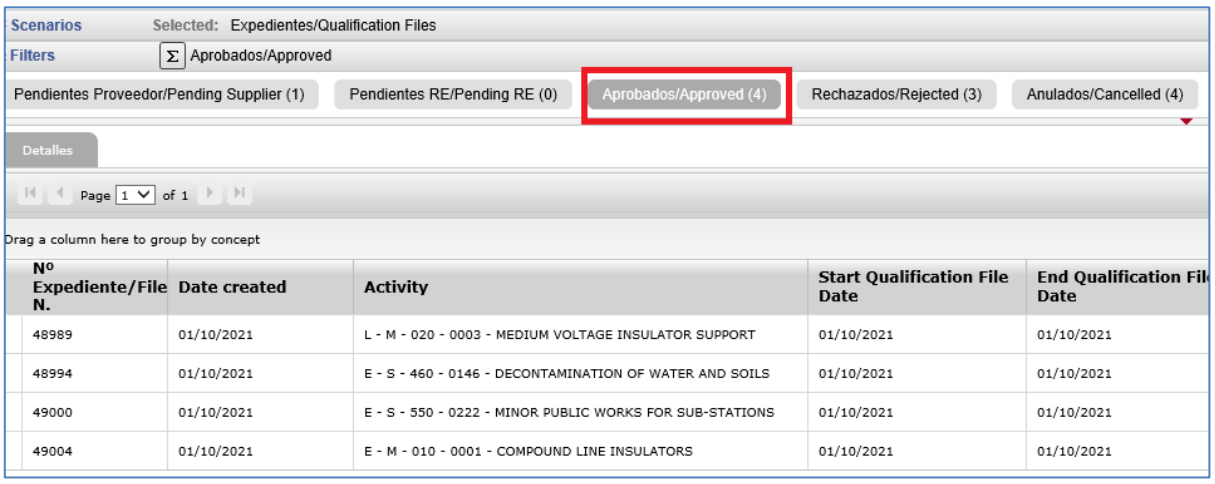
As regards the file mentioned in this mail, we hereby inform you that your company has been registered in the supplier space for the activity that you have expressed an interest in.

Type 6 Activity:

As regards the qualification file mentioned in this mail, we inform you that your company's application to qualify as an RE supplier for the activity in question has concluded correctly. This means that your company now forms part of the supplier database of Red Eléctrica for this Family with the status of QUALIFIED.

Unless the approved process is for a type 2 activity - Qualification with Approval, you cannot request registration for a new file for the same activity, because your company is already qualified.

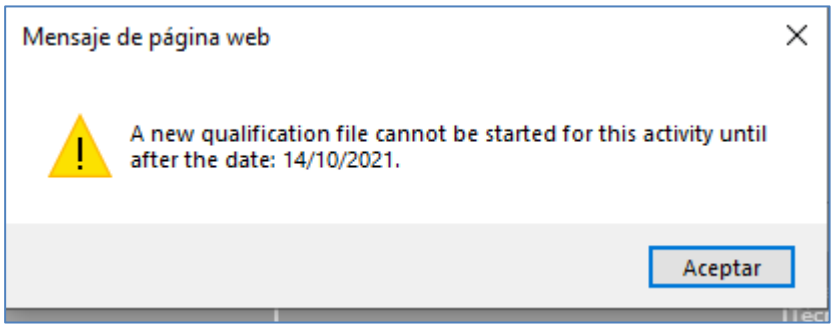
You can consult the approved file by entering the menu option "Qualification – Monitoring", using the "Approved" filter.



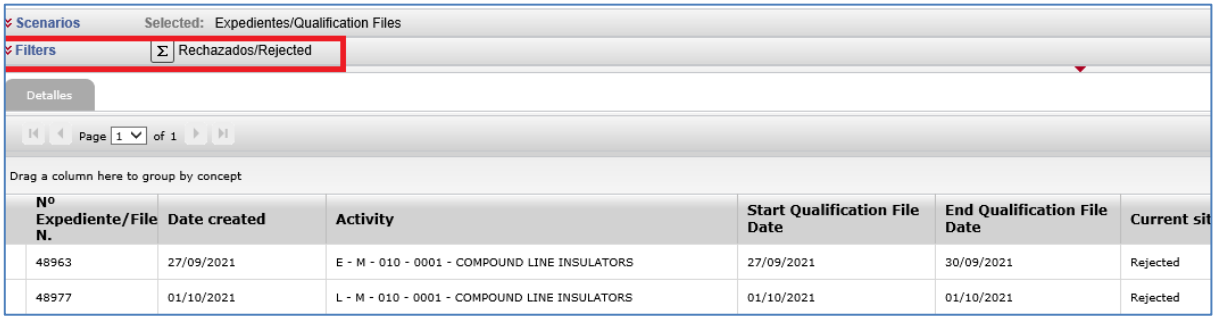
Nº Expediente/File N.	Date created	Activity	Start Qualification File Date	End Qualification Fil Date
48989	01/10/2021	L - M - 020 - 0003 - MEDIUM VOLTAGE INSULATOR SUPPORT	01/10/2021	01/10/2021
48994	01/10/2021	E - S - 460 - 0146 - DECONTAMINATION OF WATER AND SOILS	01/10/2021	01/10/2021
49000	01/10/2021	E - S - 550 - 0222 - MINOR PUBLIC WORKS FOR SUB-STATIONS	01/10/2021	01/10/2021
49004	01/10/2021	E - M - 010 - 0001 - COMPOUND LINE INSULATORS	01/10/2021	01/10/2021

7.10 RE Manager rejects the Qualification file

When the RE Manager has assessed the information in the qualification file and decides to reject it, the system does not allow the registration of a new file for the same business area until the blockage time established by the supplier management has expired.



You can consult the rejected file by entering the menu option “Qualification – Monitoring”, using the “Rejected” filter.



Nº Expediente/File N.	Date created	Activity	Start Qualification File Date	End Qualification File Date	Current sit
48963	27/09/2021	E - M - 010 - 0001 - COMPOUND LINE INSULATORS	27/09/2021	30/09/2021	Rejected
48977	01/10/2021	L - M - 010 - 0001 - COMPOUND LINE INSULATORS	01/10/2021	01/10/2021	Rejected

Click on any of the columns of the row corresponding to the rejected file number to see the details.

The “Qualification Details” tab allows you to check the expiry date for the block on

Starting the qualification of a new file for the business area.

48963 (Rejected)

Date created	27/09/2021	Current situation: Type:	

General data | Qualification Details

Questionnaire Status	Vigente (30/09/2021 14:01:40)
Start Qualification File Date	27/09/2021
End Qualification File Date	30/09/2021
Qualification file version	VersionPerfil_20210930_021847.
Expiration date of temporary exclusion from the qualification request process	01/10/2021
Reason for Cancellation	
Reason for Rejection	form sent not valid

8 Other questionnaires: Repro and Axesor

8.1 RePro Questionnaire

If you want to qualify for type 1, 2, 3 and 6 Business areas, the supplier must be registered in RePro, a register managed by the Achilles company, before starting any qualification process.

You can check whether your details are available by looking at the “Questionnaires - Forms” menu option in RePro form in the supplier space.

State	Request date	Completion deadline	Code	Requirec	Form
Valid	21/09/2019		35554	*	Repro

You can see the Repro data by clicking on the name of the form.

<u>This form is provided for information and is read only.</u>

<u>If you see that any detail it contains is not correct, please contact Repro.</u>

In this form you can find general information about your company and additional information (sustainability and compliance)

General data

INFORMATION. If there are any wrong data in the content of this form, please contact REPRO to amend it	
RePro No.	32
Registered Name	' NETWORKS A
Tax Code	A8
Average number of employees in the staff - Last calendar year closed	100
Are your company payments to the Tax Agency up to date?	Yes
Are your company payments to the Social Security up to date?	Yes
Does the company have a civil liability insurance?	Yes
Does the company have an accident insurance?	No
Turnover (€) in the last calendar year closed	0
Does your company have a Quality Management System certified by a third party?	Yes
Reference standard (certified Quality Management System)	ISO 9001:2015
Does your company have an Environmental Management System certified by a third party?	No
Reference standard (certified Environmental Management System)	
Does your company have an Occupational Health and Safety System certified by a third party?	No
Reference standard (certified Occupational Health and Safety System)	
Scoring RSC Achilles	33
REPRO Supplier Status	Registrado

General data | Aditional Information

******* SUSTAINABILITY ********	
% Of Handicapped workers	2
% Women Contracted	61,2
% Workers with social exclusion risk	0
Has the company any ethical code or Code of conduct that governs the behavior of all members of the organization, including administrators, managers and other positions? (see evidence in REPRO).	
Does the company have an equality plan? (see evidence in REPRO).	
Does the organization guarantee training on sustainability (environment, Occupational Risk Prevention, Human Rights, climate change, ...) for its employees?	
Does the company comply with the legislation on Risk Prevention in the countries in which it operates?	Yes
Have you trained and made employees aware of compliance issues?	
******* COMPLIANCE ********	
Global ESG Scoring	
Organizational governance Scoring	
Social and community aspects Scoring	
Environmental aspects Scoring	
Global Compliance Scoring	B
Penal Scoring	A
Scoring Privacidad	A
Cybersecurity Scoring	B
******* SOCIAL AUDITS ********	
Audit Date	
Expiry Date	
Result	0

8.2 Axesor Questionnaire

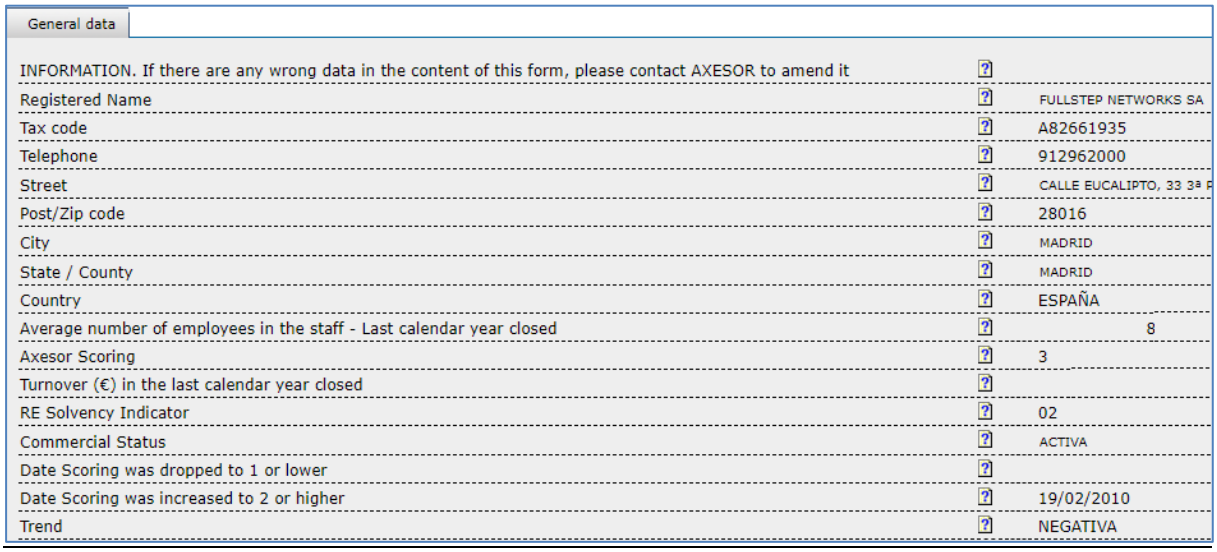
You can check whether your details are in Axesor supplier space by looking at the "Questionnaires - Forms" menu option

State	Request date	Completion deadline	Code	Require	Form
Valid	02/11/2018		20428	*	Repro
Valid	14/11/2018		24446	*	Axesor
Valid	14/11/2018		24433		General Information

You can see the Repro details by clicking on the name of the form.

This form is provided for information and is read only.

If you see that any detail it contains is not correct, please contact AXESOR.

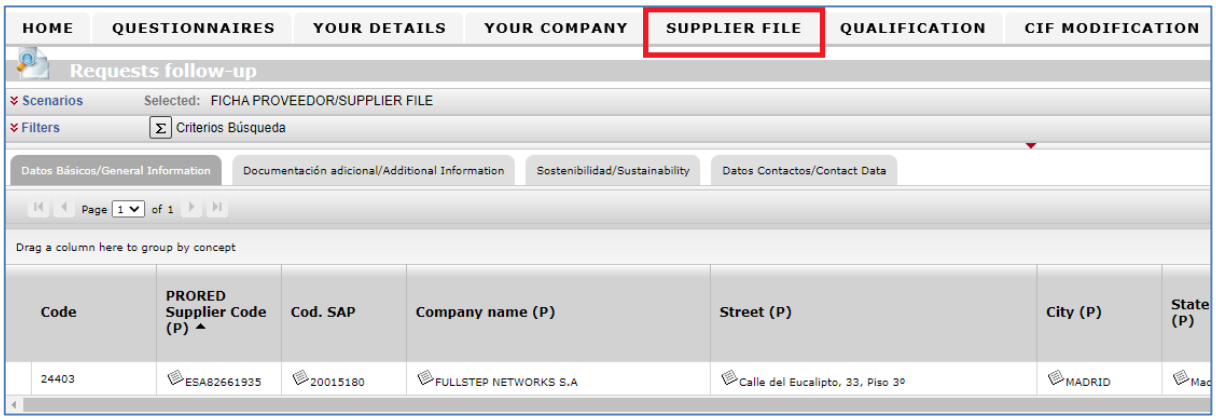


General data

INFORMATION. If there are any wrong data in the content of this form, please contact AXESOR to amend it	
Registered Name	FULLSTEP NETWORKS SA
Tax code	A82661935
Telephone	912962000
Street	CALLE EUCALIPTO, 33 3ª P
Post/Zip code	28016
City	MADRID
State / County	MADRID
Country	ESPAÑA
Average number of employees in the staff - Last calendar year closed	8
Axesor Scoring	3
Turnover (€) in the last calendar year closed	
RE Solvency Indicator	02
Commercial Status	ACTIVA
Date Scoring was dropped to 1 or lower	
Date Scoring was increased to 2 or higher	19/02/2010
Trend	NEGATIVA

9 Supplier File

The Supplier File menu option lets you consult the basic data about your company that is available in the supplier space.



Clicking on any of the visor columns will open the details of the file in consultation mode. You cannot update any details from this section.

The supplier file contains the details of your company and structures the information in 4 blocks:

General Information

Additional Documents

Sustainability Information

Qualification Statuses

The data contained in the supplier file can be sourced from:

REPRO. Name of Field with (R)

AXESOR > Name of Field with (A)

Information filled in in the Supplier space > Name of Field with (P)

GENERAL INFORMATION | ADDITIONAL INFORMATION | SUSTAINABILITY INFORMATION | QUALIFICATION STATUSES

Last Update Date (P)	24/08/2021
PRORED Supplier Code (P)	ESA82661935
SAP Supplier Code (P)	20015180
Cif para consulta datos REPRO/Tax Id for REPRO	
.	
**** COMPANY DETAILS ****	
.	
Supplier RePro No (R)	324895
RePro Supplier Status (R)	Registrado
Company name (P)	FULLSTEP NETWORKS S.A
Tax Code (P)	A82661935
Telephone (P)	912962014
Street (P)	Calle del Eucalipto, 33, Piso 3º
State / County (P)	28016
City (P)	MADRID
State / County (P)	Madrid
Country (P)	España
Company URL (P)	
.	
**** CONTACT PERSON RESPONSIBLE FOR THE QUALIFICATION PROCESS ****	
.	

The “Qualification statuses” tab shows the business areas that the company is qualified for, the type of activity and qualification status.

GENERAL INFORMATION | ADITIONAL DOCUMENTS | SUSTAINABILITY INFORMATION | QUALIFICATION STATUSES

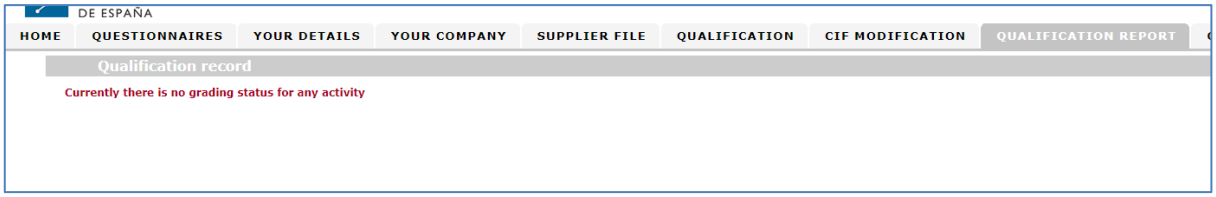
Activity	Tipo de Actividad/Activity Typ...	Qualification status
E - M - 020 - 0005 - OTHER LOW VOLTAGE EQUIPMENT	4. Registration process activity	2-Registration Process
E - S - 400 - 0130 - REPAIRS UNDERGROUND PUBLIC WORKS	1.Standard Qualification Activity	3-Test Order Pending
E - S - 480 - 0160 - ING. ELECTROM. Y DE PROTEC. Y CONTROL DE SUE	1.Standard Qualification Activity	4-Qualified
E - S - 480 - 0162 - LINE ENGINEERING NEW CONSTRUCTIONS	1.Standard Qualification Activity	4-Qualified
E - S - 480 - 0165 - CIVIL ENGINEERING FOR SUB-STATIONS	1.Standard Qualification Activity	4-Qualified
E - S - 520 - 0200 - LINE MAINTENANCE WORK	1.Standard Qualification Activity	3-Test Order Pending
E - S - 540 - 0209 - FULL ASSEMBLY OF OVERHEAD LINES	1.Standard Qualification Activity	3-Test Order Pending
E - S - 550 - 0216 - CONSTRUCCION DE ACOMETIDAS DE MEDIA TENSI	1.Standard Qualification Activity	4-Qualified
E - S - 550 - 0217 - BUILDING CONSTRUCTION	1.Standard Qualification Activity	4-Qualified
E - S - 550 - 0219 - ELECTRO-MECHANICAL ASSEMBLY SUB-STATIONS	1.Standard Qualification Activity	4-Qualified
E - S - 550 - 0222 - MINOR PUBLIC WORKS FOR SUB-STATIONS	6.Standard qualification activity (QUALIFIED)	4-Qualified
E - S - 550 - 0223 - PUBLIC WORKS AND EARTH MOVING FOR SUB-STA	1.Standard Qualification Activity	4-Qualified
E - S - 630 - 0266 - S AND INST. EQUIPMENT FOR MOBILE NETWORKS	1.Standard Qualification Activity	4-Qualified
E - S - 630 - 0268 - S. AND INST. SYNCH EQUIPMENT FOR TRANS NETW	1.Standard Qualification Activity	4-Qualified
E - S - 630 - 0278 - SUPPLY AND INSTALLATION ASSEMBLY OF TRANSM	1.Standard Qualification Activity	4-Qualified
E - S - 630 - 0283 - OPTICAL FIBRE WORKS FOR RAILWAYS	1.Standard Qualification Activity	7-Disqualified

10 Qualification Report

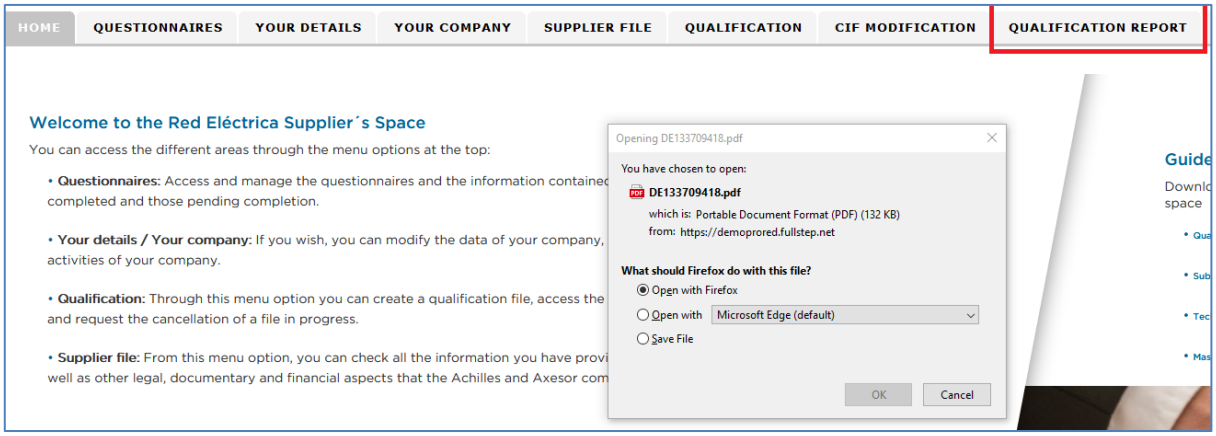
In this menu option you can download the report on qualification statuses of your company at the time of compiling the report.

If your company does not have a qualification status, the system will show the following message when entering the menu option "Qualification Report”:

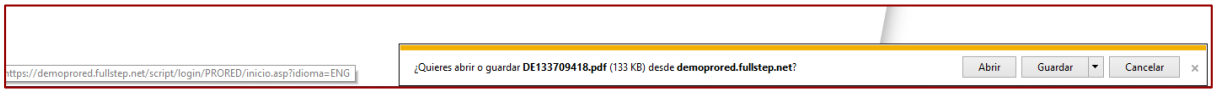
“Currently there is no qualification statuses for any activity”



If there is a qualification status, the system will create a report (“.pdf” file) and the browser will ask whether you want to open or download it.



Firefox Browser. Generation of a qualification report. Download or Open report in “pdf” format



Internet Explorer Browser. Generation of a qualification report. Download or Open report in “pdf” format. Footnote.

An example of printing the qualification status report is shown below:

Red Eléctrica Supplier Portal

Dear Supplier,

Please find below information regarding the status of your request, as of the date of issuance of this document, regarding the activities for which you have requested qualification:

Company: Starks!

Tax ID Number: 13370

Issue date: 05/10/2021 time 13:34

Activity Code	Description of the Activity	Scope	Qualification Status
0001	COMPOUND LINE INSULATORS	SPAIN	Test Order Pending
0078	POWER MACHINES	SPAIN	Test Order Pending
0146	DECONTAMINATION OF WATER AND SOILS	SPAIN	Test Order Pending
0222	MINOR PUBLIC WORKS FOR SUB-STATIONS	SPAIN	Qualified
0003	MEDIUM VOLTAGE INSULATOR SUPPORT	LATAM	Registration Process

We are at your disposal to clarify doubts or provide further information you may require via email at asa@ree.es or by telephone: +34 91 659 99 83.

Yours faithfully,

atención y soporte de aprovisionamientos RED ELÉCTRICA

Tel. **(+34) 91 659 99 83.** asa@ree.es
Contacto interno REE: **(86)1111**

De lunes a jueves, de **8.00 a 16.30h** ininterrumpidamente
Viernes de **8.00 a 14.30h**
Del 1 de junio al 16 de septiembre, de **8.00 a 15.00h**

11 Tax ID No. (CIF) Modification Report

11.1 Introduction

You can use this type of request, as an RE supplier, to ask for a change of your CIF through the RE Suppliers Space.

This guide will guide you through the steps to follow when you want to request a change of CIF for: merger, absorption, demerger, changes of CIF for the same company and others.

There are several pre-requisites that must be complied with before requesting a change of CIF:

1. The request for a change of CIF must be submitted by the new company.

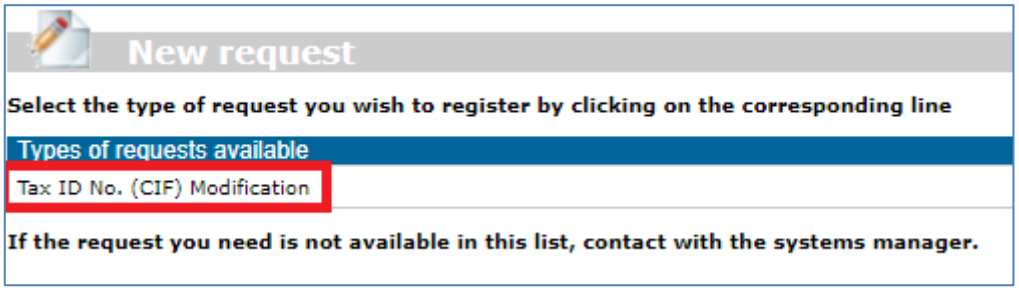
2. This new company must be registered on ProRed, with the new CIF and later completed the General Information questionnaire.

3. Once the process of changing the CIF is complete, you can access the information related with this change by opening the details of the request. The CIF of the former company will be deleted from the Prored supplier space.

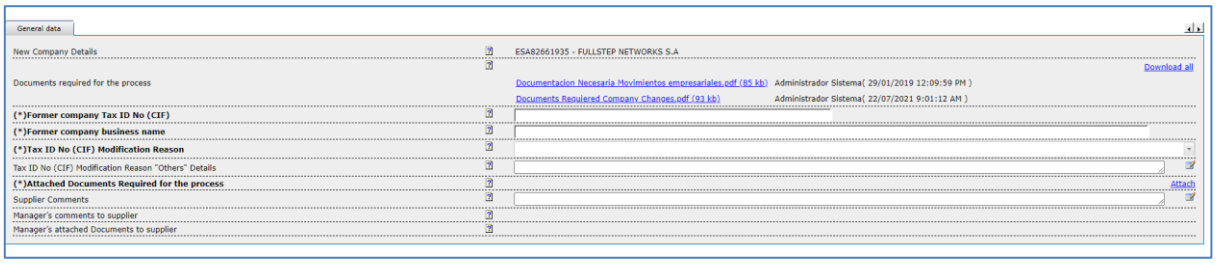
11.2 CIF Modification Request Registration

As an authorized supplier you can issue a CIF modification request by entering the menu option “CIF Modification > Register”

The system will then display the “Tax ID No.Modification” request type



Click on the title and the system will display the form with the data to be completed by the supplier.



CIF Modification Form

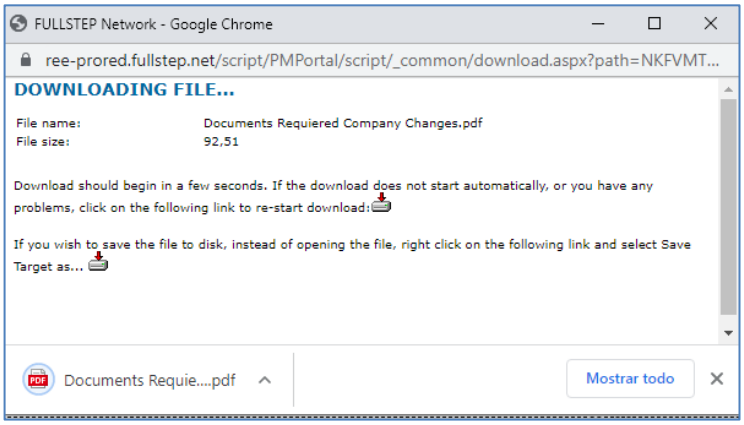
11.2.1 Documents required for the process

The fields preceded by (*) in bold format are mandatory for the request to proceed. They must indicate the CIF and name of the former company and the reason for modifying the CIF.

Some documents are also required for the process to continue. The documents in question can be seen in the file “Documents Necessary for Business Movements.pdf”.

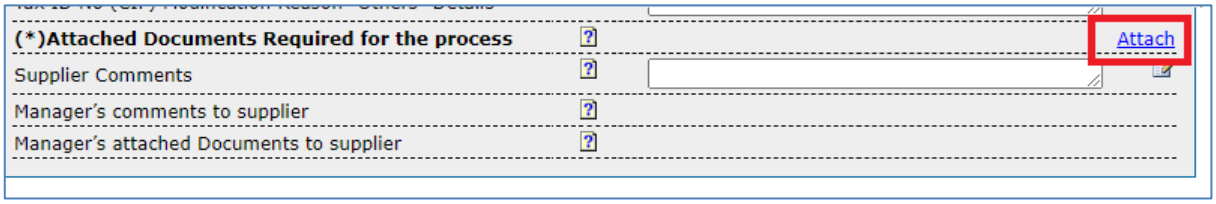
Click on the link of the “Documents Required for the process” field

Your browser will now either open or download the document:

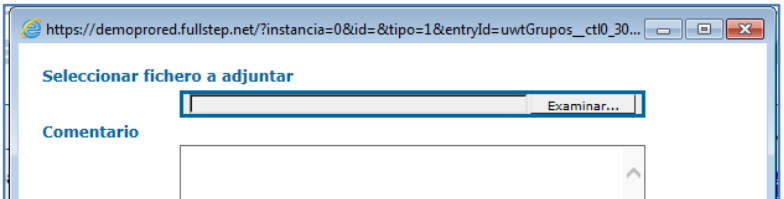


Example of the message to download/open the document with INTERNET EXPLORER BROWSER

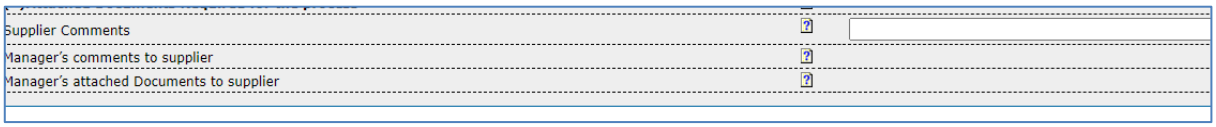
Once you have the relevant documents, attach them to the field **Attached Documents Required for the process.**



Clicking on the “Attach” link will open a window like the one shown in the image. Choose the file to attach using the **Examine** button. You can also add write comments on the file, for example a title for the file you are attaching. You can then click on the **Accept** button. The file will be added to the request.



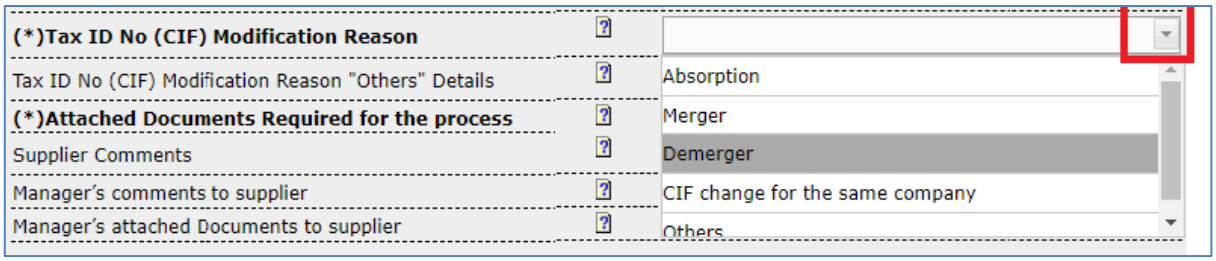
You have the option to include comments in the “Supplier Comments” field



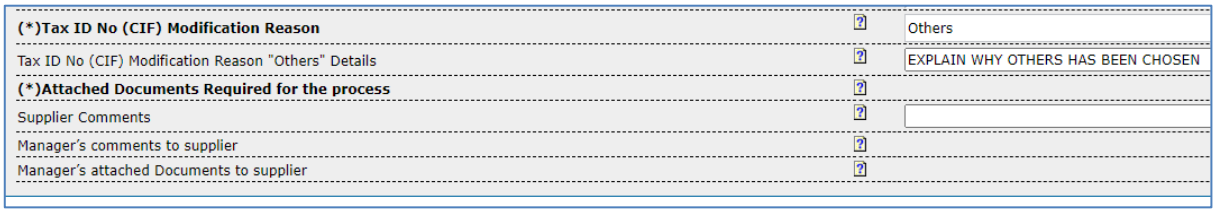
The fields Manager Comments Suppliers to Supplier and related attachments are not editable. They are intended for the RE supplier manager who is processing the request.

11.2.2 Reason for Modifying Tax ID No (CIF)

You have to choose one of the values in the list suggested by the “Tax ID No (CIF) Modification reason” field.



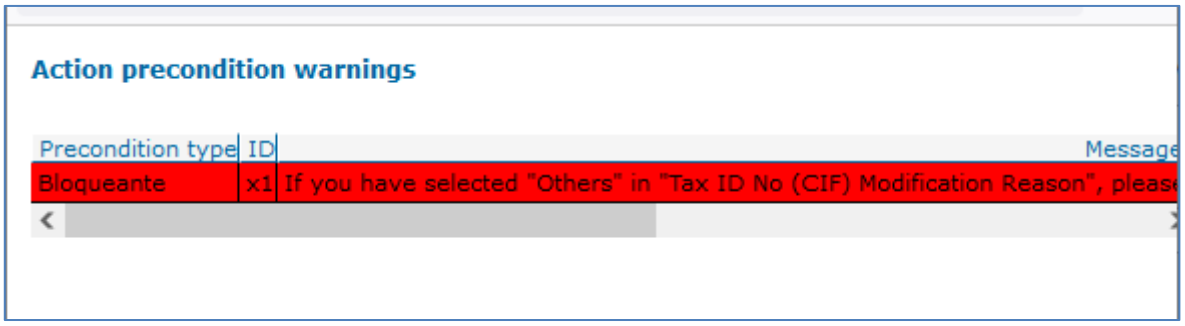
If the reason is not included among these values: Absorption, Merger, Demerger, CIF change for the same company, select the “Others” option and write the relevant comments in the field.



If the “Tax ID No (CIF) Modification Reason "Others" Details” field is empty when clicking the “Request” button, the system not send the request and will show the following message.

You have to fill in the field and explain why you have selected the “Others” Option-

You can use the horizontal scroll bar to read the text of the block message.

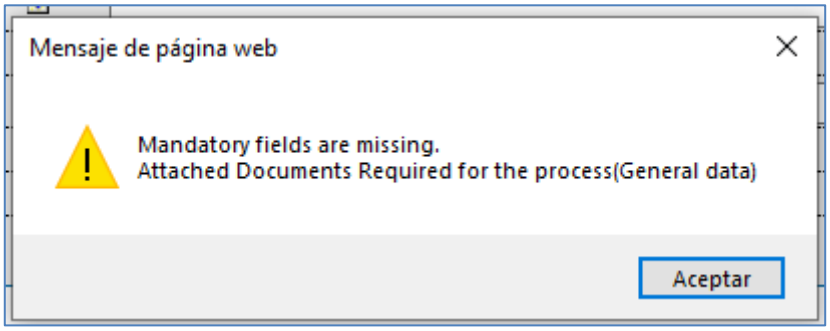


11.2.3 Request CIF Modification Registration

Click on the “Request” button to issue the request

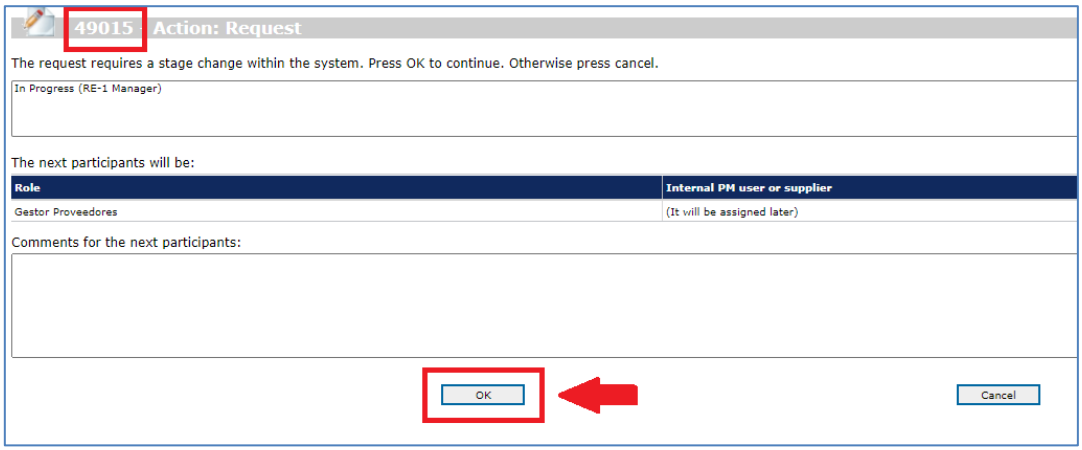
The system will ensure that all the mandatory fields are filled in.

If not, the system will show a message to indicate which field is still pending:



If all the mandatory fields are filled in, the system will show the next page, where you do not have to add any comment for the next participants.

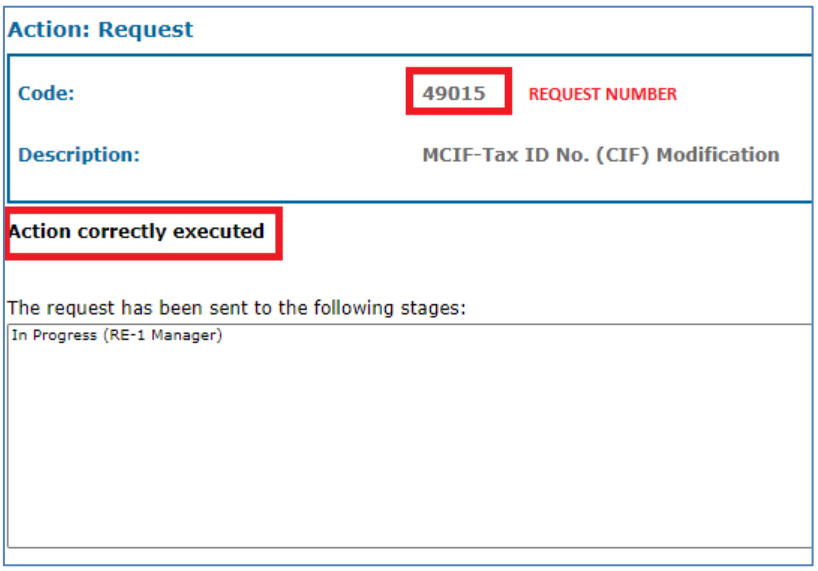
You have to click on the “OK” button again to confirm the registration of the request.



issue request Click on OK to Continue

The request number is indicated at the top of the page.

The system will then show a page to confirm that the action has been performed correctly.



Confirmation page. Request sent correctly

Other action buttons: “Save” ->

The system will generate a unique numerical identifier for the request. The request has NOT been sent.

We can access the saved request from the menu option “monitoring -> “Pending Supplier”. The changes to the form can be applied before finally clicking on the Request button to make the registration effective.

11.3 CIF Modification Request Monitoring

To see the status of the CIF modification request, open the menu option:

"CIF Modification – Monitoring"

In this option, we can see different filters to consult the requests according to their processing status.

Filters:

Pending: Requests pending processing by the supplier. Either because the supplier manager has returned it or because they have been saved but not issued.

In Progress (RE Manager): Requests being processed by RE.

Finished: Requests already processed and which are finished. **Cancelled:** Requests cancelled by the supplier manager.

Click on any of the columns to access the details of the request.

11.3.1 RE Manager returns the request

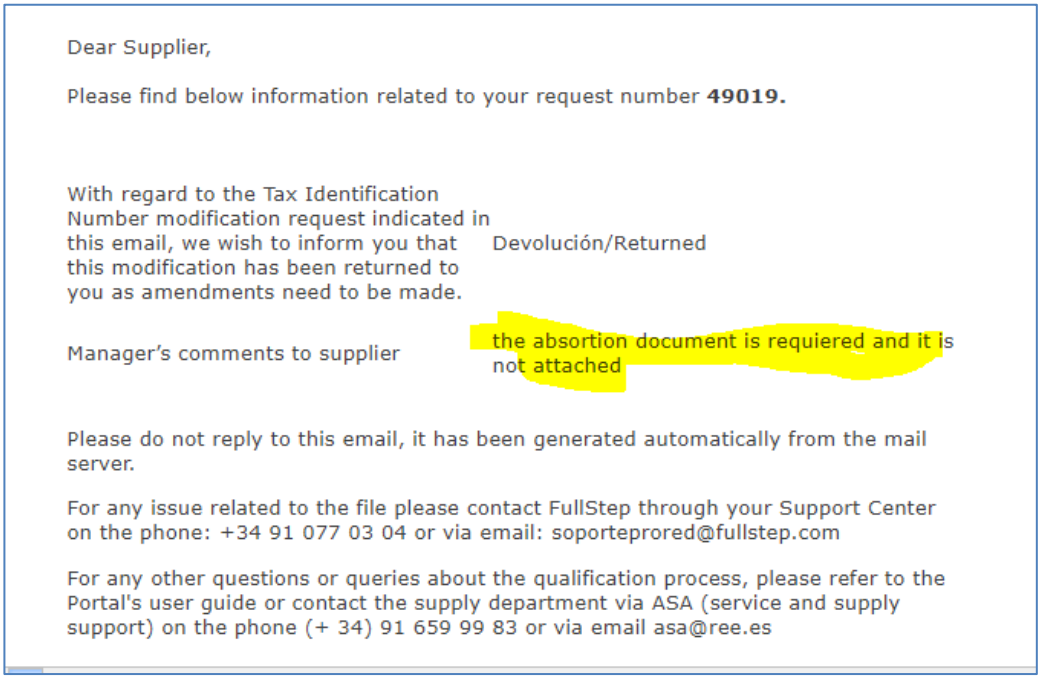
Once the CIF modification request has been issued, the RE supplier department will begin to review it.

The RE Manager may return the request to the supplier because more documents are required or to clarify some of the information that it contains.

if this happens, the user who submitted the request will receive an email message with the subject line:

CIF Modification Request Return

The body of the mail will contain <u>the comments of the supplier manager explaining the reason why it has been returned.</u>



Dear Supplier,

Please find below information related to your request number **49019.**

With regard to the Tax Identification Number modification request indicated in this email, we wish to inform you that this modification has been returned to you as amendments need to be made. Devolución/Returned

Manager's comments to supplier the absortion document is requiered and it is not attached

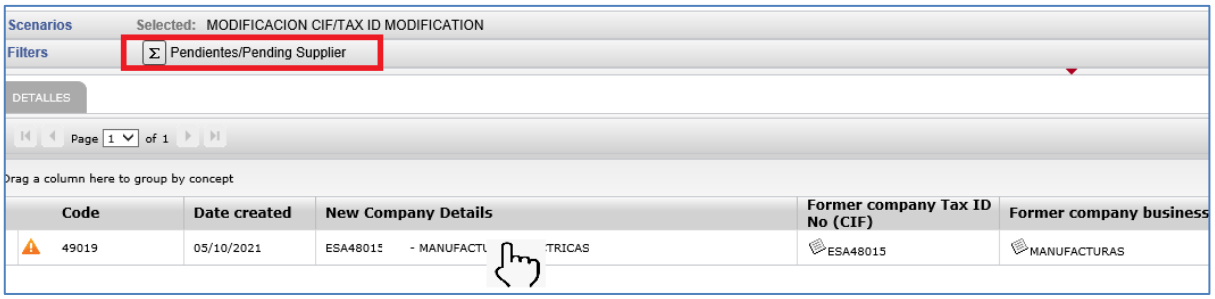
Please do not reply to this email, it has been generated automatically from the mail server.

For any issue related to the file please contact FullStep through your Support Center on the phone: +34 91 077 03 04 or via email: soporteprored@fullstep.com

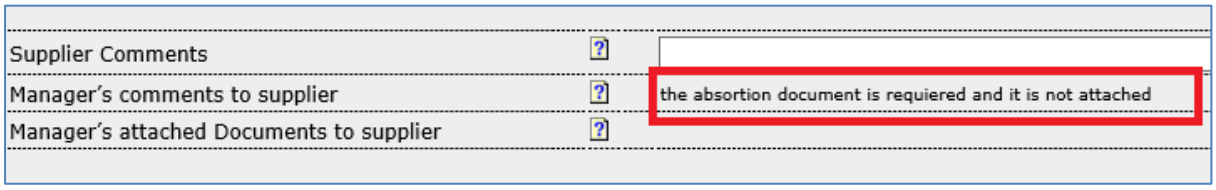
For any other questions or queries about the qualification process, please refer to the Portal's user guide or contact the supply department via ASA (service and supply support) on the phone (+ 34) 91 659 99 83 or via email asa@ree.es

Entering the Supplier Space, using the menu option "CIF Modification – Monitoring" and the "Pending" filter, you will find the request pending your action.

Click on any of the columns shown to access the details of the request



The fields highlighted below in red will contain the reason for the return.

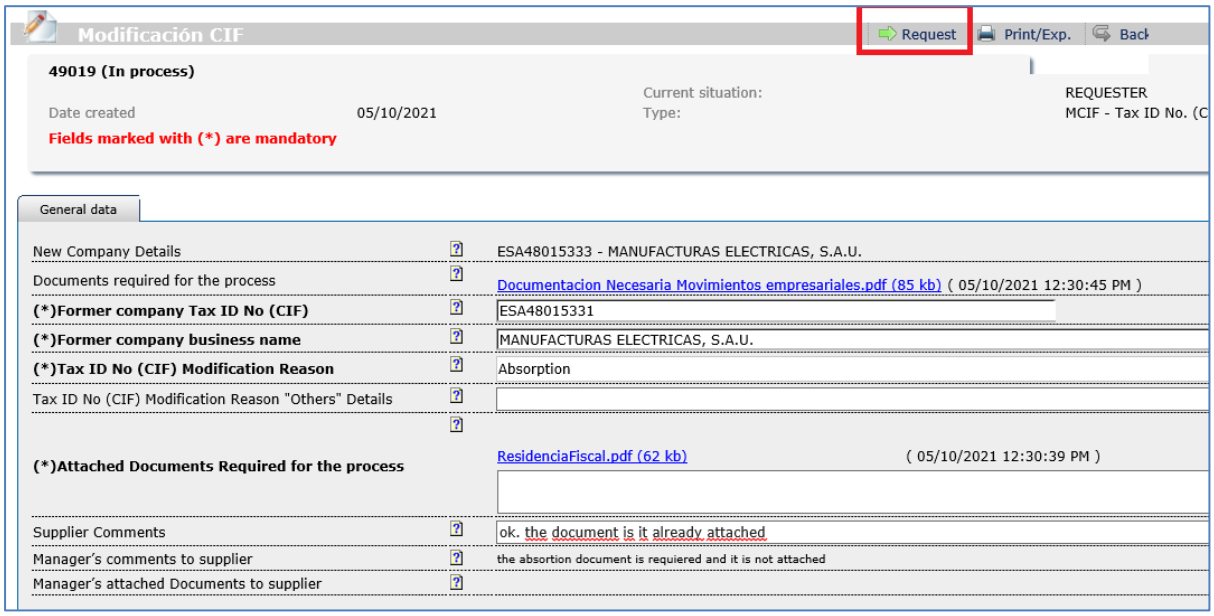


11.3.2 As Supplier I return the request to the RE Manager

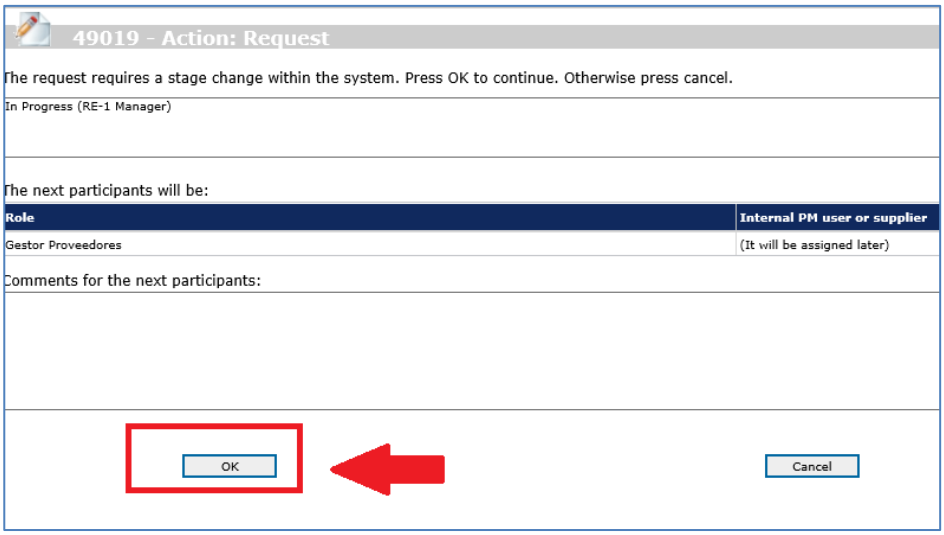
The details of the request allow you to see the instructions under "Manager's comments".

Make any relevant changes, which in this example means updating the documents required for the process and resubmitting the request to the manager, clicking on the "Request" button again.

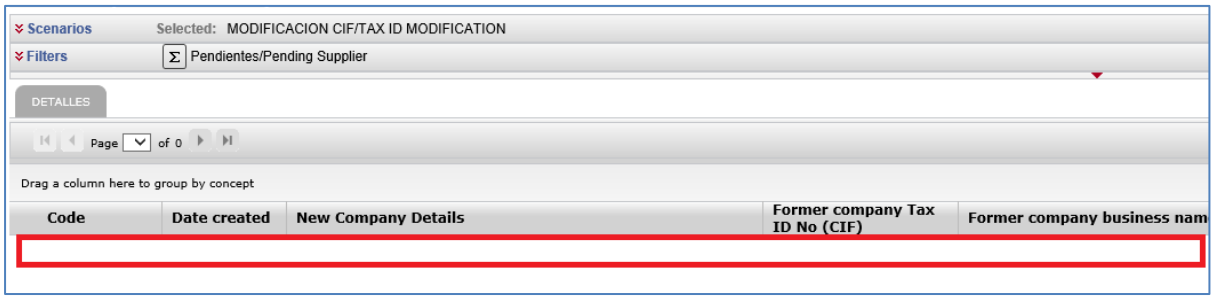
We also have the option to add our own comments.



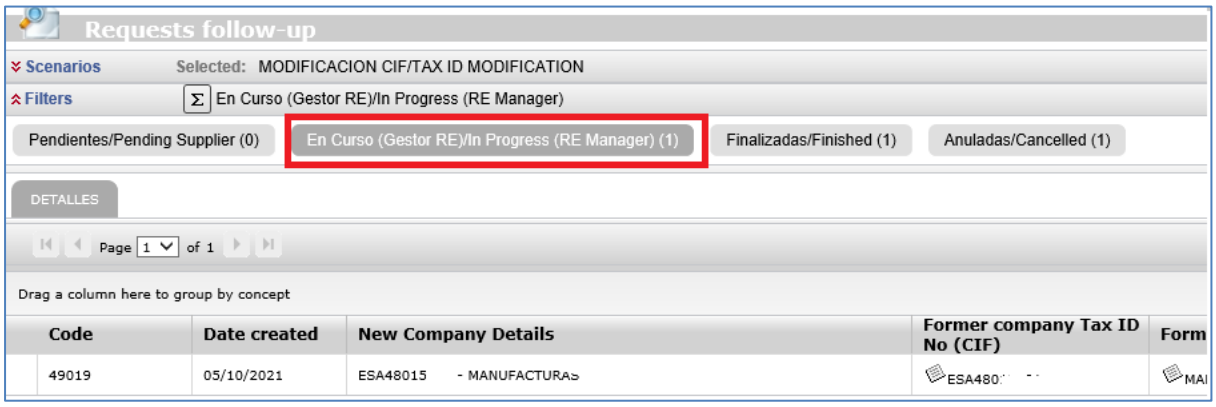
The system displays the following page where you have to click on the "OK" button to resubmit the request to the supplier manager.



The request is no longer pending our action, therefore, the “Pending” display does not contain any information.



If we click on “Filters”, we can find the file in the “In Progress (RE Manager)” section



11.3.3 RE Manager approves the request

When the request has been processed in the REE systems, you will receive an e-mail like the one shown below:

Subject: TIN Modification Request Approved

The body of the mail will contain the number of the finished request.

Dear Supplier,

Please find below information related to your request number **49015.**

With regard to the Tax Identification Number (TIN) modification request indicated in this email, we would like to inform you that this modification has been approved.

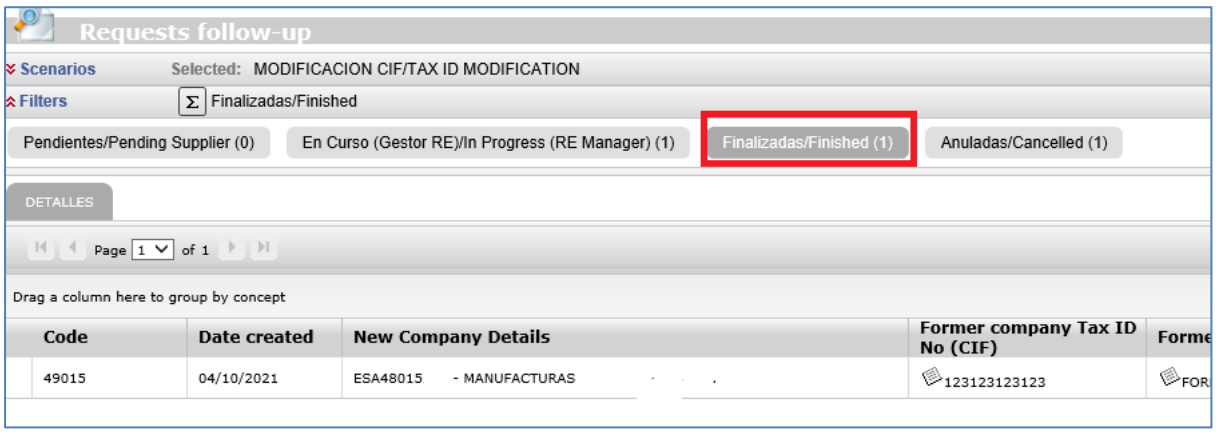
Solicitud Aprobada/Request approved

Please do not reply to this email, it has been generated automatically from the mail server.

For any issue related to the file please contact FullStep through your Support Center on the phone: +34 91 077 03 04 or via email: soporteprored@fullstep.com

For any other questions or queries about the qualification process, please refer to the Portal's user guide or contact the supply department via ASA (service and supply support) on the phone (+ 34) 91 659 99 83 or via email asa@ree.es

Entering the Supplier Space, using the menu option "CIF Modification – Monitoring" and the "**Finished**" filter, you will find the processed request.



11.3.4 RE Manager cancels the request

The supplier manager can cancel a CIF Modification request when this is not required or cannot be processed. For example, if the CIF request has been issued in duplicate.

If the CIF modification request is cancelled, the system will notify the submitting user automatically

The subject line of the mail notification is: TIN Modification Request Cancelled

The body of the mail will contain the number of the cancelled request

Dear Supplier,

Please find below information related to your request number **49016.**

With regard to the Tax Identification Number modification request indicated in this email, we wish to inform you that this has been cancelled. You can check the reasons for the cancellation by accessing the details of the request in the Supplier Portal.

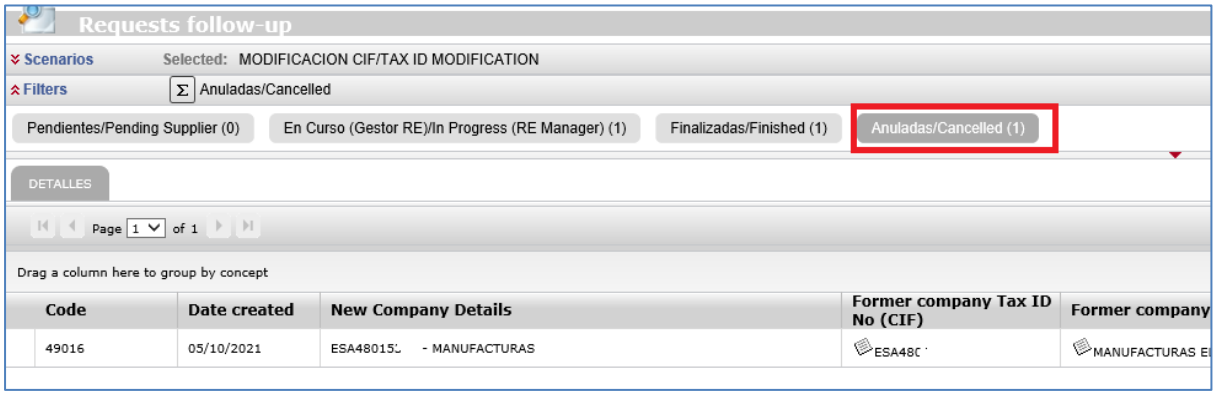
Solicitud Anulada/Request Cancelled

Please do not reply to this email, it has been generated automatically from the mail server.

For any issue related to the file please contact FullStep through your Support Center on the phone: +34 91 077 03 04 or via email: soporteprored@fullstep.com

For any other questions or queries about the qualification process, please refer to the Portal's user guide or contact the supply department via ASA (service and supply support) on the phone (+ 34) 91 659 99 83 or via email asa@ree.es

To see the reason for the cancellation, enter the Supplier Space, using the menu option "CIF Modification – Monitoring" and the "**Cancelled**" filter to find the request which has been cancelled.



Clicking on any of the first columns will show the details of the request and the “Supplier Manager to Supplier Comments” field will contain the comments related with the cancellation.

Attached Documents Required for the process		Certificado.pdf (63 kb)
plier Comments	?	
ager’s comments to supplier	?	**duplicated**
ager’s attached Documents to supplier	?	

12 Activity Certificates

12.1 Introduction

Through this type of request, as a RE supplier you can request the receipt via email of an activity certificate for a specific order number.

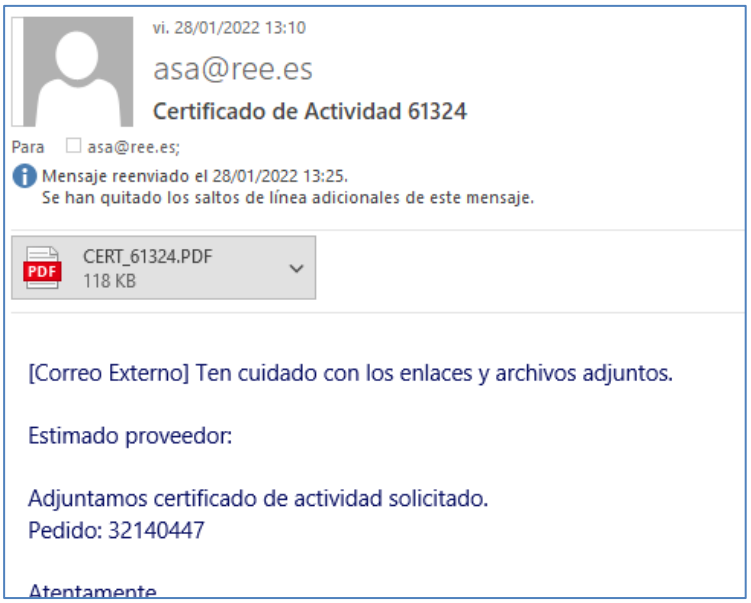
Next, in this guide, you will find the details of the steps to follow to process a request for an Activity Certificate.

The requests that you register (their initial status is "Pending"), will be processed by the system after several minutes. You can check the status of your requests from the menu option "Activity certificates monitoring".

The system processes the data of your request, and based on the data of your request, the system catalogs your request in one of the following four states:

The Request Status field tells you the status of your request. The possible values are the following:

- **Pending >** Request pending processing by the system
- **Sent >** The certificate of activity has been sent by email to the address you indicated in your request.

- 

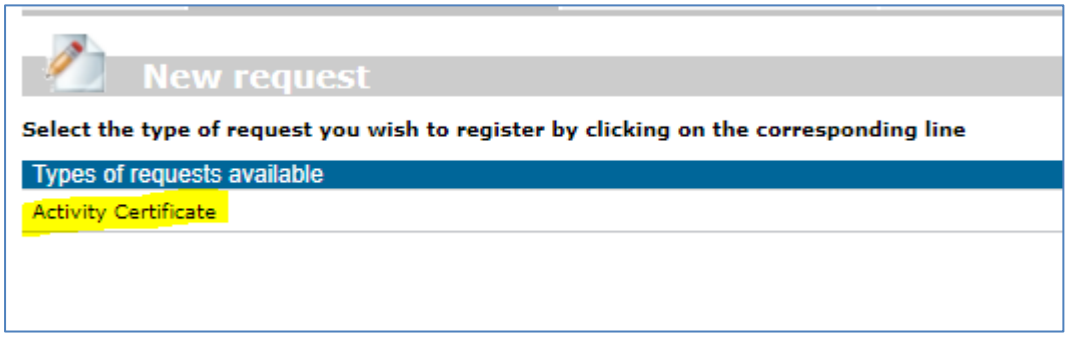
- **Request in review >** Your certificate request is pending review by an RE manager. All certificates in English language, will have this state.
- **Not valid >** Your request cannot be processed. Here are some of the reasons:
  - The order number does not exist or does not correspond to your company
  - The order has all items marked for deletion
  - The order has no certifications in the last five years.
  - The ordes is CPA typology.
- **Error >** System crashed in certificate processing
- **Sent by RE manager >** Activity certificate request already processed by RE manager.

Rejected > Your certificate request has been rejected by an RE manager, please consult the RE Manager Comments to Supplier field.

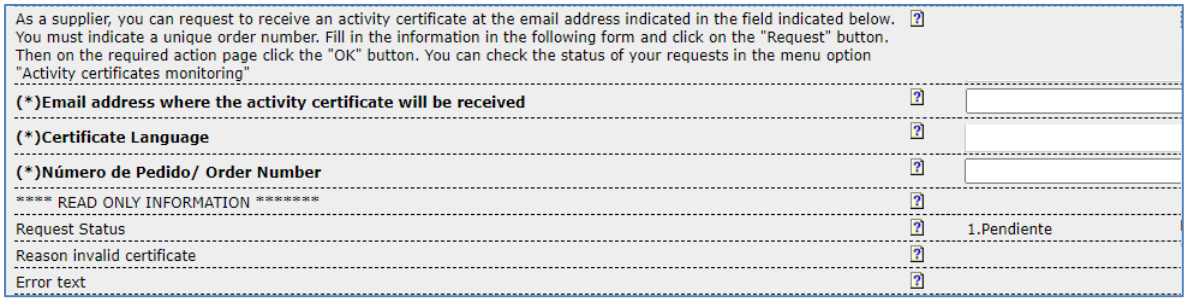
12.2 Request an Activity Certificate

As an authorized supplier you can issue an Activity Certificate request by entering the menu option “Activity Certificates > Request an activity certificate”

The system will then display the “Activity Certificate” request type



Click on the title and the system will display the form with the data to be completed by the supplier.



Activity Certificate Form

Fields preceded by (*) and in bold format are mandatory for the request:

It is required to indicate an email address in which to receive the certificate of activity.

You must select the language in which you want to receive the certificate: Spanish or English.

Certificates in English language will be sent by a RE Manager.

Finally, the order number on which the certificate will be sent, must be indicated.

The order number field, admits 8 numerical digits. It does not support characters.

If the entered value does not meet the previous rule, the system displays an error message:

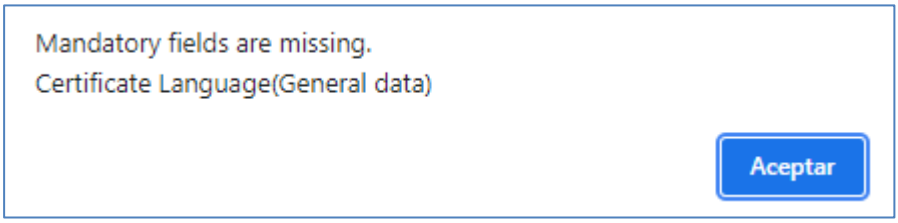
"Order Number / Order Number wrong format" and shows the field with red color.

Request the certificate

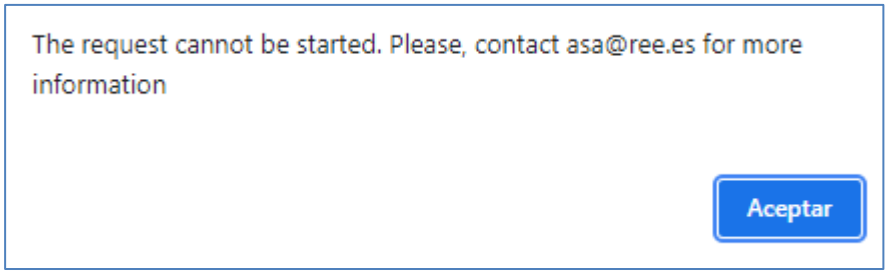
To issue the request, click on the "Request" button.

The system validates that all mandatory fields are completed.

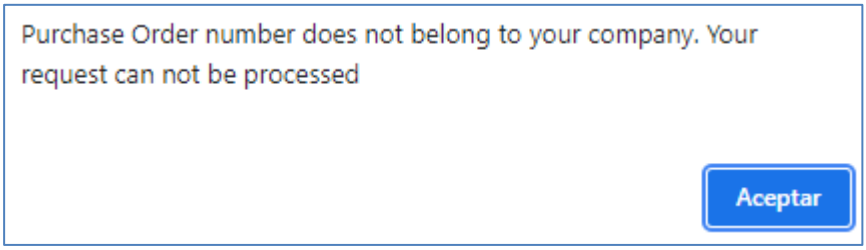
Otherwise, the system displays a message indicating the field whose completion is pending:



System validates that your company has had activity with Red Eléctrica



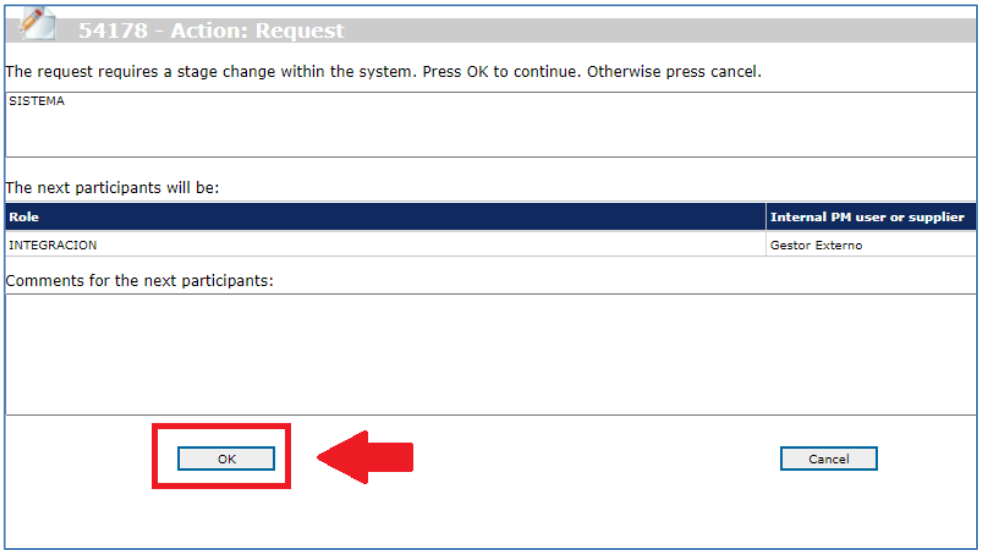
System validates that the order number entered belongs to your company:



If all the mandatory fields are completed, the system displays the following page, where it is not necessary to enter any comments for the next participants.

<u>The "OK" button must be clicked to confirm the registration of the request.</u>

There is no need to add any comment for the following participants.

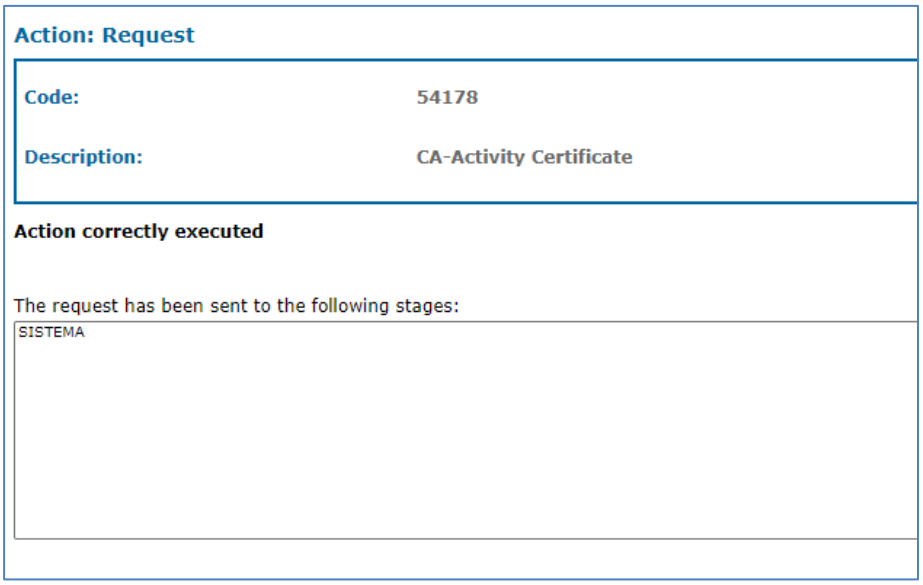


Click on the OK button to complete the issue

The request number is indicated at the top of the page.

System displays a confirmation page for successful action.

You will be able to access the menu option "Activity Certificates monitoring" to consult the request sent.



Confirmation page. Request successfully issue.

Button “Save” ->

The system will generate a unique numerical identifier for the request. The request has not been issued. You can access the saved request through the menu option “” You can update de request, and click on the Issue button to issue it.

12.3 Activity Certificates monitoring

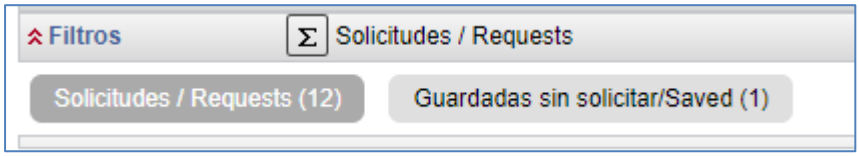
To check the status of an Activity Certificate request, access the menu option: “Activity Certificates –Activity Certificates monitoring”

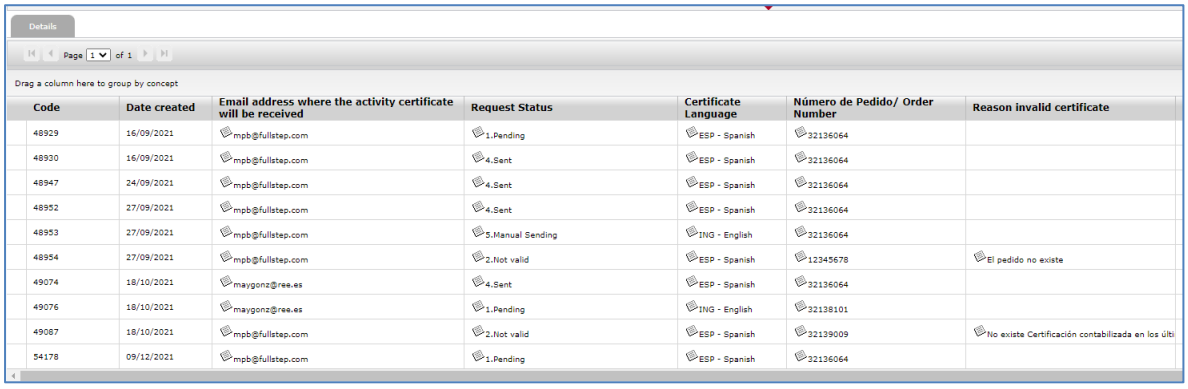
You will find two different viewers, when you click on “Filters”

1) Requests > Where you can check the status of your requests

2) Saved > Where you can consult those saved requests, without issuing.

To issue the request, you must click on any of the columns in the viewer to access the details of the request and click on the "Request" button.





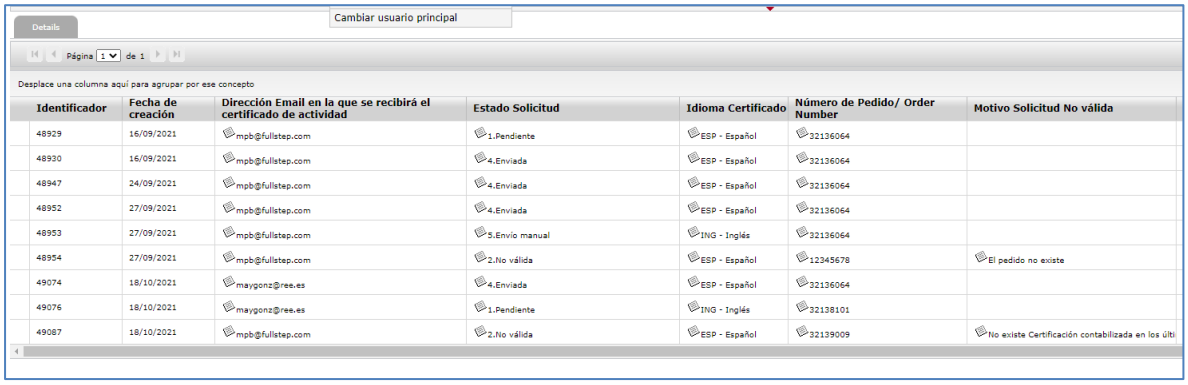
Details

Page 1 of 1

Drag a column here to group by concept

Code	Date created	Email address where the activity certificate will be received	Request Status	Certificate Language	Número de Pedido/ Order Number	Reason invalid certificate
48929	16/09/2021	mpb@fullstep.com	1.Pending	ESP - Spanish	32136064	
48930	16/09/2021	mpb@fullstep.com	4.Sent	ESP - Spanish	32136064	
48947	24/09/2021	mpb@fullstep.com	4.Sent	ESP - Spanish	32136064	
48952	27/09/2021	mpb@fullstep.com	4.Sent	ESP - Spanish	32136064	
48953	27/09/2021	mpb@fullstep.com	5.Manual Sending	ING - English	32136064	
48954	27/09/2021	mpb@fullstep.com	2.Not valid	ESP - Spanish	12345678	El pedido no existe
49074	18/10/2021	maygonz@ree.es	4.Sent	ESP - Spanish	32136064	
49076	18/10/2021	maygonz@ree.es	1.Pending	ING - English	32138101	
49087	18/10/2021	mpb@fullstep.com	2.Not valid	ESP - Spanish	32139009	No existe Certificación contabilizada en los últi
54178	09/12/2021	mpb@fullstep.com	1.Pending	ESP - Spanish	32136064	

REQUESTS



Cambiar usuario principal

Details

Página 1 de 1

Desplace una columna aquí para agrupar por ese concepto

Identificador	Fecha de creación	Dirección Email en la que se recibirá el certificado de actividad	Estado Solicitud	Idioma Certificado	Número de Pedido/ Order Number	Motivo Solicitud No válida
48929	16/09/2021	mpb@fullstep.com	1.Pendiente	ESP - Español	32136064	
48930	16/09/2021	mpb@fullstep.com	4.Enviada	ESP - Español	32136064	
48947	24/09/2021	mpb@fullstep.com	4.Enviada	ESP - Español	32136064	
48952	27/09/2021	mpb@fullstep.com	4.Enviada	ESP - Español	32136064	
48953	27/09/2021	mpb@fullstep.com	5.Envío manual	ING - Inglés	32136064	
48954	27/09/2021	mpb@fullstep.com	2.No válida	ESP - Español	12345678	El pedido no existe
49074	18/10/2021	maygonz@ree.es	4.Enviada	ESP - Español	32136064	
49076	18/10/2021	maygonz@ree.es	1.Pendiente	ING - Inglés	32138101	
49087	18/10/2021	mpb@fullstep.com	2.No válida	ESP - Español	32139009	No existe Certificación contabilizada en los últi

Each row in the viewer corresponds to a certificate request.

Clicking on any of the columns will access the details of the request.

Viewer Columns:

- **Code.** Number automatically assigned by the system that identifies your request.
- **Date created.** Date of registration in the system
- Email address where the activity certificate will be received. You can check the email address indicated in the request.
- Request Status.

  The Request Status field tells you the status of your request. The possible values are the following:

  ○ **Pending >** Request pending processing by the system

  ○ **Sent >** The certificate of activity has been sent by email to the address you indicated in your request.

  ○ **Request in review >** Your certificate request is pending review by an RE manager

  ○ **Not valid >** Your request cannot be processed. Here are some of the reasons:

- The order number does not exist or does not correspond to your company
- The order has all items marked for deletion
- The order has no certifications in the last five years.
- The ordes is CPA typology.

- **Error >** System crashed in certificate processing
- **Sent by RE manager >** Activity certificate request already processed by RE manager.
- **Rejected >** Your certificate request has been rejected by an RE manager, please consult the RE Manager Comments to Supplier field.
- **Certificate Language.** Language selected for the activity certificate
- **Número de Pedido/ Order Number.** Order Number
- **Reason invalid certificate.** In this column you will find the reason why the request has been considered invalid.
- **RE Manager Comments to Supplier.** In this column you will find the reason why the request has been rejected by RE manager.

Click on any of the columns to access the details of the request.

General data

Supplier	ESA46146387 - COBRA INSTALACIONES Y SERVICIOS S.A.

As a supplier, you can request your certificate of activity by filling in the mandatory fields of the following form marked with (*). After filling it in, click on the "Request" button located in the upper band.

Then, on the next Action screen: Request, click "OK" if you want the request to be processed or "Cancel" to return to the Request Registration screen.

You can check the processing status of your requests in the menu option Activity Certificates Monitoring.

(*)Email address where the activity certificate will be received	mpb@fullstep.com
(*)Certificate Language	ING - English
(*)Número de Pedido/ Order Number	32127095
**** READ ONLY INFORMATION *******	
Supplier SAP Code	666300
Request Status	2.Not valid
Reason invalid certificate	No existe Certificación contabilizada en los últimos cinco años
Error text	