



Bechtel Supplier Portal User Guide

Updated December 2024

Level 4 - Bechtel Public

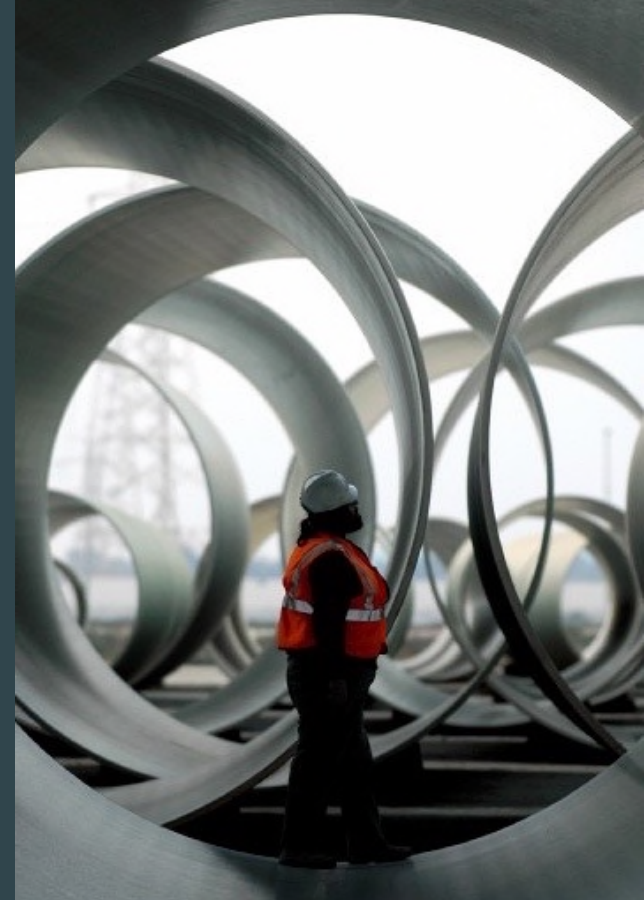


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Registering your company in Bechtel's iSupplier portal is the first step in your Company's engagement with Bechtel across the globe.

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2. Log In

Once your Company Profile has been approved, make sure to keep it up to date so that Bechtel's Buyers can better engage with you.

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Supplier Assessments help Bechtel Buyers collect essential information about potential bidders before inviting them to negotiations

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Bechtel is increasingly using an online-only bidding process, which allows us to meet our customers needs better. Become familiar with the steps to save your company time and effort.

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5. Access Orders & Agreements

Access all your Company's open and closed Orders and Agreements, provide your electronic acknowledgement, and download PDF versions if needed.

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Submit a change request to your Bechtel Buyer about an active Award; respond to a change notice from Bechtel; and submit a Daily Report

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1 | Register your Company

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1.0 About Registering

Our suppliers and subcontractors are critical members of our contracting and procurement functions in support of the company's diverse business portfolio.



BEFORE YOU BEGIN:

- Review the Bechtel Website (<https://www.bechtel.com/supplier/>) for the most current information about sources of supply and services to our Supply Chain personnel worldwide.
- Bechtel uses Oracle EBS for supplier registration, communication, and negotiations (RFI, RFQ and/or Auctions):
 - If you have not previously registered with us, you can **"Register"** your company.
 - If your registration is the result of an invite, please respond to your Bechtel contact to confirm that you have completed the process.
 - If you registered after March 20th, 2017 and have received a Bechtel Partner Access (BPA) User Account, please use the **"Log In"** link.
- This guide will provide you with more information and instructions on using the Bechtel Supplier Portal. Find additional help on the Supplier Resources page <https://www.bechtel.com/supplier/supplier-resources>.
- You can contact procweb@bechtel.com with any support issues. For some of the most common issues, you should also check the **FAQS** document available at the link above.

1.1 How to Register My Company

Things to Know

1. Your company must enter a valid **Dun & Bradstreet Number (DUNS)** to self-register with Bechtel.
 - Apply at: <https://www.dnb.com/choose-your-country.html>
2. If you do not complete the registration, you have the option to **“Save for Later.”** This will email you a direct link to come back and complete your registration within 30 days.
3. Once registered, access to your Supplier Profile is managed through **Bechtel Partner Access (BPA)**. Through BPA, you will have access to all your Bechtel resources.
4. All Registered Companies are encouraged to **maintain a complete profile**. Provide as much information as you can so that Bechtel can discover your company for future work. This includes:
 - List your **Products and Services**
 - List your **Business Classifications**
 - Select **Projects of interest**. Expressing interest will let the project’s Buyers know about your company’s interest

The screenshot shows the 'Prospective Supplier Registration' form on the Bechtel website. The form is divided into three main sections: 'Basic Information', 'Company Details', and 'Contact Information'. The 'Basic Information' section is currently active, showing a progress bar and a 'Continue' button. The 'Company Details' section includes fields for 'Company Name', 'Tax Country', 'Tax Registration Number', 'Taxpayer ID', and 'DUNS Number'. The 'Contact Information' section includes fields for 'Email', 'First Name', 'Last Name', 'Phone Area Code', 'Phone Number', and 'Phone Extension'. A 'TIP' section at the bottom provides contact information for support: 'For support in registering with the Bechtel Supplier Database, contact procweb@bechtel.com or review the portal user guide.'

BECHTEL

Basic Information | Company Details

Prospective Supplier Registration

* Indicates required field

Thank you for expressing interest in registering your company with Bechtel. Please complete the following form. Note that registration is not a guarantee of future work.

Company Details

A valid Dun & Bradstreet DUNS number is required. Failure to provide one, or an incorrect number will result in your registration failing.

* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID. Select the magnifying glass to open a search box.

Tax Registration Number

Taxpayer ID

* DUNS Number

A valid DUNS Number is required to register. A DUNS Number is a unique 9-digit identifier for businesses around the world assigned by Dun & Bradstreet (D&B). For more information, to look up your company's DUNS, or to request one, go to [Choose Your Country or Region](#).

Contact Information

Please enter accurate contact information. The email address provided will be used as the Log In ID for return visits to this site.

* Email

* First Name

* Last Name

Phone Area Code

* Phone Number

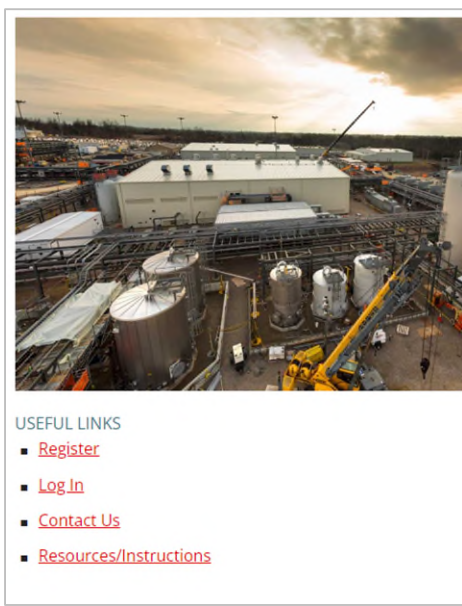
Phone Extension

TIP For support in registering with the Bechtel Supplier Database, contact procweb@bechtel.com or review the portal user guide.

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1.1 How to Register My Company (cont.)



BECHTEL iSupplier Portal

Basic Information | Company Details

Prospective Supplier Registration

* Indicates required field

Thank you for expressing interest in registering your company with Bechtel. Please complete the following form. Note that registration is not a guarantee of future work.

Company Details

A valid Dun & Bradstreet DUNS number is required. Failure to provide one, or an incorrect number will result in your registration failing.

* Company Name

Tax Country

Tax Registration Number

Taxpayer ID

* DUNS Number

A valid DUNS Number is required to register. A DUNS Number is a unique 9-digit identifier for businesses around the world assigned by Dun & Bradstreet (D&B). For more information, to look up your company's DUNS, or to request one, go to [Choose Your Country or Region](#).

Contact Information

Please enter accurate contact information. The email address provided will be used as the Log In ID for return visits to this site.

* Email

* First Name

* Last Name

Phone Area Code

* Phone Number

Phone Extension

110 For support in registering with the Bechtel Supplier Database, contact procweb@bechtel.com or review the portal user guide.

BECHTEL | DSCS How Can I Help? | Home | Settings

Basic Information | Company Details

Prospective Supplier Registration: Additional Details

Submit | Save For Later | Back

Thank you for expressing interest in registering your company with Bechtel. Please complete the following form. Note that registration is not a guarantee of future work.

Company Name

Tax Country

Tax Registration Number

Taxpayer ID

DUNS Number

Alternate Supplier Name

Note to Buyer

Note to Supplier

Address Book

One entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

At least one entry is required.

Create | +

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
test	test	7038996904	test@gmail.com	<input checked="" type="checkbox"/>		

TIP For support in registering with the Bechtel Supplier Database, contact procweb@bechtel.com or review the portal user guide.

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STEP 1: Go to www.bechtel.com/suppliers and click on **“Register.”**

STEP 2: Enter your Company and Contact’s details.

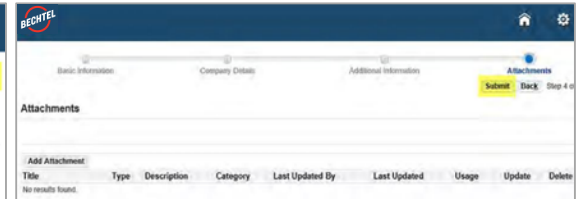
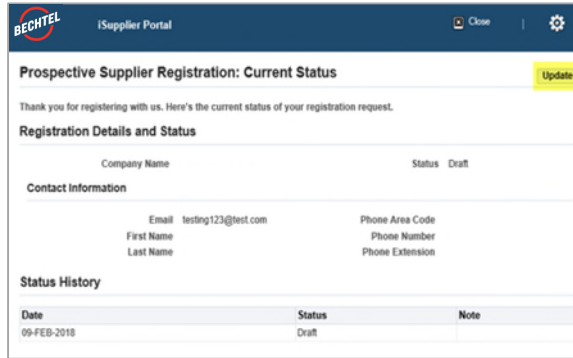
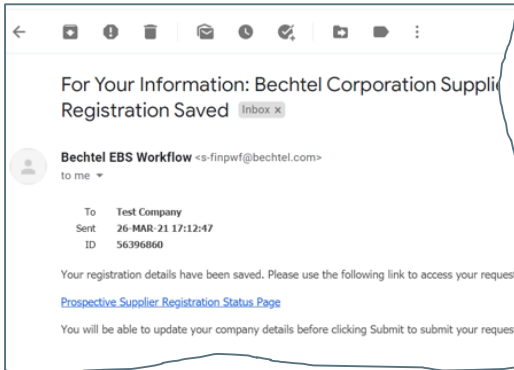
STEP 3: Provide as much information as possible.

Note:

- The * indicates **mandatory fields**
- If a duplicate company (by DUNS or other criteria) already exists, you will receive an error.
- You can click **“Save for Later”** to save a Draft form that you can complete later.



1.2 How to Update a Draft Registration



STEP 1: In the email you received when you saved your registration, click on the “**Prospective Supplier Registration Status Page**” link.

STEP 2: Click “**Update**” on the top right corner of the screen.

STEP 3: Fill out any missing information and click “**Submit**” on Step 4 of 4.

Note:

- Once you have completed your registration, it will still need to be reviewed and approved; however, **no action is needed** from you at this point.
- Your login information, i.e., username and password, will only be created once your registration has been approved by Bechtel



2 | **Log In**

IN THIS SECTION



2.1 First Time Logging In

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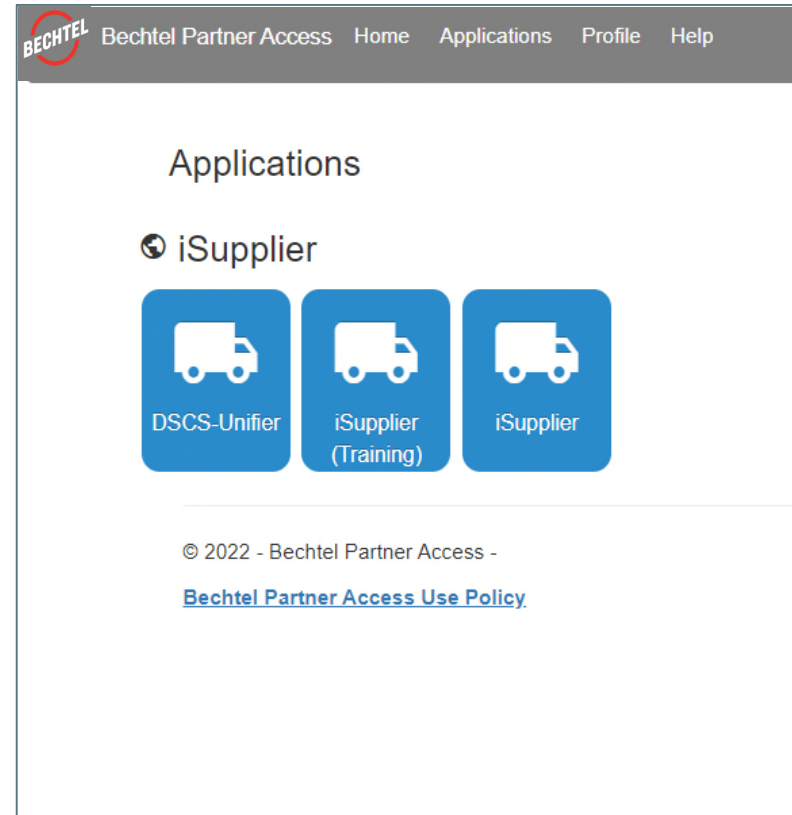
2.5 Resolving Login Issue & Resetting Passwords

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2.1 First Time Logging In

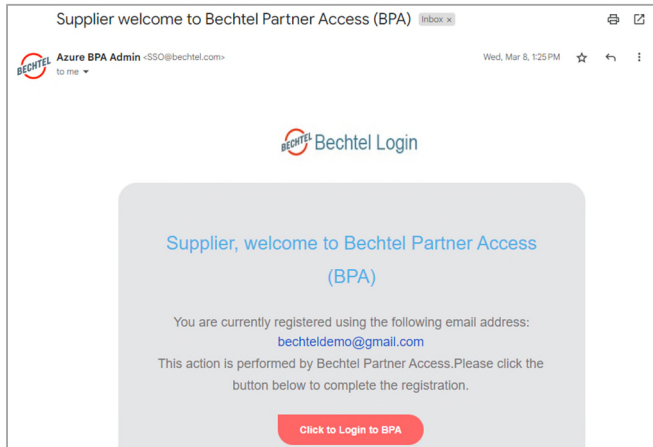
Things to Know

- **Bechtel Partner Access (BPA)** is a secure platform that provides you with one-stop access to all the applications you need to work with Bechtel, including your company profile, responding to RFQs, submitting change requests, reviewing your history with Company, and other business transactions.
- To maintain security of your information, logging in to BPA requires two-factor authentication, which means your personal password, as well as a **One-Time-Verification Code each time you login.** *Instructions follow.*
- As part of the two-factor authentication, users have the option to receive the verification code via E-mail or SMS/text. *Instructions follow.*

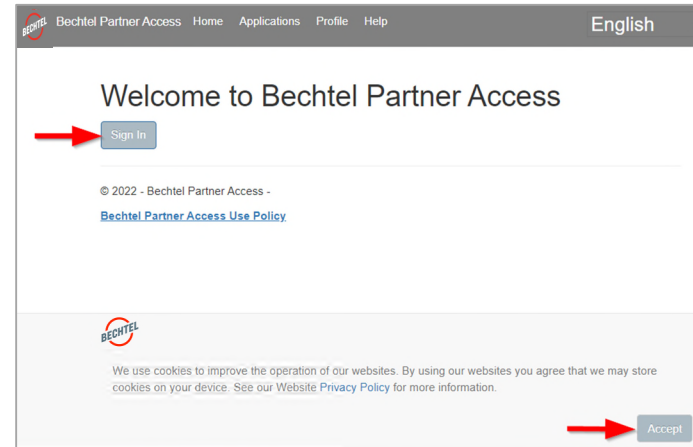


2.1 First Time Logging In

Once you have been Approved by Bechtel, you will receive an email to **Login to Bechtel Partner Access (BPA)**. Now you can establish your login information, i.e., username and password, and manage your company profile. The following instructions will guide you through logging into your account for the first time.



STEP 1: Once you have been Approved by Bechtel, you will receive an email to **“Login to BPA.”**



STEP 2: You will be taken to the Bechtel Partner Access (BPA) Home Screen. **Click “Accept”** to accept the site cookies. Then proceed by **clicking “Sign In.”**

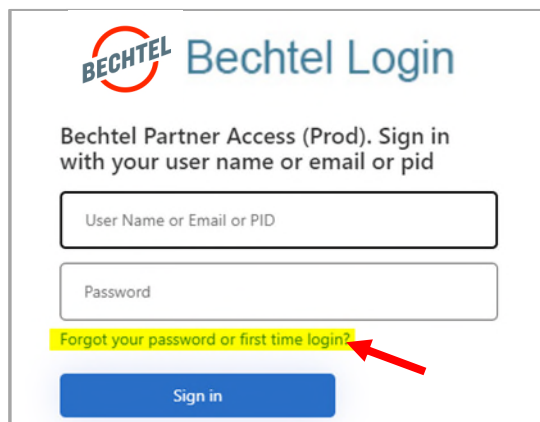
Note:

- The “Click to Logon to BPA” link is valid for one use and will expire after 14 days.
- If you click the link and receive an error message, you can click on “Forgot your password or first time login?” to create a password and login.

2.1 First Time Logging In

If you are logging into your Bechtel iSupplier portal user account with Azure for the first time, please note you **must utilize the “Forgot your password or first time login?” link to create your password.**

Once you have logged in using Azure for the first time, you can reset your password at any time, if needed, by following steps in section 2.7.



The screenshot shows the Bechtel Login page with the following elements:

- Bechtel Logo and "Bechtel Login" text.
- Text: "Bechtel Partner Access (Prod). Sign in with your user name or email or pid".
- Input field: "User Name or Email or PID".
- Input field: "Password".
- Link: "Forgot your password or first time login?" (highlighted in yellow with a red arrow pointing to it).
- Button: "Sign in".

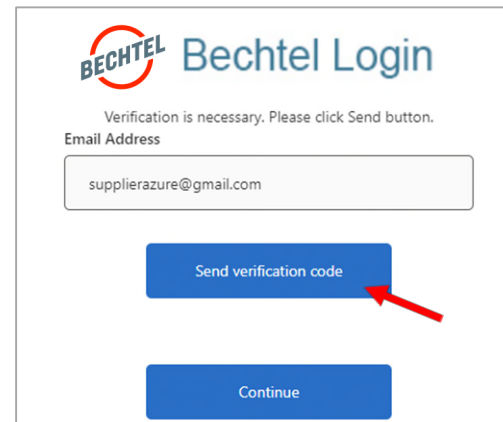
STEP 3: You will be taken to the “Bechtel Login” page. To set your new password, click on **“Forgot your password or first time login?”**



The screenshot shows the Bechtel Login page with the following elements:

- Bechtel Logo and "Bechtel Login" text.
- Input field: "Sign in name" (highlighted in yellow).
- Button: "Continue" (highlighted with a red arrow).

STEP 4: Enter the email address associated to your account and click the **“Continue”** button.



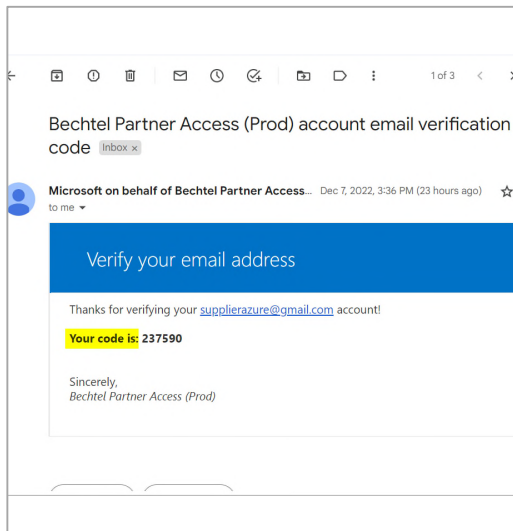
The screenshot shows the Bechtel Login page with the following elements:

- Bechtel Logo and "Bechtel Login" text.
- Text: "Verification is necessary. Please click Send button."
- Text: "Email Address".
- Input field: "supplierazure@gmail.com".
- Button: "Send verification code" (highlighted with a red arrow).
- Button: "Continue".

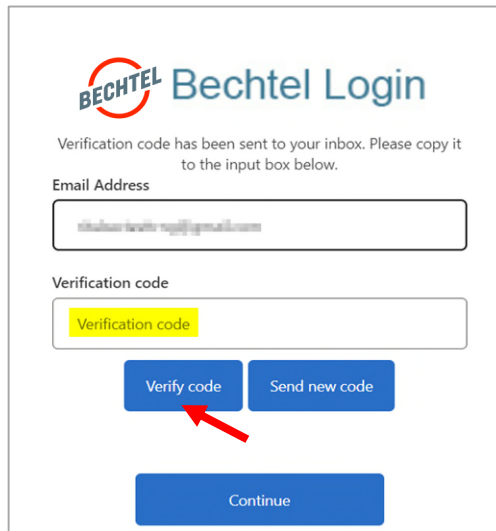
STEP 5: Click the **“Send verification code”** button. This will generate a Verification Code sent via email.

Note: For any questions or concerns please contact procweb@bechtel.com

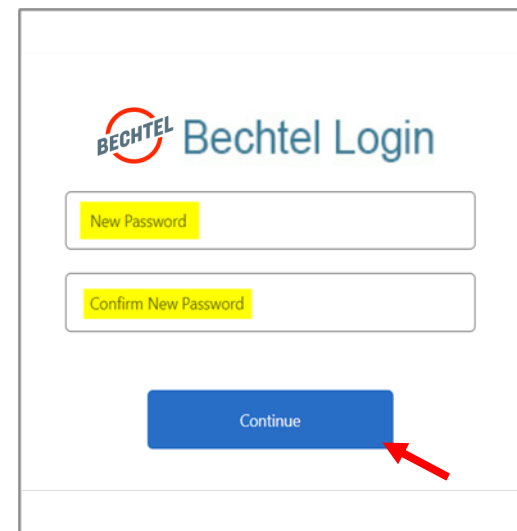
2.1 First Time Logging In



STEP 6: Go to your email to find the verification code.



STEP 7: Enter the verification code and click “Verify code.” If you did not receive the code, you can try clicking “Send new code” to generate a different code.

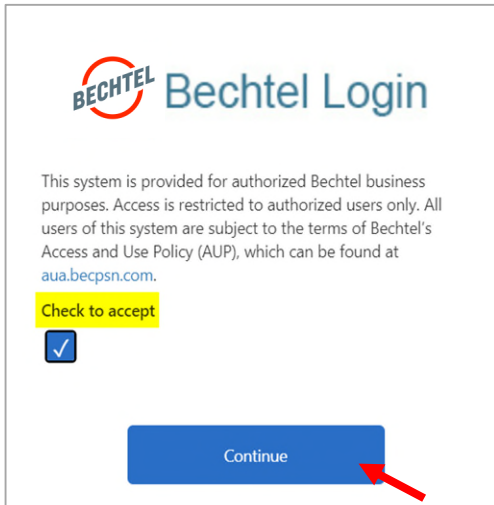


STEP 8: Enter your **New Password** and click “Continue.” Note: this can be the password you have previously used.

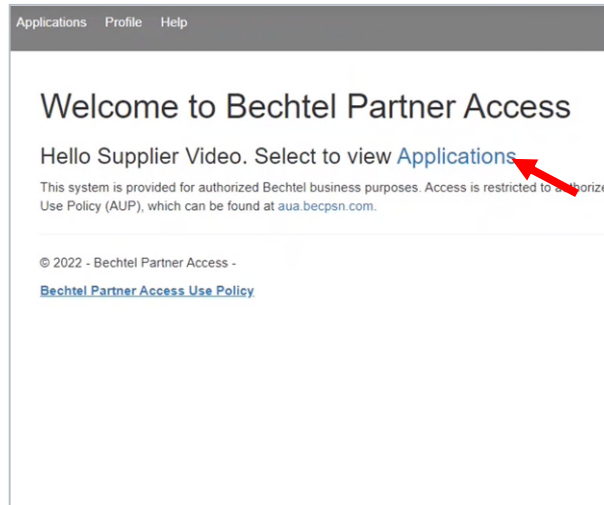
Note: For any questions or concerns please contact procweb@bechtel.com

2.1 First Time Logging In

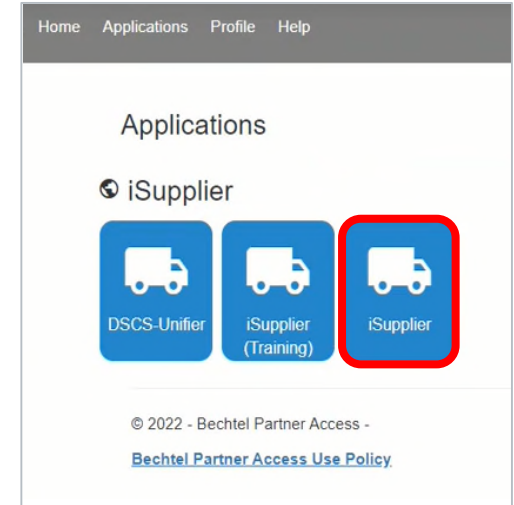
The first time you login, you will need to review and accept **Bechtel's Access and Use Policy (AUP)**.



STEP 9: You will see the terms for Bechtel's Access and User Policy. Click the **"Check to accept"** checkbox and click **"Continue."**



STEP 10: You will be taken to the **Bechtel Partner Access** home page. Click the **"Applications"** hyperlink to view your applications.

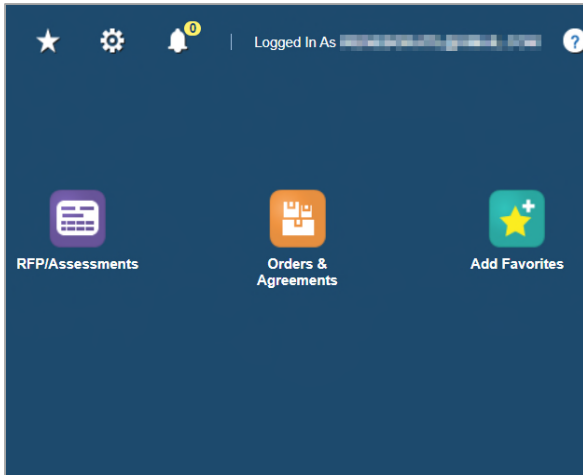


STEP 11: Click the icon titled **"iSupplier"** to navigate to the iSupplier portal home page.

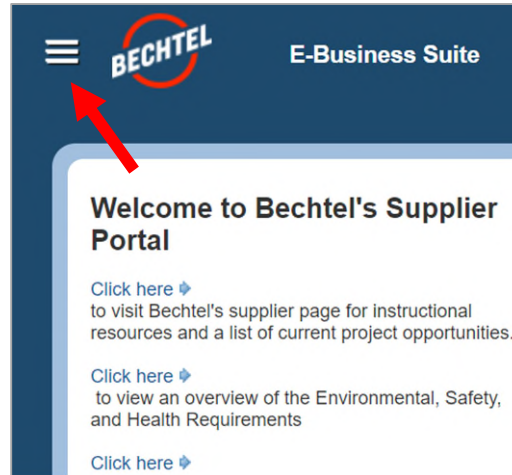
Note: For any questions or concerns please contact procweb@bechtel.com

2.1 First Time Logging In

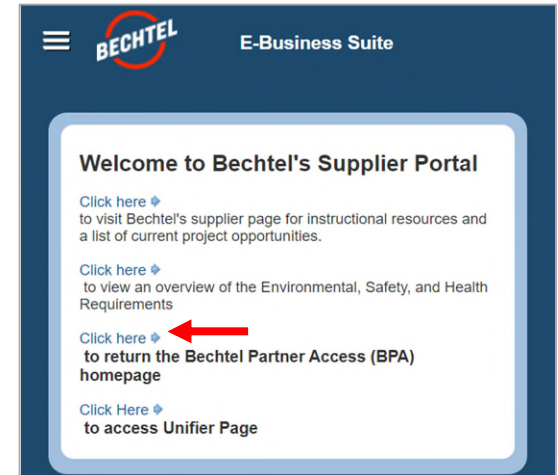
Now you are in the iSupplier portal. You can utilize your favorites and the navigator menu to access your various roles and responsibilities. You can also always navigate back to the Bechtel Partner Access Page.



NOTE: You may see **Favorites** added for you on your home page. These will take you straight to the corresponding page/responsibility.



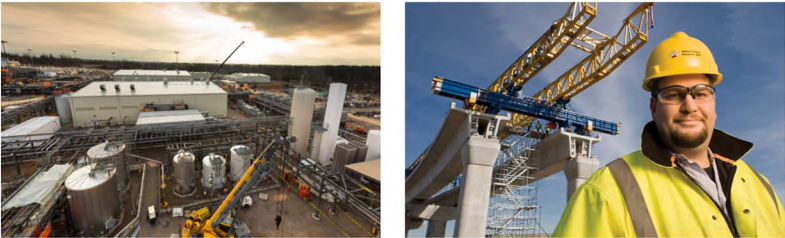
NOTE: You may also utilize the **Navigator Menu** indicated by the three horizontal stacked lines.



NOTE: You can navigate back to Bechtel Partner Access at any time by using the link in the **Welcome Banner**.

2.2 How to Login

Once your user account has been set up, you can access **the Bechtel iSupplier Portal** at any time.



USEFUL LINKS

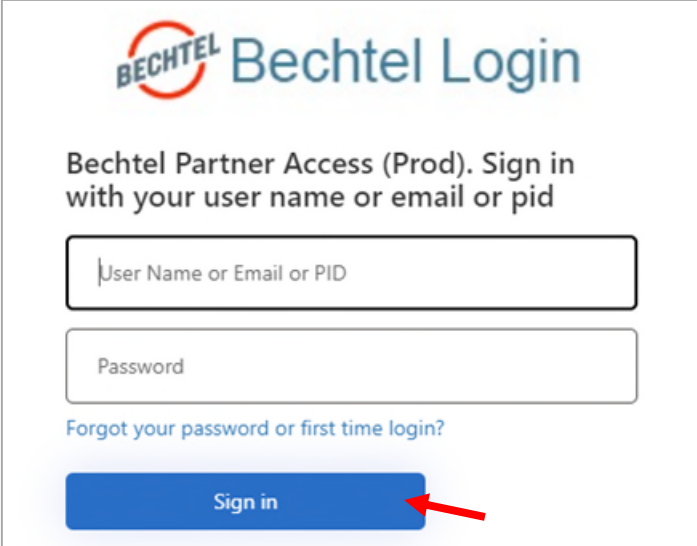
- [Register](#)
- [Log In](#) ←
- [Contact Us](#)
- [Resources/Instructions](#)

BEFORE YOU BEGIN

Bechtel uses Oracle EBS for supplier registration, communication and negotiations (RFI, RFQ and/or Auctions). Please make note of the following important information.

- If you registered after March 20th 2017 and have received a Bechtel Partner Access User Account, please use the "[Log In](#)" link.
- If you have not previously registered with us, please review this page and then "[Register](#)" your company.
- If your registration is the result of an invite, please respond to your Bechtel contact to confirm that you have completed the process.
- For more information and instructions on using the new Supplier Portal please visit the [Supplier Resources page](#)

STEP 1: Go to www.bechtel.com/suppliers and click "**Log In**" under **USEFUL LINKS**.



BECHTEL Bechtel Login

Bechtel Partner Access (Prod). Sign in with your user name or email or pid

User Name or Email or PID

Password

[Forgot your password or first time login?](#)

Sign in

STEP 2: You will be taken to the Bechtel Login. Enter your login credentials, click "**Sign In**" and continue with **Multi-Factor Authentication**.

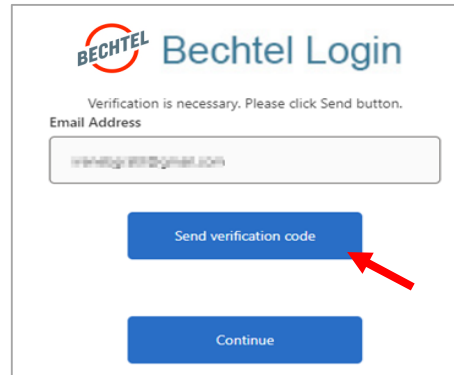
Note: You can also access the portal at <https://supplier.becpsn.com>
For any questions or concerns please contact procweb@bechtel.com

2.2 How to Login (cont.)

Please note: You must verify your login credentials through Multi-Factor Authentication with a Verification Code **every time** you log in to the Bechtel Supplier Portal.

Email

STEP 3: Click the **“Send verification code”** button. This will generate a Verification Code that is sent to your email.



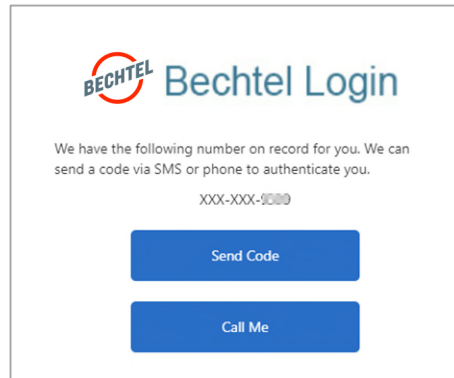
STEP 4: Enter the verification code sent to your email. Click **“Verify code”** and once verified, click **“Continue.”**



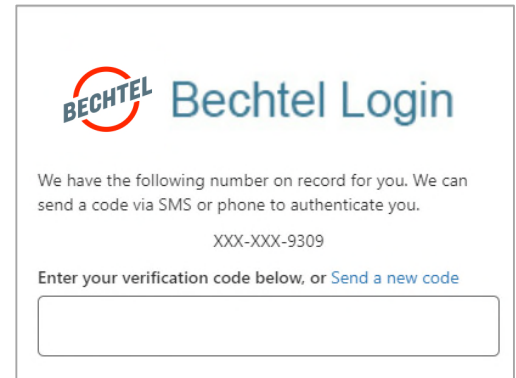
-OR-

Phone

STEP 3: Click the **“Send Code”** button. This will generate a Verification Code that is sent to your phone via text/SMS.



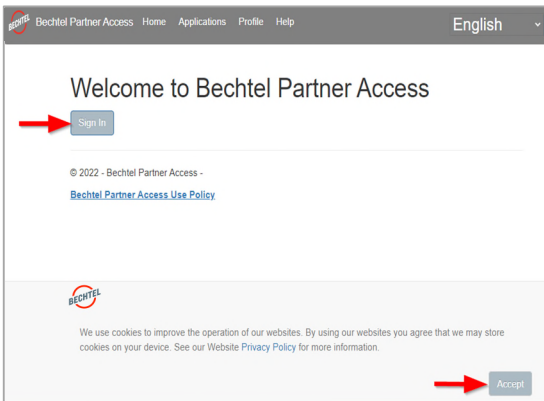
STEP 4: Enter the verification code sent to your phone via text/SMS.



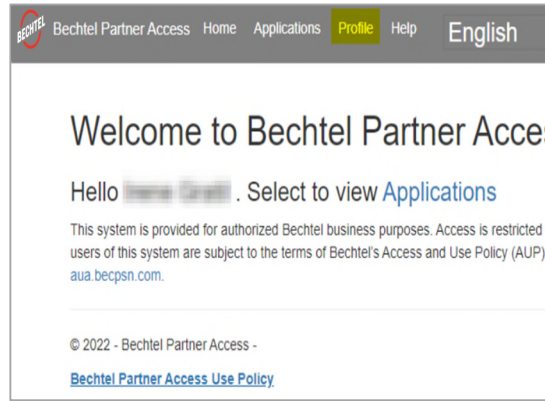
Note: For any questions or concerns please contact procweb@bechtel.com

2.2 How to Login (cont.)

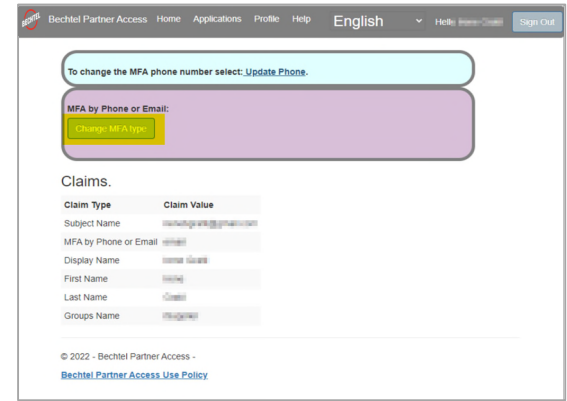
TIP: The default option for receiving the Multi-Factor Authentication Verification Code is email. However, you have the option to change this to text/SMS at <https://bpa.becpsn.com/>



STEP 1: Go to <https://bpa.becpsn.com/>. Click the **“Accept”** button to accept site cookies. **Continue with “Sign In.”**

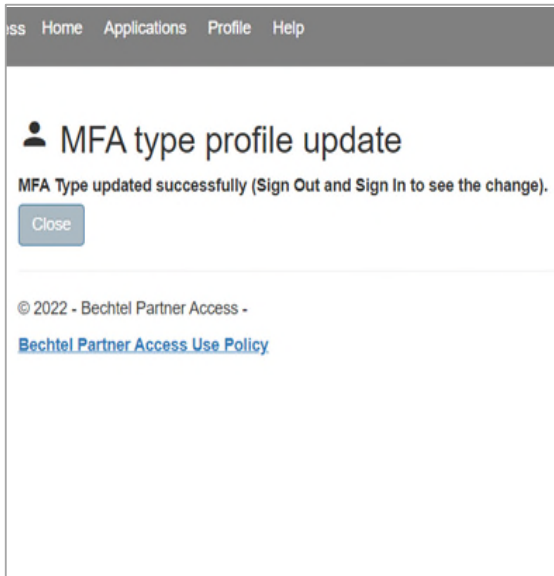


STEP 2: Once you have accepted cookies, a banner will appear at the top. **Click on “Profile.”**

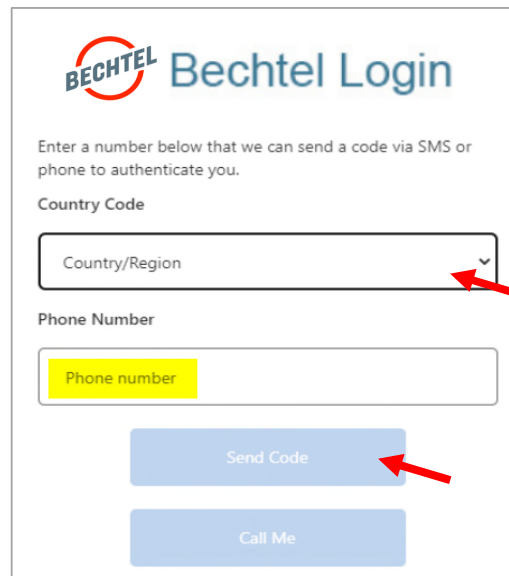


STEP 3: Click **“Change MFA Type.”**

2.2 How to Login (cont.)



STEP 4: You will see a confirmation message that your MFA Type has updated. Sign out and sign back in (see steps 2-4 on pages 21-22).



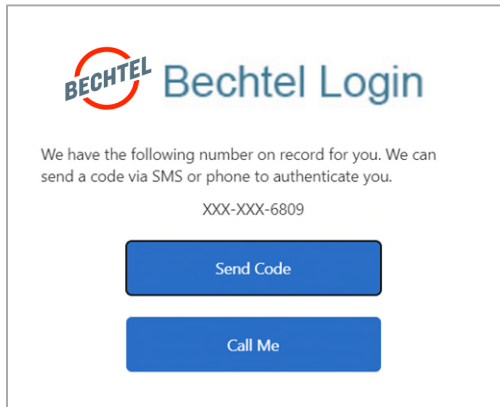
STEP 5: You will be prompted to enter your phone number. Choose your **Country Code** from the dropdown menu. Enter your mobile number and click "**Send Code**."



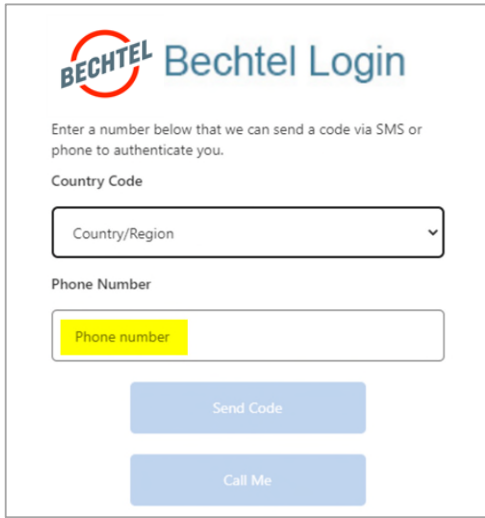
STEP 6: You will receive a verification code sent to your phone via text/SMS. Enter the code in the box and click "**Verify Code**." If you do not receive the code, please try "**Send a new code**."

Note: For any questions or concerns please contact procweb@bechtel.com

2.2 How to Login (cont.)



STEP 3: If you already have a number on record, you must authenticate that number first.



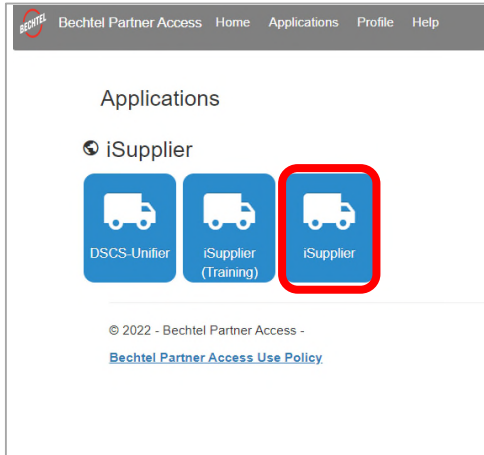
STEP 4: Once verified, select the Country Code and enter the NEW Phone Number.



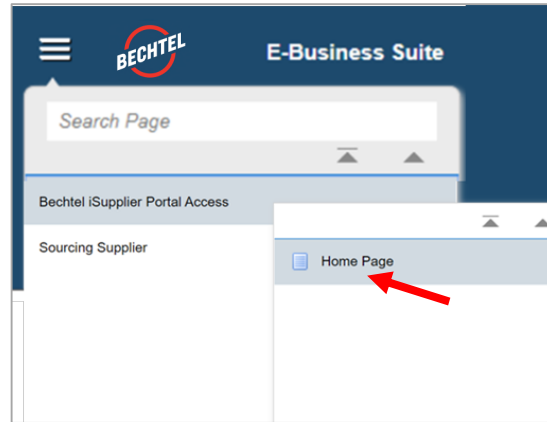
STEP 5: You will receive a verification code sent to the NEW phone number via text/SMS. Enter the code in the box and click "Verify Code."

Note: If you do not have access to your old phone line, you can first change your MFA type back to e-mail. See page 23-24 for more instructions.

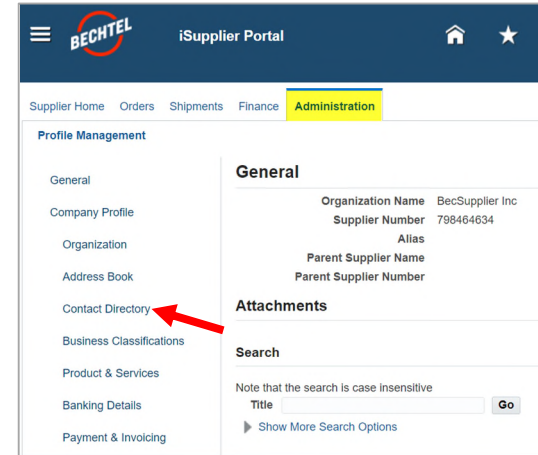
2.3 Add User Accounts



STEP 1: From the BPA home page, click on “iSupplier.”



STEP 2: From the Navigation button in the top left-hand corner, select **Bechtel iSupplier Portal Access** then **Homepage**.



STEP 3: Navigate to the “Administration” Tab, then click on “Contact Directory.”

Note:

- Every individual in the company can have their own User Account, with unique credentials to log in which are based on the user’s email address
- If you do not have access to the appropriate responsibility, please contact your Bechtel buyer or email us at procweb@bechtel.com to grant you the necessary access.

2.3 Add User Accounts (cont.)

Contact Directory : Active Contacts

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Update
Caitlin	Nolan	BecSupplier Inc		caitlin.nolan@bec.com	Current	✓	✎
Prod	Verification	BecSupplier Inc		prodverification@bec.com	Current	✓	✎
Prod	Verification	BecSupplier Inc		prodverification@bec.com	Current	✓	✎
BBS	DBA	BecSupplier Inc		bbsdba@bec.com	Current	✓	✎
Hunter	Ripley	BecSupplier Inc		hunter.ripley@bec.com	Current	✓	✎
Brian	Straesser	BecSupplier Inc		brianstraesser@bec.com	Current	✓	✎
Saumya	Mishra	BecSupplier Inc		saumya.mishra@bec.com	Current	✓	✎
Jared	Miller	BecSupplier Inc		jaredmiller@bec.com	Current	✓	✎
Eric	Lewandowski	BecSupplier Inc		eric.lewandowski@bec.com	Current	✓	✎
Megan	Gowers	BecSupplier Inc		megan.gowers@bec.com	Current	✓	✎
Dj	Zaragoza	BecSupplier Inc	832-4546749	djzaragoza@bec.com	Current	✓	✎
DINESHREDDY BANDI		BecSupplier Inc	5859351595	dineshreddybandi@bec.com	Current	✓	✎
Lizzy	Noble	BecSupplier Inc		lizzy.noble@bec.com	Current	✓	✎
Carla	Sims	BecSupplier Inc		carla.sims@bec.com	Current	✓	✎
TEST	PMC4	BecSupplier Inc		test.pmc4@bec.com	Current	✓	✎

STEP 4: Here you can see a list of all the User Accounts associated with your Company. Click **“Create”** to continue.

Create Contact

* Indicates required field

Contact Title

* First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

* Email Address

Uri

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Inactive Date (15-Jun-2023 19:45:00)

Contact Purpose

+ Purpose [] Delete

No results found.

User Account

Create User Account for this Contact

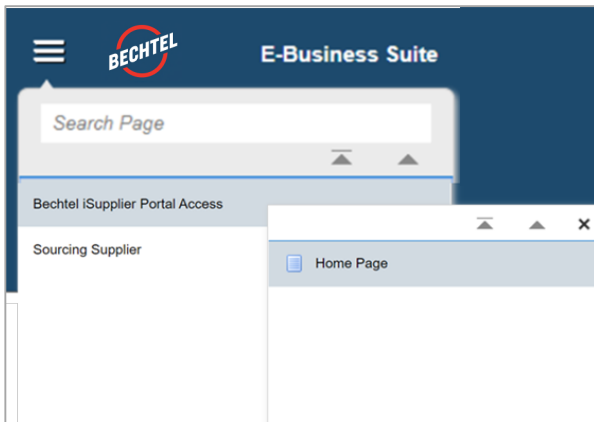
STEP 5: Fill in the available fields. Indicate the **Contact Purpose** from the available options and **check the box** to create a **User Account** which will activate login credentials for the Individual. Click **Apply** when done. The new user will get an email confirmation and can complete their User Registration, as above.

Note:

- Each account will have a Status (Current or Inactive)
- The User Account column will indicate that the individual has login credentials
- There is no limit to how many user accounts a company can have; however, each email address can only one account, regardless of Company

2.4 Manage Your Company Profile

STEP 1: From the Navigation button in the top left-hand corner, select **Bechtel iSupplier Portal Access** then **Homepage**



STEP 2: Navigate to the **“Administration”** Tab, then click on **“Company Profile”**

Keeping your profile complete and up to date will allow Bechtel’s Buyers to better engage with your company for current and future engagements.

Available attributes to update:

- Employees and Tax / Financial Information
- Products & Services
- Experience / Past Performance References
- Business Classifications
- Line(s) of Business
- Region(s) of Interest
- Bechtel Project(s) of Interest
- Qualifications (as applicable), e.g.: ISO certification, Nuclear Safety Performance Bonds, Sustainable Program, Union Affiliation, etc.)

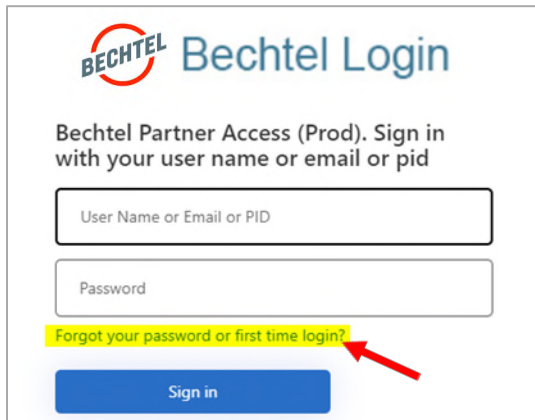
Don’t forget to click **Save** as you navigate from one screen to the next.

Tip: Ensure Buyers can find your company for future engagements by making sure your profile is as complete as possible.

2.5 Resolving Login Issues & Resetting Passwords

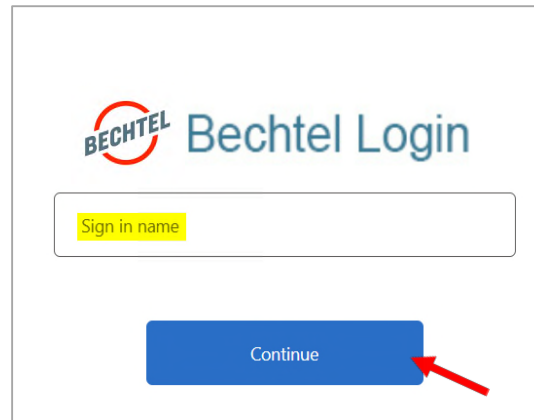
If you do not receive the **Welcome to Bechtel Partner Access (BPA) email** prompting new users to login to the system, first check your **Junk/Spam** email folders. If you are still unable to find the registration email, follow the steps below to create a password and login.

You can reset your password for at any time, if needed. These steps also apply to those who may have deleted the welcome email, or simply forgot their password, and need to create a new one.



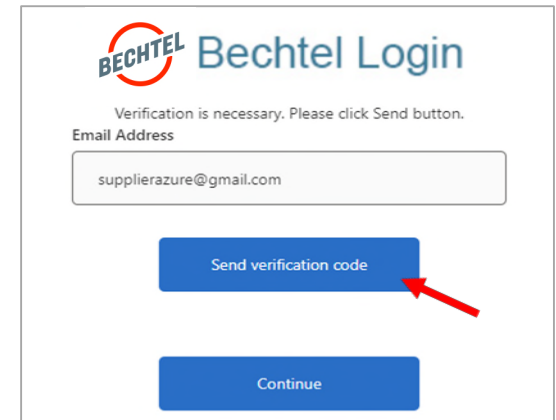
The screenshot shows the Bechtel Login page. At the top is the Bechtel logo and the text 'Bechtel Login'. Below that is the heading 'Bechtel Partner Access (Prod). Sign in with your user name or email or pid'. There are two input fields: 'User Name or Email or PID' and 'Password'. Below the password field is a link that says 'Forgot your password or first time login?' which is highlighted in yellow. A red arrow points to this link. At the bottom is a blue 'Sign in' button.

STEP 1: You will be taken to the **Bechtel Login page**. To set your new password, click on **“Forgot your password or first time login?”**



The screenshot shows the Bechtel Login page. At the top is the Bechtel logo and the text 'Bechtel Login'. Below that is a heading 'Bechtel Login'. There is a single input field labeled 'Sign in name' which is highlighted in yellow. Below the input field is a blue 'Continue' button. A red arrow points to this button.

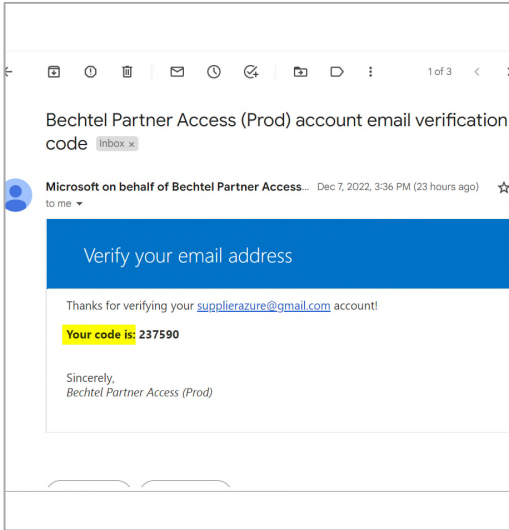
STEP 2: Enter the email address associated to your account and click the **“Continue”** button.



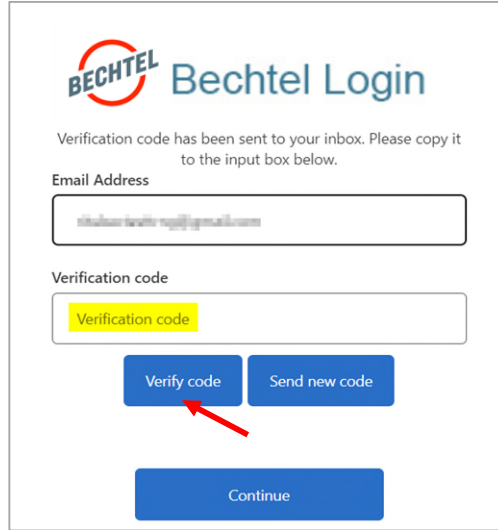
The screenshot shows the Bechtel Login page. At the top is the Bechtel logo and the text 'Bechtel Login'. Below that is the heading 'Bechtel Login'. There is a heading 'Verification is necessary. Please click Send button.' and a sub-heading 'Email Address'. Below that is an input field containing the email address 'supplierazure@gmail.com'. Below the input field are two blue buttons: 'Send verification code' and 'Continue'. A red arrow points to the 'Send verification code' button.

STEP 3: Click the **“Send verification code”** button. This will generate a Verification Code sent via email.

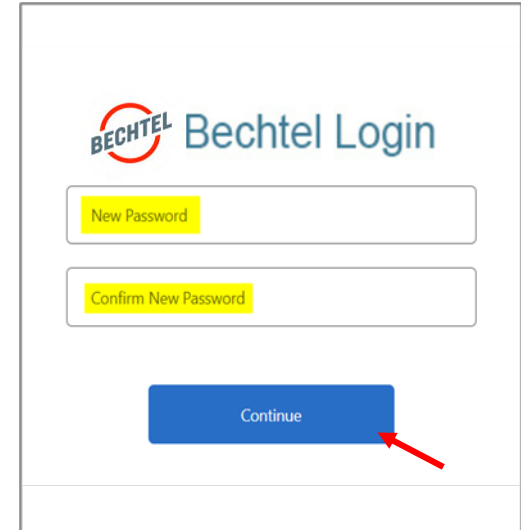
2.5 Resolving Login Issues & Resetting Passwords



STEP 4: Go to your email to find the verification code.



STEP 5: Enter the verification code and click “Verify code.” If you did not receive the code, you can try clicking “Send new code” to generate a different code.



STEP 6: Enter your **New Password** and click “Continue.” Note: this can be the password you have previously used.



3 | Respond to an Assessment

IN THIS SECTION



3.1 About Supplier Assessments

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3.2 Accessing Supplier Assessments

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3.3 Acknowledging a Supplier Assessment

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3.4 Responding to a Supplier Assessment

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3.5 Responding via Spreadsheet

[Page 38](#)

3.0 Supplier Assessments

Things to Know

- If a Bechtel Buyer wants to obtain more information about your company, they have the option to send you a **Supplier Assessment**, also referred to as a **Pre-qualification Assessment**.
- When a Supplier Assessment is issued to you, the registered contact will receive an email. The first step is to **Acknowledge** by indicating if your company plans to participate. Do this as soon as possible in order to receive additional updates about the assessment, if any are needed. *Instructions below.*
- It is important to always **submit your responses** by the stated deadline. *Instructions below.*

The screenshot displays a web interface for a Supplier Assessment. At the top, there are five buttons: Cancel, View Assessment, Respond by Spreadsheet, Save Draft, and Continue. Below these buttons, the 'Time Left' is 9 days 23 hours and the 'Close Date' is 08-Apr-2021 08:25:07. There are two input fields: 'Reference Number' and 'Note to Buyer' (with a sub-label 'Supplier Guide').

The main section is titled 'Questionnaire' and includes 'Expand All | Collapse All' and a plus icon. Below this is a table with the following structure:

Focus	Title	Type	Target Value	Response Value
	Questionnaire			
	General			
	Name and location of parent company?	Optional		BecSupplier
	Name and Location of Corporate Headquarters?	Optional		BecSupplier
	Type of Business?	Optional		Corporation or Company

3.1 Accessing Supplier Assessments

There are 3 ways to access an Assessment:

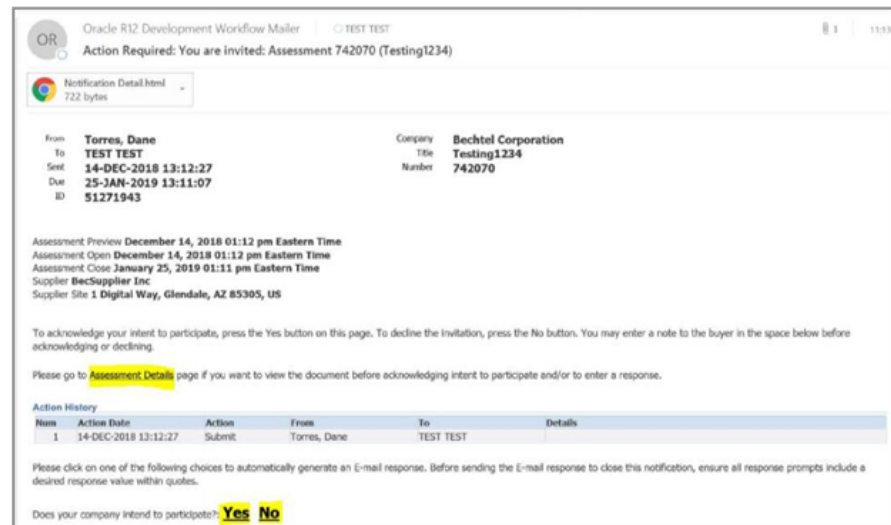
1. via **Email**
2. via the Supplier Portal **Worklist**
3. via the Sourcing **Homepage**

Instructions for each follow

1. Accessing Assessment Via Email

STEP 1: Access the email notification you received from **Bechtel EBS Workflow**. The subject of the email begins with “Action Required: You are invited: Assessment...”

STEP 2: Select **Assessment Details** to view the assessment before acknowledging intent to participate.



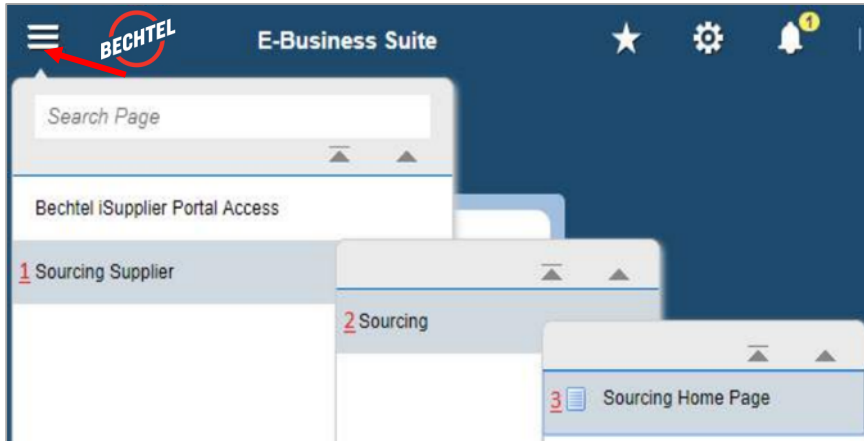
Note:

You may select **Yes** or **No** to indicate whether your company intends to participate. Selecting “Yes” or “No” within the email will trigger a response email.

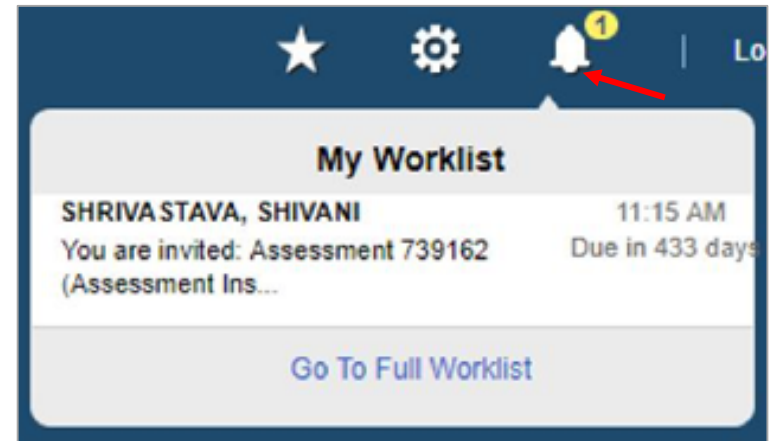
Do not respond to this email in any other manner as it is a “no-reply” mailbox that is not monitored.

3.1 Accessing Supplier Assessments

2. Accessing Assessment Via Portal Worklist



STEP 1: Access the Sourcing Home Page by logging in then use the menu icon in the left corner, then select **Sourcing Supplier**, then **Sourcing**, then **Sourcing Homepage**.



STEP 2: Access your **Worklist** by clicking on the bell icon in the top right, then select the assessment.

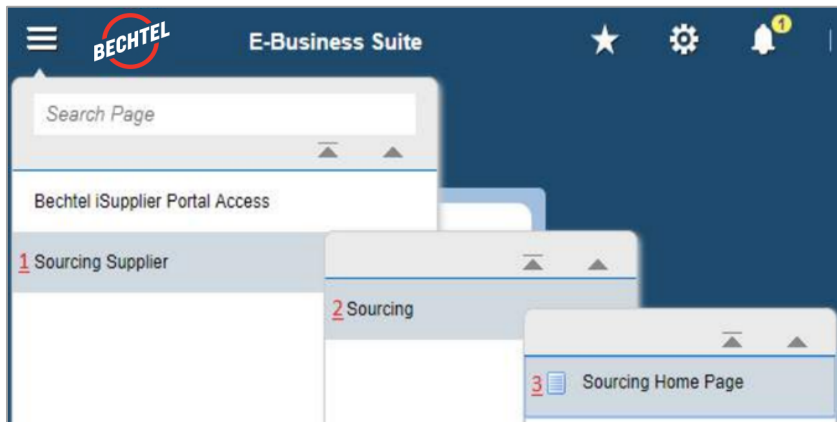
Note:

If you cannot see the notification, select **Go To Full Worklist**. In the "View" dropdown, select **All Notifications** and Go. The assessment should appear.

Select the Subject to open the notification or select the box to the left and Open.

3.1 Accessing Supplier Assessments

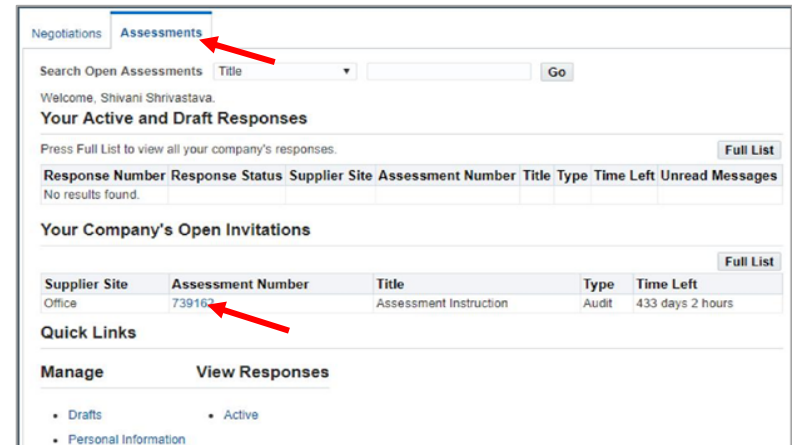
3. Accessing Assessment Via Portal Sourcing Homepage



STEP 1: To access the Sourcing Home Page, click the menu icon in the left corner of the page, then select **Sourcing Supplier**, then **Sourcing**, then **Sourcing Home Page**.

Note:

If you do not see "Sourcing Supplier" when clicking the menu icon, please contact your Bechtel Buyer or procweb@bechtel.com to grant you the appropriate access.



STEP 2: From the Sourcing Home Page, select the **Assessments** tab. To view an assessment, click on its **Assessment Number**.

Note:

If you cannot find the Assessment you are looking for, use the "Search Open Assessments" bar at the top of the page to search for the assessment. If you still cannot locate it, please reach out to your Bechtel Buyer for assistance.

3.1 Accessing Supplier Assessments

Things to Know

In the **Sourcing Homepage > Assessment's tab**, you will find:

- **Your Active and Draft Responses:** Here you will see Assessments your company is actively participating in, those that you have acknowledged, or have created a response for. Not all assessments will be visible; to view all active and draft responses click on **"Full List."**
- **Your Company's Open Invitations:** Assessments you have been invited to but have not responded to.
- **Quick Links:** Select **Drafts** to search draft responses by fields such as assessment number and who created the response; or select **Active** for active and draft responses, or responses that have not been awarded, rejected, or disqualified.

The screenshot shows the 'Assessments' tab in a Sourcing Homepage. It includes a search bar for 'Open Assessments' with a 'Go' button. Below the search bar, there is a welcome message for 'Irene Grati' and a section titled 'Your Active and Draft Responses'. This section contains a table with columns: Response Number, Response Status, Supplier Site, Assessment Number, Title, Type, Time Left, and Unread Messages. A 'Full List' button is located to the right of the table. Below the table is a section for 'Your Company's Open Invitations' with a 'Full List' button. At the bottom, there are 'Quick Links' for 'Manage' and 'View Responses', with sub-links for 'Drafts', 'Active', and 'Personal Information'. Red arrows point from the text in the 'Things to Know' section to the 'Full List' button, the 'Supplier Site' column header, and the 'Manage' link.

Response Number	Response Status	Supplier Site	Assessment Number	Title	Type	Time Left	Unread Messages
1466299	Draft	Fake Address	282525	test supplier contact	Audit	11 days	0

Note: Response status will indicate:

- **Active** = Response has been submitted (Note: It will stay as Active for the remainder of the Assessment)
- **Draft** = Response has been saved but has not been submitted.

Important: Do not forget to **Submit** when you are ready (*instructions below*)

3.2 Acknowledging a Supplier Assessment

STEP 1: Review your Assessment

To indicate your Company's intent to participate in an assessment, you must first **"Acknowledge"**. Use the steps above to access the Assessment.

Here you can **review Header, Lines, and Controls tabs** within the assessment.

STEP 2: Acknowledge Your Assessment

When you have reviewed the Assessment Details and are ready to indicate your company's decision to participate, you can either:

- Click the **"Yes"** or **"No"** link in the email notification
- Open the Assessment from your **Worklist**, then click "Yes" or "No" to indicate your decision
- Select **Acknowledge Participation** from the Actions dropdown. Click **"Go."** Include optional **Note to Buyer**. Click **"Apply"** when done.

Negotiations Assessments

Assessments >
Assessment: 1301516

TIP All times reflected in (GMT -04:00) Eastern Time

Actions Online Discussions Go

Title test
Status Closed
Time Left 0 seconds

Open Date 22-Dec-2020 11:35:19
Close Date 23-Dec-2020 11:27:06

Header Lines Controls

Buyer TORRES, MELISSA MR Number
Description

Questionnaire

Details Section
No results found.

Notes and Attachments

Note to Suppliers

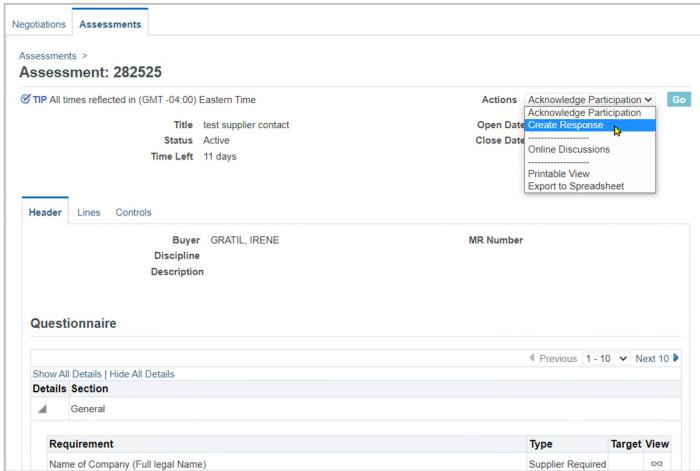
Download all Attachments Download selected Attachments

Seq Num	Title	Description	Category	Type	Update	Delete
No results found.						

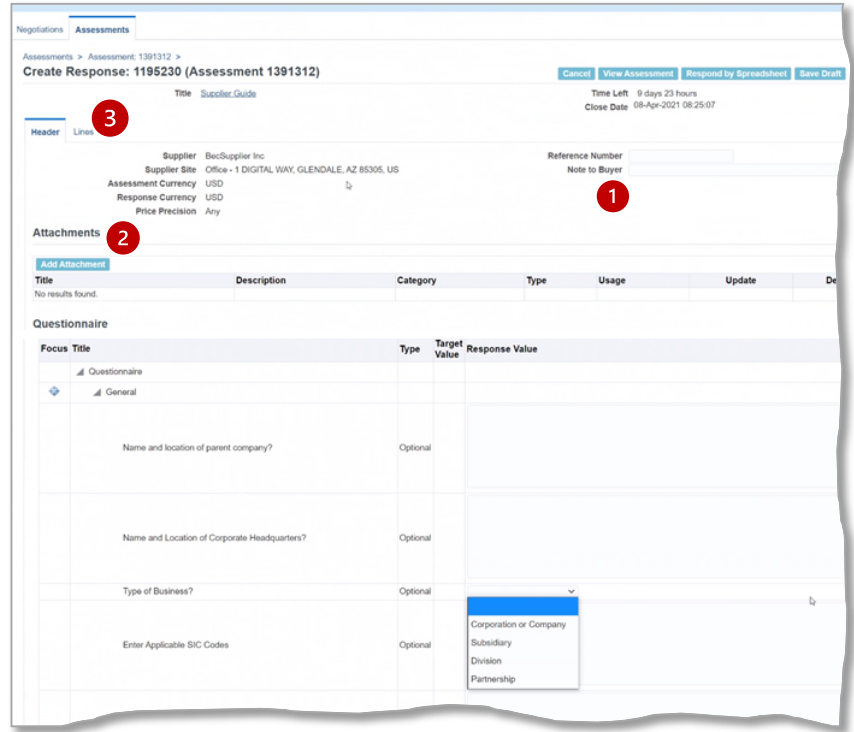
Note:

If you respond "No", Bechtel may remove your company from the assessment. If you do so by mistake, contact the Buyer for assistance.

3.3 Responding to a Supplier Assessment



STEP 1: Once you have reviewed the Assessment details, have acknowledged participation, and are ready to respond, open the assessment (using instructions above), select **“Create Response”** from the Actions dropdown menu, and click **“Go.”**



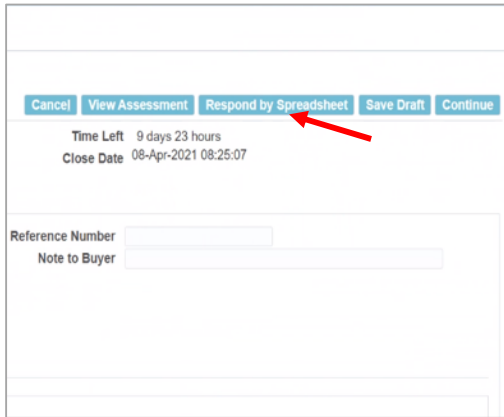
STEP 2: At Header level, include optional **Note to Buyer** (1) and review / submit needed **Attachments** (2).

STEP 3: Submit responses to the Questionnaire by filling out each field on the screen. Click **Continue** when done. Click **Submit** when ready.

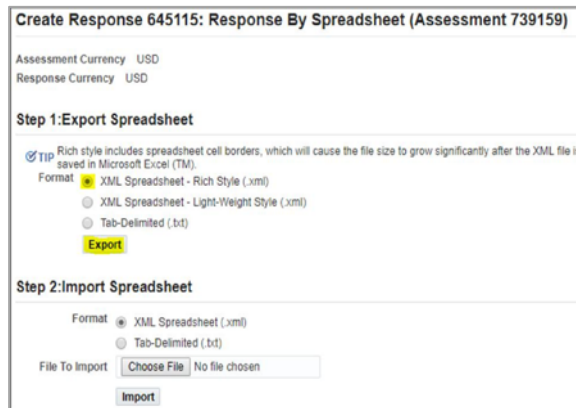
Check the **Lines** tab (3) for any additional information that may need to be provided.

3.4 Responding via Spreadsheet

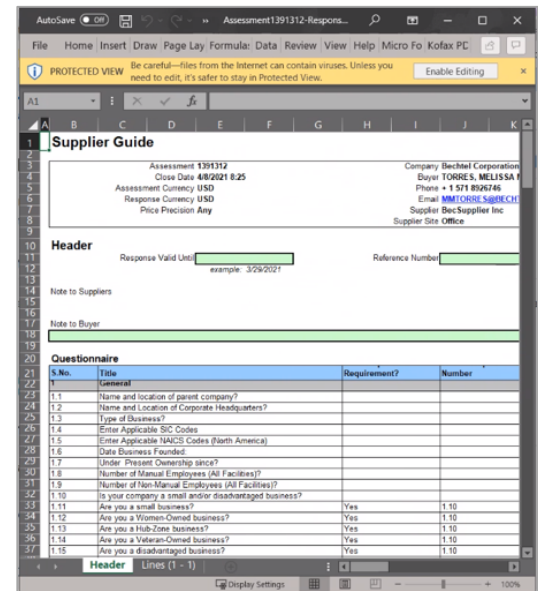
The system does allow you to respond by importing an Excel Spreadsheet with your responses. This option is most commonly used when creating a quote with hundreds or thousands of line items. Instructions below.



STEP 1: After selecting "Create Response," click "Go" then "Respond by Spreadsheet."



STEP 2: Export the Assessment template by selecting the desired format, then click "Export."



STEP 3: The file will **download** onto your computer; open the .XML file in Excel and select "Enable Content." Now you can enter your response values and any other necessary information. When done, **Save** the Excel spreadsheet and proceed to Step 4.

3.4 Responding via Spreadsheet

Negotiations **Assessments**

Create Response 1195230: Response By Spreadsheet 1391312)

Assessment Currency USD
Response Currency USD

Step 1: Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size of the file to grow significantly after the file is saved in Microsoft Excel (TM).

Format XML Spreadsheet - Rich Style (.xml)
 XML Spreadsheet - Light-Weight Style (.xml)
 Tab-Delimited (.txt)

Export

Step 2: Import Spreadsheet

Format XML Spreadsheet (.xml)
 Tab-Delimited (.txt)

File To Import No file chosen

Import

Return to Create Quote:1195230 (Assessment 1391312)

Assessment Currency USD
Response Currency USD

Step 1: Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format XML Spreadsheet - Rich Style (.xml)
 XML Spreadsheet - Light-Weight Style (.xml)
 Tab-Delimited (.txt)

Export

Step 2: Import Spreadsheet

Format XML Spreadsheet (.xml)
 Tab-Delimited (.txt)

File To Import No file chosen

Import

Import Errors

Worksheet Name	Spreadsheet Number	Table Column Title	Error Value	Error
Header	11	Response Valid Until	29-Mar-2021	Response expiration date must be later than close date

Return to Create Quote:1195230 (Assessment 1391312)

Time Left 9 days 23 hours
Close Date 06-Apr-2021 08:25:07

Reference Number
Note to Buyer Supplier Guide

Questionnaire

Expand All | Collapse All

Focus Title	Type	Target Value	Response Value
Questionnaire			
General			
Name and location of parent company?	Optional		BecSupplier
Name and Location of Corporate Headquarters?	Optional		BecSupplier
Type of Business?	Optional	Corporation or Company	

STEP 4: From the same “Respond by Spreadsheet” screen, select “Choose File,” open the saved file and click “Import.”

STEP 5: If there are any issues, a table of **Import Errors** will provide details. Edit the Excel sheet and Import it again.

Confirm that information was uploaded **correctly** and click “Continue.”

STEP 6: Review responses, ensure nothing is missing. When ready, click “Continue” (or **Save Draft** to finish later), then “Submit.”

Note:

If you encounter issues, see the next page for troubleshooting tips

3.4 Troubleshooting Common Issues

Things to Know

When completing your online response, you may encounter **error messages** if you enter an invalid value and / or do not answer a question that is required. Be sure to respond to all questions in the correct response value based on the context of the question (such as Yes/No, Date, etc.), as well as answer all questions that are asked of you, if applicable.

Check for the following issues:

- **Have all mandatory fields been completed?** Unless the question is "Supplier Optional," the Response Value column should be filled out. See all dependent and parent values. If you are unsure how to answer, you can reach out to your Bechtel Buyer for clarifications.
- **Have you used correct value format?** For example, if Date Value is required, do not use Text format.
- **Do your responses to dependent requirements align with the parent requirements?** If the answer to the Parent Requirement Number matches the Response for Parent Requirement, a response is necessary (as shown by the orange and blue fields below). If the Parent Requirement Number does NOT match the Response for Parent Requirement, then there should be no response (as shown by the green fields).

S.No.	Title	Is it a Dependent Requirement?	Parent Requirement Number	Response for Parent Requirement	Response Value
10	Materials				
10.1	Do you supply materials?				Yes
10.2	Can you provide Export packing?	Yes	10.1	Is Yes	Yes
10.3	Are you familiar with export formalities?	Yes	10.1	Is Yes	Yes
10.4	Do your shipping facilities contain rail siding?	Yes	10.1	Is Yes	Yes
10.5	Number of Employees at This Facility:	Yes	10.1	Is Yes	
10.6	Plant in Operation Since:	Yes	10.1	Is Yes	
10.7	Do your shipping facilities contain Truck Docks?	Yes	10.1	Is Yes	Yes
10.8	Do your shipping facilities contain Water Access?	Yes	10.1	Is Yes	No
10.9	If so, what is the water access draft in meters?	Yes	10.8	Is Yes	
10.10	Are you certified to perform work requiring a Quality Assurance/Quality Control program?	Yes	10.1	Is Yes	Yes
10.11	Are you certified in ISO 9001?	Yes	10.10	Is Yes	Yes
10.12	Are you certified to perform work requiring a Nuclear Program?	Yes	10.10	Is Yes	Yes
10.13	What additional Quality Assurance/Quality Controls programs do you have?	Yes	10.1	Is Yes	Quality check



4 | Bid on RFQs

IN THIS SECTION



4.1 About Bidding on RFQs

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4.2 How to Respond to an RFQ

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4.2 How to Update / Revise a Bid

[Page 54](#)



4.4 HELPFUL HINTS

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4.1 About Bidding on RFQs

About Negotiations

- Once you are included on a bid list, you will receive a **Request for Quotation (RFQ)**, Request for Information (RFI), or Request for Proposals (RFP)—these are generally referred to as **"Negotiations"**.
- When a Negotiation has been issued to your company, you will be notified via **email**.
- You must first Acknowledge your company's **Intent to Participate**. Do this as soon as possible in order to receive additional updates about the event, if any are needed.
- It is important to always **Respond to the RFQ** by the stated deadline.

If you have any issues during the **submission process**, contact your Buyer or email the procweb@bechtel.com

Note:

In the Supplier Portal, you will often see all Requests for Quotes (RFQ) and Requests for Proposals (traditionally, "RFP") referred to as Negotiations.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
492915	Draft		112345		RFQ	10 hours 30 minutes		0
492961	Draft		112389		Auction	2 days 15 hours		0
492962	Draft		112390		Auction	2 days 15 hours		0
136014	Active		105517		RFI	0 seconds		0
100017	Active		100008		Auction	0 seconds		0

Supplier Site	Negotiation Number	Title	Type	Time Left
	112392		RFQ	2 days 18 hours
	112395		RFQ	2 days 19 hours
	112388		Auction	25 days 12 hours

4.1 About Bidding on RFQs (cont.)

Navigating

From the **Sourcing Homepage > Negotiation's tab**, you will find:

- **Your Active and Draft Responses:** Here you will see Negotiations your company is actively participating in, those that you have acknowledged, or have created a response for. Not all Negotiations will be visible; to view all active and draft responses click on **"Full List."**
- **Your Company's Open Invitations:** Negotiations you have been invited to but have not responded to.
- **Quick Links:** Select **Drafts** to search draft responses by fields such as Negotiation number and who created the response; or select **Active** for active and draft responses, or responses that have not been awarded, rejected, or disqualified.

The screenshot displays the 'Negotiations' tab in a software interface. At the top, there are tabs for 'Negotiations' and 'Assessments'. Below this is a search bar for 'Open Negotiations' with a 'Go' button. A welcome message for 'Melissa Torres' is shown. The main section is titled 'Your Active and Draft Responses' and includes a 'Full List' button. A table lists five active negotiations with columns for Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. Below this is the 'Your Company's Open Invitations' section, also with a 'Full List' button, containing a table with columns for Supplier Site, Negotiation Number, Title, Type, and Time Left. At the bottom, there are 'Quick Links' for 'Manage' and 'View Responses', with sub-links for 'Drafts' and 'Active'. Three red arrows point from the text on the left to the 'Full List' buttons and the 'Quick Links' section in the screenshot.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1194229	Active	Office	181392	SR testing	RFQ	0 seconds	📊	0
1193232	Active	Office	181372	Negotiation test	RFQ	0 seconds	📊	0
1193229	Active	Office	181359	Test Access	RFQ	0 seconds	📊	0
1193230	Active	Jaime	181359	Test Access	RFQ	0 seconds	📊	0
1192229	Active	Office	181309	Testing Monitor Activity	RFQ	0 seconds	📊	0

Supplier Site	Negotiation Number	Title	Type	Time Left
Office	181404	testing sealed RA	Auction	9 days 8 hours
Office	181389,2	Testing SR	RFQ	11 days
Fake Address	181311	RFQ for Testing	RFQ	18 hours 50 minutes
Fake Address	181259	Testing ORDSC-9295	RFQ	21 hours 55 minutes

Note:

Only the Supplier Contact invited to the negotiation will receive an email notifications. All other contacts will need to search the Negotiation number to access / respond. Note that Negotiations may be restricted to designated contacts only.

4.1 About Bidding on RFQs (cont.)

Before You Start:

Review the Parts of the RFQ:

1. The **Terms** section identifies the terms for the negotiation. If you have any questions, please reach out to your Bechtel Buyer.
2. The **Currency** section identifies all acceptable currencies for the event. Additional response currencies may be added by the Buyer.

3. The **Requirements Section** will include any preconditions or qualifications to supplement the bid. Bechtel may additionally require you to provide targeted information specific to the scope of work.

Note: Click **Show All Details** to expand all requirement questions

4. **Notes and Attachments** includes any notes the Buyer wants to relay about the negotiation, and attached files containing the Scope of Work, Terms & Conditions, and other Contract Terms. To open an attachment, simply click the attachment title or use the download buttons.

Note: Ensure that you download all attachments if you intend to bid.

5. The **Lines Tab** contains what is needed by the project. The details will include the Description, Unit of Measure, Target Quantity, Promised date, etc., for each line item in the Negotiation.

The screenshot displays the RFQ 161234 interface. At the top, it shows the RFQ title 'Test for Vancouver-2020-2204RBA-ALMG-0001' and its status 'Closed (Archived)'. The 'Terms' section lists details such as Buyer (TORRES, MELISSA), Quote Style (Fixed), and Unit of Measure (Event). The 'Currency' section indicates the RFQ Currency is PEN and Price Precision is Any. The 'Requirements' section shows a list of requirements with columns for Seq Num, Title, Description, Price, and Precision. The 'Notes and Attachments' section contains a note from the Buyer regarding the RFQ and a list of attachments including RFQ Documents, Commercial Attachments, SOFs Documents, and various Technical Requirements.

4.2 How to Respond to an RFQ

There are 3 ways to access a Negotiation in order to submit a Bid:

1. via **Email**,
2. via the **Supplier Portal Worklist**, or
3. via the **Sourcing Homepage**.

Instructions for each follow.

1. via Email

STEP 1: Access the email notification you received from **Bechtel EBS Workflow**. The subject of the email begins with "Action Required: You are invited: RFQ..."

STEP 2: Select **Negotiation Details** to view the negotiation before acknowledging intent to participate (See Section 3.2).

Action Required: You are invited: RFQ 282495 (test demo RFQ)

Bechtel EBS Workflow
To: IRENE GRATIL
Cc: Torres, Melissa
Retention Policy: 90DayInbox (90 days)
Expires: 9/10/2023

Notification Detail.html
702 bytes

From: [Redacted] Company: Bechtel Corporation
To: [Redacted] Title: test demo RFQ
Sent: 12-JUN-2023 09:26:52 Number: 282495
Due: 22-JUN-2023 09:22:18
ID: 64184310

Negotiation Preview June 12, 2023 09:26 am Eastern Time
Negotiation Open June 12, 2023 09:26 am Eastern Time
Negotiation Close June 22, 2023 09:22 am Eastern Time
Supplier US TEST COMPANY 1000
Supplier Site 899 EATON AVE, BETHLEHEM, PA 18025, US

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	12-JUN-2023 09:26:52	Submit	[Redacted]	[Redacted]	

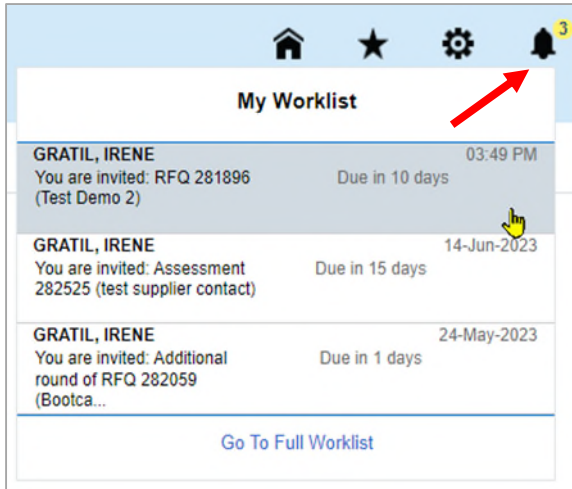
Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Does your company intend to participate?: **Yes No**

Warning: Do not forward this email

4.2 How to Respond to an RFQ (cont.)

2. via Supplier Portal Worklist



STEP 1: Login to the Supplier Portal, (refer to previous sections) then access your **Worklist** by clicking on the bell icon in the top right, select the Negotiation.



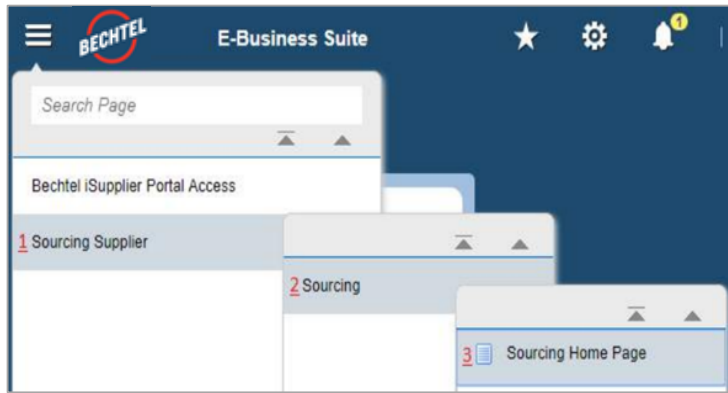
STEP 2: Click "**Negotiation Details**" to view details.

Note:

If you cannot see the notification, select **Go To Full Worklist**. In the "View" dropdown, select **All Notifications** and Go. The Negotiation should appear. Select the Subject to open the notification or select the box to the left and Open.

4.2 How to Respond to an RFQ (cont.)

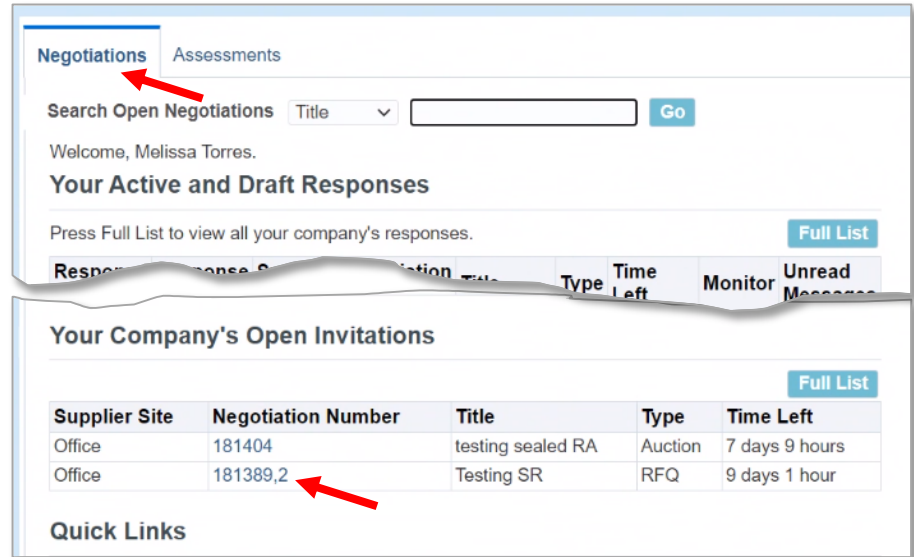
3. via Portal Sourcing Homepage



STEP 1: To access the Sourcing Home Page, click the menu icon in the left corner of the page, then select **Sourcing Supplier**, then **Sourcing**, then **Sourcing Homepage**.

Note:

If you do not see "Sourcing Supplier" when clicking the menu icon, contact your Bechtel Buyer or procweb@bechtel.com to grant you the appropriate access.



STEP 2: From the Sourcing Home Page, Negotiation's tab, look under "Your Company's Open Invitations", and click on the desired **Negotiation Number**.

Note:

If you cannot find the Negotiation, use the **Search Open Negotiations** bar at the top of the page. It will default to Title; use the drop down to change the search criteria. If you still cannot locate it, contact your Bechtel Buyer.

4.2 How to Respond to an RFQ (cont.)

To indicate your company's intent to participate in a Negotiation, you must first **"Acknowledge"** the negotiation.

NOTE: Remember to review the Header, Lines, and Controls tabs within the negotiation

There are 3 ways to indicate your company's participation in a Negotiation:

1. via **Email**,
2. via the **Supplier Portal Worklist**, or
3. via the **Sourcing Homepage**.

Instructions for each follow.

1. Acknowledge via Email

STEP 1: Access the email notification you received from **Bechtel EBS Workflow**. The subject of the email begins with "Action Required: You are invited: RFQ..."

STEP 2: Next to the message "Does your company intend to participate?" select the **"Yes"** or **"No"** hyperlink to indicate your company's participation.

Note:

- Selecting "Yes" or "No" within the email will trigger a response email. Do not respond to this email in any other manner as it is a "no-reply" mailbox that is not monitored.
- If you respond "No", you will not receive further communications about this specific Negotiation event and are not expected to submit a response. If you select No by mistake, contact the Buyer for assistance.

Action Required: You are invited: RFQ 282495 (test demo RFQ)

Bechtel EBS Workflow
To: IRENE GRATIL
Cc: Torres, Melissa
Retention Policy: 90DayInbox (90 days)
Expires: 9/10/2023

Notification Detail.html
702 bytes

From: [Redacted] Company: Bechtel Corporation
To: [Redacted] Title: test demo RFQ
Sent: 12-JUN-2023 09:26:52 Number: 282495
Due: 22-JUN-2023 09:22:18
ID: 64184310

Supplier Site: 899 EATON AVE, BETHLEHEM, PA 18025, US

Negotiation Preview June 12, 2023 09:26 am Eastern Time
Negotiation Open June 12, 2023 09:26 am Eastern Time
Negotiation Close June 22, 2023 09:22 am Eastern Time
Supplier US TEST COMPANY 1000

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Num	Action Date	Action	From	To	Details
1	09:26:52	Submit	[Redacted]	[Redacted]	

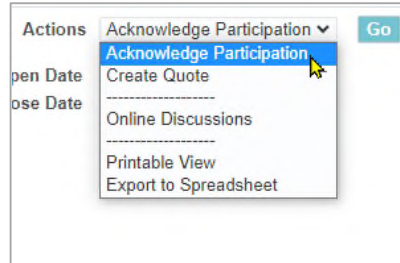
Does your company intend to participate?: [Yes](#) [No](#)

Warning: Do not forward this email

4.2 How to Respond to an RFQ (cont.)

2. Acknowledge via Portal Sourcing Homepage

STEP 1: From the drop-down in the top right-hand corner of the Negotiation, select **"Acknowledge Participation,"** then click **"Go."**



STEP 2: On the next screen, Select **"Yes"** or **"No"** (1) and include an optional Note to Buyer (2). Click **"Apply"** (3) when done.

Acknowledge Participation (RFQ 181389,2) Cancel Apply

Supplier Site Office 3

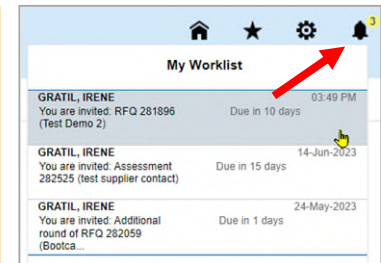
Will your company participate? Yes 1 No 1

Note to Buyer 2

3. Acknowledge via Supplier Portal Worklist

STEP 1: Access your **Worklist** by clicking on the **bell icon** in the top right of the portal. **Select the Negotiation.**

STEP 2: On the next screen, include an optional Note to Buyer (1), then Select **"Yes"** or **"No"** (2).



You are invited: RFQ 281896 (Test Demo 2) Yes No Delegate 2

From: GRATIL, IRENE Company: Bechtel Corporation
 To: IRENE GRATIL Title: Test Demo 2
 Sent: 20-Jun-2023 15:49:43 Number: 281896
 Due: 30-Jun-2023 17:32:18
 ID: 64186424

Negotiation Preview June 20, 2023 03:49 pm Eastern Time
 Negotiation Open June 20, 2023 03:49 pm Eastern Time
 Negotiation Close June 30, 2023 05:32 pm Eastern Time
 Supplier Bec Supplier Inc
 Supplier Site 1 DIGITAL WAY, GLENDALE, AZ 85305, US

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Num	Action Date	Action	From	To	Details
1	20-JUN-2023 15:49:43	Submit	GRATIL, IRENE	IRENE GRATIL	

Response

Note to Buyer 1

[Return to Worklist](#)

Note:

If you respond "No", you will not receive further communications about this specific Negotiation event and are not expected to submit a response. If you select No by mistake, contact the Buyer for assistance.

4.2 How to Respond to an RFQ (cont.)

Bechtel Peru S.R.L.

Download all Attachments Download selected Attachments

Previous 1 - 10 Next

Seq Num	Title	Description	Category	Type	Update
1	RFQ Documents	MJKG-00001 - RFQ Documents	To Supplier	File	
2	Commercial Atta...	MJKG-00001 - Commercial Attachments	To Supplier	File	
3	SOTS Documents	MJKG-00001 - SOTS Documents	To Supplier	File	
4	Clauses and Co...	MJKG-00001 - Clauses and Commercial Requirements Rev3	To Supplier	File	
5	Materia Requisit...	MJKG-00001 - Material Requisition	To Supplier	File	
10001	Technical Requi...	Table of Contents- Technical Requirements - Listing of Engineering Attachments	To Supplier	File	
10002	In Processing	SQ Requirement- Technical Requirements - Section SQ - Quality Surveillance Plan	To Supplier	File	
10003	Technical Requi...	Note- Technical Requirements - Section GN - General Notes	To Supplier	File	
10004	Technical Requi...	DS Requirement- Technical Requirements - Section DD - Document and Data Submittal Requirements	To Supplier	File	
10005	Technical Requi...	Quality Statement- Technical Requirements - Section QA - Quality Assurance Program Requirements	To Supplier	File	

Previous 1 - 10 Next

Return to Negotiations Actions Create Quote

Negotiations Assessments

Negotiations > RFQ: 181517 >

Create Quote: 1197230 (RFQ 181517) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Test for Yanacocha-26280-220-MRA-MJKG-00001 Time Left 8 days 23 hours Close Date 09-Apr-2021 14:13:07

Supplier BecSupplier Inc Reference Number

Supplier Site Office - 1 DIGITAL WAY, GLENDALE, AZ 85305, US Note to Buyer

RFQ Currency PEN

Quote Currency PEN

Price Precision Any

Attachments

Add Attachment

Title	Description	Category	Type	Usage	Update	Delete
No results found.						

Requirements

Expand All | Collapse All

Focus	Title	Type	Target Value	Quote Value
Requirements				
	Important Notices			
	Project Delivery Terms			

STEP 1: Using the steps above, **review** the Negotiation in full, and make sure to download any **Attachments**.

STEP 2: Under the **Actions** drop down menu, select **"Create Quote"** then click **"Go."**

STEP 3: You will land on the **Header tab**. Here you can:

- A. Add any optional **Note to the Buyer**
- B. Select the quote **Currency**
- C. Upload **Attachments** See instructions below.
- D. Complete the **Requirements** Section

Note:

Response Rules set by the Buyer. If you have any questions regarding controls, please contact the Buyer.

4.2 How to Respond to an RFQ (cont.)

Create Quote: 492139 (RFQ 109708)

Title

Header Lines

Supplier
Supplier Site
RFQ Currency USD
Quote Currency USD
Price Precision Any

Attachments

Add Attachment

Title	Type	Description	Category	Last Update
No results found.				

STEP 4: To add Attachments, click the **“Add Attachments”** button.

Add Attachment Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category From Supplier

Define Attachment

Type File URL Short Text Long Text

Browse...

STEP 5: For each attachment, add a **Title** and **Description**, then browse your computer and select the appropriate file.

STEP 6: When ready, click **“Apply”** to attach the file, or **“Add Another”** to attach the file and attach another.

Note:

An attachment Type can be a file, a URL (website), short text, or long plain text (such as a longer Note to Buyer).

4.2 How to Respond to an RFQ (cont.)

Create Quote: 492139 (RFQ 109708) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title _____ Time Left 7 days 22 hours
Close Date 22-Mar-2018 14:16:31

Header **Lines**

RFQ Currency USD Price Precision Any Quote Currency USD

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1	US_WA_KENNEWICK_99336-0000	No Quote				LUMP SUM	1	1		No	

Indicates more information requested. Click the Update icon.

Create Quote 492139: Line 1 (RFQ 109708) Cancel Save Draft Apply

Description Stuff Close Date 22-Mar-2018 14:16:31
Unit LUMP SUM Quote Currency USD
Start Price _____ Rank No Quote
Target Price _____ Ship-To _____
Quote Price _____ Need-By Date _____
Target Quantity 1 Promised Date _____
Quote Quantity 1

Notes

Note to Buyer

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

STEP 7: Click on the **Lines** tab to input your quote / pricing information.

STEP 8: Populate the available fields including **Quote Price** and **Promised Date**.

STEP 9: If you wish to provide more detail for a line, you can upload line-level **Notes to Buyer** (1) or **Attachments** (2).

To do this, click the Update button. Enter all the necessary information, and then click **Apply** (3) to proceed.

Note:

As with Assessments, the system does allow you to respond **by importing an Excel Spreadsheet** with your responses. This option is most commonly used when creating a quote with hundreds or thousands of line items. *Instructions below.*

4.2 How to Respond to an RFQ (cont.)

Create Quote: 492139 (RFQ 109708) [Cancel] [View RFQ] [Quote By Spreadsheet] [Save Draft] **[Continue]**

Title _____ Time Left 7 days 22 hours
Close Date 22-Mar-2018 14:16:31

Header [Lines]

RFQ Currency USD Quote Currency USD
Price Precision Any

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1	Sub US_WA_KENNEWICK_99336-0000	No Quote				LUMP SUM	1	1		No	[Update]

Create Quote 492139: Review and Submit (RFQ 109708) [Cancel] [Back] [Validate] [Save Draft] [Printable View] **[Submit]**

Header

Title _____ Time Left 7 days 22 hours
Close Date 22-Mar-2018 14:16:31

Supplier _____
Supplier Site _____
RFQ Currency USD Quote Valid Until _____
Quote Currency USD Reference Number _____
Price Precision Any Note to Buyer _____

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Test	File	Test	From Supplier		14-Mar-2018	One-Time	[Update]	[Delete]

STEP 10: When satisfied with your bid, click **“Continue.”**

STEP 11: You will then be prompted to **Review** your quote, then either **Submit** or **Save Draft** to submit your quote at a later time.

A confirmation window will appear after clicking **“Submit.”**

4.3 How to Update / Revise a Bid

Active Responses

Active negotiations are those you have been invited to, but the negotiation close date has not yet passed.

If you did not respond to a negotiation, you will not find it under the **View Responses** section. This only lists the negotiations in which you have responded / created a quote for.

To go back to all the negotiations you have won and have been awarded, you can click on **"Awarded."** To go back to all the negotiations you did not win / have not been awarded, click on **"Rejected."**

If the Buyer has allowed multiple responses for the Negotiation, you can update your response prior to the closing date.




Quick Links


Manage	View Responses
<ul style="list-style-type: none">DraftsDeliverablesPersonal Information	<ul style="list-style-type: none">Active ←Disqualified and WithdrawnAwardedRejected

Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.

- ⚠ Negotiation has been amended and requires your action to be considered for award.
- ⏸ Negotiation has been paused. Only draft response can be created.

Select Response: **Revise** ² | **Withdraw** |   

Select	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number
<input checked="" type="radio"/> ¹	1465305	1465305	Active		Office	282495
<input type="radio"/>	Blind		Active	Supplier2, Active	Fake Address	282476

STEP 1: Find your Active RFQs by accessing the **Sourcing Home Page**, then look under **View Responses** for **"Active."**

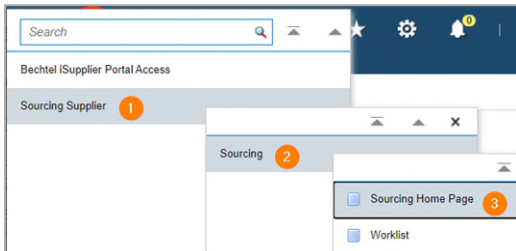
STEP 2: From the list, select the Negotiation you wish to revise by clicking the **radio button for that row (1)**, then click the **"Revise"** button (2).

STEP 3: The negotiation will open in the next screen, and you will have the ability to enter a new quote following the same steps you took to create the original quote.

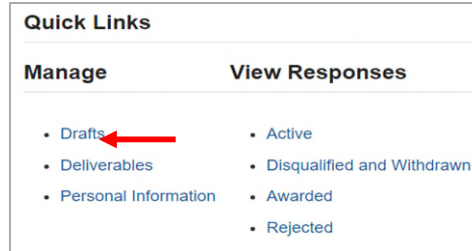
4.3 How to Update / Revise a Bid (cont.)

Draft Responses

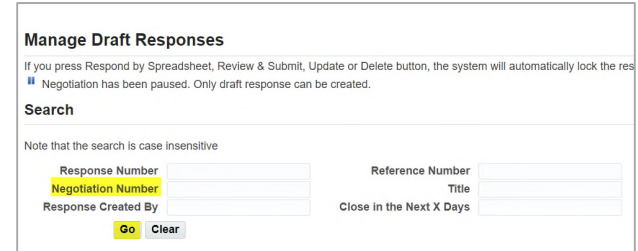
If you are looking for a response that you have started, but not yet submitted, you can search for it under **Drafts**.



STEP 1: Start by accessing the **Sourcing Home Page**.



STEP 2: Under the **Quick Links** section, look for **Manage**, then click on “**Drafts**.”



STEP 3: You can then search for your draft response using your **Negotiation Number***.

Note:

*Your Negotiation Number or RFQ number can be found in an email received from “Bechtel EBS Workflow” with the subject beginning with “Action Required: You are invited: RFQ...”. If you cannot find this email, ask your Bechtel Buyer for the negotiation number.

4.3 How to Update / Revise a Bid (cont.)

Withdrawn Responses

If the Buyer has allowed multiple responses for the Negotiation, you will be able to revise a previously withdrawn response and resubmit, if needed. Note that the ability to Revise a Withdrawn response / quote is not available for all negotiations. Please note that when you revise a previously withdrawn response, the quote number will change.

Quick Links

Manage **View Responses**

- Drafts
- Deliverables
- Personal Information
- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

Disqualified and Withdrawn Responses

Disqualified and Withdrawn Responses

Select Response: **Revise**

Response Number	Your Response Number	Status	Supplier Site	Negotiation Number	Title
492141		Withdrawn		112461,1	

STEP 1: Find all the negotiations in which you submitted a quote and later withdrew or were disqualified by the Buyer by accessing the **Sourcing Home Page**, then look under **View Responses** for **“Disqualified and Withdrawn.”**

STEP 2: From the list, select the negotiation you wish to revise by clicking the **radio button for that (1) row**, then click the **“Revise” button (2)**.

STEP 3: The negotiation will open in the next screen, and you will have the ability to enter a new quote following the same steps you took to create the original quote.

4.4 HELPFUL TIPS

1. Quote by Spreadsheet:

Create Quote: 492143 (RFQ 112456) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title _____ Time Left _____
Close Date _____

Header Lines

Supplier _____ Reference Number _____
Supplier Site _____ Note to Buyer _____
RFQ Currency USD
Quote Currency USD
Price Precision Any

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

STEP 1: After selecting “Create Response,” click “Go” then “Quote by Spreadsheet.”

Create Quote 492143: Quote By Spreadsheet (RFQ 112456)

RFQ Currency USD
Quote Currency USD

Step 1: Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format XML Spreadsheet - Rich Style (.xml)
 XML Spreadsheet - Light-Weight Style (.xml)
 Tab-Delimited (.txt)

Export

Step 2: Import Spreadsheet

Format XML Spreadsheet (.xml)
 Tab-Delimited (.txt)

File To Import _____ Browse...

Import

STEP 2: Export the spreadsheet template by selecting the desired format, then click “Export.”

Note:

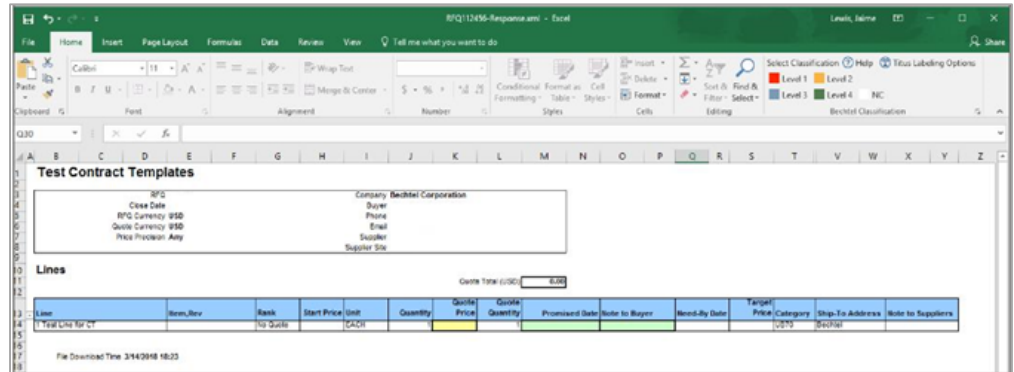
When downloading the Excel spreadsheet, a .zip file will be downloaded to your computer. This .zip file contains the exported spreadsheet as well as a help file “RFQ-Quote-Help.htm” for your reference.

4.4 HELPFUL TIPS

1. Quote by Spreadsheet (cont.)

STEP 3: The Excel will download onto your computer. Open the file in Excel and enter your quote and any other necessary information into the file.

Note: **Yellow cells** are mandatory and green cells are optional.



STEP 4: When you are ready, go back to the **Quote by Spreadsheet** screen, and click **“Browse”** (1) and select the saved Excel file.

Then click **“Import”** (2).

Create Quote 492143: Quote By Spreadsheet (RFQ 112456)

RFQ Currency USD
Quote Currency USD

Step 1: Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format

- XML Spreadsheet - Rich Style (.xml)
- XML Spreadsheet - Light-Weight Style (.xml)
- Tab-Delimited (.txt)

Export

Step 2: Import Spreadsheet

Format

- XML Spreadsheet (.xml)
- Tab-Delimited (.txt)

File To Import **Browse** (1)

Import (2)

4.4 HELPFUL TIPS

1. Quote by Spreadsheet (cont.)

STEP 5: Once the import is complete, confirm that the information was uploaded into the negotiations correctly and click **“Continue.”**

If there were any issues with the Import, a table of **Import Errors** will provide details. Edit the Excel sheet and Import it again. Confirm that information was uploaded correctly and click **“Continue.”**

The screenshot shows the 'Create Quote: 492143 (RFQ 112456)' interface. At the top right, there are buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The main area is divided into 'Header' and 'Lines' tabs. Under 'Header', there are fields for 'Title', 'Time Left', and 'Close Date'. Below these are fields for 'Supplier', 'Supplier Site', 'RFQ Currency' (USD), 'Quote Currency' (USD), and 'Price Precision' (Any). To the right, there are input fields for 'Reference Number' and 'Note to Buyer'. An 'Attachments' section is visible at the bottom, with an 'Add Attachment' button and a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table currently shows 'No results found.'

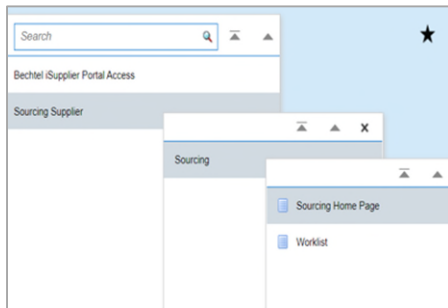
STEP 6: You will have a chance to review your quote one last time to confirm that you provided all the necessary information, and it is accurate. Once ready, click **“Submit”** or **“Save Draft.”**

The screenshot shows the 'Create Quote 492143: Review and Submit (RFQ 112456)' interface. At the top right, there are buttons for 'Cancel', 'Back', 'Validate', 'Save Draft', 'Printable View', and 'Submit'. The main area is divided into 'Header' and 'Attachments' sections. Under 'Header', there are fields for 'Title', 'Supplier', 'Supplier Site', 'RFQ Currency' (USD), 'Quote Currency' (USD), and 'Price Precision' (Any). To the right, there are fields for 'Time Left' (15:43:51), 'Close Date' (15-Mar-2018 10:37:59), 'Quote Valid Until', 'Reference Number', and 'Note to Buyer'. An 'Attachments' section is visible at the bottom, with an 'Add Attachment' button and a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table currently shows 'No results found.'

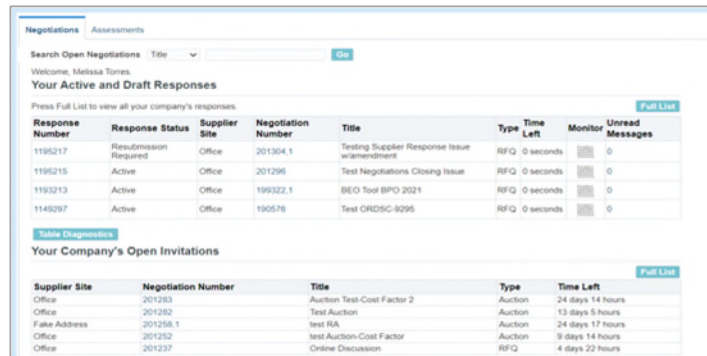
4.4 HELPFUL TIPS

2. Communicating on an RFQ

Suppliers may communicate with Buyers regarding negotiations by using the **Online Discussions tool**. This secure platform works much like an email, it is directly linked to the specific quote to which it's attached. It is strongly recommended that all communication during a RFQ or negotiation occur via Online Discussions. The designated Supplier contact will receive an email as well as a notification that appears in the My Worklist dropdown menu when a new message is received.



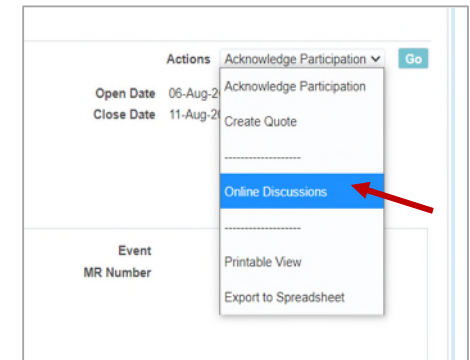
STEP 1: Navigate to **Sourcing Supplier** and select the **Sourcing Home Page** and the **Sourcing Negotiations tab** view will open.



Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1195217	Resubmission Required	Office	201304.1	Testing Supplier Response Issue w/amendment	RFQ	0 seconds	0	0
1195215	Active	Office	201296	Test Negotiations Closing Issue	RFQ	0 seconds	0	0
1193213	Active	Office	199322.1	BEG Tool BPO 2021	RFQ	0 seconds	0	0
1149297	Active	Office	190576	Test ORDSC-9295	RFQ	0 seconds	0	0

Supplier Site	Negotiation Number	Title	Type	Time Left
Office	201293	Auction Test-Cost Factor 2	Auction	24 days 14 hours
Office	201292	Test Auction	Auction	13 days 5 hours
Palae Address	201256.1	test RA	Auction	24 days 17 hours
Office	201252	test Auction-Cost Factor	Auction	9 days 14 hours
Office	201237	Online Discussion	RFQ	4 days 22 hours

STEP 2: Find and select the negotiation from your **Open Invitations** table or **Active Responses**.



STEP 3: Once the screen is generated, use the Actions dropdown to select "**Online Discussions**" then click "**Go.**"

4.4 HELPFUL TIPS

2. Communicating on an RFQ (cont.)

Negotiations > RFQ: 201237 >
Online Discussions (RFQ 201237)

Title [Online Discussion](#)
Status Active (Locked)
Time Left 4 days 23 hours

Messages

New Message

Subject	Message	Status
No results found.		

STEP 4: To send a message to your Bechtel Buyer, you must select the **“New Message”** button.

Negotiations > RFQ: 201237 > Online Discussions (RFQ 201237) >
Create New Message (RFQ 201237)

Cancel Send

* Indicates required field

Send To Buyer ▾
* Subject Online Discussion Message
* Message Hello, this is an online message. Attachments can also be added below.

Attachments

Add Attachment

Title	Description	Category	Type	Usage
No results found.				

STEP 5: Fill in as much detail as possible in the required fields. Use the **Attachments** section to add any applicable attachments that will support your message. Attachments can be: URL, Long Text, Short text, File (Word, Excel, etc.)

Once all the fields are filled in, you can click the **“Send”** button.

4.4 HELPFUL TIPS

2. Communicating on an RFQ (cont.)

STEP 6: Once the message is sent, you will be directed back to the main **Online Discussion** screen. Here you will find all your discussion threads related to the specific negotiation.

Negotiations > RFQ: 201237 > Online Discussions (RFQ 201237)

Title	Status	Time Left	Open Date	Close Date
Online Discussion	Active (Locked)	4 days 23 hours	06-Aug-2021 09:26:50	11-Aug-2021 09:25:00

Messages

Subject	Message	Status	Sender	Date	Export	Reply
Online Discussion Message	Hello, this is an online message. Attachments can ...	Read	Torres, Melissa	06-Aug-2021 09:53:34	[Export Icon]	[Reply Icon]

For Your Information: Sent: Online Discussion Message for RFQ 201296 (...)

From: MELISSA TORRES
To: TORRES, MELISSA
Sent: 11-AUG-2021 11:10:13
ID: 57182582

Subject: Hello
Message: test

To respond to this message, please click [here](#)

STEP 7: When the Buyer sends a message, the designated Supplier Contact will receive an **email** and a notification in the **Worklist**.

Open Date: 03-Aug-2021 14:48:17
Close Date: 03-Aug-2021 16:02:48

Export	Reply
[Export Icon]	[Reply Icon]

STEP 8: To reply to a message, follow the link in the email message or notification, or navigate to the Online Discussions screen, and click the **“Reply”** icon.

Negotiations > RFQ: 201237 > Online Discussions (RFQ 201237) > Reply To Message (RFQ 201237)

Send To: Buyer
Subject: BUYER ONLINE DISCUSSION
Message: Original Message-----DEMO ONLINE DISCUSSION (BUYER)

Attachments

Title	Description	Category
No results found.		

STEP 9: Which will generate a **Reply to Message** screen. Include your message and any applicable attachments.

4.4 HELPFUL TIPS

3. Responding to a Negotiation Amendment

If the Buyer has created an **Amendment** to an existing Negotiation, the Supplier Contact will be notified. You must **Acknowledge** the amendment to indicate that you have reviewed and understand the changes that have been made, before reviewing your quote / submission.

STEP 1: When you see the notification about an amendment, follow the link to review what has changed before acknowledging the amendment.

You can click on the “**Review Changes**” icon, to see a **section-by-section comparison** of how the RFQ has been modified.

Note: When the Buyer creates a new amendment, the negotiation number is indicated by a comma followed by the amendment number (Example: **RFQ 181389** becomes **181389,1**).

Negotiations > RFQ 181389,2 > Amendment History (RFQ 181389) >
Acknowledge Amendment (RFQ 181389,1) [Cancel] [Continue]

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

I acknowledge the changes made to the RFQ amendment document 181389,1.

Header

Label	RFQ 181389	RFQ 181389,1
Amendment Description		Adding additional lines

Notes and Attachments

RFQ 181389

No results found.

RFQ 181389,1

Title	Description	Category	Type	Usage	Update	Delete
No results found.						

Lines

Action Line	Item, Rev	Category	Unit	Quantity	Start Price (USD)
Added	2 P-0FG1-G-DEW-PNT-HTR-VENTS-SB	P-0FG1-G-DEW-PNT-HTR-VENTS-SB-000189	G000	EACH 1	
Added	3 P-0TW1-G-FILTRATE-TANK-AND-PUMP-AREA	P-0TW1-G-FILTRATE-TANK-AND-PUMP-000189	G000	EACH 1	

Controls

No changes exist.

Contract Terms

No changes exist.

[Cancel] [Continue]

STEP 2: Once you have reviewed the changes, select the checkbox to indicate your acknowledgement, then click “**Continue**” then “**Acknowledge**,” depending on how you navigate to this screen.

You will see a confirmation screen; click Yes to proceed. Now enter a **new quote** using the same steps as before.

Acknowledge Amendment (RFQ 112461,1) [Cancel] [Acknowledge]

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 112461,1.

Header

Label	RFQ 112461	RFQ 112461,1
Amendment Description		controls



5 | Access Orders & Agreements

IN THIS SECTION



5.1 Navigating the iSupplier Homepage

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5.2 Accessing Orders / Agreements

[Page 68](#)



5.3 Downloading Orders / Agreements

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5.4 Electronic Acknowledgement

[Page 73](#)

5.1 Navigating the iSupplier Homepage

Supplier Home Tab

- The **Notifications** section shows any new actions awaiting your attention. Click Full List to see old notifications (similar to the bell icon in the top right corner).
- The **Orders At a Glance** section will display open, or active, Orders that you have access to. Click Full List to see additional Orders from your history with Bechtel.
- The **Shipments At a Glance** section can be disregarded as it is not being utilized at this time.
- The **Planning** table on the right-hand side offers additional shortcuts to **Agreements**, **Purchase Orders** (which includes Subcontracts / service contracts), **Purchase History**.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the Bechtel logo, the text 'iSupplier Portal', and several icons including a home icon, a star, a settings gear, a notification bell, and a user profile icon. Below the navigation bar, there are tabs for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Administration'. A search bar is located below the tabs, with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections: 'Notifications' (with a 'Full List' button), 'Orders At A Glance' (with a 'Full List' button), and 'Shipments At A Glance' (with a 'Full List' button'). Each section contains a table with 'No results found.' as the only entry. On the right side, there is a 'Planning' sidebar with a list of links: 'Orders' (Agreements, Purchase Orders, Purchase History), 'Shipments' (Delivery Schedules, Overdue Receipts, Advance Shipment Notices), 'Receipts' (Receipts, Returns, On-Time Performance), 'Invoices' (Invoices), 'Payments' (Payments), and 'RFP/Assessments' (RFP/Assessments). Red arrows point from the text in the list to the corresponding sections in the screenshot.

Note:

The tabs called **Finance**, **Shipments**, **Receipts**, **Invoices**, and **Payments** are **not** being used at this time; you can disregard them.

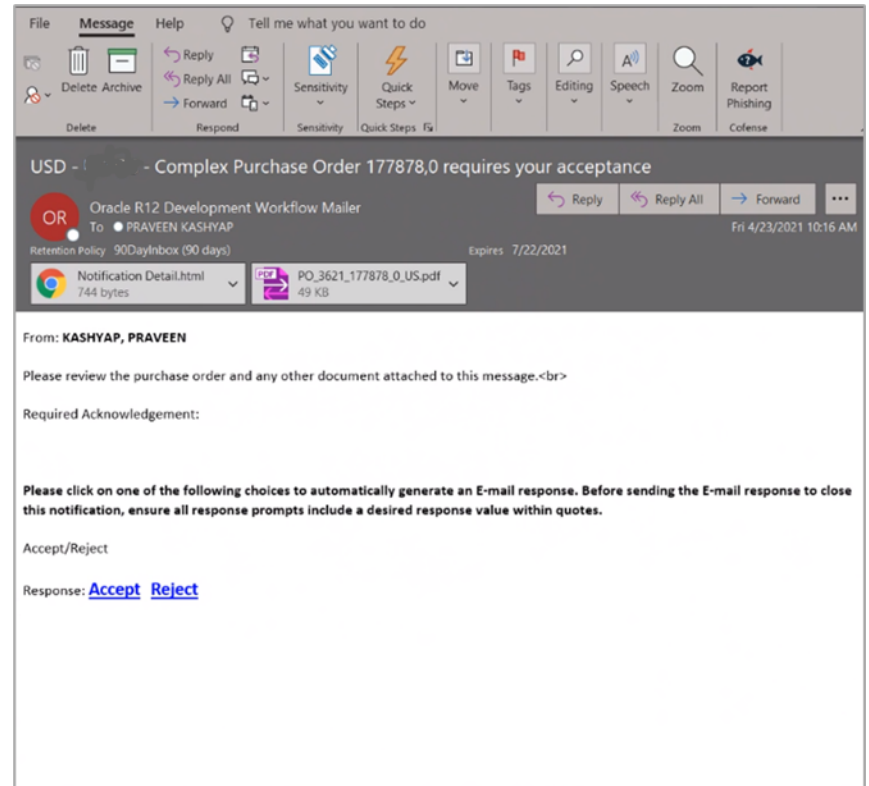
5.2 Accessing Orders / Agreements

Accessing an Order / Agreement Via Email

STEP 1: Navigate to your email to access the notification. The email is coming from “Bechtel EBS Workflow” and will look similar to this example.

STEP 2: The Order notification email will include a PDF copy of the Order as well as a .zip file that contains all the attachments on the Order.

Click the hyperlink (or attachment files) to open and download onto your computer.

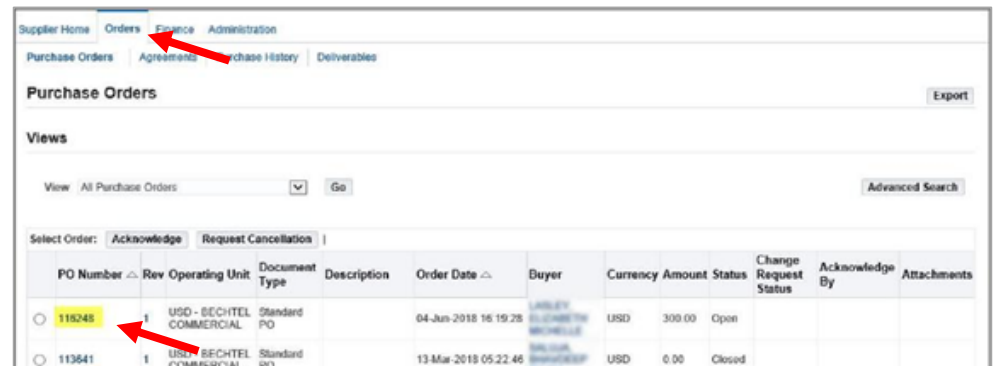
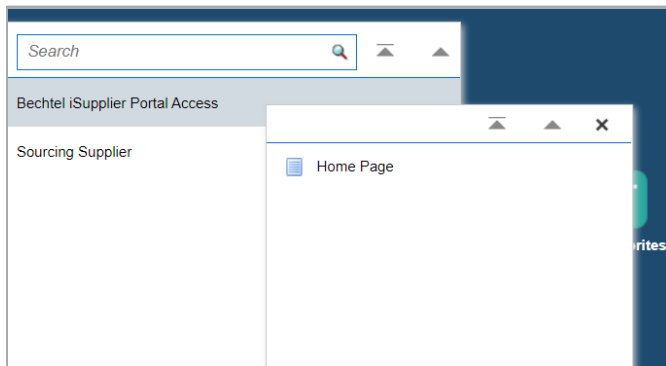


Note:

If the zip file is too large, the zip file with attachments will not come through via email. If this is the case, you will need to login to the system to download the attachments.

5.2 Accessing Orders / Agreements (cont.)

Accessing an Order / Agreement Via Portal Homepage



STEP 1: To access the iSupplier Portal Home Page, click the menu icon in the left corner of the page, then select “**Bechtel iSupplier Portal Access**,” then “**Homepage**.”

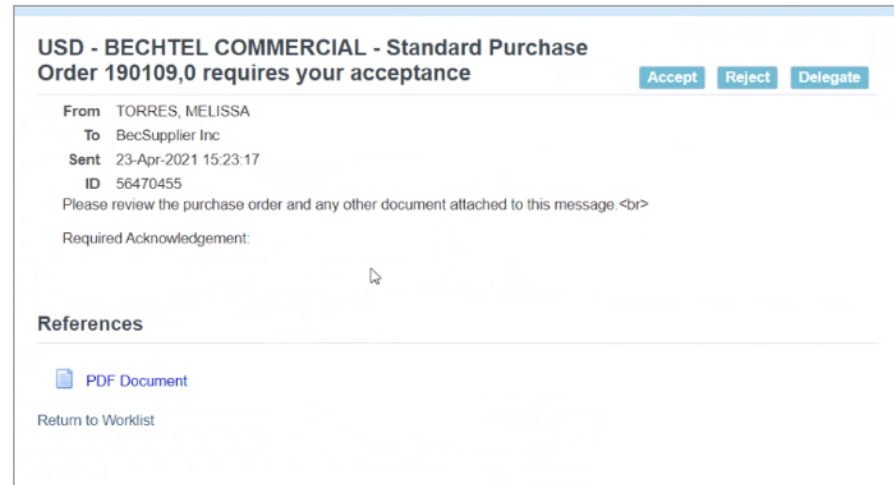
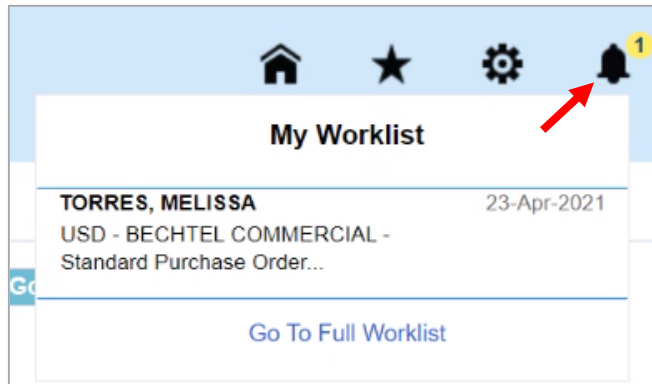
STEP 2: Select the **Orders** tab, seen at the top of the page. The page will default the view to “All Orders.” You should find your **Order** listed here. To open it, simply click the **Number**.

Note:

If you do not see “iSupplier Portal Access” when clicking the menu icon, contact your Bechtel Buyer or procweb@bechtel.com to grant you the appropriate access.

5.2 Accessing Orders / Agreements (cont.)

Accessing an Order / Agreement Via My Worklist



STEP 1: If you have an action pending, you can access the Order by clicking on the **bell icon** in the top right; then select the Order.

STEP 2: Click the **Notification** to view open the Order / Agreement.

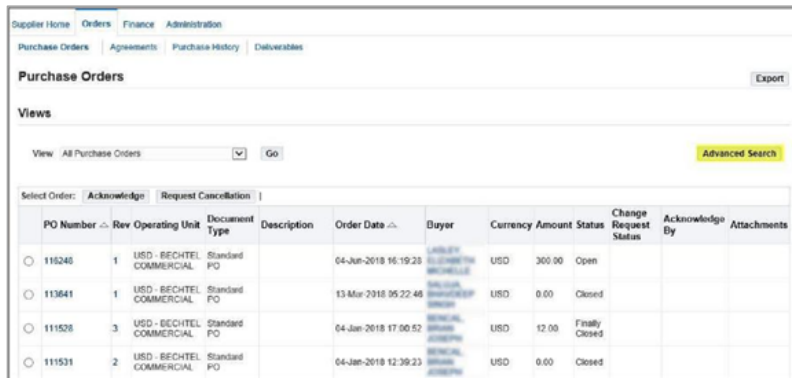
Note:

If you cannot see the notification, select "Go To Full Worklist." In the View dropdown, select All Notifications and Go. The Award should appear. Select the Subject to open the notification or check the box to the left and Open.

5.2 Accessing Orders / Agreements (cont.)

Searching for Orders in the Portal

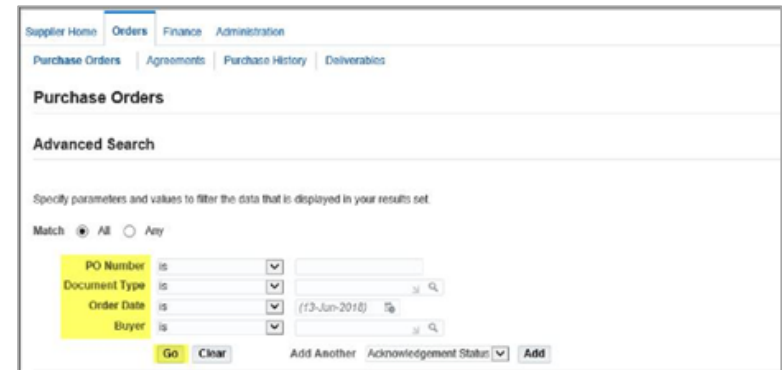
If you cannot find the Order, you can use the **search functionality** to find the Order.



The screenshot shows the 'Purchase Orders' page in the portal. At the top, there are navigation tabs for 'Supplier Home', 'Orders', 'Finance', and 'Administration'. Below these are sub-tabs for 'Purchase Orders', 'Agreements', 'Purchase History', and 'Deliverables'. The main heading is 'Purchase Orders' with an 'Export' button. Underneath, there's a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. A yellow 'Advanced Search' button is highlighted. Below the search area is a table with columns: PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments. The table contains four rows of data.

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
115245	1	USD - BECHTEL COMMERCIAL	Standard PO		04-Jun-2018 16:19:23	LABEY	USD	300.00	Open			
113641	1	USD - BECHTEL COMMERCIAL	Standard PO		13-Mar-2018 05:22:46	LABEY	USD	0.00	Closed			
111526	3	USD - BECHTEL COMMERCIAL	Standard PO		04-Jan-2018 17:00:52	LABEY	USD	12.00	Finally Closed			
111531	2	USD - BECHTEL COMMERCIAL	Standard PO		04-Jan-2018 12:39:23	LABEY	USD	0.00	Closed			

STEP 1: Click the “Advanced Search” button to search.



The screenshot shows the 'Advanced Search' page. It has the same navigation tabs as the previous page. The main heading is 'Advanced Search'. Below it, there's a text prompt: 'Specify parameters and values to filter the data that is displayed in your results set'. There are radio buttons for 'Match' set to 'All'. Below that, there are four search criteria: 'PO Number is', 'Document Type is', 'Order Date is', and 'Buyer is'. Each has a dropdown menu and a search icon. The 'Order Date' dropdown is set to '(13-Jun-2018)'. At the bottom, there are 'Go' and 'Clear' buttons, and a section for 'Add Another' with a dropdown for 'Acknowledgement Status' and an 'Add' button.

STEP 2: Enter the **criteria** you wish to search by and click “Go.” To open an Order, select the PO Number (Order Number).

Note:

The easiest way is to search by the Order Number. If you do not know the Order Number, please reach out to your Bechtel Buyer.

5.3 Downloading Orders / Agreements

Supplier Home | Orders | Shipments | Finance | Administration

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables

Orders: Purchase Orders >

Standard Purchase Order: 190109, 0 (Total USD 0.02) Actions: Printable View Go Export

Currency: USD

Required Acknowledgment: Electronic Acknowledgment Required

Order Information

General

Total: 0.02
Supplier: BecSupplier Inc
Supplier Site: Office
Supplier Contact: Torres, Melissa
Address: 1 DIGITAL WAY
GLENDALE, AZ 85305
Buyer: TORRES, MELISSA MARY
Order Date: 23-Apr-2021 15:14:14
Description: Testing OROSC-1702
Status: Requires Acknowledgment
Note to Supplier: USD - BECHTEL COMMERCIAL
Sourcing Document: None
Supplier Order Number: Attachments: None

Terms and Conditions

Payment Terms: NET 30
Carrier: FOB Not Applicable
Freight Terms: Not Applicable
Shipping Control: Ship-To Address
Address: 5323 N 99th Avenue
Glendale, AZ 85305-2201
Bill-To Address
Address: P.O. Box 7700
Glendale, AZ 85312-7700

Summary

Total: 0.02
Received: 0.00
Invoiced: 0.00
Payment Status: Not Paid

PO Details

Show All Details | Hide All Details

Details	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Linked Attributes	Amount	Status	Attachments	Reason
1	Material			test	EACH	1	0.02		0.02	Open		

Shipments

Shipment	Ship-To Location	Qty	Amount	Promised Date	Payment Status	Status	Supplier Line	Split Reason	Attachments
Ordered	Received	Invoiced	Ordered	Received	Invoiced				
1	US_AZ_GLENDALE_85305-2201	1	0.00			Requires Acknowledgment			

Return to Orders: Purchase Orders Actions: Acknowledge Go Export

STEP 1: After clicking the PO Number, the Order will open. Review the information within the Order. Be sure to click the **“Show All Details”** link within the PO Details section to view all the line information.

Actions: Printable View Go Export

- Acknowledge
- View Change History
- Printable View
- View Receipts
- View Invoices
- View Payments
- View Shipments

Summary

Total: 0.02
Received: 0.00
Invoiced: 0.00
Payment Status: Not Paid

STEP 2: Click the **Actions** menu in the right-hand corner of the page. Select **“Printable View”** and click **“Go”** to download a .pdf of the Order.

Note:

To view / download Attachments individually on the Order, click the blue View link within the General section of the Order.

This will take you to the Attachments page. Click the Title of the attachment to download it onto your computer.

Order Information

General

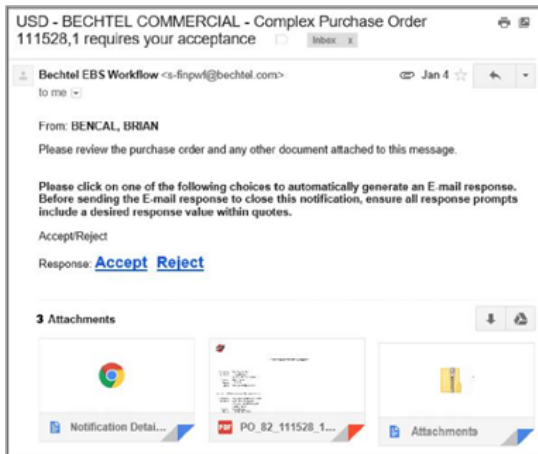
Total: 0.00
Supplier: BecSupplier Inc
Supplier Site: Office
Supplier Contact: TORRES, MELISSA MARY
Address: 1 DIGITAL WAY
GLENDALE, AZ 85305
Buyer: TORRES, MELISSA MARY
Order Date: 23-Apr-2021 15:14:14
Description: Testing OROSC-1702
Status: Finally Closed
Note to Supplier: Sorry!
Operating Unit: USD - BECHTEL COMMERCIAL
Sourcing Document: 109708
Supplier Order Number: Attachments View

5.4 Electronic Acknowledgement

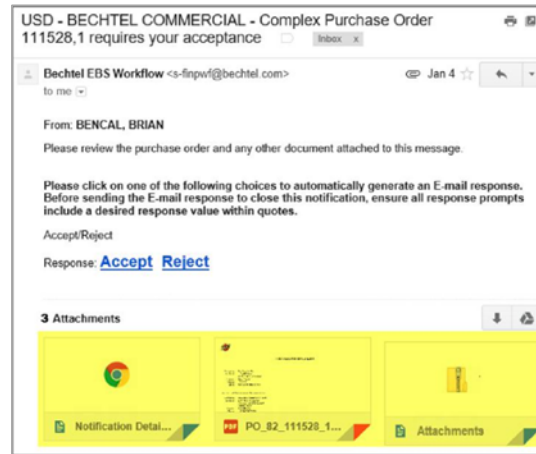
Electronic Acknowledgements

Electronic approvals and acknowledgements are a key benefit of the data-centric approach. Routing documents electronically is auditable, trackable, and often saves significant time. Please note that not all Orders require the supplier's acknowledgement, and when an electronic acknowledgement is deemed appropriate, the Buyer will set the Order requirements accordingly.

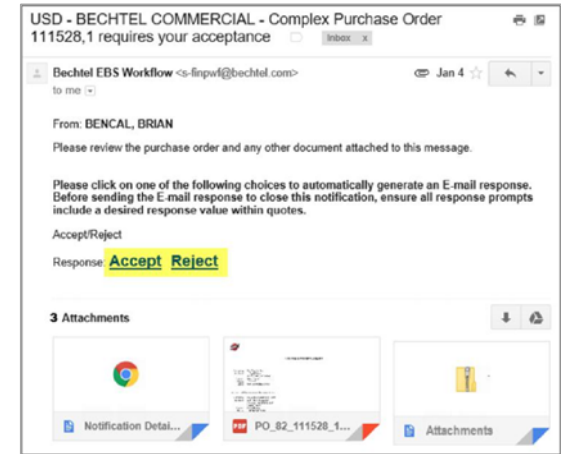
Via Email



STEP 1: Access the notification through your **email**.



STEP 2: Before acknowledging the Order, make sure you have downloaded and reviewed the **PDF copy** of the Order and any Attachments.

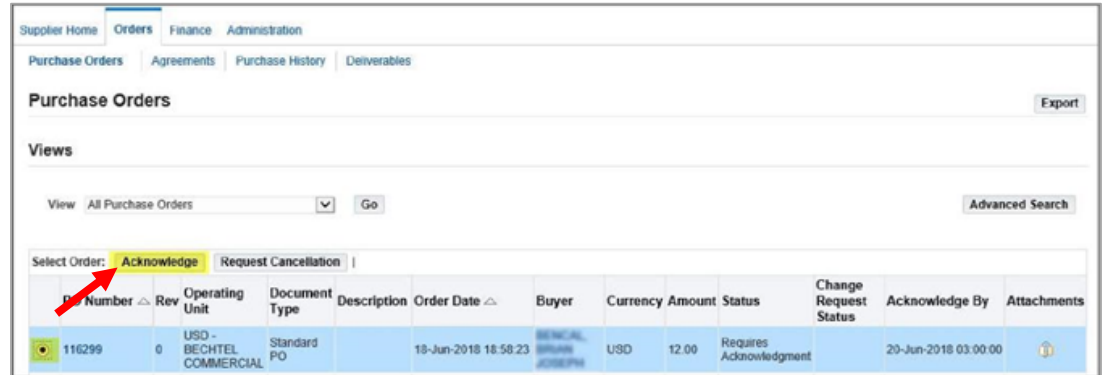


STEP 3: To acknowledge the Order via email, simply click the **“Accept”** or **“Reject”** option.

5.4 Electronic Acknowledgement

Via Portal

STEP 1: To acknowledge an Order via the portal, select the button next to the Order number you wish to acknowledge and click **"Acknowledge."**



Supplier Home | Orders | Finance | Administration

Purchase Orders | Agreements | Purchase History | Deliverables

Purchase Orders Export

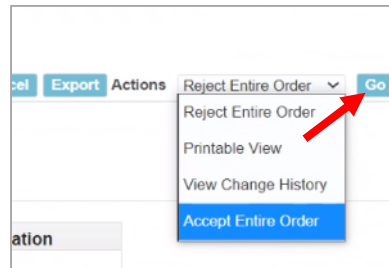
Views

View: All Purchase Orders Go Advanced Search

Select Order: **Acknowledge** | Request Cancellation

Order Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
116299	0	USD - BECHTEL COMMERCIAL	Standard PO		18-Jun-2018 18:58:23	BECHTEL, BRUNN JENSEN	USD	12.00	Requires Acknowledgment		20-Jun-2018 03:00:00	

STEP 2: From the **Actions** menu, click **Accept Entire Order** to accept or **Reject Entire Order** to reject the Order. Then click **"Go."**



STEP 3: Add any **Notes to Buyer** (optional) and click **Submit**. You will see a confirmation of your acknowledgment.



Acknowledge Purchase Order 116299 Cancel **Submit**

Description

Currency: USD

Amount: 12.00

Order Date: 18-Jun-2018 18:58:23

Action: Accept

Note to Buyer

Note:

You can only acknowledge Orders that are in the **Requires Acknowledgment** status.



6 | Change Management in Unifier

IN THIS SECTION



6.1 Navigating DSCS Unifier

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6.2 Submit a Change Request

[Page 97](#)



6.3 Change Acknowledgement and Cost Negotiation

[Page 105](#)



6.4 Supplier Daily Reports

[Page 106](#)

6.1 Navigating DSCS Unifier

Unifier is a DSCS core application that has several modules to facilitate administration of your active agreements with Bechtel.

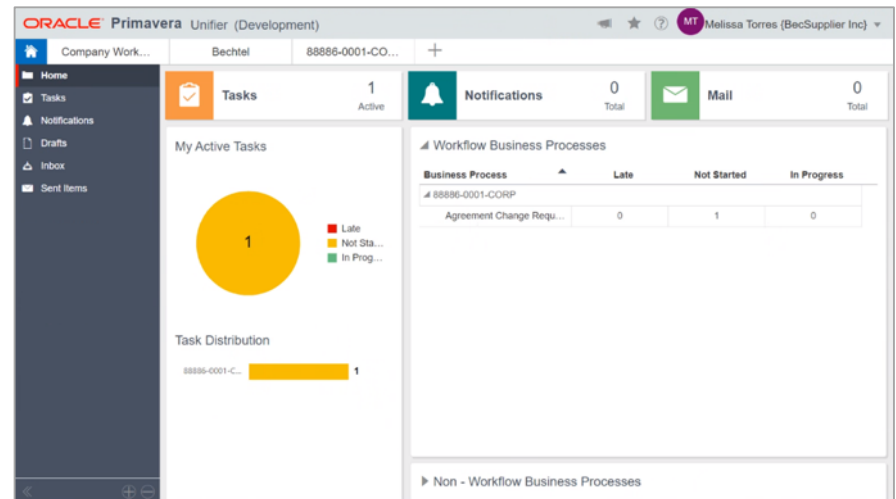
To access Unifier, you will login into the Bechtel Partner Access (BPA), then click on Unifier. From here, you can:

- **7.1: Submit a Change Request**
- **7.2: Respond to a Change Acknowledgement and Cost Negotiation**
- **7.3: Submit Daily Reports** (when required)

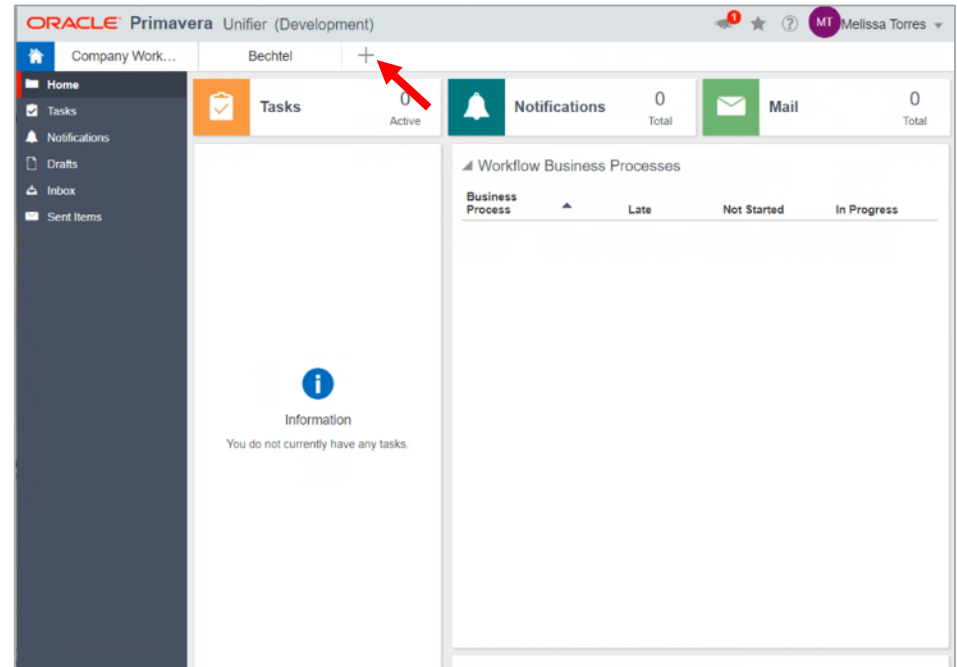
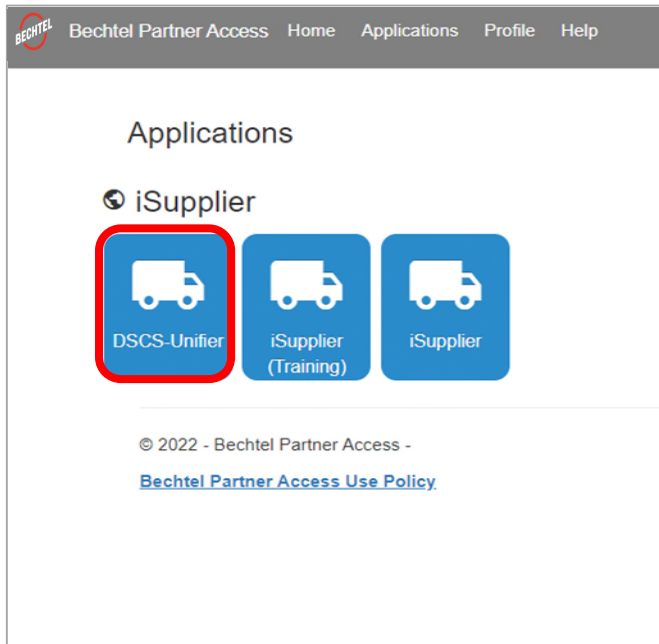
Note:

Changes are disruptive for suppliers and subcontractors, Bechtel, and our customers, but are part of any complex engineering and construction project. While striving to minimize the number of changes, any change requests and change notifications must be formally tracked in the supply chain application.

Review the [Bechtel Supplier Guide](#) and your Order's Terms & Conditions to understand how contract changes are to be handled.



6.1 Navigating DSCS Unifier (cont.)



STEP 1: To access DSCS Unifier, log into Bechtel Partner Access (BPA) and click on DSCS Unifier or follow the links in the email you received.

NOTE: If you are in the iSupplier Portal, use the link that says "Click here to access Unifier Page" in the welcome banner. You can also add an external link Favorite for <https://dscsunifier.oci.becpsn.com/>

STEP 2: This will bring you to the DSCS Unifier homepage. If this is your first time logging in, you will need to add a shortcut to your relevant Order with Bechtel.

Click the **+ sign** in the top and search for the order number provided by your Bechtel Buyer. (In this example, the Order Number is "88886-0001-Corp")

6.1 Navigating DSCS Unifier (cont.)

Use the **tabs** to navigate to the Orders you have access to.

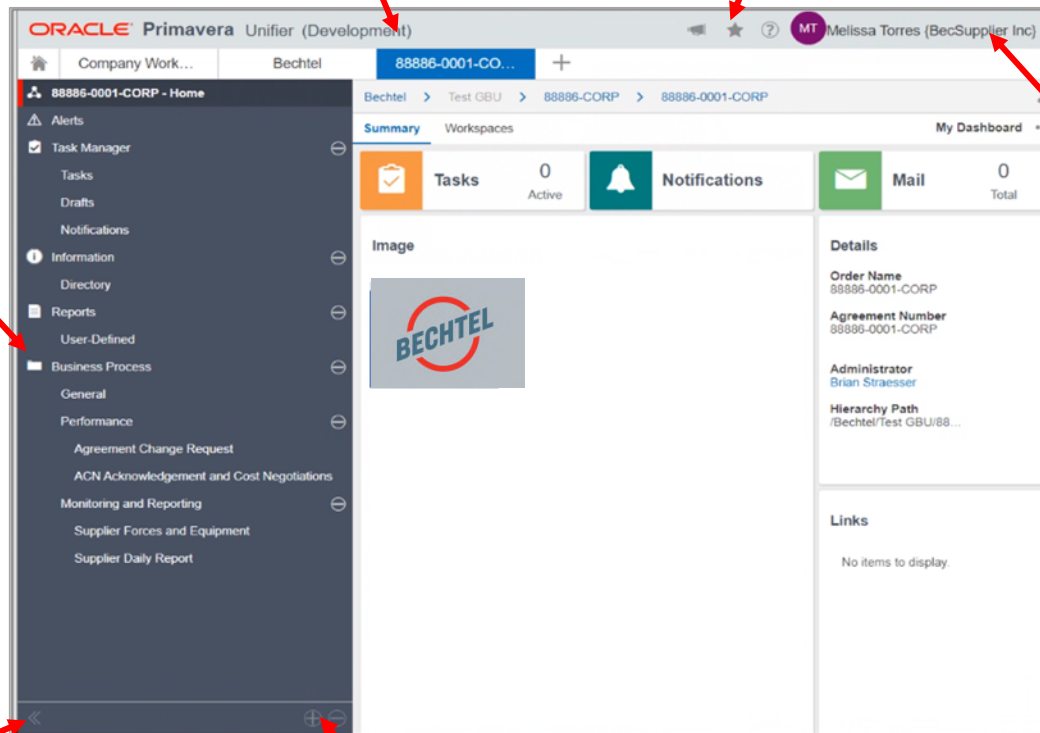
Click the Star icon to save your **favorite** business processes for easy access in the future.

See your menu options along the left-hand side. Here you can now access all the **"Business Processes"** you will need to interact with Bechtel digitally regarding your Order.

Click on your name to set your **preferences**, such as time zones, currency, and proxies.

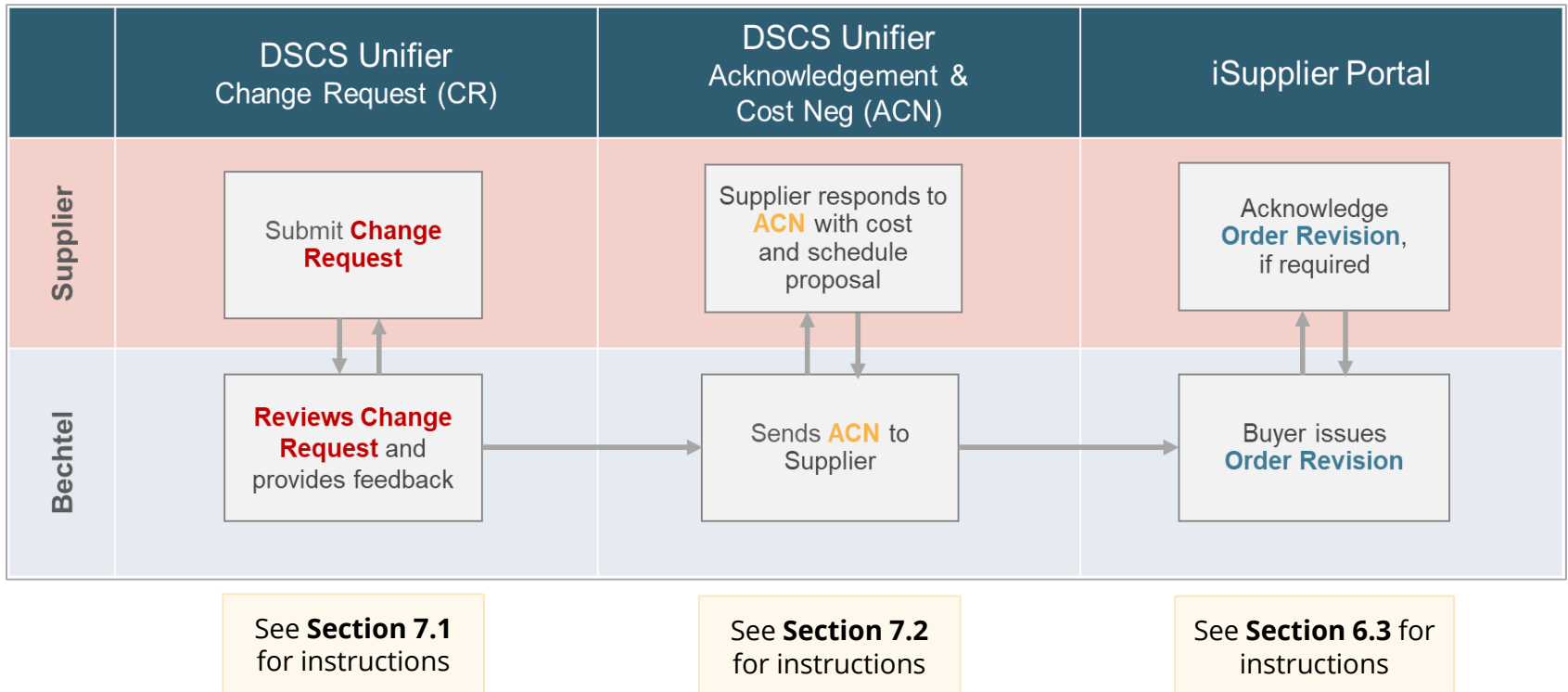
Click the **double arrows** << in the bottom left corner on any screen to minimize the grey menu bar.

Click the **+ sign** to expand all the menu options

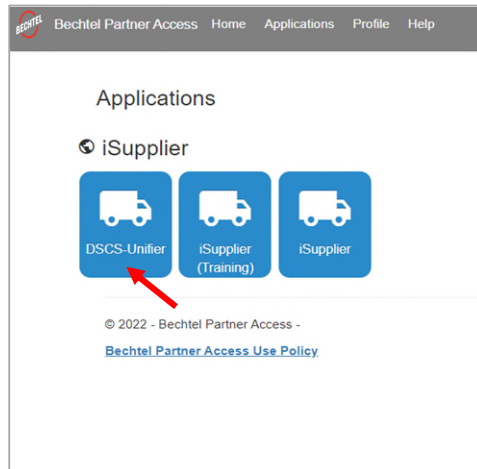


6.2 Submit a Change Request

There are **3 key steps** to negotiating a Contract Change:

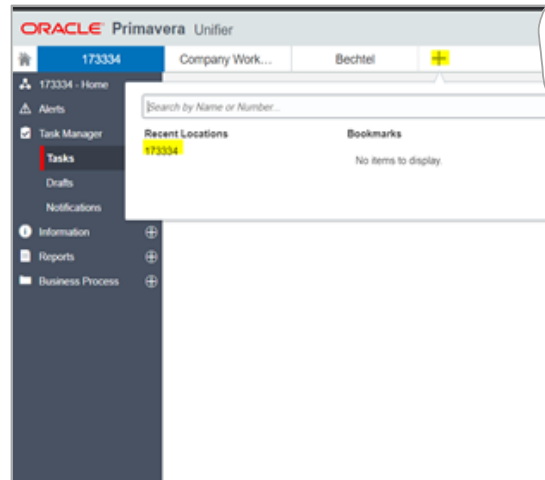


6.2 Submit a Change Request (cont.)



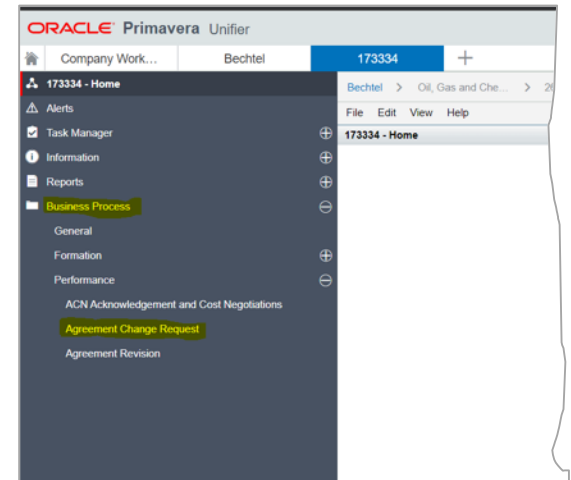
STEP 1: Login to BPA, and click on “DSCS-Unifier.”

TIP: If you are in the iSupplier Portal, use the link that says “Click here to access Unifier Page” in the welcome banner. You can also add an external link Favorite for <https://dscsunifier.oci.becpsn.com/>



STEP 2: Click on your Order Number tab. If you do not see your Order, click the + icon and search by **Order number**.

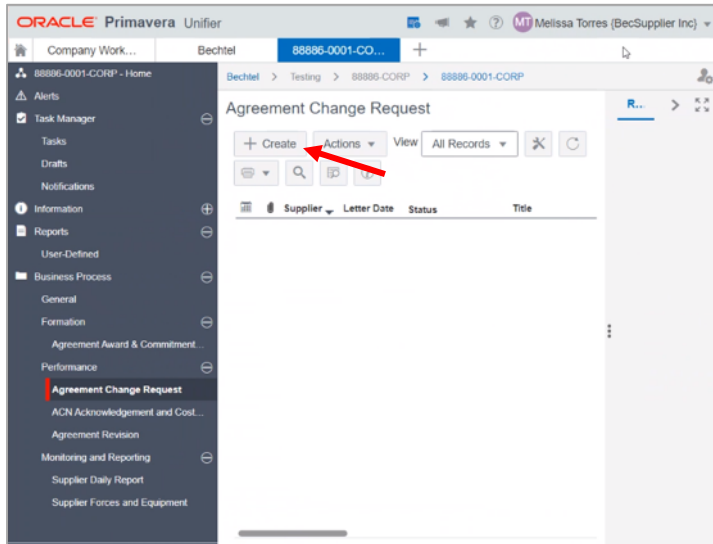
Ask your Bechtel Buyer if you do not know your Order Number.



STEP 3: Click on the + in the left-hand menu bar to expand the menu options.

Under “**Business Process,**” then “**Performance,**” select “**Agreement Change Request.**”

6.2 Submit a Change Request (cont.)



STEP 4: Click **Create** to start a new record.

The screenshot shows the 'Create New Agreement Change Request' form. The form has several tabs: 'Agreement', 'Attach RFI', 'Attach NCR', 'Attach FCD', and 'External Attachments'. The 'Agreement' tab is active. The form contains several fields: 'Job Number' (88860C), 'Project Name' (8886-CORP), 'Order Number' (8886-0001-CORP), 'Bechtel Entity Name', 'Supplier Change Request No', 'Supplier Letter Number', 'Supplier's Rep Name' (Melissa Torres (BecSupplier Inc)), 'Order Description', 'Aconex Title *', 'Description of Change *', and 'CR Comments'. The 'Status' is set to 'New'. The 'Letter Date' is in the format MM/DD/YYYY. The 'ACR Sent Date' is also present. The right sidebar shows 'Attachments' with 'No Attachments' and an 'Information' icon.

STEP 5: A new window will open with several tabs. Fill in as much as information as possible, especially the **required fields** (marked by *). Grey fields cannot be edited.

Remember to scroll down. If you are not sure what to provide for any field, contact your Bechtel Buyer.

Note:

If you have attachments to include, go to the next page for detailed instructions about adding Attachments

6.2 Submit a Change Request (cont.)

Adding Attachments to your Change Request record

Create New Agreement Change Request

Agreement Attach RFI Attach NCR Attach FCD **External Attachments**

Add Actions Refresh Search

No.	Short Description	Attachment Comments
001	Letter of Extension Request	Attaching PDF Letter

Short Description
Attachment Holder - Shared - Bechtel and S

Attachment Comments

Cancel Save Save & Add New

Create New Agreement Change Request

Agreement Attach RFI Attach NCR Attach FCD **External Attachments**

Line Item Details **Attachments** Linked R

Add Actions Refresh Search

No.	Short Description	Attachment Comments
001	Letter of Extension Request	Attaching PDF Letter

Browse...

Information
No Attachments.

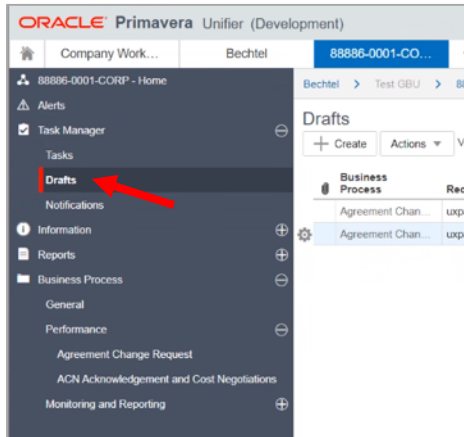
Attachments Step 1: To add attachments, navigate to the **"External Attachments"** tab, click **"Add."**

Now you can provide a **"Short Description"** and **"Attachment Comments"** for your Attachment. Click **"Save,"** or **"Save and Add New"** if you have multiple Attachments you plan on adding.

Attachments Step 2: Select the record, and then click on the **"Attachments"** tab on the right, now you can click the paperclip icon to **"Browse"** for your attachment and attach. Click the Upload button at the bottom.

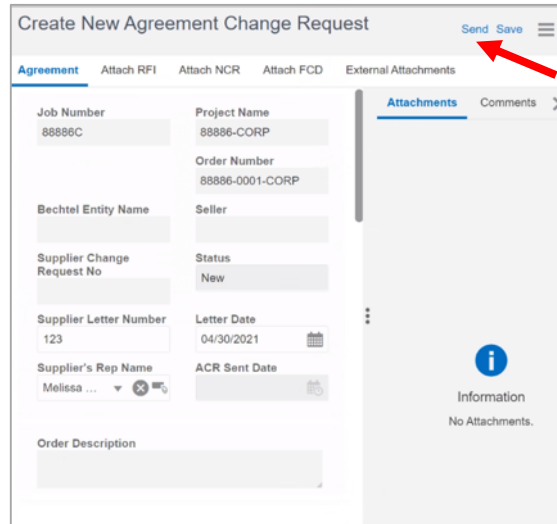
TIP: You can drag and drop multiple files under each Attachment record if you need to.

6.2 Submit a Change Request (cont.)

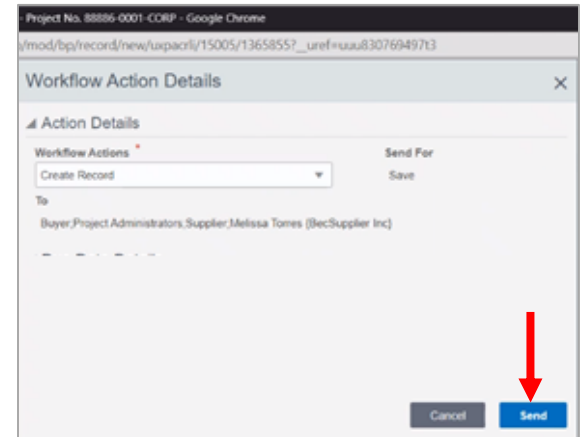


STEP 6: Click on “Save” in the top right-hand corner to save your **Draft**.

To find saved Drafts later, login to Unifier and click on “**Task Manager**” (pictured), then the Drafts option. Any drafts records will appear here, including Change Requests, Daily Reports, etc.



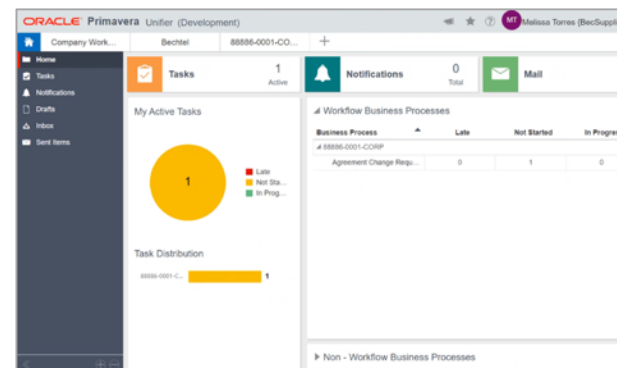
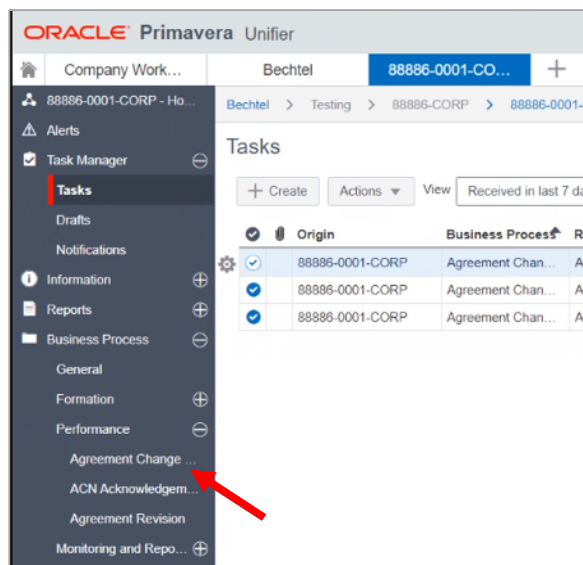
STEP 7: When you are ready to proceed, click on “**Send**” in the top right-hand corner.



STEP 8: A pop-up window will show you the Workflow that your Change Request will take, as determined by the Bechtel Buyer. This first step will **Create** the Change Request record.

Click “**Send**” to proceed.

6.2 Submit a Change Request (cont.)

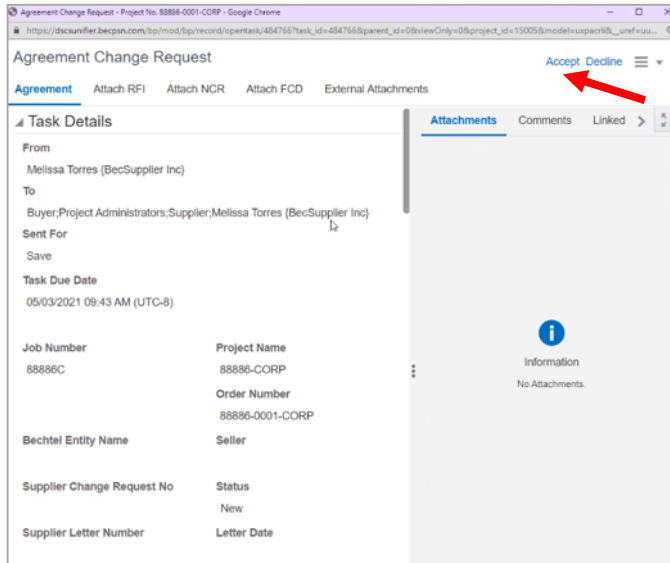


STEP 9: You will receive an email notification letting you know that the Record is ready for your next action. You can click the **“Unifier Login”** button in the email to open the Change Request record.

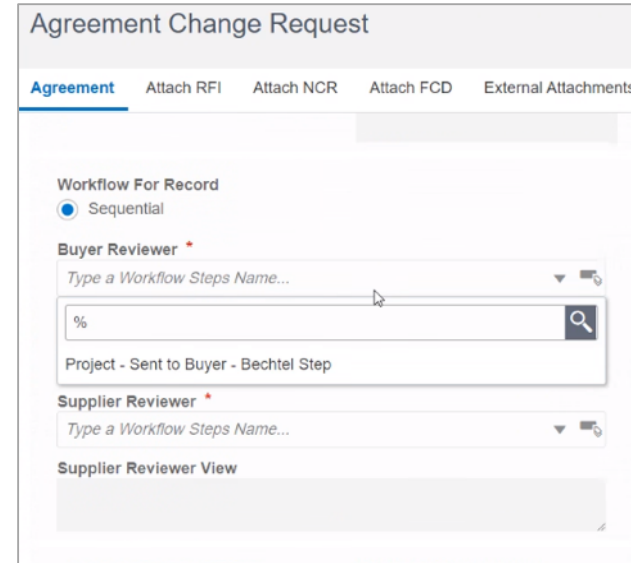
You can also find the record under your list of **Agreement Change Requests**.

TIP: You can always check your “Task Manager” on the Homepage or by following the link in the left-hand menu to make sure you don’t have any pending items awaiting your attention.

6.2 Submit a Change Request (cont.)



STEP 10: Click **“Accept”** to unlock the record for a final review and further edits.

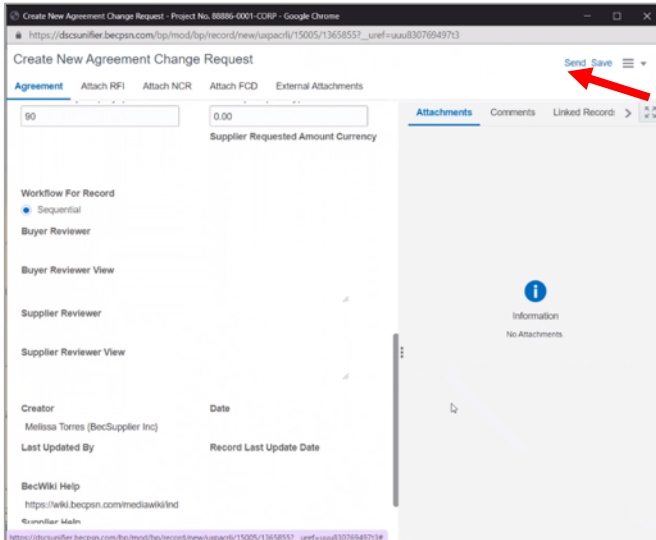


STEP 11: Fill out the **“Workflow for Record”** sections. The Buyer will instruct you on which option to select. You can also use the **“%”** as a wildcard to review the available options. If only one is available, you can select it.

When you select a workflow, you will see the names of the individuals who will receive the notifications, in the order they will receive them.

If you have questions about this workflow or do not see any options, contact your Bechtel Buyer.

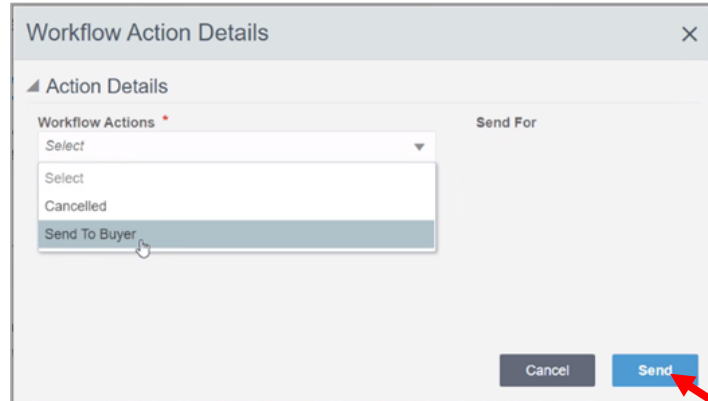
6.2 Submit a Change Request (cont.)



STEP 12: Click “Send ” to proceed.

Note:

If Bechtel accepts your Change Request, you will receive further instructions. Go to the **ACN Acknowledgement and Cost Negotiation** section for instructions on how to respond.



STEP 13: A pop-up will appear, select the next logical step from the options. Click “Send” to submit it to the Bechtel Buyer.

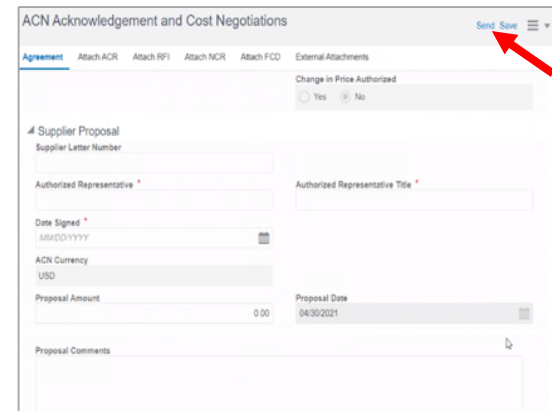
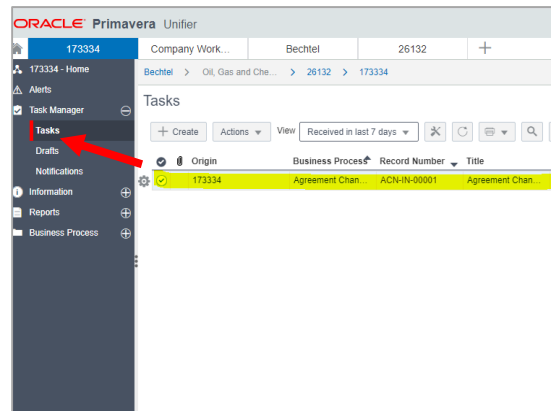
The record has now been sent to Bechtel and will be listed as “Under Review” in your Change Request log until it has been further dispositioned by the Buyer.

Important: If the Buyer **rejects** the Change Request, it will be sent back to you, and you will receive an email notification. Update the Change Request and send it back to the Buyer using the steps above.

If the Buyer Accepts the change request, this **does not mean** the change has been approved for the Order. A change negotiation process will be needed to approve the change on the Order. Wait for further instructions from the Buyer.

6.3 Change Acknowledgement and Cost Negotiation

When the Buyer issues a Change Notice, the Supplier contact will receive an email notification kicking off the **Acknowledgement and Cost Negotiation (ACN) process**.



STEP 1:
Click the **Unifier Login** to begin the change notice process.

STEP 2: This will take you directly to DSCS Unifier, and you will see the task under **Task Manager**. Double-click the **ACN number** to open the task and click **"Accept"** to proceed.

Note:
If you have attachments to include, use the same steps as the Change Request for adding Attachments.

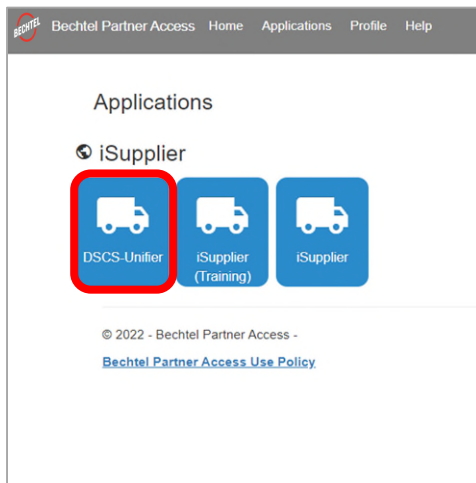
STEP 3: On the **Agreement tab**, fill in all required information, such as the **Supplier Proposal** section. Click **"Send"** when ready; the pop-up window will allow you to confirm that you are submitting the proposal to Bechtel.

Note:
Your proposal is now with Bechtel for review. You can review the status of your record in Unifier anytime, and you will receive an email when there is an action for you.

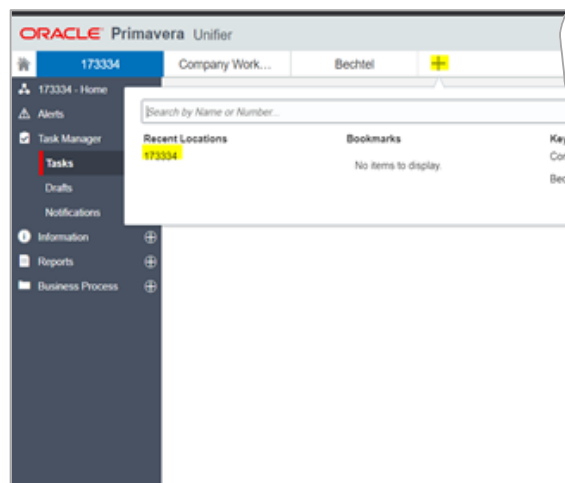
6.4 Supplier Daily Report

Supplier Daily Reports allow Bechtel partners to prepare and submit daily reports using a datacentric online form as part of the execution of their contracts. Use the steps below to:

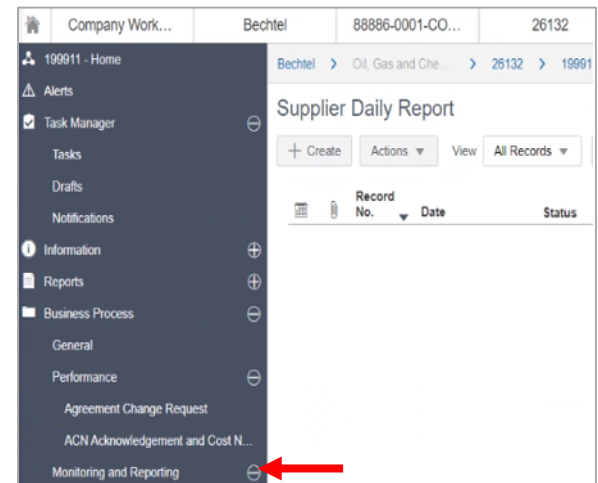
- 1) Configure the **Forces and Equipment** your company will utilize
- 2) Complete a **Daily Report**, as defined in your contracts



STEP 1: Login to BPA, and click on **DSCS Unifier**



STEP 2: Click on your Order Number tab. If you do not see your Order, click the + icon and search by **Order number**. (Ask your Bechtel Buyer if you do not know your Order Number)



STEP 3: Click on the + in the left-hand menu bar to expand the menu options. Under **Business Process**, look under **Monitoring and Reporting**.

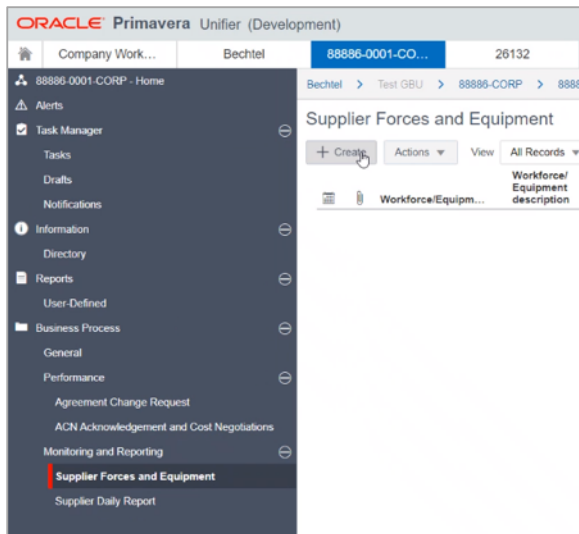
There will be two options:
1) Supplier Forces and Equipment; and
2) Supplier Daily Report

TIP: If you are in the iSupplier Portal, use the link that says “Click here to access Unifier Page” in the welcome banner. You can also add an external link Favorite for <https://dscsunifier.oci.becpsn.com/>

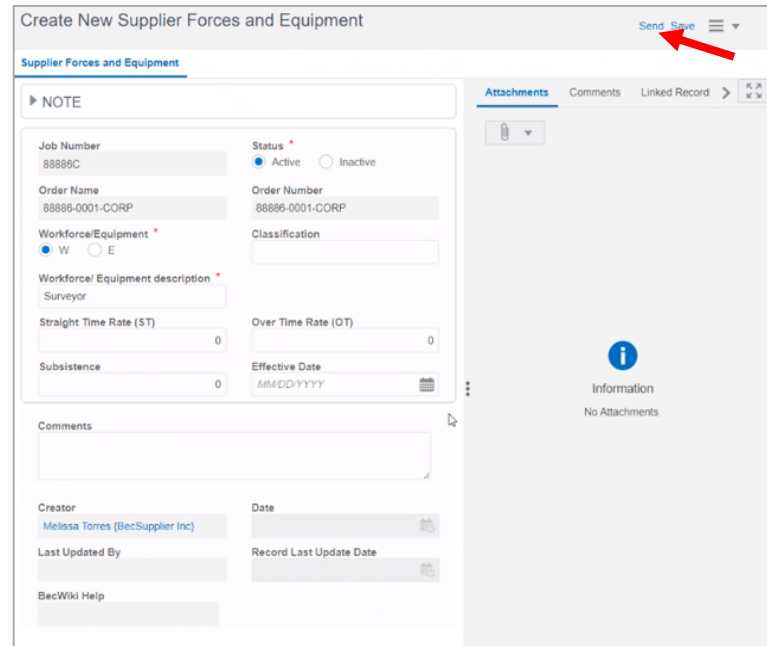
6.5 Supplier Daily Report

Configure the Forces and Equipment

In order to create a Daily Report, you will first need to add the Forces and Equipment types you will be using into the system so that you can apply them as part of the digital daily report.



Forces and Equipment - Step 1:
On the left-hand side, click on **“Supplier Forces and Equipment,”** then click on **“Create.”**

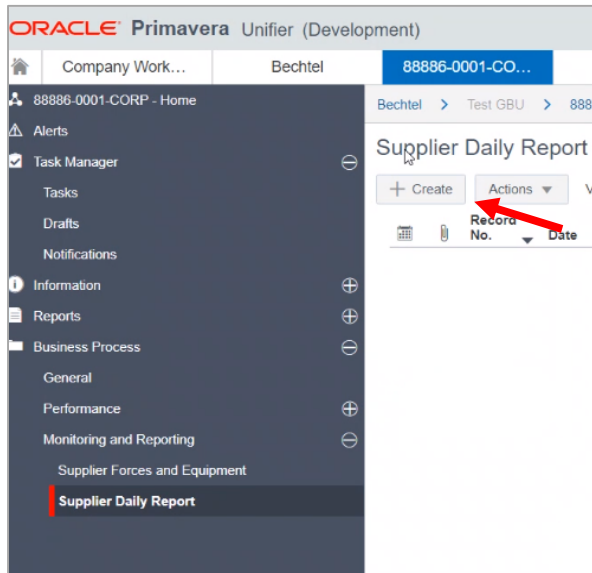


Forces and Equipment - Step 2:
Fill in the applicable fields; refer to your contract or consult with the Bechtel Buyer if you are not sure what items to add.
Click **“Send”** when done.

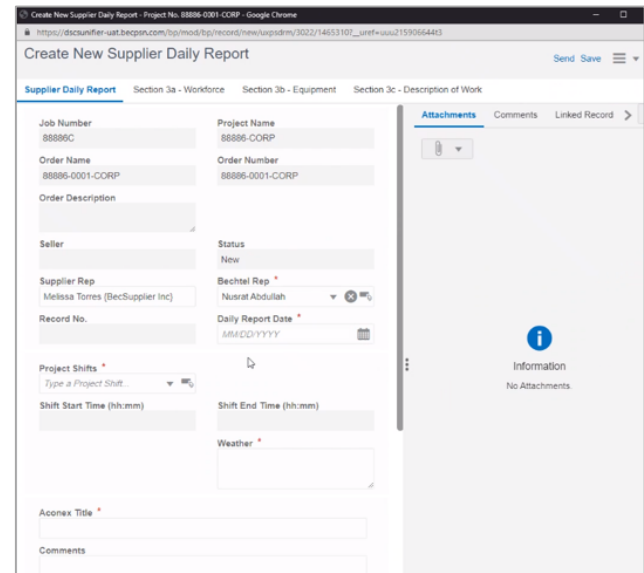
6.5 Supplier Daily Report (cont.)

Submit a Daily Report

Once your Equipment and Forces options have been configured, you can begin submitting Daily Reports. Your Bechtel Buyer will create the approval workflow for your Daily Report. If you have questions, contact your Buyer.



STEP 4: On the left-hand side, click on "Supplier Daily Report," then "Create."



STEP 5: Fill in all the applicable fields, providing as much detail as possible, based on your contract and guidance from your Buyer.

Click Save to come back later, or "Send" when you are ready to submit.