



HP Supplier Portal: REACH Form Access Process

HP Supplier Portal **REACH** supplier input login and access instructions:

(1.) HP's Supplier Portal can be accessed via the following web address:

<https://h20168.www2.hp.com/supplierextranet/index.do>

(2.) Log into the Supplier Portal with your user name and password.

- a) If you do not have a user name and password, please contact your HP Partner and request access to "HP's REACH supplier input form on the Supplier Portal". You will receive an email confirmation when access has been granted.
- b) If you do have access to HP's Supplier Portal, please use your existing login process. If you do not have the "REACH" left-hand link option (red arrow below) after successful login, please contact your HP Partner and request access to "HP's REACH supplier input form on the Supplier Portal". You will receive an email confirmation when access has been granted.



(3.) Click on the "REACH" left-hand link (red arrow above) to launch the HP REACH supplier input form.

(4.) Begin populating the HP REACH supplier input form. Please review the instructions noted in the form.