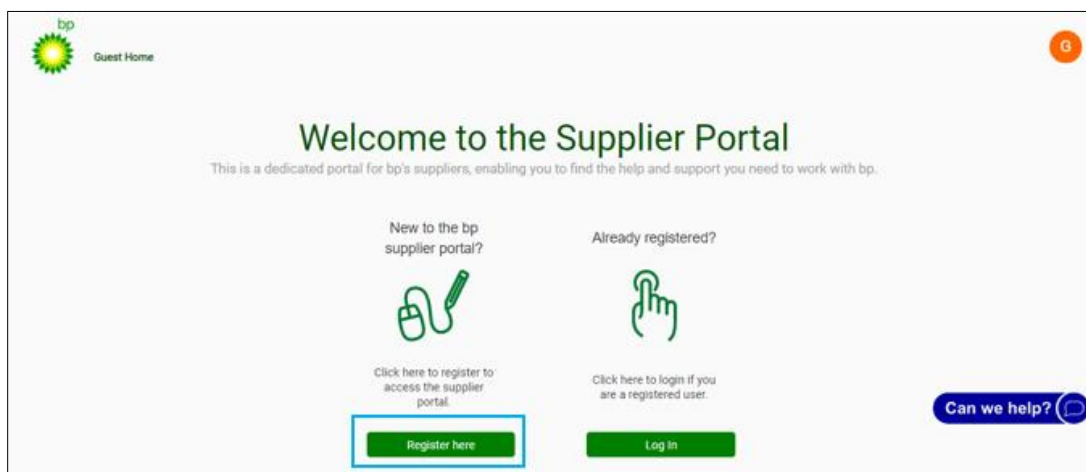


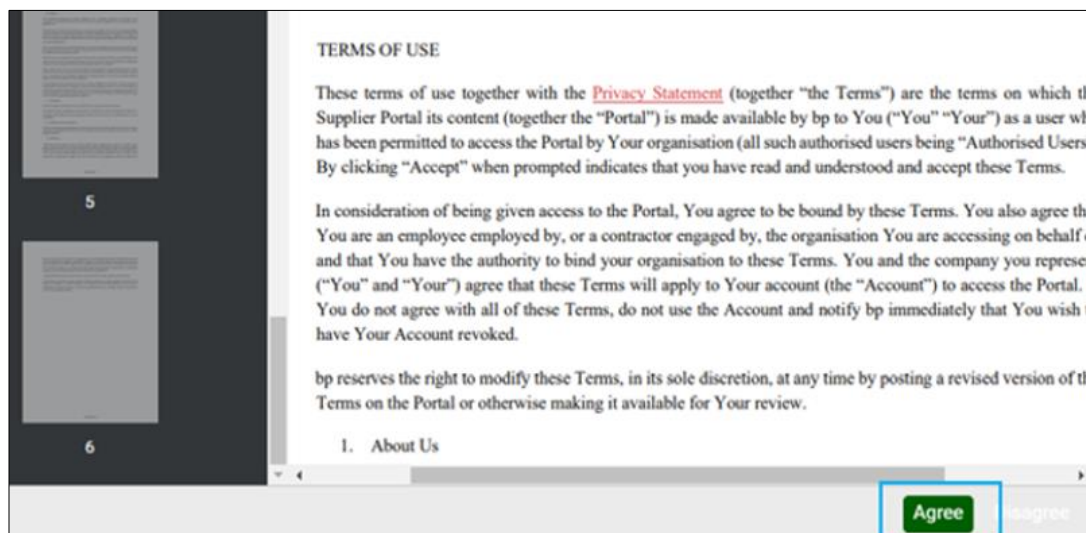
Registering for your Supplier Portal account

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 <https://supplierportal.bp.com/>
- 2) From the Welcome page of the Supplier Portal, click on the **“Register here”** button:



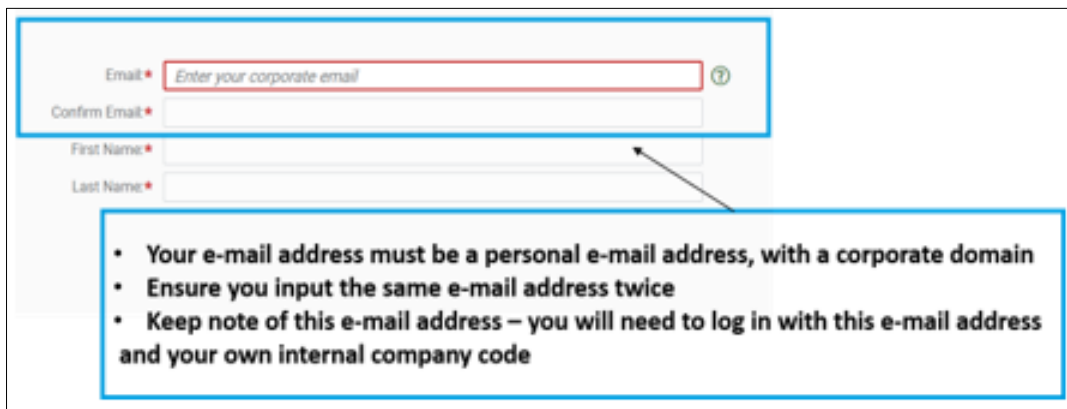
- 3) Read the Terms and Conditions and click on the **“Agree”** button at the bottom of the page.



- 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; and your job title.

Note: *Email address must meet the following criteria:

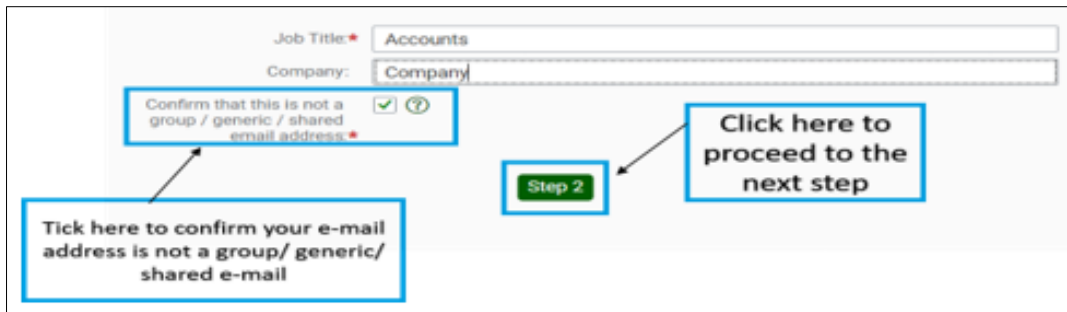
- (a) a personal email address with a corporate domain must be used for the account. Group / generic / shared email accounts e.g. accounts@abc.com, ar@abc.com, admin@abc.com etc. will not be accepted.
- (b) an email address with a corporate domain. Registrations with a social domain e.g. Gmail, Hotmail, etc. will not be accepted.



The screenshot shows a registration form with the following fields: Email*, Confirm Email*, First Name*, and Last Name*. The Email* field contains the placeholder text "Enter your corporate email". A callout box with a blue border points to the Email* field and contains the following instructions:

- Your e-mail address must be a personal e-mail address, with a corporate domain
- Ensure you input the same e-mail address twice
- Keep note of this e-mail address – you will need to log in with this e-mail address and your own internal company code

- 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.



The screenshot shows the registration form with the following fields: Job Title* (Accounts), Company* (Company), and a checkbox labeled "Confirm that this is not a group / generic / shared email address*". The checkbox is checked. A callout box with a blue border points to the checkbox and contains the text: "Tick here to confirm your e-mail address is not a group/ generic/ shared e-mail". Another callout box with a blue border points to the "Step 2" button and contains the text: "Click here to proceed to the next step".

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.

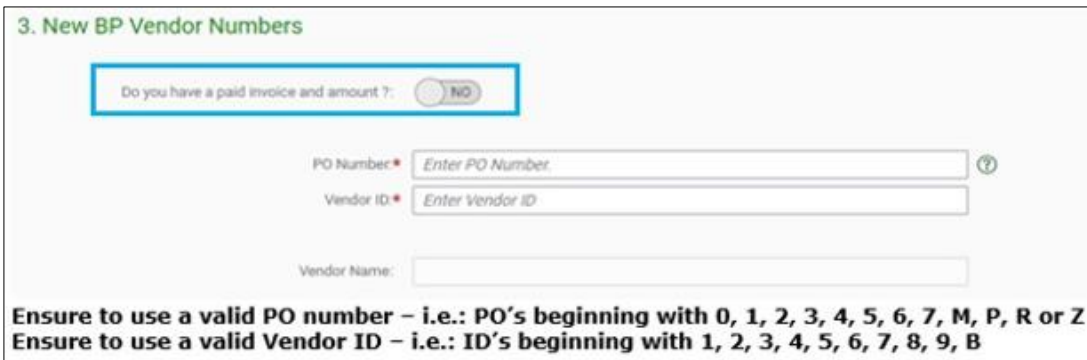
- (c) you have ticked the check box to confirm that your email address is not a group / generic / shared email address
- 6) Confirm you are not a robot by clicking the box and following the “reCAPTCHA” steps until you get the below display. Click the “**Step 3**” button once complete.



- 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.



3. New BP Vendor Numbers

Do you have a paid invoice and amount?: NO

PO Number* ?

Vendor ID*

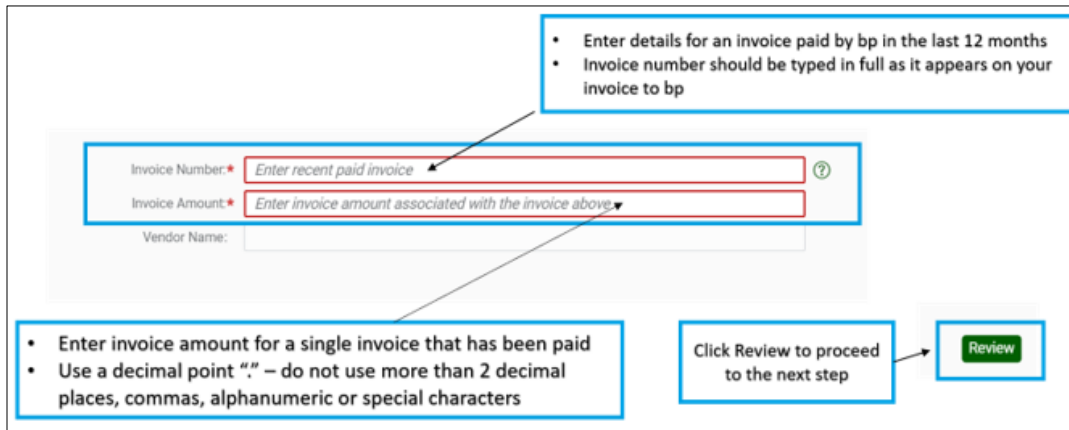
Vendor Name:

Ensure to use a valid PO number – i.e.: PO’s beginning with 0, 1, 2, 3, 4, 5, 6, 7, M, P, R or Z
Ensure to use a valid Vendor ID – i.e.: ID’s beginning with 1, 2, 3, 4, 5, 6, 7, 8, 9, B

/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.



The screenshot shows a registration form with the following fields and callouts:

- Invoice Number:** A text input field with a red border and a question mark icon. Callout: "Enter recent paid invoice".
- Invoice Amount:** A text input field with a red border. Callout: "Enter invoice amount associated with the invoice above".
- Vendor Name:** A text input field.
- Review Button:** A green button labeled "Review". Callout: "Click Review to proceed to the next step".

Additional callouts provide instructions:

- Top callout: "Enter details for an invoice paid by bp in the last 12 months" and "Invoice number should be typed in full as it appears on your invoice to bp".
- Bottom-left callout: "Enter invoice amount for a single invoice that has been paid" and "Use a decimal point '.' – do not use more than 2 decimal places, commas, alphanumeric or special characters".

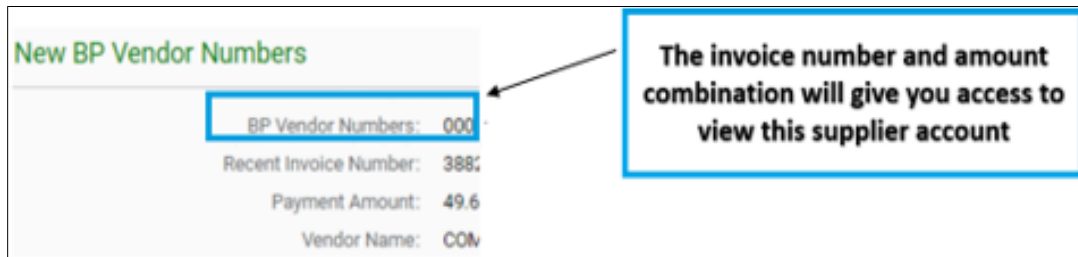
Troubleshooting:

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. 5. 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.



New BP Vendor Numbers

BP Vendor Numbers: 000

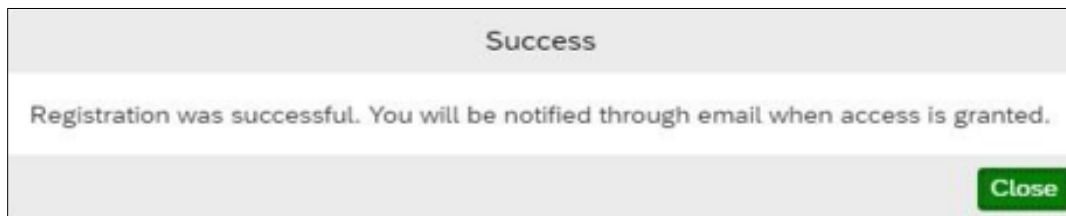
Recent Invoice Number: 388

Payment Amount: 49.6

Vendor Name: COV

The invoice number and amount combination will give you access to view this supplier account

- 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.



Success

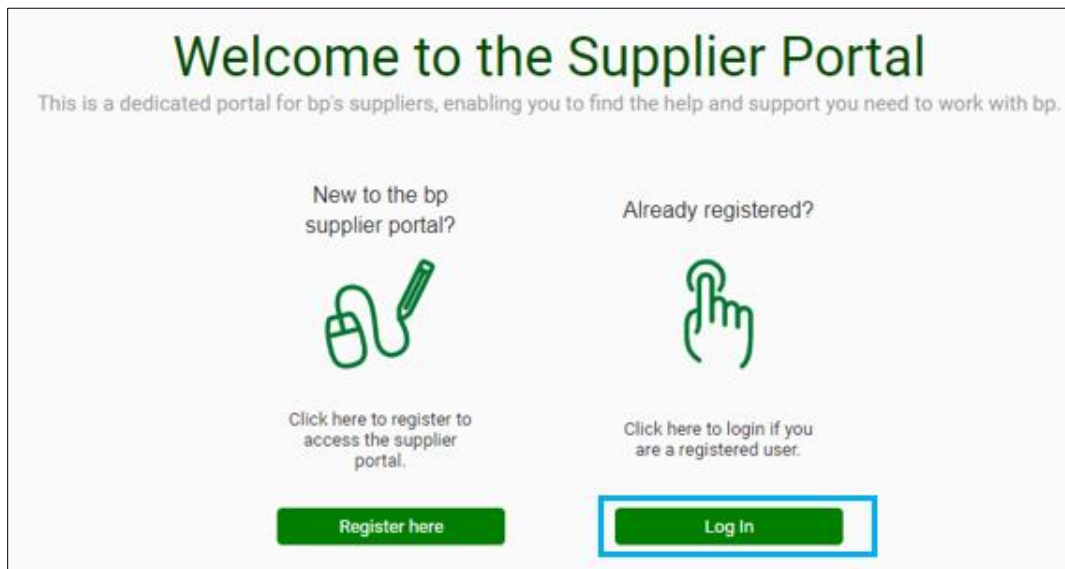
Registration was successful. You will be notified through email when access is granted.

Close

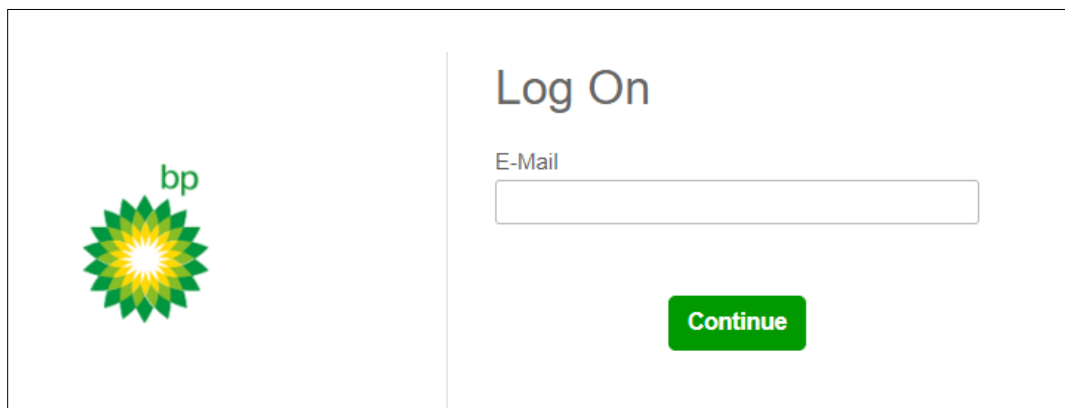
- 10) Once you have registered and logged into the portal, if you have multiple supplier accounts for your company, you will be able to click on the **“Request additional supplier accounts”** quick link to request access for each unique supplier account. You will need to repeat steps #4-8 of the registration process above to add each supplier account to your supplier portal profile. **Note:** You will need to provide a valid paid invoice number and amount combination for each supplier account you would like to access.

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 registration and that you received an email from bp entitled: "**ACTION required to activate your account**" for.



- 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:

- For the best experience with the portal, we recommend using Chrome, Edge, Safari or Mozilla.
- You must provide a valid 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 supplier account you require access to in the supplier portal.
- If you do not have a paid invoice, please wait until your first invoice is paid by bp to register for an account.
- 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.
- 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.
- If you previously had access to the Upstream SISP, you need to register for a new Supplier Portal account.
- If you previously had access to the IPSP, you will be able to log into the Supplier portal with your existing IPSP account details.
- Portal language is **in English** Only.