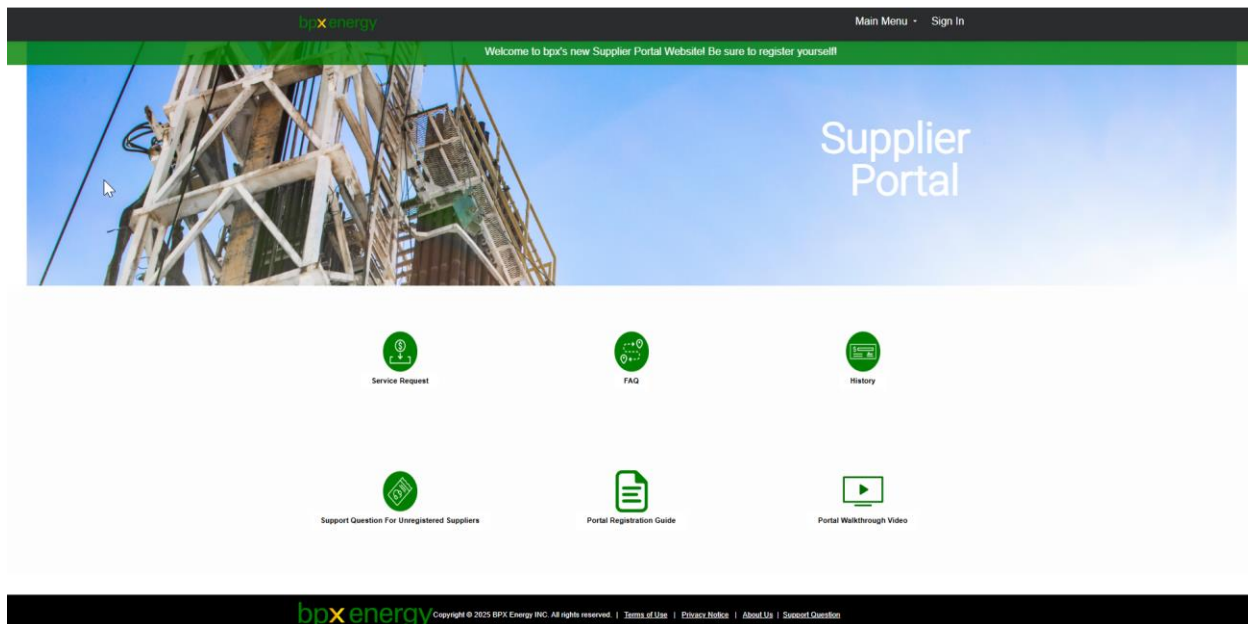


## BPX SUPPLIER PORTAL - REGISTRATION AND LOG IN GUIDE

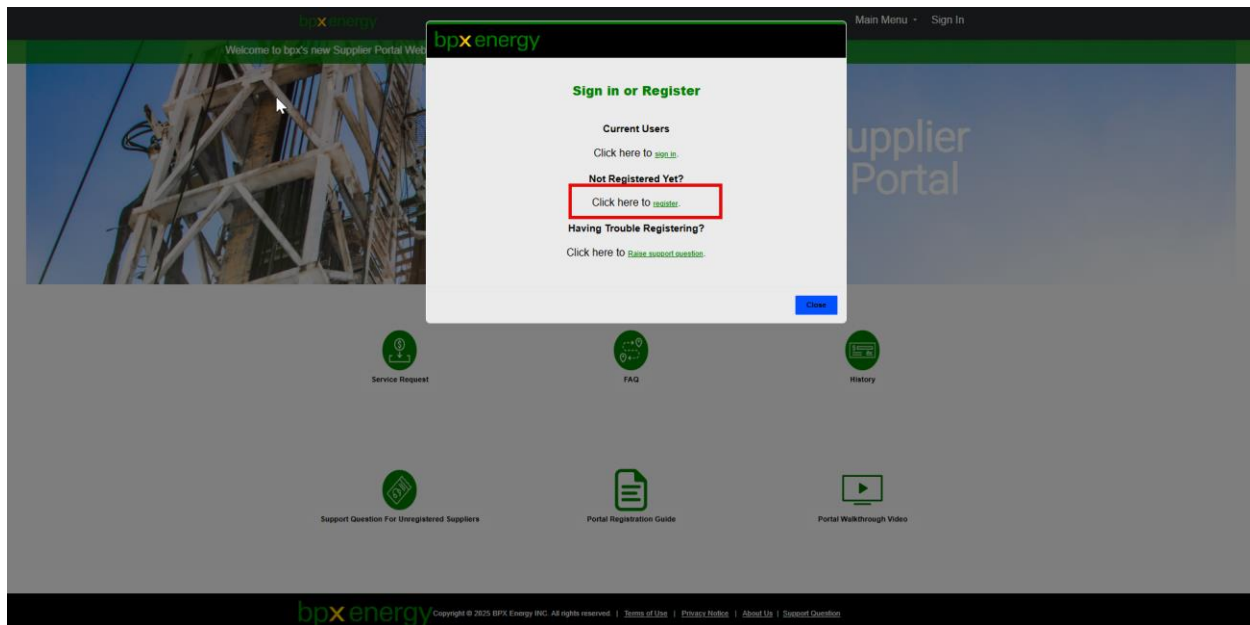
### Registering to your Supplier Portal Account

1. Go to <https://supplierportal.bpx.com>
2. From the welcome page of the Supplier Portal click “**Sign In**”



3. Select and click here on the “**register**” option.

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4. On the Portal Registration Page, follow the validation steps.
5. Enter a valid paid invoice number and the date of invoice
6. Enter Vendor details and click the **'Validate'** button. Wait for a few seconds for the system to process your information.

### Vendor Details

---

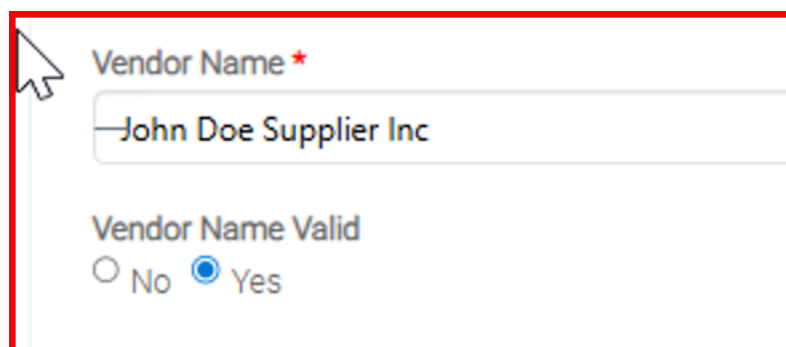
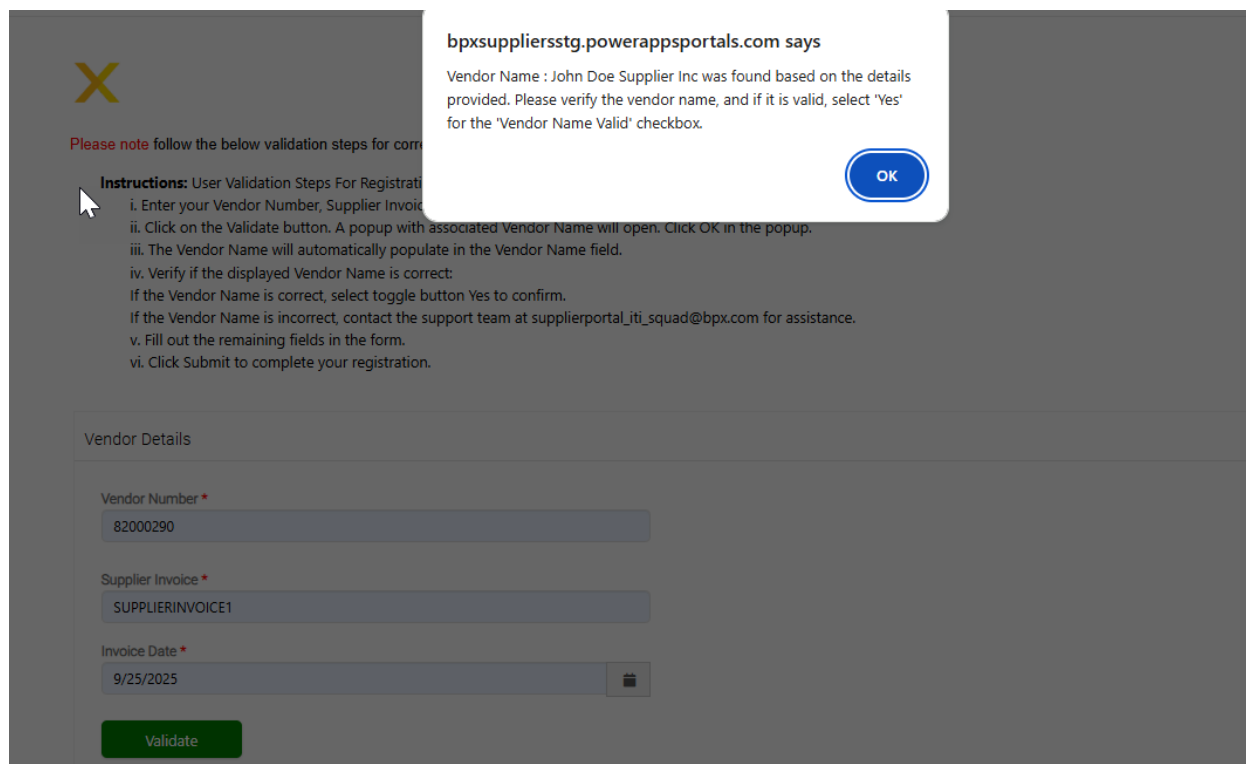
Vendor Number \*

Supplier Invoice \*

Invoice Date \*

## BPX SUPPLIER PORTAL - REGISTRATION AND LOG IN GUIDE

7. A pop-up message will appear with the name of the vendor. Please verify the Vendor name. If it is valid, select 'Yes' for the vendor's name valid check box.



8. If the pop-up message indicates the information is incorrect, please try again with the valid details. If the issue persists, please contact the IT support Team at [bpxpscm@bpx.com](mailto:bpxpscm@bpx.com) for assistance.
9. If the Vendor name is valid, continue filling in the remaining fields: First Name, Last Name, Email Address, Confirm Email and Contact Number. The email

## BPX SUPPLIER PORTAL - REGISTRATION AND LOG IN GUIDE

address should be designated company email address. Gmail, Hotmail and other personal email addresses are not allowed.

Portal Registration

<p>First Name *</p> <input type="text" value="Jane"/>	<p>Last Name *</p> <input type="text" value="Doe"/>
<p>Email Address *</p> <input type="text" value="jane.doe@bpx.com"/>	<p>Confirm email *</p> <input type="text" value="jane.doe@bpx.com"/>
<p>Contact Number *</p> <input type="text" value="8156036485"/>	

10. You will need to solve a math addition problem correctly. If an incorrect result is entered and the form is submitted, a validation alert message will pop up indicating that the registration failed due to incorrect result input by the user. The math problem will refresh automatically, and the user must solve it correctly before submitting the form again.

What is 1 + 2?

Please solve the equation to continue.

10. Next, check the checkbox for **'Terms of Use'** and **'Privacy Notice.'** Form Submission will not be allowed without checking these boxes. The submit button will remain hidden unless the checkbox is checked.

What is 1 + 2?

Please solve the equation to continue.

I have read and agree to the **Terms of Use** and **Privacy Notice** \*

---

**Cancel**

11. Once everything is complete, click the **'Submit'** button (which will now be visible) to submit your form. Upon successful submission, an alert will pop up. Click **'OK.'**

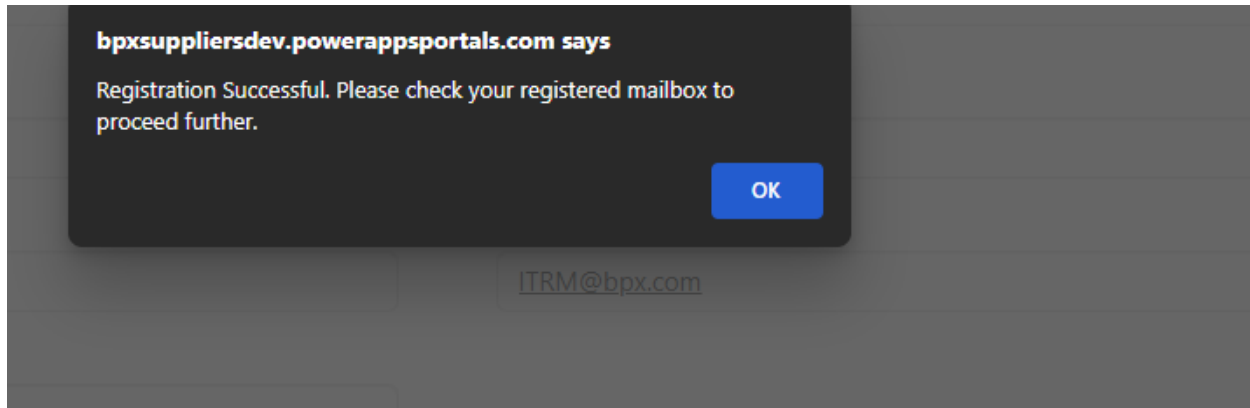
## BPX SUPPLIER PORTAL - REGISTRATION AND LOG IN GUIDE

What is 1 + 2?

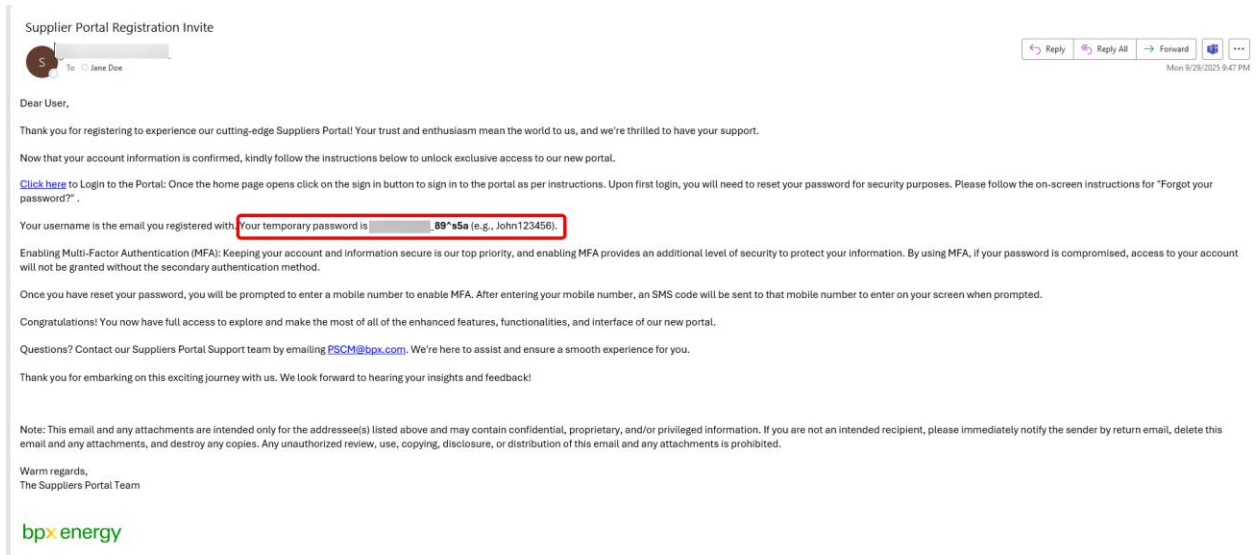
Please solve the equation to continue.

I have read and agree to the [Terms of Use](#) and [Privacy Notice](#) \*

Submit
Cancel

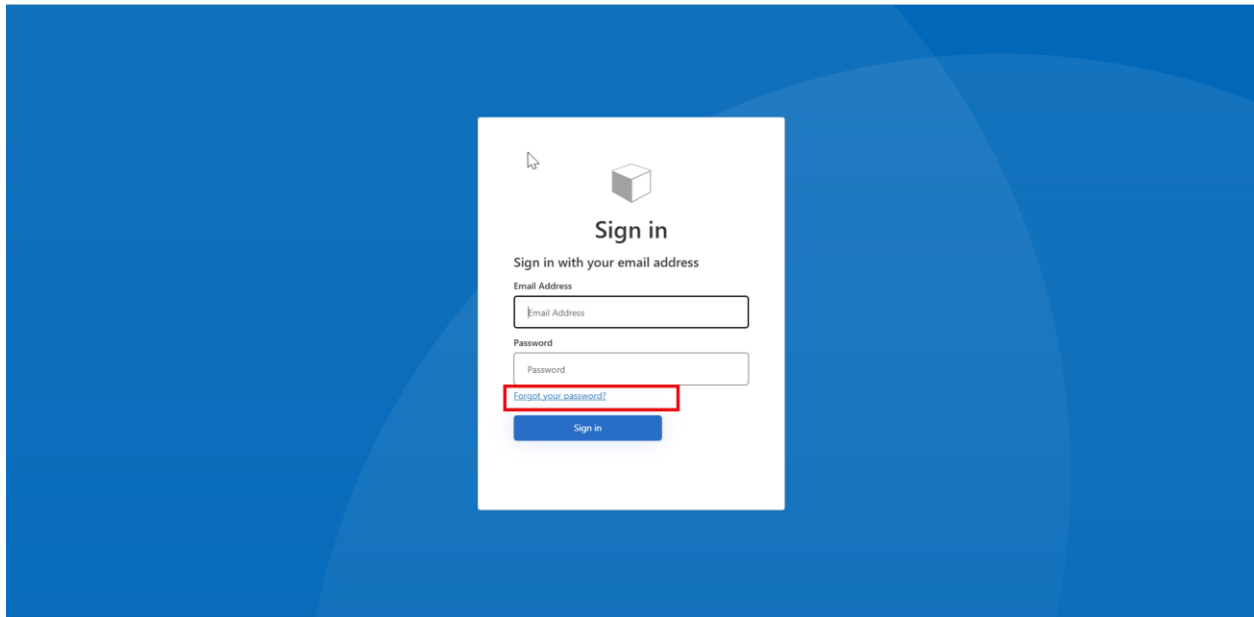
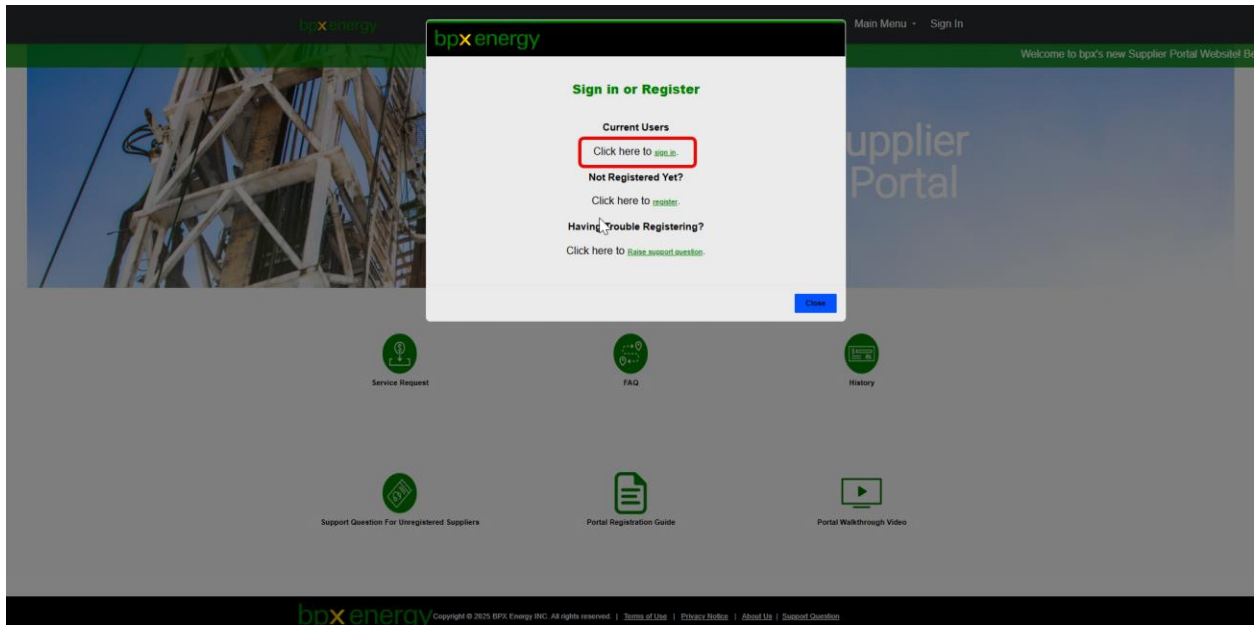


12. After successful registration, you will receive an email with subject line **‘Supplier Portal Registration Invite’**. This email will contain your sign-in credentials.

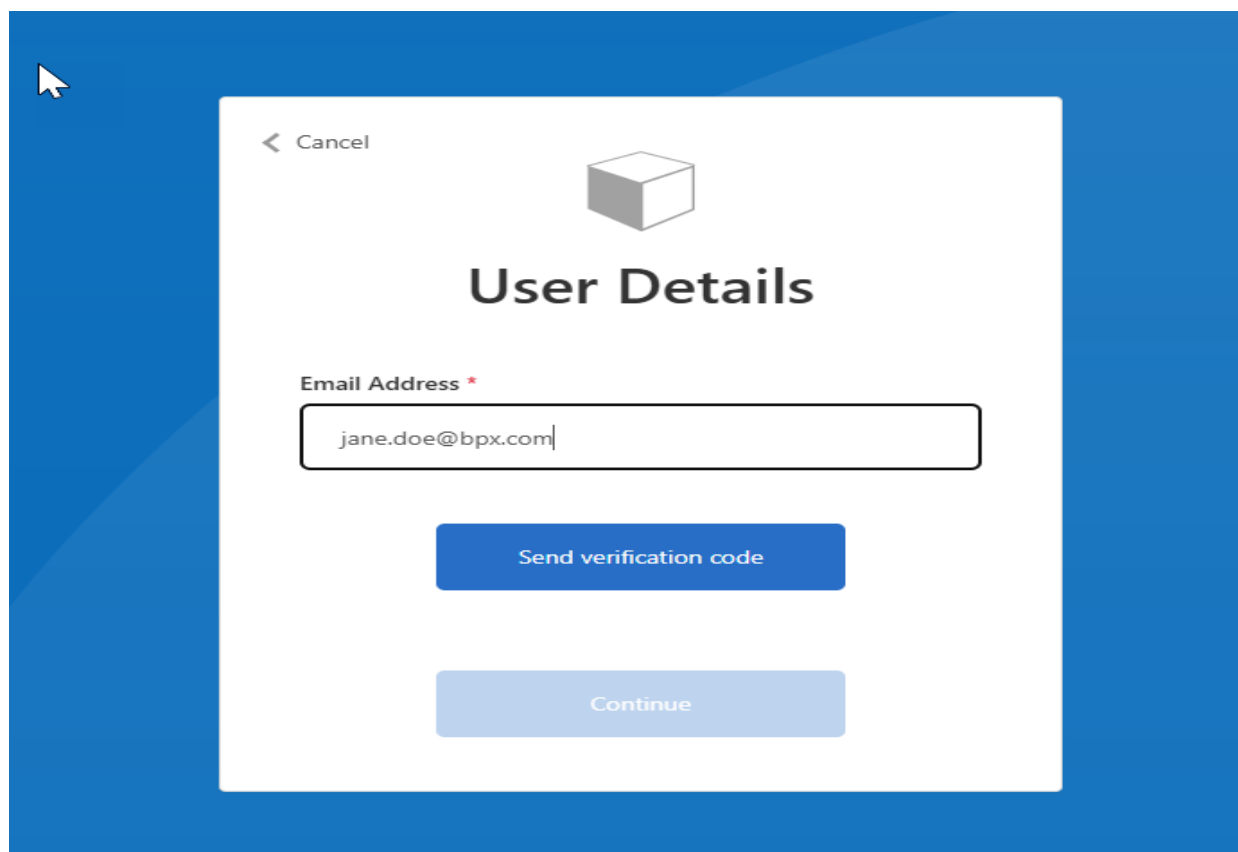


13. Follow the email instructions and subsequent on-screen prompts to change your password (**Forgot your password**) and successfully sign in to the portal.

## BPX SUPPLIER PORTAL - REGISTRATION AND LOG IN GUIDE

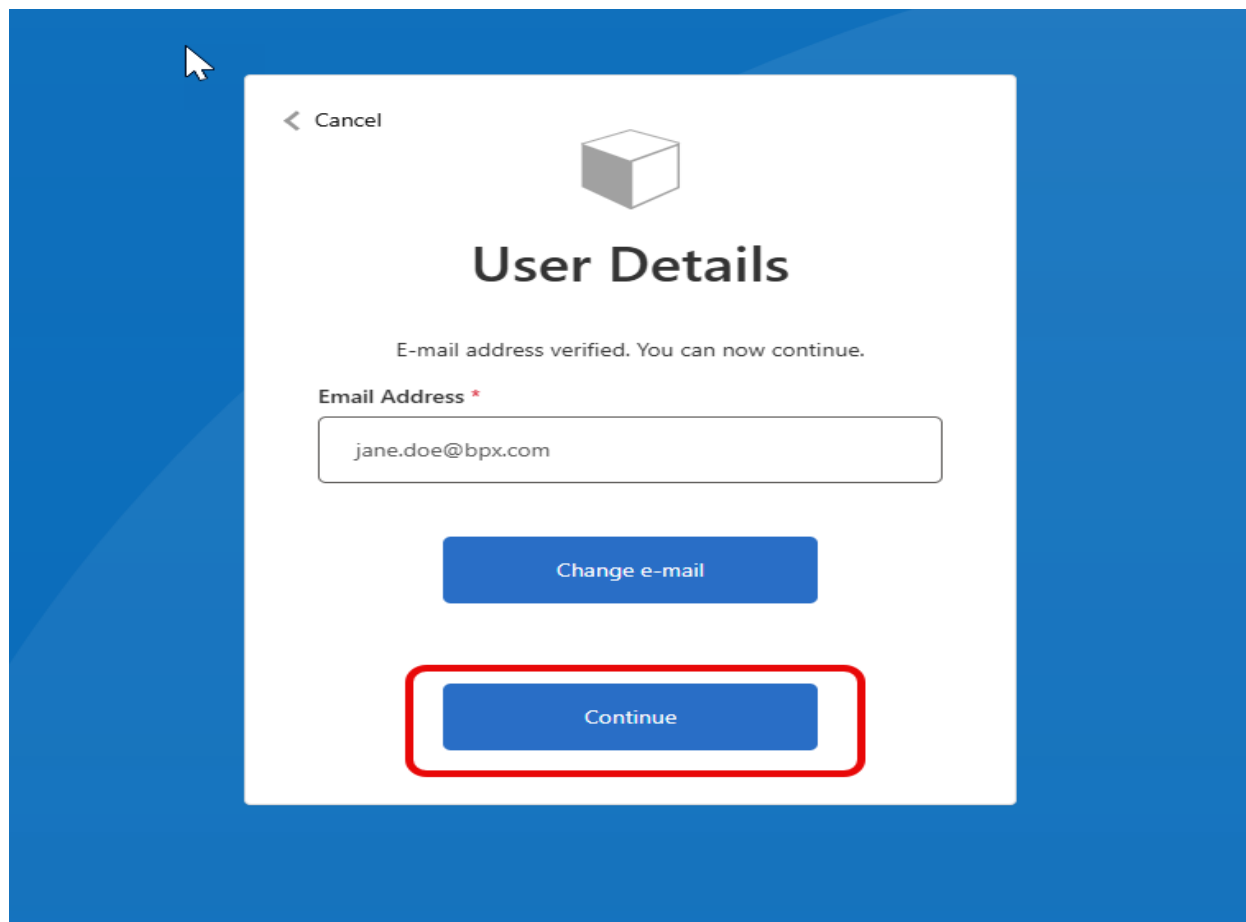


**BPX SUPPLIER PORTAL - REGISTRATION AND LOG IN GUIDE**

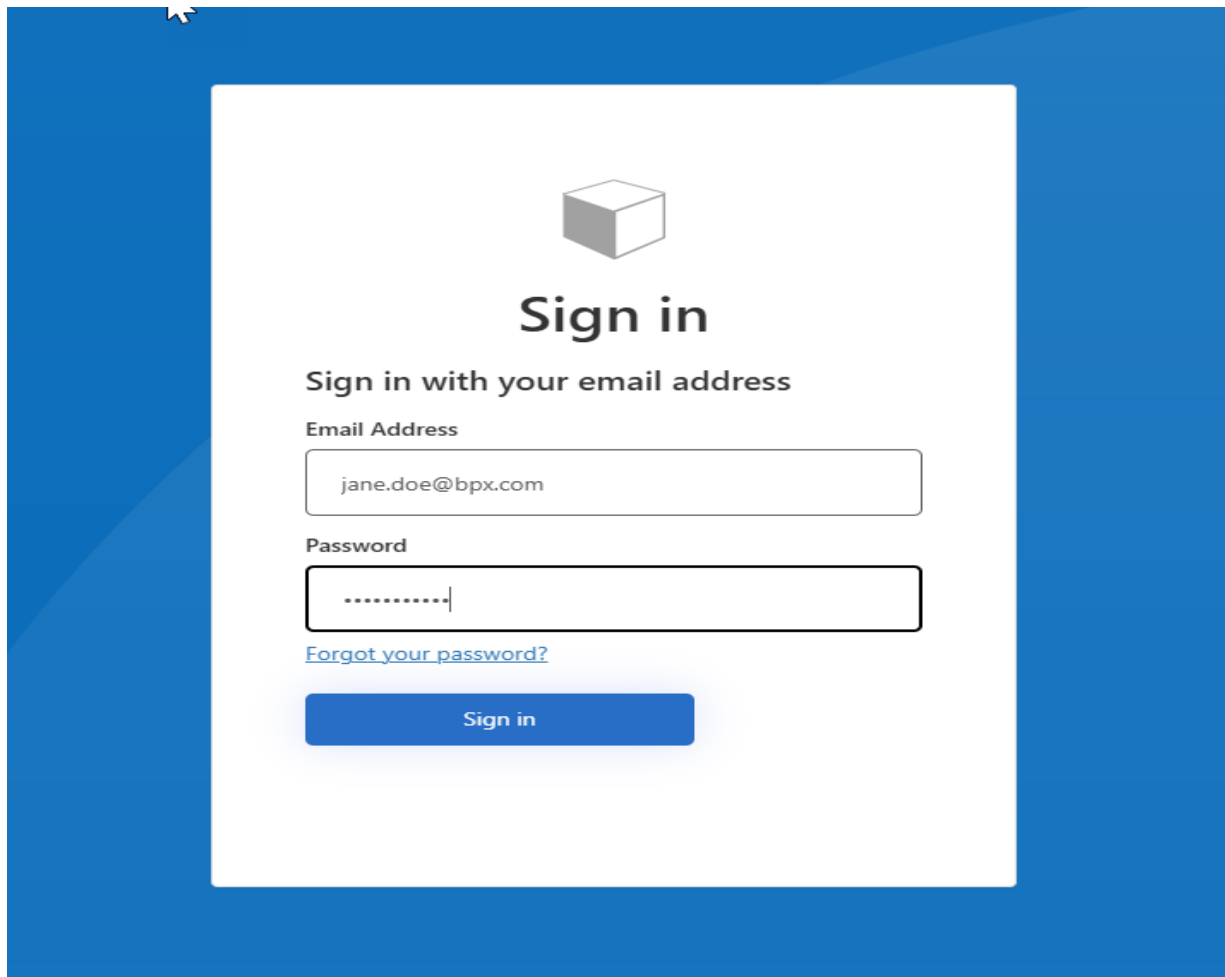



14. Once your password is changed, you will need to sign in with your new credentials on the sign-in page shown below

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## BPX SUPPLIER PORTAL - REGISTRATION AND LOG IN GUIDE





## Sign in

Sign in with your email address

Email Address

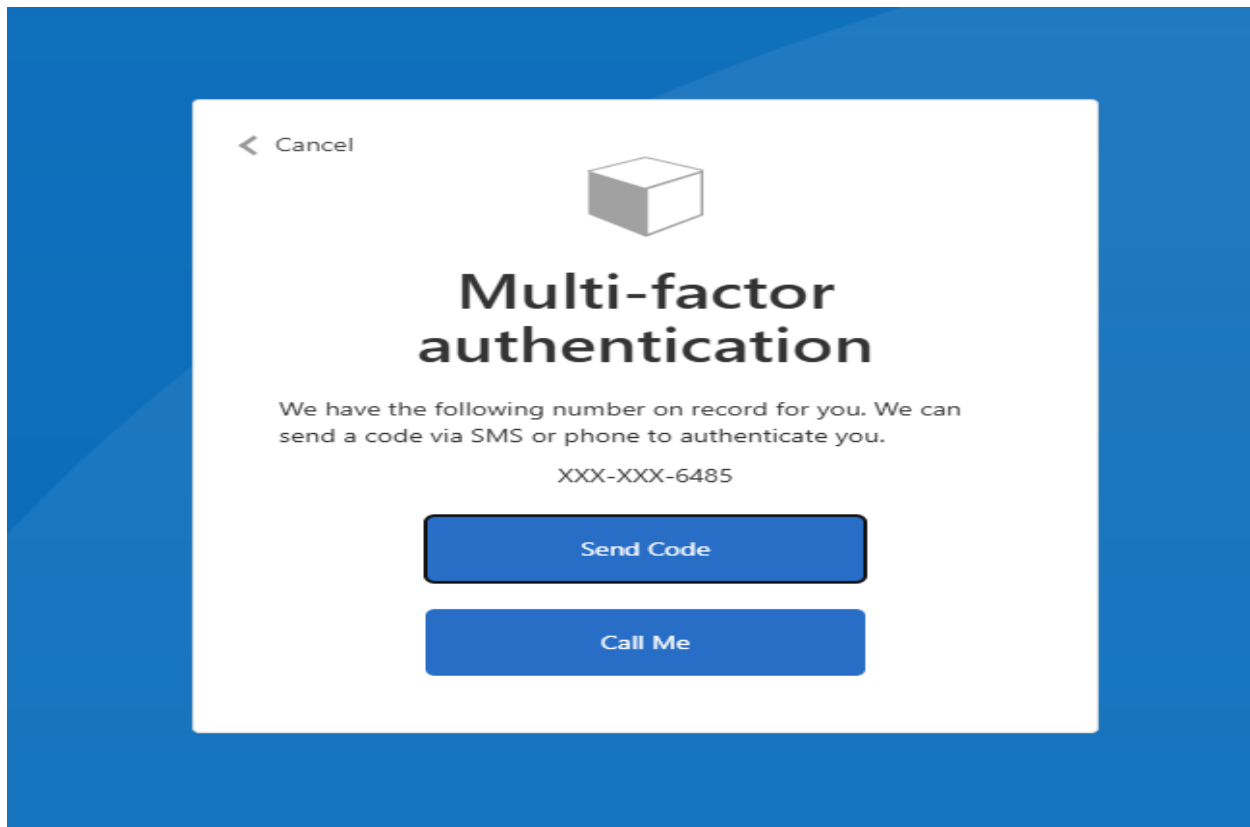
Password

[Forgot your password?](#)

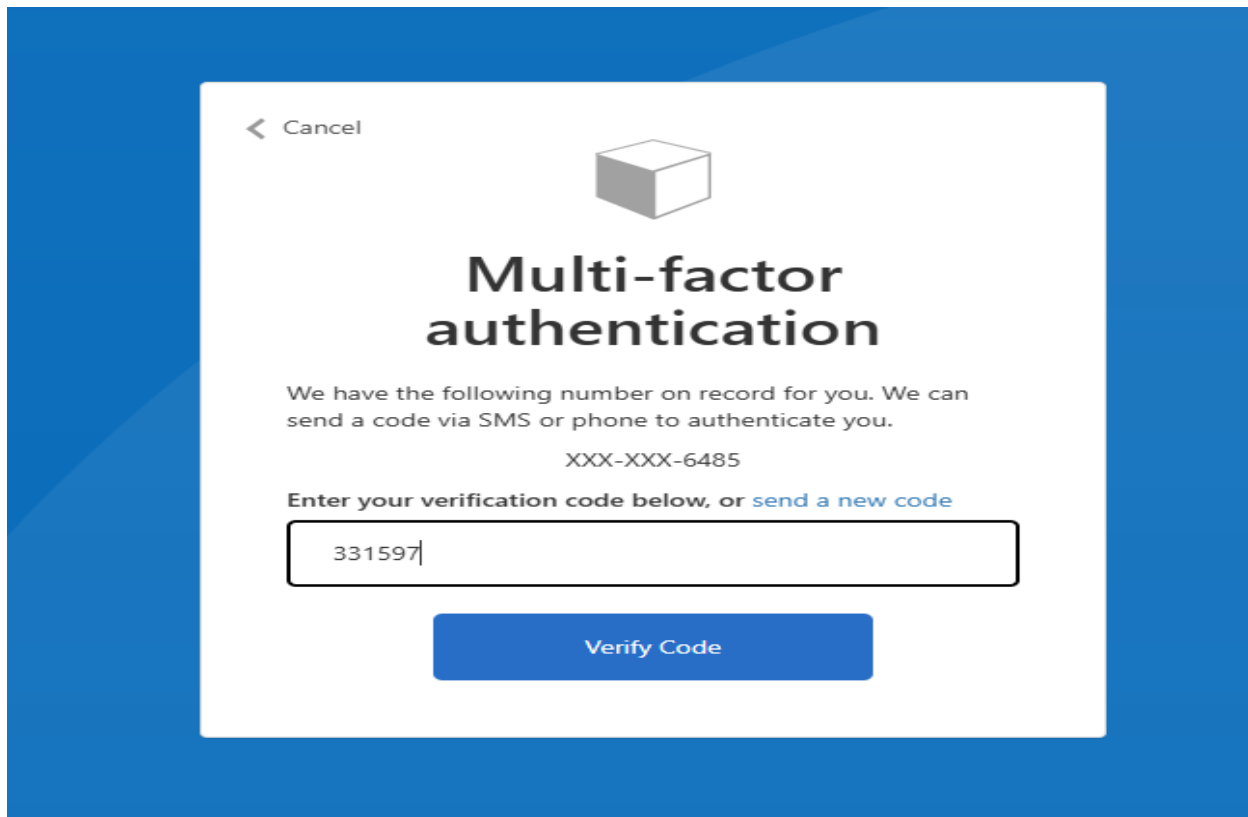
**Sign in**

15. Click the **'Sign In'** button, you will be directed to the Multifactor Authentication page shown below. You can select one of the options provided. You will receive a 6-digit verification code that you need to enter and then click **'Verify Code'**.


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## BPX SUPPLIER PORTAL - REGISTRATION AND LOG IN GUIDE



< Cancel



## Multi-factor authentication

We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

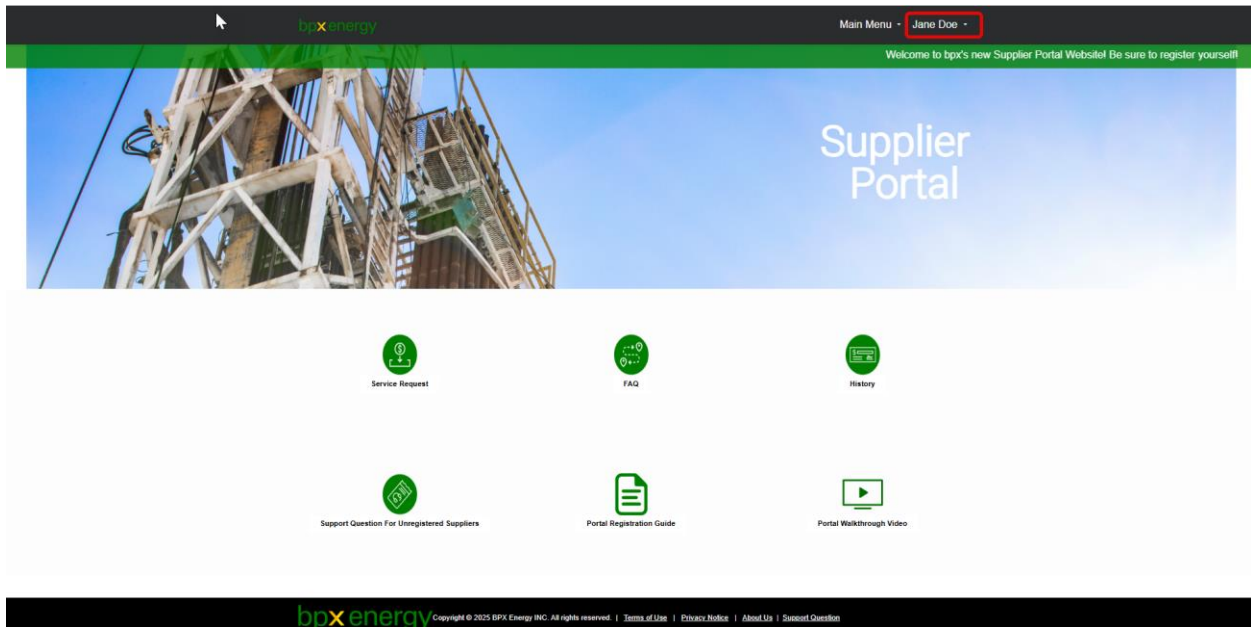
XXX-XXX-6485

Enter your verification code below, or [send a new code](#)

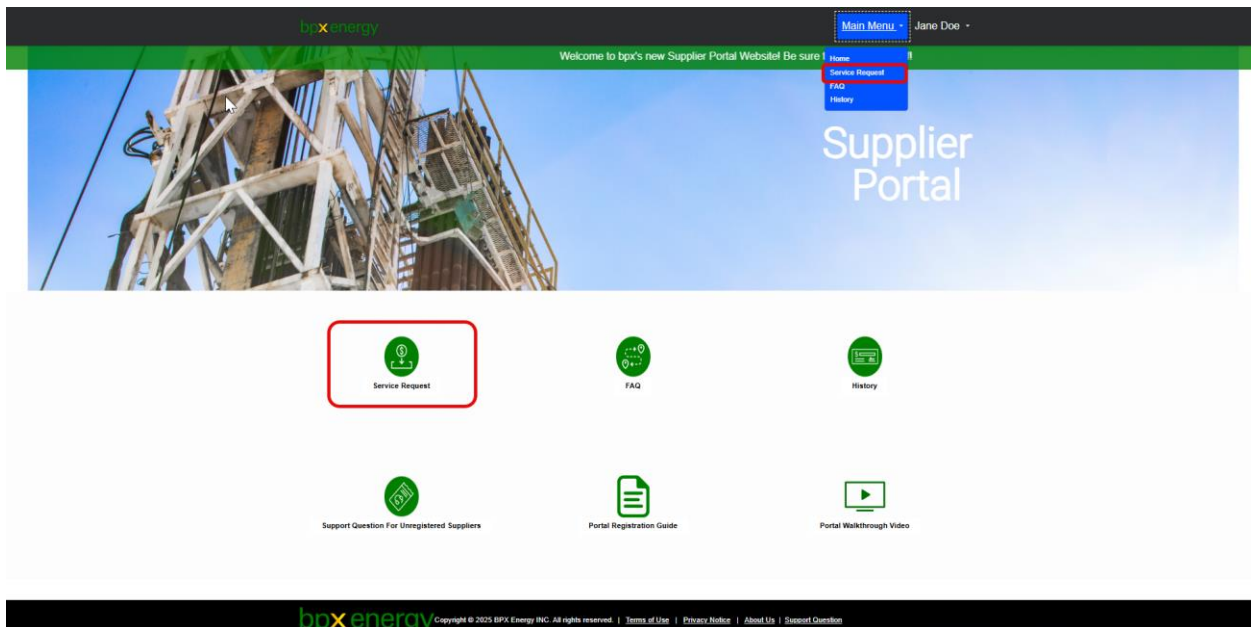
Verify Code

16. Upon successful verification, you will be signed in and will see the Home page displaying your username, as shown below.

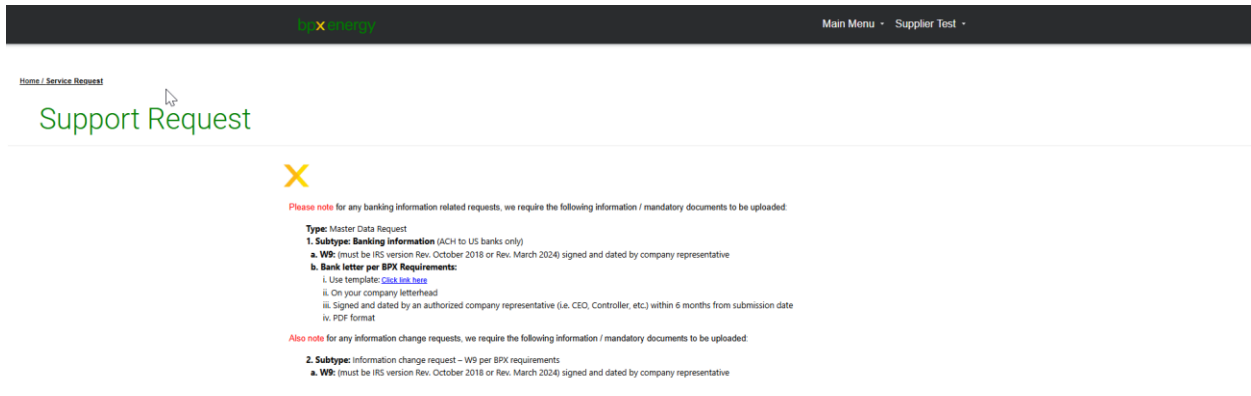
## BPX SUPPLIER PORTAL - REGISTRATION AND LOG IN GUIDE



17. If you are successfully signed in, click on 'Main Menu' and select 'Service Request' as shown below to navigate to the Support Request ticket creation page



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18. On the Support Request page, carefully review the instructions before filling out the form.

Fill in the following fields: Case Title, Request Type, Request Sub Type, and Request Plant Site (only if your Request Type is 'Purchase Orders' or 'Price Books/Contracts'). Additionally, briefly describe your issue in the 'Description' field. If necessary, upload an attachment.

**CASE DETAILS**

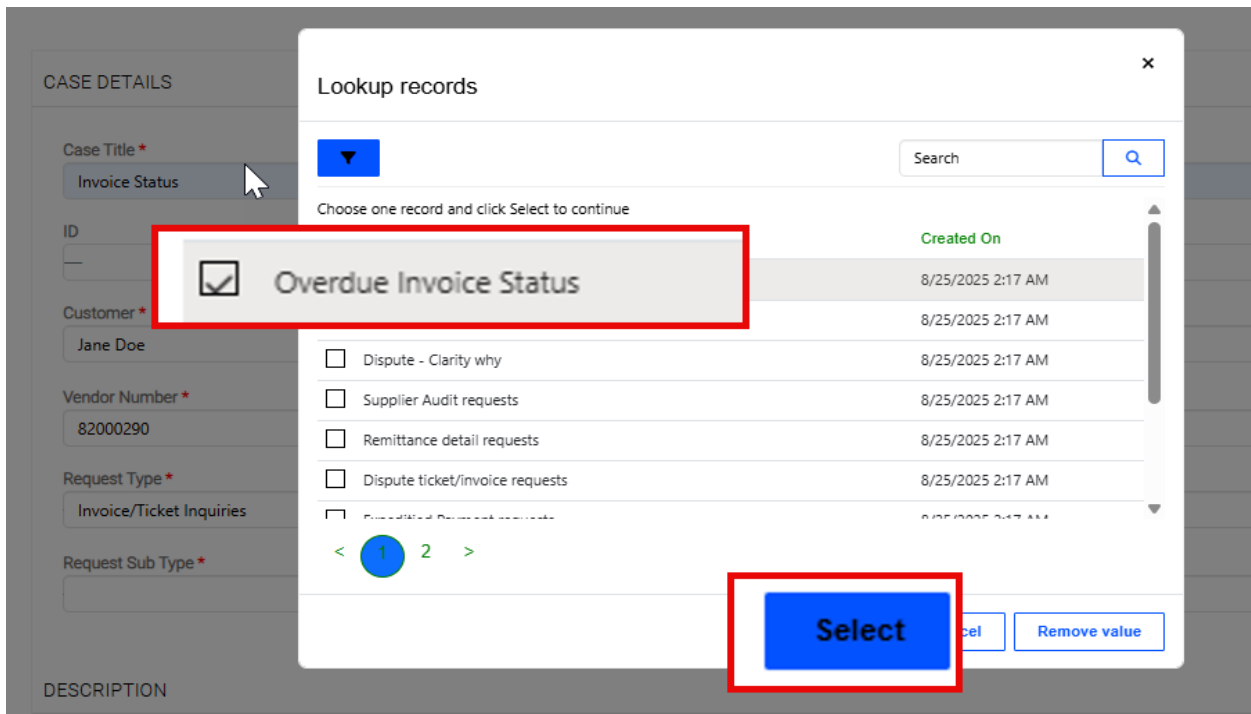
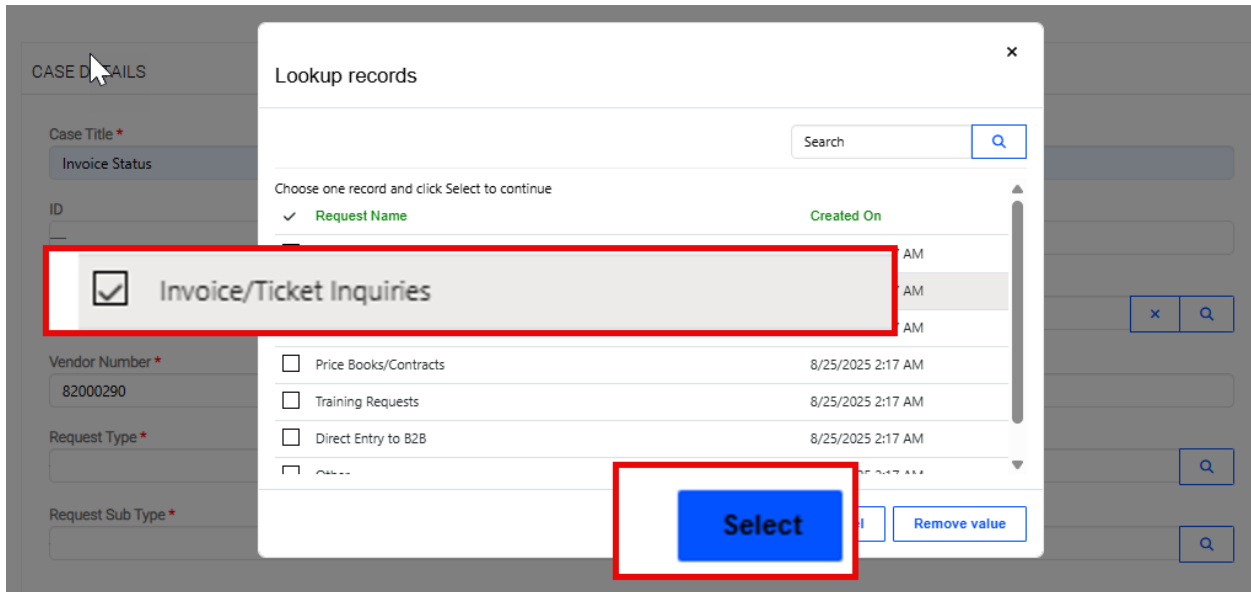
**Case Title \***

**ID**

**Customer \***

**Vendor Number \***

### BPX SUPPLIER PORTAL - REGISTRATION AND LOG IN GUIDE



## BPX SUPPLIER PORTAL - REGISTRATION AND LOG IN GUIDE

**CASE DETAILS**

Case Title \*

ID

Customer \*  
 x Q

Vendor Number \*

Request Type \*  
 x Q

Request Sub Type \*  
 x Q

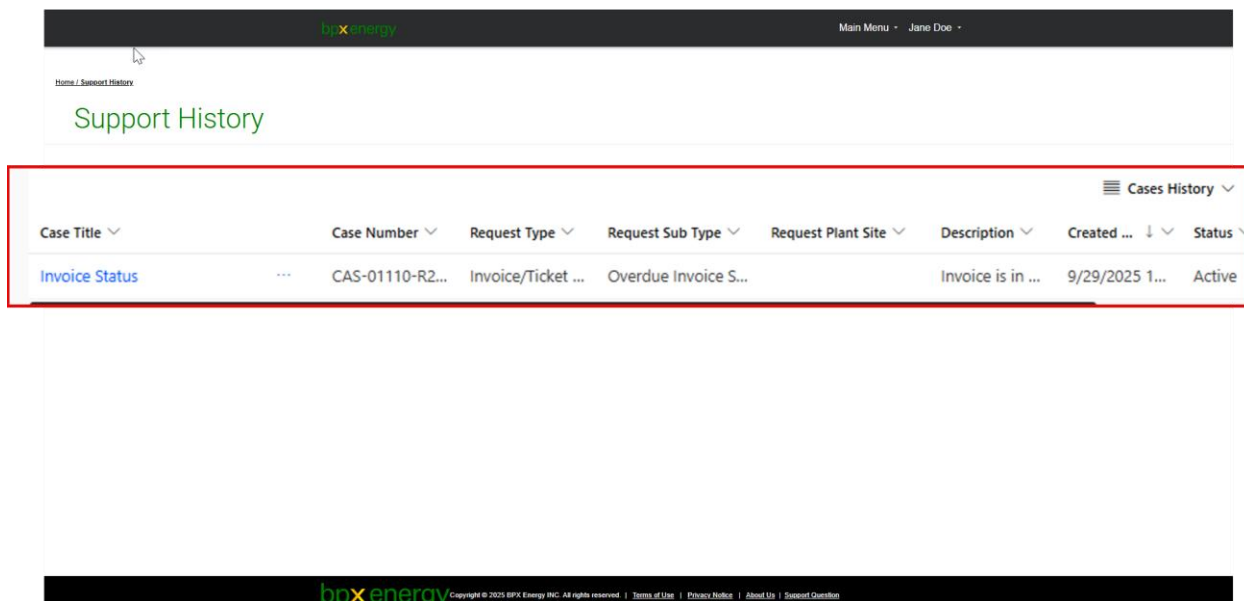
---

**DESCRIPTION**

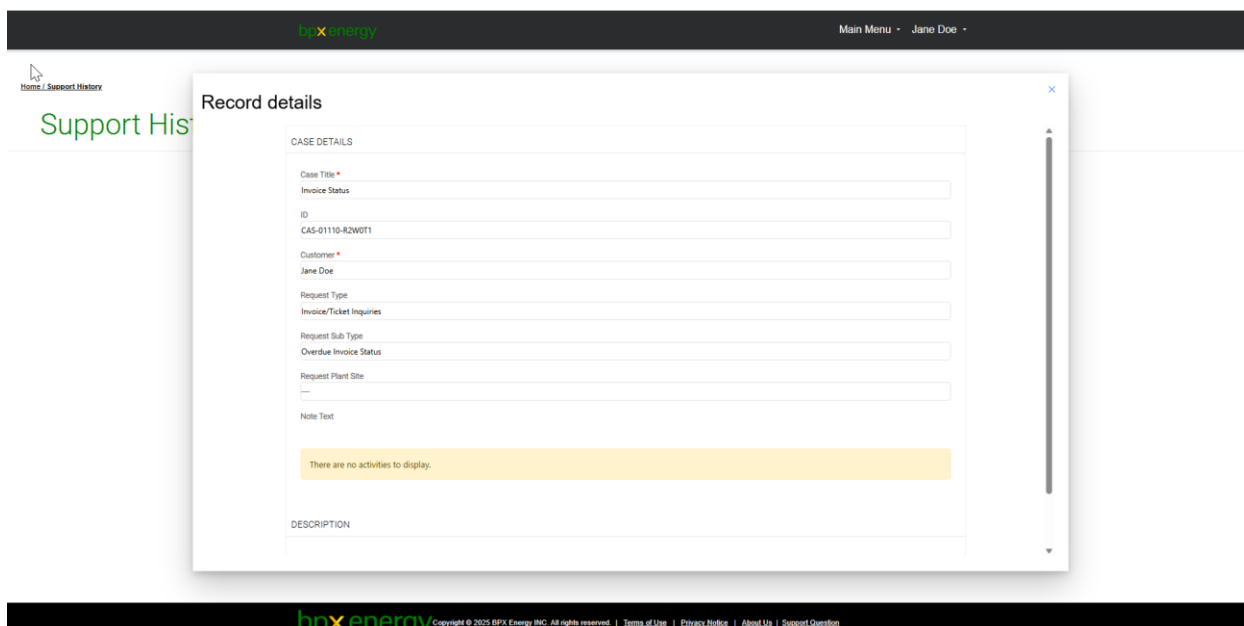
Attach a file  
 You can upload a maximum of 5 files, each up to 90MB.

19. Ensure that all steps are complete, then click the **'Submit'** button. Upon successful submission of your request, you will be directed to the Support History Page, which will display your latest request. You can track the progress of your case by referring to the case history.

## BPX SUPPLIER PORTAL - REGISTRATION AND LOG IN GUIDE

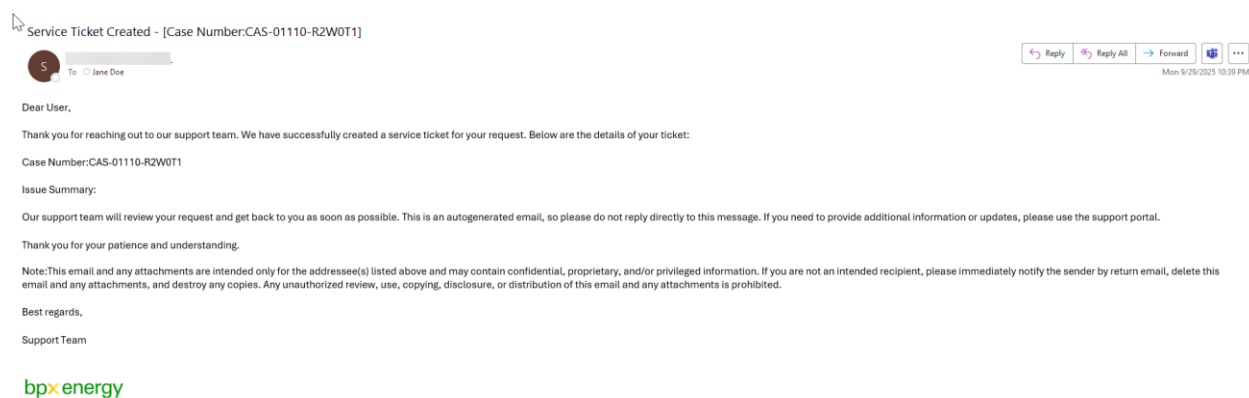


20. If you click on the '**Case Title**,' a window will open displaying the record details. This will provide you with the progress of your support ticket and the email correspondence between you and the business support team.



## BPX SUPPLIER PORTAL - REGISTRATION AND LOG IN GUIDE

21. Successful request creation will also trigger an email to your inbox notifying you that a service ticket has been created for your request, which will be reviewed by the support team.

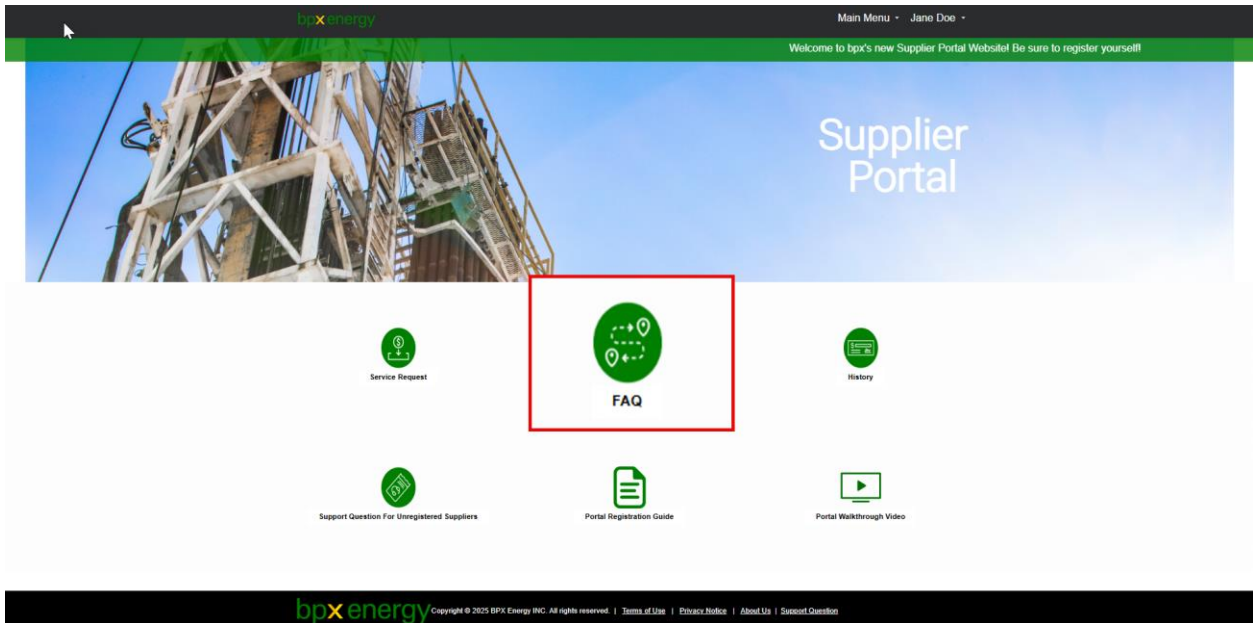


22. If you have any additional questions, please reply to the notification email with your query instead of opening a **new ticket**.

## Frequently Asked Questions

1. Click on the icon 'FAQ' to get help from the list of frequently asked questions.

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2. Click the **+** sign to expand.

