

# Self-registration request

*Supplier*

Sap Ariba

V2.0



**REPSOL**



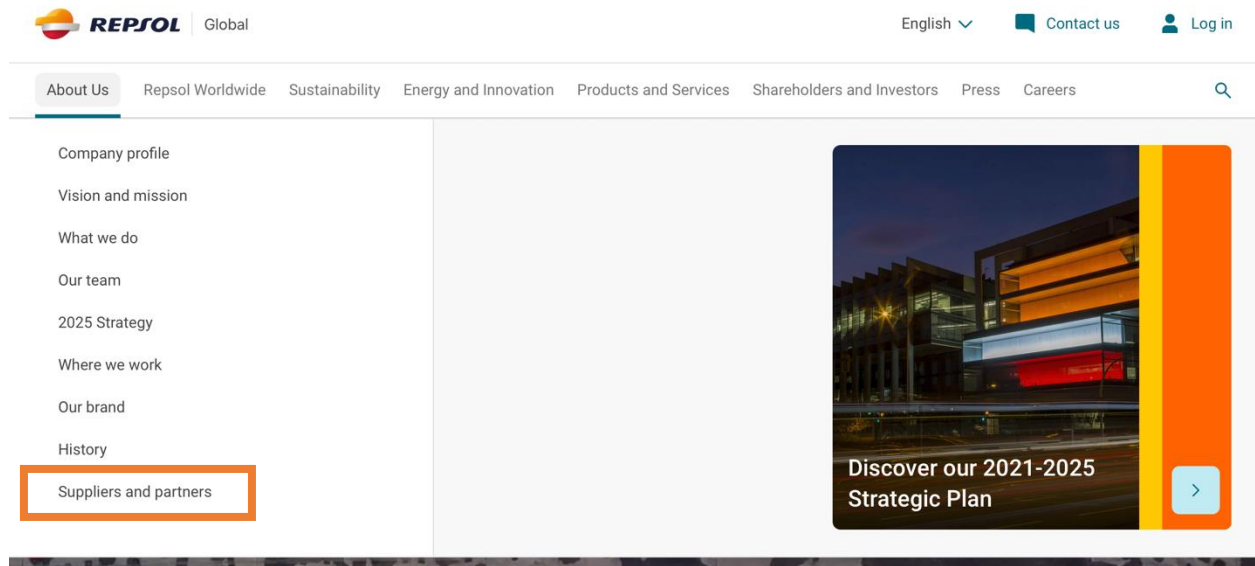
This guide includes the steps required to complete the Supplier self-registration request. It is indicated for those Suppliers who, on their own initiative or at the request of a Repsol Buyer, wish to start their registration process with Repsol.

## Create a self-registration request

If you have not received the invitation to register with Repsol, but you want to be able to enter our bidding processes, you must make a self-registration request through the Repsol website.

Keep into account that to make this request you do not need to have an Ariba Network account at the time you send it, but you do need to have an account later when you have to complete your registration process with Repsol.

This request is made through the corporate website, [www.repsol.com](http://www.repsol.com) within the section "About us"> "Suppliers and partners".



Access to **How to become a Repsol supplier** and click directly on the previous **questionnaire for suppliers**:

### How to become a supplier for Repsol

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

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

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

[Pre-qualification questionnaire for suppliers >](#)

[Self-registration request guide \(PDF 564 KB\) >](#)

[Contractor HSE Capability Assessment Questionnaire for Malaysia \(XLS 45 KB\) >](#)

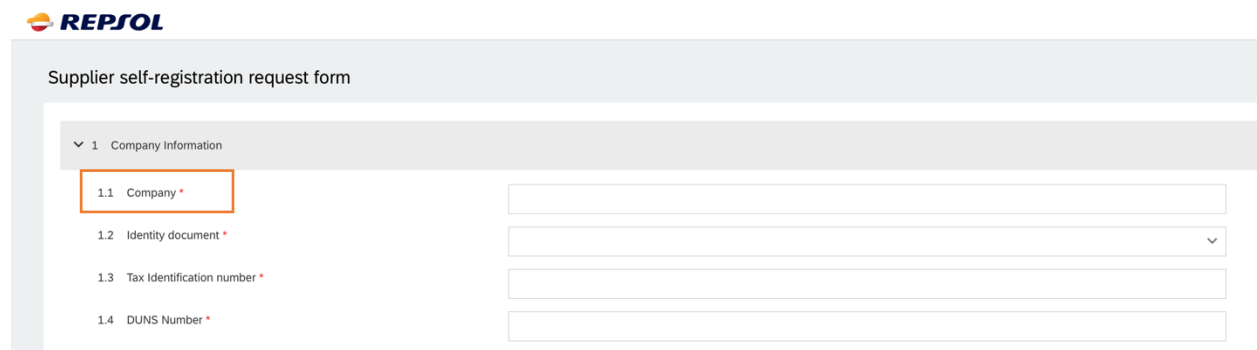


You will be asked to complete a questionnaire to have adequate information about the situation and reliability of the company. **Once you have completed and sent the questionnaire, the Repsol team will evaluate whether to approve or deny the request.**

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

However, you can find here some little guidelines.

Questions with a red asterisk will appear, which indicates that they are mandatory questions, and the questionnaire will not be able to be sent until they are completed. Below is an image of part of the questionnaire where an example of a mandatory question is marked with an orange box:



**REPSOL**

Supplier self-registration request form

1 Company Information

1.1 Company \*

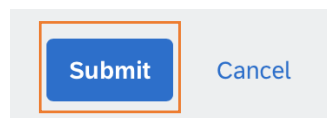
1.2 Identity document \*

1.3 Tax Identification number \*

1.4 DUNS Number \*

**In order to work with Repsol, acceptance of our legal conditions and our code of ethics in conduct is essential. Remember to accept it at the end of the form.**

Once you have completed the questionnaire, you must proceed to send it. To do this, you must click on the Submit button, which is at the bottom of the page, as shown in the following image.

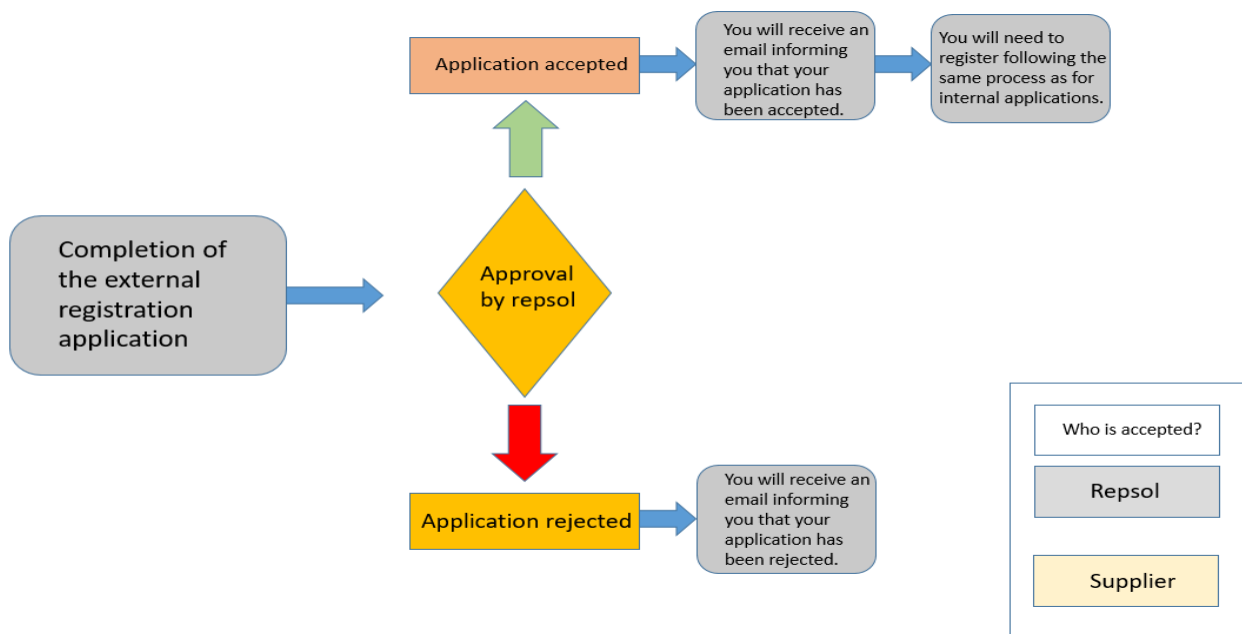


Submit Cancel

Doing this, you have just asked Repsol to be part of its list of Suppliers.

**Once the request is received, the Repsol Supplier Management team will review it and approve or reject it as appropriate. In both cases an informative email will be sent.**

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



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

In case that the application has been approved, you will receive an invitation from Repsol to register in your email.

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