INFRASTRUCTURE

MINING & METALS

NUCLEAR, SECURITY & ENVIRONMENTAL

OIL, GAS & CHEMICALS

Supplier FAQs
Last Updated 29-Sep-2021

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1   Registration

Visit http://www.bechtel.com/supplier and select "Registration" to launch the registration form.

You can find PDF instructions/user guides and tutorial videos on our Supplier Resources page at http://www.bechtel.com/supplier/supplier-resources/. Look for the guide titled "iSupplier Portal New User Registration" for help with completing and submitting your registration.

If you experience technical problems, please email us at procweb@bechtel.com. We are committed to working with you until you register successfully.

1.1   DUNS Number

1.1.1 I don't have a DUNS number; how do I register?
You must have a Dun & Bradstreet number to register your company. A DUNS number is a unique 9-digit identifier and is used to help predict the reliability and/or financial stability of a company. For more information about Dun & Bradstreet and how to register to obtain a DUNS number, please visit the following internet links:

D&B home page for general information: http://www.dnb.com

Company application for DUNS: http://www.dnb.com/get-a-duns-number.html

International Company application: http://www.dnb.com/solutions/government/duns-number-request-guide.html

1.1.2 Other D&B questions
We kindly ask that you direct all your questions about DUNS number registration to D&B. You can find contact information on their website at http://www.dnb.com/.

1.2   Tax Registration Number / Taxpayer ID

1.2.1 I don't know what my Tax Registration Number/Taxpayer ID is
The Tax Registration Number and Taxpayer ID are unique numbers for your company. You should not enter "United States" or you will get an error. If you do not have (or know) your Tax Registration Number and Taxpayer ID, you may leave these fields blank. These are not mandatory fields and will not hold up your registration as you can submit without populating these fields.

1.2.2 I am receiving the error "Tax Registration Number in use by Bechtel Corporation"
This error is referring to your Tax Registration number. A common issue is when "United States" is entered in this field. Your Tax Registration number should be a unique number to your company. If you do not know, or have, a Tax Registration Number, please leave this field blank. This is not mandatory and will not hold up your registration.

1.3   I can't select my Tax Country

Please note you must select a value from the list provided as this is not a free form text entry box. To do this, simply start typing and the options will populate below – please be patient as this can take a few seconds to load. Then, simply click the applicable result to select it.

If this isn't working for you, or you would like to see a full list of applicable results, click the magnifying glass icon within the text box. This will bring up a search box. (If the search box does not appear when clicking the magnifying glass, please make sure your browser's pop-up blocker is turned off.) Simply click "Go" to view all values and select the appropriate value.

1.4   I can't select a Project of Interest

To see a full list of applicable results, click the magnifying glass icon within the text box. This will bring up a search box. (If the search box does not appear when clicking the magnifying glass, please make sure your browser's pop-up blocker is turned off.) Simply click "Go" to view all values and select the appropriate value.

1.5   I can't find the correct code

To view all applicable products and services, click "Create" under the Products and Services section of the registration. Then click "Browse All Product & Services" at the top of the screen. Click "Next" to go to the next page of products/services. Select which most closely apply to your company.

To search for a specific product/service description or code, select "Search for Specific Code and Product" at the top of your screen. Then, search by description or code. (Try adding a "%" before the description to see all results which contain the phrase, instead of only results that begin with the phrase.) If you cannot find the product/service you are looking for, you may select miscellaneous. You can easily find this code by searching "MISC" or "Miscellaneous". We suggest adding a note within your registration that explains which products/services you provide in more detail.

1.6   Registration page is giving an error / registration page timed out

Please ensure you are using Google Chrome as your browser as we have found other browsers do not work as well with our system. Additionally, the registration page does not allow for you to use the back/forward buttons on your browser – this will cause an error message. Please be sure to use the navigation buttons within the registration page. Note that the registration page will time out if you leave it open for too long, so we ask that you try to complete your registration in one sitting or to save as draft, to ensure you do not lose any information.

1.7   Post Registration

1.7.1 I submit my registration. What happens now?

Once submitted, your registration to Bechtel still needs to be reviewed and approved. No action from you is needed at that point. You will get an email with a link to create your password when your registration is approved.

As a prospective supplier, our buyers are also able to see your company. When a buyer finds a prospective supplier that he/she wants to use, the buyer will move your registration to the top of the queue for review and approval. If you have a Bechtel Buyer or person of contact, we suggest you reach out to them to let them know you have registered and are pending approval from the Vendor Admin team. If you have any questions, email procweb@bechtel.com with your concerns.

1.7.2 What is the status of my registration?

If you have not yet received an email to create your password, your registration has not been approved yet. You will receive an email when it is reviewed and approved. We have no timeline of when your registration will get approved.

If you did not complete your registration and closed the browser, your registration is saved as a Draft and you will have a status link sent to you to complete your registration.

Please email procweb@bechtel.com with the following information if you would like us to search our system for your company record and/or update your company registration:
Full company name:
DUNS:
Address:
Tax ID:

1.7.3 The system is telling me I am already registered

Please email procweb@bechtel.com stating the issue. Please include your company name, DUNS, and Tax ID. The system is telling you that you are already registered because:

1.   You are already registered as a prospective or approved supplier

2. Your prospective supplier registration is sitting in draft mode and you will need a status link sent to you to update and submit the registration

3. Your company is already registered with a separate DUNS numbers

4. There is a company with a very similar name in the system

5. You are using "United States" as your company tax registration number which is causing an error because Atlantic Container already has the same tax registration number.

1.8   I saved my registration as a draft, but I don't know how to find it.

If your registration is sitting in draft mode, access the email you received upon saving. The subject of the email is "Bechtel Corporation Supplier Collaboration Network: Registration Saved" Note that this email was sent the day you originally drafted your registration and will be sent to the creator of the registration. Once you access the email click the link to take you to your registration status page. Since your registration is in draft status and has not yet been submitted, you can edit your registration. Click the "update" icon in the top right corner of the page to edit your draft registration. You should see something similar to the screenshot below.
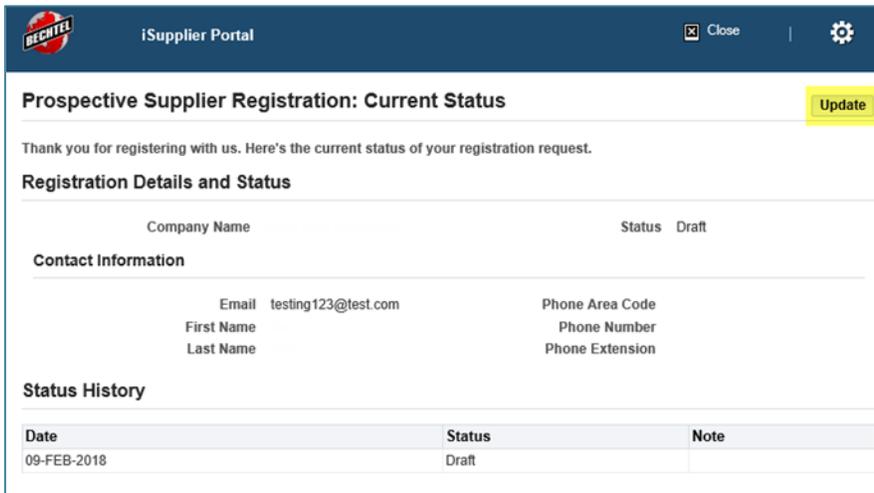
If you cannot find this email, please email procweb@bechtel.com and include your company name, DUNS, and Tax ID.

2   Login Issues:

2.1   How do I log in?

To log into our iSupplier Portal you can access our URL through our Bechtel website under Resources or the following link https://supplier.becpsn.com/. The page will generate, and you will be able to log in by adding your email and password. Once submitted, there will be an OTP Passcode sent to your email by selecting the button.

2.2   How to Add Products and Services?

In order to add Products and Services into your supplier registration you will need to navigate to the Products and Services on the left of the menu screen. A list of full Products and Services will be available to select from. Once added, there will be another Products and Services tab under the Organizational menu, all the products and services selected before from the menu option will be automatically populated.

2.3   I am unable to log in.

If your company is already registered, please try the "Forgot Password" link on the supplier login page at https://supplier.becpsn.com/. If that does not work, please provide the following information to procweb@bechtel.com so we can search our system for your company record.

Full company name:
DUNS:
Address:
Tax ID:

If the "Forgot Password" link does not work, you may be unable to login for the reasons below.

Reason 1: Your company is not registered in our new system

As of March 20th 2017, Bechtel is using Oracle EBS for supplier registration, communication and negotiations (RFI, RFQ and/or Auctions). Login credentials from the old Supplier Portal will not work in the new system. If you haven't registered already or registered before March 20th 2017, please re-register.

Reason 2: You are still a prospective supplier

Once submitted, your registration still needs to be reviewed and approved. No action from you is needed at this point. You will get an email with a link to create your password when your registration is approved. As a prospective supplier, our buyers are also able to see your company. When a buyer finds a prospective supplier that he/she wants to use, the buyer will move your registration to the top of the queue for review and approval. We have no timeline of how long it will take the Vendor Admin team to review and approve a registration. If you have been in contact with a Bechtel Buyer, please let your buyer know you have registered. Your Bechtel Buyer will be the one contacting Vendor Admin if needed to expedite the approval process. To determine the status of your company, please email procweb@bechtel.com.

Reason 3: You do not have a "user account" (or login information) yet

If you cannot log in, and your company is registered as an approved supplier, please email procweb@bechtel.com the following information so we can search our system for your company record.

Full company name:
DUNS:
Address:
Tax ID:

Once your company record has been found, we can create a user account on your behalf if you please provide the following information:

First name:
Last name:
Email:
Phone:

We can create as many user accounts as you need. If you would like us to create multiple user accounts for different contacts of your company, please provide the above for each user, as well as the necessary access they need. Sourcing Supplier access provides access to RFQs and negotiations, and Bechtel iSupplier Portal access provides access to purchase orders, invoicing, and profile management. (You can choose either or both.)

3   Prospective Supplier Issues

3.1   How can I update my profile information?

Please email procweb@bechtel.com so we can change the status of your registration to "Supplier to Provide Details". This will allow you to make the necessary updates and resubmit. You will receive an email shortly after with a link to your registration status. Please use this link to access your registration and make the necessary updates. Please note the email that will receive this notification is the email that initially submitted the registration. If you do not receive this

email, please be sure to check your junk/spam email. If you still cannot find it, let us know and we will request the email to be resent. Please note that this email can be forwarded onto another individual from your company to make the necessary updates.

3.2 Why was my registration rejected?

If your registration is rejected, it may be for various reasons listed below. Please email procweb@bechtel.com for help determining what the issue was.

3.2.1 Reason 1: D&B Validation Failed
Your registration may have been rejected because the Dun & Bradstreet number you provided on your registration is not valid. Please note that you must have a valid DUNS number to register your company with Bechtel, and that your company name and DUNS must be an exact match with what was provided to Dun & Bradstreet.

Please let us know if you would like us to reopen your registration so you can make the necessary updates to your DUNS number and resubmit. Rejected registrations that are more than 3 months old are deleted automatically by the system, so you may need to re-register if enough time passes.

3.2.2 Reason 2: Draft Registration sitting for over 30 days
The reason why your registration was rejected may be because it was sitting in draft status for over 30 days. Our system will reject any draft registration that has been open and awaiting supplier feedback for over 30 days.

Please let us know at email procweb@bechtel.com if you would like us to reopen your registration so you can make the necessary updates to your DUNS number and resubmit.

3.3 Who is my Bechtel Buyer?

Your Bechtel Buyer/point of contact is whoever you have been working with/in communication with from Bechtel. For example, the person that registered your company/asked you to register, the buyer that you have been doing negotiations/RFQs with, someone from a project you have been in communication with about future work, etc.

If you do not have a Bechtel person of contact, you can find a list of Bechtel's current projects and the main point of contact on our Supplier & Subcontractor page. To find our current list of projects and the correct point of contact, please visit http://www.bechtel.com/supplier/ and open the Current Project Opportunities list at the top of the page titled "BECHTEL-PROJECT-OPPORTUNITY-LIST.PDF". Note that not all projects will be on this list, and some may not expose contact information as it is not required for projects to share this information.

4 iSupplier Navigation

4.1 How do I navigate the iSupplier Portal?

You can find PDF instructions/user guides and tutorial videos on our Supplier Resources page below. These will give you step by step instructions (with screenshots) for help navigating the iSupplier Portal – including login, profile management, and RFQ events. http://www.bechtel.com/supplier/supplier-resources/. Please email procweb@bechel.com if you have any issues.

4.2 How do I create another user account for my company?

To create a contact/user account for you will need to access the contact directory within your company profile. To access the contact directory please follow the direction below:

1. Login to the iSupplier Portal (https://supplier.becpsn.com/)

2. Access the navigation/hamburger icon at the top left of the page

3. Click on the "Bechtel iSupplier Portal Access" responsibility, then "Home Page"

4. Once you are on the Supplier Home page, click on the "Administration" tab at the top of the page – this will bring you to your company profile

5. Look for the "Contact Directory" link on the left side panel of the page

6. Click the "Create" button to create new contacts

7. Please note you will need to create a user account for the contact if they need access to the system. To create a user account, check the "Create User Account for this Contact" checkbox.

4.3   How do I change my password?

To reset your password, please use the "I forgot my password" button on the login page at: https://supplier.becpsn.com/. Enter your email address and click "get profile". This will send you an email with a link where you can reset your password and login to the system.

If you receive any error messages when attempting to reset your password, please contact the IS&T Service Center at istsc@Bechtel.com

4.4   How long will it take for my products and services to get approved?

There is no timeline for approval of products and services. As a buyer comes across your company profile and wants to invite your company to participate in a negotiation, they will review and approve. Please note that all buyers can see your products and services whether they are approved or not. We suggest reaching out to your Bechtel Buyer and ask that they approve your product/services, if necessary.

4.5   How can I express my interest in a specific project?

1. Access your company profile
    a. Click the navigation icon at the top of your screen
    b. Select "Bechtel iSupplier Portal Access" and go to the Home Page
    c. Once on the Supplier Home Page, click on the "Administration" tab
    d. Now you are in your company profile
2. Once in your profile, go to the "Organization" tab on the left side panel of the screen
3. Then click the "Interests Related to Performing Work" tab within the "Organization" tab located at the top of your screen
4. Once you are in this page you can select projects to express interests in, as well as specific business lines and regions.
    a. Please note you must select the project from the list provided in EBS as this is not a free form text entry box. To do this, simply start typing and the options will populate below – please be patient as this can take a few seconds to load. Simply click the applicable result to select it.
    b. If you would like to see a full list of applicable results, click the magnifying glass icon within the text box. This will bring up a search – you can either search by the name, or simply click "Go" to view all options. If the search box does not appear when clicking the magnifying glass, please make sure your pop-up blocker is turned off.

4.6   Can you change the contact on an RFQ?

Unfortunately, there is no way to change the contact on an RFQ after it is submitted. While only the original contact will receive notification of the RFQ, everyone with a user accounts for your company can access and respond to the RFQ as well.

To access the RFQ, first login to the iSupplier Portal and access the Sourcing Supplier Home Page. You should see the RFQ under "Your Companies Open Invitations". If you do not see the RFQ on this page, please use the search bar at the top of the page to search for the RFQ. Once you find the appropriate RFQ, simply click on the RFQ number to open the negotiation, create a quote, send a message, etc.