



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

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

Need Help?
procweb@bechtel.com

Table of Contents

New Supplier

1. Register & Login

1.1	Process Overview	3
1.2	Step-by-Step Registration	4
1.3	How to Login	7

Returning Supplier

2. Access & Manage Profile

2.1	Accessing Your Profile	9
2.2	Profile Management	10

Solicitation Management

3. Bidding & RFQ Actions

3.1	Process Overview	14
3.2	Start a Bid	15
3.3	Create a Quote	17
3.4	Quote by Spreadsheet	19

Order Administration

4. Access Orders & Agreements

4.1	Process Overview	23
4.2	Accessing an Order	24
4.3	View Order Attachments	25
4.4	Acknowledging an Order	26

5. Unifier Transactions & Reporting

5.1	Accessing Unifier	28
5.2	Submit a Change Request	29
5.3	ACN Process	35
5.4	Supplier Daily Report	36
5.5	Create Notice of Inspection	38

1. Register and Login

1.1 Process Overview

3

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

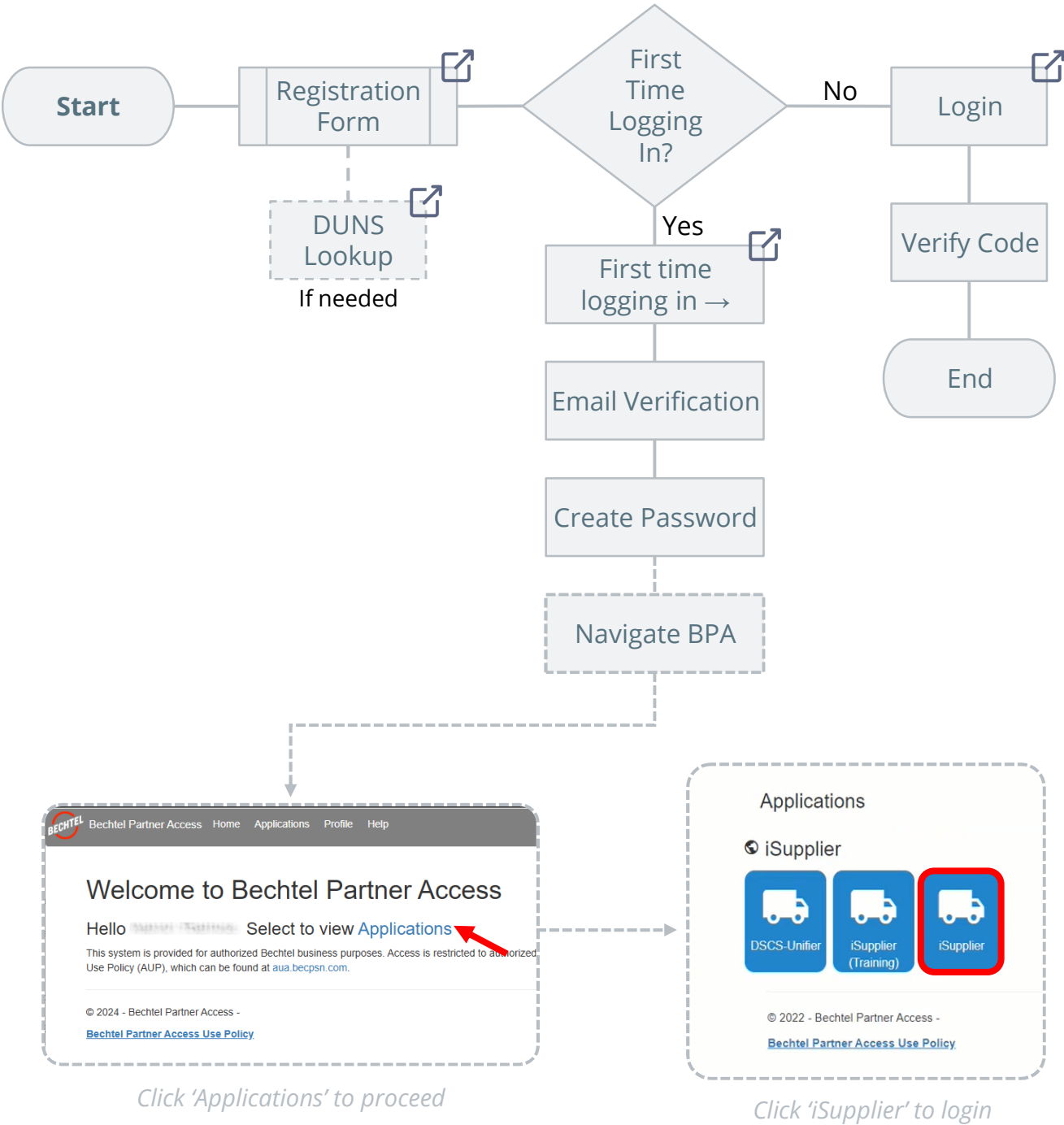
7

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

1.1 Process Overview

Need Help?
procweb@bechtel.com

A flowchart of the steps to register your company

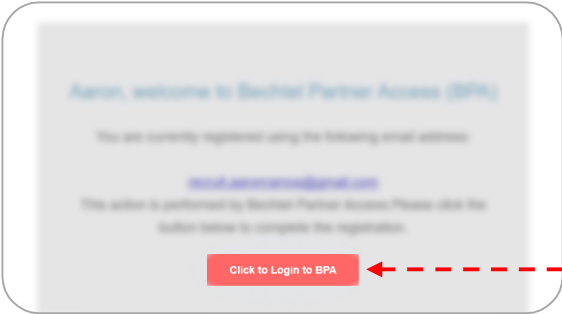


1.2 Step-by-Step Registration pt.1

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

Detailed instructions for completing the registration form

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](#)

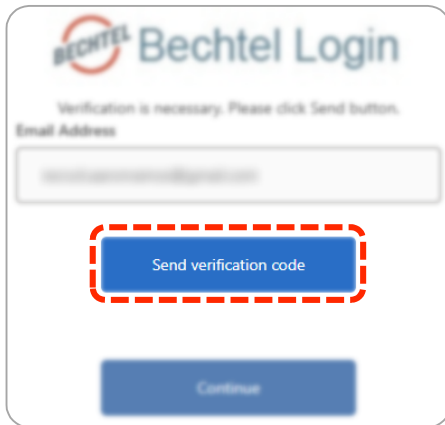
STEP 3: Once the registration is validated, an **email** will be sent with a **LINK** to create your password

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

1.2 Step-by-Step Registration pt.2

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

Detailed instructions for completing the registration form



BECHTEL Bechtel Login

Verification is necessary. Please click Send button.

Email Address

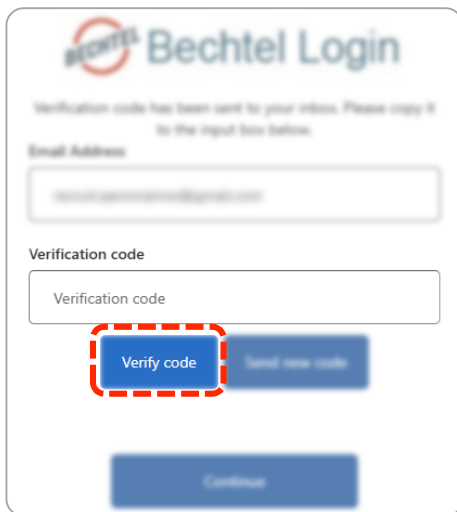
Send verification code

Continue

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.



BECHTEL Bechtel Login

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

Email Address

Verification code

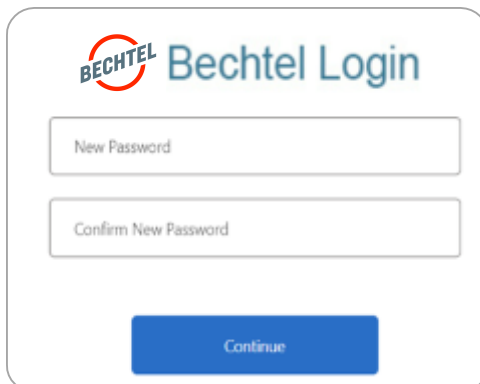
Verify code Send new code

Continue

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**



BECHTEL Bechtel Login

New Password

Confirm New Password

Continue

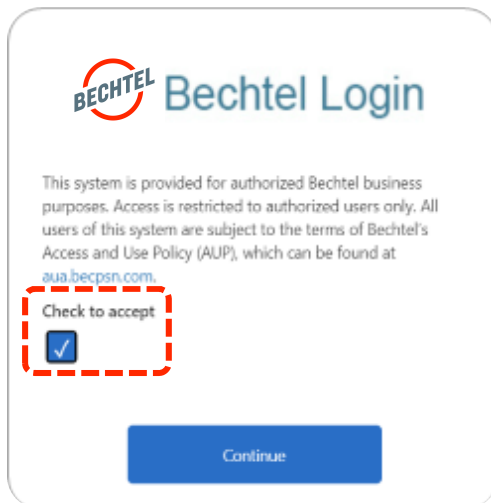
STEP 8: Create your password for logging in to iSupplier

TIP: Save this info for future logins

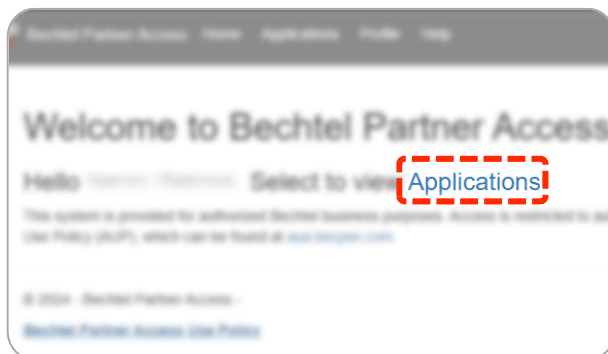
1.2 Step-by-Step Registration pt.3

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

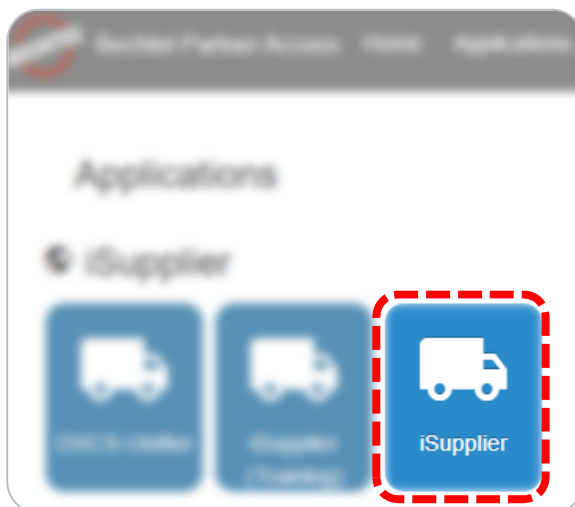
Detailed instructions for completing the registration form



STEP 9: Check to accept, then click Continue



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

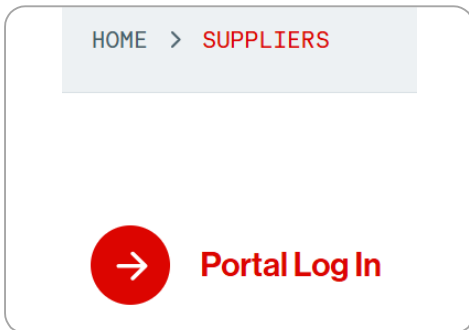


STEP 11: Enter the iSupplier Portal by clicking **iSupplier**

1.3 How to Login

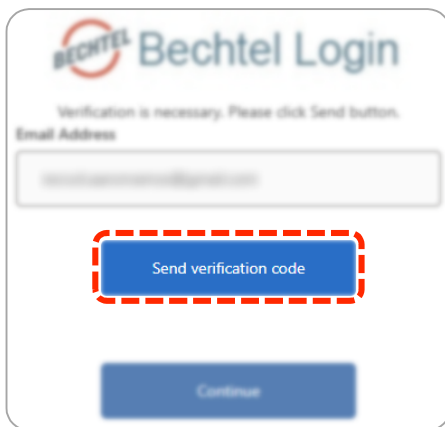
[Need Help?
procweb@bechtel.com](mailto:procweb@bechtel.com)

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



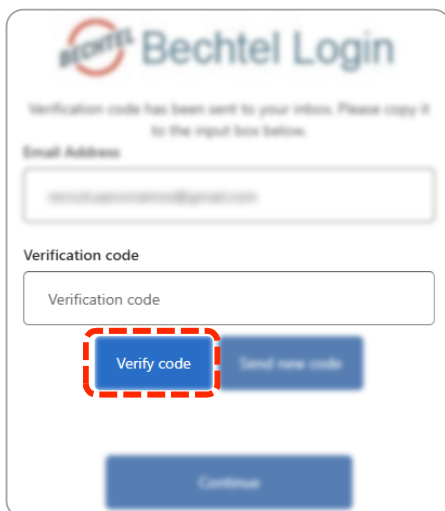
STEP 1: Visit www.bechtel.com/supplier
OR
direct login link
supplier.becpsn.com

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

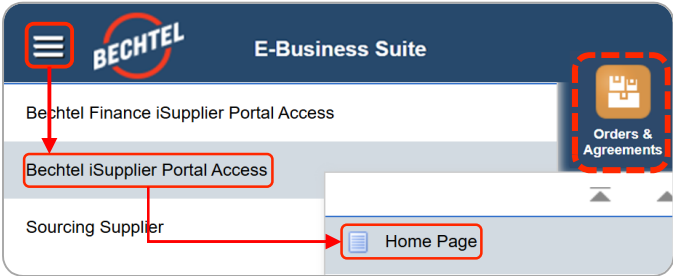
2. Access and Manage Profile

<u>2.1 Accessing Your Profile</u>	9
<i>Step-by-step instructions for navigating to the profile section</i>	
<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

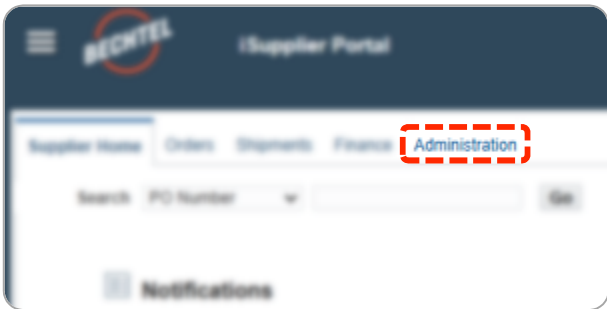
[Need Help?
procweb@bechtel.com](mailto:procweb@bechtel.com)

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



[Supplier Portal How-To: Profile Management](#)

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



iSupplier Portal home page

STEP 2: Click the **Administration** tab

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](#)

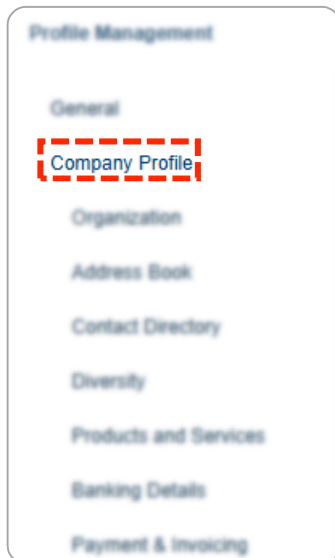


Completing your company profile is a critical first step for Bechtel's procurement team to engage with your company for both *current* and *future* projects.

2.2 Profile Management pt.1

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

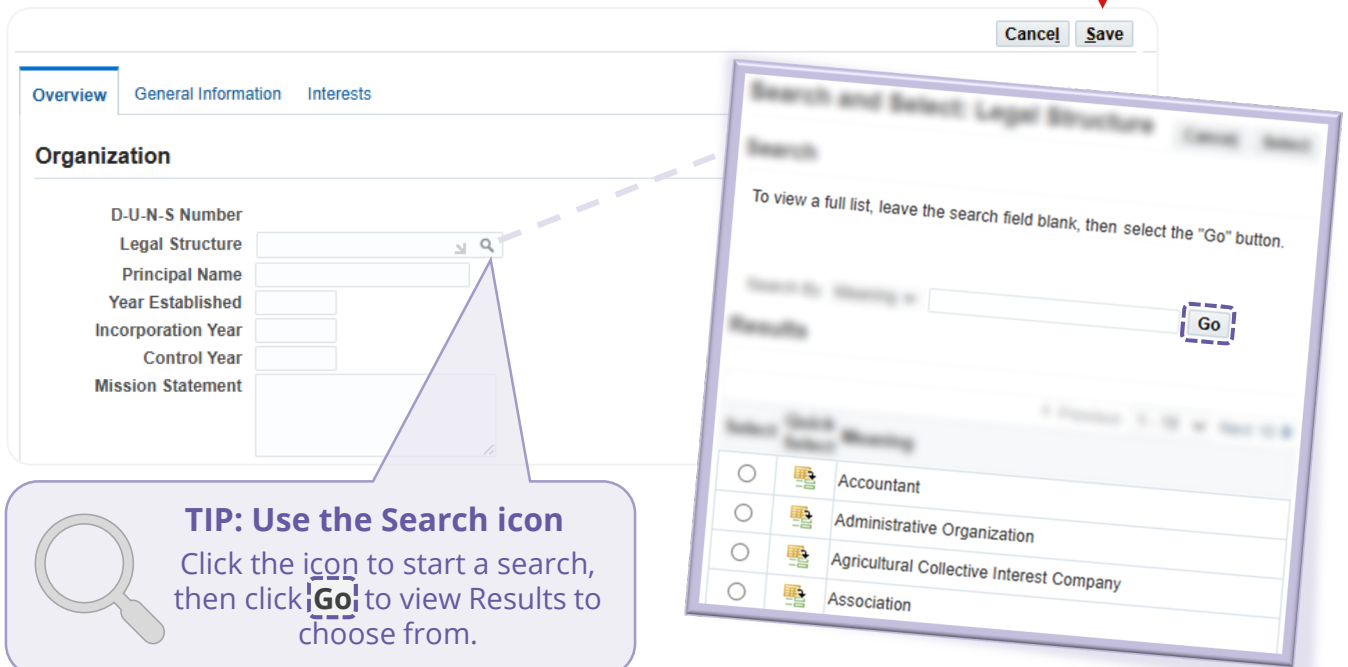
Start here to update your company profile—*always use the save button!*



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

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

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

Go

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

2.2 Profile Management pt.2

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

Show More Search Options

...

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

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

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**



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

3. Bidding & RFQ Actions

<u>3.1 Process Overview</u>	14
------------------------------------	----

A flowchart of the steps to respond to an RFQ

<u>3.2 Start a Bid</u>	15
-------------------------------	----

Accessing RFQs, acknowledging participation, downloading attachments

<u>3.3 Create a Quote</u>	17
----------------------------------	----

Entering pricing, uploading documents, completing requirements

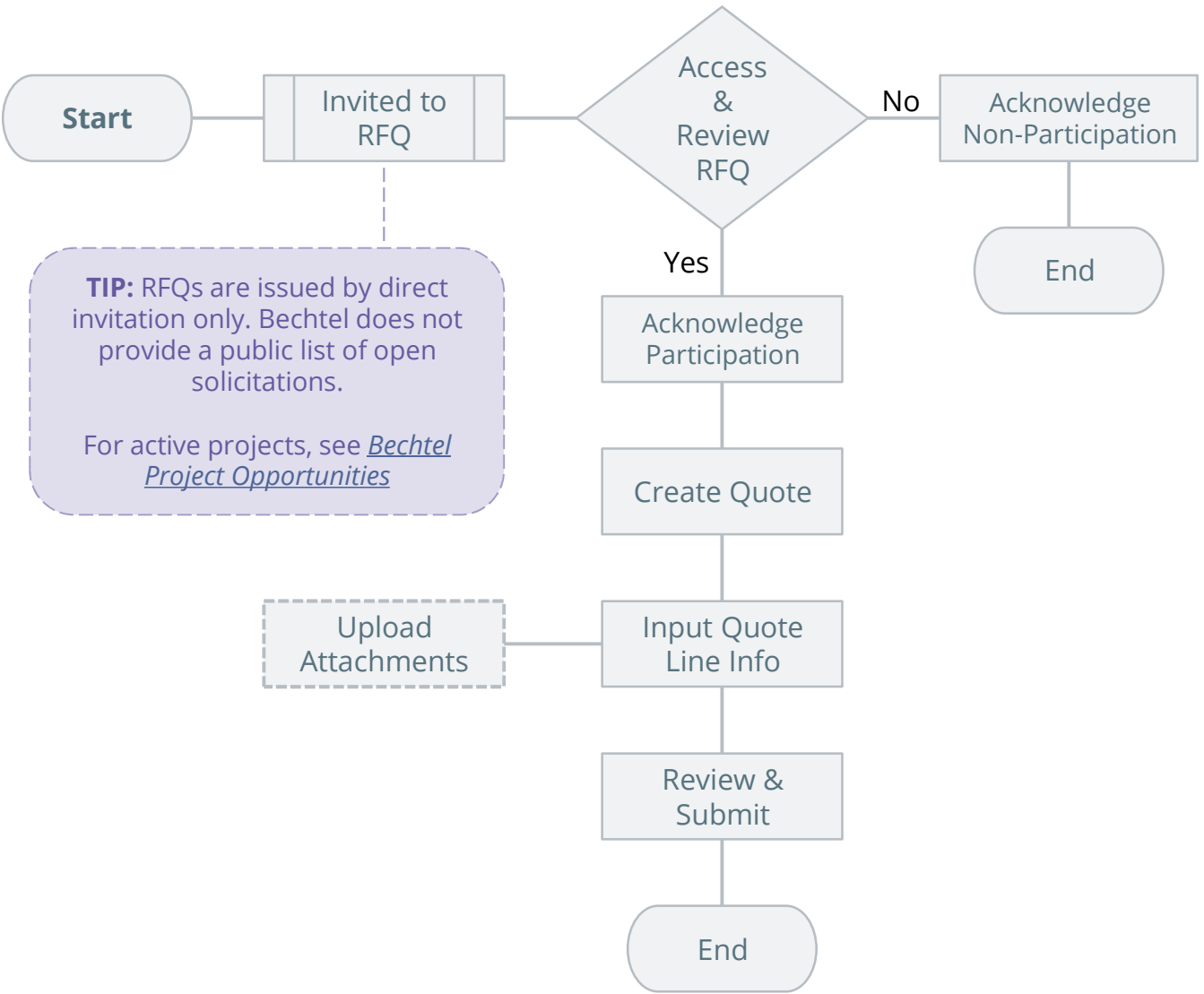
<u>3.4 Quote by Spreadsheet</u>	19
--	----

An Excel template that is ideal for submitting large quotes

3.1 Process Overview

Need Help?
procweb@bechtel.com

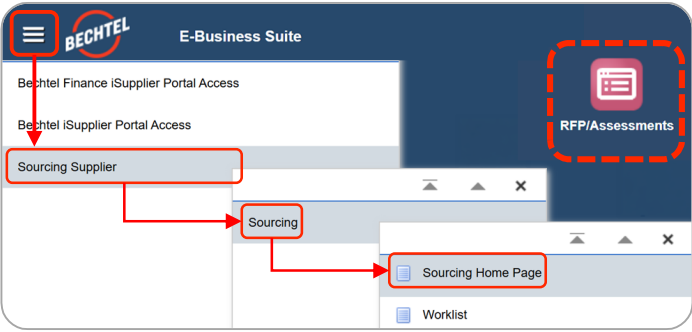
A flowchart of the steps to respond to an RFQ



3.2 Start a Bid pt.1

Need Help?
procweb@bechtel.com

Accessing RFQs, acknowledging participation, downloading attachments

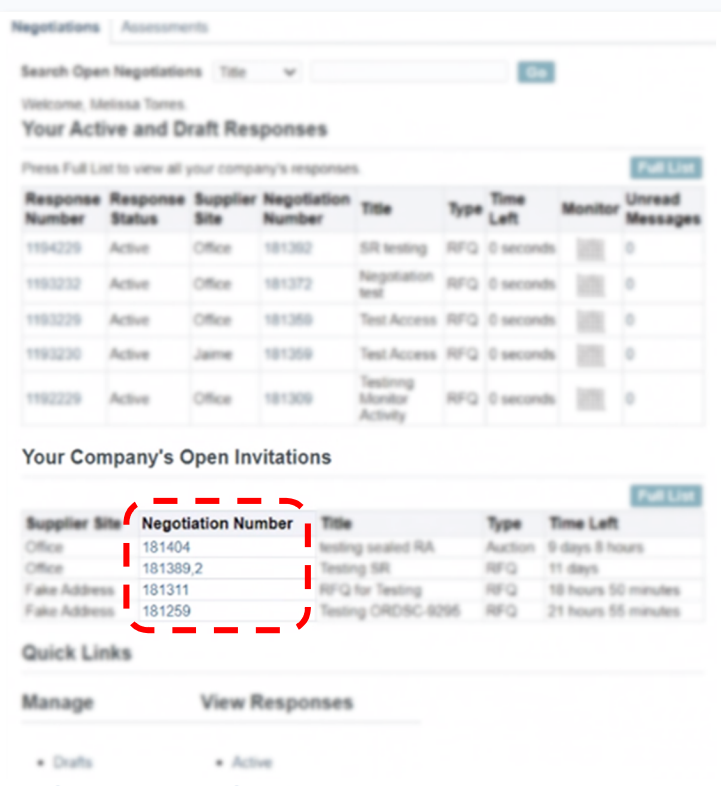


Supplier Portal How-To:
Respond to an RFQ

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

Welcome to the Negotiations Homepage

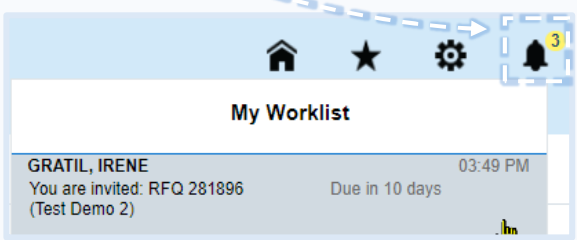
Use this page to action and respond to RFQs, RFIs, and RFPs – collectively referred to as **“Negotiations”** in the system.



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—

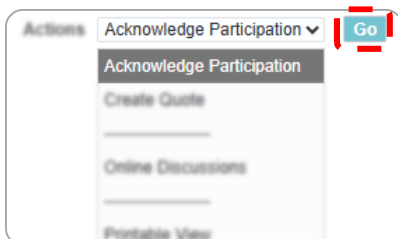
- via email
- via the **Worklist** (top right)



3.2 Start a Bid pt.2

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

Accessing RFQs, acknowledging participation, downloading attachments



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

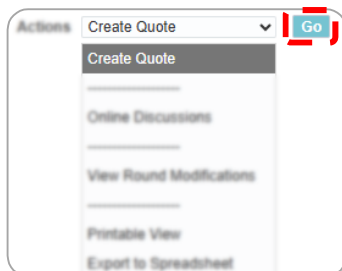
STEP 4: Select **Yes** or **No** to indicate participation or non-participation

click **Apply** to confirm

Item	Title	Description	Category
☐	RFQ Documents	RFQ Documents	To Supply
☐	Commercial Bids	Commercial Attachments	To Supply
☐	RFQ Documents	RFQ Documents	To Supply
☐	Questions and CIs	Questions and Commercial Requirements	To Supply
☐	Technical Request	Technical Requirements	To Supply
☐	Technical Request	Table of Contents, Technical Requirements, Listing of Engineering Attachments	To Supply
☐	RFQ Documents	RFQ Documents	To Supply
☐	Technical Request	Table, Technical Requirements, Section 100, General Notes	To Supply
☐	Technical Request	RFQ Requirements, Technical Requirements, Section 100, Document and Table Submitter Requirements	To Supply
☐	Technical Request	Quality Statement, Technical Requirements, Section 100, Quality Assurance Program	To Supply

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.

Negotiations

Assessments

Negotiations > RFQ: 181517 >

Create Quote: 1197230 (RFQ 181517)

Cancel

View RFQ

Quote By Spreadsheet

Save Draft

Continue

Title

Test for Yanacocha-26280-220-MRA-MJG-00001

Time Left

8 days 23 hours

Close Date

09-Apr-2021 14:13:07

Header

Lines

Supplier

BecSupplier Inc

Supplier Site

Office - 1 DIGITAL WAY, GLENDALE, AZ 85305, US

RFQ Currency

PEN

Quote Currency

PEN

Price Precision

Any

Reference Number

Note to Buyer

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			

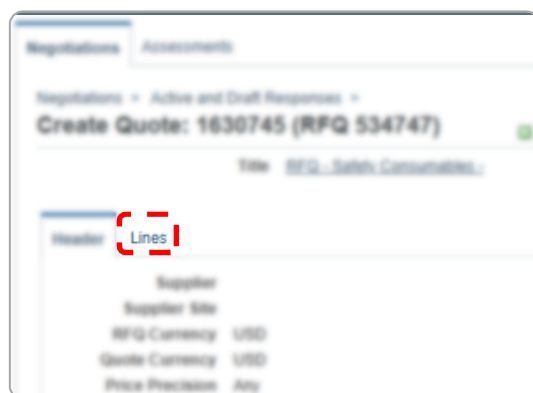
STEP 1: If Requirements are included with this RFQ, click **Expand All** to review and complete each required item before submitting your quote.

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

Need Help?
procweb@bechtel.com

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

RFQ Currency: USD									
Quote Currency: USD									
Price Precision: Any									
Line	Item	Ship To	Start Price	Quote Price	Unit	Target Quantity	Quantity	Promised Date	Add Attachments Update Lines
1	PURCHASE HAND TOOL	PURCHASE-100000	JAVAN JAVANITE		EA	400	400		
2	SHOWER, PUMP, CE	SHOWER-100000	JAVAN JAVANITE		EA	3	3		

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**

Cancel Save Draft **Apply**

Close Date: 22-Mar-2018 14:16:31
Quote Currency: USD
Risk: No Quote
Ship-To:
Need By Date:
Promised Date:

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

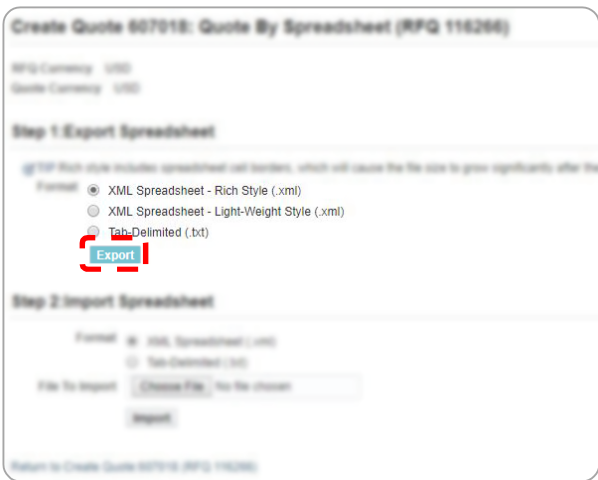
Need Help?
procweb@bechtel.com

An optional Excel template that is ideal for submitting large quotes

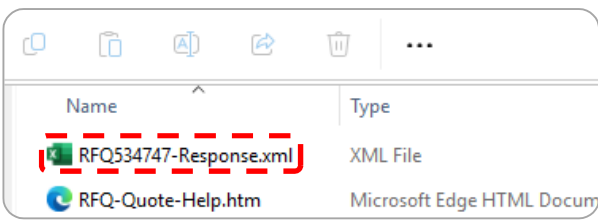


Supplier Portal How-To:
[Quote by Spreadsheet](#)

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

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

100%

= 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 with borders, which will cause the file size to grow significantly

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 View PDF 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 View PDF 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

Cancel Back Validate Save Draft Printable View Submit

STEP 9: Click **Submit**

4. Access Order and Agreements

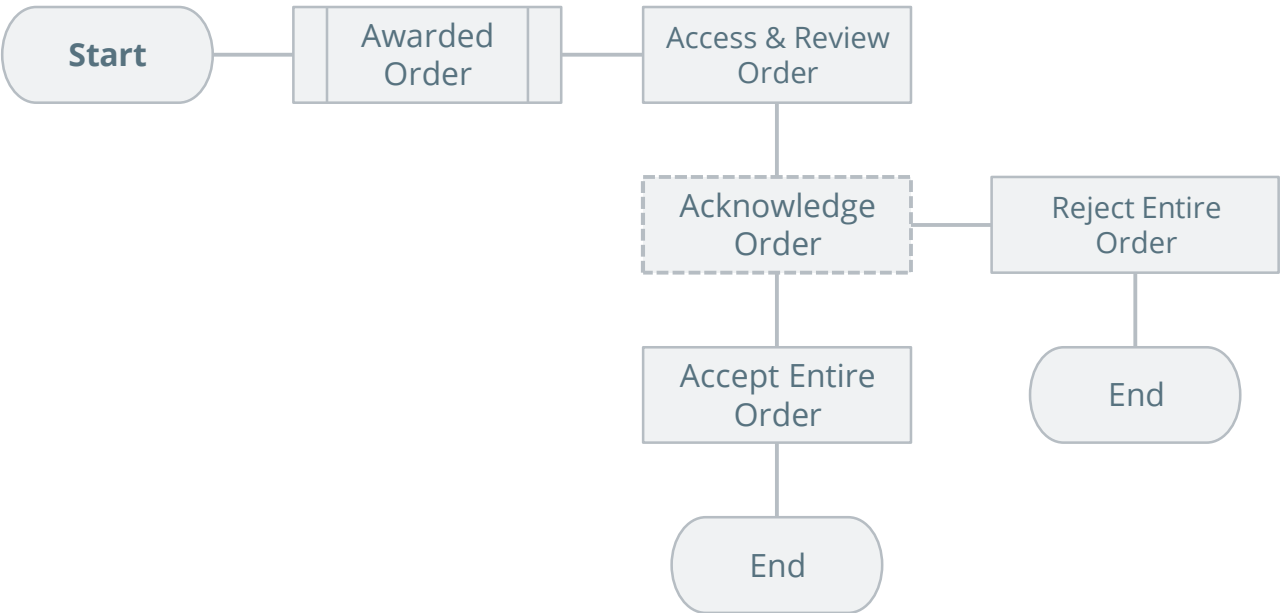
<u>4.1 Process Overview</u>	23
<i>A flowchart of the steps to acknowledge an order</i>	
<u>4.2 Accessing an Order</u>	24
<i>Step-by-step instructions for navigating to your order details</i>	
<u>4.3 View Order Attachments</u>	25
<i>How to download and view the order attachments</i>	
<u>4.4 Acknowledging an Order</u>	26
<i>The first step in managing your order with Bechtel</i>	

4.1 Process Overview

Need Help?

procweb@bechtel.com

A flowchart of the steps to acknowledge an order



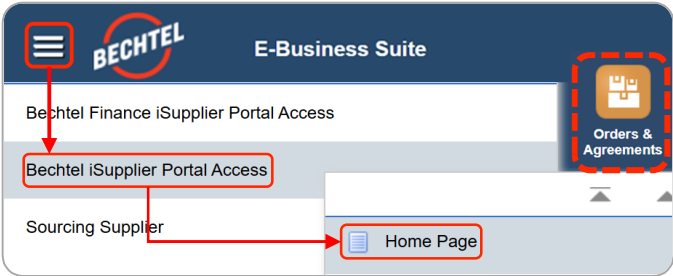
4.2 Accessing an Order

Need Help?
procweb@bechtel.com

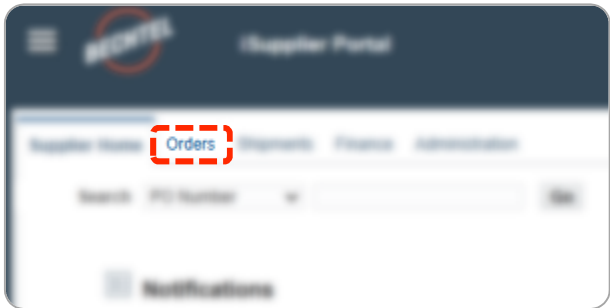
Step-by-step instructions for navigating to your order details



Supplier Portal How-To:
Accessing an Order

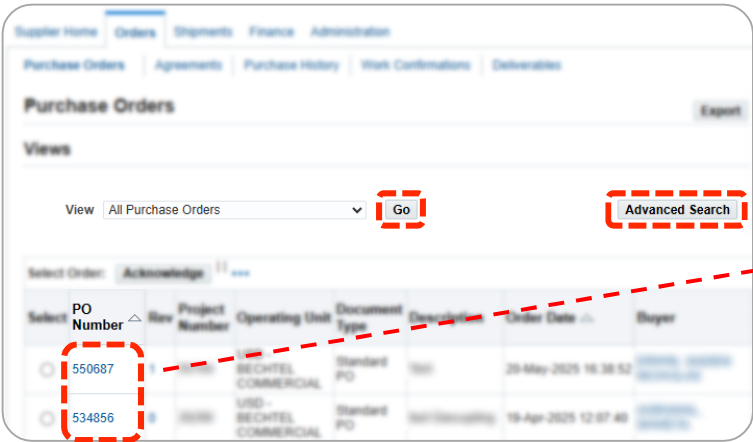


STEP 1: From the iSupplier homepage, click the **Orders & Agreements** shortcut
OR
Use the **Navigator icon**



STEP 2: Click the **Orders** tab

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



STEP 3: Locate your order number.

To view your order details—

- click on the **PO Number**
- click **Go** to view a complete list
- use the **Advanced Search**



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

4.3 View Order Attachments

Need Help?
procweb@bechtel.com

How to download and view the order attachments

Supplier Home
Orders
Shipments
Finance
Administration
Purchase Orders
Agreements
Purchase History
Work Confirmations
Deliverables

Orders: Purchase Orders >
Standard Purchase Order: 624702_0 (Total USD \$:00)
Actions
View Change History >
Go
Export

Company: US02
Required Acknowledgment: No Acknowledgment Required

Order Information

General

Total

\$:00

Supplier

Bechtel Inc.

Supplier Site

Field Address

Supplier Contact

Kilby, Janet

Address

1234 Main St

City

Any City

State

CA

Zip

94301

Order Date

10 May 2025

Description

0200

Order Status

Open

Note to Supplier

US02 - BECHTEL
US02 - BECHTEL

Operating Unit

US02 - BECHTEL

Terms and Conditions

Payment Terms

NET 30

Carrier

FIRM

Freight Terms

Not Applicable

Shipping Control

Ship-To Address

Address

700

Ship-To Address

Address

P.O. Box 7700

City

Glendale, AZ 85021-7700

Summary

Total

\$:00

Received

\$:00

Unreceived

\$:00

Payment Status

Not Paid

Attachments

Zip File

Attachments.zip

STEP 1: After accessing your Order, download order attachments

click the icon
OR
download a **Zip file**

TIP: The available download options may vary by order

Attachments

Seq ^	Title ^	Type ^	Category ^	Usage ^	Update	Delete
10	26173 Subcontracts Revision ...	File	To Supplier	One-Time		
10	PO_TERMS_9949_624702_0...	File	Contract	One-Time		
11	02 Services Terms and Condit...	File	Contract	One-Time		

STEP 2: Click an attachment **Title** to open or download the file

Recent download history

02 Services Terms and Conditions Kilby
Early Work 703068.pdf
729 KB • Done

PO_TERMS_9949_624702_0_US.pdf
18.6 KB • Done

26173 Subcontracts Revision Data.xlsx
19.0 KB • Done

Full download history

4.4 Acknowledging an Order

Need Help?
procweb@bechtel.com

The first step in managing your order with Bechtel

Supplier Home Orders Shipments Finance Administration

Purchase Orders Agreements Purchase History Work Confirmations Deliverables

Complex Purchase Order: 395549, 0 (Total CAD 1,000,000.00)

Currency= CAD

Required Acknowledgment Electronic Acknowledgement Required

Order Information

General Terms and Conditions Summary

Total 1,000,000.00

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**

cel Export Actions

Reject Entire Order

Reject Entire Order

Printable View

View Change History

Accept Entire Order

Go

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

Cancel Submit

Description

Currency CAD

Amount

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

Action Accept

Note to Buyer

STEP 3: Click **Submit**

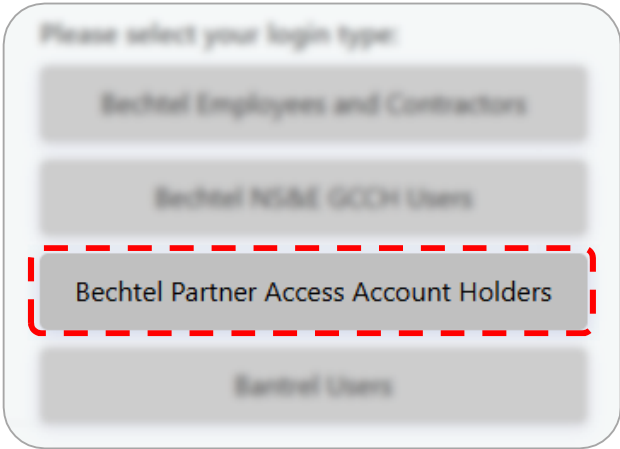
5. Unifier Transactions & Reporting

<u>5.1 Accessing Unifier</u>	28
<i>Step-by-by to access Bechtel's change management system</i>	
<u>5.2 Submit a Change Request</u>	29
<i>Details for navigating the change request process in Unifier</i>	
<u>5.3 ACN Acknowledgement & Cost Negotiation Process</u>	35
<i>How to navigate the change notice and cost negotiation process in Unifier</i>	
<u>5.4 Supplier Daily Reports</u>	36
<i>The online process for Bechtel Partners to submit daily reports</i>	
<u>5.5 Create Notice of Inspection</u>	38
<i>How to create and submit a Notice of Inspection in Unifier</i>	

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/>

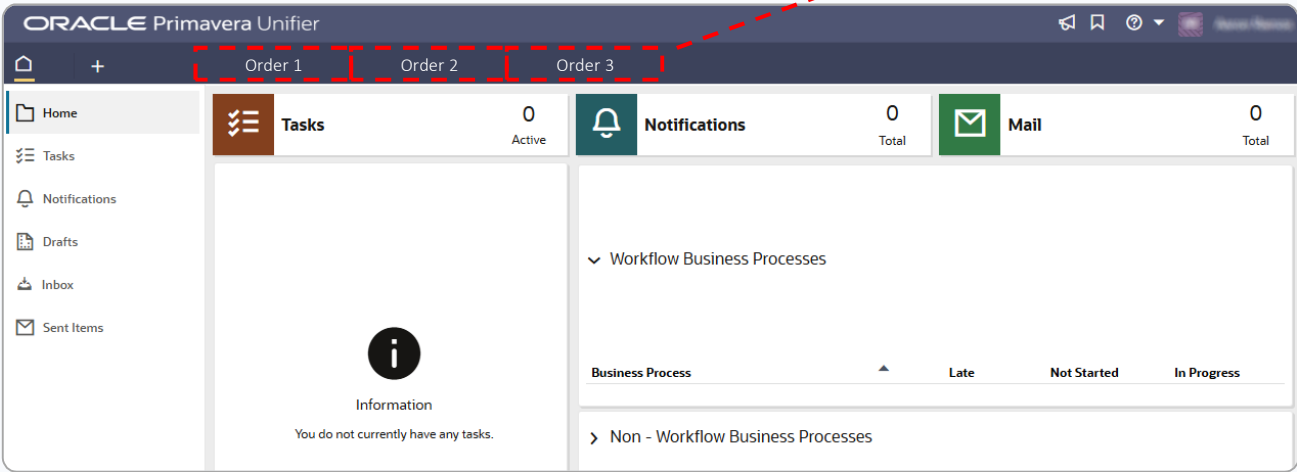
STEP 2: Select the option **Bechtel Partner Access Account Holders**

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

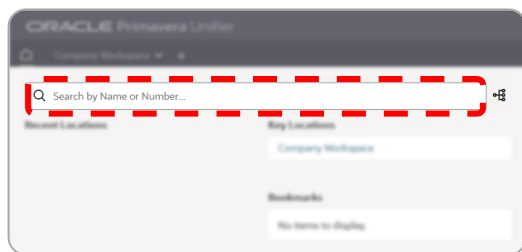
[Need Help?
procweb@bechtel.com](mailto:procweb@bechtel.com)

Details for navigating the change request process in Unifier



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

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

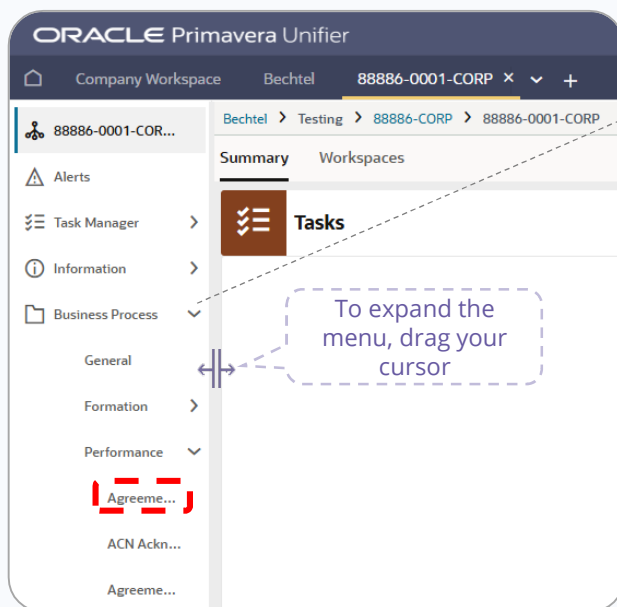


STEP 2: Enter your **order number**

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

Need Help?
procweb@bechtel.com

Details for navigating the change request process in Unifier

Agreement Change Request

Create

Actions

View : All Records

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 identity 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

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

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

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

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

Need Help?
procweb@bechtel.com

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. Do not use if: <i>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). Important: <i>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. Do not use if: <i>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

Details for navigating the change request process in Unifier

Need Help?
procweb@bechtel.com

Affected Supplier Defined Order Line(s)

Add Actions

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

EBS PO Line item

Number

Item Number (Tag)

Item Description

POET

Record Last Update
Date

Find

Find

Find

Find

Find

Create New Agreement Change Request

Agreement External Attachments

Save Draft

More Actions

Send

Add

Actions

Line Item Details

Attachments

Lin

No. # Short Description

Short Description *

Attachment Holder - Shared - Br

Attachment Comments

Line Item Details

Attachments

Linked Records



Browse...

Drag and Drop

Select or drop files here.

File Name

File Size

Document ...



attachme...

86 KB



Cancel

Upload

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**

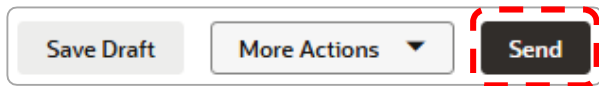
STEP 12: Select from file browser OR **Drag and Drop** the attachment(s)

then click **Upload**

5.2 Submit a Change Request pt.5

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

Details for navigating the change request process in Unifier

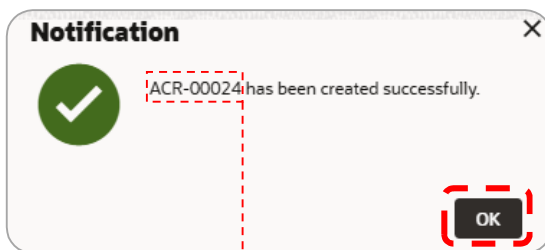


STEP 13: After uploading attachments and completing all required fields—

click **Send**

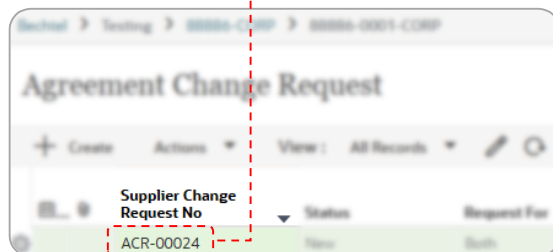


STEP 14: In the pop-up window, click **Send**



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**

Continue to **STEP 17**

5.2 Submit a Change Request pt.6

Need Help?
procweb@bechtel.com

Details for navigating the change request process in Unifier



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

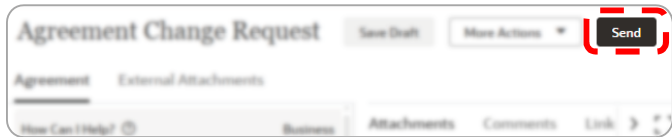
click **Accept**



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

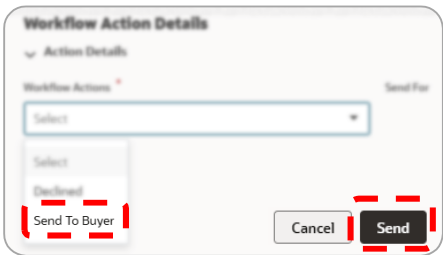
To see your options, click the  icon

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?](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 contains several items: 'General', 'Formation', 'Performance', 'Agreement Change Request', 'ACN Acknowledgement and Cost Negotiations' (highlighted with a red dashed box), and 'Agreement Revision'.

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

A screenshot of a button labeled 'Accept' with a red dashed box around it. The button is part of a larger interface that includes a 'Decline' button and a 'More Actions' dropdown menu.

A screenshot of a web form titled 'Supplier Proposal'. It contains fields for 'Supplier Letter Number', 'Authorized Representative', and 'Authorized Representative Title'. The 'Send' button is highlighted with a red dashed box.

A screenshot of a 'Workflow Action Details' dialog box. It shows a 'Workflow Actions' dropdown menu set to 'Send To Bechtel'. The 'Send' button is highlighted with a red dashed box.

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

1.1 open > **Business Process**

1.2 then > **Performance**

1.3 click **ACN Acknowledgement and Cost Negotiations**

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

STEP 3: After opening the ACN—
click **Accept**

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

then click **Send**

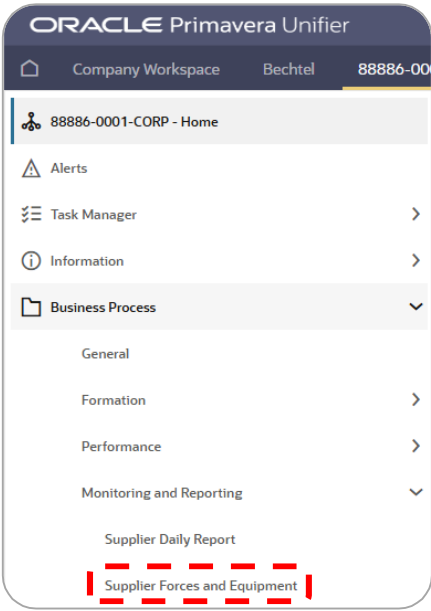
STEP 5: Click **Send**

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

5.4 Supplier Daily Reports pt.1

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

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

Lir

Information

No Attachments.

Save Draft

More Actions

Send

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

then click **Send**

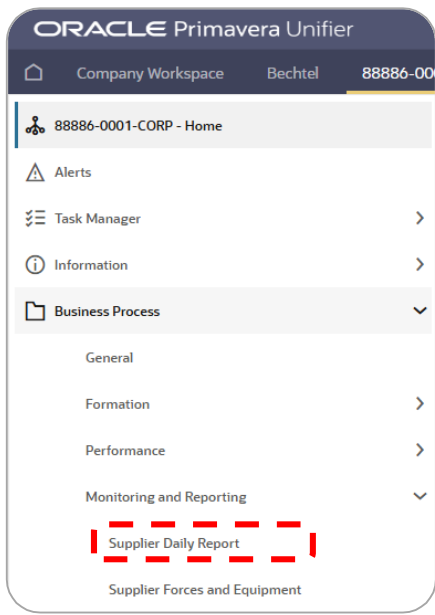
STEP 4: In the pop-up window, click **Send**

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

SellerBechtel Rep

StatusNew

AttachmentsCommer

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**

5.5 Create Notice of Inspection pt.1

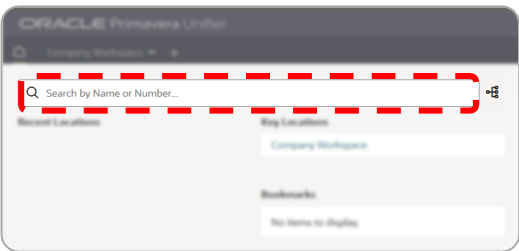
Need Help?
procweb@bechtel.com

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

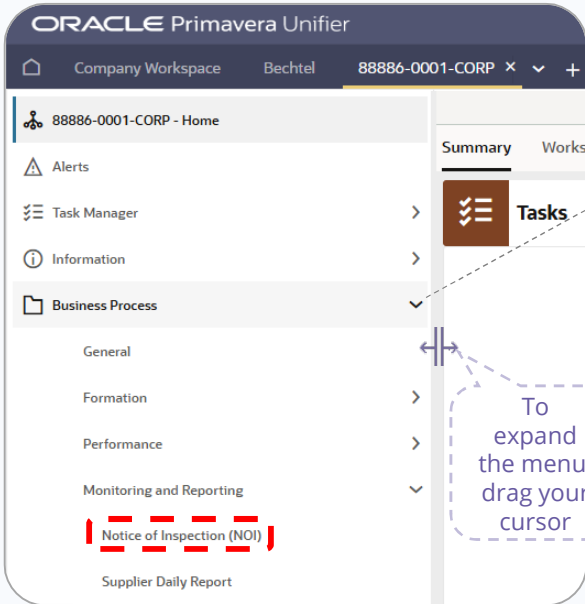


STEP 2: Enter your **order number**

***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.



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**

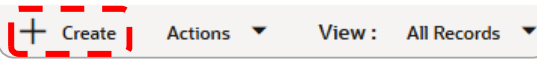
3.3 click **Notice of Inspection (NOI)**

5.5 Create Notice of Inspection pt.2

Need Help?
procweb@bechtel.com

How to create and submit a Notice of Inspection in Unifier

Notice of Inspection (NOI)



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

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

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

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

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

Create New Notice of Inspection (NOI)

NOI **Bechtel Tags**

▼ **Supplier Section**

How Can I Help? ⓘ
https://bechtel.service-now.com/dscs_chat

Business Process Workflow ⓘ

Job Number
26132

Project Name

Project Description

Bechtel Order Number

Select Project Supplier Quality Approver * ⓘ

Create New Notice of Inspection (NOI)

NOI **Bechtel Tags**

Add Actions

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

5.5 Create Notice of Inspection pt.3

Need Help?
procweb@bechtel.com

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**