



# TAFIS

## **TAFIS - USER GUIDE**

### **GOVERNMENT VENDOR PORTAL (GVP)**

#### **SUPPLIER (VENDOR)**

#### **SUPPLIER REGISTRATION & INFORMATION UPDATE**



**Table of Contents**

1. Introduction ..... 3

2. Glossary..... 3

3. List of Processes ..... 4

    3.1 Supplier Lifecycle Performance (SLP) ..... 4

        3.1.1 Supplier Record Creation (Self-Register for New Vendors) – RC Vendors / Suppliers..... 6

        3.1.2 Supplier Record Creation (Self-Register for New Vendors) – P Vendors / Suppliers..... 16

        3.1.3 Supplier Email Invitation Link..... 25

        3.1.4 Supplier Account in SAP Business Network (Sign Up)..... 27

        3.1.5 Supplier Registration Questionnaire – RC Vendors / Suppliers ..... 34

        3.1.6 Supplier Registration Questionnaire – P Vendors / Suppliers..... 62

        3.1.7 Supplier Information Update ..... 92

        3.1.8 Supplier Certification – Certificates ..... 100

4. References ..... 109

    4.1 Bank Key ..... 109

        4.1.1 Bank Keys – Domestic ..... 111

        4.1.2 Bank Keys – Overseas..... 113

    4.2 ROC Supporting Document Samples ..... 122

        4.2.1 RC – Supporting Documents ..... 122

        4.2.2 P – Supporting Documents..... 125



## 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](mailto:tafis.ppp@mofe.gov.bn)

## 2. Glossary

The following terms and abbreviations are used frequently.

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

Table 1 Glossary



### 3. List of Processes

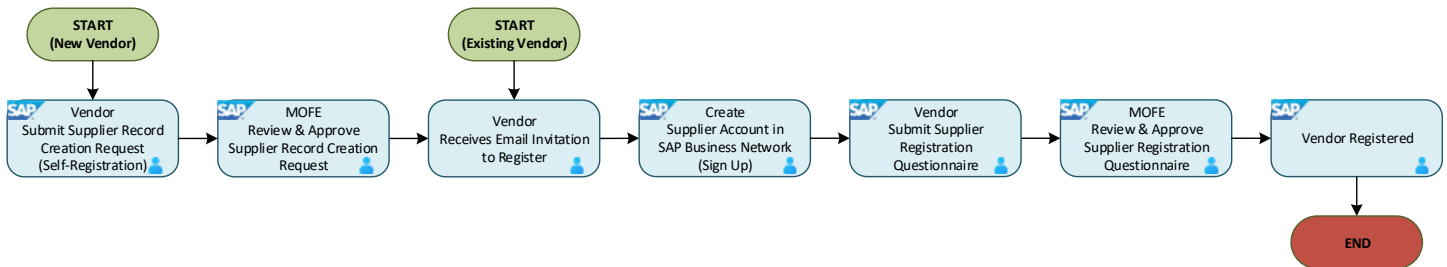
#### 3.1 Supplier Lifecycle Performance (SLP)

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

PROCESS ID.	PROCESS DESCRIPTION
<b>Supplier Lifecycle Performance (SLP)</b>	
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

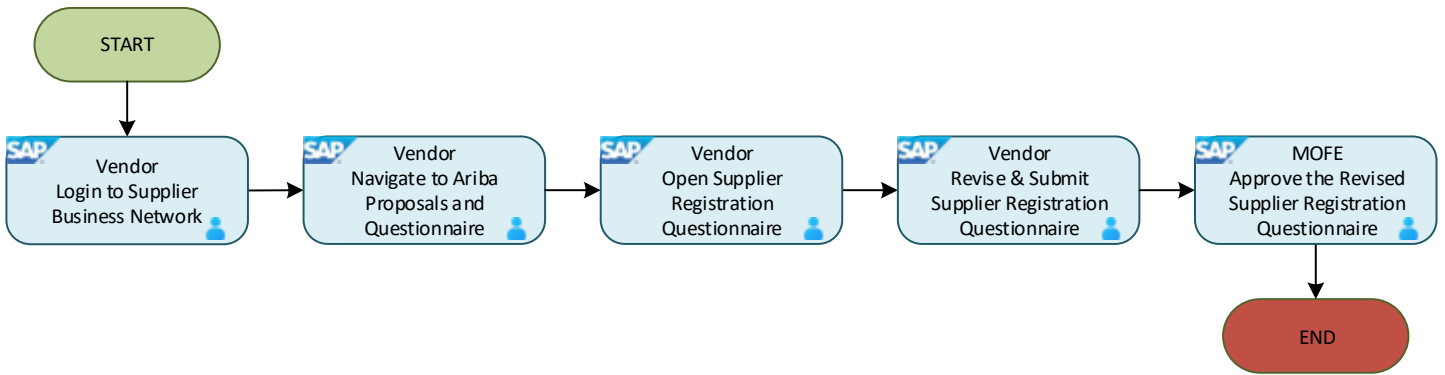
#### High-Level Process Overview: Supplier Invitation and Registration



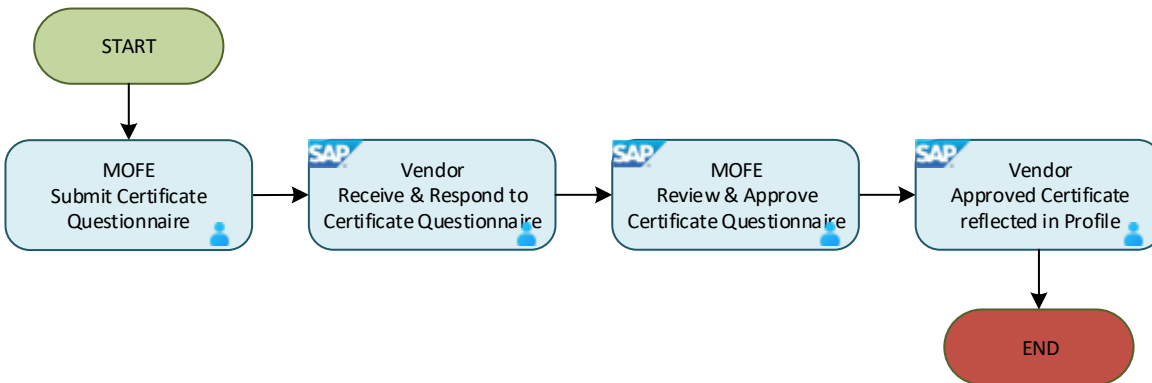




Process Overview: Supplier Information Update



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.

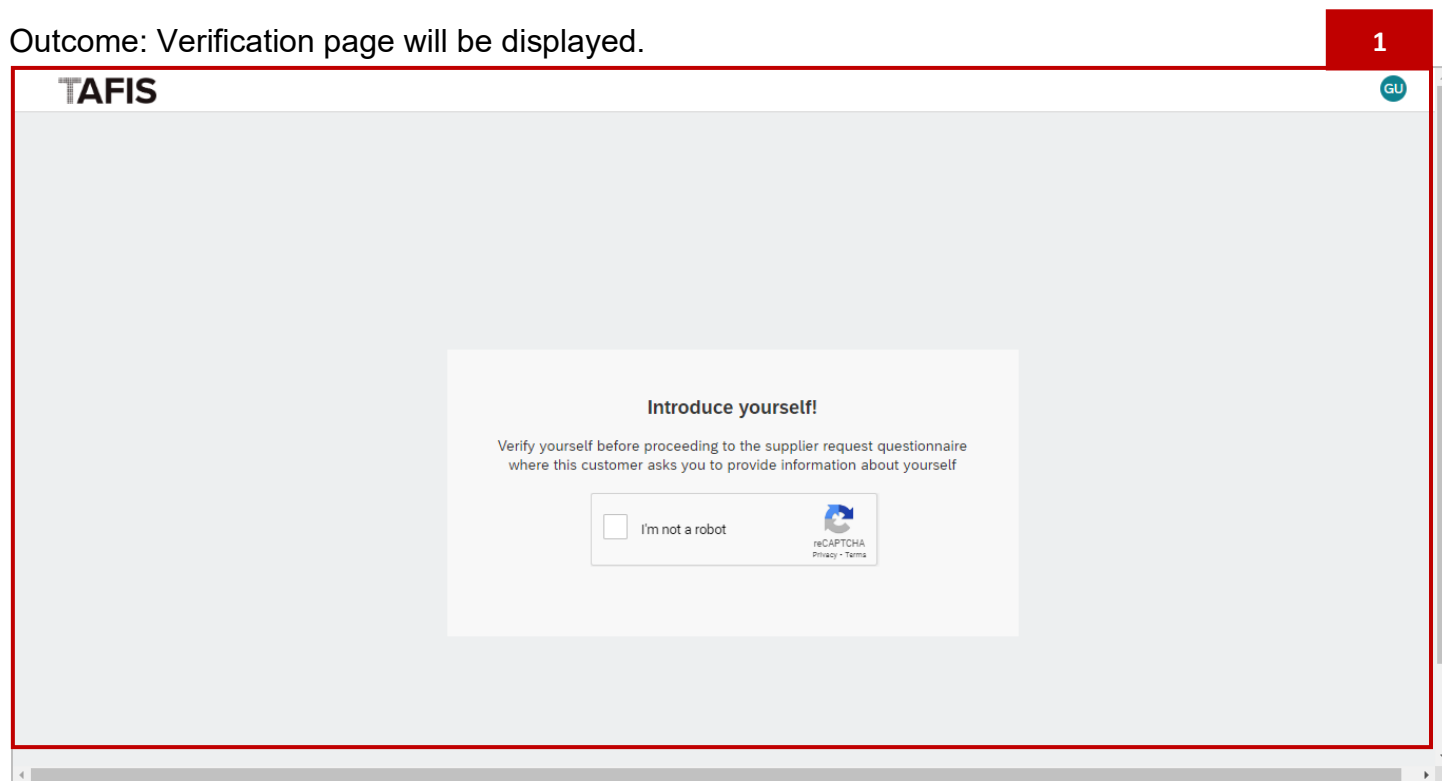
Meanwhile, for existing suppliers (vendors), to proceed directly to **section 3.1.3 Supplier Email Invitation Link**.

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	Self-Registration: <a href="http://mofe.sourcing3.ariba.com/ad/selfRegistration">http://mofe.sourcing3.ariba.com/ad/selfRegistration</a>

Step 1: Enter the link provided via Internet browser.

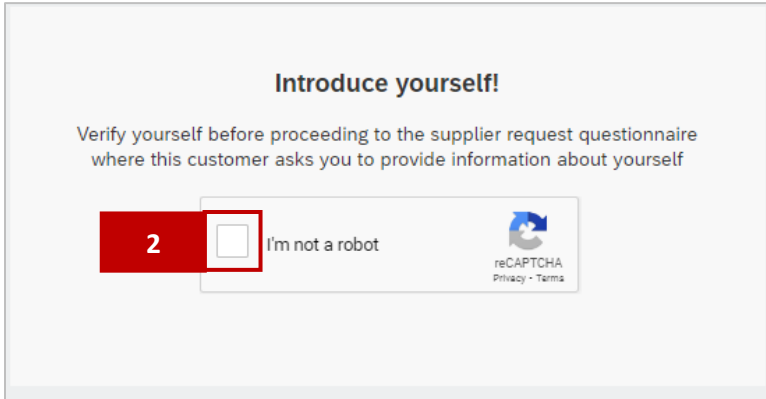
**Note:** Internet browsers such as Google Chrome, Microsoft Edge and Mozilla Firefox.

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:** 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).

**TAFIS** GU

Supplier Self-Registration Request Form

**Note 1** > 1 General Supplier Information

> 2 Primary Supplier Contact **Note 2**

**Note 3** > 3 Additional Information

**Submit** Cancel



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”.

The screenshot shows the 'General Supplier Information' section of a form. It includes four input fields for 'Supplier Name 1' through 'Supplier Name 4'. Below these is a section for 'Supplier Main Address' which contains several sub-fields: 'Street' and 'House Number' (with a plus sign between them), 'Street 2', 'Street 3', 'District', 'Postal Code', and 'City' (with a plus sign between them), and 'Country/Region'. A red box highlights the entire form area, and a red box with the number '3' is positioned on the right side of the screenshot.

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.

The screenshot shows the 'Vendor Identification Information' section of a form. It includes a dropdown menu for 'Vendor Category' and another dropdown menu for 'Kindly select your company's country'. A red box highlights the 'Vendor Category' dropdown menu, and a red box with the number '4' is positioned on the left side of the screenshot.



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.

The screenshot shows the 'Primary Supplier Contact' form with the following fields: Contact First Name \*, Contact Last Name \*, Designation \*, Contact Email \*, Contact Phone, and Contact Location and Communication Language \*. A red box highlights the input fields for Contact First Name, Contact Last Name, Designation, Contact Email, and Contact Phone. A red box with the number 7 is placed over the Contact First Name field.

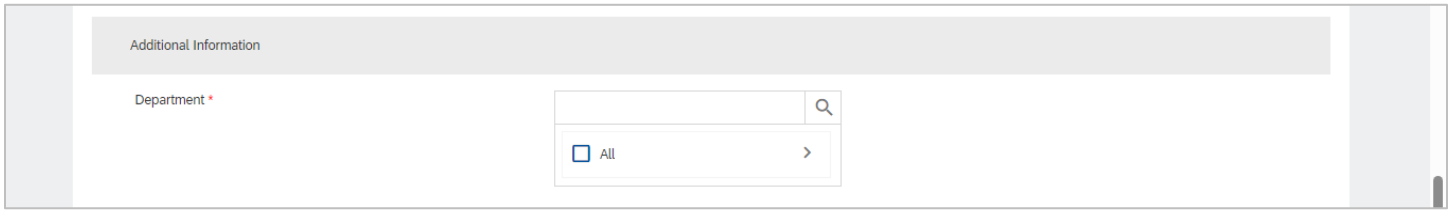
**Note:** The contact person will become the main contact person.

The screenshot shows the 'Primary Supplier Contact' form with the following sample data entered: Contact First Name: Hajah, Contact Last Name: Ali, Designation: Manager, Contact Email: @hotmail.com, Contact Phone: +673, and Contact Location and Communication Language: English.

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

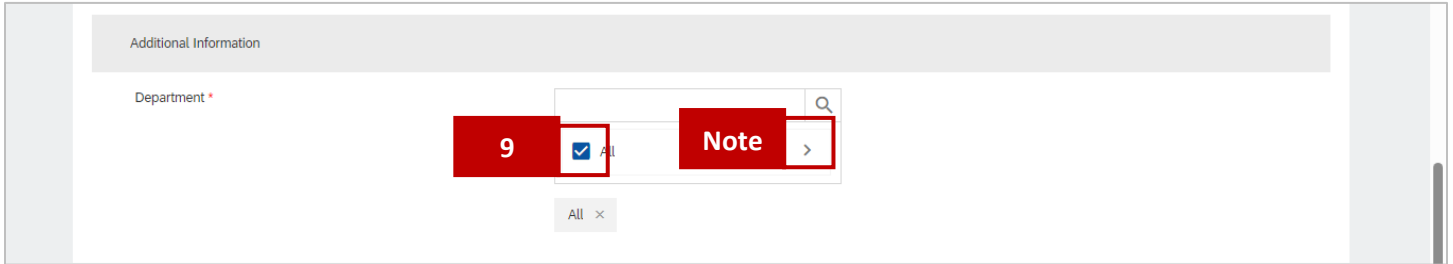
The screenshot shows the 'Additional Information' form with the Department \* field. A search button (magnifying glass icon) is highlighted with a red box, and a red box with the number 8 is placed over the search button.

Outcome: Dropdown will be displayed.

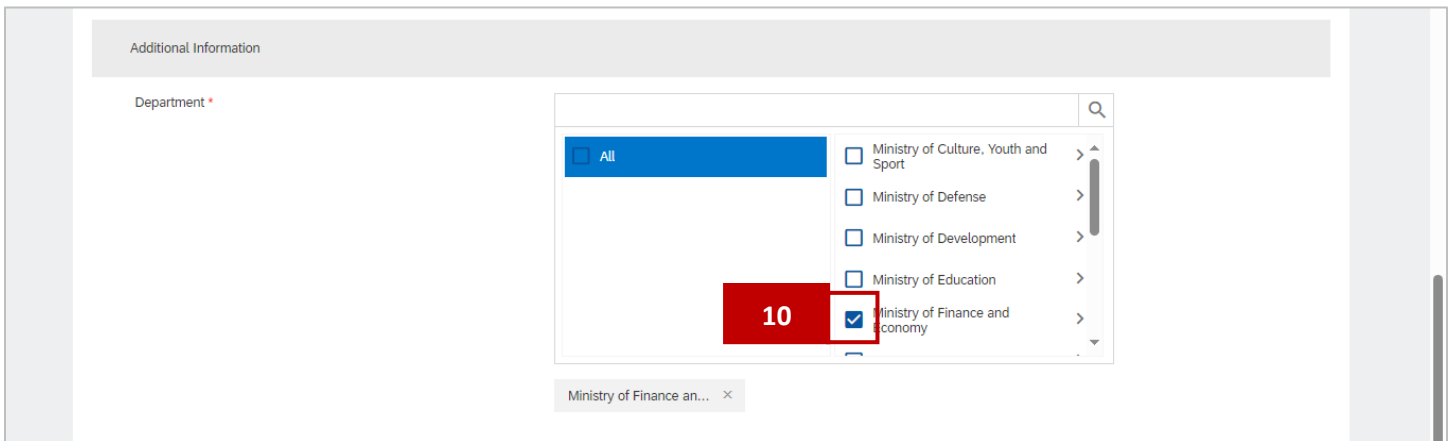


Step 9: Tick on the checkbox to select the option. If **All** is selected, this indicates all departments would be included.

**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.

Bank Details

Bank Name \*

Bank Account Number \*

IBAN ( if applicable)

SWIFT Code \*

Bank Country \*

Bank Key \*

Please provide supporting documents .

1) Bank Statement

2) ROC

3) 16/17

4) Builder license and ABC i (if applicable)

5) Certificate of establishment (for association/school/statutory body). \*

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

Additional Information

Department \*

**11**

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



**TAFIS** Test Site GU

Your request for registration as a supplier with Treasury Accounting and Financial Information System-TEST is complete.

The Treasury Accounting and Financial Information System-TEST supplier management team will review your request details and make a decision on your request.  
Decision will be sent to your email [redacted]@gmail.com

Supplier self-registration request form Print

---

**General Supplier Information**

Supplier Name 1	SUGAR COFFEE SDN BHD
Supplier Name 2 (optional)	
Supplier Name 3 (optional)	
Supplier Main Address	JLN JERUDONG BANDAR SERI BEGAWAN, BE1118 Brunei Darussalam

---

**Vendor Identification Information**

Vendor Category	Individual
Vendor Location	Local

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

**TAFIS** Test Site GU

Your request for registration as a supplier with Treasury Accounting and Financial Information System-TEST is complete.

The Treasury Accounting and Financial Information System-TEST supplier management team will review your request details and make a decision on your request.  
Decision will be sent to your email at [redacted]@hotmail.com

**Note:**

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



**Note 1**

TAFIS-No Reply <s4system-prod3+mofe-T.Doc1092481632@ansmtp.ariba.com>

To: [Redacted]

**SAMPLE ONLY**

Thu 4/23/2024 11:54 AM



**Register as a supplier with Government Vendor Portal**

Hello,

Treasury Department, Ministry of Finance and Economy has invited you to register to become a supplier with Treasury Accounting and Financial Information System-TEST. Start by creating an account with Ariba Network.

Treasury Accounting and Financial Information System-TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If [Redacted] already has an account with Ariba Network, sign in with your username and password.

**Note 2**

[Click Here](#) to create account now.



**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.

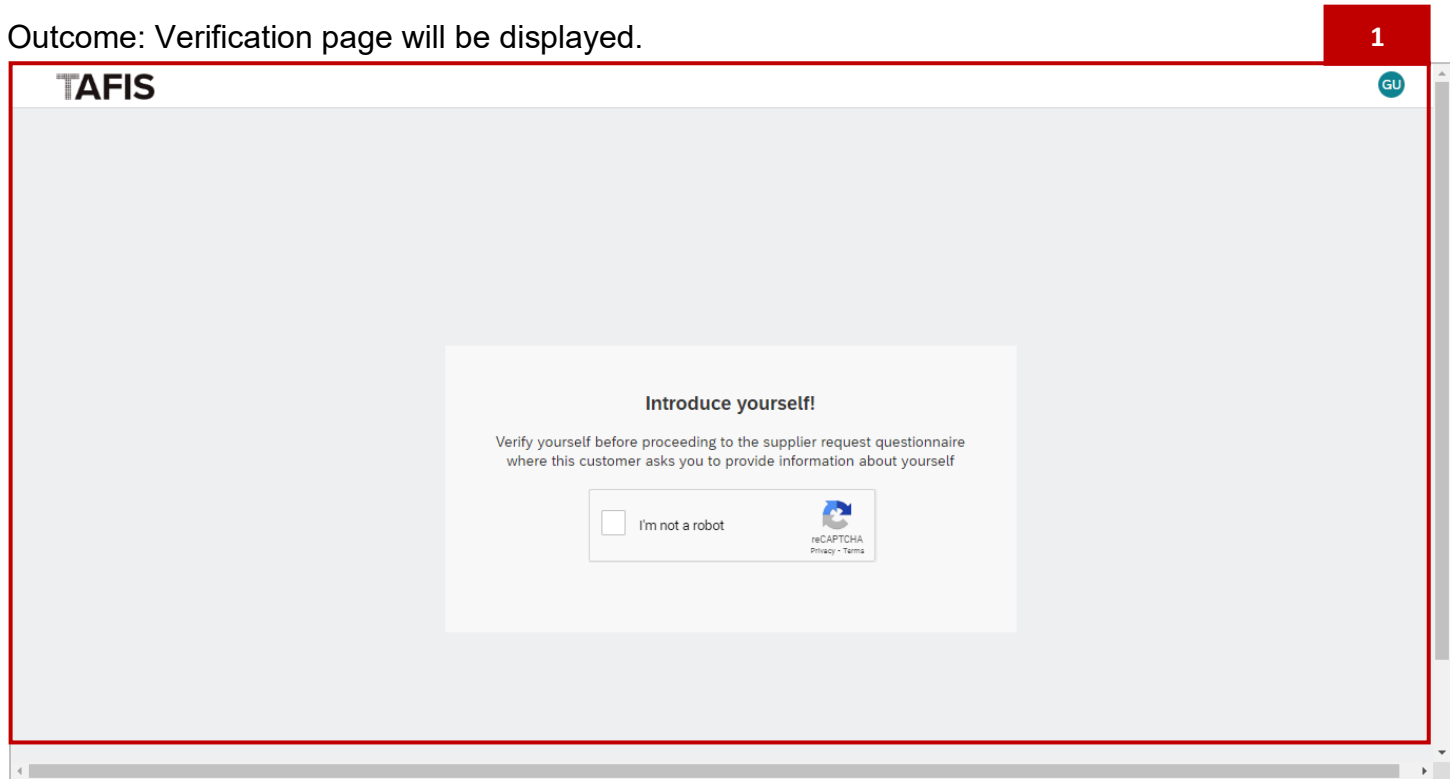
Meanwhile, for existing suppliers (vendors), to proceed directly to **section 3.1.3 Supplier Email Invitation Link**.

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	Self-Registration: <a href="http://mofe.sourcing3.ariba.com/ad/selfRegistration">http://mofe.sourcing3.ariba.com/ad/selfRegistration</a>

Step 1: Enter the link provided via Internet browser.

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

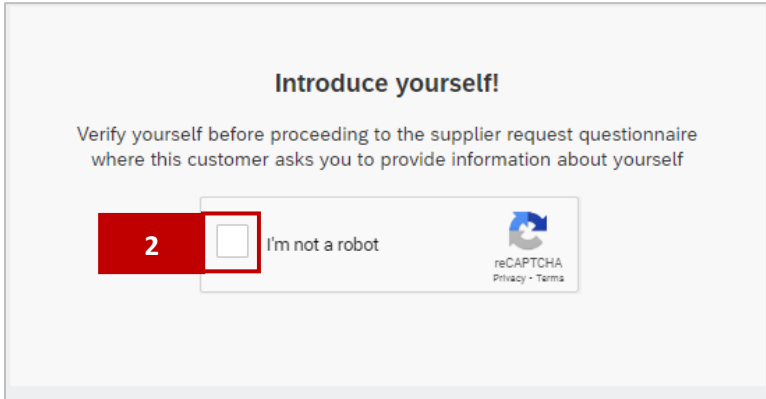
Outcome: Verification page will be displayed.



**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:** 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).

**TAFIS** GU

Supplier Self-Registration Request Form

**Note 1** > 1 General Supplier Information

> 2 Primary Supplier Contact **Note 2**

**Note 3** > 3 Additional Information

**Submit** Cancel



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.

Vendor Identification Information

Vendor registration office Location. Please enter Local only if your registered office is located in Brunei \*

Vendor Category \* **5**

Kindly select your company's country. \*

Local

[Z201] - Local vendor/customer - Private Limited

[Z101] - Employee, Student, Army, Police, citizen & non citizen

[Z201] - Local vendor/customer - Private Limited

[Z202] - Local vendor/customer - Sole Proprietorship

Brunei Darussalam

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

Vendor Identification Information

Vendor registration office Location. Please enter Local only if your registered office is located in Brunei \*

Overseas

Vendor Category \*

[Z203] - Overseas vendor (AP only)

[Z203] - Overseas vendor (AP only)

Kindly select your company's country. \*

Brunei Darussalam

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

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





Primary Supplier Contact

Contact First Name \*

Contact Last Name \*

Designation \*

Contact Email \*

Contact Phone

Contact Location and Communication Language \*

6

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

Primary Supplier Contact

Contact First Name \* Haji Alif

Contact Last Name \* Abu

Designation \* Manager

Contact Email \* alif. @outlook.com

Contact Phone 812

Contact Location and Communication Language \* English

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

Additional Information

Department \*

7

**Outcome:** Dropdown will be displayed.

Additional Information

Department \*

All

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

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



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

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.



Additional Information

Department \*

Ministry of Finance an... x Treasury Department x

11

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**.

TAFIS Test Site GU

Your request for registration as a supplier with Treasury Accounting and Financial Information System-TEST is complete.

The Treasury Accounting and Financial Information System-TEST supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at alif. [redacted]@outlook.com

Supplier self-registration request form [Print](#)

General Supplier Information

Supplier Name 1	Joyful Mittens	
Supplier Name 2		
Supplier Name 3		
Supplier Name 4		
Supplier Main Address	+ Street	Jalan 11
	Street 2	Simpang 124-79
	District	Brunei-Muara
	Postal Code	BE3000
	City	BSB
	Country/Region	Brunei Darussalam

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

TAFIS Test Site GU

Your request for registration as a supplier with Treasury Accounting and Financial Information System-TEST is complete.

The Treasury Accounting and Financial Information System-TEST supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at alif. [redacted]@outlook.com



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).

**Note 1** TAFIS-No Reply <s4system-prod3+mofe-T.Doc1092481632@ansmtp.ariba.com>

To: [Redacted]

**SAMPLE ONLY**  
Thu 4/23/2024 11:54 AM

**Register as a supplier with Government Vendor Portal**

Hello,

Treasury Department, Ministry of Finance and Economy has invited you to register to become a supplier with Treasury Accounting and Financial Information System-TEST. Start by creating an account with Ariba Network.

Treasury Accounting and Financial Information System-TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If [Redacted] already has an account with Ariba Network, sign in with your username and password.

**Note 2** [Click Here](#) to create account now.



### 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).

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	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.

Invitation: Register to become a supplier with Government Vendor Portal 1 SAMPLE ONLY

**Note** TAFIS-No Reply <s4system-prod3+mofe-T.Doc1270017577@ansmtp.ariba.com> 2:22 PM (8 minutes ago) ☆ 😊 ↶ ⋮

**TAFIS**

**Register as a supplier with Government Vendor Portal**

Hello,

Treasury Department, Ministry of Finance and Economy has invited you to register to become a supplier with Treasury Accounting and Financial Information System-TEST. Start by creating an account with Ariba Network.

Treasury Accounting and Financial Information System-TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If SUGAR COFFEE SDN BHD already has an account with Ariba Network, sign in with your username and password.

2 Click Here to create account now.



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

**Benefits of a business relationship on SAP Business Network**

- 1. Digitalize your business**  
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**  
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**  
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**  
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)  
[About this invitation](#)

# TAFIS

Connect with Treasury Accounting and Financial Information System - TEST on SAP Business Network to collaborate.

Invited by Treasury Accounting and Financial Information System-TEST

[Create new account](#)

or

[Use existing account](#)

Not sure whether your company already has an account?

Powered by © 2021 SAP SE or an SAP affiliate company. All rights reserved.  
[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

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



### 3.1.4 Supplier Account in SAP Business Network (Sign Up)

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

<b>User Role</b>	Supplier (Vendor)
------------------	-------------------

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

**TAFIS**

Connect with Treasury Accounting and Financial Information System - TEST on SAP Business Network to collaborate.

Invited by Treasury Accounting and Financial Information System-TEST

**Create new account** 1

or

**Use existing account** ⓘ

Not sure whether your company already has an account?  
[Search for your company](#)

Powered by **SAP**

© 2021 SAP SE or an SAP affiliate company. All rights reserved.  
[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

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

**TAFIS**

Create an account to connect and collaborate with Treasury Accounting and Financial Information System - TEST on SAP Business Network

**Company information** ⓘ

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name \*

Country/Region \*

Address line 1 \*

Address line 2

Province

Postal code \*



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

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

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

secure network, while improving efficiency with paperless processes

**2. Ensure sustainability and compliance**  
 Keep your business information up to date, share certifications, and assessments with customers

**3. Simplify the sales cycle**  
 Participate in Sourcing events and e-auctions

**4. Explore new business opportunities**  
 Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)

2

**Company information** ⓘ

DUNS number

Don't know your DUNS number?

Company (legal) name \*

Country/Region \*

Address line 1 \*

Address line 2

Province

Postal 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).

The screenshot shows the 'Administrator account information' form. A red box highlights the form fields, and a red box with the number '3' is positioned to the right. The form includes the following elements:

- Title:** Administrator account information ⓘ
- First name \***: Input field containing 'Anina Azahar'
- Last name \***: Input field containing 'SA'
- Email \***: Input field containing 'aninaazahar@gmail.com'
- Use my email as my username
- Password \***: Input field containing 'Singapore2003.'
- Repeat password \***: Input field containing 'Singapore2003.'
- I have read and agree with the [Terms of Use](#).
- I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.
- Please see the [Privacy Statement](#) to learn how we process personal data.
- I'm not a robot (reCAPTCHA)
- Create account** button




Step 4: Tick the checkboxes of **declaration statements** at the bottom of the page.

Step 5: Click on **Create account** button.

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

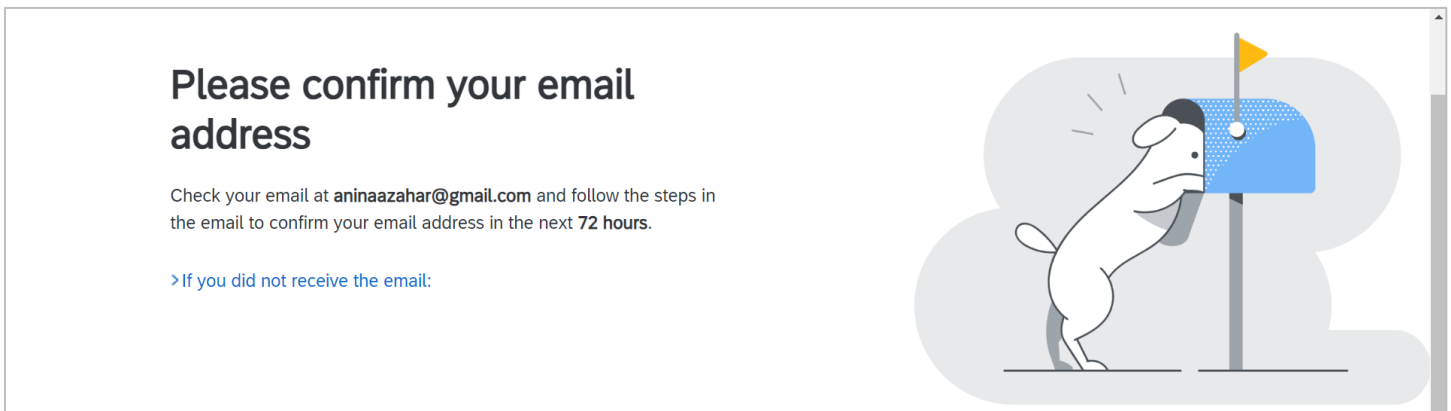
Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot  reCAPTCHA  
Privacy - Terms

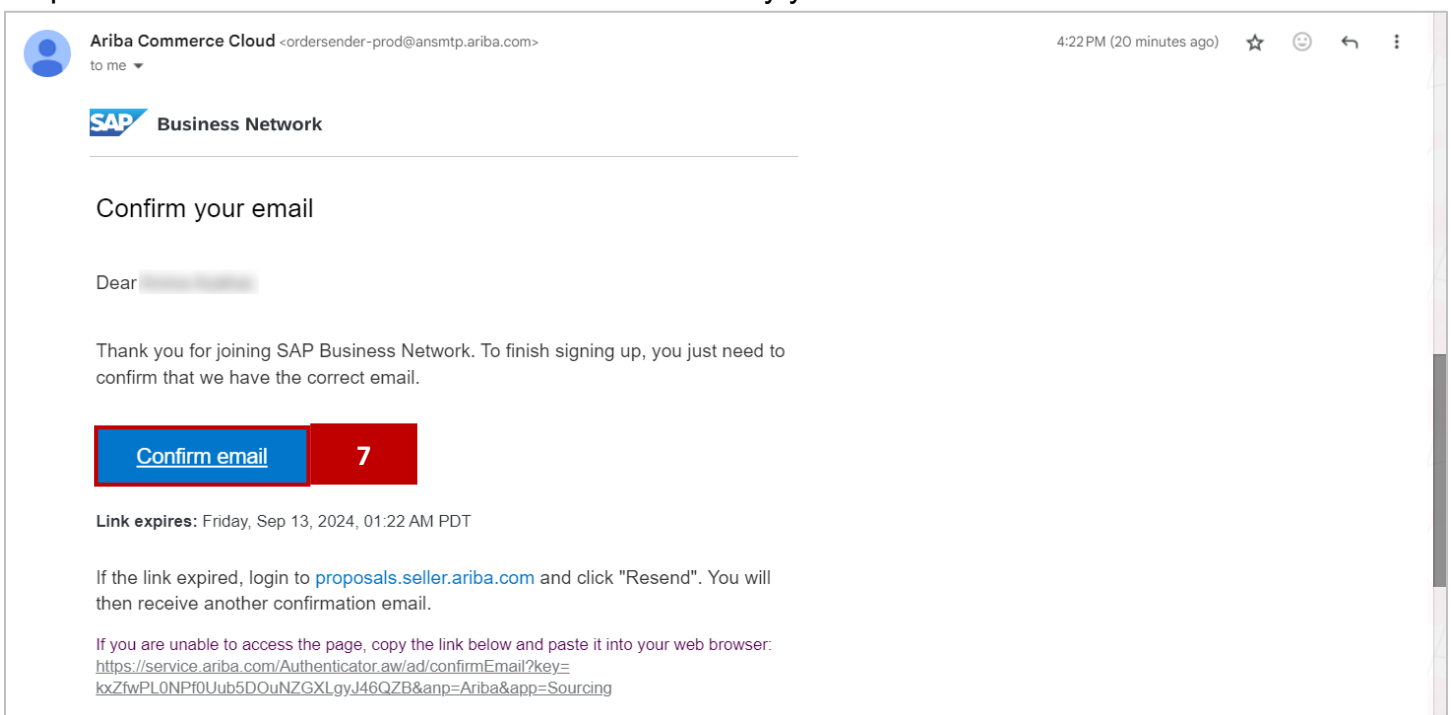
**Create account**

**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.

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

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

8

-or-

[Browse](#)

Ship-to or Service Locations

Add

-or-

[Browse](#)

[Submit](#)

[Remind me later](#)

[Don't show this to me again](#)

Outcome: Ariba Proposals and Questionnaires page will be displayed.

Ariba Proposals and Questionnaires

TEST MODE

? ? AS

MORE... ▾

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

[Home](#)

**Events** ☰

Title	ID	End Time ↓	Event Type	Participated
No items				

**Registration Questionnaires** ☰

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
<a href="#">Supplier Registration Questionnaire</a>	Doc1270193710	6/7/2027 3:47 PM	Invited



Step 9: Click the Supplier Registration Questionnaires.

SAP Ariba Proposals and Questionnaires TEST MODE

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
Status: Open (1)			
Supplier Registration Questionnaire	Doc1270193710	6/7/2027 3:47 PM	Invited

Outcome: Supplier Registration Questionnaires page will be displayed.

Ariba Sourcing

Company Settings Anina Azahar SA Feedback Help

Go back to Treasury Accounting and Financial Information System-TEST Dashboard Desktop File Sync

Console Doc1270193710 - Supplier Registration Questionnaire Time remaining 999 days 06:02:48

Event Messages  
 Event Details  
 Response History  
 Response Team

Event Contents

- All Content
- 1 General Supplier Inf...
- 2 Vendor Identificatio...
- 3 Bank Information
- 5 Certificate

All Content

Name 1

1 General Supplier Information

1.1 Supplier Name 1 \*

1.2 Supplier Name 2 (optional)

1.3 Supplier Name 3 (optional)

1.4 Supplier Name 4 (optional)

1.5 Country code (required, enable telephone number) \*

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



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

The screenshot displays the TAFIS user interface for a supplier registration questionnaire. At the top, the console shows the document ID 'Doc1270193710 - Supplier Registration Questionnaire'. A prominent red 'Note' box in the top right corner indicates a timer with 'Time remaining 999 days 05:59:14'. On the left, a sidebar menu includes 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area, titled 'All Content', features a table with a single row labeled '1 General Supplier Information'.

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

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

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



### 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.

<b>User Role</b>	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.

The screenshot shows the SAP Ariba Sourcing interface for a 'Supplier Registration Questionnaire'. The 'All Content' section is expanded, showing a list of fields under 'General Supplier Information':

- 1.1 Supplier Name 1 (Required)
- 1.2 Supplier Name 2 (optional)
- 1.3 Supplier Name 3 (optional)
- 1.4 Supplier Name 4 (optional)

A red box highlights these fields, and a red '1' is placed over the 'All Content' dropdown menu. A red 'Note' box is placed to the right of the highlighted section.

Outcome: Supplier Registration Questionnaire is expanded.

The screenshot shows the SAP Ariba Sourcing interface for a 'Supplier Registration Questionnaire'. The 'All Content' section is expanded, showing a list of fields under 'General Supplier Information':

- 1.5 Country code (main and mobile telephone numbers) (Required)
- 1.6 Main telephone number (Required)
- 1.7 Mobile telephone number (Required)
- 1.8 Main address (Required)

A red box highlights these fields, and a red 'Note' box is placed to the right of the highlighted section.



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.

The screenshot shows the 'General Supplier Information' form with the following fields and values:

- 1.1 Supplier Name 1: AINSYAQIRAH DAN ANAK-ANAK
- 1.2 Supplier Name 2 (optional):
- 1.3 Supplier Name 3 (optional):
- 1.4 Supplier Name 4 (optional):
- 1.5 Country code (main and mobile telephone numbers): BN
- 1.6 Main telephone number: 8799791
- 1.7 Mobile telephone number: 0923456786
- 1.8 Main address:
  - Street: Lot 17, Spg 123
  - City: Bandar Seri Begawan
  - State/Province/Region:
  - Postal Code: BG1981
  - Country/Region: Brunei Darussalam
- 1.9 Internet homepage address:

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

**1.10 Important Announcement**

MOFE has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our suppliers. As part of this initiative, we are encouraging our suppliers to send and receive transactional documents including POs and Invoices over the Ariba Network. Benefits for your organization include:

- Automated invoice to Purchase Order matching reducing delays in invoice processing.
- Real-time view of invoice and payment status.
- Report against and archive your orders, invoices and other transactions.
- Greater wallet and market share through use of online catalogs and potential new business opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further details.  
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

Vendor is willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.



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

Console Doc1271285348 - Supplier Registration Questionnaire Time remaining 999 days 20:50:47

All Content

Name ↑

- Real-time view of invoice and payment status.
- Report against and archive your orders, invoices and other transactions.
- Greater wallet and market share through use of online catalogs and potential new business opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further details.  
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

Vendor is willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.

1.11 I have read the above declaration of 1.10 and accept \* Unspecified ▾

1.12 Nature of Business / Commodity. \*(select a value) [ select ]

1.13 E-mail address for purchase orders \*

1.14 Primary Supplier Contact

1.14.1 Contact First Name \*

1.14.2 Contact Last Name \*

1.14.3 Contact Email \*

1.14.4 Designation \*

1.14.5 Contact Phone +673 8619592

2 Vendor Identification Information

2.1 Vendor Category \* Unspecified ▾

3 Bank Information [Add Bank Information \(0\)](#)

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

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

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

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

Console Doc1271285348 - Supplier Registration Questionnaire Time remaining 999 days 20:44:34

Choose Values for Commodity

Add to Currently Selected

Name ▾ [ ] Search

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	▶ Mineral and textile and Inedible Plant and Animal Materials	11
<input type="checkbox"/>	▶ Mining and oil and gas services	71
<input type="checkbox"/>	▶ Mining and Well Drilling Machinery and Accessories	20
<input type="checkbox"/>	▶ Musical Instruments and Games and Toys and Arts and Crafts and Educational Equipment and Materials and Accessories and Supplies	60
<input type="checkbox"/>	▶ National Defense and Public Order and Security and Safety Services	92
<input checked="" type="checkbox"/>	▶ Office Equipment and Accessories and Supplies	44
<input type="checkbox"/>	▶ Organizations and Clubs	94
<input type="checkbox"/>	▶ Paper Materials and Products	14
<input type="checkbox"/>	▶ Personal and Domestic Services	91
<input type="checkbox"/>	▶ Politics and Civic Affairs Services	93
<input type="checkbox"/>	▶ Power Generation and Distribution Machinery and Accessories	26
<input type="checkbox"/>	▶ Printing and Photographic and Audio and Visual Equipment and Supplies	45
<input type="checkbox"/>	▶ Public Utilities and Public Sector Related Services	83
<input type="checkbox"/>	▶ Published Products	55

Currently Selected

<input checked="" type="checkbox"/>	Name ↑	ID
<input checked="" type="checkbox"/>	Food Beverage and Tobacco Products	50

Done





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

Console

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 General Supplier Inf...

2 V...

3 B...

5 Certificate

Doc123456789 - Supplier Registration Questionnaire

Time remaining: 99 days 20:44:34

### Choose Values for Commodity

Add to Currently Selected

Name [dropdown] [input] [Search]

<input type="checkbox"/>	Name ↑	
<input type="checkbox"/>	▶ Mineral and textile and inedible Plant and Animal Materials	11
<input type="checkbox"/>	▶ Mining and oil and gas services	71
<input type="checkbox"/>	▶ Mining and Well Drilling Machinery and Accessories	20
<input type="checkbox"/>	▶ Musical Instruments and Games and Toys and Arts and Crafts and Educational Equipment and Materials and Accessories and Supplies	60
<input type="checkbox"/>	▶ National Defense and Public Order and Security and Safety Services	92
<input checked="" type="checkbox"/>	▶ Office Equipment and Accessories and Supplies	44
<input type="checkbox"/>	▶ Organizations and Clubs	94
<input type="checkbox"/>	▶ Paper Materials and Products	14
<input type="checkbox"/>	▶ Personal and Domestic Services	91
<input type="checkbox"/>	▶ Politics and Civic Affairs Services	93
<input type="checkbox"/>	▶ Power Generation and Distribution Machinery and Accessories	26
<input type="checkbox"/>	▶ Printing and Photographic and Audio and Visual Equipment and Supplies	45
<input type="checkbox"/>	▶ Public Utilities and Public Sector Related Services	83
<input type="checkbox"/>	▶ Published Products	55

Currently Selected

<input checked="" type="checkbox"/>	Name ↑	ID
<input checked="" type="checkbox"/>	Food Beverage and Tobacco Products	50
<input checked="" type="checkbox"/>	Office Equipment and Accessories and Supplies	44

**Note**

**5** **Done**



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.

The screenshot shows a registration form with a sidebar on the left containing sections: 1 General Supplier Inf..., 2 Vendor Identificatio..., 3 Bank Information, and 5 Certificate. The main content area is titled '1.10 Important Announcement' and contains text about MOFE's move to the Ariba Network. Below this is a declaration section with a dropdown menu set to 'Yes'. The '1.13 E-mail address for purchase orders' field is highlighted with a red box and a red '6'. Below it is the '1.14 Primary Supplier Contact' section with fields for Contact First Name (AIN SYAQIRAH), Contact Last Name (AHMAD), Contact Email (nurain.ahmad@dynamiktechnologies.com.bn), Designation, and Contact Phone (+673 8619592). At the bottom are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

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.

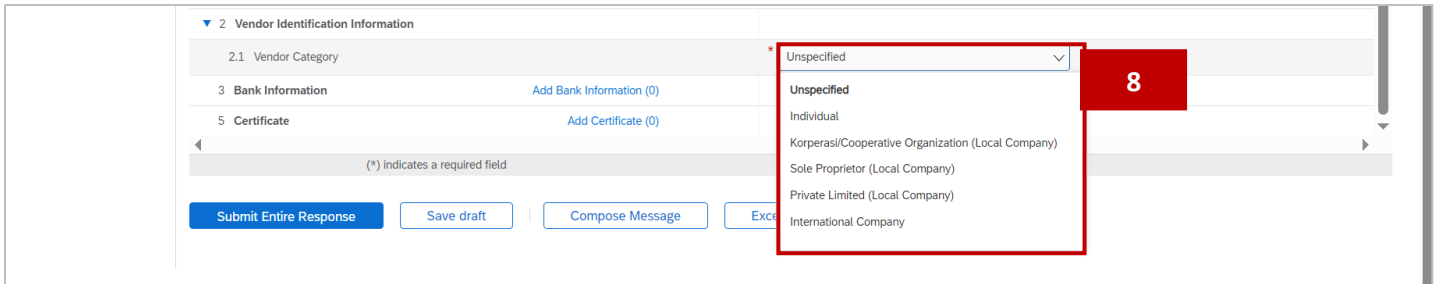
The screenshot shows the registration form with the '1.15 Primary Supplier Contact' section highlighted by a red box and a red '7'. The fields in this section are: Contact First Name (Romeo), Contact Last Name (Doe), Contact Email (joann.ahne@perdana.co.id), Designation (Supplier Manager), Contact Phone, and Contact Location and Communication Language (en). The sidebar on the left shows sections 1, 2, 3, and 5. The main content area also shows fields 1.12 and 1.13 with dropdown menus.



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.

The screenshot shows the 'Vendor Identification Information' section of a form. It includes the following fields and options:

- 2.1 Vendor Category:** A dropdown menu with 'Private Limited (Local Company)' selected.
- 2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier):** A dropdown menu for 'Country/Region' with '(no value)' selected.
- 2.6, 2.9, 2.10:** Fields for attaching supporting documentation, each with an '\*Attach a file' button.
- 3 Bank Information:** A section with 'Add Bank Information (0)'.
- 5 Certificate:** A section with 'Add Certificate (0)'.

At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom states: '(\*) indicates a required field'.

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.

This screenshot is similar to the previous one but highlights specific steps with red boxes and numbers:

- Step 9:** A red box highlights the 'Country/Region' dropdown menu, which now shows 'Brunei Darussalam (BN)' selected. A red box with the number '9' is placed to the right.
- Step 10:** A red box highlights the 'Brunei: ROC Number' and 'Organization' input fields. The 'Brunei: ROC Number' field contains 'RC12345678'. A red box with the number '10' is placed to the right.

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

This screenshot highlights the final step with a red box and the number '11':

- Step 11:** A red box highlights the '\*Attach a file' button next to the '2.6 Please attach official supporting documentation that supports the ROC information provided' field. A red box with the number '11' is placed to the right.



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**.

SAMPLE ONLY



RC:

ROC Number

**PERAKUAN PENUBUHAN SYARIKAT PERSENDIRIAN**  
 CERTIFICATE OF INCORPORATION OF PRIVATE COMPANY

Saya dengan ini memperakui bahawa  
 I hereby certify that

**SZ SDN BHD**

Adalah, pada 14 Haribulan Januari 2018 ditubuhkan  
 Is, on this 14 Day of January 2018 incorporated


Company Name &  
 Date of Incorporation

di bawah Akta Syarikat-Syarikat, Penggal 39, dan bahawa  
 Under the Companies Act, Chapter 39, and that

Syarikat ini adalah sebuah syarikat BERHAD menurut syer  
 The company is a company LIMITED by shares

Dan bahawa syarikat ini adalah sebuah syarikat persendirian.  
 And that the company is a private company.

**Pendaftar Syarikat-Syarikat**  
**REGISTRAR OF COMPANIES**  
**NEGARA BRUNEI DARUSSALAM**



The validation code for this Certificate of Incorporation is: \_\_\_\_\_ To check the validity of this certificate, enter  
 https://eservices. \_\_\_\_\_ in your browser.

Outcome: Supplier Registration Questionnaire page will be displayed.

<p>2 Vendor Identificatio...</p> <p>3 Bank Information</p> <p>5 Certificate</p>	<p>▼ 2 Vendor Identification Information</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;"> <p>2.1 Vendor Category</p> </td> <td style="width: 70%;"> <p>* <input type="text" value="Private Limited (Local Company)"/></p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)</p> </td> <td> <p>Country/Region: <input type="text" value="Brunei Darussalam (BN)"/></p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <th style="width: 30%;">Tax Name</th> <th style="width: 30%;">Tax Type</th> <th style="width: 40%;">Tax Number</th> </tr> <tr> <td>Brunei: ROC Number</td> <td>Organization</td> <td><input type="text" value="RC12345678"/></td> </tr> </table> </td> </tr> <tr> <td style="vertical-align: top;"> <p>2.6 Please attach official supporting documentation that supports the ROC information provided</p> </td> <td> <p>* <a href="#">[SAMPLE] RC - ROC Supporting Documentation.pdf</a> <a href="#">Update file</a> <a href="#">Delete file</a></p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>2.9 Please attach the official supporting documentation for the Company Extract</p> </td> <td> <p>* <a href="#">Attach a file</a></p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>2.10 Please attach official supporting documentation for the Certificate of</p> </td> <td> <p><a href="#">Attach a file</a></p> </td> </tr> </table> <p style="font-size: x-small; text-align: center;">(*) indicates a required field</p>	<p>2.1 Vendor Category</p>	<p>* <input type="text" value="Private Limited (Local Company)"/></p>	<p>2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)</p>	<p>Country/Region: <input type="text" value="Brunei Darussalam (BN)"/></p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <th style="width: 30%;">Tax Name</th> <th style="width: 30%;">Tax Type</th> <th style="width: 40%;">Tax Number</th> </tr> <tr> <td>Brunei: ROC Number</td> <td>Organization</td> <td><input type="text" value="RC12345678"/></td> </tr> </table>	Tax Name	Tax Type	Tax Number	Brunei: ROC Number	Organization	<input type="text" value="RC12345678"/>	<p>2.6 Please attach official supporting documentation that supports the ROC information provided</p>	<p>* <a href="#">[SAMPLE] RC - ROC Supporting Documentation.pdf</a> <a href="#">Update file</a> <a href="#">Delete file</a></p>	<p>2.9 Please attach the official supporting documentation for the Company Extract</p>	<p>* <a href="#">Attach a file</a></p>	<p>2.10 Please attach official supporting documentation for the Certificate of</p>	<p><a href="#">Attach a file</a></p>
<p>2.1 Vendor Category</p>	<p>* <input type="text" value="Private Limited (Local Company)"/></p>																	
<p>2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)</p>	<p>Country/Region: <input type="text" value="Brunei Darussalam (BN)"/></p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <th style="width: 30%;">Tax Name</th> <th style="width: 30%;">Tax Type</th> <th style="width: 40%;">Tax Number</th> </tr> <tr> <td>Brunei: ROC Number</td> <td>Organization</td> <td><input type="text" value="RC12345678"/></td> </tr> </table>	Tax Name	Tax Type	Tax Number	Brunei: ROC Number	Organization	<input type="text" value="RC12345678"/>											
Tax Name	Tax Type	Tax Number																
Brunei: ROC Number	Organization	<input type="text" value="RC12345678"/>																
<p>2.6 Please attach official supporting documentation that supports the ROC information provided</p>	<p>* <a href="#">[SAMPLE] RC - ROC Supporting Documentation.pdf</a> <a href="#">Update file</a> <a href="#">Delete file</a></p>																	
<p>2.9 Please attach the official supporting documentation for the Company Extract</p>	<p>* <a href="#">Attach a file</a></p>																	
<p>2.10 Please attach official supporting documentation for the Certificate of</p>	<p><a href="#">Attach a file</a></p>																	
		<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="background-color: blue; color: white; padding: 5px 15px; border-radius: 3px;">Submit Entire Response</div> <div style="border: 1px solid blue; padding: 5px 15px; border-radius: 3px;">Reload Last Bid</div> <div style="border: 1px solid blue; padding: 5px 15px; border-radius: 3px;">Save draft</div> <div style="border: 1px solid blue; padding: 5px 15px; border-radius: 3px;">Compose Message</div> <div style="border: 1px solid blue; padding: 5px 15px; border-radius: 3px;">Excel Import</div> </div>																



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

The screenshot shows a form titled '2 Vendor Identification Information'. It contains several fields:
 

- 2.1 Vendor Category: Private Limited (Local Company)
- 2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier): Country/Region: Brunei Darussalam (BN). Tax Name: Brunei: ROC Number, Tax Type: Organization, Tax Number: RC12345678.
- 2.6 Please attach official supporting documentation that supports the ROC information provided: [SAMPLE] RC - ROC Supporting Documentation.pdf
- 2.9 Please attach the official supporting documentation for the Company Extract: **Attach a file** (highlighted with a red box and number 14)
- 2.10 Please attach official supporting documentation for the Certificate of: Attach a file

 At the bottom, there are buttons for 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom states '(\*) indicates a required field'.

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

The screenshot shows the 'Add Attachment' page in the Ariba Sourcing interface. It includes a header with 'Ariba Sourcing', 'Company Settings', 'Amir Bakar', 'Help', and 'Messages'. Below the header, there are navigation links and a 'Desktop File Sync' option. The main content area has the title 'Add Attachment' and two 'OK' and 'Cancel' buttons. A text instruction reads: 'Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.' Below this is an attachment field with a 'Choose File' button (highlighted with a red box and number 14) and the text 'No file chosen'. A dashed box below the field contains the text 'Or drop file here'. At the bottom, there are 'OK' and 'Cancel' buttons. Footer text includes 'Amir Bakar (amir.testvendor01@gmail.com) last visited 26 Mar 2024 9:01:30 AM Sample Vendor 01 AN11200249655-T' and 'SAP Business Network Privacy Statement Security Disclosure Terms of Use'.

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.

The screenshot shows the 'Add Attachment' page after a file has been selected. The 'Attachment:' field now contains '[SAMPLE] RC - Company Extract.pdf'. The 'Choose File' button is no longer highlighted. The 'OK' button at the bottom right is highlighted with a red box and the number 19. The rest of the page layout, including the header and footer, remains the same as in the previous screenshot.



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

**Addresses**

Registered Office Address : [REDACTED] SPG [REDACTED] lalar [REDACTED] Kampung [REDACTED] A, STKR], [REDACTED] A, Kuala Belait, Belait, KA [REDACTED], Brunei Darussalam

**Directors**

**Director**

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

Extract Generated as at 25-Nov-2020

Outcome: Supplier Registration Questionnaire page will be displayed.

2 Vendor Identification...

3 Bank Information

5 Certificate

2 Vendor Identification Information

2.1 Vendor Category \* Private Limited (Local Company)

2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier) \*

Country/Region: Brunei Darussalam (BN)

Tax Name	Tax Type	Tax Number
Brunei: ROC Number	Organization	<span style="border: 1px solid #ccc; padding: 2px;">RC12345678</span>

2.6 Please attach official supporting documentation that supports the ROC information provided \* [SAMPLE] RC - ROC Supporting Documentation.pdf Update file Delete file

2.9 Please attach the official supporting documentation for the Company Extract \* [SAMPLE] RC - Company Extract.pdf Update file Delete file

2.10 Please attach official supporting documentation for the Certificate of Incorporation of Private company \* Attach a file

(\*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import





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

The screenshot shows a form titled 'Vendor Identification Information'. It contains several sections:
 

- 2.1 Vendor Category:** A dropdown menu set to 'Private Limited (Local Company)'.
- 2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier):** A dropdown menu set to 'Brunei Darussalam (BN)'.
- Tax Information:** A table with columns 'Tax Name', 'Tax Type', and 'Tax Number'. One row is visible: 'Brunei: ROC Number' with 'Organization' 'RC12345678'.
- 2.6:** 'Please attach official supporting documentation that supports the ROC information provided'. It shows a file '[SAMPLE] P - ROC Supporting Documents.pdf' with 'Update file' and 'Delete file' links.
- 2.9:** 'Please attach the official supporting documentation for the Company Extract'. It shows a file '[SAMPLE] ...ract.pdf' with 'Update file' and 'Delete file' links.
- 2.10:** 'Please attach official supporting documentation for the Certificate of Incorporation of Private company'. The 'Attach a file' button is highlighted with a red box and the number 20.
- 3 Bank Information:** 'Add Bank Information (0)'
- 5 Certificate:** 'Add Certificate (0)'

 At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom states '(\*) indicates a required field'.

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

The screenshot shows the 'Add Attachment' page in the Ariba Sourcing system. The page title is 'Add Attachment'. Below the title, there is a text box with the instruction: 'Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.' Below this is a file selection area with a 'Choose File' button and the text 'No file chosen'. The 'Choose File' button is highlighted with a red box and the number 21. At the bottom right, there are 'OK' and 'Cancel' buttons.

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.

The screenshot shows the 'Add Attachment' page with a file attached. The file name is '[SAMPLE] RC - Certificate of Incorporation of Private Company.pdf'. The 'OK' button is highlighted with a red box and the number 22. The 'Choose File' button is also highlighted with a red box and the number 21. At the bottom right, there are 'OK' and 'Cancel' buttons.



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 statements



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

Ariba Sourcing

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard

Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank Information

Bank Information (0)

Name ↑

No items

Add Bank Information (\*) indicates a required field

AIN SYAQIRAH AHMAD (nurain.ahmad@dynamiktechnologies.com.bn) last visited 11 Sep 2024 5:46:21 PM AINSYAQIRAH DAN ANAK-ANAK AN11211772297-T  
SAP Business Network Privacy Statement Security Disclosure Terms of Use

© 1996–2019 Ariba, Inc. All rights reserved.

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

Ariba Sourcing

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard

Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank Information

Bank Information (0)

Name ↑

No items

Add Bank Information 24 (\*) indicates a required field

AIN SYAQIRAH AHMAD (nurain.ahmad@dynamiktechnologies.com.bn) last visited 11 Sep 2024 5:46:21 PM AINSYAQIRAH DAN ANAK-ANAK AN11211772297-T  
SAP Business Network Privacy Statement Security Disclosure Terms of Use

© 1996–2019 Ariba, Inc. All rights reserved.



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

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

The screenshot shows the Ariba Sourcing interface. At the top, it says "Ariba Sourcing" and "Company Settings" with the user name "AIN SYAQIRAH AHMAD". Below that, there's a navigation bar with "< Go back to Treasury Accounting and Financial Information System-TEST Dashboard" and "Desktop File Sync". There are "Save" and "Cancel" buttons. A yellow message box says: "Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen." Below that, it says "All Content > 3 Bank Information". The main section is titled "Bank Information (1)". There's a table with one row: "Bank Information #1" with a "Delete" button. A red box highlights the "#1" and a red "Note" box is overlaid. To the right of the table are form fields: "Bank Type: No Choice", "Country/Region: (no value)", "Bank Name:", and "Bank Branch:". At the bottom, there's a button "Add an additional Bank Information" and a note "(\*) indicates a required field".

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

The screenshot shows the Ariba Sourcing interface. At the top, it says "Ariba Sourcing" and "Company Settings" with the user name "Amir Bakar". Below that, there's a navigation bar with "< Go back to Treasury Accounting and Financial Information System-TEST Dashboard" and "Desktop File Sync". There are "Save" and "Cancel" buttons. A yellow message box says: "Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen." Below that, it says "All Content > 3 Bank Information". The main section is titled "Bank Information (1)". There's a table with one row: "Bank Information #1" with a "Delete" button. A red box highlights the dropdown arrow and a red "25" box is overlaid. To the right of the table are form fields: "Bank Type: No Choice", "Country/Region: (no value)", "Bank Name:", and "Bank Branch:". At the bottom, there's a button "Add an additional Bank Information" and a note "(\*) indicates a required field".



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

All Content > 3 Bank Information

Bank Information (1)

Name ↑

Bank Information #1 Delete

Bank Type:

Country/Region:

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

Bank account information. For State/Province/Region field, please use abbreviated names in maximum 6 characters.

[Add an additional Bank Information](#)

(\*) indicates a required field

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

FIELD	DESCRIPTION
Bank Type	Bank Type – Domestic or Foreign.
Country/Region	Location of bank. Domestic, select Brunei Darussalam, Foreign, select accordingly.
Bank Name	The name of bank.
Bank Branch	The branch of bank.
Street	Bank street.
City	Bank city.
State/Province/Region	Bank location district (if domestic), State/Province/Region applicable mainly for foreign banks.
Postal Code	Bank post code.
Account Holder Name	Bank account holder name.
Bank Key / ABA Routing Number	Bank key. Refer to table below.
Account Number	Bank account number keyed in specific format.  It must be <b>digits only format</b> 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.

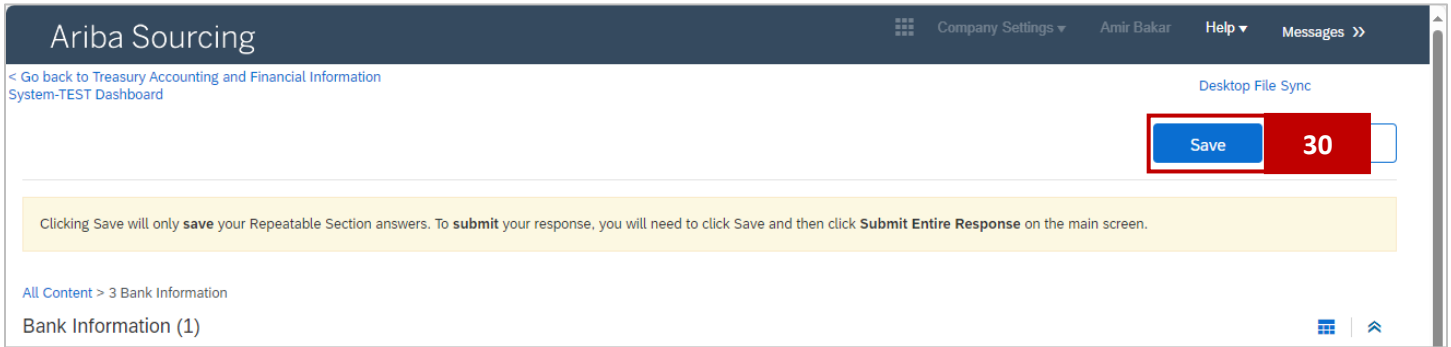
Step 30: Click on **OK** button to confirm and redirect Vendor to Bank Information page.

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

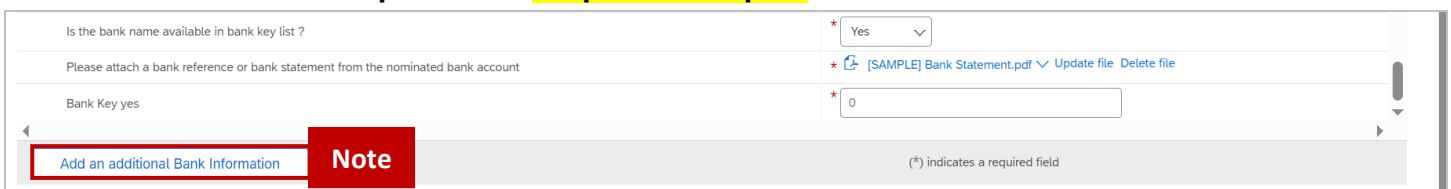




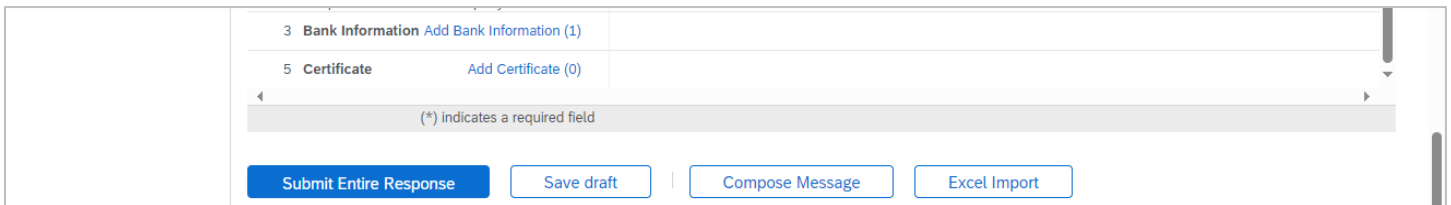
Step 30: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.



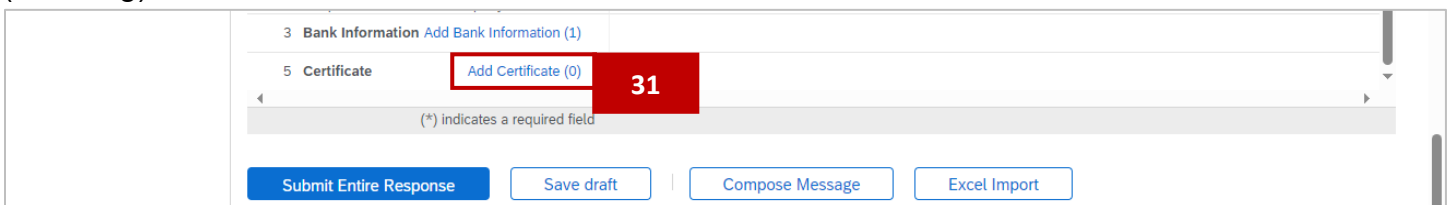
**Note:** (Optional) If Vendor would like to add another bank information, click on **Add an additional Bank Information** button and repeat from **Step 26 to Step 29**.



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.

Ariba Sourcing

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard

Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 5 Certificate

Certificate (1)

Name ↑	
▼ Certificate #1	Delete
Certificate	* No

Add an additional Certificate

(\*) indicates a required field

AIN SYAQIRAH AHMAD (nurain.ahmad@dynamiktechnologies.com.bn) last visited 12 Sep 2024 6:27:04 PM AINSYAQIRAH DAN ANAK-ANAK AN11211772297-T  
 SAP Business Network Privacy Statement Security Disclosure Terms of Use

© 1996–2019 Ariba, Inc. All rights reserved.

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

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

Certificate (1)

Name ↑	
▼ Certificate #1	Delete
Certificate	* No
	Yes
	No
	Unspecified

Add an additional Certificate

(\*) indicates a required field

33

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

Certificate (1)

Name ↑	
▼ Certificate #1	Delete
Certificate	* Yes
	Details

Add an additional Certificate

(\*) indicates a required field

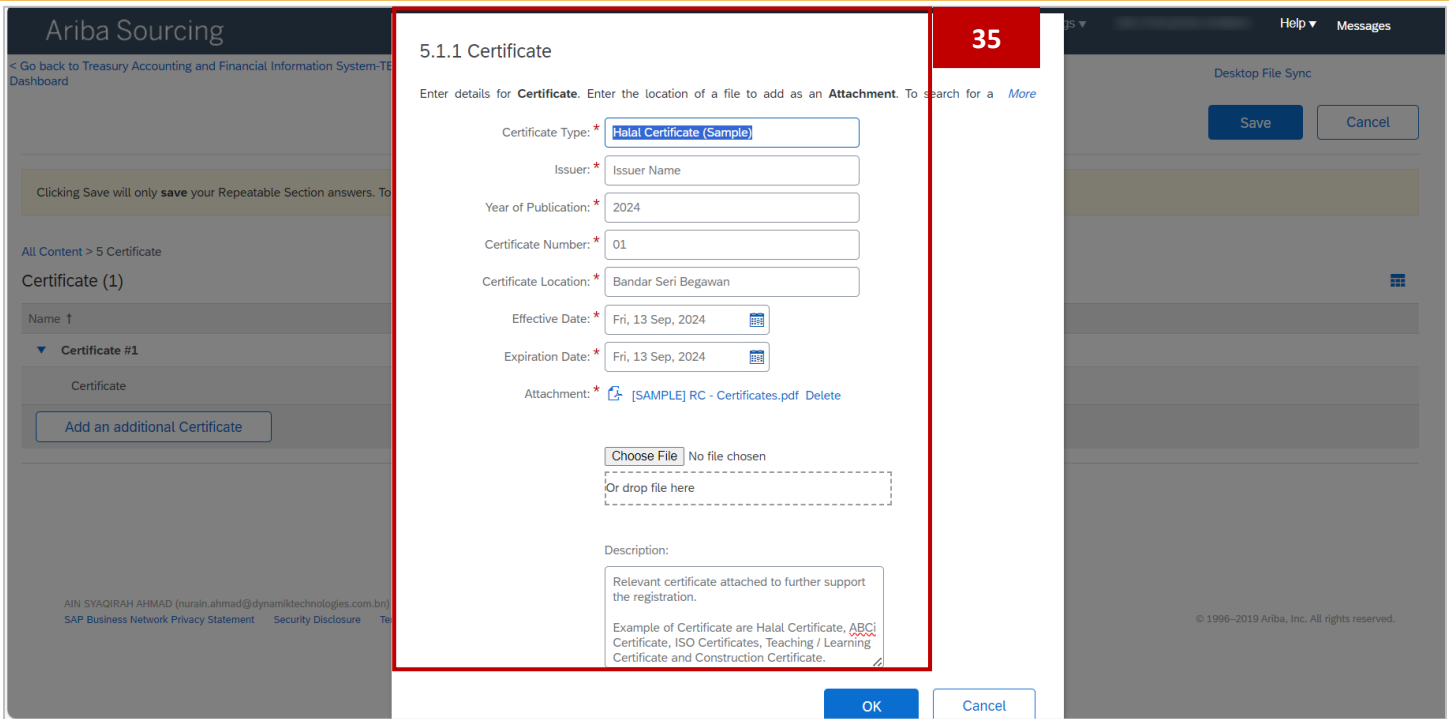


Step 34: Click on **Details** button. This allows Vendor to insert Certificate detail and attach Certificate.

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

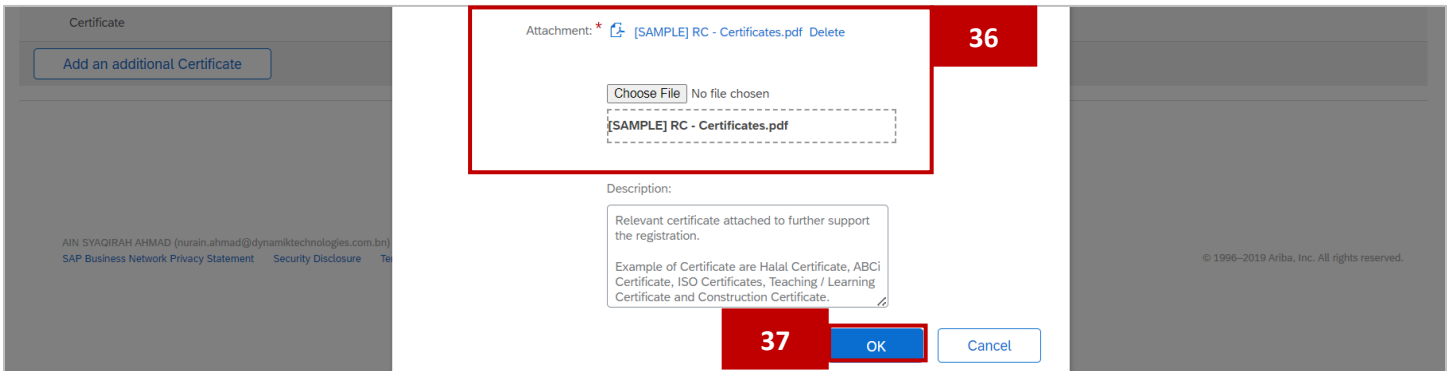
Step 35: Under **Certificate**, Vendor can complete the following fields (where required).

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.

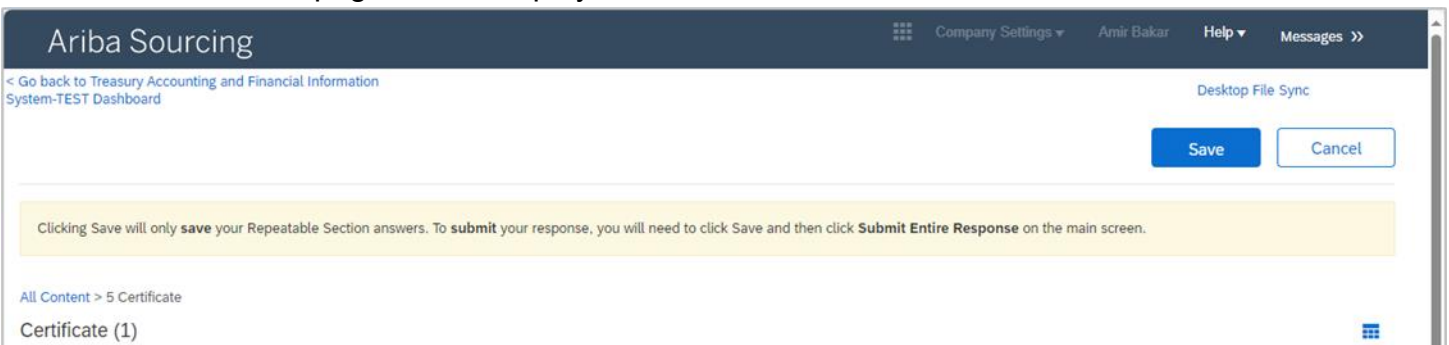


Step 36: Vendor can **either drag and drop** the supporting documentation file (e.g. **Certificate**) or click on the **choose file** button to select the file from their device.

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.

The screenshot shows the Ariba Sourcing interface. At the top right, there is a 'Save' button and a red notification box with the number '38'. Below this, a yellow banner contains the text: "Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen." Below the banner, there is a breadcrumb trail: "All Content > 5 Certificate". Underneath, a table lists "Certificate (1)" with a "Name" column and a "Delete" button.

**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**.

This screenshot shows a close-up of the "Add an additional Certificate" button, which is highlighted with a red box. To its right is a red box with the word "Note". Further right, there is a dropdown menu set to "Yes" and a "Details" link. Below these elements, a small note states: "(\*) indicates a required field".

Outcome: Supplier Registration Questionnaire page will be displayed.

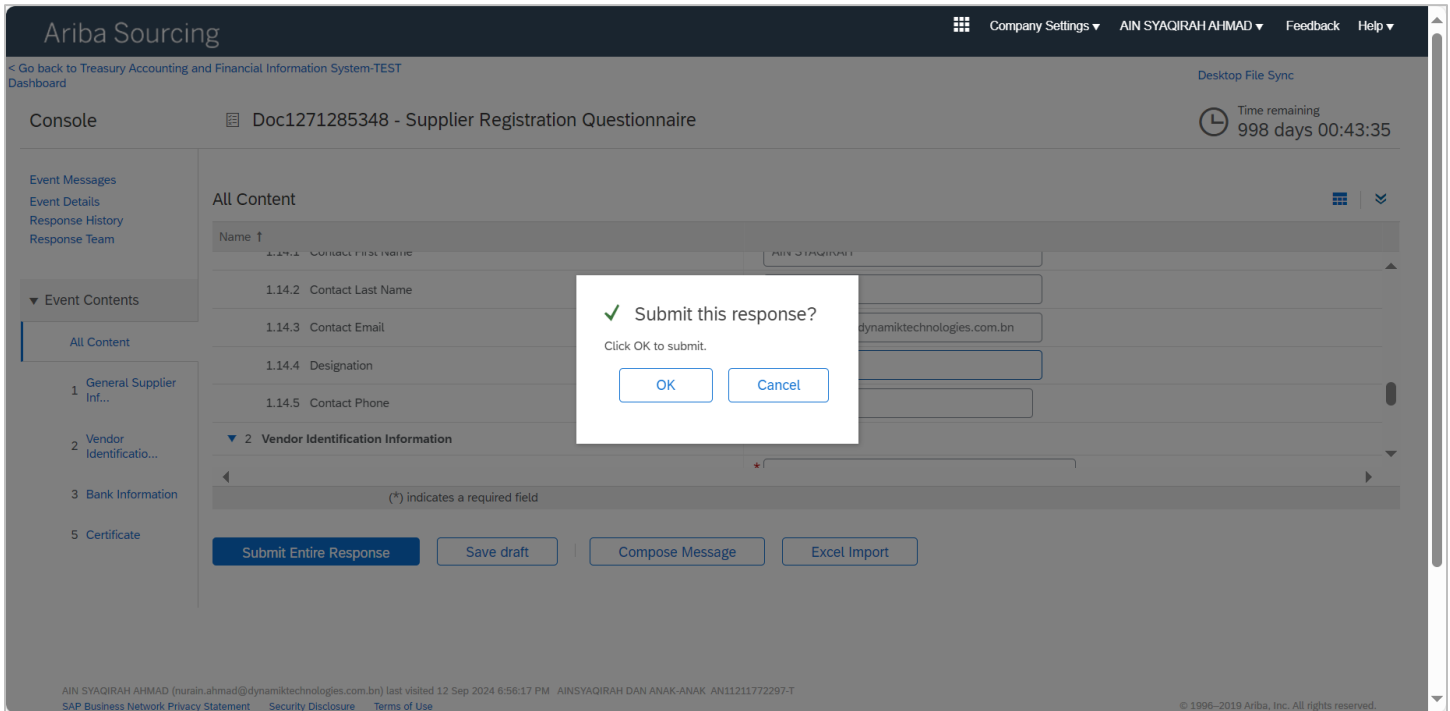
The screenshot displays the Supplier Registration Questionnaire page. On the left, a progress bar shows four steps: "2 Vendor Identification...", "3 Bank Information", "5 Certificate", and "5 Certificate". The "5 Certificate" step is currently active. At the bottom of the page, there are four buttons: "Submit Entire Response" (highlighted in blue), "Save draft", "Compose Message", and "Excel Import".

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

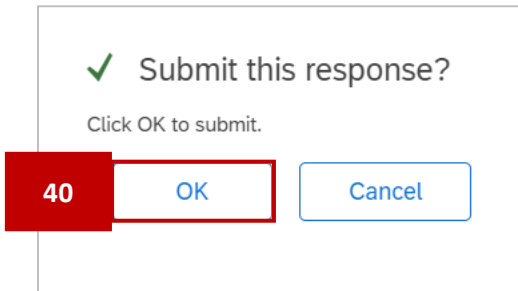
This screenshot shows the detailed view of the Supplier Registration Questionnaire. On the left, there is a sidebar with "Event Messages" and "Event Contents". The main area is titled "All Content" and contains a table with columns for "Name", "tax name", "tax type", and "tax number". The table lists three items with their respective descriptions and file upload links. Below the table, there are buttons for "Submit Entire Response" (highlighted in blue with a red box containing the number "39"), "Save draft", "Compose Message", and "Excel Import". At the bottom of the page, there is a footer with contact information and a copyright notice: "© 1996–2019 Ariba, Inc. All rights reserved."



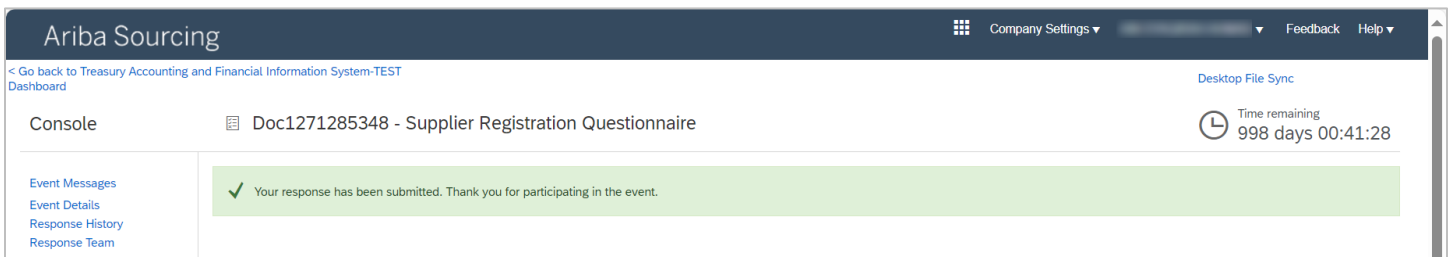
Outcome: **Submission confirmation pop-up will be displayed.**



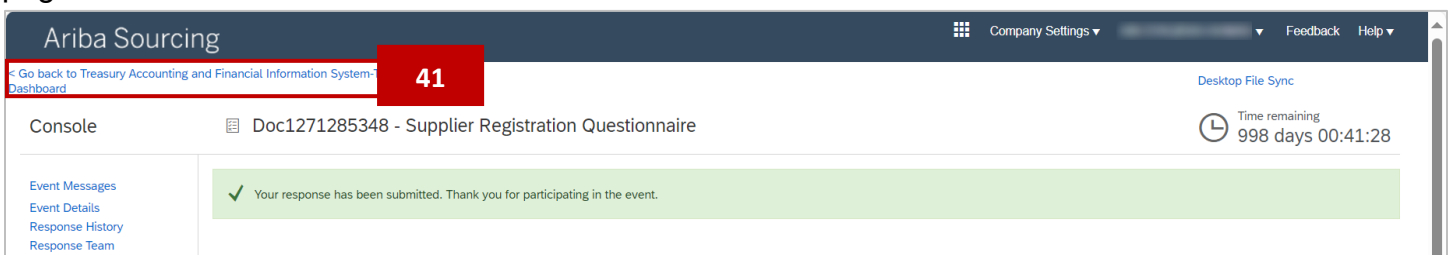
Step 40: Click on **OK** button to proceed.



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.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. At the top, there is a 'TEST MODE' indicator. The main content area is divided into sections: 'Home', 'Events', and 'Registration Questionnaires'. The 'Events' section contains a table with columns 'Title', 'ID', 'End Time', 'Event Type', and 'Participated', showing 'No items'. The 'Registration Questionnaires' section contains a table with columns 'Title', 'ID', 'End Time', and 'Status'. A dropdown filter shows 'Status: Completed (1)'. Below this, a single entry is listed: 'Supplier Registration Questionnaire' with ID 'Doc1271285348' and status 'Pending Approval'.

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

This is a close-up of the 'Registration Questionnaires' table. The table has columns for 'Title', 'ID', 'End Time', and 'Status'. A dropdown menu is set to 'Status: Completed (1)'. The entry 'Supplier Registration Questionnaire' with ID 'Doc1271285348' and status 'Pending Approval' is highlighted with a red border. A red callout box with the number '42' is positioned over the entry.

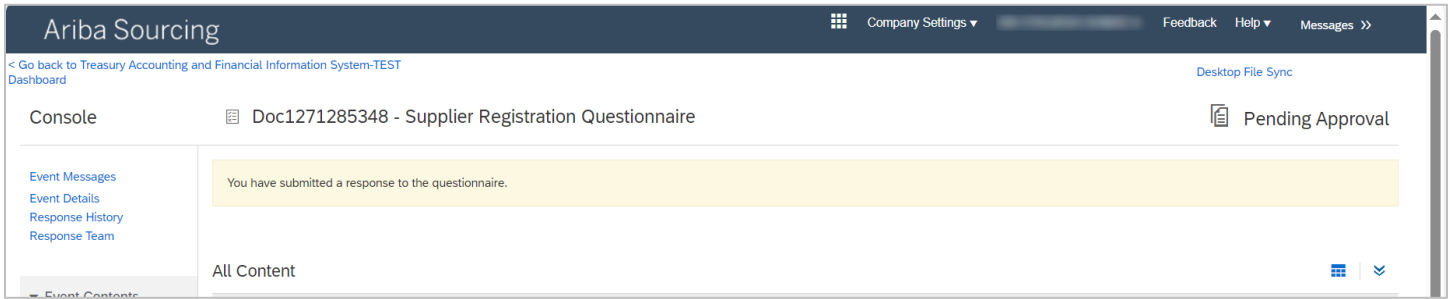
Step 43: Click the **Review Response** button to view the Supplier Registration Questionnaire status.

The screenshot shows the 'Ariba Sourcing' interface for 'Doc1271285348 - Supplier Registration Questionnaire'. The page title is 'Ariba Sourcing' and the status is 'Pending Approval'. On the left, there is a navigation menu with options like 'Event Messages', 'Response History', 'Download Tutorials', 'Prepare Response', and 'Response Team'. In the main content area, there are three buttons: 'Download Content', 'Print Event Information', and 'Review Response'. The 'Review Response' button is highlighted with a red border, and a red callout box with the number '42' is positioned over it. Below the buttons, there is a section for 'General Supplier Information' with a 'Name' field.

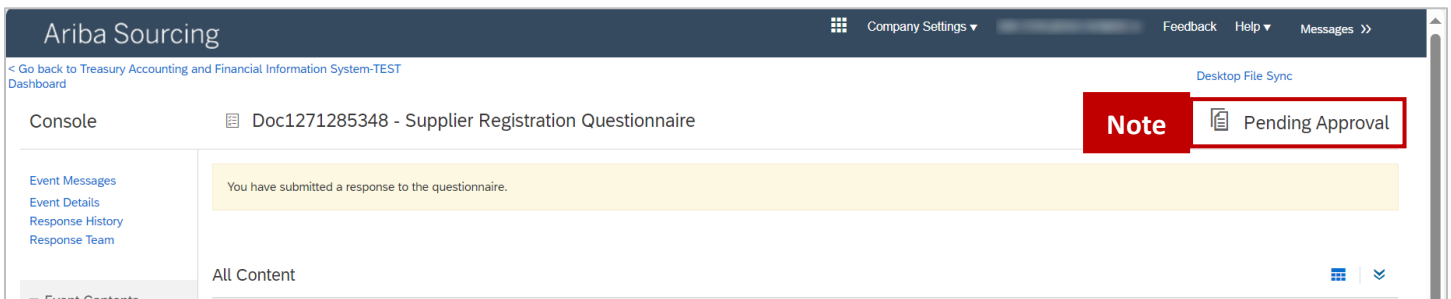




Outcome: Submitted **Supplier Registration Questionnaire** will be displayed. This allows user to view the information inserted and attachments included with the form.



**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.

<b>User Role</b>	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.

The screenshot displays the Ariba Sourcing interface for a Supplier Registration Questionnaire. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Anina Azahar SA', 'Feedback', and 'Help'. The main header shows 'Doc1270193710 - Supplier Registration Questionnaire' and a 'Time remain 997 day' indicator. A red box with the number '1' is positioned in the top right corner. The left sidebar lists 'Event Contents' with categories like 'General Supplier Inf...', 'Vendor Identification...', 'Bank Information', and 'Certificate'. The main content area, titled 'All Content', contains a form with sections: '1 General Supplier Information', '1.1 Supplier Name 1', '1.2 Supplier Name 2 (optional)', '1.3 Supplier Name 3 (optional)', '1.4 Supplier Name 4 (optional)', and '1.5 Contact code (main and mobile telephone numbers)'. A red box highlights the '1.1 Supplier Name 1' field, and a red 'Note' box is overlaid on it. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The footer contains user information and copyright details.



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 – <b>‘BN’</b> .
Main telephone number	Business main office number. For example, HQ office number.
Mobile telephone number	Business main mobile telephone number. For example, handphone number.
Main address	Main company address / location.
Internet homepage address	Company’s website (if any).

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



Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 General Information

2 Vendor Identification...

3 Bank Information

5 Certificate

### All Content

Name 1

1.3 Supplier Name 3

1.4 Supplier Name 4

1.5 Country code (main and mobile telephone numbers) \* **BN**

1.6 Main telephone number \* 868935765

1.7 Mobile telephone number \* 9804556632

1.8 Main address

1.9 Internet homepage address www.ncoffee.com

1.10 MOFE has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our suppliers. As part of this initiative, we are encouraging our suppliers to

1.11 Vendor is willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.

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

<p>1 General Supplier Inf...</p> <p>2 Vendor Identification...</p> <p>3 Bank Information</p> <p>5 Certificate</p>	<p>1.10 MOFE has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our suppliers. As part of this initiative, we are encouraging our suppliers to send and receive transactional documents including POs and Invoices over the Ariba Network. Benefits for your organization include:</p> <ul style="list-style-type: none"> <li>- Automated invoice to Purchase Order matching reducing delays in invoice processing.</li> <li>- Real-time view of invoice and payment status.</li> <li>- Report against and archive your orders, invoices and other transactions.</li> <li>- Greater wallet and market share through use of online catalogs and potential new business opportunities through visibility to other buying organizations on the Ariba Network.</li> </ul> <p>Please refer to the URL below for further details.  <a href="https://www.ariba.com/ariba-network/ariba-network-for-suppliers">https://www.ariba.com/ariba-network/ariba-network-for-suppliers</a></p>
<p>▼ Event Contents</p> <p>All Content</p>	<p>1.11 Vendor is willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.</p>



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

The screenshot shows a web form for supplier registration. The 'Nature of Business / Commodity' field (1.12) is highlighted with a red box containing the number 3. The form includes fields for Name, Country/Region (Brunei Darussalam (BN)), State/Province/Region (no value), Internet homepage address (www.sunguancoffee.com), and a Primary Supplier Contact section with fields for Contact First Name (Aljon), Contact Last Name (Doe), Contact Email (joann.ahne@perdana.co.id), and Designation.

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

The screenshot shows a dialog box titled 'Choose Values for Commodity'. It has two main sections: 'Add to Currently Selected' and 'Currently Selected'. The 'Add to Currently Selected' section contains a search bar and a list of commodity categories with checkboxes. The 'Currently Selected' section shows a table of selected items.

Name	ID
<input checked="" type="checkbox"/> Food and beverage industries	7313
<input checked="" type="checkbox"/> Food Beverage and Tobacco Products	50

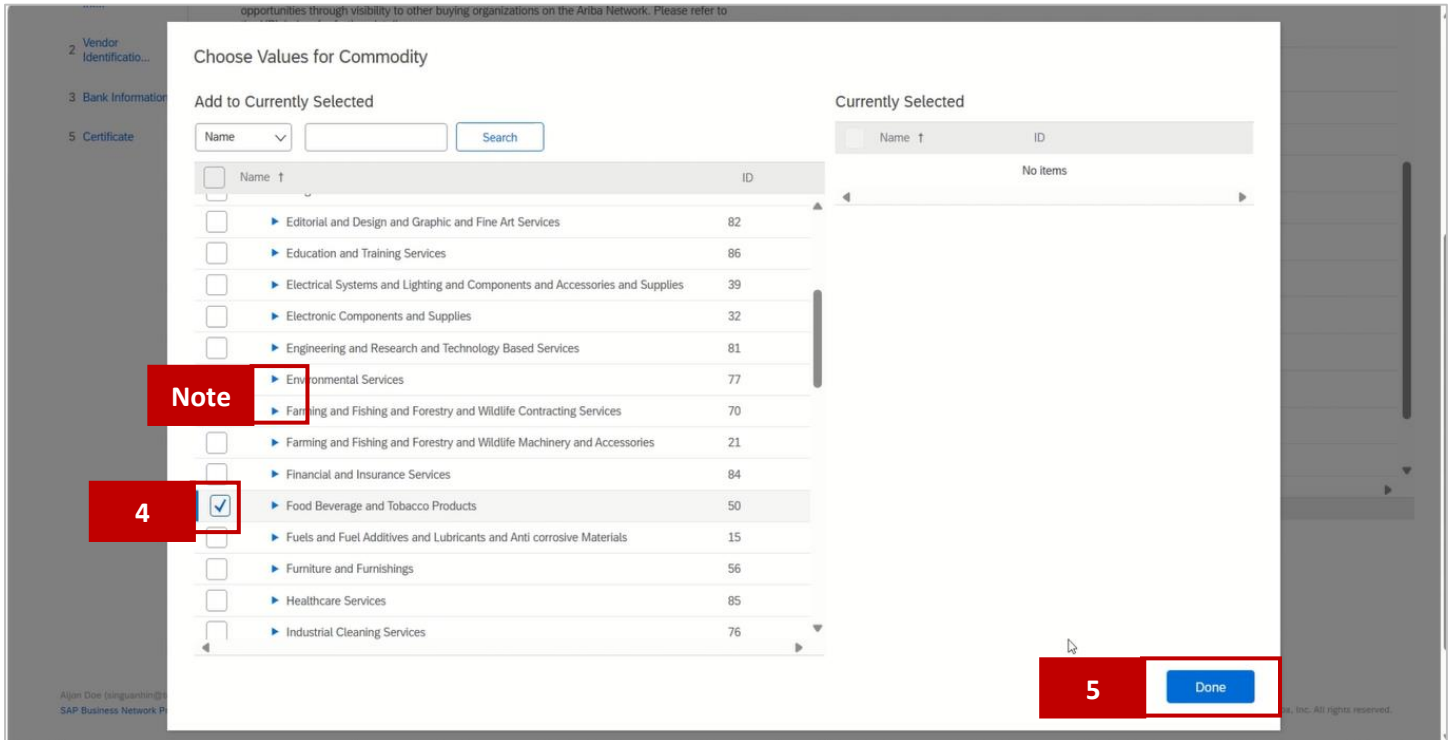
Other commodity categories listed in the 'Add to Currently Selected' section include Furniture and Furnishings (56), Healthcare Services (85), Industrial Cleaning Services (76), Industrial Manufacturing and Processing Machinery and Accessories (23), Industrial Production and Manufacturing Services (73), Fibers and textiles and fabric industries (7314), Beverage processing (731315), Dairy and eggs processing (731318), Fruits and vegetables processing (731317), and Grains and sugar and oils and fat processing (731319).



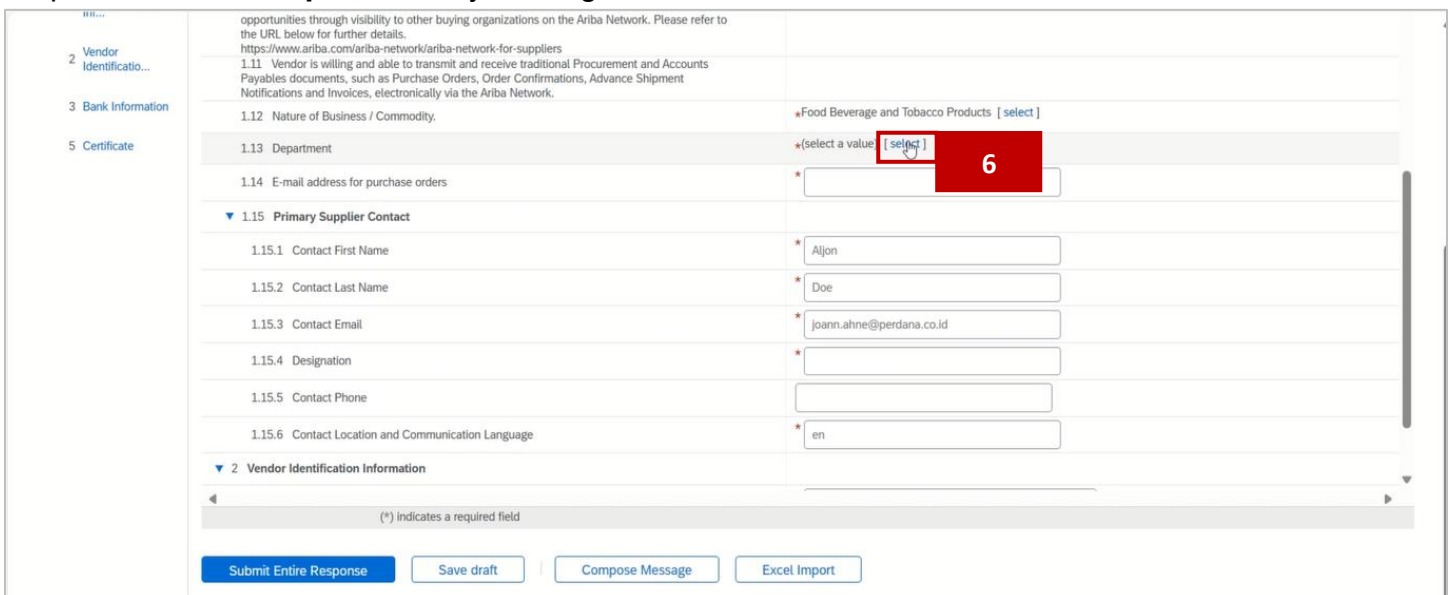
Step 4: Tick the relevant **Commodity** checkboxes.  
**Commodity** is to classify and describe the vendors nature of business.

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

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

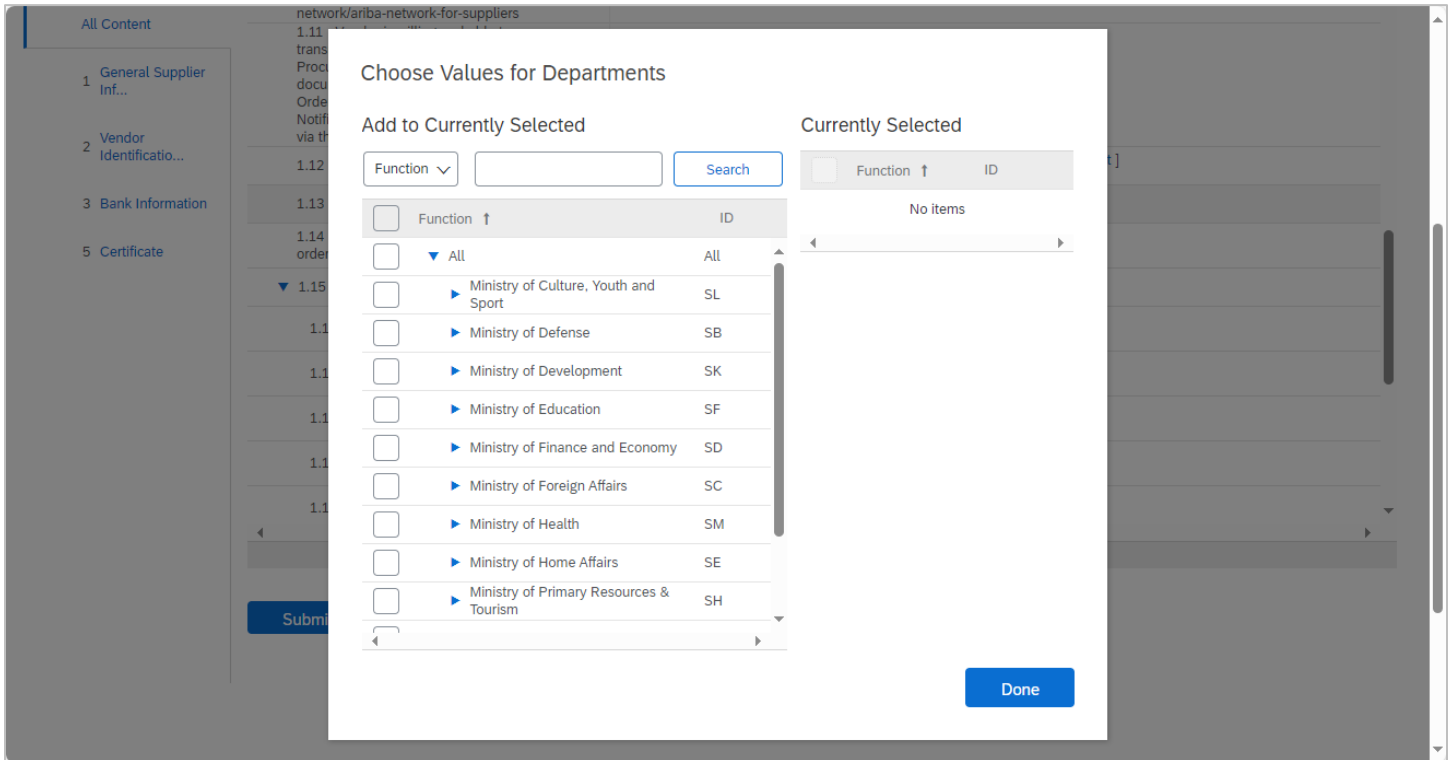


Step 6: Select the **Department** by clicking on **select** button.





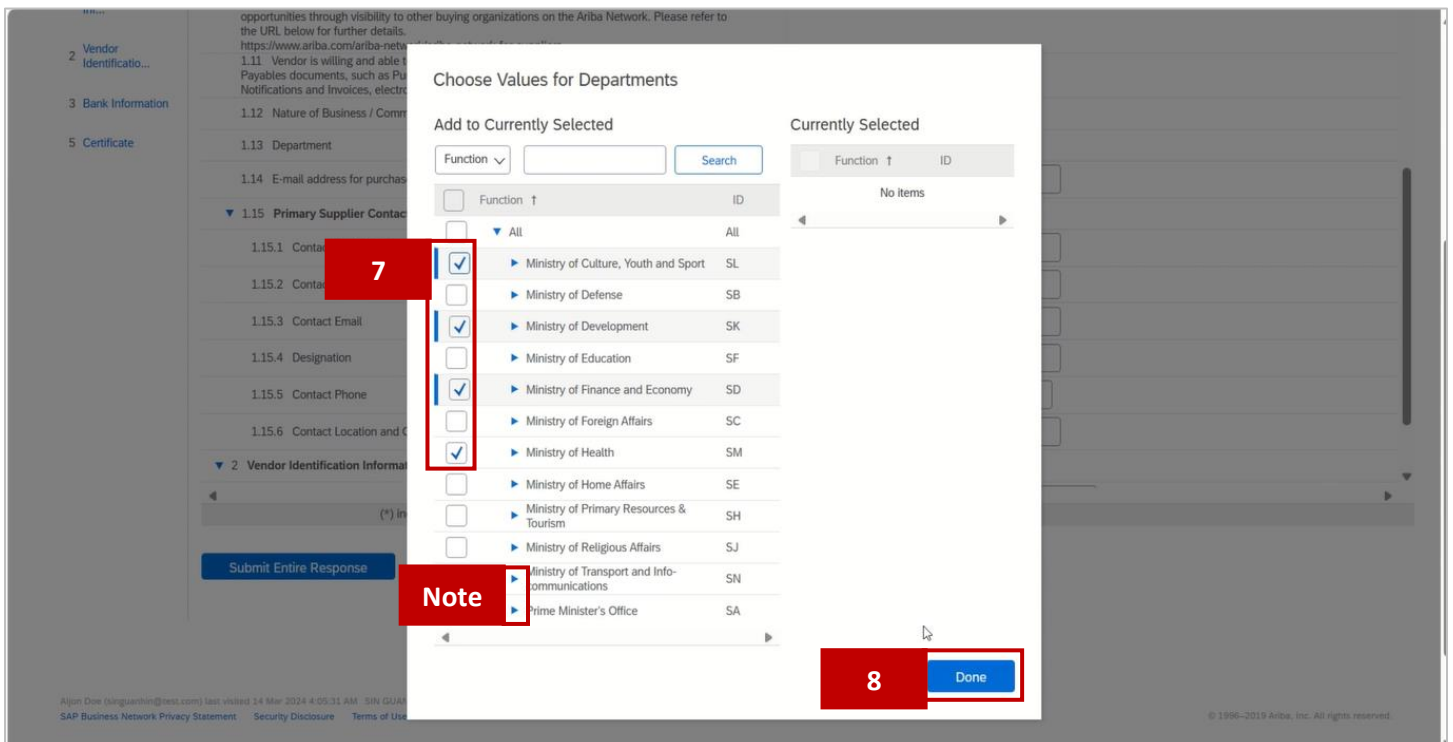
Outcome: List of **Departments** available for selection will be displayed.



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.

The screenshot shows the 'Vendor Identification Information' section of a form. Field 2.1 'Vendor Category' is set to 'Sole Proprietor (Local Company)'. Field 2.5 'ROC Number (For Local supplier only)/Company Registration Number (For International supplier)' is empty. The 'Country/Region' dropdown is set to '(no value)'. Below the form are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. At the bottom, there is a footer with user information and copyright notice.

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.

This screenshot highlights the steps for selecting the country and entering the ROC number. A red box labeled '12' surrounds the 'Country/Region' dropdown, which is now set to 'Brunei Darussalam (BN)'. Another red box labeled '13' surrounds the 'Brunei: ROC Number' field, which contains the alphanumeric value 'P12345678'. The 'Tax Number' field is also visible and contains the same value. The rest of the form and buttons are the same as in the previous screenshot.

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

This screenshot highlights the step for attaching supporting documentation. A red box labeled '14' surrounds the 'Attach a file' button next to field 2.6, which is 'Please attach official supporting documentation that supports the ROC information provided'. The 'Country/Region' and 'ROC Number' fields are still visible and filled out as in the previous steps.



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**.

SAMPLE ONLY



**AKTA NAMA-NAMA PERNIAGAAN (BAB 16)**  
BUSINESS NAME ACT (SECTION 16)

**Sijil Pendaftaran**  
Certificate of Registration

Saya dengan ini mengesahkan bahawa pendaftaran menurut Akta Nama-Nama Perniagaan telahpun dilakukan berhubung dengan perniagaan yang dijalankan di  
I hereby certify that registration pursuant to the Business Names Act has been effected in respect of a business carried on at

No. [redacted], Sg. [redacted] Jln [redacted], Perumahan [redacted] Kampong [redacted], Gadong B, Brunei  
Muara, BE19 [redacted] Brunei Darussalam



di bawah Nama Perniagaan  
Under the Business Name of

QA ENTITY [redacted]

Company Name

Ditandatangani, di Bandar Seri Begawan, pada  
30 Haribulan November 2021  
Given under my hand, at Bandar Seri Begawan, this  
30 day of November 2021

Date of Incorporation

**Pendaftar Nama-Nama Perniagaan**  
**REGISTRAR OF BUSINESS NAMES**  
**NEGARA BRUNEI DARUSSALAM**

The validation code for this Certificate of Registration is [redacted]. To check the validity of this certificate, enter  
<https://eservices.gov.bn> [redacted] in your browser.

Outcome: Supplier Registration Questionnaire page will be displayed.

2 Vendor Identification...

3 Bank Information

5 Certificate

▼ 2 Vendor Identification Information

2.1 Vendor Category \*

Sole Proprietor (Local Company) ▼

2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier) \*

Country/Region: Brunei Darussalam (BN) ▼ ⓘ

Tax Name	Tax Type	Tax Number
Brunei: ROC Number	Organization	P12345678

2.6 Please attach official supporting documentation that supports the ROC information provided \*

[\[SAMPLE\] P - ROC Supporting Documentation.pdf](#) ▼ Update file Delete file 🗑️

2.7 Please attach the official supporting documentation for the Business Name Extract \*

Attach a file 📎

2.8 Please attach official supporting documentation for the Certificate of Registration \*

Attach a file 📎

(\*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import



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

The screenshot shows a form titled '2 Vendor Identification Information'. It contains several fields:
 

- 2.1 Vendor Category: Sole Proprietor (Local Company)
- 2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier): Country/Region: Brunei Darussalam (BN). Tax Name: Brunei: ROC Number, Tax Type: Organization, Tax Number: P12345678.
- 2.6 Please attach official supporting documentation that supports the ROC information provided: [SAMPLE] P - ROC Supporting Documentation.pdf
- 2.7 Please attach the official supporting documentation for the Business Name Extract: **Attach a file** (highlighted with a red box and '17')
- 2.8 Please attach official supporting documentation for the Certificate of Registration: Attach a file

 At the bottom, there are buttons for 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom states '(\*) indicates a required field'.

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

The screenshot shows the 'Add Attachment' page in the Ariba Sourcing system. The page header includes 'Ariba Sourcing' and navigation links for 'Company Settings', 'Amir Bakar', 'Help', and 'Messages'. The main content area has a title 'Add Attachment' and two 'OK' and 'Cancel' buttons. Below the title, there is a text prompt: 'Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.' Underneath, there is a file selection area with a 'Choose File' button and the text 'No file chosen' and 'Or drop file here'. At the bottom, there are two more 'OK' and 'Cancel' buttons. The footer contains user information: 'Amir Bakar (amir.testvendor01@gmail.com) last visited 26 Mar 2024 9:01:30 AM Sample Vendor 01 AN11200249655-T' and 'SAP Business Network Privacy Statement Security Disclosure Terms of Use' along with the copyright notice '© 1996–2019 Ariba, Inc. All rights reserved.'

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

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



Ariba Sourcing

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard

Desktop File Sync

Add Attachment OK 19


Enter the location of a file to add as an Attachment. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment:  No file chosen 18

Amir Bakar (amir.testvendor01@gmail.com) last visited 26 Mar 2024 9:01:30 AM Sample Vendor 01 AN11200249655-T  
 SAP Business Network Privacy Statement Security Disclosure Terms of Use © 1996–2019 Ariba, Inc. All rights reserved.

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

**SAMPLE ONLY** Extract generated as at 09-Jan-2021



**Registry of Business Names**  
**Brunei Darussalam**  
**Business Name Extract**

**General Details**

Business Number	: P300C	<b>ROC Number &amp; Company Name</b>
Business Name	: OM	
Business Type	: Sole Proprietor	<b>Registration Date &amp; Business Sector</b>
Entity Status	: Registered	
Registration Date	: 09-Jan-2021	
Business Sector	: 99 Activities of extraterritorial organization and bodies	

**Addresses**

Principal Place of Business : Address 1, Kangkong Kilanas, Kilanas, Brunei Muara, B2202, Brunei Darussalam

**Owners**

**Individual Owner(s)**

Full Name	: ABDUL SHAKIR ZULHAIDI BIN MOHD.
Nationality	: Brunei Darussalam
Identification Document	: IC-Yellow
Identification Document Number	: 01083381
Gender	: Male
Residential Address	: Address 1, Kangkong Kilanas, Kilanas, Brunei Muara, B2202, Brunei Darussalam
Appointment Date	: 09-Jan-2021

Extract Generated as at 09-Jan-2021



Outcome: Supplier Registration Questionnaire page will be displayed.

<p>2 Vendor Identificatio...</p> <p>3 Bank Information</p> <p>5 Certificate</p>	<p>▼ 2 Vendor Identification Information</p> <p>2.1 Vendor Category</p> <p>2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)</p> <p>2.6 Please attach official supporting documentation that supports the ROC information provided</p> <p>2.7 Please attach the official supporting documentation for the Business Name Extract</p> <p>2.8 Please attach official supporting documentation for the Certificate of Registration</p>	<p>* Sole Proprietor (Local Company) ▼</p> <p>Country/Region: Brunei Darussalam (BN) ▼ ⓘ</p> <table border="1"> <thead> <tr> <th>Tax Name</th> <th>Tax Type</th> <th>Tax Number</th> </tr> </thead> <tbody> <tr> <td>Brunei: ROC Number</td> <td>Organization</td> <td>P12345678</td> </tr> </tbody> </table> <p>* [SAMPLE] P - ROC Supporting Documentation.pdf ▼ Update file Delete file 🗑️</p> <p>* [SAMPLE] P - Business Name Extract.pdf ▼ Update file Delete file 🗑️</p> <p>Attach a file 📎</p> <p>(*) indicates a required field</p>	Tax Name	Tax Type	Tax Number	Brunei: ROC Number	Organization	P12345678
Tax Name	Tax Type	Tax Number						
Brunei: ROC Number	Organization	P12345678						

Submit Entire Response
Reload Last Bid
Save draft
Compose Message
Excel Import

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


<p>2 Vendor Identificatio...</p> <p>3 Bank Information</p> <p>5 Certificate</p>	<p>▼ 2 Vendor Identification Information</p> <p>2.1 Vendor Category</p> <p>2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)</p> <p>2.6 Please attach official supporting documentation that supports the ROC information provided</p> <p>2.7 Please attach the official supporting documentation for the Business Name Extract</p> <p>2.8 Please attach official supporting documentation for the Certificate of Registration</p>	<p>* Sole Proprietor (Local Company) ▼</p> <p>Country/Region: Brunei Darussalam (BN) ▼ ⓘ</p> <table border="1"> <thead> <tr> <th>Tax Name</th> <th>Tax Type</th> <th>Tax Number</th> </tr> </thead> <tbody> <tr> <td>Brunei: ROC Number</td> <td>Organization</td> <td>P12345678</td> </tr> </tbody> </table> <p>* [SAMPLE] P - ROC Supporting Documentation.pdf ▼ Update file Delete file 🗑️</p> <p>* [SAMPLE] P - Business Name Extract.pdf ▼ Update file Delete file 🗑️</p> <p>Attach a file 📎 <b>20</b></p> <p>(*) indicates a required field</p>	Tax Name	Tax Type	Tax Number	Brunei: ROC Number	Organization	P12345678
Tax Name	Tax Type	Tax Number						
Brunei: ROC Number	Organization	P12345678						

Submit Entire Response
Reload Last Bid
Save draft
Compose Message
Excel Import



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

SAMPLE ONLY



**AKTA NAMA-NAMA PERNIAGAAN (BAB 16)**  
 BUSINESS NAME ACT (SECTION 16)

**Sijil Pendaftaran**  
 Certificate of Registration

Saya dengan ini mengesahkan bahawa pendaftaran menurut Akta Nama-Nama Perniagaan telahpun dilakukan berhubung dengan perniagaan yang dijalankan di  
 I hereby certify that registration pursuant to the Business Names Act has been effected in respect of a business carried on at

Kampong [redacted] Brunei Muara, BF [redacted] Brunei Darussalam

di bawah Nama Perniagaan  
 Under the Business Name of


**OM**

Company Name

Ditandatangani, di Bandar Seri Begawan, pada  
 9 Haribulan Januari 2021

Given under my hand, at Bandar Seri Begawan, this  
 9 day of January 2021

Date of Incorporation



The validation code for this Certificate of Registration is B8EC812EA7434E479F3E4E9C32D73E0. To check the validity of this certificate, enter <https://eservices.qa.op.mof.gov.bn/public/VerifyDocument?code=B8EC812EA7434E479F3E4E9C32D73E0> in your browser.

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

Ariba Sourcing
Company Settings ▾ Amir Bakar Help ▾ Messages >>

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard Desktop File Sync

**Add Attachment** OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

OK
Cancel

Amir Bakar (amir.testvendor01@gmail.com) last visited 26 Mar 2024 9:01:30 AM Sample Vendor 01 AN11200249655-T

[SAP Business Network Privacy Statement](#)
[Security Disclosure](#)
[Terms of Use](#)
© 1996–2019 Ariba, Inc. All rights reserved.



Step 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.

The screenshot shows the Ariba Sourcing interface. At the top, there's a header with 'Ariba Sourcing' and navigation links like 'Company Settings', 'Amir Bakar', 'Help', and 'Messages'. Below the header, there's a breadcrumb trail: '< Go back to Treasury Accounting and Financial Information System-TEST Dashboard'. A 'Desktop File Sync' button is visible. A yellow banner contains the text: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.' Below this, there's a section for 'Bank Information (1)'. A table lists one entry: 'Bank Information #1'. A red box highlights this entry, and a red 'Note' box is overlaid on it. To the right of the table, there are form fields for 'Bank Type' (No Choice), 'Country/Region' (no value), 'Bank Name', and 'Bank Branch'. A red asterisk indicates a required field. At the bottom, there's a button 'Add an additional Bank Information' and a note: '(\*) indicates a required field'.

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

This screenshot is identical to the previous one, but with a red box highlighting the dropdown arrow icon in the top right corner of the 'Bank Information (1)' section. A red box with the number '25' is overlaid on the right side of the screen, indicating the step number.



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

Bank Information (1)

Name ↑	
Bank Information #1	<div style="text-align: right;">Delete</div> <p>Bank Type: <input type="text" value="No Choice"/></p> <p>Country/Region: <input type="text" value="(no value)"/></p> <p>Bank Name: <input type="text"/></p> <p>Bank Branch: <input type="text"/></p> <p>Street: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State/Province/Region: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>Account Holder Name: <input type="text"/></p> <p>Bank Key/ABA Routing Number: <input type="text"/></p> <p>Account Number: <input type="text"/></p>

Bank account information. For State/Province/Region field, please use abbreviated names in maximum 6 characters.

[Add an additional Bank Information](#) (\*) indicates a required field

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

FIELD	DESCRIPTION
Bank Type	Bank Type – Domestic or Foreign.
Country/Region	Location of bank. Domestic, select Brunei Darussalam, Foreign, select accordingly.
Bank Name	The name of bank.
Bank Branch	The branch of bank.
Street	Bank street.
City	Bank city.
State/Province/Region	Bank location district (if domestic), State/Province/Region applicable mainly for foreign banks.
Postal Code	Bank post code.
Account Holder Name	Bank account holder name.
Bank Key / ABA Routing Number	Bank key. Refer to table below.
Account Number	Bank account number keyed in specific format.  It must be <b>digits only format</b> 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**.

Bank Information (1)

Name ↑

Bank account information. For State/Province/Region field, please use abbreviated names in maximum 6 characters.

Country/Region: Brunei Darussalam

Bank Name: Bank Baiduri - Brunei

Bank Branch: Bandar

Street: Jalan

City: Bandar Seri Berakas

State/Province/Region: Bandar

Postal Code: BG3333

Account Holder Name: Aljon Doe

Bank Key/ABA Routing Number: BBB

Account Number: 64322

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice

Please attach a bank reference or bank statement from the nominated bank account

Attach a file

Add an additional Bank Information

(\*) indicates a required field



**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.

The screenshot shows a web form for entering bank information. The fields are:
 

- Bank Key/ABA Routing Number:
- Account Number:
- IBAN Number:
- SWIFT Code:
- Bank Control Key:

 Below the fields, there is a red box containing the text "Attach a file" and a large red number "27". Below the form, there is a button labeled "Add an additional Bank Information" and a note: "(\*) indicates a required field".



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

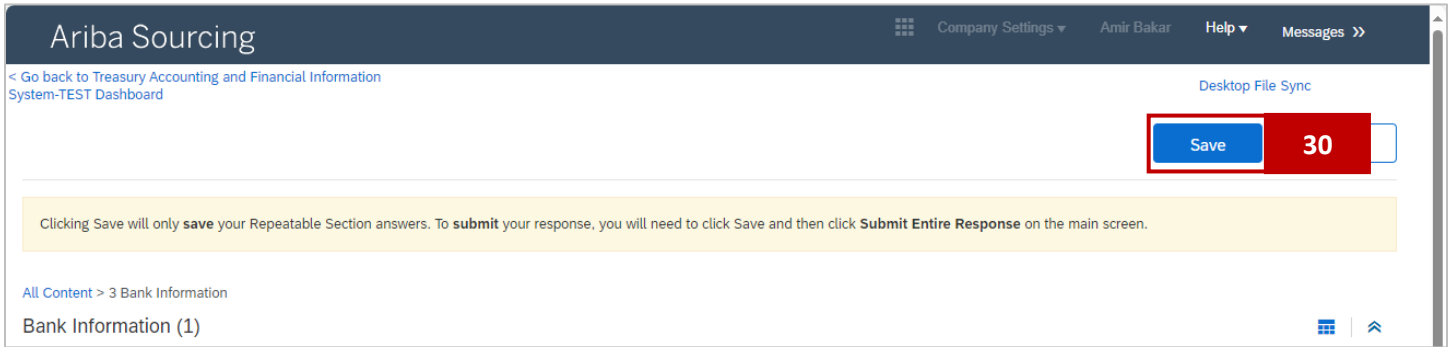
Step 28: Vendor can **either drag and drop** the supporting documentation file (e.g. **Bank Statement**) or click on the **choose file button** to select the file from their device.

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

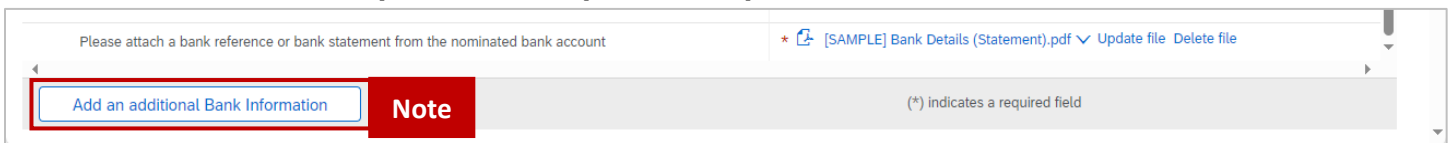
Outcome: **Bank Information** page will be displayed.



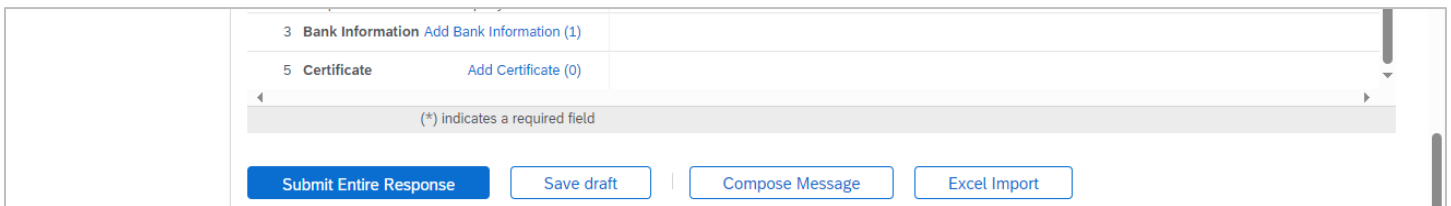
Step 30: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.



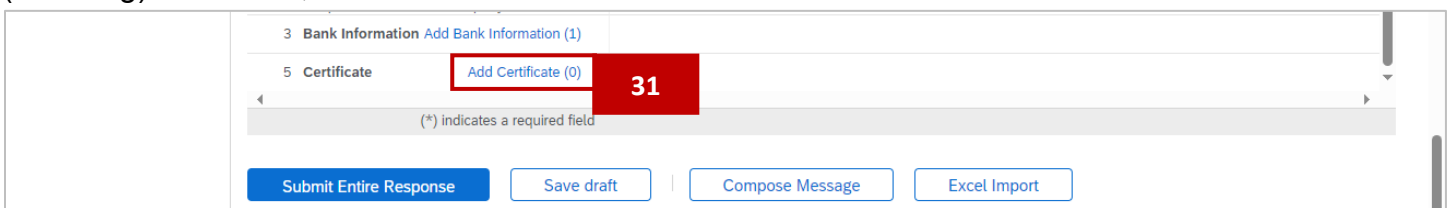
**Note:** (Optional) If Vendor would like to add another bank information, click on **Add an additional Bank Information** button and **repeat from Step 26 to Step 29**.



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.

Ariba Sourcing

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard

Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 5 Certificate

Certificate (0)

Name ↑

No items

Add Certificate (\*) indicates a required field

Amir Bakar (amir.testvendor01@gmail.com) last visited 25 Mar 2024 9:17:59 AM Sample Vendor 01 AN11200249655-T  
SAP Business Network Privacy Statement Security Disclosure Terms of Use

© 1996–2019 Ariba, Inc. All rights reserved.

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

Ariba Sourcing

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard

Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 5 Certificate

Certificate (0)

Name ↑

No items

Add Certificate (\*) indicates a required field

Amir Bakar (amir.testvendor01@gmail.com) last visited 25 Mar 2024 9:17:59 AM Sample Vendor 01 AN11200249655-T  
SAP Business Network Privacy Statement Security Disclosure Terms of Use

© 1996–2019 Ariba, Inc. All rights reserved.





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

**Note:** The digit indicates the number of certificates recorded.

The screenshot shows the Ariba Sourcing interface. At the top, there is a navigation bar with 'Ariba Sourcing', 'Company Settings', 'Amir Bakar', 'Help', and 'Messages'. Below the navigation bar, there is a breadcrumb trail: '< Go back to Treasury Accounting and Financial Information System-TEST Dashboard'. On the right, there is a 'Desktop File Sync' button. In the center, there are 'Save' and 'Cancel' buttons. A yellow banner below the buttons contains the text: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.' Below the banner, there is a breadcrumb trail: 'All Content > 5 Certificate'. The main content area shows a table with one row: 'Certificate #1'. A red box with the word 'Note' is overlaid on the 'Certificate #1' text. To the right of the row is a 'Delete' button. Below the row, there is a 'Certificate' field with a dropdown menu set to 'No'. A red box with the number '33' is overlaid on the dropdown menu. At the bottom of the table, there is an 'Add an additional Certificate' button and a note: '(\*) indicates a required field'. At the very bottom of the page, there is a footer with user information: 'Amir Bakar (amir.testvendor01@gmail.com) last visited 25 Mar 2024 9:17:59 AM Sample Vendor 01 AN11200249655-T' and 'SAP Business Network Privacy Statement Security Disclosure Terms of Use'. On the right side of the footer, it says '© 1996–2019 Ariba, Inc. All rights reserved.'

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

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

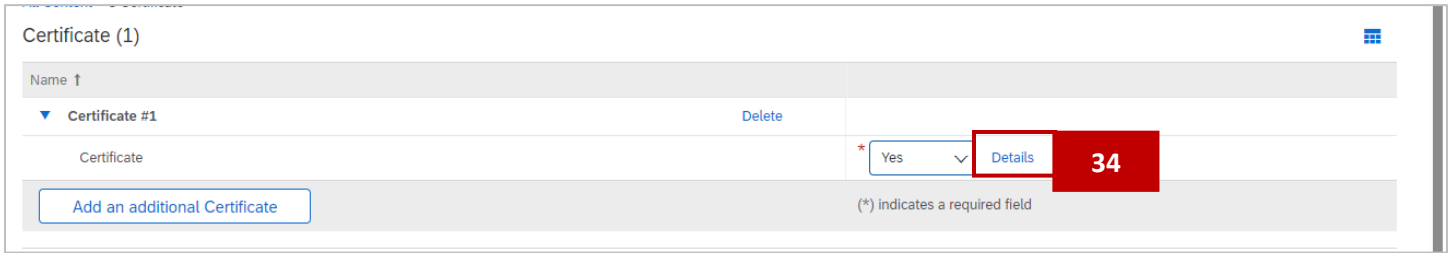
This screenshot is similar to the previous one, but the dropdown menu for the 'Certificate' field is open, showing options: 'No', 'Yes', 'No', and 'Unspecified'. A red box with the number '33' is overlaid on the 'Yes' option. The rest of the interface, including the 'Add an additional Certificate' button and the footer, is the same as in the previous screenshot.

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

This screenshot shows the 'Certificate #1' row with the dropdown menu set to 'Yes'. A 'Details' button is now visible to the right of the dropdown menu. The rest of the interface, including the 'Add an additional Certificate' button and the footer, is the same as in the previous screenshots.



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

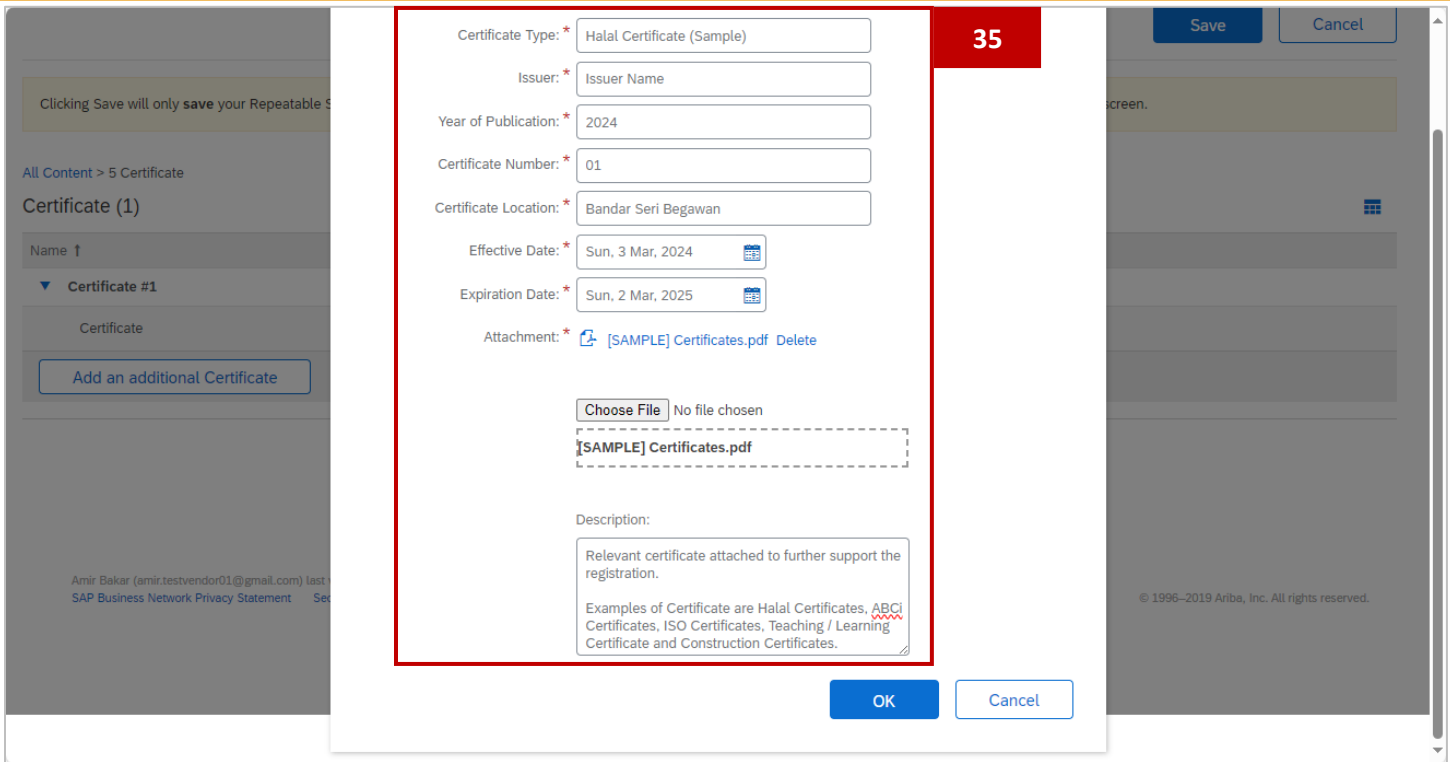


Outcome: **Certificate** pop-up will be displayed.



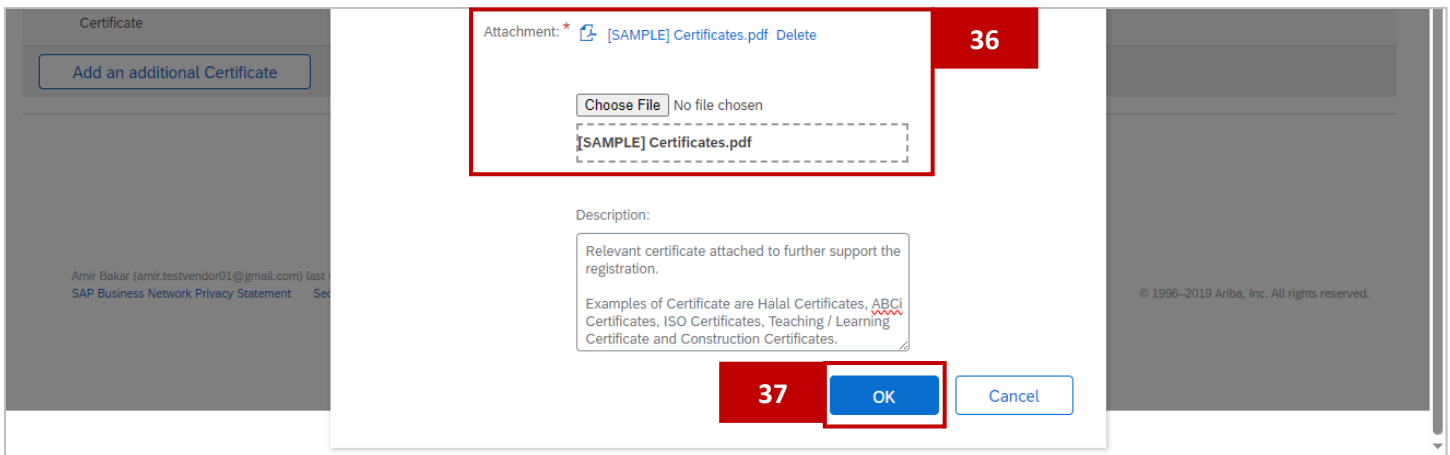
Step 35: Under **Certificate**, Vendor can complete the following fields (where required).

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.

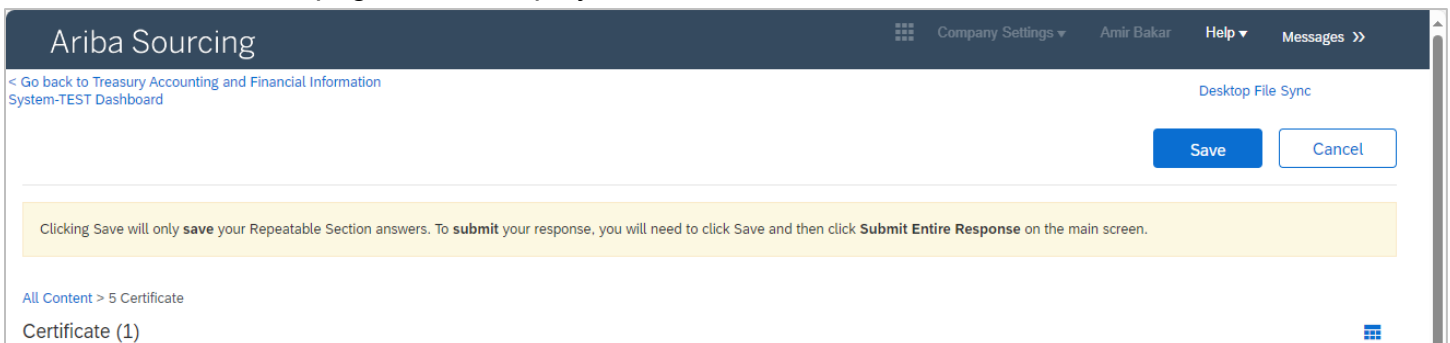


Step 36: Vendor can **either drag and drop** the supporting documentation file (e.g. **Certificate**) or click on the **choose file** button to select the file from their device.

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

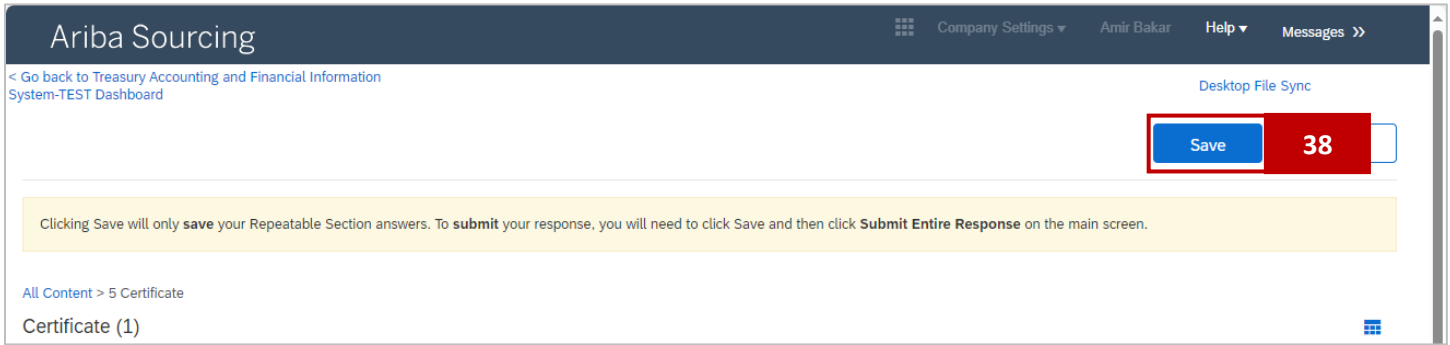


Outcome: **Certificate** page will be displayed.

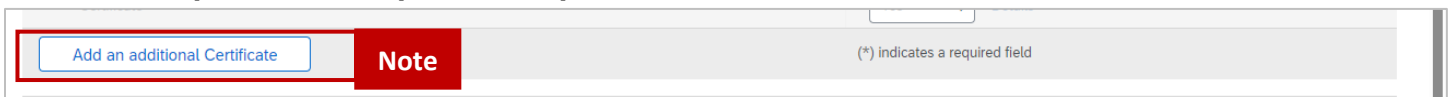




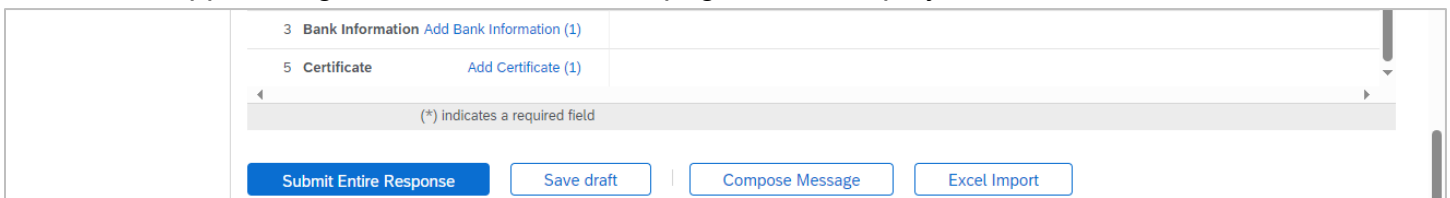
Step 38: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.



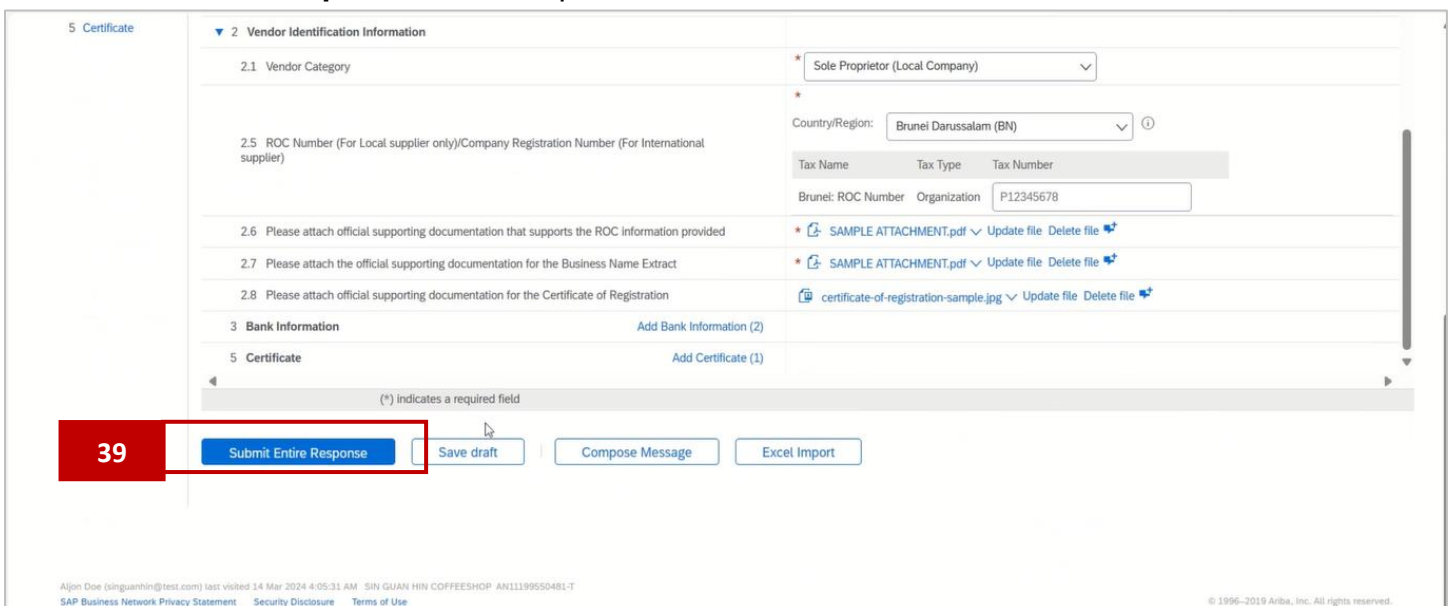
**Note:** (Optional) If Vendor would like to add another certificate, click on **Add an additional Certificate** button and **repeat from Step 32 to Step 37**.



Outcome: Supplier Registration Questionnaire page will be displayed.

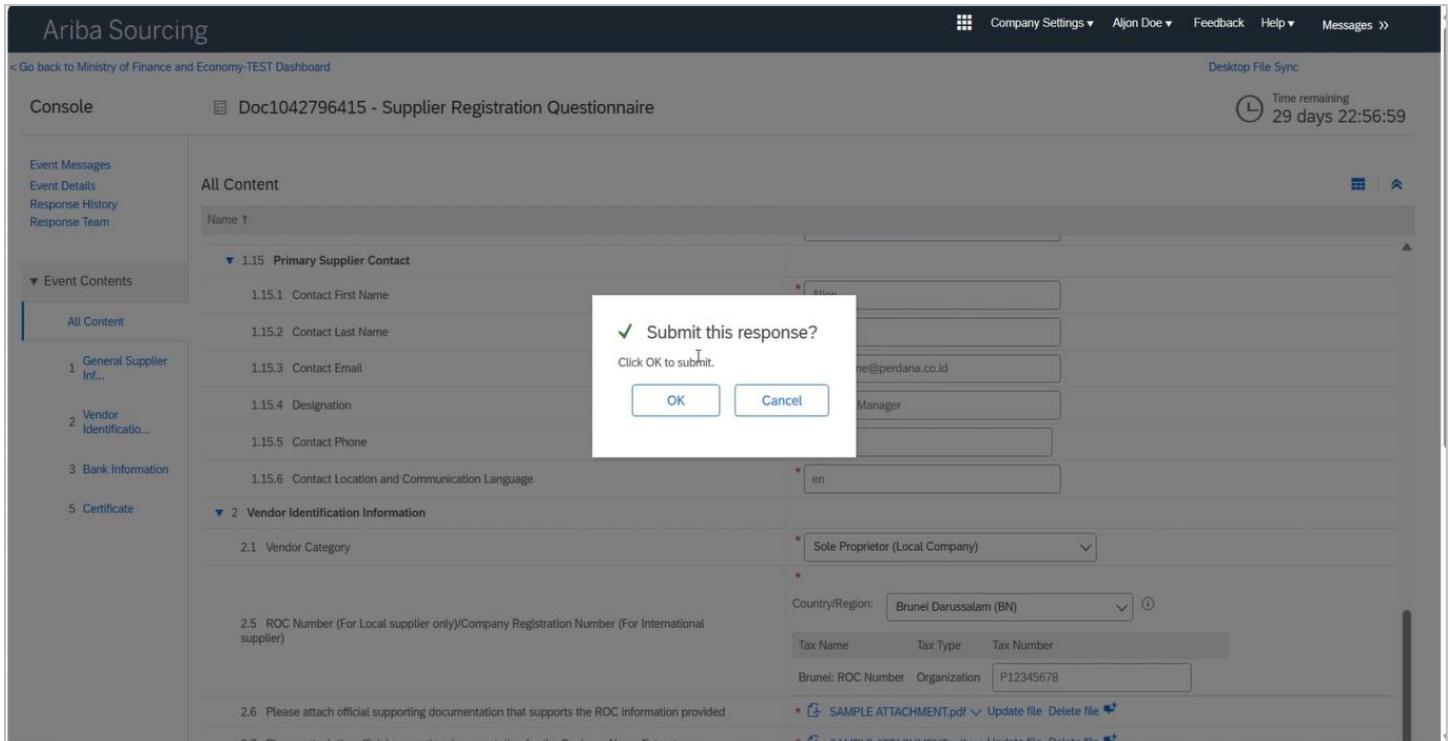


Step 39: User to **review** the information inserted in the **Supplier Registration Questionnaire** and click on **Submit Entire Response** button to proceed.

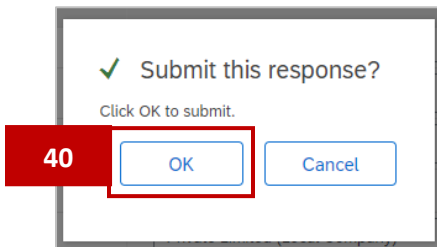




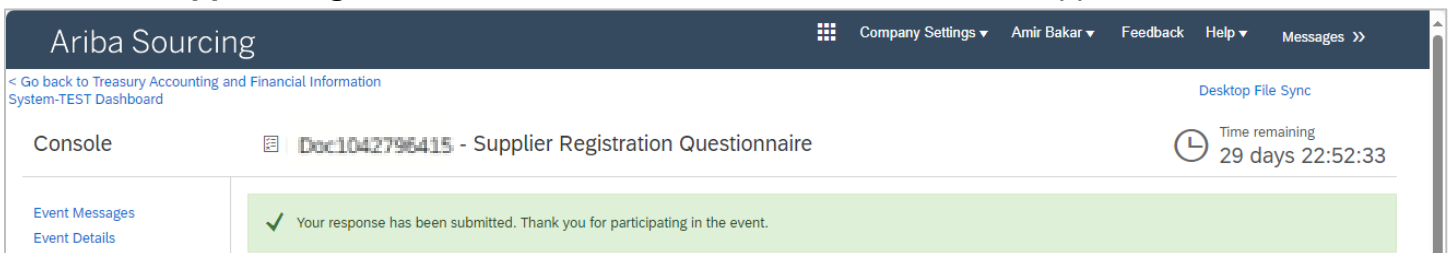
Outcome: **Submission confirmation pop-up** will be displayed.



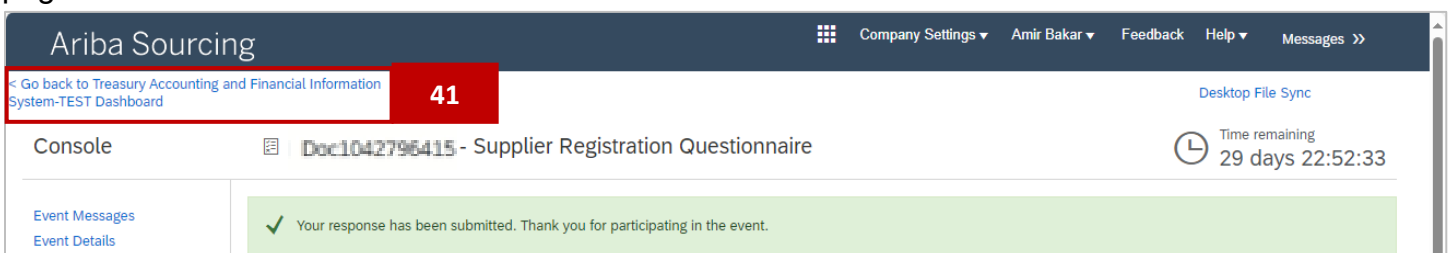
Step 40: Click on **OK** button to proceed.



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

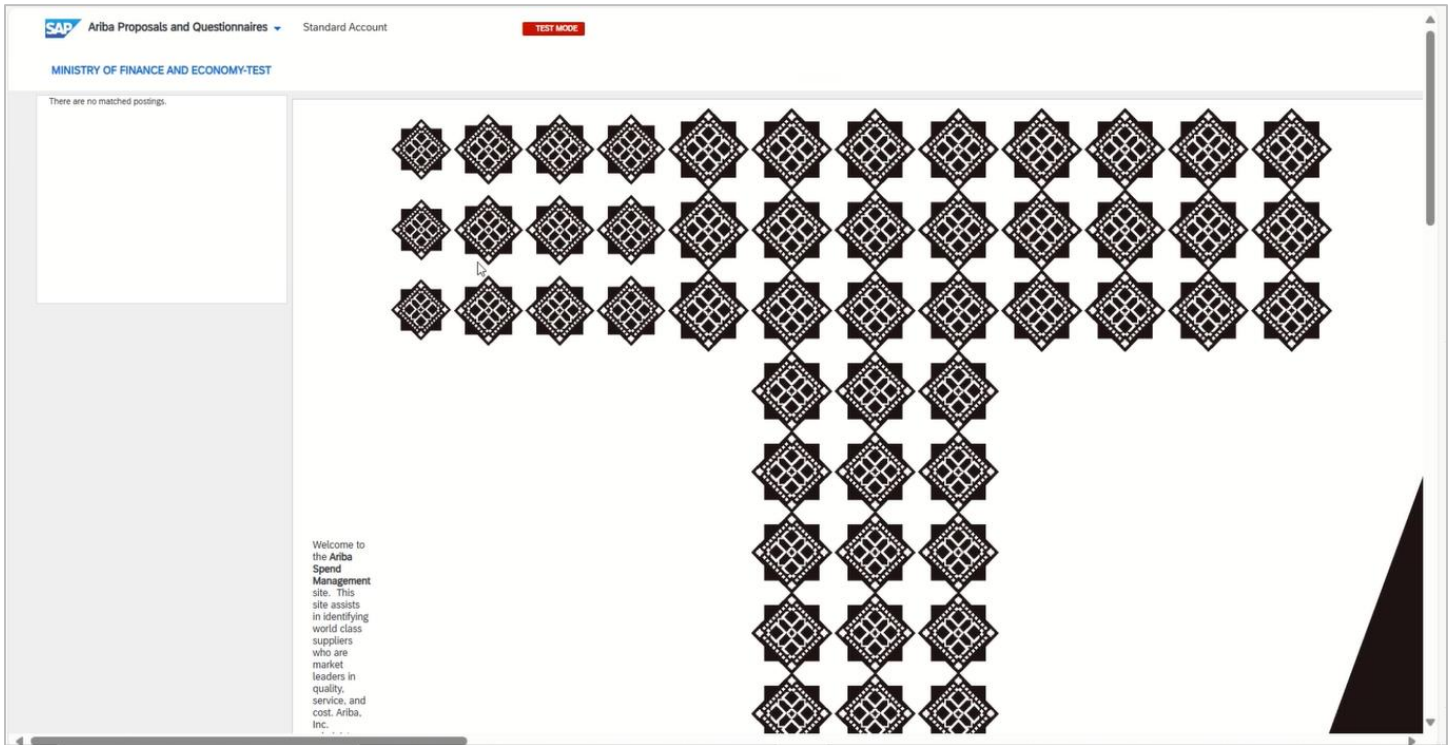


Step 41: Click on the **Back URL / Link** which redirects user to the **Ariba Proposals and Questionnaire** page.





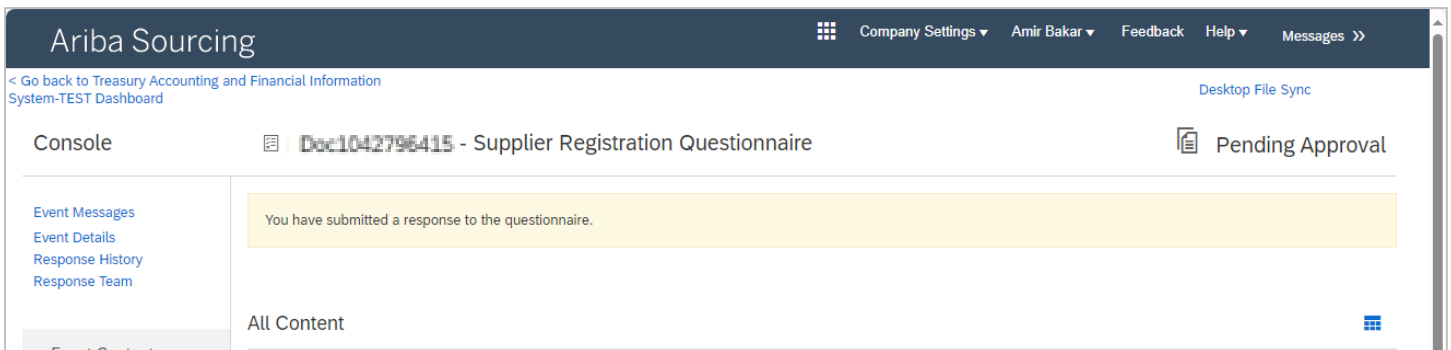
Outcome: **Ariba Proposals and Questionnaire** page will be displayed.



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.

The screenshot shows the Ariba Sourcing user interface. At the top, the header includes the text 'Ariba Sourcing' and navigation links for 'Company Settings', 'Amir Bakar', 'Feedback', 'Help', and 'Messages'. Below the header, there is a breadcrumb trail: '< Go back to Treasury Accounting and Financial Information System-TEST Dashboard'. A 'Desktop File Sync' link is visible in the top right. The main content area features a 'Console' section on the left with a list of links: 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The central area displays a document titled 'Doc1042796415 - Supplier Registration Questionnaire'. A prominent red 'Note' box with a document icon and the text 'Pending Approval' is overlaid on the top right of the document content. Below the document title, a yellow message box states: 'You have submitted a response to the questionnaire.' At the bottom of the document area, there is a section labeled 'All Content' with a small grid icon.



### 3.1.7 Supplier Information Update

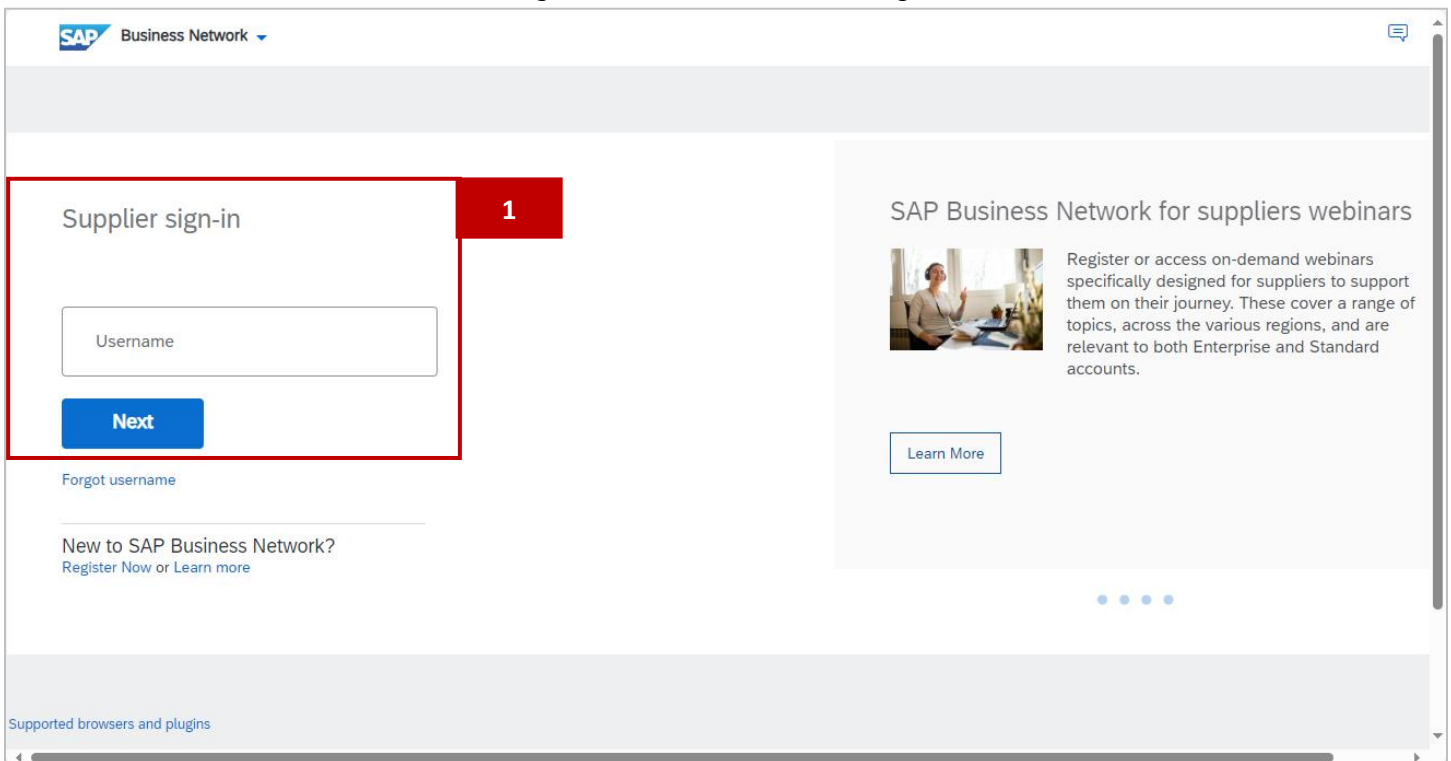
Should a Vendor would like to update their contact or business information (ROC number / documentation and bank information), the Vendor only need to login to their Supplier Business Network Account, navigate to their Ariba Proposals and Questionnaire page and update their information via the Supplier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

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	<a href="http://supplier.ariba.com/">http://supplier.ariba.com/</a> (Ariba Proposals and Questionnaires)

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

Note:

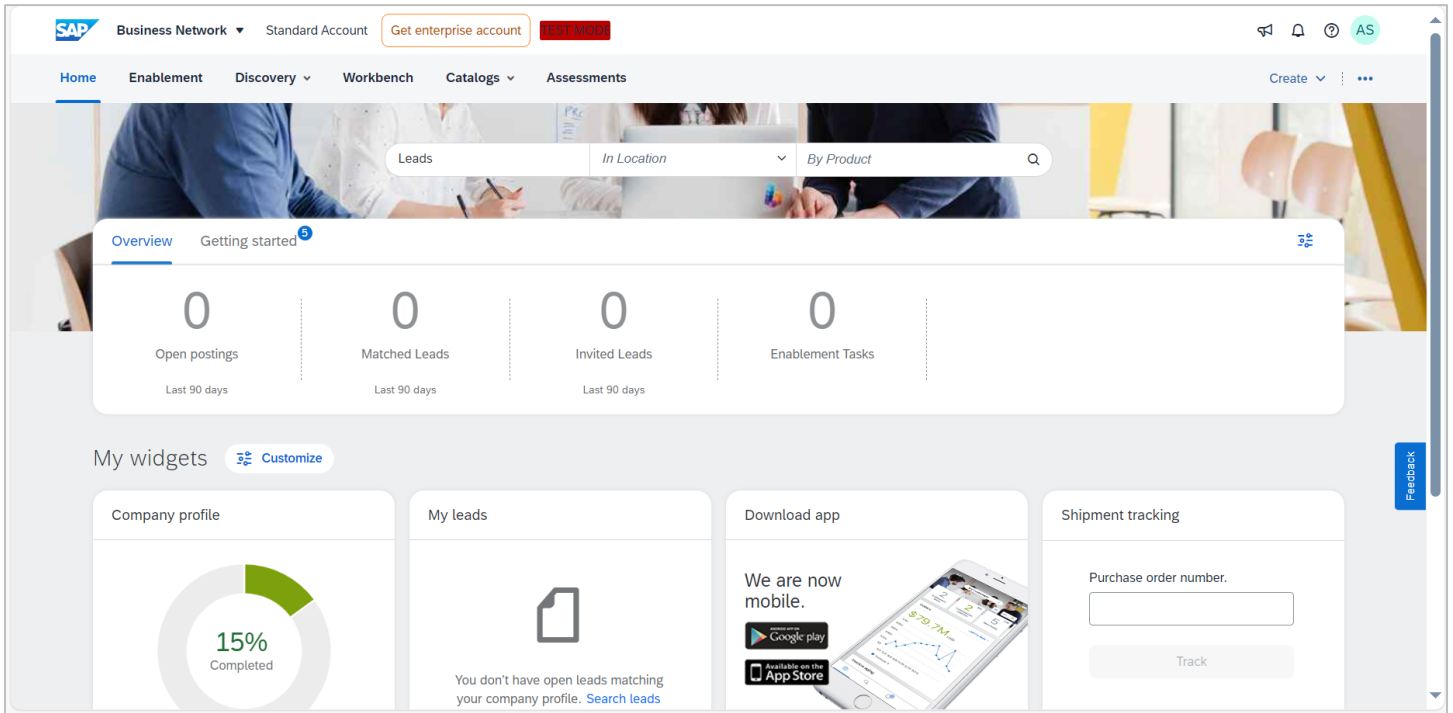
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



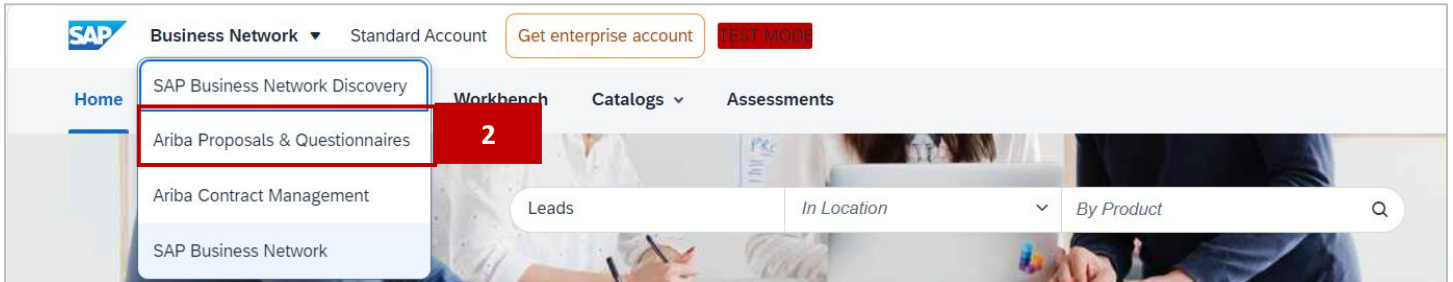




Outcome: Dashboard (Homepage) will be displayed.



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





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

The screenshot shows the SAP Ariba Proposals and Questionnaires page. The page header includes the SAP logo, the page title 'Ariba Proposals and Questionnaires', and a 'TEST MODE' indicator. The main content area is divided into several sections: 'Home', 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section is expanded, showing a table with columns for Title, ID, End Time, and Status. A dropdown menu is open under 'Status: Open (1)', showing a single entry: 'Supplier Registration Questionnaire' with ID 'Doc1270193710', End Time '9/17/2025 10:55 AM', and Status 'Registered'.

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).

This screenshot is identical to the previous one but includes red annotations. A red box highlights the 'Supplier Registration Questionnaire' link in the table, with a red box containing the number '3' next to it. Another red box highlights the 'Registered' status in the same row. A red box with the word 'Note' is placed to the right of the 'Registered' status.



Outcome: Supplier Registration Questionnaire page will be displayed.

The screenshot shows the Ariba Sourcing interface for a Supplier Registration Questionnaire. The page title is "Doc12701 - Supplier Registration Questionnaire". A yellow message box states: "You have submitted a response for this event. Thank you for participating." Below this, there is a blue button labeled "Revise Response". The main content area is titled "All Content" and contains a table with the following rows:

Name ↑	
▼ 1 General Supplier Information	
1.1 Supplier Name 1	
1.2 Supplier Name 2 (optional)	
1.3 Supplier Name 3 (optional)	
1.4 Supplier Name 4 (optional)	
1.5 Country code (main and mobile telephone numbers)	BN
1.6 Main telephone number	

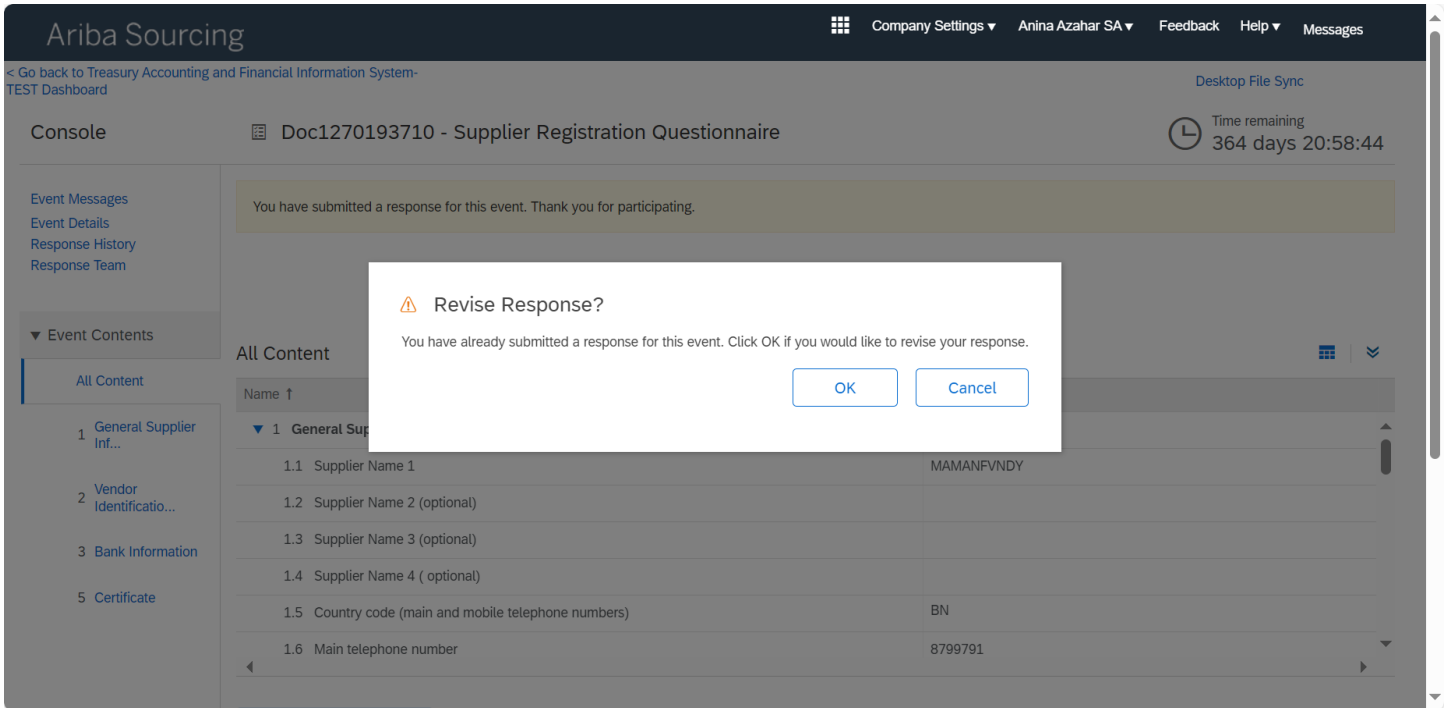
There is also a "Compose Message" button at the bottom left of the content area.

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

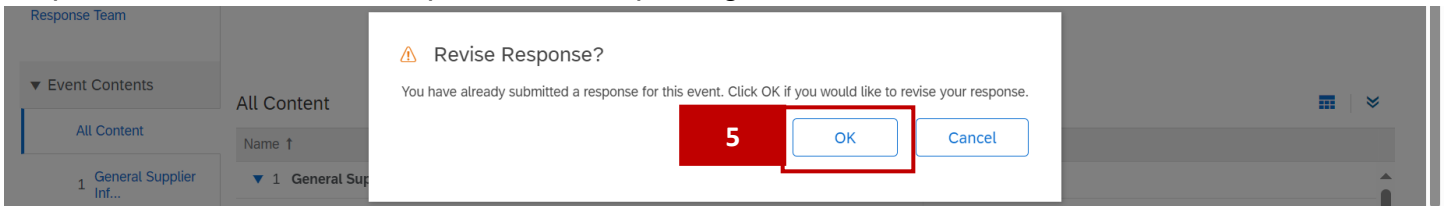
This screenshot is similar to the previous one, but the "Revise Response" button is highlighted with a red rectangular box. To the left of this button, there is a red square containing the number "4". The rest of the page content, including the message box and the table, is identical to the previous screenshot.



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



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



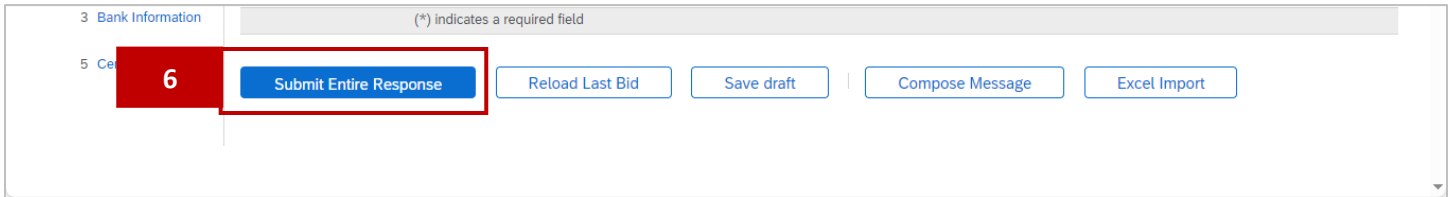


Outcome: **Supplier Registration Questionnaire** (editable fields) page will be displayed.

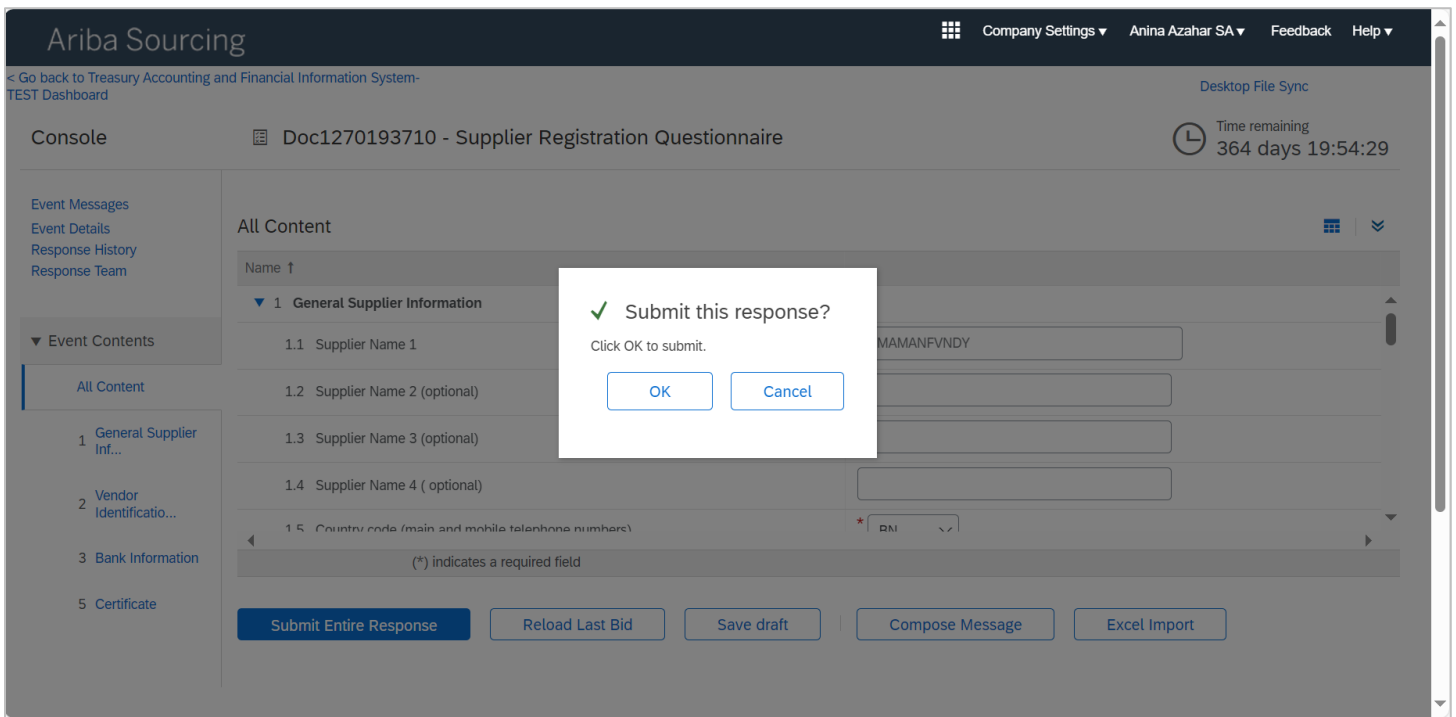
**Note:** Vendor can navigate across multiple sections of the questionnaire by clicking on the respective tabs at the left of their screen.



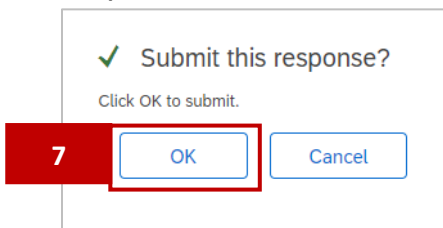
Step 6: Click on **Submit Entire Response** button should the Vendor has performed all the necessary updates including upload of correct attachments (if applicable).



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.

Ariba Sourcing
Company Settings ▾ Anina Azahar SA ▾ Feedback Help ▾

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard
Desktop File Sync

Console
Doc1270193710 - Supplier Registration Questionnaire

⌚ Time remaining  
362 days 00:09:16

✓ Your revised response has been submitted. Thank you for participating in the event.

Event Messages

Event Details

Response History

Response Team

---

▼ Event Contents

All Content

1 General Supplier Inf...

2 Vendor Identificatio...

3 Bank Information

5 Certificate

All Content ☰

Name ↑	
▼ 1 General Supplier Information	
1.1 Supplier Name 1	MAMANFVNDY
1.2 Supplier Name 2 (optional)	
1.3 Supplier Name 3 (optional)	
1.4 Supplier Name 4 ( optional)	
1.5 Country code (main and mobile telephone numbers)	BN
1.6 Main telephone number	8799791

Compose Message



### 3.1.8 Supplier Certification – Certificates

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

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

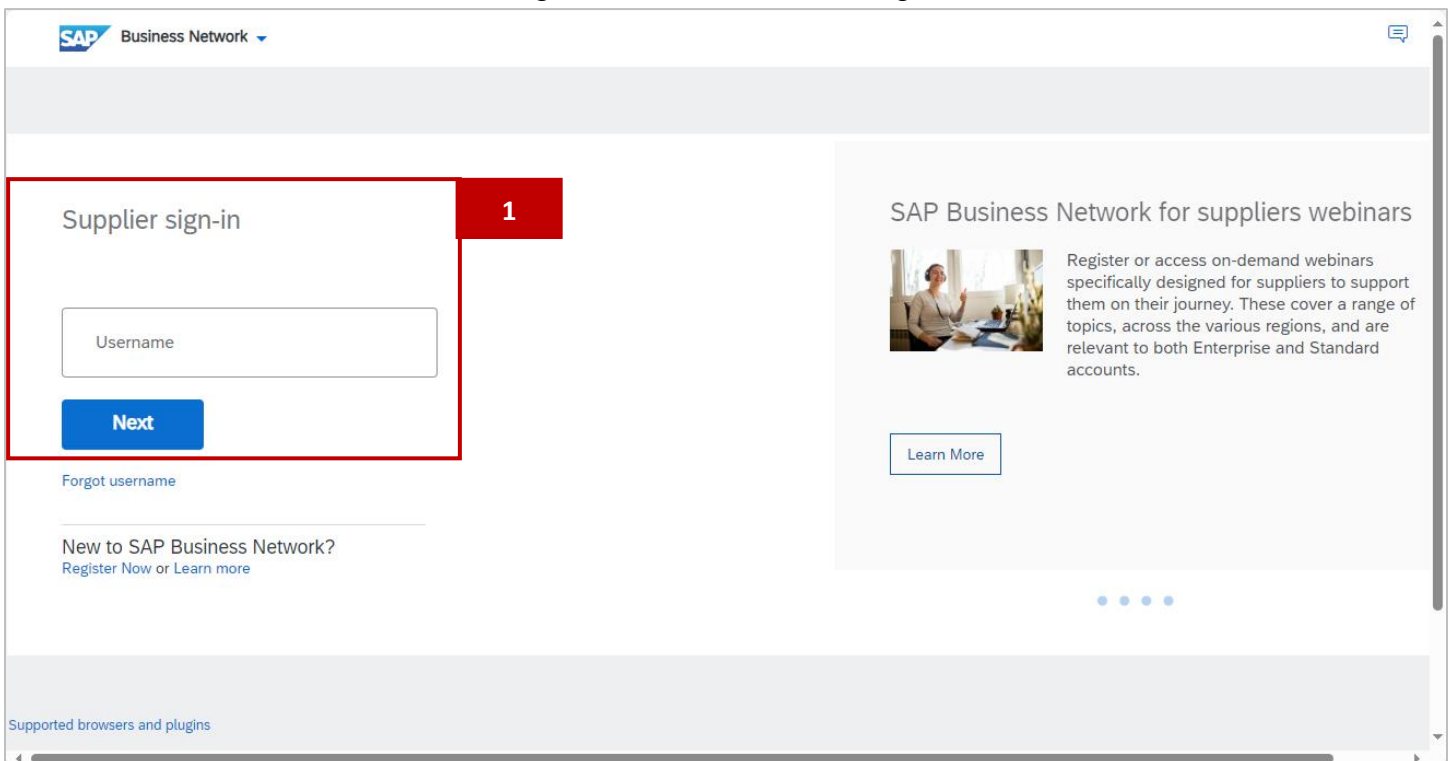
- Brunei Halal Certificate,
- ISO 31000 (Risk Management) Certificate,
- Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development (MOD).

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	<a href="http://supplier.ariba.com/">http://supplier.ariba.com/</a> (Ariba Proposals and Questionnaires)

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

Note:

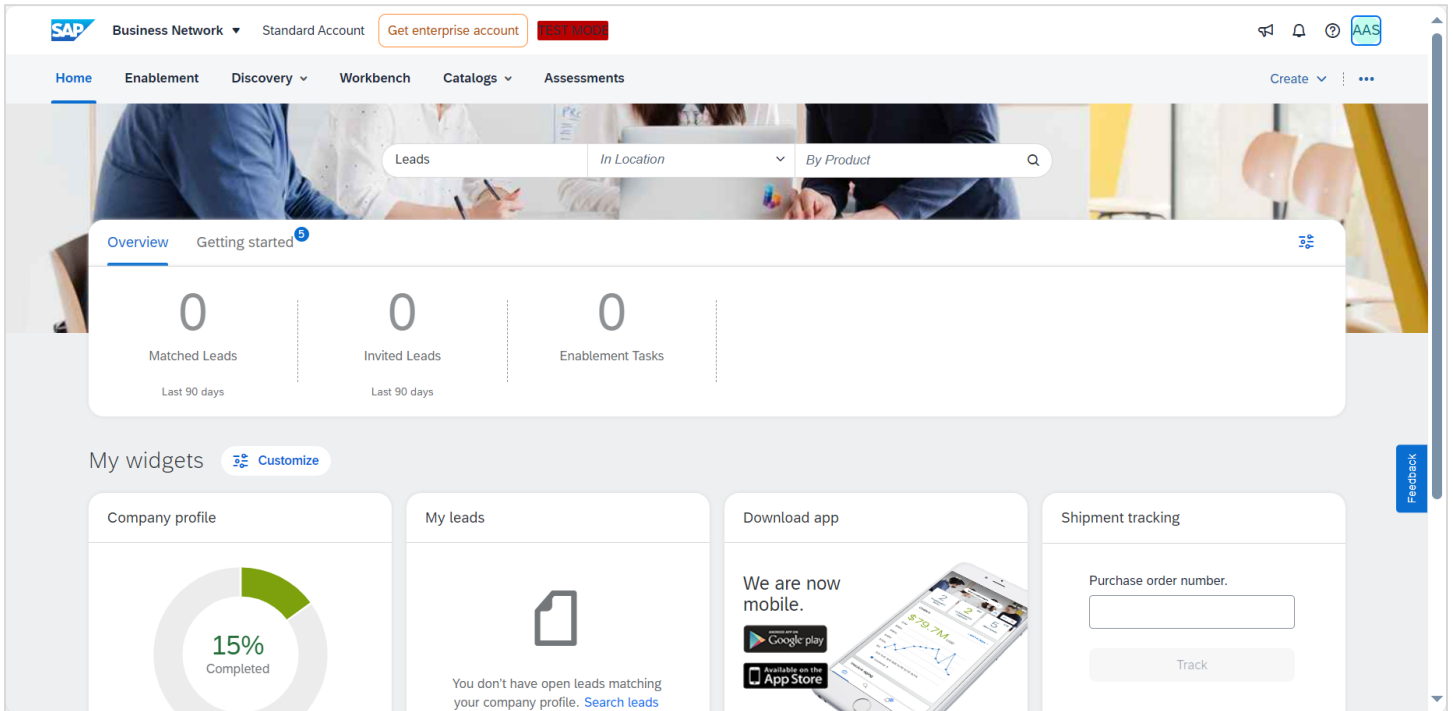
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



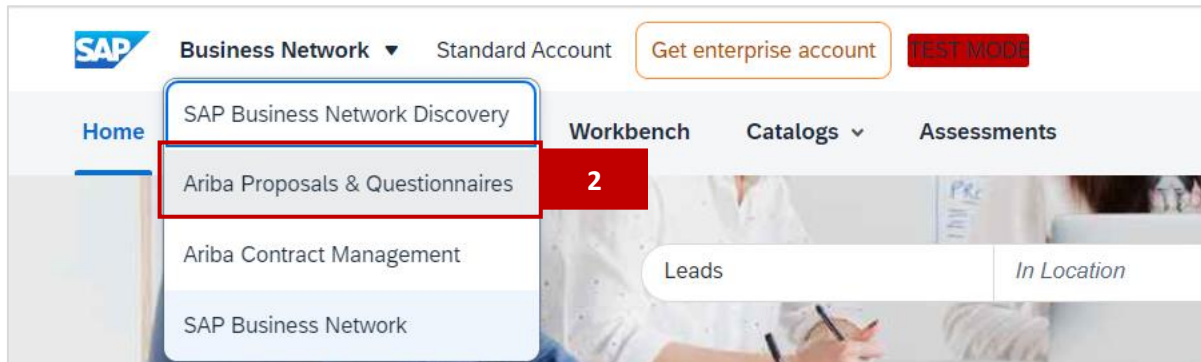




Outcome: Dashboard (Homepage) will be displayed.



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





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

SAP Ariba Proposals and Questionnaires TEST MODE

MORE...  
 There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

**TAFIS**

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
<a href="#">Supplier Registration Questionnaire</a>	Doc1270193710	9/20/2024 10:46 AM	Registered

Qualification Questionnaires

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

Events

Title	ID
▶ Status: Completed (85)	
▶ Status: Pending Selection (8)	

Registration Questionnaires

Title
▼ Status: Open (1)
<a href="#">Supplier Registration Questionnaire</a>

Qualification Questionnaires

Title	ID
▼ Status: Completed (1)	
<a href="#">Supplier Qualification</a>	Doc9733652

Questionnaires

Title
▼ Status: Open (1)
<a href="#">Standards Certificates Questionnaire</a> <b>3</b>

Certificates



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

Ariba Sourcing

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard

Desktop File Sync

Console Doc1061806097 - Standards Certificates Questionnaire Time remaining 00:27:52

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

Name ↑	
1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification	* Unspecified ↓
2 Is your organization ISO 13485 (Quality Management - Medical Devices) certified? If yes, please provide details of your certification	* Unspecified ↓
3 Is your organization ISO 14001 (Environmental Management) certified? If yes, please provide details of your certification	* Unspecified ↓
4 Is your organization ISO 17025 (Competence Of Testing And Calibration Laboratories) certified? If yes, please provide details of your certification	* Unspecified ↓
5 Is your organization ISO 20000 (Information Technology - Service Management) certified? If yes, please provide details of your certification	* Unspecified ↓
6 Is your organization ISO 27001 (Information Technology - Security Techniques) certified? If yes, please provide details of your certification	* Unspecified ↓

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

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

Ariba Sourcing

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard

Desktop File Sync

Console Doc1061806097 - Standards Certificates Questionnaire Time remaining 00:27:52

Event Messages  
Event Details  
Response History  
Response Team

All Content

Name ↑

4



Outcome: List of Certificates will be expanded.

The screenshot shows a table with 14 rows, each representing a certification requirement. The first column contains the question text, and the second column contains a dropdown menu currently set to 'Unspecified'. A red asterisk is visible to the left of each dropdown, indicating a required field. The table is titled 'All Content' and has a 'Name' header with an upward arrow. A footer note states '(\*) indicates a required field'.

Name ↑	
1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification	* Unspecified ↓
2 Is your organization ISO 13485 (Quality Management - Medical Devices) certified? If yes, please provide details of your certification	* Unspecified ↓
3 Is your organization ISO 14001 (Environmental Management) certified? If yes, please provide details of your certification	* Unspecified ↓
4 Is your organization ISO 17025 (Competence Of Testing And Calibration Laboratories) certified? If yes, please provide details of your certification	* Unspecified ↓
5 Is your organization ISO 20000 (Information Technology - Service Management) certified? If yes, please provide details of your certification	* Unspecified ↓
6 Is your organization ISO 27001 (Information Technology - Security Techniques) certified? If yes, please provide details of your certification	* Unspecified ↓
7 Is your organization ISO 31000 (Risk Management certified? If yes, please provide details of your certification	* Unspecified ↓
8 Is your organization ISO 50001 (Energy Management) certified? If yes, please provide details of your certification	* Unspecified ↓
9 Is your organization Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development certified? If yes, please provide details of your certification	* Unspecified ↓
10 Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Unspecified ↓
11 Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification	* Unspecified ↓
12 Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification	* Unspecified ↓
13 Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification	* Unspecified ↓
14 Is your organization Tabung Amanah Pekerja Registration certified? If yes, please provide details of your certification	* Unspecified ↓

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**.

This screenshot shows the same table as above, but with the dropdown menus updated. Callout '5' points to the scrollbar on the right side of the table. Callout '6' points to the dropdown menu for item 10, which is now set to 'Unspecified', while the others are set to 'No'. The 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import' buttons are visible at the bottom of the interface.

Name ↑	
1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification	* No ↓
2 Is your organization ISO 13485 (Quality Management - Medical Devices) certified? If yes, please provide details of your certification	* No ↓
3 Is your organization ISO 14001 (Environmental Management) certified? If yes, please provide details of your certification	* No ↓
4 Is your organization ISO 17025 (Competence Of Testing And Calibration Laboratories) certified? If yes, please provide details of your certification	* No ↓
5 Is your organization ISO 20000 (Information Technology - Service Management) certified? If yes, please provide details of your certification	* No ↓
6 Is your organization ISO 27001 (Information Technology - Security Techniques) certified? If yes, please provide details of your certification	* No ↓
7 Is your organization ISO 31000 (Risk Management certified? If yes, please provide details of your certification	* No ↓
8 Is your organization ISO 50001 (Energy Management) certified? If yes, please provide details of your certification	* No ↓
9 Is your organization Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development certified? If yes, please provide details of your certification	* No ↓
10 Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Unspecified ↓
11 Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification	* No ↓
12 Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification	* No ↓
13 Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification	* No ↓
14 Is your organization Tabung Amanah Pekerja Registration certified? If yes, please provide details of your certification	* No ↓



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.



Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: **Brunei Halal Certificate**

Issuer: \*

Year of Publication: \*

Certificate Number: \*

Certificate Location: \*

Effective Date: \*

Expiration Date: \*

Attachment: \*  [Delete](#)

No file chosen

Description:

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

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

Attachment: \*  [Delete](#)

No file chosen

Description:

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

10	Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Yes	<a href="#">Details</a>
11	Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification	* No	
12	Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification	* No	
13	Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification	* No	
14	Is your organization Tabung Amanah Pekerja Registration certified? If yes, please provide details of your certification	* No	

(\*) indicates a required field



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

10	Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Yes	Details
11	Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification	* No	
12	Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification	* No	
13	Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification	* No	
14	Is your organization Tabung Amanah Pekerja Registration certified? If yes, please provide details of your certification	* No	

(\*) indicates a required field

**12** **Submit Entire Response** Save draft Compose Message Excel Import

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

Ariba Sourcing

Company Settings Lee Ang Feedback Help Messages

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard Desktop File Sync

Console Doc1061806097 - Standards Certificates Questionnaire Time remaining 00:06:22

Event Messages Event Details Response History Response Team

Event Contents All Content

Submit this response?  
 Click OK to submit.  
 OK Cancel

1	Is your organization ISO 9001 (Quality Management System) certified? If yes, please provide details of your certification	* No	
2	Is your organization ISO 13485 (Quality Management System) certified? If yes, please provide details of your certification	* No	
3	Is your organization ISO 14001 (Environmental Management System) certified? If yes, please provide details of your certification	* No	
4	Is your organization ISO 17025 (Competence of Testing Laboratories) certified? If yes, please provide details of your certification	* No	
5	Is your organization ISO 20000 (Information Management System) certified? If yes, please provide details of your certification	* No	
6	Is your organization ISO 27001 (Information Technology - Security Techniques) certified? If yes, please provide details of your certification	* No	
7	Is your organization ISO 31000 (Risk Management) certified? If yes, please provide details of your certification	* No	
8	Is your organization ISO 50001 (Energy Management) certified? If yes, please provide details of your certification	* No	
9	Is your organization Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development certified? If yes, please provide details of your certification	* No	
10	Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Yes	Details
11	Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification	* No	

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

**13** **Submit this response?**  
 Click OK to submit.  
 OK Cancel



Outcome: Standards Certificates Questionnaire submitted – Pending Approval.

The screenshot shows the Ariba Sourcing interface. At the top, the header includes 'Ariba Sourcing' and navigation links for 'Company Settings', 'Lee Ang', 'Feedback', 'Help', and 'Messages'. Below the header, there is a breadcrumb trail: '< Go back to Treasury Accounting and Financial Information System-TEST Dashboard'. A 'Desktop File Sync' link is visible in the top right. The main content area features a 'Console' section with a document icon and the text 'Doc1061806097 - Standards Certificates Questionnaire'. To the right of this, there is a 'Pending Approval' status indicator with a document icon. A yellow notification box in the center states: 'You have submitted a response to the questionnaire.' On the left side, there is a sidebar menu with links for 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. At the bottom of the main content area, there is a link for 'All Content' and a small grid icon.

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

The screenshot displays the 'Certificates' section of the Ariba Sourcing interface. The section title 'Certificates' is prominently displayed at the top. Below the title, there is a sub-section labeled 'Certificate Info'. Underneath this, a single certificate entry is listed: 'Brunei Halal Certificate'. The interface uses a clean, modern design with a light gray background and clear typography.





## 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>

The screenshot shows the TAFIS Government Vendor Portal website. The header is orange and contains the TAFIS logo, the text "GOVERNMENT VENDOR PORTAL", and navigation links for "Home", "Announcement", and "References". The "References" link is highlighted with a red box labeled "Note 1". Below the header, there is a teal box with a document icon and the text "[GVP] - Government Vendor Portal" and "An electronic procurement platform that helps manage supplier selection processes." Below this teal box, there is a red box labeled "Note 2" and a row of four orange buttons: "Bank Key List", "GVP Quick Guides", "GVP User Guide", and "GVP Video Guides". The "Bank Key List" button is highlighted with a red box.



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

Select a Bank (1) 8 Entries found ✕

Restrictions

---

✓ ✕ 🔍 🔍 🖨 ⌵

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 NUMBER (SAMPLE)	ACCOUNT	BANK NAME
AE	HANAE	SWIFT:HANYUS33XXX	219204303331	18045	HABIB BANK AG ZURICH.
AE	EBIAE	SWIFT: EBILAEAD	1021066499902		EMIRATES BANK INTERNATIONAL
AE	SCBAE	SWIFT: SCBLAEADXX	01207866801		NOT FOUND
AE	NCBAE	SA131000006251161100	NCBKSAJE		NATIONAL COMMERCIAL BANK (NCB)
AE	BBMAE	BANK CODE: BBMEAEAD	022-386742-100		HSBC BANK MIDDLE EAST LIMITED
AE	ADCAE	SWIFT: ADCBAEAA	652668193001		ABU DHABI COMMERCIAL BANK
AE	NBSAE	SWIFT: NBSHAEAS	0047-350646-001		SHARJAH ISLAMIC BANK
AE	ABDAE	BRANCH: AL AIN	22304289		ABU DHABI ISLAMIC BANK
AR	NACAR	SWIFT: NACNARBA	2542/80		BANCO DE LA NACION ARGENTINA
AT	BKAAT	SWIFT: BKAUATWWXXX	04884350200		UNICREDIT BANK AUSTRIA AG
AU	NATAU	SWIFT: NATAAU3304B	438776612		NATIONAL AUSTRALIA BANK
AU	CTBAU	SWIFT: CTBAAU2S	10010887		COMMONWEALTH BANK OF AUSTRALIA
FR	SOGFR	SWIFT: SOGEFRPP	00051779883		KEBHANA BANK
FR	SHBFR	IBN: FR08 3000202549	00 0000 1583 H37		SHIN HAN BANK
GB	CITGB	SWIFT: RBOSGB2L	10040655		CITIBANK KOREA INC -KAKAO
GB	SHBGB	SORT CODE: 11-00-14	10557061		SHINHAN BANK
GB	HBVGB	4921 8167 6007 3327	VISA DEBIT CARD		SUNGKYUNKWAN UNIVERSITI 1F
GB	BOFGB	BIC: MIDLGB2134R	21245988		BANK OF AMERICA
GB	BMUGB	SWIFT: LYODGB21651	31494462		BANK MUSCAT
ID	KOEID	JENIS TABUNGAN 002	0105019012		KEB HANA BANK
KR	IBKKR	SWIFT: IBKOKRSE	222-000063-06-109		INDUSTRIAL BANK OF KOREA
KR	CITKR	SWIFT: CITIKRSX	881-06985-259-01		CITI BANK
KR	HVBKR	SWIFT: HVBKKRSEXXX	1006-280-123123		WOORI BANK
KR	CZNKR	SWIFT: CZNBKRSE	66040201220409		KOOKMIN BANK



Country / Region Key of Bank	Bank ID Key	SWIFT CODE	BANK NUMBER (SAMPLE)	ACCOUNT	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	RHBM1	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 ID	Key of Bank	SWIFT CODE	BANK NUMBER (SAMPLE)	ACCOUNT	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 ID	Key of Bank	SWIFT CODE	BANK NUMBER (SAMPLE)	ACCOUNT	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	ANZ NZ		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	BNZ NZ		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	023-210000011 USD		BANK OF COMMERCE
PH	BOPPH		SWIFT: BOPIPHMM	8114 0269 73		BANK OF THE PHILIPPINE ISLANDS
PH	LBPPH		TLBPPHMM	1984-0071-98		LANDBANK OF THE PHILIPPINES
PH	MBTPH		SWIFT: MBTC PHMM	SA3543601483		METROPOLITAN BANK AND TRUST CO.
PH	BDOPH1		SWIFT: BOPBPHMM	004000166258		BDO PRIVATE BANK INC.
PH	DBPPH		SWIFT: DBPHPHMM	0756-002843-030		DEVELOPMENT BANK OF THE PHILIPPINES
PK	BAHPK		SWIFT: BAHLPKKAXXX	00050981019777014		BANK AL HABIB LIMITED
PK	HABPK		INTM BNK: HABBUS33	0786-79014650-11		HABIB BANK LIMITED
PK	SONPK		SWIFT: SONEPKKAXXX	01180182730 (USD)		SONERI BANK LIMITED
PK	SBPPK		SWIFT: SBPPPKKA	CENTRAL-01 (US\$)		STATE BANK OF PAKISTAN
PK	SCBPK		SWIFT: SCBLPKKX	BRANCH CODE: 066		STANDARD CHARTERED BANK (PAKISTAN) LIMITED





Country / Region Key of Bank	Bank ID Key	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 ID	Key of Bank	SWIFT CODE	BANK NUMBER (SAMPLE)	ACCOUNT	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 CUMHURİYETİ 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: EQBLTZZ	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 ID	Key of Bank	SWIFT CODE	BANK NUMBER (SAMPLE)	ACCOUNT	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 ID	Key of Bank	SWIFT CODE	BANK NUMBER (SAMPLE)	ACCOUNT	BANK NAME
VN	SBIVN		SWIFT : SBICIMDX			STANDARD BANK ISLE OF MAN LIMITED
ZA	SBSZA		SWIFT: SBZA ZAJJ			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**.

**SAMPLE ONLY**

  
**PERAKUAN PENUBUHAN SYARIKAT PERSENDIRIAN**  
CERTIFICATE OF INCORPORATION OF PRIVATE COMPANY

Saya dengan ini memperakui bahawa  
I hereby certify that

**SZ SDN BHD** **Company Name**


Adalah, pada 14 Haribulan Januari 2018 ditubuhkan  
Is, on this 14 Day of January 2018 incorporated **Date of Incorporation**

di bawah Akta Syarikat-Syarikat, Penggal 39, dan bahawa  
Under the Companies Act, Chapter 39, and that

Syarikat ini adalah sebuah syarikat BERHAD menurut syer  
The company is a company LIMITED by shares

Dan bahawa syarikat ini adalah sebuah syarikat persendirian.  
And that the company is a private company.

Pendaftar Syarikat-Syarikat  
REGISTRAR OF COMPANIES  
NEGARA BRUNEI DARUSSALAM



The validation code for this Certificate of Incorporation is  To check the validity of this certificate, enter  
<https://eservices.>  in your browser.



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	: RC0001	ROC Number & Company Name
Company Name	: The [redacted] Sdn Bhd	
Company Type	: Private Company	Date of Incorporation & Business Sector
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	

**Addresses**

Registered Office Address : [redacted] SPG [redacted] lalar [redacted] Kampung [redacted] A, STKRJ, [redacted] A, Kuala Belait, Belait, KA [redacted], Brunei Darussalam

**Directors**

**Director**

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

Extract Generated as at 25-Nov-2020



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

**SAMPLE ONLY**

RC00 **ROC Number**



**PERAKUAN PENUBUHAN SYARIKAT PERSENDIRIAN**  
CERTIFICATE OF INCORPORATION OF PRIVATE COMPANY

Saya dengan ini memperakui bahawa  
I hereby certify that

**THE [REDACTED] SDN BHD** **Company Name & Date of Incorporation**

Adalah, pada 25 Haribulan November 2020 ditubuhkan  
Is, on this 25 Day of November 2020 incorporated

di bawah Akta Syarikat-Syarikat, Penggal 39, dan bahawa  
Under the Companies Act, Chapter 39, and that

Syarikat ini adalah sebuah syarikat BERHAD menurut syer  
The company is a company LIMITED by shares

Dan bahawa syarikat ini adalah sebuah syarikat persendirian.  
And that the company is a private company.



The validation code for this Certificate of Incorporation is [REDACTED]. To check the validity of this certificate, enter  
<https://qa.oqp.mof.gov.bn/VerifyDocument?> [REDACTED] in your browser.





## 4.2.2 P – Supporting Documents

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

**SAMPLE ONLY**



**AKTA NAMA-NAMA PERNIAGAAN (BAB 16)**  
BUSINESS NAME ACT (SECTION 16)

**Sijil Pendaftaran**  
Certificate of Registration

**Saya dengan ini mengesahkan bahawa pendaftaran menurut Akta Nama-Nama Perniagaan telahpun dilakukan berhubung dengan perniagaan yang dijalankan di**  
I hereby certify that registration pursuant to the Business Names Act has been effected in respect of a business carried on at

No. [redacted], Sg. [redacted] Jln [redacted], Perumahan [redacted] Kampong [redacted], Gadong B, Brunei Muara, BE19 [redacted] Brunei Darussalam

**di bawah Nama Perniagaan**  
Under the Business Name of

**QA ENTITY [redacted]**

**Ditandatangani, di Bandar Seri Begawan, pada**  
**30 Haribulan November 2021**  
Given under my hand, at Bandar Seri Begawan, this 30 day of November 2021

[redacted signature]

**Pendaftar Nama-Nama Perniagaan**  
**REGISTRAR OF BUSINESS NAMES**  
**NEGARA BRUNEI DARUSSALAM**

The validation code for this Certificate of Registration is [redacted]. To check the validity of this certificate, enter <https://eservices.gov.bn> in your browser.

P. [redacted] **ROC Number**

**QA ENTITY [redacted]** **Company Name**


**Ditandatangani, di Bandar Seri Begawan, pada**  
**30 Haribulan November 2021**  
Given under my hand, at Bandar Seri Begawan, this 30 day of November 2021 **Date of Incorporation**





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

SAMPLE ONLY
Extract generated as at 09-Jan-2021



**Registry of Business Names**  
**Brunei Darussalam**  
**Business Name Extract**

<b>General Details</b>	
Business Number	: P300C
Business Name	: OM
Business Type	: Sole Proprietor
Entity Status	: Registered
Registration Date	: 09-Jan-2021
Business Sector	: 99 Activities of extraterritorial organization and bodies

ROC Number  
& Company Name

Registration Date  
& Business Sector

<b>Addresses</b>	
Principal Place of Business	: Address 1, Kampong Kilanas, Kilanas, Brunei Muara, BF2020, Brunei Darussalam


<b>Owners</b>	
<b>Individual Owner(s)</b>	
Full Name	: ABDUL SWABIR ZULFAHRI BIN MOHD.
Nationality	: Brunei Darussalam
Identification Document	: IC-Yellow
Identification Document Number	: 01083391
Gender	: Male
Residential Address	: Address 1, Kampong Kilanas, Kilanas, Brunei Muara, BF2020, Brunei Darussalam
Appointment Date	: 09-Jan-2021

Extract Generated at as 09-Jan-2021



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

**SAMPLE ONLY**



P3000 **ROC Number**

**AKTA NAMA-NAMA PERNIAGAAN (BAB 16)**  
BUSINESS NAME ACT (SECTION 16)

**Sijil Pendaftaran**  
Certificate of Registration


Saya dengan ini mengesahkan bahawa pendaftaran menurut Akta Nama-Nama Perniagaan telahpun dilakukan berhubung dengan perniagaan yang dijalankan di  
I hereby certify that registration pursuant to the Business Names Act has been effected in respect of a business carried on at

Kampung \_\_\_\_\_ Brunei Muara, BF \_\_\_\_\_ Brunei Darussalam

**di bawah Nama Perniagaan**  
Under the Business Name of

\_\_\_\_\_ **OM** **Company Name**

Ditandatangani, di Bandar Seri Begawan, pada  
9 Haribulan Januari 2021  
Given under my hand, at Bandar Seri Begawan, this  
9 day of January 2021 **Date of Incorporation**



The validation code for this Certificate of Registration is 88EC812EA7434E479F3E4E9C832D73E0. To check the validity of this certificate, enter <https://eservices.qa.oep.mofe.gov.bn/public/VerifyDocument?code=88EC812EA7434E479F3E4E9C832D73E0> in your browser.