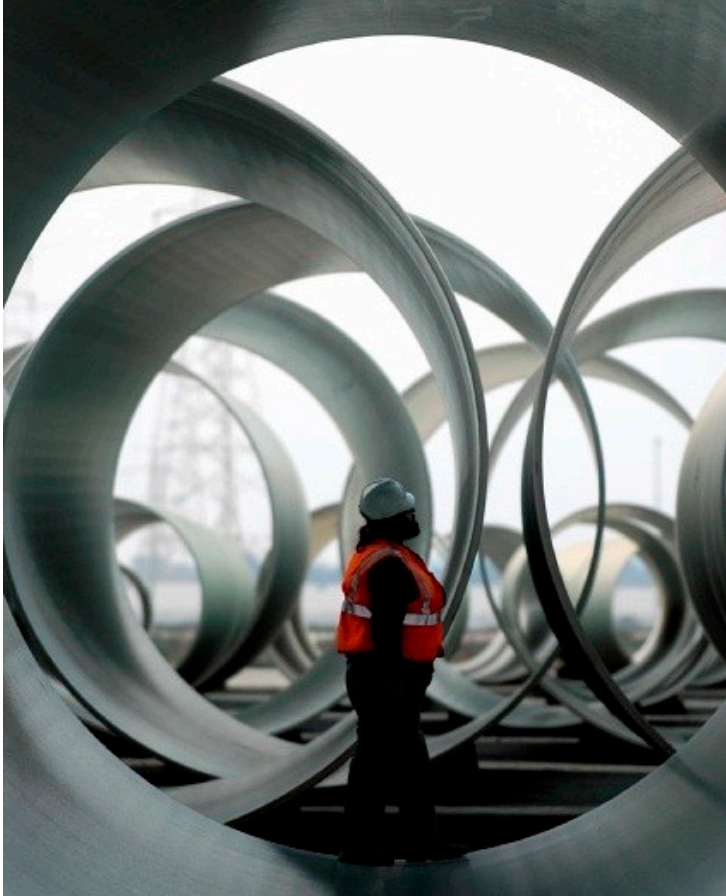




ENERGY
INFRASTRUCTURE
MINING & METALS
NUCLEAR, SECURITY
& ENVIRONMENTAL









Bechtel Supplier Portal User Guide

Updated June 2021



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1.0 | Register your Company

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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 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: <http://www.dnb.com/customer-service/global-customer-servicecenters.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

Prospective Supplier Registration: Additional Details Save For Later Back Step 2 of 4 Next

Blank label for instruction text

Company Name: TESTING PROSPECTIVE SUPPLIER REG
Tax Country:
Tax Registration Number:
Taxpayer ID:
DUNS Number: 121514859
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
TEST	TEST	123	TEST123@MAILXYZ.COM	✓		

Business Classifications

Previous 1-10 Next 10

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
*MWAA 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.

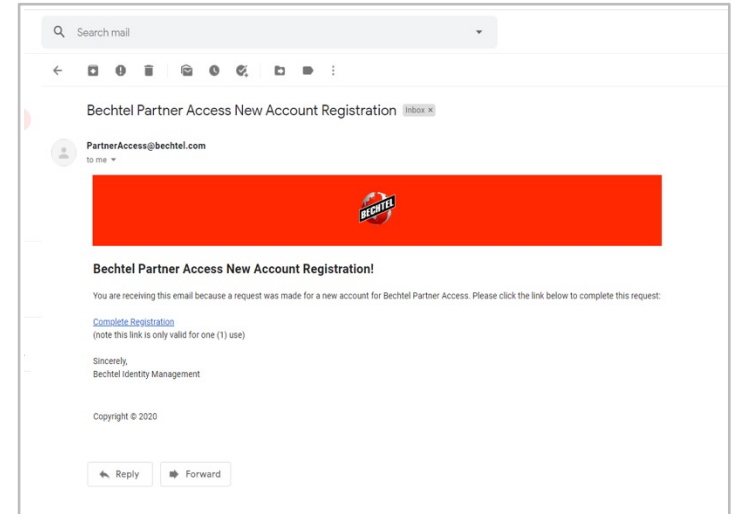
If you do not complete the registration, you have the option to **"Save as Draft."** This will email you a direct link to come back and complete your registration later. *Instructions below.*

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

Bechtel's Buyers can see the list of Prospective Suppliers. When a Buyer is interested in one, 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.

Note:

Draft registrations that have not been edited or submitted in **30 days** are automatically deleted but you can always start a new one.



Prospective Supplier



Active Supplier



1.1 How to Register My Company



USEFUL LINKS

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

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name: TESTING PROSPECTIVE SUPPLIER REG

Tax Country: [Blank]

Tax Registration Number: [Blank]

Taxpayer ID: [Blank]

DUNS Number: 121514559

Alternate Supplier Name: [Blank]

Note to Buyer: [Blank]

Note to Supplier: [Blank]

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
TEST	TEST	123	TEST123@MAIL.XYZ.COM	✓		

Business Classifications

4 Previous 1-10 Next 10

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

iSupplier Portal

Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

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

STEP 2: Complete the **4-step** registration form; or click **“Save for Later”** to save a Draft form that you can complete at a later time.

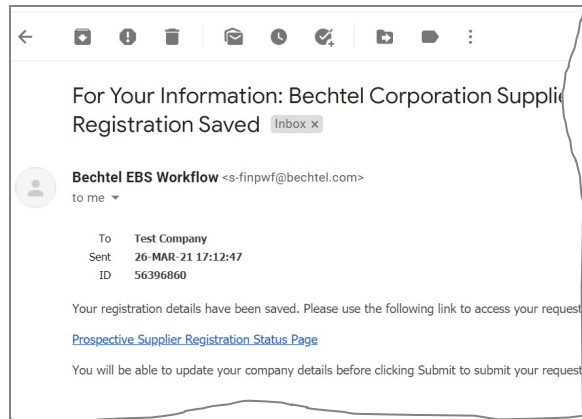
STEP 3: **Submit** registration when ready. You will see a confirmation message on the screen. You will be notified of your registration status via email in due course.

Note:

- 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.



1.2 How to Update a Draft Registration



iSupplier Portal Close Settings

Prospective Supplier Registration: Current Status Update

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

Company Name Status: Draft

Contact Information

Email	testing123@test.com	Phone Area Code
First Name		Phone Number
Last Name		Phone Extension

Status History

Date	Status	Note
09-FEB-2018	Draft	

iSupplier Portal Home Settings

Basic Information Company Details Additional Information Attachments Submit Back Step 4 of 4

Attachments

Add Attachment

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

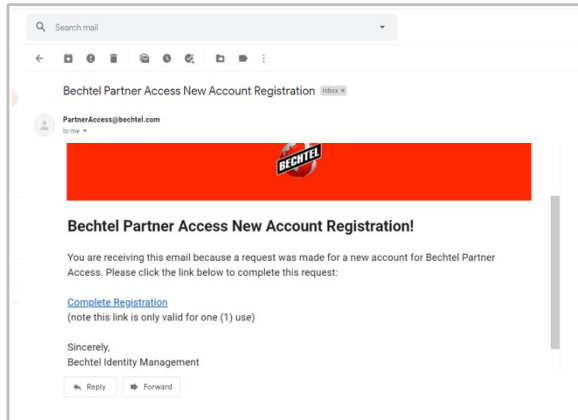
STEP 1: In the email you received when you saved your registration, click on the “Prospective Supplier Registration Status Page” link

STEP 2: Click “Update” in the top right corner of the screen

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



1.3 How to Complete User Registration



STEP 1: Once you have been Approved by Bechtel, you will receive an email to “Complete Registration”

STEP 2: Complete the registration page by filling in required information and select **Submit Registration**.

STEP 3: Select the **Sign-in** button and provide log in credentials to access the Bechtel iSupplier Portal

Note:

- The “Complete registration” 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 “I forgot my password” to create a password and login.



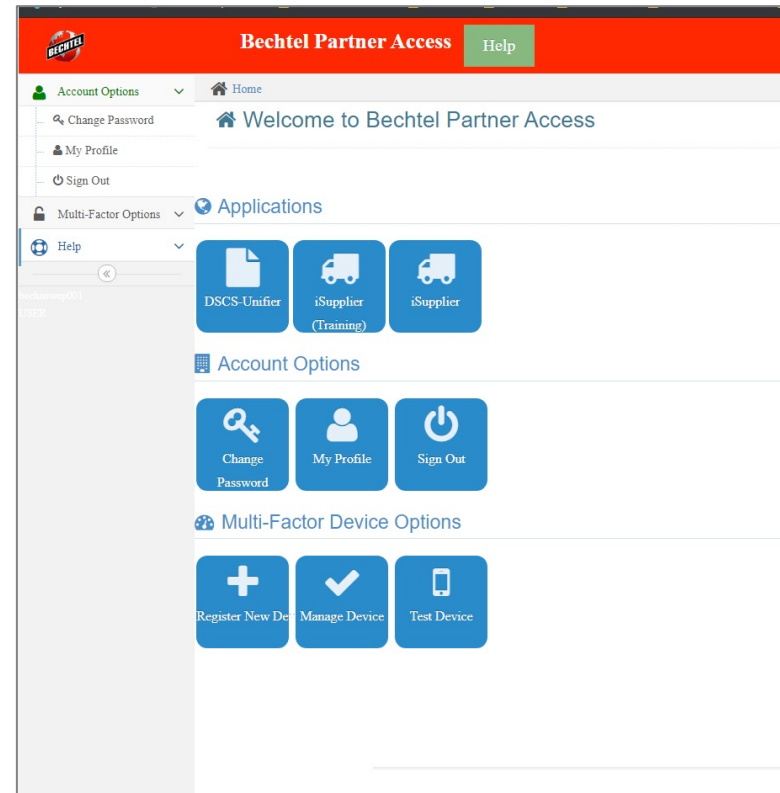
1.4 How to Manage My Company's Profile

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-Password (OTP)** each time you login. *Instructions below.*

As part of the two-factor authentication, users can register mobile devices as a Multifactor Device by downloading the Google Authenticator and registering device under the **Register New Device**.





1.5 Two-Factor Authentication with OTP

E-Mail Address or Personal ID:

Password:

[Sign In](#)

[I forgot my password ?](#)

[Click here for Help](#)

STEP 1: Provide log in credentials and select the **Sign-in** button

E-Mail Address or Personal ID:

One-Time Password Options:

[Email: \(torresmelissa596@gmail.com\)](#)

[Click here to get the E-Mail One-Time Pass-Code](#)

A one-time pass-code has been emailed to the account listed above. Please enter the one-time pass-code from the email in the field below. Email delivery of OTPs can sometimes take a while. To ensure quicker delivery of OTPs, please consider adding the SMS or one of the soft token options to your account. Full instructions are included in the BPA User Guide.

One-Time Pass-Code:

[Sign In](#)

[I forgot my password ?](#)

[Click here for Help](#)

STEP 2: Select the **One-Time Password option**. This will generate an OTP code.

Bechtel Partner Access [Help](#)

[Account Options](#) [Home](#)

[Change Password](#) [Welcome to Bechtel Partner Access](#)

[My Profile](#)

[Sign Out](#)

[Multi-Factor Options](#) [Applications](#)

[Help](#)

[DSCS Unifier](#) [iSupplier \(Training\)](#) [iSupplier](#)

Account Options

[Change Password](#) [My Profile](#) [Sign Out](#)

Multi-Factor Device Options

[Register New Device](#) [Manage Device](#) [Test Device](#)

STEP 3: Add **Google Authenticator** for Multi-Factor Authentication



1.6 First-time Logging In

The following instructions will guide you through logging into your account for the first time after you have completed the registration process and your Prospective Supplier Registration has been approved by Bechtel. The first time you login, you will need to review and accept the **Access and Use Agreement**; you will need to use the **One-Time-Passcode (OTP)** security feature at each login.

The screenshot shows the 'Bechtel Partner Access' sign-in page. It features a red header with the Bechtel logo and the text 'Bechtel Partner Access'. Below the header is a 'Sign In' button. A yellow warning box states: 'By logging on to the system, you agree to the following disclaimer. This system is for authorized Bechtel business purposes. Access is restricted to authorized users. User consents to monitoring and recording of use and agrees to comply with Bechtel policies and procedures. Violation thereof or improper use may result in discipline ranging from withdrawal of access privileges up to and including immediate dismissal. If monitoring reveals evidence of possible criminal activity, the results of such monitoring may be provided to law enforcement officials.' Below this, there are input fields for 'E-Mail Address:' (containing 'bechtester@gmail.com') and 'Password:' (containing '*****'). A blue 'Sign In' button is below the password field. Below the sign-in button are links for 'I forgot my password' and 'Click here for Help'.

STEP 1: Enter the email address and password and select **Sign In**.

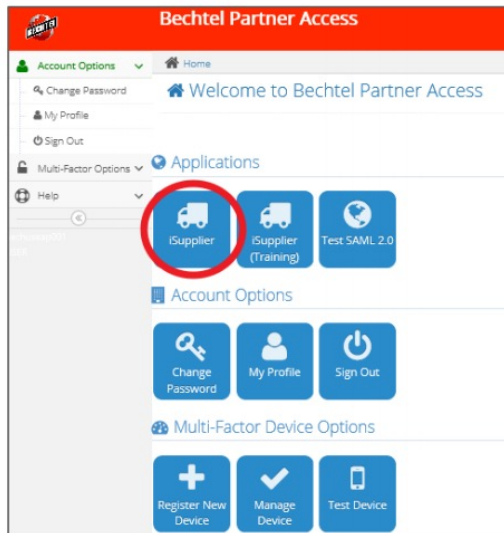
The screenshot shows the 'Bechtel Partner Access' 'Access and Use Agreement' page. It features a red header with the Bechtel logo and the text 'Bechtel Partner Access'. Below the header is a blue 'Access and Use Agreement' button. A yellow warning box states: 'You must accept the terms and conditions of this Access and Use Agreement to proceed.' Below this, there is a 'Summary of Agreement' section. The summary text reads: 'This agreement applies to anyone granted access to use Bechtel issued devices or its computing infrastructure. Anyone who wants to obtain or maintain the right to use Bechtel Computing Resources and Bechtel Information must agree to, and comply with, this Agreement. Bechtel has an obligation to protect our information, including the information of our employees, our customers and other business partners from improper access or disclosure. Bechtel uses various tools to monitor Bechtel devices and the infrastructure to protect that information. All employees are expected to ensure that protections are maintained and to act in a responsible manner to protect Bechtel and our business partners in a manner that is consistent with security controls. Your compliance with this Access and Use Agreement will assist you and the company in addressing Bechtel's key information security concerns. With respect to any Personal Information passing through or stored on Bechtel Computing Resources, Users must understand that (a) Users have no right or expectation of privacy; (b) such Personal Information may be monitored, intercepted, and searched at any time and for any lawful purpose by Bechtel or an authorized third party; and (c) such Personal Information may be disclosed or used by Bechtel for any lawful purpose. What behavior is expected?' Below the summary text is a list of expected behaviors: 'Use Bechtel Computing Resources for Bechtel business purposes', 'Protect and do not share your user IDs, passwords, and authentication tokens', 'Do not alter the resources by disabling or modifying information security controls', 'Handle information in a manner consistent with Bechtel's best interest', 'Only store information in approved cloud services', and 'Honor all copyright requirements'. Below the list are 'Accept' and 'Decline' buttons. Below the 'Accept' button is a 'Return' button.

STEP 2: Upon signing in for the first time, the **Access and Use Agreement** page will appear. Read the terms and conditions, click the **Accept** button to continue.

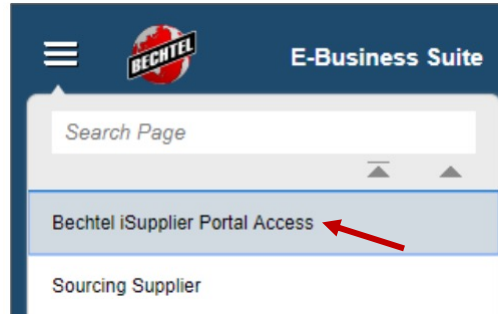
Note: If you need a PDF copy of the Access and Use Agreement, please email us at procweb@bechtel.com



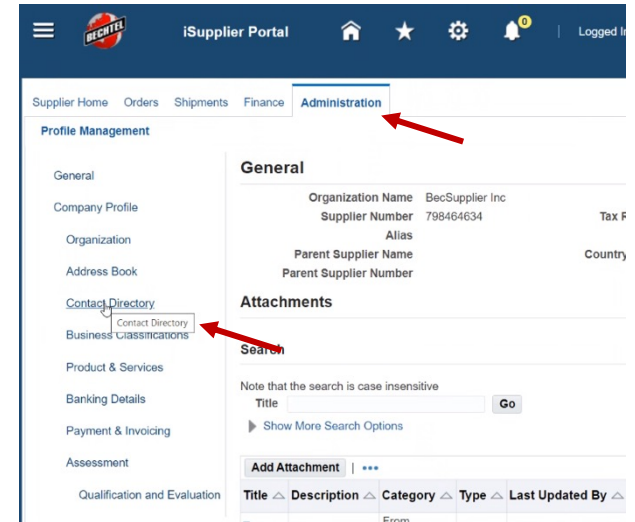
1.7 How to Add User Accounts



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 to grant you the necessary access.



1.7 How to Add User Accounts

Supplier Home Orders Shipments Finance **Administration**

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory**
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Assessment
 - Qualification and Evaluation

Contact Directory : Active Contacts

Create

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Update
Prod	Verification	BecSupplier Inc		becsupplierinc@gmail.com	Current	✓	
fako	test	BecSupplier Inc		faketest@gmail.com	Current	✓	
BBS	DBA	BecSupplier Inc		bbscorpdbs@gmail.com	Current	✓	
Hunter	Ripley	BecSupplier Inc		hdrpley113@gmail.com	Current	✓	
Brian	Straesser	BecSupplier Inc		btstraes@comcast.net	Current	✓	
Saumya	Mishra	BecSupplier Inc		sammish88@gmail.com	Current	✓	
Jared	Miller	BecSupplier Inc		jmler6@becpsn.onmicrosoft.com	Current	✓	
Eric	Lewandowski	BecSupplier Inc		ejlewand@becpsn.onmicrosoft.com	Current	✓	
Megan	Gowers	BecSupplier Inc		magowers@becpsn.onmicrosoft.com	Current	✓	
Dj	Zaragoza	BecSupplier Inc	832-4546749	dzparrenas@gmail.com	Current	✓	
DINESHREDDY	BANDI	BecSupplier Inc	5859351595	bandidineshreddy@gmail.com	Current	✓	
Lizzy	Noble	BecSupplier Inc		eenoble97@gmail.com	Current	✓	
Carla	Sims	BecSupplier Inc		carla_delaguila@yahoo.com	Current	✓	
TEST	PMC4	BecSupplier Inc		rlmadron@bechtel.com	Current	✓	
Melissa	Torres	BecSupplier Inc		torresmelissa596@gmail.com	Current	✓	

Create

iSupplier Portal Logged In As: TORRESMELISSA596@GMAIL.COM

Administration: Profile Management: Contact Directory > Contact Directory: Active Contacts >

Create Contact Cancel Apply

* Indicates required field

Contact Title		Phone Area Code	
* First Name		Phone Number	
Middle Name		Phone Extension	
* Last Name		Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title		Fax Area Code	
Department		Fax Number	
* Email Address		Inactive Date	(26-Mar-2021 19:45:00)
Uri			

Contact Purpose

<div></div>	
Purpose	Delete
No results found.	

User Account

Create User Account for this Contact ☐

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

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



1.8 Resolving Login Issues & Resetting Passwords

- If you do not receive the **Bechtel Partner Access New Account Registration** email to create your password and 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.
- If you receive the **Bechtel Partner Access New Account Registration** email but the "Complete Registration" link to create a password and login to the system has expired or is not working you will also need to reset your password.

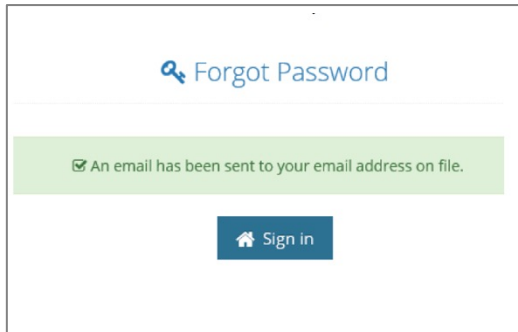
STEP 1: Login at <https://supplier.becpsn.com/>
Click on the "I forgot my password?"

STEP 2: Once page is generated, enter your email address and click the **Get Profile** button.

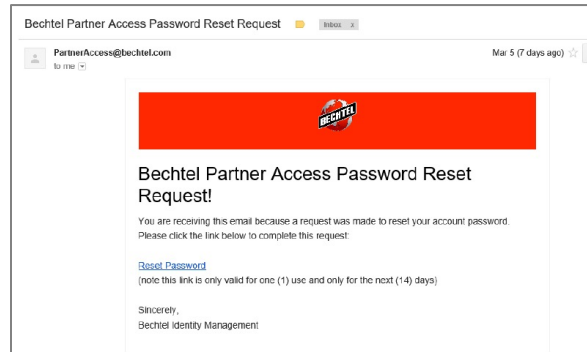
Note: These steps also apply to those who inadvertently deleted the registration email, or simply forgot the password that was created.



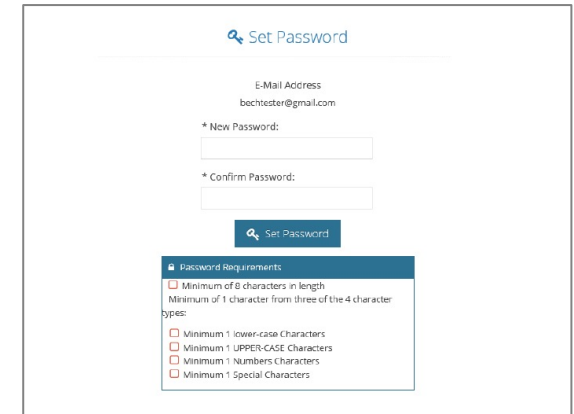
1.8 Resolving Login Issues & Resetting Passwords



STEP 3: You will receive confirmation that an email has been sent to your email address.



STEP 4: You should receive an email with a link to reset the password. Click on the **Reset Password** link to continue



STEP 5: You will receive confirmation that an email has been sent to your email address.

Note: This link is only valid for one use and the link will be valid for 14 days. After you click the reset password link you will have 60 minutes to reset your password. If time elapses, please restart the reset password process.

Note: If you have not yet completed the BPA account registration, the **Complete Account Registration page** will appear to create a password.



2.0 | **Supplier Assessments**



2.0 About Supplier Assessments

[Page 20](#)



2.1 Accessing Supplier Assessments

[Page 21](#)



2.2 Acknowledging a Supplier Assessment

[Page 25](#)



2.3 Responding to a Supplier Assessment

[Page 26](#)



2.4 Responding via Spreadsheet

[Page 27](#)



2.0 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.*

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

Supplier Guide

Questionnaire

Expand All | Collapse All

Questionnaire

General

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



2.1 Accessing Supplier Assessments

There are three ways to access an Assessment: via **Email**, via the Supplier Portal **Worklist**, or via the Sourcing **Homepage**. Instructions for each follow

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.

Oracle RT2 Development Workflow Mailer | TEST TEST
Action Required: You are invited: Assessment 742070 (Testing1234)

Notification Detail.html
722 bytes

From: Torres, Dane
To: TEST TEST
Sent: 14-DEC-2018 13:12:27
Due: 25-JAN-2019 13:11:07
ID: 51271943

Company: Bechtel Corporation
Title: Testing1234
Number: 742070

Assessment Preview December 14, 2018 01:12 pm Eastern Time
Assessment Open December 14, 2018 01:12 pm Eastern Time
Assessment Close January 25, 2019 01:11 pm Eastern Time
Supplier BecSupplier 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 **Assessment Details** page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

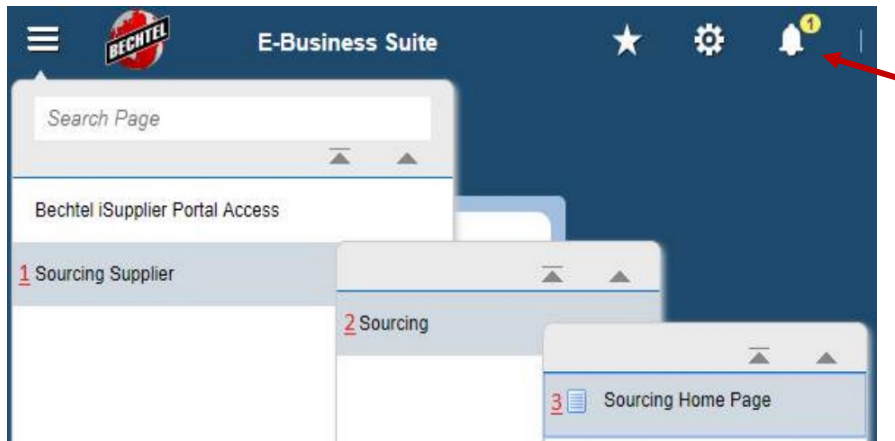
Num	Action Date	Action	From	To	Details
1	14-DEC-2018 13:12:27	Submit	Torres, Dane	TEST TEST	

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.

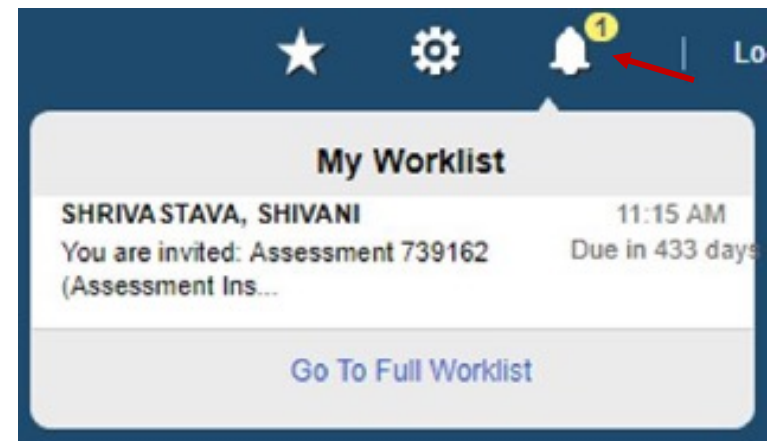
Does your company intend to participate?: **Yes** **No**

2.1 Accessing Supplier Assessments

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:

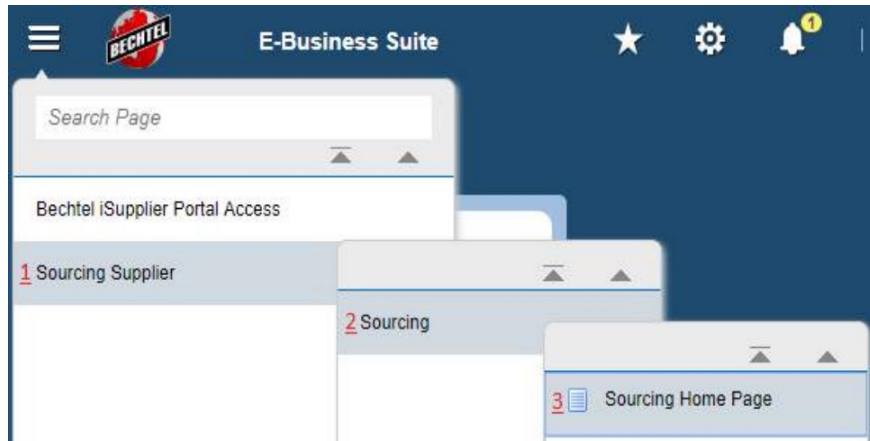
If you cannot see the notification, select **Go To Full Worklist**. In the “View” dropdown, select **All Notifications** and Go. The assessment should appear.

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



2.1 Accessing Supplier Assessments

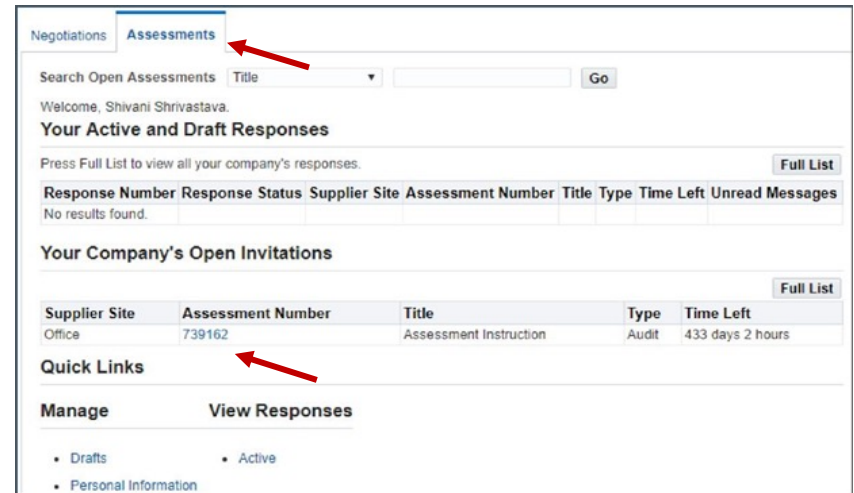
Accessing Assessment Via Portal Sourcing Homepage



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 Homepage**

Note:

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



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

Note:

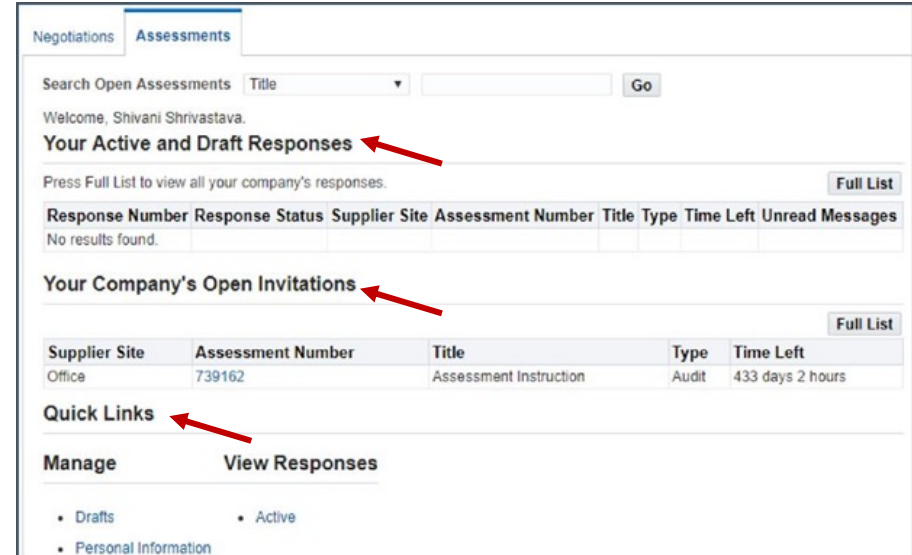
If you cannot find the Assessment you are looking for, use the “Search Open Assessments” bar at the top of the page to search for the assessment. If you still cannot locate it, please reach out to your Bechtel Buyer for assistance.

2.1 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.



Search Open Assessments Title Go

Welcome, Shivani Shrivastava.

Your Active and Draft Responses [Full List](#)

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Assessment Number	Title	Type	Time Left	Unread Messages
No results found.							

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

Supplier Site	Assessment Number	Title	Type	Time Left
Office	739162	Assessment Instruction	Audit	433 days 2 hours

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*)



2.2 Acknowledging a Supplier Assessment

STEP 1: Review your Assessment

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

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

STEP 2: Acknowledge Your Assessment

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

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

Negotiations Assessments

Assessments >

Assessment: 1301516

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

Actions Online Discussions **Go**

Title test
Status Closed
Time Left 0 seconds

Open Date 22-Dec-2020 11:35:13
Close Date 23-Dec-2020 11:27:06

Header Lines Controls

Buyer TORRES, MELISSA
Description
MR Number

Questionnaire

Details Section
No results found.

Notes and Attachments

Note to Suppliers

Download all Attachments Download selected Attachments

<input type="checkbox"/>	Seq Num	Title	Description	Category	Type	Update	Delete
No results found.							

Note:

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



2.3 Responding to a Supplier Assessment

Assessments > Assessment: 1391311

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

Actions: Acknowledge Participation, Create Response, Online Discussions, Printable View, Export to Spreadsheet

Go

Header: Title Supplier Guide, Status Active, Time Left 9 days 23 hours

Buyer: TORRES, MELISSA

Questionnaire: Details Section, No results found.

Notes and Attachments: Note to Suppliers, Download all Attachments, Download selected Attachments

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**.

Assessments > Assessment: 1195230 (Assessment 1391312)

Create Response: 1195230 (Assessment 1391312)

Cancel View Assessment Respond by Spreadsheet Save Draft

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

Header: Supplier: BecSupplier Inc, Supplier Site: Office - 1 DIGITAL WAY, GLENDALE, AZ 85305, US, Assessment Currency: USD, Response Currency: USD, Price Precision: Any

Reference Number: Note to Buyer

Attachments: Add Attachment

Questionnaire: Focus Title, Type, Target Value, Response Value

Questionnaire: Name and location of parent company?, Name and Location of Corporate Headquarters?, Type of Business?, Enter Applicable SIC Codes

Response Value: Corporation or Company, Subsidiary, Division, Partnership

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

STEP 3: If available, 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 for any additional information that may need to be provided.



2.4 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

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 Choose File No file chosen

Import

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
Phone: +1 571 8924746
Email: M.TORRES@BECHTEL.COM
Supplier: Bec Supplier Inc
Supplier Site: Office

Header

Response Valid Until example: 3/29/2021
Reference Number

Note to Suppliers

Note to Buyer

S.No.	Title	Requirement?	Number
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?		
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

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

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

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.

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.

2.4 Responding via Spreadsheet

Negotiations **Assessments**

Create Response 1195230: Response By Spreadsheet 1391312)

Assessment Currency USD
Response Currency USD

Step 1:Export Spreadsheet

☒ **TIP** Rich style includes spreadsheet cell borders, which will cause the file size 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

Return to Create Quote:1195230 (Assessment 1391312)

Assessment Currency USD
Response Currency USD

Step 1:Export Spreadsheet

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

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

Export

Step 2:Import Spreadsheet

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

File To Import No file chosen

Import

Import Errors

Worksheet Name	Spreadsheet Row 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)

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
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

2.4 Troubleshooting Common Issues

Things to Know

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

Check for the following issues:

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

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



3.0 | Bidding on RFQs



3.0 About Bidding on Negotiations

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3.1 Accessing Negotiations

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3.2 Acknowledging a Negotiation

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3.3 Parts of a Digital Negotiation

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3.4 Responding to a Negotiation

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3.5 Responding via Spreadsheet

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3.6 Updating a Response

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3.7 Negotiations Amendments

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3.0 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.*

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
492015	Draft		112345		RFQ	16 hours 30 minutes		0
492061	Draft		112389		Auction	2 days 15 hours		0
492062	Draft		112390		Auction	2 days 15 hours		0
136014	Active		105517		RFI	0 seconds		0
100017	Active		100008		Auction	0 seconds		0

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

Note:

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



3.1 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.

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.

NegotiationsAssessments

Search Open NegotiationsTitleGo

Welcome, Melissa Torres.

Your Active and Draft Responses

Press Full List to view all your company's responses.

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	Testinnng Monitor Activity	RFQ	0 seconds		0

Your Company's Open Invitations

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

ManageView Responses

DraftsActive



3.1. Accessing Negotiations

There are 3 ways to access and acknowledge 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 181411 (2021 Demo-SRA-GA03-00001)

Oracle R12 Development Workflow Mailer
To: SUPPLIER TESTING
Retention Policy: 90DayInbox (90 days)
Expires: 6/24/2021
Fri 3/26/2021 11:50 AM

Notification Detail.html
753 bytes

From: GALVEZ CABALLERO, ALICIA
To: SUPPLIER TESTING
Sent: 26-MAR-2021 11:47:56
Due: 31-MAR-2021 12:00:00
ID: 56157489

Company: Bechtel Corporation
Title: 26280-DEMO-SRA-GA03-00001
Number: 181411

Negotiation Preview Not specified
Negotiation Open March 26, 2021 11:47 am Eastern Time
Negotiation Close March 31, 2021 12:00 pm Eastern Time
Supplier APOQUINDO S.A.
Supplier Site Apoquindo 4040, SANTIAGO, CL

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	26-MAR-2021 11:47:56	Submit	GALVEZ CABALLERO, ALICIA	SUPPLIER TESTING	

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**



3.1 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

From	To	Sent	Due	ID
RAHUL	MELISSA	04-Mar-2021	04-Mar-2021	5612649
You are invited: RFQ 181177 (TESTING TICKET ORDSC-9295)				
Due in 21 days				
Negotiation				
KICK ORDSC-9295				
Due in 20 days				
Due in 19 days				
Due in 13 days				

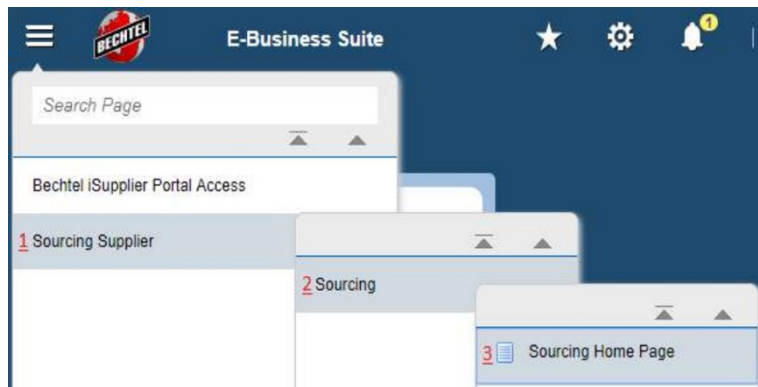
Note:

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.



3.1 Accessing Negotiations

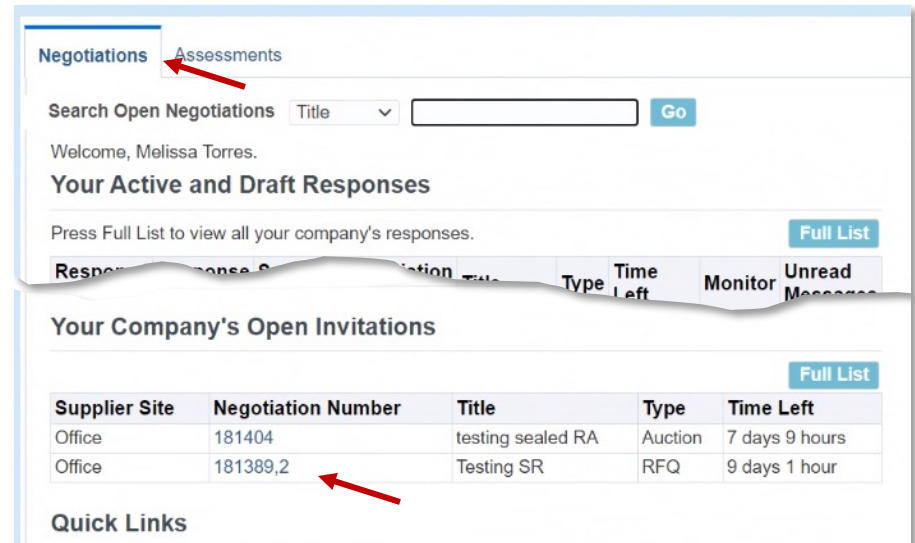
3. Accessing via Portal Sourcing Homepage



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**

Note:

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



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

Note:

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



3.2 Acknowledging a Negotiation

STEP 1: Review your Negotiation

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

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

STEP 2: Acknowledge Your Negotiation

When you have reviewed the 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 Negotiation from your **Worklist**, then click **"Yes"** or **"No"** to indicate your decision
- Select **Acknowledge Participation** from the Actions dropdown (A). Click **Go**. Include optional **"Note to Buyer."** Click **Apply** when done (B).

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.

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.

Actions Acknowledge Participation ▾ Go

Open Date 24-Mar-2024
Close Date 09-Apr-2024

Acknowledge Participation
Create Quote

Online Discussions

Acknowledge Amendments
View Amendment History

Printable View

Event
MR Number

Acknowledge Participation (RFQ 181389,2) Cancel Apply

Supplier Site Office

Will your company participate? ☒ Yes
☐ No

Note to Buyer



3.2 Acknowledging Negotiations

Accessing & Acknowledging Negotiation Via Portal Sourcing Homepage

Actions Acknowledge Participation ▾ Go

Open Date 24-Mar-2020

Close Date 09-Apr-2020

Event MR Number

Acknowledge Participation

Create Quote

Online Discussions

Acknowledge Amendments

View Amendment History

Printable View

STEP 3: From the drop-down in the top right-hand corner, select Acknowledge Participation then click Go

Acknowledge Participation (RFQ 181389,2) Cancel Apply

Supplier Site Office

Will your company participate? ☒ Yes ☐ No

Note to Buyer

STEP 4: On the next screen, Select “Yes” or “No” and include an optional note to Buyer. Click **Apply** when done.

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.

3.3 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.*

RFQ: 181234

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

Actions Online Discussions Go

Title Test for Yanacocha-26280-220-MRA-MJG-00001
Status Closed (Unlocked)
Time Left 0 seconds

Open Date 10-Mar-2021 10:47:32
Close Date 10-Mar-2021 11:07:42

1

Header Lines Controls Contract Terms

Buyer TORRES, MELISSA
Quote Style Sealed
Unlocked By TORRES, MELISSA
Unlocked Date 10-Mar-2021 11:07:50
Description Testing the Submittal Process

Outcome Complex Purchase Order
Event
MR Number

Terms

Bill-To Address PE_LIMA_33
Ship-To Address PE_LIMA_33
Freight Payment Terms See Commercial Terms

Payment Terms NET 60
Carrier
Delivery Terms Free Carrier - FCA (Incoterms 2010)

Currency

RFQ Currency PEN
Price Precision Any

Additional Response Currencies

Response Currency Description Price Precision
USD US Dollar 2

Requirements

Details Section
No results found.

Notes and Attachments

Note to Suppliers RFQ No: 26280-220-MRA-MJG-00001 - 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-00001 - RFQ Documents	To Supplier	File		
2	Commercial Attach...	MJG-00001 - Commercial Attachments	To Supplier	File		
3	SOTS Documents	MJG-00001 - SOTS Documents	To Supplier	File		
4	Clauses and Com...	MJG-00001 - Clauses and Commercial Requirements Rev3	To Supplier	File		
5	Material Requisition	MJG-00001 - Material Requisition	To Supplier	File		
10001	Technical Require...	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 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 Statements- Technical Requirements - Section QA - Quality Assurance Program Requirements	To Supplier	File		

Return to RFQ: 181359


Actions Online Discussions Go


3.3 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  **Go**

Title Testing
Status Active
Time Left 9 days




Open Date 24-Mar-2021 10:00:44
Close Date 09-Apr-2021 09:59:25

Header **Lines** Controls Contract Terms


Display Rank As No indicator displayed
Ranking Price Only

Cost Factors Buyer
☒ Suppliers see their quote price transformed
Price Tiers 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-...	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	

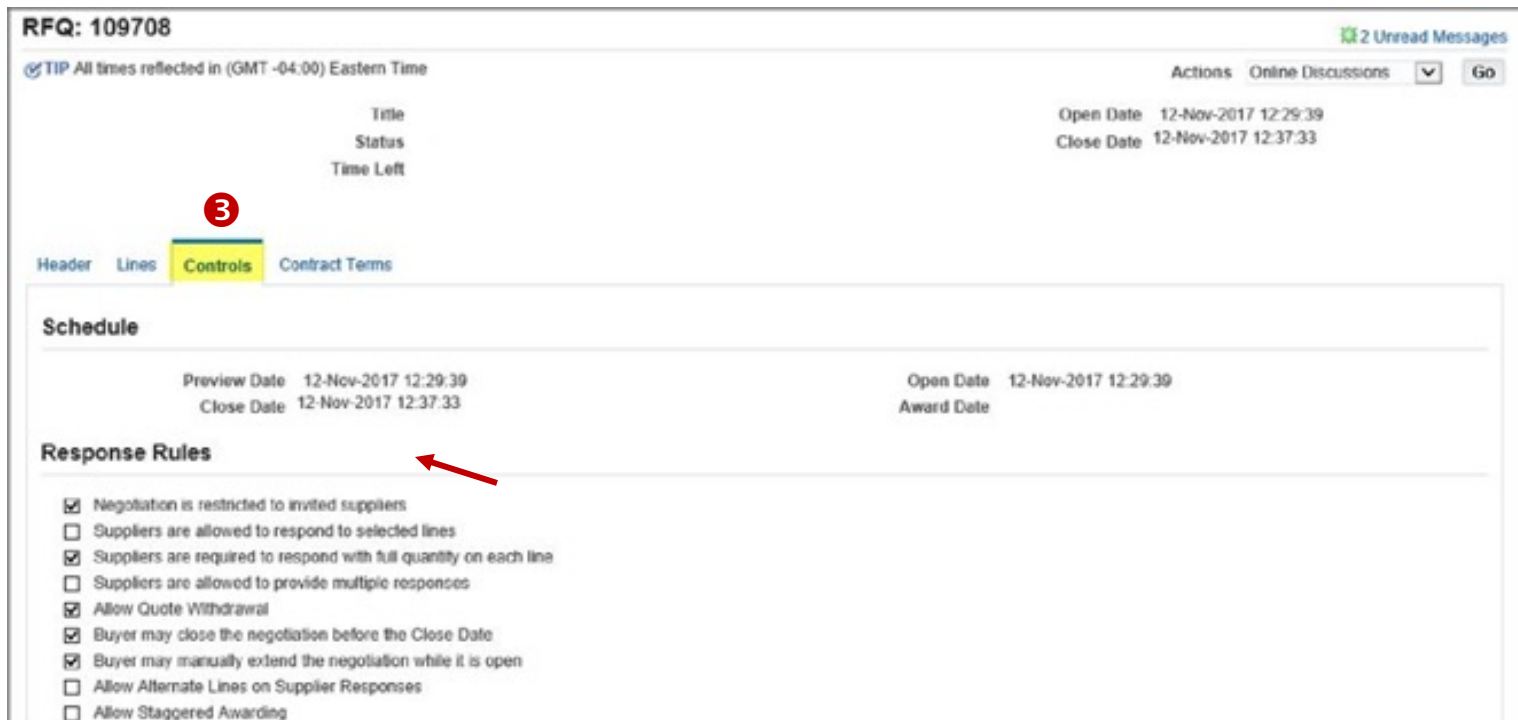
Return to Negotiations

Actions Acknowledge Participation  **Go**

3.3 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: 109708 2 Unread Messages

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

Actions Online Discussions

Open Date 12-Nov-2017 12:29:39
Close Date 12-Nov-2017 12:37:33

Title
Status
Time Left

③

Header Lines **Controls** Contract Terms

Schedule

Preview Date 12-Nov-2017 12:29:39
Close Date 12-Nov-2017 12:37:33

Open Date 12-Nov-2017 12:29:39
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
- ☒ 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

3.3 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.

RFQ: 109708 2 Unread Messages

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

Actions: [Online Discussions](#)

Title
Status
Time Left

Open Date 12-Nov-2017 12:29:39
Close Date 12-Nov-2017 12:37:33

Header Lines Controls **Contract Terms**

Deliverables

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



3.4 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
<input type="checkbox"/>	1	RFQ Documents	MJKG-00001 - RFQ Documents	To Supplier	File
<input type="checkbox"/>	2	Commercial Atta...	MJKG-00001 - Commercial Attachments	To Supplier	File
<input type="checkbox"/>	3	SOTS Documents	MJKG-00001 - SOTS Documents	To Supplier	File
<input type="checkbox"/>	4	Clauses and Co...	MJKG-00001 - Clauses and Commercial Requirements Rev3	To Supplier	File
<input type="checkbox"/>	5	Materia Requisi...	MJKG-00001 - Material Requisition	To Supplier	File
<input type="checkbox"/>	10001	Technical Requi...	Table of Contents- Technical Requirements - Listing of Engineering Attachments	To Supplier	File
<input type="checkbox"/>	10002	In Processing	SQ Requirement- Technical Requirements - Section SQ - Quality Surveillance Plan	To Supplier	File
<input type="checkbox"/>	10003	Technical Requi...	Note- Technical Requirements - Section GN - General Notes	To Supplier	File
<input type="checkbox"/>	10004	Technical Requi...	DS Requirement- Technical Requirements - Section DD - Document and Data Submittal Requirements	To Supplier	File
<input type="checkbox"/>	10005	Technical Requi...	Quality Statement- Technical Requirements - Section QA - Quality Assurance Program Requirements	To Supplier	File

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

Header Lines

Supplier BecSupplier Inc
Supplier Site Office - 1 DIGITAL WAY, GLENDALE, AZ 85305, US
RFQ Currency PEN
Quote Currency PEN
Price Precision Any

Reference Number
Note to Buyer

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
<input type="checkbox"/>	Requirements			
<input type="checkbox"/>	► Important Notices			
<input type="checkbox"/>	► Project Delivery Terms			

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

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

3.4 Responding to a Negotiation

Create Quote: 492139 (RFQ 109708)

Title

Header Lines

Supplier

Supplier Site

RFQ Currency USD

Quote Currency USD

Price Precision Any

Attachments

Add Attachment

Title	Type	Description	Category	Last Update
No results found.				

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category From Supplier

Define Attachment

Type ☒ File ☐ URL ☐ Short Text ☐ Long Text

Browse...

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

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).



3.4 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.

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**.

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

Description Stuff
Unit LUMP SUM
Start Price
Target Price
Quote Price
Target Quantity 1
Quote Quantity 1

Close Date 22-Mar-2018 14:16:31
Quote Currency USD
Rank No Quote
Ship-To
Need-By Date
Promised Date

Notes

Note to Buyer

Attachments

Add Attachment

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

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.*



3.4 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	

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

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

Attachments

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

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**.

3.5 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
Supplier Site
RFQ Currency USD
Quote Currency USD
Price Precision Any

Reference Number
Note to Buyer

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...

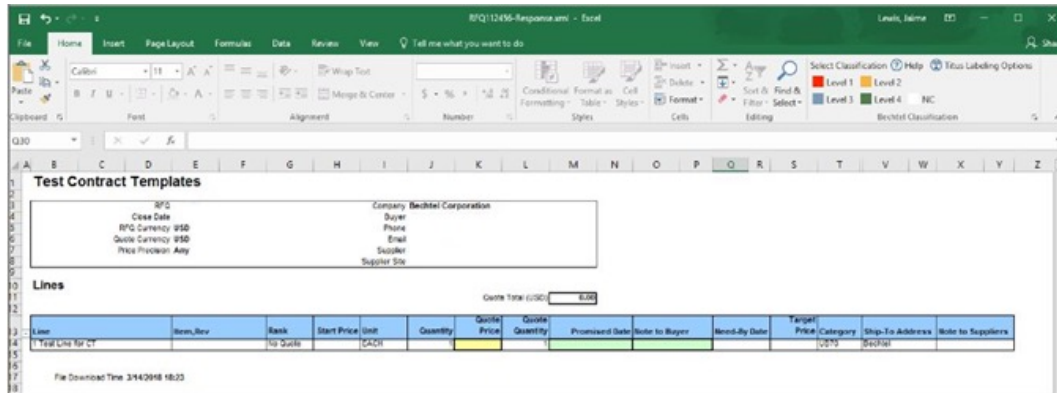
Import

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.

3.5 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.

Create Quote 492143: Quote By Spreadsheet (RFQ 112456)

RFQ Currency USD
Quote Currency USD

Step 1:Export Spreadsheet

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

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

[Export](#)

Step 2:Import Spreadsheet

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

File To Import [Browse](#) ¹

[Import](#) ²

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).



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

Reference Number _____
Note to Buyer _____

Attachments

Add Attachment

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

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: 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 _____ 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
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**.

Active Responses

“**Active**” negotiations are those you have been invited to respond 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

- Drafts
- Deliverables
- Personal Information

- **Active**
- Disqualified and Withdrawn
- Awarded
- Rejected

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

Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title
<div><input checked="" type="radio"/> 492139</div>		Active			112461	
<div><input type="radio"/> 492095</div>		Draft			112388	

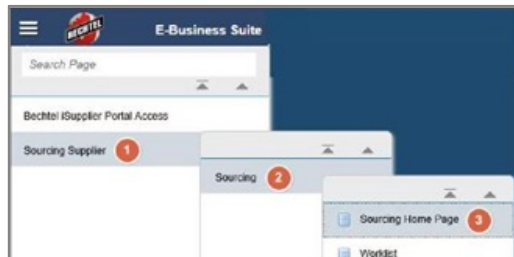
STEP 1: Find your Active RFQs by accessing the **Sourcing Home Page**, then look under **View Responses** for **Active**

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)

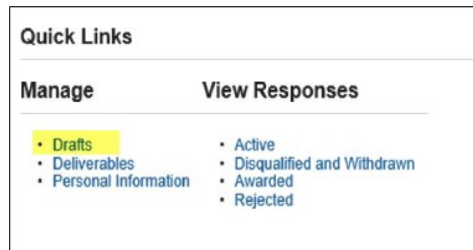
STEP 3: The negotiation will open in the next screen, and you will have the ability to enter a new quote following the same steps you took to create the original quote

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 "Oracle R12 Development Workflow Mailer" with the subject beginning with "FYI: Open for quoting: RFQ". If you cannot find this email, ask your Bechtel Buyer for the negotiation number.

3.6 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.

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**

Disqualified and Withdrawn Responses					
Disqualified and Withdrawn Responses					
Select Response: Revise					
Response Number	Your Response Number	Status	Supplier Site	Negotiation Number	Title
<input checked="" type="radio"/> 492141		Withdrawn		112461,1	

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



3.7 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**).

Acknowledge Amendment (RFQ 181389,1)

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 181389,1.

Header

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

Notes and Attachments

Label	RFQ 181389
Amendment Description	No results found.

Label	RFQ 181389,1
Amendment Description	No results found.

Lines

Action Line	Item, Rev	Category	Unit	Quantity	Start Price (USD)
Added	2P-0FG1-G-DEW-PNT-HTR-VENTS-SB	P-0FG1-G-DEW-PNT-HTR-VENTS-SB-000189	G000	EACH 1	
Added	3P-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](#)

Acknowledge Amendment (RFQ 112461,1)

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

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.



4.0 | Reverse Auctions



4.0 About Reverse Auctions

[Page 56](#)



4.1 Responding to a Reverse Auction

[Page 57](#)



4.2 Monitoring a Reverse Auction

[Page 59](#)



4.3 Power Bidding

[Page 61](#)



4.4 Proxy Minimum

[Page 63](#)



4.0 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.

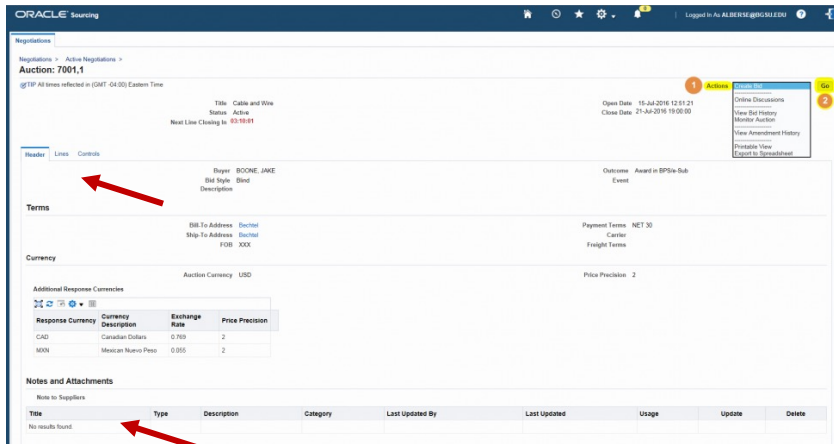
Review the steps below for “Responding to a Reverse Auction,” “Monitoring Auctions,” and setting up “Power Bidding” and “Proxy Minimum” on a Reverse Auction.

Monitor Auction: 393						
Title Proxy Minimum						
Status Active						
Time Left 16 days 1 hour						
Lines						
Bid Total (USD) 10,500.00						
<input type="checkbox"/> Display only the lines on which I have bid						
<input type="checkbox"/> 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						

4.1 Responding to a Reverse Auction

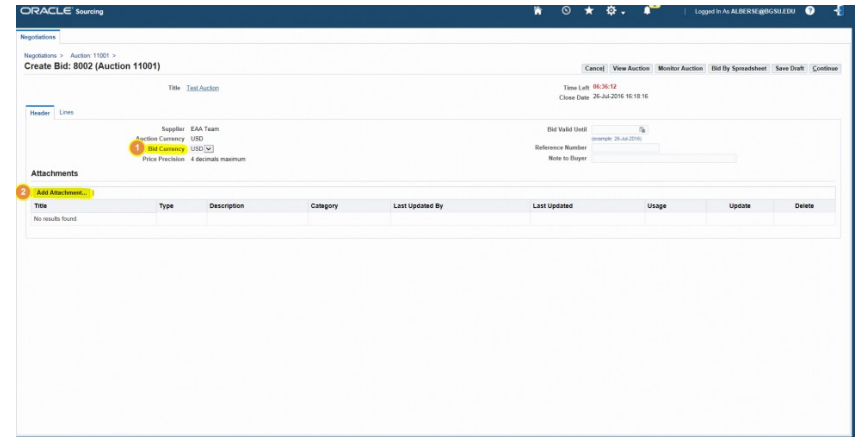
Submit a Bid in a Reverse Auction

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 1) **Actions** drop down menu, select 2) **Create Bid** 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 1) **Currency**, and upload 2) **Attachments**

Note:

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



4.1 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 **1) per unit Price** and **2) Promise Date**. The per unit amount entered will be multiplied by the quantity to generate the total line-item bid price. Click **3) Update** for **Line details**, this will open a new view. Here you can review the bid and confirm that the pricing is accurate. Click **4) Continue** to proceed.

Oracle Sourcing - Negotiations > Analyze by Line (Auction 366) > Bid 1077 (Auction 361) > Create Bid: 1078 (Auction 361)

Title: Mock Auc2: 25873-100-MRA-EW00-00001- Power Control and Instrumentation Cable

Time Left: 5 days 21 hours
Close Date: 24-Aug-2016 10:46:23

Header

Auction Currency: USD
Price Precision: Any
Bid Currency: USD

Power Bid: %
Apply reduction to losing lines only: ☐
Recalculate
Proxy Bid Decrement: 10000 USD

Line	Ship-To	Rank	Start Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Promise Date	Bid	Update
1 Cable Material	Bechtel	1					UNITS	1			Yes	
2 Cable Management	Bechtel	2					UNITS	1	1		Yes	

Indicates more information requested. Click the Update icon.

STEP 4: On the Review and Submit screen, the bid is not accurate, click **1) Back** 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 **3) Save Draft**. If the bid is accurate, click **2) Submit**.

Oracle Sourcing - Negotiations > Create Bid 6001: Review and Submit (Auction 9003)

2 Unread Messages | Ca | Back | Val | Save Draft | Printable | Submit

Header

Title: Test Auction
Supplier: EAA Team
Auction Currency: USD
Bid Currency: USD
Price Precision: 4 decimals maximum

Time Left: 3 days 6 hours
Close Date: 25-Jul-2016 19:27:46
Bid Valid Until:
Reference Number
Note to Buyer

Attachments

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

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.



4.2 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

Open Date: 28-Jun-2018
Close Date: 30-Jun-2018

Actions:

- Create Bid
- Online Discussions
- View Bid History
- Monitor Auction**
- Printable View
- Export to Spreadsheet

Go

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 13:29:54
Close Date: 30-Jun-2018 13:19:02

Lines

Bid Total (USD): 3,200.00

☐ 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)	Bid Quantity	Quantity	Your Total Amount (USD)	Need By Date	Promised Date
	1 OPTICAL LINK MODULE, PROFIBUS-DP/IO-DO4 8 W: 1 FIBER AND 2 GLASS FOC INTERFACES (4 BFOC SOCKETS) FOR STANDARD DISTANCES UP TO 2500 M WITH SIGNAL CONTACT AND MEASURING OUTPUT, SIEMENS 6ES7150-3CB00	8800	1 day 23 hours	1	150		4	4	600.00		
	2 OPTICAL LINK MODULE, PROFIBUS-DP/IO-DO4 8 W: 2 FIBER AND 2 GLASS FOC INTERFACES (4 BFOC SOCKETS) FOR STANDARD DISTANCES UP TO 2500 M WITH SIGNAL CONTACT AND MEASURING OUTPUT, SIEMENS 6ES7150-3CB00	8800	1 day 23 hours	1	200		4	4	800.00		
	3 CABLE, PROFIBUS PLASTIC FIBER OPTIC, STANDARD CABLE FOR BFOC CONNECTORS L = 50 M, SIEMENS NO. 6ES7150-3CB00, NO SUBSTITUTION	8800	1 day 23 hours	1	300		4	4	1,200.00		
	4 CABLE ASSEMBLY, FIBER OPTIC PLASTIC WITH 4 BFOC CONNECTOR SIEMENS NO. 6ES7150-3CB00	8800	1 day 23 hours	1	400		2	2	800.00		

[Return to Auction: 116337](#)

Note:

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



4.2 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	<div>6 seconds 12 seconds 18 seconds 30 seconds 1 minute 5 minutes 15 minutes</div>	Set	Create Bid
Title	Test Auction				
Status	Active	Open Date	28-Jun-2018 13:20:04		
Time Left	1 day 23 hours	Close Date	30-Jun-2018 13:19:02		

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

Monitor Auction: 116337		AutoRefresh Interval	6 seconds	Set	Create Bid
Title	Test Auction				
Status	Active	Open Date	28-Jun-2018 13:20:04		
Time Left	1 day 23 hours	Close Date	30-Jun-2018 13:19:02		

Note:
The AutoRefresh will default to 30 seconds.



4.3 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 **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
- Open Date
- Close Date
- Online Discussions
- View Bid History
- Monitor Auction
- Printable View
- Export to Spreadsheet

Go

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

Create Bid: 610015 (Auction 116337)

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

Title Test Auction Time Left 1 day 23 hours Close Date 30-Jun-2018 13:19:02

Header Lines

Auction Currency USD Bid Currency USD
Price Precision Any

Power Bid % ☐ Apply reduction to losing lines only Recalculate Proxy Bid Decrement 1 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 (%).

4.3 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.

Create Bid: 610015 (Auction 116337) [Cancel](#) [Revert to Active Bid](#) [View Auction](#) [Monitor Auction](#) [Bid By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title: Test Auction Time Left: 1 day 23 hours
Close Date: 30-Jun-2018 13:19:02

Header **Lines**

Auction Currency: USD Bid Currency: USD
Price Precision: Any

Power Bid: 1 % ☐ Apply reduction to losing lines only **Recalculate** Proxy Bid Decrement: 1 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		

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.

Create Bid: 610015 (Auction 116337) [Cancel](#) [Revert to Active Bid](#) [View Auction](#) [Monitor Auction](#) [Bid By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title: Test Auction Time Left: 1 day 23 hours
Close Date: 30-Jun-2018 13:19:02

Header **Lines**

Auction Currency: USD Bid Currency: USD
Price Precision: Any

Power Bid: 1 % ☐ Apply reduction to losing lines only **Recalculate** Proxy Bid Decrement: 1 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			99		EACH	4	4		Yes		
2 OPTICAL LINK MODU...	Bechtel	1			199		EACH	4	4		Yes		
3 CABLE, PROFIBUS P...	Bechtel	1			297		EACH	4	4		Yes		
4 CABLE ASSEMBLY 65...	Bechtel	1			399		EACH	2	2		Yes		



4.4 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.

Create Bid: 611014 (Auction 116337) Cancel Revert to Active Bid View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Title: [Test Auction](#) Time Left: 1 day 20 hours
Close Date: 30-Jun-2018 13:19:02

Header **Lines**

Auction Currency: USD Bid Currency: USD
Price Precision: Any
Power Bid: % ☐ Apply reduction to losing lines only Recalculate **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			99		EACH	4	4	<input type="text"/>	Yes		
2 OPTICAL LINK MODU...	Bechtel	1			198		EACH	4	4	<input type="text"/>	Yes		
3 CABLE, PROFIBUS P...	Bechtel	1			297		EACH	4	4	<input type="text"/>	Yes		
4 CABLE ASSEMBLY,65...	Bechtel	1			396		EACH	2	2	<input type="text"/>	Yes		

Note:

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

4.4 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.

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.



Header Lines

Auction Currency: USD Bid Currency: USD

Price Precision: Any

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

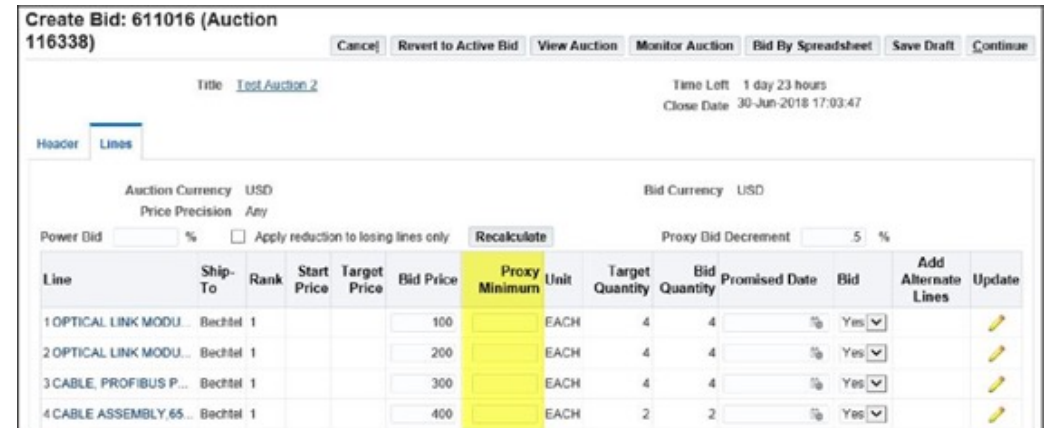


Header Lines

Auction Currency: USD Bid Currency: USD

Price Precision: Any

Power Bid: % ☐ Apply reduction to losing lines only Proxy Bid Decrement: %



Create Bid: 611016 (Auction 116338)

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 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			100		EACH	4	4	<input type="text"/> %	Yes		
2	OPTICAL LINK MODU...	Bechtel 1			200		EACH	4	4	<input type="text"/> %	Yes		
3	CABLE, PROFIBUS P...	Bechtel 1			300		EACH	4	4	<input type="text"/> %	Yes		
4	CABLE ASSEMBLY 65...	Bechtel 1			400		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.



5.0 | **Accessing Orders & Agreements**



5.0 Navigating the iSupplier Homepage

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5.1 Accessing Orders / Agreements

[Page 68](#)



5.2 Downloading Orders / Agreements

[Page 72](#)



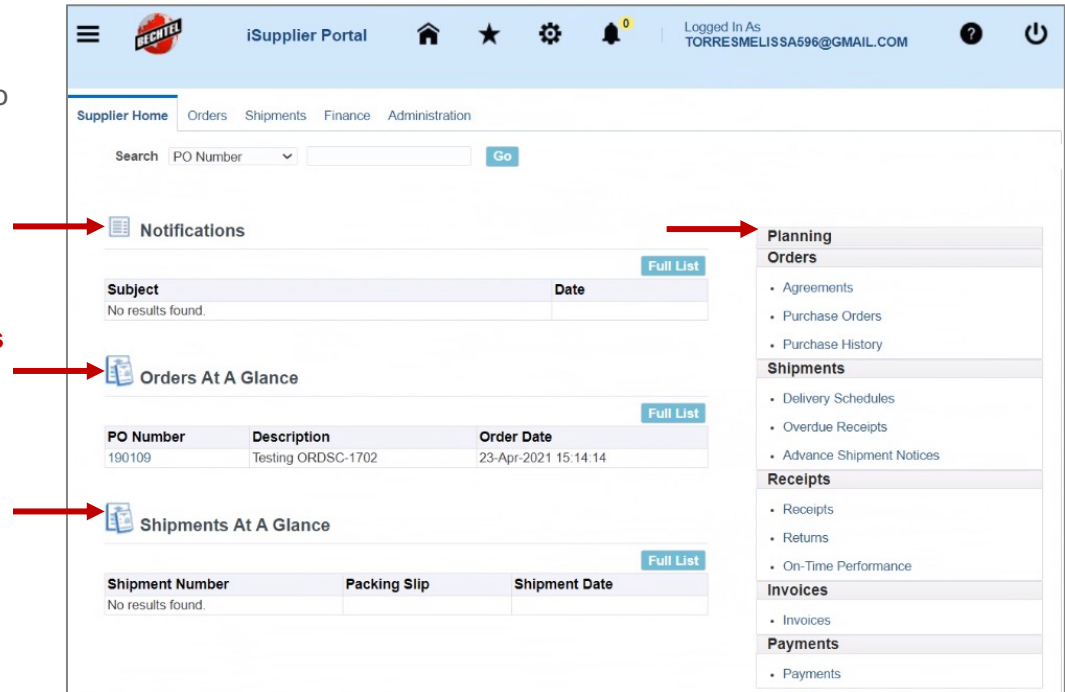
5.3 Electronic Acknowledgement

[Page 73](#)

5.0 Navigating the iSupplier Homepage

1 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**.
 - **Shipments** section can be disregarded
 - **Receipts** section can be disregarded
 - **Invoices** section can be disregarded
 - **Payments** section can be disregarded



The screenshot shows the iSupplier Portal interface. The top navigation bar includes the Bechtel logo, the title 'iSupplier Portal', and user information: 'Logged In As TORRESMELISSA596@GMAIL.COM'. Below the navigation bar, the 'Supplier Home' tab is selected, showing a search bar for 'PO Number' and a 'Go' button. The main content area is divided into three sections: 'Notifications', 'Orders At A Glance', and 'Shipments At A Glance'. Each section has a 'Full List' button. The 'Notifications' section shows 'No results found.' The 'Orders At A Glance' section displays a table with columns 'PO Number', 'Description', and 'Order Date', containing one entry: '190109', 'Testing ORDSC-1702', and '23-Apr-2021 15:14:14'. The 'Shipments At A Glance' section shows 'No results found.' On the right side, there is a 'Planning' table with sections for 'Orders', 'Shipments', 'Receipts', 'Invoices', and 'Payments', each listing relevant items.

Note:

The Tabs called Shipments and Finance are not being used at this time; you can disregard them.



5.1 Accessing Orders / Agreements

Accessing an Order / Agreement Via Email

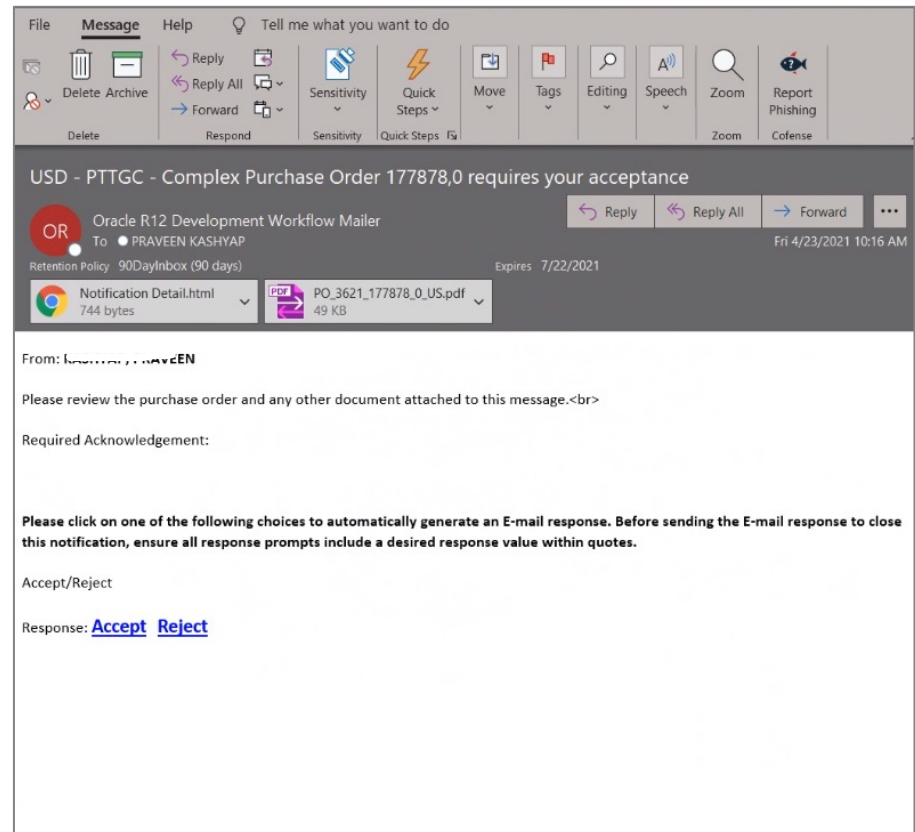
STEP 1: Navigate to your email to access the notification. The email is coming from “Bechtel EBS Workflow” and will look similar to this example.

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.

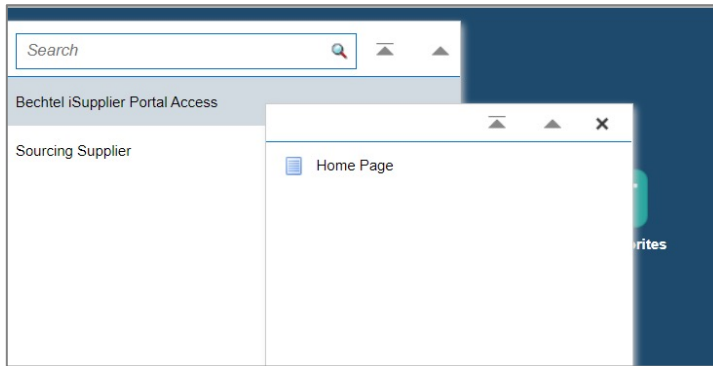
Note:

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.

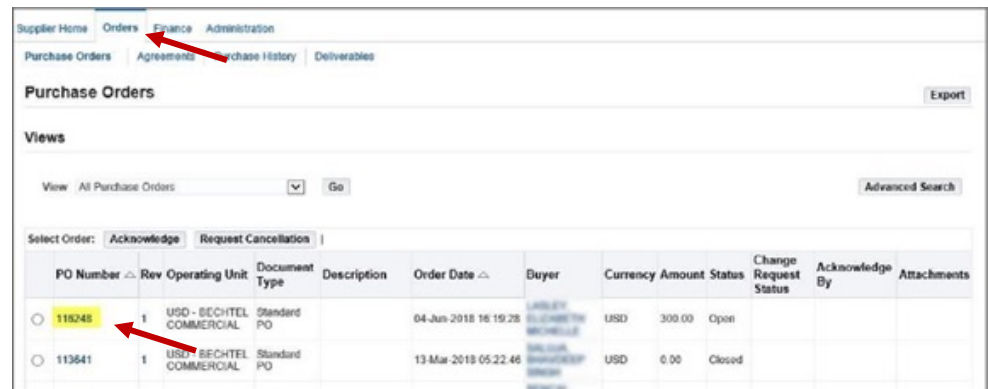


5.1 Accessing Orders / Agreements

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 **iSupplier Portal Access**, then **Homepage**



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

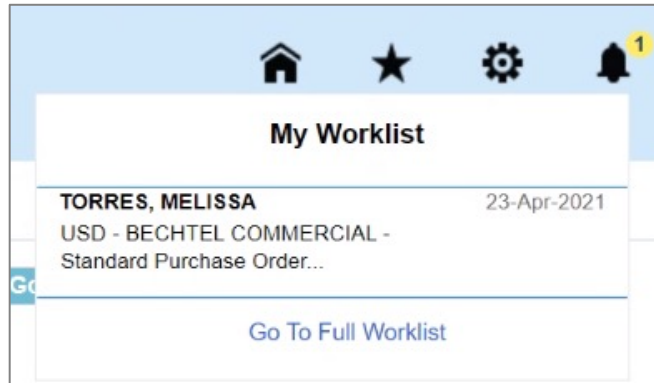
Note:

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

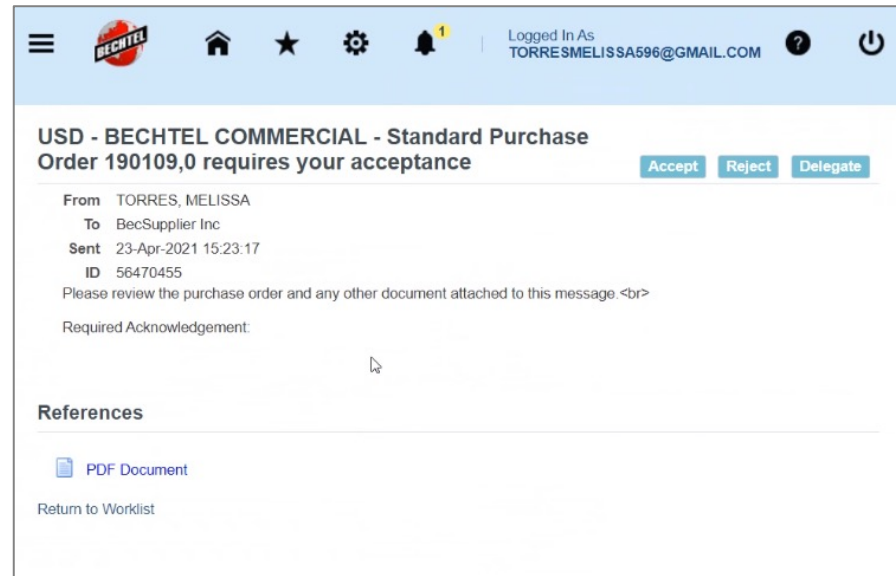


5.1 Accessing Orders / Agreements

Accessing Orders / Agreements Via My Worklist



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



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

Note:

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

5.1 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.

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

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/> 115245	1	USD - BECHTEL COMMERCIAL	Standard PO		04-Jun-2018 16:19:25	Labib, L	USD	300.00	Open			
<input type="radio"/> 113641	1	USD - BECHTEL COMMERCIAL	Standard PO		13-Mar-2018 05:22:48	Labib, L	USD	0.00	Closed			
<input type="radio"/> 111525	3	USD - BECHTEL COMMERCIAL	Standard PO		04-Jun-2018 17:00:52	Labib, L	USD	12.00	Finally Closed			
<input type="radio"/> 111531	2	USD - BECHTEL COMMERCIAL	Standard PO		04-Jun-2018 12:39:23	Labib, L	USD	0.00	Closed			

STEP 1: Click the **Advanced Search** button to search

Supplier Home **Orders** Finance Administration

Purchase Orders Agreements Purchase History Deliverables

Purchase Orders Export

Advanced Search Views

Specify parameters and values to filter the data that is displayed in your results set.

Match: ☒ All ☐ Any

PO Number is
 Document Type is
 Order Date is (13-Jun-2018) to
 Buyer is

Go Clear Add Another Acknowledgement Status: Add

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

Note:

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



5.2 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 ORDSC-1702
Status: Requires Acknowledgment
Note to Supplier
Operating Unit: USD - BECHTEL COMMERCIAL
Sourcing Document
Supplier Order Number
Attachments: None

Terms and Conditions

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

Summary

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

PO Details

Show All Details | Hide All Details

Details | Line | Type | Item/Job | Supplier Item | Description | UOM | Qty | Price | Linked Attributes | Amount | Status | Attachments | Reason

1 | 1 | Item | | | test | EACH | 1 | 0.02 | | 0.02 | Open | |

Shipments

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

Return to Orders: Purchase Orders

Actions: Acknowledge | Go | Export

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

Actions | Printable View | Go | Export

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

Summary

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

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

Note:

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

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

Order Information

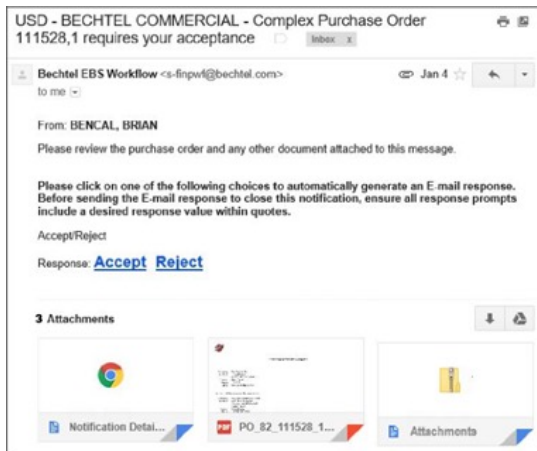
General

Total: 0.00
Supplier: BecSupplier Inc
Supplier Site: Office
Supplier Contact: Torres, Melissa
Address: 1 DIGITAL WAY
GLENDALE, AZ 85305
Buyer: TORRES, MELISSA MARY
Order Date: 23-Apr-2021 15:14:14
Description: Testing ORDSC-1702
Status: Requires Acknowledgment
Note to Supplier: Sorry!
Operating Unit: USD - BECHTEL COMMERCIAL
Sourcing Document: 109709
Supplier Order Number: 190109
Attachments View

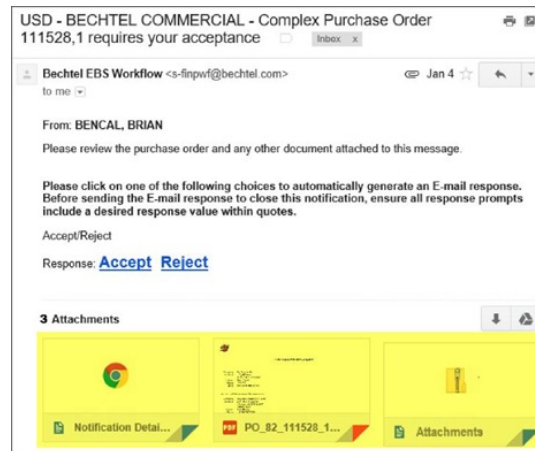
Electronic Acknowledgements

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

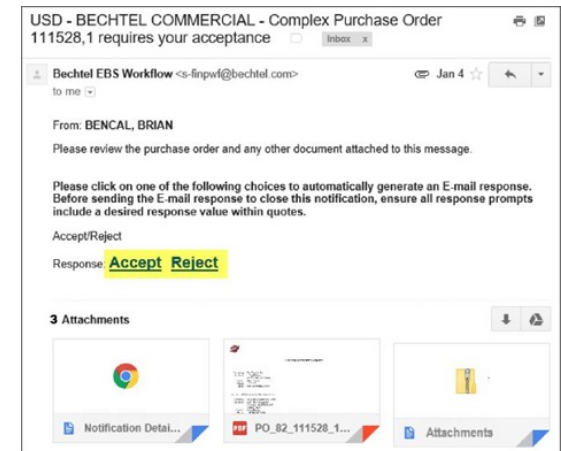
Via Email



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



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

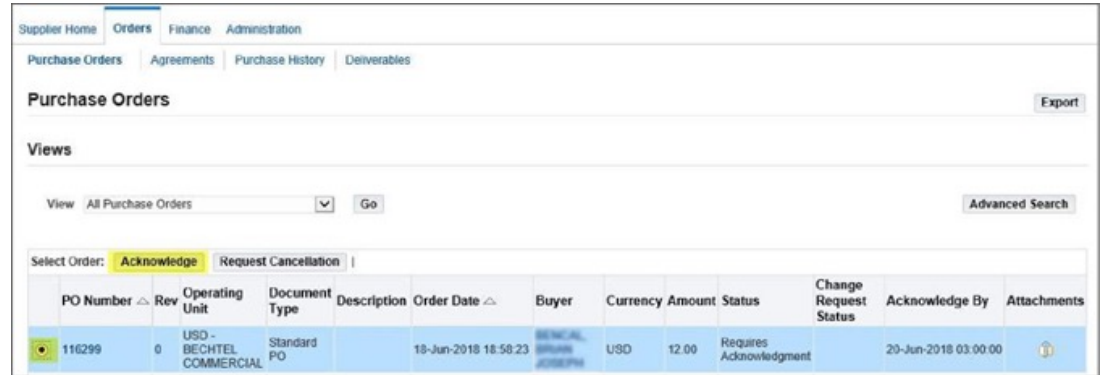


STEP 3: To acknowledge the Order via email, simply click the **Accept** or **Reject** option.

5.3 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

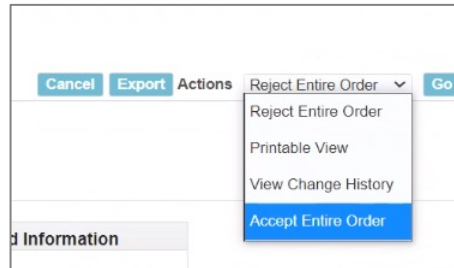
Views

View: All Purchase Orders Go Advanced Search

Select Order: **Acknowledge** | Request Cancellation

PO 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 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**.



Cancel Export **Actions** Reject Entire Order Go

- Reject Entire Order
- Printable View
- View Change History
- Accept Entire Order**

Information

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



Acknowledge Purchase Order 116299 Cancel Submit

Description

Currency: USD

Amount: 12.00

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

Action: Accept

Note to Buyer

Note:

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



6.0 | Order Admin & Management



IN THIS SECTION



6.0 Navigating DSCS Unifier

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6.1 Submit a Change Request

[Page 80](#)



6.2 Change Acknowledgement and Cost Negotiation

[Page 88](#)



6.3 Supplier Daily Reports

[Page 89](#)



6.0 Navigating DSCS Unifier

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

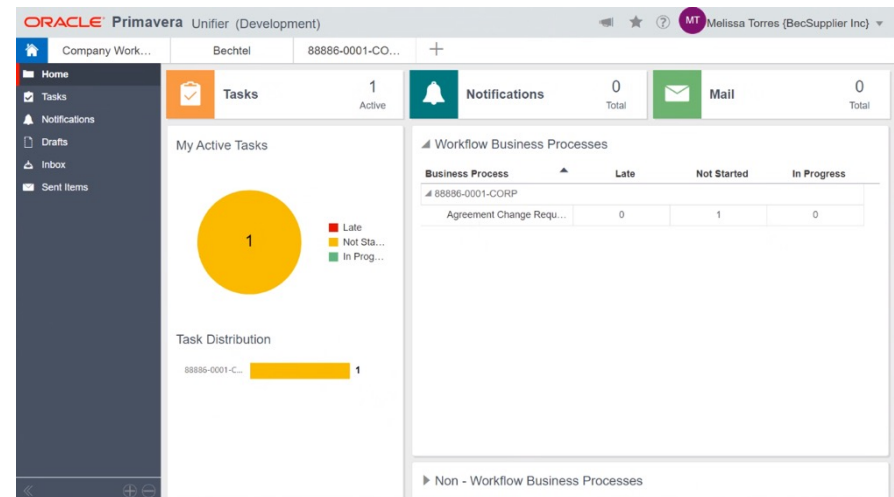
To access Unifier, you will login into the Bechtel Partner Access (BPA), then click on Unifier. From here, you can:

- **6.1: Submit a Change Request**
- **6.2: Respond to a Change Acknowledgement and Cost Negotiation**
- **6.3: Submit Daily Reports** (when required)

Note:

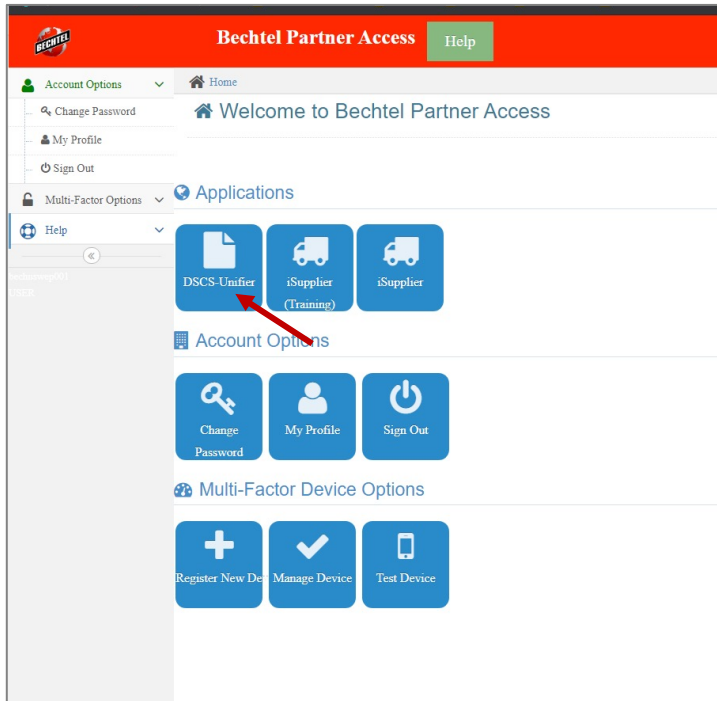
Changes are disruptive for suppliers and subcontractors, Bechtel, and our customers, but are part of any complex engineering and construction project. While striving to minimize the number of changes, any change requests and change notifications must be formally tracked in the supply chain application.

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

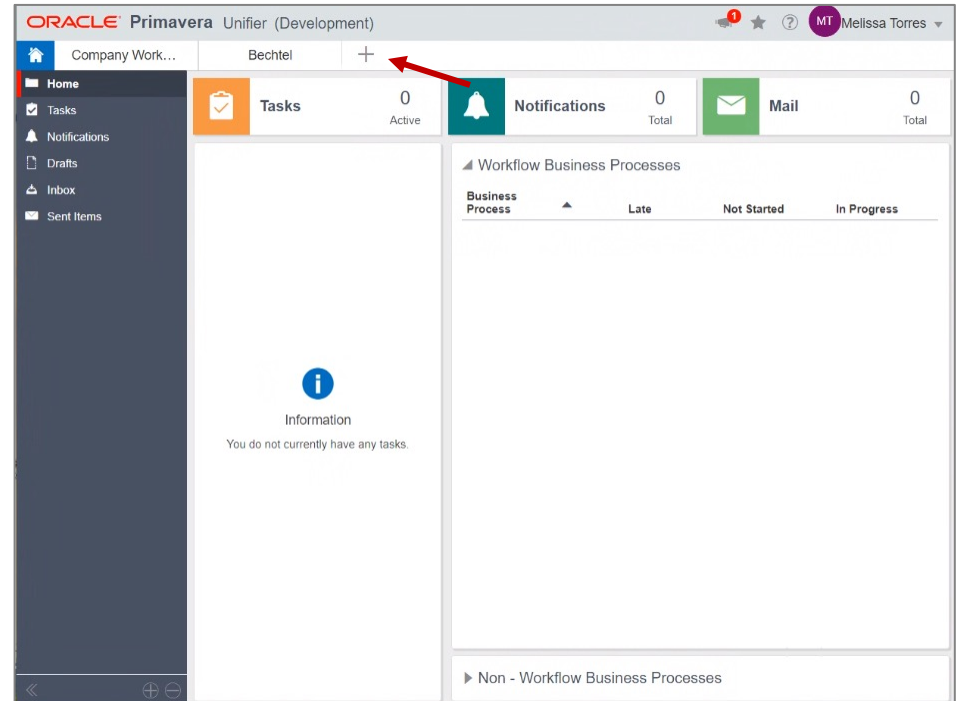




6.0 Navigating DSCS Unifier



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



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

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



6.0 Navigating DSCS Unifier

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

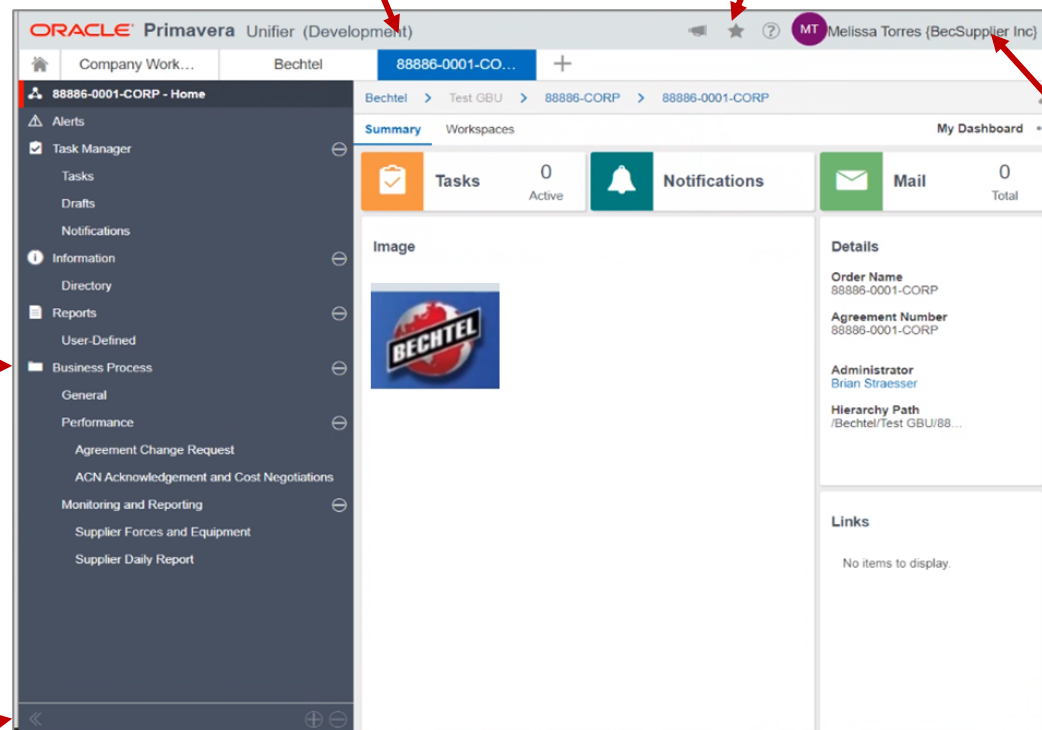
Click the Star icon to save your **"favorite"** business processes for easy access in the future.

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.

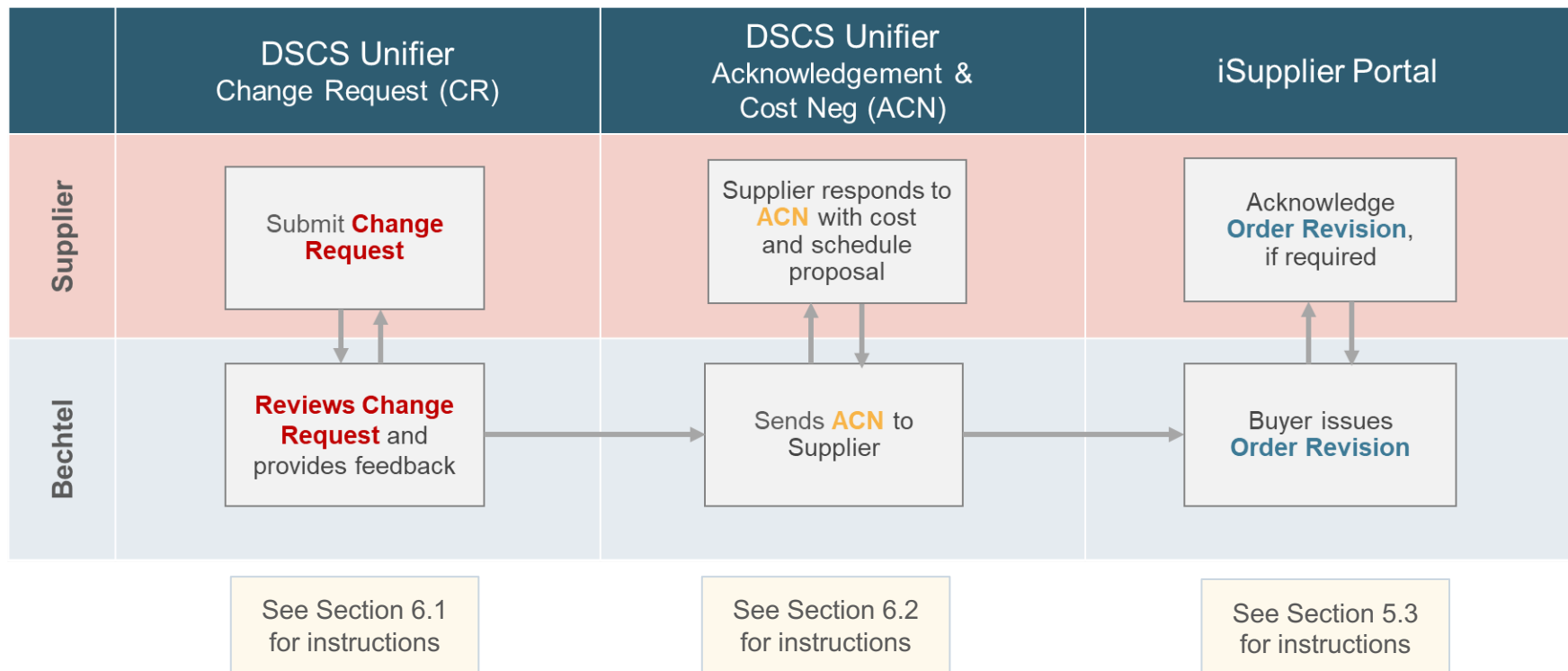
Click the **+ sign** to expand all the menu options





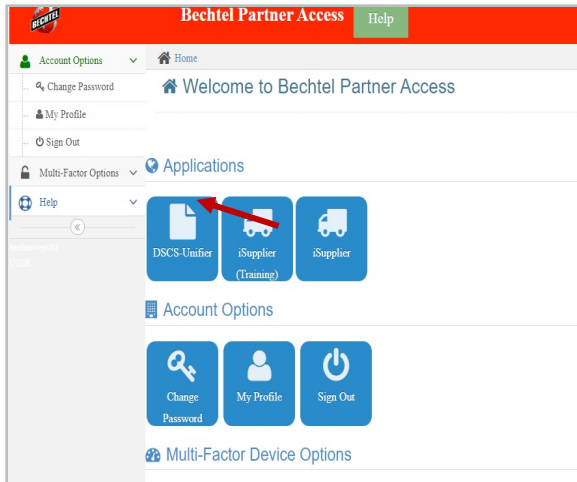
6.1 Submit a Change Request

There are 2 key steps to negotiating a contract change:

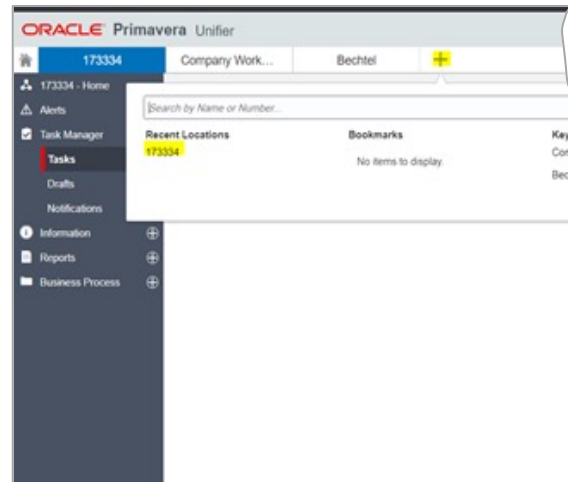




6.1 Submit a Change Request

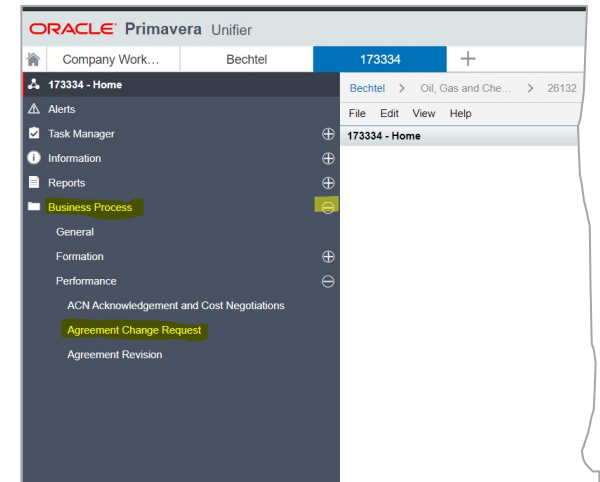


STEP 1: Login to BPA, and click on **DSCS Unifier**



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**, then **Performance**, select **Agreement Change Request**

TIP:

You can go to the iSupplier Homepage and add a “Favorite” to directly access <https://dscsunifier.becpsn.com>



6.1 Submit a Change Request

The screenshot shows the Oracle Primavera Unifier interface. The left sidebar contains a navigation menu with options like Alerts, Task Manager, Tasks, Drafts, Notifications, Information, Reports, User-Defined, Business Process, General, Formation, Agreement Award & Commitment..., Performance, Agreement Change Request (highlighted), ACN Acknowledgement and Cost..., Agreement Revision, Monitoring and Reporting, Supplier Daily Report, and Supplier Forces and Equipment. The main content area is titled 'Agreement Change Request' and features a '+ Create' button, an 'Actions' dropdown, a 'View' dropdown set to 'All Records', and a table with columns for Supplier, Letter Date, Status, and Title. A red arrow points to the '+ Create' button.

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

The screenshot shows the 'Create New Agreement Change Request' form. The form has tabs for Agreement, Attach RFI, Attach NCR, Attach FCD, and External Attachments. The Agreement tab is active, showing fields for Job Number, Project Name, Order Number, Bechtel Entity Name, Seller, Supplier Change Request No, Status, Supplier Letter Number, Letter Date, Supplier's Rep Name, ACR Sent Date, Order Description, Aconex Title, Description of Change, and CR Comments. The Attachments tab is also visible on the right side.

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

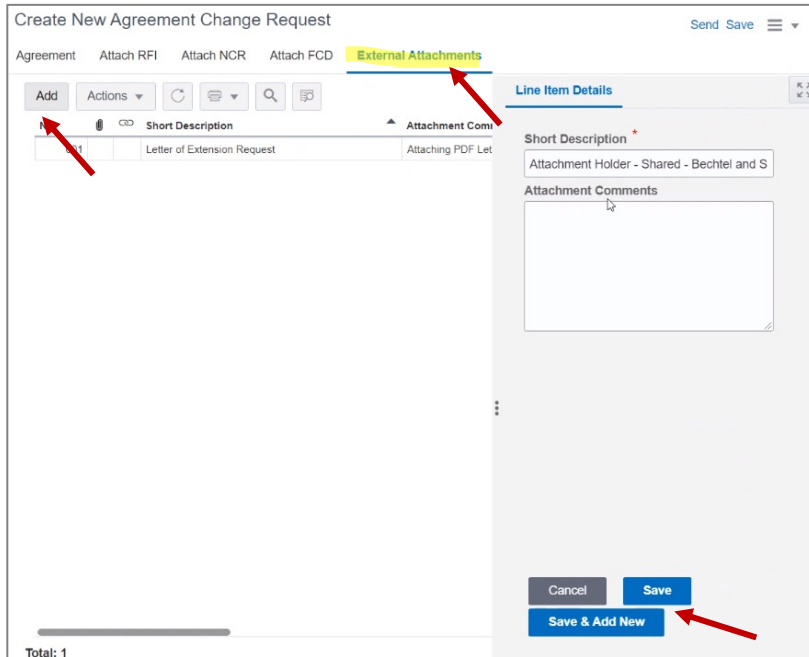
Remember to scroll down. If you are not sure what to provide for any field, contact your Bechtel Buyer.

Note:

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

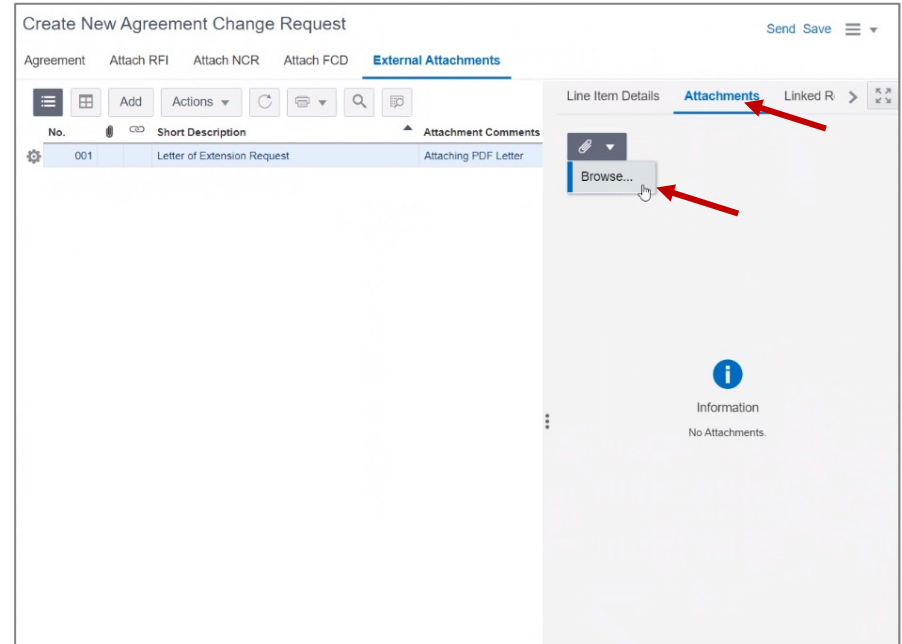
6.1 Submit a Change Request

Adding Attachments to your Change Request record



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

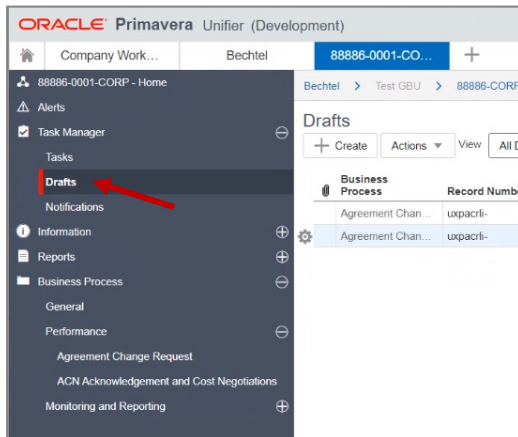
Now you can provide a “**Short Description**” and “**Attachment Comments**” for your Attachment. Click “**Save**,” or “**Save and Add New**” if you have multiple Attachments you plan on adding.



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

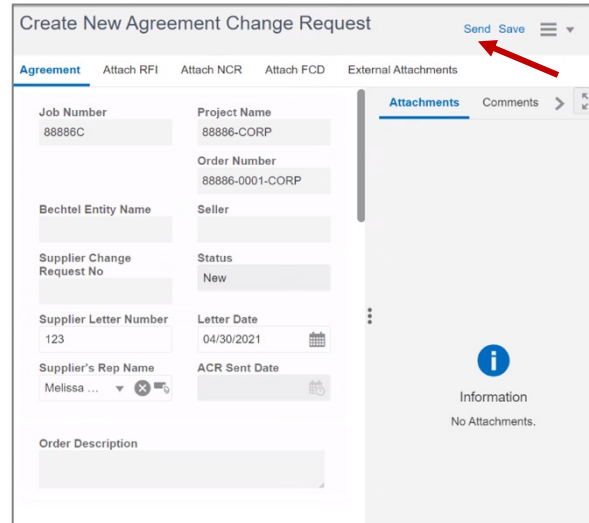
TIP: You can drag and drop multiple files under each Attachment record if you need to.

6.1 Submit a Change Request

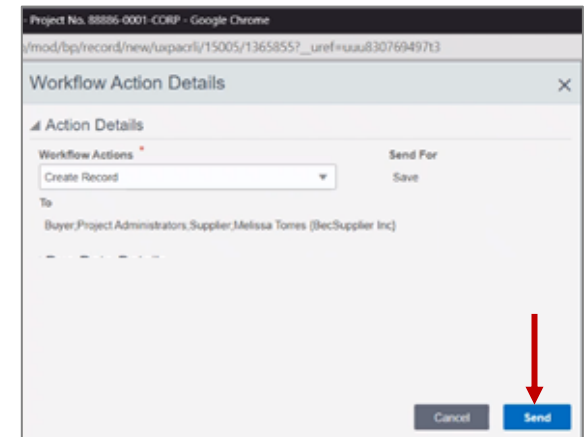


STEP 6: Click on “Save” in the top right-hand corner to save your **Draft**.

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-hand corner.



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

Click “**Send**” to proceed.

6.1 Submit a Change Request

This is a system-generated e-mail message. Do not reply to sender.

Project/Shell: 88886-0001-CORP

Agreement Change Request ACR-00003 is sent to you for Save.

From : Melissa Torres (BecSupplier Inc)
Sent For : Save
Task Due Date : 05/04/2021 06:19 AM (UTC-8)

Source Name : 88886-0001-CORP
Record No : Agreement Change Request ACR-00003
Title :

Job Number: 88886C
Project Name: 88886-CORP
Order Number: 88886-0001-CORP
Order Description:
Seller:
Description of Change: Requesting a Change of Items
Cost Impact (Money): 0.0
Supplier Comments:
Negotiation Comments (displayed to Supplier):

[Unifier Login](#)

For any assistance please [Contact Us](#)

ORACLE Primavera Unifier

Company Work... Bechtel 88886-0001-CO...

Bechtel > Testing > 88886-CORP > 88886-0001-CORP

Tasks

Alerts Task Manager Drafts Notifications Information Reports Business Process General Formation Performance Agreement Change ... ACN Acknowledgem... Agreement Revision Monitoring and Repo...

Tasks

Create Actions View Received in last 7 days

Origin	Business Process	Record No
88886-0001-CORP	Agreement Chan...	ACR-00003
88886-0001-CORP	Agreement Chan...	ACR-00003
88886-0001-CORP	Agreement Chan...	ACR-00003

ORACLE Primavera Unifier (Development)

Company Work... Bechtel 88886-0001-CO...

Bechtel > Testing > 88886-CORP > 88886-0001-CORP

Tasks 1 Active

My Active Tasks

Task Distribution

88886-0001-C... 1

Workflow Business Processes

Business Process	Late	Not Started	In Progress
Agreement Change Request	0	1	0

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

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

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



6.1 Submit a Change Request

Agreement Change Request - Project No. 88886-0001-CORP - Google Chrome

Agreement Change Request

Accept Decline

Agreement Attach RFI Attach NCR Attach FCD External Attachments

Task Details

From
Melissa Torres (BecSupplier Inc)

To
Buyer;Project Administrators;Supplier;Melissa Torres (BecSupplier Inc)

Sent For
Save

Task Due Date
05/03/2021 09:43 AM (UTC-8)

Job Number
88886C

Project Name
88886-CORP

Order Number
88886-0001-CORP

Bechtel Entity Name
Seller

Supplier Change Request No
Status
New

Supplier Letter Number
Letter Date

Attachments Comments Linked

Information
No Attachments

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

Agreement Change Request

Agreement Attach RFI Attach NCR Attach FCD External Attachments

Workflow For Record

Sequential

Buyer Reviewer *

Type a Workflow Steps Name...

%

Project - Sent to Buyer - Bechtel Step

Supplier Reviewer *

Type a Workflow Steps Name...

Supplier Reviewer View

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

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

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



6.1 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.



6.2 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**.

ACN Acknowledgement and Cost Negotiations ACN-00001 is sent to you for **Supplier Review**.

From :	Melissa Torres
Sent For :	Supplier Review
Task Due Date :	08/28/2020 11:45 AM (UTC-8)

Source Name :	173334
Record No :	ACN Acknowledgement and Cost Negotiations ACN-00001
Title :	Agreement Change Notice

Seller:	BecSupplier Inc
Title:	screenshot test
Description of Change:	screenshot test
ACN Currency:	USD
Notice Required:	Obtain cost and schedule impact

[Unifier Login](#)

ORACLE Primavera Unifier

173334 Company Work... Bechtel 26132 +

Bechtel > Oil, Gas and Che... > 26132 > 173334

Tasks

+ Create Actions View Received in last 7 days

Origin	Business Process	Record Number	Title	Record Du
173334	Agreement Chan	ACN-IN-00001	Agreement Chan	

ACN Acknowledgement and Cost Negotiations

Agreement Attach ACR Attach RFI Attach NCR Attach FCD External Attachments

Change in Price Authorized
☐ Yes ☒ No

Supplier Proposal

Supplier Letter Number

Authorized Representative *

Authorized Representative Title *

Date Signed * MM/DD/YYYY

ACN Currency USD

Proposal Amount 0.00

Proposal Date 04/30/2021

Proposal Comments

[Send](#) [Save](#)

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

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

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

STEP 3: On the **Agreement tab**, fill in all required information, such as the **Supplier Proposal** section.

Click **"Send"** when ready; the pop-up window will allow you to confirm that you are submitting the proposal to Bechtel.

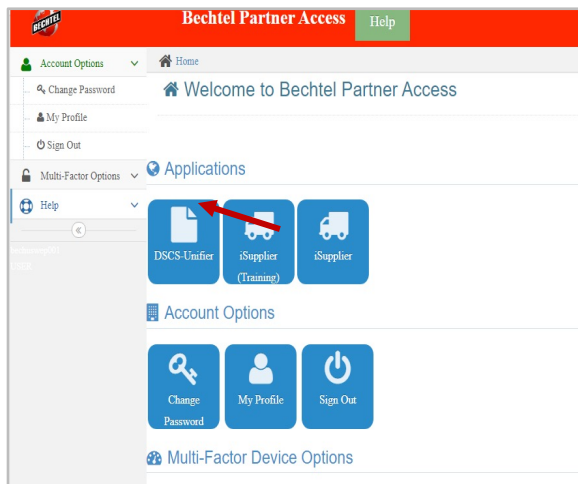
Note:
Your proposal is now with Bechtel for review. You can review the status of your record in Unifier anytime, and you will receive an email when there is an action for you.



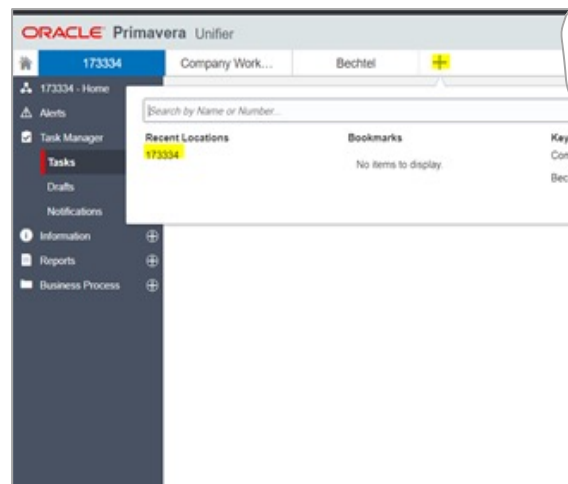
6.3 Supplier Daily Report

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:

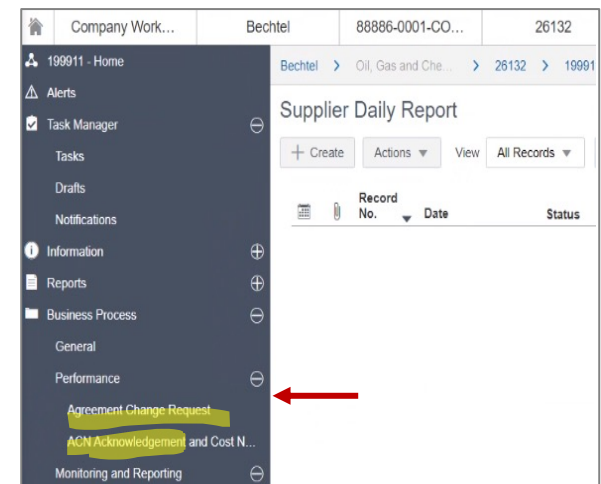
- 1) Configure the **Forces and Equipment** your company will utilize
- 2) Complete a **Daily Report**, as defined in your contracts



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



6.3 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.

ORACLE Primavera Unifier (Development)

Company Work... Bechtel 88886-0001-CO... 26132

Bechtel > Test GBU > 88886-CORP > 88886

Supplier Forces and Equipment

+ Create Actions View All Records

Workforce/Equipment description

Create New Supplier Forces and Equipment

Supplier Forces and Equipment

NOTE

Job Number: 88886C Status: ☒ Active ☐ Inactive

Order Name: 88886-0001-CORP Order Number: 88886-0001-CORP

Workforce/Equipment: ☒ W ☐ E Classification:

Workforce/Equipment description: Surveyor

Straight Time Rate (ST): 0 Over Time Rate (OT): 0

Subsistence: 0 Effective Date: MM/DD/YYYY

Comments:

Creator: Melissa Torres (BecSupplier Inc) Date:

Last Updated By: Record Last Update Date:

BecWiki Help

Send Save

Forces and Equipment - Step 1:

On the left-hand side, click on **Supplier Forces and Equipment**, then click on **Create**

Forces and Equipment - Step 2:

Fill in the applicable fields; refer to your contract or consult with the Bechtel Buyer if you are not sure what items to add.

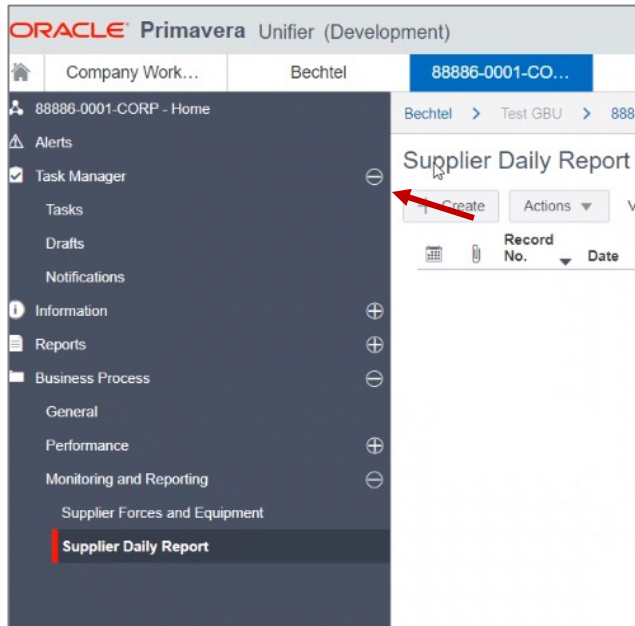
Click **Send** when done.



6.3 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