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

Sourcing Instructions for Suppliers: Assessments

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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.

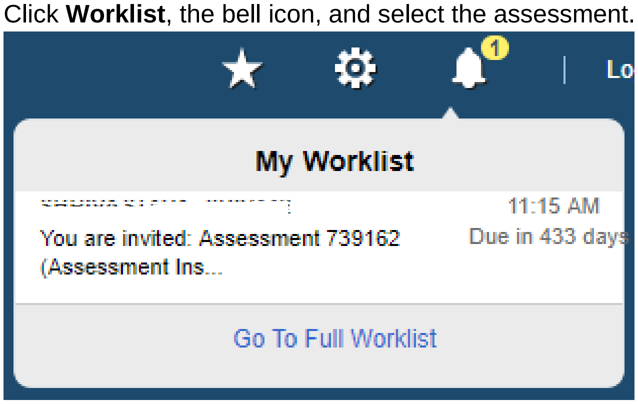
1.1 Access through Email

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.

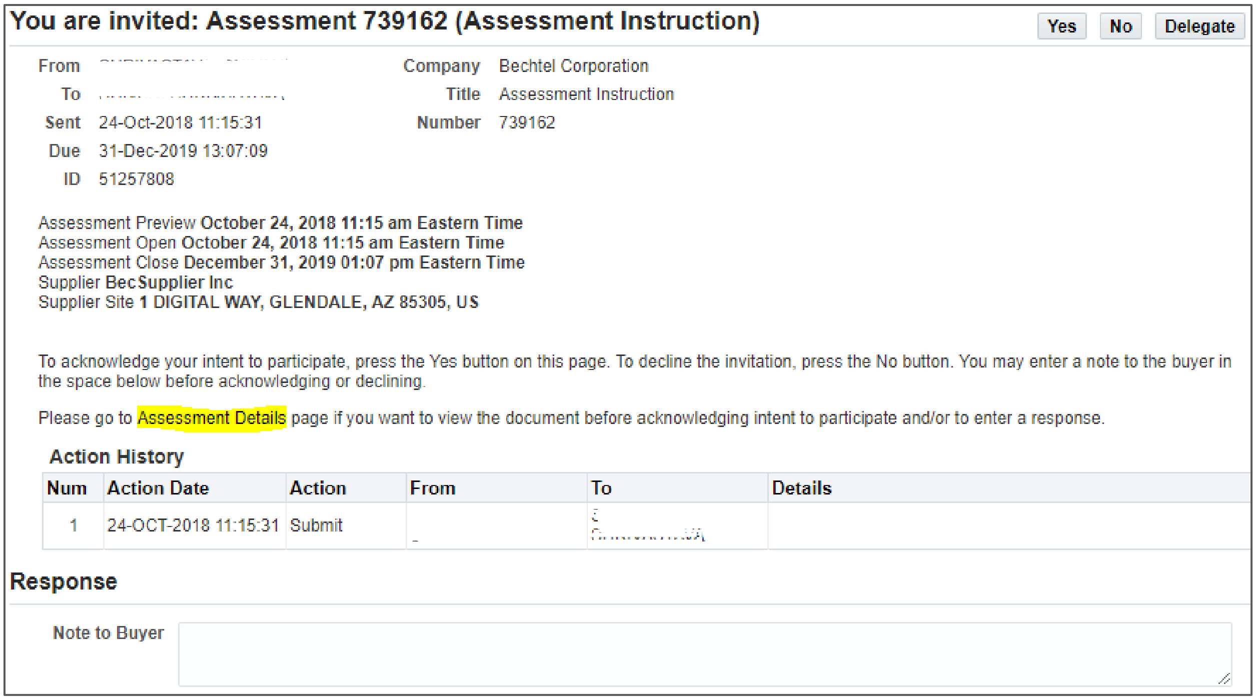
1.2 Access through the Worklist

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



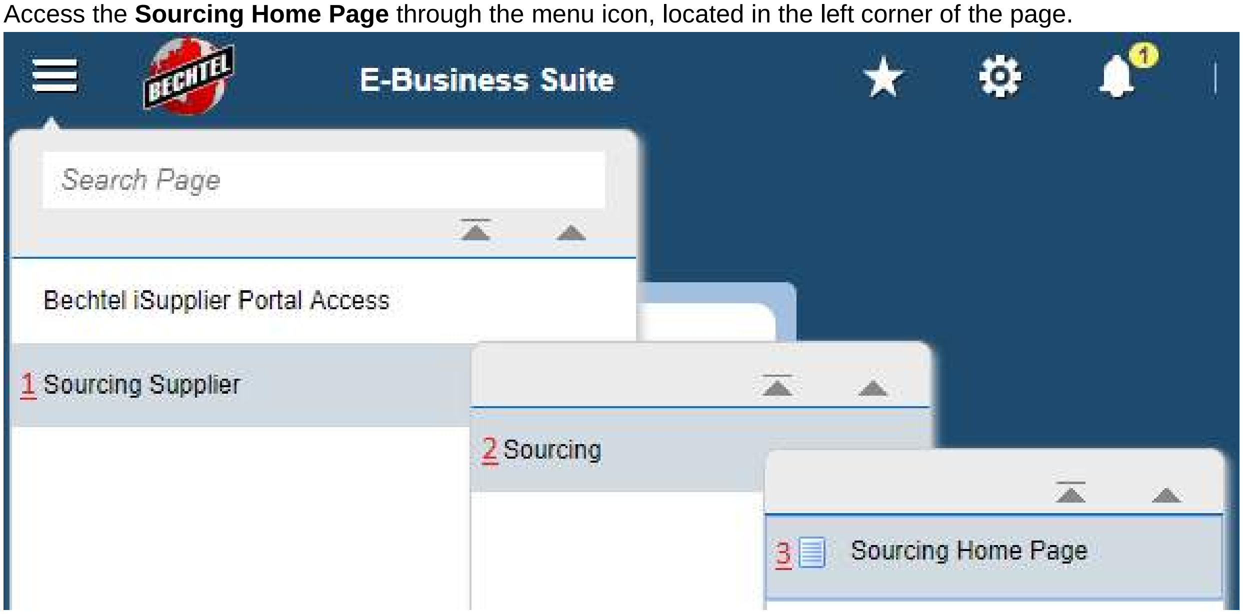
   a. If you cannot see the notification, select **Go To Full Worklist**. In the **View** dropdown, select **All Notifications** and **Go**. The assessment should appear. Select the subject to open the notification, or select the box to the left and **Open**.

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



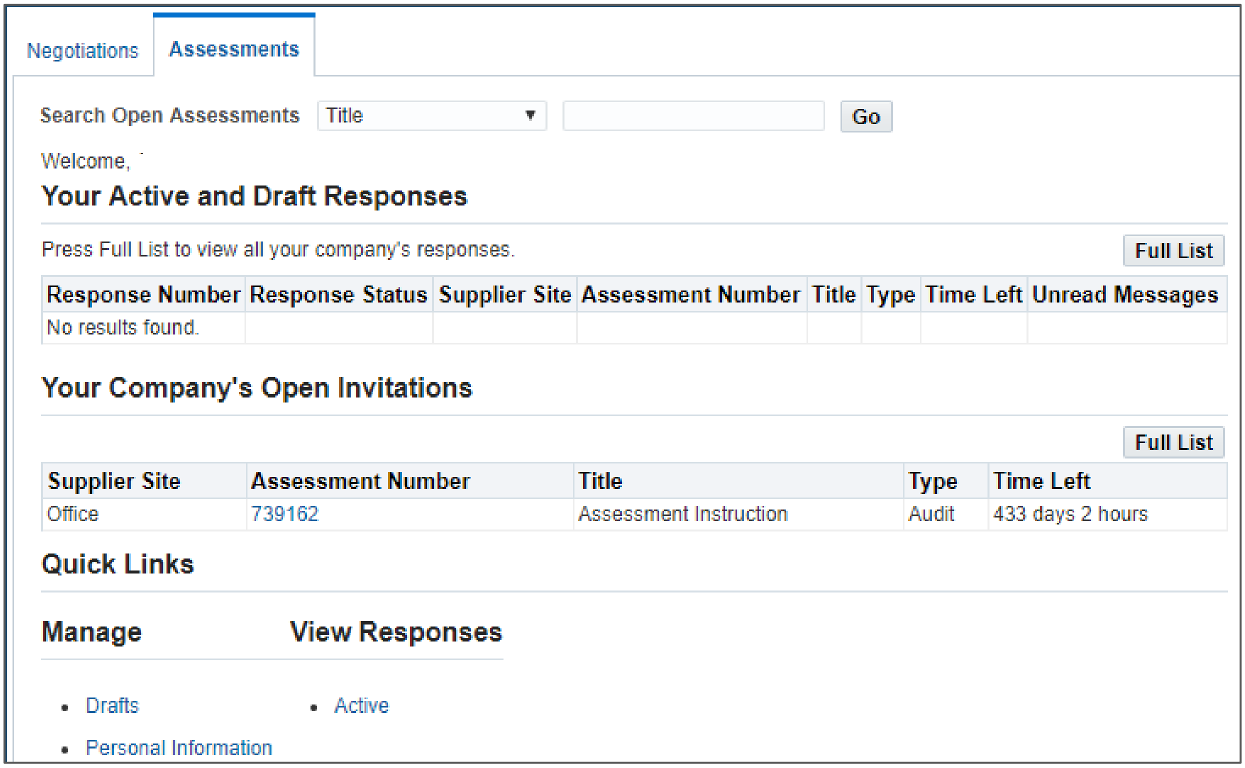
1.3 Access through the Sourcing Home Page

1. 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**.



   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.

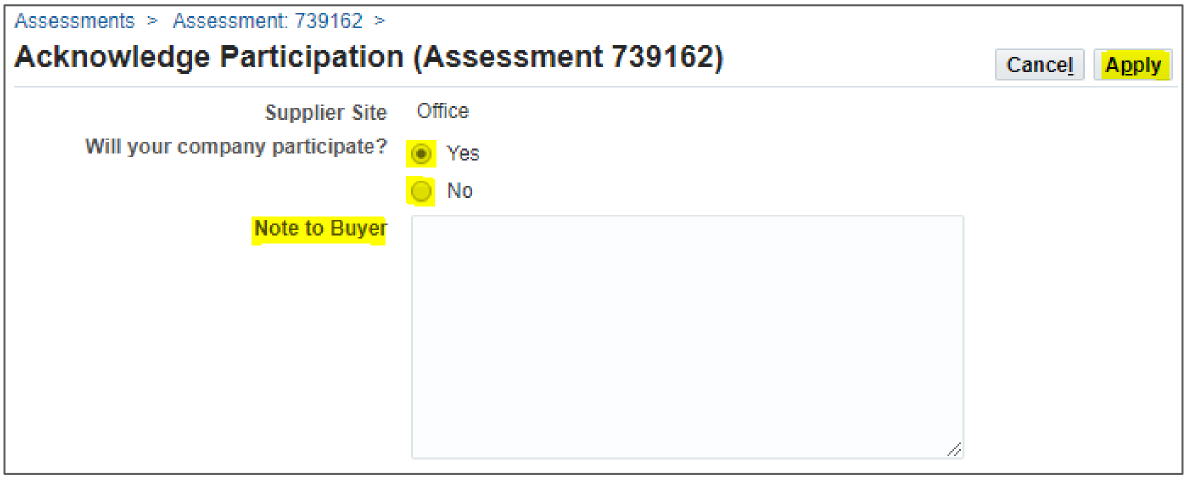
2 Responding to Assessments

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**.

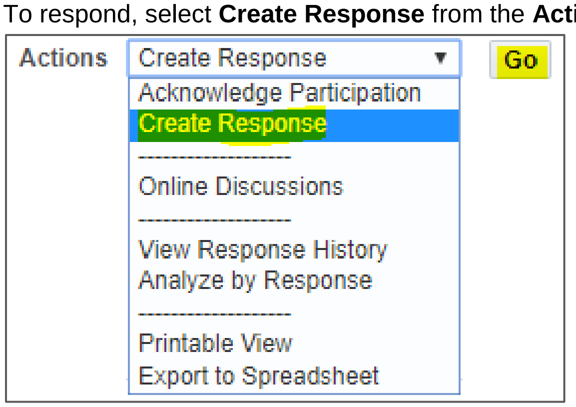
2. Select **Yes** or **No**. You may include a **Note to Buyer**. Then, click **Apply**.



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.

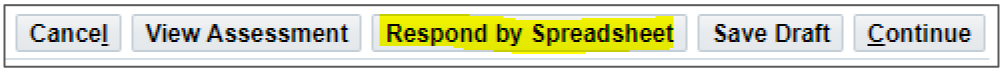
Note: You will receive an error message if you enter an invalid value and/or do not answer a question that is marked required. Be sure to respond to all questions in the correct response value based on the context of the question, as well as answer all questions that are asked of you, if applicable.

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

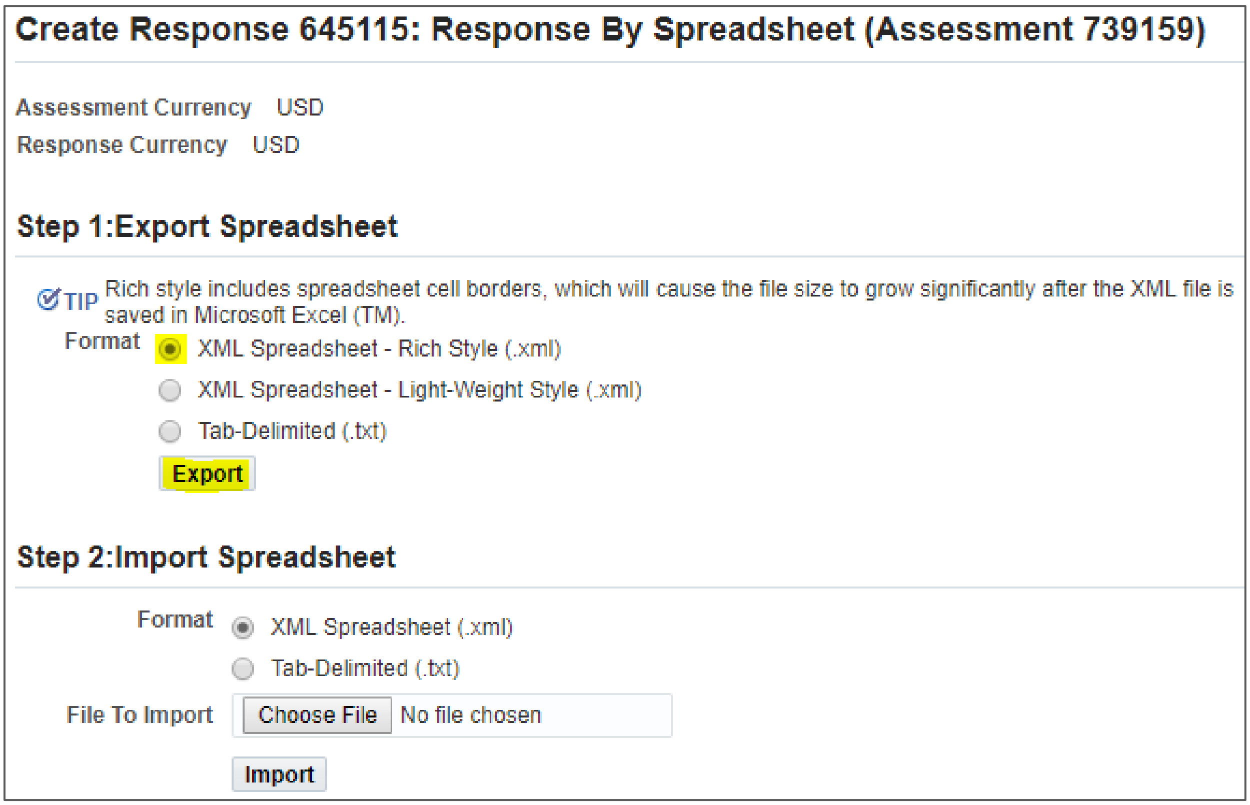
2.2.1 Respond by Spreadsheet

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.

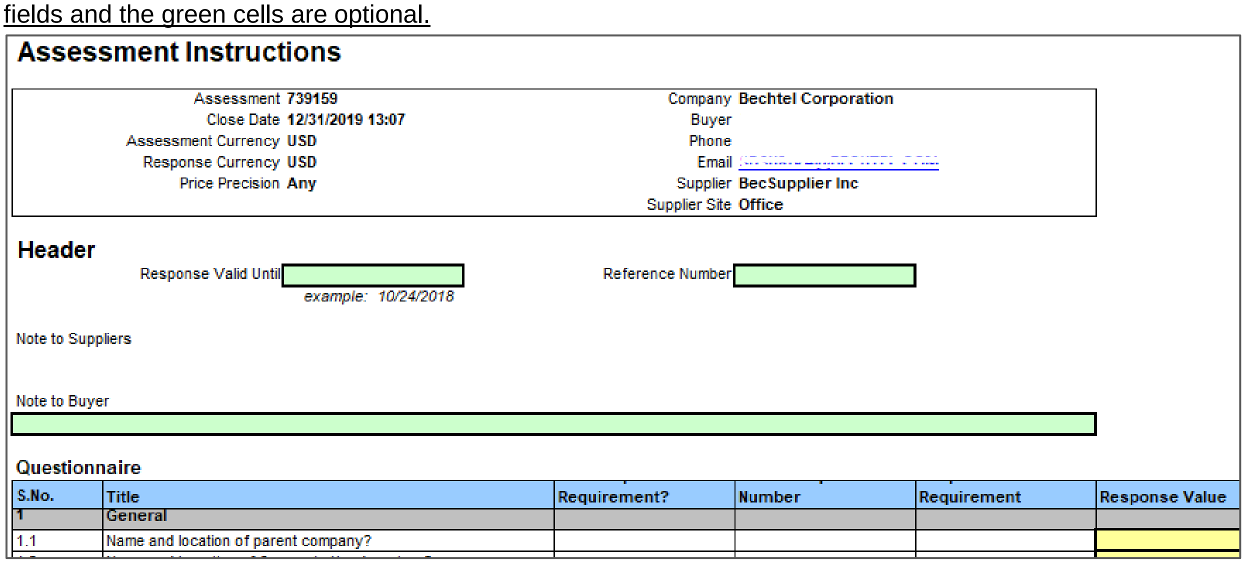
1. Select **Create Response** from the **Actions** dropdown and **Go**.
2. Click **Respond by Spreadsheet**.



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

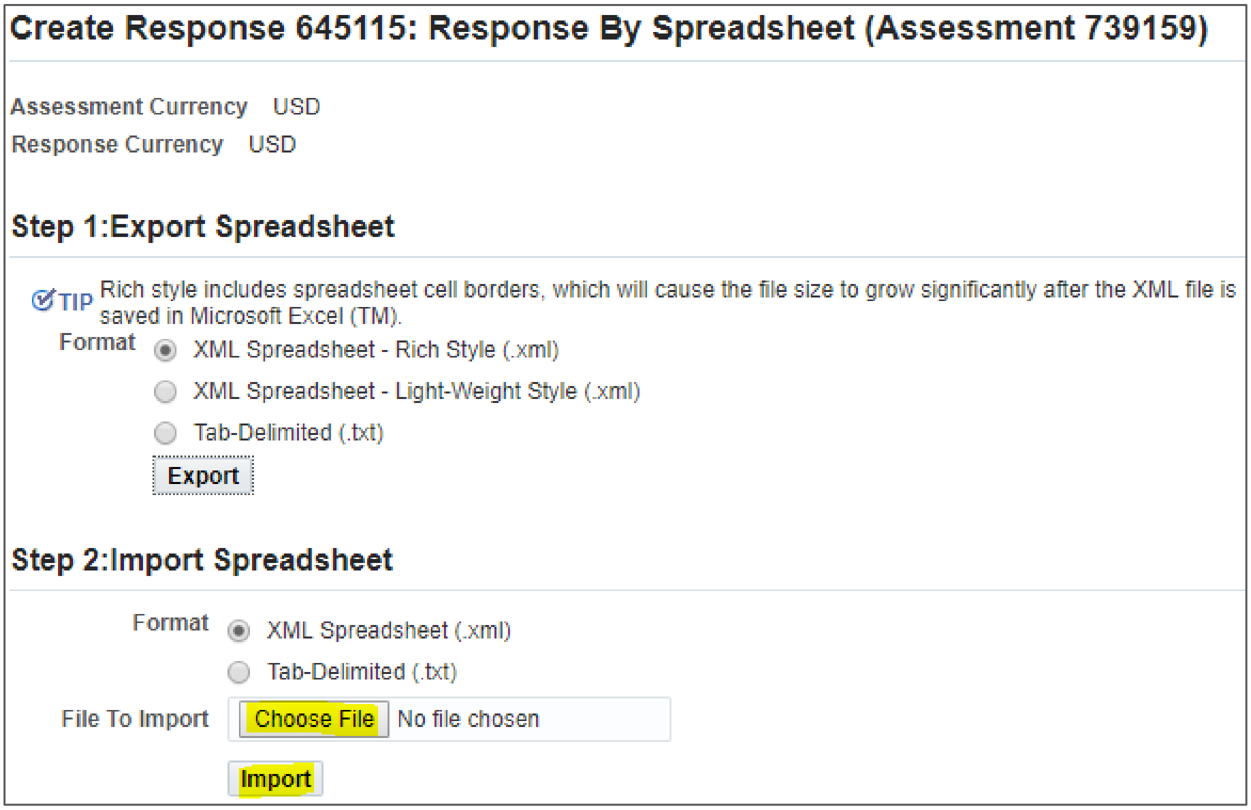


4. The Excel file will download onto your computer. **Open** the file in Excel, **Enable Content**, enter your response values and any other necessary information, then **Save** the Excel spreadsheet. <u>The yellow cells are mandatory fields and the green cells are optional.</u>



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**.

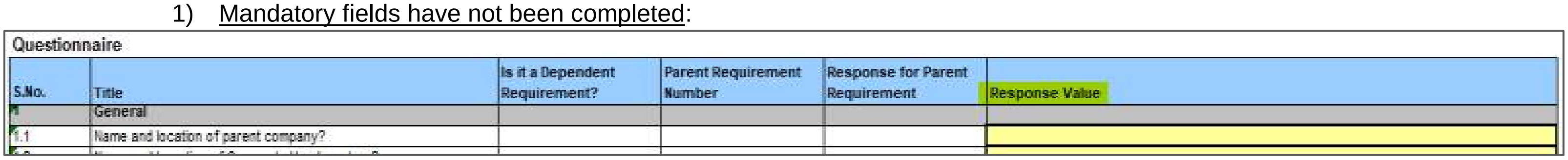


6. Confirm that the information was uploaded correctly and click **Continue**.
7. Review your response to confirm that you have provided all the necessary information and it is accurate. Once ready, click **Submit** or **Save Draft**.

IF THE SPREADSHEET DOES NOT UPLOAD:

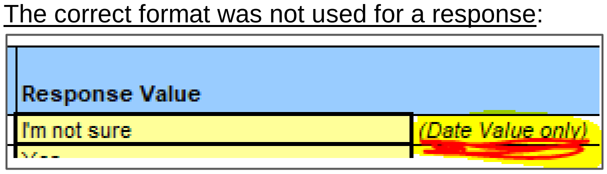
It is likely that all responses did not follow the template's "rules." Check for the following issues:

1) <u>Mandatory fields have not been completed</u>:



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) <u>The correct format was not used for a response</u>:



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) <u>Responses were provided for dependent requirements when the parent response is something else:</u>

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.