

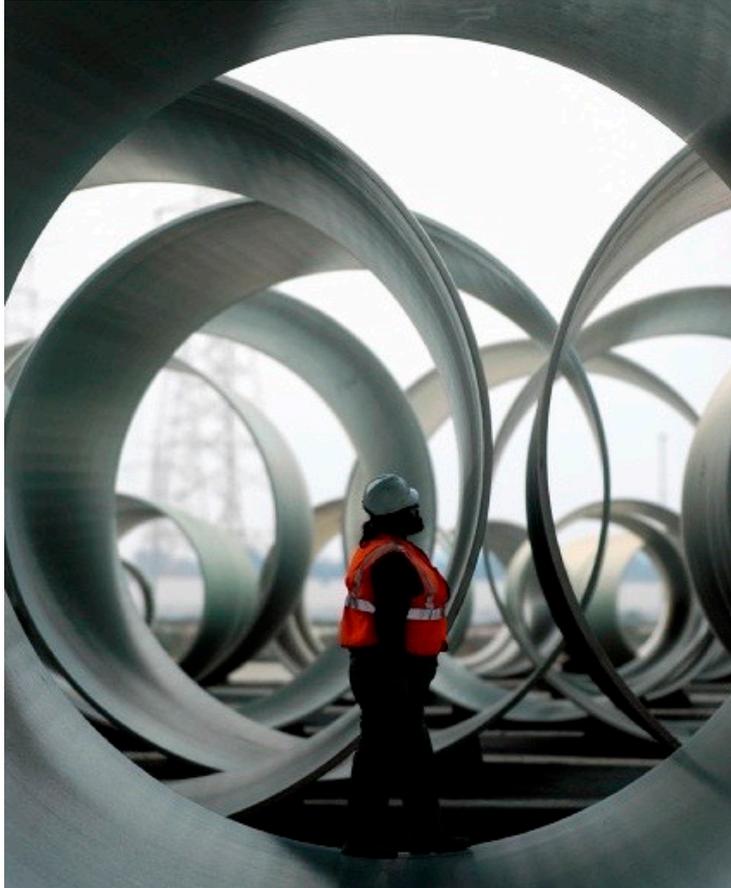


ENERGY
INFRASTRUCTURE
MINING & METALS
NUCLEAR, SECURITY
& ENVIRONMENTAL



Bechtel Supplier Portal User Guide

Updated June 2021





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 3	3. Bidding on RFQs Bechtel is increasingly using an online-only bidding process, which allows us to meet our customers needs better. Become familiar with the process to save your company time and effort.	Page 30
 4	4. Reverse Auctions Reverse Auctions are a key part of Bechtel's sourcing and procurement strategy. This guide will explain how you can participate in the process when it is available.	Page 54
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1.0 | Register your Company



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1.0 About Registering

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



BEFORE YOU BEGIN:

- Review the Bechtel Website (<https://www.bechtel.com/supplier/>) for the most current information about sources of supply and services to our 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
*M/W/A Disadvantaged Business Enterprise (DBE)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
*Small Business Enterprise	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
*Veteran-Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
*Veteran-Owned Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>



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.

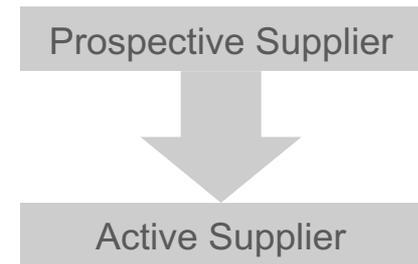
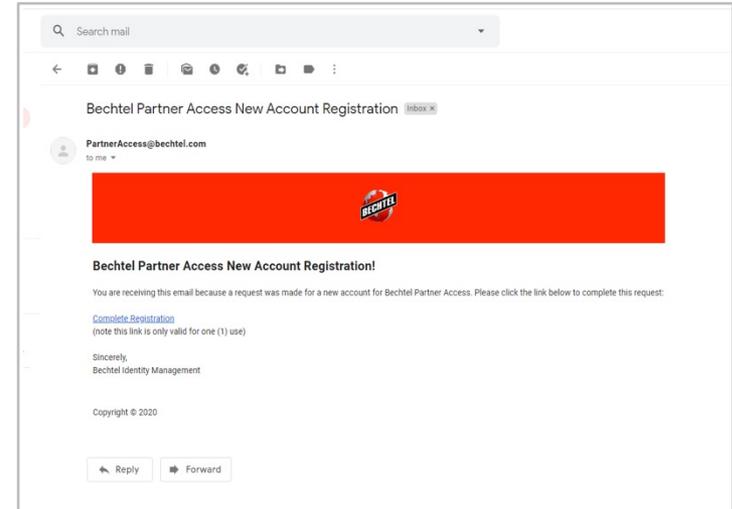
If you do not complete the registration, you have the option to “**Save as Draft.**” This will email you a direct link to come back and complete your registration later. *Instructions below.*

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.





1.1 How to Register My Company



USEFUL LINKS

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

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.

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

At least one entry is required.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
TEST	TEST	123	TEST123@MALKYZ.COM	✓	[]	[]

Business Classifications

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

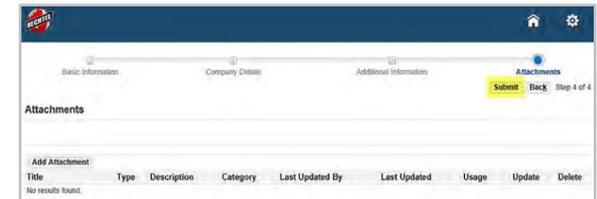
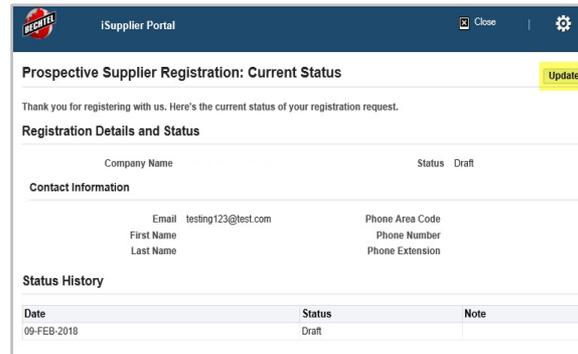
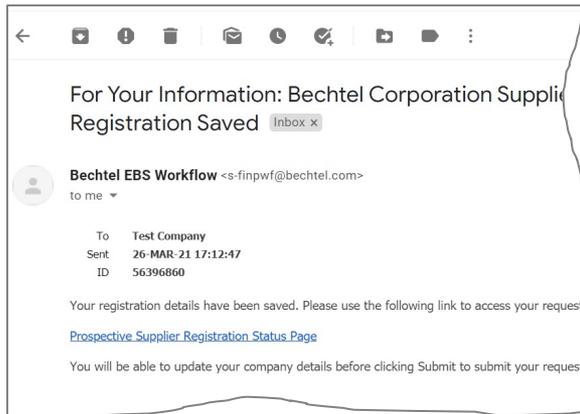
STEP 2: Complete the 4-step registration form; or click “Save for Later” to save a Draft form that you can complete at a later time.

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



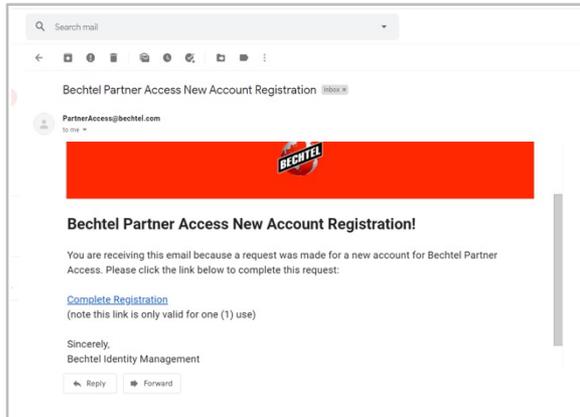
STEP 1: In the email you received when you saved your registration, click on the “Prospective Supplier Registration Status Page” link

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

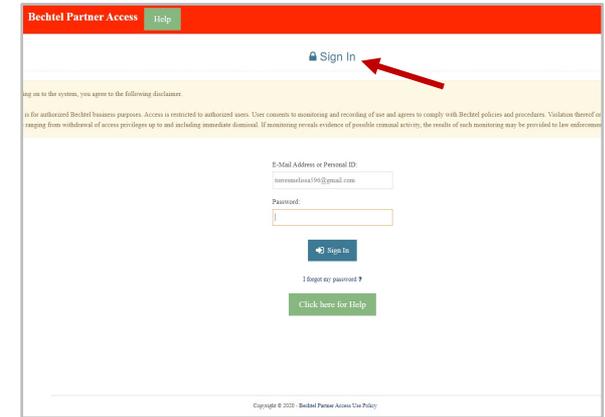
STEP 3: Fill out any missing information and click “Submit” on “Step 4 of 4”



1.3 How to Complete User Registration



The screenshot shows a registration form with the following fields: Last Name (Account), Alternate Name, Title, Department, E-Mail Address (terrence.lux@0@gmail.com), Phone, Mobile, Fax, Company Name (BeSupplier Inc), Address, City (LosAn), State, Postal Code, Country (United States), Create Password, and Confirm Password. A 'Submit Registration' button is at the bottom, highlighted with a red arrow. Below the form is a 'Password Requirements' section with checkboxes for: Minimum of 8 characters in length, Minimum of 1 character from three of the 4 character types, Minimum 1 Uppercase Character, Minimum 1 Lowercase Character, Minimum 1 Special Character, and Minimum 1 Numeric Character.



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.



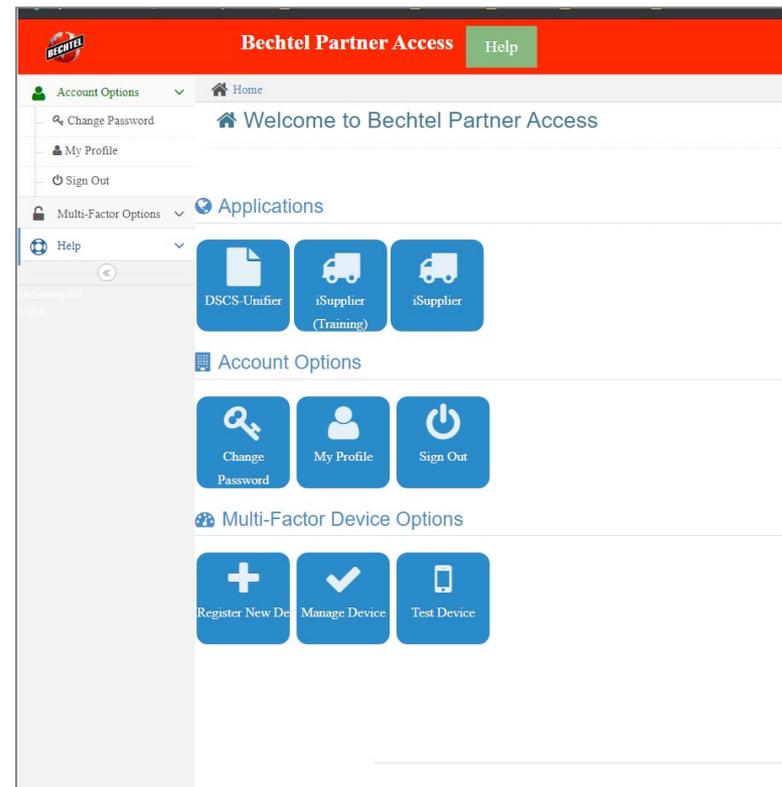
1.4 How to Manage My Company's Profile

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.

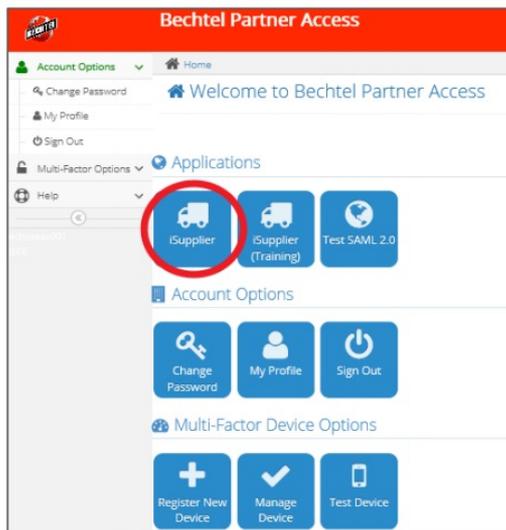
STEP 1: Enter the email address and password and select **Sign In**.

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.

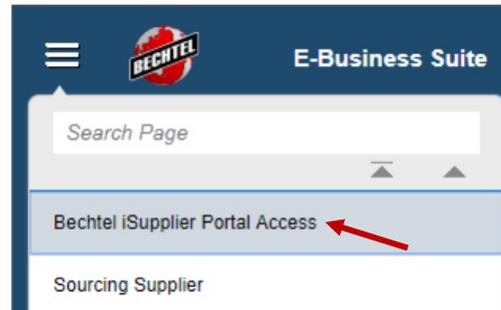
Note: If you need a PDF copy of the Access and Use Agreement, please email us at procweb@bechtel.com



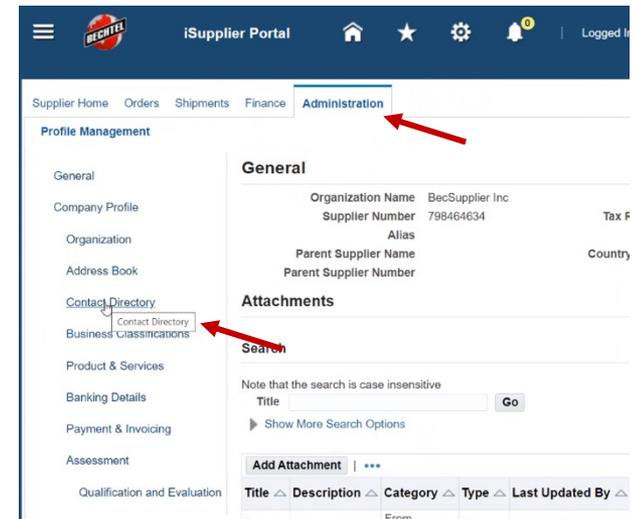
1.7 How to Add User Accounts



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	✓	
fake	test	BecSupplier Inc		fakeaddress@gmail.com	Current	✓	
BBS	DBA	BecSupplier Inc		bbscorpdba@gmail.com	Current	✓	
Hunter	Ripley	BecSupplier Inc		hdripley113@gmail.com	Current	✓	
Brian	Straesser	BecSupplier Inc		btstraes@comcast.net	Current	✓	
Saumya	Mishra	BecSupplier Inc		sammishii88@gmail.com	Current	✓	
Jared	Miller	BecSupplier Inc		jmliller6@becpsn.onmicrosoft.com	Current	✓	
Eric	Lewandowski	BecSupplier Inc		ejleward@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 Previous 1 - 15 Next 15

iSupplier Portal

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

Create Contact

Cancel Apply

* Indicates required field

Contact Title

* First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

* Email Address

Uri

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Inactive Date (26-Mar-2021 19:45:00)

Contact Purpose

+ 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.

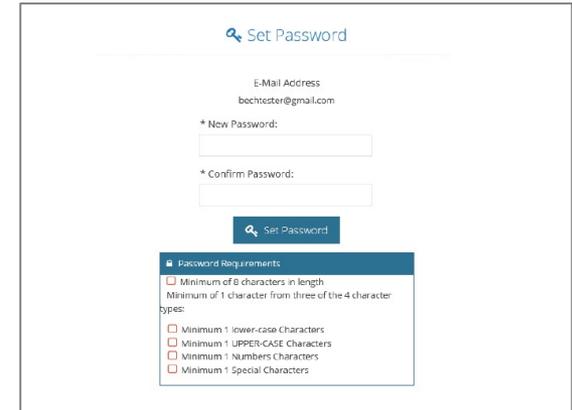
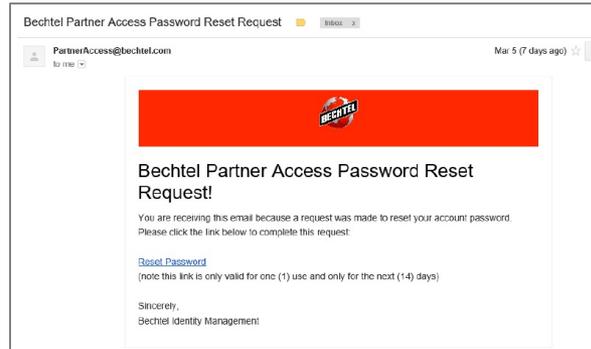
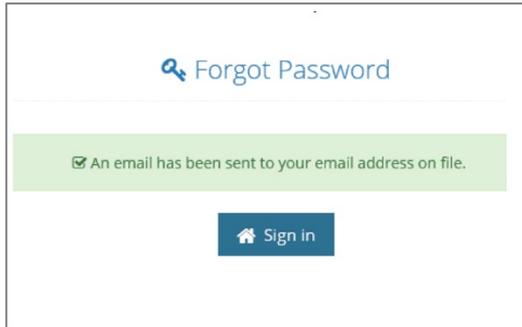
STEP 1: Login at <https://supplier.becpsn.com/>
Click on the "I forgot my password?"

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.*

The screenshot displays a web interface for a Supplier Assessment. At the top, there are navigation buttons: Cancel, View Assessment, Respond by Spreadsheet, Save Draft, and Continue. Below these buttons, the 'Time Left' is 9 days 23 hours and the 'Close Date' is 08-Apr-2021 08:25:07. There are input fields for 'Reference Number' and 'Note to Buyer' (with a 'Supplier Guide' link). The main section is titled 'Questionnaire' and includes an 'Expand All | Collapse All' link. A table lists the assessment questions:

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



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** Company: **Bechtel Corporation**
To: **TEST TEST** Title: **Testing1234**
Sent: **14-DEC-2018 13:12:27** Number: **742070**
Due: **25-JAN-2019 13:11:07**
ID: **51271943**

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	

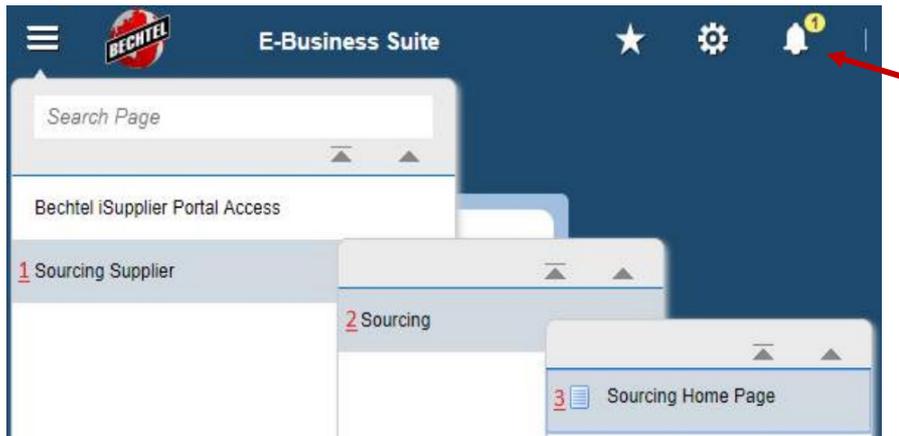
Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

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

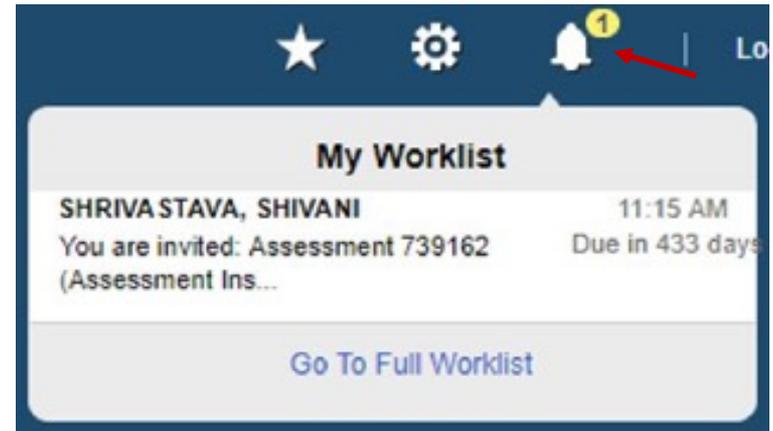


2.1 Accessing Supplier Assessments

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:

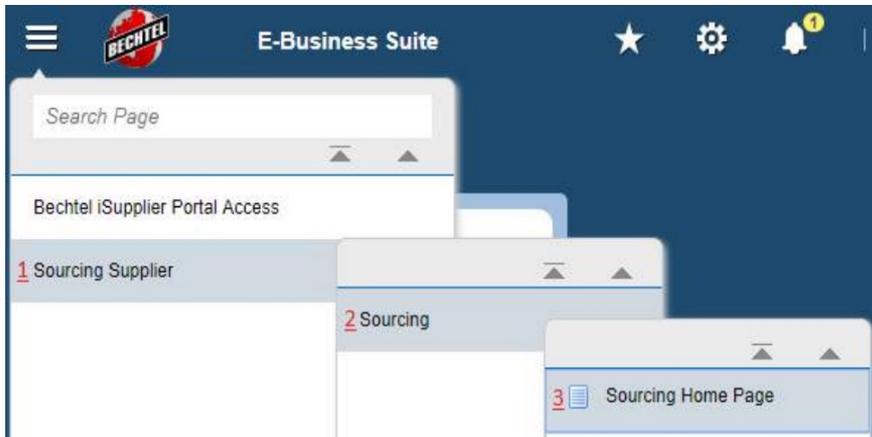
If you cannot see the notification, select **Go To Full Worklist**. In the “View” dropdown, select **All Notifications** and Go. The assessment should appear.

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



2.1 Accessing Supplier Assessments

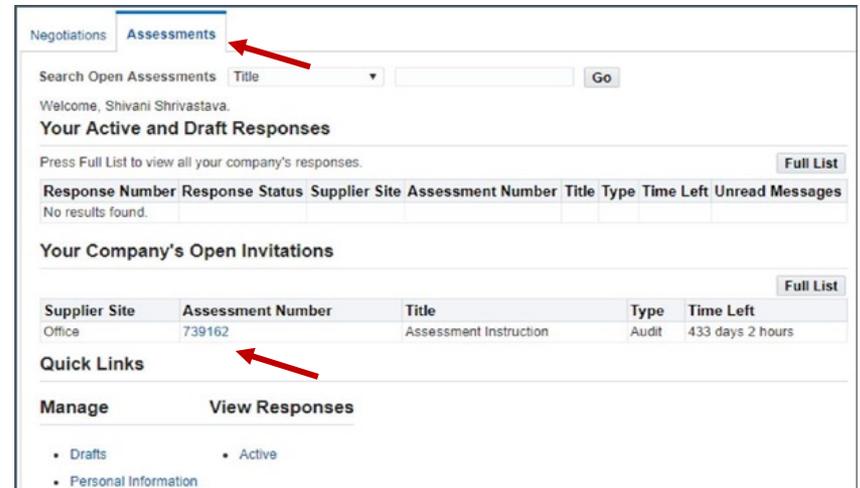
Accessing Assessment Via Portal Sourcing Homepage



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.

Negotiations Assessments

Search Open Assessments Title [dropdown] [input] 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

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 MR Number
Description

Questionnaire

Details Section
No results found.

Notes and Attachments

Note to Suppliers

<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

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

Header: Supplier Guide, Active, 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)

Cancel View Assessment Respond by Spreadsheet Save Draft

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

Header: Supplier: BcsSupplier Inc, Office: 1 DIGITAL WAY, GLENDALE, AZ 85305, US, Reference Number, Note to Buyer

Assessment Currency: USD, Response Currency: USD, Price Precision: Any

Attachments: Add Attachment

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

Name and location of parent company? Optional

Name and Location of Corporate Headquarters? Optional

Type of Business? Optional

Enter Applicable SIC Codes Optional

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 No file chosen

Import

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”

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

Note:

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



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 Assessment...esponse.zip

Import

Return to Create Quote:1195230 (Assessment 1391312)

Assessment Currency USD
Response Currency USD

Step 1: Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the 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)

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			BecSupplier
Name and location of parent company?	Optional		BecSupplier
Name and Location of Corporate Headquarters?	Optional		
Type of Business?	Optional		Corporation or Company v

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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About Negotiations

Registration and expressing interest in a project using the **Project Opportunities** feature helps provide visibility of your company to active projects. It also provides the names of project contacts.

Note that Bechtel does not maintain a company-wide approved bidder list. Bidders are **pre-qualified independently** for each project based on project-specific requirements. You will only be contacted by a Bechtel project when you are being considered for work on a project.

Once you are included on Bechtel’s bid list, you will receive a Request for Quotation (RFQ), Request for Information (RFI), or Request for Proposals (RFP)—these are generally referred to as “**Negotiations**”.

When a Negotiation has been issued to your company, you will be notified. However, you access the Negotiation, the first step is to **Acknowledge** by indicating if your company plans to participate. Do this as soon as possible in order to receive additional updates about the event, if any are needed. *Instructions below.*

It is important to always **submit your responses** by the stated deadline. *Instructions below.*

The screenshot shows a web interface for managing negotiations. It includes a search bar, a welcome message, and a table titled 'Your Active and Draft Responses'. The table has columns for Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. Below the table is a section for 'Your Company's Open Invitations' with a similar table structure. At the bottom, there are 'Quick Links' for 'Manage' and 'View Responses'.

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
136814	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.

The screenshot shows the 'Negotiations' tab in a software interface. It includes a search bar for 'Open Negotiations' with a dropdown menu set to 'Title' and a 'Go' button. Below the search bar, a welcome message for 'Melissa Torres' is displayed. The main section is titled 'Your Active and Draft Responses' and contains a table with columns: Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. A 'Full List' button is located to the right of the table. Below this section is another section titled 'Your Company's Open Invitations' with a 'Full List' button. This section contains a table with columns: Supplier Site, Negotiation Number, Title, Type, and Time Left. At the bottom, there are 'Quick Links' for 'Manage' and 'View Responses', with sub-links for 'Drafts' and 'Active'.

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

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



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 (26280-DEMO-SRA-GA03-00001)

ORACLE
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
Company: Bechtel Corporation
Title: 26280-DEMO-SRA-GA03-00001
To: SUPPLIER TESTING
Number: 181411
Sent: 26-MAR-2021 11:47:56
Due: 31-MAR-2021 12:00:00
ID: 56157489

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, SANTIAGO SPA
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

The screenshot displays the 'My Worklist' interface. At the top, there is a navigation bar with the Bechtel logo, a home icon, a star icon, a settings gear icon, and a notification bell icon with a '10' badge. A red arrow points to the notification bell icon. Below the navigation bar, the 'My Worklist' section is visible, showing a list of notifications. The notifications are organized into a table with columns for 'From', 'To', 'Sent', 'Due', and 'ID'. The first notification is from '., RAHUL' to 'MELISSA TORRES, MELISSA' with a subject of 'You are invited: RFQ 181177 (TESTING TICKET ORDSC-9295)'. The second notification is from '., RAHUL' to 'MELISSA TORRES, MELISSA' with a subject of 'You are invited: RFQ 181158 (TESTING TICKET ORDSC-9295)'. The third notification is from '., RAHUL' to 'MELISSA TORRES, MELISSA' with a subject of 'You are invited: Assessment 1377316 (Testing Suppl...)'. The fourth notification is from '., RAHUL' to 'MELISSA TORRES, MELISSA' with a subject of 'You are invited: RFQ 180999 (Testing Amendment to ...)'. The table also includes a 'Negotiation Prev' column and a 'Supplier Site 1' column.

From	To	Sent	Due	ID	Negotiation Prev	Supplier Site 1
., RAHUL	MELISSA TORRES, MELISSA	04-Mar-2021	04-Mar-2021	5612649	You are invited: RFQ 181177 (TESTING TICKET ORDSC-9295)	
., RAHUL	MELISSA TORRES, MELISSA	04-Mar-2021	03-Mar-2021	5612649	You are invited: RFQ 181158 (TESTING TICKET ORDSC-9295)	
., RAHUL	MELISSA TORRES, MELISSA	04-Mar-2021	03-Mar-2021	5612649	You are invited: Assessment 1377316 (Testing Suppl...)	
., RAHUL	MELISSA TORRES, MELISSA	04-Mar-2021	10-Feb-2021	5612649	You are invited: RFQ 180999 (Testing Amendment to ...)	

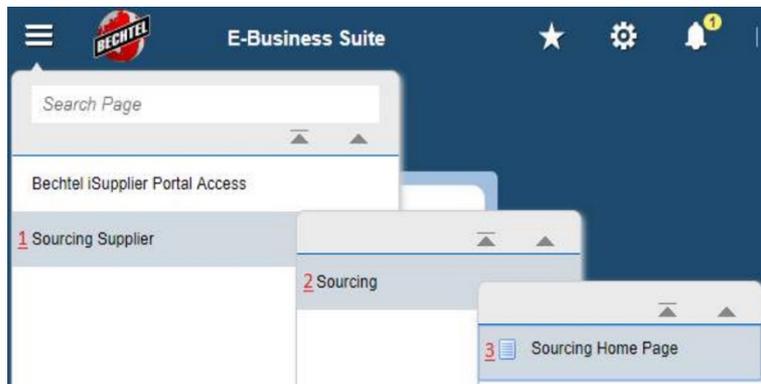
Note:

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

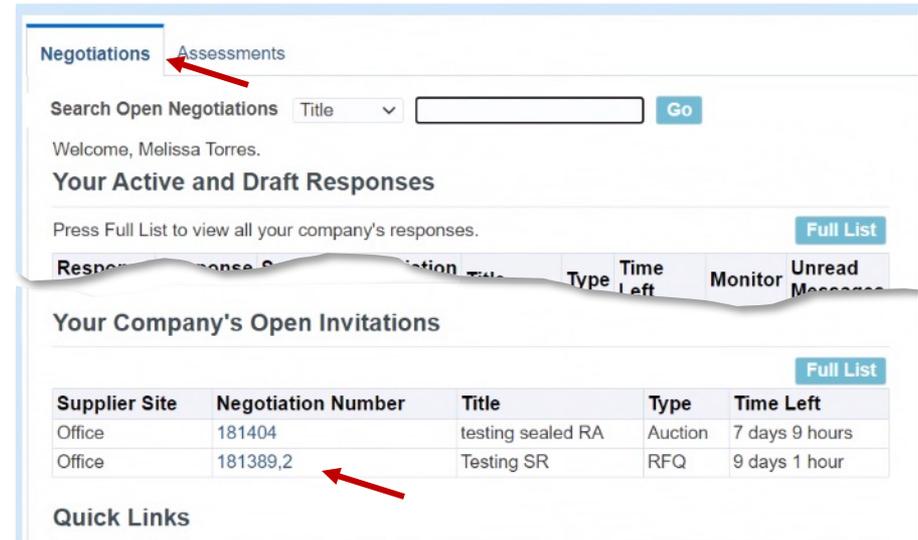
3. Accessing via Portal Sourcing Homepage



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:

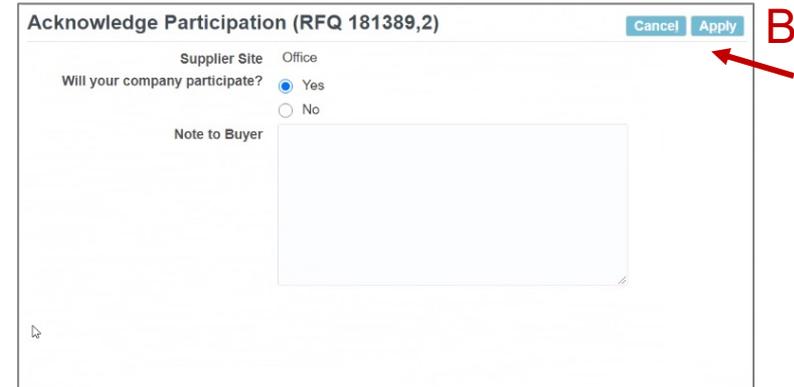
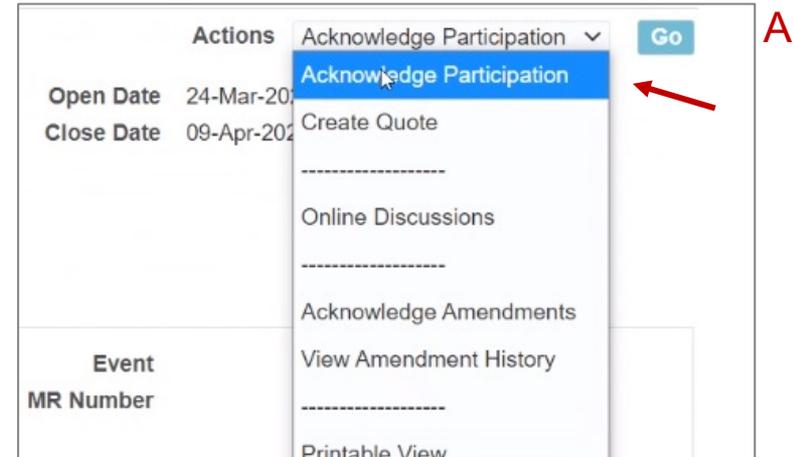
- Click the **"Yes"** or **"No"** link in the email notification
- Open the Negotiation from your **Worklist**, then click **"Yes"** or **"No"** to indicate your decision
- Select **Acknowledge Participation** from the Actions dropdown (A). Click **Go**. Include optional **"Note to Buyer."** Click **Apply**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





3.2 Acknowledging Negotiations

Accessing & Acknowledging Negotiation Via Portal Sourcing Homepage

Actions Acknowledge Participation

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

Acknowledge Participation (RFQ 181389,2)

Supplier Site Office

Will your company participate? Yes No

Note to Buyer

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

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-28280-220-MRA-MJG-0001

Status Closed (Unlocked)

Time Left 0 seconds

Open Date 10-Mar-2021 10:47:32

Close Date 10-Mar-2021 11:07:42

Header Lines Controls Contract Terms

Buyer TORRES, MELISSA Outcome Complex Purchase Order

Quote Style Sealed Event

Unlocked By TORRES, MELISSA MR Number

Unlocked Date 10-Mar-2021 11:07:50

Description Testing the Submittal Process

Terms

Bill-To Address PE_LIMA_33 Payment Terms NET 60

Ship-To Address PE_LIMA_33 Carrier

Freight Payment Terms See Commercial Terms Delivery Terms Free Carrier - FCA (Incoterms 2010)

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: 28280-220-MRA-MJG-0001 - Addendum 1
MR Description: Electrowinning Crane and Lifting Bole

Greetings:

In addition to the Request for Quotation invitation that you have received for the Project team scope, the Project requires a supplementary and firm proposal, for the on-site Technical Services Seller (SOTS). A separate Request for Quotation package for SOTS is included in this RFP, as well as revision 3 of the commercial clauses and requirements for the Project. After delivery of the Products to the project site, the Buyer may require on-site support from the Seller for

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

Download all Attachments Download selected Attachments

Seq Num	Title	Description	Category	Type	Update	Delete
1	RFQ Documents	MJG-0001 - RFQ Documents	To Supplier	File		
2	Commercial Attach...	MJG-0001 - Commercial Attachments	To Supplier	File		
3	SOTS Documents	MJG-0001 - SOTS Documents	To Supplier	File		
4	Clauses and Com...	MJG-0001 - Clauses and Commercial Requirements Rev3	To Supplier	File		
5	Material Requisition	MJG-0001 - Material Requisition	To Supplier	File		
10001	Technical Require...	Table of Contents- Technical Requirements - Listing of Engineering Attachments	To Supplier	File		
10002	In Processing	SO 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 Statement- 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

Title Testing **Open Date** 24-Mar-2021 10:00:44
Status Active **Close Date** 09-Apr-2021 09:59:25
Time Left 9 days

Header **Lines** Controls Contract Terms

Display Rank As No indicator displayed **Cost Factors** Buyer
Ranking Price Only 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-PNT-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

③ Negotiation Controls

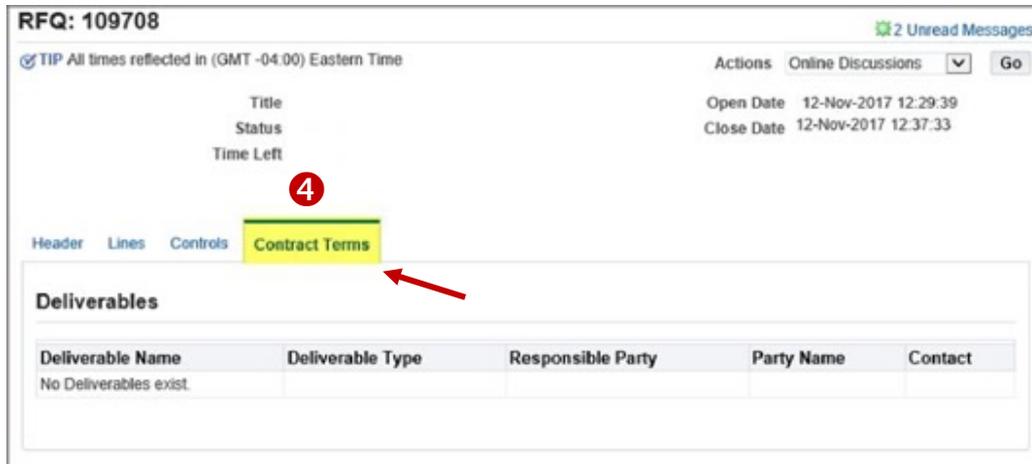
Controls are where you can review the Response Rules set by the Buyer. If you have any questions regarding controls, please contact the Buyer directly.

The screenshot displays the 'RFQ: 109708' interface. At the top right, there are '2 Unread Messages' and a 'Go' button. Below this, there are 'Actions' and 'Online Discussions' options. The main content area has tabs for 'Header', 'Lines', 'Controls' (highlighted in yellow), and 'Contract Terms'. A red circle with the number '3' is placed over the 'Controls' tab. Under the 'Controls' tab, there is a 'Schedule' section with 'Preview Date' and 'Close Date' on the left, and 'Open Date' and 'Award Date' on the right, all set to 12-Nov-2017 12:29:39. Below the schedule is the 'Response Rules' section, which contains a list of rules with checkboxes. A red arrow points to the 'Response Rules' section header. The rules listed are:

- 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

④ Contract Terms

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



The screenshot displays the RFQ: 109708 interface. At the top, it shows 'RFQ: 109708' and '2 Unread Messages'. Below this, there is a 'TIP' section stating 'All times reflected in (GMT -04:00) Eastern Time'. To the right, there are 'Actions' and 'Online Discussions' options with a 'Go' button. The main content area includes fields for 'Title', 'Status', and 'Time Left', along with 'Open Date' (12-Nov-2017 12:29:39) and 'Close Date' (12-Nov-2017 12:37:33). A navigation bar at the bottom of the main content area contains tabs for 'Header', 'Lines', 'Controls', and 'Contract Terms'. The 'Contract Terms' tab is highlighted in yellow and marked with a red circle containing the number '4'. A red arrow points to the 'Contract Terms' tab. Below the navigation bar, the 'Deliverables' section is visible, containing a table with columns: 'Deliverable Name', 'Deliverable Type', 'Responsible Party', 'Party Name', and 'Contact'. The table currently shows '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	Delete
<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 Requisit...	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

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 Reference Number

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

RFQ Currency PEN

Quote Currency PEN

Price Precision Any

Attachments

Add Attachment

Title	Description	Category	Type	Usage	Update	Delete
No results found.						

Requirements

Expand All | Collapse All

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

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

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

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

- 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: Atty 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 Close Date: 22-Mar-2018 14:16:31
Start Price: _____ Quote Currency: USD
Target Price: _____ Rank: No Quote
Quote Price: _____ Ship-To: _____
Target Quantity: 1 Need-By Date: _____
Quote Quantity: 1 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	Stuff 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 _____ Quote Valid Until _____
RFQ Currency USD Reference Number _____
Quote Currency USD Note to Buyer _____
Price Precision Any

Attachments

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

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

Attachments

Add Attachment

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

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

Create Quote 492143: Quote By Spreadsheet (RFQ 112456)

RFQ Currency USD
Quote Currency USD

Step 1:Export Spreadsheet

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

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

Export

Step 2:import Spreadsheet

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

File To Import _____ Browse...

Import

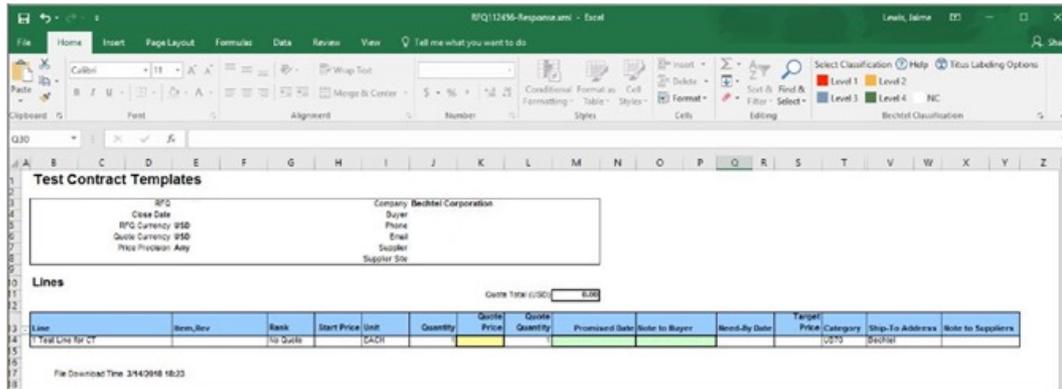
STEP 2: Export the spreadsheet template by selecting the desired format, then click “Export”

Note:

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



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

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

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

Step 2:Import Spreadsheet

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

File To Import

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

Attachments

Add Attachment

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

STEP 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

- Drafts
- Deliverables
- Personal Information

View Responses

- 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 ² Withdraw

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

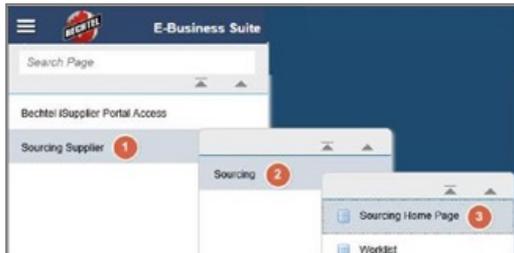
STEP 1: Find your Active RFQs by accessing the **Sourcing Home Page**, then look under **View Responses** for **Active**

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 (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

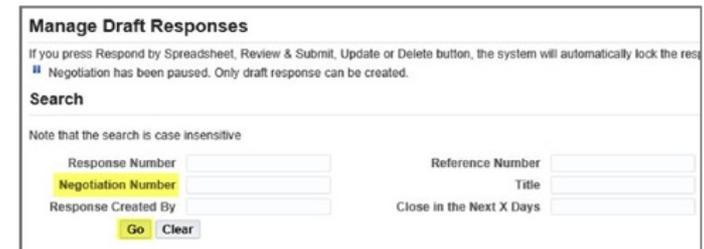
If you are looking for a response that you have started, but not yet submitted, you can search for it under **Drafts**.



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: <input type="button" value="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 112461,1.

Header

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

Notes and Attachments

RFQ 181389
No results found.

RFQ 181389,1

Title	Description	Category	Type	Usage	Update	Delete
No results found.						

Lines

Action Line	Item, Rev	Category	Unit	Quantity	Start Price (USD)
Added	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-PUM-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

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4.1 Responding to a Reverse Auction

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4.2 Monitoring a Reverse Auction

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4.3 Power Bidding

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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

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

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

[Return to Sourcing Home Page](#)

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.

Oracle Sourcing Auction 7001.1 interface. The 'Actions' dropdown menu is open, showing options like 'Create Bid', 'View Bid History', and 'Monitor Auction'. A red arrow points to the 'Create Bid' option. Another red arrow points to the 'Go' button. A third red arrow points to the 'Attachments' table at the bottom of the page.

Oracle Sourcing Create Bid 8002 (Auction 11001) interface. The 'Bid Currency' dropdown is set to USD. The 'Add Attachments' button is highlighted with a yellow box. A red arrow points to the 'Add Attachments' button.

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 time 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.

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			1		UNITS	1	2		Yes	3
2 Cable Management	Bechtel	2					UNITS	1	1		Yes	

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**.

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

Actions: [Create Bid](#) [Go](#) [Online Discussions](#) [View Bid History](#) [Monitor Auction](#) [Printable View](#) [Export to Spreadsheet](#)

Title: Test Auction
Status: Active
Time Left: 1 day 19 hours

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

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

Confirmation

Bid 611014 for Auction 116337 (Test Auction) has been submitted.

[Monitor Auction](#)

[Return to Sourcing Home Page](#)

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

Monitor Auction: 116337

AutoRefresh Interval: 30 seconds | [Set](#) | [Create Bid](#)

Title: Test Auction
Status: Active
Time Left: 1 day 23 hours

Open Date: 28-Jun-2018 13:29:04
Close Date: 30-Jun-2018 13:19:02

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-DX/FOXM4 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	100		4	4	400.00		
	2 OPTICAL LINK MODULE, PROFIBUS-DX/FOXM4 8 W/ 2 FIBERS AND 2 GLASS FOC INTERF. (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 104 BFOC CONNECTORS L = 50 M, SIEMENS NO. 6XV18210BNS0 NO SUBSTITUTION	EE00	1 day 23 hours	1	300		4	4	1,200.00		
	4 CABLE ASSEMBLY 50M FIBER OPTIC PLASTIC WITH 4 BFOC CONNECTOR SIEMENS # 6XV18210BNS0	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.

The screenshot shows the 'Monitor Auction: 116337' interface. The 'AutoRefresh Interval' dropdown menu is open, displaying options: 5 seconds (selected), 12 seconds, 18 seconds, 30 seconds, 1 minute, 5 minutes, and 15 minutes. The 'Set' button is highlighted in yellow. Other visible information includes: Title: [Test Auction](#), Status: Active, Time Left: 1 day 23 hours, Open Date: 28-Jun-2018 13:20:04, and Close Date: 30-Jun-2018 13:19:02. A 'Create Bid' button is also present.

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

The screenshot shows the 'Monitor Auction: 116337' interface with the 'AutoRefresh Interval' dropdown menu closed, showing '6 seconds' selected. The 'Set' button is highlighted in yellow. Other visible information includes: Title: [Test Auction](#), Status: Active, Time Left: 1 day 23 hours, Open Date: 28-Jun-2018 13:20:04, and Close Date: 30-Jun-2018 13:19:02. A 'Create Bid' button is also present.

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

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

Create Bid: 610015 (Auction 116337) 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	fl	Yes		
2	OPTICAL LINK MODU...	Bechtel	1		200		EACH	4	4	fl	Yes		
3	CABLE, PROFIBUS P...	Bechtel	1		300		EACH	4	4	fl	Yes		
4	CABLE ASSEMBLY 65...	Bechtel	1		400		EACH	2	2	fl	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.

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		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		

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

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**



IN THIS SECTION



5.0 Navigating the iSupplier Homepage

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5.1 Accessing Orders / Agreements

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5.2 Downloading Orders / Agreements

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5.3 Electronic Acknowledgement

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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. At the top, there is a navigation bar with the Bechtel logo, the text 'iSupplier Portal', and several icons (home, star, gear, bell with '0', help, and power). The user is logged in as 'TORRESMELISSA596@GMAIL.COM'. Below the navigation bar, there are tabs for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Administration'. A search bar is present with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections:

- Notifications:** A section with a 'Full List' button. Below it is a table with columns 'Subject' and 'Date', showing 'No results found.'
- Orders At A Glance:** A section with a 'Full List' button. Below it is a table with columns 'PO Number', 'Description', and 'Order Date'. One entry is visible: PO Number 190109, Description Testing ORDSC-1702, Order Date 23-Apr-2021 15:14:14.
- Shipments At A Glance:** A section with a 'Full List' button. Below it is a table with columns 'Shipment Number', 'Packing Slip', and 'Shipment Date', showing 'No results found.'
- Planning:** A sidebar on the right with a 'Full List' button. It contains several sections: 'Orders' (with sub-items: Agreements, Purchase Orders, Purchase History), 'Shipments' (with sub-items: Delivery Schedules, Overdue Receipts, Advance Shipment Notices), 'Receipts' (with sub-items: Receipts, Returns, On-Time Performance), 'Invoices' (with sub-item: Invoices), and 'Payments' (with sub-item: Payments).

Red arrows point from the text in the list to the corresponding sections in the screenshot: 'Notifications', 'Orders At A Glance', and 'Shipments At A Glance'.

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

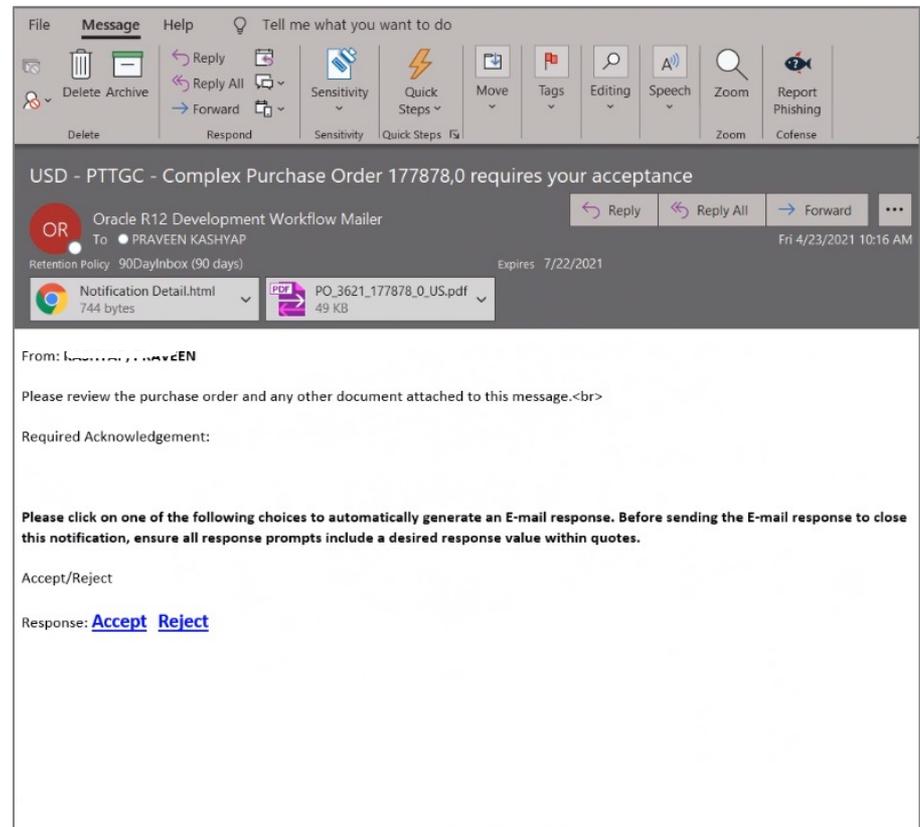
STEP 1: Navigate to your email to access the notification. The email is coming from “Bechtel EBS Workflow” and will look similar to this example.

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:

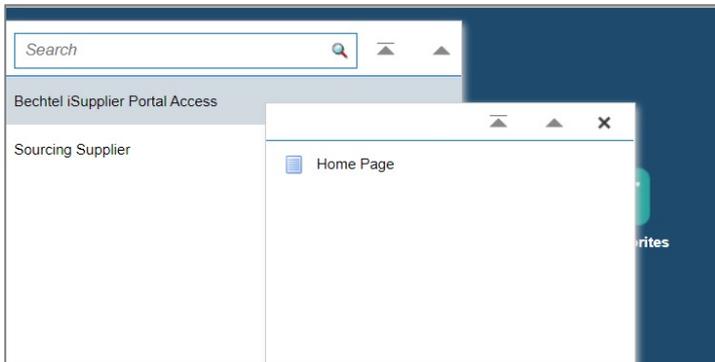
If the zip file is too large, the zip file with attachments will not come through via email. If this is the case, you will need to login to the system to download the attachments.



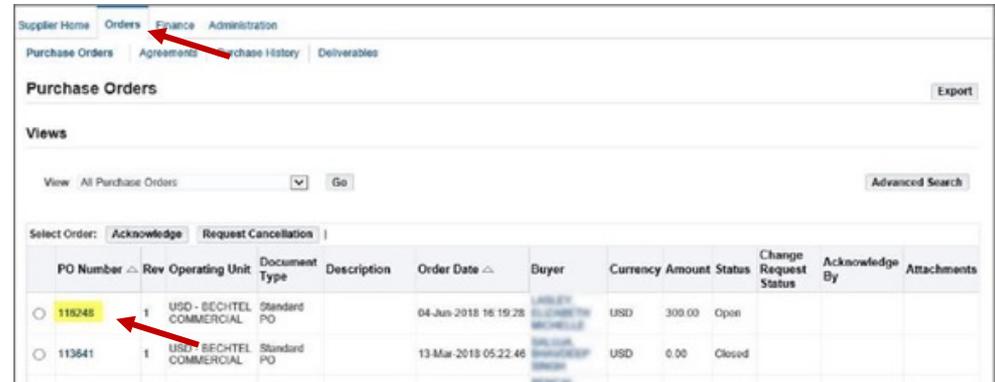


5.1 Accessing Orders / Agreements

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**.

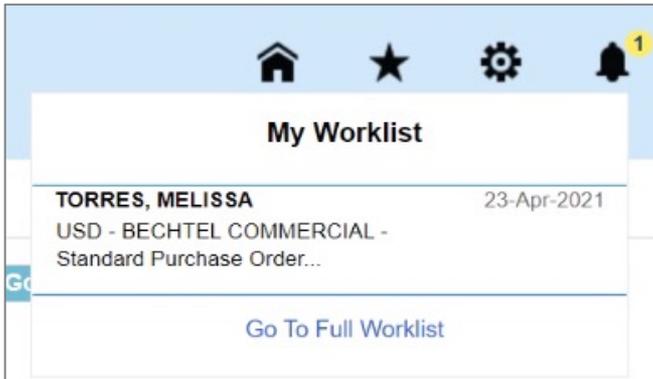
Note:

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.

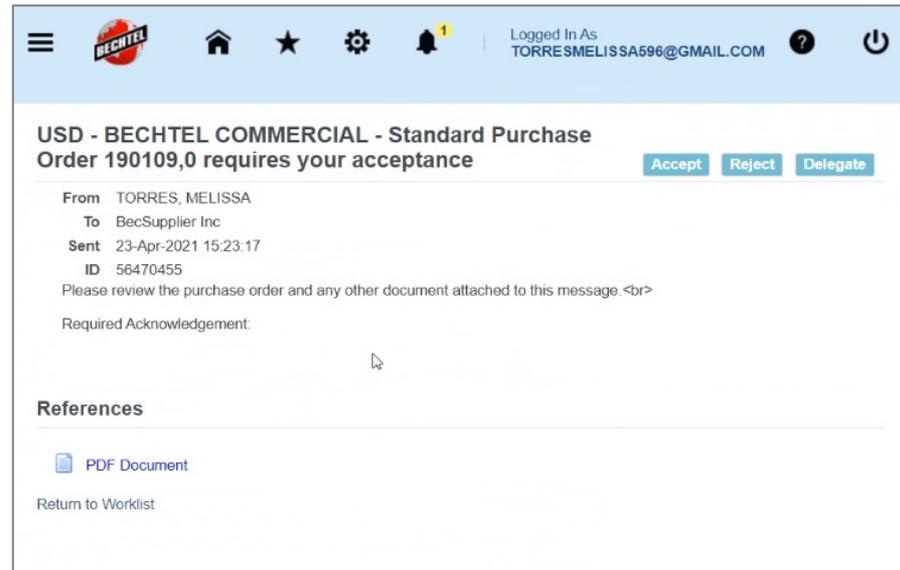


5.1 Accessing Orders / Agreements

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.

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

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
118248	1	USD - BECHTEL COMMERCIAL	Standard PO		04-Jun-2018 16:19:28		USD	300.00	Open			
113641	1	USD - BECHTEL COMMERCIAL	Standard PO		13-Mar-2018 09:22:48		USD	0.00	Closed			
111528	3	USD - BECHTEL COMMERCIAL	Standard PO		04-Jan-2018 17:00:52		USD	12.00	Finally Closed			
111531	2	USD - BECHTEL COMMERCIAL	Standard PO		04-Jan-2018 12:39:23		USD	0.00	Closed			

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

The screenshot shows the 'Advanced Search' page in the portal. At the top, there are navigation tabs: 'Supplier Home', 'Orders', 'Finance', and 'Administration'. Below these are sub-tabs: 'Purchase Orders', 'Agreements', 'Purchase History', and 'Deliverables'. An 'Export' button is visible on the right. The main heading is 'Purchase Orders'. Below it, there is an 'Advanced Search' section with a 'Views' button on the right. The text 'Specify parameters and values to filter the data that is displayed in your results set.' is present. Below this, there is a 'Match' section with radio buttons for 'All' (selected), 'Any', and 'Any'. There are four search criteria: 'PO Number' is [dropdown], 'Document Type' is [dropdown], 'Order Date' is [dropdown] with a date picker set to '(13-Jun-2018)', and 'Buyer' is [dropdown]. At the bottom, there are 'Go' and 'Clear' buttons, and an 'Add Another' button with a dropdown for 'Acknowledgement Status' and an 'Add' button.

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

Note:

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



5.2 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 Acknowledgement 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	Material			test	EACH	1	0.02		0.02	Open		

Shipments

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

Return to Orders: Purchase Orders

Actions: Acknowledge | Go | Export

STEP 1: After clicking the PO Number, the Order will open. Review the information within the Order. Be sure to click the **Show All Details** link within the PO Details section to view all 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
 Address: 1 DIGITAL WAY
 GLENDALE, AZ 85305
 Buyer: TORRES, MELISSA MARY
 Order Date: 23-Apr-2021 15:14:14
 Description: Testing ORDSC-1702
 Status: Finally Closed
 Note to Supplier: Sorry!
 Operating Unit: USD - BECHTEL COMMERCIAL
 Sourcing Document: 109700
 Supplier Order Number
 Attachments: **View**

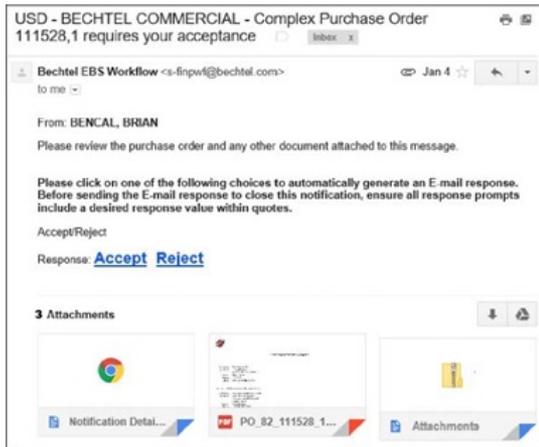


5.3 Electronic Acknowledgement

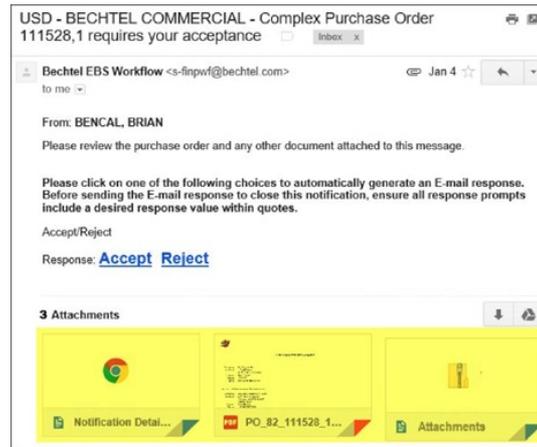
Electronic Acknowledgements

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

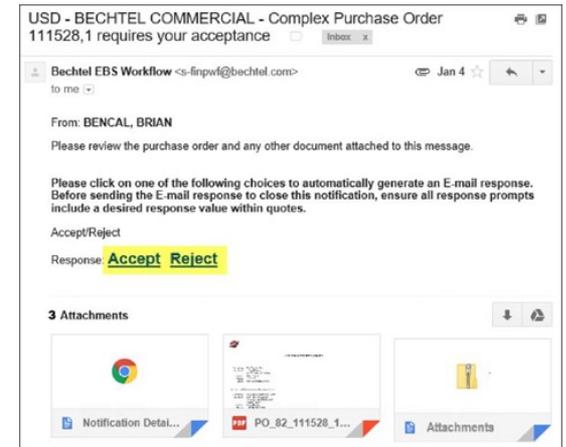
Via Email



STEP 1: Access the notification through your email.



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



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



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 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, BRUNN JOSEPH	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**.

Actions

- 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

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

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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:

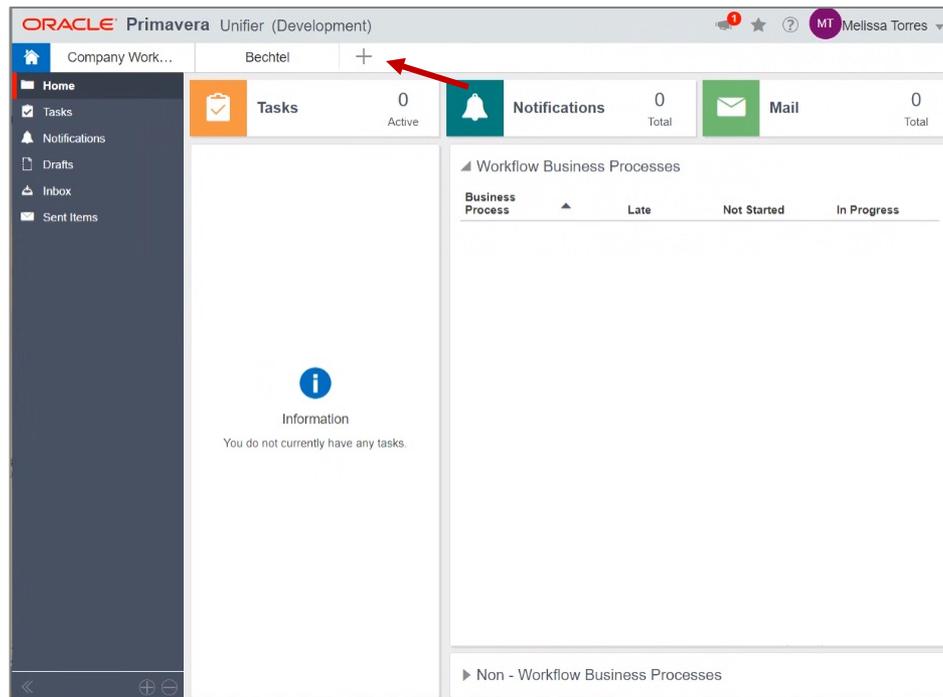
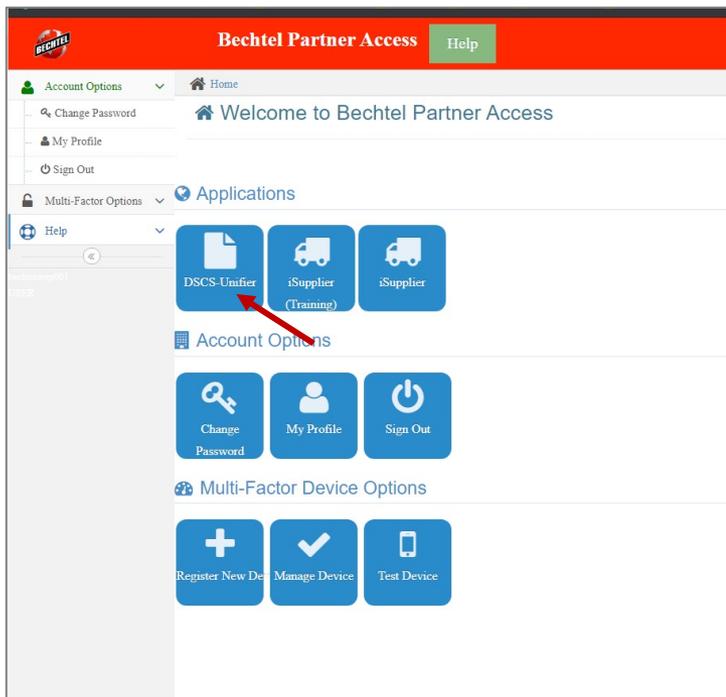
Changes are disruptive for suppliers and subcontractors, Bechtel, and our customers, but are part of any complex engineering and construction project. While striving to minimize the number of changes, any change requests and change notifications must be formally tracked in the supply chain application.

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

Business Process	Late	Not Started	In Progress
8886-0001-CORP			
Agreement Change Requ...	0	1	0



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

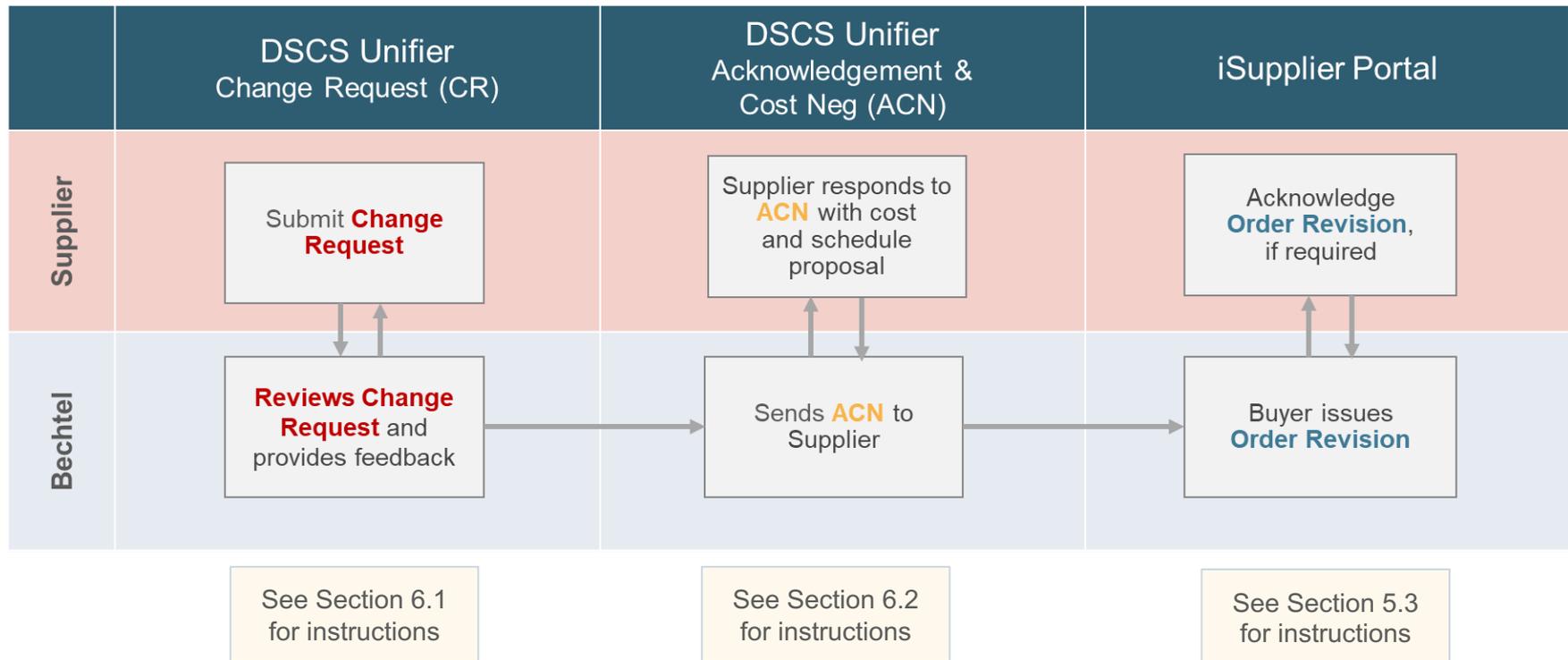
Click the **double arrows** << in the bottom left corner on any screen to minimize the grey menu bar.

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



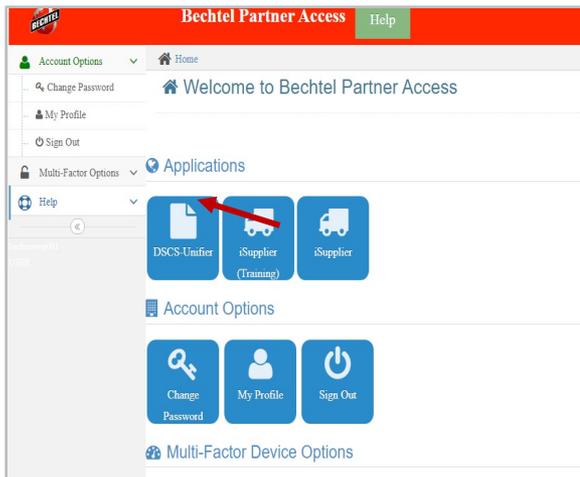
6.1 Submit a Change Request

There are 2 key steps to negotiating a contract change:

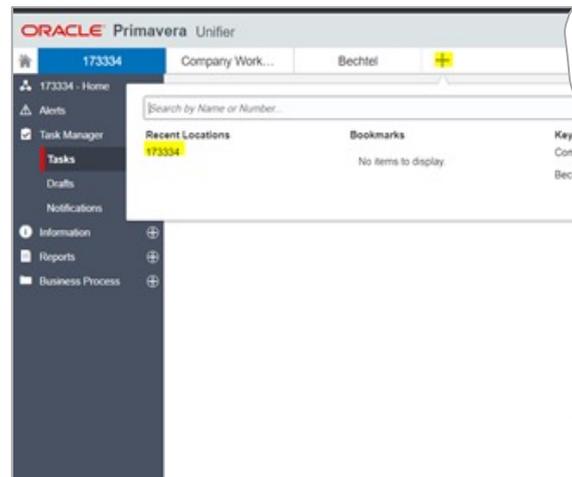




6.1 Submit a Change Request

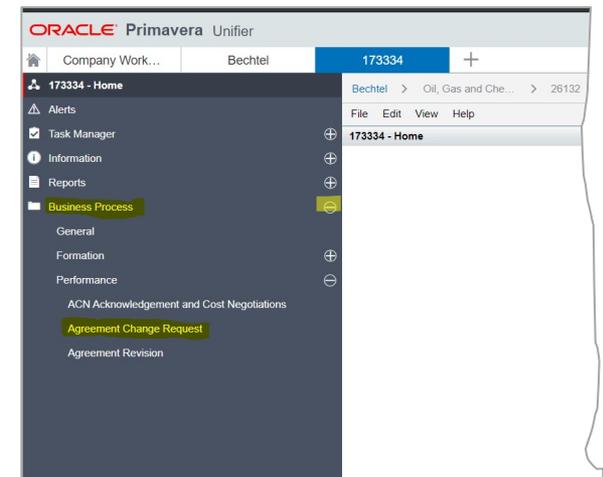


STEP 1: Login to BPA, and click on **DSCS Unifier**



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 Primavera Unifier interface. The top navigation bar includes 'ORACLE Primavera Unifier', 'Company Work...', 'Bechtel', and '88886-0001-CO...'. The left sidebar contains a navigation menu with 'Agreement Change Request' selected. The main content area displays 'Agreement Change Request' with a '+ Create' button highlighted by a red arrow. Below the button are 'Actions' and 'View' dropdowns, and a table with columns for 'Supplier', 'Letter Date', 'Status', and 'Title'.

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

The screenshot shows the 'Create New Agreement Change Request' form. The top navigation bar includes 'Send', 'Save', and a dropdown menu. The form is divided into tabs: 'Agreement', 'Attach RFI', 'Attach NCR', 'Attach FCD', and 'External Attachments'. The 'Agreement' tab is active, showing fields for 'Job Number', 'Project Name', 'Bechtel Entity Name', 'Supplier Change Request No', 'Supplier Letter Number', 'Supplier's Rep Name', 'Order Description', 'Aconex Title', 'Description of Change', and 'CR Comments'. Some fields are greyed out, and some are marked with an asterisk (*). The right sidebar contains an 'Attachments' section with 'Comments' and 'Link' options, and an 'Information' section with 'No Attachments'.

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

Adding Attachments to your Change Request record

Create New Agreement Change Request

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

Add Actions Refresh Search

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

Line Item Details

Short Description *
Attachment Holder - Shared - Bechtel and S

Attachment Comments

Cancel Save

Save & Add New

Total: 1

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.

Create New Agreement Change Request

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

Add Actions Refresh Search

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

Line Item Details **Attachments** Linked R

Browse...

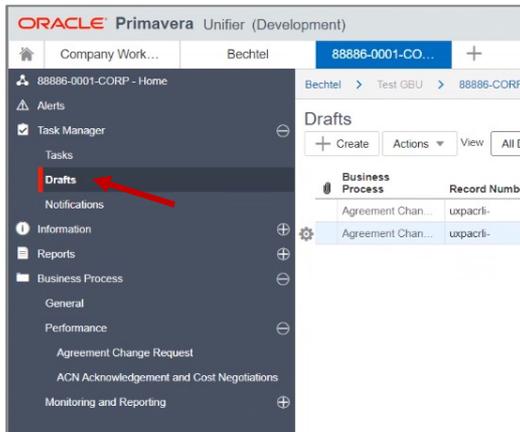
Information
No Attachments.

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.

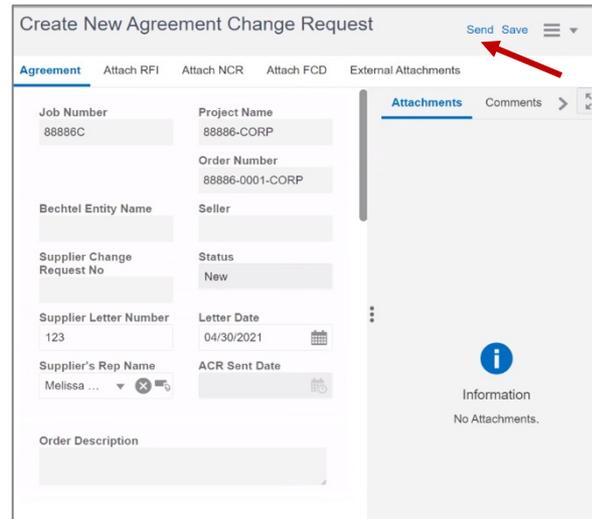


6.1 Submit a Change Request

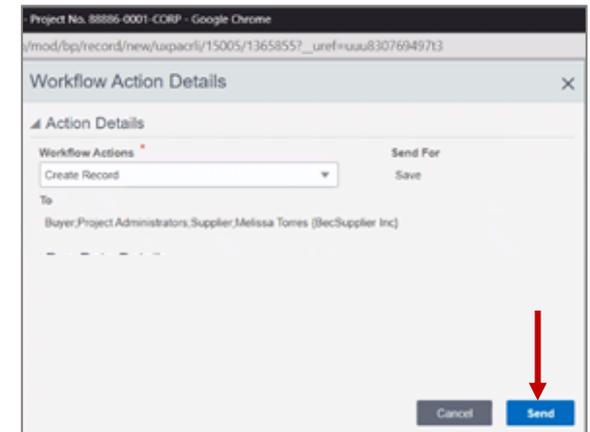


STEP 6: Click on “Save” in the top right-hand corner to save your **Draft**.

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.

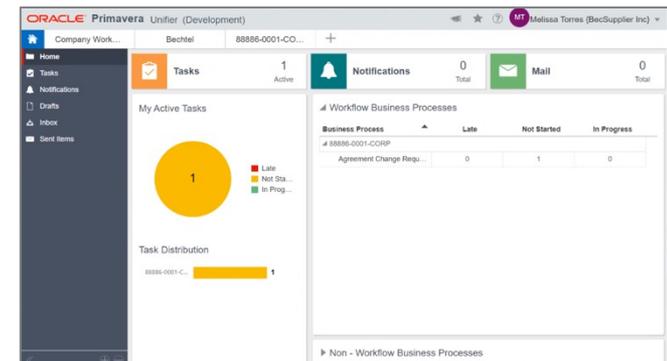
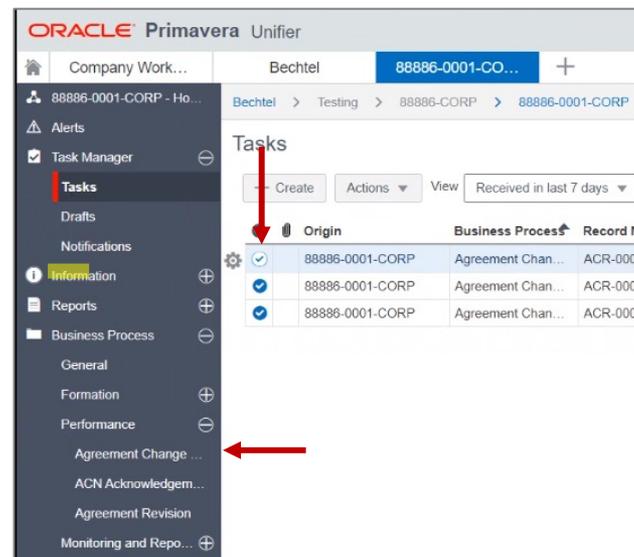


STEP 8: A pop-up window will show you the Workflow that your Change Request will take, as determined by the Bechtel Buyer. This first step will **Create** the Change Request record.

Click “**Send**” to proceed.



6.1 Submit a Change Request



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

The screenshot shows the 'Agreement Change Request' interface. The 'Task Details' section is expanded, showing the following information:

- 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

The 'Attachments' tab is selected, showing 'No Attachments'. A red arrow points to the 'Accept' button in the top right corner of the interface.

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

The screenshot shows the 'Agreement Change Request' interface with the 'Workflow For Record' section expanded. The 'Sequential' workflow option is selected. The 'Buyer Reviewer' section is highlighted in yellow and contains a search bar with the text '%'. Below the search bar, the text 'Project - Sent to Buyer - Bechtel Step' is visible. The 'Supplier Reviewer' section is also highlighted in yellow and contains a search bar with the text '%'. Below the search bar, the text 'Supplier Reviewer View' is visible.

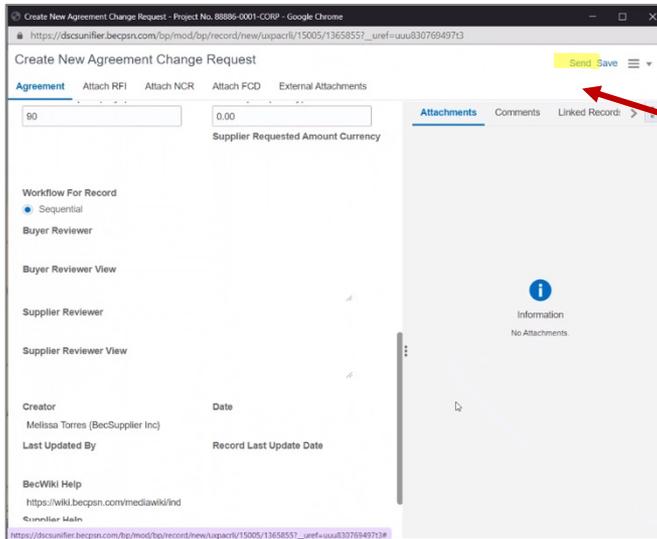
STEP 11: Fill out the “Workflow for Record” sections. The Buyer will instruct you on which option to select. You can also use the “%” as a wildcard to review the available options. If only one is available, you can select it.

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.



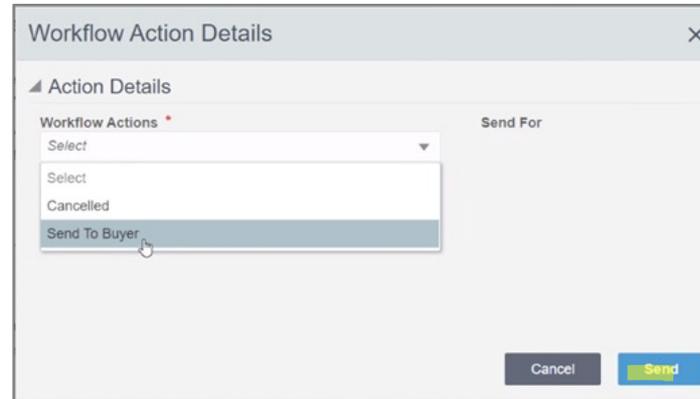
6.1 Submit a Change Request



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

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

ACN Acknowledgement and Cost Negotiations

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:

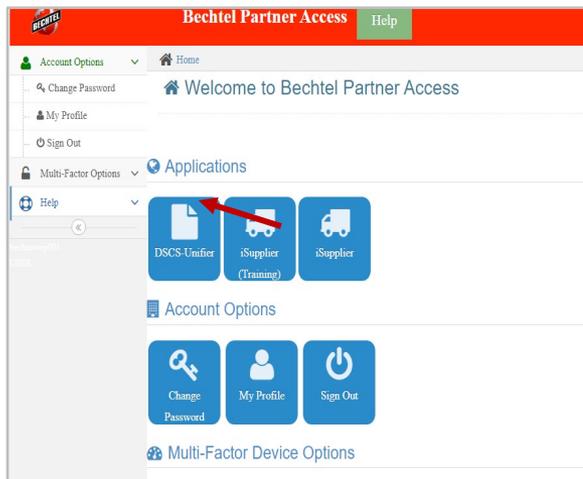
Your proposal is now with Bechtel for review. You can review the status of your record in Unifier anytime, and you will receive an email when there is an action for you.



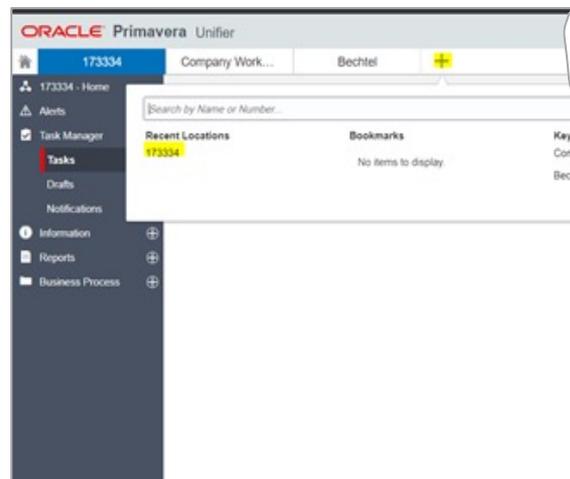
6.3 Supplier Daily Report

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:

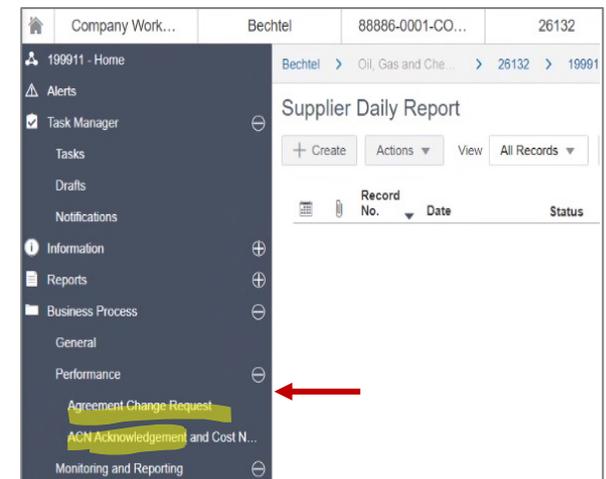
- 1) Configure the **Forces and Equipment** your company will utilize
- 2) Complete a **Daily Report**, as defined in your contracts



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.

The screenshot shows the Oracle Primavera Unifier (Development) interface. The left-hand navigation menu is visible, with 'Supplier Forces and Equipment' highlighted. The main content area displays the 'Supplier Forces and Equipment' section, including a '+ Create' button and a table with columns for 'Workforce/Equipment description'.

The screenshot shows the 'Create New Supplier Forces and Equipment' form. The form includes fields for 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), Over Time Rate (OT), Subsistence, and Effective Date. There is also a 'Send' button highlighted with a red arrow in the top right corner.

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.

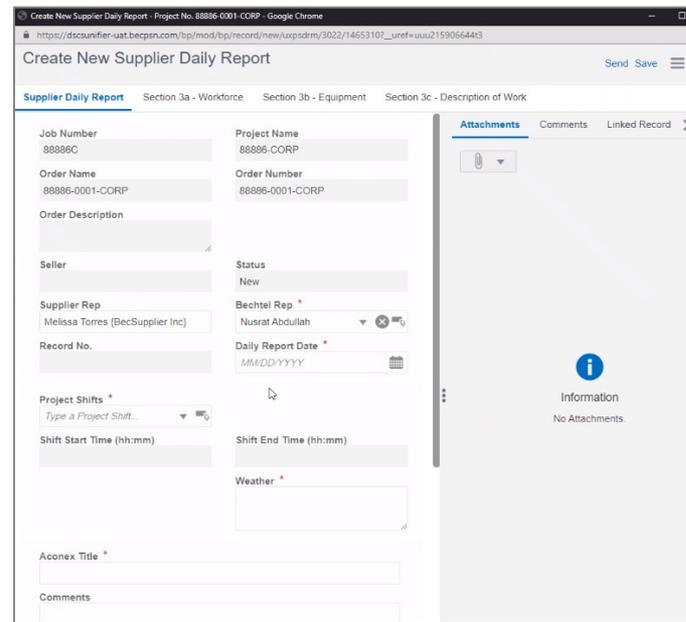
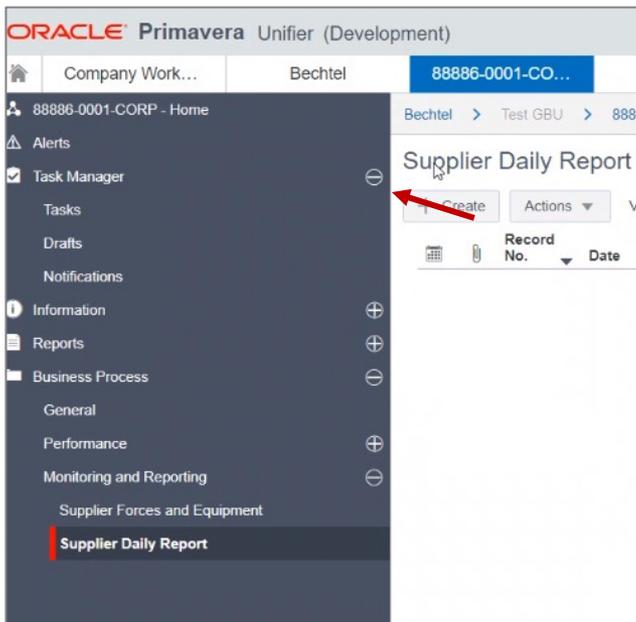
Click **Send** when done.



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