

Government Vendor Portal (GVP)
EDIT SUPPLIER INFORMATION
(UPDATE/AMEND)

User Role: Vendor (Supplier)

Platform: **GVP**
T-Code: **N/A**



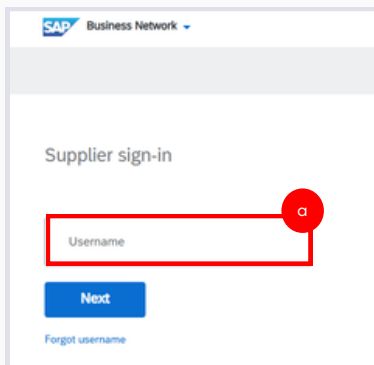
 <https://tafis.gov.bn>  tafis.ppp@mofe.gov.bn

 741 9444 / 747 9444 / 743 5444 / 746 1444 / 744 4077 / 744 4577

BACKGROUND INFORMATION

- Vendors can update their contact or business information if required.

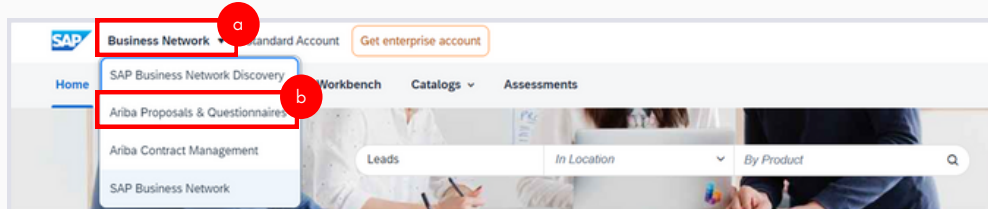
1



a) Log in to **Supplier Business Network** via Internet Browser.

- Link: <https://supplier.ariba.com>

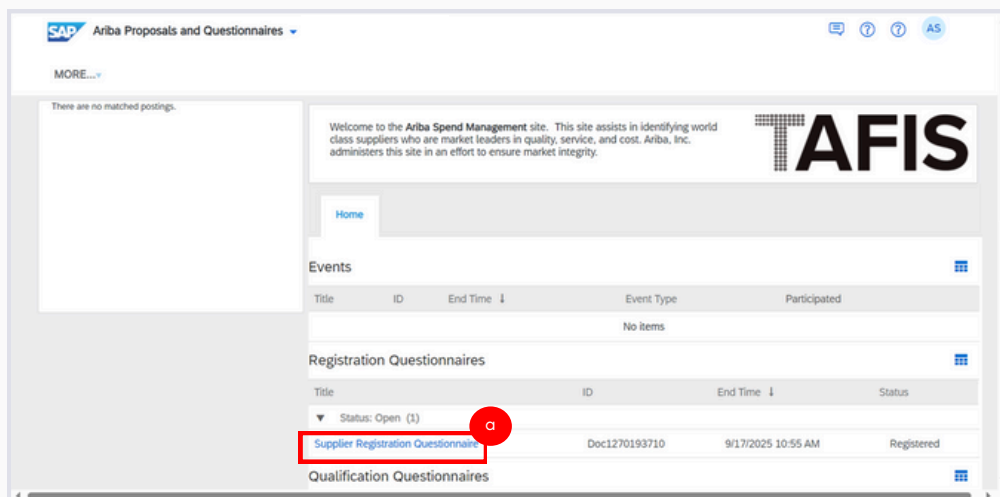
2



a) Click **Business Network**.

b) Click **Ariba Proposals & Questionnaires**.

3



a) Click **Supplier Registration Questionnaire**.

4

a) Click **Revise Response**.

NOTE:

- If the **Revise Response** button is **unavailable**, it means the questionnaire is **closed** and **cannot be edited**.
- Vendor will need to request that the registration questionnaire be reopened to TAFIS PPP via email tafis.ppp@mofe.gov.bn

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a) Click **OK** to proceed with updating the details.

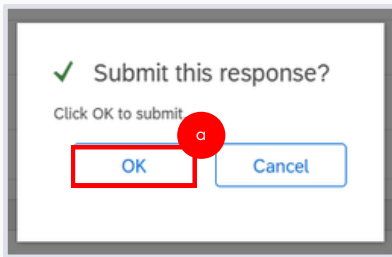
6

a) Navigate between sections to update the relevant details.

7

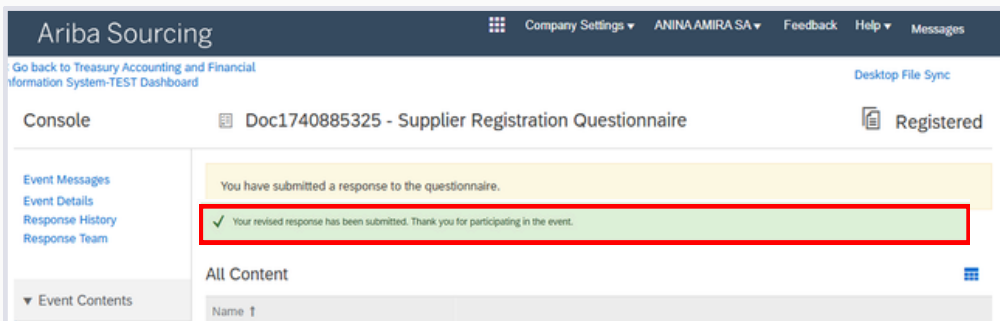
a) Click **Submit Entire Response** button should the Vendor has performed all the necessary updates.

8



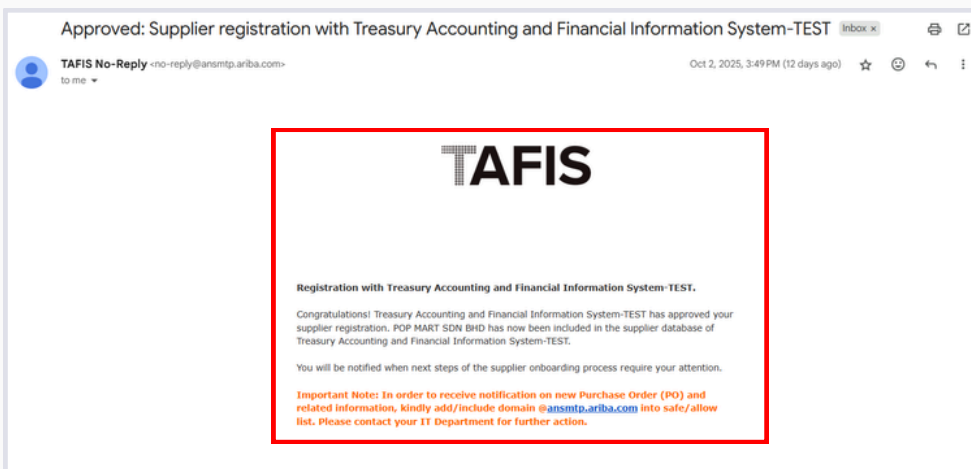
a) Click **OK** to proceed.

9



- Once the registration questionnaire has been submitted, the Vendor will receive an Email and will need to wait for the Treasury Department's Vendor Unit of the Ministry of Finance and Economy (MOFE) of Brunei Darussalam to **approve the revised response (updated information)**.

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- An email notification is received once the supplier information update has been approved.