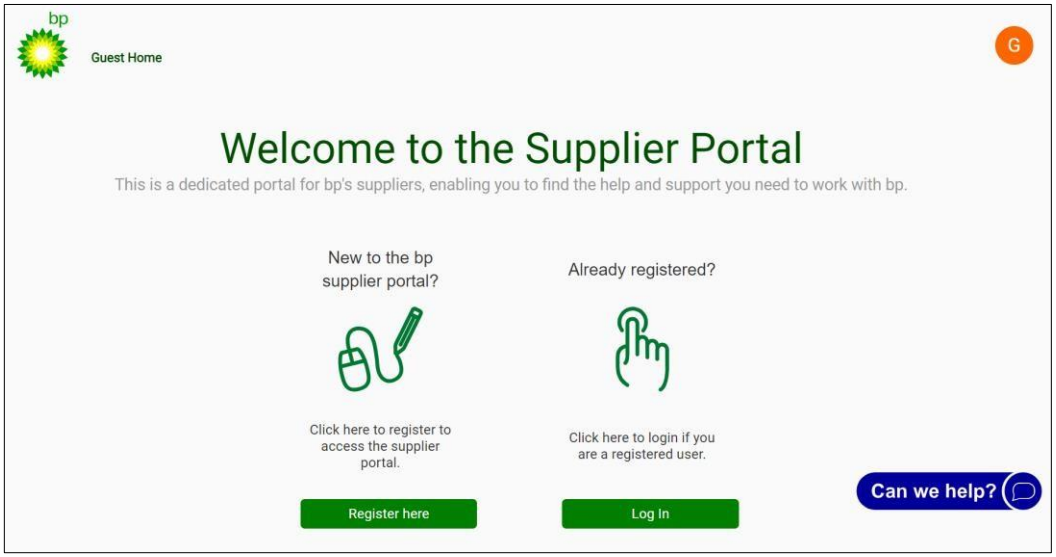
Supplier Portal – Registration Guide

Registering for your Supplier Portal account

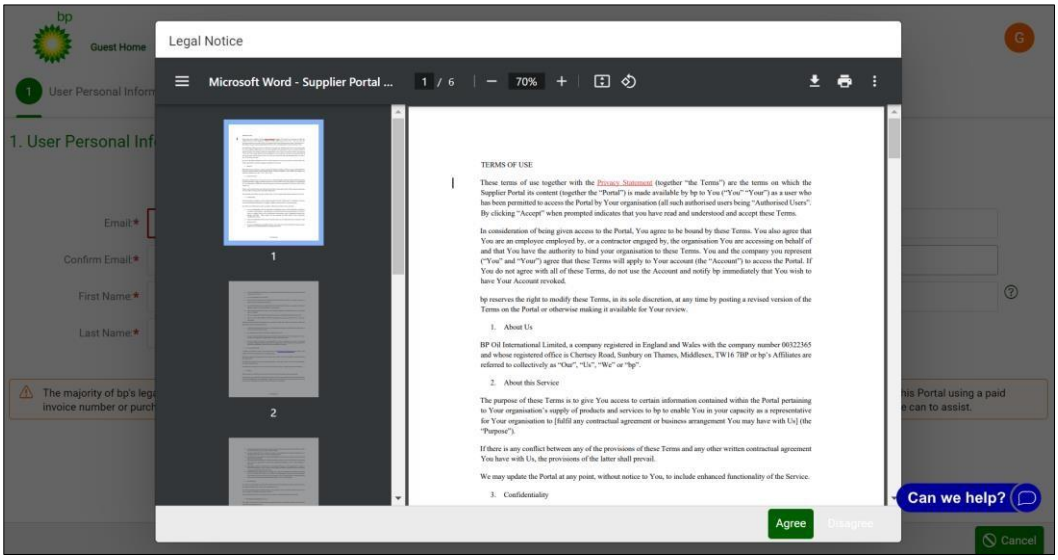
PLEASE NOTE: As a best in industry practice, to improve security and your experience, we utilize Azure Business-to-Business. This means you do not need an internal bp account or @bp.com email address to register to the Supplier Portal. Please register with your own corporate email address, which you will use to authenticate and access the portal.

1) Go to: bp Supplier Portal

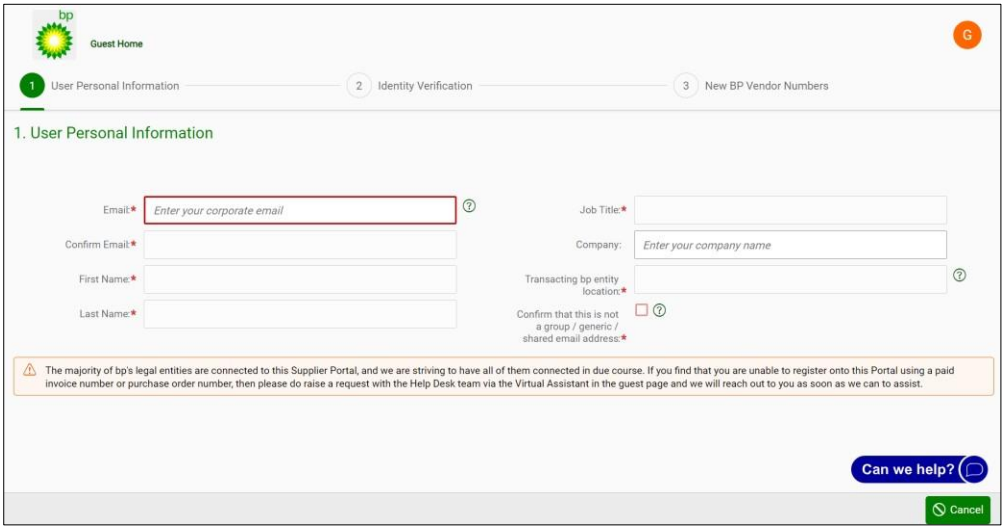
2) From the Welcome page of the Supplier Portal, click on the "Register here" button:



3) Read the Terms and Conditions and click on the "Agree" button at the bottom of the page.



4) Complete all mandatory fields on the email registration page. These are indicated by a red asterisk *: your corporate email address*; first name; last name; your job title; and transacting bp entity location.

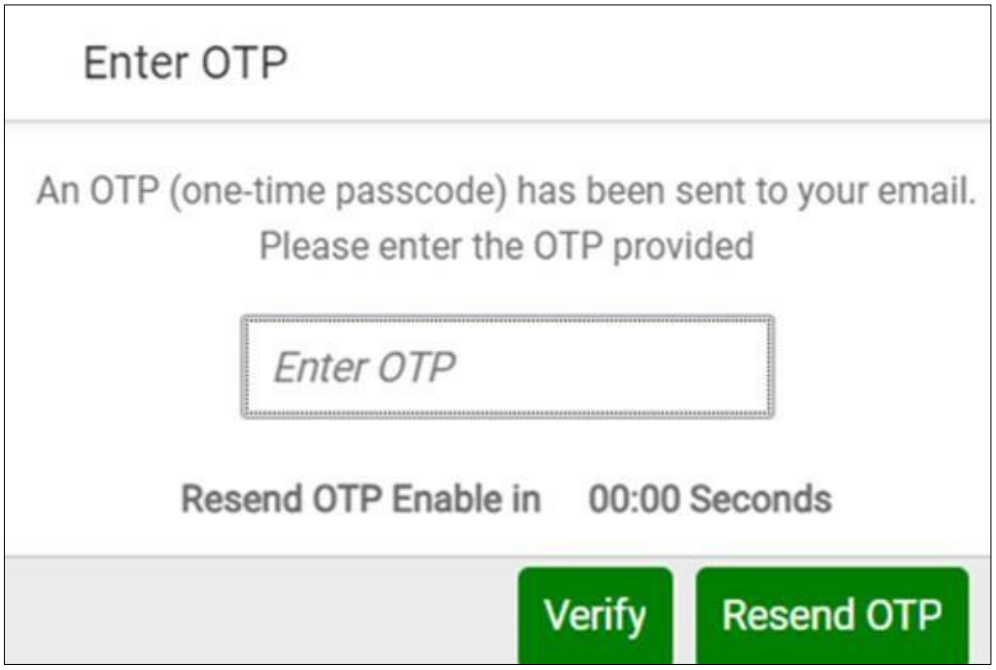


Note: *Email address must meet the following criteria:

(a) a personal email address e.g. john.doe@companyname.com, jane.jackson@companyname.com are acceptable – however, group / generic email accounts e.g. accounts@companyname.com, ap@companyname.com etc. will not be accepted.

(b) registrations with social domains e.g. @gmail, @hotmail, @yahoo etc. will not be accepted.

(c) Upon confirming the email address, please enter the OTP (one-time passcode) sent to your registered mailbox.



5) To proceed to the next stage, you will need to tick the check box to indicate that the email address you have used during registration is NOT a generic, group or shared email address. Click the "Step 2" button when complete to go to the next page.

If you are unable to see the "Step 2" button on the screen, please go back and check if:

(a) you have completed all mandatory fields indicated by a red asterisk*

(b) there are no registration errors visible on screen

(c) you have ticked the check box to confirm that your email address is not a group / generic / shared email address

6) Confirm you are not a robot by clicking the box and following the "reCAPTCHA" steps until you get the below display. Click the "Step 3" button once complete.



7) To gain access to your company's supplier account, you can either enter the:

(a) Purchase Order (PO) number

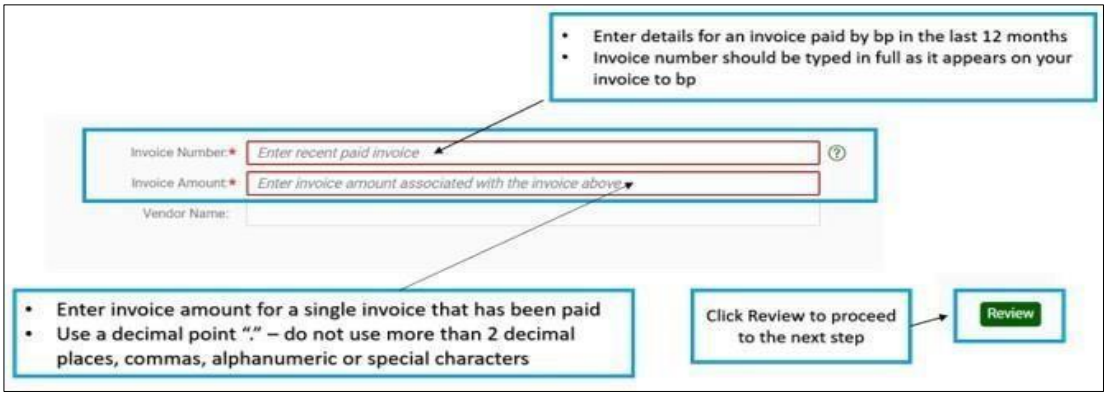
If you have a PO number, toggle 'Do you have a paid invoice and amount?' to No and enter the PO number and Vendor ID. Click the "Review" button to proceed.

/or/



(b) Invoice number of a PAID invoice (paid in the last year)

If you have paid Invoice, enter the number and amount of a PAID invoice (paid in the last year). For the amount field, make sure to include decimals. Click the "Review" button to proceed.



Troubleshooting:

If during the registration process, the system is unable to locate the invoice number/ amount combination / PO number you have entered, please check the following:

i. the invoice number entered is for a paid invoice.

ii. the full invoice amount has been entered including decimal places. Note: Use a decimal point '.' as the decimal separator e.g., "123456.78".

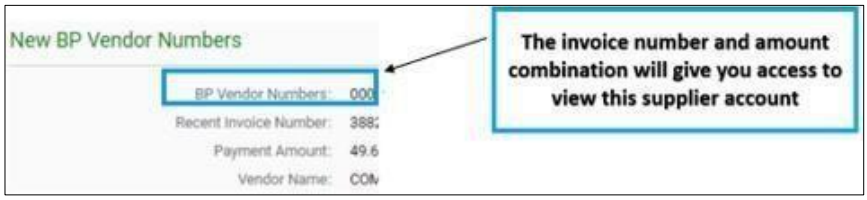
Commas, special characters, alphanumeric symbols, and / or more than 2 decimal places will generate an error.

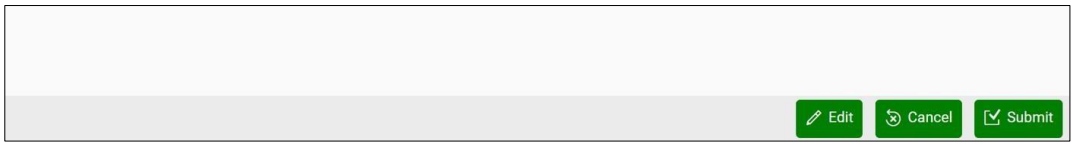
iii. the invoice amount is for a single invoice. This means that if bp make a batch payment for several invoices at once, you will need to select an individual invoice and register with that invoice number and amount.

iv. you may need to try removing any spaces or hyphens from your invoice number e.g., invoice number 123-456-789 could be entered as 123456789.

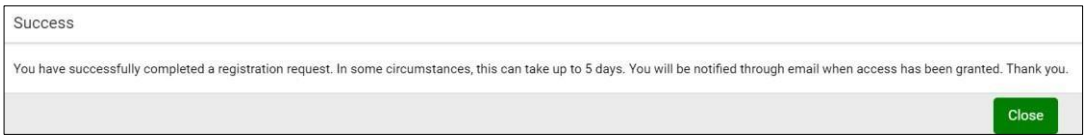
v. the invoice being entered is for the right legal entity (not all legal entities have been connected to the portal.)
Note: If the invoice is not accepted, please select a different paid invoice, and try again.

8) Please review your details before submitting. If there are any errors, click the "Edit" button. Once all fields are completed correctly, click the "Submit" button.





9) You will see a 'Success' popup box when all registration fields have been submitted successfully. Provided all criteria have been met, your registration will be reviewed by bp and approved. Please wait (up to 5 days) for an email from bp with instructions on how to activate your account.

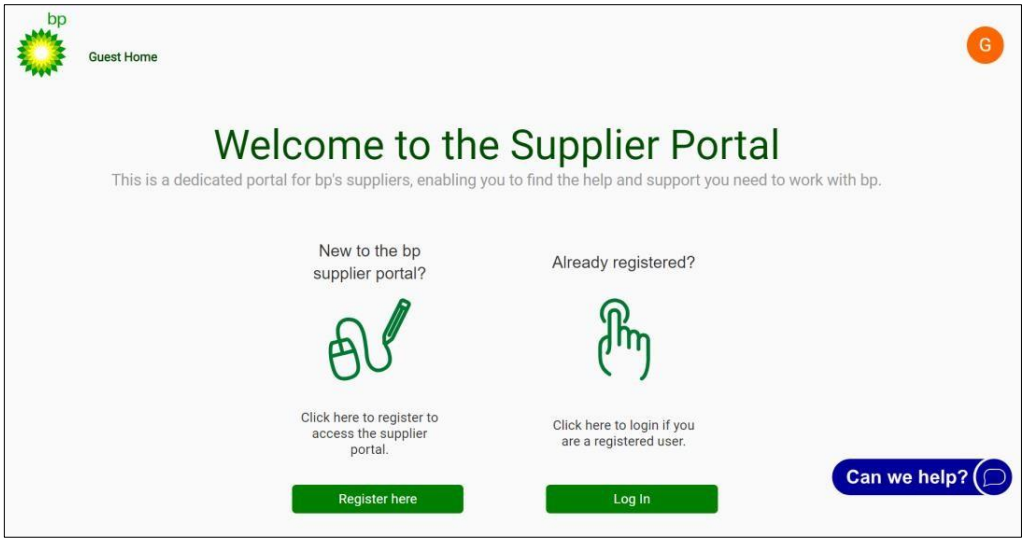


10) Once you have registered and logged into the portal, and if you have multiple supplier accounts for your company, navigate to Quick Links and click on the 'Link additional supplier accounts' to request access for each unique supplier account.

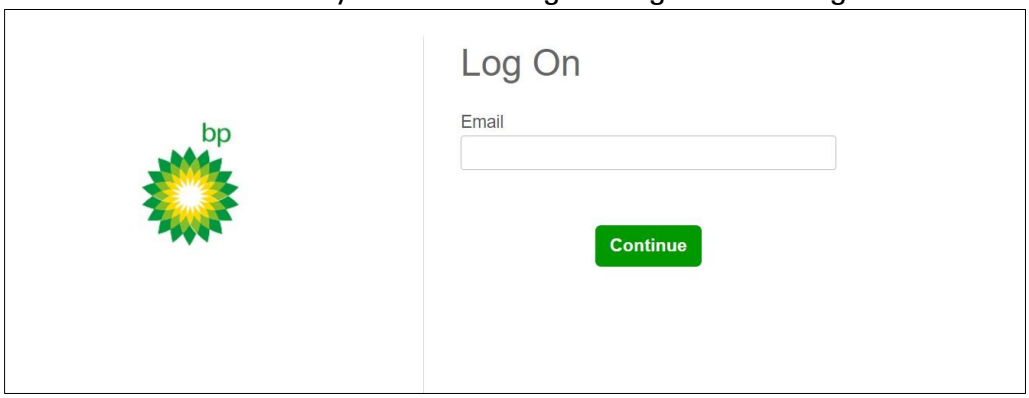
Activating your account

a) Once your registration is approved by bp, you will receive an email from bp entitled "ACTION required to activate your account - bp Supplier Portal". Click the "Portal URL" link provided within the account activation email to fully activate your account.

b) Alternatively, open the Supplier Portal and log in. Your account will be fully activated once you have logged in for the first time.



c) Enter the email address you used during the registration stage.



d) Enter your own internal company password.

Note: bp is using Azure business-to-business (Azure B2B) which enables bp to collaborate safely and securely with suppliers without having to create a bp

account. You will have "bp partner" access which means that you use your own company credentials (email address and password) to access the Supplier Portal and bp has no access or visibility to these credentials.

e) If prompted, follow the Microsoft Authentication process. This may require you to send an account verification code to your email or phone. Click on "Send Code" and access your email or phone to retrieve this code.

Note: the password is the password linked to your company's email account.

f) Once you have activated your account, you may log into the Supplier Portal at any time.

Note: you must log in at least once a year to retain your account access.

Important reminders:

a) For the best experience with the portal, we recommend using Chrome, Edge, Safari, or Mozilla.
b) You must provide a valid (i) PO number with vendor ID or (ii) paid invoice number and amount to gain access to your supplier account. You will be required to enter a valid paid invoice number and amount combination for each additional supplier account you require access to in the supplier portal.
c) If prompted for a password, this is your INTERNAL company password associated with your corporate email address you used to register. You will not need a

separate login to access the supplier portal and bp will not provide or maintain any passwords.

d) All additional users within your organization will need to register with their own personal email address to use the tool. Access will not be provided for generic / group / shared email addresses.
e) If you previously had access to the Upstream SISP, you need to register for a new Supplier Portal account.
f) If you previously had access to the IPSP, you will be able to log into the Supplier portal with your existing IPSP account details.
g) Portal language is in English and German Only.