

Instructions to Register with the Northern Powergrid E-Tendering Portal

If you have not previously registered, or have not been invited by Northern Powergrid onto the e-tendering portal ("Portal"), you will need to register your company in order to access Northern Powergrid's procurement opportunities. Please access <https://berkshirehathawayenergy-npg.app.jaggaer.com> to register your company. Click on the "Register" button to begin the registration process and follow all instructions that you see on screen.

Once you have registered your company, each user will be required to follow these instructions to access the tool.

You will need to use Google Authenticator multi-factor authentication (MFA) preferably via smartphone to access the Portal, though PC based options are also available. For PC based options, please contact the help desk whose number is at the bottom of these instructions. The instructions on using Google Authenticator with the use of a smartphone are as follows:

1. Enter username and temporary password
2. OTP (one-time password) token required
 - a. Install Google Authenticator (official Google Authenticator app only available on iOS and Android; third party alternatives for Blackberry and Windows Phones)
 - i. Android – [download](#) from the "Play Store" – You will need an active Google Account to access the Play Store and continue to use the app.
 - b. iOS – [download](#) from the "App Store" – You will need an active Apple ID on your phone to do this.

OTP Token Required

Use the QR code to configure the Google Authenticator OTP as two-factor authentication

Token Number



Submit

Cancel

3. Open Google Authenticator app and scan barcode. You will receive a 6 digit code – input the **Token Number** and **Submit**
4. Agree to **User Agreement**
5. Change Temporary Password
6. Registration Data
7. Basic Profile
8. Category Selection (this completes registration)
9. Login as Supplier to access Main Dashboard
 - a. Your Google Authenticator App will generate a new token number. Input new number and Submit to access the system.

OTP Token Required

Token Number

Submit

X Cancel

Cyber security is a primary concern for Northern Powergrid and its parent company Berkshire Hathaway Energy (BHE) and we are looking to apply controls that will set a high bar for cyber-security of our E-Procurement Portal and in the near future our contract process.

Evidence suggests that the majority of cyber-attacks (approximately 90%) are related to user authentication, whereby malware is installed to a device or application which allows the attacker to access a user's credentials.

The goal of requiring multi-factor authentication is to ensure that the credentials used to log-in to our portal actually belong to the person trying to access the system, and to be effective these controls are applied consistently for all users whether internal to BHE and its affiliates or externally from the supplier base.

Any breach of security to the portal may allow access to sensitive contract data, and even if only a minority of contracts includes this data, we are duty bound to protect the entirety of the system.

Should you need any support with your company registration or have any technical issues/queries with regards to accessing the E-Procurement Portal, please contact the Help Desk: