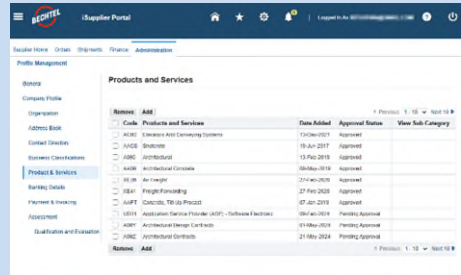# Bechtel Supplier Portal User Guide
First-Time Registration

WELCOME TO THE BECHTEL SUPPLIER PORTAL

Our suppliers and subcontractors are critical members of our company's diverse business portfolio. The Bechtel Supplier Portal is your connection that portfolio. In this guide, we show you how to get registered.
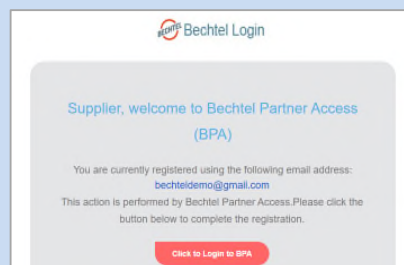
Need Help?

- You can find additional help on the Supplier Resources page: https://www.bechtel.com/supplier/.
- You can contact procweb@bechtel.com with any support issues.

How to Register Your Company

1. Go to www.bechtel.com/suppliers and click on "**Register Your Company**"

2. Provide all the requested information. Please note:

   - You must provide a valid **Dun & Bradstreet Number (DUNS)** to submit your registration online. If you do not have one, you can apply at: https://www.dnb.com/choose-your-country.html

   - You must provide **an individual contact** with a valid email address. Once your registration is validated, that email address will be used to login, so you will need access to it later.

   - You must provide a **physical address** for your company that is associated with the DUNS. This will be used to process your registration.

3. Once your registration has been validated, you will receive an **email notification** with login credentials for **Bechtel Partner Access (BPA).**

Bechtel Partner Access (BPA) is a secure platform that provides our partners with one-stop access to all the applications you need to work with Bechtel.

To protect your data and Bechtel's, multi-factor authentication is required. This includes the Contact's username and password + verification code sent to phone or email—each time you login.
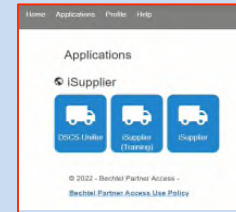
4. The first time you log in, you will need to set your **Password**.

   - Follow the "Click to Logon to BPA" link to set your password.

   - This link is valid for one use and will expire after 14 days. If you click the link and receive an error message, you can click on "Forgot your password or first time login?" to create a password and login.

5. The first time you login, you will need to review and accept **Bechtel's Access and Use Policy (AUP**).

6. Click on **Applications** and then the icon titled "**iSupplier**" to navigate to the iSupplier portal home page.

> Once you are logged into Bechtel Partner Access (BPA), you can access all the Bechtel applications you need.
>
> Click on iSupplier portal to **complete your company profile** as soon as possible. Our projects use the portal to identify companies that align with our commodity needs for new and exciting prospects.

7. From the Navigation button (≡) in the top left-hand corner, select **Bechtel iSupplier Portal Access** then **Homepage**

8. Navigate to the "**Administration**" Tab, then click on "**Company Profile"**

   Keeping your profile complete and up to date will allow Bechtel's Buyers to better engage with your company for current and future engagements.

   Available attributes to update:
   - Products & Services
   - Diversity Classifications, Business Qualifications, etc. e.g.: ISO certification, Nuclear Safety Performance Bonds, Sustainable Program, Union Affiliation, etc.)
   - Organization Details: Information about your company's history, safety, and sustainability program
   - Interests: Line(s) of Business; Geographic Region(s); Bechtel Project(s)
   - Employees and Tax / Financial Information

9. Don't forget to click **Save** as you navigate from one screen to the next

Adding Users to Your Company Profile

Individuals in your company can have their own **User Accounts**, with unique credentials to log in based on the user's email address.
Please note: There is no limit to how many user accounts a company can have; however, each email address can only be tied to one account, regardless of Company.

1. To create additional user accounts, navigate to Administration > Contact Directory then click on Create

2. Fill in the available fields

3. Indicate the **Contact Purpose** from the available options

4. **Check the box** to **create a User Account** which will activate login credentials for the Individual

5. Click **Apply** when done

6. The new user will get an email confirmation to complete their User Registration.

> Each registered company can have any number of individuals with **User Accounts.** That means they can login to access and manage your company's profile, view invitations to bid, and your purchasing history with Bechtel (Orders, Agreements, and Subcontracts)

TIP: Forgot your password?

- Once you are registered, you can retrieve your password by going to https://supplier.becpsn.com and then clicking on "Forgot your password or first time login?" to reset your password