



**RED ELÉCTRICA
DE ESPAÑA**

**USER GUIDE FOR THE MANAGEMENT OF
SUBCONTRACTING**

APPROVED: Suppliers and Procurement Management Department
Procurement Division

EDITION: 19.10.2016



TABLE OF CONTENTS

1. Introduction:

- 1.1. Purpose of this document
- 1.2. Why request authorisation for any form of subcontracting?
- 1.3. Online subcontracting management module

2. Quick user guide on the use of the online subcontracting management module

- 2.1. List of subcontracting authorisation requests
- 2.2. Adding a new subcontracting authorisation request
- 2.3. Submitting documentation
- 2.4. Managing work associated to repairs of faults, failures or breakdowns



1. Introduction

1.1. Purpose of this document

The present document establishes the instructions regarding the appropriate procedures that shall be followed by a RED ELÉCTRICA supplier that needs to subcontract a service.

1.2. Why request authorisation for any form of subcontracting?

The contractor may not assign the contract, totally or partially, nor subcontract its fulfilment or execution, without prior and express authorisation in writing from RED ELÉCTRICA.

A maximum subcontracting equivalent to 60% of the total amount of the purchase order. In the event that it be granted, the authorisation from RED ELÉCTRICA to subcontract does not imply the start of a contractual or binding relationship between RED ELÉCTRICA and the subcontractor, nor does it release the contractor from the obligation to monitor the activity of the subcontractor and shall be held accountable for the performance of the subcontractor and the full compliance with the contract.

The 'General conditions of contract for the supply of services' may be consulted, said document sets out everything related to the contracting of services. Sections four and five of the GCCs outline in detail the terms and conditions regarding Assignment of the contract and Subcontracting.

http://www.ree.es/sites/default/files/08_PROVEEDORES/Documentos/20170711_cg_servicios_englishv1.pdf

Similarly, RED ELÉCTRICA's 'Code of Conduct for Suppliers' can also be consulted. Said document lays down the general principles to be observed by suppliers when carrying out their work and professional activity within different scopes of action.

http://www.ree.es/sites/default/files/code_of_conduct_for_suppliers_nov2015.pdf

1.3. Subcontracting management module

Through www.ree.es the supplier awarded the contract (hereinafter referred to as 'awardee') can initiate the subcontracting authorisation request process, by completing a questionnaire or can check the status of the subcontracting authorisation requests already initiated.



2. Quick user guide on the use of the online subcontracting management module

The subcontracting request questionnaire is accessed via www.ree.es.

The screenshot shows the REE website interface. The top navigation bar includes 'SHAREHOLDERS AND INVESTORS', 'PRESS OFFICE', 'SUPPLIERS', 'EXPOREE', and 'WORK WITH US'. The main navigation menu has 'About us', 'Activities', 'Corporate governance', 'Sustainability', 'Red21', and 'Our management 2016'. The left sidebar lists various services, with 'Subcontracting' highlighted in red. The main content area features a 'Subcontracting' section with a description of the process and a 'MANAGEMENT OF SUBCONTRACTING' button. A small inset box on the right says 'Access the subcontracting management service for Red Eléctrica suppliers.'

From the Subcontracting section of the REE website, you can access and enter RED ELÉCTRICA’s subcontracting management module. When you click on the Management of Subcontracting you will be prompted to enter your CIF.

The screenshot shows the 'Gestión de subcontrataciones' form on the REE website. The form is titled 'Dirección de Aprovisionamientos, Área de proveedores, Gestión de subcontrataciones'. It includes the REE logo and the text 'Para iniciar el proceso de gestión de subcontrataciones, o modificar los datos ya introducidos en un proceso iniciado de gestión de subcontrataciones se solicita el CIF'. Below this, there are two input fields: 'Introduzca el CIF:' and 'Confirmar CIF:'. An 'Aceptar' button is located below the fields. A note at the bottom states: 'Nota: Admite también el NIF de una persona, sin letra.'

The initial access shall be made by entering the awardee’s CIF/NIF (Tax Identification Number) – to be entered with the letter included and without separation between the letter and the numbers (i.e. A12345678), and subsequently, a username and password will be received, which (together with the CIF) will be necessary whenever accessing the Module. If it is a foreign company, contact the subcontracting department via telephone on +34 91 432 18 59.



2.1. List of Subcontracting Authorisation Requests

The online system provides a general search module for consulting subcontracting requests already initiated, or to add a new subcontracting authorisation request.

RED ELÉCTRICA DE ESPAÑA Subcontratación.

Listado de expedientes Nuevo expediente + Salir X

Nº Expediente	CIF Subcont.	Nº Pedido	Subcontratista	Actividad	Estado	C.A
10_0030	B99867432	12121212	XXXX	SERVICIO DE GRÚA	S8: Expediente autorizado	
10_0032	D99007432	12121212	XXXX	SERVICIO DE GRÚA	S70: Expediente descartado	
10_0031	B99867432	12121212	XXXX	SERVICIO DE GRÚA	S8: Expediente autorizado	
10_0030	B99867432	12121212	XXXX	SERVICIO DE GRÚA	S8: Expediente autorizado	
10_0029	B99867432	12121212	XXXX	SERVICIO DE GRÚA	S4: Expediente validado sin documentación	
10_0028	B99867432	12121212	XXXX	SERVICIO DE GRÚA	S4: Expediente validado sin documentación	
10_0016	B12312312	12312312	SUBCONTRATA 1	MÓVIMIENTO DE TIERRAS	S1: Solicitud en validación	
10_0011	EB176568483	12375525	ESTAMPADOS ESCALONA	EJECUCIÓN DE MICROPIOTES	S1: Solicitud en validación	
10_0003	C32131321	13213213	CEMENTOS CARBE S.A	INSTALACIÓN DEL AIRE ACONDICIONADO	S1: Solicitud en validación	
10_0002	JHB5456EW484	11111111	TAMALES S.A	OTRA ACTIVIDAD QUE NOE STA EN LA LISTA DE ACTIVIDADES A REALIZAR	S70: Expediente descartado	

1 2

Estados

- S1: Solicitud en validación
- S2: Solicitud devuelta
- S3: Solicitud corregida en validación
- S4: Expediente validado sin documentación
- S5: Expediente con documentación recibida
- S6: Documentación validada
- S7: Expediente validado
- S8: Expediente autorizado
- S9: Autorización firmada recibida
- S20/S40/S70: Expediente descartado

When you enter the module, a list appears with the subcontracting authorisation requests opened by the awardee, which can be consulted by clicking on the request number.

For each subcontracting request the system displays:

- Subcontracting authorisation request number
- Subcontractor’s CIF (Tax Identification Number)
- Purchase order number
- Name of the subcontractor - Activity to be carried out - Status of the Request (a legend is provided at the bottom of the page with explanatory note).

For subcontracting requests with a ‘S8’ status, a button is shown so that the awardee can confirm the receipt of the subcontracting authorisation C016 sent by RED ELÉCTRICA.

To add a new subcontracting authorisation request, click on ‘New Request’.

By clicking on ‘Exit’, you will exit the Module.



2.2. Adding a new Subcontracting Authorisation Request

The awardee must fill in the necessary data detailed in the application form when opening a new subcontracting authorisation request. A brief description of the fields included in the form can be found on the following pages.



AWARDEE'S DATA (*DATOS DEL ADJUDICATARIO*)

- **Name or Company name**
- **CIF (Tax Identification Number – TIN)** must be entered without spaces or dashes and with its corresponding letter. If it is a foreign company, contact the subcontracting department via telephone on +34 91 432 18 59.
- **Contact person** of the contracting company.
- **Telephone number** provide without spaces, hyphens, full stops, etc.
- **E-mail** – it is essential to enter the e-mail address correctly, as this e-mail account will be the receiver of the subcontracting authorisation C016.

SUBCONTRACTOR'S DATA (*DATOS DEL SUBCONTRATISTA*)

- **Name or Company name**
- **CIF (Tax Identification Number – TIN)** must be entered without spaces or dashes and with its corresponding letter. If it is a foreign company, contact the subcontracting department via telephone on +34 91 432 18 59.
- **Type of subcontractor** - select from 'Self-employed with employees'; 'Self-employed without employees'; or 'Company'. The system will request the appropriate documentation to be submitted depending on the option chosen.
- **Contact person** of the subcontractor.
- **Telephone number** provide without spaces, hyphens, full stops, etc.
- **E-mail** of the subcontractor.

PURCHASE ORDER ISSUED TO AWARDEE (*PEDIDO EMITIDO AL ADJUDICATARIO*)

- **Purchase Order number** consists of eight digits that usually starts with 3 or 5. This information is mandatory, and you will find it in the document that RED ELÉCTRICA will give you once you have been awarded the work.
- **Work awarded** shall indicate the global name of the work for which RED ELÉCTRICA has contracted the awardee and that appears on the Purchase Order.

SUBCONTRACTING AUTHORISATION REQUEST ASSOCIATED TO THE MANAGEMENT OF THE SUBCONTRACTING

The Subcontracting Authorisation Request number is automatically assigned, so it shall not be filled in by awardee.

- **Activity to be carried out by subcontractor** - specify the exact activity that is intended to be subcontracted to the subcontractor according to the options provided in the drop-down menu. In the case where the activity does not appear in the drop-down menu, 'OTHER' will be selected, indicating in the text field, in the highest level of detail possible, the exact activity object of the subcontracting request.

- **Facility / Line / Substation** - each of the categories has a drop-down menu from which several options of the list may be selected, or from more than one category by keeping the 'Ctrl' button pressed and clicking on each individually. The selected locations will be displayed in alphabetical order in the "Selected" box that appears below the drop-down list.



If you have selected a location by mistake, you can select it and remove it from the list by clicking on 'Delete'. If the location does not appear on the list, you must contact the subcontracting department via subcontratacion@ree.es.

- **Justification of subcontracting** - state the reason why awardee needs to contract a subcontractor to carry out the activity.

- **Category** - select 'Auxiliary' or 'Main' from the drop-down menu depending on the criticality of the activity to be undertaken by the subcontractor.

It shall be taken into account that in the event that it is subcontracted to the same supplier for a percentage equal to or greater than 50% of the total amount of the purchase order, or if the category of the activity is 'Main', said subcontractor must be qualified in the activity that is to be subcontracted.

Main activities shall be considered those in which the work to be subcontracted coincide with the global object of the purchase order and such subcontracting additionally represents a high percentage of the contract or represents a high cost activity. All those activities that do not meet the foregoing criteria shall be considered as auxiliary activities.

The list of qualified suppliers can be requested via the email address: asa@ree.es.

- **Level of subcontracting** - select '1', '2' or '3' from the drop-down menu according to the relationship established between the contractor and the subcontractor in such a way that:

Level 1: The awardee subcontracts the work to a specific company.

Level 2: The company subcontracted by awardee at level 1, in turn, subcontracts work to another company.

Level 3: The company subcontracted in level 2 by the company in level 1, subcontracts work to another company. This is the maximum level of subcontracting.

In the case of subcontracting to a self-employed worker in levels 1 or 2, this work may not be subcontracted to another level.

In case of subcontracting of level 2 or 3, the system will ask you to specify the Subcontracting Authorisation Request reference number of the immediate preceding level.

- **Percentage Subcontracted** – state the percentage that the activity subcontracted represents in relation to the total of the purchase order awarded.

- **Payment terms** select '30 days', '60 days', 'other'.

RED ELÉCTRICA, pursuant to that set out in *article 4 of law 15/2010*, which establishes the measures to combat late payment in commercial transactions, will not authorise any subcontracting that exceeds the maximum payment period of 60 days after the completion of the service or delivery of the material.



- **Expected commencement date of subcontracted work** - indicate the start date that is foreseen for the commencement of the activity to be subcontracted.

- **Expected finish date of the subcontracted work** - indicate the end date that is foreseen for the completion of the activity to be subcontracted.

- **Observations** - explicitly state that the form of payment to the subcontractor '30 days', '60 days' shall be effective after the completion of the service or delivery of the material.

TERMS AND CONDITIONS

The supplier awarded the contract (awardee) must indicate their acceptance of the subcontracting terms and conditions.



2.3. Submitting documentation

Once the all the data has been filled in, if the awardee has the documentation associated with the request, this can be attached by clicking on 'Send and Attach documentation'.

If the documentation is not available at the time of the request, the request can be sent by clicking on 'Send'. In any case, when the documentation is available, this must be submitted by going back into the Subcontracting Authorisation Request and attaching it. The documentation shall always be sent via the Module and in digital format. (PDF files with a maximum size of 2 MB).

The documentation to be submitted will depend on the legal form (see below) corresponding to the subcontractor.

The questionnaire will automatically request the necessary documentation* to the legal form selected.

- **Business owner:** A Social Security certificate, Tax Status certificate issued by the Spanish Tax Authority (AEAT), Tax on Economic Activities (IAE) certificate and proof of registration in the Spanish Registry of Accredited Companies (REA) must be submitted.
- **Self-employed with employees:** A Social Security certificate, Tax Status certificate from the AEAT, IAE certificate and the Spanish REA, and also proof of payment of the latest self-employed contributions must be submitted.
- **Self-employed without employees:** A Social Security certificate, Tax Status certificate from the AEAT, IAE certificate and also proof of payment of the latest self-employed contributions must be submitted.

**Note: The documents indicated in this section correspond to certificates or documents issued by the corresponding Spanish authority to prove that the subcontractor is duly and properly registered with the State to carry out economic/business activities and is up-to-date on all its tax obligations. The equivalent official certificates or documents of proof issued by the State Administration of another Country may be submitted, but shall be in compliance with that set out in the descriptions of each type of document detailed on the next page.*



Select the document you are going to attach from the 'Document type' drop-down menu:

- **Social Security.** Certificate stating that the subcontractor does not have any pending claim for any outstanding debts with the Social Security. The certificate shall not be dated more than one month prior to the date it is submitted.
- **AEAT** Certificate stating that the subcontractor is up to date with its tax obligations. The certificate must be issued to the name of the awardee and requested by the subcontractor (both sets of data shall appear on the certificate). To request it:
http://www.aeat.es/wps/portal/DetalleTributo?channel=57ee4f1593948010VgnVCM10000050f01e0a____&ver=L&site=56d8237c0bc1ff00VgnVCM100000d7005a80____&idioma=es_ES&menu=0&img=0
https://www.agenciatributaria.gob.es/AEAT.sede/en_gb/Inicio/Procedimientos_y_Servicios/Certificaciones/Situacion_Tributaria/Situacion_Tributaria.shtml
- **REA.** Certificate of registration of the subcontractor in the Spanish Registry of Accredited Companies. It is essential that they carry a DIGITAL SIGNATURE or accreditation STAMP/SEAL from the issuing public administration office. Companies with a digital signature can request a certificate on behalf of third parties, which is downloaded immediately on the website of the Spanish Ministry of Employment and Social Security.
<http://rea.mtin.es/rea/pub/consulta.htm>
<https://expinterweb.empleo.gob.es/rea/>
- **Latest receipt showing payment of self-employed contributions.** If the subcontractor is a self-employed worker without dependent workers, it shall submit its latest receipt showing payment to the Social Security.
- **IAE Registered.** A copy of an official document must be provided that shows the official economic activity code under which the company was registered in the Tax on Economic Activities Registry (IAE), regardless of the exemption from the payment of the same.

Once the documentation type has been selected, clicking on 'Browse' will help you find the document you wish to submit, once located it can be uploaded by clicking on 'Attach document'. Bear in mind that the maximum file size the application will allow you to upload is 2MB, and that the documents shall be submitted in PDF format.



- Payment terms and Unit Codes to be subcontracted.

The following documents shall be provided in the same pdf file:

1. Document that proves the conditions of payment between the contractor and the subcontractor.
2. List of codes/references of the activities that will be carried out by the subcontractor.

This list/references of the activities to be carried out by the subcontractor *shall also be attached to the C016 document and be included Occupational Health and Safety Plan* so that it can be accessible to both the staff designated by REE and those in charge of supervising the work and for the health and safety coordinators.

At the bottom of the screen there are several options:

- 'Back to list': Click to return to the list of subcontracting authorisation requests.
- 'Back': Click to return to the screen displaying the data regarding the subcontracting authorisation request.
- 'Finish': Click to confirm the attached documentation.

Similarly, once the subcontracting authorisation has been received (C016) and been attached to the health and safety plan, the awardee and the subcontractor shall sign the **Occupational Health and Safety Plan – Procedure** document. Said document is available, and can be downloaded, on the REE Corporate website.

<http://www.ree.es/en/suppliers/subcontracting>

2.4. Managing work associated to repairs of faults, failures or breakdowns.

In the case that the awarded work refers to repairing faults, failures or breakdowns, it is essential that the e-mail of intentions be sent of the Purchasing Department of RED ELÉCTRICA via the following email address: asa@ree.es

The present document shall remain in force until a new updated version is approved, or it is repealed as no longer valid. It will be reviewed periodically and will be updated in the Suppliers Area of the corporate website: www.ree.es.