

Supplier Registration Instructions

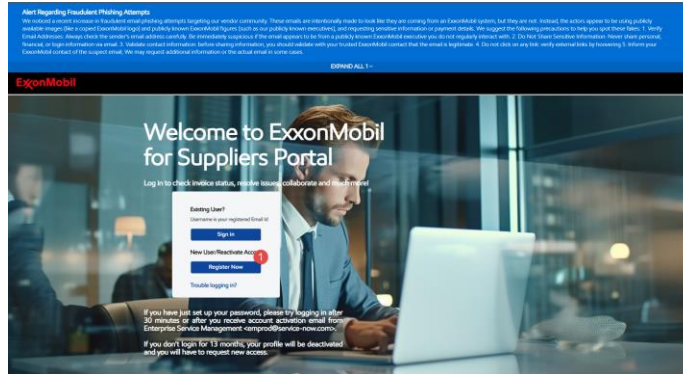
To start the supplier registration or reactivation process:

1. Access the [ServiceNow Suppliers Portal](#)

- This portal is designed for **external clients and suppliers**.

2. Select “Register Now”

- Follow the on-screen prompts to begin your registration.



3. Fill Out and Submit the Registration Form

- Complete the **Supplier Registration or Reactivation Request** form and submit it through the portal (*case number will be provided when submitted*)

Supplier Registration/Reactivation Request

If you are a supplier to ExxonMobil and want to access the Supplier Collaboration Portal, fill out the form below to submit the request. All fields marked * are required to submit the ticket.

You will receive an email from Enterprise Service Management <emprod@service-now.com> that your request was submitted. Once you receive confirmation that the case was resolved, you will receive an email from <no-reply@exxonmobil.cloud> to activate your account to access the Portal. Please allow some time for your request to be processed after submission.

In case you do not activate the account within 7 days, your activation link will expire.

Please click [here](#) to learn about the account reactivation process.

* First Name

* Last Name

* Email

* Country of Your Operation

* Legal Company Name

* VAT Number/Tax ID

Do you know your Vendor Number

Are you providing factoring services on behalf of another supplier

Signing in After Account Setup

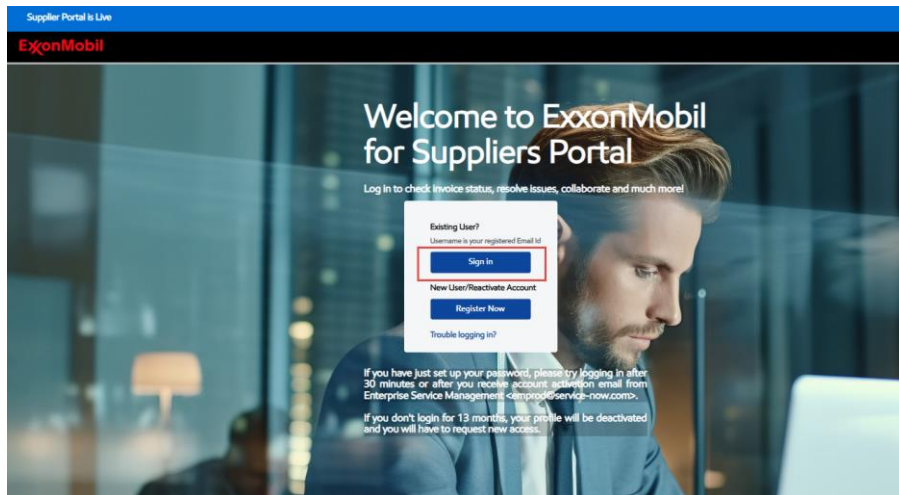
Once your account has been successfully created:

1. **Go to the ServiceNow Suppliers Portal**

- This portal is intended for external clients and suppliers.

2. **Click on “Sign In”**

- Enter your credentials to access your account.



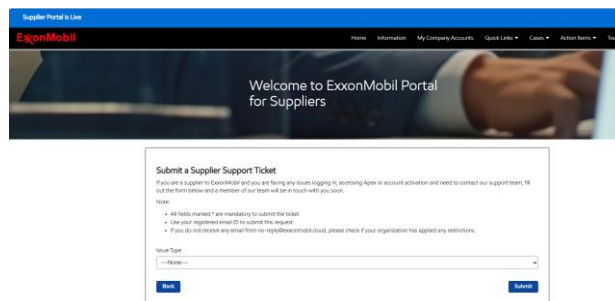
Submitting a Supplier Support Ticket

1. **Go to the [ExxonMobil Supplier Support Portal](#)**

- This portal is specifically for external clients and suppliers.

2. **Follow the prompts to submit your support request**

- Follow the prompts to submit your support request.



3. **Provide Required Details**

- Be sure to include all relevant information to help resolve your issue efficiently.