



Manual for the Self-registration in the Reserved Area and subscription in the C2S platform

February 2024

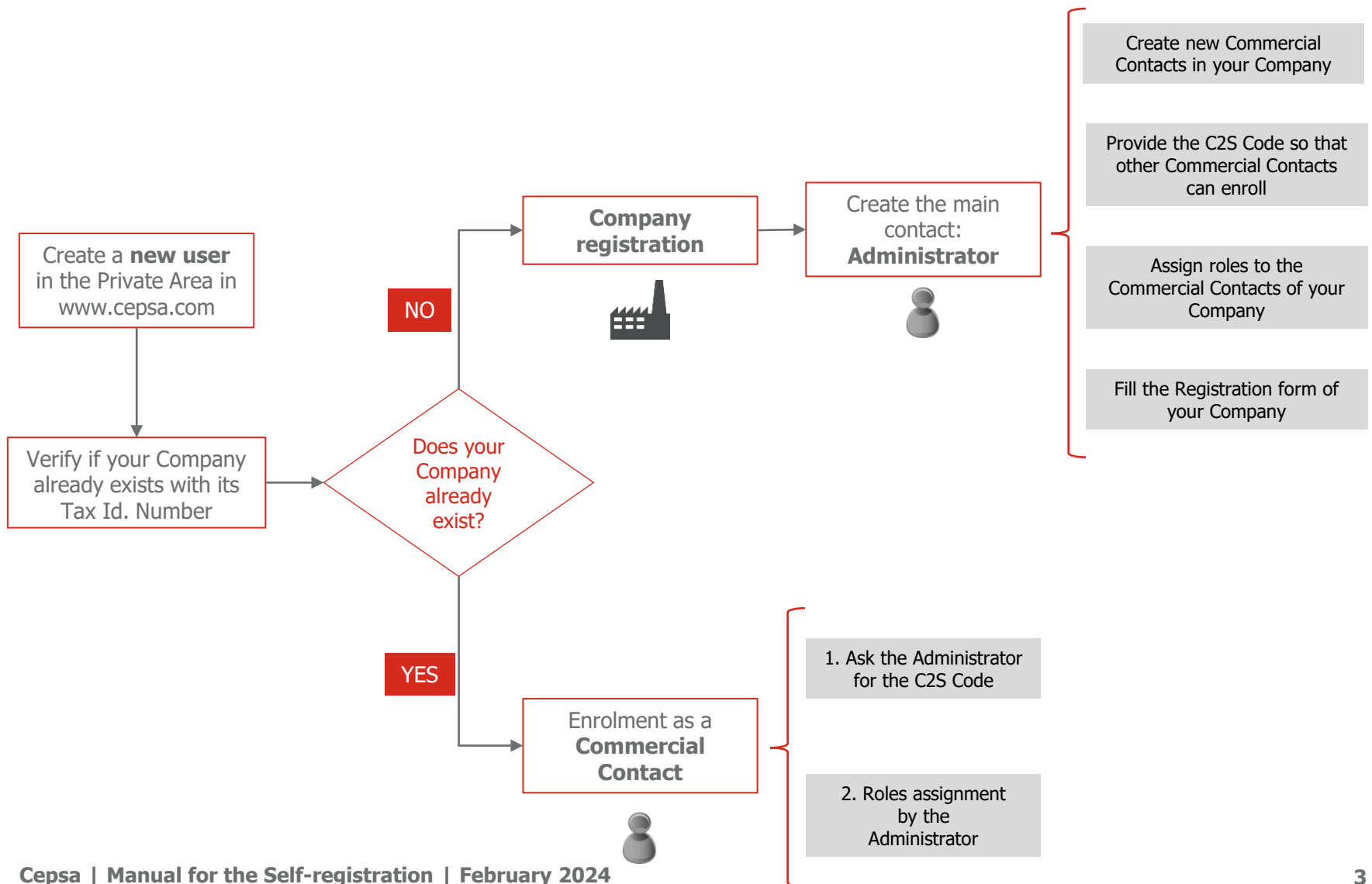
Sustainable Value Chain – Global Sourcing Solutions



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- Access to the platform C2S [p. 22]
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Scheme of the process of self-registration and subscription in the C2S platform





Self-registration of the Company and the Administrator

Access to the Suppliers Reserved Area

Access to www.cepsa.com and click the button



This is how we produce biofuels that will help us decarbonize transportation

Create a new account at the Private Area if you do not still have one

A login form is overlaid on a background image of a city at dusk. The form is white with a red border. It contains the following elements:

- Log in**: A heading in a dark grey font.
- DON'T HAVE AN ACCOUNT?**: A link in red text, enclosed in a green rounded rectangular box. A red arrow points from the underlined text "Private Area" in the text above to this link.
- User name**: A label in dark grey text above a white input field with a light grey border.
- Password**: A label in dark grey text above a white input field with a light grey border.
- HAVE YOU FORGOTTEN YOUR USER OR PASSWORD?**: A link in red text centered below the password field.
- LOG IN**: A red rectangular button with white text centered at the bottom of the form.

Self-registration of the Company and the Administrator

Complete all the fields and press the button "Continue".

Create your account

[I ALREADY HAVE AN ACCOUNT](#)

COMPLETE THE FOLLOWING FORM

PERSONAL INFORMATION

E-MAIL

CONFIRM YOUR E-MAIL

NAME

SURNAME

SECOND SURNAME (OPTIONAL)

 I'm not a robot Accept the [Privacy Policy](#)

CONTINUE



Completed registration

Your request has been completed successfully. Please, check your email, and your spam, in search of our confirmation email.

[ACCESS TO MY RESERVED AREA](#)

Self-registration of the Company and the Administrator

You will receive an email with a link to activate your new account



Registration confirmation

Thank you for registering on CEPSA, an account has been created with the user name:

To verify, click on the link below or, in case of an error message, copy the link and paste it into your browser.

HERE IS THE LINK

Once the account has been verified, you will need to enter your username and password to access the functionalities that interest you.

Good luck



Email address verified correctly

Your request has been successfully completed.

[Access my Reserved Area](#)

Customer Service Helpdesk: +34 900 601 300 / atencionproveedores@cepsa.com

Once verified the account a new user in the Private Area has been created

Self-registration of the Company and the Administrator

Subscribe to the service **C2S – CEPSA Sourcing & Suppliers.**



HOME

MY PROFILE

SERVICES REGISTRATION

CUSTOMER AREA



We have refreshed the design of your private area to improve your experience

MY PROFILE

In this section you can change your password.

SERVICE REGISTRATION

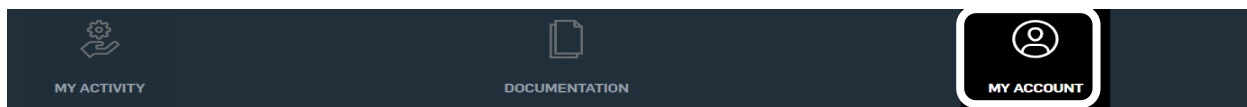
Update your profile and password in the My Account area. In this section you can register for the services that you want to subscribe to. In this section, you can view and check the status of your accounts.

To access the other sections, follow these steps:

1.-Sign up for a service through the "Register" link that appears next to each service.

2.-Complete the relevant form

[ACCESS TO SERVICE REGISTRATION](#)



PURCHASING

[REGISTER IN CEPSA SOURCING & SUPPLIERS](#)

Self-registration of the Company and the Administrator

The system verifies if your Company is already registered. There are two options:

1

The Company it is not registered yet in C2S

2

The Company is already registered in C2S

The screenshot shows the 'CEPSA SOURCING & SUPPLIERS (C2S) SIGN UP' page. The page has a dark header with a user icon and 'MY ACCOUNT' on the left, and 'END SESSION' on the right. A sidebar on the left contains 'HOME', 'MY PROFILE', and 'SERVICES REGISTRATION'. The main content area is titled 'Verify if your company is already registered' and contains the following fields:

- NATIONALITY OF YOUR COMPANY**: A dropdown menu with 'Select an option' and a downward arrow.
- TAX IDENTIFICATION NUMBER OF YOUR COMPANY**: A text input field with a red arrow pointing to it from a callout box. The placeholder text is 'Tax identification number of your company'.
- DUNS**: A text input field with a red callout box containing the text 'Fill with your DUNS number'. The placeholder text is 'DUNS'.

A red dashed callout box on the left contains the text: 'If the country where the Company is set up is a member of the European Community (EC) you must fill the **European VAT Number**'.

Customer Service Helpdesk: +34 900 601 300 / atencionproveedores@cepsa.com

1

If your Company is not registered yet: the following message will be showed. Click on “**Complete registration as an administrator contact**” to continue

MY ACCOUNT END SESSION

HOME

MY PROFILE

SERVICE REGISTRATION

CEPSA SOURCING & SUPPLIERS (C2S) SIGN UP

Your company is not yet registered in the CEPSA Sourcing & Suppliers platform (C2S).

Through the following link you can register as an administrator user, who will be the only person in your company who can:

1. Register his company in the Private Area.
2. Complete and/or modify the registration form of his Company in the C2S platform.
3. Access to all the tenders and auctions in the C2S platform to which his Company has been invited, and receive all their notifications.
4. Verify the subscription of other Commercial Contacts of his Company through the C2S Code, which will be indicated in the email sent to the email address indicated, once the registration of your Company is finished. In addition, that code will be always accessible in the Private Area during the Administrator session.
 - a. The email and phone indicated will be visible to the Commercial Contacts of your Company, when required for signing up in the C2S platform.
5. Register Commercial Contacts of his Company directly in the Private Area.
6. Manage the Commercial Contacts roles in the C2S platform (visualize or participate in determined events).

Customer Service Helpdesk: **+34 900 601 300** / atencionproveedores@cepsa.com

COMPLETE REGISTRATION AS AN ADMINISTRATOR CONTACT



If your Company is not registered yet: complete all the fields. Check that the information is correct.

MY ACCOUNT END SESSION

HOME
MY PROFILE
SERVICES REGISTRATION

REGISTRATION IN CEPESA SOURCING & SUPPLIERS (C2S) - COMPANY REGISTRATION

Company data

COMPANY'S SOCIAL DENOMINATION

COUNTRY OF RESIDENCE (OF THE COMPANY)



Registration succeeded



Registration has been completed successfully

We confirm that you have registered your Company correctly. **In order to be a valid Cepsa supplier you need to complete the questionnaire in Cepsa SUPPLIERS.** Access here: [C2S Access](#) and access to Cepsa SUPPLIERS Section.

We have now sent you an email with the C2S Code that the Commercial Contacts of your company will need in order to register. You can also register them yourself directly via this link: [Register Commercial Contact](#).

- Clicking on the option "[C2S Access](#)" you will CEPSA SUPPLIERS Section. Should you have any doubt, please contact this Helpdesk:

- Clicking on the option "Register Commercial Contacts of your Company" you can create another contact, who must have a user already created in the Private Area. **Please go to page 5 of this Manual.**

Remark: to be a **VALID supplier** you have to end your Company **registration** filling all its data at **CEPSA SUPPLIERS** [p. 26]

Suppliers Helpdesk

Tel: +34 91 426 4910

Mail: cepsasuppliers@cepsa.net

2

If your Company is already registered: go to the chapter Self-registration as a Commercial Contact.



Self-registration as a Commercial Contact



Self-registration as a Commercial Contact

Self-registration as a Commercial Contact

Access to www.cepsa.com and create a new account at the Private Area if you do not still have one (detailed at the Self-registration of the Company and the Administrator [p. 4].)

CEPSA THE COMPANY ACTIVITIES SUSTAINABILITY TECHNOLOGY PEOPLE AND TALENT

CEPSA Log in
DON'T HAVE AN ACCOUNT?

User name
Password
HAVE YOU FORGOTTEN YOUR USER OR PASSWORD?
LOG IN

Create your account
I ALREADY HAVE AN ACCOUNT
COMPLETE THE FOLLOWING FORM

PERSONAL INFORMATION


E-MAIL
E-Mail

CONFIRM YOUR E-MAIL
Write your email again

NAME
Name

SURNAME
Surname

SECOND SURNAME (OPTIONAL)
Second surname

I'm not a robot 
 Accept the Privacy Policy

CONTINUE

CEPSA
Completed registration
Your request has been completed successfully. Please, check your email, and your spam, in search of our confirmation email.
ACCESS TO MY RESERVED AREA

Email address verified correctly
Your request has been successfully completed.
Access my Reserved Area

Once verified the account a new user in the Private Area has been created

Self-registration as a Commercial Contact

Subscribe to the service C2S – CEPESA Sourcing & Suppliers and verify if the company exists.



HOME

MY PROFILE

SERVICES REGISTRATION

CUSTOMER AREA



We have refreshed the design of your private area to improve your experience

MY PROFILE

In this section you can change your password.

SERVICE REGISTRATION

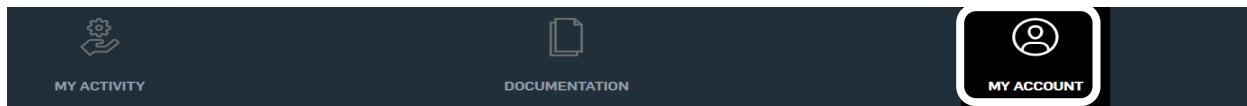
Update your profile and password in the My Account area. In this section you can register for the services that you want to subscribe to. In this section, you can view and check the status of your accounts.

To access the other sections, follow these steps:

1.-Sign up for a service through the "Register" link that appears next to each service.

2.-Complete the relevant form

[ACCESS TO SERVICE REGISTRATION](#)



PURCHASING

[REGISTER IN CEPESA SOURCING & SUPPLIERS](#)

Self-registration as a Commercial Contact

The system verifies if the Company already exists.

MY ACCOUNT

END SESSION

HOME

MY PROFILE

SERVICES REGISTRATION

CEPSA SOURCING & SUPPLIERS (C2S) SIGN UP

Verify if your company is already registered

NATIONALITY OF YOUR COMPANY

Select an option

TAX IDENTIFICATION NUMBER OF YOUR COMPANY ⓘ

Tax identification number of your company

DUNS ⓘ


Fill with your DUNS number

If the country where the Company is set up is a member of the European Community (EC) you must fill the **European VAT Number**

Self-registration as a Commercial Contact

As your Company has already been registered by another employee of your Company, the following message will be showed.

- The **email** and **phone** of the Administrator (the one who registered your Company) are showed. He should provide you the **C2S Code** needed for your enrolment as a Commercial Contact.



MY ACCOUNT END SESSION

HOME

MY PROFILE

SERVICES REGISTRATION

CEPSA SOURCING & SUPPLIERS (C2S) SIGN UP

Your Company is already registered in the platform CEPSA Sourcing & Suppliers (C2S).

For your subscription as a Commercial Contact of your Company you should contact the account Administrator email: phone number:

This administrator will provide you the C2S Code, which must be available in his Private Area session at www.cepsa.com, so that you will be able to conclude your registration as a Commercial Contact.

Customer Service Helpdesk: **+34 900 601 300** / atencionproveedores@cepsa.com

[COMPLETE REGISTRATION AS A BUSINESS PARTNER](#)

Self-registration as a Commercial Contact

Complete all the fields once the Administrator has provided to you the C2S Code.

The screenshot shows a web interface for self-registration. At the top, there is a dark navigation bar with a user icon and 'MY ACCOUNT' on the left, and 'END SESSION' on the right. Below this is a light-colored sidebar menu with three items: 'HOME', 'MY PROFILE', and 'SERVICES REGISTRATION', which is highlighted with a red vertical bar. The main content area is titled 'REGISTRATION IN CEPESA SOURCING & SUPPLIERS (C2S)'. Underneath, there is a section for 'Company data' with a yellow highlight on the label 'CODE C2S'. Below this is a text input field with the placeholder text 'Code C2S'. Further down, there is a section for 'User data'.

Successful registration as a Commercial contact.



We confirm that you have successfully registered as a commercial contact for your company.

The Administrator needs to manage the roles of this Commercial Contact in C2S in order to him be able to visualize or participate in determined events.

Access to:

MANAGEMENTS > C2S PURCHASING PLATFORM > C2S Access > CEPESA Sourcing > Main menu > User Management

Remember that you will only have access to the auctions or tenders if your Company Administrator **has assigned you the corresponding roles in Cepsa Sourcing**. Please follow the instructions above.

Sourcing Helpdesk

+34 91 787 02 25 (9h-19h GMT+1)
+ 484-648-1854 (8AM and 6PM EDT GMT -4)
+ 971 800 836 3377 (8:00 AM to 5:00 PM GMT +4)
Mail: cepsasourcing@cepsa.net

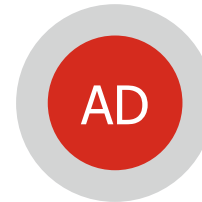


Access to the platform C2S – CEPSPA Sourcing & Suppliers

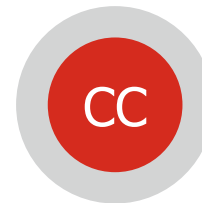
Screens of the platform C2S – CEPESA Sourcing & Suppliers

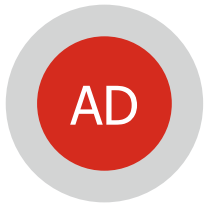
Depending on which kind of user you are, your C2S screens will be different:

If you are the Administrator

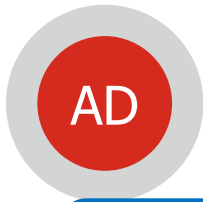


If you are the Commercial Contact

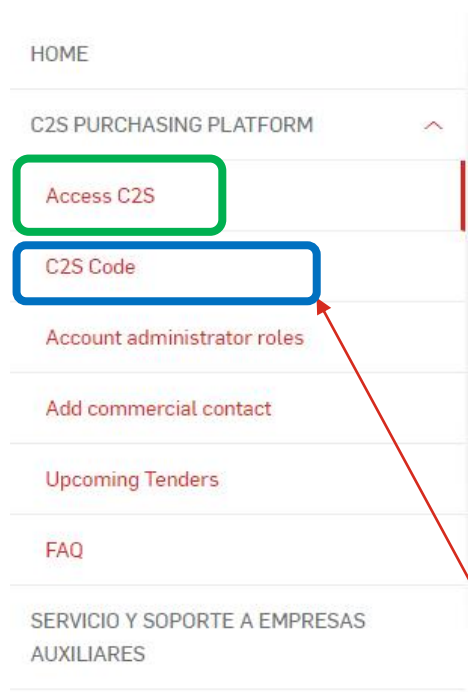




Administrator



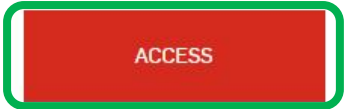
If you are the Administrator: clicking on the green highlighted option you can enter the C2S platform.



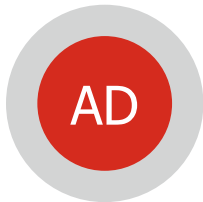
THIS SECTION IS AVAILABLE IN OTHER LANGUAGES

ENGLISH PORTUGUÊS (BR) FRANÇAIS ESPAÑOL

Find out more here about C2S, Cepsa Sourcing & Suppliers, the Cepsa Purchasing Platform. In the Cepsa Suppliers' Area, you can manage your registration and approval as a supplier to the company, and in the Cepsa Sourcing Area, you can submit bids and tenders for projects you are invited to bid for.



In this option the **C2S Code** is available. You will have to provide it to the Commercial Contacts to finish their enrolment



If you are the Administrator : you have to Access **CEPSA SUPPLIERS** to end your Company registration. **It is needed to be awarded in a tender or auction.**

CEPSA Salir

Centro de Soporte CEPSA Sourcing
+ 34 91 787 02 25 (9h-19h GMT+1)
+ 484-648-1854 (8AM and 6PM EDT GMT -4)
+ 971 800 836 3377 (8:00 AM to 5:00 PM GMT +4)
Mail: cepsasourcing@cepsa.net

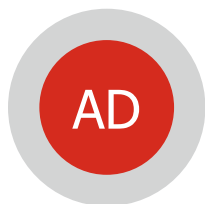
CEPSA Sourcing

Centro de Soporte CEPSA Suppliers
Tel: +34 91 426 4910
Mail: cepsasuppliers@cepsa.net

CEPSA Suppliers

TE INFORMAMOS QUE PARA QUE TU COMPAÑÍA RESULTE ADJUDICATARIA EN ALGUNA LICITACIÓN O SUBASTA EN LA QUE HAYA PARTICIPADO TENDRÁS QUE HABER COMPLETADO TU FORMULARIO DE REGISTRO EN CEPSA SUPPLIERS.

Complete the registration questionnaire. It is needed to be awarded in a tender or auction.



CEPSA SUPPLIERS If your company isn't registered in MyAchilles: you will receive a welcome email.

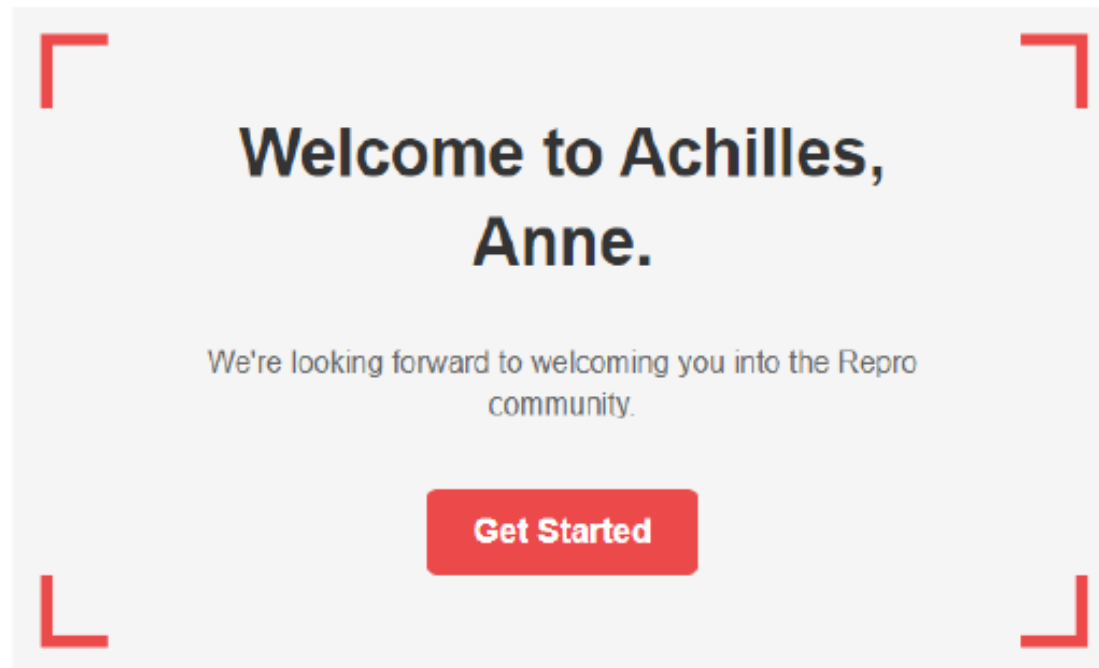


Suppliers Helpdesk

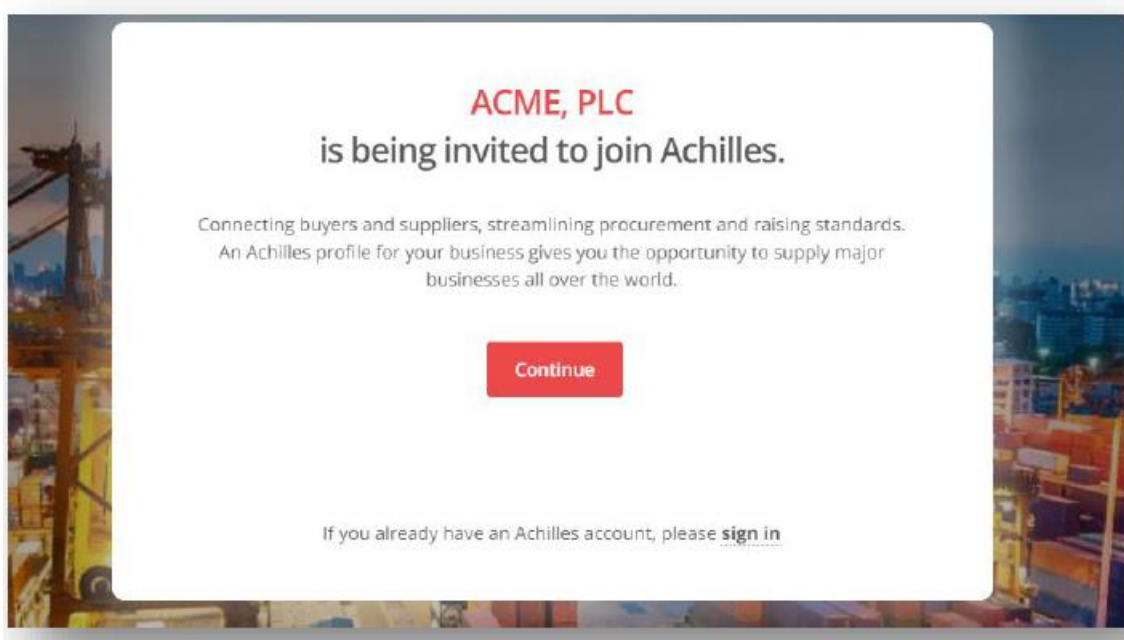
Tel: +34 91 426 4910

Mail: cepsasuppliers@cepsa.net

You will receive an email and you will have to click on "**Get Started**" to create your user and access the questionnaire.



On this screen you must click on "**Continue**".



On this screen you will need to click on "**Create an account**" in order to create an access password.



English ▾

Create an account

Fill out your user details and password

 Sign in with Microsoft

Create an account using your existing Microsoft credentials

Create an account



Create your account

Email Address*

annedoe@mailinator.com

New Password*

New Password

Confirm New Password*

Confirm New Password

Given Name*

Given Name

Surname*

Surname

Create

Cancel

The password must contain between 8 and 16 characters. At least, it will have 3 of 4 of the following:

- lowercase characters
- uppercase characters
- digits (0-9)
- one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : & # 39 ; , ? / ` ~ " () ; .

Fill in the basic details of your company.



Please tell us about your organisation

Is your company incorporated?

Please select...

[Help text](#)

Trading address

Unlinked +

Are you in any of these regions - Ceuta, Melilla and Canary Islands?

Please select...

Identification number



Indicate categories of products or services you supply by clicking on "**Add product or service codes**".

Choose Commodity Code ×

construction Clear Filter

- 1 Goods And Products
 - 1.1 Construction And Civil Works Products
- 2 General Services
 - 2.1 It And Telecommunications Services (Excluding Consultancy)
 - 2.1.99 Other Telecommunications Services Excluding The Construction, Maintenance And Repair Of Lines
- 3 Building Works, Installations, Engineering Services And Other Related Services
 - 3.1 Construction, Civil Engineering And Associated Services
 - 3.1.2 Construction Of Buildings

Cancel OK

Indicate the **annual turnover range** of your company and indicate that you are registering to work with Cepsa.



✓
✓
✓
✓
5
6

One last thing...

The network you are joining needs the following information.

Annual Turnover

Is your company registering with Achilles to work with Cepsa ?

Back Next

At this point, by default, you are assigned the registration level **Member+** (free), and you can click on next. If you wish, you can select a higher registration level.



Your subscription

Your current selection

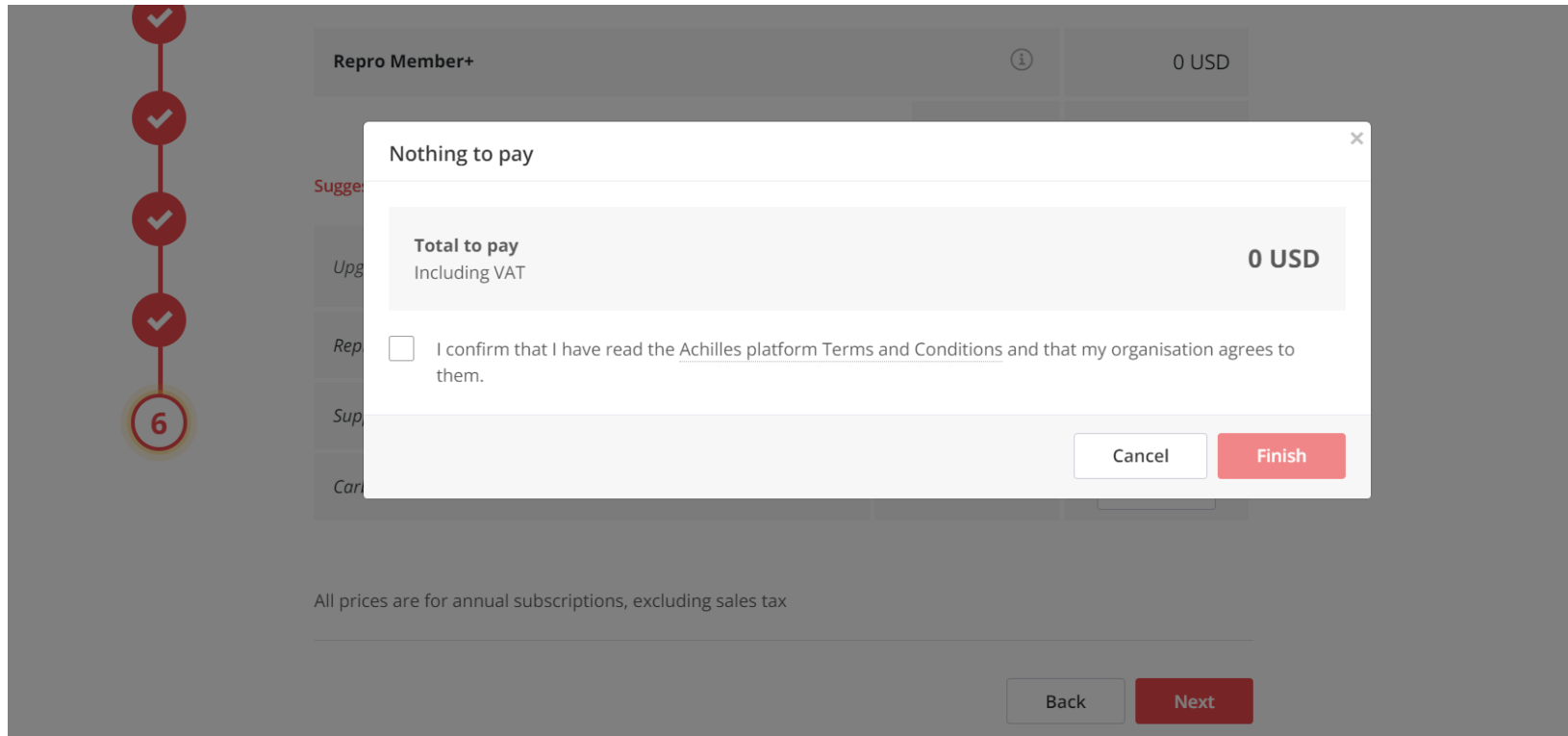
Repro Member+		0 GBP
TOTAL COST		0 GBP

Suggested additions

Upgrade to Repro Silver		600 GBP	<input type="button" value="Add"/>
Repro Community 1-Day (5)		790 GBP	<input type="button" value="Add"/>
Supplier Notice		405 GBP	<input type="button" value="Add"/>
Carbon Module		110 GBP	<input type="button" value="Add"/>

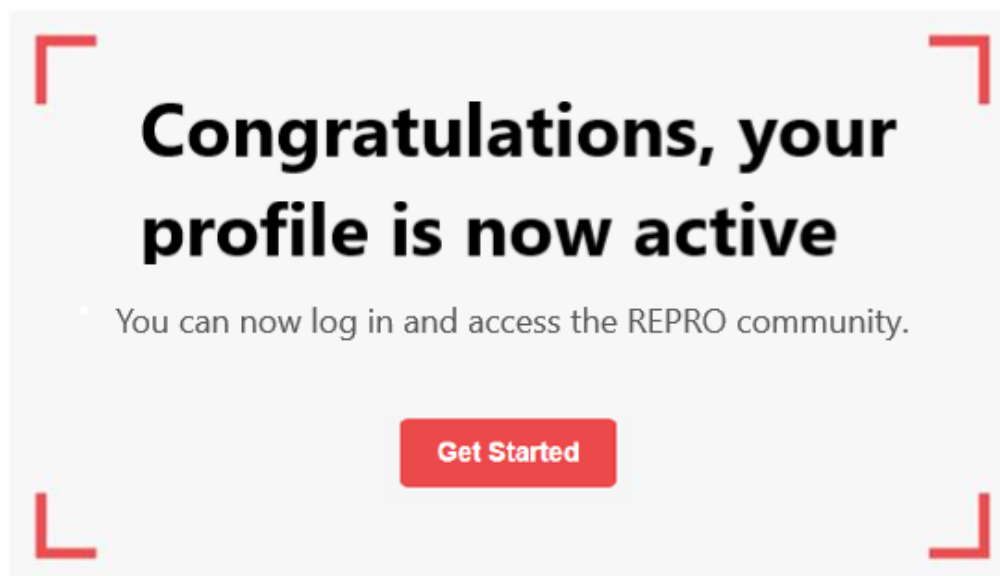
All prices are for annual subscriptions, excluding sales tax

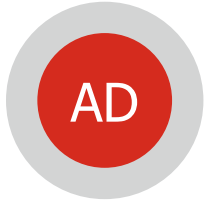
You must accept the "**Terms and Conditions**" before you can proceed. Once accepted, click on "**Finish**".



Once you have activated your username and created your password, you will receive this confirmation email from systemadmin@achillesmail.com.

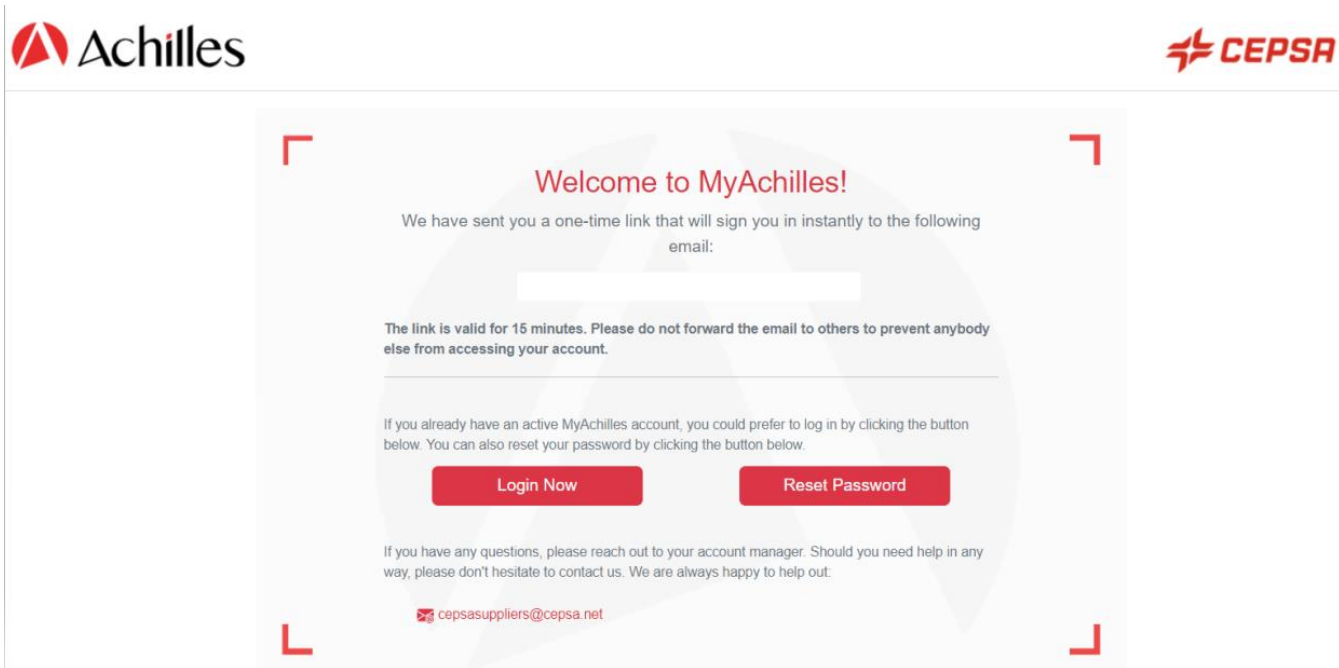
Then, you **will be able to log** in via **My.Achilles.com** using your username (your email address) and password.





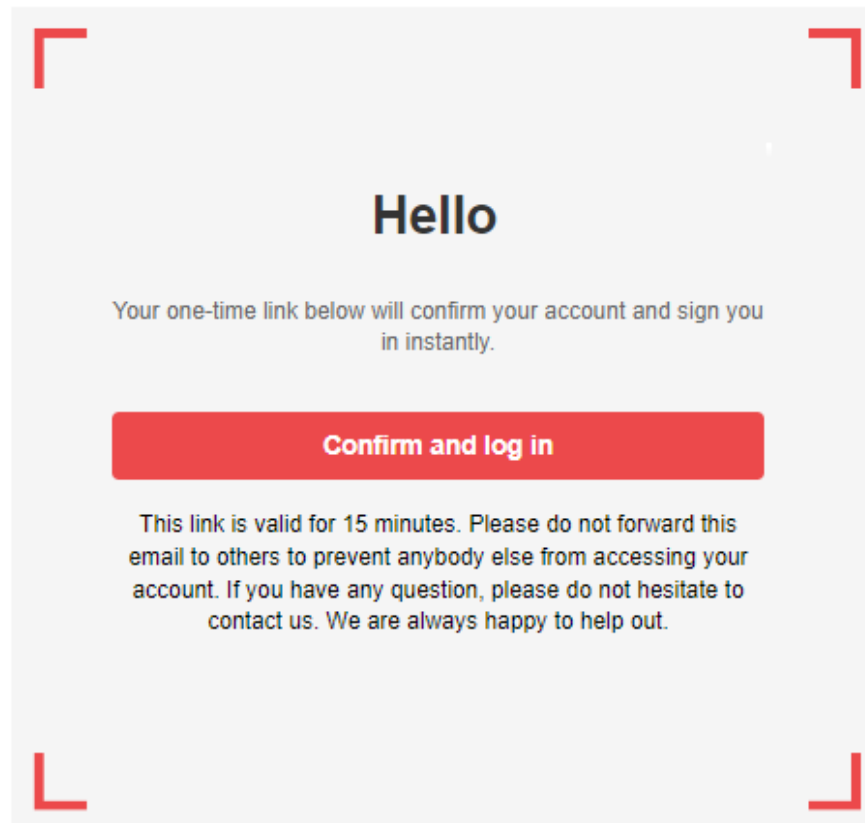
CEPSA SUPPLIERS If your company is registered in MyAchilles:

- If you already have a MyAchilles user and remember your password, you can log in by clicking on **LOGIN to access.**
- If you do not remember your password, you can recover it by clicking on **RESTORE PASSWORD.**

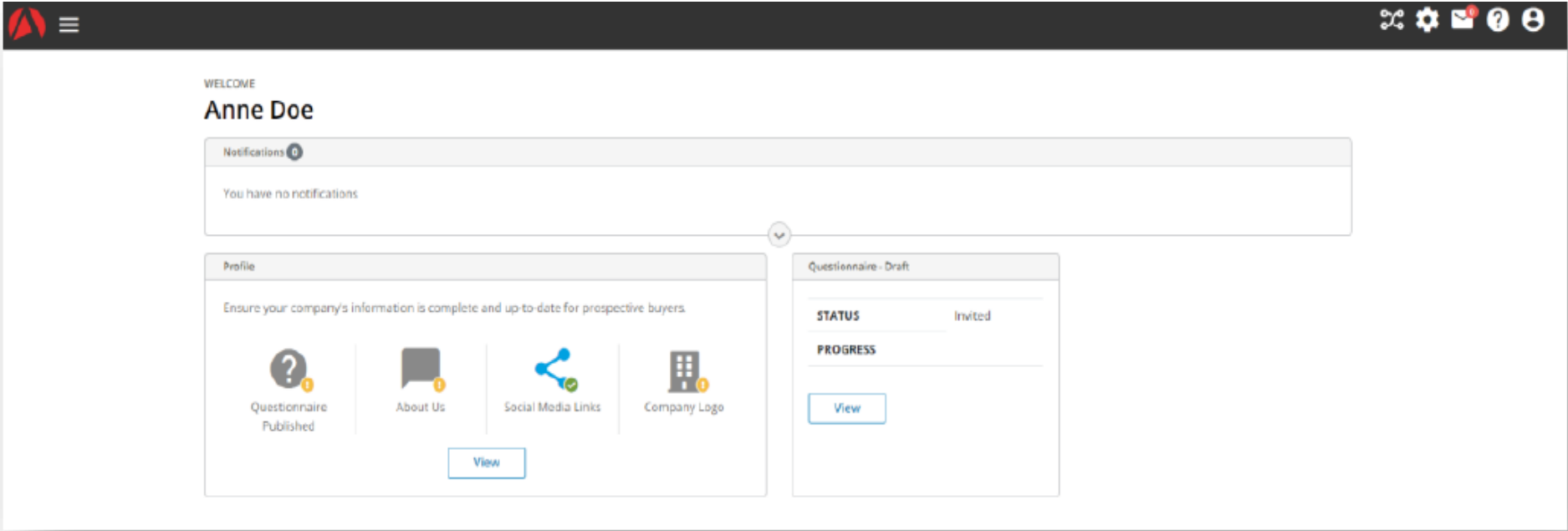


Suppliers Helpdesk

If you prefer to use the Achilles double authentication system, which guarantees greater security of access to the information in your questionnaire, you will simply have to open the email that arrives automatically in your inbox, to click on **CONFIRM AND LOG IN**, and in a few seconds you will be inside your MyAchilles account.



All set, you will now be able to access your questionnaire to update it or simply review it.



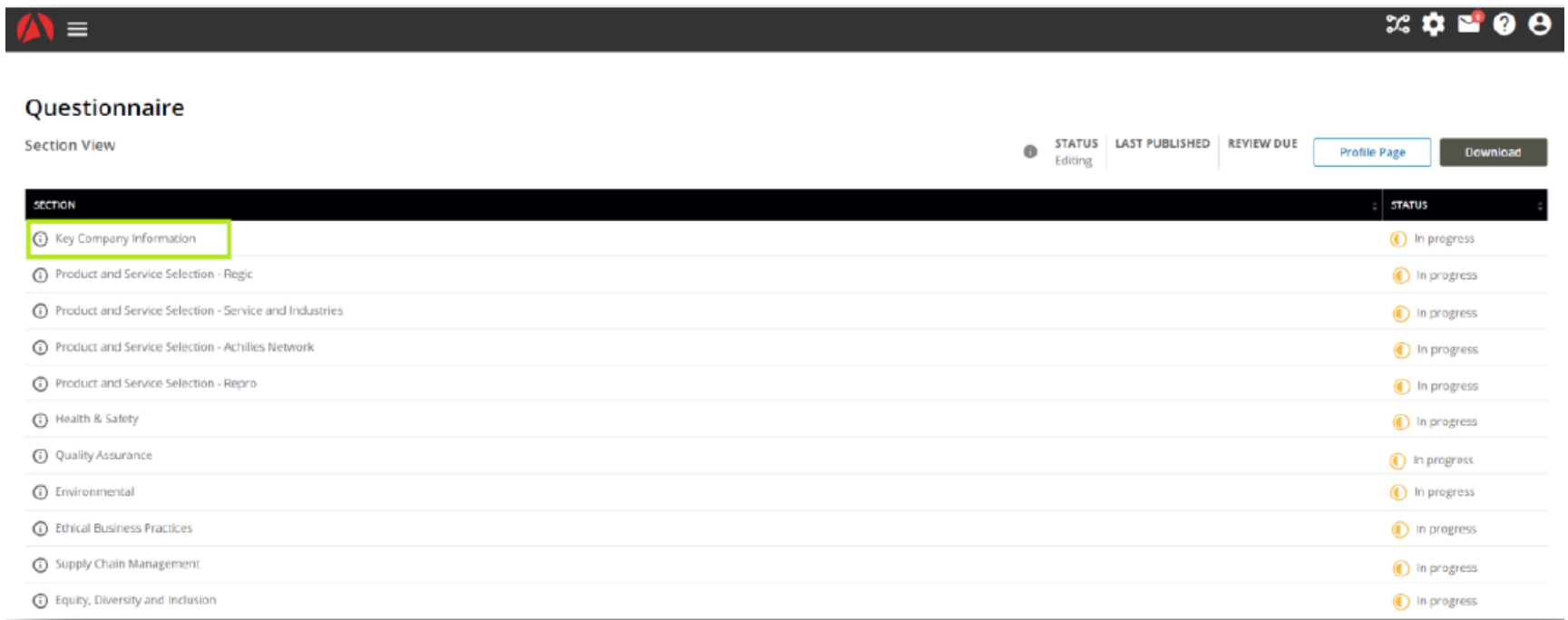
Access the questionnaire

Once you have logged in, you will find yourself on the supplier's profile page. To access the questionnaire, you have the option to click on **'View'** within the **'Questionnaire-Draft'** box or, alternatively, from the menu on the top left, select **'Edit questionnaire'**.

The screenshot displays a supplier's profile page. At the top left, there is a dark navigation bar with a red logo and a hamburger menu icon. A dropdown menu is open, showing the following options: 'Edit Questionnaire' (highlighted with a green border), 'Profile', 'Request Information', and 'Information Centre'. The main content area shows the profile name 'Doe' and a notification bar stating 'You have no notifications'. Below this, there are two main sections: 'Profile' and 'Questionnaire - Draft'. The 'Profile' section contains a message: 'Ensure your company's information is complete and up-to-date for prospective buyers.' and four icons with labels: 'Questionnaire Published' (with a question mark icon), 'About Us' (with a speech bubble icon), 'Social Media Links' (with a share icon), and 'Company Logo' (with a building icon). A 'View' button is located at the bottom of this section. The 'Questionnaire - Draft' section shows the status 'Invited' and a 'View' button, which is highlighted with a red border.

Fill the questionnaire

Once you have accessed the questionnaire, you will be able to see all the sections and their completion status. By clicking on the name of each section, you will be able to access and complete them.



The screenshot displays a web interface for a questionnaire. At the top, there is a dark navigation bar with a logo on the left and several utility icons (share, settings, notifications, help, user) on the right. Below the navigation bar, the page title "Questionnaire" is visible. Underneath, there is a "Section View" header and a set of filters: "STATUS" (with a dropdown arrow and "Editing" selected), "LAST PUBLISHED", and "REVIEW DUE". To the right of these filters are two buttons: "Profile Page" and "Download".

The main content area features a table with two columns: "SECTION" and "STATUS". The "SECTION" column lists various questionnaire sections, and the "STATUS" column shows their completion status. The first section, "Key Company Information", is highlighted with a green border. All sections listed have a status of "In progress".

SECTION	STATUS
Key Company Information	In progress
Product and Service Selection - Regic	In progress
Product and Service Selection - Service and Industries	In progress
Product and Service Selection - Achilles Network	In progress
Product and Service Selection - Repro	In progress
Health & Safety	In progress
Quality Assurance	In progress
Environmental	In progress
Ethical Business Practices	In progress
Supply Chain Management	In progress
Equity, Diversity and Inclusion	In progress

Acceptance of CEPSA documentation

In the **Declarations** section, it is very important to download and accept the General Conditions for the Acquisition of Goods and Services and the Code of Conduct for Cepsa Group suppliers:

Questionnaire

Section View

STATUS Editing | LAST PUBLISHED | REVIEW DUE | Profile Page | Download

The screenshot displays the 'Edit Questionnaire' interface. On the left, a sidebar lists various sections, with 'Declarations' highlighted in a red box. The main content area is titled 'Edit Questionnaire' and 'Declarations'. It contains two identical mandatory questions, each with a dropdown menu and a 'Mandatory question' label.

SECTION	STATUS
Key Company Information	
Product and Service Selection - Repro	
Health & Safety	
Quality Assurance	
Environmental	
Ethical Business Practices	
Supply Chain Management	
Equity, Diversity and Inclusion	
Financial Stability, Ownership and Insurance	
Carbon Management	
Data Governance and Cybersecurity	
Sustainability	
Declarations	

Edit Questionnaire

Declarations

I declare I understand and accept the General Conditions of Purchase of Goods and Services Procurement of CEPSA Group

Please select... ▼

i Mandatory question

I declare I understand and accept the Supplier Code of Conduct of CEPSA Group

Please select... ▼

i Mandatory question

Whenever you wish to save the information entered, you must click on the **"Save"** button. If, once the information has been saved, any mandatory fields remain to be completed, this will be indicated with the warning **"Mandatory question"**. You will only be able to submit the questionnaire when all mandatory questions have been completed, by clicking on the "Save" button.

Submit for Review

Edit Questionnaire

Declarations

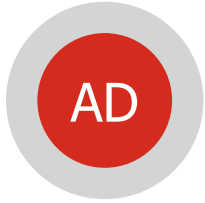
I declare I understand and accept the General Conditions of Purchase of Goods and Services Procurement of CEP SA Group

Please select...
i Mandatory question

I declare I understand and accept the Supplier Code of Conduct of CEP SA Group

Please select...
i Mandatory question

Cancel



If you are the Administrator: in **CEPSA SOURCING** you can access to the events to which you have been invited.

CEPSA Logout

Sourcing Helpdesk
+34 91 787 02 25 (9h-19h GMT+1)
+ 484-648-1854 (8AM and 6PM EDT GMT -4)
+ 971 800 836 3377 (8:00 AM to 5:00 PM GMT +4)
Mail: cepsasourcing@cepsa.net

CEPSA Sourcing

CEPSA Suppliers

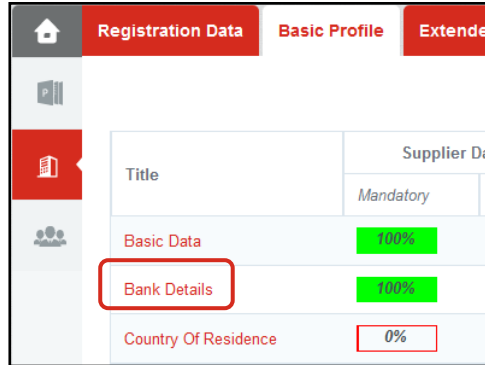
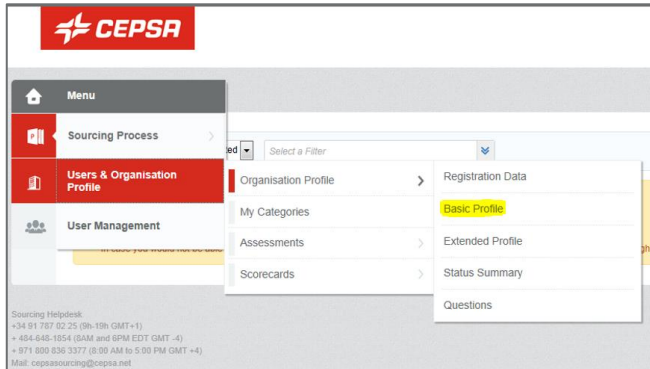
Suppliers Helpdesk
Tel: +34 91 426 4910
Mail: cepsasuppliers@cepsa.net

WE WILL INFORM YOU THAT BASIC REGISTRATION FORM COMPLETION IN CEPASA SUPPLIERS IS MANDATORY, IN ORDER TO BE A POTENTIAL AWARDED SUPPLIER IN THE TENDER AND AUCTIONS PROCESSES WHICH YOUR COMPANY IS INVOLVED IN.



CEPSA SOURCING - Basic Profile - Bank Details

Fill in your bank data going to: Menu > User Profile > Organization Profile > Basic Profile > Bank data



Form Title: Bank Details

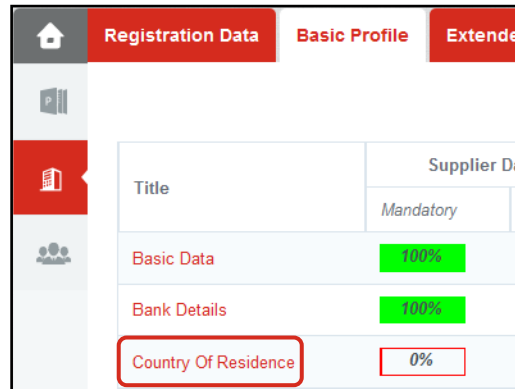
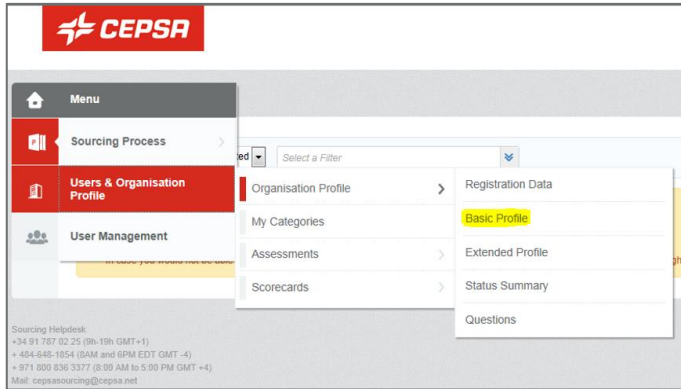
Internal Form Description
Please indicate the IBAN code or complete all of the bank details (bank country, bank code, control code and bank account). If you do not have an IBAN code and you do not know neither the bank key nor the control code, please include the SWIFT code or ABA (for US Banks) along with the bank account. Do not forget to include the annex with the bank account certificate.

Bank Details		
	Question	Description
1	IBAN	IBAN
2	Bank Country	Bank Country (ISO)
3	Bank Key	Bank Key (Max. 8 digits)
4	Control Code	Control Code (Max. 2 digits)
5	Bank Account	Bank Account (Max. 10 digits)
6	SWIFT / ABA	SWIFT / ABA
7	Bank Account Certificate	* Bank Account Certificate



CEPSA SOURCING - Basic Profile - Country of Residence

Fill in your tax information going to: Menu > User Profile > Organization Profile > Basic Profile > Country of Residence



Basic Profile Details: Country Of Residence

[Save and Continue](#) [Cancel](#)

Country of Residence
Without the Tax residence certificate, we are not able to apply Double Tax Treaties and its benefits. In this regard, according to the Spanish Non-Resident Income Tax Law, incomes derived from business activities obtained in Spain by a non-Spanish tax resident are subject to taxation in Spain at a fixed rate of 20%-24%.

Country of residence * Country of residence

Once the Country of Residence is completed, the Country of Provision of Services must be specified. The annex regarding the Certificate of Residence must be included too.

Country Of Residence	100%
Country of Provision of Services	0%
Total 4	

Basic Profile Details: Country of Provision of Services

[Save and Continue](#) [Cancel](#)

Pais de Prestación de Servicios

Country in which provides services * Indicate the country in which provides services [Remove All](#)

Country Of Residence	100%
Country of Provision of Services	100%
Annex Certificate Data Residence	0%

Basic Profile Details: Annex Certificate Data Residence

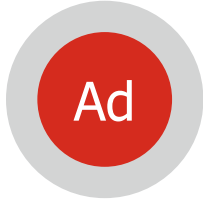
[Save and Continue](#) [Cancel](#)

Datos Anexo

Annex Certificate of Residence * Include as an annex the certificate of residence

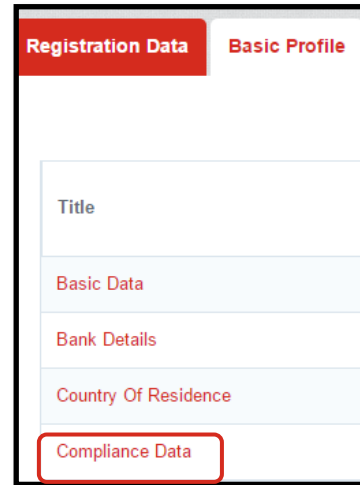
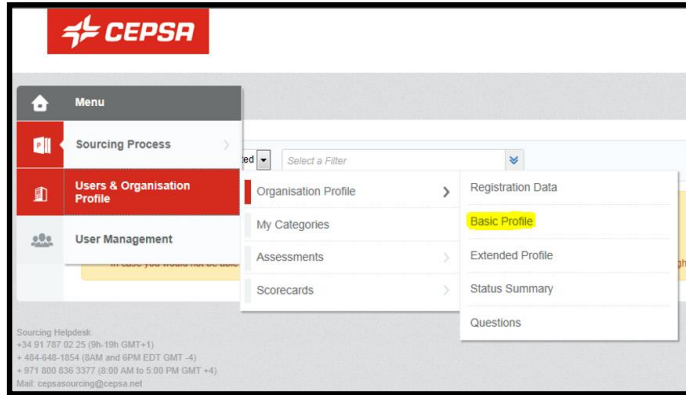
Expiring on:

Validity Start Date * Insert date of validity of the residence



CEPSA SOURCING - Basic Profile – Compliance Data

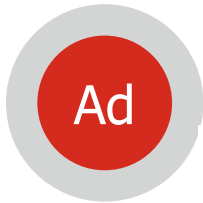
Fill in your Compliance Data going to: Menu > User Profile > Organization Profile > Basic Profile > Compliance Data



Basic Profile Details: Compliance Data

[Edit](#)

Company Details	
Contact person	Please, indicate the company point of contact for compliance issues
Telephone number of the compliance person	Please, indicate the telephone number of the compliance person
Email address of the compliance person	Please, indicate the email address of the compliance person
Legal Status	Please, tick all the relevant options
Activities with sanctioned countries	Please, indicate if your company has activities with sanctioned countries or individuals / other companies
Partnership	
Members of the Board of Directors or Partnership	Please, list all members of the board of directors or partnership. Download the template, complete and attach (no file attached)
Relationships with Governments or Governments Officials	
Politically Exposed Person	Please, indicate if there is any director, shareholder or beneficial owner in your Company who is a Politically Exposed Person (no file attached)
List of Politically Exposed Persons	If yes please provide details below. Download the template, complete and attach (no file attached)
Compliance	
Regulated Company	Please, indicate if your firm is a regulated company in the sense that its renewes and / or activities are subject to public authorizations and / or price intervention
Documented Policies	Please, tick if your company has formally documented policies on the following

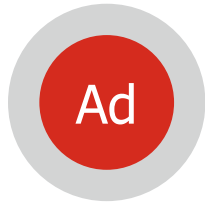


CEPSA SOURCING - Basic Profile – Others questionnaires

DECLARATION OF CONFLICT OF INTEREST		
	QUESTION	DESCRIPTION
1	COI Declaration	* The supplier guarantees its full independence and declares that it has no real or potential conflict of interest that puts into question the objectivity or loyalty to Cepsa, assuring that it will not use its position to obtain personal gains. Likewise, it undertakes to identify and resolve any situation of conflict of interest that affects any of its employees or managers during the duration of its commercial and contractual relationship with Cepsa
2	COI Communication	* The supplier undertakes to abstain from deliberations, decision-making and access to confidential information while there is a real or potential conflict of interest in his relationship with Cepsa and shall communicate this conflict of interest in a transparent and proactive way to the Cepsa Ethics & Compliance Office through the enabled channel: canaletica@cepsa.com

BEST MANAGEMENT PRACTICES / CONTINUITY POLICY		
	QUESTION	DESCRIPTION
1	Do you have a documented Business Continuity Management System?	Do you have a documented Business Continuity Management System?
2	Has the company a Business Continuity Management System certified by a third party (ISO 22301 or similar)?	Has the company a Business Continuity Management System certified by a third party (ISO 22301 or similar)?
3	If so, please attach the document	If so, please attach the document
4	Has the company a Policy of Business Continuity?	Has the company a Policy of Business Continuity?

RISKS AND IMPACTS		
	QUESTION	DESCRIPTION
1	Has the company identified its processes and critical suppliers?	Has the company identified its processes and critical suppliers?
2	Have risks been identified that may apply to the Organization and may affect business continuity?	Have risks been identified that may apply to the Organization and may affect business continuity?
3	Are risks reviewed at regular/scheduled intervals and are risk controls implemented?	Are risks reviewed at regular/scheduled intervals and are risk controls implemented?
4	Have actions been planned to manage possible scenarios that may affect business continuity?	Have actions been planned to manage possible scenarios that may affect business continuity?



CEPSA SOURCING – My RFPs

From Cepsa Sourcing you will be able to access to all of tenders and auctions that you have been invited.

Sourcing Helpdesk
+34 91 787 02 25 (9h-19h GMT+1)
+ 484-648-1854 (8AM and 6PM EDT GMT -4)
+ 971 800 836 3377 (8:00 AM to 5:00 PM GMT +4)
Mail: cepsasourcing@cepsa.net

Suppliers Helpdesk
Tel: +34 91 426 4910
Mail: cepsasuppliers@cepsa.net

CEPSA Sourcing

CEPSA Suppliers

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CEPSA

My RFPs

Filter By: All RFPs

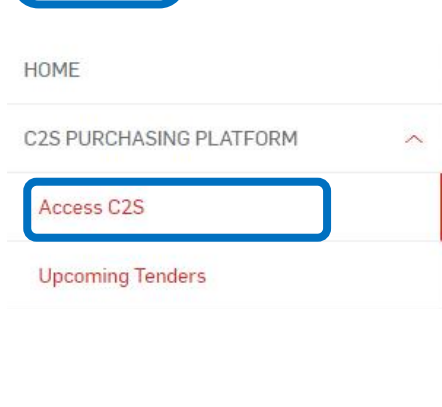
RFP Code	RFQ Title	Sourcing Process Code:	RFP Status
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Commercial Contact



If you are a Commercial Contact: clicking on the highlighted option, you can enter the C2S platform.



THIS SECTION IS AVAILABLE IN
OTHER LANGUAGES

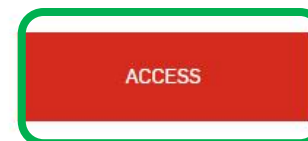
ENGLISH

PORTUGUÊS
(BR)

FRANÇAIS

ESPAÑOL

Find out more here about C2S, Cepsa Sourcing & Suppliers, the Cepsa Purchasing Platform. In the Cepsa Suppliers' Area, you can manage your registration and approval as a supplier to the company, and in the Cepsa Sourcing Area, you can submit bids and tenders for projects you are invited to bid for.





If you are a Commercial Contact: CEPSA SOURCING.

CEPSA

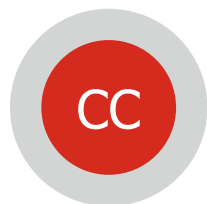
Salir

Centro de Soporte CEPSA Sourcing
+ 34 91 787 02 25 (9h-19h GMT+1)
+ 484-648-1854 (8AM and 6PM EDT GMT -4)
+ 971 800 836 3377 (8:00 AM to 5:00 PM GMT +4)
Mail: cepsasourcing@cepsa.net

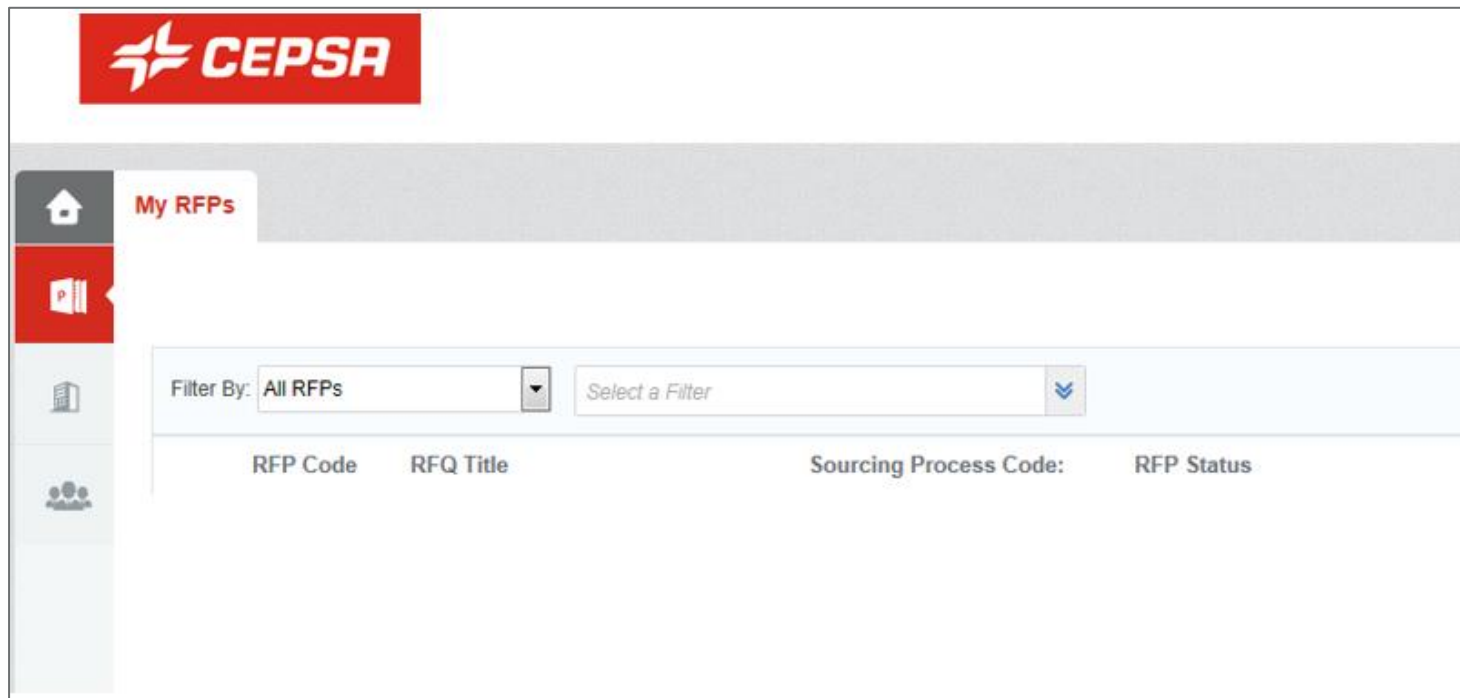
Centro de Soporte CEPSA Suppliers
Tel: +34 91 426 4910
Mail: cepsasuppliers@cepsa.net

TE INFORMAMOS QUE PARA QUE TU COMPAÑIA RESULTE ADJUDICATARIA EN ALGUNA LICITACIÓN O SUBASTA EN LA QUE HAYA PARTICIPADO TENDRÁS QUE HABER COMPLETADO TU FORMULARIO DE REGISTRO EN CEPSA SUPPLIERS.

Access to the events to which you have been invited.



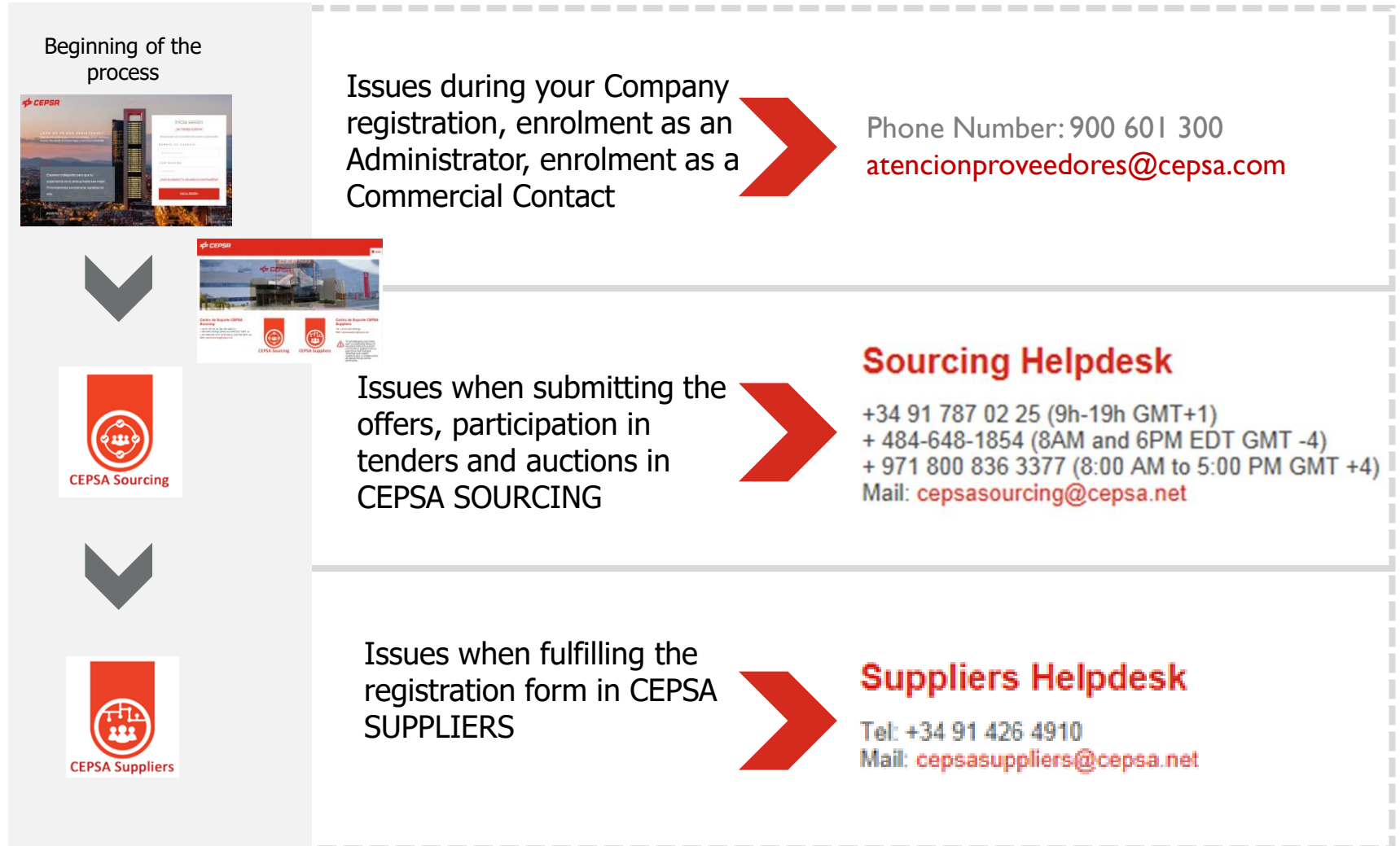
CEPSA SOURCING: the Commercial Contact must have some **role** assigned by the Administrator or he will not be able to participate in any tender or auction.





Help-desk

There are 3 different help-desk, depending on which step of the process you are:





THANK YOU