



INFRASTRUCTURE
MINING & METALS
NUCLEAR, SECURITY & ENVIRONMENTAL
OIL, GAS & CHEMICALS

Sourcing Instructions for Suppliers

Last Updated: 26-Mar-18

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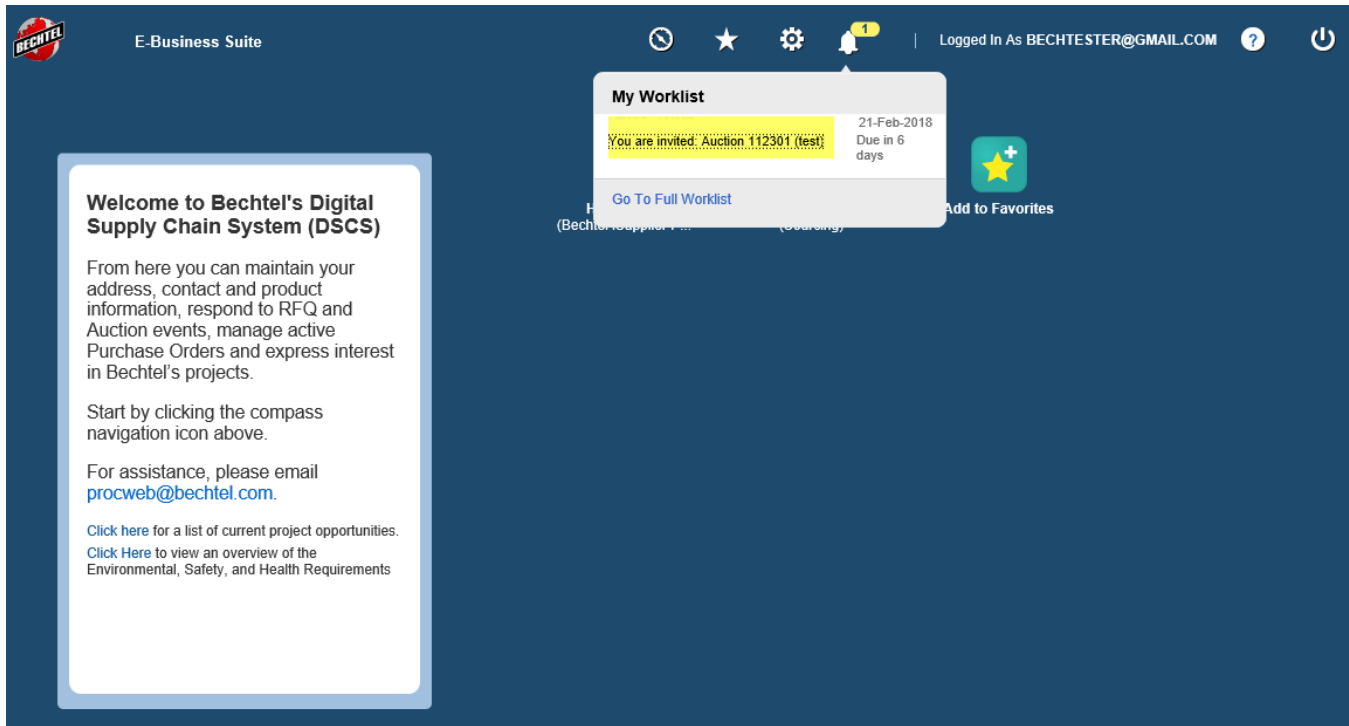
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1 Accessing Negotiations

Use these instructions to access, review and respond all types of negotiations (**RFQ, RFI, and Auctions**) you have been invited to. There are two ways to access an event invitation – through your worklist OR through the Sourcing Home Page. This section also explains how to access

1.1 Access through the Worklist

1. Click **Worklist**, the bell icon, and select the negotiation you wish to access.



2. Click **Negotiation Details** to view details of the negotiation

You are invited: Auction 112301 (test)

Yes No Delegate

From Company Bechtel Corporation
 To Title test
 Sent 21-Feb-2018 09:39:18 Number 112301
 Due 28-Feb-2018 09:37:57
 ID 50694801

Negotiation Preview Not specified
 Negotiation Open February 21, 2018 09:39 am Eastern Time
 Negotiation Close February 28, 2018 09:37 am Eastern Time
 Supplier
 Supplier Site

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	21-FEB-2018 09:39:18	Submit			

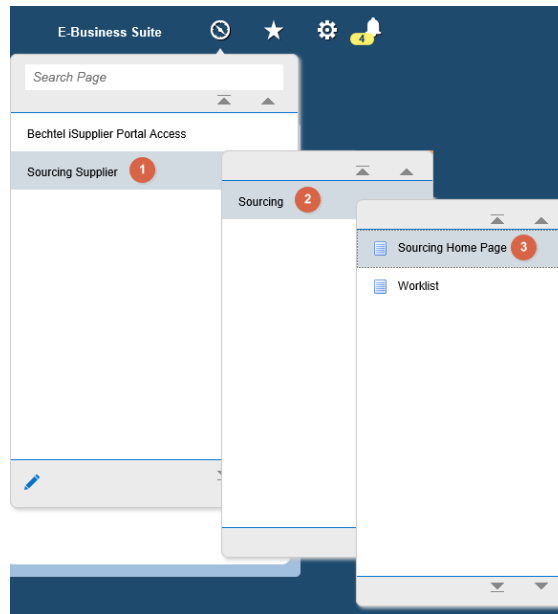
Response

Note to Buyer

[Return to Worklist](#)

1.2 Access through the Sourcing Home Page

1. Access the **Sourcing Home Page** through the compass icon, located at the top of the page



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

2. This will take you to the Sourcing Home Page. To view an invitation, click the **Negotiation Number** of that invitation under “Your company’s Open Invitations”
 - **Your Active and Draft Responses** – these are the negotiations your company is actively participating in. Once you acknowledge participation in, or create a quote for a negotiation, it will reside under this first section. Note that only the 5 most recent negotiations will be visible – to view all your active and draft responses click **Full List**
 - **Your Company’s Open Invitations** – these are the negotiations you have been invited to, but not yet responded to. If you cannot find the negotiation under your open invitations, you should check your active and draft responses as someone else from your company may have already responded to the invite.

Negotiations

Search Open Negotiations

Title

Go

Welcome, Bech Tester.

Your Active and Draft Responses

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

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
492015	Draft		112345		RFQ	16 hours 30 minutes		0
492061	Draft		112389		Auction	2 days 15 hours		0
492062	Draft		112390		Auction	2 days 15 hours		0
136014	Active		105517		RFI	0 seconds		0
160017	Active		106008		Auction	0 seconds		0

Your Company's Open Invitations

Full List

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

Quick Links

Manage

View Responses

- Drafts
- Deliverables
- Personal Information

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

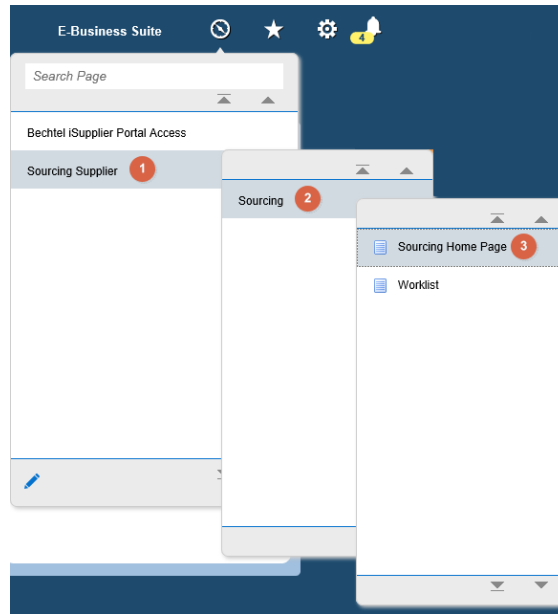
Note: If you cannot find the negotiation you are looking for, use the **Search Open Negotiations** bar at the top of the page to search for the negotiation. If you still cannot locate the negotiation, please reach out to your Bechtel buyer for assistance.

- After clicking the **Negotiation Number**, you will be brought to the negotiation.

1.3 Searching Open Negotiations

If you are having trouble locating the negotiation you were invited to participate in, you can search through your open negotiations to locate it. You will need to know some basic information about the negotiation in order to search, such as the title, number, contact invited, category, etc. If you do not know enough information to search, please reach out to your Bechtel Buyer.

- Access the **Sourcing Home Page** through the compass icon, located at the top of the page



- If you were not the contact invited to participate in the negotiation, you will not see anything under “**Your Company’s Open Invitations**”

Note: Only the one supplier contact invited to the negotiation will receive any notification of the negotiation. All other supplier contacts will need to search the RFQ number to access/respond to the negotiation

- Use the **Search Open Negotiations** search bar at the top of the page to search for the negotiation

Negotiations

Search Open Negotiations

Title

Number

Contact

Category

Line

Event

Go

Welcome, Bech Tester.

Your Active and Draft Responses

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

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
492015	Draft		112345		RFQ	16 hours 22 minutes	<div></div>	0
492061	Draft		112389		Auction	2 days 15 hours	<div></div>	0
492062	Draft		112390		Auction	2 days 15 hours	<div></div>	0
136014	Active		105517		RFI	0 seconds	<div></div>	0
160017	Active		106008		Auction	0 seconds	<div></div>	0

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found				

Note: The search will default to **Title**. Use the drop down to change the search criteria

3. Select the negotiation and click **Respond** OR simply click on the **Negotiation Number**

Negotiations

[Negotiations >](#)
Active Negotiations

Search

Note that the search is case insensitive

Number

112388

Title

Category

Go

Clear

Contact

Line

Event

Select Negotiation: **Respond**[Return to Negotiations](#)

2 Reviewing Negotiations

Once you are in the negotiation, you may explore the various sections. If you have any questions about these sections, please reach out to the Buyer directly. When reviewing the negotiation, pay special attention to the following:

2.1 Reviewing the Header

1. **Terms** section identifies the terms for the negotiation. If you have any questions on the negotiation terms, please reach out to your Bechtel buyer

RFQ: 109708

2 Unread Messages

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

Actions Online Discussions Go

Title

Status

Time Left

Open Date 12-Nov-2017 12:29:39

Close Date 12-Nov-2017 12:37:33

Header

Lines

Controls

Contract Terms

Buyer

Quote Style

Description

Outcome

Complex Purchase Order

Event

Terms

Bill-To Address

Ship-To Address

Delivery Terms

Payment Terms NET 30

Carrier

Freight Terms

Currency

RFQ Currency USD

Price Precision Any

Requirements

Show All Details | Hide All Details

Details Section

Commercial

Notes and Attachments

Note to Suppliers

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
File 1.docx	File		To Supplier		12-Nov-2017	One-Time		

2. **Currency** section identifies all acceptable currencies for the event. Additional response currencies may be added by the Buyer.

RFQ: 109708

2 Unread Messages

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

 Actions Online Discussions Go

 Title
Status
Time Left

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

Header	Lines	Controls	Contract Terms					
Buyer Quote Style Description		Outcome Complex Purchase Order Event						
Terms								
Bill-To Address Ship-To Address Delivery Terms		Payment Terms NET 30 Carrier Freight Terms						
Currency								
RFQ Currency USD		Price Precision Any						
Requirements								
Show All Details Hide All Details Details Section ▶ Commercial								
Notes and Attachments								
Note to Suppliers								
Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
File 1.docx	File		To Supplier		12-Nov-2017	One-Time		

3. **Requirements** are any preconditions or qualifications to supplement the bid. Bechtel may additionally require you to provide targeted information specific to the scope of work.

RFQ: 109708

2 Unread Messages

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

 Actions Online Discussions Go

 Title
Status
Time Left

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

Header	Lines	Controls	Contract Terms					
Buyer Quote Style Description		Outcome Complex Purchase Order Event						
Terms								
Bill-To Address Ship-To Address Delivery Terms		Payment Terms NET 30 Carrier Freight Terms						
Currency								
RFQ Currency USD		Price Precision Any						
Requirements								
Show All Details Hide All Details Details Section ▶ Commercial								
Notes and Attachments								
Note to Suppliers								
Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
File 1.docx	File		To Supplier		12-Nov-2017	One-Time		

Note: Click **Show All Details** to expand all requirement questions

4. **Notes and Attachments** includes any notes the buyer wants to relay about the negotiation as well attached files containing the Scope of Work, Terms & Conditions, and other Contract Terms. To open an attachment, simply click the attachment title.

RFQ: 109708

TIP

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

Actions

Online Discussions

Go

Title

Status

Time Left

Open Date

12-Nov-2017 12:29:39

Close Date

12-Nov-2017 12:37:33

Buyer

Quote Style

Description

Outcome

Complex Purchase Order

Event

Terms

Bill-To Address

Ship-To Address

Delivery Terms

Payment Terms

NET 30

Carrier

Freight Terms

Currency

RFQ Currency

USD

Price Precision

Any

Requirements

Show All Details | Hide All Details

Details Section

Commercial

Notes and Attachments

Note to Suppliers

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
File 1.docx	File		To Supplier		12-Nov-2017	One-Time		

Note: Please ensure that you download all attachments if you intend to bid.

2.2 Reviewing the Lines

This contains the Products needed for the Project and includes Description, Unit of Measure, Target Quantity, Promised date, etc. per line item.

RFQ: 109708

TIP

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

Actions

Online Discussions

Go

Title

Status

Time Left

Open Date

12-Nov-2017 12:29:39

Close Date

12-Nov-2017 12:37:33

Display Rank As

1,2,3...

Ranking

Price Only

Cost Factors

None

Price Tiers

None

Header

Lines

Controls

Contract Terms

Lines

Description	Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (USD)	Active Responses	Time Left
Test Requisition - Buy ...	1	Test Requisition - Buy ...	UD73	EACH	3	17-Nov-2017 11:05:33	17-Nov-2017 11:05:33	Blind	Blind	0 seconds

2.3 Reviewing the Controls

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

RFQ: 109708

2 Unread Messages

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

Actions Online Discussions

Title
Status
Time Left

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

Header Lines **Controls** Contract Terms

Schedule

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

Open Date 12-Nov-2017 12:29:39
Award Date

Response Rules

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

2.4 Reviewing the Contract Terms

The Contract Terms section is where all the deliverables for the negotiation will reside. Any questions regarding the contract terms should be directed to your Bechtel buyer

RFQ: 109708

2 Unread Messages

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

Actions Online Discussions

Title
Status
Time Left

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

Header Lines Controls **Contract Terms**

Deliverables

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

3 Responding to Negotiations

After you receive an invitation to participate in a negotiation, you can acknowledge your participation and create a quote. Follow the instruction below to acknowledge participation and create a quote.

3.1 Acknowledging Participation

1. Review the negotiation, and select **Acknowledge Participation** from the actions menu. Then click **Go**.

Auction: 112388

TIP

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

Actions

Acknowledge Participation

Go

Title

Status

Time Left

Open Date

01-Mar-2018 08:16:25

Close Date

31-Mar-2018 08:15:06

2. Upon reviewing the negotiation, please acknowledge participation by picking **Acknowledge Participation** next to **Actions** and click **Go**. This will then bring you to a new page where you will decide if you company will participate in the negotiation by clicking **Yes** or **No** (shown below):
 - a. **Yes - Accept.** If accepted, you may participate in the negotiation.
 - b. **No - Decline.** If declined, you will not be included in additional communications about this specific event in the future, and is not expected to participate in the negotiation. If you respond no on accident, please contact the buyer for the next steps.
3. After choosing your response to the invitation, click **Apply**.

Acknowledge Participation (Auction 112388)

1

Will your company participate?

☒ Yes

☐ No

Note to Buyer

2

Cancel

Apply

Note: If you respond “no” your Bechtel buyer will remove your company from the negotiation. If you respond “no” by mistake, please contact your Bechtel buyer for assistance.

3.2 Creating a Quote – Header

1. First, ensure you have reviewed the negotiation in full, including downloading all the header level **Attachments**.

RFQ: 109708

2 Unread Messages

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

Actions Online Discussions Go

Title
Status
Time LeftOpen Date 12-Nov-2017 12:29:39
Close Date 12-Nov-2017 12:37:33

Header Lines Controls Contract Terms

Buyer	Outcome	Complex Purchase Order						
Quote Style	Event							
Description								
Terms								
Bill-To Address	Payment Terms	NET 30						
Ship-To Address	Carrier							
Delivery Terms	Freight Terms							
Currency								
RFQ Currency	USD	Price Precision Any						
Requirements								
Show All Details Hide All Details Details Section ▶ Commercial								
Notes and Attachments								
Note to Suppliers								
Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
File 1.docx	File		To Supplier		12-Nov-2017	One-Time		

2. To create a response, click **Create Response/Quote/Bid** under the **Actions** drop down menu then click **Go**.

RFQ: 109708

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

Actions	Acknowledge Participation	Go
	Create Quote	
Open	Online Discussions	
Close	View Quote History	
	Printable View	
	Export to Spreadsheet	

3. When creating a quote, you will first land on the **Header**. On the header of the create quote page you can add any notes to the buyer, select the quote currency, and upload attachments.

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

Supplier

Supplier Site

RFQ Currency USD

Quote Currency USD ▼

Price Precision Any

Reference Number

Note to Buyer

Attachments

Add Attachment

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

3.2.1. Uploading Attachments

1. To add attachments, Click the **Add Attachments** button.

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](#)

Supplier

Supplier Site

RFQ Currency USD

Quote Currency

Price Precision Any

Reference Number

Note to Buyer

Attachments

[Add Attachment](#)

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

2. This will redirect you to a new page. Add a title and description then browse your computer and select the appropriate file. You can also insert a URL, short text, and long text attachment. Click **Apply** to attach the file or **Add Another** to attach the file and attach another.

Add Attachment

[Cancel](#) [Add Another](#) [Apply](#)

Attachment Summary Information

Title

Description

Category From Supplier

Define Attachment

Type ☒ File [Browse...](#)

☐ URL

☐ Short Text

☐ Long Text

3. You will see a confirmation at the top of your screen

Confirmation

Test attachment has been added successfully.

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](#)

Supplier

Supplier Site

RFQ Currency USD

Quote Currency USD ▼

Price Precision Any

Reference Number

Note to Buyer

Attachments[Add Attachment](#)

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

3.3 Creating a Quote – Lines

1. Click on the **Lines** tab to input your quote/pricing information.

Create Quote: 492139 (RFQ 109708)
[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title

Time Left 7 days 22 hours

Close Date 22-Mar-2018 14:16:31

[Header](#) [Lines](#)

RFQ Currency USD

Price Precision Any

Quote Currency USD

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1 Stuff	US_WA_KENNEWICK_99336-0000	No Quote				LUMP SUM	1	1		No ▼	

Ⓢ Indicates more information requested. Click the Update icon.

2. Populate the available fields including **Quote Price** and **Promised Date**

Create Quote: 492139 (RFQ 109708)
[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title

Time Left 7 days 22 hours

Close Date 22-Mar-2018 14:16:31

[Header](#) [Lines](#)

RFQ Currency USD

Price Precision Any

Quote Currency USD

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1 Stuff	US_WA_KENNEWICK_99336-0000	No Quote				LUMP SUM	1	1		No ▼	

Ⓢ Indicates more information requested. Click the Update icon.

Note: The **Promised Date** field will default to what the buyer has entered. You may edit and/or delete this date. The **Promised Date** is not a mandatory field.

- If you wish to provide more detail for a line, you can upload line level **Attachments** or any **Notes to Buyer**. To do this, click the update button.

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			<input type="text"/>	LUMP SUM	1	1	<input type="text"/>	No <input type="button" value="v"/>	<input type="button" value="p"/>

Indicates more information requested. Click the Update icon.

- Once you have entered all of the necessary information, click **Apply**.

Create Quote 492139: Line 1 (RFQ 109708)

[Cancel](#) [Save Draft](#) [Apply](#)

Description Stuff

Unit LUMP SUM

Start Price

Target Price

Quote Price

Target Quantity 1

Quote Quantity 1

Close Date 22-Mar-2018 14:16:31

Quote Currency USD

Rank No Quote

Ship-To

Need-By Date

Promised Date

3

Notes

Note to Buyer

1

Attachments

[Add Attachment](#)

2

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

- When satisfied with your bid, click **Continue**.

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			<input type="text"/>	LUMP SUM	1	1	<input type="text"/>	No <input type="button" value="v"/>	<input type="button" value="p"/>

Indicates more information requested. Click the Update icon.

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

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	Reference Number	
Quote Currency	Note to Buyer	
Price Precision		

Attachments

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

Lines

Quote Total (USD) 100.00

Line	Line	Ship-To	Start Price	Target Price	Quote Price (USD)	Unit	Target Quantity	Quote Quantity	Line Need-By Total Date	Promised Date
1	Stuff	US_WA_KENNEWICK_99336-0000			100	LUMP SUM	1	1	100.00	

Line 1: Stuff

Notes

Note to Buyer

Attachments

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

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

Confirmation

Quote 492139 for RFQ 109708 (Testing publish) has been submitted.

[Return to Sourcing Home Page](#)

3.4 Acknowledging Amendments

If the Buyer has created an amendment to an existing negotiation, you will be notified. Once you open the amended negotiation, you must acknowledge the amendments to prove that you have reviewed and understand the changes that have been made. When creating a new amendment, the negotiation number rev up, indicated by a comma and the amendment number (EX: RFQ 112461 becomes 112461,1).

1. Open the amended RFQ by clicking on the **Negotiation Number**. Upon doing so, you will receive a warning message. Click **Yes** to proceed

Warning

No Yes

Negotiation 112461 has amendments that require your acknowledgement. Do you want to proceed?

Please review and acknowledge all amendments of this negotiation prior to submitting a response.

- You will be brought to a screen where you must **Acknowledge** the amendment that has been made. Review the changes and check the checkbox to confirm, then click **Acknowledge**

Acknowledge Amendment (RFQ 112461,1)

Cancel Acknowledge

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

☒ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 112461,1.

Header

Label	RFQ 112461	RFQ 112461,1
Amendment Description		controls

Note: The changes from the original RFQ to the newly amended RFQ will be shown side by side to view comparisons. If you have any questions about what changes have been made, please reach out to your Bechtel Buyer.

- After clicking **Acknowledge** you will receive a confirmation message. Click **Yes** to create a quote



- If you selected yes, the amended negotiation will open and you will have the ability to enter a new quote. Follow the same steps you took to create the original quote, as seen in section 3.2 and 3.3

Note: If you created a quote for the original negotiation, your quote will be pre-populated. You can submit the quote as is, or make changes before submitting.

4 Reviewing Responses

To view all negotiations you have participated in, see the **View Responses** section. Under this section you can view:

- Active** – All the active negotiations you have created a quote for. If the negotiation close date has passed, your quote is no longer active.

- **Disqualified/Withdrawn** – All the negotiations in which you submitted a quote and later withdrew or was disqualified by the buyer.
- **Awarded** – All the negotiations you have won and have been awarded to.
- **Rejected** – All the negotiations you did not win and have not been awarded.

Negotiations

Search Open Negotiations Title

Welcome, Bech Tester.

Your Active and Draft Responses

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

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
492139	Active		112461		RFQ	7 days 21 hours		0
492095	Draft		112388		Auction	16 days 15 hours		0
136014	Active		105517		RFI	0 seconds		0
160017	Active		106008		Auction	0 seconds		0
392018	Active		109709		RFQ	0 seconds		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	112456		RFQ	18 hours 8 minutes
	112460,1		RFQ	1 day 18 hours

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

Note: If you did not respond to a negotiation, you will not find it under the **View Responses** section. This will only list the negotiations in which you have responded/created a quote for.

4.1 Revise a Response

If the buyer has checked the **Response Rule** "Suppliers are allowed to provide multiple responses" in the **Controls** section of the negotiation, you will be able to revise your quote/response. The ability to revise a negotiation is not available for all negotiations. Please note that when you revise a response, the quote number will change.

1. To **Revise** your response, go to the negotiations page and click **Active** under **View Responses**.

Sourcing
Home
Calendar
Star
Settings
6
Logged In As BECHTESTER@GMAIL.COM
Help
Power

Negotiations

Search Open Negotiations Title Go

Welcome, Bech Tester.

Your Active and Draft Responses

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

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
492139	Active		112461		RFQ	7 days 21 hours		0
492095	Draft		112388		Auction	16 days 15 hours		0
136014	Active		105517		RFI	0 seconds		0
160017	Active		106008		Auction	0 seconds		0
392018	Active		109709		RFQ	0 seconds		0

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
	112456		RFQ	18 hours 8 minutes
	112460,1		RFQ	1 day 18 hours

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

- Select the negotiation you wish to **Revise**, then click **Revise**.

Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.

Negotiation has been amended and requires your action to be considered for award.

Negotiation has been paused. Only draft response can be created.

Select Response: Revise Withdraw Previous 1-25 Next 25

Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Monitor	Unread Messages
492139		Active			112461		RFQ		7 days 21 hours		0
492095		Draft			112388		Auction		16 days 15 hours		0

- The negotiation will open and you will have the ability to enter a new quote. Follow the same steps you took to create the original quote, as seen in section 3.2 and 3.3

4.2 Withdraw a Response

If the Buyer checked the **Response Rule** "Allow Quote Withdrawal" under the **Controls** section of the negotiation, you can **Withdraw** your response/quote. The ability to **Withdraw** your response/quote is not available for all negotiations.

- To **Withdraw** your response, go to the negotiations page and click **Active** under **View Responses**.

Sourcing
Home
Clock
Star
Gear
6
Logged In As BECHTESTER@GMAIL.COM
?
Power

Negotiations

Search Open Negotiations Title

Welcome, Bech Tester.

Your Active and Draft Responses

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

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
492139	Active		112461		RFQ	7 days 21 hours		0
492095	Draft		112388		Auction	16 days 15 hours		0
136014	Active		105517		RFI	0 seconds		0
160017	Active		106008		Auction	0 seconds		0
392018	Active		109709		RFQ	0 seconds		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	112456		RFQ	18 hours 8 minutes
	112460,1		RFQ	1 day 18 hours

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

- Select the negotiation you wish to **Withdraw**, then click **Withdraw**.

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: 2

Previous 1-25 Next 25

Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Monitor	Unread Messages
<input checked="" type="radio"/> 492139		Active			112461		RFQ		7 days 21 hours		0
<input type="radio"/> 492095		Draft			112388		Auction		16 days 15 hours		0

- You must provide a reason for withdrawal. Populate the field **Withdraw Reason**, then click **Submit**.

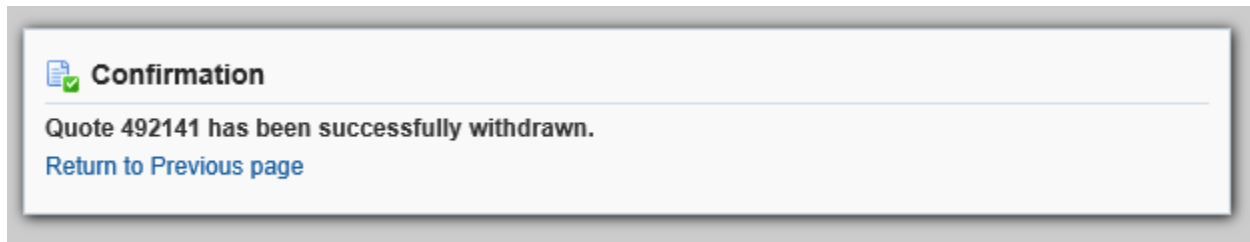
Warning

This action will permanently withdraw the quote from the negotiation process and will be archived. An archived quote will not be eligible for evaluation or award.

Withdraw Quote: 492141 (RFQ 112461,1) 2

1 **Withdrawal Reason**

- You will see a confirmation message when your response/quote has been successfully withdrawn



4.3 Revising a Withdrawn Response

If the Buyer has allowed multiple responses in **Controls**, you will be able to **Revise** the previously **Withdrawn** negotiation response and resubmit, if needed. 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.

- Go to **Disqualified and Withdrawn** under **View Responses**

A screenshot of the BECHTEL Sourcing web application. The top navigation bar includes the BECHTEL logo, "Sourcing", and various icons for home, notifications, and settings. The user is logged in as BECHTESTER@GMAIL.COM. The main content area is titled "Negotiations" and includes a search bar for "Open Negotiations". Below this, a welcome message "Welcome, Bech Tester." is followed by the section "Your Active and Draft Responses". A table lists five responses with columns for Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. Below this table is the section "Your Company's Open Invitations" with a table listing two invitations. At the bottom, there are "Quick Links" for "Manage" (Drafts, Deliverables, Personal Information) and "View Responses" (Active, Disqualified and Withdrawn, Awarded, Rejected). The "Disqualified and Withdrawn" link is highlighted in yellow.

- Select the withdrawn response/quote you wish to revise

Disqualified and Withdrawn Responses

Disqualified and Withdrawn Responses

Select Response: Revise										
Response Number	Your Response Number	Status	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Reason	
492141		Withdrawn		112461,1		RFQ		7 days 20 hours	TEST	

- The negotiation will open and you will have the ability to enter a new quote. Follow the same steps you took to create the original quote, as seen in section 3.2 and 3.3

5 Additional Functionality

5.1 Online Discussions

To communicate with the Buyer within a specific negotiation, you can use the **Online Discussions** tool. The format is similar to email, but is directly connected to the negotiation. Follow the direction below to create a new online discussion message:

- Open the negotiation, go to the **Actions** drop down menu and click **Online Discussions**, then **Go**.

RFQ: 112456

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

Title
Status
Time Left

Actions	
Acknowledge Participation	
Create Quote	
Online Discussions	
View Quote History	
Printable View	
Export to Spreadsheet	

Go

- Click **New Message** to start a new message.

Online Discussions (RFQ 112456)

Cancel

Printable Page

Title
Status
Time Left

Open Date 14-Mar-2018 10:38:28
Close Date 15-Mar-2018 10:37:59

Messages

New Message

Subject	Message	Status	Sender	Date	Reply
No results found.					

- Enter a **Subject** and **Message** and any **Attachments** (optional). Then click **Send** to send the online message to the Buyer

Create New Message (RFQ 112456)

Cancel

Send

* Indicates required field

Send To Bechtel Corporation

* Subject

* Message

Attachments

Add Attachment									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

5.2 Quote by Spreadsheet

Quote by Spreadsheet functionality allows you to create a quote by uploading an excel document. You will begin by exporting a file then modifying it and subsequently uploading it back into the system. Quote by Spreadsheet is most commonly used when creating a quote with hundreds or thousands of line items.

1. Open the negotiation and click **Create Quote** under the **Actions** drop down menu then click **Go**.

RFQ: 109708

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

Actions **Acknowledge Participation** **Go**

Create Quote

Open

Close

Online Discussions

View Quote History

Printable View

Export to Spreadsheet

Title

Status

Time Left

2. Click **Quote by Spreadsheet** to begin.

Create Quote: 492143 (RFQ 112456)

Cancel **View RFQ** **Quote By Spreadsheet** **Save Draft** **Continue**

Title

Time Left

Close Date

Header **Lines**

Supplier

Supplier Site

RFQ Currency USD

Quote Currency USD

Price Precision Any

Reference Number

Note to Buyer

Attachments

Add Attachment

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

3. First you must export the spreadsheet. To do this, select the desired format and click **Export**.

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

4. The Excel file will download onto your computer. Open the file in Excel, enter your quote and any other necessary information, then **Save** the Excel spreadsheet. The yellow cells are mandatory fields and the green cells are optional

Test Contract Templates

RFQ	Company	Bechtel Corporation
Close Date	Buyer	
RFQ Currency USD	Phone	
Quote Currency USD	Email	
Price Precision Any	Supplier	
	Supplier Site	

Lines

Quote Total (USD) 0.00

Line	Item,Rev	Rank	Start Price	Unit	Quantity	Quote Price	Quote Quantity	Promised Date	Note to Buyer	Need-By Date	Target Price	Category	Ship-To Address	Note to Suppliers
1	Test Line for CT	No Quote		EACH	1		1					UB70	Bechtel	

File Download Time 3/14/2018 18:23

Note: When downloading the 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 “RFQ-Quote-Help.htm” document that was downloaded onto your computer.

5. Go back to the iSupplier Portal, click **Browse** and select the saved excel file. Then click **Import**.

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

6. Confirm that the information was uploaded into the negotiations correctly and click **Continue**.

Create Quote: 492143 (RFQ 112456)

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title

Time Left

Close Date

Header

Lines

Supplier

Supplier Site

RFQ Currency

Quote Currency

Price Precision

USD

USD

Any

Reference Number

Note to Buyer

Attachments

Add Attachment

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

7. Review your quote one last time to confirm that you provided all of the necessary information and it is accurate. Once ready, click **Submit** or **Save Draft**.

Create Quote 492143: Review and Submit (RFQ 112456)

[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

Header

Title

Supplier

Supplier Site

RFQ Currency

Quote Currency

Price Precision

USD

USD

Any

Time Left

Close Date

Quote Valid Until

Reference Number

Note to Buyer

15:43:51

15-Mar-2018 10:37:59

Attachments

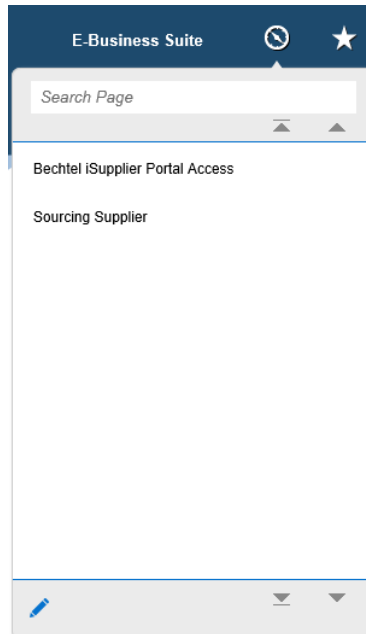
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

6 Profile Management

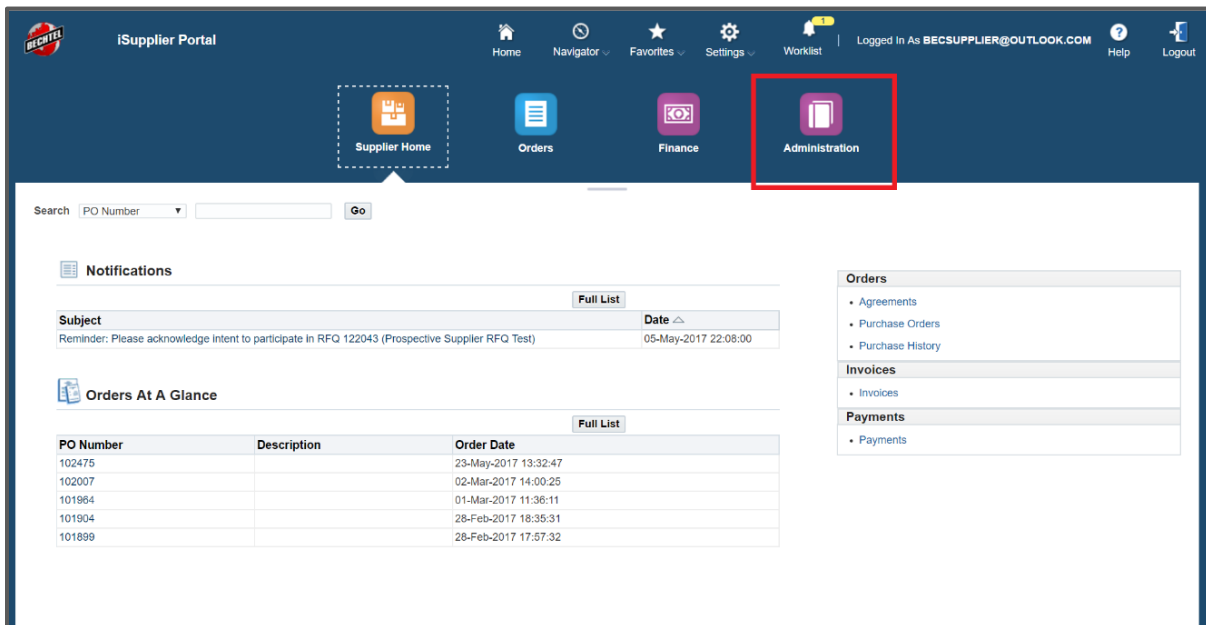
This section will guide you through updating your company profile through the **iSupplier Portal Access**. This role is different than the **Sourcing Supplier** role which is used to deal with negotiations and all the information you learned in the categories above. The iSupplier role can also be used to view anything related to your **Purchasing Orders** and **Finance**, but we will focus solely on profile management in this section.

6.1 Accessing your Company Profile

1. To manage your profile, access the **Supplier Home Page** through Bechtel iSupplier Portal Access responsibility



2. Click on the **Administration** icon (or tab)



- This will open your company profile. The left panel shows the different sections of your profile.

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

General

Organization Name	DUNS Number
Supplier Number	Tax Registration Number
Alias	Taxpayer ID
Parent Supplier Name	Country of Tax Registration
Parent Supplier Number	

Attachments

Search

Note that the search is case insensitive

Title

► [Show More Search Options](#)

Add Attachment

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Test	File	Word	From Supplier		18-Jun-2017	One-Time		

6.2 Sections within your Company Profile

There are several sections to your company profile. We suggest taking some time to click through each section to familiarize yourself. Please note that not all of the fields within your company profile can be updated. For example, you cannot edit your company name, DUNS, or Tax ID. Any changes that need to be made to your company profile must be sent to your Bechtel Buyer or the Procurement Helpdesk at ProcWeb@Bechtel.com with proof of the change.

- General** – this section allows you to view your basic company information. You can also upload and update **Attachments**.

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

General

Organization Name	DUNS Number
Supplier Number	Tax Registration Number
Alias	Taxpayer ID
Parent Supplier Name	Country of Tax Registration
Parent Supplier Number	

Attachments

Search

Note that the search is case insensitive

Title

► [Show More Search Options](#)

Add Attachment

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Test	File	Word	From Supplier		18-Jun-2017	One-Time		

- Company Profile/Organization** – here you can enter additional information on your company such as your past **Experiences, Type of Business,** and **Supplier Qualifications**

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Organization

Cancel Save

Overview

General Information

Product and Services

Experience

Type of Business

Interests Related to Performing Work

Supplier Qualifications

Organization



D-U-N-S Number

Chief Executive Name

Legal Structure

Chief Executive Title

Principal Name

Year Established

Principal Title

Incorporation Year

Control Year

Mission Statement

Total Employees



Organization Total

4

Corporate Total

2

Organization Total Type

Estimated

Corporate Total Type

Estimated

Tax and Financial Information



Taxpayer ID

Analysis Year

Tax Registration Num

Currency Preference

VAT Number:

Annual Revenue

Fiscal Year End

Potential Revenue

☐ Federal Agency

For next fiscal year.

3. Address Book –

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Address Book

Create

Address Name ▲	Address Details	Country ▲	Update
TEST	1234 TEST DR. TEST, TEST, 00000	United States	

Note: The update button will only let you view the details of the address. If you need to make changes to an existing address, please contact your Bechtel Buyer or email the Procurement Helpdesk at ProcWeb@Bechtel.com

4. Contact Directory –

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

Contact Directory : Active Contacts

Create								Previous 1-15 Next 15	
First Name ^	Last Name ^	Supplier Name ^	Phone Number ^	Email ^	Status ^	User Account	Update		
Bec	Supplier	BecSupplier Inc		becsupplier@outlook.com	Current	✓			
Test	Testing	BecSupplier Inc		testing123@test.xyz	Current	✓			
Mukul	Singh	BecSupplier Inc		mukulksingh@hotmail.com	Current	✓			
Vishu	Gupta	BecSupplier Inc		vishu_gu@hotmail.com	Current	✓			
Bech	Tester	BecSupplier Inc	123-123	bechtester@gmail.com	Current	✓			
Lit	Test	BecSupplier Inc		lit@matryz.com	Current	✓			
Callin	Nolan	BecSupplier Inc		nolan.callin7@gmail.com	Current	✓			
Test	Tester	BecSupplier Inc	123	testtester@matryz.com	Current	✓			
jame	lot	BecSupplier Inc		lotjame10@matryz.com	Current	✓			
test8	test8	BecSupplier Inc		test1234@matryz.com	Current	✓			
Prod	Verification	BecSupplier Inc		becsupplierinc@gmail.com	Current	✓			
Fake	Contact	BecSupplier Inc		contact@matryz.com	Current	✓			
Joe	Minella	BecSupplier Inc		jminella@gmail.com	Current	✓			
Jaine	Lewis	BecSupplier Inc	4437454235	jlewis700@gmail.com	Current	✓			
Test	Testing	BecSupplier Inc	4437454235	jlewis700@gmail.com	Current	✓			
Create								Previous 1-15 Next 15	

► Contact Directory : Inactive Contacts

5. Business Classifications –

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

Business Classifications

Cancel Save

Certification

☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified 18-Apr-2017 By Bech Tester

☒ TIP Date format example: 14-Mar-2018

						Previous 1-15 Next 15	
Classification ^	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date		
05 Alaskan Native Corporation Owned Firm	<input type="checkbox"/>						
1A Minority Institutions	<input type="checkbox"/>						
*MWAA Disadvantaged Business Enterprise (DBE)	<input type="checkbox"/>						
*Small Business Enterprise	<input type="checkbox"/>						
*Veteran-Owned	<input type="checkbox"/>						
*Veteran-Owned Business	<input type="checkbox"/>						
12 Local Government	<input type="checkbox"/>						
18 Tribally Owned Firm	<input type="checkbox"/>						
1D Small Agricultural Cooperative	<input type="checkbox"/>						
20 Foreign Owned and Located	<input type="checkbox"/>						
27 Small Disadvantaged Business	<input type="checkbox"/>						
2F State Government	<input type="checkbox"/>						
2R Federal Government	<input type="checkbox"/>						
2U Other Not for Profit Organization	<input type="checkbox"/>						
2X For- Profit Organization	<input type="checkbox"/>						

6. Products & Services –

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Products and Services

Remove		Add			
<input type="checkbox"/>	Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>	AAWP	Cementitious Wood-Fiber Planks	19-Jun-2017	Approved	
<input type="checkbox"/>	AACS	Shotcrete	19-Jun-2017	Approved	
<input type="checkbox"/>	A000	Architectural	18-Apr-2017	Pending Approval	
<input type="checkbox"/>	AA00	Architectural Concrete	18-Apr-2017	Pending Approval	

7. Banking Details –

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Banking DetailsView ☒ **TIP** Date format example: 14-Mar-2018

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Status	Update
No results found.									

8. Payment & Invoicing –

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing**Payment and Invoicing**

- ☐ Hold all Payments
☐ Hold Unmatched Invoices

Invoice Amount Limit
 Payment Hold Reason

Search

Note that the search is case insensitive

Address Name

Address Name	Address Details	Preferences			
		Payment Method	Payment Currency	Invoice Currency	Notification Method
No search conducted.					

6.3 Expressing Interest in Projects

Follow the direction below to express interest in a specific project. Please note that not all projects are listed on the iSupplier Portal as this is not mandatory. If you are unable to find the project you are looking for within the iSupplier Portal, please reach out to your Bechtel Buyer for assistance.

1. Access your company profile and click on **Company Profile**. Next click the **Interest Related to Performing Work** tab seen at the top of the page.

2. Scroll down to the bottom of the page to the **Projects of Interest Section**. If a new line is not automatically generated, click the green plus icon to create a new line.

- Click the magnifying glass within the project of interest text box to open the search box. If the search box does not appear, please ensure your pop-up blocker is turned off.

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details



Payment & Invoicing

Organization



Cancel Save

Overview General Information Product and Services Experience Type of Business **Interests Related to Performing Work** Supplier Qualifications



Industry Lines of Business

Business Line	Comments	Delete
Civil Infrastructure 	Please select all the Business Lines for which you are qualified and wish to supply material and/or perform work:	

Regions of Interest

Interested Geographical Areas for Supply of Material and/or Work Performance	Comments	Delete
Eastern Europe 		

Projects of Interest

Projects of Interest	Comments	Delete
<input type="text" value="Please select project of your interest"/> 		

- Click **Go** to populate all applicable projects to select from. Select the project and click **Select** to express interest in that project



Search and Select List of Values - Internet Explorer - [InPrivate]

Search and Select: Projects of Interest

Cancel Select















Search

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

Search By  

Results

Previous 1-15 Next 15

Quick Select	Display Name
 	24590 WTP UNITED STATES
 	24852 PUEBLO CHEM DEMIL PROJECT UNITED STATES
 	24915 BLUE GRASS CHEM DEMIL UNITED STATES
 	25774 UPF UNITED STATES
 	25800 Quebrada Blanca Fase 2 CHILE
 	25835 ALBA LINE 6 AND POWER PLANT 5 FEASIBILITY STUDY CANADA
 	25872 RIYADH METRO PROJECT SAUDI ARABIA

100%

5. You can express interest in as many projects as you would like. To do so, follow the direction above for each project you wish to express interest in

7 Support

If you have questions or need more information on a specific negotiation, please reach out to your Bechtel Buyer.

For navigation help and technical support email the Procurement Helpdesk at procweb@bechtel.com.

All login issues should be directed to the IS&T Service Center at istsc@Bechtel.com.