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TAFIS - USER GUIDE GOVERNMENT VENDOR PORTAL (GVP) SUPPLIER (VENDOR)

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SUPPLIER REGISTRATION & INFORMATION UPDATE

As of 21st May 2025

SUPPLIER (VENDOR)

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1. Introduction

This user guide acts as a reference for **Treasury Accounting and Financial Information System (TAFIS) – Government Vendor Portal (GVP) for Suppliers (Vendors).** All individual names and information used in this user guide have been created for guidance on using the system. Where possible, user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental. Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any inquiries or require additional assistance with the user guide materials, please contact TAFIS Pusat Perkhidmatan Pelanggan (PPP) at +673 741 9444, 747 9444, 743 5444, 746 1444, 744 4077 & 744 4577 238 3444 or e-mail to at tafis.ppp@mofe.gov.bn

2. Glossary

The following terms and abbreviations are used frequently.

TERMS AND ABBREVIATIONS	DESCRIPTION				
SAP	Systems Application and Product in Data Processing.				
SAP GUI	SAP Graphical User Interface.				
SAP FIORI	A user interface (UI) which provides a distinct user experience (UX) for SAP software and applications.				
FI	Financial Accounting module.				
СО	Controlling module.				
FM	Fund Management module.				
MM	Materials Management module.				
PM	Plant Maintenance module.				
PS	Project Systems module.				
GVP	GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP GVP				
BPC	Business Planning and Consolidation.				
ROC	Registration of Companies.				

Table 1 Glossary

3. List of Processes

3.1 Supplier Lifecycle Performance (SLP)

TAFIS Government Vendor Portal (GVP) allows user to execute system activities as listed below:

PROCESS ID.	PROCESS DESCRIPTION				
	Supplier Lifecycle Performance (SLP)				
3.1.1 Supplier Record Creation (Self-Register for New Vendors) – RC Ve					
3.1.2 Supplier Record Creation (Self-Register for New Vendors) – P Vend Suppliers					
3.1.3 Supplier Email Invitation Link					
3.1.4	Supplier Account in SAP Business Network (Sign Up)				
3.1.5 Supplier Registration Questionnaire – RC Vendors / Suppliers					
3.1.6 Supplier Registration Questionnaire – P Vendors / Suppliers					
3.1.7	Supplier Information Update				
3.1.8	Supplier Certification - Certificates				

Table 2 List of System Activities

High-Level Process Overview: Supplier Invitation and Registration



TAFIS – USER GUIDE SUPPLIER (VENDOR)

Process Overview: Supplier Information Update



Process Overview: Supplier Certification (Certificates)



SUPPLIER (VENDOR)

3.1.1 Supplier Record Creation (Self-Register for New Vendors) – RC Vendors / Suppliers

Supplier Record Creation activity is dedicated for new suppliers (vendors) to request for record creation from Ministry of Finance and Economy (MOFE) Treasury Department prior to supplier registration. This is a **pre-requisite** specific for new suppliers (vendors) that had never performed any transactions with Treasury Accounting and Financial Information System (TAFIS). Once the new supplier (vendor) submitted their supplier record creation request, a dedicated team from MOFE can review and approve their request.

Meanwhile, for existing suppliers (vendors), to proceed directly to section 3.1.3 Supplier Email Invitation Link.

User Role	Supplier (Vendor)
Link	Self-Registration: http://mofe.sourcing3.ariba.com/ad/selfRegistration

Step 1: Enter the link provided via Internet browser.

Note: Internet browsers such as Google Chrome, Microsoft Edge and Mozilla Firefox.

Introduce yourself! Verify yourself before proceeding to the supplier request questionnaire where this customer asks you to provide information about yourself	
l'm not a robot reCAPICHA Philasy-Terma	
	Introduce yourself Wrify yourself before proceeding to the supplier request questionnaire where this customer asks you to provide information about yourself Image: Display to the supplier request questionnaire generation as the supplier request questionnaire generation about yourself Image: Display to the supplier request questionnaire generation about yourself

TAFIS – USER GUIDE SUPPLIER (VENDOR)

Step 2: Tick the checkbox to confirm 'I'm not a robot'.



Note: Verification page may be displayed. Vendor can execute or complete the unique verification accordingly.

Outcome: Supplier Self-Registration Request Form page will be displayed.

Note: Click **link** for reference guide video link and the bank key link.

TAFIS	GU
Supplier Self-Registration Request Form	
1 Important Instructions for Supplier Registration	
Please note that the registration process consists of TWO steps:	
Step 1: Complete the Registration Request Form(Current step – You are about to fill out the registration request form. Please remember, submitting this form does not complete your registration.)	
Step 2: Once the registration request is approved by MOFE, you will receive an email to create an Ariba Business Network Account and fill in the remaining details to submit your registration. These details will go through an additional approval process, and once fully approved, you will be eligible to receive purchase orders.	
Please click here for more help. NOTE	
2 Important note on Bank Key: In the next phase of the registration, you will be asked to enter bank key along with other bank details .Please check the link for your bank key . If Bank key is not present in this list please email to tafis.ppp@mofe.gov.bn to receive your bank key Bank Key list	
3 I confirm that I have read and understood the registration process details provided in point-1 and I agree to proceed with the next steps as outlined. *	

Step 3: In the Supplier Self-Registration Request Form, Supplier (Vendor) is required to complete the three sections with respective set of questions / fields.

- a. General Supplier Information Basic information of the business or company such as supplier name and address.
- b. Primary Supplier Contact Contact details of the main focal person from the business or company.

c. **Additional Information** – To select the department(s) that the supplier (vendor) has an interest in having trading or business relationships with. Although, vendor may select all departments under Government of Brunei Darussalam (no restriction).

For example:

- A construction company may enter Public Works Department (PWD) from Ministry of Development (MOD);
- A pharmaceutical company may enter Health Promotion Centre (HPC) from Ministry of Health (MOH).

TAFIS	GU
Supplier Self-Registration Request Form	
> 1 General Supplier Information 3	
> 2 Primary Supplier Contact	
> 3 Additional Information	
	_
	Submit Cancel

Step 4: In the General Supplier Information section, complete the following fields:

✓ 4 General Supplier	Information			4	*
4.1 Supplier Name	1*				
4.2 Supplier Name	2				
4.3 Supplier Name	3				
4.4 Supplier Name	4				
4.5 Supplier Main /	Address * +	Street ⑦ Street 2 ⑦ Street 3 ⑦ District ⑦	House Number ⑦		
. 4		Postal Code ⑦ Country/Region ⑦	City ⑦		

SUPPLIER (VENDOR)

FIELD	DESCRIPTION
Supplier Name 1 – 4	Business or company name. Vendor can enter on respective lines should the field is insufficient to cater for the whole name.
	Do not enter sister companies or other businesses. These fields is dedicated for the name of one vendor only.
Supplier Main Address	Street name such as Simpang and Jalan, House Number, District,
	Postal Code, City name, and Country/Region.

Note: Enter in Capital Letters (e.g., ABC, not abc) only except for "Supplier Main Address".

Ste	p 5: Undei	[·] Vendor	Identification	Information	sub-section,	select the	Vendor Cat	egory.
-----	------------	---------------------	----------------	-------------	--------------	------------	------------	--------

FIELD	DESCRIPTION
Vendor Category	Select business or company name category based from One Common
	Portal (OCP) / Registry Of Companies & Business Names (ROCBN).
	For example, Local vendor/customer – Private Limited.

Note: For Vendor registration office Location "Local",

✓ 4.6 Vendor Identification Information		
4.6.1 Vendor Category *	~	
	[Z201] - Local vendor/customer - Private Limited	5
	[Z202] - Local vendor/customer - Sole Proprietorship	
	[Z203] - Overseas vendor (AP only)	
4.6.2 Kindly select your company's country. *	~	•

Note: As per Vendor registration office Location for "Overseas", it will automatically filled as "Overseas vendor".

✓ 4.6 Vendor Identification Information		
4.6.1 Vendor Category *	[Z201] - Local vendor/customer - Private Limited 🗸 🗸]
4.6.2 Kindly select your company's country. *	Brunei Darussalam ~	

Step 6: Under Vendor Identification Information sub-section, select the company's country.

FIELD	DESCRIPTION
Kindly select your company's	The country of which the business or company is being registered.
country	For example, select Brunei Darussalam.

Outcome: More field to complete will be displayed based on the country selected.

SUPPLIER (VENDOR)

✓ 4.6 Vendor Identification Information		
4.6.1 Vendor Category *	[Z201] - Local vendor/customer - Private Limited	~
4.6.2 Kindly select your company's country. *	Brunei Darussalam	~ 6

Step 7: Under Primary Supplier Contact section, Vendor can complete the following fields.

FIELD	DESCRIPTION	
Contact First Name	First name of the contact person.	
Contact Last Name	Last name of the contact person.	
Designation	Job position.	
Contact Email	Email address.	
Contact Phone	Office number or mobile number.	
Contact Location and	Select 'English'.	
Communication Language		

Note: Enter in <u>Capital Letters</u> (e.g., ABC, not abc) only.

Primary Supplier Contact	
Contact First Name *	7
Contact Last Name *	
Designation *	
Contact Email *	
Contact Phone	
Contact Location and Communication Language *	· · · · · · · · · · · · · · · · · · ·



Primary Supplier Contact	
Contact First Name *	Hajah
Contact Last Name *	Ali
Designation *	Manager
Contact Email *	@hotmail.com
Contact Phone	+673
Contact Location and Communication Language *	English 🗸

Step 8: Under **Additional Information** section, click on **Search** button and select **"ALL".** This will allow the Vendor to be connected to all Ministries.



Outcome: Dropdown list will be displayed.

Department *	Additional Information		
I All >	Department *		٩
		All	>

Step 9: Tick on the checkbox to select the option. If **All** is selected, this indicates all departments would be included.

Note: Click on arrow button to expand for the available options.

Additional Information	
Department *	

Step 10: (Optional) Tick on the checkbox to select the specific option.

Department *	Additional Information				
All Image: Ministry of Culture, Youth and Sport Image: Ministry of Defense Image: Ministry of Development Image: Ministry of Education Image: Ministry of Finance and Economy Image: Ministry of Finance and Economy 10	Department *			Q	
Image: Ministry of Defense > Image: Ministry of Development > Image: Ministry of Education > Image: Ministry of Finance and Economy 10		All	Ministry of Culture, Youth and Sport	>	
Ministry of Development Ministry of Finance and Ministry of Finance and Ministry of Finance and			Ministry of Defense	>	
Ministry of Education > Ministry of Finance and 10 Ministry of Finance an ×			Ministry of Development	>	
Ministry of Einance an X			Ministry of Education	>	
Ministry of Einange an X			Ministry of Finance and Economy	10	
Ministry of Einange an X			_		
Winau you mance all A		Ministry of Finance an \times			



Step 11: Fill in the **Bank Details**.

Note: Enter "Bank Name" with capital letters (e.g., ABC, not abc) only.

Bank Details	
Bank Name *	
Bank Account Number *	
IBAN (if applicable)	
SWIFT Code *	
Bank Country *	~
Bank Key *	~
Please provide supporting documents . 1) Bank Statement (2) ROC (3) 16/17 (4) Builder license and ABC i (if applicable) (5) Certificate of establishment (for association/school/statutory body). *	Upload File

Step 11: Click on **Submit** button to proceed.

Additional Information	
Department *	Q
	Ministry of Finance an \times Treasury Department \times
	11
	Submit Cancel

Outcome: Supplier Record Creation request has been sent to respective MOFE team for review and approval.

TAFIS - SUPPLIER (- USER GUIDE	Е		
TAFIS Your The Tre Decision	Test Site request for registration as a sup asury Accounting and Financial Information System n will be sent to your email @gmail.	plier with Treasury Accounting and Financial Information System-TEST n-TEST supplier management team will review your request details and make a decision on your request. .com	r is complete.	GU
	Supplier self-registration request form General Supplier Information Supplier Name 1 Supplier Name 2 (optional) Supplier Name 3 (optional) Supplier Main Address	SUGAR COFFEE SDN BHD JLN JERUDONG BANDAD SEDI REGAMAN RE1118	Print	
	Vendor Identification Information Vendor Category	Brunei Darussalam Individuat		

Note: Decision made by MOFE team will be sent to vendor's email address.

TAF	S Test Site	GU
	Your request for registration as a supplier with Treasury Accounting and Financial Information System-TEST is complete.	
	The Treasury Accounting and Financial Information System-TEST supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at@hotmail.com	

Note:

- 1. Invitation Email will be from **TAFIS No-Reply**.
- 2. Vendor can click on the **unique** hyperlink in the email to create a supplier **business network** account and register as a Supplier in the Government Vendor Portal (GVP).

SUPPLIER (VENDOR)



SUPPLIER (VENDOR)

3.1.2 Supplier Record Creation (Self-Register for New Vendors) – P Vendors / Suppliers

Supplier Record Creation activity is dedicated for new suppliers (vendors) to request for record creation from Ministry of Finance and Economy (MOFE) - Treasury Department prior to supplier registration. This is a pre-requisite specific for new suppliers (vendors) that had never performed any transactions with Treasury Accounting and Financial Information System (TAFIS). Once the new supplier (vendor) submitted their supplier record creation request, a dedicated team from MOFE can review and approve their request.

Meanwhile, for existing suppliers (vendors), to proceed directly to section 3.1.3 Supplier Email Invitation Link.

User Role	Supplier (Vendor)
Link	Self-Registration: http://mofe.sourcing3.ariba.com/ad/selfRegistration

Step 1: Enter the link provided via Internet browser.

Note: Internet browsers such as Google Chrome, Microsoft Edge and Mozilla Firefox.

Outcome: Verification page wil	ll be displayed.	1
TAFIS		Jan Barrier (1997) Jan Barrier (
	Introduce yourself! Werify yourself before proceeding to the supplier request questionnaire where this customer asks you to provide information about yourself I'm not a robot	

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Step 2: Tick the checkbox to confirm 'l'm not a robot'.



Note: Verification page may be displayed. Vendor can execute or complete the unique verification accordingly.

Outcome: Supplier Self-Registration Request Form page will be displayed.

Supplier Self-Registration Request Forr	n		
General Supplier Information			
Supplier Name 1			
Supplier Name 2 (optional)			
Supplier Name 3 (optional)			
Supplier Main Address *	Street *		
	Line 2		
	Line 3		
	City *	Postal Code *	
	Country/Region *		

Note: Supplier (Vendor) is required to complete the three sections with respective set of questions / fields.

- 1. General Supplier Information Basic information of the business or company such as supplier name and address.
- 2. Primary Supplier Contact Contact details of the main focal person from the business or company.
- 3. Additional Information To select the department(s) that the supplier (vendor) has an interest in having trading or business relationships with. Although, vendor may select all departments under Government of Brunei Darussalam (no restriction).

For example, construction company may enter Public Works Department (PWD) from Ministry of Development (MOD) or pharmaceutical company may enter Health Promotion Centre (HPC) from Ministry of Health (MOH).

	AFIS	GU Í
	Supplier Self-Registration Request Form	
Note	1 > 1 General Supplier Information	
	> 2 Primary Supplier Contact Note 2	
Note	3 Additional Information	
	Submit Cancel	

SUPPLIER (VENDOR)

Step 3: Under General Supplie	er Information section, Vendor can complete the following fields.
FIELD	DESCRIPTION
Supplier Name 1 – 3	Business or company name. Vendor can enter on respective lines should the field is insufficient to cater for the whole name.
	Do not enter sister companies or other businesses. These fields is dedicated for the name of one vendor only.
Supplier Main Address	Street name such as Simpang and Jalan, House Number, District, Postal Code, City name, and Country/Region.

General Supplier Information			
Supplier Name 1			
Supplier Name 2 (optional)			
Supplier Name 3 (optional)			
Supplier Main Address *	Street *		
	Line 2		
	Line 3		
	City *	Postal Code *	

Step 4: Under Vendor Identification Information sub-section, select the company's country.

FIELD	DESCRIPTION
Kindly select your company's	The location of which the business or company is being registered.
registration office location	For example, select Local/ Overseas

Note: For this activity, select Local.

Vendor Identification Information		4
Vendor registration office Location. Please enter Local only if your registered office in located in Brunei *	Local Local Overseas	· ·

Step 5: Under Vendor Identification Information sub-section, select the Vendor Category.

FIELD	DESCRIPTION
Vendor Category	Select business or company name category based from One Common
	Portal (OCP) / Registry Of Companies & Business Names (ROCBN).
	For example, Local Vendor/customer- Private Limited

Outcome: Dropdown list will be displayed.

Vendor Identification Information		5	
Vendor registration office Location. Please enter Local only if your registered office in located in Brunei *	Local	~	
Vendor Category *	[Z201] - Local vendor/customer - Private Limited	~	
	[Z101] - Employee, Student, Army, Police, citizen & non citizen	î	
	[Z201] - Local vendor/customer - Private Limited		
	[Z202] - Local vendor/customer - Sole Proprietorship	-	
Kindly select your company's country. *	Brunei Darussalam	~	

Note: If Overseas is chosen in the "Vendor registration office Location", the vendor category will automatically filled as "Overseas Vendor".

Vendor Identification Information		
Vendor registration office Location. Please enter Local only if your registered office in located in Brunei *	Overseas	~
Vendor Category *	[Z203] - Overseas vendor (AP only)	\sim
	[Z203] - Overseas vendor (AP only)	* *
Kindly select your company's country. *	Brunei Darussalam	~

Step 6: Under Primary Supplier Contact section, Vendor can complete the following fields.

FIELD	DESCRIPTION
Contact First Name	First name of the contact person.
Contact Last Name	Last name of the contact person.
Designation	Job position.
Contact Email	Email address.
Contact Phone	Office number or mobile number.
Contact Location and	Select 'English'.
Communication Language	

Note: Enter in <u>Capital Letters</u> (e.g., ABC, not abc) only.

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Primary Supplier Contact			
Contact First Name *	6		
Contact Last Name *			
Designation *			l
Contact Email *			l
Contact Phone			I
Contact Location and Communication Language *		*	ľ

Note: The contact person will become the main contact person.

Primary Supplier Contact		
Contact First Name *	Haji Alif	
Contact Last Name *	Abu	
Designation *	Manager	
Contact Email *	alif. @outlook.com	
Contact Phone	812	
Contact Location and Communication Language *	English	

Step 7: Under **Additional Information** section, click on **Search** button to select the relevant ministry or department that the vendor has an interest in conducting business transactions with.

Additional Information	
Department *	Q 7

Outcome: Dropdown list will be displayed.

Additional Information			
Department *		Q	
	All	>	

Step 8: Tick on the checkbox to select the option. If **All** is selected, this indicates all departments would be included.

Note: Click on arrow button to expand for the available options.



Step 9: (Optional) Tick on the checkbox to select the specific option.

Department *	Ministry of Culture, Youth and Sport Ministry of Defense	Q >
	Ministry of Culture, Youth and Sport Ministry of Defense	>
	Ministry of Defense	
		>
	Ministry of Development	>
	Ministry of Education	>
	Ministry of Finance and Economy	9
		-
Ministry of Finance an \times		

Step 10: To submit a document in PDF/word file, upload it to the "Upload File" section.

Outcome: If vendor uploaded PDF form

Bank Key *	~	
Please provide supporting documents . 1) Bank Statement (2) ROC (3) 16/17 (4) Builder license and ABC i (if applicable) (5) Certificate of establishment (for association/school/statutory body). *	Upload File	
	Submit	Cancel

Outcome: If vendor uploaded Word file.

Bank Key *		~		
Please provide supporting documents . 1) Bank Statement (2) ROC (3) 16/17 (4) Builder license and ABC i (if applicable) (5) Certificate of establishment (for association/school/statutory body). *	Upload File 14.54 kb TEMPLATES FOR TICKETS.docx ×			
		Submit	Cancel	

Step 11: Click on **Submit** button to proceed.

FIS – USER GUIDE		
Additional Information		
Department *	Q Ministry of Finance an × Treasury Department ×	
	11 Submit Canc	el

Outcome: Supplier Record Creation request has been sent to respective MOFE team for review and approval.

Note: Vendors are required to fill on the fields using Capital Letters (e.g., ABC, not abc) only.

Your request for registration as complete. The Treasury Accounting and Financial Informatic Decision will be sent to your email at alif.	Site a supplier with Treasury Accountin on System-TEST supplier management team will revie @outlook.com	ng and Financial Information Sy	rstem-TEST is	
Supplier self-registration request for	m		Print	
General Supplier Information				
Supplier Name 1	Joyful Mittens			
Supplier Name 2				
Supplier Name 3				
Supplier Name 4				
Supplier Main Address	+ Street	Jalan 11		
	Street 2	Simpang 124-79		
	District	Brunei-Muara		
	Postal Code	BE3000		
	City	BSB		
	Country/Region	Brunei Darussalam		

Note: Decision made by MOFE team will be sent to the email address.

TAFIS	Test Site	@
Your request complete. The Treasury Accour Decision will be sent	for registration as a supplier with Treasury Accounting and Financial Information System-TEST nting and Financial Information System-TEST supplier management team will review your request details and make a decision on your request. to your email at alif. @outlook.com	Гis

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Outcome: Vendor will receive invitation to register their business via respective email.

Note:

- 1. Invitation Email will be from TAFIS No-Reply.
- 2. Vendor can click on the **unique** hyperlink in the email to create a supplier business network account and register as a Supplier in the Government Vendor Portal (GVP).



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3.1.3 Supplier Email Invitation Link

Vendor receives email invitation which contains **unique** hyperlink to register as a Supplier in the Government Vendor Portal (GVP).

User Role	Supplier (Vendor)
Link	Refer from the email invitation to register as Supplier

Step 1: Open the **email invitation** from respective email address.

Step 2: Click on the provided unique hyperlink - 'Click here'.

Note: Invitation Email will be from TAFIS No-Reply.



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Outcome: Supplier Account in SAP Business Network page will be displayed.

-	Personal and a second second		Help
_		AFIS	
Ben	efits of a business		
rela	tionship on SAP	Connect with Treasury Accounting and Financial	
Busi	ness Network	Information System - TEST on SAP Business Network to collaborate.	
1. Digi	alize your business		
Collabo network process	ate with your customer on the same secure while improving efficiency with paperless is	Invited by Treasury Accounting and Financial Information System-TEST	
2. Ens	ure sustainability and compliance		
Keep yo certifica	ur business information up to date, share	Create new account	
3. Sim	plify the sales cycle	or	
Participa	te in Sourcing events and e-auctions		
4. Exp	ore new business opportunities	Use existing account ①	
Find lea and pro	ds from buyers searching for your services Jucts to keep their supply chain running		
		Not sure whether your company already has an account?	
Learn m	DIE .	Search for your company	
About	this invitation		
7		Powered by	
-		Subject Shart Sc or an SHP annuate company, An ngmS (85eVed.) Privacy Statement Security Disclosure Terms of Use	

Note: Vendor is required to sign up as a Supplier (Vendor) and create their Supplier Account prior to completing the Supplier Registration Questionnaire.

3.1.4 Supplier Account in SAP Business Network (Sign Up)

Vendor is **required to sign up as a Supplier** in the Government Vendor Portal (GVP). Once the account has been created, Vendor can proceed to complete the **Supplier Registration Questionnaire**.

User Role	Supplier (Vendor)
-----------	-------------------

Step 1: Click on Create New Account button.



Outcome: Create account page will be displayed.

	TAFIS
Benefits of a business relationship on SAP Business Network	Create an account to connect and collaborate with Treasury Accounting and Financial Information System - TEST on SAP Business
1. Digitalize your business	Network
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes	Company information ③
2. Ensure sustainability and compliance	DUNS number
Keep your business information up to date, share certifications, and assessments with customers	Deah lananana DI NK nambar2
2. Simplify the cales cycle	Company (Late) acres to
Participate in Sourcing events and e-auctions	Company (tegat) name
	MAMANEVNDY
4. Explore new business opportunities Find leads from buyers searching for your services	Country/Region *
and products to keep their supply chain running	Brunei Darussalam [BRN]
Learn more	Address line 1 *
	Kg Rimba
	Address line 2
	Jalan 23
	Province
	Choose a state 🗸 🗸
A ANGA	Postal code *
	BE1189

Note: Several fields may have been auto-populated since the Supplier (Vendor) information may already exist in the system or as per the supplier record creation for new suppliers.

Step 2: Under Company information section, Vendor can complete the following fields.

FIELD	DESCRIPTION
Company Name	Company name.
Country/Region	Company main office country/region.
Address Line 1	Company main office address.
Province	Company province / district.
Postal Code	Company post code.

secure network, while improving emciency with paperfess processes	Company information ®	2
2. Ensure sustainability and compliance	DUNS number	-
Keep your business information up to date, share certifications, and assessments with customers	Don't know your DUNS number?	0
3. Simplify the sales cycle Participate in Sourcing events and e-auctions	Company (legal) name * MAMANFVNDY	
4. Explore new business opportunities	Country/Region *	
chain running scheme the supply	Brunei Darussalam [BRN]	
Learn more	Kg Rimba	
	Address line 2	
	Jalan 23	
	Province	
and the stand	Choose a state V	
and the stars	Postal code *	
	BE1189	

Step 3: Under User account information section, Vendor can complete the following fields.

FIELD	DESCRIPTION
First Name	User's first name.
Last Name	User's last name.
Email	(Optional) User can tick the box if they would like to use their email as the
	Username.
Username	Supplier Account Username to be used during login / sign-in.
	Must be an active email and correct email format.
Password	Supplier Account password.
	Password must contain a minimum of eight characters including upper and lower
	case letters, numeric digits and special characters.
Language	Select the language used when Ariba (system) sends notifications to User.
Email orders to	Active email address to receive any email notification, information and Purchase
	Orders (PO).

Administrator acc	ount information 💿	3
First name *	Last name *	
Anina Azahar	SA	
Email *		
aninaazahar@gmail.co	m	
✓ Use my email as my	y username	
Password *	Repeat password *	
Singapore2003.	Singapore2003.	
✓ I have read and agr	ee with the Terms of Use.	
↓ I hereby agree that	SAP Business Network will make	
Statement) accessib	ple to other users and the public	
based on my role w the applicable profil	ithin the SAP Business Network and le visibility settings.	
Please see the Privacy St	tatement to learn how we process	
personal data.		
Vim not a robot	reCAPTCHA Privacy - Terms	
	Create account	

Step 4: Tick the checkboxes of **declaration statements** at the bottom of the page. Step 5: Click on **Create account** button.



Outcome: Email Verification page will be displayed.

Note: Vendors can check their email to confirm their email address. If they did not receive the verification email, they can click the blue "if you did not receive the email" link.





Step 8: Under Tell us more about your business section, Vendor can complete the following fields.

FIELD		DESCRIPTION
Product and So Categories	ervice	User can add or browse (search) for an overview of their product or service. User can refer to their ROC business commodity and select the most relevant product or service from the list. For example, financial services, office suppliers, taxation law, construction, and etc.
Ship-to or So Locations	ervice	User can add or browse (search) for their shipping regions or locations where they offer their service.

Almost done! We just need a little bit more information.

Coffee Shop	ldd	-or-	Browse	
Ship-to or Service Locations				
Service	Add	- or	Browse	

Outcome: Ariba Proposals and Questionnaires page will be displayed.

							() AS
IORE							
There are no matched postings.	Welcome class supp administer	to the Arib bliers who rs this site	a Spend Management site. are market leaders in quality in an effort to ensure marke	This site assists in identifying world , service, and cost. Ariba, Inc. t integrity.	Α	FI	S
	Home						
	Events						
	Title	ID	End Time ↓	Event Type	Participated		
				No items			
	Registratio	n Ques	tionnaires				
	Title			ID	End Time ↓	St	atus
	 Status: 	Open (1)					
	Supplier Regi	stration Q	uestionnaire	Doc1270193710	6/7/2027 3:47 PM	In	vited

TAFIS – USER GUIDE SUPPLIER (VENDOR)

Step 9: Click the Supplier Registration Questionnaires.

ORE				
There are no matched postings.	Welcome to the Ariba Spend Managem class suppliers who are market leaders administers this site in an effort to ensur	ent site. This site assists in identifying world in quality, service, and cost. Ariba, Inc. re market integrity.	Α	FIS
	Home			
	Events			■
	Title ID End Time ↓	Event Type	Participated	
		No items		
	Registration Questionnaires			Π
	Title	ID	End Time ↓	Status
	▼ Status: Open (1)	_		
	Supplier Registration Questionnaire	Doc1270193710	6/7/2027 3:47 PM	Invited

Outcome: Supplier Registration Questionnairaes page will be displayed.

			-
Console	Doc1270193710 - Supplier Registration Questionnaire		999 days 06:02:4
Event Messages Event Details	All Content		 ×
Response Team	Name 1		
	I General Supplier Information		
Event Contents	1.1 Supplier Name 1	*	
All Content	1.2 Supplier Name 2 (optional)		
1 General Supplier Inf	1.3 Supplier Name 3 (optional)		
2 Vendor	1.4 Supplier Name 4 (optional)		
Identificatio	4 C. Constant and a family south and the file balance and the second south	*	Þ
3 Bank Information	(*) indicates a required field		
5 Certificate	Submit Entire Response Save draft Compose Message	Excel Import	

Note: Vendor needs to complete and submit the questionnaire within the timer duration.

Console	Doc1270193710 - Supplier Registration Questionnaire	Note	D ^{Time remaining} 999 days 05:59:14
Event Messages Event Details Response History Response Team	All Content		 ×
	Name 1		
	▼ 1 General Supplier Information		

Once sign-up activity is completed, Vendor can proceed to conduct either of the following activities:

- Activity 3.1.3 Supplier Registration Questionnaire RC Vendors / Suppliers for Private Limited Company registration
- Activity 3.1.4 Supplier Registration Questionnaire P Vendors / Suppliers for Sole Proprietor registration.

Note: The steps to complete registration questionnaire is similar across the Vendor types as shown in the following activities.

SUPPLIER (VENDOR)



This activity is the continuation of previous activity 3.1.2 Supplier Account in SAP Business Network (Sign-Up). Vendor to complete the Supplier Registration Questionnaire.

This activity scenario is for Private Limited Company - RC Vendor / Supplier.

User Role	Supplier (Vendor)
-----------	-------------------

Step 1: Click on dropdown button to expand the Supplier Registration Questionnaire.

Note: The Supplier Name fields are dedicated for the name of one vendor only. Do not enter sister companies or other businesses. For companies with extended names, vendors may utilise the additional fields available.

Ariba Sourcir	ng	Company Settings 🗸	Feedback Help Messages
< Go back to Treasury Accounting a Dashboard	Ind Financial Information System-TEST		Desktop File Sync
Console	Doc1271285348 - Supplier Registration Questionnaire		Bine remaining 999 days 21:14:59
Event Messages Event Details 1	All Content	Note	
Response Team	Name †		
	 General Supplier Information 		
▼ Event Contents	1.1 Supplier Name 1	*	
All Content	1.2 Supplier Name 2 (optional)		
1 General Supplier Inf	1.3 Supplier Name 3 (optional)		
2 Vendor Identificatio	1.4 Supplier Name 4 (optional)		
3 Bank Information	(*) indicates a required field		•
5 Certificate	Submit Entire Response Save draft Compose Me	ssage Excel Import	
SAP Ariba XX AIN SYAQIRAH AHMAD (nural SAP Business Network Privac	in.ahmad@dynamilitechnologies.com.bn) last visited 10 Sep 2024 11:18:24 PM AINSYAQIRAH DAN ANAK-ANA Statement Security Disclosure Terms of Use	K AN11211772297-T	© 1996–2019 Ariba, Inc. All rights reserved.

Outcome: Supplier Registration Questionnaire is expanded.

Console	Doc1271285348 - Supplier Registration Questionnaire		D Time remaining 999 days 21:04:47
Event Messages Event Details Response History	All Content		
Response Team	Name †		Note
▼ Event Contents	1.1 Supplier Name 1	*	
All Content	1.2 Supplier Name 2 (optional)		
1 General Supplier Inf	1.3 Supplier Name 3 (optional)		
2 Vendor	1.4 Supplier Name 4 (optional)		
Identificatio	1.5 Country code (main and mobile telephone numbers)	* Unspecified V	
3 Bank Information	1.6 Main telephone number	*	
5 Certificate	1.7 Mobile telephone number	*	
		* Street:	
		City: *	
	1.8 Main address	State/Province/Region:	0
		Postal Code: *	

SUPPLIER (VENDOR)

Step 2: Under General Supplier Information section, Vendor can complete the following fields.				
FIELD	DESCRIPTION			
Supplier Name 1				
Country code	Country code for the business main and mobile telephone numbers.			
(main and mobile telephone	For example, Brunei Darussalam – ' BN'.			
numbers)				
Main telephone number	Business main office number. For example, HQ office number.			
Mobile telephone number	Business main mobile telephone number.			
	For example, handphone number.			
Main address	Main company address / location.			
Internet homepage address	Company's website (if any).			

Note: Vendor can complete the following fields by either entering information into the respective fields or select information from the dropdown button.

Event Messages Event Details	All Content		■ ≈
Response History Response Team	Name †		
2	▼ 1 General Supplier Information		^
▼ Event Contents	1.1 Supplier Name 1	* AINSYAQIRAH DAN ANAK-ANAK	
All Content	1.2 Supplier Name 2 (optional)		
1 General Supplier Inf	1.3 Supplier Name 3 (optional)		
2 Vendor	1.4 Supplier Name 4 (optional)		
 Identificatio 	1.5 Country code (main and mobile telephone numbers)	* BN V	
3 Bank Information	1.6 Main telephone number	* 8799791	
5 Certificate	1.7 Mobile telephone number	* 0923456786	
		* Street: Lot 17, Spg 123	
		City: * Bandar Seri Begawan	
	1.8 Main address	State/Province/Region:	
		Postal Code: * BG1981	
		Country/Region: * Brunei Darussalam	
	1.9 Internet homepage address		

Note: Statements under 1.10 and 1.11 are for reading purposes only.

General Supplier	1.10 Important Announcement Less –
1 Inf	MOFE has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our suppliers. As part of this initiative, we are encouraging our suppliers to send and receive transactional documents including POs and Invoices over the Ariba Network. Benefits for your organization include:
2 Vendor Identificatio	- Automated invoice to Purchase Order matching reducing delays in invoice processing. - Real-time view of invoice and payment status.
3 Bank Information	- Report against and archive your orders, invoices and other transactions.
5 Certificate	- Greater wallet and market share through use of online catalogs and potential new business opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further details. https://www.ariba.com/ariba-network/ariba-network-for-suppliers
	Vendor is willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.

SUPPLIER (VENDOR)

Step 3: Scroll down and click on Nature of Business / Commodity by clicking on select button.

Console	Doc1271285348 - Supplier Registration Questionnaire	U Time remaining 999 days 20:50:4
Event Messages Event Details	All Content	m <i>1</i>
Response History Response Team	Name †	
 Event Contents All Content 	 - real-time view or invoice and payment status. - Report against and archive your orders, invoices and other transactions. - Greater wallet and market share through use of online catalogs and potential new busines details. https://www.ariba.com/ariba-network/ariba-network-for-suppliers 	ss opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further
1 General Supplier	Vendor is willing and able to transmit and receive traditional Procurement and Accou electronically via the Ariba Network.	Ints Payables documents, such as Purchase Order of the onfirmations, Advance Shipment Notifications and Invoices,
2 Vendor	1.11 I have read the above declaration of 1.10 and accept	* Unspecified v
Identificatio	1.12 Nature of Business / Commodity.	*(select a value) [select]
3 Bank Information	1.13 E-mail address for purchase orders	
5 Certificate	▼ 1.14 Primary Supplier Contact	
	1.14.1 Contact First Name	*
	1.14.2 Contact Last Name	*
	1.14.3 Contact Email	*
	1.14.4 Designation	*
	1.14.5 Contact Phone	+673 8619592
	2 Vendor Identification Information	
	2.1 Vendor Category	* Unspecified V
	3 Bank Information Add Bank Information (0)	

Outcome: List of **Commodity** available for selection will be displayed.

Step 4: Tick the relevant **Commodity** checkboxes.

Commodity is to classify and describe the vendors nature of business.

Note: Upon clicking the arrow, it will display more categories of the selected commodities.

ages				
ls listory	Add to Currently Selected		Currently Selected	
feam	Name V Search		Name † ID	
	Name †		Food Beverage and Tobacco Products 50	
ontents	Mineral and Textile and Inedible Plant and Animal Materials	11	A	≻
Content	 Mining and oil and gas services 	71		below for further
	 Mining and Well Drilling Machinery and Accessories 	20		
ieneral Supplier nf	Musical Instruments and Games and Toys and Arts and Crafts and Educational Equipment and Materials and Accessories and Supplies	60		itions and Invoid
/endor	National Defense and Public Order and Security and Safety Services	92		
dentificatio	Office Equipment and Accessories and Supplies	44		
ank Informa	Organizations and Clubs	94		
Certificate	Paper Materials and Products	14		
	Personal and Domestic Services	91		
	Politics and Civic Affairs Services	93	1	
	Power Generation and Distribution Machinery and Accessories	26	1	
	 Printing and Photographic and Audio and Visual Equipment and Supplies 	45		
	Public Utilities and Public Sector Related Services	83		
	Published Products	55	•	
	4	•		

TAFIS – SUPPLIER (VI	USER GUIDE				
Step 5: Click	on Done button. This will redirect us	ser to S	upplier Registration	Questionn	aire.
Console Event Messages Event Details Response History Response Team Event Contents All Content 1 General Supplier 1 Inf 2 Vender 1 G 5 Certificate	Choose Values for Commodity Add to Currently Selected Name Search Search Name Mining and oil and gas services Mining and oil and gas services Mining and will Drilling Machinery and Accessories Mining and Well Drilling Machinery and Supplies National Defense and Public Order and Security and Safety Services National Defense and Public Order and Supplies Porganizations and Clubs Paper Materials and Products Personal and Domestic Services Politics and Divic Affairs Services Power Generation and Distribution Machinery and Accessories Personal and Distribution Machinery and Accessories Power Generation and Distribution Machinery and Accessories Paper Materians and Supplices Prover Generation and Distribution Machinery and Accessories Paper Materians and Public Drilling Machinery and Accessories Paper Materians and Distribution Machinery and Accessories Paper Materians and Public Publics Paper Materians and Distribution Machinery and Accessories Paper Materians and Distribution Machinery and Accessories Paper Materians and Public Publics Paper Materians and Public Publics Paper Materians P	11 71 20 60 92 44 94 14 91 93 26 45	Currently Selected	ID 50	Time remaining 39 days 20:44:34 below for further tions and invoices,
	Public Utilities and Public Sector Related Services Published Products	83 55	•		
Step 6: Enter the **E-mail address for purchase orders**. Vendor to enter the email address that would receive email notification for Purchase Orders (PO) from respective departments.

Note:

TAFIS Vendors are recommended to register only one email. Sharing an email across multiple TAFIS Vendors is not allowed, as it can lead to various complications.

Event Contents	1.10 Important Announcement Less –	
All Content	MOFE has moved to the Ariba Network for purchasing to help drive compliance, proce- transactional documents including POs and Invoices over the Ariba Network. Benefits f	ss efficiency and collaboration with our suppliers. As part of this initiative, we are encouraging our suppliers to send and receive for your organization include:
1 General Supplier	 Automated invoice to Purchase Order matching reducing delays in invoice processing Real-time view of invoice and payment status. 	L .
	- Report against and archive your orders, invoices and other transactions.	
2 Vendor Identificatio	 Greater wallet and market share through use of online catalogs and potential new bu details. https://www.ariba.com/ariba-network/ariba-network-for-suppliers 	siness opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further
3 Bank Information	Vendor is willing and able to transmit and receive traditional Procurement and A	accounts Pavables documents such as Purchase Orders. Order Confirmations. Advance Shinment Notifications and Invoices
E. Outlinete	electronically via the Ariba Network.	
5 Certificate	1.11 I have read the above declaration of 1.10 and accept	* Yes 🗸
	1.12 Nature of Business / Commodity.	*Food Beverage and Tobacco Products, Office Equipment and Accessories and Sup [select]
	1.13 E-mail address for purchase orders	*
	▼ 1.14 Primary Supplier Contact	
	1.14.1 Contact First Name	* AIN SYAQIRAH
	1.14.2 Contact Last Name	* AHMAD
	1.14.3 Contact Email	* nurain.ahmad@dynamiktechnologies.com.bn
	1.14.4 Designation	*
	1.14.5 Contact Phone	+673 8619592
	4	•

Step 7: Under Primary Supplier Contact, Vendor can complete the following fields.

FIELD	DESCRIPTION			
Contact First Name	First name of primary supplier contact.			
Contact Last Name	_ast name of primary supplier contact.			
Contact Email	Email address of primary supplier contact.			
Designation	Job position of primary supplier contact.			
Contact Phone	Phone number of primary supplier contact.			
Contact Location and	Preferred communication language of primary supplier contact.			
Communication Language	For example, English – en.			

General Supplier	Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.		
* Inf	1.12 Nature of Business / Commodity.	*Financial and Insurance Services, Politics and Civic Affairs Services [select]	
2 Vendor Identificatio	1.13 Department	*Ministry of Finance and Economy, Ministry of Health [select]	
2 Bank Information	1.14 E-mail address for purchase orders	* joann.ahne@perdana.co.id	
o can mondon	1.15 Primary Supplier Contact		
5 Certificate	1.15.1 Contact First Name	* Romeo 7	
	1.15.2 Contact Last Name	* Doe	
	1.15.3 Contact Email	* joann.ahne@perdana.co.id	
	1.15.4 Designation	* Supplier Manager	
	1.15.5 Contact Phone		
	1.15.6 Contact Location and Communication Language	* en	
	2 Vendor Identification Information		



Step 8: Under Vendor Identification Information section, click on the dropdown to select Vendor Category.

Note:

- 1. For RC Account / supplier (vendor), select Private Limited (Local Company)
- 2. For **P** Account / supplier (vendor), select **Sole Proprietor (Local Company)**

2 Vendor Identification Information	ion		
2.1 Vendor Category		*	Unspecified V
3 Bank Information	Add Bank Information (0)		Unspecified
5 Certificate	Add Certificate (0)		Individual
•			Korperasi/Cooperative Organization (Local Company)
(*) ind	licates a required field		Sole Proprietor (Local Company)
Submit Entire Response	Save draft Compose Message	Exce	Private Limited (Local Company) International Company



Vendor Identification Information	1	
2.1 Vendor Category		* Private Limited (Local Company)
2.5 ROC Number (For Local suppli supplier)	er only)/Company Registration Number (For International	* Country/Region: (no value)
2.6 Please attach official supportin	g documentation that supports the ROC information provided	*Attach a file 👎
2.9 Please attach the official suppo	rting documentation for the Company Extract	*Attach a file 👎
2.10 Please attach official supporti company	ng documentation for the Certificate of Incorporation of Private	Attach a file 👎
3 Bank Information	Add Bank Information (0)	
5 Certificate	Add Certificate (0)	, i i i i i i i i i i i i i i i i i i i
4		•
(*) indic	ates a required field	
Submit Entire Response	Save draft Compose Message Excel Import	

Step 9: Vendor must select **Country/Region**. For example, Brunei Darussalam (BN)

Step 10: Vendor must enter the ROC Number. (It must be alphanumeric only without space or symbols such as slash or dash. For example, RC12345678).

Note: Vendor must enter their ROC Number under the Tax Number column even though the Vendor is not taxed.

2 Vendor Identification Information	
2.1 Vendor Category	* Private Limited (Local Company)
2.5. ROC Number (For Local supplier only//Company Registration Number (For International	* Country/Region: Brunei Darussalam (BN) V
supplier)	Tax Name Tax Type Tax Number
	Brunei: ROC Number Organization RC12345678
2.6 Please attach official supporting documentation that supports the ROC information provided	*Attach a file 👎
2.9 Please attach the official supporting documentation for the Company Extract	*Attach a file 🕈
2.10 Please attach official supporting documentation for the Certificate of Incorporation of Private company	Attach a file 📌
4	•
(*) indicates a required field	
Submit Entire Response Save draft Compose Message Excel Impor	t

Step 11: Vendor must attach official supporting documentation that supports the ROC information provided by clicking on Attach a file button.

2 Vendor Identification Information	
2.1 Vendor Category	* Private Limited (Local Company)
2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)	Country/Region: Brunel Darussalam (BN) ① Tax Name Tax Type Tax Number Brunel: ROC Number Organization RC12345678
2.6 Please attach official supporting documentation that supports the ROC information provided	*Attach a file 😴
2.9 Please attach the official supporting documentation for the Company Extract	*Attach a file 📌
2.10 Please attach official supporting documentation for the Certificate of Incorporation of Private company	Attach a file 🕈
(*) indicates a required field	,
Submit Entire Response Save draft Compose Message Excel Import	



Outcome: Add Attachment page will be displayed.

Ariba Sourcing	Help ▼ Messages
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard	Desktop File Sync
Add Attachment	OK Cancel
Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When you have finished, click OK to add the attachment.	
Attachment: Choose File No file chosen Or drop file here	
	OK Cancel

Step 12: Vendor can **either drag and drop** the supporting documentation file **(e.g. ROC Supporting Documentation) or** click on the **choose file button** to select the file from their device.

Step 13: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.

Ariba Sourcing			Help 🔻	Messages
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard Add Attachment		Desktop F	le Sync	13 ^{el}
Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When you have finished, click OK to add the attachment. Attachment: Choose File No file chosen [SAMPLE] P - ROC Supporting Documents.pdf]		ок		Cancel

Below is a **sample** for signed ROC supporting documentation for **RC Account (Z201) – Private** Limited.



Outcome: Supplier Registration Questionnaire page will be displayed.

2 Identificatio	▼ 2 Vendor Identification Information	
3 Bank Information	2.1 Vendor Category	* Private Limited (Local Company)
5 Certificate	2.5 ROC Number (For Local supplier	* Country/Region: Brunei Darussalam (BN)
	(For International supplier)	Tax Name Tax Type Tax Number
		Brunei: ROC Number Organization RC12345678
	2.6 Please attach official supporting documentation that supports the ROC information provided	* 🕼 [SAMPLE] RC - ROC Supporting Documentation.pdf ∨ Update file Delete file 🕈
	2.9 Please attach the official supporting documentation for the Company Extract	*Attach a file 📫
	2.10 Please attach official supporting documentation for the Certificate of	Attach a file 🕈
	(*) indicates a required field	d r
	Submit Entire Despanse	d Last Rid Save draft Compose Message Evol Import
	Submit Entire Response Reload	d Last Bid Save draft Compose Message Excel Import



Step 14: Vendor must attach the official supporting documentation for the Company Extract by clicking on Attach a file button.

3 Bank Information	2.1 Vendor Category	* Private Limited (Local Company)	
5 Certificate	2.5 ROC Number (For Local supplier	* Country/Region: Brunei Darussalam (BN)	
	onty)/Company Registration Number (For International supplier)	Tax Name Tax Type Tax Number	
		Brunei: ROC Number Organization RC12345678	
	2.6 Please attach official supporting documentation that supports the ROC information provided	* 🕼 [SAMPLE] RC - ROC Supporting Documentation.pdf 🗸 Update file Delete file 👎	
	2.9 Please attach the official supporting documentation for the Company Extract	*Attach a file 14	
	2.10 Please attach official supporting documentation for the Certificate of	Attach a file 👎	
	 (*) indicates a required fi 	ield	
	Submit Entire Response Relo	Dad Last Bid Save draft Compose Message Excel Import	

Outcome: Add Attachment page will be displayed.

Ariba Sourcing				Help v	Messages >>
< Go back to Treasury Accounting and Financial Information System- TEST Dashboard				Desktop File	e Sync
Add Attachment				ОК	Cancel
Enter the location of a file to add as an Attachment . To search for a particular file, click Browse When you have finished, click OK to add t Attachment: Choose File No file chosen	he atta	ichment.			
				ОК	Cancel
Amir Bakar (amir.testvendor01@gmail.com) last visited 26 Mar 2024 9:01:30 AM Sample Vendor 01 AN11200249655-T SAP Business Network Privacy Statement Security Disclosure Terms of Use			© 1996	–2019 Ariba, Inc.	All rights reserved.

Step 18: Vendor can either drag and drop the supporting documentation file (e.g. Company Extract) or click on the choose file button to select the file from their device.

Step 19: Click on OK button to confirm and redirect Vendor to Supplier Registration Questionnaire page.

Ariba Sourcing			Help 🔻	Messages
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard		Desktop F	ile Sync	
Add Attachment		ок		19
Enter the location of a file to add as an Attachment . To search for a particular file, click Browse When you have finished, click OK to add the attachment. Attachment: Choose File No file chosen [SAMPLE] RC - Company Extract.pdf				
		ок		Cancel

Below is a sample for official supporting documentation (Company Extract) for RC Account (Z201) -**Private Limited**

SAMPLE ONLY	Extract generated as at 25-Nov-20	20
	Registry of Companies	
	Brunei Darussalam	
	Company Extract	
General Details		
Registration Number Company Name Company Type Entity Status	RC000t ROC Number The I Sdn Bhd Private Company Registered	
Incorporation Date	25-Nov-2020 01 Crop and animal production, bunting and related services	Date of Incorporation
Business Sector	activities	& Business Sector
AGM Due Date Latest Annual Returns Filed	: 25-May-2022 : N/A	
Addresses		
Registered Office Address	. SPG lalar Kampung A, STKRJ, : Kampong 3 A, Kuala Belait, Belait, KA Brunei Darussalam	
Directors		
Director		
Full Name	LUCING IN SPUR	
Nationality	: Brunei Darussalam	
Identification Document	: IC-Yellow	
identification	COMPANY AND	
Document Number		
Gender	: Male	
Gender Residential Address	: Male :	
Gender Residential Address Appointment Date	: Male : : 25-Nov-2020	

Outcome: Supplier Registration Questionnaire page will be displayed.

2 Vendor	▼ 2 Vendor Identification Information		-
identificatio	2.1 Vendor Category	* Private Limited (Local Company)	
3 Bank Information 5 Certificate	2.5. ROC Number (For Local supplier	* Country/Region: Brunei Darussalam (BN)	
	only)/Company Registration Number (For International supplier)	Tax Name Tax Type Tax Number	
		Brunei: ROC Number Organization RC12345678	
	2.6 Please attach official supporting documentation that supports the ROC information provided	* 🔁 [SAMPLE] RC - ROC Supporting Documentation.pdf 🗸 Update file Delete file 🕈	
	2.9 Please attach the official supporting documentation for the Company Extract	* 🔁 [SAMPLE] RC - Company Extract.pdf 🗸 Update file Delete file 🕈	
	2.10 Please attach official supporting documentation for the Certificate of Incorporation of Private company	Attach a file 🕈	
	4	•	
	(*) indicates a required field		
	Submit Entire Response Reload L	ast Bid Save draft Compose Message Excel Import	

Step 20: Vendor must attach the official supporting documentation for the Certificate of Incorporation of Private Company by clicking on Attach a file button.

	Vendor Identification Information		
3 Bank Information	2.1 Vendor Category		* Private Limited (Local Company)
5 Certificate			*
	2.5 ROC Number (For Local supplier only)	/Company Registration Number (For	Country/Region: Brunei Darussalam (BN)
	International supplier)		Tax Name Tax Type Tax Number
			Brunei: ROC Number Organization RC12345678
	2.6 Please attach official supporting docur information provided	nentation that supports the ROC	* \textcircled{D} [SAMPLE] P - ROC Supporting Documents.pdf \lor Update file Delete file 🕈
	2.9 Please attach the official supporting de	ocumentation for the Company Extract	* 🕼 [SAMPLE] RC - Company Extract.pdf 🗸 Update file Delete file 👎
	2.10 Please attach official supporting docu Incorporation of Private company	imentation for the Certificate of	Attach a file 5
	3 Bank Information	Add Bank Information (0)	20
	5 Certificate	Add Certificate (0)	
	4		
	(*) indicates a req	uired field	
	Submit Entire Response	re draft Compose Message	Excel Import

Outcome: Add Attachment page will be displayed.

Ariba Sourcing		Help 🔻	Messages >>
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard		Desktop File Sync	
Add Attachment		ОК	Cancel
Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When you have finished, click OK to add the attachment.			
Attachment: Choose File No file chosen Or drop file here			
		ОК	Cancel

Step 21: Vendor can either drag and drop the supporting documentation file (e.g. Certificate of Incorporation of Private Company) or click on the choose file button to select the file from their device.

Step 22: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.

Ariba Sourcing			Help 🔻	Messages
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard		Desktop F	ile Sync	
Add Attachment		ок		22
Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When you have finished, click OK to add the attachment.				
Attachment: Choose File No file chosen SAMPLE] RC - Certificate of Incorporation of Private Company.pdf 21				
		ОК		Cancel

Outcome: Supplier Registration Questionnaire page will be displayed.

2 Vendor 2 Identificatio	1.14.5 Contact Phone	+673 8619592
identificatio	Vendor Identification Information	
3 Bank Information	2.1 Vendor Category	* Private Limited (Local Company)
5 Certificate	2.5 ROC Number (For Local supplier only)/Company Registration	* Country/Region: Brunei Darussalam (BN)
	Number (For International supplier)	Tax Name Tax Type Tax Number Brunei: ROC Number Organization RC12345678
	2.6 Please attach official supporting documentation that supports the ROC information provided	* 🕼 [SAMPLE] P - ROC Supporting Documents.pdf 🗸 Update file Delete file 🕈
	2.9 Please attach the official supporting documentation for the Company Extract	* 🔂 [SAMPLE] RC - Company Extract.pdf ∨ Update file Delete file 🕈
	2.10 Please attach official supporting documentation for the Certificate of Incorporation of Private company	☐ [SAMPLE] RC - Certificate of Incorporation of Private Company.pdf ∨ Update file Delete file ♥ ⁺
	3 Bank Information Add Bank Information (0)	
	5 Certificate Add Certificate (0)	
	(*) indicates a required field	•
	Submit Entire Response Save draft Compose Mes	sage Excel Import

Step 23: Click on **Add Bank Information** button. Vendor must enter the bank details and attach supporting documentation such as official bank statemen

3 Bank Information	Add Bank Information (0) 23	
5 Certificate	Add Certificate (0)	-
4		•
(*) indicates a required	I field	
Submit Entire Response Save d	raft Compose Message Excel Import	

Outcome: Bank Information page will be displayed.

Ariba Sourcing				Help 🔻
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard		Desktop File Sync		
		Save	Can	icel
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.				
All Content > 3 Bank Information				
Bank Information (0)				
Name 1				
No items				
Add Bank Information (*) indicates a required field				
AIN SYAQIRAH AHMAD (nurain.ahmad@dynamiktechnologies.com.bn) last viaited 11 Sep 2024 5:46:21 PM AINSYAQIRAH DAN ANAK-ANAK AN11211772297-T SAP Business Network Privacy Statement Security Disclosure Terms of Use		© 1996–2019 Ariba, Inc. Al	l rights rese	erved.

Step 24: Click on Add Bank Information button.

Ariba Sourcing			IAD Help √
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard		Desktop File Sync	
		Save	Cancel
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.			
All Content > 3 Bank Information			
Bank Information (0)			
No items			
Add Bank Information (*) indicates a required field			
AIN SYAQIRAH AHMAD (nurain.ahmad@dynamiktechnologies.com.bn) last visited 11 Sep 2024 5:46:21 PM AINSYAQIRAH DAN ANAK-ANAK AN11211772297-T SAP Business Network Privacy Statement Security Disclosure Terms of Use		© 1996–2019 Ariba, Inc. All	rights reserved.

Outcome: Bank Information #1 fields will be displayed.

Note: The digit indicates the number of bank information recorded.

Ariba Sourcing	IIII Company Settings ▼ AIN SYAQIRAH AHMAD Help ▼
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard	Desktop File Sync
	Save
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Sub	bmit Entire Response on the main screen.
All Content > 3 Bank Information	
Bank Information (1)	
Name †	
Bank Information #1	Delete
- Note	* Bank Type: No Choice V
	Country/Region: (no value)
	Bank Name:
	Bank Branch:
4	• •
Add an additional Bank Information	(*) indicates a required field

Step 25: Click on dropdown button to expand the Bank Information fields.

			Desk	top File Sync	
			Save	Cano	cel
ck Save and then c	lick Submit Entire Respo	nse on the main sc	reen.		
					≽
lete					1
*	Bank Type:	No Choice 🗸			
	Country/Region:	(no value)		\sim	
	Bank Name:				
	Bank Branch:				
	(*) indicates a	required field			r
	ek Save and then c	k Save and then click Submit Entire Respondent lete * Bank Type: Country/Region: Bank Name: Bank Branch: (*) indicates a	Interest in the second seco	Lete * Bank Type: Country/Region: (no value) Bank Name: Bank Branch: (*) indicates a required field	Save Cancel Ck Save and then click Submit Entire Response on the main screen. Image: Concel Interest of the street of the str

Outcome: Bank Information fields will be expanded.

All Content > 3 Bank Information					
Bank Information (1)					*
Name †					
Bank Information #1	Delete				
		* Bank Type:	No Choice 🗸		
		Country/Region:	(no value)		
		Bank Name:]	
		Bank Branch:			
		Street:]	
		City:]	
		State/Province/Region:]	
Bank account information. For State/Province/Region field, please use abbreviated names in maximum 6 characters.		Postal Code:]	
		Account Holder Name:			
		Bank Key/ABA Routing Number:]	
		Account Number:]	
		IBAN Number:			-
Add an additional Bank Information		(*) indicates a require	ed field		P

Step 26: Under **Bank Information**, Vendor can complete the following fields (where required).

FIELD	DESCRIPTION
Bank Type	Bank Type – Domestic or Foreign.
Country/Region	Location of bank.
	Domestic, select Brunei Darussalam,
	Foreign, select accordingly.
Bank Name	The name of bank.
Bank Branch	The branch of bank.
Street	Bank street.
City	Bank city.
State/Province/Region	Bank location district (if domestic),
	State/Province/Region applicable mainly for foreign banks.
Postal Code	Bank post code.
Account Holder Name	Bank account holder name.
Bank Key / ABA Routing Nunber	Bank key. Refer to table below.
Account Number	Bank account number keyed in specific format.
	It must be digits only format without space or symbols
	such as slash or dash.
	For example, for BIBD, 00-001-06-0091329, then Vendor
	should key in as digits only format: 00001060091329.
	(This is sample account number only)

TAFIS – USER GUIDE

SUPPLIER (VENDOR)



Note:

1. Vendor must ensure the **Bank Key** is correct.

DOMESTIC	
BANK KEY	BANK NAME
BBB	Baiduri Bank Brunei
BIBD	Bank Islam Brunei Darussalam
BOC	Bank Of China
MAYBANK	Maybank
RHB	RHB Bank
SCB	Standard Chartered Bank
TAIB	Tabung Amanah Islam Brunei
UOB	UOB Bank

2. For Overseas Bank Key, please refer to section 4.1.2 Bank Keys - Overseas.

All Content > 3 Bank Information						
Bank Information (1)					*	
Name †						
Bank Information #1	Delete			26		
		* Bank Type:	Domestic 🗸			
		Country/Region:	Brunei Darussalam 🗸			
		Bank Name:	Bank Islam Brunei Darusalam			1
		Bank Branch:	Berakas			1
		Street:	Jalan			1
	Lease use abbreviated names in maximum 6 characters. City: Berakas State/Province/Region: Muara Postal Code: BE2353 Account Holder Name: Romeo Doe	City:	Berakas			1
		State/Province/Region: M	Muara			1
Bank account information. For State/Province/Region field, please use abbreviated names in maximum 6 characters.		BE2353			1	
		Account Holder Name:	Romeo Doe			1
		Bank Key/ABA Routing Number:				1
		Account Number:	298495947533			1
		IBAN Number:				
		SWIFT Code:				
4		Rank Control Kev	Bis Chaise		Р	
Add an additional Bank Information		(*) indicates a requir	ed field			

SUPPLIER (VENDOR)

Note: The following are brief description of certain Bank Information fields.					
FIELD	DESCRIPTION				
Bank Key / ABA Routing	Bank Key is a mandatory and unique key for banks especially domestic				
Number	banks. (Mandatory for domestic banks)				
	ABA Routing Number is similar to Bank Key but it is mainly used by				
	overseas banks such as those from US.				
IBAN Number	IBAN Number is a system for identifying bank accounts across national				
	borders. (Optional – Not required for domestic banks).				
SWIFT Code	Society of Worldwide Interbank Financial Telecommunication (SWIFT)				
	is an 8-to-11-character code, also known as Bank Identifier Code (BIC).				
	Each bank has a unique SWIFT code indicating its name, location, and				
	branch. (Optional – Not required for domestic banks).				
Bank Control Key	Specifies the type of the supplier bank account. (Not required for				
	domestic banks).				

Step 27: Vendor must verify whether the bank name is included in the list of bank keys.

	Bank Key/ABA Routing Number: BIBD	
	Account Number: 01919298373727	
	IBAN Number:	
	SWIFT Code:	
	Bank Control Key: No Choice 🗸	
Is the bank name available in bank key list ?	* Yes ~ 27	
Please attach a bank reference or bank statement from the nominated bank account	*Attach a file	
Bank Key yes	* 0	
4	•	

Step 28: Vendor must attach the official supporting documentation for the **Bank Information** by clicking on **Attach a file** button.

	Bank Key/ABA Routing Number:	BIBD
	Account Number:	3373727
	IBAN Number:	
	SWIFT Code:	
	Bank Control Key:	No Choice 🗸
Is the bank name available in bank key list ?	* Yes V	
Please attach a bank reference or bank statement from the nominated bank account	*Attach a file 28	
Bank Key yes	* 0	
4		•

Outcome: Add Attachment page will be displayed.

Ariba Sourcing	Help ▼ Messages
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard	Desktop File Sync
Add Attachment	OK Cancel
Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When you have finished, click OK to add the attachment.	
Attachment: Choose File No file chosen [SAMPLE] Bank Statement.pdf	
	OK Cancel

Step 29: Vendor can **either drag and drop** the supporting documentation file **(e.g. Bank Statement) or** click on the **choose file button** to select the file from their device.

Step 30: Click on **OK** button to confirm and redirect Vendor to Bank Information page.

Ariba Sourcing	Help 🔻 Messages
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard	Desktop File Sync
Add Attachment	ок 30 е
Enter the location of a file to add as an Attachment . To search for a particular file, click Browse When you have finished, click OK to add the attachment. Attachment: Choose File No file chosen [SAMPLE] Bank Statement.pdf 29	
	OK Cancel

Outcome: Bank Information page will be displayed.

Ariba Sourcing				Help 🔻	ĺ
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard		Desktop File Sync			
		Save	Cano	cel	
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.					
All Content > 3 Bank Information					
Bank Information (1)				*	

Step 30: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.

Ariba Sourcing				Help 🔻	Messages >>	
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard				Desktop Fi	le Sync	
				Save	30 Icel	
Clicking Save will only save your Panastable Section answers. To submit your response, you will need to click Save and then click Su	hmit Fi	ntire Response on the ma	in screen			
Cucking Save witt only save your repeatable Section answers, to submit your response, you witt need to click Save and then click sa		nure response on the ma	in screen.			
All Content > 3 Bank Information						
Bank Information (1)					■	

Note: (Optional) If Vendor would like to add another bank information, click on Add an additional Bank Information button and repeat from Step 26 to Step 29.

	Is the bank name available in bank key list ?	* Yes V
	Please attach a bank reference or bank statement from the nominated bank account	* 🗗 [SAMPLE] Bank Statement.pdf 🗸 Update file Delete file
	Bank Key yes	* 0
		▶
Ľ	Add an additional Bank Information Note	(*) indicates a required field

Outcome: Supplier Registration Questionnaire page will be displayed.

3 Bank Information Add Bank Information (1)				
5 Certificate Add Certificate (0)	-			
4	▶			
(*) indicates a required field				
Submit Entire Response Save draft Compose Message Excel Import				

Step 31: Click on **Add Certificate** button. Vendor must enter the relevant certificate details and attach supporting documentation such as Halal Certificate, ABCi / Construction-related Certificate, Training (Learning) Certificate, and ISO Certificates.

3 Bank Information Add Bank Information (1)	
5 Certificate Add Certificate (0) 31	
(*) indicates a required field	
Submit Entire Response Save draft Compose Message Excel Import	

Outcome: Certificate page will be displayed.

Ariba Sourcing				Help 🔻	Messages >>
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard			Desk	top File Sync	
				Save	Cancel
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the	ne main	screen.			
All Content > 5 Certificate					
Certificate (0)					
Name †					
No items					
Add Certificate (*) indicates a required field					
AIN SYAQIRAH AHMAD (nurain.ahmad@dynamiktechnologies.com.bn) last visited 12 Sep 2024 1:29:57 AM AINSYAQIRAH DAN ANAK-ANAK AN11211772297-T SAP Business Network Privacy Statement Security Disclosure Terms of Use			© 1996–2	2019 Ariba, Inc. J	All rights reserved.

Step 32: Click on Add Certificate button.

Ariba Sourcing				Help 🔻	Messages X	»
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard			Des	ktop File Sync		
				Save	Cance	l.
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the	e main	screen.				
All Content > 5 Certificate						
Certificate (0)						
Name I No items						
Add Certificate (*) indicates a required field						
AIN SYAQIRAH AHMAD (nurain ahmad@dynamiktechnologies.com.bn) last visited 12 Sep 2024 1:29:57 AM AINSYAQIRAH DAN ANAK-ANAK AN11211772297-T SAP Business Network Privacy Statement Security Disclosure Terms of Use			© 1996-	-2019 Ariba, Inc.	All rights reserve	∍d.

Outcome: Certificate #1 field will be displayed. Note: The digit indicates the number of certificates recorded.

Ariba Sourcing		Help 🔻
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard		Desktop File Sync
		Save
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.		
All Content > 5 Certificate		
Certificate (1)		
Name 1		
Certificate #1 Delete		
Certificate * No	\sim	
Add an additional Certificate (*) indicates a required field		
AIN SYAQIRAH AHMAD (nurain.ahmad@dynamiktechnologies.com.bn) last visited 12 Sep 2024 6:27:04 PM. AINSYAQIRAH DAN ANAK-ANAK. AN11211772297-T SAP Business Network Privacy Statement Security Disclosure Terms of Use		© 1996–2019 Ariba, Inc. All rights reserved.

Step 33: Click on Certificate dropdown button to select Yes.

Note: Should there be no certificate applicable for the vendor, select No.

Certificate (1)		
Name †		
Certificate #1	Delete	
Certificate	* No ~	
Add an additional Certificate	(*) indicates a rec. Yes 33	
	No	
	Unspecified	

Outcome: Details button for Certificate will be displayed.

Certificate (1)			
Name †			
Certificate #1	Delete		
Certificate		* Yes V Details	
Add an additional Certificate		(*) indicates a required field	

Step 34: Click on **Details** button. This allows Vendor to insert Certificate detail and attach Certificate.

Certificate (1)		
Name †		
▼ Certificate #1	Delete	
Certificate	* Yes V Details	
Add an additional Certificate	(*) indicates a required field	

Outcome: Certificate pop-up will be displayed.

r Ariba Sourcing		**** Company Sottinger	Help
< Go back to Treasury Accounting and Financial Information System-TES Dashboard	5.1.1 Certificate		Desktop File Sync
	Enter details for Certificate. Ent	ter the location of a file to add as an Attachment. To search for a More	
	Certificate Type: *		Save
Clicking Save will only save your Repeatable Section answers. To s	Issuer: *		
	Year of Publication: *		
All Content > 5 Certificate	Certificate Number: *		
Certificate (1)	Certificate Location: *		=
Name †	Effective Date: *		
▼ Certificate #1	Expiration Date: *		
Certificate	Attachment: *	Choose File No file chosen	
Add an additional Certificate		Or drop file here	
		Description:	
AIN SYAQIRAH AHMAD (nurain.ahmad@dynamiktechnologies.com.bn) (a SAP Business Network Privacy Statement Security Disclosure Terr			© 1996–2019 Ariba, Inc. All rights reserved.
		OK Cancel	

Step 35: Under Certificate, Vendor can complete the following fields (where required).

FIELD	DESCRIPTION
Certificate Type	Type of certificate.
Issuer	Certificate issuer.
Year of Publication	Year of certificate published.
Certificate Number	Certificate unique number.
Certificate Location	Certificate location.
Effective Date	Effective start date of certificate.
Expiration Date	Expiry date of certificate.
Description	Brief description of certificate.

TAFIS	6 – US	SER G	SUIDE

SUPPLIER (VENDOR)

Ariba Sourcing	5.1.1 Certificate	35	js ▼ Help ▼ Messages
< Go back to Treasury Accounting and Financial Information System-TE Dashboard	Enter details for Certificate . Ent	er the location of a file to add as an Attachment. To search for a <i>M</i>	Desktop File Sync
	Certificate Type: *	Halal Certificate (Sample)	Save
	Issuer: *	Issuer Name	
Clicking Save will only save your Repeatable Section answers. To	Year of Publication: *	2024	
All Content > 5 Certificate	Certificate Number: *	01	
Certificate (1)	Certificate Location: *	Bandar Seri Begawan	=
Name †	Effective Date: *	Fri, 13 Sep, 2024	
Certificate #1	Expiration Date: *	Fri, 13 Sep, 2024	
Certificate	Attachment: *	SAMPLE] RC - Certificates.pdf Delete	
Add an additional Certificate			
		Choose File No file chosen	
		Description:	
AIN SYAQIRAH AHMAD (nurain.ahmad@dynamiktechnologies.com.bn)		Relevant certificate attached to further support the registration.	
SAP Business Network Privacy Statement Security Disclosure Te		Example of Certificate are Halal Certificate, ABC Certificate, ISO Certificates, Teaching / Learning Certificate and Construction Certificate.	© 1996–2019 Ariba, Inc. All rights reserved.
		OK	

Step 36: Vendor can **either drag and drop** the supporting documentation file **(e.g. Certificate) or** click on the **choose file button** to select the file from their device.

Step 37: Click on **OK** button to confirm and redirect Vendor to Certificate page.

Certificate	Attachment: * 🕑 [SAMPLE] RC - Certificates.pdf Delete 36	
Add an additional Certificate	Choose File No file chosen SAMPLE] RC - Certificates.pdf	
AIN SYAQIRAH AHMAD (nurain.ahmad@dynamiktechnologies.com.bn) SAP Business Network Privacy Statement Security Disclosure Te	Description: Relevant certificate attached to further support the registration. Example of Certificate are Halal Certificate, ABCi Certificate, ISO Certificates, Teaching / Learning Certificate and Construction Certificate. 37 OK Cancel	© 1998–2019 Ariba, Inc. All rights reserved.

Outcome: Certificate page will be displayed.

Ariba Sourcing				Help 🔻	Messages >>
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard				Desktop F Save	le Sync Cancel
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Save	ubmit E	ntire Response on the m	ain screen.		
All Content > 5 Certificate Certificate (1)					

Step 38: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.

Ariba Sourcing	
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard	Desktop File Sync
	Save 38
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Resp	ponse on the main screen.
All Content > 5 Certificate Certificate (1)	=
Name 1	
Certificate #1 Delete	

Note: (Optional) If Vendor would like to add another certificate, click on **Add an additional Certificate** button and **repeat from Step 32 to Step 37**.

Certificate		* Yes V Detaits	
Add an additional Certificate	Note	(*) indicates a required field	

Outcome: Supplier Registration Questionnaire page will be displayed.

	3 Bank Information Add Bank Information (1	
2 Identificatio	5 Certificate Add Certificate (1	•
	4	•
3 Bank Information	(*) indicates a required field	
5 Certificate	Submit Entire Response Save draft Comp	se Message Excel Import

Step 39: User to **review** the information inserted in the **Supplier Registration Questionnaire** and click on **Submit Entire Response** button to proceed.

ent Messages ent Details	All Content			■ ×
sponse Team	Name †			
Event Contents			Brunei: ROC Number Organization RC12345678	
	2.6 Please attach official support ROC information provided	ing documentation that supports the	* 🕼 [SAMPLE] P - ROC Supporting Documents.pdf \lor Update file Delete file 👎	
All Content	2.9 Please attach the official sup	porting documentation for the	* 🚱 [SAMPLE] RC - Company Extract.pdf ∨ Update file Delete file 📌	
1 General Supplier Inf	2.10 Please attach official suppor Certificate of Incorporation of Priv	rting documentation for the ate company	2 [SAMPLE] RC - Certificate of Incorporation of Private Company.pdf 🗸 Update file Delete file 5	ŧ
	3 Bank Information	Add Bank Information (1)		
2 Vendor Identificatio	5 Certificate	Add Certificate (1)		
3 Bank Information	(*) indica	ates a required field		•
5 Certificate	Submit Entire Response	39 draft Compose Mes	sage Excel Import	
			AU-111722077	

Outcome: Submission confirmation pop-up will be displayed.

Ariba Sourcin	ng		Company Settings v	AIN SYAQIRAH AHMAD 🔻	Feedback Help v
< Go back to Treasury Accounting a Dashboard	and Financial Information System-TEST			Desktop File S	ync
Console	Doc1271285348 - Supplier Registration	Questionnaire		998	maining days 00:43:35
Event Messages Event Details	All Content				 ×
Response Team	Name †				
▼ Event Contents	1.14.2 Contact Last Name				^
All Content	1.14.3 Contact Email	Submit this response? dynamiktechno	ogies.com.bn		
	1.14.4 Designation				
1 General Supplier Inf	1.14.5 Contact Phone	OK Cancel			l
2 Vendor Identificatio	2 Vendor Identification Information				
identification.	4	*			*
3 Bank Information	(*) indicates a required field				
5 Certificate	Submit Entire Response Save draft	Compose Message Excel Import			
AIN SYAQIRAH AHMAD (nura SAP Business Network Privac	in.ahmad@dynamiktechnologies.com.bn) last visited 12 Sep 2024 6:56:17 PM AIN y Statement Security Disclosure Terms of Use	ISYAQIRAH DAN ANAK-ANAK AN11211772297-T		© 1996–2019 Ariba, I	nc. All rights reserved.

Step 40: Click on **OK** button to proceed.



Outcome: Supplier Registration Questionnaire has been submitted for approval.

Ariba Sourcin	g	 Company Settings v	▼ Feedback Help ▼
< Go back to Treasury Accounting an Dashboard	d Financial Information System-TEST		Desktop File Sync
Console	Doc1271285348 - Supplier Registration Questionnaire		D ^{Time remaining} 998 days 00:41:28
Event Messages Event Details Response History Response Team	✓ Your response has been submitted. Thank you for participating in the event.		

Step 41: Click on the Back URL / Link which redirects user to the Ariba Proposals and Questionnaire page.

Ariba Sourcir	ng	🗰 Company Settings 🕶 🔻 Feedback Help 🔻
< Go back to Treasury Accounting a Dashboard	nd Financial Information System-TEST 41	Desktop File Sync
Console	Doc1271285348 - Supplier Registration Questionnaire	D Time remaining 998 days 00:41:28
Event Messages Event Details Response History Response Team	\checkmark Your response has been submitted. Thank you for participating in the event.	

Outcome: Ariba Proposals and Questionnaire page will be displayed.

Ariba Proposals and Questionnaires 👻	TEST MODE					Ę	??	AA	
MORE									
There are no matched postings.	Welcome to class supplie administers t	the Ariba ers who ar this site in	Spend Management si e market leaders in qu an effort to ensure ma	te. This site assists in ider ality, service, and cost. Aril rket integrity.	tifying world 🗰	A	FI	S	
	Home								
	Events								
	Title	ID	End Time ↓	Event T	уре	Participated			
				No item	s				
	Registration	Questi	onnaires						
	Title			ID	End Time ↓	Sta	atus		
	▼ Status: Co	mpleted	(1)						
	Supplier Registr	ation Que	estionnaire	Doc1271285348	9/12/2024 7:5	3 PM	Pending Appro	oval	
	Qualification	Quest	ionnaires					=	

Step 42: Scroll down the page. Under Registration Questionnaires section, click on Supplier Registration Questionnaire to view the details of submitted form.

Registration Questionnaires			-
Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier Registration Questionnaire 42	Doc1271285348	9/12/2024 7:53 PM	Pending Approval

Step 43: Click the **Review Response** button to view the Supplier Registration Questionnaire status.

Ariba Sourcir	ng		Company Settings	AIN SYAQIRAH AHMAD 🗸	Feedback Help v	Messages >>
< Go back to Treasury Accounting a Dashboard	nd Financial Information System-TEST				Desktop File Syn	c
Event Details	Doc1271285348 - Supplier Registration Questionnaire				E Pend	ing Approval
Event Messages Response History	Download Content	Print Event Informati	ion Revie	w Response 42		
Download Tutorials Prepare Response	General Supplier Information				(Section 1 of 4) Next »	■ ×
Response Team	Name 1					
	▼ 1 General Supplier Information					<u>^</u>

Outcome: Submitted **Supplier Registration Questionnaire** will be displayed. This allows user to view the information inserted and attachments included with the form.

Ariba Sourc	ing	Company Settings 🗸	Feedback Help▼ Messages >>
< Go back to Treasury Accounting Dashboard	g and Financial Information System-TEST		Desktop File Sync
Console	Doc1271285348 - Supplier Registration Questionnaire		E Pending Approval
Event Messages Event Details	You have submitted a response to the questionnaire.		
Response History Response Team	All Contant		
- Event Contents	All Content		

Note: Pending Approval status indicates the form is not yet approved.

Ariba Sourci	ng	Company Settings 🕶	Feedback Help v	Messages >>
< Go back to Treasury Accounting Dashboard	and Financial Information System-TEST		Desktop File S	iync
Console	Doc1271285348 - Supplier Registration Questionnaire		Note 🗍 Pen	nding Approval
Event Messages Event Details	You have submitted a response to the questionnaire.			
Response History				
Response ream				
	All Content			
- Event Contents				

3.1.6 Supplier Registration Questionnaire – P Vendors / Suppliers

This activity is the **continuation** of previous activity **3.1.2 Supplier Account in SAP Business Network (Sign-Up)**. Vendor to complete the Supplier Registration Questionnaire.

This activity scenario is for Sole Proprietor – P Vendor / Supplier.

User Role	Supplier (Vendor)
-----------	-------------------

Step 1: Click on **dropdown** button to expand the Supplier Registration Questionnaire.

Note: The Supplier Name fields are dedicated for the name of one vendor only. Do not enter sister companies or other businesses.

Ariba Sourcir	ng		Company Settings v	Anina Azahar SA 🔻	Feedback	Help 🔻
io back to Treasury Accounting a shboard	Ind Financial Information System-TEST			Desktop File S	Sync	
Console	E Doc1270193710 - Supplier Registration Questionnaire			B Time r 997	emaining days 00:4	1:16
Event Messages Event Details	All Content	_				*
Response History Response Team	Name †					
	▼ 1 General Supplier Information					
r Event Contents	1.1 Supplier Name 1	*	No	ote		
All Content	1.2 Supplier Name 2 (optional)					
1 General Supplier Inf	1.3 Supplier Name 3 (optional)					
2 Vendor	1.4 Supplier Name 4 (optional)					
identifieddo	1.5 Country code (main and mobile telenhone numbers)	* Upenceified > c				•
3 Bank Information	(*) indicates a required field					
5 Certificate	Submit Entire Response Save draft Compose Message	Excel Import				
Anina Azahar SA (amiraanina6 SAP Business Network Privac	30@gmail.com) last visited 13 Sep 2024 12:04:49 AM MAMANFVNDY AN11211585636-T y Statement Security Disclosure Terms of Use			© 1996–2019 Ariba,	Inc. All rights rese	erved.

Outcome: Supplier Registration Questionnaire is expanded.

Event Messages Event Details	All Content		■ *
Response Team	Name †		
	▼ 1 General Supplier Information		A
▼ Event Contents	1.1 Supplier Name 1	* COFFEESHOP	
All Content	1.2 Supplier Name 2		
1 General Supplier Inf	1.3 Supplier Name 3	I	
2 Vendor	1.4 Supplier Name 4		
identificatio	1.5 Country code (main and mobile telephone numbers)	* Unspecified V	
3 Bank Information	1.6 Main telephone number	*	
5 Certificate	1.7 Mobile telephone number	*	
		*Show More Street: KEDAI NO 1 House Number: Street 2:	()
		Street 3:	
	1.8 Main address	Street 4: PEKAN MUARA, SERASA	
		District:	
		Postal Code: BT1128 O City: BSB O	
		Country/Region: Brunei Darussalam (BN)	ralue) 🗸 🛈 🔻
	(*) indicates a required field		P

Step 2: Under General Supplier Information section, Vendor can complete the following fields.

FIELD	DESCRIPTION
Country code	Country code for the business main and mobile telephone numbers.
(main and mobile telephone	For example, Brunei Darussalam – ' BN'.
numbers)	
Main telephone number	Business main office number. For example, HQ office number.
Mobile telephone number	Business main mobile telephone number.
	For example, handphone number.
Main address	Main company address / location.
Internet homepage address	Company's website (if any).

Note: Vendor can complete the following fields by either entering information into the respective fields or select information from the dropdown button.

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SUPPLIER (VENDOR)

Event Messages Event Details	All Content					m	
esponse History esponse Team	Name †						
Event Contents	1.3 Supplier Name 3						_
All Content	1.4 Supplier Name 4						2
1 General Supplier	1.5 Country code (main and mobile telephone numbers)	* BN ~					
- Int	1.6 Main telephone number	* 868935765					
2 Vendor Identificatio	1.7 Mobile telephone number	* 9804556632					
3 Bank Information		*Show More Street:	KEDAI NO 1	(i) House M	lumber: 1		(i
5 Certificate		Street 2:					
		Street 3:		0			
	1.8 Main address	Street 4:	PEKAN MUARA, SERASA	0			
		District:		6			
		Postal Code:	BT1128 ① City:	BSB	0		
		Country/Region:	Brunei Darussalam (BN)	√ ⁽ⁱ⁾ _{State/}	Province/Region: (no v	value) 🧹	
	1.9 Internet homepage address	www	ed.com				
	MOFE has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our compliance de nart of this initiative, we are encouraging our suppliers to						
	(*) indicates a required field						

Note: Statements under 1.10 and 1.11 are for reading purposes only.

 General Supplier Inf Vendor Identificatio Bank Information Certificate 	 1.10 MOFE has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our suppliers. As part of this initiative, we are encouraging our suppliers to send and receive transactional documents including POs and Invoices over the Ariba Network. Benefits for your organization include: - Automated invoice to Purchase Order matching reducing delays in invoice processing. - Real-time view of invoice and payment status. - Report against and archive your orders, invoices and other transactions. - Greater wallet and market share through use of online catalogs and potential new business opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further details. https://www.ariba.com/ariba- network/ariba-network-for-suppliers 	
	1.11 Vendor is willing and able to	 _
▼ Event Contents	transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders,	
All Content	Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.	

SUPPLIER (VENDOR)

Step 3: Scroll down and select the Nature of Business / Commodity by clicking on select button.

Event Messages Event Details	All Content	
Response History Response Team	Name †	
		City: Loop
▼ Event Contents		Country/Region: Brunei Darussalam (BN) V Ostate/Province/Region: (no value) V O
All Content	1.9 Internet homepage address	www.sunguancoffee.com
General Supplier Inf Vendor Identificatio Bank Information Certificate	 1.10 MOFE has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our suppliers. As part of this initiative, we are encouraging our suppliers to send and receive transactional documents including POs and Invoices over the Ariba Network. Benefits for your organization include: Real-time view of invoice and payment status. Report against and archive your orders, invoices and other transactions. Greater wallet and market share through use of online catalogs and potential new business opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further details. https://www.ariba.com/ariba.network/ariba-network/or-suppliers 111 Vendor is willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via Heviba Network. 1.12 Nature of Business / Commodity. 	*(select a value [select] *(select a value) [select]
	1.14 E-mail address for purchase orders	*
	▼ 1.15 Primary Supplier Contact	
	1.15.1 Contact First Name	* Aljon
	1.15.2 Contact Last Name	* Doe
	1.15.3 Contact Email	* joann.ahne@perdana.co.id
	1.15.4 Designation	*
	4	
https://s3.ariba.com/Sourcing/Ma	in/aw?awh=r&awssk=aQHNdkVCt0MX.SEX&realm=mof	

Outcome: List of **Commodity** available for selection will be displayed.

ld to Currently S	selected			Currer	ntly Selected		
ame 🗸		Search		\checkmark	Name 1	ID	
Name 1		ID		\checkmark	Food and beverage industries	7313	
► Furnitu	ire and Furnishings	56		\checkmark	Food Beverage and Tobacco Products	50	
► Health	care Services	85		-			•
► Industr	ial Cleaning Services	76					
Industr Proces Access	rial Manufacturing and sing Machinery and sories	23					
 Industri Manufa 	rial Production and acturing Services	73					
► Fib ind	ers and textiles and fabric ustries	7314					
✓ ▼ For	od and beverage industries	7313					
	Beverage processing	731315					
	Dairy and eggs processing	731318					
▶	Fruits and vegetables processing	731317					
•	Grains and sugar and oils and fat processing	731319	 -				

Step 4: Tick the relevant **Commodity** checkboxes.

Commodity is to classify and describe the vendors nature of business.

Note: Upon clicking the arrow, it will display more categories of the selected commodities.

Step 5: Click on **Done** button. This will redirect user to Supplier Registration Questionnaire.

ank information Ad	d to Currently Selected		Currently Selected		
ertificate N	ame 🗸 Search		Name †	ID	
	Name †	ID		No items	
	Edited and Design and Combin and Eins Ad Conference	02	A 4		•
	Educina and Design and Graphic and Fine Art Services	02			
	Education and Training Services	80			
	 Electrical Systems and Lighting and Components and Accessories and Supplies 	39	1		
	 Electronic Components and Supplies 	32			
	 Engineering and Research and Technology Based Services 	81			
Not	Envronmental Services	77	I		
NO	 Farming and Fishing and Forestry and Wildlife Contracting Services 	70			
	 Farming and Fishing and Forestry and Wildlife Machinery and Accessories 	21			
	Financial and Insurance Services	84			
1	Food Beverage and Tobacco Products	50			
	 Fuels and Fuel Additives and Lubricants and Anti corrosive Materials 	15			
	 Furniture and Furnishings 	56			
	Healthcare Services	85			
	Inductrial Classing Sanicas	76	*		
4	 Industrial Cleaning Services 	70 ▶		₽	

Step 6: Select the **Department** by clicking on **select** button.

2 Vendor Identificatio	opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further details. https://www.ariba.com/ariba-network/ariba-network-for-suppliers 1.11 Vendor is willing and able to transmit and receive traditional Procurement and Accounts	
	Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.	
3 Bank Information	1.12 Nature of Business / Commodity.	*Food Beverage and Tobacco Products [select]
5 Certificate	1.13 Department	*(select a value) [selfst]
	1.14 E-mail address for purchase orders	
	▼ 1.15 Primary Supplier Contact	
	1.15.1 Contact First Name	* Aljon
	1.15.2 Contact Last Name	* Doe
	1.15.3 Contact Email	* joann.ahne@perdana.co.id
	1.15.4 Designation	*
	1.15.5 Contact Phone	
	1.15.6 Contact Location and Communication Language	* en
	2 Vendor Identification Information	
	4	•
	(*) indicates a required field	
	Submit Entire Response Save draft Compose Message	Excel Import

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Outcome: List of Departments	available for	r selection w	vill be displayed	١.
------------------------------	---------------	---------------	-------------------	----

All Content	network/ariba-network-for-suppliers 1.11	
1 General Supplier 1 Inf	Proc. docu docu	
2 Vendor	Notif Add to Currently Selected	Currently Selected
Identificatio	1.12 Function V Search	Function † ID
3 Bank Information	1.13 Function † ID	No items
5 Certificate	1.14 order All All	
	▼ 1.15 Ministry of Culture, Youth and SL	
	1.1 Ministry of Defense SB	
	1.1 Ministry of Development SK	
	1.1 Ministry of Education SF	
	Ministry of Finance and Economy SD	
	Ministry of Foreign Affairs SC	
	Ministry of Health SM	
	Ministry of Home Affairs SE	
	Submi	
	4	·
		Done

Step 7: Tick the relevant Ministry / Departments checkboxes.

Note: Upon clicking the arrow, it will display more categories (departments) of the selected Ministry.

olep 0. Chek on Done bullon. This will redirect user to oupplier registration Question

dentificatio	Payables documents, such as Pu Notifications and Invoices, electro	hoose Values for Departments	
3 Bank Information	1.12 Nature of Business / Comm	dd to Currently Selected Currently Selected	
5 Certificate	1.13 Department	Function X Search Function t ID	
	1.14 E-mail address for purchas	No items	
	▼ 1.15 Primary Supplier Contac	Function † ID Noterins	
	1.15.1 Contact First Na	▼ All All	
	1.15.2 Contact Last Na	Ministry of Culture, Youth and Sport SL	
		Ministry of Defense SB	
	1.15.3 Contact Email	Ministry of Development SK	
	1.15.4 Designation	Ministry of Education SF	
	1.15.5 Contact Phone	Ministry of Finance and Economy SD]
	1.15.6 Contact Location and C	Ministry of Foreign Affairs SC	
	2 Vendor Identification Informat	Ministry of Health SM	
	4	Ministry of Home Affairs SE	
	(*) in	Ministry of Primary Resources & SH	
		Ministry of Religious Affairs SJ	
	Submit Entire Response	 Inistry of Transport and Info- communications SN 	
		Prime Minister's Office SA	
		S Done	

Note: In terms of Ministry / Department selection, Vendor can select which of the government departments that has they have interest in or potential of conducting business with. This includes selecting government departments that the Vendor had experience in performing business transactions.

Step 9: Enter the E-mail address for purchase orders. Vendor to enter the email address that would receive email notification for Purchase Orders (PO) from respective departments.

FIELD	DESCRIPTION		
Contact First Name	First name of primary supplier contact.		
Contact Last Name	Last name of primary supplier contact.		
Contact Email Email address of primary supplier contact.			
Designation Job position of primary supplier contact.			
Contact Phone	Phone number of primary supplier contact.		
Contact Location and	Preferred communication language of primary supplier contact.		
Communication Language For example, English – en.			

Step 10: Under Primary Supplier Contact, Vendor can complete the following fields.

	1.12 Nature of Business / Commodity.	*roou develage and roudico rioducis [select]
2 Vendor Identificatio	1.13 Department	*Ministry of Culture, Youth and Sport, Ministry of Development, Ministry of Finance and Economy,
identification	1.14 E-mail address for purchase orders	* joann.ahne@perdana.co.ld 9
3 Bank Information	▼ 1.15 Primary Supplier Contact	
5 Certificate	1.15.1 Contact First Name	* Aljon
	1.15.2 Contact Last Name	* Doe
	1.15.3 Contact Email	* joann.ahne@perdana.co.id
	1.15.4 Designation	* Supplier Manage
	1.15.5 Contact Phone	
	1.15.6 Contact Location and Communication Language	* en
	2 Vendor Identification Information	

Step 11: Under Vendor Identification Information section, click on the dropdown to select Vendor Category.

Note:

- 1. For RC Account / supplier (vendor), select Private Limited (Local Company)
- 2. For P Account / supplier (vendor), select Sole Proprietor (Local Company)

3 Bank Information	Add Bank Information (0)	Unspecified	
5 Certificate	Add Certificate (0)	Individual	
4		Korperasi/Cooperative Organization (Local Company)	
(*) indicates a	required field	Sole Proprietor (Local Company)	
		Private Limited (Local Company)	
Submit Entire Response Sa	ve draft Compose Message Excel	International Company	

Outcome: Once Vendor Category is selected, more fields will be displayed.

	 Vendor Identification Information 		
	2.1 Vendor Category	* Sole Proprietor (Local Company)	
	2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)	* Country/Region: (no value) ①	
	4		Þ
	(*) indicates a required field		
	Submit Entire Response Save draft Compose Message	Excel Import	
1 Million Photo Contractor Contractor	nibtest.com) last visited 14 Mar 2024 4/05/31 AM SIN GUAN HIN COFFEESHOP AN11199550481-T		

Step 12: Vendor must select Country/Region. For example, Brunei Darussalam (BN)

Step 13: Vendor must enter the **ROC Number**. (It must be **alphanumeric only** without space or symbols such as slash or dash. For example, P12345678).

Note: Vendor must enter their ROC Number under the Tax Number column even though the Vendor is not taxed.

2.1 Vendor Category	* Sole Proprietor (Local Company)
	* Country/Region: Brunel Darussalam (BN) v 0 12
2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)	Tax Name Tax Type Tax Number
	Brunei: ROC Number Organization P12345678 12
2.6 Please attach official supporting documentation that supports the ROC information provided	*Attach a file 🏴
2.7 Please attach the official supporting documentation for the Business Name Extract	*Attach a file 👎
2.8 Please attach official supporting documentation for the Certificate of Registration	Attach a file 👎
(*) indicates a required field	

Step 14: Vendor must attach official supporting documentation that supports the ROC information provided by clicking on **Attach a file** button.

	*
2.5 BOC Number (Eer Level sumalier ank//Company Devictorian Number (Eer International	Country/Region: Brunei Darussalam (BN)
2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)	Tax Name Tax Type Tax Number
	Brunei: ROC Number Organization P12345678
2.6 Please attach official supporting documentation that supports the ROC information provided	*Attach a file * 14
2.7 Please attach the official supporting documentation for the Business Name Extract	*Attach a file 👎
2.8 Please attach official supporting documentation for the Certificate of Registration	Attach a file 👎
 (*) indicates a required field 	

Outcome: Add Attachment page will be displayed.

Ariba Sourcing				Help 😽	Messages »
< Go back to Treasury Accounting and Financial Information System- TEST Dashboard				Desktop Fil	e Sync
Add Attachment				ОК	Cancel
Enter the location of a file to add as an Attachment . To search for a particular file, click Browse When you have finished, click OK to add t Attachment: Choose File No file chosen	he atta	chment.			
				ОК	Cancel
Amir Bakar (amir.testvendor01@gmail.com) last visited 26 Mar 2024 9:01:30 AM Sample Vendor 01 AN11200249655-T SAP Business Network Privacy Statement Security Disclosure Terms of Use			© 1996-	-2019 Ariba, Inc.	All rights reserved.

Step 15: Vendor can either drag and drop the supporting documentation file (e.g. ROC Supporting Documentation) or click on the choose file button to select the file from their device.

Step 16: Click on OK button to confirm and redirect Vendor to Supplier Registration Questionnaire page.

Ariba Sourcing				Help v	Messages >>
< Go back to Treasury Accounting and Financial Information System- TEST Dashboard				Desktop Fil	e Sync
Add Attachment				ОК	16
Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When you have finished, click OK to add th	he atta	chment.			
Attachment: Choose File No file chosen [SAMPLE] P - ROC Supporting Documentation.pdf					
				ОК	Cancel
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Below is a sample for signed ROC supporting documentation for P Account (Z202) - Sole Proprietorship.



Outcome: Supplier Registration Questionnaire page will be displayed.

2 Vendor Identificatio	2 Vendor Identification Information					
2. Bank Information	2.1 Vendor Category	Sole Proprietor (Local Company)				
5 Certificate	2.5 ROC Number (For Local supplier only/Company Registration Number	iountry/Region: Brunei Darussalam (BN)				
	(For International supplier)	Tax Name Tax Type Tax Number				
		Brunei: ROC Number Organization P12345678				
	2.6 Please attach official supporting documentation that supports the ROC information provided	* 🕼 [SAMPLE] P - ROC Supporting Documentation.pdf 🗸 Update file Delete file 🕈				
	2.7 Please attach the official supporting documentation for the Business Name Extract	*Attach a file 📫				
	2.8 Please attach official supporting documentation for the Certificate of A Registration	ttach a file 🗣				
	4	•				
	(^) Indicates a required field					
	Submit Entire Response Reload Las	t Bid Save draft Compose Message Excel Import				

DYMK_T2_CM_User Guide_GVP_Supplier (Vendor)_Supplier Registration and Information Update_v2.0

Step 17: Vendor must attach the official supporting documentation for the Business Name Extract by clicking on Attach a file button.

2 Vendor Identificatio	▼ 2 Vendor Identification Information					
	2.1 Vendor Category	* Sole Proprietor (Local Company)				
3 Bank Information		*				
5 Certificate	2.5 ROC Number (For Local supplier	Country/Region: Brunei Darussalam (BN)				
	only)/Company Registration Number (For International supplier) Tax Name Tax Type Tax Number					
		Brunei: ROC Number Organization P12345678				
	2.6 Please attach official supporting documentation that supports the ROC information provided	* 🕼 [SAMPLE] P - ROC Supporting Documentation.pdf 🗸 Update file Delete file 🗣				
	2.7 Please attach the official supporting documentation for the Business Name Extract	*Attach a file 17				
	 Please attach official supporting documentation for the Certificate of Registration 	Attach a file 📫				
		•				
	(*) Indicates a required field					
	Submit Entire Response Reload	d Last Bid Save draft Compose Message Excel Import				

Outcome: Add Attachment page will be displayed.

Ariba Sourcing				Help v	Messages >>		
< Go back to Treasury Accounting and Financial Information System- TEST Dashboard				Desktop File Sync			
Add Attachment				ОК	Cancel		
Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When you have finished, click OK to add t	he atta	chment.					
Attachment: Choose File No file chosen							
				ОК	Cancel		
Amir Bakar (amir.testvendor01@gmail.com) last visited 26 Mar 2024 9:01:30 AM Sample Vendor 01 AV11200249655-T SAP Business Network Privacy Statement Security Disclosure Terms of Use			© 1996	–2019 Ariba, Inc.	. All rights reserved.		

Step 18: Vendor can either drag and drop the supporting documentation file (e.g. Business Name Extract) or click on the choose file button to select the file from their device.

Step 19: Click on OK button to confirm and redirect Vendor to Supplier Registration Questionnaire page.

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SUPPLIER (VENDOR)

, Ariba Sourcing		Company Settings v	Amir Bakar	Help 🔻	Messages »	
< Go back to Treasury Accounting and Financial Information System- TEST Dashboard			Desktop File Sync			
Add Attachment				ОК	19 el	
Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When you have finished, click OK to add to Attachment: Choose File No file chosen [[SAMPLE] P - Business Name Extract.pdf]	he atta	ichment.				
				ОК	Cancel	
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Below is a sample for official supporting documentation (Business Name Extract) for P Account (Z202) – Sole Proprietorship.


SUPPLIER (VENDOR)

Outcome: Supplier Registration Questionnaire page will be displayed.

2 Vendor	Vendor Identification Information	
Identificatio	2.1 Vendor Category	* Sole Proprietor (Local Company)
3 Bank Information		*
5 Certificate	2.5 ROC Number (For Local supplier	Country/Region: Brunei Darussalam (BN)
	(For International supplier)	Tax Name Tax Type Tax Number
		Brunei: ROC Number Organization P12345678
	2.6 Please attach official supporting documentation that supports the ROC information provided	* 🔂 [SAMPLE] P - ROC Supporting Documentation.pdf 🗸 Update file Delete file 🕈
2.7 Please attach the official supporting documentation for the Business Name Extract		* 12 [SAMPLE] P - Business Name Extract.pdf ∨ Update file Delete file ♥*
	2.8 Please attach official supporting documentation for the Certificate of Registration	Attach a file 📌
	4	•
	(*) indicates a required fire	eld

Step 20: Vendor must attach the official supporting documentation for the Certificate of Registration by clicking on Attach a file button.

3 Bank Information		*
5 Certificate	2.5 ROC Number (For Local supplier	Country/Region: Brunei Darussalam (BN)
	only)/Company Registration Number (For International supplier)	Tax Name Tax Type Tax Number
		Brunei: ROC Number Organization P12345678
	2.6 Please attach official supporting documentation that supports the ROC information provided	* 🔁 [SAMPLE] P - ROC Supporting Documentation.pdf 🗸 Update file Delete file 🎔
	2.7 Please attach the official supporting documentation for the Business Name Extract	* 🔂 [SAMPLE] P - Business Name Extract.pdf 🗸 Update file Delete file 🗣
	2.8 Please attach official supporting documentation for the Certificate of Registration	Attach a file 20
	4	
	(*) indicates a required fi	eld

Below is a sample for official supporting documentation (Certificate of Registration) for P Account (Z202) - Sole Proprietorship.



Outcome: Add Attachment page will be displayed.

Ariba Sourcing				Help 🔻	Messages »
< Go back to Treasury Accounting and Financial Information System- TEST Dashboard				Desktop File	e Sync
Add Attachment				ОК	Cancel
Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When you have finished, click OK to add the	he atta	chment.			
Attachment: Choose File No file chosen					
				ОК	Cancel
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Step 21: Vendor can **either drag and drop** the supporting documentation file **(e.g. Certificate of Registration) or** click on the **choose file button** to select the file from their device.

Step 22: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.

Ariba Sourcing				Help 🔻	Messages »	
< Go back to Treasury Accounting and Financial Information System- TEST Dashboard				Desktop File	e Sync	
Add Attachment				ОК	22 el	
Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When you have finished, click OK to add to Attachment: Choose File No file chosen	the atta	ichment.				
[SAMPLE] P - Certificate of Registration.pdf						
				ОК	Cancel	
Amir Bakar (amir.testvendor01@gmail.com) last visited 26 Mar 2024 9:01:30 AM Sample Vendor 01 AN11200249655-T SAP Business Network Privacy Statement Security Disclosure Terms of Use			© 1996–	2019 Ariba, Inc.	All rights reserved.	

Outcome: Supplier Registration Questionnaire page will be displayed.

2 Vendor	2 Vendor Identification Information							
identificatio	2.1 Vendor Category * Sole Proprietor (Local Company) 🗸							
3 Bank Information								
5 Certificate	2.5 ROC Number (For Local supplier only//Company Registration Number							
	(For International supplier) Tax Name Tax Type Tax Number							
	Brunei: ROC Number Organization P12345678							
	2.6 Please attach official supporting documentation that supports the ROC information provided ★ C [SAMPLE] P - ROC Supporting Documentation.pdf ∨ Update file Delete file ♥							
	2.7 Please attach the official supporting documentation for the Business Name Extract.pdf ∨ Update file Delete file ♥ [SAMPLE] P - Business Name Extract.pdf ∨ Update file Delete file ♥							
	2.8 Please attach official supporting documentation for the Certificate of Registration P - Certificate of Registration.pdf ∨ Update file Delete file ♥							
	4							
	(*) indicates a required field							
	Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import							

Step 23: Click on **Add Bank Information** button. Vendor must enter the bank details and attach supporting documentation such as official bank statement.

3 Bank Information	Add Bank Information (0)	
5 Certificate	Add Certificate (0)	
(*) indicates a required field		
Submit Entire Response Save draft	Compose Message Excel Import	

Outcome: Bank Information page will be displayed.

Ariba Sourcing		Romeo Doe Help	Messages >>
< Go back to Ministry of Finance and Economy-TEST Dashboard		Desktop File Syn	:
		Save	Cancel
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response or	n the main screen.		
All Content > 3 Bank Information			
Bank Information (0)			
Name †			
No items			
Add Bank Information (*)	indicates a required field		
Romeo Doe (metrobina@test.com) last visited 14 Mar 2024 1:33:05 AM METROBINA & PARTNERS SDN BHD AN11199539061-T SAP Business Network Privacy Statement Security Disclosure Terms of Use		© 1996–2019 Ariba	Inc. All rights reserved.

Step 24: Click on Add Bank Information button.

Ariba Sourcing				Help 🔻	Messages >>
< Go back to Ministry of Finance and Economy-TEST Dashboard			Desktop	File Sync	
				Save	Cancel
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click save and the click save an	Submit Entire Response on the main screen.				
All Content > 3 Bank Information Bank Information (0)					Π
Name †					
	No items				
Add Bank Information 24	(*) indicates a required field				
Romeo Doe (metrobina@test.com) last visited 14 Mar 2024 1:33:05 AM METROBINA & PARTNERS SDN BHD AN11199530681-T SAP Business Network Privacy Statement Security Disclosure Terms of Use			© 1996–:	019 Ariba, Inc.	All rights reserved.

Outcome: Bank Information #1 fields will be displayed.

Note: The digit indicates the number of bank information recorded.

Ariba Sourcing						Help ▼	Messages »
Go back to Treasury Accounting and Financial Information rstem-TEST Dashboard						Desktop Fi	le Sync
						Save	Cancel
Clicking Save will only save your Repeatable Section answers. To submit y	our response, you will need to click Save	and then click Submit	Entire Respons	se on the ma	in screen.		
All Content > 3 Bank Information							
Bank Information (1)							
Name 1							
Bank Information #1 Note	Delete						
		*	Bank Type:	No Choice	\sim		
		Co	untry/Region:	(no value)			\sim
			Bank Name:				
			Bank Branch:				•
Add an additional Bank Information			(*) indicates a re	equired field			▶

Step 25: Click on **dropdown** button to expand the Bank Information fields.

Ariba Sourcing				Help 🔻	Messages >	»
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard				Desktop Fi	ile Sync	
				Save	Cance	l
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save	and then click Submit Entire Re	sponse on the ma	ain screen.			
All Content > 3 Bank Information						
Bank Information (1)						≽
Name †						
Bank Information #1 Delete						_
	* Bank Ty	pe: No Choice	• •			
	Country/Regi	on: (no value)			\sim	
	Bank Nar	me:				
4	Bank Bran	ich:				
Add an additional Bank Information	(*) indicate	es a required field				

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Outcome: Bank Information fields will be expanded.

nk Information (1)					~
me †					
Bank Information #1	Delete				
		* Bank Type:	No Choice 🗸		
		Country/Region:	(no value)	\sim	
		Bank Name:			
		Bank Branch:			
		Street:			
		City:			
		State/Province/Region:			
Bank account information. For state/Province/Region field, please use appreviated names in maximum 6 characters.		Postal Code:			
		Account Holder Name:			
		Bank Key/ABA Routing Number:			
		Account Number:			
Add an additional Bank Information		(*) indicates a r	equired field		,

Step 26: Under Bank Information, Vendor can complete the following fields (where required).

FIELD	DESCRIPTION
Bank Type	Bank Type – Domestic or Foreign.
Country/Region	Location of bank.
	Domestic, select Brunei Darussalam,
	Foreign, select accordingly.
Bank Name	The name of bank.
Bank Branch	The branch of bank.
Street	Bank street.
City	Bank city.
State/Province/Region	Bank location district (if domestic),
	State/Province/Region applicable mainly for foreign banks.
Postal Code	Bank post code.
Account Holder Name	Bank account holder name.
Bank Key / ABA Routing Nunber	Bank key. Refer to table below.
Account Number	Bank account number keyed in specific format.
	It must be digits only format without space or symbols
	such as slash or dash.
	For example, for BIBD, 00-001-06-0091329, then Vendor
	should key in as digits only format: 00001060091329.
	(This is sample account number only)

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Note:

1. Vendor must ensure the **Bank Key** is correct.

DOMESTIC	
BANK KEY	BANK NAME
BBB	Baiduri Bank Brunei
BIBD	Bank Islam Brunei Darussalam
BOC	Bank Of China
MAYBANK	Maybank
RHB	RHB Bank
SCB	Standard Chartered Bank
TAIB	Tabung Amanah Islam Brunei
UOB	UOB Bank

2. For Overseas Bank Key, please refer to section 4.1.2 Bank Keys - Overseas.

All Content > 3 Bank Information		
Bank Information (1)		= *
Name †		
	Country/Region:	Brunei Darussalam
	Bank Name:	Bank Balduri - Brunei
	Bank Branch:	Bandar
	Street:	Jalan
Bank account information. For State/Province/Region field, please use abbreviated names in maximum 6 characters.	City:	Bandar Seri Berakas
	State/Province/Region:	Bandar
	Postal Code:	BG3333
	Account Holder Name:	Aljon Doe
	Bank Key/ABA Routing Number:	BBB
	Account Number:	64322
	IBAN Number:	6
	SWIFT Code:	
	Bank Control Key:	No Choice 🗸
Please attach a bank reference or bank statement from the nominated bank account.	*Attach a file	
Add an additional Bank Information	(*) indicates a requir	ed field

SUPPLIER (VENDOR)

Note: The following are brief d	lote: The following are brief description of certain Bank Information fields.						
FIELD	DESCRIPTION						
Bank Key / ABA Routing	Bank Key is a mandatory and unique key for banks especially domestic						
Number	banks. (Mandatory for domestic banks)						
	ABA Routing Number is similar to Bank Key but it is mainly used by						
	overseas banks such as those from US.						
IBAN Number	IBAN Number is a system for identifying bank accounts across national						
	borders. (Optional – Not required for domestic banks).						
SWIFT Code	Society of Worldwide Interbank Financial Telecommunication (SWIFT)						
	is an 8-to-11-character code, also known as Bank Identifier Code (BIC)						
	Each bank has a unique SWIFT code indicating its name, location, and						
	branch. (Optional – Not required for domestic banks).						
Bank Control Key	Specifies the type of the supplier bank account. (Not required for						
	domestic banks).						

Step 27: Vendor must attach the official supporting documentation for the Bank Information by clicking on Attach a file button.

Bank Key/ABA R	outing Number: BBB
Ad	4322
	IBAN Number:
	SWIFT Code:
Ba	nk Control Key: No Choice 🗸
Please attach a bank reference or bank statement from the nominated bank account Attach a file	27
Add an additional Bank Information (*) i	ndicates a required field

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Outcome: Add Attachment page will be displayed.

Ariba Sourcing				Help 😽	Messages »
< Go back to Treasury Accounting and Financial Information System- TEST Dashboard				Desktop Fil	e Sync
Add Attachment				ОК	Cancel
Enter the location of a file to add as an Attachment . To search for a particular file, click Browse When you have finished, click OK to add t Attachment: Choose File No file chosen [Or drop file here]	he atta	chment.			
				ОК	Cancel
Amir Bakar (amir.testvendor01@gmail.com) last visited 26 Mar 2024 9:01:30 AM Sample Vendor 01 AN11200249655-T SAP Business Network Privacy Statement Security Disclosure Terms of Use			© 1996-	-2019 Ariba, Inc.	All rights reserved.

Step 28: Vendor can either drag and drop the supporting documentation file (e.g. Bank Statement) or click on the choose file button to select the file from their device.

Step 29: Click on **OK** button to confirm and redirect Vendor to Bank Information page.

Ariba Sourcing				Help 🔻	Messages >>
< Go back to Treasury Accounting and Financial Information System- TEST Dashboard				Desktop Fil	e Sync
Add Attachment				ОК	29 el
Enter the location of a file to add as an Attachment. To search for a particular file, click Browse When you have finished, click OK to add the Attachment: Choose File No file chosen [SAMPLE] Bank Details (Statement).pdf	he atta	chment.			
				ОК	Cancel
Amir Bakar (amir.testvendor01@gmail.com) last visited 25 Mar 2024 9:17:59 AM Sample Vendor 01 AN11200249655-T SAP Business Network Privacy Statement Security Disclosure Terms of Use			© 1996-	-2019 Ariba, Inc	All rights reserved.

Outcome: Bank Information page will be displayed.

Ariba Sourcing				Help 🔻	Messages	»
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard				Desktop F	ile Sync	
				Save	Cance	el
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click S u	ıbmit E	ntire Response on the m	ain screen.			
Bank Information (1)					Π	*

Step 30: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.

Ariba Sourcing				Help 🔻	Messages »	
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard				Desktop Fi	ile Sync	
				Save	30 cel	
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Su	bmit E	ntire Response on the ma	ain screen.			
All Content > 3 Bank Information Bank Information (1)						*

Note: (Optional) If Vendor would like to add another bank information, click on Add an additional Bank Information button and repeat from Step 26 to Step 29.

Please attach a bank reference or bank stat	ement from the nor	ninated bank account	\star [\mathcal{F} [SAMPLE] Bank Details (Statement).pdf \checkmark Update file Delete file	Ţ	
				•	
Add an additional Bank Information	Note		(*) indicates a required field		
					-

Outcome: Supplier Registration Questionnaire page will be displayed.

3 Bank Information Add Bank Information (1)	
5 Certificate Add Certificate (0)	-
4	
(*) indicates a required field	
Submit Entire Response Save draft Compose Message Excel Import	

Step 31: Click on **Add Certificate** button. Vendor must enter the relevant certificate details and attach supporting documentation such as Halal Certificate, ABCi / Construction-related Certificate, Training (Learning) Certificate, and ISO Certificates.

3 Bank Information Add Bank Information (1)	
5 Certificate (0) 31	
(*) indicates a required field	, , , , , , , , , , , , , , , , , , ,
Submit Entire Response Save draft Compose Message Excel Import	

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Outcome: Certificate page will be displayed.

Ariba Sourcing		Company Settings v	Amir Bakar	Help √	Messages »
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard				Desktop Fi	le Sync
				Save	Cancel
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Su	bmit Er	tire Response on the ma	ain screen.		
All Content > 5 Certificate					
Certificate (0)					=
Name †					
No items					
Add Certificate (*) indicates a required f	ield				
Amir Bakar (amir.testvendor01@gmail.com) last visited 25 Mar 2024 9:17:59 AM Sample Vendor 01 AN11200249655-T SAP Business Network Privacy Statement Security Disclosure Terms of Use			© 1996	–2019 Ariba, Inc	. All rights reserved.

Step 32: Click on Add Certificate button.

Ariba Sourcing				Help ▼	Messages >>
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard				Desktop Fi	le Sync
				Save	Cancel
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Save	ıbmit Eı	ntire Response on the ma	ain screen.		
All Content > 5 Certificate					
Certificate (0)					
Name †					
No items					
Add Certificate (*) indicates a required	field				
Amir Bakar (amir.testvendor01@gmail.com) last visited 25 Mar 2024 9:17:59 AM Sample Vendor 01 AN11200249655-T SAP Business Network Privacy Statement Security Disclosure Terms of Use			© 1996	–2019 Ariba, Inc	. All rights reserved.

Outcome: Certificate #1 field will be displayed. Note: The digit indicates the number of certificates recorded.

Ariba Sourcing				Help 🔻	Messages >>
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard				Desktop Fi	ile Sync
				Save	Cancel
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click	Submit E	ntire Response on the ma	ain screen.		
All Content > 5 Certificate					
Certificate (1)					
Name †					
Certificate #1 Note Delete	•				
Certificate		* No v			
Add an additional Certificate	*) indicate	es a required field			
Amir Bakar (amir.testvendor01@gmail.com) last visited 25 Mar 2024 9:17:59 AM Sample Vendor 01 AN11200249655-T SAP Business Network Privacy Statement Security Disclosure Terms of Use			© 1996	–2019 Ariba, Inc	. All rights reserved.

Step 33: Click on Certificate dropdown button to select Yes.

Note: Should there be no certificate applicable for the vendor, select No.

Certificate (1)			=
Name †			
Certificate #1	Delete		
Certificate	* No	1 million	
Add an additional Certificate	(*) indicates a requi	33	
	No		
	Unspec	cified	
Basean Post Instrubies/Bast new last delet 14 May 9921139-06 AU VETDOBINA E DATUEDE ENUIDUR AUTOREDARI Y			
SAP Business Network Privacy Statement Security Disclosure Terms of Use			© 1996–2019 Ariba, Inc. All rights reserved.

Outcome: Details button for Certificate will be displayed.

Certificate (1)		
Name 1		
Certificate #1	Delete	
Certificate	* Yes V Details	
Add an additional Certificate	(*) indicates a required field	

Step 34: Click on **Details** button. This allows Vendor to insert Certificate detail and attach Certificate.

Name ↑ Delete Certificate #1 Delete Certificate * Yes ∨ Details 34	Certificate (1)	
▼ Certificate #1 Delete Certificate * Yes ∨ Details 34	Name †	
Certificate * Yes V Details 34	Certificate #1	Delete
	Certificate	* Yes V Details 34
Add an additional Certificate (*) indicates a required field	Add an additional Certificate	(*) indicates a required field

Outcome: Certificate pop-up will be displayed.

•	· · ·	•					
Ariba Sourcing < Go back to Treasury Accounting and Financial Info System-TEST Dashboard	5.1.1 Certificate	er the location of a file to add as an Attac	: hment. To search for a <i>More</i>	\mir Bakar	Help ▼ Desktop File	Messages »	
	Certificate Type: *]		Save	Cancel	
	Issuer: *]				
Clicking Save will only save your Repeatable S	Year of Publication: *]	screen.			
All Content > 5 Certificate	Certificate Number: *]				
Certificate (1)	Certificate Location: *]				
Name †	Effective Date: *						
Certificate #1	Expiration Date: *						
Certificate	Attachment: *	Choose File No file chosen					
Add an additional Certificate		Or drop file here					
		Description:					
Amir Bakar (amir.testvendor01@gmail.com) last							
SAP Business Network Privacy Statement Sec			OK Cancel	© 1996–	2019 Ariba, Inc.	All rights reserved.	

Step 35: Under Certificate, Vendor can complete the following fields (where required).

FIELD	DESCRIPTION
Certificate Type	Type of certificate.
lssuer	Certificate issuer.
Year of Publication	Year of certificate published.
Certificate Number	Certificate unique number.
Certificate Location	Certificate location.
Effective Date	Effective start date of certificate.
Expiration Date	Expiry date of certificate.
Description	Brief description of certificate.

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SUPPLIER (VENDOR)	

	Certificate Type: *	Halal Certificate (Sample)	35	Save Cancel
	Issuer: *	Issuer Name		
Clicking Save will only save your Repeatable S	Year of Publication: *	2024		icreen.
All Content > 5 Certificate	Certificate Number: *	01		
Certificate (1)	Certificate Location: *	Bandar Seri Begawan		
Name †	Effective Date: *	Sun, 3 Mar, 2024		
▼ Certificate #1	Expiration Date: *	Sun, 2 Mar, 2025		
Certificate	Attachment: *	2- [SAMPLE] Certificates.pdf Delete		
Add an additional Certificate				
		Choose File No file chosen [SAMPLE] Certificates.pdf		
		Description:		
Amir Bakar (amir testvendor01@gmail.com) last SAP Business Network Privacy Statement Set		Examples of Certificate are Halal Certificates, ABCI Certificates, ISO Certificates, Teaching / Learning Certificate and Construction Certificates.		© 1996–2019 Ariba, Inc. All rights reserved.
		ОК	Cancel	

Step 36: Vendor can **either drag and drop** the supporting documentation file **(e.g. Certificate) or** click on the **choose file button** to select the file from their device.

Step 37: Click on **OK** button to confirm and redirect Vendor to Certificate page.

Certificate	Attachment: * 🗗 [SAMPLE] Certificates.pdf Delete 36	
Add an additional Certificate	Choose File No file chosen	
	[SAMPLE] Certificates.pdf	
Amir Bakar (amir.testvendor01@gmail.com) last i	Description: Relevant certificate attached to further support the registration.	
SAP Business Network Privacy Statement Sec	Examples of Certificate are Halal Certificates, ABC Certificates, ISO Certificates, Teaching / Learning Certificate and Construction Certificates.	© 1996–2019 Ariba, Inc. All rights reserved.
	37 ОК Cancel	

Outcome: Certificate page will be displayed.

Ariba Sourcing				Help v	Messages >>
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard				Desktop F	ile Sync
				Save	Cancel
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Su	ıbmit E	ntire Response on the m	ain screen.		
All Content > 5 Certificate					
Certificate (1)					

Step 38: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.

Ariba Sourcing				Help 🔻	Messages >>
< Go back to Treasury Accounting and Financial Information System-TEST Dashboard				Desktop Fi	le Sync
Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Su	bmit Er	ntire Response on the ma	ain screen.	Save	50
All Content > 5 Certificate Certificate (1)					Π

Note: (Optional) If Vendor would like to add another certificate, click on **Add an additional Certificate** button and **repeat from Step 32 to Step 37**.

Add an additional Certificate Note	(*) indicates a required field

Outcome: Supplier Registration Questionnaire page will be displayed.

3 Bank Information Add Bank Information (1)				
5 Certificate Add Certificate (1)				
4	•			
(*) indicates a required field				
Submit Entire Response Save draft Compose Message Excel Import				

Step 39: User to **review** the information inserted in the **Supplier Registration Questionnaire** and click on **Submit Entire Response** button to proceed.

5 Certificate	▼ 2 Vendor Identification Information					
	2.1 Vendor Category		* Sole Proprietor (Local Company) V			
			* Country/Region: Brunei Darussalam (BN)			
	2.5 ROC Number (For Local supplier only)/Co supplier)	mpany Registration Number (For International	Tax Name Tax Type Tax Number			
			Brunel: ROC Number Organization P12345678			
	2.6 Please attach official supporting documer	tation that supports the ROC information provided	* 📴 SAMPLE ATTACHMENT.pdf 🗸 Update file Delete file 🎔			
	2.7 Please attach the official supporting documentation for the Business Name Extract		* 📴 SAMPLE ATTACHMENT.pdf 🗸 Update file Delete file 🕈			
	2.8 Please attach official supporting documentation for the Certificate of Registration		📴 certificate-of-registration-sample.jpg 🗸 Update file Delete file 🕈			
	3 Bank Information	Add Bank Information (2)				
	5 Certificate	Add Certificate (1)				
	(*) indicates a required field					
39	Submit Entire Response Save	Compose Message Exc	el Import			
Aljon Doe (singuanhin@tes	st.com) last visited 14 Mar 2024 4:05:31 AM SIN GUAN HIN COFFEES	HOP AN11199550481-T				
SAP Business Network Priv	vacy statement Security Disclosure Terms of Use		© 1990–2019 Anba, Inc. All rights reserved.			

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Outcome: Submission confirmation pop-up will be displayed.

Ariba Sourcir	ng	Company Settings ▼ Aljon Doe ▼ Feedback Help ▼ Messages >>
< Go back to Ministry of Finance an	d Economy-TEST Dashboard	Desktop File Sync
Console	Doc1042796415 - Supplier Registration Questionnaire	E Time remaining 29 days 22:56:59
Event Messages Event Details	All Content	
Response Team	Name 1	
	▼ 1.15 Primary Supplier Contact	
Event Contents	1.15.1 Contact First Name	* (Allow
All Content	1.15.2 Contact Last Name 🗸 Submit this r	esponse?
1 General Supplier Inf	1.15.3 Contact Email Click OK to submit.	ne@perdana.co.id
, Vendor	1.15.4 Designation OK	Cancel
Identificatio	1.15.5 Contact Phone	
3 Bank Information	1.15.6 Contact Location and Communication Language	* en
5 Certificate	2 Vendor Identification Information	
	2.1 Vendor Category	* Sole Proprietor (Local Company)
	2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)	* Country/Region: Brunet Darussalam (BN) Tax Name Tax Type Tax Number Brunet: ROC Number Organization P12345678
	2.6 Please attach official supporting documentation that supports the ROC information provided	★ GF SAMPLE ATTACHMENT.pdf >> Update file Delete file ♥
	and all the second second second second second	A C CONTRACTORIZZE HAS INCOMENTED Deleter Re M

Step 40: Click on **OK** button to proceed.



Outcome: Supplier Registration Questionnaire has been submitted for approval.

Ariba Sourcir	g		Company Settings v	Amir Bakar v	Feedback	Help 🔻	Messages >>
< Go back to Treasury Accounting a System-TEST Dashboard	d Financial Information					Desktop F	ile Sync
Console	Doc1042796415 - Supplier Registration Question	aire			($9^{\text{Time re}}$	ays 22:52:33
Event Messages Event Details	\checkmark Your response has been submitted. Thank you for participating in the event.						

Step 41: Click on the Back URL / Link which redirects user to the Ariba Proposals and Questionnaire page.

Ariba Sourcir	Ig				Company Settings v	Amir Bakar v	Feedback	Help v	Messages >>
< Go back to Treasury Accounting an System-TEST Dashboard	nd Financial Information	41						Desktop Fi	le Sync
Console	E Doc1042	796415 -	Supplier Registration Questionnaire	;			(E 29 da	maining ays 22:52:33
Event Messages Event Details	✓ Your response	has been sul	mitted. Thank you for participating in the event.						

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Outcome: Ariba Proposals and Questionnaire page will be displayed.



Step 42: Scroll down the page. Under **Registration Questionnaires** section, click on **Supplier Registration Questionnaire** to view the details of submitted form.

Home			
Events			
Title	ID	End Time 4	
Registration Questionnaires			
Title			
▼ Status: Open (1)			
Supplier Registration Questionnaire			

Outcome: Submitted **Supplier Registration Questionnaire** will be displayed. This allows user to view the information inserted and attachments included with the form.

Ariba Sourcir	ng 🏭 Compa	pany Settings v	Amir Bakar v	Feedback	Help ▼	Messages >>	
< Go back to Treasury Accounting a System-TEST Dashboard	and Financial Information				Desktop File	Sync	
Console	Doc1042796415 - Supplier Registration Questionnaire			E	Pendi	ng Approval	
Event Messages Event Details	You have submitted a response to the questionnaire.						
Response History Response Team	All Content					-	
- Event Contente							

Note: Pending Approval status indicates the form is not yet approved.

Ariba Sourci	ng Company Settings - Amir Bakar - Feedback Help - Messages >>
< Go back to Treasury Accounting System-TEST Dashboard	and Financial Information Desktop File Sync
Console	Doc1042796415 - Supplier Registration Questionnaire Note Pending Approval
Event Messages Event Details	You have submitted a response to the questionnaire.
Response History Response Team	
- Event Contente	All Content

3.1.7 Supplier Information Update

Should a Vendor would like to update their contact or business information (ROC number / documentation and bank information), the Vendor only need to login to their Supplier Business Network Account, navigate to their Ariba Proposals and Questionnaire page and update their information via the Supplier Registration Questionnaire.

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Ariba Proposals and Questionnaires)

Step 1: Login to **Supplier Business Network** account from Internet browser.

Note:

- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge and Mozilla Firefox.

SAP Business Network -	
Supplier sign-in Username Next Forgot username	SAP Business Network for suppliers webinars Segister or access on-demand webinars Specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard Learn More Learn More
New to SAP Business Network? Register Now or Learn more	• • • •
Supported browsers and plugins	

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Outcome: Dashboard (Homepage) will be displayed.

SAP Business Network Standard Account Get enterpri	se account		द्र <u>म</u> @ As
Home Enablement Discovery - Workbench Ca	talogs v Assessments		Create 🗸 👘 🚥
Cverview Getting started	In Location	By Product	
Open postings Last 90 days Last 90 days	O Invited Leads Last 90 days	O Enablement Tasks	
My widgets 😨 Customize	eads	Download app	Shipment tracking
15% Completed	You don't have open leads matching your company profile. Search leads	We are now mobile.	Purchase order number.

Step 2: Click on dropdown button to select Ariba Proposals & Questionnaire page.

SAP	Business Network ▼ Standard A	Account Get enterprise account	TEST MODE			
Home	SAP Business Network Discovery	Workbench Catalogs ~	Assessments			
	Ariba Proposals & Questionnaires	2				N N
	Ariba Contract Management	Leads	In Location	~	By Product	Q
	SAP Business Network	11 Ar	Celler.	Re H		6

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Ariba Proposals and Questionnaires	TEST MODE			Ę (? ? AS
MORE					
There are no matched postings.	Welcome to the Arib class suppliers who administers this site	a Spend Management site. 1 are market leaders in quality, in an effort to ensure market	This site assists in identifying work service, and cost. Ariba, Inc. integrity.	d A	FIS
	Home				
	Events				
	Title ID	End Time ↓	Event Type	Participated	
			No items		
	Registration Ques	tionnaires			
	Title		ID	End Time ↓	Status
	▼ Status: Open (1)				
	Supplier Registration Qu	uestionnaire	Doc1270193710	9/17/2025 10:55 AM	Registered
	Qualification Ques	stionnaires			

Step 3: Scroll down the page and under Registration Questionnaire section, click on Supplier Registration Questionnaire.

Note: Supplier Registration Questionnaire status, 'Registered' means the Vendor (business / organization) is registered in Government Vendor Portal (GVP).

Ariba Proposals and Questionnaires	TEST MODE			(二)	? ? AS
MORE					
There are no matched postings.	Welcome to the Ariba class suppliers who a administers this site in	a Spend Management site. are market leaders in quality in an effort to ensure marke	This site assists in identifying wo r, service, and cost. Ariba, Inc. integrity.	rid	FIS
	Home				
	Events				
	Title ID	End Time ↓	Event Type	Participated	
			No items		
	Registration Quest	ionnaires			=
	Title		ID	End Time 🕴	Status
	▼ Status: Open (1)				
	Supplier Registration Qu	lestionnaire 3	Doc1270193710	9/17/2025 10:55 AM	Registered
	Qualification Quest	tionnaires			

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Outcome: Supplier Registration Questionnaire page will be displayed.

Ariba Sourcir	ng	Company Settings 🕶	Anina Azahar SA ▼ Feedback Help ▼
Go back to Treasury Accounting a Dashboard	and Financial Information System-TEST		Desktop File Sync
Console	Doc12701 - Supplier Registration Questionnaire		Time remaining 364 days 21:12:00
Event Messages Event Details	You have submitted a response for this event. Thank you for participating,		
Response History Response Team	All Content	Revise Response ①	
All Content	Name 1		
General Supplier	▼ 1 General Supplier Information		-
	1.1 Supplier Name 1		
2 Vendor Identificatio	1.2 Supplier Name 2 (optional)		
3 Bank Information	1.3 Supplier Name 3 (optional)		
5 Certificate	1.4 Supplier Name 4 (optional)		
	1.5 Country code (main and mobile telephone numbers)	BN	
	1.6 Main telephone number		*
	Compose Message		

Step 4: Click on **Revise Response** button.

Ariba Sourc	ing	🗰 Company Settings 🕶 Anina Azahar S	A▼ Feedback Help▼ _{Messages}
< Go back to Treasury Accounting TEST Dashboard	g and Financial Information System-		Desktop File Sync
Console	Doc1270193710 - Supplier Registration Questionnaire		D Time remaining 364 days 21:06:09
Event Messages	You have submitted a response for this event. Thank you for participating		
Event Details Response History Response Team	Tou nate oublinked a response for any event. Thank you for parasiparing.		
		Revise Response 4	
▼ Event Contents	All Content		 ×

Outcome: **Revise Response** pop-up will be displayed.

Console Doc1270193710 - Supplier Registration Questionnaire Immerenaining 364 days 20:58:44 Event Messages Vou have submitted a response for this event. Thank you for participating. Event Details Response History Response History All Content All Content Name f 1 General Supplier 1 General Supplier 2 Vendor 1.1 Supplier Name 1 1.1 Supplier Name 2 (optional) 3 Bank Information 5 Certificate 1.6 Mant Eleptone numbers) 1.6 Mant Eleptone numbers)	Ariba Sourcir	ıg		Co	ompany Settings v	Anina Azahar SA 🔻	Feedback Help ▼	Messages
Console Doc1270193710 - Supplier Registration Questionnaire Event Messages Event Details Response Team Vut have submitted a response for this event. Thank you for participating. V Event Contents All Content All Content Name f 1 General Supplier Infin. 2 Vendor Infin. 2 Vendor Infin. 3 Bank Information I.4. Supplier Name 1 (optional) I.5. Soupplier Name 2 (optional) I.5. South y code (main and mobile telephone numbers)	< Go back to Treasury Accounting a TEST Dashboard	nd Financial Information	System-				Desktop File Syn	nc
Event Messages Event Details Response Team Vendor 1 1 <	Console	Doc12701	193710 - Supplier Registration Questio	onnaire			Time remainin 364 days	9 20:58:44
Response History Response Team	Event Messages Event Details	You have submitted	a response for this event. Thank you for participating.					
• Event Contents All Content Yu have already submitted a response for this event. Click OK if you would like to revise your response. Image: Content of the sector o	Response History Response Team		▲ Revise Response?					
All Content Name f OK Cancel 1 General Supplier Inf	▼ Event Contents	All Content	All Content You have already submitted a response for this event. Click OK if you would like to revise your response.		ise.			
Image: Second	All Content	Name †		ОК	Cancel			
2 Vendor Identificatio 1.1 Supplier Name 1 MAMANFVNDY 3 Bank Information 1.2 Supplier Name 2 (optional) 5 Certificate 1.3 Supplier Name 4 (optional) 1.5 Country code (main and mobile telephone numbers) BN 1.6 Main telephone number 8799791	1 General Supplier Inf	▼ 1 General Sup						
2 Vendor Identificatio 1.2 Supplier Name 2 (optional) 3 Bank Information 1.3 Supplier Name 3 (optional) 5 Certificate 1.4 Supplier Name 4 (optional) 1.5 Country code (main and mobile telephone numbers) BN 1.6 Main telephone number 8799791		1.1 Supplier	Name 1		MAMANEVN	DY		l
3 Bank Information 1.3 Supplier Name 3 (optional) 5 Certificate 1.4 Supplier Name 4 (optional) 1.5 Country code (main and mobile telephone numbers) BN 1.6 Main telephone number 8799791	2 Vendor Identificatio	1.2 Supplier I	Name 2 (optional)					
1.4 Supplier Name 4 (optional) 1.5 Country code (main and mobile telephone numbers) 1.6 Main telephone number	3 Bank Information	1.3 Supplier I	Name 3 (optional)					
5 Certificate 1.5 Country code (main and mobile telephone numbers) BN 1.6 Main telephone number 8799791	5 Certificate	1.4 Supplier I	Name 4 (optional)					
1.6 Main telephone number 8799791		1.5 Country of	code (main and mobile telephone numbers)		BN			
		1.6 Main tele	phone number		8799791			•
								<u> </u>

Step 5: Click on **OK** button to proceed with updating contact or business information.

Response Team		▲ Revise Response?	
▼ Event Contents	All Content	You have already submitted a response for this event. Click OK if you would like to revise your response.	. ×
All Content	Name †	ОК 5 илсе	
1 General Supplier Inf	▼ 1 General Sup		Î III Î

Outcome: Supplier Registration Questionnaire (editable fields) page will be displayed.

Ariba Sourcir	ng	Company Settings 🗸 Anina Azahar SA 🖌 Feedback Help 🖌 Messages
< Go back to Treasury Accounting a TEST Dashboard	nd Financial Information System-	Desktop File Sync
Console	Doc1270 - Supplier Registration Questionnaire	D Time remaining 364 days 20:56:16
Event Messages Event Details Response History	All Content	
Response Team	Name †	
	▼ 1 General Supplier Information	
▼ Event Contents	1.1 Supplier Name 1	*
All Content	1.2 Supplier Name 2 (optional)	
1 General Supplier Inf	1.3 Supplier Name 3 (optional)	
2 Vendor	1.4 Supplier Name 4 (optional)	
Identificatio	1.5. Country code (main and mobile telephone numbers)	*
3 Bank Information	(*) indicates a required field	
5 Certificate	Submit Entire Response Reload Last Bid Save draft	Compose Message Excel Import

Note: Vendor can navigate across multiple sections of the questionnaire by clicking on the respective tabs at the left of their screen.

TEST	Dashboard		
С	onsole	Doc1270193710 - Supplier Registration Questionnaire	Unite remaining 362 days 00:11:24
Event Messages Event Details Response History Response Team		All Content	-
		Name 1	
		▼ 1 General Supplier Information	
•	Event Contents	1.1 Supplier Name 1	* MAMANFVNDY
	All Content	1.2 Supplier Name 2 (optional)	
te	1 General Supplier Inf	1.3 Supplier Name 3 (optional)	
	2 Vendor	1.4 Supplier Name 4 (optional)	
	identificatio	1.5. Country code (main and mobile telephone numbers)	*
	3 Bank Information	(*) indicates a required field	
	5 Certificate	Submit Entire Response Reload Last Bid Save draft	Compose Message Excel Import

Step 6: Click on **Submit Entire Response** button should the Vendor has performed all the necessary updates including upload of correct attachments (if applicable).

5 Certificate G Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import	3 Bank Information	(*) indicates a required field
	5 Certificate	Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Outcome: Submission confirmation pop-up will be displayed.

back to Treasury Accounting a	IS and Financial Information System-		De	sktop File Sync
Console	Doc1270193710 - Supplier R	egistration Questionnaire	G	Time remaining 364 days 19:54:29
Event Messages Event Details	All Content			 ×
Response History Response Team	Name 1	_		
	I General Supplier Information	✓ Submit this response?		
Event Contents	1.1 Supplier Name 1	Click OK to submit.	IANFVNDY	
All Content	1.2 Supplier Name 2 (optional)	OK Cancel		
1 General Supplier Inf	1.3 Supplier Name 3 (optional)			
2 Vendor	1.4 Supplier Name 4 (optional)			
² Identificatio	1.5. Country code (main and mobile telepho	ne numbers) * RNI	~	
3 Bank Information	(*) indicates a required	field		
5 Certificate	Submit Entire Response	ad Last Bid Save draft Co	mpose Message Excel Import	

Step 7: Click on **OK** button to proceed.



SUPPLIER (VENDOR)

Outcome: Information update (revised response) has been submitted for approval.

Ariba Sourcir	ng	🗰 Company Settings 🕶 Anina Azahar SA 🔻 Feedback Help 🔻	
< Go back to Treasury Accounting a TEST Dashboard	nd Financial Information System-	Desktop File Sync	
Console	Doc1270193710 - Supplier Registration Questionnaire	E Time remaining 362 days 00:09:16	
Event Messages Event Details	\checkmark Your revised response has been submitted. Thank you for participating in the event.		
Response History Response Team	All Content		
▼ Event Contents			
	Name T		
All Content	▼ 1 General Supplier Information		
General Supplier	1.1 Supplier Name 1	MAMANFVNDY	
Int	1.2 Supplier Name 2 (optional)		
2 Vendor Identificatio	1.3 Supplier Name 3 (optional)		
	1.4 Supplier Name 4 (optional)		
3 Bank Information	1.5 Country code (main and mobile telephone numbers)	BN	
5 Certificate	1.6 Main telephone number	8799791	
	Compose Message		

3.1.8 Supplier Certification – Certificates

Vendor primary contact will receive an email notification informing that there is questionnaire sent to be completed. Vendor must have relevant certificates to be eligible for participating in sourcing events in Government Vendor Portal (GVP) such as Request For Proposal (RFP) for quotations, proposals or tenders.

MOFE Treasury Department will send Standard Certificates Questionnaire to respective Vendors to be completed. Following are some of certifications available in the questionnaire.

- Brunei Halal Certificate,
- ISO 31000 (Risk Management) Certificate,
- Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development (MOD).

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Ariba Proposals and Questionnaires)

Step 1: Login to **Supplier Business Network** account from Internet browser.

Note:

- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge and Mozilla Firefox.

Business Network -	■
Supplier sign-in Username Next Forgot username	SAP Business Network for suppliers webinars Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.
New to SAP Business Network? Register Now or Learn more	• • • •
Supported browsers and plugins	>

TAFIS – USER GUIDE SUPPLIER (VENDOR)

Outcome: Dashboard (Homepage) will be displayed.



Step 2: Click on dropdown button to select Ariba Proposals & Questionnaire page.

SAP	Business Network Standard	Account Get enterprise account	TEST MODE
Home	SAP Business Network Discovery	Workbench Catalogs ~	Assessments
	Ariba Proposals & Questionnaires	2	14
	Ariba Contract Management	Leads	In Location
	SAP Business Network	ALL SAV	Carlos

TAFIS – USER GUIDE SUPPLIER (VENDOR)

Outcome: SAP Ariba Proposals & Questionnaire page will be displayed.

Ariba Proposals and Questionnaires	TEST MO	DDE			Ę	? ? A	S
MORE							
There are no matched postings.	Welcom class su adminis	e to the Ariba ppliers who a ters this site ii	Spend Management site re market leaders in qual n an effort to ensure marl	 This site assists in identifying w lity, service, and cost. Ariba, Inc. ket integrity. 	ord	FI	5
	Home						
	Events						
	Title	ID	End Time ↓	Event Type	Participated		
				No items			
	Registrat	ion Questi	ionnaires				
	Title			ID	End Time ↓	Status	
	▼ Status	s: Completed	(1)				
	Supplier Re	egistration Qu	estionnaire	Doc1270193710	9/20/2024 10:46 AM	Registere	d
	Qualificat	tion Quest	tionnaires				

Step 3: Scroll down the page and under Questionnaires section, click on Standard Certificates Questionnaire.

Events	
Title	ID
► Status: Completed (85)	
 Status: Pending Selection (8) 	
Registration Questionnaires	
Title	
▼ Status: Open (1)	
Supplier Registration Questionnaire	
Qualification Questionnaires	
Title	ID
▼ Status: Completed (1)	
Supplier Qualification	Doc9733652
Questionnaires	
Title	
▼ Status: Open (1)	
Standards Certificates Questionnaire 3	
Certificates	
	`

SUPPLIER (VENDOR)

Outcome: Console (Standards Certificates Questionnaire) page will be displayed.

Ariba Sour	cing	Help 🔻 Messages >>
Go back to Treasury Account ystem-TEST Dashboard	ing and Financial Information	Desktop File Sync
Console	Doc1061806097 - Standards Certificates Questionnaire	O0:27:52
Event Messages Event Details Pesponse History	All Content	 ×
Response Team	Name †	
	1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification	* Unspecified 🗸 💧
Event Contents	2 Is your organization ISO 13485 (Quality Management - Medical Devices) certified? If yes, please provide details of your certification	* Unspecified ~
All Content	3 Is your organization ISO 14001 (Environmental Management) certified? If yes, please provide details of your certification	* Unspecified ~
	4 Is your organization ISO 17025 (Competence Of Testing And Calibration Laboratories) certified? If yes, please provide details of your certification	* Unspecified V
	5 Is your organization ISO 20000 (Information Technology - Service Management) certified? If yes, please provide details of your certification	* Unspecified V
	6 Is your organization ISO 27001 (Information Technology - Security Techniques) certified? If yes, please provide details of your certification	* Unspecified V
	(*) indicates a required field	
	Submit Entire Response Save draft Compose Message Excel Import	

Step 4: Click on **dropdown** button to expand the certificate list.

Ariba Sourcir	ng	Company Settings v	Lee Ang v	Feedback	Help ▼	Messages >	»	Î
< Go back to Treasury Accounting a System-TEST Dashboard	nd Financial Information				Desktop File	e Sync		1
Console	Doc1061806097 - Standards Certificates Questionnaire				Ŀ) Time remain 00:27:5	ining 52	
Event Messages Event Details	All Content					=	≽	4
Response Team	Name †							

Outcome: List of Certificates will be expanded.

Event messages		
Event Details	All Content	
Response Team	Name †	
	1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification	* Unspecified 🗸
▼ Event Contents	2 Is your organization ISO 13485 (Quality Management - Medical Devices) certified? If yes, please provide details of your certification	* Unspecified 🗸
All Content	3 Is your organization ISO 14001 (Environmental Management) certified? If yes, please provide details of your certification	* Unspecified 🗸
	4 Is your organization ISO 17025 (Competence Of Testing And Calibration Laboratories) certified? If yes, please provide details of your certification	* Unspecified 🗸
	5 Is your organization ISO 20000 (Information Technology - Service Management) certified? If yes, please provide details of your certification	* Unspecified 🗸
	6 Is your organization ISO 27001 (Information Technology - Security Techniques) certified? If yes, please provide details of your certification	* Unspecified 🗸
	7 Is your organization ISO 31000 (Risk Management certified? If yes, please provide details of your certification	* Unspecified 🗸
	8 Is your organization ISO 50001 (Energy Management) certified? If yes, please provide details of your certification	* Unspecified 🗸
	9 Is your organization Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development certified? If yes, please provide details of your certification	* Unspecified 🗸
	10 Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Unspecified 🗸
	11 Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification	* Unspecified 🗸
	12 Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification	* Unspecified 🗸
	13 Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification	* Unspecified 🗸
	4.4. In your promination Takuma Amonah Delrario Desistration partitied? If you, plagon provide details of your partitiontion	* Unanasified
	(*) indicates a required field	

Step 5: Scroll through the list and **identify** the relevant certificate (if applicable).

Step 6: For irrelevant certificates, Vendor can select from dropdown button to change Unspecified to No.

Response Team	Name 1 1 is your organization iso boot (Quality management) certineu : ir yes, prease provide details or your certinication	NO	~]			
Event Contents	2 Is your organization ISO 13485 (Quality Management - Medical Devices) certified? If yes, please provide details of your certification	* No	~		_	
All Contont	3 Is your organization ISO 14001 (Environmental Management) certified? If yes, please provide details of your certification	* No	~			
Au Content	4 Is your organization ISO 17025 (Competence Of Testing And Calibration Laboratories) certified? If yes, please provide details of your certification	* No	~			
	5 Is your organization ISO 20000 (Information Technology - Service Management) certified? If yes, please provide details of your certification	* No	~			
	6 Is your organization ISO 27001 (Information Technology - Security Techniques) certified? If yes, please provide details of your certification	* No	~			
	7 Is your organization ISO 31000 (Risk Management certified? If yes, please provide details of your certification	* No	~			
	8 Is your organization ISO 50001 (Energy Management) certified? If yes, please provide details of your certification *					
	9 Is your organization Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development certified? If yes, please provide details of your certification	* No	~	-		
	10 Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Unspec	ified 🗸			
	11 Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification	* No	~	Ē		
	12 Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification	* No	~			
	13 Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification	* No	~			
	14 Is your organization Tabung Amanah Pekerja Registration certified? If yes, please provide details of your certification	* No	~	Ļ		
	(*) indicates a required field		,			
	Submit Entire Response Save draft Compose Message Excel Import					

Step 7: Vendor can select 'Yes' for relevant certificates.

Step 8: Vendor must provide the certificate information and softcopy attachment as supporting document via **Details** button.

9 Is your organization Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development certified? If yes, please provide details * No 🗸	
10 Is your organization Brunei Halal certified? If yes, please provide details of your certification 7 Yes 🗸 Deta	ails
11 Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your No 🗸	-
12 Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification * No 🗸	
13 Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification * No V	
14 Is your organization Tabung Amanah Pekerja Registration certified? If yes, please provide details of your certification * No 🗸	Ļ
(*) indicates a required field	•
Submit Entire Response Save draft Compose Message Excel Import	

Outcome: Certificate questionnaire pop-up will be displayed.

te your economication ICO 1703C /Compatibles COl Testion and Collibustion Extension) sortificada If you alcose provide details of your	No	~		^
10 Is your organization Brunei Halal certified? If yes, please provide details of your certification	No	~		
Enter details for Certificate. Enter the location of a file to add as an Attachment. To search for a More	No	~		
Certificate Type: Brunei Halal Certificate	No	~		
Issuer: *	No	\sim		
Year of Publication: *	No	\sim		
Certificate Number: *	Yes	~	Details	
Certificate Location: *	No	~		
Effective Date: *	No	~		
Expiration Date: *	No	~		
Attachment: * Choose File No file chosen	No	~		
Or drop file here			•	
Description:				
SAD Ariba				-

Step 9: Vendor can complete the following fields.

FIELD	DESCRIPTION
lssuer	Certificate issuer.
Year of Publication	Year of certificate published.
Certificate Number	Certificate unique number.
Certificate Location	Certificate location.
Effective Date	Effective start date of certificate.
Expiration Date	Expiry date of certificate.
Description	Brief description of certificate.

TAFIS – USER GUIDE SUPPLIER (VENDOR)				0000 0000 0000	
Enter details for Certificate . En	ter the location of a file to add as an Attachment. To search fo	ora <i>More</i>	No v		^
Certificate Type:	Brunei Halal Certificate 9		No 🗸		
Issuer: *	Brunei Halal Sdn Bhd (SAMPLE)		No 🗸		
Year of Publication: *	2024		No v		
Certificate Number: *	01		Yes 🗸	Details	
Certificate Location: *	Bandar Seri Begawan		No v		
Effective Date: *	Sat, 30 Mar, 2024		No v		
Expiration Date: *	Sat, 29 Mar, 2025		No v		
Attachment: *	2 [SAMPLE] Certificates.pdf Delete		No v		ļ
	Choose File No file chosen			•	
	[SAMPLE] Certificates.pdf				
	Description:				
	Relevant Certificate attached to as supporting documentation.				
SAP Ariba			9 Ariba Inc Altricht		
SAF DUSINESS NELWORK PITYONS		OK Cancel	o Anda, me. Au right		

Step 10: Vendor can **either drag and drop** the supporting documentation file **(e.g. Certificate) or** click on the **choose file button** to select the file from their device.

Step 11: Click on **OK** button.

	Attachment: * 🔁 [SAMPLE] Certificates.pdf Delete	No V
	Choose File No file chosen [SAMPLE] Certificates.pdf	4
	Description:	
	Relevant Certificate attached to as supporting documentation.	
SAP Ariba		
SAP Business Network Privacy	11 ок	9 Ariba, Inc. All rights reserved.

Outcome: Console (Standards Certificates Questionnaire) page will be displayed.

10 Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Yes	✓ Details
11. Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification		
12 Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification	* No	~
1.3 Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification	* No	~
14 Is your organization Tabung Amanah Pekerja Registration certified? If yes, please provide details of your certification	* No	✓
(*) indicates a required field		
Submit Entire Response Save draft Compose Message Excel Import		

SUPPLIER (VENDOR)

Step 12: Click on **Submit Entire Response** button.

	10 Is your organization Brunei Halal certified? If yes, please provide details of your certification	*	Yes	~	Details
	11 Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification	*	No	~	
	12 Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification	*	No	~	
	13 Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification	*	No	~	
	14 Is your organization Tabung Amanah Pekerja Registration certified? If yes, please provide details of your certification	*	No	~	
	(*) indicates a required field				•
12	Submit Entire Response Save draft Compose Message Excel Import				

Outcome: **Submission confirmation** pop-up will be displayed.

Ariba Sourc	ing 🔛 Company Settings 🗸	Lee Ang 🔻 🛛 Feedback Help 🔻	Messages »
< Go back to Treasury Accounting System-TEST Dashboard	g and Financial Information	Desktop Fit	e Sync
Console	Doc1061806097 - Standards Certificates Questionnaire	G	00:06:22
Event Messages Event Details Response History	All Content		
Response Team	Name 1 // / / / / / / / / / / / / / / / / /	140	
▼ Event Contents	2 Is your organization ISO 13485 (Quality ✓ Submit this response? ase provide details of y	your certification	
All Content	Click OK to submit.	ation * No	~
	4 Is your organization ISO 17025 (Compet OK Cancel d? If yes, please provide certification	te details of your * No	
	5 Is your organization ISO 20000 (Informa es, please provide det certification	ails of your * No	~
	6 Is your organization ISO 27001 (Information Technology - Security Techniques) certified? If yes, please provide deta certification	ils of your * No	
	7 Is your organization ISO 31000 (Risk Management certified? If yes, please provide details of your certification	* No	~
	8 Is your organization ISO 50001 (Energy Management) certified? If yes, please provide details of your certification	* No	~
	9 Is your organization Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development certified? If yes, ple of your certification	ase provide details * No	~
	10 Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Yes	✓ Details
	11 Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide deta certification	ils of your * No	~

Step 13: Click on $\boldsymbol{\mathsf{OK}}$ button to proceed.





Ariba Sourci	iba Sourcing 🗰 Company Settings 🗸 Lee Ang 🗸 Feedback Help 🗸 Messages 🗴				Messages >>	
< Go back to Treasury Accounting System-TEST Dashboard	and Financial Information				Desktop Fil	e Sync
Console	Doc1061806097 - Standards Certificates Questionnaire				Pend	ing Approval
Event Messages Event Details	You have submitted a response to the questionnaire.					
Response History Response Team						
	All Content					

Once the questionnaire is approved, the certificates will be listed under Certificates section.

Certificates
Certificate Info
Brunei Halal Certificate

4. References

4.1 Bank Key

Vendor must ensure their **Bank Key** is **correct** when completing their Supplier Registration Questionnaire.

Note: Vendor can access Government Vendor Portal (GVP) website from any internet browser and open the **References** section to view the Bank Key List. The list would be updated periodically when deemed necessary.

Link: https://www.tafis.gov.bn/reference.html


SUPPLIER (VENDOR)

Bank Key Lists	Note 3
Bank Key List	^
 BANK KEYS LIST_v1.0_2024121 	2

SUPPLIER (VENDOR)

4.1.1 Bank Keys – Domestic

Below is the list of **Domestic Bank Keys**.

BANK KEY	BANK NAME		
BBB	Baiduri Bank Brunei		
BIBD	Bank Islam Brunei Darussalam		
BOC	Bank Of China		
MAYBANK	Maybank		
RHB	RHB Bank		
SCB	Standard Chartered Bank		
TAIB	Tabung Amanah Islam Brunei		
UOB	UOB Bank		

=	Select a Bank (1) 8 Entries found X							
Re	Restrictions							
 Image: A state of the state of								
C/R	Bank Key	Name of Financial Institution	Street and House Number	City				
BN	BBB	Bank Baiduri-Brunei	145 Jln Pemancha	Bandar Seri B				
BN	BIBD	Bank Islam Brunei Darusalam	Lot.159 Jln.Pemancha	Bandar Seri B				
BN	BOC	Bank Of China	Simpang 22 Jalan Dato Ratna	Bandar Seri B				
BN	MAYBANK	Maybank	Kiarong Sentral, Unit 5, Simpa	Bandar Seri B				
BN	RHB	RHB Bank	Unit F & G, Arches, JI Pasar B	Bandar Seri B				
BN	SCB	Bank Standard Chartered	Main Office, 51-55, Jln Sultan	Bandar Seri B				
BN	TAIB	Tabung Amanah Islam Brunei	Jln Sultan Omar Ali Saifuddien	Bandar Seri B				
BN	UOB	UOB Bank	Unit 10 Bangunan D'Amin Jaya L	. <mark>Bandar Seri B</mark>				

Note: The following are brief description of certain Bank Information fields.

FIELD	DESCRIPTION
Bank Key / ABA Routing	Bank Key is a mandatory and unique key for banks especially domestic
Number	banks. (Mandatory for domestic banks)
	ABA Routing Number is similar to Bank Key but it is mainly used by
	overseas banks such as those from US.
IBAN Number	IBAN Number is a system for identifying bank accounts across national
	borders. (Optional – Not required for domestic banks).
SWIFT Code	Society of Worldwide Interbank Financial Telecommunication (SWIFT)
	is an 8-to-11-character code, also known as Bank Identifier Code (BIC).
	Each bank has a unique SWIFT code indicating its name, location, and
	branch. (Optional – Not required for domestic banks).
Bank Control Key	Specifies the type of the supplier bank account. (Not required for
	domestic banks).

4.1.2 Bank Keys – Overseas

Below is the list of **Overseas Bank Keys**.

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
AE	HANAE	SWIFT:HANYUS33XXX	21920430333118045	HABIB BANK AG ZURICH.
AE	EBIAE	SWIFT: EBILAEAD	1021066499902	EMIRATES BANK INTERNATIONAL
AE	SCBAE	SWIFT: SCBLAEADXX	01207866801	NOT FOUND
AE	NCBAE	SA131000006251161100	NCBKSAJE	NATIONAL COMMERCIAL BANK (NCB)
AE	BBMAE	BANK CODE: BBMEAEAD	022-386742-100	HSBC BANK MIDDLE EAST LIMITED
AE	ADCAE	SWIFT: ADCBAEAA	652668193001	ABU DHABI COMMERCIAL BANK
AE	NBSAE	SWIFT: NBSHAEAS	0047-350646-001	SHARJAH ISLAMIC BANK
AE	ABDAE	BRANCH: AL AIN	22304289	ABU DHABI ISLAMIC BANK
AR	NACAR	SWIFT: NACNARBA	2542/80	BANCO DE LA NACION ARGENTINA
AT	BKAAT	SWIFT: BKAUATWWXXX	04884350200	UNICREDIT BANK AUSTRIA AG
AU	NATAU	SWIFT: NATAAU3304B	438776612	NATIONAL AUSTRALIA BANK
AU	CTBAU	SWIFT: CTBAAU2S	10010887	COMMONWEALTH BANK OF AUSTRALIA
FR	SOGFR	SWIFT: SOGEFRPP	00051779883	KEBHANA BANK
FR	SHBFR	IBN: FR08 3000202549	00 0000 1583 H37	SHIN HAN BANK
GB	CITGB	SWIFT: RBOSGB2L	10040655	CITIBANK KOREA INC -KAKAO
GB	SHBGB	SORT CODE: 11-00-14	10557061	SHINHAN BANK
GB	HBVGB	4921 8167 6007 3327	VISA DEBIT CARD	SUNGKYUNKWAN UNIVERSITI 1F
GB	BOFGB	BIC: MIDLGB2134R	21245988	BANK OF AMERICA
GB	BMUGB	SWIFT: LYODGB21651	31494462	BANK MUSCAT
ID	KOEID	JENIS TABUNGAN 002	0105019012	KEB HANA BANK
KR	IBKKR	SWIFT: IBKOKRSE	222-000063-06-109	INDUSTRIAL BANK OF KOREA
KR	CITKR	SWIFT: CITIKRSX	881-06985-259-01	CITI BANK
KR	HVBKR	SWIFT: HVBKKRSEXXX	1006-280-123123	WOORI BANK

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
KR	CZNKR	SWIFT: CZNBKRSE	66040201220409	KOOKMIN BANK
KZ	CITKZ	SWIFT:CITIKZKA	100024004	CJSC CITIBANK KAZAKHSTAN
LB	BLOLB	SWIFT: BLOMLBBX	IBAN ABOVE	BLOM BANK S.A.L
LK	HSBLK	SWIFT: HSBCLKLX	#011-012499-101	HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED, THE
LK	BCELK	SWIFT: BCEYLKLX	0000029176	BANK OF CEYLON
LK	BSALK	SWIFT: BSAMLKLX	102250123024	SAMPATH BANK
LK	PSBLK	PSBKLKLX023	796402140386210	PEOPLE'S BANK
LK	NSBLK	SWIFT: HSBALKLX	101270117226	NATIONAL SAVING BANK
LT	HABLT	SWIFT: HABALT22	BANK CODE: 73000	SWEDBANK AB
MC	CRLMC	BIC NO: CRLYFRPP	FR54300020543000	LCL (LE CREDIT LYONNAIS)
MM	KBZMM	SWIFT: KBZBMMMY	03410717700193501	KANBAWZA BANK LTD
MM	MFTMM	SWIFT: MFTBMMMY	1DA-06-00046	MYANMA FOREIGN TRADE BANK
MM	AYAMM	SWIFT : AYABMMMY	0001201010106904	AYA BANK
MT	LBMMT	SWIFT: LBMAMTMT	01440116294	LOMBARD BANK MALTA PLC
MU	STCMU	SWIFT: STCBMUMU	61030100029874	STATE BANK OF MAURITIUS LTD
MV	PMBMV	SWIFT PMBPCZPPXXX	2018360003/6000	PPF BANKA A.S.
MX	SCEMX	SWIFT: SCECUS41	000578651	SCHLUMBERGER EMPLOYEES CREDIT UNION
MY	MBBMY1	SWIFT:MBBEMYKL	511056222911	MAYBANK
MY	PBBMY	SWIFT: PBBEMYKL	4-9368861-23	PUBLIC BANK BERHAD
MY	CIBMY	CURRENT ACC	80-0222955-9	CIMB BANK BERHAD
MY	PIBMY	AL-WADIAH SAVINGS	6-8305537-14	PUBLIC ISLAMIC BANK
MY	PHBMY	SWIFT PHBMMYKLXXX	1000 6000 6821	AFFIN BANK BERHAD
MY	SCBMY	SWIFT: SCBLMYKX	390-145738238	STANDARD CHARTERED BANK
MY	CHAMY	CHASMYKX	687-0904-114	J.P.MORGAN CHASE BANK BERHAD
MY	RHBMY1	SWIFT: RHBBMYKL	2-12273-0002411-6	RHB BANK BERHAD

SUPPLIER (VENDOR)

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
MY	HSBMY	SWIFT CODE:	260-282769-178	THE HONGKONG AND SHANGHAI BANKING
		HSBCSGSG		CORPORATION LIMITED
MY	UOVMY	80000 JOHOR BAHRU, MY	319-3-001151-7	UNITED OVERSEAS BANK (MYS) BHD
MY	HBMMY	SWIFT: HBMBMYKL	205-236268-101	HSBC BANK MALAYSIA BERHAD
MY	HLBMY	SWIFT: HLBBMYKL	055-020-01227 USD	HONG LEONG BANK BERHAD
MY	CITMY	SWIFT: CITIMYKL	0195202028	CITIBANK BERHAD
MY	MBBMY2	SHAH ALAM SELANGOR	5621 0672 6750	MALAYAN BANKING BERHAD
MY	MFBB1	SWIFT. MFBBMYKL	110270010012502	ALLIANCE BANK MALAYSIA BERHAD
MY	ARBMY	SWIFT: ARBKMYKLXXX	0912012006334	AMBANK (M) BERHAD
MY	HMAMY	SWIFT: HMABMYKL	003-171873-021	HSBC AMANAH MALAYSIA BERHAD
MY	MFBMY	SWIFT: MFBBMYKLXXX	641530010011886	ALLIANCE BANK SETAPAK
MY	BMMMY1	SWIFT:BMMBMYKL	07020000156710	BANK ISLAM MALAYSIA BERHAD
MY	OCBMY	SWIFT:OCBCMYKLXXX	7901069229	OCBC BANK (MALAYSIA) BERHAD
MY	RHBMY2	SWIFT: RHBAMYKL	26601600012821	RHB ISLAMIC BANK BERHAD
MY	AIBMY1	SWIFT: AIBBMYKLXXX	20-662-000023-9	AFFIN ISLAMIC BANK BERHAD
MY	BMMMY2	SWIFT : BMMBMYKL	14010018840726	BANK MUAMALAT MALAYSIA BERHAD
MY	AIBMY2	SWIFT: AIBBMYKL	206640101480	AFFIN BANK ISLAMIC
MY	HLIMY	SWIFT: HLIBMYKL	25501005499	HONG LEONG ISLAMIC BANK
NL	DEUNL	BLZ: 500 700 24	0704635 00	DEUTSCHE BANK AG
NL	RABNL	SWIFT: RABONL2U	109524799	RABOBANK
NL	ABNNL	BIC: ABNANL2A	46.85.73.178	ABN AMRO BANK N.V.
NL	INGNL	SWIFT: INGBNL2A	5549196	ING BANK N.V.
NO	DNBNO	SWIFT:DNBANOKK	7007-04-44435	DNB BANK ASA
NO	SANNO	SWIFT: SASKNO22	NO2232651128225	SANDNES SPAREBANK
NO	SPANO	SWIFT: SPTRNO22	39316208030	SPAREBANK 1 SMN
NO	NORNO	SWIFT: NDEANOKK	NO7860130443845	NORDEA BANK ABP, FILIAL I NORGE
NO	HANNO	SWIFT: HANDNOKK	96852787772	HANDELSBANKEN

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
NO	DANNO	SWIFT:DABANO22	86431085439	DANSKE BANK A/S
NP	NABNP	SWIFT:NARBNPKA	3310017504518	NABIL BANK LIMITED
NP	NEPNP	SWIFT: NRBLNPKA	1201200001005524	NEPAL RASTRA BANK
NZ	SHINZ	SWIFT: BKNZNZ22	0209290045806-083	SHINHAN BANK, 323 ILSAN-RO
NZ	ASBNZ	SWIFT : ASBBNZ2A	24270784-USD-39	ASB BANK LIMITED
NZ	ANZNZ	SWIFT: ANZBNZ22	01-0906-016776300	ANZ BANK NEW ZEALAND LIMITED
NZ	WESNZ	SWIFT: WPACNZ2W	030502-0038164-02	WESTPAC NEW ZEALAND LIMITED, A WHOLLY
				OWNED SUBSIDIARY OF WESTPAC BANKING
				CORPORATION
NZ	TRUNZ	SWIFT: BRBTUS33	0005234621647	TRUIST BANK
NZ	COMNZ	SWIFT: CMFGUS33	8452021450	COMMUNITY FEDERAL SAVINGS BANK
NZ	BNZNZ	SWIFT : BKNZNZ22	0209120391817001	BANK OF NEW ZEALAND
ОМ	SOHOM	SWIFT: BBMEOMRX	267-004869-160	SOHAR INTERNATIONAL BANK S.A.O.G
PE	BANPE	SWIFT: BCPLPEPL	191-0139811-1-41	BANCO DE CREDITO DEL PERU
PH	HSBPH	SWIFT: HSBCPHMM	081-033417-130	THE HONGKONG AND SHANGHAI BANKING
				CORPORATION LTD
PH	BDOPH	SWIFT: BNORPHMM	000800347609	BDO UNIBANK, INC.
PH	BOCPH	SWIFT: PABIPHMM	023-210000011 USD	BANK OF COMMERCE
PH	BOPPH	SWIFT: BOPIPHMM	8114 0269 73	BANK OF THE PHILIPPINE ISLANDS
PH	LBPPH	TLBPPHMM	1984-0071-98	LANDBANK OF THE PHILIPPINES
PH	MBTPH	SWIFT: MBTC PHMM	SA3543601483	METROPOLITAN BANK AND TRUST CO.
PH	BDOPH1	SWIFT: BOPBPHMM	004000166258	BDO PRIVATE BANK INC.
PH	DBPPH	SWIFT: DBPHPHMM	0756-002843-030	DEVELOPMENT BANK OF THE PHILIPPINES
PK	BAHPK	SWIFT: BAHLPKKAXXX	00050981019777014	BANK AL HABIB LIMITED
PK	HABPK	INTM BNK: HABBUS33	0786-79014650-11	HABIB BANK LIMITED
PK	SONPK	SWIFT: SONEPKKAXXX	01180182730 (USD)	SONERI BANK LIMITED
PK	SBPPK	SWIFT: SBPPPKKA	CENTRAL-01 (US\$)	STATE BANK OF PAKISTAN

SUPPLIER (VENDOR)

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
РК	SCBPK	SWIFT: SCBLPKKX	BRANCH CODE: 066	STANDARD CHARTERED BANK (PAKISTAN) LIMITED
PK	NBPPK	SWIFT: NBPAPKKA02P	4004875869	NATIONAL BANK OF PAKISTAN
PK	SBIPK	SWOFT: SBININBB	00000020156936383	STATE BANK OF INDIA
PK	FAYPK	SWIFT: FAYSPKKA112	302430100008238	FAYSABANK LIMITED
PK	UNIPK	SWIFT: UNILPKKA	1322236470682	UNITED BANK
PR	BANPR	SWIFT: BPPRPRSX	166553468	BANCO POPULAR DE PUERTO RICO
PY	CITPY	SWIFT: CITIUS33XXX	36005954	CITIBANK N.A.
QA	QATQA	SWIFT: QNBAQAQA	0013-300538-060	QATAR NATIONAL BANK
SA	SABSA	SWIFT:SABBSARI	011-335262-001	SAUDI AWWAL BANK
SA	BSFSA	SWIFT: BSFRSARI	97787900154	BANQUE SAUDI FRANSI
SA	SAMSA	SWIFT: SAMBPKKAXXX	4701829870	SAMBA BANK LIMITED
SE	NORSE	SWIFT: NDEA SESS	IBAN: SE54 9500	NORDEA BANK ABP
SE	NORSE1	SWIFT CODE: HANDSESS	6124-401 536 238	NORDEA BANK ABP, FILIAL I SVERIGE
SE	LANSE	SWIFT: ELLFSESSXXX	9023 4372348	LANSFORSAKRINGAR BANK AB
SG	DBSSG	SWIFT CODE: DBSSSGSG	172-12587-5	DBS BANK LTD
SG	CITSG	SWIFT: CITISGSG	0492366-013	CITIBANK,N.A.
SG	UOBSG	SWIFT: UOVBSGSG	212-307-287-3	UNITED OVERSEAS BANK LIMITED
SG	OCBSG	SWIFT : OCBCSGSG	591218599001	OVERSEA-CHINESE BANKING CORPORATION LIMITED
SK	CESSK	SWIFT: CEKOSKBX	484081053/7500	CESKOSLOVENSKA OBCHODNA BANKA, A.S.
TH	BBPTH	SWIFT: BKKBTHBK	9420003106	BANGKOK BANK PUBLIC COMPANY LIMITED
TH	KASTH	SWIFT:KASITHBK	046-9-20001-9	KASIKORNBANK PUBLIC COMPANY LIMITED
TH	SIATH	SWIFT: SICOTHBK	026-2 99105-5	SIAM COMMERCIAL BANK PCL., THE
ТН	TMBTH	SWIFT: TMBKTHBK	384-2-09945-3	TMBTHANACHART BANK PUBLIC COMPANY LIMITED

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
TH	KRUTH	SWIFT: KRTHBK	980-5-18356-4	KRUNG THAI BANK PUBLIC COMPANY LIMITED
TH	IBTTH	SWIFT TIBT THBK	102-1-03380-4	ISLAMIC BANK OF THAILAND
TR	TURTR	SWIFT: TGBATRISXXX	459 909 85 74	TURKIYE GARANTI BANKASI A.S.
TR	HSBTR	SWIFT: HSBCTRIX	888100401177301	HSBC BANK A.S.
TR	TURTR1	SWIFT:ISBKTRISXXX	0290599	TURKIYE IS BANKASI A.S.
TR	TURTR2	SWIFT: TCZBTR2AXXX	2176921326645003	TURKIYE CUMHURIYETI ZIRAAT BANKASI A.S.
TR	ZIRTR	SWIFT: ZKBATRIS	8-1130413-3	ZIRAAT KATILIM BANKASI A.S.
TW	HUATW	SWIFT: HNBKTWTP120	120970012686	HUA NAN COMMERCIAL BANK, LTD.
TW	FCBTW	SWIFT:FCBKTWTP	28368055761	FIRST COMMERCIAL BANK
TW	ECBTW	SWIFT:ESUNTWTP	0473879044964	E. SUN COMMERCIAL BANK LTD.
TZ	NBCTZ	SWIFT: NLCBTZTX	0111 0500 7500	NATIONAL BANK OF COMMERCE, THE
TZ	EBTTZ	SWIFT: EQBLTZTZ	3010111377499	EQUITY BANK TANZANIA LIMITED
UA	JOIUA	SWIFT: COSBUAUK	260093011852	JOINT STOCK COMPANY 'STATE SAVINGS BANK OF UKRAINE'
UA	PIBUA	SWIFT: UGASUAUK	26007300771	PUBLIC JOINT-STOCK COMPANY JOINT STOCK BANK 'UKRGASBANK'
US	BOFUS	SWIFT: BOFAUS3N	2435210535	BANK OF AMERICA, N.A.
US	KOOUS	SWIFT: CNORUS44	30710257514	KOOKMIN BANK,120 TAEPYUNG-RO
US	WELUS	SWIFT: PNBPUS3NNYC	2000192003476	WELLS FARGO BANK, N.A.
US	PNCUS	SWIFT CODE:PNCCUS33	1010933853	PNC BANK, N.A.
US	JPMUS	SWIFT :CHASUS33	322018501	JPMORGAN CHASE BANK, N.A.
US	CNBUS	SWIFT: CINAUS6L	112 299092	CITY NATIONAL BANK
US	COMUS	SWIFT: MNBDUS 33	1076 036 803	COMERICA DETROIT
US	CITUS	SWIFT:CITIUS33	1013 8388 (USD)	CITIBANK N.A
US	HSBUS	SWIFT: MRMDUS33	000153028	HSBC BANK USA, N.A.
US	FRBUS	SWIFT: FRNYUS33FX1	0210-8216-2	FEDERAL RESERVE BANK OF NEW YORK
US	BANUS	SWIFT: DBDBRSBG	0051700000552	BANCA INTESA AD, BEOGRAD

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
US	JPMUS1	SWIFT: CHASUSU3XXX	338123810	PMORGAN CHASE BANK, N.A
US	ONPUS	SWIFT:OCCUUS66XXX	912128	ONPOINT COMMUNITY CREDIT UNION
US	WINUS	SWIFT: NSCTUS44	3804849958	WINTRUST BANK, N.A.
US	TANUS	SWIFT: ANBTUS44	2004095846	THE AMERICAN NATIONAL BANK OF TEXAS
US	UNIUS	SWIFT: BOFCUS33MPK	6100023588	UNION BANK
US	RENUS	SWIFT: RNSTUS42	0002004752	RENASANT BANK
US	HANUS	SWIFT : WHITUS44	0715360167	HANCOCK WHITNEY BANK
US	MATUS	SWIFT: MANTUS33	1107000701	M AND T BANK
US	CITUS1	SWIFT: CTZIUS33	113742-2669	CITIZEN BANK
US	TDBUS	SWIFT: NRTHUS33XXX	8253165720	TD BANK
US	BMOUS	SWIFT : HATRUS44	223-733-7	BMO HARRIS BANK N.A
US	SEAUS	SWIFT: SNBFUS3F XXX	4167129751	SEACOAST NATIONAL BANK
US	TCBUS	SWIFT: TXCBUS44	4011005131	TEXAS CAPITAL BANK
US	UFSUS	SWIFT: UFSBUS44 XXX	0021290547	USAA FEDERAL SAVINGS BANK
US	THNUS	SWIFT : HUNTUS33	01661616573	THE HUNTINGTON NATIONAL BANK
US	BOHUS	SWIFT: NARAUS6L090	3099223	BANK OF HOPE
US	REGUS	SWIFT: UPNBUS44	0185437611	REGIONS BANK
US	BRBUS	SWIFT: BBCLMUMU	06635883	BREMER BANK
US	CPOUS	SWIFT: NFBKUS33XXX	360 6633 8931	CAPITAL ONE BANK
VN	BPCVN	SWIFT: BFCEVNVX	885392	BPCE IOM
VN	HSBVN	SWIFT: HSBCVNVX	001-001593-101	HSBC BANK (VIETNAM) LTD
VN	JSCVN	SWIFT: BFTVVNVX	001.1.37.008403.9	JOINT STOCK COMMERCIAL BANK FOR FOREIGN TRADE OF VIETNAM
VN	VTCVN	SWIFT: VTCBVNVX	19133681605011	VIETNAM TECHNOLOGICAL AND COMMERCIAL JOINT STOCK BANK
VN	BIPVN	SWIFT: BKIPPKKAXXX	106400280530201	BANK ISLAMI PAKISTAN LIMITED

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
VN	VPJVN	SWIFT: VPBKVNVX	195933456	VIETNAM PROSPERITY JOINT STOCK
				COMMERCIAL BANK
VN	ACBVN	SWIFT: ASCBVNVX	97436979	ASIA COMMERCIAL BANK ACB
VN	SBIVN	SWIFT : SBICIMDX	SORT CODE: 404852	STANDARD BANK ISLE OF MAN LIMITED
ZA	SBSZA	SWIFT: SBZA ZAJJ	ZA010045010547002	STANDARD BANK OF SOUTH AFRICA
				LIMITED,THE
ZA	ABSZA	SWIFT: ABSAZAJJ	9088481031	ABSA BANK LIMITED
ZA	FNBZA	SWIFT:FIRNZAJJXXX	60232188256	FIRST NATIONAL BANK

Note: The following are brief description of certain Bank Information fields.

FIELD	DESCRIPTION	
Bank Key / ABA Routing	Bank Key is a mandatory and unique key for banks especially domestic	
Number	banks. (Mandatory for domestic banks)	
	ABA Routing Number is similar to Bank Key but it is mainly used by	
	overseas banks such as those from US.	
IBAN Number	IBAN Number is a system for identifying bank accounts across national	
	borders. (Optional – Not required for domestic banks).	
SWIFT Code	Society of Worldwide Interbank Financial Telecommunication (SWIFT)	
	is an 8-to-11-character code, also known as Bank Identifier Code (BIC).	
	Each bank has a unique SWIFT code indicating its name, location, and	
	branch. (Optional – Not required for domestic banks).	
Bank Control Key	Specifies the type of the supplier bank account. (Not required for	
	domestic banks).	

4.2 ROC Supporting Document Samples

Vendor must ensure their **ROC Number** is correct when completing their Supplier Registration Questionnaire. Below are samples of ROC supporting documentation.

4.2.1 RC – Supporting Documents

Below is a **sample** for signed ROC supporting documentation for **RC Account (Z201) – Private** Limited.





SAMPLE ONLY	Extract generated as at 25-Nov-20	120
	Registry of Companies Brunei Darussalam Company Extract	
General Details	PC000	
Company Name Company Type Entity Status	RCC Number The Sdn Bhd Private Company Registered	
Incorporation Date Business Sector	 25-Nov-2020 01 Crop and animal production, hunting and related services activities 	Date of Incorporation & Business Sector
AGM Due Date Latest Annual Returns Filed	: 25-May-2022 : N/A	
Addresses		
Registered Office Address	, SPG lalar Kampung A, STKRJ, : Kampong 3 A, Kuala Belait, Belait, KA , Brunei Darussalam	
Directors		
Director		
Full Name	LUCING BR SPUN	
Nationality	: Brunei Darussalam	
Document	: IC-Yellow	
Identification Document Number	: Internet	
Gender	: Male	
Residential Address	I have a second s	
Appointment Date	: 25-Nov-2020	
	Extract Generated at as 25-Nov-20	220

SUPPLIER (VENDOR)

Note: Below is a sample for official supporting documentation (Certificate of Incorporation of Private Company) for RC Account (Z201) – Private Limited.



4.2.2 P – Supporting Documents

Below is a **sample** for signed ROC supporting documentation for **P** Account (**Z202**) – **Sole Proprietorship**.



Note: Below is a sample for official supporting documentation (Business Name Extract) for P Account (Z202) – Sole Proprietorship.



Note: Below is a sample for official supporting documentation (Certificate of Registration) for P Account (Z202) – Sole Proprietorship.

