

How to Upload your Completed Prequalification & Company Documents to the Supplier Portal

Step 1 – Registering

Before you can upload your completed Prequalification and Company documents, you must complete the registration process. This includes:

- Going to <https://supplier.bechtel.com/> and completing the registration process. Note, you will have to following the instructions found at <http://www.bantrel.com/suppliers-and-contractors> under the 'How to register your company' helpful document.
- **Note:** This process includes contacting the Bantrel rep once your initial information is in so that your company and your registration process can be verified. Contact details are found in the document referenced above.

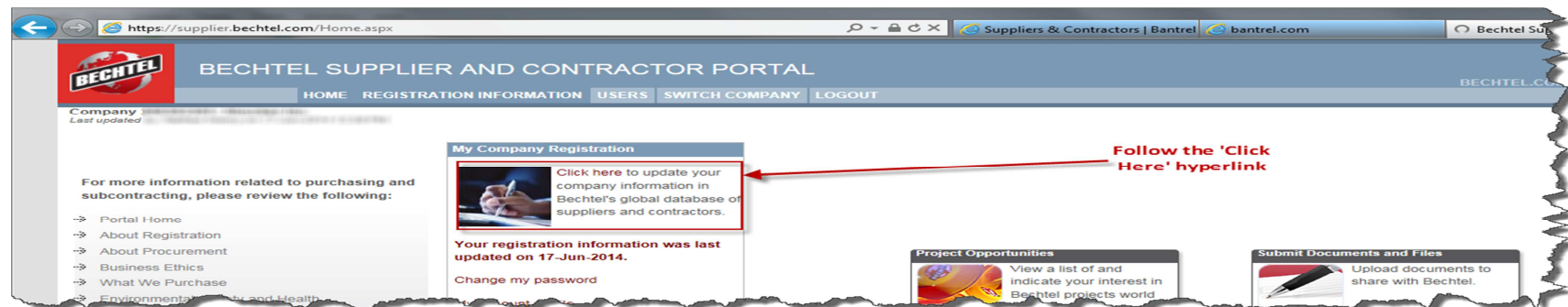
Step 2 – Downloading the Prequalification documents

Download the Prequalification documents from the helpful documents section found at the bottom of <http://www.bantrel.com/suppliers-and-contractors>

Step 3 – Login and Upload

Once you have your files completed, login to the supplier portal (<https://supplier.bechtel.com/>) using your registration information.

Once on the home page, (after having logged in) follow the 'Click Here' hyperlink



This will take you to your company profile. Next, click the “Documents tab”. Here you will be able to click the ‘browse’ button which will search your workstation for the file you want to upload. Next click the ‘Upload’ button. Once you see the document in the ‘Current documents’ section, it has been uploaded: ***(Note: there is a total 5 MB upload limit)***

The screenshot shows the Bechtel Supplier and Contractor Portal. The browser address bar displays <https://supplier.bechtel.com/regDocuments.aspx>. The page title is "BECHTEL SUPPLIER AND CONTRACTOR PORTAL". The navigation menu includes: HOME, REGISTRATION INFORMATION, USERS, SWITCH COMPANY, LOGOUT. The user is logged in as "Company 2". The "Documents" tab is selected and highlighted with a red box. Below the navigation menu, there is a "Documents" section with a description: "Please provide copies of documents you feel will assist in prequalification of your company with us. This includes special qualification certificates you commonly submit in proposals or bids. You may share up to 5MB (5120KB) of documents. The files can be in any computer format you choose but for maximum visibility, we recommend using either Adobe Acrobat or Microsoft Office (Word/Excel). It is also uploading. Files that cause the total storage to exceed the 5MB (5120KB) limit will be rejected." Below this is a "Current Documents" table with columns: File, Uploaded, Size, Uploaded B, and Delete. The table contains four rows of documents. A red text box with arrows points to the first two rows, stating "Currently uploaded documents show here". Below the table, it says "1017.00KB used. You have 4102.00KB remaining for storage." At the bottom, there is a "Document Upload" section with a "Browse..." button and an "Upload" button, both highlighted with red boxes. A red arrow points from the "Documents" tab to the "Browse..." button, and another red arrow points from the "Upload" button to the "Currently uploaded documents show here" text. The footer contains "Privacy | Terms Of Use | © Copyright 2014 Bechtel Corporation".

In this same manner you can upload all relevant company information , including brochures, catalogues, organizational charts or any other documentation you feel is prudent.

Once uploaded, it is a good idea to contact your Bantrel Representative to ensure they have received the completed Prequal and company documents.