



BECHTEL SUPPLIER AND CONTRACTOR PORTAL

# The Bechtel Supplier and Contractor Portal



[Initial Registration Guide](#)

<http://supplier.bechtel.com>

<http://contractor.bechtel.com>



# Table of Contents

<u>Topic</u>	<u>Slide #</u>
Registration Needs	3
Dun & Bradstreet Information	4
Getting Started	5
Read Instructions & Terms of Use	6 – 7
Standards of Conduct	8
Registration Wizard – DUNS search	9
Finding your company	10 – 11
Select Confirmation	12
Registration Wizard – User account	13
Prior History Notification	14
Registration Wizard – Short questionnaire	15 - 19
Confirmation Email Notification	20
What happens next	21



## Why register with Bechtel?

Registration allows you to present your company and its capabilities to Bechtel.

Because you maintain your own registration, you are always presenting up-to-date information.

## What do I need to register?

- A DUNS number from Dun & Bradstreet
- Sales information for the last 1-3 years
- The number of manual (craft laborers) and non-manual (administrative and managerial) employees
- Goods & Services information about what you can provide to Bechtel



## Dun & Bradstreet – D&B

- D&B is a leading provider of global business information for decision making and financial risk analysis
- D&B identifies businesses with a 9-digit DUNS (D&B Universal Numbering System) number
- Companies that want to register with Bechtel must have a DUNS number from D&B

D&B Homepage: <http://www.dnb.com>

U.S. & Canadian DUNS application: <http://eupdate.dnb.com/requestoptions.asp>

International DUNS application: <http://www.dnb.com/upik/uk/intldunsform.asp>



## Getting Started – Welcome Page

### Welcome to Bechtel's Supplier and Contractor Portal.

This is a secure site for registering your company and conducting eBusiness with Bechtel.

For more information related to purchasing and subcontracting, please review the following:

- About Registration
- About Procurement
- Business Ethics
- What We Purchase
- Environmental, Safety and Health
- Quality and Compliance
- Sustainable Solutions
- Supplier Diversity Program
- Supplier Quality & Expediting

#### Bechtel Affiliates:

- Bechtel's Corporate Website
- Bantrel

### REGISTRATION

Suppliers and subcontractors are critical members of Bechtel's team in support of our diverse global business portfolio, encompassing energy, transportation, communications, mining, oil and gas, and US government services.

If you supply materials or provide services that we are likely to purchase, then we invite you to register your company. After registering it is important you return and update your information frequently to keep us current with your company's capabilities. The more complete and current your registration information, the better visibility your company has with us as we propagate your information to all of Bechtel's global projects.

After registering, you are able to learn more about Bechtel's supply chain requirements, review specific project opportunities, and submit qualification information about your company into our world-wide database of suppliers and subcontractors.



New companies can register in Bechtel's global supplier and contractor database. [See how.](#)

#### NEW MEMBER

Need to Register?

[Register](#)

#### RETURNING MEMBER

If you already have a member account, please log in:

Email address or  
username:

Password:

[Login](#)

[Forgot password?](#)

Under the New Member area click the [Register](#) button to begin registering your company...



## Read Instructions

Read the directions before you continue...

### New Company Registration

Next >

Cancel

### Before you begin...

To register your company with Bechtel we ask that you fill out a short company questionnaire. In return, the information you provide is recorded in Bechtel's Global Supplier and Contractor database. This database is used by Bechtel projects worldwide as an initial source for developing a list of potential bidders.

### Registration does not guarantee participation in Bechtel bid solicitations.

To register your company with Bechtel:

1. Using our simple search page, you will locate your company headquarters in the Dun & Bradstreet database.
2. Next, you will register yourself in the Supplier and Contractor Portal with your name, email address and password.
3. A short questionnaire will be provided for you to give us some basic information about your company.
4. The full questionnaire will then open, providing you with the opportunity to add more detailed information about your company and its capabilities.

This completes the registration process.

Providing more complete information about your company maximizes your visibility to Bechtel and your opportunities for new work. We recommend you review and update your information on a regular basis to keep it current.

Next >

...then click **Next** to move on, or **Cancel** to register later



## Terms of Use

To continue your registration, you will be required to agree to Bechtel's Terms of Use.

The system will not allow you to proceed with registration if you select **"I do not accept the terms of use"**.

- It is recommended, you view the Terms of Use by clicking the hyperlink – "View the Terms of Use"

- If you have accepted the Terms, click **Next** to move on

- Clicking **Previous** will return you to the previous screen.

- Clicking **Cancel** will end your registration process and cancel the request.

### New Company Registration

< Previous Next >

Cancel

Before proceeding you must read and understand the terms of use. Read the terms using the link below, click the accept option, and click the **"Next >"** button to continue.

[View the terms of use](#)

- I accept the terms of use
- I do not accept the terms of use

### Supplier and Contractor Portal Terms of Use

Bechtel Corporation offers the Supplier and Contractor Portal for the exclusive use of suppliers and contractors. The Supplier and Contractor Portal and any programs or content contained therein by visitors are subject to the following terms and conditions for use, or "Terms of Use".

By accessing or using this Site, you agree that you have read, understood and agree to be bound by the terms and conditions of use, which are incorporated into these Terms of Use. If you do not wish to agree to these Terms of Use, do not use this Site.

#### I. Proprietary Materials

The entire contents of this Site (including all online learning solutions, information, software, and other content) are proprietary to Bechtel or its affiliates and are protected by copyright laws in the United States and international agreements.

Except as expressly provided for in these Terms of Use or in the Supplier and Contractor Portal, no part of this Site may be reproduced, performed, create derivative works from, republish, transmit or distribute in any form or by any means without the prior written permission of Bechtel.

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#### II. Visitors and Registered Users

Use of this Site or any of its Content provided by or through this Site constitutes an acknowledgment that the user is a visitor or a registered user with a User ID and a password. Failure to comply with the terms and conditions of use of this Site. Bechtel expressly reserve the right to make changes to these Terms of Use without prior notice.

#### III. Authorized Users

General use of this site is restricted to contractors and suppliers (manufacturers, material suppliers, and construction industry). Within this site, resides Content that is available to all authorized users of the Supplier and Contractor Portal.

#### IV. Use of the Supplier and Contractor Portal



## Standards Of Conduct

Bechtel is committed to the highest standards of business ethics and corporate compliance.

- Please read and review the Standards of Conduct statement.
- Check box “I have read and understood the above Standards of Conduct”.
- Click **Next** button to continue.

### New Company Registration

< Previous

Next >

Cancel

#### STANDARDS OF CONDUCT

Bechtel is committed to the highest standards of business ethics and corporate compliance. It is Bechtel's policy to deal only with organizations that have ethical standards compatible with its own.

Seller shall:

1. Comply with the principles of the World Economic Forum's Partnering Against Corruption Principles for Countering Bribery ("PACI Principles") set out in the World Economic Forum's 2005 publication Partnering Against Corruption Principles for Countering Bribery;
2. Advise each of its Subsuppliers regarding the purposes and provisions of the Act and the PACI Principles; and
3. Ensure its Subsuppliers also comply with the Act and the PACI Principles and that Seller and its Subsuppliers refrain from taking any action that would cause either Owner or Bechtel to be in violation of the Act.
4. Seller shall immediately notify Buyer of any violation of this General Condition. Seller understands that any violation of this General Condition could result in its disqualification as a supplier and the termination of this Agreement and any other contract between Seller or any Affiliate of Seller or any Affiliate of Buyer.

Buyer's policy on ethics and the World Economic Forum's publication on the PACI Principles cited above are available at: <http://www.bechtel.com/ethics>.

I have read and understood the above Standards of Conduct.

< Previous

Next >

→ OVERVIEW

→ VISION + VALUES

→ NEWS & INFO

→ OFFICES

Home » About Bechtel » Vision + Values » Ethics

### ETHICS

A culture grounded in integrity and respect.

*Ethics. Uncompromising integrity, honesty, and fairness are at the heart of our company.*

—from Bechtel's Vision + Values

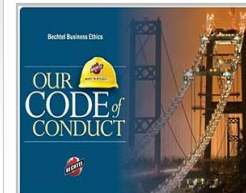
At Bechtel, our reputation for adhering to the highest standards of business ethics is one of our most valuable assets. We stand by everything we do.

Bechtel does not tolerate behavior that is unfair or unethical, and all employees are required to comply with these standards and with applicable local, state, federal, and in-country laws.

#### → MORE INFORMATION



Bechtel's vice chairman speaks to the Ethics and Compliance Officers Association.



Download Bechtel's Code of Conduct (PDF):

- Arabic
- Chinese - Simplified
- Chinese - Traditional
- English - U.S.
- English - UK
- French
- Portuguese
- Spanish





## DUNS Search

### New Company Registration

< Previous

Cancel

Your company must be registered with Dun & Bradstreet. If you do not have a current DUNS number, you may obtain more information from their web site at <http://www.dnb.com>.

For US Registrations: <https://eupdate.dnb.com/requestoptions.asp>

For Non-US Registrations: Visit the [Dun & Bradstreet home page](#), select your country from the dropdown list in the top right corner, and follow the instructions on the country home page for finding your DUNS number.

To continue, please either enter your DUNS number from Dun & Bradstreet and click the "Search by DUNS" button, or enter your company name and country, then click the "Search by name" button.

DUNS Number: <input type="text"/>	OR	Company Name: <input type="text"/>
Country: <input type="text"/>		Country: <input type="text"/>
<input type="button" value="Search by DUNS"/>		State/Province: <input type="text" value="-- Not Required --"/>
		City: <input type="text"/>
		<input type="button" value="Search by name"/>

< Previous

- If known, enter your DUNS number (no dashes), choose your country, then click **Search by DUNS**

**OR**

- If your DUNS is unknown, enter a partial company name, choose your country, choose your state/province (U.S. & Canada only), then click **Search by name**



## Finding Your Company – Search by DUNS

### New Company Registration

< Previous

Next >

Cancel

Your company must be registered with Dun & Bradstreet. If you do not have a current DUNS number, you may obtain more information from their web site at <http://www.dnb.com>.

For US Registrations: <https://eupdate.dnb.com/requestoptions.asp>

For Non-US Registrations: Visit the [Dun & Bradstreet home page](#), select your country from the dropdown list in the top right corner, and follow the instructions on the country home page for finding your DUNS number.

To continue, please either enter your DUNS number from Dun & Bradstreet and click the "Search by DUNS" button, or enter your company name and country, then click the "Search by name" button.

DUNS Number:

Country:

OR

Company Name:

Country:

State/Province:

City:

Search results for DUNS: 362399722. Found 1 companies.

Click the "Select" link next to your company name and DUNS number to proceed or modify your search criteria above.

Select 

DUNS, Company & Address	HQ/Single
9722 US TEST COMPANY 42	Single Location
899 EATON AVE BETHLEHEM PA 18025 United States	

< Previous

Next >

If known, enter your DUNS number (no dashes), choose your country, then click **Search by DUNS**

When the search results come up, click the **Select** link next to the information which matches your company name and location.

**Note:** DUNS numbers are specific to a physical location, so your company may have multiple matches during this search.



## Finding Your Company – Search by name

**New Company Registration**

< Previous      Next >      Cancel

Your company must be registered with Dun & Bradstreet. If you do not have a current DUNS number, you may obtain more information from their web site at <http://www.dnb.com>.

For US Registrations: <https://eupdate.dnb.com/requestoptions.asp>  
For Non-US Registrations: Visit the [Dun & Bradstreet home page](#), select your country from the dropdown list in the top right corner, and follow the instructions on the country home page for finding your DUNS number.

To continue, please either enter your DUNS number from Dun & Bradstreet and click the "Search by DUNS" button, or enter your company name and country, then click the "Search by name" button.

DUNS Number:

Country:

     OR

Company Name:

Country:

State/Province:

City:

Search results for company: GORMAN. Found 25 companies.  
Click the "Select" link next to your company name and DUNS number to proceed or modify your search criteria above.

DUNS, Company & Address	HQ/Single
Select 1357 GORMAN & ASSOC GORMAN ASSOC 4851 BAYARD BLVD BETHESDA MD 20816 United States	Single Location
Select 2482 GORMAN ASSOC 735 WINSTON RD OAKLAND MD 21550 United States	Single Location
Select 9109 GORMAN CONSTRUCTION INC. 10230 KEYSVILLE RD EHMETSBURG MD 21727 United States	Single Location
Select 7102 GORMAN DESIGN, INC. 5524 EAGLEBEAK ROW COLUMBIA MD 21045 United States	Single Location
Select 7983 GORMAN FARM, LLC 10151 GORMAN RD LAUREL MD 20723 United States	Single Location
Select 6141 GORMAN GENNA N 246 CENTER ST FROSTBURG MD 21532 United States	Single Location
Select 7464 GORMAN INC GORMAN 17030 OAKMONT AVE GAITHERSBURG MD 20877 United States	Single Location
Select 7151 GORMAN INC 4130 DORIS AVE BALTIMORE MD 21225 United States	Single Location
Select 1908 GORMAN INC 10900 ROSEWOOD DR HAGERSTOWN MD 21740 United States	Single Location
Select 5451 GORMAN MECHANICAL CONTRACTING INC. 575 KEITH LN UNIT 1 OWINGS MD 20736 United States	Single Location
Select 6130 GORMAN NINA D 1126 OAK VIEW DR MOUNT AIRY MD 21771 United States	Single Location
Select 9866 GORMAN PAUL J 3928 WASHINGTON BLVD HALETHORPE MD 21227 United States	Single Location
Select 1046 GORMAN PETER 419 W REDWOOD ST BALTIMORE MD 21201 United States	Single Location
Select 7889 GORMAN PLAZA LIMITED PARTNERSHIP 502 WASHINGTON AVE STE 610 BALTIMORE MD 21204 United States	Single Location

If known, enter your Company Name, Country, State/Province, and City, then click **Search by Name**

When the search results come up, click the **Select** link next to the information which matches your company name and location.

**Note:** DUNS numbers are specific to a physical location, so your company may have multiple matches during this search.




## Selection Confirmation

**New Company Registration**

< Previous    Next >    Cancel


Please confirm that this is your company name and DUNS number. If it is not, use the "< Previous" button below to conduct another search. If this is your company headquarters, complete the information below and click the "Next >" button.


DUNS: 362399722  
Company Name: US TEST COMPANY 42


Address Line 1:  

Address Line 2:

Address Line 3:

City:  

State/Province:  


Country:  

Postal Code:


Telephone Number:

Fax Number:

< Previous    Next >

 Indicates Required Field

The system confirms your selection and allows for adding additional details.

- **Note:** A red arrow will indicate a required field(s). 
- Click **Next** to move on



## Establishing a User Account

If your DUNS selection was successful and there is *no prior history* of your company in Bechtel's database, you will now be able to establish your personal user account. Please note that email addresses can be registered only *once* with Bechtel.

- Choose "I need to create a **new user account** with Bechtel" and fill in the appropriate data. Click **Next** to move on.
- Your email address will be used as your user name.
- **Note:** A red arrow will indicated a required field(s). 

### New Company Registration

< Previous

Next >

Cancel

We now need to gather a little more information about yourself. This information will be used to create an account within our system to allow you to modify your registration information in the future. If you already have an existing account within our system, you can use that instead.

As the first person to register your company with Bechtel's eRegistration, you will function as your Company Administrator. The Company Administrator has the responsibility to add and remove individuals from your company's user group. Bechtel is not responsible for maintaining the user list for your company. You may assign your Company Administrator responsibility to another person in your company. You will have the opportunity to make this change after you complete a short questionnaire form. Complete this form and click "**Next >**".

**I already have a user account with Bechtel that I want to use.**

Enter your username and password for this account for verification. (Note: Email addresses can be used only once.)

Email:

Password:

**I need to create a new user account.**

Complete the form below and a new user account will be created for you. Your user name and the initial password will be emailed to you. (Note: Email addresses can be used only once.)

First Name:

Last Name:

Title:

Email:


Phone Number:

Mobile Number:

Fax:

< Previous

Next >

 Indicates Required Field



## Prior History Notifications

If your company DUNS is **already** registered and has an established Company Administrator, you will be required to contact that person to be granted access.

You have selected the following company.  
DUNS: xxxxx0169  
Company: GORMAN, DENNIS  
Address: 12 W KENTUCKY AVE  
City State Zip: WOODLAND CA 95695



The company you requested has already been registered by Russ McBee at [rus.s.mc.bee@gmail.com](mailto:rus.s.mc.bee@gmail.com). Please contact this individual directly to be granted an account, or contact the **Bechtel Supplier/Contractor Portal administrator** for assistance.

### New Company Registration

< Previous

Cancel

You have selected the following company.  
DUNS: xxxxx9722  
Company: US TEST COMPANY 42  
Address: 899 EATON AVE  
City State Zip: BETHLEHEM PA 18025

The company you requested to register is already in the Bechtel database due to some previous action with Bechtel, but no user accounts are associated with it. Filling out the form below will send a request to the **Bechtel Supplier/Contractor Portal administrator** to be granted access to your company's record.

Your Name:    
Email Address:    
Daytime Phone Number:

Send Request

< Previous

Indicates Required Field

If your company DUNS already has a history with Bechtel, but **no member account** is associated with it, you will need to send an auto form to the Bechtel Supplier & Contractor Portal Administrator requesting access.



## Short Questionnaire

Once your user account has been established successfully, you will advance into the Short Form portion of your registration.

Please make sure that you complete the complete page and click **Save** to record your registration

- Fill in all applicable data, paying close attention to required fields.
  - **Supplier Type:** If you sell, supply or manufacture products, select the appropriate category here.
  - **Contractor Type:** If you supply labor or services, select the appropriate category here.
  - **Business Size:** If you are classified as a small business under the Small Business Administration, select this category (applies to USA businesses only).

Provide the business information required below and click "**Next >**". This will complete the required portion of the registration.

Company Type		
Select the type of business you are registering. Select all types that are applicable to your business.		
Supplier Type	Contractor Type	Business Size
<input type="checkbox"/> Manufacturer/Fabricator	<input type="checkbox"/> Construction Contractor	<input type="checkbox"/> Small business
<input type="checkbox"/> Manufacturer's Representative	<input type="checkbox"/> General/Technical Services Contractor	
<input type="checkbox"/> Assembly Shop	<input type="checkbox"/> Architect/Engineer Contractor	
<input type="checkbox"/> Distributor/Stockist Supply House	<input type="checkbox"/> Operate/Maintain	
	<input type="checkbox"/> Transportation Services	
	<input type="checkbox"/> Equipment/Rental	



# Short Questionnaire (cont'd)

Continue providing all applicable data...

**Safety:**

- Make sure you have read and accept Bechtel's ES&H requirements (click the link to view)

**General Business Information:**

- Enter the year that this business was established
- Enter the number of manual (labor) employees this business employees.
- Enter the number of non-manual (admin, management) employees this business employees

**Annual Sales Information:**

- Provide at least 1 (one) year of sales information. Select the currency you wish to use, enter the year, and enter the sales value

•**Note:** A red arrow will indicated a required field(s).

**Safety**

Bechtel has a strong commitment to providing a safe and healthy workplace and protecting the environment, natural resources, and local communities that could be affected by project development. As a result, Bechtel has comprehensive Environmental, Safety, and Health requirements set out in their (sub) contracts. It is essential that potential bidders understand Bechtel's commitment to zero accidents and protecting the environment. Click the link below to review an overview of these requirements.

[Click here to view an overview of the Environmental, Safety, and Health Requirements](#)

The Environmental, Safety and Health Requirements referenced above have been read and are understood, accepted, and, as set forth by Bechtel in any request for Proposal, will be included in the pricing of our return proposal.

Yes  No

---

**General Business Information**

This business was established in the year:

Number of manual employees:

Number of non-manual employees:

---

**Annual Sales Information**

Enter the amount of your annual sales for the last three years.

Currency used for the sales value below is

<input type="text" value="2010"/>	<input type="text"/>
<input type="text" value="2009"/>	<input type="text"/>
<input type="text" value="2008"/>	<input type="text"/>

---

Indicates Required Field

Click **Next** to continue

...and click Next





## Short Questionnaire (cont'd)

### Goods & Services Code Tips:

- Click the lookup button next to the field to bring up in the search screen

**Note:** If your search screen doesn't come up, you have a popup blocker in effect. Disable your popup blocker and click again.

- Choose the appropriate code, then click **Select**.

New Company Registration

< Previous Submit Cancel

**Goods and Services**

Select the primary Goods or Service provided by your company using the list below. You may optionally provide additional codes after registration.

**Add Commodity Codes**

Select goods or services provided by your company. Locate a Bechtel Goods and Services code using the Category Search on the left or the Keyword Search below. When the Search Results are displayed on the right, select the code that best describes the goods or services your company provides. You will be given the opportunity to select additional codes when you complete the full questionnaire.

Keyword search:  Both goods and services

Code	Description
A000	Architectural
C000	Civil/Site
Z000	Client Costs
D000	Concrete and Decking
J000	Control Systems, Instrumentation
U000	Distributables
E000	Electrical
H000	Environmental Engineering
Y000	Escalation, Contingency, Fee
F000	Fasteners
G000	General
M000	Mechanical/Process
T000	Miscellaneous Operating and Prorates
X000	Other Project Costs
P000	Piping
W000	Professional Services
V000	Remote And Offshore
S000	Structural
N000	Welding, Insulation, Refractory, Coatings

< Previous Submit

Indicates Required Field



## Short Questionnaire (cont'd)

### Goods & Services Code Tips:

Once you have selected the Code it will now populate the Commodity Codes choose from the new descriptions list to use for your company information.

If this works you will see new information recorded below.

Click **Submit** button to capture information

You will also have an opportunity to add more codes later.

#### New Company Registration

< Previous

Submit

Cancel

#### Goods and Services

Select the primary Goods or Service provided by your company using the list below. You may optionally provide additional codes after registration.

#### Add Commodity Codes

Select goods or services provided by your company. Locate a Bechtel Goods and Services code using the Category Search on the left or the Keyword Search below. When the Search Results are displayed on the right, select the code that best describes the goods or services your company provides. You will be given the opportunity to select additional codes when you complete the full questionnaire.

Keyword search:  Both goods and services

Code	Description	Code	Description
A000	Architectural	Select	GA00 Agreements, Corporate
C000	Civil/Site	Select	GA04 Financial Information Services
Z000	Client Costs	Select	G000 General
D000	Concrete and Decking	Select	G00Y General Contract, Design, Engineering
J000	Control Systems, Instrumentation	Select	G00Z General Contracts
U000	Distributables	Select	GC50 Inspection and Expediting Services
E000	Electrical	Select	GU00 Multiple Units
H000	Environmental Engineering	Select	GA02 ODM Software License
Y000	Escalation, Contingency, Fee	Select	GA03 Relocation Services
F000	Fasteners	Select	GA05 Telecommunications, Global
G000	General	Select	GA01 Traffic And Logistics Services
M000	Mechanical/Process	Select	GA06 Travel Services
T000	Miscellaneous Operating and Prorates		
X000	Other Project Costs		
P000	Piping		
W000	Professional Services		
V000	Remote And Offshore		
S000	Structural		
N000	Welding, Insulation, Refractory, Coatings		

G000 General

< Previous

Submit

Indicates Required Field



## Full Registration

We encourage you to complete as much information about your company as possible.

Please navigate between the various tabs of your registration page to complete additional information.

You may click **Logout** when you are finished.

Congratulations. Your company registration is now complete. Please click [here](#) to complete your company profile, or click the Registration Information link above to modify the information you specified in the previous steps.



# Confirmation Email

Upon successful completion of the required information, you will receive an email confirming your login credentials (see the example email).

You may now return at anytime and update your information, and check for new updates.

### **User Name:**

Your User Name is your email address

### **Password:**

Your password is system generated.

If you need assistance, use the email to contact the **Help Desk**.

Bechtel Supplier and Contractor Registration

User Name of BECHTEL B & W IDAHO LLC at [user@user.com](mailto:user@user.com)

Thank you for completing the initial part of the registration process in Bechtel's Supplier and Contractor portal.

It is essential that you continue the registration process and complete all applicable information fields in the tabbed sections. This additional information will enhance our ability to match your Company for potential opportunities with Bechtel.

Your username and password to access the site are as follows:

USERNAME: user@user.com

PASSWORD: CPF\_gmj\_48

Please note that your password is case sensitive. You can change your password via the Company Administration link after logging in. To access the portal, use <http://supplier.bechtel.com/> or <http://contractor.bechtel.com/>.

You are advised to maintain your data current with Bechtel by visiting the site and updating your information on a regular basis.

NOTE: Registration does not guarantee participation in Bechtel bid solicitation.

For help, contact [proweb@bechtel.com](mailto:proweb@bechtel.com)

Bechtel website: <http://www.bechtel.com>

Bechtel eSourcing

[proweb@bechtel.com](mailto:proweb@bechtel.com)



## What Happens Next?

- Bechtel uses the information you provided to assist with the selection of potential bidders when the need arises
- Registration **does not** guarantee that your company will be invited to bid
- If selected, you may be given access to online bidding or auctions
- Don't forget to check back often for updates.
- Read the returning members guide for more information about using Bechtel Supplier & Contractor Portal.