

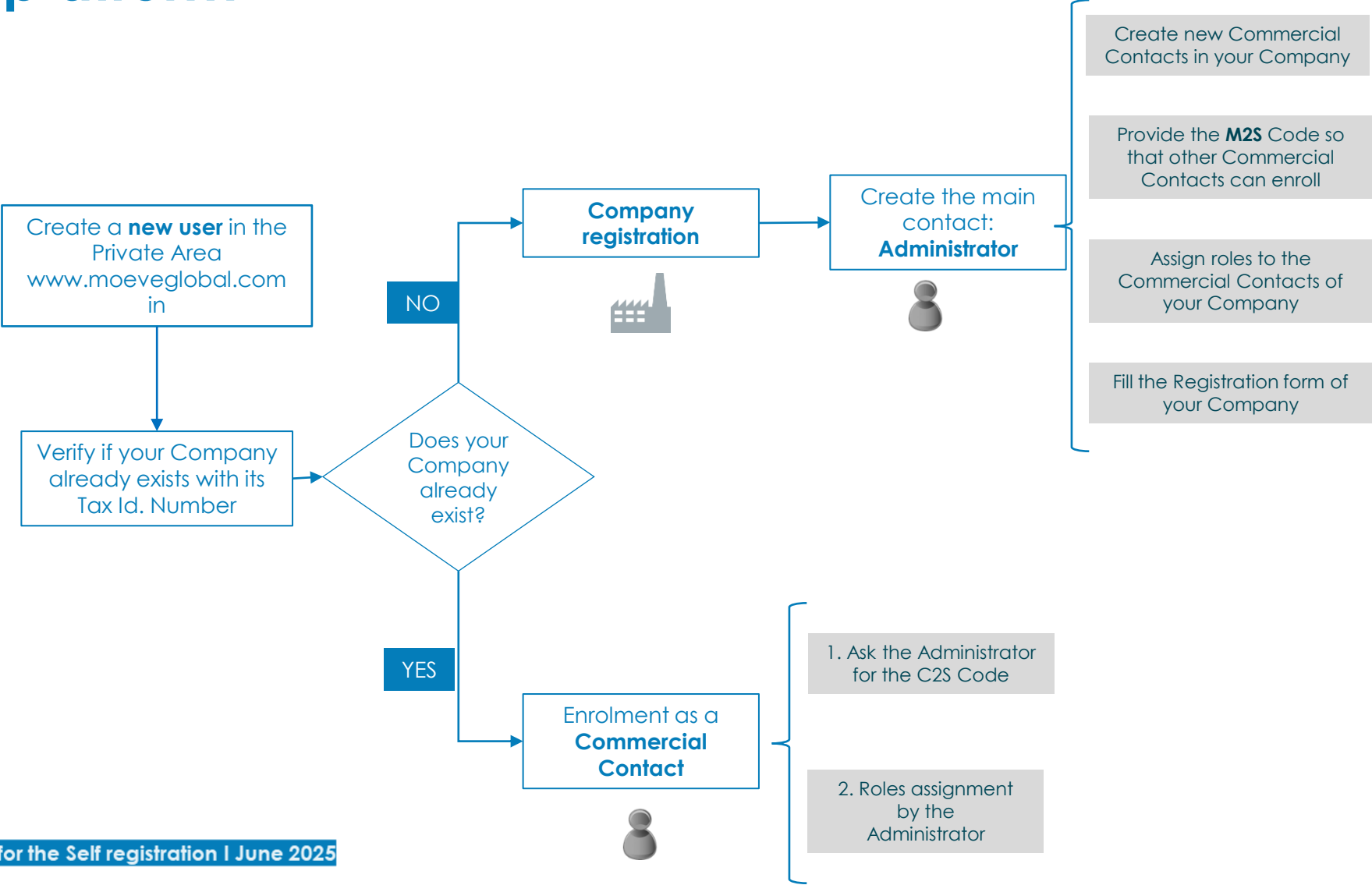
Manual for the Self- registration in the **Moeve** Reserved Area and subscription in the **M2S** platform

June 2025

Sustainable Value Chain – Global Sourcing Solutions

- ❑ Self-registration of the Company and the Administrator [p. 4]
- ❑ Self-registration as a Commercial Contact [p. 15]
- ❑ Access to the platform C2S [p. 21]
- ❑ Help-desk [p. 46]

Scheme of the process of self-registration and subscription in the C2S platform



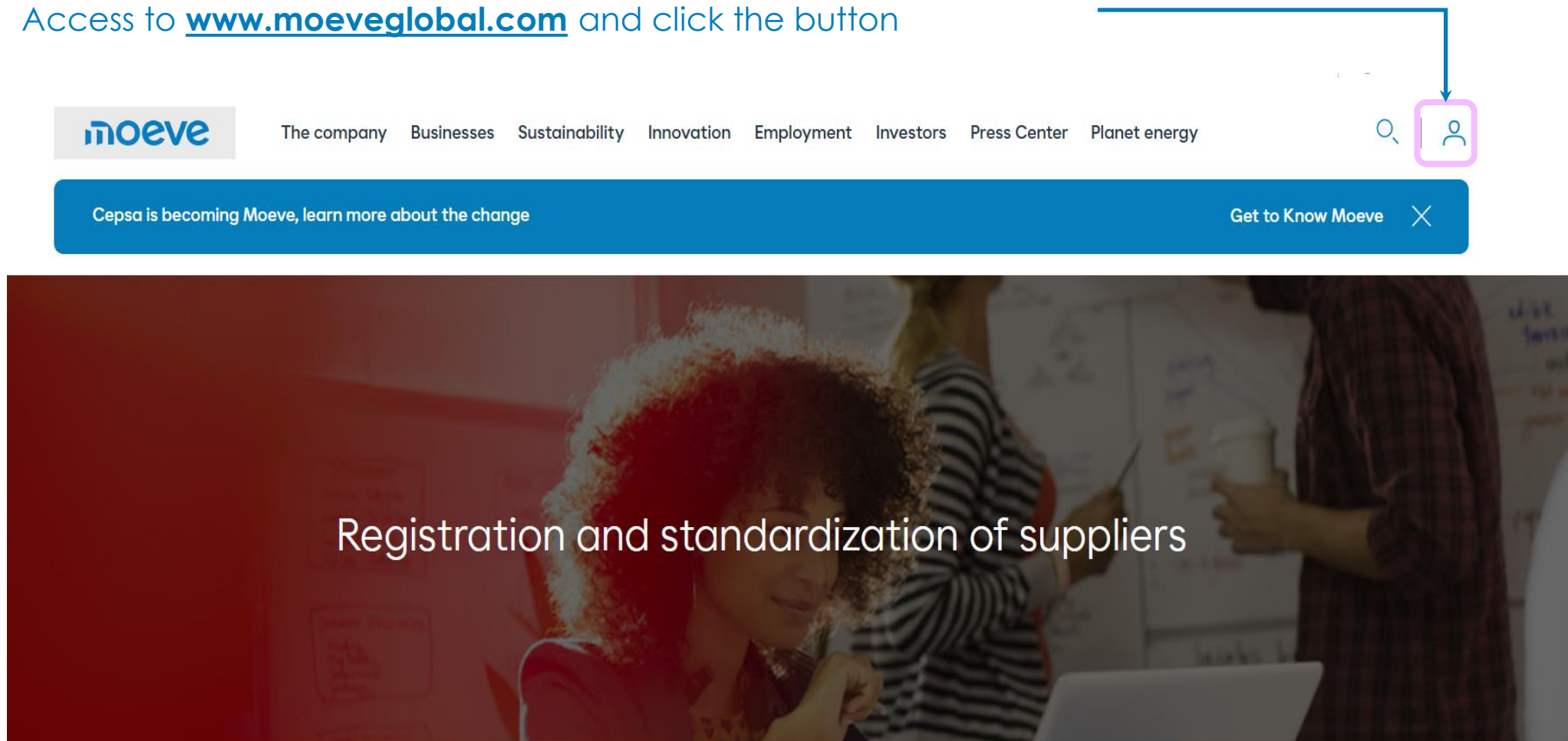
Self-registration of the Company and the Administrator

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Self-registration of the Company and the Administrator

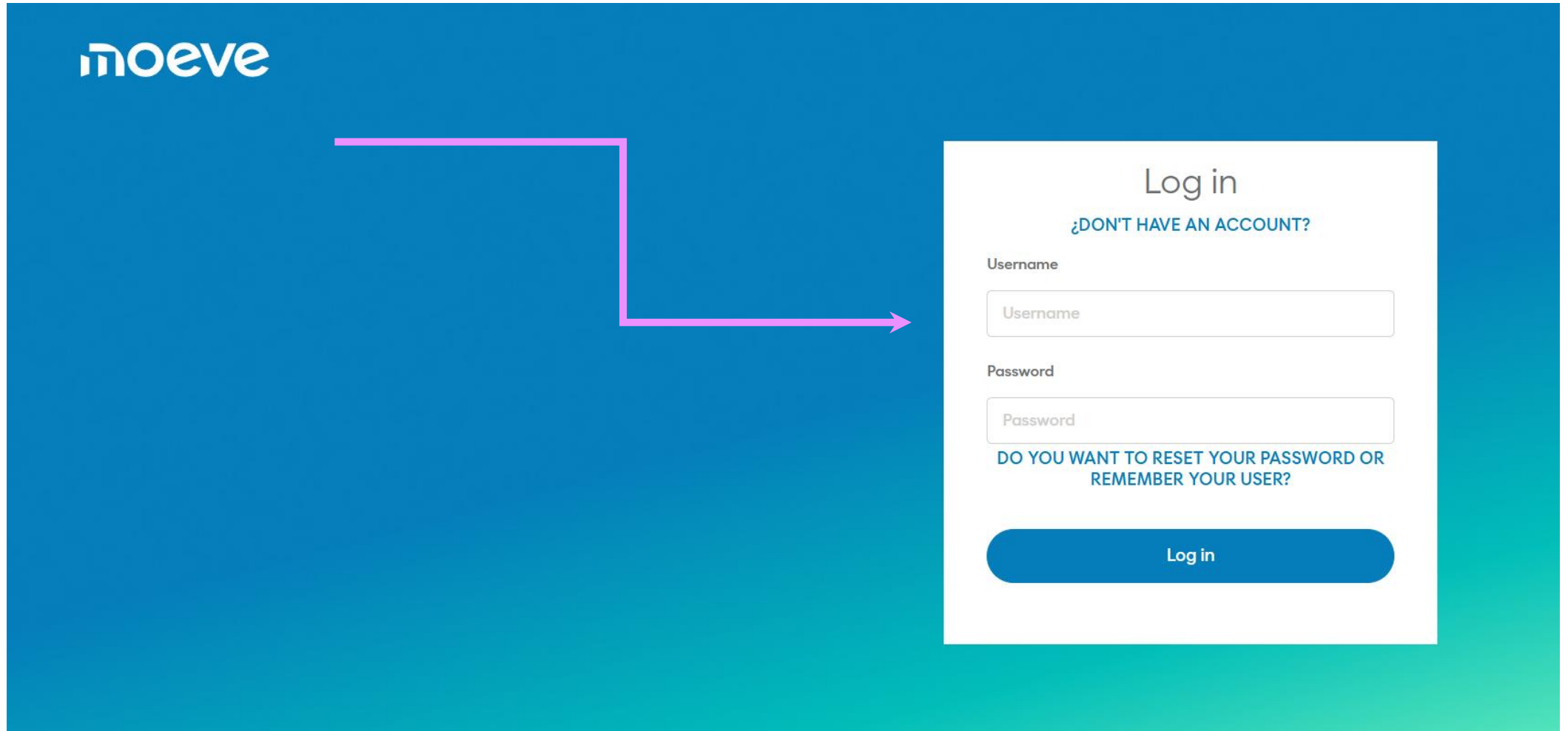
Access to the Suppliers Reserved Area

Access to www.moeveglobal.com and click the button



Self-registration of the Company and the Administrator

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



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

Email format is not correct

CONFIRM YOUR E-MAIL

Name

Surname

Second surname (Optional)

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](#)

Customer Service Helpdesk: +34 900 601 300 / atencion.proveedores@moeveglobal.com

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 Moeve, an account has been created with the

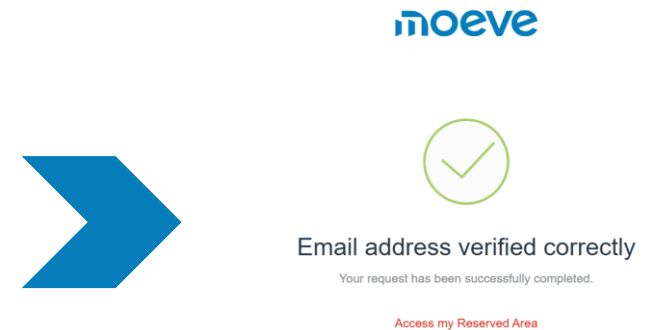
user name

To verify your account [click on this link](#) or, in case of an error message, copy the link and paste it into your browser.

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

Good luck

Customer Service Helpdesk: +34 900 601 300 / atencion.proveedores@moeveglobal.com



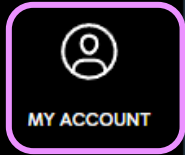
Once verified the account a new user
in the Private Area has been created

Self-registration of the Company and the Administrator

Subscribe to the service **M2S – Moeve Sourcing & Suppliers.**



The company Businesses Sustainability Innovation Employment Investors Press Center Planet energy



END SESSION

HOME

MY PROFILE

SERVICES REGISTRATION

CUSTOMER AREA

This section is available in other languages

ENGLISH

PORTUGUÊS (BR)

FRANÇAIS

ESPAÑOL

Services registration

This is the list of services offered by MOEVE. In each you will be asked for specific information for the service you wish to subscribe

PURCHASING

REGISTER IN MOEVE SOURCING & SUPPLIERS

 Register

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 **M2S**

2

The Company is already registered in **M2S**

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

Introduce company **DUNS code**

MY ACCOUNT END SESSION

HOME
MY PROFILE
SERVICES REGISTRATION
CUSTOMER AREA

MOEVE Sourcing & Suppliers (M2S) 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 ⓘ
DUNS

Customer Service Helpdesk: +34 902 090 419 /
atencion.cliente@moeveglobal.com

Continue

Self-registration of the Company and the Administrator

1

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

The screenshot shows the MOEVE Sourcing & Suppliers (M2S) Sign Up page. The top navigation bar includes the MOEVE logo and links for The company, Businesses, Sustainability, Innovation, Employment, Investors, Press Center, and Planet energy. The user is logged in as an administrator contact, indicated by the 'MY ACCOUNT' and 'END SESSION' buttons in the dark header. The left sidebar menu contains: HOME, MY PROFILE, SERVICES REGISTRATION (highlighted), and CUSTOMER AREA. The main content area is titled 'MOEVE Sourcing & Suppliers (M2S) Sign Up' and contains the following text:

Your company is not yet registered in the MOEVE Sourcing & Suppliers platform (M2S).

Through the following link you can register as an administrator contact, 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 M2S platform.
3. Access to all the tenders and auctions in the M2S 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 M2S 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 M2S platform.
5. Register Commercial Contacts of his Company directly in the Private Area.
6. Manage the Commercial Contacts roles in the M2S platform (visualize or participate in determined events).

Customer Service Helpdesk: : +34 902 090 419 / atencion.cliente@moeveglobal.com

[Complete registration as an administrator contact](#)

Self-registration of the Company and the Administrator



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

The screenshot displays the Moeve website interface. At the top, the Moeve logo is on the left, and navigation links for 'The company', 'Businesses', 'Sustainability', 'Innovation', 'Employment', 'Investors', 'Press Center', and 'Planet energy' are in the center. A user profile icon and 'MY ACCOUNT' text are on the far left of the dark navigation bar, while 'END SESSION' is on the far right. Below the navigation bar, a sidebar menu on the left contains 'HOME', 'MY PROFILE', 'SERVICES REGISTRATION' (highlighted with a blue bar), and 'CUSTOMER AREA'. The main content area is titled 'Registration in MOEVE Sourcing & Suppliers (M2S)' and 'Company data'. It includes a text input field for 'Company's Social Denomination', a dropdown menu for 'Country of residence (of the company)', and a greyed-out input field for 'Tax Identification Number' with the label 'Optional'.

Self-registration of the Company and the Administrator



If your Company is not registered yet: registration succeeded



Registration has been completed successfully

We confirm that you have registered your Company correctly. **In order to be a valid Moeve supplier you need to complete the questionnaire in Moeve SUPPLIERS.** Access here: [M2S Access](#) and access to Moeve SUPPLIERS Section.

We have now sent you an email with the M2S 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](#).

Remark: to be a **VALID supplier** you have to end your Company **registration** filling all its data at **Moeve SUPPLIERS** [p. 24]

Suppliers Helpdesk

Tel: +34 91 426 4910

Mail: suppliers@moeveglobal.com



- Clicking on the option “**M2S Access**” you will **Moeve 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.**

Self-registration of the Company and the Administrator

2

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

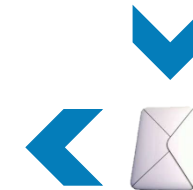
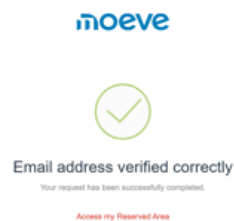
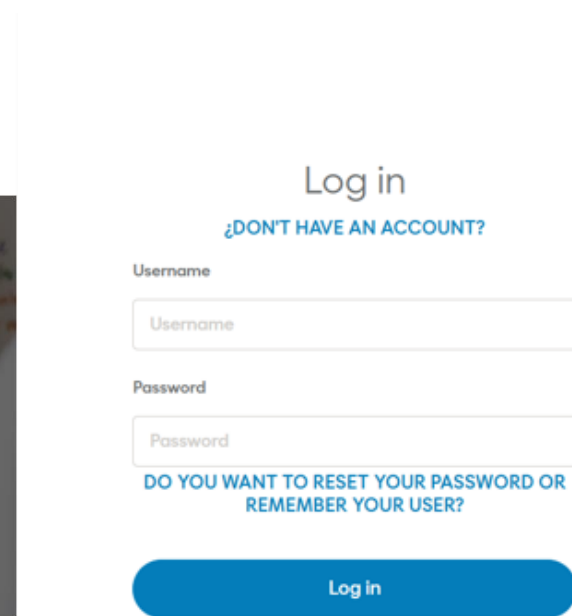
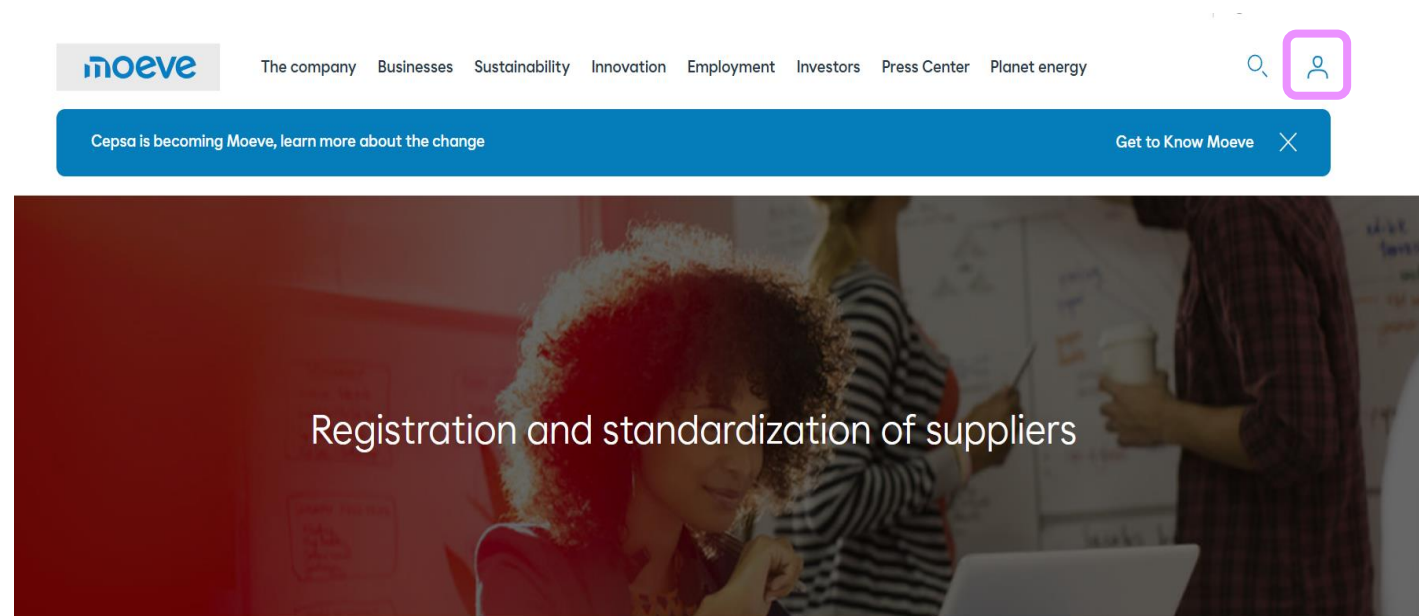
The screenshot shows the Moeve website's user interface. At the top, the Moeve logo is on the left, and navigation links for 'The company', 'Businesses', 'Sustainability', 'Innovation', 'Employment', 'Investors', 'Press Center', and 'Planet energy' are in the center. A 'PP' icon is on the right. Below this is a dark navigation bar with icons and labels for 'MY ACTIVITY', 'DOCUMENTATION', 'MY ACCOUNT', and 'END SESSION'. The main content area is split into a left sidebar and a right main panel. The sidebar contains a menu with items: HOME, WEPIONEER SUPPLIERS AWARDS PROGRAMME, M2S PURCHASING PLATFORM (with a dropdown arrow), Access M2S (highlighted with a blue bar), M2S Code, Account administrator roles, Add commercial contact, Upcoming Tenders, FAQ, SELF-BILLING, and REQUEST FOR AUTHORISATION TO OUTSOURCE (S.A.S.). The main panel features a large banner with the text 'ACCESS M2S' and a background image of a smartphone. Below the banner, there are language selection options: 'This section is available in other languages' followed by 'ENGLISH' (selected), 'PORTUGUÊS (BR)', 'FRANÇAIS', and 'ESPAÑOL'. A green 'ACCESS' button is positioned to the right of the introductory text. The text below the button explains that the M2S platform is used for sourcing and suppliers, and provides information on how to manage registration and approval as a supplier or submit bids and tenders. At the bottom, it states that Moeve values ethical and transparent processes and provides a link for more information.

Self-registration as a Commercial Contact

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Self-registration as a Commercial Contact

Access to www.moeveglobal.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].)



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

Self-registration as a Commercial Contact

Subscribe to the **Moeve Sourcing & Suppliers (M2S)** service and verify if the Company already exists.



The company Businesses Sustainability Innovation Employment Investors Press Center Planet energy



MY ACCOUNT

END SESSION

HOME

MY PROFILE

SERVICES REGISTRATION

CUSTOMER AREA

This section is available in other languages

ENGLISH

PORTUGUÊS (BR)

FRANÇAIS

ESPAÑOL

Services registration

This is the list of services offered by MOEVE. In each you will be asked for specific information for the service you wish to subscribe

PURCHASING

REGISTER IN MOEVE SOURCING & SUPPLIERS

 Register

Self-registration as a Commercial Contact

Subscribe to the Moeve Sourcing & Suppliers (M2S) service and verify if the Company already exists.

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

Introduce company **DUNS code**

MY ACCOUNT

END SESSION

HOME

MY PROFILE

SERVICES REGISTRATION

CUSTOMER AREA

MOEVE Sourcing & Suppliers (M2S) 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 ⓘ

DUNS

Customer Service Helpdesk: +34 902 090 419 / atencion.cliente@moeveglobal.com

Continue

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 **M2S Code** needed for your enrolment as a Commercial Contact.

The screenshot displays the Moeve Sourcing & Suppliers (M2S) web application interface. At the top, there is a dark navigation bar with icons and labels for 'MY ACTIVITY', 'DOCUMENTATION', 'MY ACCOUNT', and 'END SESSION'. Below this, a sidebar menu on the left lists various options: HOME, M2S PURCHASING PLATFORM (with an expand/collapse arrow), Access M2S, M2S Code, Account administrator roles, Add commercial contact (highlighted with a blue bar), Upcoming Tenders, FAQ, and REQUEST FOR AUTHORISATION TO OUTSOURCE (S.A.S.). The main content area features a header image of a person wearing a headset with the text 'ADD COMERCIAL CONTACT'. Below the image, there is a language selection bar with the text 'This section is available in other languages' and buttons for ENGLISH, PORTUGUÊS (BR), FRANÇAIS, and ESPAÑOL. The main heading is 'Registration in MOEVE Sourcing & Suppliers (M2S)', followed by the sub-heading 'Company data'. A form field labeled 'Code M2S' is visible, with a placeholder text 'Code M2S' inside the input box.

Self-registration as a Commercial Contact

Complete all the fields once the Administrator has provided to you the M2S Code.

The screenshot displays the M2S platform interface. At the top, a dark navigation bar contains icons for 'MY ACTIVITY', 'DOCUMENTATION', 'MY ACCOUNT', and 'END SESSION'. A left sidebar lists navigation options: HOME, M2S PURCHASING PLATFORM (with a dropdown arrow), Access M2S, M2S Code, Account administrator roles, Add commercial contact (highlighted with a blue bar), Upcoming Tenders, and FAQ. Below these is a section for 'REQUEST FOR AUTHORISATION TO OUTSOURCE (S.A.S.)'. The main content area features a banner with a person wearing a headset and the text 'ADD COMERCIAL CONTACT'. Below the banner, there are language selection options: 'ENGLISH', 'PORTUGUÊS (BR)', 'FRANÇAIS', and 'ESPAÑOL'. The main heading is 'Registration in MOEVE Sourcing & Suppliers (M2S)'. Underneath, the section 'Company data' is shown, with a 'Code M2S' label and a text input field containing 'Code M2S'. To the right of the main content, there is a detailed registration process guide with the following text:

Year: MOEVE CEPESA CEPESA

Welcome to the MOEVE Sourcing & Suppliers - M2S platform of MOEVE and its group of societies. We confirm you the successful record of your Company basic data, and your subscription as its account administrator.

To end up the registration process, please access to M2S - MOEVE Suppliers, and complete the information required.

To finish the registration process, please access to:

- M2S - Moeve Suppliers and complete the form with the rest of the required information

To participate in the events to which you have been invited, please access to:

- M2S - Moeve Sourcing.

Please note that your Company will be only awarded in a tender or auction if the Account Administrator has completed the registration form in MOEVE Suppliers.

The M2S CODE that other Commercial Contacts of your Company will require to sign up is:

- null

So that said user can access the events carried out in M2S, he/she will need that you enable the corresponding roles in the platform.

Please see the Manual for the Administrator Use "Assigning Roles and Rights to Commercial Contacts of the Company" you can find in the Suppliers Private Area (DOCUMENTATION > Tutorials).

- Any problems regarding the Private Area? Please contact the Client Helpdesk: +34 902 090 419 / atencion_clientes@moeveglobal.com
 - o Any problems in the M2S Procurement Platform? Please contact:

Customer Service Helpdesk: +34 900 601 300 / atencion.proveedores@moeveglobal.com

Self-registration as a Commercial Contact

Successful registration as a Commercial contact




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](#)

Moeve Sourcing Helpdesk

+ 34 917870225 (9h-19h GMT+1)
Mail: sourcing@moeveglobal.com

 SET PERMANENTLY YOUR LANGUAGE FOR BROWSING AND FOR THE NOTIFICATIONS SENT BY M2S, BY CLICKING ON THIS LINK.

Click on the flags above just for switching the language temporarily for the current session, BUT the notifications language will NOT be modified.

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

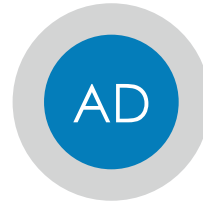
Access to the platform
M2S – Moeve Sourcing & Suppliers

Sustainable Value Chain – Global Sourcing Solutions

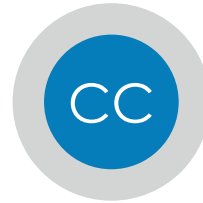
Screens of the platform M2S – Moeve Sourcing & Suppliers

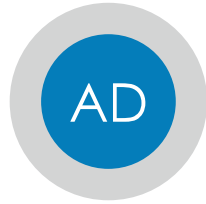
Depending on which kind of user you are, your C2S screens will be different:

If you are the Administrator



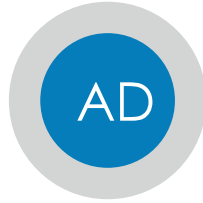
If you are the Commercial Contact





Administrator

Access to the platform M2S – Moeve Sourcing & Suppliers

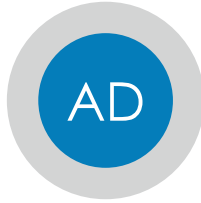


If you are the Administrator: clicking on the green highlighted option you can enter the M2S platform.

The screenshot shows the Moeve website header with navigation links: The company, Businesses, Sustainability, Innovation, Employment, Investors, Press Center, Planet energy, and a PP icon. Below the header is a dark navigation bar with icons for MY ACTIVITY, DOCUMENTATION, MY ACCOUNT, and END SESSION. The main content area features a sidebar menu on the left with the following items: HOME, WEPIONEER SUPPLIERS AWARDS PROGRAMME, M2S PURCHASING PLATFORM (expanded), Access M2S (highlighted in green), M2S Code (highlighted in blue), Account administrator roles, Add commercial contact, Upcoming Tenders, FAQ, SELF-BILLING, and REQUEST FOR AUTHORISATION TO OUTSOURCE (S.A.S.). The main content area displays a banner for 'ACCESS M2S' with language options: ENGLISH, PORTUGUÊS (BR), FRANÇAIS, and ESPAÑOL. Below the banner is a green 'ACCESS' button (highlighted in green). The text below the button reads: 'Find out more here about M2S, Moeve Sourcing & Suppliers, the Moeve Purchasing Platform. In the Moeve Suppliers' Area, you can manage your registration and approval as a supplier to the company, and in the Moeve Sourcing Area, you can submit bids and tenders for projects you are invited to bid for.' Below this is another paragraph: 'Moeve places great importance on ethical and transparent processes. You can view more information on this topic [here](#)'.

In this option the **M2S Code** is available. You will have to provide it to the Commercial Contacts to finish their enrolment

Access to the platform M2S – Moeve Sourcing & Suppliers



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

The screenshot shows the Moeve website header with the logo and a row of language flags (Spain, UK, France, Germany, China, Brazil, USA). Below the header is a large image of a winding road through a forest. The main content area is divided into two columns. The left column is for 'Moeve Sourcing Helpdesk' and the right column is for 'Suppliers Helpdesk'. Both columns include contact information (phone and email) and a warning box. The 'Moeve Suppliers' icon is highlighted with a purple border.

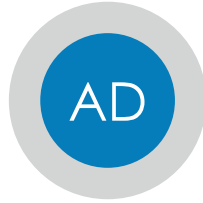
Moeve Sourcing Helpdesk
+ 34 917870225 (9h-19h GMT+1)
Mail: sourcing@moevegloab.com

Suppliers Helpdesk
Tel: +34 91 426 4910
Mail: suppliers@moevegloab.com

Language Selection:
ENG 中文
SET PERMANENTLY YOUR LANGUAGE FOR BROWSING AND FOR THE NOTIFICATIONS SENT BY M2S, BY CLICKING ON THIS LINK
Click on the flags above just for switching the language temporarily for the current session, BUT the notifications language will NOT be modified

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

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



Moeve SUPPLIERS If your Company is not registered in REPRO (Achilles South Europe, S.L.U.) you will receive an email.



Welcome to MyAchilles!

We have sent you a one-time link that will sign you in instantly to the following email:

desarrollo.proveedores@cepsa.com

The link is valid for 15 minutes. Please do not forward the email to others to prevent anybody else from accessing your account.

If you already have an active MyAchilles account, you could prefer to log in by clicking the button below. You can also reset your password by clicking the button below.

[Login Now](#) [Reset Password](#)

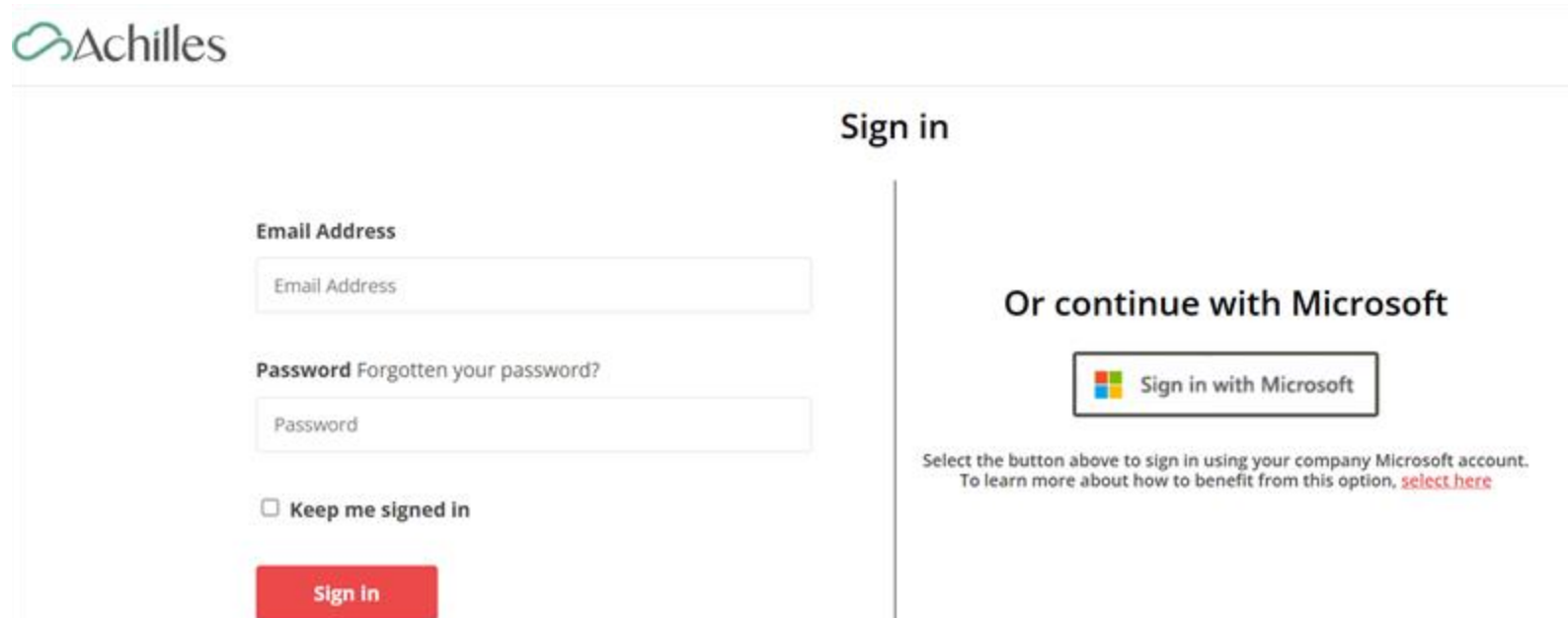
Suppliers Helpdesk

Tel: +34 91 426 4910
Mail: suppliers@moeveglobal.com

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

Access to the platform M2S – Moeve Sourcing & Suppliers

On this screen you will have to “**Create an account**” to obtain the access password



The screenshot shows the Achilles Sign in page. At the top left is the Achilles logo. The main heading is "Sign in". On the left side, there are two input fields: "Email Address" and "Password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom of this section is a red "Sign In" button. On the right side, there is a section titled "Or continue with Microsoft" with a "Sign in with Microsoft" button. Below this button, there is a note: "Select the button above to sign in using your company Microsoft account. To learn more about how to benefit from this option, [select here](#)".

Create an account and the access password



Create an Account

Dirección de correo electrónico*

Nueva Contraseña*

Confirme la nueva contraseña*

Primer nombre*

Apellido*

Crear

Cancelar

The password must be between 8 and 16 characters long. It must contain at least 3 of the following characters

- Lowercase characters
- Uppercase characters
- dígits (0-9)
- One or more of the following symbols

: @ # \$ % ^ & * -
_ + = [] { } | \ \ : & # 39 ; , ? / ` ~ "
() ; .

AD

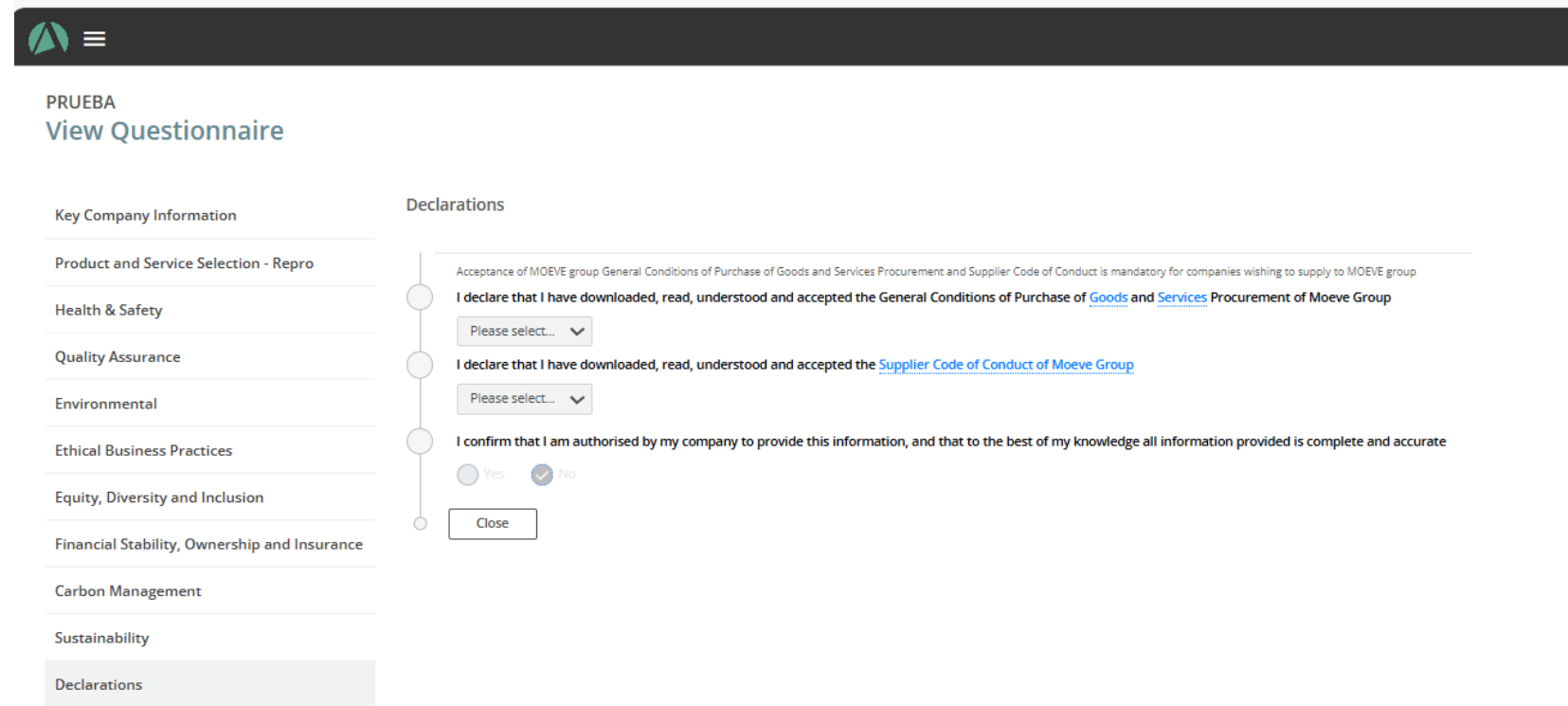
Moeve Supplier: If you are the Administrator, it must be fulfilled in order to be awarded (it can only be seen and editable by the Administrator).

All the sections have been completed



Acceptance of Moeve group conditions

In the last section **Declarations** is mandatory accept of Moeve group General Conditions of Purchase of Goods and services Procurement and Supplier Code of Conduct for companies wishing to supply to Moeve Group.



The screenshot shows a web interface for a questionnaire titled "PRUEBA View Questionnaire". On the left is a vertical navigation menu with the following items: Key Company Information, Product and Service Selection - Repro, Health & Safety, Quality Assurance, Environmental, Ethical Business Practices, Equity, Diversity and Inclusion, Financial Stability, Ownership and Insurance, Carbon Management, Sustainability, and Declarations (which is highlighted). The main content area is titled "Declarations" and contains the following text and form elements:

Acceptance of MOEVE group General Conditions of Purchase of Goods and Services Procurement and Supplier Code of Conduct is mandatory for companies wishing to supply to MOEVE group

I declare that I have downloaded, read, understood and accepted the General Conditions of Purchase of [Goods and Services Procurement of Moeve Group](#)

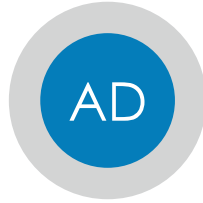
Please select...

I declare that I have downloaded, read, understood and accepted the [Supplier Code of Conduct of Moeve Group](#)

Please select...

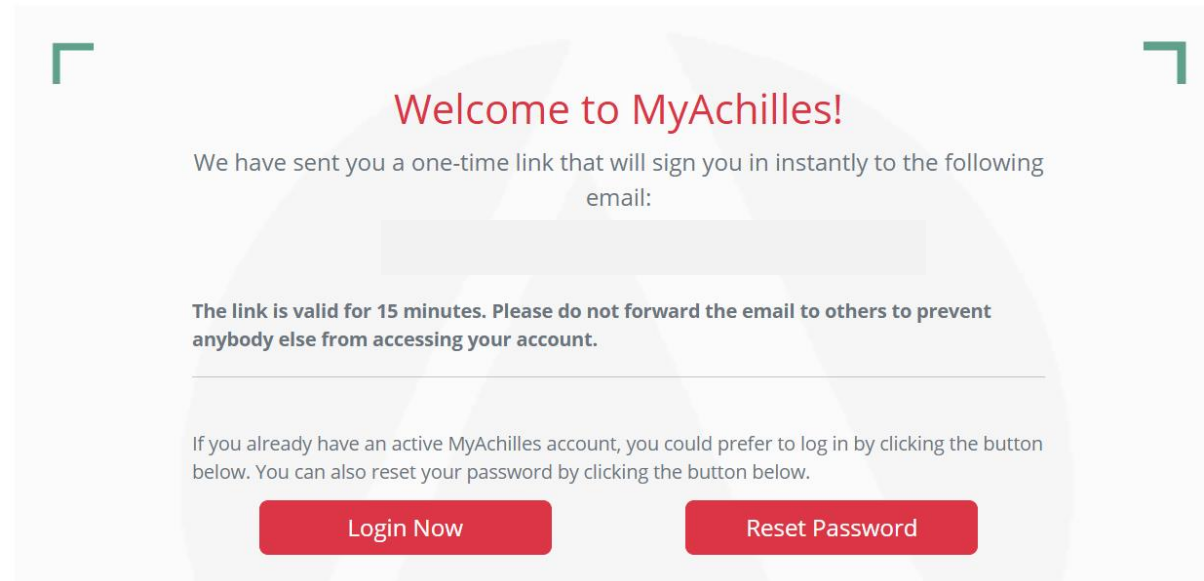
I confirm that I am authorised by my company to provide this information, and that to the best of my knowledge all information provided is complete and accurate

Yes No



MOEVE SUPPLIERS If your company is already register in MyAchilles

- If you have an user MyAchilles and remember your password, you can access press **Login Now**.
- If you don't remember the password, you press **Reset Password**



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Welcome to MyAchilles!

We have sent you a one-time link that will sign you in instantly to the following email:

[Redacted email address]

The link is valid for 15 minutes. Please do not forward the email to others to prevent anybody else from accessing your account.

If you already have an active MyAchilles account, you could prefer to log in by clicking the button below. You can also reset your password by clicking the button below.

Login Now

Reset Password

Suppliers Helpdesk

Tel: +34 91 426 4910
Mail: suppliers@moeveglobal.com

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

Access to the platform M2S – Moeve Sourcing & Suppliers

You can access the questionnaire to actualice or review it.

WELCOME


Notifications 1

DESCRIPTION	TYPE
Your organisation profile is showing to buyers as "Out of Date", update your questionnaire now	Questionnaire

Your Company's Data


Questionnaire


Buyers expect your company's questionnaire and uploaded documents to be kept up to date.


	QUESTIONNAIRE Editing	Draft Version
	PROGRESS 1 / 11 sections completed	
	EXPIRY 10 Jul 2024	Published Version


Your Company's Profile

See how buyers see you. Add and update your basic profile information.


Questionnaire Published


About Us



Social Media Links

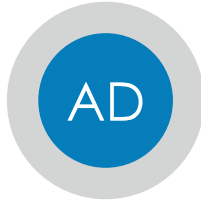

Company Logo

[View](#)

Buyer Activity

See how many buyers are working with Achilles and how many are part of your Networks.





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

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Spain, UK, France, Portugal, China, Brazil, Germany Logout

Moeve Sourcing Helpdesk
+ 34 917870225 (9h-19h GMT+1)
Mail: sourcing@moeveglobal.com

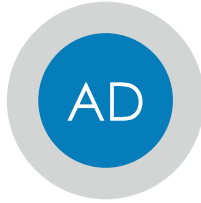
Moeve Suppliers Helpdesk
Tel: +34 91 426 4910
Mail: suppliers@moeveglobal.com

Moeve Sourcing

Moeve Suppliers

Language Selection: SET PERMANENTLY YOUR LANGUAGE FOR BROWSING AND FOR THE NOTIFICATIONS SENT BY M2S, BY CLICKING ON THIS LINK. Click on the flags above just for switching the language temporarily for the current session, BUT the notifications language will NOT be modified.

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



Moeve SOURCING - Organisation Profile – Bank details

Complete bank details : Organisation Profile > Profile Data > Basic data and Bank details

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Organisation Profile

Registration Data **Profile Data** Status Summary Questions History of Changes

Filters:
Enter Filter (type to start search)

Showing Result 1 - 8 of 8 Show: 20

	PHASE	TITLE
1	>	Additional information Basic Data
2	>	Additional information Bank Details

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Organisation Profile

Registration Data **Profile Data** Status Summary Questions History of Changes

Filters:
Enter Filter (type to start search)

Showing Result 1 - 8 of 8 Show: 20

	PHASE	TITLE
1	>	Additional information Basic Data
2	>	Additional information Bank Details

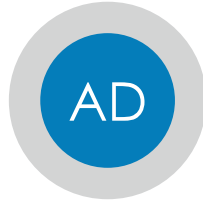
← < > Bank Details

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**

Please indicate ONLY IBAN (no spaces, no dashes), Bank Country, Currency and attach the Bank Account Certificate. * If you do not know your IBAN: Complete all the bank details (Bank Country, Bank Key, Control Code, Bank Account, Currency and attach the Bank Account Certificate). ** 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 (or ABA for USA Banks), Bank Country, Bank Account, Currency and attach the Bank Account Certificate. Do not forget to attach the Bank Account Certificate IN ALL CASES.

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	IBAN	IBAN		Supplier
2	Bank Country	Bank Country (ISO)		Supplier
3	Bank Key	Bank Key (Max. 8 digits)		Supplier
4	Control Code	Control Code (Max. 2 digits)		Supplier
5	Bank Account	Bank Account (Max. 10 digits)		Supplier



Moeve SOURCING - Profile Data – Additional information

moeve 11:16 Central European Time DST

Organisation Profile

Registration Data **Profile Data** Status Summary

moeve 11:16 Central European Time DST

Organisation Profile

Registration Data **Profile Data** Status Summary Questions History of Changes

Filters:

Showing Result 1 - 8 of 8 Show: 20

	PHASE	TITLE
1	>	Additional information Basic Data
2	>	Additional information Bank Details
3	>	Additional information Country Of Residence

← < > Country Of Residence

✓ 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%.

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Country Of Residence	Country Of Residence	PORTUGAL	Supplier

Once completed Country of Residence, complete Country of Provision of Services

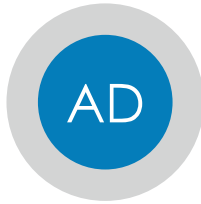
Additional information	Country Of Residence
Additional information	Country of Provision of Services

Country of Provision of Services

Pais Prestación de Servicios

▼ COUNTRY OF PROVISION OF SERVICES

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Country where providing services	Country where providing services	Select Options (Multi selection possible) ▼	Supplier



Moeve SOURCING - Profile data- Additional Information- Compliance Data

Complete all the Compliance Data

moeve 11:16 Central European Time DST

Organisation Profile

Registration Data **Profile Data** Status Summary

Organisation Profile

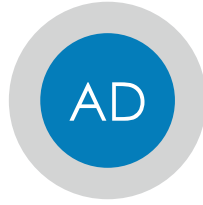
Filters:

Showing Result 1 - 8 of 8 Show: 20

		PHASE	TITLE
1	>	Additional information	Basic Data
2	>	Additional information	Bank Details
3	>	Additional information	Country Of Residence
4	>	Additional information	Country of Provision of Services
5	>	Additional information	Compliance Data

← > Compliance Data

COMPANY DETAILS	
QUESTION	DESCRIPTION
1	Contact person Please, indicate the company point of contact for compliance issues
2	Telephone number of the compliance person Please, indicate the telephone number of the compliance person
3	Email address of the compliance person Please, indicate the email address of the compliance person
4	Legal Status Please, tick all the relevant options
5	Activities with sanctioned countries Please, indicate if your company has activities with sanctioned countries or individuals / other companies
PARTNERSHIP	
QUESTION	DESCRIPTION
1	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
RELATIONSHIPS WITH GOVERNMENTS OR GOVERNMENTS OFFICIALS	
QUESTION	DESCRIPTION
1	Politically Exposed Person Please, indicate if there is any director, shareholder or beneficial owner in your Company who is a Politically Exposed Person
2	List of Politically Exposed Persons If yes please provide details below. Download the template, complete and attach
COMPLIANCE	
QUESTION	DESCRIPTION
1	Regulated Company Please, indicate if your firm is a regulated company in the sense that its revenues and / or activities are subject to public authorisations and / or price intervention
2	Documented Policies Please, tick if your company has formally documented policies on the following



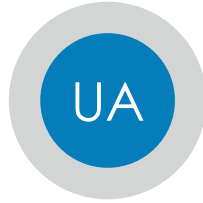
Moeve SOURCING - Additional Information

← < > Declaration of Conflict of Interest

DECLARATION OF CONFLICT OF INTEREST				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
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 Moeve, 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 Moeve	No	Supplier
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 Moeve and shall communicate this conflict of interest in a transparent and proactive way to the Moeve Ethics & Compliance Office through the enabled channel: https://secure.ethicspoint.eu/domain/media/eseu/gui/106348/index.html	Yes	Supplier

BUSINESS CONTINUITY

BEST MANAGEMENT PRACTICES / CONTINUITY POLICY				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Do you have a documented Business Continuity Management System?	Do you have a documented Business Continuity Management System?	No	Supplier
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)?	No	Supplier
3	If so, please attach the document	If so, please attach the document	(no file attached)	Supplier
4	Has the company a Policy of Business Continuity?	Has the company a Policy of Business Continuity?	Yes	Supplier
RISKS AND IMPACTS				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Has the company identified its processes and critical suppliers?	Has the company identified its processes and critical suppliers?	Yes	Supplier
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?	Yes	Supplier
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?	Yes	Supplier
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?	No	Supplier




Moeve SOURCING – Mis RFPs

You can access to the events to which you have been invited through Moeve Sourcing

Moeve Sourcing Helpdesk


+ 34 917870225 (9h-19h GMT+1)
Mail: sourcing@moeveglobal.com

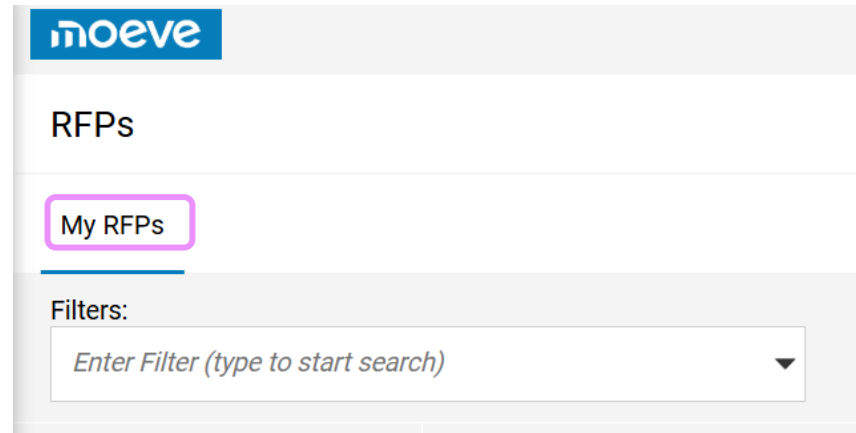
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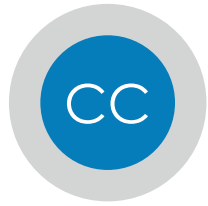


Suppliers Helpdesk

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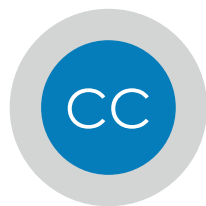
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RFPs

My RFPs

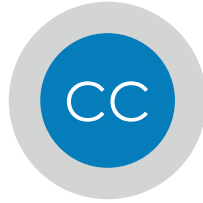
Filters:

Enter Filter (type to start search) ▼



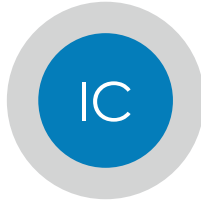
Interlocutor Comercial

Access to the platform M2S – Moeve Sourcing & Suppliers



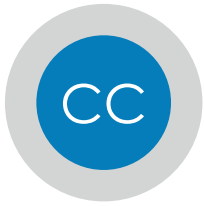
If you are a Commercial Contact: clicking on the highlighted option, you can enter the M2S platform.

The screenshot shows the Moeve website's user interface. At the top, the Moeve logo is on the left, and navigation links for 'The company', 'Businesses', 'Sustainability', 'Innovation', 'Employment', 'Investors', 'Press Center', and 'Planet energy' are on the right. A 'PP' icon is also visible. Below the navigation bar is a dark grey header with four icons: 'MY ACTIVITY' (highlighted with a blue box), 'DOCUMENTATION', 'MY ACCOUNT', and 'END SESSION'. The main content area is divided into a left sidebar and a right main section. The sidebar contains a list of menu items: 'HOME', 'WEPIONEER SUPPLIERS AWARDS PROGRAMME', 'M2S PURCHASING PLATFORM' (with an expandable arrow), 'Access M2S' (highlighted with a blue box), 'M2S Code', 'Account administrator roles', 'Add commercial contact', 'Upcoming Tenders', 'FAQ', 'SELF-BILLING', and 'REQUEST FOR AUTHORISATION TO OUTSOURCE (S.A.S.)'. The main section features a large banner with the text 'ACCESS M2S' and a blue background image. Below the banner, there are language options: 'ENGLISH', 'PORTUGUÉS (BR)', 'FRANÇAIS', and 'ESPAÑOL'. A green 'ACCESS' button (highlighted with a blue box) is prominently displayed. Below the button, there is a paragraph of text: 'Find out more here about M2S, Moeve Sourcing & Suppliers, the Moeve Purchasing Platform. In the Moeve Suppliers' Area, you can manage your registration and approval as a supplier to the company, and in the Moeve Sourcing Area, you can submit bids and tenders for projects you are invited to bid for.' At the bottom of the main section, another paragraph states: 'Moeve places great importance on ethical and transparent processes. You can view more information on this topic [here](#)'.



If you are a Commercial Contact: Moeve SOURCING

You can access to the events to which you have been invited.



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RFPs

My RFPs

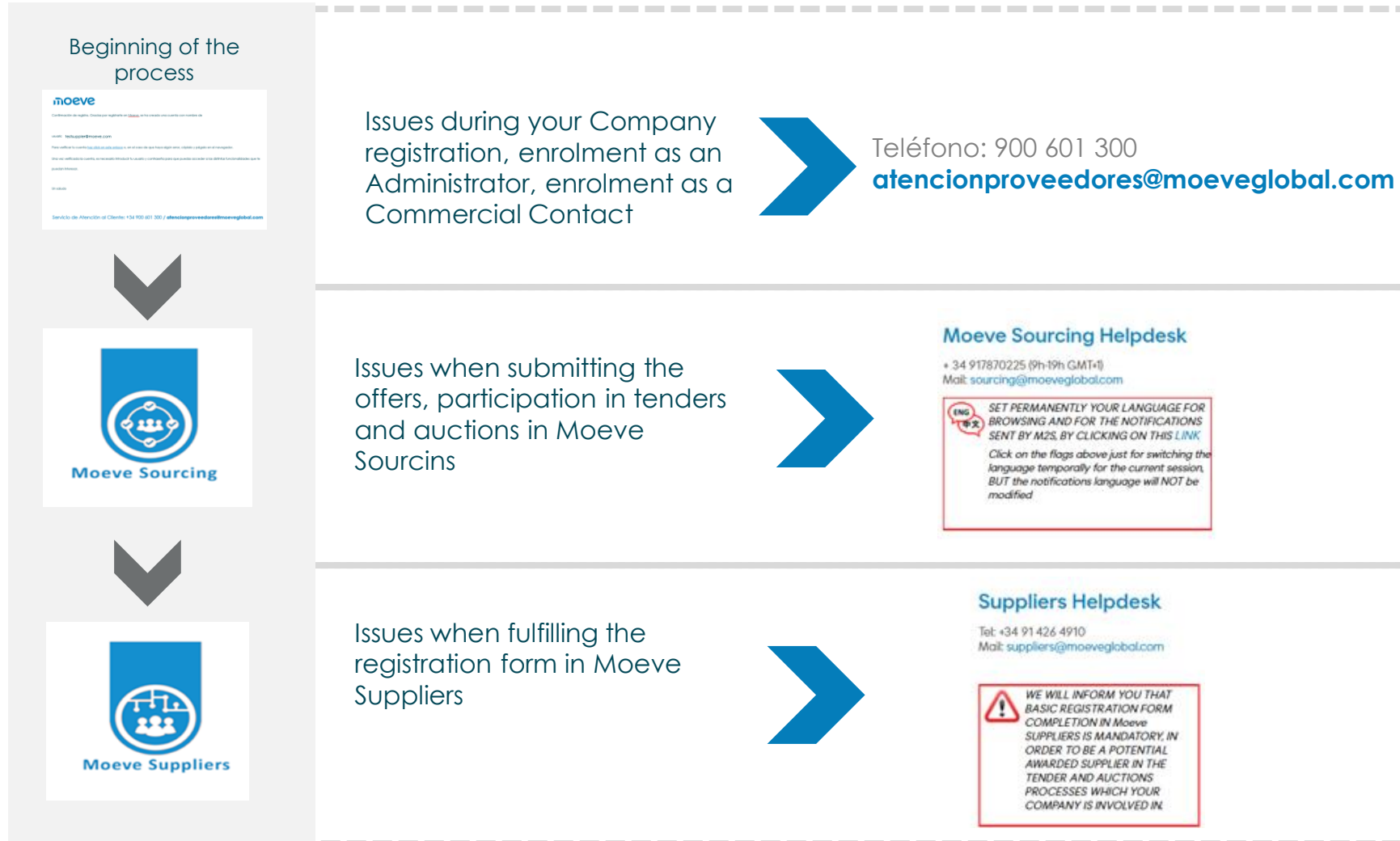
Filters:

Enter Filter (type to start search) ▼

Help-desk

Sustainable Value Chain – Global Sourcing Solutions

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



THANKS