Sourcing Instructions for Suppliers: Accessing Negotiations

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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.
1.2 Access through the Sourcing Home Page

1. Access the **Sourcing Home Page** through the menu icon, located in the left corner of the page.

![Diagram of Sourcing Home Page](image)

**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.

![Sourcing Home Page](image)

**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.
3. 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.

1. Access the **Sourcing Home Page** through the menu icon, located in the left corner of the page

![Sourcing Home Page](image)

2. 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

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

![Search Open Negotiations](image)

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

4. Select the negotiation and click **Respond** OR simply click on the **Negotiation Number**
2 Support

If you have questions or need more information on a specific negotiation, please reach out to your Bechtel Buyer or point of contact. If you are unsure who your Bechtel Buyer is, please reach out to ProcWeb@Bechtel.com with your negotiation number and we will have your buyer reach out to you directly.

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.