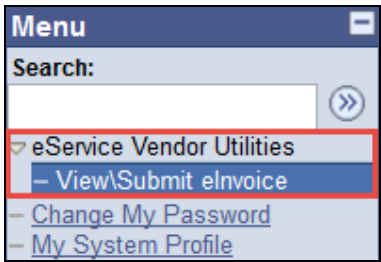
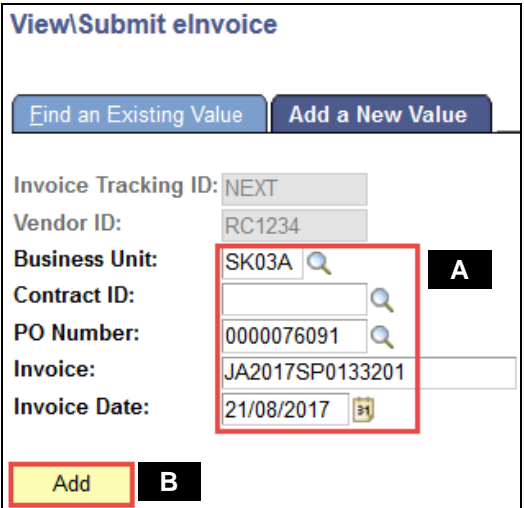


JOB AIDS :- STEPS TO CREATE AND eSUBMIT eINVOICE WITH PO

INTENDED AUDIENCE	VENDOR
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Step 1	<p style="text-align: center;">NAVIGATE TO VIEW\SUBMIT eINVOICE PAGE: <u>Menu > eService Vendor Utilities > View\Submit eInvoice</u></p> 
Step 2	<p style="text-align: center;">IN THE BUDGET DETAILS PAGE,</p>  <p>A. Under the Add a New Value tab, enter the information in the required fields above:-</p> <ul style="list-style-type: none"> • Business Unit:- Enter or lookup the Business Unit (E.g. SK03A) • Contract ID: - <i>Leave this field empty for invoices without Contract ID</i> • PO Number: - Enter or lookup the PO Number (E.g. 0000076091) • Invoice: - Enter the Invoice (E.g. JA2017SP0133201) Note: The invoice field is vendor's invoice number. <u>No special characters</u> are allowed to be

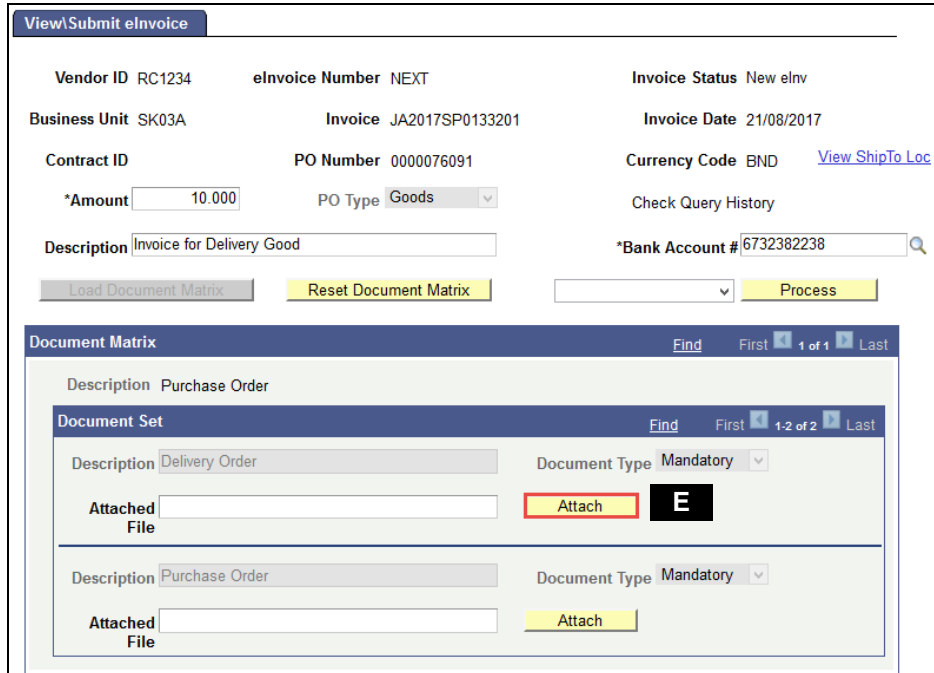
JOB AIDS :- STEPS TO CREATE AND ESUBMIT EINVOICE WITH PO

	<p>used in the invoice (e.g. \, *%#). Maximum number of characters is 22 characters</p> <ul style="list-style-type: none"> Invoice Date :- Enter or select the Invoice Date (E.g. 21/08/2017) Note: No future date is allowed to be entered in the Invoice Date <p>B. Click Add button</p>																		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Step 3</div>	<p style="text-align: center;">IN THE VIEW\SUBMIT EINVOICE PAGE,</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 90%;"> <div style="background-color: #e0e0e0; padding: 2px; border: 1px solid black; margin-bottom: 5px;">View\Submit eInvoice</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Vendor ID RC1234</td> <td style="width: 33%;">eInvoice Number NEXT</td> <td style="width: 33%;">Invoice Status New elnv</td> </tr> <tr> <td>Business Unit SK03A</td> <td>Invoice JA2017SP0133201</td> <td>Invoice Date 21/08/2017</td> </tr> <tr> <td>Contract ID</td> <td>PO Number 0000076091</td> <td>Currency Code BND View ShipTo Loc</td> </tr> <tr style="border: 2px solid red;"> <td>*Amount <input type="text" value="10.000"/></td> <td>PO Type <input type="text" value="Goods"/> C</td> <td>Check Query History</td> </tr> <tr> <td>Description <input type="text" value="Invoice for Delivery Good"/></td> <td colspan="2">*Bank Account # <input type="text" value="6732382238"/></td> </tr> <tr> <td>Load Document Matrix D</td> <td>Reset Document Matrix</td> <td><input type="text"/> Process</td> </tr> </table> </div> <p>C. In the Add a New Value tab, enter the information in the required fields above:-</p> <ul style="list-style-type: none"> *Amount: - Enter the *Amount of the invoice to be claimed (E.g. 10.00) PO Type: - Select the PO Type either as Goods or Service. Note: Refer to the stamp FR73 or FR75 on the verified documents (e.g. Delivery Order, Service Order) Description: - Enter the Description of the Invoice. Maximum number of characters is 254 characters (E.g. Invoice for Delivery Good) *Bank Account #:- Lookup and select the *Bank Account to be used for payment <p>D. Click Load Document Matrix button to load the list of document to be attached</p>	Vendor ID RC1234	eInvoice Number NEXT	Invoice Status New elnv	Business Unit SK03A	Invoice JA2017SP0133201	Invoice Date 21/08/2017	Contract ID	PO Number 0000076091	Currency Code BND View ShipTo Loc	*Amount <input type="text" value="10.000"/>	PO Type <input type="text" value="Goods"/> C	Check Query History	Description <input type="text" value="Invoice for Delivery Good"/>	*Bank Account # <input type="text" value="6732382238"/>		Load Document Matrix D	Reset Document Matrix	<input type="text"/> Process
Vendor ID RC1234	eInvoice Number NEXT	Invoice Status New elnv																	
Business Unit SK03A	Invoice JA2017SP0133201	Invoice Date 21/08/2017																	
Contract ID	PO Number 0000076091	Currency Code BND View ShipTo Loc																	
*Amount <input type="text" value="10.000"/>	PO Type <input type="text" value="Goods"/> C	Check Query History																	
Description <input type="text" value="Invoice for Delivery Good"/>	*Bank Account # <input type="text" value="6732382238"/>																		
Load Document Matrix D	Reset Document Matrix	<input type="text"/> Process																	

JOB AIDS :- STEPS TO CREATE AND ESubmit eINVOICE WITH PO

Step 4

IN THE VIEW\SUBMIT eINVOICE PAGE,



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

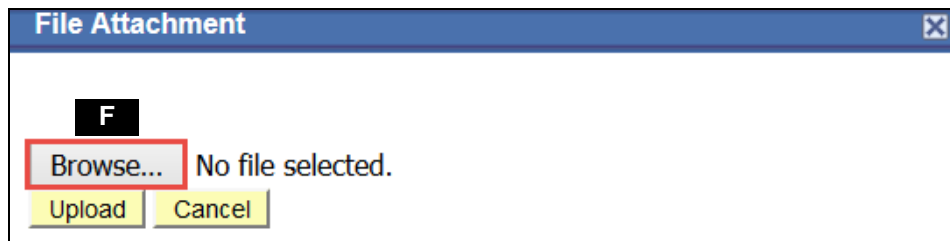
- Vendor ID: RC1234, Invoice Number: NEXT, Invoice Status: New elnv
- Business Unit: SK03A, Invoice: JA2017SP0133201, Invoice Date: 21/08/2017
- Contract ID, PO Number: 0000076091, Currency Code: BND, [View ShipTo Loc](#)
- *Amount: 10.000, PO Type: Goods, Check Query History
- Description: Invoice for Delivery Good, *Bank Account #: 6732382238

Buttons: Load Document Matrix, Reset Document Matrix, Process

Document Matrix (1 of 1)

Description	Document Type	Attached File	Action
Purchase Order	Mandatory	Delivery Order	Attach E
Purchase Order	Mandatory		Attach

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

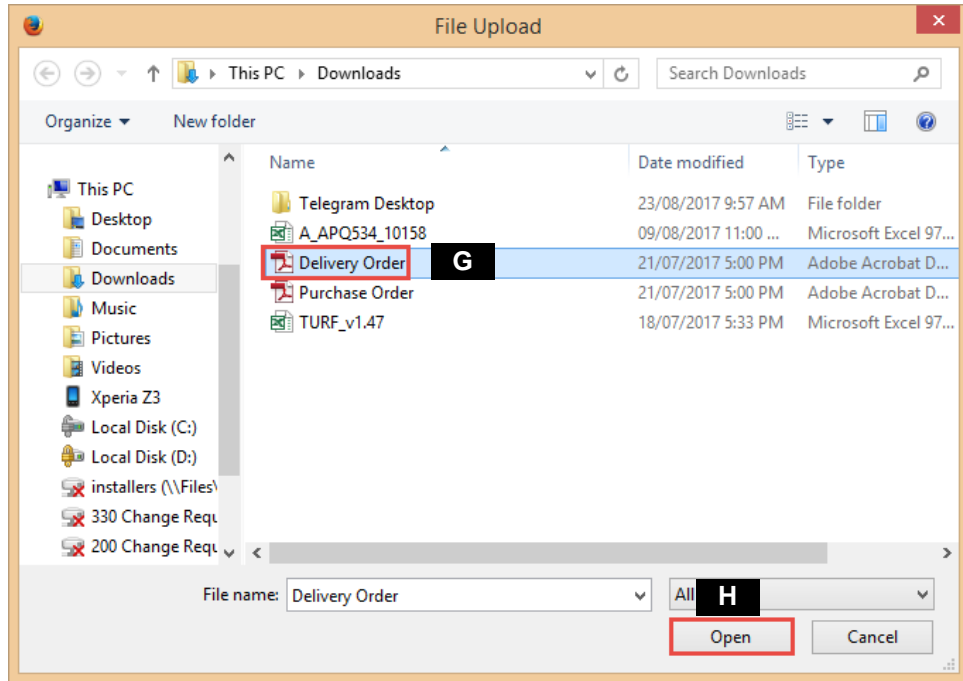


The 'File Attachment' dialog box shows:

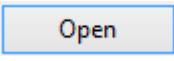
- Text: **F** No file selected.
- Buttons: Browse..., Upload, Cancel

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

JOB AIDS :- STEPS TO CREATE AND eSUBMIT eINVOICE WITH PO



G. Select the scanned file/document to be uploaded

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



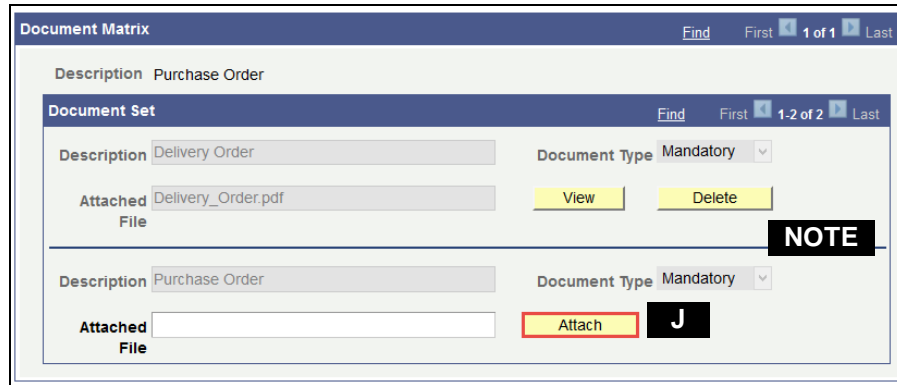
I. Click  button upload the selected file / document

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

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

Step 5

IN THE VIEW\SUBMIT E-INVOICE PAGE,



Document Matrix Find First 1 of 1 Last

Description Purchase Order

Document Set Find First 1-2 of 2 Last

Description Delivery Order Document Type Mandatory

Attached Delivery_Order.pdf View Delete

File

NOTE

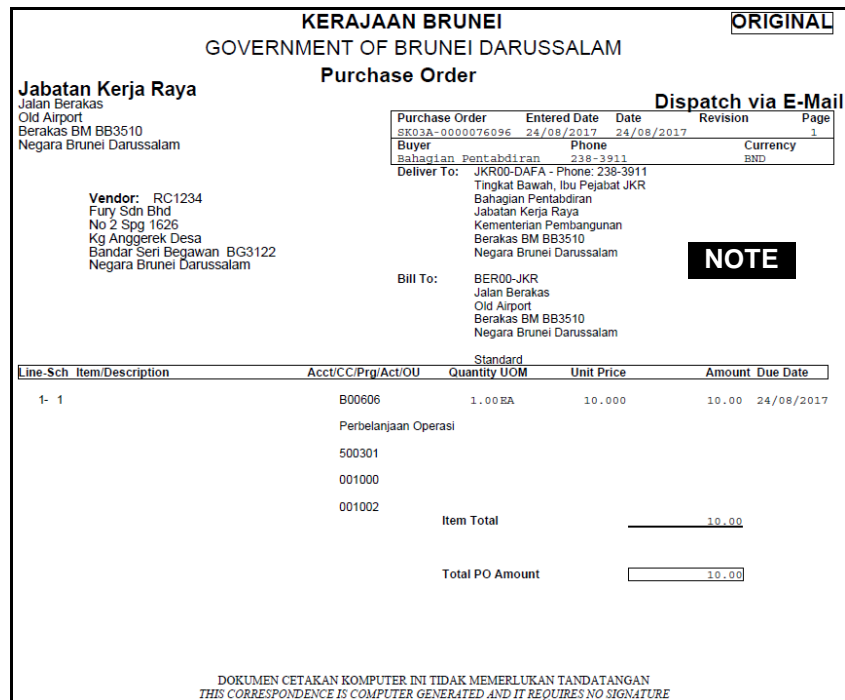
Description Purchase Order Document Type Mandatory

Attached Attach J

File

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. Click **View** button to view the attached document



KERAJAAN BRUNEI ORIGINAL

GOVERNMENT OF BRUNEI DARUSSALAM

Purchase Order

Jabatan Kerja Raya
Jalan Berakas
Old Airport
Berakas BM BB3510
Negara Brunei Darussalam

Dispatch via E-Mail

Purchase Order	Entered Date	Date	Revision	Page
SK03A-0000076096	24/08/2017	24/08/2017		1
Buyer	Phone	Currency		
Bahagian Pentadbiran	238-3911	BND		

Vendor: RC1234
Fury Sdn Bhd
No 2 Spg 1626
Kg Anggerek Desa
Bandar Seri Begawan BG3122
Negara Brunei Darussalam

Deliver To: JKR00-DAFA - Phone: 238-3911
Tingkat Bawah, Ibu Pejabat JKR
Bahagian Pentadbiran
Jabatan Kerja Raya
Kementerian Pembangunan
Berakas BM BB3510
Negara Brunei Darussalam

Bill To: BER00-JKR
Jalan Berakas
Old Airport
Berakas BM BB3510
Negara Brunei Darussalam

NOTE

Line-Sch	Item/Description	Acct/CC/Prg/Act/OU	Quantity	UOM	Unit Price	Amount	Due Date
1- 1		B00606	1.00	EA	10.000	10.00	24/08/2017
	Perbelanjaan Operasi						
		500301					
		001000					
		001002					
	Item Total					10.00	
	Total PO Amount					10.00	

DOKUMEN CETAKAN KOMPUTER 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 invoice with PO_Eng_v1.0	Page:	5
		Date Last Saved:	31/08/2017

JOB AIDS :- STEPS TO CREATE AND eSUBMIT eINVOICE WITH PO

Step 6

IN THE VIEW\SUBMIT eINVOICE PAGE,

View\Submit eInvoice

Vendor ID RC1234 **eInvoice Number** NEXT **Invoice Status** New eInv
Business Unit SK03A **Invoice** JA2017SP0133201 **Invoice Date** 21/08/2017
Contract ID **PO Number** 0000076091 **Currency Code** BND [View ShipTo Loc](#)
***Amount** **PO Type** [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 <input type="text" value="Delivery Order"/>	Document Type <input type="text" value="Mandatory"/>
Attached File <input type="text" value="Delivery_Order.pdf"/>	<input type="button" value="View"/> <input type="button" value="Delete"/>
Description <input type="text" value="Purchase Order"/>	Document Type <input type="text" value="Mandatory"/>
Attached File <input type="text" value="Purchase_Order.pdf"/>	<input type="button" value="View"/> <input type="button" value="Delete"/>

Miscellaneous Docs Find First 1 of 1 Last

Description

Attached File

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

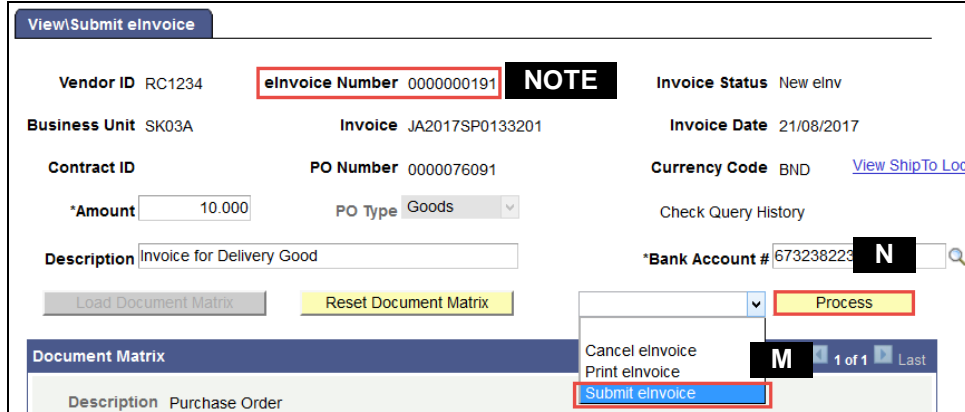
Time Stamp	User ID	User Name	Action Done
<input type="button" value="L"/>			

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

L. Click button to save the page

Important Note: After clicking the button, the eInvoice Status will display **New eInv**. This stage allows the Vendor to recheck the eInvoice again before clicking the **eSubmitted** button

JOB AIDS :- STEPS TO CREATE AND eSUBMIT eINVOICE WITH PO



View/Submit invoice

Vendor ID RC1234 **eInvoice Number** 000000191 **NOTE** Invoice Status New elnv

Business Unit SK03A Invoice JA2017SP0133201 Invoice Date 21/08/2017

Contract ID PO Number 0000076091 Currency Code BND [View ShipTo Loc](#)

*Amount 10.000 PO Type Goods Check Query History

Description Invoice for Delivery Good *Bank Account # 673238223 **N**

Load Document Matrix Reset Document Matrix Process

Document Matrix Cancel invoice **M** 1 of 1 Last

Description Purchase Order **Submit invoice**

Note: *eInvoice Number* will be automatically generated upon saving and Invoice Status is stated as **New elnv**

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

JOB AIDS :- STEPS TO CREATE AND eSUBMIT eINVOICE WITH PO

Step 7

IN THE VIEW\SUBMIT eINVOICE PAGE,

View\Submit eInvoice

NOTE

Vendor ID RC1234 eInvoice Number 000000191 Invoice Status eSubmitted

Business Unit SK03A Invoice JA2017SP0133201 Invoice Date 21/08/2017

Contract ID PO Number 0000076091 Currency Code BND [View ShipTo Loc](#)

*Amount 10.000 PO Type Goods Check Query History

Description Invoice for Delivery Good NOTE *Bank Account # 6732382238

Document Matrix Find First 1 of 1 Last

Description Purchase Order

Document Set Find First 1-2 of 2 Last

Description Delivery Order Document Type Mandatory

Attached Delivery_Order.pdf

File

Description Purchase Order Document Type Mandatory

Attached Purchase_Order.PDF

File

Miscellaneous Docs Find First 1 of 1 Last

Description

Attached File

eInvoice Audit Trail Customize | Find | View All | First 1-2 of 2 Last

Time Stamp	User ID	User Name	Action Done
1 25/08/17 9:38:30.000000AM	RC1234	Fury Sdn Bhd	Saved as New
2 25/08/17 9:41:20.000000AM	RC1234	Fury Sdn Bhd	Submitted

Important Note: Invoice Status will be displayed as **eSubmitted** upon saving the page. All fields are greyed out and all different action are displayed in the **eInvoice Audit Trail**

JOB AIDS :- STEPS TO CREATE AND ESubmit eINVOICE WITH PO

[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

*** 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