



Need Help?  
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# Supplier Portal User Guide

En español



Po polsku



## Portal Login



[supplier.becpsn.com](http://supplier.becpsn.com)

## Project Opportunities



[bechtel.com/supplier/project-opportunities](http://bechtel.com/supplier/project-opportunities)

## Unifier Homepage



[dscsunifier.oci.becpsn.com](http://dscsunifier.oci.becpsn.com)

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# 1. Register and Login

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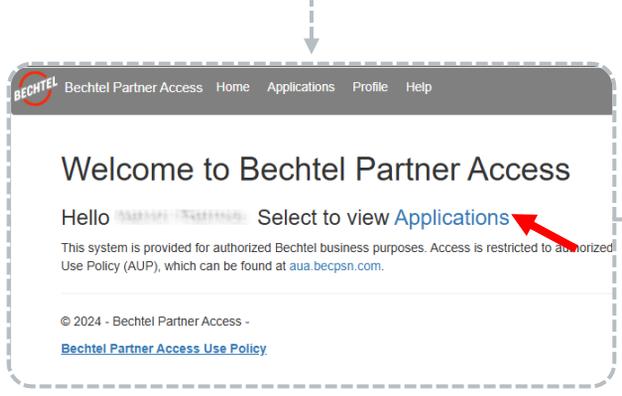
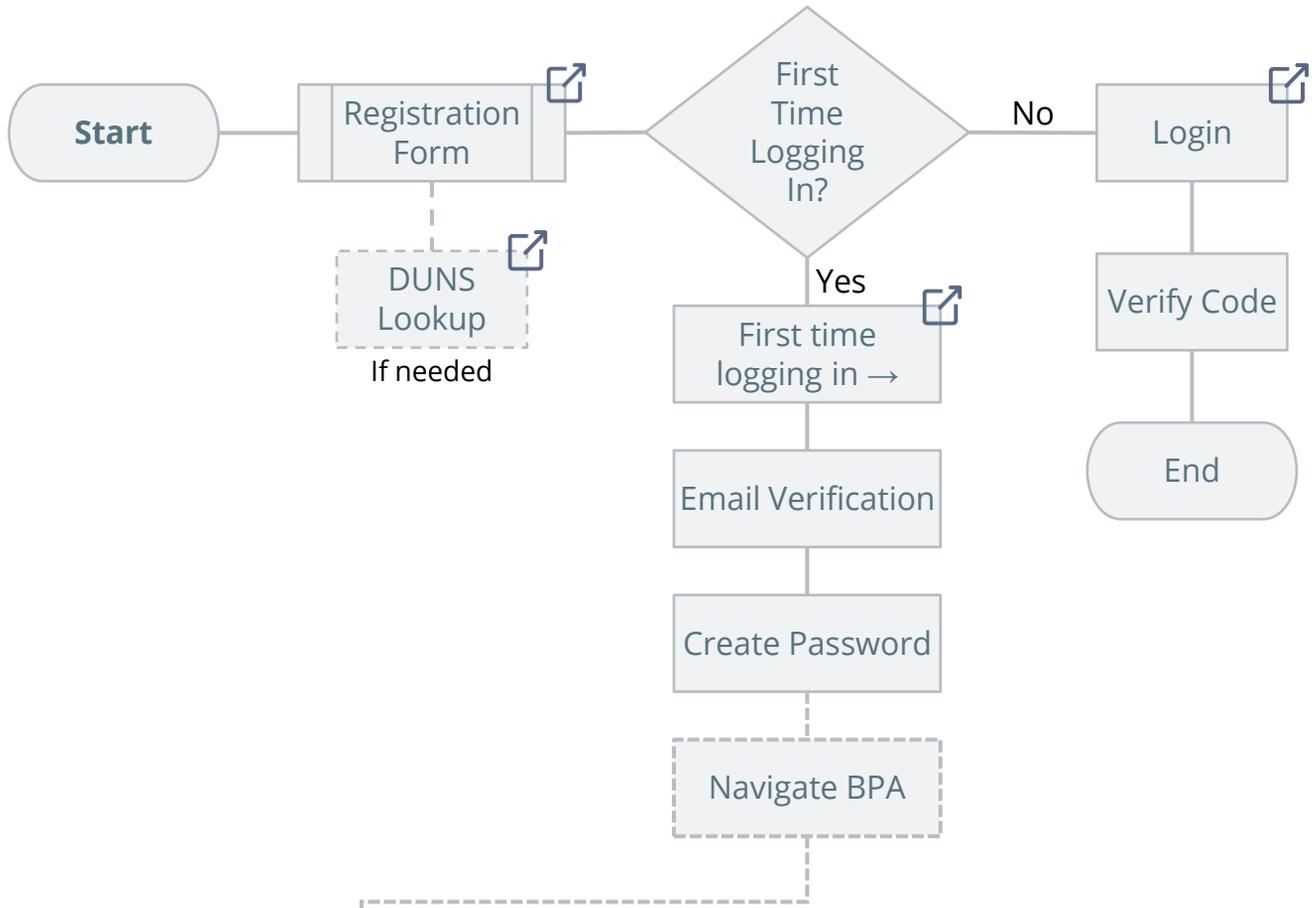


Supplier Portal How-To: **Registration**

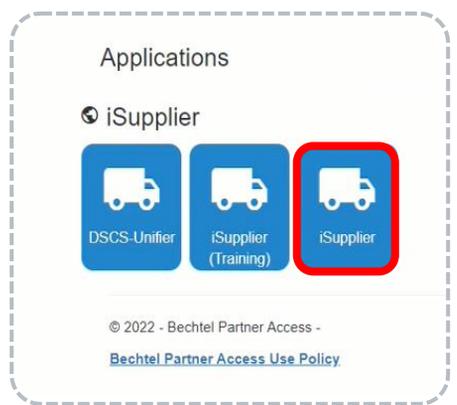
# 1.1 Process Overview

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A flowchart of the steps to register your company



Click 'Applications' to proceed



Click 'iSupplier' to login

# 1.2 Step-by-Step Registration pt.1

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Detailed instructions for completing the registration form

The screenshot shows a 'New Supplier Registration Form' with the following fields:
 

- Company Details** (Required):
  - 1. DUNS Number: This company will need a valid DUNS Number to register. A DUNS Number is a unique 9-digit identifier for businesses around the world assigned by Dun & Bradstreet (D&B). For more information, to lookup your company's DUNS Number, or to request one, go to <https://www.dun.com/home-our-contacts>. Please enter at most 9 characters.
  - 2. Company Name: This should match how your company is listed in D&B. Enter your answer.
  - 3. Alternate Supplier Name: If your company uses a different supplier name, please enter it here. Enter your answer.
  - 4. Tax Country: Where provided, the tax country will be used to validate the format of the tax registration number/proxy taxpayer ID. Select the correct country name. Select your answer.
  - 5. Tax Registration Number: Enter your answer.
  - 6. Taxpayer ID: Enter your answer.

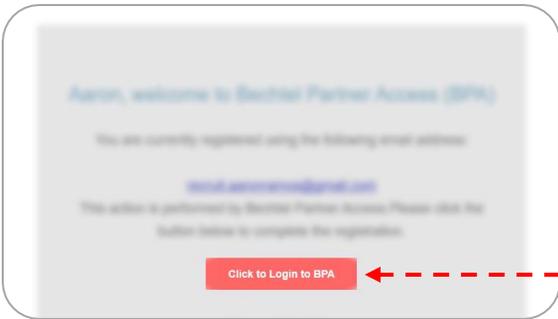
 A red dashed box highlights the 'Next' button at the bottom left of the form.

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 the registration is validated, an **email** will be sent with a **LINK** to create your password

The login page has the following elements:
 

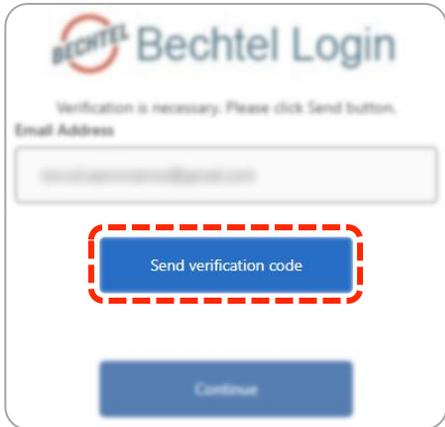
- Header: Bechtel Partner Access (Prod). Sign in with your user name or email or pid
- Input field: User Name or Email or PID
- Input field: Password
- Link: [Forgot your password or first time login?](#) (highlighted with a red dashed box)
- Button: Login

**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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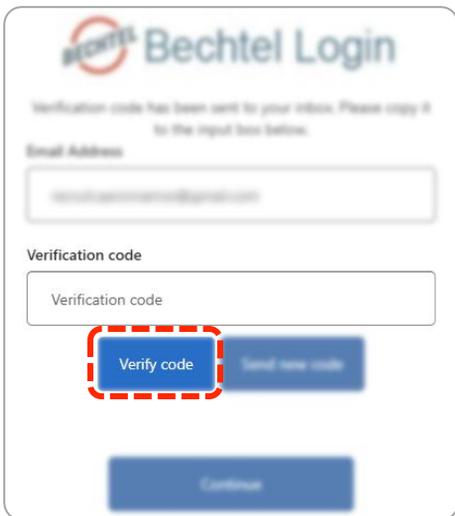
Detailed instructions for completing the registration form



Generate a verification email

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

**i** Verification email may arrive in your spam folder. Add [becpsn.com](mailto:becpsn.com) and [bechtel.com](mailto:bechtel.com) domains to your safe list.



You **MUST** click Verify Code

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

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

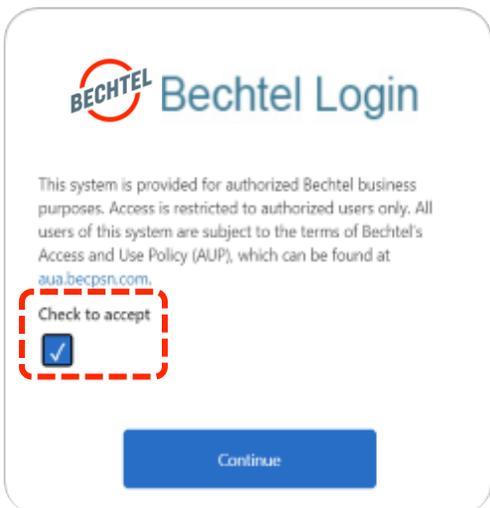


**STEP 8:** Create your password for logging in to iSupplier  
**Note:** Save this info for future logins

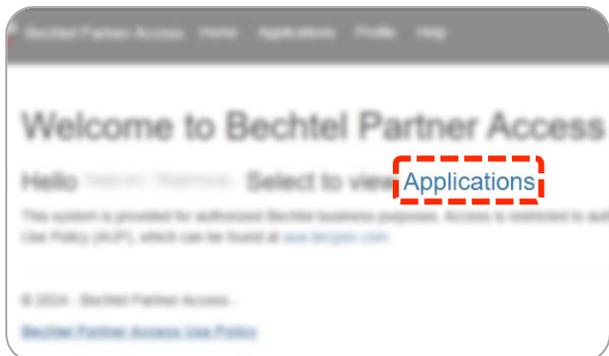
# 1.2 Step-by-Step Registration pt.3

[Need Help?  
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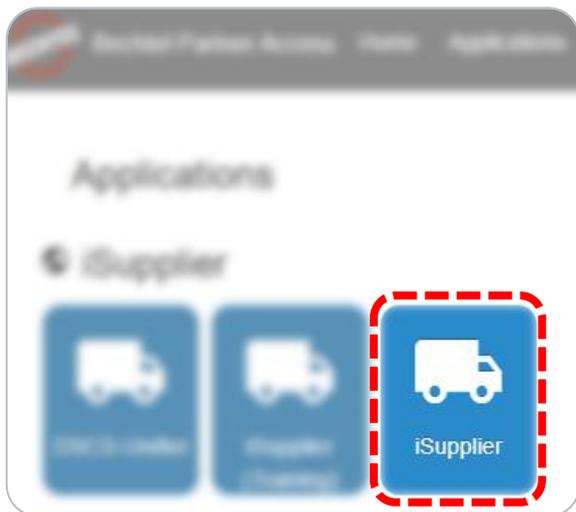
## Detailed instructions for completing the registration form



**STEP 9: Check to accept**, then click Continue



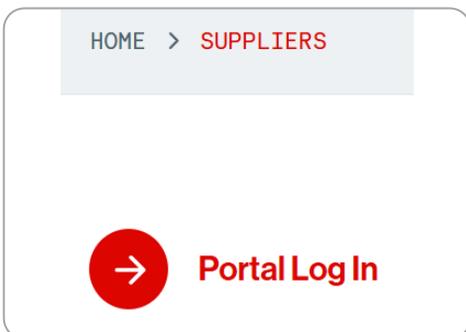
**STEP 10: Navigate through BPA by clicking Applications**



**STEP 11: Enter the iSupplier Portal by clicking iSupplier**

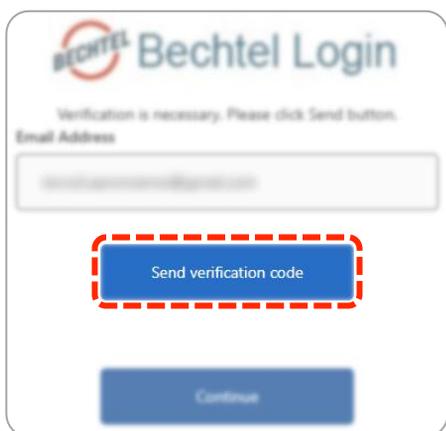
# 1.3 How to Login

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



**STEP 1:** Visit [www.bechtel.com/supplier](http://www.bechtel.com/supplier)  
OR  
direct login link  
[supplier.becpsn.com](http://supplier.becpsn.com)

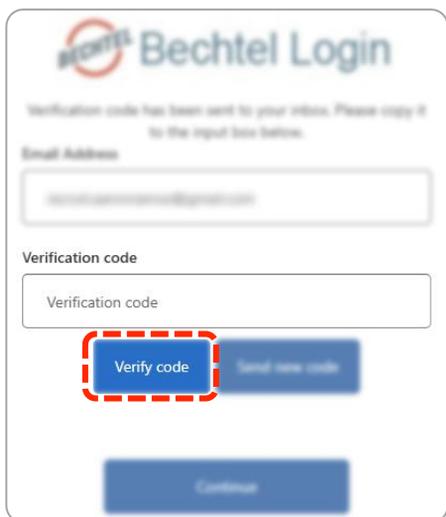
**STEP 2:** Enter your registered User Name and Password  
OR  
Use the "Forgot my Password" option



**STEP 3:** Click **Send verification code**

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

*Generate a verification email*



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

**STEP 6:** Click **Continue**

*You MUST click Verify code*

## 2. Access and Manage Profile

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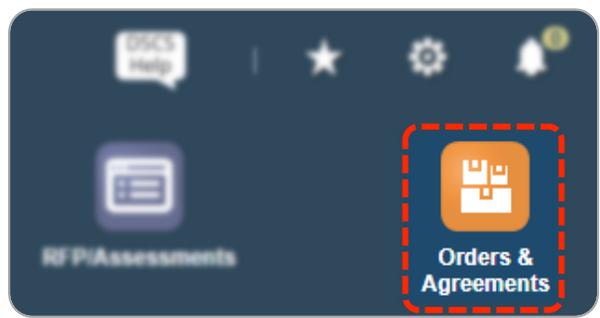
<b><u>2.1 Accessing Your Profile</u></b>	9
<i>Step-by-step instructions for navigating to the profile section</i>	
<hr/>	
<b><u>2.2 Profile Management</u></b>	10
<i>The foundational step for engaging with Bechtel's global supply chain</i>	

 **Supplier Portal How-To: Profile Management**

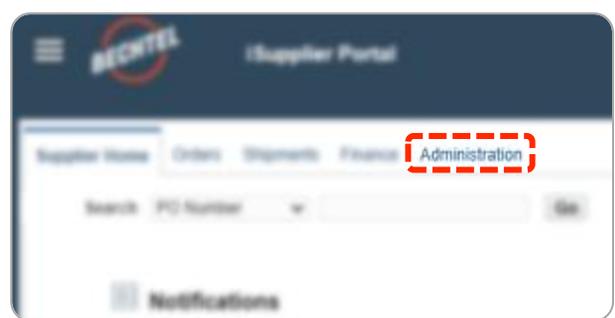
# 2.1 Accessing Your Profile

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Step-by-step instructions for navigating to the profile section



**STEP 1:** After logging in, click the **Orders & Agreements** shortcut



**STEP 2:** Click the **Administration** tab

*iSupplier Portal home page*

**NEXT SECTION:** How to complete your company profile

**Profile Management**

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

### General

Organization Name	Bechtel Inc
Supplier Number	123456789
Alias	
Parent Supplier Name	
Parent Supplier Number	

### Attachments

### Search

Note that the search is case insensitive

Title

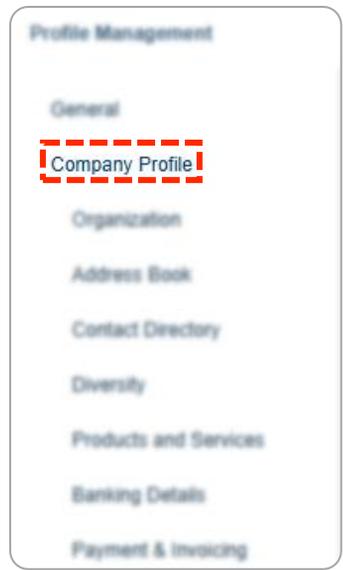
▶ Show More Search Options

**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

**! 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.

**Organization**

D-U-N-S Number

Legal Structure

Principal Name

Year Established

Incorporation Year

Control Year

Mission Statement

**Search and Select: Legal Structure**

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

Search:

Results:

- Accountant
- Administrative Organization
- Agricultural Collective Interest Company
- Association

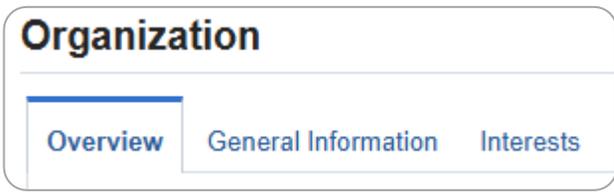
**TIP: Use the Search icon**

Click the to start a search, then click  to view Results to choose from.

# 2.2 Profile Management pt.2

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



Remember to use the **Save** button!

**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
  - 🔗 [bechtel.com/supplier/business-classification](https://bechtel.com/supplier/business-classification)
- General Information
- Operations and Manufacturing
- ES&H
- Stock Exchange Listing Details
- Code of Conduct
- Sustainability
  - 🔗 General sustainability questions—[sustainability@bechtel.com](mailto:sustainability@bechtel.com)

**Interests**

- Industry Lines of Business
- Regions of Interest
- Projects of Interest
  - 🔗 [bechtel.com/supplier/project-opportunities](https://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

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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

**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, Pipes, Pipe, Pipeline, Vent Piping, Pipe 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.



## 3. Bidding & RFQ Actions

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### **3.1 Process Overview**

14

*A flowchart of the steps to respond to an RFQ*

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### **3.2 Start a Bid**

15

*Accessing RFQs, acknowledging participation, downloading attachments*

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### **3.3 Create a Quote**

17

*Entering pricing, uploading documents, completing requirements*

---

### **3.4 Quote by Spreadsheet**

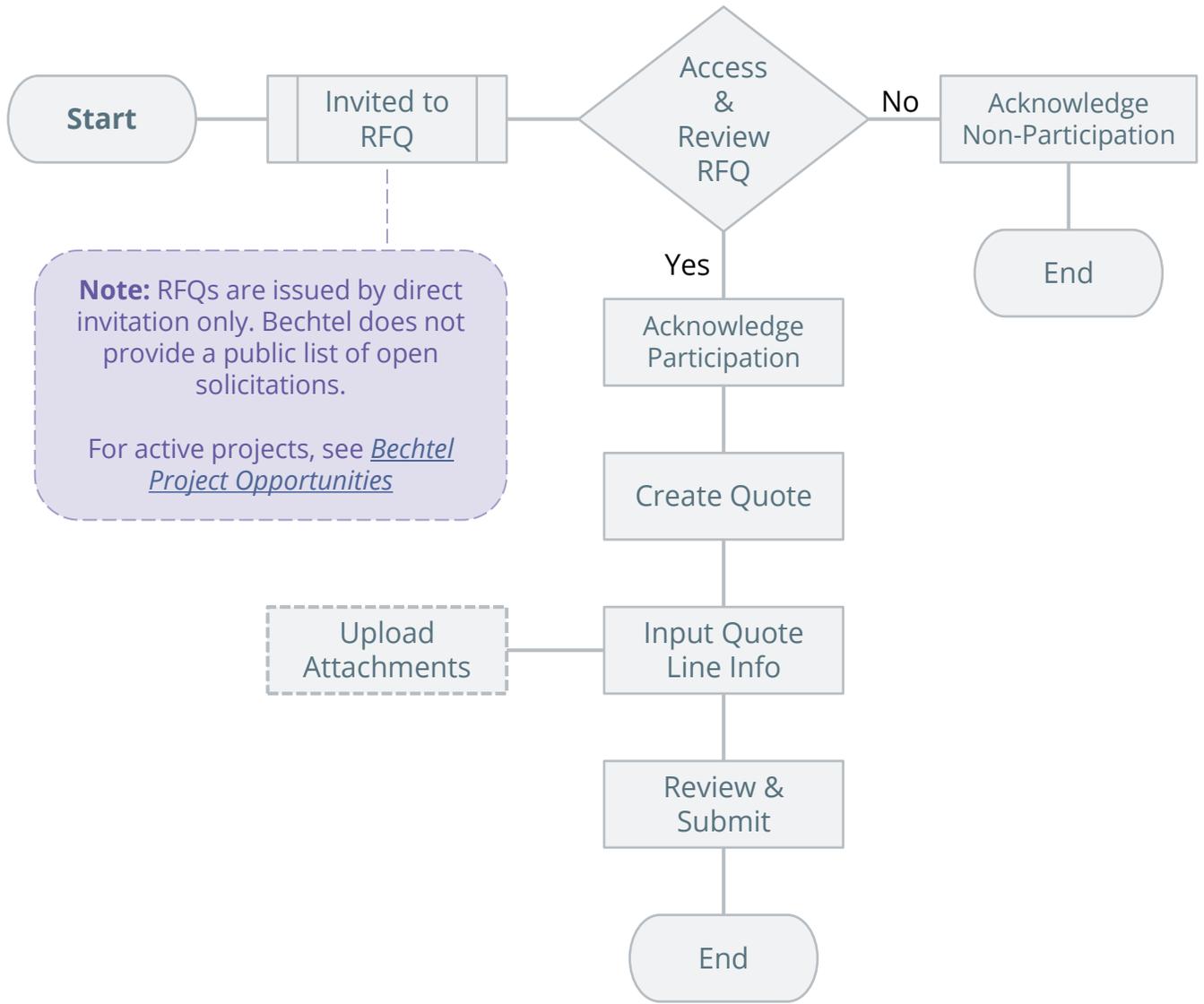
19

*An Excel template that is ideal for submitting large quotes*

# 3.1 Process Overview

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[procweb@bechtel.com](mailto:procweb@bechtel.com)

A flowchart of the steps to respond to an RFQ



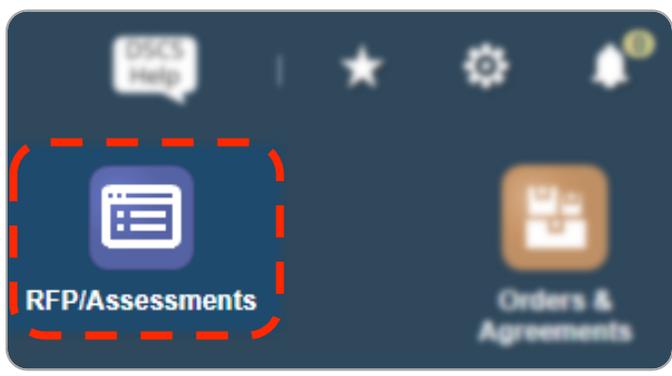
**Note:** RFQs are issued by direct invitation only. Bechtel does not provide a public list of open solicitations.  
  
 For active projects, see [Bechtel Project Opportunities](#)

Upload Attachments

# 3.2 Start a Bid pt.1

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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.

Negotiations | Assessments

Search Open Negotiations Title [ ] Go

Welcome, Melissa Torres

**Your Active and Draft Responses**

Press Full List to view all your company's responses [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1194226	Active	Office	181362	SR testing	RFQ	0 seconds	[ ]	0
1193232	Active	Office	181372	Negotiation test	RFQ	0 seconds	[ ]	0
1193226	Active	Office	181369	Test Access	RFQ	0 seconds	[ ]	0
1193230	Active	Jame	181369	Test Access	RFQ	0 seconds	[ ]	0
1192226	Active	Office	181309	Testing Monitor Activity	RFQ	0 seconds	[ ]	0

**Your Company's Open Invitations**

Supplier Site	Negotiation Number	Title	Type	Time Left
Office	181404	Testing sealed RA	Auction	5 days 8 hours
Office	181389.2	Testing SR	RFQ	11 days
Fake Address	181311	RFQ for Testing	RFQ	18 hours 50 minutes
Fake Address	181259	Testing OROSC-6096	RFQ	21 hours 55 minutes

**Quick Links**

Manage [View Responses](#)

• Drafts • Active

**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)

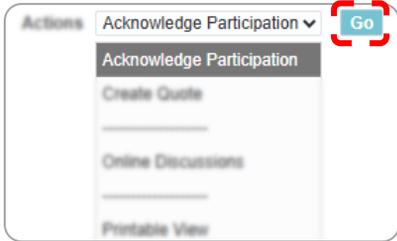
**My Worklist**

GRATIL, IRENE  
You are invited: RFQ 281896 (Test Demo 2) 03:49 PM  
Due in 10 days

## 3.2 Start a Bid pt.2

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procweb@bechtel.com](mailto:procweb@bechtel.com)

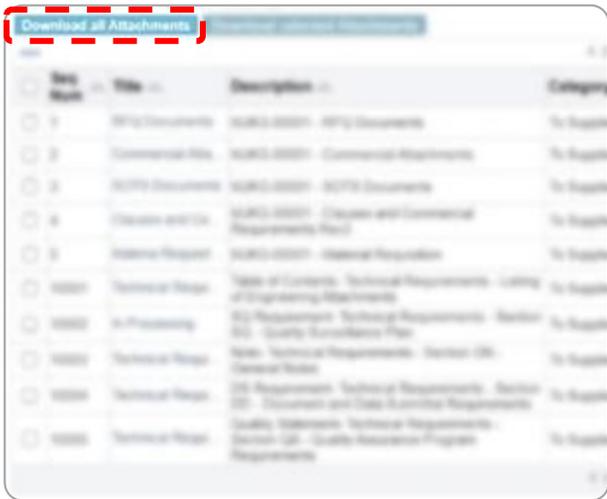
Accessing RFQs, acknowledging participation, downloading attachments



**STEP 3:** From the **Actions** drop-down in the top right corner—select **Acknowledge Participation** then click **Go**

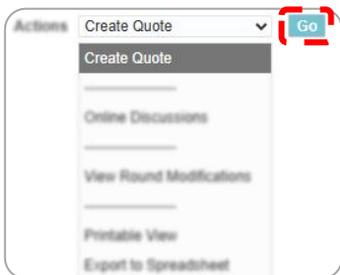


**STEP 4:** Select **Yes** or **No** to indicate participation or non-participation  
click **Apply** to confirm



**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

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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.

**Create Quote: 1197230 (RFQ 181517)**

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Save Draft, Continue

Title: [Test for Yanacochoa-26280-220-MRA-MJKG-00001](#) | Time Left: 8 days 23 hours | Close Date: 09-Apr-2021 14:13:07

**Header** | Lines

Supplier: BecSupplier Inc | Reference Number:

Supplier Site: Office - 1 DIGITAL WAY, GLENDALE, AZ 85305, US | Note to Buyer:

RFQ Currency: PEN | Quote Currency: PEN | Price Precision: Any

**Attachments**

Add Attachment

Title	Description	Category	Type	Usage	Update	Delete
No results found.						

**Requirements**

Expand All | Collapse All

Focus	Title	Type	Target Value	Quote Value
▲	Requirements			
+	▶ Important Notices			
+	▶ Project Delivery Terms			

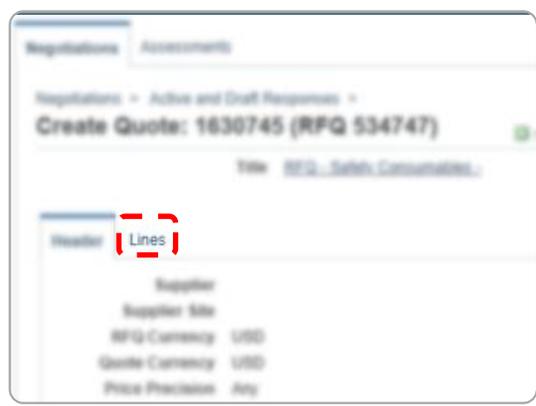
**STEP 1:** Click **Expand All** to view and respond to all Requirements for your order

**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

Line	Item	Ship To	Start Price	Quote Price	Unit	Target Quantity	Quantity	Promised Date	Quote	Add Attachments/Update Lines
1	PLUMBING WORK - SINK	PLUMBING - 100000	2000		EA	1			No	
2	PLUMBING WORK - CO.	PLUMBING - 100000	2000		EA	1			No	

**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**

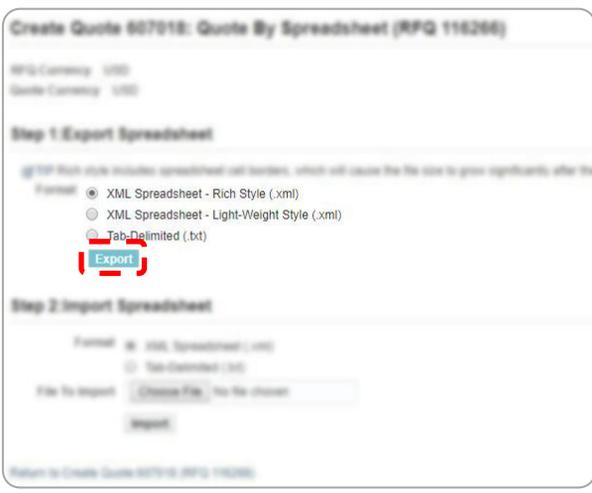
# 3.4 Quote by Spreadsheet pt.1

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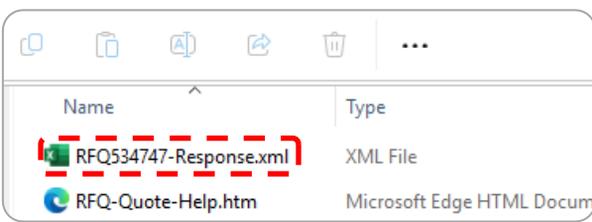
An optional Excel template that is ideal for submitting large quotes



**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**

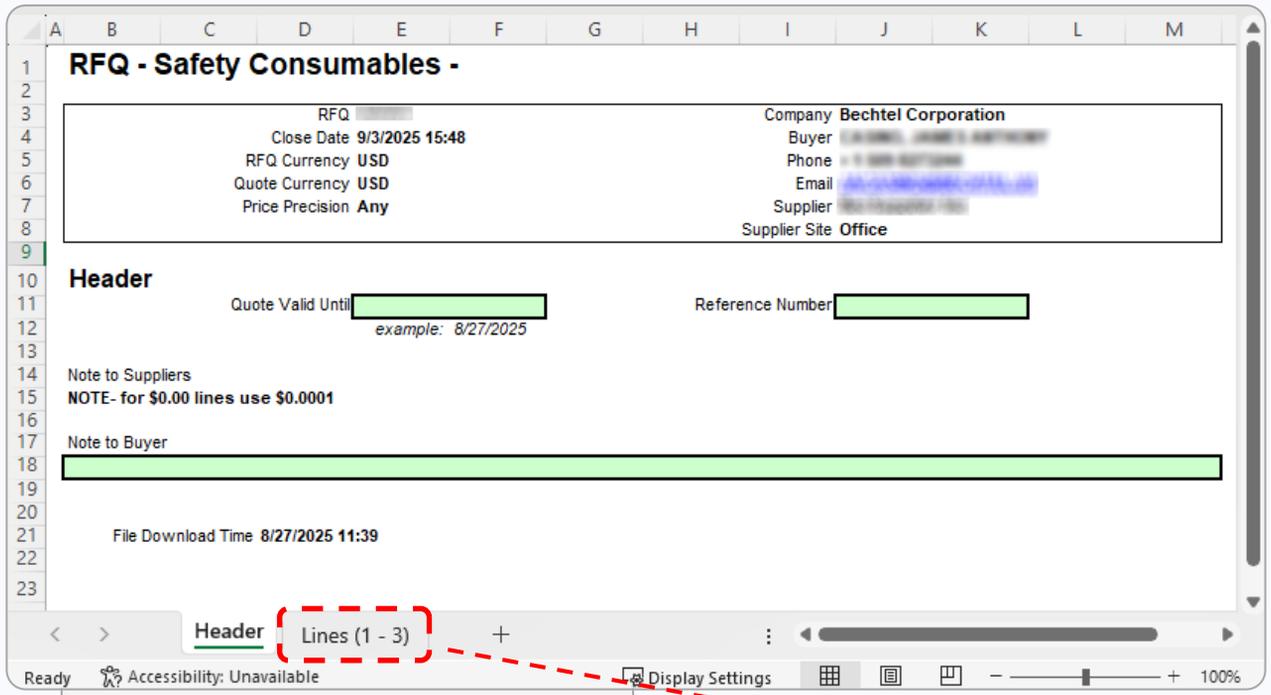
**TIP:** The XML file may require you to right click and select **Open With - Excel**

# 3.4 Quote by Spreadsheet pt.2

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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

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

**STEP 6:** Save the spreadsheet

**⚠ 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

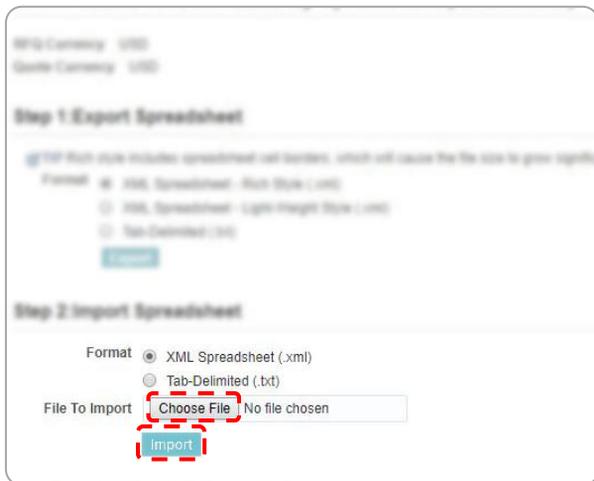
*Tip: Common issues include missing required fields, incorrect formats (e.g., dates or currency), or mismatched line items.*



# 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

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### 4.1 Process Overview

23

*A flowchart of the steps to acknowledge an order*

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### 4.2 Accessing an Order

24

*Step-by-step instructions for navigating to your order details*

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### 4.3 Acknowledging an Order

25

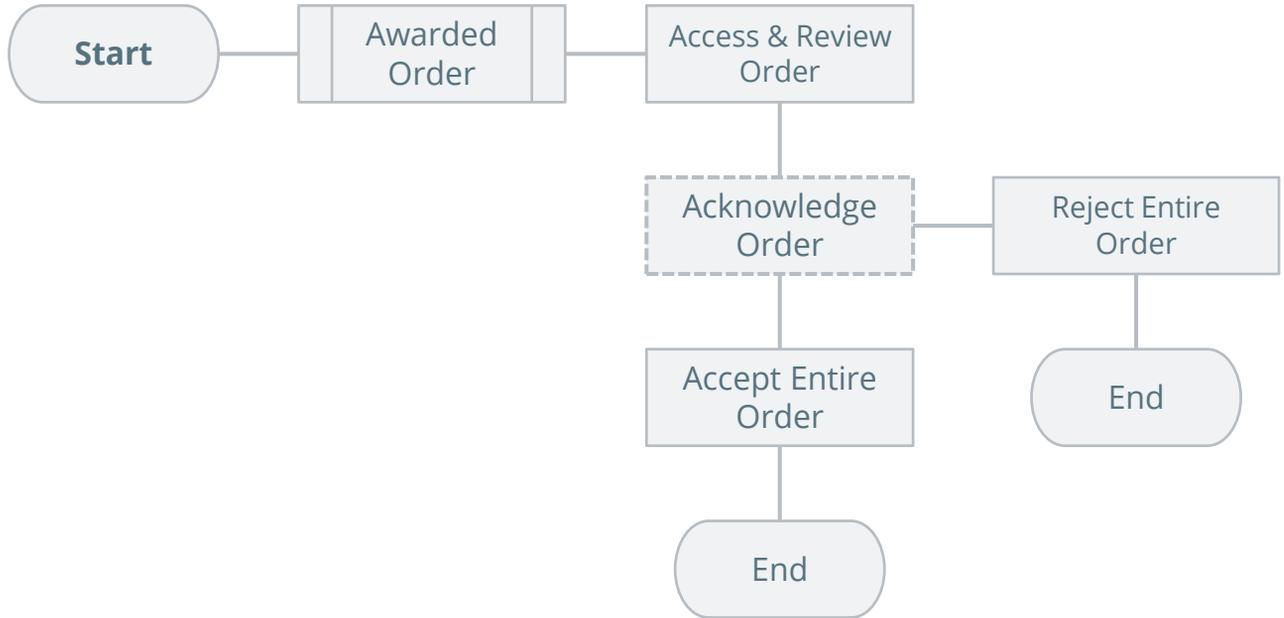
*The first step in managing your order with Bechtel*



# 4.1 Process Overview

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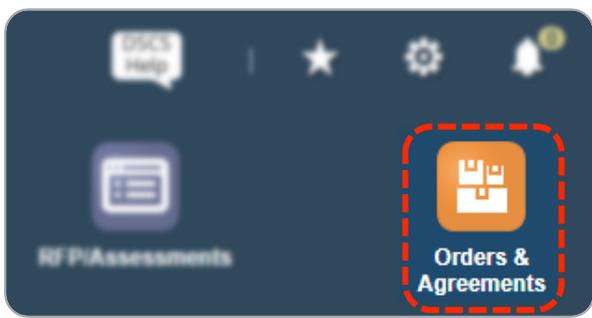
A flowchart of the steps to acknowledge an order



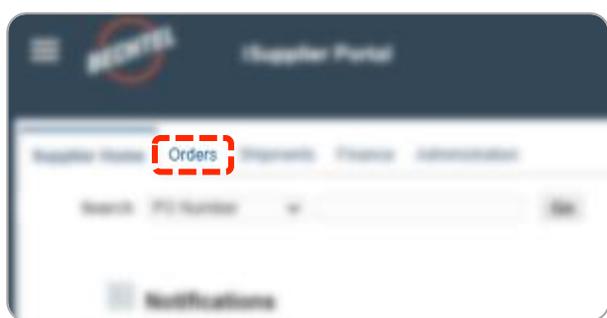
[Need Help?  
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# 4.2 Accessing an Order

Step-by-step instructions for navigating to your order details



**STEP 1:** From the iSupplier homepage, click the **Orders & Agreements** shortcut



**STEP 2:** Click the **Orders** tab

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

*iSupplier Portal home page*

Select	PO Number	Rev	Project Number	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments	PO Number
<input type="checkbox"/>	550687	1	0000	USD-BECHTEL COMMERCIAL	Standard PO	Std	20-May-2025 16:38:52	...	USD	USD	Cancelled				
<input type="checkbox"/>	534856	0	0000	USD-BECHTEL COMMERCIAL	Standard PO	Std/Inventory	19-Apr-2025 12:07:40	...	USD	USD	Cancelled				



**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

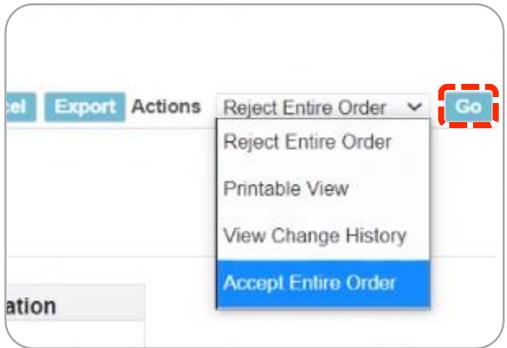
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The first step in managing your order with Bechtel

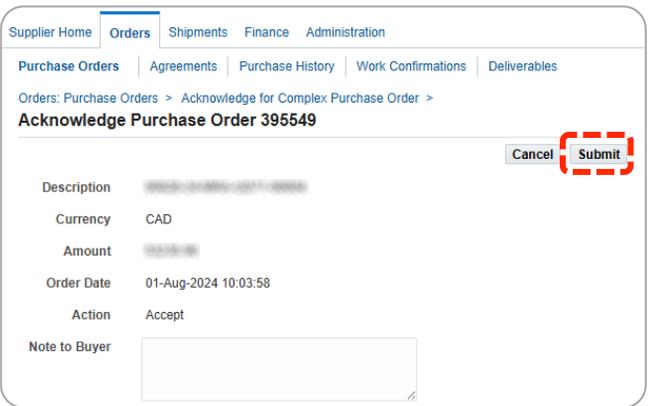


**Order Acknowledgement**  
Not all orders *require* acknowledgement—but many do.

**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**



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# 5. Unifier Transactions & Reporting

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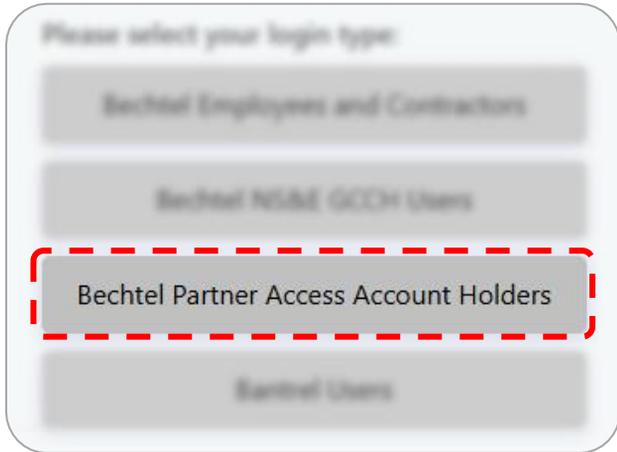


[Create Notice of Inspection](#)

# 5.1 Accessing Unifier

Need Help?  
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Step-by-by instructions to access Bechtel’s change management system



**STEP 1:** Login to Unifier via the link  
<https://dscsunifier.oci.becpsn.com/>

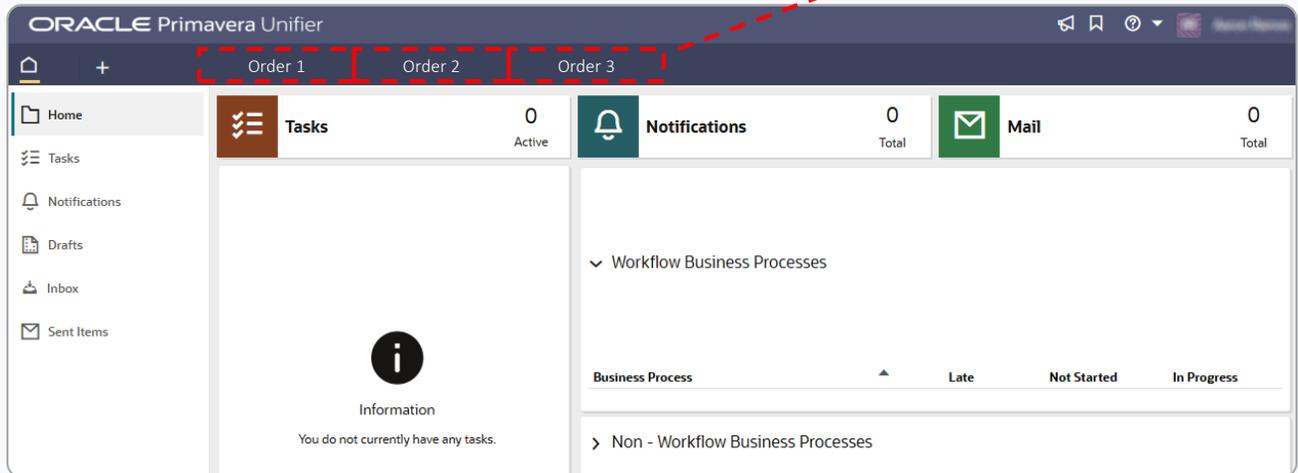
**STEP 2:** Select the option **Bechtel Partner Access Account Holders**

*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



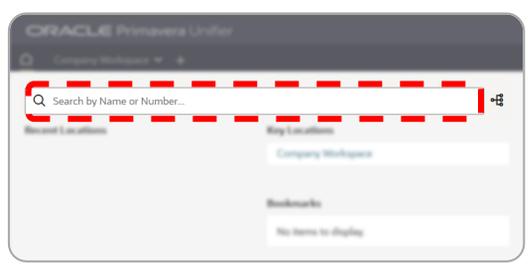
# 5.2 Submit a Change Request pt.1

Need Help?  
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## Details for navigating the change request process in Unifier



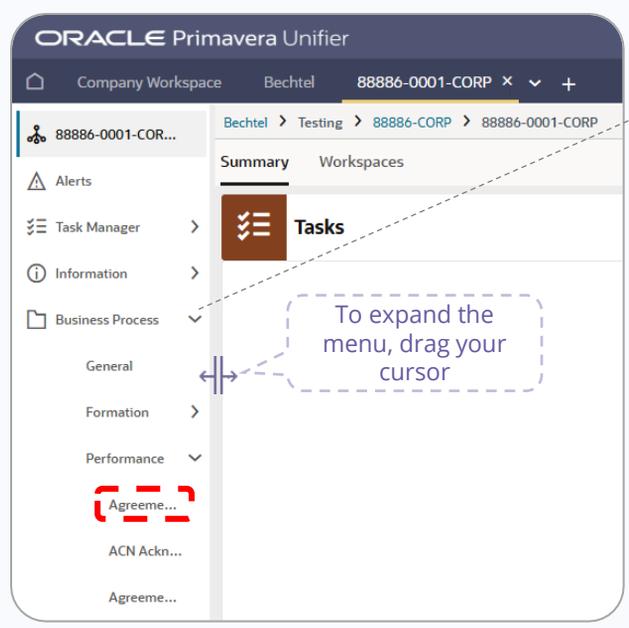
**STEP 1:** To search for your order, click the **+** icon



**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.*



**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**

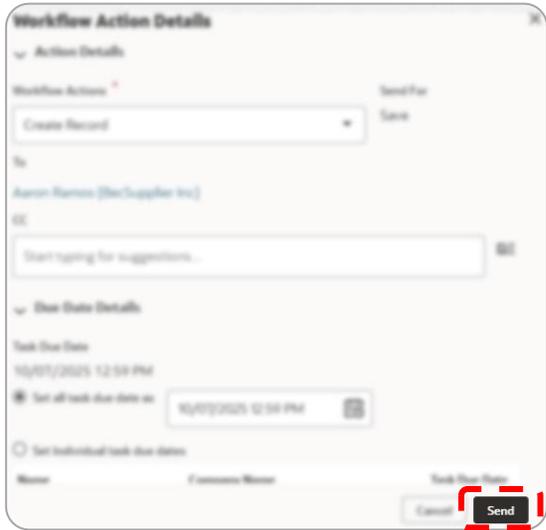
# 5.2 Submit a Change Request pt.3

[Need Help?  
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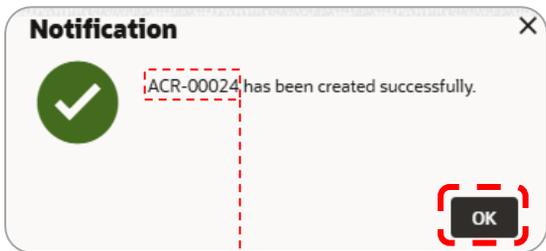
## Details for navigating the change request process in Unifier



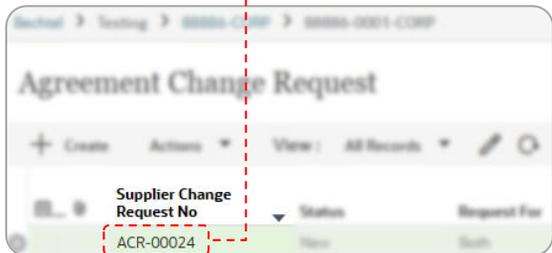
**STEP 10:** After uploading attachments and completing all required fields—  
click **Send**



**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

[Need Help?  
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Details for navigating the change request process in Unifier



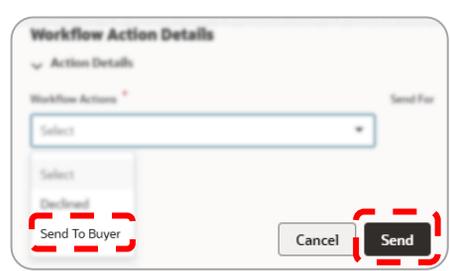
**STEP 14:** A new window to edit the ACR will open—  
click **Accept**



**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**



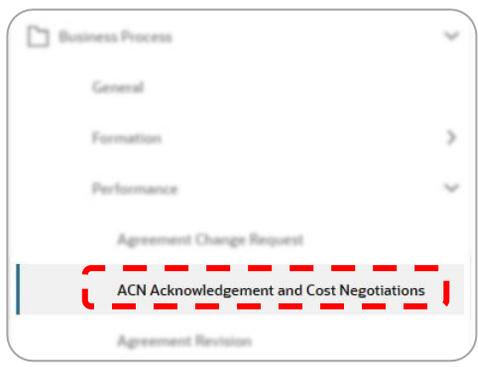
**STEP 17:** Select **Send to Buyer** from the drop-down menu  
then click **Send**

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**

Record Last Update Date	Status	ACK Number
10/14/2025 08:25 ...	Submitted	ACN-00006
10/18/2021 09:40 PM	Settled	ACN-00004

**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**

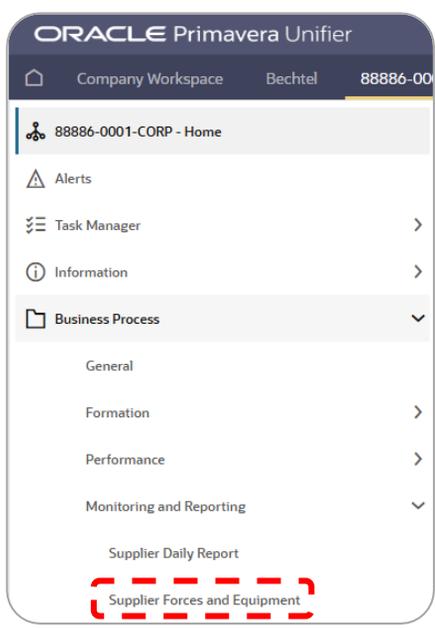
***TIP:** If the Buyer has further responses, the record will come back to you*



# 5.4 Supplier Daily Reports pt.1

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The online process for Bechtel Partners to submit daily reports

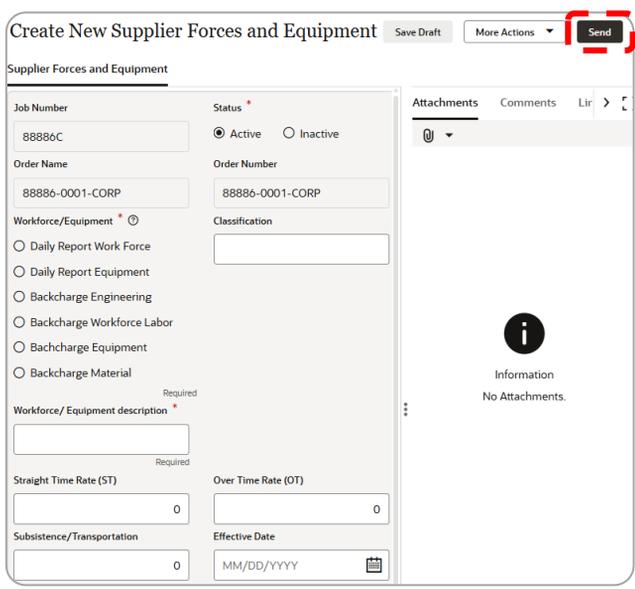


**STEP 1:** From the order page, use the left drop-down menu—

- 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**

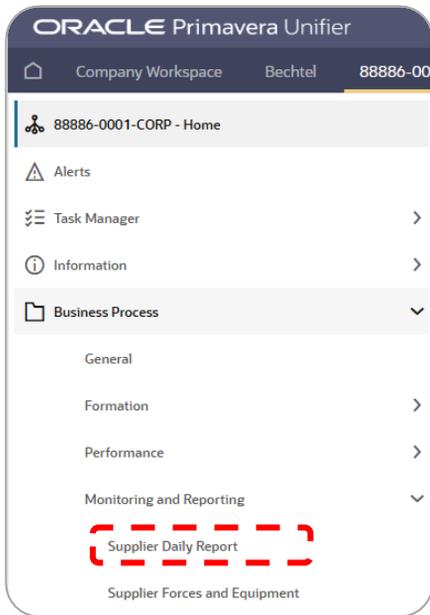
This creates a new option to select while completing Daily Reports



# 5.4 Supplier Daily Reports pt.2

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procweb@bechtel.com](mailto:procweb@bechtel.com)

The online process for Bechtel Partners to submit daily reports



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

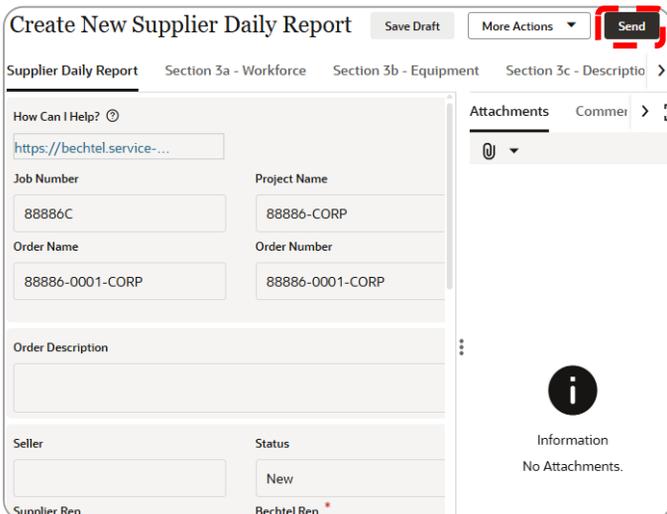
**1.1** open > **Business Process**

**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**



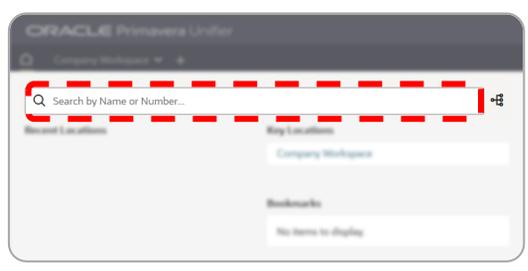
# 5.5 Create Notice of Inspection pt.1

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## How to create and submit a Notice of Inspection in Unifier



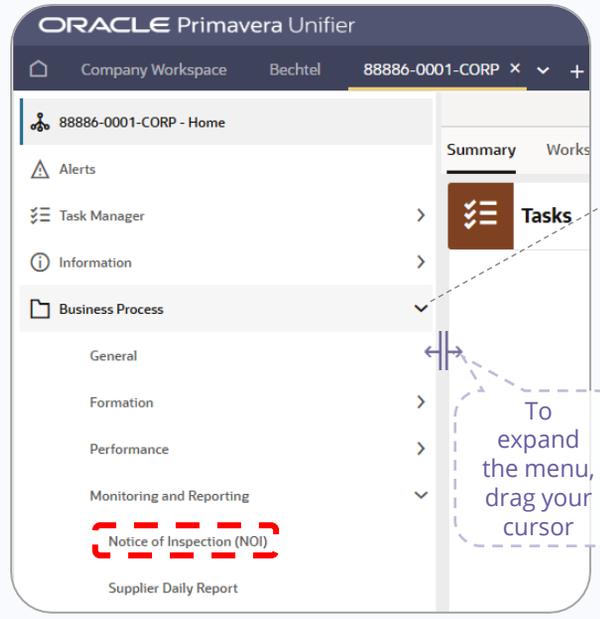
**STEP 1:** To search for your order, click the **+** icon



**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

**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 > **Monitoring and Reporting**  
**3.3** click **Notice of Inspection (NOI)**

To expand the menu, drag your cursor

# 5.5 Create Notice of Inspection pt.2

Need Help?  
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How to create and submit a Notice of Inspection in Unifier

## Notice of Inspection (NOI)



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

Create New Notice of Inspection (NOI)

NOI **Bechtel Tags**

**Supplier Section**

How Can I Help? Business Process Workflow

[https://bechtel.service-now.com/dscs\\_chat](https://bechtel.service-now.com/dscs_chat)

Job Number: 26132 Project Name: [redacted]

Project Description: [redacted]

Bechtel Order Number: [redacted] Select Project Supplier Quality Approver \*

**STEP 5:** A red asterisk ( \* ) indicates a required field

**TIP:** For additional information about a particular section, hover your mouse over the question mark icons

**STEP 6:** To import line details directly from the order— click **Bechtel Tags**

Create New Notice of Inspection (NOI)

NOI **Bechtel Tags**

**Add** Actions

**STEP 7:** To create a new line item, click **Add**

Line Item Details Attachments Linked Records

Item Number (Tag) \*

Type a Item Number (Tag)...

Pay Item Detail

EBS PO Line item Number	Item Number (Tag)	Item Description
[redacted]	[redacted]	[redacted]

**STEP 8:** Manually input item numbers OR To see your options, click the

**STEP 9:** Choose an item from the list then click **Select** then click **Save**

# 5.5 Create Notice of Inspection pt.3

Need Help?  
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## How to create and submit a Notice of Inspection in Unifier



**STEP 10:** To add attachments, click **Attachments**

then click then click **Browse**

**STEP 11:** Select from file browser OR **Drag and Drop** the attachment(s)

then click **Upload**

**STEP 12:** After adding all lines, uploading attachments, and completing all required fields—

click **Send**



**STEP 13:** From the dropdown menu, click **Send to PSQ**

then click **Send**