

ePortal Frequently Asked Questions

What are the Benefits of Registering with CH2M HILL using the ePortal?

CH2M HILL's ePortal provides Suppliers and Subcontractors with the ability to conduct business with CH2M HILL electronically, in a secure online environment. This includes providing qualification data, as well as data used in the execution of the Procurement and Subcontract function (e.g. bids/proposals, subcontract management data, etc.). The data provided by Suppliers and Subcontractors through the ePortal is integrated with the CH2M HILL Material and Subcontract Management System (CMAS), which is utilized for the execution of Procurement and Subcontracts on projects spanning the various business groups across the globe.

The ePortal provides a relatively simple method for Suppliers and Subcontractors to supply CH2M HILL with qualification data, assisting Procurement personnel in sourcing projects around the world. The information provided during the electronic registration process is identical to the data required on paper in the past, but now offers an environment in which data is input only once, and then managed over time as needed.

The ePortal provides additional benefit to both CH2M HILL and its suppliers and subcontractors in the execution of the Procurement and Subcontracting process. Using the ePortal, Suppliers and Subcontractors who have completed the registration process can submit bids and proposals, and execute agreements, all within a secure online environment. Subcontractors can also participate in the Subcontract Administration process (post-award) online, sharing data such as progress data, change order requests and applications for payment.

Please describe the three-step registration process for Suppliers and Subcontractors

The registration process consists of the following three steps:

- 1) The initial Logon Request establishes basic company information and provides for the setup of user names and passwords for multiple company representatives. You may proceed to step 2 immediately after submitting the logon request.
- 2) The Company Profile is a set of 15 questions requesting more detailed company information, and includes the requirement to upload a W-9 or other Supplier Certification form. After submitting the Company Profile, CH2M HILL will review and approve the information submitted, and then you will receive an email to alert you to proceed with completing the 3rd step of the process.
- 3) This is a more detailed set of questions and requests data in multiple categories, including Operational, Financial, and Health and Safety. The categories of questions depend upon the type of company, and are different for Suppliers and Subcontractors.

Which Operating Systems and Browsers are Compatible with the ePortal?

Because it is a web application, the ePortal is able to run on all common platforms and browsers. It has been successfully tested using Windows XP, Vista and Windows 7, as well as Macintosh Operating Systems. It has also been tested using Microsoft Internet Explorer, Apple Safari, and Google Chrome browsers. We have experienced problems with Mozilla Firefox browsers, and continue to attempt to resolve them. Suppliers and Subcontractors are encouraged to access the ePortal using a Web Browser other than Firefox.

Because the ePortal is a Java-based application, certain configurations may cause minor issues when the ePortal is first accessed. However, these issues are easily remedied by contacting CMASHelpDesk@ch2m.com.

How do I get help if I have a question or problem while using the ePortal?

In addition to answers to the Frequently Asked Questions in this document, resources are available to assist in the registration process. These resources, which include two instructional videos, are available on the CH2M HILL ePortal Web Site:

http://www.ch2m.com/corporate/about_us/procurement/supplier_subcontractor_portal.asp

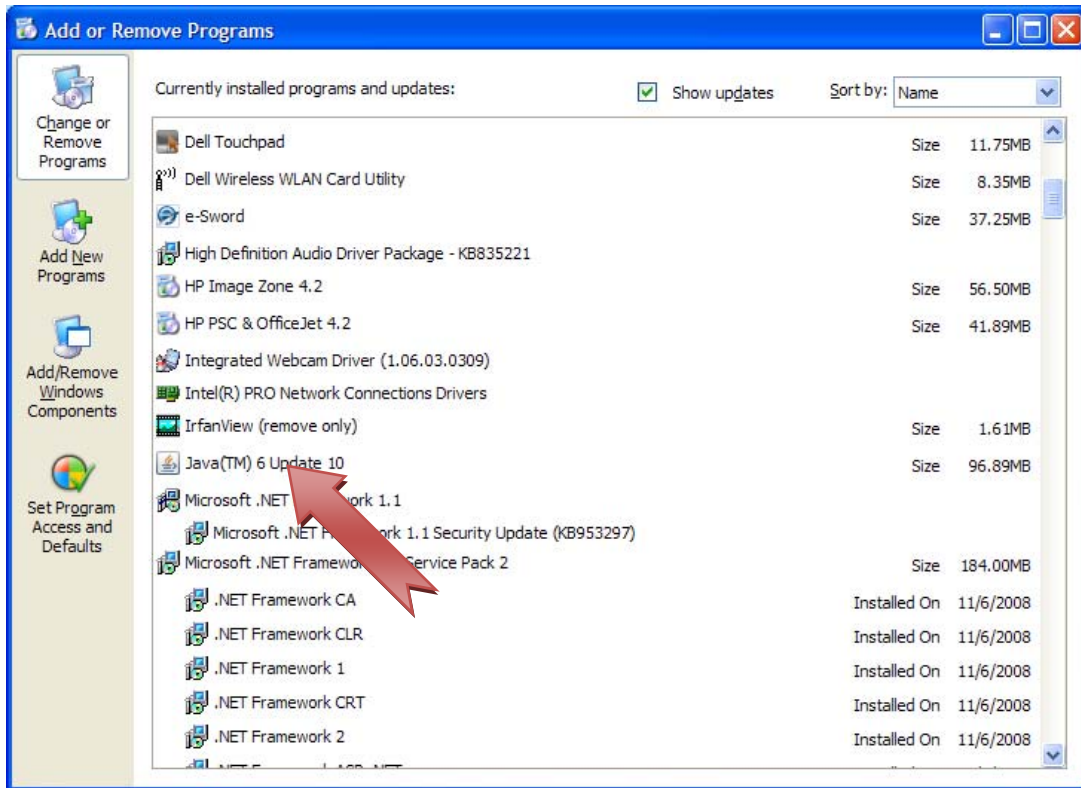
Additional help is available by sending an email to CMASHelpDesk@ch2m.com. When doing so, please describe the issue in as much detail as possible. In most cases, the CMAS Help Desk team will answer all requests within one business day.

This is the first time opening the ePortal. I have clicked on the link, and my internet browser has opened, but all I see is a blank screen.

In order for the ePortal to operate successfully, a small Java application must first be loaded onto the computer. This is done the first time the ePortal is accessed, and is done only once. The installation of the Java application may be automatic, or may require some input in the form of “pop-up” messages. If the installation stalls or does not appear to be successful, one of several things may be happening:

- One or more of the pop-up messages may have opened behind an existing window (or in a new window) and may be waiting for input. Close or minimize any open windows to ensure that all messages are addressed.
- Depending on the configuration of the computer, Java may have already been installed, and the newest version is required. In some cases, Java has difficulty installing the newest version. This problem usually presents itself after all pop-ups have been addressed and a message appears indicating that Java has been installed (although the screen is still blank). In this situation, follow these simple steps:
 - o Open the Control Panel on your computer. Select the application for “Add or Remove Programs.” This may be named differently in different Operating Systems.

- Look for any instances of Java already on your machine



- Remove this instance of Java. You will be uploading the newest version in the next step.
- Click the following hyperlink and follow the instructions to download the latest version of Java

<http://www.java.com/en/download/>

- Once Java has been installed, re-open the ePortal application.

Some of the questions are not applicable to my company or I don't want to provide/upload the information or documentation. What can I do?

The questions asked during this process, as well as the documents required, have been deemed by CH2M HILL to be necessary to comply with both internal and Client requirements. This information is reviewed at the Enterprise level and made available to all projects across CH2M HILL. However, certain qualification information may or may not be required by individual Business Groups or Projects that wish to purchase your goods or services. Thus, while withholding required information may have adverse impacts on your potential opportunities with CH2M HILL as a whole, it does not disqualify your company. If such information is required by specific Business Group or Project within CH2M HILL, any issues can be addressed between your company and CH2M HILL at the time that goods or services are requested.

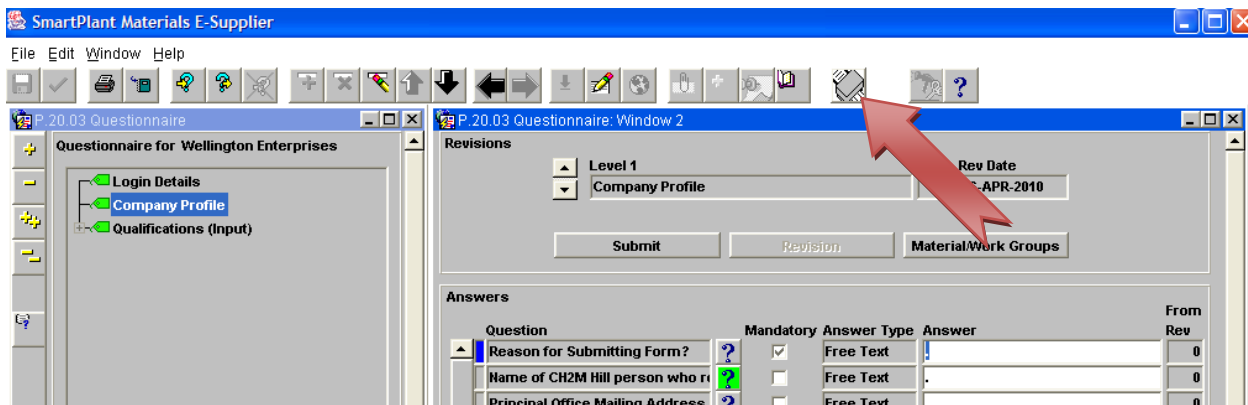
From a technical perspective, the software will prevent the submission of the Qualification Questionnaire until all mandatory questions are answered and all required documentation is uploaded. If, for whatever reason, your company is unable or unwilling to share specific information for confidentiality reasons, it is suggested that you follow these recommendations:

- For all required questions indicating a free-text response, input a minimal amount of text, such as “Not Applicable,” “N/A,” etc.
- For all required questions asking for a Y/N, or List of Values Response, the only answers that the application will accept are Y/N, or one of the options in the List of Values.
- For questions requiring attached documentation, attach a Word Document which simply states “Not Applicable” or gives a reason that the document is not being attached.

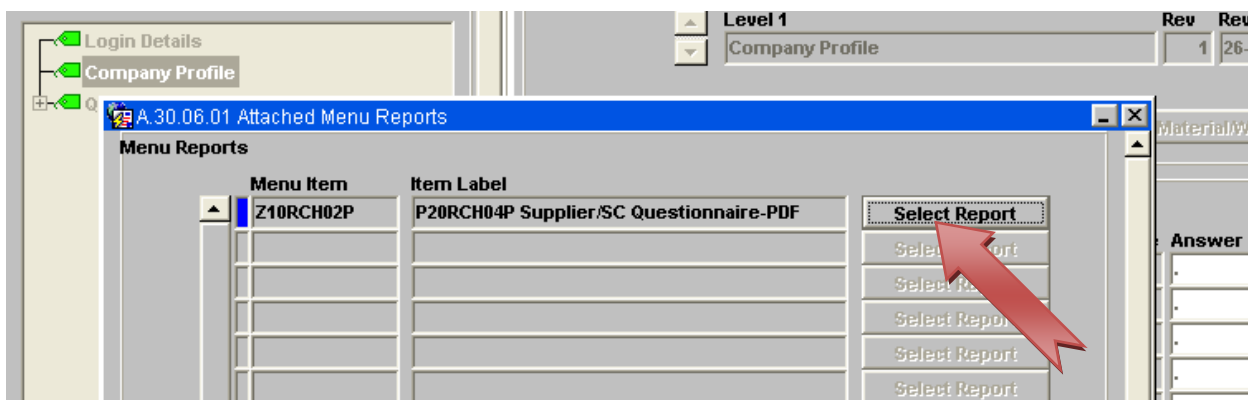
I would like to print out the Qualification Statement. Is there a way to do this?

Here are the steps to print your Qualification Statement:

- 1) Click the Printer Icon in the upper-right part of the screen



- 2) Press the “Select Report” button to the right of the “Supplier/SC Questionnaire-PDF”



- 3) Follow the instructions on the screen to save or open the report.

Note: Sometimes, the screen which opens the report will open behind an open window. If you do not see the instructions asking you to open or save, use the Alt-Tab function to find this screen.

What are the Material/Work Groups and how do I fill in the correct data?

Material/Work Groups are used to identify for CH2M HILL what products or services are offered by your company. A profile cannot be submitted without this information. To complete this portion of the profile, follow these steps:

- 1) Click the Material/Work Group Button

The screenshot shows a software window titled "P.20.03 Questionnaire: Window 2". At the top, there is a "Revisions" section with a dropdown menu set to "Level 1" and a "Company Profile" dropdown. Below this are "Submit" and "Revision" buttons. A red arrow points to the "Material/Work Groups" button. The main area is titled "Answers" and contains a table with columns for "Question", "Mandatory", "Answer Type", "Answer", and "From". The table lists various questions such as "Reason for Submitting Form?", "Name of CH2M Hill person who...", "Fax Number:", "If Available, Company Website (U)", "NAICS Code", "Type of Firm", and "If Incorporated, State of Incorporation".

- 2) The Material/Work Groups Selection screen will open automatically. Find the Material/Work Type that most closely reflects the products or services offered by your company. Press the '+' to the left of that Type. A subgroup will open providing more detailed choices.
- 3) To select specific Material/Work Groups, click the "Select" Checkbox to the right of the Group. Select as many groups as necessary to identify all material or work groups associated with your company.
- 4) Press the "Fill in and Return" button to return to the previous screen and fill in your responses.

The screenshot shows a software window titled "P.20.03 Questionnaire: Window 8" with the "Material/Work Groups" selection screen. The screen is divided into three main columns: "Mat/Work Group Type /", "Description", and "Select". The "Mat/Work Group Type /" column lists various codes such as AR-010000, AR-010200, AR-010300, AR-010400, AR-010500, AR-010600, AR-010700, AR-010800, CI-010000, CI-020000, CI-030000, CI-040000, CI-050000, CI-060000, CI-070000, CI-080000, CI-090000, CI-900000, CS-010000, and EL-010000. The "Description" column provides details for each code, such as "Architecture Components", "Lumber", "Roofing Materials", "Flooring Materials", "Doors", "Glass", "Finish Hardware", "Louvers & Vents", "Cabinets", "Civil-Concrete", "Civil-GROUT", "Civil-Castable Items", "Civil-Concrete Catch Basins/Culverts", "Civil-Formwork", "Civil-Reinforced Steel", "Civil-Paving", "Civil-Soil", "Civil - Non-Concrete Items", "Civil-Combined Commodities for Requisitions", "Consulting and Construction Supply", and "Electrical-Equipment". The "Select" column contains checkboxes, with the first one checked. A red arrow labeled "2" points to the expand/collapse icons (+/-) on the left of the type codes. A red arrow labeled "3" points to the "Select" checkboxes. A red arrow labeled "4" points to the "Fill in and Return" button at the bottom of the screen. Other buttons at the bottom include "Select All", "Deselect All", "Fill in", and "Return".

How Do I Change my Password?

To change a password, follow the steps below:

- 1) Log in to the ePortal
- 2) Select the "Login Request" option from the "Working With" drop down list on the log-in page.

The screenshot shows a login form with the following fields and buttons:

- User Name:** TEST
- Password:** *****
- Working With:** Select Logon Option (dropdown menu is open, showing options: Select Logon Option, Login Request, Profile & Qualification)
- Version:** Select Logon Option
- Buttons:** Logon, OK
- Logo:** CH2MHILL
- Text:** Welco, Suppl

- 3) Select "Login Request."
- 4) Place the cursor in one of the fields of the user record for whom the password needs to be changed.
- 5) Type the old password, new password, and confirm the new password. Press the "Set Password" button.

The screenshot shows the 'P.20.02 Login Requests' window with the following sections and fields:

- Company Information:** Company (TESTCOMPANY), Company Name (Company Name, Inc.), Company Type (SUBCONTRACTOR), Federal ID/Business Registration (XXXXXXXXXXXXXXXXXX), Approved (checked), Submitted (unchecked).
- Primary Address:** Address (Any Street), City (Colorado Springs), Country Code (US), Country Description (United States of America), State or Prov (CO), Zip Code (80112).
- Contact Detail:** Table with columns: (for login), Primary Contact, Password Set, Deactivated, Last Name, First Name, Position.

(for login)	Primary Contact	Password Set	Deactivated	Last Name	First Name	Position
▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DeLong	Robert	Guru
ITEMPHELP4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Helpdesk	CMAS	.
TEST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Last Name	First Name	Slep
- Old Password:** [Field]
- New Password:** [Field]
- Confirm Password:** [Field]
- Secret Question:** [Field]
- Secret Answer:** [Field]
- Buttons:** Set Password, Change Question/Answer, Submit
- Footer:** RMTE_COMP, SDB, SDB, PROCUREMNT, US, English, Revision OFF

