

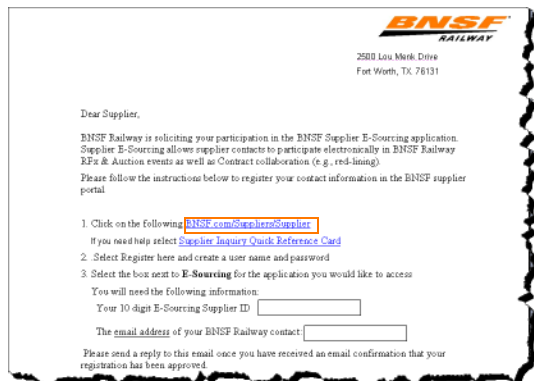
REGISTERING FOR THE BNSF SUPPLIER PORTAL AND E-SOURCING QUICK REFERENCE CARD

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.

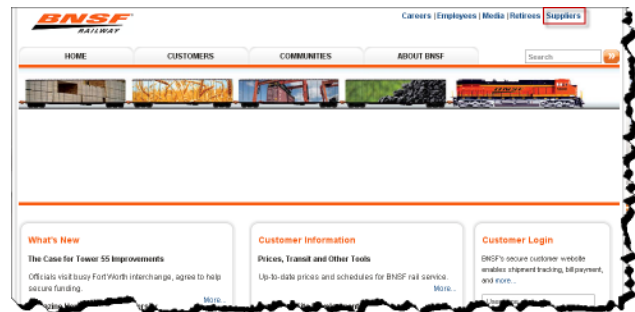
NOTE If you already have a user ID for access to a BNSF Web application, it is not necessary to register a new user ID. See the [Adding E-Sourcing to Your Existing Supplier Portal Access](#) section in this guide.

1. To register for the BNSF supplier portal, click the link in the e-mail you received:

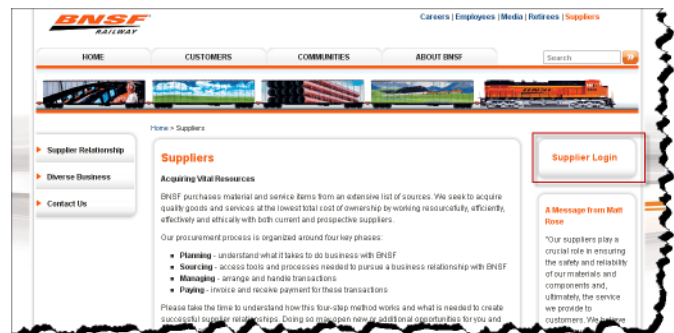


-OR-

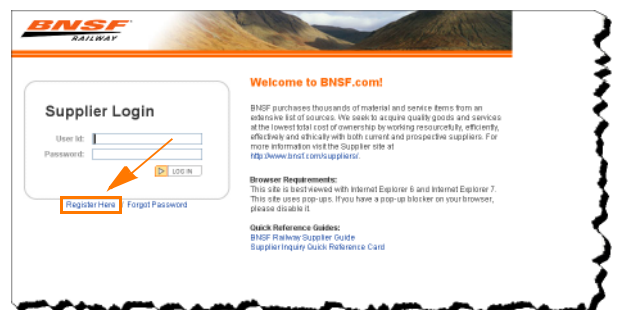
Go to BNSF.com and click the **Supplier** link in the top right corner of the page.



The *Suppliers* screen appears.



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.

4. 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.

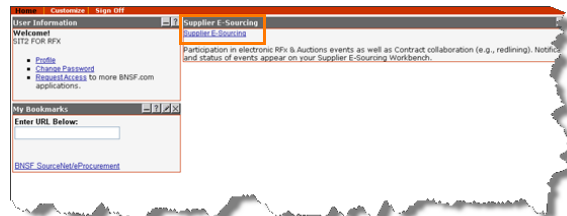
9. Select the **Supplier E-Sourcing** check box.
10. In the box provided, enter your E-Sourcing supplier ID provided by your BNSF representative.
11. Click **Finish**. A message appears confirming that your registration request was received.

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

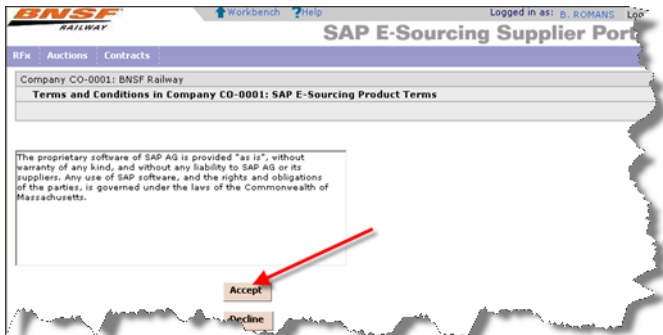
the BNSF supplier portal. The *Supplier Login* screen appears.



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.



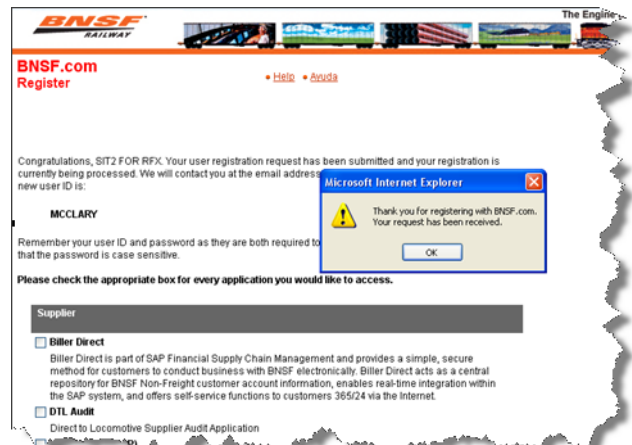
ADDING E-SOURCING TO YOUR EXISTING SUPPLIER PORTAL ACCESS

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.

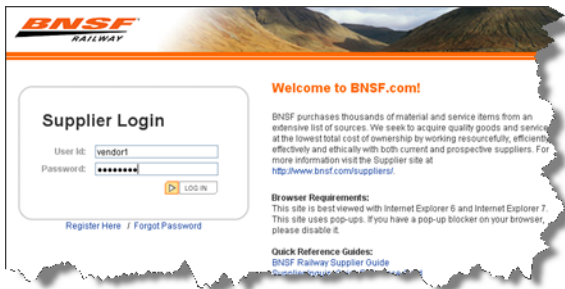


4. Select the **Supplier E-Sourcing** check box.
5. In the box provided, enter your E-Sourcing supplier ID provided by your BNSF representative.
6. Click **Finish**. A message appears confirming that your registration request was received.



7. Click **OK**. BNSF Railway will respond by e-mail within 24 to 48 hours regarding the approval of your registration application.

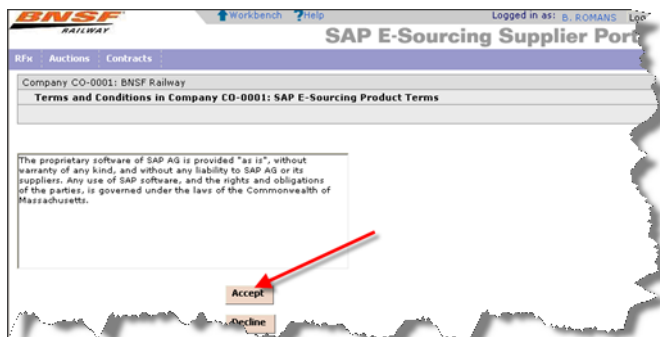
8. When you receive the approval e-mail, click the URL provided in the e-mail message to access the BNSF supplier portal. The *Supplier Login* screen appears.



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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