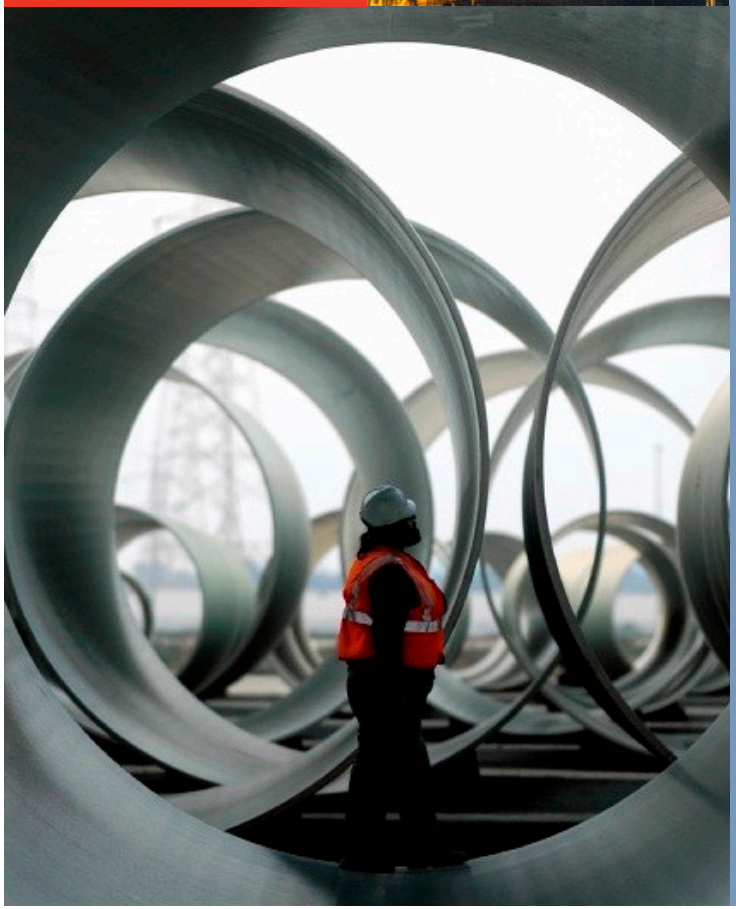
ENERGY

INFRASTRUCTURE

MINING & METALS

NUCLEAR, SECURITY & ENVIRONMENTAL



Bechtel Supplier Portal User Guide

Updated June 2021

Table of Contents

1.0 | **Register your Company**

IN THIS SECTION

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.

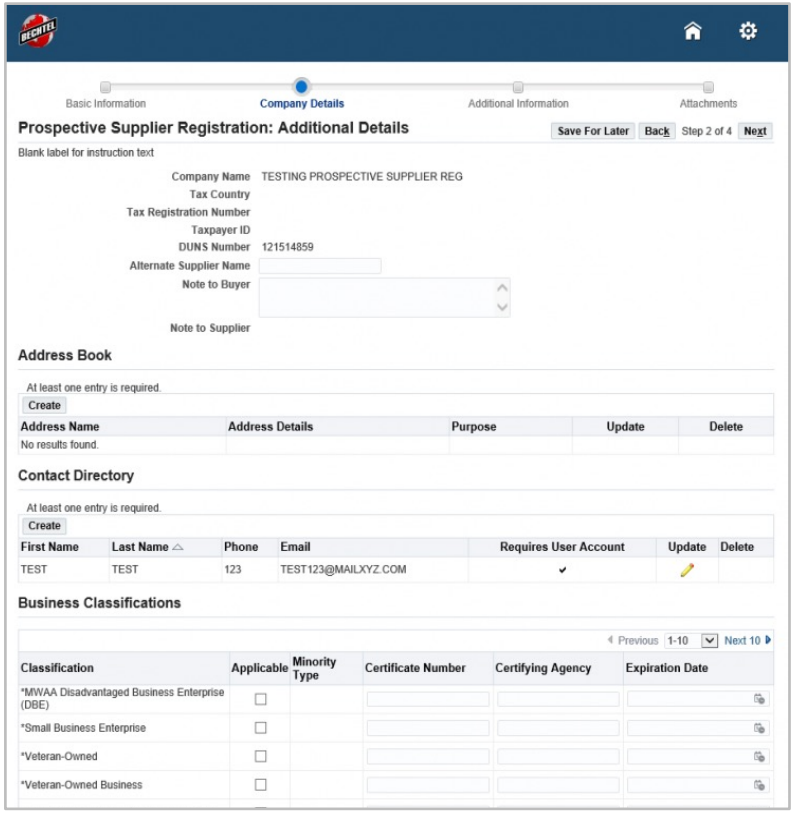
Things to Know

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



Things to Know (cont.)

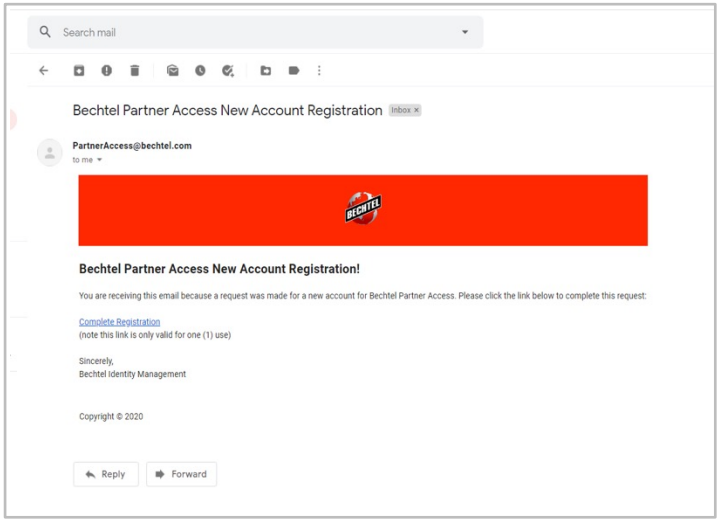
Accessing Bechtel's Supplier Portal is managed through **Bechtel Partner Access (BPA)**. Through BPA, you will have access to all your Bechtel resources.

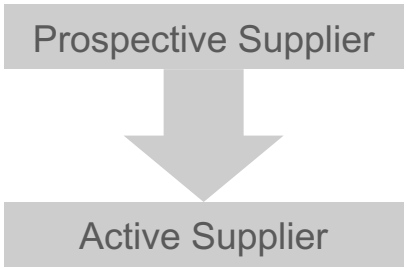
If you do not complete the registration, you have the option to "**Save as Draft.**" This will email you a direct link to come back and complete your registration later. *Instructions below.*

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

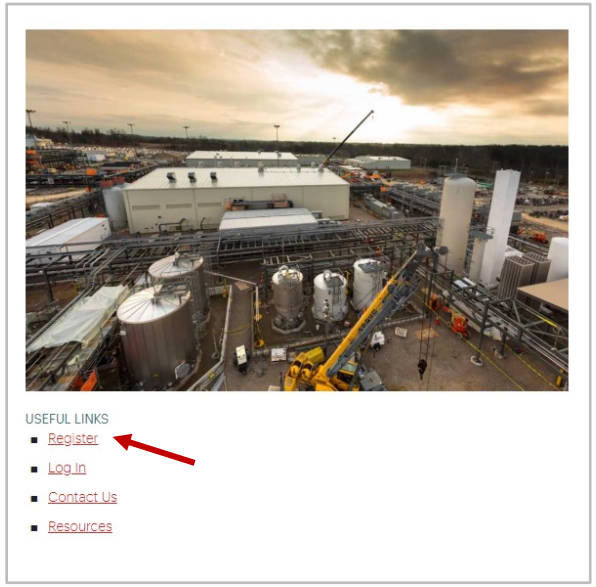
Bechtel's Buyers can see the list of Prospective Suppliers. When a Buyer is interested in one, they will move your registration to the top of the queue for review and approval. When that happens, you will receive an email. To expedite the approval process, you can reach out to your Bechtel Buyer or point of contact.

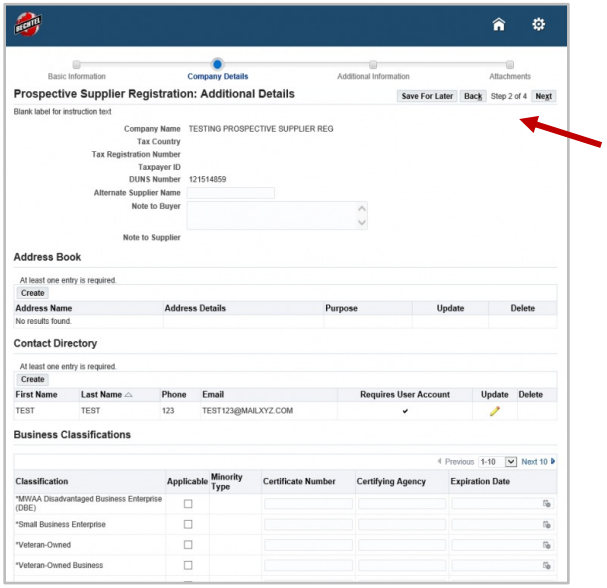
Note:
Draft registrations that have not been edited or submitted **in 30 days** are automatically deleted but you an always start a new one.

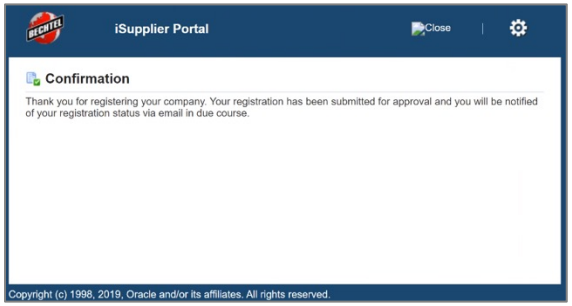




1.1 How to Register My Company







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

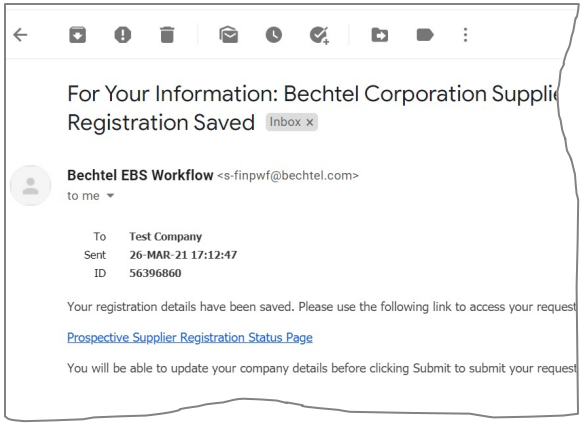
STEP 2: Complete the **4-step** registration form; or click "**Save for Later**" to save a Draft form that you can complete at a later time.

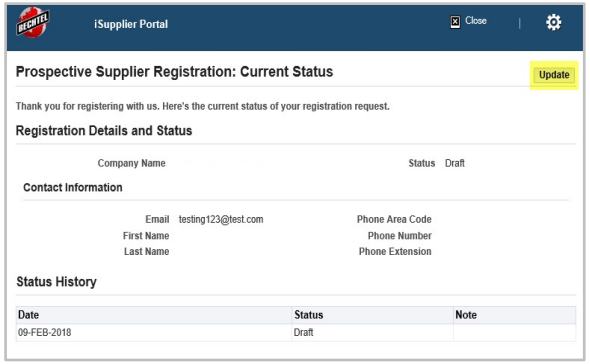
STEP 3: **Submit** registration when ready. You will see a confirmation message on the screen. You will be notified of your registration status via email in due course.

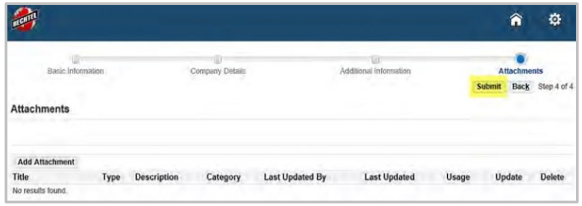
Note:

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

1.2 How to Update a Draft Registration





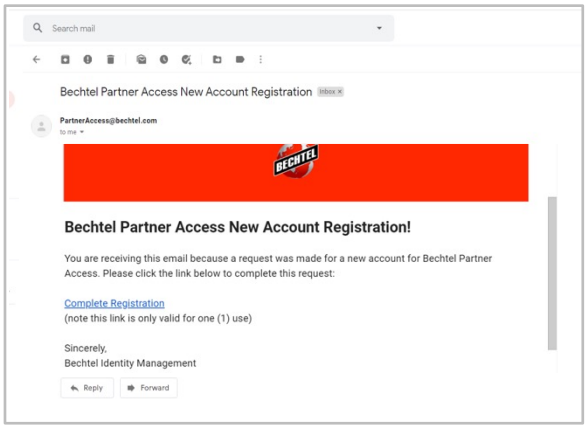


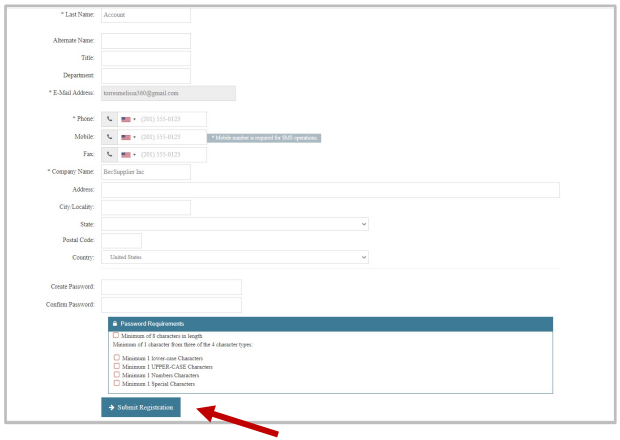
STEP 1: In the email you received when you saved your registration, click on the "**Prospective Supplier Registration Status Page**" link

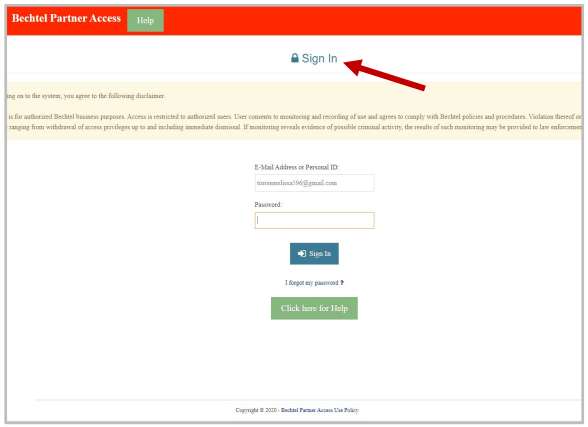
STEP 2: Click "**Update**" in the top right corner of the screen

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

1.3 How to Complete User Registration







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:

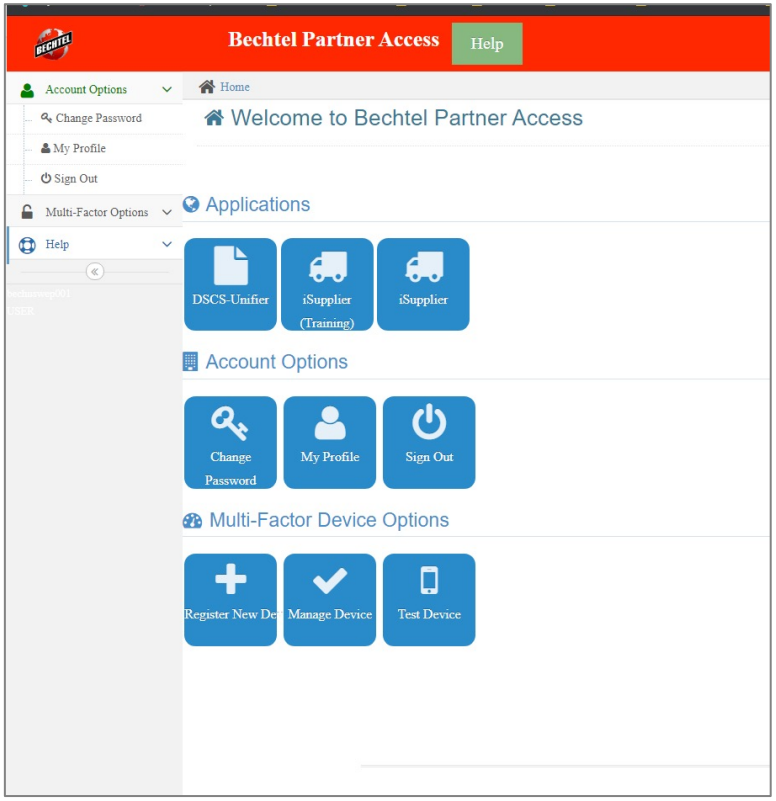
- The "Complete registration" link is valid for one use and will expire after 14 days.
- If you click the link and receive an error message, you can click on "I forgot my password" to create a password and login.

Things to Know

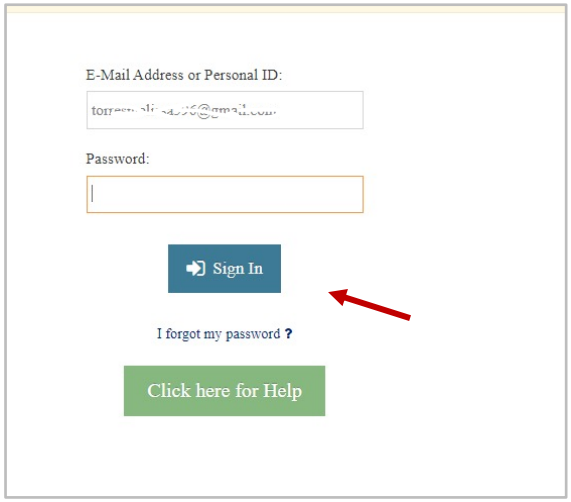
Bechtel Partner Access (BPA) is a secure platform that provides you with one-stop access to all the applications you need to work with Bechtel, including your company profile, responding to RFQs, submitting change requests, reviewing your history with Company, and other business transactions.

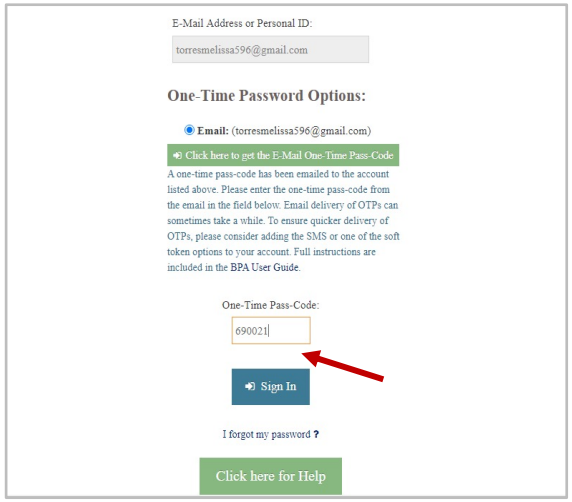
To maintain security of your information, logging in to BPA requires two-factor authentication, which means your personal password, as well as a **One-Time-Password (OTP) each time you login**. *Instructions below.*

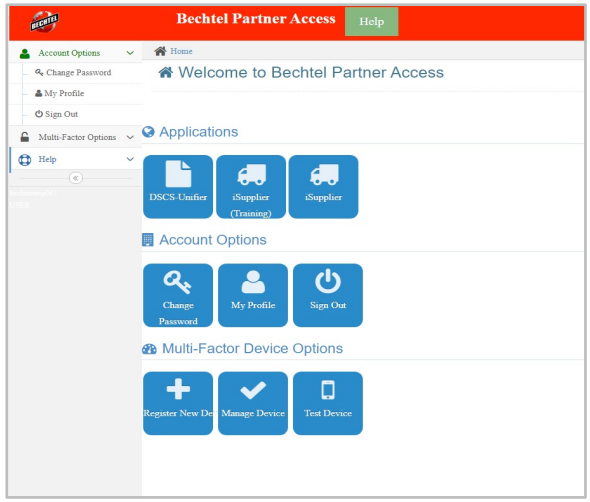
As part of the two-factor authentication, users can register mobile devices as a Multifactor Device by downloading the Google Authenticator and registering device under the **Register New Device**.



1.5 Two-Factor Authentication with OTP







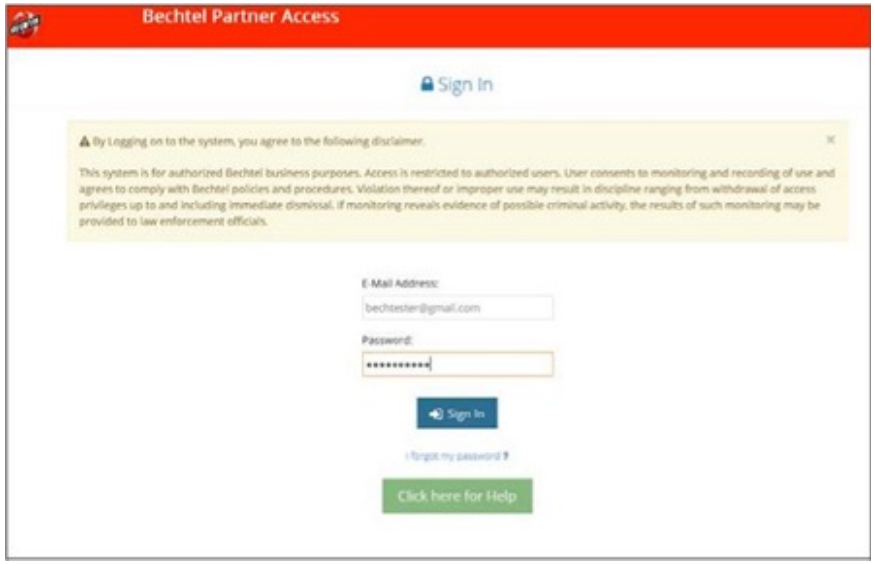
STEP 1: Provide log in credentials and select the **Sign-in** button

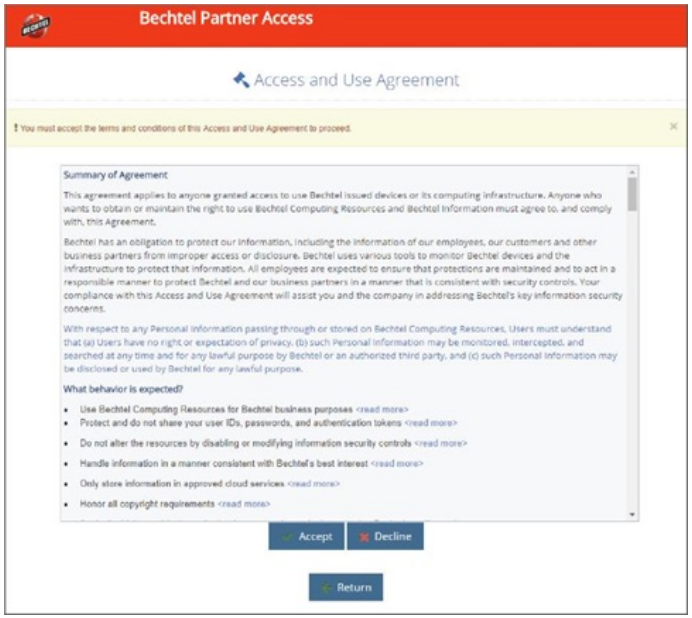
STEP 2: Select the **One-Time Password option**. This will generate an OTP code.

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.



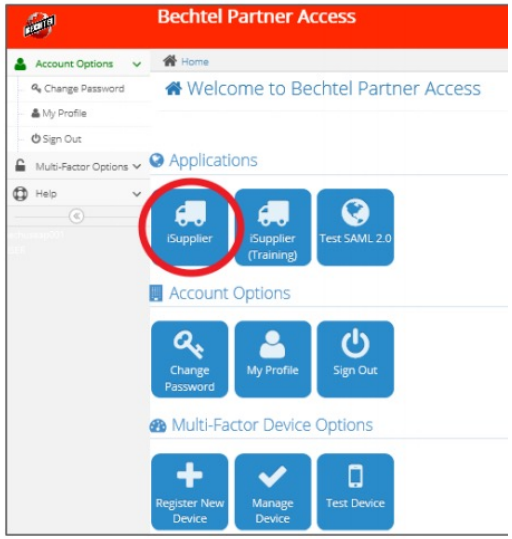


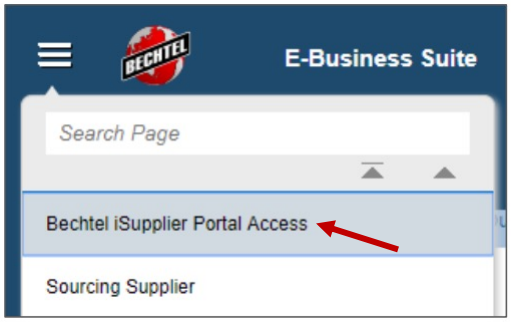
STEP 1: Enter the email address and password and select **Sign In.**

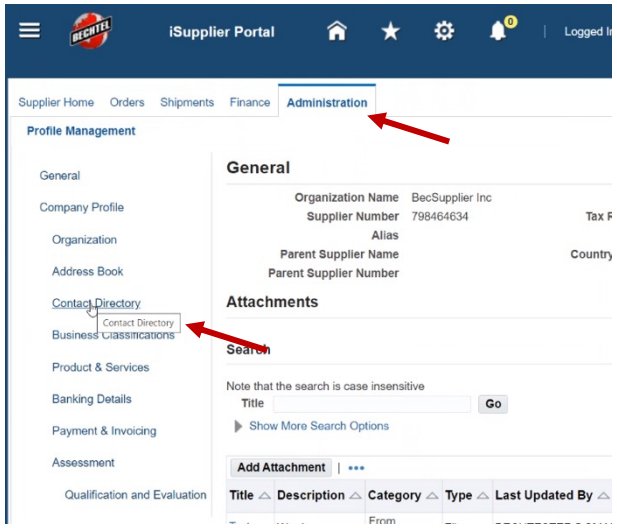
STEP 2: Upon signing in for the first time, the **Access and Use Agreement** page will appear. Read the terms and conditions, click the **Accept** button to continue.

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

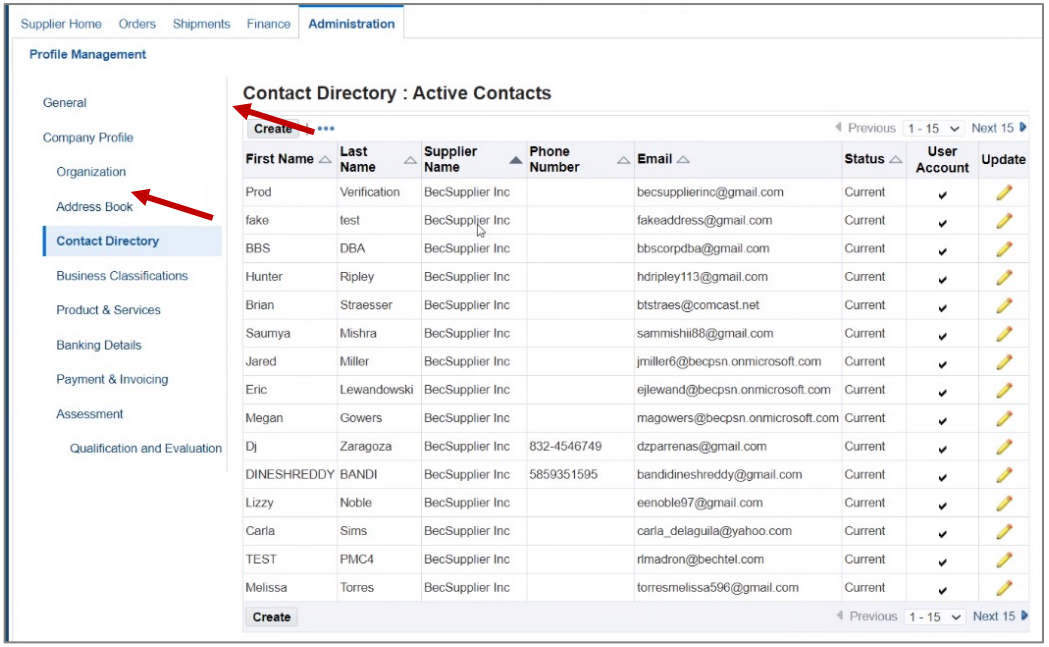
STEP 2: From the Navigation button in the top left-hand corner, select "**Bechtel iSupplier Portal Access**" then **Homepage**

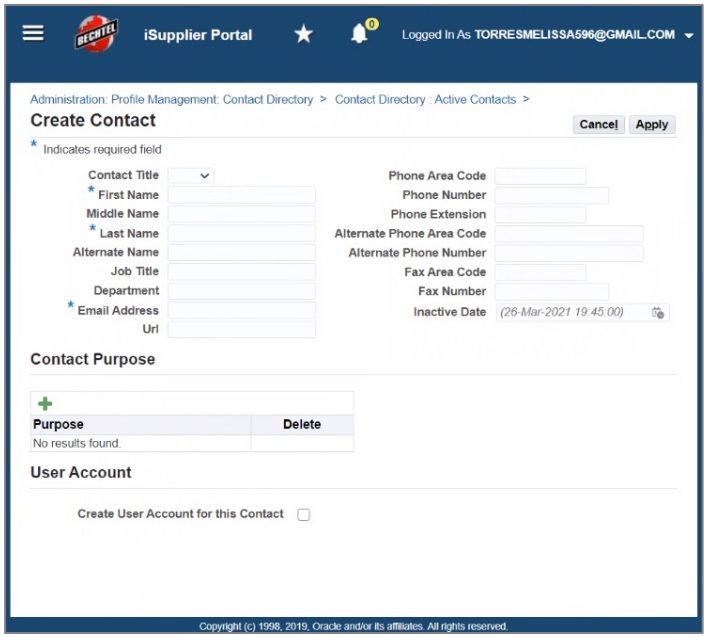
STEP 3: Navigate to the "**Administration**" Tab, then click on "**Contact Directory**"

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





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

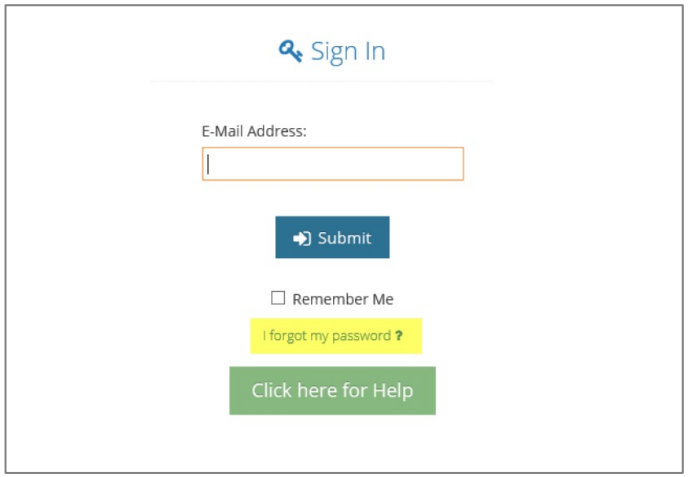
STEP 5: Fill in the available fields. Indicate the **Contact Purpose** from the available options and check the box to create a **User Account** which will activate login credentials for the Individual. Click **Apply** when done. The new user will get an email confirmation and can complete their User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

Note:

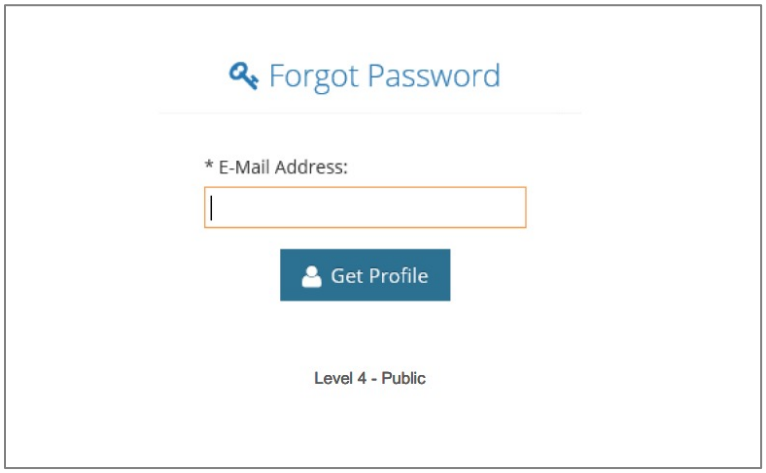
- Each account will have a Status (Current or Inactive)
- The User Account column will indicate that the individual has login credentials
- There is no limit to how many user accounts a company can have; however, each email address can only one account, regardless of Company

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.



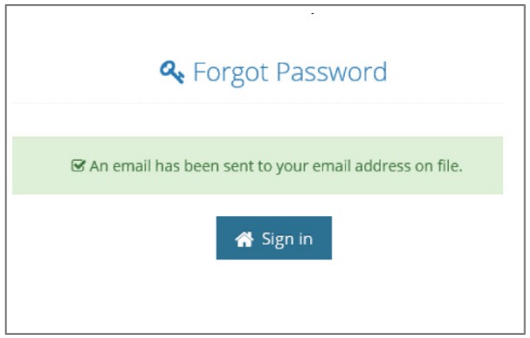
STEP 1: Login at **https://supplier.becpsn.com/**
Click on the "I forgot my password?"

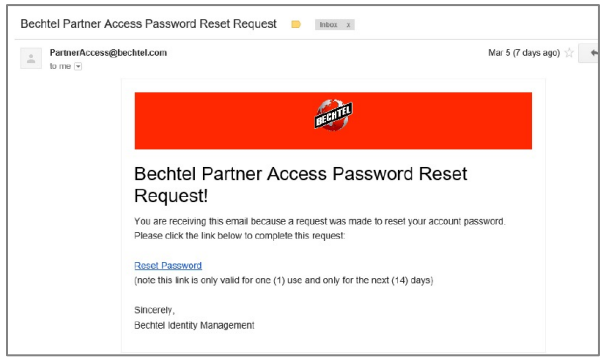


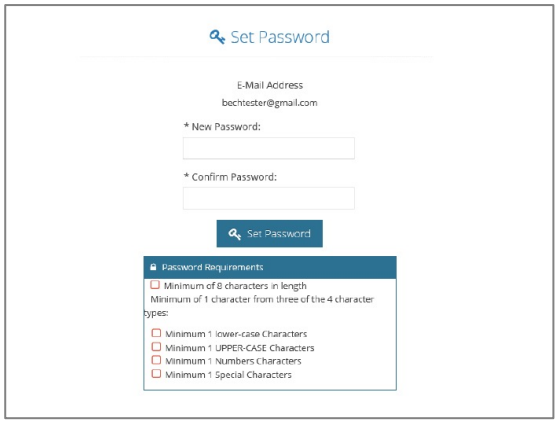
STEP 2: Once page is generated, enter your email address and click the **Get Profile** button.

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**

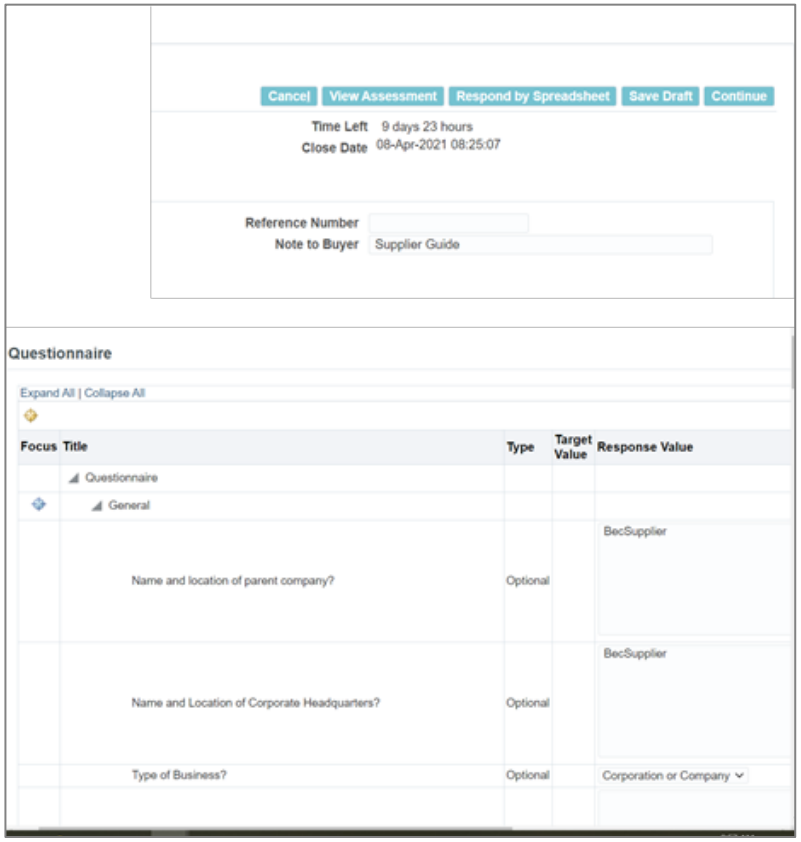
IN THIS SECTION

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.*



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

Oracle R12 Development Workflow Mailer TEST TEST

Action Required: You are invited: Assessment 742070 (Testing1234)

Notification Detail.html
722 bytes

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

Company **Bechtel Corporation**
Title **Testing1234**
Number **742070**

Assessment Preview **December 14, 2018 01:12 pm Eastern Time**
Assessment Open **December 14, 2018 01:12 pm Eastern Time**
Assessment Close **January 25, 2019 01:11 pm Eastern Time**
Supplier **BecSupplier Inc**
Supplier Site **1 Digital Way, Glendale, AZ 85305, US**

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

Please go to Assessment Details page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

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

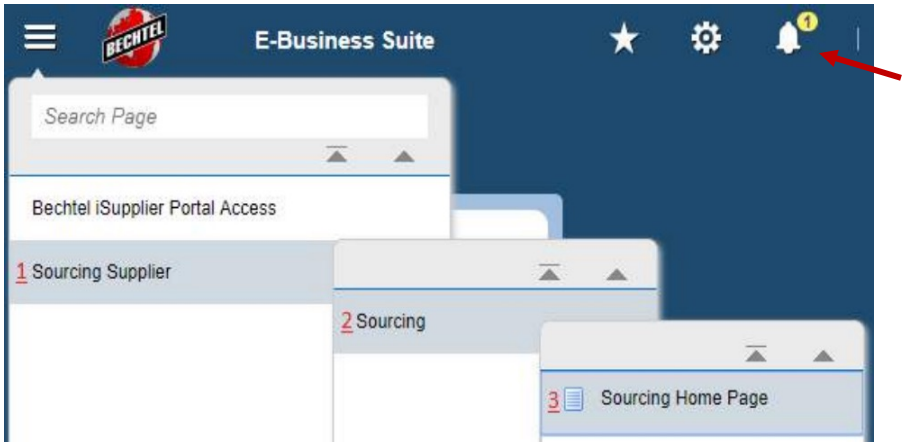
Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

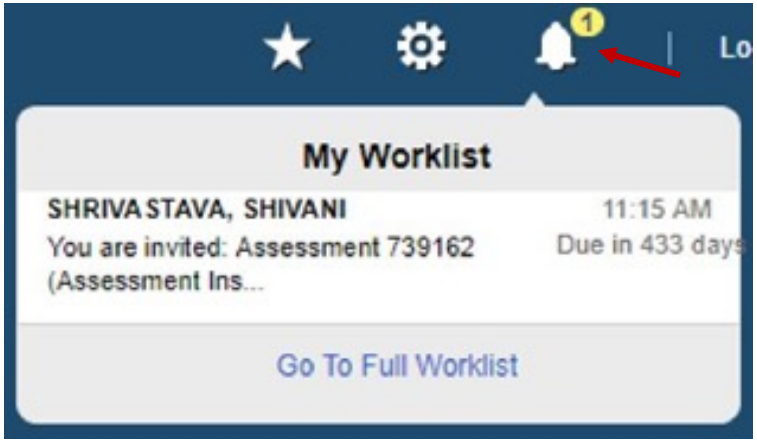
Does your company intend to participate?: **Yes** **No**

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.

Accessing Assessment Via Portal Worklist





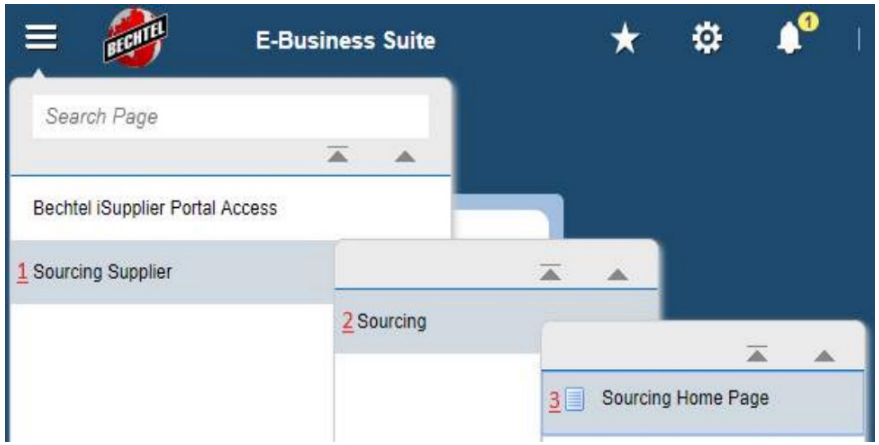
STEP 1: Access the Sourcing Home Page by logging in then use the menu icon in the left corner, then select **Sourcing Supplier**, then **Sourcing**, then **Sourcing Homepage**

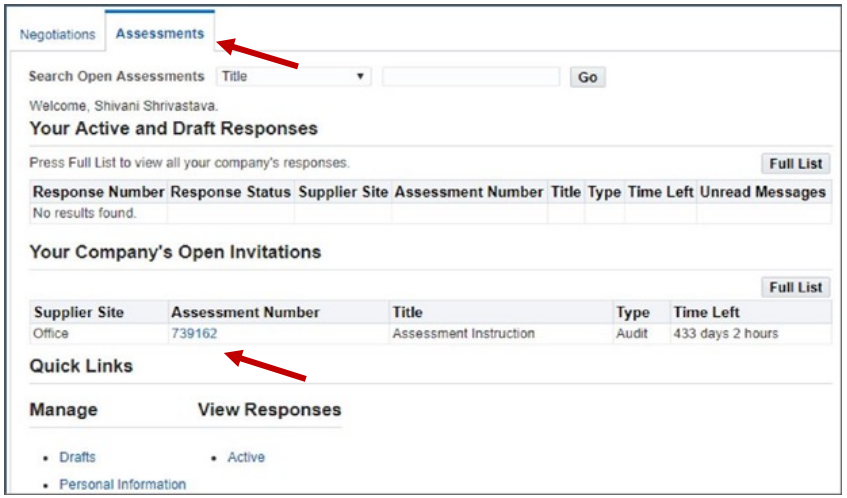
STEP 2: Access your **Worklist** by clicking on the bell icon in the top right, then select the assessment.

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.

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.

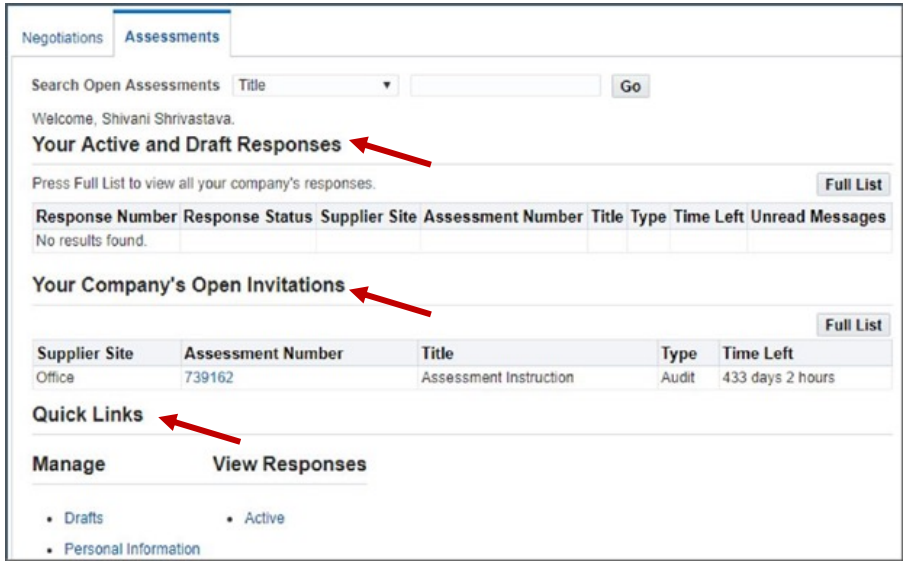
STEP 2: From the Sourcing Home Page, select the **Assessments** tab. To view an assessment, click on its **Assessment Number**

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.

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.



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

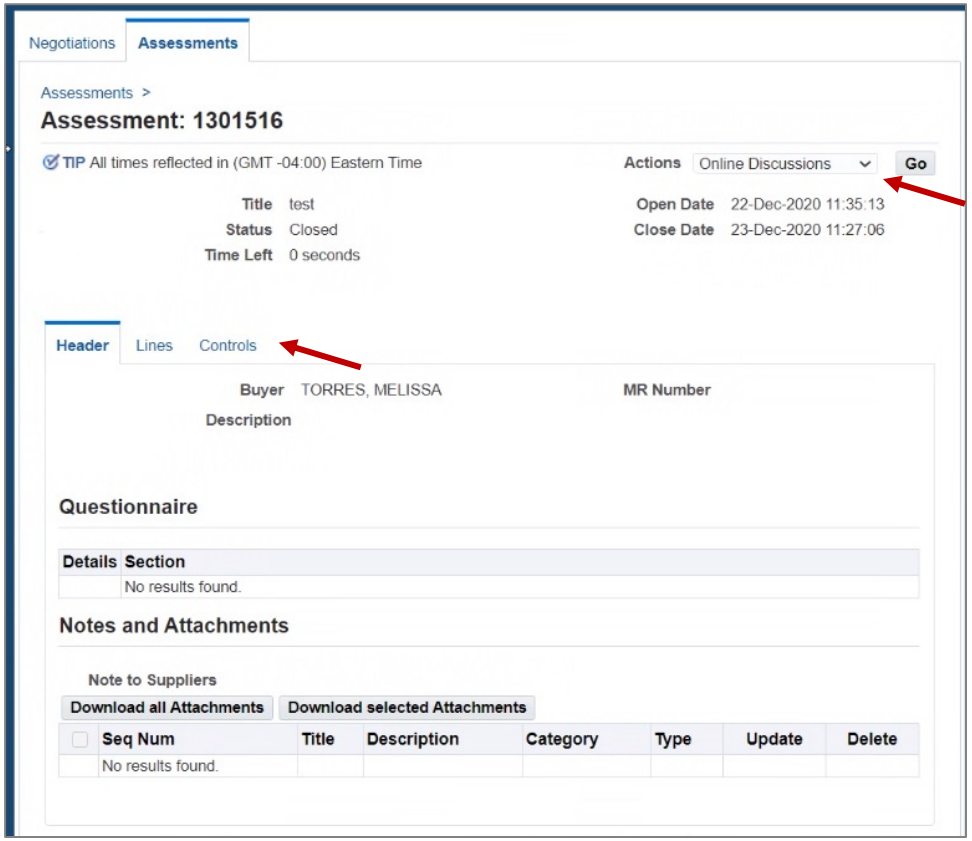
To indicate your Company's intent to participate in an assessment, you must first "**Acknowledge**". Use the steps above to access the Assessment.

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

STEP 2: Acknowledge Your Assessment

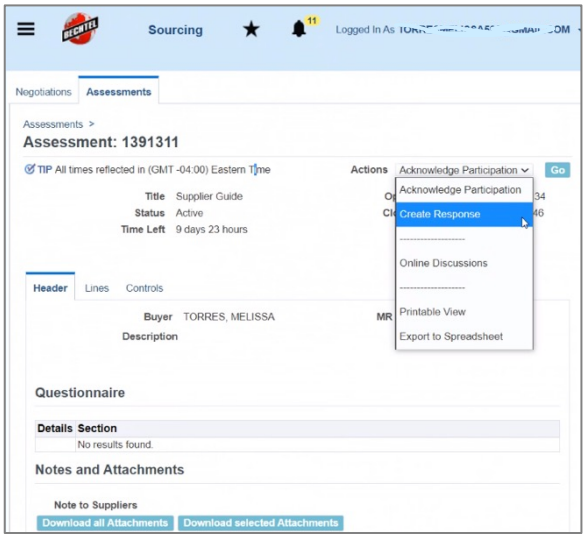
When you have reviewed the Assessment Details and are ready to indicate your company's decision to participate, you can either:

- 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.

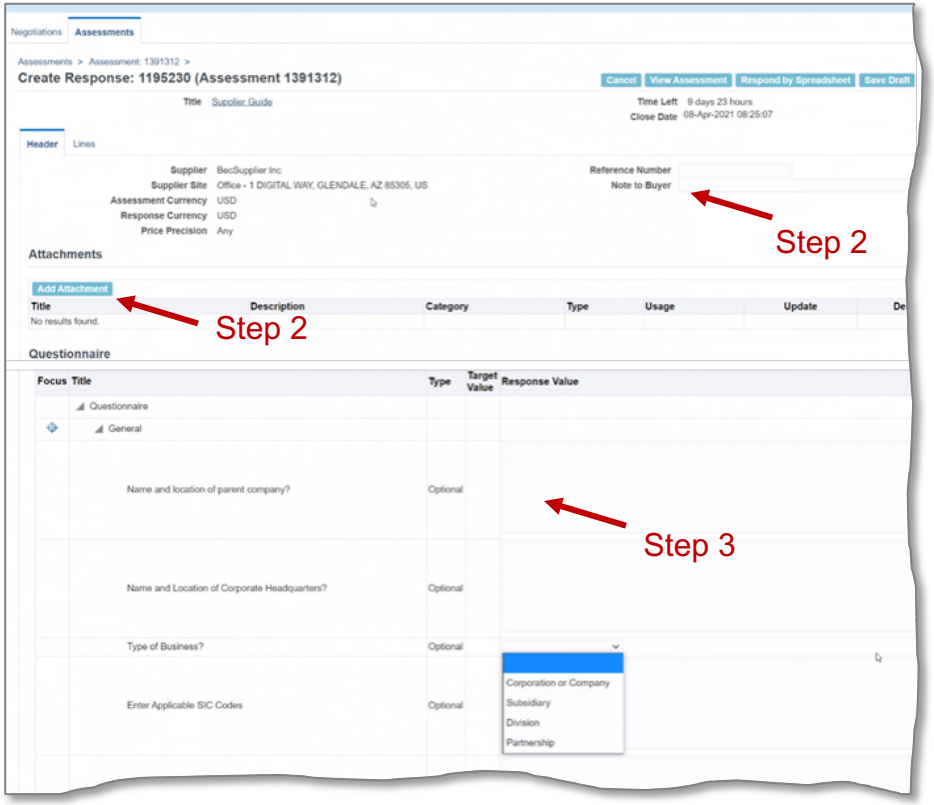


Note:
If you respond "No", Bechtel may remove your company from the assessment. If you do so by mistake, contact the Buyer for assistance.

2.3 Responding to a Supplier Assessment



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



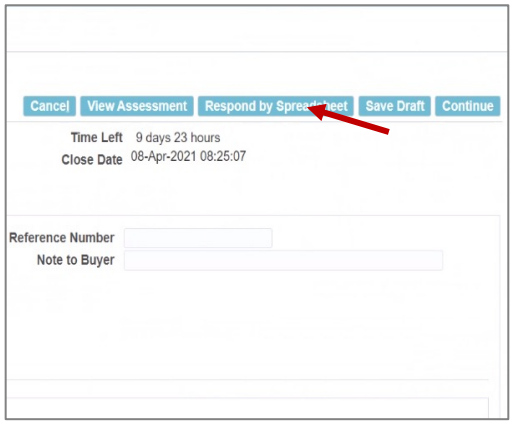
STEP 2: At Header level, include optional "**Note to Buyer**" and review / submit needed **Attachments**.

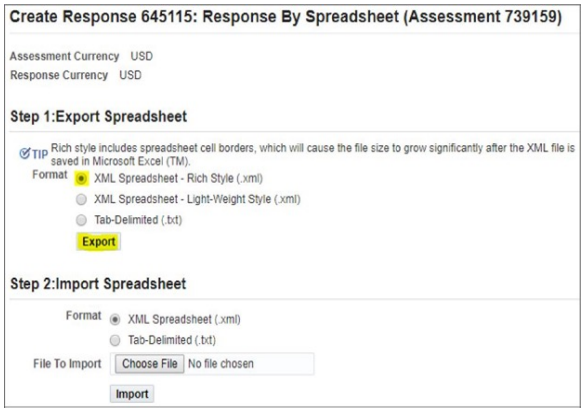
STEP 3: If available, submit responses to the Questionnaire by filling out each field on the screen. Click **Continue** when done. Click **Submit** when ready.

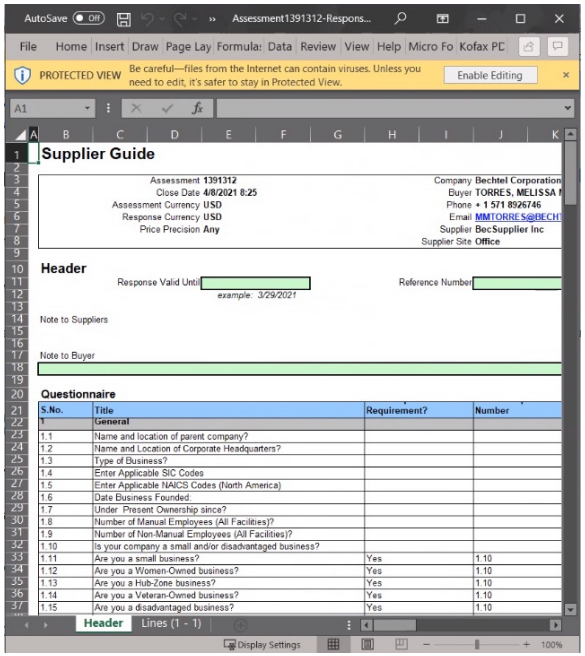
Check the **Lines** tab for any additional information that may need to be provided.

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.







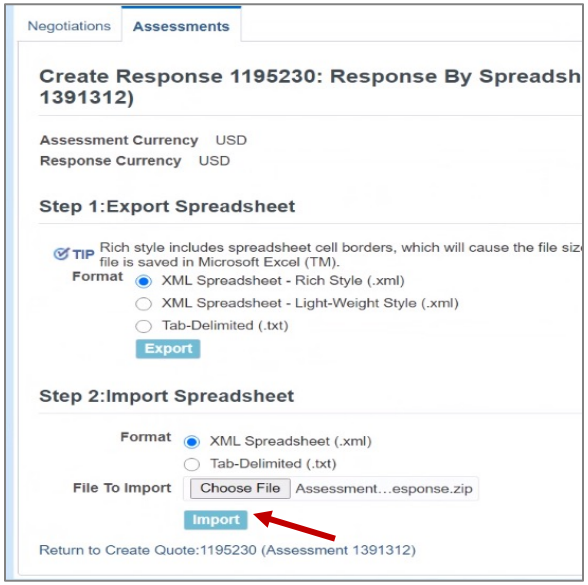
STEP 1: After selecting "Create Response," click "Go" then **"Respond by Spreadsheet"**

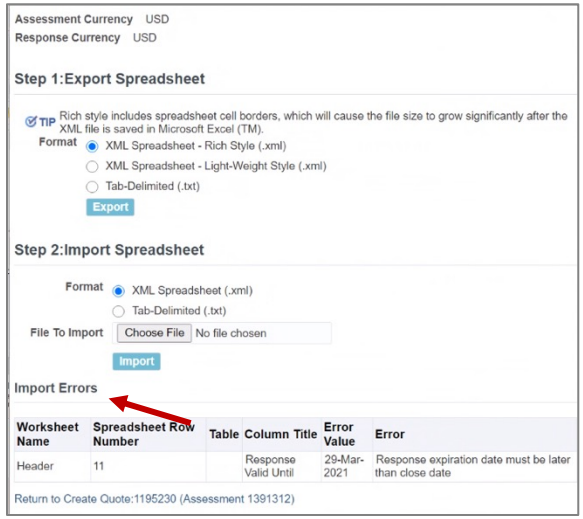
STEP 2: Export the Assessment template by selecting the desired format, then click "**Export**"

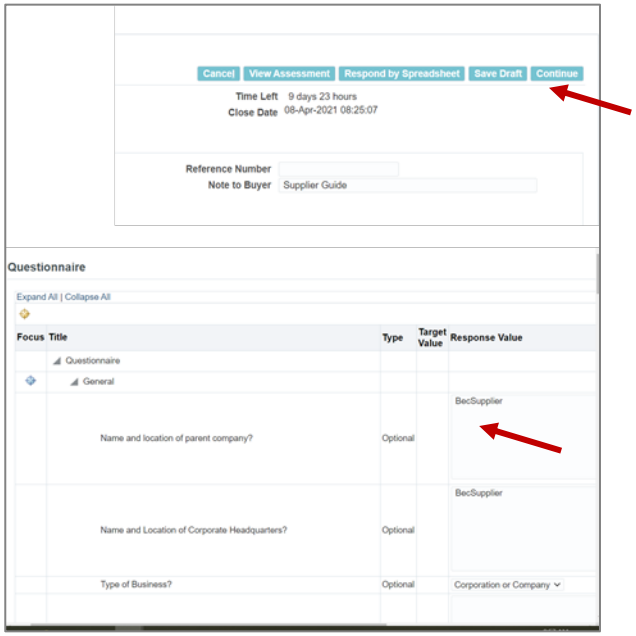
STEP 3: The file will **download** onto your computer; open the .XML file in Excel and select "**Enable Content.**" Now you can enter your response values and any other necessary information. When done, **Save** the Excel spreadsheet and proceed to Step 4.

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







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

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**

IN THIS SECTION

About Negotiations

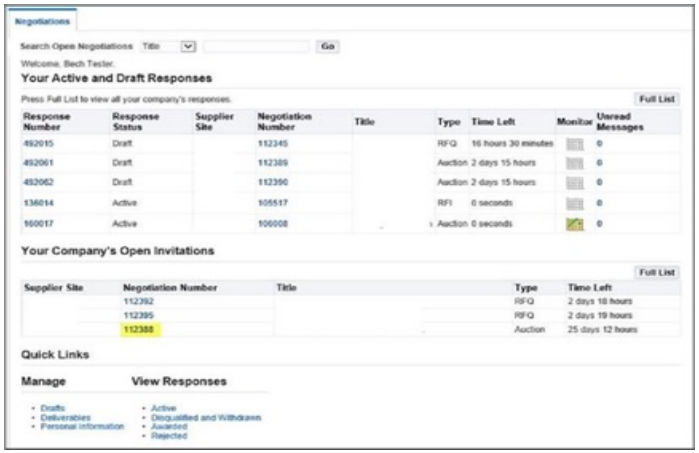
Registration and expressing interest in a project using the **Project Opportunities** feature helps provide visibility of your company to active projects. It also provides the names of project contacts.

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.*



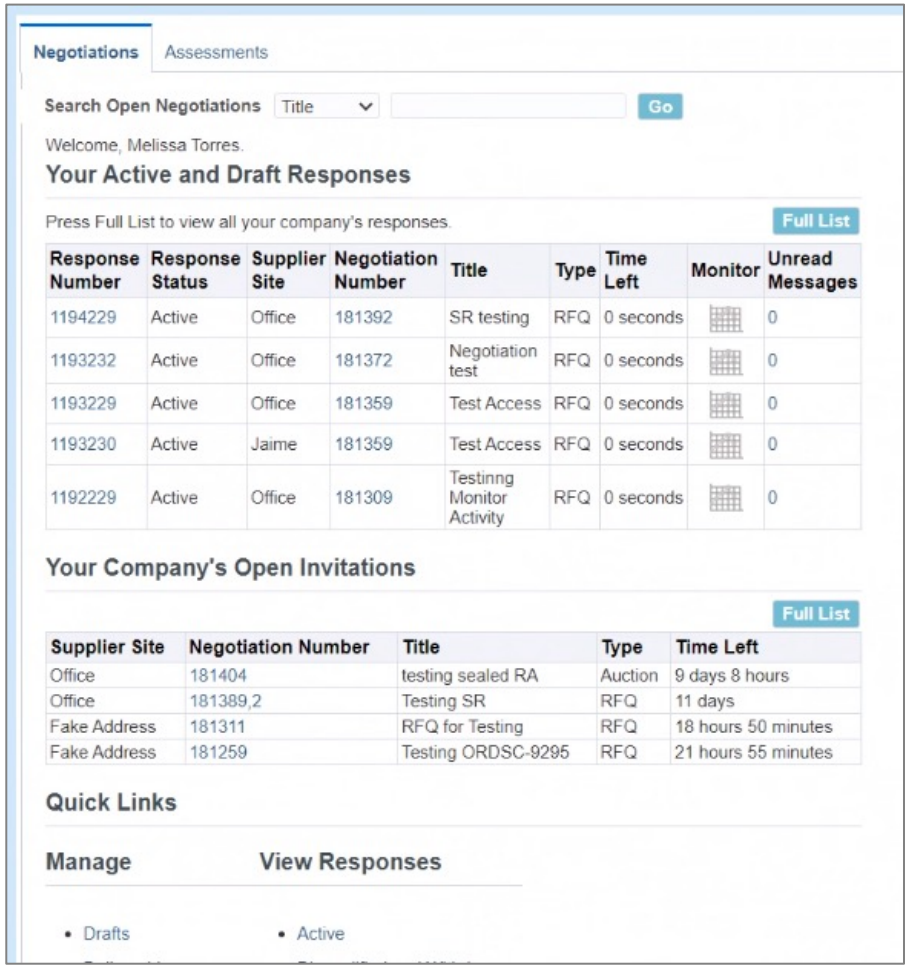
Note:
In the Supplier Portal, you will often see all Requests for Quotes (RFQ) and Requests for Proposals (traditionally, "RFP") referred to as Negotiations.

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.



There are 3 ways to access and acknowledge a Negotiation:

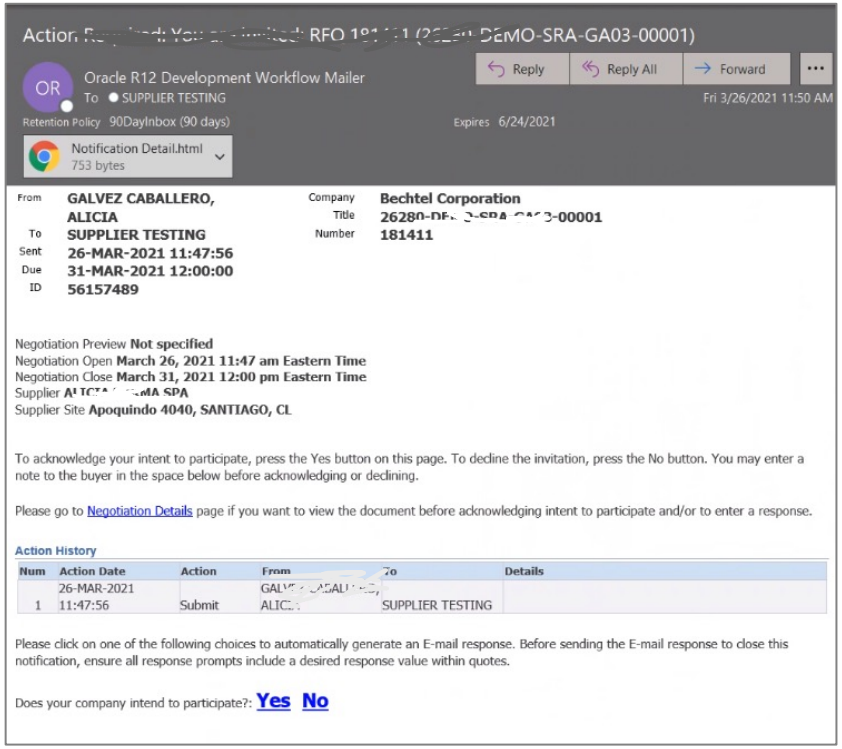
1. via **Email**,
2. via the **Supplier Portal Worklist**, or
3. via the **Sourcing Homepage**.

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…”

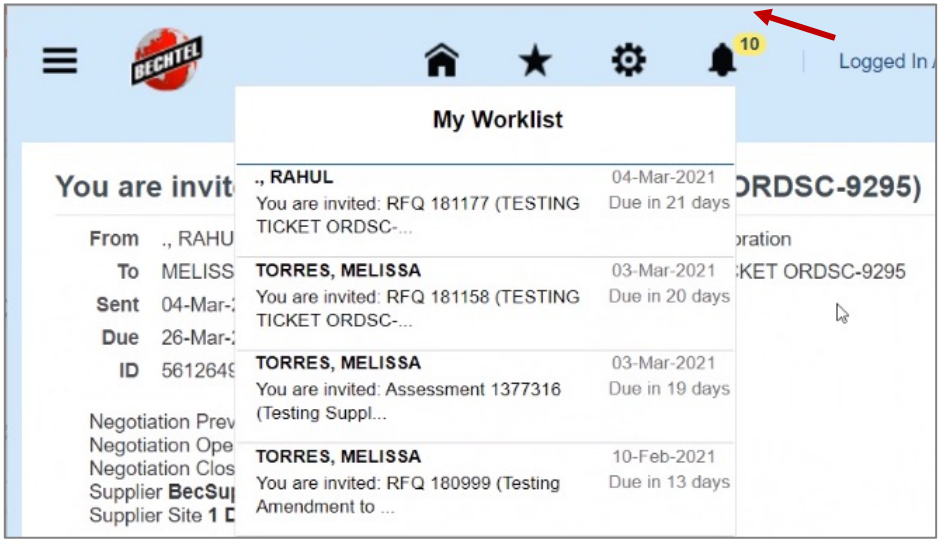
STEP 2: Select **Negotiation Details** to view the negotiation before acknowledging intent to participate (See Section 3.2)



2. Access via Supplier Portal Worklist

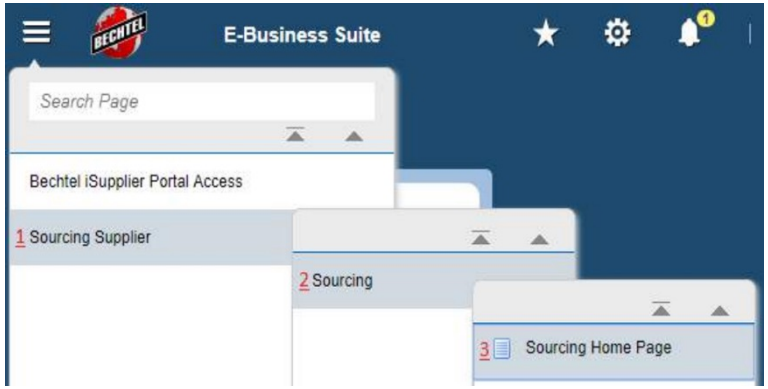
STEP 1: Login to the Supplier Portal, (refer to previous sections) then access your **Worklist** by clicking on the bell icon in the top right, select the Negotiation.

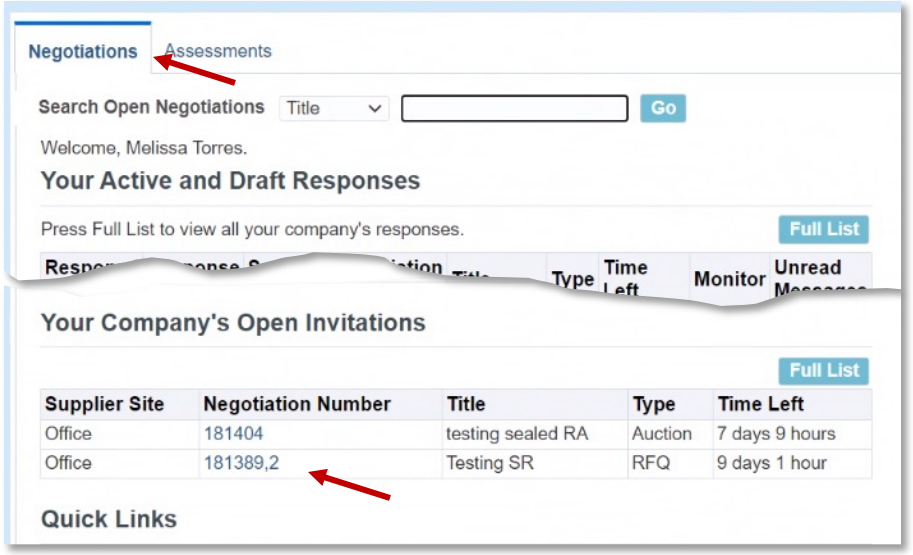
STEP 2: Click **Negotiation Details** to view details



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

3. Accessing via Portal Sourcing Homepage





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

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

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

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

3.2 Acknowledging a Negotiation

STEP 1: Review your Negotiation

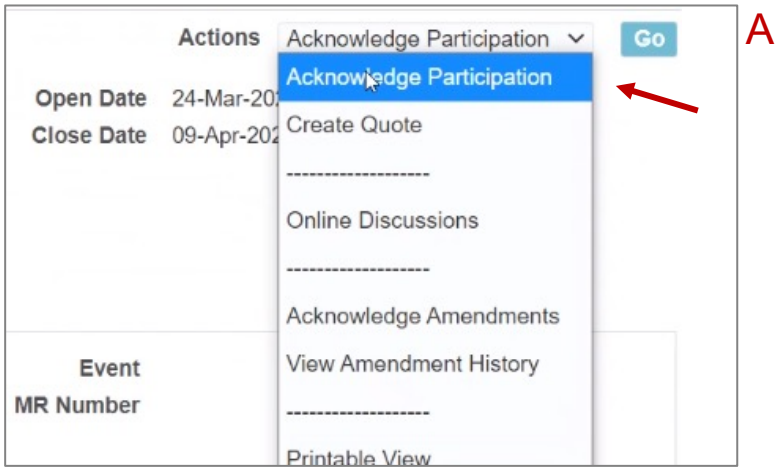
To indicate your Company's intent to participate in a Negotiation, you must first "**Acknowledge**". Use the steps above to access the Negotiation.

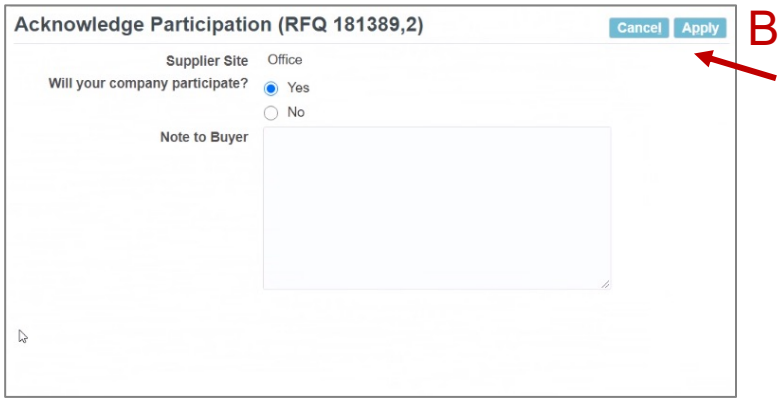
Here you can **review Header, Lines, and Controls tabs** within the negotiation

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).

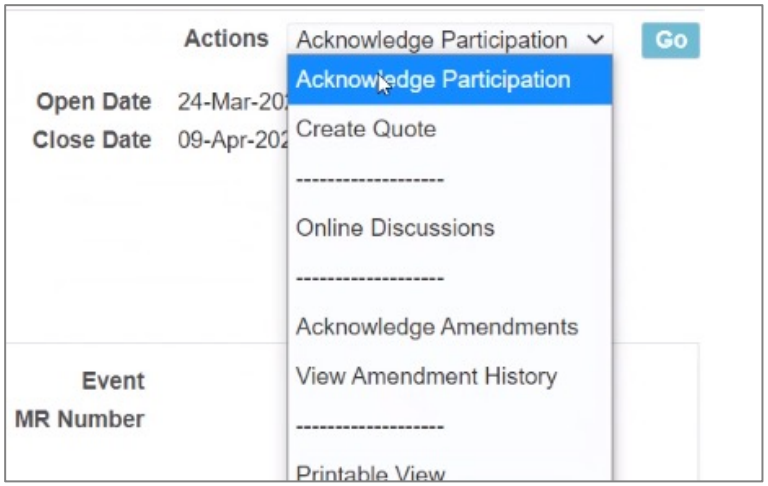


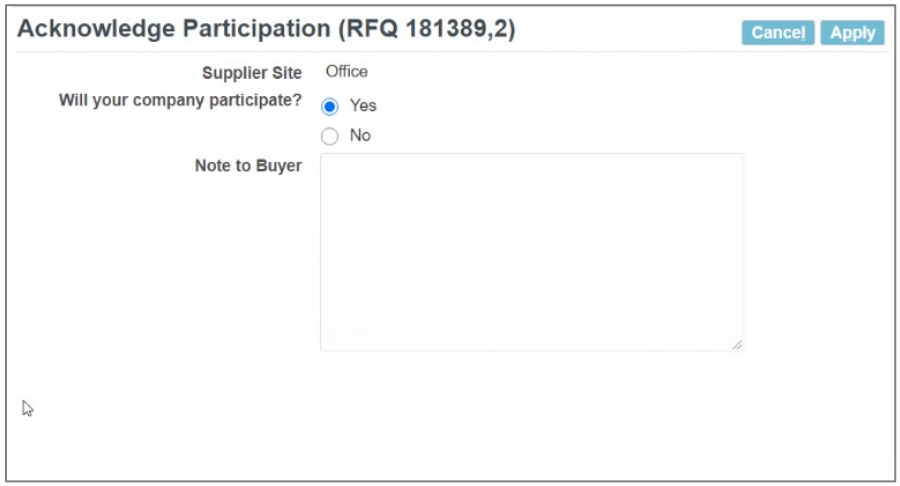


Note:
Selecting "Yes" or "No" within the email will trigger a response email. Do not respond to this email in any other manner as it is a "no-reply" mailbox that is not monitored.

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.

Accessing & Acknowledging Negotiation Via Portal Sourcing Homepage





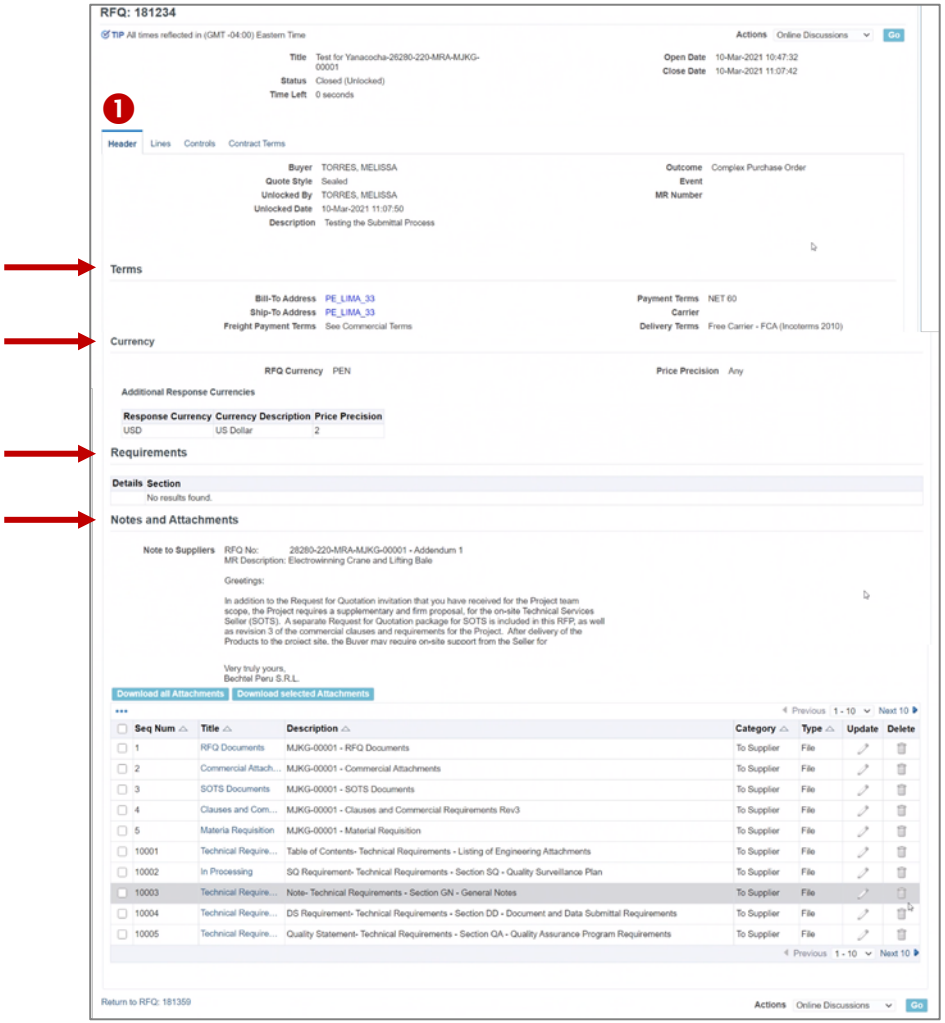
STEP 3: From the drop-down in the top right-hand corner, select Acknowledge Participation then click Go

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.

❶ 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.



❷ Negotiation Lines

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

RFQ: 181389,2

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

Actions Acknowledge Participation Go

Title Testing
Status Active
Time Left 9 days

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

❷

Header | Lines | Controls | Contract Terms

Display Rank As No indicator displayed
Ranking Price Only

Cost Factors Buyer
☑ Suppliers see their quote price transformed
Price Tiers None

Lines

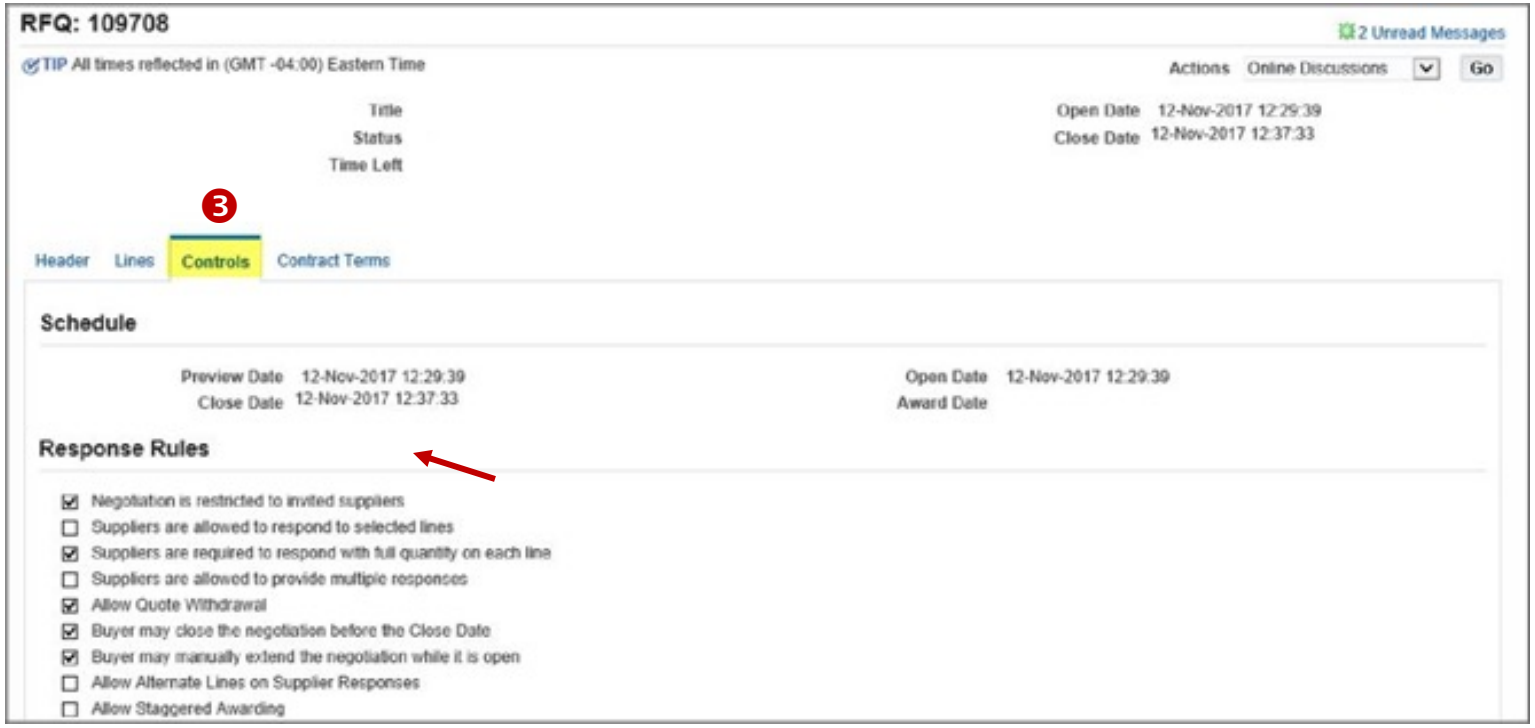
Description	Line	Item, Rev	Category	Unit	Quantity	Best Price (USD)	Active Responses	Time Left	Labels
I7617195-2-PIPE SB729 N...	1 I7617195-2-PIPE SB729 N...	Pipe10~000124	PS02	FOOT	1	Blind	Blind	9 days	
P-0FG1-G-DEW-PNT-HTR-VE...	2 P-0FG1-G-DEW-PNT-HTR-...	P-0FG1-G-DEW-PNT-HTR-VENTS-SB~000189	G000	EACH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

Return to Negotiations

Actions Acknowledge Participation Go

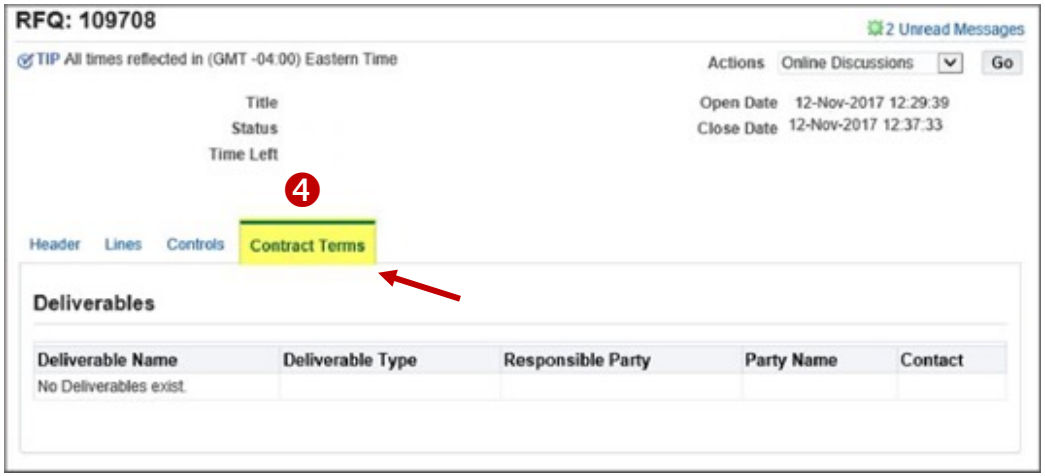
❸ Negotiation Controls

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.

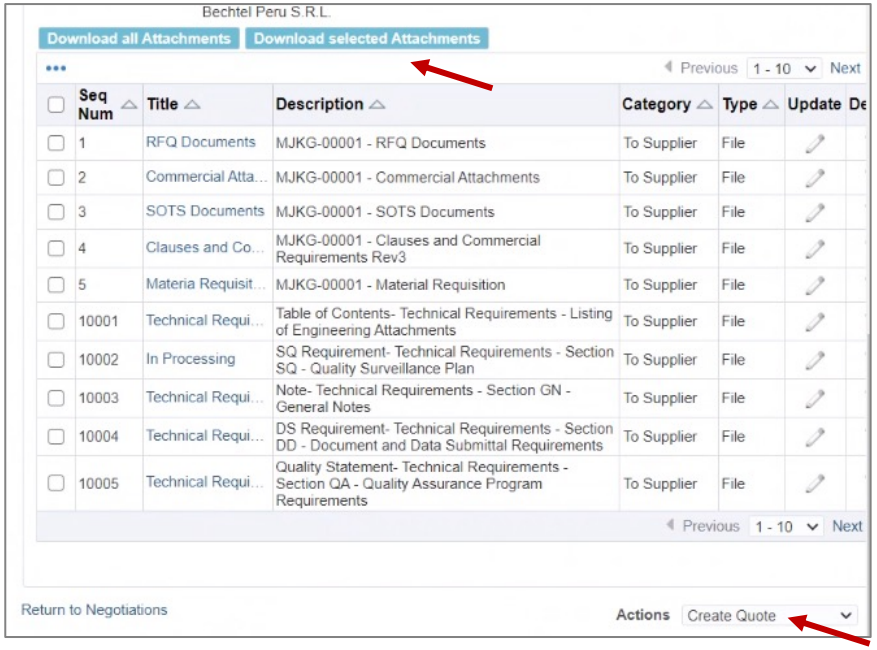


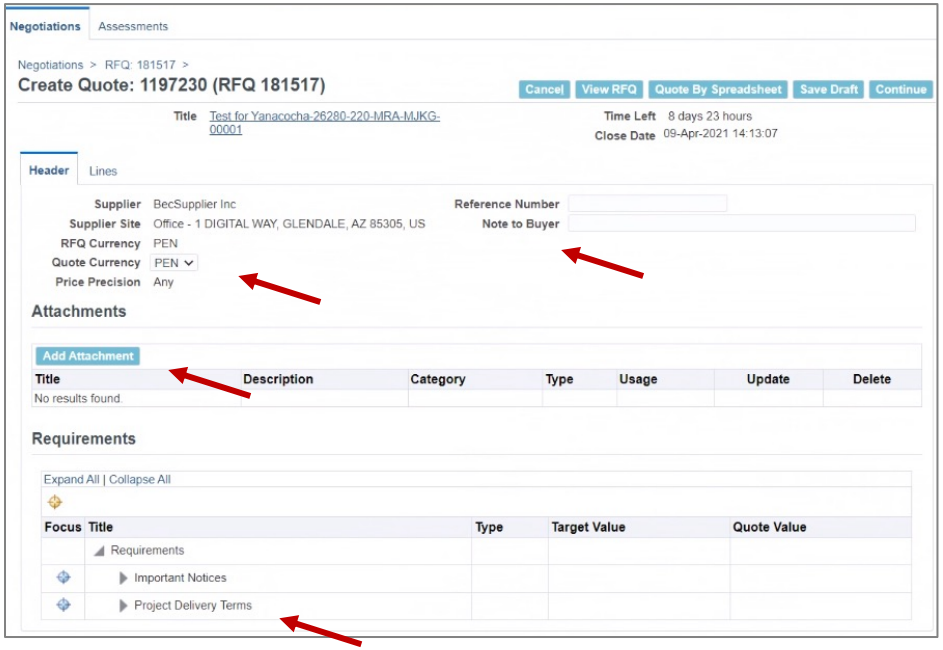
❹ Contract Terms

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.



3.4 Responding to a Negotiation



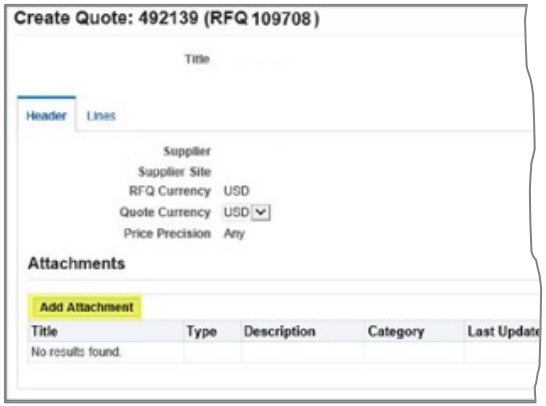


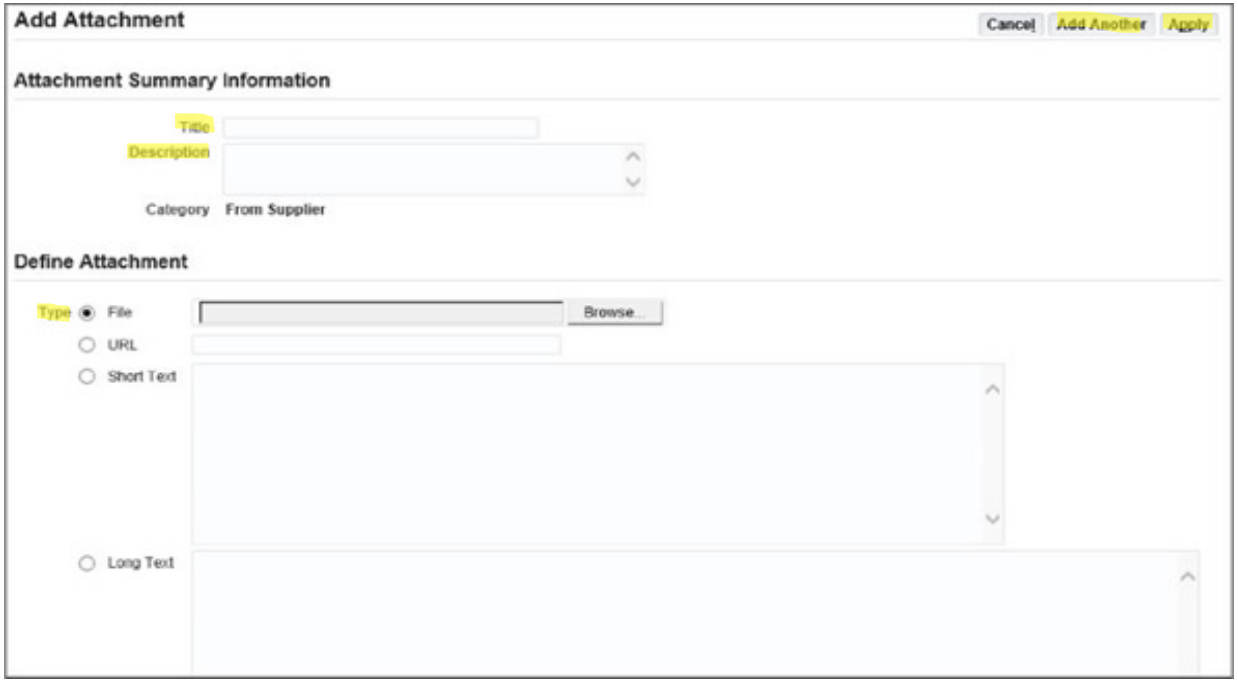
STEP 1: Using the steps above, **review** the Negotiation in full, and make sure to download any **Attachments**

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



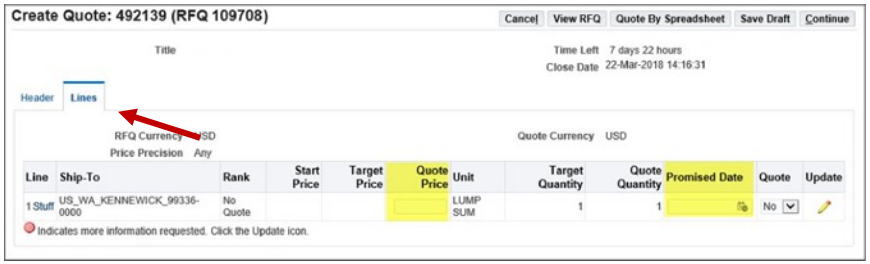


STEP 4: To add Attachments, click the **Add Attachments** button.

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).



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

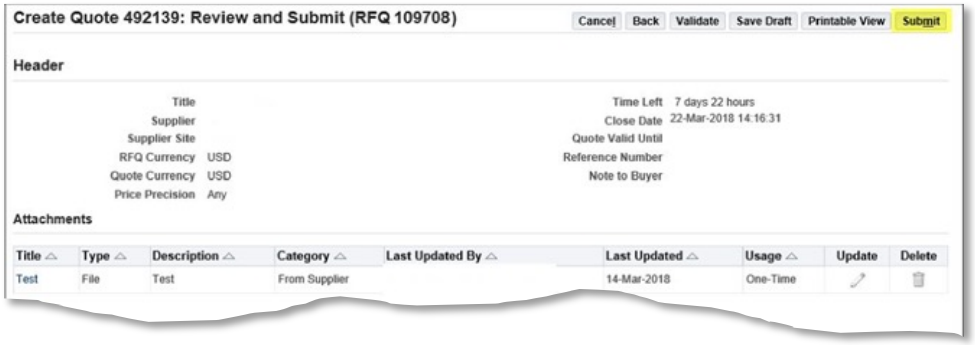
STEP 8: Populate the available fields including **Quote Price** and **Promised Date.**

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

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

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

3.4 **Responding to a Negotiation**



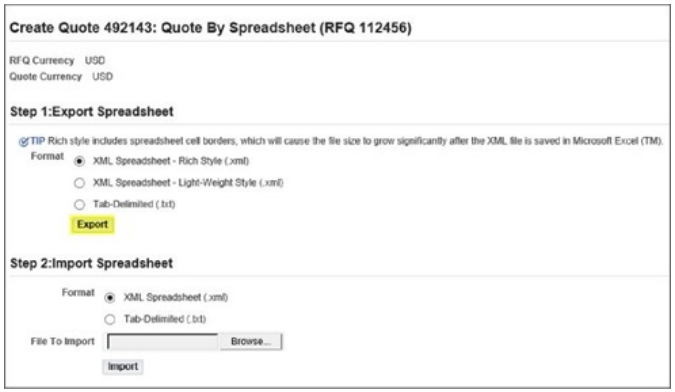
STEP 10: When satisfied with your bid, click **Continue.**

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

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

3.5 Responding via Spreadsheet

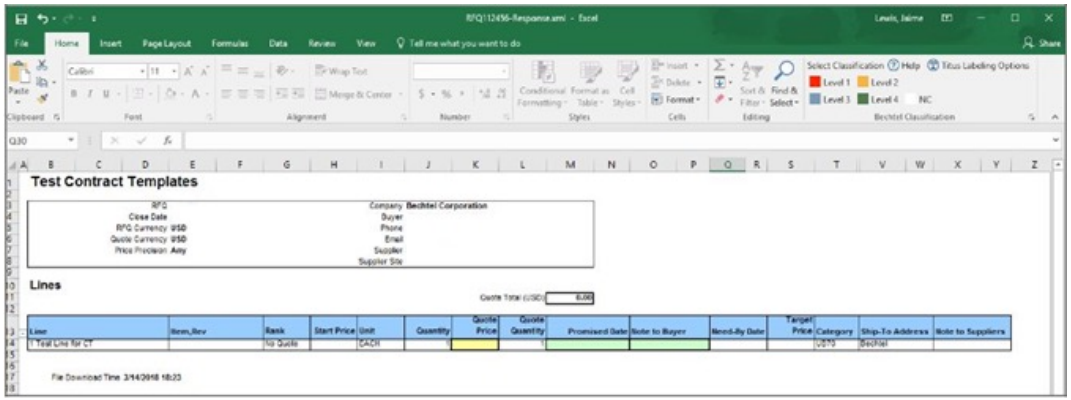
STEP 1: After selecting "Create Response," click "Go" then **"Quote by Spreadsheet"**

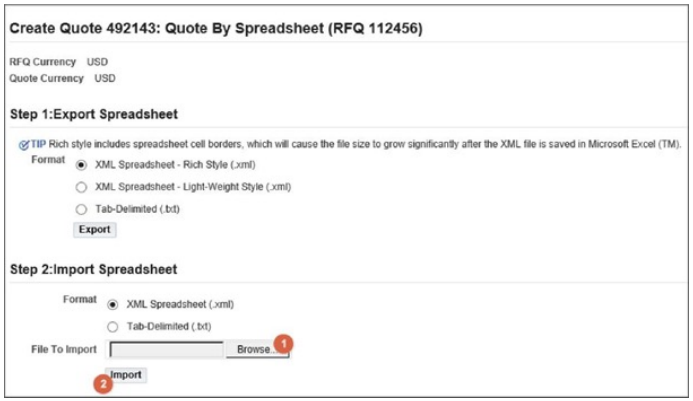


STEP 2: Export the spreadsheet template by selecting the desired format, then click "**Export**"

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.

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).

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**".

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.**

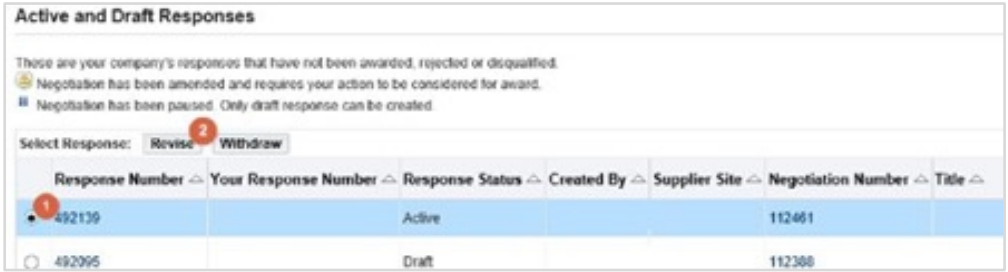
Active Responses

"**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.



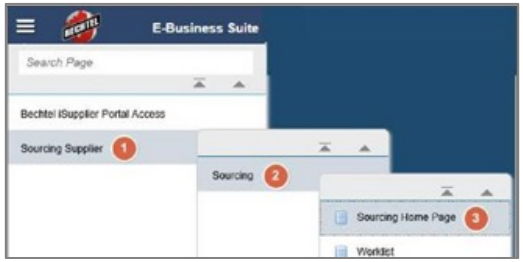
STEP 1: Find your Active RFQs by accessing the **Sourcing Home Page**, then look under **View Responses** for **Active**

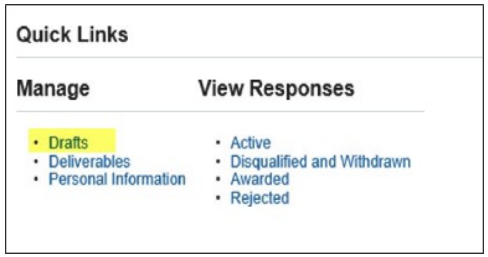
STEP 2: From the list, select the Negotiation you wish to revise by clicking the radio button for that **row (1),** then click the **Revise** button **(2)**

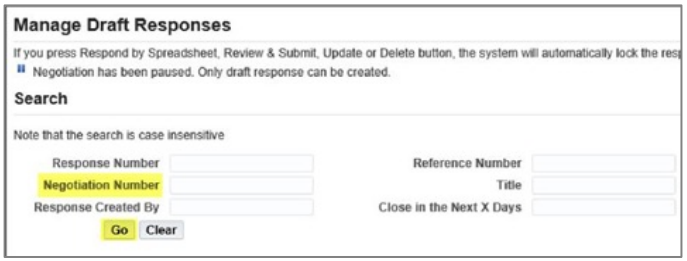
STEP 3: The negotiation will open in the next screen, and you will have the ability to enter a new quote following the same steps you took to create the original quote

Draft Responses

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







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

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

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

Note:
*Your Negotiation Number or RFQ number can be found in an email received from “Oracle R12 Development Workflow Mailer” with the subject beginning with “FYI: Open for quoting: RFQ”. If you cannot find this email, ask your Bechtel Buyer for the negotiation number.

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**

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

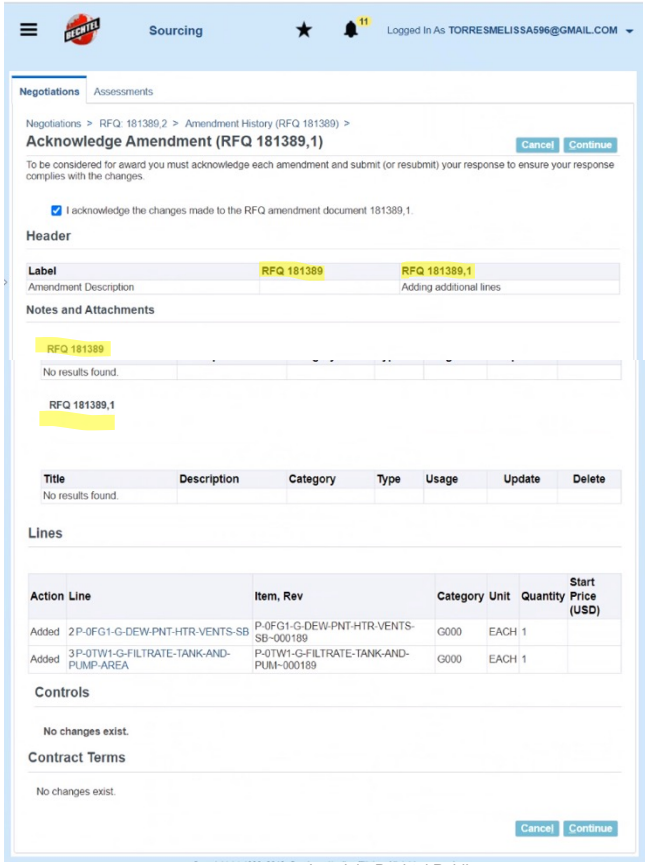
Negotiation Amendments

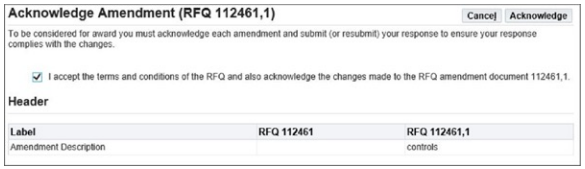
If the Buyer has created an **Amendment** to an existing Negotiation, the Supplier Contact will be notified. You must **Acknowledge** the amendment to indicate that you have reviewed and understand the changes that have been made, before reviewing your quote / submission.

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**).





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**

IN THIS SECTION

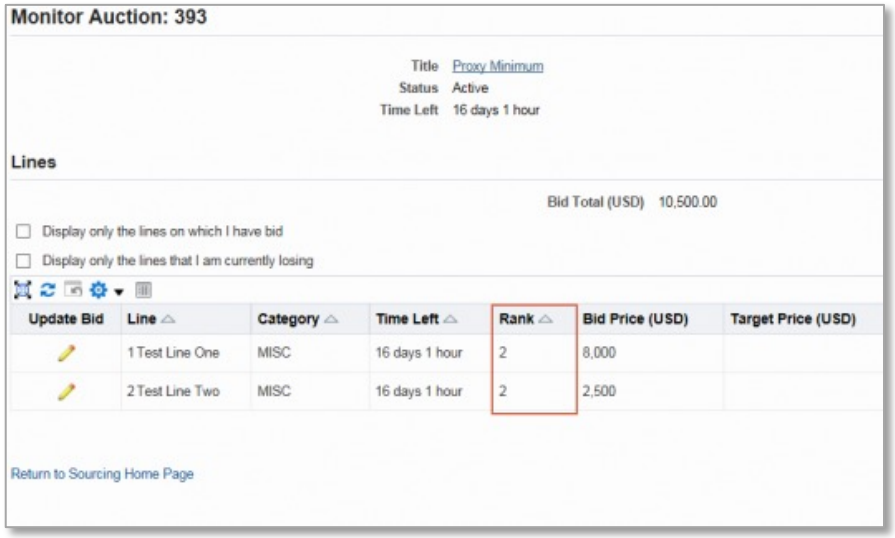
Things to Know

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.

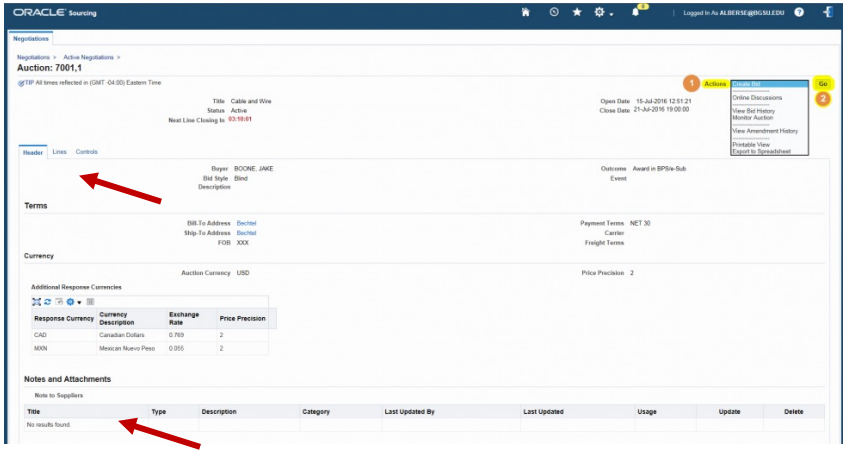
You can also set up **"Power Bidding"** or a **"Proxy Minimum"** which will let the system **automatically** submit bids based on competing bids, in real-time, to give you the best chances—while giving you full control of how much you bid.

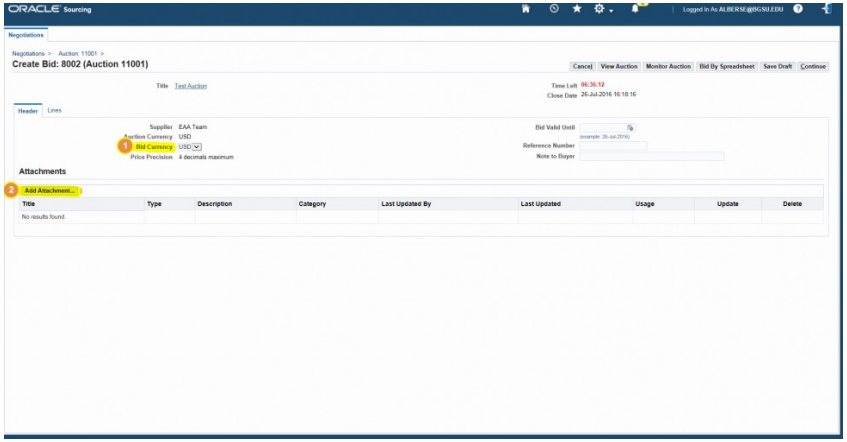
Review the steps below for "Responding to a Reverse Auction," "Monitoring Auctions," and setting up "Power Bidding" and "Proxy Minimum" on a Reverse Auction.



Submit a Bid in a Reverse Auction

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





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

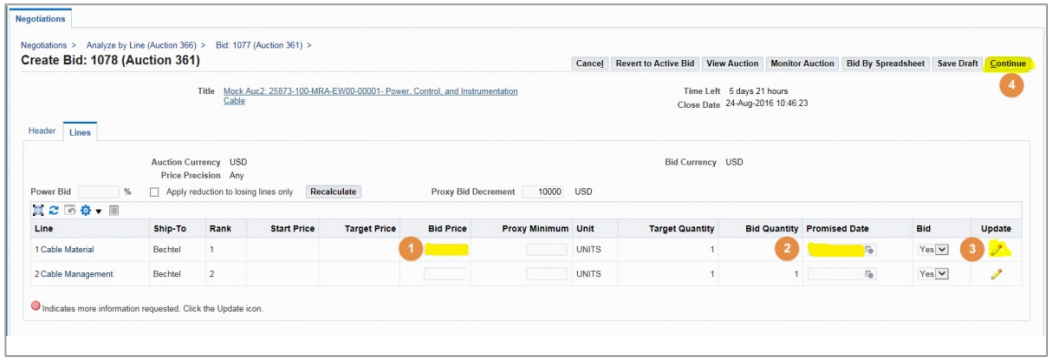
STEP 2: Under the 1) **Actions** drop down menu, select 2) **Create Bid** then click **Go.**

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

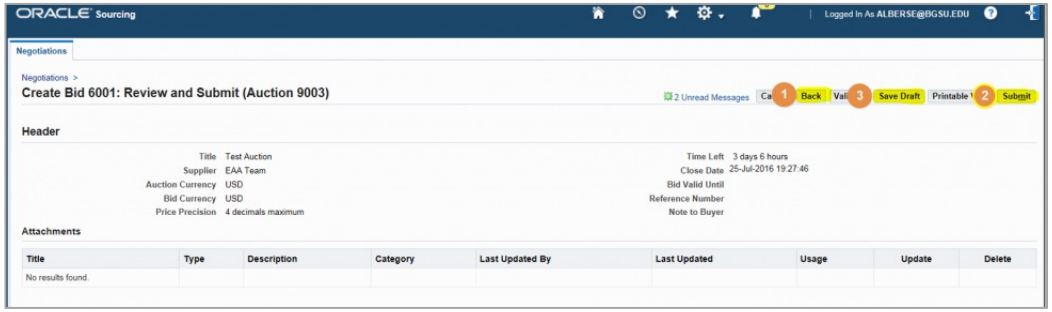
Here you can add any optional **Note to the Buyer**, select the quote 1) **Currency**, and upload 2) **Attachments**

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

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.



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**.



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.

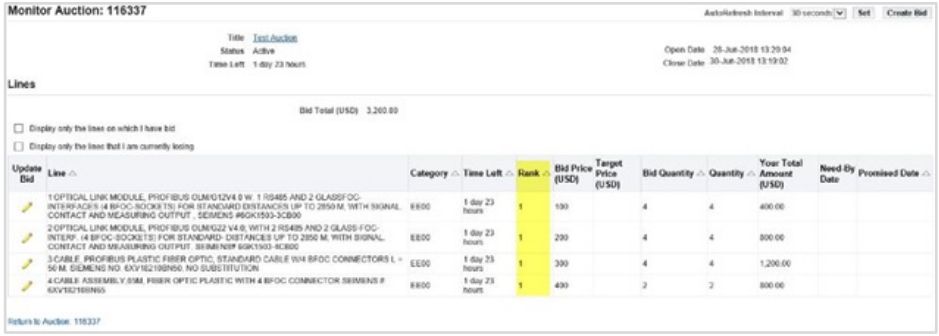
4.2 Monitoring a Reverse Auction

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**.

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.

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



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

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.

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

Note:
The AutoRefresh will default to 30 seconds.

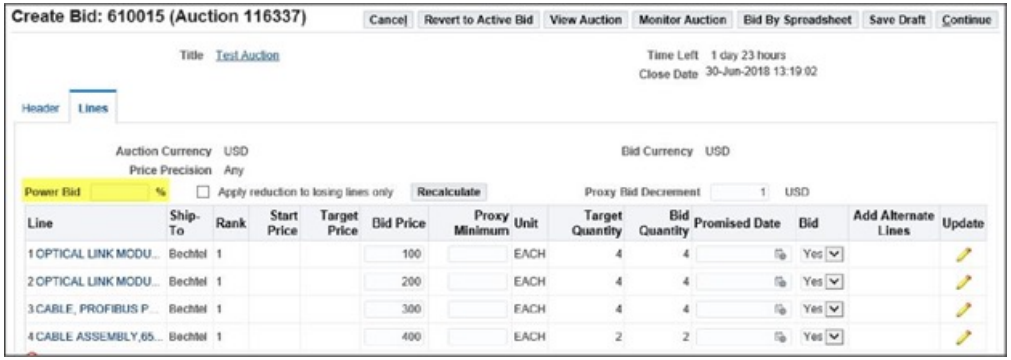
Power Bidding in a Reverse Auction

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.**

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



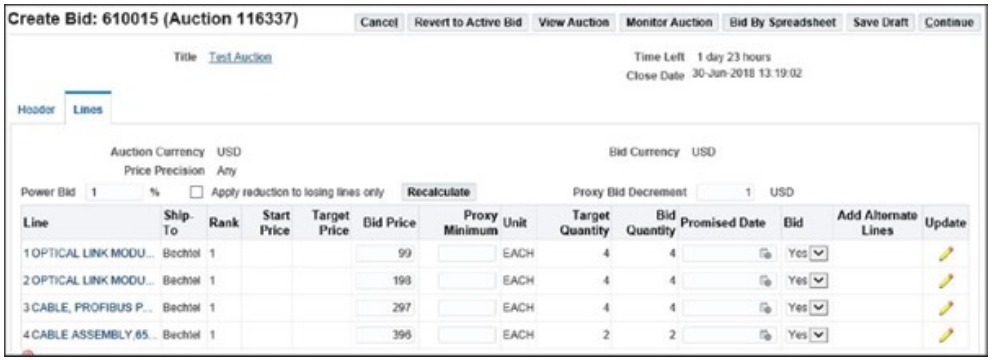
Note:
You will only see the Power Bidding option after you submit a quote. Power Bids are entered as percentages (%).

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.



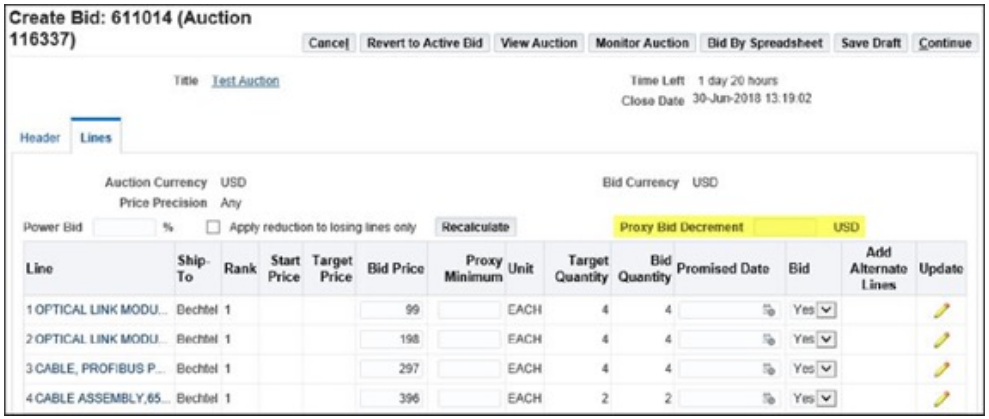
Proxy Minimum in a Reverse Auction

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.



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**

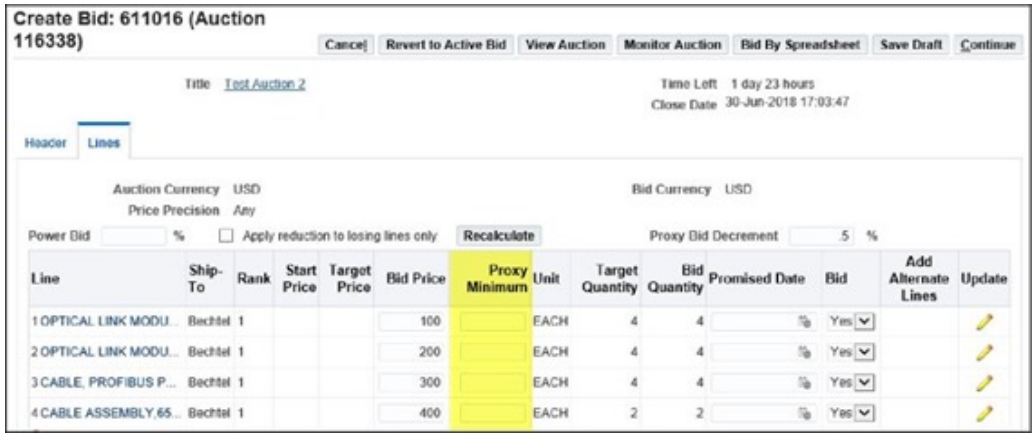
STEP 2: The Proxy Bid Decrement is set by the Buyer and will either be an amount or percentage.

a) If you see a **currency**, the Proxy Bid Decrement is an amount.

b) 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.



Note:
You do NOT need to use Proxy Bidding. The Proxy Bid Decrement will default to the value entered by the buyer.

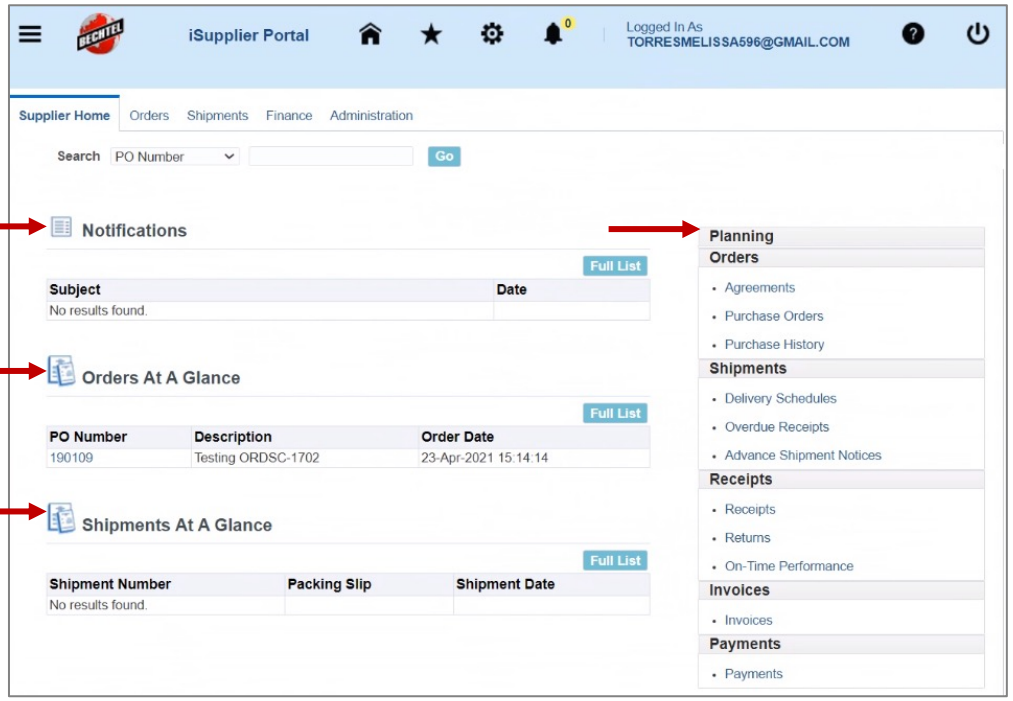
If you do not wish to use proxy bidding functionality, simply delete the value from the Proxy Bid Decrement field.

5.0 | Accessing Orders & Agreements

IN THIS SECTION

❶ 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 disregarded
  - **Payments** section can disregarded



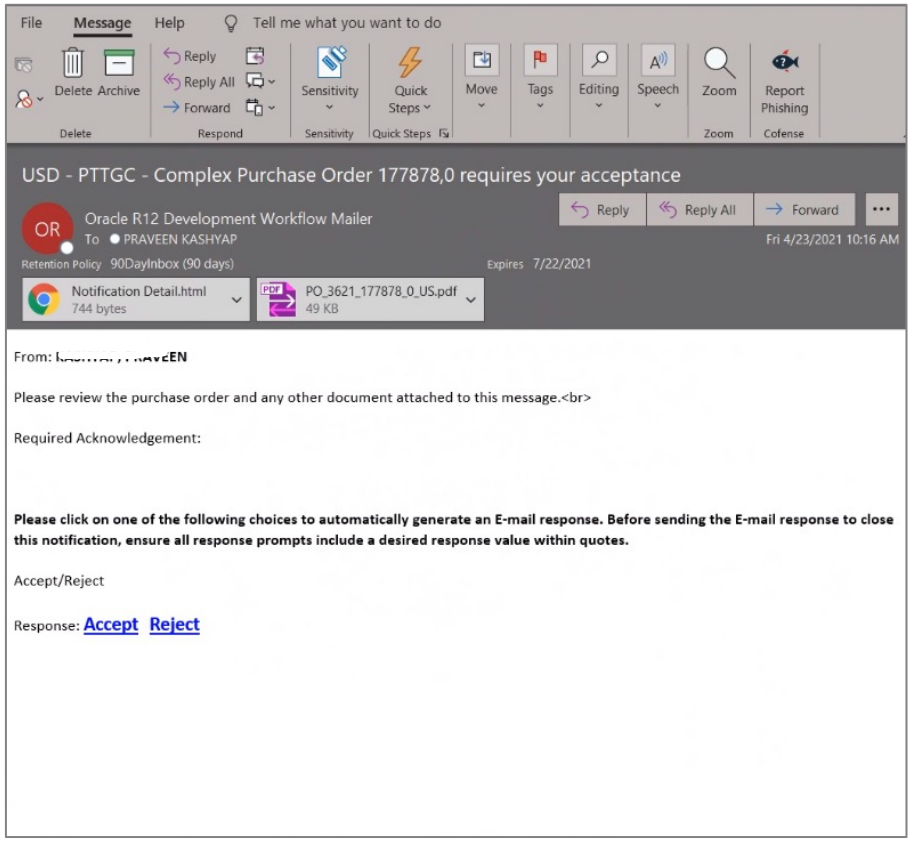
Note:
The Tabs called Shipments and Finance are not being used at this time; you can disregard them.

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.

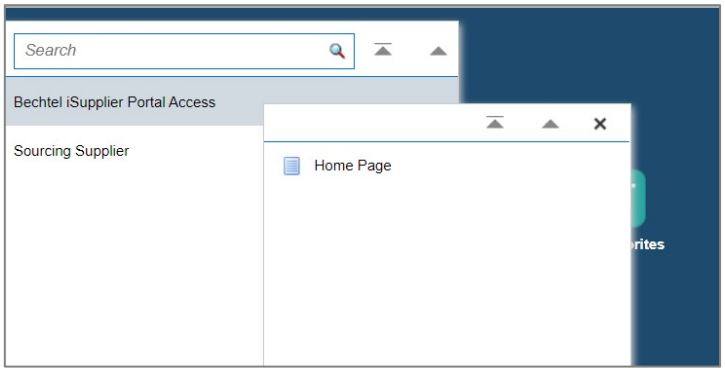
STEP 2: The Order notification email will include a PDF copy of the Order as well as a .zip file that contains all the attachments on the Order.

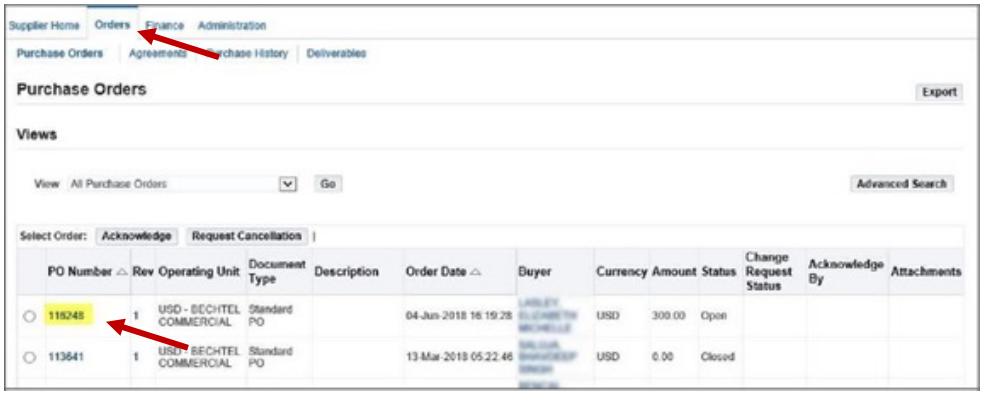
Click the hyperlink (or attachment files) to open and download onto your computer.



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.

Accessing an Order / Agreement Via Portal Homepage



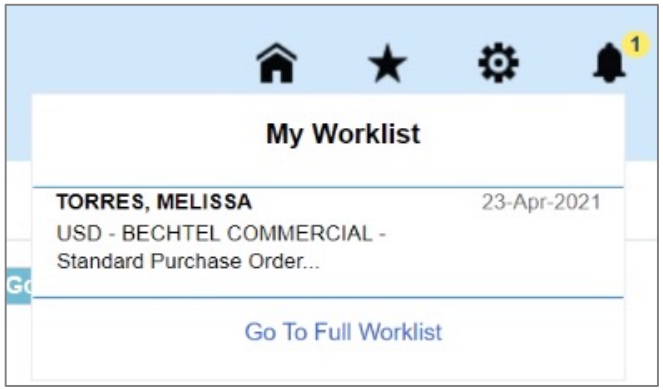


STEP 1: To access the iSupplier Portal Home Page, click the menu icon in the left corner of the page, then select **iSupplier Portal Access**, then **Homepage**

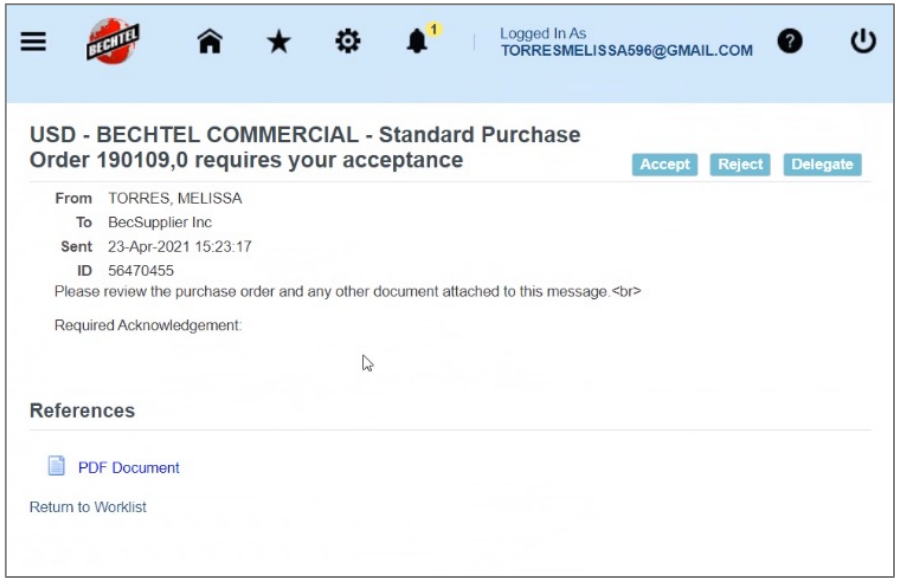
STEP 2: Select the **Orders** tab, seen at the top of the page. The page will default the view to "All Orders." You should find your **Order** listed here. To open it, simply click the **Number**.

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.

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.

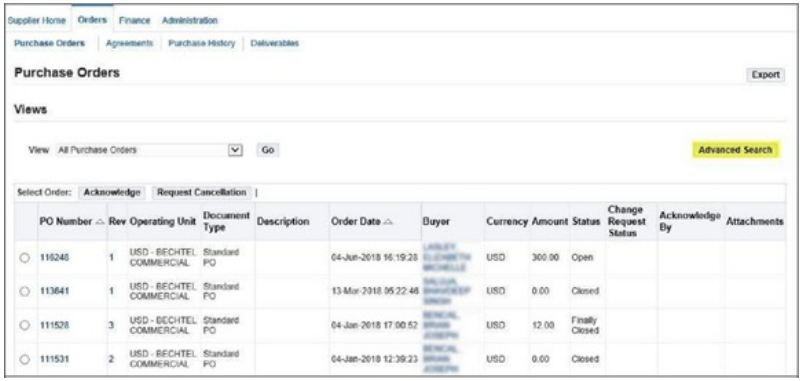


STEP 2: Click the **Notification** to view open the Order / Agreement

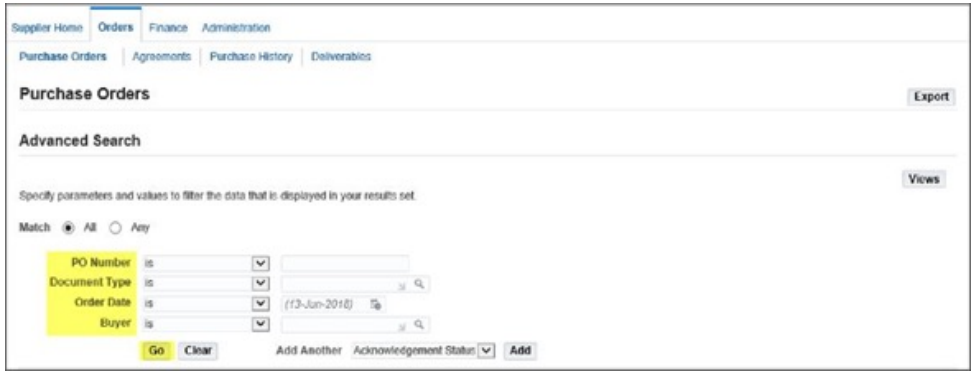
Note:
If you cannot see the notification, select **Go To Full Worklist**. In the View dropdown, select **All Notifications** and Go. The Award should appear. Select the Subject to open the notification or check the box to the left and Open.

Searching for Orders in the Portal

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



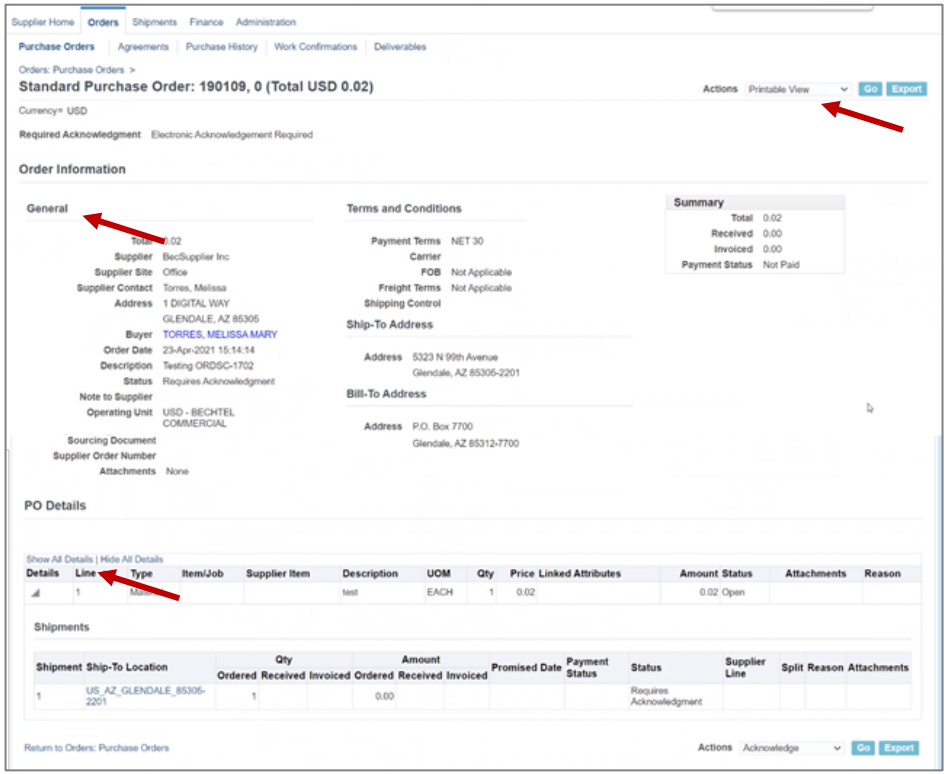
STEP 1: Click the **Advanced Search** button to search



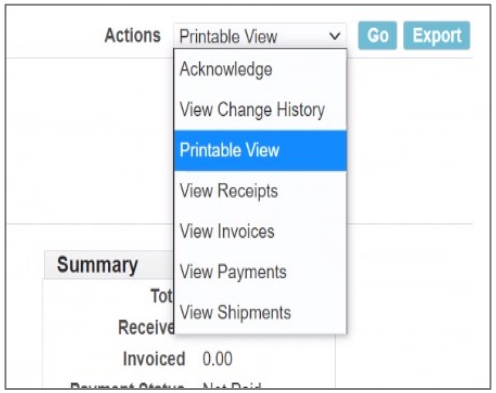
STEP 2: Enter the **criteria** you wish to search by and click **Go**. To open an Order, select the PO Number (Order Number).

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



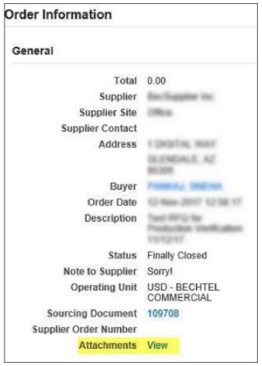
STEP 1: After clicking the PO Number, the Order will open. Review the information within the Order. Be sure to click the **Show All Details link** within the PO Details section to view all of the line information.



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.

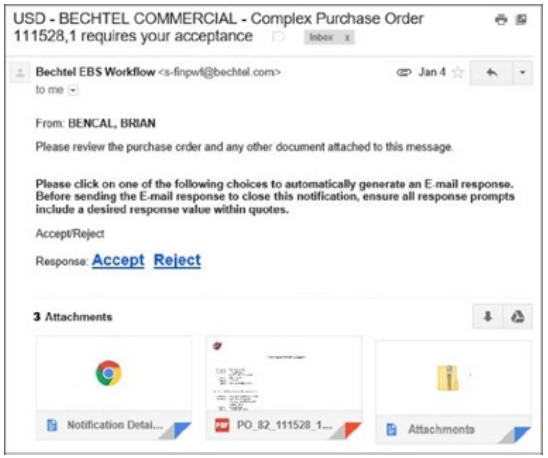
This will take you to the Attachments page. Click the Title of the attachment to download it onto your computer.



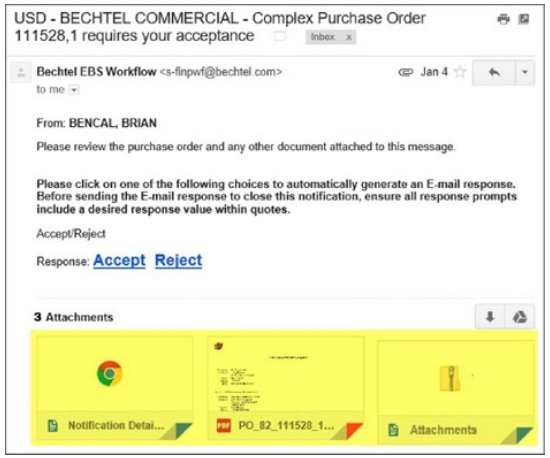
Electronic Acknowledgements

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.

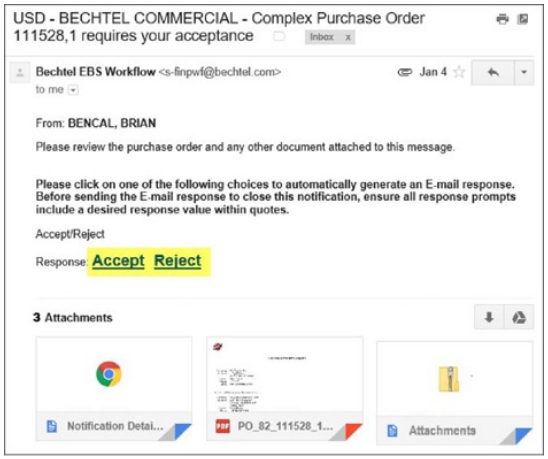
Via Email



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



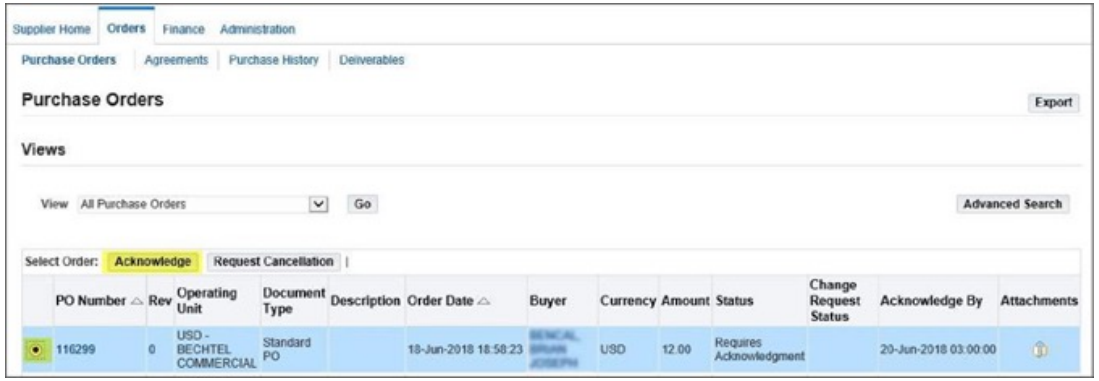
STEP 2: Before acknowledging the Order, make sure you have downloaded and reviewed the **PDF copy** of the Order and any Attachments



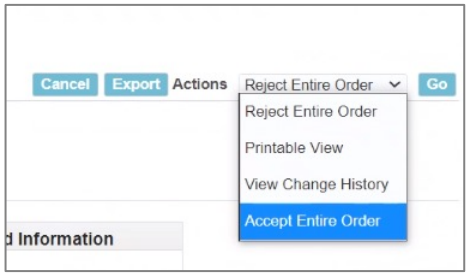
STEP 3: To acknowledge the Order via email, simply click the **Accept** or **Reject** option.

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**.



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



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

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

6.0 | **Order Admin & Management**

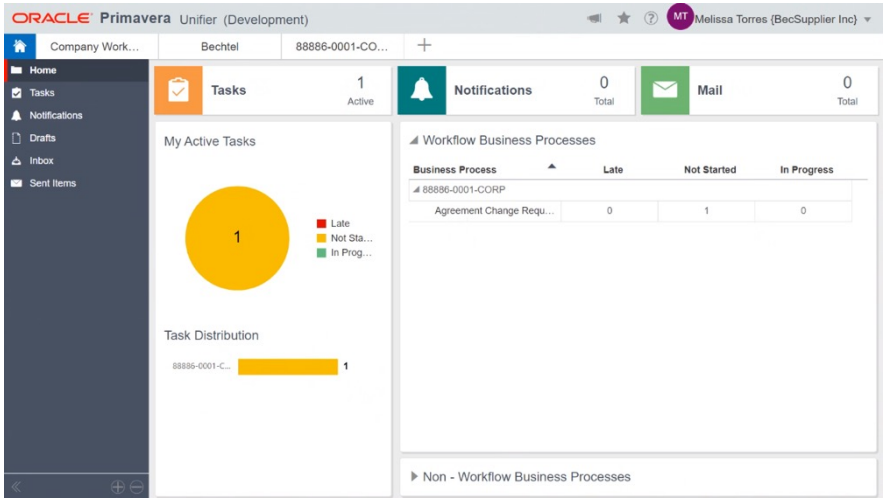
IN THIS SECTION

6.0 Navigating DSCS Unifier

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

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

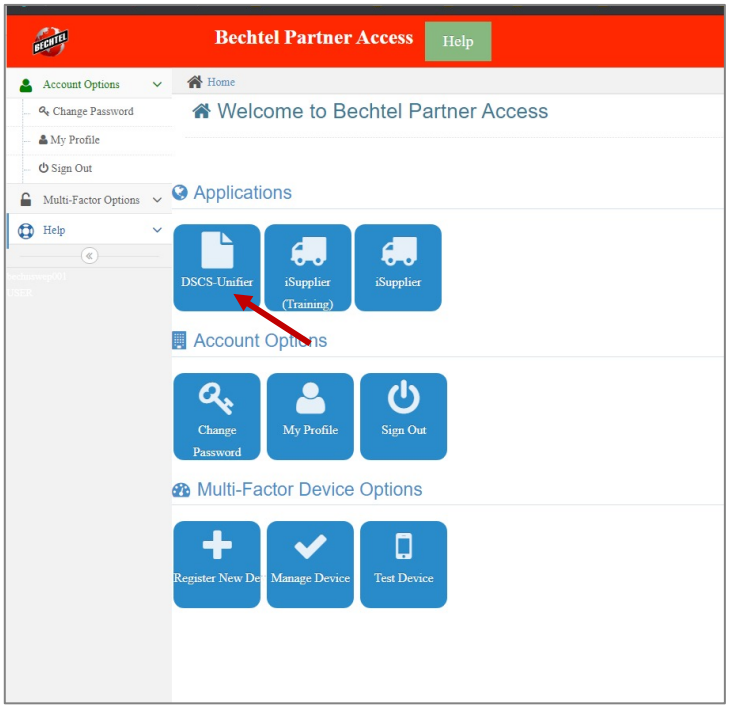
- **6.1: Submit a Change Request**
- **6.2: Respond to a Change Acknowledgement and Cost Negotiation**
- **6.3: Submit Daily Reports** (when required)

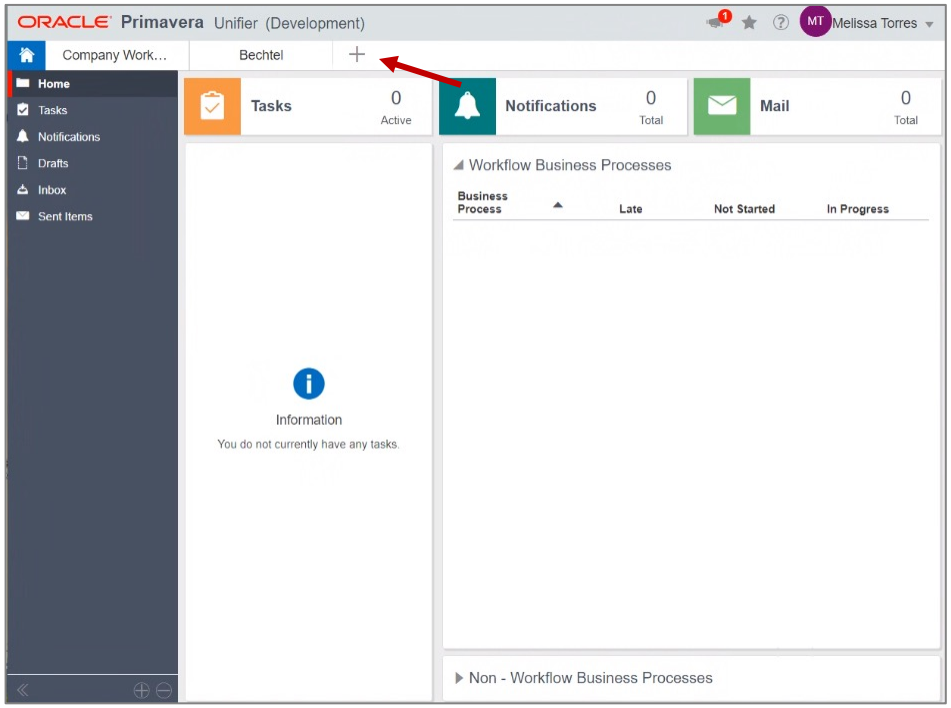


Note:
Changes are disruptive for suppliers and subcontractors, Bechtel, and our customers, but are part of any complex engineering and construction project. While striving to minimize the number of changes, any change requests and change notifications must be formally tracked in the supply chain application.

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

6.0 Navigating DSCS Unifier





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

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

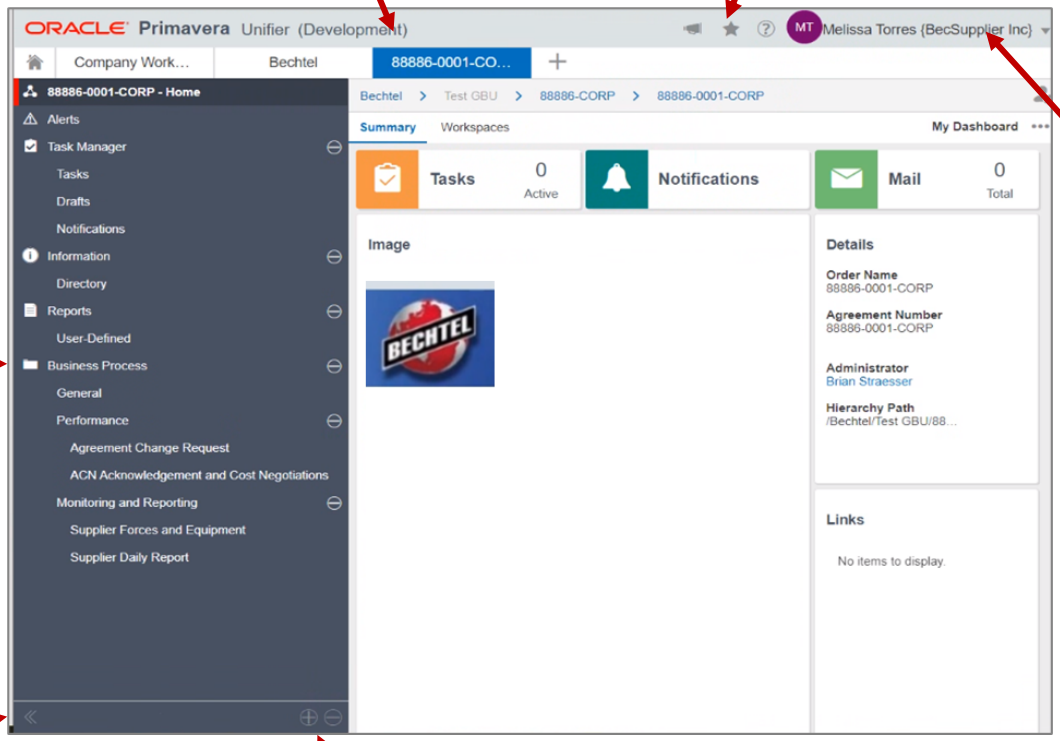
Click the **+ sign** in the top and search for the order number provided by your Bechtel Buyer. (In this example, the Order Number is “88886-0001-Corp”)

6.0 Navigating DSCS Unifier

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

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

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



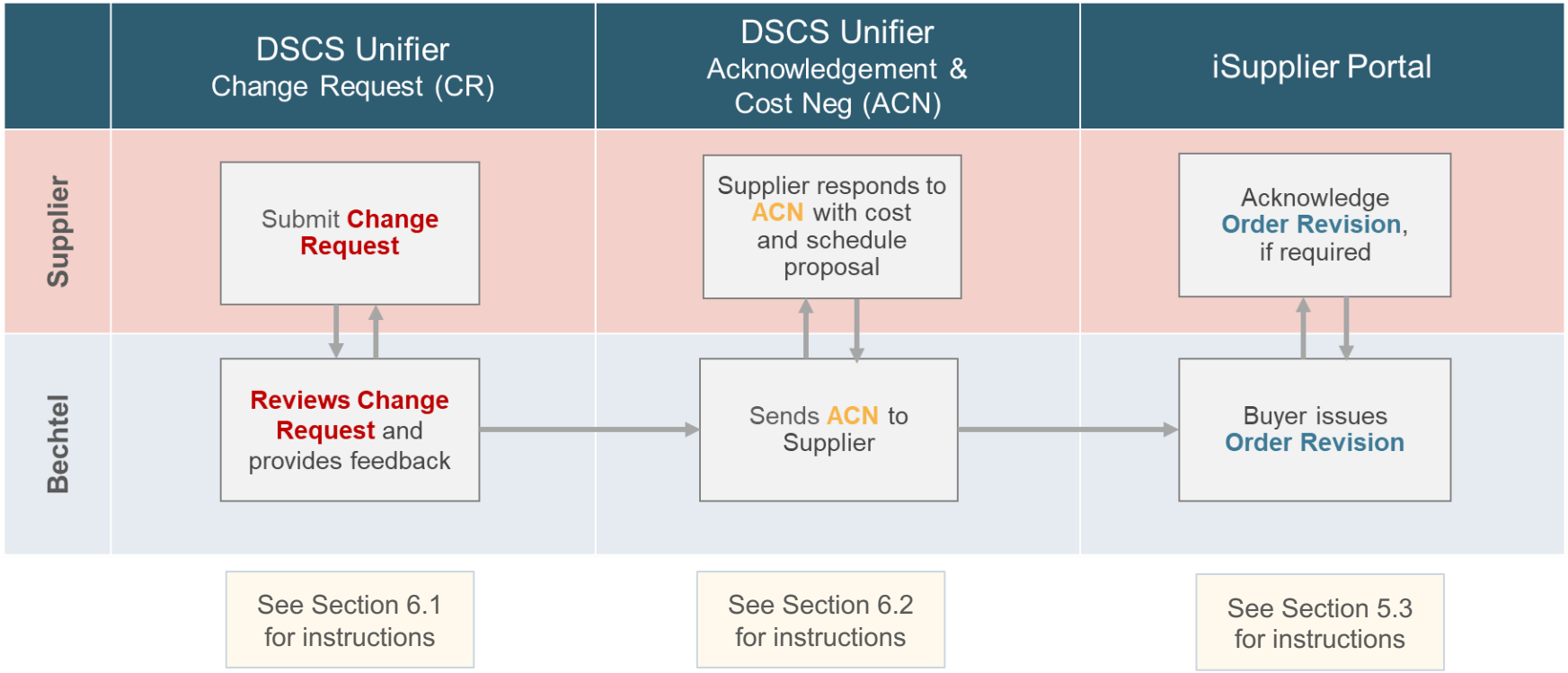
Click on your name to set your **preferences**, such as time zones, currency, and proxies

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

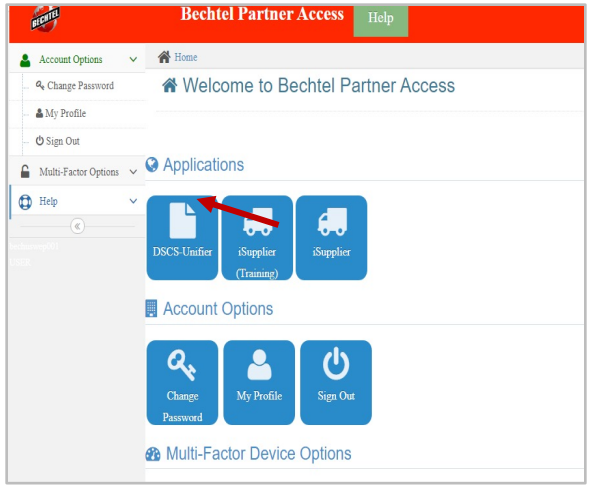
Click the **+ sign** to expand all the menu options

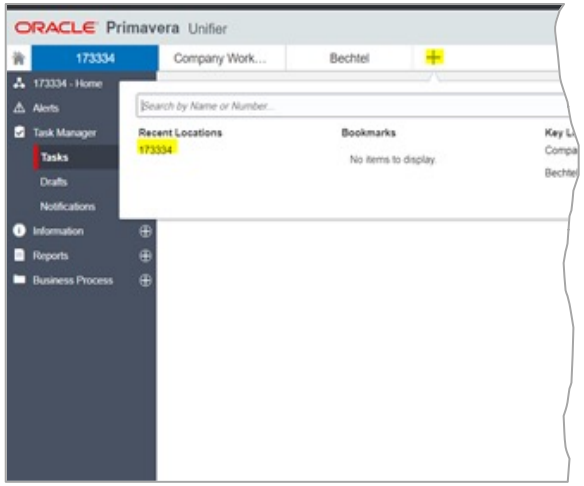
6.1 Submit a **Change Request**

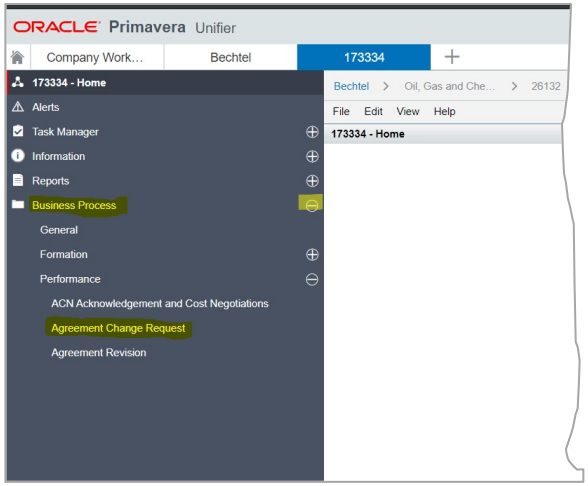
There are 2 key steps to negotiating a contract change:



6.1 Submit a Change Request







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

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

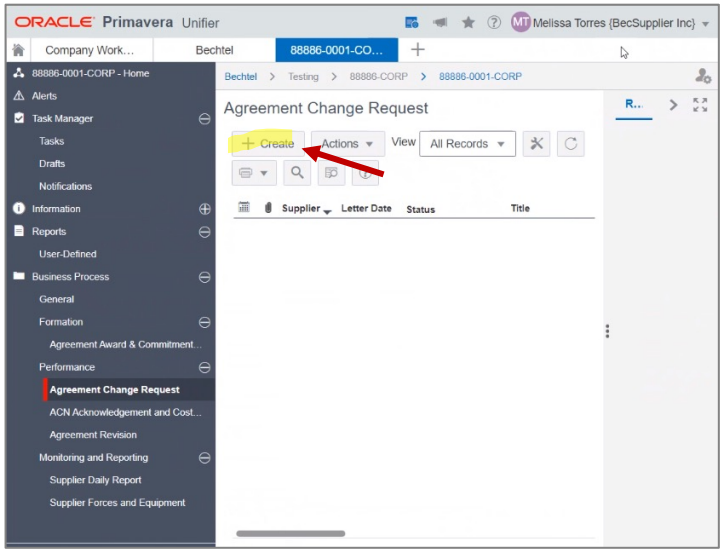
Ask your Bechtel Buyer if you do not know your Order Number

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

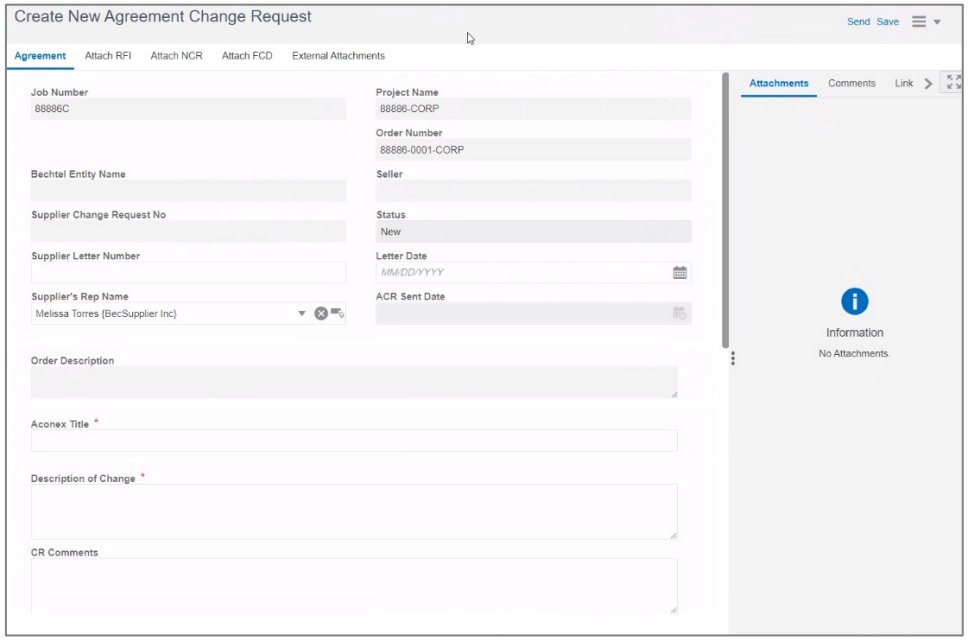
Under **Business Process, then Performance,** select **Agreement Change Request**

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

6.1 Submit a Change Request



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

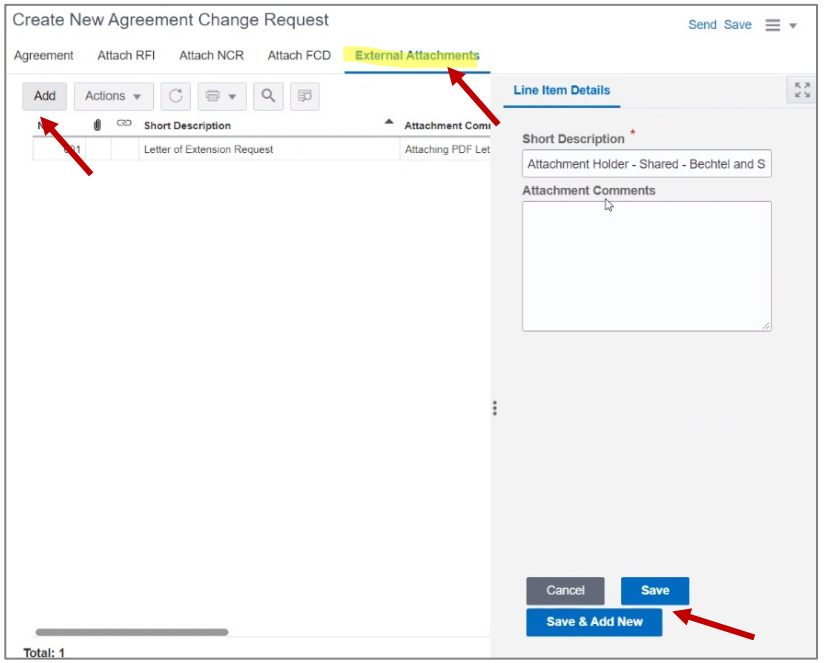


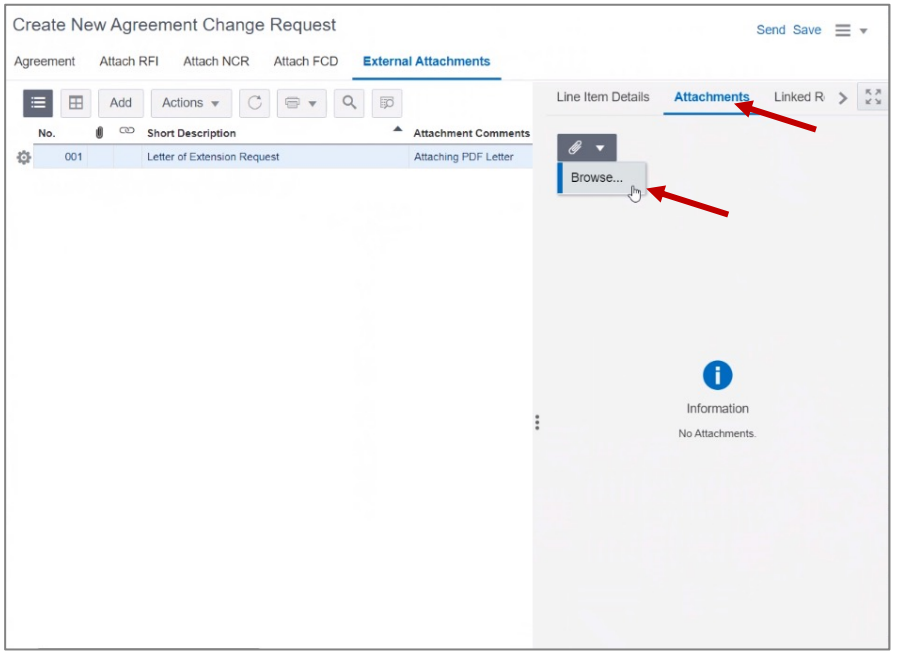
STEP 5: A new window will open with several tabs. Fill in as much as information as possible, especially the **required fields** (marked by *). Grey fields cannot be edited.

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



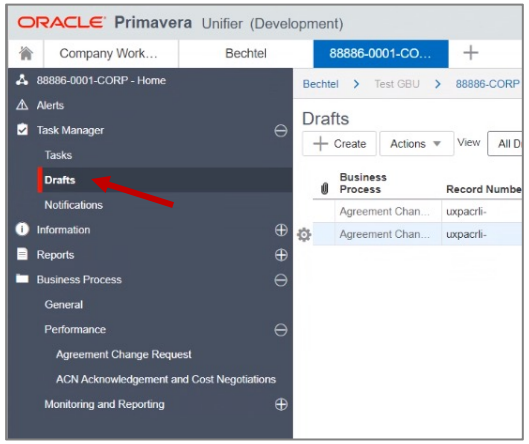


Attachments Step 1: To add attachments, navigate to the "**External Attachments**" tab, click "**Add**."

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

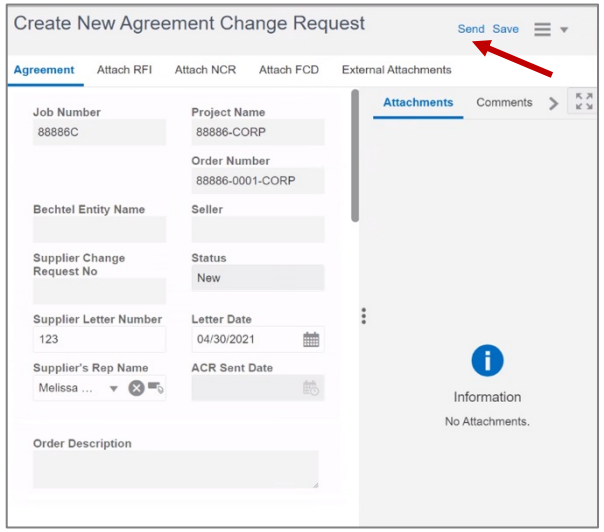
Attachments Step 2: Select the record, and then click on the "**Attachments**" tab on the right, now you can click the paperclip icon to "**Browse**" for your attachment and attach. Click the Upload button at the bottom.

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

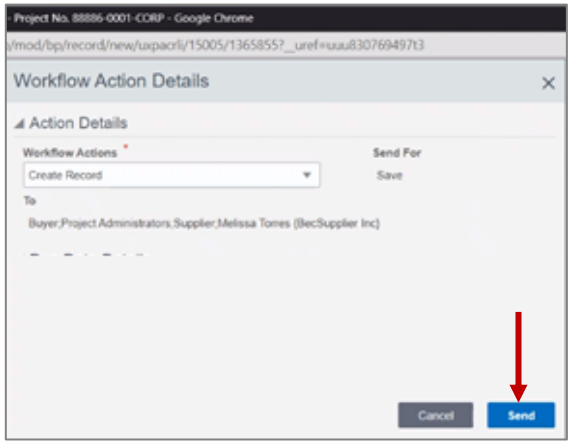


STEP 6: Click on "Save" in the top right-hand corner to save your **Draft**.

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.



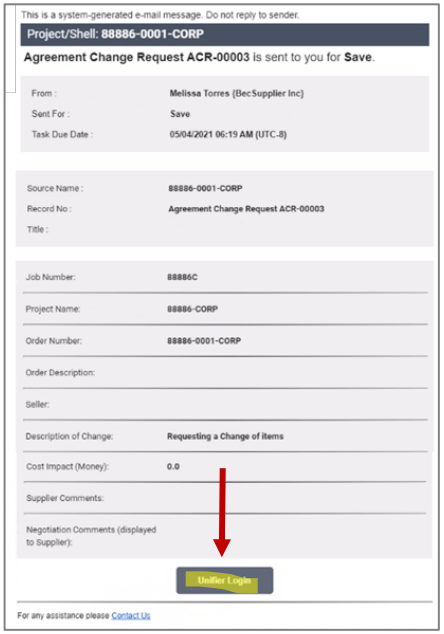
STEP 7: When you are ready to proceed, click on "**Send**" in the top right-hand corner.

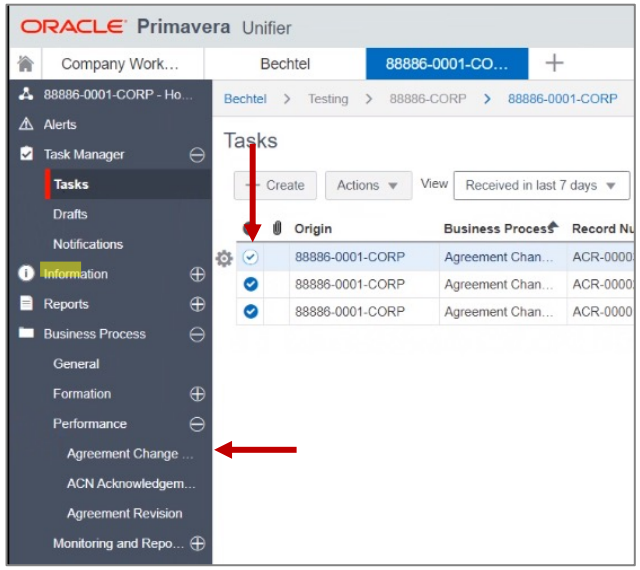


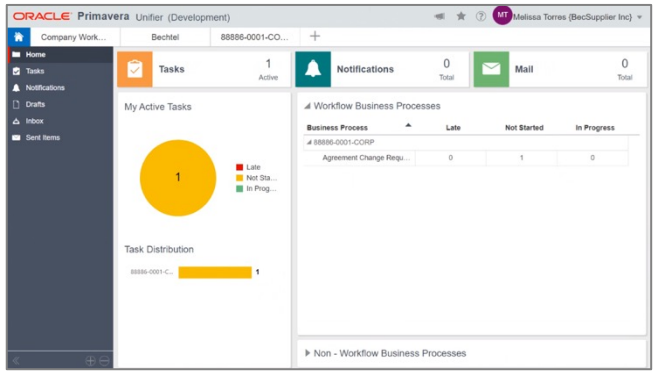
STEP 8: A pop-up window will show you the Workflow that your Change Request will take, as determined by the Bechtel Buyer. This first step will **Create** the Change Request record.

Click "**Send"** to proceed.

6.1 Submit a Change Request



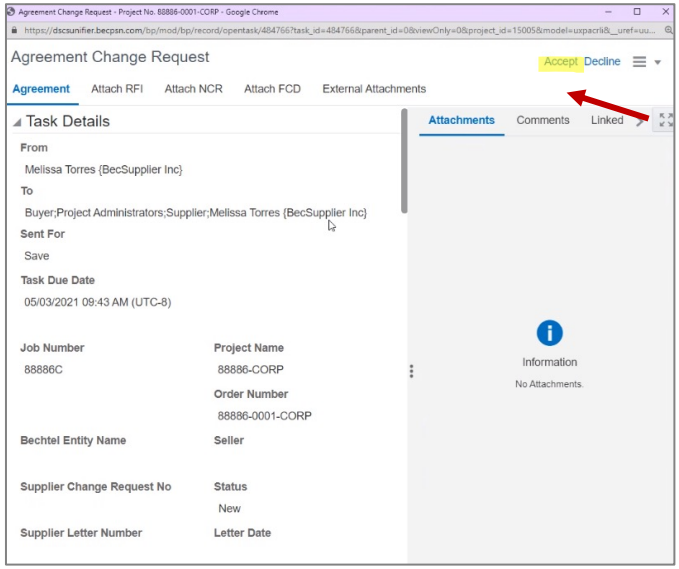


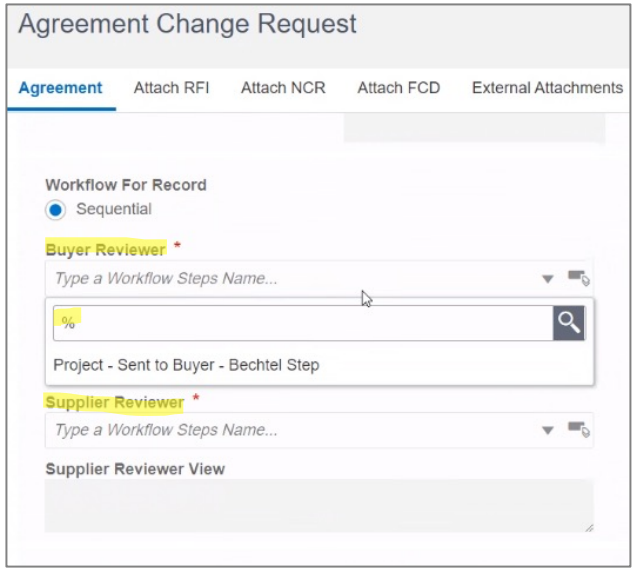


STEP 9: You will receive an email notification letting you know that the Record is ready for your next action. You can click the "**Unifier Login**" button in the email to open the Change Request record.

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.



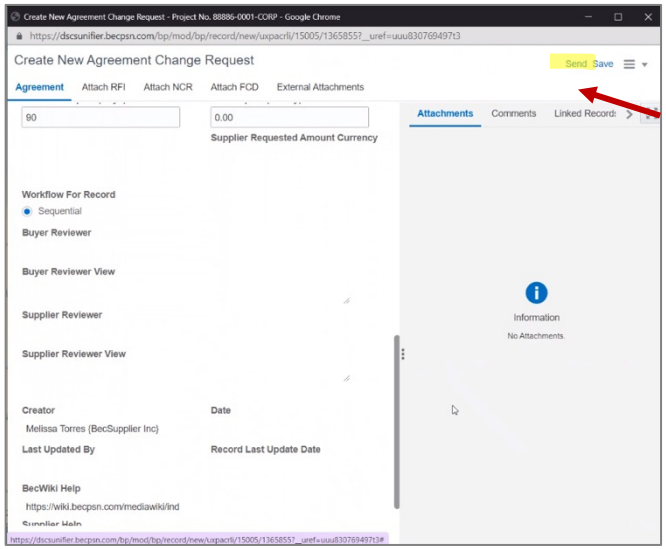


STEP 10: Click "**Accept**" to unlock the record for a final review and further edits.

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

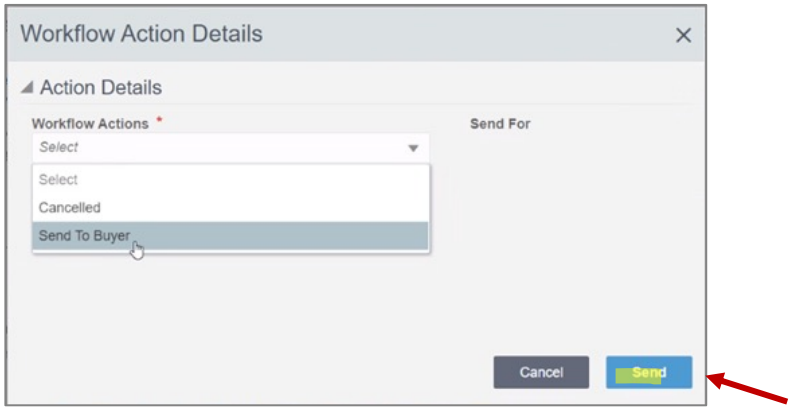
When you select a workflow, you will see the names of the individuals who will receive the notifications, in the order they will receive them.

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



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.

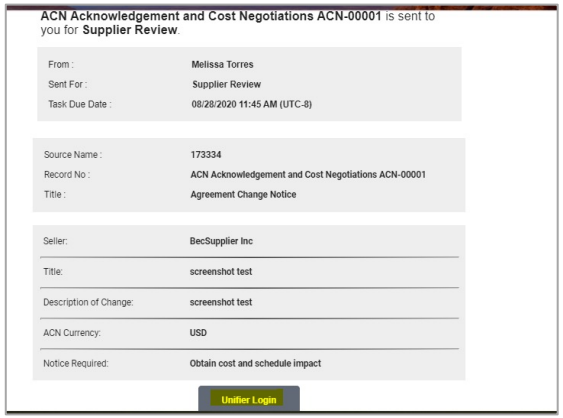
The record has now been sent to Bechtel and will be listed as "Under Review" in your Change Request log until it has been further dispositioned by the Buyer.

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.

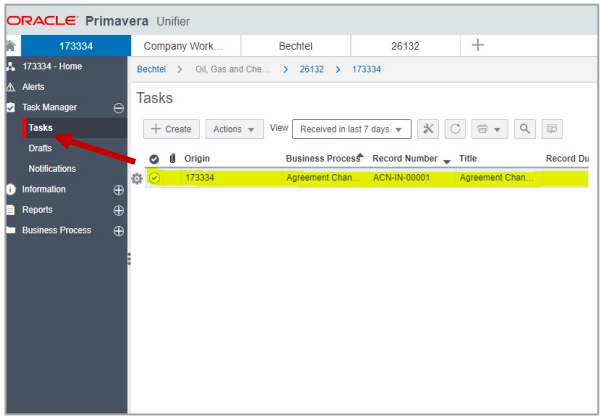
If the Buyer Accepts the change request, this **does not mean** the change has been approved for the Order. A change negotiation process will be needed to approve the change on the Order. Wait for further instructions from the Buyer.

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**.

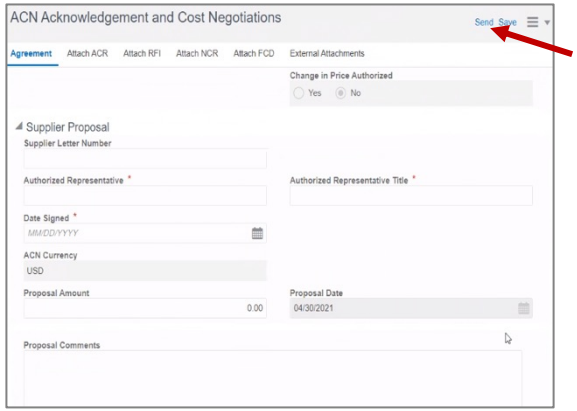


STEP 1:
Click the **Unifier Login** to begin the change notice process.



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.

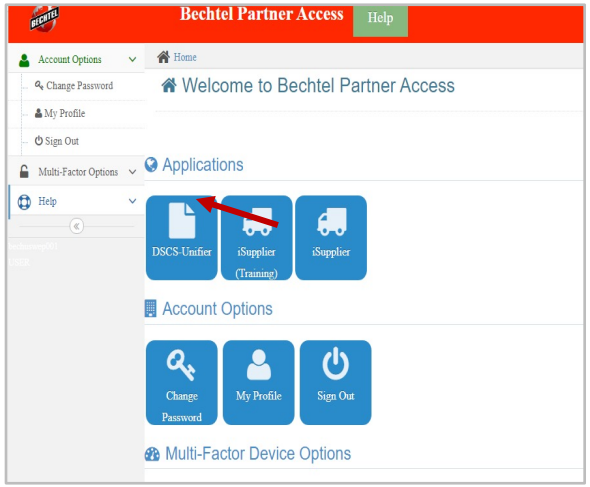
Click "**Send**" when ready; the pop-up window will allow you to confirm that you are submitting the proposal to Bechtel.

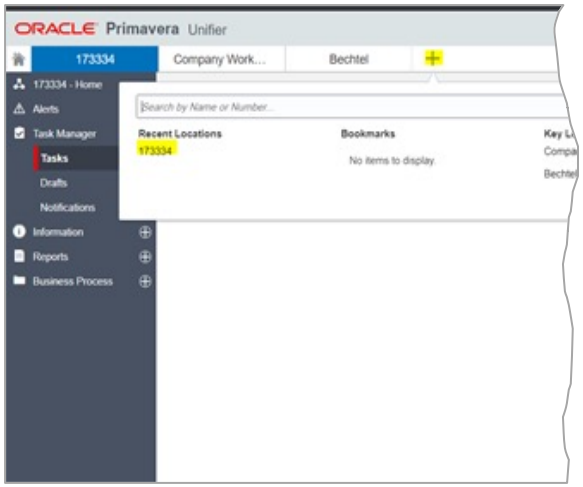
Note:
Your proposal is now with Bechtel for review. You can review the status of your record in Unifier anytime, and you will receive an email when there is an action for you.

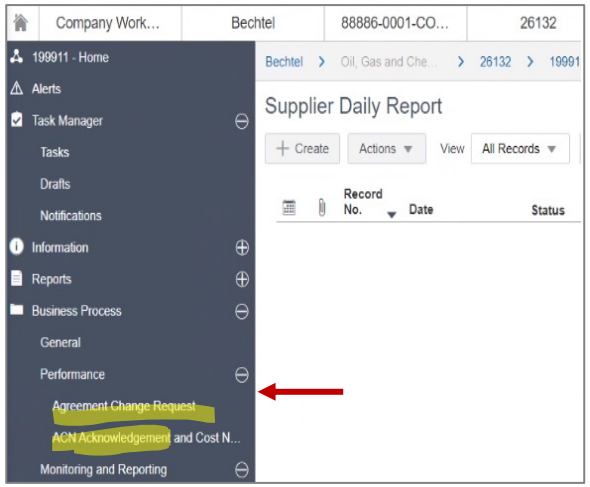
6.3 Supplier Daily Report

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**

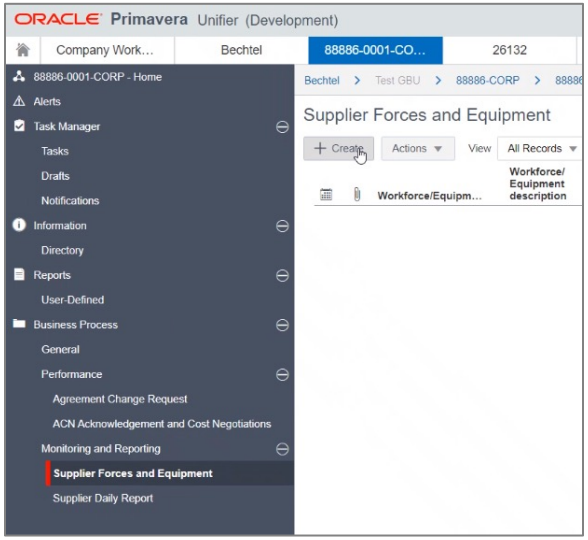
STEP 2: Click on your Order Number tab. If you do not see your Order, click the **+** icon and search by **Order number.** (Ask your Bechtel Buyer if you do not know your Order Number)

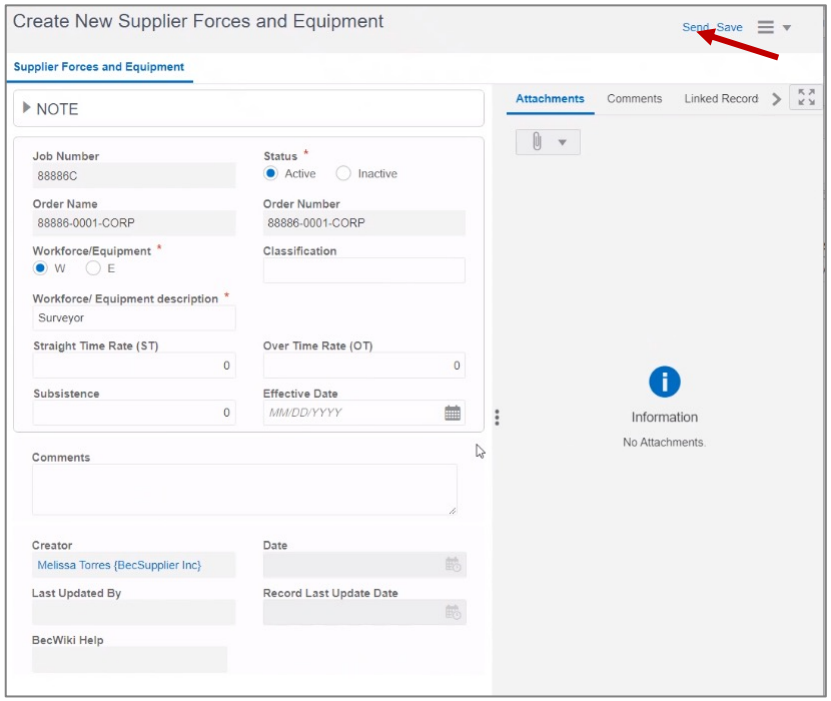
STEP 3: Click on the + in the left-hand menu bar to expand the menu options. Under **Business Process, look under Monitoring and Reporting.**

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

Configure the Forces and Equipment

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





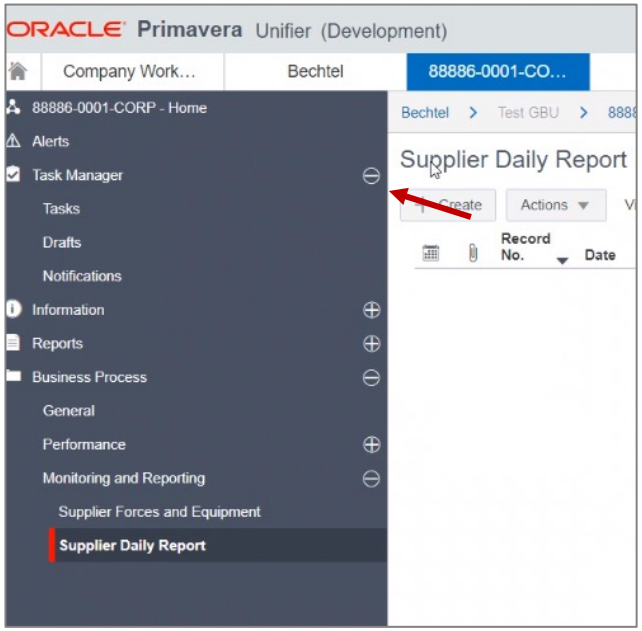
Forces and Equipment - Step 1:
On the left-hand side, click on **Supplier Forces and Equipment**, then click on **Create**

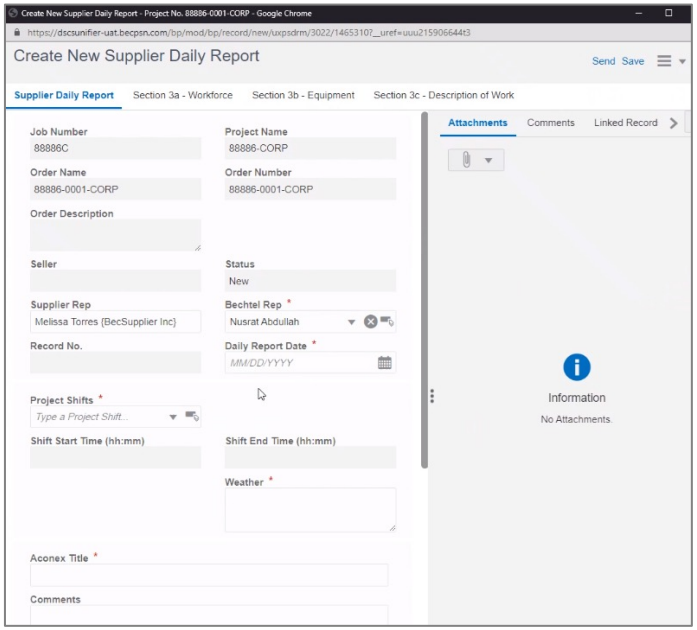
Forces and Equipment - Step 2:
Fill in the applicable fields; refer to your contract or consult with the Bechtel Buyer if you are not sure what items to add.

Click **Send** when done.

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

