



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

Need Help?
procweb@bechtel.com

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New Supplier

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1. Register and Login

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

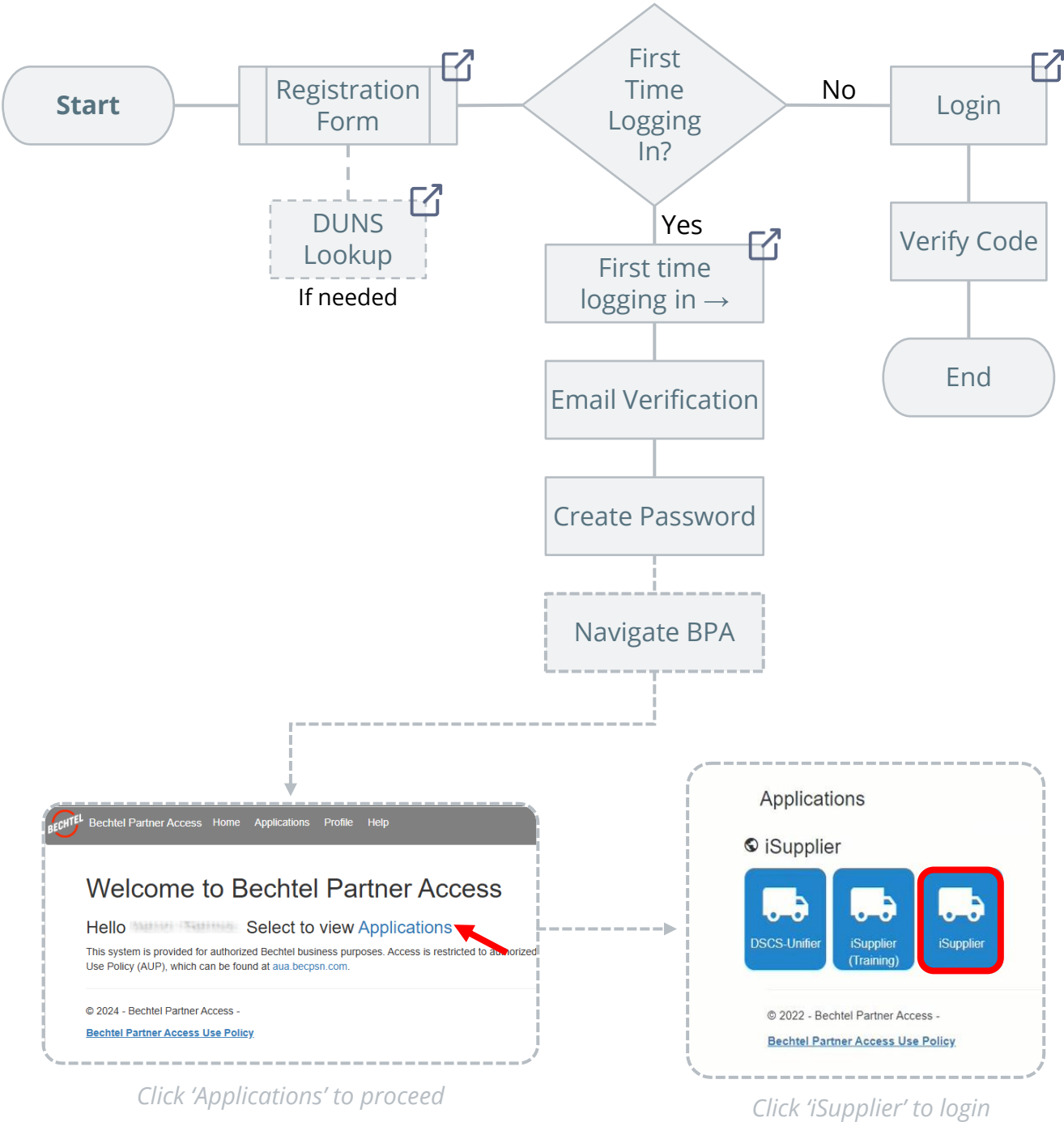


Registration Instructions Video (6:49)

1.1 Process Overview

Need Help?
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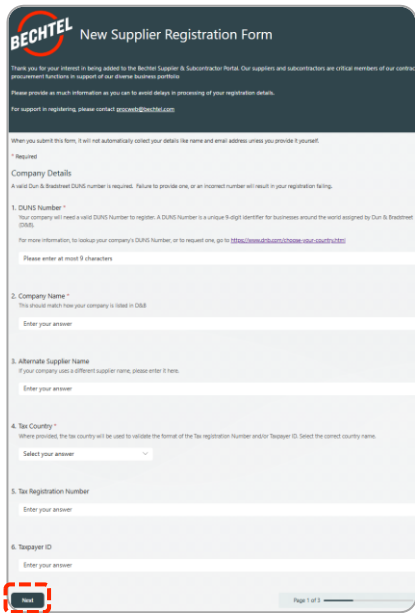
A flowchart of the steps to register your company



1.2 Step-by-Step Registration pt.1

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

Detailed instructions for completing the registration form



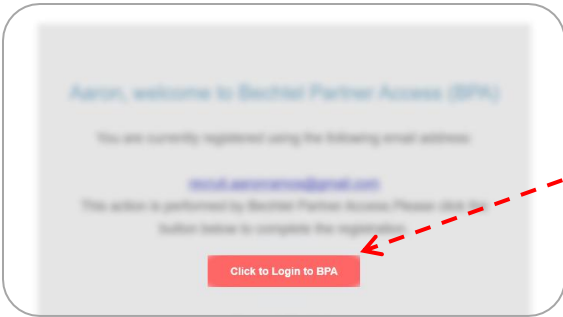
The image shows a mobile screen of the 'New Supplier Registration Form' from Bechtel. The form is titled 'New Supplier Registration Form' and includes a welcome message. It lists required information: Company Details, DUNS Number, Alternate Supplier Name, Tax Country, Tax Registration Number, and Taxpayer ID. 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

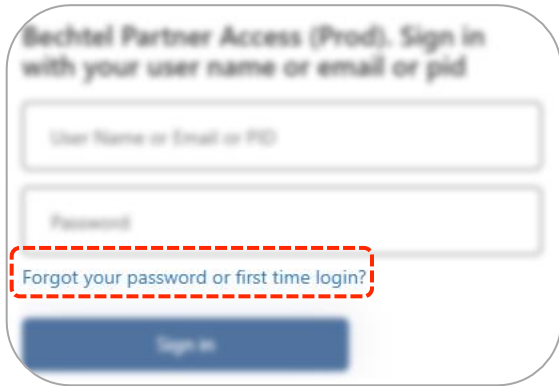
STEP 2: Fill in the required info per the instructions on the form, then click **Submit** in the bottom-left

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



The image shows the Bechtel Partner Access (Prod) login screen. It has fields for 'User Name or Email or PID' and 'Password'. A red dashed box highlights the link 'Forgot your password or first time login?' below the password field.

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

1.2 Step-by-Step Registration pt.2

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

Detailed instructions for completing the registration form

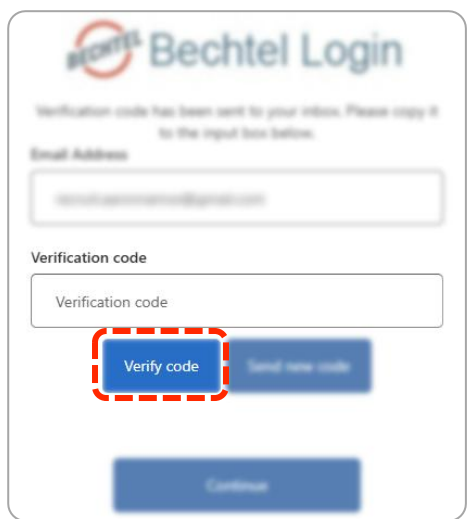


The screenshot shows the 'Bechtel Login' page. At the top, it says 'Verification is necessary. Please click Send button.' Below this is an 'Email Address' field containing 'procweb@bechtel.com'. A red dashed box highlights the 'Send verification code' button. At the bottom is a 'Continue' button.

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.



The screenshot shows the 'Bechtel Login' page. It says 'Verification code has been sent to your inbox. Please copy it to the input box below.' Below the 'Email Address' field (containing 'procweb@bechtel.com') is a 'Verification code' field. A red dashed box highlights the 'Verify code' button. To the right of the 'Verify code' button is a 'Send new code' button. At the bottom is a 'Continue' button.

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**



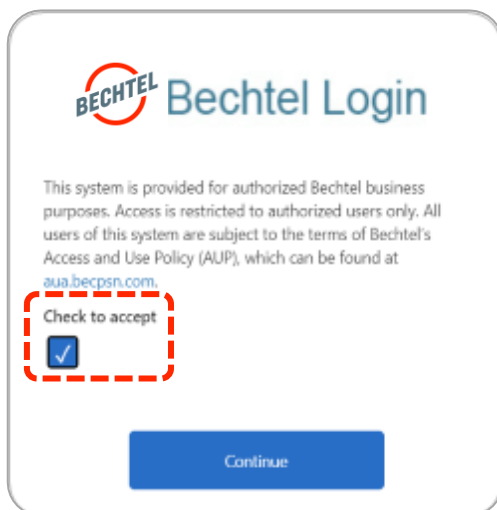
The screenshot shows the 'Bechtel Login' page. It has two input fields: 'New Password' and 'Confirm New Password'. At the bottom is a 'Continue' button.

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

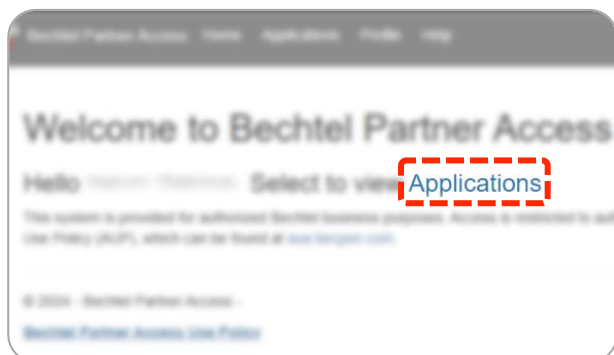
1.2 Step-by-Step Registration pt.3

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

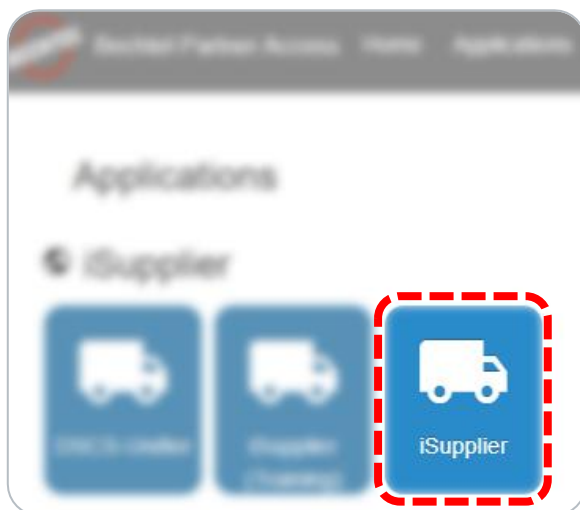
Detailed instructions for completing the registration form



STEP 9: Check to accept, then click Continue



STEP 10: Navigate through BPA by clicking Applications

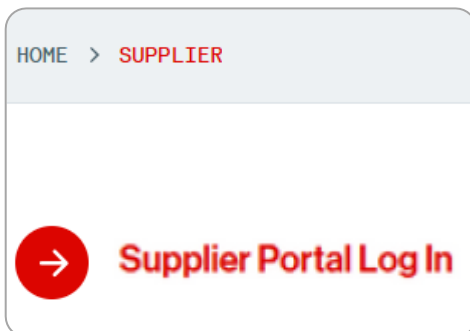


STEP 11: Enter the iSupplier Portal by clicking iSupplier

1.3 How to Login

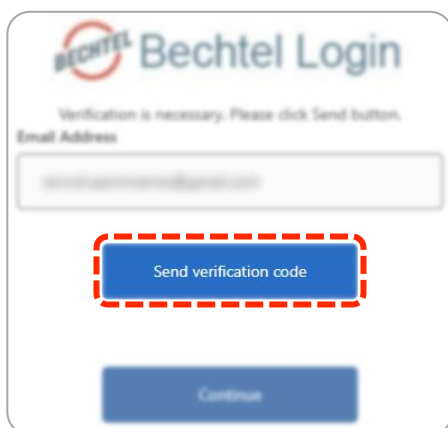
[Need Help?
procweb@bechtel.com](mailto:procweb@bechtel.com)

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



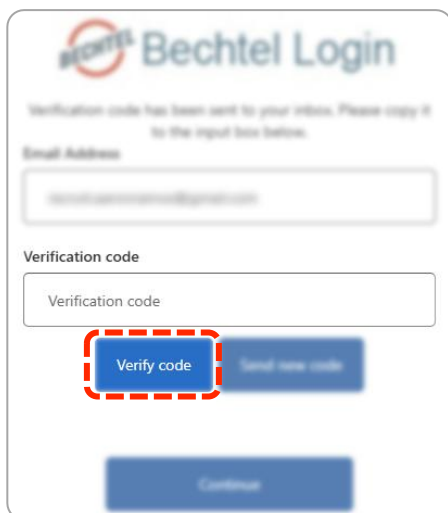
STEP 1: Visit www.bechtel.com/supplier
OR
direct login link
supplier.becpsn.com

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



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

STEP 6: Click **Continue**

Generate a verification email

You MUST click Verify code

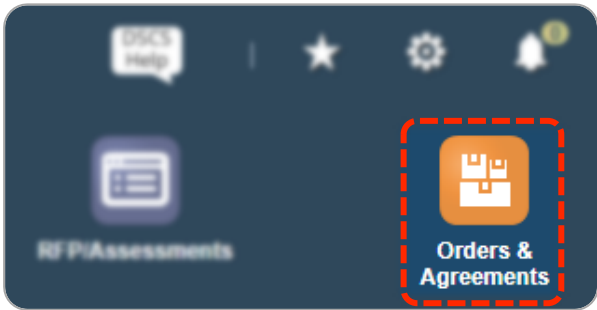
2. Access and Manage Profile

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<i>The foundational step for engaging with Bechtel's global supply chain</i>	

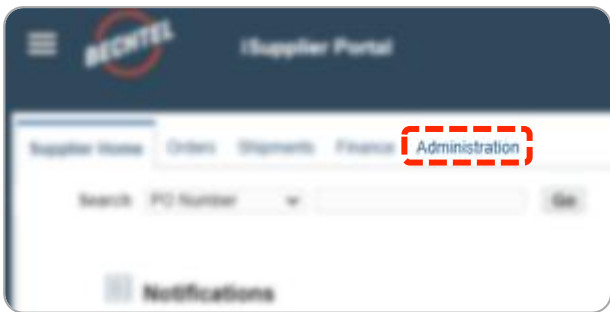
2.1 Accessing Your Profile

Need Help?
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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
Supplier Number
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

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

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Diversity

Products and Services

Banking Details

Payment & Invoicing

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.

Cancel Save

Overview General Information Interests

Organization

D-U-N-S Number

Legal Structure

Principal Name

Year Established

Incorporation Year

Control Year

Mission Statement



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

Search and Select Legal Structure

Search


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

Search for:

Go


Results

☐




Accountant

☐




Administrative Organization

☐



Agricultural Collective Interest Company

☐



Association

2.2 Profile Management pt.2

Need Help?
procweb@bechtel.com

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

Organization

Overview

General Information

Interests

Remember to use the **Save** button!

Supplier HomeOrdersShipmentsFinanceAdministration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Diversity

Products and Services

Banking Details

Payment & Invoicing

Assessment

General

Attachments

Search

Note that the search is case insensitive

Title

Go

Show More Search Options

Add Attachment...

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

Overview

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

General Information

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

Interests

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

TIP: Adding Attachments

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

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

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

2.2 Profile Management pt.3

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

General

Company Profile

Organization

Address Book

Contact Directory

Diversity

Products and Services

STEP 3: Review the **Diversity** tab—

Select any options that are applicable to your company

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

click **Add**

Add Products and Services:

- ☐ Browse All Products & Services
☒ Search for Specific Product & Service

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

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

Code
Description %pip%

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.

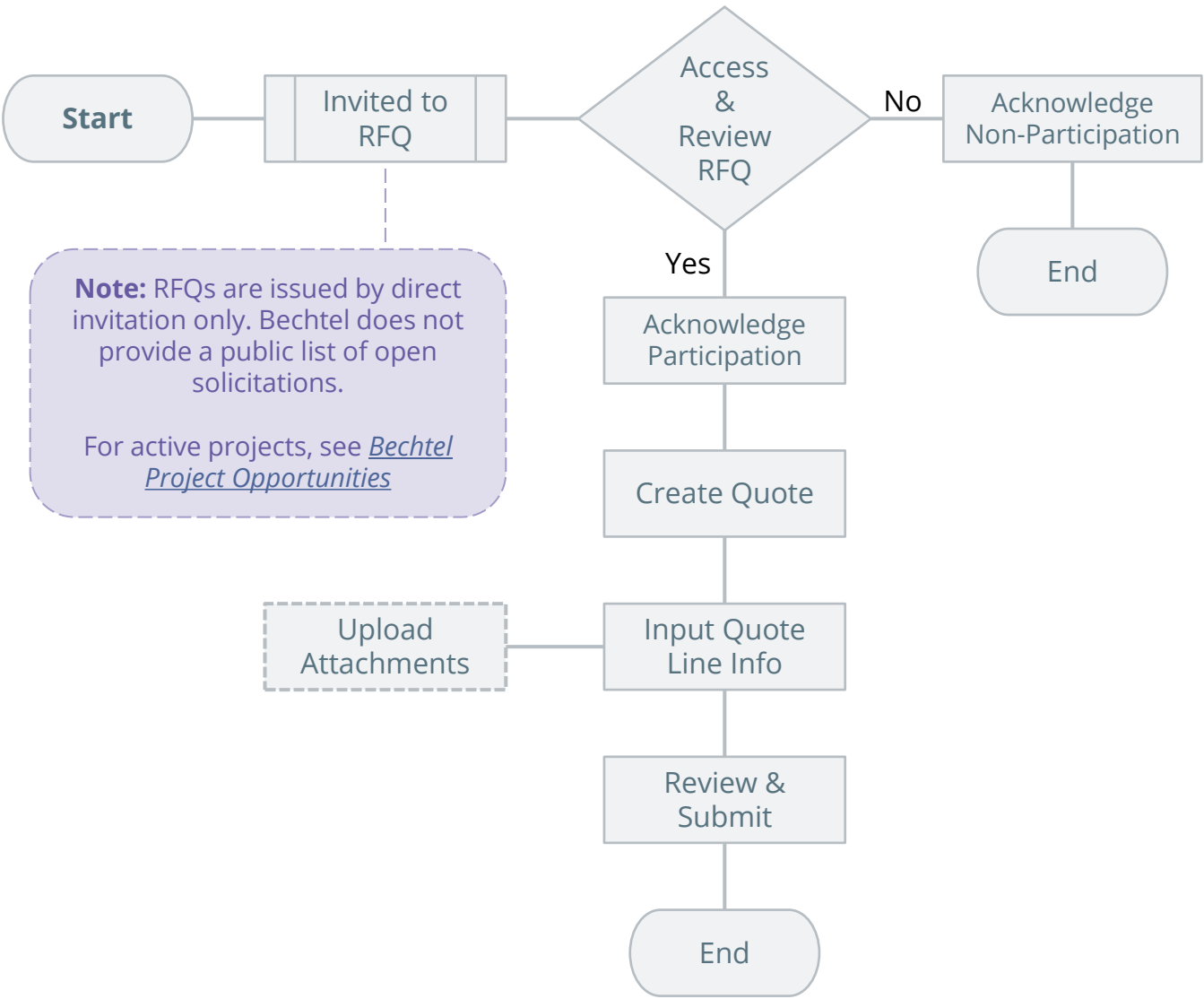
3. Bidding & RFQ Actions

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<i>Entering pricing, uploading documents, completing requirements</i>	
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<i>An Excel template that is ideal for submitting large quotes</i>	

3.1 Process Overview

Need Help?
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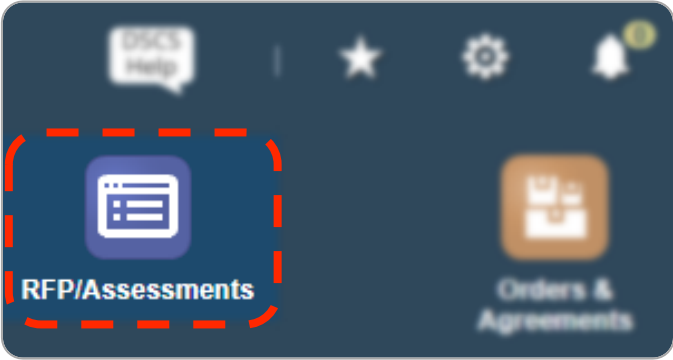
A flowchart of the steps to respond to an RFQ



3.2 Start a Bid pt.1

Need Help?
procweb@bechtel.com

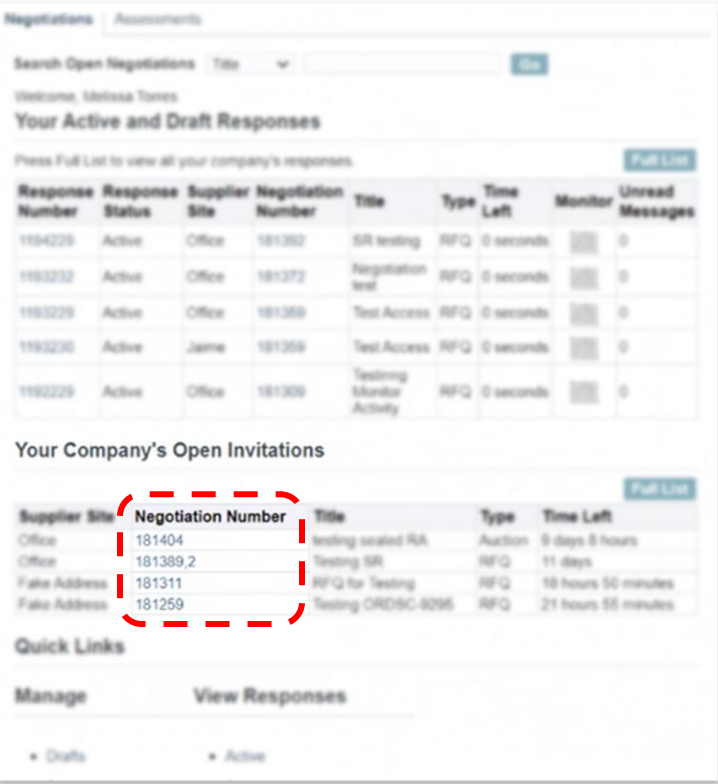
Accessing RFQs, acknowledging participation, downloading attachments



STEP 1: After logging in, click the **RFP/Assessments** shortcut

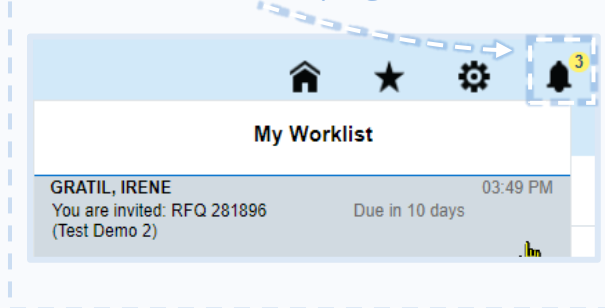
Welcome to the Negotiations Homepage

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



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

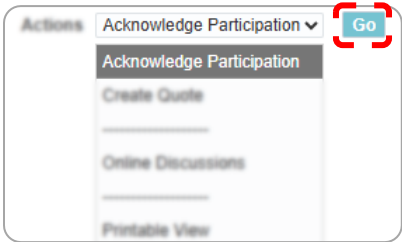
- Optional:** Alternative options to access RFQ Invitations—
- via email
 - via the Worklist (top right)



3.2 Start a Bid pt.2

Need Help?
procweb@bechtel.com

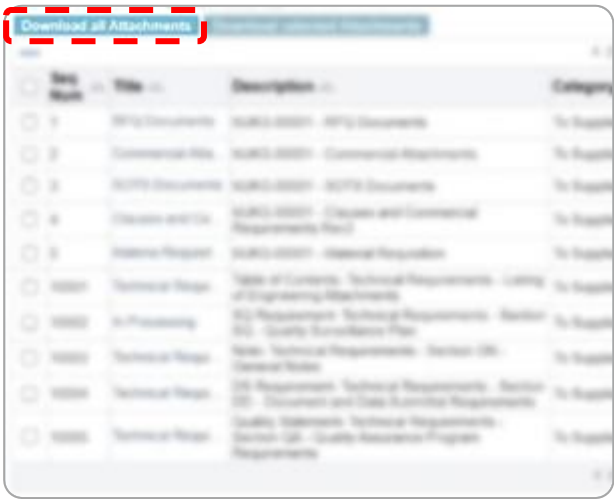
Accessing RFQs, acknowledging participation, downloading attachments



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

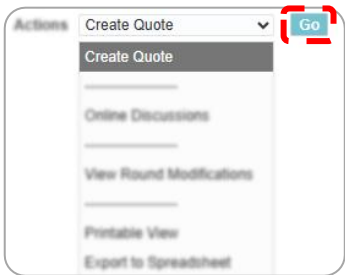


STEP 4: Select **Yes** or **No** to indicate participation or non-participation
click **Apply** to confirm



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

Need Help?
procweb@bechtel.com

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.

NegotiationsAssessments

Negotiations > RFQ 181517 >
Create Quote: 1197230 (RFQ 181517)

CancelView RFQQuote By SpreadsheetSave DraftContinue

TitleTest for Yanacocha-26280-220-MRA-MUKG-00001Time Left8 days 23 hours
Close Date09-Apr-2021 14:13:07

HeaderLines

SupplierBecSupplier IncReference Number
Supplier SiteOffice - 1 DIGITAL WAY, GLENDALE, AZ 85305, USNote to Buyer
RFQ CurrencyPEN
Quote CurrencyPEN
Price PrecisionAny

Attachments

Add Attachment

Title	Description	Category	Type	Usage	Update	Delete
No results found.						

Requirements

Expand AllCollapse 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

Need Help?
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Entering pricing, uploading documents, completing requirements

Navigation: Negotiations | Accountants

Negotiations > Active and Draft Responses > Create Quote: 1630745 (RFQ 534747)

Title: RFQ_Switch_Catamarans...

Header

Lines

Supplier

Supplier Site

RFQ Currency: USD

Quote Currency: USD

Price Precision: Any

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

Quote by Spreadsheet is useful when creating large quotes

Header

Labels

RFQ Currency: USD

Price Precision: Any

Quote Currency: USD

Line	Item	Ship To	Start Price	Unit	Target Quantity	Quantity	Quote	Add Alternate Update Link		
1	PURCHASE HOLID SALE	PURCHASE-100000	2018-03-01		each	100	100		No	
2	SHOWER, PINK, CE	SHOWER-100000	2018-03-01		each	1	1		No	

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

Note: Use the date format DD-MMM-YYYY

Create Quote 492139: Line 1 (RFQ 109708)

Cancel Save Draft **Apply**

Description: Shelf

Unit: LUMP SUM

Start Price:

Target Price:

Quote Price:

Target Quantity: 1

Quote Quantity: 1

Close Date: 22-Mar-2018 14:16:31

Quote Currency: USD

Rank: No Quote

Ship-To:

Need-By Date:

Promised Date:

Notes

Note to Buyer:

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found								

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

then click **Apply**

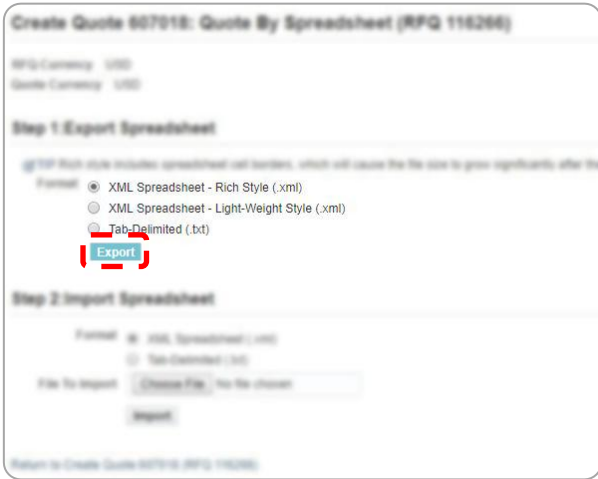
3.4 Quote by Spreadsheet pt.1

Need Help?
procweb@bechtel.com

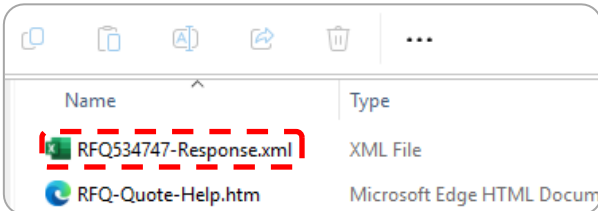
An optional Excel template that is ideal for submitting large quotes



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?
procweb@bechtel.com

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

RFQ Currency USD

Quote Currency USD

Price Precision Any

Company Bechtel Corporation

Buyer

Phone

Email

Supplier

Supplier Site Office

Header

Quote Valid Until

example: 8/27/2025

Reference Number

Note to Suppliers

NOTE- for \$0.00 lines use \$0.0001

Note to Buyer

File Download Time 8/27/2025 11:39

Header

Lines (1 - 3)

Ready

Accessibility: Unavailable

Display Settings

- = 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

Need Help?
procweb@bechtel.com

An Excel template that is ideal for submitting large quotes

RFQ Currency: USD
Quote Currency: USD

Step 1: Export Spreadsheet

RFQ Work sheet includes spreadsheet cell borders, which will cause the file size to grow rapidly.

Format: ☒ XML Spreadsheet (Rich Style (.xml))
☐ XML Spreadsheet (Light Weight Style (.xml))
☐ Tab-Delimited (.txt)

Step 2: Import Spreadsheet

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

File To Import: Choose File No file chosen

Import

Cancel New RFQ Quote By Spreadsheet Save Draft Continue

Time Left: 7 days
Close Date: 03-Sep-2025 15:48:02

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

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

Cancel New RFQ Quote By Spreadsheet Save Draft Continue

Time Left: 7 days
Close Date: 03-Sep-2025 15:48:02

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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A flowchart of the steps to acknowledge an order

<u>4.2 Accessing an Order</u>	24
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Step-by-step instructions for navigating to your order details

<u>4.3 Acknowledging an Order</u>	25
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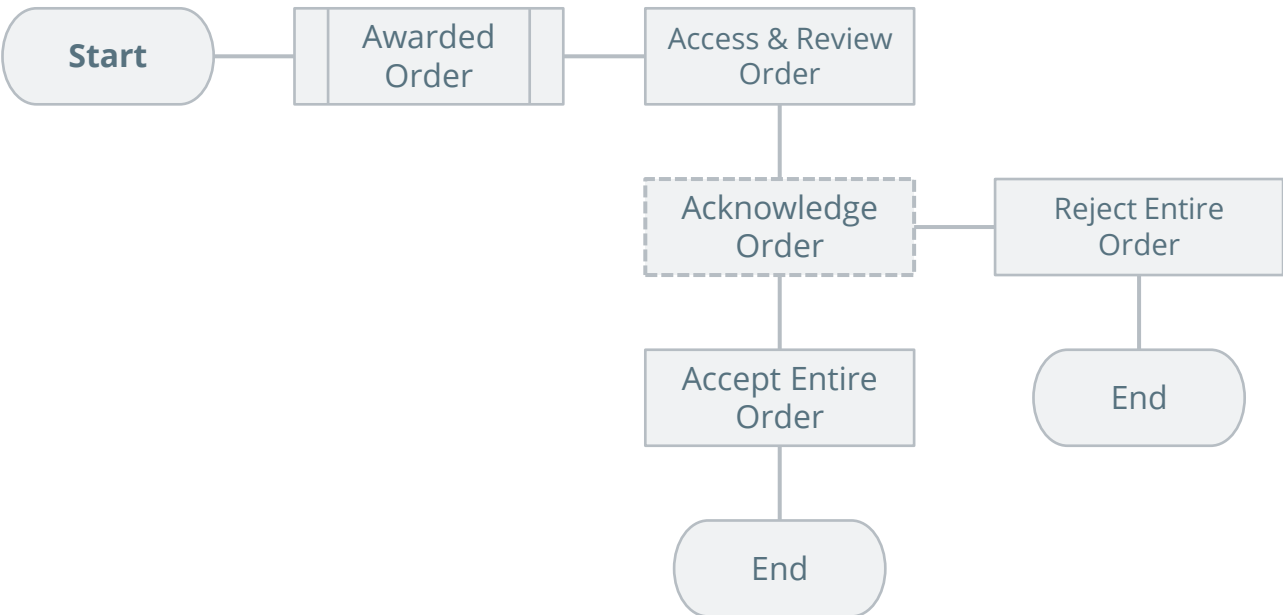
The first step in managing your order with Bechtel

4.1 Process Overview

Need Help?

procweb@bechtel.com

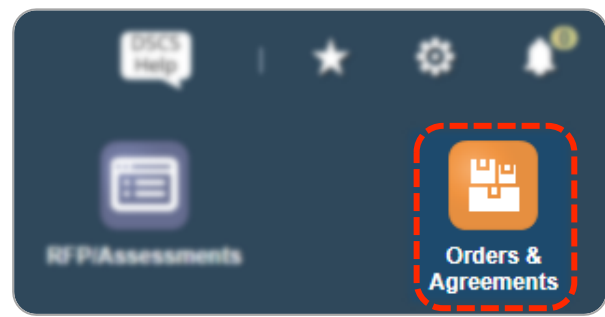
A flowchart of the steps to acknowledge an order



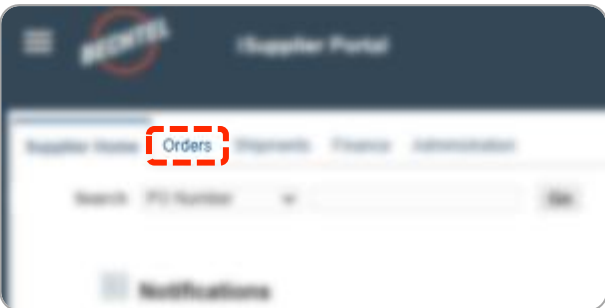
4.2 Accessing an Order

Need Help?
procweb@bechtel.com

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



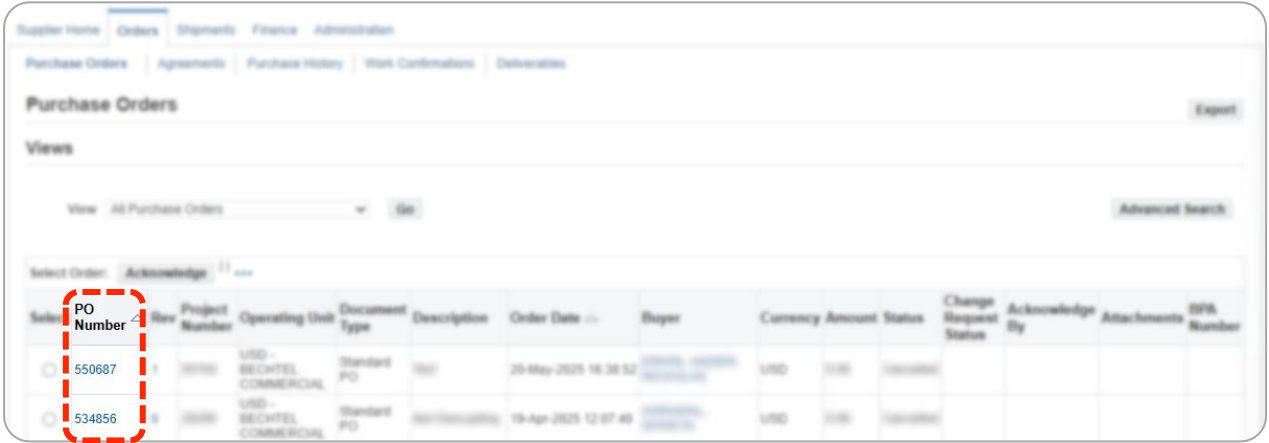
STEP 1: From the iSupplier homepage, click the **Orders & Agreements** shortcut



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**

Need Help?
procweb@bechtel.com

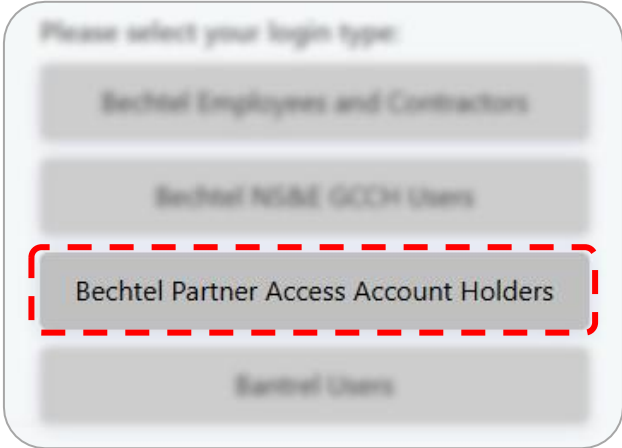
5. Unifier Change Requests & Daily Reports

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5.1 Accessing Unifier

Need Help?
procweb@bechtel.com

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



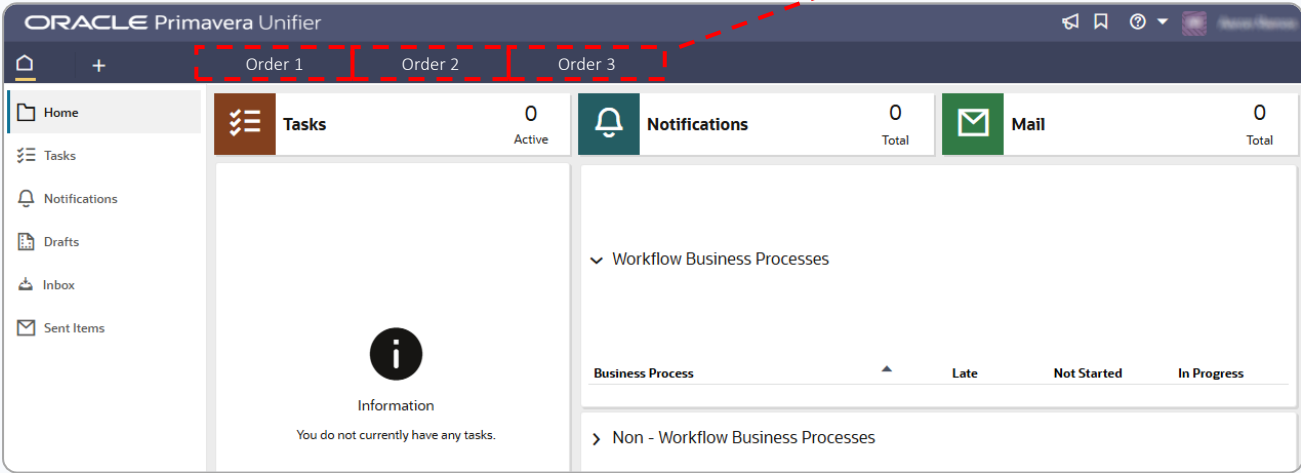
STEP 1: Login to Unifier via the link
<https://dscsunifier.oci.becpsn.com/>

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



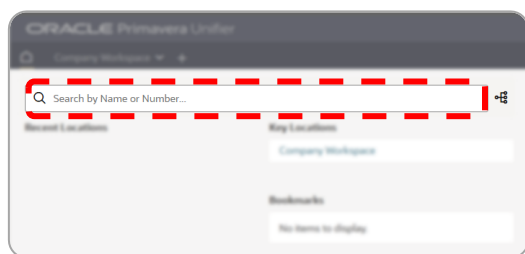
5.2 Submit a Change Request pt.1

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

Details for navigating the change request process in Unifier



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

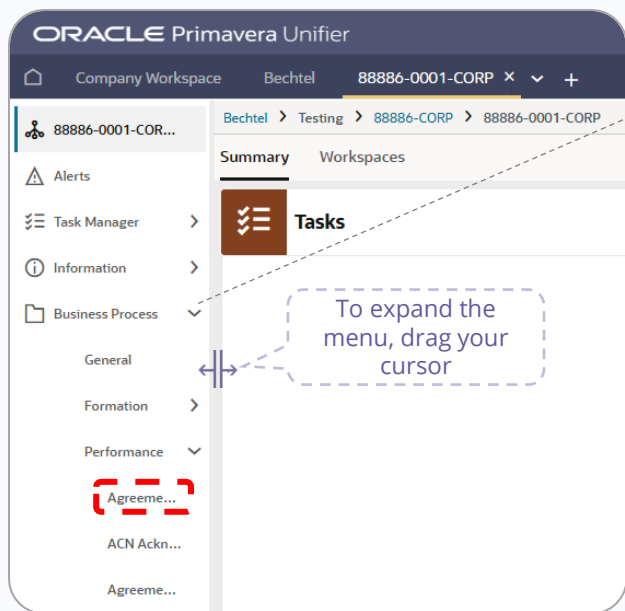


STEP 2: Enter your **order number**

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

Need Help?
procweb@bechtel.com

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

Create New Agreement Change Request

Agreement External Attachments

How Can I Help?

https://bechtel.service-now.com/dscs_chat

Job Number

88886C

Bechtel Entity Name

Supplier Change Request No

Supplier Letter Number

Supplier's Rep Name

Business Process Workflow

Project Name

88886-CORP

Order Number

88886-0001-CORP

Seller

Status

New

Letter Date

MM/DD/YYYY

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

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

Create New Agreement Change Request

Agreement External Attachments

Add

No. Short Description

Line Item Details

Attachments

Short Description *

Attachment Holder - Shared - Br

Attachment Comments

Line Item Details

Attachments

Linked Records

0

Browse...

Drag and Drop

Select or drop files here.

File Name

File Size

Document ...

☐

attachme...

86 KB

...

Cancel

Upload

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?
procweb@bechtel.com

Details for navigating the change request process in Unifier

Save Draft

More Actions

Send

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

Workflow Action Details

Action Details

Workflow Actions

Create Record

Send For

Save

To

Aaron Ramon (Bec Supplier Inc)

CC

Start typing for suggestions...

Due Date Details

Task Due Date

10/07/2025 12:59 PM

Set all task due date as

10/07/2025 12:59 PM

Set individual task due dates

None

Comments

Task Due Date

Cancel

Send

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

Notification

ACR-00024 has been created successfully.

OK

STEP 12: Your ACR number has been generated
click **Ok**

Bechtel > Testing > BECHTEL-CORP > BECHTEL-0001-CORP

Agreement Change Request

+ Create

Actions

View: All Records

Supplier Change Request No

Status

Request For

ACR-00024

New

Sub

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

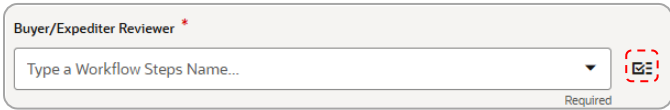
Need Help?
procweb@bechtel.com

Details for navigating the change request process in Unifier




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

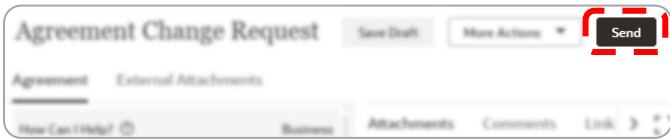
click **Accept**



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

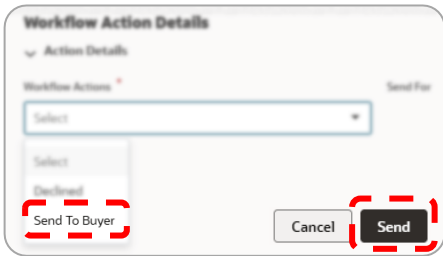
To see your options, click the  icon

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

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

After the Buyer issues a Change Notice, a **supplier will receive an email** indicating that an action is required.

A screenshot of a web application's left-hand navigation menu. The menu is titled 'Business Process' and has a dropdown arrow. It contains several items: 'General', 'Formation', 'Performance', 'Agreement Change Request', 'ACN Acknowledgement and Cost Negotiations' (which is highlighted with a red dashed box), and 'Agreement Revision'.

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**

A screenshot of a button bar containing three buttons: 'Decline', 'More Actions' (with a dropdown arrow), and 'Accept'. The 'Accept' button is highlighted with a red dashed box.

STEP 3: After opening the ACN—

click **Accept**

A screenshot of a web form titled 'Supplier Proposal'. It has tabs for 'Agreement', 'Attach ACR', and 'External Attachments'. Below the tabs are fields for 'Supplier Letter Number', 'Authorized Representative', and 'Authorized Representative Title'. At the top right of the form, there are buttons for 'Save Draft', 'More Actions' (with a dropdown arrow), and 'Send'. The 'Send' button is highlighted with a red dashed box.

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

then click **Send**

A screenshot of a web form titled 'Workflow Action Details'. It has a section for 'Action Details' with a dropdown menu for 'Workflow Actions' set to 'Send To Bechtel'. Below this are fields for 'To' (with a placeholder 'Buyer-Workflow') and 'CC' (with a placeholder 'Start typing for suggestions...'). At the bottom right, there are buttons for 'Cancel' and 'Send'. The 'Send' button is highlighted with a red dashed box.

STEP 5: Click **Send**

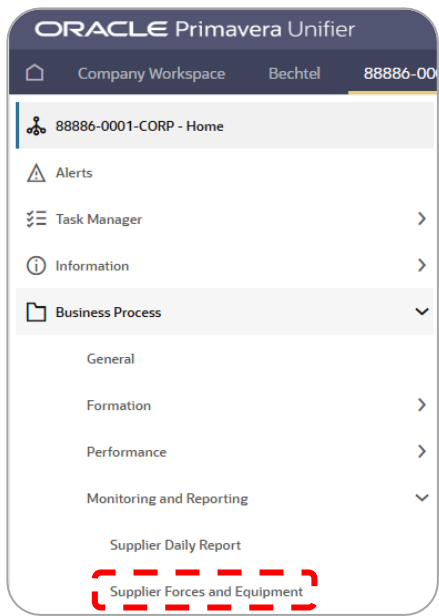
TIP: If the Buyer has further responses, the record will come back to you

5.4 Supplier Daily Reports pt.1

Need Help?

procweb@bechtel.com

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

Classification

Workforce/ Equipment description *

Straight Time Rate (ST)

0

Over Time Rate (OT)

0

Subsistence/Transportation

0

Effective Date

MM/DD/YYYY

Attachments

Comments

Lib

No Attachments.

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

then click **Send**

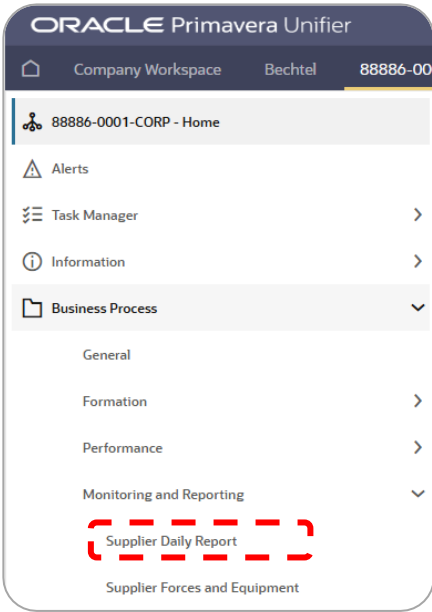
STEP 4: In the pop-up window, click **Send**

This creates a new option to select while completing Daily Reports

5.4 Supplier Daily Reports pt.2

Need Help?
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**

Create New Supplier Daily Report

Save DraftMore ActionsSend

Supplier Daily ReportSection 3a - WorkforceSection 3b - EquipmentSection 3c - Description

How Can I Help?
<https://bechtel.service-...>

Job Number88886C

Project Name88886-CORP

Order Name88886-0001-CORP

Order Number88886-0001-CORP

Order Description

SellerSupplier Rep

StatusBechtel Rep

Attachments

Commer

Information
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**