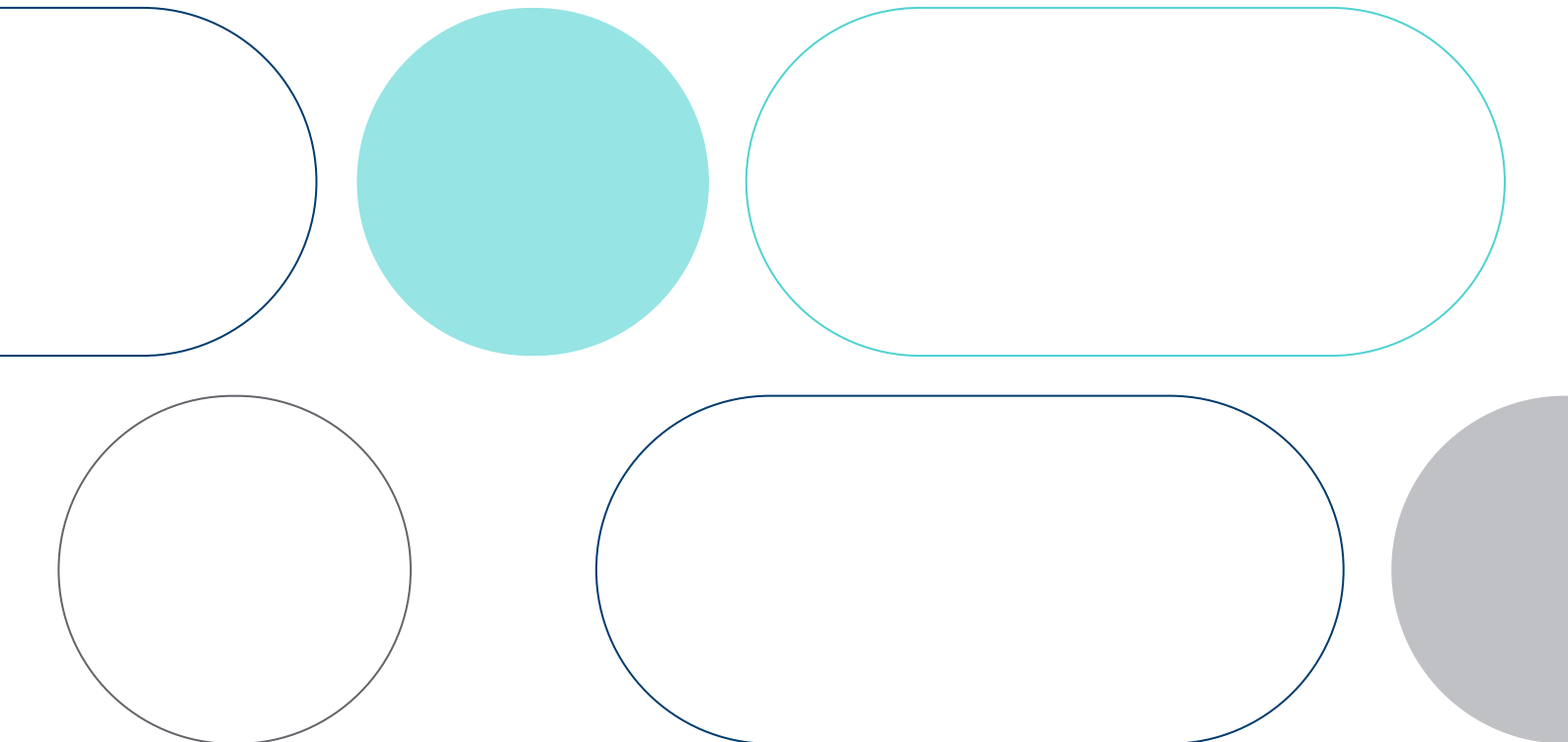


# SUPPLIER QUALIFICATION MANUAL

Procurement Department

Suppliers Department

February 2026



## CONTENTS

1	CONTENTS .....	3
2	REGISTRATION PROCESS .....	3
2.1	Self-registration.....	3
2.1.1	Basic Registration Form.....	4
2.1.2	Additional Information Form.....	6
2.1.3	Account activation and category selection .....	7
2.2	Qualification Process .....	11
2.3	Recover Password.....	13
2.4	Management of Sub-Users .....	13
3	RISK MANAGEMENT.....	15

# 1 CONTENTS

The purpose of this document is to assist Redeia suppliers in carrying out the various activities and functions available on the supplier portal operated by JAGGAER.

## 2 REGISTRATION PROCESS

In order to access the Redeia purchasing platform and participate, you must be registered in the system.

### 2.1 Self-registration

To register independently, please access the following URL:

[https://portal-aprovisionamientos.redeia.com/web\\_en/login.html](https://portal-aprovisionamientos.redeia.com/web_en/login.html)

And click on "New User Registration".

If you are already registered, please log in using the surname and password you used when registering on the Licita platform, under "Supplier Access".



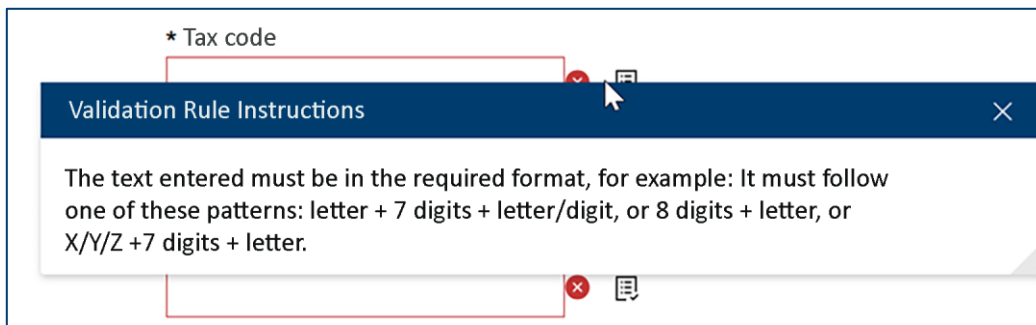
You will then be taken to the registration process.

## 2.1.1 Basic Registration Form

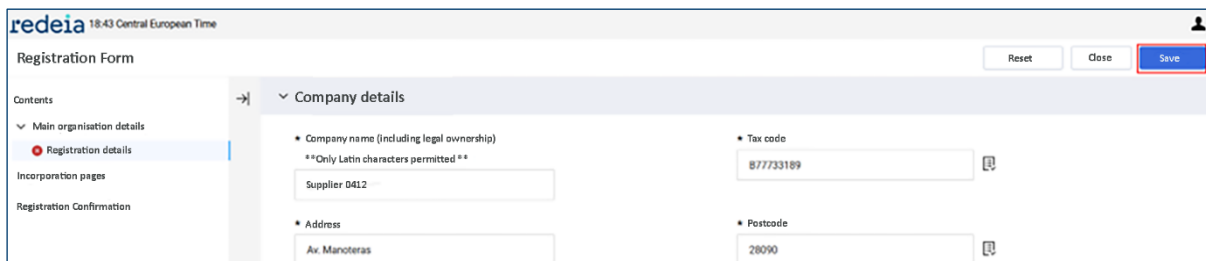
The first step in the registration process is the Basic Registration Form. The fields included in this form include details about the company and the user who will be using the platform.

The fields marked with a (\*) are mandatory. If you try to save without completing one of these fields, it will be highlighted with an error message:

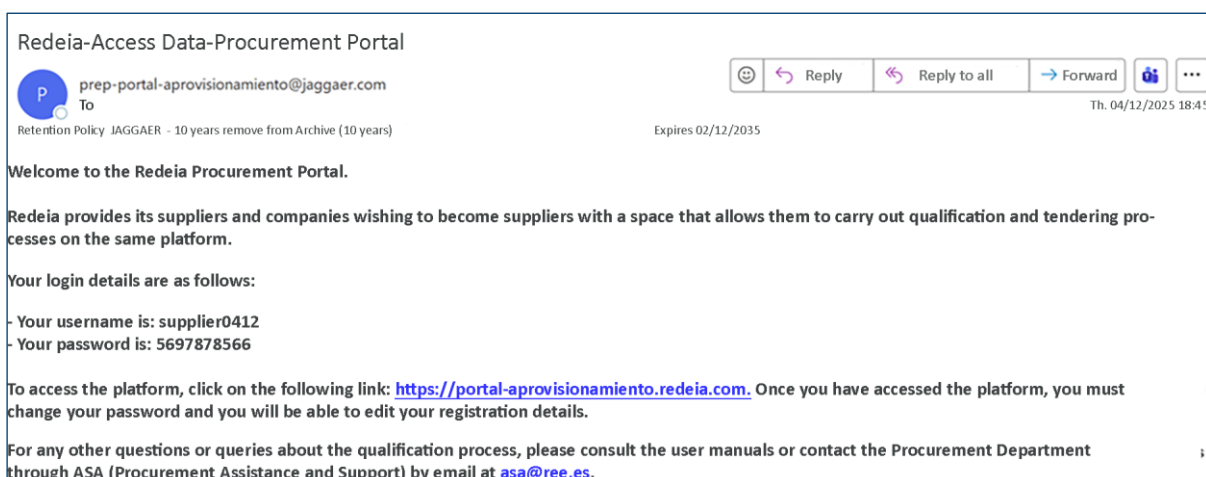
The "Tax Code" and "Postcode" fields have a specific format depending on the country. Clicking on the icon will show you the correct format:



Once all fields have been completed, click "Save":



This is when you will receive the access codes for the portal:



## 2.1.2 Additional Information Form

The next step that suppliers must complete is the Additional Information Form. As in the previous step, fields marked with an \* are mandatory.

The screenshot shows the 'Additional Information' section of the 'Start Vendor Registration' process. It contains two tables:

Parameter/Indicator	Description	Response/Value	Modifiable by:
1	Supplier Registration		Supplier

Parameter/Indicator	Description	Response/Value	Modifiable by:
1	Individual		Supplier

Some forms will have conditional questions, so depending on your answers, you may be asked some questions or others.

Once the form is completed, your profile will be complete, and you will receive the following message:

The screenshot shows the 'Registration result' page. It contains a success message and a 'Registration Summary' table:

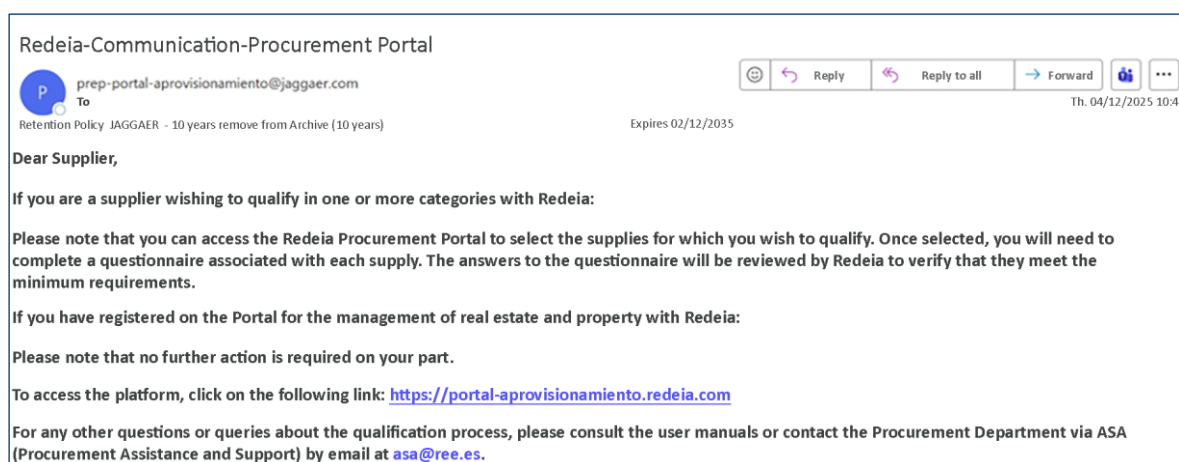
The registration phase of your account has been completed. Your account activation will be reviewed and you will be notified by email. You will be able to access your account with your username and password once it has been activated.

Registration Summary	Compliance Status (Mandatory Parameter for Registration)
Registration data	All data complete
Additional Information	Missing Responses: Optional 4

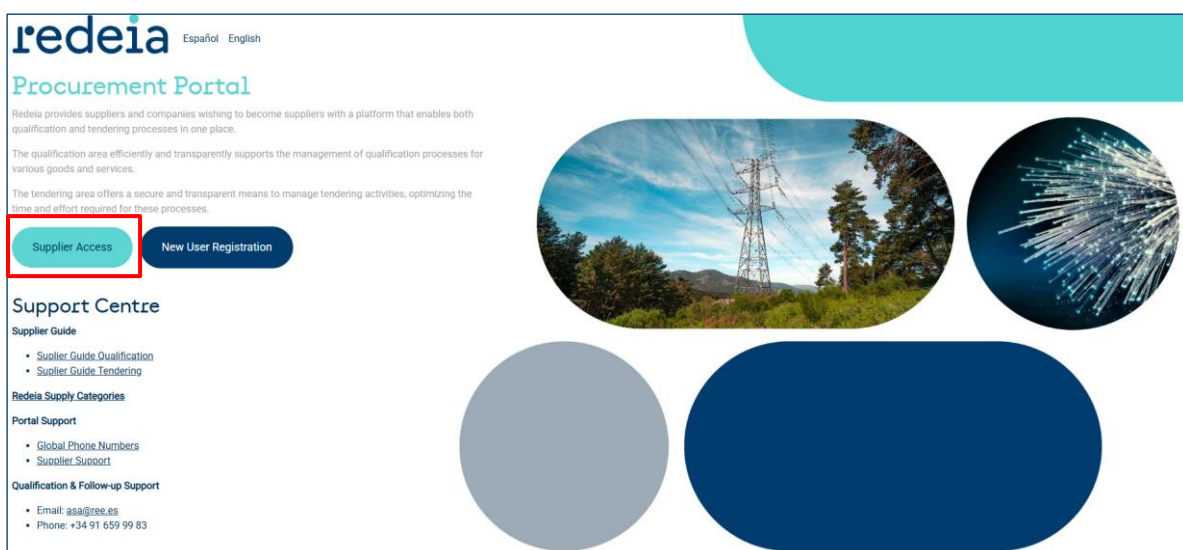
## 2.1.3 Account activation and category selection

Once the registration has been completed, the information will be validated and an initial monitoring of the supplier's risks in the financial and compliance areas will be carried out. If the supplier does not pass this initial monitoring, the process cannot continue. This will be communicated.

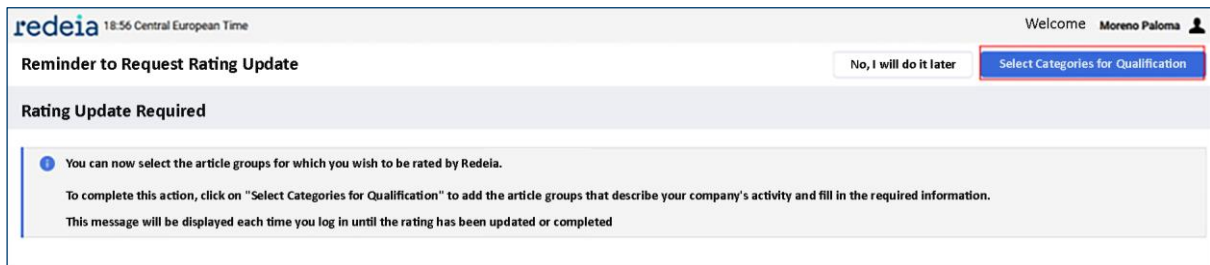
If the supplier passes this first screening, the account will be activated. You will receive the following notification, informing you of this and providing access to the category tree so that you can complete your classification:



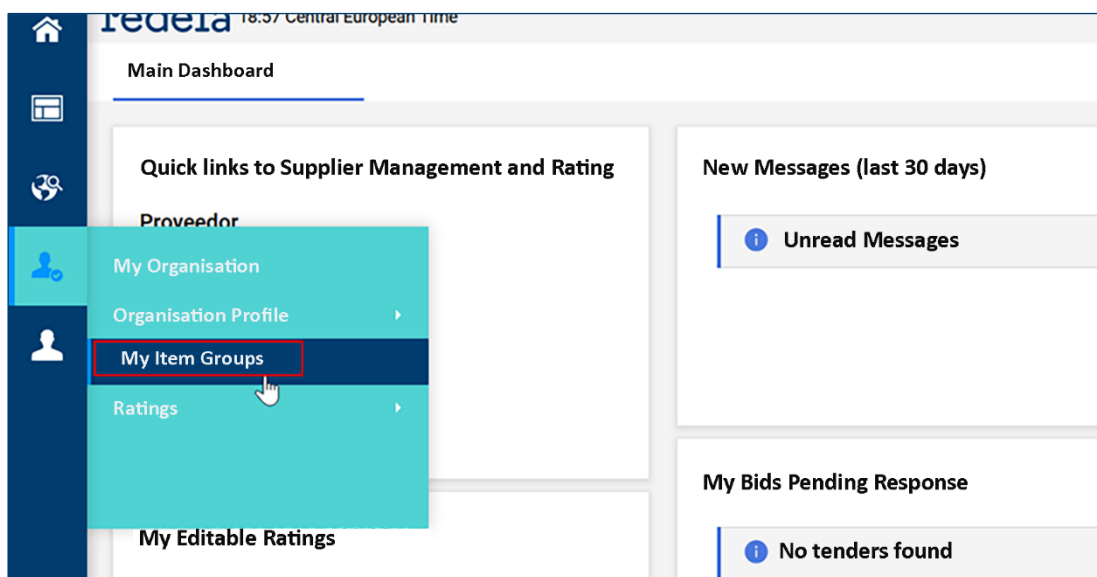
To do this, they must log in to the Portal with their username and password:



Once inside the platform, you can access the categories menu directly by clicking on:



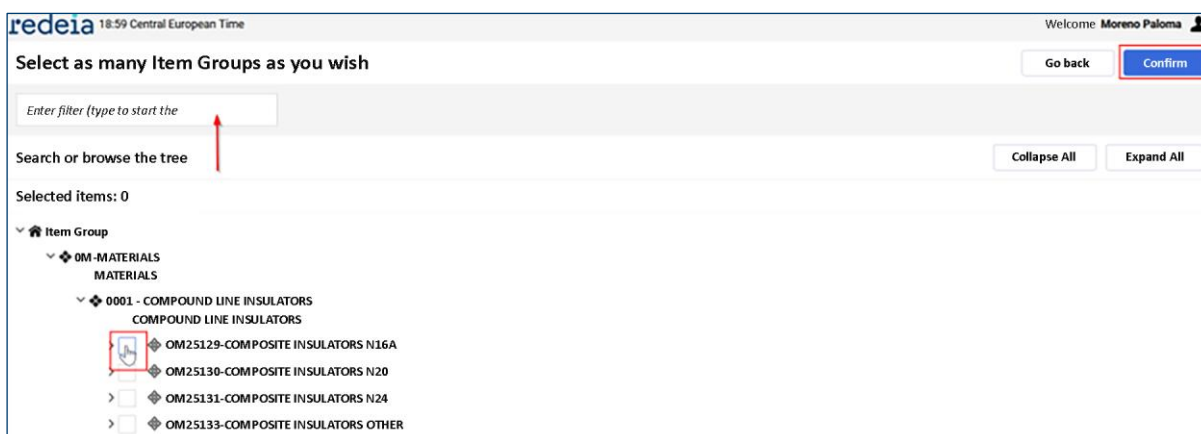
If, on the other hand, they prefer to do so later, they can click on "No, I'll do it later" and access it later, directly in the "My Organisation" > "My Item Groups" menu.



By clicking on "Add Item Group", a menu will open where you can select as many categories as necessary:



You can either display the entire list and select the category or use some of the available filters to narrow down your search. Once selected, click on "Confirm":



From this point onwards, the specific form for each category will be displayed. Again, all fields marked with an \* are mandatory.

1.1 CERTIFIED SYSTEMS				
	Title	Description	Response	Modifiable by:
1	1.1.1	* 1.1.1 Does your company have an ISO 9001 quality management system? [Minimum: Yes]		Supplier
2	1.1.2	* 1.1.2 Does your company have an ISO 14001 environmental management system? [Minimum: Yes]		Supplier
3	1.1.3	* 1.1.3 Does your company have an OHSAS 18001 and/or ISO45001 Health and Safety Management System? [Minimum: Yes]		Supplier
4	1.1.4	* 1.1.4 Does your company have a valid Information Security Management System (ISO/IEC 27001) certificate? [No minimum required]		Supplier
5	1.1.5	* 1.1.5 Does your company have a valid Business Continuity Management System (ISO 22301) certificate with a scope that includes cybersecurity services? [No minimum required]		Supplier

If you select a category that has an associated qualification process, you must complete the information for the factory or factories from which you will supply this material. In that case, it is mandatory to fill in at least the information for Factory 1 in the form. In the factory dropdown menu, you can select the factories you wish to complete, view, or edit.

Once all the information has been completed, click “Save”.

Classification: >REDEIA>MATERIALS>Power-Line Carrier Line Traps>Power-Line Carrier Line Traps Cancel Save

**1. FACTORIES**

It is necessary to indicate the factory or factories from which the selected equipment or material will be supplied.

- Completing the information for Factory 1 is mandatory.
- All factories marked in the list must be completed.
- If a factory is unchecked from the list, the information will not be visible but will remain saved. You can access this information again by selecting the factory in the list.

FÁBRICAS				
	Title	Description	Response	Editable By
1	Factories	* Indicate the factory or factories from which you will supply the equipment or material	<input checked="" type="checkbox"/> Factory 1 (Required) <input type="checkbox"/> Factory 2 (Optional) <input type="checkbox"/> Factory 3 (Optional) <input type="checkbox"/> Factory 4 (Optional) <input type="checkbox"/> Factory 5 (Optional) <input type="checkbox"/> Factory 6 (Optional) <input type="checkbox"/> Factory 7 (Optional) <input type="checkbox"/> Factory 8 (Optional) <input type="checkbox"/> Factory 9 (Optional) <input type="checkbox"/> Factory 10 (Optional) <input type="checkbox"/> Factory 11 (Optional) <input type="checkbox"/> Factory 12 (Optional) <input type="checkbox"/> Factory 13 (Optional) <input type="checkbox"/> Factory 14 (Optional) <input type="checkbox"/> Factory 15 (Optional)	Supplier

**FÁBRICA 1**

	Title	Description	Response	Editable By
1	Factory 1 Name	* Factory 1 Name	<input type="text" value="Characters available 2000"/>	Supplier
2	Factory 1 City	* Factory 1 City	<input type="text" value="Characters available 2000"/>	Supplier
3	Factory 1 Street	* Factory 1 Street	<input type="text" value="Characters available 2000"/>	Supplier
4	Factory 1 Postal Code	* Factory 1 Postal Code	<input type="text" value="Characters available 2000"/>	Supplier
5	Factory 1 Country	* Factory 1 Country	Select an Option (Single selection)	Supplier
6	Factory 1 Activation	* Factory 1 Activation		Supplier
7	Grupo de Artículo Líneas Fábrica 1	Select the article groups for line supply items (insulators, cables, conductors, splices, optical fiber) that are produced in Factory 1. You may enter the supply code for your search.	Select Options (Multi selection possible)	Supplier
8	Grupo de Artículo Subestaciones Fábrica 1	Select the article groups for substation supply items (transformers, circuit breakers, surge arresters, disconnectors, boxes, panels, cabinets, frames, GIS cells, protection and measurement equipment, capacitors, phase-shifters) that are produced in Factory 1. You may enter the supply code for your search.	Select Options (Multi selection possible)	Supplier
9	Grupo de Artículo Apoyos y Herrajes de Líneas Fábrica 1	Select the article groups for supply items related to line supports and fittings that are produced in Factory 1. You may enter the supply code for your search.	Select Options (Multi selection possible)	Supplier

When all the mandatory questions have been answered, the following symbol will appear :

redeia 19:04 Central European Time Welcome: Moreno Paloma

**My Item Groups** Confirm Item Group Add Item Group

Filters: Enter Filter (type to start the)

Showing result 1-1 of 1

	Item Group Code	Item Group Name	Rating Start Date	Evaluation Status
1	0M25129	COMPOSITE INSULATORS N16A	04/12/2025 19:02:14	Evaluation Status not visible

From this point onwards, the qualification process will begin.

## 2.2 Qualification Process

After completing all the forms associated with the categories, the qualification process will begin. From this point onwards, the supplier will be able to track the status of their qualification within the categories menu:

Item Group Code	Item Group Name	Rating Start Date	Evaluation Status
0M25129	COMPOSITE INSULATORS N16A	04/12/2025 19:02:14	Rating in Progress

Redeia may request that the supplier review the category forms again. To do so, it will send the following notification informing them of this:

asm\_7850 - 2342 - Review requested of the specific Category Form by the buyer Red Eléctrica - Platform Portal

prep-portal-aprovisionamiento@jaggaer.com  
To  
Retention Policy JAGGAER - 10 years remove from Archive (10 years) Expires 02/12/2035

Dear Supplier 0412,

Red Eléctrica has requested that you verify and update the data in the Specific Category Form on the Red Eléctrica de España Tender Platform Portal

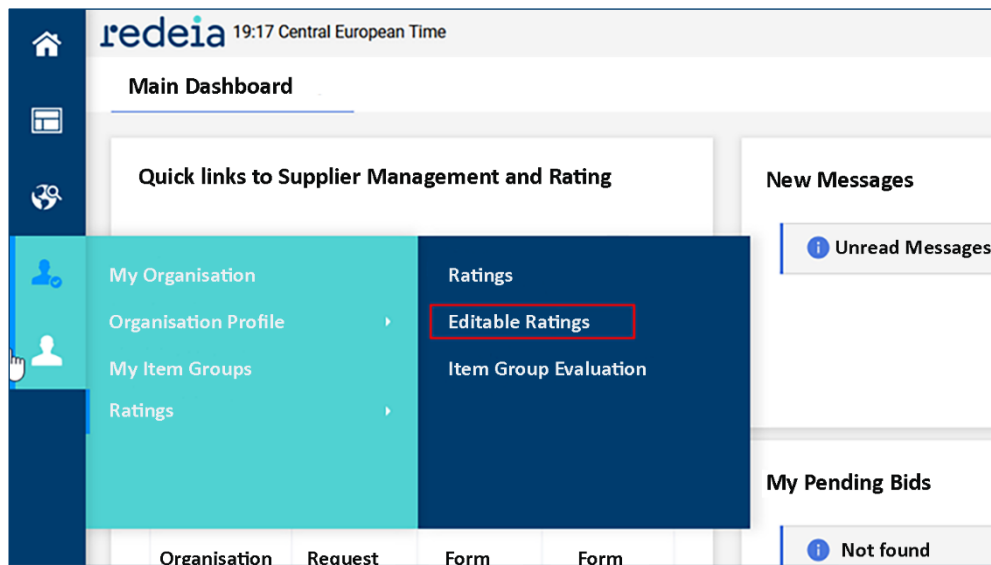
- Evaluation code: asm\_7850
- Evaluation Designation: 2342
- Name of the Validation Group: Rating INSULATOR COMP N16A (0M25129)
- Buyer's comments (optional):

To access the Parameter, click on the following link and enter your Username and Password <https://prep-portal-aprovisionamiento.redeia.com/esop/guest/login.do?quu=13610586019AEA944AF4>

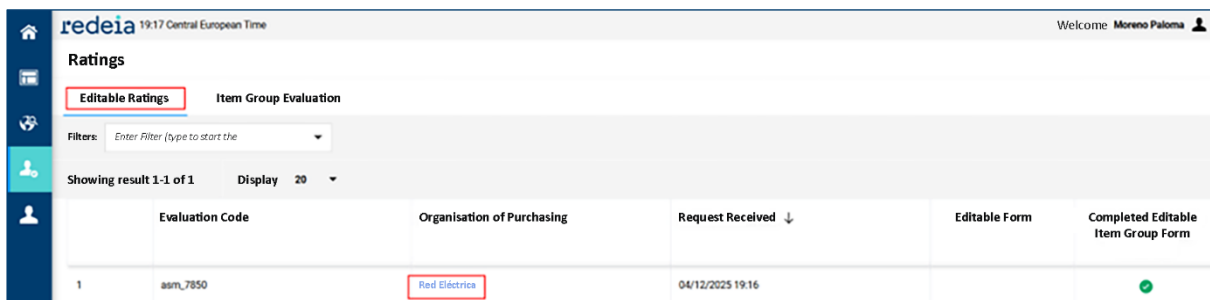
Or select:

- Connect to <https://prep-portal-aprovisionamiento.redeia.com>
- Enter your username and password
- Select the User Profile and Organisation area

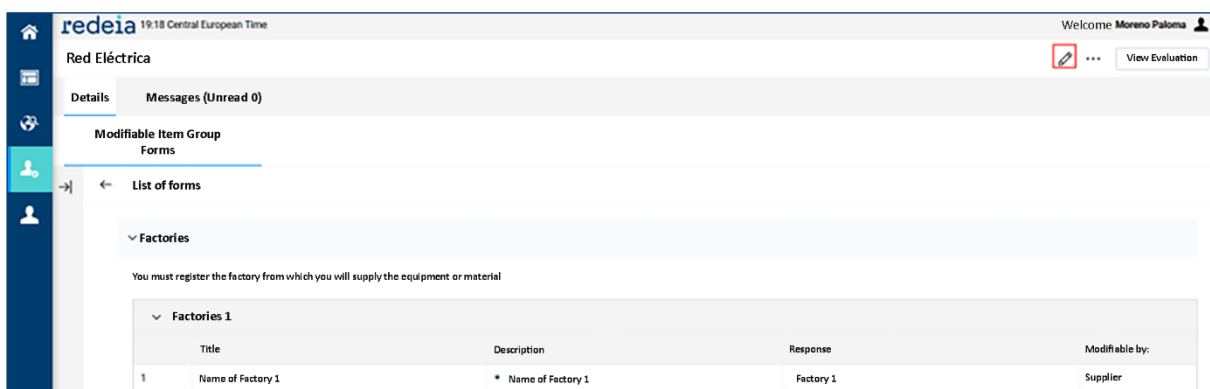
Next, as indicated in the notification, when logging into the platform, the supplier must access " Ratings " within My Organisation.



And "Editable Ratings":



Access the form and click on the pencil-shaped button in the upper right corner to edit them:



Once the form has been completed, click on "Forms for Groups of Items Returned to the Buyer".

The screenshot shows the 'Forms for Groups of Items Returned to the Buyer' page in the redeia system. The page includes a navigation menu on the left, a search filter, and a table with one data row.

	Item Group Code	Item Group Title	Supplier Form Status		Document Expiration Date (First to Expire)	Last Modification Date	Modify Item Group Form Enabled In ↑	Revised Forms
			Mandatory	Optional				
2	OM25129	COMPOSITE INSULATORS N16A	●	0%		04/12/2025 19:04	04/12/2025 19:16	Yes

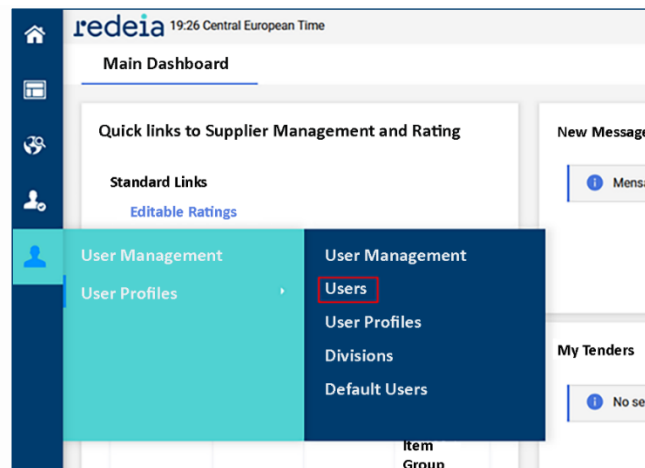
## 2.3 Recover Password

If you are already registered as a supplier but cannot remember your password, you can recover it by going to the home page, clicking on "Supplier Access" and then clicking on "Forgot your Password".

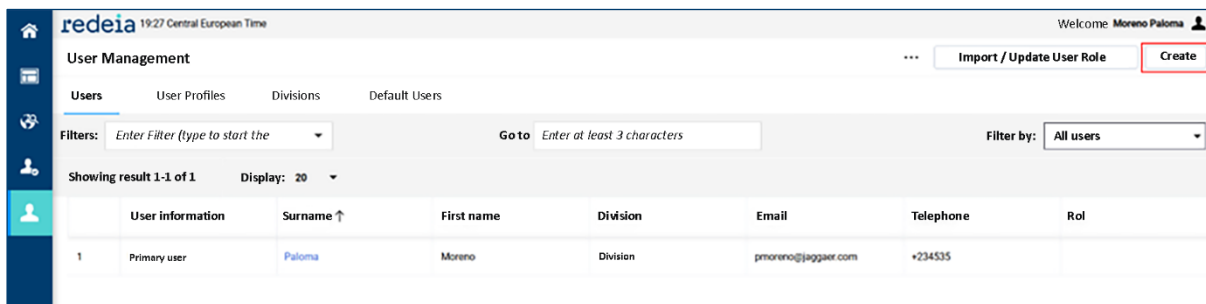
The screenshot shows the 'Forgot your password' form in the redeia system. The form includes fields for 'User ID' and 'Password', a 'Submit' button, and a 'Forgot your password' link. There are also instructions for internal users and a link to 'INTERNAL Access'.

## 2.4 Management of Sub-Users

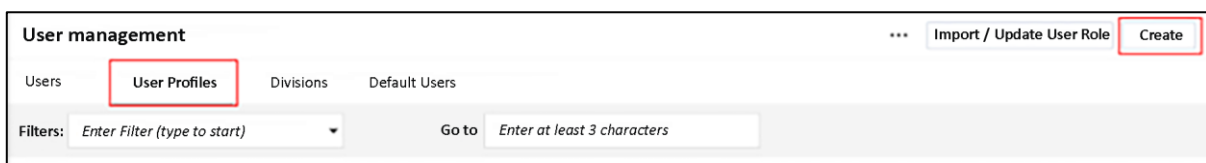
From the supplier account, you can also manage sub-users and their rights. To do so, go to the "User Management" menu:



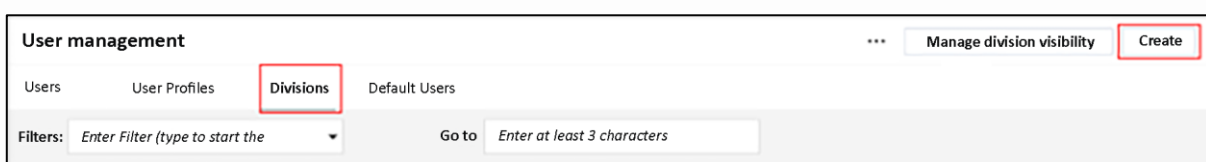
If you wish to register more than one user to use the platform, go to "Users" and click on "Create" and complete the form:



If you wish to restrict the rights of each of these users, go to "User Profiles" and create them.



If you wish to create divisions within the company, go to "Divisions" and create them.



## 3 RISK MANAGEMENT

Once it has been confirmed that you meet the minimum requirements for supply, you will receive an email inviting you to register on our risk monitoring platform <https://portal.mygosupply.com/>.

Like the rating platform, this platform is free of charge for our suppliers.

They must fill in all the information requested in the different risk areas in order to complete the rating for the previously selected supplies.