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INFRASTRUCTURE

MINING & METALS

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OIL, GAS & CHEMICALS

# iSupplier Portal: New User Registration

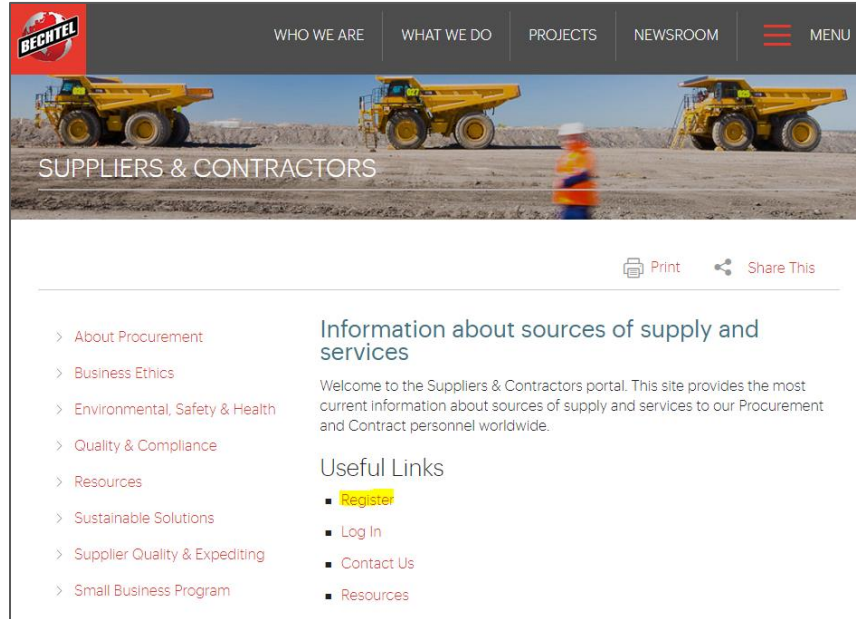
Last Updated: 4-Jun-2018

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# 1 New User Registration

1. If you have not registered in the new supplier portal as of March 20<sup>th</sup>, 2017 click the **Register** link found under the **Useful Links** section to begin the registration process. This link is found on the Supplier & Contractors webpage at <http://www.bechtel.com/supplier/>



2. After clicking **Register here**, you will be directed to the page below. Populate all required fields that are marked with an asterisk.

**Note:** You must enter in a valid **Dun & Bradstreet (DUNS)** number to register.

For more information about **DUNS** visit: <http://www.dnb.com> and to apply for a **DUNS** visit <http://www.dnb.com/get-a-duns-number.html>.

For the International Company DUNS application visit <http://www.dnb.com/customer-service/global-customer-service-centers.html>.

For South Asia, Middle East, and Africa DUNS visit <http://www.dnbsame.com/>

3. After completing the registration request, you are a **Prospective Supplier**. Your registration still needs to be reviewed and approved. No action is needed from you at this point. Registration does not provide login information, i.e., username and password. This is only provided once your registration has been approved.

**Note:** As a prospective supplier, our buyers can see your company. When a buyer finds a company they are interested in, they will move your registration to the top of the queue for review and approval. You will only receive an email after this approval has occurred. To expedite the approval process, please reach out to your Bechtel buyer or point of contact.

## 1.1 Expressing Interest in a Bechtel Project

1. Go to the **Additional Information** page of the registration seen during step 3 of 4.

The screenshot shows the 'Supplier Profile Attributes' page in the 'Additional Information' tab. The page is divided into several sections, each with a table for adding and managing entries:

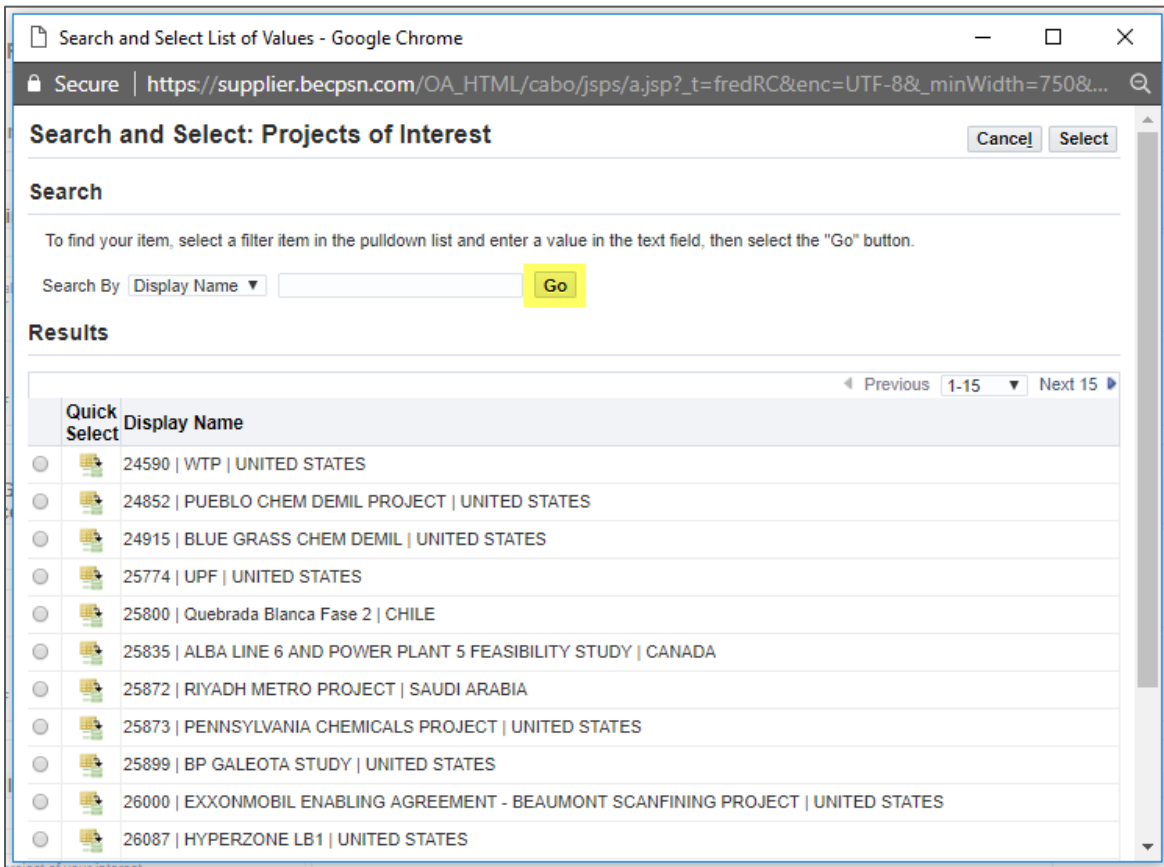
- Supplier Business Classification:** A table with columns for Classification, Comments, and Delete.
- Interests Related to Performing Work:** A section header.
- Industry Lines of Business:** A table with columns for Business Line, Comments, and Delete. A note below the table reads: "Please select all the Business Lines for which you are qualified and wish to supply material and/or perform work."
- Regions of Interest:** A table with columns for Interested Geographical Areas for Supply of Material and/or Work Performance, Comments, and Delete.
- Projects of Interest:** A table with columns for Projects of Interest, Comments, and Delete.

The page includes navigation buttons: 'Save For Later', 'Back', 'Step 3 of 4', and 'Next'. The Bechtel logo is in the top left, and home, settings, and help icons are in the top right.

2. Scroll down to the section **Projects of Interest** section



3. To see a full list of applicable results, click the magnifying glass icon within the text box. This will bring up a search – simply click “Go” to view all options.



**Note:** If the search box does not appear when clicking the magnifying glass, please make sure your pop-up blocker is turned off.

- Simply select the project to express interest. The project you express interest in will receive an email notifying them of your interest and will include your company details. **Please be sure to add any targeted information in the comments section to ensure the project has all necessary details**

Projects of Interest

Projects of Interest	Comments	Delete
<input type="text" value="24590   WTP   UNITED STATES"/> <small>Please select project of your interest</small>	Here is where you should enter notes to the project you are interested in.	

- To express interest in more than one project, click the blue and green plus icon to add a new line. Follow the same steps noted above. You can express interest in as many projects as you like.

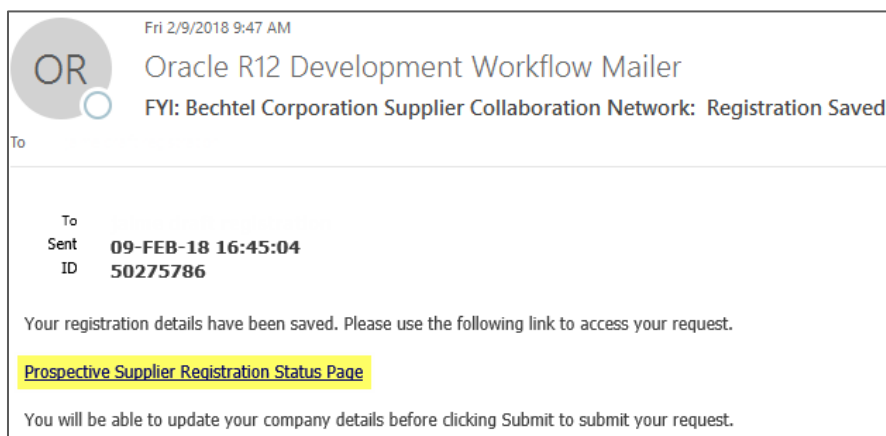
Projects of Interest

Projects of Interest	Comments	Delete
<input type="text" value="24590   WTP   UNITED STATES"/> <small>Please select project of your interest</small>	Here is where you should enter notes to the project you are interested in.	
<input type="text"/> <small>Please select project of your interest</small>	Here is where you should enter notes to the project you are interested in.	

## 1.2 Updating Draft Registrations

Upon saving your registration, you will receive an email with a link that will take you to the current status of your registration. If your registration is in draft mode you can still make updates. Once you submit your registration you will be unable to make any updates (without having to contact [procweb@bechtel.com](mailto:procweb@bechtel.com)) Follow the direction below to update your draft registration:

- Access the email notification you received from **Oracle R12 Development Workflow Mailer**. The subject of the email will start with "FYI: Bechtel Corporation Supplier Collaboration Network: Registration Saved". Click the blue hyperlink to access your registration status page.



- After launching your registration status page, click **Update** in the right-hand corner of the page

**Prospective Supplier Registration: Current Status** Update

Thank you for registering with us. Here's the current status of your registration request.

**Registration Details and Status**

Company Name	Status	Draft
<b>Contact Information</b>		
Email	testing123@test.com	Phone Area Code
First Name		Phone Number
Last Name		Phone Extension

**Status History**

Date	Status	Note
09-FEB-2018	Draft	

- This will open your draft registration. Make the necessary updates and click **Submit**, seen on step 4 of 4, to submit your registration

Basic Information      Company Details      Additional Information      **Attachments** (Step 4 of 4)

Submit    Back

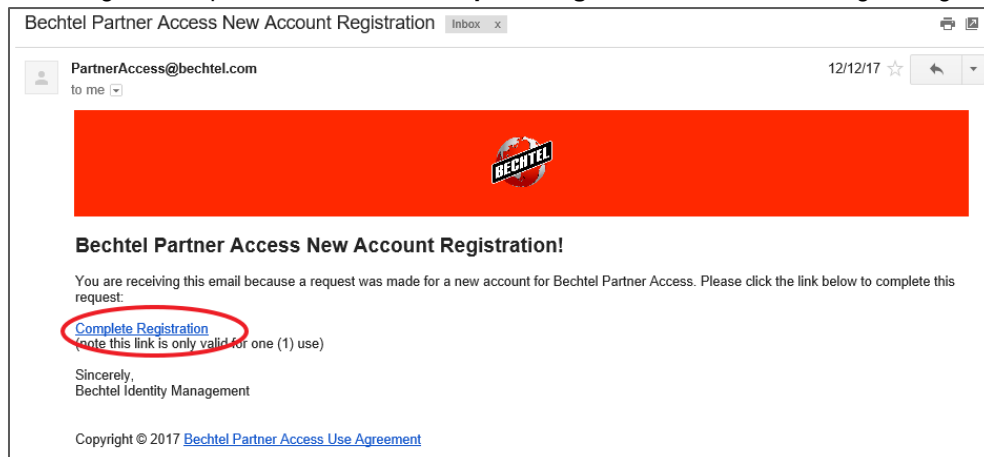
**Attachments**

Add Attachment


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

### 1.3 Prospective Supplier Registration Approval

- After approval**, an email is automatically sent to the user's email address. The email will contain a link to complete the registration process. Click the **Complete Registration** link to finish registering.



**Note:** This link is only valid for a single use and will expire in 14 days. After clicking this link, it will expire and you will receive the message seen below. If the link has expired and you have not created a password, follow the instruction seen in section [4.1](#) in this document or the direction on the link within the message.




**Bechtel Partner Access**

Complete Account Registration

This one-time registration link has either already been used or has expired. To complete your user account registration, please follow the instructions  in Section 5.1 (Resolving Initial Access Issues) of the Bechtel Partner Access User Guide (<http://go.bechtel.com/docs/BechtelPartnerAccessUserGuide.pdf>).

2. Once you have launched the **Complete Registration** link, the **Complete Account Registration** page will appear in your browser. The required fields are marked with an asterisk and must be completed before submitting.



**Bechtel Partner Access (STAGE)**

Complete Account Registration

\* First Name:

Middle Name:

\* Last Name:

Alternate Name:

Title:

Department:

\* E-Mail Address:

\* Phone:

Mobile:   
\* Mobile number is required for SMS operations.

Fax:

\* Company Name:

\* Address:

\* City/Locality:

State:

\* Postal Code:

\* Country:

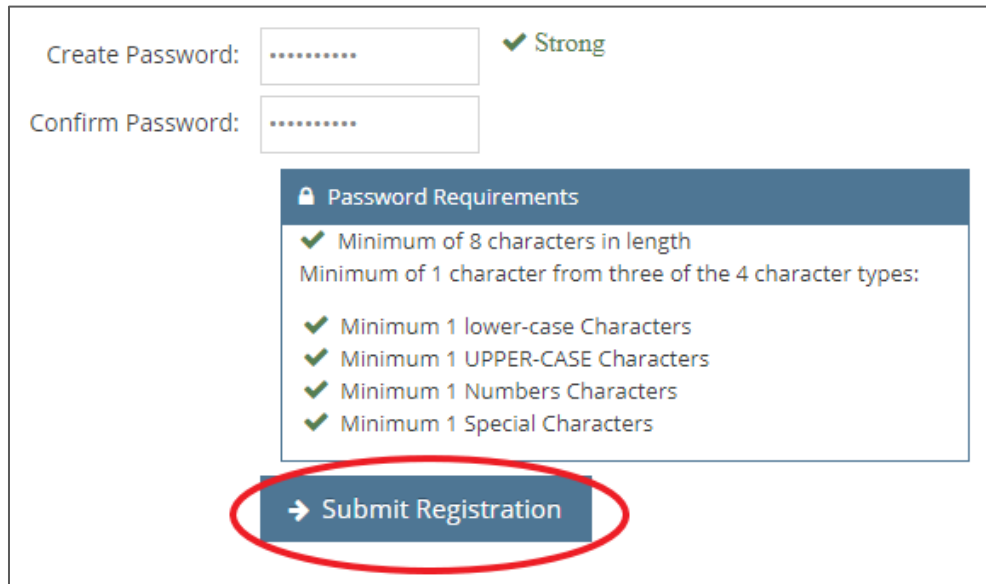


- a. To enter a phone number, first select the applicable country from the pull-down menu. In order to receive a second authentication factor One-Time Password-Code via SMS messaging, a mobile phone number must be added.



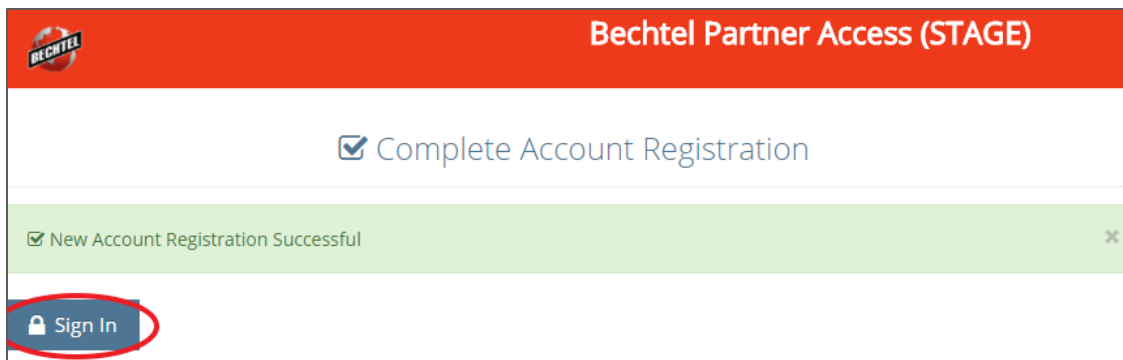
**Note:** The default setting for all Bechtel Partner Access users is to receive a second authentication factor OTP code via email

3. To create your password, follow the requirements displayed below the entry field. Click **Submit Registration** to continue.



**Note:** This is the password you will use every time you log in. You can reset your password at any time by clicking **I forgot my password**, seen on the log in screen.

4. If all required information was completed, you will be successfully registered and will be prompted to sign in. Click the **Sign In** button.



## 2 Support

### 2.1 Contact Information

If you have questions or need more information on the registration process, please email us at [procweb@Bechtel.com](mailto:procweb@Bechtel.com) or reach out to your Bechtel person of contact.

For all login issues, please contact the IS&T Service Center at [istsc@Bechtel.com](mailto:istsc@Bechtel.com).

You can find additional IS&T Service Center contact information by clicking the green “**Click here for Help**” button seen on the login page.



Clicking this button will open a new window with the support contact information

