

From: suppliers@chevron.apexportal.net
To: SUPPLIEREMAILADDRESS@DOMAIN.COM
Subject: Chevron - Invitation to Register
Date: June,30 Monday 2025 1:48:15 pm
Attachments: [CompanyLogo.png](#)



Dear <SUPPLIER CONTACT NAME>,

You are receiving this message because you will be, or have recently begun doing business with Chevron. You are required to register in our Supplier Management Portal, and complete your profile for us to be able to issue POs and/or process your invoices for payment.

How to update your profile?

1. Visit <https://chevron.apexportal.net> to log in using the below-mentioned username and password. These credentials are valid for 30 days from the date of original receipt. Please do not share these credentials with anyone.
2. When you log in using the aforementioned credentials you will be emailed a one-time Authentication Code to complete the logon and validate your identity.
3. Log in and reset your password to one of your choice. Following that you can update your profile; it will take you approximately 10-15 minutes to complete it.
4. Please use your log in credentials to manage and update the details on your account on an ongoing basis.

Company Name: <COMPANY NAME>

Username: <USERNAME>

Password: <TEMPORARY PASSWORD>

You will also receive automated reminders via e-mail pending completion of this registration online.

Please be prepared to provide the following on your registration:

1. Company contact information
2. Tax Registration Information (TIN, FED ID, VAT, CIF, NIF as applicable)
3. Banking Information
4. Business classification
5. Government and diversity certification

Requester Notes:

If you have any questions or need assistance about this, please contact the Chevron Accounts Payable Help Desk Team at supplierportal2@chevron.com.

System Administrator
Chevron

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