![CEPSA]

1. **Do I need to register on Ariba Network to continue operating with Cepsa?**

   From now on, the transactional model that Cepsa has with its suppliers is through Ariba Network. Wheather you regularly receive purchase orders from Cepsa or not, all transactions must be made through SAP Ariba Network, from the purchase order receipt, delivery notice, invoice submission and payment status inquiry.
   (*) Suppliers with self-invoice will be able to have it in Ariba Network and initially also in their usual channels.

2. **How will the Procure to Pay process with Cepsa change compared to the usual process?**

   All the changes associated with the new Procure to Pay process are published in the public area of suppliers on Cepsa website www.cepsa.com.

3. **Do I need to sign up for Ariba Network with an Enterprise account or is it enough with a Standard account?**

   No specific type of account is required form Cepsa. It is up to the suppliers to choose the account that best suits their needs. It is not necessary to carry out transactions with Cepsa. The process can be carried out with both accounts.

4. **How can I connect to Ariba Network?**

   You will receive an email from Ariba Network informing you that you have a purchase order from Cepsa in Ariba Network with a link to it.
   When accessing the order, if you already have an Ariba Network account, you will simply have to log in with your credentials, but if you do not have an account, you will have to register on the platform. Alternatively, if you do not transact with Cepsa through orders, there is the option of registering on Ariba Network on your own, but in this case, in order to operate with Cepsa, you need to provide Cepsa your Ariba Network identidication number (ANID) (see guide on how to create a Standard account on Ariba Network).

5. **If I already have an Enterprise account on Ariba Network, can I switch to a Standard account?**

   If you are already using an Enterprise account on Ariba Network with other clients, you can use this same Enterprise account to transact with Cepsa. However, if you want to transact with Cepsa through a Standard account, you can create a new account on the platform, a Standard account (see guide on how to créate a Standard account on Ariba Network).

6. **If I already have a Standard account on Ariba Network, can I switch to an Enterprise account?**

   Yes, you can choose to upgrade your account from a Standard account to an Enterprise account at any time by clicking on *Learn more* at the top of any platform page in your Standard account or by clicking on the *Update* option that appears in the section at the top of the page on the platform. In case of updating your account to an Enterprise account, you will receive an email notifiying this change.

7. What type of documents does the subscription to the Standard account support?

Suppliers can transact all kinds of documents on the platform such as: orders, order confirmation, dispatch notice, service entry sheet, PO invoices, Non-PO invoices, credit memos, notifications of the invoice status, proposals of payment and remittance information.