



INFRASTRUCTURE

MINING & METALS

NUCLEAR, SECURITY & ENVIRONMENTAL

OIL, GAS & CHEMICALS

Accessing Purchase Orders

Last Updated: 13-June-18

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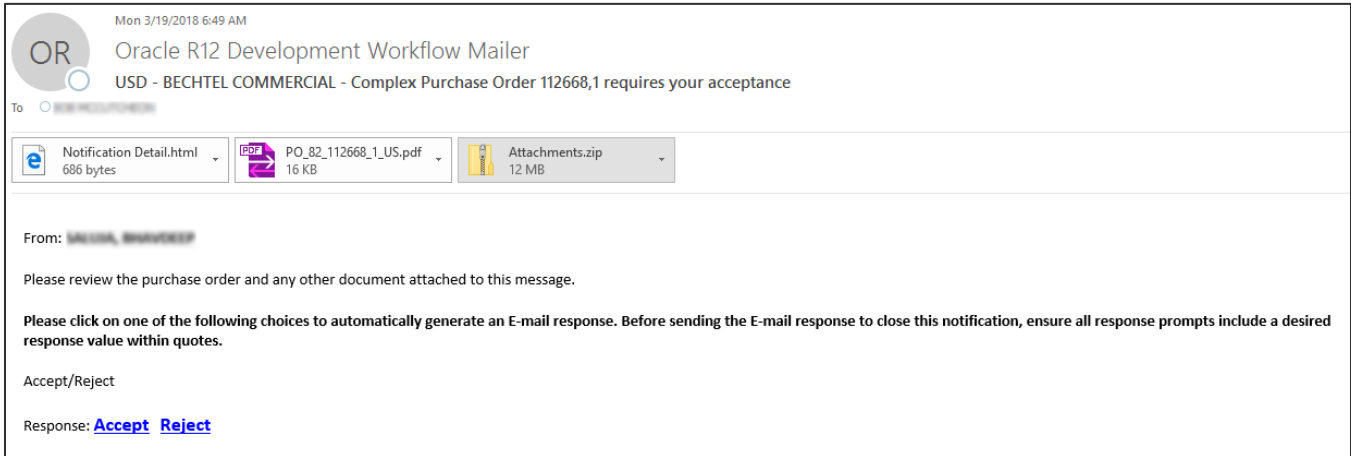
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1 Accessing Purchase Orders

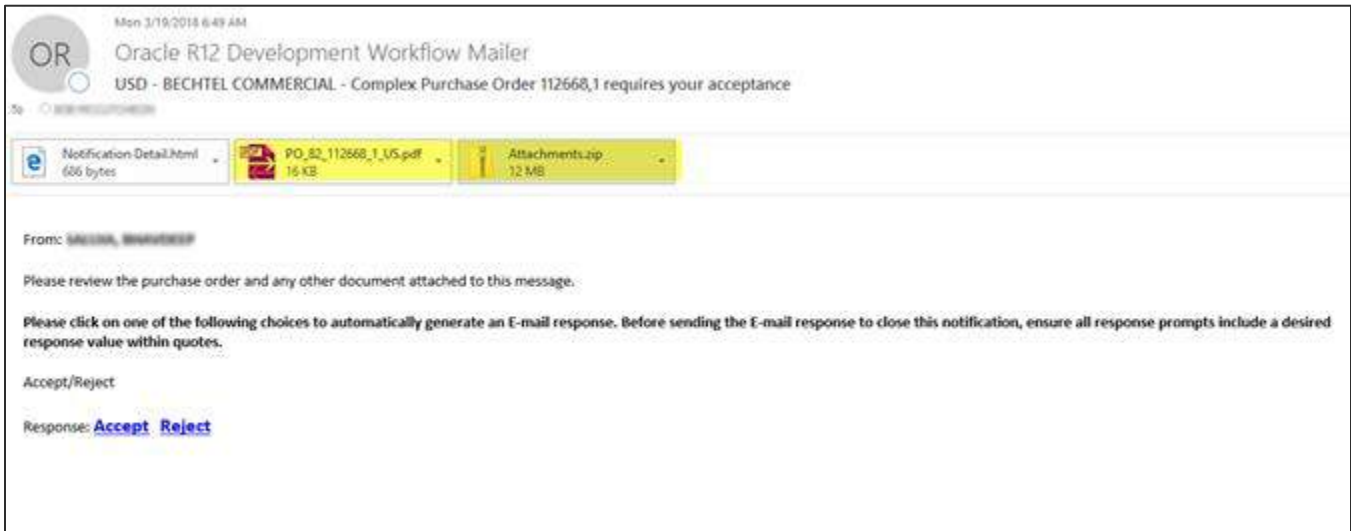
Use these instructions to access Purchase Orders for your company. There are two ways to access a PO:

1.1 Access through Email

1. Navigate to your email to access the notification. The email is coming from “Bechtel EBS Workflow” and will look similar to the below.



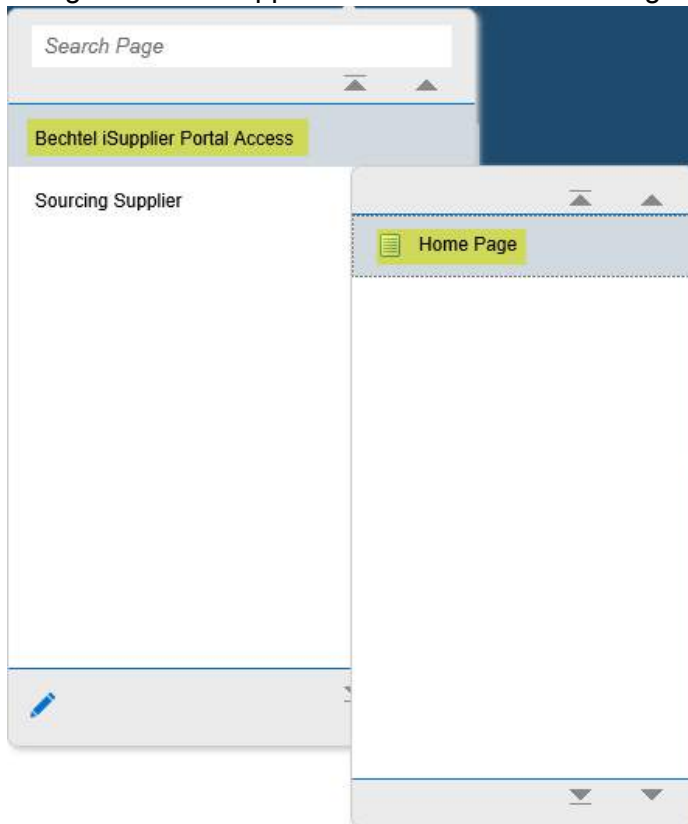
2. The PO notification email will include a PDF copy of the PO as well as a .zip file that contains all of the attachments on the PO. Click the hyperlink (or attachment files) to open and download onto your computer



Note: If the zip file is too large, the zip file with attachments will not come through via email. If this is the case you will need to login to the system to download the attachments.

1.2 Navigate Directly to the Order through the iSupplier Portal

1. Navigate to the iSupplier Portal Access Home Page



Note: If you do not see the “Bechtel iSupplier Portal Access” responsibility, please reach out to the Procurement Helpdesk at ProcWeb@Bechtel.com or your Bechtel Buyer and ask that they grant you the necessary access.

2. Select the Orders tab, seen at the top of the page. The page will default the **View** to All Purchase Orders. You should find your PO listed here.

Supplier Home												
Orders												
Purchase Orders												
Views												
View All Purchase Orders												
Advanced Search												
Select Order: Acknowledge Request Cancellation												
PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
116248	1	USD - BECTEL COMMERCIAL	Standard PO		04-Jun-2018 16:19:28	LARRY BY...	USD	300.00	Open			
113641	1	USD - BECTEL COMMERCIAL	Standard PO		13-Mar-2018 05:22:46	...	USD	0.00	Closed			
111528	3	USD - BECTEL COMMERCIAL	Standard PO		04-Jan-2018 17:00:52	...	USD	12.00	Finally Closed			
111531	2	USD - BECTEL COMMERCIAL	Standard PO		04-Jan-2018 12:39:23	...	USD	0.00	Closed			

3. To open the PO, simply click the **PO Number**.

Supplier Home | **Orders** | Finance | Administration

Purchase Orders | Agreements | Purchase History | Deliverables

Purchase Orders Export

Views

View: All Purchase Orders Advanced Search

Select Order: **Acknowledge** | Request Cancellation

	PO Number ^	Rev	Operating Unit	Document Type	Description	Order Date ^	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	116248	1	USD - BECHTEL COMMERCIAL	Standard PO		04-Jun-2018 16:19:28	LABEY, LUCAS THE WHEELS	USD	300.00	Open			
<input type="radio"/>	113641	1	USD - BECHTEL COMMERCIAL	Standard PO		13-Mar-2018 05:22:46	LABEY, LUCAS THE WHEELS	USD	0.00	Closed			

1.2.1. Searching for Purchase Orders

If you cannot find the Purchase Order, you can use the search functionality to find the PO. Follow the below instruction to search for your PO:

1. Click the **Advanced Search** button to search.

Supplier Home | **Orders** | Finance | Administration

Purchase Orders | Agreements | Purchase History | Deliverables

Purchase Orders Export

Views

View: All Purchase Orders Advanced Search

Select Order: **Acknowledge** | Request Cancellation

	PO Number ^	Rev	Operating Unit	Document Type	Description	Order Date ^	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	116248	1	USD - BECHTEL COMMERCIAL	Standard PO		04-Jun-2018 16:19:28	LABEY, LUCAS THE WHEELS	USD	300.00	Open			
<input type="radio"/>	113641	1	USD - BECHTEL COMMERCIAL	Standard PO		13-Mar-2018 05:22:46	LABEY, LUCAS THE WHEELS	USD	0.00	Closed			
<input type="radio"/>	111528	3	USD - BECHTEL COMMERCIAL	Standard PO		04-Jan-2018 17:00:52	LABEY, LUCAS THE WHEELS	USD	12.00	Finally Closed			
<input type="radio"/>	111531	2	USD - BECHTEL COMMERCIAL	Standard PO		04-Jan-2018 12:39:23	LABEY, LUCAS THE WHEELS	USD	0.00	Closed			

2. Enter the criteria you wish to search by and click **Go**. To open a PO, select the PO Number.

Supplier Home | **Orders** | Finance | Administration

Purchase Orders | Agreements | Purchase History | Deliverables

Purchase Orders Export

Advanced Search Views

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

PO Number is

Document Type is

Order Date is

Buyer is

Acknowledgement Status

Note: we recommend searching by the PO Number. If you do not know the PO Number, please reach out to your Bechtel Buyer.

3. Once you find the PO you were searching for, click the **PO Number** to open

Supplier Home **Orders** Finance Administration

Purchase Orders | Agreements | Purchase History | Deliverables

Purchase Orders Export

Advanced Search Views

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

PO Number is

Document Type is

Order Date is

Buyer is

Acknowledgement Status

Select Order: |

	PO Number <input type="text"/>	Rev	Operating Unit	Document Type	Description	Order Date <input type="text"/>	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	116248	1	USD - BECTHEL COMMERCIAL	Standard PO		04-Jun-2018 16:19:28	LASLEY, ELIZABETH MICHELLE	USD	300.00	Open			

2 Reviewing and Downloading Purchase Orders

Once you have opened the Purchase Order, you may explore the various sections. Use these instructions to review and download Purchase Orders for your company. If you have any questions about these sections, please reach out to the Buyer directly.

2.1 Reviewing Purchase Orders

1. After clicking the **PO Number**, the PO will open. Review the information within the PO

Complex Purchase Order: 109713, 1 (Total USD 0.00) Actions View Change History Go Export

Currency= USD

Order Information

General	Terms and Conditions	Summary										
<p>Total 0.00</p> <p>Supplier Bechtel Supplier Inc.</p> <p>Supplier Site Office</p> <p>Supplier Contact FINANCIAL SERVICES</p> <p>Address 1 DIGITAL WAY GLENDALE, AZ 85305</p> <p>Buyer FINANCIAL SERVICES</p> <p>Order Date 13-Jun-2017 12:58:57</p> <p>Description Test RFI for Production Verification 11/13/17</p> <p>Status Finally Closed</p> <p>Note to Supplier Sorry!</p> <p>Operating Unit USD - BECTHEL COMMERCIAL</p> <p>Sourcing Document 109708</p> <p>Supplier Order Number View</p> <p>Attachments View</p>	<p>Payment Terms NET 30</p> <p>Carrier FOB Delivered Duty Paid - DDP</p> <p>Freight Terms</p> <p>Shipping Control</p> <p>Ship-To Address</p> <p>Address 5323 N 99th Avenue Glendale, AZ 85305-2201</p> <p>Bill-To Address</p> <p>Address 5323 N 99th Avenue Glendale, AZ 85305-2201</p>	<table border="1"> <tbody> <tr> <td>Total</td> <td>0.00</td> </tr> <tr> <td>Received</td> <td>0.00</td> </tr> <tr> <td>Invoiced</td> <td>0.00</td> </tr> <tr> <td>Payment Status</td> <td>Not Paid</td> </tr> <tr> <td>Advance Billed</td> <td>0.00</td> </tr> </tbody> </table>	Total	0.00	Received	0.00	Invoiced	0.00	Payment Status	Not Paid	Advance Billed	0.00
Total	0.00											
Received	0.00											
Invoiced	0.00											
Payment Status	Not Paid											
Advance Billed	0.00											

- Be sure to click the **Show All Details** link within the **PO Details** section to view all of the line information.

PO Details															
Show All Details Hide All Details															
Details	Line ▲	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Linked Attributes	Amount	Advance Amount	Advance Billed	Status	Attachments	Reason
	1	Material			Test Requisition - Buy Camtasia for video editing	EACH	0	150		0.00			Finally Closed		

Shipments												
Shipment	Ship-To Location	Qty		Amount		Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments
		Ordered	Received	Ordered	Received							
1	US_AZ_GLENDALE_85305-2201	3		0.00		17-Nov-2017 11:05:33	17-Nov-2017 11:05:33		Cancelled		Production Verification 11/12/17	

- To view/download the **Attachments** on the PO, click the blue **View** link within the **General** section of the PO.

Order Information	
General	
Total	0.00
Supplier	Bechtel Inc.
Supplier Site	Office
Supplier Contact	
Address	1 DIGITAL WAY GLENDALE, AZ 85305
Buyer	FINANCIAL SERVICES
Order Date	12-Nov-2017 12:58:17
Description	Test RFI for Production Verification 11/12/17
Status	Finally Closed
Note to Supplier	Sorry!
Operating Unit	USD - BECHTEL COMMERCIAL
Sourcing Document	109708
Supplier Order Number	
Attachments	View

- This will take you to the **Attachments** page. Click the **Title** of the attachment to download it onto your computer.

Supplier Home **Orders** Finance Administration

Purchase Orders | Agreements | Purchase History | Deliverables

Orders: Purchase Orders > View Order Details >

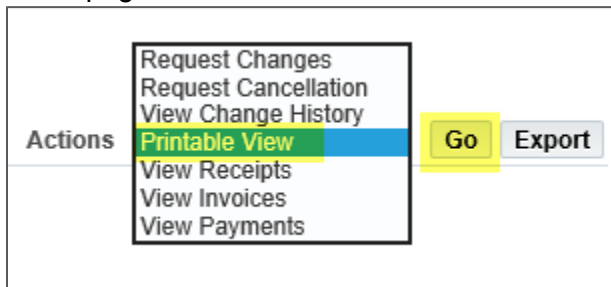
Attachments

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
File 1.docx	File		To Supplier	SPANKAU	12-Nov-2017	One-Time		
Sourcing RFQ Requirement Quote Values	Long Text	Sourcing RFQ Requirement Quote Values	To Supplier	SPANKAU	12-Nov-2017	One-Time		

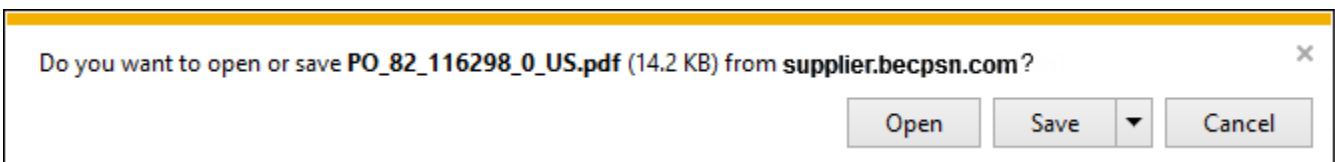
Return to Complex Purchase Order: 109713, 1 (Total USD 0.00)

2.2 Downloading Purchase Orders

- Once you open the PO, you should see the following in the **Actions** menu in the right-hand corner of the page. Select “**Printable View**” and **Go** to download a .pdf of the PO.



- The PDF will download onto your computer, click **Open** to open the PDF copy of the PO or **Save** to save the PDF copy of the PO onto your computer.

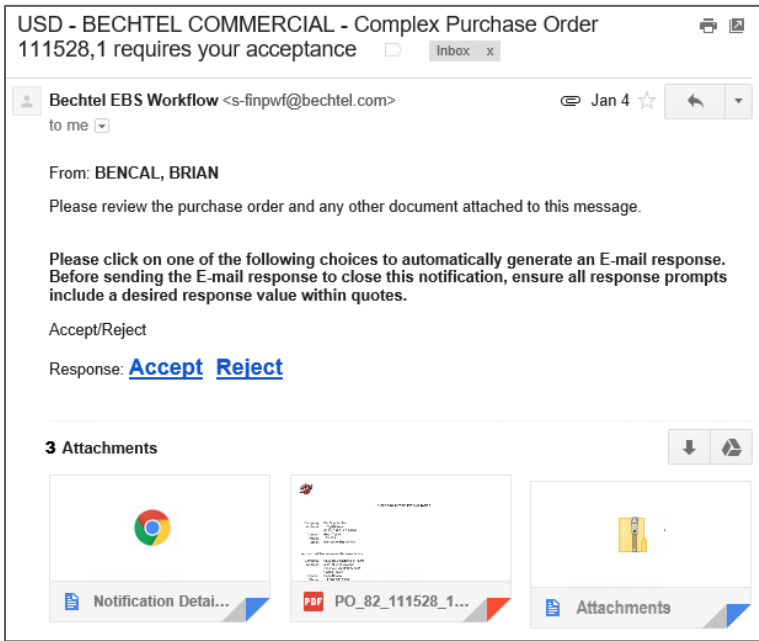


3 Acknowledging and Requesting Cancellation of Purchase Orders

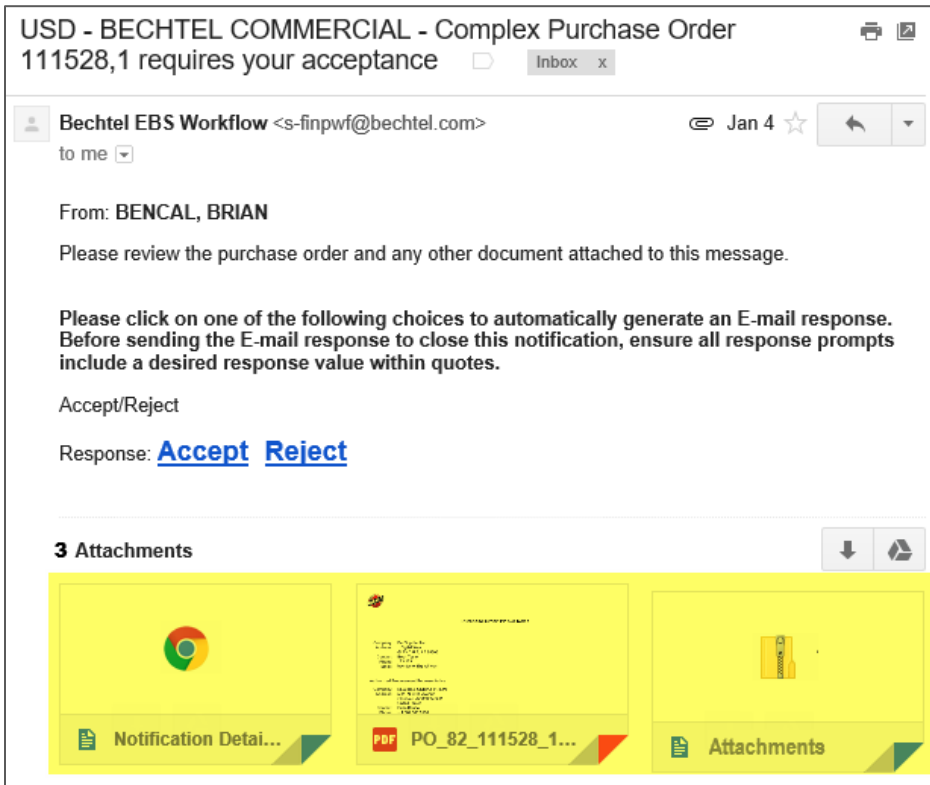
Use these instructions to acknowledge and request cancellation of Purchase Orders for your company. Please note that not all POs require supplier acknowledgement. If you have any questions about acknowledging/cancellation of POs please reach out to your Bechtel Buyer.

3.1 Acknowledging Purchase Orders via Email

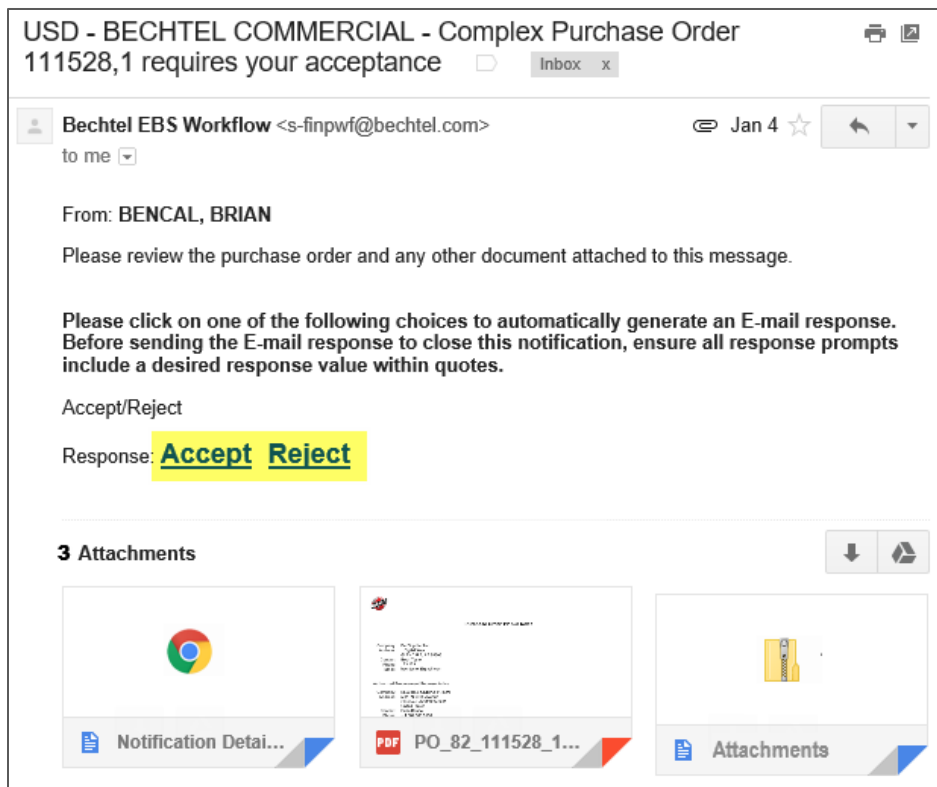
- Access the notification through your email. The email will be coming from “Bechtel EBS Workflow” and should look similar to the below.



2. Download and review the **PDF** copy of the PO and **Attachments** before acknowledging the PO

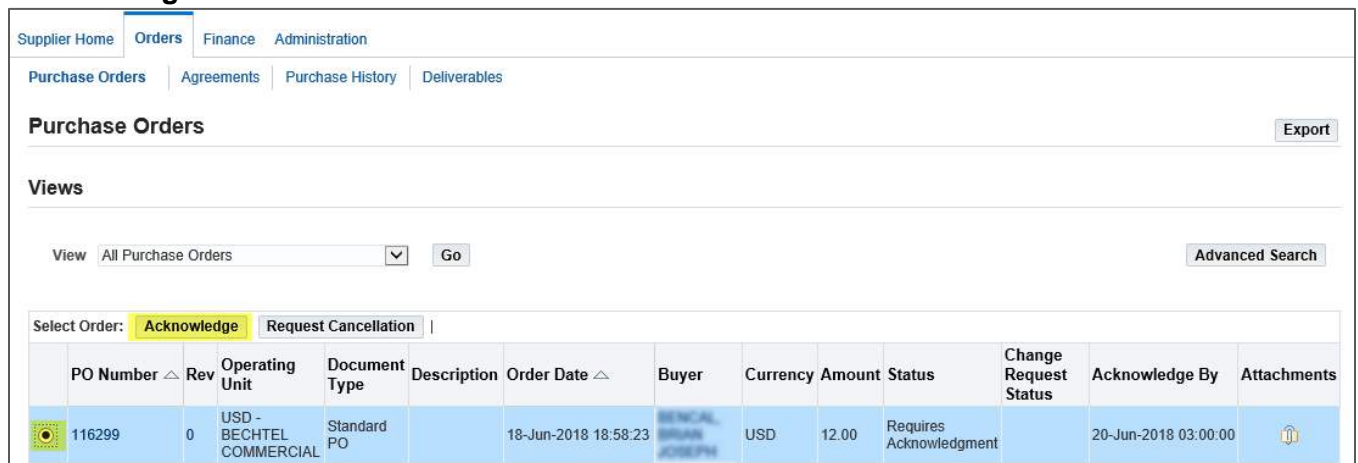


3. To acknowledge the PO via email, simply click the **Accept** or **Reject** option.



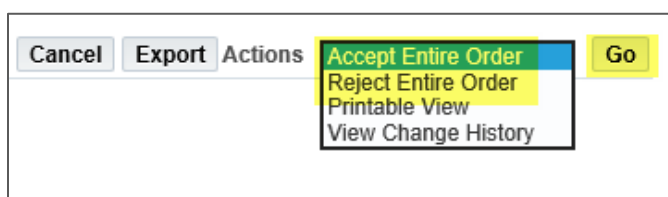
3.2 Acknowledging Purchase Orders via iSupplier Portal

- To acknowledge a PO, select the button next to the PO number you wish to acknowledge and click **Acknowledge**.



Note: You can only acknowledge POs that are in the **Requires Acknowledgment** status.

- From the **Actions** menu, click **Accept Entire Order** to accept or **Reject Entire Order** to reject the PO. Then click **Go**



3. Add any **Notes** (optional) and click **Submit** to accept/reject the PO

Acknowledge Purchase Order 116299

Description

Currency USD

Amount 12.00

Order Date 18-Jun-2018 18:58:23

Action Accept

Note to Buyer

4. You will receive a confirmation of your acknowledgment

PO Acknowledgment Confirmation

Purchase Order 116299 has been Acknowledged.

[Return to Purchase Order Summary](#)

3.3 Requesting Cancellation of Purchase Orders

1. To **Request Cancellation** on a PO, select the button next to the PO number you wish to acknowledge and click **Request Cancellation**.

Supplier Home Orders Finance Administration													
Purchase Orders Agreements Purchase History Deliverables													
Purchase Orders												Export	
Views													
View All Purchase Orders												Go	
Advanced Search													
Select Order: Acknowledge Request Cancellation													
	PO Number Δ	Rev	Operating Unit	Document Type	Description	Order Date Δ	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	116248	1	USD - BECHTEL COMMERCIAL	Standard PO		04-Jun-2018 16:19:28	LAURENCE L. COOPER	USD	300.00	Open			
<input type="radio"/>	113641	1	USD - BECHTEL COMMERCIAL	Standard PO		13-Mar-2018 05:22:46	LAURENCE L. COOPER	USD	0.00	Closed			
<input type="radio"/>	111528	3	USD - BECHTEL COMMERCIAL	Standard PO		04-Jan-2018 17:00:52	LAURENCE L. COOPER	USD	12.00	Finally Closed			

Note: You can only cancel POs that are in the **Open** or **Accepted** status.

5. From the **Actions** menu, click **Cancel Entire Order**, then click **Go**.

Request Cancellation for Complex Purchase Order : 116298,0 (Total USD 12.00) Cancel Save Submit Export Actions **Cancel Entire Order** Go

Currency=USD

Order Information

General Information	Terms and Conditions	Summary
Total 12.00 Supplier Bechtel Supplier Inc Supplier Site Office Address 1 DIGITAL WAY GLENDALE, AZ 85305 Buyer BECNAL, BRIAN JOSEPH Order Date 18-Jun-2018 17:54:40 Description Status Open Note to Supplier Sourcing Document Organization USD - BECHTEL COMMERCIAL Supplier Order Number Attachments View	Payment Terms NET 30 Carrier FOB XXX Freight Terms Shipping Control Work Location Address 50 Beale Street San Francisco, CA 94105-1895 Bill-To Location Address 50 Beale Street San Francisco, CA 94105-1895	Total 12.00 Approved 0.00 Billed 0.00 Advance Billed 0.00 Progress Payment 0.00

6. Provide the **Reason for Cancellation** and click **Submit**

Cancel Purchase Order 116298 Cancel **Submit**

Description

Currency USD

Amount 12.00

Order Date 18-Jun-2018 17:54:40

Action Cancel

*** Reason for Cancellation**

7. You will receive a confirmation message of your cancellation request

Cancel Order Confirmation

Cancellation Request for Purchase Order 116298 has been submitted for approval.

[Return to Purchase Order Summary](#)

4 Requesting Changes on a Purchase Order

1. Once you open the PO, you should see the following in the **Actions** menu in the right-hand corner of the page. Select **Request Changes** and **Go**

Actions **Request Changes** **Go** **Export**

- Request Cancellation
- View Change History
- Printable View
- View Receipts
- View Invoices
- View Payments

Note: you can only request changes on an open PO

- Make the necessary changes to the PO and provide the **Reason** for the change request. If any additional changes need to be made, be sure to specify those changes in the **Additional Changes** text box. Click **Submit** to submit the change request

Request Changes for Complex Purchase Order : 116248,1 (Total USD 300.00)

Cancel Save **Submit** Export Actions Cancel Entire Order Go

Currency:USD

Order Information

General Information

Total 300.00
 Supplier BocSupplier Inc
 Supplier Site Office
 Address 1 DIGITAL WAY
 GLENDALE, AZ 85305
 Buyer LASLEY, ELIZABETH
 MICHELLE
 Order Date 04-Jun-2018 16:19:28
 Description
 Status Open
 Note to Supplier
 Sourcing Document
 Organization USD - BECHTEL
 COMMERCIAL
 Supplier Order Number
 Attachments None

Terms and Conditions

Payment Terms NET 30
 Carrier
 FOB XXX
 Freight Terms
 Shipping Control

Work Location

Address 50 Beale Street
 San Francisco, CA 94105-1895

Bill-To Location

Address 50 Beale Street
 San Francisco, CA 94105-1895

Summary

Total 300.00
 Approved 0.00
 Billed 0.00
 Advance Billed 0.00
 Progress Payment 0.00

PO Details

TIP To split a pay item, use the split icon in the hidden table. To change or cancel a specific pay item, select the action from the hidden table.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Advance Amount	Advance Note to Paid Supplier	Contractor Name	Linked Attributes	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	1	Fixed Price Services				28132-140			100	100.00					Open				
	2	Fixed Price Services				55764-101			100	100.00					Open				
	3	Fixed Price Services				26089-320			100	100.00					Open				

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here.

Additional Changes

- You will receive a confirmation message of your change request for the PO

Change Order Confirmation

Change Request for Purchase Order 116248 has been submitted for approval.

[Return to Purchase Order Summary](#)

5 Support

If you have questions or need more information on this Purchase Order, please reach out to the Buyer. If you need help with navigation or accessing the Purchase Order you may contact the Procurement Helpdesk at procweb@bechtel.com.