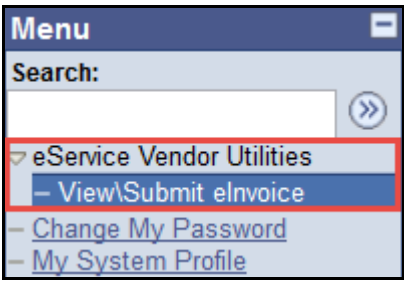
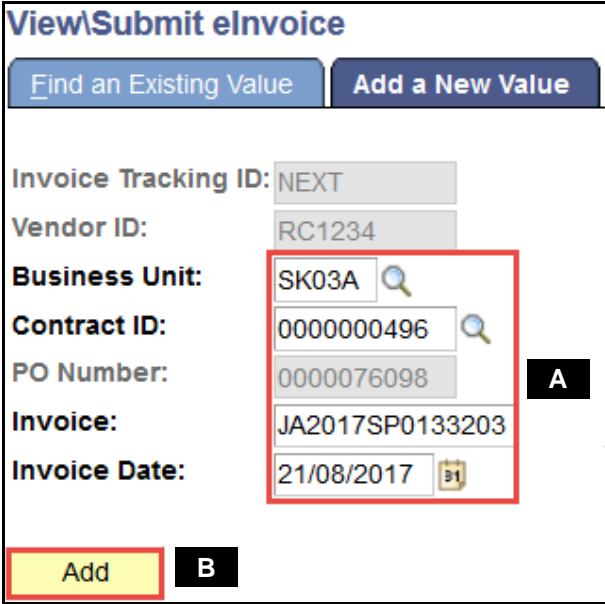


## JOB AIDS :- STEPS TO CREATE AND ESUBMIT EINVOICE WITH CONTRACT

INTENDED AUDIENCE	VENDOR
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Step 1	<p style="text-align: center;"><b>NAVIGATE TO VIEW\SUBMIT E INVOICE PAGE:</b>  <b><u>Menu &gt; eService Vendor Utilities &gt; View\Submit elnvoice</u></b></p> 
Step 2	<p style="text-align: center;"><b>IN THE VIEW\SUBMIT E INVOICE PAGE,</b></p>  <p>A. Under the <b>Add a New Value</b> tab, enter the information in the required fields above:-</p> <ul style="list-style-type: none"> <li>• <b>Business Unit</b> :- Enter or lookup the <b>Business Unit</b> (E.g. SK03A)</li> <li>• <b>Contract ID</b> :- Enter or lookup the <b>Contract ID</b> (E.g. 0000000496)</li> <li>• <b>PO Number</b> :- <i>PO Number will be automatically populated upon entering the</i></li> </ul>

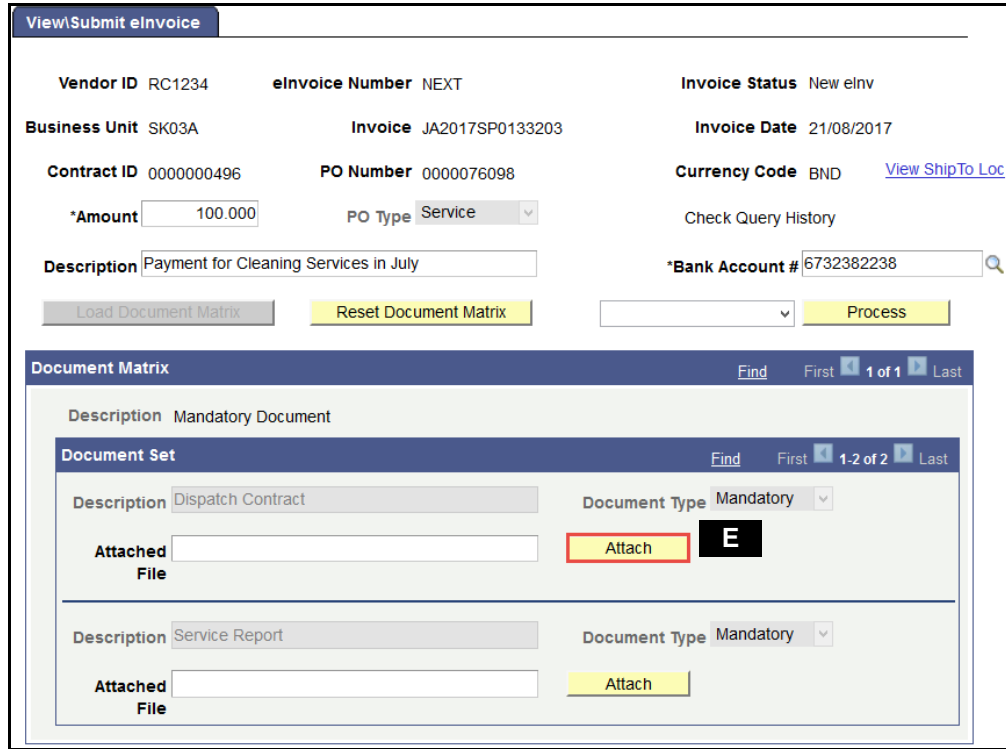
## JOB AIDS :- STEPS TO CREATE AND E SUBMIT E INVOICE WITH CONTRACT

	<p><b>Contract ID</b></p> <ul style="list-style-type: none"> <li><b>Invoice</b> :- Enter the <b>Invoice</b> (E.g. JA2017SP0133203) <b>Note:</b> The invoice field is vendor's invoice number. <b>No special characters</b> are allowed to be used in the invoice (e.g. \, *%#). Maximum number of characters is 22 characters</li> <li><b>Invoice Date</b> :- Enter or select the <b>Invoice Date</b> (E.g. 21/08/2017) <b>Note:</b> <b>No future date</b> is allowed to be entered in the Invoice Date</li> </ul> <p>B. Click <b>Add</b> button</p>
<p>Step 3</p>	<p style="text-align: center;"><b>IN THE VIEW\SUBMIT E INVOICE PAGE,</b></p> <div data-bbox="397 871 1404 1197" style="border: 1px solid black; padding: 5px;"> <p><b>View\Submit eInvoice</b></p> <p>Vendor ID RC1234      Invoice Number NEXT      Invoice Status New elnv</p> <p>Business Unit SK03A      Invoice JA2017SP0133203      Invoice Date 21/08/2017</p> <p>Contract ID 0000000496      PO Number 0000076098      <b>C</b>      Currency Code BND      <a href="#">View ShipTo Loc</a></p> <p>*Amount 100.00      PO Type Service      Check Query History</p> <p>Description Payment for Cleaning Services in July      *Bank Account # 6732382238</p> <p><b>D</b> Load Document Matrix      Reset Document Matrix      Process</p> </div> <p>C. In the <b>Add a New Value</b> tab, enter the information in the required fields above :-</p> <ul style="list-style-type: none"> <li><b>*Amount</b> :- Enter the <b>*Amount</b> of the invoice to be claimed (E.g. 100.00)</li> <li><b>PO Type</b> :- Select the <b>PO Type</b> either as <b>Goods</b> or <b>Service</b></li> <li><b>Description</b> :- Enter the <b>Description</b> of the Invoice. Maximum number of characters is 254 characters (E.g. Payment for Cleaning Services in July)</li> <li><b>*Bank Account #</b> :- Enter or lookup the <b>*Bank Account</b> to be used for the payment</li> </ul> <p>D. Click <b>Load Document Matrix</b> button to load the document to be attached</p>

## JOB AIDS :- STEPS TO CREATE AND ESUBMIT EINVOICE WITH CONTRACT

Step 4

IN THE VIEW\SUBMIT EINVOICE PAGE,



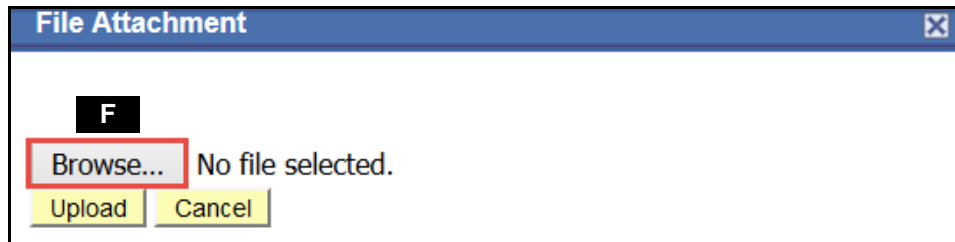
The screenshot shows the 'View/Submit eInvoice' page with the following details:

- Vendor ID:** RC1234
- Invoice Number:** NEXT
- Invoice Status:** New elnv
- Business Unit:** SK03A
- Invoice:** JA2017SP0133203
- Invoice Date:** 21/08/2017
- Contract ID:** 0000000496
- PO Number:** 0000076098
- Currency Code:** BND
- \*Amount:** 100.000
- PO Type:** Service
- Description:** Payment for Cleaning Services in July
- \*Bank Account #:** 6732382238

Buttons include 'Load Document Matrix', 'Reset Document Matrix', and 'Process'. Below is a 'Document Matrix' table:

Description	Document Type	Attached File	Action
Dispatch Contract	Mandatory		Attach <b>E</b>
Service Report	Mandatory		Attach

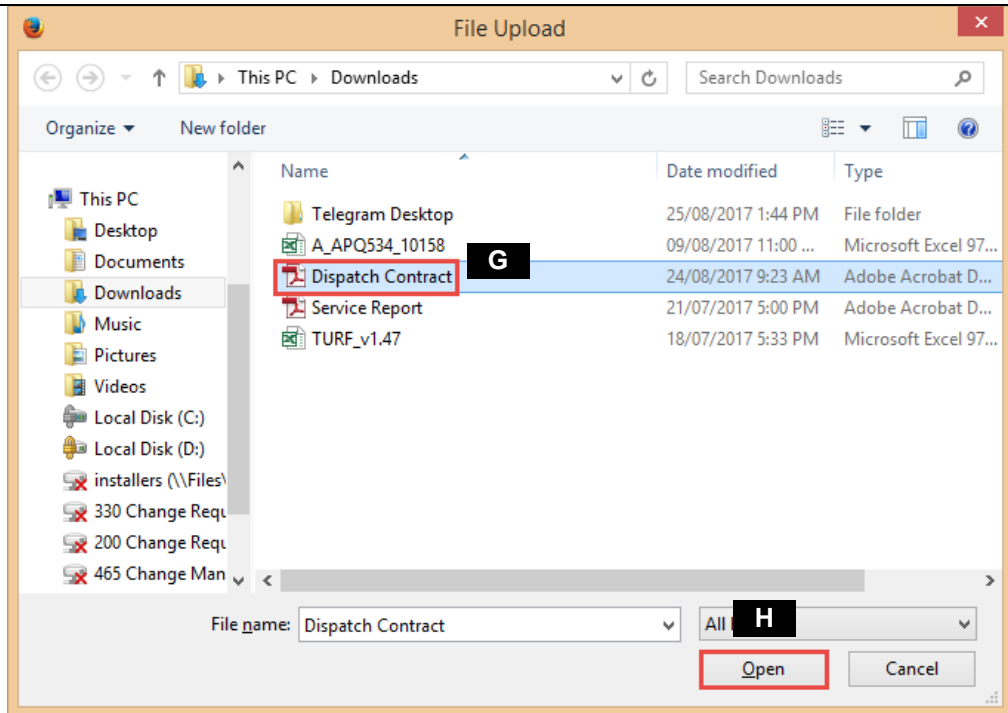
- E. Click **Attach** button to attach the documents based on the document type either **Mandatory** or **Optional**



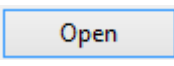
The 'File Attachment' dialog box shows a 'Browse...' button highlighted with a red box, indicating the next step. The text 'No file selected.' is displayed. Other buttons include 'Upload' and 'Cancel'.

- F. Click **Browse...** button to select file / document to be uploaded

## JOB AIDS :- STEPS TO CREATE AND E SUBMIT E INVOICE WITH CONTRACT



G. Select the file/document to be uploaded

H. Click  button to select file / document to be uploaded



I. Click  button upload the selected file / document

**Note:** Take note on the name of the document selected to be uploaded

## JOB AIDS :- STEPS TO CREATE AND E SUBMIT E INVOICE WITH CONTRACT

Step 5

### IN THE VIEW\SUBMIT E INVOICE PAGE,

**Document Matrix** Find First 1 of 1 Last

Description Mandatory Document

---

**Document Set** Find First 1-2 of 2 Last

Description Dispatch Contract	Document Type Mandatory
Attached File Dispatch_Contract.PDF	View Delete
<b>NOTE</b>	
Description Service Report	Document Type Mandatory
Attached File	Attach J

J. Click **Attach** button and repeat Step 3 (Above)

**Note:** Take note on the **Mandatory Document** to be uploaded. Uploaded document also can be viewed and deleted on this stage

**KERAJAAN BRUNEI**  
GOVERNMENT OF BRUNEI DARUSSALAM

**CONTRACT**

**Revision**  
0  
Dispatch via E-Mail

<p><b>Jabatan Kerja Raya</b> Tingkat Bawah, Ibu Pejabat JKR Bahagian Pentadbiran Jabatan Kerja Raya Kementerian Pembangunan Berakas BM BB3510 Negara Brunei Darussalam</p> <p><b>Vendor ID</b> RC1234 Fury Sdn Bhd No 2 Spg 1626 Kg Anggerak Desa Bandar Seri Begawan BG3122 Negara Brunei Darussalam</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>SetID / Contract ID SK03A/000000496</td> <td style="text-align: right;">Page 1 of 1</td> </tr> <tr> <td>Contract Validity 01/01/2017 to 31/12/2018</td> <td style="text-align: right;">Currency BND</td> </tr> <tr> <td>Contract Name FURYSERVICES01</td> <td style="text-align: right;">Process Option / Contract Type Fixed / Maintain</td> </tr> <tr> <td>Original Amt 10,000.00</td> <td style="text-align: right;">Contract Amt 10,000.00</td> </tr> </table>	SetID / Contract ID SK03A/000000496	Page 1 of 1	Contract Validity 01/01/2017 to 31/12/2018	Currency BND	Contract Name FURYSERVICES01	Process Option / Contract Type Fixed / Maintain	Original Amt 10,000.00	Contract Amt 10,000.00
SetID / Contract ID SK03A/000000496	Page 1 of 1								
Contract Validity 01/01/2017 to 31/12/2018	Currency BND								
Contract Name FURYSERVICES01	Process Option / Contract Type Fixed / Maintain								
Original Amt 10,000.00	Contract Amt 10,000.00								

**Contract Amount Allocation**

Year	Date From	Date To	Allocation
01	01/01/2017	31/03/2017	4,000.00
02	01/04/2017	31/03/2018	3,000.00
03	01/04/2018	31/12/2018	3,000.00

**NOTE**

Line No.	Item / Description	Prg / Act / Acct / CC / OU / Prod / Proj	UOM	Total Line Amt(BND)
1	Maintenance for 2 years	001000 / 001002 / B00606 / 500301	EA	10,000.00

DOCUMENT CETAKAN COMPUTER INI TIDAK MEMERLUKAN TANDATANGAN  
THIS CORRESPONDENCE IS COMPUTER GENERATED AND IT REQUIRES NO SIGNATURE

**Note:** The attached document can be viewed as above

Document name: TAFIS 2017_CM_JA_AP04 Create and eSubmit eInvoice with Contract_Eng_v1.0	Page: 5
	Date Last Saved: 31/08/2017

## JOB AIDS :- STEPS TO CREATE AND ESUBMIT EINVOICE WITH CONTRACT

Step 6

### IN THE VIEW\SUBMIT EINVOICE PAGE,

View\Submit einvoice

**Vendor ID** RC1234      **Invoice Number** NEXT      **Invoice Status** New elnv  
**Business Unit** SK03A      **Invoice** JA2017SP0133203      **Invoice Date** 21/08/2017  
**Contract ID** 0000000496      **PO Number** 0000076098      **Currency Code** BND [View ShipTo Loc](#)  
**\*Amount**       **PO Type**       Check Query History  
**Description**       **\*Bank Account #**

Load Document Matrix    Reset Document Matrix        Process

Document Matrix Find First 1 of 1 Last

Description Mandatory Document

Document Set Find First 1-2 of 2 Last

Description <input type="text" value="Dispatch Contract"/>	Document Type <input type="text" value="Mandatory"/>
Attached <input type="text" value="Dispatch_Contract.PDF"/> File	<span style="background-color: yellow;">View</span> <span style="background-color: yellow;">Delete</span>
Description <input type="text" value="Service Report"/>	Document Type <input type="text" value="Mandatory"/>
Attached <input type="text" value="Service_Report.pdf"/> File	<span style="background-color: yellow;">View</span> <span style="background-color: yellow;">Delete</span>

Miscellaneous Docs Find First 1 of 1 Last

Description

Attached File  Attach K

eInvoice Audit Trail Customize | Find | View All | First 1 of 1 Last

Time Stamp	User ID	User Name	Action Done
L			

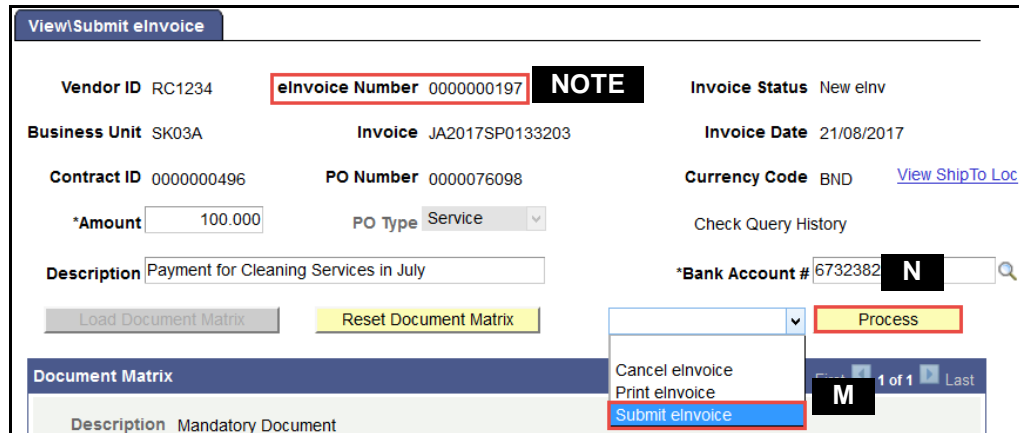
Save    Notify      Add    Update/Display

K. Click Attach button and repeat Step 3 (Above) to attach other supporting documents

L. Click Save button to save the page

**Important Note:** After clicking Save button, the eInvoice Status will be displayed as **New elnv**. This stage allows the Vendor to recheck the eInvoice again before clicking the **eSubmitted** button

## JOB AIDS :- STEPS TO CREATE AND ESUBMIT EINVOICE WITH CONTRACT



**Note:** **elinvoice Number** will be automatically generated upon saving and Invoice Status will be displayed as **New elnv**

- M. Select **Submit invoice** from the drop-down list to submit the invoice
- N. Click **Process** button to process

## JOB AIDS :- STEPS TO CREATE AND ESUBMIT EINVOICE WITH CONTRACT

Step 7

### IN THE VIEW\SUBMIT EINVOICE PAGE,

View/Submit eInvoice
**NOTE**

**Vendor ID** RC1234      **eInvoice Number** 0000000197      **Invoice Status** eSubmitted

**Business Unit** SK03A      **Invoice** JA2017SP0133203      **Invoice Date** 21/08/2017

**Contract ID** 0000000496      **PO Number** 0000076098      **Currency Code** BND      [View ShipTo Loc](#)

\*Amount       **PO Type** Service      **NOTE**      [Check Query History](#)

**Description**       \*Bank Account #

Document Matrix
Find    First  1 of 1  Last

**Description**

Document Set
Find    First  1-2 of 2  Last

**Description**       **Document Type** Mandatory

**Attached File**      

---

**Description**       **Document Type** Mandatory

**Attached File**

Miscellaneous Docs
Find    First  1 of 1  Last

**Description**

**Attached File**

Invoice Audit Trail
**NOTE**
Customize | Find | View All |       First  1-2 of 2  Last

Time Stamp	User ID	User Name	Action Done
1 26/08/17 1:58:01.000000PM	RC1234	Fury Sdn Bhd	Saved as New
2 26/08/17 2:06:24.000000PM	RC1234	Fury Sdn Bhd	Submitted

**Important Note:** Invoice Status becomes **eSubmitted** upon saving the page. All fields are greyed out and Statuses are displayed in the **eInvoice Audit Trail**





## JOB AIDS :- STEPS TO CREATE AND E SUBMIT E INVOICE WITH CONTRACT

**[TAFIS Notification]: Submission of eInvoice :JA2017SP0133203**  
tafisadmin@mof.gov.bn [tafisadmin@mof.gov.bn]

Dear Receiving Clerks,

The eInvoice with the following details is submitted by vendor Fury Sdn Bhd(RC1234)

eInvoice number	Business Unit	Purchase Order ID	Invoice ID	Invoice Date	PO Type	Description
0000000197	SK03A	0000076098	JA2017SP0133203	2017-08-21	Service	Payment for Cleaning Services in July

Thank you,  
TAFIS Admin  
Treasury Department  
Ministry of Finance

**NOTE**

\*\*\* This is an automatically generated email, please do not reply \*\*\*

**Note:** The email notification will be sent out both to the Vendor and the Department