usps | re:supply
news our suppliers can use

Issue 25

August 3, 2017

CONTENTS:

Notice of Upcoming Changes for Remote Connection

Postal Suppliers,

Cybersecurity has always been, and continues to be, a priority for the U.S. Postal Service. As part of our mission to strengthen the security of our network, measures are being taken to limit external access from unauthorized and/or malicious actors.

As part of these efforts, the Corporate Information Security Office (CISO) will **shut down remote.usps.gov as an approved connection to USPS applications on August 28.**

Impact:

If you **do not** use remote.usps.gov to access USPS applications, no further action is required at this time.

If you **do** use remote.usps.gov, log on to eAccess to request Business Partner Virtual Private Network (BP VPN) access by August 21.

- The use of two-factor authentication, using a USPS-issued token, will remain in effect when using BP VPN.

What's Next?

Instructions on how to request BP VPN access are shown below.

Please note the following dates.

Date	Activities
Monday August 21, 2017	**Last day to request BP VPN access**: If needed, log on to eAccess by this date to request BP VPN access and to receive approval prior to the shutdown on August 28.

Monday August 28, 2017	**Remote.usps.gov disabled**: The Postal Service will disable remote.usps.gov as an approved connection to Postal Service applications.

Where should I go if I have questions?

If your employer does not appear on the BP VPN drop down list, contact the Postal Service IT Service Desk at (800) 877-7435.

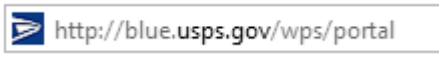
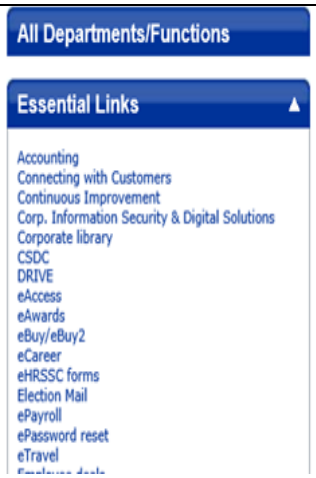
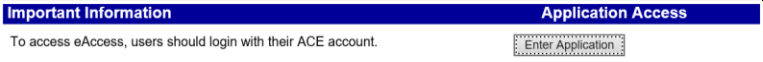
Thank you for your continued commitment to safeguarding the Postal Service network!

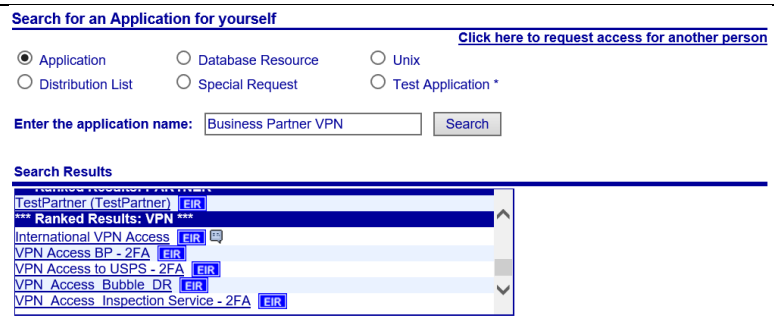
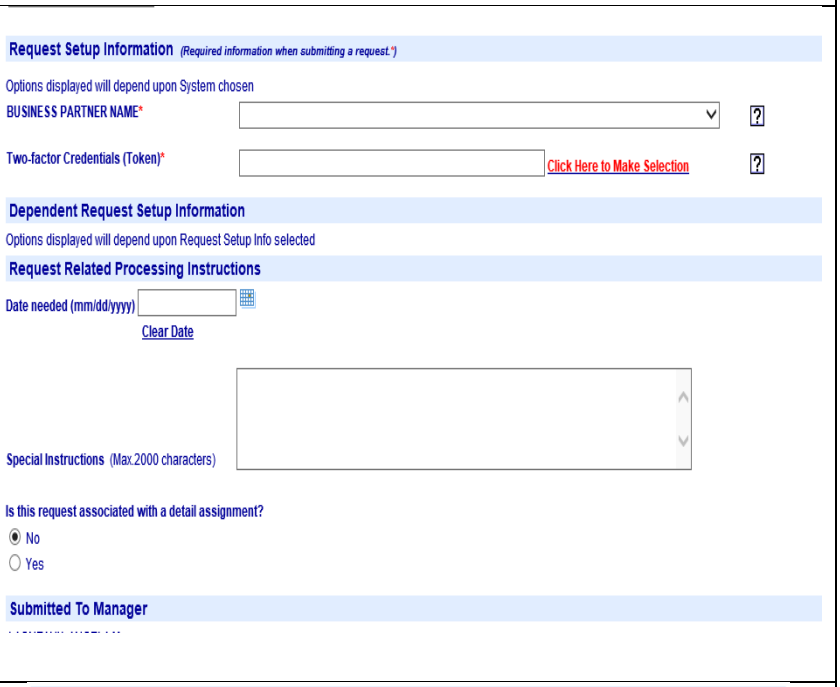
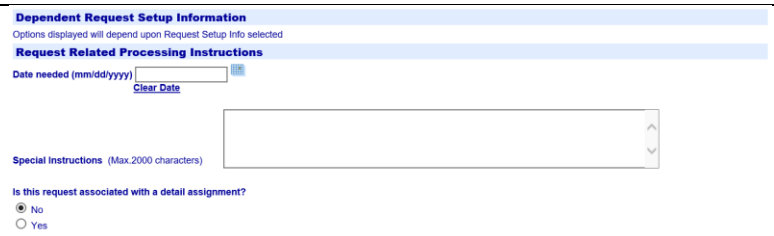
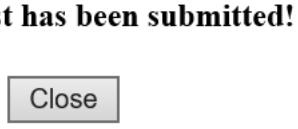
Sincerely,

Susan M. Brownell
Vice President
Supply Management

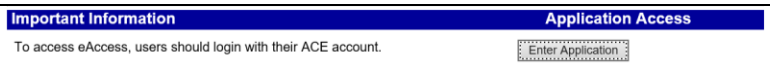
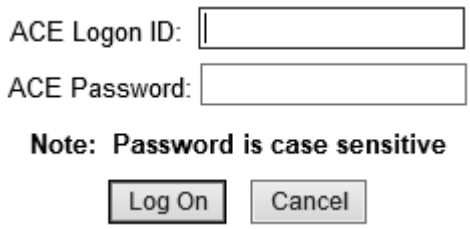
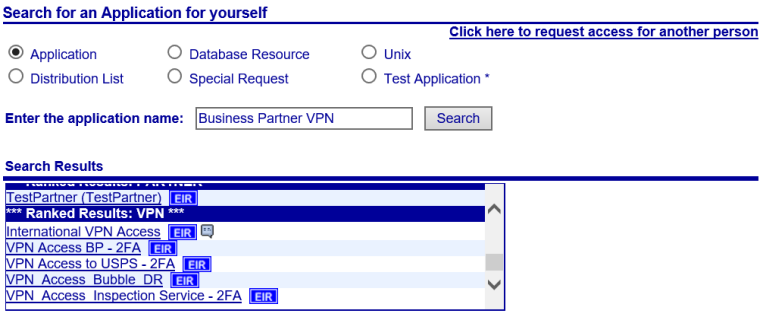
This issue is simultaneously being sent to USPS Supply Management employees for their information.

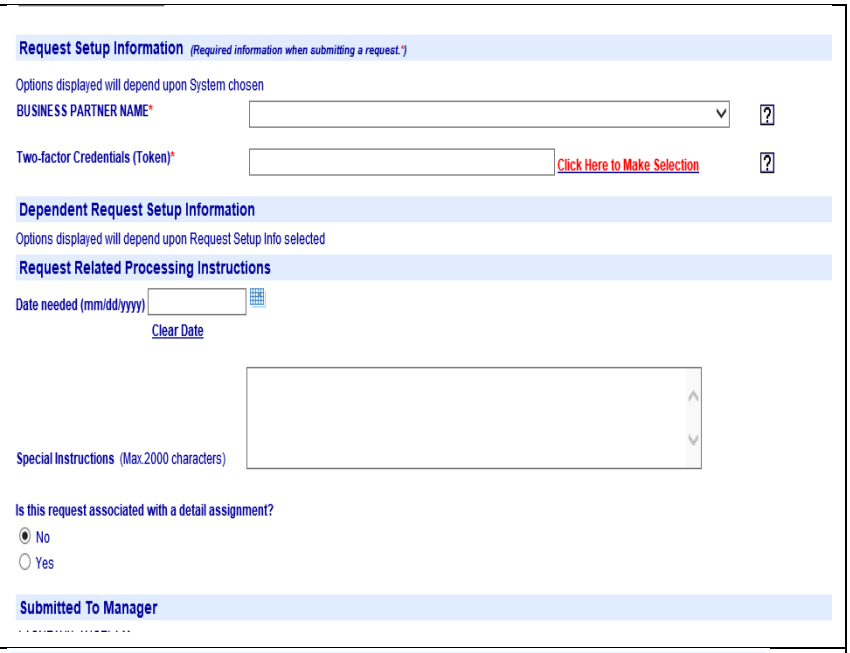
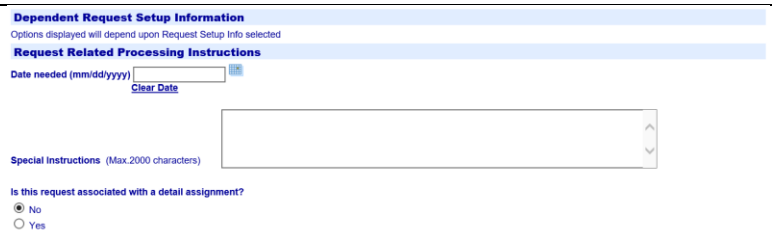
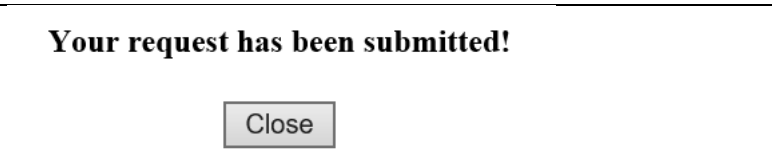
Instructions for requesting BP VPN using an ACE Machine

1. If you are logged in to an ACE machine, go to the USPS Blue page	
2. Click on **eAccess** in the left side navigation bar, under Essential Links	
3. Click on **Enter Application**	

4. **Log in** with your ACE ID and Password	
5. Search for **'Business Partner VPN'** in the search box 6. Scroll down and **click on 'VPN Access BP-2FA'**	
7. **Find your company's name in the Business Partner Name** drop down box. **If you are EEO, select the Business Partner Name, 'EEO.' *** *If company name does not appear, an NCRB request will need to be completed.* 8. **Complete all necessary forms**. Enter a home or work address. If you do not currently have a token, one will be sent to you at the address you provide when you select "Click Here to Make a Selection". If you already have a token, you will not receive another one.	
9. Click on the calendar icon and **enter today's date** as the 'Date Needed' 10. Select '**No**' when asked if the request is associated with a detail assignment	
11. Click **Next** 12. Review information for accuracy 13. Click **Submit** 14. You will receive a confirmation upon submitting your request	

Instructions for requesting BP VPN using remote.usps.gov

1. If you have a token, log in to **remote.usps.gov** with your username and password	
2. Click on **eAccess** in the navigation bar	
3. Click on **Enter Application**	
4. **Log in** with your ACE ID and Password	
5. Search for **'Business Partner VPN'** in the search box. 6. Scroll down and **click on 'VPN Access BP-2FA'**	

7. **Find your company's name in the Business Partner Name** drop down box. **If you are EEO, select the Business Partner Name, 'EEO.' *** *If company name does not appear, an NCRB request will need to be completed.* 8. **Complete all necessary forms**. Enter a home or work address. If you do not currently have a token, one will be sent to you at the address you provide when you select "Click Here to Make a Selection". If you already have a token, you will not receive another one	
9. Click on the calendar icon and **enter today's date** as the 'Date Needed' 10. Select '**No'** when asked if the request is associated with a detail assignment.	
11. Click **Next** 12. Review information for accuracy 13. Click **Submit** 14. You will receive a confirmation upon submitting your request	

ARE YOU REGISTERED TO DO BUSINESS WITH THE U.S. POSTAL SERVICE?

Almost 19,000 suppliers have registered since our launch of the Supplier Registration site in July 2009.

All suppliers interested in doing business with the U.S. Postal Service should register their company in the Postal Service Supplier Registration system.

For more information, please go to *http://about.usps.com/suppliers/becoming/registration.htm*.

CONTACT US!

We value your questions and feedback to this newsletter. Please feel free to reply to this message with your feedback or mail to:

U.S. Postal Service
Supply Management Communications
475 L'Enfant Plaza, SW, Room 1100
Washington, DC 20260-6201

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DID YOU **KNOW** ?

The United States Postal Service receives no federal tax dollars for its operations.