TAFIS - USER GUIDE

GOVERNMENT VENDOR PORTAL (GVP)

SUPPLIER (VENDOR)

SUPPLIER REGISTRATION & INFORMATION UPDATE

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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.
CO	Controlling module.
FM	Fund Management module.
MM	Materials Management module.
PM	Plant Maintenance module.
PS	Project Systems module.
GVP	Government Vendor Portal: A cloud-based procurement solution to perform business transactions that enable suppliers and buyers to connect and do business on a single platform.
BPC	Business Planning and Consolidation.
ROC	Registration of Companies.

Table 1 Glossary

3. List of Processes

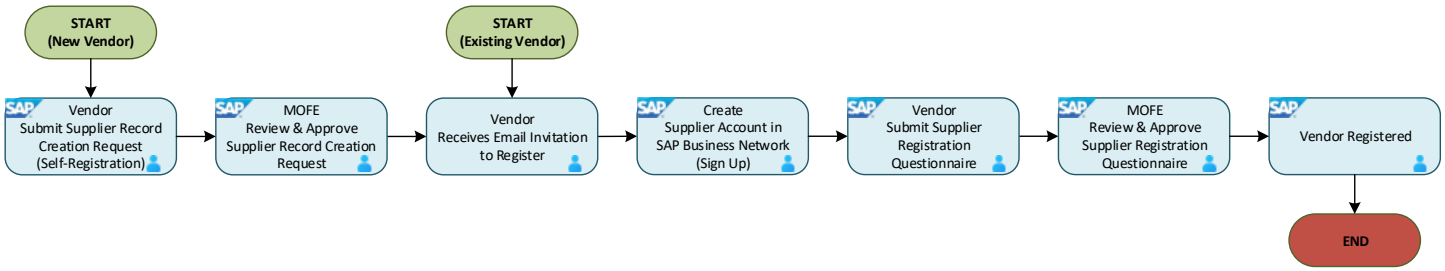
3.1 Supplier Lifecycle Performance (SLP)

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

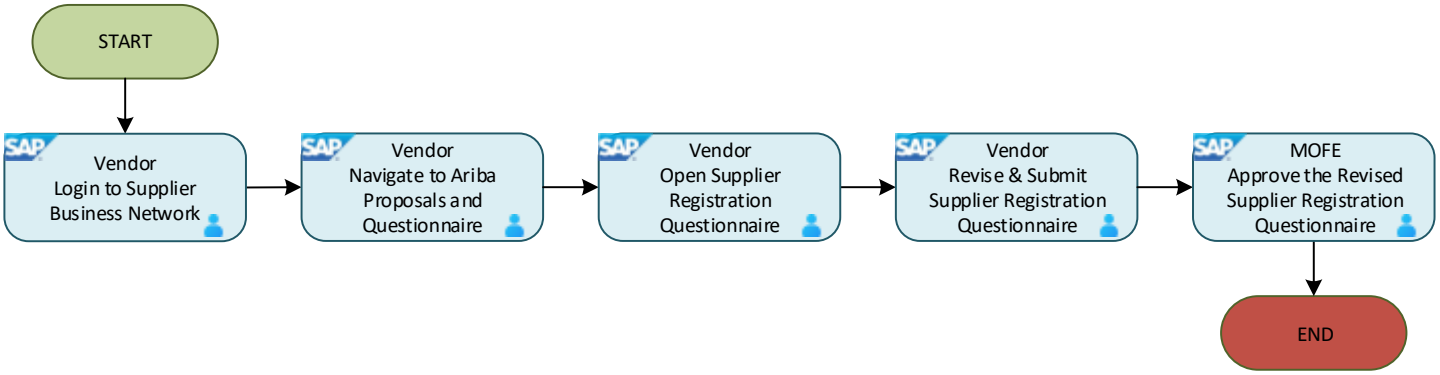
PROCESS ID.	PROCESS DESCRIPTION
Supplier Lifecycle Performance (SLP)	
3.1.1	Supplier Record Creation (Self-Register for New Vendors) – RC Vendors / Suppliers
3.1.2	Supplier Record Creation (Self-Register for New Vendors) – P Vendors / Suppliers
3.1.3	Supplier Email Invitation Link
3.1.4	Supplier Account 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

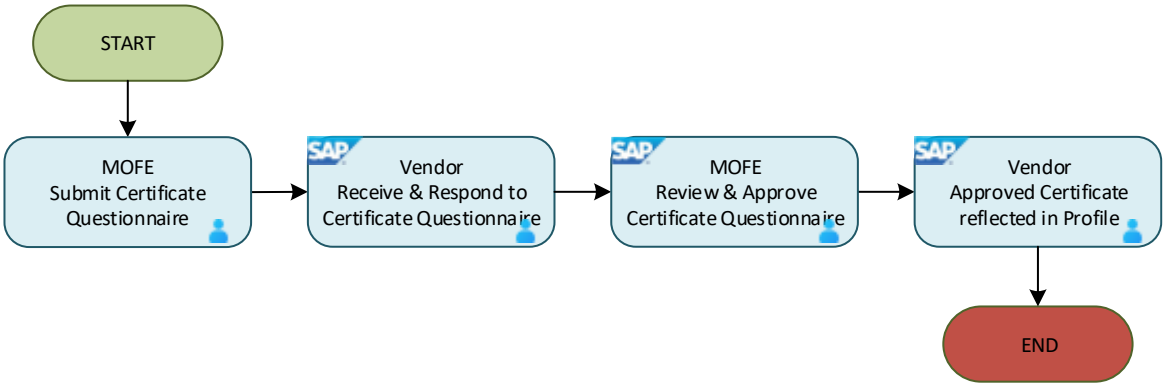
High-Level Process Overview: Supplier Invitation and Registration



Process Overview: Supplier Information Update



Process Overview: Supplier Certification (Certificates)



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**.

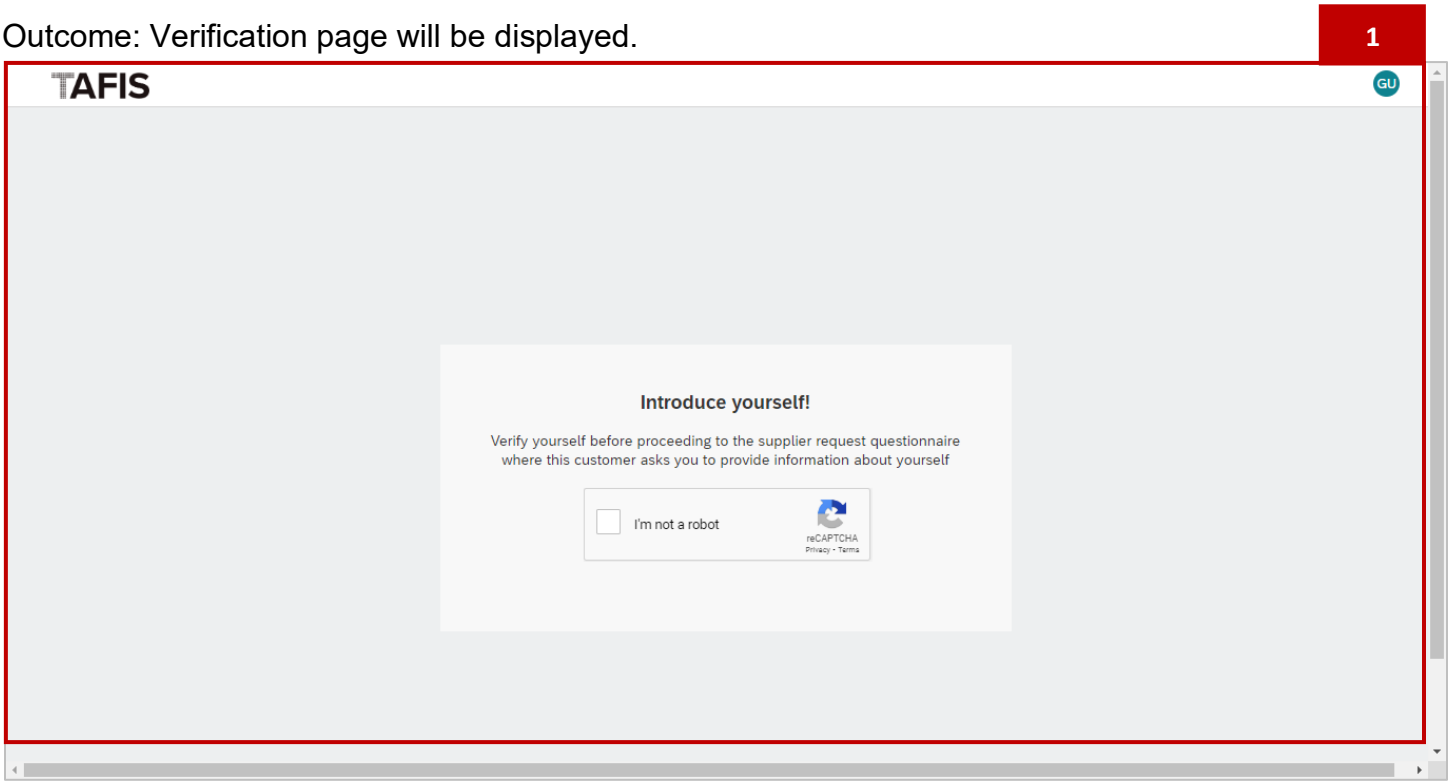
User Role	Supplier (Vendor)
Link	Self-Registration: http://mofe.sourcing3.ariba.com/ad/selfRegistration

Step 1: Enter the link provided via Internet browser.

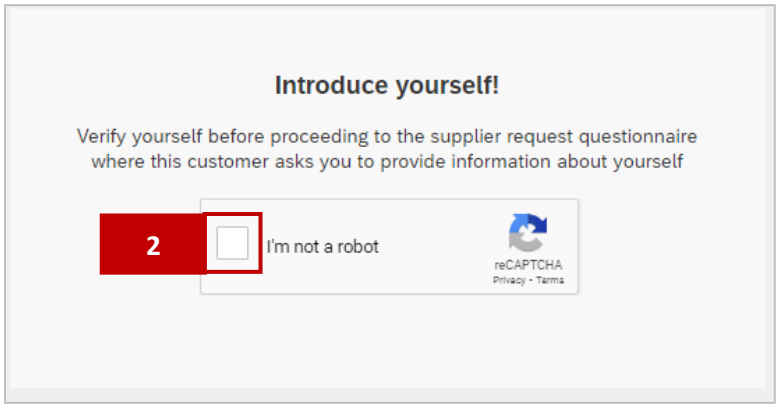
Note: Internet browsers such as Google Chrome, Microsoft Edge and Mozilla Firefox.

Outcome: Verification page will be displayed.

1



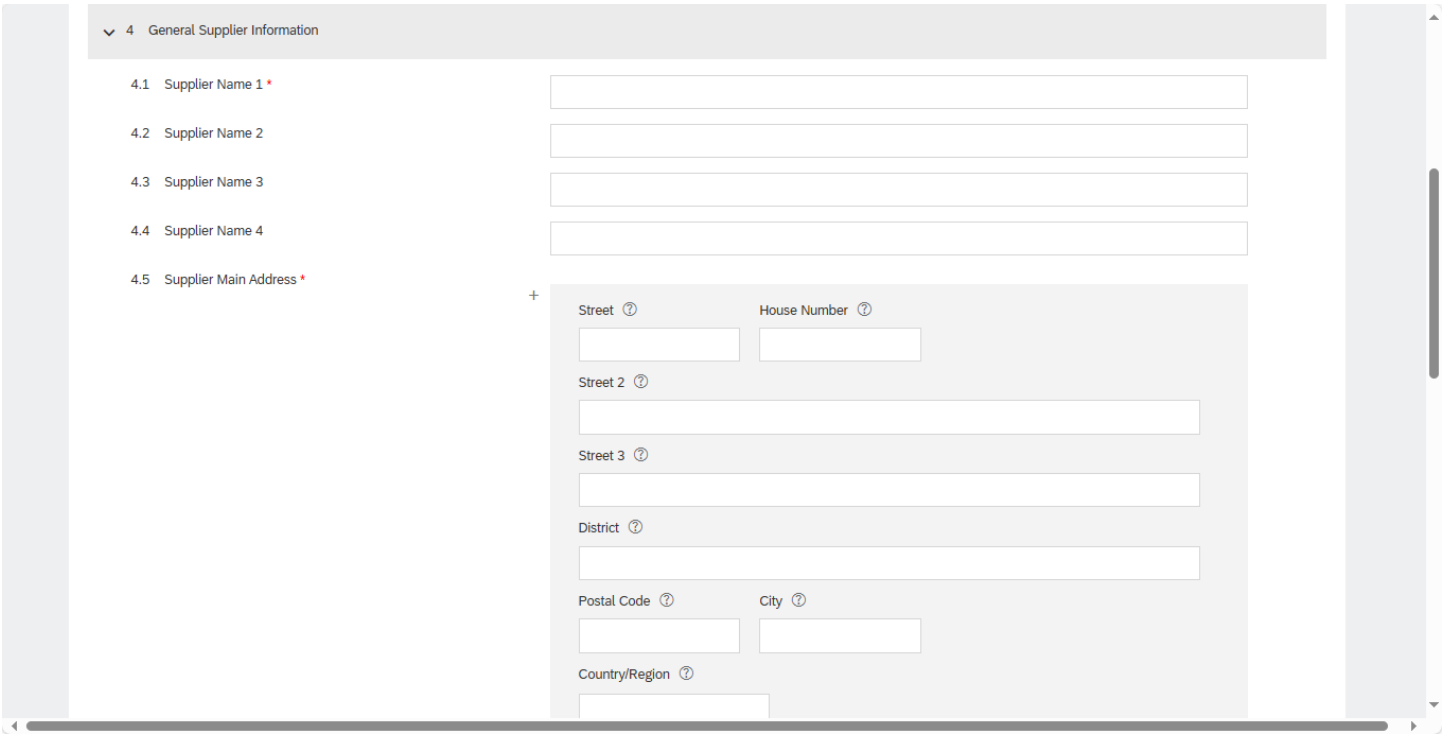
Step 2: Tick the checkbox to confirm **'I'm not a robot'**.



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.



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.

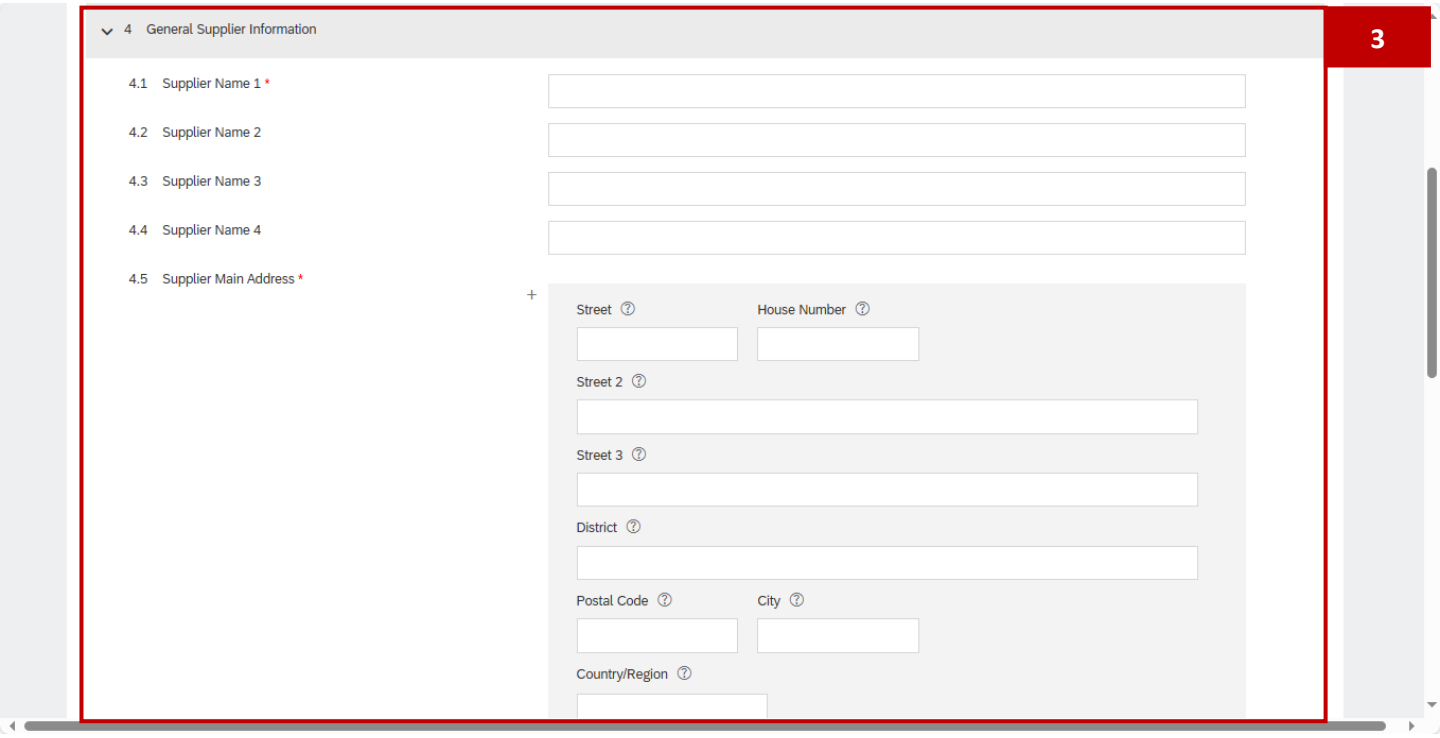
3. Additional Information – To select the department(s) that the supplier (vendor) has an interest in having trading or business relationships with. Although, vendor may select all departments under Government of Brunei Darussalam (no restriction).

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).

Step 3: Under **General Supplier Information** section, Vendor can complete the following fields.

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.

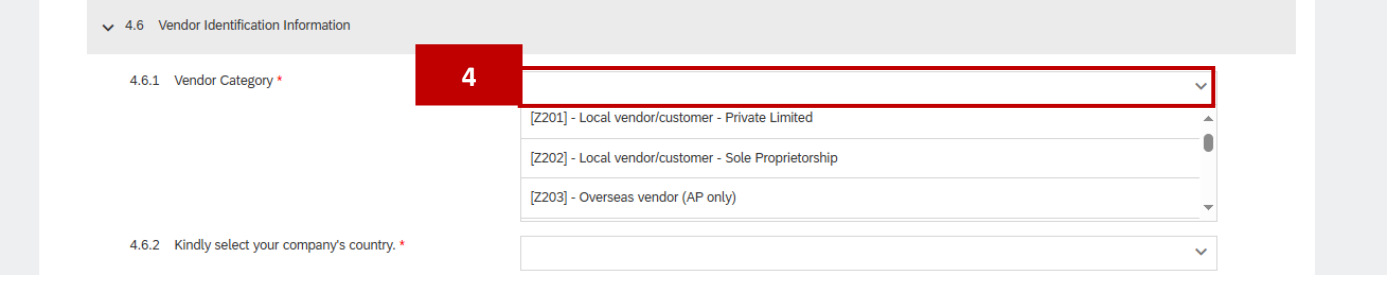
Note: Enter with Capital Letters only except for "Supplier Main Address".



Step 4: Under Vendor Identification Information sub-section, select the Vendor Location.

FIELD	DESCRIPTION
Vendor Location	Select the Vendor Location either its Local or Overseas Vendor.

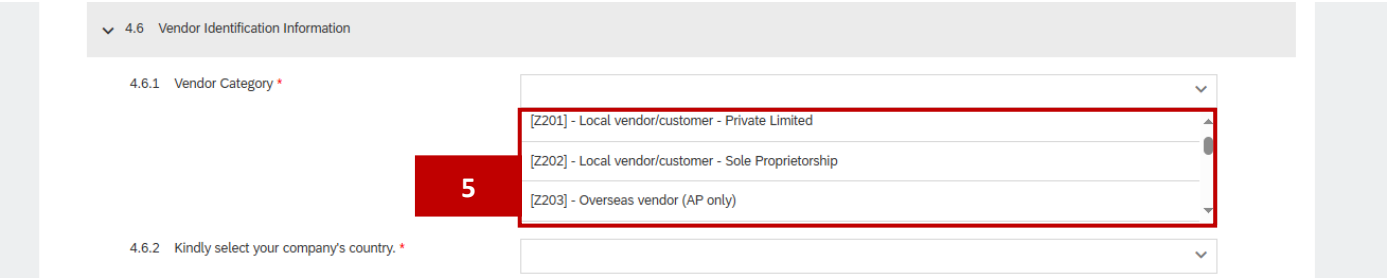
Note: For this activity, select Local.



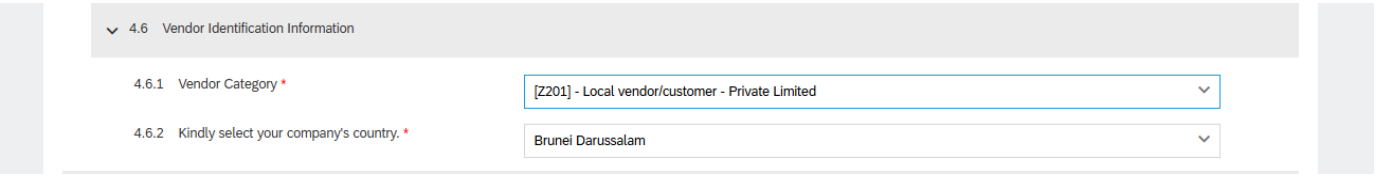
Step 5: Under **Vendor Identification Information** sub-section, select the Vendor Category.

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.

Note: For Vendor registration office Location “Local”,



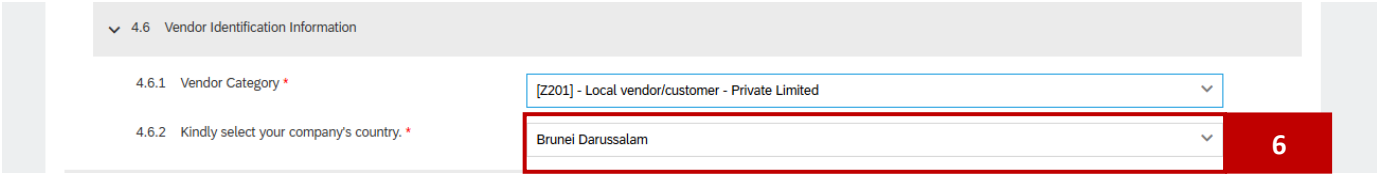
Note: As per Vendor registration office Location for “Overseas”, it will automatically filled as “Overseas vendor”.



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

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

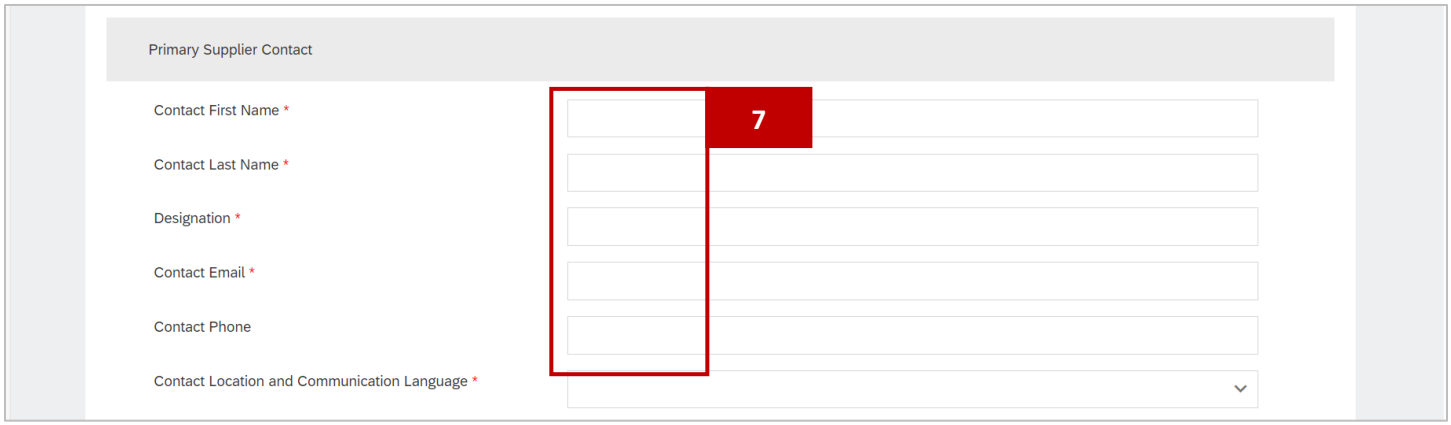
Outcome: More field to complete will be displayed based on the country selected.



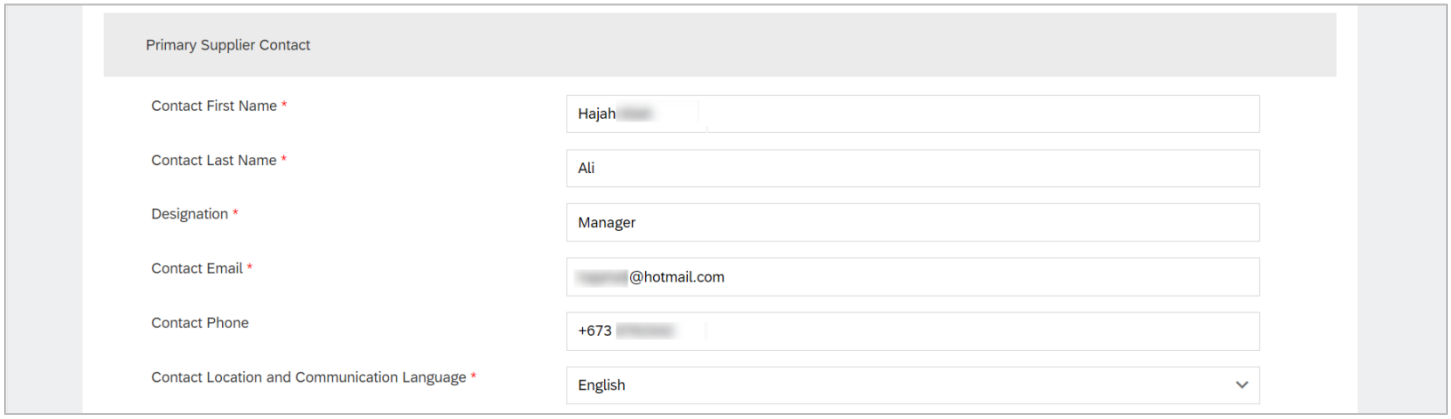
Step 7: Under **Primary Supplier Contact** section, Vendor can complete the following fields.

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 Communication Language	Select 'English'.

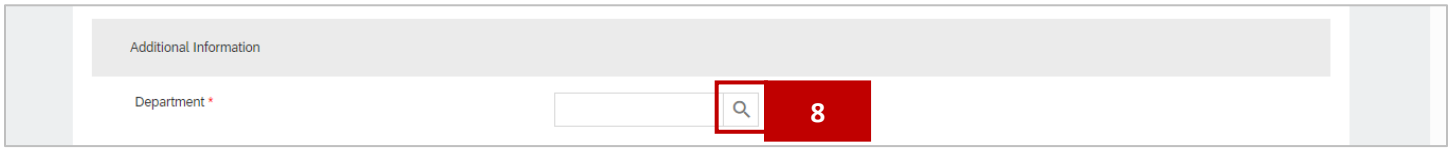
Note: Enter with Capital Letters only.



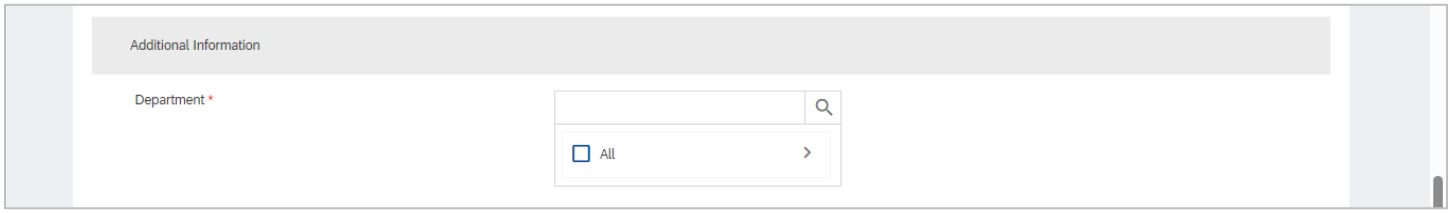
Note: The contact person will become the main contact person.



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

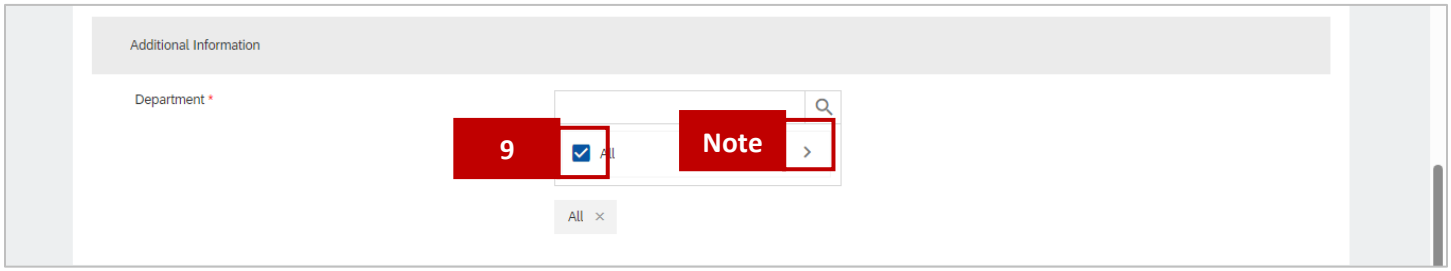


Outcome: Dropdown will be displayed.

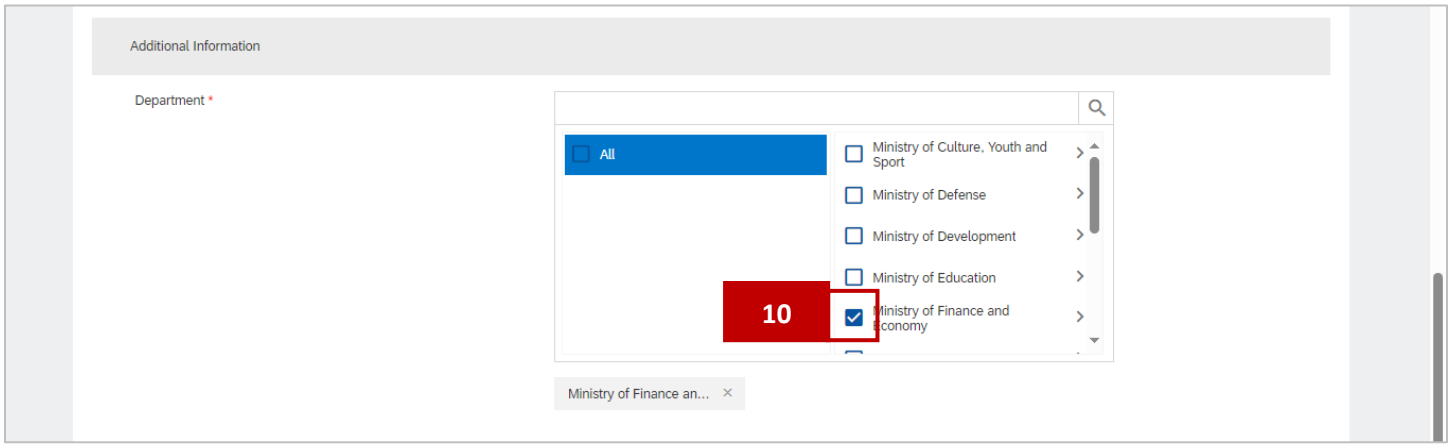


Step 9: Tick on the checkbox to select the option. If **All** is selected, this indicates all departments would be included.

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

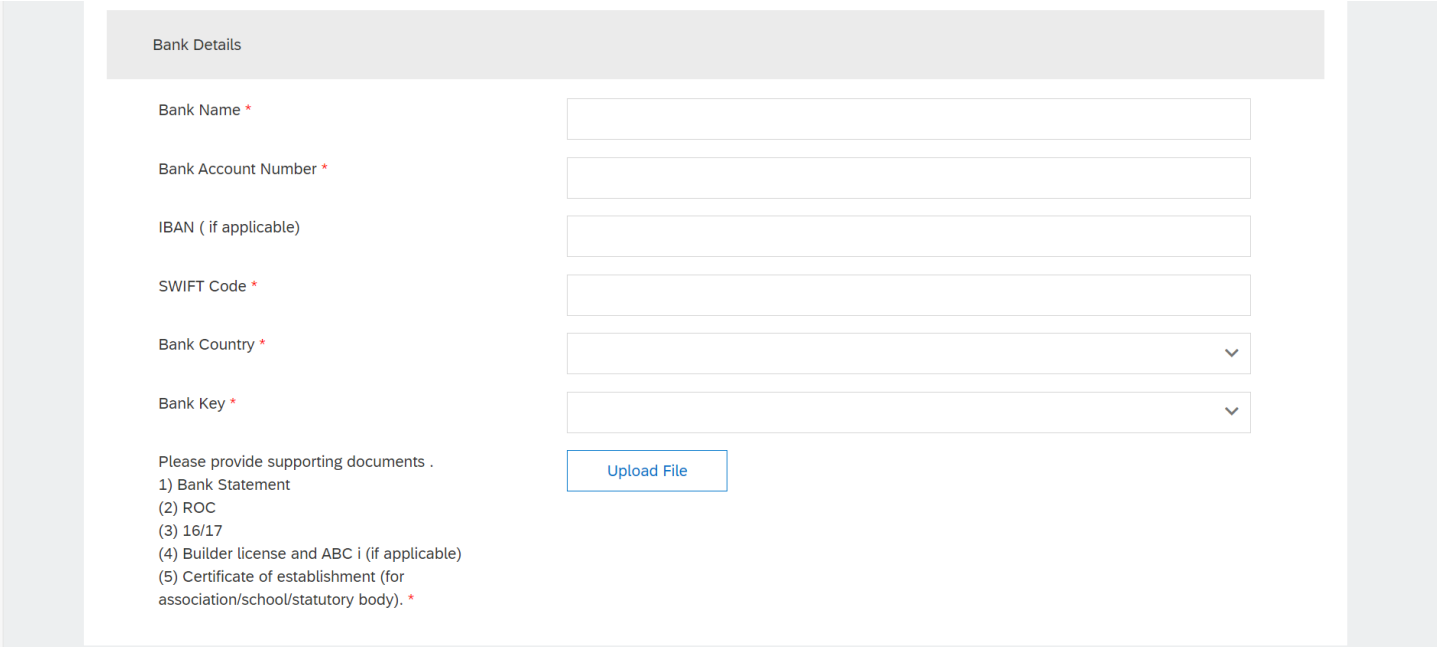


Step 10: (Optional) Tick on the checkbox to select the specific option.

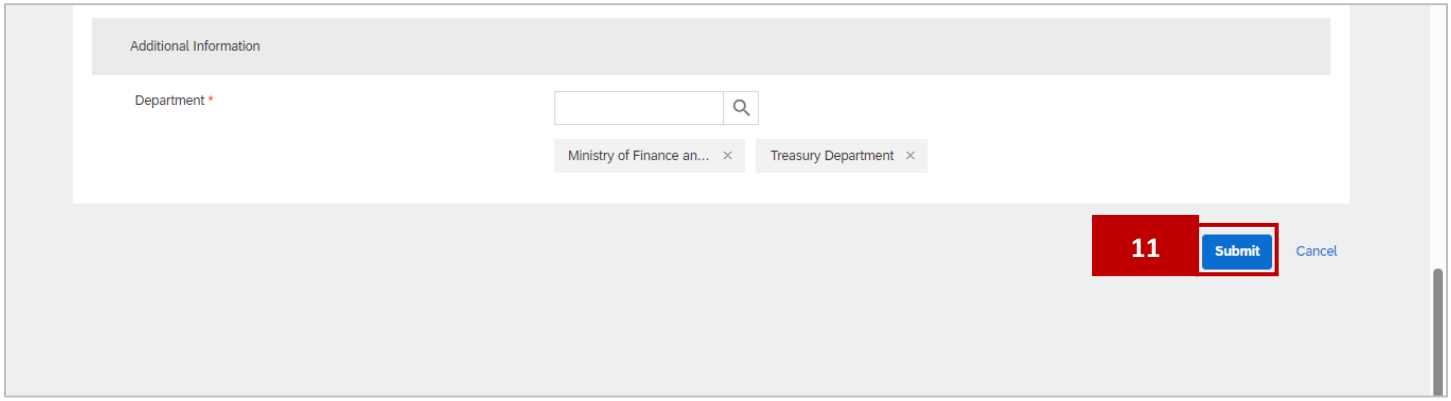


Step 11: Fill in the Bank Details

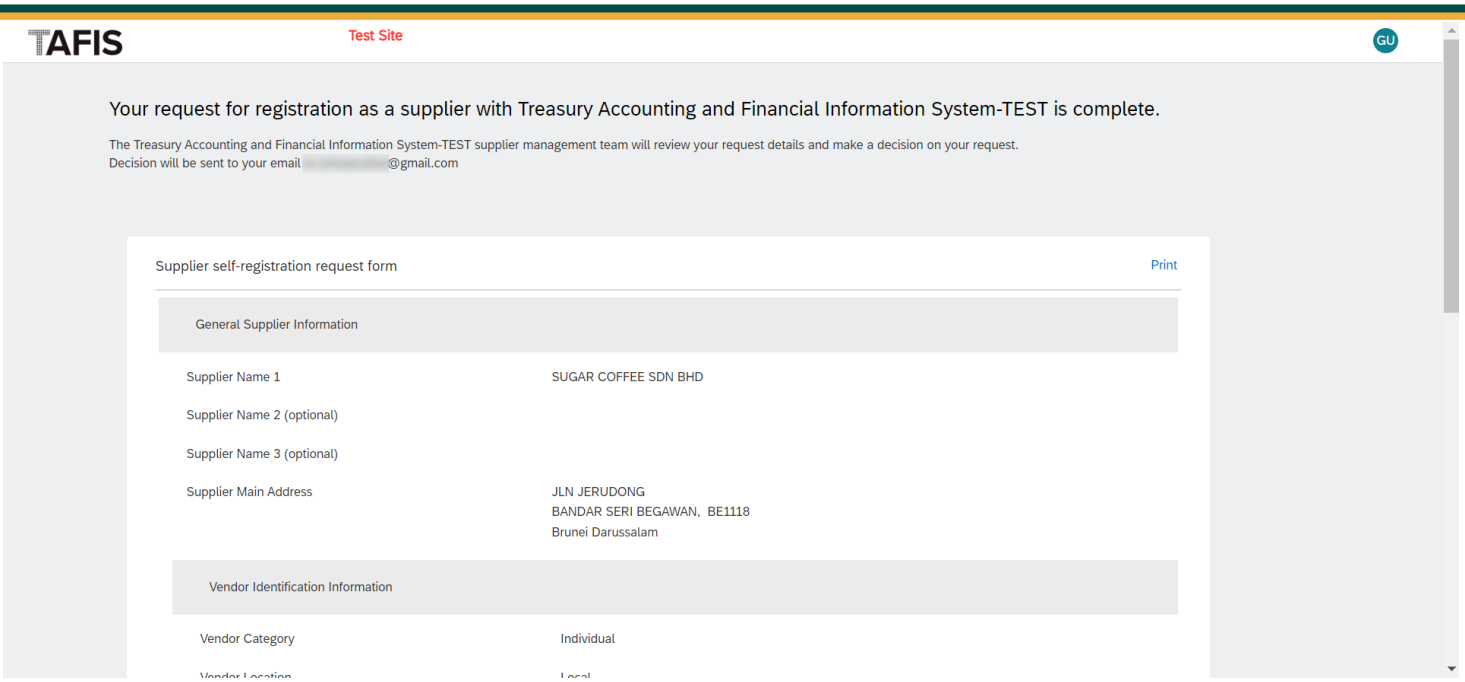
Note: Enter “Bank Name” with capital letters only.



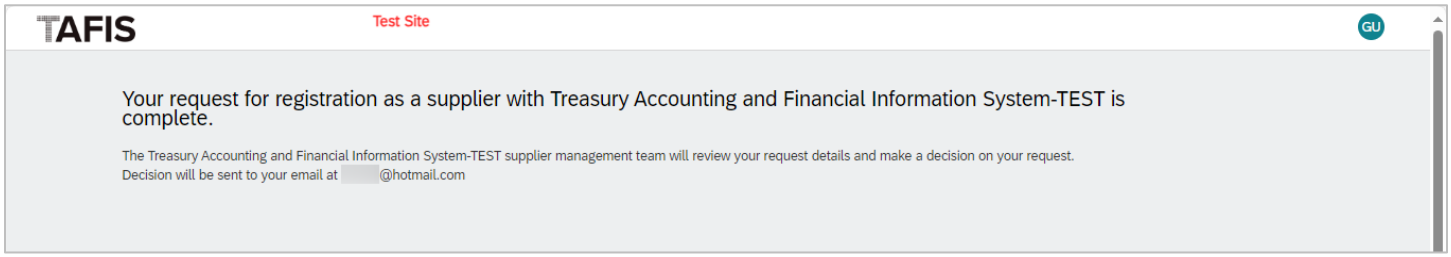
Step 11: Click on **Submit** button to proceed.



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



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

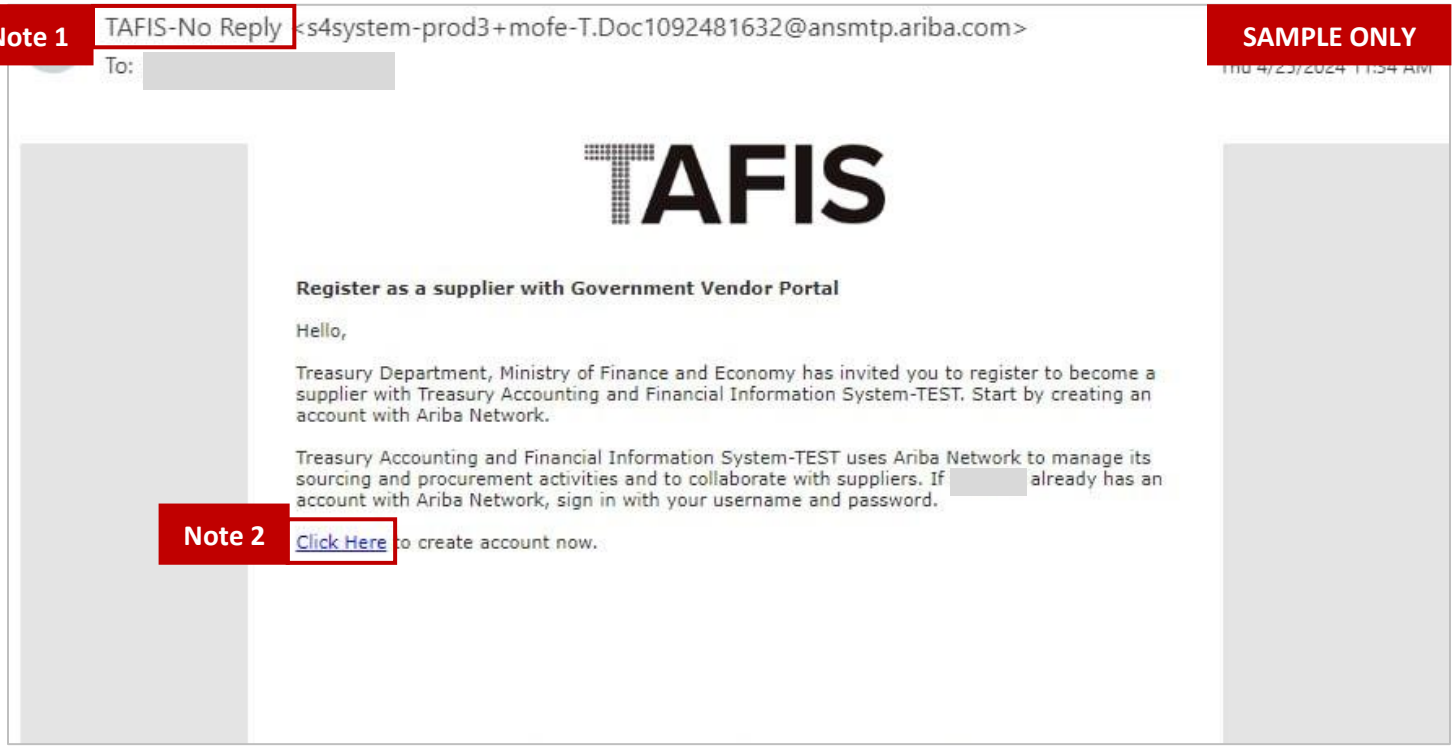


Note:

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).

Note 1

SAMPLE ONLY



Note 2

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.

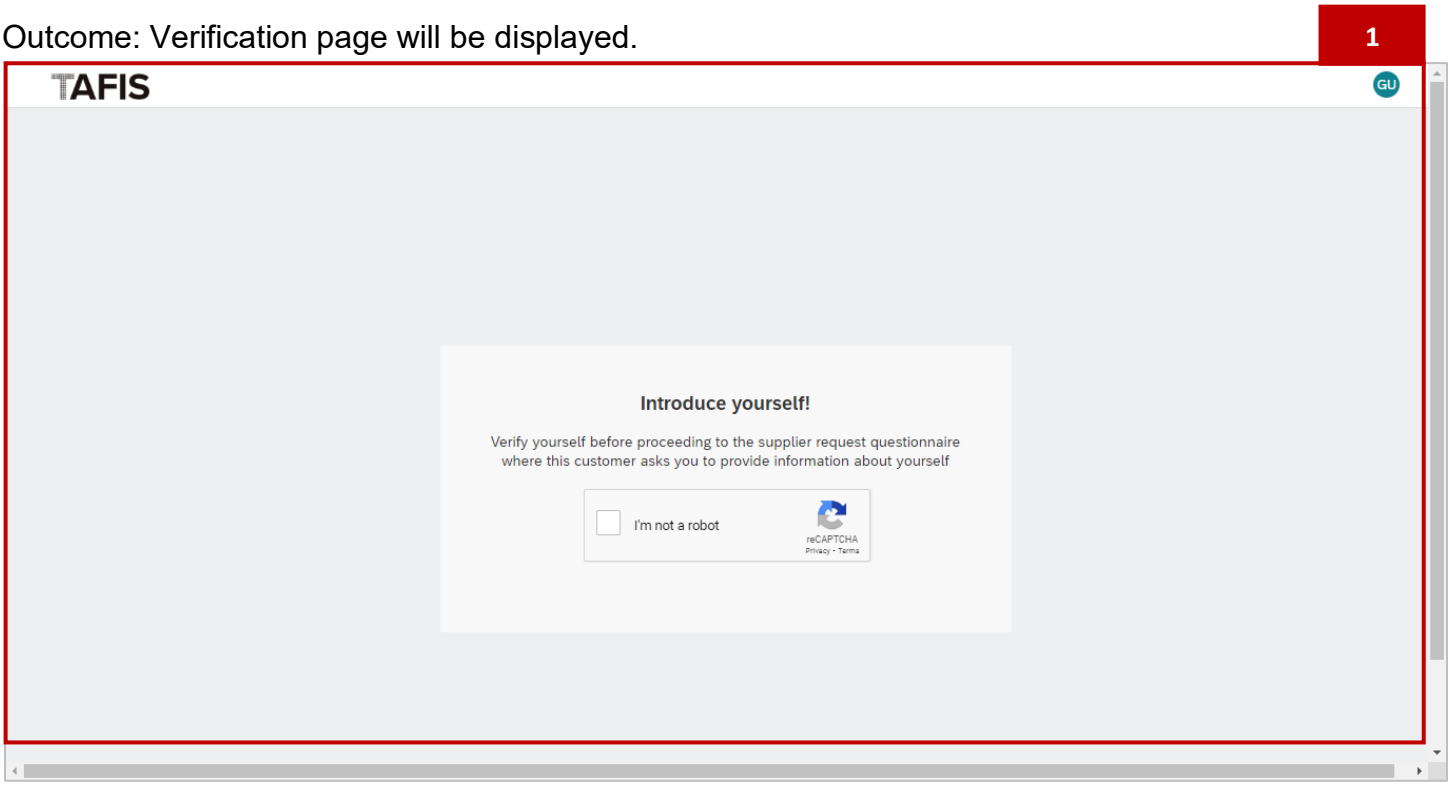
Meanwhile, for existing suppliers (vendors), to proceed directly **to section 3.1.3 Supplier Email Invitation Link**.

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

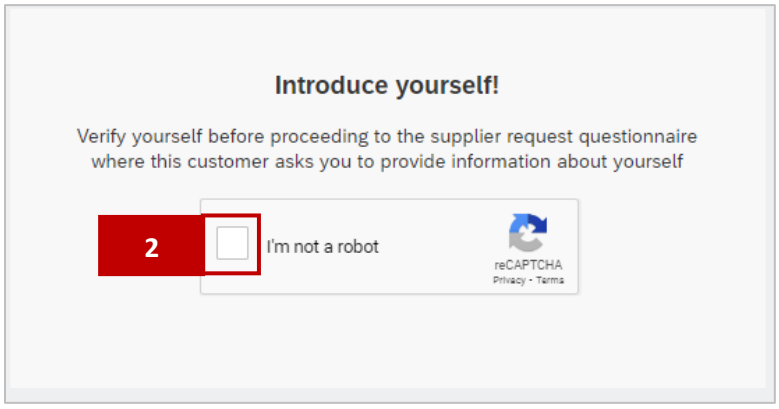
Step 1: Enter the link provided via Internet browser.

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

Outcome: Verification page will be displayed.

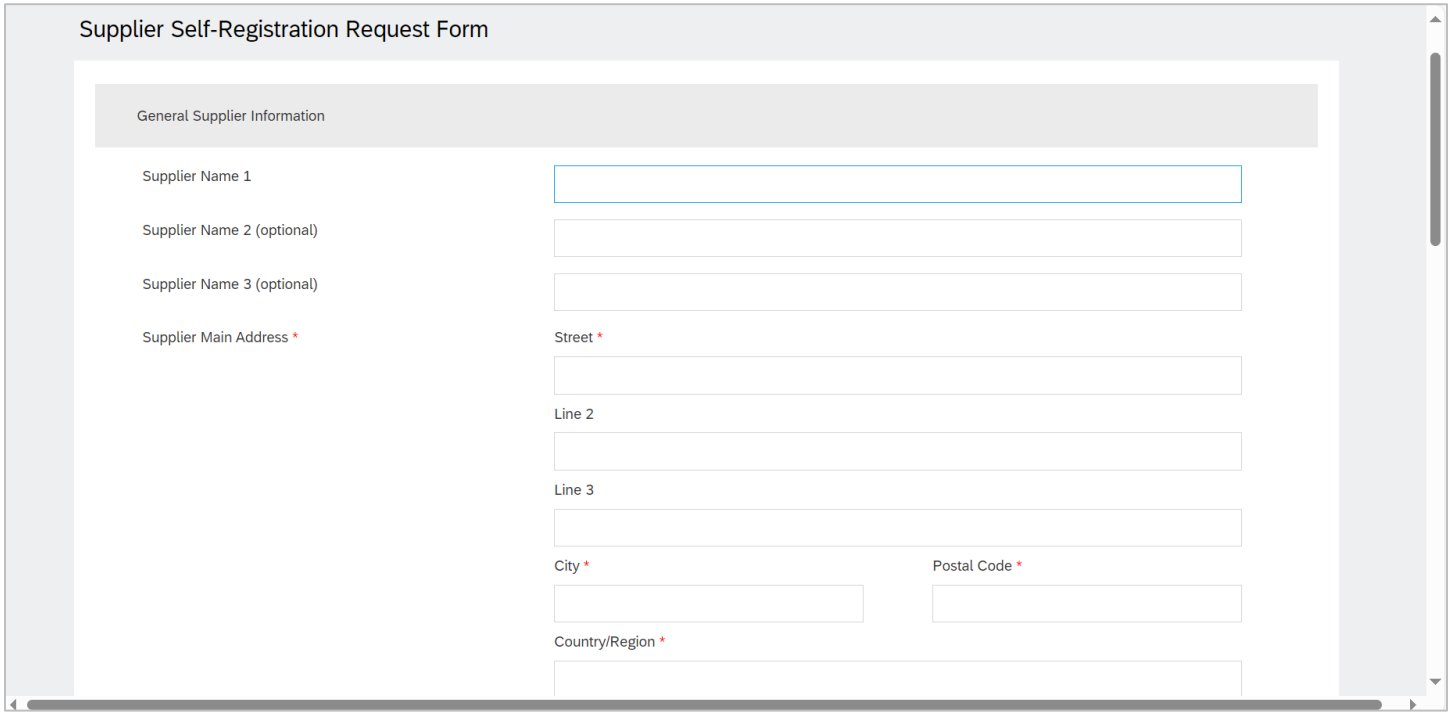


Step 2: Tick the checkbox to confirm **'I'm not a robot'**.



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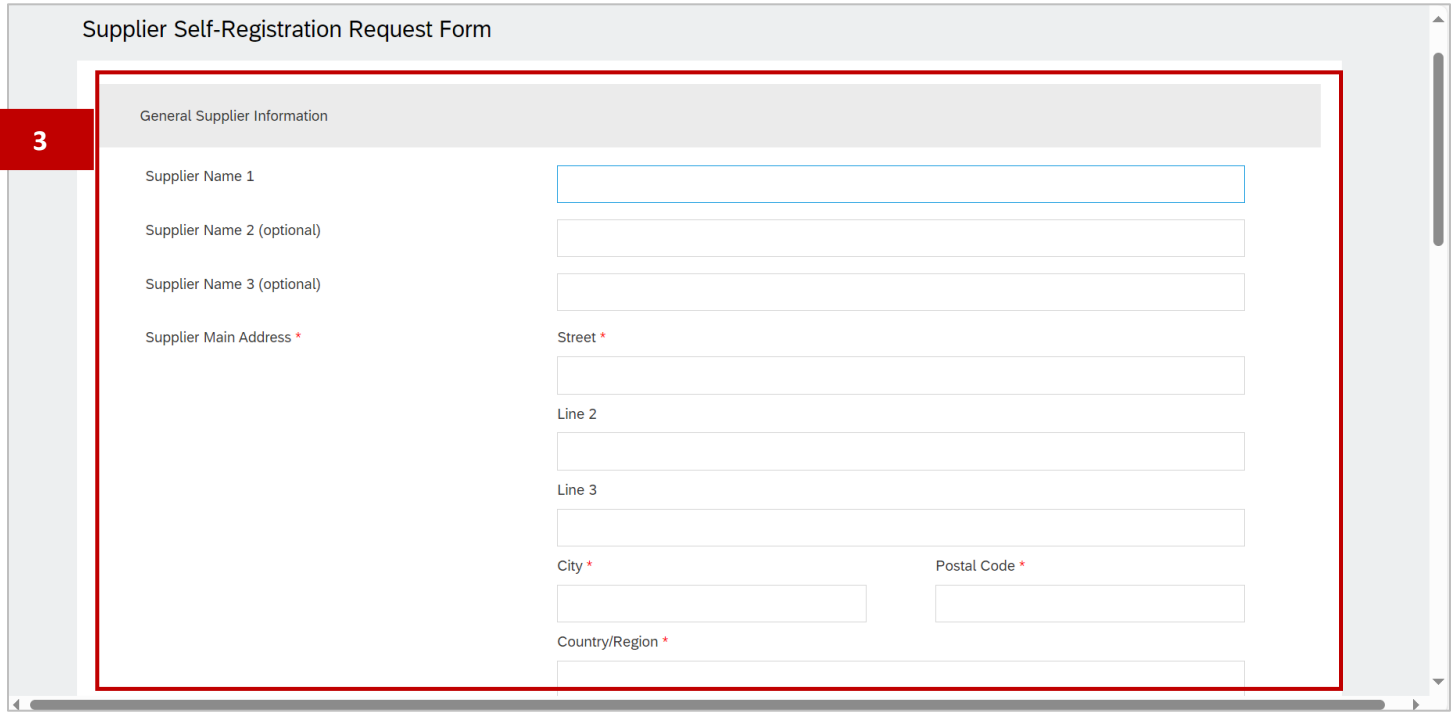
For example, construction company may enter Public Works Department (PWD) from Ministry of Development (MOD) or pharmaceutical company may enter Health Promotion Centre (HPC) from Ministry of Health (MOH).

Step 3: Under **General Supplier Information** section, Vendor can complete the following fields.

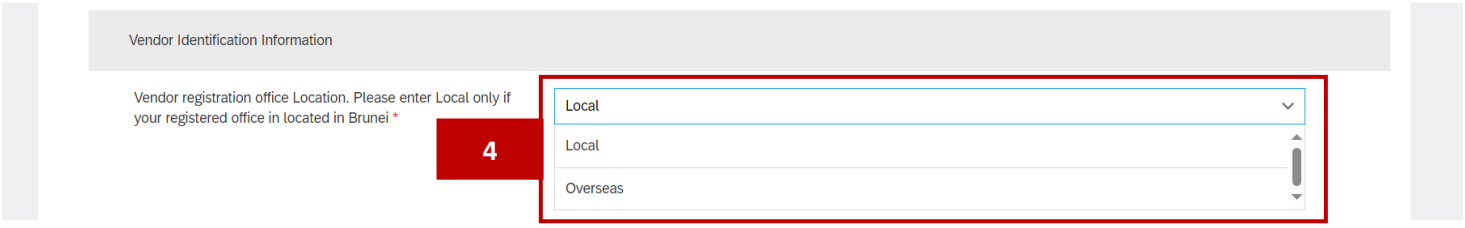
FIELD	DESCRIPTION
Supplier Name 1 – 3	Business or company name. Vendor can enter on respective lines should the field is insufficient to cater for the whole name. Do not enter sister companies or other businesses. These fields is dedicated for the name of one vendor only.
Supplier Main Address	Street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



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

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

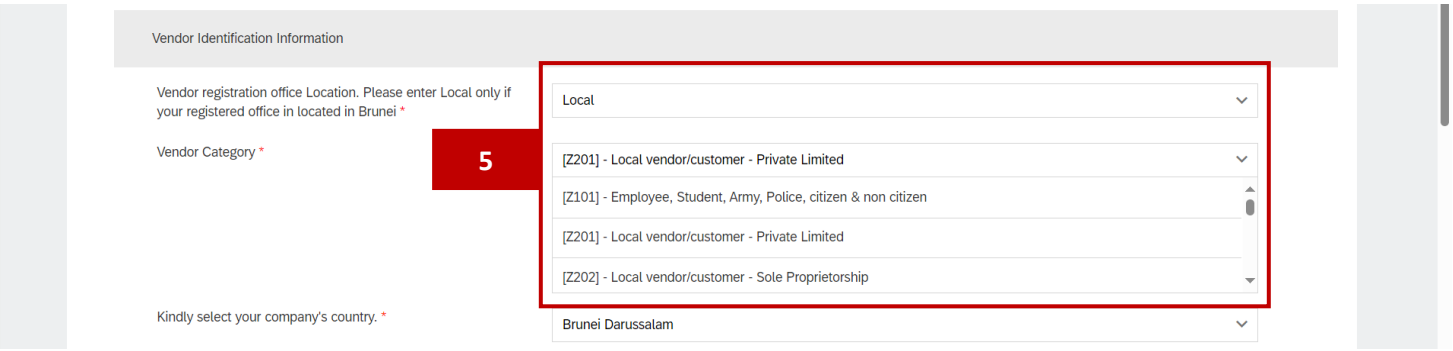
Note: For this activity, select Local.



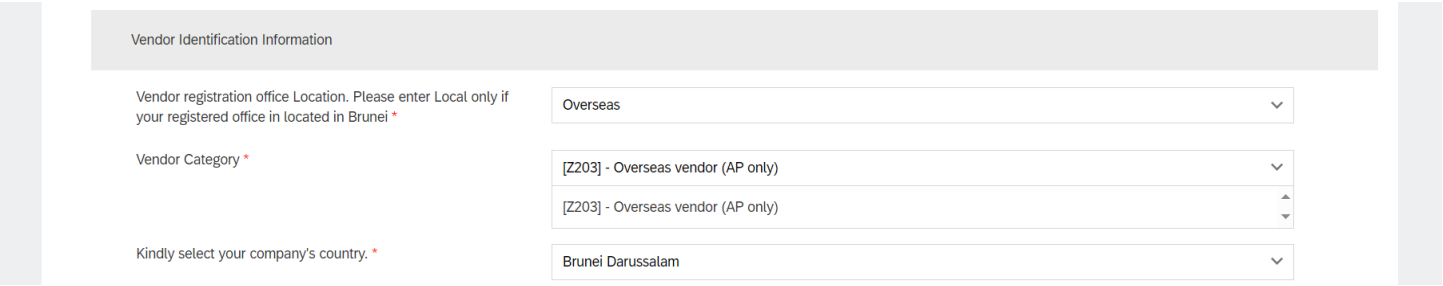
Step 5: Under **Vendor Identification Information** sub-section, select the Vendor Category.

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 will be displayed.

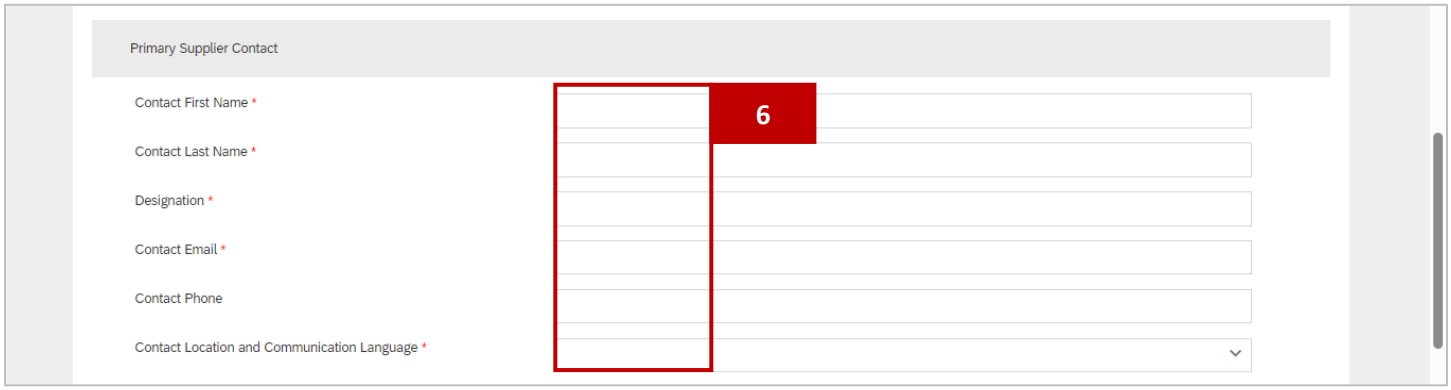


Note: If Overseas is chosen in the "Vendor registration office Location", the vendor category will automatically filled as "Overseas Vendor".

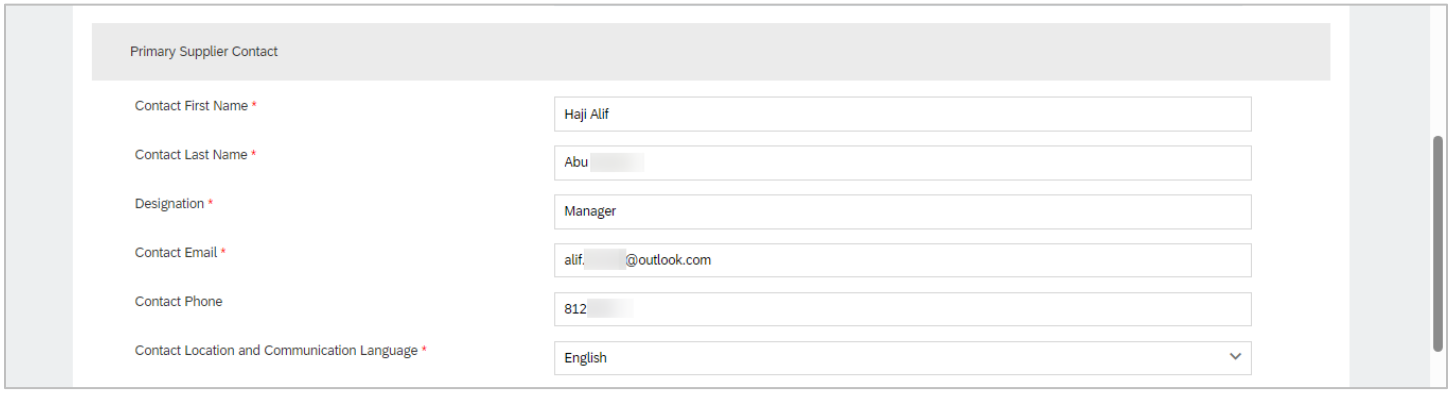


Step 6: Under **Primary Supplier Contact** section, Vendor can complete the following fields.

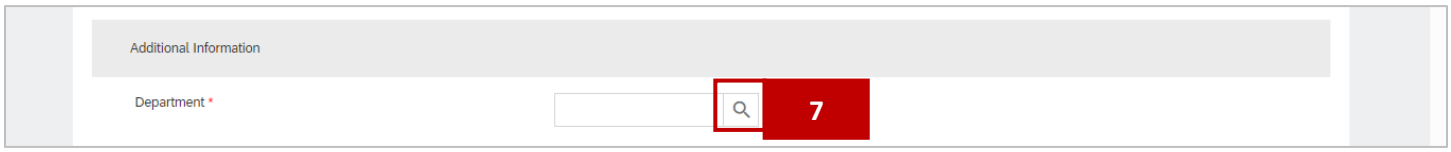
FIELD	DESCRIPTION
Contact First Name	First name of the contact person.
Contact Last Name	Last name of the contact person.
Designation	Job position.
Contact Email	Email address.
Contact Phone	Office number or mobile number.
Contact Location and Communication Language	Select 'English'.



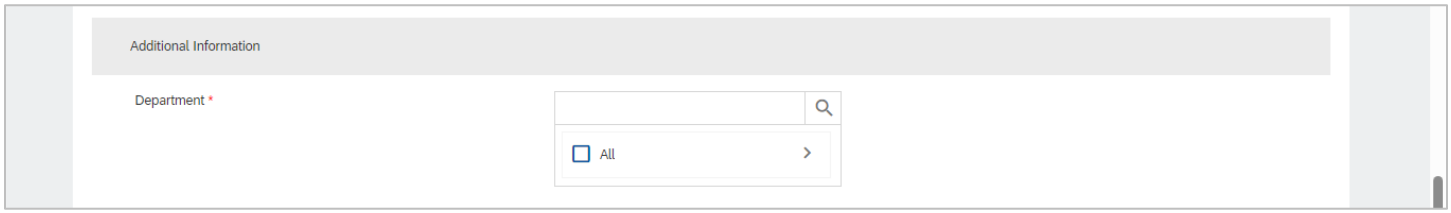
Note: The contact person will become the main contact person.



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.



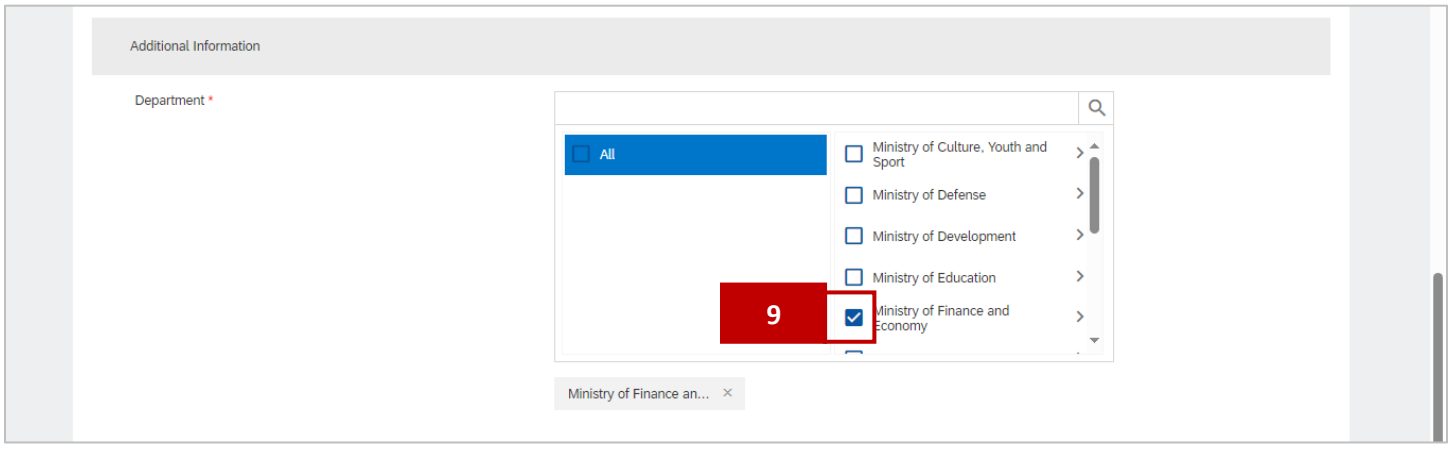
Outcome: Dropdown will be displayed.



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

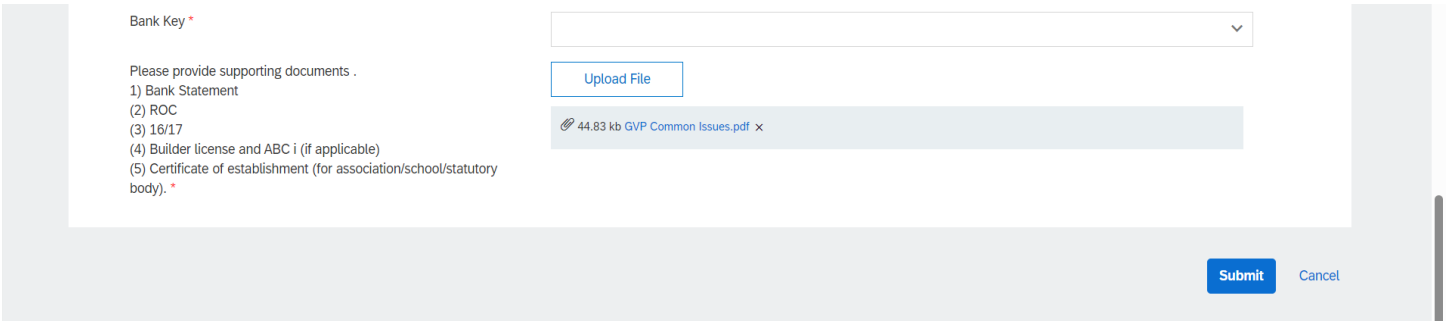
Note: Click on **arrow** button to expand for the available options.

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

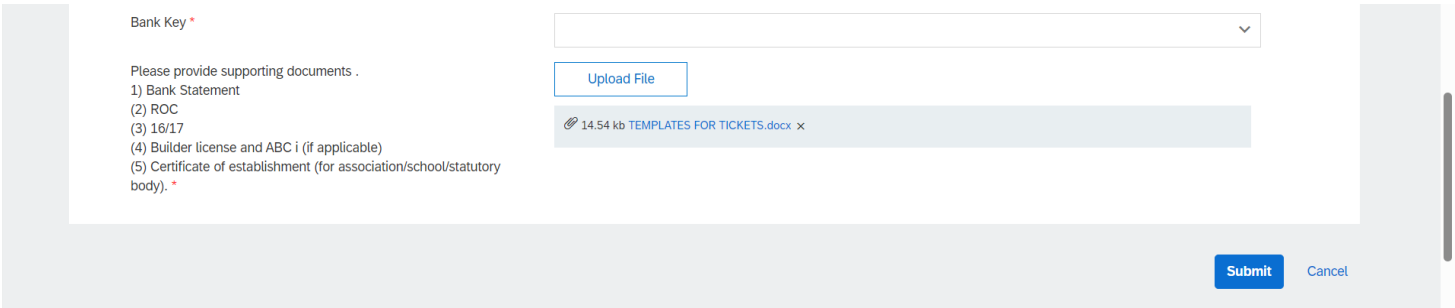


Step 10: Submit a document in PDF/word file to the “Upload File” Column.

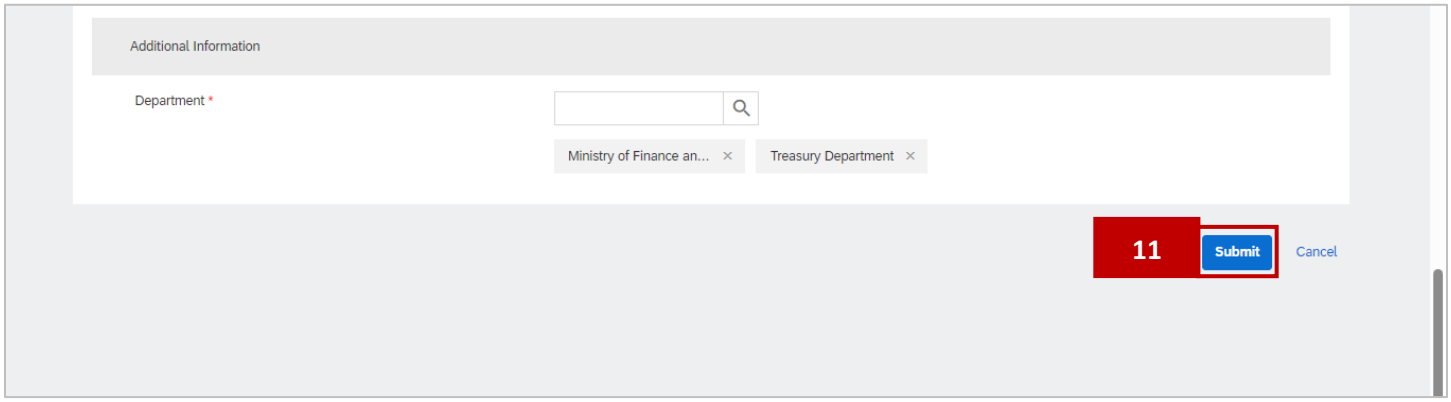
Outcome: If vendor uploaded PDF form



Outcome: If vendor uploaded Word file.

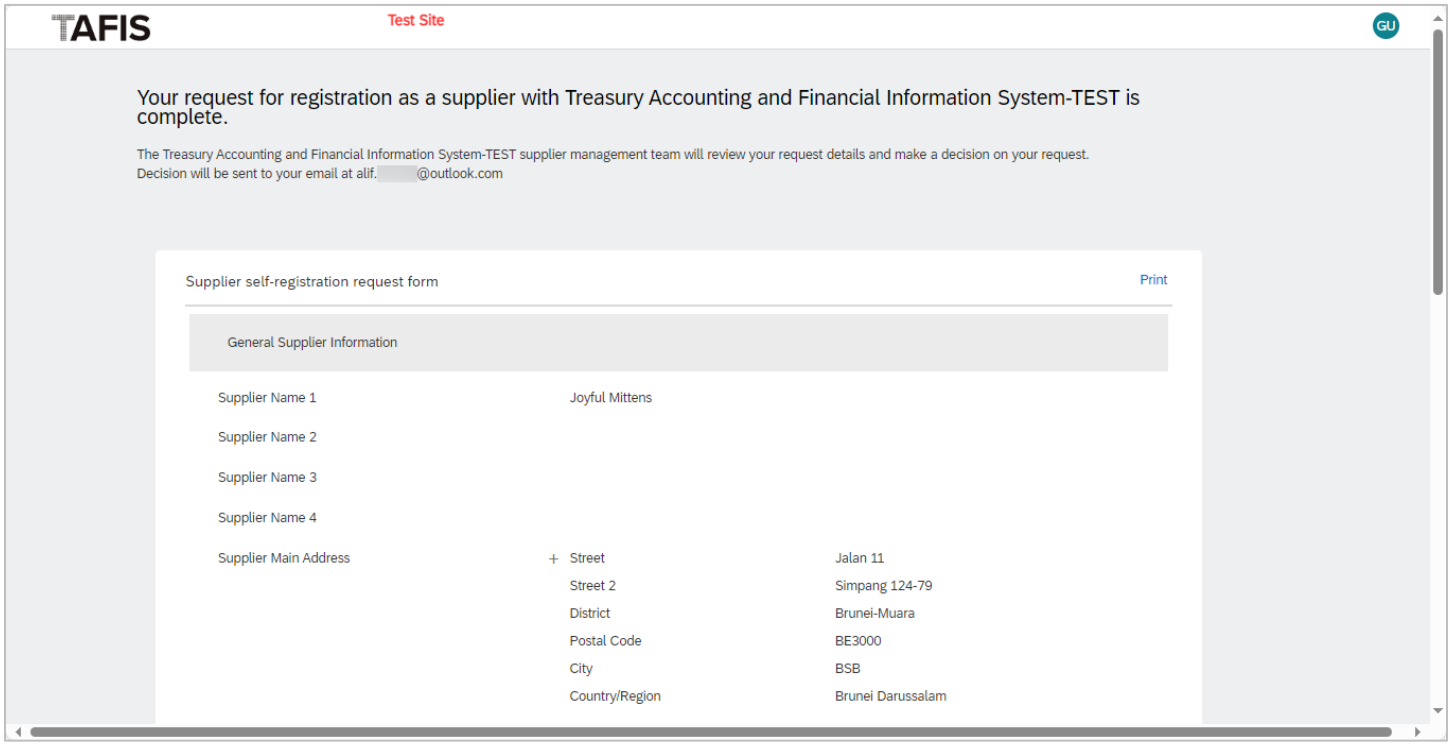


Step 11: Click on **Submit** button to proceed.

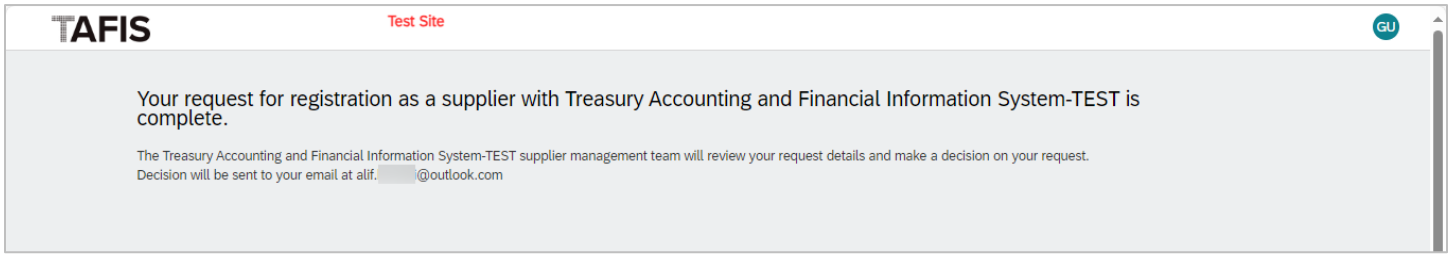


Outcome: Supplier Record Creation request has been sent to respective MOFE team for review and approval.

Note:Vendors are required to fill on the fields using **Capital Letters only.**



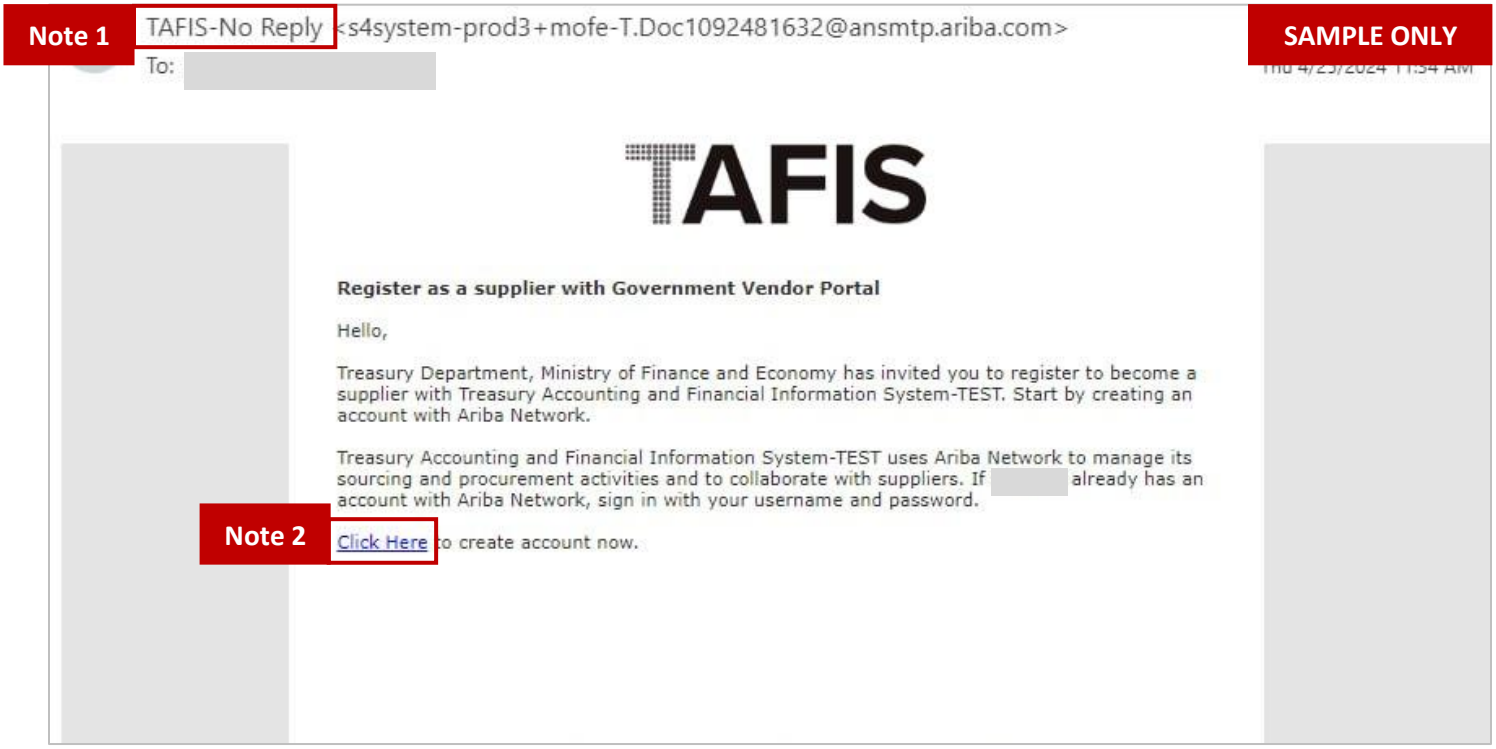
Note: Decision made by MOFE team will be sent to the email address.



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).



3.1.3 Supplier Email Invitation Link

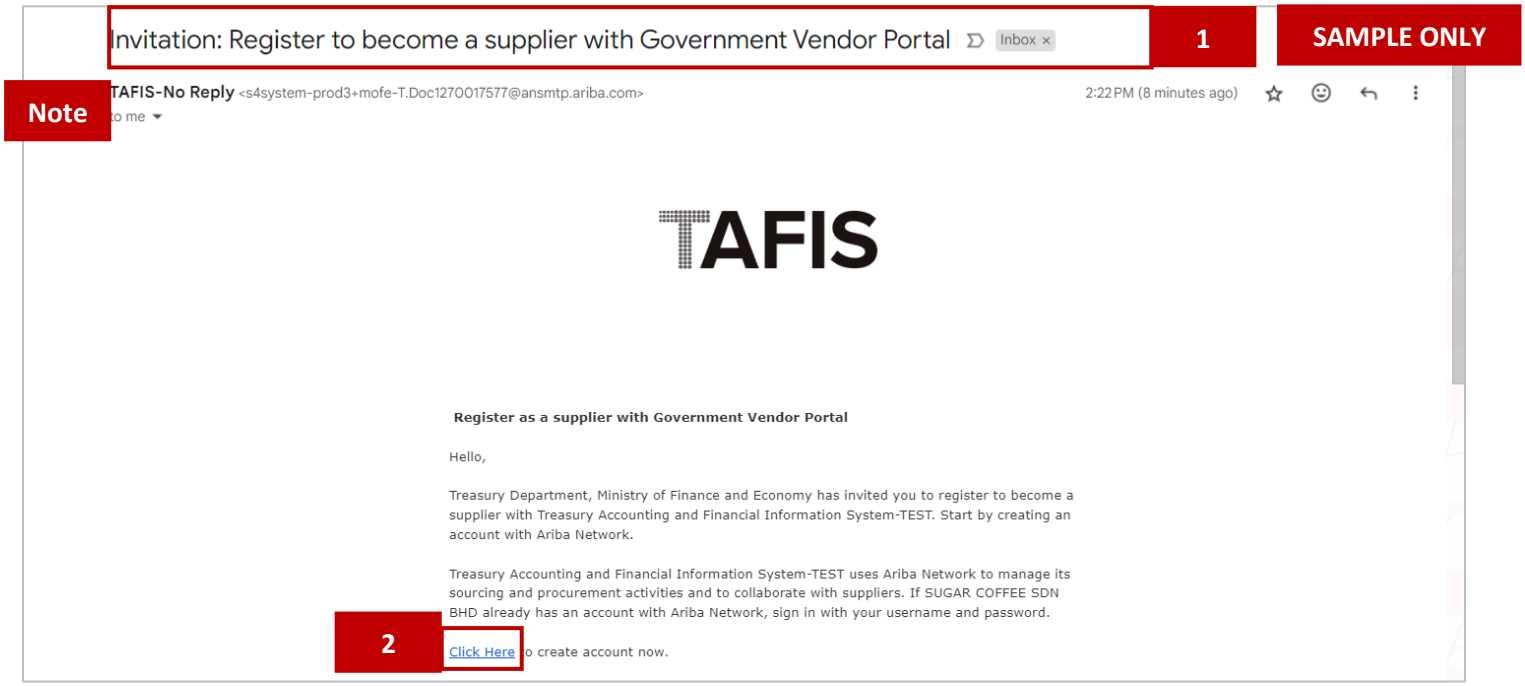
Vendor receives email invitation which contains **unique** hyperlink to register as a Supplier in the Government Vendor Portal (GVP).

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

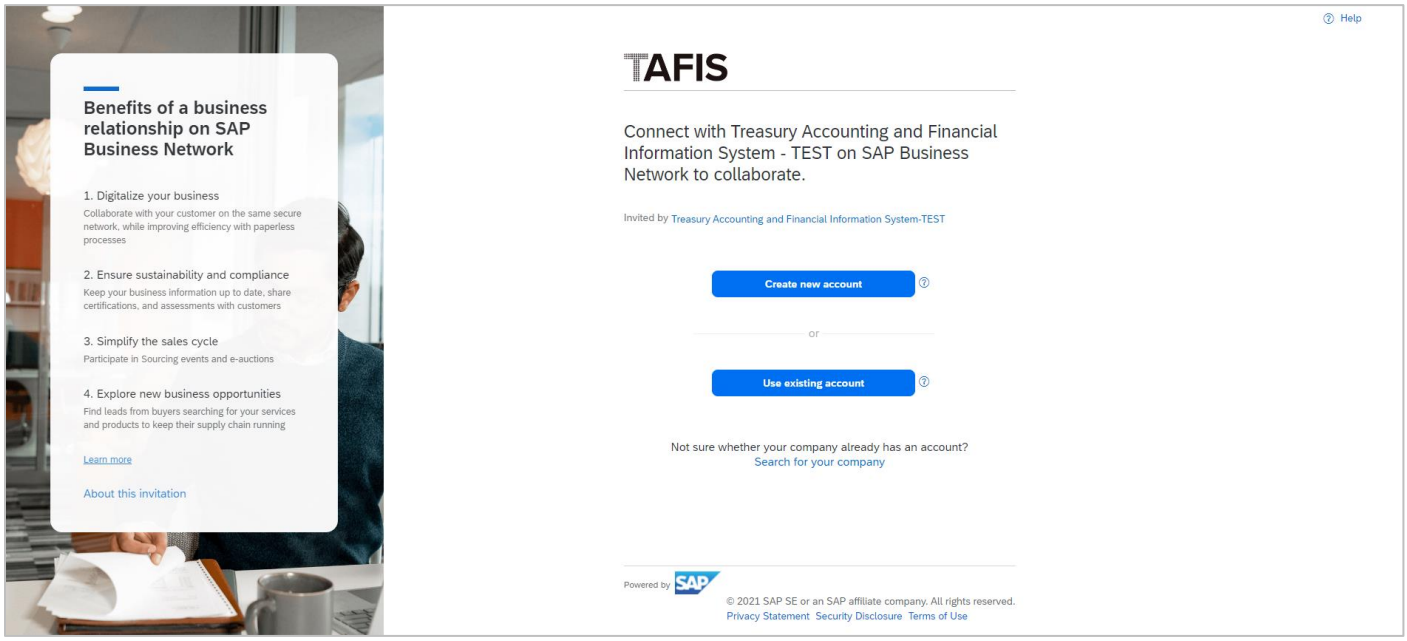
Step 1: Open the **email invitation** from respective email address.

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

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



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



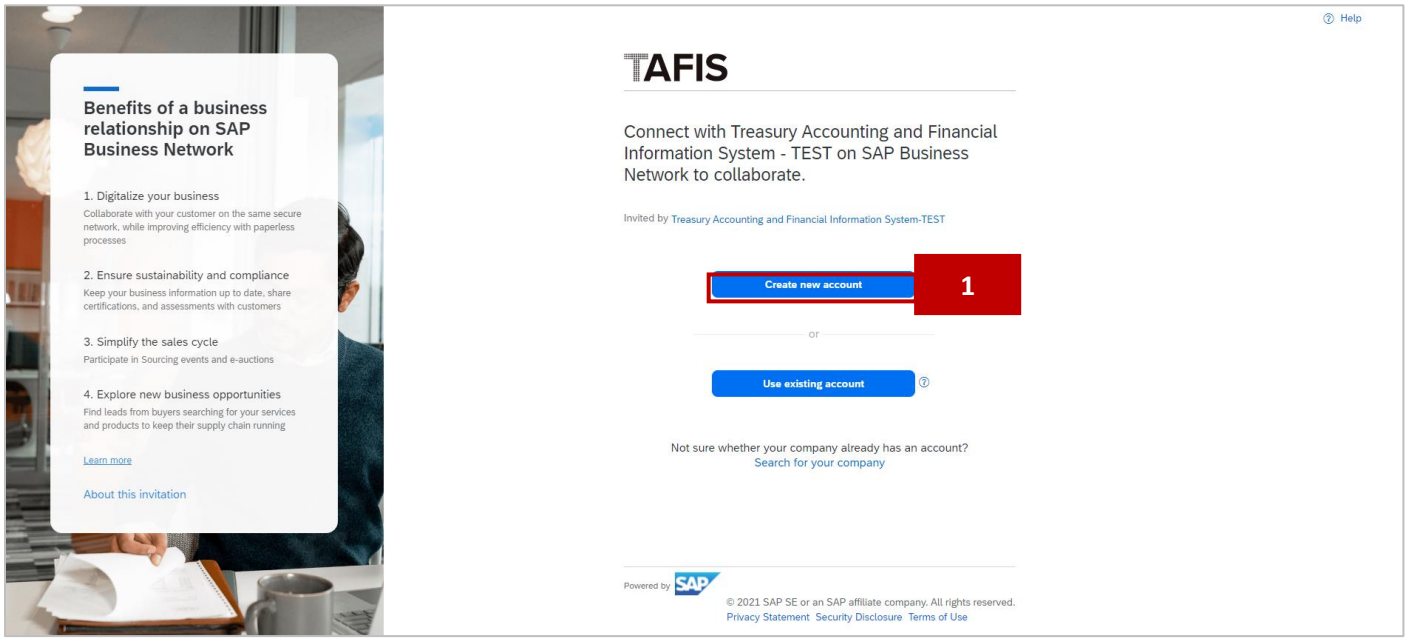
Note: Vendor is required to sign up as a Supplier (Vendor) and create their Supplier Account prior to completing the Supplier Registration Questionnaire.

3.1.4 Supplier Account in SAP Business Network (Sign Up)

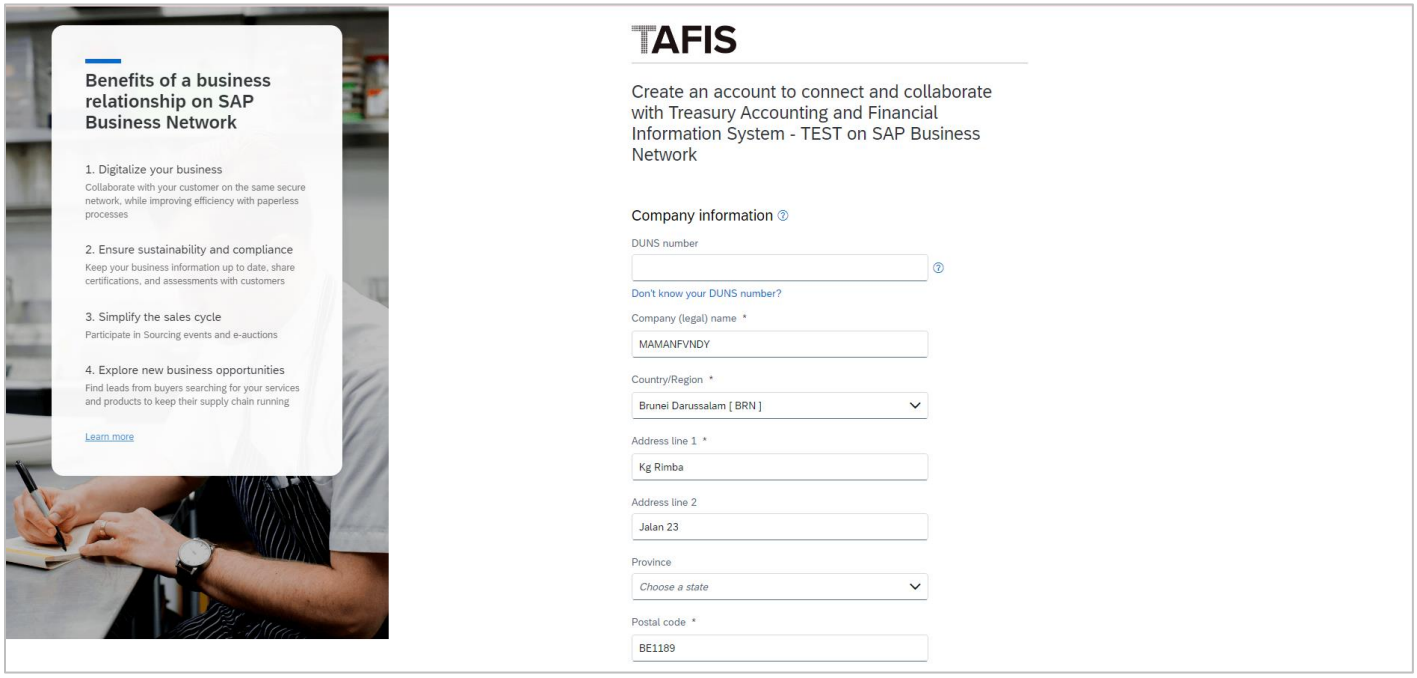
Vendor is **required to sign up as a Supplier** in the Government Vendor Portal (GVP). Once the account has been created, Vendor can proceed to complete the Supplier Registration Questionnaire.

User Role	Supplier (Vendor)

Step 1: Click on **Create New Account** button.



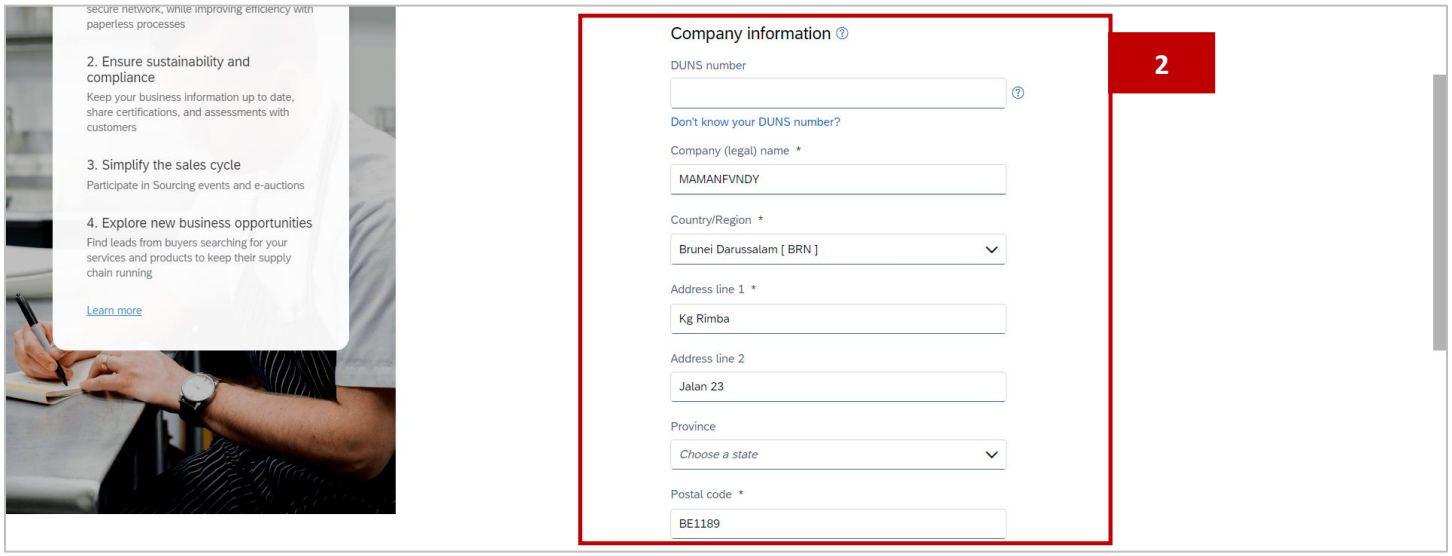
Outcome: **Create account** page will be displayed.



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.

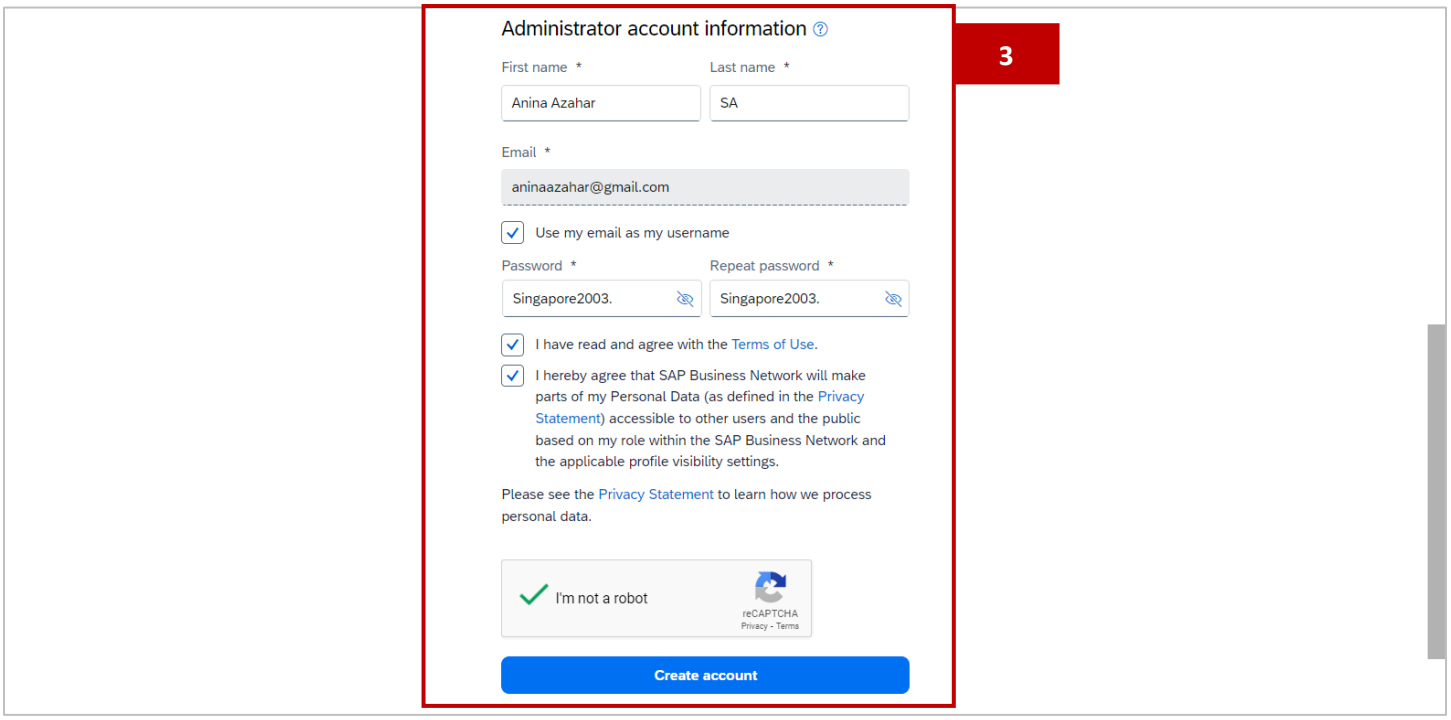
Step 2: Under **Company information** section, Vendor can complete the following fields.

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.

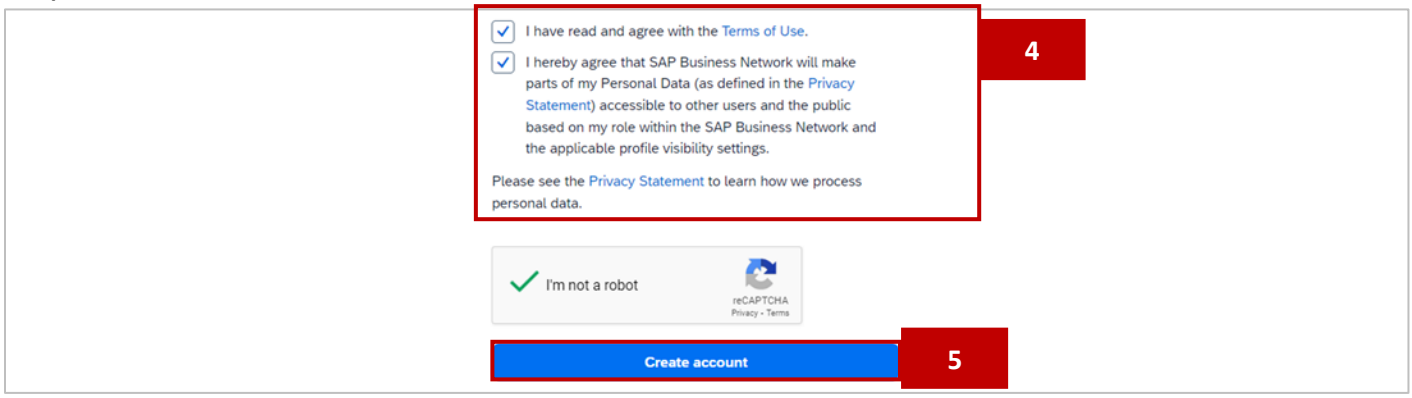


Step 3: Under **User account information** section, Vendor can complete the following fields.

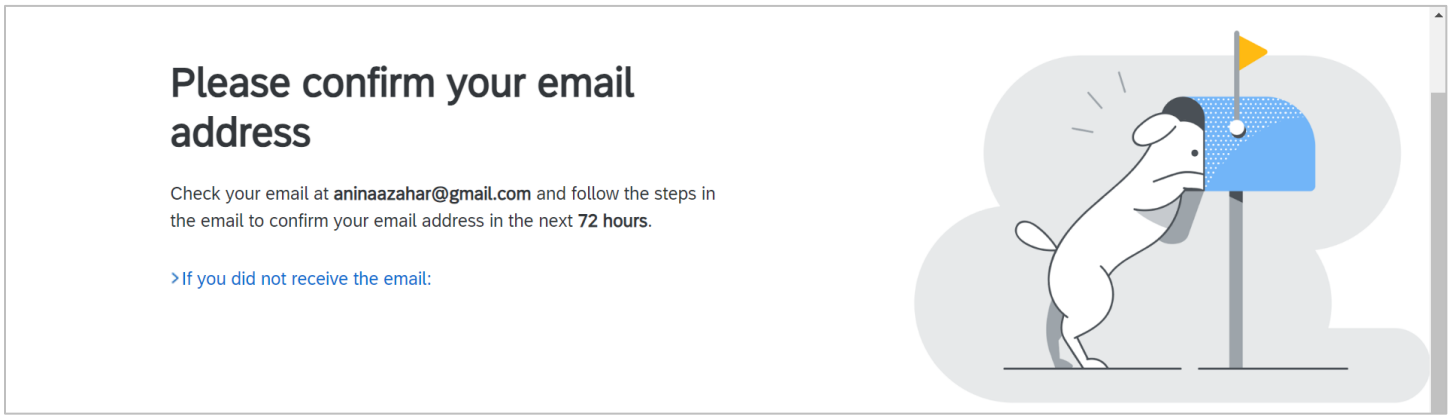
FIELD	DESCRIPTION
First Name	User's first name.
Last Name	User's last name.
Email	(Optional) User can tick the box if they would like to use their email as the Username.
Username	Supplier Account Username to be used during login / sign-in. Must be an active email and correct email format.
Password	Supplier 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).



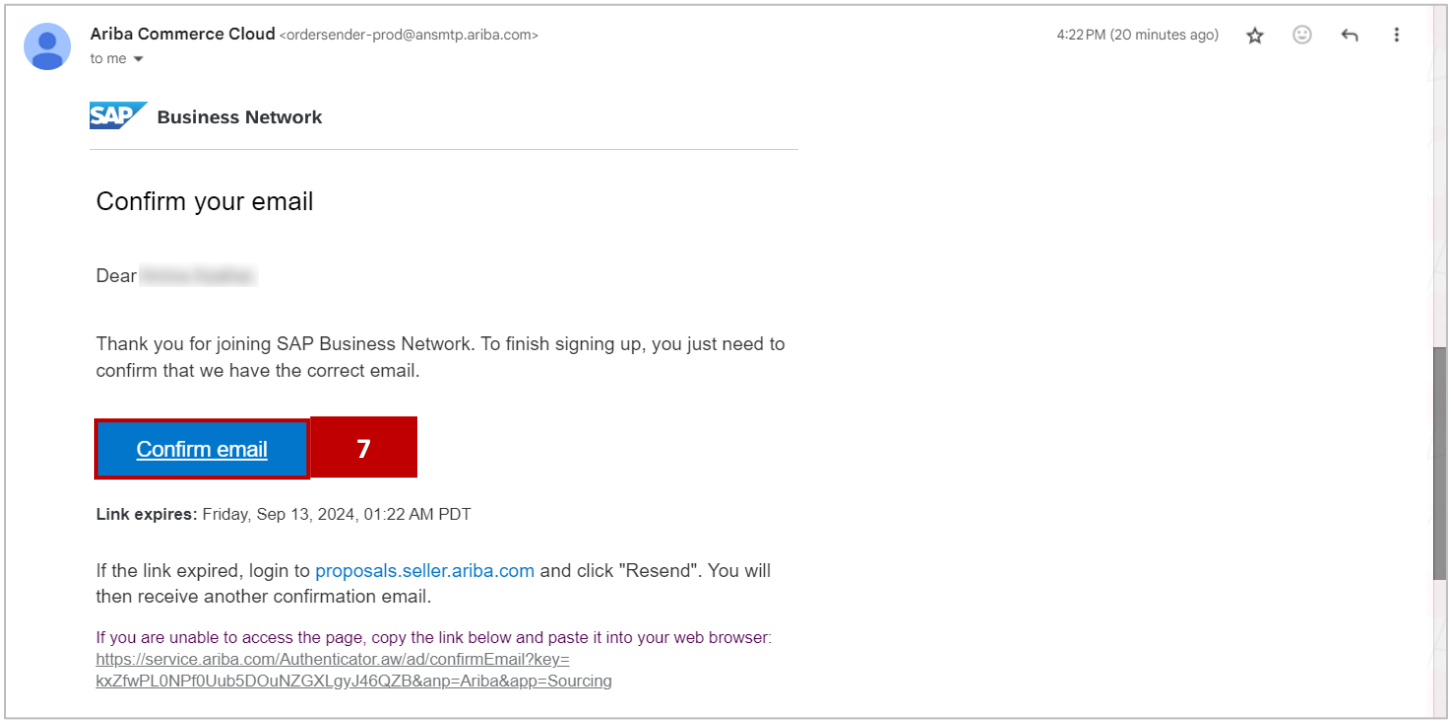
Step 4: Tick the checkboxes of **declaration statements** at the bottom of the page.
Step 5: Click on **Create account** button.



Outcome: Email Verification page will be displayed.
Note: Vendor can check their email to confirm their email address and click the "if you did not receive the email" in blue if they did not receive the email verification.

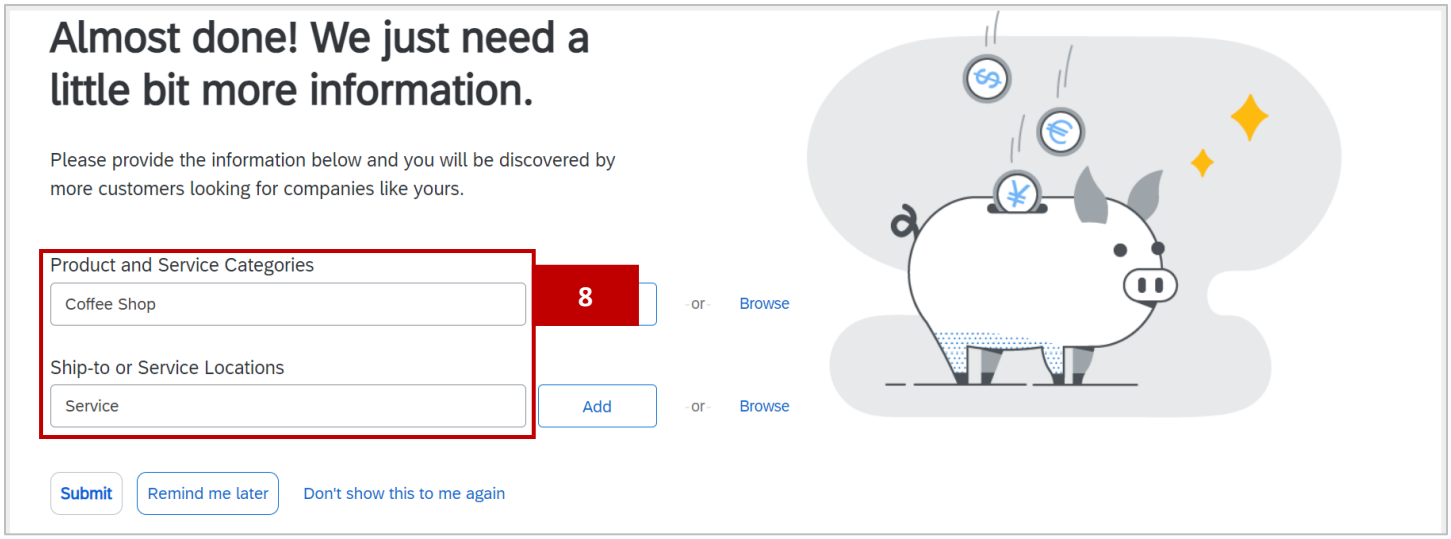


Step 6: Please click the **Confirm Email** button to verify your email address.

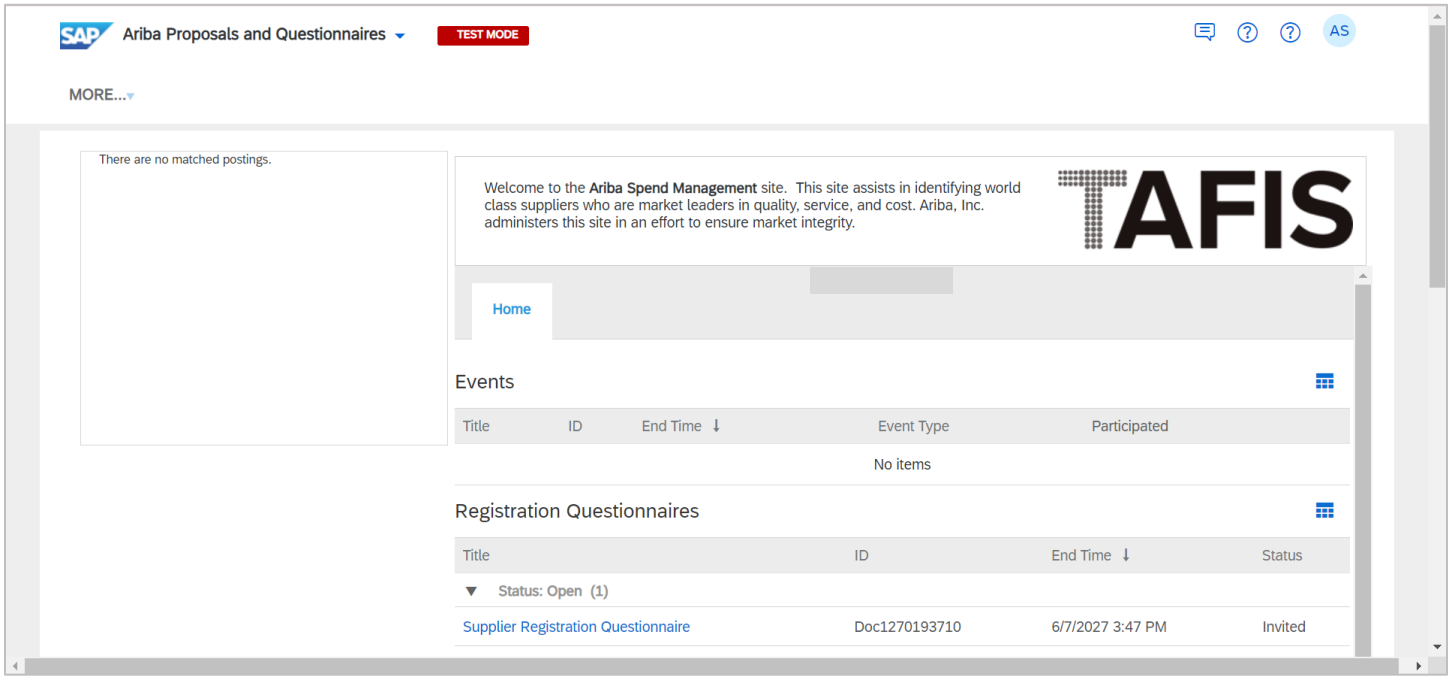


Step 8: Under **Tell us more about your business** section, Vendor can complete the following fields.

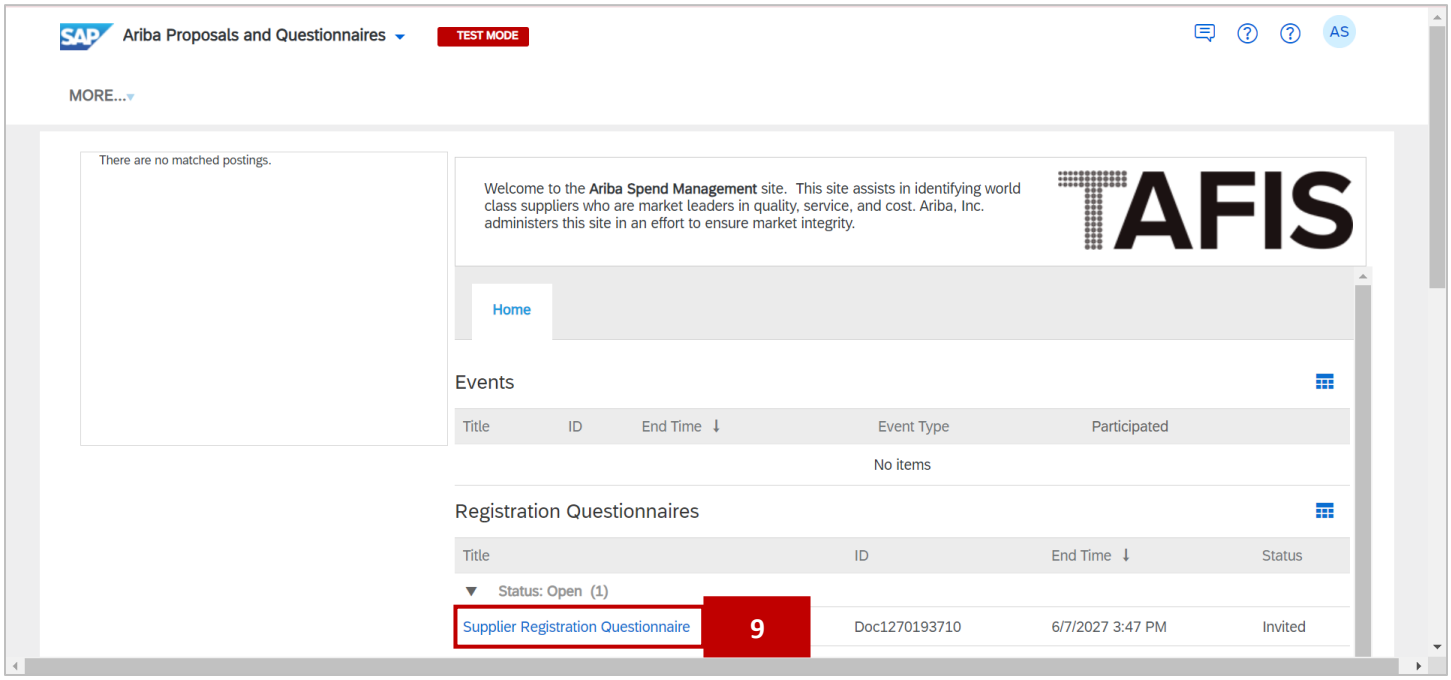
FIELD	DESCRIPTION
Product and Service Categories	User can add or browse (search) for an overview of their product or service. User can refer to their ROC business commodity and select the most relevant product or service from the list. For example, financial services, office suppliers, taxation law,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



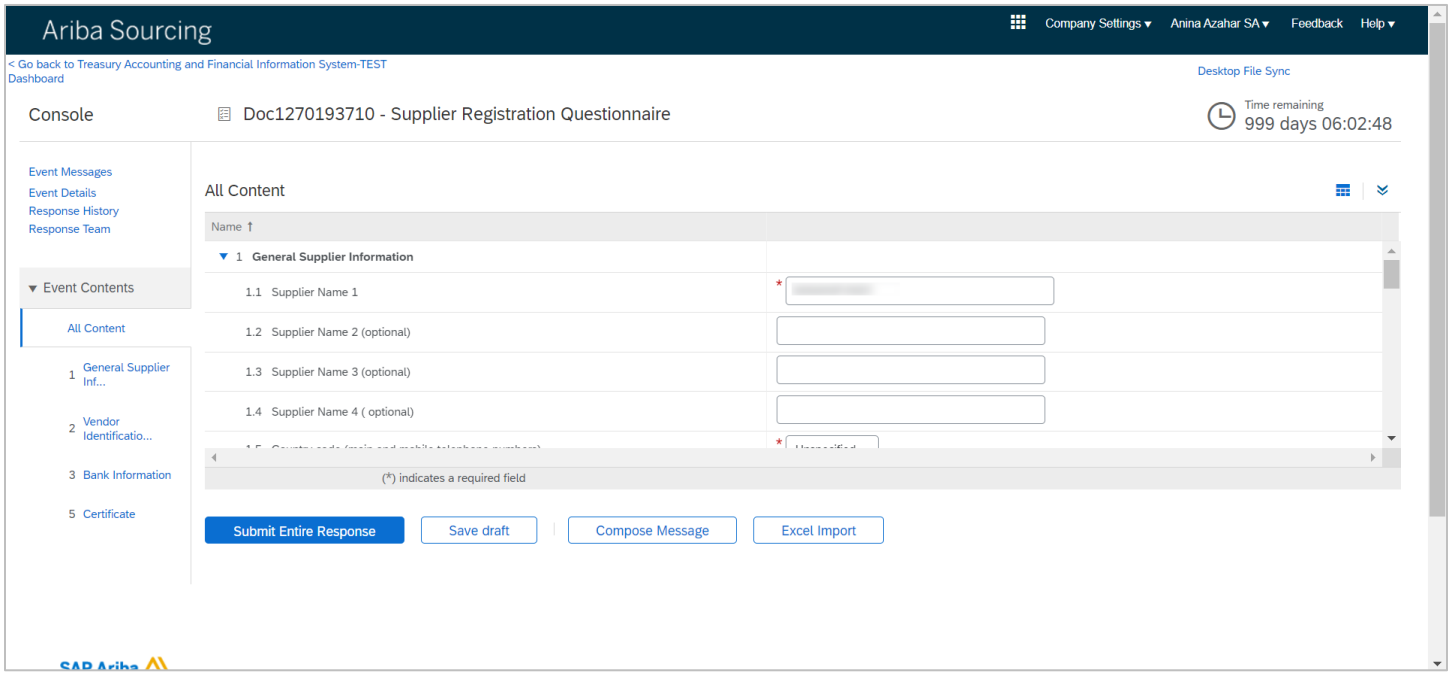
Outcome: Ariba Proposals and Questionnaires page will be displayed.



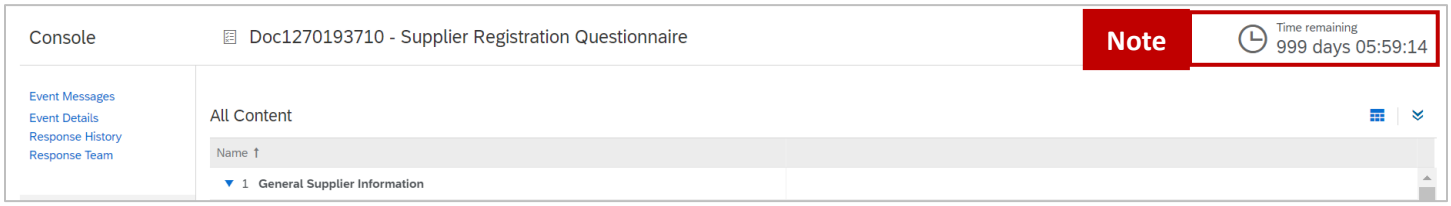
Step 9: Click the Supplier Registration Questionnaires.



Outcome: Supplier Registration Questionnairaes page will be displayed.



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



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.

3.1.5 Supplier Registration Questionnaire – RC Vendors / Suppliers

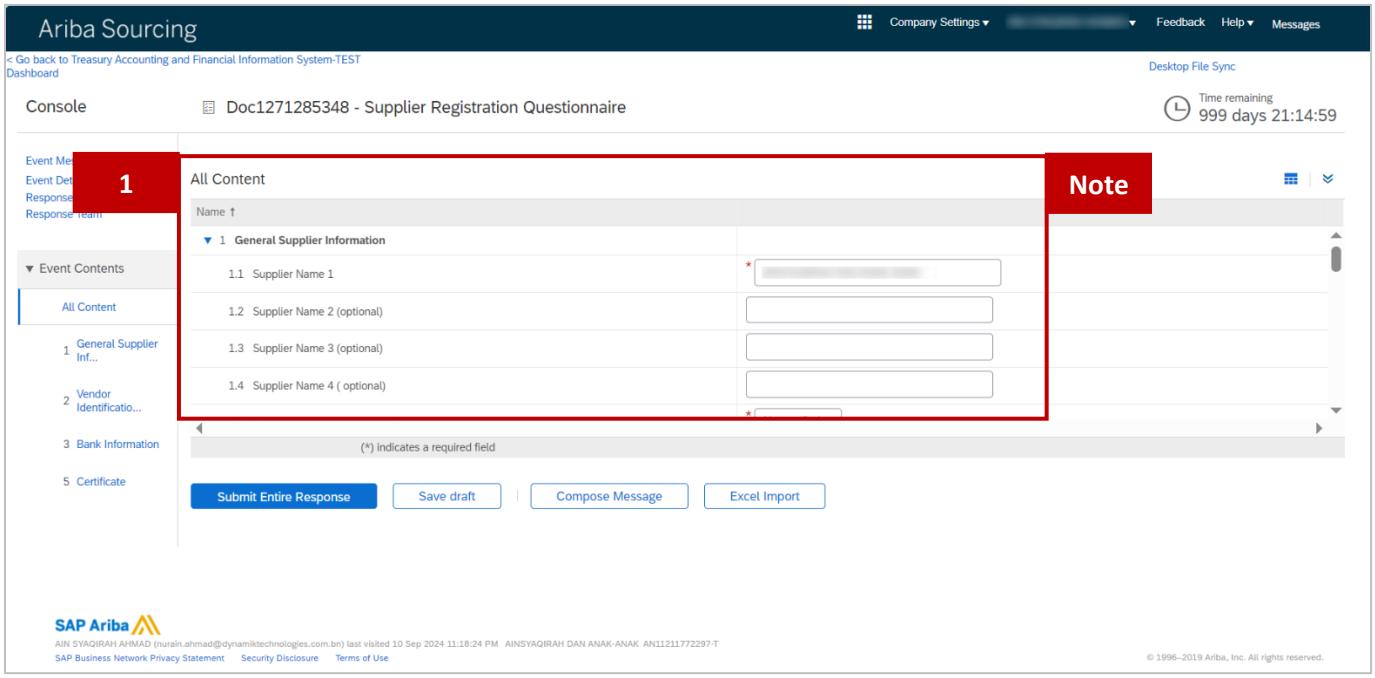
This activity is the **continuation** of previous activity **3.1.2 Supplier Account in SAP Business Network (Sign-Up)**. Vendor to complete the Supplier Registration Questionnaire.

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

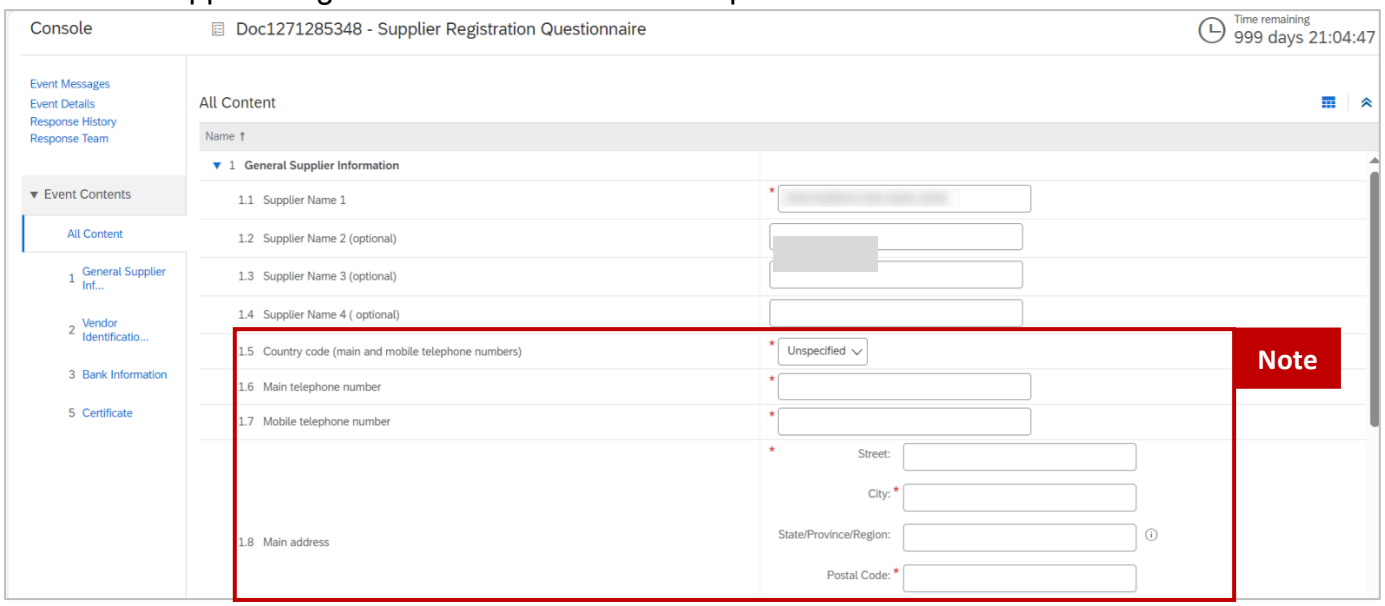
User Role	Supplier (Vendor)

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.



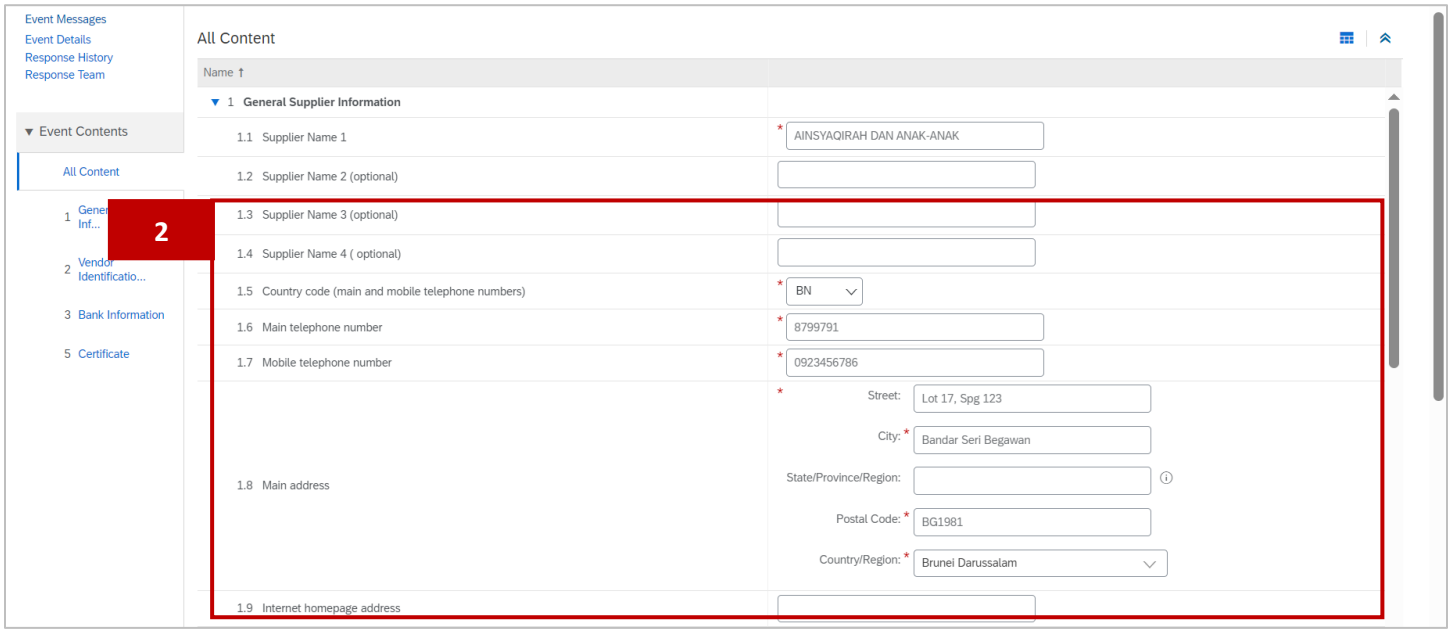
Outcome: Supplier Registration Questionnaire is expanded.



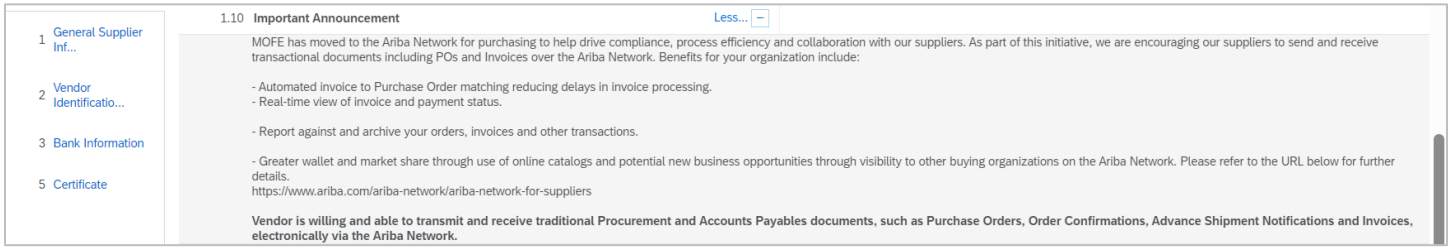
Step 2: Under **General Supplier Information** section, Vendor can complete the following fields.

FIELD	DESCRIPTION
Supplier Name 1	
Country code (main and mobile telephone numbers)	Country code for the business main and mobile telephone numbers. For example, Brunei Darussalam – '**BN'.**
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).

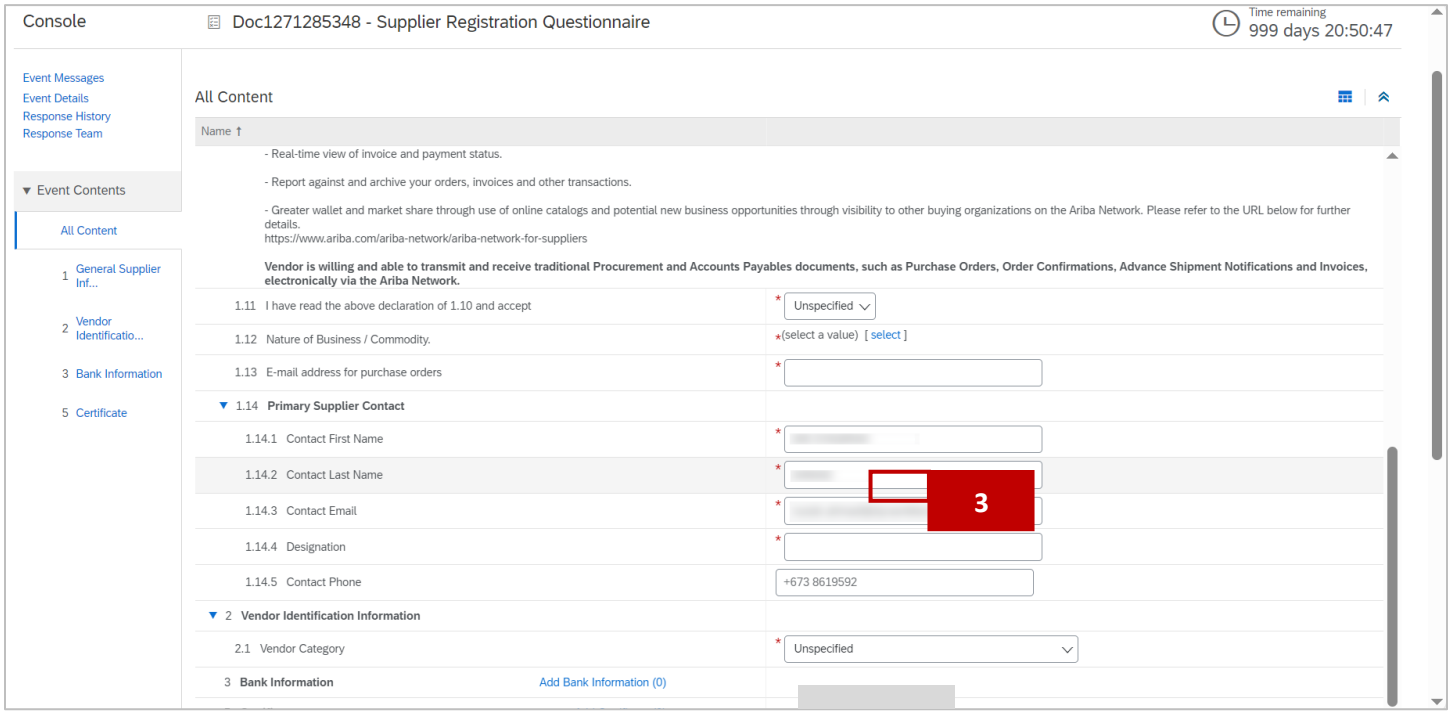
Note: Vendor can complete the following fields by either entering information into the respective fields or select information from the dropdown button.



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



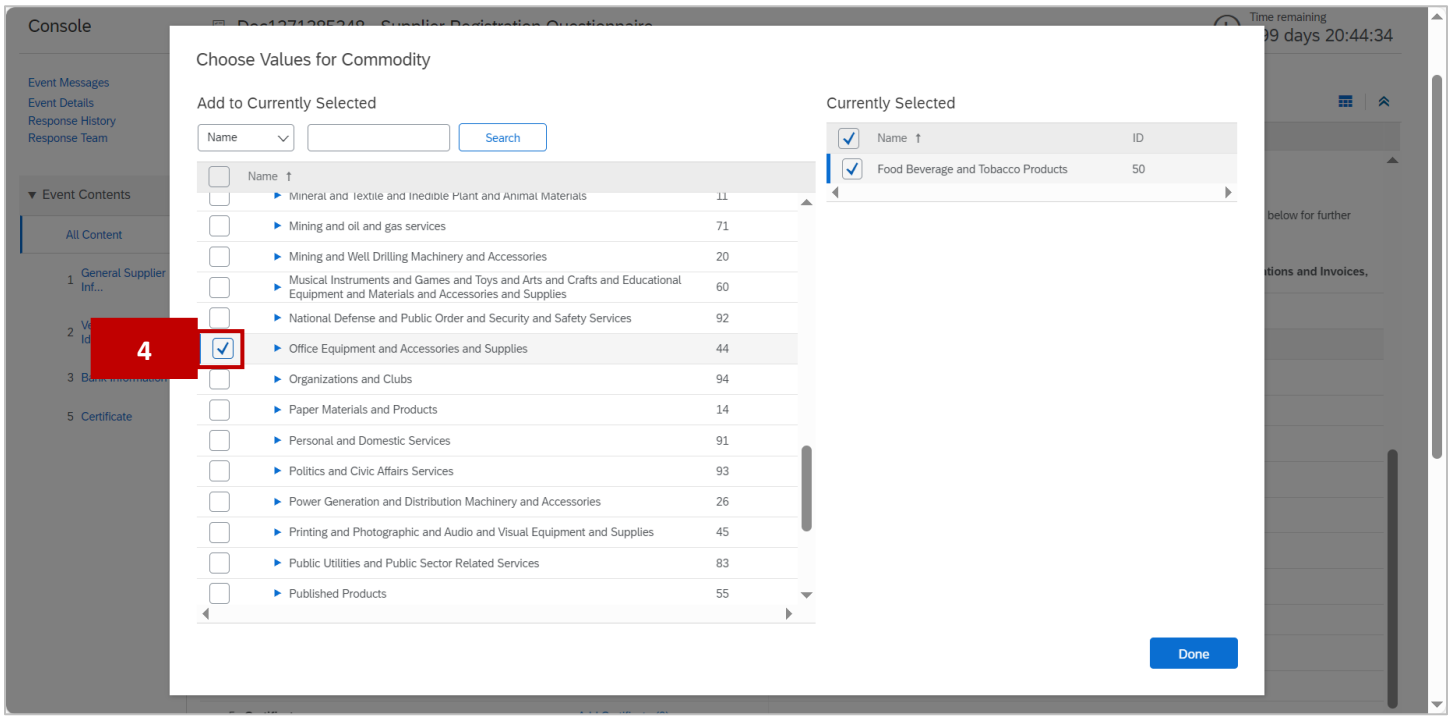
Step 3: Scroll down and click on **Nature of Business / Commodity** by clicking on **select** button.



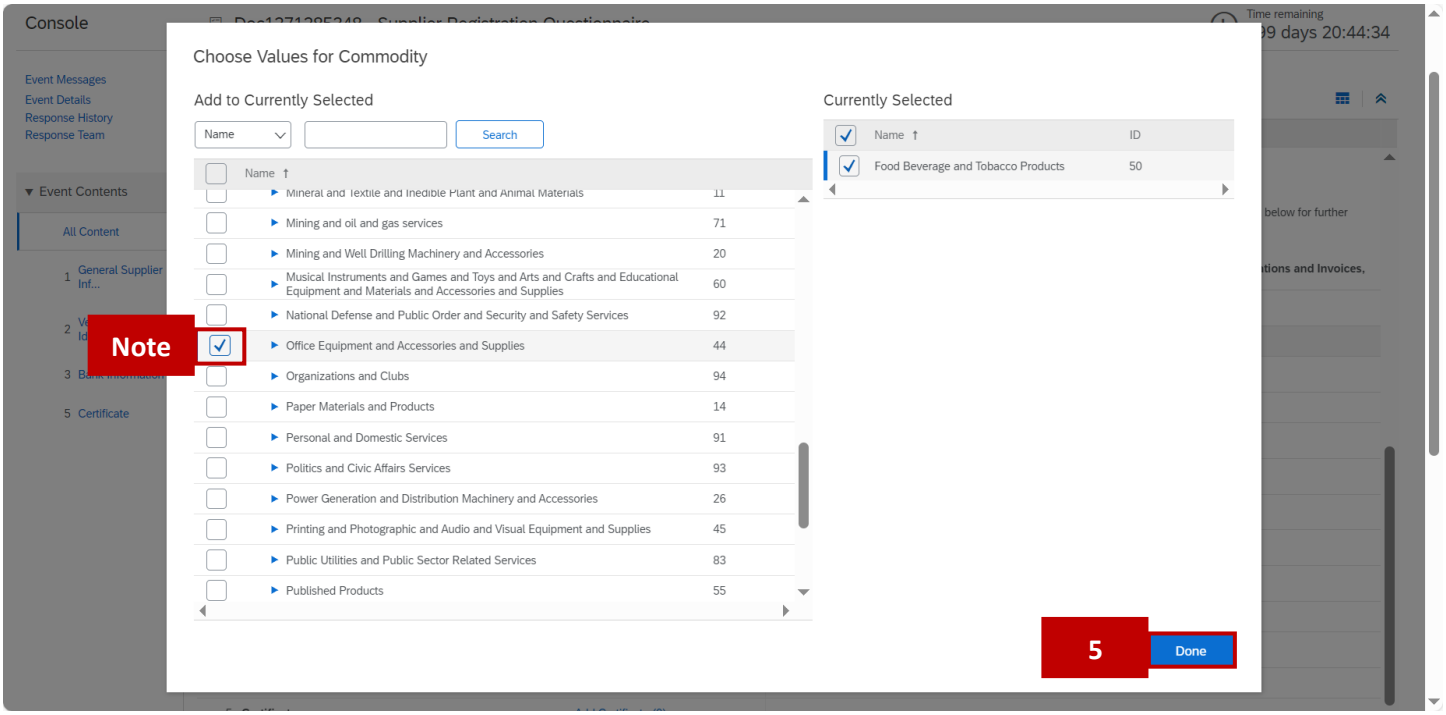
Outcome: List of **Commodity** available for selection will be displayed.
Step 4: Tick the relevant **Commodity** checkboxes.

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.

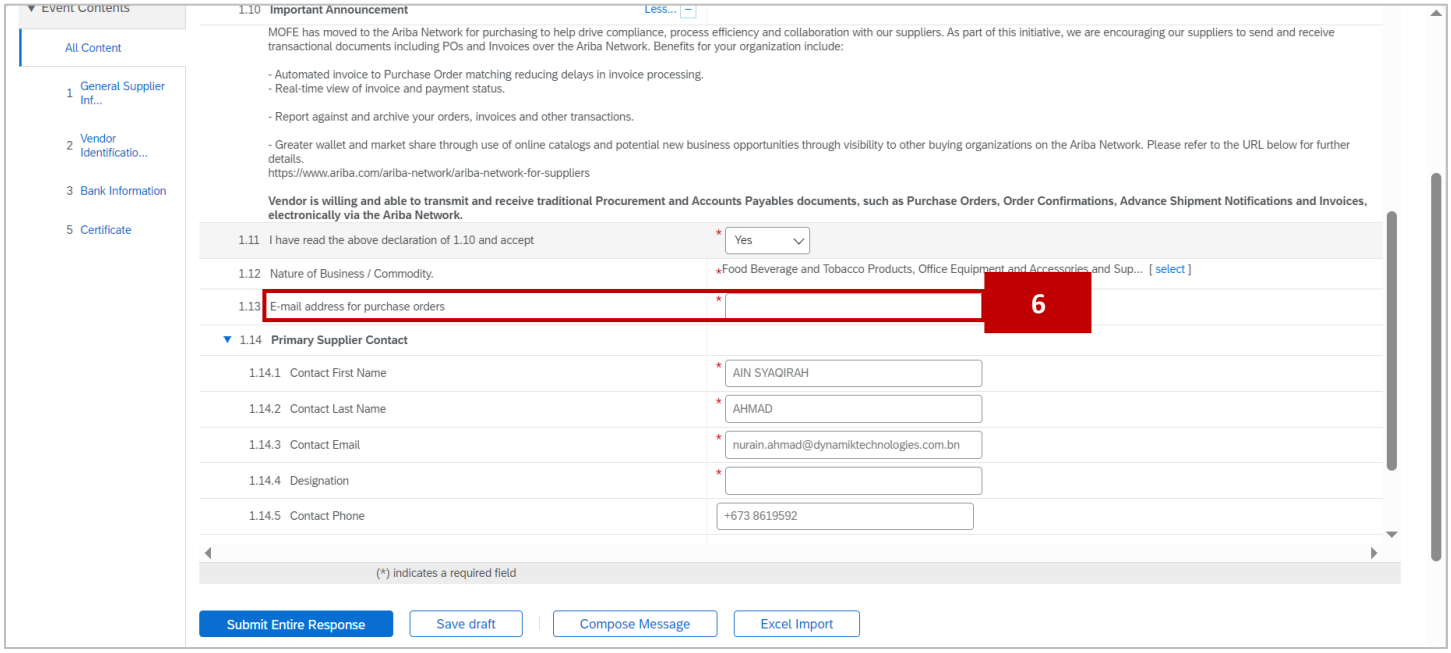


Step 5: Click on **Done** button. This will redirect user to Supplier Registration Questionnaire.



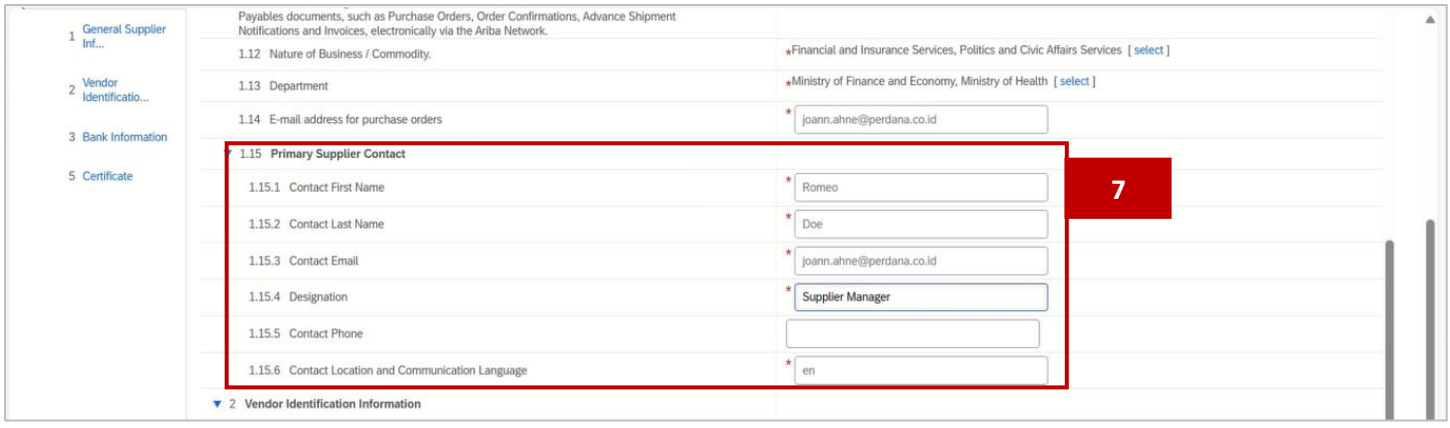
Step 6: Enter the **E-mail address for purchase orders**. Vendor to enter the email address that would receive email notification for Purchase Orders (PO) from respective departments.

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.



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

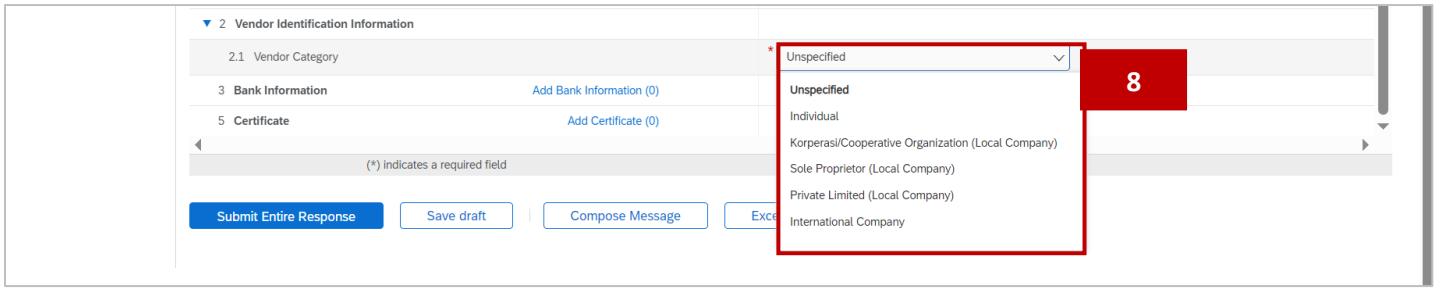
FIELD	DESCRIPTION
Contact First Name	First name of primary supplier contact.
Contact Last Name	Last name of primary supplier contact.
Contact Email	Email address of primary supplier contact.
Designation	Job position of primary supplier contact.
Contact Phone	Phone number of primary supplier contact.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



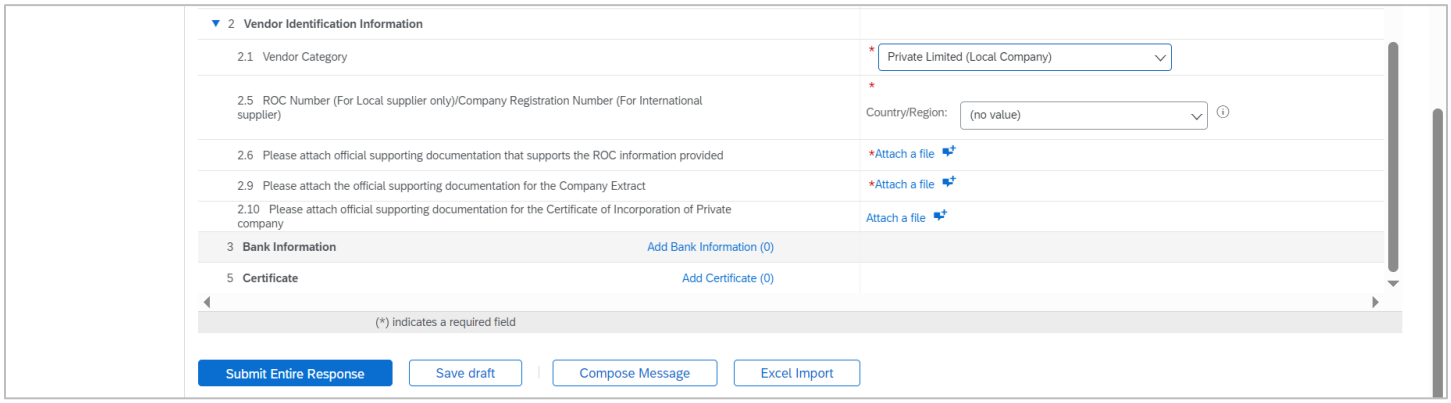
Step 8: Under **Vendor Identification Information** section, click on the dropdown to select **Vendor Category.**

Note:

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



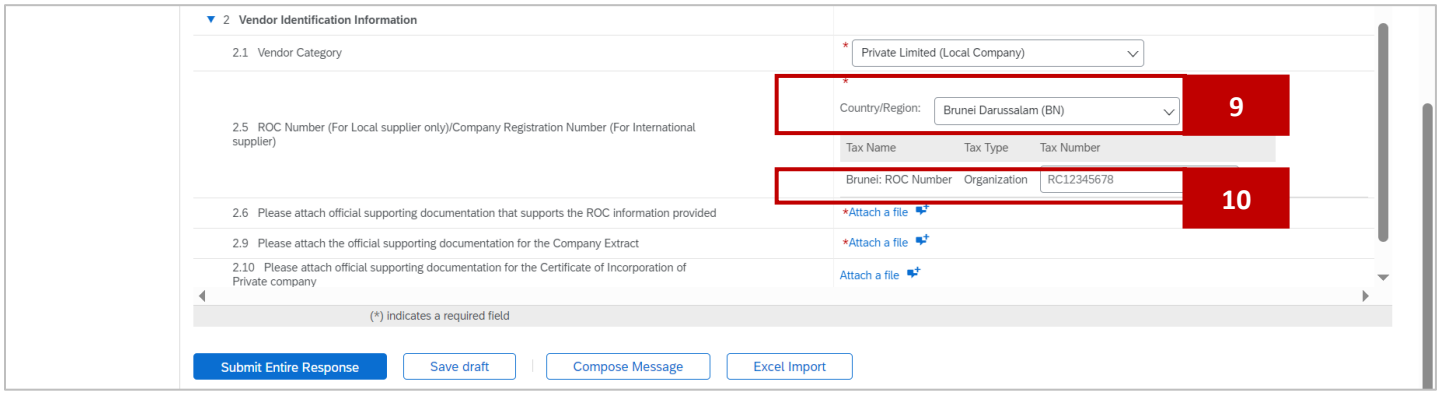
Outcome: Once **Vendor Category** is selected, **more fields** will be displayed.



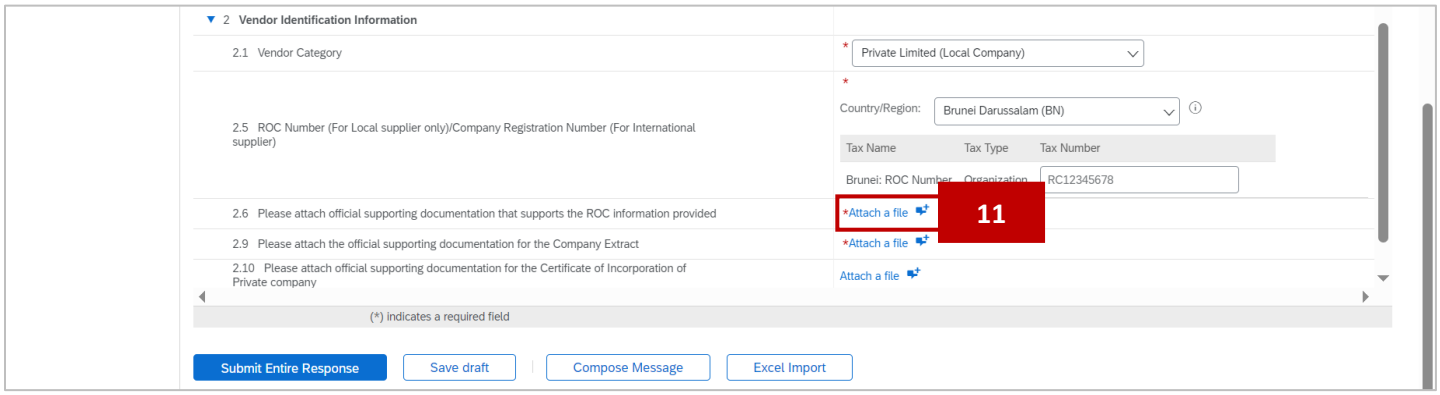
Step 9: Vendor must select **Country/Region**. For example, Brunei Darussalam (BN)

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).

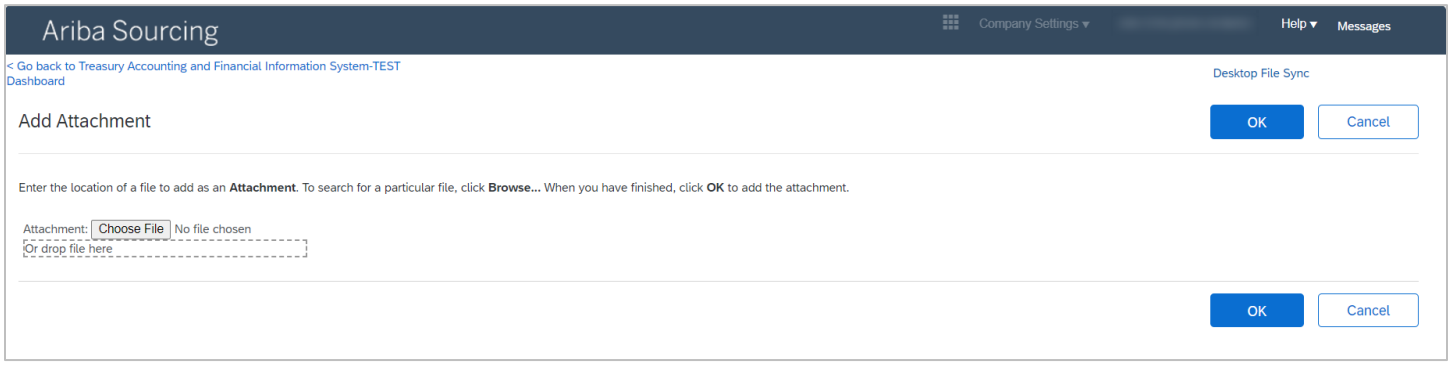
Note: Vendor must enter their ROC Number under the Tax Number column even though the Vendor is not taxed.



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

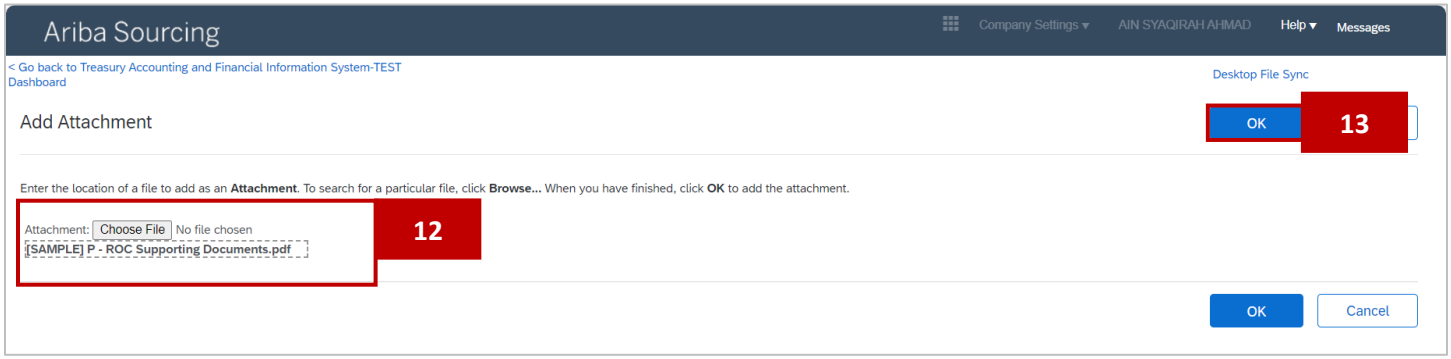


Outcome: **Add Attachment** page will be displayed.

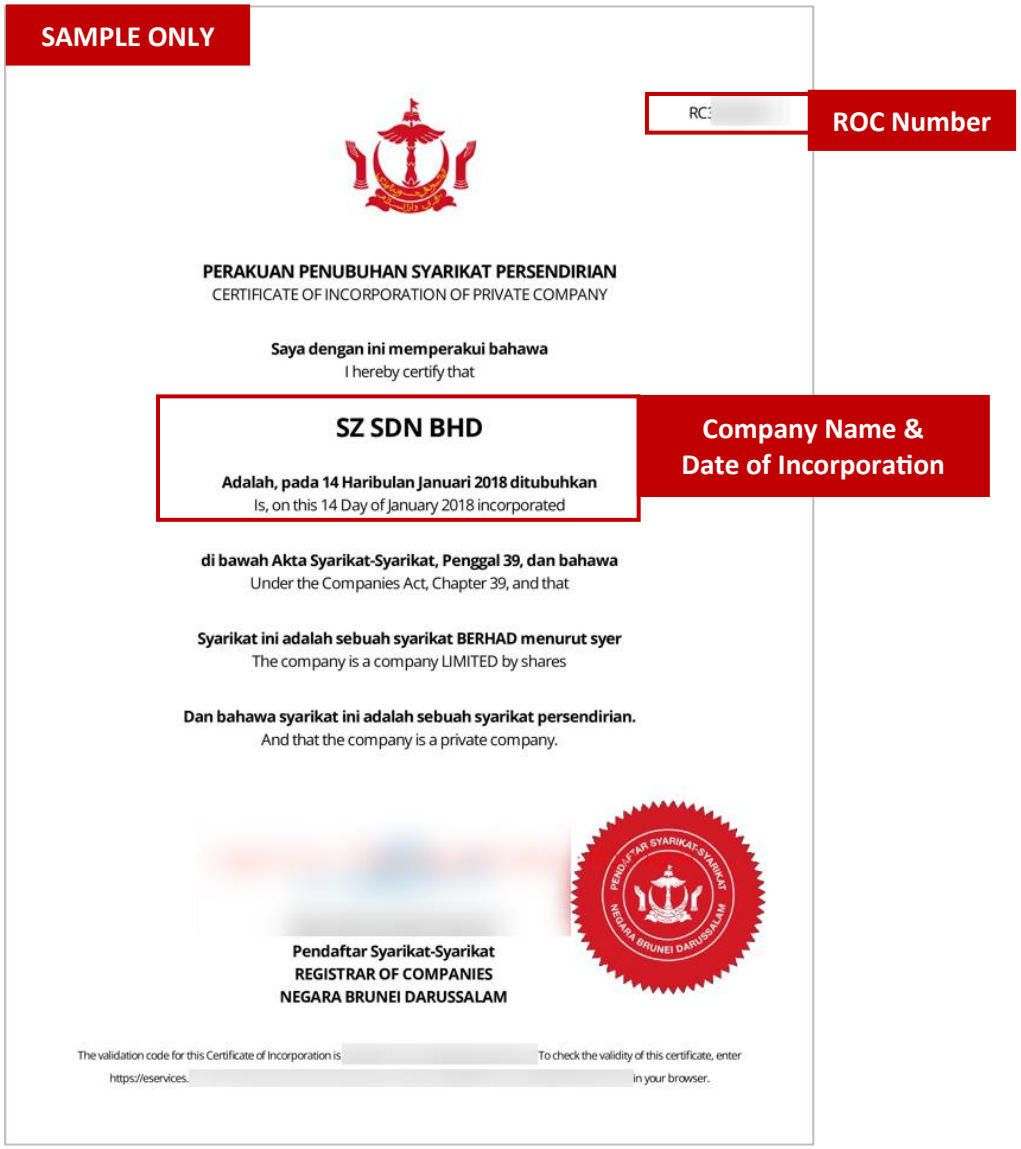


Step 12: Vendor can **either drag and drop** the supporting documentation file **(e.g. ROC Supporting Documentation) or** click on the **choose file button** to select the file from their device.

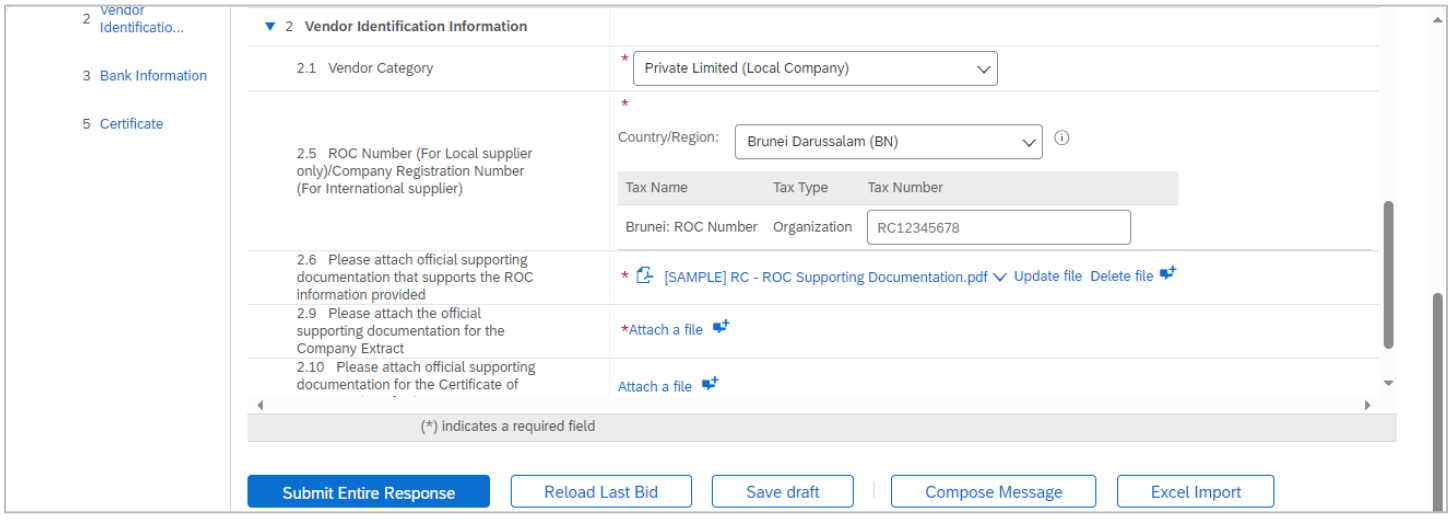
Step 13: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.



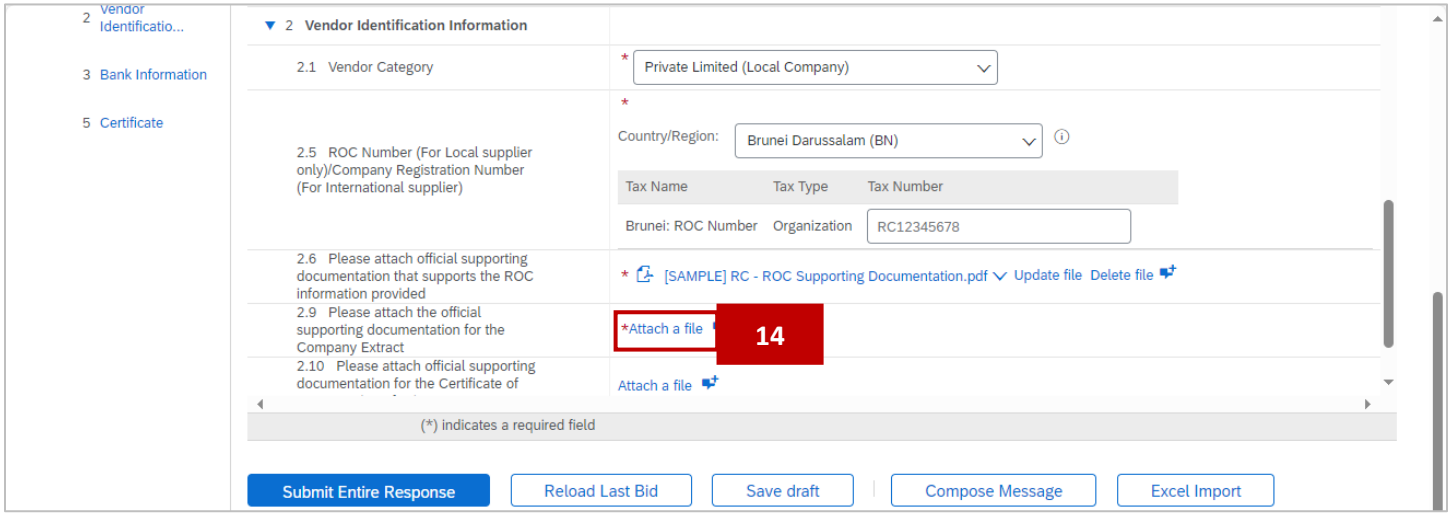
Below is a **sample** for signed ROC supporting documentation for **RC Account (Z201) – Private Limited.**



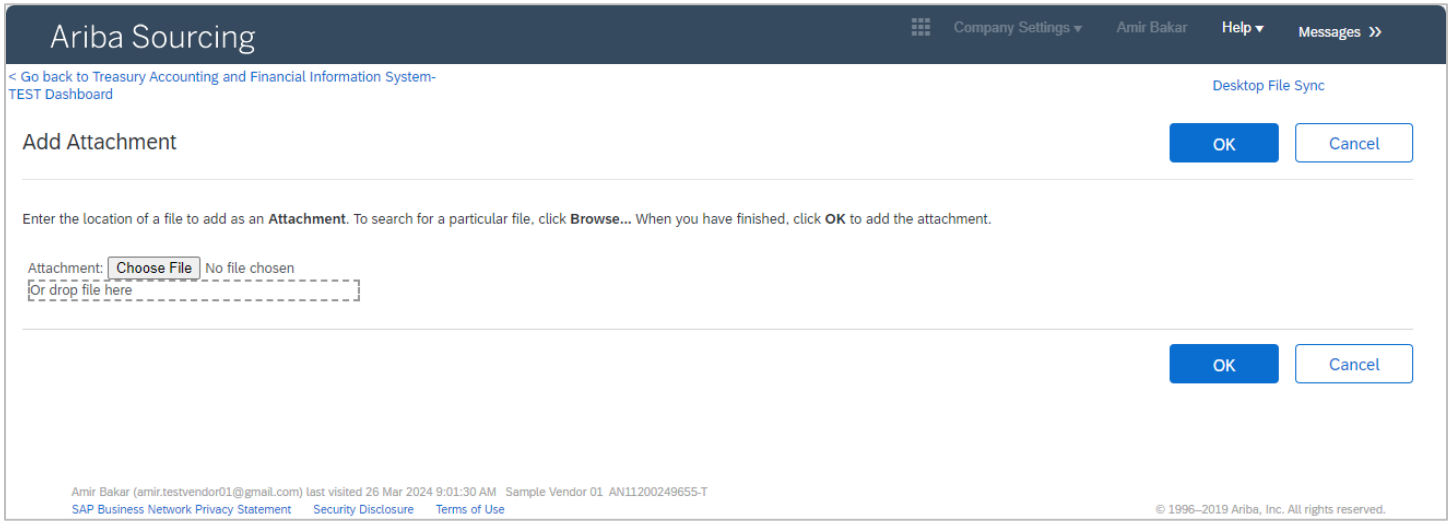
Outcome: Supplier Registration Questionnaire page will be displayed.



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

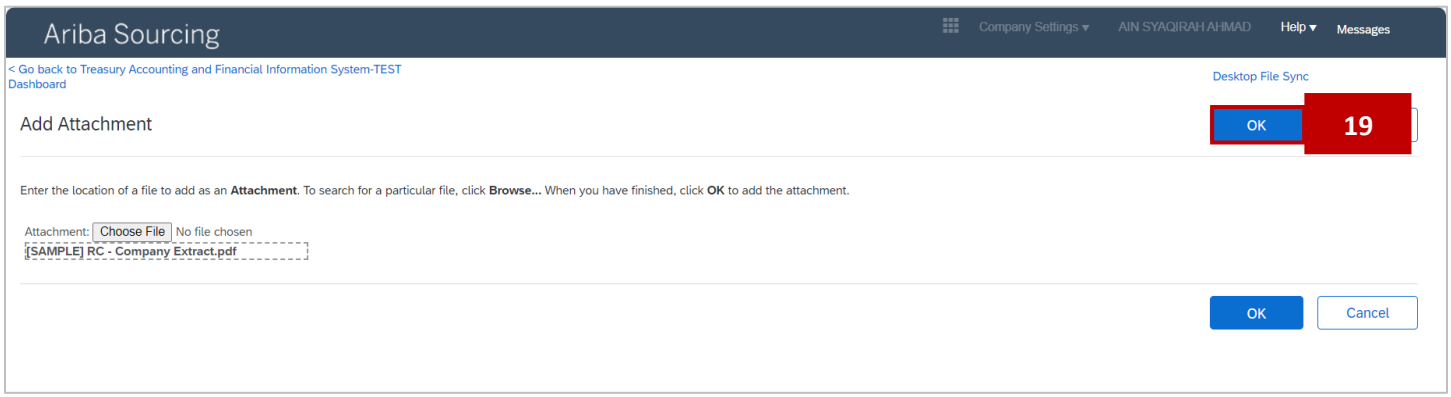


Outcome: **Add Attachment** page will be displayed.



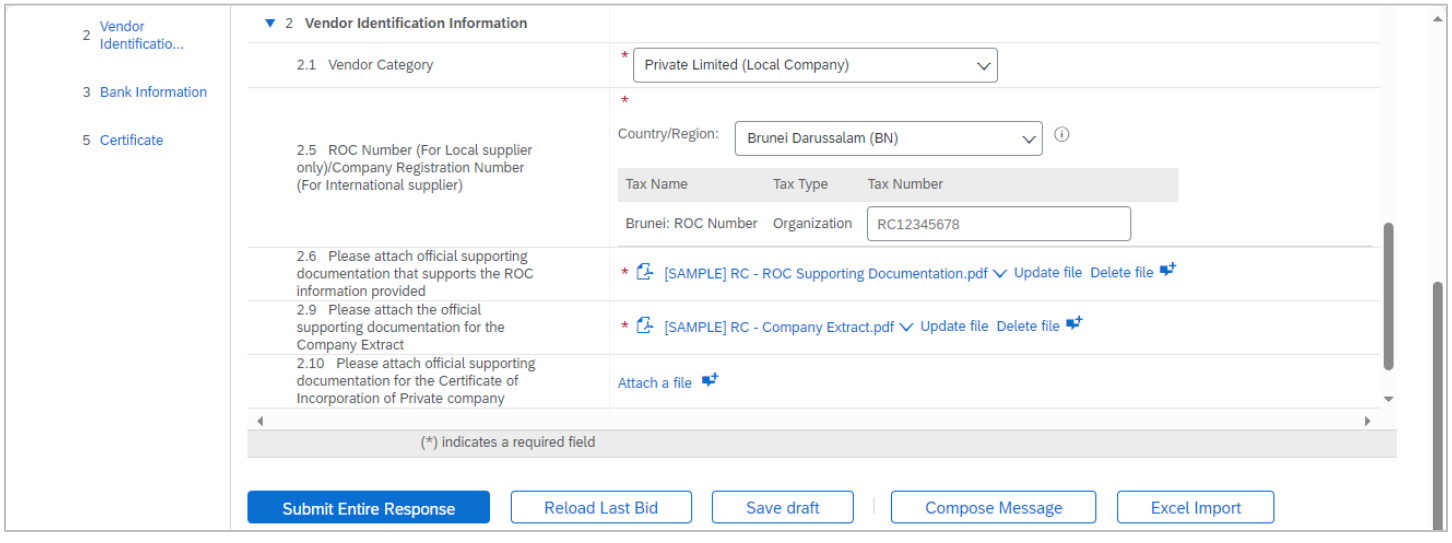
Step 18: Vendor can **either drag and drop** the supporting documentation file **(e.g. Company Extract) or** click on the **choose file button** to select the file from their device.

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

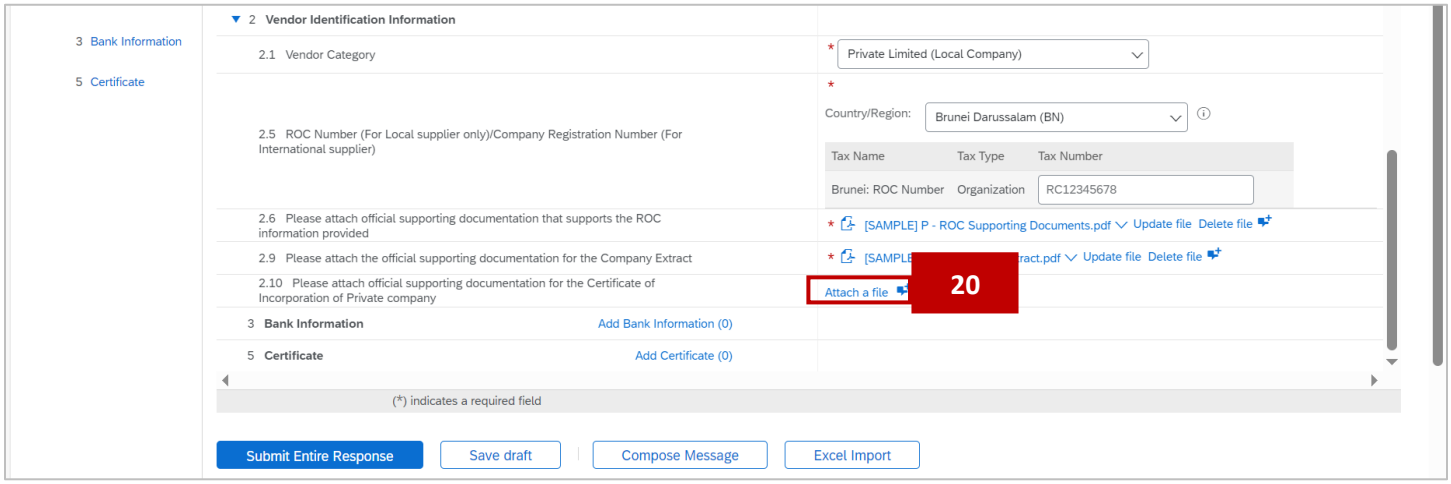


Below is a sample for official supporting documentation (Company Extract) for RC Account (Z201) – Private Limited.

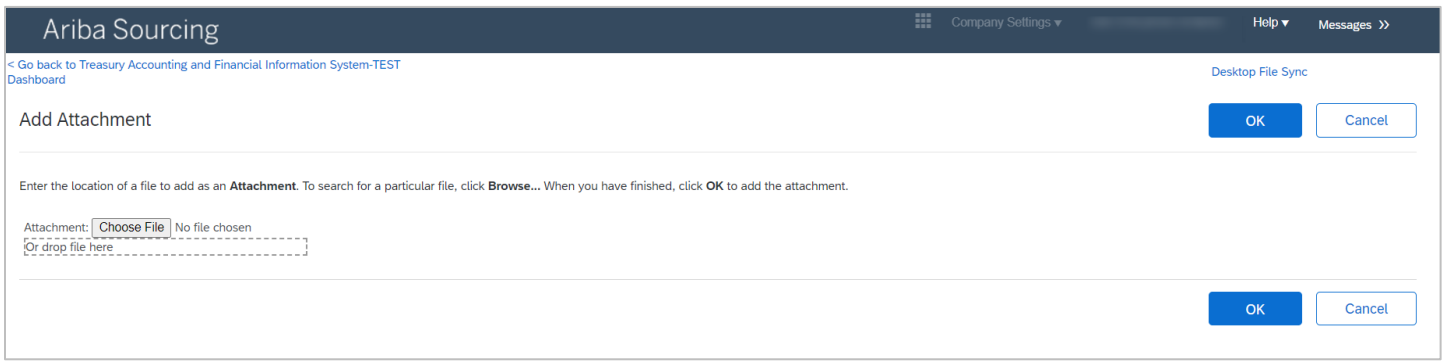
Outcome: Supplier Registration Questionnaire page will be displayed.



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

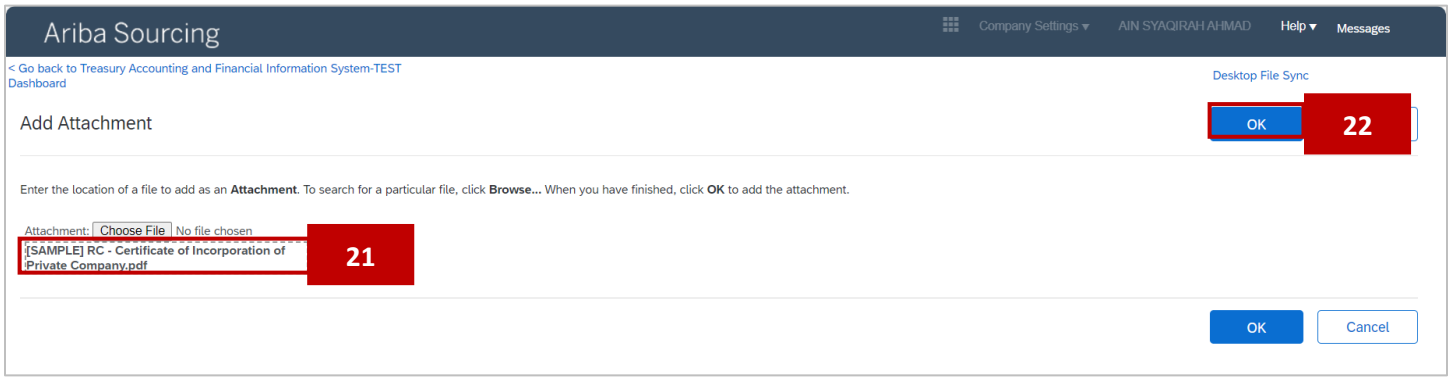


Outcome: **Add Attachment** page will be displayed.

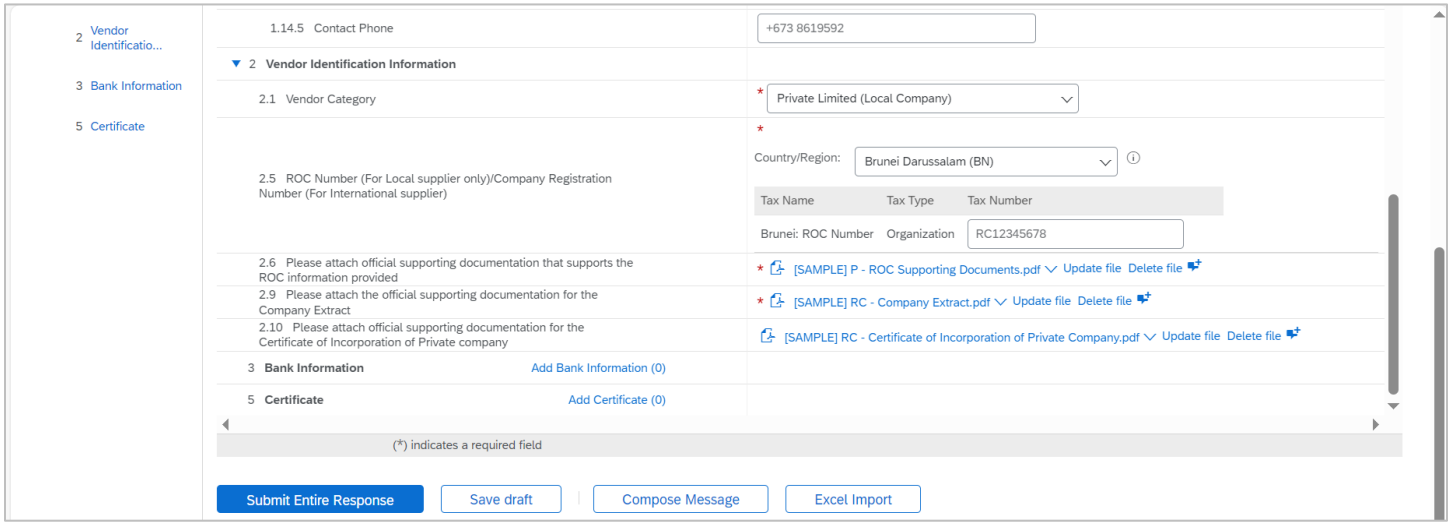


Step 21: Vendor can **either drag and drop** the supporting documentation file **(e.g. Certificate of Incorporation of Private Company) or** click on the **choose file button** to select the file from their device.

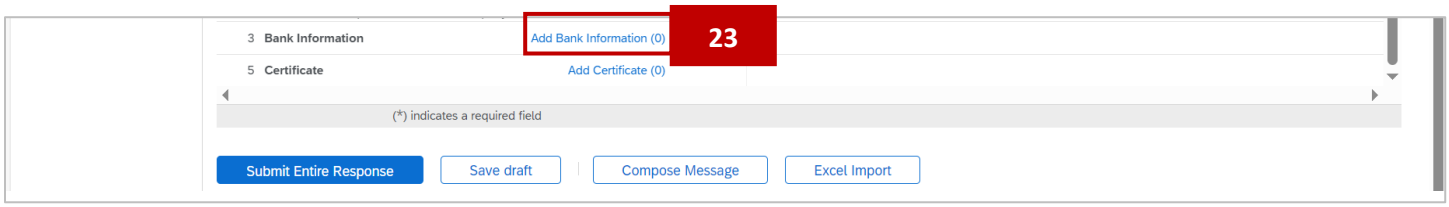
Step 22: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.



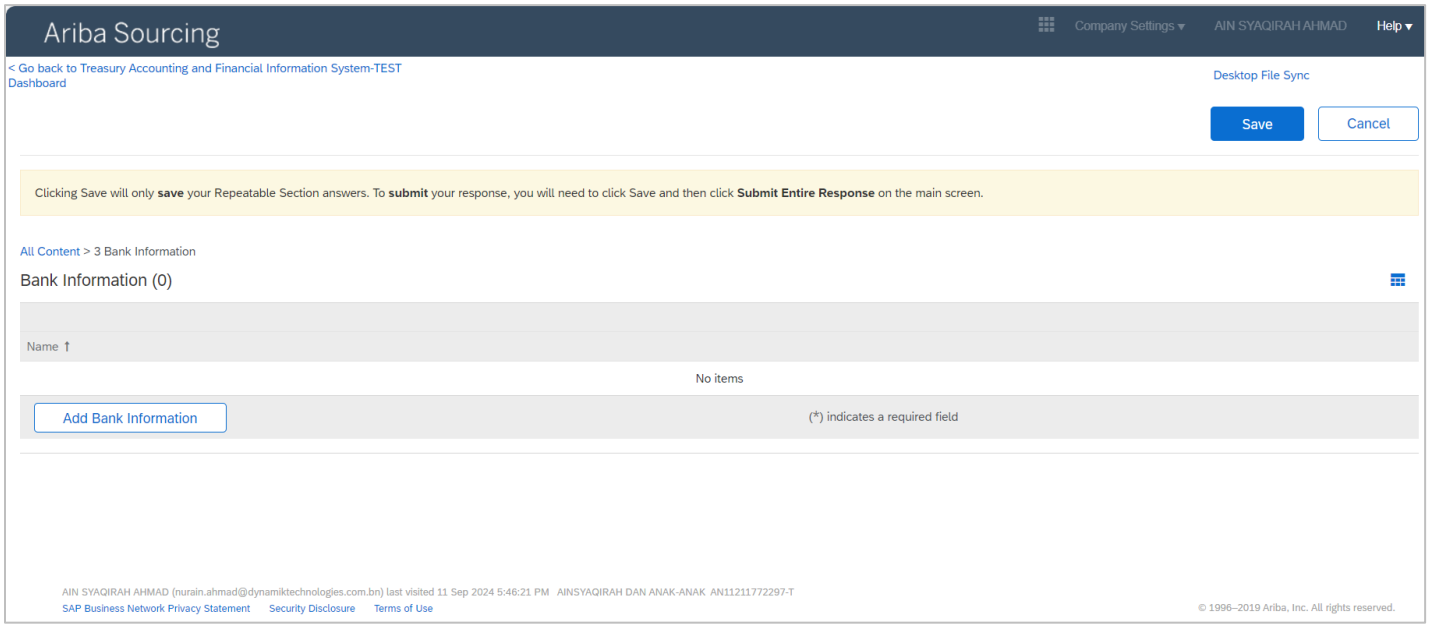
Outcome: Supplier Registration Questionnaire page will be displayed.



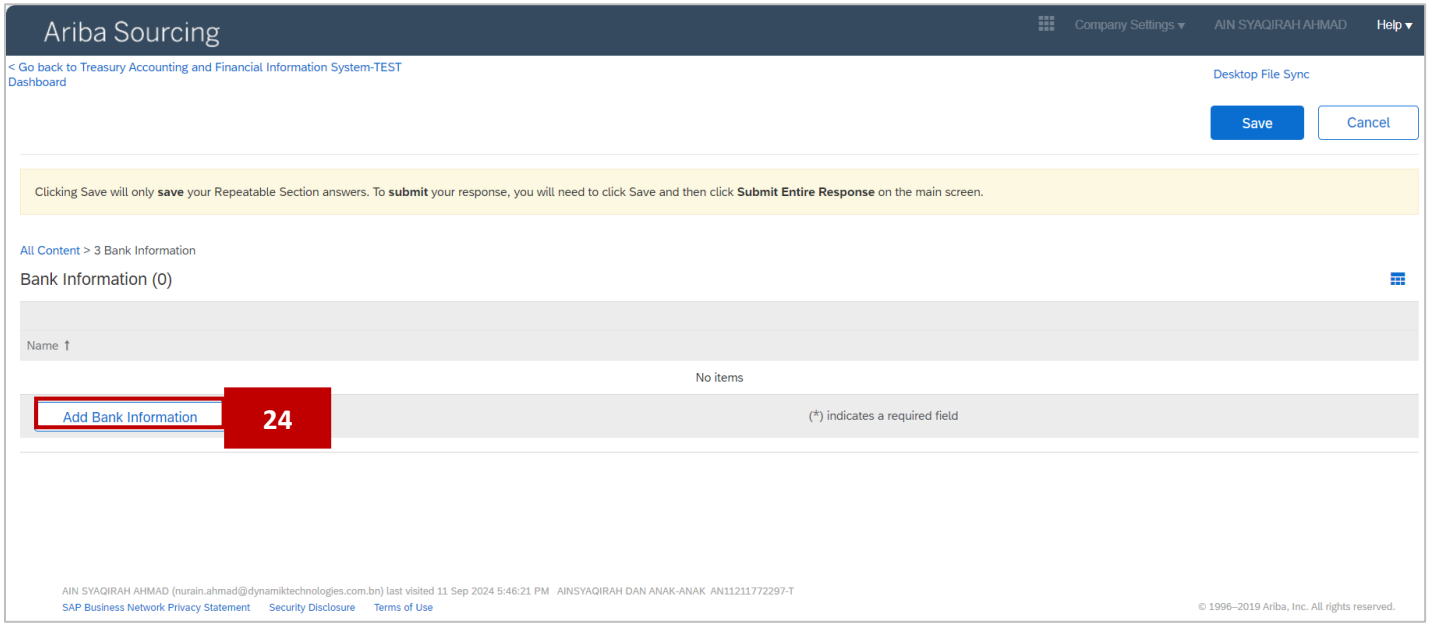
Step 23: Click on **Add Bank Information** button. Vendor must enter the bank details and attach supporting documentation such as official bank statemen



Outcome: **Bank Information** page will be displayed.

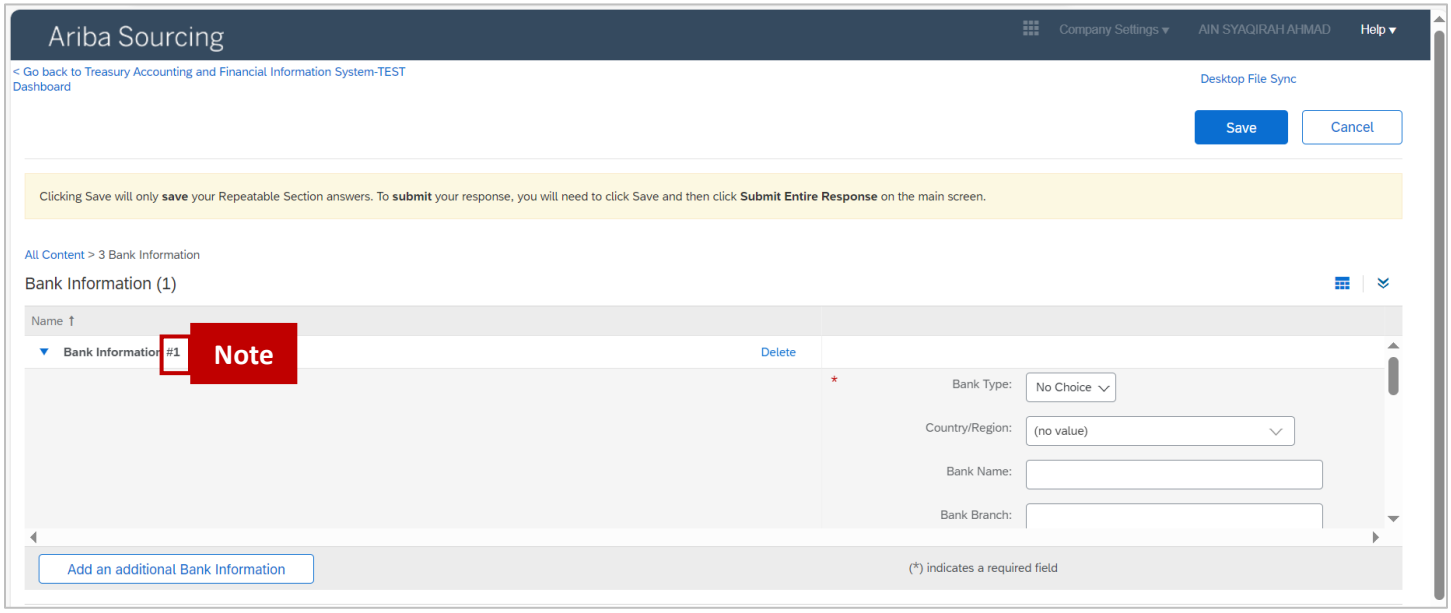


Step 24: Click on **Add Bank Information** button.

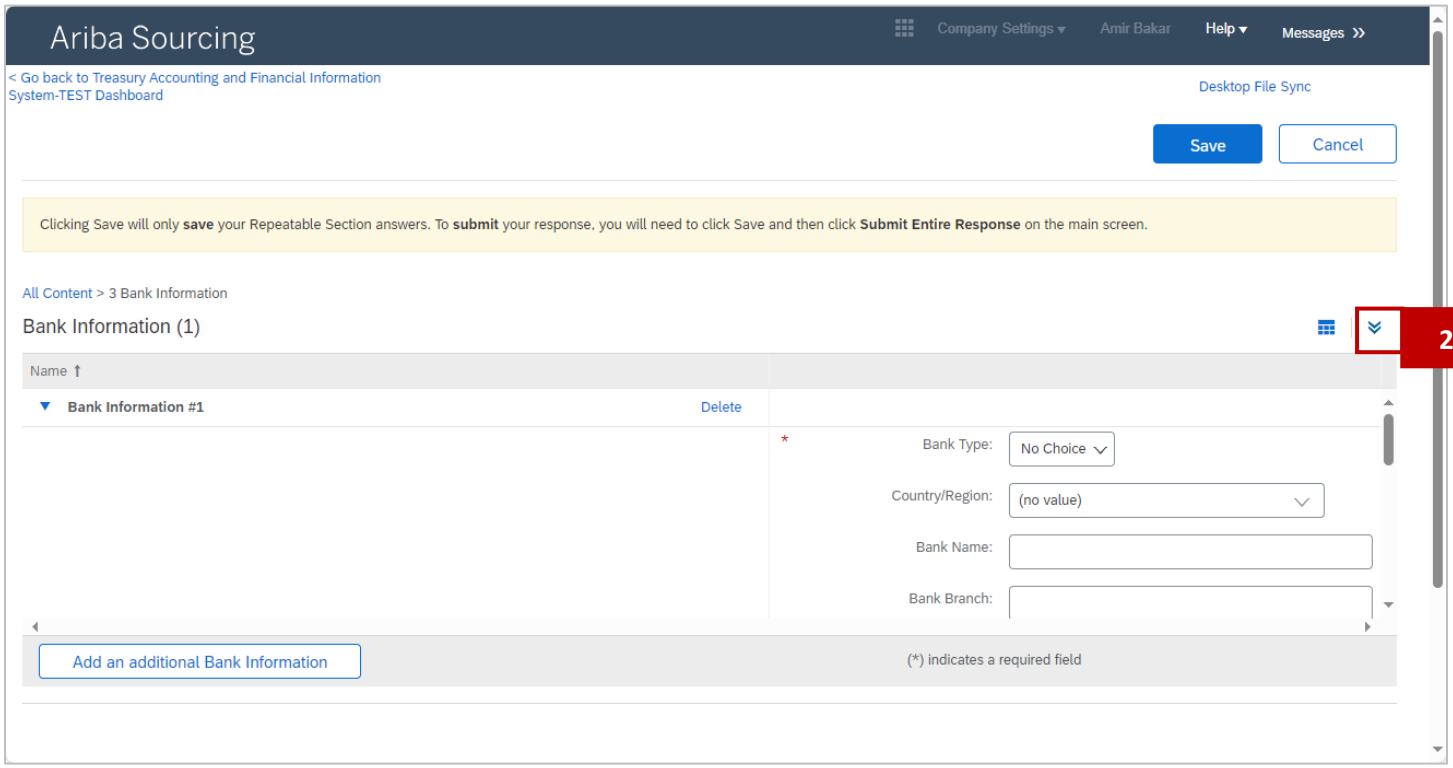


Outcome: **Bank Information #1** fields will be displayed.

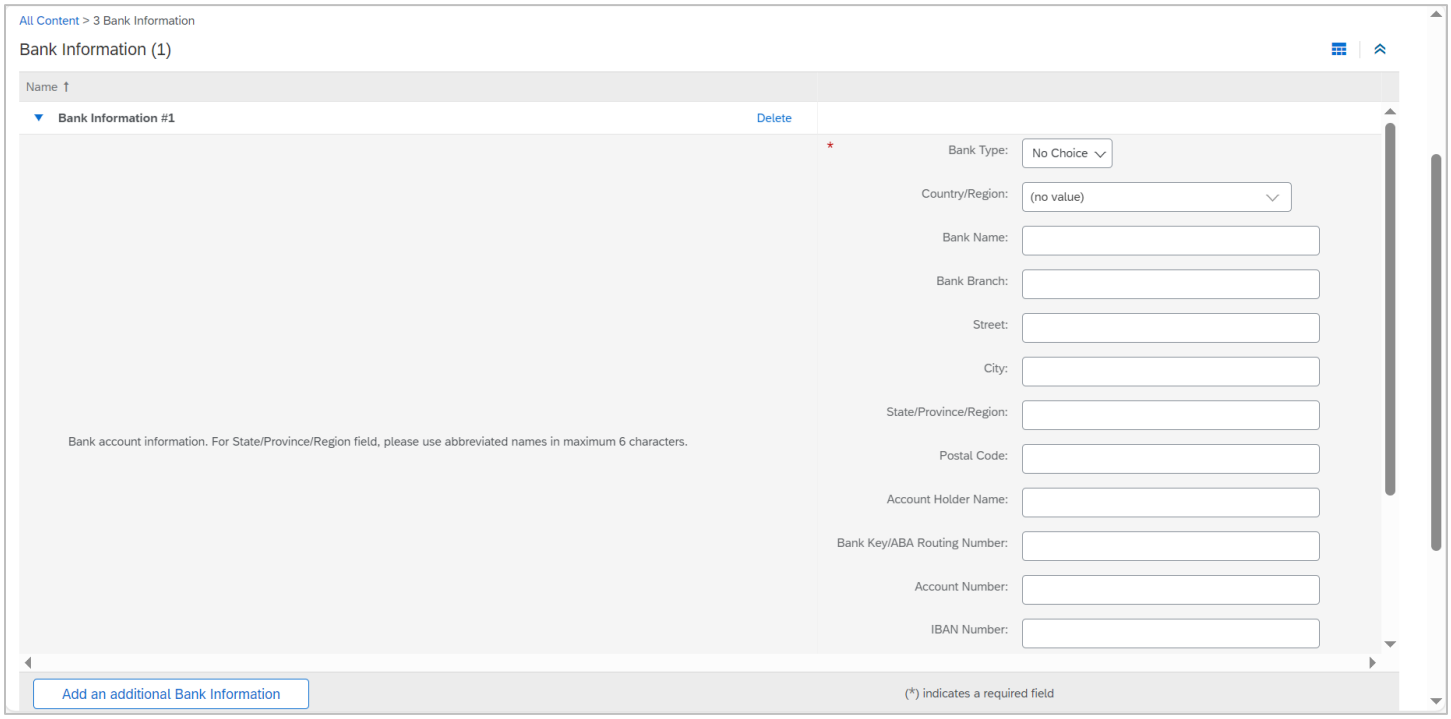
Note: The digit indicates the number of bank information recorded.



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



Outcome: **Bank Information** fields will be expanded.



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

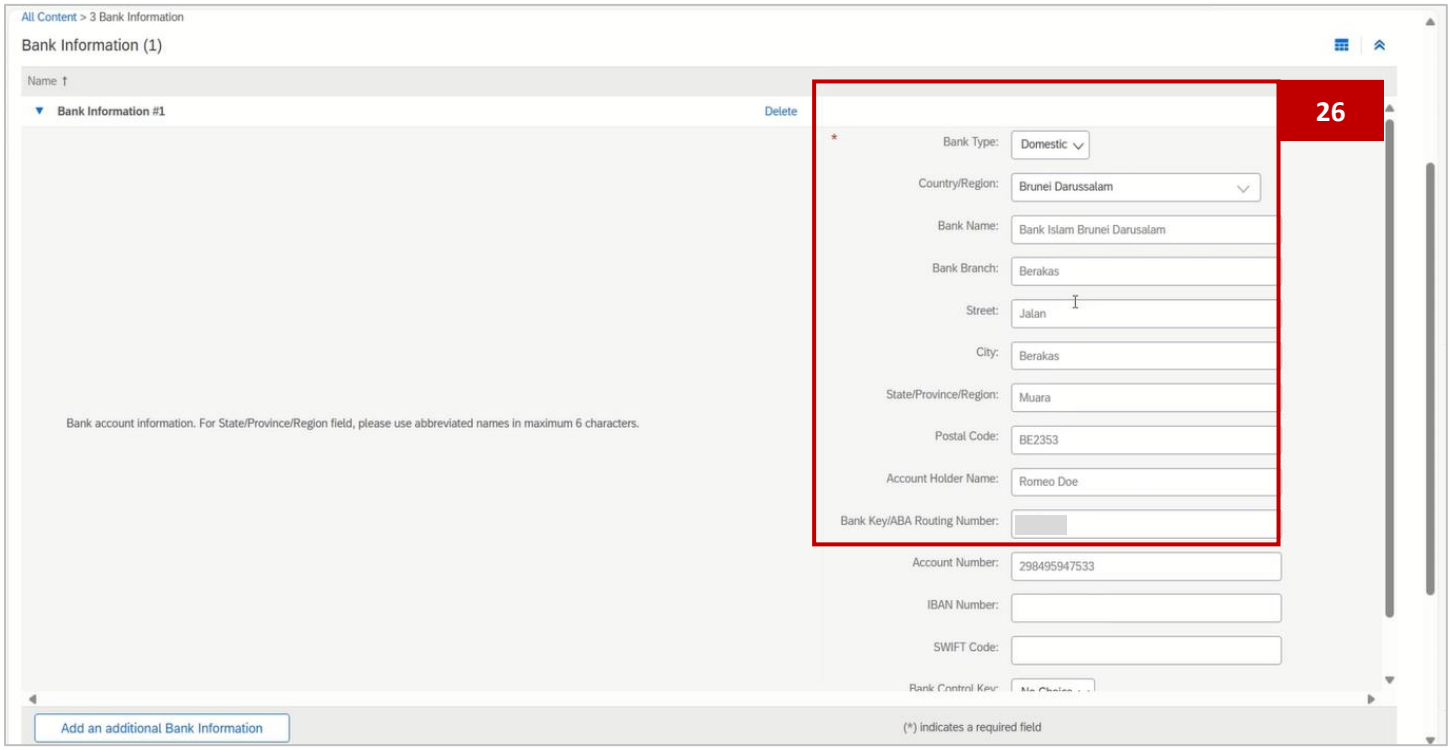
FIELD	DESCRIPTION
Bank Type	Bank Type – Domestic or Foreign.
Country/Region	Location of bank. Domestic, select Brunei Darussalam, Foreign, select accordingly.
Bank Name	The name of bank.
Bank Branch	The branch of bank.
Street	Bank street.
City	Bank city.
State/Province/Region	Bank location district (if 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)

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

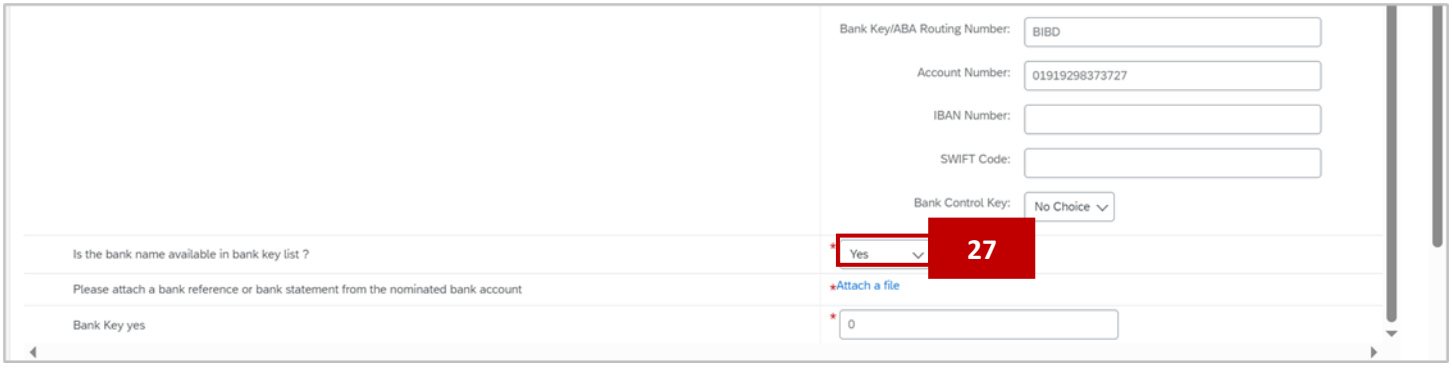
2. For Overseas Bank Key, please refer to section **4.1.2 Bank Keys – Overseas**.



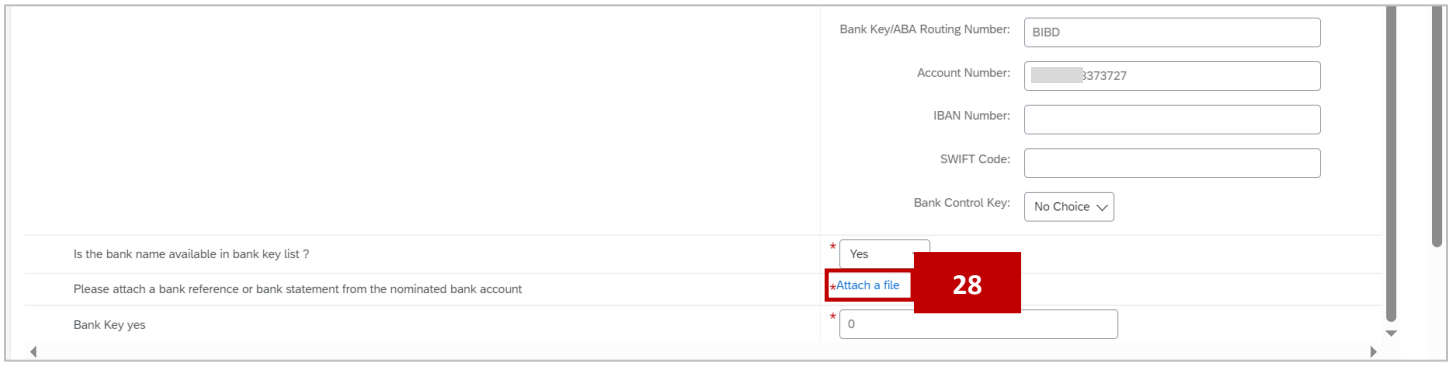
Note: The following are brief description of certain Bank Information fields.

FIELD	DESCRIPTION
Bank Key / ABA Routing Number	Bank Key is a mandatory and unique key for banks especially domestic 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).

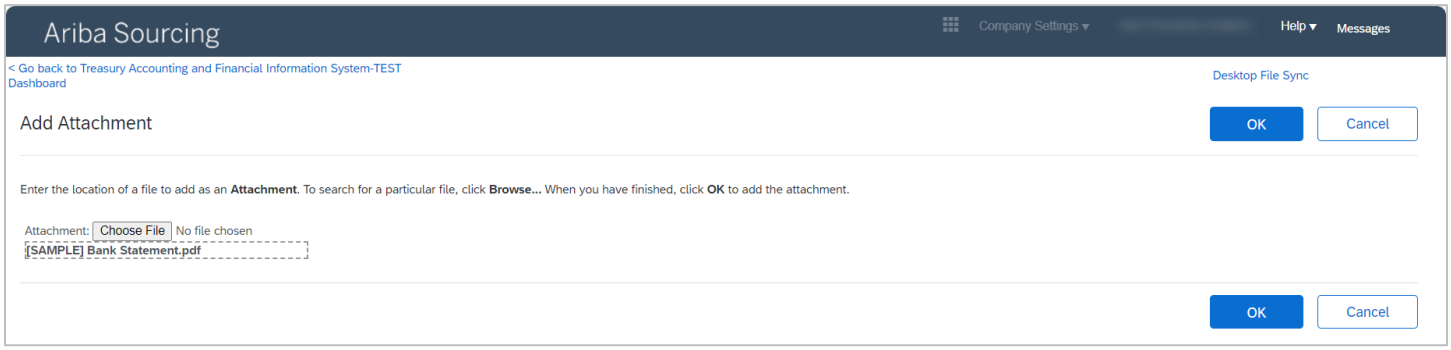
Step 27: Vendor must verify whether the bank name is included in the list of bank keys.



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

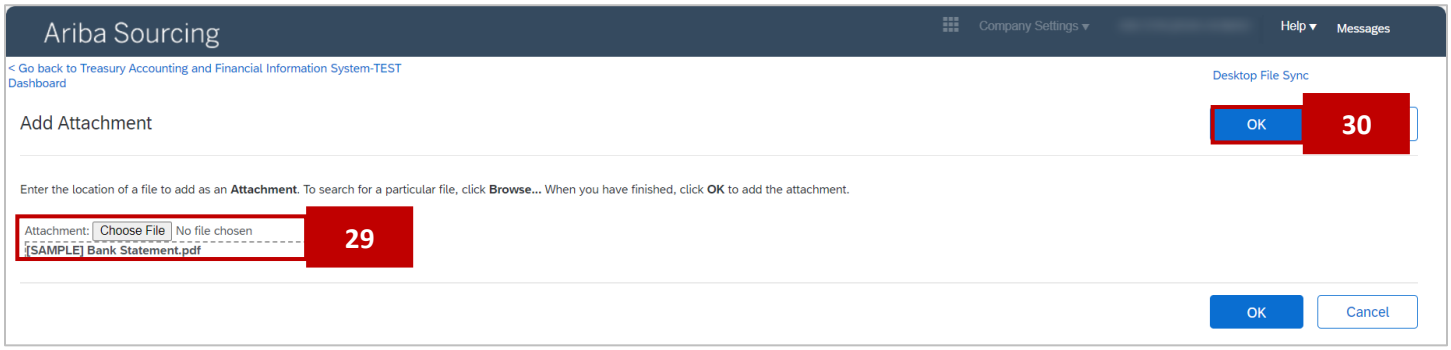


Outcome: **Add Attachment** page will be displayed.

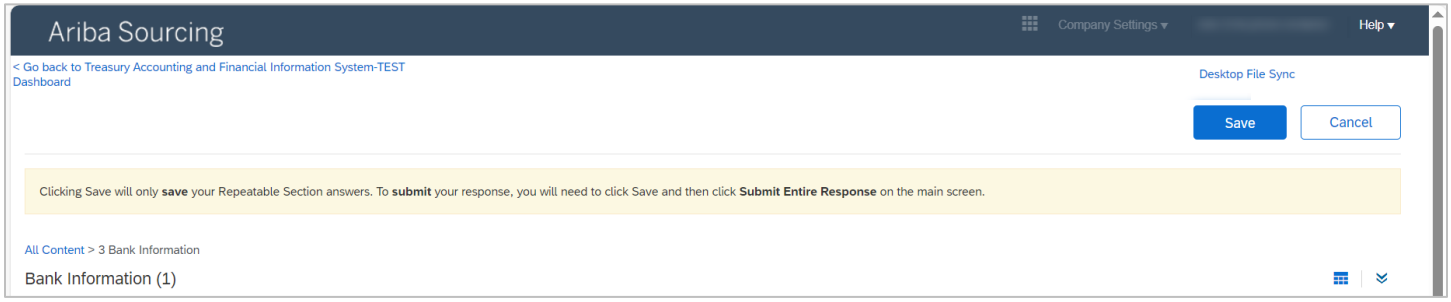


Step 29: Vendor can **either drag and drop** the supporting documentation file **(e.g. Bank Statement) or** click on the **choose file button** to select the file from their device.

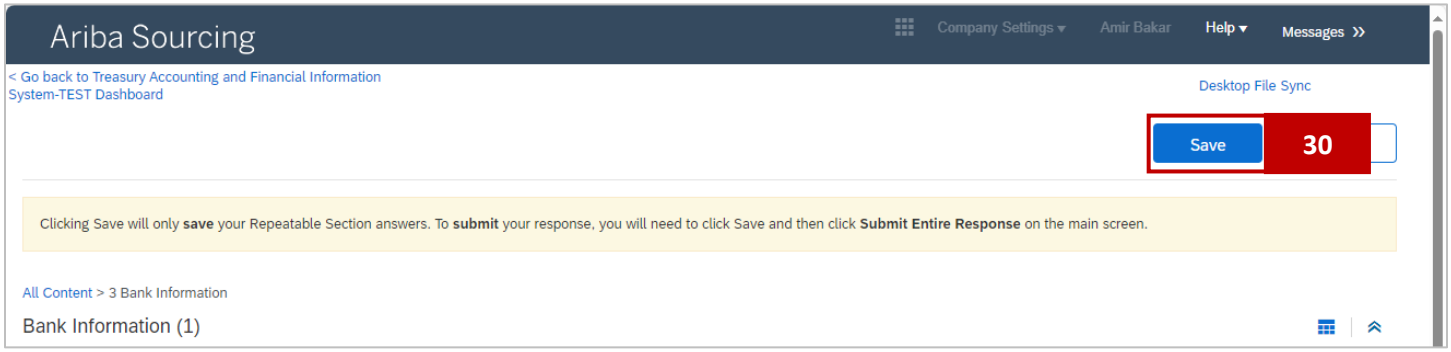
Step 30: Click on **OK** button to confirm and redirect Vendor to Bank Information page.



Outcome: **Bank Information** page will be displayed.

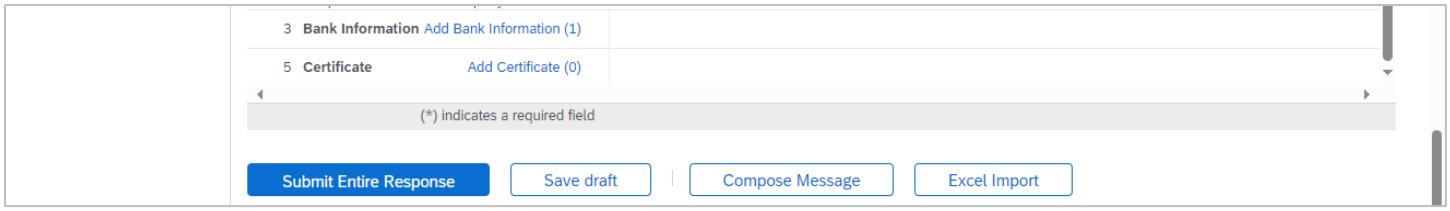


Step 30: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.

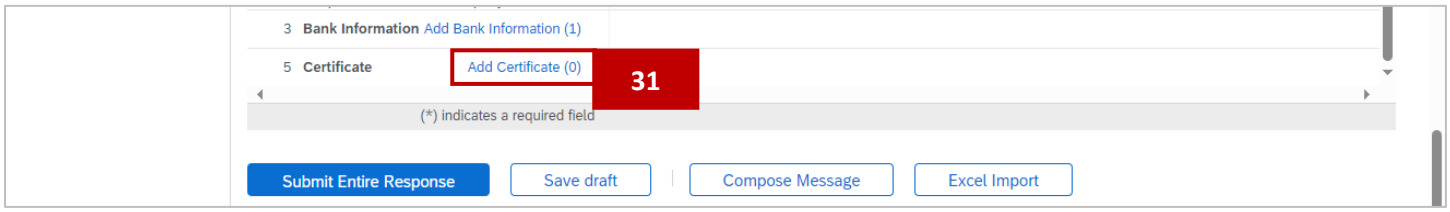


Note: (Optional) If Vendor would like to add another bank information, click on **Add an additional Bank Information** button and **repeat from Step 26 to Step 29**.

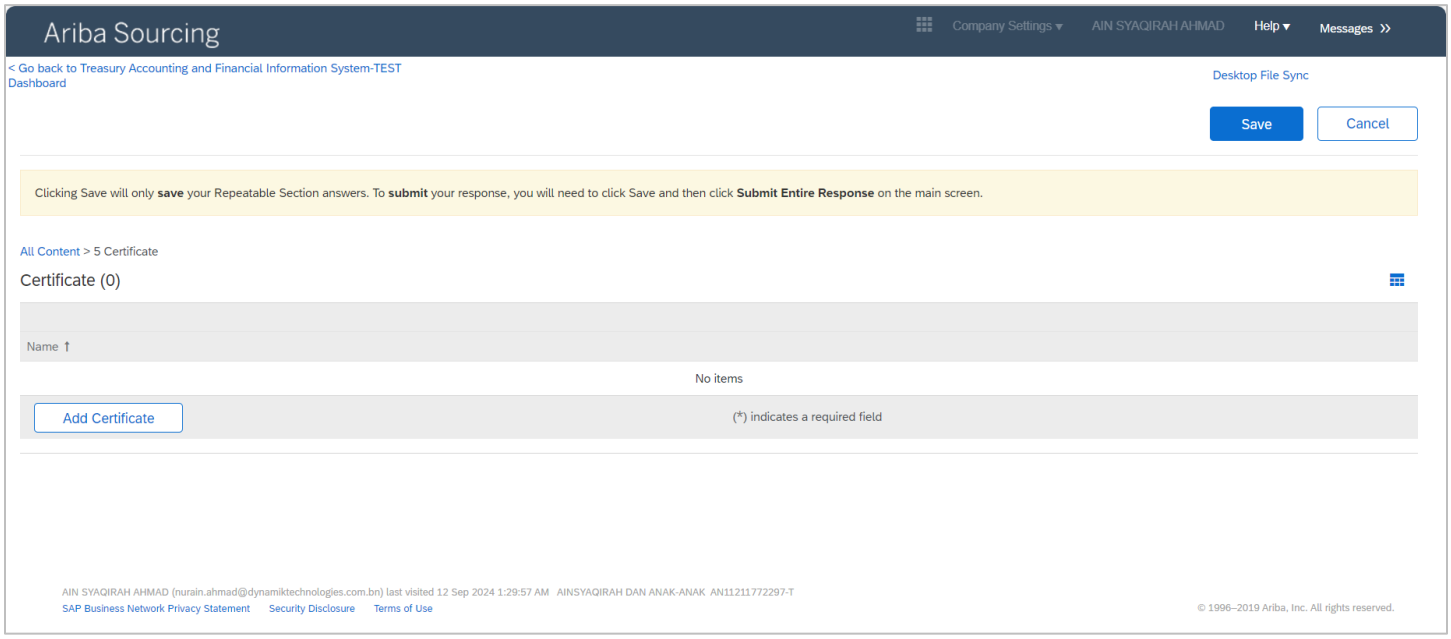
Outcome: Supplier Registration Questionnaire page will be displayed.



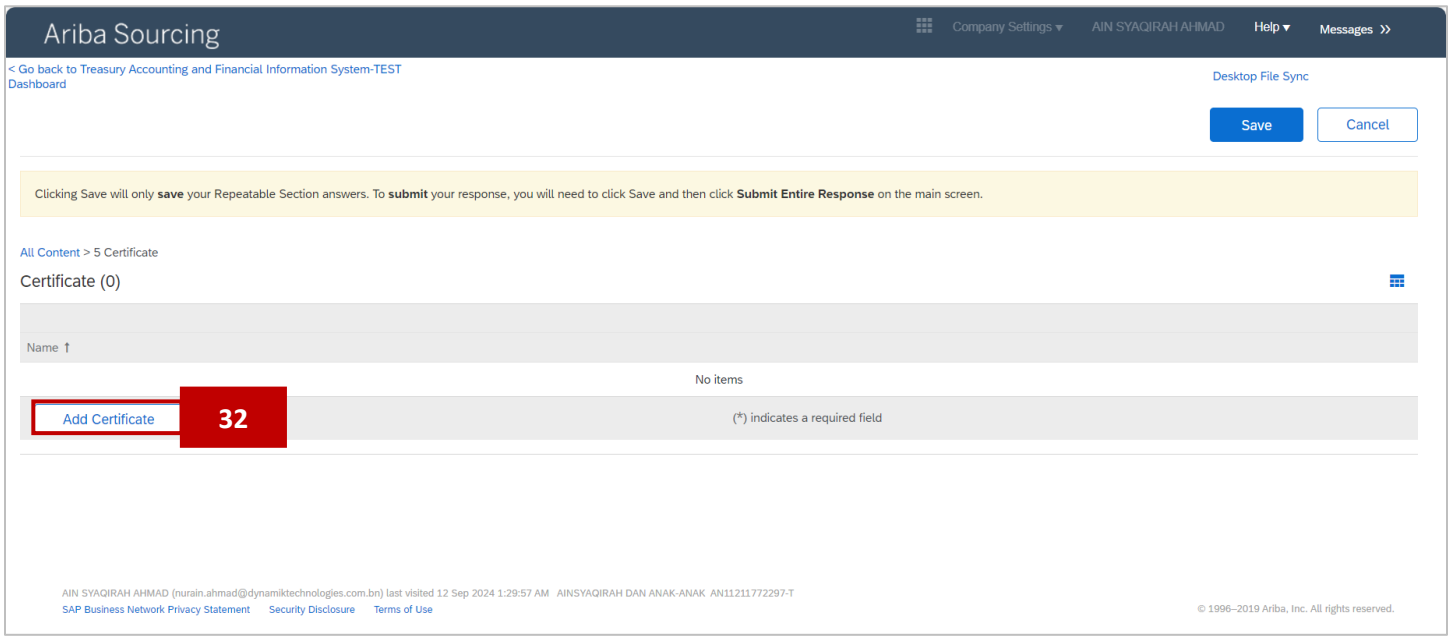
Step 31: Click on **Add Certificate** button. Vendor must enter the relevant certificate details and attach supporting documentation such as Halal Certificate, ABCi / Construction-related Certificate, Training (Learning) Certificate, and ISO Certificates.



Outcome: **Certificate** page will be displayed.

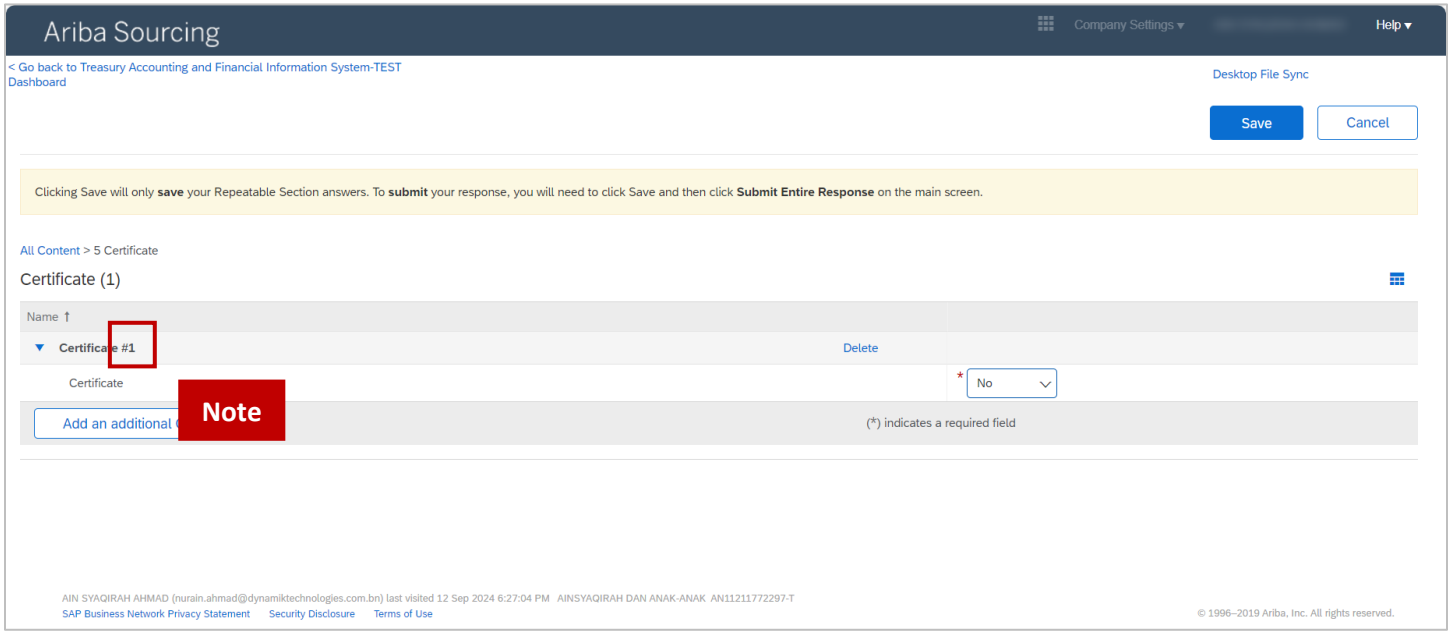


Step 32: Click on **Add Certificate** button.



Outcome: **Certificate #1** field will be displayed.

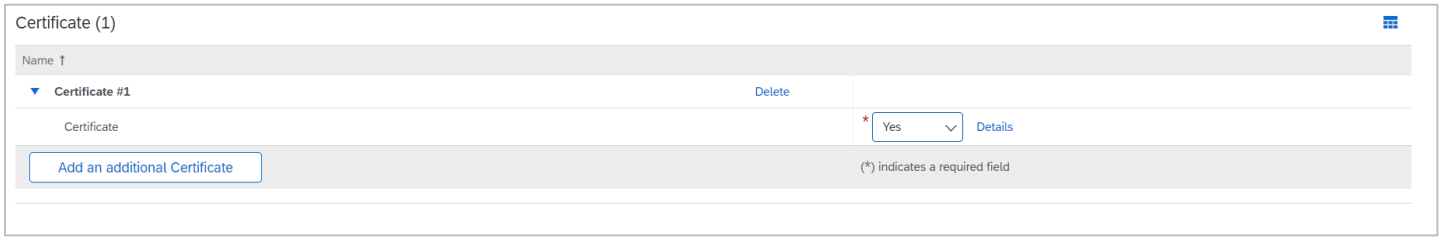
Note: The digit indicates the number of certificates recorded.



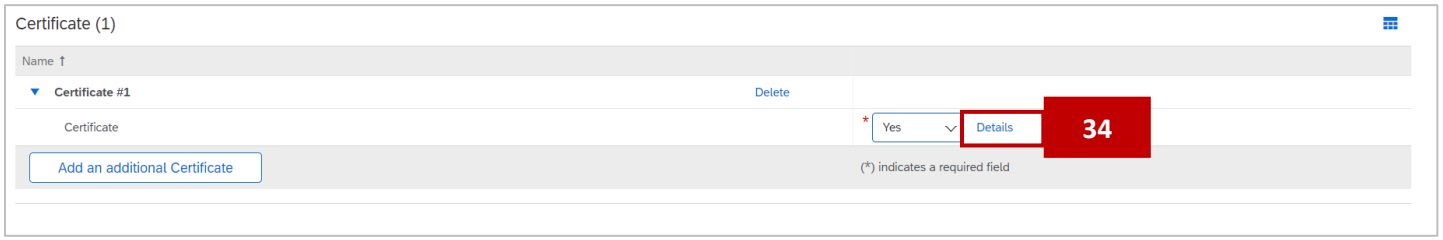
Step 33: Click on Certificate **dropdown** button to select **Yes.**

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

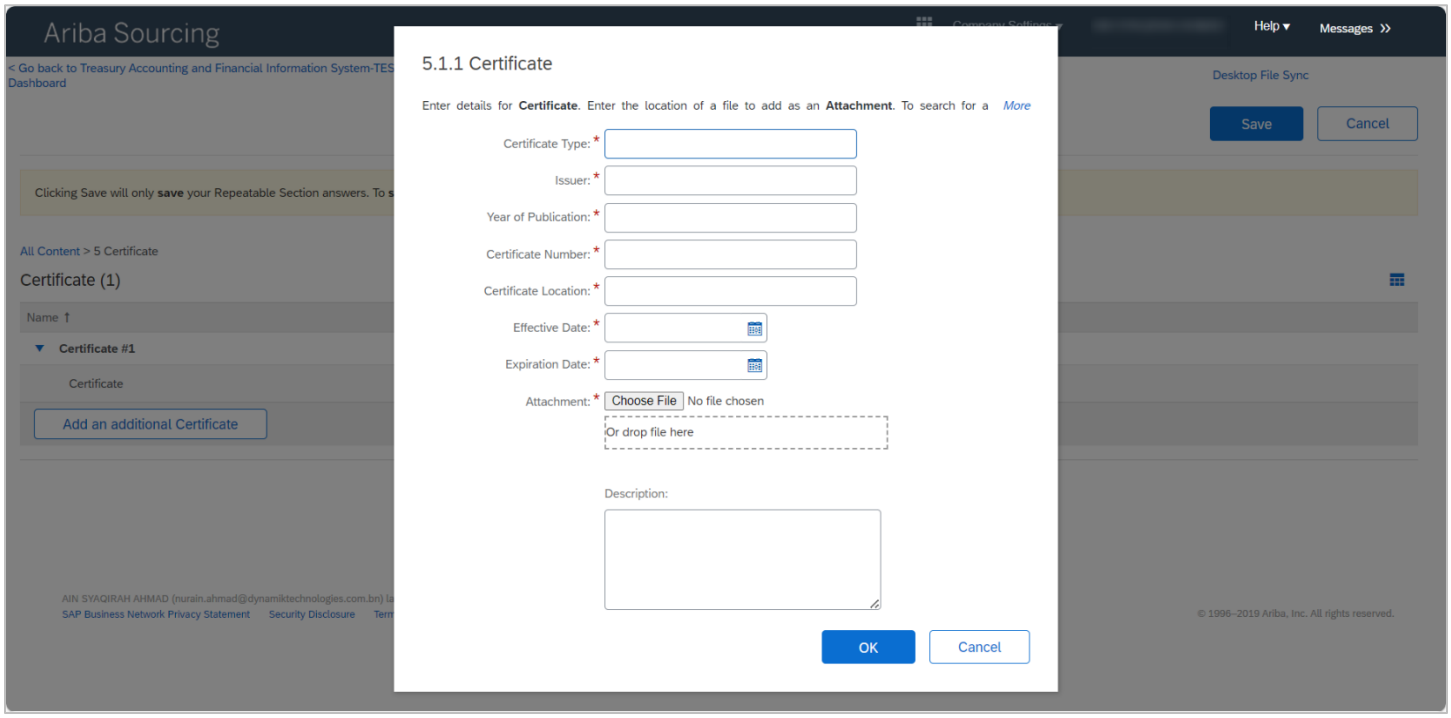
Outcome: **Details** button for **Certificate** will be displayed.



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

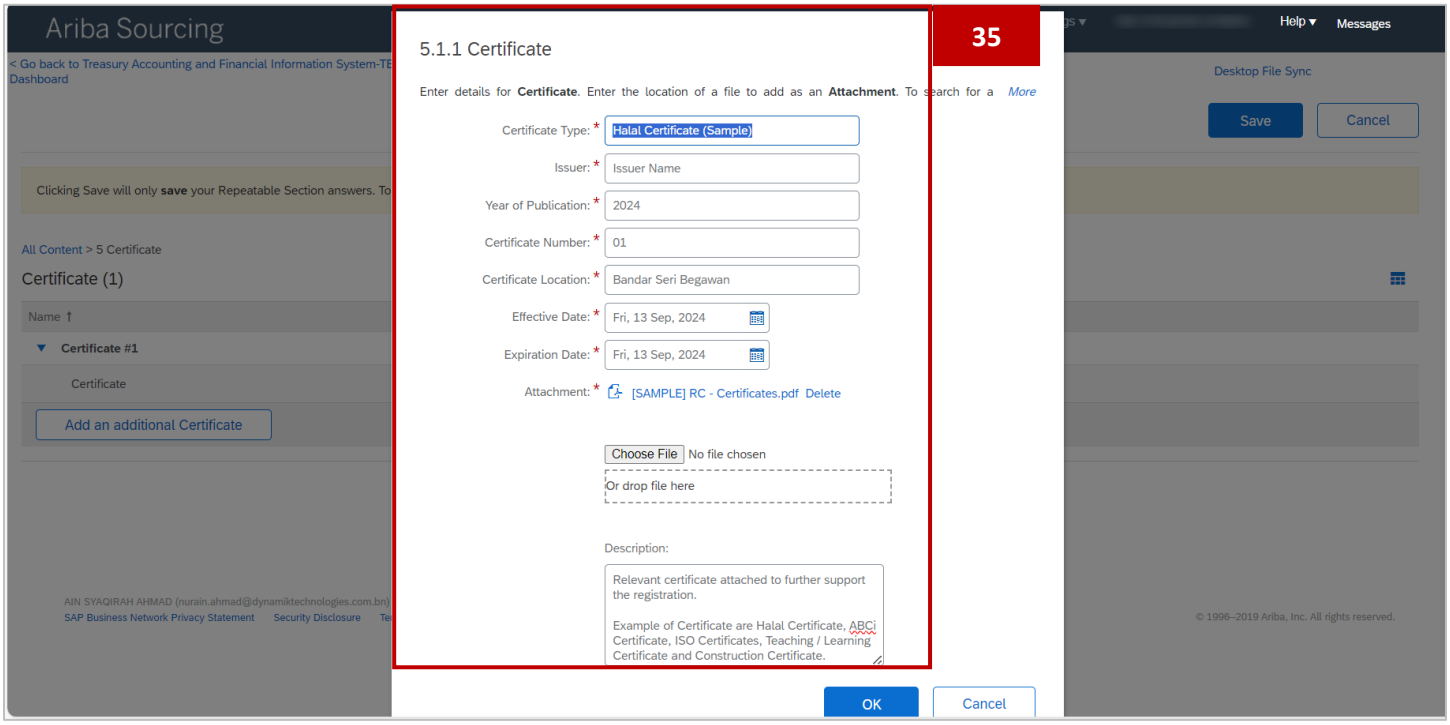


Outcome: **Certificate** pop-up will be displayed.



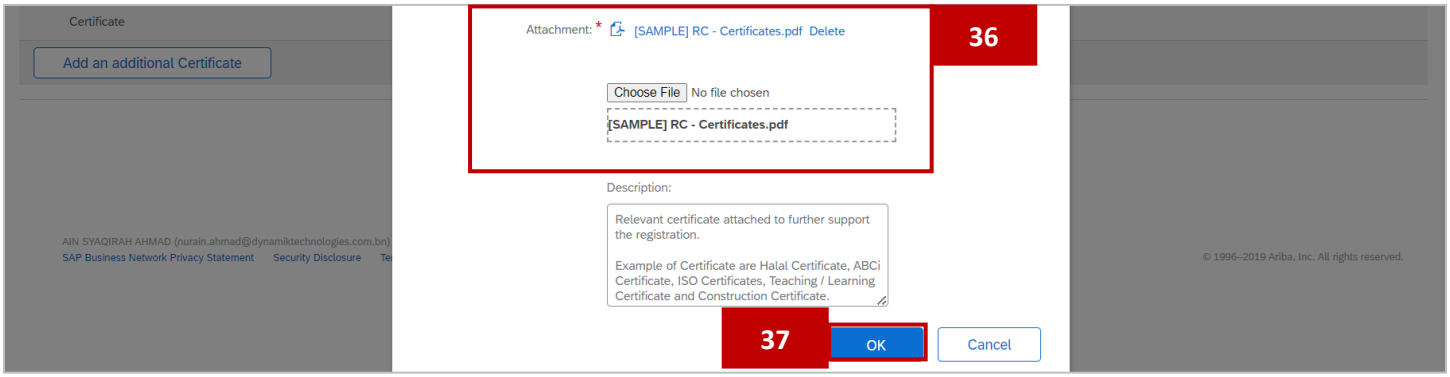
Step 35: Under **Certificate**, Vendor can complete the following fields (where required).

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.

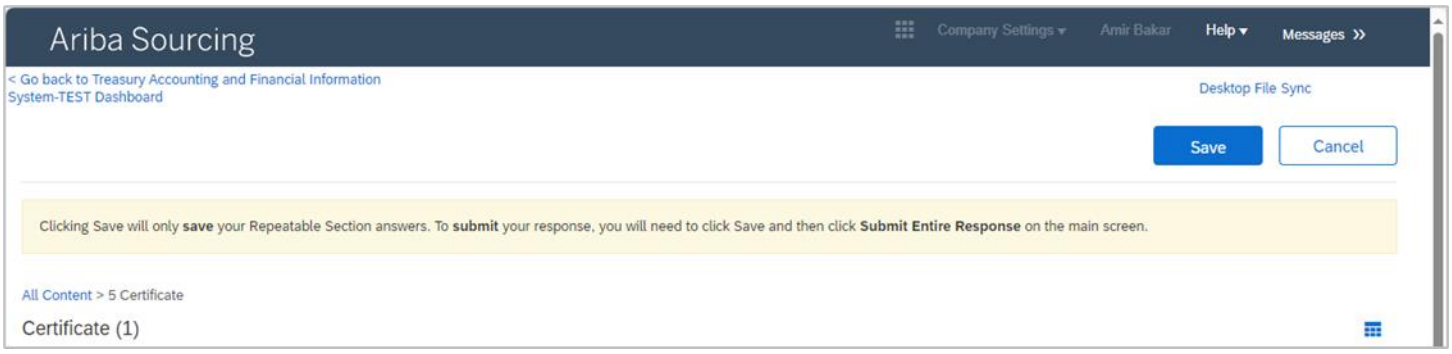


Step 36: Vendor can **either drag and drop** the supporting documentation file **(e.g. Certificate) or** click on the **choose file button** to select the file from their device.

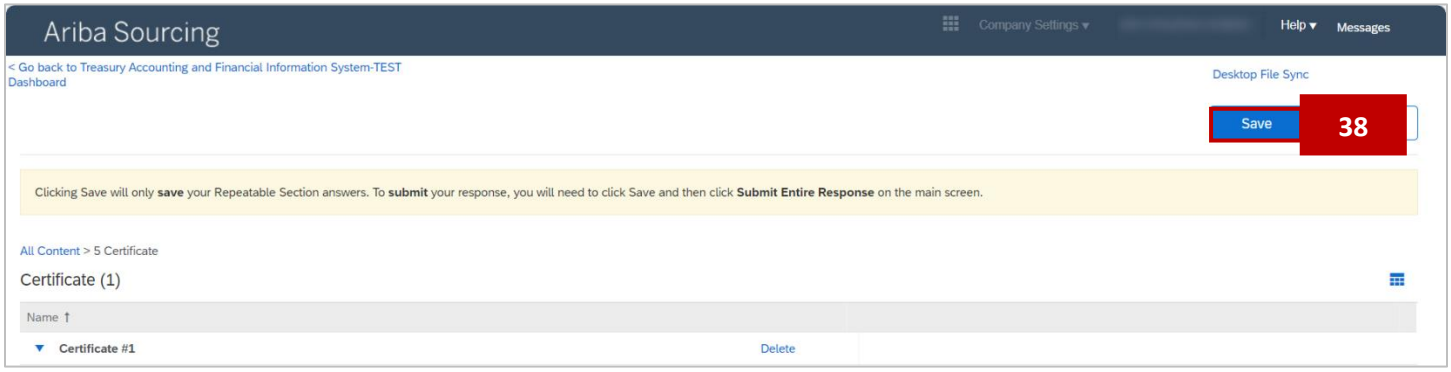
Step 37: Click on **OK** button to confirm and redirect Vendor to Certificate page.



Outcome: **Certificate** page will be displayed.

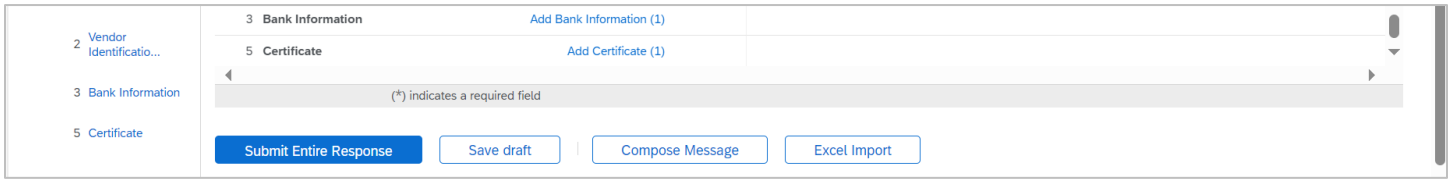


Step 38: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.

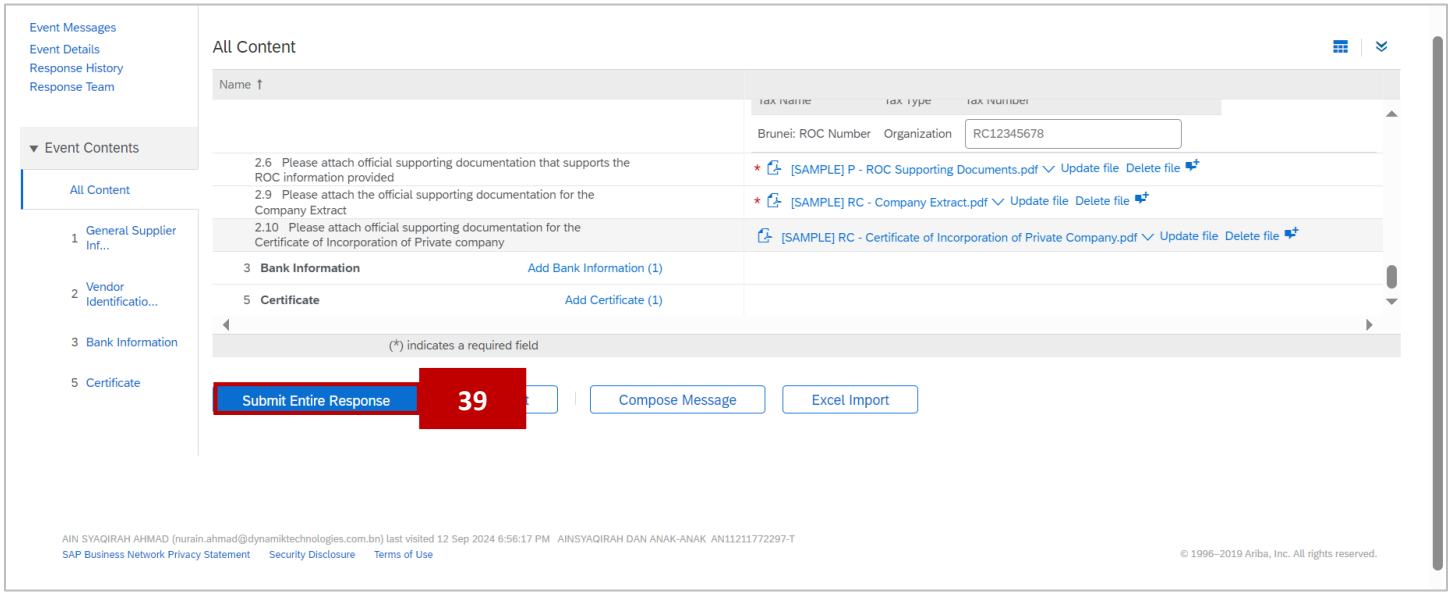


Note: (Optional) If Vendor would like to add another certificate, click on **Add an additional Certificate** button and **repeat from Step 32 to Step 37**.

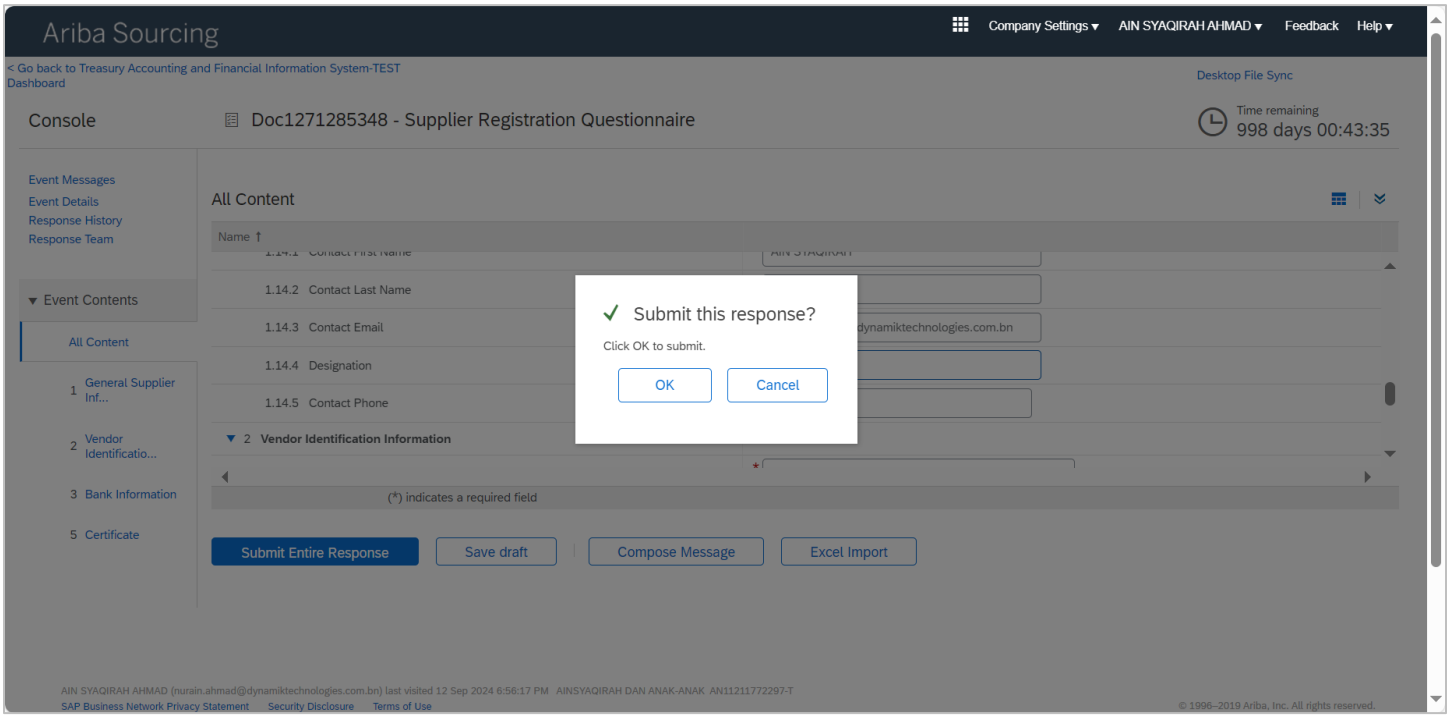
Outcome: Supplier Registration Questionnaire page will be displayed.



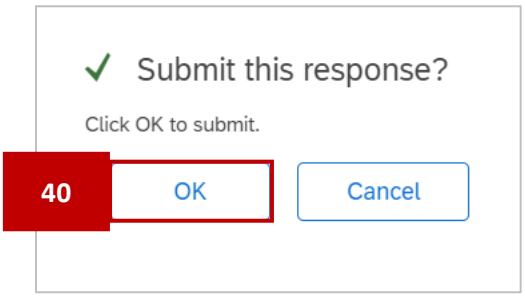
Step 39: User to **review** the information inserted in the **Supplier Registration Questionnaire** and click on **Submit Entire Response** button to proceed.



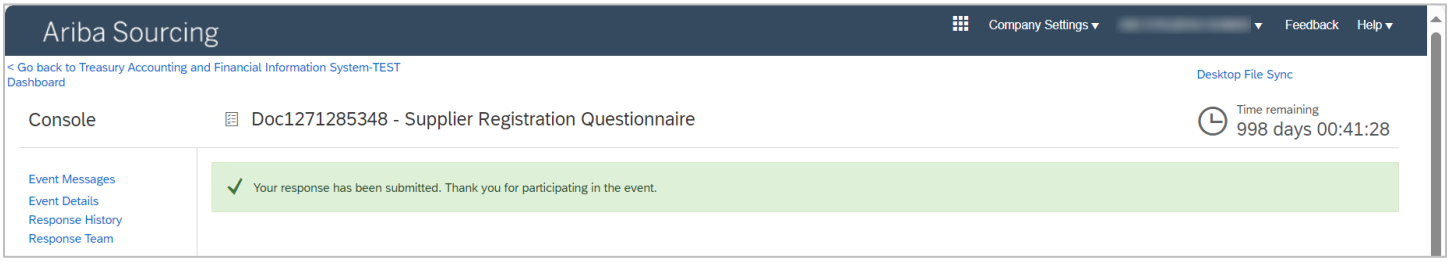
Outcome: **Submission confirmation** pop-up will be displayed.



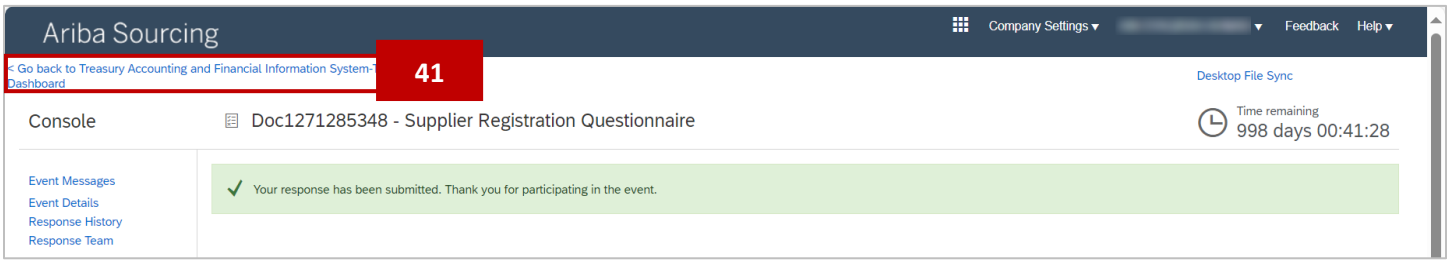
Step 40: Click on **OK** button to proceed.



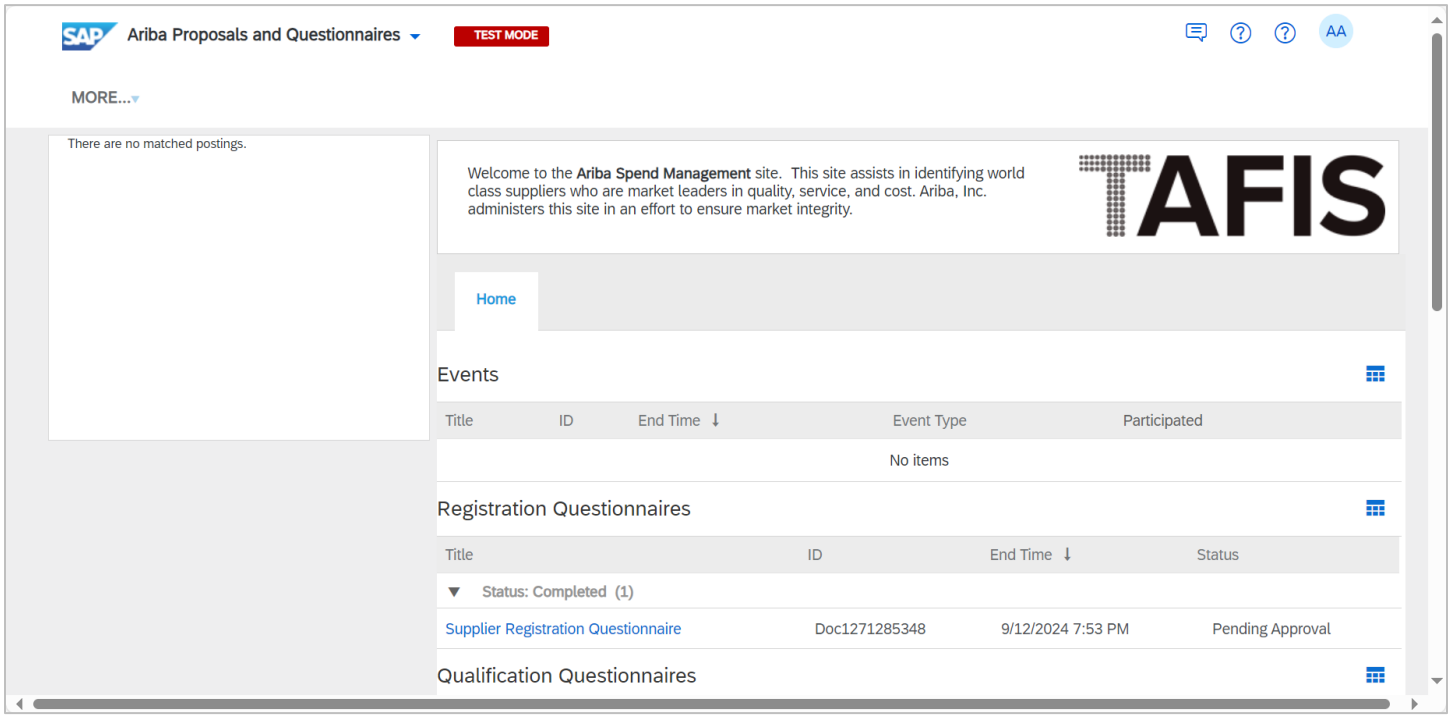
Outcome: **Supplier Registration Questionnaire** has been submitted for approval.



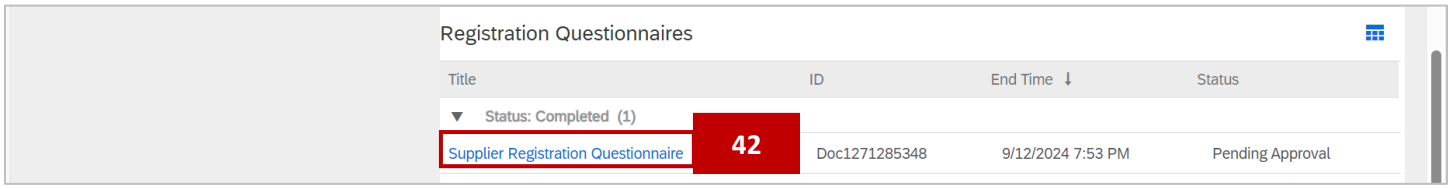
Step 41: Click on the **Back URL / Link** which redirects user to the **Ariba Proposals and Questionnaire** page.



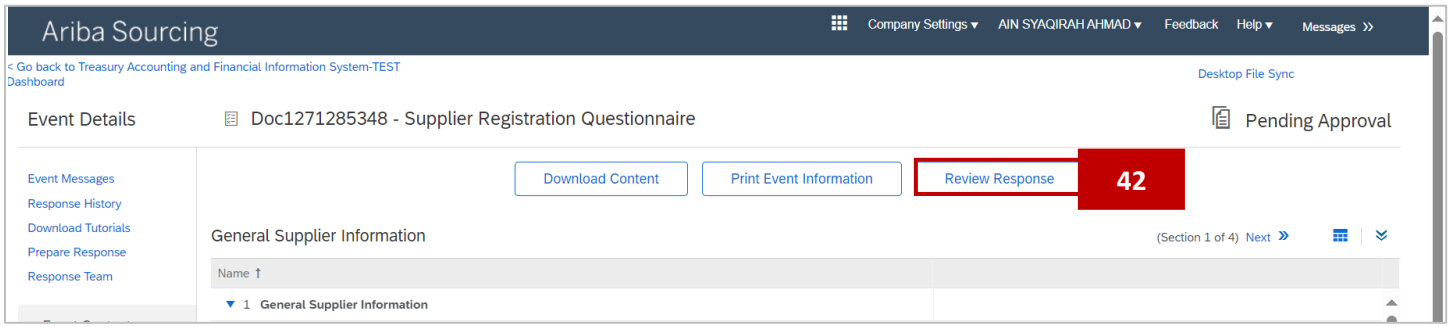
Outcome: **Ariba Proposals and Questionnaire** page will be displayed.



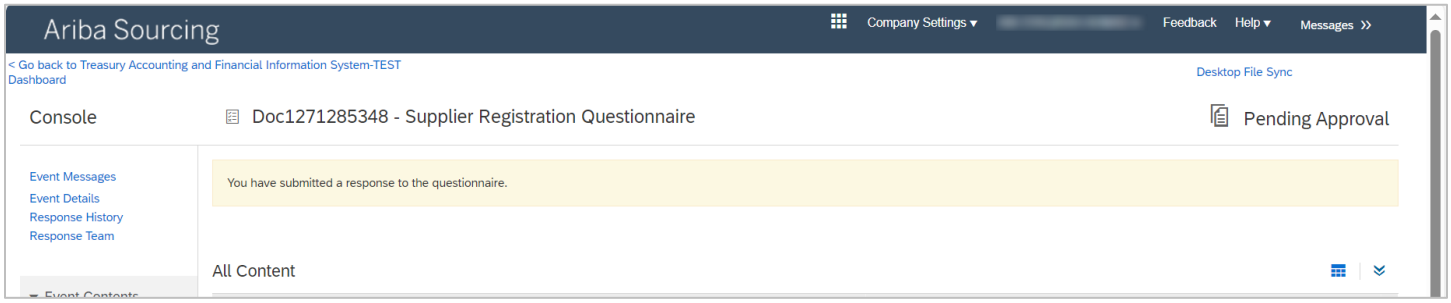
Step 42: Scroll down the page. Under **Registration Questionnaires** section, click on **Supplier Registration Questionnaire** to view the details of submitted form.



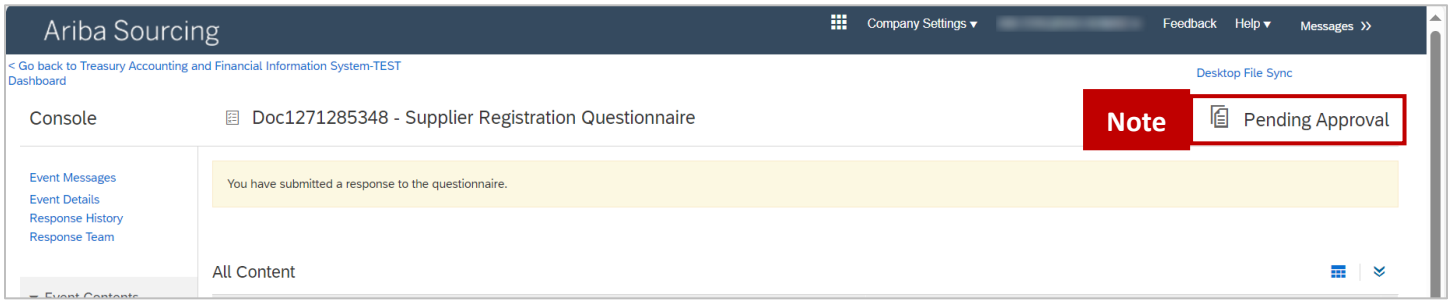
Step 43: Click the **Review Response** button to view the Supplier Registration Questionnaire status.



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



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



3.1.6 Supplier Registration Questionnaire – P Vendors / Suppliers

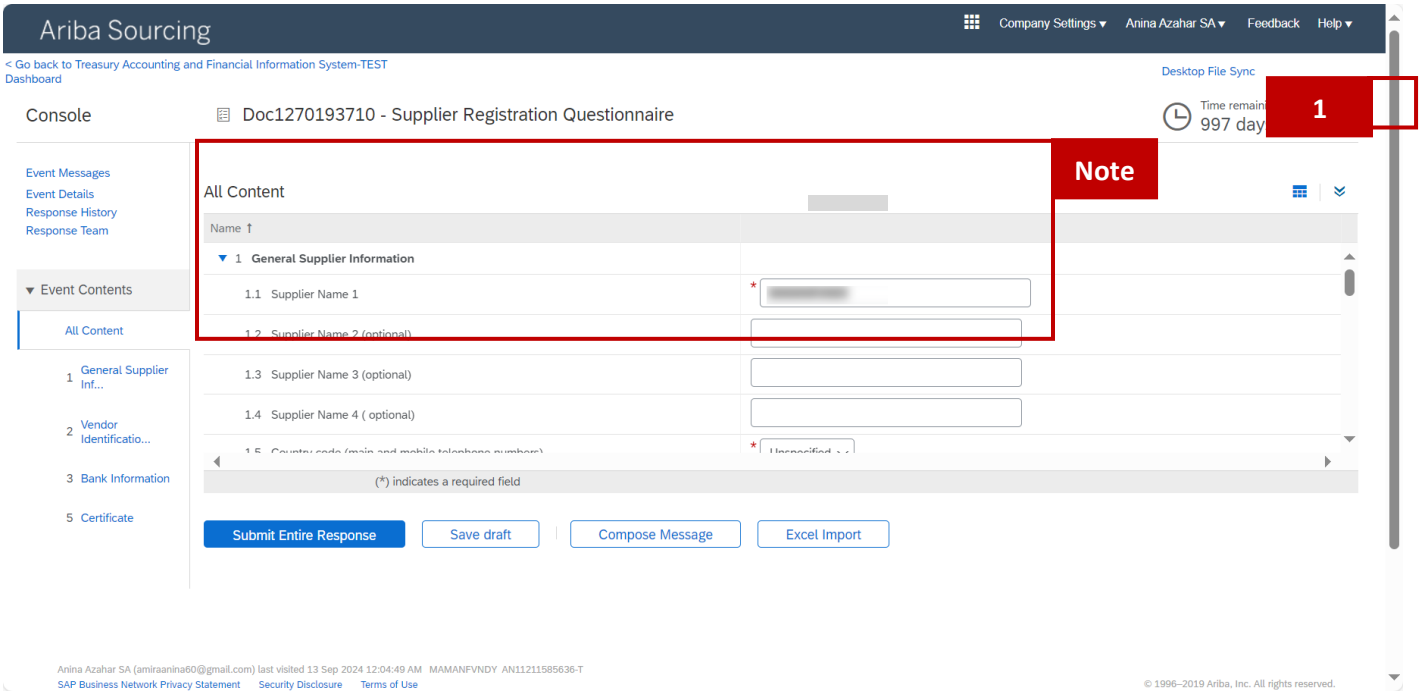
This activity is the **continuation** of previous activity **3.1.2 Supplier Account in SAP Business Network (Sign-Up)**. Vendor to complete the Supplier Registration Questionnaire.

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

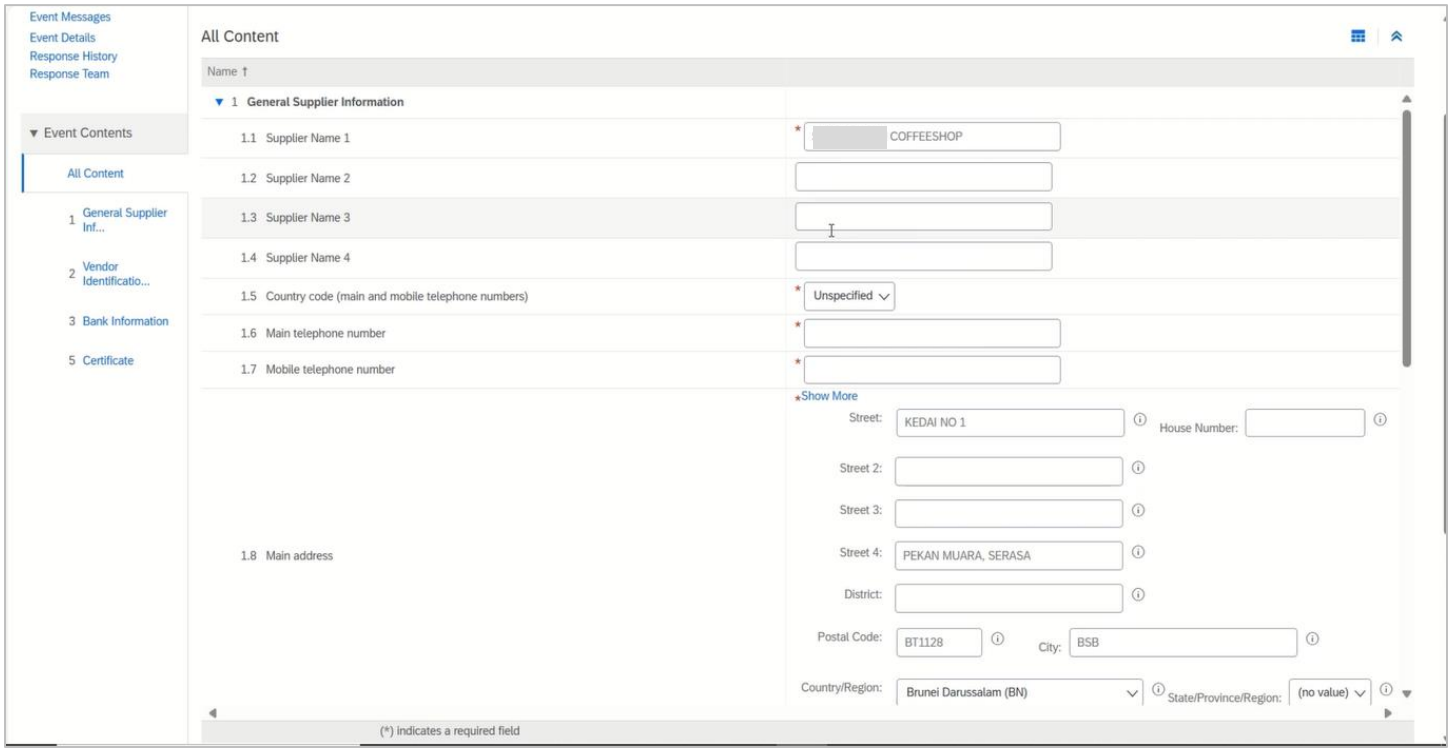
User Role	Supplier (Vendor)

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.



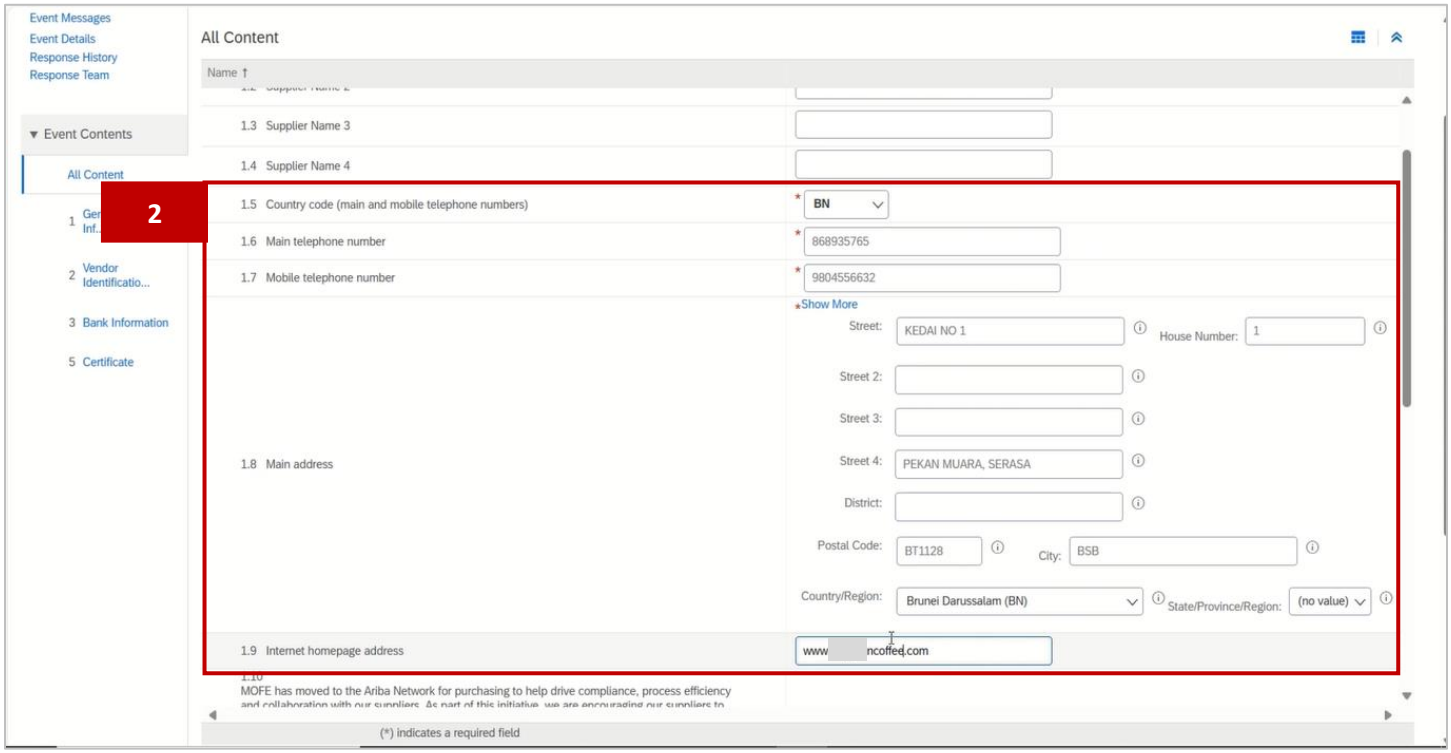
Outcome: Supplier Registration Questionnaire is expanded.



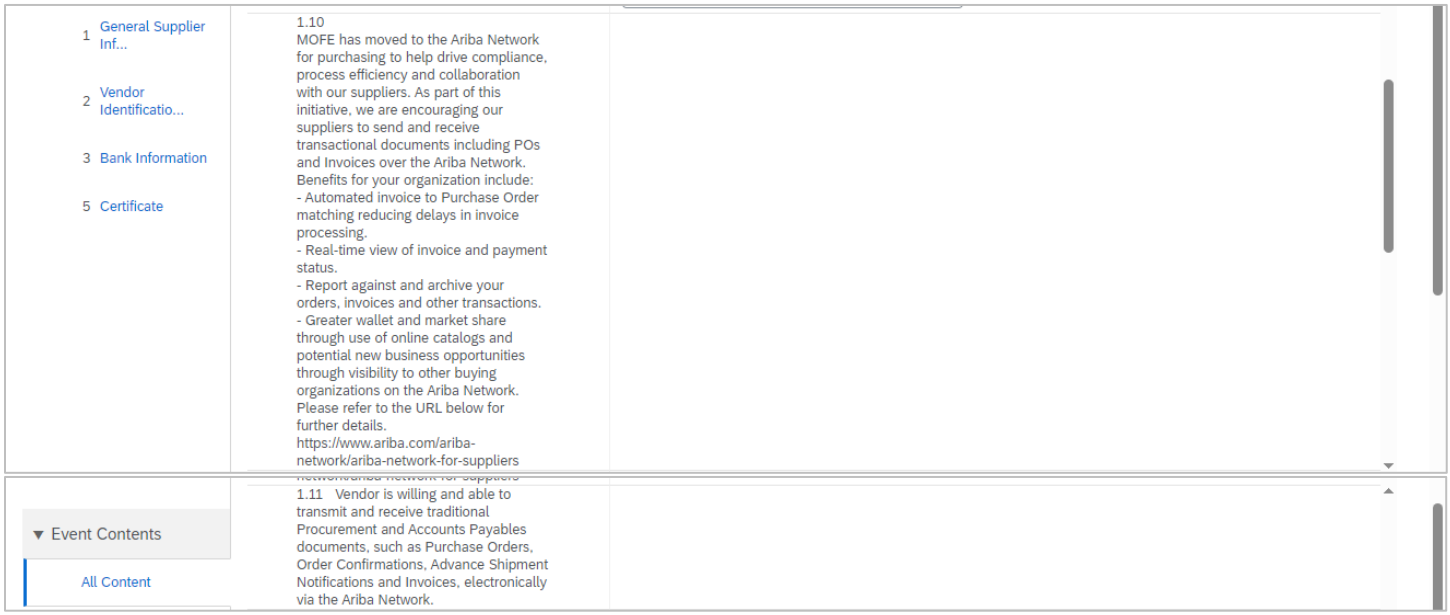
Step 2: Under **General Supplier Information** section, Vendor can complete the following fields.

FIELD	DESCRIPTION
Country code (main and mobile telephone numbers)	Country code for the business main and mobile telephone numbers. For example, Brunei Darussalam – '**BN'.**
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).

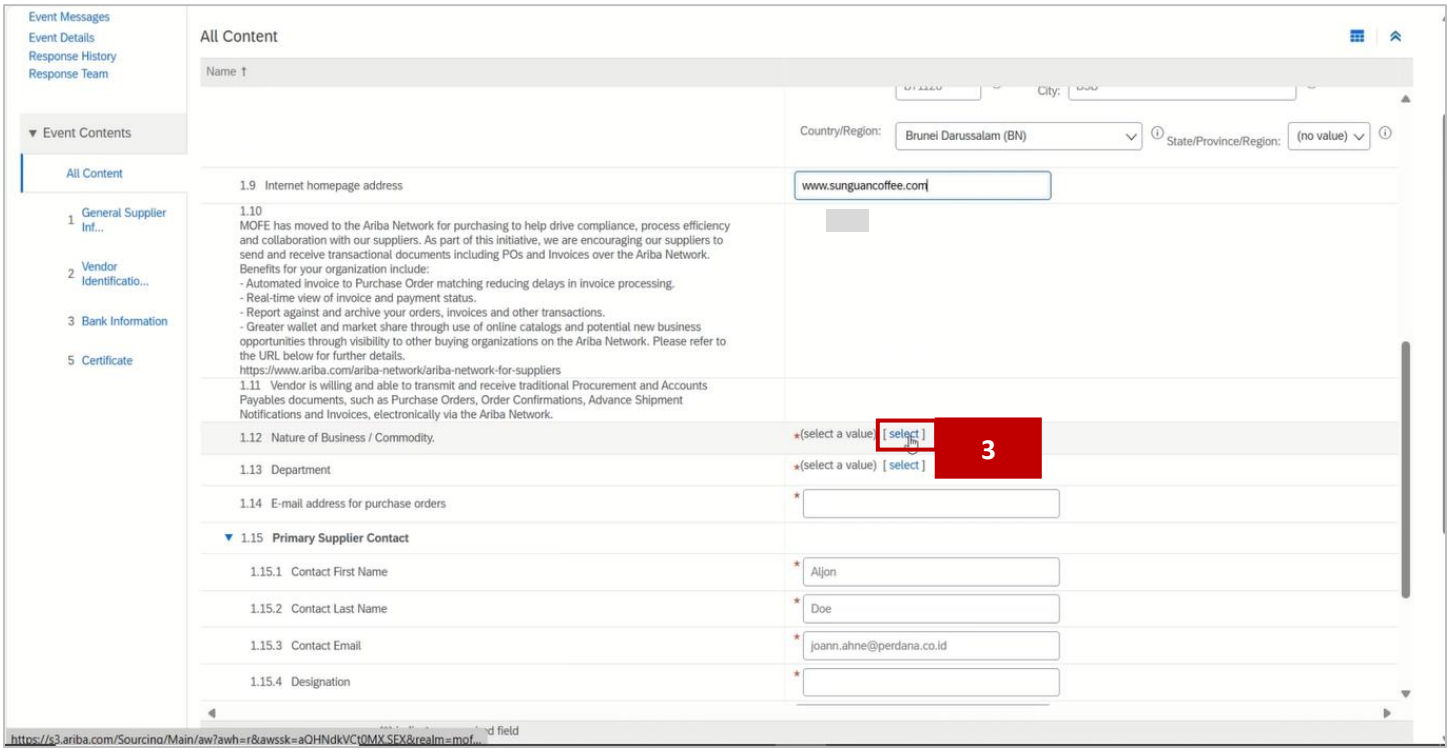
Note: Vendor can complete the following fields by either entering information into the respective fields or select information from the dropdown button.



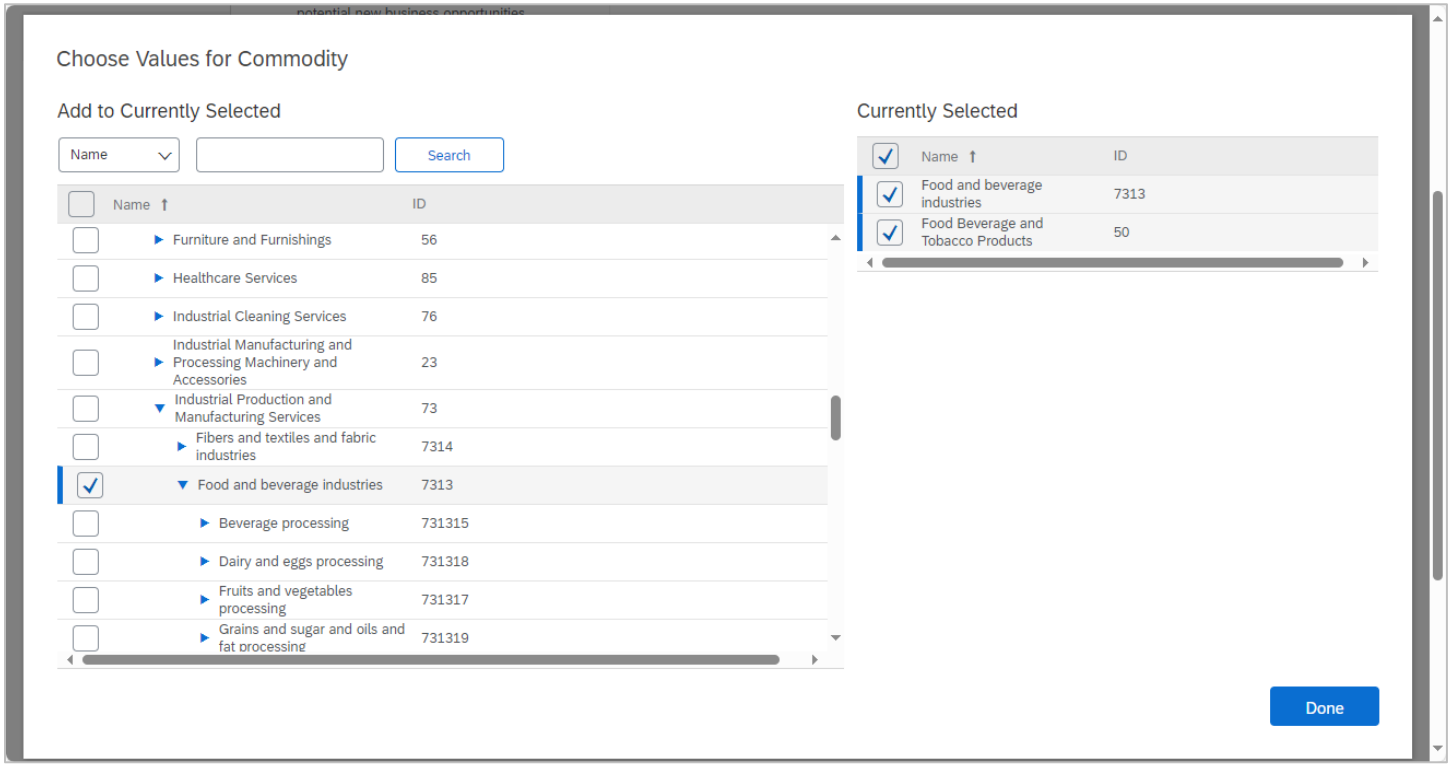
Note: Statements under 1.10 and 1.11 are for reading purposes only.



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



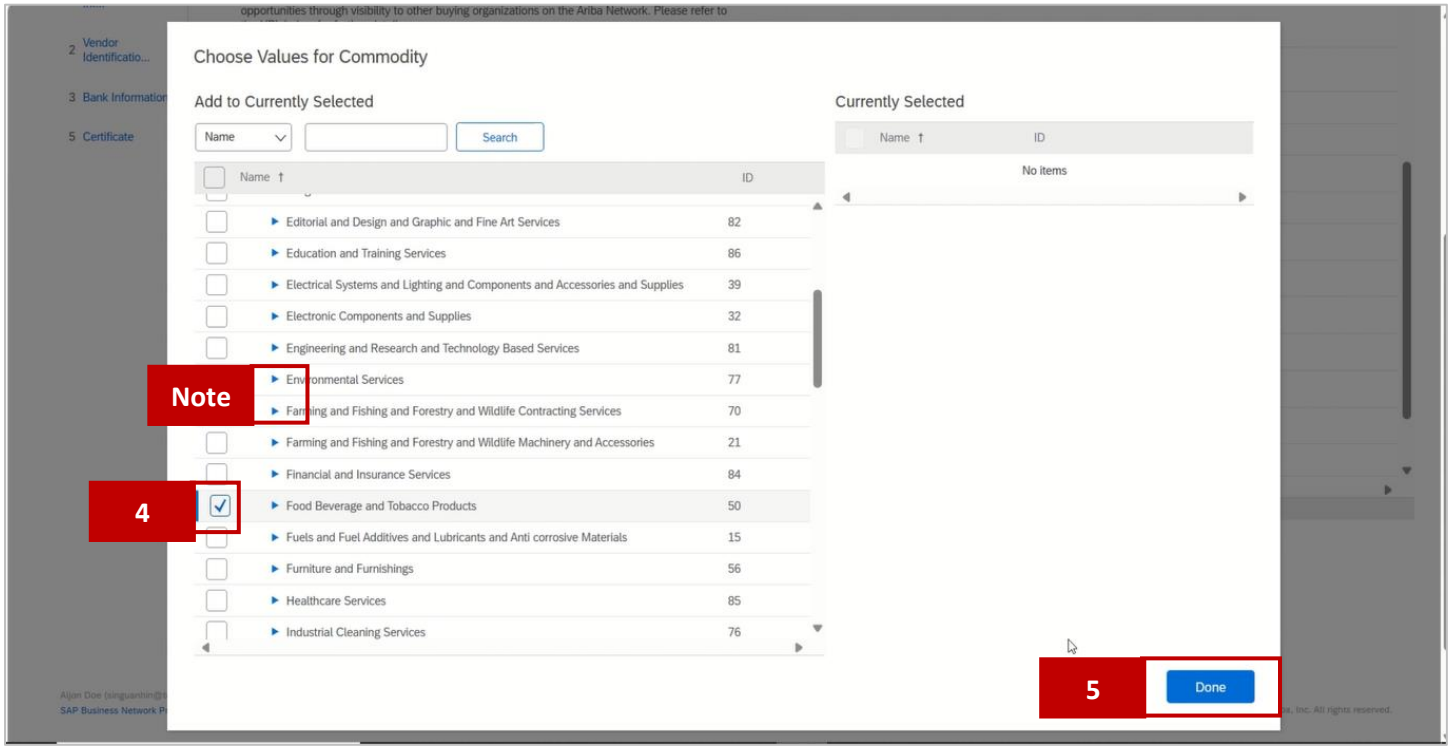
Outcome: List of **Commodity** available for selection will be displayed.



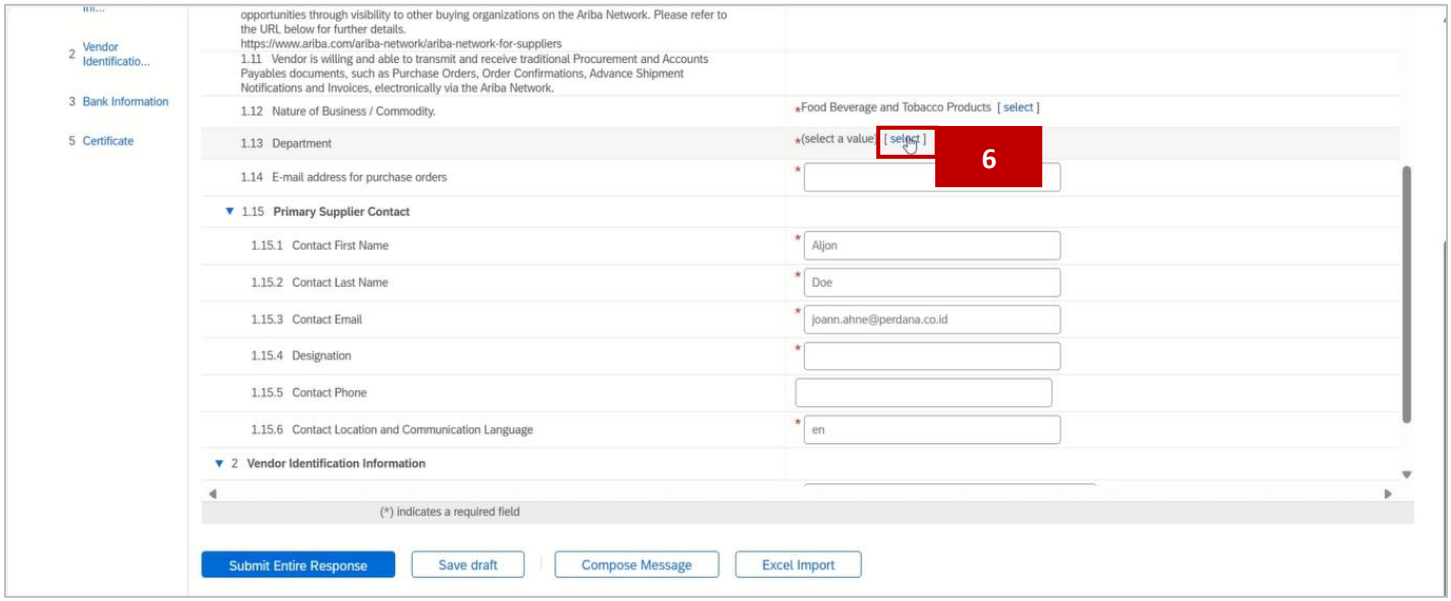
Step 4: Tick the relevant **Commodity** checkboxes.
Commodity is to classify and describe the vendors nature of business.

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

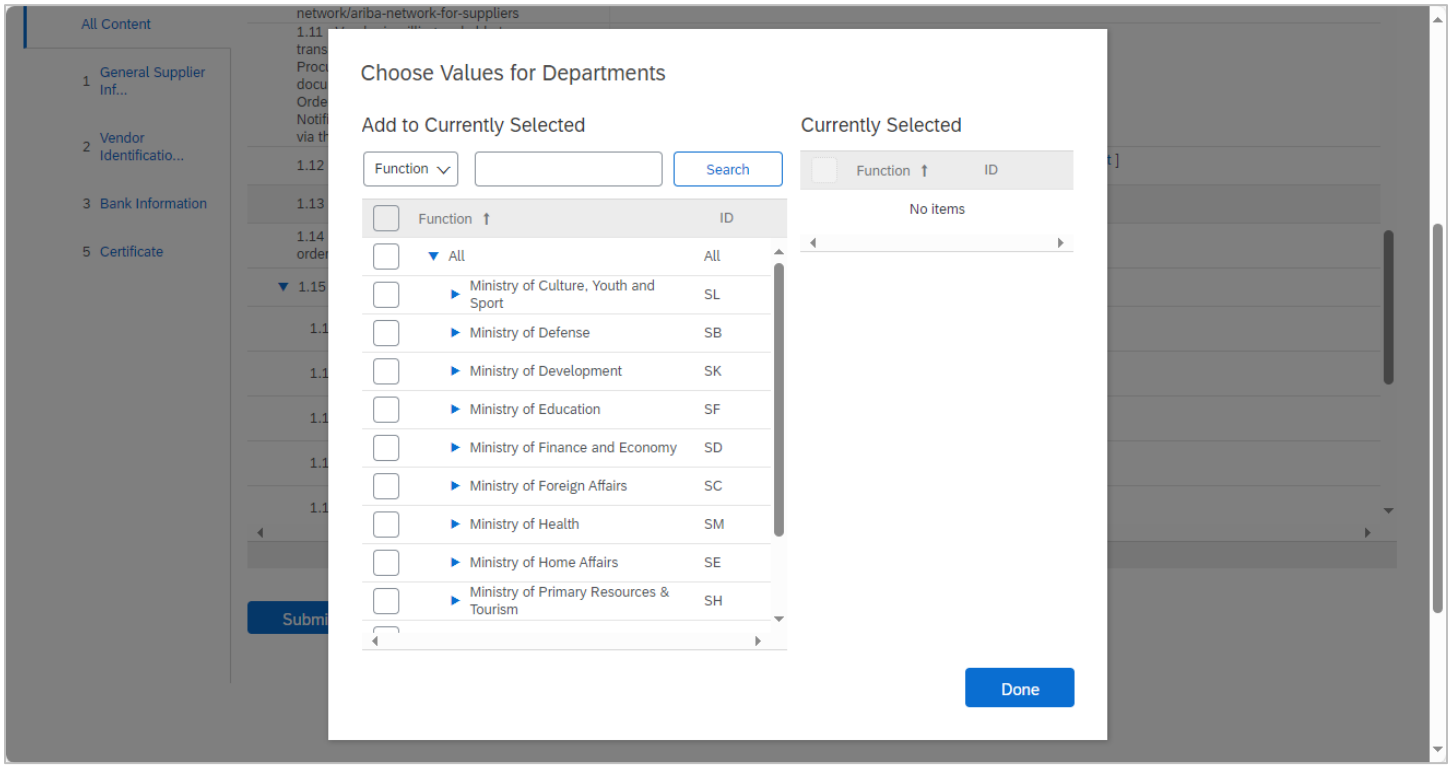
Step 5: Click on **Done** button. This will redirect user to Supplier Registration Questionnaire.



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



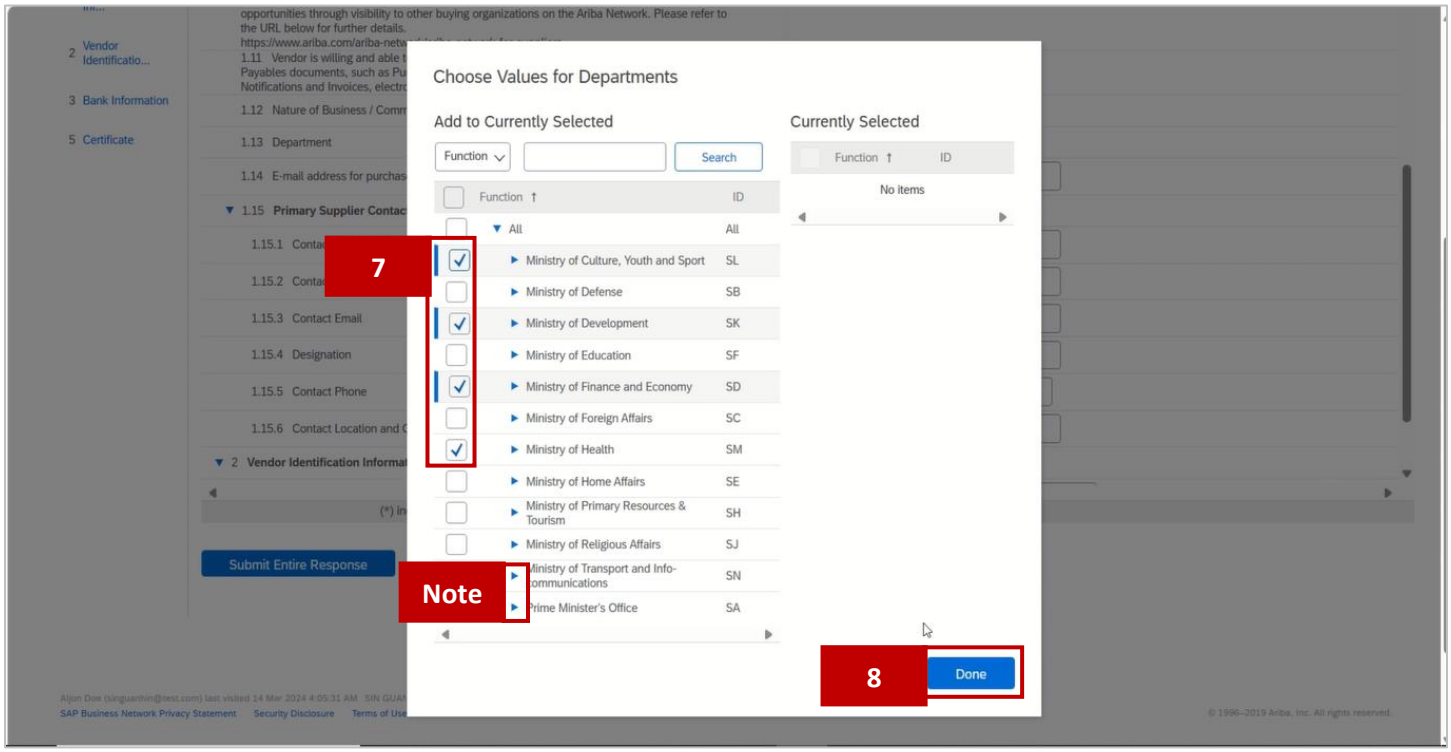
Outcome: List of **Departments** available for selection will be displayed.



Step 7: Tick the relevant **Ministry / Departments** checkboxes.

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

Step 8: Click on **Done** button. This will redirect user to Supplier Registration Questionnaire.

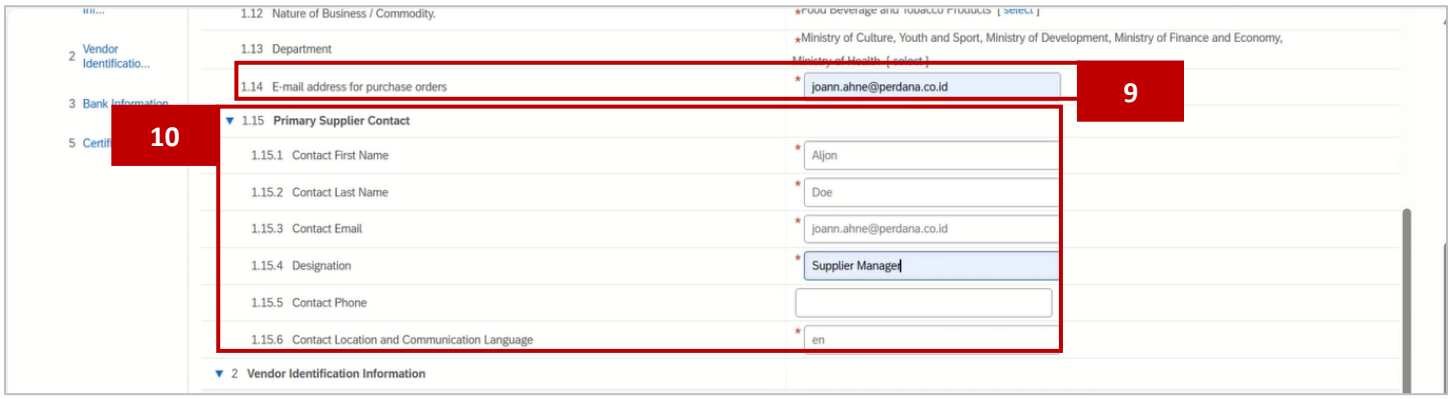


Note: In terms of Ministry / Department selection, Vendor can select which of the government departments that has they have interest in or potential of conducting business with. This includes selecting government departments that the Vendor had experience in performing business transactions.

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.

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

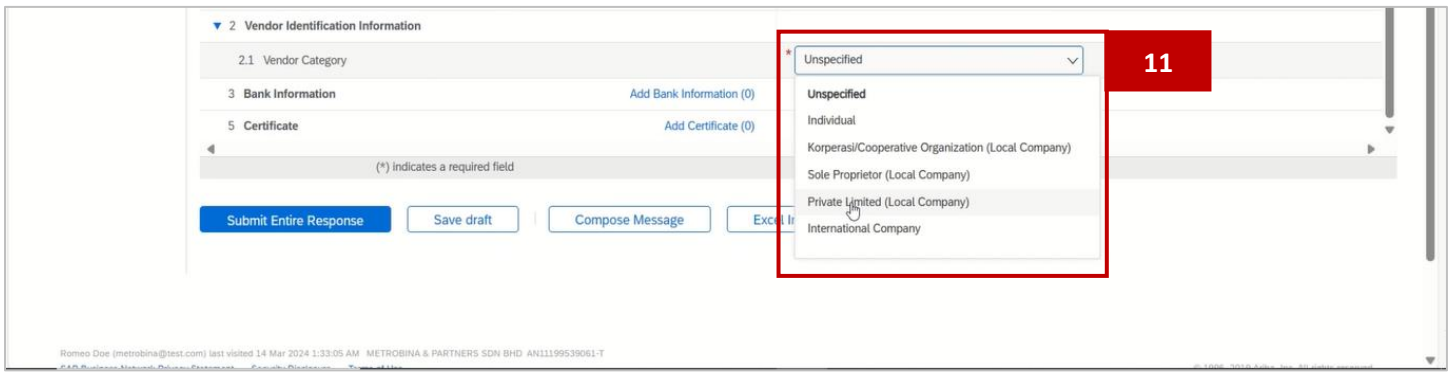
FIELD	DESCRIPTION
Contact First Name	First name of primary supplier contact.
Contact Last Name	Last name of primary supplier contact.
Contact Email	Email address of primary supplier contact.
Designation	Job position of primary supplier contact.
Contact Phone	Phone number of primary supplier contact.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



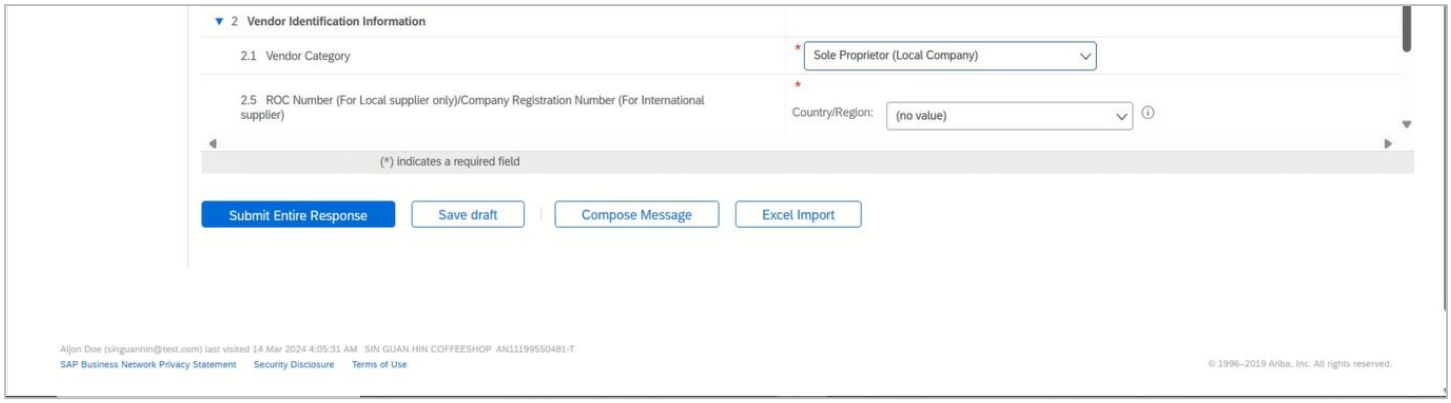
Step 11: Under **Vendor Identification Information** section, click on the dropdown to select **Vendor Category.**

Note:

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



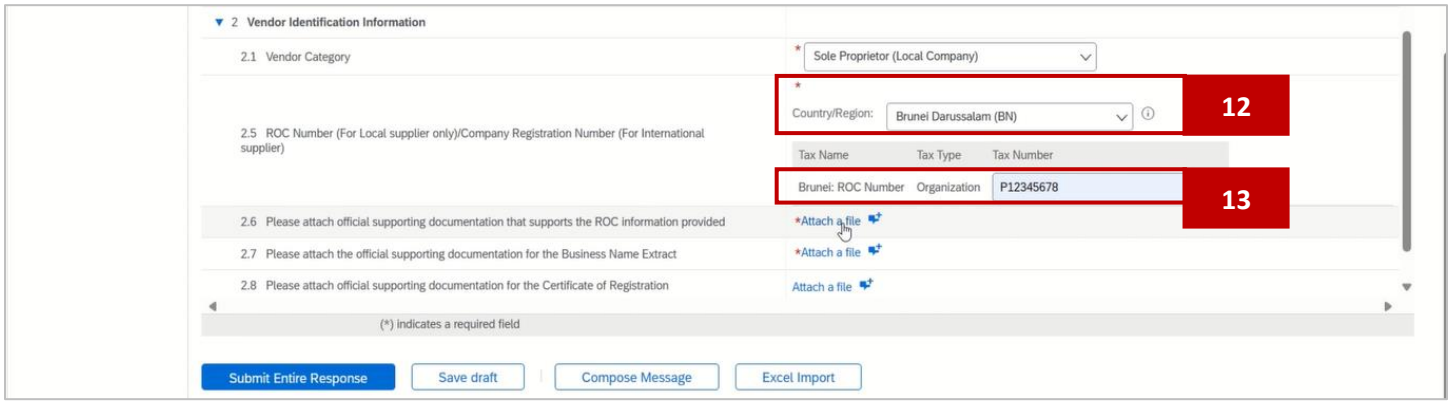
Outcome: Once **Vendor Category** is selected, **more fields** will be displayed.



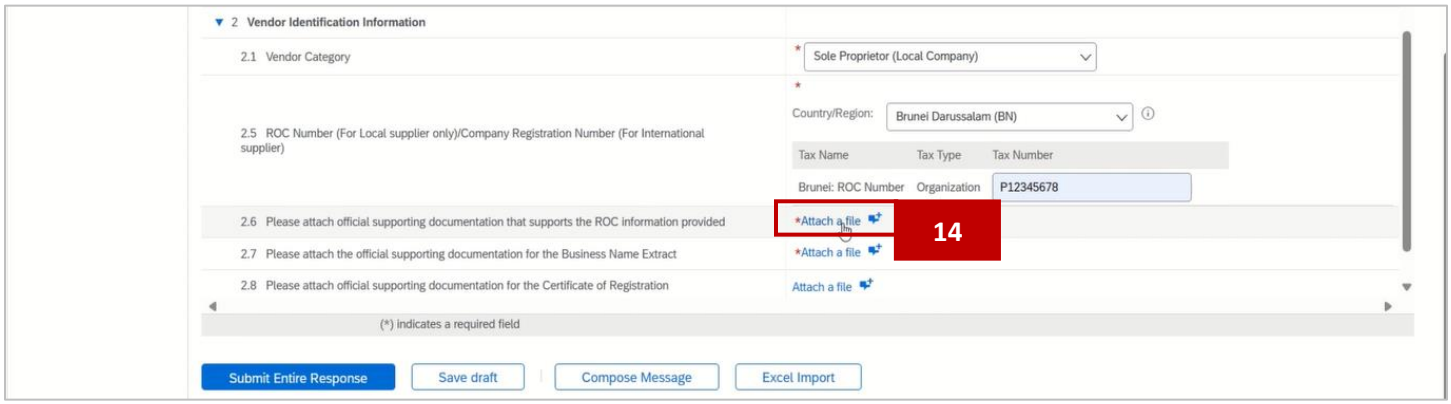
Step 12: Vendor must select **Country/Region**. For example, Brunei Darussalam (BN)

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).

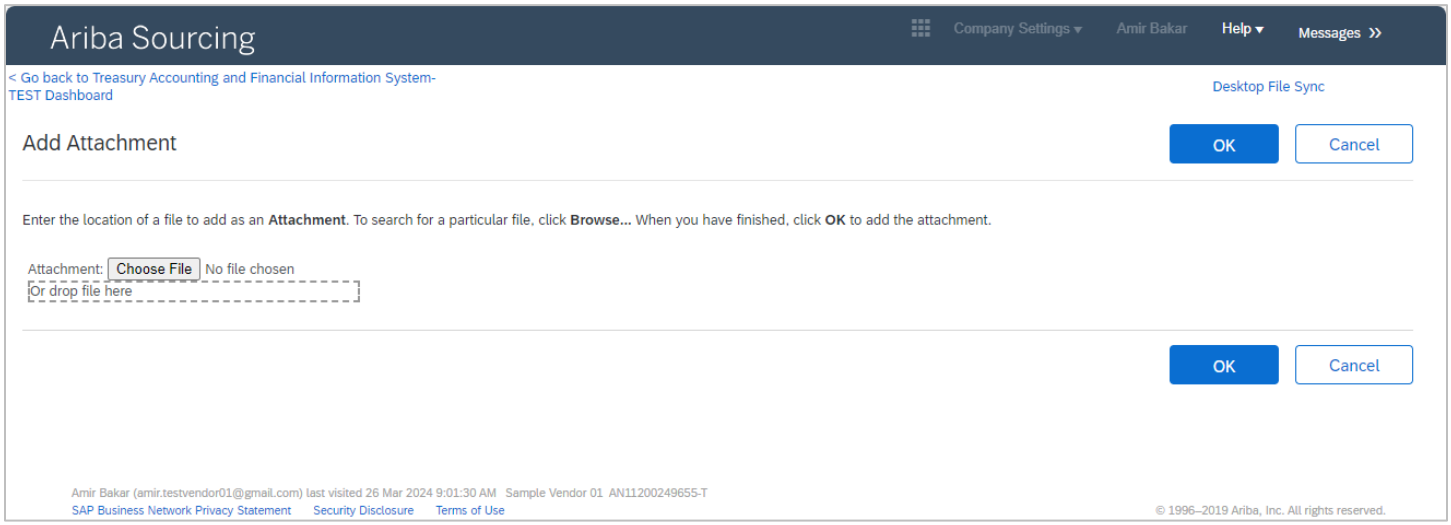
Note: Vendor must enter their ROC Number under the Tax Number column even though the Vendor is not taxed.



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

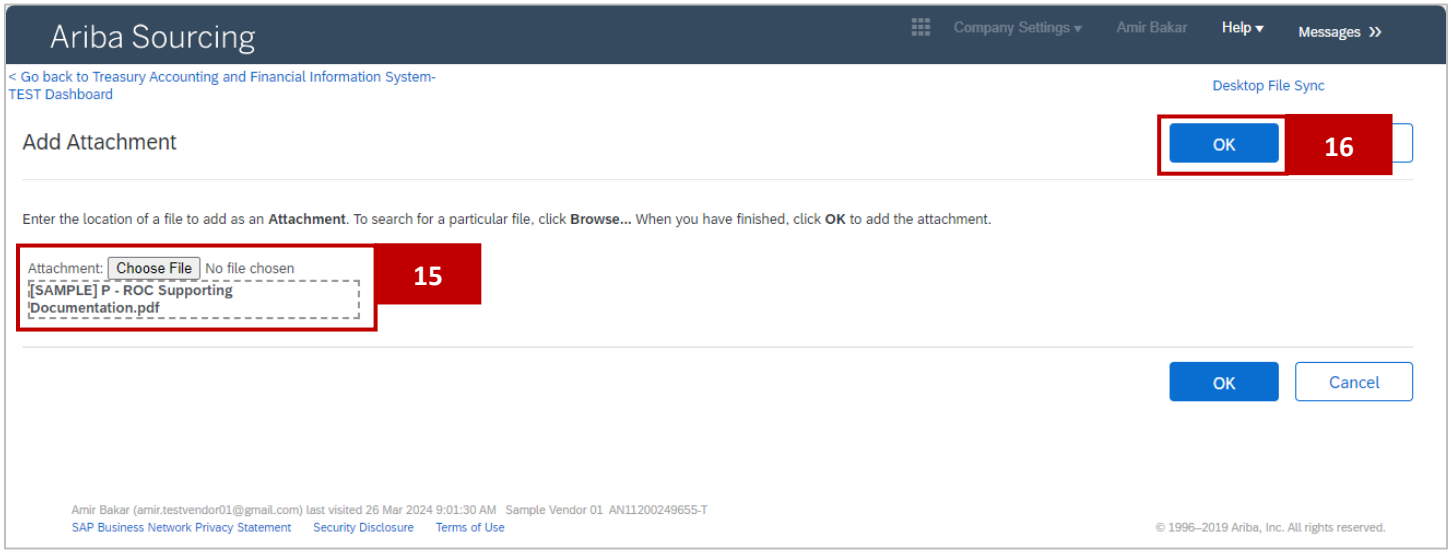


Outcome: **Add Attachment** page will be displayed.

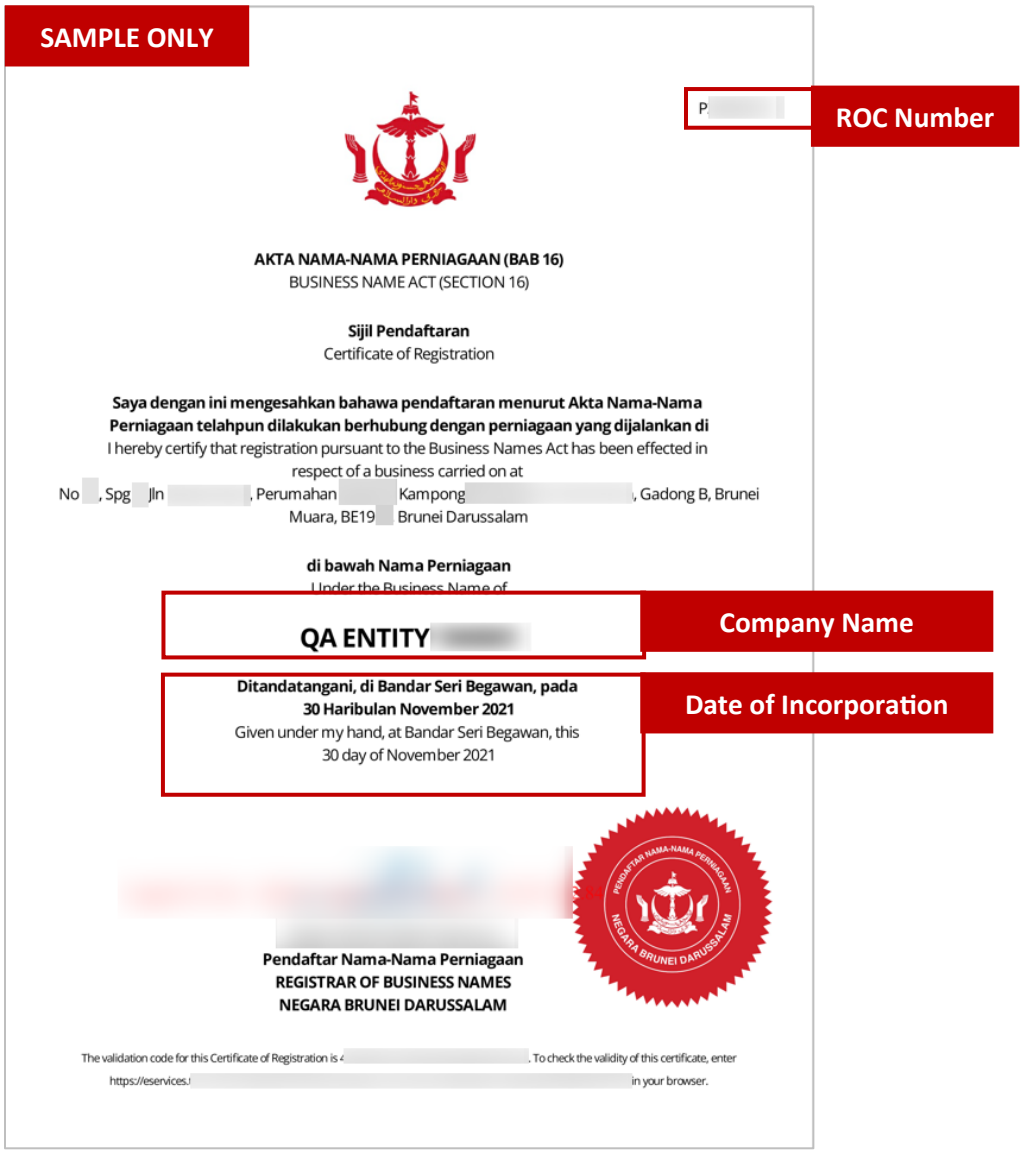


Step 15: Vendor can **either drag and drop** the supporting documentation file **(e.g. ROC Supporting Documentation) or** click on the **choose file button** to select the file from their device.

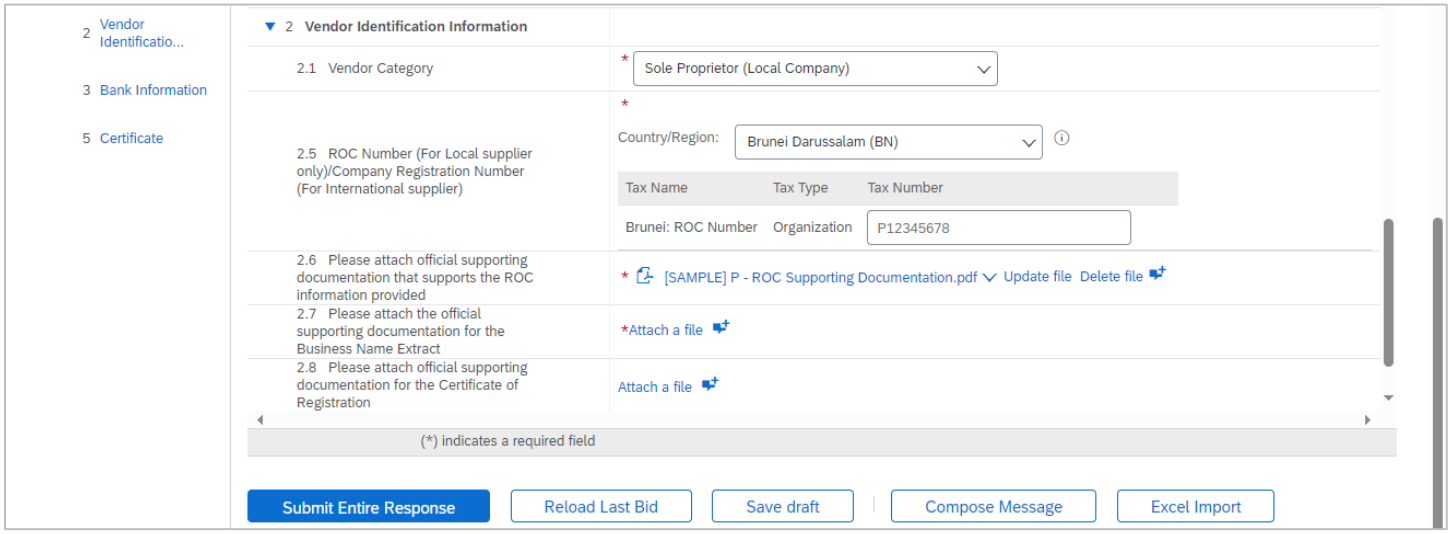
Step 16: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.



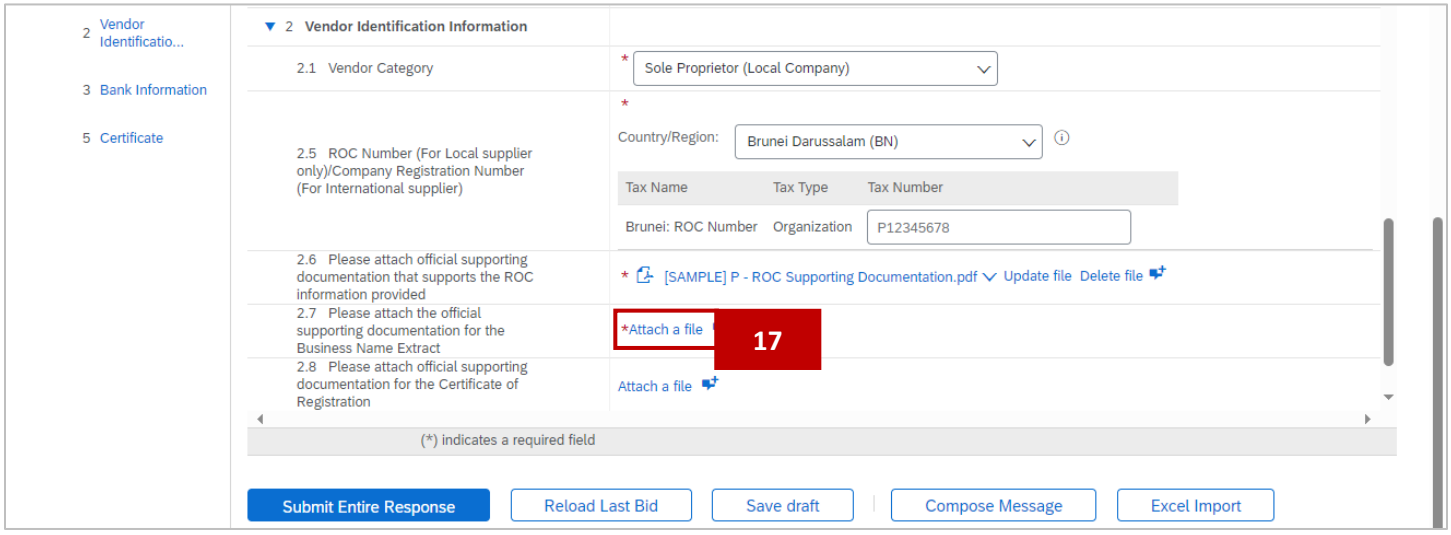
Below is a **sample** for signed ROC supporting documentation for **P Account (Z202) – Sole Proprietorship.**



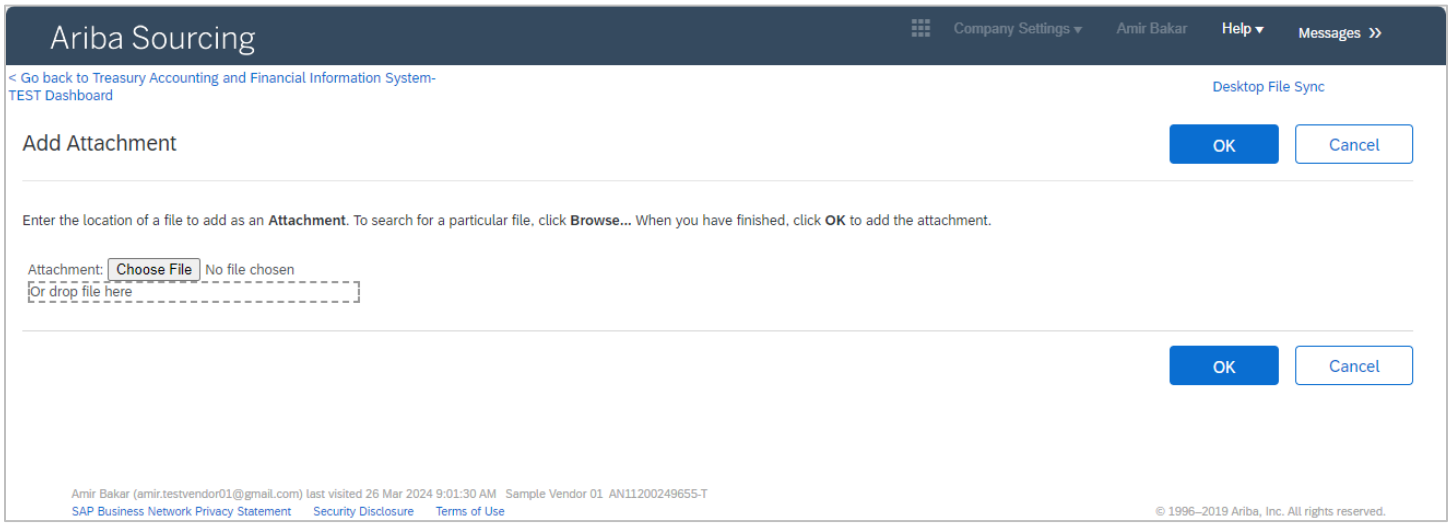
Outcome: Supplier Registration Questionnaire page will be displayed.



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

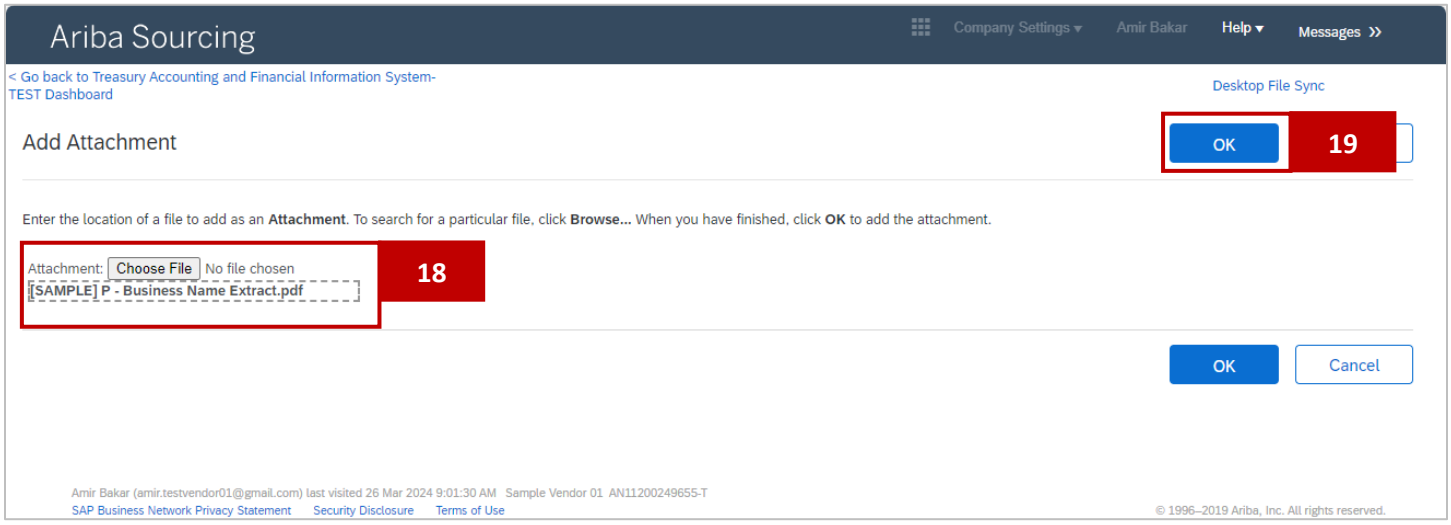


Outcome: **Add Attachment** page will be displayed.

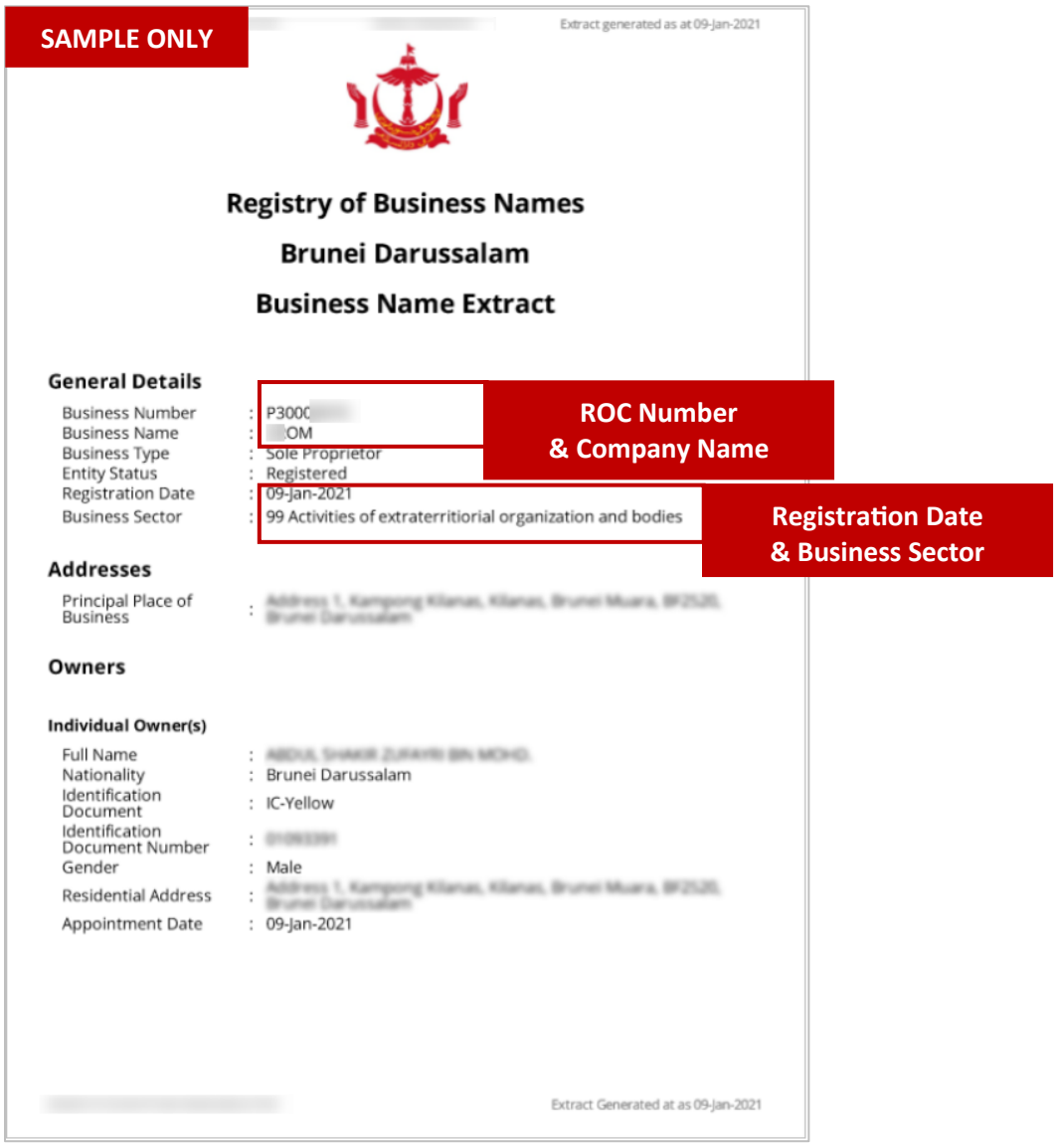


Step 18: Vendor can **either drag and drop** the supporting documentation file **(e.g. Business Name Extract) or** click on the **choose file button** to select the file from their device.

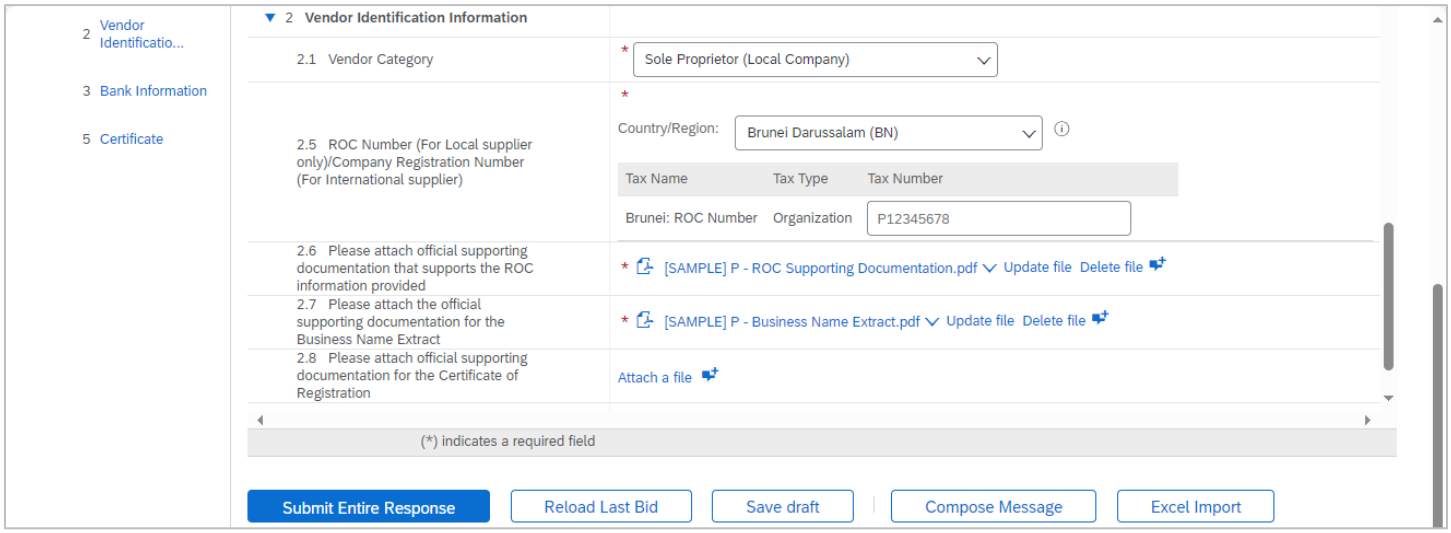
Step 19: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.



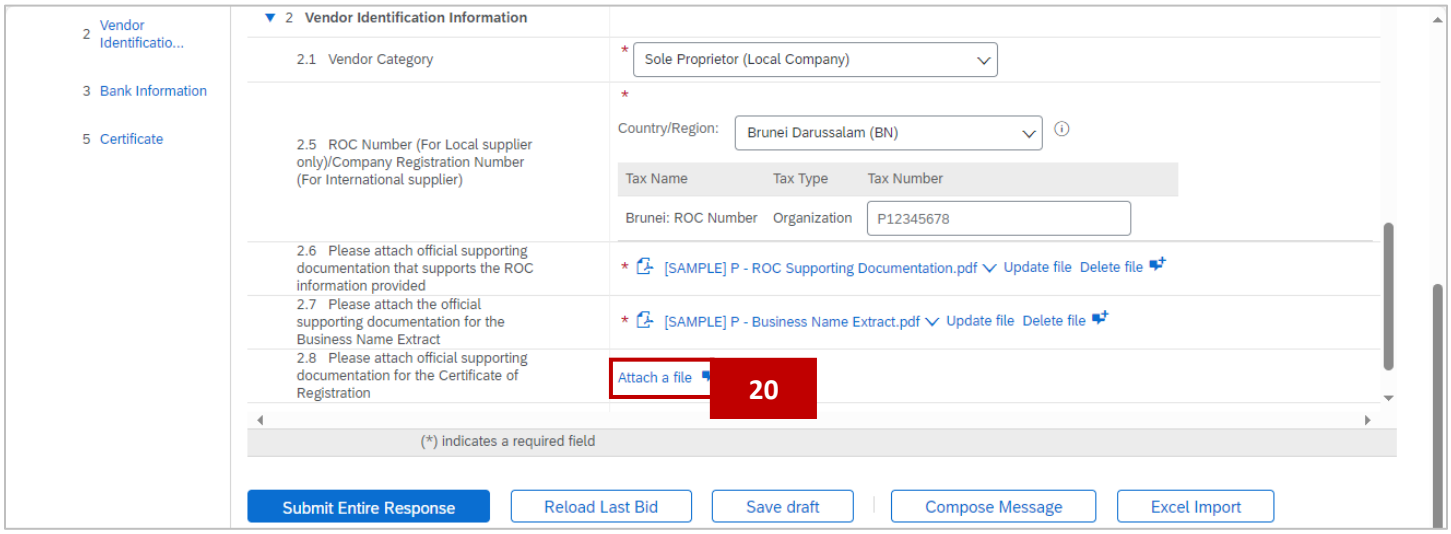
Below is a sample for official supporting documentation (Business Name Extract) for P Account (Z202) – Sole Proprietorship.



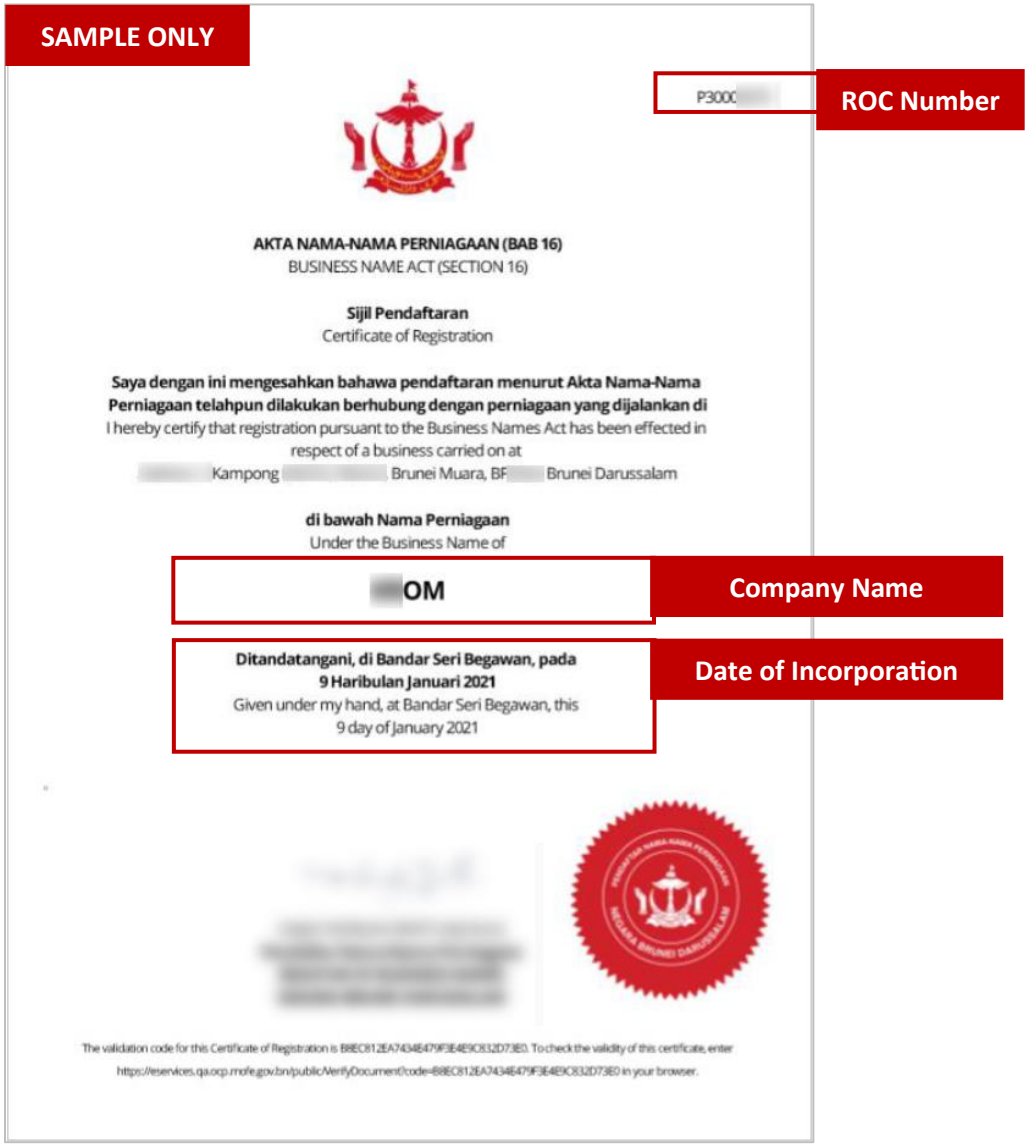
Outcome: Supplier Registration Questionnaire page will be displayed.



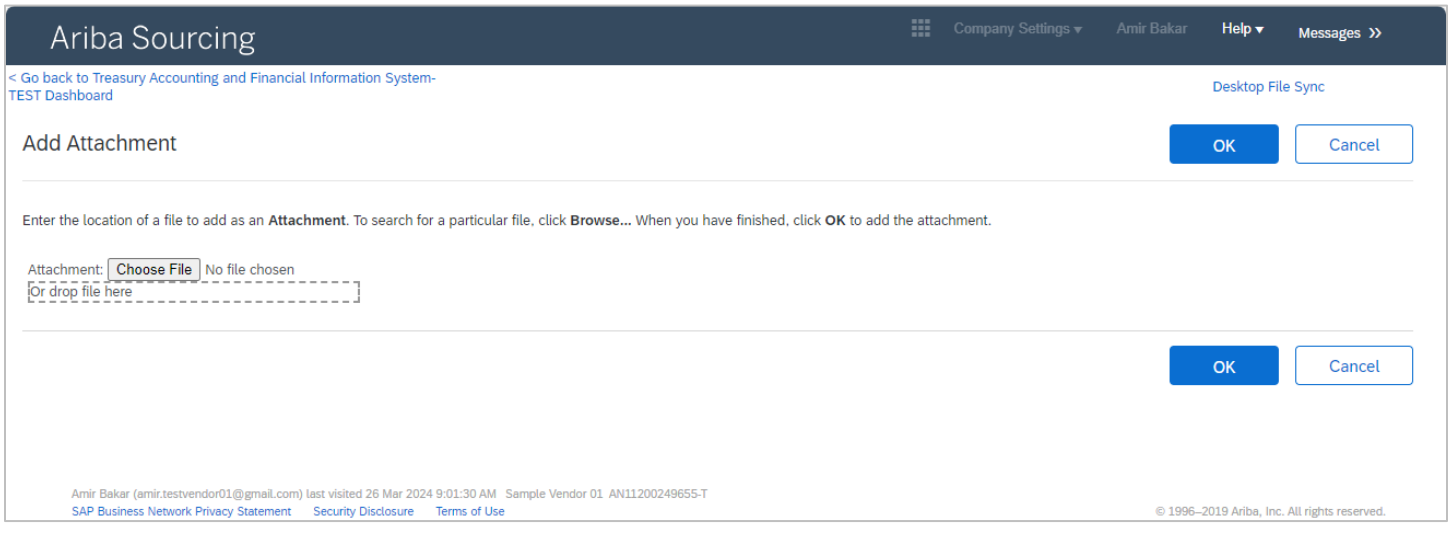
Step 20: Vendor must attach the official supporting documentation for the **Certificate of Registration** by clicking on **Attach a file** button.



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

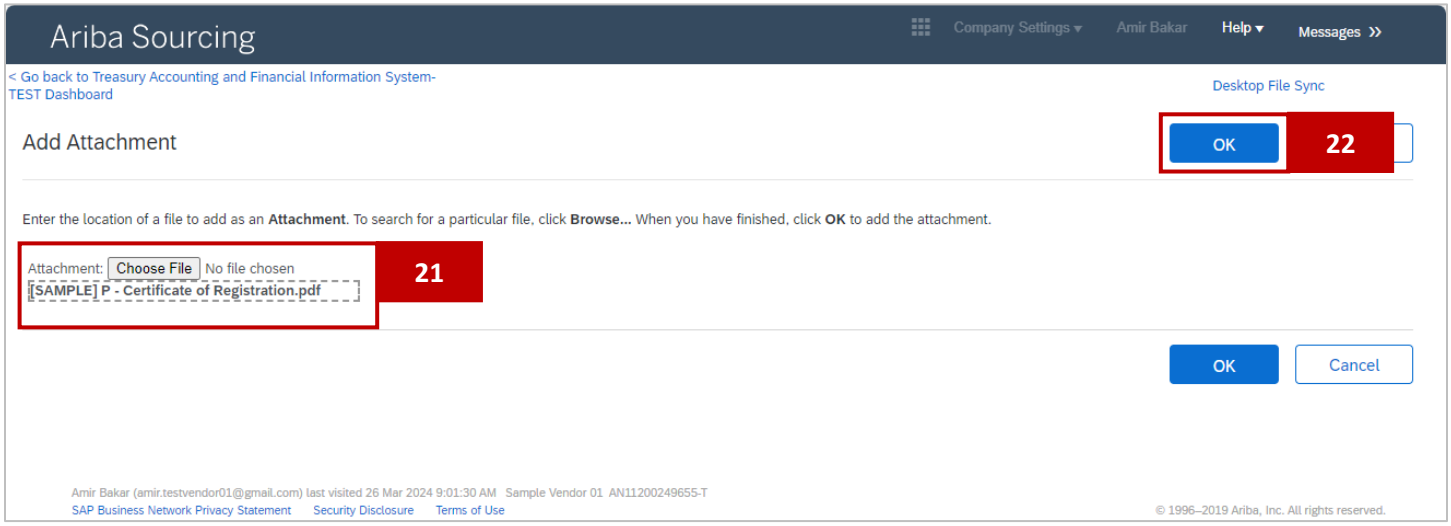


Outcome: **Add Attachment** page will be displayed.

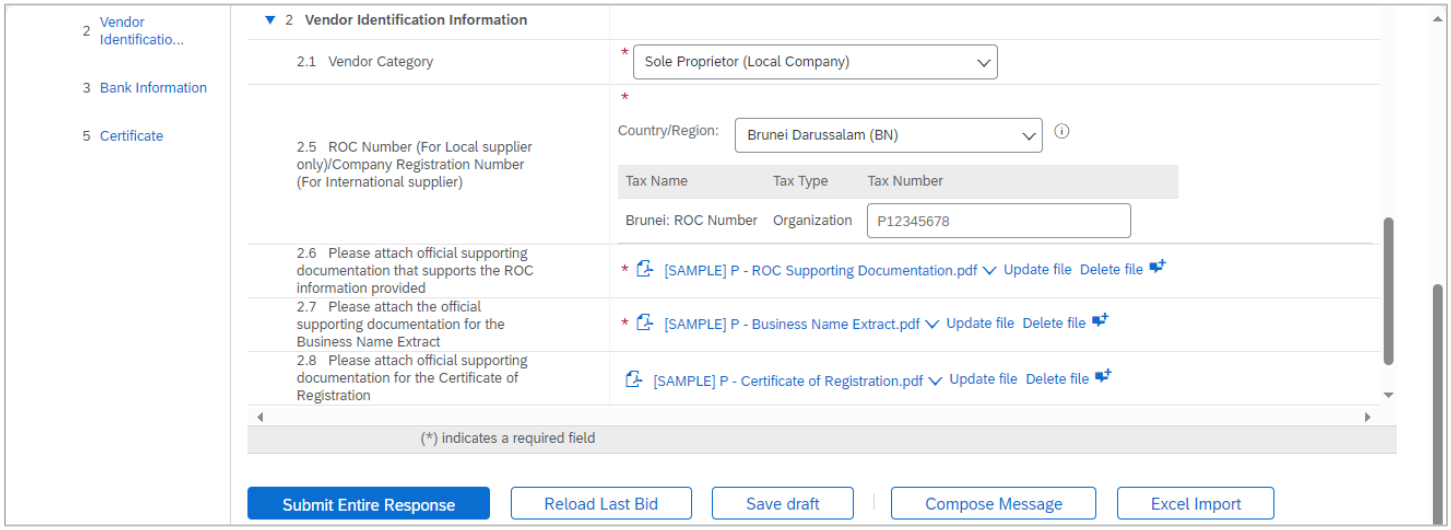


Step 21: Vendor can **either drag and drop** the supporting documentation file **(e.g. Certificate of Registration) or** click on the **choose file button** to select the file from their device.

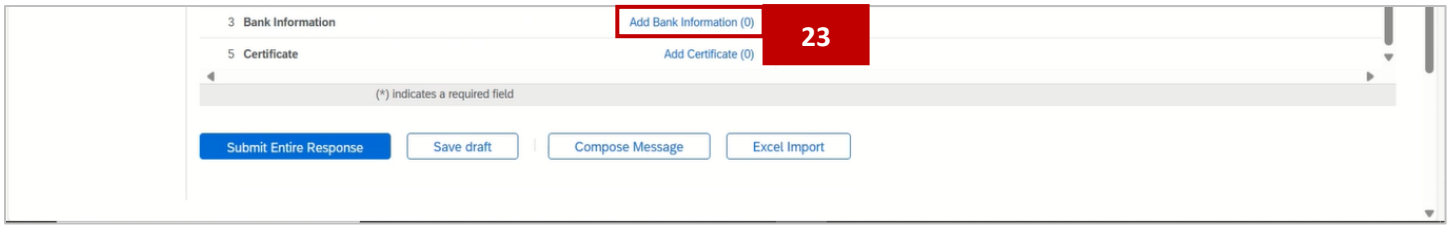
Step 22: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.



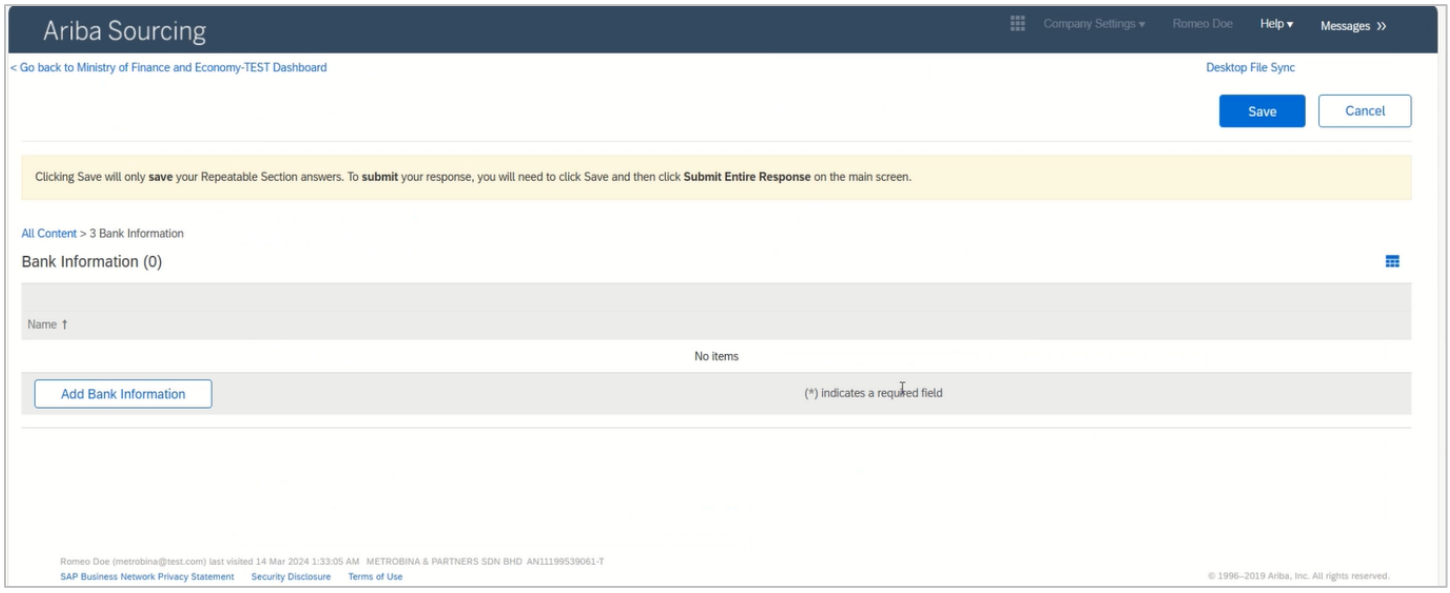
Outcome: Supplier Registration Questionnaire page will be displayed.



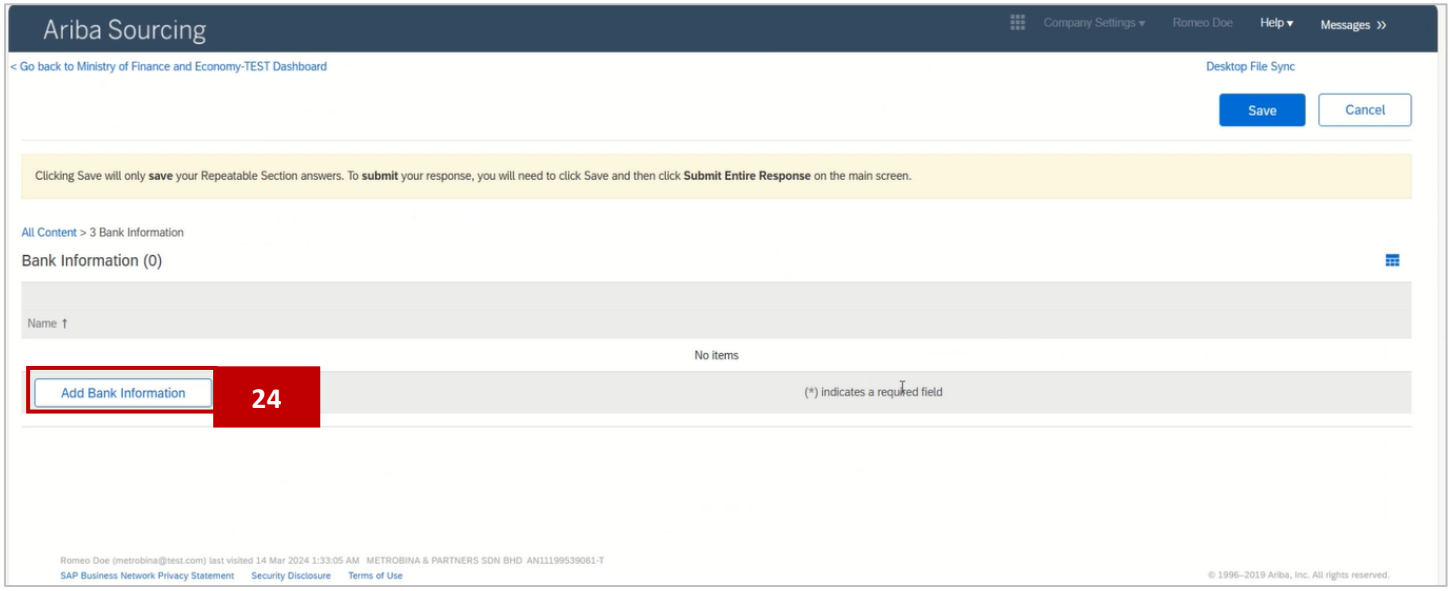
Step 23: Click on **Add Bank Information** button. Vendor must enter the bank details and attach supporting documentation such as official bank statement.



Outcome: **Bank Information** page will be displayed.

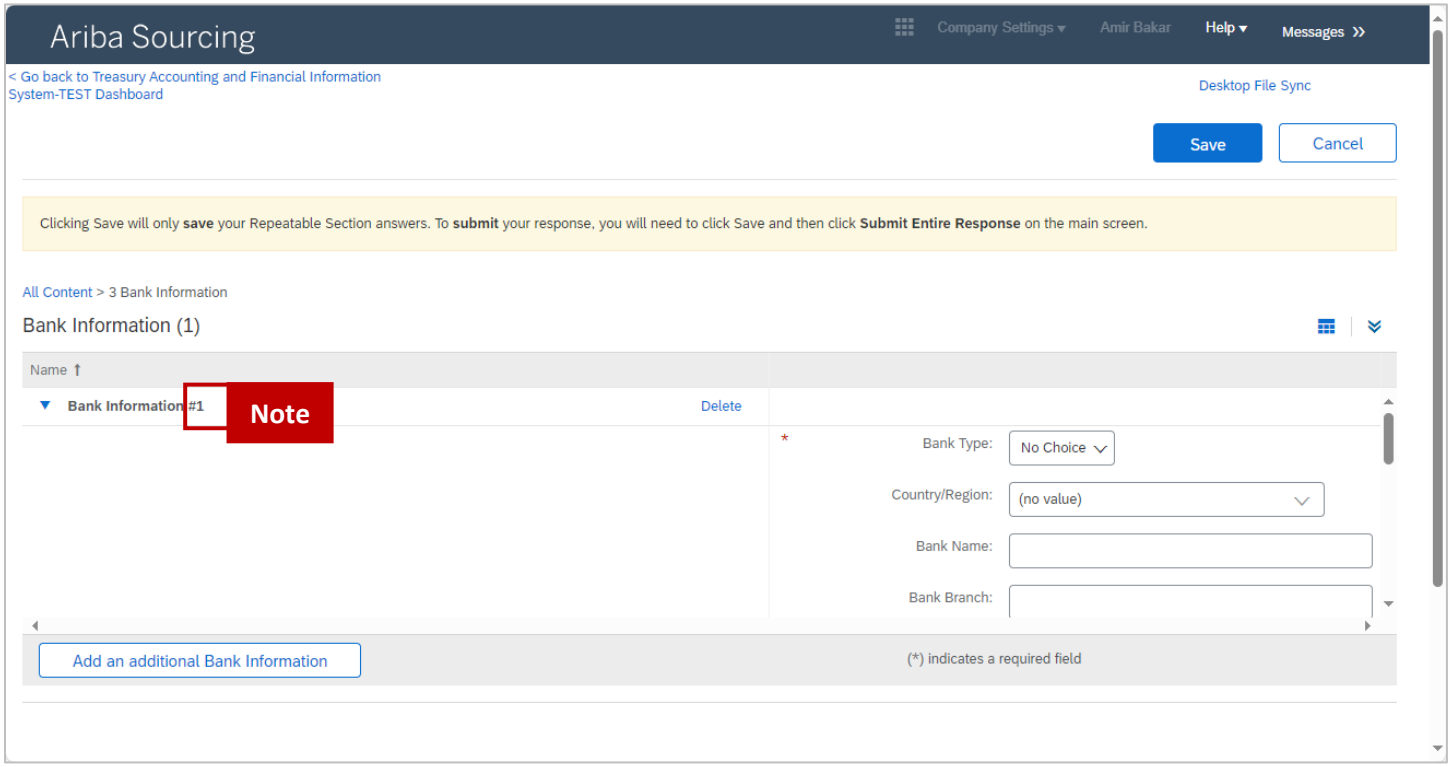


Step 24: Click on **Add Bank Information** button.

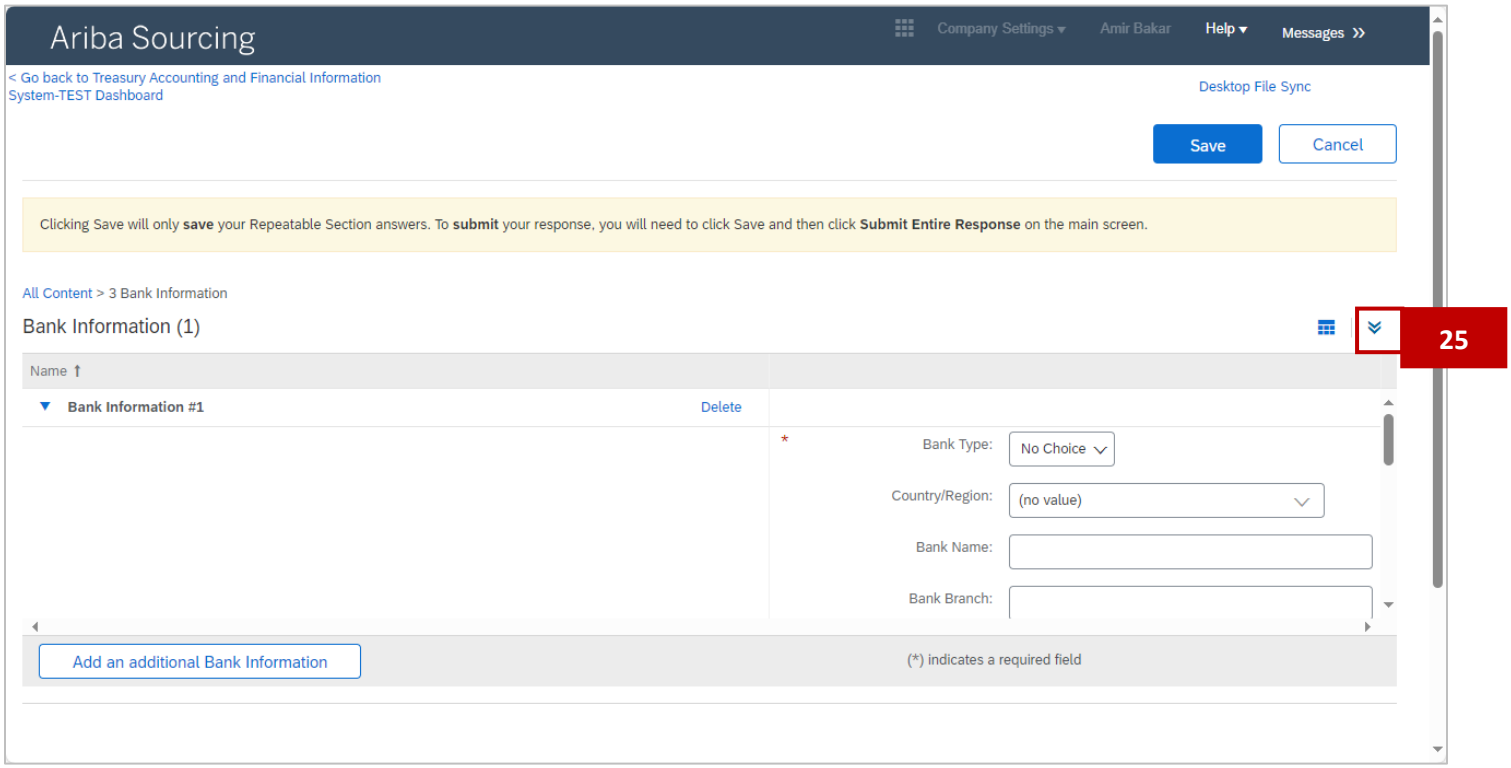


Outcome: **Bank Information #1** fields will be displayed.

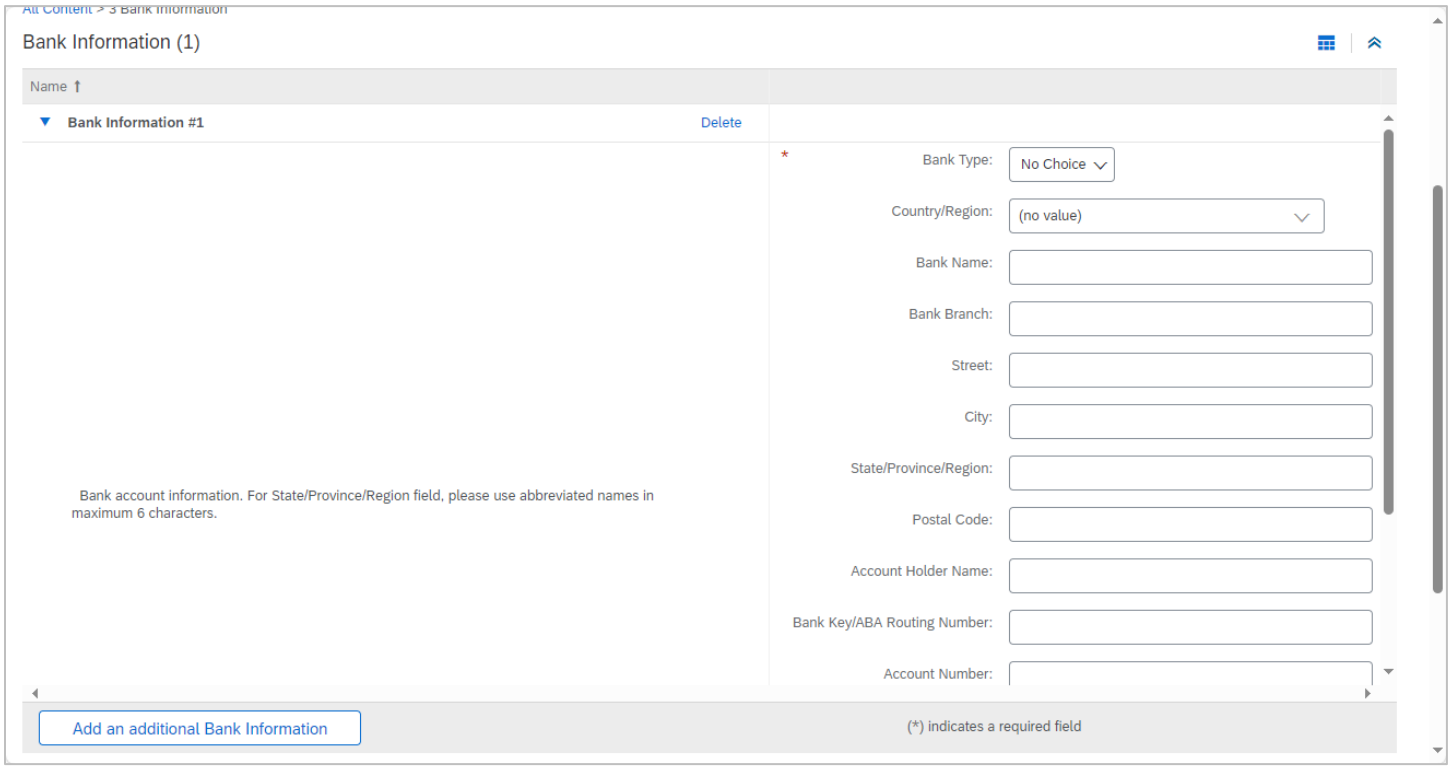
Note: The digit indicates the number of bank information recorded.



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



Outcome: **Bank Information** fields will be expanded.



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

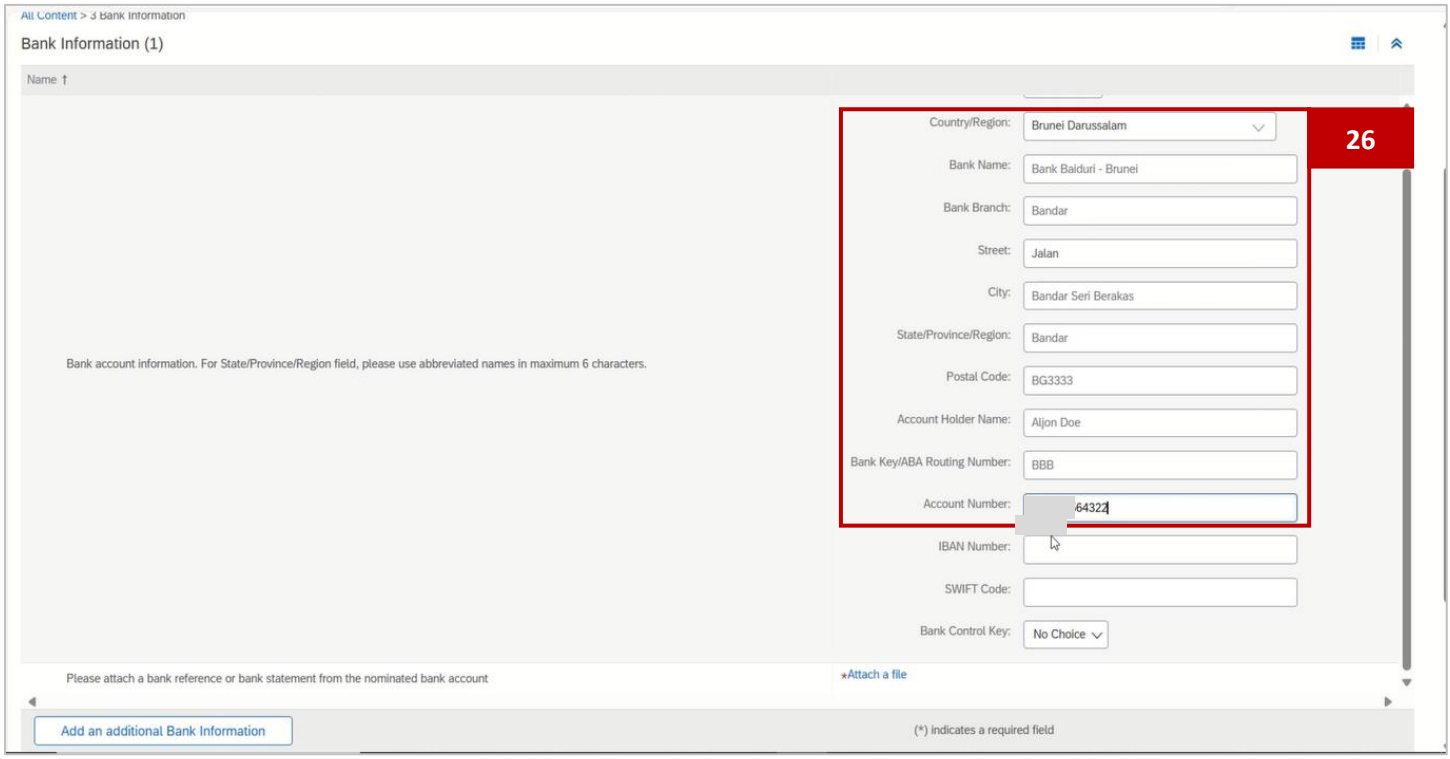
FIELD	DESCRIPTION
Bank Type	Bank Type – Domestic or Foreign.
Country/Region	Location of bank. Domestic, select Brunei Darussalam, Foreign, select accordingly.
Bank Name	The name of bank.
Bank Branch	The branch of bank.
Street	Bank street.
City	Bank city.
State/Province/Region	Bank location district (if 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)

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

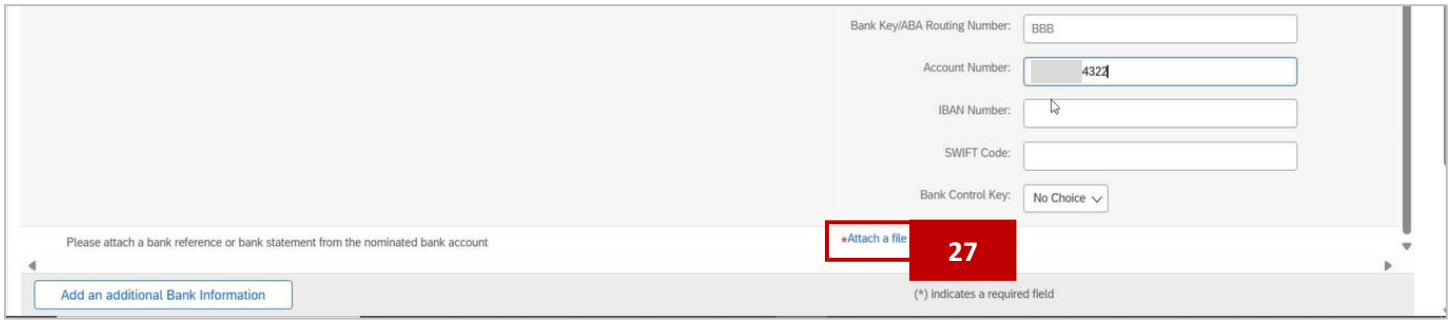
2. For Overseas Bank Key, please refer to section **4.1.2 Bank Keys – Overseas**.



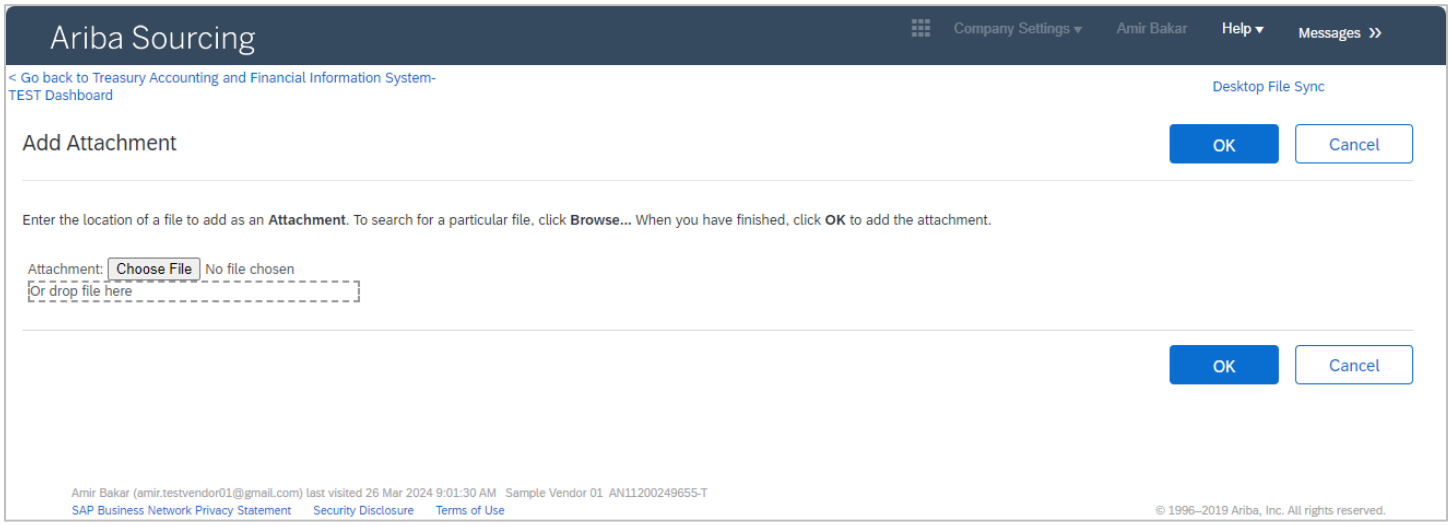
Note: The following are brief description of certain Bank Information fields.

FIELD	DESCRIPTION
Bank Key / ABA Routing Number	Bank Key is a mandatory and unique key for banks especially domestic 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.

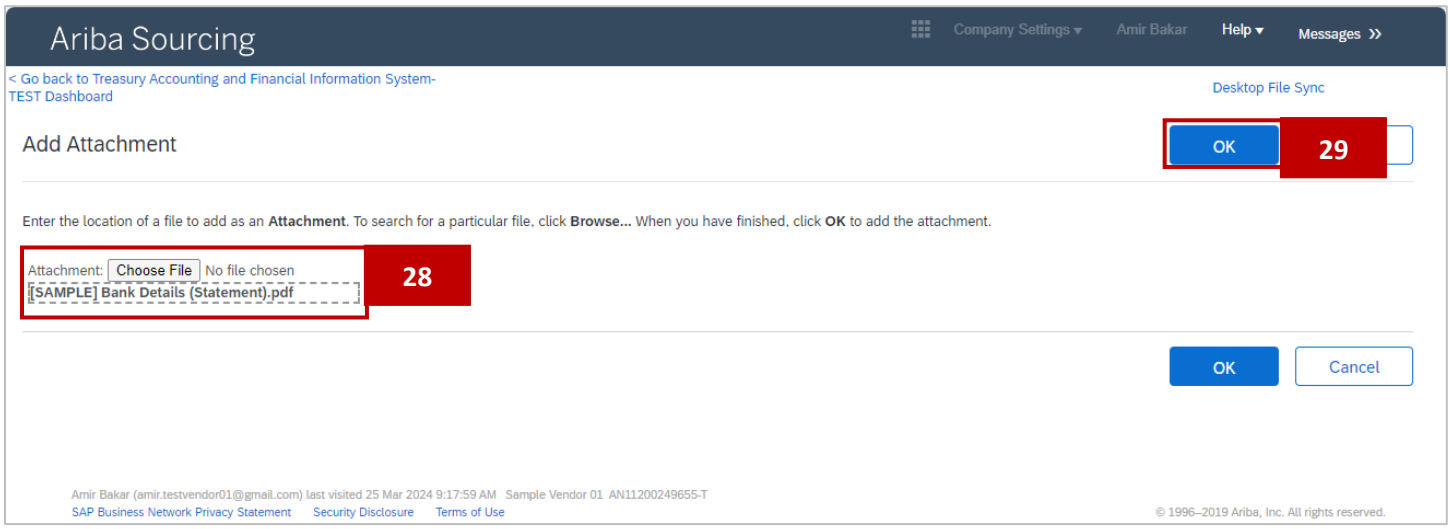


Outcome: **Add Attachment** page will be displayed.

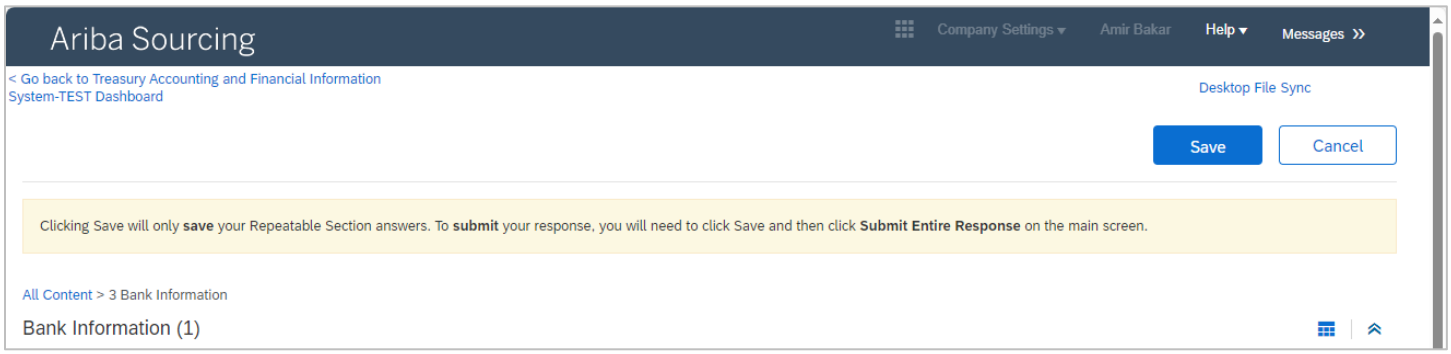


Step 28: Vendor can **either drag and drop** the supporting documentation file **(e.g. Bank Statement) or** click on the **choose file button** to select the file from their device.

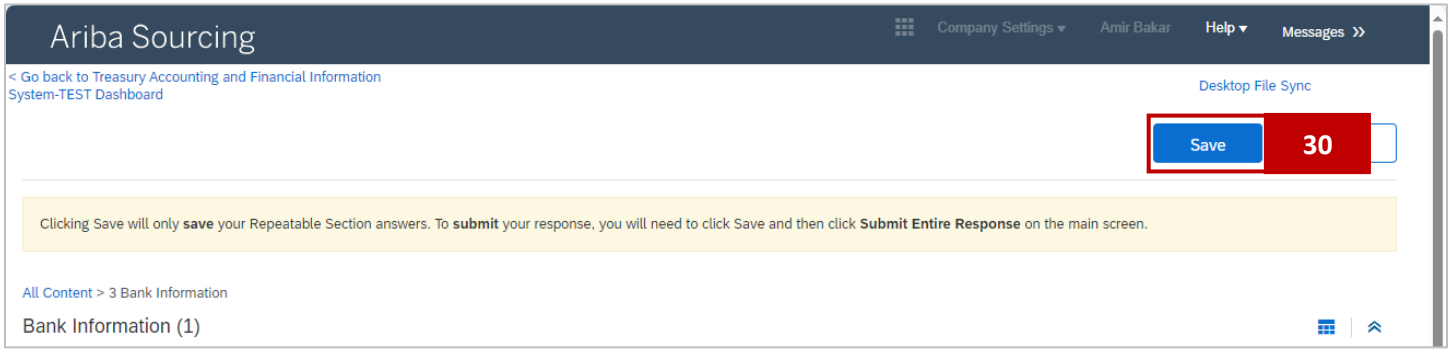
Step 29: Click on **OK** button to confirm and redirect Vendor to Bank Information page.



Outcome: **Bank Information** page will be displayed.

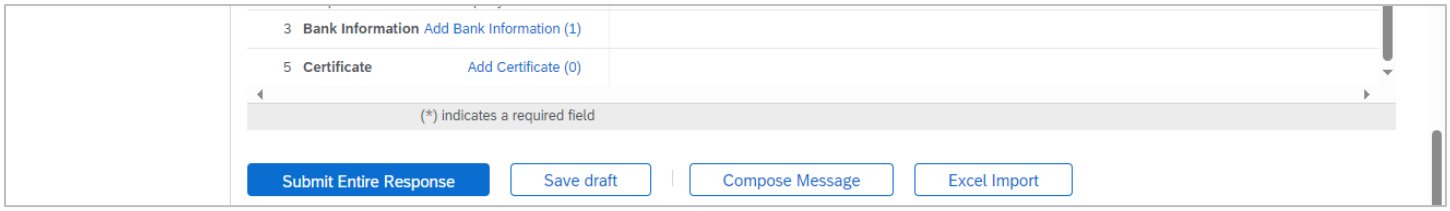


Step 30: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.

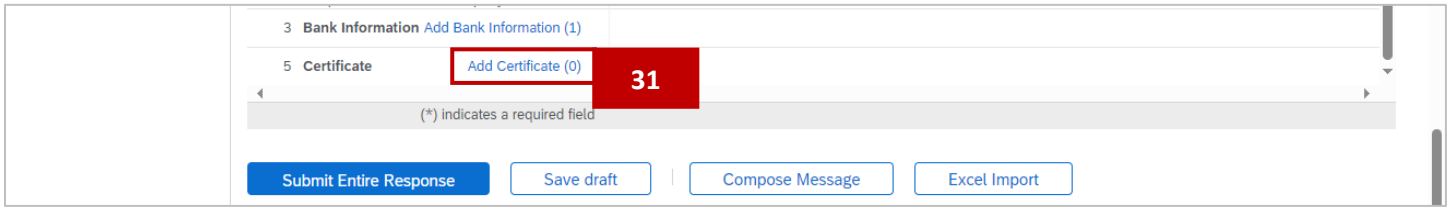


Note: (Optional) If Vendor would like to add another bank information, click on **Add an additional Bank Information** button and **repeat from Step 26 to Step 29**.

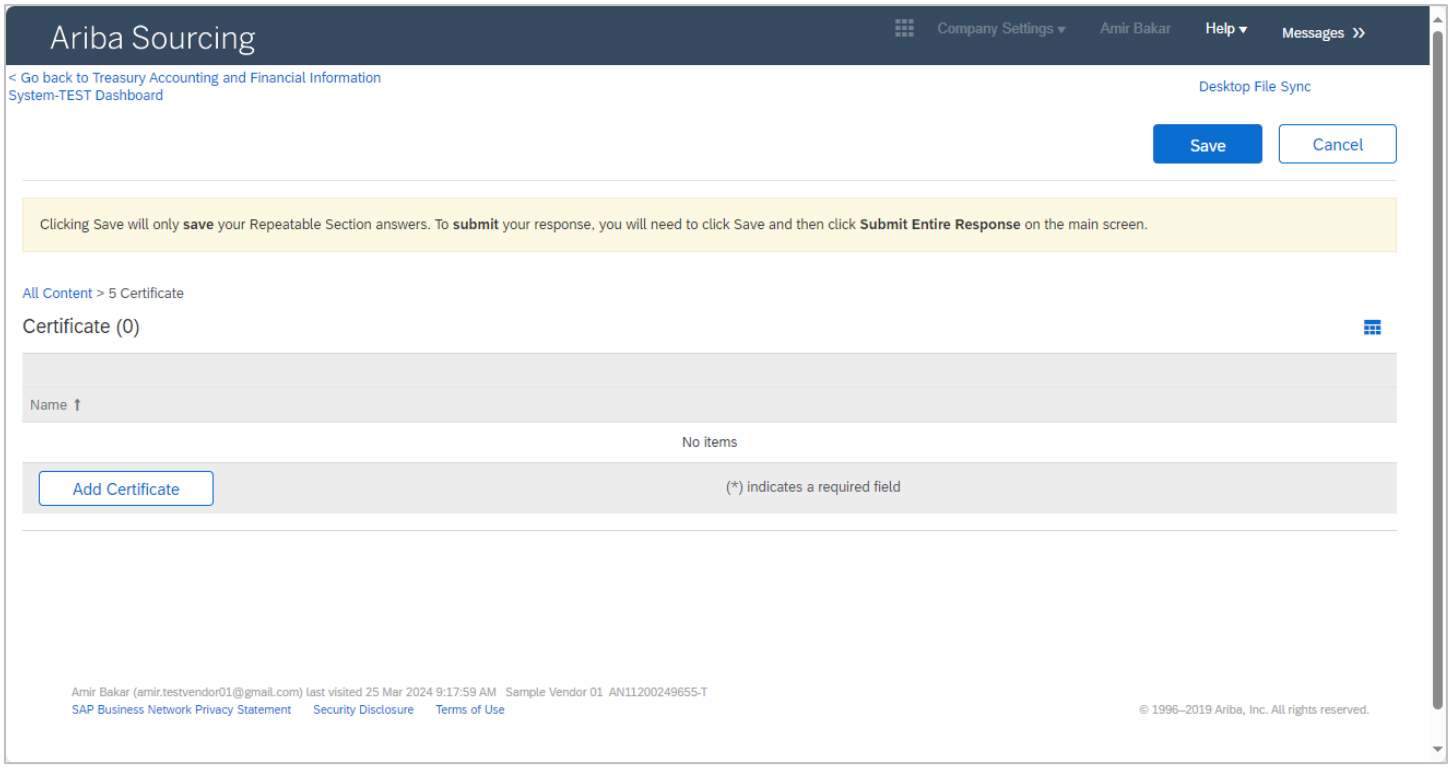
Outcome: Supplier Registration Questionnaire page will be displayed.



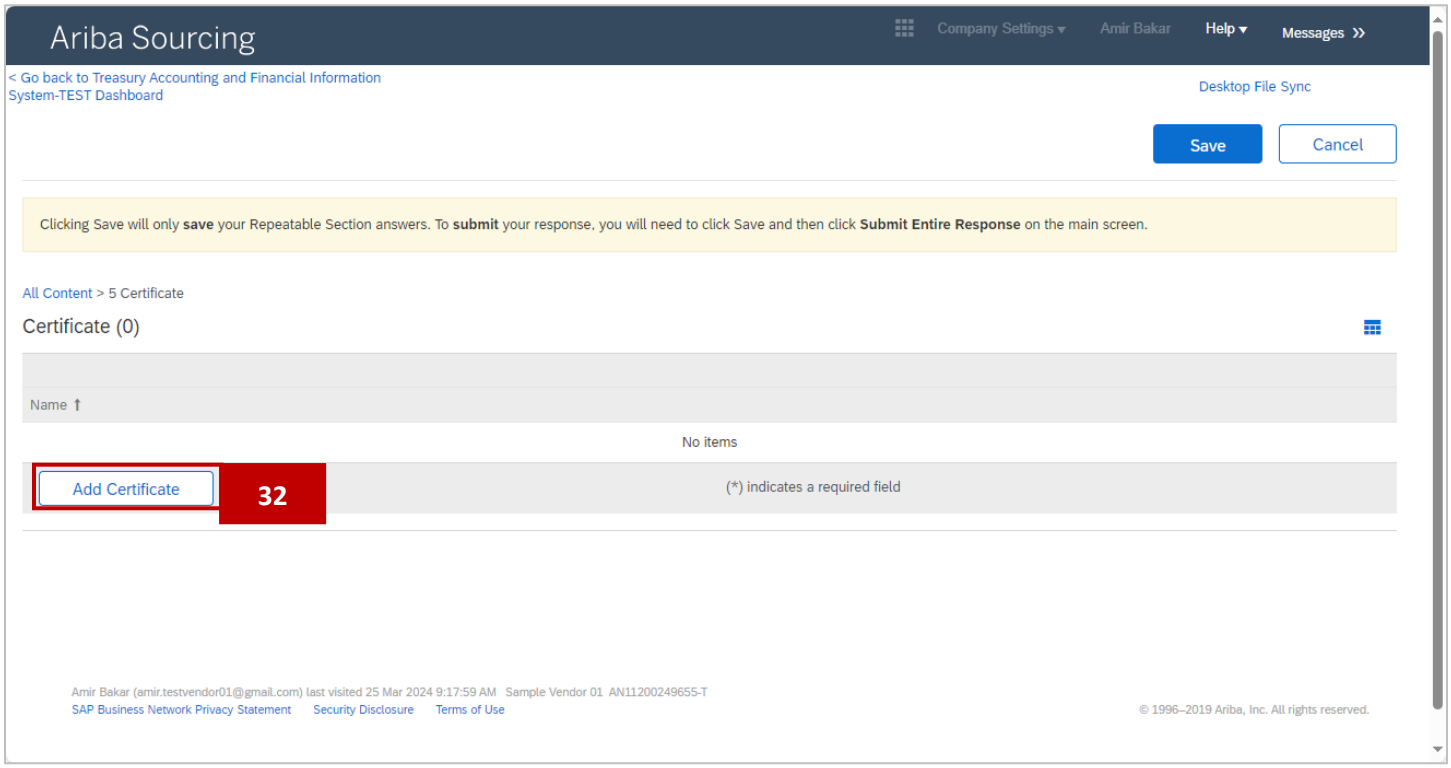
Step 31: Click on **Add Certificate** button. Vendor must enter the relevant certificate details and attach supporting documentation such as Halal Certificate, ABCi / Construction-related Certificate, Training (Learning) Certificate, and ISO Certificates.



Outcome: **Certificate** page will be displayed.

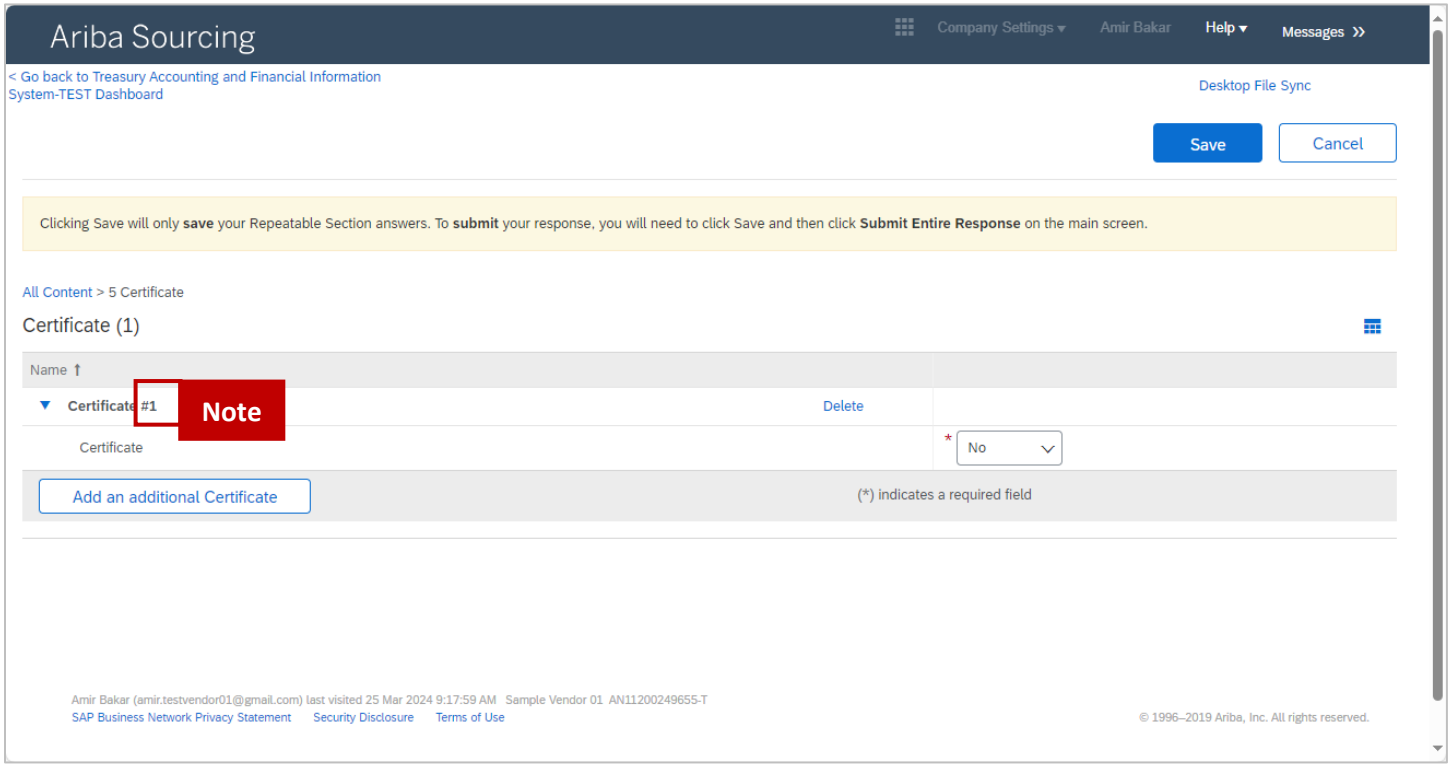


Step 32: Click on **Add Certificate** button.



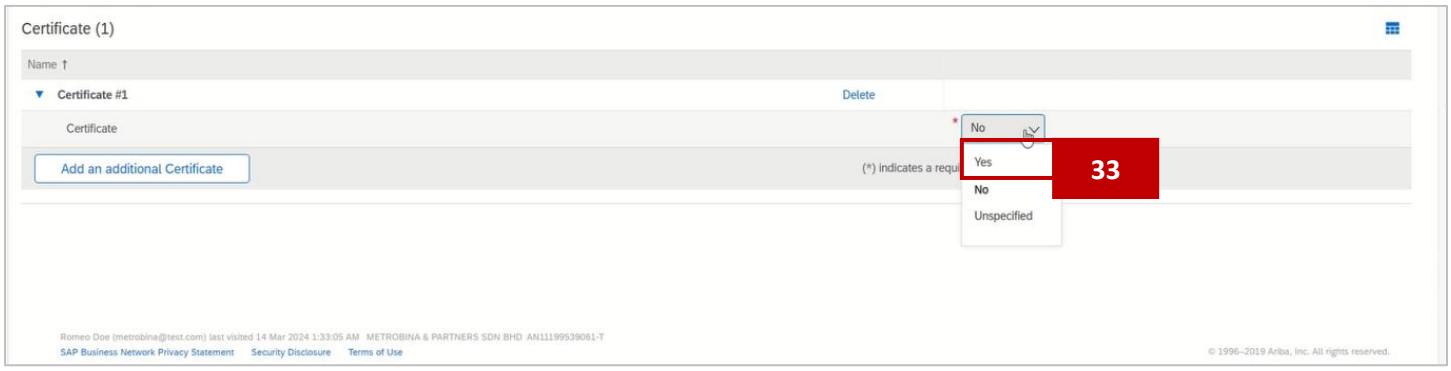
Outcome: **Certificate #1** field will be displayed.

Note: The digit indicates the number of certificates recorded.

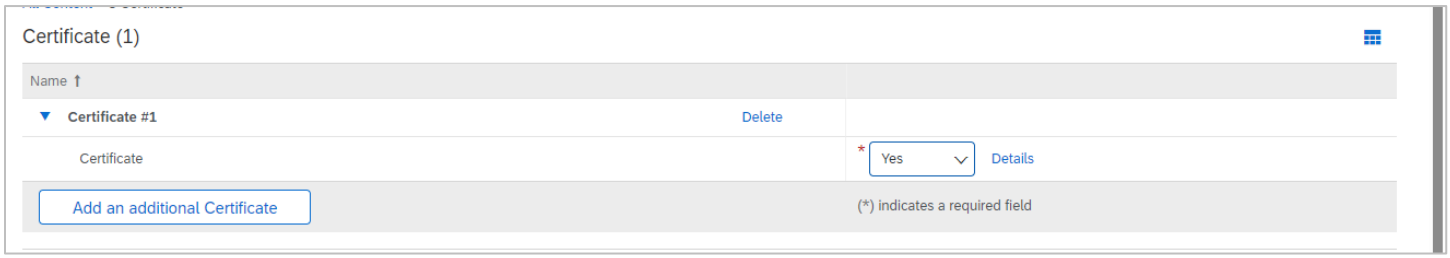


Step 33: Click on Certificate **dropdown** button to select **Yes.**

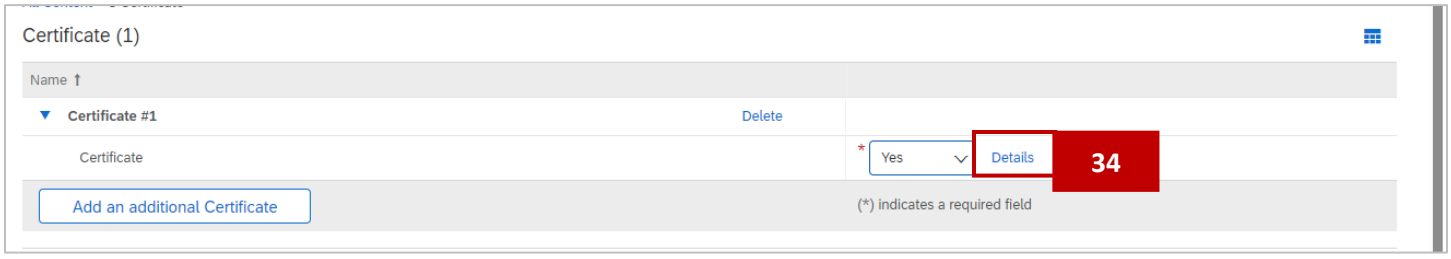
Note: Should there be no certificate applicable for the vendor, select No.



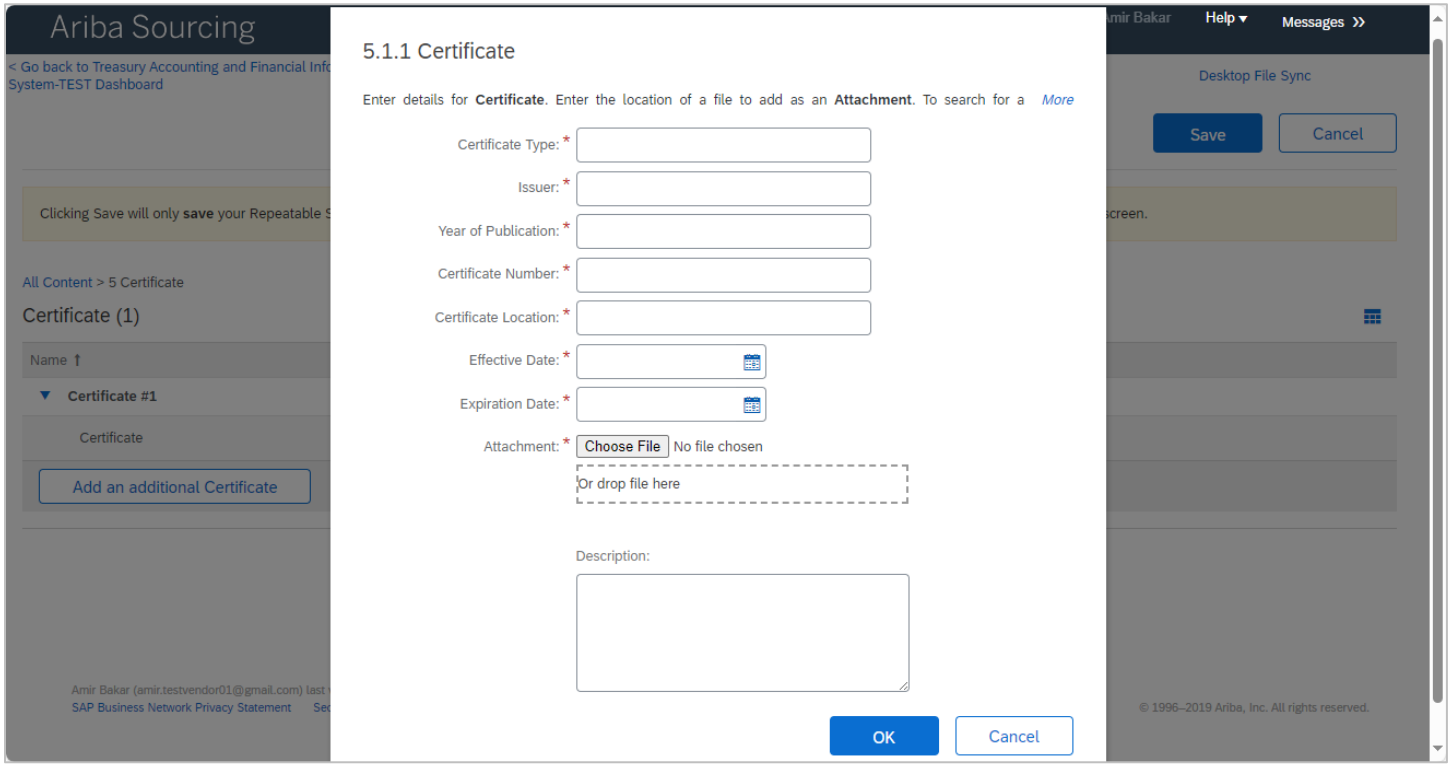
Outcome: **Details** button for **Certificate** will be displayed.



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

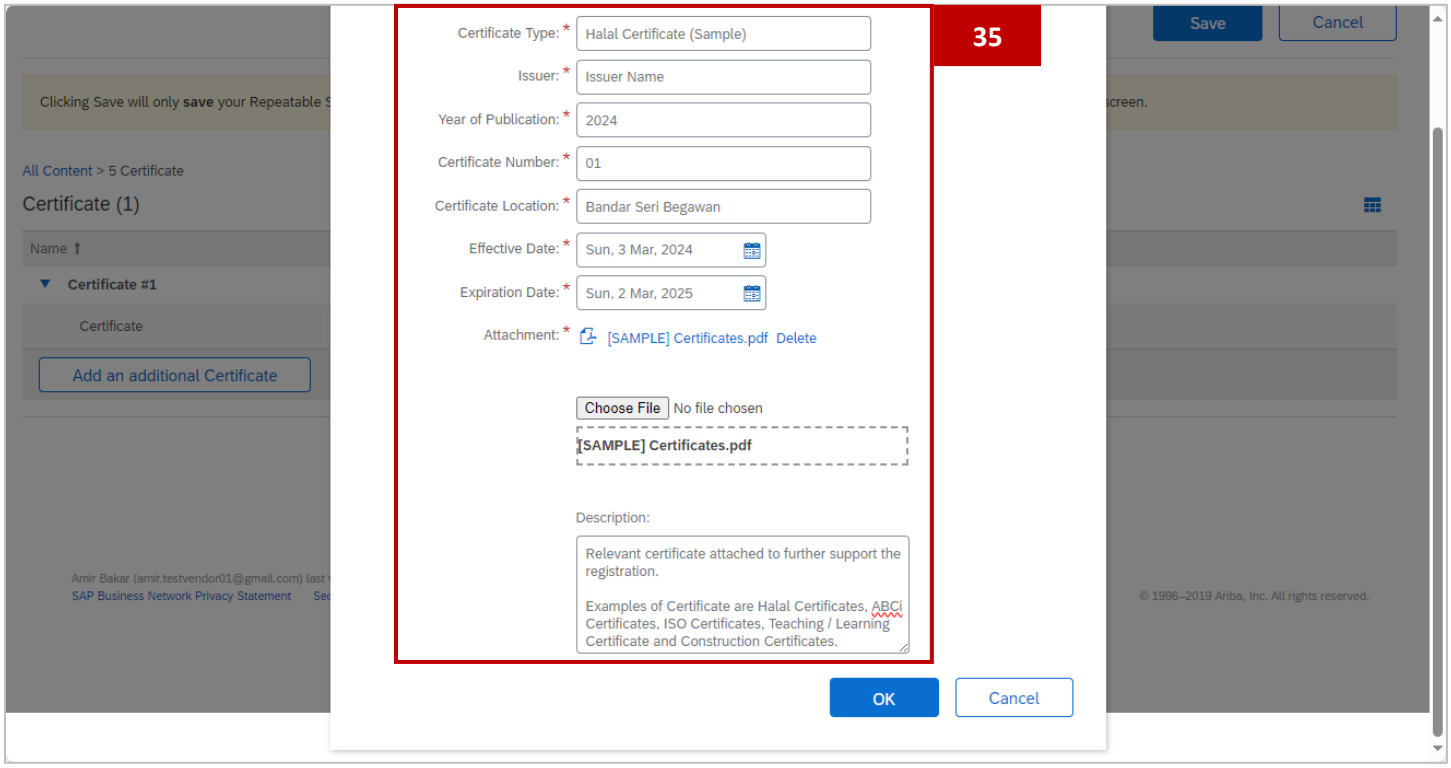


Outcome: **Certificate** pop-up will be displayed.



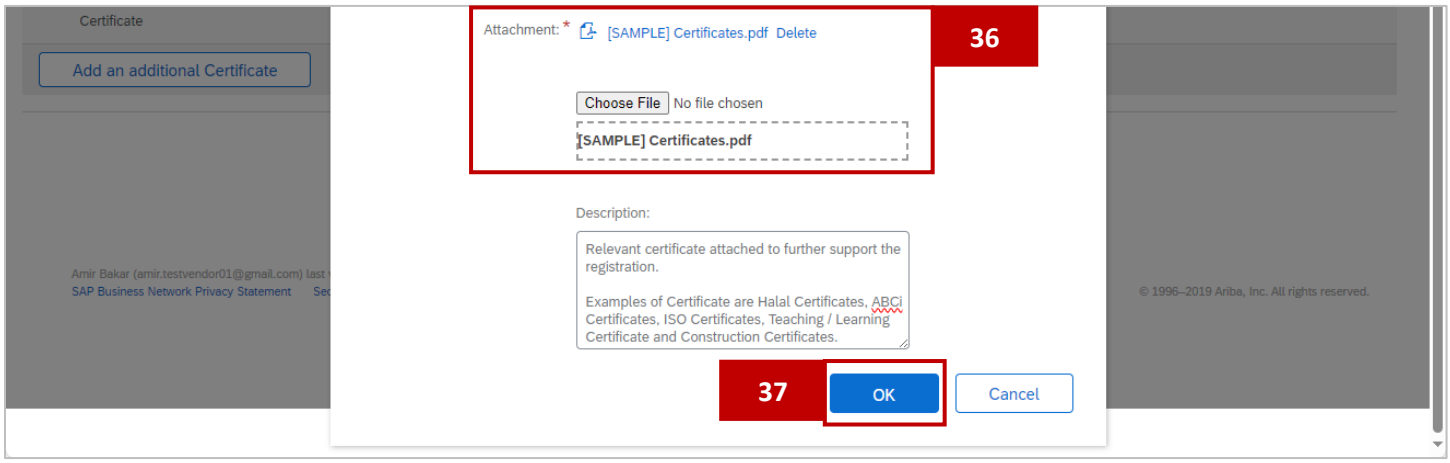
Step 35: Under **Certificate**, Vendor can complete the following fields (where required).

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.

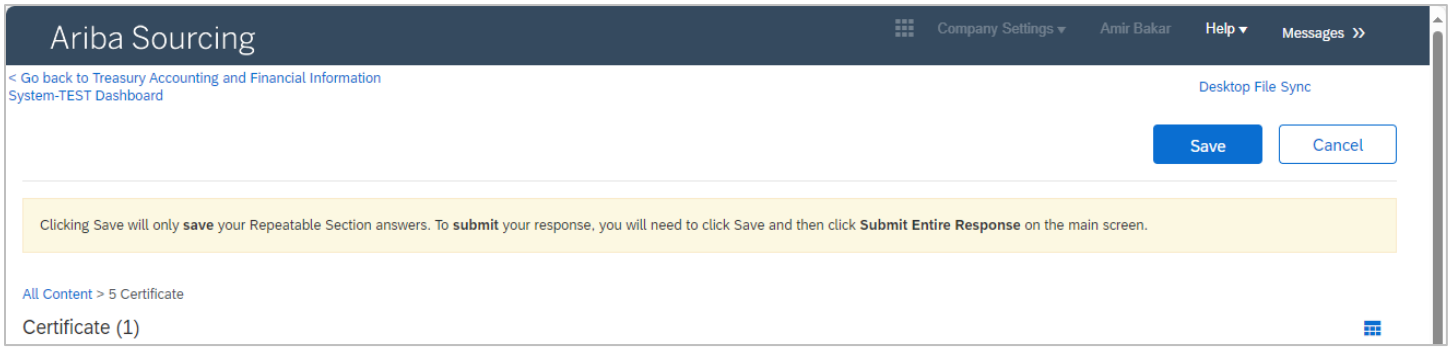


Step 36: Vendor can **either drag and drop** the supporting documentation file **(e.g. Certificate) or** click on the **choose file button** to select the file from their device.

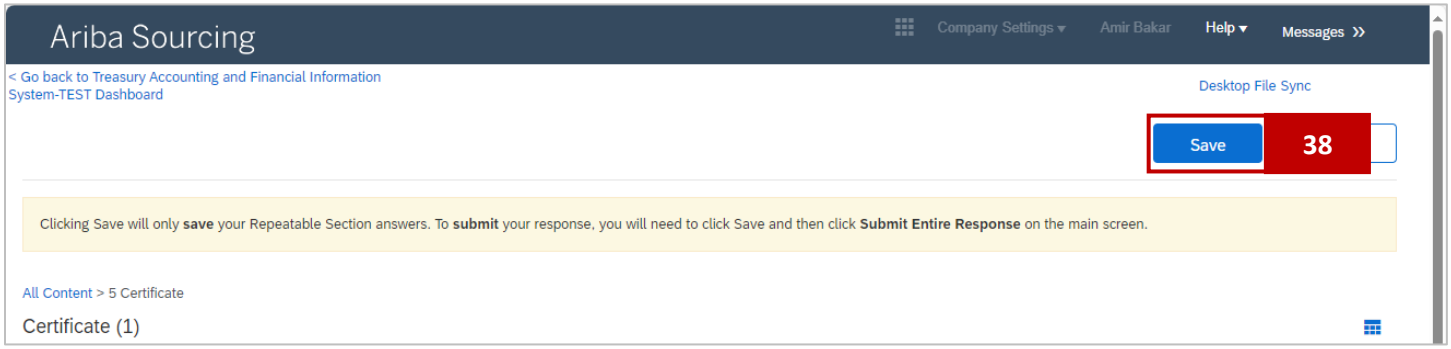
Step 37: Click on **OK** button to confirm and redirect Vendor to Certificate page.



Outcome: **Certificate** page will be displayed.

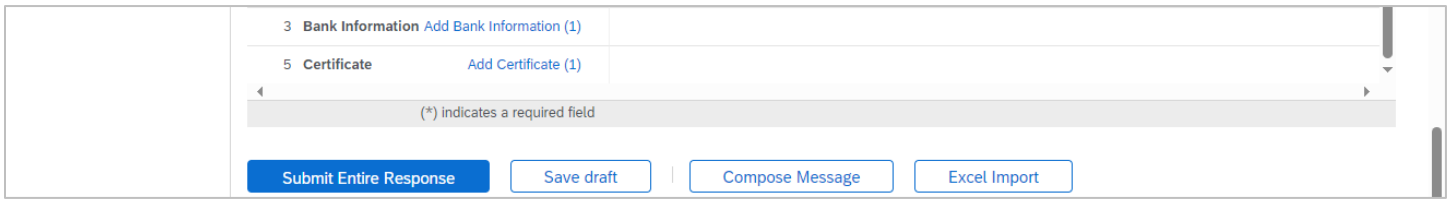


Step 38: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.

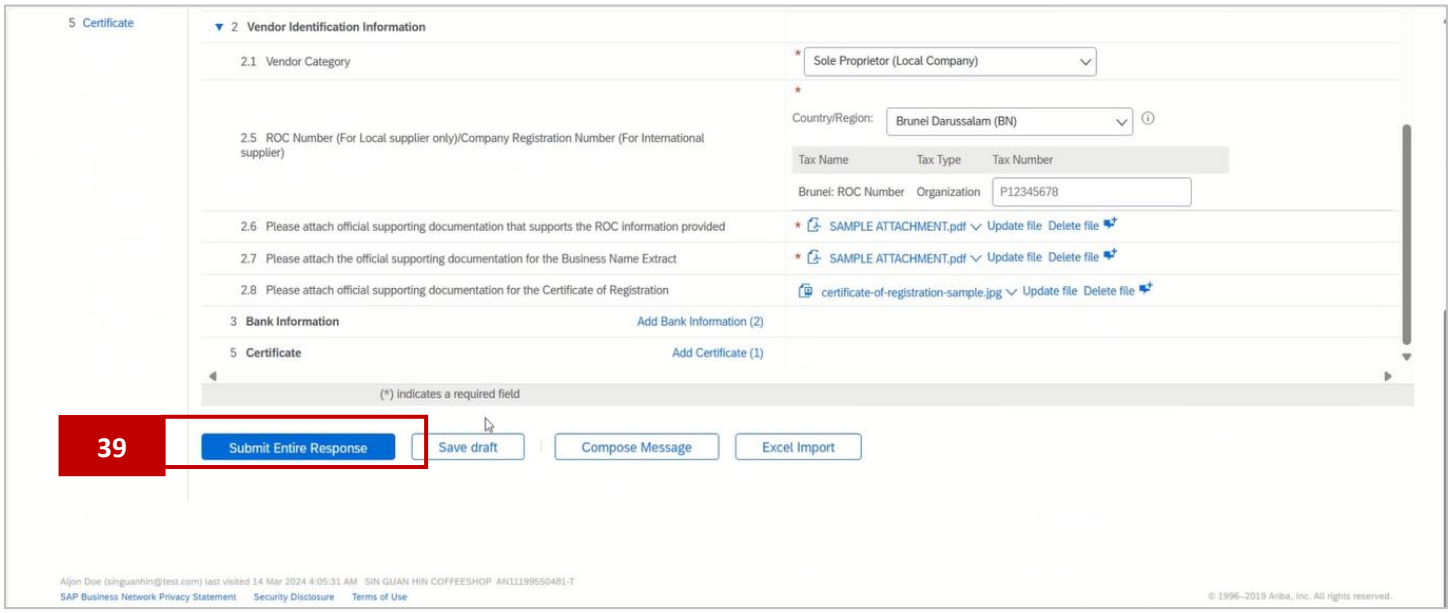


Note: (Optional) If Vendor would like to add another certificate, click on **Add an additional Certificate** button and **repeat from Step 32 to Step 37**.

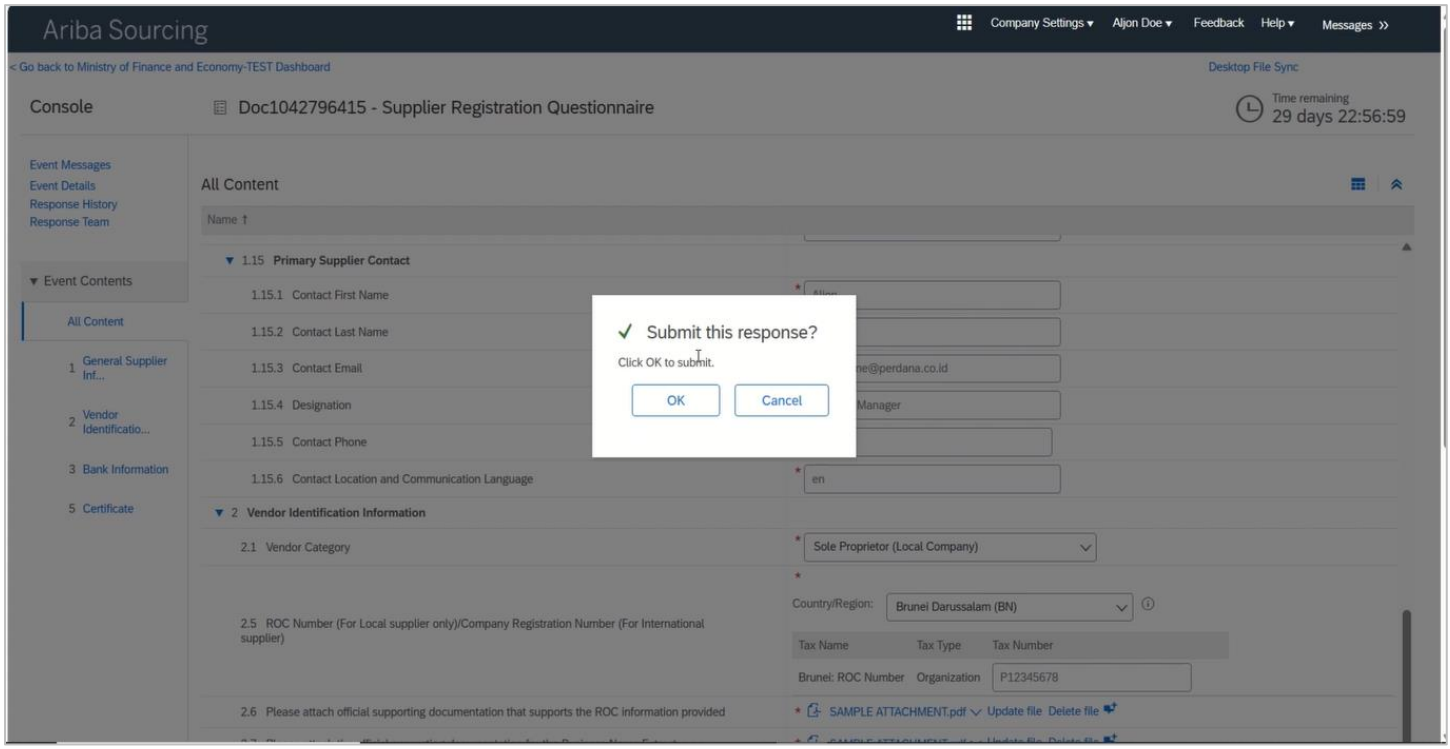
Outcome: Supplier Registration Questionnaire page will be displayed.



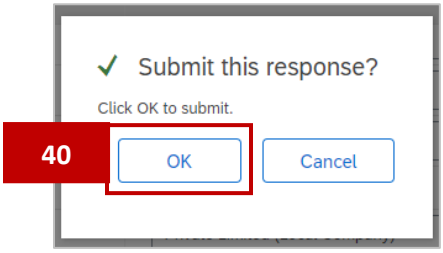
Step 39: User to **review** the information inserted in the **Supplier Registration Questionnaire** and click on **Submit Entire Response** button to proceed.



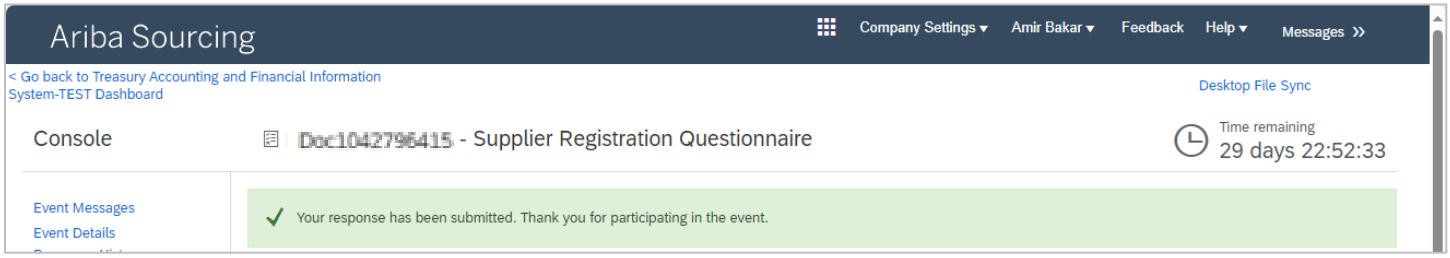
Outcome: **Submission confirmation** pop-up will be displayed.



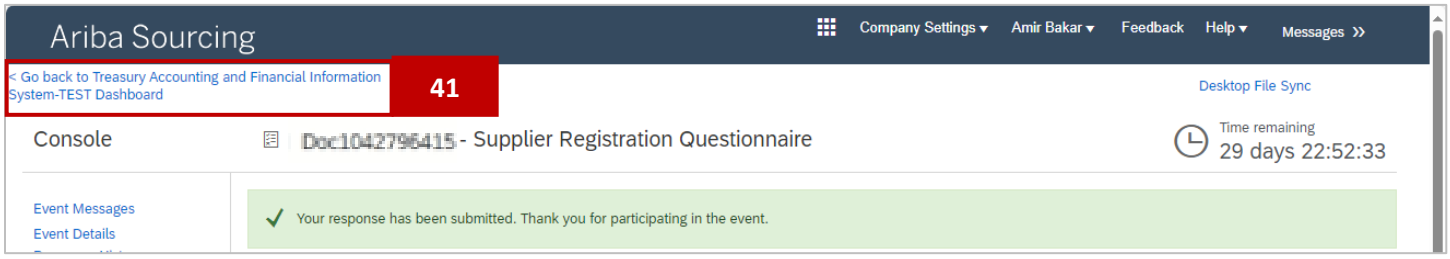
Step 40: Click on **OK** button to proceed.



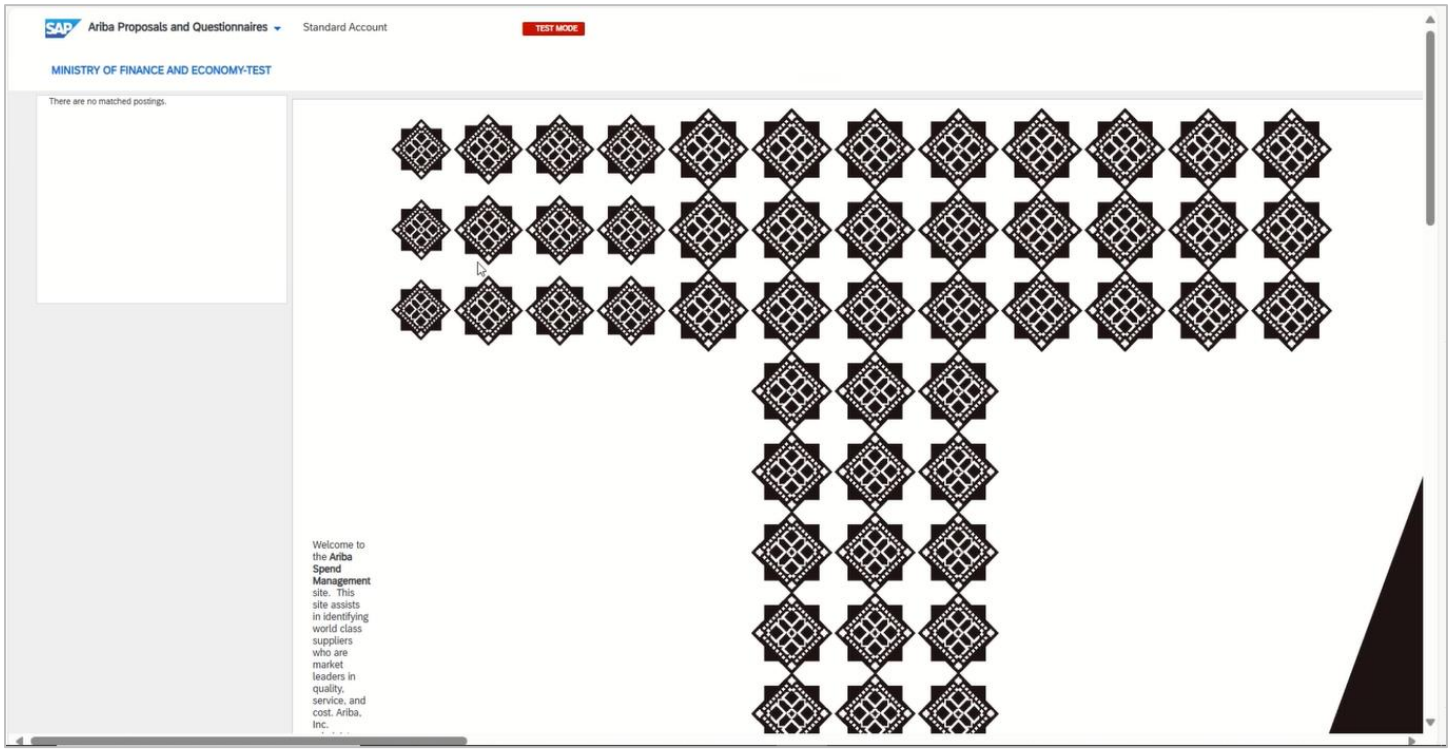
Outcome: **Supplier Registration Questionnaire** has been submitted for approval.



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

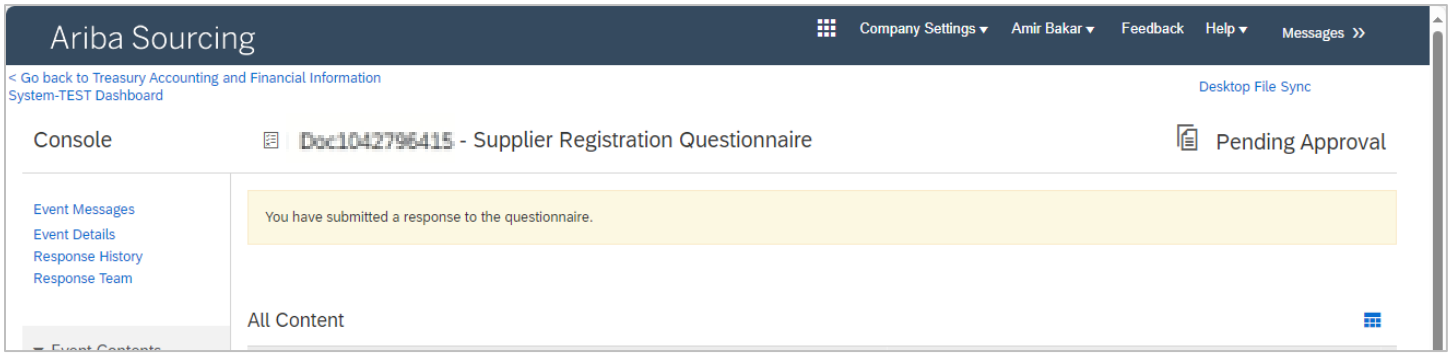


Outcome: **Ariba Proposals and Questionnaire** page will be displayed.

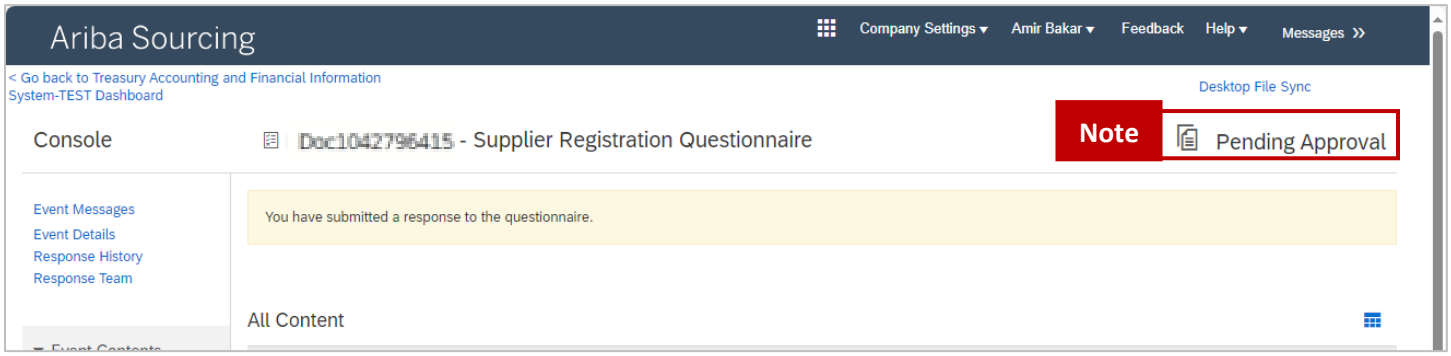


Step 42: Scroll down the page. Under **Registration Questionnaires** section, click on **Supplier Registration Questionnaire** to view the details of submitted form.

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



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



3.1.7 Supplier Information Update

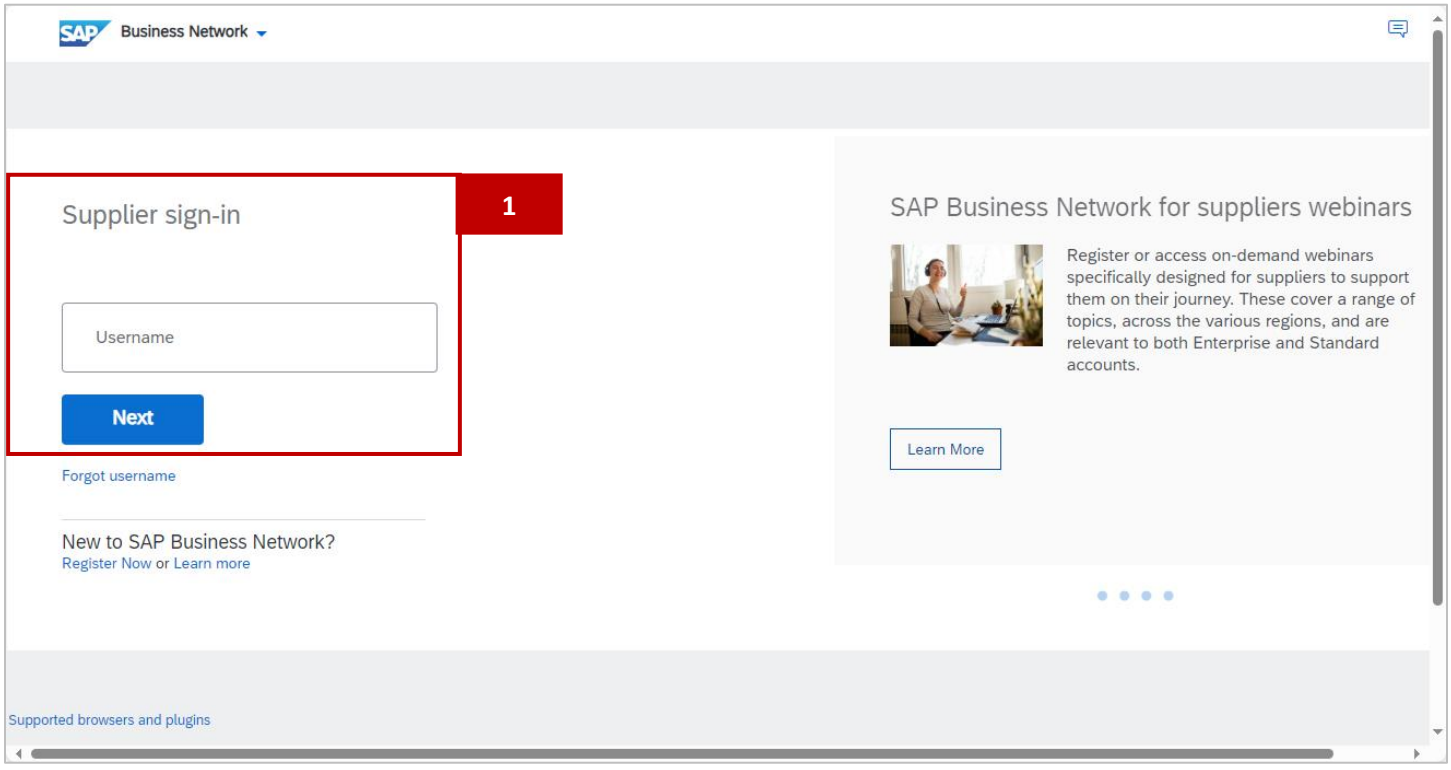
Should a Vendor would like to update their contact or business information (ROC number / documentation and bank information), the Vendor only need to login to their Supplier Business Network Account, navigate to their Ariba Proposals and Questionnaire page and update their information via the Supplier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

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

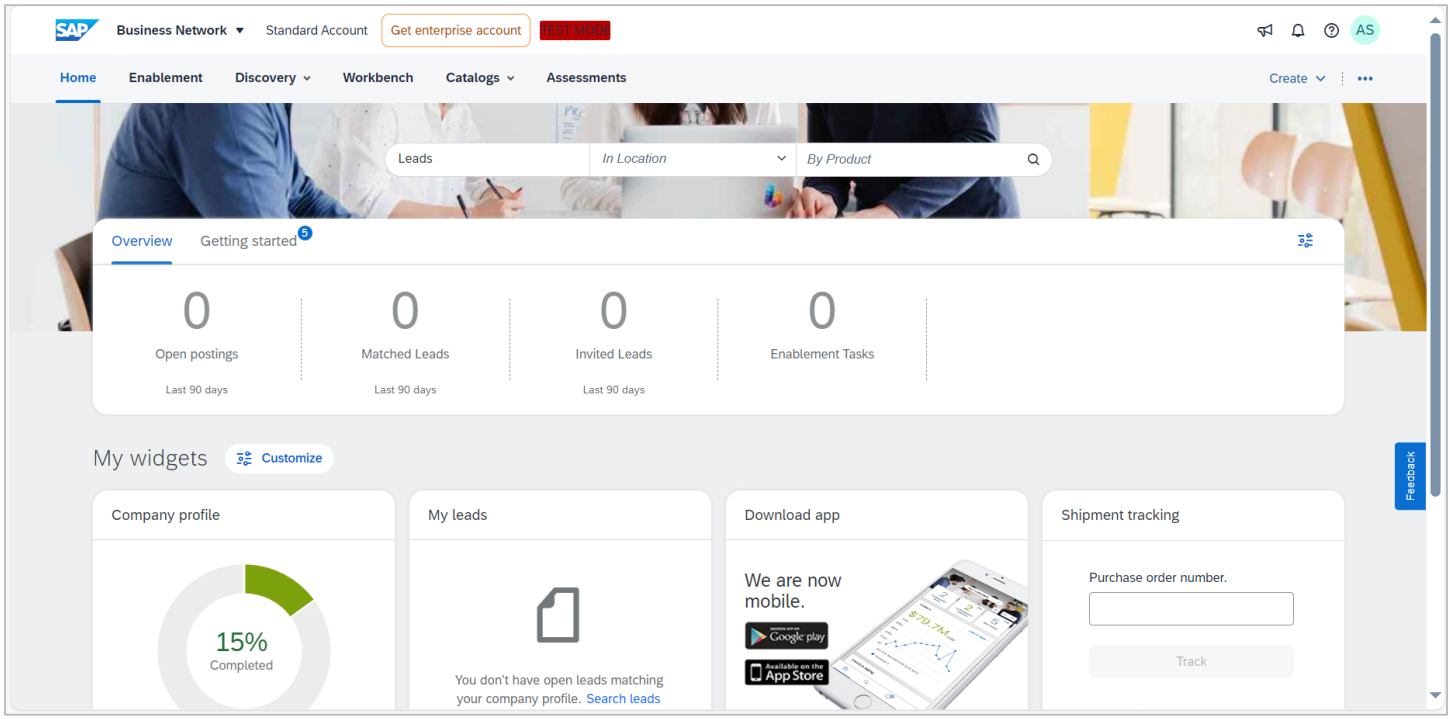
Step 1: Login to **Supplier Business Network** account from Internet browser.

Note:

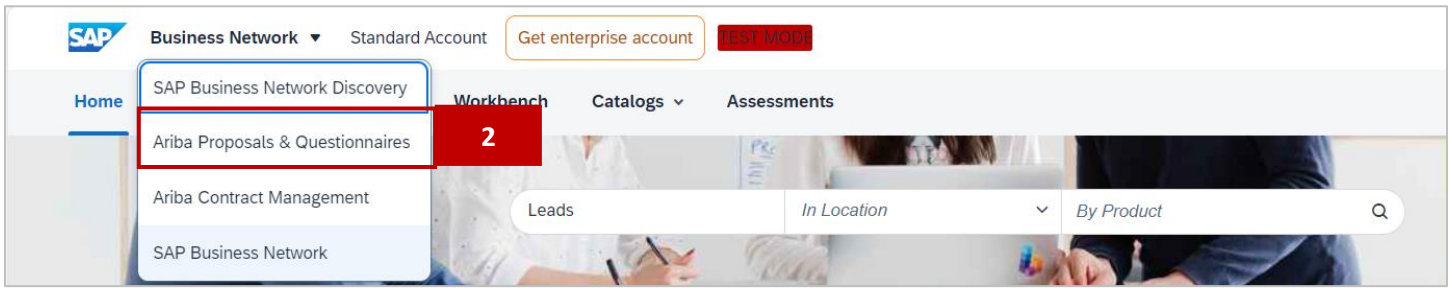
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



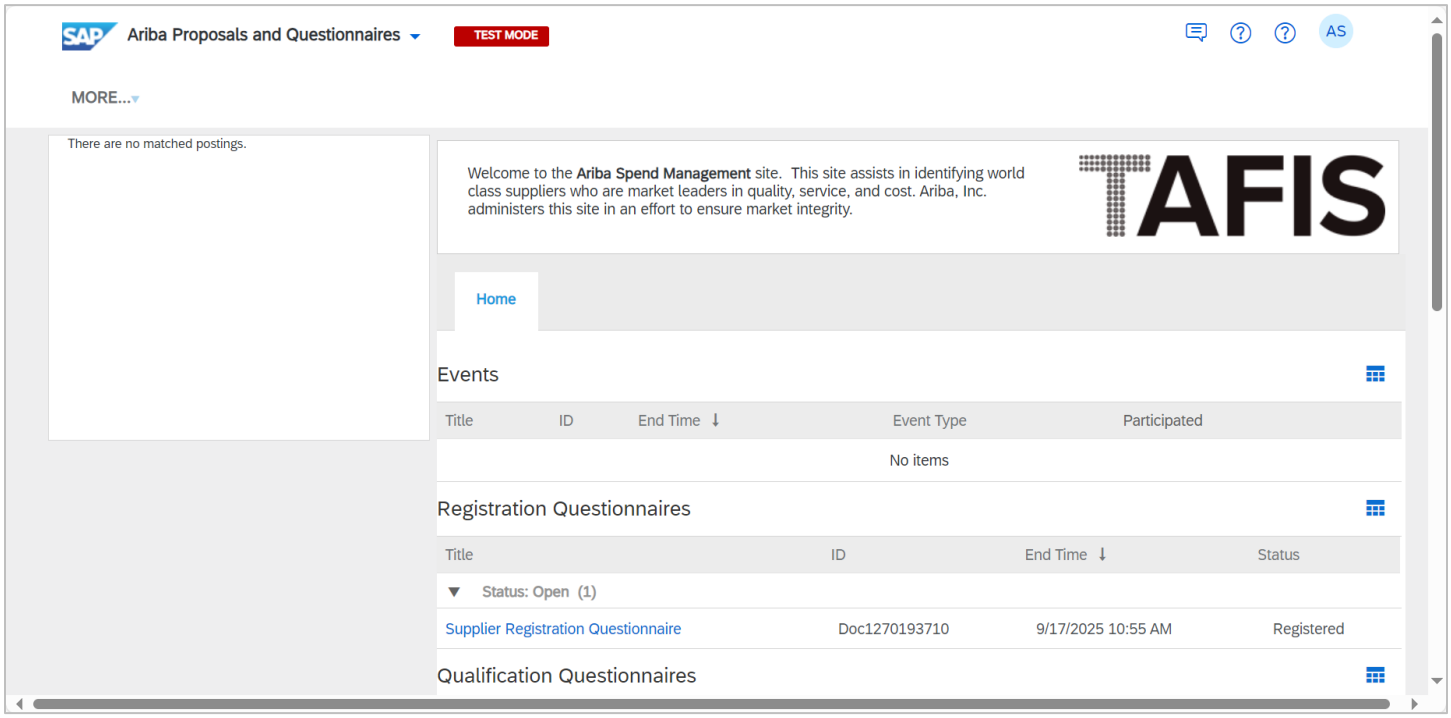
Outcome: Dashboard (Homepage) will be displayed.



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

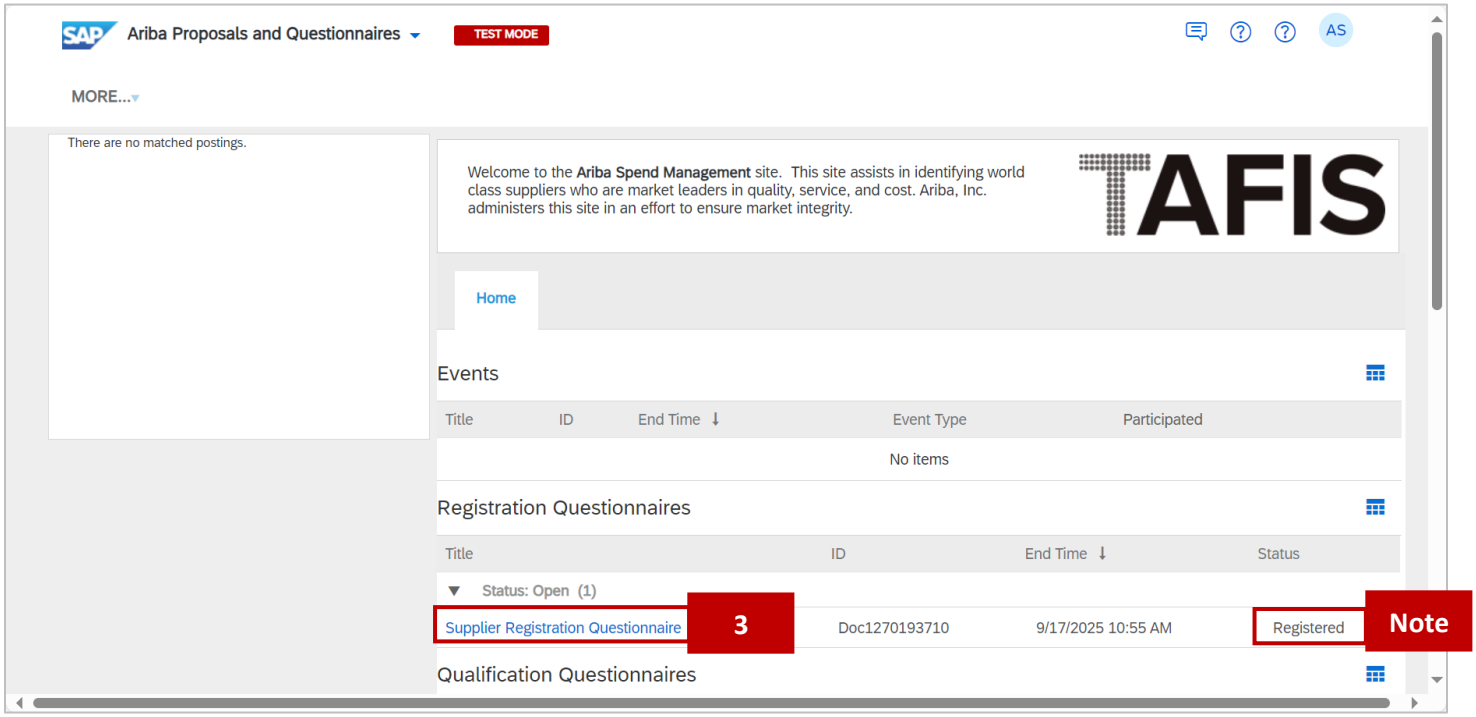


Outcome: SAP **Ariba Proposals & Questionnaire** page will be displayed.

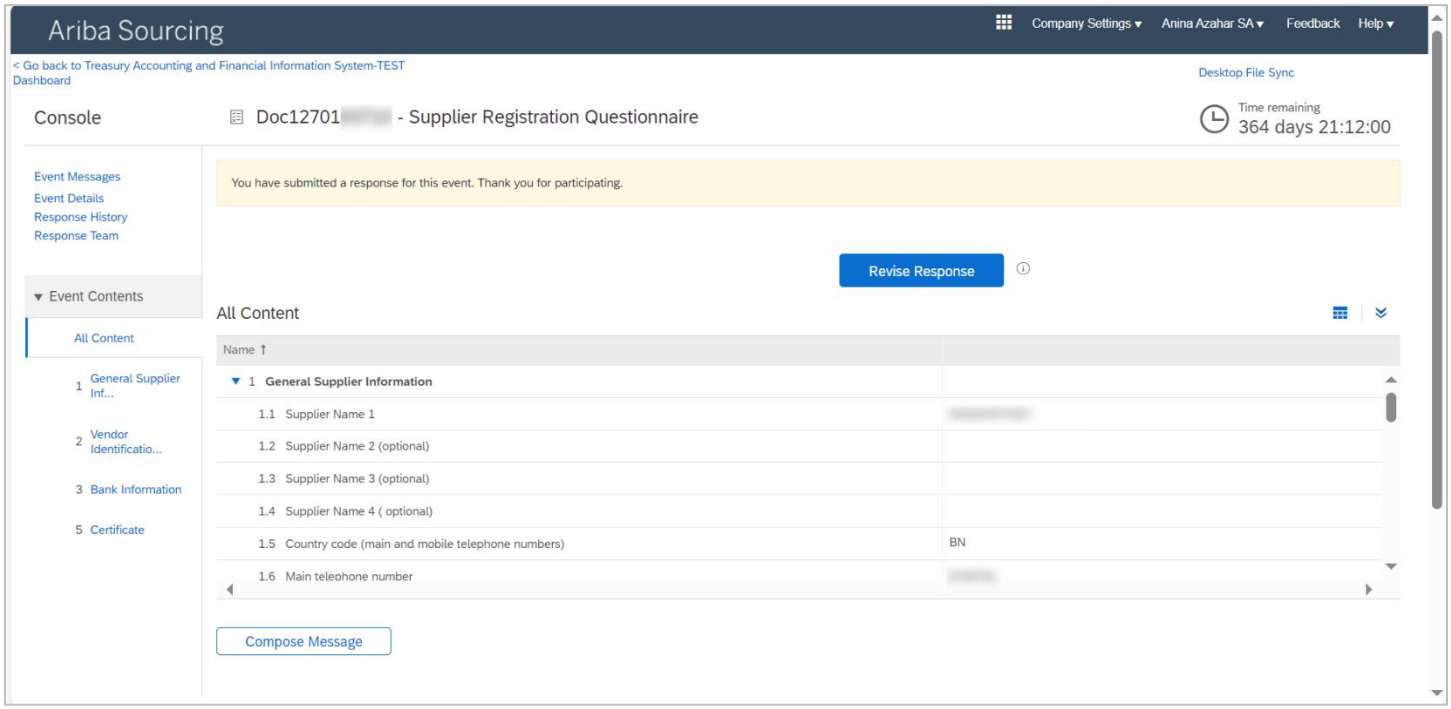


Step 3: Scroll down the page and under Registration Questionnaire section, click on Supplier Registration Questionnaire.

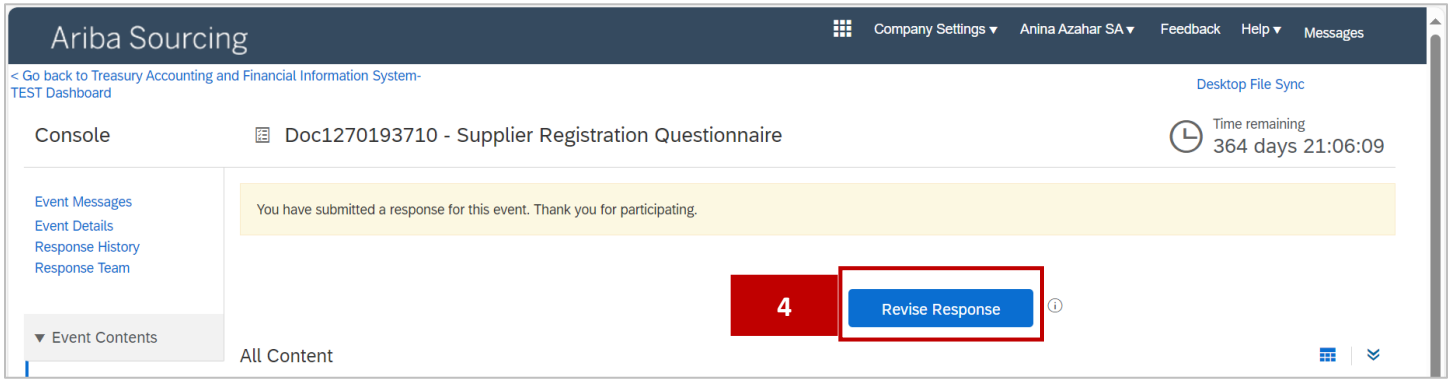
Note: Supplier Registration Questionnaire status, '**Registered'** means the Vendor (business / organization) is registered in Government Vendor Portal (GVP).



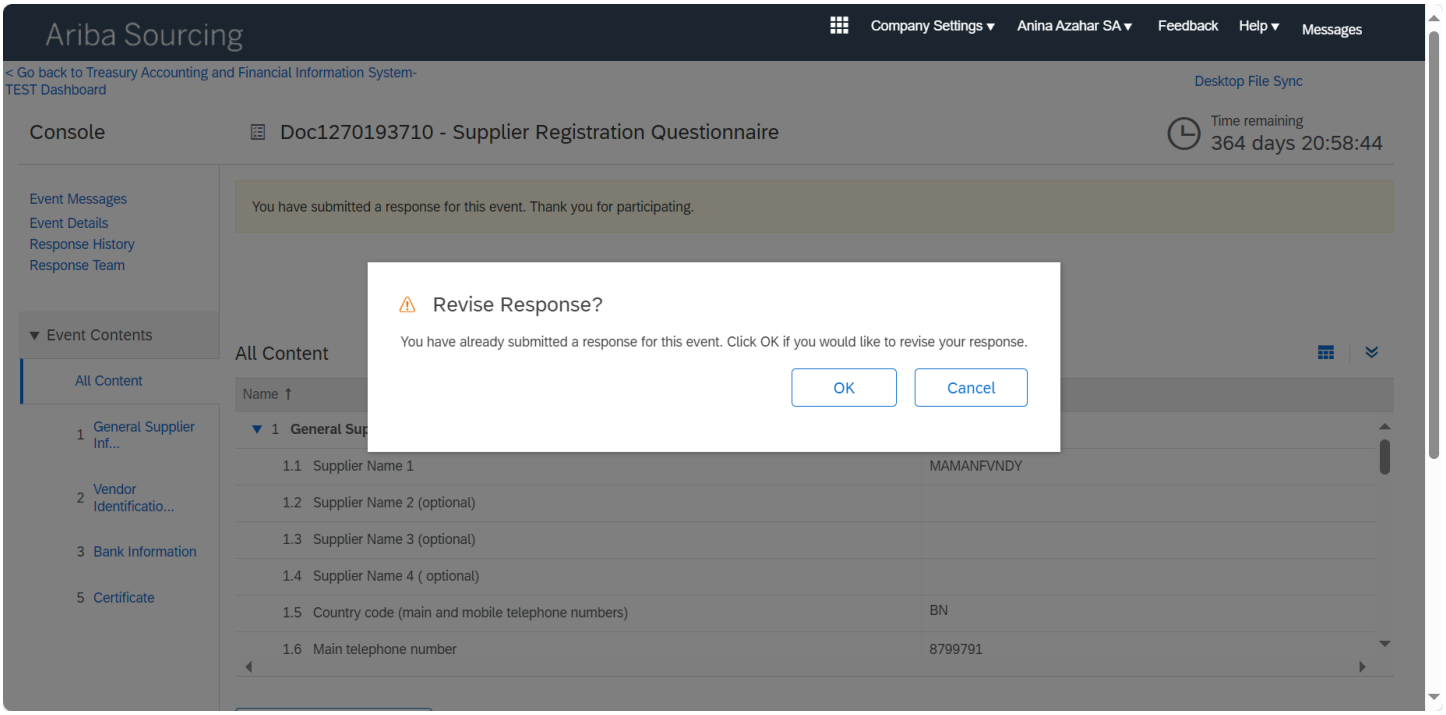
Outcome: Supplier Registration Questionnaire page will be displayed.



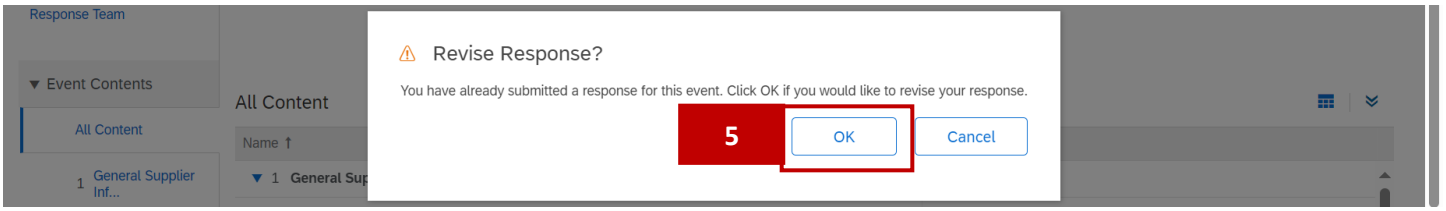
Step 4: Click on **Revise Response** button.



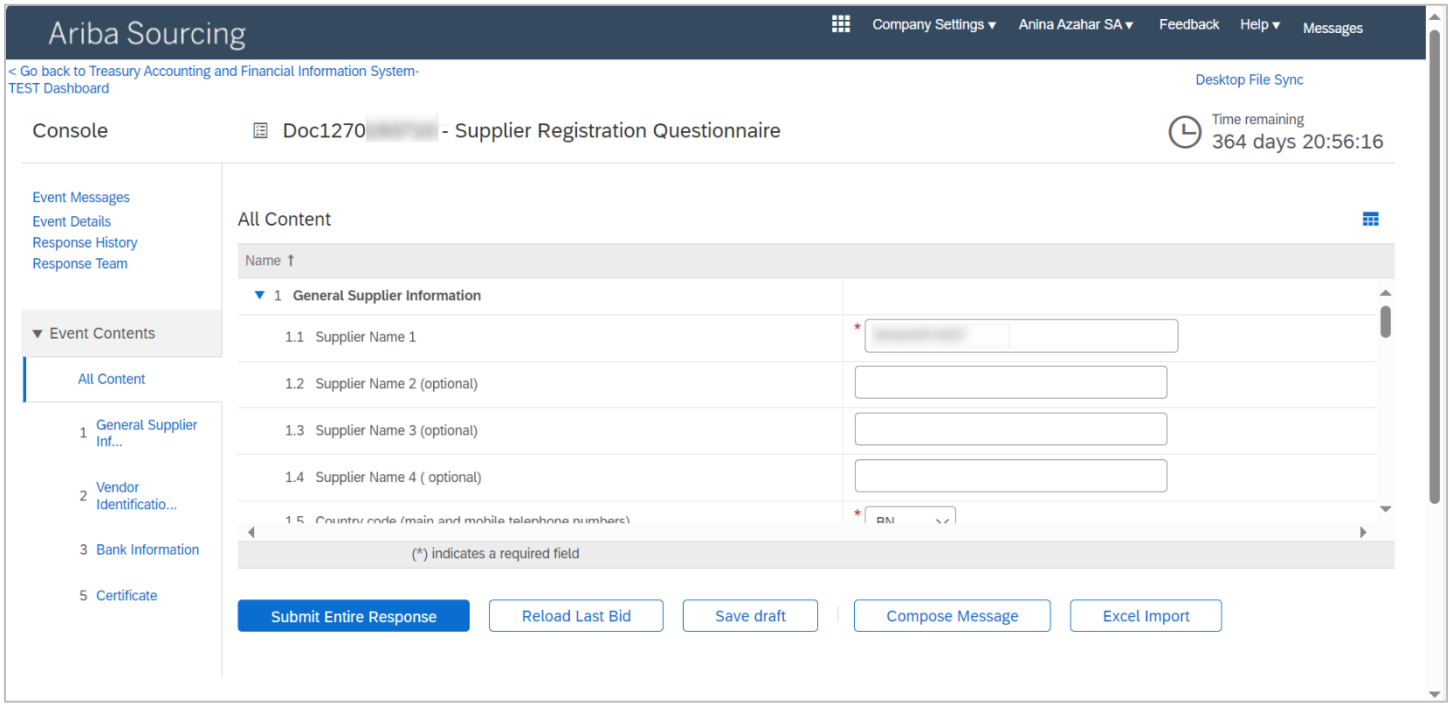
Outcome: **Revise Response** pop-up will be displayed.



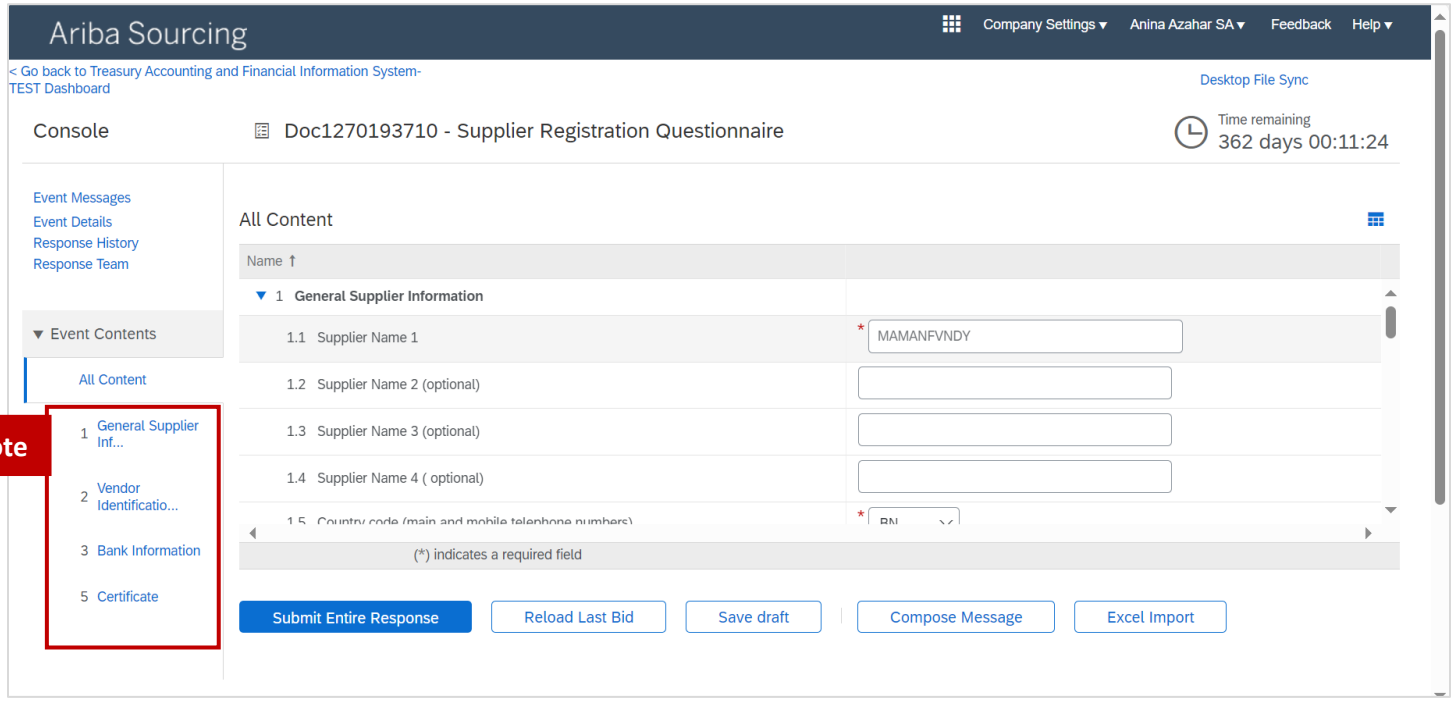
Step 5: Click on **OK** button to proceed with updating contact or business information.



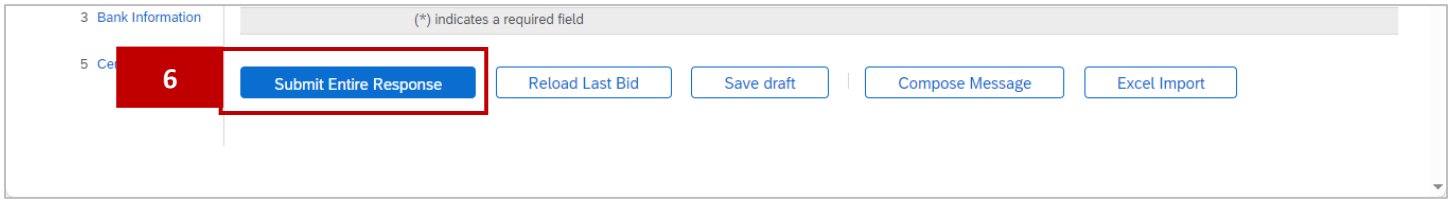
Outcome: **Supplier Registration Questionnaire** (editable fields) page will be displayed.



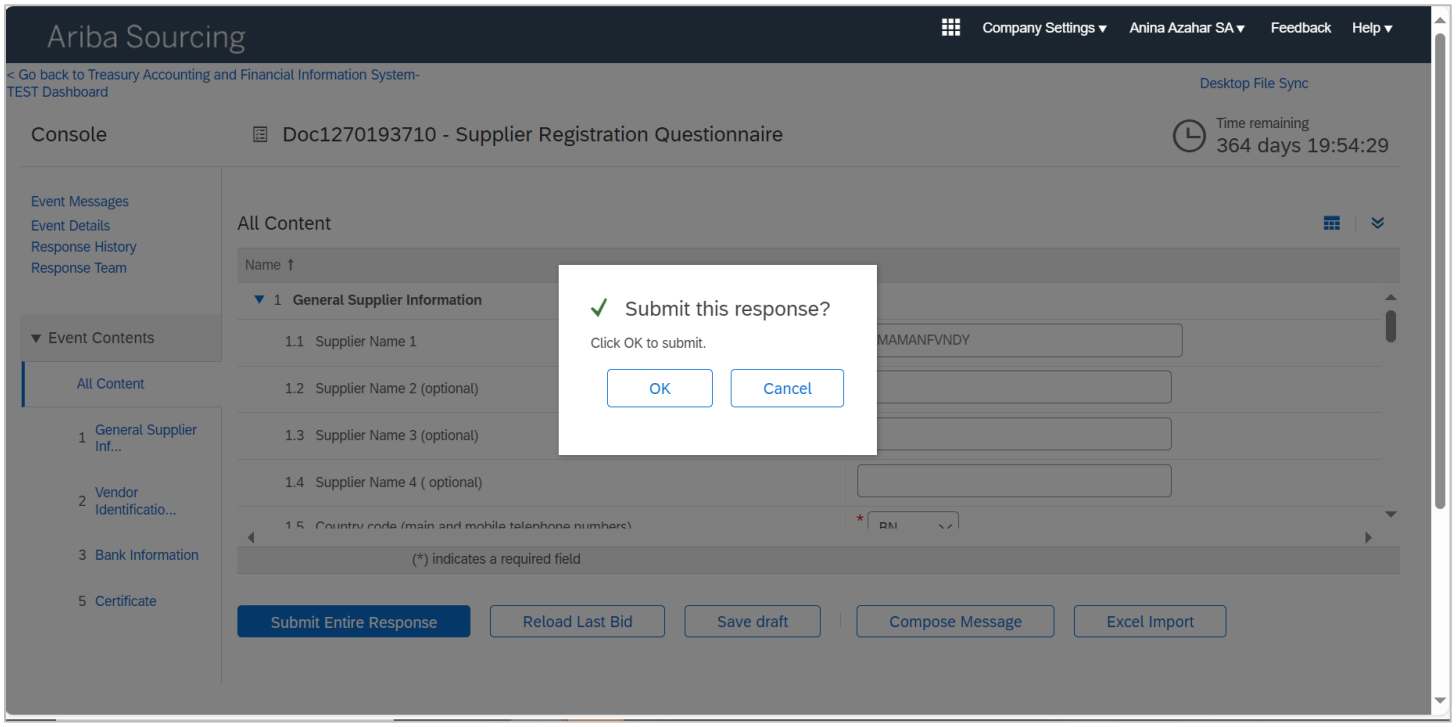
Note: Vendor can navigate across multiple sections of the questionnaire by clicking on the respective tabs at the left of their screen.



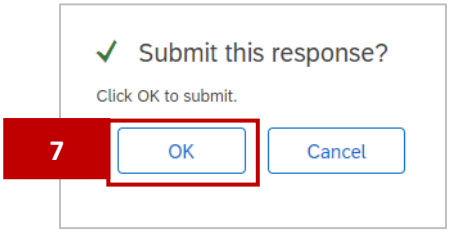
Step 6: Click on **Submit Entire Response** button should the Vendor has performed all the necessary updates including upload of correct attachments (if applicable).



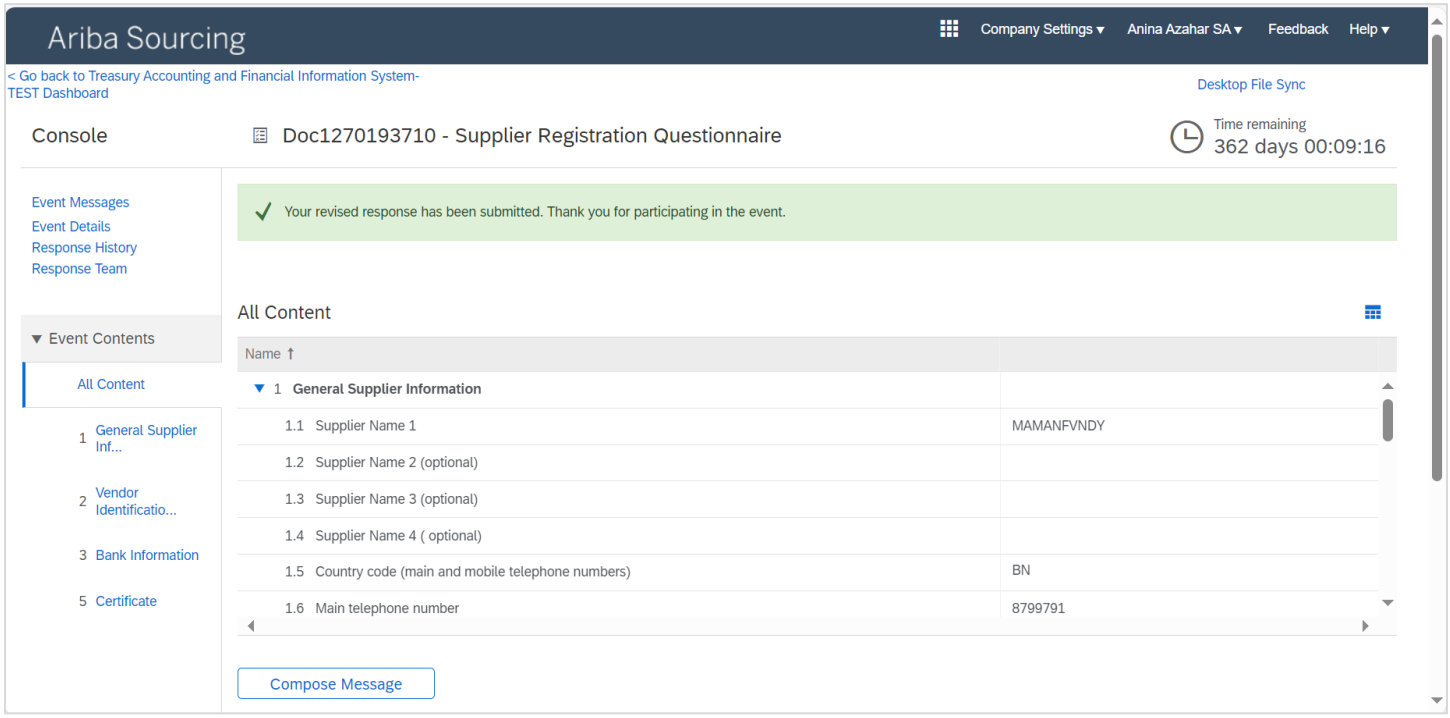
Outcome: **Submission confirmation** pop-up will be displayed.



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



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



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.

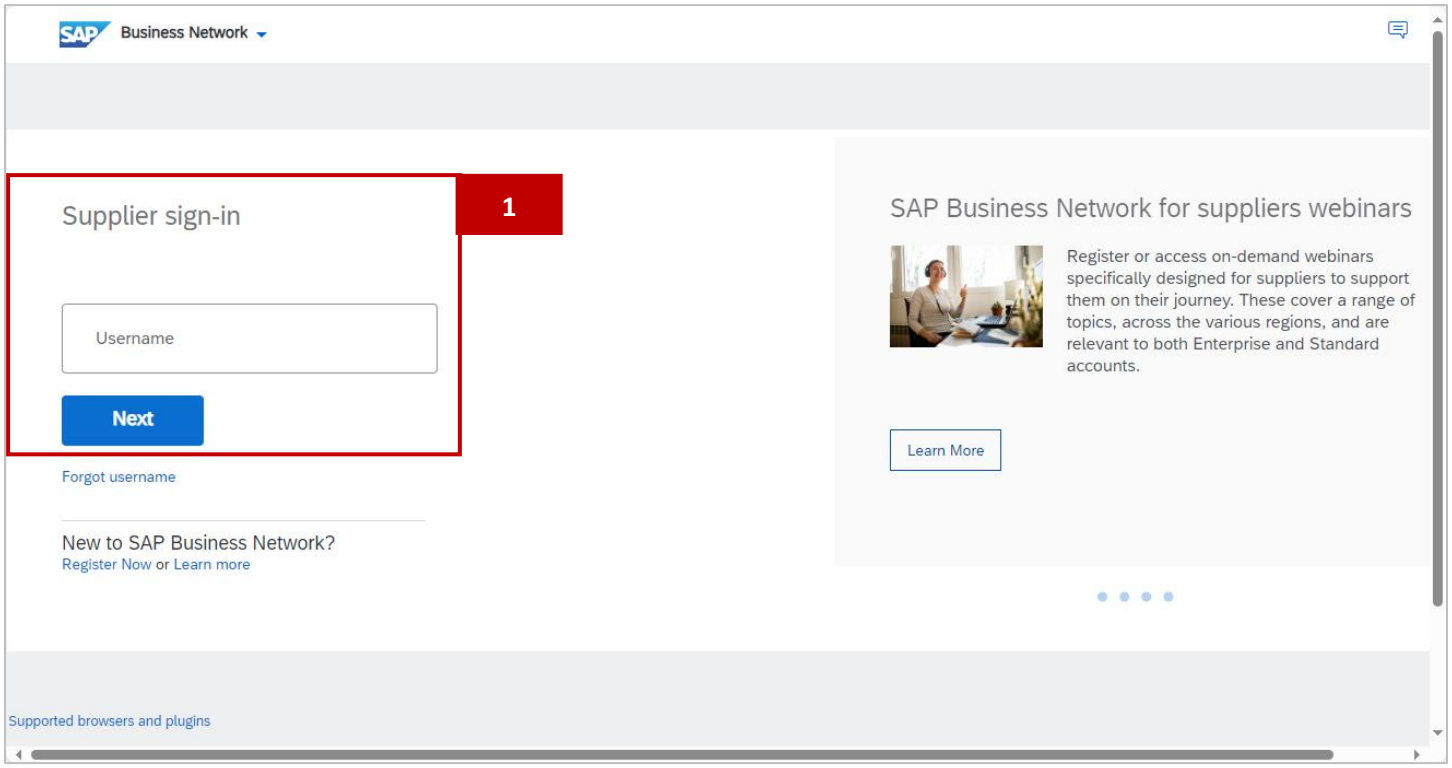
- Brunei Halal Certificate,
- ISO 31000 (Risk Management) Certificate,
- Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development (MOD).

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

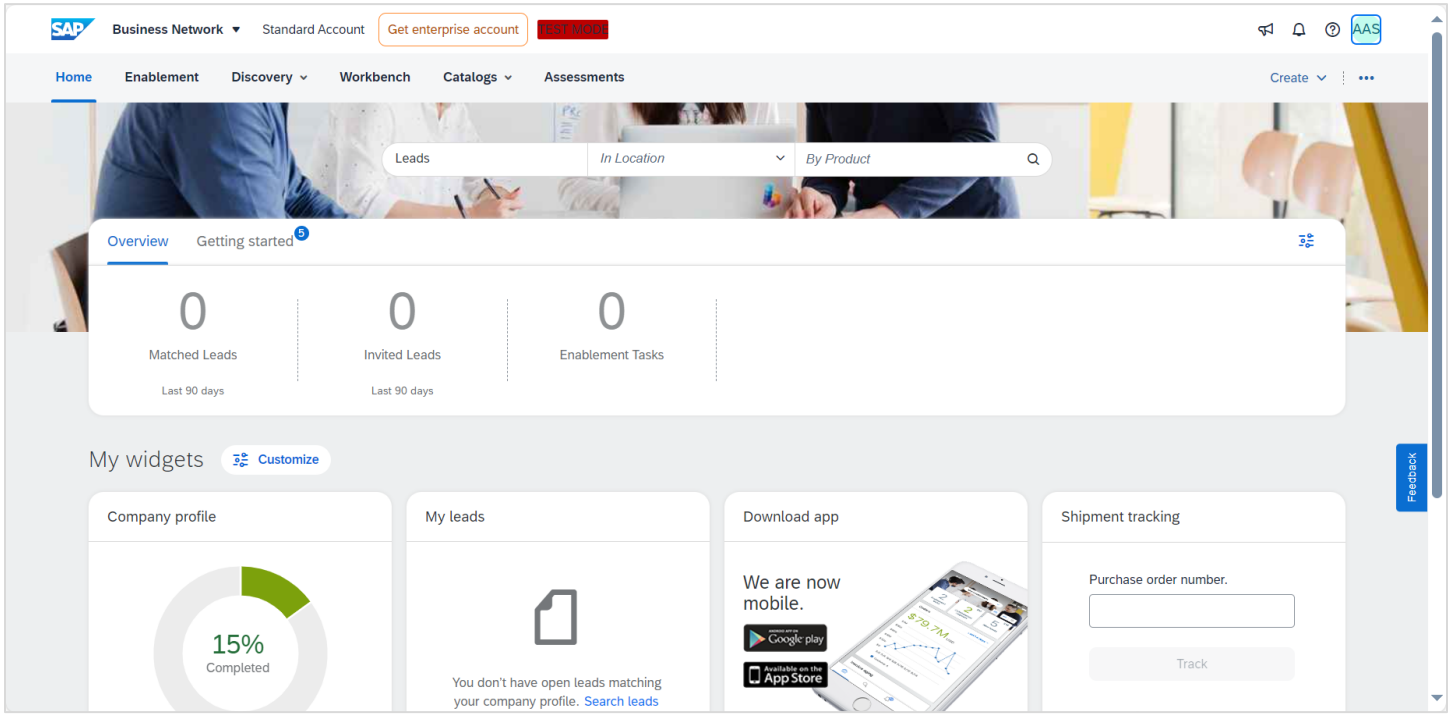
Step 1: Login to **Supplier Business Network** account from Internet browser.

Note:

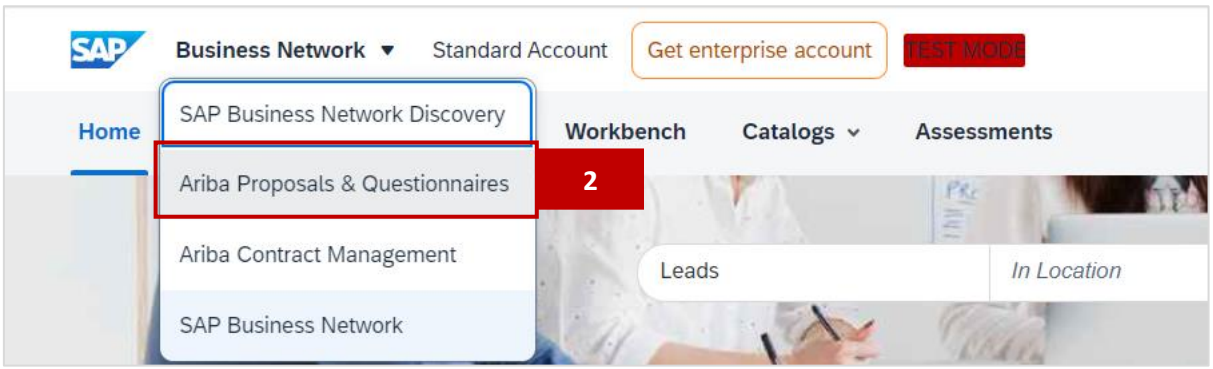
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



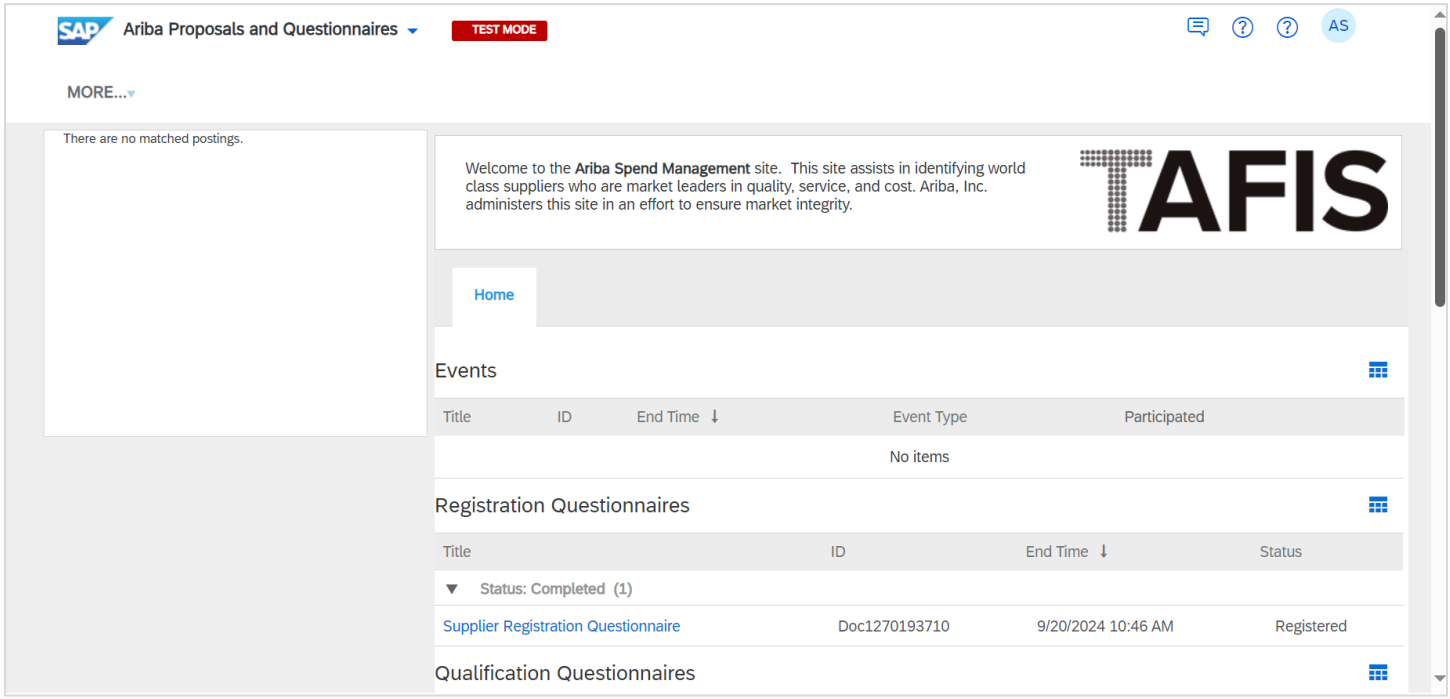
Outcome: Dashboard (Homepage) will be displayed.



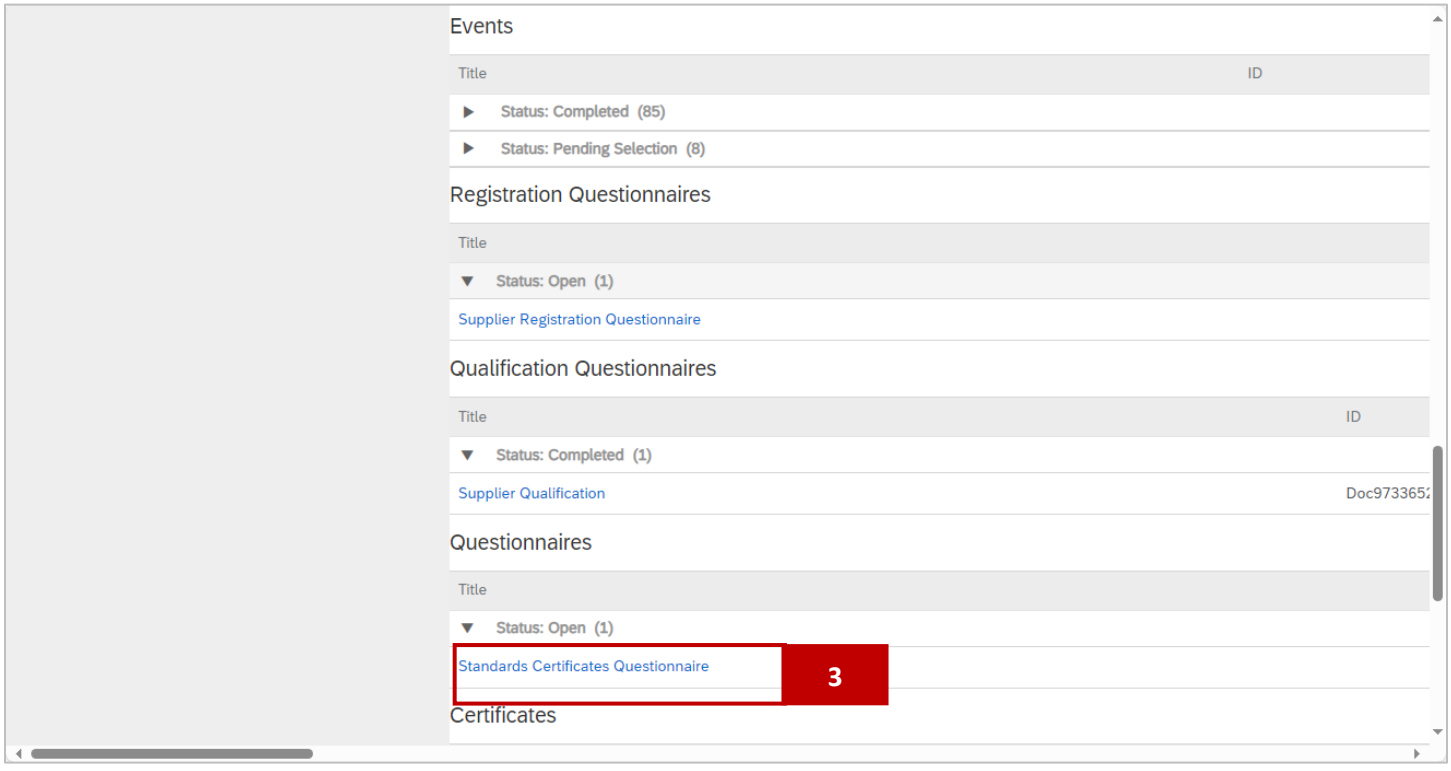
Step 2: Click on **dropdown** button to select **Ariba Proposals & Questionnaire** page.



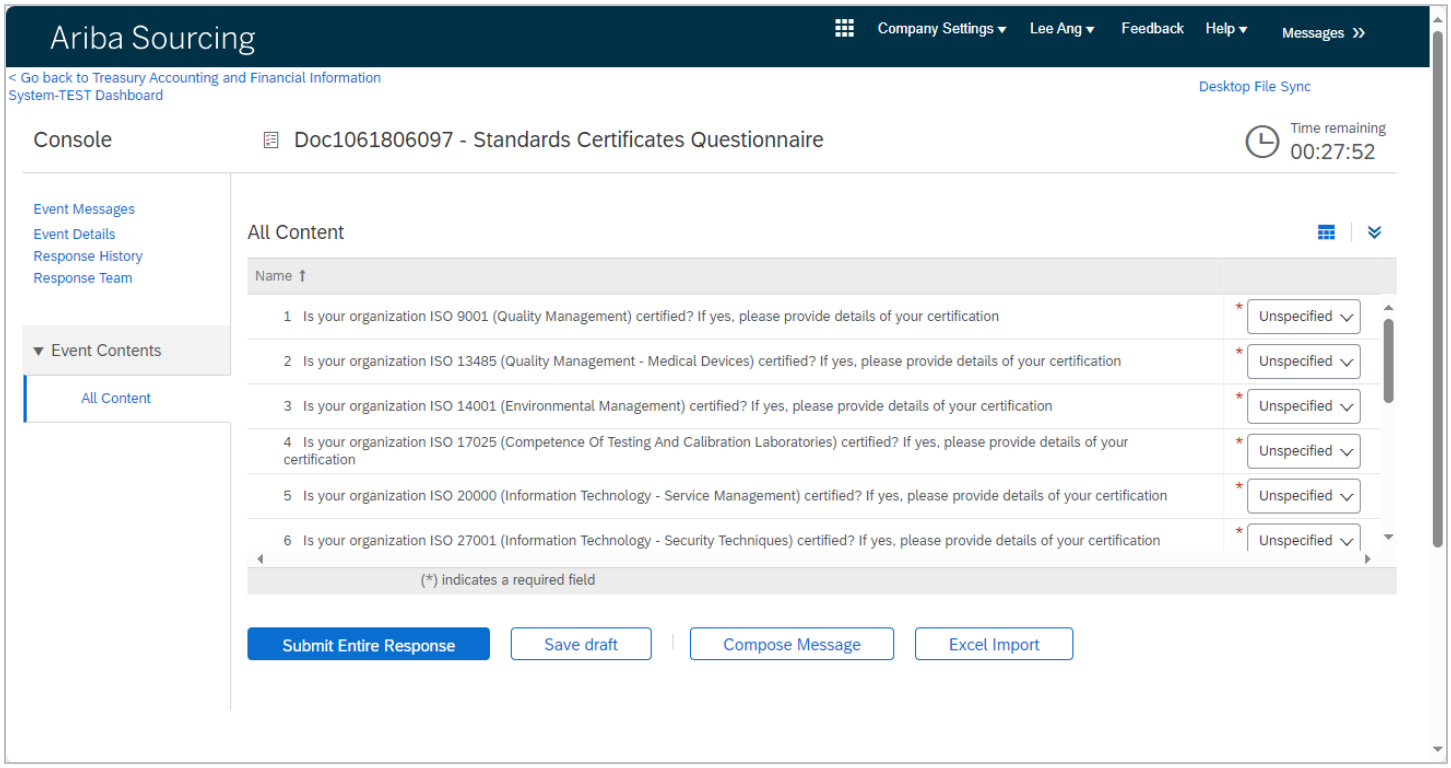
Outcome: SAP **Ariba Proposals & Questionnaire** page will be displayed.



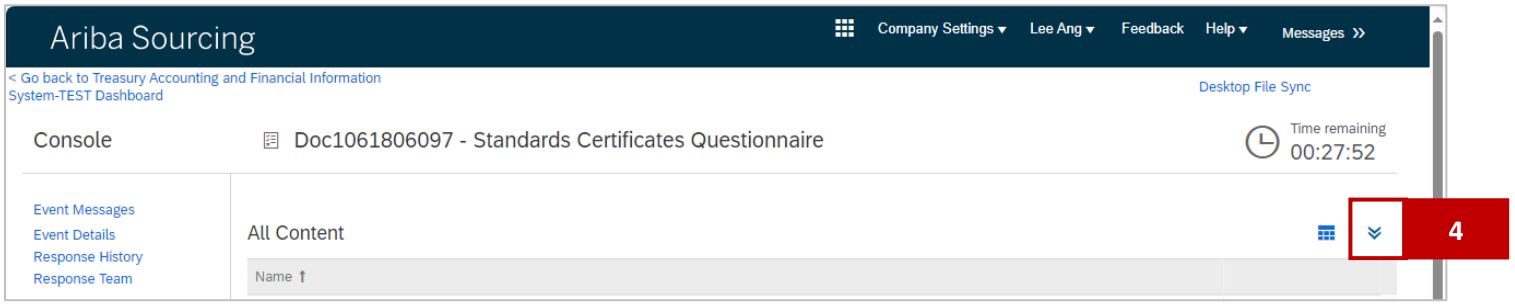
Step 3: Scroll down the page and under **Questionnaires** section, click on **Standard Certificates Questionnaire.**



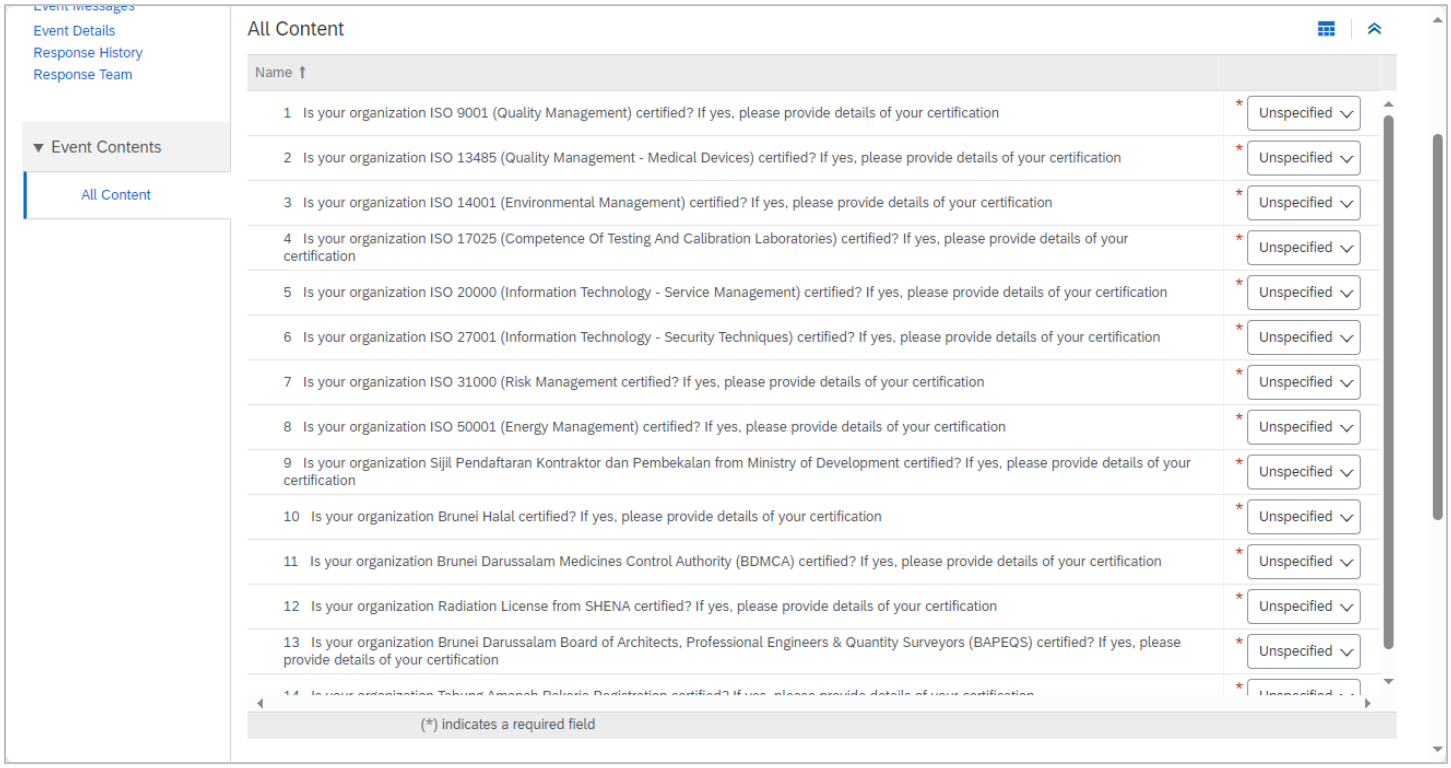
Outcome: Console (Standards Certificates Questionnaire) page will be displayed.



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

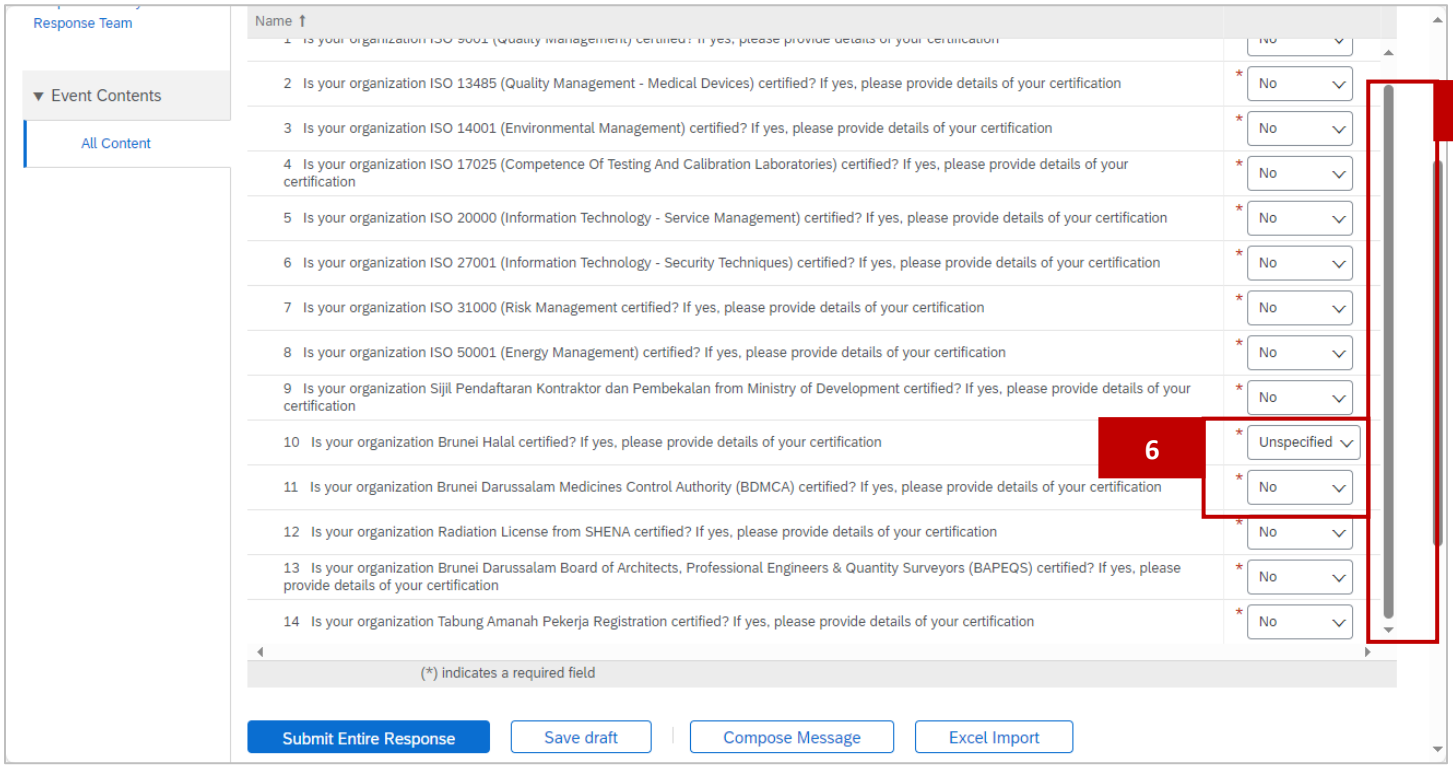


Outcome: List of Certificates will be expanded.



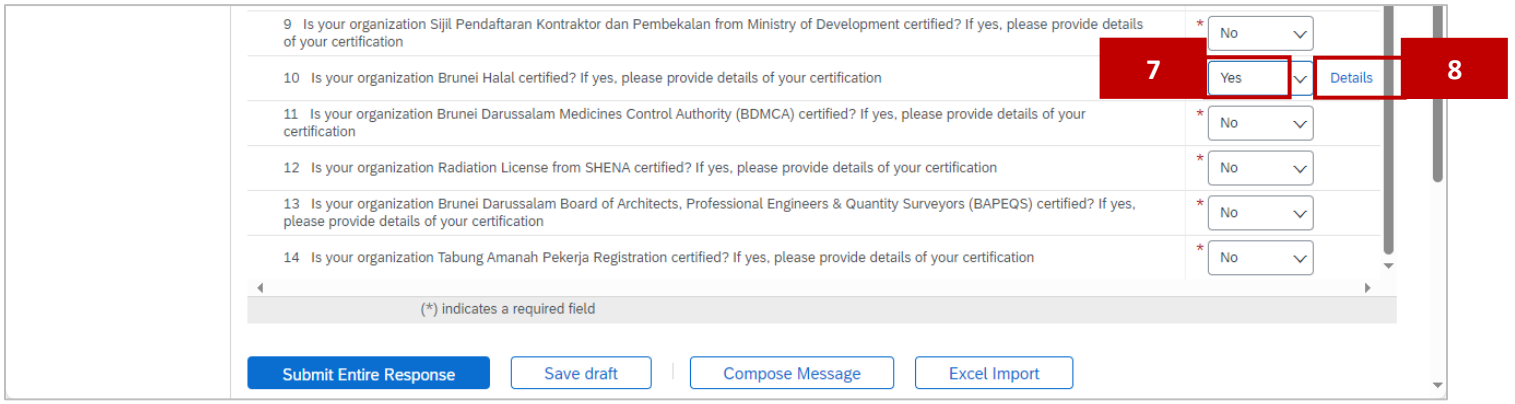
Step 5: Scroll through the list and **identify** the relevant certificate (if applicable).

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

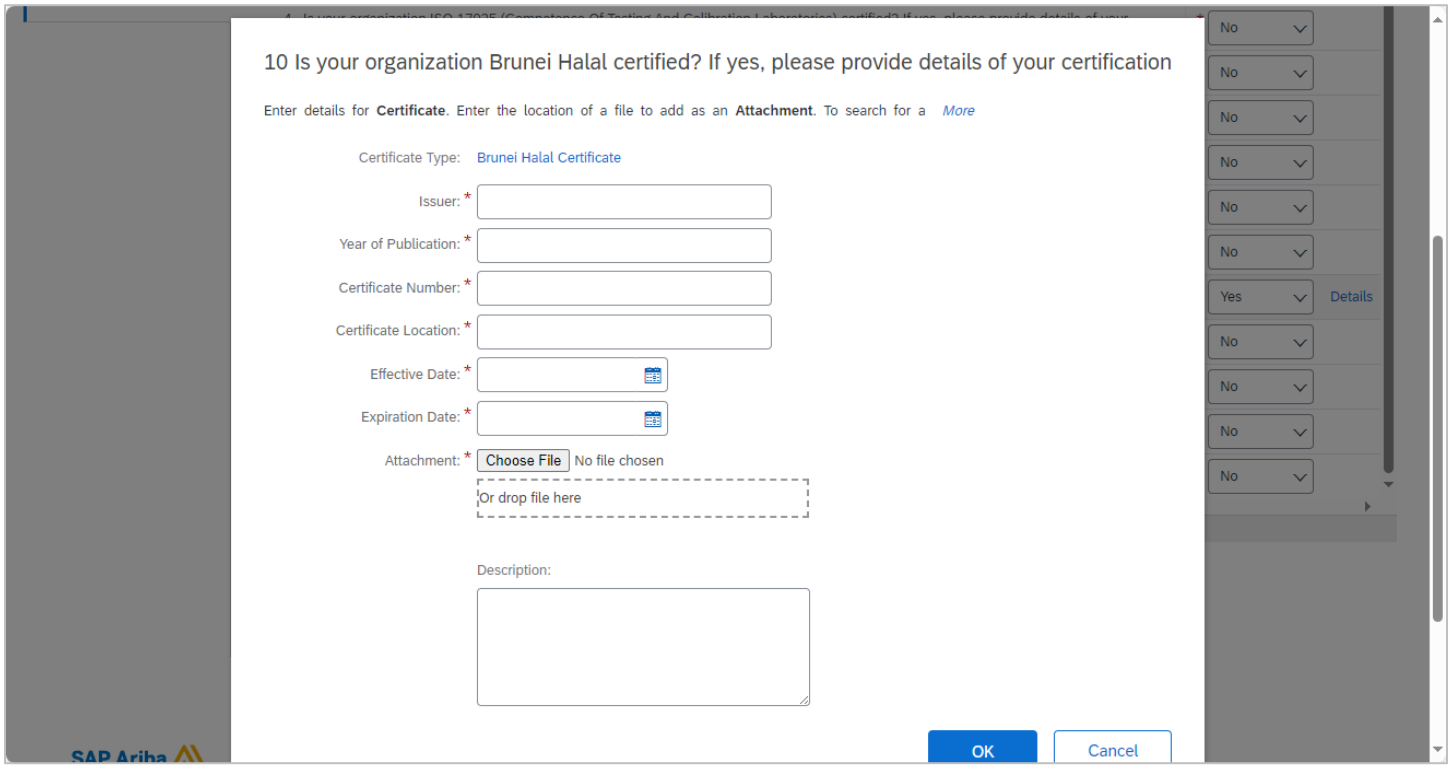


Step 7: Vendor can select '**Yes**' for relevant certificates.

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

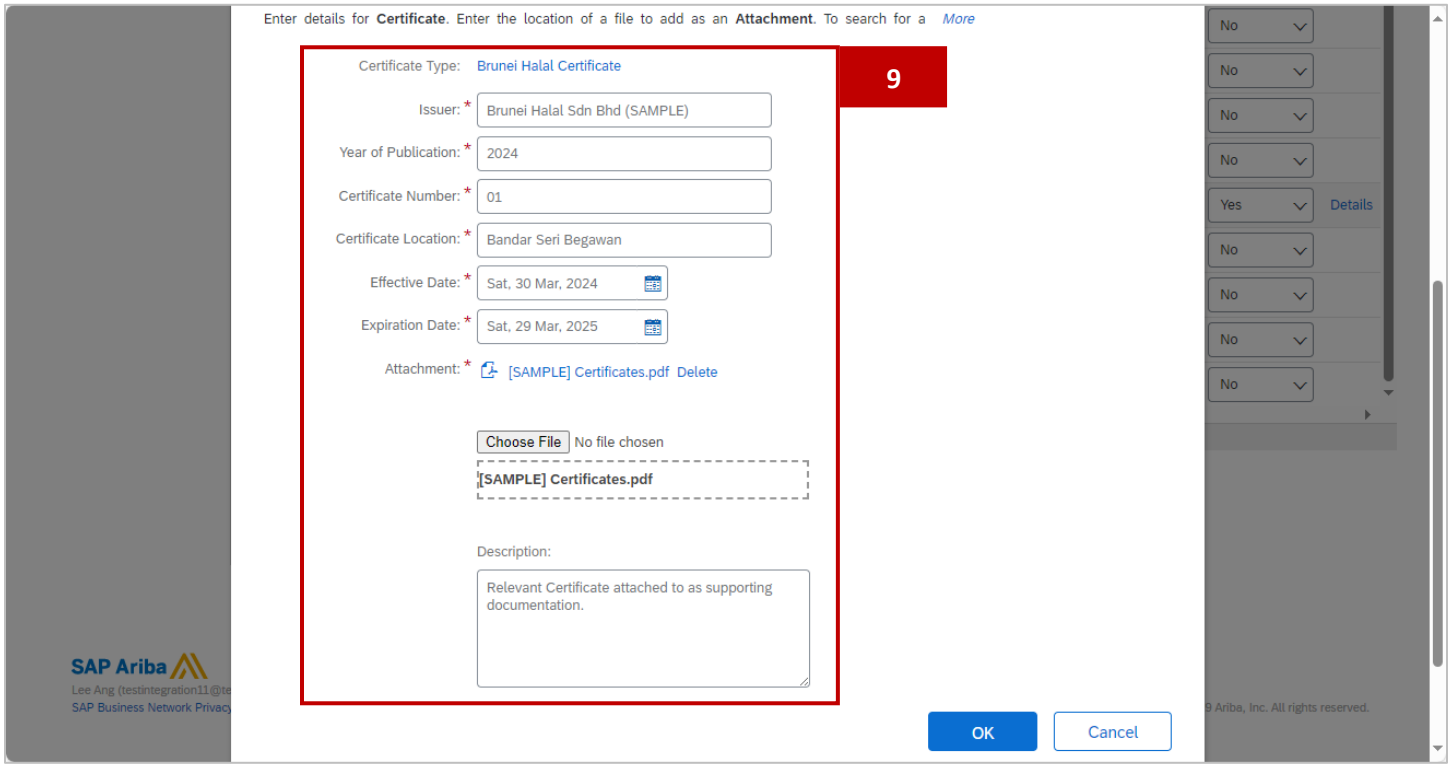


Outcome: **Certificate questionnaire** pop-up will be displayed.



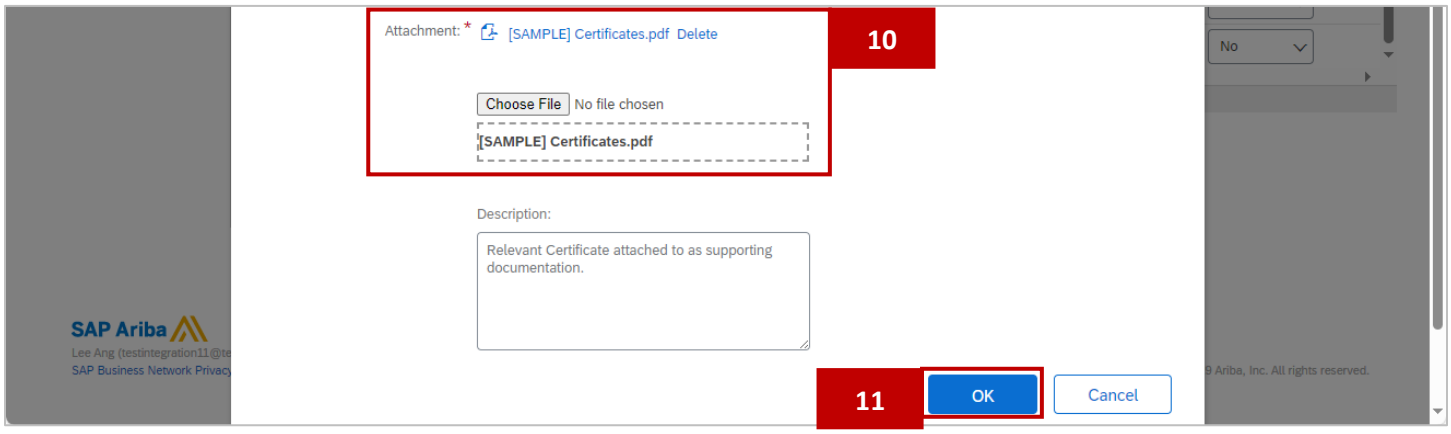
Step 9: Vendor can complete the following fields.

FIELD	DESCRIPTION
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.

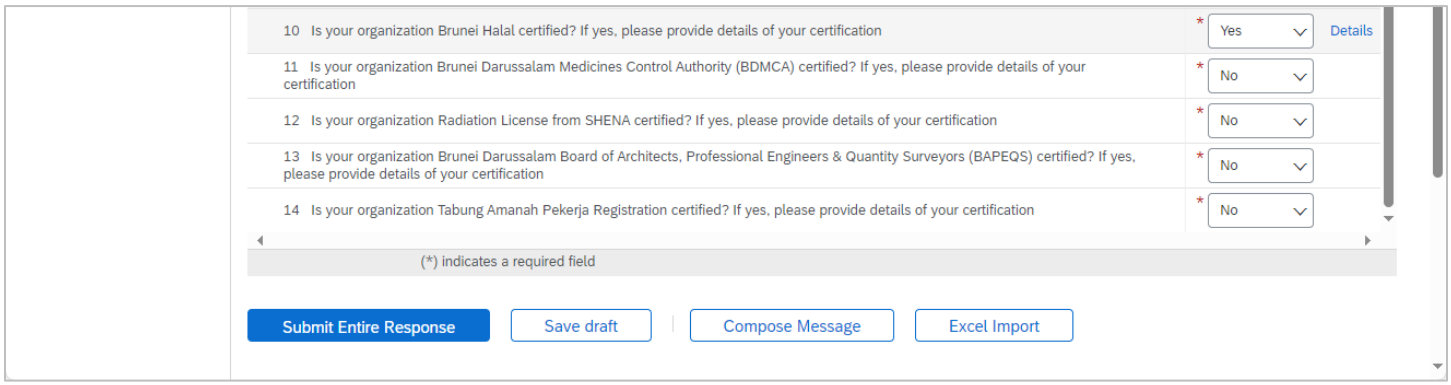


Step 10: Vendor can **either drag and drop** the supporting documentation file **(e.g. Certificate) or** click on the **choose file button** to select the file from their device.

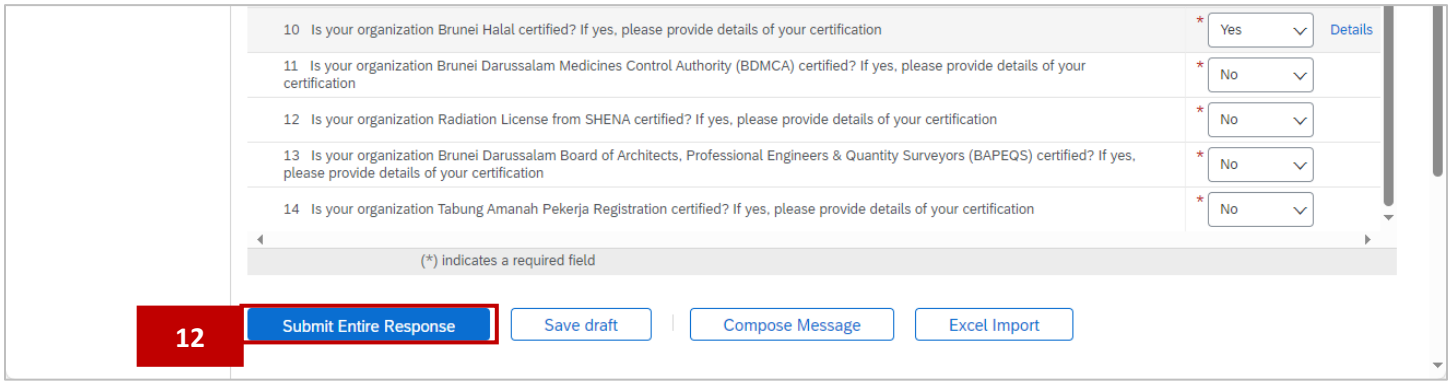
Step 11: Click on **OK** button.



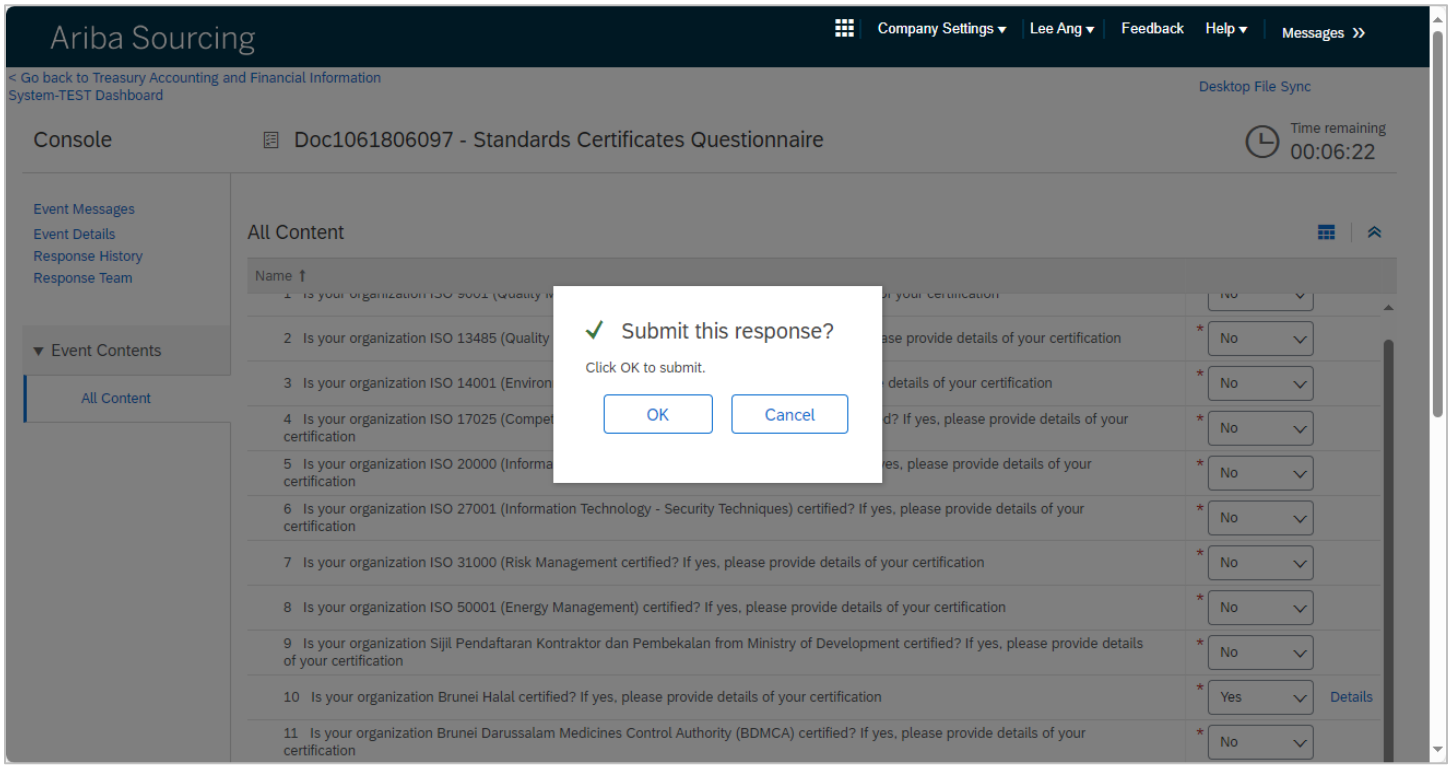
Outcome: Console (Standards Certificates Questionnaire) page will be displayed.



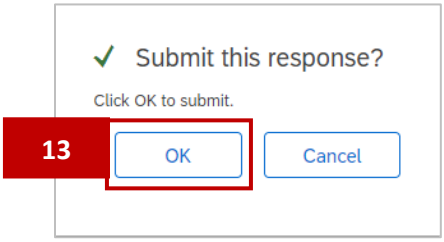
Step 12: Click on **Submit Entire Response** button.



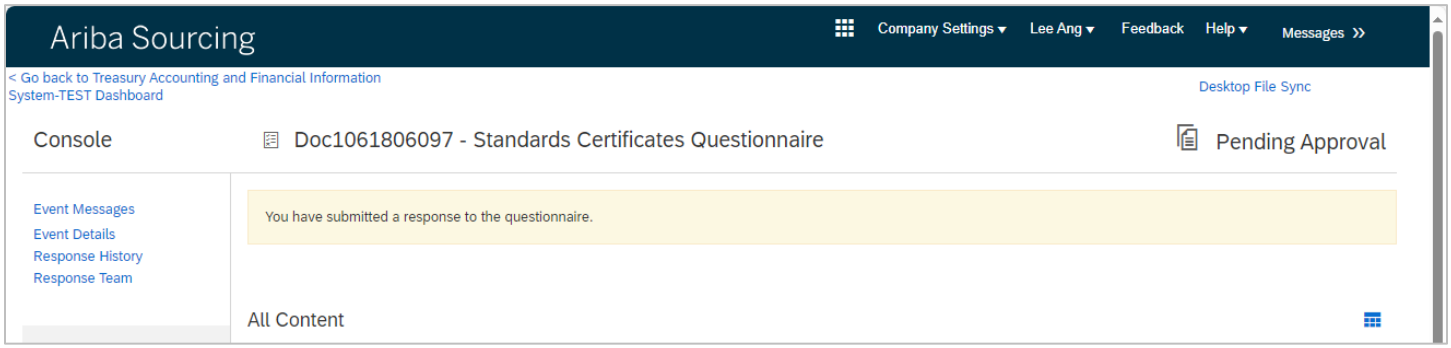
Outcome: **Submission confirmation** pop-up will be displayed.



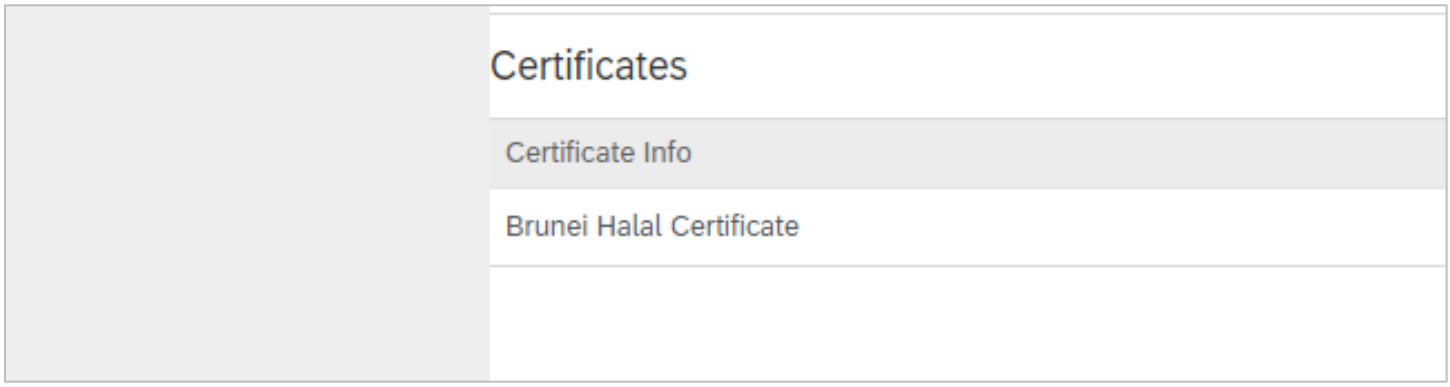
Step 13: Click on **OK** button to proceed.



Outcome: Standards Certificates Questionnaire submitted – Pending Approval.



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



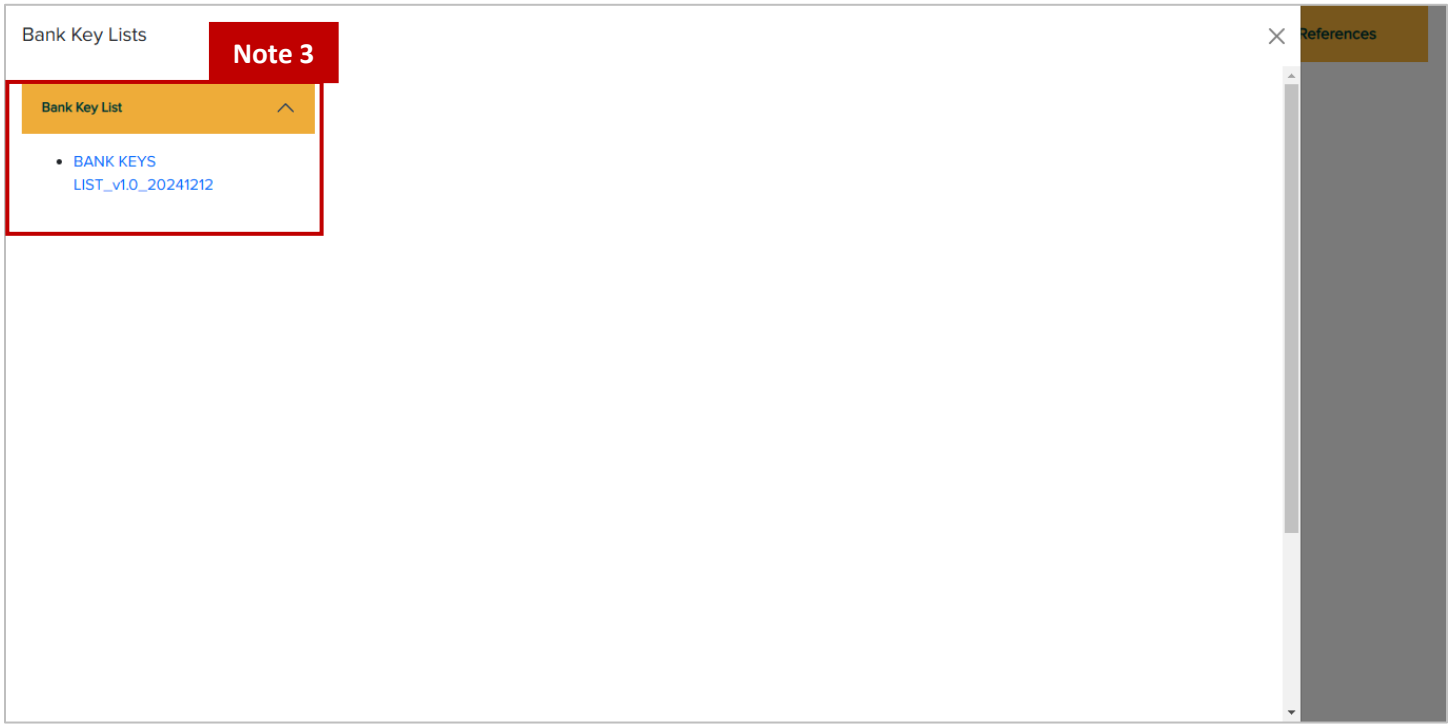
4. References

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.

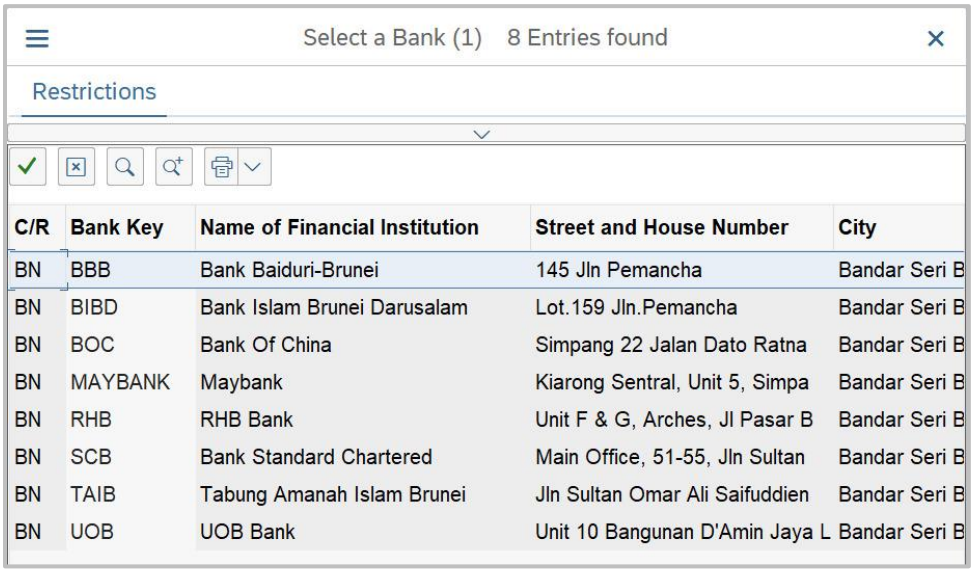
Link: https://www.tafis.gov.bn/reference.html


Bank Key Lists
Note 3
Bank Key List
BANK KEYS LIST_v1.0_20241212
References

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



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, Jl 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	Bandar Seri B

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

FIELD	DESCRIPTION
Bank Key / ABA Routing Number	Bank Key is a mandatory and unique key for banks especially domestic 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	SA1310000062511611100	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
KR	CZNKR	SWIFT: CZNBKRSE	66040201220409	KOOKMIN BANK

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
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
MY	HSBMY	SWIFT CODE: HSBCSGSG	260-282769-178	THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
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
NO	DANNO	SWIFT:DABANO22	86431085439	DANSKE BANK A/S
NP	NABNP	SWIFT:NARBNPKA	3310017504518	NABIL BANK LIMITED

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
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
OM	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	023-2I0000011 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
PK	SCBPK	SWIFT: SCBLPKKX	BRANCH CODE: 066	STANDARD CHARTERED BANK (PAKISTAN) LIMITED

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
PK	NBPPK	SWIFT: NBPAPKKA02P	4004875869	NATIONAL BANK OF PAKISTAN
PK	SBIPK	SWOFT: SBININBB	00000020156936383	STATE BANK OF INDIA
PK	FAYPK	SWIFT: FAYSPKKA112	3024301000008238	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
TH	TMBTH	SWIFT: TMBKTHBK	384-2-09945-3	TMBTHANACHART BANK PUBLIC COMPANY LIMITED
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

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
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
US	JPMUS1	SWIFT: CHASUSU3XXX	338123810	PMORGAN CHASE BANK, N.A
US	ONPUS	SWIFT:OCCUUS66XXX	912128	ONPOINT COMMUNITY CREDIT UNION

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
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
VN	VPJVN	SWIFT: VPBKVNVX	195933456	VIETNAM PROSPERITY JOINT STOCK COMMERCIAL BANK
VN	ACBVN	SWIFT: ASCBVNVX	97436979	ASIA COMMERCIAL BANK ACB

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
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.

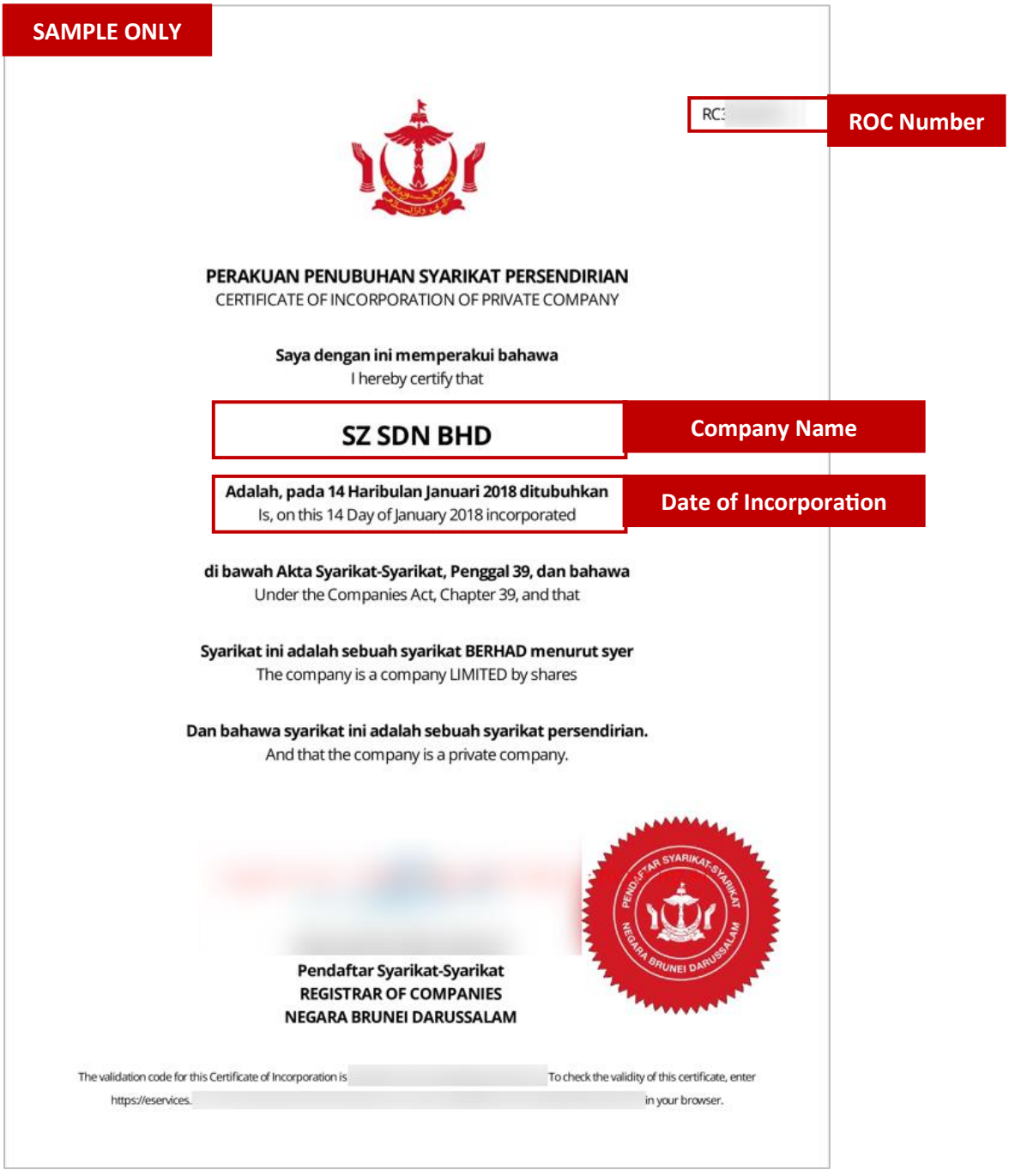
FIELD	DESCRIPTION
Bank Key / ABA Routing Number	Bank Key is a mandatory and unique key for banks especially domestic banks. (Mandatory for domestic banks) ABA Routing Number is similar to Bank Key but it is mainly used by overseas banks such as those from US.
IBAN Number	IBAN Number is a system for identifying 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

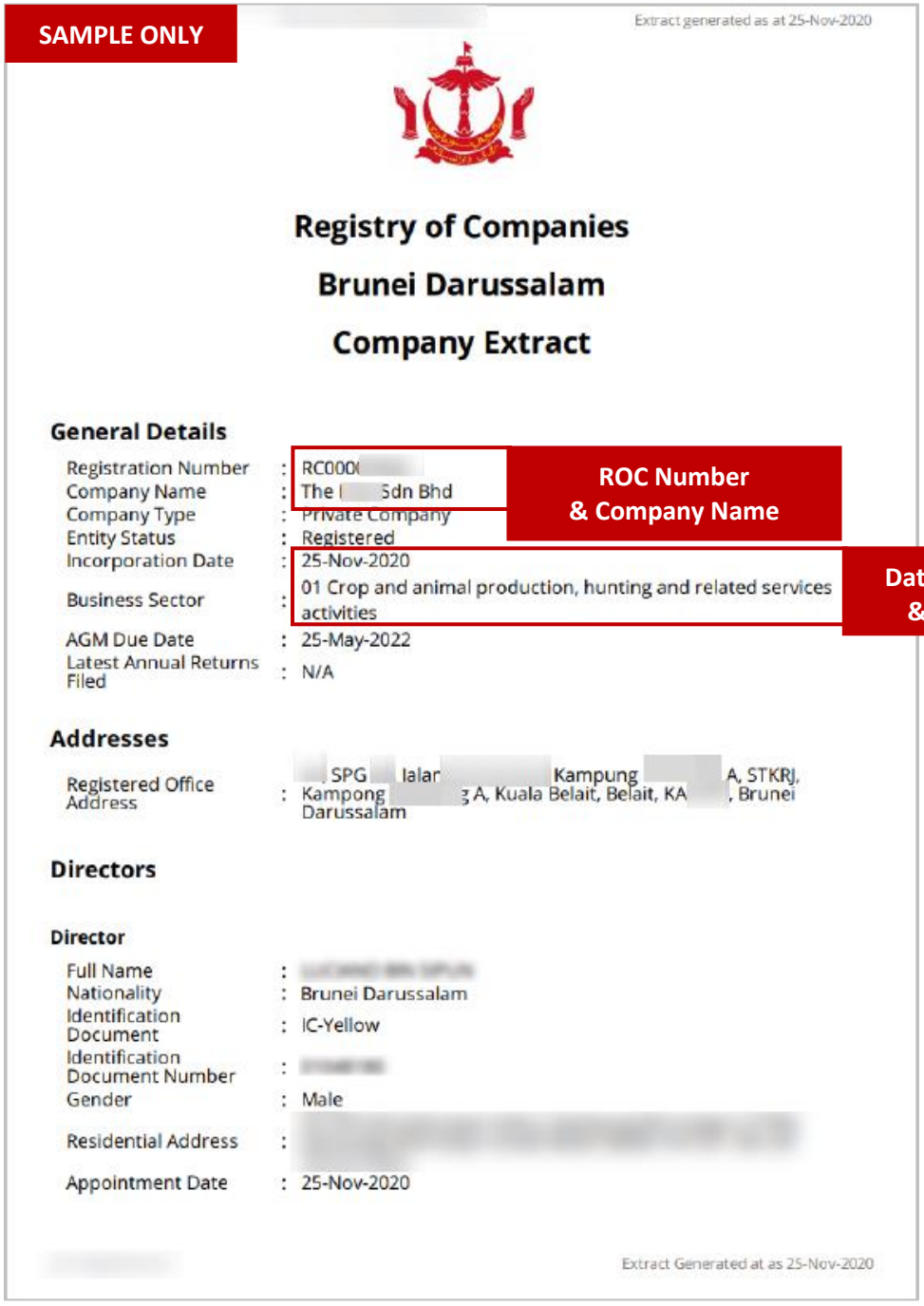
Vendor must ensure their **ROC Number** is correct when completing their Supplier Registration Questionnaire. Below are samples of ROC supporting documentation.

4.2.1 RC – Supporting Documents

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



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



SAMPLE ONLY

Extract generated as at 25-Nov-2020

Registry of Companies
Brunei Darussalam
Company Extract

General Details

Registration Number	:	RC000
Company Name	:	The Sdn Bhd
Company Type	:	Private Company
Entity Status	:	Registered
Incorporation Date	:	25-Nov-2020
Business Sector	:	01 Crop and animal production, hunting and related services activities
AGM Due Date	:	25-May-2022
Latest Annual Returns Filed	:	N/A

ROC Number & Company Name

Date of Incorporation & Business Sector

Addresses

Registered Office Address	:	SPG Ialar Kampung A, STKRJ, Kampong g A, Kuala Belait, Belait, KA , Brunei Darussalam

Directors

Director

Full Name	:	
Nationality	:	Brunei Darussalam
Identification Document	:	IC-Yellow
Identification Document Number	:	
Gender	:	Male
Residential Address	:	
Appointment Date	:	25-Nov-2020

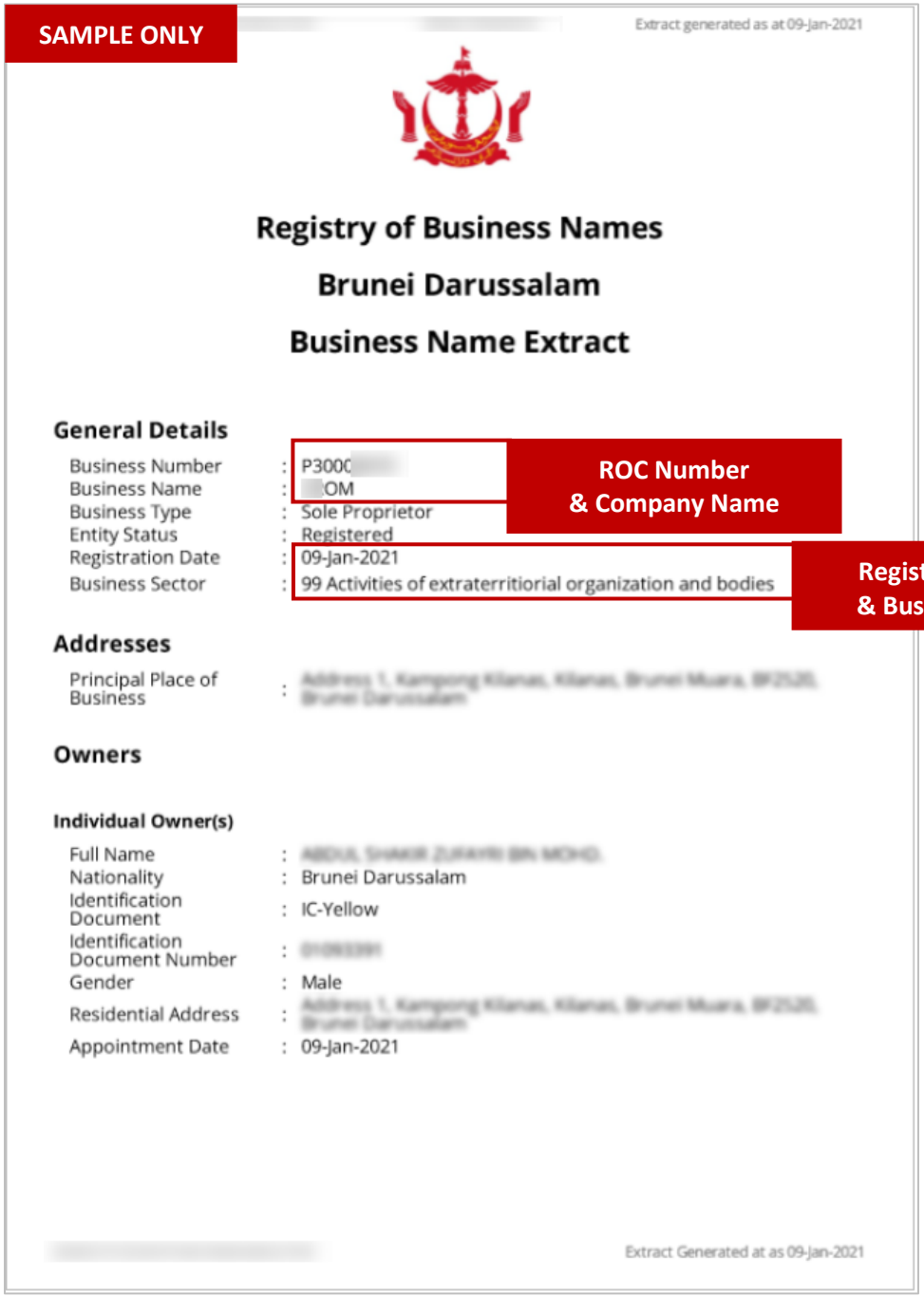
Extract Generated at as 25-Nov-2020

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.