



INFRASTRUCTURE

MINING & METALS

NUCLEAR, SECURITY & ENVIRONMENTAL

OIL, GAS & CHEMICALS

Sourcing Instructions for Suppliers: Reviewing and Responding to Negotiations

Last Updated: 4-Jun-18

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1 Reviewing Negotiations

Please follow the instruction in the PDF document “Sourcing Instructions for Suppliers – Accessing Negotiations”. Once you are in the negotiation, you may explore the various sections. If you have any questions about these sections, please reach out to the Buyer directly. When reviewing the negotiation, pay special attention to the following:

1.1 Reviewing the Header

1. **Terms** section identifies the terms for the negotiation. If you have any questions on the negotiation terms, please reach out to your Bechtel buyer

Terms			
Bill-To Address	US_AZ_GLENDALE_85305-2201	Payment Terms	NET 30
Ship-To Address	Bechtel	Carrier	
Delivery Terms	Delivered Duty Paid - DDP	Freight Terms	

2. **Currency** section identifies all acceptable currencies for the event. Additional response currencies may be added by the Buyer.

Currency	
Auction Currency	USD
Price Precision	2

3. **Requirements** are any preconditions or qualifications to supplement the bid. Bechtel may additionally require you to provide targeted information specific to the scope of work.

Requirements	
Show All Details Hide All Details	
Details	Section
▶	Commercial
▶	Technical

Note: Click **Show All Details** to expand all requirement questions

4. **Notes and Attachments** includes any notes the buyer wants to relay about the negotiation as well attached files containing the Scope of Work, Terms & Conditions, and other Contract Terms. To open an attachment, simply click the attachment title.

Notes and Attachments								
Note to Suppliers Please download the document below by clicking the Title of the attachment.								
Title ▲	Type ▲	Description ▲	Category ▲	Last Updated By ▲	Last Updated ▲	Usage ▲	Update	Delete
Attachment 1	File	T&Cs	To Supplier		07-Jun-2018	One-Time		

Note: Please ensure that you download all attachments if you intend to bid.

1.2 Reviewing the Lines

This contains the Products needed for the Project and includes Description, Unit of Measure, Target Quantity, Promised date, etc. per line item.

RFQ: 109708 2 Unread Messages

TIP All times reflected in (GMT -04:00) Eastern Time Actions Online Discussions

Title
Status
Time Left Open Date 12-Nov-2017 12:29:39
Close Date 12-Nov-2017 12:37:33

Header **Lines** Controls Contract Terms

Display Rank As 1,2,3... Cost Factors None
 Ranking Price Only Price Tiers None

Lines

Description	Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (USD)	Active Responses	Time Left
Test Requisition - Buy ...	1 Test Requisition - Buy ...		UD73	EACH	3	17-Nov-2017 11:05:33	17-Nov-2017 11:05:33	Blind	Blind	0 seconds

1.3 Reviewing the Controls

Controls are Response Rules set by the Buyer. If you have any questions regarding controls, please contact the Buyer directly.

RFQ: 109708 2 Unread Messages

TIP All times reflected in (GMT -04:00) Eastern Time Actions Online Discussions

Title
Status
Time Left Open Date 12-Nov-2017 12:29:39
Close Date 12-Nov-2017 12:37:33

Header Lines **Controls** Contract Terms

Schedule

Preview Date 12-Nov-2017 12:29:39 Open Date 12-Nov-2017 12:29:39
 Close Date 12-Nov-2017 12:37:33 Award Date

Response Rules

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
- Allow Quote Withdrawal
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open
- Allow Alternate Lines on Supplier Responses
- Allow Staggered Awarding

1.4 Reviewing the Contract Terms

The Contract Terms section is where all the deliverables for the negotiation will reside. Any questions regarding the contract terms should be directed to your Bechtel buyer

RFQ: 109708 2 Unread Messages

TIP All times reflected in (GMT -04:00) Eastern Time Actions

Title	Open Date 12-Nov-2017 12:29:39
Status	Close Date 12-Nov-2017 12:37:33
Time Left	

Header Lines Controls **Contract Terms**

Deliverables

Deliverable Name	Deliverable Type	Responsible Party	Party Name	Contact
No Deliverables exist.				

2 Responding to Negotiations

After you receive an invitation to participate in a negotiation, you can acknowledge your participation and create a quote. Follow the instruction below to acknowledge participation and create a quote.

2.1 Acknowledging Participation

1. Review the negotiation, and select **Acknowledge Participation** from the actions menu. Then click **Go**.

Auction: 112388

TIP All times reflected in (GMT -04:00) Eastern Time Actions

Title	Open Date 01-Mar-2018 08:16:25
Status	Close Date 31-Mar-2018 08:15:06
Time Left	

2. Upon reviewing the negotiation, please acknowledge participation by picking **Acknowledge Participation** next to **Actions** and click **Go**. This will then bring you to a new page where you will decide if you company will participate in the negotiation by clicking **Yes** or **No** (shown below):
 - a. **Yes - Accept.** If accepted, you may participate in the negotiation.
 - b. **No - Decline.** If declined, you will not be included in additional communications about this specific event in the future, and is not expected to participate in the negotiation. If you respond no on accident, please contact the buyer for the next steps.
3. After choosing your response to the invitation, click **Apply**.

Acknowledge Participation (Auction 112388) Cancel Apply

1 Will your company participate? Yes
 No

Note to Buyer

2

Note: If you respond “no” your Bechtel buyer may remove your company from the negotiation. If you respond “no” by mistake, please contact your Bechtel buyer for assistance.

2.2 Creating a Quote – Header

1. First, ensure you have reviewed the negotiation in full, including downloading all the header level **Attachments**.

Header | Lines | Controls | Contract Terms

Buyer Outcome Complex Purchase Order
Quote Style Event
Description

Terms

Bill-To Address Payment Terms NET 30
Ship-To Address Carrier
Delivery Terms Freight Terms

Currency

RFQ Currency USD Price Precision Any

Requirements

Show All Details | Hide All Details

Details Section

▶ Commercial

Notes and Attachments

Note to Suppliers

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
File 1.docx	File		To Supplier		12-Nov-2017	One-Time		

2. To create a response, click **Create Response/Quote/Bid** under the **Actions** drop down menu then click **Go**.

RFQ: 109708

TIP All times reflected in (GMT -04:00) Eastern Time

Actions Go

- Acknowledge Participation
- Create Quote**
- Open
- Close
- Online Discussions
- View Quote History
- Printable View
- Export to Spreadsheet

Title
Status
Time Left

- When creating a quote, you will first land on the **Header**. On the header of the create quote page you can add any notes to the buyer, select the quote currency, and upload attachments.

Create Quote: 492139 (RFQ 109708) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title _____ Time Left 7 days 22 hours
Close Date 22-Mar-2018 14:16:31

Header | Lines

Supplier _____ Reference Number
Supplier Site _____ Note to Buyer
RFQ Currency USD
Quote Currency USD
Price Precision Any

Attachments

Add Attachment

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Test	File	Test	From Supplier		14-Mar-2018	One-Time		

2.2.1. Uploading Attachments

- To add attachments, Click the **Add Attachments** button.

Create Quote: 492139 (RFQ 109708) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title _____ Time Left 7 days 22 hours
Close Date 22-Mar-2018 14:16:31

Header | Lines

Supplier _____ Reference Number
Supplier Site _____ Note to Buyer
RFQ Currency USD
Quote Currency USD
Price Precision Any

Attachments

Add Attachment

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

- This will redirect you to a new page. Add a title and description then browse your computer and select the appropriate file. You can also insert a URL, short text, and long text attachment. On the top right corner, click **Apply** to attach the file or **Add Another** to attach the file and attach another.

Add Attachment Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category From Supplier

Define Attachment

Type File Browse...

URL

Short Text

Long Text

- You will see a confirmation at the top of your screen

Confirmation

Test attachment has been added successfully.

Create Quote: 492139 (RFQ 109708) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

2.3 Creating a Quote – Lines

- Click on the **Lines** tab to input your quote/pricing information.

Create Quote: 492139 (RFQ 109708) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Time Left 7 days 22 hours

Close Date 22-Mar-2018 14:16:31

Header **Lines**

RFQ Currency USD Quote Currency USD

Price Precision Any

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1	Stuff US_WA_KENNEWICK_99336-0000	No Quote			<input type="text"/>	LUMP SUM	1	1	<input type="text"/>	No <input type="checkbox"/>	

Indicates more information requested. Click the Update icon.

- Populate the available fields including **Quote Price** and **Promised Date**

Create Quote: 492139 (RFQ 109708) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title _____ Time Left 7 days 22 hours
Close Date 22-Mar-2018 14:16:31

Header **Lines**

RFQ Currency USD Quote Currency USD
Price Precision Any

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1 Stuff	US_WA_KENNEWICK_99336-0000	No Quote			<input type="text"/>	LUMP SUM	1	1	<input type="text"/>	No <input type="checkbox"/>	

Indicates more information requested. Click the Update icon.

Note: The **Promised Date** field may default to the date the buyer has entered. You may edit and/or delete this date. The **Promised Date** is not a mandatory field.

- If you wish to provide more detail for a line, you can upload line level **Attachments** or any **Notes to Buyer**. To do this, click the update button. Enter all of the necessary information, and then click **Apply**.

Create Quote: 492139 (RFQ 109708) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title _____ Time Left 7 days 22 hours
Close Date 22-Mar-2018 14:16:31

Header **Lines**

RFQ Currency USD Quote Currency USD
Price Precision Any

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1 Stuff	US_WA_KENNEWICK_99336-0000	No Quote			<input type="text"/>	LUMP SUM	1	1	<input type="text"/>	No <input type="checkbox"/>	

Create Quote 492139: Line 1 (RFQ 109708) Cancel Save Draft Apply 3

Description Stuff Close Date 22-Mar-2018 14:16:31
Unit LUMP SUM Quote Currency USD
Start Price Rank No Quote
Target Price Ship-To
Quote Price Need-By Date
Target Quantity 1 Promised Date

Quote Quantity 1

Notes

Note to Buyer 1

Attachments

Add Attachment 2

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

- When satisfied with your bid, click **Continue**.

Create Quote: 492139 (RFQ 109708) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title _____ Time Left 7 days 22 hours
Close Date 22-Mar-2018 14:16:31

Header **Lines**

RFQ Currency USD Quote Currency USD
Price Precision Any

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1 Stuff	US_WA_KENNEWICK_99336-0000	No Quote				LUMP SUM	1	1		No	

- You will then be prompted to **Review** your quote, then either **Submit** or **Save Draft** to submit your quote at a later time.

Create Quote 492139: Review and Submit (RFQ 109708) Cancel Back Validate Save Draft Printable View Submit

Header

Title _____ Time Left 7 days 22 hours
Supplier _____ Close Date 22-Mar-2018 14:16:31
Supplier Site _____ Quote Valid Until _____
RFQ Currency USD Reference Number _____
Quote Currency USD Note to Buyer _____
Price Precision Any

Attachments

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Test	File	Test	From Supplier		14-Mar-2018	One-Time		

Lines

Quote Total (USD) 100.00

Line	Line	Ship-To	Start Price	Target Price	Quote Price (USD)	Unit	Target Quantity	Quote Quantity	Line Need-By Total Date	Promised Date
1	Stuff	US_WA_KENNEWICK_99336-0000			100	LUMP SUM	1	1	100.00	

- A confirmation window will appear after clicking **Submit**.

 **Confirmation**

Quote 492139 for RFQ 109708 (Testing publish) has been submitted.

[Return to Sourcing Home Page](#)

2.4 Acknowledging Amendments

If the Buyer has created an amendment to an existing negotiation, you will be notified. Once you open the amended negotiation, you must acknowledge the amendments to prove that you have reviewed and understand the changes that have been made. When creating a new amendment, the negotiation number rev up, indicated by a comma and the amendment number (EX: RFQ 112461 becomes 112461,1).

1. Open the amended RFQ by clicking on the **Negotiation Number**. Upon doing so, you will receive a warning message. Click **Yes** to proceed

Warning No Yes

Negotiation 112461 has amendments that require your acknowledgement. Do you want to proceed?

Please review and acknowledge all amendments of this negotiation prior to submitting a response.

2. You will be brought to a screen where you must **Acknowledge** the amendment that has been made. Review the changes and check the checkbox to confirm, then click **Acknowledge**

Acknowledge Amendment (RFQ 112461,1) Cancel Acknowledge

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 112461,1.

Header

Label	RFQ 112461	RFQ 112461,1
Amendment Description		controls

Note: The changes from the original RFQ to the newly amended RFQ will be shown side by side to view comparisons. If you have any questions about what changes have been made, please reach out to your Bechtel Buyer.

3. After clicking **Acknowledge** you will receive a confirmation message. Click **Yes** to create a quote

Confirmation

All amendments of Negotiation 112461 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?

If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.

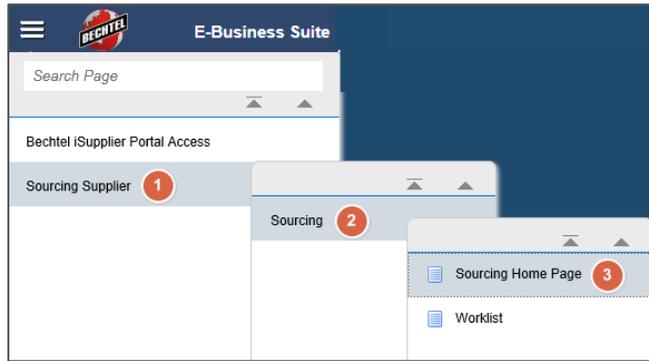
No Yes

4. If you selected yes, the amended negotiation will open and you will have the ability to enter a new quote. Follow the same steps you took to create the original quote, as seen in section 3.2 and 3.3

Note: If you created a quote for the original negotiation, your quote will be pre-populated. You can submit the quote as is, or make changes before submitting.

2.5 Accessing Draft Responses

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



2. Under the **Quick Links** section, look for the **Manage** section, then click **Drafts**



Note: Alternatively, you can click **Full List** below “Your Active and Draft Responses” to see all responses that have not yet been awarded, rejected, or disqualified.

3. Selecting **Drafts**, will take you to the search below. It is recommended that you search for your draft response using your **Negotiation Number**.

Manage Draft Responses

If you press Respond by Spreadsheet, Review & Submit, Update or Delete button, the system will automatically lock the response for you.

■ Negotiation has been paused. Only draft response can be created.

Search

Note that the search is case insensitive

Response Number Reference Number

Negotiation Number Title

Response Created By Close in the Next X Days

Response Number	Reference Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Locked By	Date Locked	Response Created By	Negotiation Close Date	Event Title	Time Left	Request Status
No search conducted.													

Note: Your company’s Negotiation Number, or RFQ number, can be found in an email you should have received from “Oracle R12 Development Workflow Mailer” with the subject beginning with “FYI: Open for quoting: RFQ”. If you cannot find this email, ask your Bechtel buyer for the negotiation number.

3 Additional Functionality

3.1 Online Discussions

To communicate with the Buyer within a specific negotiation, you can use the **Online Discussions** tool. The format is similar to email, but is directly connected to the negotiation. Follow the direction below to create a new online discussion message:

1. Open the negotiation, go to the **Actions** drop down menu and click **Online Discussions**, then **Go**.

RFQ: 112456

TIP All times reflected in (GMT -04:00) Eastern Time

Title	Open Date	Close Date	Time Left
	15	15	

Actions

- Acknowledge Participation
- Create Quote
- Online Discussions**
- View Quote History
- Printable View
- Export to Spreadsheet

Go

2. Click **New Message** to start a new message.

Online Discussions (RFQ 112456) Cancel Printable Page

Title	Open Date	Close Date	Time Left
	14-Mar-2018 10:38:28	15-Mar-2018 10:37:59	

Messages

New Message

Subject	Message	Status	Sender	Date	Reply
No results found.					

3. Enter a **Subject** and **Message** and any **Attachments** (optional). Then click **Send** to send the online message to the Buyer

Create New Message (RFQ 112456) Cancel Send

* Indicates required field

Send To: Bechtel Corporation

* Subject:

* Message:

Attachments

Add Attachment

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

3.2 Quote by Spreadsheet

Quote by Spreadsheet functionality allows you to create a quote by uploading an excel document. You will begin by exporting a file then modifying it and subsequently uploading it back into the system. Quote by Spreadsheet is most commonly used when creating a quote with hundreds or thousands of line items.

1. Open the negotiation and click **Create Quote** under the **Actions** drop down menu then click **Go**.

The screenshot shows the top of an RFQ page for RFQ: 109708. It includes a tip about time zones, a table with columns for Title, Status, and Time Left, and an Actions dropdown menu. The dropdown menu is open, showing options: Acknowledge Participation, Create Quote (highlighted), Open, Close, Online Discussions, View Quote History, Printable View, and Export to Spreadsheet. A Go button is visible to the right of the dropdown.

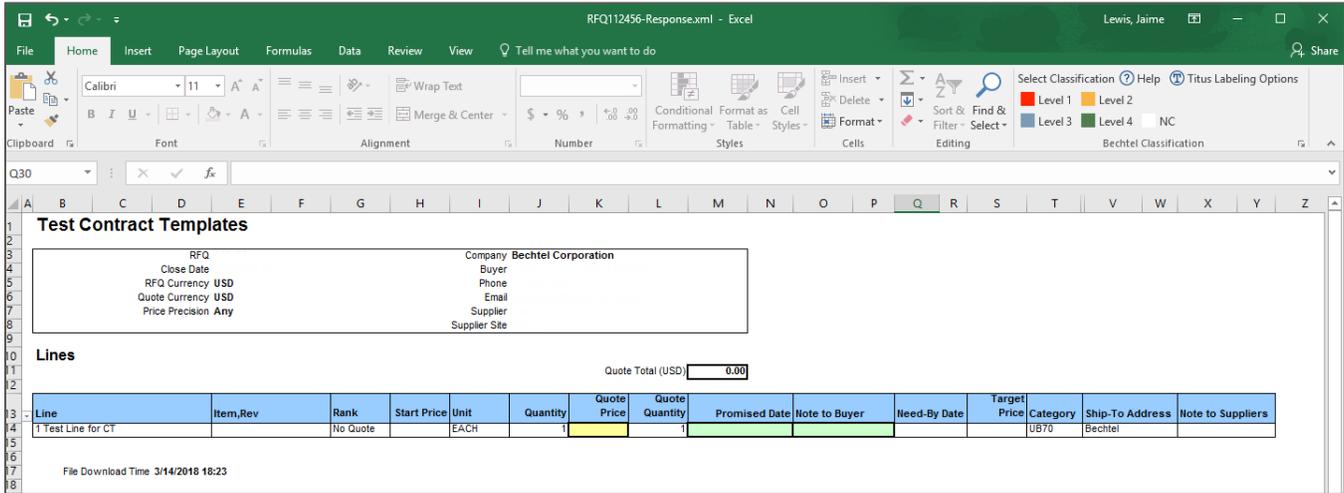
2. Click **Quote by Spreadsheet** to begin.

The screenshot shows the 'Create Quote' interface for RFQ 112456. It has buttons for Cancel, View RFQ, Quote By Spreadsheet (highlighted), Save Draft, and Continue. Below are fields for Title, Time Left, and Close Date. There are tabs for Header and Lines. The Header section contains fields for Supplier, Supplier Site, RFQ Currency (USD), Quote Currency (USD), Price Precision (Any), Reference Number, and Note to Buyer. An Attachments section includes an 'Add Attachment' button and a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table currently shows 'No results found.'

3. First you must export the spreadsheet. To do this, select the desired format and click **Export**.

The screenshot shows the 'Export Spreadsheet' step of the 'Create Quote' process. It displays the RFQ and Quote Currencies as USD. Under 'Step 1: Export Spreadsheet', there is a tip about rich style and a 'Format' section with three radio button options: XML Spreadsheet - Rich Style (.xml) (selected), XML Spreadsheet - Light-Weight Style (.xml), and Tab-Delimited (.txt). An 'Export' button is highlighted. Below is 'Step 2: Import Spreadsheet' with a 'Format' section (XML Spreadsheet (.xml) selected) and a 'File To Import' field with a 'Browse...' button and an 'Import' button.

- The Excel file will download onto your computer. Open the file in Excel, enter your quote and any other necessary information, then **Save** the Excel spreadsheet. The yellow cells are mandatory fields and the green cells are optional.



Note: When downloading the Excel spreadsheet, a zip file will be created. This zip file contains the exported spreadsheet as well as a help document. If you have any trouble using quote by spreadsheet, open the “RFQ-Quote-Help.htm” document that was downloaded onto your computer.

- Go back to the iSupplier Portal, click **Browse** and select the saved excel file. Then click **Import**.

Create Quote 492143: Quote By Spreadsheet (RFQ 112456)

RFQ Currency USD
Quote Currency USD

Step 1:Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format

- XML Spreadsheet - Rich Style (.xml)
- XML Spreadsheet - Light-Weight Style (.xml)
- Tab-Delimited (.txt)

Export

Step 2:Import Spreadsheet

Format

- XML Spreadsheet (.xml)
- Tab-Delimited (.txt)

File To Import **Browse...** 1

Import 2

- Confirm that the information was uploaded into the negotiations correctly and click **Continue**.

Create Quote: 492143 (RFQ 112456) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title _____ Time Left _____
 Close Date _____

Header Lines

Supplier _____ Reference Number
 Supplier Site _____ Note to Buyer
 RFQ Currency USD
 Quote Currency USD
 Price Precision Any

Attachments

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

- Review your quote one last time to confirm that you provided all of the necessary information and it is accurate. Once ready, click **Submit** or **Save Draft**.

Create Quote 492143: Review and Submit (RFQ 112456) Cancel Back Validate Save Draft Printable View Submit

Header

Title _____ Time Left **15:43:51**
 Supplier _____ Close Date 15-Mar-2018 10:37:59
 Supplier Site _____ Quote Valid Until _____
 RFQ Currency USD Reference Number _____
 Quote Currency USD Note to Buyer _____
 Price Precision Any

Attachments

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

4 Support

If you have questions or need more information on a specific negotiation, please reach out to your Bechtel Buyer.

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.