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INFRASTRUCTURE

MINING & METALS

NUCLEAR, SECURITY & ENVIRONMENTAL

OIL, GAS & CHEMICALS

# Sourcing Instructions for Suppliers: Profile Management

Last Updated: 4-Jun-18

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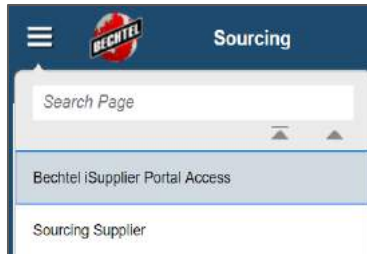
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# 1 Profile Management

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.

## 1.1 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** tab



3. 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 |        |        |

## 1.2 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 certain fields within your company profile cannot 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](mailto:ProcWeb@Bechtel.com) with proof of the change.

1. **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

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### General

|                        |                             |
|------------------------|-----------------------------|
| Organization Name      | DUNS Number                 |
| Supplier Number        | Tax Registration Number     |
| Alias                  | Taxpayer ID                 |
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|---------|--------|---------------|---------------|-------------------|----------------|----------|--------|--------|
| Test    | File   | Word          | From Supplier |                   | 18-Jun-2017    | One-Time |        |        |

2. **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

**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 <input type="text"/>  |
| Legal Structure <input type="text"/>    | Chief Executive Title <input type="text"/> |
| Principal Name <input type="text"/>     |  |
| Year Established <input type="text"/>   | Principal Title <input type="text"/>       |
| Incorporation Year <input type="text"/> |  |
| Control Year <input type="text"/>       |  |
| Mission Statement <input type="text"/>  |  |

#### Total Employees

|  |   |
|--|---|
| Organization Total <input type="text" value="4"/>              | Corporate Total <input type="text" value="2"/>              |
| Organization Total Type <input type="text" value="Estimated"/> | Corporate Total Type <input type="text" value="Estimated"/> |

#### Tax and Financial Information

|   |  |
|---|--|
| Taxpayer ID                               | Analysis Year <input type="text"/>       |
| Tax Registration Num <input type="text"/> | Currency Preference <input type="text"/> |
| VAT Number                                | Annual Revenue <input type="text"/>      |
| Fiscal Year End <input type="text"/>      | Potential Revenue <input type="text"/>   |
| <input type="checkbox"/> Federal Agency   | <small>For next fiscal year.</small>     |

Level 4 - Public

3. **Address Book** – here is where you can view/create your companies addresses

| <ul style="list-style-type: none"> <li>General</li> <li>Company Profile</li> <li>Organization</li> <li style="background-color: yellow;">Address Book</li> </ul> | <p><b>Address Book</b></p> <p>Create</p> <table border="1"> <thead> <tr> <th>Address Name ▲</th> <th>Address Details</th> <th>Country ▲</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>TEST</td> <td>1234 TEST DR.<br/>TEST, TEST, 00000</td> <td>United States</td> <td></td> </tr> </tbody> </table> | Address Name ▲ | Address Details | Country ▲ | Update | TEST | 1234 TEST DR.<br>TEST, TEST, 00000 | United States |  |
|--|--|----------------|-----------------|-----------|--------|------|------------------------------------|---------------|--|
| Address Name ▲   | Address Details  | Country ▲      | Update          |           |        |      |                                    |               |  |
| TEST   | 1234 TEST DR.<br>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](mailto:ProcWeb@Bechtel.com)

4. **Contact Directory** – here you can view/create contacts and user accounts for your company. You can also view any inactive contacts/user accounts for your company by clicking the triangle next to “Contact Directory : Inactive Contacts”.

| <ul style="list-style-type: none"> <li>General</li> <li>Company Profile</li> <li>Organization</li> <li>Address Book</li> <li style="background-color: yellow;">Contact Directory</li> <li>Business Classifications</li> <li>Product &amp; Services</li> <li>Banking Details</li> <li>Payment &amp; Invoicing</li> </ul> | <p><b>Contact Directory : Active Contacts</b></p> <p>Create</p> <table border="1"> <thead> <tr> <th>First Name ▲</th> <th>Last Name ▲</th> <th>Supplier Name ▲</th> <th>Phone Number ▲</th> <th>Email ▲</th> <th>Status ▲</th> <th>User Account</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>Doc</td> <td>Supplier</td> <td>BechSupplier Inc</td> <td></td> <td>docsupplier@malink.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Test</td> <td>Testling</td> <td>BechSupplier Inc</td> <td></td> <td>testling123@malink.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Mahil</td> <td>Singh</td> <td>BechSupplier Inc</td> <td></td> <td>mahilksingh@hotmail.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Vishu</td> <td>Chapla</td> <td>BechSupplier Inc</td> <td></td> <td>vishu_chapla@hotmail.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Bech</td> <td>Tester</td> <td>BechSupplier Inc</td> <td>523-523</td> <td>bechtester@gmail.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Liz</td> <td>Test</td> <td>BechSupplier Inc</td> <td></td> <td>liz@malink.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Catlin</td> <td>Nolan</td> <td>BechSupplier Inc</td> <td></td> <td>nolan.catlin@gmail.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Test</td> <td>Tester</td> <td>BechSupplier Inc</td> <td>523</td> <td>testtester@malink.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>jane</td> <td>kl</td> <td>BechSupplier Inc</td> <td></td> <td>klpamara@malink.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Scott</td> <td>Scott</td> <td>BechSupplier Inc</td> <td></td> <td>scott1234@malink.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Prod</td> <td>Verification</td> <td>BechSupplier Inc</td> <td></td> <td>bechsupplierinc@gmail.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Fake</td> <td>Contact</td> <td>BechSupplier Inc</td> <td></td> <td>contact@malink.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Joe</td> <td>Minoretta</td> <td>BechSupplier Inc</td> <td></td> <td>jminoretta@gmail.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Jane</td> <td>Leeds</td> <td>BechSupplier Inc</td> <td>4437454235</td> <td>jleeds@quartz700@gmail.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Test</td> <td>Testling</td> <td>BechSupplier Inc</td> <td>4437454235</td> <td>testling700@gmail.com</td> <td>Correct</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Previous: 1-15 Next: 15</p> <p>▶ Contact Directory : Inactive Contacts</p> | First Name ▲     | Last Name ▲    | Supplier Name ▲            | Phone Number ▲ | Email ▲                             | Status ▲ | User Account | Update | Doc | Supplier | BechSupplier Inc |  | docsupplier@malink.com | Correct | <input checked="" type="checkbox"/> |  | Test | Testling | BechSupplier Inc |  | testling123@malink.com | Correct | <input checked="" type="checkbox"/> |  | Mahil | Singh | BechSupplier Inc |  | mahilksingh@hotmail.com | Correct | <input checked="" type="checkbox"/> |  | Vishu | Chapla | BechSupplier Inc |  | vishu_chapla@hotmail.com | Correct | <input checked="" type="checkbox"/> |  | Bech | Tester | BechSupplier Inc | 523-523 | bechtester@gmail.com | Correct | <input checked="" type="checkbox"/> |  | Liz | Test | BechSupplier Inc |  | liz@malink.com | Correct | <input checked="" type="checkbox"/> |  | Catlin | Nolan | BechSupplier Inc |  | nolan.catlin@gmail.com | Correct | <input checked="" type="checkbox"/> |  | Test | Tester | BechSupplier Inc | 523 | testtester@malink.com | Correct | <input checked="" type="checkbox"/> |  | jane | kl | BechSupplier Inc |  | klpamara@malink.com | Correct | <input checked="" type="checkbox"/> |  | Scott | Scott | BechSupplier Inc |  | scott1234@malink.com | Correct | <input checked="" type="checkbox"/> |  | Prod | Verification | BechSupplier Inc |  | bechsupplierinc@gmail.com | Correct | <input checked="" type="checkbox"/> |  | Fake | Contact | BechSupplier Inc |  | contact@malink.com | Correct | <input checked="" type="checkbox"/> |  | Joe | Minoretta 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|---|---|------------------|----------------|----------------------------|----------------|-------------------------------------|----------|--------------|--------|-----|----------|------------------|--|------------------------|---------|-------------------------------------|--|------|----------|------------------|--|------------------------|---------|-------------------------------------|--|-------|-------|------------------|--|-------------------------|---------|-------------------------------------|--|-------|--------|------------------|--|--------------------------|---------|-------------------------------------|--|------|--------|------------------|---------|----------------------|---------|-------------------------------------|--|-----|------|------------------|--|----------------|---------|-------------------------------------|--|--------|-------|------------------|--|------------------------|---------|-------------------------------------|--|------|--------|------------------|-----|-----------------------|---------|-------------------------------------|--|------|----|------------------|--|---------------------|---------|-------------------------------------|--|-------|-------|------------------|--|----------------------|---------|-------------------------------------|--|------|--------------|------------------|--|---------------------------|---------|-------------------------------------|--|------|---------|------------------|--|--------------------|---------|-------------------------------------|--|-----|-----------|------------------|--|----------------------|---------|-------------------------------------|--|------|-------|------------------|------------|----------------------------|---------|-------------------------------------|--|------|----------|------------------|------------|-----------------------|---------|-------------------------------------|--|
| First Name ▲  | Last Name ▲   | Supplier Name ▲  | Phone Number ▲ | Email ▲                    | Status ▲       | User Account                        | Update   |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |
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| Test  | Testling  | BechSupplier Inc |                | testling123@malink.com     | Correct        | <input checked="" type="checkbox"/> |          |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |
| Mahil   | Singh   | BechSupplier Inc |                | mahilksingh@hotmail.com    | Correct        | <input checked="" type="checkbox"/> |          |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |
| Vishu   | Chapla  | BechSupplier Inc |                | vishu_chapla@hotmail.com   | Correct        | <input checked="" type="checkbox"/> |          |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |
| Bech  | Tester  | BechSupplier Inc | 523-523        | bechtester@gmail.com       | Correct        | <input checked="" type="checkbox"/> |          |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |
| Liz   | Test  | BechSupplier Inc |                | liz@malink.com             | Correct        | <input checked="" type="checkbox"/> |          |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |
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| Test  | Tester  | BechSupplier Inc | 523            | testtester@malink.com      | Correct        | <input checked="" type="checkbox"/> |          |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |
| jane  | kl  | BechSupplier Inc |                | klpamara@malink.com        | Correct        | <input checked="" type="checkbox"/> |          |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |
| Scott   | Scott   | BechSupplier Inc |                | scott1234@malink.com       | Correct        | <input checked="" type="checkbox"/> |          |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |
| Prod  | Verification  | BechSupplier Inc |                | bechsupplierinc@gmail.com  | Correct        | <input checked="" type="checkbox"/> |          |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |
| Fake  | Contact   | BechSupplier Inc |                | contact@malink.com         | Correct        | <input checked="" type="checkbox"/> |          |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |
| Joe   | Minoretta   | BechSupplier Inc |                | jminoretta@gmail.com       | Correct        | <input checked="" type="checkbox"/> |          |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |
| Jane  | Leeds   | BechSupplier Inc | 4437454235     | jleeds@quartz700@gmail.com | Correct        | <input checked="" type="checkbox"/> |          |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |
| Test  | Testling  | BechSupplier Inc | 4437454235     | testling700@gmail.com      | Correct        | <input checked="" type="checkbox"/> |          |              |        |     |          |                  |  |                        |         |                                     |  |      |          |                  |  |                        |         |                                     |  |       |       |                  |  |                         |         |                                     |  |       |        |                  |  |                          |         |                                     |  |      |        |                  |         |                      |         |                                     |  |     |      |                  |  |                |         |                                     |  |        |       |                  |  |                        |         |                                     |  |      |        |                  |     |                       |         |                                     |  |      |    |                  |  |                     |         |                                     |  |       |       |                  |  |                      |         |                                     |  |      |              |                  |  |                           |         |                                     |  |      |         |                  |  |                    |         |                                     |  |     |           |                  |  |                      |         |                                     |  |      |       |                  |            |                            |         |                                     |  |      |          |                  |            |                       |         |                                     |  |

**Note:** The update button will only let you view the details of the contact/user account. If you need to make changes to an existing contact/user account, please contact your Bechtel Buyer or email the Procurement Helpdesk at [ProcWeb@Bechtel.com](mailto:ProcWeb@Bechtel.com)

5. **Business Classifications** –

| <ul style="list-style-type: none"> <li>General</li> <li>Company Profile</li> <li>Organization</li> <li>Address Book</li> <li>Contact Directory</li> <li style="background-color: yellow;">Business Classifications</li> <li>Product &amp; Services</li> <li>Banking Details</li> <li>Payment &amp; Invoicing</li> </ul> | <p><b>Business Classifications</b></p> <p>Cancel Save</p> <p><b>Certification</b></p> <p><input type="checkbox"/> I certify that I have reviewed the classification below and they are current and accurate.</p> <p>Last Certified 18-Apr-2017 By Bech Tester</p> <p><input checked="" type="checkbox"/> TIP Date format example: 14-Mar-2018</p> <table border="1"> <thead> <tr> <th>Classification ▲</th> <th>Applicable</th> <th>Minority Type</th> <th>Certificate Number</th> <th>Certifying Agency</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>05 Alaskan Native Corporation Owned Firm</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1A Minority Institutions</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>*MWAA Disadvantaged Business Enterprise (DBE)</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>*Small Business Enterprise</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>*Veteran-Owned</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>*Veteran-Owned Business</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>02 Local Government</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | 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"/> |  |  |  |  | 02 Local Government | <input type="checkbox"/> |  |  |  |  |
|---|---|------------------|--------------------|-------------------|--------------------|-------------------|-----------------|--|--------------------------|--|--|--|--|--------------------------|--------------------------|--|--|--|--|---|--------------------------|--|--|--|--|----------------------------|--------------------------|--|--|--|--|----------------|--------------------------|--|--|--|--|-------------------------|--------------------------|--|--|--|--|---------------------|--------------------------|--|--|--|--|
| 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"/>  |                  |                    |                   |                    |                   |                 |  |                          |  |  |  |  |                          |                          |  |  |  |  |   |                          |  |  |  |  |                            |                          |  |  |  |  |                |                          |  |  |  |  |                         |                          |  |  |  |  |                     |                          |  |  |  |  |
| 02 Local Government   | <input type="checkbox"/>  |                  |                    |                   |                    |                   |                 |  |                          |  |  |  |  |                          |                          |  |  |  |  |   |                          |  |  |  |  |                            |                          |  |  |  |  |                |                          |  |  |  |  |                         |                          |  |  |  |  |                     |                          |  |  |  |  |

6. **Products & Services** – here is where you can add/remove your company's products and services.

| <ul style="list-style-type: none"> <li>General</li> <li>Company Profile</li> <li>Organization</li> <li>Address Book</li> <li>Contact Directory</li> <li>Business Classifications</li> <li style="background-color: yellow;">Product &amp; Services</li> <li>Banking Details</li> </ul> | <h3>Products and Services</h3> <div style="text-align: right;"> <input type="button" value="Remove"/> <input type="button" value="Add"/> </div> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Code</th> <th>Products and Services</th> <th>Date Added</th> <th>Approval Status</th> <th>View Sub-Category</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>AAWP</td> <td>Cementitious Wood-Fiber Planks</td> <td>19-Jun-2017</td> <td>Approved</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>AACS</td> <td>Shotcrete</td> <td>19-Jun-2017</td> <td>Approved</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>A000</td> <td>Architectural</td> <td>18-Apr-2017</td> <td>Pending Approval</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>AA00</td> <td>Architectural Concrete</td> <td>18-Apr-2017</td> <td>Pending Approval</td> <td></td> </tr> </tbody> </table> | <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 |  |
|--|---|--------------------------------|-------------|-----------------------|-------------------|-----------------|-------------------|--------------------------|------|--------------------------------|-------------|----------|--|--------------------------|------|-----------|-------------|----------|--|--------------------------|------|---------------|-------------|------------------|--|--------------------------|------|------------------------|-------------|------------------|--|
| <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      |                   |                 |                   |                          |      |                                |             |          |  |                          |      |           |             |          |  |                          |      |               |             |                  |  |                          |      |                        |             |                  |  |

**Note:** Products/Services must be approved by a Bechtel Buyer. Please reach out to your Bechtel Buyer or point of contact to review and approve. All buyers will be able to see your products/services despite being approved or not.

7. **Banking Details** – here is where you can view your banking details. If any updates need to be made, please reach out to you Bechtel Buyer so they can work with the correct team to make the necessary updates.

| <ul style="list-style-type: none"> <li>General</li> <li>Company Profile</li> <li>Organization</li> <li>Address Book</li> <li>Contact Directory</li> <li>Business Classifications</li> <li>Product &amp; Services</li> <li style="background-color: yellow;">Banking Details</li> </ul> | <h3>Banking Details</h3> <p>View <input type="button" value="General Accounts"/> <input type="button" value="Go"/></p> <p><input checked="" type="checkbox"/> TIP Date format example: 14-Mar-2018</p> <table border="1"> <thead> <tr> <th>Details</th> <th>Account Number</th> <th>IBAN</th> <th>Currency</th> <th>Bank Name</th> <th>Start Date</th> <th>End Date</th> <th>Priority</th> <th>Status</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td colspan="10" style="text-align: center;">No results found.</td> </tr> </tbody> </table> | Details | Account Number | IBAN      | Currency   | Bank Name | Start Date | End Date | Priority | Status | Update | No results found. |  |  |  |  |  |  |  |  |  |
|--|--|---------|----------------|-----------|------------|-----------|------------|----------|----------|--------|--------|-------------------|--|--|--|--|--|--|--|--|--|
| Details  | Account Number   | IBAN    | Currency       | Bank Name | Start Date | End Date  | Priority   | Status   | Update   |        |        |                   |  |  |  |  |  |  |  |  |  |
| No results found.  |  |         |                |           |            |           |            |          |          |        |        |                   |  |  |  |  |  |  |  |  |  |

8. **Payment & Invoicing** – here is where you can view all payments and invoicing. If you have any questions/concerns about payment/invoicing please reach out to you Bechtel Buyer.

| <ul style="list-style-type: none"> <li>General</li> <li>Company Profile</li> <li>Organization</li> <li>Address Book</li> <li>Contact Directory</li> <li>Business Classifications</li> <li>Product &amp; Services</li> <li>Banking Details</li> <li style="background-color: yellow;">Payment &amp; Invoicing</li> </ul> | <h3>Payment and Invoicing</h3> <div style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Save"/> </div> <p> <input type="checkbox"/> Hold all Payments <span style="float: right;">Invoice Amount Limit</span><br/> <input type="checkbox"/> Hold Unmatched Invoices <span style="float: right;">Payment Hold Reason</span> </p> <h4>Search</h4> <p>Note that the search is case insensitive</p> <p>Address Name <input type="text"/> <input type="button" value="Go"/> <input type="button" value="Clear"/></p> <table border="1"> <thead> <tr> <th rowspan="2">Address Name</th> <th rowspan="2">Address Details</th> <th colspan="4">Preferences</th> </tr> <tr> <th>Payment Method</th> <th>Payment Currency</th> <th>Invoice Currency</th> <th>Notification Method</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">No search conducted.</td> </tr> </tbody> </table> | Address Name   | Address Details  | Preferences      |                     |  |  | Payment Method | Payment Currency | Invoice Currency | Notification Method | No search conducted. |  |  |  |  |  |
|---|---|----------------|------------------|------------------|---------------------|--|--|----------------|------------------|------------------|---------------------|----------------------|--|--|--|--|--|
| Address Name  | Address Details   |                |                  | Preferences      |                     |  |  |                |                  |                  |                     |                      |  |  |  |  |  |
|   |   | Payment Method | Payment Currency | Invoice Currency | Notification Method |  |  |                |                  |                  |                     |                      |  |  |  |  |  |
| No search conducted.  |   |                |                  |                  |                     |  |  |                |                  |                  |                     |                      |  |  |  |  |  |

### 1.3 Expressing Interest in Projects

Follow the direction below to express interest in a specific project. Expressing interest in a project will notify the project that you are interested in gaining work. Please note that not all projects are listed on the iSupplier Portal. 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.

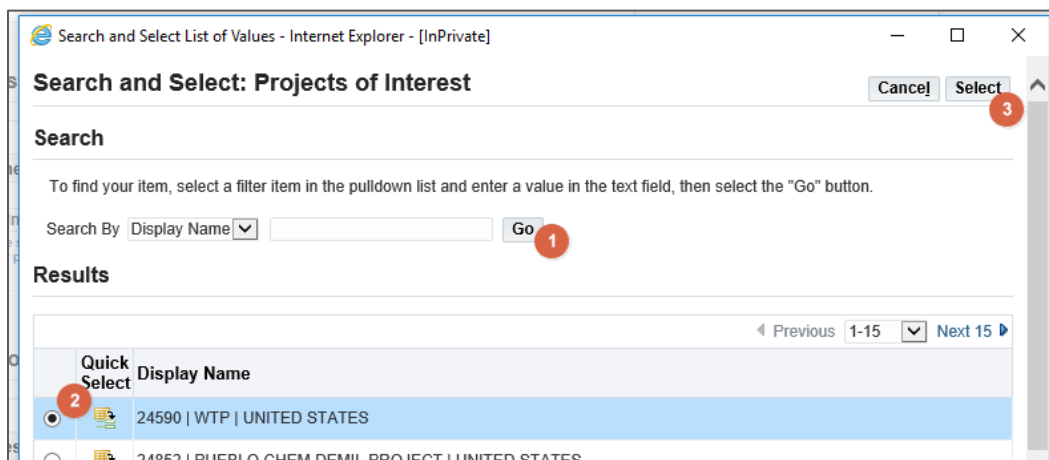
2. Scroll down to the bottom of the page to the **Projects of Interest Section**. If a new line is not automatically generated, click the green plus icon to create a new line.

- 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.



**Note:** Feel free to add any comments next to the project you are expressing interest in. The project will be able to see the comments enter.

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



- 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

## 2 Support

To make updates to your company profile, please contact your Bechtel Buyer.

For navigation help and technical support email the Procurement Helpdesk at [procweb@bechtel.com](mailto:procweb@bechtel.com).

All login issues should be directed to the IS&T Service Center at [istsc@Bechtel.com](mailto:istsc@Bechtel.com).