

REDEIA SUPPLIER SPACE

Supplier User Guide

Support Centre
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redeia

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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.

HOME **HOW TO BECOME A SUPPLIER** **SUPPLIER TRACKING**

The Red Eléctrica Group is making available a single Space for suppliers and other companies that aspire to become suppliers that will enable them to:

- Know in advance what the minimum requirements are before the start of a qualification.
- Start a register and manage the qualification processes.
- Update their business and contact information at any time.

Benefits of this new Space:

- Make the communication between supplier and Red Eléctrica more agile and transparent.
- Guarantee that suppliers know what we expect of them.
- Encourage the development of our suppliers.
- Allow suppliers to do simple tasks with autonomy.

Support:

Red Eléctrica makes the following channels available for:

- Responding to queries about using the space, at the email address sopORTEPRORED@fullstep.com or by telephone at +34 91 077 03 04 from Monday to Thursday from 8am to 9pm, Friday from 8am to 7pm.
- Queries about the qualification and monitoring processes, making contact through the Supplier Support Service (Atención y Soporte de Aprovisionamientos [ASA]), or sending an email to: asa@ree.es or by telephone at the following number +34 91 659 99 83

Legal notice
Cookies Policy

Powered by **Fullstep Pro**

LOGIN Not yet registered? **Register**

FILL YOUR DATA TO LOGIN

COMPANY *
Company Code

USER *
User Code

PASSWORD *

I forgot my password

LOGIN

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.

☐ 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.

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.

- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ I declare that the information and documents that I facilitate to Grupo Red Eléctrica are true.
- ☒ 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 receipt. 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 portal.

* Fields marked with an asterisk are mandatory.

Company code (*): ?	<input type="text"/>
Company name (*):	<input type="text"/>
Street (*):	<input type="text"/>
Post/Zip code (*):	<input type="text"/>
City (*):	<input type="text"/>
Country (*):	<input type="text" value="España"/>
State / County (*):	<input type="text"/>
Currency (*):	<input type="text" value="Euro"/>
Tax Code. (*): ?	<input type="text"/>
Turnover Vol.:	<input type="text"/> (x 1000 EURO)
Reference clients: ?	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Certifications: ?	<input type="text"/>
Company URL:	<input type="text"/>
Remarks: ?	<input type="text"/>
(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 or 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.

A banner with a background image of stylized human figures in various poses. The text is in a clean, sans-serif font. The title 'Supply Tree and requirements' is in blue. The main text is in black. A link 'click here.' is highlighted with a red rectangular box.

Supply Tree and requirements

In its work to raise the level of transparency, Red Eléctrica allows any company to know what supplies it requires and the minimum requirements that this company must satisfy to pass the qualification process associated with the Business area in question:

To review the supply tree with all the Business areas that Red Eléctrica acquires, ordered by type [click here.](#)

Supplier registration: Company products/services (Step 2 of 4)

Select the activities your company engages in: expand the tree in order to include them.

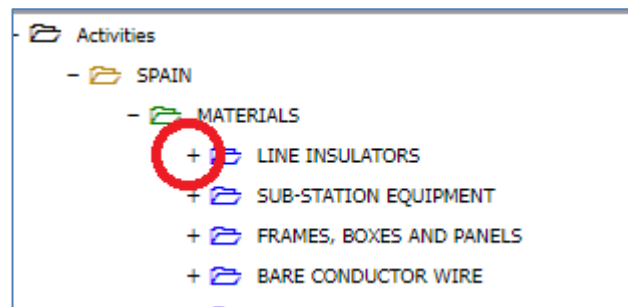
IMPORTANT: This selection of activities is for informational purposes only and does not imply the start of qualification in any of them. In order to request qualification in these or other activities, access the "QUALIFICATION" section once you have completed the registration. See the help guide for more information.

Once you have finished selecting these activities, click "Next".

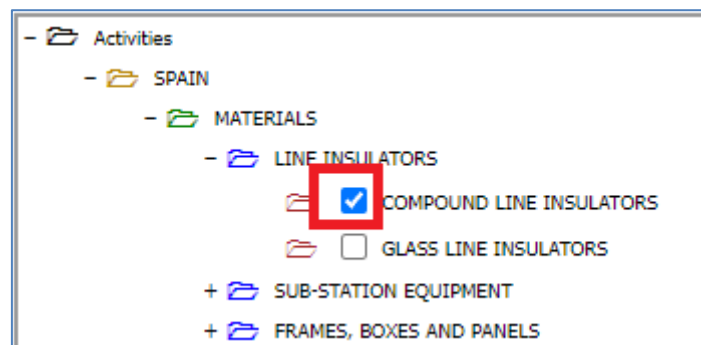
Activity Selection: (Scroll down the activities list to the 4th level to select your company's activities.)

The screenshot shows a tree structure of activities. The root is 'Activities', which has a sub-item 'SPAIN'. Under 'SPAIN' is 'MATERIALS'. Under 'MATERIALS' is 'LINE INSULATORS'. Under 'LINE INSULATORS' are two items: 'COMPOUND LINE INSULATORS' (which has a checked checkbox) and 'GLASS LINE INSULATORS' (which has an unchecked checkbox). Below these are several other items, each preceded by a plus sign (+) in a folder icon, indicating they are collapsed: 'SUB-STATION EQUIPMENT', 'FRAMES, BOXES AND PANELS', 'BARE CONDUCTOR WIRE', 'HIGH VOLTAGE INSULATED WIRES, TERMINALS AND JUNCTIONS', 'INSULATED MED/LOW VOLT CABLES', 'LOW VOLTAGE SUB-STATION WIRES', 'COMMUNICATION CABLES', and 'EARTHED BOXES'. At the bottom of the interface are two buttons: '<< Back' on the left and 'Next >>' on the right.

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 (*)	<input type="text"/>
Password (*)	<input type="password"/>
Confirm password (*)	<input type="password"/>
Name (*)	<input type="text"/>
Last name (*)	<input type="text"/>
Tax ID #	<input type="text"/>
Department (*)	<input type="text"/>
Position (*)	<input type="text"/>
Telephone (*)	<input type="text"/>
	<input type="text"/>
Tel.: Mobile	<input type="text"/>
Fax	<input type="text"/>
Email (*)	<input type="text"/>
Language (*)	<input type="text" value="English"/>
Desired email format	<input type="radio"/> HTML <input checked="" type="radio"/> Text

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.

Supplier registration: Confirm registration (step 4 of 4)

Press the 'Send' button to complete your registration.

You have completed the information required to request authorization in the Portal.

Once your information is reviewed, we will authorize your access and you will receive a second notification email. Then you will be able to login to the private area of the Portal.

[<< Back](#)[Send](#)

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.

Registering supplier

Registration complete.

[Close](#)

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	<ul style="list-style-type: none">• (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"

LOGIN [Not yet registered? Register](#)

FILL YOUR DATA TO LOGIN

COMPANY *
Company Code

USER *
User Code

PASSWORD *

[I forgot my password](#)

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.

FILL IN THE DETAILS TO CHANGE YOUR PASSWORD

COMPANY *
Your Company

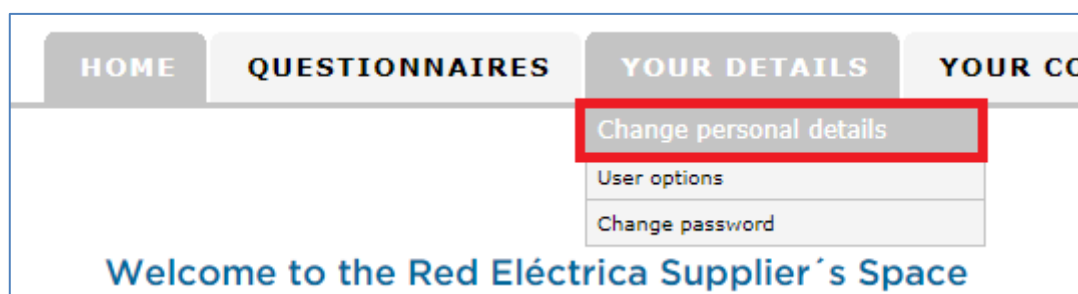
USER *
Your User

EMAIL *
Your email

SUBMIT

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.

A screenshot of the "Modification of user details" form. The form contains several fields with labels and values. The fields are: User (*): DE129402449; Name (*): ANGELA; Last names (*): KOLH; Tax ID #: ; Department (*): SALES; Position (*): MANAGER; Telephone (*): 912960000; Mobile: ; Fax: ; E-mail (*): DEMO@FULLSTEP.COM; Language (*): English (highlighted with a red box); and Desired email format: HTML (selected) or Text. A "Save changes" button is located at the bottom right of the form (also highlighted with a red box). A note at the top left states: "* Fields marked with an asterisk are mandatory."

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”

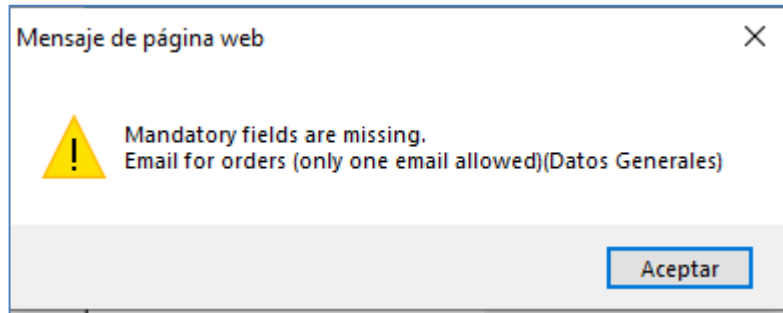
Forms					
The purchasing company is requesting information about the pending certificates:					
Drag a column here to sort by that concept					
State	Request date	Completion deadline	Code	Required	Form
Valid	21/09/2019		35554	*	Repro
Pending completion	05/10/2021	04/11/2021	49021		General Information

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.

General Information		Requester	Deadline for completion
Code	49021	Administrador Sistema	04/11/2021
Fields marked with (*) are mandatory			
Datos Generales			
(*)Does your company belong to a national or international group?	Yes		
If yes, enter the name of the business group that you belong to			
(*)Is your company a Special Employment Centre (CEE, in Spanish)?	No		
(*)Contact person for Tenders	PAUL SMITH		
(*)Position of contact person for Tenders	SALES MANAGER		
(*)Phone number of contact person for Tenders (only one phone number allowed)	12341231		
(*)Email of contact person for Tenders (only one email allowed)	demo@fullstep.com		
(*)Email for orders (only one email allowed)			
(*)Average number of employees staffed in the last year	1.200		
(*)Name of company for wire transfer/cheque payments (maximum of 35 characters)	STRANT		
(*)Anagram	STRANT		
(*)Main company phone number			
(*)Does the bank account follow the IBAN format?			
(*)Bank account number			

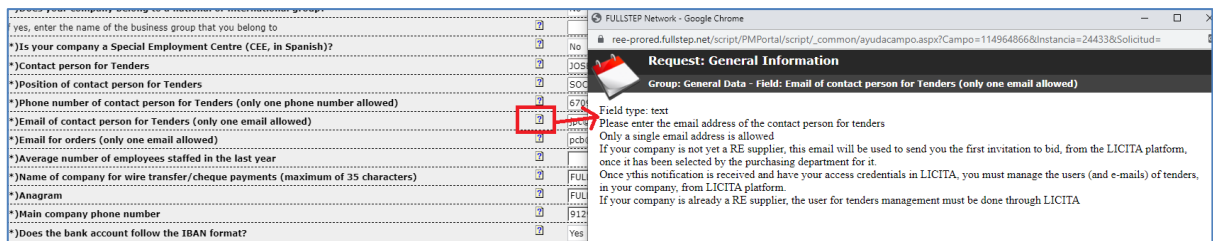
You will find a series of mandatory fields (marked with an asterisk) that you have to fill in.

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.

Save without sending
Send data

Answers sent: 2

New version
 ▼

The system will display the following confirmation message.

General Information

Code



49021

Requester

Administrador Sistema

The certificate has been correctly sent to the purchasing company.

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	Required	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	Required	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	Required	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
48861	Administrador Sistema
Deadline for completion 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.

Save without sending

Send data

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	Required	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.

Sustainability	Requester	Deadline for completion
Code 53074	Administrador Sistema	15/12/2021
Fields marked with (*) are mandatory		
General Data		
(*)Indicate the percentage of Handicapped Workers with respect to the total number of workers in your company	<input type="text"/>	Attach
(*)Indicate the percentage of women Contracted with respect to the total number of workers in your company	<input type="text"/>	Attach
(*)Indicate the percentage of workers with social exclusion risk with respect to the total number of workers in your company	<input type="text"/>	Attach
(*)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?	<input type="text"/>	Attach
(*)If the answer is yes to the previous question, please attach evidence of the Ethical code or Code of conduct. If not, attach a signed document indicating the non-availability and the reasons for it	<input type="text"/>	Attach
(*)Does your company have an equality plan?	<input type="text"/>	Attach
(*)If the answer is yes to the previous question, please attach evidence of the equality plan. If not, attach a signed document that indicates the non-availability and the reasons for it	<input type="text"/>	Attach
(*)Does the organization guarantee training on sustainability (environment, Occupational Risk Prevention, Human Rights, climate change, ...) for its employees?	<input type="text"/>	Attach
(*)Does the company comply with the legislation on Risk Prevention in the countries in which it operates?	<input type="text"/>	Attach
(*)Have you trained and made employees aware of compliance issues?	<input type="text"/>	Attach
Supplier Comments	<input type="text"/>	

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.

Select file to be attached

Seleccionar archivo
Ningún archivo seleccionado

Comment

Ok

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

Save without sending
Send data

Answers sent: 2

New version

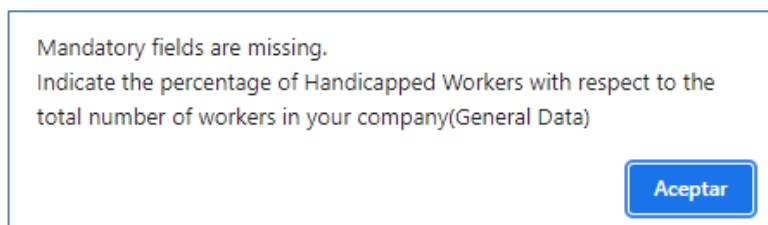
The system will display the following confirmation message.

Sustainability

Code
53074
Requester
Administrador Sistema

The certificate has been correctly sent to the purchasing company.

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

Supply Tree and requirements

In its work to raise the level of transparency, Red Eléctrica allows any company to know what supplies it requires and the minimum requirements that this company must satisfy to pass the qualification process associated with the Business area in question:

To review the supply tree with all the Business areas that Red Eléctrica acquires, ordered by type [click here.](#)

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)	
020	SUB-STATION EQUIPMENT	#N/D	MEDIUM VOLTAGE TRANSFORMER CENTRES	Type 2 (standard qualification + equipment approval)	

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

HOME	QUESTIONNAIRES	YOUR DETAILS	YOUR COMPANY	SUPPLIER FILE	QUALIFICATION <ul style="list-style-type: none"> Register Monitoring 	CIF
------	----------------	--------------	--------------	---------------	---	-----

Welcome to the Red Eléctrica Supplier's Space

The system will then display the “Qualification File” type



New request

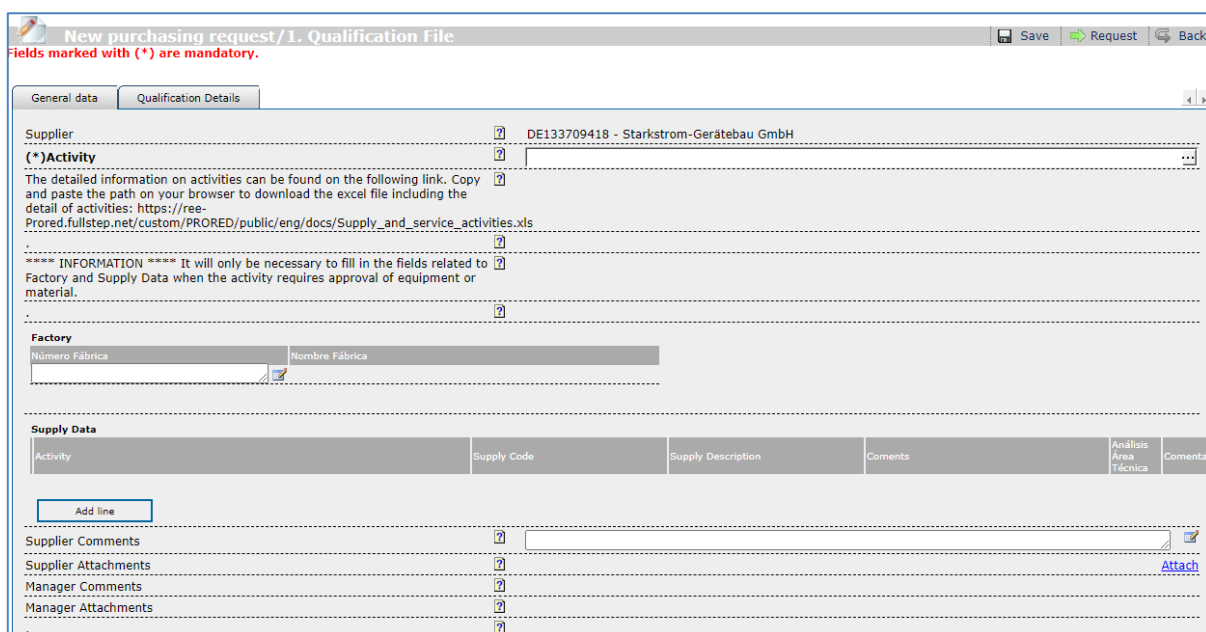
Select the type of request you wish to register by clicking on the corresponding line

Types of requests available

1. Qualification File
2. Qualification Process Cancellation
3. New Factory Registration

If the request you need is not available in this list, contact with the systems manager.

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



New purchasing request/1. Qualification File Save Request Back

Fields marked with (*) are mandatory.

General data Qualification Details

Supplier DE133709418 - Starkstrom-Gerätebau GmbH

(*)Activity

The detailed information on activities can be found on the following link. Copy and paste the path on your browser to download the excel file including the detail of activities: https://ree-Prored.fullstep.net/custom/PRORED/public/eng/docs/Supply_and_service_activities.xls

**** INFORMATION **** It will only be necessary to fill in the fields related to Factory and Supply Data when the activity requires approval of equipment or material.

Factory

Número Fábrica	Nombre Fábrica
----------------	----------------

Supply Data

Activity	Supply Code	Supply Description	Comments	Analysis Area Técnica	Comments
Add line					

Supplier Comments

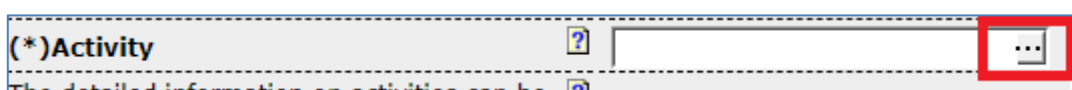
Supplier Attachments

Manager Comments

Manager Attachments

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

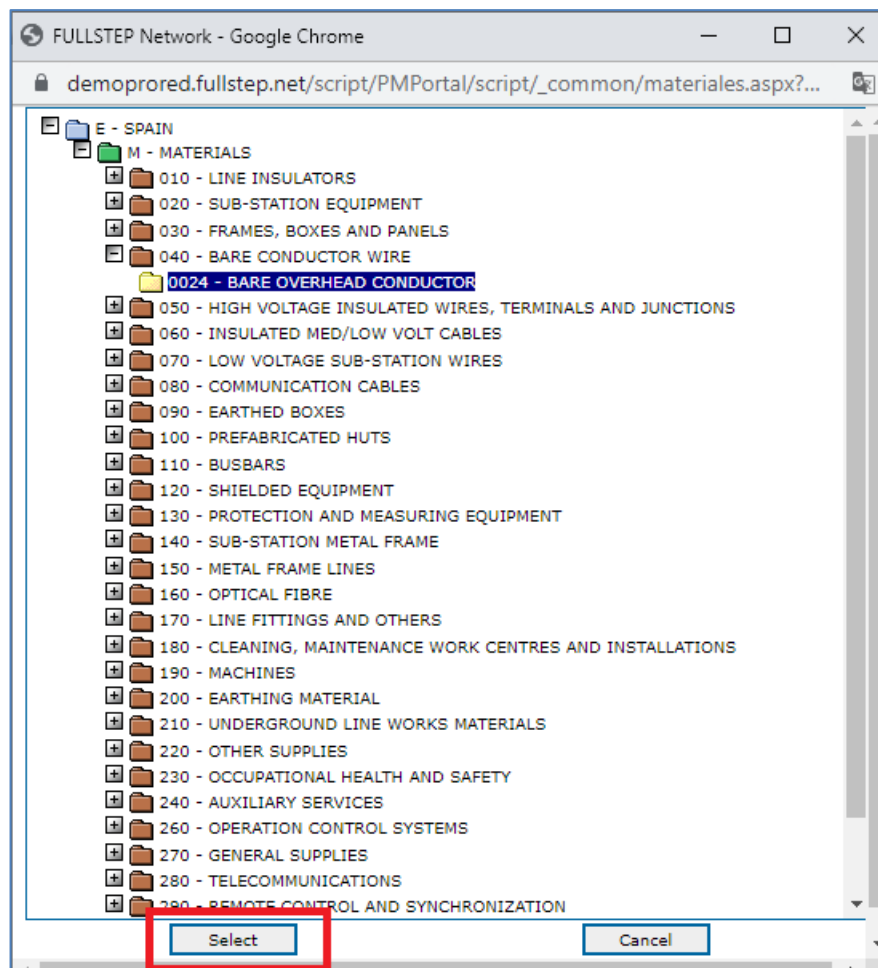


(*)Activity

The detailed information on activities can be found on the following link. Copy and paste the path on your browser to download the excel file including the detail of activities: https://ree-Prored.fullstep.net/custom/PRORED/public/eng/docs/Supply_and_service_activities.xls

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.

Supplier	DE133/09418 - Starkstrom-Gerätebau GmbH
(*)Activity	E - M - 040 - 0024 - BARE OVERHEAD CONDUCTOR
The detailed information on activities can be found on the following link: Conv and paste	

7.2.1 Request Qualification File Registration

g request/1. Qualification File	Save	Request	Back
andatory.			

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

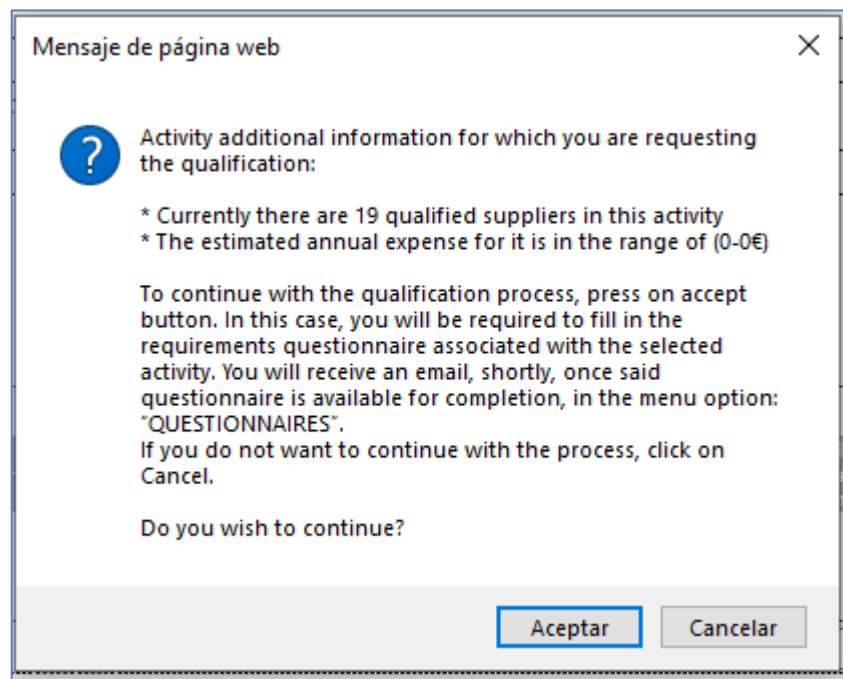
"monitoring" -> "saved files" and has the option to:

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.



49026

Action: Request

The request requires a stage change within the system. Press OK to continue. Otherwise press cancel.

CREATED

The next participants will be:

Role	Internal PM user or supplier
Proveedor	
sistema	sistema integración

Comments for the next participants:

OK

Cancel

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.

Action: Request

Code:

49026

Description:

FE-1. Qualification File

Action correctly executed

The request has been sent to the following stages:

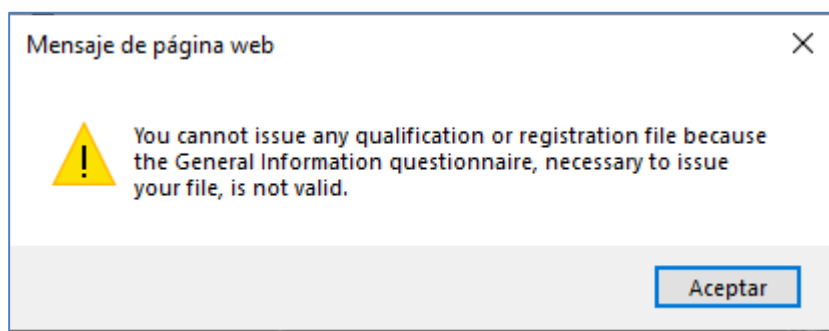
CREATED

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:

Factory

Factory Number

Nombre Fábrica/Factory Name

Supply Data

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

HOME
QUESTIONNAIRES
YOUR DETAILS
YOUR COMPANY
SUPPLIER FILE
QUALIFICATION

Requests follow-up

Register
Monitoring

^ Scenarios
2
Selected: Fabricas/Factories

Expedientes/Qualification Files
Consulta Anulación Expedientes/Consult File Cancellation
Fabricas/Factories
3

Filters
TODAS

Detalles

Page 1 of 1

Drag a column here to group by concept

Code	Supplier	Nombre Fábrica/Factory Name	Calle / Street
33708	DE1370 - STARK	GENSBURG	OHMSTRASE 10

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

Page 1 of 1

Drag a column here to group by concept

Code	Supplier
33708	DE13370 - STARK

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

Requests follow-up

Scenarios Selected: Fabricas/Factories

Expedientes/Qualification Files Consulta Anulación Expedientes/Consult File Cancellation **Fabricas/Factories**

Filters **Todas**

Detalles

Page 1 of 0

Drag a column here to group by concept

Code	Supplier	Nombre Fábrica/Factory Name	Calle / Street

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

DE ESPAÑA

HOME QUESTIONNAIRES YOUR DETAILS YOUR COMPANY SUPPLIER FILE **QUALIFICATION**

New request

Select the type of request you wish to register by clicking on the corresponding line

Types of requests available

- 1. Qualification File
- 2. Qualification Process Cancellation
- 3. New Factory Registration**

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.

New purchasing request/3.New Factory Registration Save Issue Back

Fields marked with (*) are mandatory.

General data

(*)Nombre Fábrica/Factory Name ? ?

(*)Calle / Street ? ?

(*)Población / City ? ?

(*)Código Postal / Post Code ? ?

(*)Country ? ?

Province / State ? ?

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

33708 - Action: Issue	
The request requires a stage change within the system. Press OK to continue. Otherwise press cancel.	
MAINTENANCE	
The next participants will be:	
Role	Internal PM user or supplier
Proveedor	
Admin	Administrador Sistema
Comments for the next participants:	
<div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 5px;">OK</div> <div>Cancel</div> </div>	

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

Action: Issue	
Code:	33708
Description:	FABI-3.New Factory Registration
Action correctly executed	
The request has been sent to the following stages:	
MAINTENANCE	

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

Factory	
Factory Number	Nombre Fábrica/Factory Name
33791	

Supply Data
Activity
Add line
Supplier Comments

Mensaje de página web

! Factory number is not valid.

Aceptar

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

Factory	
Factory Number	Nombre Fábrica/Factory Name
3370	SGB/REGENS

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

Supply Data		
Activity	Supply Code	Sup
Add line		
Supplier Comments		

Then click on the button highlighted in the red square

Supply Data		
Activity	Supply Code	Sup
>

To enter the supply selection window.

Parts - Google Chrome

demoprored.fullstep.net/script/PMPortal/script/_common/articulosserv...

Material

BARE OVERHEAD CONDUCTOR (E - M - 040 - 0024) ...

Code **Description**

Part Search

0M03021	CABLE DE GUARDA AC/GALVANIZADO ALTA TENSION
0M03195	CABLE DE GUARDA ALUMOWELD
0M03196	CONDUCTOR ALUMINIO/ACERO
0M03197	CONDUCTOR ALUMINIO/ALUMOWELD

Ok

Select a supply and then click on “Accept”

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

Supply Data

Activity	Supply Code	Supply Description	Comments
E - M - 040 - 0024 - BARE OV ...	0M03196	CONDUCTOR ALUMINIO/ACERO	

Add line

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: soproteprored@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	Required	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

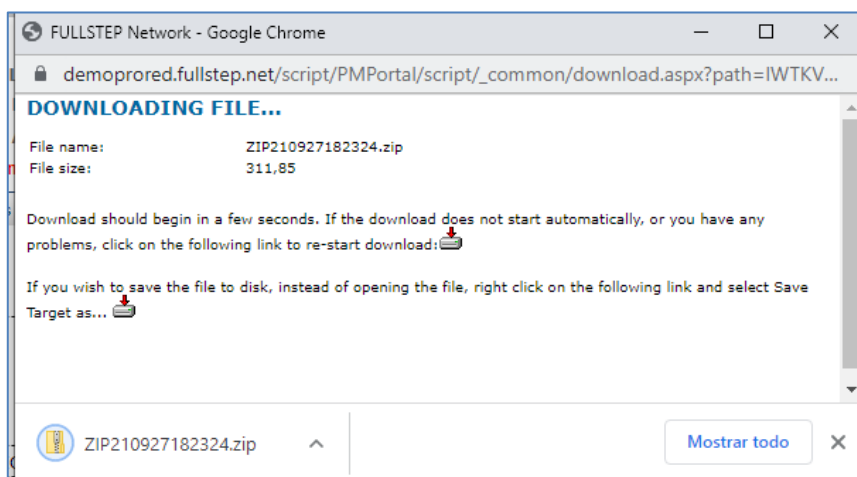
To access its content, click on the questionnaire title, in the example "ESP -OTHER LOW VOLTAGE EQUIPMENT".

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

General data			
***** 1.1 NON-BINDING INFORMATION ABOUT THE COMPANY *****			
(*)1.1.1 Does your company have an ISO 9001 certified quality management system?			
1.1.2 ISO 9001 Certificate (If applicable and if the company belongs to RePro, there is no need to attach it)			
(*)1.1.3 Does your company have an ISO 14001 certified environmental management system?			
1.1.4 ISO 14001 Certificate (If applicable and if the company belongs to RePro, there is no need to attach it)			
(*)1.1.5 Does your company have an OSHAS 18001 certified Health and Safety management system?			
1.1.6 OSHAS 18001 Certificate (If applicable and if the company belongs to RePro, there is no need to attach it)			
* 1.2 INFORMATION REGARDING THE FAMILY IN WHICH YOU SHOW AN INTEREST *			
(*)1.2.1 Describe the supplies/services provided regarding the Family in which you show an interest			
1.2.2 Attach the commercial presentation of the services provided regarding the Family in which you show an interest			
(*)1.2.3 State the countries in which you provide your services regarding the family in which you show an interest			
(*)1.2.4 State the number of years you have been carrying out the works regarding the family in which you show an interest			
(*)1.2.5. Number of employees currently allocated to the works regarding the Family in which you show an interest			
(*)1.2.6. Indicate the percentage that the figure above represents with respect to the total number of staffed employees			
(*)1.2.7. Average turnover amount (in euros) regarding the Family in which you show an interest in the last 3 years			
(*)1.2.8. Indicate the percentage that the figure above represents with respect to the total turnover of the company			
(*)1.2.9. Client references (maximum of 5), approved by them, for which you have supplied the Family works at stake in the last 3 years			
(*)Company	(*)Country	(*)contact Person	(*)Short description of the v

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.

Requisitos/Respuestas aportadas por ...			
Especificaciones Técnicas		ET227 Ed1 Suministro Aisladores de vidrio silicónado.pdf (1265 kb)	(27/09/2021 6:18:13 PM)
			Download all
Mínimos Exigidos		142 COMPOSITE INSULATORS FOR ELECTRICITY LINES WD.pdf (133 kb)	(27/09/2021 6:18:14 PM)
		Diseño - Aisladores compuestos de líneas (142).pdf (261 kb)	(27/09/2021 6:18:14 PM)
***** 1.1 SISTEMAS CERTIFICADOS *****			
(*)1.1.1 ¿Dispone su centro productivo de sistema de gestión de calidad ISO 9001?		Yes	



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”.

Answers sent: 0

Save without sending

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	Required	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"

SUPPLIER FILE	QUALIFICATION	CIF MODIFICATION
	Register	
	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.



Requests follow-up

Scenarios

Selected: Expedientes/Qualification Files

Filters

Σ Pendientes Proveedor/Pending Supplier

Detalles

⏪

⏴

Page 1 of 1

⏵

⏩

Drag a column here to group by concept

Nº Expediente/File N	Date created	Activity	Start Qualification File Date	End Qualification File Date	Current situation
<div>⚠</div> <div>49029</div>	06/10/2021	L - M - 010 - 0001 - COMPOUND LINE INSULATORS			CREATED

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

1. Qualification File		Save	Cancel	Print/Exp.	Back
49029 (In process)					
Date created	06/10/2021	Current situation:	CREATED		
		Type:	FE - 1. Qualification File		

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.

Requests follow-up

Scenarios

Selected: Expedientes/Qualification Files

Filters

Pendientes RE/Pending RE

Pendientes Proveedor/Pending Supplier (1)

Pendientes RE/Pending RE (1)

Aprobados/Approved (4)

Rechazados/Rejected (3)

Anulados/Cancelled (5)

Detalles

Page 1 of 1

Drag a column here to group by concept

Nº Expediente/File N	Date created	Activity	Start Qualification File Date	End Qualification File Date
49029	06/10/2021	L - M - 010 - 0001 - COMPOUND LINE INSULATORS	06/10/2021	

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.

2. Qualification Process Cancellation

Save Request Back

Fields marked with (*) are mandatory.

General data

Cancellation Reason ?

(*)Identificador Expediente / Qualification file Number ? 49.029

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

49032 - Action: Request

The request requires a stage change within the system. Press OK to continue. Otherwise press cancel.

MANAGER

The next participants will be:

Role	Internal PM user or supplier
Gestor RE	(It will be assigned later)

Comments for the next participants:

OK Cancel

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

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
questionnaire. thanks.
04/10/2021

Deadline for return

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.

Devolución Expediente /
Qualification Request
returned

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.

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

HOME	QUESTIONNAIRES	YOUR DETAILS	YOUR COMPANY	SUPPLIER FILE	QUALIFICATION	CIF MODIFICATION	QUALIF
					Register		
					Monitoring		
Requests follow-up							
Scenarios		Selected: Expedientes/Qualification Files					
Filters		Σ Pendientes Proveedor/Pending Supplier					
Detalles							
Page 1 of 1							
Drag a column here to group by concept							
Nº Expediente/File	Date created	Activity	Start Qualification File Date	End Qualification File Date	Current situation	S	
48961	27/09/2021	E - M - 160 - 0053 - OPTICAL FIBRE CABLE FOR RAILWAYS	27/09/2021		IN PROCESS(SUPPLIER)		

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.

General data | **Qualification Details**

Activity: E - M - 160 - 0053 - OPTICAL FIBRE CABLE FOR RAILWAYS

***** INFORMATION ***** It will only be necessary to fill in the fields related to Factory and Supply Data when the activity requires approval of equipment or material.

Factory

Número Fábrica	Nombre Fábrica	Calle	Código Postal

Supply Data

Activity	Supply Code	Supply Description	Comments	Analisis Area Técnica	Comentarios Área Técnica

Add line

Supplier Comments

Supplier Attachments

Manager Comments

Manager Attachments

***** RETURN QUALIFICATION FILE *****

Deadline for return: 30/09/2021

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

Forward to Manager | Print/Exp. | Back

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.

48961 - Action: Forward to Manager

The request requires a stage change within the system. Press OK to continue. Otherwise press cancel.

IN PROGRESS (Gestor RE)

The next participants will be:

Role	Internal PM user or supplier
Gestor REE	(It will be assigned later)

Comments for the next participants:

OK | Cancel

Action: Forward to Manager	
Code:	48961
Description:	FE-1. Qualification File
Action correctly executed	
The request has been sent to the following stages:	
IN PROGRESS (Gestor RE)	

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

Scenarios

Selected: Expedientes/Qualification Files

Filters

Σ

Pendientes Proveedor/Pending Supplier

Detalles

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Page

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Drag a column here to group by concept

Nº Expediente/Fil N.	Date created	Activity	Start Qualification File Date	End Qualification File Date

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

Filters

Σ

Pendientes RE/Pending RE

Pendientes Proveedor/Pending Supplier (0)

Pendientes RE/Pending RE (2)

Aprobados/Approved (0)

Rechazados/Rejected

Anulados/Cancelled (1)

Detalles

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Drag a column here to group by concept

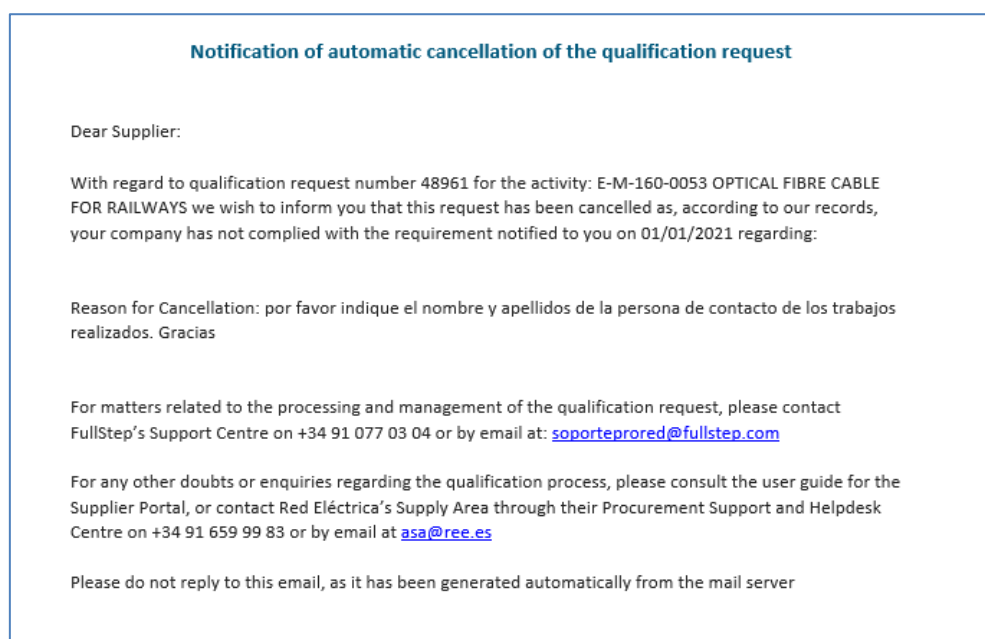
Nº Expediente/File N.	Date created	Activity	Start Qualification File Date	End Qualification File Date	Current situation
48961	27/09/2021	E - M - 160 - 0053 - OPTICAL FIBRE CABLE FOR RAILWAYS	27/09/2021		IN PROGRESS (Gestor RE)

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



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

Scenarios

Selected: Expedientes/Qualification Files

Filters

Anulados/Cancelled

Pendientes Proveedor/Pending Supplier (1)

Pendientes RE/Pending RE (0)

Aprobados/Approved (4)

Rechazados/Rejected (3)

Anulados/Cancelled (4)

Detalles

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Drag a column here to group by concept

Nº Expediente/File N.	Date created	Activity	Start Qualification File Date	End Qualification File Date	Current situation
48957	27/09/2021	E - M - 020 - 0005 - OTHER LOW VOLTAGE EQUIPMENT	27/09/2021		Cancelled

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 will 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.

Scenarios

Selected: Expedientes/Qualification Files

Filters

Aprobados/Approved

Pendientes Proveedor/Pending Supplier (1)

Pendientes RE/Pending RE (0)

Aprobados/Approved (4)

Rechazados/Rejected (3)

Anulados/Cancelled (4)

Detalles

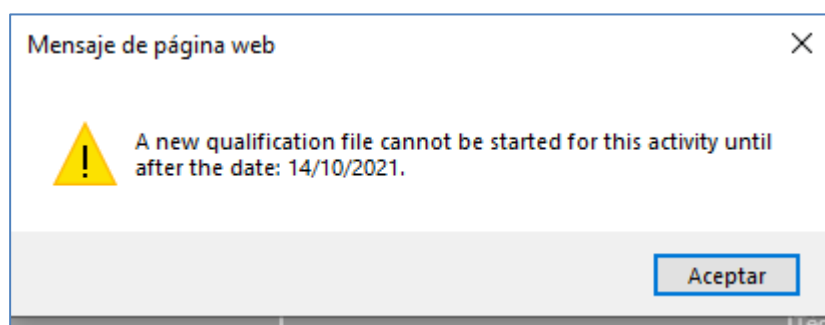
Page 1 of 1

Drag a column here to group by concept

Nº Expediente/File N.	Date created	Activity	Start Qualification File Date	End Qualification File 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.

Scenarios

Selected: Expedientes/Qualification Files

Filters

Σ

Rechazados/Rejected

Detalles

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Page 1 of 1

Drag a column here to group by concept

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)		Current situation:
Date created	27/09/2021	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	Required	Form
▼	▼	▼	▼	▼	▼
 Valid	21/09/2019		35554	*	Repro

You can see the Repro data 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 Repro.

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	3 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	Additional Information
***** SUSTAINABILITY *****	
% Of Handicapped workers	?
% Women Contracted	?
% Workers with social exclusion risk	?
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?	?
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	?
Penal Scoring	?
Scoring Privacidad	?
Cybersecurity Scoring	?
***** SOCIAL AUDITS *****	
Audit Date	?
Expiry Date	?
Result	?

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	Required	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.

HOME	QUESTIONNAIRES	YOUR DETAILS	YOUR COMPANY	SUPPLIER FILE	QUALIFICATION	CIF MODIFICATION
Requests follow-up						
Scenarios Selected: FICHA PROVEEDOR/SUPPLIER FILE Filters Criterios Búsqueda						
Datos Básicos/General Information Documentación adicional/Additional Information Sostenibilidad/Sustainability Datos Contactos/Contact Data						
Page 1 of 1						
Drag a column here to group by concept						
Code	PRORED Supplier Code (P) ▲	Cod. SAP	Company name (P)	Street (P)	City (P)	State (P)
24403	ESA82661935	20015180	FULLSTEP NETWORKS S.A.	Calle del Eucalipto, 33, Piso 3º	MADRID	Mac

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.

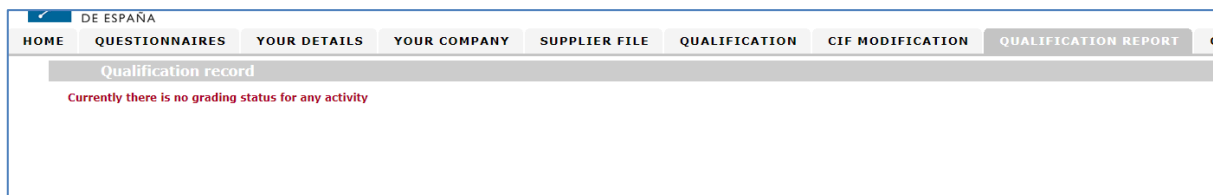
GENERAL INFORMATION	ADDITIONAL DOCUMENTS	SUSTAINABILITY INFORMATION	QUALIFICATION STATUSES
Activity	Tipo de Actividad/Activity Typ...		Qualification status
E - M - 020 - 0005 - OTHER LOW VOLTAGE EQUIPMENT	4. Registration process activity		2-Registration Process
E - S - 400 - 0130 - REPAIRS UNDERGROUND 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-STATIONS	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 NETWORKS	1.Standard Qualification Activity		4-Qualified
E - S - 630 - 0278 - SUPPLY AND INSTALLATION ASSEMBLY OF TRANSMISSIONS	1.Standard Qualification Activity		4-Qualified
E - S - 630 - 0283 - OPTICAL FIBRE WORKS FOR RAILWAYS	1.Standard Qualification Activity		7-Disqualified

10 Qualification Report

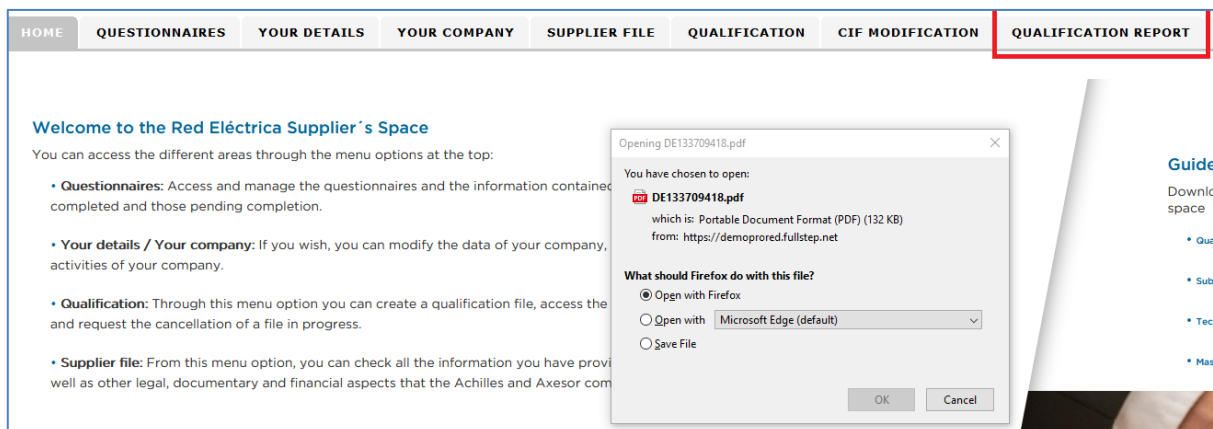
In this menu option you can download the report on qualification statuses of your company at the time of compiling the report.

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

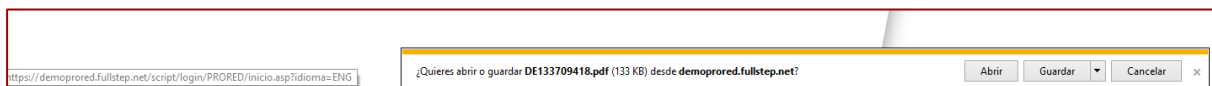
“Currently there is no qualification statuses for any activity”



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,



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.

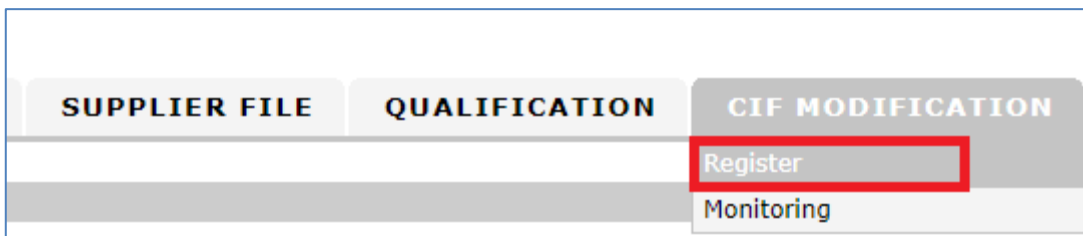
There are several pre-requisites that must be complied with before requesting a change of CIF:

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.

- 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.

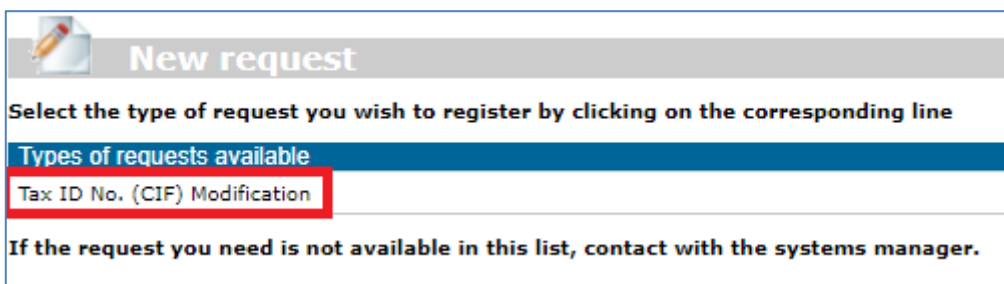
11.2 CIF Modification Request Registration

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



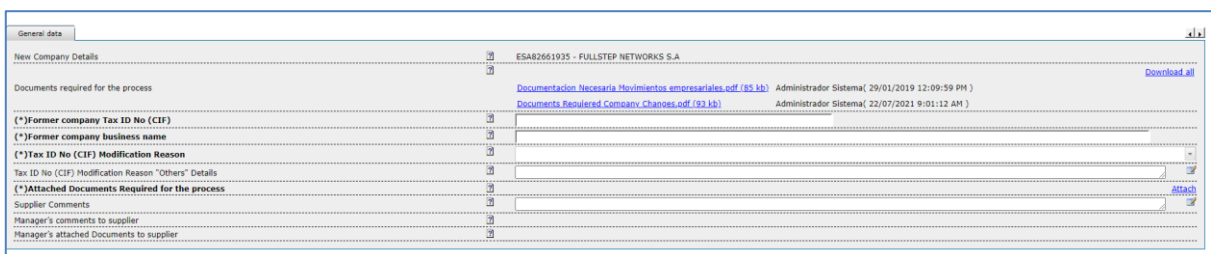
The screenshot shows a navigation menu with three main tabs: 'SUPPLIER FILE', 'QUALIFICATION', and 'CIF MODIFICATION'. Under the 'CIF MODIFICATION' tab, there are two sub-options: 'Register' and 'Monitoring'. The 'Register' option is highlighted with a red rectangular box.

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



The screenshot shows a 'New request' form. At the top, there is a header with a pencil icon and the text 'New request'. Below this, a instruction says 'Select the type of request you wish to register by clicking on the corresponding line'. A table titled 'Types of requests available' contains one row: 'Tax ID No. (CIF) Modification', which is highlighted with a red rectangular box. Below the table, a note states 'If the request you need is not available in this list, contact with the systems manager.'

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



The screenshot shows the 'CIF Modification Form'. It has a 'General data' tab selected. The form contains several sections: 'New Company Details' with the company name 'ESAB2661935 - FULLSTEP NETWORKS S.A.', 'Documents required for the process' with links to download necessary documents, and a list of required fields for completion: 'Former company Tax ID No (CIF)', 'Former company business name', 'Tax ID No (CIF) Modification Reason', 'Tax ID No (CIF) Modification Reason "Others" Details', 'Attached Documents Required for the process', 'Supplier Comments', 'Manager's comments to supplier', and 'Manager's attached Documents to supplier'. Each field has a corresponding input area or a link to attach documents.

CIF Modification Form

11.2.1 Documents required for the process

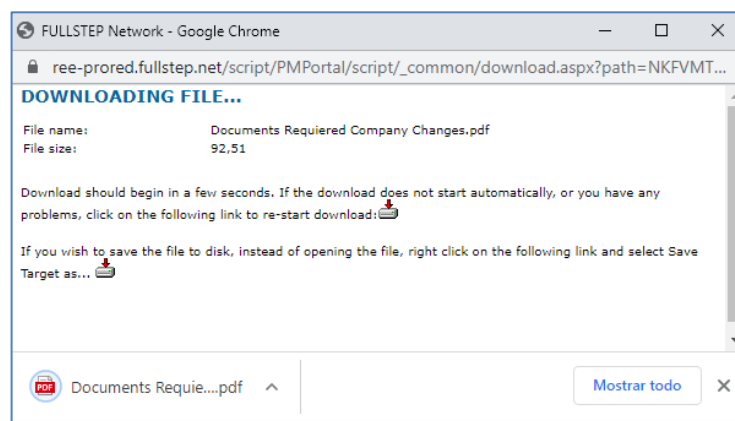
The fields preceded by (*) in bold format are mandatory for the request to proceed. They must indicate the CIF and name of the former company and the reason for modifying the CIF.

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

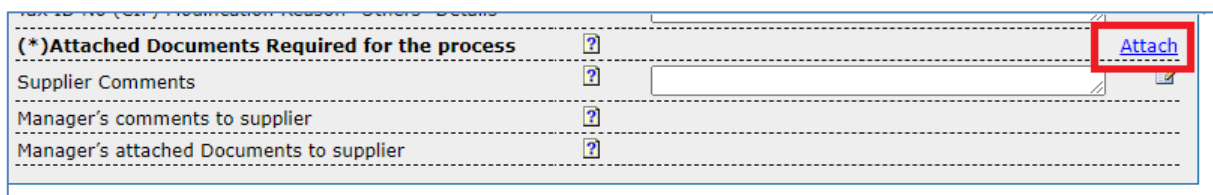


Your browser will now either open or download the document:

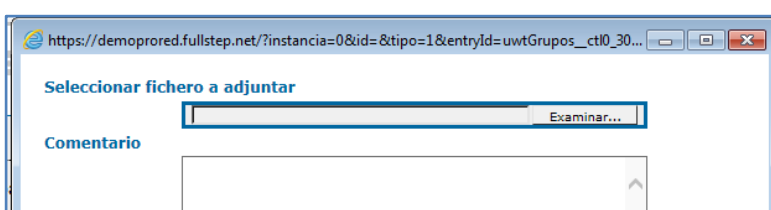


Example of the message to download/open the document with INTERNET EXPLORER BROWSER

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

Supplier Comments	<input type="text"/>
Manager's comments to supplier	
Manager's attached Documents to supplier	

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.

(*)Tax ID No (CIF) Modification Reason	<input type="text"/>
Tax ID No (CIF) Modification Reason "Others" Details	Absorption
(*)Attached Documents Required for the process	Merger
Supplier Comments	Demerger
Manager's comments to supplier	CIF change for the same company
Manager's attached Documents to supplier	Others

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.

(*)Tax ID No (CIF) Modification Reason	?	Others
Tax ID No (CIF) Modification Reason "Others" Details	?	EXPLAIN WHY OTHERS HAS BEEN CHOSEN
(*)Attached Documents Required for the process	?	
Supplier Comments	?	
Manager's comments to supplier	?	
Manager's attached Documents to supplier	?	

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.

Action precondition warnings

Precondition type	ID	Message
Bloqueante	x1	If you have selected "Others" in "Tax ID No (CIF) Modification Reason", please

11.2.3 Request CIF Modification Registration

Click on the "Request" button to issue the request

Save

Request

Back

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:

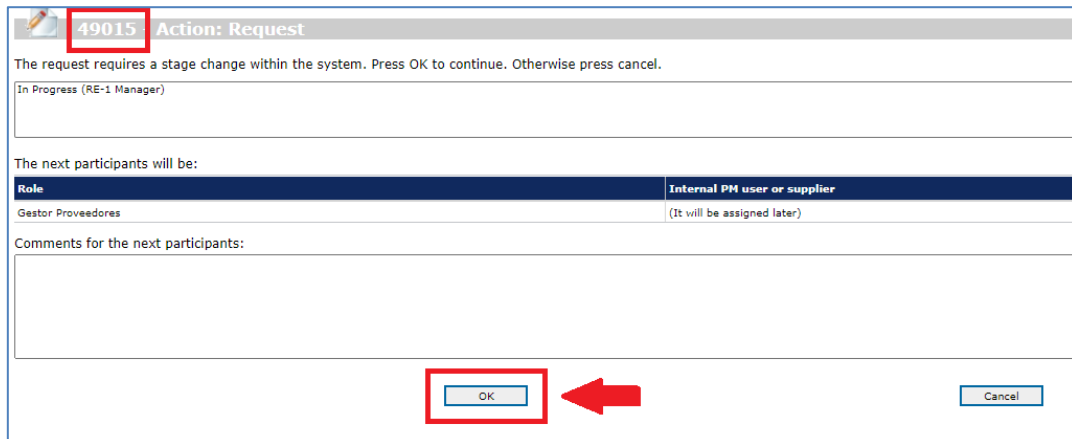
Mensaje de página web

Mandatory fields are missing.
Attached Documents Required for the process(General data)

Aceptar

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.



Role	Internal PM user or supplier
Gestor Proveedores	(It will be assigned later)

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.



Action: Request
Code: 49015 REQUEST NUMBER
Description: MCIF-Tax ID No. (CIF) Modification
Action correctly executed
The request has been sent to the following stages:
In Progress (RE-1 Manager)

Confirmation page. Request sent correctly

Other action buttons: “Save” ->

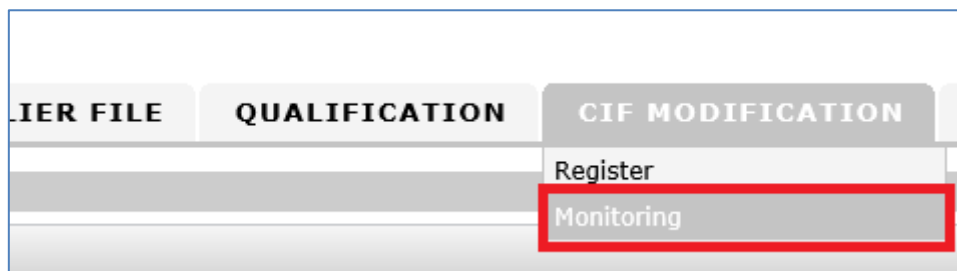
The system will generate a unique numerical identifier for the request. The request has NOT been sent.

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”



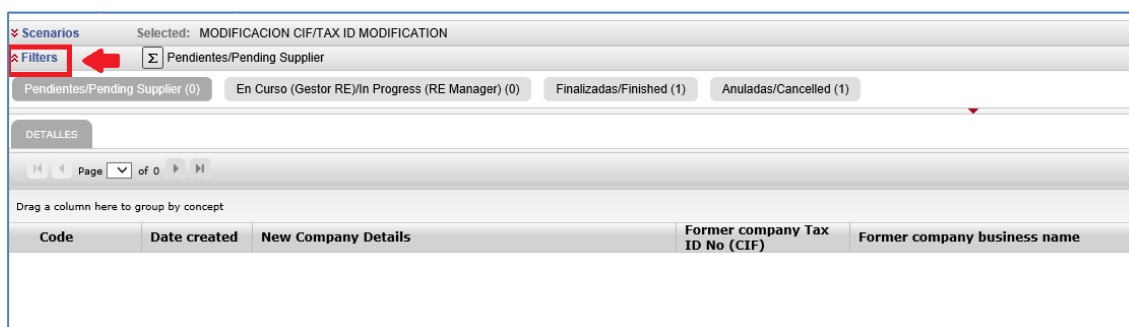
In this option, we can see different filters to consult the requests according to their processing status.

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

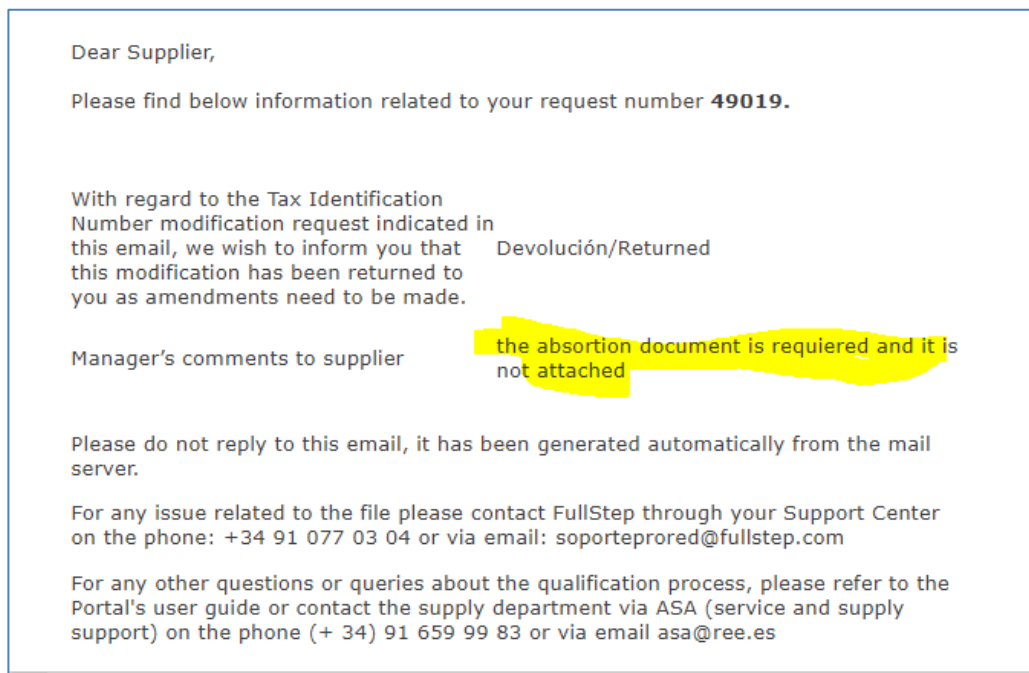
Once the CIF modification request has been issued, the RE supplier department will begin to review it.

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 the comments of the supplier manager explaining the reason why it has been returned.



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

Scenarios

Selected: MODIFICACION CIF/TAX ID MODIFICATION

Filters

Σ

Pendientes/Pending Supplier

DETALLES

⏪

⏩

Page 1 of 1

Drag a column here to group by concept

Code	Date created	New Company Details		Former company Tax ID No (CIF)	Former company business
⚠ 49019	05/10/2021	ESA48015	- MANUFACTURAS	<div>📄</div> <div>ESA48015</div>	<div>📄</div> <div>MANUFACTURAS</div>

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

Supplier Comments		
Manager's comments to supplier		the absorption document is required and it is not attached
Manager's attached Documents to supplier		

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.

Modificación CIF
Request
Print/Exp.
Back

49019 (In process)

Date created: 05/10/2021
Current situation:
Type:
REQUESTER:
MCIF - Tax ID No. (C

Fields marked with (*) are mandatory

General data

New Company Details		ESA48015333 - MANUFACTURAS ELECTRICAS, S.A.U.
Documents required for the process		Documentacion Necesaria Movimientos empresariales.pdf (85 kb) (05/10/2021 12:30:45 PM)
(*)Former company Tax ID No (CIF)		ESA48015331
(*)Former company business name		MANUFACTURAS ELECTRICAS, S.A.U.
(*)Tax ID No (CIF) Modification Reason		Absorption
Tax ID No (CIF) Modification Reason "Others" Details		
(*)Attached Documents Required for the process		ResidenciaFiscal.pdf (62 kb) (05/10/2021 12:30:39 PM)
Supplier Comments		ok. the document is it already attached
Manager's comments to supplier		the absorption document is required and it is not attached
Manager's attached Documents to supplier		

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

49019 - Action: Request

The request requires a stage change within the system. Press OK to continue. Otherwise press cancel.

In Progress (RE-1 Manager)

The next participants will be:

Role	Internal PM user or supplier
Gestor Proveedores	(It will be assigned later)

Comments for the next participants:

OK Cancel

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

Scenarios Selected: MODIFICACION CIF/TAX ID MODIFICATION

Filters Σ Pendientes/Pending Supplier

DETALLES

Page 0 of 0

Drag a column here to group by concept

Code	Date created	New Company Details	Former company Tax ID No (CIF)	Former company business name

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

Requests follow-up

Scenarios Selected: MODIFICACION CIF/TAX ID MODIFICATION

Filters Σ En Curso (Gestor RE)/In Progress (RE Manager)

Pendientes/Pending Supplier (0) En Curso (Gestor RE)/In Progress (RE Manager) (1) Finalizadas/Finished (1) Anuladas/Cancelled (1)

DETALLES

Page 1 of 1

Drag a column here to group by concept

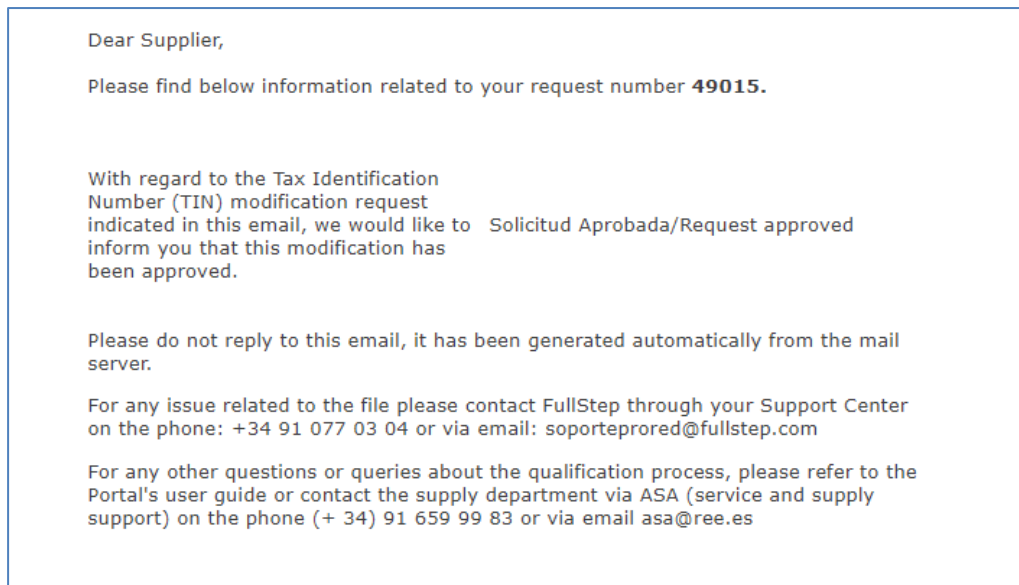
Code	Date created	New Company Details	Former company Tax ID No (CIF)	Form
49019	05/10/2021	ESA48015 - MANUFACTURA	ESA48015	MAI

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.



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

Requests follow-up

Scenarios

Selected: MODIFICACION CIF/TAX ID MODIFICATION

Filters

Finalizadas/Finished

Pendientes/Pending Supplier (0)

En Curso (Gestor RE)/In Progress (RE Manager) (1)

Finalizadas/Finished (1)

Anuladas/Cancelled (1)

DETALLES

Page 1 of 1

Drag a column here to group by concept

Code	Date created	New Company Details	Former company Tax ID No (CIF)	Former company Tax ID No (CIF)
49015	04/10/2021	ESA48015 - MANUFACTURAS	123123123123	123123123123

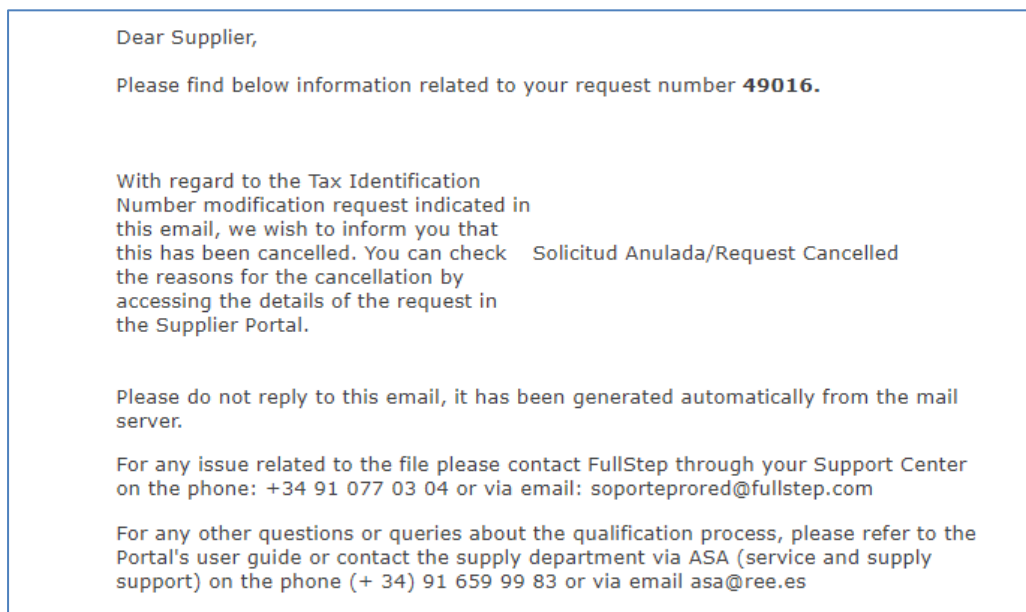
11.3.4 RE Manager cancels the request

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



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.


Requests follow-up

Scenarios
Selected: MODIFICACION CIF/TAX ID MODIFICATION

Filters

Pendientes/Pending Supplier (0)
En Curso (Gestor RE)/In Progress (RE Manager) (1)
Finalizadas/Finished (1)

Anuladas/Cancelled (1)





DETALLES

Page 1 of 1

Drag a column here to group by concept

Code	Date created	New Company Details	Former company Tax ID No (CIF)	Former company
49016	05/10/2021	ESA48015L - MANUFACTURAS	ESA48C	MANUFACTURAS E

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)
Supplier Comments		
Manager's comments to supplier		duplicated
Manager'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.

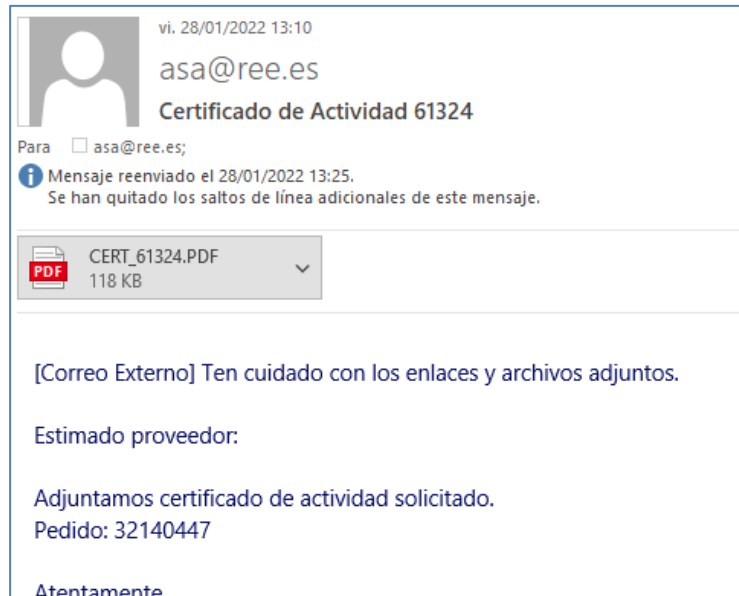
Next, in this guide, you will find the details of the steps to follow to process a request for an Activity Certificate.

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 order 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"

SUBCONTRACTING	ACTIVITY CERTIFICATES
	<div>Request an activity certificate</div> <div>Activity certificates monitoring</div>

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


New request

Select the type of request you wish to register by clicking on the corresponding line

Types of requests available
Activity Certificate

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

As a supplier, you can request to receive an activity certificate at the email address indicated in the field indicated below. ?
 You must indicate a unique order number. Fill in the information in the following form and click on the "Request" button.
 Then on the required action page click the "OK" button. You can check the status of your requests in the menu option "Activity certificates monitoring"

(*)Email address where the activity certificate will be received	?	<input type="text"/>
(*)Certificate Language	?	<input type="text"/>
(*)Número de Pedido/ Order Number	?	<input type="text"/>
***** READ ONLY INFORMATION *****		
Request Status	?	1, Pendiente
Reason invalid certificate	?	
Error text	?	

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.

(*)Número de Pedido/ Order Number	?	ASDFD
-----------------------------------	---	-------

Request the certificate

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

 Save	 Request	 Back
--	---	--

The system validates that all mandatory fields are completed.

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

Mandatory fields are missing.
Certificate Language(General data)

Aceptar

System validates that your company has had activity with Red Eléctrica

The request cannot be started. Please, contact asa@ree.es for more information

Aceptar

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

Purchase Order number does not belong to your company. Your request can not be processed

Aceptar

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.

The "OK" button must be clicked to confirm the registration of the request.

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

54178 - Action: Request	
The request requires a stage change within the system. Press OK to continue. Otherwise press cancel.	
SISTEMA	
The next participants will be:	
Role	Internal PM user or supplier
INTEGRACION	Gestor Externo
Comments for the next participants:	
<div><div>OK</div><div>Cancel</div></div>	

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.

Action: Request	
Code:	54178
Description:	CA-Activity Certificate
Action correctly executed	
The request has been sent to the following stages:	
SISTEMA	

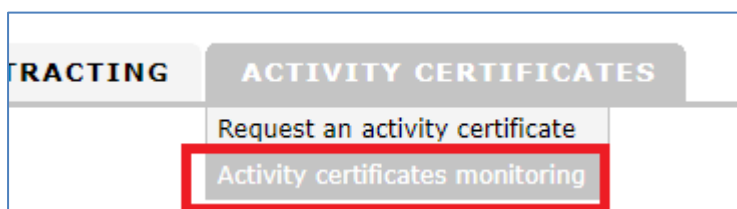
Confirmation page. Request successfully issue.

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"


Requests follow-up


Scenarios

Selected: C. ACTIVIDAD



Filters



Solicitudes / Requests

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.


Filtros


Solicitudes / Requests

Solicitudes / Requests (12)

Guardadas sin solicitar/Saved (1)

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

Details						
Cambiar usuario principal						
Page 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	3.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 order 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.
<p>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.</p> <p>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.</p> <p>You can check the processing status of your requests in the menu option Activity Certificates Monitoring.</p>	
(*)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	