



INFRASTRUCTURE

MINING & METALS

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OIL, GAS & CHEMICALS

iSupplier Portal: Existing User Sign In

Last Updated: 4-Jun-2018

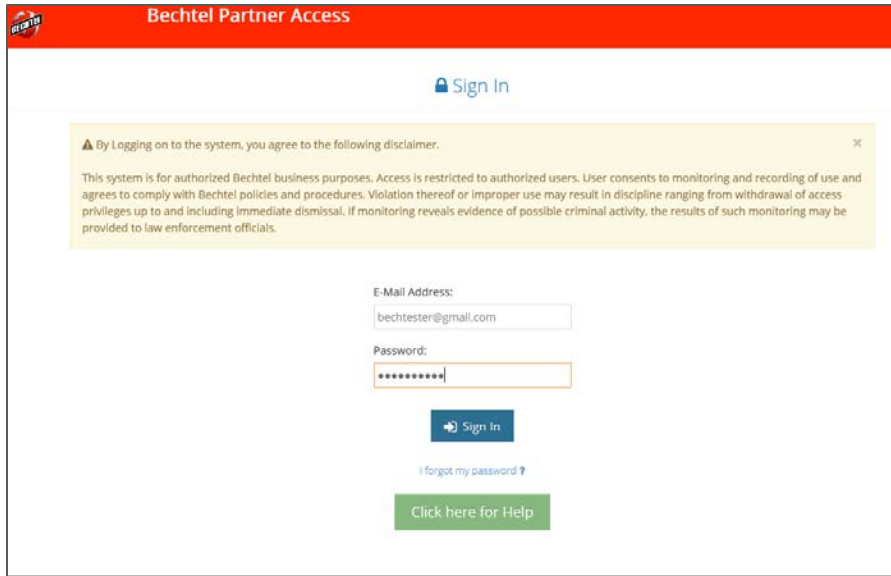
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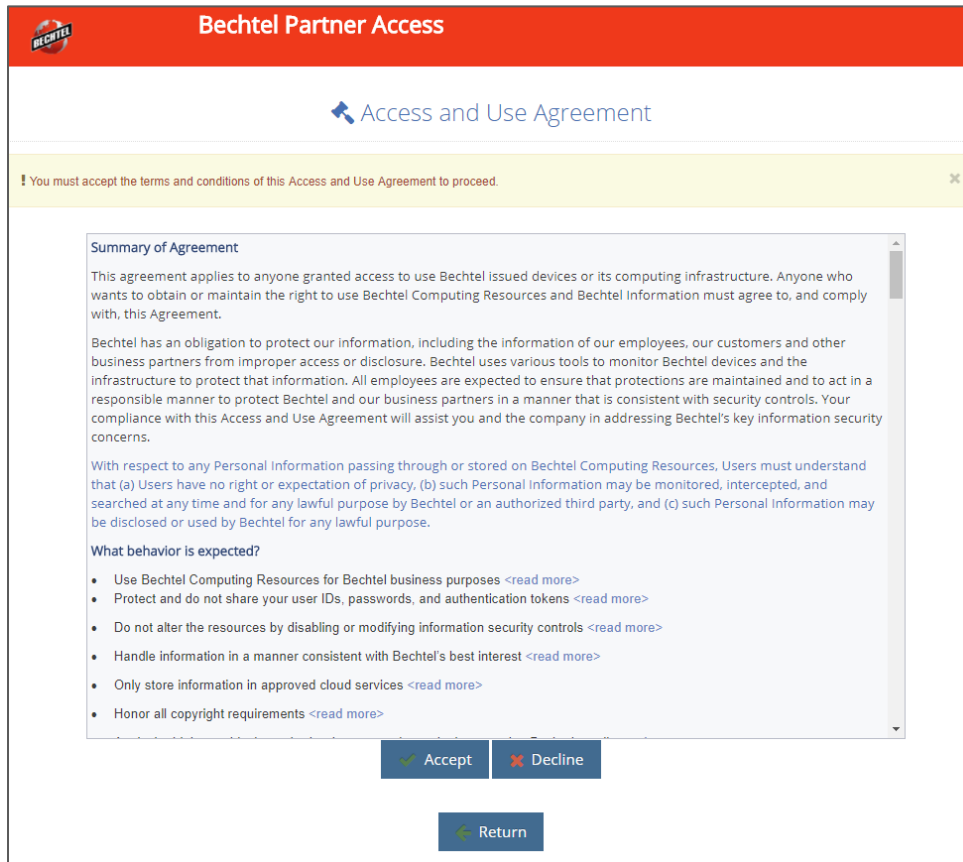
1 Existing User Sign In

These Instructions will guide you through logging into your account for the first time after you have completed the Registration process and your prospective supplier registration has been approved. Upon your first login you will need to review and accept the Access and Use Agreement. You will need to obtain a new One-Time-Passcode at each login.

1. Enter your email address and password and click the **Sign In** button at the bottom of the screen.

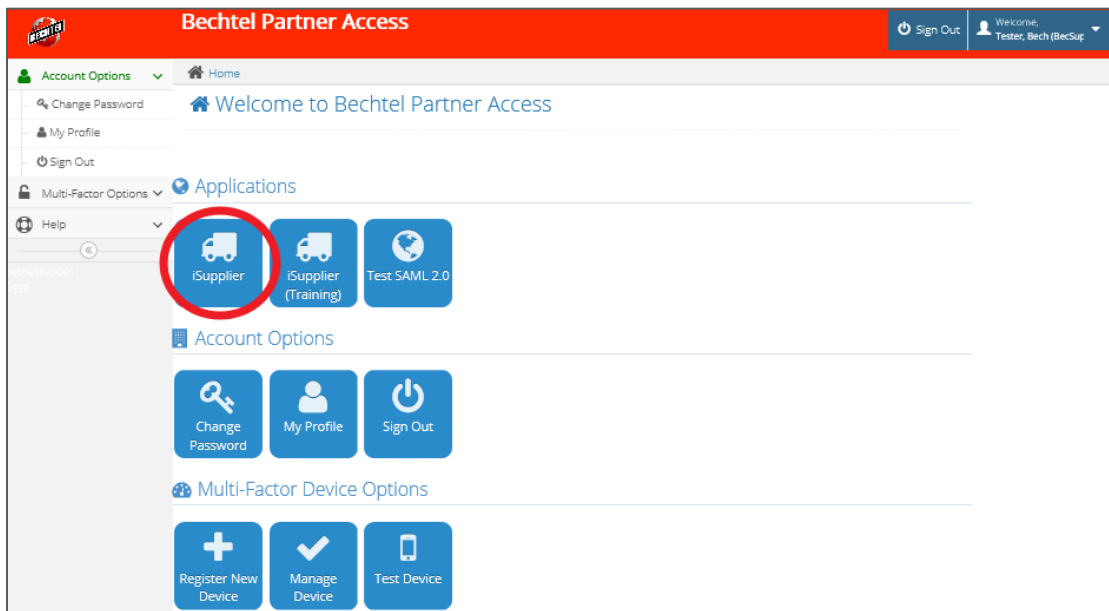


2. Upon signing in for the first time, the **Access and Use Agreement** page will appear. After reading the terms and conditions, click the **Accept** button to continue.



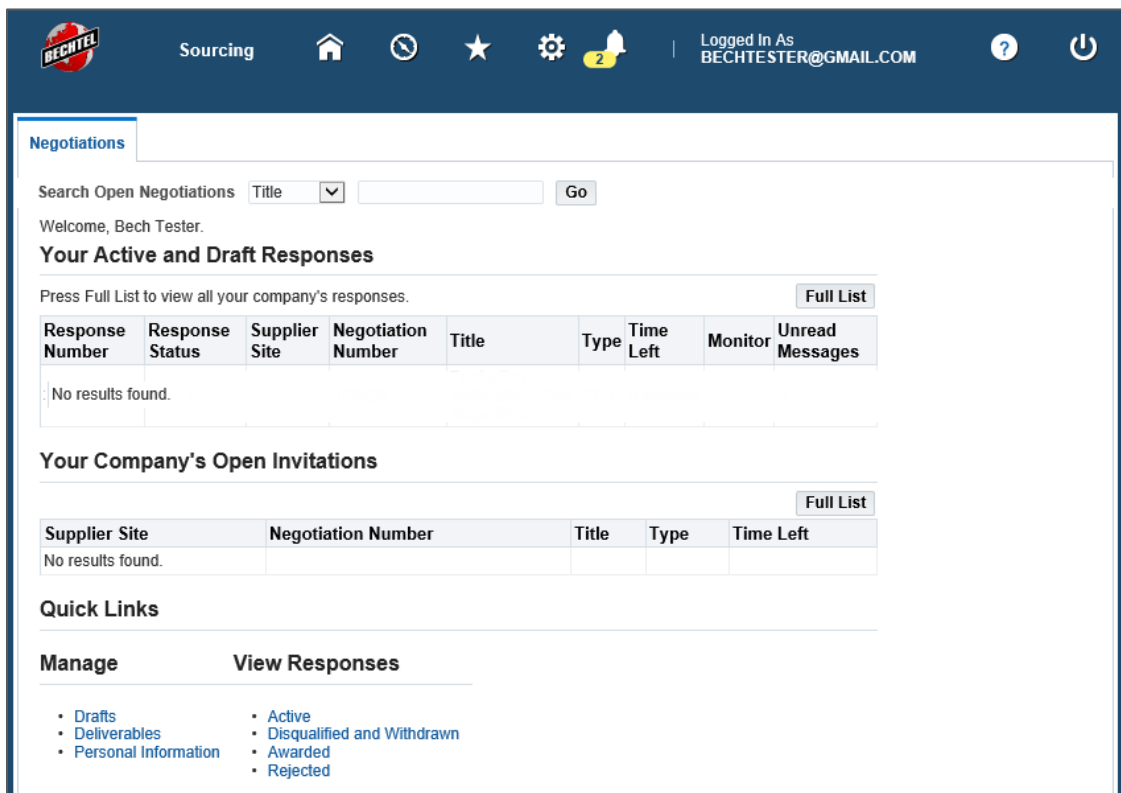
Note: If you need a PDF copy of the Access and Use Agreement, please email us at ProcWeb@Bechtel.com

- This will bring you to the Bechtel Partner Access Home Page. Be sure to confirm with your buyer to determine the proper instance then choose that instance. If you do not see this page after logging in, skip to #4.

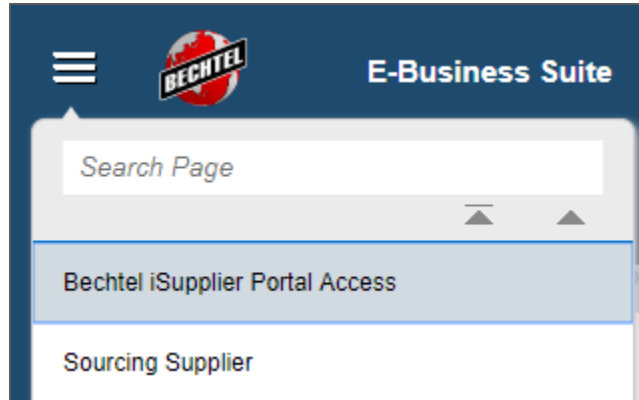


Note: The iSupplier (Training) icon is only used for training purposes. The other iSupplier icon is to be used for production transactions. Please contact your Bechtel Buyer if you are unsure if you should be using the test or production instance. Disregard the “Test SAML 2.0” application.

- Upon logging in, you will be directed to the Sourcing Home Page



5. To navigate the iSupplier Portal, use the menu bar seen on the left side of the page.
 - a. **Bechtel iSupplier Portal Access** will allow you to view your companies profile, purchase orders, agreements, shipments, invoices, etc.
 - b. **Sourcing Supplier** will allow you to access your companies' negotiations (RFI, RFQ, Auction).



Note: If you do not have access to the appropriate responsibility, please contact your Bechtel buyer or email us at procweb@bechtel.com to grant you the necessary access.

2 Support

2.1 Resolving Login Issues & Resetting Passwords

If you do not receive the **Bechtel Partner Access New Account Registration** email to create your password and login to the system, first check your **Junk/Spam** email folders. If you are still unable to find the registration email, follow the steps below to create a password and login.

Note: The steps below also apply to those who inadvertently deleted the registration email, or simply forgot the password that was created.

If you received the **Bechtel Partner Access New Account Registration** email but the “Complete Registration” link to create a password and login to the system has expired or is not working you will also need to reset your password. Follow the steps below to create a password and login

1. Open the browser sessions and go to the login page at: <https://supplier.becpsn.com/>. Click on the “**I forgot my password?**” link, highlighted in the screenshot below.

Sign In

E-Mail Address:

 Submit

Remember Me

[I forgot my password ?](#)

[Click here for Help](#)

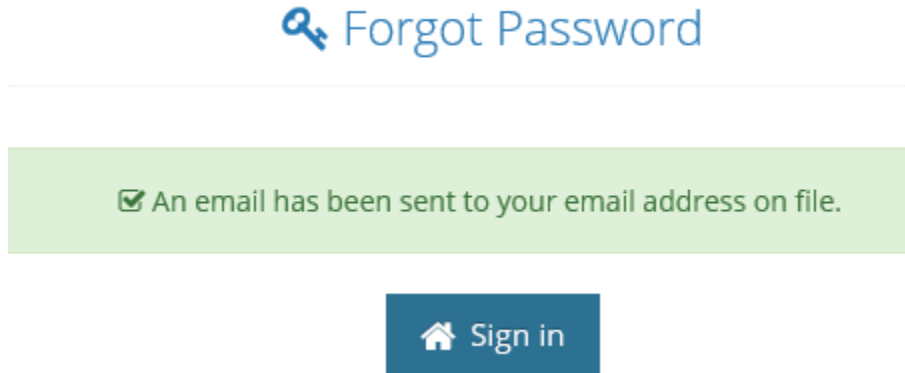
2. The **Forgot Password** page will. Enter your email address and click the **Get Profile** button.

Forgot Password

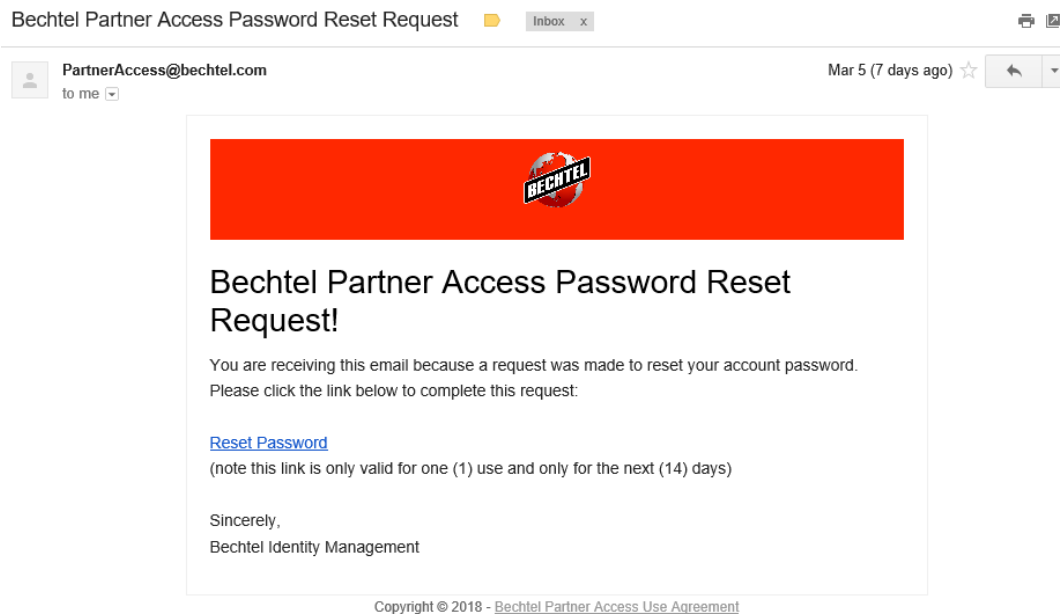
* E-Mail Address:

 Get Profile

3. You will receive confirmation that an email has been sent to your email address



4. Within a couple minutes you should receive an email with a link to reset the password. Click on the **Reset Password** link to continue.



Note: This link is only valid for one use and the link will be valid for 14 days. After you click the reset password link you will have 60 minutes to reset your password. If time elapses, please restart the reset password process.

5. After clicking the link, you will be brought to a page to create a new password. Enter a new password ensuring all the password requirements are met, confirm the password, then set your new password.

E-Mail Address
bechtester@gmail.com

* New Password:
[Input Field]

* Confirm Password:
[Input Field]

Set Password

Password Requirements

- Minimum of 8 characters in length
- Minimum of 1 character from three of the 4 character types:
 - Minimum 1 lower-case Characters
 - Minimum 1 UPPER-CASE Characters
 - Minimum 1 Numbers Characters
 - Minimum 1 Special Characters

Note: if you have not yet completed the BPA account registration, the Complete Account Registration page will appear to create a password

2.2 Account Lockout

If you enter an incorrect password too many times, you will get locked out of your account. To unlock your account, please contact the IS&T Service Center at istsc@Bechtel.com

2.3 Account Lockout when Resetting Password

There are some companies that have network security solutions in place. Sometimes this security employs a link protection that breaks the URL for resetting passwords. If you receive an account lockout error when attempting to reset your password, your network may be trying to secure this site.

How do I know if my network security is locking me out?

The reset password URL should begin with: <https://extlogin.myspn.com...> If there is any text before this URL, your network is blocking this page. For example: <https://linkprotect.cudasvc.com/uri?a=https://extlogin.myspn.com>

If you are not sure if this is why your account is locked, you can send an email to istsc@Bechtel.com with a screenshot (being sure to include the URL in that screenshot) and ask for assistance.

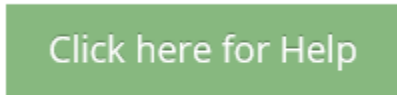
How do I resolve this issue?

You will need to contact your IT Department and ask that they include <https://extlogin.myspn.com...> on your networks URL exception list

2.4 Contact Information

For all login issues, please contact the IS&T Service Center at 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

