iSupplier Portal: Pre-Qualification Questionnaire
Last Updated: 4-Jun-2018
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1 Submitting Pre-Qualification Questionnaire Responses

If a Bechtel Buyer wants to obtain more information about your company before requesting approval of your company, they have the option to send you a pre-qualification questionnaire. If you have been requested to provide more information, you will receive an email notification asking that you take action on your registration. Follow the direction below to submit your responses to the pre-qualification questionnaire.

1. Access the email notification you received from Bechtel EBS Workflow. The subject of the email is “FYI: Action Required: Please fill out the Supplier pre-qualification questionnaire”. Follow the direction within the email and click the hyperlink to access your registration status page.

Bechtel Corporation has requested you to fill out a pre-qualification questionnaire. Please follow these steps to respond:

1. Click [here](#) to view the registration status page.
2. Click on Respond.
3. Navigate to 'Assessment' page.
4. Click on Update icon for Assessment: 537031, Test.
5. Answer questions and submit your response.

Note: This questionnaire expires on December 15, 2017 07:57 am Phoenix.

2. After launching your registration status page, click Respond in the right-hand corner of the page.

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**Prospective Supplier Registration: Current Status**

Thank you for registering with us. Here’s the current status of your registration request.

**Registration Details and Status**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Status</th>
<th>Supplier to Provide Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contact Information**

- Email
- First Name
- Last Name
- Phone Area Code
- Phone Number
- Phone Extension

**Status History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-FEB-2018</td>
<td>Supplier to Provide Details</td>
<td></td>
</tr>
<tr>
<td>04-JAN-2018</td>
<td>Submitted</td>
<td></td>
</tr>
</tbody>
</table>
3. This will open your registration. Click **Next** until you land on the **Assessments** page, seen on step 4 of 5.

4. Click the **update/pencil** icon to enter responses to the pre-qualification questionnaire.
5. This will open the questionnaire. Here you can add **Notes to Buyer**, **upload attachments**, and **respond to the pre-qualification questionnaire**. To answer the questions, simply enter/type an applicable response value (Text, Date, Number, or URL) or select a value from the drop-down list. Click **Continue** when you are finished entering responses.

6. Review your responses ensuring that they are accurate, then **Submit** the pre-qualification questionnaire.
2 Support

2.1 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.