

eProcurement Help



Usuários de Procurement, Regras, Processos Organizacionais, e Formulário Externo para acesso.

1. Links Importantes

Ariba Home Page

<https://eprocurement.chevron.com>

eProcurement WebSite

<http://procurement.chevron.com/eprocurement/>

2. Requisição de Acesso

1º Passo: Acessar Ariba Home Page e clicar na opção New User Registration

Chevron eProcurement [Home](#) [Help](#)

eProcurement Launch Page

My local connection is good

- [Buyer / Contracts / IPAT](#)
- [eSourcing / Analysis / Category Mgt](#)

My local connection is slow (CITRIX Non-U.S.) (requires ID/password)

- [Buyer / Contracts / IPAT](#)
- [eSourcing / Analysis / Category Mgt](#)

My local connection is slow (requires Smartbadge)

- [eProcurement through NetGIL](#)

Additional Links

- [Supplier Logon from CVX Network](#)
- [Pcard](#)
- [Delegation of Authority for Contracts](#)
- [New User Registration](#)
- [Supplier Training](#)

eProcurement Launch Page Updated! This document compares the new Launch Page with the old Launch Page to help you get started.

SYSTEM AVAILABILITY NOTICE

South Africa / Olympic Release 2 Users

Ariba Connectivity with the PC8 SAP system has been established and as transactions become fully approved in Ariba they will be sent to PC8 to be processed. Transactions which are in Ordering or Processing status as of Sunday, February 3rd will be pushed to PC8 throughout the day on Monday, February 4th.

Scheduled System Maintenance

The Buyer/Contracts and Sourcing/Analysis/ACM applications will be unavailable 4:00PM - 5:00PM Pacific every Tuesday for application maintenance. Please plan accordingly. Thank you.

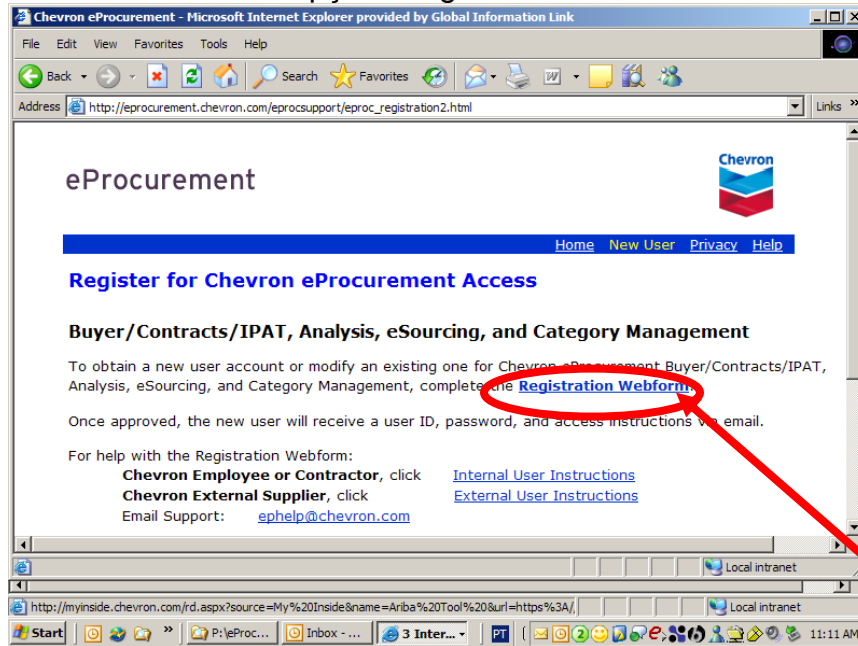
Updates:

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2º Passo: Clicar na opção “Registration Webfrom”



Página para registro de usuário

Please complete the User registration form below to obtain a New User Account, Reactivate your existing Account, or Request Additional Chevron Business Unit Affiliations for Chevron's eProcurement application

Supplier User Registration Webform

Supplier User Information - Enter the Valid Information and click on "Retrieve Info Button"

New User ? Yes No

*User Last Name

User Middle Name

*User First Name

*User E-Mail

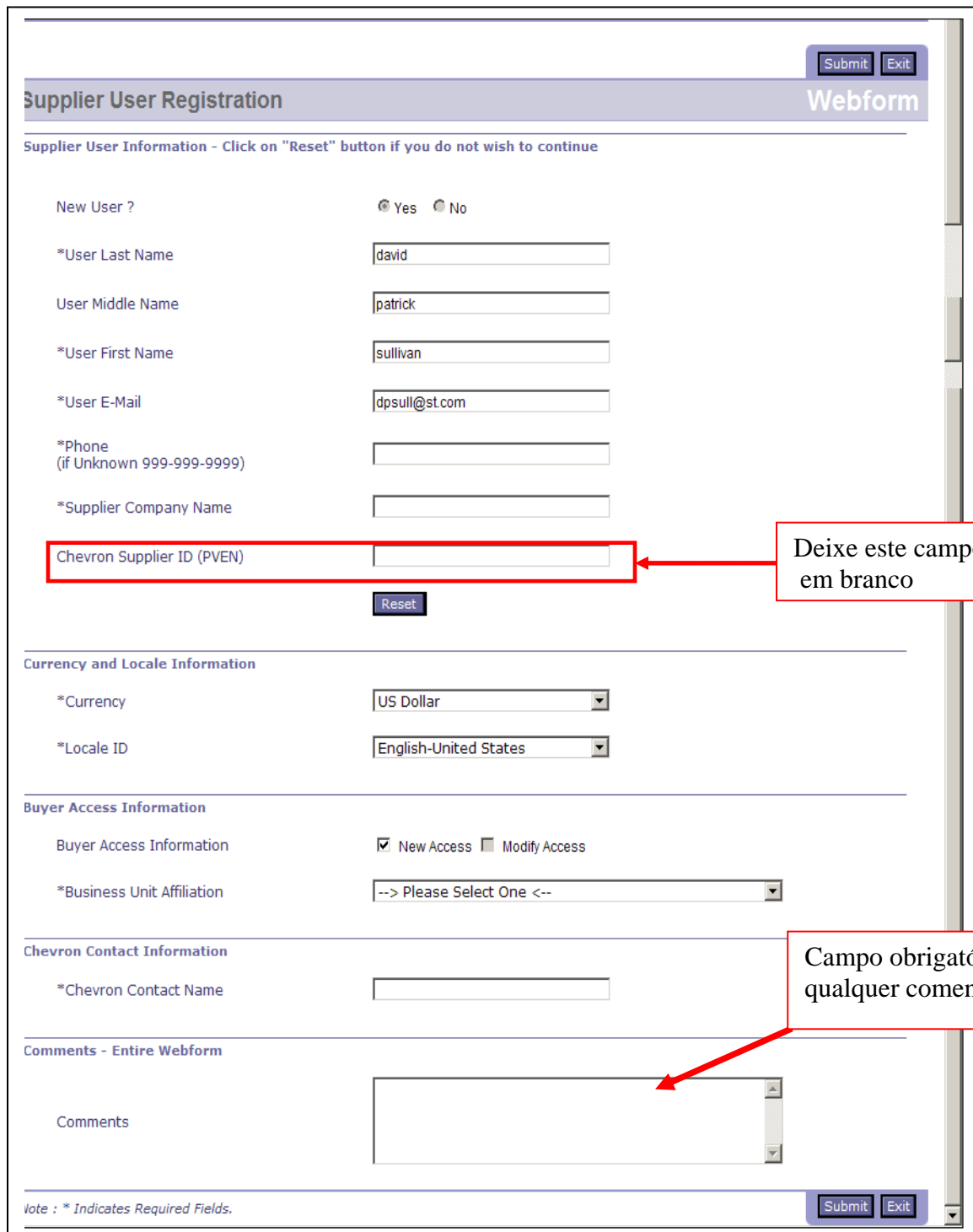
Note : * Indicates Required Fields.

3º Passo: Novo usuário escolher a opção “Yes” para a pergunta “New user?” Em seguida complete os campos com as suas informações e depois clique no botão “Retrieve Info”

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4º Passo –Preencha os campos em branco com as suas informações e da sua empresa. É importante inserir o nome e telefone do funcionário Chevron que faz o contato com a sua empresa

Página para registro de usuário



The screenshot shows a webform titled "Supplier User Registration" with a "Webform" label and "Submit" and "Exit" buttons. The form is divided into several sections:

- Supplier User Information**: Includes a "New User?" radio button (selected "Yes"), and text input fields for "User Last Name" (david), "User Middle Name" (patrick), "User First Name" (sullivan), "User E-Mail" (dpsull@st.com), "Phone (if Unknown 999-999-9999)", and "Supplier Company Name". A "Chevron Supplier ID (PVEN)" field is highlighted with a red box and an arrow pointing to a callout box that says "Deixe este campo em branco". A "Reset" button is located below this field.
- Currency and Locale Information**: Includes dropdown menus for "Currency" (US Dollar) and "Locale ID" (English-United States).
- Buyer Access Information**: Includes a "Buyer Access Information" section with "New Access" (checked) and "Modify Access" (unchecked) radio buttons, and a "Business Unit Affiliation" dropdown menu (Please Select One).
- Chevron Contact Information**: Includes a "Chevron Contact Name" text input field.
- Comments - Entire Webform**: Includes a "Comments" text area, highlighted with a red box and an arrow pointing to a callout box that says "Campo obrigatório, escreva qualquer comentário."

At the bottom left, a note states: "Note : * Indicates Required Fields." At the bottom right, there are "Submit" and "Exit" buttons.

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No campo “Business Unit Affiliation” selecione “ CGUG – Brazil”

The screenshot shows a web browser window with the URL `https://eprocurement.chevron.com/Buyer/servlet/CVXGetUserInfoServlet`. The form contains the following fields and sections:

- User E-mail:** `jaa@cnjk.com`
- *Phone:** if unknown (999-999-9999) [Empty field]
- Reset:** [Button]
- Currency and Locale Information:**
 - *Currency:** Brazilian Real
 - *Locale ID:** Portuguese-Brazil
- Buyer Access Information:**
 - Buyer:** New Access Modify Access
 - *Business Unit Affiliation:** --> Please Select One <-- (Dropdown menu open, showing options: CGUG - Angola, CGUG - Argentina, CGUG - Australia, CGUG - Bangladesh, **CGUG - Brazil**, CGUG - China, CGUG - Colombia, CGUG - Deep-Water(SAP-PC1), CGUG - Europe(SAP-PC1), CGUG - Gulf of Mexico(SAP-PC1))
 - *Access Type:** [Empty field]
- Category Management Access Information:**
 - Category Management:** [Empty field]
- Supplier Information:**
 - *Supplier Company Name:** [Empty field]

4º Passo – Depois de ter preenchido todos os campos necessários, clique em “submit” para enviar a sua solicitação.

5º Passo – A página a seguir deverá apresentar um número EURO. Anote esta informação caso seja necessário rastrear o seu pedido no sistema.

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Página de Pedido Enviado

A screenshot of a webform window. The title bar reads "User Request - Submitted" and "Webform". The main content area contains a list of four bullet points: "Your request has been successfully submitted to Chevron eProcurement.", "Your Tracking ID for future reference is EURO_388.", "Your request will be processed and you will be notified of the outcome by email.", and "Please contact us via email at epHelp@chevrontexaco.com or via phone at 1-866-239-3071 with any questions or concerns that you may have." There are "Exit" buttons in the top right and bottom right corners of the window.

Exit

User Request - Submitted Webform

- Your request has been successfully submitted to Chevron eProcurement.
- Your Tracking ID for future reference is EURO_388.
- Your request will be processed and you will be notified of the outcome by email.
- Please contact us via email at epHelp@chevrontexaco.com or via phone at 1-866-239-3071 with any questions or concerns that you may have.

Exit

Importante: Todo pedido de acesso ao Ariba será submetido à aprovação interna da Chevron

Caso você necessite de assistência adicional, por favor, entrar em contato através do email: aribabrasil@chevron.com