



BNSF Railway

Supplier Pre-Assessment Request Instructions

Interested in becoming a BNSF Railway supplier?

First, educate yourself about the rail industry and BNSF Railway. Then, follow the instructions below to submit or revise a Pre-Assessment form. The completed form will be reviewed and saved to identify potential suppliers for current and future business needs.

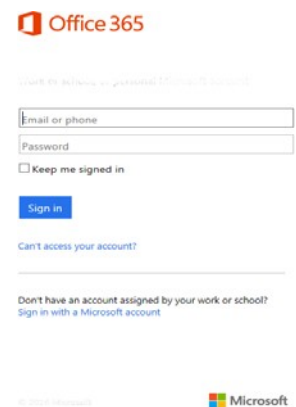
Please note that submitting a request does not imply a contractual agreement is in place or an obligation for procurement. BNSF will contact you when an opportunity is available.

First Time Access to the Pre-Assessment Site

Assumptions	
You must have a Microsoft Live Account that that is linked to your official business email address.	<p>(1) A valid Microsoft Live ID is required to access the BNSF Supplier Pre-Assessment Request form (application) because the tool is built in Office 365's SharePoint application.</p> <p>If you do not have a Microsoft Live Account, go to https://login.live.com/ and sign-up prior to requesting access to the application.</p>
Your MS Live email address will be your User ID to access the BNSF Supplier Pre-Assessment Request Tool.	<p>(2) <i>After</i> your business email address is setup on Microsoft Live, send an email (from that address) requesting access to the BNSF Supplier Pre-Assessment Tool to:</p> <p>SupplierPre-AssessmentRequest@BNSFRailway.onmicrosoft.com</p> <p>Include your company name in the Subject line and/or body of the email to expedite processing.</p>
You must be approved and granted to access the BNSF Supplier Pre- Assessment Tool.	<p>(3) <i>After</i> completing steps 1 and 2 above, you will receive a reply email with a link and instructions on how to access and submit your Request Form. <i>Allow 1-3 business days for a response.</i></p>

To submit a BNSF Railway Supplier Pre-Assessment Form

1. *After* obtaining a Microsoft Live ID *and* receiving a confirmation email, access the Request Form from the link in the email or go to <https://bnsfrailway.sharepoint.com/teams/sa/> .
2. Sign-in with your User ID (Microsoft Live email address) and password.



3. Populate all relevant and mandatory (*) fields as indicated on the form and press the submit button.

* Mandatory Fields

Business Information	
* Business Name	<input type="text"/>
* Business Address	Street Address <input type="text"/>
	City <input type="text"/> State <input type="text"/> Zip Code <input type="text"/>
	Country <input type="text"/>

Contact Information	
* Contact Name	<input type="text"/>
* Title	<input type="text"/>
* Phone	<input type="text"/>
FAX	<input type="text"/>
* E-mail Address	<input type="text"/>

Business Size	
* Number Of Employees	<input type="text"/>
* Annual Sales Present Year	<input type="text"/>
* Annual Sales Last Year	<input type="text"/>

Business Ownership	
* Ownership Information	Ownership Type <input type="text"/> Owner(s) Name and percentage (if relevant) <input type="text"/>

INSURANCE AND BONDING INFORMATION	
Insurance	<input type="checkbox"/> General Liability (GL) insurance <input type="checkbox"/> Automotive Liability <input type="checkbox"/> Umbrella Liability <input type="checkbox"/> Other <input checked="" type="checkbox"/> <input type="text"/>
	General Liability Insurance: Minimum Per Occurrence Limit <input type="text"/> Minimum General Aggregate Limit <input type="text"/> 50 Foot Coverage Attached to GL <input type="checkbox"/>
	Automotive Liability Insurance: Minimum Combined Single Limit <input type="text"/>
	Umbrella Liability Limits <input type="text"/>
	Workers Compensation Limits <input type="text"/> <small>(State Statutory Workers Compensation is required)</small>
Bonding	Is your organization bondable? <input type="checkbox"/> Bid Bond <input type="checkbox"/> Performance & Payment <input type="checkbox"/> Material Supply Bond <input type="checkbox"/> Warranty Bond
	Bonding Rate per \$1000 <input type="text"/> (State \$ amount)
	Bonding Capacity per project <input type="text"/>

Diversity Information	
Diverse Business Enterprise (DBE)	
DBE	<input type="checkbox"/> (Select check box if business is a Diverse Business Enterprise)
Attachment	<input type="button" value="Click here to attach a file"/>

Remember to populate all **Insurance** and **Bonding** information about your company.

Indicate if your company is a **Diverse Business Enterprise (DBE)** and provide certification information.

Attach relevant documents (capability statements, etc)

The **Product/Service Information** section is very important. You must select a **Main Service** *and/or* **Material** in order for your profile to automatically route to a Sourcing team. If you do not, it will be less efficient for buyers to identify your company as a potential supplier. In the example below, the supplier's form will not be routed to a buyer's queue via a system generated alert; however, the buyer can search for the Other Services as needed.

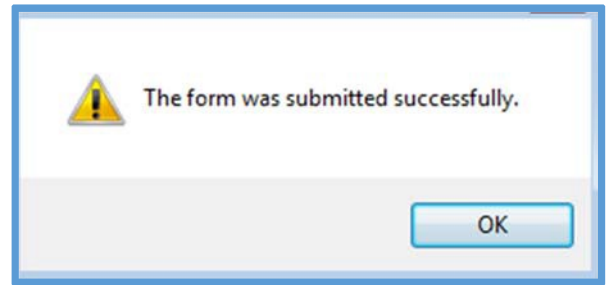
Product/Service Information (Check all that apply)	
Services Type	Main Service Provided N/A All other services provided: <input checked="" type="checkbox"/> Bridge Maintenance <input checked="" type="checkbox"/> Engineers - Environmental
Type of Materials Provided	Main Material Product N/A All other materials provided:

Populate the Main Service *and/or* Material fields to support routing your profile to a buyer.

Confirmation that we have received your request

After submitting all required and relevant information, you will receive an:

- on-screen confirmation that your form was successfully submitted.
- email confirmation to the address you provided. If you do not receive it, please check your spam email.



To view or edit your existing request

1. Go to <https://bnsfrailway.sharepoint.com/teams/sa/>
2. Sign-in with your User ID (Microsoft Live email address) and password.
3. On the right side of the submission form, click on your business name.
4. Click "Edit Item" on the far left hand corner.
5. Edit your request form and press the submit button. You will receive an on-screen confirmation that your edits were submitted successfully.

