

# **SUPPLIER**

Supplier User Guide



14-Apr-2025

601 Jefferson Street Houston, Texas 77002 United States of America Office +1 (713) 753-2000



# Contents

Accessing KBR Supplier4
New Suppliers with Invitation4
New Suppliers w/o Invitation7
General Information15
Address Information15
Business Information16
Classifications17
Accounts Payable
Tax Form24
Supplier Registration24
Periodic Supplier Registration Review26
Vetting Menu27
Outlook Definitions
Completing Vetting
Global Vetting Items
Cybersecurity Vetting Completion
Cybersecurity POC Name:
Cybersecurity POC Phone Number:
Cybersecurity POC Email:
Company Public Website:
Upon which of the following cybersecurity frameworks is your organization's cybersecurity program based (select all that apply):
Which of the following certifications or 3rd-party attestations does your organization currently maintain (select all that apply):
Does your organization utilize a 3rd-party to conduct penetration tests of your network(s)?:
If yes, enter the date of your most recent 3rd-party penetration test (MM/DD/YYYY):
Sustainability
Sustainability Scoring
KBR's Commitment



Training:	41
Modules:	41
RFx Menu	41
Outlook Definitions	42
Menu Toolbox	42
Receiving Inquiries	45
Preparations for Placing a Bid	47
Prerequisites	47
Bid Summary	
Intent to Bid	
Q&A Board	
Creating a Bid	51
Questions	51
Items	52
Attachments / Proposals	53
Optional Items	54
Summary	55
Review Submitted Bids	56
Setting up eSignature & PIN	57







# Accessing KBR Supplier

# New Suppliers with Invitation

Suppliers can access KBRS by using <u>https://kbrsupplier.com</u>. The link is also in the welcome email that is sent to the supplier along with login credentials.



KBR 3/27/2024

KBRsupplier SUPPLIER REF ID: 159456. THIS IS A SYSTEM GENERATED EMAIL

All emails sent to Supplier by KBRSupplier contain the link to log into the system. By opening this link, you will be asked for your Login ID and your password. You will need to use the Forgot Password link to set your initial password using the instructions lower in this document. Passwords are good for 365 days.

Users will be presented with reCAPTCHA checkbox on the landing page and reset password page. Generally, reCAPTCHA will only require you to check the checkbox, but you may be prompted to complete a challenge by selecting images that meet criteria to prove that you are not a bot.







If at any time you forget your password, you may click on the "Forgot Your Password" link as shown on the above capture. Reset Password page will display as shown below – this will ask for your username and if recognized in the system an email will be sent to you with a link to reset your password.



![](_page_4_Figure_5.jpeg)

![](_page_5_Picture_1.jpeg)

Dear
Your password has been reset. Please click the below link to change your Password. The link will expire after 15 minutes.
Company: John-13Feb2024-1343 Email: Login ID: John-13Feb2024-1343 Login Site: <u>https://kbrsupplier.com</u>
Change Password
If you need assistance with the registration process, please contact us via email at:
Thank You,
KBR 3/21/2024 I

Password Reset link is valid for 15 minutes. If expired, then please re-do the Forgot Your Password process to obtain a new password reset link.

![](_page_5_Picture_4.jpeg)

Enter your new password on the Update Password page. As you enter your password, an interactive validation will occur, and you will see green checkmarks displayed as you satisfy each requirement and red X's for any validation not satisfied. You will notice that sub-items for the third validation will individually turn to green checkmarks and once three of four sub-items are satisfied, then the third validation will turn to a green checkmark.

![](_page_5_Picture_6.jpeg)

![](_page_5_Figure_7.jpeg)

![](_page_6_Picture_0.jpeg)

![](_page_6_Picture_2.jpeg)

Click the Reset Password button once you completely entered your new password. One additional validation will occur and that is to validate that a previous password was not reused. If you reused a previous password, then you will receive a message indicating this. Simply enter a new password.

![](_page_6_Picture_4.jpeg)

# New Suppliers w/o Invitation

Suppliers can access KBRS by using <u>https://kbrsupplier.com</u>. To start the registration process, click the "Create an account" link.

![](_page_6_Picture_7.jpeg)

![](_page_7_Picture_0.jpeg)

![](_page_7_Picture_2.jpeg)

You will need to fill out at least the required fields which are indicated by the red dots to the left of the field label.

![](_page_7_Picture_4.jpeg)

#### New Company Registration

Contact Name			* Email		
Enter Contact Name			Enter Email		
Phone Number			Create a Username		
🖴 +1 🔹	Phone Number		Enter Username		
Company Name			Job Title		
Enter Company Name			Enter Job Title		
* Country			Tax ID/Registration Number		
Select One			EIN	Enter Tax ID/Registration Number	
Dun Bradstreet Number			UEI		
Enter Dun & Bradstreet	No.		Enter UEI		
Cage Code					
Enter Cage Code					
Password			Confirm Password		
Enter Your Password		ø	Confirm Your Password		Ø
Required Password I     Do not use account     Include characters fr         'Uppercase alg         'Lowercase alg         'Digits (0-9)         'Special Charac	ength: 14 and 20 characters name or parts of full name exceed two c om at least three of these categories: habet (A-Z) habet (a-Z) ters (-1@#\$%^&`,-+=` \000''_?/)	onsecutive characte	ers		
□ I a	gree to the Terms of Use and Privacy Pol	icy, and understand	d my data/information will be used	d as described in the Privacy Policy.	
	-	Regis	ter		
		Back to	Login		

There is one interactive validation on the Username field. If you enter a username which is already in use, then you will receive an error message as shown below.

![](_page_7_Picture_8.jpeg)

![](_page_8_Picture_0.jpeg)

![](_page_8_Picture_2.jpeg)

New Company Registration

* Contact Name		* Email			
Enter Contact Name		Enter Email			
* Phone Number		Create a Username			
🖴 +1 🔹 Phone Number		reid.bauer			
		The user name you entered is already in our supplie	r database		
Company Name		Job Title			
Enter Company Name		Enter Job Title			
* Country		Tax ID/Registration Number			
Select One	•	EIN • Enter T	ax ID/Registration Number		
Dun Bradstreet Number		UEI			
Enter Dun & Bradstreet No.		Enter UEI			
Cage Code					
Enter Cage Code					
* Password		Confirm Password			
Enter Your Password	Ð	Confirm Your Password		Þ	
Required Password length: 14 and 20 characters					
Do not use account name or parts of full name exceed two of	onsecutive characte	rs			
<ul> <li>Include characters from at least three of these categories: <sup>*</sup> Uppercase alphabet (A-Z) <sup>*</sup> Doiver (A-B) (A-Z) <sup>*</sup> Digits (D-9) <sup>*</sup> Special Characters (-\@#\$%^&amp;"_++=` \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</li></ul>					
I agree to the Terms of Use and Privacy Po	licy, and understand	my data/information will be used as describ	ed in the Privacy Policy.		
_	Regis	er			
	100.00				

Enter your desired password and as you enter your password, an interactive validation will occur, and you will see green checkmarks displayed as you satisfy each requirement and red X's for any validation not satisfied. You will notice that sub-items for the third validation will individually turn to green checkmarks and once three of four sub-items are satisfied, then the third validation will turn to a green checkmark.

![](_page_8_Picture_6.jpeg)

![](_page_9_Picture_0.jpeg)

Office +1 (713) 753-2000

![](_page_9_Picture_2.jpeg)

New Company Registration

Contact Name		* Email	
Reid Bauer		reid.bauer@kbr.com	
Phone Number		* Create a Username	
➡ +1 • (713)503-7823		reid.bauer30	
Company Name		Job Title	
Reid-13-Dec-2024-2		Enter Job Title	
Country		<sup>-</sup> Tax ID/Registration Number	
United States	•	EIN • 23-4535323	
Jun Bradstreet Number		UEI	
Enter Dun & Bradstreet No.		Enter UEI	
lage Code			
Enter Cage Code			
Password		* Confirm Password	
	æ	Confirm Your Password	-

I agree to the Terms of Use and Privacy Policy, and understand my data/information will be used as described in the Privacy Policy.

![](_page_9_Picture_6.jpeg)

![](_page_9_Picture_7.jpeg)

# New Company Registration

* Contact Name	* Email
Reid Bauer	reid.bauer@kbr.com
* Phone Number	* Create a Username
► +1 • (713)503-7823	reid.bauer30
* Company Name	Job Title
Reid-13-Dec-2024-2	Enter Job Title
* Country	* Tax ID/Registration Number
United States	▼ EIN ▼ 23-4535323
Dun Bradstreet Number	UEI
Enter Dun & Bradstreet No.	Enter UEI
Cage Code	
Enter Cage Code	
* Password	* Confirm Password
•••••	•
I Required Password length: 14 and 20 characters I Do not use account name or parts of full name exceed two consecut I close cases advalated (P-2) I Domoto advalated the P-2 I Dom	utive characters nd understand my data/information will be used as described in the Privacy Policy.
	Rezister

Back to Login

601 Jefferson Street

Houston, Texas 77002 United States of America

![](_page_10_Picture_0.jpeg)

Once completed, make sure to agree to the terms of use and privacy policy and then click "Register" button. The system will perform a potential duplicate registration check based upon your entered email address and email address domain. If a potential duplicate registration is detected, then you will see a dialog as shown below.

If this new registration is not a duplicate for your company location, then you may click the Continue & Create New Registration button and proceed with your new registration.

Potential Duplicate Registration *						
<ul> <li>Your email address, John.lee@bedrock1234.com, is associated with the existing supplier profile (3) shown below.</li> <li>If the profile you are registering is already listed, please select using the radio control and click the Cancel New Registration &amp; Notify Support button.</li> <li>Application support will contact you and assist with gaining access to the existing supplier profile.</li> </ul>						
Company Name	Ordering Address	Select Profile				
KBR	""AS	0				
KBR	""AS	0				
KBR	,,,AS	0				
			-			
Continue & C	reate New Registration	Cancel New Registration				

If you suspect that this may be duplicate for your company location, then you then select that profile using the Select Profile field and a Comments field will display. Please put as much detail as possible into the comments and click the Cancel New Registration & Notify Support button. This will abort the new company registration, and your entered information will be sent to our functional support mailbox. We will reach out to you and assist you with your registration.

![](_page_10_Picture_6.jpeg)

![](_page_11_Picture_0.jpeg)

Potential Duplicate R	Registration	×	
<ul> <li>Your email address, John.</li> <li>If the profile you are regis</li> <li>Registration &amp; Notify Support</li> <li>Application support will c</li> </ul>	ee@bedrock1234.com, is associated with th tering is already listed, please select using th t button. ontact you and assist with gaining access to	e existing supplier profile (3) shown belov e radio control and click the Cancel New the existing supplier profile.	N.
Company Name	Ordering Address	Select Profile	
KBR	""AS	۲	
KBR	""AS	0	
KBR	"AS	0	
Please provide commits which will a * Comment	ssist the support team with responding to your request		
Continue & Cr	eate New Registration	Cancel New Registration & No	otify Suppor

If you had populated the UEI Number and/or CAGE Code fields, KBRS will use those fields to check against Sam.Gov. If no match is found, a message will display, and you will need to enter a valid UEI Number and/or CAGE Code. Alternatively, you may remove the UEI Number and CAGE code and proceed with the registration.

![](_page_11_Picture_4.jpeg)

If a match is made in Sam.Gov, a confirmation dialog will be displayed for you to confirm that the match is selected.

![](_page_11_Figure_6.jpeg)

![](_page_12_Picture_0.jpeg)

Sam.Gov Confirmation		
Match for TVXJAN1NFYQ7 has been found for Astro Mechanical Contractors Inc.	Do you wish to continue?	-
	Yes	Cancel

If you only populated the UEI Number and the UEI Number has more than one CAGE Code registered in Sam.Gov, then the confirmation dialog will display all CAGE Codes registered in Sam.Gov and you must select the one associated with your location using the radio control.

Sam.Gov Co	nfirmation						
Match for NMJX	3ZVPANC3 has been f	ound for Stvt-Aai Edu	cation Inc with multip	le CAGE Codes. Pleas	e select your CAGE C	ode to continue.	
O85Z41	O85RU0	O85U49	O85V22	○9B5Z3	085557	○85V20	
O85UM5	O85V42	O85V19	O85V18	O85V39	O85V41	O85V44	
O85U43	O85V21	O85V15	O82PV9				
							ľ
				Yes		Cancel	

If you click Yes, KBR will pull the below fields from Sam.Gov:

- 1. UEI Number
- 2. CAGE Code
- 3. Main (Corporate) Address / Physical Address
- 4. Default Size
- 5. Certification Date
- 6. Business Concern(s)
- 7. NAICS Codes
- 8. Certificating Official's Name and Title

The fields will be disabled except for Main (Corporate) Address, and you must update your Sam.Gov registration rather than update directly in KBRS. KBRS will check for updated registrations daily. You may use the link provided next to the fields to email our vendor management team should you have any questions.

![](_page_12_Picture_15.jpeg)

![](_page_13_Picture_0.jpeg)

#### Supplier Information

C General Information		Company Address	🗹 Business Data	Classifications		
Indicates a required field.						
Section L General Information						
Company Information						
Legal Company Nome: Business Nome (DBA): Country: Tax ID Number: CatTVAT Tax Number: CATME Code: CATGE Code: Company Phone Number:	Ľ₽	Chried Stotes VO En VO GST Page update restricted, email UMA Page update restricted, email CH31432-4 O En	Cted, small barry for outstions.			
If you have any avestions email us directly of surgest@kbrsurgeler.com				Next Sove Progress Exit		

You will receive a welcome email containing this user guide along with your username and login site link.

![](_page_13_Picture_5.jpeg)

Your company's profile is created, and you are navigated to the remaining registration pages starting with the General Information tab which has the common fields from the initial submission page pre-populated.

In addition to the Next and Previous buttons, you may also navigate between the tabs by clicking on the tab header. You will notice a checkbox next to each tab's name in the header. A check will appear for each tab once all required fields have been entered. A tab may not have any required fields based upon the status of your registration, this too will display a check at the start of your registration, but you may still navigate to these tabs and enter any of the optional fields you desire. It's possible that a tab may later become required; this is especially true of the Accounts Payable and/or Tax Form tabs should your company be chosen by KBR for a work opportunity.

Entered form data is automatically saved when you navigate to another tab, but you may also use the Save

![](_page_13_Picture_9.jpeg)

![](_page_14_Picture_0.jpeg)

Progress button. Tab navigation may be achieved via the Next and Previous buttons as well as clicking on the tab header.

# **General Information**

The fields marked with the red icon are required fields and need to be filled out. Please fill out all the optional fields which applies to your registration. The same process can be followed if the information needs to be updated. Click the Next button at the bottom right of the form to navigate to the next form.

Please note that the UEI Number and CAGE Code fields are disabled if your registration is matched with a Sam.Gov registration. These fields must be updated in Sam.Gov rather than directly in KBRS. KBRS will check for updated registration information daily.

	Supplier Information			
lome	General Information	Company Address	🗌 Business Data	Classifications
Jpdate Profile	Indicates a required field.			
Messages	Section I. General Information			
Bid Opportunities	Company Information			
Current Events	Legal Company Name:		priya-test 1234	0
	Business Name (DBA):			
News	Country:		United States	✓ <sup>O</sup>
In affect Linder	Tax ID Number:		EIN V 12-3321321	0
USEIULINKS	GST/VAT Tax Number:		GST 🗸	
User Guide	DUN and Bradstreet Number:		00-000-0000	
	UEI Number:			
	CAGE Code:			
	Company Phone Number:		0123456789 O Ext.	]
	Company Website (URL):			
	If you have any questions email us directly at support@kbrsupplier.com.			

# Address Information

The fields marked with the red icon are required fields and need to be filled out. Please fill out all the optional fields which applies to your registration. The same process can be followed if the information needs to be updated. Click the Next button at the bottom right of the form to navigate to the next form. You may also click on the Previous button to move back to the previous form.

![](_page_14_Figure_9.jpeg)

![](_page_15_Picture_0.jpeg)

<b>KBR</b>
------------

	Supplier Information			
Home	🗹 General Information	Company Address	🗌 Business Data	Classifications
Update Profile	Indicates a required field.			
Messages	Section II. Address Information			
<b>Bid Opportunities</b>	Main (Corporate) Address			
Current Events	Main (Corporate) Address :		1235 Street	
News	City		Houstan	<i>(</i> 0)
Useful Links	Country:		United States	~ <b>G</b>
	State / Region:		Michigan 🗸 😋	=
User Guide	Zip / Postal Code:		123457	
	Ordering Address Same as Main (Co	rporate) Address		
	Ordering Address:		1234 street 1235 Street Line 2	🖉 👩 Required
	City:		Houstan 🕓 Rea	quired
	Country:		United States	$\sim$ O
	State / Region:		Michigan 🗸 😋	
	Zip / Postal Code:		123457 O Required	
	If you have any questions email us directly a support@kbrsupplier.com.	T		
Server Time: Fri Aug 26	5 2022 14:17:10 GMT+0530 (India Standar	rd Time)		

Copyright © 2022 Privacy Policy Legal Statement

# **Business Information**

The fields marked with the red icon are required fields and need to be filled out. Please fill out all the optional fields which applies to your registration. Click the Next button at the bottom right of the form to navigate to the next form or if this is the last tab displayed, please click the Submit button to submit your registration data to KBR.

The NAICS code related fields display only if supplier is Americas based (Canada, Mexico, United States) or providing services to KBR Government Services, United States (GSUS)

To select items for the Products/Commodities and NAICS sections, please use the "Select..." button at the top of each section. This will open a dialog box where you may browse through the available codes or use the search functionality to narrow down your choices. Use the List All button to clear out the search results and to display all available items. Use the checkboxes to select the desired items and then click the Add Item. This will close the dialog and add the selected items to the underlying page. Please note that the selection dialog does not allow you to remove items which have already been added to the list. To remove items from the list, select the desired items and then click the Remove from List button.

Please note that the NAICS Code fields are disabled if your registration is matched with a Sam.Gov

![](_page_15_Figure_10.jpeg)

![](_page_16_Picture_0.jpeg)

registration. These fields must be updated in Sam.Gov rather than directly in KBRS. KBRS will check for updated registration information daily.

🗹 General Information 🛛 🗹 Company Address 🕅 Business Data 🗍 🗆 Classifications 👘 Accounts	s Payable 🛛 Tax Form			
Indicates a required field.				
Section III. Business Information				
Company Data				
Business Type: Lagos Smuchure: Geographical Service Area 🗨	Broter   Corporation  Attra  Attra  Attra  Attra  Attra  Attra  Attra  Concos  Concos	<i>b</i>	Metico     Middle Eatt     Middle Eatt     Midvest Region (US)     Midvest Region (US)     Pocific Region (US)     South Pocific     South Pocific     USA	
Year Business was Established: Number of Employees:				
Products and or Services Select Products / Commodities you provide 0 T2853202. Anni gos migration ogents				۵. ۲
To remove items from the list above, nignight the Moducts / Commodities and click kernove Ham List purto   Remove From List  Select NAICS Codes	n			
Titlatt: Nustreoon Production Titlat: Other Food Cross Grown Under Cover Titlat: Nursery and Thee Production				•
To remove items from the list above, highlight the NAICS Code and click Remove From List button Remove From List				

# Classifications

The fields marked with the red icon are required fields and need to be filled out. Please fill out all the optional fields which applies to your registration. Click the Next button at the bottom right of the form to navigate to the next form or if this is the last tab displayed, please click the Submit button to submit your registration data to KBR.

The Classification form will display only if supplier is Americas based (Canada, Mexico, United States) or providing services to KBR Government Services, United States (GSUS).

If Default Size of 'Small' is selected, then Certification Date and the Name & Title fields in the Self Certification section are required. Also, the various classification checkboxes in the 'Please select all that apply' section are enabled for selection. If you select a Default Size of 'Large', then only the 'AbilityOne Non-Profit Agency' classification checkbox is enabled for selection. If 'AbilityOne Non-Profit Agency' classification checkbox is selected, then Certification Date and the Name & Title fields in the Self Certification section are required. It's the supplier's responsibility to check only the options which apply, and these should match the supplier's data within sam.gov. If any other Default Size is selected, then Certification Date and the various classification checkboxes are disabled and not selectable.

One NAICS code must be selected as the Primary NAICS using the radio selection control in the list. If the Small Business checkbox is checked for any NAICS, then the 'Self Certification' fields are required.

Please note that all fields on this tab are disabled if your registration is matched with a Sam.Gov registration. These fields must be updated in Sam.Gov rather than directly in KBRS. KBRS will check for updated

![](_page_16_Figure_10.jpeg)

![](_page_17_Picture_0.jpeg)

# registration information daily.

E deneral information E company	Address 🗹 Business Data 🔲	Classifications Classifications	Tax Form		
O Indicates a required field.					
Section IV. Company Classifica	lion				
Company Classification					
Pefault Size     Large      Small      Non-Profit	Foreign/Other O Certification Do	ate 10/25/2022			
Women-Owned Business		Historically Black College/Universi	rv.	Alaskan Native Corporations(ANC) and In	dian Tribes
Veteran-Owned Business          8 (g) Certified					
Service Disabled Veteran-Owned Business				Minority-Owned Business	
HUBZone (Certified by SBA)					
Concil Dusiness MAICS Codes and Cir					
Sindi Business NAICS Codes and Siz	e Standard Status		13		
Regarding Size Standard Certifications, Please refer to the U.S. Small Business Ac	e Standard Status Please refer to PART 121 of the Code o Iministration, Table of Small Busines:	of Federal Regulations for - SMALL BUSINESS s Size Standards Matched to the North Amer	SIZE REGULATIONS; Link: <u>Title 13</u> ican Industry Classification Syste	Part 121 of the Electronic Code of Federal Regu m Codes Table to determine size standard by I	lations; when certifying the Company's Business Size. VAICS Code; Link: <u>SBA Size Standards by NAICS Codes</u>
Regarding Size Standard Certifications, Please refer to the U.S. Small Business Ac	e Standard Status Please refer to PART 121 of the Code o Iministration, Table of Small Business NAICS Description	of Federal Regulations for - SMALL BUSINESS s Size Standards Matched to the North Amer	512E REGULATIONS; Link: <u>Title 13</u> SIZE REGULATIONS; Link: <u>Title 13</u> ican Industry Classification Syste	Part 121 of the Electronic Code of Federal Regu m Codes Table to determine size standard by I Primary NAICS	lations; when certifying the Company's Business Size. IAICS Code; Link: <u>SBA Size Standards by NAICS Codes</u> Small Business
Regarding Size Standard Certifications, Please refer to the U.S. Small Business Ac NAICS Code 111411	e Standard Status Please refer to PART 121 of the Code o Iministration, Table of Small Busines: NAICS Description Mushroom Production	rf Federal Regulations for - SMALL BUSINESS s Size Standards Matched to the North Amer	57 SIZE REGULATIONS; Link: <u>Title 13</u> ican Industry Classification Syste	Part 121 of the Electronic Code of Federal Regu m Codes Table to determine size standard by I Primary NAICS	lations: when certifying the Company's Business Size. AICS Code; Link: <u>\$BA Size Standards by NAICS Codes</u> Small Business
Regarding Size Standard Certifications, Please refer to the U.S. Small Business Ac NAICS Code 111411 111419	e Standard Status Please refer to PART 121 of the Code o Iministration, Table of Small Businesi NAICS Description Mushroom Production Other Food Crops Grown Under Co	rf Federal Regulations for - SMALL BUSINESS s Size Standards Matched to the North Amer over	v3 SIZE REGULATIONS; Link: <u>Title 13</u> Ican Industry Classification Syste	Part 12) of the Electronic Code of Federal Regu m Codes Table to determine size standard by I Primary NAICS	Intions: when certifying the Company's Business Size. AACS Code; Link: <u>SBA Size Standards by NAICS Codes</u> Small Business
Regarding Size Standard Certifications, Please refer to the U.S. Small Business Ac NAICS Code 111411 111419 111421	e Standard Status Please refer to PART IZI of the Code o ministration, Table of Small Business NAICS Description Mushroom Production Other Food Crops Grown Under Co Nursery and Tree Production	rf Federal Regulations for - SMALL BUSINESS s Size Standards Matched to the North Amer	v3 SIZE REGULATIONS; Link: <u>Title 13</u> ican Industry Classification Syste	Part 12) of the Electronic Code of Federal Regu m Codes Table to determine size standard by I Primary NAICS	Additions: when certifying the Company's Business Size. NAICS Code; Links <u>SBA Size Standards by NAICS Codes</u> Small Business
Regarding Size Standard Certifications, Please refer to the U.S. Small Business Ac NAICS Code 111411 111419 111421	e Standard Status Please refer to PART IZI of the Code o ministration, Table of Small Business NAICS Description Mushroom Production Other Food Crops Grown Under Co Nursery and Tree Production	of Federal Regulations for - SMALL BUSINESS is Size Standards Matched to the North Amer	5/2 REGULATIONS; Link: <u>Title 13</u> Size nedustry Classification Syste	Part 12) of the Electronic Code of Federal Regu m Codes Table to determine size standard by I Primary NAICS © © ©	Initians when certifying the Company's Business Size. IAICS Code; Link: <u>\$BA Size Standards by NAICS Codes</u> Small Business 
Regarding Size Standard Certifications, Please refer to Hu J.S. Small Business Ac NAICS Code 111411 111419 111422 Self Certification	e Standard Status Please refer to PART IZI of the Code o ministration, Table of Small Business NAICS Description Mushroom Production Other Food Crops Grown Under Co Nursery and Tree Production	over	5/2E REGULATIONS; Linle: <u>Title 13</u> SiZe REGULATIONS; Linle: <u>Title 13</u> Cran Industry Classification Syste	Part 12) of the Electronic Code of Federal Repu m Codes Table to determine size standard by I Primary NAICS	Initians: when certifying the Company's Business Size. IAICS Code; Link: <u>\$BA Size Standards by NAICS Codes</u> Small Business 
Regarding Size Standard Certifications, Please refer to Hu J.S. Small Busines Ac NAICS Code 111411 111419 111422 Self Certification I CERTIFY THAT THE INFORMATION PROV	e Standard Status Please refer to PART 12J of the Code o Imministration, Table of Small Business NAICS Description Mushroom Production Other Food Crops Grown Under Co Nursery and Tree Production IDED HEREIN IS TRUE AND CORRECT	over	rs SIZE REGULATIONS; Link: <u>Title 13</u> Ican Industry Classification Syste	Part 12) of the Electronic Code of Federal Repu m Codes Table to determine size standard by I Primary NAICS	Iations: when certifying the Company's Business Size. IAICS Code; Link: <u>SBA Size Standards by NAICS Codes</u> Small Business
Regarding Size Standard Certifications, Please refer to HU.S. Small Busines Ac NAICS Code III-411 III-419 III-422 Self Certification I CERTIFY THAT THE INFORMATION PROV	e Standard Status Please refer to PART IZI of the Code o Iministration, Table of Small Business NAICS Description Mushroom Production Other Food Crops Grown Under Co Nursery and Tree Production IDED HEREIN IS TRUE AND CORRECT	over	532E REGULATIONS; Link: <u>Title 13</u> Ican Industry Classification Syste	Part 121 of the Electronic Code of Federal Repu In Codes Table to determine size standard by I Primary NAICS	Lations: when certifying the Company's Business Size. AIACS Code; Link: <u>SBA Size Standards by NAICS Codes</u> Small Business 

# Accounts Payable

This tab along with the Tax Form tab requires multifactor authentication (MFA) to access.

To get started:

Download one of the supported apps from the Google Play Store or Apple App Store:

- 1. Recommended Apps
  - a. Google Authenticator
  - b. Duo Mobile
- 2. Alternative Apps
  - a. Microsoft Authenticator

# Initial Pairing of Authenticator App with KBR Supplier:

When you go to update your company's registration, you will see that a locked padlock icon displays on both the Accounts Payable and Tax Form tabs.

Supplier Information	l		1				
☑ General Information	Company Address	🗹 Business Data	Classifications	8	Accounts Payable	6	Tax Form

When you navigate to either of these tabs, you may see differing options depending on if this is the first time you've registered your authenticator app or if your email has already been used to configure MFA on another supplier profile.

• If this is the first MFA registration for your email address or if your email address is already associated with more than one MFA registration, you will see a QR code like the on below:

![](_page_17_Figure_18.jpeg)

![](_page_18_Picture_0.jpeg)

<b>KBR</b>		Welcome
		A Print Logout
	Multifactor Authentication	
Home		
Update Profile		
Messages		
Bid Opportunities		
Current Events	A CONTRACT OF	
News		
Useful Links	Open Authenticator (OTP) app on your phone – Google Authenticator and Duo Mabile are recommended (Download MFA Setup Guide)	
User Guide	Google Authenticator	
	Click - symbol to odd new account Select Scan Q (R code option Control - Scan the sitelyseq Q (R code	
	Duo Mobile	
	Select - Add to add a new account     Select Use QR code     Scon the displayed QR code	
	Enter the passcode generated by your authenticator app to complete multifloctor authentication registration.	
	Pass Code: Submit	
Server Time: Wed Jun 07	2023.00-42-56 CMT-0500 (Central Davisht Time)	

Open Authenticator (OTP) app on your phone – Google Authenticator and Duo Mobile are recommended.

- Google Authenticator
  - Click + symbol to add new account
  - o Select Scan a QR code option
  - o Scan the displayed QR Code
- Duo Mobile
  - Select + Add to add a new account
  - o Select Use QR code
  - o Scan the displayed QR Code

Take the passcode displayed on your smartphone's authenticator app and enter it into the Pass Code text box and click the Submit button.

Please note that the authenticator app displays the pass code as two groups of 3 numbers such as 010 343, but when you enter these into the textbox on KBR Supplier you will need to enter as a single number such as 010343.

You have three attempts to correctly enter the Pass Code before you are returned to the Home page.

If your passcode is not initially accepted, please make sure that the pass code displayed by the authenticator app did not cycle to a new passcode while you were in the process of entering it into KBR Supplier.

If you still have issues with the displayed pass code, then your smartphone's time may need to be corrected. This may be correct using the below steps for Google Authenticator. There is no corresponding process for Duo Mobile due to differences with how Duo Mobile treats generated passcodes.

Open the Google Authenticator app and follow the steps below to Sync time:

1. Select the three dots icon on the upper right of the screen

![](_page_19_Picture_0.jpeg)

![](_page_19_Picture_1.jpeg)

13) 753-2000

- 2. Select the Settings option
- 3. Select Time correction for codes
- 4. Select Sync now
- If your email address is already associated with one MFA registration code, you will see options to *Extend* or create *New MFA* like the on below:

KBR	Welcome J
	B <sub>ma</sub> s
Home	Extend MFA
Update Profile	account or create a separate MFA registration for this account?
Messages	Extend New MFA
Bid Opportunities	
Current Events	
News	
Useful Links	
User Guide	

Clicking *New MFA* option will display the page with QR code, and you follow the same instructions as listed above.

Clicking *Extend* will display a page for you to enter your pass code. This is the pass code displayed in your authenticator app for the account you previously created on KBR Supplier.

Take the pass code displayed on your smartphone's authenticator app and enter it into the Pass Code text box and click the Submit button.

Please note that the authenticator app displays the pass code as two groups of 3 numbers such as 010 343, but when you enter these into the textbox on KBR Supplier you will need to enter as a single number such as 010343.

<b><sup>(</sup>KBR</b>		Welcome
Home Update Profile Messages	Multifactor Authentication         Enter the pass code in your authenticator application to complete the multifactor authentication.         Pass Code:       20590         Submit	은 <u>Print</u> G <u>Legout</u>
Bid Opportunities	<b>Q</b>	
Current Events		
News		
Useful Links		
User Guide		
	—	
	601 Jefferson Street	Office +1

**United States of America** 

You have three attempts to correctly enter the Pass Code before you are returned to the Home page.

![](_page_20_Picture_0.jpeg)

**Note**: If you previously created multiple MFA registrations for your multiple supplier profiles you will not have the option to *Extend*. If you desire to have a single MFA pass code for all your supplier profiles, please email us using the Contact Us option on the login page or via the support email links at the bottom of each registration page, and request that your MFA be reset on all your supplier profiles. Once all previous MFA registrations are removed, you should delete all accounts in your Authenticator App associated with KBR Supplier and then re-register your MFA account on your supplier profiles. You will receive the QR code page for the first supplier profile you re-register, but you will receive the option to Extend on your remaining supplier profiles.

Once your MFA registration has been successfully completed, you will see that the locked padlock icon displayed on both the Accounts Payable and Tax Form tabs has changed to an unlocked padlock icon and you will be able to see the information on these two tabs.

☑ General Information	Company Address	🗹 Business Data	Classifications	🕒 🗹 Accounts Payable	🕒 🗹 Tax Form
-----------------------	-----------------	-----------------	-----------------	----------------------	--------------

You will also receive a system generated confirmation email like the one below, but wording and format could differ - this email is a security precaution.

![](_page_20_Figure_6.jpeg)

# Subsequent Access of KBR Supplier:

Once the initial pairing is completed and you navigate to these tabs in future sessions, you will see a screen for you to enter the Pass Code from your authenticator app and there is no need to scan a QR code.

![](_page_20_Picture_9.jpeg)

![](_page_21_Picture_0.jpeg)

🗖 🐜 KBRSupplier	x +	- 0
← C බ ⊡ https://tes	st1.kbrsupplier.com/Supplier/supplier_registration_tax_form.aspx	n 🕫 🖶 🕂 🕷
🗂 John's Bookmarks 🛛 G Google Search	💙 Team Patrick Stories 🦦 ITIL Homepage Ser 🦦 Service Portal - KBR 🐝 PMCM Dashboard J 🜖 Corporate I	Intern > Cher favorites
<b><sup>(C)</sup>KBR</b>		Welcome
		A Print Degout
Home	Multifactor Authentication	
Update Profile	Enter the pass code in your authenticator application to complete the multifactor authentication.	
Messages	Poss Code:	
Bid Opportunities	Submit	
Current Events		
News		
Useful Links	la contraction de la contracti	
User Guide		
Server Time: Mon Feb 20 2023 09:10:19 GM	IT-0600 (Central Standard Time)	

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Changing or Lost Smartphones:

Should you switch smartphones, you should follow the Transfer Account process available in the thirdparty app.

If you lose your phone, you will need to contact the application support team using the Contact Us links available within the application. We will verify their identity and then remove their existing authentication paring from their KBR Supplier profile which will allow them to pair a new authorization.

Once MFA is successful, you will be navigated to the Accounts Payable tab, and you will notice that both tabs now display an unlocked padlock icon. The tabs will remain unlocked for the duration of your session.

The fields marked with the red icon are required fields and need to be filled out. Please fill out all the optional fields which applies to your registration. Click the Next button at the bottom right of the form to navigate to the next form or if this is the last tab displayed, please click the Submit button to submit your registration data to KBR. The Accounts Payable form will display only once a supplier has been invited to do business with KBR. When chosen by KBR for further work opportunities, you will receive an email requesting that you provide this information.

Supplier can quickly set the invoicing address the same as the main address by clicking on (Same as main Corporate Address) checkbox.

![](_page_22_Picture_0.jpeg)

General Information	ness Data 🛛 🗹 Classifications 🗍 🗹 Accounts	i Payable Vetting Sustainab	ility Comments						
G Indicates a required field.									
Section VI. Accounts Payable									
Currency Code:	USD United Stat	es Dollar 🗸 🗸	<b>b</b>						
Separate Check Required: 📀	○ Yes ○ No								
1099 Reportable: 🕜	○ Yes ○ No								
Add Bank Information Bank Country Bank Name Account	Int Number Account Holder's	s Name Address	Account Type	Default 1	D365 Number	Manage			
US Barclays Bank PLC x000000	0000000002355	Main  TheCity AZ 2	22 Checking		199	Thisses			
						mundge			
Add Invoicing Address     Some as Main (Corporate) Address									
Invoicing Address	SAI	P Number C	PNumber	D365 Number		Manage			
Invoicing Address         SAP Number         CP Number         D365 Number         Mana           Invoicing Way TheCity, ACT 222 AU         P01-BA2355         000000245         vMana									

Click on "Add Bank Information" to enter bank related details and all the fields marked with the red icon are required fields which need to be filled out then click on Save Bank.

Bank Account Information	
Bank Country:	United States
Bank Name:	Barclays Bank PLC G
Currency Code:	USD United States Dollar 🗸 🗸
Bank Address:	Main C
Bank Address (Cont.):	
City:	TheCity O
State / Region:	Arizona 🗸 🗸 🖸
Zip / Postal Code:	222 0
Routing Number:	344422232
Account Number:	343432355
Account Holder's Name:	
Account Type:	Checking V C
Electronic Remittance Email:	john.doe@kbr.com
Default:	
Please attach a voided check or other suppor	ing document (English Only):
Choose File No file chosen	O
View Attachment	
Save Bank Cancel	

**Note**: a system generated email is sent to all active primary supplier contacts on the supplier profile when a new bank is added, existing bank is updated, or an existing bank is removed. The email will indicate which of the three events occurred and will include the last four digits of the bank account number. It will look like the one below, but wording and format could differ - this email is a security precaution.

![](_page_23_Picture_0.jpeg)

New Bank Added for KBR					
Provide and the second seco	← Reply	≪ Reply All	Forward	(5/2022.2)	
Dear			wed /	/ 3/ 2023 2	50 PIVI
New bank ending with 1234 to your registration.					
Company					
Login Site					
If you are unaware of this registration change, please contact us at					

# Tax Form

This tab along with the Accounts Payable tab requires multifactor authentication (MFA) to access. Please see the MFA instructions in the Accounts Payable section.

The fields marked with the red icon are required fields and need to be filled out. Please fill out all the optional fields which applies to your registration. Click the Next button at the bottom right of the form to navigate to the next form or if this is the last tab displayed, please click the Submit button to submit your registration data to KBR. Tax Form tab will display only once a supplier has been invited to do business with KBR **and** KBR requires a tax form from the supplier. When chosen by KBR for further work opportunities, you will receive an email requesting that you provide this information.

General Information Company Address Business Data Classifications Accounts	tayable 🗌 Tax Form
O Indicates a required field.	
In order to comply with US Internal Revenue Service tax status requirements, please upload your tax form (if a refers to any non-US person or business.	oplicable). If it's unclear whether a tax form is required or assistance is needed in completing the form, please contact your tax advisor. Foreign
Section VII. Tax Form ()	
Select the tax form, see information below: Select	One 🗸 👩
Upload signed tax form, blank forms can be downloaded from IRS website linked below:	Dise File No file chosen
WS:           Use Form W-9 to provide your correct Taxpayer Identification Number (TIN) to the person who is required to fit           Income poid to you           Real estate transactions           Morrjage interest you poid           Acquisition or abandonment of secured property           Concellation of debt           Contributions you made to an IRA           WBEN:           Give Form W-9 BEN to the withholding agent or payer if you are a foreign person and you are the beneficial or Submit Form W-8 BEN to the withholding agent or payer if you are a foreign person and you are the beneficial or Submit Form W-8 BEN to the or not you are claiming a r           The W-8 BEN-EI           WBEN-EI	e an information return with the IRS to report, for example:
Individuals and sole proprietars need to file the W-9 BEN form. All foreign (non-U.S.) businesses that are receiv <u>W-8 ECI</u> You must give Form W-8 ECI to the withholding agent or payer if you are a foreign person and you are the ber Stotes.	ing payment from an American company must fill out the W+8 BENE form. effcial owner of U.S. source income that is (or is deemed to be) effectively connected with the conduct of a trade or business within the United
W-B EXP:           If you reaches certain types of income, you must provide Form W-8 EXP to:           Establish that you are not a U.S. person           Claim that you are the beneficial owner of the income for which Form W-8 EXP is given           Claim that walced are to, or exemption from, withholding as a foreign government, international organization	ion, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession
W-8 IMY: This form may serve to establish foreign status for purposes of sections 1441, 1442, and 1446.	
8233. This form is used by nonresident alien individuals to claim exemption from withholding on compensation for	personal services because of an income tax treaty or the personal exemption amount

# Supplier Registration

To modify your registration information, click "Update Profile".

![](_page_24_Picture_0.jpeg)

# **<sup>(</sup>KBR**

Home	Supplier Menu
	Supplier Menu provides current and potential suppliers access to update and extend their information in our database.
Update Profile	Update Profile Options
Sustainability	Update Registration Choose this to update your company's registration data. This includes contact information, business
Messones	Contacts (1) Choose this to view, add, and modify contacts in your company. You can provide a contact's name, phone & f
Messages	Primary Contacts Choose this to view who can update your company's registration data.
Bid Opportunities	Update Extended Company Profile Choose this to modify your company's profile in our searchable database. You can pro
o	Update Contact Information Choose this to update your contact information.
Current Events	Change User Name Choose this to update your current user name.
News	Change Password Choose this to update your current password.
	Change PIN Choose this to update your current PIN.
Useful Links	Update e-Signature Choose this to update your e-Signature.
User Guide	
Server Time: Tue Mar 19	2024 16:57:30 GMT+0000 (Greenwich Mean Time)
Copyright © KBR 2024 P	Privacy Notice Terms of Use

Click "Update Registration".

Home	Supplier Menu
In cluster Dura film	Supplier Menu provides current and potential suppliers access to update and extend their information in our database.
paare Profile	Update Profile Options
iustainability	Update Registration Choose this to update your company's registration data. This includes contact information, busine
1	Contacts (1) Choose this to view, add, and modify contacts in your company. You can provide a contact's name, phone
lessages	Primary Contacts Choose this to view who can update your company's registration data.
id Opportunities	Update Extended Company Profile Choose this to modify your company's profile in our searchable database. You can p
	Update Contact Information Choose this to update your contact information.
Surrent Events	Change User Name Choose this to update your current user name.
lews	Change Password Choose this to update your current password.
	Change PIN Choose this to update your current PIN.
Jseful Links	Update e-Signature Choose this to update your e-Signature.
Jser Guide	

601 Jefferson Street

Houston, Texas 77002 United States of America

# Office +1 (713) 753-2000

Proud history, bright future.

![](_page_25_Picture_0.jpeg)

# Periodic Supplier Registration Review

Ensuring that your company's registration information is kept current is vital especially if your registration includes certifications which must be recertified yearly such as US small business classification. KBR will periodically request that you review your registration information and confirm that it is current.

You will receive a system email like the one below when KBR requires you to review and confirm your registration information.

Action Required: Vendor Registration Information Confirmation for KBR	
KBR · ·	$\textcircled{\odot} \bigcirc \operatorname{Reply} \bigotimes \operatorname{Reply} \operatorname{All} \rightarrow \operatorname{Forward} \fbox{1}$
To O John Lee	Thu 8/15/2024 7:02 AM
KBR Supplier - Supplier User Guide.pdf 4 MB	
Dear John Lee,	
Please review and confirm your company's registration information. KBR will regularly request a review and confirmation of registration information as review could prevent KBR from being able to award future business opportunities to your company.	a prerequisite for potential future business opportunities. Failure to complete this
Here is your login information for your convenience, please login and complete the review of your company's supplier registration profile. Please n captured.	nake sure to click the <u>Submit</u> button on the last tab or your confirmation will not be
Company:         John-08Jul2024-1244           Login ID:         John-08Jul2024-1244           Login Site: <u>https://stage.kbrsupplier.com</u>	
If you need assistance with the registration review and confirmation process, please consult the Periodic Supplier Registration Review	section of the attached supplier user guide for detailed instructions.
Thank You,	
KBR 15 Aug 2024	
I	
KBRsupplier SUPPLIER REF ID: 164919. THIS IS A SYSTEM GENERATED EMAIL	

The preceding Supplier Registration section provides instructions on how to access your registration information once you've logged in to KBR Supplier. Once the registration tabs are displayed, you must review the information on every tab and make any necessary changes. Once you reach the last tab, then please make sure to click the Submit button.

The application will not record your confirmation unless you click the Submit button and receive the supplier registration confirmation page as shown below – the text message may differ from that shown below. You will find detailed information regarding each registration tab in the sections above.

![](_page_25_Picture_8.jpeg)

![](_page_26_Picture_0.jpeg)

14-	- A.		
6		P	D
~			N

	A Print D Legout
	Supplier Registration Confirmation
Home	Thank you for your interest in doing business with KBR. The first phase of your registration is now complete, and your company profile is now listed in our supplier directory. KBR
Update Profile	is reviewing the submitted information and if a potential business opportunity is identified for your company, we will notify you via email and request additional information including your company's accounts payable and tax information.
Sustainability	
Messages	
Bid Opportunities	
Current Events	
News	$\Box_{\mathcal{S}}$
Useful Links	
User Guide	If you have any questions email us directly at support.stoge@kbrsupplier.com. Exit

# Vetting Menu

Once logged into the System the first page to open will be the Menu Screen. This screen opens to give a quick view of all new vetting requests that have been received. Vetting(s) are a way for KBR to obtain more detailed information than is available on the vendor registration forms.

# **Outlook Definitions**

Response Pending -- these are the vetting(s) which are pending action by the supplier.

Vetting Processes -- these are all the vetting(s) which have been assigned to the supplier, including completed vetting(s)

![](_page_26_Picture_9.jpeg)

![](_page_27_Picture_0.jpeg)

![](_page_27_Picture_2.jpeg)

Home	Menu
Update Profile	RFx Outlook
Sustainability	Released Bids ( 0 )
Messages	Closed Bids (1)
Bid Opportunities	Search Bids
	Vetting Outlook
Current Events	Responses Pending ( 4 )
News	Vetting Processes ( 6 )
Useful Links	- Messages ( <u>No unread messages.</u> )
User Guide	KBRSupplier Overview
	KBRSupplier User Guide

# erver Time: Tue Mar 19 2024 17:08:03 GMT+0000 (Greenwich Mean Time)

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Depending on how each vetting is configured, you may also receive a notification email informing you of the assigned vetting.

![](_page_27_Picture_7.jpeg)

![](_page_28_Picture_0.jpeg)

Revised k	KBR Supplier Code of Conduct Prerequisite Request					
Jol 👧	hn Lee (Corp) <john.lee2@kbr.com> ♥ John Lee</john.lee2@kbr.com>		← Reply	≪ Reply All	→ Forward Wed 3/2	7/2024 5:17 PM
Dear John P.	Lee,					
Thank you for the following r	your continued interest in doing business with KBR. As part of KBR's commitment to act in an ethical and responsible manner, we have evised prerequisite: KBR Supplier Code of Conduct	update	d our " <b>Suppl</b> i	ier Code of Co	nduct". Please	complete
The above pre	requisite is accessible in the 'Responses Pending' link under the Vetting Outlook section of your home page once you logon.					
The Supplier (	Code of Conduct form will be available for you to download in the prerequisite. This form must be signed by an officer of your company in	n order	for your com	pany to be inclu	ded in our vendo	or database.
Your login info	ormation is as follows:					
Login Site :	https://kbrsupplier.com					
Company :	John-05Feb2024-1830					
Login ID :	John-05Feb2024-1830					
Password :	Click on the "Forgot Your Password?" link on the login screen.					
	Enter your login ID in the Username box and click Submit.					
	The system will send you your password. Or send a password reset request to support@kbrsupplier.com					
NOTE: If you	r initial registration is incomplete, once logon you will be requested to complete the initial registration before you can access t	he Vett	ing Outlook			
Information yo about this vett	u provide to KBR is stored in a secure database and will be frequently accessed by KBR Procurement personnel to identify capable com ing contact me via	panies	as new need	ls and requirem	ents arise. Any	questions
Thank you for	your consideration in registering at https://kbrsupplier.com					
<b>KBR</b> 27 Mar 2024	I					
KBRsupplier THIS IS A SY	r VETTING REF ID: aa8d71de-03df-407b-861e-0f3dcc4714a6. STEM GENERATED EMAIL					

# **Completing Vetting**

Clicking on Responses Pending link in the Vetting Outlook opens a page showing the list of vetting(s) which are pending action.

<b><sup>(C</sup>KBR</b>		Welcome John Lee
		A Print D Logout
	Responses Pending	
Home	2 responses pending.	
Update Profile	Name	Status
	KBR Supplier Code of Conduct	Incomplete
Messages	Supplier Sustainability	Incomplete
Bid Opportunities		
Current Events		
News	$\triangleright$	
Useful Links		
User Guide		

Clicking on the vetting name link opens the vetting detail where the requested information may be entered. The fields marked with the red icon are required fields and need to be filled out. Completed the fields and clicked the Submit button to complete the vetting.

![](_page_28_Figure_7.jpeg)

![](_page_29_Picture_0.jpeg)

			Welcome John L
			A Print Dege
	Supplier Sustainability		
ome	Is your organization ISO 14001 certified?		
date Profile	Yes Cert date 22-Oct-2021		
	O No		
ssages	0		
Opportunities	Is your organization ISO 50001 certified?		
rent Events	• Yes		
s	Is your organization ISO 14064 certified?		
ful Links	Oyes		
	No		
Guide	0		
	Do you have any waste reduction / prevention initiatives?		
	Yes Comprehensive policy in place		
	O No		
	0		
	Do you have any water reduction / recycling initiatives?		
	<b>0</b> © N0 N2		
-5	0 © N0 N2		
ËBR	e e No M2		Welcome Abby
KBR	G G		Welcome Abb
ŘBR	e No K		Welcome Abb
KBR	© NO Vating Processes		Wetcome Abb
ČBR	e Vetting Processes 6 vetting processes	Stotus	Wekoms Abb
e tre Profile	Vetting Processes 6 vetting processes 8 vetting processes. Name KBR Sustainability- Ecologia Information	Stetus Complete	Welcome Abb En Pro Submitted Date 15 Mar 2024
e anobility	Vetting Processes Vetting proc	Stetus Complete Complete	Submitted Date         18 Mor 2024           18 Mor 2024         18 Mor 2024
the Profile Inability ages	Vetting Processes Vetting pro	Stotus Complete Complete incomplete	Wetcome Abb E pro Submitted Date 18 Mor 2024 18 Mor 2024
te Profile inability ages	Vetting Processes  Vetting Proc	Stetus Complete Complete Incomplete Incomplete	Wekome Abb En Submitted Dete 18 Mar 2024 18 Mar 2024
te Profile Inability ages oportunities	Vetting Processes Vetting pro	Status Complete Complete Incomplete Incomplete Incomplete Incomplete	Welcome Abb En Submitted Date 18 Mor 2024 18 Mor 2024
e anability oges ppportunities ent Events	Vetting Processes Vetting Processes Vetting processes Vetting processes Vetting processes Vetting statistical information KBR Sustainability-Ecologia Information KBR Sustainability-Questionage = Environment	Status Complete Complete Incomplete Incomplete Incomplete Incomplete	Welcome Abb Bit Submitted Date 18 Mor 2024 18 Mor 2024 19 Mor 2024
e ente Profile anabitry opportunities ent Events	Verting Processes Verting processes Verting processes Verting processes Verting structure  Verting structur	Stetus Complete Complete Incomplete Incomplete Incomplete Incomplete	Welcome Abb B Pri Submitted Date 18 Mar 2024 18 Mar 2024 18 Mar 2024
e earte Profile anability loges ent Events ent Events s ul Links	Verting Processes Verting processes Verting processes Verting processes Verting structure  Verting structur	Stotus Complete Complete incomplete incomplete incomplete incomplete	Submitted Date           18 Mor 2024           18 Mor 2024
e ate Polite anability oges poortunities art Events at Links Guide	Verting Processes Verting Processes Verting processes Verting structure Verting structure Verting structure Verting structure Verting structure Verting verti	Status Complete Complete Incomplete Incomplete Incomplete	Weckome Abb B Per Submitted Date 18 Mor 2024 18 Mor 2024 18 Mor 2024
e Polle nobility ages oportunites nr Events	Verting Processes  Sveting processes  Sveting processes  Sveting processes  Kana Kananobality-Estvada Information Kana Sustainabality-Estvada Information Kana Sustainabality-Questionnaire - Inford & Human Rights Kana Sustainabality-Questionnaire - Sustainabale Procurement	Stotus Complete Complete Incomplete Incomplete Incomplete Incomplete	Welcome Abt Compared by the second s

Depending on how each vetting is configured, you may also receive a confirmation email following the completion.

Dear John Lee,						
Thank you for completing the Supplier Sustainability.						
Regards,						
KBR						
26 Oct 2022	Ι					

# **Global Vetting Items**

There are certain vetting items which are universally assigned to all suppliers for completion. However, there are exceptions, and you should not worry if they have not been assigned to you. Should these later become applicable to your registration, a member of KBR procurement team will assign these vetting items and notify you via email. Below you will find detailed instructions on how to complete each of these global vetting item(s).

![](_page_29_Figure_7.jpeg)

![](_page_30_Picture_0.jpeg)

![](_page_30_Picture_1.jpeg)

# Cybersecurity Vetting Completion

Please review the following guidelines for completing each item on the KBR Supplier Cybersecurity Form

KBR Cybersecurity	
Please download this guide for detailed form completion instructions	
KBR Supplier - Cybersecurity Completion Guide.pdf	
Cybersecurity POC Name:	
0	
Cybersecurity POC Phone Number:	
0	
Cybersecurity POC Email:	
Internet Domain:	
(Company Duble Mabrita i a susur KBD com Enter NONE if uring public amoli domain public and annoin public com attack com atc.)	
Upon which of the following cybersecurity frameworks is your organization's cybersecurity program based (sele	ct all that apply):
NIST Cybersecurity Framework	
□ ISO 27001/27002	
□ NIST SP 800-171	
Center for Internet Security (CIS) Critical Controls	
United Kingdom Cyber Essentials	
Australia CSC Essential 8	
Other	
None	
0	
Which of the following certifications or 3rd-party attestations does your organization currently maintain (select	r all that apply):
□ ISO 27001	
UK Cyber Essentials	
UK Cyber Essentials Plus	
SOCI or SOC II	
Other	
□ None	
0	
Does your organization utilize a 3rd-party to conduct penetration test of your network(s)?	
O Yes	
O No	
U	
r yes, enter me date or your most recent ord-purty penetration test (MMVDD/TTTT).	

# Cybersecurity POC Name:

Enter the first and last name of the cybersecurity point of contact (POC). This is the designated individual responsible for managing and overseeing the organization's cybersecurity efforts and coordinates the

![](_page_30_Figure_7.jpeg)

![](_page_31_Picture_0.jpeg)

response to cybersecurity incidents, such as malware attacks and data breaches. Please consult with your organization's Cybersecurity POC to answer the following questions.

# Cybersecurity POC Phone Number:

Enter the phone number of the named cybersecurity point of contact (POC) without using the space, dash, period and special characters. The data entry format should only include numbers.

- Start with entering the **country code** (e.g., 1 for United States, 44 for United Kingdom, and 61 for Australia).
- Then enter the three-digit **area code** that identifies a specific region within the country followed by the **local number** which is typically a seven-digit number in the United States.

For example, the format for entering KBR's home office in Houston, Texas would be 17137532000.

# Cybersecurity POC Email:

Enter the email address for the named cybersecurity point of contact (POC) in the format username@domain.com. Make sure there are no spaces and correct characters (@ and .) are used.

# Internet Domain:

A company public website is an online platform used to identify and access the organization's website on the internet. The company public website typically consists of two parts:

- 1. **Domain Name:** This is the readable part of the address, such as *microsoft.com*. It usually reflects the organization's name or brand.
- 2. **Top-Level Domain (TLD):** This is the suffix at the end of the domain name, such as .com, .org, or .net. There are also country-specific TLDs (e.g., .us for the United States, .uk for the United Kingdom and .au for Australia).

In the example above, *microsoft* is the domain name and *.com* is the TLD.

**Note:** If your company does not have a Company Public Website (a unique public Internet Domain), enter NONE. Domain names such as gmail.com, outlook.com, hotmail.com are not acceptable.

# Upon which of the following cybersecurity frameworks is your organization's cybersecurity program based (select all that apply):

Check the box next to all applicable options listed. If your cybersecurity framework is not listed, please provide this information when selecting Other.

Choice	External Link to more information
None	
NIST Cybersecurity Framework	https://www.nist.gov/cyberframework
ISO 27001/27002	https://www.iso.org/standard/iso-iec-27000-family
NIST SP 800-171	https://csrc.nist.gov/pubs/sp/800/171/r3/final

![](_page_31_Figure_19.jpeg)

![](_page_32_Picture_0.jpeg)

Center for Internet Security (CIS) Critical Controls	https://www.cisecurity.org/controls
United Kingdom Cyber Essentials	https://www.ncsc.gov.uk/cyberessentials/overview
Australia CSC Essential 8	https://www.cyber.gov.au/resources-business-and- government/essential-cyber-security/essential-eight
Other	

# Which of the following certifications or 3rd-party attestations does your organization currently maintain (select all that apply):

Check the box next to all applicable options listed. If your certification is not listed, please provide this information when selecting Other.

Choice	External Link to more information
None	
ISO 27001	https://www.iso.org/standard/iso-iec-27000-family
UK Cyber Essentials	https://www.ncsc.gov.uk/cyberessentials/overview
UK Cyber Essentials Plus	https://www.ncsc.gov.uk/cyberessentials/overview
SOC I or SOC II	https://www.aicpa-cima.com/resources/landing/system-and-organization-
	controls-soc-suite-of-services
Other	

# Does your organization utilize a 3rd-party to conduct penetration tests of your network(s)?:

Network penetration testing, often referred to as pen testing, is a simulated cyberattack against a network to identify vulnerabilities before malicious actors can exploit them, thus allowing organizations to address cybersecurity weaknesses uncovered from the test results.

Select Yes if your organization uses a third-party service for network penetration testing. Otherwise, select No.

# If yes, enter the date of your most recent 3rd-party penetration test (MM/DD/YYYY):

If the answer is Yes to the above question, enter the appropriate date of your organization's last penetration test using the specified Month/Day/Year format MM/DD/YYYY.

# Sustainability

Once logged into the System the first page to open will be the Menu Screen. On the left-hand side of the menu screen is a Sustainability option.

![](_page_32_Figure_13.jpeg)

![](_page_33_Picture_0.jpeg)

<b><sup>(</sup>KBR</b>	Weicome Abby Ogunsolo	4
	a east	1
	Lost sign in: 17 Mar 2024 01-39 P	4
Home	Menu	
Update Profile	Rfx Outlook	
Sustainability	Released Bids (0)	
Sustainaisinty	Qeen Bids (2)	
Messages	Closed Bids (1)	
Bid Opportunities	Search Bids	
Current Events	Messages (Nounteed messages.)	
News	Neghangan Dermen	
Useful Links	K88Suppler User Guide	
User Guide		
Server Time: Sun Mar 17	2024 18:45:08 GMT+0000 (Greenwich Mean Time)	L

Clicking on the Sustainability menu item redirects to the Sustainability page. The sustainability page consists of four sub-sections:

- Sustainability Scoring
- KBR's Commitment
- Training
- Modules

# Sustainability Scoring

Your view of the sustainability scoring section will change based on your stage in the sustainability journey.

If you have an EcoVadis and/or ISN score loaded into KBR Supplier, you will be able to view the score as shown below.

KBR     BR     But Profile St Messages + Bid Oppertunities     Sustainability Scoring KBR's Core	Current Events IIII News & Useful Links mmiltment Training Modul	95			Weckner, Donglins Vestimore
Your Sustainability Scores					
To align our supply chain and procuremen in delivery of environmental, social and go	t practices with our commitment to sustainab wernance commitments. Benchmarking susta	ility, we have launched a Sustainable Supp nability provides a review of areas of oppo	ly Chain Charter. The goal of the Charter i ortunity and development ,and comparison	s to help minimize risk, enhance reputati a of performance and achievements.	on, meet legal requirements, and build supply chain resilience
OVERALL SCORE	ENVIRONMENT	LABOR & HUMAN RIGHTS	ETHICS		EcoVadis: KBR Homepage
62	67	23	55	35	
Updated 02 Mar 2023					

If neither an EcoVadis nor ISN score is loaded into KBR Supplier, you will see information designed to assist you with how to obtain a sustainability score.

![](_page_33_Figure_13.jpeg)

![](_page_34_Picture_0.jpeg)

( KBR												
# Home	C Update Profile	<b>Q</b> Sustainability	Messages	★ Bid Opportunities	⊘ Time Entry	🛗 Current Eve	ents 🖭 News	ବ୍ତ Useful Links			🕀 Print	🕞 Logout
			Sus	stainability Scoring	KBR's Co	ommitment	Sustainable	e Supplier Awards	Training	Modules		
	Know Your S	Sustainability	Scores									
	We understand sustainability pe	that organization that organization that organization that we have a second structure of the second st	ons may be at	different stages in	their sustaina	ability journey	and may be u	using existing susta	inability benc	hmarking tools to man	age their	
	EcoVadis If you are alread	ly registered wit	h EcoVadis pl	ease share your Eco	Vadis ID so	we can impor	t your scores.					
	ISN If you are alread	ly registered wit	h ISN please	share your ISN ID s	o we can imp	port your scor	es.					
	Annual KBR's S As a no-cost, no performance.	uppliers Sustain on-validated alte	ability Questi ernative KBR's	onnaire 5 Annual Suppliers S	Sustainability	Questionnai	re is available	as a checklist style	survey to pro	wide an indication of s	ustainability	
	It shall not be c	onstrued that KI	BR advocates	, condones or supp	orts any unla	wful employr	nent practices	by completion of t	his sustainab	le benchmarking quest	tionnaire.	
	<b>60 iii</b>	12 0										

**EcoVadis**: If your company already has an EcoVadis score, clicking the <u>share your EcoVadis ID</u> link will self-assign a vetting where you are able to provide KBR with your company's EcoVadis registration information and KBR will retrieve and upload your EcoVadis score into KBR Supplier.

<b><sup>(C</sup>KBR</b>			Welcome John P. Lee
			A Print Logout
	Vetting Processes		
Home	1 vetting process.		
Update Profile	Name	Status	Submitted Date
	KBR Sustainability-EcoVadis Information	Incomplete	
Sustainability			
Messages			
Bid Opportunities	Ν		
Current Events	L3		
News			
Useful Links			
User Guide			
Server Time: Thu Mar 21	2024 15:24:00 GMT-0500 (Central Daylight Time)		

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Clicking KBR Sustainability – EcoVadis Information vetting item will open the vetting form where you will be able to enter your EcoVadis information. After filling out the details click the submit button to save the information in our system or save for later to complete later.

![](_page_34_Figure_7.jpeg)

![](_page_35_Picture_0.jpeg)

Welcome John P. Lee

17-	66		
$\mathcal{H}$	1	R	R
		-	

		A Print Degout
	KBR Sustainability - EcoVadis Information	
Home	Sustainable Supply Chain Benchmarking is part of KBRs Zero Harm agenda, please confirm your EcoVadis registration information:	
Update Profile	We are registered in EcoVadis	
Sustainability	O Yes O No	
Messages	If yes, please provide your EcoVaids ID, if known.	
Bid Opportunities		
Current Events	Submit Save for Later Cancel	
News		
Useful Links		
User Guide		
Server Time: Thu Mar 21	2024 15:24:31 GMT-0500 (Central Daylight Time)	

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**ISN**: If your company already has an ISN score, clicking the <u>share your ISN ID</u> link will self-assign a vetting where you are able to provide KBR with your company's ISN registration information and KBR will retrieve and upload your ISN score into KBR Supplier.

<b><sup>(C</sup>ŘBR</b>			Welcome John P. Lee
			A Print Logout
	Vetting Processes		
Home	1 vetting process.		-
Update Profile	Name	Status	Submitted Date
	KBR Sustainability-ISN Information	Incomplete	
Sustainability			
Messages			
Bid Opportunities			
Current Events			
News	<u>↓</u>		
Useful Links			
User Guide			
Server Time: Thu Mar 21	2024 15:30:15 GMT-0500 (Central Daylight Time)		

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Clicking KBR Sustainability – ISN Information vetting item will open the vetting form where you will be able to enter your ISN information. After filling out the details click the submit button to save the information in our system or save for later to complete later.

![](_page_35_Picture_9.jpeg)

![](_page_36_Picture_0.jpeg)

<b>KBR</b>		Welcome John P. Lee
	KRR Sustainability - ISN Information	A Print D Logout
Home	Sustainable Supply Chain Benchmarking is part of KBRs Zero Harm agenda, please confirm your ISNet (ISN) registration information:	
Update Profile	We are registered in ISNET (ISN)	
Sustainability	O No	
Messages	If yes, please provide your ISN ID, if known.	
Bid Opportunities		
Current Events	Submit Save For Later Cancel	
News	Ν	
Useful Links	P3	
User Guide		
Server Time: Thu Mar 21	2024 15:31:23 GMT-0500 (Central Daylight Time)	
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**KBR Sustainability Questionnaire:** If your company does not currently have an EcoVadis or ISN score, as a no-cost, non-validated alternative, KBR's Annual Suppliers Sustainability Questionnaire is available as a checklist style survey to provide an indication of sustainability performance. Clicking the <u>KBR's Annual Suppliers Sustainability Questionnaire</u> link will self-assign a four-part vetting. Each of the four vetting forms correlates to one component of your sustainability score. The average of your four component scores determines your overall score.

<b><sup>(C)</sup>KBR</b>			Welcome John P. Lee
			A Print Logout
	Vetting Processes		
Home	4 vetting processes.		
Update Profile	Name	Status	Submitted Date
	KBR Sustainability Questionnaire - Environment	Incomplete	
Sustainability	KBR Sustainability Questionnaire - Ethics	Incomplete	
Messages	KBR Sustainability Questionnaire - Labor & Human Rights	Incomplete	
	KBR Sustainability Questionnaire - Sustainable Procurement	Incomplete	
Bid Opportunities			
Current Events			
News	2		
Useful Links			
User Guide			
Server Time: Thu Mar 21	2024 15:43:31 GMT-0500 (Central Daylight Time)		

![](_page_36_Figure_5.jpeg)

Clicking each KBR Sustainability Questionnaire vetting item will open that vetting form where you will be able to enter your company's responses for that section's questions. Each question has been assigned a weighting, and all questions are optional. After completing the questions, click the submit button to save the information in our system or save for later to complete later.

Once the KBR Sustainability Questionnaire is assigned, you will see your score displayed in the Your Sustainability Scores section of the Sustainability page.

If you have not completed any of the four vetting forms, you will see the below.

![](_page_36_Figure_9.jpeg)

![](_page_37_Picture_0.jpeg)

![](_page_37_Figure_2.jpeg)

As you submit each vetting form, you will see that section's score displayed as shown below.

![](_page_37_Picture_4.jpeg)

![](_page_38_Picture_0.jpeg)

![](_page_38_Figure_2.jpeg)

Once all four vetting forms have been submitted, your overall score will be calculated and displayed as shown below.

![](_page_38_Picture_4.jpeg)

601 Jefferson Street Houston, Texas 77002 United States of America Office +1 (713) 753-2000

![](_page_39_Picture_0.jpeg)

KBR											Welco	ome, John Lee	
Home	C Update Profile	<b>Q</b> Sustainability	Messages	\star Bid Opportunities	⊘ Time Entry	Current Events	💷 News	% Useful Links			 🕀 Print	🕞 Logout	
			Su	stainability Scoring	KBR's Co	mmitment	Sustainable	Supplier Awards	Training	Modules			

#### Your Sustainability Scores

To align our supply chain and procurement practices with our commitment to sustainability, we have launched a Sustainable Supply Chain Charter. The goal of the Charter is to help minimize risk, enhance reputation, meet legal requirements, and build supply chain realisme in delivery of environmental, social and governance commitments. Benchmarking sustainability provides a review of areas of opportunity and development, and comparison of performance and achievements.

![](_page_39_Figure_5.jpeg)

# KBR's Commitment

This session informs you about our collaboration and partnership. To read more, click on each link to open a new tab.

![](_page_39_Picture_8.jpeg)

#### 601 Jefferson Street Houston, Texas 77002 United States of America

#### Office +1 (713) 753-2000

![](_page_40_Picture_0.jpeg)

![](_page_40_Picture_1.jpeg)

# Training:

At the bottom of the page there is a Sustainable Supply Chain Introduction training video which provides further information. The video will open in a new browser tab.

Training Introduction The following information is provided for information o	inly		
R	Sustainable Supply Chain Introduction To understand more about the KBR Sustainable Supply Chain agenda please watch our Suppler Sustainability introduction video. Our supply chain are expected to abide by the commitments set out in the KBR policies and Supplier Code of Conduct, this video will help you understand the drivers and goals of this agenda.	us inable ply Chain	×

# Modules:

Here you will find additional training videos. Please make sure to check back often as new videos are added on a regular basis. The video will open in a new browser tab.

![](_page_40_Picture_7.jpeg)

# **RFx Menu**

Once logged into the System the first page to open will be the Menu Screen. This screen opens to give a quick view of all the new inquiries that have been received.

![](_page_40_Figure_10.jpeg)

![](_page_41_Picture_0.jpeg)

# ( KBR

Home	Menu
Update Profile	RFx Outlook
Sustainability	Released Bids ( 0 ) Open Bids ( 2 )
Messages	<u>Closed Bids (1)</u>
Bid Opportunities	Search Bids Vetting Outlook
Current Events	Responses Pending ( 4 )
News	Vetting Processes ( 6 )
Useful Links	- Messages ( <u>No unread messages.</u> )
User Guide	- Help Menu KBRSupplier Overview
	KBKSupplier User Guide

#### Server Time: Wed Mar 20 2024 13:43:24 GMT+0000 (Greenwich Mean Time)

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# **Outlook Definitions**

Released Bids – List of bids which the supplier has placed and released back to KBR for review.

Open Bids – List of inquiries which have been received but no bid has been placed and the closure date has not been reached.

Closed Bids – List of inquiries which have now been closed.

# Menu Toolbox

The Menu Toolbox provides you with a way to navigate around the RFx systems.

![](_page_41_Picture_12.jpeg)

![](_page_42_Picture_0.jpeg)

Home
Update Profile
Sustainability
Messages
Bid Opportunities
Current Events
News
Useful Links
User Guide
Server Time: Wed Mar 20 2

Home - Return to the main RFx Menu page from any other page in the system.

Update Profile- Navigates to a new page where the supplier's profile can be updated.

![](_page_42_Picture_6.jpeg)

![](_page_43_Picture_0.jpeg)

🖹 Print 🖸 Logs

Supplier Menu
Supplier Menu provides current and potential suppliers access to update and extend their information in our database.
Update Profile Options
Update Registration Choose this to update your company's registration data. This includes contact information, business description, business categories & capabilities, and minority ownership status & type.
Contacts (1) Choose this to view, add, and modify contacts in your company. You can provide a contact's name, phone & fax number, email address, and job title.
Primary Contacts Choose this to view who can update your company's registration data.
Update Extended Company Profile Choose this to modify your company's profile in our searchable database. You can provide an in-depth description of your company as well as provide information about any featured products or services. You can also include your company logo and pictures.
Update Contact Information Choose this to update your contact information.
Update Security Question and Answer Choose this to update your security question and answer.
Change User Name Choose this to update your current user name.
Change Password Choose this to update your current password.
Change PIN Choose this to update your current PIN.
<u>Update e-Signature</u> Choose this to update your e-Signature.

Messages – View all messages received from KBR, including both Unread and Read messages, unlike the Home page which displays Unread messages only.

#### Messages

.4 m	essages.			
	From	Subject	Sent Time	Status
	DoNotReply.KcmsNotificationEngine@kbr.com	KCMS-C2020-099-SI-00020: Released, Pending Contractor Acknowledgement	15 Nov 2016 04:13 AM CST	Read
	DoNotReply.KcmsNotificationEngine@kbr.com	C2020-099: Change Order Signed by All Parties	30 Oct 2016 09:36 AM CDT	Read
	DoNotReply.KcmsNotificationEngine@kbr.com	C2020-099: Change Order Signed by All Parties	30 Oct 2016 09:10 AM CDT	Read
	Helen.Tan2@kbr.com	KCMS-C2020-099-PPC-\$PPAIDNO\$: C2020-099: Payment Certificate Pending Invoice	30 Oct 2016 07:09 AM CDT	Read
	Helen.Tan2@kbr.com	KCMS-C2020-099-PPC-\$PPAIDNO\$: C2020-099: Payment Certificate Pending Invoice	27 Oct 2016 01:42 AM CDT	Read
	Helen.Tan2@kbr.com	KCMS-C2020-099-SI-00012: Released, Pending Contractor Acknowledgement	24 Oct 2016 04:23 AM CDT	Read
	Meil.Mendoza@kbr.com	KCMS-C2020-099-SI-00011: Released, Pending Contractor Acknowledgement	19 Oct 2016 03:32 AM CDT	Read
	michael.liang@kbr.com	000001: Formal Communication Issued	07 Aug 2014 02:35 PM CDT	Read
	michael.liang@kbr.com	000001: Payment Certificate Pending Review and Signature	07 Aug 2014 02:27 PM CDT	Read

Bid Opportunities - Full list of all the bids that have been placed and status, including Type of RFx, Title, Number, Contact, Open and Close date. Ability to view any bids placed or place a quote if the inquiry has not yet been closed.

Current Events - List of all the events which are taking place. This is viewed a month at a time and future months can be viewed as required by clicking on the Next button on the top right of the calendar.

News – Contains any important information.

![](_page_43_Picture_10.jpeg)

![](_page_44_Picture_0.jpeg)

![](_page_44_Picture_2.jpeg)

Home	
Update Profile	
Sustainability	
Messages	
Bid Opportunities	
Current Events	
News	
Useful Links	
User Guide	
Server Time: Wed Mar 20	2024 13:54:48
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Useful Links – Links to websites. Currently this tab is blank.

# **Receiving Inquiries**

When invited to participate in a bid, the supplier will be emailed by KBRSupplier. An example is shown below.

![](_page_44_Figure_7.jpeg)

![](_page_45_Picture_0.jpeg)

Dear Lulu Lin,

You have been invited to participate in the following RFQ for the - Demo.

Project:	Domo 2
PEO Net	0001
RFQ NO:	1000
RFQ Title:	Fab yard
RFQ Open Date:	22 Sep 2021 07:10 AM CDT
RFQ Close Date:	29 Sep 2021 07:10 AM CDT

#### Issuing Company: KBR

Please click here to access the 0001 RFQ.

You may also access the RFQ manually using the following steps:

- 1 Go to https://www.kbrsupplier.com/
- 2 Enter your login user account: k020213
- 3 Enter password.

If you have forgotten your password, you may use the 'Forgotten Your Password?' link on the KBRSupplier homepage to request a password reset. If you do not know your password, just reply to this email and indicate that you need a password reset. You can also send the password reset request to <u>suppport@kbrsupplier.com</u> for help.

4 Click 'Login'

5 Once you enter the site, click on 'Open Bids' link on the right-hand panel under the RFx Outlook menu section.

6. Locate the 0001 RFx and click 'View RFx' bid link.

For question regarding the content of the bid package please contact Buyer: Michael Liang

There are three ways in which the bid information can be accessed:

- 1. Click on the "click here to access" link in the email to access the bid directly.
- 2. Through the Home page, by clicking "Open Bids".
- 3. Through the Bid Opportunities page.

![](_page_45_Picture_20.jpeg)

601 Jefferson Street Houston, Texas 77002 United States of America Office +1 (713) 753-2000

![](_page_46_Picture_0.jpeg)

# ( KBR

Home	Мепи
Update Profile	RFx Outlook
Sustainability	Released Bids (0)           Open Bids (2)
Messages	Closed Bids (1)
Bid Opportunities	Search Bids
	Vetting Outlook
Current Events	Responses Pending ( 4 )
News	Vetting Processes ( 6 )
Useful Links	- Messages ( <u>No unread messages.</u> )
User Guide	- Help Menu KBRSupplier Overview
	KBRSupplier User Guide
Server Time: Wed Mar 20	2024 13:55:59 GMT+0000 (Greenwich Mean Time)

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<b><sup>(</sup></b> KBR						
🕷 Home 🛛 🕻	Opdate Profile	Messages	🖈 Bid Oppertunities  🛗 Current Events 🖾 News % Usef	ful Links		
				٩	Bid Opportunities	•
Bid Lin	k	Туре	Project	Number	Title	Contact
۲		RFQ	- Demo   Demo - 3	PEMEX-H567-PI001	Bulk Valve RFq	Douglas Delamore

# Preparations for Placing a Bid

# Prerequisites

If any prerequisites are included in the RFx, a View Prerequisites page will be displayed. The supplier is required to open and accept/acknowledge all the prerequisites. The prerequisites may have attachments that need to be viewed. All attachments can be opened from this page. KBRSupplier will not allow you to proceed to the next stage until all mandatory prerequisites have been acknowledged.

RFX Title: Sea Closing Date: 05 Time Left: 342	led RFQ-NGTest - Package CC-NGT Nov 2020 12:12 AM IST 2 Days 06:46:40	lest - Package CC			
	before viewing the inquiry docume	Prerect	juisites		
Prerequisite Name	i i i i i i i i i i i i i i i i i i i	Туре	ioneview the optional prerequistes photos	Status	:
		No resu	Its found		
				Pr	oceed to Inquiry

Houston, Texas 77002 United States of America

![](_page_47_Picture_0.jpeg)

![](_page_47_Picture_1.jpeg)

# **Bid Summary**

After reviewing the bid summary, the supplier must select "Intent to Bid' at the bottom right of the page.

Bid Summary	Q and A		My Bid		Time Left: 0d 4h 46m 3s
		RFx Information			
Bid Type:	RFQ		Bid Release Date:	9/23/2021 2:49:00 PM	
Number:	PEMEX-H567-PI001		Bid Open Date:	9/23/2021 2:49:00 PM	
Title:	Bulk Valve RFq Closed		Bid Close Date:	9/23/2021 2:49:00 PM	
Status.	Closed		Sealed bid Opening Date.	5/25/2021 5/45/00 AM	
		Summary			
Number:	PEMEX-H567-PI001		Contact Person:	Douglas Delamore	
Project:	- Demo		Email:	john.lee2964@kbr.com	
Sub Project:	Demo - 3		Phone Number:		
Company:	KBR		Fax:		
Description:					
For the attention of: Date: Sep-23-2021 09:-	9 AM CDT				
Submission of Quotation	d and is to be submitted electronically no later than Se	p.22.2021.00:40.4M CDT No submissions can be m	ando after this time. Confirmation of recei	the resident to the resident	and upor containing a receipt number for
your records.	so and to be submitted electronically no later than Se	previewe i do no part con. No submissions can be in	way with this time. Continnation of recei	pr met de emanéo to trie régiste	nos son containing a receipt number for
Your electronic Quotation must be submitted as follows: • A single electronic priced Quotation to be unloaded in a printable for	mat				
A single electronic unpriced Quotation to be uploaded in a printable	format				
Proposal Conditions All communications regarding this RFQ must be made through the P	roject electronic procurement tool. KBRsupplier com				
Quotation and all correspondence will be in the English language.	a province and a prov				
You will not be reimbursed for any expenses incurred in the preparat The REQ documents are to be regarded as confidential and may not	on or submission of Quotations, irrespective of the out be produced in whole or part or disclosed other than for	come of this or any subsequent RFQ. or the purpose of preparing the Quotation.			
Instructions for uploading files into KBRsupplier.com:					
Please note that when uploading attachments or files into KBRsuppl • If you have more than one attachment to upload please put all the	er.com you will need to be aware of a number of issues le attachments into one file.				
Once all the attachments are in one file please then ZIP the file					
<ul> <li>Right Click on the file then select 'Send To' and then 'Compress</li> <li>Once you have selected 'Compressed (zipped) Folder' a new file</li> </ul>	ed (zipped) Folder'. Ider will appear with your Zipped folder.				
The maximum that KBRsupplier.com will allow you to upload in	one file will be 32MB				
<ul> <li>The tolder will now be ready to upload into RBRsupplier.com.</li> <li>All Quotations must be single, printable files, and need to be uploaded.</li> </ul>	d within the relevant bid envelope.				
		Items			
EXPORT TO EXCEL					
# Material Reference	Commodity Code	Short Description	Qty		UOM
1		Valve 1	10		ea
2		Valve 2	20		EA
10000		Base Material Subtotal	1		Total
10001		Startup Spare Parts Subtotal	1		Total
10002		Capital Spares Subtotal	1		Total
10003		Warranty Cost	1		Total
		Upload Attachments			
Priced Commercial Proposal					
Please upload the <b>Priced Commercial Proposal</b> here. If there are more then one file to this quotation, save	all files into a zip file and upload the zip file	. Total size of the zip file cannot exceed 3	2MB. *		
Unpriced Commercial Proposal					
Please upload the Unpriced Commercial Proposal here If there are more then one file to this quotation, save	all files into a zip file and unload the vin file	. Total size of the zip file cannot exceed 33	2MB. *		
in there are more then one me to this quotation, save	an mes mes a zip me and upload the zip me	. Total size of the zip me cannot exceed Si			
Technical Proposal					

Please upload the Technical Proposal here. If there are more then one file to this quotation, save all files into a zip file and upload the zip file. Total size of the zip file cannot exceed 32MB.

Intent to Bid

![](_page_47_Figure_7.jpeg)

# 601 Jefferson Street Houston, Texas 77002 United States of America

# Office +1 (713) 753-2000

![](_page_48_Picture_0.jpeg)

![](_page_48_Picture_1.jpeg)

# Intent to Bid

The supplier must complete the "Intent to Bid" form. The supplier can choose "We have carefully read and understood all the documents contained within the inquiry package and shall bid by the closing date and time" or "We shall not be bidding this Request for Quotation". Click "Confirm" when completed.

	Intent to Bid Information		
Please complete the following section and click	Confirm" before proceeding to the "My Bid".		
We have received inquiry: PEMEX-H567-PI001 and all attachmer	ts listed therein.		
We have carefully read and understood all the documents con	ained within the inquiry package and shall bid by the closing date and time		
O We shall not be bidding this Request for Quotation			
Company Name:	Name:	Title:	
Razzle Dazzle Valve			
Email:	Date:		
ddelamore@gmail.com	9/23/2021 10:01:28 AM		

If "We shall not be bidding this Request for Quotation" is chosen, a new text box will open for explanation.

We shall not be bidding this Request for Quotation

No Bid Reason	Other	*
		//

![](_page_48_Picture_8.jpeg)

![](_page_49_Picture_0.jpeg)

# Q&A Board

The Q&A Board provides the opportunity to ask questions and receive answers regarding the bid. All questions asked through KBRSupplier will be initially viewed by the Buyer only. The Buyer may choose to share their response with the other Vendors participating in the Bid or keep the response private and respond to the Questioner only. Questions can be placed anytime up until the inquiry is closed and will be sent automatically back to the correct contact at KBR.

To enter a question, navigate to the "Q&A" section and click "Add Question".

( KBR					
# Home 🛛 Update Profile	Messages 🖈 Bid Oppe	rtunities 🛗 Current Events 🕮 News 🗞 Useful Links	5		
		Bid Summary	Q and A	My Bid	
	Ask Ques	tion	•	1	
	1. Test display of orig	ginal submission person.			
	1/28/2020 8:29:13 PM				
	Buyer Guide - Supplier 2019.pdf	Onboarding 12-31-			
		Michael Liang			
		Original submission user.			
		By Michael Liang (KBR) on 1/28/2020 8:32:38 PM			

Users can enter a question up to 2500 characters plus the ability to attach a document if required to help further explain the question. Once the question has been entered, click on "Submit" to send the question to the KBR contact for review and response.

RFx Q&A only allows single file upload. In case, if Supplier wants to include multiple files, then that should be uploaded a Zip file.

( KBR		-		1	Welcon
🕷 Home 🛛 Update Profile 🛛 Messages 🕤	🖈 Bid Opportunities 🛛 🛗	Ask Question		×	
Bid Summ Ask Question	nary	Question Text Supplier Question			Time Left
		Attachment			
		BROWSE/DRAG FILE HERE	, j	×	
		Only 1 file can be attached. If you need to attach	n multiple files, please zip the files together into 1	file.	

![](_page_49_Picture_9.jpeg)

![](_page_50_Picture_0.jpeg)

Once KBR responds, an email will be sent informing the supplier that an answer has been provided. Use the link in the email to access the system and review the answer provided. KBR can also attach any documents to help answer the question.

# Creating a Bid

# Questions

The supplier will be presented with a list of mandatory and or optional questions.

To move to the next page, click the "Next" button. To return to the previous page, click the "Previous" button. If you wish to exit the inquiry and not save any changes, click the "Exit" button. To exit the inquiry and save changes, click on the "Save Progress" button and then on "Exit".

Bid Summary		Q and A		My Bid	
	\$,	?	Ø	ų	
Pricing					
Confirm the pricing is firm through delivery and n	ot subject to escalation: *				
OYes					
ONo					
Advise if taxes are included in your base pricing: *					
OYes					
ONo					
Torms Of Povmont					

- ONet 30 ONet 45
- ONet 45 ONet 60
- ONet 90
- Milestone Payments:

If milestone payments are required, please list the proposed payment schedule. Please note that no down payments or payments upon PO placement will be accepted.

![](_page_50_Picture_14.jpeg)

![](_page_51_Picture_0.jpeg)

![](_page_51_Picture_1.jpeg)

# Items

In the items tab, the price and expected delivery date can be detailed for each line item. Suppliers also can select "No Bid" for items that will not be offered. For large lists of items, use the "Download Items" feature. The list will be exported to excel and can be modified and reimported.

	Bid Summary		Q and A			My Bid			
		\$	?.	0	۲	R			
This quote is va	lid until:	ä	Delivery Weeks: Fill Del Weeks for Lit	ne Items		Comments			
D	ownload Items	Import Bid							
#	Ref	Short Desc	No Bid	Qty	UOM	Unit Price		Del Weeks	Actions
1	108-DA	HydrotreaterHydrotreater		1	EA		USD ¥		۲
2	108-DB	Desulfurizer		1	EA		USD 🗸		۲
3	108-DC	Desulfurizer		1	EA		USD 🗸		
10001		Startup Spare Parts Subtotal		1	Total		USD 🗸		۲

# RFx also shows the Line Description

<b><i><sup>(</sup></i></b> KBR												Welcome	, John Lee Update
# Home 📿 Upda	ate Profile	Messages	★ Bid Opportunities	Events 🖽 News 🗞 Usefu	I Links							e	Print 🕞 Logout
		Bid Sum	nmary	Q and A			м	y Bid				Time Left:	
			Stores,			0		R					
	This quot	e is valid unti	ik •	De Fill	livery Weeks: Del Weeks for Line II	tems			Comments				
	Dow	vnload Items	Import Bid								Alterna	ate 🧧 Split	
	#	Ref Desc	Short Desc ription	Manufacturer Name	Part Number	No Bid	Qty	UOM	Unit Price		Del Weeks	Actions	
	10000	Pleas	e provide the total value of proposal price:				1	Total		USD 🗸		۲	
			(Show Description)										
	10001		Startup Spare Parts Subtot al				1	Total		USD 🗸		۲	

![](_page_51_Picture_7.jpeg)

601 Jefferson Street Houston, Texas 77002 United States of America

# Office +1 (713) 753-2000

![](_page_52_Picture_0.jpeg)

RFx Run_RFx	_00001 - Run_RFx			Ste	atus n			Closed Date Aug-31-2022 12:00 AM CD	r
2					•				and the second s
This	quote is valid until: *	This field is required.	Delivery Weeks:	0		Co	omments		
	Download Items	Import Bid	•		(	*)Fields ar	re required		Alternat
•	Ref	Short Desc	Manufacturer Name	Part Number	No Bid	Qty	UOM	Unit Price	Del Weeks

RFx Quote Validity Date is mandatory field which needs to be entered.

# Attachments / Proposals

This section allows the supplier to attach documents that support the bid. For each section, click "Browse" and attach the necessary document.

The document can be viewed by clicking on the blue hyperlink document title. The document can be removed from the bid by clicking on red x.

Bid Summary	Q and	A		My Bid
	\$ ?	•	•	P
Priced Commercial Proposal				
Please upload the Priced Commercial Proposal	here.			
If there are more then one file to this quotation	n, save all files into a zip file and uploa	d the zip file. Total size of th	e zip file cannot exceed 32	2MB. *
BROWSE/DRAG FILES HERE				
Unpriced Commercial Proposal				
Unpriced Commercial Proposal				
Unpriced Commercial Proposal Please upload the Unpriced Commercial Propose If there are more then one file to this quotation	ial here.	d the sin file. Total size of th	o zin filo connot ovcood 20	MR *
Unpriced Commercial Proposal Please upload the Unpriced Commercial Propo If there are more then one file to this quotatic	al here. n, save all files into a zip file and uploa	id the zip file. Total size of th	e zip file cannot exceed 32	2MB. *
Unpriced Commercial Proposal Please upload the Unpriced Commercial Propos If there are more then one file to this quotatic BROWSE/DRAG FILES HERE	ial here. n, save all files into a zip file and uploa	id the zip file. Total size of th	e zip file cannot exceed 32	2MB. *
Unpriced Commercial Proposal Please upload the Unpriced Commercial Propos If there are more then one file to this quotatic BROWSE/DRAG FILES HERE	al here. n, save all files into a zip file and uploa	id the zip file. Total size of th	e zip file cannot exceed 32	2MB. *
Unpriced Commercial Proposal Please upload the Unpriced Commercial Propos If there are more then one file to this quotatic BROWSE/DRAG FILES HERE Technical Proposal	al here. n, save all files into a zip file and uploa	id the zip file. Total size of th	e zip file cannot exceed 32	2MB. *
Unpriced Commercial Proposal Please upload the Unpriced Commercial Propos If there are more then one file to this quotatic BROWSE/DRAG FILES HERE Technical Proposal	al here. n, save all files into a zip file and uploa	id the zip file. Total size of th	e zip file cannot exceed 32	2MB. *
Unpriced Commercial Proposal Please upload the Unpriced Commercial Propos If there are more then one file to this quotatic BROWSE/DRAG FILES HERE Technical Proposal Please upload the Technical Proposal here. If there are more then one file to this quotatic	al here. n, save all files into a zip file and uploa	id the zip file. Total size of th	e zip file cannot exceed 32	2MB. *
Unpriced Commercial Proposal Please upload the Unpriced Commercial Propos If there are more then one file to this quotatic BROWSE/DRAG FILES HERE Technical Proposal Please upload the Technical Proposal here. If there are more then one file to this quotatic	al here. n, save all files into a zip file and uploa n, save all files into a zip file and uploa	id the zip file. Total size of th	e zip file cannot exceed 32 e zip file cannot exceed 32	2MB. *

![](_page_52_Picture_8.jpeg)

![](_page_53_Picture_0.jpeg)

![](_page_53_Picture_1.jpeg)

# **Optional Items**

This section allows suppliers to add any extra / optional line items. Click "Add Line Items" to manually enter the line item information. Suppliers can also import line items by clicking the "Import Line Items" button.

	Bid Summary		Zara and	Q and A			My Bid		
			\$0	?.	۵,	•			
Add Lin	e Items		nport Line Items						
	Item Name	: UOM	Description		: Qty	Price	Extended Total	Delivery Weeks	: Comments
					No res	ults found			
≪ ≪ 0	► H								
Item Name		иом		Quantity					
Price		Currency		Del Weeks					
Description			Comments						
	Save and	d Add more	Submit	Cancel					

![](_page_53_Picture_5.jpeg)

601 Jefferson Street Houston, Texas 77002 United States of America Office +1 (713) 753-2000

![](_page_54_Picture_0.jpeg)

![](_page_54_Picture_1.jpeg)

# Summary

The final step in the inquiry process is the summary page. The summary page gives the opportunity to review all details that have been entered before submitting the bid to KBR. The expand / collapse icon can be used to expand all / individual sections.

Bid Summary		Q and A			My Bid	and the second
	50	?	۵.	•	H	
Summary Info		3.75				
+ Questions						
+ Items	e na Sa			Sec.		
+ Attachments	100				et an al la	

Information can be viewed for each section.

Bid Summary				Q and A			My Bid		
		\$	•	?	۵,	•••	P		
Summary Info	Note: Please review the contents of your bic confirmation once your bid has been submi	l in each of tl tted	he sections belo	w. When you are fir	ished use the "Review ar	nd Submit Bid" button at	thebottom of the page to	o permanently submi	t your bid. You will receive an email
	Compa	any Name:	Razzle Dazzle	e Valve			This qu	ote is valid until:	1/1/1900 12:00:00 AM
		Name:	Doug Delamo	ore			Delivery weeks aft	er receipt of PO:	0
		Title:	Manager					Status of Quote:	
		Email:	ddelamore@	gmail.com				Comments:	
- Questions									
	Pricing								
	Confirm the pricing is firm throu	gh delivery	and not subje	ect to escalation:	*				
	Yes								
	No								
	Advise if taxes are included in yo	ur base prid	cing: *						
	Yes								
	No								

After all information has been reviewed, click "Review and Submit".

![](_page_54_Figure_8.jpeg)

![](_page_55_Picture_0.jpeg)

![](_page_55_Picture_1.jpeg)

# **Review Submitted Bids**

Suppliers can view submitted bids by clicking the "View Quote" icon in bid opportunities. Once the bid has closed, the bid can be viewed in the "Closed Bids" section.

					Bid Opportunitier		
				٩	Bid Opportunities		
k	Туре	Project		Number	Title	Contact	Open Date
	RFQ	- Demo   Demo - 3		M-F441-MD304	Hydrotreater and Desulfurizers	Michael Liang	Aug-20-2019
view Quot	ote						
		Bid Summary		Q and A		My Bid	
						•	
Summ	mary Info						
Summ	mary Info						
Summ	mary Info	Note: Please review the contents of your	bid in each of the	e sections below. When you are fir	nished use the "Review and Submit Bid" button at t	hebottom of the page to permanently sub	omit your bid. You will receive an
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub	bid in each of the mitted	e sections below. When you are fir	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub	omit your bid. You will receive an
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub	bid in each of the mitted	e sections below. When you are fir	nished use the "Review and Submit Bid" button at t	hebottom of the page to permanently sub	omit your bid. You will receive an
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub	bid in each of the mitted	e sections below. When you are fir	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub	omit your bid. You will receive an
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con	bid in each of the mitted npany Name: Name:	e sections below. When you are fir Razzle Dazzle Valve Doug Delemone	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Dalmery weaks after second of PO:	omit your bid. You will receive an 1/1/1900 12:00:00 AM
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con	bid in each of the mitted npany Name: Name: Title:	e sections below. When you are fir Razzle Dazzle Valve Doug Delamore Maanane	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote-	omit your bid. You will receive an 1/1/1900 12:00:00 AM 0
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub	bid in each of the mitted npany Name: Name: Title: Emaile	e sections below. When you are fir Razzle Dazzle Valve Doug Delamore Manager didatamona@maxil.com	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote: Comments:	omit your bid. You will receive an 1/1/1900 12:00:00 AM 0
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con	bid in each of the mitted npany Name: Name: Title: Email:	e sections below. When you are fir Razzle Dazzle Valve Doug Delamore Manager ddelamore@gmail.com	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote: Comments:	omit your bid. You will receive an 1/1/1900 12:00:00 AM 0
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con	bid in each of the mitted npany Name: Name: Title: Email:	e sections below. When you are fir Razzle Dazzle Valve Doug Delamore Manager ddelamore@gmail.com	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote: Comments:	omit your bid. You will receive an 1/1/1900 12:00:00 AM 0
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con	bid in each of the mitted npany Name: Name: Title: Email:	e sections below. When you are fir Razzle Dazzle Valve Doug Delamore Manager ddelamore@gmail.com	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote: Comments:	omit your bid. You will receive an 1/1/1900 12:00:00 AM 0
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con	bid in each of the mitted npany Name: Name: Title: Email:	e sections below. When you are fir Razzle Dazzle Valve Doug Delamore Manager ddelamore@gmail.com	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote: Comments:	omit your bid. You will receive an 1/1/1900 12:00:00 AM 0
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con Pricing	bid in each of the mitted npany Name: Name: Title: Email:	e sections below. When you are fir Razzie Dazzie Valve Doug Delamore Manager ddelamore©gmail.com	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote: Comments:	omit your bid. You will receive an 1/1/1900 12:00:00 AM 0
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con Pricing	bid in each of the mitted npany Name: Name: Title: Email:	e sections below. When you are fir Razzle Dazzle Valve Doug Delamore Manager ddelamore@gmail.com	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote: Comments:	omit your bid. You will receive an 1/1/1900 12:00:00 AM 0
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con Pricing Confirm the pricing is firm thr	bid in each of the mitted npany Name: Name: Title: Email: Dugh delivery a	e sections below. When you are fir Razzle Dazzle Valve Doug Delamore Manager ddelamore@gmail.com	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote: Comments:	omit your bid. You will receive an 1/1/1900 12:00:00 AM 0
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con Pricing Confirm the pricing is firm thr Yes	bid in each of the mitted npany Name: Title: Email:	e sections below. When you are fir Razzle Dazzle Valve Doug Delamore Manager ddelamore@gmail.com	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote: Comments:	2mit your bid. You will receive an 1/1/1900 12:00:00 AM 0
Summ	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con Pricing Confirm the pricing is firm the @Yes _No	bid in each of the mitted npany Name: Name: Title: Email: Dugh delivery a	e sections below. When you are fir Razzle Dazzle Valve Doug Delamore Manager ddelamore@gmail.com	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote: Comments:	omit your bid. You will receive an 1/1/1900 12:00:00 AM 0
Quest	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con Pricing Confirm the pricing is firm thr ©Yes ◯No Advise if taxes are included in	bid in each of the mitted npany Name: Name: Title: Email: bugh delivery a	e sections below. When you are fir Razzle Dazzle Valve Doug Delamore Manager ddelamore@gmail.com	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote: Comments:	omit your bid. You will receive an 1/1/1900 12:00:00 AM 0
Quest	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con Pricing Confirm the pricing is firm thr Ves No Advise if taxes are included in	bid in each of the mitted npany Name: Name: Title: Email: Dugh delivery a	e sections below. When you are fir Razzie Dazzie Valve Doug Delamore Manager ddelamore@gmail.com	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote: Comments:	omit your bid. You will receive an 1/1/1900 12:00:00 AM 0
Quest	mary Info	Note: Please review the contents of your confirmation once your bid has been sub Con Pricing Confirm the pricing is firm thr ©Ves ©No Advise if taxes are included in ©Ves	bid in each of the mitted npany Name: Name: Trtle: Email: Dough delivery a your base prici	e sections below. When you are fir Razzle Dazzle Valve Doug Delamore Manager ddelamore@gmail.com	nished use the "Review and Submit Bid" button at th	hebottom of the page to permanently sub This quote is valid until: Delivery weeks after receipt of PO: Status of Quote: Comments:	2mit your bid. You will receive an 1/1/1900 12:00:00 AM 0

![](_page_55_Picture_5.jpeg)

![](_page_56_Picture_1.jpeg)

# Setting up eSignature & PIN

This section pertains to suppliers who have been invited to collaborate on subcontracts and not pertinent to suppliers who simply need to maintain their registration information or respond to bids.

For subcontracts, KBRS manages online approvals and eSignatures to progress the workflows of different transactions and generate signed documents. It is important for users to understand how to access and esign the documents to progress it to a finalized state.

Instructions Overview: (1) Upload an E-Signature image onto your profile; (2) Setup a pin that can be used to populate your E-Signature onto contract documents.

When logged into the system, navigate to "Update Profile" -> "Update eSignature".

( KBR	
Home	Last sign
	Supplier Menu provides current and potential suppliers access to update and extend their information in our database.
Update Protile	Updare Profile Options
Sustainability	Update Registration Choose this to update your company's registration data. This includes contact information, business description, business categories & capabilities, and minority ownership status & type.
Messages	Contacts (1) Choose this to view, add, and modify contacts in your company. You can provide a contact's name, phone & fax number, email address, and job title.
	Primary Contacts Choose this to view who can update your company's registration data.
Bid Opportunities	Update Extended Company.Profile Choose this to modify your company's profile in our searchable database. You can provide an in-depth description of your company as well as provide information about an services. You can also include your company logo and pictures.
Time Entry	Update Contact Information Choose this to update your contact information.
Current Events	Change Username Choose this to update your current username.
Current Evenis	Change Password Choose this to update your current password.
News(2)	Change PIN Choose thirds update your current PIN.
Useful Links	Update e-Signature Choose this to update your e-Signature.
User Guide	
Server Time: Fri Dec 13	2024 17:38:22 GMT+0000 (Greenwich Mean Time)

Upload a scanned image of your signature you use when e-signing documents. **Note: image size should be 188x30 pixels.** 

Update e-Signature		
Upload e-Signature:	Choose File	No file chosen
Submit Cancel		

![](_page_56_Picture_10.jpeg)

![](_page_57_Picture_0.jpeg)

Once an image is uploaded, go to "Update Profile" -> "Change Pin" to setup your pin.

<b>KBR</b>	
	l act sign
Home	Supplier Menu
Update Profile	Supplier Menu provides current and potential suppliers access to update and extend their information in our database.
	Update Profile Options
Sustainability	Update Registration Choose this to update your company's registration data. This includes contact information, business description, business categories & capabilities, and minority ownership status & type.
Messages	Contracts (1) Choose this to view, add, and modify contracts in your company. You can provide a contact's name, phone & fax number, email address, and job title.
Bid Opportunities	Printer Contracts Choose this to new white Can update your Company's registration data. <u>Update Extended Company Profile</u> Choose this to modify opur company's profile in our searchable database. You can provide an in-depth description of your company as well as provide information about any services. You can also include your company logo and pictures.
Time Entry	Update Contact Information Choose this to update your contact Information.
Current Events	Change Username Choose this to update your current username. Change Password Choose this to update your current password.
News(2)	Change EIN Choose this to update your current PIN.
Useful Links	<u>Update e-Signature</u> Choose this to update your e-Signature.
User Guide	
Server Time: Fri Dec 13 2	024 17:40:57 GMT+0000 (Greenwich Mean Time)
Change PIN	
PIN must be betwe	en 6 and 10 digits.
New PIN:	O
Confirm New PIN:	
Submit Cance	el

![](_page_57_Picture_4.jpeg)

601 Jefferson Street Houston, Texas 77002 United States of America Office +1 (713) 753-2000