



# Bechtel Supplier Portal User Guide



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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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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. Reverse Auctions

Reverse Auctions are a key part of Bechtel's sourcing and procurement strategy. This guide will explain how you can participate in the process when it is available.

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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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## 1.0 | Register your Company

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## 1.0 About Registering

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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 Procurement and Contract personnel worldwide.
- Bechtel uses Oracle EBS for supplier registration, communication, and negotiations (RFI, RFQ and/or Auctions):
  - If you registered after March 20th, 2017 and have received a Bechtel Partner Access (BPA) User Account, please use the ["Log In" link](#).
  - 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.
- 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](mailto: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

- You must enter a valid **Dun & Bradstreet Number (DUNS)** to register with Bechtel. For more information about DUNS, visit: <http://www.dnb.com>
  - Apply for a DUNS: <http://www.dnb.com/get-aduns-number.html>
  - Non-US / International Company DUNS: <https://www.dnb.com/choose-your-country.html>
  - South Asia, Middle East, and Africa DUNS: <http://www.dnbsame.com>
- Suppliers have the option to **express interest** in a Bechtel project as part of their Supplier Registration
  - Review the list of “Current Project Opportunities” at <https://www.bechtel.com/supplier>
  - Expressing interest will let the project’s Buyers know about your company’s interest

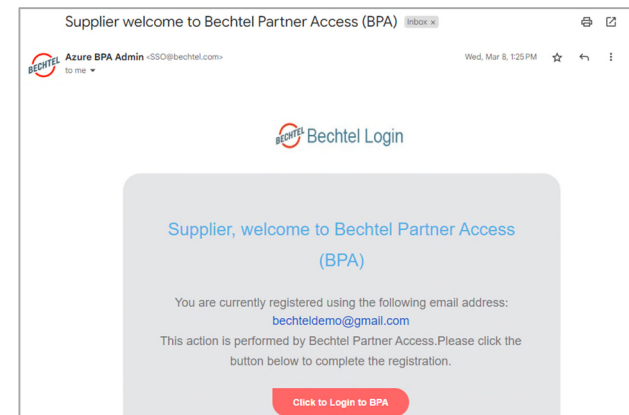
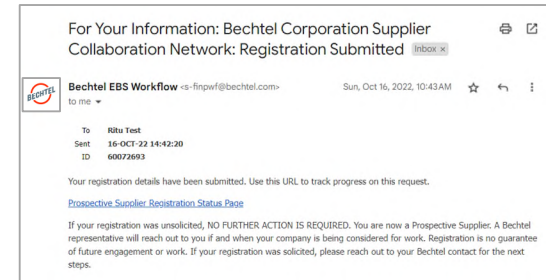
The screenshot shows the 'Prospective Supplier Registration: Additional Details' form. It includes sections for 'Company Details' (Company Name, Tax Country, Tax Registration Number, Taxpayer ID, DUNS Number, Alternate Supplier Name, Note to Buyer, Note to Supplier), 'Address Book' (with a 'Create' button and a table for address entries), 'Contact Directory' (with a 'Create' button and a table for contact entries), and 'Business Classifications' (with a table for various classifications like M/WA, Small Business, Veteran-Owned, etc.).

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
*M/WA Disadvantaged Business Enterprise (DBE)	<input type="checkbox"/>				
*Small Business Enterprise	<input type="checkbox"/>				
*Veteran-Owned	<input type="checkbox"/>				
*Veteran-Owned Business	<input type="checkbox"/>				


## 1.1 How to Register My Company

### Things to Know (cont.)

- Accessing Bechtel’s Supplier Portal is managed through **Bechtel Partner Access (BPA)**. Through BPA, you will have access to all your Bechtel resources.
- When you have completed your registration, your company will be added as a **“Prospective Supplier”** in Bechtel’s global database. Prospective Supplier registrations 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
- If you do not complete the registration, you have the option to **“Save as Draft.”** This will email you a direct link to come back and complete your registration later. *Instructions below.*
- Bechtel’s Buyers can see the list of Prospective Suppliers. When a Buyer is interested, they will move your registration to the top of the queue for review and approval. When that happens, you will receive an email. To expedite the approval process, you can reach out to your Bechtel Buyer or point of contact.



# 1.1 How to Register My Company



**USEFUL LINKS**

- Register
- Log In
- Contact Us
- Resources/Instructions

Basic Information | Company Details | Additional Information | Attachments

### Prospective Supplier Registration

Step 1 of 4 **Next**

\* 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

For more information about DUNS, refer to <http://www.dnb.com>. For general support, please email [procweb@bechtel.com](mailto:procweb@bechtel.com).

#### 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

BECHTEL

Basic Information | **Company Details** | Additional Information | Attachments

### Prospective Supplier Registration: Additional Details

Save For Later | Back | Step 2 of 4 | Next

Blank label for instruction text

Company Name PROSPECTIVE SUPPLIER

Tax Country

Tax Registration Number

Taxpayer ID

DUNS Number 133456789

Alternate Supplier Name

Note to Buyer

Note to Supplier

#### Address Book

At least 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
Prospective	Supplier	1231231223	Supplieremail@xyz.com	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

#### Business Classifications

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Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
*M/W/A Disadvantaged Business Enterprise (DBE)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Small Business Enterprise	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**STEP 1:** Go to [www.bechtel.com/suppliers](http://www.bechtel.com/suppliers) and click on "Register."

**STEP 2:** Enter your Company and Contact's details.

**STEP 3:** The **Prospective Supplier Registration Form** includes Alternate Supplier Names, Company Addresses, and Individual Contacts. 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 at a later time.



# 1.1 How to Register My Company

**Business Classifications**

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
*M/W/A Disadvantaged Business Enterprise (DBE)	<input type="checkbox"/>				
*Small Business Enterprise	<input type="checkbox"/>				
8U Native Hawaiian Organization Owned Firm	<input type="checkbox"/>				
Aboriginal Owned/Managed	<input type="checkbox"/>				
African American Owned	<input type="checkbox"/>				
Airport Authority	<input type="checkbox"/>				
Architecture and Engineering	<input type="checkbox"/>				
Asian-Indian American Owned	<input type="checkbox"/>				
Asian-Pacific American Owned	<input type="checkbox"/>				
Australian Indigenous Owned/Operated	<input type="checkbox"/>				

TIP Date format example: 15-Jun-2023

**Products and Services**

At least one entry is required.

**Create**

**Code**  
No results found.

---

**Add Products and Services: : (pretend company)** Cancel Apply

Browse All Products & Services  
 Search for Specific Code and Product

**Search**

To find your item, insert "%s" before you type in the search field below, then select the "Go" button. Note that the search is not case sensitive.

Code   
 Description

**Go Clear**

Code	Description	Applicable
PX15	90/10 CuNiFe Pipe, Fittings and Flanges	<input type="checkbox"/>
MKAA	Absorbers, Spray Drier and Ductwork	<input type="checkbox"/>
MKA0	Absorbing, Adsorbing, Scrubbing, Dust Suppression	<input type="checkbox"/>
EEA0	Access Control Systems	<input type="checkbox"/>
JV15	Actuator	<input type="checkbox"/>
MUMA	Actuator Motors	<input type="checkbox"/>
EVV1	Adjustable Frequency Drives/Controllers <=1kV	<input type="checkbox"/>
EVV2	Adjustable Frequency Drives/Controllers >1kV	<input type="checkbox"/>
	Agency Services	<input type="checkbox"/>

**STEP 4:** Indicate any **Business Classifications** that apply to your company, including certificates and dates. Providing these details is important for Bechtel Buyers to find your company for future engagement.

**STEP 5:** Indicate your company's **Products and Services**. Providing these details is important for Bechtel Buyers to find your company for future engagement.

**Note:**

- The \* will indicate mandatory fields
- **Draft** registrations that have not been edited or submitted in **30 days** are automatically deleted, but you can always start a new one.



## 1.1 How to Register My Company

The image displays four screenshots of a registration form and a search window. The first three screenshots show dropdown menus for 'Supplier Business Classification', 'Industry Lines of Business', and 'Regions of Interest'. The fourth screenshot shows a search window for 'Projects of Interest' with a list of results.

**Supplier Business Classification**

\* Classification

- Supplier: Manufacturer / Fabricator
- Contractor: Construction
- Contractor: General / Technical Services
- Contractor: Architect / Engineer
- Contractor: Operate / Maintain
- Contractor: Transportation Services
- Contractor: Equipment Rental
- Supplier: Manufacturer's Representative
- Supplier: Assembly Shop
- Supplier: Distributor / Stockist Supply House

**Business Line**

- Airports
- Civil Infrastructure
- Environmental
- Fossil Power
- Mining and Metals
- Nuclear Power
- Petroleum and Chemical
- Pipelines
- Rail
- Renewable Power
- Telecom and Industrial
- Power Transmission

**Regions of Interest**

Interested Geographical

- Africa
- Asia / Pacific
- Canada
- European Union
- Eastern Europe
- Latin America
- Middle East
- Europe Non-EU
- US North central
- US Northeast
- US Northwest
- US South central
- US Southeast
- US Southwest

**Projects of Interest**

Please select project of your interest

**Search and Select List of Values - Google Chrome**

Search and Select: Projects of Interest

Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

Search By: Display Name

Go

**Results**

Select	Quick Select	Display Name
<input type="radio"/>		24590   WTP   UNITED STATES
<input type="radio"/>		24852   PUEBLO CHEM DEMIL PROJECT   UNITED STATES
<input type="radio"/>		24915   BLUE GRASS CHEM DEMIL   UNITED STATES
<input type="radio"/>		25800   QUEBRADA BLANCA FASE 2   CHILE
<input type="radio"/>		25872   RIYADH METRO PROJECT   SAUDI ARABIA
<input type="radio"/>		26046   MOBILE LAUNCHER 2   UNITED STATES

**STEP 6:** Indicate the Business Classification, Business Line(s), Region(s) of Interest, and Bechtel Project(s) of Interest.

Click the green + to add more than one.

Remember: Providing these details is important for Bechtel Buyers to find your company for future engagement.

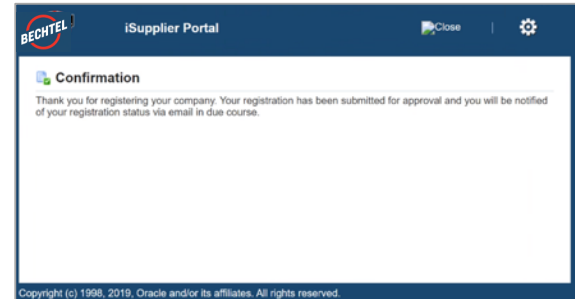
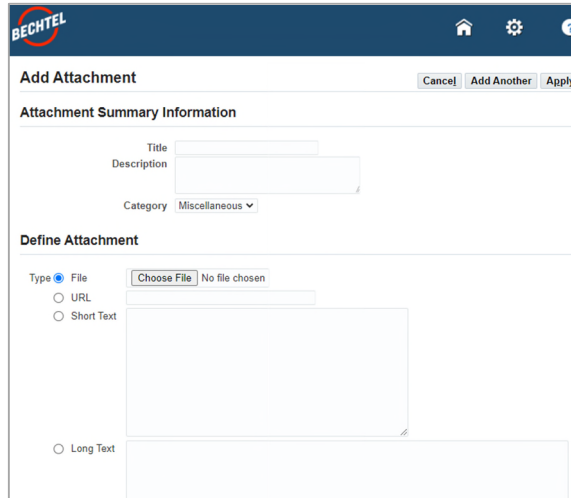
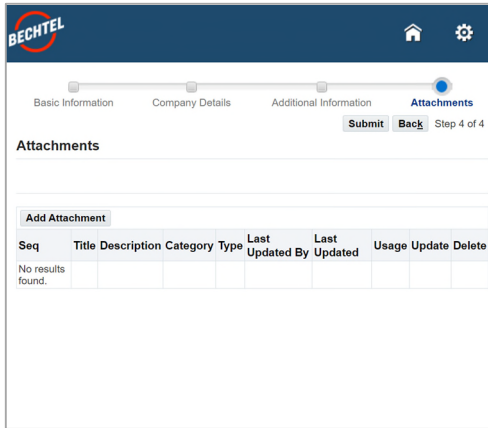
### Note:

- The \* will indicate mandatory fields
- Under "Projects of Interest," click the magnifying glass to browse the list of Bechtel projects and their locations.
- You can also go to <https://www.bechtel.com/supplier/supplier-resources/> and review the list of "Current Project Opportunities"





# 1.1 How to Register My Company



**STEP 7:** To add Attachments, click the **Add Attachments** button.

Attachments can include brochures, capability statements, annual reports. Do not include RFQ responses here.

**STEP 8:** For each attachment, add a **Title** and **Description**, then browse your computer and select the appropriate file or use one of the data / text fields.

When ready, click **Apply** to attach the file, or **Add Another** to attach the file and attach another.

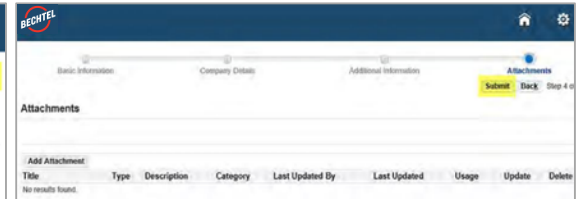
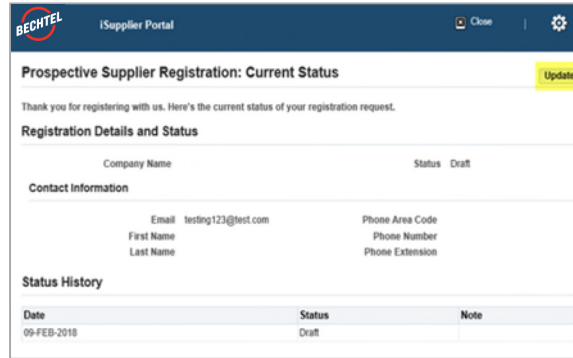
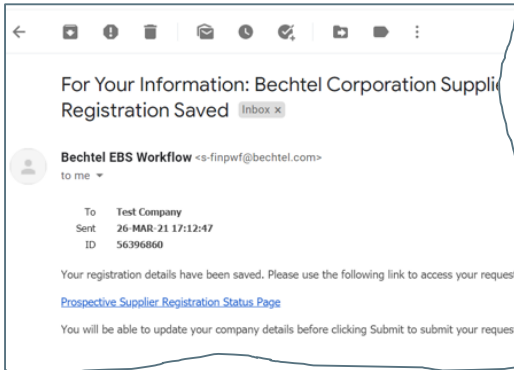
**STEP 9: Submit** registration when ready. You will see a confirmation message on the screen. You will be notified of your registration status via email in due course.

**Note:**

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



## 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:

- When you have completed your registration, your company will be added as a “**Prospective Supplier**” in Bechtel’s global database.
- Prospective Supplier registrations 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





## 2.0 | Manage Your Profile

## IN THIS SECTION

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### 2.0 Welcome to Bechtel Partner Access

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### 2.1 First Time Logging In

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### 2.2 How to Access Your Active Profile

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### 2.3 Multi-Factor Authentication (MFA)

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### 2.4 How to Add User Accounts

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### 2.5 Updating Your Company Profile

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### 2.6 Managing Your (MFA) Settings

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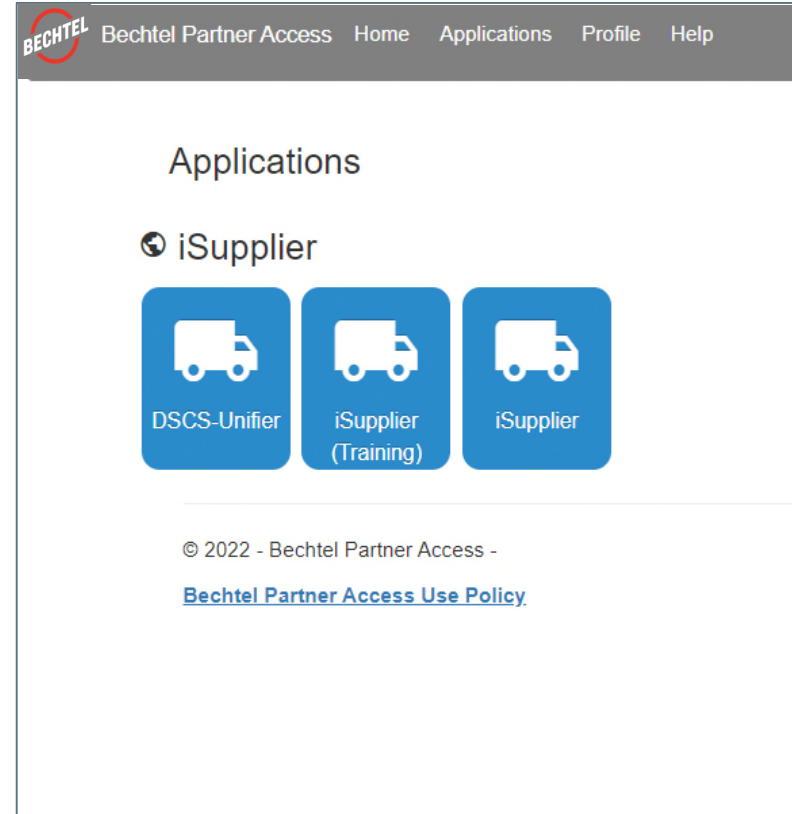
### 2.7 Resolving Login Issue & Resetting Passwords

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## 2.0 Welcome to Bechtel Partner Access

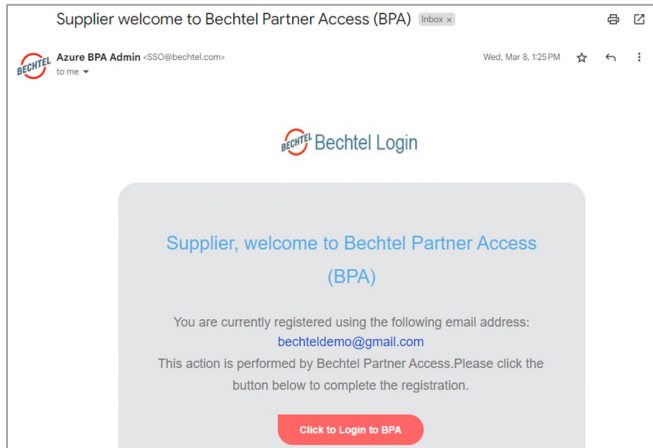
### Things to Know

- **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.*

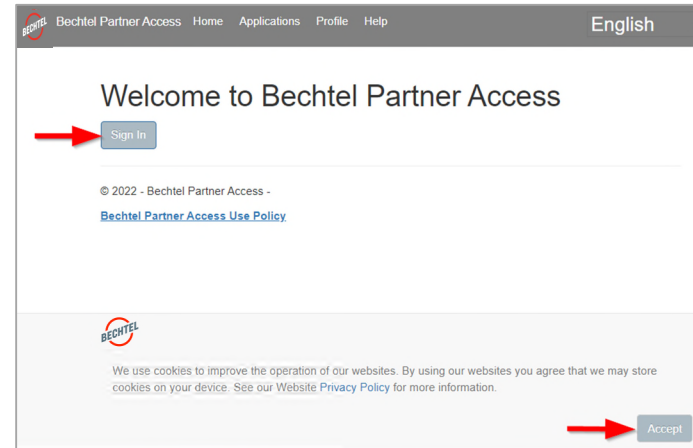


## 2.1 First Time Logging In

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.”**

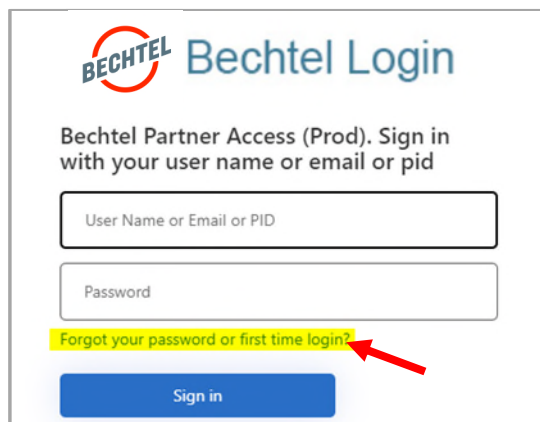
### Note:

- 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.



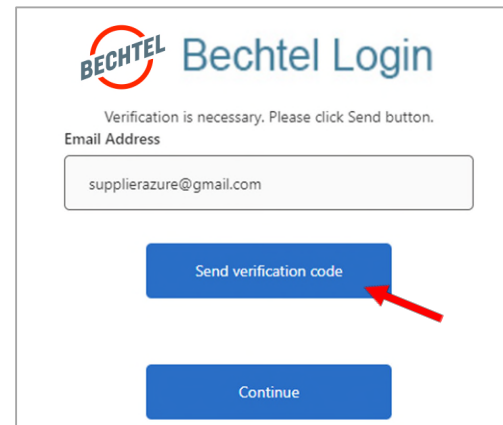
The screenshot shows the Bechtel Login page with the following elements: the Bechtel logo, the text 'Bechtel Login', and 'Bechtel Partner Access (Prod). Sign in with your user name or email or pid'. There are two input fields: 'User Name or Email or PID' and 'Password'. Below the password field is a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

**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: the Bechtel logo, the text 'Bechtel Login', and a single input field labeled 'Sign in name' which is highlighted in yellow. Below the field is a blue 'Continue' button with a red arrow pointing to it.

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



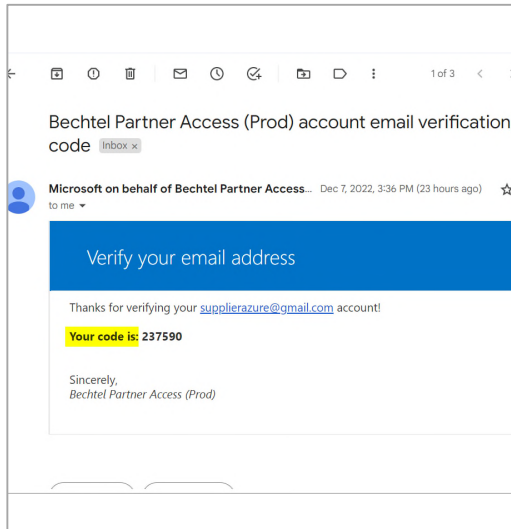
The screenshot shows the Bechtel Login page with the following elements: the Bechtel logo, the text 'Bechtel Login', and 'Verification is necessary. Please click Send button.' Below this is an 'Email Address' input field containing 'supplierazure@gmail.com'. There are two buttons: a blue 'Send verification code' button with a red arrow pointing to it, and a blue 'Continue' button below it.

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

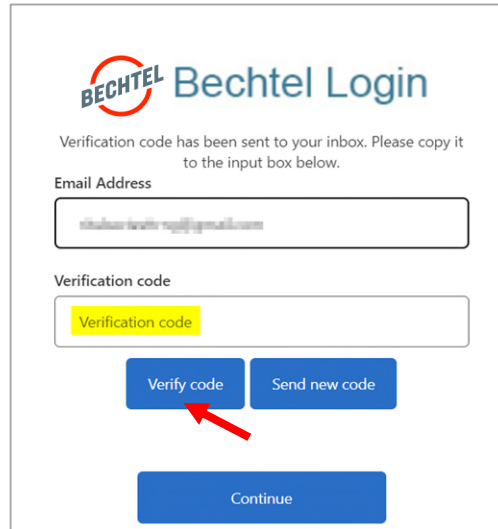
**Note:** For any questions or concerns please contact [procweb@bechtel.com](mailto:procweb@bechtel.com)



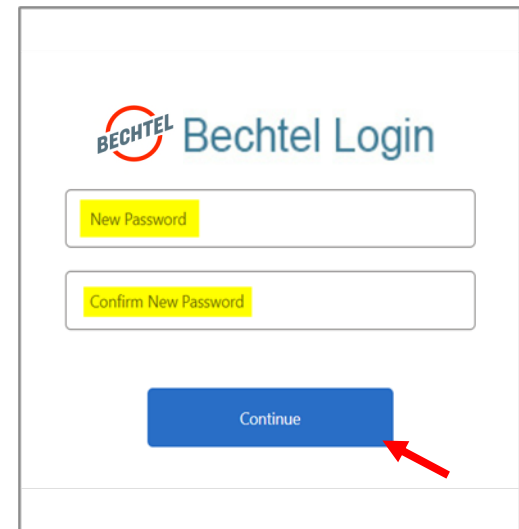
## 2.1 First Time Logging In



**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.



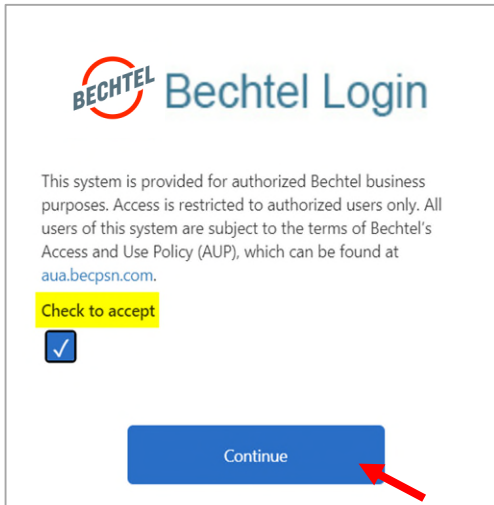
**STEP 8:** Enter your **New Password** and click **“Continue.”** Note: this can be the password you have previously used.

**Note:** For any questions or concerns please contact [procweb@bechtel.com](mailto:procweb@bechtel.com)

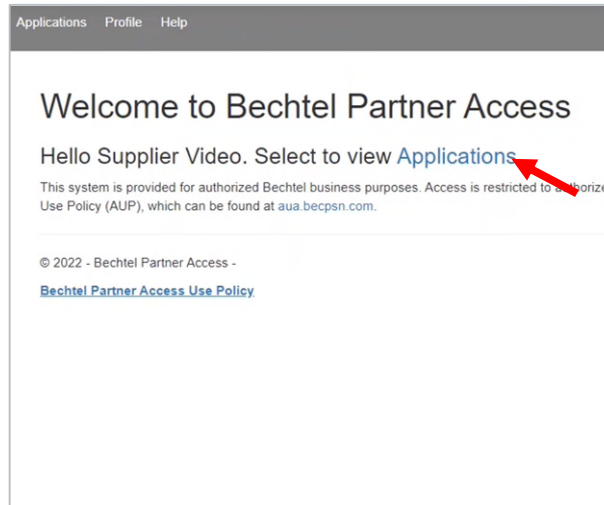


## 2.1 First Time Logging In

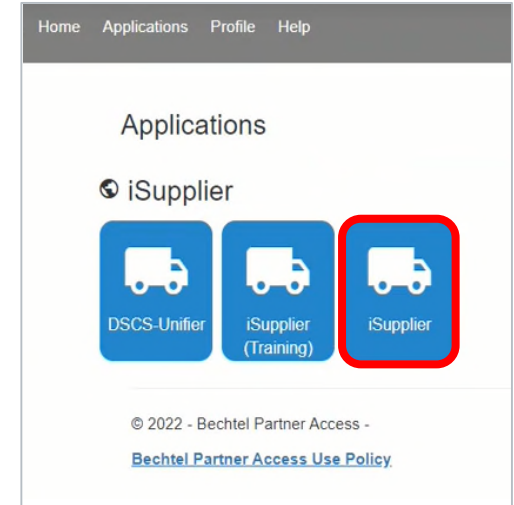
The first time you login, you will need to review and accept **Bechtel's Access and Use Policy (AUP)**.



**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.



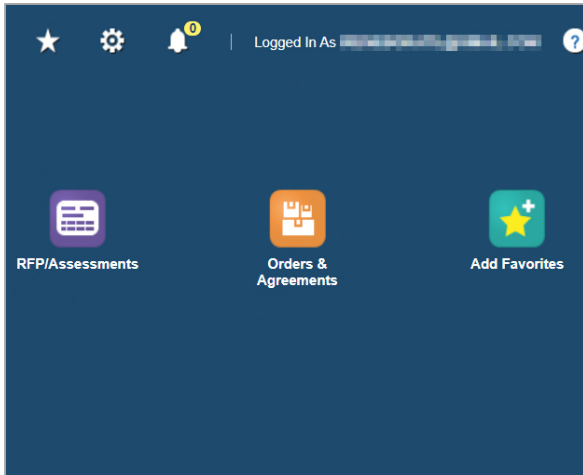
**STEP 11:** Click the icon titled **"iSupplier"** to navigate to the iSupplier portal home page.

**Note:** For any questions or concerns please contact [procweb@bechtel.com](mailto:procweb@bechtel.com)

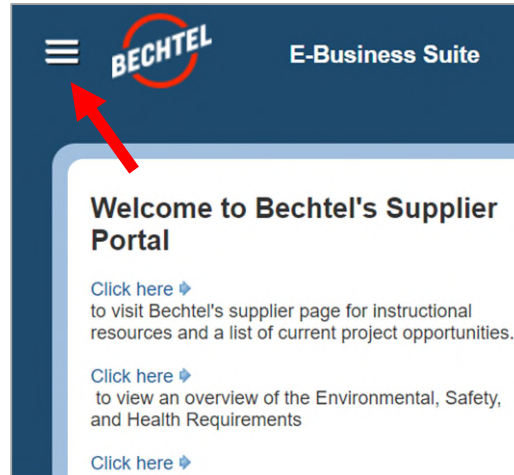


## 2.1 First Time Logging In

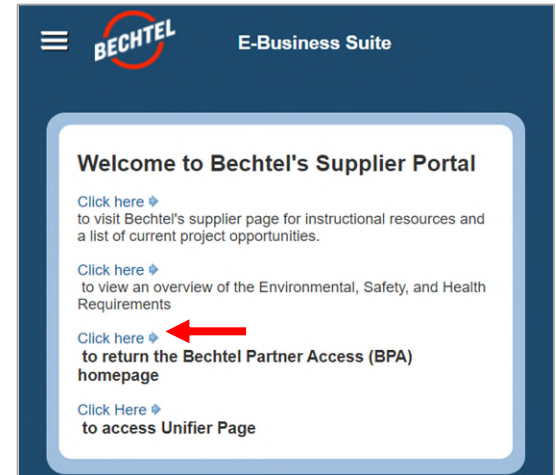
Now you are in the iSupplier portal. You can utilize your favorites and the navigator menu to access your various roles and responsibilities. You can also always navigate back to the Bechtel Partner Access Page.



**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.

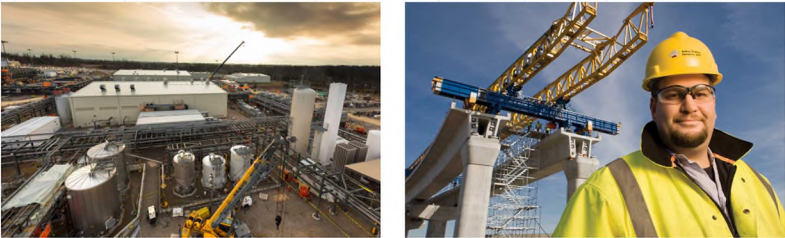


**NOTE:** You can navigate back to Bechtel Partner Access at any time by using the link in the **Welcome Banner**.



## 2.2 How to Access Your Active Profile

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



**USEFUL LINKS**

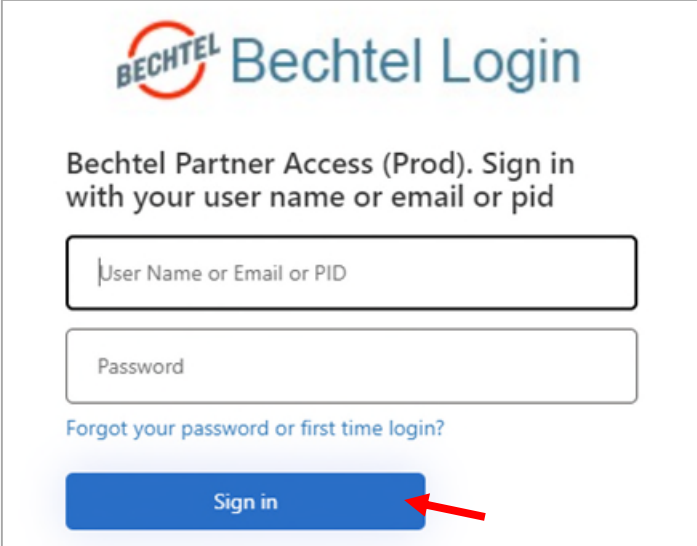
- [Register](#)
- [Log In](#) ←
- [Contact Us](#)
- [Resources/Instructions](#)

**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 20<sup>th</sup> 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](http://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**.

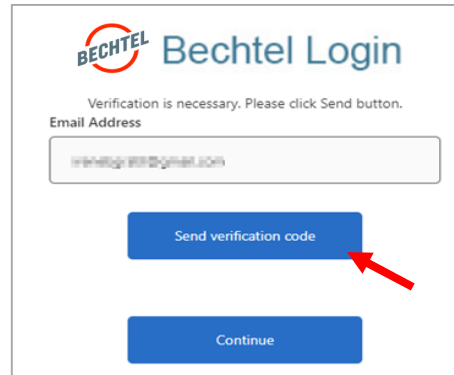
**Note:** You can also access the portal at <https://supplier.becpsn.com>  
For any questions or concerns please contact [procweb@bechtel.com](mailto:procweb@bechtel.com)

## 2.3 Multi-Factor Authentication with Verification Code

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.



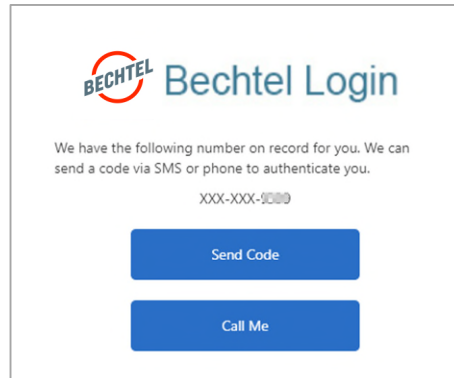
**STEP 4:** Enter the verification code sent to your email. Click **“Verify code”** and once verified, click **“Continue.”**



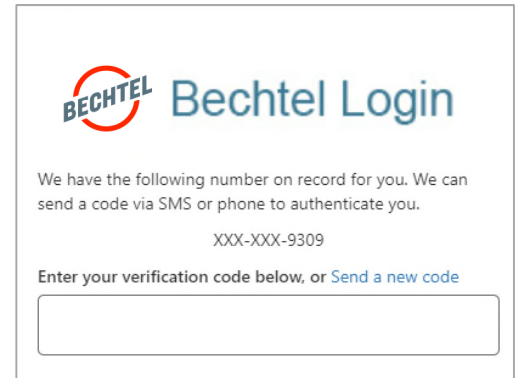
**-OR-**

**Phone**

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



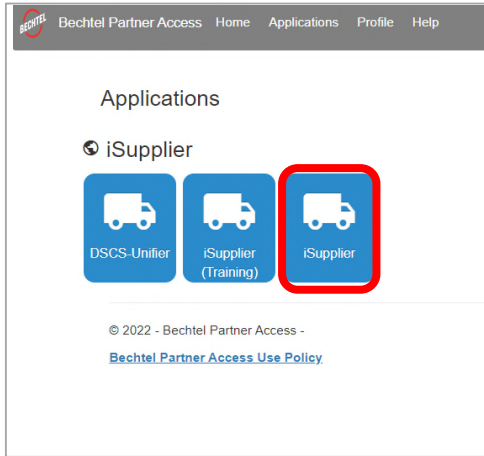
**STEP 4:** Enter the verification code sent to your phone via text/SMS.



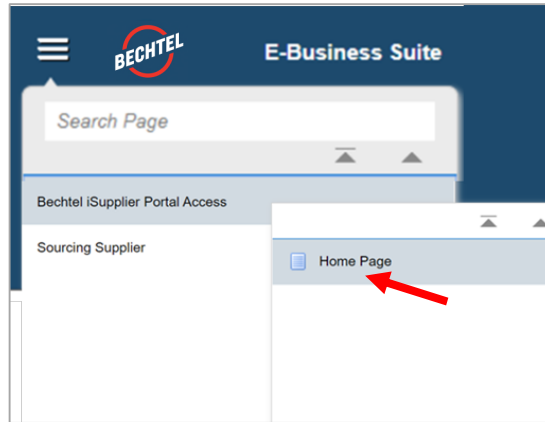
**Note:** For any questions or concerns please contact [procweb@bechtel.com](mailto:procweb@bechtel.com)



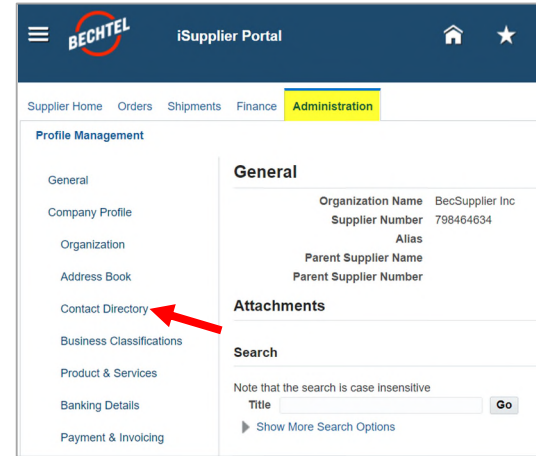
## 2.4 How to Add User Accounts



**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](mailto:procweb@bechtel.com) to grant you the necessary access.



## 2.4 How to Add User Accounts

**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**

+

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.

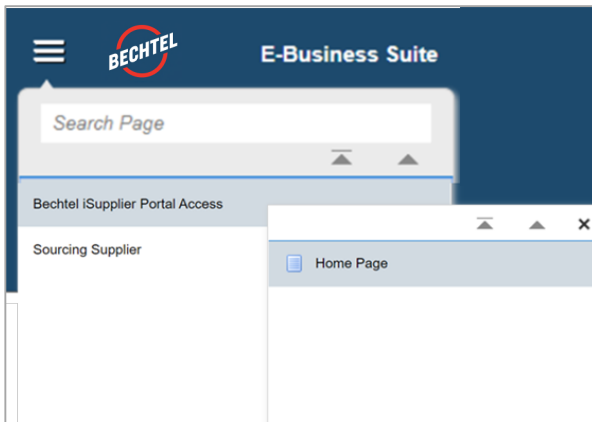
**Note:**

- 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



## 2.5 Updating 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.)

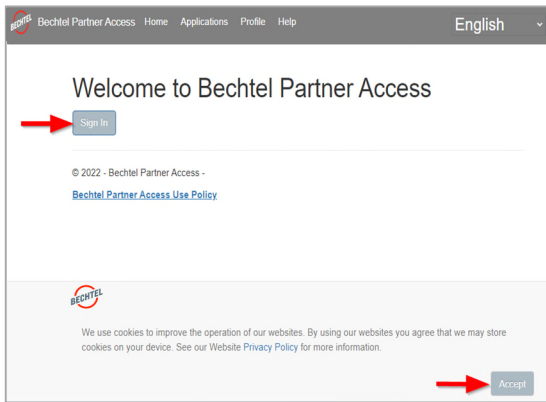
Don’t forget to click **Save** as you navigate from one screen to the next.

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

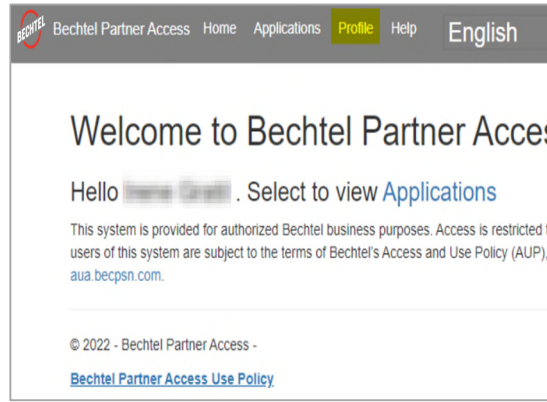


## 2.6 Managing Your Multi-Factor-Authentication Settings

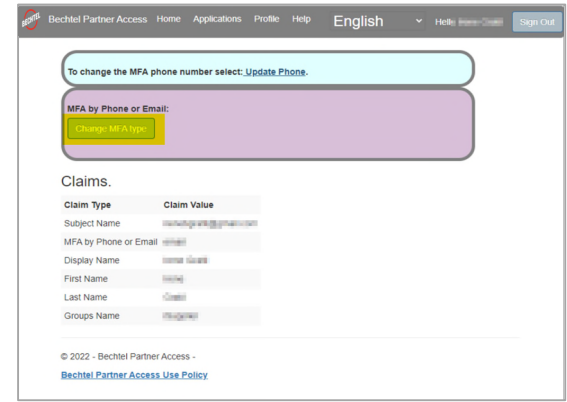
The default option for receiving the Multi-Factor Authentication Verification Code is email. However, you have the option to change this to text/SMS at <https://bpa.becpsn.com/>



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

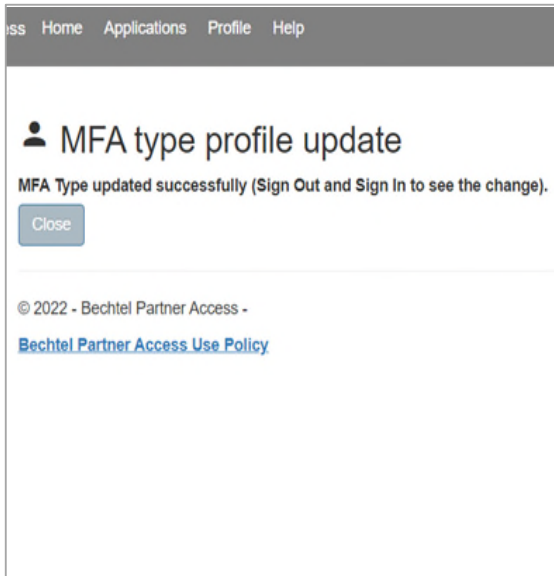


**STEP 2:** Once you have accepted cookies, a banner will appear at the top. **Click on “Profile.”**

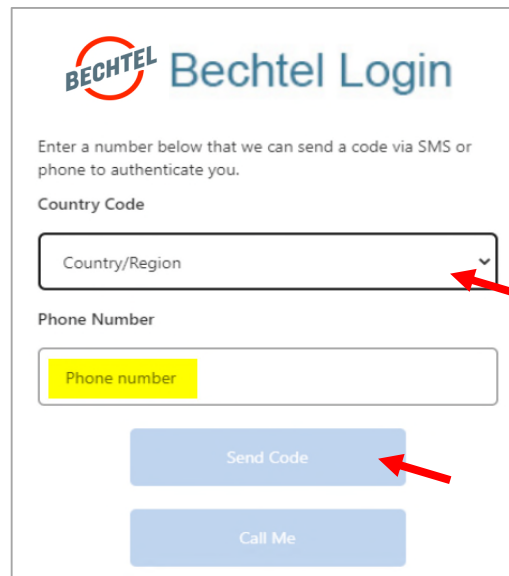


**STEP 3:** Click **“Change MFA Type.”**

## 2.6 Managing Your Multi-Factor-Authentication Settings



**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.”**



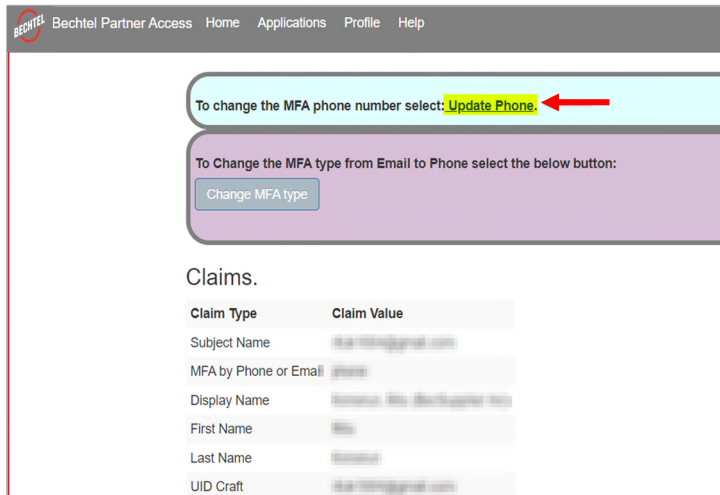
**STEP 6:** You will receive a verification code sent to your phone via text/SMS. Enter the code in the box and click **“Verify Code.”** If you do not receive the code, please try **“Send a new code.”**

**Note:** For any questions or concerns please contact [procweb@bechtel.com](mailto:procweb@bechtel.com)

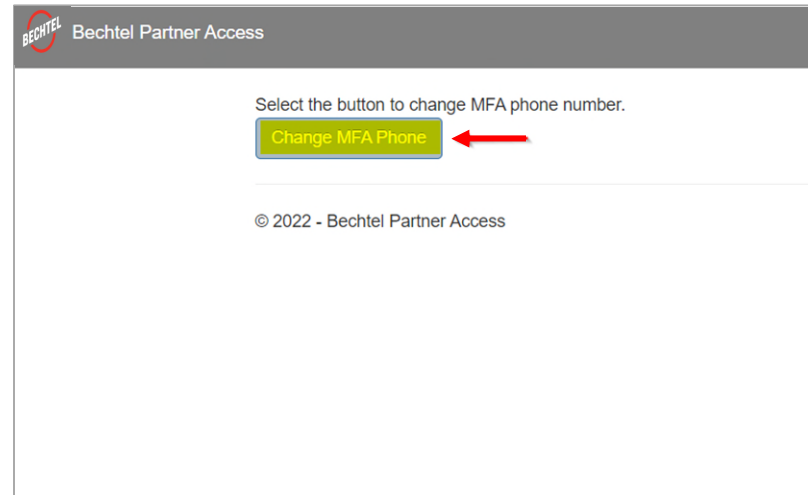


## 2.6 Managing Your Multi-Factor Authentication Settings

You also have the option to change the phone number used for MFA authentication codes. The following steps apply for those whose phone number has changed or simply if you would like codes to be sent to a different phone number.



**STEP 1:** Click "Update Phone."

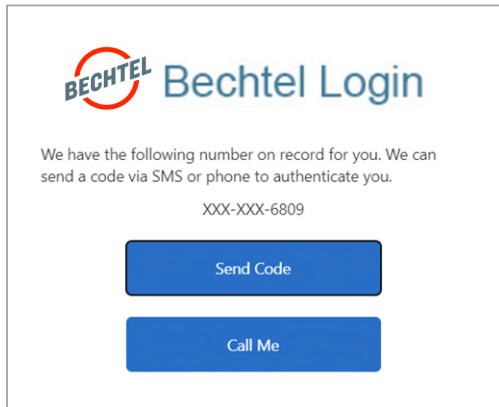


**STEP 2:** Click "Change MFA Phone."

**Note:** For any questions or concerns please contact [procweb@bechtel.com](mailto:procweb@bechtel.com)



## 2.6 Managing Your Multi-Factor-Authentication Settings



**BECHTEL** Bechtel Login

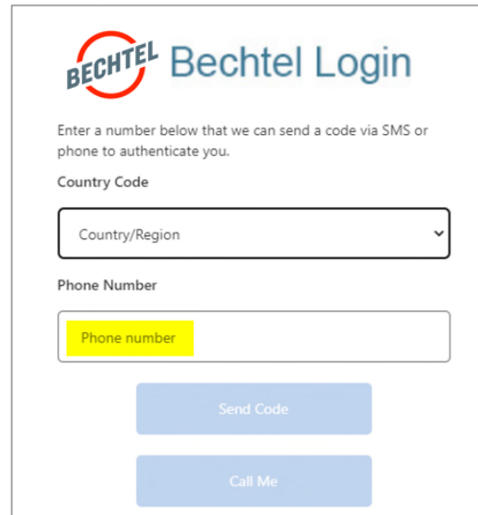
We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

XXX-XXX-6809

Send Code

Call Me

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



**BECHTEL** Bechtel Login

Enter a number below that we can send a code via SMS or phone to authenticate you.

Country Code

Country/Region

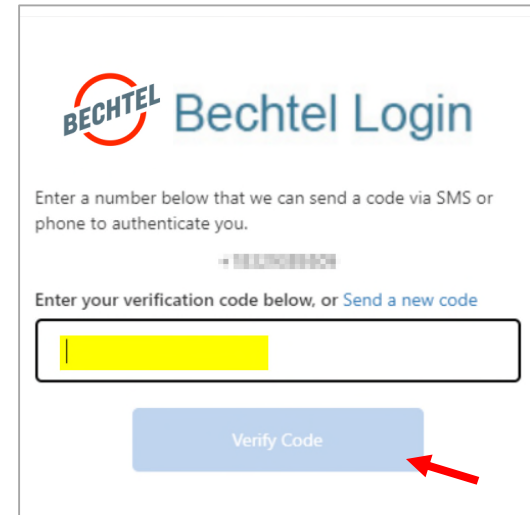
Phone Number

Phone number

Send Code

Call Me

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



**BECHTEL** Bechtel Login

Enter a number below that we can send a code via SMS or phone to authenticate you.

[REDACTED]

Send a new code

Enter your verification code below, or [Send a new code](#)

[REDACTED]

Verify Code

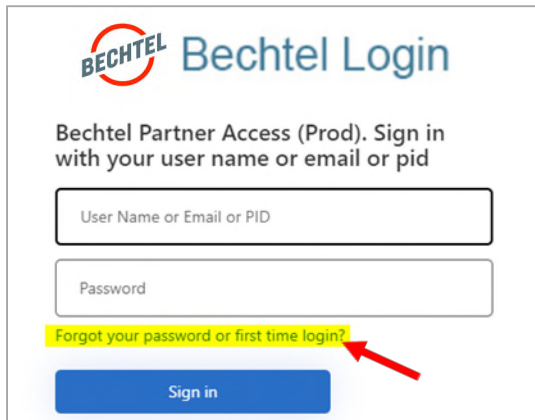
**STEP 5:** You will receive a verification code sent to the NEW phone number via text/SMS. Enter the code in the box and click **“Verify Code.”**

**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.

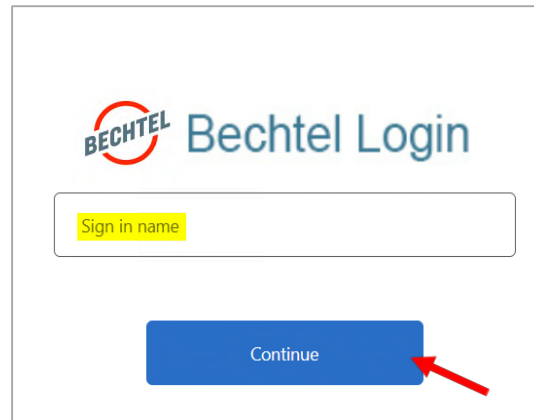
## 2.7 Resolving Login Issues & Resetting Passwords

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.

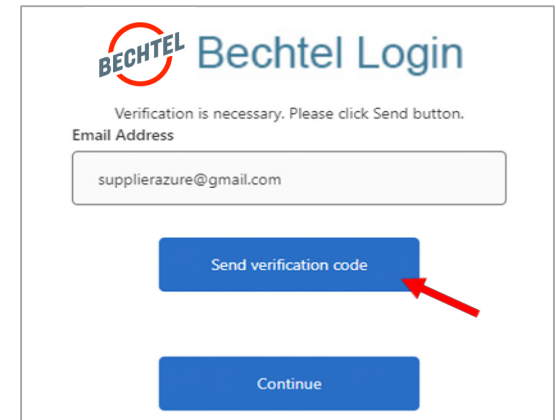
You can reset your password for at any time, if needed. These steps also apply to those who may have deleted the welcome email, or simply forgot their password, and need to create a new one.



**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?”**

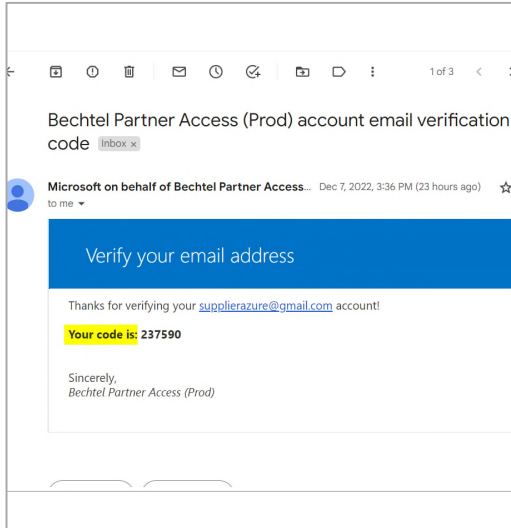


**STEP 2:** Enter the email address associated to your account and click the **“Continue”** button.

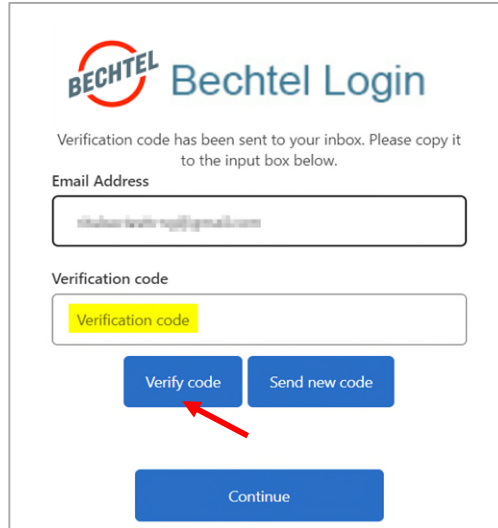


**STEP 3:** Click the **“Send verification code”** button. This will generate a Verification Code sent via email.

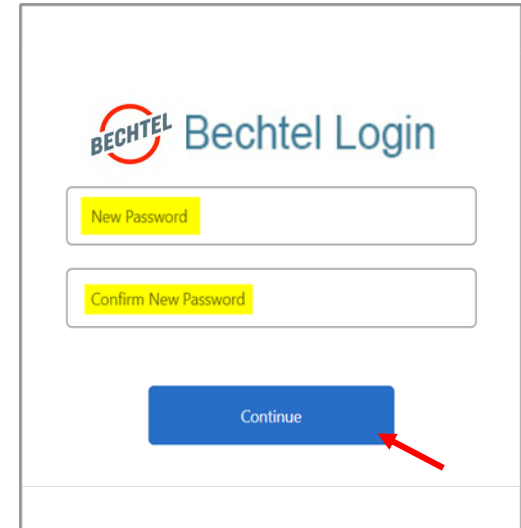
## 2.7 Resolving Login Issues & Resetting Passwords



**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.



## 3.0 | **Supplier Assessments**

## IN THIS SECTION

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### 3.0 About Supplier Assessments

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### 3.1 Accessing Supplier Assessments

[Page 35](#)



### 3.2 Acknowledging a Supplier Assessment

[Page 39](#)



### 3.3 Responding to a Supplier Assessment

[Page 40](#)



### 3.4 Responding via Spreadsheet

[Page 41](#)

## 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 'Supplier Guide' link).

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:

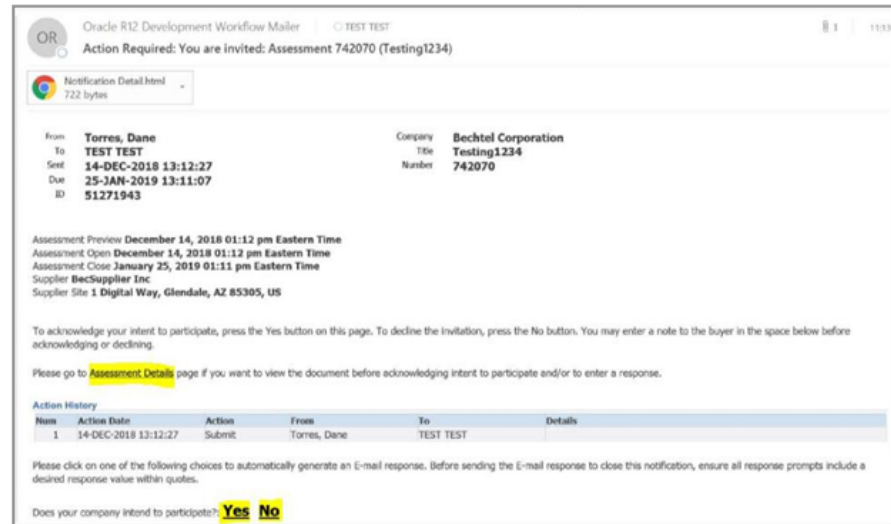
1. via **Email**
2. via the Supplier Portal **Worklist**
3. via the Sourcing **Homepage**

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.



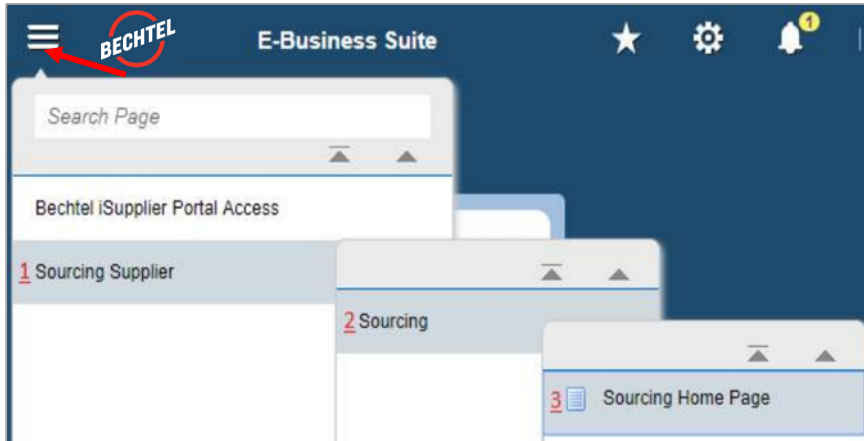
#### Note:

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.

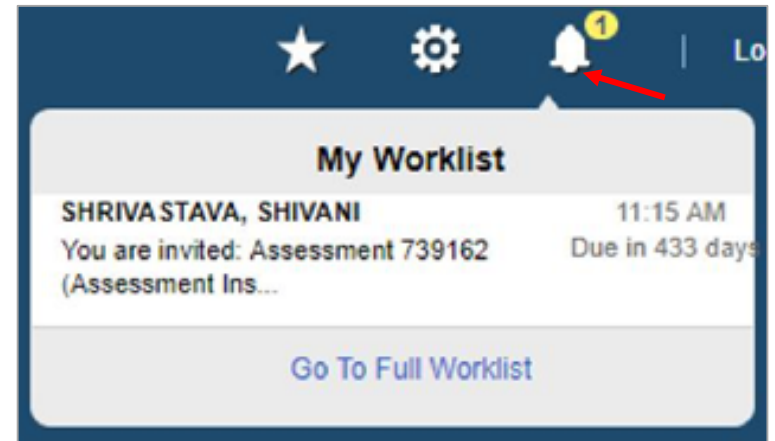
Do not respond to this email in any other manner as it is a "no-reply" mailbox that is not monitored.

## 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:

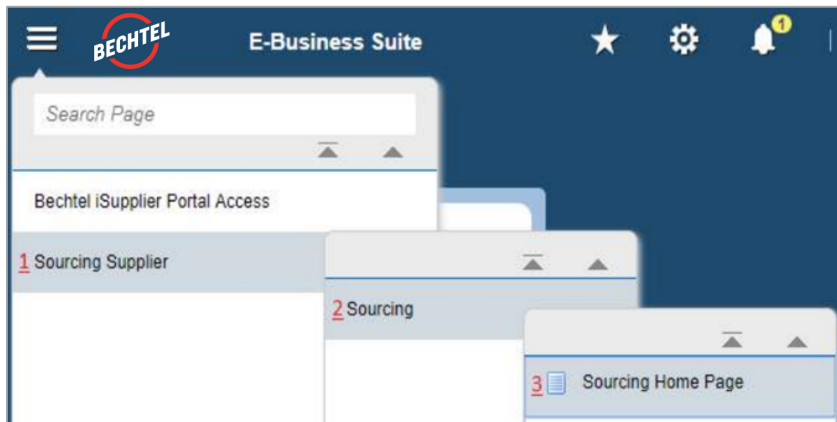
If you cannot see the notification, select **Go To Full Worklist**. In the "View" dropdown, select **All Notifications** and Go. The assessment should appear.

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



## 3.1 Accessing Supplier Assessments

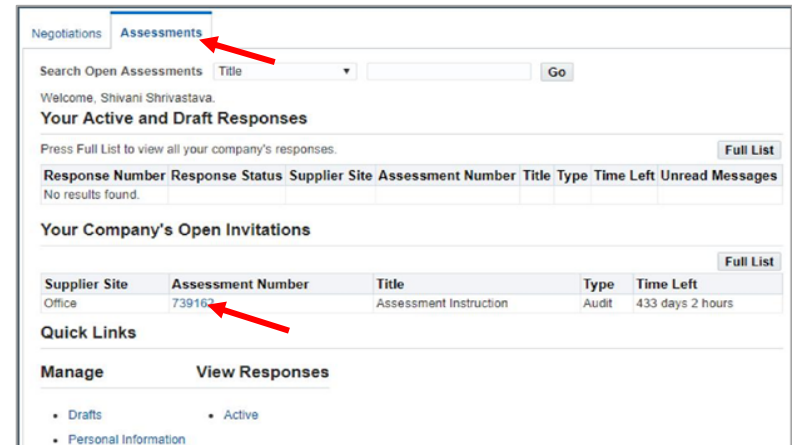
### 3. Accessing Assessment Via Portal Sourcing Homepage



**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](mailto: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.

Negotiations Assessments

Search Open Assessments Title  Go

Welcome, Irene Grati.

**Your Active and Draft Responses**

Press Full List to view all your company's responses. [Full List](#)

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

**Your Company's Open Invitations** [Full List](#)

Supplier Site	Assessment Number	Title	Type	Time Left
No results found.				

**Quick Links**

**Manage** **View Responses**

- Drafts
- Active
- Personal Information

**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:

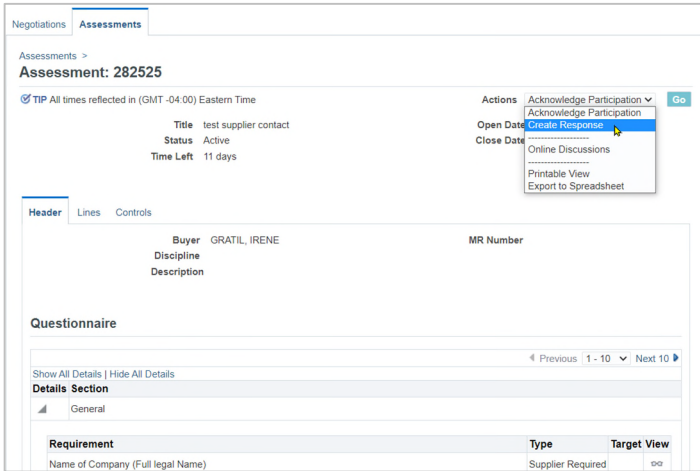
- Click the **"Yes"** or **"No"** link in the email notification
- Open the Assessment from your **Worklist**, then click "Yes" or "No" to indicate your decision
- Select **Acknowledge Participation** from the Actions dropdown. Click **"Go."** Include optional **Note to Buyer**. Click **"Apply"** when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

The screenshot displays the 'Assessments' section of a software interface. At the top, there are tabs for 'Negotiations' and 'Assessments'. Below the tabs, the assessment ID '1301516' is shown. A 'TIP' indicates that all times are reflected in (GMT -04:00) Eastern Time. An 'Actions' dropdown menu is set to 'Online Discussions' with a 'Go' button. A table shows the assessment details: Title 'test', Status 'Closed', Time Left '0 seconds', Open Date '22-Dec-2020 11:35:19', and Close Date '23-Dec-2020 11:27:06'. Below this, there are three tabs: 'Header', 'Lines', and 'Controls'. The 'Header' tab is active, showing a table with columns for 'Buyer' (TORRES, MELISSA) and 'MR Number'. Below the 'Header' tab, there is a 'Questionnaire' section with a 'Details Section' that shows 'No results found.' and a 'Notes and Attachments' section with a 'Note to Suppliers' and two buttons: 'Download all Attachments' and 'Download selected Attachments'. A table below the 'Notes and Attachments' section has columns for 'Seq Num', 'Title', 'Description', 'Category', 'Type', 'Update', and 'Delete', and it also shows 'No results found.'

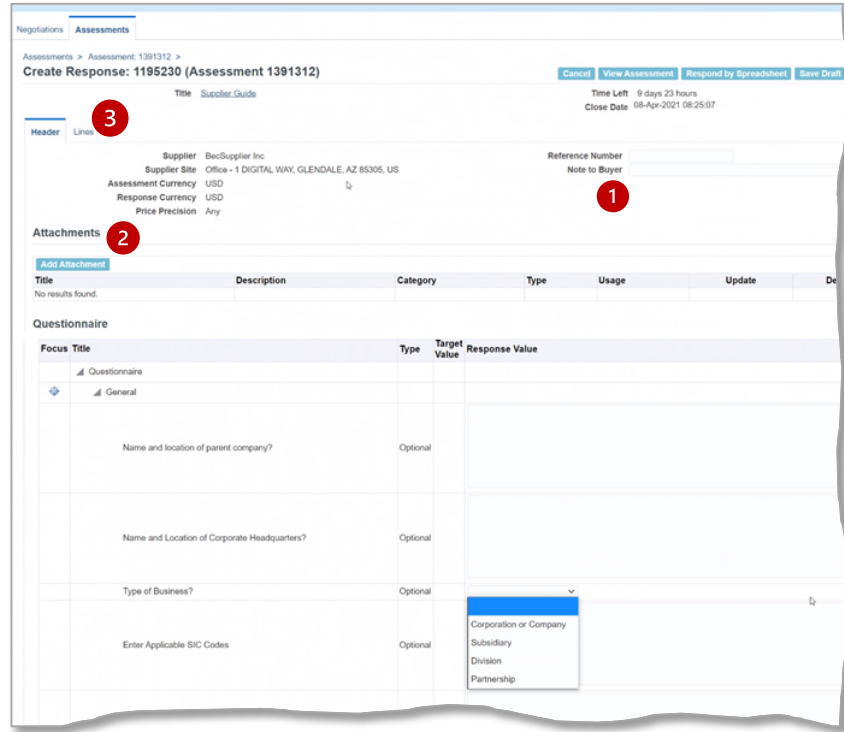
### Note:

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.

Cancel View Assessment **Respond by Spreadsheet** Save Draft Continue

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

Reference Number   
Note to Buyer

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

**Create Response 645115: Response By Spreadsheet (Assessment 739159)**

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**

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

AutoSave Assessment1391312-Respo...  
PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

**Supplier Guide**

Assessment 1391312  
Close Date 4/8/2021 8:25  
Assessment Currency USD  
Response Currency USD  
Price Precision Any

Company Bechtel Corporation  
Buyer TORRES, MELISSA P  
Phone + 1 571 859746  
Email MMTORRES@BECHTEL.COM  
Supplier Bechtel Supplier Inc  
Supplier Site Office

**Header**

Response Valid Until  Reference Number

Note to Suppliers

Note to Buyer

**Questionnaire**

Q.No.	Title	Requirement?	Number
1	General		
1.1	Name and location of parent company?		
1.2	Name and Location of Corporate Headquarters?		
1.3	Type of Business?		
1.4	Enter Applicable SIC Codes		
1.5	Enter Applicable NAICS Codes (North America)		
1.6	Date Business Founded.		
1.7	Under Present Ownership since?		
1.8	Number of Manual Employees (All Facilities)?		
1.9	Number of Non-Manual Employees (All Facilities)?		
1.10	Is your company a small and/or disadvantaged business?	Yes	1 10
1.11	Are you a small business?	Yes	1 10
1.12	Are you a Women-Owned business?	Yes	1 10
1.13	Are you a Hub-Zone business?	Yes	1 10
1.14	Are you a Veteran-Owned business?	Yes	1 10
1.15	Are you a disadvantaged business?	Yes	1 10

Header Lines (1 - 1)

**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.

### Note:

When downloading the export template Excel spreadsheet, a zip file will be created. This zip file contains the exported spreadsheet as well as a help document. If you have any trouble using Quote by Spreadsheet, open the "RFI-Response-Help.htm" document that was downloaded onto your computer.

### 3.4 Responding via Spreadsheet

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 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  Assessment...esponse.zip

**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 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	<b>Materials</b>				
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



## 4.0 | Bidding on RFQs



## IN THIS SECTION

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### 4.0 About Bidding on Negotiations

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### 4.1 Accessing Negotiations

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### 4.2 Acknowledging a Negotiation

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### 4.3 Parts of a Digital Negotiation

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### 4.4 Responding to a Negotiation

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### 4.5 Responding via Spreadsheet

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### 4.6 Updating a Response

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### 4.7 Online Discussion

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### 4.8 Negotiations Amendments

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## 4.0 Bidding on RFQs

### About Negotiations

- Registration and expressing interest in a project using the **Project Opportunities** feature helps provide visibility of your company to active projects. It also provides the names of project contacts.
- Note that Bechtel does not maintain a company-wide approved bidder list. Bidders are **pre-qualified independently** for each project based on project-specific requirements. You will only be contacted by a Bechtel project when you are being considered for work on a project.
- Once you are included on Bechtel's 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. However, you access the Negotiation, 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 event, if any are needed. *Instructions below.*
- It is important to always **submit your responses** by the stated deadline. *Instructions below.*

The screenshot displays the 'Negotiations' section of a web portal. It includes a search bar for open negotiations, a welcome message for 'Bech Tester', and a table titled 'Your Active and Draft Responses'. Below this is a table for 'Your Company's Open Invitations' and a 'Quick Links' section with 'Manage' and 'View Responses' options.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
452095	Draft		112345		RFQ	15 hours 30 minutes		0
452061	Draft		112359		Auction	2 days 15 hours		0
452062	Draft		112350		Auction	2 days 15 hours		0
136014	Active		105517		RFI	0 seconds		0
100117	Active		100508		Auction	0 seconds		0

Supplier Site	Negotiation Number	Title	Type	Time Left
	112362		RFQ	2 days 18 hours
	112395		RFQ	2 days 19 hours
	112388		Auction	25 days 12 hours

#### Note:

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

## 4.1 Accessing Negotiations

### Things to Know

In 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.

**Negotiations** | Assessments

Search Open Negotiations | Title |  | **Go**

Welcome, Melissa Torres.

### Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

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

### Your Company's Open Invitations

[Full List](#)

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

### Quick Links

**Manage** | **View Responses**

- Drafts
- Active

#### 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. Accessing Negotiations

There are 3 ways to access a Negotiation:

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


Instructions for each follow


### 1. Access 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  
 Mon 6/12/2023 8:28 AM

 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]	

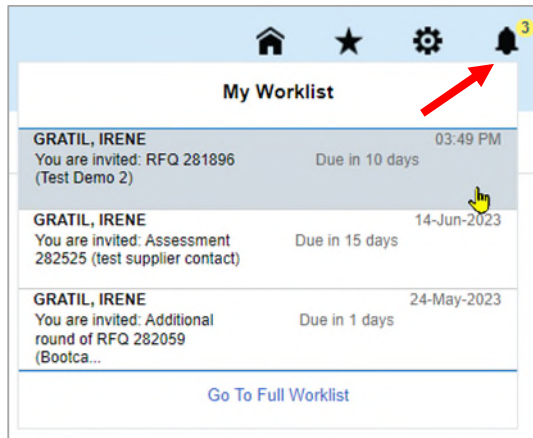
Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

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

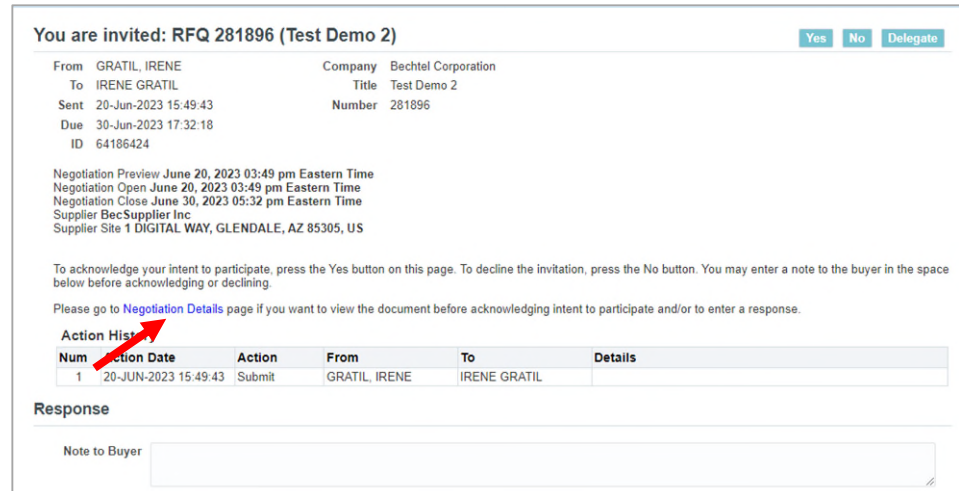
**Warning: Do not forward this email**

## 4.1 Accessing Negotiations

### 2. Access 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.



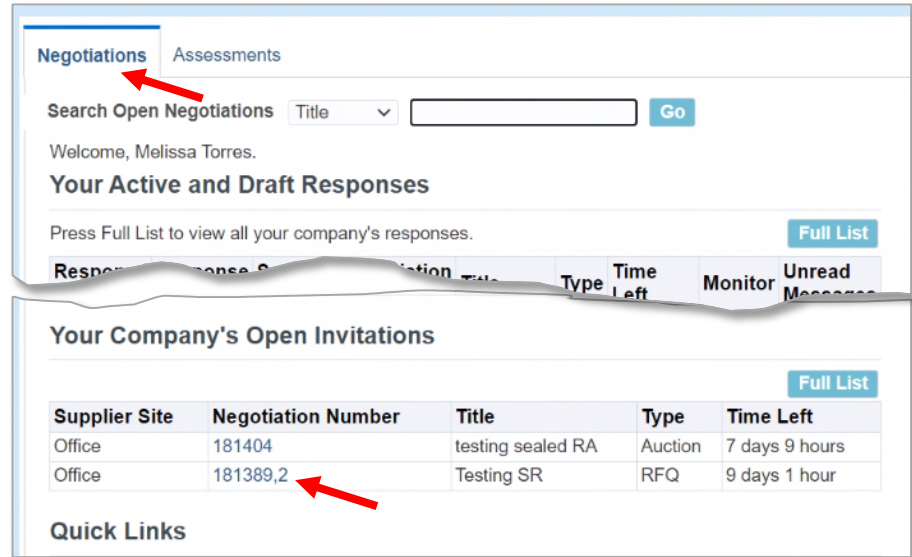
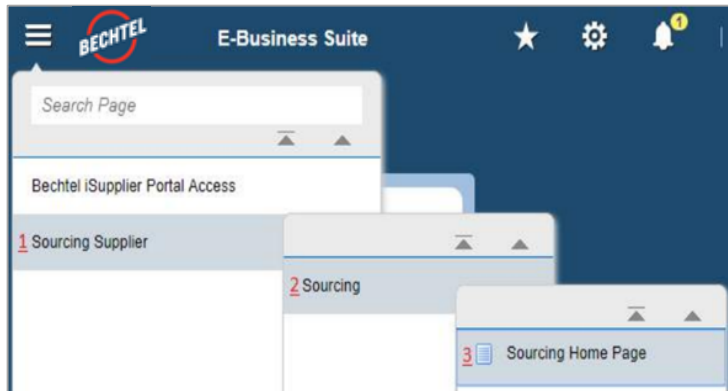
**STEP 2:** Click "**Negotiation Details**" to view details.

#### 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.

## 4.1 Accessing Negotiations

### 3. Accessing 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**.

**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 do not see "Sourcing Supplier" when clicking the menu icon, contact your Bechtel Buyer or [procweb@bechtel.com](mailto:procweb@bechtel.com) to grant you the appropriate access.

#### 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 Acknowledging a Negotiation

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  
Mon 6/12/2023 8:28 AM

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.

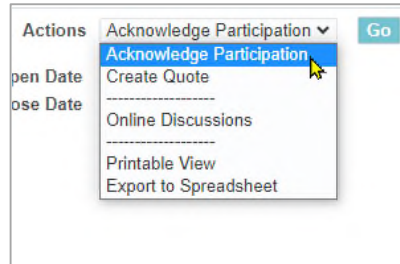
Does your company intend to participate?: [Yes](#) [No](#)

Warning: Do not forward this email

## 4.2 Acknowledging a Negotiation

### 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

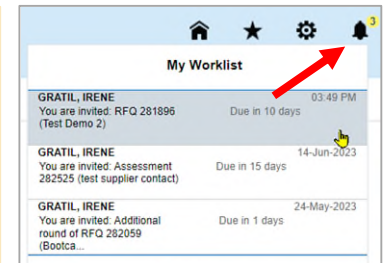
**Note:**

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.

### 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.

Action History						
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](#)



## 4.3 Parts of a Digital Negotiation

### 1 Negotiation Header

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

The screenshot shows the RFQ 181234 interface. A red circle with the number '1' is placed over the 'Header' tab. Four red arrows point from the text in the list to the corresponding sections in the interface: Terms, Currency, Requirements, and Notes and Attachments.

**RFQ: 181234**  
 TIP All times reflected in (GMT -04:00) Eastern Time  
 Actions Online Discussions Go

Title Test for Yanacooha-26280-220-MRAM-MJG-0001  
 Status Closed (Unlocked)  
 Time Left 0 seconds  
 Open Date 10-Mar-2021 10:47:32  
 Close Date 10-Mar-2021 11:07:42

**Header** Lines Controls Contract Terms

Buyer TORRES, MELISSA Outcome Complex Purchase Order  
 Quote Style Sealed Event  
 Unlocked By TORRES, MELISSA MR Number  
 Unlocked Date 10-Mar-2021 11:07:50  
 Description Testing the Submittal Process

**Terms**

Bill-To Address PE\_LIMA\_33 Payment Terms NET 60  
 Ship-To Address PE\_LIMA\_33 Carrier  
 Freight Payment Terms See Commercial Terms Delivery Terms Free Carrier - FCA (Incoterms 2010)

**Currency**

RFQ Currency PEN Price Precision Any  
 Additional Response Currencies  
 Response Currency Currency Description Price Precision  
 USD US Dollar 2

**Requirements**

**Details Section**  
 No results found.

**Notes and Attachments**

Note to Suppliers RFQ No: 26280-220-MRAM-MJG-0001 - Addendum 1  
 MR Description: Electrowinning Crane and Lifting Bole  
 Greetings:  
 In addition to the Request for Quotation invitation that you have received for the Project team scope, the Project requires a supplementary and firm proposal, for the on-site Technical Services Seller (SOTS). A separate Request for Quotation package for SOTS is included in this RFP, as well as revision 3 of the commercial clauses and requirements for the Project. After delivery of the Products to the project site, the Buyer may require on-site support from the Seller for

Very truly yours,  
 Bechtel Peru S.R.L.

Download all Attachments Download selected Attachments

Seq Num	Title	Description	Category	Type	Update	Delete
1	RFQ Documents	MJG-0001 - RFQ Documents	To Supplier	File		
2	Commercial Attach...	MJG-0001 - Commercial Attachments	To Supplier	File		
3	SOTS Documents	MJG-0001 - SOTS Documents	To Supplier	File		
4	Clauses and Com...	MJG-0001 - Clauses and Commercial Requirements Rev3	To Supplier	File		
5	Material Requisition	MJG-0001 - Material Requisition	To Supplier	File		
10001	Technical Require...	Table of Contents- Technical Requirements - Listing of Engineering Attachments	To Supplier	File		
10002	In Processing	SG Requirement- Technical Requirements - Section SG - Quality Surveillance Plan	To Supplier	File		
10003	Technical Require...	Note- Technical Requirements - Section GN - General Notes	To Supplier	File		
10004	Technical Require...	DS Requirement- Technical Requirements - Section DD - Document and Data Submittal Requirements	To Supplier	File		
10005	Technical Require...	Quality Statement- Technical Requirements - Section QA - Quality Assurance Program Requirements	To Supplier	File		

Return to RFQ: 181359  
 Actions Online Discussions Go



## 4.3 Parts of a Digital Negotiation

### 2 Negotiation Lines

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.

**RFQ: 181389,2**

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

<b>Title</b> Testing SR	<b>Open Date</b> 24-Mar-2021 10:00:44
<b>Status</b> Active	<b>Close Date</b> 09-Apr-2021 09:59:25
<b>Time Left</b> 9 days	

**2**

Header **Lines** Controls Contract Terms

<b>Display Rank As</b> No indicator displayed	<b>Cost Factors</b> Buyer
<b>Ranking</b> Price Only	<input checked="" type="checkbox"/> Suppliers see their quote price transformed
	<b>Price Tiers</b> None

**Lines**

Description	Line	Item, Rev	Category	Unit	Quantity	Best Price (USD)	Active Responses	Time Left	Labels
I7617195-2-PIPE SB729 N...	1 I7617195-2-PIPE SB729 N...	Pipe10-000124	PS02	FOOT	1	Blind	Blind	9 days	
P-0FG1-G-DEW-PNT-HTR-VE...	2 P-0FG1-G-DEW-PNT-HTR-VE...	P-0FG1-G-DEW-PNT-HTR-VENTS-SB-000189	G000	EACH	1	Blind	Blind	9 days	
P-0TW1-G-FILTRATE-TANK-...	3 P-0TW1-G-FILTRATE-TANK-...	P-0TW1-G-FILTRATE-TANK-AND-PUM-000189	G000	EACH	1	Blind	Blind	9 days	

Return to Negotiations Actions Acknowledge Participation

## 4.3 Parts of a Digital Negotiation

### 3 Negotiation Controls

Controls are where you can review the **Response Rules** set by the Buyer. If you have any questions regarding controls, please contact the Buyer directly.

**RFQ: 282495**

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

Title test demo RFQ Open Date 12-Jun-2023 09:26:50  
Status Closed Close Date 12-Jun-2023 11:21:33  
Time Left 0 seconds

**3**

Header Lines **Controls** Contract Terms

---

**Schedule**

Preview Date 12-Jun-2023 09:26:50 Open Date 12-Jun-2023 09:26:50  
Close Date 12-Jun-2023 11:21:33 Award Date

---

**Response Rules**

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
  - Suppliers are allowed to submit Multiple Active Responses
- Allow Quote Withdrawal
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open
- Allow Alternate Lines on Supplier Responses
- Allow Staggered Awarding

## 4.3 Parts of a Digital Negotiation

### 4 Contract Terms

If they are not included in the **Attachments** Section of the Header tab, the Contract Terms tab is where you will find the **deliverables** for the negotiation.

The screenshot displays the 'RFQ: 282495' interface. At the top, it shows 'TIP All times reflected in (GMT -04:00) Eastern Time' and 'Actions Online Discussions Go'. Below this, the 'Title' is 'test demo RFQ', 'Status' is 'Closed', and 'Time Left' is '0 seconds'. The 'Open Date' is '12-Jun-2023 09:26:50' and the 'Close Date' is '12-Jun-2023 11:21:33'. The 'Contract Terms' tab is selected, and the 'Deliverables' section is highlighted with a red arrow. Below the 'Deliverables' section is a table with the following columns: 'Deliverable Name', 'Deliverable Type', 'Responsible Party', 'Party Name', and 'Contact'. The table content shows 'No Deliverables exist.'

Deliverable Name	Deliverable Type	Responsible Party	Party Name	Contact
No Deliverables exist.				

## 4.4 Responding to a Negotiation

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

**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."**

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 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

## 4.4 Responding to a Negotiation

The screenshot shows the 'Create Quote: 492139 (RFQ 109708)' interface. It has a 'Title' field at the top. Below it are tabs for 'Header' and 'Lines'. Under 'Header', there are fields for 'Supplier', 'Supplier Site', 'RFQ Currency' (set to USD), 'Quote Currency' (set to USD), and 'Price Precision' (set to Any). At the bottom, there is an 'Attachments' section with a yellow 'Add Attachment' button and a table with columns: Title, Type, Description, Category, and Last Update. The table currently shows 'No results found.'

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

The screenshot shows the 'Add Attachment' dialog box. It has 'Cancel', 'Add Another', and 'Apply' buttons at the top right. The 'Attachment Summary Information' section includes fields for 'Title', 'Description', and 'Category' (set to 'From Supplier'). The 'Define Attachment' section has radio buttons for 'File', 'URL', 'Short Text', and 'Long Text'. The 'File' option is selected, and there is a 'Browse...' button next to it. Below the radio buttons are large text input areas for each type.

**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).

## 4.4 Responding to a Negotiation

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

**Notes**

Note to Buyer 1

**Attachments**

Add Attachment 2

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.*

## 4.4 Responding to a Negotiation

**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	US_WA_KENNEWICK_99336-0000	No Quote				LUMP SUM	1	1		No	

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

Header

Title \_\_\_\_\_ Time Left 7 days 22 hours  
Supplier \_\_\_\_\_ Close Date 22-Mar-2018 14:16:31  
Supplier Site \_\_\_\_\_ Quote Valid Until \_\_\_\_\_  
RFQ Currency USD Reference Number \_\_\_\_\_  
Quote Currency USD Note to Buyer \_\_\_\_\_  
Price Precision Any

Attachments

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

**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.”**



## 4.5 Responding via 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.”

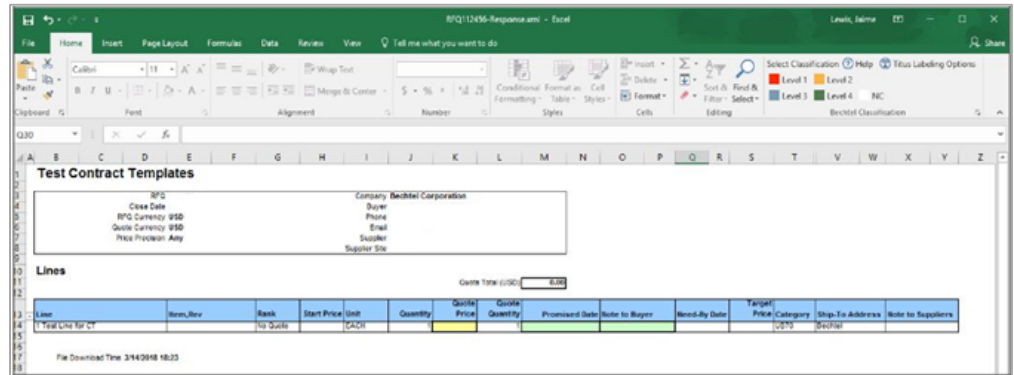
### Note:

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.

## 4.5 Responding via Spreadsheet

**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)

#### Step 2: Import Spreadsheet

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

File To Import   1

2

## 4.5 Responding via Spreadsheet

**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.”**

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 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.”**

Create Quote 492143: Review and Submit (RFQ 112456) Cancel Back Validate Save Draft Printable View Submit

Header

Title \_\_\_\_\_ Time Left **15:43:51**  
Supplier \_\_\_\_\_ Close Date 15-Mar-2018 10:37:59  
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
No results found.								

## 4.6 Updating a Response

### 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"><li>Drafts</li><li>Deliverables</li><li>Personal Information</li></ul>	<ul style="list-style-type: none"><li>Active ←</li><li>Disqualified and Withdrawn</li><li>Awarded</li><li>Rejected</li></ul>

#### 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 Withdraw |

Select	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number
<input checked="" type="radio"/>	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.”**

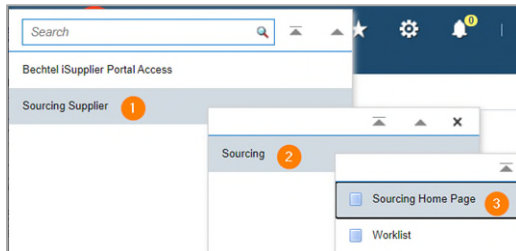
**STEP 2:** From the list, select the Negotiation you wish to revise by clicking the **radio button for that row (1)**, then click the **“Revise”** button (2).

**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.

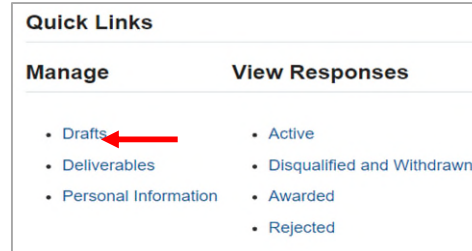
## 4.6 Updating a Response

### Draft Responses

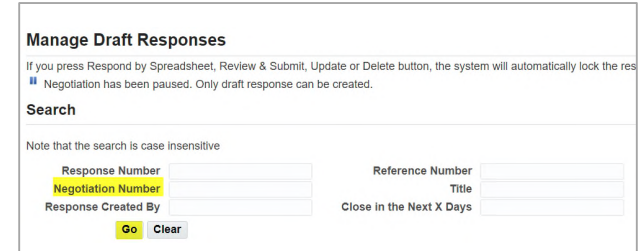
If you are looking for a response that you have started, but not yet submitted, you can search for it under **Drafts**.



**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.

## 4.6 Updating a Response

### 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:

Response Number	Your Response Number	Status	Supplier Site	Negotiation Number	Title
<input checked="" type="radio"/> 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.”**

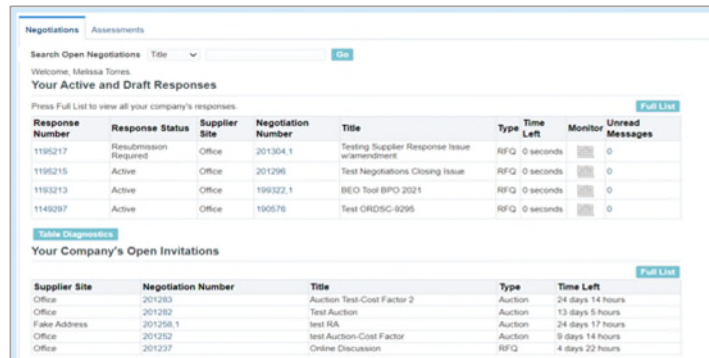
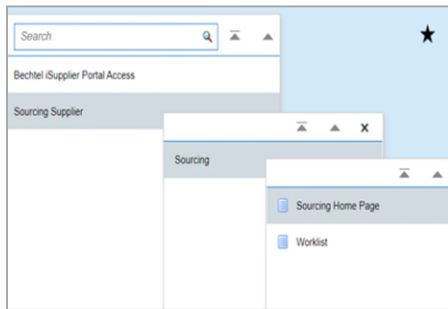
**STEP 2:** From the list, select the negotiation you wish to revise by clicking the **radio button for that (1) row**, then click the **“Revise”** button (2).

**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.

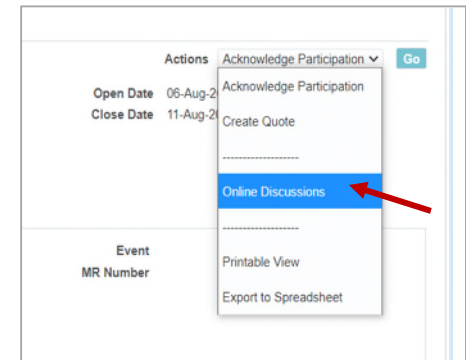
## 4.7 Online Discussions

### Online Discussions

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.



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	201295	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



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

**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.**"

## 4.7 Online Discussions

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.



## 4.7 Online Discussions

**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.

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

**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.

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

## 4.8 Negotiation Amendments

### Negotiation Amendments

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

[Cancel] [Acknowledge]



## 5.0 | Reverse Auctions

## IN THIS SECTION

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### 5.0 About Reverse Auctions

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### 5.1 Responding to a Reverse Auction

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### 5.2 Monitoring a Reverse Auction

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### 5.3 Power Bidding

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### 5.4 Proxy Minimum

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## 5.0 About Reverse Auction

### Things to Know

- A Reverse Auction is when a group of bidders compete **within a short window** of time to provide a Buyer with a commodity.
- If a Bechtel Buyer has invited you to a Reverse Auction, you will be able to use this module to **Submit Bids** and easily **Monitor Auctions** online, in real-time.
- You can also set up **“Power Bidding”** or a **“Proxy Minimum”** which will let the system **automatically** submit bids based on competing bids, in real-time, to give you the best chances—while giving you full control of how much you bid.
- Review the steps below for “Responding to a Reverse Auction,” “Monitoring Auctions,” and setting up “Power Bidding” and “Proxy Minimum” on a Reverse Auction.

Monitor Auction: 393

Title [Proxy Minimum](#)  
Status Active  
Time Left 16 days 1 hour

Lines

Bid Total (USD) 10,500.00

Display only the lines on which I have bid  
 Display only the lines that I am currently losing

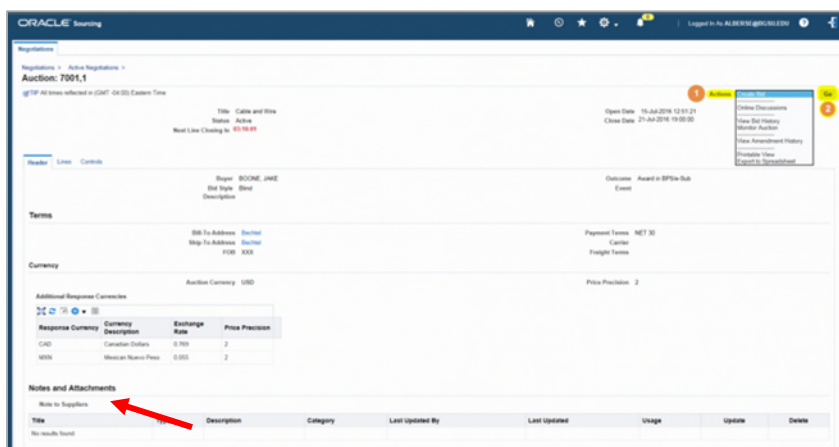
Update Bid	Line	Category	Time Left	Rank	Bid Price (USD)	Target Price (USD)
	1 Test Line One	MISC	16 days 1 hour	2	8,000	
	2 Test Line Two	MISC	16 days 1 hour	2	2,500	

[Return to Sourcing Home Page](#)

## 5.1 Responding to a Reverse Auction

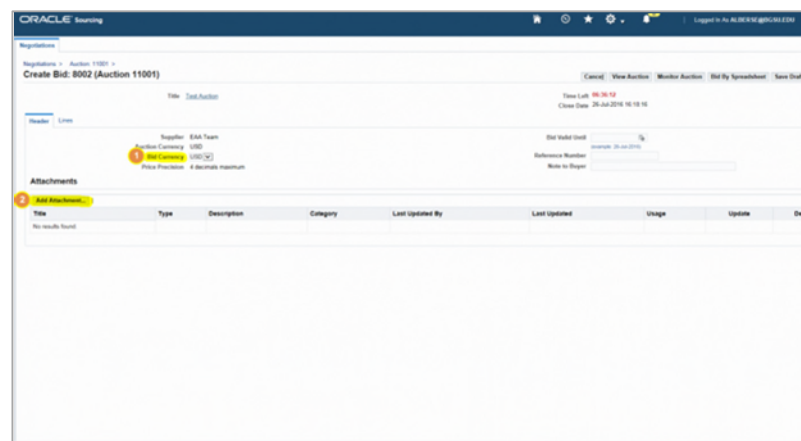
### Submit a Bid in a Reverse Auction

You can submit bids **manually** in a Reverse Auction just like a regular Negotiation, or use **automated** options, which are described in the next section.



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

**STEP 2:** Under the **Actions** (1) drop down menu, select **"Create Bid"** (2) then click **"Go."**



**STEP 3:** When creating a quote, you will first land on the **Header tab** of the Create Bid page.

Here you can add any optional **Note to the Buyer**, select the quote **Currency** (1), and upload **Attachments** (2).

#### Note:

Only the currency options enabled by the buyer will be shown. No dropdown will appear if only one currency is enabled

## 5.1 Responding to a Reverse Auction

**STEP 3:** Enter bids directly in the system by entering responses for each line item under the Lines tab. Enter the **per unit Price (1)** and **Promise Date (2)**. The per unit amount entered will be multiplied by the quantity to generate the total line-item bid price. Click **Update (3)** for **Line details**, this will open a new view. Here you can review the bid and confirm that the pricing is accurate. Click **Continue (4)** to proceed.

Oracle Sourcing interface showing the 'Create Bid' screen for Auction 361. The interface includes a header with navigation options (Cancel, Revert to Active Bid, View Auction, Monitor Auction, Bid By Spreadsheet, Save Draft, Continue) and a table of bid lines. The table has columns for Line, Ship-To, Rank, Start Price, Target Price, Bid Price, Proxy Minimum, Unit, Target Quantity, Bid Quantity, Promised Date, Bid, and Update. The 'Bid Price' column is highlighted in yellow and marked with a circled '1'. The 'Promised Date' column is highlighted in yellow and marked with a circled '2'. The 'Update' column is highlighted in yellow and marked with a circled '3'. A 'Continue' button is circled with a '4'.

**STEP 4:** On the Review and Submit screen, the bid is not accurate, click **Back (1)** and correct any errors. Then click Submit when complete. If you are not ready to submit a bid yet, it may be saved as a draft by clicking **Save Draft (3)**. If the bid is accurate, click **Submit (2)**.

Oracle Sourcing interface showing the 'Review and Submit' screen for Auction 9003. The interface includes a header with navigation options (Unread Messages, Back, Val, Save Draft, Printable, Submit) and a table of attachments. The 'Back' button is circled with a '1' and the 'Submit' button is circled with a '2'.

### Note:

- If a **Start Price** is identified, the first bid must be less than or equal to the Start Price of the line item.
- If a proposal with pricing **was submitted prior** to the Reverse Auction, please submit pricing from the proposal as your first bid. Bid submittals above the current proposed price shall be considered invalid unless directed by the Buyer.
- Buyer reserves the right to disqualify bids if rules are violated or terminate the event at any time.

## 5.2 Monitoring a Reverse Auction

Once a bid is submitted, monitoring the auction is recommended on the **Monitor Auction** page. Follow the direction below to monitor an auction:

**STEP 1:** You can access the Monitor Auction page directly through the auction. Open the auction and select **Monitor Auction** from the actions menu then click **“Go.”**

**Auction: 116337**  
 TIP All times reflected in (GMT -04:00) Eastern Time  
 Title: Test Auction  
 Status: Active  
 Time Left: 1 day 19 hours  
 Actions: Create Bid, Online Discussions, View Bid History, Monitor Auction, Printable View, Export to Spreadsheet  
 Open Date: 28-Jun-2018  
 Close Date: 30-Jun-2018

**STEP 2:** You can also access the Monitor Auction page after submitting a bid. Click on the **“Monitor Auction”** link on the bid confirmation message to access the monitor auction page.

**Confirmation**  
 Bid 611014 for Auction 116337 (Test Auction) has been submitted.  
 Monitor Auction  
 Return to Sourcing Home Page

**STEP 3:** Once you have accessed the Monitor Auction page, your **Line-Item Rank** will be shown.

**Monitor Auction: 116337**  
 Title: Test Auction  
 Status: Active  
 Time Left: 1 day 23 hours  
 Open Date: 28-Jun-2018 13:29:04  
 Close Date: 30-Jun-2018 13:19:02  
 Bid Total (USD): 3,200.00

Update Bid	Line	Category	Time Left	Rank	Bid Price (USD)	Target Price (USD)	Bid Quantity	Quantity	Year Total Amount (USD)	Need By Date	Promised Date
	1 OPTICAL LINK MODULE, PROFIBUS DMX12V4.0 W. 1 RS485 AND 2 GLASS FOC. INTERFACES 14 BFOC SOCKETS FOR STANDARD DISTANCES UP TO 2890 M. WITH SIGNAL CONTACT AND MEASURING OUTPUT. SERIENNR 6901503-00800	EE00	1 day 23 hours	1	150		4	4	400.00		
	2 OPTICAL LINK MODULE, PROFIBUS DMX12V4.0 W. 2 RS485 AND 2 GLASS FOC. INTERF. 14 BFOC SOCKETS FOR STANDARD DISTANCES UP TO 2890 M. WITH SIGNAL CONTACT AND MEASURING OUTPUT. SERIENNR 6901503-00800	EE00	1 day 23 hours	1	200		4	4	800.00		
	3 CABLE, PROFIBUS PLASTIC FIBER OPTIC, STANDARD CABLE WITH BFOC CONNECTORS L = 50 M. SERIENNR 6901502/0506/ NO SUBSTITUTION	EE00	1 day 23 hours	1	300		4	4	1,200.00		
	4 CABLE ASSEMBLY, FIM, FIBER OPTIC PLASTIC WITH 4 BFOC CONNECTOR SERIENNR 6901502/0506	EE00	1 day 23 hours	1	400		2	2	800.00		

Returns to Auction: 116337

**Note:**

You have the option to only monitor Lines that you have bid, and lines that you are currently losing.





## 5.2 Monitoring a Reverse Auction

**STEP 4:** To set the monitor auction page to refresh automatically, simply select the **AutoRefresh Interval** for how often you want the page to refresh and click **“Set.”**

Monitor Auction: 116337 AutoRefresh Interval **6 seconds**

Title	<a href="#">Test Auction</a>	Open Date	28-Jun-2018 13:20:04
Status	Active	Close Date	30-Jun-2018 13:19:02
Time Left	1 day 23 hours		

**STEP 5:** To create a new bid from the Monitor Auction page, click the **“Create Bid”** button.

Monitor Auction: 116337 AutoRefresh Interval 6 seconds

Title	<a href="#">Test Auction</a>	Open Date	28-Jun-2018 13:20:04
Status	Active	Close Date	30-Jun-2018 13:19:02
Time Left	1 day 23 hours		

**Note:**

The AutoRefresh will default to 30 seconds.



## 5.3 Power-Bidding

### Power Bidding in a Reverse Auction

After you submit your first bid, Power Bidding can be used. The Power Bidding functionality **automatically decreases** each line item by the amount or percentage you specified when creating a bid.

Follow the direction below to setup Power Bidding:

**STEP 1:** Access the Auction and click the **“Create Bid”** action then click **“Go.”**

**Auction: 116337**  
 TIP All times reflected in (GMT -04:00) Eastern Time  
 Title Test Auction  
 Status Active  
 Time Left 1 day 23 hours

Actions: **Create Bid** (Go), Online Discussions, View Bid History, Monitor Auction, Printable View, Export to Spreadsheet

**STEP 2:** Once on the **Lines tab** of the Create Bid page, look for the **“Power Bid”** field.

**Create Bid: 610015 (Auction 116337)**  
 Title Test Auction  
 Time Left 1 day 23 hours  
 Close Date 30-Jun-2018 13:19:02

Auction Currency USD, Price Precision Any, Bid Currency USD  
 Power Bid:  %  Apply reduction to losing lines only  Proxy Bid Decrement:  USD

Line	Ship-To	Rank	Start Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Promised Date	Bid	Add Alternate Lines	Update
1 OPTICAL LINK MODU...	Bechtel	1			100		EACH	4	4		Yes		
2 OPTICAL LINK MODU...	Bechtel	1			200		EACH	4	4		Yes		
3 CABLE, PROFIBUS P...	Bechtel	1			300		EACH	4	4		Yes		
4 CABLE ASSEMBLY,65...	Bechtel	1			400		EACH	2	2		Yes		

**Note:**

You will only see the Power Bidding option after you submit a quote. Power Bids are entered as percentages (%).



## 5.3 Power-Bidding

**STEP 3:** Once you have entered your Power Bid, click **Recalculate** to automatically decrease the Bid Price on all lines.

Check the checkbox **“Apply reduction to losing lines only”** if you ONLY want the lines you are losing to decrease. when you are losing the line. If you do not check this box, all lines will be automatically decreased when clicking **“Recalculate.”**

The screenshot shows the 'Create Bid: 610015 (Auction 116337)' interface. The 'Power Bid' is set to 1%. The 'Apply reduction to losing lines only' checkbox is checked. The 'Recalculate' button is highlighted in yellow. A red arrow points to the 'Rank' column header in the table below.

Line	Ship-To	Rank	Start Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Promised Date	Bid	Add Alternate Lines	Update
1 OPTICAL LINK MODU...	Bechtel	1			100		EACH	4	4		Yes		
2 OPTICAL LINK MODU...	Bechtel	1			200		EACH	4	4		Yes		
3 CABLE, PROFIBUS P...	Bechtel	1			300		EACH	4	4		Yes		
4 CABLE ASSEMBLY.65...	Bechtel	1			400		EACH	2	2		Yes		

**STEP 4:** After you click **“Recalculate,”** the **Bid Price** will be decreased by the amount indicated in the **Power Bid.**

You can always change the Bid Price and Power Bid percentage.

The screenshot shows the 'Create Bid: 610015 (Auction 116337)' interface after clicking 'Recalculate'. The 'Power Bid' is still 1%. The 'Bid Price' column in the table shows updated values: 99, 198, 297, and 396.

Line	Ship-To	Rank	Start Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Promised Date	Bid	Add Alternate Lines	Update
1 OPTICAL LINK MODU...	Bechtel	1			99		EACH	4	4		Yes		
2 OPTICAL LINK MODU...	Bechtel	1			198		EACH	4	4		Yes		
3 CABLE, PROFIBUS P...	Bechtel	1			297		EACH	4	4		Yes		
4 CABLE ASSEMBLY.65...	Bechtel	1			396		EACH	2	2		Yes		

## 5.4 Proxy Minimum

### Proxy Minimum in a Reverse Auction

Proxy Minimum allows you to set a price decrement and a minimum price in which the system **automatically rebids** whenever a competing bid is received.

For example, with automated decrementing settings configured, each time a competing bid—i.e. any bid that is lower than yours—is entered into the system by another company, and if you have entered a Proxy Bid Decrement, the system will automatically submit a new bid on your behalf. The bid will be lower by whatever you entered as the decrement (for example, .5% or \$1). The system will continue to lower your bid as competing bids come in until you have reached the proxy minimum set.

We do not recommend utilizing this feature for all auctions and not all Auctions will have the functionality enabled.

**STEP 1:** On the Lines tab of the Create Bid page, look for the **Proxy Bid Decrement** field.

The screenshot shows the 'Create Bid' interface for auction 611014. The 'Lines' tab is active, displaying a table of bid items. The 'Proxy Bid Decrement' field is highlighted in yellow. The table has the following columns: Line, Ship-To, Rank, Start Price, Target Price, Bid Price, Proxy Minimum, Unit, Target Quantity, Bid Quantity, Promised Date, Bid, Add Alternate Lines, and Update. The table contains four rows of bid items.

Line	Ship-To	Rank	Start Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Promised Date	Bid	Add Alternate Lines	Update
1	OPTICAL LINK MODU...	Bechtel 1			99		EACH	4	4		Yes		
2	OPTICAL LINK MODU...	Bechtel 1			198		EACH	4	4		Yes		
3	CABLE, PROFIBUS P...	Bechtel 1			297		EACH	4	4		Yes		
4	CABLE ASSEMBLY,65...	Bechtel 1			396		EACH	2	2		Yes		

#### Note:

If you do not see this field, the Buyer on the Auction did not allow Proxy Bidding for this event.

## 5.4 Proxy Minimum

**STEP 2:** The Proxy Bid Decrement is set by the Buyer and will either be an amount or percentage.

- If you see a **currency**, the Proxy Bid Decrement is an amount.
- If you see the **percentage** “%” sign this indicates that the Proxy Bid Decrement is percent decremented.



Header Lines

Auction Currency USD Bid Currency USD

Price Precision Any

Power Bid  %  Apply reduction to losing lines only Recalculate Proxy Bid Decrement  USD



Header Lines

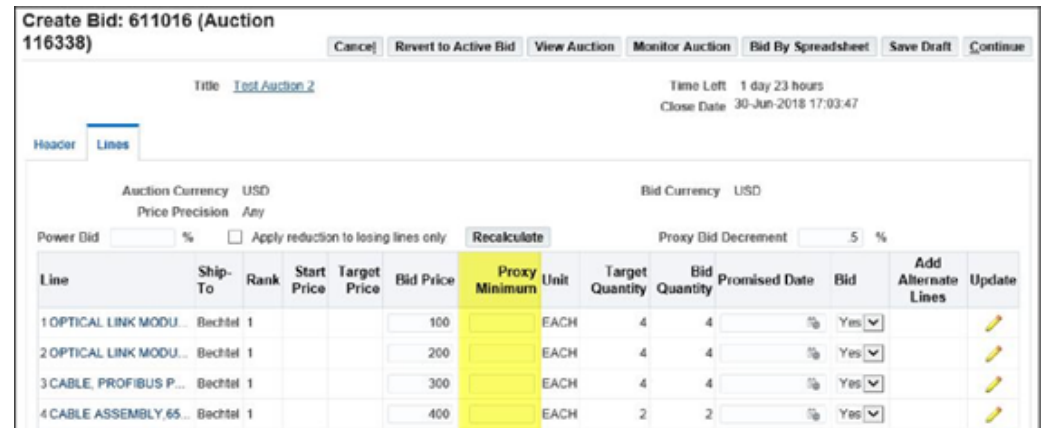
Auction Currency USD Bid Currency USD

Price Precision Any

Power Bid  %  Apply reduction to losing lines only Recalculate Proxy Bid Decrement  %

**STEP 3:** Enter the amount / percent that you wish your bid to decrease by each time a competing bid is entered in the Proxy Bid Decrement field.

You cannot enter a Proxy Bid Decrement that is lower than the value entered by the Buyer, but you may delete the value all together.



Create Bid: 611016 (Auction 116338)

Cancel Revert to Active Bid View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Title Test Auction 2 Time Left 1 day 23 hours Close Date 30-Jun-2018 17:03:47

Header Lines

Auction Currency USD Bid Currency USD

Price Precision Any

Power Bid  %  Apply reduction to losing lines only Recalculate Proxy Bid Decrement  5 %

Line	Ship-To	Rank	Start Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Promised Date	Bid	Add Alternate Lines	Update
1	OPTICAL LINK MODU...	Bechtel 1			<input type="text"/> 100	<input type="text"/>	EACH	4	4	<input type="text"/> %	Yes		
2	OPTICAL LINK MODU...	Bechtel 1			<input type="text"/> 200	<input type="text"/>	EACH	4	4	<input type="text"/> %	Yes		
3	CABLE, PROFIBUS P...	Bechtel 1			<input type="text"/> 300	<input type="text"/>	EACH	4	4	<input type="text"/> %	Yes		
4	CABLE ASSEMBLY.65...	Bechtel 1			<input type="text"/> 400	<input type="text"/>	EACH	2	2	<input type="text"/> %	Yes		

**Note:**

You do NOT need to use Proxy Bidding. The Proxy Bid Decrement will default to the value entered by the buyer. If you do not wish to use proxy bidding functionality, simply delete the value from the Proxy Bid Decrement field.





## 6.0 | **Accessing Orders & Agreements**

## IN THIS SECTION

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**6.0 Navigating the iSupplier Homepage**

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**6.1 Accessing Orders / Agreements**

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**6.2 Downloading Orders / Agreements**

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**6.3 Electronic Acknowledgement**

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## 6.0 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's a navigation bar with the Bechtel logo, 'iSupplier Portal', and icons for home, star, settings, notifications, and user profile. Below this is a search bar with 'PO Number' selected. The main content area is divided into sections: Notifications, Orders At A Glance, Shipments At A Glance, and a Planning sidebar on the right. Red arrows point to the 'Full List' buttons in the Notifications, Orders At A Glance, and Shipments At A Glance sections, and to the Planning sidebar.

Subject	Date
No results found.	

PO Number	Description	Order Date
No results found.		

Shipment Number	Packing Slip	Shipment Date
No results found.		

**Planning**

- Orders
  - Agreements
  - Purchase Orders
  - Purchase History
- Shipments
  - Delivery Schedules
  - Overdue Receipts
  - Advance Shipment Notices
- Receipts
  - Receipts
  - Returns
  - On-Time Performance
- Invoices
  - Invoices
- Payments
  - Payments
- RFP/Assessments
  - RFP/Assessments

#### Note:

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



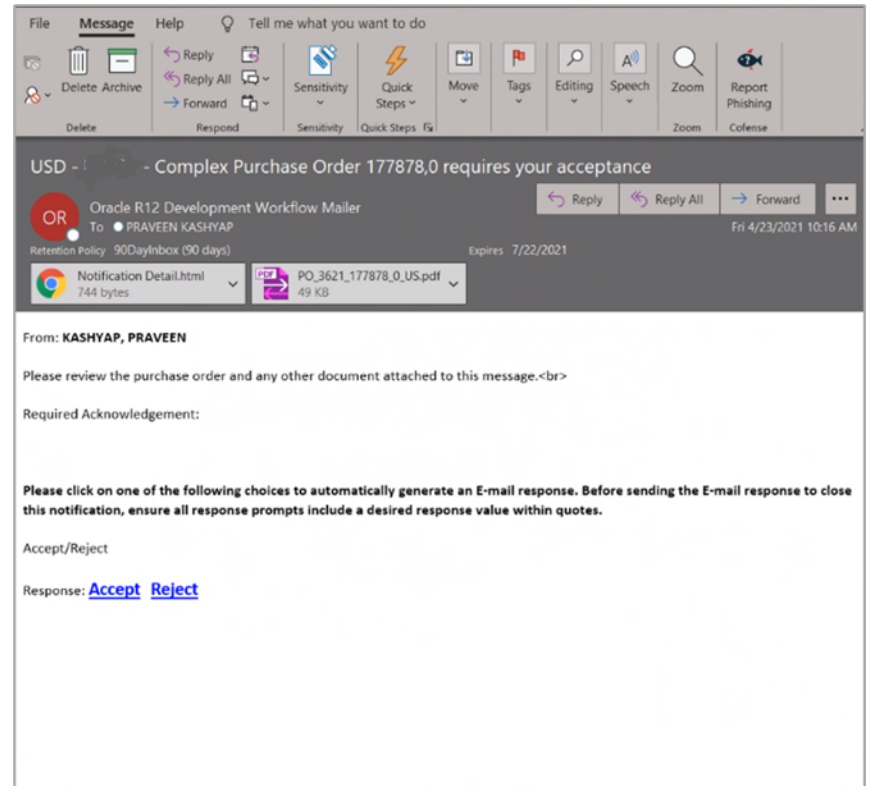
## 6.1 Accessing Orders / Agreements

### 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.

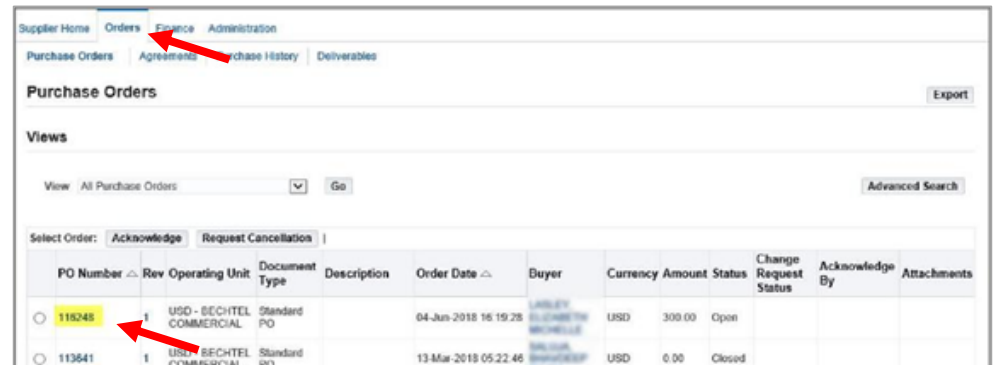
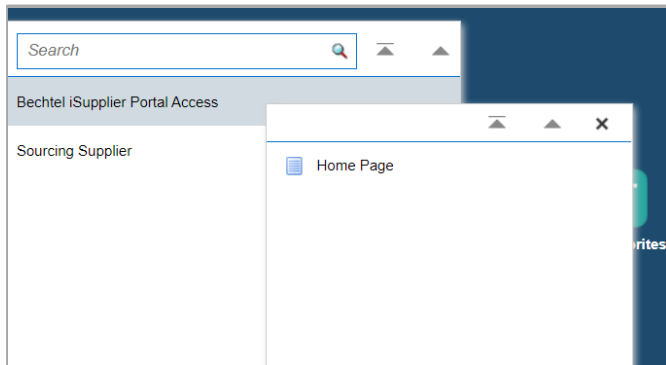


**Note:**

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.

## 6.1 Accessing Orders / Agreements

### 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**.

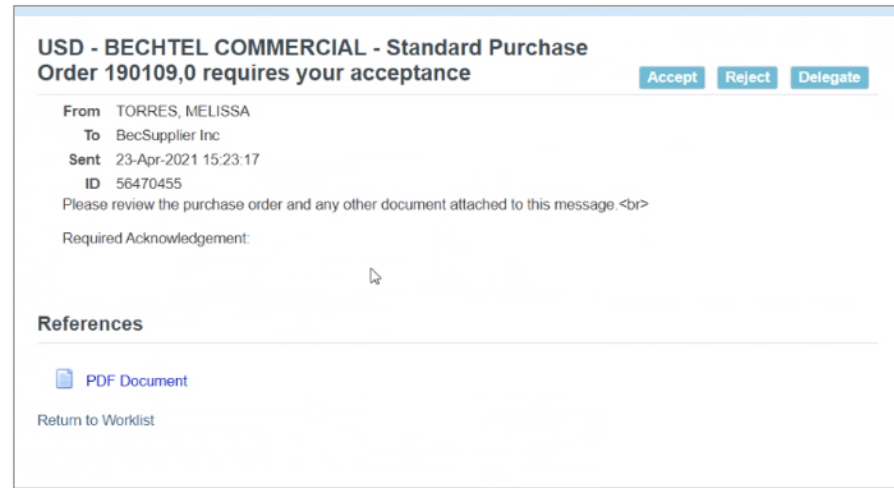
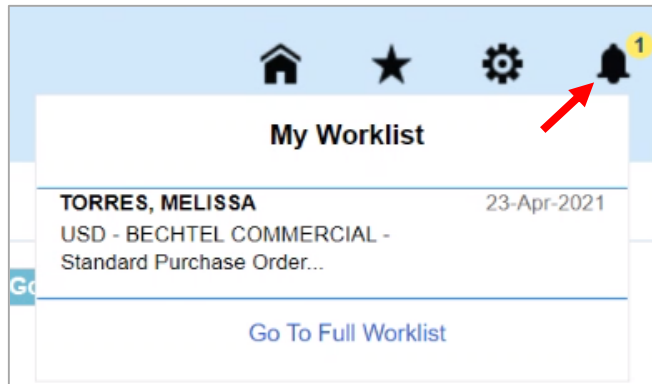
#### Note:

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



## 6.1 Accessing Orders / Agreements

### 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.

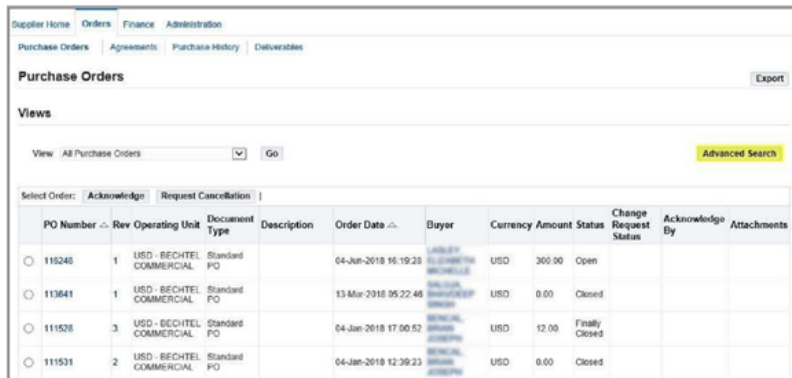
#### Note:

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.

## 6.1 Accessing Orders / Agreements

### Searching for Orders in the Portal

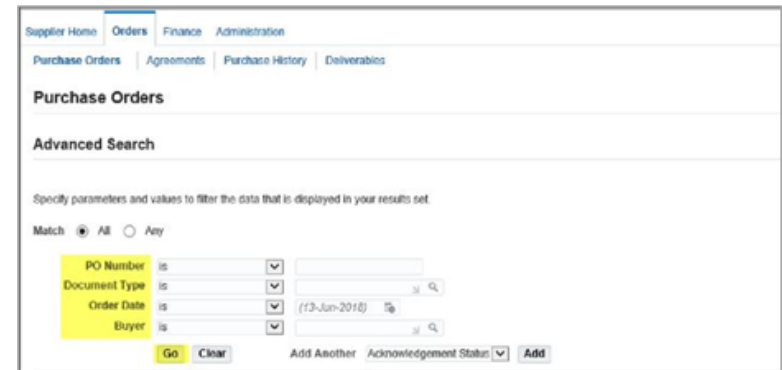
If you cannot find the Order, you can use the **search functionality** to find the Order.



The screenshot shows the 'Purchase Orders' page in the portal. At the top, there are navigation tabs: 'Supplier Home', 'Orders', 'Finance', and 'Administration'. Below these are sub-tabs: '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 visible. 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	BECHTEL	USD	0.00	Closed			
111526	3	USD - BECHTEL COMMERCIAL	Standard PO		04-Jan-2018 17:00:52	BECHTEL	USD	12.00	Finally Closed			
111531	2	USD - BECHTEL COMMERCIAL	Standard PO		04-Jan-2018 12:39:23	BECHTEL	USD	0.00	Closed			

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



The screenshot shows the 'Advanced Search' form in the portal. It has the same navigation tabs as the previous screenshot. The heading is 'Advanced Search'. Below the heading, 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' with 'All' selected and 'Any' as an option. Below this are four search criteria: 'PO Number is', 'Document Type is', 'Order Date is', and 'Buyer is'. Each criterion 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.

## 6.2 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)**

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 ORDC-1702  
 Status: Requires Acknowledgment  
 Note to Supplier: USD - BECHTEL COMMERCIAL  
 Operating Unit: USD - BECHTEL COMMERCIAL  
 Sourcing Document: 109708  
 Supplier Order Number: 190109  
 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	Payment	Status	Supplier	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

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.

**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.

**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**

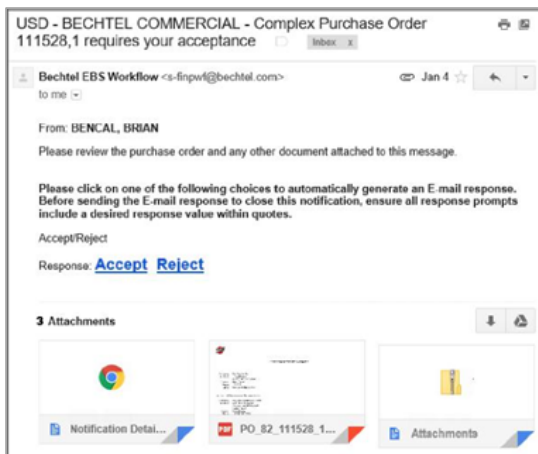
Total: 0.00  
 Supplier: BecSupplier Inc  
 Supplier Site: Office  
 Supplier Contact: Torres, Melissa  
 Address: 1 DIGITAL WAY  
 GLENDALE, AZ 85305  
 Buyer: TORRES, MELISSA MARY  
 Order Date: 23-Apr-2021 15:14:14  
 Description: Testing ORDC-1702  
 Status: Requires Acknowledgment  
 Note to Supplier: USD - BECHTEL COMMERCIAL  
 Operating Unit: USD - BECHTEL COMMERCIAL  
 Sourcing Document: 109708  
 Supplier Order Number: 190109  
 Attachments: View

## 6.3 Electronic Acknowledgement

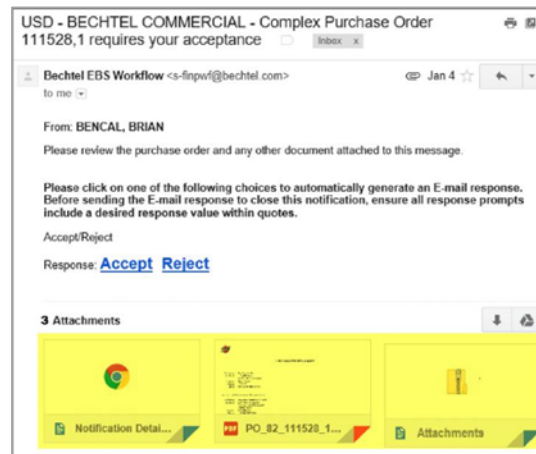
### Electronic Acknowledgements

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.

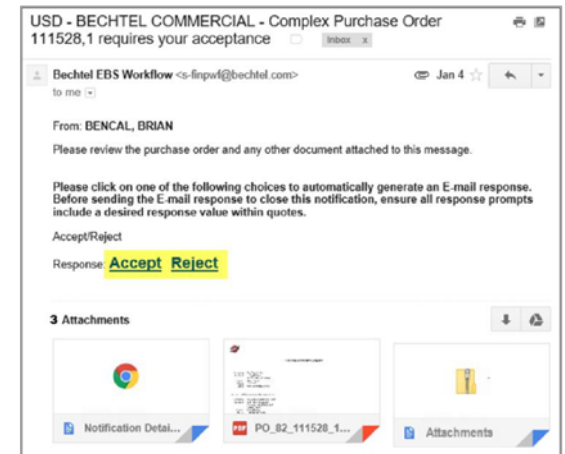
#### Via Email



**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.

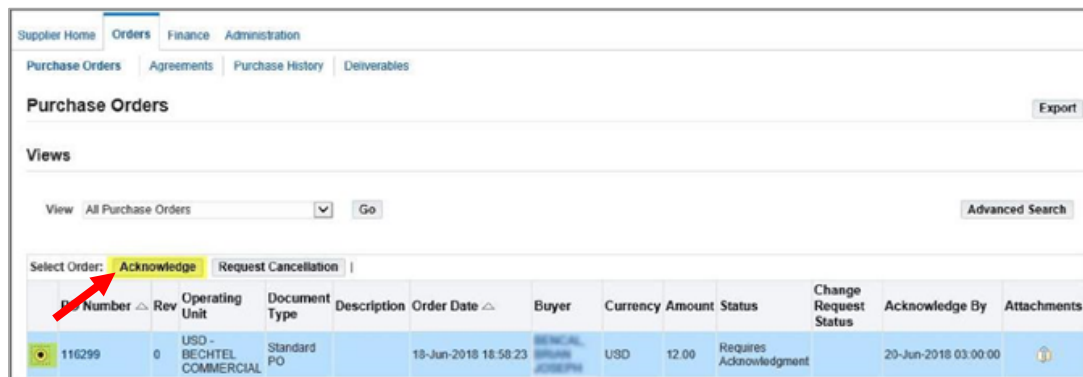


**STEP 3:** To acknowledge the Order via email, simply click the **“Accept”** or **“Reject”** option.

## 6.3 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

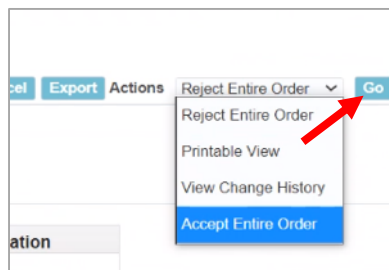
Views

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, BECHTEL COMMERCIAL	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.



## 7.0 | Order Admin & Management in Unifier



## IN THIS SECTION

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**7.0 Navigating DSCS Unifier**

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**7.1 Submit a Change Request**

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**7.2 Change Acknowledgement and Cost Negotiation**

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**7.3 Supplier Daily Reports**

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## 7.0 Navigating DSCS Unifier

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

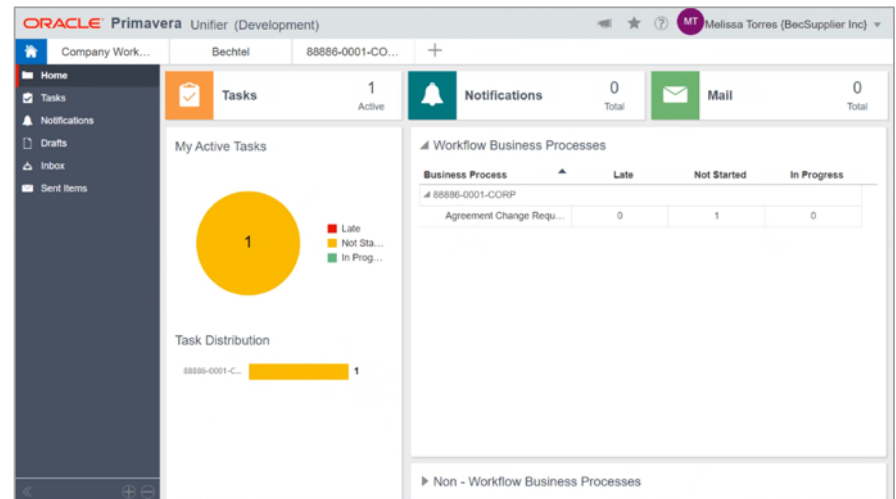
To access Unifier, you will login into the Bechtel Partner Access (BPA), then click on Unifier. From here, you can:

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

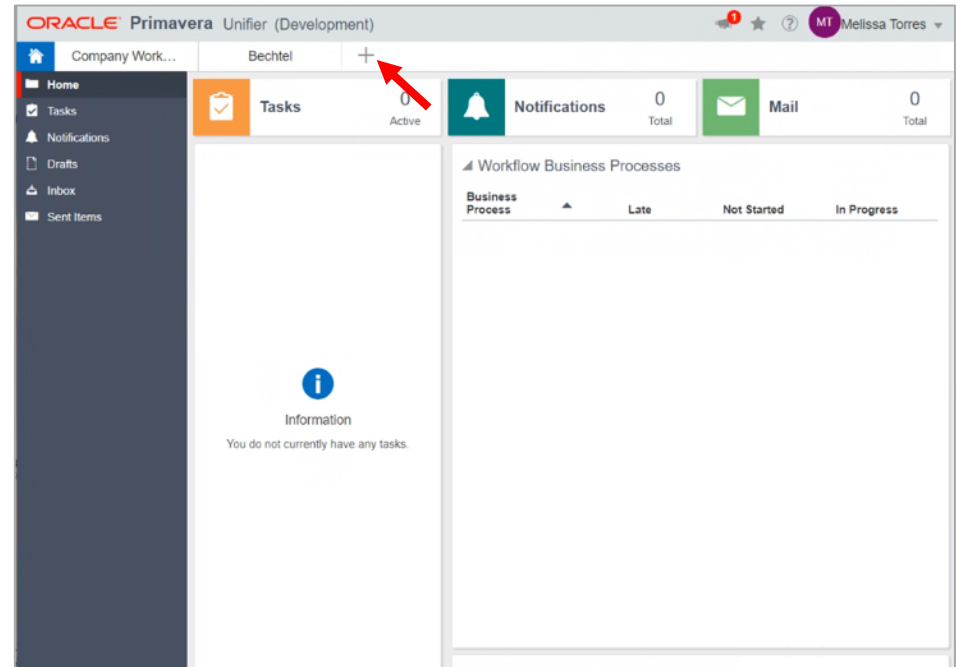
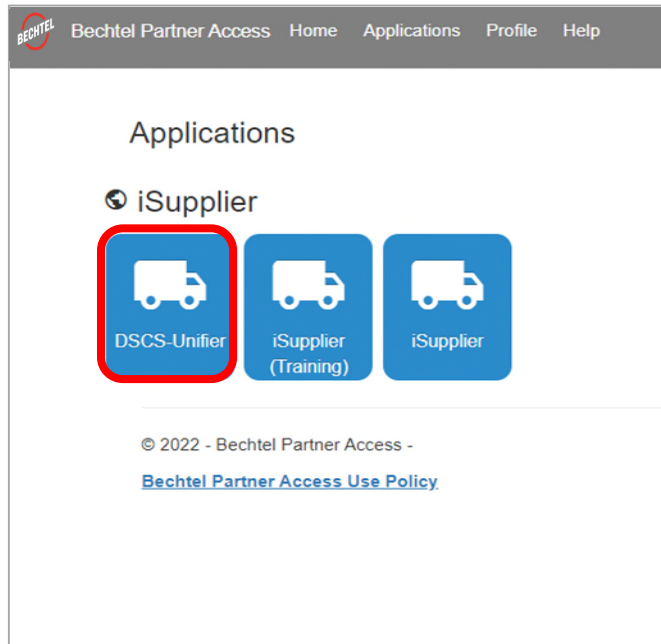
### Note:

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.



## 7.0 Navigating DSCS Unifier



**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”)

## 7.0 Navigating DSCS Unifier

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

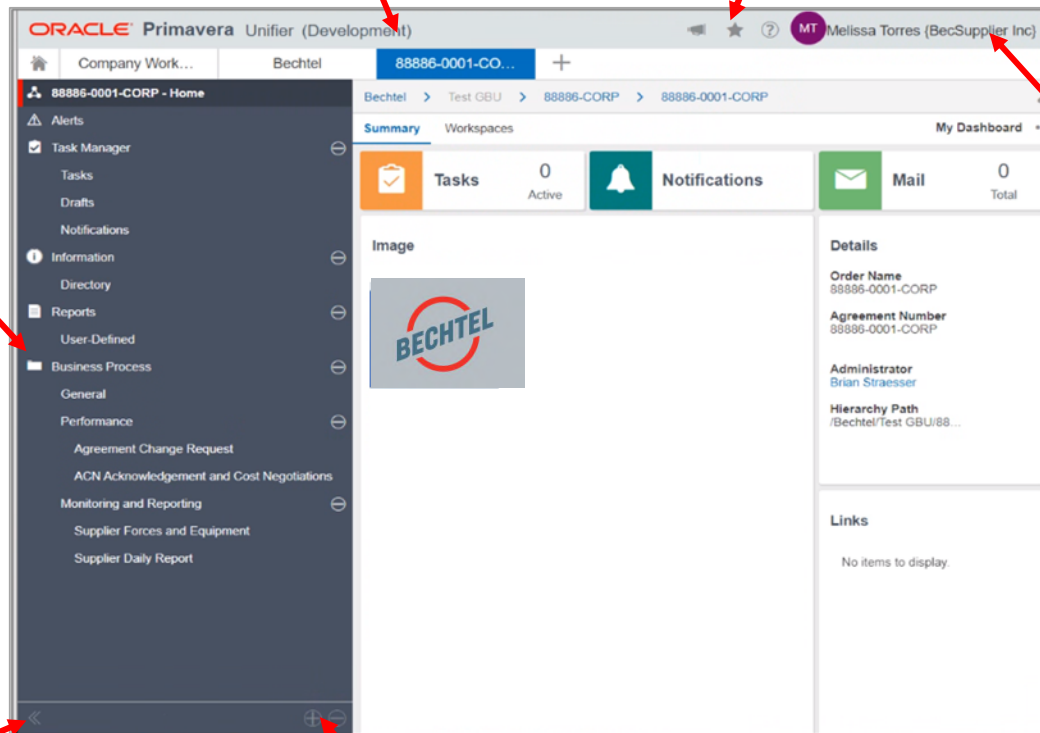
Click the Star icon to save your **favorite** business processes for easy access in the future.

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.

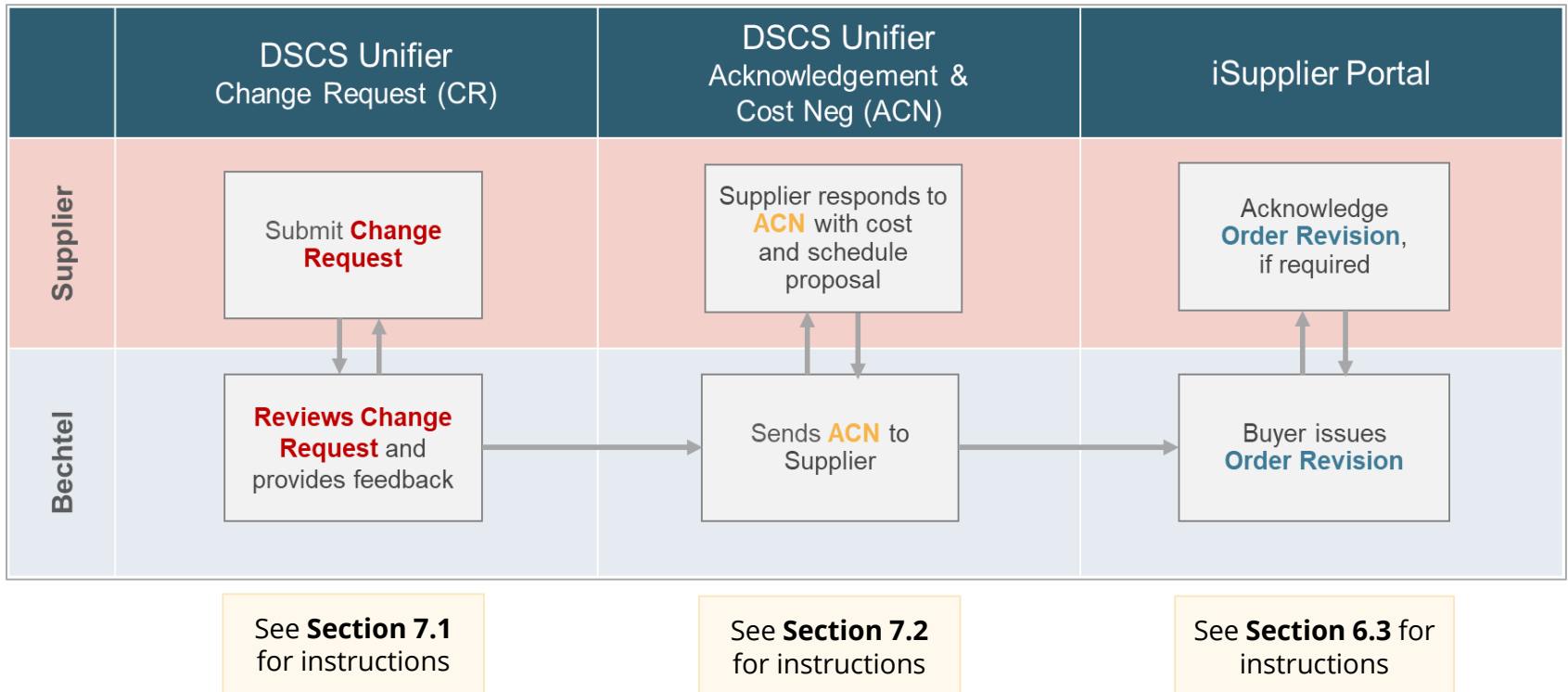
Click the **double arrows** << in the bottom left corner on any screen to minimize the grey menu bar.

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

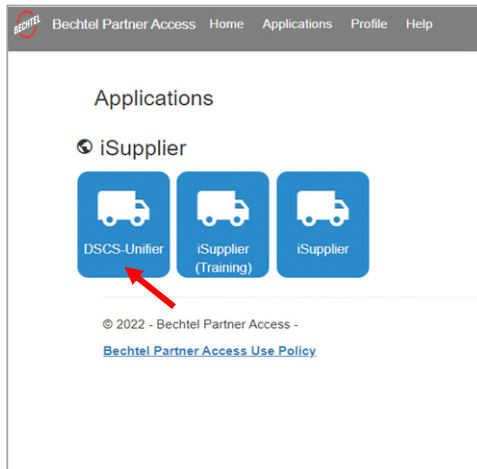


## 7.1 Submit a Change Request

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

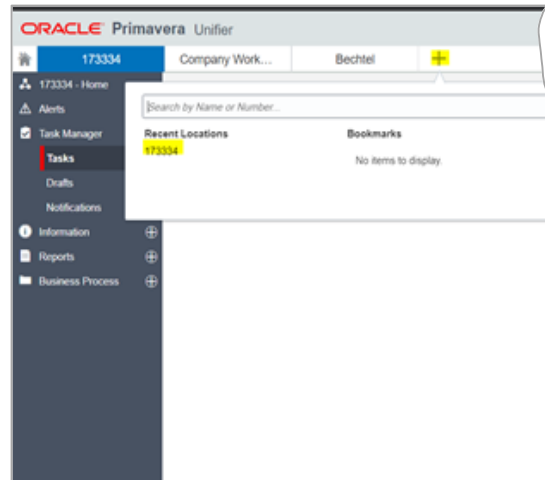


## 7.1 Submit a Change Request



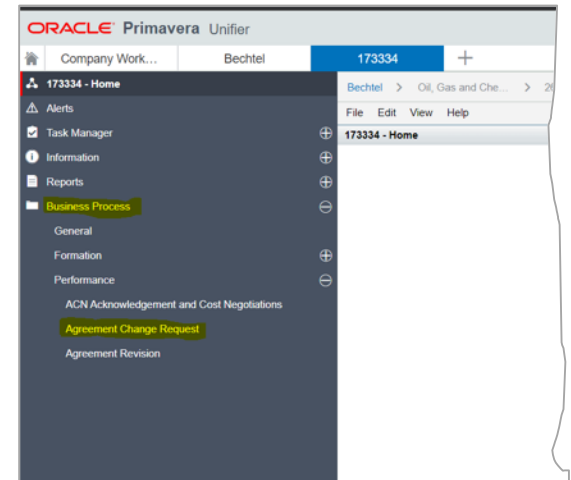
**STEP 1:** Login to BPA, and click on “DSCS-Unifier.”

**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://dcsunifier.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**.

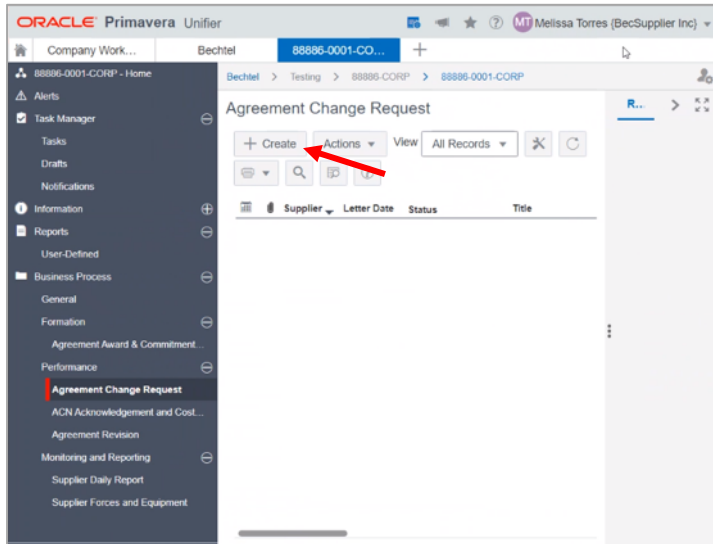
Ask your Bechtel Buyer if you do not know your Order Number.



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

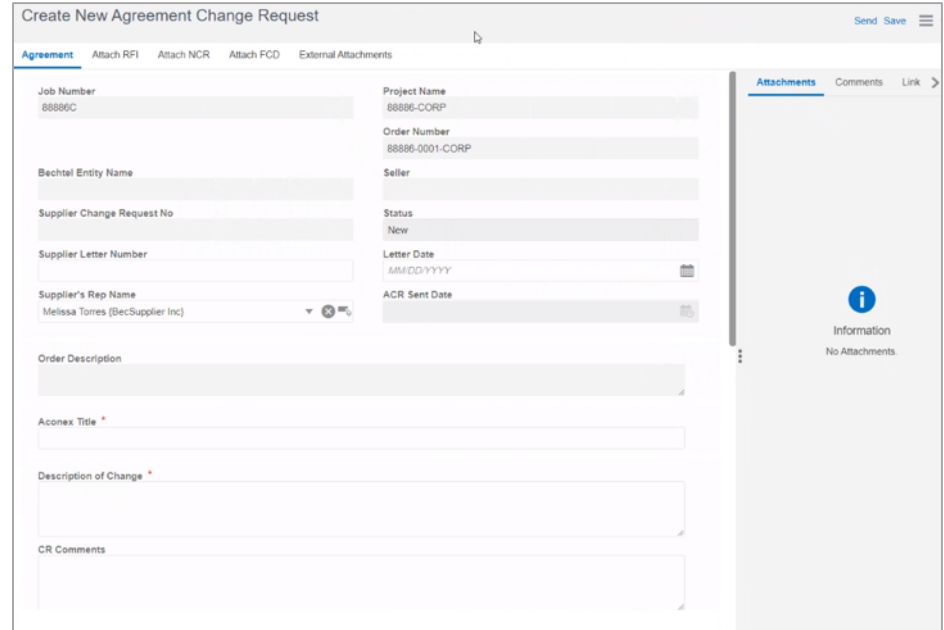
Under “**Business Process,**” then “**Performance,**” select “**Agreement Change Request.**”

## 7.1 Submit a Change Request



The screenshot shows the Primavera Unifier interface. The top navigation bar includes the Oracle Primavera Unifier logo, user information (Melissa Torres), and a breadcrumb trail: Bechtel > Testing > 88886-CORP > 88886-0001-CORP. The main content area is titled 'Agreement Change Request' and features a '+ Create' button, an 'Actions' dropdown menu, and a 'View' dropdown menu. A red arrow points to the '+ Create' button. Below the navigation bar is a table with columns for 'Supplier', 'Letter Date', 'Status', and 'Title'.

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



The screenshot shows the 'Create New Agreement Change Request' form. The form is divided into several sections: Agreement, Attachments, and Comments. Fields include Job Number, Project Name, Bechtel Entity Name, Supplier Change Request No, Supplier Letter Number, Supplier's Rep Name, Order Description, Aconex Title, and Description of Change. Some fields are marked with an asterisk (\*), indicating they are required. The form also includes a table for Attachments and a section for Comments.

**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



## 7.1 Submit a Change Request

### 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.”**

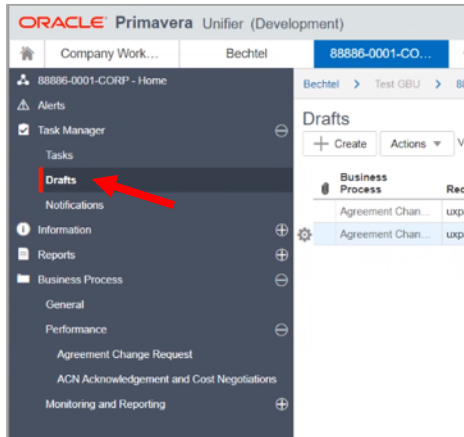
Now you can provide a **“Short Description”** and **“Attachment Comments”** for your Attachment. Click **“Save,”** or **“Save and Add New”** if you have multiple Attachments you plan on adding.

**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.

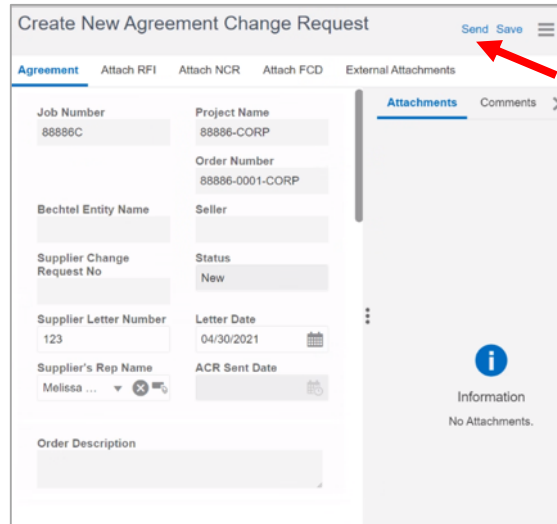


## 7.1 Submit a Change Request

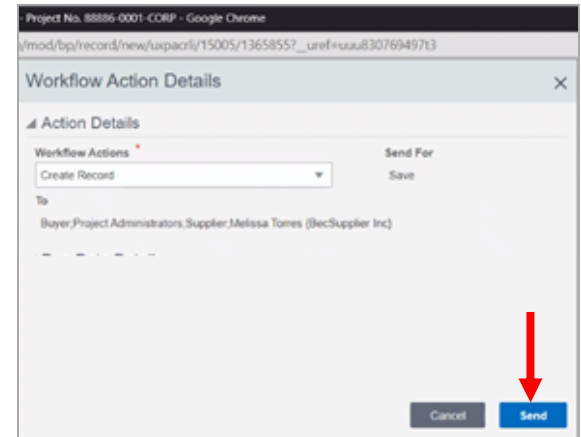


**STEP 6:** Click on “Save” in the top right-hand corner to save your **Draft**.

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.



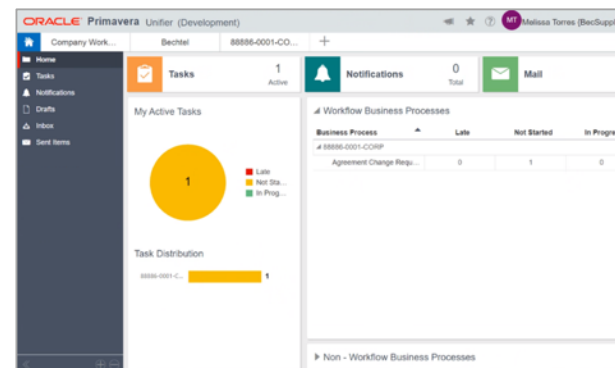
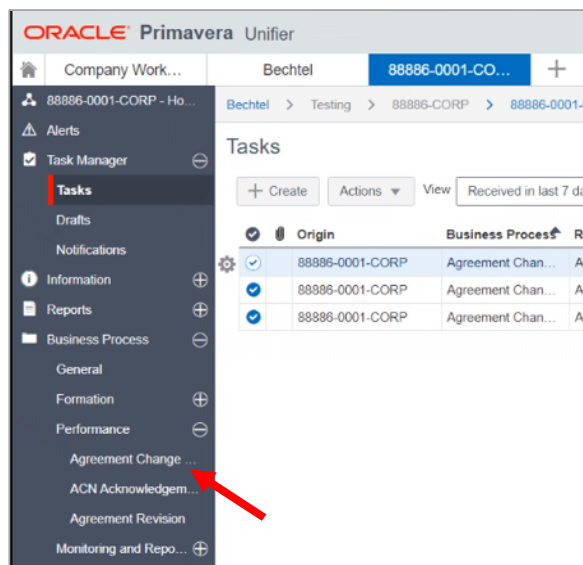
**STEP 7:** When you are ready to proceed, click on “**Send**” in the top right corner.



**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.

## 7.1 Submit a Change Request

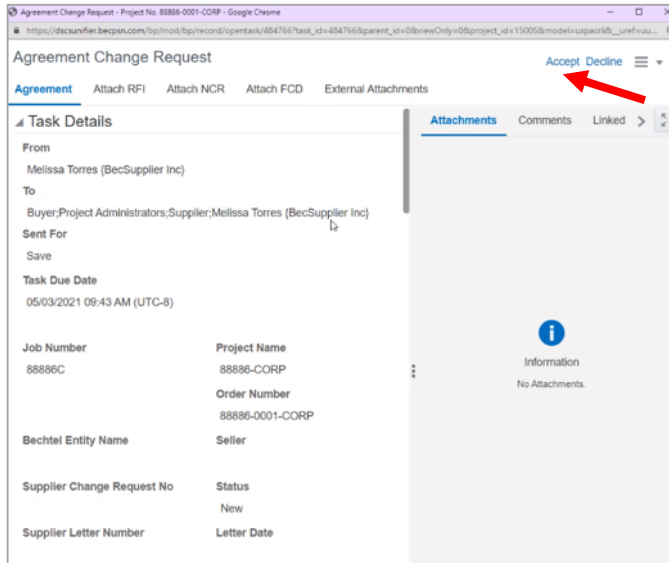


**STEP 9:** You will receive an email notification letting you know that the Record is ready for your next action. You can click the **“Unifier Login”** button in the email to open the Change Request record.

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

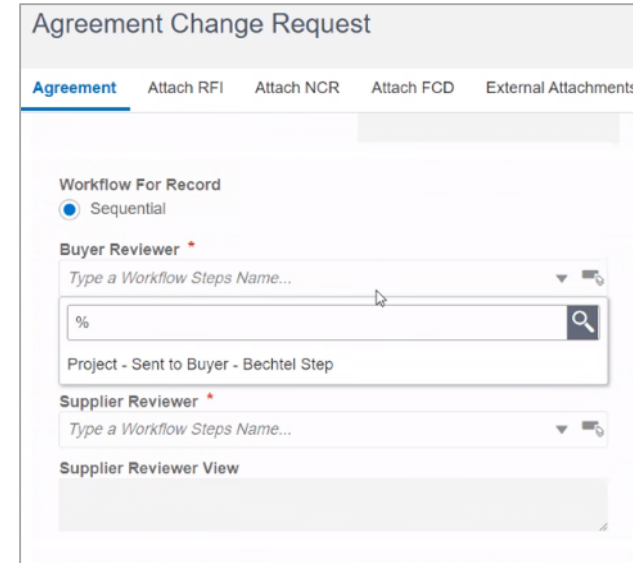
**TIP:** You can always check your “Task Manager” on the Homepage or by following the link in the left-hand menu to make sure you don’t have any pending items awaiting your attention.

## 7.1 Submit a Change Request



The screenshot shows the 'Agreement Change Request' form in a browser window. The 'Accept' button is highlighted with a red arrow. The form includes a 'Task Details' section with fields for 'From', 'To', 'Sent For', 'Save', 'Task Due Date', 'Job Number', 'Project Name', 'Order Number', 'Bechtel Entity Name', 'Supplier Change Request No', 'Status', and 'Supplier Letter Number'. The 'Attachments' section is currently empty, showing 'No Attachments'.

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



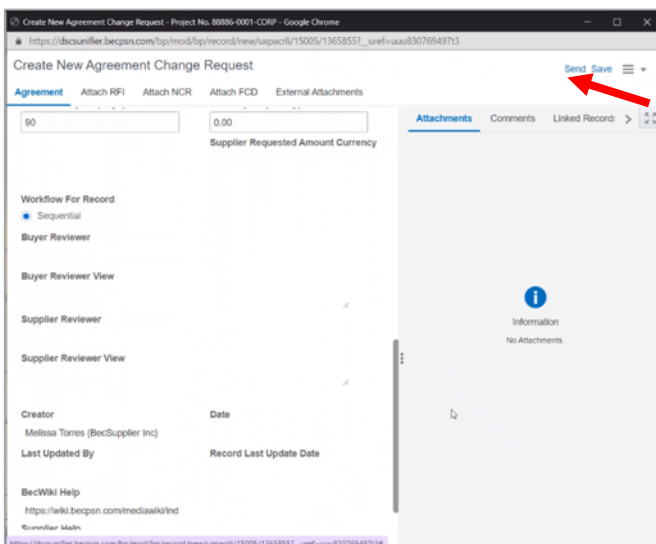
The screenshot shows the 'Agreement Change Request' form with the 'Workflow For Record' section expanded. The 'Sequential' option is selected. The 'Buyer Reviewer' field is active, showing a search dropdown with the text '%'. The 'Supplier Reviewer' field is also visible, with a search dropdown showing 'Project - Sent to Buyer - Bechtel Step'. The 'Supplier Reviewer View' section is currently empty.

**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.

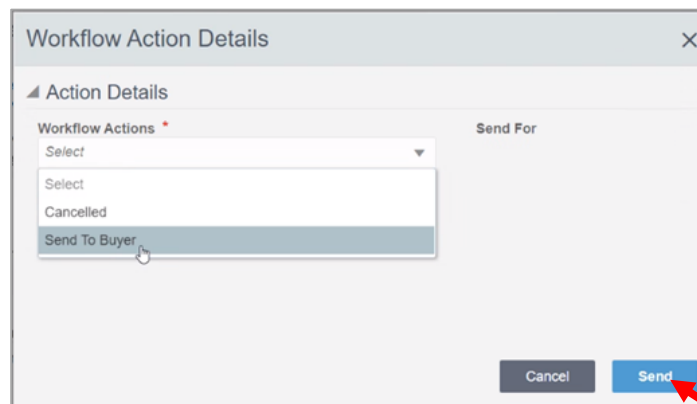
## 7.1 Submit a Change Request



**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.

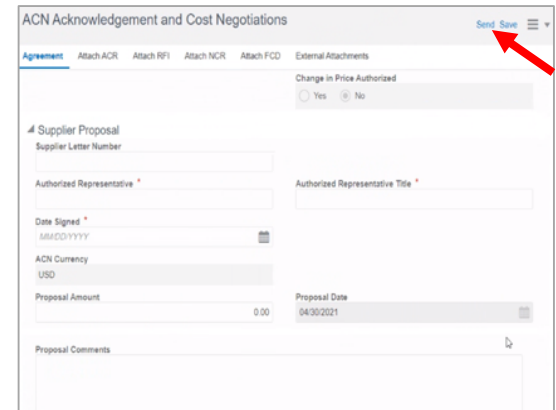
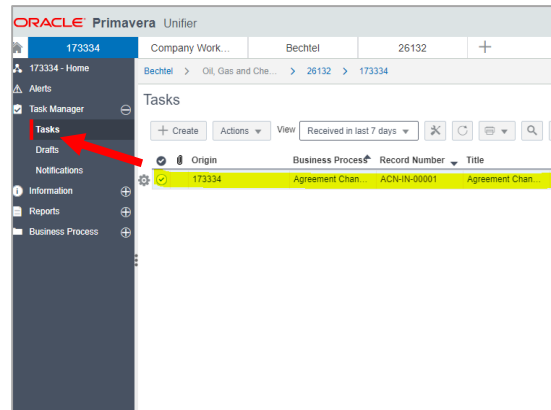
The record has now been sent to Bechtel and will be listed as “Under Review” in your Change Request log until it has been further dispositioned by the Buyer.

**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.

## 7.2 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.

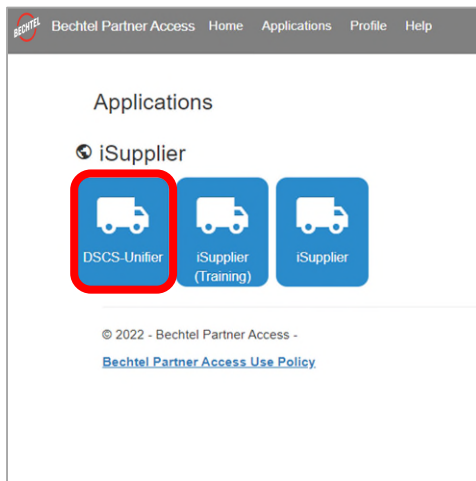
**STEP 3:** On the **Agreement tab**, fill in all required information, such as the **Supplier Proposal** section. Click **"Send"** when ready; the pop-up window will allow you to confirm that you are submitting the proposal to Bechtel.

**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.

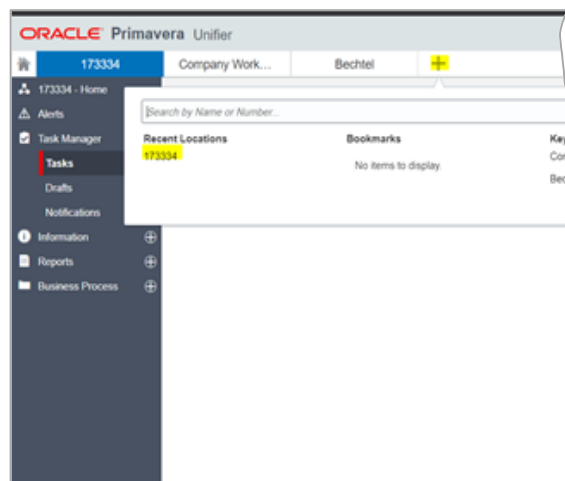
## 7.3 Supplier Daily Report

**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:

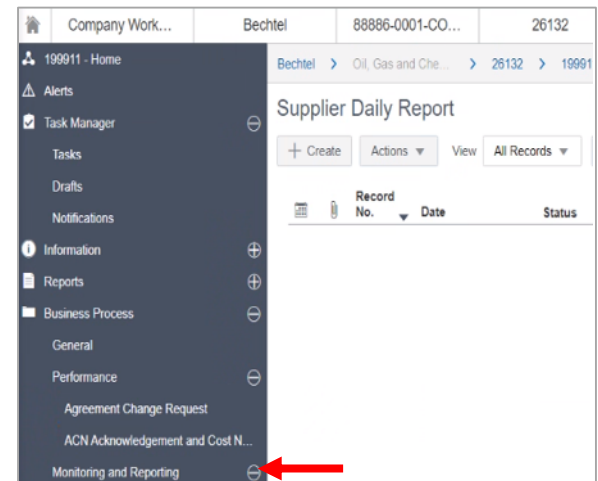
- 1) Configure the **Forces and Equipment** your company will utilize
- 2) Complete a **Daily Report**, as defined in your contracts



**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**.

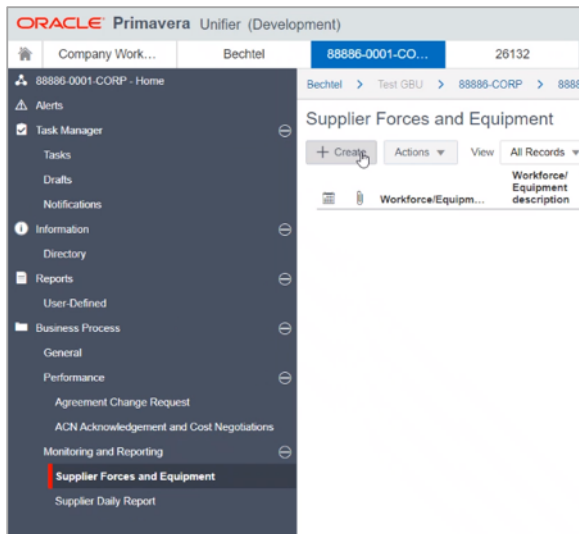
There will be two options:  
1) Supplier Forces and Equipment; and  
2) Supplier Daily Report

**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/>

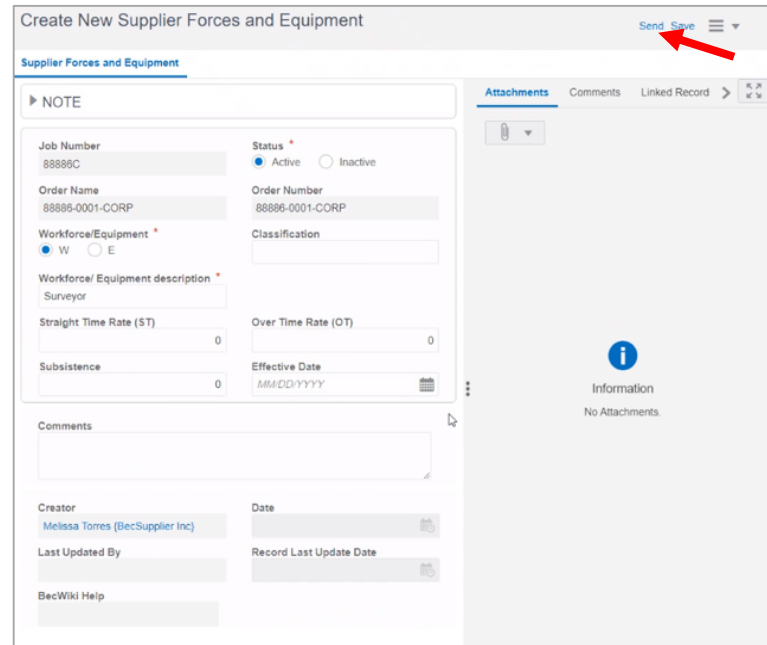
## 7.3 Supplier Daily Report

### 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.”**

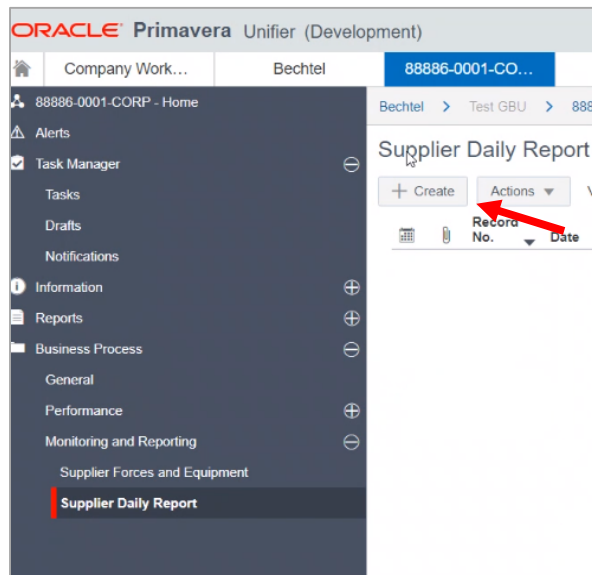


**Forces and Equipment - Step 2:**  
Fill in the applicable fields; refer to your contract or consult with the Bechtel Buyer if you are not sure what items to add.  
Click **“Send”** when done.

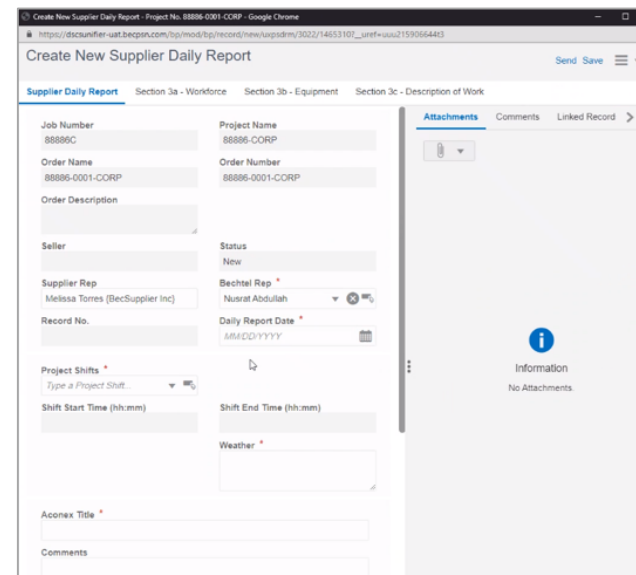
## 7.3 Supplier Daily Report

### 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.