



INFRASTRUCTURE

MINING & METALS

NUCLEAR, SECURITY & ENVIRONMENTAL

OIL, GAS & CHEMICALS

Sourcing Instructions for Suppliers: Assessments

Last Updated: 23-Oct-2018

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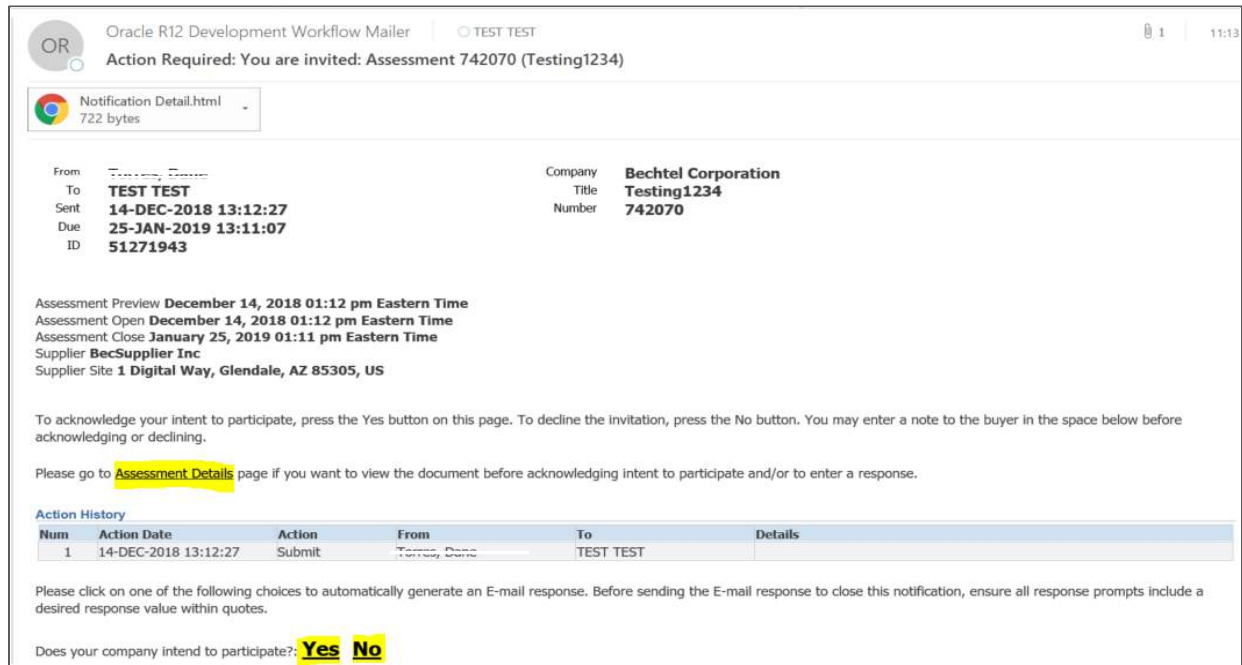
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1 Accessing Assessments

If a Bechtel Buyer wants to obtain more information about your company, they have the option to send you an assessment.

1.1 Access through Email

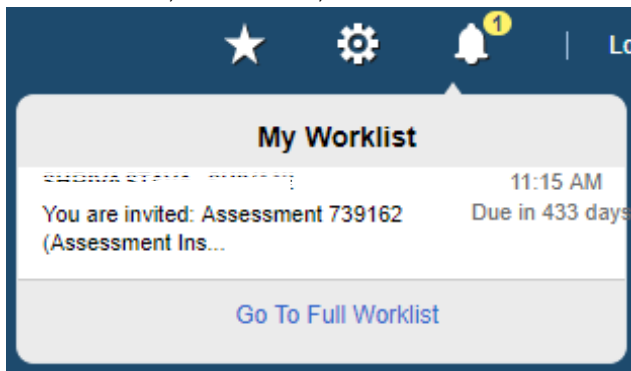
1. Access the email notification you received from **Bechtel EBS Workflow**. The subject of the email begins with “Action Required: You are invited: Assessment”. Select **Assessment Details** to view the assessment before acknowledging intent to participate. You may select Yes or No to indicate whether your company intends to participate. Selecting “Yes” or “No” within the email will trigger a response email.



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

1.2 Access through the Worklist

1. Click **Worklist**, the bell icon, and select the assessment.



- a. 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**.

- Click **Assessment Details** to view details of the assessment.

You are invited: Assessment 739162 (Assessment Instruction) Yes No Delegate

From: **Supplier** Company: Bechtel Corporation
 To: **Supplier** Title: Assessment Instruction
 Sent: 24-Oct-2018 11:15:31 Number: 739162
 Due: 31-Dec-2019 13:07:09
 ID: 51257808

Assessment Preview October 24, 2018 11:15 am Eastern Time
 Assessment Open October 24, 2018 11:15 am Eastern Time
 Assessment Close December 31, 2019 01:07 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

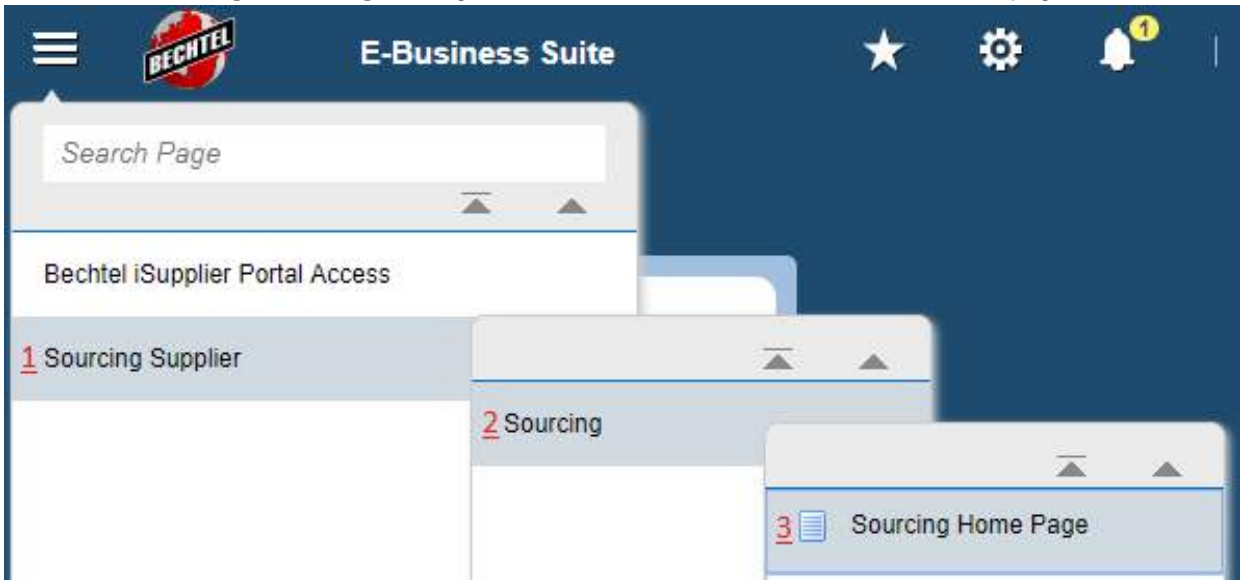
Num	Action Date	Action	From	To	Details
1	24-OCT-2018 11:15:31	Submit			

Response

Note to Buyer

1.3 Access through the Sourcing Home Page

- Access the **Sourcing Home Page** through the menu icon, located in the left corner 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. Select the **Assessments** tab. To view an assessment, select its **Assessment Number**.

Negotiations
Assessments

Search Open Assessments

Welcome,

Your Active and Draft Responses

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

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

Your Company's Open Invitations

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

Quick Links

Manage

- [Drafts](#)
- [Personal Information](#)

View Responses

- [Active](#)

- a. **Your Active and Draft Responses** – these are the assessments your company is actively participating in. Once you acknowledge participation in, or create a response for an assessment, it will reside under this first section. Not all assessments will be visible – to view all your active and draft responses click **Full List**
- b. **Your Company's Open Invitations** – these are the assessments you have been invited to, but have not responded to.
- c. Under **Quick Links**, you can manage draft responses and view active responses. By selecting **Drafts** under **Manage**, you can search draft responses by fields such as assessment number and who created the response. **Active** under **View Responses** will take you to a page of active and draft responses, or responses that have not been awarded, rejected, or disqualified.

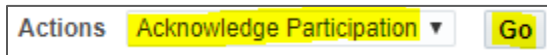
Note: If you cannot find the assessment you are looking for, use the **Search Open Assessments** bar at the top of the page to search for the assessment. If you still cannot locate it, please reach out to your Bechtel buyer for assistance.

2 Responding to Assessments

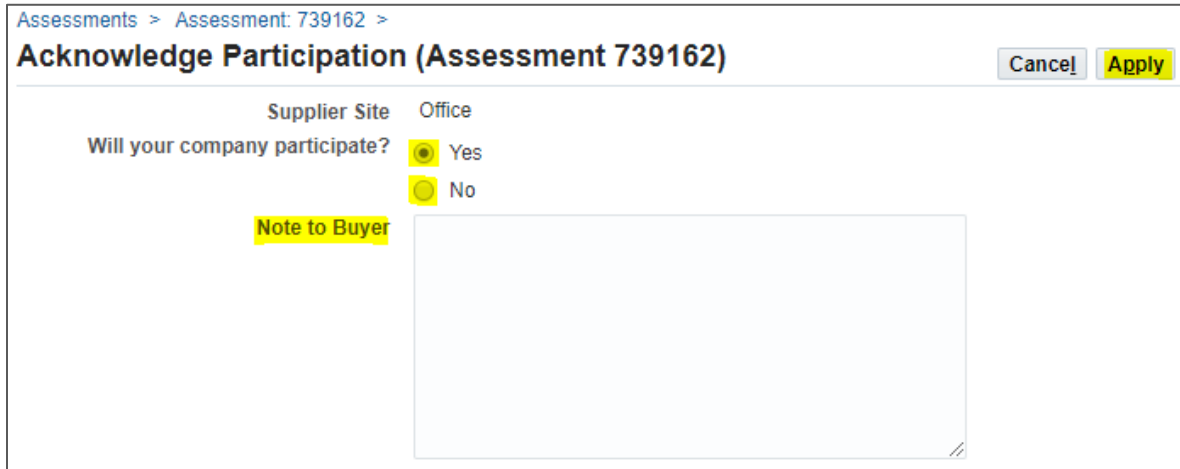
After you receive an invitation to participate in an assessment, you can acknowledge your participation and create a response. Follow the instruction below to acknowledge participation and create a response.

2.1 Acknowledging Participation

1. Review the **Header**, **Lines**, and **Controls** tabs within the assessment, and select **Acknowledge Participation** from the **Actions** dropdown. Then click **Go**.



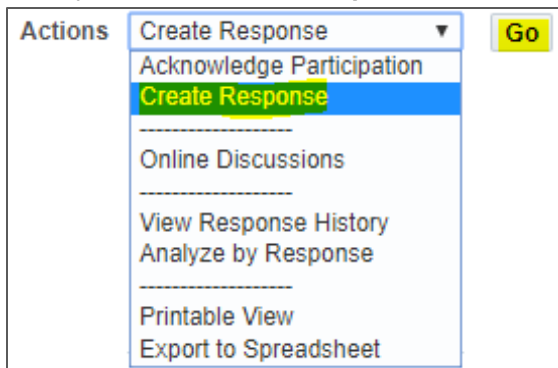
2. Select **Yes** or **No**. You may include a **Note to Buyer**. Then, click **Apply**.

A screenshot of a web form titled 'Acknowledge Participation (Assessment 739162)'. At the top left is a breadcrumb trail: 'Assessments > Assessment: 739162 >'. At the top right are 'Cancel' and 'Apply' buttons. The form has a header section with 'Supplier Site' and 'Office' labels. Below this is the question 'Will your company participate?' with two radio buttons: 'Yes' (which is selected) and 'No'. Below the radio buttons is a text area labeled 'Note to Buyer'.

Note: If you respond “No”, your Bechtel buyer may remove your company from the assessment. If you respond “No” by mistake, please contact your Bechtel buyer for assistance.

2.2 Create Response

1. To respond, select **Create Response** from the **Actions** dropdown and **Go**.



2. When creating a response, you will land on the **Header** tab. On the top section, you can include a **Note to Buyer**, and add attachments.
3. To answer the questions, simply enter/type an applicable response value (text, date, number, or URL) or select a value from the dropdown list. Click **Continue** when you are finished entering responses.

Note: You will receive an error message if you enter an invalid value and/or do not answer a question that is marked required. Be sure to respond to all questions in the correct response value based on the context of the question, as well as answer all questions that are asked of you, if applicable.

4. Review your responses ensuring that they are accurate, then **Submit** the assessment.

2.2.1 Respond by Spreadsheet

The **Respond by Spreadsheet** functionality allows you to respond 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. Select **Create Response** from the **Actions** dropdown and **Go**.
2. Click **Respond by Spreadsheet**.

A horizontal bar containing five buttons: 'Cancel', 'View Assessment', 'Respond by Spreadsheet' (highlighted in yellow), 'Save Draft', and 'Continue'.

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

Create Response 645115: Response By Spreadsheet (Assessment 739159)

Assessment Currency USD
Response Currency USD

Step 1: Export Spreadsheet

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

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

Export

Step 2: Import Spreadsheet

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

File To Import No file chosen

Import

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

Assessment Instructions

Assessment 739159	Company Bechtel Corporation
Close Date 12/31/2019 13:07	Buyer
Assessment Currency USD	Phone
Response Currency USD	Email [redacted]
Price Precision Any	Supplier BecSupplier Inc
	Supplier Site Office

Header

Response Valid Until example: 10/24/2018 Reference Number

Note to Suppliers

Note to Buyer

Questionnaire

S.No.	Title	Requirement?	Number	Requirement	Response Value
1	General				
1.1	Name and location of parent company?				

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-QuoteHelp.htm" document that was downloaded onto your computer.

5. Navigate back to the **Respond by Spreadsheet** page. Select **Browse** and open the saved excel file. Then click **Import**.

Create Response 645115: Response By Spreadsheet (Assessment 739159)

Assessment Currency USD
Response Currency USD

Step 1:Export Spreadsheet

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

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

Export

Step 2:Import Spreadsheet

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

File To Import Choose File No file chosen

Import

6. Confirm that the information was uploaded correctly and click **Continue**.
7. Review your response to confirm that you have provided all the necessary information and it is accurate. Once ready, click **Submit** or **Save Draft**.

IF THE SPREADSHEET DOES NOT UPLOAD:

It is likely that all responses did not follow the template's "rules." Check for the following issues:

- 1) Mandatory fields have not been completed:

Questionnaire					
S.No.	Title	Is it a Dependent Requirement?	Parent Requirement Number	Response for Parent Requirement	Response Value
	General				
1.1	Name and location of parent company?				

Unless the requirement is a dependent requirement and the response for the parent requirement does not match, each requirement **must have a Response Value** (unless the question says it is "Supplier Optional")

- 2) The correct format was not used for a response:

Response Value
I'm not sure (Date Value only)

For example, Text is not a **Date Value**.

*If a question is mandatory and you do not know the answer, reach out to your Bechtel Buyer and make an educated guess in the correct **Response Value**. Typically, responses to assessments have minimal effect on future awarding of bids.*

- 3) Responses were provided for dependent requirements when the parent response is something else:

Questionnaire					
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	1 (Numeric Value only)
10.6	Plant in Operation Since:	Yes	10.1	Is Yes	1/1/2000 (Date Value only)
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

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). 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).

3 Support

3.1 Contact Information

If you have questions or need more information on the registration/pre-qualification process, please email us at procweb@Bechtel.com or reach out to your Bechtel person of contact.