

தற்பொழுது தங்களது E-mail க்கு user ID மற்றும் Password சென்றுவிடும். நீங்கள் அதை copy – paste செய்து New password பெற்று தங்களது பேமண்ட் ஸ்டேட்மெண்ட்ஐ பார்க்கலாம்.



Help on e-Connect (BPCL's External Facing Portal)

1. Registration of User ID

Step I: Click on 'Log In' link.



Step II: Click on 'Partner Register' icon.

| Please enter your User ID and Pas | rd to log in |
|-----------------------------------|-------------------|
| User ID * | |
| Password * | |
| 🚕 Log on | Click to Register |
| Forgot Password | Partner Register |

Step III: On the new window fill in the required details and click 'Create' button.

| Partner User ID Registratio | 1 |
|-----------------------------|------------------------------|
| Partner Type: Vendor | Choose Vendor/Customer |
| Vendor Code : * | Enter Vendor/Customer Code |
| E-Mail ID.: * | Enter e-mail id Regd with BP |
| PAN Number: * | Enter PAN Number/PIN Code |
| Create | Click on Create |

(If Partner Type is Vendor then enter Vendor Code, your e-mail id which is registered with BPCL and Pan Number. And if Partner Type is Customer then enter Customer Code, your e-mail id which is registered with BPCL and PIN Code)

If the entered details are correct then system will generate User ID & initial password for you and send to you on your e-mail id.



2. Log on to portal

Step I: Once you receive the User ID and password, enter these and Click on 'Log on' button.

| Please enter your User ID and Password to | o log in |
|---|---|
| User ID * | Enter your UserID which you have received on your e-mail id |
| Password * | Enter Password which you have received on your e-mail id |
| 🚕 🛛 Log on 🗲 — Cliv | ck on Log on |
| Forgot Password | Partner Register |

Step II: Since the above password is an initial password the system will prompt you to change the password. Change the password and remember it for future use.

| Please enter your User ID and Password to log in | |
|--|--|
| Password has expired | |
| Change Password | |
| User ID | - |
| Old Password | Enter Password which you have received on your e-mail |
| New Password | Enter new Password which you will be using here onwords |
| Confirm Password | Re-enter Password which you have entered in New Password |
| Change Cancel | (august) Partner Register |

Step III: Upon clicking Change, you will get the access to various applications (different tabs like BTS shown below) as per your profile.





3. Explanation about some screen errors

Issue (i): If you get message 'User authentication failed'.

| Paradan * Connect Paradan * Connect | |
|--|--|
| | Please enter your User ID and Password to log in |
| | User authentication failed |
| | User ID Password |
| | log on |
| | Forgot Password |

Solution (i): You might have entered a wrong password. Enter the correct password.

Please enter your User ID and Password to log n

Please enter your User ID and Password to log n

Quer ID =

Password =

Password =

Password =

Progen

Progen Password Content Pas

Issue (ii): If I get message 'Authentication failed. Password locked'

Solution (ii): Click on the 'Forgot Password' link. In the next screen enter your User Id and press '**Go**' button. In the next screen enter '**Email ID**' (which is updated as default e-mail in SAP Master) and '**PIN code**' if you are a Customer or '**PAN No.**' if you are a Vendor. If all the details are successfully accepted by system, you will receive new password via mail on your e-mail id.



Issue (iii): If I get message 'Password has expired'

| * Connect energising partnerships | |
|---------------------------------------|--|
| | Please enter your User ID and Password to log in |
| | Password has expired |
| | Change Password User ID |
| | Old Password |
| | Confirm Password |
| | Change Cancel |
| | Forgot Password Contract Register |

Solution (iii): Change the password and remember it for future use.

Issue (iv): if I get message 'Account locked'.

| Connect energisting partnerships | | |
|-------------------------------------|-----------------|----------|
| | | |
| | Account locked | |
| | User ID * | |
| | a Log on | |
| | Forgot Password | Register |

Solution (iv): Your user id has been locked by administrator for security reasons. Please contact the BPCL concern Officer to get it unlocked.

***** End of Help Document *****