

BHP

ProCon v8.1 BHP Contractor – Details and Instructions



Welcome to the upgraded version of ProCon!

Added security features require a new login process. The following pages will walk through the first steps necessary to access the new version of ProCon.

If you have not already done so, please complete the BHP external account registration process. If you already have a BHP External account (with XX@extbhp.com ID), please go directly to step 6 “Go to New ProCon URL”

These steps should take 5-10 minutes to complete.



Step 0: Check your email inbox for an email from: bhp-eim-notification-noreply@bhp.com.

If you DO NOT have an email from this account, you need to call or email your BHP regional contact to create a BHP External account.

You will need to provide the details below initiate the new login registration process

- First Name
- Last Name
- Email address
- Mobile #
- Company Name
- Country
- 1SAP Vendor #

Step 1: You will receive an email from: bhp-eim-notification-noreply@bhp.com

This email will provide instructions for creating a BHP External Identity Manager (BEIM) account, which will be necessary in order to login to the new version of ProCon.

From: bhp-eim-notification-noreply <bhp-eim-notification-noreply@bhp.com>

Sent: Friday, February 26, 2021 10:16 AM

To: Andrew Sterling <andrew.sterling@infosys.com>

Subject: [For Your Action] Complete your BHP external account registration | [Para su acción] Complete la registraci3n de su cuenta externa de BHP

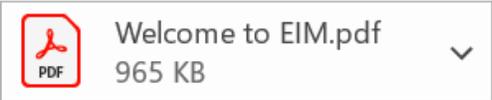
****EXTERNAL EMAIL****

BHP

Complete your BHP external account registration
Action required

Welcome to BHP!

Step 2: Click “Complete Your Registration” to be redirected to the BHP external identity manager portal



A PDF will be attached with detailed instructions

Welcome to BHP!

Hi Andrew Sterling,

Your BHP line manager has created your user account.

You can login to External Identity Manager (EIM) portal (<https://beim.bhp.com>) which is a one-stop portal where you can view and manage your user details.

How can I login?

Your account information

Username: andrew.sterling@extbhp.com

Temporary password: [blacked out]

Store the username you have been provided, it will be needed to login to ProCon

Temporary password will be provided here

Before you get started, you will need to sign in to our site and complete your registration for security purposes. This will only take a few minutes.

Click here to complete registration

Complete Your Registration



Step 3: Input the username provided in the email to activate your account

BHP English Español

Welcome to
External Identity Manager

EIM portal enables the following:

- Creation and management of accounts for guest users

Type of user who can be on-boarded via EIM portal:

- Guest users who are required to access BHP health & safety applications or [cloud hosted applications](#)
- Guest users who only need file collaboration capability (e.g. file sharing on SharePoint)

For better understanding of the capabilities and services offered to guest user, refer to this [page](#)

This portal can be used by:

- Authorized BHP Manager. The authorized BHP manager will have ability to

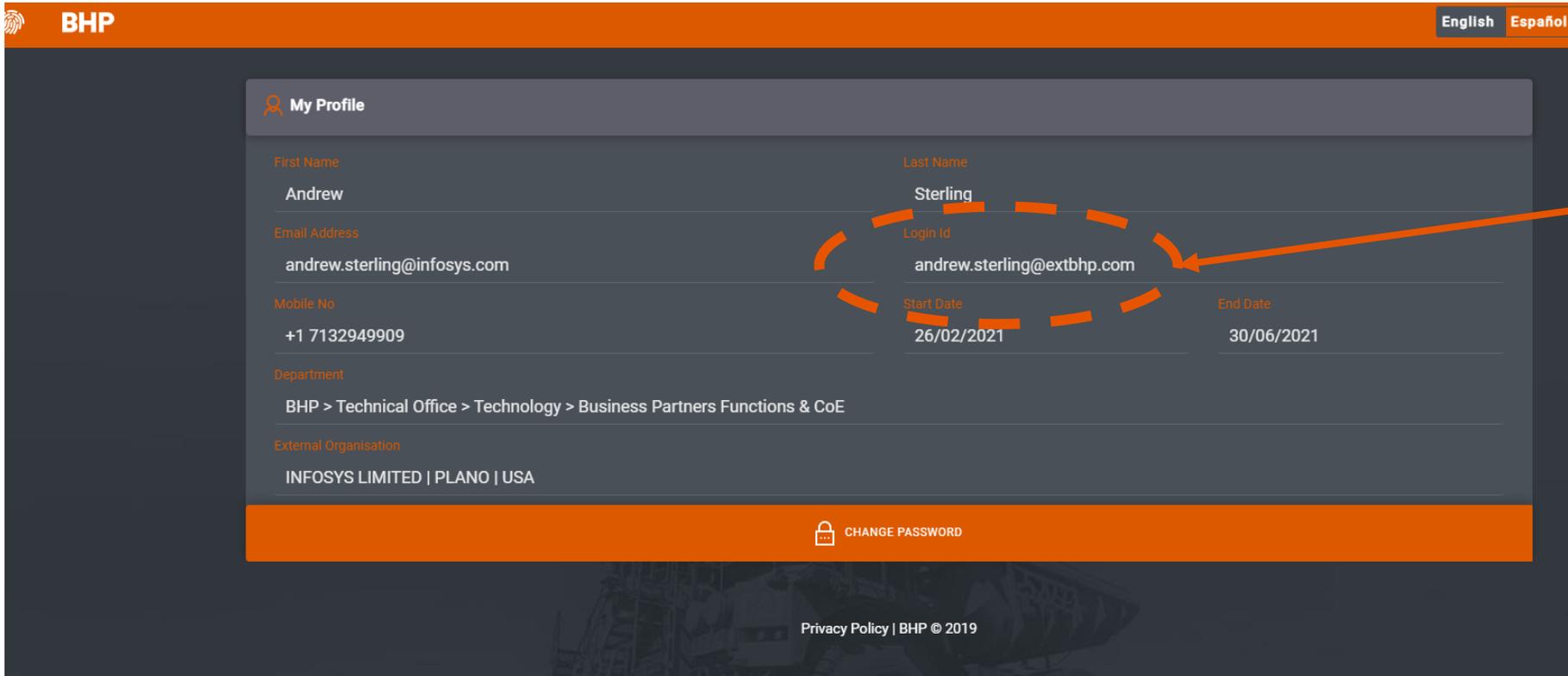
Login Id

→ Login Here

Input BHP username here

Step 4: Activate your BEIM account by creating a permanent password. Remember this password as it will be necessary to sign into ProCon.

The permanent password you create will be the password you use to sign into ProCon.



The screenshot displays the 'My Profile' page on the BHP system. The page has a dark grey background with an orange header. The header contains the BHP logo on the left and language selection buttons for 'English' and 'Español' on the right. The main content area is a light grey card with a dark grey header that says 'My Profile' with a magnifying glass icon. Below this, the profile information is organized into sections: 'First Name' (Andrew), 'Last Name' (Sterling), 'Email Address' (andrew.sterling@infosys.com), 'Mobile No' (+1 7132949909), 'Department' (BHP > Technical Office > Technology > Business Partners Functions & CoE), and 'External Organisation' (INFOSYS LIMITED | PLANO | USA). A 'Login Id' section is highlighted with a dashed orange circle, containing the email address 'andrew.sterling@extbhp.com'. Below the profile card is an orange bar with a 'CHANGE PASSWORD' button. At the bottom of the page, there is a 'Privacy Policy | BHP © 2019' link.

Field	Value
First Name	Andrew
Last Name	Sterling
Email Address	andrew.sterling@infosys.com
Mobile No	+1 7132949909
Department	BHP > Technical Office > Technology > Business Partners Functions & CoE
External Organisation	INFOSYS LIMITED PLANO USA
Login Id	andrew.sterling@extbhp.com
Start Date	26/02/2021
End Date	30/06/2021

This Login ID will be your username for the upgraded version of ProCon

This is the landing page that will display after completing your account activation.

Step 5: You will receive an email from “Microsoft on behalf of BHP” confirming your account registration



Wed 3/17/2021 10:57 AM

Microsoft on behalf of BHP <msonlineservicesteam@microsoftonline.com>

BHP account email verification code

To  Andrew Sterling

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

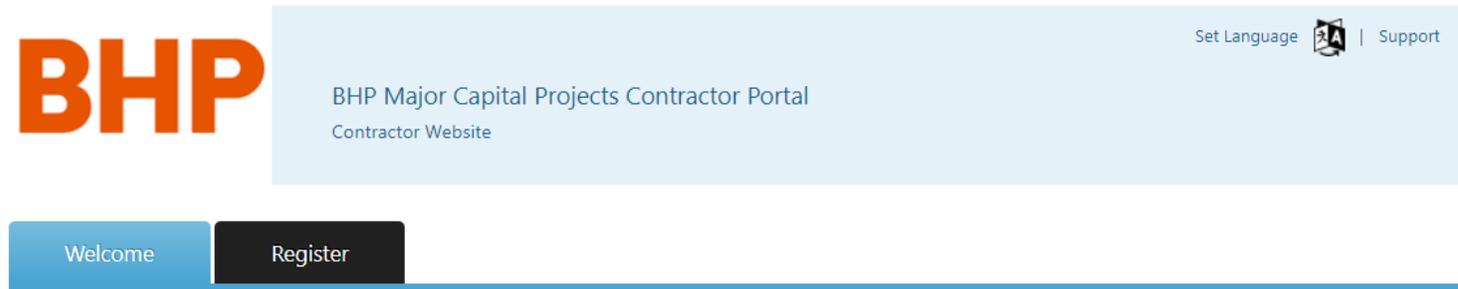
****EXTERNAL EMAIL****

Verify your email address

Thanks for verifying your andrew.sterling@extbhp.com account!

Step 6: Go to the NEW ProCon URL: <https://bhp.avevaprocon.com>

The new URL will take you to the landing page for the updated version of ProCon



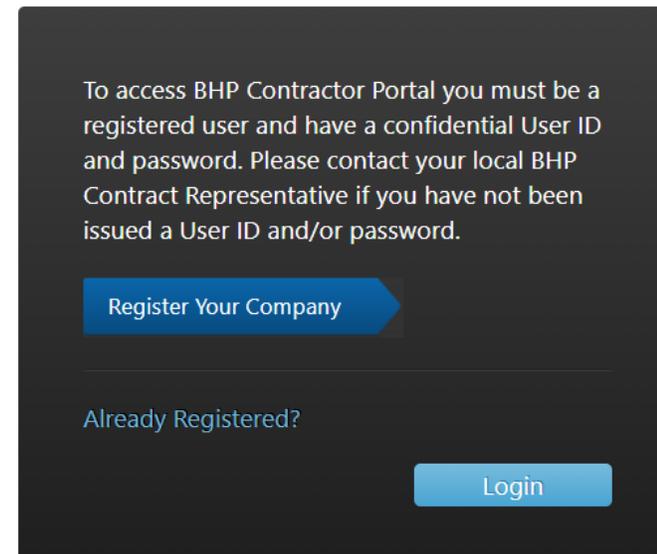
Welcome to the BHP Major Capital Projects Contractor Portal

The BHP Contractor Management Portal is an online system which provides Contractors on our Major Capital Projects access to their contracts, transactions, reports and more. If you are having issues accessing the BHP Contractor Portal ensure that you are using a supported browser (i.e. Internet Explorer 9, 10, 11 or Google Chrome). If you continue to have issues please use the Support link above. Please provide the following information when requesting support:

- Name
- Company name
- E-mail address
- Telephone number
- Name of BHP Contracts Representative
- Contract / Bid Invitation number

Frequently Asked Questions

Training Materials



Step 7: Login to the portal using the “Login” button, which will initiate multifactor authentication



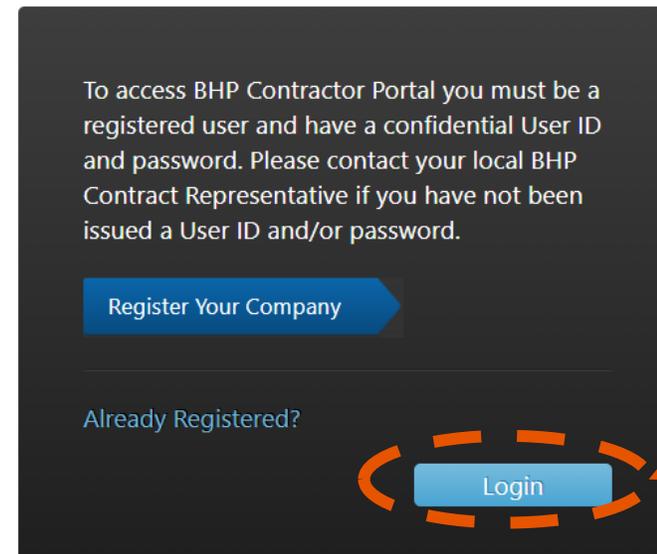
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- Name
- Company name
- E-mail address
- Telephone number
- Name of BHP Contracts Representative
- Contract / Bid Invitation number

Frequently Asked Questions

Training Materials



Click Login button here

Step 8: Click “Login” to be prompted to sign in with your BHP username

Input your BHP External username here ([XXX@extbhp.com](#))

BHP

Sign in

andrew.sterling@extbhp.com

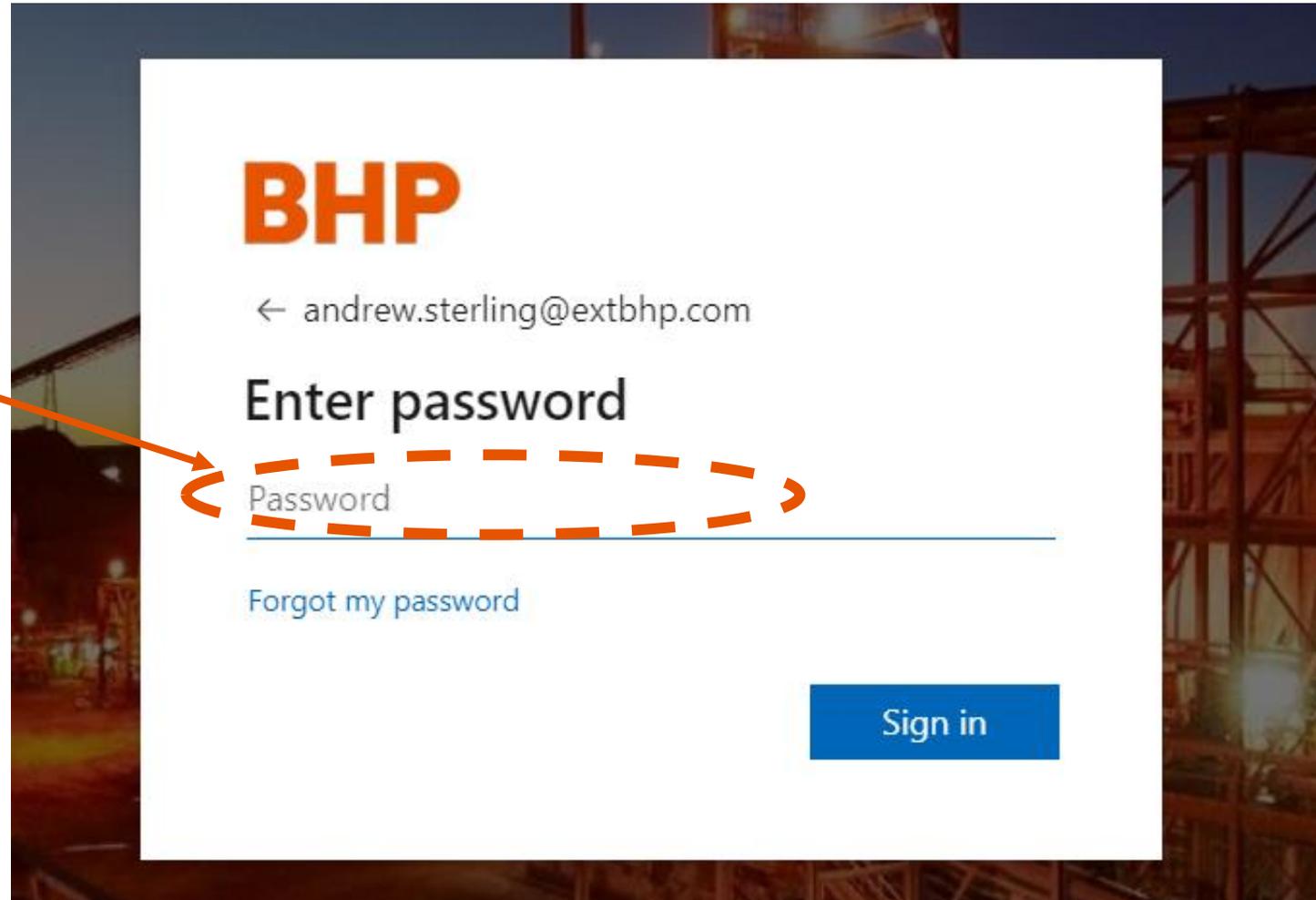
[Can't access your account?](#)

Back Next

 Sign-in options

Step 9: Enter the BHP password you created previously

Input the password you created for your XXX@extbhp.com account here



BHP

← andrew.sterling@extbhp.com

Enter password

Password

[Forgot my password](#)

[Sign in](#)

Step 10: You will receive a text message or phone call to the phone number on record for your account. Enter that code when prompted.

BHP
andrew.sterling@extbhp.com

Enter code

 We texted your phone +X XXXXXXXX09. Please enter the code to sign in.

Code

Having trouble? [Sign in another way](#)

[More information](#)

Verify

Text method is the default option. If you are unable to receive text messages, click "Sign in another way" and select the "Call" option

BHP
andrew.sterling@extbhp.com

Verify your identity

 Text +X XXXXXXXX09

 Call +X XXXXXXXX09

[More information](#)

Cancel

Step 11: This will bring up the Terms of Use

Accepting the Terms of Use will allow you to submit the form and log into ProCon

Terms of Use

Please scroll through the Terms of Use below and confirm you have read the AVEVA Terms and Conditions. Click the Accept button to confirm reading and acceptance of both sets of terms. If you decline agreement, you will be denied access to the site and will be logged out.

Failure or neglect by BHP to enforce at any time any of the provisions of this license shall not be construed or deemed to be a waiver of the rights of BHP under this license.

Definitions

'BHP' means BHP Billiton Limited, all of its related bodies corporate, BHP Billiton PLC and all of its related bodies corporate. A related body corporate means a related body corporate as defined in the Corporations Law of Australia.

'Hyperlink' means any mechanism of providing a link from one location on the Internet (or a web page) to another location on the Internet (or a different web page, or a different location on the same web page), and includes any mechanism for linking to, or providing access to, files via the Internet.

'Intellectual Property' means all intellectual property rights as defined by Article 2 of the World Intellectual Property Organisation Convention of 1967, in any inventions, designs, trademarks, trade names, circuit layouts, plant varieties, business and domain names, logos and get-up, confidential information, matter, materials or works accessible on or via the BHP websites.

I confirm I have read the AVEVA Terms and Conditions.

Accept

Decline

You have accepted the Terms of Use and the AVEVA Terms and Conditions. Click Submit to proceed to the Contractor Portal.

Submit

Submit

Step 12: You will then be redirected into the new version of ProCon, where your data and information have been pre-populated

The screenshot shows the BHP Major Capital Projects Contractor Portal. At the top left, the logo for AVEVA BHP is displayed, with the text 'AVEVA™ Contract Risk Management Contractor Portal' below it. At the top right, the user's name 'John Doe' and 'EXT BHP' are shown next to a hamburger menu icon. Below the header is a navigation bar with tabs for 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The 'Overview' tab is selected and underlined. The main content area is titled 'Welcome to the BHP Major Capital Projects Contractor Portal' and includes a sub-header 'Contractors Register Website Provided by AVEVA Contract Risk Management'. The main text explains that the portal is an online system for contractors and lists the following information to provide when requesting support: Name, Company name, E-mail address, Telephone number, Name of BHP Contracts Representative, and Contract / Bid Invitation number. Below this are sections for 'Frequently Asked Questions', 'Training Materials' (with links for 'Introduction to ProCon', 'Instructions to Tender Online', and 'Contract Communications and Obligations'), and 'Training Videos - Minerals Australia' (with a link for 'Contractor Training (English, 15min) | English Subtitles'). At the bottom, there are four expandable sections: 'Qualification Category Details' (showing 'You currently do not have a Qualification Category created.'), 'Prequalification Tasks (0)' (showing 'There are no prequalification tasks available for you at this moment.'), 'Current Active Tenders (0)' (showing 'You have no tender activities.'), and 'Obligations (0)' (showing 'There are no obligations that require your attention.').

BHP

Troubleshooting FAQ – Error Messages and Resolutions

Troubleshooting FAQ – Error Messages and Resolutions

Common Error #1: Incorrect Login Credentials

login.microsoftonline.com/4f6e1565-c2c7-43cb-8a4c-0981d022ce20/wsfed?wa=wsignin1.0&wtrealm=https%3a%2f%2fbhp.avevaprocon.com%2fProConCont

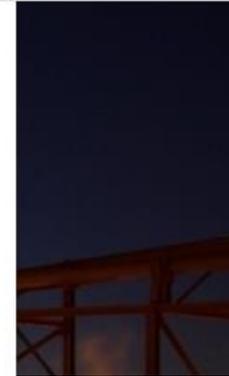


Sign in

Sorry, but we're having trouble signing you in.

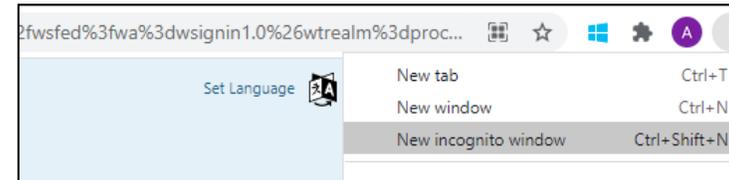
You must use your [@extbhp.com](mailto:XXX@extbhp.com) email as your login. You may have another Microsoft / O365 account which may have been saved and must be changed.

AADSTS90072: User account 'andrew.sterling@ad.infosys.com' from identity provider 'https://sts.windows.net/63ce7d59-2f3e-42cd-a8cc-be764cff5eb6/' does

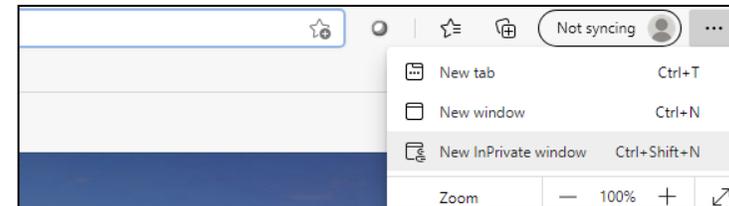


Resolution Option 1: Open a new browser in private viewing / incognito mode and try logging in again. When prompted, enter **XXX@extbhp.com** credentials.

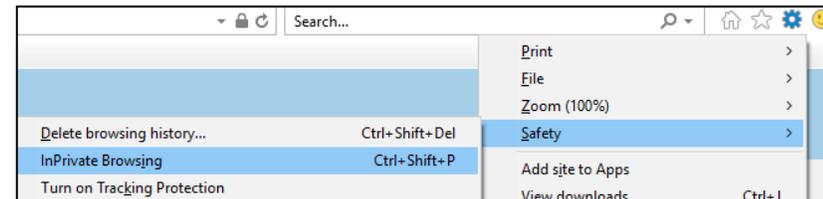
Chrome: To activate incognito mode, click on the drop down menu in the top right corner of the browser. From there, click “New Incognito Window”



MS Edge: To activate inPrivate mode, click on the drop down menu in the top right corner of the browser. From there, click “New InPrivate Window”



IE: To activate inPrivate mode, click on the gear button in the top right corner of the browser. From there, click “Safety” then “InPrivate Browsing”



Troubleshooting FAQ – Error Messages and Resolutions

Common Error #1: Incorrect Login Credentials

login.microsoftonline.com/4f6e1565-c2c7-43cb-8a4c-0981d022ce20/wsfed?wa=wsignin1.0&wtrealm=https%3a%2f%2fbhp.avevaprocon.com%2fProConCont



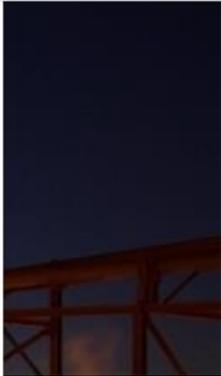
Sign in

You must use your [@extbhp.com](mailto:XXX@extbhp.com) email as your login. You may have another Microsoft / O365 account which may have been saved and must be changed.

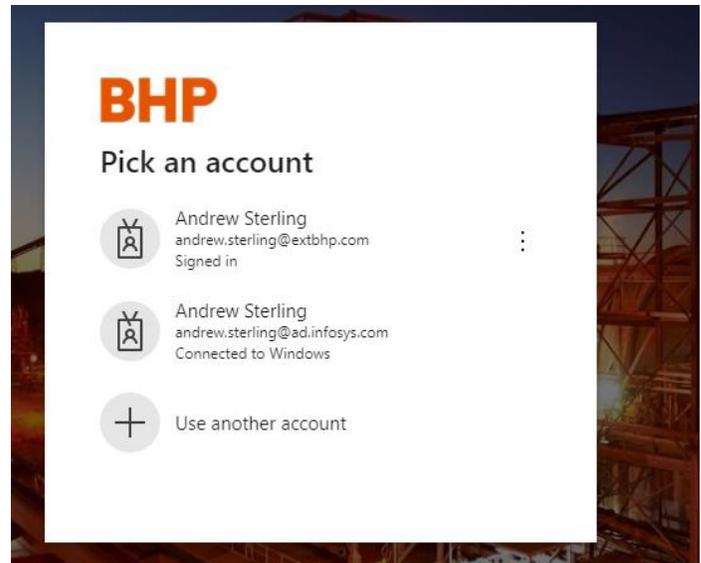
Sorry, but we're having trouble signing you in.



AADSTS90072: User account 'andrew.sterling@ad.infosys.com' from identity provider 'https://sts.windows.net/63ce7d59-2f3e-42cd-a8cc-be764cff5eb6/' does

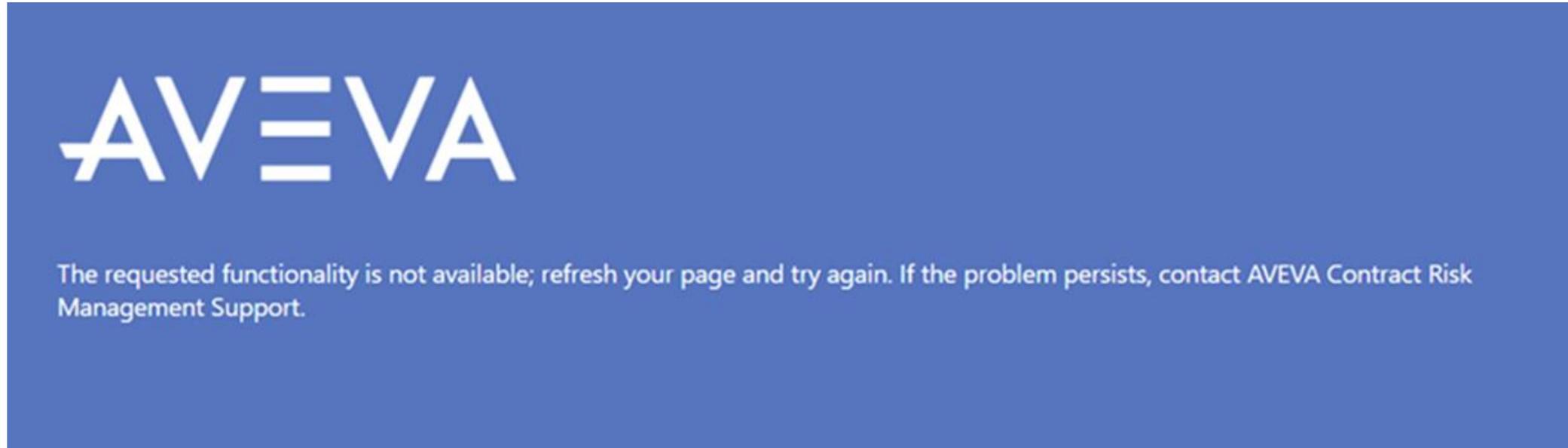


Resolution Option 2: Log out of other Microsoft / O365 account. Try signing in again to ProCon, and you should be prompted to select a different account to log in. Select your XXX@extbhp.com account and continue to log into ProCon.



Troubleshooting FAQ – Error Messages and Resolutions

Common Error #2: AVEVA Error Message (any error message with the following AVEVA header)



Resolution: Try closing your browser, then re-open and try logging in again. If that does not work, try logging into ProCon from a different browser. If that does not work, please email: Contractriskmanagementsupport@aveva.com

Troubleshooting FAQ – Error Messages and Resolutions

Common Error #3: Forgot password



BHP

andrew.sterling@extbhp.com

Click "Forgot my password" to begin the password reset process

Enter password

Password

Forgot my password

Troubleshooting FAQ – Error Messages and Resolutions

Common Error #3: Forgot password

BHP

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

Next

Cancel

Use the XX@extbhp.com username to proceed

Troubleshooting FAQ – Error Messages and Resolutions

Common Error #3: Forgot password



Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

Email my alternate email

Text my mobile phone

Call my mobile phone

We've sent you a text message containing a verification code to your phone.

Enter your verification code

Next

You must complete 2 verification steps to reset your password



Troubleshooting FAQ – Error Messages and Resolutions

Common Error #3: Forgot password



Get back into your account

verification step 1 ✓ > **verification step 2** > choose a new password

Please choose the second contact method we should use for verification:

Email my alternate email

We've sent an email message containing a verification code to your inbox.

Enter your verification code

Next

[Are you having a problem?](#)

You must complete 2 verification steps to reset your password



Troubleshooting FAQ – Error Messages and Resolutions

Common Error #3: Forgot password

BHP

Get back into your account

verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

* Enter new password:

Password strength

* Confirm new password:

Finish

Cancel

A strong password is required. Strong passwords are 8 to 256 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

After verification, you may create a new password which will allow you to log into ProCon

BHP