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Supplier Portal User Guide

En español

Po polsku

Portal Login
supplier.becpsn.com

Project Opportunities
bechtel.com/supplier/project-opportunities

Unifier Homepage
dscsunifier.oci.becpsn.com

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New Supplier

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



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1. Register and Login

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A flowchart of the steps to register your company

1.2 Step-by-Step Registration 4

Detailed instructions for completing the registration form

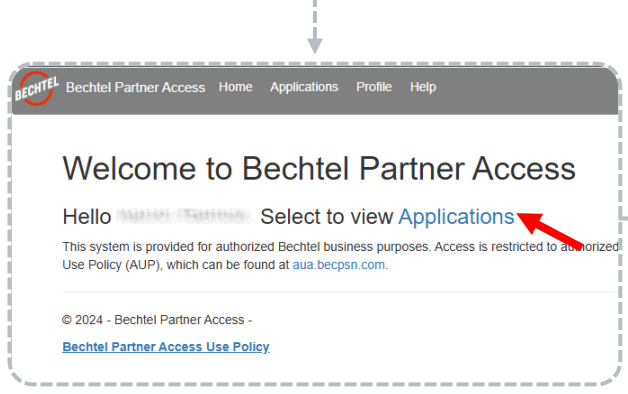
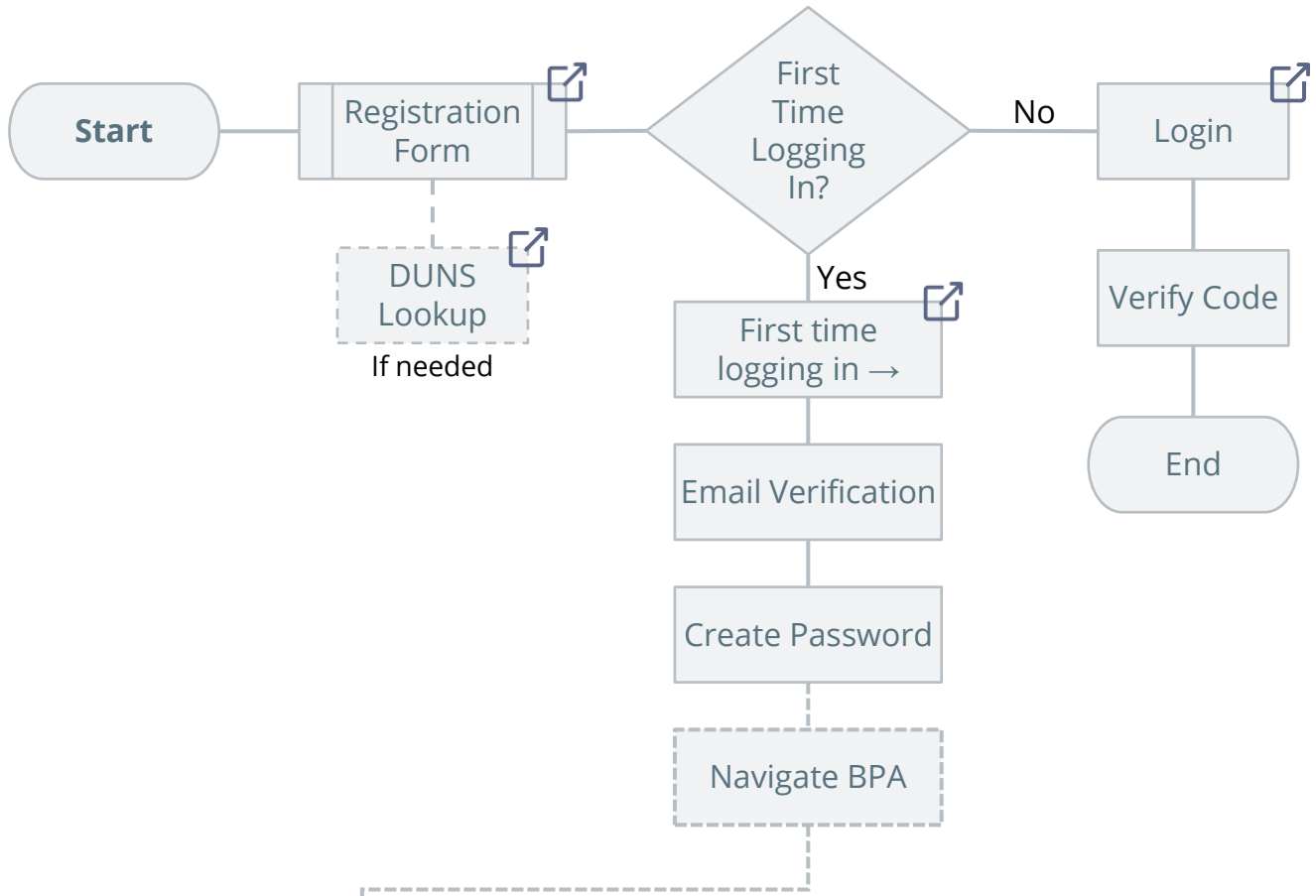
1.3 How to Login 7

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

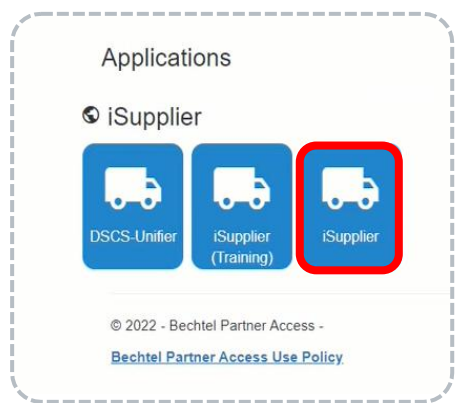
1.1 Process Overview

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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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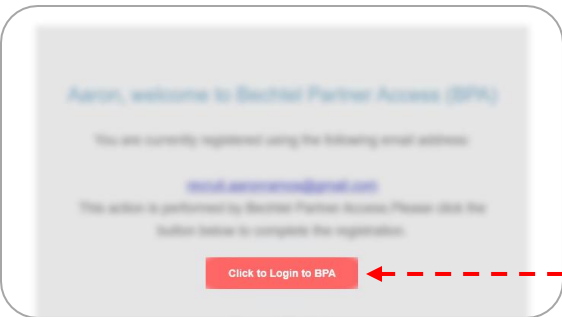
Detailed instructions for completing the registration form

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

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 and 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

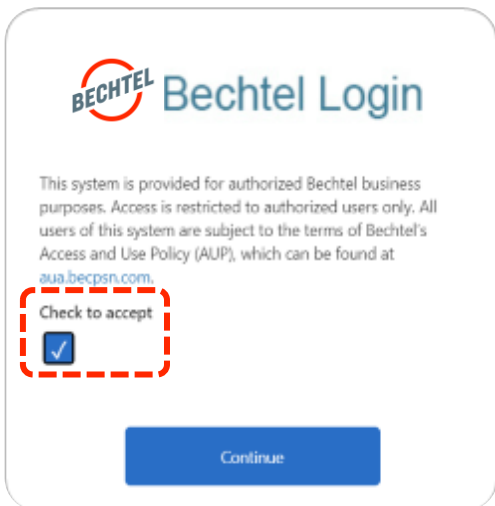
STEP 7: Enter the 6-digit verification code, then click **Verify code**

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

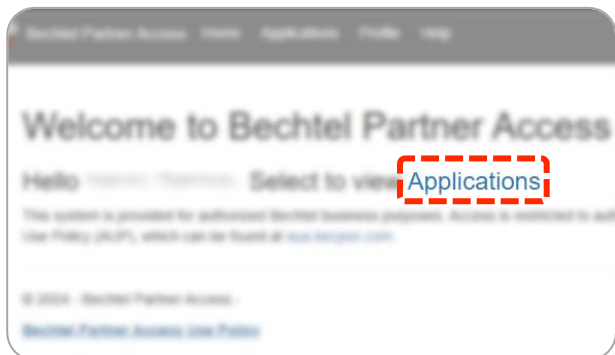
1.2 Step-by-Step Registration pt.3

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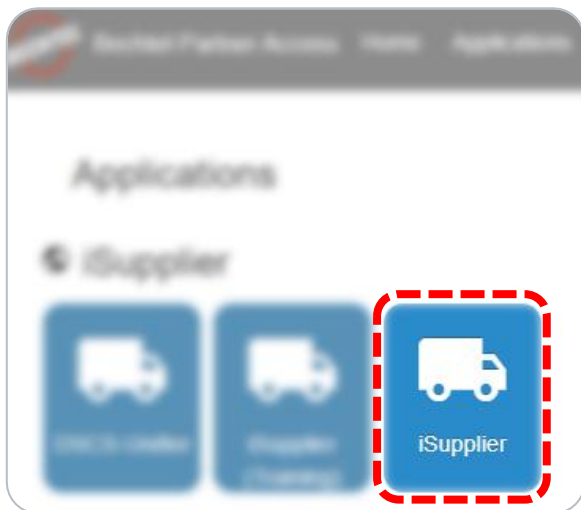
Detailed instructions for completing the registration form



STEP 9: Check to accept, then click Continue



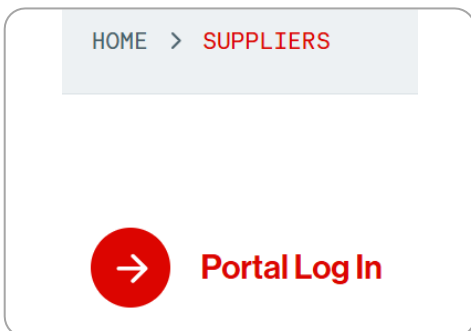
STEP 10: Navigate through BPA by clicking Applications



STEP 11: Enter the iSupplier Portal by clicking iSupplier

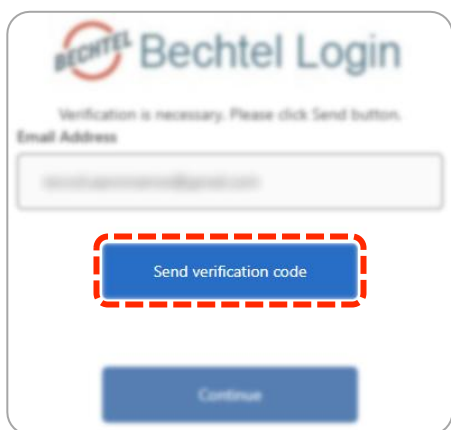
1.3 How to Login

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



STEP 1: Visit www.bechtel.com/supplier OR direct login link supplier.becpsn.com

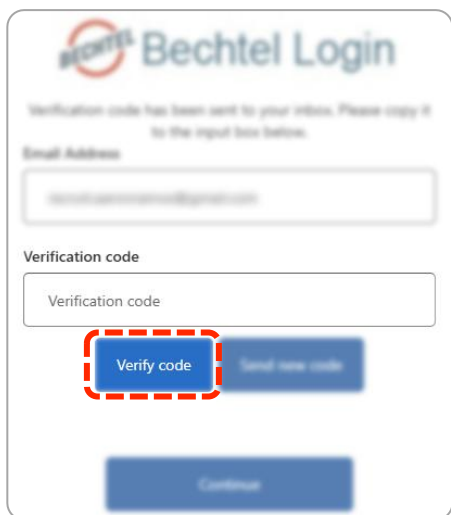
STEP 2: Enter your registered User Name and Password OR Use the "Forgot my Password" option



STEP 3: Click **Send verification code**

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

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

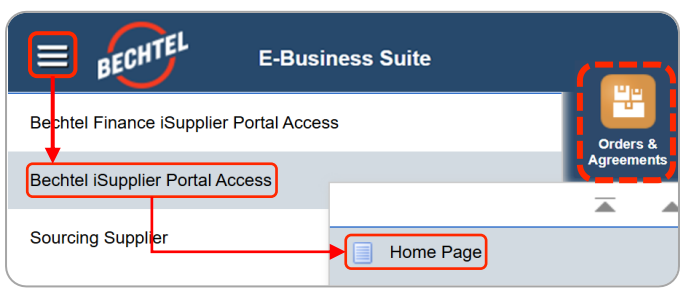
2. Access and Manage Profile

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| <u>2.2 Profile Management</u> | 10 |
| <i>The foundational step for engaging with Bechtel's global supply chain</i> | |

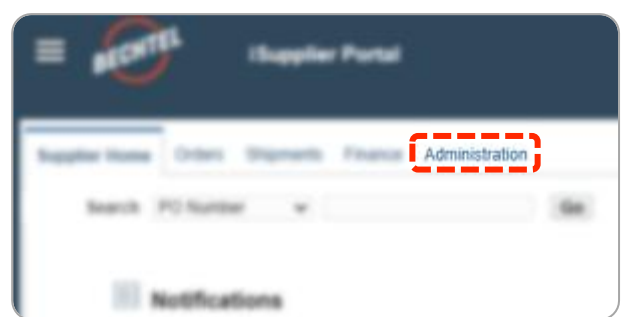
2.1 Accessing Your Profile

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



STEP 1: From the iSupplier homepage, click the **Orders & Agreements** shortcut OR Use the **Navigator icon**



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 Supplier No. |
| Supplier Number | XXXXXXXXXX |
| Alias | |
| Parent Supplier Name | |
| Parent Supplier Number | |

Attachments

Search

Note that the search is case insensitive

Title

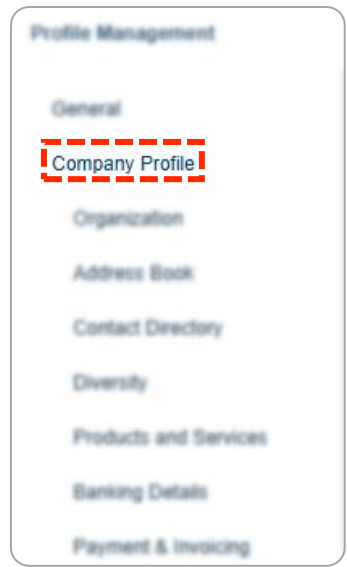
▶ Show More Search Options

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:

| | | |
|-----------------------|--|------------------------------------------|
| <input type="radio"/> | | Accountant |
| <input type="radio"/> | | Administrative Organization |
| <input type="radio"/> | | Agricultural Collective Interest Company |
| <input type="radio"/> | | Association |

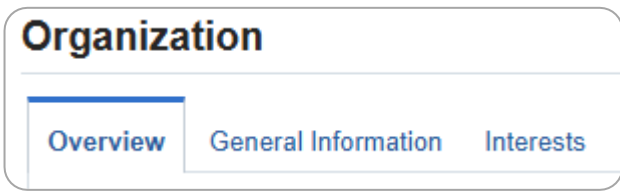
TIP: Use the Search icon

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

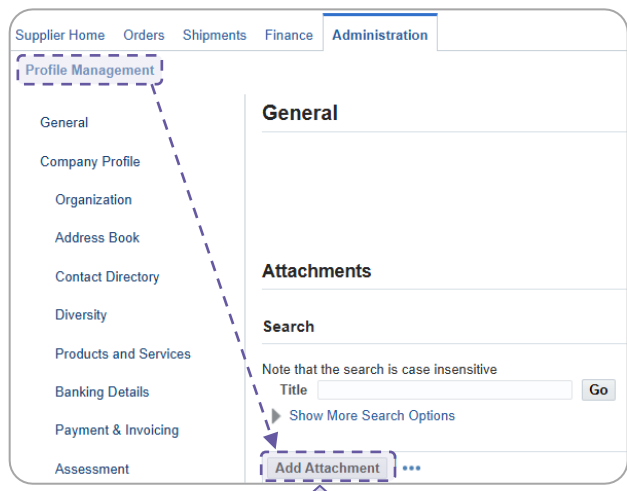
- Organization Information
- Tax and Financial Information (ONLY editable at registration)

General Information

- Business Classification
 - 🔗 bechtel.com/supplier/business-classification
- 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

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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.





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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

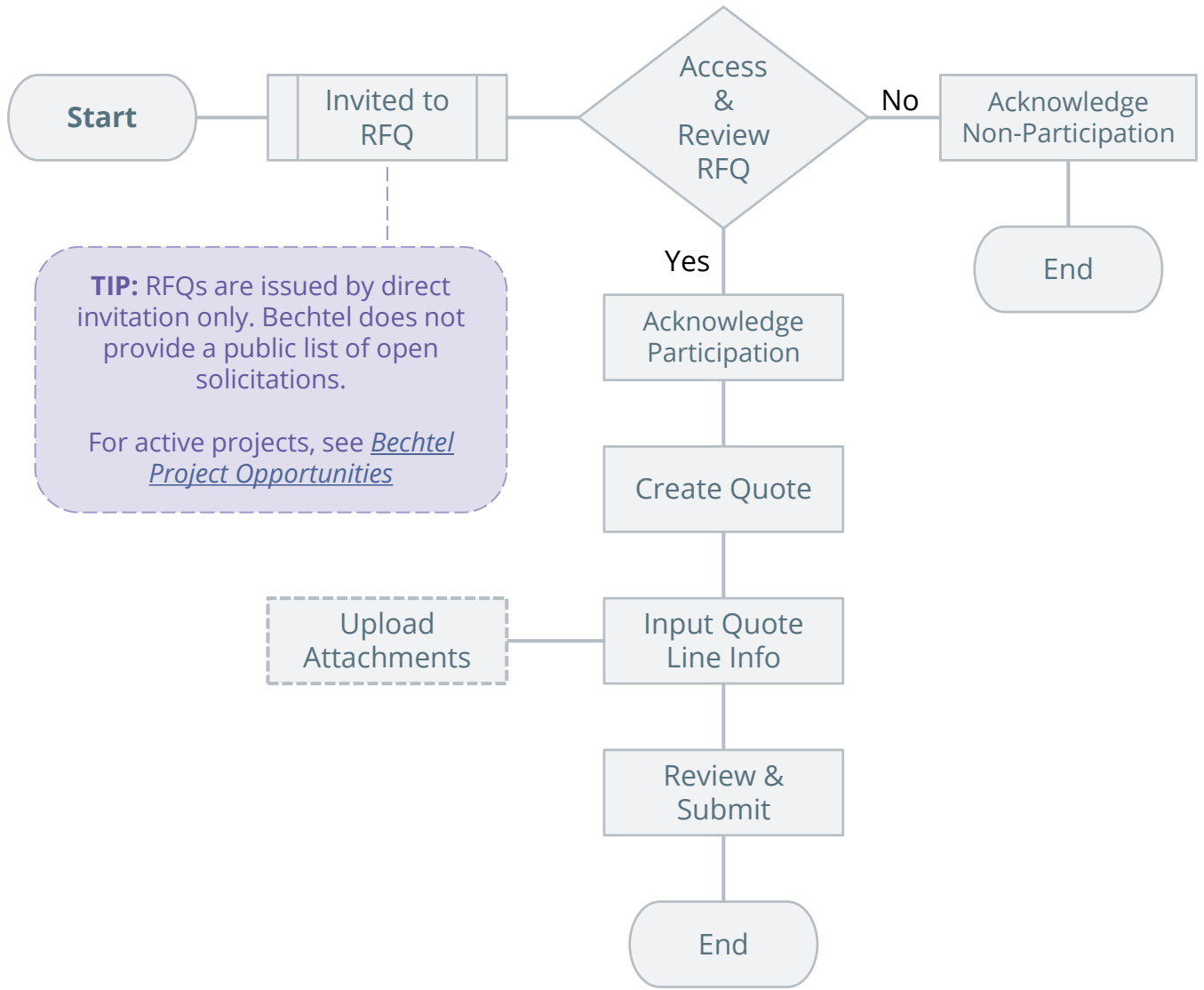
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An Excel template that is ideal for submitting large quotes

3.1 Process Overview

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A flowchart of the steps to respond to an RFQ



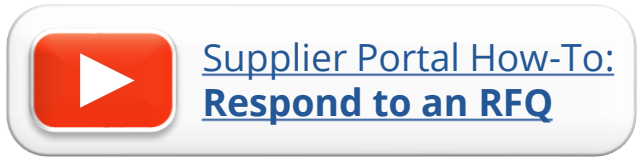
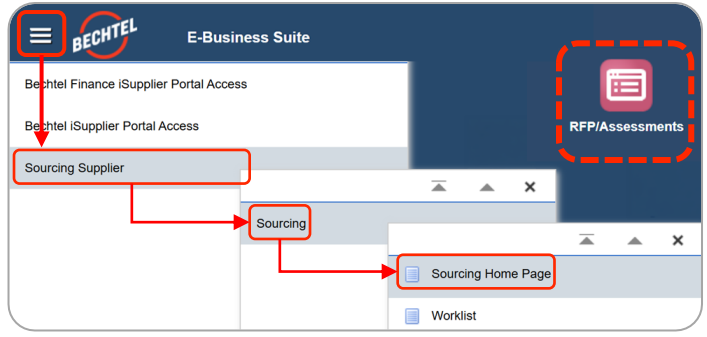
TIP: RFQs are issued by direct invitation only. Bechtel does not provide a public list of open solicitations.
 For active projects, see [Bechtel Project Opportunities](#)



3.2 Start a Bid pt.1

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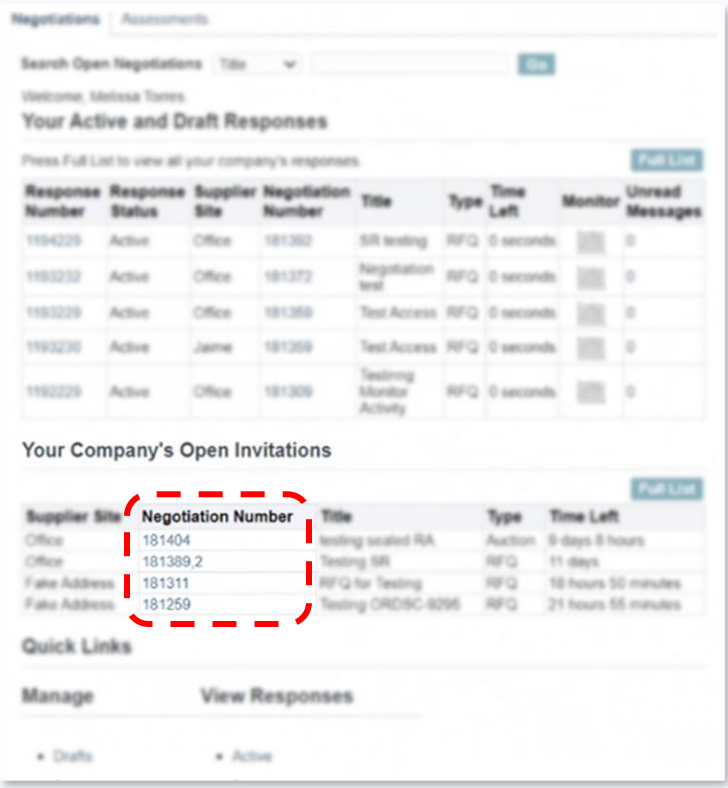
Accessing RFQs, acknowledging participation, downloading attachments



STEP 1: After logging in, click the **RFP/Assessments** shortcut
OR
Use the **Navigator icon**

Welcome to the Negotiations Homepage

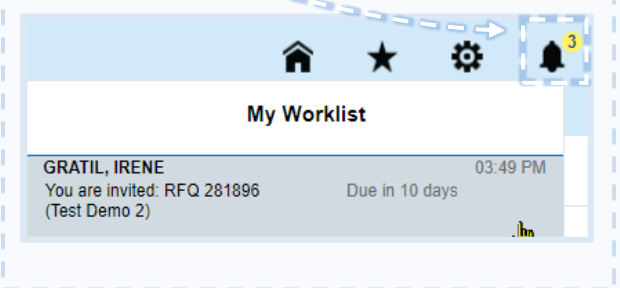
Use this page to action and respond to RFQs, RFIs, and RFPs – collectively referred to as **“Negotiations”** in the system.



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—

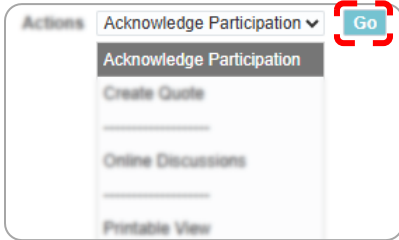
- via email
- via the **Worklist** (top right)



3.2 Start a Bid pt.2

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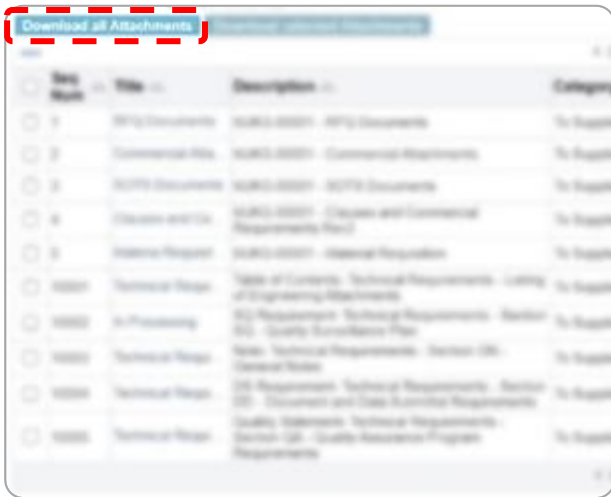
Accessing RFQs, acknowledging participation, downloading attachments



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

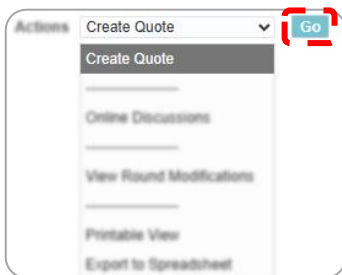


STEP 4: Select **Yes** or **No** to indicate participation or non-participation
click **Apply** to confirm



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)

Supplier: BecSupplier Inc
 Supplier Site: Office - 1 DIGITAL WAY, GLENDALE, AZ 85305, US
 RFQ Currency: PEN
 Quote Currency: PEN
 Price Precision: Any

Attachments

| 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: If Requirements are included with this RFQ, click **Expand All** to review and complete each required item before submitting your quote.

TIP: *Not every order includes Requirements. However, when Requirements are present, they must be completed in full for your quote to be considered.*



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 Alternate Update Lines |
|------|----------------------|------------------|-------------|-------------|------|-----------------|----------|---------------|-------|----------------------------|
| 1 | FLUORINOL HONEY BARK | FLUORINOL-100000 | 2018-03-27 | | KG | 400 | 400 | | No | |
| 2 | FLUORINOL HONEY ICE | FLUORINOL-100000 | 2018-03-27 | | KG | 2 | 2 | | No | |

STEP 3: In the Lines tab, provide **Quote Price** and **Promised Date** per line
TIP: Use the date format DD-MMM-YYYY

STEP 4: Click **Continue**

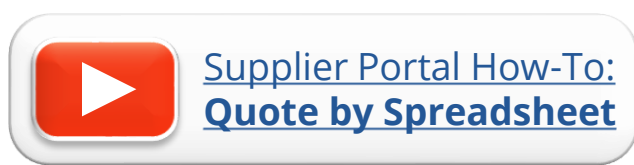
STEP 5: Click **Submit**

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

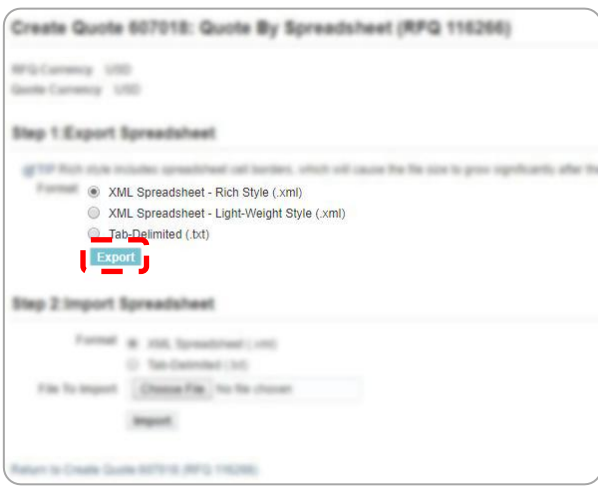
3.4 Quote by Spreadsheet pt.1

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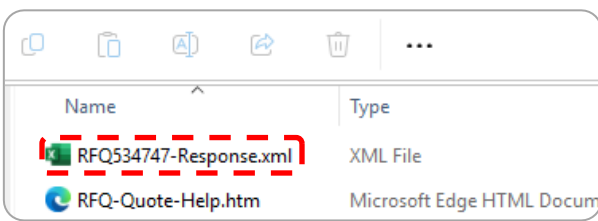
An optional Excel template that is ideal for submitting large quotes



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—
Right click and **Extract All**
Open the Excel spreadsheet

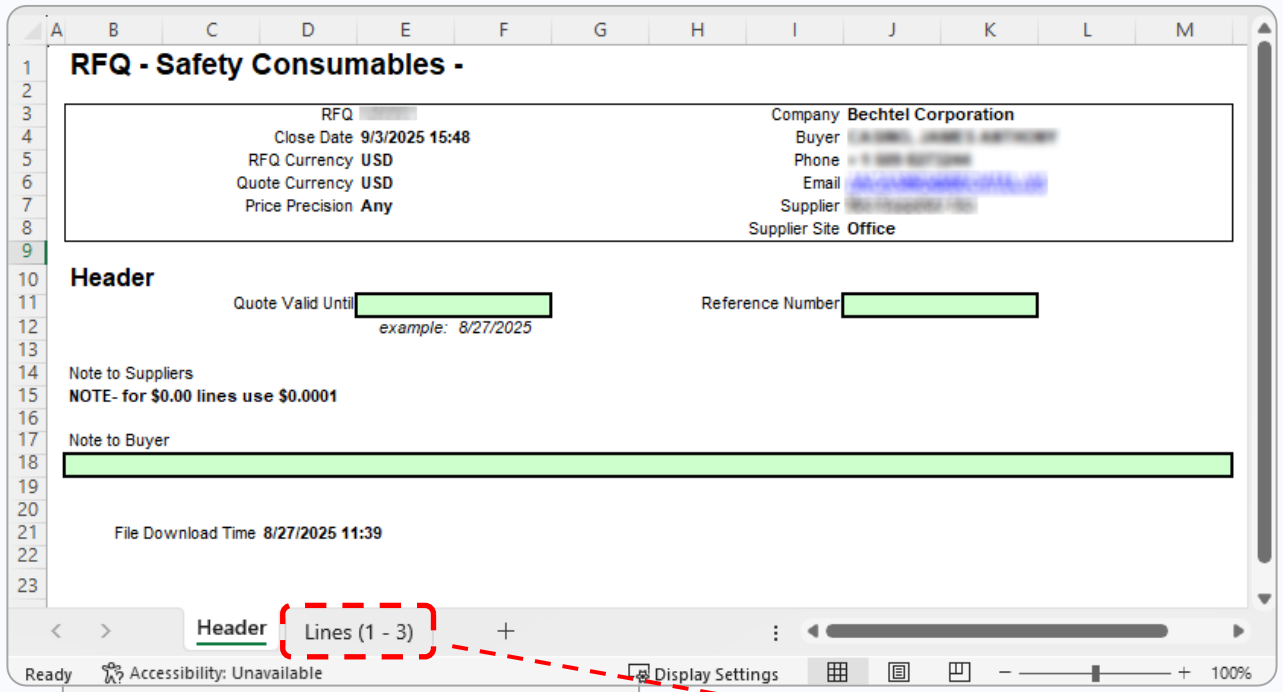
TIP: The XML file may require you to right click and select **Open With - Excel**

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

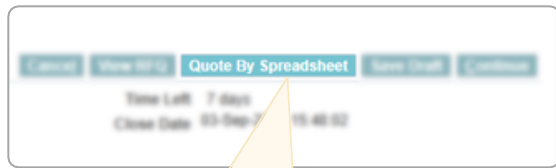
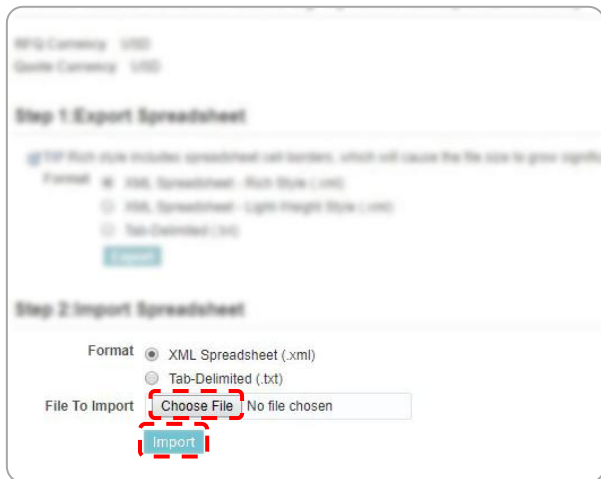
Tip: Common issues include missing required fields, incorrect formats (e.g., dates or currency), or mismatched line items.



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

4.1 Process Overview

23

A flowchart of the steps to acknowledge an order

4.2 Accessing an Order

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

4.3 Acknowledging an Order

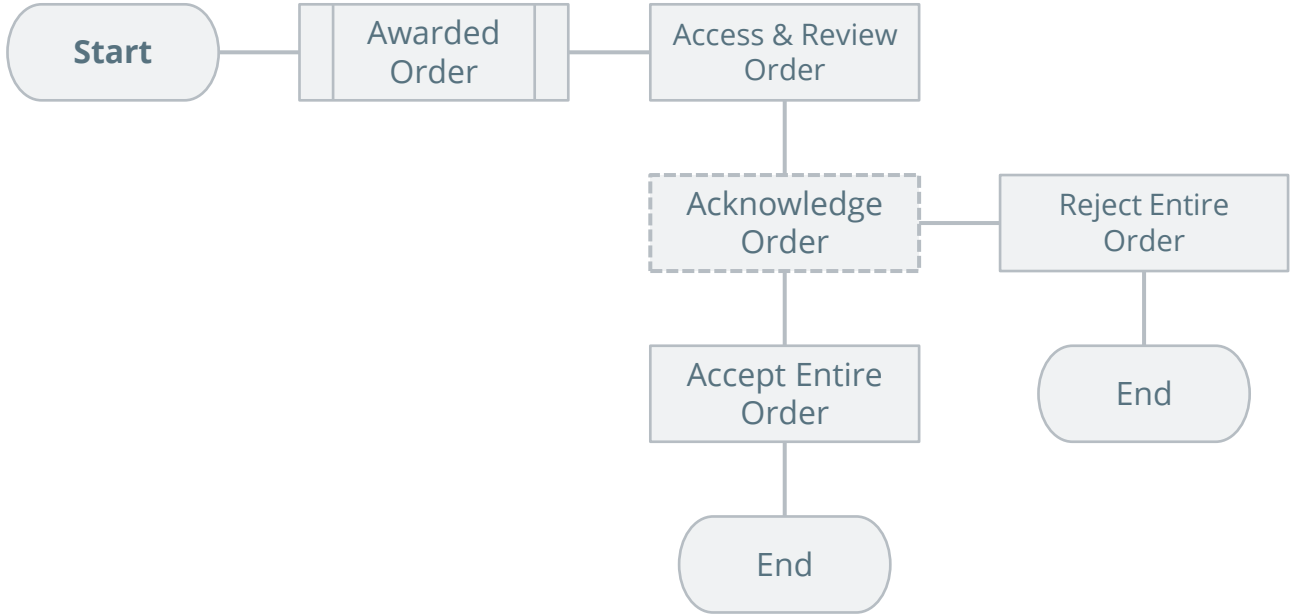
25

The first step in managing your order with Bechtel

4.1 Process Overview

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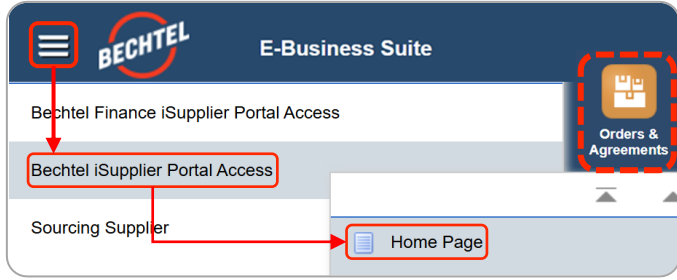
A flowchart of the steps to acknowledge an order



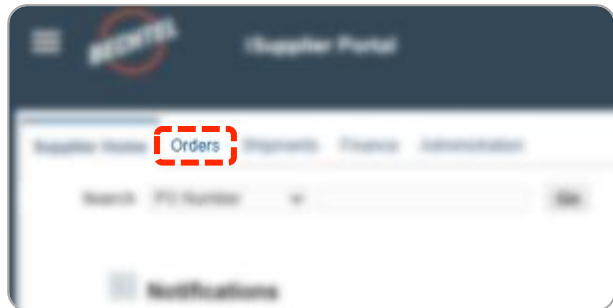
4.2 Accessing an Order

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



STEP 1: From the iSupplier homepage, click the **Orders & Agreements** shortcut OR Use the **Navigator icon**



STEP 2: Click the **Orders** tab

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

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



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

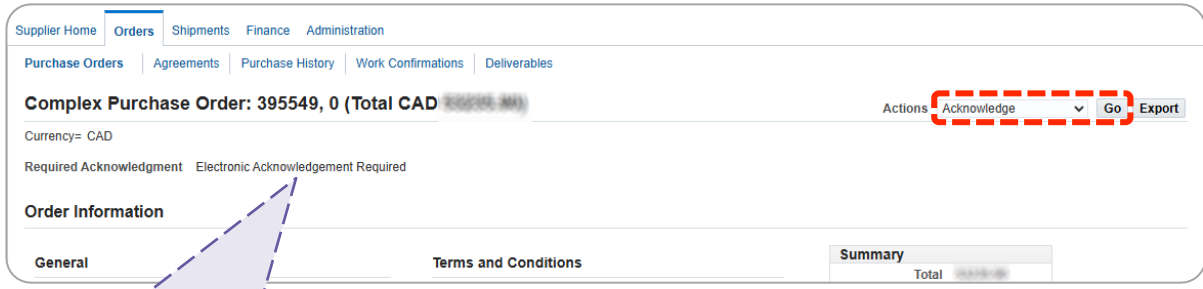
STEP 3: Locate your order number

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

4.3 Acknowledging Orders

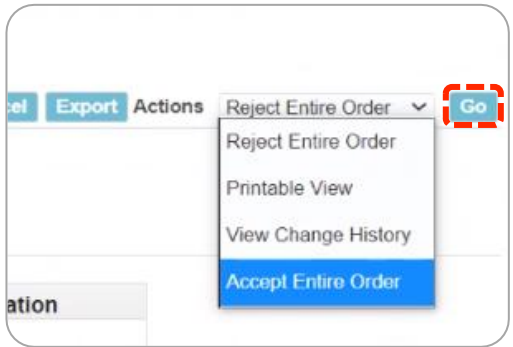
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The first step in managing your order with Bechtel

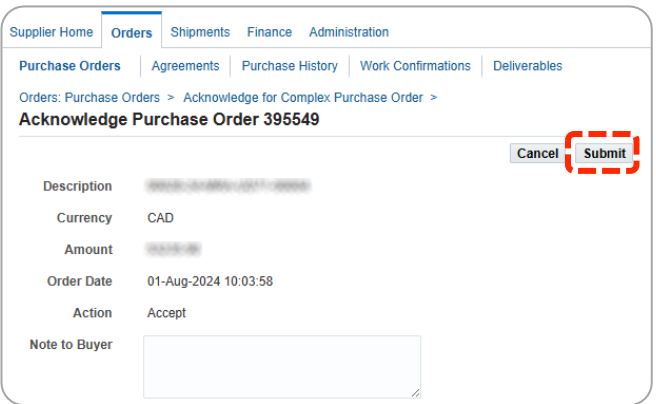


Order Acknowledgement
Not all orders *require* acknowledgement—but many do.

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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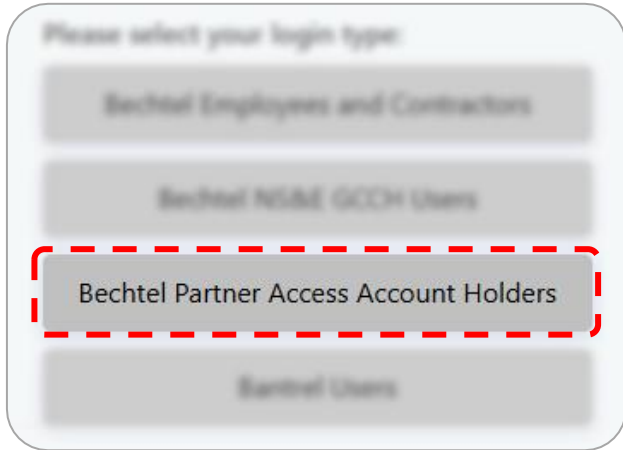
5. Unifier Transactions & Reporting

| | |
|----------------------------------------------------------------------------------|----|
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5.1 Accessing Unifier

Need Help?
procweb@bechtel.com

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



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

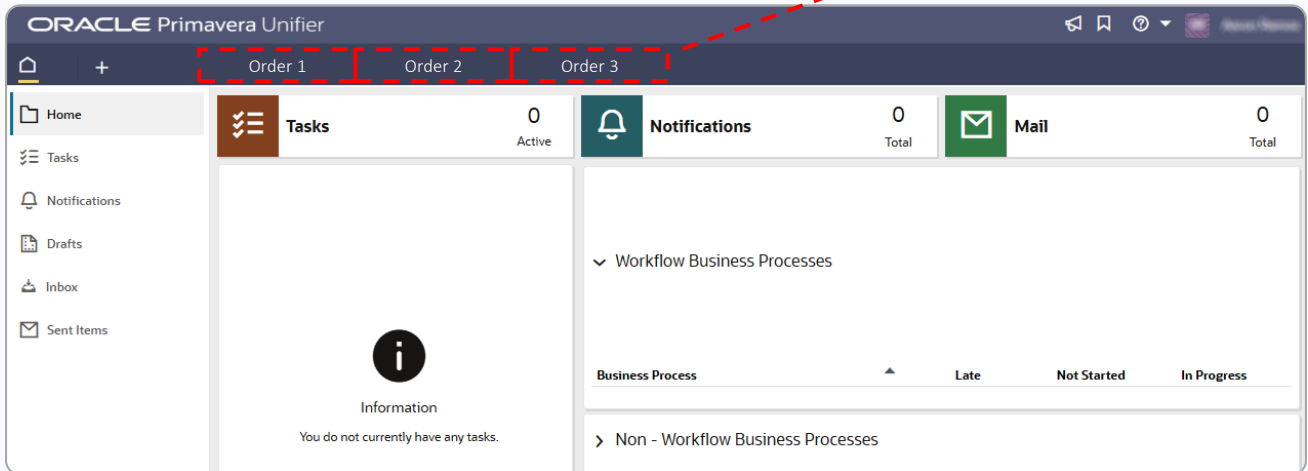
STEP 2: Select the option **Bechtel Partner Access Account Holders**

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

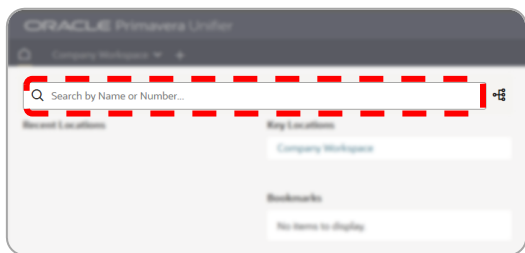
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Details for navigating the change request process in Unifier

[Supplier Portal](#)
How-To: Submit an ACR

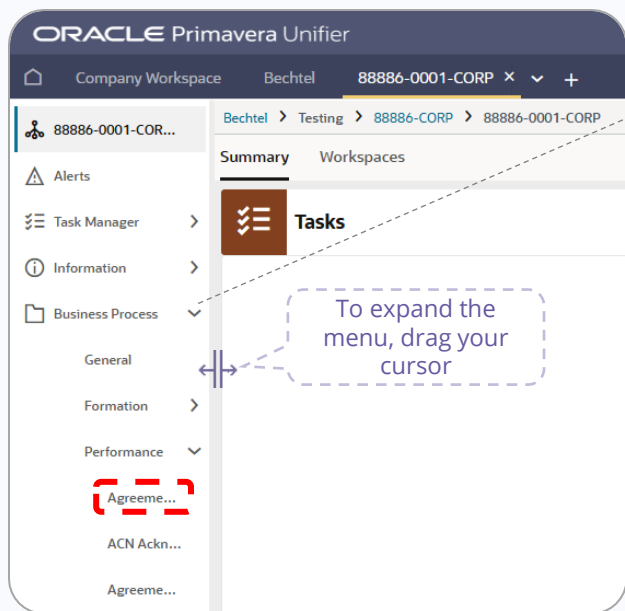
STEP 1: To search for your order, click the **+ icon**



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

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Details for navigating the change request process in Unifier

Agreement Change Request

+ Create | Actions | View : All Records

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

STEP 5: Select the appropriate **Change Type***

*TIP: A red asterisk (*) indicates a required field.*

Order Description

Change Type *

Request For Information (RFI) Technical Deviation Request

Commercial Request Supplier Non-Conformance

Description of Change/Deviation – Attach extra sheets, photographs, sketches, etc., as necessary and identify qty and serial numbers as applicable *

Order/Agreement Currency

EUR

Supplier Proposed Disposition *

Select

Proposed Disposition and Technical Justification (plus cost/schedule if applicable)

Date Deviation Detected

MM/DD/YYYY

| Change Type | When To Use |
|--------------------------|---------------------------------------------------------------------------------|
| Request for Information | For clarifications only; not for a change to scope, cost, or schedule. |
| Technical Deviation | When there are unmet or changes to technical requirements. |
| Commercial Request | For all price, schedule, or other commercial impacts after technical alignment. |
| Supplier Non-Conformance | To document quality deficiencies, but not for approving deviations. |



TIP: Selecting the correct **Change Type** is important because it:

- Drives which fields appear in the ACR form
- Determines the review path (technical vs. commercial vs. quality)

5.2 Submit a Change Request pt.3

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Details for navigating the change request process in Unifier

Where to Attach Files in an Agreement Change Request (ACR)

Create New Agreement Change Request

Agreement | External Attachments | Affected Supplier Defined Order Line(s) | Associated Supplier Document Changes - Supplier | Bechtel Affected Documents - Supplier and Bechtel

| Attachment Type | How To Use |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| External Attachments | Upload supporting or background files that help explain your change but are not formal document revisions . This is a flexible area for general support material such as emails, sketches, photos, calculations, reference material, or informal markups. <i>Do not use if: The file is a formal supplier document revision or a Bechtel-owned document.</i> |
| Affected Supplier Defined Order Line(s) | Select the PO or Agreement line items affected by the change. Add a short description of how each line is impacted (scope, quantity, cost, or schedule). <i>Important: No files are attached here. This section links the change to the correct order lines only.</i> |
| Associated Supplier Document Changes | Use this section to upload revised or newly issued supplier-owned documents that are part of the change request such as updated drawings, data sheets, procedures, calculations, or formal submittals. <i>Do not use if: The file is only background information or a Bechtel-owned document.</i> |
| Bechtel Affected Documents | Use this section to attach Bechtel-owned documents that are impacted, referenced, or marked up as part of the change. This may include Bechtel drawings, specifications, or engineering documents. |

Create New Agreement Change Request

Agreement | External Attachments | Affected Supplier Defined Order Line(s)

☰ ☰ Add Actions ↕ ↻ 🖨️ 🔍 ☰

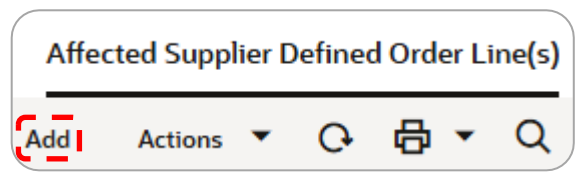
STEP 6: Add order line details and attach supporting files using the appropriate **tabs**



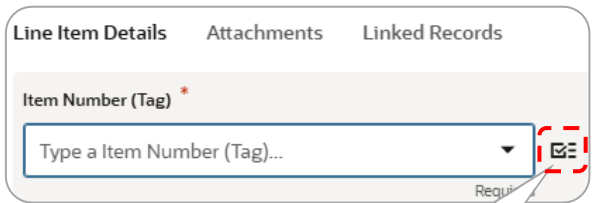
5.2 Submit a Change Request pt.4


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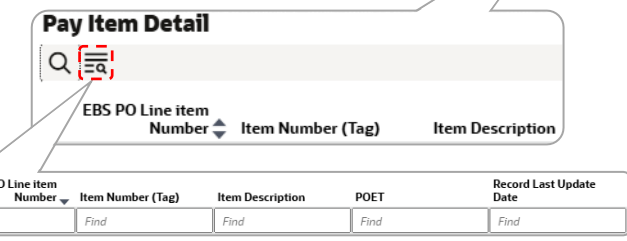
Details for navigating the change request process in Unifier




STEP 7: To add Affected Supplier Defined Order Line(s)—
Click **Add**



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



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


TIP: To see search options, click the  icon

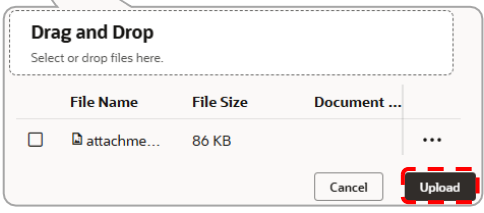


STEP 10: Click **Add**

Provide a **Short Description*** of your attachment(s)



STEP 11: To upload your file, click **Attachments**
then click the  icon
then click **Browse**



STEP 12: Select from file browser OR **Drag and Drop** the attachment(s)
then click **Upload**



5.2 Submit a Change Request pt.5

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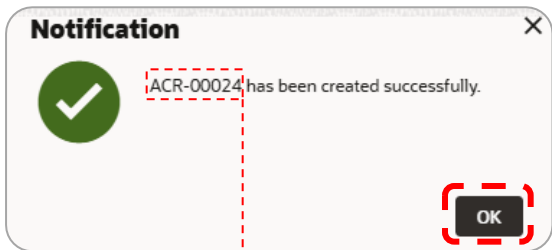
Details for navigating the change request process in Unifier



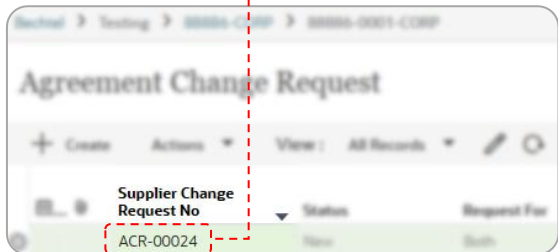
STEP 13: After uploading attachments and completing all required fields—
click **Send**



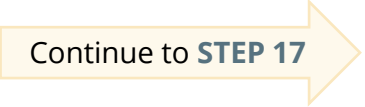
STEP 14: In the pop-up window, click **Send**



STEP 15: Your ACR number has been generated
click **Ok**



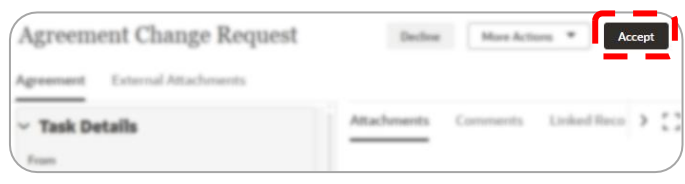
STEP 16: Locate your newly created ACR at the top of the previous screen.
click the **ACR**



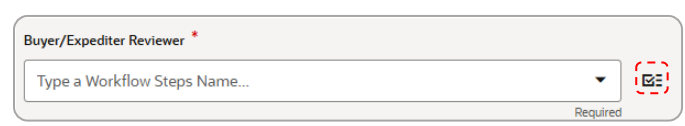
5.2 Submit a Change Request pt.6

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Details for navigating the change request process in Unifier




STEP 17: A new window to edit the ACR will open—
click **Accept**



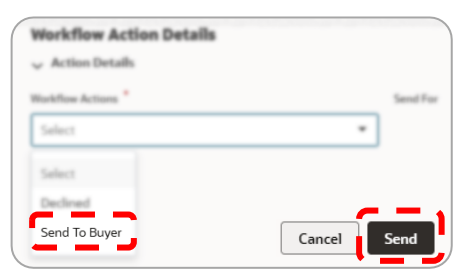
STEP 18: The Buyer should provide instructions on what Reviewer Workflows to choose



To see your options, click the  icon
TIP: Contact the Buyer if no options appear or if you have questions



STEP 19: After a final review—
click **Send**



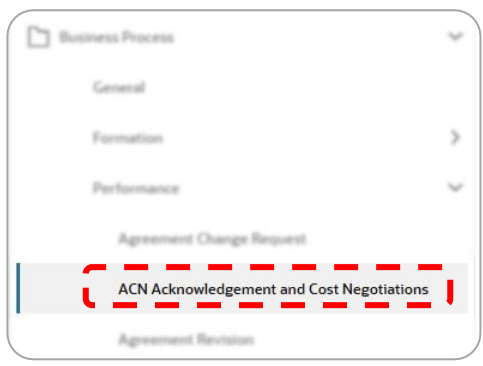
STEP 20: Select **Send to Buyer** from the drop-down menu
then click **Send**

| 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

Need Help?
procweb@bechtel.com

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**

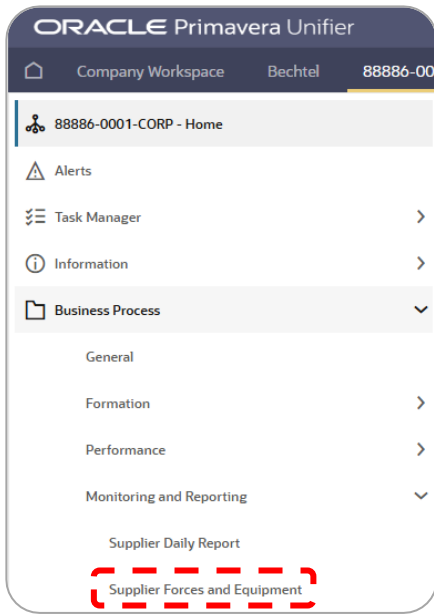
STEP 5: Click **Send**

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

5.4 Supplier Daily Reports pt.1

[Need Help?
procweb@bechtel.com](mailto:procweb@bechtel.com)

The online process for Bechtel Partners to submit daily reports

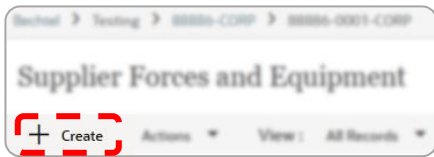


STEP 1: From the order page, use the left drop-down menu—

1.1 open > **Business Process**

1.2 then > **Monitoring and Reporting**

1.3 click **Supplier Forces and Equipment**



STEP 2: Click **Create**

Create New Supplier Forces and Equipment Save Draft More Actions Send
Supplier Forces and Equipment
Job Number 88886C Status Active Inactive
Order Name 88886-0001-CORP Order Number 88886-0001-CORP
Workforce/Equipment
Daily Report Work Force
Daily Report Equipment
Backcharge Engineering
Backcharge Workforce Labor
Backcharge Equipment
Backcharge Material
Workforce/ Equipment description
Straight Time Rate (ST) 0 Over Time Rate (OT) 0
Subsistence/Transportation 0 Effective Date MM/DD/YYYY

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

then click **Send**

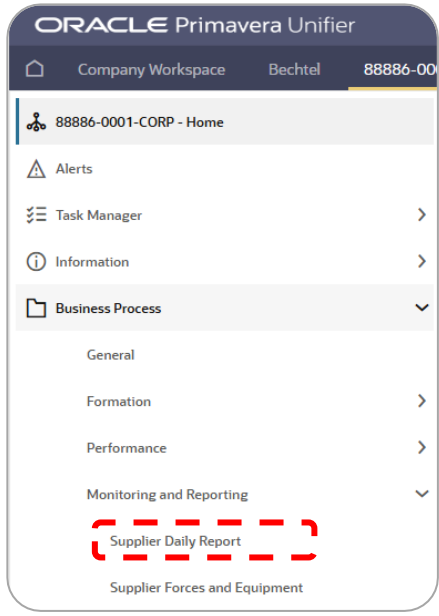
STEP 4: In the pop-up window, click **Send**

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

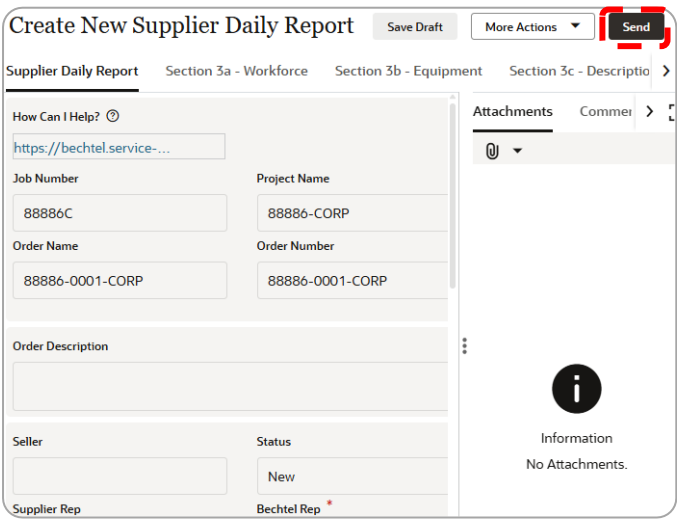


STEP 5: After defining your Forces and Equipment, use the left drop-down menu—

- 1.1 open > **Business Process**
- 1.2 then > **Monitoring and Reporting**
- 1.3 click **Supplier Daily Report**



STEP 6: Click **Create**



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

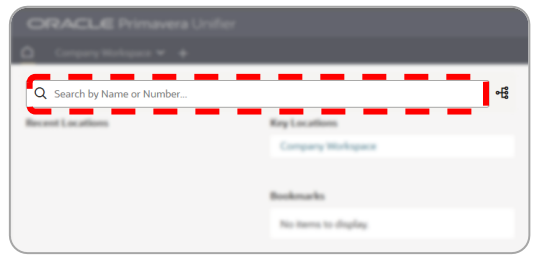
Need Help?
procweb@bechtel.com

How to create and submit a Notice of Inspection in Unifier




[Supplier Portal](#)
[How-To: Submit a NOI](#)

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

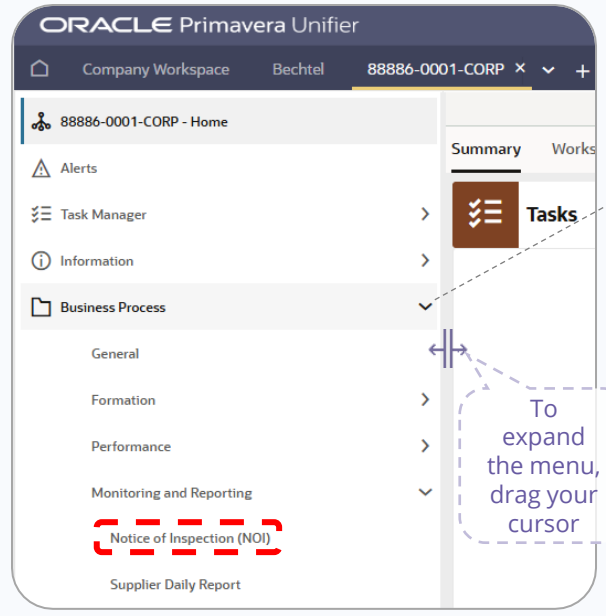


STEP 2: Enter your **order number**

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—

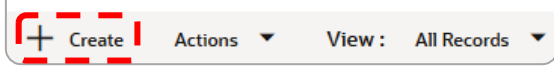
- 3.1** open > **Business Process**
- 3.2** then > **Monitoring and Reporting**
- 3.3** click **Notice of Inspection (NOI)**

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

Job Number: 26132 Project Name: [Redacted]

Project Description: [Redacted]

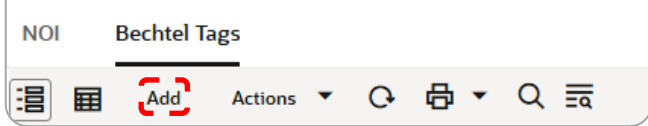
Bechtel Order Number Select Project Supplier Quality Approver * ⓘ

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)



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

Line Item Details Attachments Linked Records

Item Number (Tag) *

Type a Item Number (Tag)... ⓘ

Required

Pay Item Detail

🔍 ☰

| EBS PO Line item Number | Item Number (Tag) | Item Description |
|-------------------------|-------------------|------------------|
| | | |

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

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 the icon 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**