



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

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Need Help?

procweb@bechtel.com

1. Register and Login

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A flowchart of the steps to register your company

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



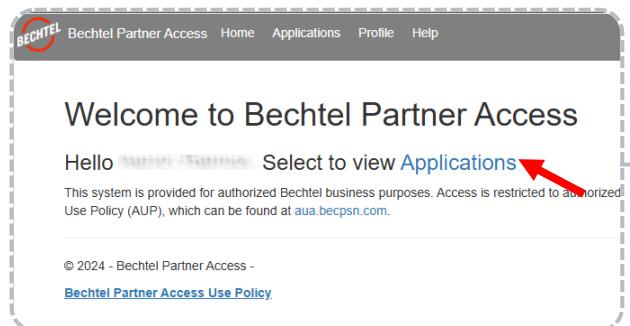
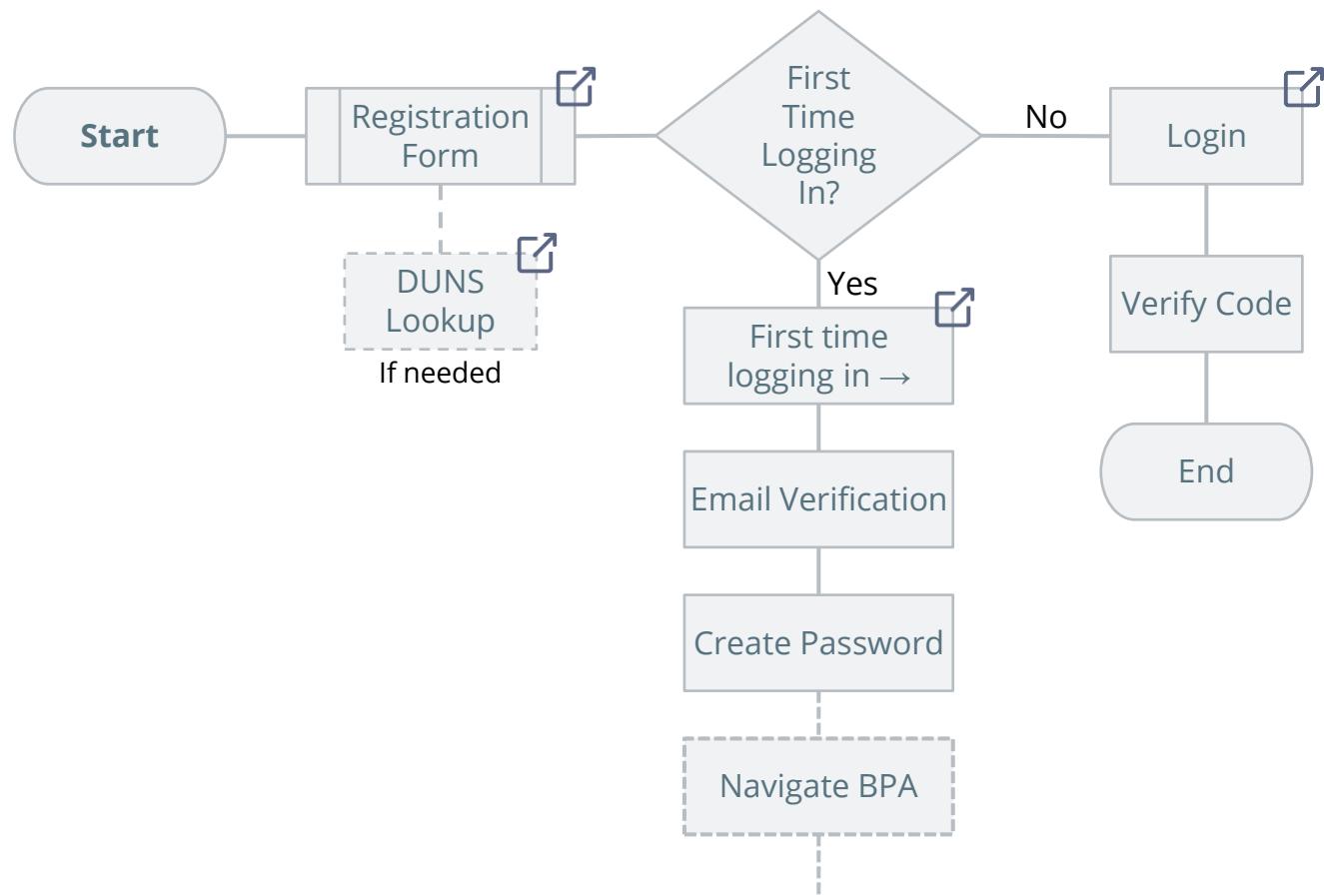
Registration Instructions Video (6:49)

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1.1 Process Overview

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

BECHTEL New Supplier Registration Form

Thank you for your interest in being added to the Bechtel Supplier & Subcontractor Portal. Our suppliers and subcontractors are critical members of our contract procurement function in support of our diverse business portfolio.

Please provide as much information as you can to avoid delays in processing of your registration details.

Please support in registering, please contact procweb@bechtel.com

When you submit this form, it will not automatically correct your details (i.e. name and email address unless you provide it yourself).

* Required

Company Details

A valid Dun & Bradstreet DUNS number is required. Failure to provide one, or an incorrect number will result in your registration failing.

1. DUNS Number *

Your 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 (DBS).

For more information, to lookup your company's DUNS Number, or to request one, go to <https://www.dnb.com/choose-your-country.html>

Please enter at most 9 characters

2. Company Name *

This should match how your company is listed in DBS

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 and/or Taxpayer ID. Select the correct country name.

Select your answer

5. Tax Registration Number

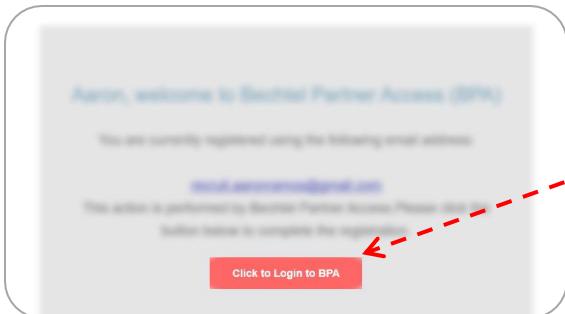
Enter your answer

6. Taxpayer ID

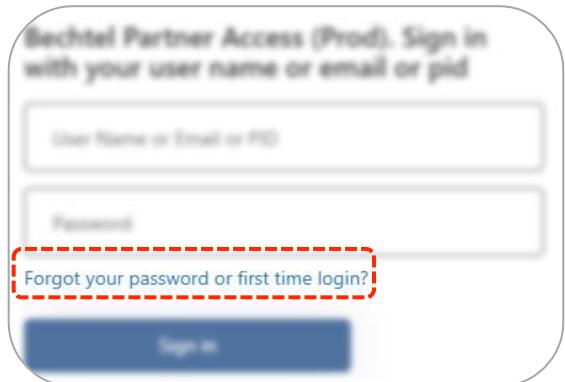
Enter your answer

Submit

A blank Registration Form



The email you will receive to login



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](#)

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

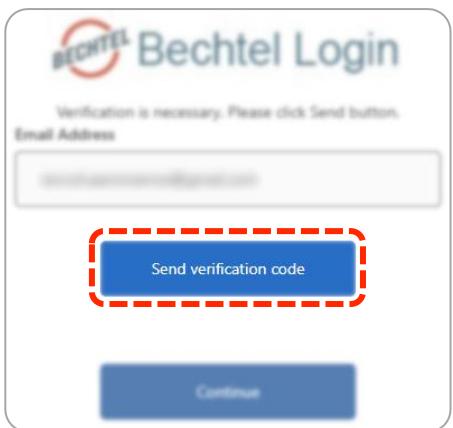
STEP 4: To create your password, click **Forgot your password or first time login?**

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1.2 Step-by-Step Registration pt.2

Detailed instructions for completing the registration form



Bechtel Login

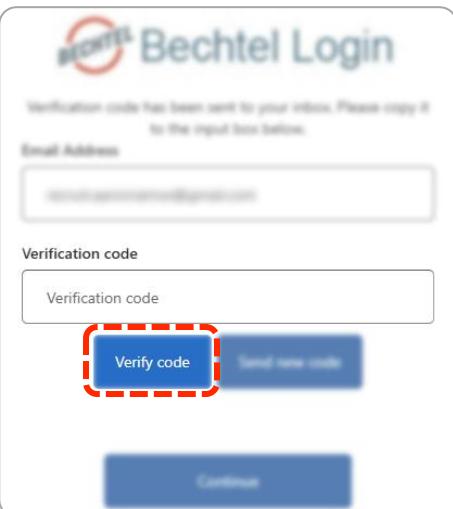
Verification is necessary. Please click Send button.

Email Address:

Send verification code (button highlighted with a red dashed box)

Continue

Generate a verification email



Bechtel Login

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

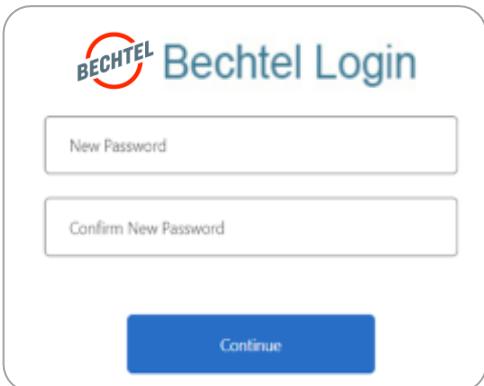
Email Address:

Verification code:

Verify code (button highlighted with a red dashed box) **Send new code**

Continue

You **MUST** click Verify Code



Bechtel Login

New Password:

Confirm New Password:

Continue

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 and bechtel.com domains to your safe list.

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

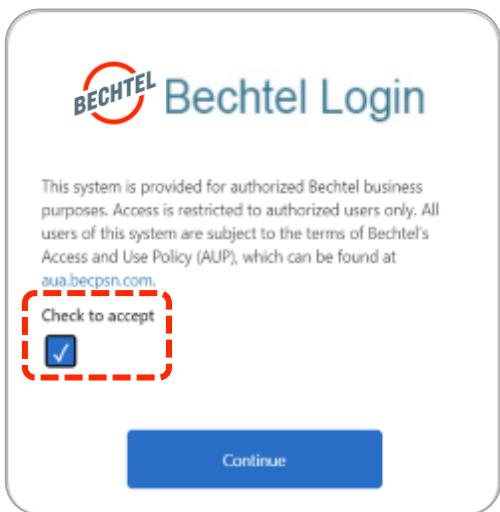
Note: Save this info for future logins

1.2 Step-by-Step Registration pt.3

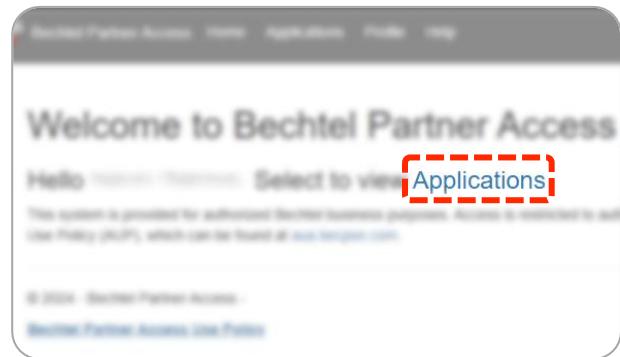
Need Help?

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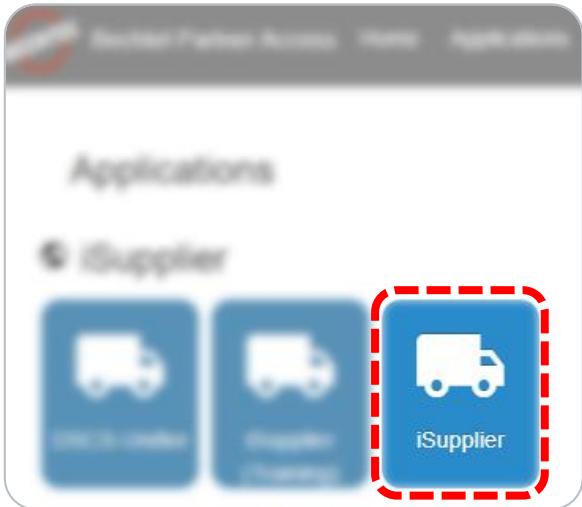
Detailed instructions for completing the registration form



STEP 9: Check to accept, then click Continue



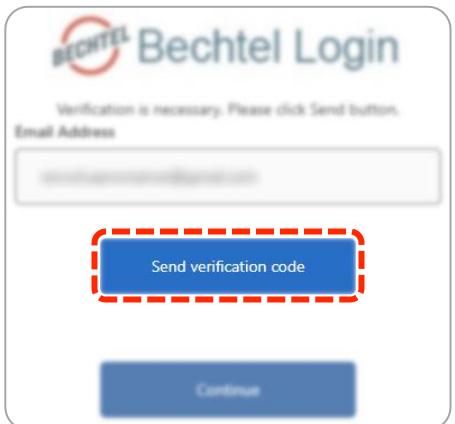
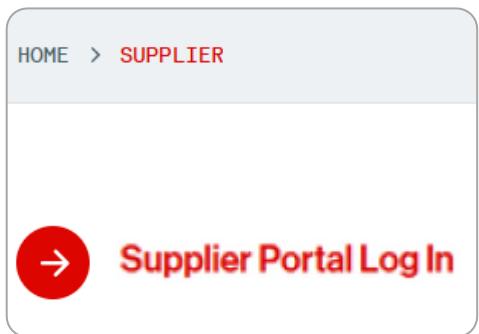
STEP 10: Navigate through BPA by clicking Applications



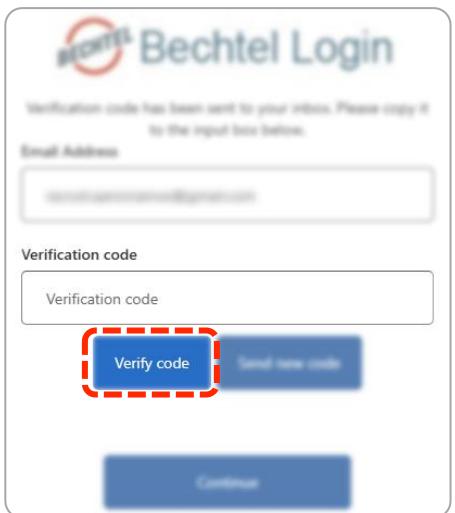
STEP 11: Enter the iSupplier Portal by clicking iSupplier

1.3 How to Login

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



Generate a verification email



You **MUST** click Verify code

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

STEP 3: Click **Send verification code**

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

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

STEP 6: Click **Continue**



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2. Access and Manage Profile

2.1 Accessing Your Profile

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

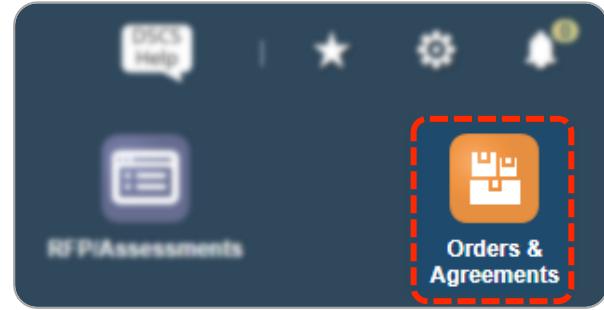
2.2 Profile Management

10

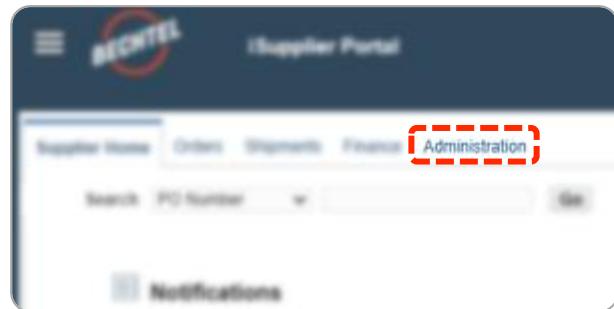
The foundational step for engaging with Bechtel's global supply chain

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



STEP 2: Click the **Administration** tab

Profile Management

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

General

Organization Name
 Supplier Number
 Alias
 Parent Supplier Name
 Parent Supplier Number

Attachments

Search

Note that the search is case insensitive

Title

NEXT SECTION: How to complete
your company profile

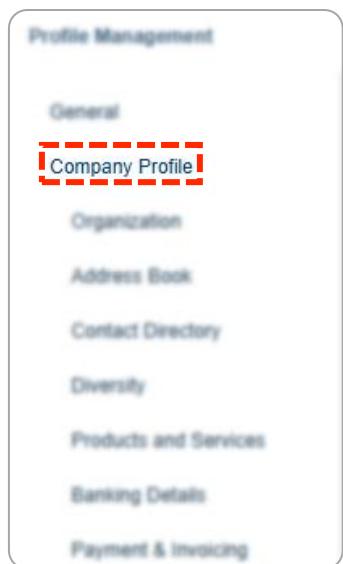
 **Completing your company profile** is a critical first step for Bechtel's procurement team to engage with your company for both *current* and *future* projects.

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2.2 Profile Management pt.1

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



A screenshot of the 'Organization' section of the profile management page. It includes fields for 'D-U-N-S Number', 'Legal Structure' (with a search icon), 'Principal Name', 'Year Established', 'Incorporation Year', 'Control Year', and 'Mission Statement'. A callout box with a magnifying glass icon provides a tip: 'TIP: Use the Search icon. Click the icon to start a search, then click Go to view Results to choose from.' A red arrow points from the 'Save' button in the warning box down to the 'Save' button in the screenshot. A preview window titled 'Search and Select Legal Structure' shows a list of results with checkboxes and icons, including 'Accountant', 'Administrative Organization', 'Agricultural Collective Interest Company', and 'Association'.

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2.2 Profile Management pt.2

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.

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2.2 Profile Management pt.3

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

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	<input type="text" value="%pip%"/>
Description	<input type="text" value=""/>
<input type="button" value="Go"/> <input type="button" value="Clear"/>	

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

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**



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

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A flowchart of the steps to respond to an RFQ

3.2 Start a Bid

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Accessing RFQs, acknowledging participation, downloading attachments

3.3 Create a Quote

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Entering pricing, uploading documents, completing requirements

3.4 Quote by Spreadsheet

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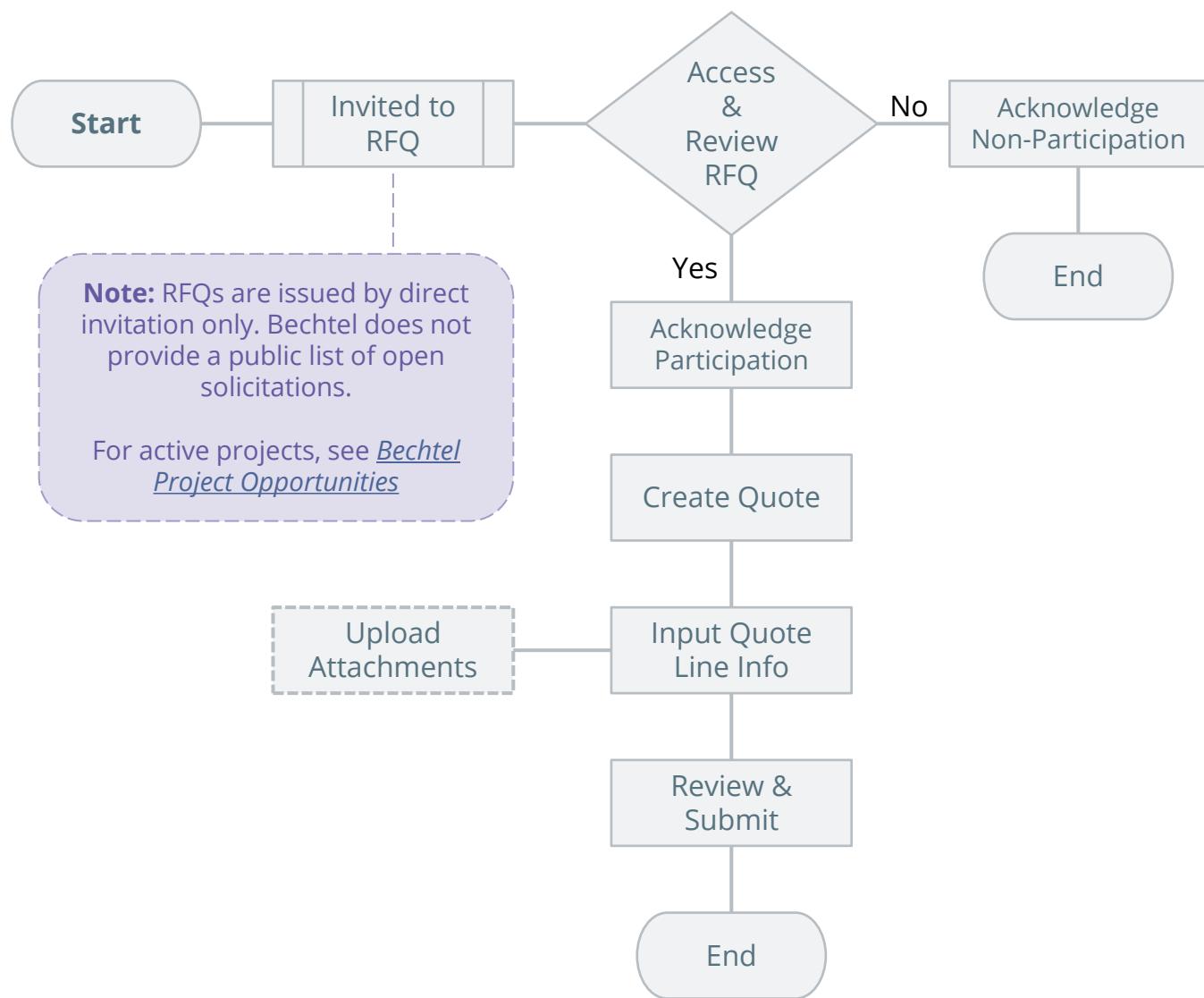
An Excel template that is ideal for submitting large quotes

3.1 Process Overview

Need Help?

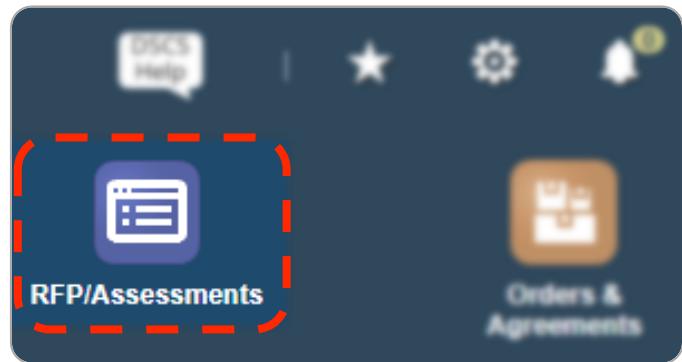
procweb@bechtel.com

A flowchart of the steps to respond to an RFQ



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.

Negotiations **Assessments**

Search Open Negotiations Title

Welcome, Melissa Torres.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1194230	Active	Office	181362	SR testing	RFQ	0 seconds	<input type="button" value="Monitor"/>	0
1193232	Active	Office	181372	Negotiation test	RFQ	0 seconds	<input type="button" value="Monitor"/>	0
1193239	Active	Office	181356	Test Access	RFQ	0 seconds	<input type="button" value="Monitor"/>	0
1193230	Active	Jame	181359	Test Access	RFQ	0 seconds	<input type="button" value="Monitor"/>	0
1192229	Active	Office	181309	Testing Monitor Activity	RFQ	0 seconds	<input type="button" value="Monitor"/>	0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
Office	181404	Testing sealed RA	Auction	9 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 ORDSC-8296	RFQ	21 hours 55 minutes

Quick Links

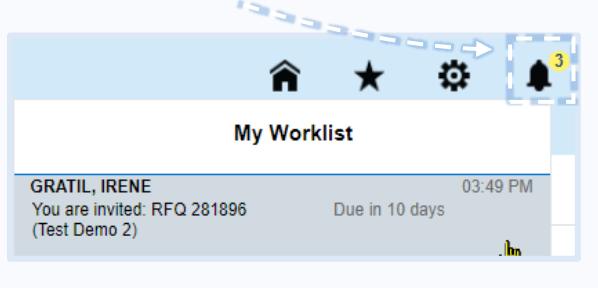
[Manage](#) [View Responses](#)

* 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)

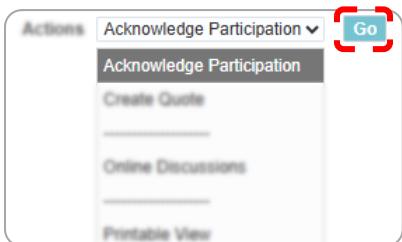


3.2 Start a Bid pt.2

Accessing RFQs, acknowledging participation, downloading attachments

Need Help?

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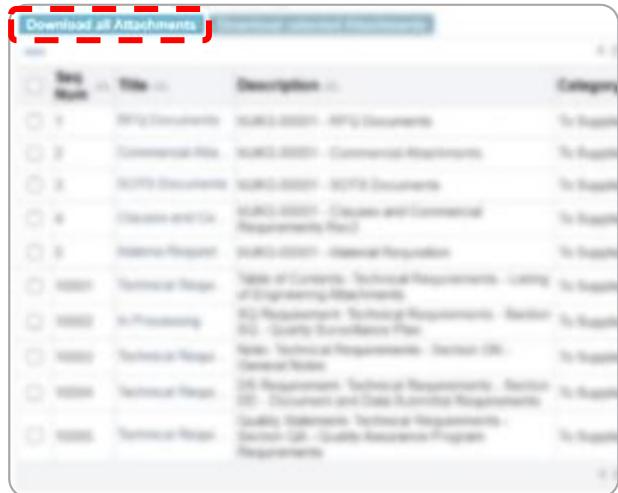


STEP 3: From the **Actions** drop-down in the top right corner—
select **Acknowledge Participation** then click **Go**



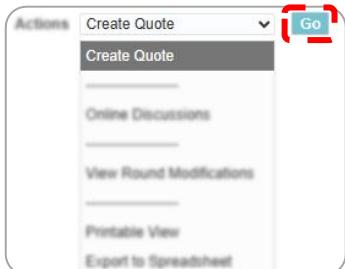
STEP 4: Select **Yes** or **No** to indicate participation or non-participation

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**

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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.

Negotiations Assessments

Negotiations > RFQ: 181517 >

Create Quote: 1197230 (RFQ 181517)

Title Test for Yanacocha-26280-220-MRA-MJGK-
 00001

Time Left 8 days 23 hours
 Close Date 09-Apr-2021 14:13:07

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

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

Entering pricing, uploading documents, completing requirements

Need Help?

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



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

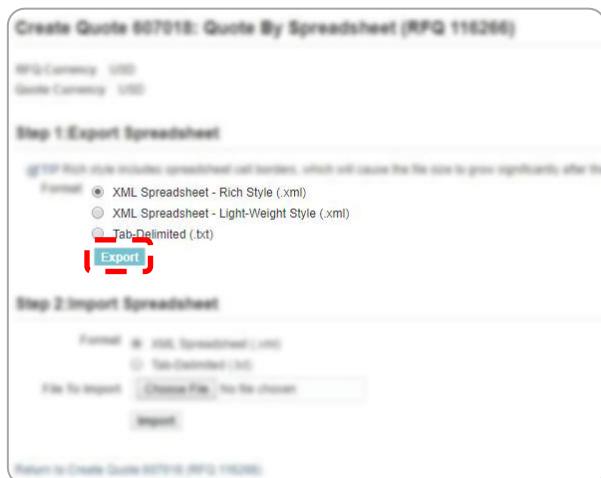
Need Help?

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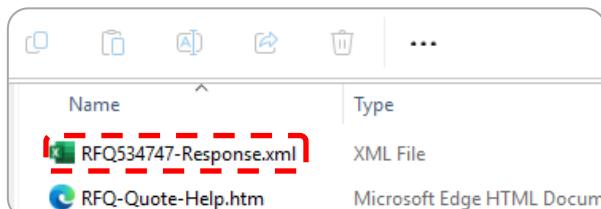
An optional Excel template that is ideal for submitting large quotes



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

Need Help?

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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.

RFQ - Safety Consumables -

RFQ Close Date 9/3/2025 15:48 Company Bechtel Corporation
RFQ Currency USD Buyer [REDACTED]
Quote Currency USD Phone [REDACTED]
Price Precision Any Email [REDACTED]
Supplier [REDACTED]
Supplier Site Office [REDACTED]

Header

Quote Valid Until [REDACTED] example: 8/27/2025 Reference Number [REDACTED]

Note to Suppliers
NOTE- for \$0.00 lines use \$0.0001

Note to Buyer [REDACTED]

File Download Time 8/27/2025 11:39

Header Lines (1 - 3) +

Ready Accessibility: Unavailable Display Settings 100%

Yellow = Mandatory Field
Green = Optional Field

⚠ 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 4: Click the **Lines** worksheet

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

STEP 6: Save the spreadsheet

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3.4 Quote by Spreadsheet pt.3

An Excel template that is ideal for submitting large quotes

Step 1: Export Spreadsheet

XML Spreadsheet (.xml)
CSV (comma-separated values) (.csv)
HTML (HTML, Spreadsheet - Rich Style (.htm))
HTML (HTML, Spreadsheet - Light Weight Style (.html))
Text (Text (.txt))

Format: XML Spreadsheet (.xml)
 Tab-Delimited (.txt)

File To Import: No file chosen

Cancel Save Draft

Time Left: 7 days
Close Date: 03-May-2025 15:48:00

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

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

Time Left: 7 days
Close Date: 03-May-2025 15:48:00

STEP 8: Click **Continue**

Checklist Before Submitting

<input checked="" type="checkbox"/> Confirm Required Fields	<input checked="" type="checkbox"/> Review Attachments	<input checked="" type="checkbox"/> Validate Your Quote
<input checked="" type="checkbox"/> Check Deadlines	<input checked="" type="checkbox"/> Add Buyer Notes	<input checked="" type="checkbox"/> Save a Draft if Needed
(Optional)		

STEP 9: Click **Submit**



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4. Access Order and Agreements

4.1 Process Overview 23

A flowchart of the steps to acknowledge an order

4.2 Accessing an Order 24

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

4.3 Acknowledging an Order 25

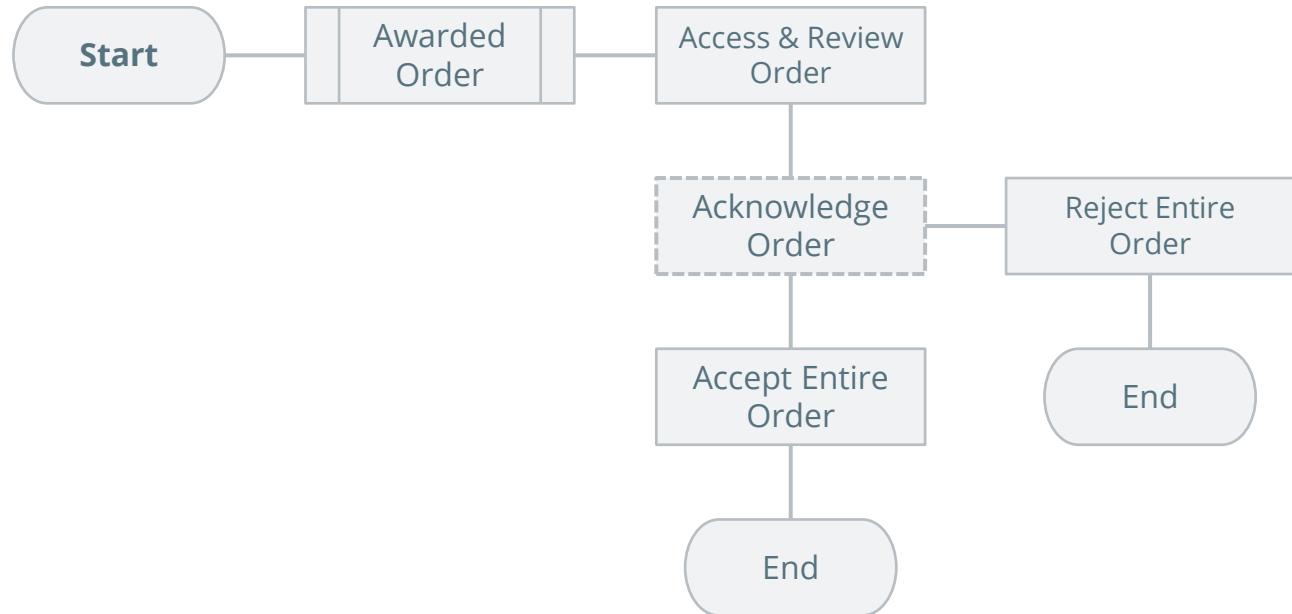
The first step in managing your order with Bechtel

4.1 Process Overview

Need Help?

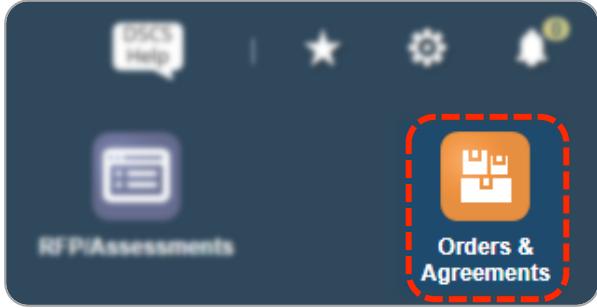
procweb@bechtel.com

A flowchart of the steps to acknowledge an order

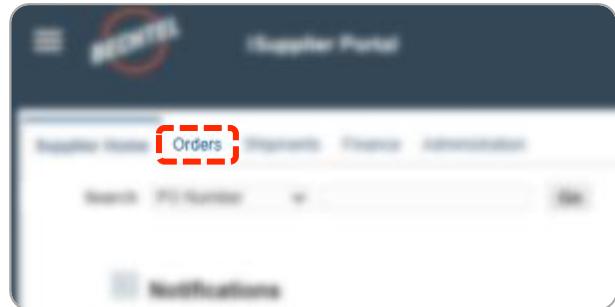


4.2 Accessing an Order

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

Need Help?

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Supplier Home Orders Shipments Finance Administration

Purchase Orders Agreements Purchase History Work Confirmations Deliverables

Complex Purchase Order: 395549, 0 (Total CAD [REDACTED])

Currency= CAD

Required Acknowledgment: Electronic Acknowledgement Required

Order Information

General **Terms and Conditions** **Summary** Total [REDACTED]

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**

Export Actions

Reject Entire Order Go

Accept Entire Order

Printable View

View Change History

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

Supplier Home Orders Shipments Finance Administration

Purchase Orders Agreements Purchase History Work Confirmations Deliverables

Orders: Purchase Orders > Acknowledge for Complex Purchase Order > Acknowledge Purchase Order 395549

Acknowledge Purchase Order 395549

Description: [REDACTED] Cancel Submit

Currency: CAD

Amount: [REDACTED]

Order Date: 01-Aug-2024 10:03:58

Action: Accept

Note to Buyer: [REDACTED]

STEP 3: Click Submit



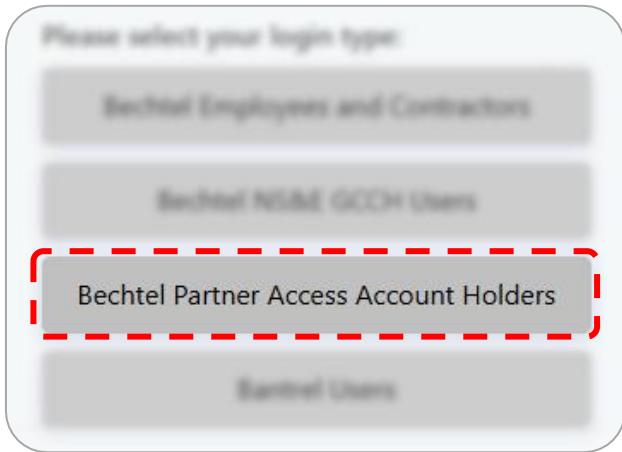
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5. Unifier Change Requests & Daily Reports

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5.1 Accessing Unifier

Step-by-step 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.

The image shows the Oracle Primavera Unifier homepage. At the top, there is a navigation bar with icons for Home, Tasks, Notifications, and Mail. Below the navigation bar, there are three tabs: 'Order 1', 'Order 2', and 'Order 3', each with a red dashed box around it. The 'Tasks' tab is selected, showing a list of tasks. On the left, there is a sidebar with links for Home, Tasks, Notifications, Drafts, Inbox, and Sent Items. A large blue arrow points from the 'Order' tabs to the 'NEXT SECTION' callout.

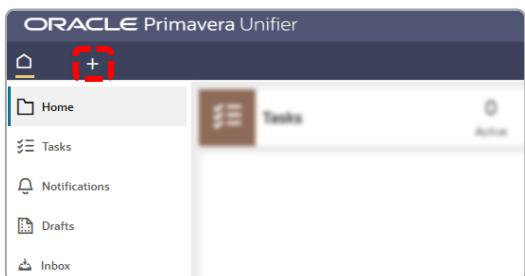
NEXT SECTION: Access your order and submit a change request

5.2 Submit a Change Request pt.1

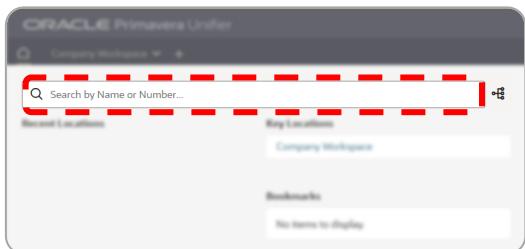
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Details for navigating the change request process in Unifier



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

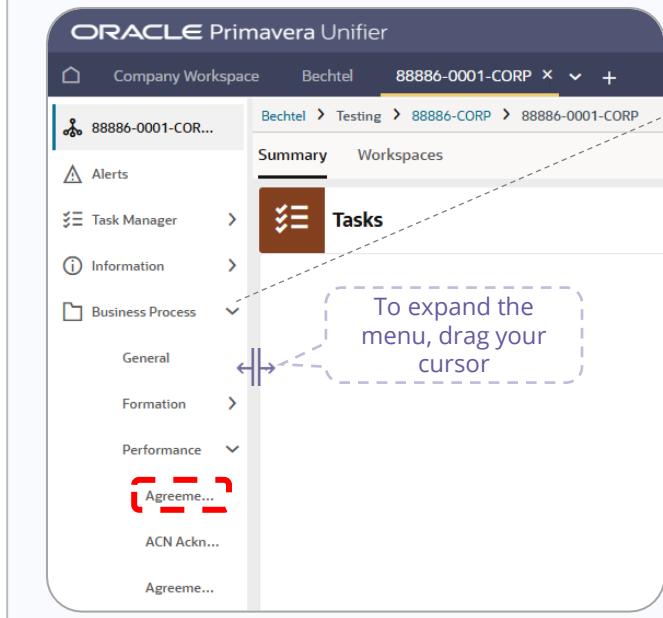


STEP 2: Enter your **order number**

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.



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 > Performance

3.3 click Agreement Change Request

5.2 Submit a Change Request pt.2

Details for navigating the change request process in Unifier

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Agreement Change Request

[+ Create]

Actions ▾

View : All Records ▾

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

Create New Agreement Change Request

Agreement	External Attachments	Save Draft
How Can I Help? https://bechtel.service-now.com/dscs_chat	Business Process Workflow	
Job Number	Project Name	
88886C	88886-CORP	
Bechtel Entity Name	Order Number	
	88886-0001-CORP	
Supplier Change Request No	Seller	
Supplier Letter Number	Status	
	New	
Supplier's Rep Name	Letter Date	
	MM/DD/YYYY	
Supplier's Rep Name	ACR Sent Date	

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

Create New Agreement Change Request

Agreement	External Attachments	Save Draft	More Actions	Send
Add	Actions ▾	Short Description	Line Item Details	
			Attachments	Link
			Short Description *	
			Attachment Holder - Shared - Be	
			Attachment Comments	

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 **[U]**
then click **Browse**

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

then click **Upload**

Line Item Details	Attachments	Linked Records
[U]		
Browse...		
Drag and Drop Select or drop files here.		
File Name	File Size	Document ...
<input type="checkbox"/> attachme...	86 KB	...
		Upload

5.2 Submit a Change Request pt.3

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Details for navigating the change request process in Unifier

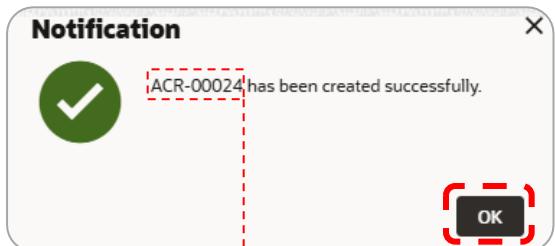


STEP 10: After uploading attachments and completing all required fields—

click **Send**

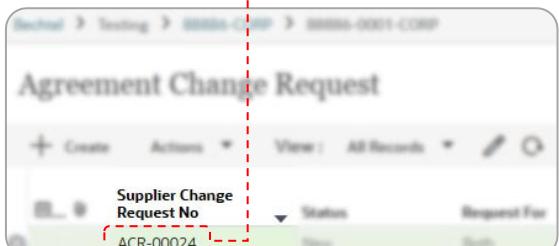


STEP 11: In the pop-up window, click **Send**



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.

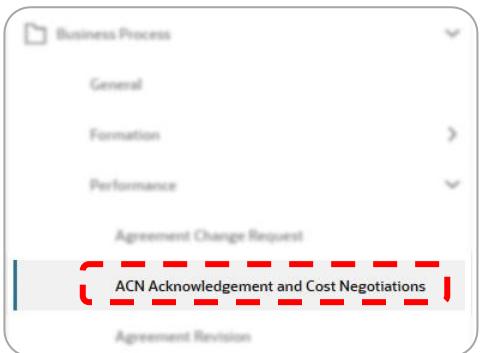
5.3 ACN Acknowledgement & Cost Negotiation Process

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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**

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**

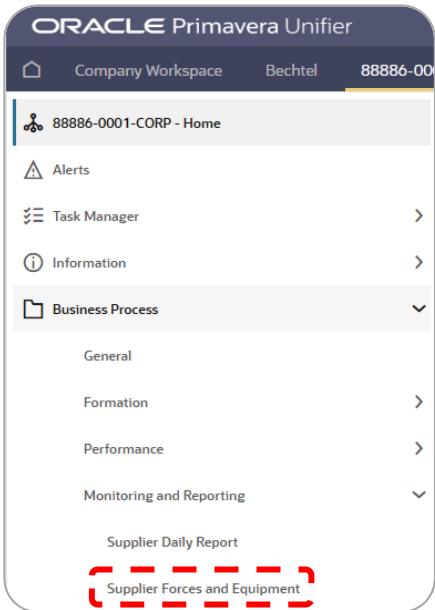
TIP: If the Buyer has further responses, the record will come back to you

5.4 Supplier Daily Reports pt.1

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The online process for Bechtel Partners to submit daily reports

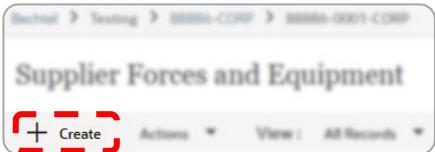


STEP 1: From the order page, use the left drop-down menu—

1.1 open > **Business Process**

1.2 then > **Monitoring and Reporting**

1.3 click **Supplier Forces and Equipment**



STEP 2: Click **Create**

Save Draft More Actions Send

Supplier Forces and Equipment

Job Number	Status
88886C	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Order Name	Order Number
88886-0001-CORP	88886-0001-CORP
Workforce/Equipment	Classification
<input type="radio"/> Daily Report Work Force	
<input type="radio"/> Daily Report Equipment	
<input type="radio"/> Backcharge Engineering	
<input type="radio"/> Backcharge Workforce Labor	
<input type="radio"/> Backcharge Equipment	
<input type="radio"/> Backcharge Material	
Required	
Workforce/ Equipment description	
Required	
Straight Time Rate (ST)	Over Time Rate (OT)
0	0
Subsistence/Transportation	Effective Date
0	MM/DD/YYYY

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**

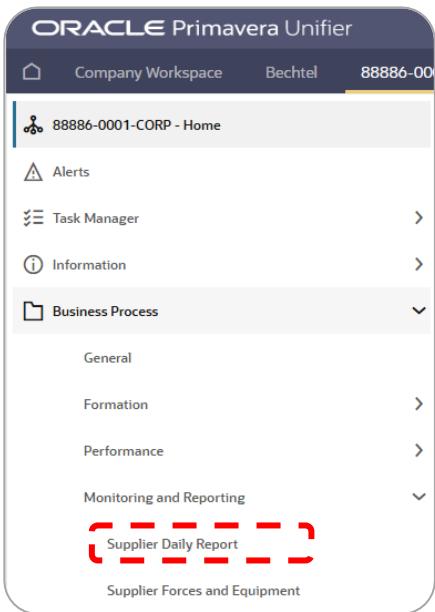
This creates a new option to select while completing Daily Reports

5.4 Supplier Daily Reports pt.2

Need Help?

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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**

The screenshot shows the 'Create New Supplier Daily Report' form. It includes fields for 'Job Number' (88886C), 'Project Name' (88886-CORP), 'Order Name' (88886-0001-CORP), 'Order Number' (88886-0001-CORP), 'Order Description' (empty), 'Seller' (empty), 'Status' (New), and 'Supplier Rep' (Bechtel Rep *). At the top, there are buttons for 'Save Draft', 'More Actions', and a 'Send' button. A sidebar on the right shows 'Attachments' and 'Comments' sections, with a note 'Information' and 'No Attachments.'

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**