TECHNOLOGY SERVICES



REGISTERING FOR THE BNSF SUPPLIER PORTAL AND E-SOURCING

QUICK REFERENCE CARD

NEW USER REGISTRATION TO THE PORTAL

This quick reference card (QRC) describes the process for registering and logging on to the BNSF supplier portal. Before registering, you will receive a letter, e-mail message, or telephone call from a BNSF representative providing the details needed to access the BNSF supplier portal. The message will include your E-Sourcing supplier ID and the e-mail address of your BNSF contact.

- **NOTE** If you already have a user ID for access to a BNSF Web application, it is not necessary to register a new user ID. See the *Adding E-Sourcing to Your Existing Supplier Portal Access* section in this guide.
- 1. To register for the BNSF supplier portal, click the link in the e-mail you received:



Go to BNSF.com and click the **Supplier** link in the top right corner of the page.



The Suppliers screen appears.

BNSF RATEWAY			Careers Employees Media Refirees Suppliers			
HOME	CUSTOMERS	COMMUNITIES	ABOUT BINSF	Search		
A CONTRACT	della Stran al	STORE STORE		The second state of the se		
	Hore > Supplers					
Supplier Relationship	Suppliers			Supplier Login		
Diverse Business	Acquiring Vital Resources					
Contact Us	BNBF purchases material and quality goods and services at t effectively and ethically with bo	l service items from an extensive he lowest total cost of ownership th current and prospective suppli	list of sources. We seek to acquire by working resourcefully, efficiently, iers.	A Message from Matt Rose		
	Our procurement process is o	rganized around four key phases		"Our suppliers play a		
	 Planning - understand will Sourcing - access tools Managing - arrange and Paying - invoice and receiption 	hat it takes to do business with E and processes needed to pursu handle transactions live payment for these transaction	intBF e a business relationship with BNBF ns	crucial role in ensuring the safety and reliability of our materials and components and, ultimately the service		
	Please take the time to unders successful supplier relationship	dand how this four-step method ips. Doing so <u>mek</u> open new <u>or</u> ,	works and what is needed to create additional ognortunities for you and	we provide to customers. We believe		

2. Click the **Supplier Login** link on the right of the screen. The *Supplier Login* screen appears.



3. Click **Register Here**. The *BNSF Supplier Registration* screen appears.

BNS	
BNSF.com Supplier Reg	istration
Personal Informa	ation
Full Name	•
Title/Job	(*
Email	· · · · · · · · · · · · · · · · · · ·
Telephone	Ext
Fax	
Security Question	What is your mother's maiden name?
Security Answer	
Company Inform	ation
Company Name	
Address 1	
Address 2	}
City	
State/Province	(select state)
Country	(select country)
	Next>> Cancel Reset

 Complete the registration application; then click Next. The BNSF Policy Information message appears.



5. Click OK.



- 6. In the **User ID** field, type a unique 6 to 8 alphanumeric character user ID.
- **NOTE** The user ID is *not* case sensitive and must not contain special characters, such as periods, commas, and spaces.

7. In the **Password** field, type your 6 to 8 alphanumeric character password.

NOTE Passwords are case sensitive.

8. In the **Password (again)** field, retype your password; then click **Accept**. A list of available supplier applications appears.

5	upplier		
C	Biller Direct		
	Biller Direct is part of SAP Financial Supply Chain Management and provides a simple, secure method for customers to conduct tustiness with BNSF electronically. Biller Direct acts as a certral repository for BNSF Non- Freight customer account information, enables read-time integration within the SAP system, and offers self-service functions to customers 365/24 via the Informat		ţ
	DTL Audit		
	Direct to Locomotive Supplier Audit Application		
	eDeductions (SAP)		
	eDeductions is an application for taking specific, authorized deductions from employee pay. Access is available exclusively to representatives of unions, political leagues and insurance companies who have legal authorization to create and manage appropriate deductions.		-1
	Form B Inquiry		
	NA		
	General Orders and Notices		
	NA		
4	Supplier E-Sourcing		
	Supplier E-Sourcing allows supplier contacts to participate electronically in BNSF Railway RFx & Auction events as well as Contract collaboration (e.g., red-lining).		
	To Register for Supplier E-Sourcing please provide your E-Sourcing Supplier ID	PTN0000010	
	In addition, please provide the email address of your BNSF Railway contact.		

- 9. Select the Supplier E-Sourcing check box.
- 10. In the box provided, enter your E-Sourcing supplier ID provided by your BNSF representative.
- 11. Click **Finish**. A message appears confirming that your registration request was received.



- 12. Click **OK**. BNSF Railway will respond by e-mail within 24 to 48 hours regarding the approval of your registration application.
- 13. When you receive the approval e-mail, click the URL provided in the e-mail message to access

the BNSF supplier portal. The *Supplier Login* screen appears.



14. Enter the user ID and password you created in Steps 6 and 7; then click **Log In**. The *BNSF Supplier Portal* screen appears.



15. Click the **Supplier E-Sourcing** link. The *Terms and Conditions* screen appears.



- **NOTE** If you are logging in for the first time, SAP requires you to accept their terms and conditions.
- 16. Click **Accept**. The *E-Sourcing Workbench* screen appears.



ADDING E-SOURCING TO YOUR EXISTING SUPPLIER PORTAL ACCESS

To add the E-Sourcing application to your existing BNSF.com access, you will need your BNSF supplier ID. If you do not know your BNSF supplier ID, contact your BNSF representative.

- 1. Log on to BNSF.com.
- 2. Click the Request Access to more BNSF applications link.
- 3. Click the **Other Applications** icon at the bottom of the page. A list of available supplier applications appears.

Su	pplier	
	Biller Direct	
	Biller Direct is part of SAP Financial Supply Chain Management and provides a simple, secure method for customers to conduct business with BNSF electronically. Biller Direct acts as a central repository for BNSF Non- Freight customer account information, enables reachime integration within the SAP system, and offers self-senice functions to customers 365/24 via the internet.	
	DTL Audit	
	Direct to Locomotive Supplier Audit Application	
	eDeductions (SAP)	
	eDeductions is an application for taking specific, authorized deductions from employee pay. Access is available exclusively to representatives of unions, political leagues and insurance companies who have legal authorization to create and manage appropriate deductions.	
	Form B Inquiry	
	NA	
	General Orders and Notices	
	NA	
2	Supplier E-Sourcing	
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	To Register for Supplier E-Sourcing please provide your E-Sourcing Supplier ID	PTN0000010
	In addition, please provide the email address of your BNSF Railway	

- 4. Select the Supplier E-Sourcing check box.
- 5. In the box provided, enter your E-Sourcing supplier ID provided by your BNSF representative.
- 6. Click **Finish**. A message appears confirming that your registration request was received.

BNSF.com Register	• Help • Avuda			-4
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				1
Congratulations, SIT2 FOR RF	K. Your user registration request has been	en subm	itted and your registration is	
currently being processed. We new user ID is:	will contact you at the email address	crosoft	Internet Explorer 🛛 🔀	
MCCLARY	4	1	Thank you for registering with BNSF.com. Your request has been received.	
Remember your user ID and pa that the password is case sense	assword as they are both required to sitive.		ОК	1
Please check the appropriate	box for every application you would lik	e to acc	ess.	
Supplier				4
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Letter interact	D Einstein Cupply Chain Management	and new	idae a circala conurs	
Diller Direct is and of CA	Financial Supply Chain management.	and prov	ler Direct acts as a central	
Biller Direct is part of SA method for customers to repository for BNSF Nor the SAP system, and off	o conduct business with BNSF electroni. - Freight customer account information, ers self-service functions to customers 3	cally. Bill enables 365/24 vi	real-time integration within ia the Internet.	
Biller Direct is part of SA method for customers to repository for BNSF Nor the SAP system, and off	o conduct business with BNSF electroni n-Freight customer account information, ers self-service functions to customers :	cally. Bill enables 365/24 vi	real-time integration within ia the Internet.	

 Click **OK**. BNSF Railway will respond by e-mail within 24 to 48 hours regarding the approval of your registration application. 8. When you receive the approval e-mail, click the URL provided in the e-mail message to access the BNSF supplier portal. The *Supplier Login* screen appears.

BNSF	
RAILWAY	
	Welcome to BNSF.com!
Supplier Login	BNSF purchases thousands of material and service items from an extensive list of sources. We seek to acquire quality goods and service of the inwest total cost of comparation by workforn recover of the officiants.
User Id: vendor1	effectively and ethically with both current and prospective suppliers. For more information visit the Supplier site at
Password:	http://www.bnsf.com/suppliers/.
D LOG IN	Browser Requirements:
	This site is best viewed with Internet Explorer 6 and Internet Explorer 7.
Register Here / Forgot Password	This site uses pop-ups. If you have a pop-up blocker on your browser, please disable it.
	Quick Reference Guides:
	BNSF Railway Supplier Guide

9. Enter your user ID and password; then click **Log In**. The *BNSF Supplier Portal* screen appears.



10. Click the **Supplier E-Sourcing** link. The *Terms and Conditions* screen appears.



- **NOTE** If you are logging on for the first time, SAP requires you to accept their terms and conditions.
- 11. Click **Accept**. The *E-Sourcing Workbench* screen appears.



GETTING HELP

BNSF TSOC HELP DESK

If you need help with the E-Sourcing application:

 Dial 1-800-435-7649; then press option 3, option 6 for technical assistance.

-or-

 Contact the BNSF representative for the sourcing event for assistance with that specific event.



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