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procweb@bechtel.com

Supplier Portal User Guide

En español ⧉

Po polsku ⧉

Login Link ⧉
supplier.becpsn.com

Project Opportunities ⧉
bechtel.com/supplier/project-opportunities

Unifier Homepage ⧉
dscsunifier.oci.becpsn.com

To ensure you're viewing up-to-date information, periodically check back to www.bechtel.com/supplier

Table of Contents

1. Register and Login

▶ **Registration Instructions Video (6:49)**

1.1 Process Overview

A flowchart of the steps to register your company

Start → Registration Form ↗ → First Time Logging In? ◇

First Time Logging In? → **No** → Login ↗ → Verify Code → End

DUNS Lookup ⌐ (If needed)

First Time Logging In? → **Yes** → First time logging in → ↗

First time logging in → Email Verification → Create Password → Navigate BPA

Bechtel Partner Access   Home   Applications   Profile   Help

Welcome to Bechtel Partner Access

Hello ▓▓▓▓ ▓▓▓▓   Select to view Applications ←

This system is provided for authorized Bechtel business purposes. Access is restricted to authorized Use Policy (AUP), which can be found at aua.becpsn.com.

© 2024 - Bechtel Partner Access -

Bechtel Partner Access Use Policy

Click 'Applications' to proceed

Applications

🌐 iSupplier

DSCS-Unifier   iSupplier (Training)   iSupplier

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Bechtel Partner Access Use Policy

Click 'iSupplier' to login

1.2 Step-by-Step Registration pt.1

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Detailed instructions for completing the registration form

A blank Registration Form

STEP 1: If you have not previously registered your company with us, you must **Register** your company

STEP 2: Fill in the required info per the instructions on the form, then click **Submit** in the bottom-left

Optional: If you don't know your company's DUNS Number, you can look it up **here** ⤴

The email you will receive to login

STEP 3: Once your registration is validated, will be sent an **email** with a **LINK** to create your password

STEP 4: To create your password, click Forgot your password **or first time login?**

1.2 Step-by-Step Registration pt.2

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Detailed instructions for completing the registration form

STEP 5: Enter the email address you provided during registration, then click **Send verification code**

ℹ️ Verification email may arrive in your spam folder. Add becpsn.com and bechtel.com domains to your safe list.

Generate a verification email

STEP 6: Open the email containing the one-time 6-digit verification code

You MUST click Verify Code

STEP 7: Enter the 6-digit verification code, then click **Verify code**

STEP 8: Create your password for logging in to iSupplier

Note: Save this info for future logins

1.2 Step-by-Step Registration pt.3

Detailed instructions for completing the registration form
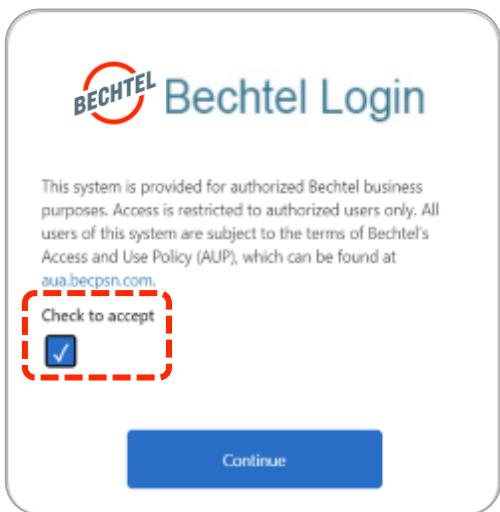
STEP 9: Check to accept, then click Continue
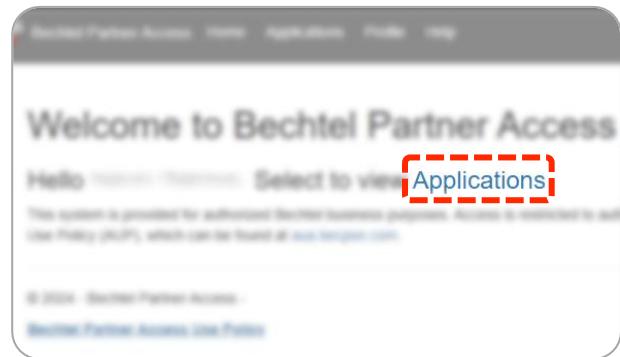
**STEP 10:** Navigate through BPA by clicking **Applications**
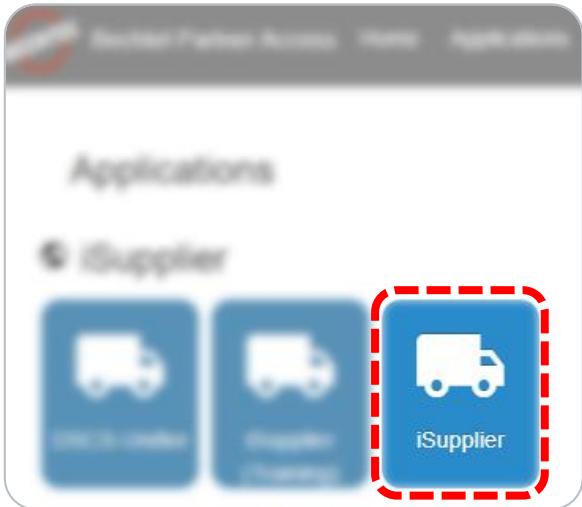
**STEP 11:** Enter the iSupplier Portal by clicking **iSupplier**

1.3 How to Login

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A guide of where to go and how to login to the iSupplier portal

HOME > SUPPLIER

→ **Supplier Portal Log In**
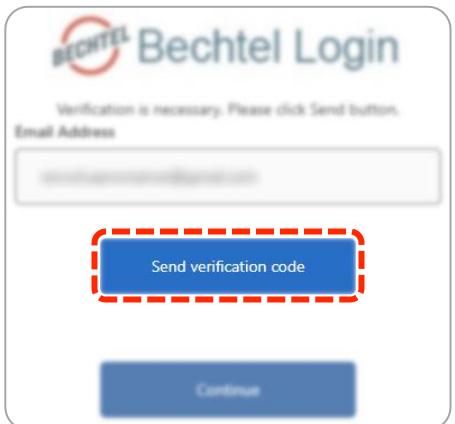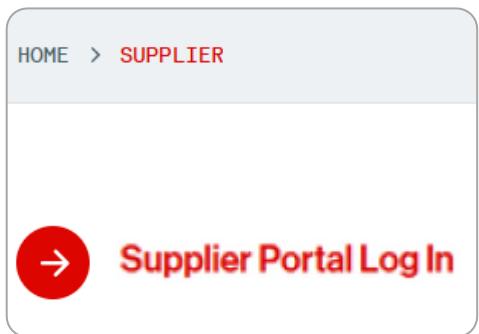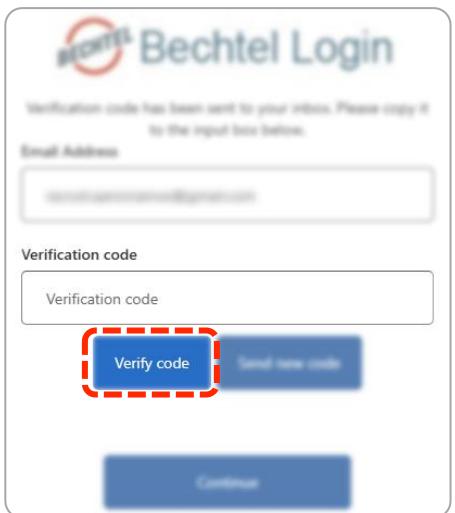
STEP 1: Visit www.bechtel.com/supplier
OR
direct login link
supplier.becpsn.com

STEP 2: Enter your registered User Name and Password
OR
Use the "Forgot my Password" option

Bechtel Login

Verification is necessary. Please click Send button.
Email Address

[_____]

Send verification code

Continue

Generate a verification email

STEP 3: Click **Send verification code**

STEP 4: Open the email containing the 6-digit verification code

Bechtel Login

Verification code has been sent to your inbox. Please copy it to the input box below.
Email Address

[_____]

Verification code

[Verification code]

Verify code   Send new code

Continue

You MUST click Verify code

**STEP 5:** Enter the 6-digit verification code, then click **Verify code**

STEP 6: Click **Continue**

2. Access and Manage Profile

2.1 Accessing Your Profile

Step-by-step instructions for navigating to the profile section
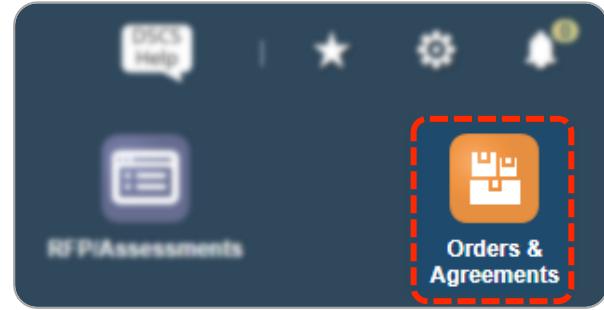
STEP 1: After logging in, click the **Orders & Agreements** shortcut

iSupplier Portal home page
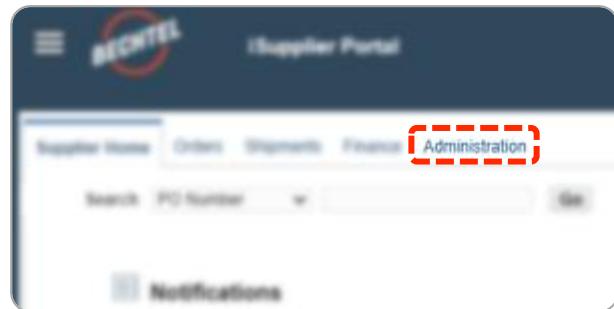
STEP 2: Click the **Administration** tab

NEXT SECTION: How to complete your company profile

💡 **Completing your company profile** is a critical first step for Bechtel's procurement team to engage with your company for both *current* and *future* projects.

2.2 Profile Management pt.1

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Start here to update your company profile—*always use the save button!*
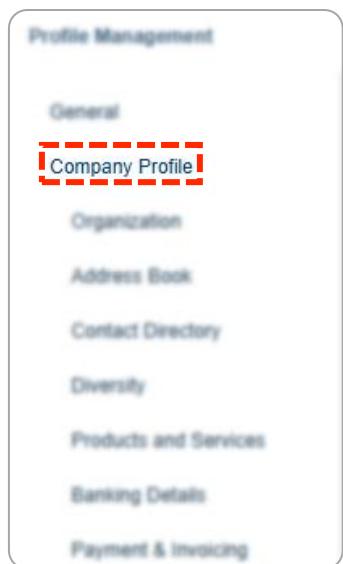
STEP 1: To begin completing the company profile, click the **Company Profile** tab from the list

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Diversity

Products and Services

Banking Details

Payment & Invoicing

⚠️ **STOP!** **READ THIS** **BEFORE CONTINUING**

⚠️ **The iSupplier portal does NOT autosave.**
If you move to another section without clicking *Save*, your updates will be lost.

✓ **Click "Save" after every change** to make sure your profile stays complete and visible to Bechtel Buyers.

Cancel Save

Overview General Information Interests

Organization

D-U-N-S Number
Legal Structure
Principal Name
Year Established
Incorporation Year
Control Year
Mission Statement

Search and Select: Legal Structure

Search

To view a full list, leave the search field blank, then select the "Go" button.

Results

Go

Select		Meaning
○		Accountant
○		Administrative Organization
○		Agricultural Collective Interest Company
○		Association

TIP: Use the Search icon
Click the icon to start a search, then click **Go** to view Results to choose from.

2.2 Profile Management pt.2

Need Help?
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Start here to update your company profile—*always use the save button!*

Organization

Overview | General Information | Interests

*Remember to use the **Save** button!*

Supplier Home | Orders | Shipments | Finance | **Administration**

Profile Management

General
Company Profile
Organization
Address Book
Contact Directory
Diversity
Products and Services
Banking Details
Payment & Invoicing
Assessment

General

Attachments

Search

Note that the search is case insensitive
Title [_____] Go
▶ Show More Search Options

Add Attachment ···

STEP 2: Within the **Company Profile**, the first 3 tabs to complete are—

Overview
- Organization Information
- Tax and Financial Information (ONLY editable at registration)

General Information
- Business Classification
- General Information
- Operations and Manufacturing
- ES&H
- Stock Exchange Listing Details
- Code of Conduct
- Sustainability
  • General sustainability questions— sustainability@bechtel.com

Interests
- Industry Lines of Business
- Regions of Interest
- Projects of Interest
  • bechtel.com/supplier/project-opportunities

📁 **TIP: Adding Attachments**

To add attachments to your company profile YOU MUST FIRST upload the file to the company's *Document Catalog* (shown here)

1. Go to **Profile Management**
2. Click **Add Attachment**
3. In the appropriate profile section, select the attachment from the catalog

Attachments accepted: PDF, XLSX, DOCX, JPG/PNG. Avoid files compressed with passwords.

2.2 Profile Management pt.3

Need Help?
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Start here to update your company profile—*always use the save button!*

General

Company Profile

   Organization

   Address Book

   Contact Directory

   Diversity

Products and Services

STEP 3: Review the **Diversity** tab—

Select any options that are applicable to your company

STEP 4: Next, click **Products and Services** tab—

click **Add**

Add Products and Services:

◯ Browse All Products & Services
⦿ Search for Specific Product & Service

STEP 5: Select the option to **Search for Specific Product & Service**

To find your item, insert "%" before you type in the search field below, then select the "Go" button. Note that the search is not case sensitive.

Code _____
Description | %pip% |
Go   Clear

STEP 6: Use the **Description** field to Search for codes applicable to your company. The percent symbol allows for open ended searches.

"Piping" example—

%pip%

This will return results such as—

Piping**, Pip**es**, Pip**e**, Pip**eline, Vent **Pip**ing**, Pip**e Supports, etc.

then click **Apply**

ℹ There are thousands of Product and Service codes for your company to choose from. Select only those that apply.

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3. Bidding & RFQ Actions

3.1 Process Overview

A flowchart of the steps to respond to an RFQ

Start → **Invited to RFQ** → **Access & Review RFQ**

No → **Acknowledge Non-Participation** → **End**

Yes → **Acknowledge Participation** → **Create Quote** → **Input Quote Line Info** → **Review & Submit** → **End**

Upload Attachments (connected to Input Quote Line Info)

Note: RFQs are issued by direct invitation only. Bechtel does not provide a public list of open solicitations.

For active projects, see *Bechtel Project Opportunities*

3.2 Start a Bid pt.1

Accessing RFQs, acknowledging participation, downloading attachments
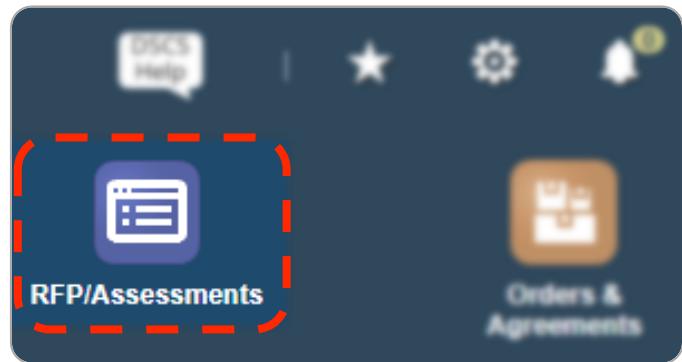
STEP 1: After logging in, click the **RFP/Assessments** shortcut

Welcome to the Negotiations Homepage

Use this page to action and respond to RFQs, RFIs, and RFPs – collectively referred to as **"Negotiations"** in the system.

STEP 2: To access your RFQ invitation, find your corresponding **Negotiation Number** under **"Your Company's Open Invitations"**

Optional: Alternative options to access RFQ Invitations—
• via email
• via the Worklist (top right)

My Worklist

GRATIL, IRENE   03:49 PM
You are invited: RFQ 281896   Due in 10 days
(Test Demo 2)
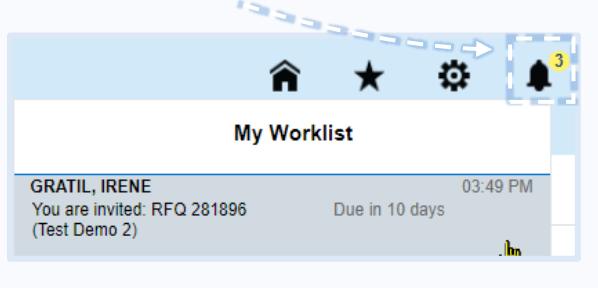
3.2 Start a Bid pt.2

Accessing RFQs, acknowledging participation, downloading attachments
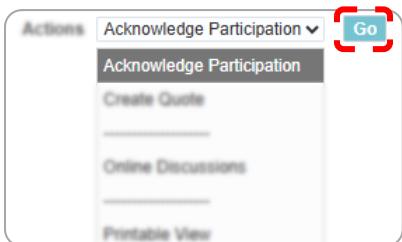
STEP 3: From the **Actions** drop-down in the top right corner—
select **Acknowledge Participation** then click **Go**

STEP 4: Select **Yes** or **No** to indicate participation or non-participation

click **Apply** to confirm
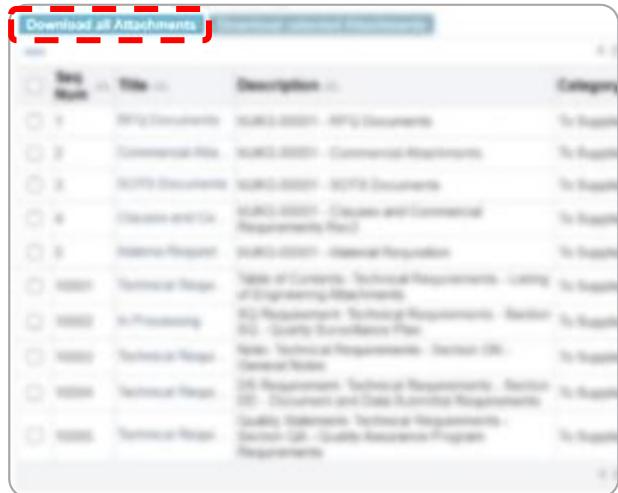
STEP 5: Click **Download all Attachments**—

Confirm the scope, terms, and commercial and technical requirements
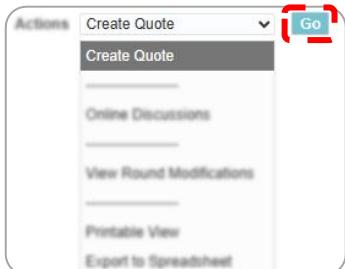
STEP 6: From the **Actions** drop-down in the top right corner—
select **Create Quote** then click **Go**

3.3 Create a Quote pt.1

Entering pricing, uploading documents, completing requirements

Now that you have completed the *prerequisite* steps—

- *Access the RFQ*
- *Acknowledge Participation*

...it is time to Create a Quote.

To begin, **review the Header information**. If you have questions about the details of the RFQ, please contact the Buyer listed on the Negotiation.

STEP 1: Click **Expand All** to view and respond to all Requirements for your order

Important: Completing the Requirements section is essential for accurate bid evaluation and may impact your eligibility. Ensure all required fields are filled out thoroughly.

3.3 Create a Quote pt.2

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Entering pricing, uploading documents, completing requirements

STEP 2: To begin inputting pricing information, click on the **Lines** tab

Quote by Spreadsheet is useful when creating large quotes

STEP 3: In the Lines tab, provide **Quote Price** and **Promised Date** per line

Note: Use the date format DD-MMM-YYYY

Optional: Use the *Update Icon* to provide a Note to Buyer and Add Attachments per line—

then click **Apply**

3.4 Quote by Spreadsheet pt.1

An optional Excel template that is ideal for submitting large quotes

STEP 1: On the **Create Quote** screen, click **Quote by Spreadsheet**
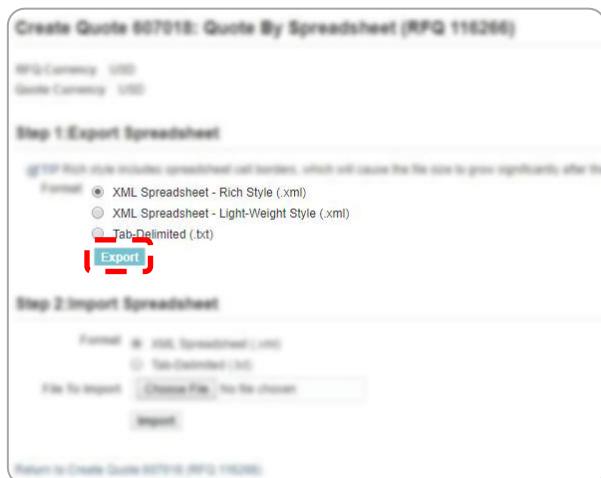
STEP 2: Export the spreadsheet template by clicking **Export**
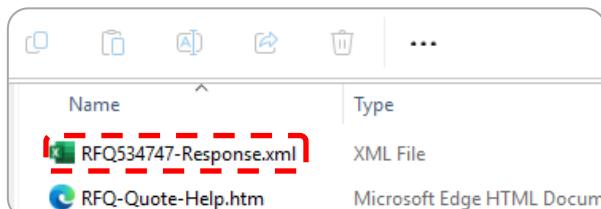
Example of the .zip file

STEP 3: A .zip file containing the spreadsheet has been downloaded—

Open the Excel spreadsheet

*TIP: The XML file may require you to right click and select **Open With** - Excel*

3.4 Quote by Spreadsheet pt.2

An optional Excel template that is ideal for submitting large quotes

Upon opening the spreadsheet, you will see the Header information of the RFQ.

= **Mandatory Field**

= **Optional Field**

STEP 4: Click the **Lines** worksheet

⚠️ **Troubleshooting Import Errors**

If your spreadsheet fails to upload:
- A table of **Import Errors** will appear with details
- Review the error messages, correct the spreadsheet, then re-upload the file

Tip: Common issues include missing required fields, incorrect formats (e.g., dates or currency), or mismatched line items.

STEP 5: Provide a **Quote Price** and **Promised Date** for *each* line

STEP 6: Save the spreadsheet

3.4 Quote by Spreadsheet pt.3

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An Excel template that is ideal for submitting large quotes

STEP 7: Using the same **Quote by Spreadsheet** window from *Step 1*—

click **Choose File** (or drag and drop) then click **Import**

STEP 8: Click **Continue**

Checklist Before Submitting

☑ Confirm Required Fields ☑ Review Attachments ☑ Validate Your Quote

☑ Check Deadlines ☑ Add Buyer Notes (Optional) ☑ Save a Draft if Needed

STEP 9: Click **Submit**

4. Access Order and Agreements

4.1 Process Overview

A flowchart of the steps to acknowledge an order

Start → Awarded Order → Access & Review Order → Acknowledge Order

Acknowledge Order → Reject Entire Order → End

Acknowledge Order → Accept Entire Order → End
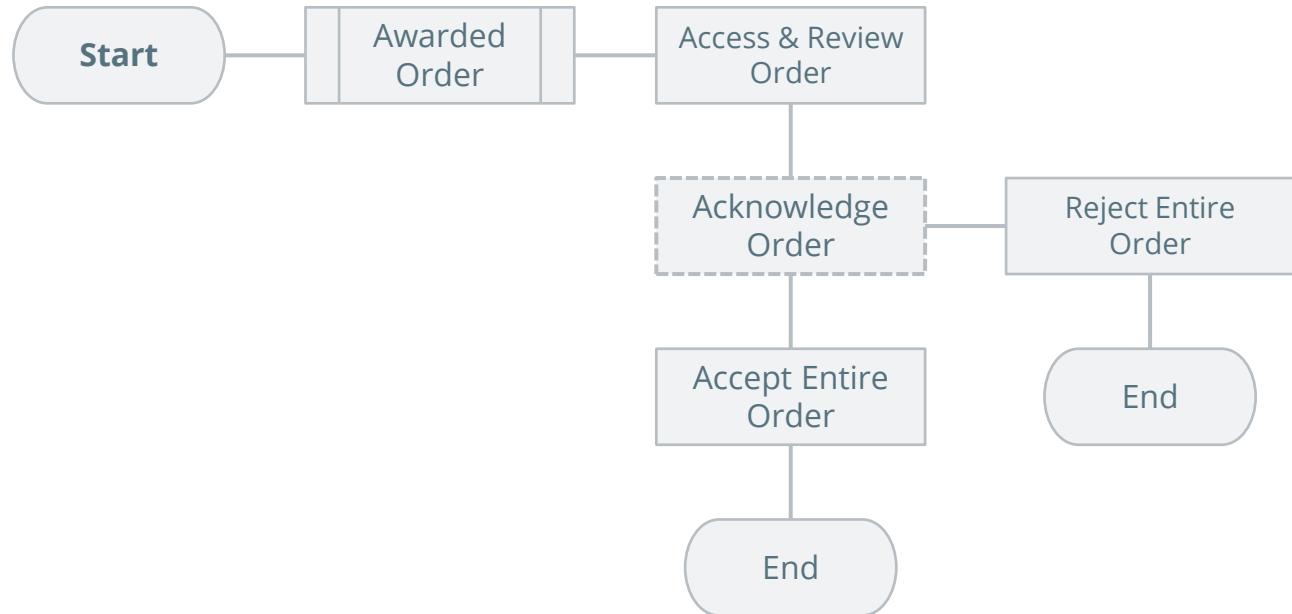
4.2 Accessing an Order

Step-by-step instructions for navigating to your order details
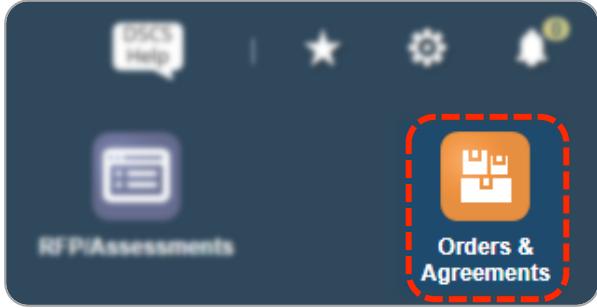
STEP 1: From the iSupplier homepage, click the **Orders & Agreements** shortcut
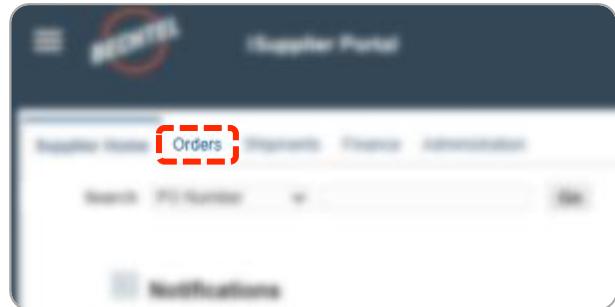
iSupplier Portal home page

STEP 2: Click the **Orders** tab

Note: The term PO or Orders refers to both Purchase Orders for materials and Subcontracts for services.

TIP: If you do not know your Order Number, contact your Buyer

STEP 3: Locate your order number

To view your order details, click the **PO Number**

4.3 Acknowledging Orders

The first step in managing your order with Bechtel

Order Acknowledgement

Not all orders *require* acknowledgement—but many do.

STEP 1: After accessing your Order Number, select **Acknowledge** from the Actions dropdown menu—
then click **Go**

STEP 2: From the Actions menu, select **Accept Entire Order** or **Reject Entire Order**—
then click **Go**

STEP 3: Click **Submit**

5. Unifier Change Requests & Daily Reports

5.1 Accessing Unifier

Step-by-by instructions to access Bechtel's change management system
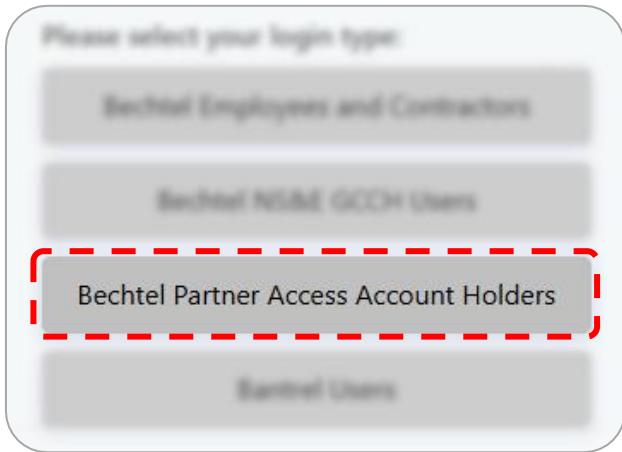
STEP 1: Login to Unifier via the link

https://dscsunifier.oci.becpsn.com/

STEP 2: Select the option **Bechtel Partner Access Account Holders**

Contact your Bechtel Buyer if you are unsure or have questions

Welcome to the Unifier Homepage

If it's your first time accessing Unifier, you will not have any order activity as shown below.

As you accumulate orders, they will be displayed **HERE** as tabs.

NEXT SECTION: Access your order and submit a change request

5.2 Submit a Change Request pt.1

Details for navigating the change request process in Unifier
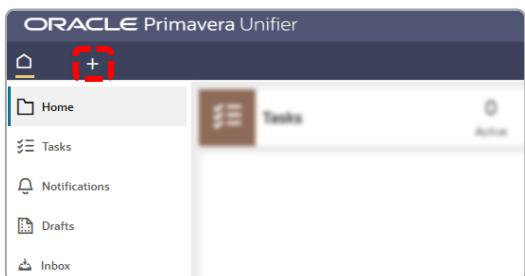
STEP 1: To search for your order, click the **+ icon**
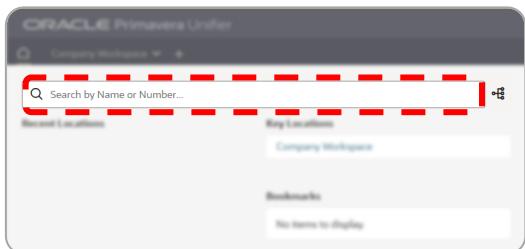
STEP 2: Enter your **order number**

Tip: Contact your buyer if you do not know your project number

Order page (in Unifier)

If you have questions about access and permissions, contact your buyer.

Drop-down menu

To expand the menu, drag your cursor
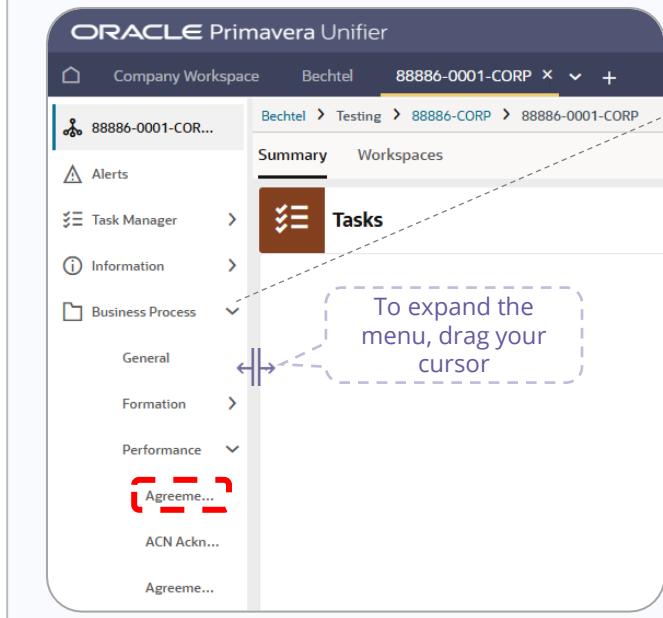
STEP 3: After selecting your order number tab from the top, use the left drop-down menu—

3.1 open **> Business Process**

3.2 then **> Performance**

3.3 click **Agreement Change Request**

5.2 Submit a Change Request pt.2

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Details for navigating the change request process in Unifier

STEP 4: Click **Create** to start a new record

STEP 5: A red asterisk (*) indicates a required field. Include a detailed description of the change

TIP: The Aconex Title will have been provided by the Bechtel Buyer*

STEP 6: To add attachments, click on the **External Attachments** tab

STEP 7: Click **Add**

Provide a Short Description* of your attachment(s)

STEP 8: To upload your file, click **Attachments**
then click 📎 ▼
then click **Browse**

STEP 9: Select from file browser OR **Drag and Drop** the attachment(s)

then click **Upload**

5.2 Submit a Change Request pt.3

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Details for navigating the change request process in Unifier

STEP 10: After uploading attachments and completing all required fields—

click **Send**

STEP 11: In the pop-up window, click **Send**
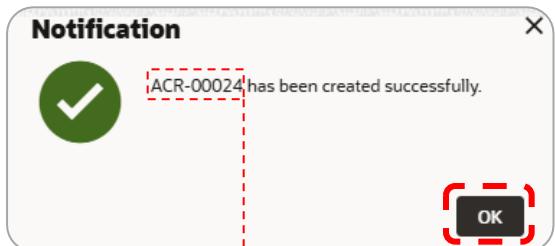
STEP 12: Your ACR number has been generated

click **Ok**
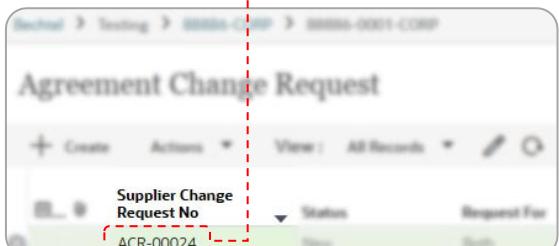
STEP 13: Locate your newly created ACR at the top of the previous screen.

click the **ACR**

Continue to **STEP 14**

5.2 Submit a Change Request pt.4

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Details for navigating the change request process in Unifier

**STEP 14:** A new window to edit the ACR will open—

click **Accept**

**STEP 15:** The Buyer should provide instructions on what Reviewer Workflows to choose

To see your options, click the ☑ icon

Note: *Contact the Buyer if no options appear or if you have questions*

STEP 16: After a final review—

click **Send**

STEP 17: Select **Send to Buyer** from the drop-down menu

then click **Send**

Outcome	Buyer's Decision	Next Step
1. Cancellation	Buyer declines the request.	Request is declined, no further action. Supplier must send a new Request.
2. Accept Proceed	Buyer accepts the change and supplier is allowed to proceed.	Request is approved, and changes can be implemented without an order revision
3. Accept Do Not Proceed	Buyer accepts the change but asks the supplier to wait.	Request is approved, and the supplier must wait for an order revision
4. Return for Negotiation	Buyer requests modifications (cost, schedule, comments).	Supplier makes adjustments and resubmits.

5.3 ACN Acknowledgement & Cost Negotiation Process

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✈ *After the Buyer issues a Change Notice, a **supplier will receive an email** indicating that an action is required.*
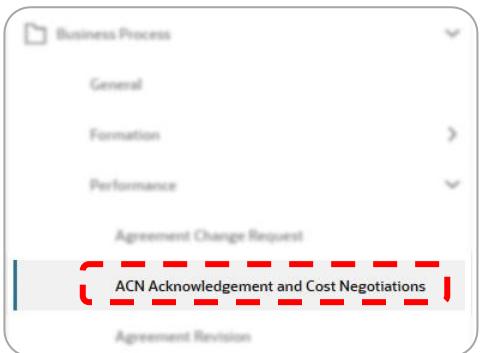
STEP 1: From the order page, use the left drop-down menu—

1.1 open **> Business Process**

1.2 then **> Performance**

1.3 click **ACN Acknowledgement and Cost Negotiations**

STEP 2: Click the corresponding **ACK Number**

STEP 3: After opening the ACN—

click **Accept**

STEP 4: Fill in the section titled **Supplier Proposal**

then click **Send**

STEP 5: Click **Send**

***TIP:** If the Buyer has further responses, the record will come back to you*

5.4 Supplier Daily Reports pt.1

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The online process for Bechtel Partners to submit daily reports
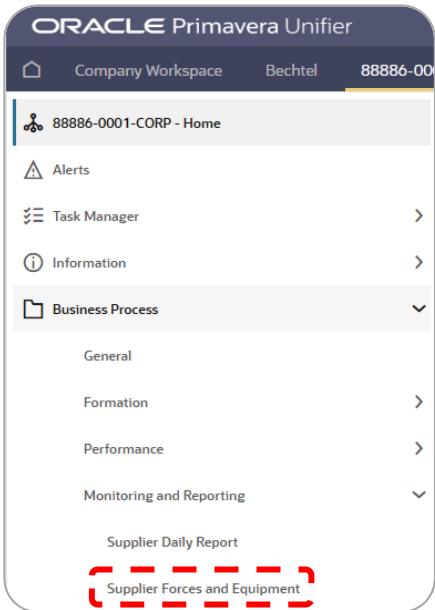
STEP 1: From the order page, use the left drop-down menu—

1.1 open **> Business Process**

1.2 then **> Monitoring and Reporting**

1.3 click **Supplier Forces and Equipment**

STEP 2: Click **Create**

STEP 3: Provide as much detail as possible in the applicable fields. For additional guidance, contact the Buyer.

then click **Send**

STEP 4: In the pop-up window, click **Send**

This creates a new option to select while completing Daily Reports

5.4 Supplier Daily Reports pt.2

The online process for Bechtel Partners to submit daily reports

STEP 5: After defining your Forces and Equipment, use the left drop-down menu—

1.1 open **> Business Process**

1.2 then **> Monitoring and Reporting**

1.3 click **Supplier Daily Report**

STEP 6: Click **Create**

STEP 7: Provide as much detail as possible in the applicable fields. For additional guidance, contact the Buyer.

then click **Send**

STEP 8: In the pop-up window, click **Send**