



my**bp**energy



User Guide

SUMMARY: This document provides instruction on how to use the mybpenergy customer portal

Document version:

1.0

Release Date:

17 Aug 2018

Intended Readership:

mybpenergy users

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1. INTRODUCTION

Welcome to mybpenenergy, through this website you will be able to access live and historic market prices, access post trade documents (invoices, contracts) and where applicable submit nominations.

mybpenenergy is your entry point for accessing information from BP wherever you and whenever you need it.

2. ACCESSING THE PORTAL

2.1. Requesting access

As a valued BP customer, you will have received an invitation to access mybpenenergy via email. This email will include your username and a link to the website.

If for any reason you have not received an email, or you would like to request access for a colleague then please contact your account manager or email mybpenenergy@bp.com

2.2. Browser Compatibility

Before accessing the portal please take a moment to confirm your web browser is compatible, the following browsers have been tested and proven to work with mybpenenergy:

- Chrome (please ensure it is the latest version)
- Microsoft Edge
- Internet Explorer 11

Other browser may work however we cannot guarantee compatibility.

2.3. Logging in

Please navigate to <http://mybpenenergy.com> and select Europe, here you will see the mybpenenergy landing page, click on the login link in the top right-hand corner of the website. Here you will be presented with login screen.

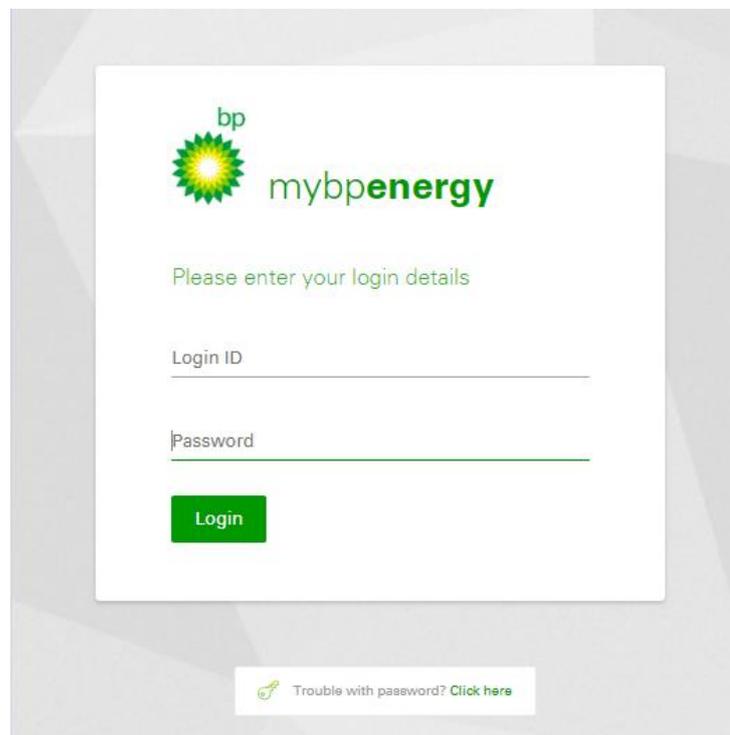


Figure 1: Login screen

Your username will have been sent to you via email, it will be your corporate email address. You will also be sent a link to set your password. Once you have setup your password you will be able to use it to login. If you have not received your welcome email, please contact your account manager or email mybpenergy@bp.com

On your first login you will be requested to read and accept the websites terms and conditions. Please review these carefully.

2.4. Forgotten password

Should you forget your password please click on the Trouble with password? Link at the bottom of the login box. You will be asked to enter your email corporate address (also the same as your username). You will then receive an email with details of how to reset your password.

If you enter an incorrect password more than 3 times in a row your account will temporarily be locked.

2.5. Password requirements

Passwords must be between 8 and 100 characters long, they must also contain at least one digit (0-9) and one uppercase letter (A-Z).

3. THE HOMEPAGE

The home page is the first part of the product displayed when you log in. The home page gives you details of your account manager, it provides configurable pricing and chart displays and access to news articles from BP.

You can return to the home page by clicking on the Home tab.

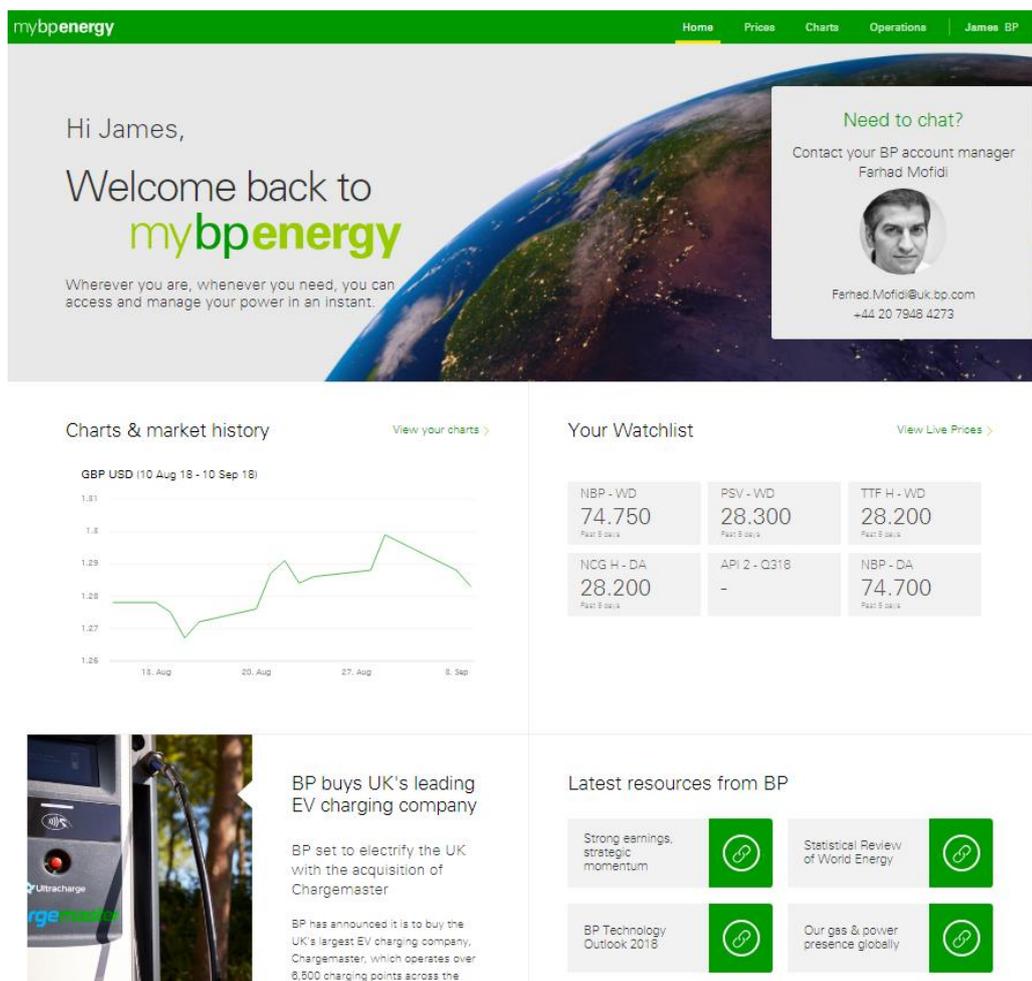


Figure 2: Homepage

3.1. Configuring the Homepage

The charting and price displays on the home page can be changed to match the markets and contracts you are interested in.

The chart displayed on the home page is the last chart saved in the chart section of the product. Click on the chart tab in the navigation bar to manage your charts.



Figure 3: Navigation bar

The prices are taken from your watchlist, this can be displayed by clicking on the eye icon in the top right-hand corner of the screen in the navigation bar. The top six prices in the watchlist are displayed on the homepage. To add a price to the watch list, create a panel in the prices screen (see section 4.2), click on the three dots next the contract you want to add then select “Add to watchlist”. This will add the price to the watchlist. Watchlist items can be removed by clicking on the X in the top right-hand corner of the item.

N.B. The prices and watchlist displays are only available for users with live data permissions.

3.2. News articles

News articles and resources are accessible from the links on the homepage, simply click on the link to navigate to the content. These articles have been curated by BP to provide information and insight into the global energy market.

To return to the product click on your browser’s back button.

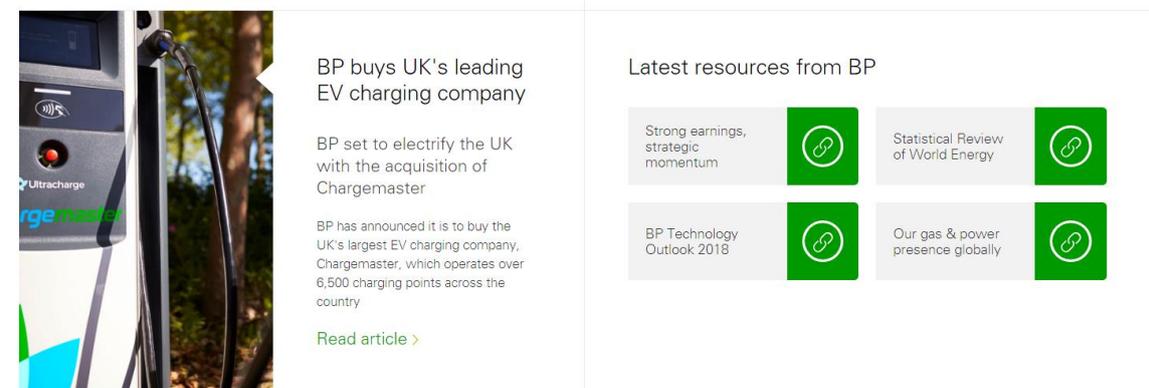


Figure 4: Example news articles

4. PRICES

A key part of the product is the ability to display live and historic prices from across the energy market. The pricing screens are configurable allowing you to create screens customised to your specific energy needs.

For those users with live pricing permissions, prices will update automatically in real-time, flashing green or red for positive or negative movements.

The sources of the market data can be viewed from the homepage by clicking on the Market data providers link at the bottom of the page.

Prices are available for the following commodities:

- Gas
- Power
- Coal
- Oil
- Emissions
- Currency Exchange Rates (FX)

Depending on the commodity a combination of spot prices and futures contracts are available. Power Auction results are also available from in historic pricing.

4.1. Changing screen layouts

To change screen layouts simply click on the Edit Layout link in the top right-hand corner of the pricing screen. When you have finished adding or remove panels click finish editing to save the changes.

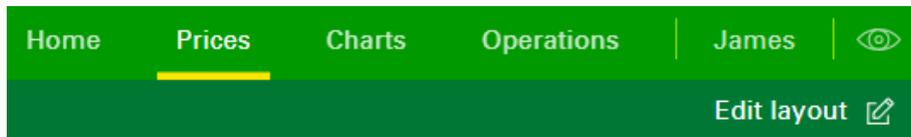


Figure 5: Edit layout

4.2. Adding price panels

To add a new price panel, first click on edit layout, then click on the + symbol within the new panel. Following the instructions to select the type of panel you want to create, the commodity, market and specific contracts you want to display. For historical prices you also need to select the date you want to display prices for or select latest date which will always show the latest prices.

4.3. Changing a prices panel

Once a price panel has been created it can be changed by clicking on the cog symbol in the top left of the panel, this allows you to change the configuration of the panel. To remove a panel altogether, click on edit layout then click on the X in the top right-hand corner of the panel.



Figure 6: Change panel and delete panel icons

4.4. Adding new tabs

You can setup multiple price screens within the product, these screens, or tabs, can be navigated between by clicking on the names of the tabs in the top left-hand corner of the prices screen. To create a new tab, click on the green + symbol in next to the tab names. Enter a name for the new tab and press enter. You will be presented with a blank pricing screen ready to be setup.

4.5. Deleting and renaming tabs

To delete a tab or to rename it, select the tab then click on the three vertical dots next to the name.



Figure 7: Adding & renaming tabs

5. CHARTS

The charting capability of the product allows you to analyse historic trends in the market and see how prices of a given contract have changed over time. All data displayed in charts are end of day prices for a given commodity/market/contract.

5.1. Creating a new chart

To create a new chart, navigate to the chart section of the product, then click on create new chart.

Follow the instructions to select a commodity, market and contract. In order to avoid adding too many lines to the chart, the number of markets and contracts is limited to 5.

Once the data sets have been added to the chart, click the save button to save the chart for future use.

N.B. The last chart saved is always displayed on your homepage.

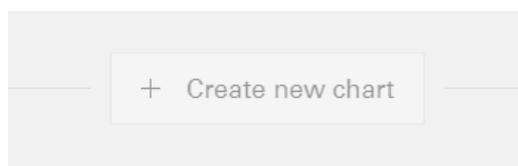


Figure 8: Create new chart

5.2. Naming a chart

To name a chart open the chart by clicking on the name of the chart, this will be *untitled chart*. Once the chart is open, move your pointer over the title of the chart, this will display the edit icon (a small pencil). Click on the edit icon and then enter the name for the chart.

5.3. Changing a chart

To change an existing chart, click on the name of the chart to open it, then select the settings symbol in the top left-hand corner of the chart. This allows you to change the markets and contracts displayed in the chart.

5.4. Deleting a chart

To delete a chart, go back to the main chart page to view all charts. Then select the edit option in the top right-hand corner of the page. This will then allow you to delete individual charts by clicking on the X icon above each of the charts. Once finished simply move to a different tab, or click finish editing.

5.5. Charts on the pricing page

Large charts on the prices page behave in the same manner as charts on the charting page. One small difference is the Capture Chart button. This simply saves the chart from the prices page into the chart section of the product.

Small charts on the pricing page are also similar other charts. They also have the capture icon in the top right-hand corner of the chart. Due to the reduced size of the small charts they are limited to two data sets per chart. To add an additional data set to a small chart, use the Compare function, by clicking on the Compare button. From here you can add an additional market, or and additional contract.

6. DOCUMENTS

You will be able to access different post trade documents through mybpenenergy; including invoices, confirmations and contracts. These documents can be downloaded to your desktop.

To access the document section of the product, click on the Operations tab in the navigation bar.

6.1. Filtering by type

You can quickly filter out different types of documents by using the filter links in the documents list; for examples clicking on Invoices will filter out all other documents except invoices.

6.2. Filtering by date

To find a document from a specific date use the date filter; click on the date filter icon in the top right-hand corner of the document list. This then allows you to enter a start date and end date for the filter. These can be the same date if you want a specific day.

To remove the filter, click the date filter icon again and select clear.

The image shows a date filter interface. At the top, there are two date input fields: '08/08/18' and '10/08/18', with a range icon between them. Below this is a calendar grid for August 2018. The date '10' is highlighted in a green circle. At the bottom, there are 'Clear' and 'Apply' buttons.

Figure 9: Filter by date

6.3. Previewing a document

To preview or download a document click on the download button on the far right of each or the rows in the document list. This will download the document to the browser allowing you to open and save the document.

7. USER SETTINGS

A number of product settings are customisable by the users, these are accessed by clicking on your name in the top right-hand corner of the screen. The setting bar can be closed by clicking on the X in the top right-hand corner.

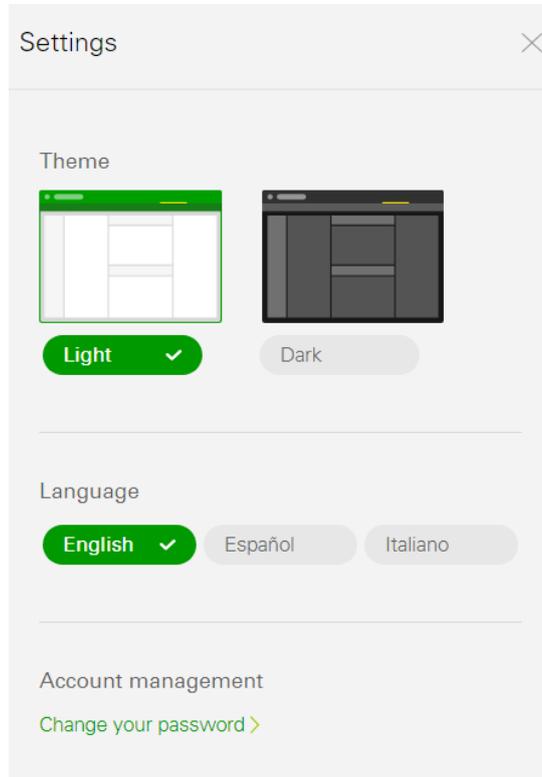


Figure 10: Settings

7.1. Changing the colour scheme

The colour scheme of the product can be changed to suite your preference. Two options exist; light or dark. Once changed setting will persist until it is changed again.

7.2. Changing language

The language used in the product can be changed from the settings bar. Simply select the language you wish to be displayed. Some articles may not be translated as this setting only impact text within the product. Once changed setting will persist until it is changed again.

7.3. Changing password

To change your password, click on the change your password link in the settings bar. Here you will be prompted to enter your current password then enter a new password.

Passwords must be between 8 and 100 characters long, they must also contain at least one digit (0-9) and one uppercase letter (A-Z).

7.4. Logging out

To log out of the product, simply close all your browser instances, or click on the logout button in the settings bar.

8. GETTING HELP

If you have any questions or require help with using the product, please email your request to mybpenergy@bp.com

We will endeavour to respond to your request as quickly as possible. Please note that the helpdesk only operates during normal working hours, Monday to Friday.

Alternatively, you can contact your account manager, the details of which are available on the home page.

9. USER DATA AND PRIVACY

Please refer to the privacy statement for information about user data and privacy,

<https://icp.global.bp.com/#/privacy>