



INFRASTRUCTURE

MINING & METALS

NUCLEAR, SECURITY & ENVIRONMENTAL

OIL, GAS & CHEMICALS

Sourcing Instructions for Suppliers: Accessing Negotiations

Last Updated: 4-Jun-18

Table of Contents

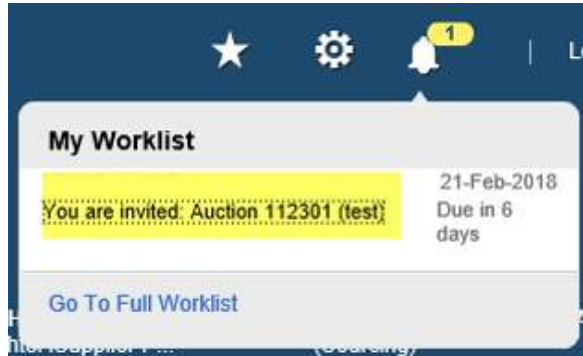
- 1 Accessing Negotiations..... 1
 - 1.1 Access through the Worklist..... 1
 - 1.2 Access through the Sourcing Home Page..... 2
 - 1.3 Searching Open Negotiations..... 3
- 2 Support 4

1 Accessing Negotiations

Use these instructions to access, review and respond all types of negotiations (**RFQ, RFI, and Auctions**) you have been invited to. There are two ways to access an event invitation – through your worklist OR through the Sourcing Home Page. This section also explains how to access

1.1 Access through the Worklist

1. Click **Worklist**, the bell icon, and select the negotiation you wish to access.



2. Click **Negotiation Details** to view details of the negotiation

You are invited: Auction 112301 (test)

From: Company Bechtel Corporation
 To: Title test
 Sent: 21-Feb-2018 09:39:18 Number 112301
 Due: 28-Feb-2018 09:37:57
 ID: 50694801

Negotiation Preview Not specified
 Negotiation Open February 21, 2018 09:39 am Eastern Time
 Negotiation Close February 28, 2018 09:37 am Eastern Time
 Supplier
 Supplier Site

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	21-FEB-2018 09:39:18	Submit			

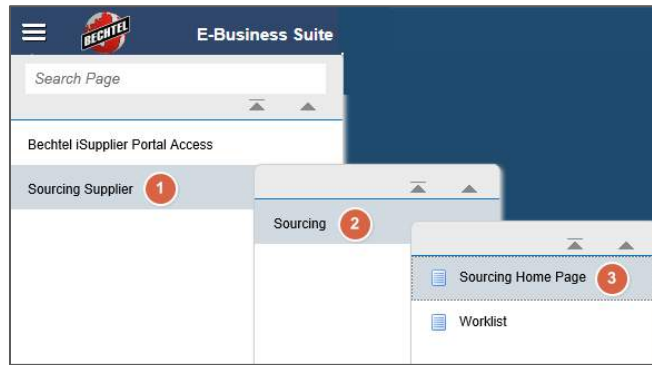
Response

Note to Buyer

[Return to Worklist](#)

1.2 Access through the Sourcing Home Page

1. Access the **Sourcing Home Page** through the menu icon, located in the left corner of the page



Note: If you do not see the **Sourcing Supplier** responsibility when clicking the menu icon, please contact your Bechtel buyer or procweb@bechtel.com to grant you the appropriate access.

2. This will take you to the Sourcing Home Page. To view an invitation, click the **Negotiation Number** of that invitation under “Your company’s Open Invitations”
 - **Your Active and Draft Responses** – these are the negotiations your company is actively participating in. Once you acknowledge participation in, or create a quote for a negotiation, it will reside under this first section. Note that only the 5 most recent negotiations will be visible – to view all your active and draft responses click **Full List**
 - **Your Company’s Open Invitations** – these are the negotiations you have been invited to, but not yet responded to. If you cannot find the negotiation under your open invitations, you should check your active and draft responses as someone else from your company may have already responded to the invite.

Negotiations									
Search Open Negotiations: Title <input type="text"/> <input type="button" value="Go"/>									
Welcome, Bech Tester.									
Your Active and Draft Responses									
Press Full List to view all your company's responses. <input type="button" value="Full List"/>									
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages	
492015	Draft		112345		RFQ	16 hours 30 minutes	<input type="checkbox"/>	0	
492061	Draft		112389		Auction	2 days 15 hours	<input type="checkbox"/>	0	
492062	Draft		112390		Auction	2 days 15 hours	<input type="checkbox"/>	0	
136014	Active		105517		RFI	0 seconds	<input type="checkbox"/>	0	
160017	Active		106008		Auction	0 seconds	<input checked="" type="checkbox"/>	0	
Your Company's Open Invitations									
Press Full List to view all your company's responses. <input type="button" value="Full List"/>									
Supplier Site	Negotiation Number	Title	Type	Time Left					
	112392		RFQ	2 days 18 hours					
	112395		RFQ	2 days 19 hours					
	112388		Auction	25 days 12 hours					
Quick Links									
Manage					View Responses				
<ul style="list-style-type: none"> Drafts Deliverables Personal Information 					<ul style="list-style-type: none"> Active Disqualified and Withdrawn Awarded Rejected 				

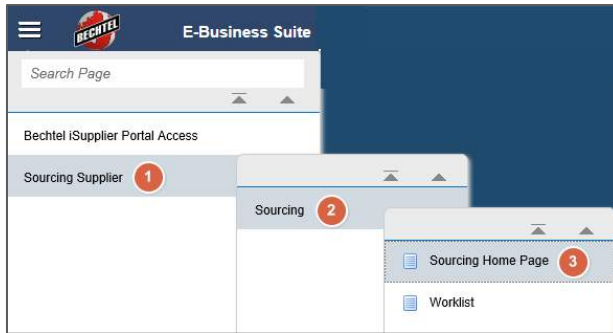
Note: If you cannot find the negotiation you are looking for, use the **Search Open Negotiations** bar at the top of the page to search for the negotiation. If you still cannot locate the negotiation, please reach out to your Bechtel buyer for assistance.

- After clicking the **Negotiation Number**, you will be brought to the negotiation.

1.3 Searching Open Negotiations

If you are having trouble locating the negotiation you were invited to participate in, you can search through your open negotiations to locate it. You will need to know some basic information about the negotiation in order to search, such as the title, number, contact invited, category, etc. If you do not know enough information to search, please reach out to your Bechtel Buyer.

- Access the **Sourcing Home Page** through the menu icon, located in the left corner of the page



- If you were not the contact invited to participate in the negotiation, you will not see anything under “**Your Company’s Open Invitations**”

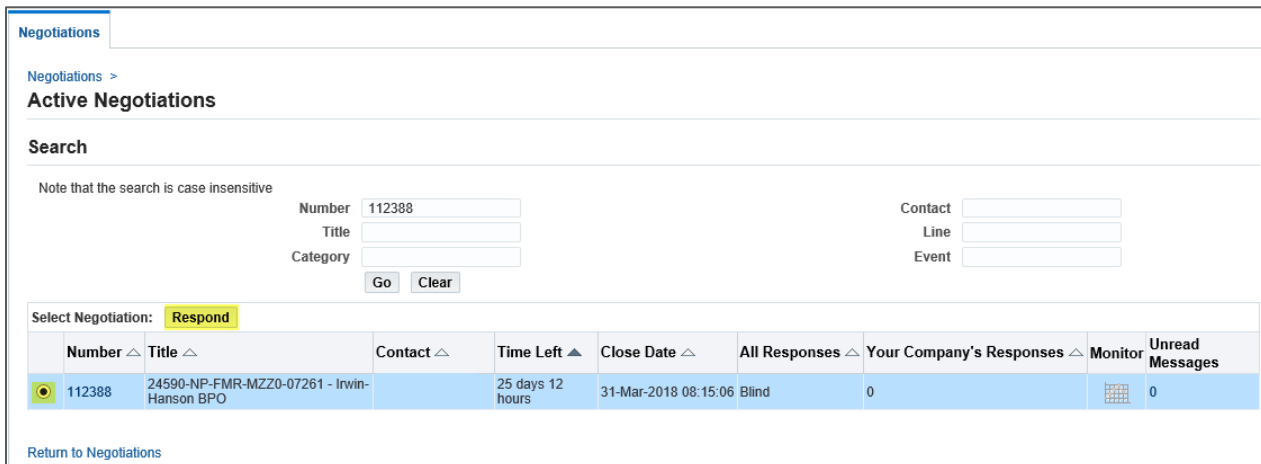
Note: Only the one supplier contact invited to the negotiation will receive any notification of the negotiation. All other supplier contacts will need to search the RFQ number to access/respond to the negotiation

- Use the **Search Open Negotiations** search bar at the top of the page to search for the negotiation



Note: The search will default to **Title**. Use the drop down to change the search criteria

- Select the negotiation and click **Respond** OR simply click on the **Negotiation Number**



2 Support

If you have questions or need more information on a specific negotiation, please reach out to your Bechtel Buyer or point of contact. If you are unsure who your Bechtel Buyer is, please reach out to ProcWeb@Bechtel.com with your negotiation number and we will have your buyer reach out to you directly.

For navigation help and technical support email the Procurement Helpdesk at ProcWeb@bechtel.com.

All login issues should be directed to the IS&T Service Center at istsc@Bechtel.com.