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KBR Supplier

Supplier User Guide

Date: 27-Mar-2024



Contents

Accessing KBR Supplier	4
New Suppliers with Invitation.....	4
New Suppliers w/o Invitation	8
General Information	16
Address Information	17
Business Information	17
Classifications.....	18
Accounts Payable	19
Tax Form	25
Supplier Registration.....	26
Vetting Menu.....	27
Outlook Definitions	27
Completing Vetting	29
Sustainability	30
Sustainability Scoring	31
KBR's Commitment	36
Training:	36
Modules:	36
RFx Menu	36
Outlook Definitions	37
Menu Toolbox.....	37
Receiving Inquiries.....	40
Preparations for Placing a Bid.....	42
Prerequisites	42
Bid Summary	43
Intent to Bid	44
Q&A Board	45
Creating a Bid	46



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Questions	46
Items	47
Attachments / Proposals.....	48
Optional Items	49
Summary	50
Review Submitted Bids	51



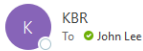
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Accessing KBR Supplier

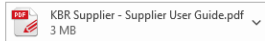
New Suppliers with Invitation

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

Supplier Registration Initiated for KBR



KBR
To John Lee



Wed 3/27/2024 4:44 PM

Dear John,

Thank you for starting the registration process with KBR.

Below you will find your login username.

Company: John-27Mar2024-1643
Login ID: John-27Mar2024-1643
Login Site: <https://kbrsupplier.com>

If you need to retrieve your password, use the Forgot Password link on the Login page. An email with a link to reset your password will be sent to you.

Please remember your supplier profile is not complete until you finish, at the minimum, all required fields on the registration form. These will be marked with a small red circle with a white arrow. If you need to leave the form and complete the registration later, please be sure to click "Save Progress" button before exiting. Upon completing the information on the last tab of the registration process, to submit your registration click the "Next" button on this tab.

Once your profile is successfully submitted you will receive a confirmation email that your company is registered. You may login to <https://kbrsupplier.com> to review and update your registration information and change your password anytime. When reviewing your registered profile, you may also want to provide data in the "Update Extended Company Profile". This will enhance your listing in our supplier directory.

If you need assistance with the registration process, please contact us via email at: support@kbrsupplier.com

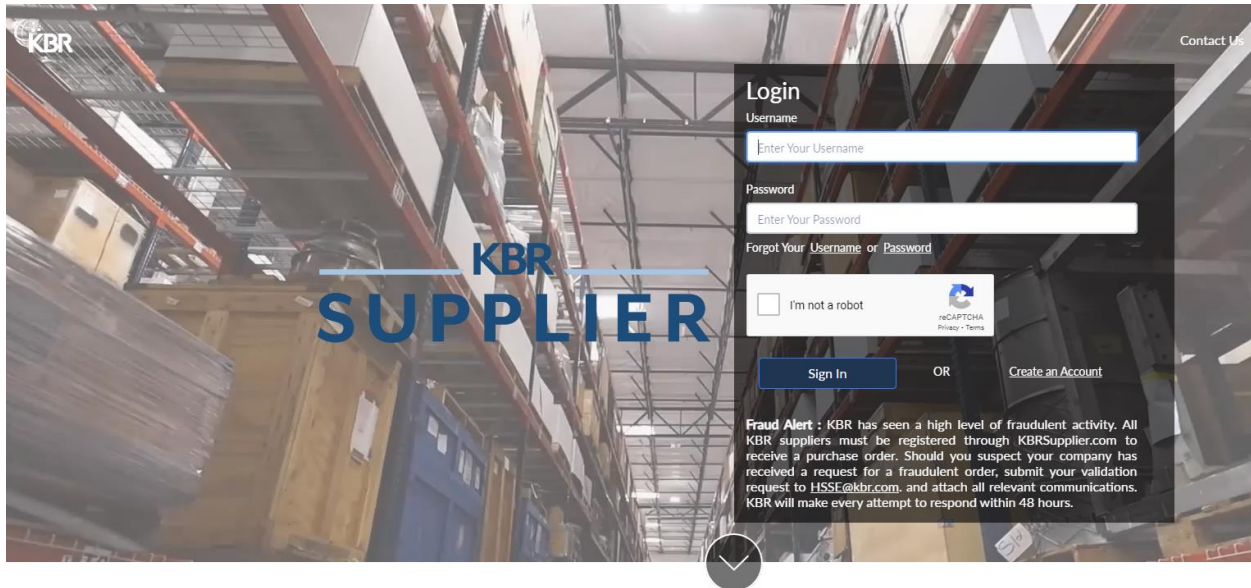
Thank You,

KBR
3/27/2024

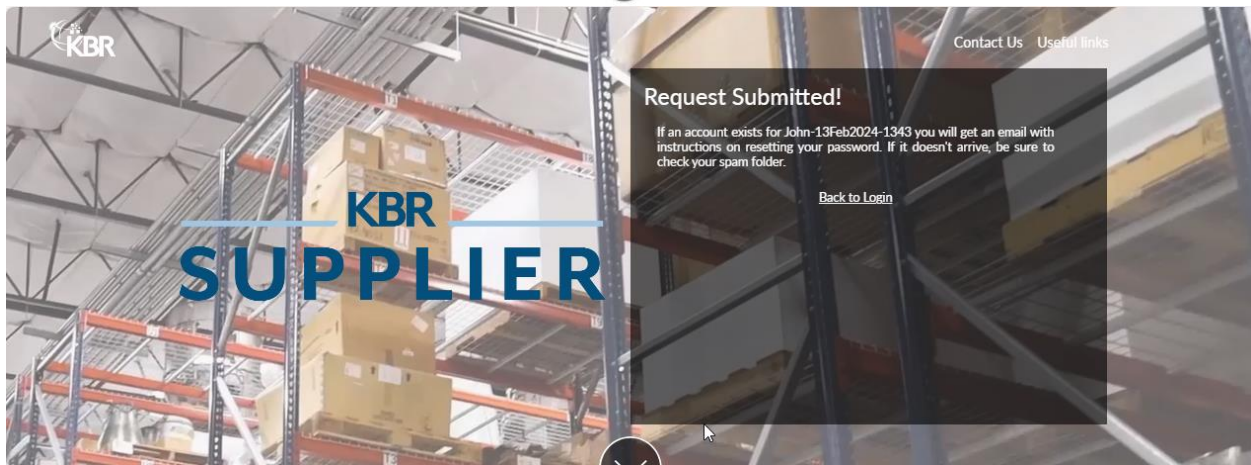
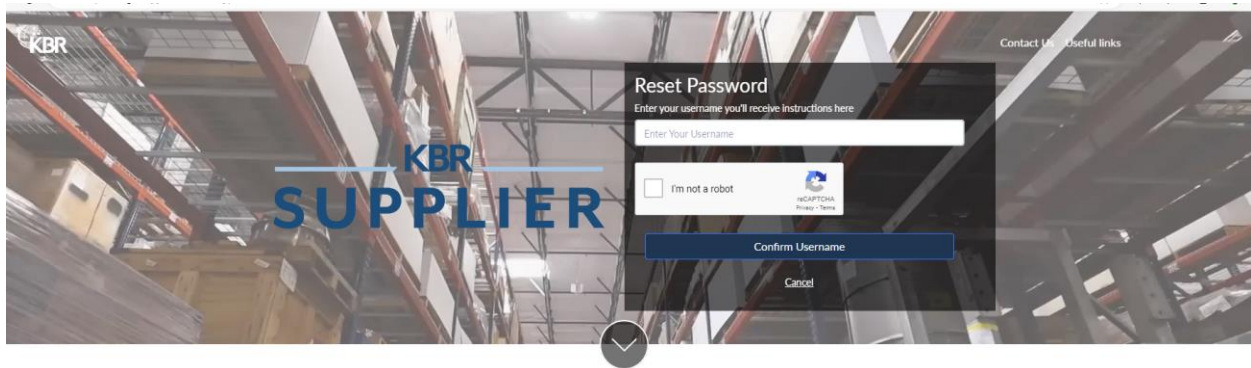
KBRsupplier SUPPLIER REF ID: 159456.
THIS IS A SYSTEM GENERATED EMAIL

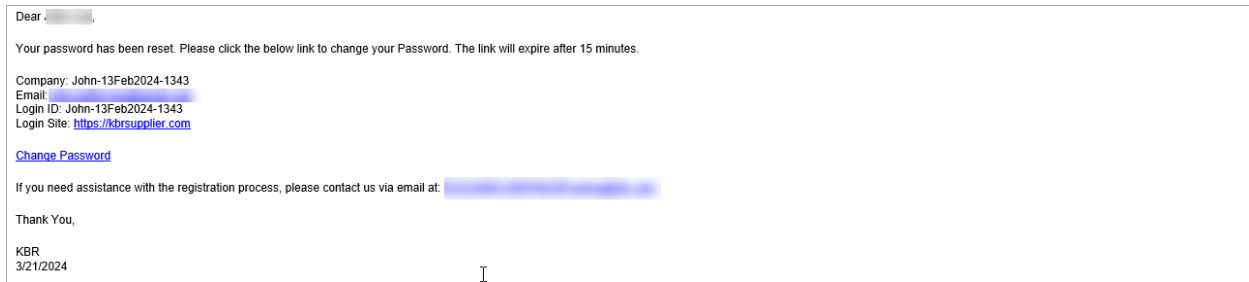
All emails sent to Supplier by KBRSupplier contain the link to log into the system. By opening this link, you will be asked for your Login ID and your password. You will need to use the Forgot Password link to set your initial password using the instructions lower in this document. Passwords are good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

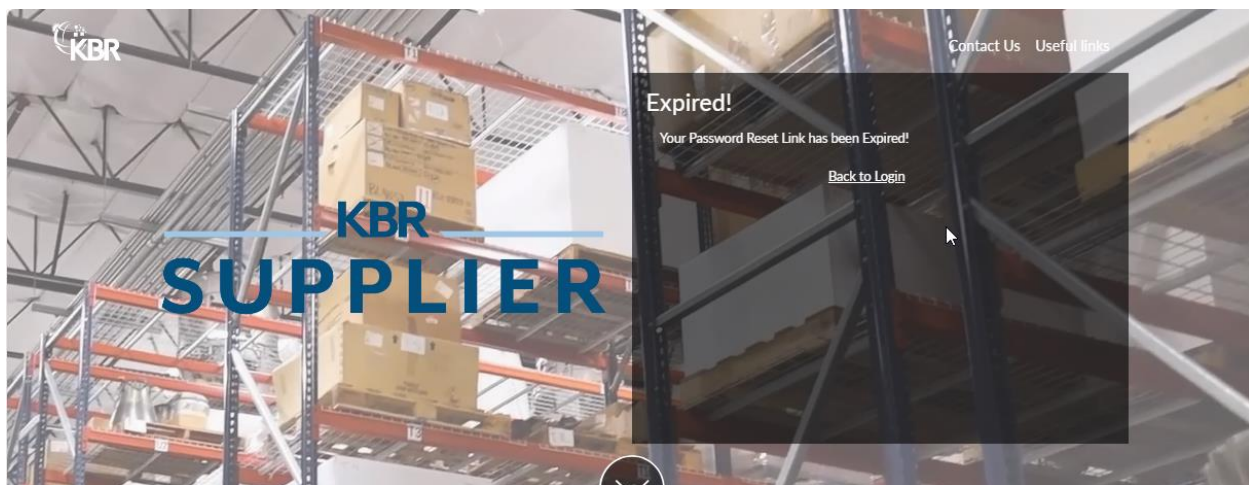


If at any time you forget your password, you may click on the “Forgot Your Password” link as shown on the above capture. Reset Password page will display as shown below – this will ask for your username and if recognized in the system an email will be sent to you with a link to reset your password.

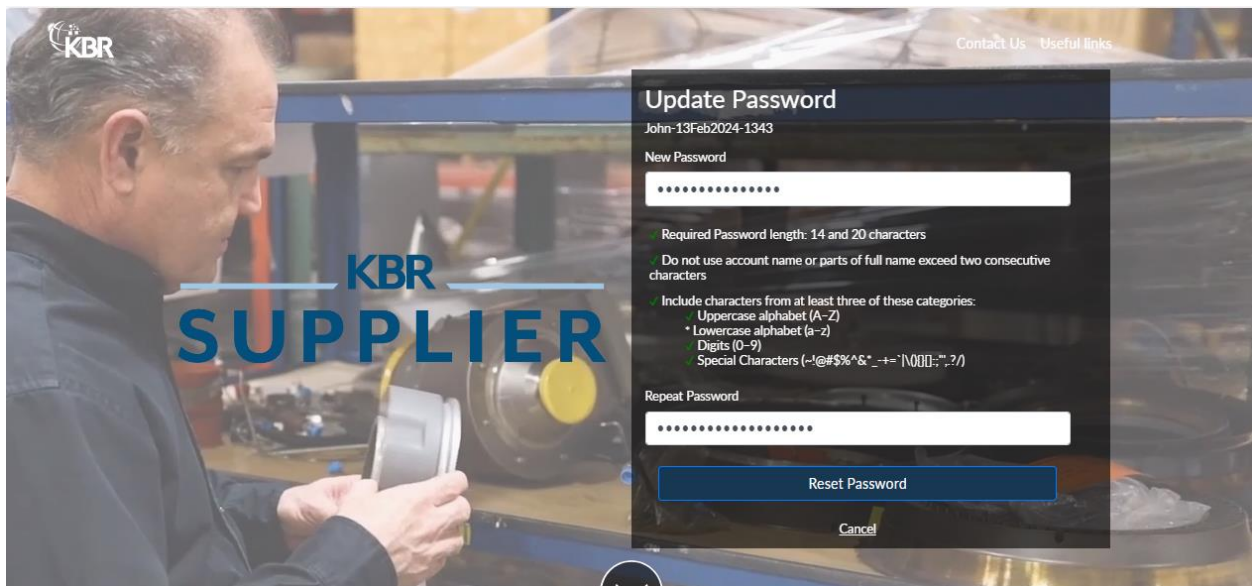




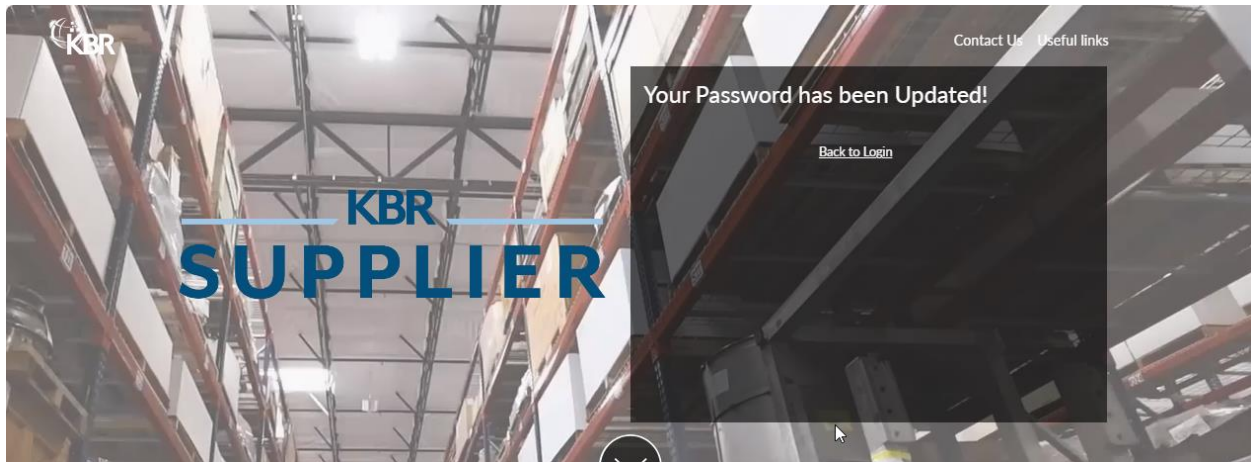
Password Reset link is valid for 15 minutes. If expired, then please re-do the Forgot Your Password process to obtain a new password reset link.



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.

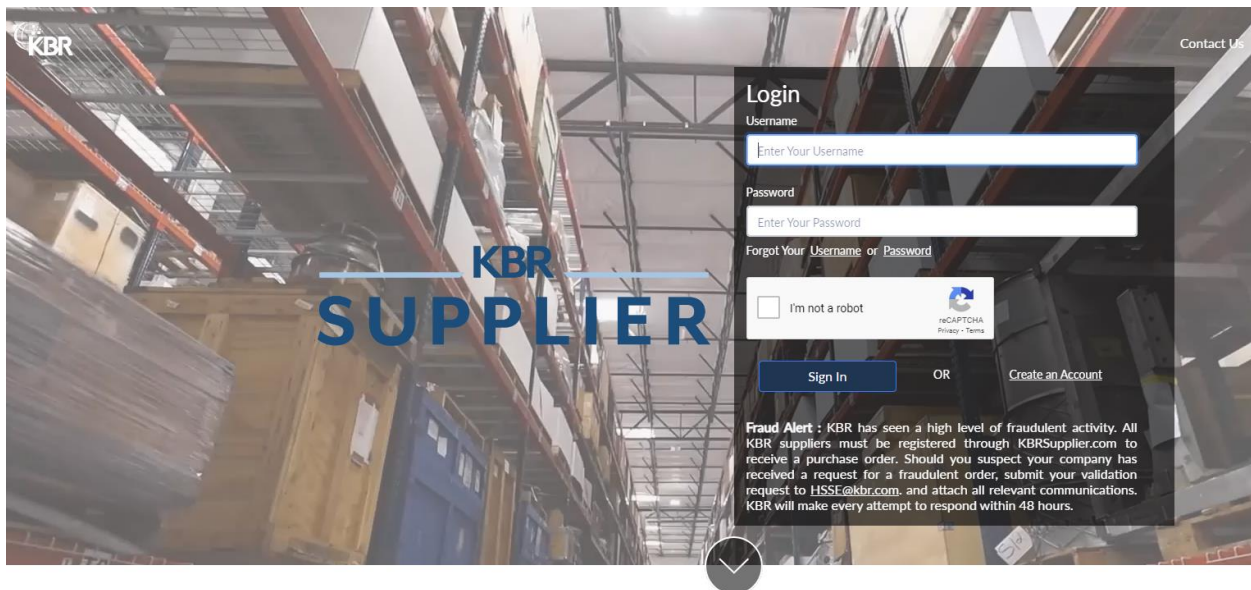


Click the Reset Password button once you completely entered your new password. One additional validation will occur and that is to validate that a previous password was not reused. If you reused a previous password, then you will receive a message indicating this. Simply enter a new password.



New Suppliers w/o Invitation

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



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.



New Company Registration

* Contact Name Enter Contact Name	* Email Enter Email
* Phone Number +1 Phone Number	* Create a Username Enter Username
* Company Name Enter Company Name	Job Title Enter Job Title
* Country Select One	Tax ID/Registration Number EIN Enter Tax ID/Registration Number
Dun Bradstreet Number Enter Dun & Bradstreet No.	UEI Enter UEI
Cage Code Enter Cage Code	
* Password *	* Confirm Password Confirm Your Password

- ✗ Required Password length: 14 and 20 characters
- ✗ Do not use account name or parts of full name exceed two consecutive characters
- ✗ Include characters from at least three of these categories:
 - * Uppercase alphabet (A-Z)
 - * Lowercase alphabet (a-z)
 - ✓ Digits (0-9)
 - * Special Characters [-!@#%&'&_+~ |{}[]:;"/?]

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

Register

[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.



New Company Registration

<p>* Contact Name</p> <input type="text" value="Enter Contact Name"/>	<p>* Email</p> <input type="text" value="Enter Email"/>
<p>* Phone Number</p> <p>+1 Phone Number</p>	<p>* Create a Username</p> <input type="text" value="John-13Feb2024-1343"/> <p><small>The user name you entered is already in our supplier database.</small></p>
<p>* Company Name</p> <input type="text" value="Enter Company Name"/>	<p>Job Title</p> <input type="text" value="Enter Job Title"/>
<p>* Country</p> <p>Select One</p>	<p>Tax ID/Registration Number</p> <p>EIN <input type="text" value="Enter Tax ID/Registration Number"/></p>
<p>Dun Bradstreet Number</p> <input type="text" value="Enter Dun & Bradstreet No."/>	<p>UEI</p> <input type="text" value="Enter UEI"/>
<p>Cage Code</p> <input type="text" value="Enter Cage Code"/>	
<p>* Password</p> <input type="password" value="Enter Your Password"/>	<p>* Confirm Password</p> <input type="password" value="Confirm Your Password"/>

ⓘ Required Password length: 14 and 20 characters
 ⓘ Do not use account name or parts of full name exceed two consecutive characters.
 ⓘ Include characters from at least three of these categories:
 * Uppercase alphabet (A-Z)
 * Lowercase alphabet (a-z)
 * Digits (0-9)
 * Special Characters (-!@#%&'*+~ |{}[]";:./?)

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

[Register](#)
[Back to Login](#)

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.



New Company Registration

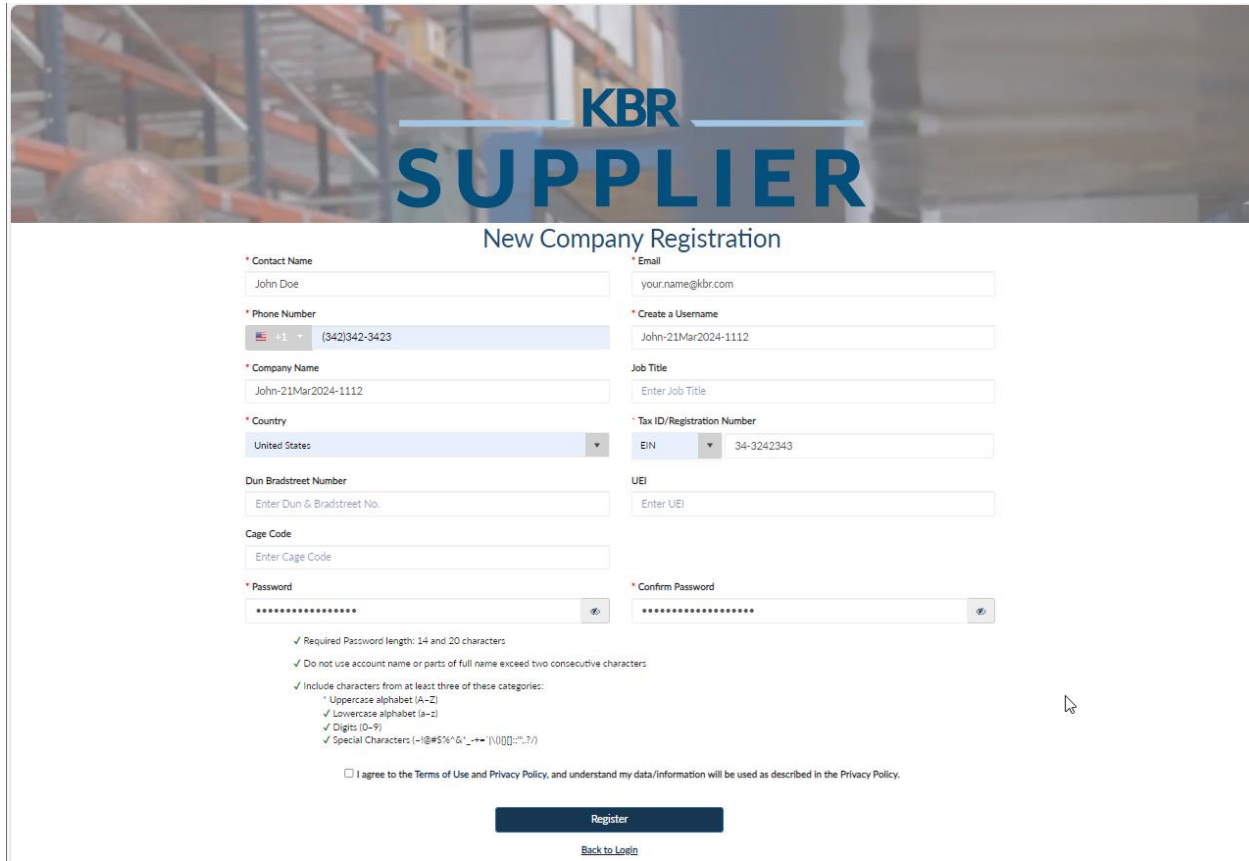
<p>* Contact Name John Doe</p>	<p>* Email your.name@kbr.com</p>
<p>* Phone Number +1 (342)342-3423</p>	<p>* Create a Username John-21Mar2024-1112</p>
<p>* Company Name John-21Mar2024-1112</p>	<p>Job Title Enter Job Title</p>
<p>* Country United States</p>	<p>* Tax ID/Registration Number EIN 34-3242343</p>
<p>Dun Bradstreet Number Enter Dun & Bradstreet No.</p>	<p>UEI Enter UEI</p>
<p>Cage Code Enter Cage Code</p>	
<p>* Password *</p>	<p>* Confirm Password Confirm Your Password</p>

- ✗ Required Password length: 14 and 20 characters
- ✓ Do not use account name or parts of full name exceed two consecutive characters
- ✗ Include characters from at least three of these categories:
 - * Uppercase alphabet (A-Z)
 - * Lowercase alphabet (a-z)
 - ✓ Digits (0-9)
 - * Special Characters (-!@#%&'()*+,-./:;<=>?[]^_`{|}~)

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

Register

[Back to Login](#)



KBR SUPPLIER

New Company Registration

* Contact Name: John Doe

* Email: your.name@kbr.com

* Phone Number: +1 (342)342-3423

* Create a Username: John-21Mar2024-1112

* Company Name: John-21Mar2024-1112

* Job Title: Enter Job Title

* Country: United States

* Tax ID/Registration Number: EIN 34-3242343

Dun Bradstreet Number: Enter Dun & Bradstreet No.

UEI: Enter UEI

Cage Code: Enter Cage Code

* Password: [Masked]

* Confirm Password: [Masked]

- ✓ Required Password length: 14 and 20 characters
- ✓ Do not use account name or parts of full name exceed two consecutive characters
- ✓ Include characters from at least three of these categories:
 - ✓ Uppercase alphabet (A-Z)
 - ✓ Lowercase alphabet (a-z)
 - ✓ Digits (0-9)
 - ✓ Special Characters: (-!@#\$%^&*~+-=|{}[];:~.,/?)

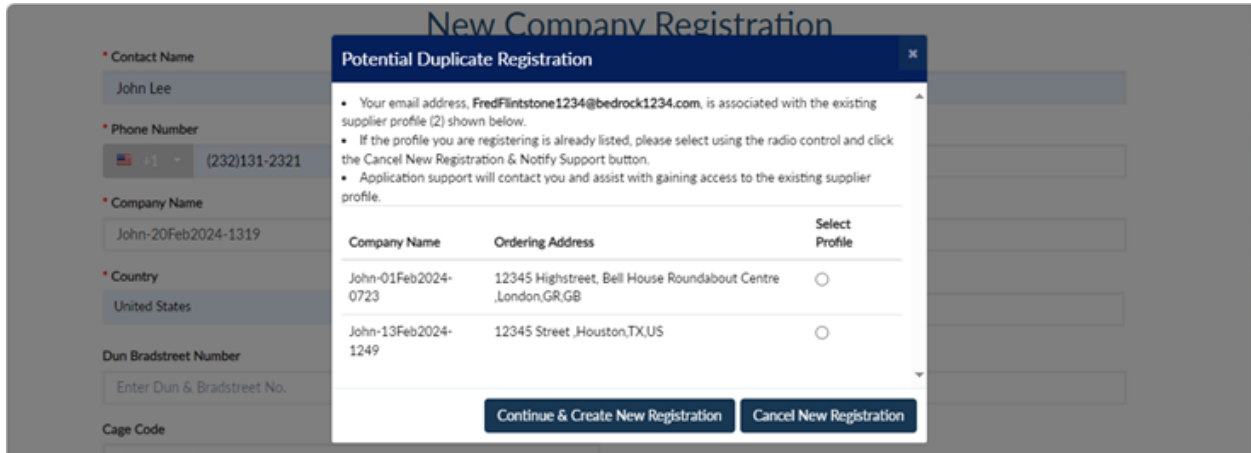
I agree to the Terms of Use and Privacy Policy, and understand my data/information will be used as described in the Privacy Policy.

Register

[Back to Login](#)

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.



New Company Registration

* Contact Name
John Lee

* Phone Number
(232)131-2321

* Company Name
John-20Feb2024-1319

* Country
United States

Dun Bradstreet Number
Enter Dun & Bradstreet No.

Cage Code

Potential Duplicate Registration

- Your email address, **FredFlintstone1234@bedrock1234.com**, is associated with the existing supplier profile (2) shown below.
- If the profile you are registering is already listed, please select using the radio control and click the **Cancel New Registration & Notify Support** button.
- Application support will contact you and assist with gaining access to the existing supplier profile.

Company Name	Ordering Address	Select Profile
John-01Feb2024-0723	12345 Highstreet, Bell House Roundabout Centre ,London,GR,GB	<input type="radio"/>
John-13Feb2024-1249	12345 Street ,Houston,TX,US	<input type="radio"/>

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.



New Company Registration

* Contact Name
John Lee

* Phone Number
(232)131-2321

* Company Name
John-20Feb2024-1319

* Country
United States

Dun Bradstreet Number
Enter Dun & Bradstreet No.

Cage Code
Enter Cage Code

* Password

Potential Duplicate Registration

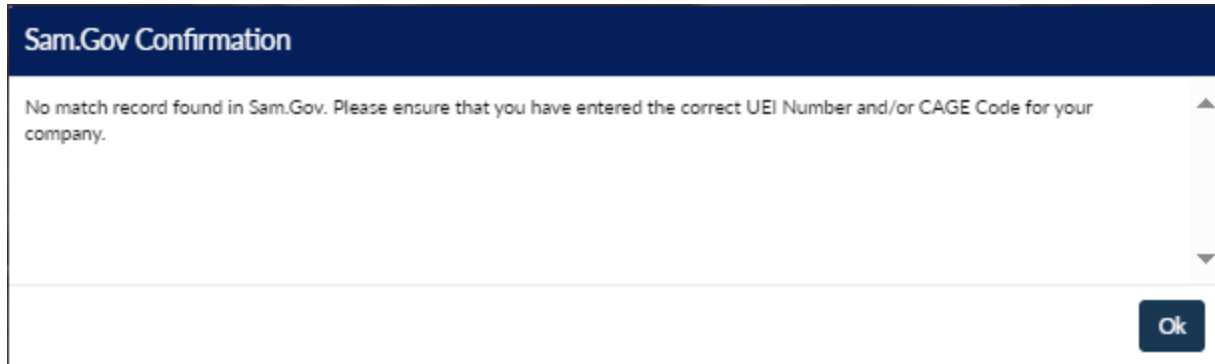
- Your email address, **FredFlintstone1234@bedrock1234.com**, is associated with the existing supplier profile (2) shown below.
- If the profile you are registering is already listed, please select using the radio control and click the **Cancel New Registration & Notify Support** button.
- Application support will contact you and assist with gaining access to the existing supplier profile.

Company Name	Ordering Address	Select Profile
John-01Feb2024-0723	12345 Highstreet, Bell House Roundabout Centre ,London,GR,GB	<input type="radio"/>
John-13Feb2024-1249	12345 Street ,Houston,TX,US	<input checked="" type="radio"/>

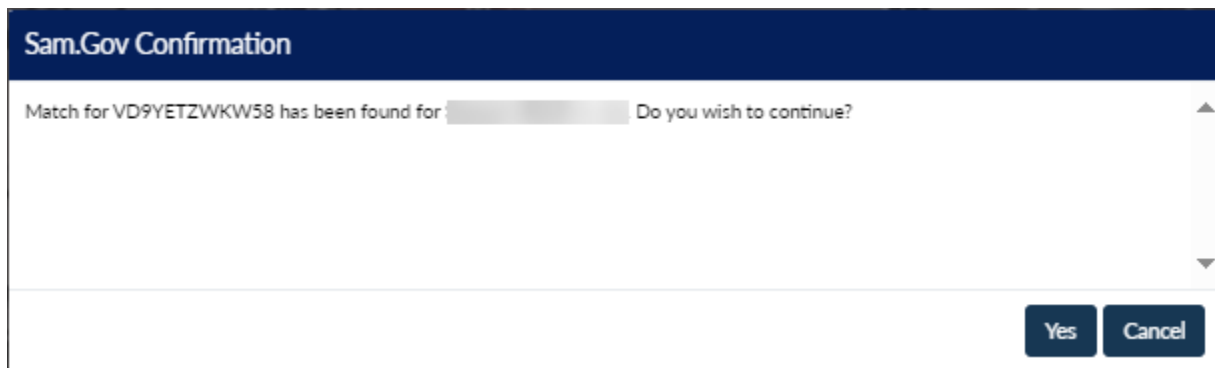
Please provide comments which will assist the support team with responding to your request.

* Comment
Here is some text to help you help us. Please add us to the selected profile.

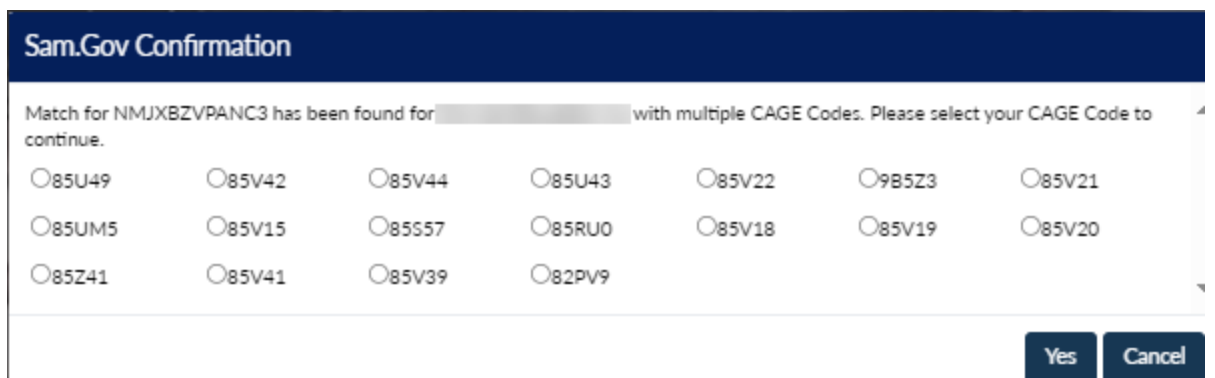
If you had populated the UEI Number and/or CAGE Code fields, KBRS will use those fields to check against Sam.Gov. If no match is found, a message will display, and you will need to enter a valid UEI Number and/or CAGE Code. Alternatively, you may remove the UEI Number and CAGE code and proceed with the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



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



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.



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



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5. Certification Date
6. Business Concern(s)
7. NAICS Codes
8. Certifying 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.

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

Supplier Registration Initiated for KBR

KBR
To John Lee

☺ Reply Reply All Forward

Wed 3/27/2024 4:44 PM

KBR Supplier - Supplier User Guide.pdf
3 MB

Dear John,

Thank you for starting the registration process with KBR.

Below you will find your login username.

Company: John-27Mar2024-1643
 Login ID: John-27Mar2024-1643
 Login Site: <https://kbrsupplier.com>

If you need to retrieve your password, use the Forgot Password link on the Login page. An email with a link to reset your password will be sent to you.

Please remember your supplier profile is not complete until you finish, at the minimum, all required fields on the registration form. These will be marked with a small red circle with a white arrow. If you need to leave the form and complete the registration later, please be sure to click "Save Progress" button before exiting. Upon completing the information on the last tab of the registration process, to submit your registration click the "Next" button on this tab.

Once your profile is successfully submitted you will receive a confirmation email that your company is registered. You may login to <https://kbrsupplier.com> to review and update your registration information and change your password anytime. When reviewing your registered profile, you may also want to provide data in the "Update Extended Company Profile". This will enhance your listing in our supplier directory.

If you need assistance with the registration process, please contact us via email at: support@kbrsupplier.com

Thank You,

KBR
3/27/2024

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

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 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

General Information Company Address Business Data Classifications

+ Indicates a required field.

Section I. General Information

Company Information

Legal Company Name: priyo-test 1234 +

Business Name (DBA):

Country: United States +

Tax ID Number: EIN 12-3521321 +

GST/VAT Tax Number: GST 00-000-0000

DUN and Bradstreet Number:

UEI Number:

CAGE Code:

Company Phone Number: 0123456789 + Ext.:

Company Website (URL):

If you have any questions email us directly at support@kbrsupplier.com.

Server Time: Fri Aug 26 2022 13:46:19 GMT+0530 (India Standard Time)


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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.



Supplier Information

General Information Company Address Business Data Classifications

+ Indicates a required field.

Section II. Address Information

Main (Corporate) Address

Main (Corporate) Address :

Line 1	1235 Street	+
Line 2		
Line 3		

City: Houston +

Country: United States +

State / Region: Michigan +

Zip / Postal Code: 123457 +

Ordering Address Same as Main (Corporate) Address

Ordering Address:

Line 1	1234 street	
Line 2	1235 Street	+ Required
Line 3		

City: Houston + Required

Country: United States +

State / Region: Michigan +

Zip / Postal Code: 123457 + Required

If you have any questions email us directly at support@kbrsupplier.com.

Server Time: Fri Aug 26 2022 14:17:10 GMT+0530 (India Standard Time)

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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

601 Jefferson Street
Houston, Texas 77002
United States of America

Office +1 (713) 753-2000



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

The screenshot shows the 'Section III. Business Information' form. It has several tabs: General Information, Company Address, Business Data, Classifications, Accounts Payable, and Tax Forms. The 'Business Data' tab is active. The form contains the following sections:

- Company Data:**
 - Business Type: Broker (dropdown menu)
 - Legal Structure: Corporation (dropdown menu)
 - Geographical Service Area: Asia (checkbox selected), Africa, Atlantic Region (US), Australia, Canada, Central Latin America, Europe, Local, Mexico, Middle East, Midwest Region (US), Midwest Region (US), Pacific Region (US), South Pacific, USA.
 - Year Business was Established: [text input]
 - Number of Employees: [text input]
- Products and or Services:**
 - Select Products / Commodities you provide: [dropdown menu]
 - List: 12163200: Anti gas migration agents
 - Remove From List button
- Select NAICS Codes:**
 - List: 11411: Mushroom Production, 11419: Other Food Crops Grown Under Cover, 11421: Nursery and Tree Production
 - Remove From List button

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 registration information daily.

General Information
 Company Address
 Business Data
 Classifications
 Accounts Payable
 Tax Form

Indicates a required field.

Section IV. Company Classification

Company Classification

Default Size: Large Small Non-Profit Foreign/Other
 Certification Date: 10/25/2022

Please select all that apply:

Women-Owned Business
 Historically Black College/University
 Alaskan Native Corporations(ANC) and Indian Tribes

Veteran-Owned Business
 8(a) Certified
 Disadvantaged

Service Disabled Veteran-Owned Business
 AbilityOne Non-Profit Agency
 Minority-Owned Business

HUBZone (Certified by SBA)

Small Business NAICS Codes and Size Standard Status

Regarding Size Standard Certifications, Please refer to PART 121 of the Code of Federal Regulations for - SMALL BUSINESS SIZE REGULATIONS; Link: [Title 13 Part 121 of the Electronic Code of Federal Regulations](#) when certifying the Company's Business Size. Please refer to the U.S. Small Business Administration, Table of Small Business Size Standards Matched to the North American Industry Classification System Codes Table to determine size standard by NAICS Code; Link: [SBA Size Standards by NAICS Codes](#)

NAICS Code	NAICS Description	Primary NAICS	Small Business
111411	Mushroom Production	<input type="radio"/>	<input type="checkbox"/>
111419	Other Food Crops Grown Under Cover	<input checked="" type="radio"/>	<input type="checkbox"/>
111421	Nursery and Tree Production	<input type="radio"/>	<input type="checkbox"/>

Self Certification

I CERTIFY THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT. I, THE VENDOR, WILL NOTIFY KBR IN WRITING OF ANY CHANGES TO THE INFORMATION CONTAINED ABOVE.

NAME TITLE OF PERSON AUTHORIZED TO SIGN

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

General Information
 Company Address
 Business Data
 Classifications
 Accounts Payable
 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:



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

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

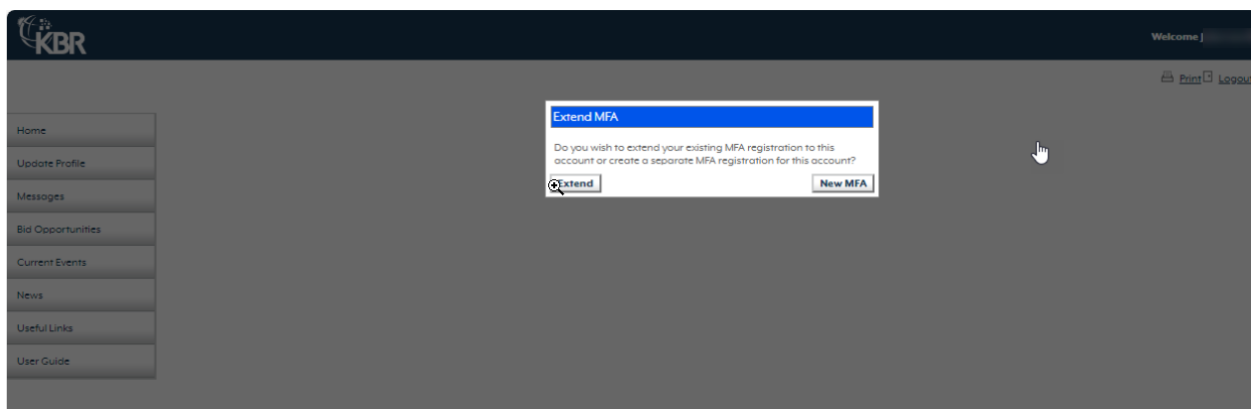
You have three attempts to correctly enter the Pass Code before you are returned to the Home page.

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
 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:



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.

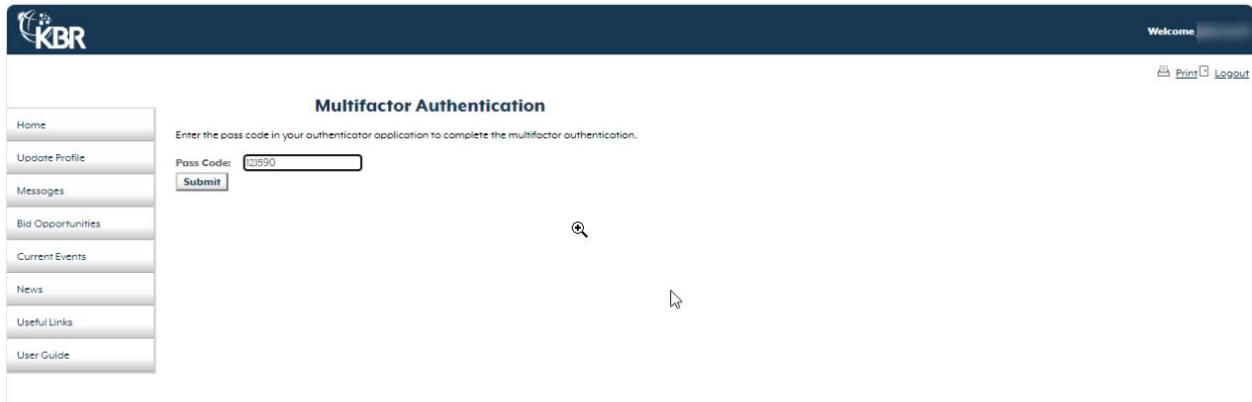
Take the pass code displayed on your smartphone's authenticator app and enter it into the Pass Code text box and click the Submit button.

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.

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



Proud history, bright future.

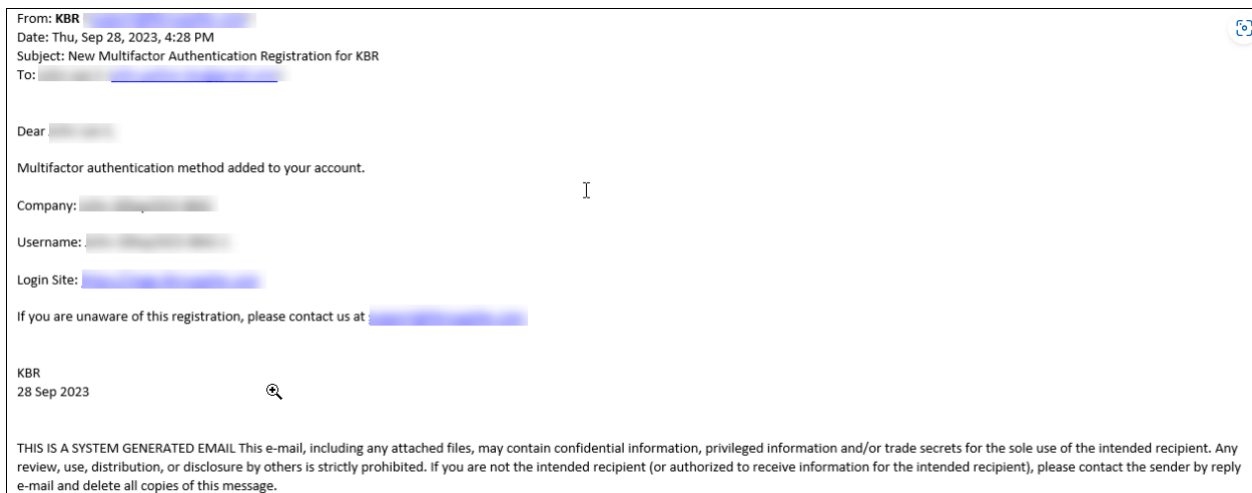


Note: If you previously created multiple MFA registrations for your multiple supplier profiles you will not have the option to **Extend**. If you desire to have a single MFA pass code for all your supplier profiles, please email us using the Contact Us option on the login page or via the support email 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.



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.



Subsequent Access of KBR Supplier:

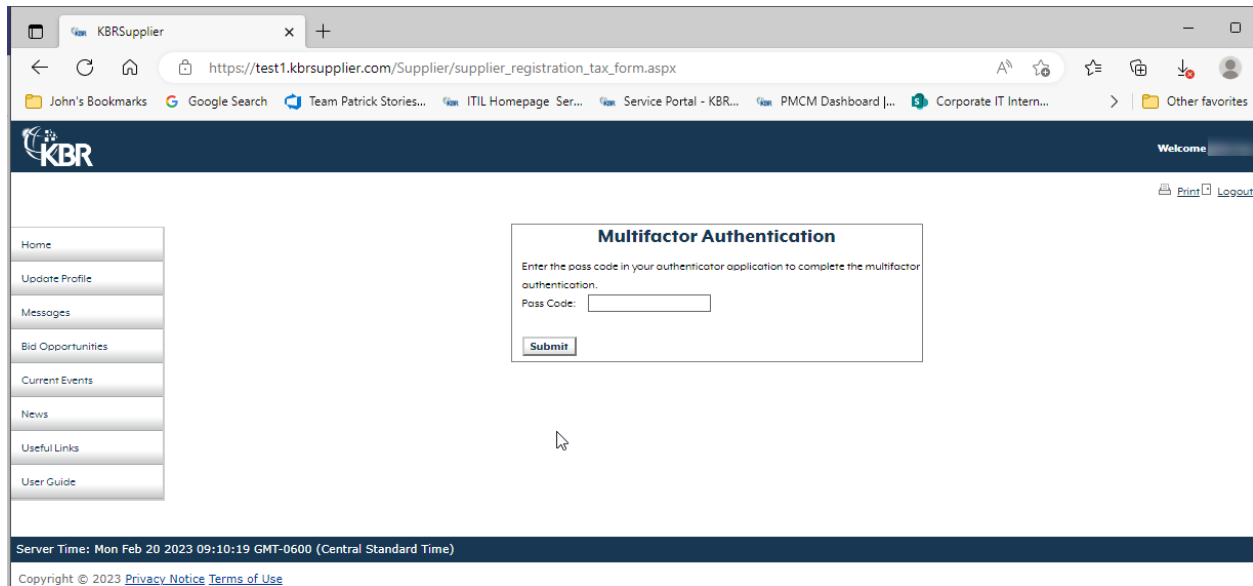
601 Jefferson Street
Houston, Texas 77002
United States of America

Office +1 (713) 753-2000



Proud history, bright future.

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.



Changing or Lost Smartphones:

Should you switch smartphones, you should follow the Transfer Account process available in the third-party 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 pairing 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. 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.



Proud history, bright future.

General Information Company Address Business Data Classifications Accounts Payable Tax Form

Indicates a required field.

Section VI. Accounts Payable

Currency Code: Select One * Required

Payment Method: Electronic Payment *

Electronic Remittance Email:

Separate Check Required: Yes No

1099 Reportable: Yes No

[Add Bank Information](#)

[Add Invoicing Address](#) Same as Main (Corporate) Address

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: States Bank *

Currency Code: USD United States Dollar *

Bank Address: Street 2, Line 1 *

Bank Address (Cont.):

City: Flint *

State / Region: Michigan * Required

Zip / Postal Code: 43431 *

Routing Number:

Account Number: 123456789011 *

Account Holder's Name:

Account Type: Savings *

Please attach a voided check or other supporting document:

Choose File test.xlsx *

[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.





Proud history, bright future.

Print Logout

Supplier Information

General Information Company Address Business Data Classifications Sustainability Accounts Payable Tax Form

Indicates a required field.

Section VI. Accounts Payable

Currency Code:

Payment Method:

Electronic Remittance Email:

Separate Check Required: Yes No

1099 Reportable: Yes No

Add Bank Information

Bank Country	Bank Name	Account Number	Branch Name	Address	Account Type	Default	Manage
US	States Bank	xxxxxxxxxxxxxxxx901		Street 2_Line 1 Flint MI 43431	Savings	<input checked="" type="checkbox"/>	<input type="button" value="Manage"/>

Add Invoicing Address

Invoicing Address

1234 street 1235 Street Line 2 Line 3 Houston , MI 123457 US	<input type="button" value="Manage"/>
1234 street 1235 Street Line 2 Line 3 Houston , MI 123457 US	<input type="button" value="Manage"/>

If you have any questions email us directly at support@kbrsupplier.com

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.



Proud history, bright future.

General Information Company Address Business Data Classifications Accounts Payable Tax Form

● Indicates a required field.

In order to comply with US Internal Revenue Service tax status requirements, please upload your tax form (if applicable). If it's unclear whether a tax form is required or assistance is needed in completing the form, please contact your tax advisor. Foreign refers to any non-US person or business.

Section VII. Tax Form ()

Select the tax form, see information below:

Upload signed tax form, blank forms can be downloaded from IRS website linked below: No file chosen ●

W-9:
Use Form W-9 to provide your correct Taxpayer Identification Number (TIN) to the person who is required to file an information return with the IRS to report, for example:

- Income paid to you
- Real estate transactions
- Mortgage interest you paid
- Acquisition or abandonment of secured property
- Cancellation of debt
- Contributions you made to an IRA

W-8 BEN:
Give Form W-8 BEN to the withholding agent or payer if you are a foreign person and you are the beneficial owner of an amount subject to withholding. Submit Form W-8 BEN when requested by the withholding agent or payer whether or not you are claiming a reduced rate of, or exemption from, withholding.

W-8 BEN-E:
The W-8 BEN-E is used by foreign companies doing business in the United States. Only corporations and partnerships need to file this form. Individuals and sole proprietors need to file the W-8 BEN form. All foreign (non-U.S.) businesses that are receiving payment from an American company must fill out the W-8 BEN-E form.

W-8 ECI:
You must give Form W-8 ECI to the withholding agent or payer if you are a foreign person and you are the beneficial 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 States.

W-8 EXP:
If you receive 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 a reduced rate of, or exemption from, withholding as a foreign government, international organization, 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 1445.

8733:
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".

Home	Supplier Menu
Update Profile	Supplier Menu provides current and potential suppliers access to update and extend their information in our database.
Sustainability	Update Profile Options
Messages	Update Registration Choose this to update your company's registration data. This includes contact information, business
Bid Opportunities	Contacts (1) Choose this to view, add, and modify contacts in your company. You can provide a contact's name, phone & f
Current Events	Primary Contacts Choose this to view who can update your company's registration data.
News	Update Extended Company Profile Choose this to modify your company's profile in our searchable database. You can pro
Useful Links	Update Contact Information Choose this to update your contact information.
User Guide	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.
	Update e-Signature Choose this to update your e-Signature.

Server Time: Tue Mar 19 2024 16:57:30 GMT+0000 (Greenwich Mean Time)

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Click "Update Registration".

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)



Proud history, bright future.



- Home
- Update Profile
- Sustainability
- Messages
- Bid Opportunities
- Current Events
- News
- Useful Links
- User Guide

Menu

RFX Outlook

Released Bids (0)

[Open Bids \(2 \)](#)

[Closed Bids \(1 \)](#)

[Search Bids](#)

Vetting Outlook

[Responses Pending \(4 \)](#)

[Vetting Processes \(6 \)](#)

- **Messages (No unread messages.)**

Help Menu

[KBRSupplier Overview](#)

[KBRSupplier User Guide](#)

Server 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.



Proud history, bright future.

Revised KBR Supplier Code of Conduct Prerequisite Request

John Lee (Corp) <john.lee2@kbr.com>
To John Lee

Reply Reply All Forward

Wed 3/27/2024 5:17 PM

Dear John P. Lee,

Thank you for your continued interest in doing business with KBR. As part of KBR's commitment to act in an ethical and responsible manner, we have updated our "Supplier Code of Conduct". Please complete the following revised prerequisite: KBR Supplier Code of Conduct

The above prerequisite 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 order for your company to be included in our vendor database.

Your login information 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 your initial registration is incomplete, once logon you will be requested to complete the initial registration before you can access the Vetting Outlook.

Information you provide to KBR is stored in a secure database and will be frequently accessed by KBR Procurement personnel to identify capable companies as new needs and requirements arise. Any questions about this vetting contact me via [redacted]

Thank you for your consideration in registering at <https://kbrsupplier.com>

KBR
27 Mar 2024

KBRsupplier VETTING REF ID: aa8d71de-03df-407b-861e-0f3dcc4714a6.
THIS IS A SYSTEM 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.

Responses Pending
2 responses pending.

Name	Status
KBR Supplier Code of Conduct	Incomplete
Supplier Sustainability	Incomplete

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.



Proud history, bright future.

KBR Welcome John Lee

[Print](#) [Logout](#)

Home

Update Profile

Messages

Bid Opportunities

Current Events

News

Useful Links

User Guide

Supplier Sustainability

Is your organization ISO 14001 certified?

Yes

No

Is your organization ISO 50001 certified?

Yes

No

Is your organization ISO 14064 certified?

Yes

No

Do you have any waste reduction / prevention initiatives?

Yes

No

Do you have any water reduction / recycling initiatives?

Yes

No

KBR Welcome Abby Og

[Print](#)

Home

Update Profile

Sustainability

Messages

Bid Opportunities

Current Events

News

Useful Links

User Guide

Vetting Processes

6 vetting processes.

Name	Status	Submitted Date
KBR Sustainability - EcoVadis Information	Complete	18 Mar 2024
KBR Sustainability - ISN Information	Complete	18 Mar 2024
KBR Sustainability Questionnaire - Environment	Incomplete	
KBR Sustainability Questionnaire - Ethics	Incomplete	
KBR Sustainability Questionnaire - Labor & Human Rights	Incomplete	
KBR Sustainability Questionnaire - Sustainable Procurement	Incomplete	

Server Time: Wed Mar 20 2024 14:00:38 GMT+0000 (Greenwich Mean Time)

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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.

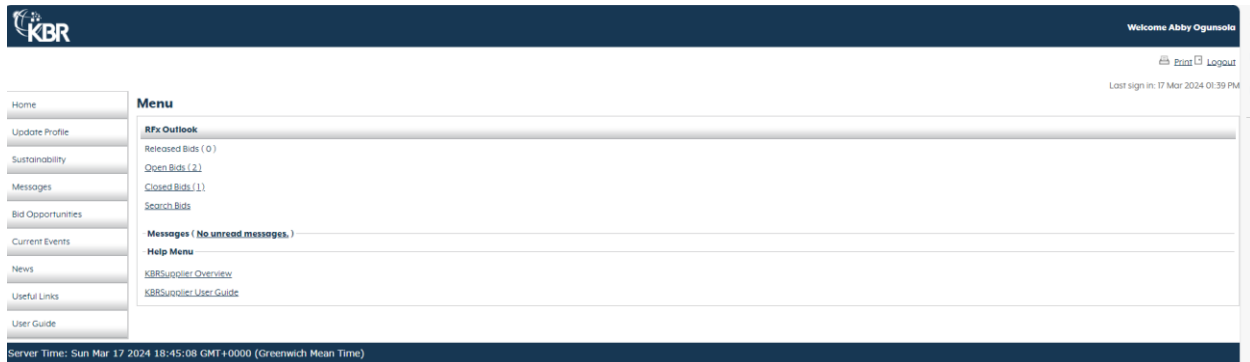
Regards,

KBR

26 Oct 2022

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.



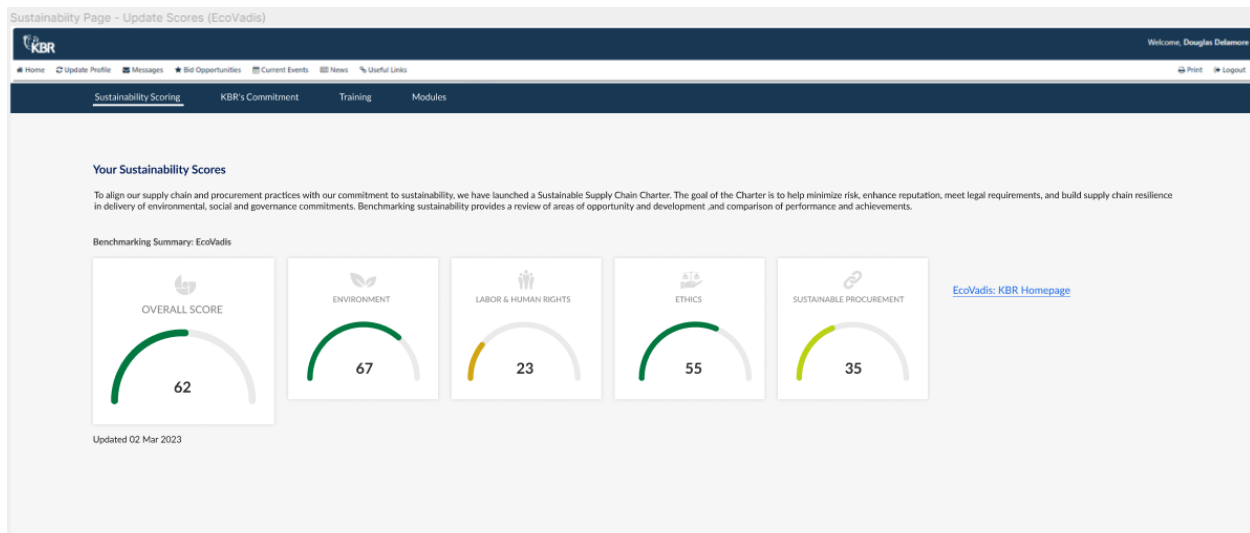
Clicking on the Sustainability menu item redirects to the Sustainability page. The sustainability page consists of four sub-sections:

- 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.



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.



Proud history, bright future.

The screenshot shows the KBR Sustainability Scoring page. At the top, there is a navigation bar with the KBR logo and a welcome message for John P. Lee. Below the navigation bar, there are several menu items: Home, Update Profile, Sustainability, Messages, Bid Opportunities, Current Events, News, and Useful Links. The main content area is titled "Sustainability Scoring" and includes sections for "Know Your Sustainability Scores", "EcoVadis", "ISN", and "Annual KBR's Suppliers Sustainability Questionnaire".

EcoVadis: If your company already has an EcoVadis score, clicking the [share your EcoVadis ID](#) 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.

The screenshot shows the KBR Vetting Processes page. The page title is "Vetting Processes" and it displays a table with one vetting process item. The table has columns for Name, Status, and Submitted Date. The item is "KBR Sustainability- EcoVadis Information" with a status of "Incomplete".

Name	Status	Submitted Date
KBR Sustainability- EcoVadis Information	Incomplete	

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.



Proud history, bright future.

KBR Sustainability - EcoVadis Information

Sustainable Supply Chain Benchmarking is part of KBR's Zero Harm agenda, please confirm your EcoVadis registration information:

We are registered in EcoVadis

Yes

No

If yes, please provide your EcoVadis ID, if known.

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 [share your ISN ID](#) 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.

Vetting Processes

1 vetting process.

Name	Status	Submitted Date
KBR Sustainability - ISN Information	Incomplete	

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.



Proud history, bright future.

The screenshot shows the 'KBR Sustainability - ISN Information' page. It features a navigation menu on the left with options like Home, Update Profile, Sustainability, Messages, Bid Opportunities, Current Events, News, Useful Links, and User Guide. The main content area has a heading 'KBR Sustainability - ISN Information' and a sub-heading 'Sustainable Supply Chain Benchmarking is part of KBR's Zero Harm agenda, please confirm your ISNet (ISN) registration information:'. Below this, there are radio buttons for 'Yes' and 'No', with 'No' selected. A text input field is provided for 'If yes, please provide your ISN ID, if known.', with 'Submit', 'Save For Later', and 'Cancel' buttons below it. The footer includes the server time 'Thu Mar 21 2024 15:31:23 GMT-0500 (Central Daylight Time)' and copyright information 'Copyright © KBR 2024 Privacy Notice Terms of Use'.

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 [KBR's Annual Suppliers Sustainability Questionnaire](#) 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.

The screenshot shows the 'Vetting Processes' page. It features a navigation menu on the left with options like Home, Update Profile, Sustainability, Messages, Bid Opportunities, Current Events, News, Useful Links, and User Guide. The main content area has a heading 'Vetting Processes' and a sub-heading '4 vetting processes.'. Below this is a table with columns 'Name', 'Status', and 'Submitted Date'. The table lists four vetting processes, all with a status of 'Incomplete'. The footer includes the server time 'Thu Mar 21 2024 15:43:31 GMT-0500 (Central Daylight Time)' and copyright information 'Copyright © KBR 2024 Privacy Notice Terms of Use'.

Name	Status	Submitted Date
KBR Sustainability Questionnaire - Environment	Incomplete	
KBR Sustainability Questionnaire - Ethics	Incomplete	
KBR Sustainability Questionnaire - Labor & Human Rights	Incomplete	
KBR Sustainability Questionnaire - Sustainable Procurement	Incomplete	

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.



Proud history, bright future.

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 resilience 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.

Benchmarking Summary: KBR Supplier Sustainability Questionnaire

Category	Score
OVERALL SCORE	Pending
ENVIRONMENT	Not Started
LABOR & HUMAN RIGHTS	Not Started
ETHICS	Not Started
SUSTAINABLE PROCUREMENT	Not Started

Please complete the Questionnaire annually
KBR's Annual Suppliers Sustainability Questionnaire

We understand that organisations may be at different stages in their sustainability journey. The KBR Supplier Sustainability Questionnaire is a checklist style survey and is not validated. Completing this questionnaire will provide a score (for use with KBR) and an indication of sustainability performance.

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

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 resilience 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.

Benchmarking Summary: KBR Supplier Sustainability Questionnaire

Category	Score
OVERALL SCORE	Pending
ENVIRONMENT	80
LABOR & HUMAN RIGHTS	Not Started
ETHICS	Not Started
SUSTAINABLE PROCUREMENT	Not Started

Updated 21 Mar 2024

Please complete the Questionnaire annually
KBR's Annual Suppliers Sustainability Questionnaire

We understand that organisations may be at different stages in their sustainability journey. The KBR Supplier Sustainability Questionnaire is a checklist style survey and is not validated. Completing this questionnaire will provide a score (for use with KBR) and an indication of sustainability performance.

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

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 resilience 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.

Benchmarking Summary: KBR Supplier Sustainability Questionnaire

Category	Score
OVERALL SCORE	49
ENVIRONMENT	80
LABOR & HUMAN RIGHTS	36
ETHICS	36
SUSTAINABLE PROCUREMENT	44


Updated 21 Mar 2024

Please complete the Questionnaire annually
KBR's Annual Suppliers Sustainability Questionnaire

We understand that organisations may be at different stages in their sustainability journey. The KBR Supplier Sustainability Questionnaire is a checklist style survey and is not validated. Completing this questionnaire will provide a score (for use with KBR) and an indication of sustainability performance.

KBR's Commitment

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



Our Commitment to a Sustainable Supply Chain

Our goal is to build strength through collaboration and partnerships, engaging our global supply chain in the development and delivery of our environmental, social and governance objectives. These are aligned to the 12 principles of Sustainable Procurement in ISO20400 across the following 7 pillars: organisational governance, human rights, labor practices, the environment, fair operating practices, consumer issues, community involvement and development.

- 2022_KBR_Sustainable Supply Chain Charter_signed.pdf
- Procurement and Supply Chain Management (kbr.com)
- 230124 - KBR-Supplier-Code-of-Conduct_1.pdf
- Human rights policy
- Trafficking in persons policy
- UK Modern slavery act statement
- KBR Anti-Corruption Program
- HSSE Policy - Health, Safety, Security & Environment

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 only

Sustainable Supply Chain Introduction

To understand more about the KBR Sustainable Supply Chain agenda please watch our Supplier 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.



Modules:

coming soon and when available, additional videos will be available for viewing.

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 new inquiries that have been received.



Proud history, bright future.



- Home
- Update Profile
- Sustainability
- Messages
- Bid Opportunities
- Current Events
- News
- Useful Links
- User Guide

Menu

RFX Outlook

Released Bids (0)

[Open Bids \(2 \)](#)

[Closed Bids \(1 \)](#)

[Search Bids](#)

Vetting Outlook

[Responses Pending \(4 \)](#)

[Vetting Processes \(6 \)](#)

Messages ([No unread messages.](#))

Help Menu

[KBR Supplier Overview](#)

[KBR Supplier 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.

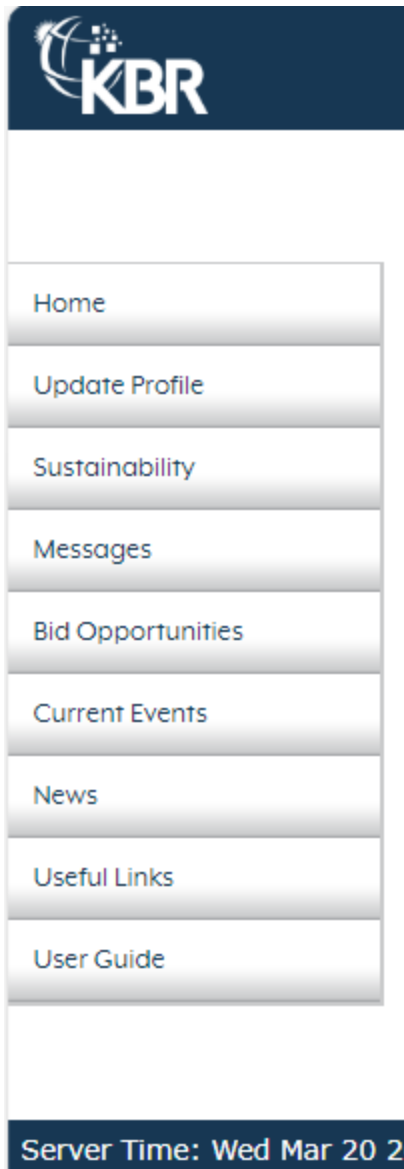
Closed Bids – List of inquiries which have now been closed.

Menu Toolbox

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



Proud history, bright future.



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.



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 \(!\)](#) 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.
- [Update e-Signature](#) 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

14 messages.

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



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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.



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Dear Lulu Lin,

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

Project: Demo - 3
RFQ No: 0001
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 support@kbrsupplier.com 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.



Proud history, bright future.

- Home
- Update Profile
- Sustainability
- Messages
- Bid Opportunities
- Current Events
- News
- Useful Links
- User Guide

Menu

RFX Outlook

Released Bids (0)

[Open Bids \(2 \)](#)

[Closed Bids \(1 \)](#)

[Search Bids](#)

Vetting Outlook

[Responses Pending \(4 \)](#)

[Vetting Processes \(6 \)](#)

Messages (No unread messages.)

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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Home Update Profile Messages ★ Bid Opportunities Current Events News Useful Links

Bid Opportunities

Bid Link	Type	Project	Number	Title	Contact
	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:	Sealed RFQ-NGTest - Package CC-NGTest - Package CC
Closing Date:	05 Nov 2020 12:12 AM IST
Time Left:	342 Days 06:46:40

Prerequisites

You must agree to the mandatory prerequisites before viewing the inquiry documents. It is strongly recommended that you also review the optional prerequisites prior to proceeding.

Prerequisite Name	Type	Status
No results found		

Proceed to Inquiry



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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

<p>Bid Type: RFQ Number: PEMEX-H567-PI001 Title: Bulk Valve RFQ Status: Closed</p>	<p>Bid Release Date: 9/23/2021 2:49:00 PM Bid Open Date: 9/23/2021 2:49:00 PM Bid Close Date: 9/23/2021 2:49:00 PM Sealed Bid Opening Date: 9/23/2021 9:49:00 AM</p>
---	---

Summary

<p>Number: PEMEX-H567-PI001 Project: - Demo Sub Project: Demo - 3 Company: KBR</p>	<p>Contact Person: Douglas Delamore Email: john.lee2964@kbr.com Phone Number: Fax:</p>
---	---

Description:
 \$\$SUPPLIERCOMPANYS
 For the attention of: Date: Sep-23-2021 09:49 AM CDT

Submission of Quotation
 Your Quotation should take into account all of the information provided and is to be submitted electronically no later than Sep-23-2021 09:49 AM CDT. No submissions can be made after this time. Confirmation of receipt will be emailed to the registered user containing a receipt number for your records.
 Your electronic Quotation must be submitted as follows:
 • A single electronic priced Quotation to be uploaded in a printable format
 • A single electronic unpriced Quotation to be uploaded in a printable format

Proposal Conditions
 All communications regarding this RFQ must be made through the Project electronic procurement tool, KBRsupplier.com. Quotation and all correspondence will be in the English language. You will not be reimbursed for any expenses incurred in the preparation or submission of Quotations, irrespective of the outcome of this or any subsequent RFQ. The RFQ documents are to be regarded as confidential and may not be produced in whole or part or disclosed other than for the purpose of preparing the Quotation.

Instructions for uploading files into KBRsupplier.com:
 Please note that when uploading attachments or files into KBRsupplier.com you will need to be aware of a number of issues.
 • If you have more than one attachment to upload please put all the attachments into one file.
 • Once all the attachments are in one file please then ZIP the file.
 • Right Click on the file then select 'Send To' and then 'Compressed (zipped) Folder'.
 • Once you have selected 'Compressed (zipped) Folder' a new folder will appear with your Zipped folder.
 • The maximum that KBRsupplier.com will allow you to upload in one file will be 32MB
 • The folder will now be ready to upload into KBRsupplier.com.
 All Quotations must be single, printable files, and need to be uploaded 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 [Priced Commercial Proposal](#) here.
If there are more than 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. *

Unpriced Commercial Proposal

Please upload the [Unpriced Commercial Proposal](#) here.
If there are more than 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. *

Technical Proposal

Please upload the [Technical Proposal](#) here.
If there are more than 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



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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 attachments listed therein.

We have carefully read and understood all the documents contained within the inquiry package and shall bid by the closing date and time

We shall not be bidding this Request for Quotation

Company Name:	Name:	Title:
<input type="text" value="Razzle Dazzle Valve"/>	<input type="text"/>	<input type="text"/>
Email:	Date:	
<input type="text" value="ddelamore@gmail.com"/>	<input type="text" value="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.

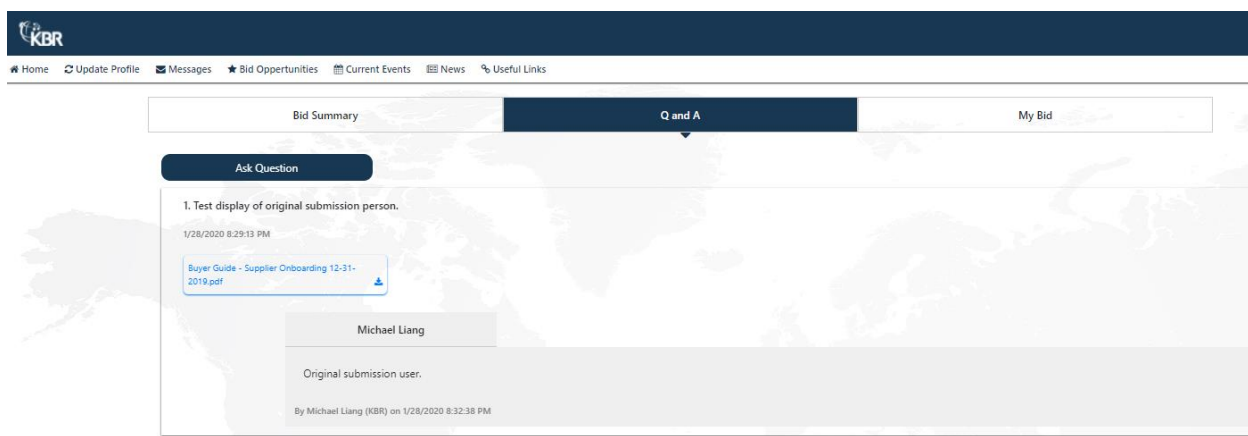
We shall not be bidding this Request for Quotation

No Bid Reason

Q&A Board

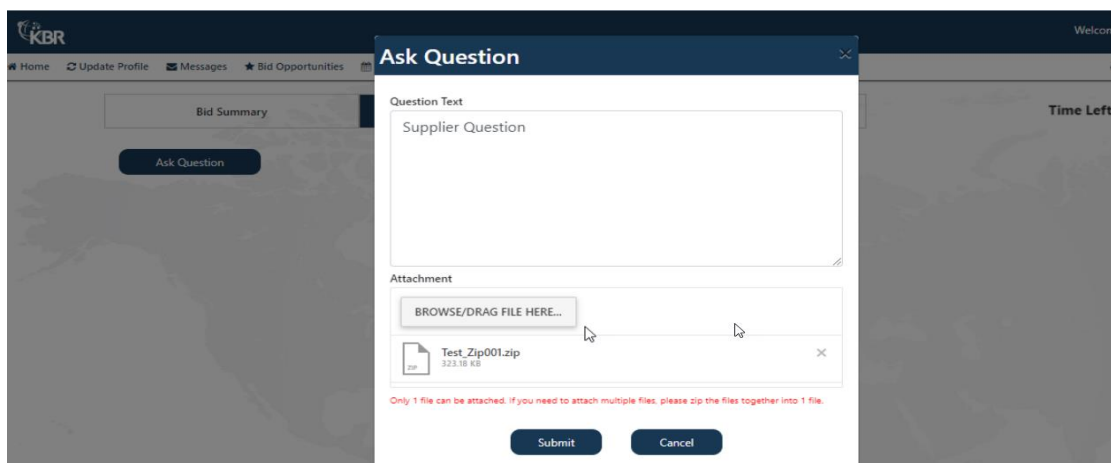
The Q&A Board provides the opportunity to ask questions and receive answers regarding the bid. All questions asked through KBRSupplier will be initially viewed by the Buyer only. The Buyer may choose to share their response with the other Vendors participating in the Bid or keep the response private 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”.



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.





Proud history, bright future.

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
-------------	---------	---------------

Pricing

Confirm the pricing is firm through delivery and not subject to escalation: *

Yes
 No

Advise if taxes are included in your base pricing: *

Yes
 No

Terms Of Payment

Provide payment terms (project requires Net 45 payment terms as a minimum selecting Net 30 may have an impact on your bid evaluation): *

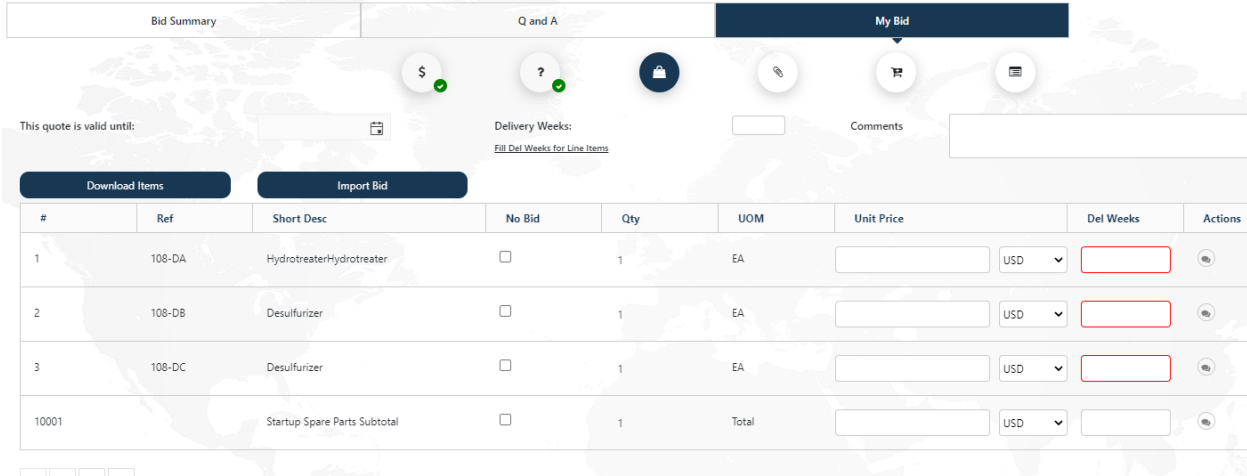
Net 30
 Net 45
 Net 60
 Net 90

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.

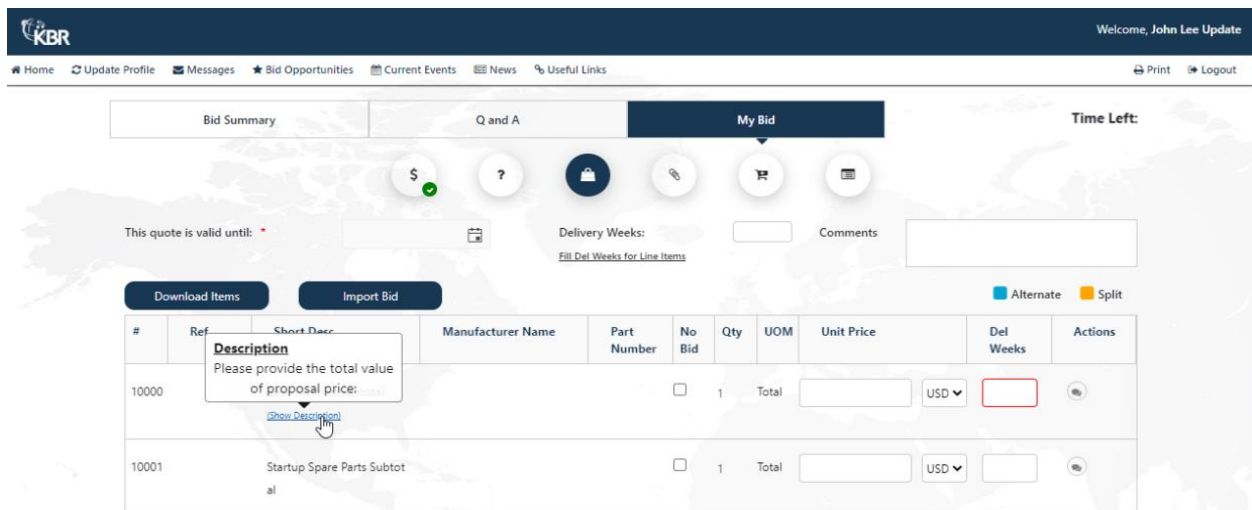
Items

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.



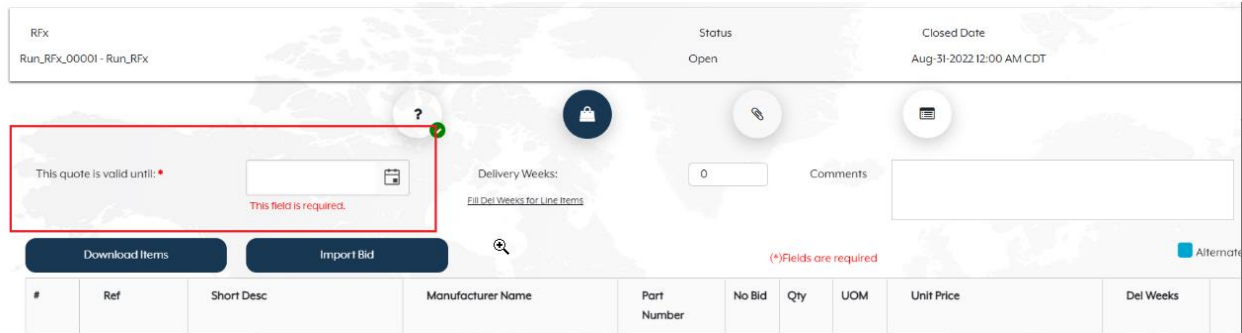
#	Ref	Short Desc	No Bid	Qty	UOM	Unit Price	Del Weeks	Actions
1	108-DA	HydrotreaterHydrotreater	<input type="checkbox"/>	1	EA	<input type="text"/>	USD	<input type="text"/>
2	108-DB	Desulfurizer	<input type="checkbox"/>	1	EA	<input type="text"/>	USD	<input type="text"/>
3	108-DC	Desulfurizer	<input type="checkbox"/>	1	EA	<input type="text"/>	USD	<input type="text"/>
10001		Startup Spare Parts Subtotal	<input type="checkbox"/>	1	Total	<input type="text"/>	USD	<input type="text"/>

RFx also shows the Line Description



#	Ref	Short Desc	Manufacturer Name	Part Number	No Bid	Qty	UOM	Unit Price	Del Weeks	Actions
10000					<input type="checkbox"/>	1	Total	<input type="text"/>	USD	<input type="text"/>
10001		Startup Spare Parts Subtotal			<input type="checkbox"/>	1	Total	<input type="text"/>	USD	<input type="text"/>

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

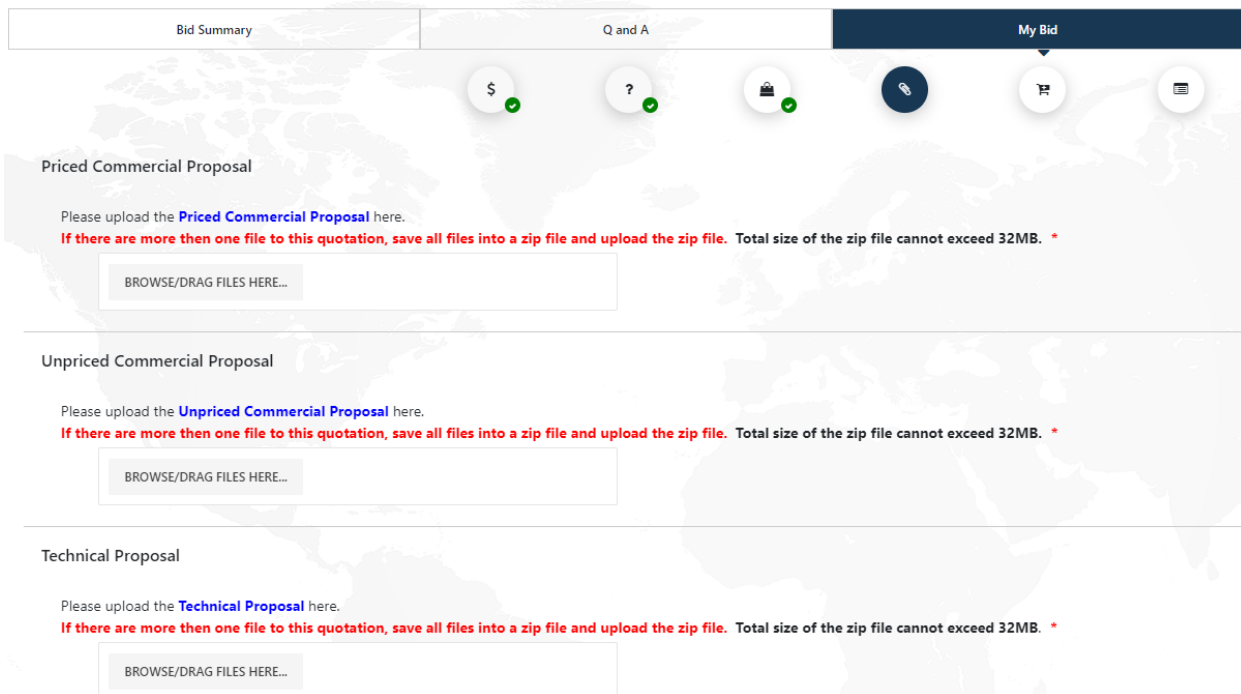


The screenshot shows a web interface for an RFX. At the top, it displays 'RFX Run_RFX_00001 - Run_RFX', 'Status Open', and 'Closed Date Aug-31-2022 12:00 AM CDT'. Below this, there are several icons: a question mark, a lock, a link, and a calendar. A red box highlights the 'This quote is valid until:' field, which is currently empty and has a red asterisk indicating it is required. Below the field is a 'Download Items' button and an 'Import Bid' button. To the right, there is a 'Delivery Weeks' field with the value '0' and a 'Comments' field. A table below the form has columns for '#', 'Ref', 'Short Desc', 'Manufacturer Name', 'Part Number', 'No Bid', 'Qty', 'UOM', 'Unit Price', and 'Del Weeks'. A red note at the bottom right says '(*)Fields are required'.

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.



The screenshot shows the 'Bid Summary' section of a web interface. At the top, there are three tabs: 'Bid Summary', 'Q and A', and 'My Bid'. Below the tabs, there are several icons: a dollar sign, a question mark, a lock, a link, a shopping cart, and a calendar. The main content area is divided into three sections: 'Priced Commercial Proposal', 'Unpriced Commercial Proposal', and 'Technical Proposal'. Each section has a heading, a sub-heading, and a text area for uploading files. The text in each section reads: 'Please upload the [Proposal Type] here. If there are more than 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. *'. Below each text area is a 'BROWSE/Drag Files Here...' button.



Proud history, bright future.

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.

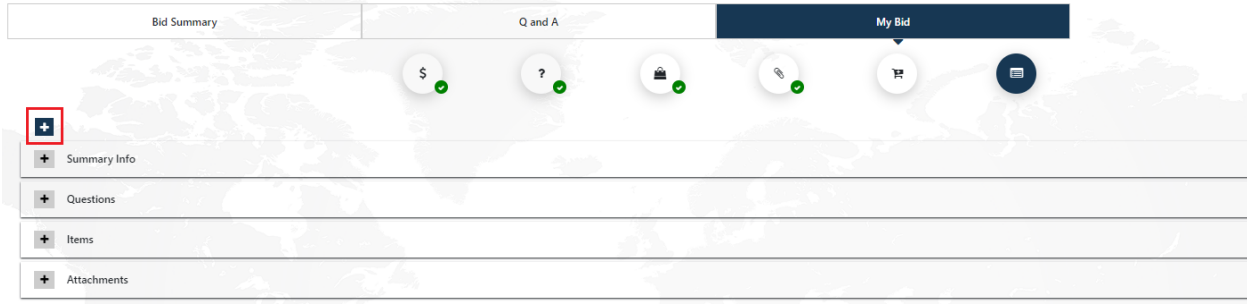
The screenshot shows a navigation bar with three tabs: "Bid Summary", "Q and A", and "My Bid". Below the tabs are several circular icons: a dollar sign with a green checkmark, a question mark with a green checkmark, a shopping cart with a green checkmark, a key with a green checkmark, and a document with a green checkmark. Below these icons are two buttons: "Add Line Items" and "Import Line Items". Below the buttons is a table with the following columns: "Item Name", "UOM", "Description", "Qty", "Price", "Extended Total", "Delivery Weeks", and "Comments". The table is currently empty, with "No results found" displayed below it. A pagination bar at the bottom shows "0" items.

Add Line Item

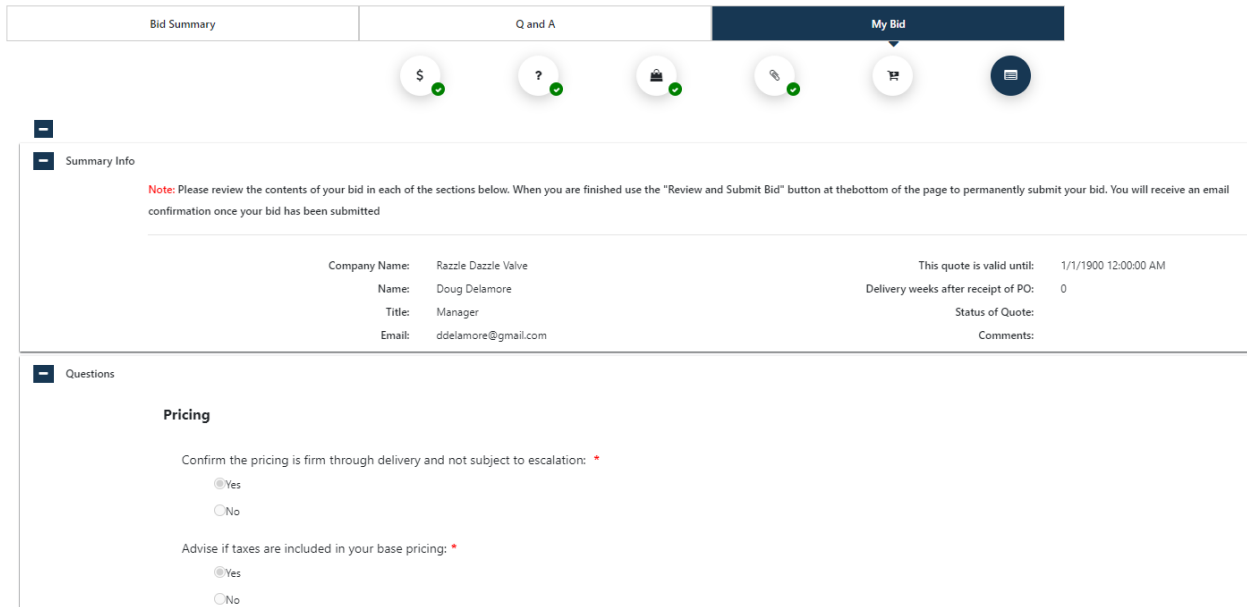
Item Name	UOM	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>
Price	Currency	Del Weeks
<input type="text"/>	<input type="text"/>	<input type="text"/>
Description	Comments	
<input type="text"/>	<input type="text"/>	

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.



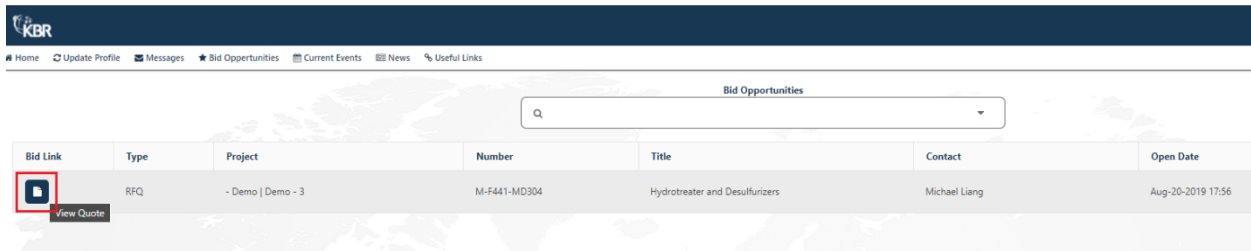
Information can be viewed for each section.




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

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 Link	Type	Project	Number	Title	Contact	Open Date
 View Quote	RFQ	- Demo Demo - 3	M-F441-MD304	Hydrotreater and Desulfurizers	Michael Liang	Aug-20-2019 17:56

Bid Summary
Q and A
My Bid

Summary Info

Note: Please review the contents of your bid in each of the sections below. When you are finished use the “Review and Submit Bid” button at the bottom of the page to permanently submit your bid. You will receive an email confirmation once your bid has been submitted

<p>Company Name: Razzle Dazzle Valve</p> <p>Name: Doug Delamore</p> <p>Title: Manager</p> <p>Email: ddelamore@gmail.com</p>	<p>This quote is valid until: 1/1/1900 12:00:00 AM</p> <p>Delivery weeks after receipt of PO: 0</p> <p>Status of Quote:</p> <p>Comments:</p>
---	--

Questions

Pricing

Confirm the pricing is firm through delivery and not subject to escalation: *

Yes

No

Advise if taxes are included in your base pricing: *

Yes

No

Terms Of Payment