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INFRASTRUCTURE

MINING & METALS

NUCLEAR, SECURITY & ENVIRONMENTAL

OIL, GAS & CHEMICALS

# iSupplier Portal Registration & Instructions

Last Updated: 12-Mar-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/>

**SUPPLIERS & CONTRACTORS**

Home > Suppliers Print Share This


> About Procurement  
> Business Ethics  
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> Small Business Program Overview  
> What We Purchase

### Information about sources of supply and services

Welcome to the Suppliers & Contractors portal. This site provides the most current information about sources of supply and services to our Procurement and Contract personnel worldwide.

### Current Project Opportunities

[PROJECT-OPPORTUNITY-LIST.PDF](#)



**BEFORE YOU BEGIN**

As of March 20<sup>th</sup> 2017, Bechtel is using Oracle EBS for supplier registration, communication and negotiations (RFI, RFQ and/or Auctions). Please make note of the following important information:

- If you previously registered with us prior to March 20<sup>th</sup> 2017, your company profile is still in our records and visible to our procurement teams but you are kindly asked to **register again**.
- If you registered after March 20<sup>th</sup> and have not yet received a User Account, your registration is pending approval. No further action is necessary but you can review your registration using the link in the confirmation email you

**BECOME A BECHTEL SUPPLIER**

If you supply materials or provide services that we are likely to purchase (see [What We Purchase](#)), we invite you to register your company and update that information periodically. The more complete and current your company's information in our global database, the more visible your company will be to our projects.

- To register, it is necessary for your company to have previously registered with Dun and Bradstreet and obtained a DUNS number. The person registering your company must have a valid email address, which will be used as his/her access ID to the Portal. If your company is already in our supplier/contractor database, you will be asked to contact us for assistance and verification.
- Registration places your company in our database of suppliers and contractors and gives your company visibility among procurement professionals working on our projects worldwide. In addition to providing us general information and qualification documents, you have the ability to search for specific active projects and express your company's interest and value proposition in a report sent directly to the project team.

Your registration login credentials (email and password) will also be used to access bid packages on-line via our iSupplier Portal, if you receive an invitation to bid.

**Important note**

Registration and also expressing interest in a project using the Project Opportunities feature helps provide visibility of your company to active projects. It also provides the names of project contacts. It does not automatically place you on a potential bidders list. Bechtel does not maintain a company wide "formal" approved bidder list. Bidders are pre-qualified independently for each project based on project-specific requirements. You will only be contacted by a Bechtel project to review your qualifications when you are being considered for work on a project.

## Useful links

- [Register](#)
- [Log In](#)
- [Contact Us](#)
- [Resources](#)

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

The screenshot shows the Bechtel Prospective Supplier Registration form. At the top, there is a Bechtel logo and navigation icons for home and settings. Below the logo is a progress bar with four steps: Basic Information (active), Company Details, Additional Information, and Attachments. The main heading is "Prospective Supplier Registration" with a "Next" button and "Step 1 of 4". A note states: "\* Indicates required field. Thank you for expressing interest in registering your company with Bechtel. Please complete the following form. Note that registration is not a guarantee of future work." The "Company Details" section includes a note: "A valid Dun & Bradstreet DUNS number is required. Failure to provide one, or an incorrect number will result in your registration failing." The form fields are: \* Company Name, Tax Country (with a search icon and a note: "Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID."), Tax Registration Number, Taxpayer ID, \* DUNS Number. Below this is a note: "For more information about DUNS, refer to <http://www.dnb.com>. For general support, please email [procweb@bechtel.com](mailto:procweb@bechtel.com)." The "Contact Information" section includes a note: "Please enter accurate contact information. The email address provided will be used as the Log In ID for return visits to this site." The form fields are: \* Email, \* First Name, \* Last Name, Phone Area Code, \* Phone Number, and Phone Extension.

**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/d-u-n-s-number/get-a-db-dunsnumber/>

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.

4. **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.

Bechtel Partner Access New Account Registration Inbox x



PartnerAccess@bechtel.com  
to me ▾

12/12/17 ☆



### Bechtel Partner Access New Account Registration!

You are receiving this email because a request was made for a new account for Bechtel Partner Access. Please click the link below to complete this request:

[Complete Registration](#)

(note this link is only valid for one (1) use)

Sincerely,  
Bechtel Identity Management

Copyright © 2017 [Bechtel Partner Access Use Agreement](#)

**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.

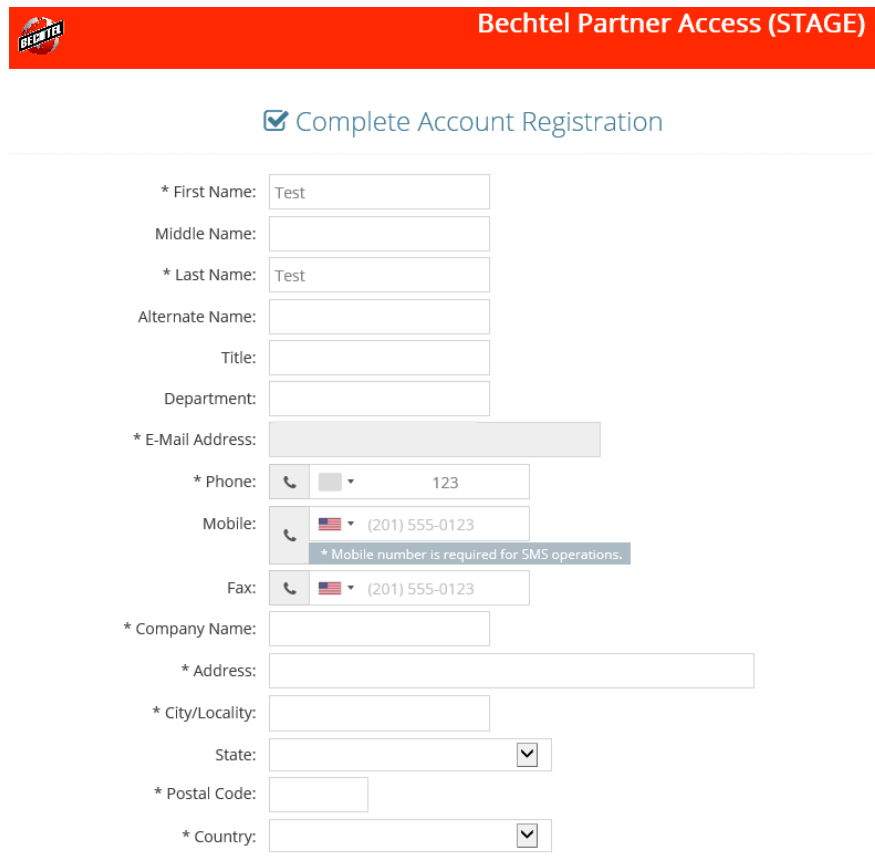


## Bechtel Partner Access

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>).

5. 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.



The screenshot shows the 'Complete Account Registration' page for Bechtel Partner Access (STAGE). The page has a red header with the Bechtel logo and the text 'Bechtel Partner Access (STAGE)'. Below the header, there is a blue checkmark icon followed by the text 'Complete Account Registration'. The form contains several fields, some of which are required (marked with an asterisk):

- \* First Name: Test
- Middle Name: (empty)
- \* Last Name: Test
- Alternate Name: (empty)
- Title: (empty)
- Department: (empty)
- \* E-Mail Address: (empty)
- \* Phone: (country dropdown), 123
- Mobile: (country dropdown), (201) 555-0123. A tooltip message says: '\* Mobile number is required for SMS operations.'
- Fax: (country dropdown), (201) 555-0123
- \* Company Name: (empty)
- \* Address: (empty)
- \* City/Locality: (empty)
- State: (dropdown menu)
- \* Postal Code: (empty)
- \* Country: (dropdown menu)

- 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.



The screenshot shows a close-up of the phone number selection dropdown menu. The menu is open, showing a list of countries and their corresponding phone codes. The countries listed are:

- United States +1
- United Kingdom +44
- Afghanistan (افغانستان) +93
- Albania (Shqipëri) +355
- Algeria (الجزائر) +213
- American Samoa +1684

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



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

Create Password:  ✓ Strong

Confirm 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

➔ Submit Registration

**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.

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



## Bechtel Partner Access (STAGE)

☑ Complete Account Registration

☑ New Account Registration Successful ✕

🔒 Sign In

## 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 'Additional Information' page of a Bechtel registration. The page is titled 'Supplier Profile Attributes' and is part of a 4-step process. The current step is 'Additional Information', which is highlighted in yellow. The page contains several sections for data entry:

- Supplier Business Classification:** A table with columns for 'Classification', 'Comments', and 'Delete'. The 'Classification' column has a dropdown menu.
- Interests Related to Performing Work:** A section with a sub-header 'Industry Lines of Business' and a table with columns for 'Business Line', 'Comments', and 'Delete'. The 'Business Line' column has a dropdown menu and a note: 'Please select all the Business Lines for which you are qualified and wish to supply material and/or perform work:'.
- Regions of Interest:** A section with a sub-header 'Interested Geographical Areas for Supply of Material and/or Work Performance' and a table with columns for 'Interested Geographical Areas for Supply of Material and/or Work Performance', 'Comments', and 'Delete'. The first column has a dropdown menu.
- Projects of Interest:** A section with a table with columns for 'Projects of Interest', 'Comments', and 'Delete'. The first column has a search box and a note: 'Please select project of your interest'.



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

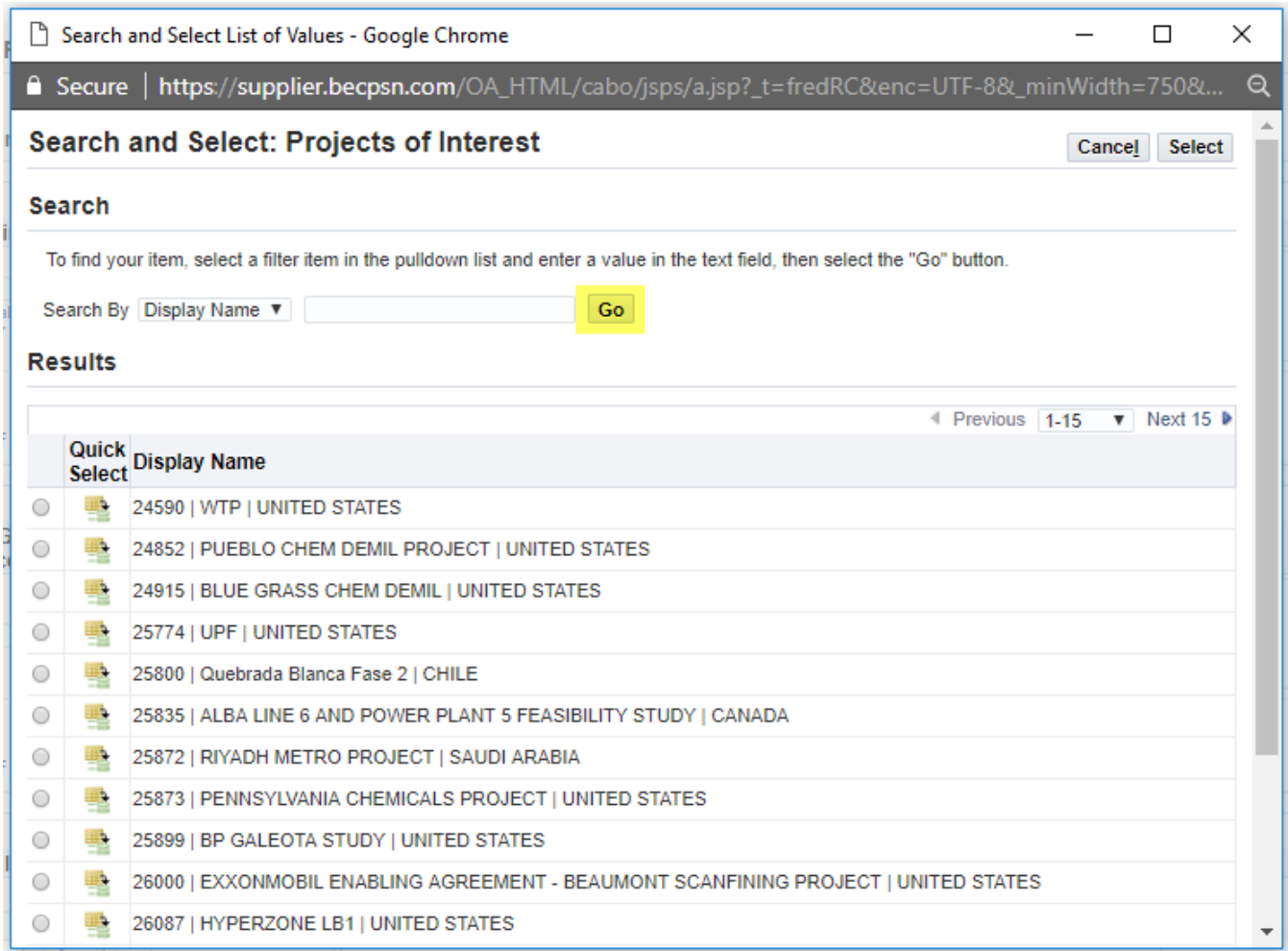
### Projects of Interest

This is a close-up of the 'Projects of Interest' section. It features a table with three columns: 'Projects of Interest', 'Comments', and 'Delete'. The 'Projects of Interest' column contains a search box with a magnifying glass icon and a note: 'Please select project of your interest'. The 'Delete' column contains a trash can icon.

- 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.

Projects of Interest

| Projects of Interest   | Comments | Delete  |
|--|----------|---|
| <input type="text"/>  <p>Please select project of your interest</p> |          |  |



The screenshot shows a web browser window titled "Search and Select List of Values - Google Chrome". The address bar shows a secure URL from "supplier.becpsn.com". The page content includes a search bar with a dropdown menu set to "Display Name" and a "Go" button. Below the search bar is a "Results" section with a table of project entries. Each entry includes a radio button, a "Quick Select" icon, and the project name.

| Quick Select          | Display Name  |
|-----------------------|---|
| <input type="radio"/> | 24590   WTP   UNITED STATES   |
| <input type="radio"/> | 24852   PUEBLO CHEM DEMIL PROJECT   UNITED STATES                                   |
| <input type="radio"/> | 24915   BLUE GRASS CHEM DEMIL   UNITED STATES                                       |
| <input type="radio"/> | 25774   UPF   UNITED STATES   |
| <input type="radio"/> | 25800   Quebrada Blanca Fase 2   CHILE  |
| <input type="radio"/> | 25835   ALBA LINE 6 AND POWER PLANT 5 FEASIBILITY STUDY   CANADA                    |
| <input type="radio"/> | 25872   RIYADH METRO PROJECT   SAUDI ARABIA   |
| <input type="radio"/> | 25873   PENNSYLVANIA CHEMICALS PROJECT   UNITED STATES                              |
| <input type="radio"/> | 25899   BP GALEOTA STUDY   UNITED STATES  |
| <input type="radio"/> | 26000   EXXONMOBIL ENABLING AGREEMENT - BEAUMONT SCANFINING PROJECT   UNITED STATES |
| <input type="radio"/> | 26087   HYPERZONE LB1   UNITED STATES   |

**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"/><br><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"/><br><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"/><br><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.



To  
 Sent **09-FEB-18 16:45:04**  
 ID **50275786**

Your registration details have been saved. Please use the following link to access your request.

[Prospective Supplier Registration Status Page](#)

You will be able to update your company details before clicking Submit to submit your request.

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

iSupplier Portal
Close |

### 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 |
|--------------|--------|-------|

#### Contact Information

|                           |                 |
|---------------------------|-----------------|
| 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

Home |

Submit
Back
Step 4 of 4

#### Attachments

Add Attachment

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

### 1.3 Submitting Pre-Qualification Questionnaire Responses

If a Bechtel Buyer wants to obtain more information about your company before requesting approval, they have the option to send you a pre-qualification questionnaire. If you have been requested to provide more information, you will receive an email notification asking that you take action on your registration. Follow the direction below to submit your responses to the pre-qualification questionnaire.

1. Access the email notification you received from **Bechtel EBS Workflow**. The subject of the email is “FYI: Action Required: Please fill out the Supplier pre-qualification questionnaire”. Follow the direction within the email and click the hyperlink to access your registration status page.

FYI: Action Required: Please fill out the Supplier pre-qualification questionnaire 🖨️ 📎  
Inbox x

 **Bechtel EBS Workflow** <s-finpwf@bechtel.com> 📧 12/1/17 ☆ 🏠 ⌵  
 to me ▾


|                                |                |                            |
|--------------------------------|----------------|----------------------------|
| <b>From</b>                    | <b>Company</b> | <b>Bechtel Corporation</b> |
| <b>To</b>                      | <b>Title</b>   | <b>Test</b>                |
| <b>Sent 01-DEC-17 14:57:05</b> | <b>Number</b>  | <b>537031</b>              |
| <b>ID 50478561</b>             |                |                            |

Bechtel Corporation has requested you to fill out a pre-qualification questionnaire. Please follow these steps to respond:

1. Click [here](#) to view the registration status page.
2. Click on Respond.
3. Navigate to 'Assessment' page.
4. Click on Update icon for Assessment: 537031, Test.
5. Answer questions and submit your response.

Note: This questionnaire expires on December 15, 2017 07:57 am Phoenix.

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

 iSupplier Portal
🗖 Close | ⚙

---

**Prospective Supplier Registration: Current Status** Respond

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

**Registration Details and Status**

|                     |               |                                    |
|---------------------|---------------|------------------------------------|
| <b>Company Name</b> | <b>Status</b> | <b>Supplier to Provide Details</b> |
|---------------------|---------------|------------------------------------|

---

**Contact Information**

|                   |                        |
|-------------------|------------------------|
| <b>Email</b>      | <b>Phone Area Code</b> |
| <b>First Name</b> | <b>Phone Number</b>    |
| <b>Last Name</b>  | <b>Phone Extension</b> |

---

**Status History**

| Date        | Status                      | Note |
|-------------|-----------------------------|------|
| 15-FEB-2018 | Supplier to Provide Details |      |
| 04-JAN-2018 | Submitted                   |      |

- This will open your registration. Click **Next** until you land on the **Assessments** page, seen on step 4 of 5.

**iSupplier Portal** Close Settings

Basic Information | Company Details | Additional Information | Assessments | Attachments

**Prospective Supplier Registration** Step 1 of 5 **Next**

\* Indicates required field

Thank you for expressing interest in registering your company with Bechtel. Please complete the following form. Note that registration is not a guarantee of future work.

**Company Details**

A valid Dun & Bradstreet DUNS number is required. Failure to provide one, or an incorrect number will result in your registration failing.

\* Company Name

Tax Country  Search

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

Taxpayer ID

\* DUNS Number

For more information about DUNS, refer to <http://www.dnb.com>. For general support, please email [procweb@bechtel.com](mailto:procweb@bechtel.com).

**Contact Information**

Please enter accurate contact information. The email address provided will be used as the Log In ID for return visits to this site.

\* Email

\* First Name

\* Last Name

Phone Area Code

\* Phone Number

Phone Extension

- Click the **update/pencil** icon to enter responses to the pre-qualification questionnaire

**iSupplier Portal** Close Settings

Basic Information | Company Details | Additional Information | **Assessments** | Attachments

**Save For Later** **Back** Step 4 of 5 **Next**

**Pre-Qualification and Evaluation Assessment**

| Title             | Update |
|-------------------|--------|
| Pre-Qualification |        |

- This will open the questionnaire. Here you can add **Notes to Buyer**, **upload attachments**, and **respond to the pre-qualification questionnaire**. To answer the questions, simply enter/type an applicable response value (Text, Date, Number, or URL) or select a value from the drop-down list. Click **Continue** when you are finished entering responses

iSupplier Portal

 Close
 ⚙️

**Create Response: 284014 (Assessment 457033)**

Title [Pre-Qualification](#)
Time Left 377 days 23 hours  
Close Date 28-Feb-2019 12:18:34

**Header**

|                                 |                                       |
|---------------------------------|---------------------------------------|
| Supplier Jaime Testing DSC 5644 | Reference Number <input type="text"/> |
| Assessment Currency USD         | Note to Buyer <input type="text"/>    |
| Response Currency USD           |                                       |
| Price Precision Any             |                                       |

**Attachments**

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

**Questionnaire**

[Expand All](#) | [Collapse All](#)

| Focus | Title  | Target Value | Response Value   |
|-------|--|--------------|--|
|       | Questionnaire                                      |              |  |
|       | Commerical   |              |  |
|       | Do you accept the commercial terms and conditions? |              | <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">           Yes<br/>No         </div> |

**Note:** You will receive an error message if you enter an invalid value and/or do not answer a question that is marked required. Be sure to respond to all questions in the correct response value based on the context of the question, as well as answer all questions that are asked of you, if applicable.



- Review your responses ensuring that they are accurate, then **Submit** the pre-qualification questionnaire

iSupplier Portal

 Close

**Create Response 284014: Review and Submit (Assessment 457033)**
Cancel
Back
Validate
Save Draft
Printable View
Submit

**Header**

|                     |                      |
|---------------------|----------------------|
| Title               | Time Left            |
| Supplier            | Close Date           |
| Assessment Currency | Response Valid Until |
| Response Currency   | Reference Number     |
| Price Precision     | Note to Buyer        |

**Attachments**

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

**Questionnaire**

[Show All Details](#) | [Hide All Details](#)

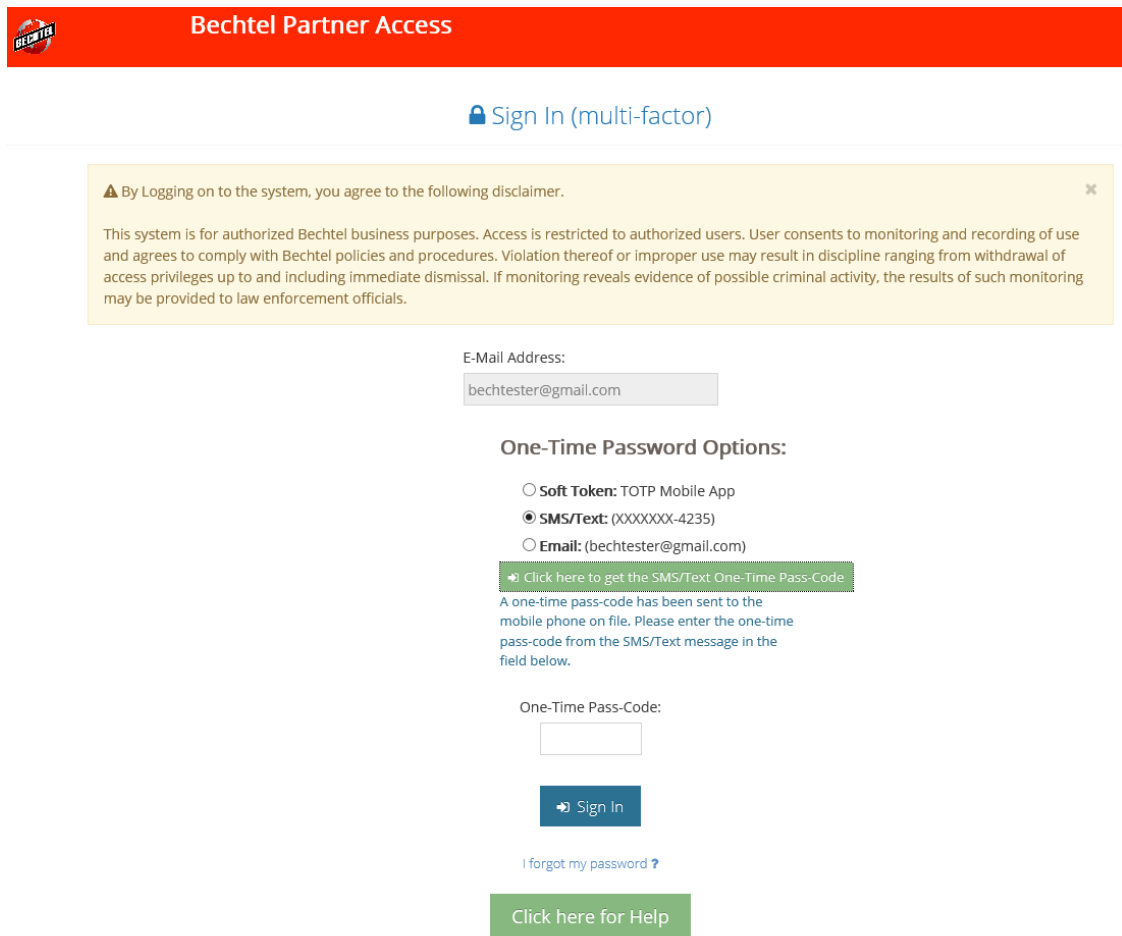
| Details | Section    |
|---------|------------|
| ▲       | Commerical |

| Question   | Target Value | Response Value |
|--|--------------|----------------|
| Do you accept the commercial terms and conditions? |              | Yes            |

## 2 Multi-Factor Authentication and One-Time-Passcodes

### 2.1 Second Factor Authentication

1. You will need to obtain a **One-Time Pass-Code (OTP)** at **each** login. This is an added security feature
2. If you provided a mobile number while completing registration, you will have the choice of receiving your **OTP** via SMS (text message). If you did not provide a mobile number, you can receive your **OTP** via email or the Soft Token option if you have downloaded the Microsoft Authenticator app on your cell phone. Once you have chosen how to receive the one-time pass-code, a confirmation will appear.



The screenshot shows the Bechtel Partner Access login interface. At the top is a red banner with the Bechtel logo and the text "Bechtel Partner Access". Below this is a "Sign In (multi-factor)" link. A yellow disclaimer box contains the following text: "By Logging on to the system, you agree to the following disclaimer. This system is for authorized Bechtel business purposes. Access is restricted to authorized users. User consents to monitoring and recording of use and agrees to comply with Bechtel policies and procedures. Violation thereof or improper use may result in discipline ranging from withdrawal of access privileges up to and including immediate dismissal. If monitoring reveals evidence of possible criminal activity, the results of such monitoring may be provided to law enforcement officials." Below the disclaimer is an "E-Mail Address:" field with the value "bechtester@gmail.com". Underneath is the "One-Time Password Options:" section, which includes three radio button options: "Soft Token: TOTP Mobile App", "SMS/Text: (XXXXXXX-4235)" (which is selected), and "Email: (bechtester@gmail.com)". A green button with a right-pointing arrow says "Click here to get the SMS/Text One-Time Pass-Code". Below this is a message: "A one-time pass-code has been sent to the mobile phone on file. Please enter the one-time pass-code from the SMS/Text message in the field below." This is followed by a "One-Time Pass-Code:" label and an empty input field. A blue "Sign In" button is positioned below the input field. At the bottom of the form are two links: "I forgot my password ?" and "Click here for Help".

**Note:** Please be patient as OTP's may take a few minutes to send. If you send the OTP more than once, be sure to use the most recent passcode.

3. After a few minutes, you should receive your **OTP**. Enter the 6-digit number and push the **Sign In** button.



## Bechtel Partner Access

Sign In (multi-factor)

By Logging on to the system, you agree to the following disclaimer.

This system is for authorized Bechtel business purposes. Access is restricted to authorized users. User consents to monitoring and recording of use and agrees to comply with Bechtel policies and procedures. Violation thereof or improper use may result in discipline ranging from withdrawal of access privileges up to and including immediate dismissal. If monitoring reveals evidence of possible criminal activity, the results of such monitoring may be provided to law enforcement officials.

E-Mail Address:

bechtester@gmail.com

**One-Time Password Options:**

- Soft Token: TOTP Mobile App  
 SMS/Text: (XXXXXXX-4235)  
 Email: (bechtester@gmail.com)

[Click here to get the SMS/Text One-Time Pass-Code](#)

A one-time pass-code has been sent to the mobile phone on file. Please enter the one-time pass-code from the SMS/Text message in the field below.

One-Time Pass-Code:

882263

Sign In

[I forgot my password ?](#)

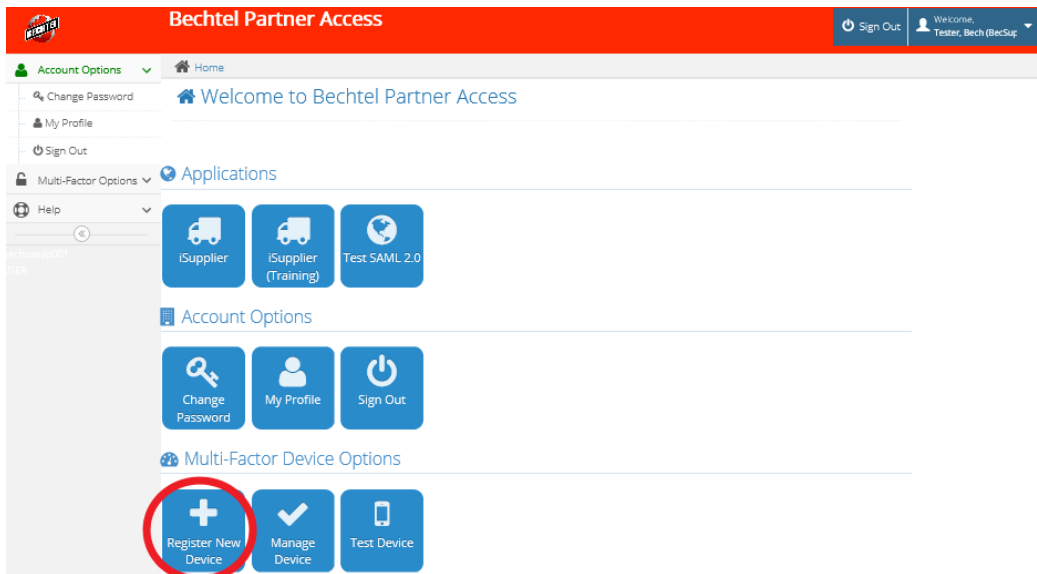
[Click here for Help](#)

**Note:** If you enter the wrong OTP, you will need to re-request a new passcode

## 2.2 Add Google Authenticator for Multi-Factor Authentication

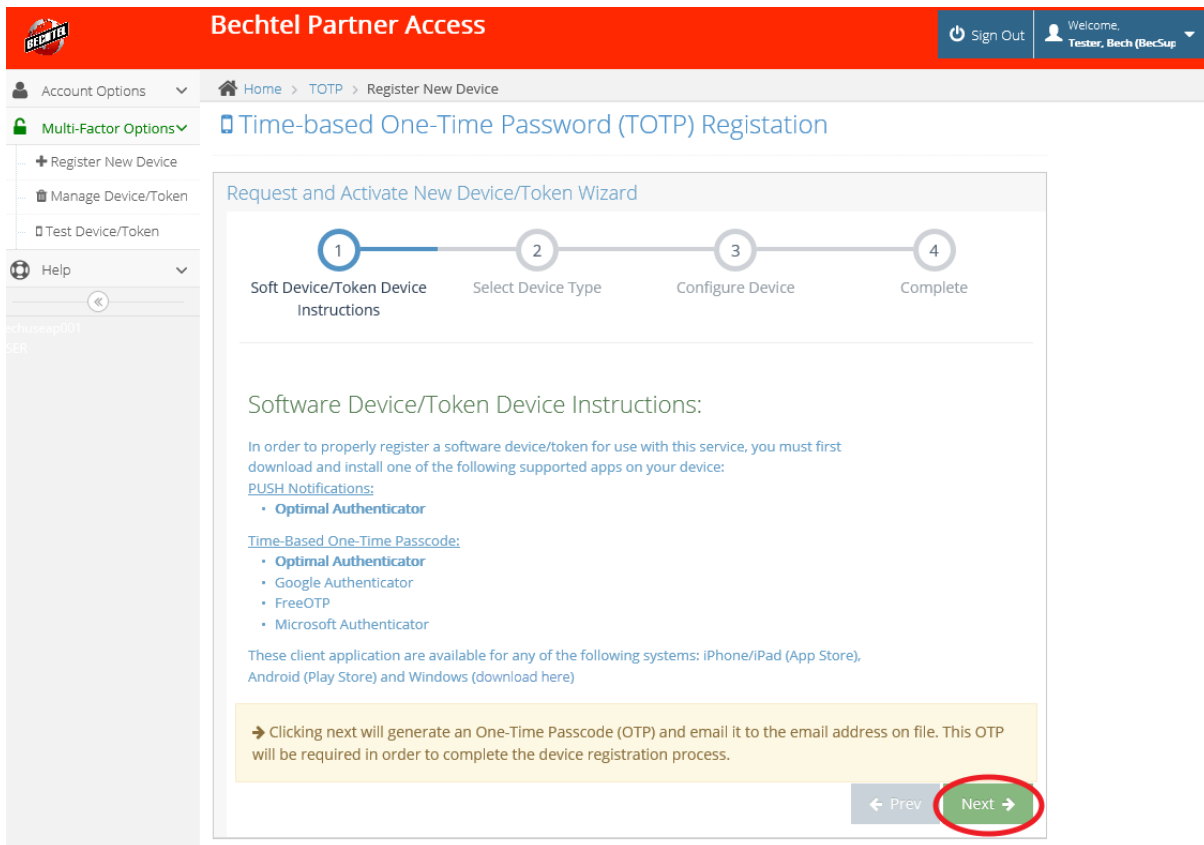
Google Authenticator is another way to get a second factor authentication. If you have a smart phone, we **highly recommend** this authentication method since it has less chance of error and delay than the previous methods. If you experience a problem getting a token code via one means (SMS or email), you should try Google Authenticator. We encourage you to setup Google Authenticator on your mobile device to avoid reliance on SMS or email delivered token codes. You must wait until **after** you have registered and logged in once to set up Google Authenticator.

1. Logon to the **iSupplier Portal** using the link: <https://supplier.becpsn.com/>
2. To use your mobile phone for one-time password, select **Register New Device** under the **Multifactor Device Options**.



**Note:** If you do not land on this page after logging in, please log out and log back in. If you continue to have troubles, contact the IS&T Service Center at [istsc@Bechtel.com](mailto:istsc@Bechtel.com).

3. Read the instructions and click the **Next** button to continue.



4. Select type of device, title the device, and enter the OTP (received via email) then click **Next** to continue

**Bechtel Partner Access** Sign Out Welcome, Tester, Bech (BecSup)

Account Options Home > TOTP > Register New Device

Multi-Factor Options

Register New Device

Manage Device/Token

Test Device/Token

Help

Request and Activate New Device/Token Wizard

1 Soft Device/Token Device Instructions 2 Select Device Type 3 Configure Device 4 Complete

Select the Device Type you wish to register:

Device Type --Select Type--

Device Title

One-Time Passcode (Check your email for the OTP value)

Prev Next

5. Download the “Google Authenticator” application on your mobile device and follow the instructions provided to configure Google Authenticator on your device. Click the **Next** button to continue.

**Bechtel Partner Access** Sign Out Welcome, Tester, Bech (BecSup)

Account Options Home > TOTP > Register New Device

Multi-Factor Options

Register New Device

Manage Device/Token

Test Device/Token

Help

Request and Activate New Device/Token Wizard

1 Soft Device/Token Device Instructions 2 Select Device Type 3 Configure Device 4 Complete

Instructions:

From the 'Google Authenticator' mobile application, choose the '+' sign, then choose 'Scan barcode' and point your device to the QR code on the screen. Or you may choose 'Manual entry' and enter the information below.

From the 'Microsoft Authenticator' mobile application, choose the '+' sign followed by selecting 'Other (google, Facebook, etc.)' from the displayed account options. Then point your device to the QR code on the screen. Or you may choose 'enter code manually' and enter the information below.

From the 'FreeOTP' mobile application, choose the QR code icon to scan in the QR code on the screen. Or you may choose the '+' sign to enter the information below.

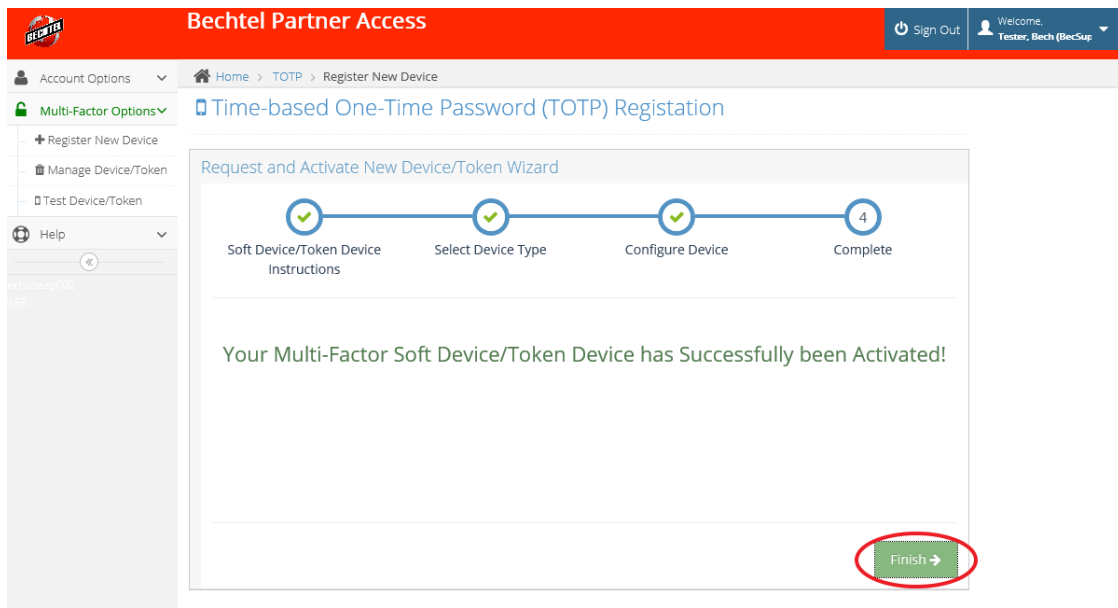
From the 'Optimal Authenticator' mobile application, choose the '+' sign, then choose 'Scan QR code' and point your device to the QR code on the screen. Or you may choose 'input manually' and enter the information below.

Account/Issuer: BechtelPartnerAccess

Secret: gyytqmjzg4ztcnbs

Next

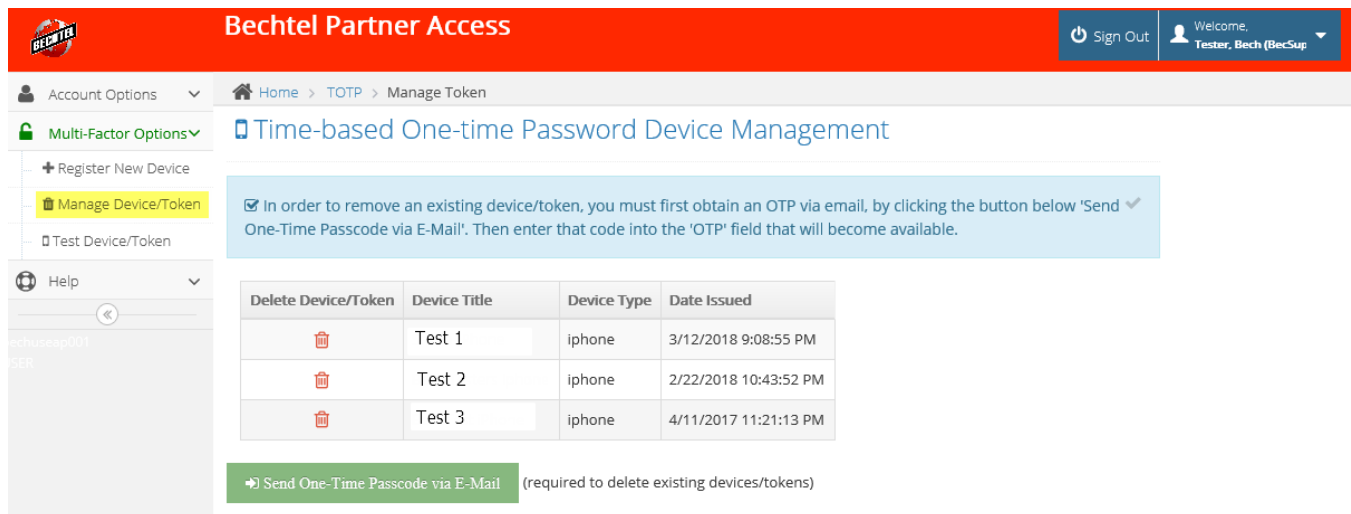
6. A screen will appear confirming your **Multi-Factor Soft Device/Token Device** has been successfully activated. Click the **Finish** button to complete the process.



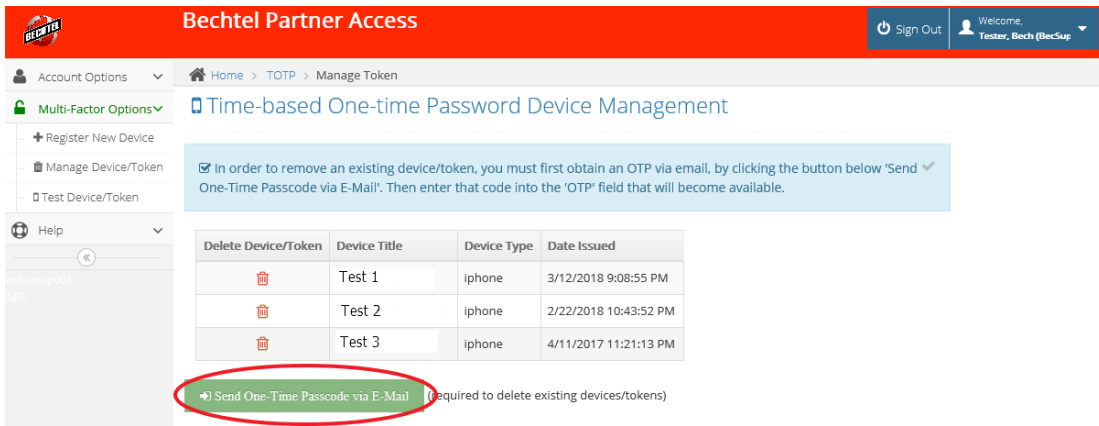
## 2.3 One-Time-Passcode Device Management

You can manage your devices used for OTP retrieval once you are logged in. In order to remove an existing device you will first need to obtain a new OTP.

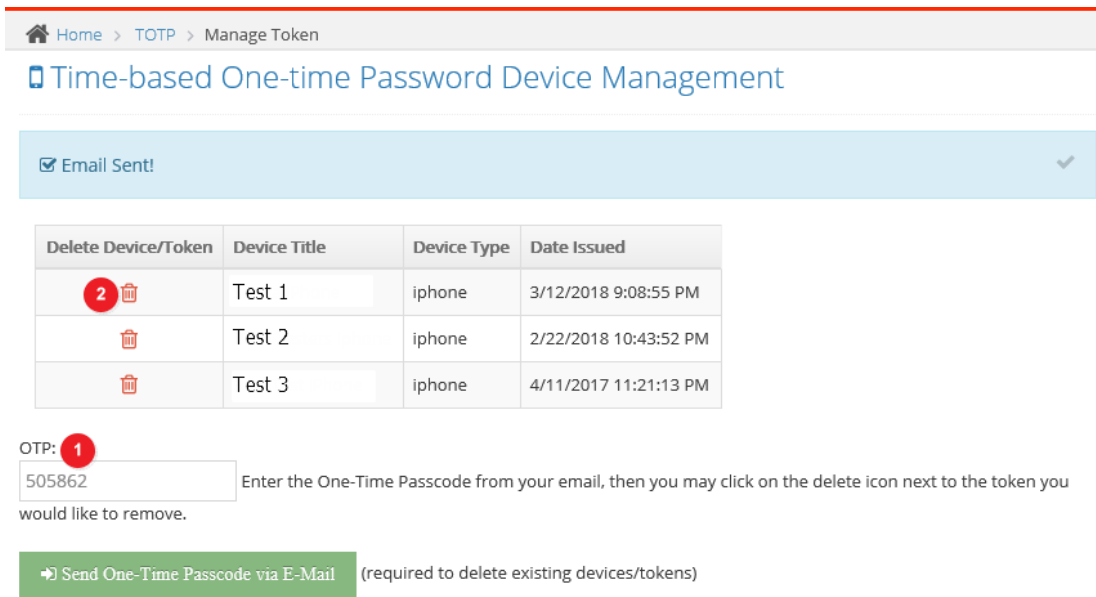
1. To delete an existing device, click **Manage Device/Token** on the left side of the page



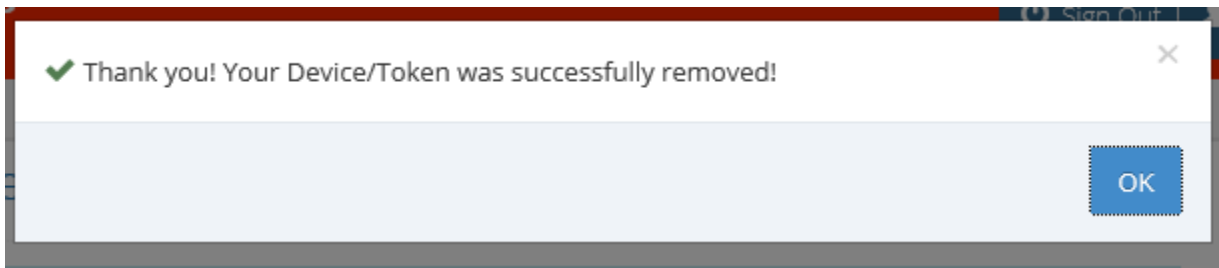
2. Send the OTP via email



3. Enter the OTP and click the trash can icon next to the device you wish to delete



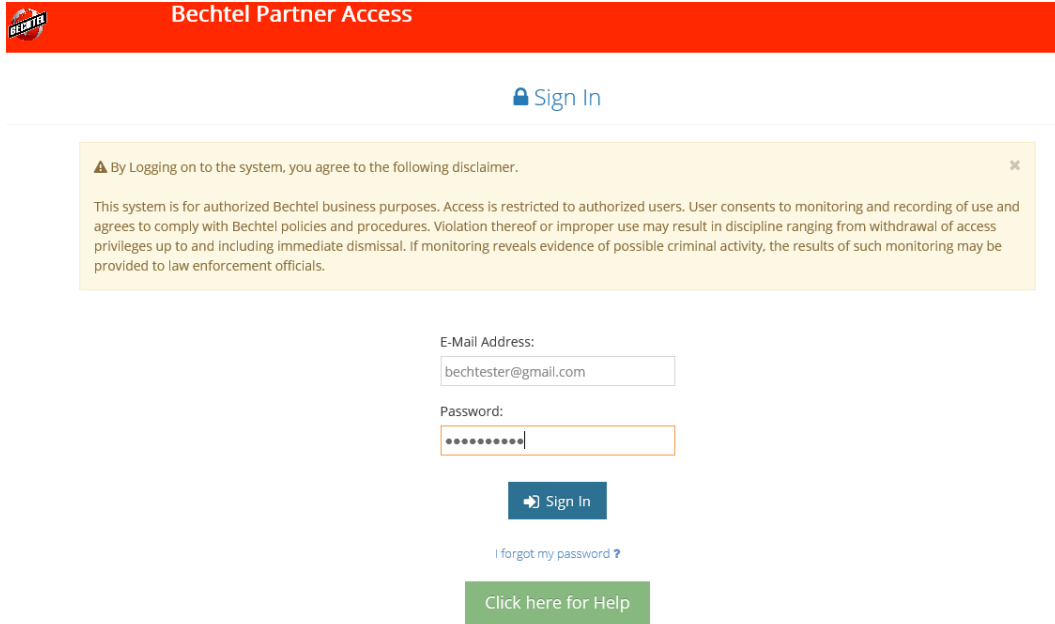
4. You will receive a confirmation message when the device is successfully deleted



### 3 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. After the first time logging in, you will not have to accept the Access and Use Agreement every time, but will have to authenticate your account using the chose Authentication method.

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



The screenshot shows the Bechtel Partner Access sign-in interface. At the top is a red banner with the Bechtel logo and the text "Bechtel Partner Access". Below the banner is a "Sign In" link with a lock icon. A yellow disclaimer box contains the following text: "By Logging on to the system, you agree to the following disclaimer. This system is for authorized Bechtel business purposes. Access is restricted to authorized users. User consents to monitoring and recording of use and agrees to comply with Bechtel policies and procedures. Violation thereof or improper use may result in discipline ranging from withdrawal of access privileges up to and including immediate dismissal. If monitoring reveals evidence of possible criminal activity, the results of such monitoring may be provided to law enforcement officials." Below the disclaimer are two input fields: "E-Mail Address:" with the value "bechtester@gmail.com" and "Password:" with masked characters. A blue "Sign In" button is positioned below the password field. Below the button is a link "I forgot my password ?" and a green button "Click here for Help".

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.



# Bechtel Partner Access

## Access and Use Agreement

! You must accept the terms and conditions of this Access and Use Agreement to proceed. ✕

**Summary of Agreement**

This agreement applies to anyone granted access to use Bechtel issued devices or its computing infrastructure. Anyone who wants to obtain or maintain the right to use Bechtel Computing Resources and Bechtel Information must agree to, and comply with, this Agreement.

Bechtel has an obligation to protect our information, including the information of our employees, our customers and other business partners from improper access or disclosure. Bechtel uses various tools to monitor Bechtel devices and the infrastructure to protect that information. All employees are expected to ensure that protections are maintained and to act in a responsible manner to protect Bechtel and our business partners in a manner that is consistent with security controls. Your compliance with this Access and Use Agreement will assist you and the company in addressing Bechtel's key information security concerns.

With respect to any Personal Information passing through or stored on Bechtel Computing Resources, Users must understand that (a) Users have no right or expectation of privacy, (b) such Personal Information may be monitored, intercepted, and searched at any time and for any lawful purpose by Bechtel or an authorized third party, and (c) such Personal Information may be disclosed or used by Bechtel for any lawful purpose.

**What behavior is expected?**

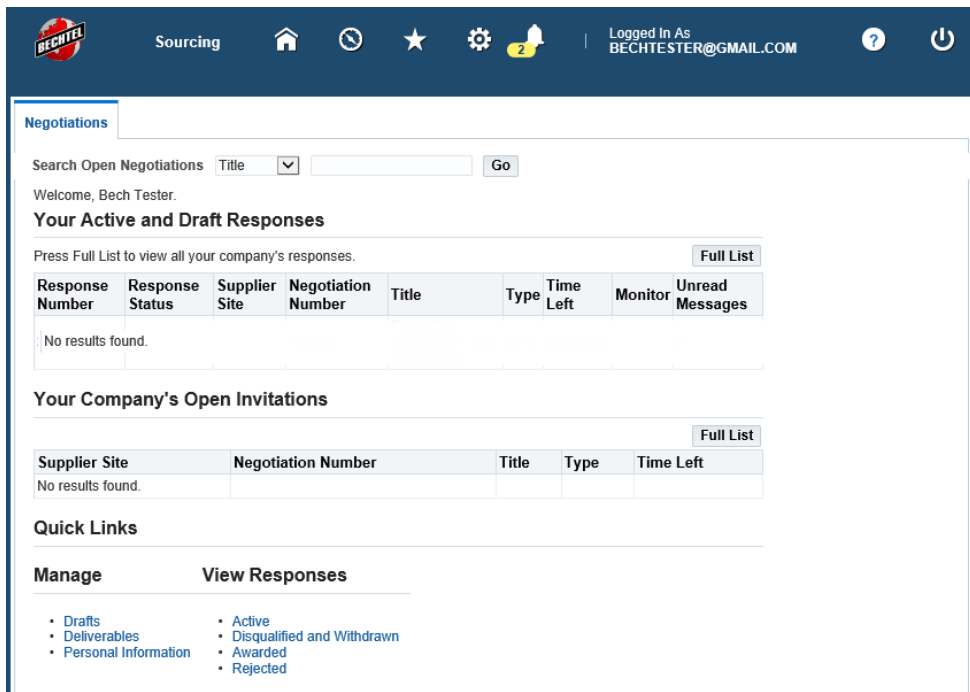
- Use Bechtel Computing Resources for Bechtel business purposes [<read more>](#)
- Protect and do not share your user IDs, passwords, and authentication tokens [<read more>](#)
- Do not alter the resources by disabling or modifying information security controls [<read more>](#)
- Handle information in a manner consistent with Bechtel's best interest [<read more>](#)
- Only store information in approved cloud services [<read more>](#)
- Honor all copyright requirements [<read more>](#)

3. 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.

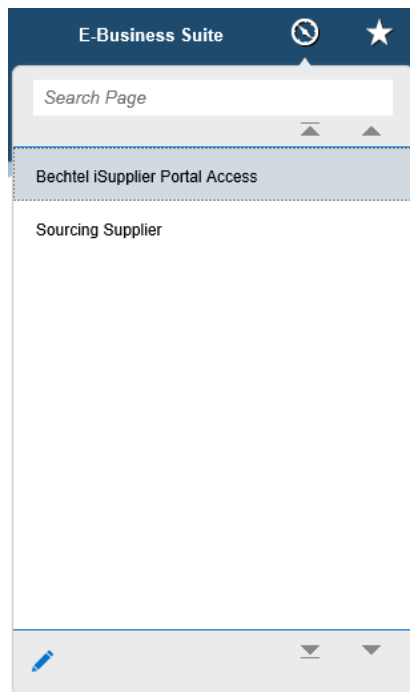
The screenshot shows the Bechtel Partner Access Home Page. At the top, there is a navigation bar with the Bechtel logo and the text 'Bechtel Partner Access'. On the right side of the navigation bar, there are links for 'Sign Out' and 'Welcome, Tester, Bech (BeCSup)'. Below the navigation bar, there is a sidebar menu on the left with the following items: 'Account Options' (with a dropdown arrow), 'Home', 'Change Password', 'My Profile', 'Sign Out', 'Multi-Factor Options' (with a dropdown arrow), and 'Help' (with a dropdown arrow). The main content area is titled 'Welcome to Bechtel Partner Access'. It contains three main sections: 'Applications' with three buttons: 'iSupplier' (circled in red), 'iSupplier (Training)', and 'Test SAML 2.0'; 'Account Options' with three buttons: 'Change Password', 'My Profile', and 'Sign Out'; and 'Multi-Factor Device Options' with three buttons: 'Register New Device', 'Manage Device', and 'Test Device'.

**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.

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



5. To navigate the iSupplier Portal, use the compass icon seen on the top of the page.
  - a. **Bechtel iSupplier Portal Access** will allow you to view your companies purchase orders, agreements, shipments, invoices, company profile, 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](mailto:procweb@bechtel.com) to grant you the necessary access.

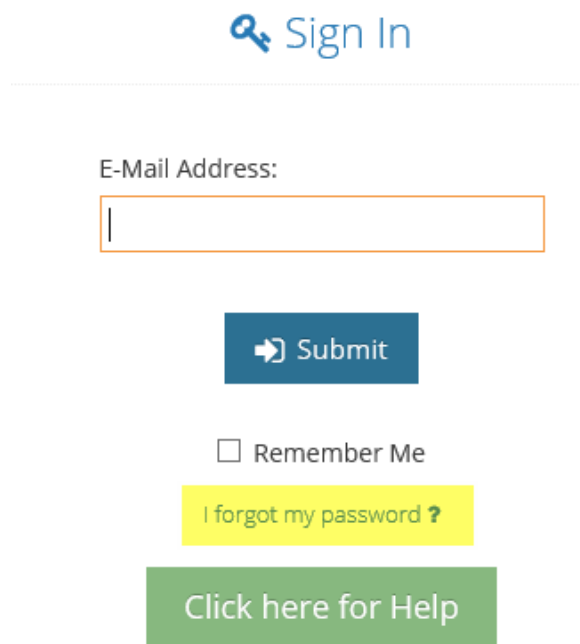
## 4 Support

### 4.1 Resolving Login Issues & Resetting Passwords

The most frequent issue is when users don't receive the **Bechtel Partner Access New Account Registration** email to create a password and login to the system. If you did not receive this email, 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.

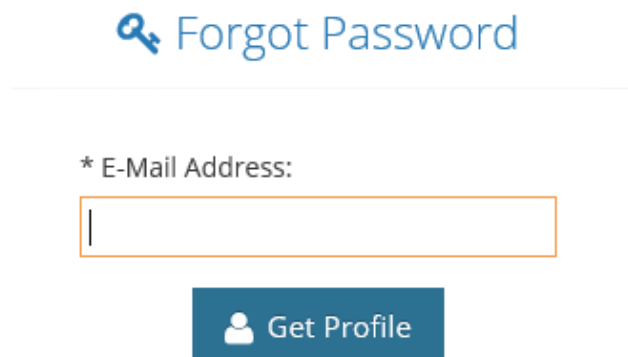
**Note:** The steps below also apply to those who inadvertently deleted the registration email, or simply forgot the password that was created.

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.



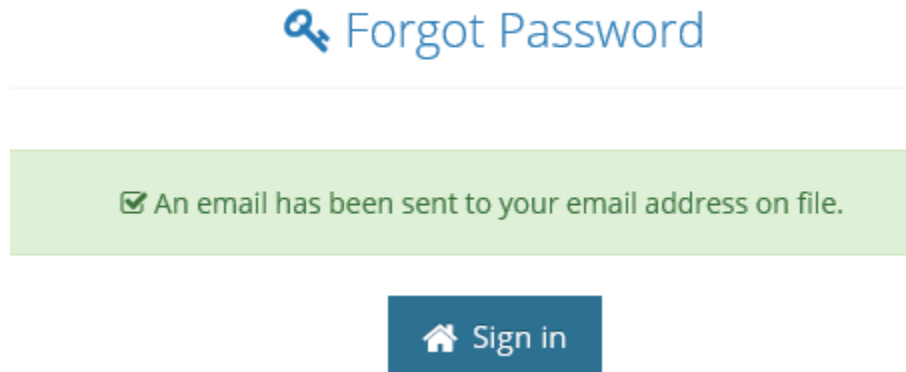
The screenshot shows the 'Sign In' page. At the top, there is a blue key icon followed by the text 'Sign In'. Below this is a horizontal dashed line. Underneath the line, the text 'E-Mail Address:' is followed by an empty text input field with an orange border. Below the input field is a blue button with a white right-pointing arrow and the text 'Submit'. Below the button is a checkbox labeled 'Remember Me'. Below the checkbox is a yellow button with the text 'I forgot my password ?'. At the bottom of the form is a green button with the text 'Click here for Help'.

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

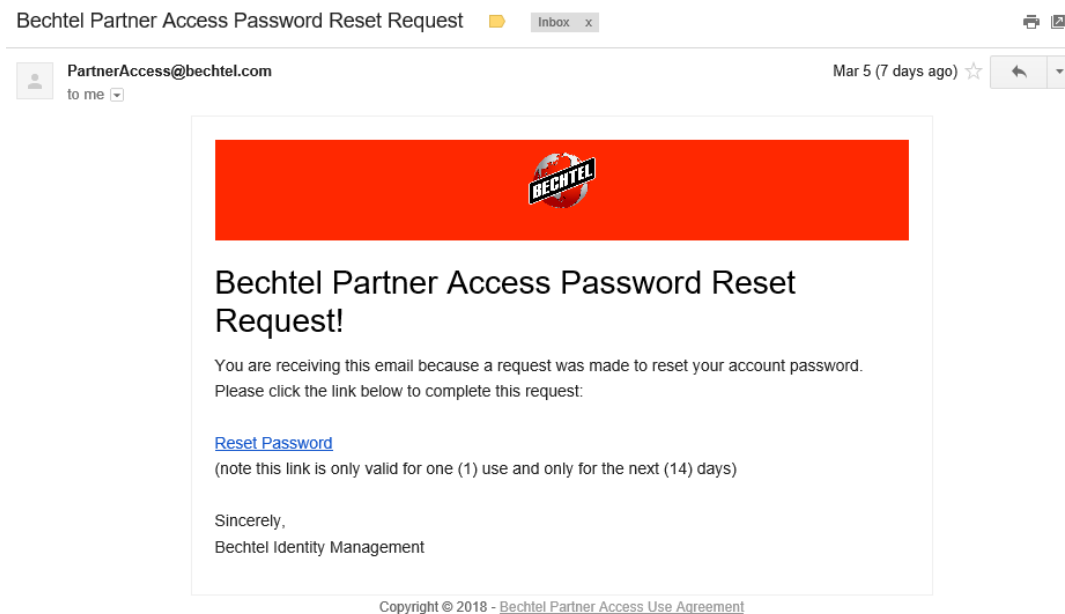


The screenshot shows the 'Forgot Password' page. At the top, there is a blue key icon followed by the text 'Forgot Password'. Below this is a horizontal dashed line. Underneath the line, the text '\* E-Mail Address:' is followed by an empty text input field with an orange border. Below the input field is a blue button with a white person icon and the text 'Get Profile'.

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



- 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.

- 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.

## Set Password

E-Mail Address  
bechtester@gmail.com

\* New Password:

\* Confirm Password:

[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

## 4.2 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](mailto:istsc@Bechtel.com)

## 4.3 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/url?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](mailto: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

## 4.4 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

