Need Help?
procweb@bechtel.com

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

Updated: November 2026

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
   - 3.5 Communicate with the Buyer 22

Order Administration

4. Access Orders & Agreements
   - 4.1 Process Overview 25
   - 4.2 Accessing an Order 26
   - 4.3 View Order Attachments 27
   - 4.4 Acknowledging an Order 28
5. Unifier Transactions & Reporting
   - 5.1 Accessing Unifier 30
   - 5.2 Submit a Change Request 31
   - 5.3 ACN Process 37
   - 5.4 Supplier Daily Report 38
   - 5.5 Create Notice of Inspection 40

Need Help?
procweb@bechtel.com

1. Register and Login

1.1 **Process Overview** 3
A flowchart of the steps to register your company

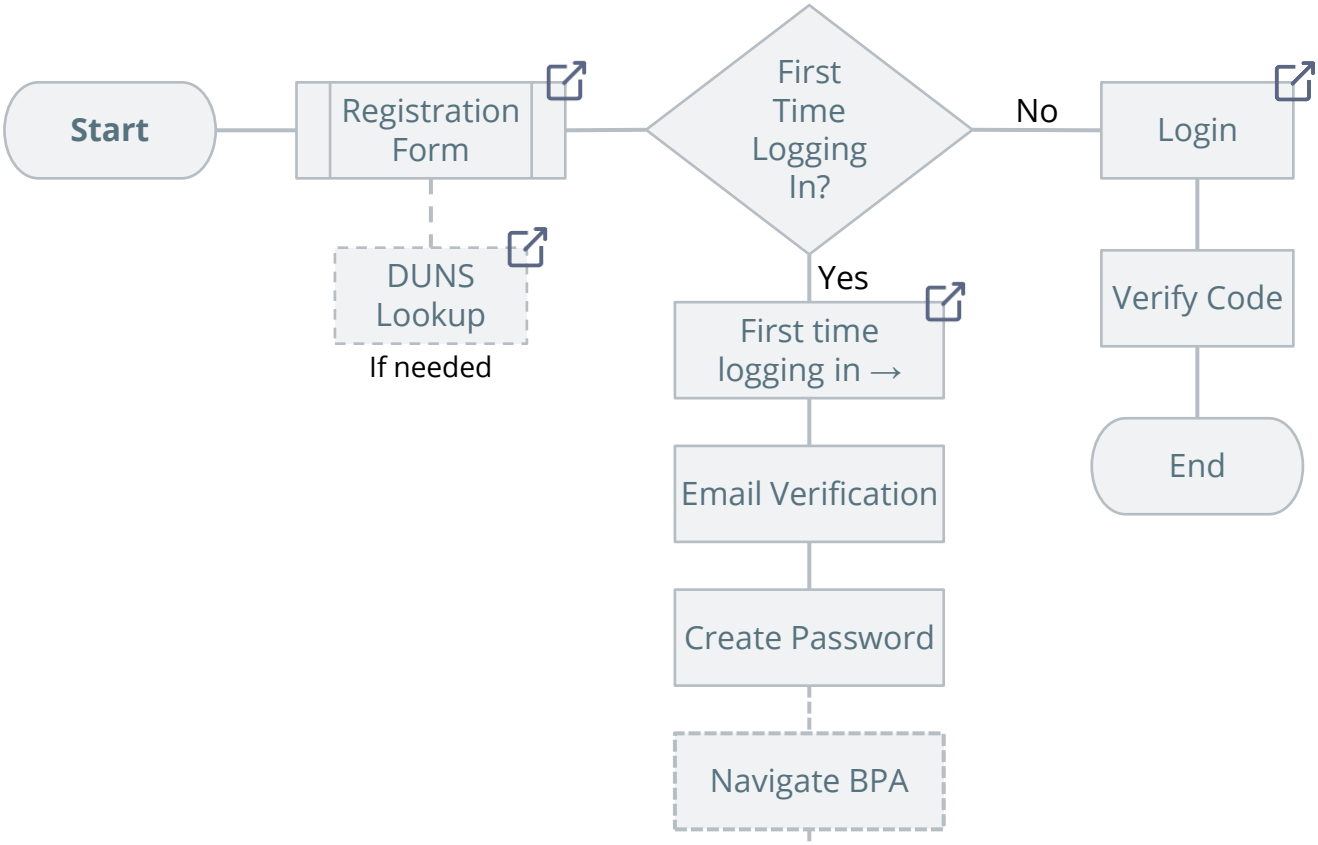
1.2 **Step-by-Step Registration** 4
Detailed instructions for completing the registration form

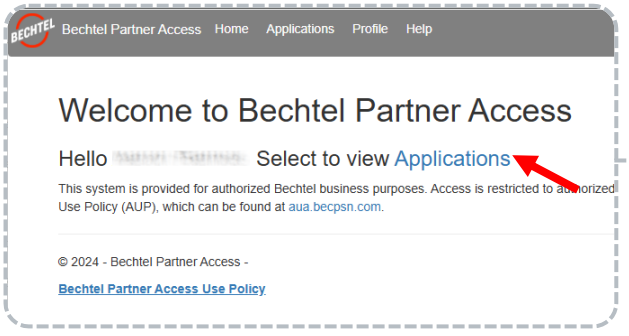
1.3 **How to Login** 7
A guide of where to go and how to login to the iSupplier portal

1.1 Process Overview

Need Help?
procweb@bechtel.com

A flowchart of the steps to register your company





Click 'Applications' to proceed

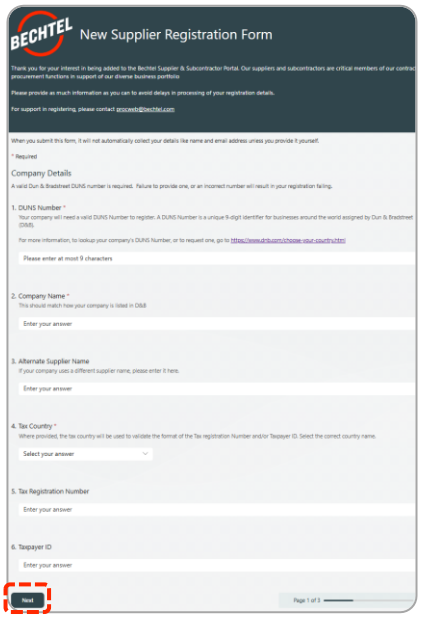


Click 'iSupplier' to login

1.2 Step-by-Step Registration pt.1

Need Help?
procweb@bechtel.com

Detailed instructions for completing the registration form



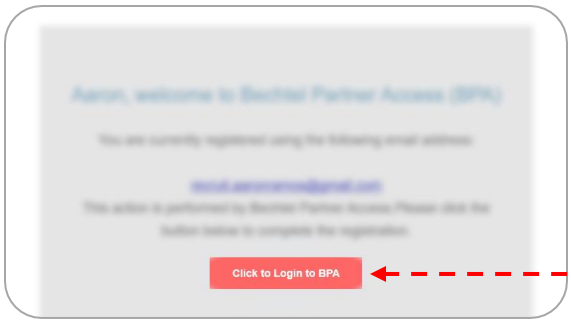
A blank Registration Form

Supplier Portal How-To: **Registration**

STEP 1: If you have not previously registered your company with us, you must **Register** your company

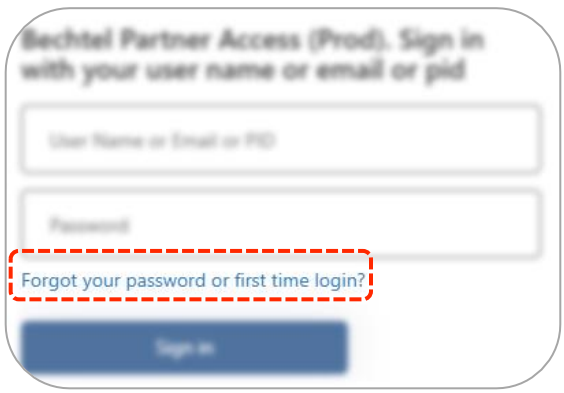
STEP 2: Fill in the required info per the instructions on the form, then click **Submit** in the bottom-left

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



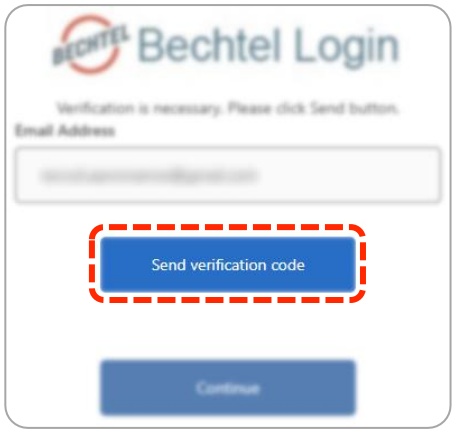
STEP 4: To create your password, click Forgot your password **or first time login?**

©2026 Bechtel

1.2 Step-by-Step Registration pt.2

Need Help?
procweb@bechtel.com

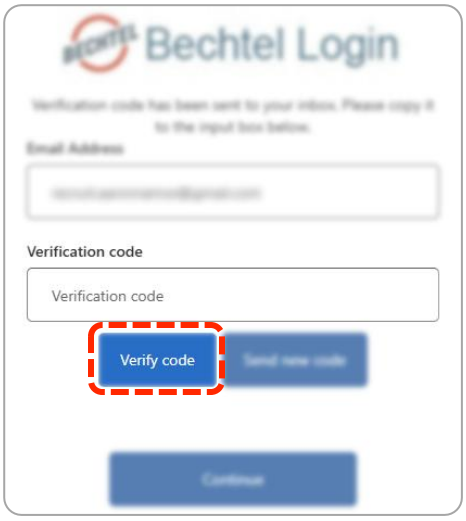
Detailed instructions for completing the registration form



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

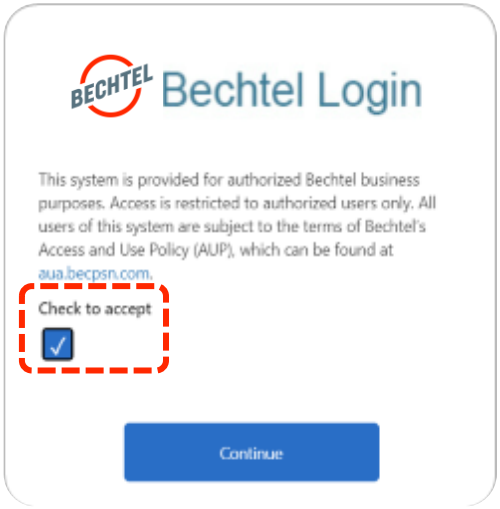
***TIP**: Save this info for future logins*

©2026 Bechtel

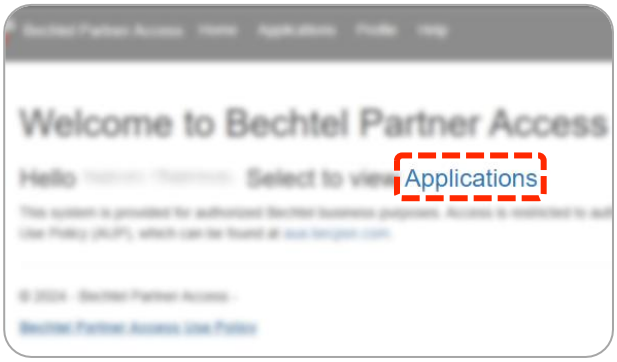
1.2 Step-by-Step Registration pt.3

Need Help?
procweb@bechtel.com

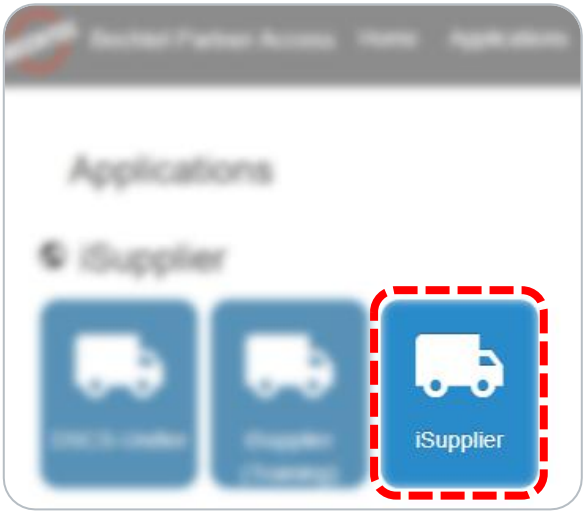
Detailed instructions for completing the registration form



STEP 9: Check to accept, then click Continue



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



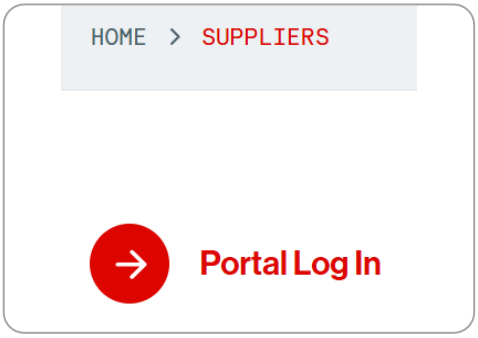
STEP 11: Enter the iSupplier Portal by clicking **iSupplier**

©2026 Bechtel

1.3 How to Login

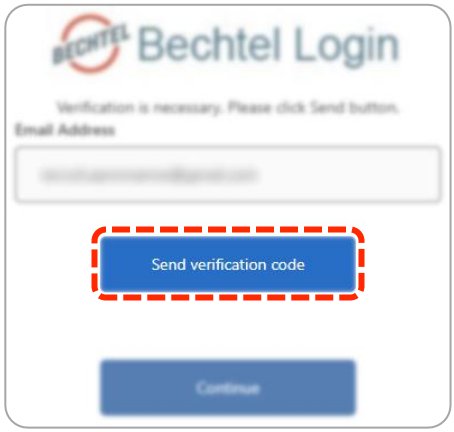
Need Help?
procweb@bechtel.com

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

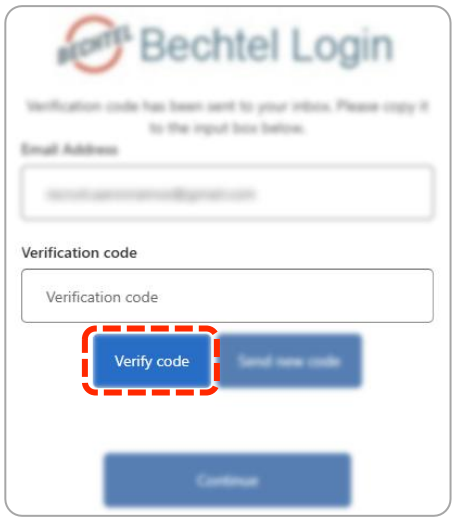
STEP 2: Enter your registered User Name and Password
OR
Use the "Forgot my Password" option



Generate a verification email

STEP 3: Click **Send verification code**

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



You MUST click Verify code

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

STEP 6: Click **Continue**

©2026 Bechtel

Need Help?
procweb@bechtel.com

2. Access and Manage Profile

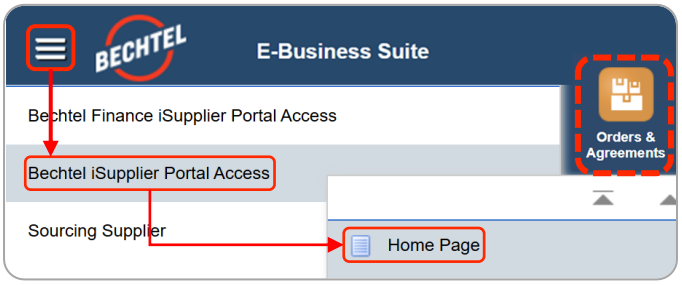
2.1 **Accessing Your Profile** 9
Step-by-step instructions for navigating to the profile section

2.2 **Profile Management** 10
The foundational step for engaging with Bechtel's global supply chain

2.1 Accessing Your Profile

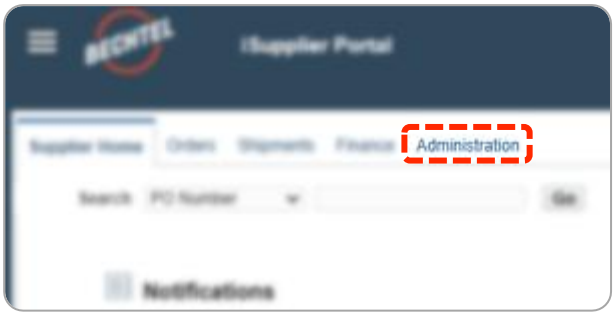
Need Help?
procweb@bechtel.com

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



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

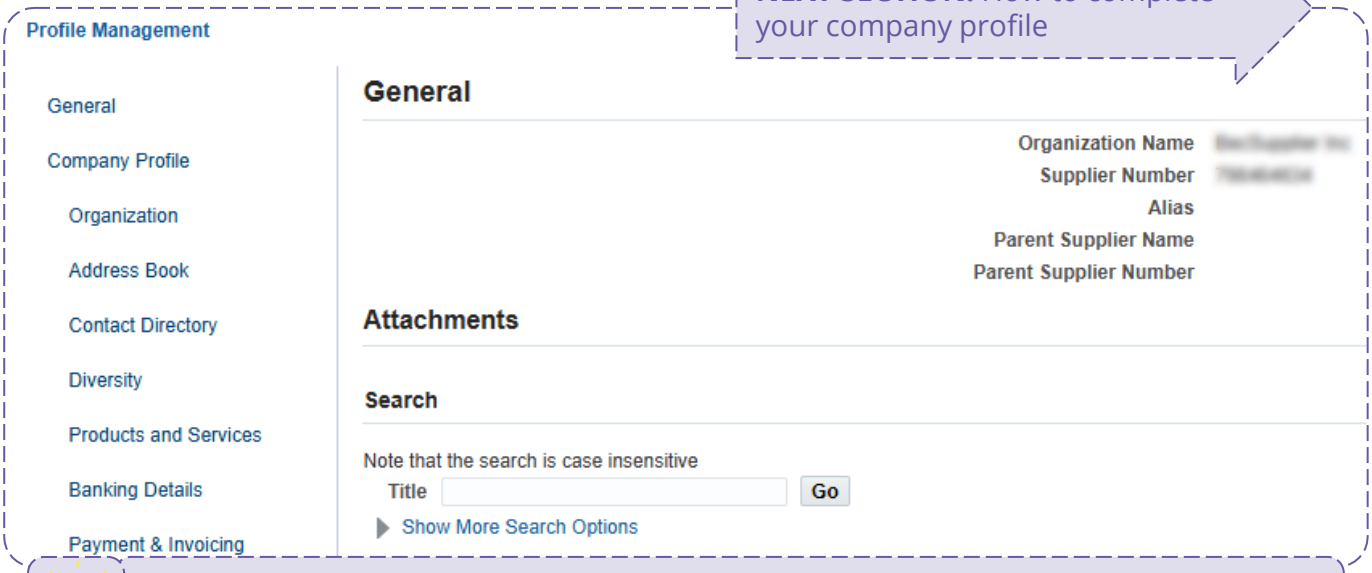
STEP 1: From the iSupplier homepage, click the **Orders & Agreements** shortcut
OR
Use the **Navigator icon**



iSupplier Portal home page

STEP 2: Click the **Administration** tab

NEXT SECTION: How to complete your company profile



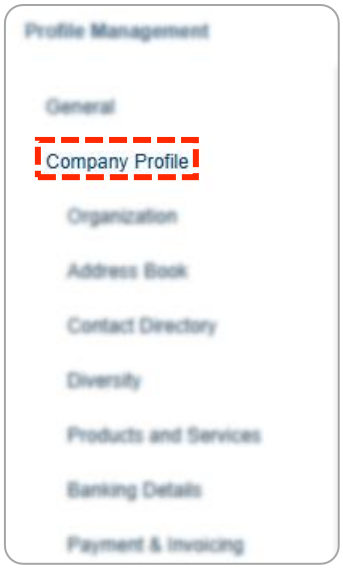
Completing your company profile is a critical first step for Bechtel's procurement team to engage with your company for both *current* and *future* projects.

©2026 Bechtel

2.2 Profile Management pt.1

Need Help?
procweb@bechtel.com

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

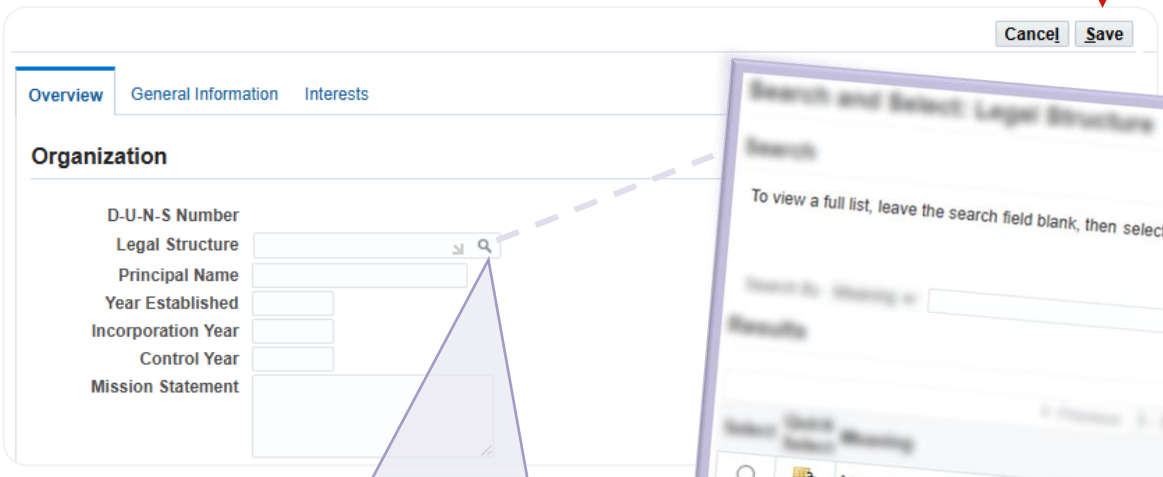


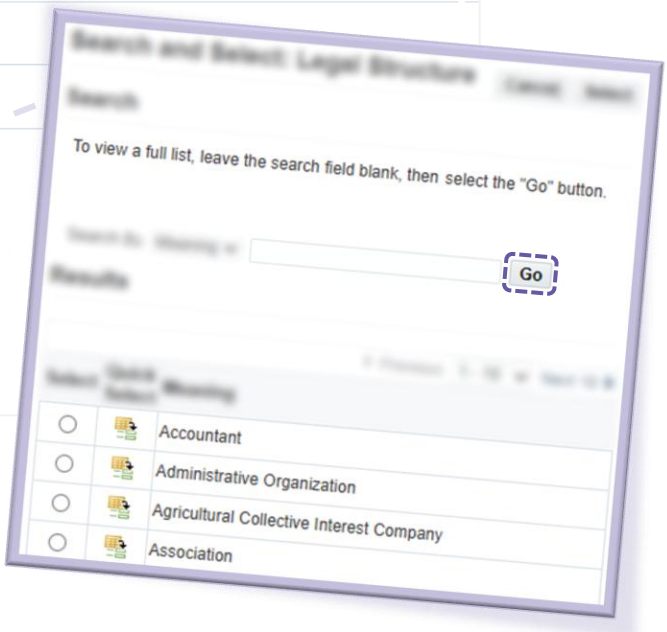
STEP 1: To begin completing the company profile, click the **Company Profile** tab from the list

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.





TIP: Use the Search icon

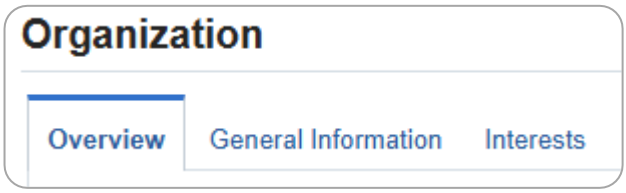
Click the icon to start a search, then click Go to view Results to choose from.

©2026 Bechtel

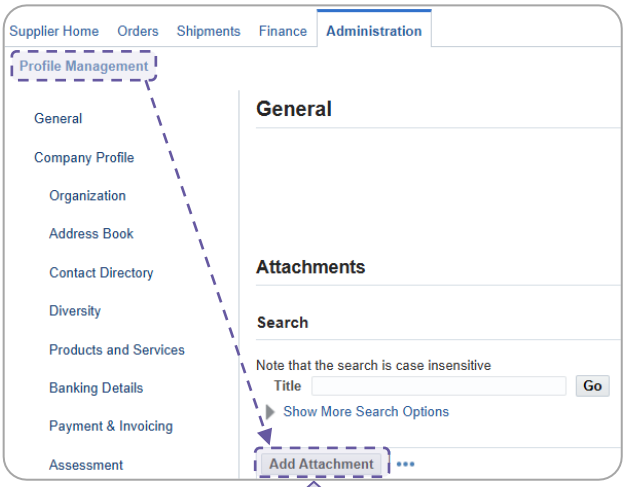
2.2 Profile Management pt.2

Need Help?
procweb@bechtel.com

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

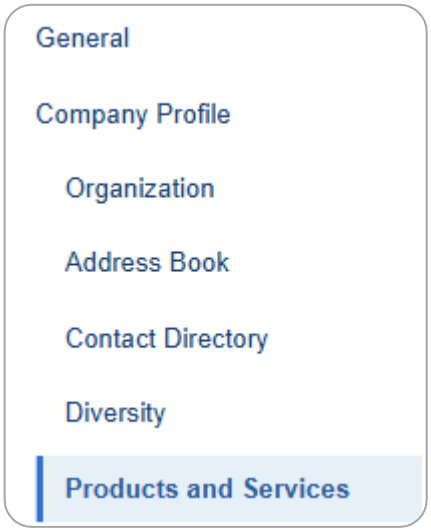
Attachments accepted: PDF, XLSX, DOCX, JPG/PNG. Avoid files compressed with passwords.

©2026 Bechtel

2.2 Profile Management pt.3

Need Help?
procweb@bechtel.com

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

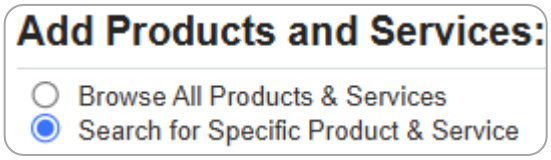


STEP 3: Review the **Diversity** tab—

Select any options that are applicable to your company

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

click **Add**



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



STEP 6: Use the **Description** field to Search for codes applicable to your company. The percent symbol allows for open ended searches.

"Piping" example—

%pip%

This will return results such as—

Piping, **Pip**es, **Pip**e, **Pip**eline, Vent **Pip**ing, **Pip**e Supports, etc.

then click **Apply**

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

©2026 Bechtel

Need Help?
procweb@bechtel.com

3. Bidding & RFQ Actions

3.1 **Process Overview** 14
A flowchart of the steps to respond to an RFQ

3.2 **Start a Bid** 15
Accessing RFQs, acknowledging participation, downloading attachments

3.3 **Create a Quote** 17
Entering pricing, uploading documents, completing requirements

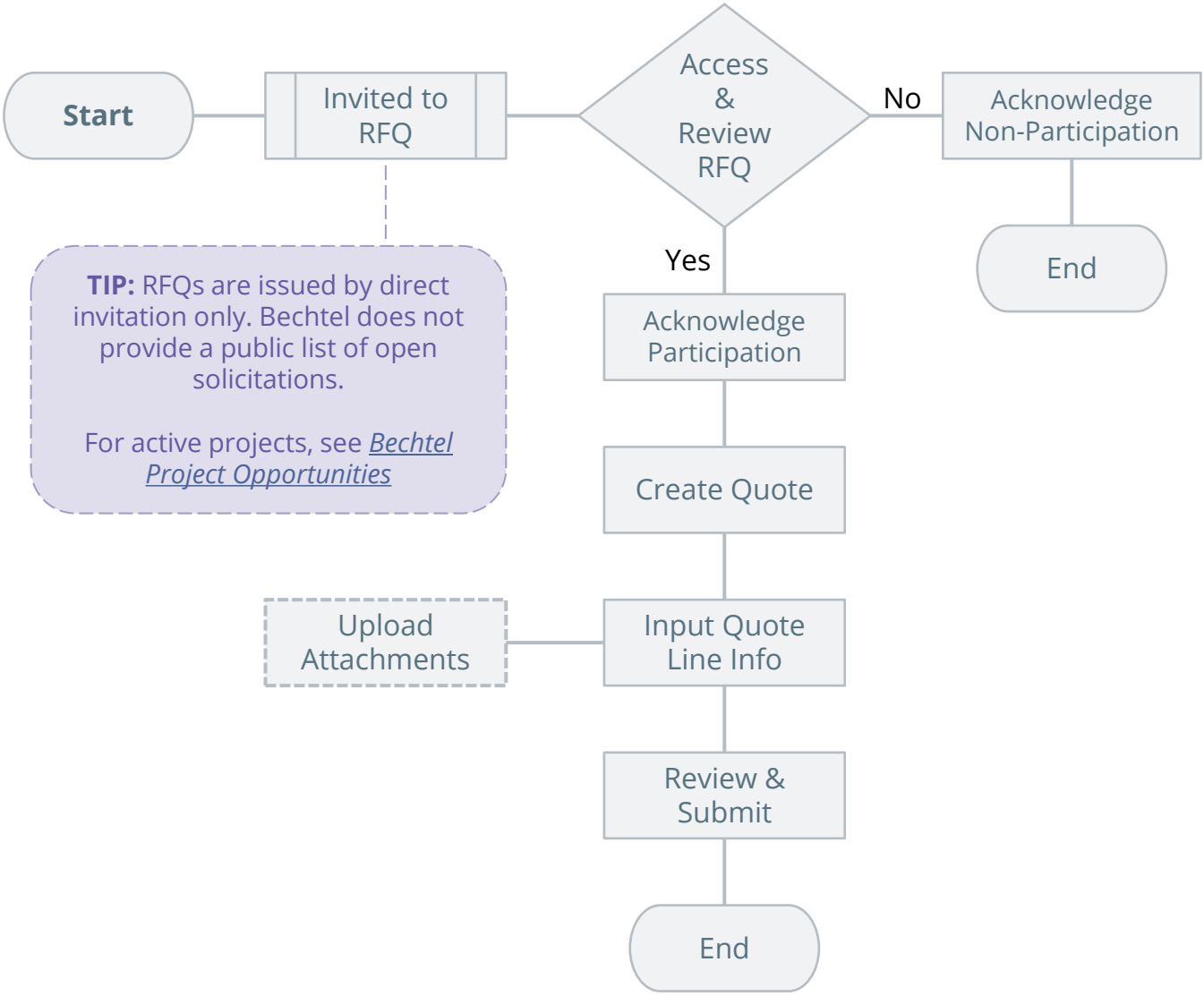
3.4 **Quote by Spreadsheet** 19
An Excel template that is ideal for submitting large quotes

3.5 **Communicate with the Buyer** 22
Send questions, receive responses, and exchange RFQ-related information

3.1 Process Overview

Need Help?
procweb@bechtel.com

A flowchart of the steps to respond to an RFQ

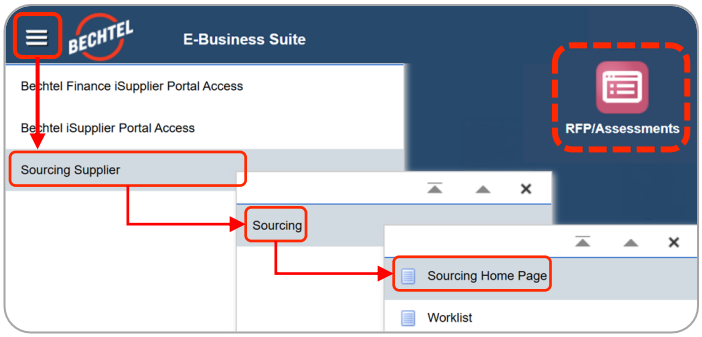


©2026 Bechtel

3.2 Start a Bid pt.1

Need Help?
procweb@bechtel.com

Accessing RFQs, acknowledging participation, downloading attachments

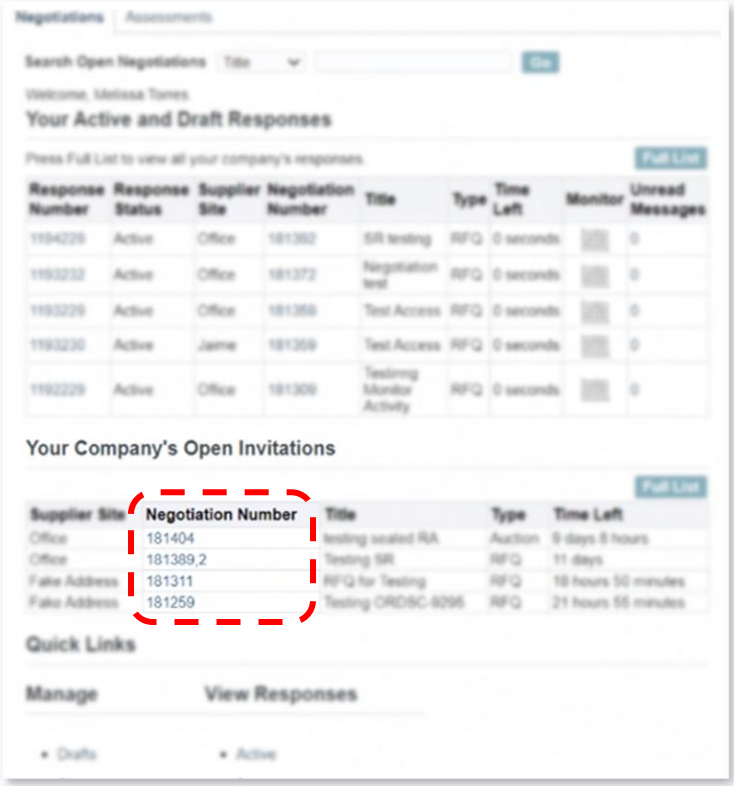


Supplier Portal How-To:
Respond to an RFQ

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

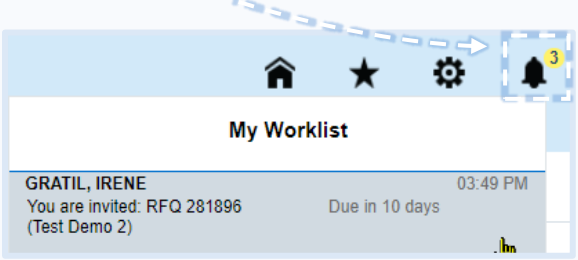
Welcome to the Negotiations Homepage

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)

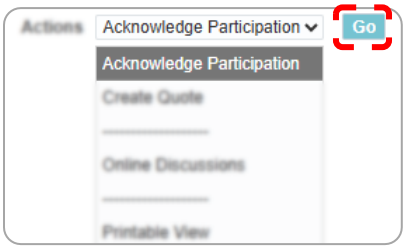


©2026 Bechtel

3.2 Start a Bid pt.2

Need Help?
procweb@bechtel.com

Accessing RFQs, acknowledging participation, downloading attachments

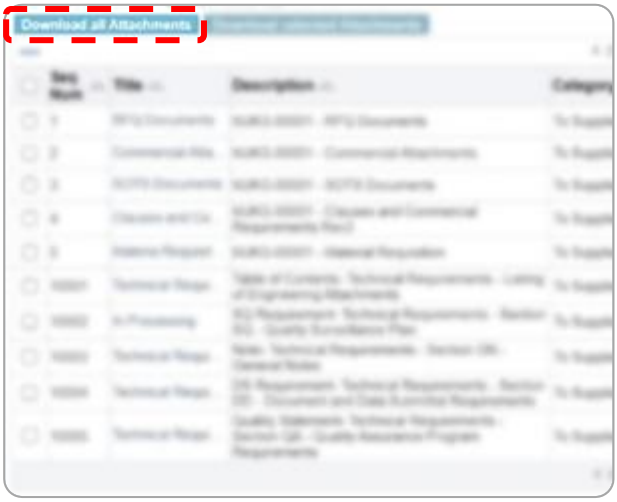


STEP 3: From the **Actions** drop-down in the top right corner—
select **Acknowledge Participation**
then click **Go**



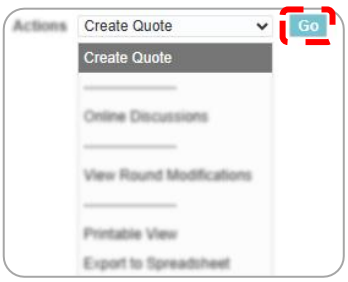
STEP 4: Select **Yes** or **No** to indicate participation or non-participation

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**

©2026 Bechtel

3.3 Create a Quote pt.1

Need Help?
procweb@bechtel.com

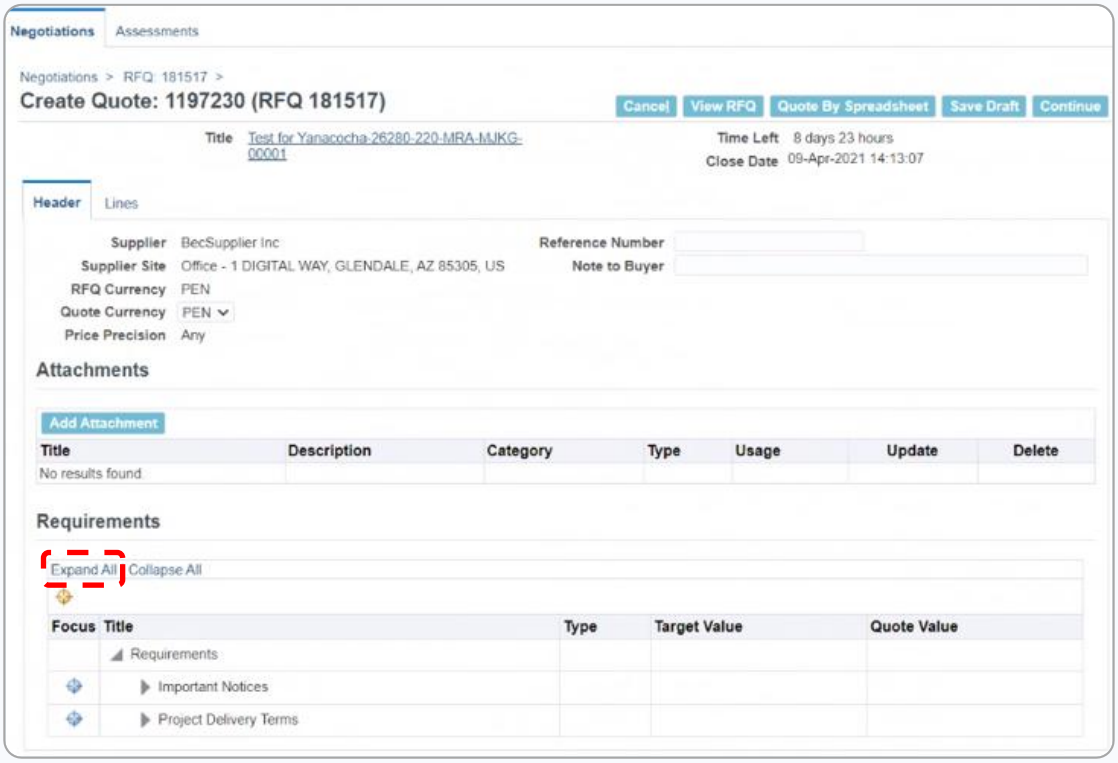
Entering pricing, uploading documents, completing requirements

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.



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

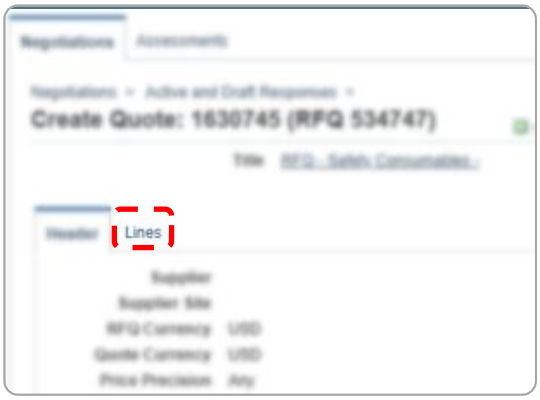
TIP: *Not every order includes Requirements. However, when Requirements are present, they must be completed in full for your quote to be considered.*

©2026 Bechtel

3.3 Create a Quote pt.2

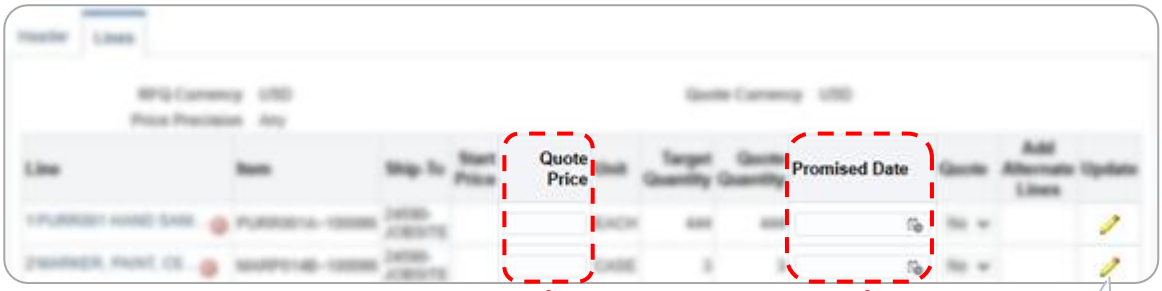
Need Help?
procweb@bechtel.com

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

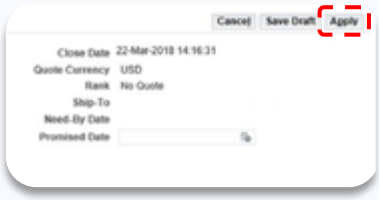


STEP 3: In the Lines tab, provide **Quote Price** and **Promised Date** per line

***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**

©2026 Bechtel

3.4 Quote by Spreadsheet pt.1

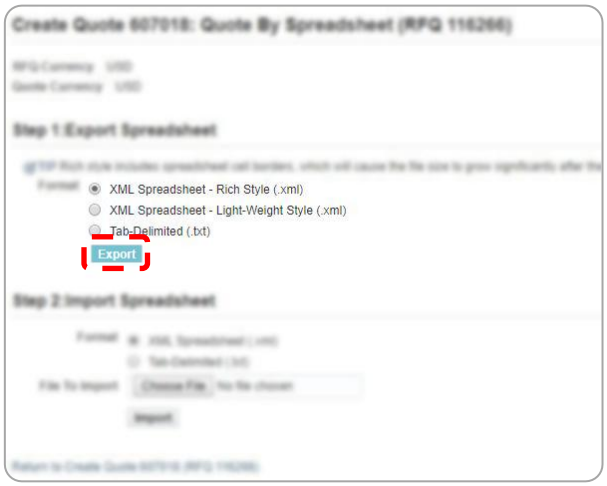
Need Help?
procweb@bechtel.com

An optional Excel template that is ideal for submitting large quotes

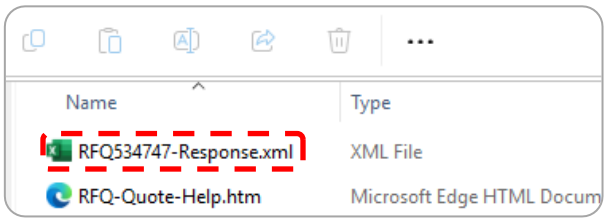


Supplier Portal How-To:
Quote by Spreadsheet

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*

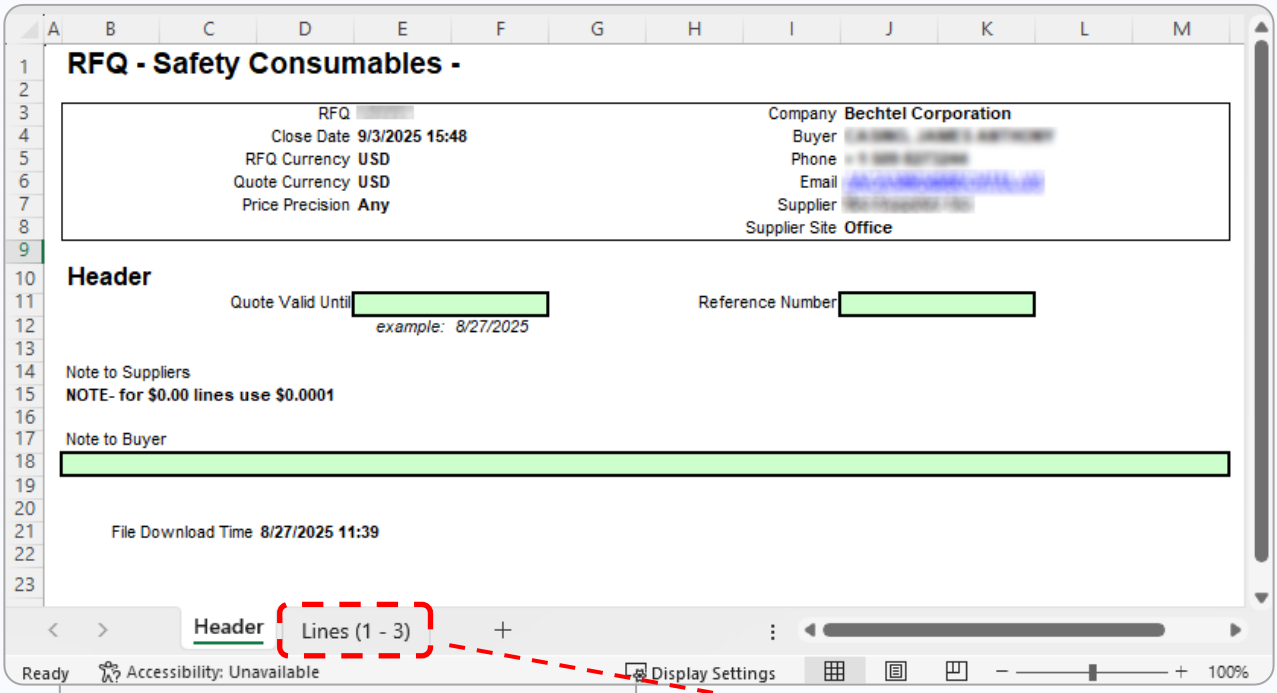
©2026 Bechtel

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.



= **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

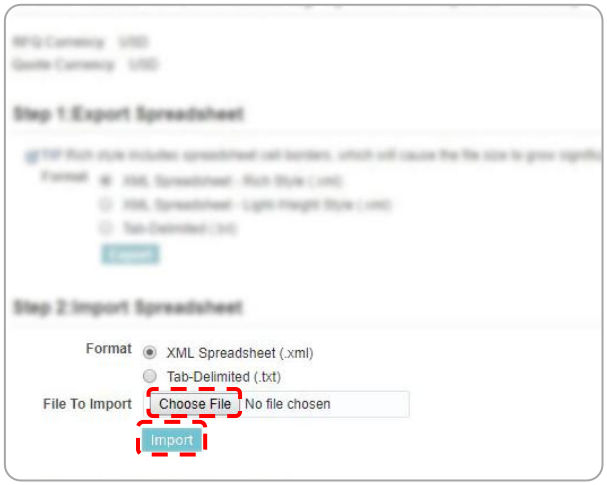
Tip: *Common issues include missing required fields, incorrect formats (e.g., dates or currency), or mismatched line items.*

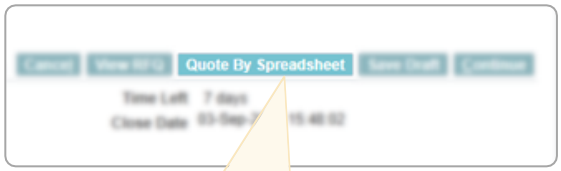
©2026 Bechtel

3.4 Quote by Spreadsheet pt.3

Need Help?
procweb@bechtel.com

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

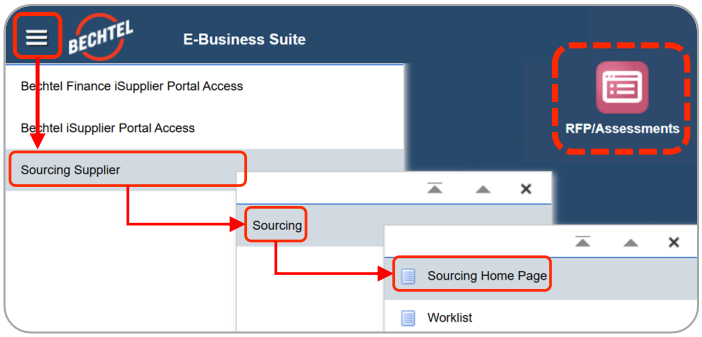


STEP 9: Click **Submit**

©2026 Bechtel

3.5 Communicate with the Buyer pt.1

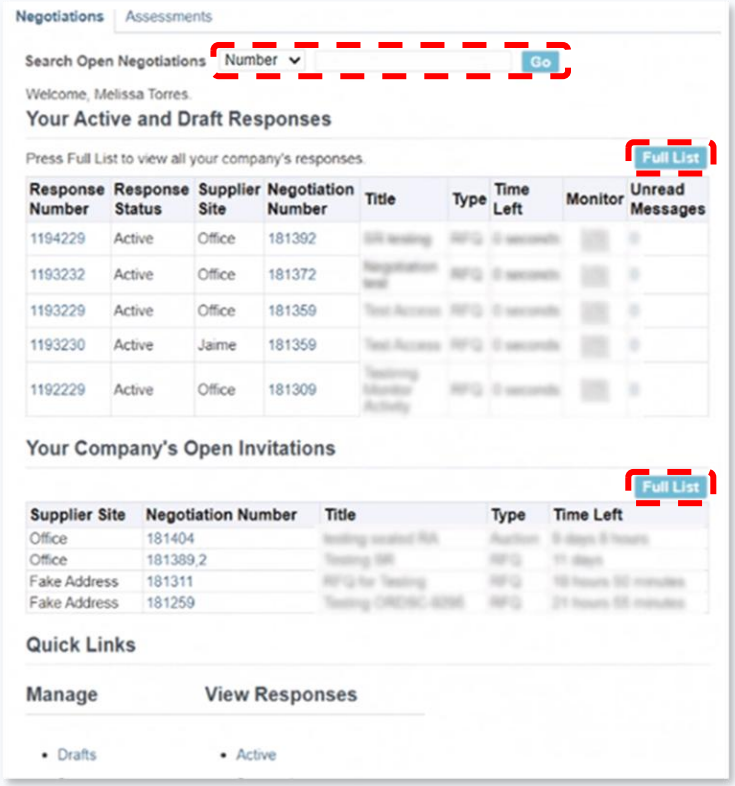
Need Help?
procweb@bechtel.com



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

Welcome to the Negotiations Homepage

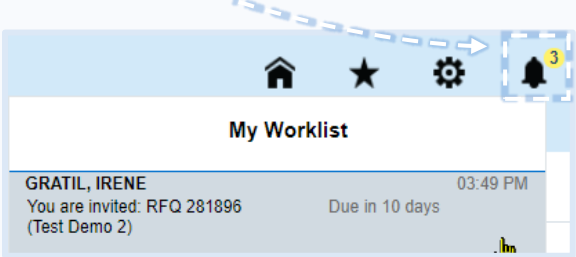
Use this page to action and respond to RFQs, RFIs, and RFPs – collectively referred to as **"Negotiations"** in the system.



STEP 2: Find your RFQ by entering the **Negotiation Number** in the Number field or selecting **Full List**

Optional: Alternative options to access RFQ's—

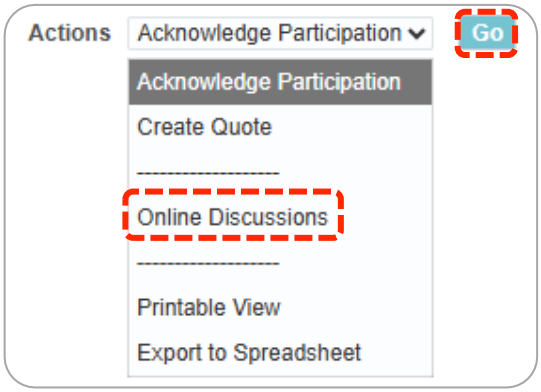
- via email
- via the Worklist (top right)



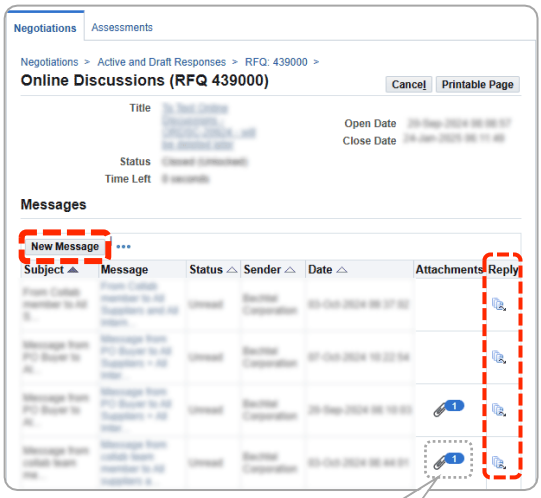
©2026 Bechtel

3.5 Communicate with the Buyer pt.2

Need Help?
procweb@bechtel.com



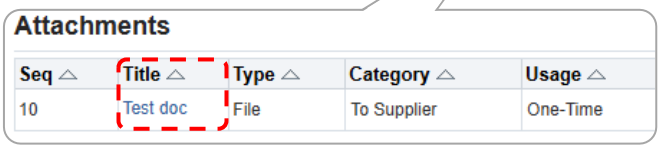
STEP 3: After accessing your Negotiation, select **Online Discussion** from the Actions dropdown menu—
then click **Go**



STEP 4: Click **New Message**. Enter the message details and attach any files, if needed.

Once all required fields are complete, click **Send**.

STEP 5: Use **Reply** to respond to Buyer messages



STEP 6: To download attachments—

click the  icon
THEN
click the **Title** to download the file

©2026 Bechtel

Need Help?
procweb@bechtel.com

4. Access Order and Agreements

4.1 **Process Overview** 25
A flowchart of the steps to acknowledge an order

4.2 **Accessing an Order** 26
Step-by-step instructions for navigating to your order details

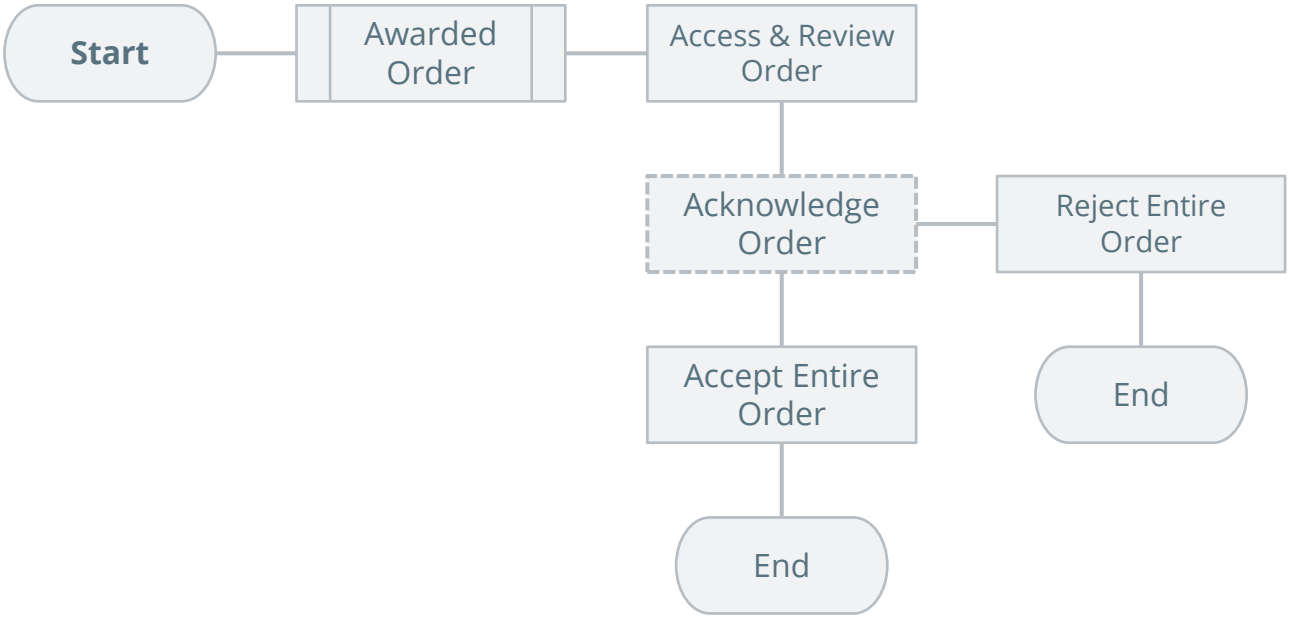
4.3 **View Order Attachments** 27
How to download and view the order attachments

4.4 **Acknowledging an Order** 28
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



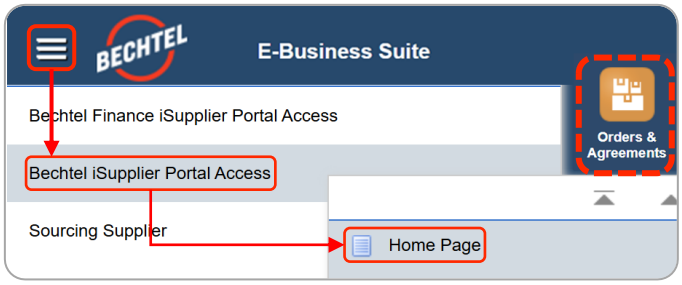
©2026 Bechtel

4.2 Accessing an Order

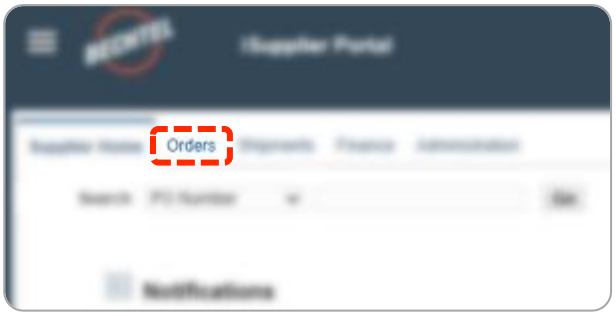
Need Help?
procweb@bechtel.com

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

Supplier Portal How-To: **Accessing an Order**

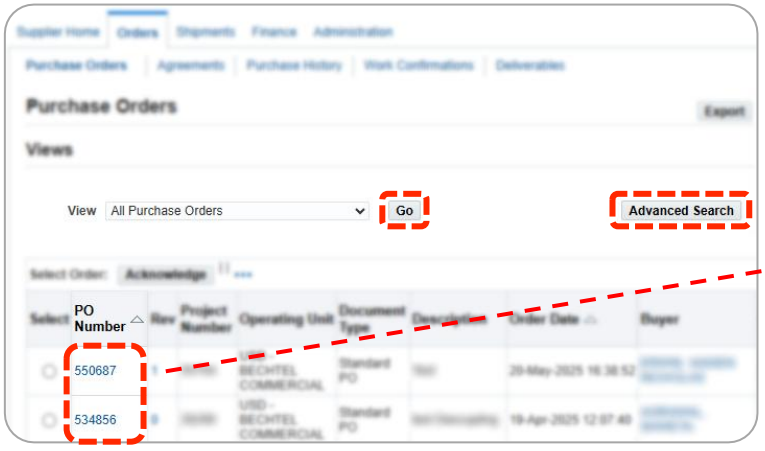


STEP 1: From the iSupplier homepage, click the **Orders & Agreements** shortcut
OR
Use the **Navigator icon**



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

©2026 Bechtel

4.3 View Order Attachments

Need Help?
procweb@bechtel.com

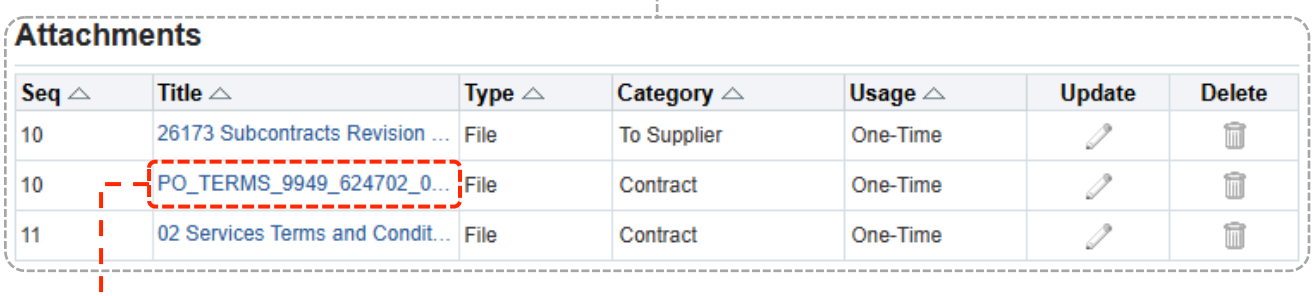
How to download and view the order attachments

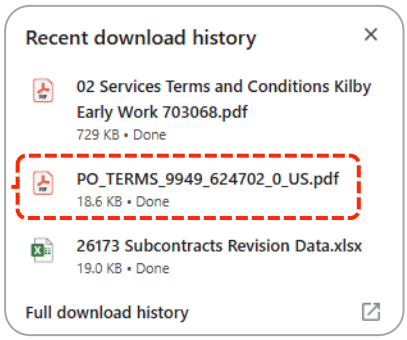


STEP 1: After accessing your Order, download order attachments

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

TIP: The available download options may vary by order





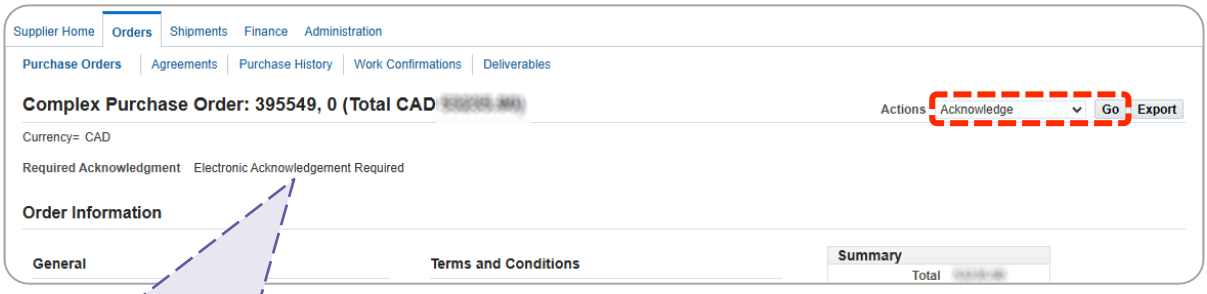
STEP 2: Click an attachment **Title** to open or download the file

©2026 Bechtel

4.4 Acknowledging an Order

Need Help?
procweb@bechtel.com

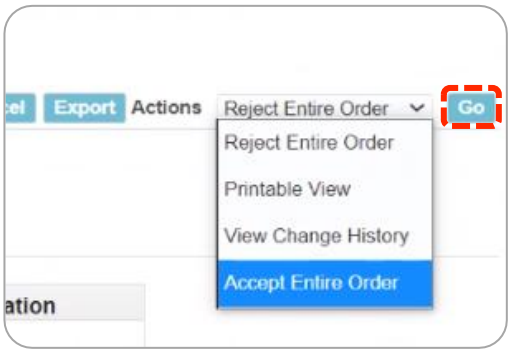
The first step in managing your order with Bechtel



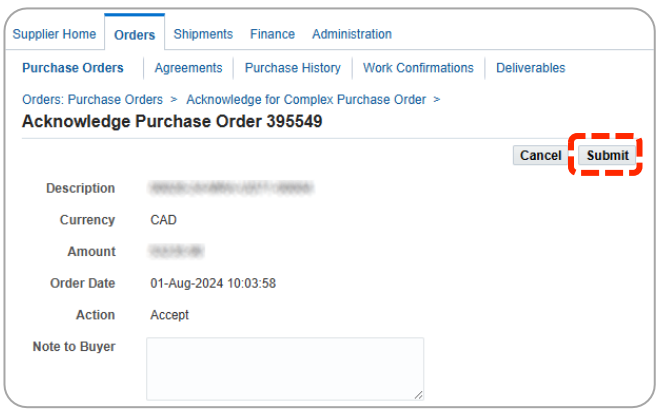
Order Acknowledgement

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**

©2026 Bechtel

Need Help?
procweb@bechtel.com

5. Unifier Transactions & Reporting

5.1 **Accessing Unifier** 30
Step-by-by to access Bechtel's change management system

5.2 **Submit a Change Request** 31
Details for navigating the change request process in Unifier

5.3 **ACN Acknowledgement & Cost Negotiation Process** 37
How to navigate the change notice and cost negotiation process in Unifier

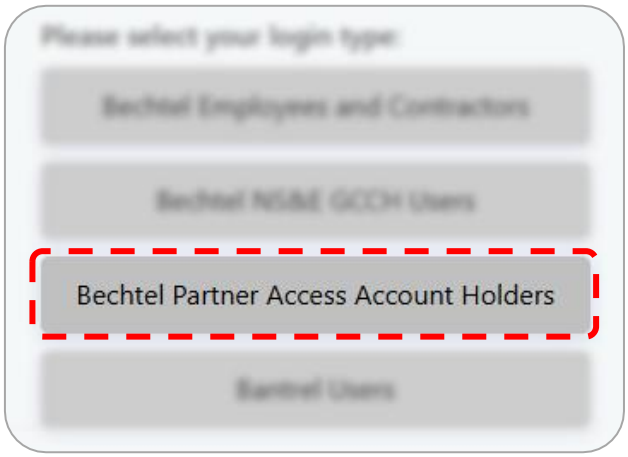
5.4 **Supplier Daily Reports** 38
The online process for Bechtel Partners to submit daily reports

5.5 **Create Notice of Inspection** 40
How to create and submit a Notice of Inspection in Unifier

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/

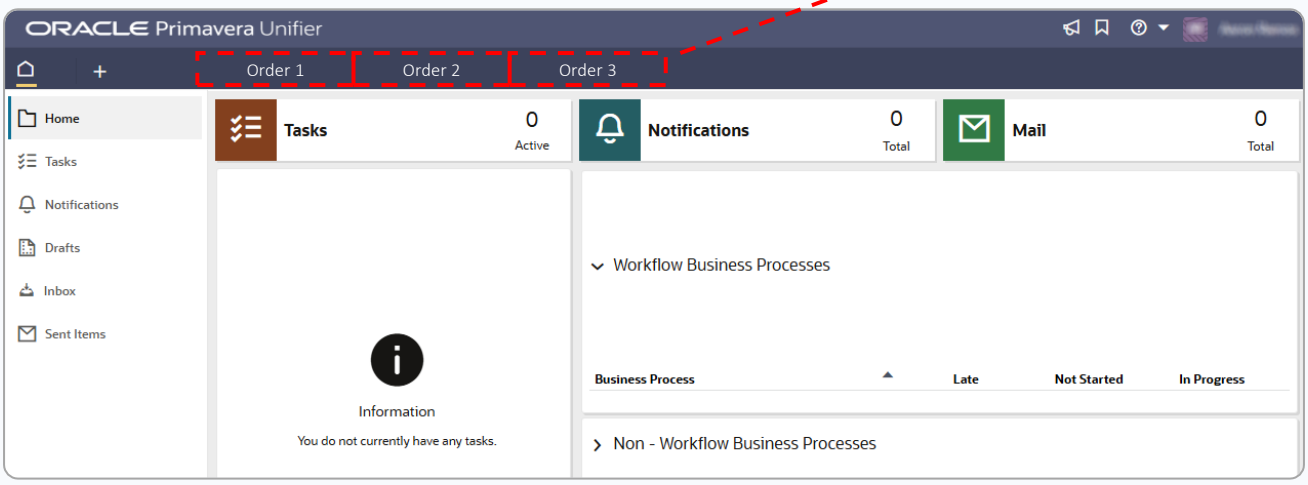
STEP 2: Select the option **Bechtel Partner Access Account Holders**

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

©2026 Bechtel

5.2 Submit a Change Request pt.1

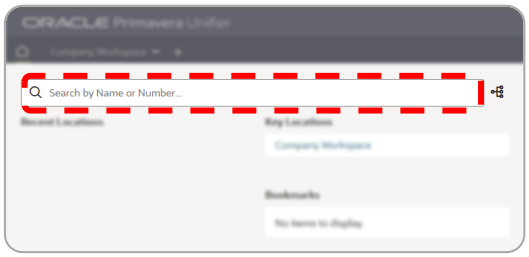
Need Help?
procweb@bechtel.com

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**

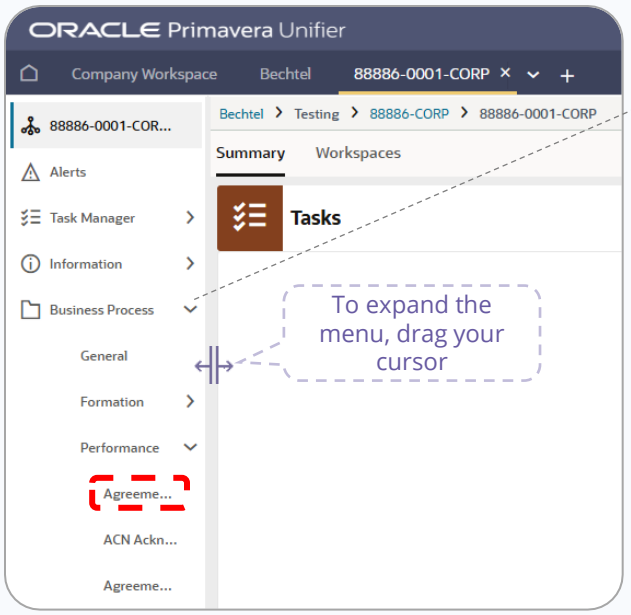


STEP 2: Enter your **order number**

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.



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**

©2026 Bechtel

5.2 Submit a Change Request pt.2

Need Help?
procweb@bechtel.com

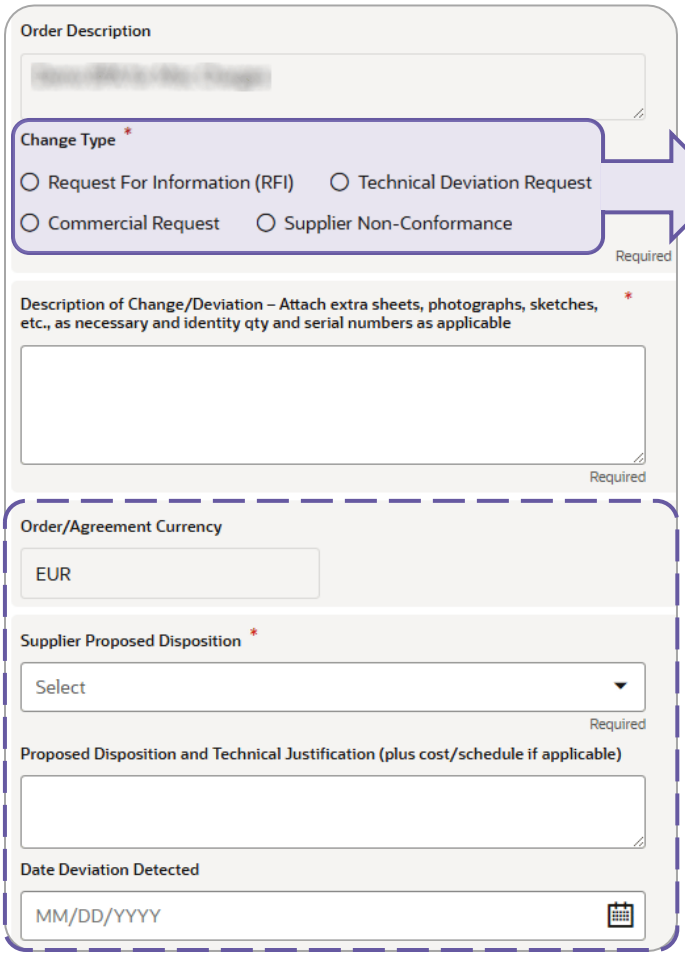
Details for navigating the change request process in Unifier



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)

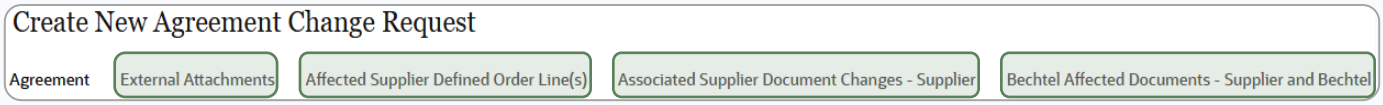
©2026 Bechtel

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)



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:*** *The file is a formal supplier document revision or a Bechtel-owned document.*
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:*** *No files are attached here. This section links the change to the correct order lines only.*
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:*** *The file is only background information or a Bechtel-owned document.*
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.



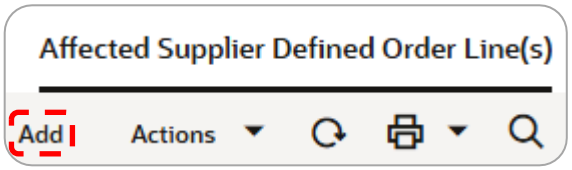
STEP 6: Add order line details and attach supporting files using the appropriate **tabs**

©2026 Bechtel

5.2 Submit a Change Request pt.4

Need Help?
procweb@bechtel.com

Details for navigating the change request process in Unifier



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

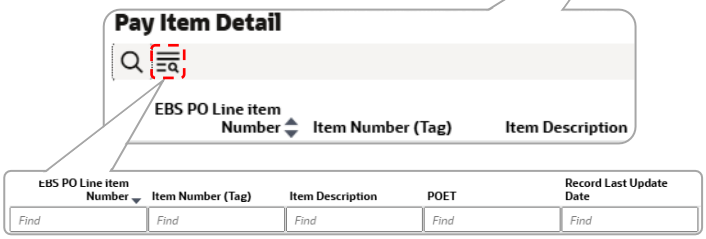
Click **Add**



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*



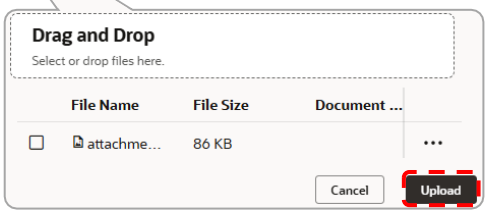
STEP 10: Click **Add**

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)

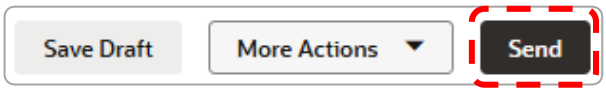
then click **Upload**

©2026 Bechtel

5.2 Submit a Change Request pt.5

Need Help?
procweb@bechtel.com

Details for navigating the change request process in Unifier

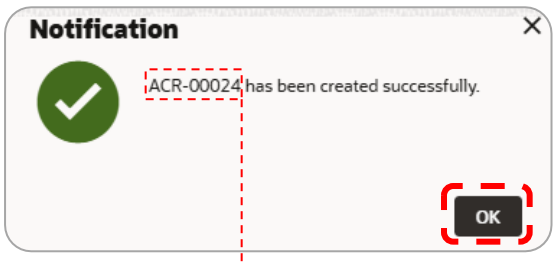


STEP 13: After uploading attachments and completing all required fields—

click **Send**

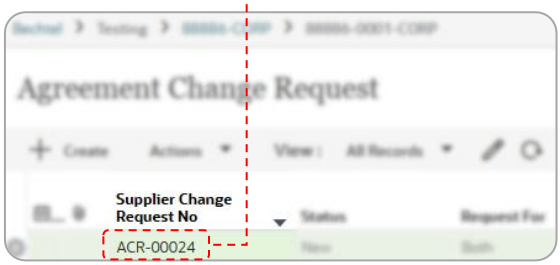


STEP 14: In the pop-up window, click **Send**



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**

©2026 Bechtel

5.2 Submit a Change Request pt.6

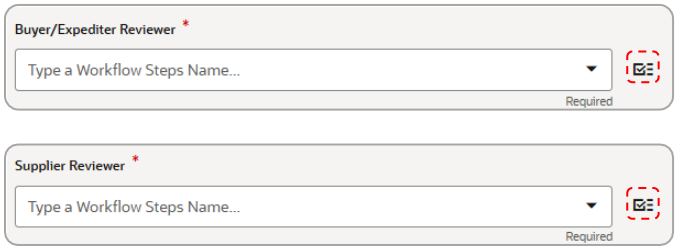
Need Help?
procweb@bechtel.com

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

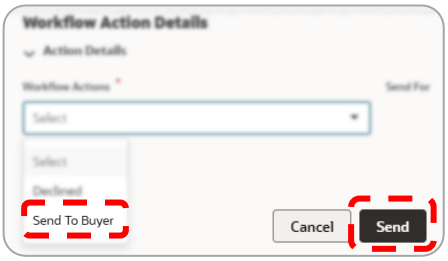
To see your options, click the icon

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**

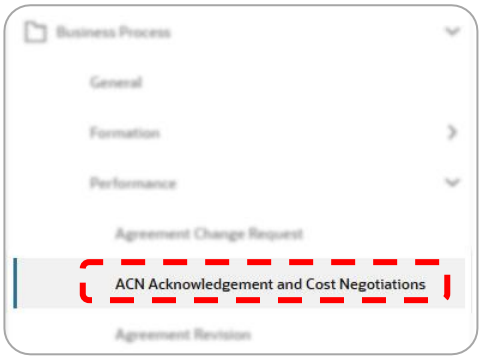
Outcome	Buyer's Decision	Next Step
1. Cancellation	Buyer declines the request.	Request is declined, no further action. Supplier must send a new Request.
2. Accept Proceed	Buyer accepts the change and supplier is allowed to proceed.	Request is approved, and changes can be implemented without an order 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.

©2026 Bechtel

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.*

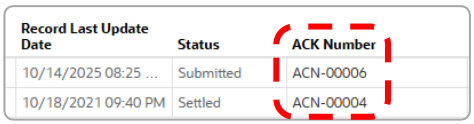


STEP 1: From the order page, use the left drop-down menu—

1.1 open **> Business Process**

1.2 then **> Performance**

1.3 click **ACN Acknowledgement and Cost Negotiations**

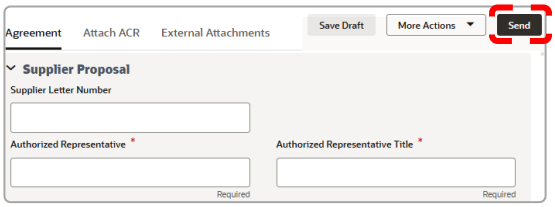


STEP 2: Click the corresponding **ACK Number**



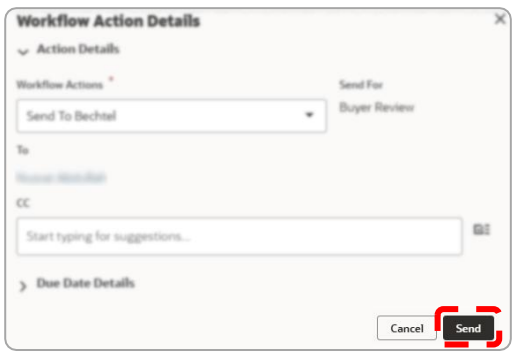
STEP 3: After opening the ACN—

click **Accept**



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

then click **Send**



STEP 5: Click **Send**

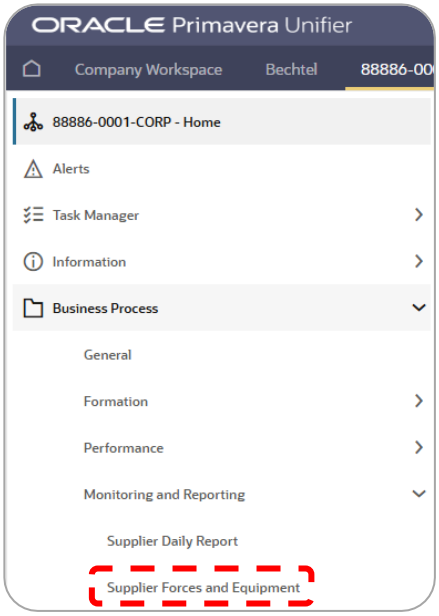
***TIP:** If the Buyer has further responses, the record will come back to you*

©2026 Bechtel

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—

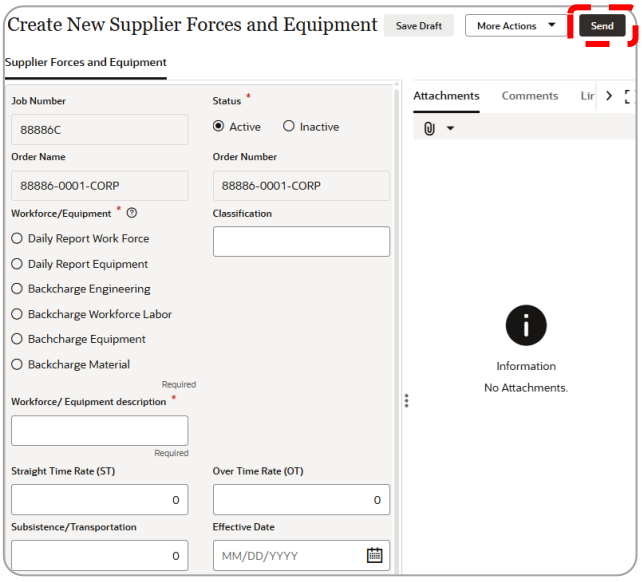
1.1 open **> Business Process**

1.2 then **> Monitoring and Reporting**

1.3 click **Supplier Forces and Equipment**



STEP 2: Click **Create**



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**

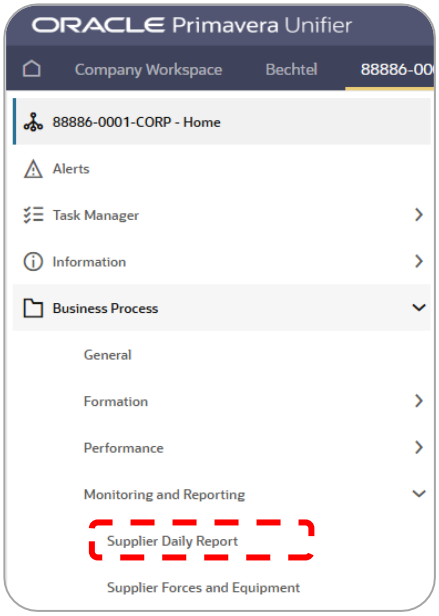
This creates a new option to select while completing Daily Reports

©2026 Bechtel

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—

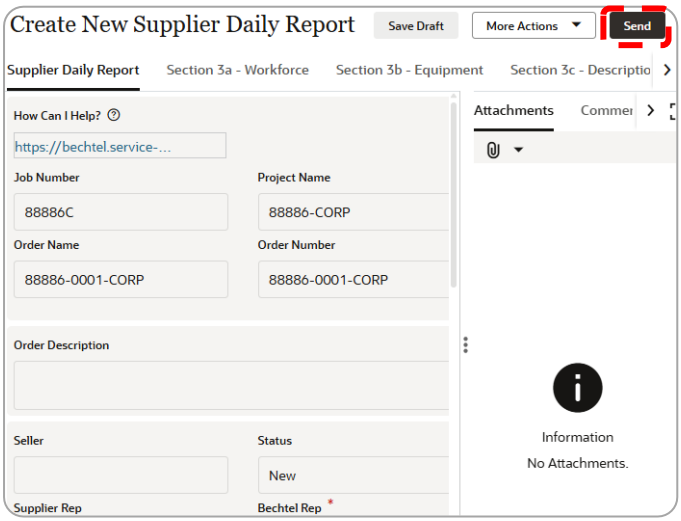
1.1 open **> Business Process**

1.2 then **> Monitoring and Reporting**

1.3 click **Supplier Daily Report**



STEP 6: Click **Create**



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**

©2026 Bechtel

5.5 Create Notice of Inspection pt.1

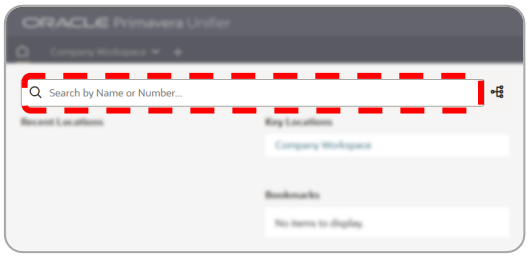
Need Help?
procweb@bechtel.com

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**

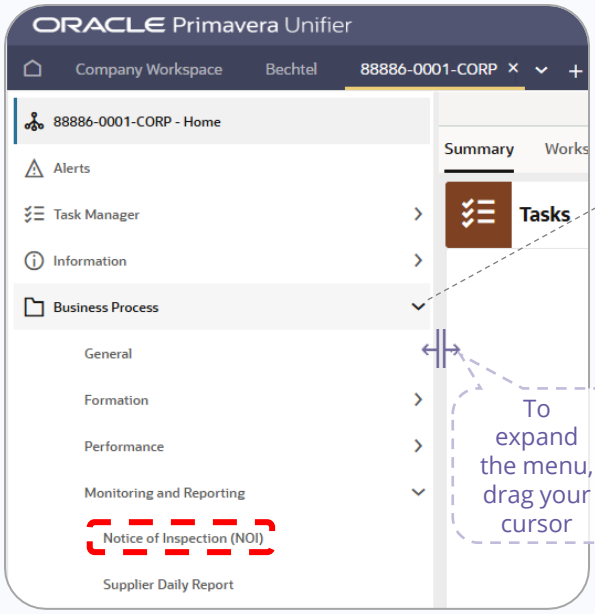


STEP 2: Enter your **order number**

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)**

©2026 Bechtel

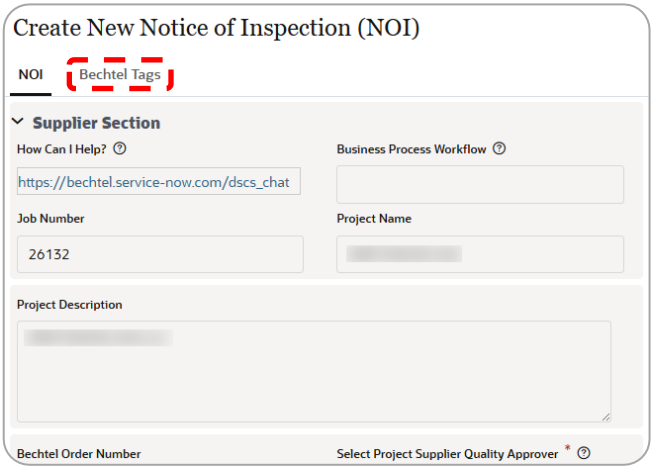
5.5 Create Notice of Inspection pt.2

Need Help?
procweb@bechtel.com

How to create and submit a Notice of Inspection in Unifier



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



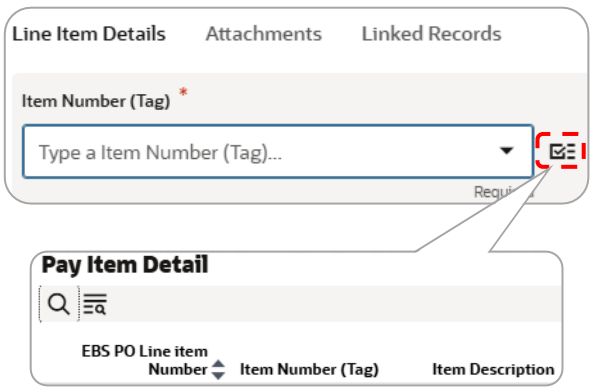
STEP 5: A red asterisk (*) indicates a required field

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

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

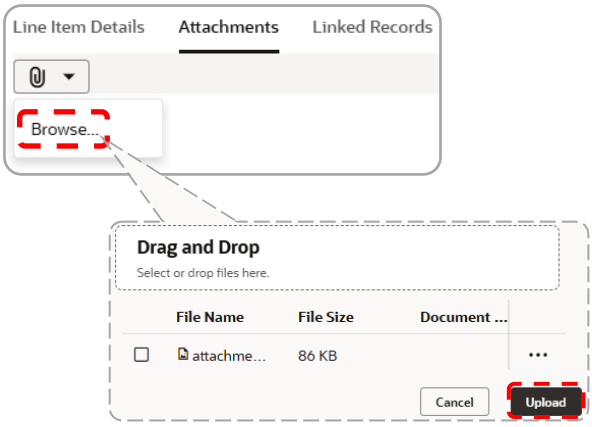
then click **Select**
then click **Save**

©2026 Bechtel

5.5 Create Notice of Inspection pt.3

Need Help?
procweb@bechtel.com

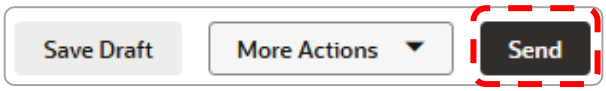
How to create and submit a Notice of Inspection in Unifier



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**

©2026 Bechtel