



TAFIS

TAFIS - USER GUIDE

GOVERNMENT VENDOR PORTAL (GVP)

SUPPLIER (VENDOR)

PURCHASE ORDER (PO) & INVOICE SUBMISSION



Table of Contents

1. Introduction 3

2. Glossary..... 3

3. List of Processes 4

 3.1 Commerce Automation (CA) 4

 3.1.1 Establish Trading Relationship Request (TRR)..... 7

 3.1.1.1 Receive First Purchase Order (PO) and Set Up PO Email Notification..... 7

 3.1.2 View and Download or Print Purchase Order (PO) 28

 3.1.2.1 View and Download Purchase Order (PO)..... 28

 3.1.2.2 View and Print Purchase Order (PO) 32

 3.1.3 Procurement of Materials 37

 3.1.3.1 Order Confirmation 37

 3.1.3.2 Advanced Shipping Notice (ASN)..... 48

 3.1.3.3 Goods Received (GR) 59

 3.1.3.4 Invoice Submission 65

 3.1.4 Procurement of Services 81

 3.1.4.1 Order Confirmation 81

 3.1.4.2 Service Sheet Submission 92

 3.1.4.3 Service Entry Sheet (SES)..... 102

 3.1.4.4 Invoice Submission 107

 3.1.5 View Procurement Documents in GVP..... 123

 3.1.5.1 Find and View Confirmed Orders 123

 3.1.5.2 Find and View Advanced Shipping Notice (ASN) 128

 3.1.5.3 Find and View Goods Received (GR) 133

 3.1.5.4 Find and View Service Sheet / Service Entry Sheet (SES) 137

 3.1.5.5 Find and View Invoice..... 142



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 **+673 238 3444** or e-mail to at tafis.ppp@mofe.gov.bn.

2. Glossary

The following terms and abbreviations are used frequently.

TERMS AND ABBREVIATIONS	DESCRIPTION
SAP	Systems Application and Product in Data Processing.
SAP GUI	SAP Graphical User Interface.
SAP FIORI	A user interface (UI) which provides a distinct user experience (UX) for SAP software and applications.
FI	Financial Accounting module.
CO	Controlling module.
FM	Fund Management module.
MM	Materials Management module.
PM	Plant Maintenance module.
PS	Project Systems module.
GVP	Government Vendor Portal: A cloud-based procurement solution to perform business transactions that enable suppliers and buyers to connect and do business on a single platform.
BPC	Business Planning and Consolidation.
ROC	Registration of Companies.

Table 1 Glossary



3. List of Processes

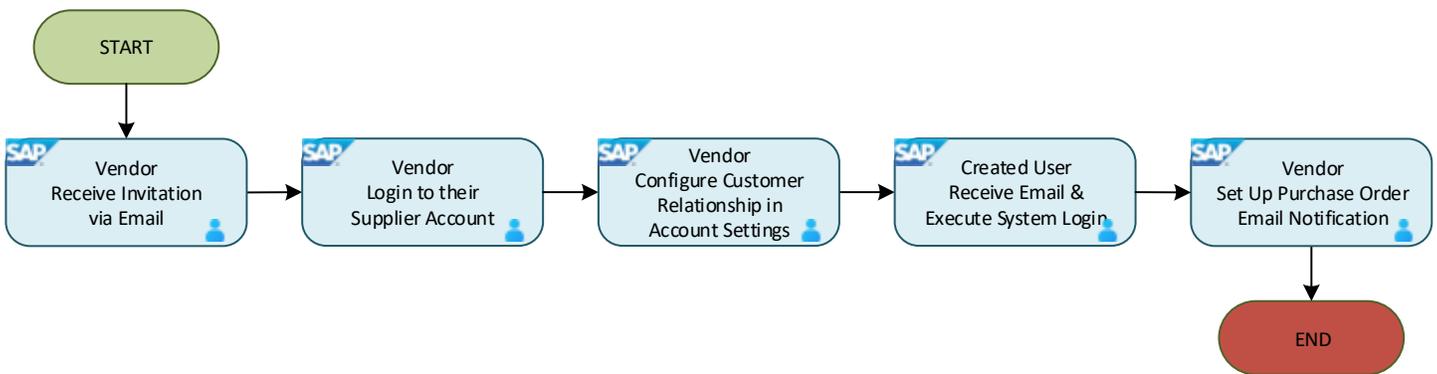
3.1 Commerce Automation (CA)

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

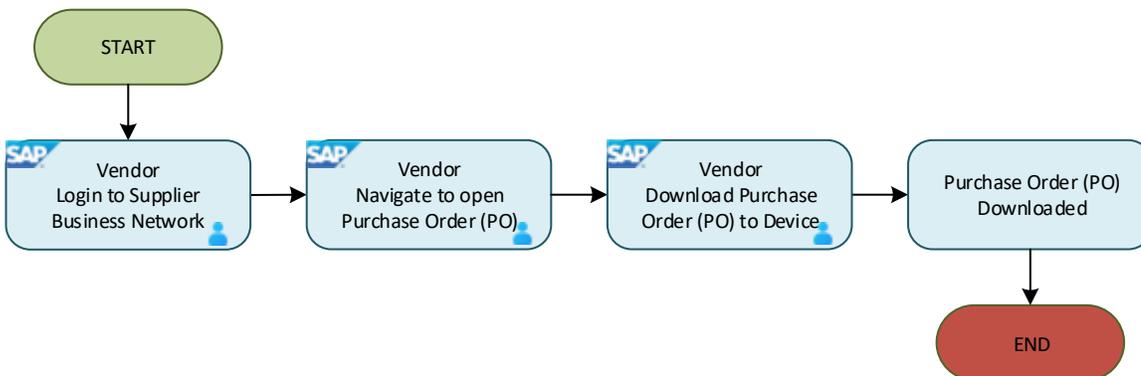
PROCESS ID.	PROCESS DESCRIPTION
Commerce Automation (CA)	
3.1.1	Establish Trading Relationship Request (TRR) for Purchase Order (PO)
3.1.2	View and Download or Print Purchase Order (PO)
3.1.3	Procurement of Materials
3.1.4	Procurement of Services
3.1.5	View Procurement Documents in GVP

Table 2 List of System Activities

Process Overview: Establish Trading Relationship (TRR) for First Purchase Order (PO)

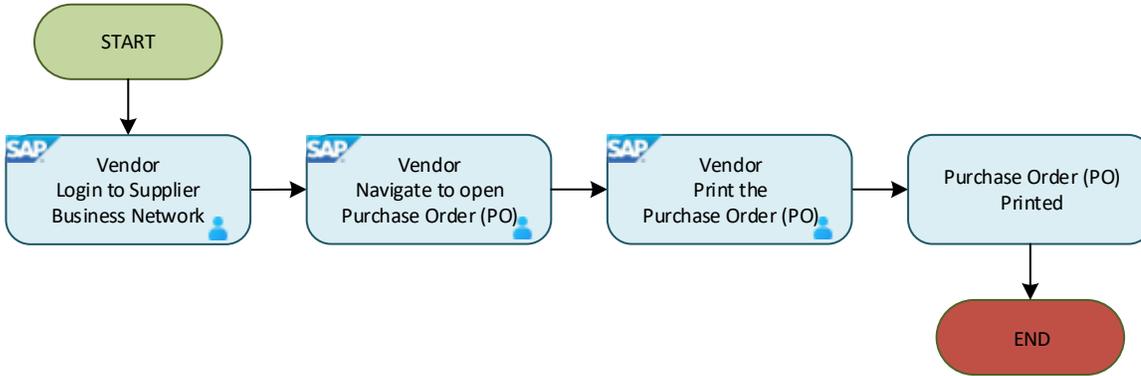


Process Overview: View and Download Purchase Order (PO)

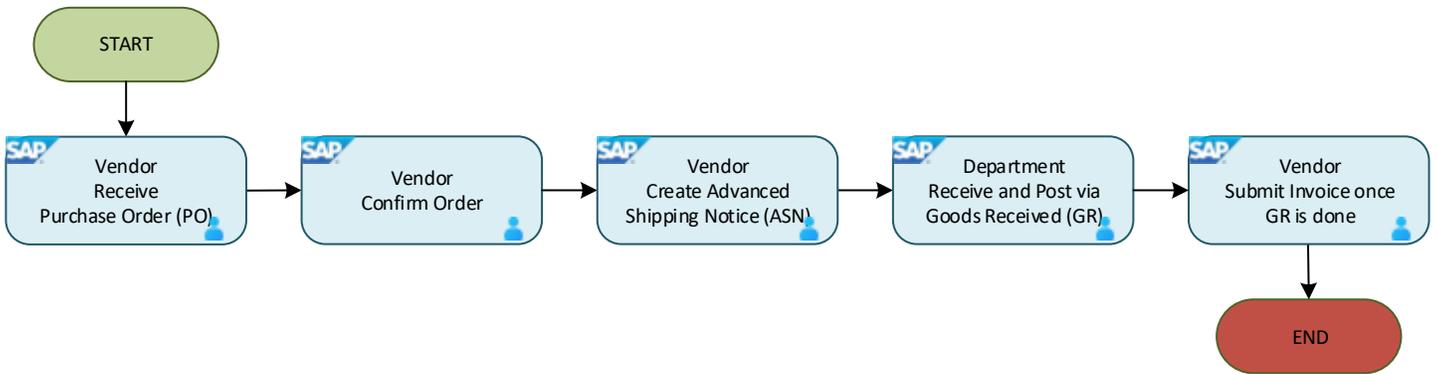




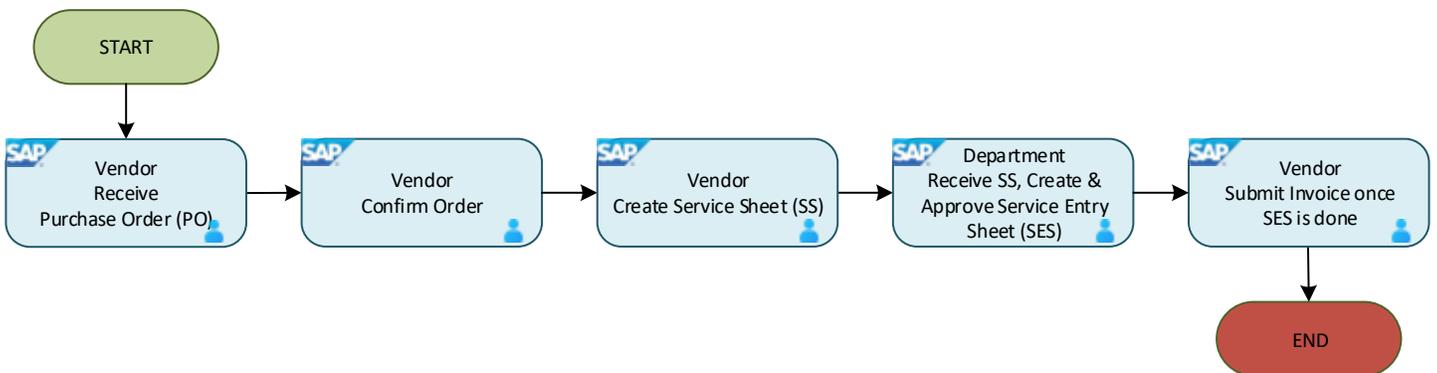
Process Overview: View and Print Purchase Order (PO)



Process Overview: Procurement of Materials

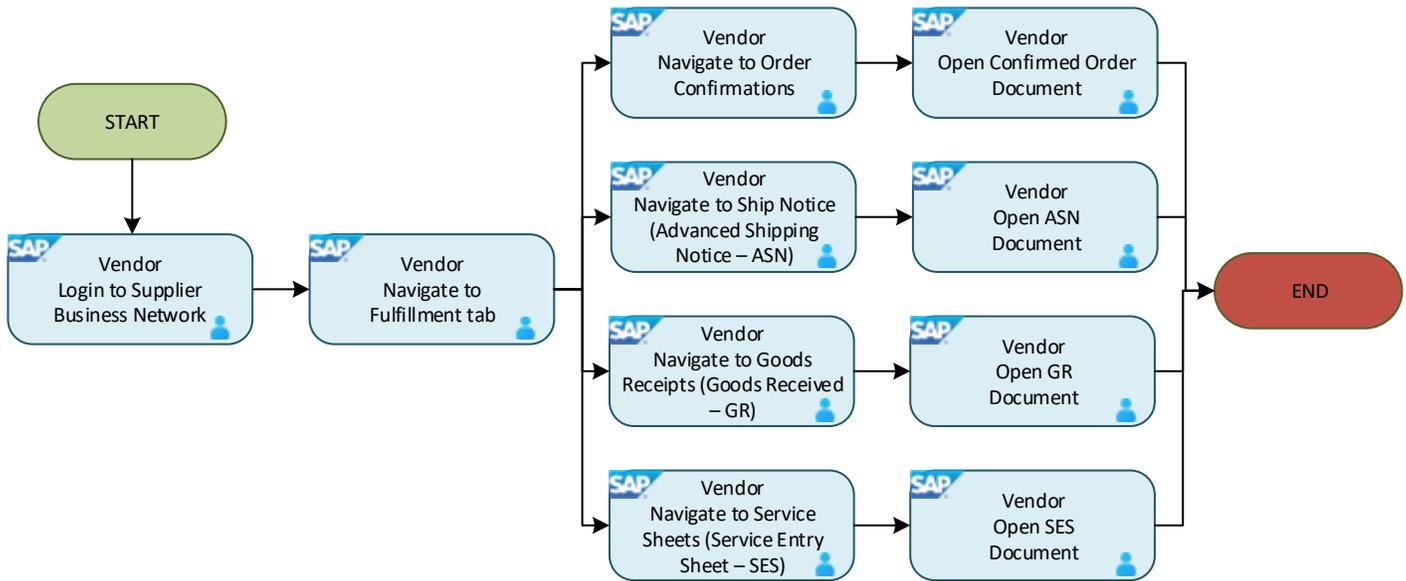


Process Overview: Procurement of Services

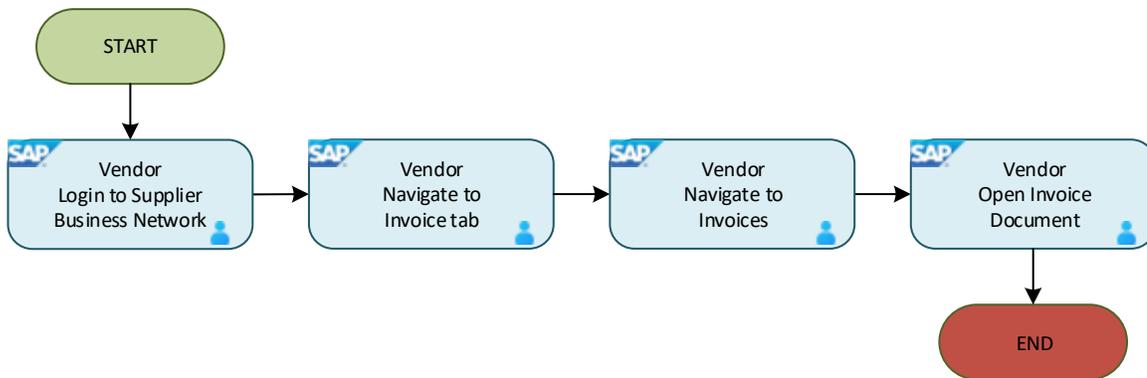




Process Overview: View Procurement Documents in GVP – Order Confirmation, Ship Notice, Goods Received and Service Sheet.



Process Overview: View Procurement Documents in GVP – Invoice





3.1.1 Establish Trading Relationship Request (TRR)

3.1.1.1 Receive First Purchase Order (PO) and Set Up PO Email Notification

Vendor receives email notification which contains **unique** hyperlink (Process Order button) that invites the business to connect in SAP Business Network and access the Purchase Order (PO).

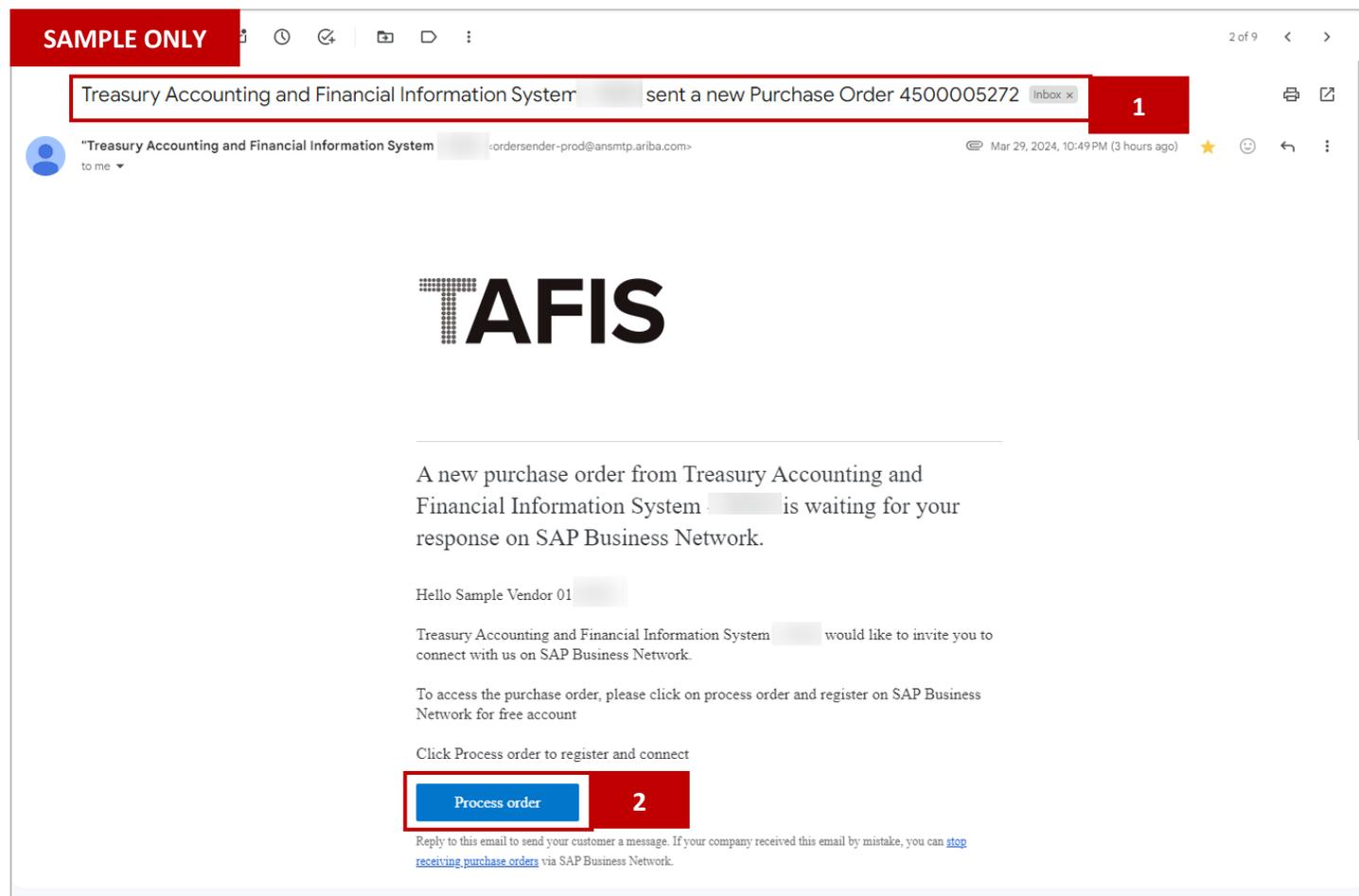
It is **important** for vendor to **establish** Trading Relationship Request (TRR) when receiving their **first** Purchase Order (PO) via Government Vendor Portal (GVP). Should be TRR is not established, vendor will not be able to view their PO.

User Role	Supplier (Vendor)
------------------	-------------------

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

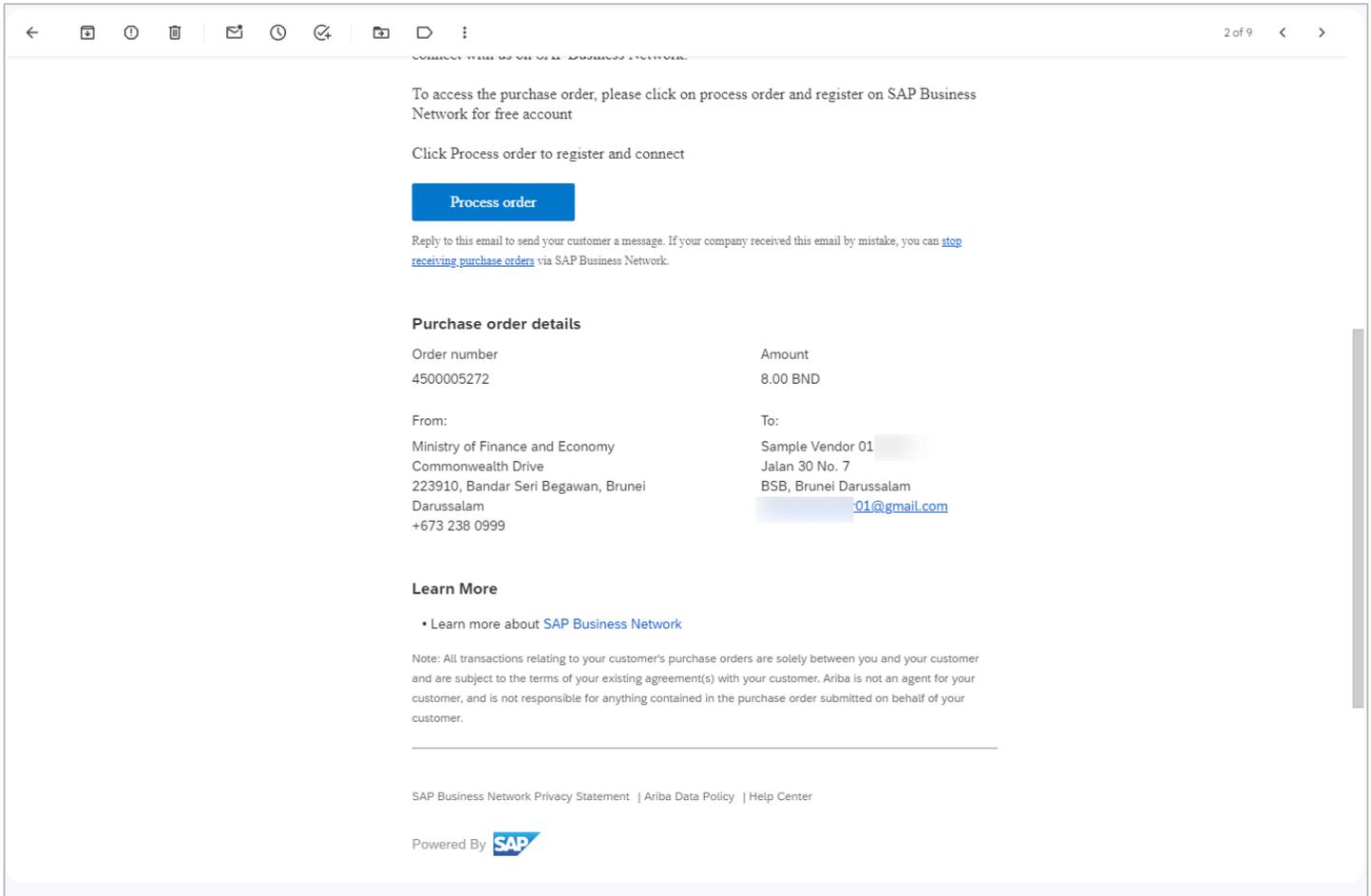
Step 2: Click on the provided unique hyperlink / button – **‘Process Order**.

Note: Invitation to Connect in **SAP Business Network** page will be displayed.





Note: Within the same email, there is a brief Purchase Order (PO) information and a PO attachment.



Note: Vendor can download the Purchase Order (PO) attachment if required.





Below is a sample of the **opened** Purchase Order (PO) attachment.

SAMPLE ONLY

Purchase Order: 4500005272

This purchase order was delivered by SAP Business Network. For more information about Ariba and SAP Business Network, visit <https://www.ariba.com>.

From:
 Customer
 Ministry of Finance and Economy

Commonwealth Drive
 223910
 Brunei Darussalam
 Phone: +673 () 238 0999
 Fax:

To:
Sample Vendor 01-
 Jalan 30 No. 7

Brunei Darussalam
 Phone:
 Fax:
 Email: '01@gmail.com

Purchase Order
(New)
 4500005272
 Amount: 8.00 BND
 Version: 1

Outcome: Invitation to Connect 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 resiliency and sustainability
Boost customer satisfaction, simplify the sales cycle
3. Act with Intelligence
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

[About this invitation](#)

[Help](#)

TAFIS

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

Create new account

or

Use existing account

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



Step 3: Click on **Use Existing account** button.

Note: Use the same login credentials used during login for Supplier Business Network (<http://www.supplier.ariba.com>).

The screenshot shows the TAFIS account creation page. On the left, there is an overlay box titled "Benefits of a business relationship on SAP Business Network" with three numbered points: 1. Digitalize your business, 2. Ensure resiliency and sustainability, and 3. Act with Intelligence. On the right, the main page content includes the heading "TAFIS" and the text "Connect with Treasury Accounting and Financial Information System - TEST on SAP Business Network to collaborate." Below this, there are two buttons: "Create new account" and "Use existing account". The "Use existing account" button is highlighted with a red box and a red number "3", indicating the step to be taken. Below the buttons, there is a link "Search for your company" and a "Help" icon in the top right corner.

Outcome: **Supplier Sign in** page will be displayed.

The screenshot shows the TAFIS sign-in page. On the left, there is an overlay box titled "What to expect after you connect:" with three numbered points: 1. View your collaboration documents in one account, 2. Leverage your existing account setup, and 3. Increase operational efficiency. On the right, the main page content includes the heading "TAFIS" and the text "Sign in to connect with Treasury Accounting and Financial Information System". Below this, there are input fields for "Username" and "Password", each with a "Forgot" link. A "Connect" button is located below the password field. At the bottom, there is a "Powered by SAP" logo and copyright information: "© 2021 SAP SE or an SAP affiliate company. All rights reserved. Privacy Statement Security Disclosure Terms of Use". A "Back" link is in the top left and a "Help" icon is in the top right corner.



Step 4: Enter vendor supplier account **Username**. For example, abu.bakar90@vendor.com

Step 5: Enter vendor supplier account **Password**.

Step 6: Click on **Connect** button to sign in.

TAFIS

Sign in to connect with Treasury Accounting and Financial Information System

Username **4**

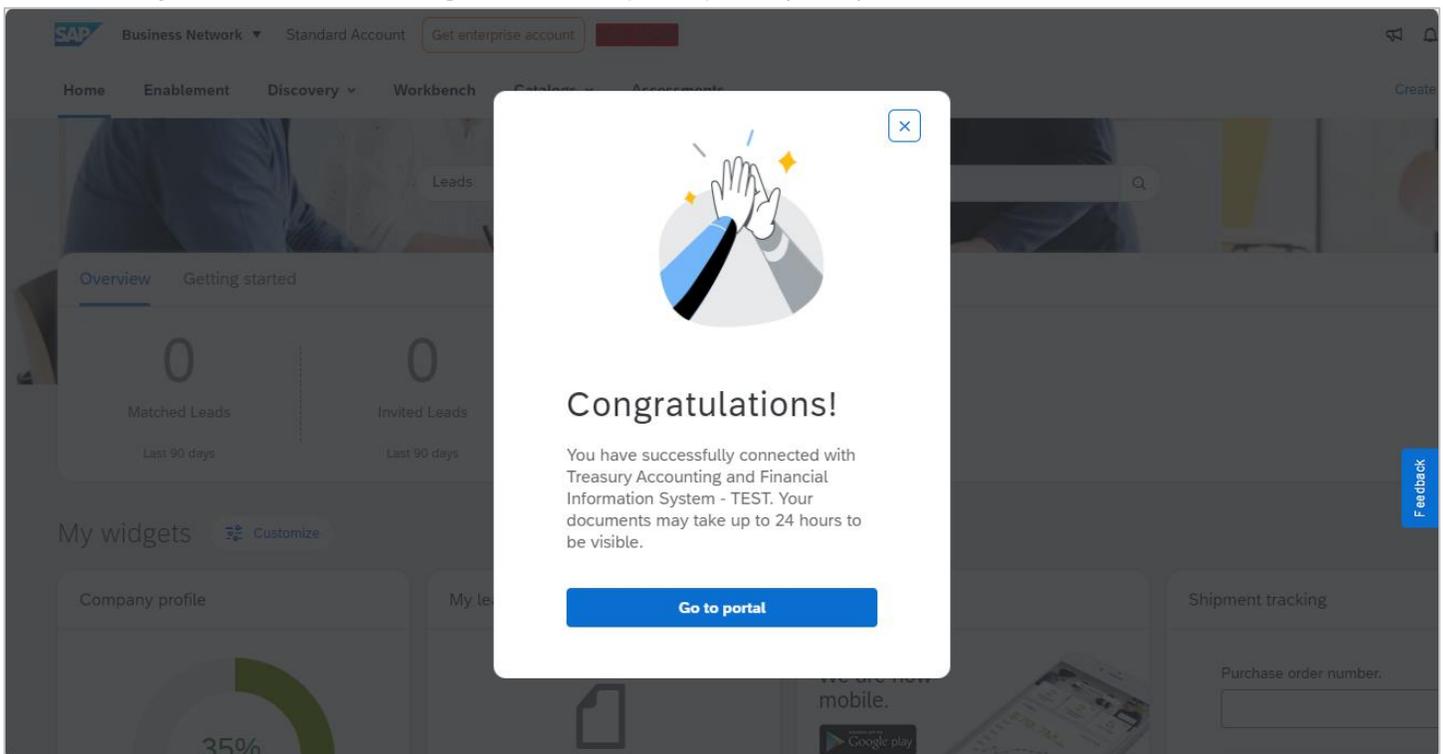
[Forgot username?](#)

Password **5**

[Forgot password?](#)

Connect **6**

Outcome: Successful connection notification pop-up will be displayed which means the vendor has successfully established Trading Relationship Request (TRR).



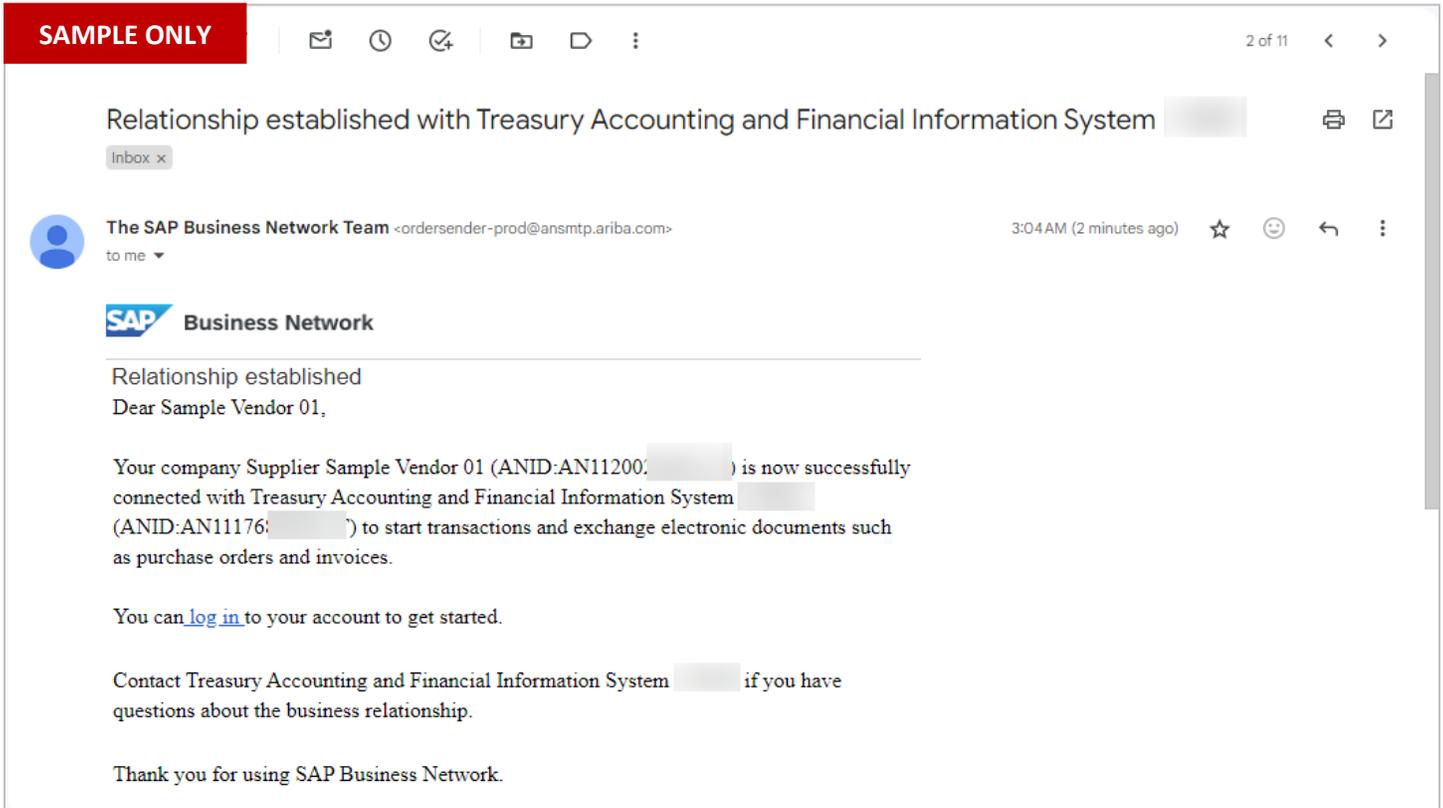
Note: Vendor will receive email notifications once TRR has been successfully established. After referring or viewing the email notification, vendor must perform Enablement Tasks (Proceed to step 7).



Below are samples of email notifications that will be received by vendor once their business has successfully established Trading Relationship Request (TRR).

- **SAMPLE 1:** An email when TRR has been successfully established which allows vendor to start transaction and exchange electronic documents such as purchase orders and invoices.

This means PO document can be processed and eventually invoice can be submitted to departments by vendor themselves.





- **SAMPLE 2:** An email which informs vendor that document and customer relationship transfer to vendor SAP Business Network account has been completed.

This means PO document has been sent to vendor in GVP for further action.

SAMPLE ONLY

Document and customer relationship transfer to your SAP Business Network account completed inbox x

network_accounts@ansmp.ariba.com <ordersender-prod@ansmp.ariba.com> 3:36 AM (27 minutes ago) ☆ ☺ ↶ ⋮
to me ▾

SAP Business Network

Document and customer relationship transfer completed
Dear SAP Business Network user,

This email confirms that the related documents and customer relationship have been transferred to your SAP Business Network account **Sample Vendor 01** (AN112002 [redacted]).

As part of the transfer, you have accepted **Treasury Accounting and Financial Information System** [redacted] as a customer on SAP Business Network. You can now transact business with and publish private catalogs to this buying organization through your account.

To view information about this customer:

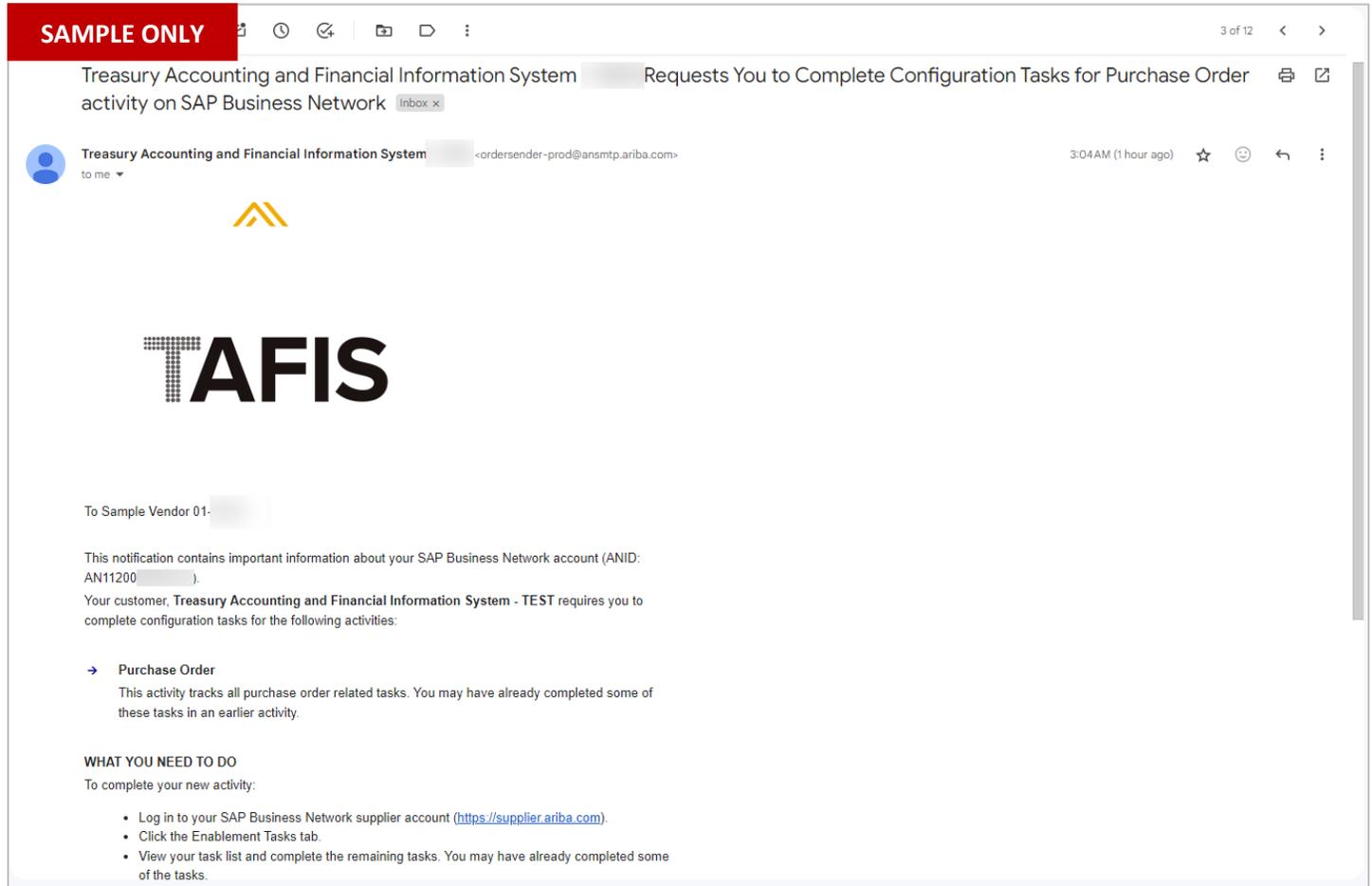
1. [Log in](#) to your account.
2. In the top right corner, click Settings
3. Click Customer Relationships.
4. Click the customer's name.

Thank you for using SAP Business Network.



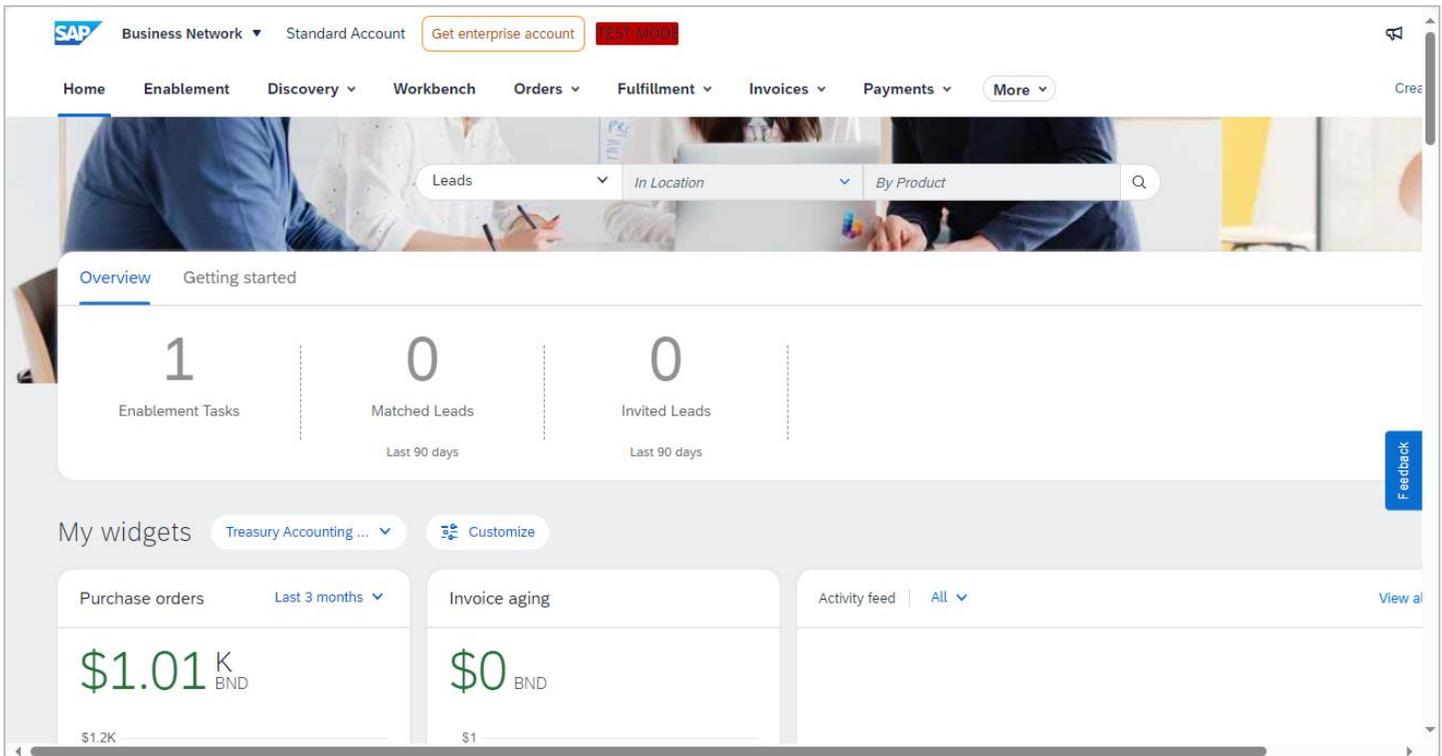
- **SAMPLE 3:** An email which informs the vendor on steps to conduct a one-time Enablement Task for Purchase Order activity on SAP Business Network.

This means that the vendor is required to conduct Enablement Task. This activity would provide the vendor an opportunity to add valid email addresses to receive PO notification.



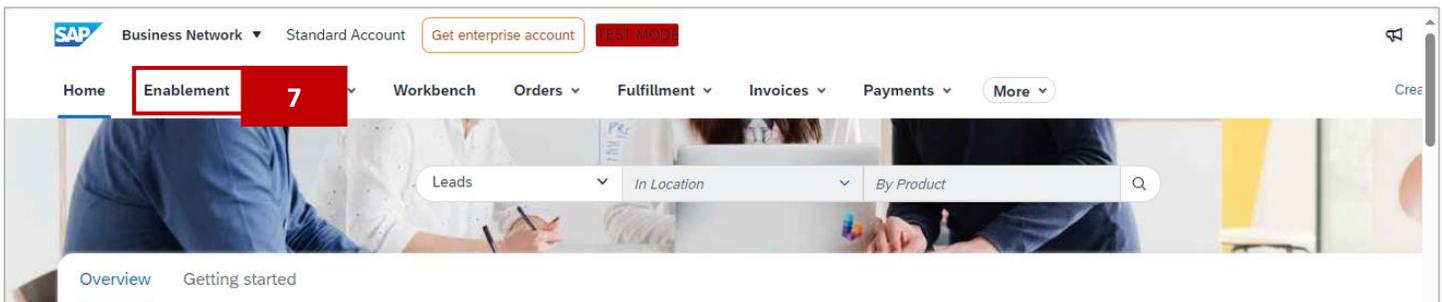


Outcome: Dashboard (homepage) will be displayed. This is an outcome after step 6.



Note: Remaining steps under this activity is to set up the account and email notification. These steps can be executed at any given time in the future. Vendor may refer to step 7 onwards to perform it.

Step 7: Click on **Enablement** tab.



Note:

1. Enablement task would provide the vendor an opportunity to add valid email addresses to receive PO notification.
2. Enablement task would provide vendor an opportunity so that they do not have to manually establish TRR whenever receiving future PO.



Outcome: **Enablement Tasks** page will be displayed.

View details of the activations requested by your customers. Click on the link to complete the activation.

Activities and Tasks for Treasury Accounting and Financial Information System - TEST [View Profile](#) [Refresh](#)

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▼ Account	30 Mar 2024	2	0	0
This activity contains tasks related to account and trading relationship requests.				
✓ Completed	Accept Terms of Use of the SAP Business Network You must accept Terms of Use of the SAP Business Network.			
✓ Completed	Accept Trading Relationship Accept the trading relationship request. You can set your account to automatically (default setting) or manually accept this type of request.			Review
▼ Purchase Order	4 May 2024	2	1	0
This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.				

Step 8: Click on **Review** button for **Accept Trading Relationship**. This will direct vendor to Account Settings page.

Note: The aim of review is to ensure the vendor has selected the option where Trading Relationship Request (TRR) can be automatically accepted whenever the business receives Purchase Order (PO).

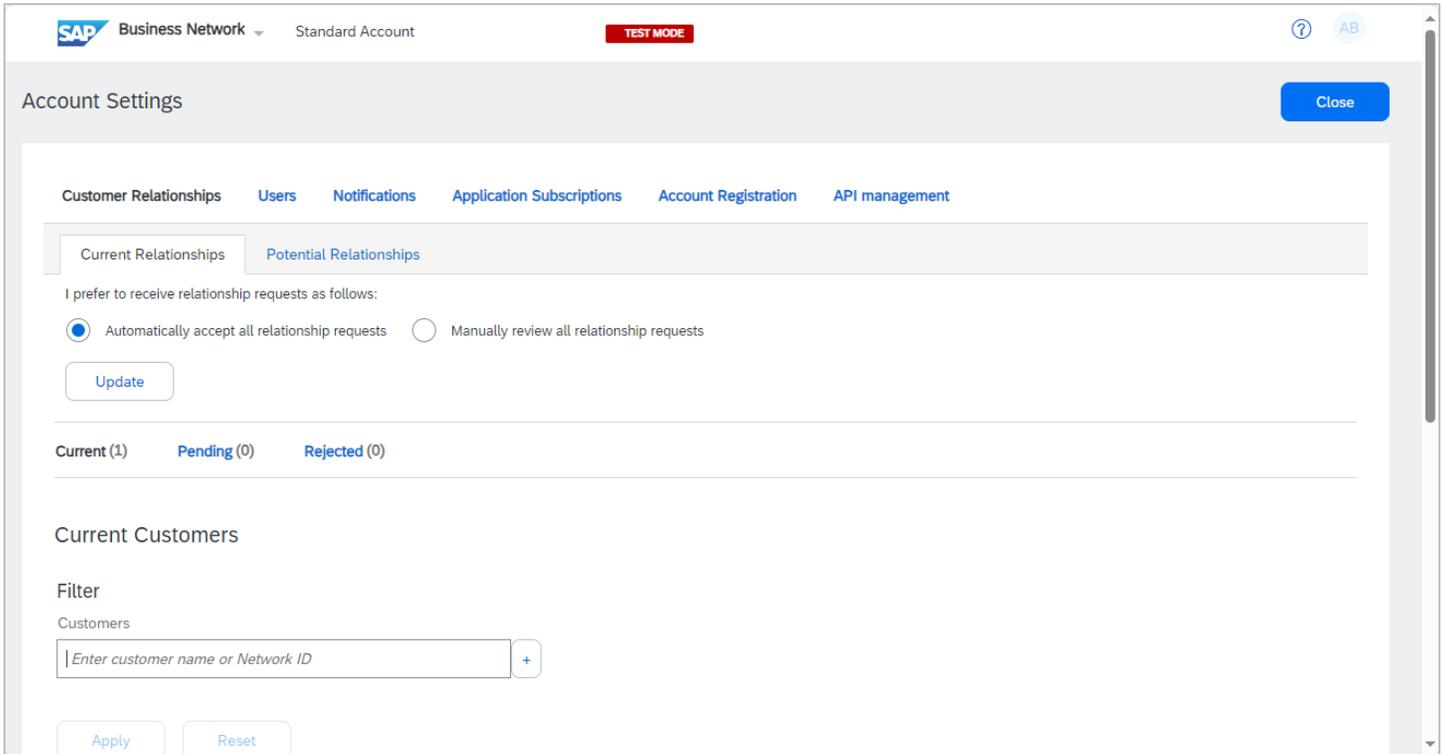
✓ Completed Accept Terms of Use of the SAP Business Network
You must accept Terms of Use of the SAP Business Network.

✓ Completed Accept Trading Relationship
Accept the trading relationship request. You can set your account to automatically (default setting) or manually accept this type of request.

[Review](#) 8



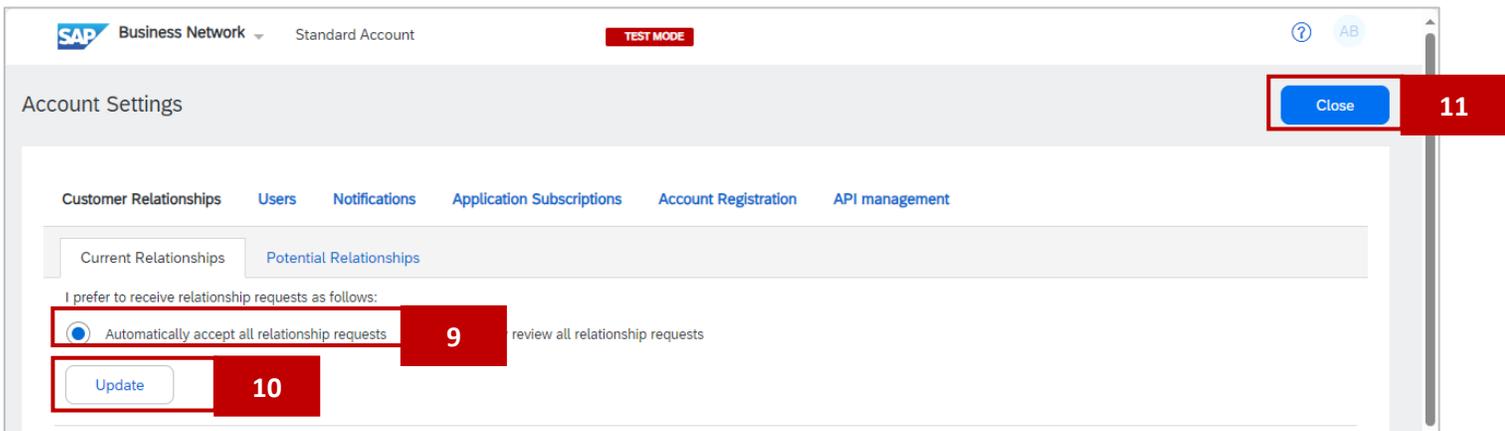
Outcome: **Account Settings** page will be displayed.



Step 9: Click on **Automatically accept all relationship requests** radiobutton (if applicable).

Step 10: Click on **Update** button to accept the selection.

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





Outcome: **Enablement Tasks** page will be displayed.

View details of the activations requested by your customers. Click on the link to complete the activation.

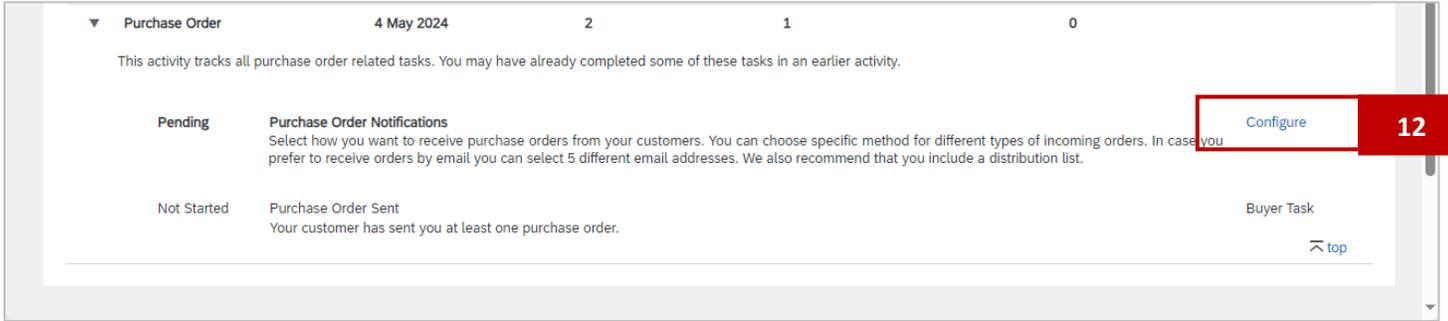
Activities and Tasks for Treasury Accounting and Financial Information System - TEST [View Profile](#) [Refresh](#)

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▼ Account	30 Mar 2024	2	0	0
This activity contains tasks related to account and trading relationship requests.				
✓ Completed	Accept Terms of Use of the SAP Business Network You must accept Terms of Use of the SAP Business Network.			
✓ Completed	Accept Trading Relationship Accept the trading relationship request. You can set your account to automatically (default setting) or manually accept this type of request.			Review
▼ Purchase Order	4 May 2024	2	1	0
This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.				

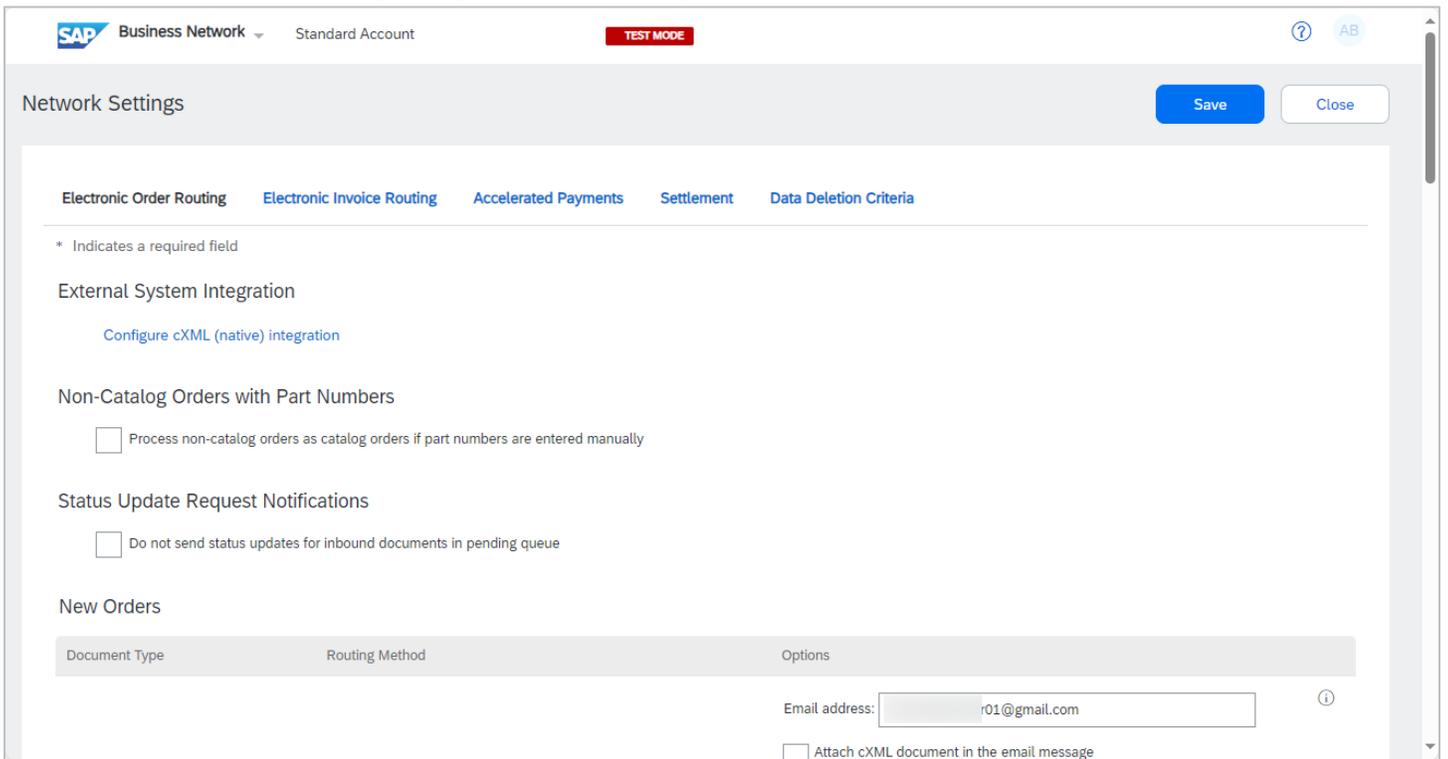
Note: Once vendor has established their Trading Relationship Request (TRR) to automatic, vendor can set up which email address can receive notifications via email when the business receives Purchase Order (PO) from government departments.



Step 12: Scroll down the page and click on **Configure** button for Purchase Order Notification. This is where vendor needs to enter their Supplier Business Network email account to respective fields.



Outcome: **Network Settings** page will be displayed.





Step 13: Scroll down the page and enter the **email address** to respective (empty) fields allowing the supplier (vendor) to receive Purchase Order (PO) related notifications. Sample will be shown below.

Note:

1. Each empty field is mandatory to be completed / entered with at least one (1) valid email address.
2. Each email address must be separated with the symbol Comma (,) should there be more than one email. Example is shown under Notifications section below.
3. Supplier (Vendor) can enter up to a maximum of five (5) distinct email addresses to receive PO Notifications. For example, “ amir.po@gmail.com, sinar.po@gmail.com, “.
4. There are several sections within the Network Settings page which are New Orders, Change / Cancel Orders, Other Document Types and Notifications.
5. Under Notifications section, tick the relevant boxes such as “Send notification for new purchase orders to suppliers”.

Section: New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input type="text"/> 13 <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Section: Change / Cancel Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.



Section: Other Document Types

Document Type	Routing Method	Options
Blanket Purchase Orders	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Stock Transport Orders	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Scheduling Agreement/Release	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Time Sheets	Email	Email address: <input type="text"/> 13 ! This is a required field <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message
Order Status Request	Email	Email address: <input type="text"/> 13 ! This is a required field <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message
Order Response Documents	Online	Return to this site to respond to POs

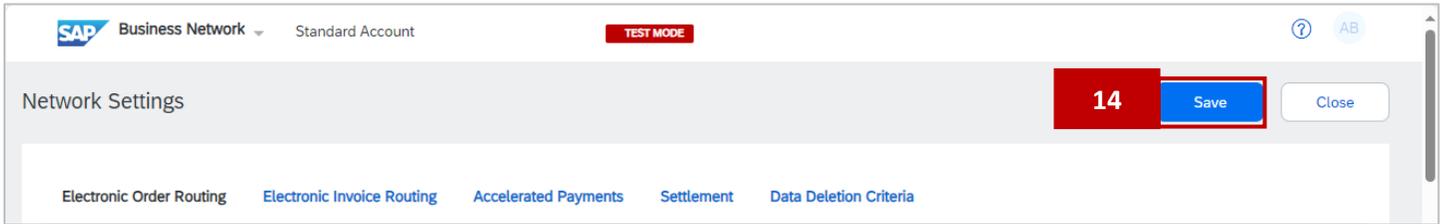
Payment Remittances	Email	Email address: <input type="text"/> 13 ! This is a required field <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message
Payment Proposals	Online	Save in my online inbox
Document Status Update	Online	Save in my online inbox
Receipt	Email	Email address: <input type="text"/> 13 ! This is a required field <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message

Section: Notifications

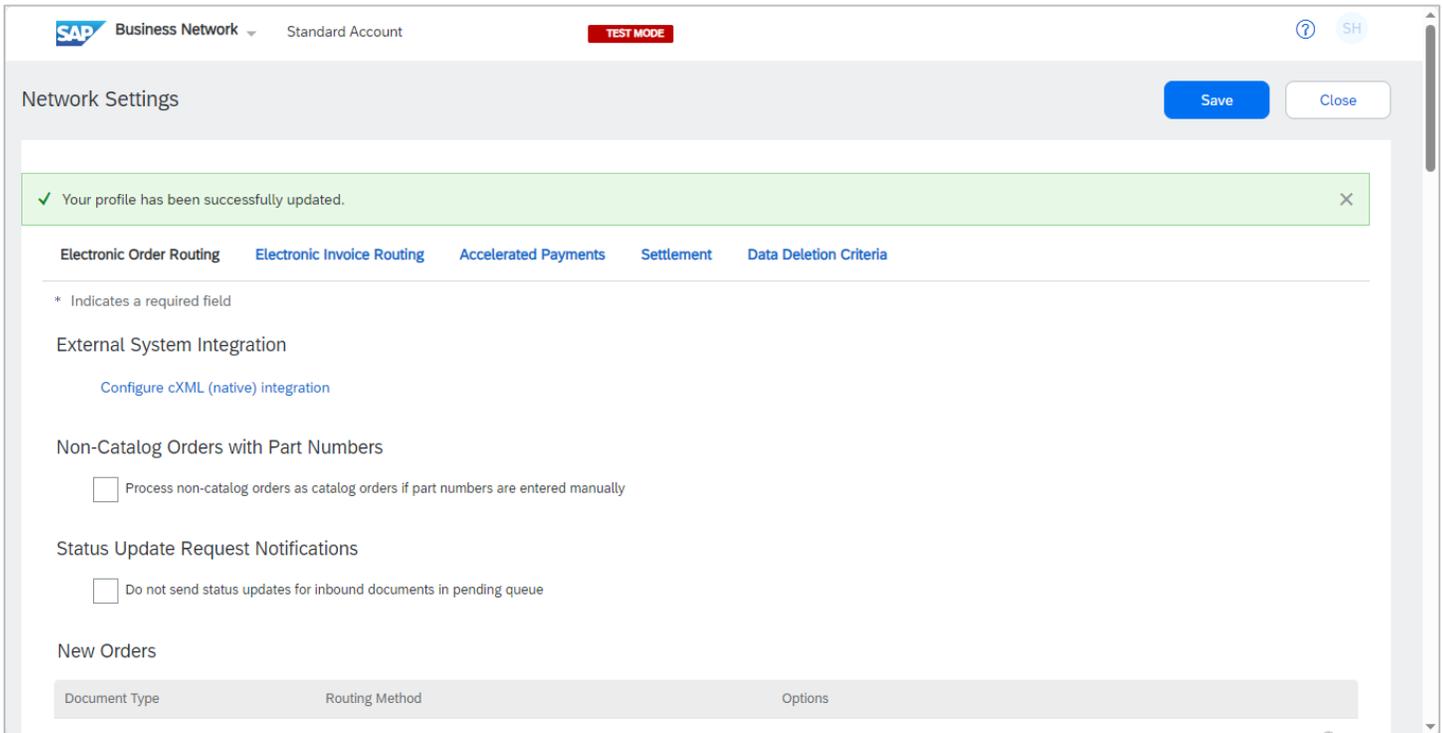
Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	<input type="text" value="@gmail.com"/> <input type="text" value="@gmail.com"/> 13
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers. Note 5	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	<input type="text" value="@gmail.com"/>
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable. Note 1 & 2	<input type="text" value="@gmail.com"/>
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	<input type="text" value="@gmail.com"/>



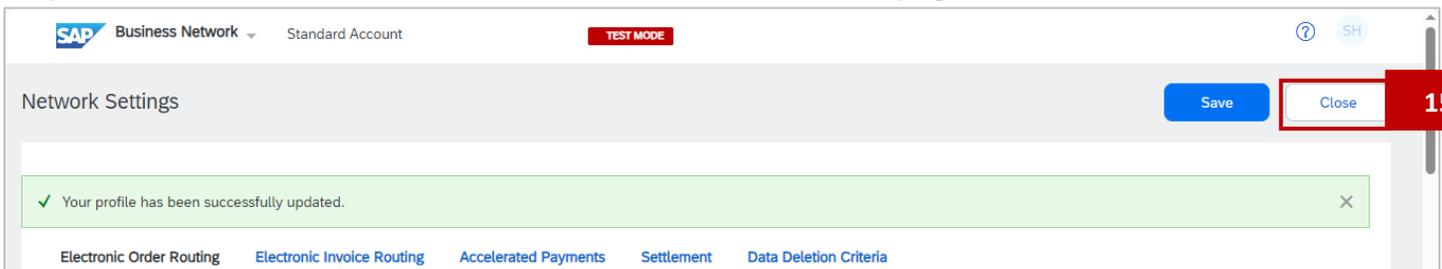
Step 14: Once respective fields are completed with the correct email address, click on **Save** button to proceed.



Outcome: Profile has been successfully updated (updates are saved).



Step 15: Click on **Close** button to return to **Enablement Tasks** page.





Outcome: **Enablement Tasks** page will be displayed.

The screenshot shows the SAP Business Network interface. At the top, it displays 'SAP Business Network', 'Standard Account', and a 'TEST MODE' indicator. The navigation menu includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The 'Enablement' tab is active. Below the navigation, the page title is 'Enablement Tasks'. A message states: 'View details of the activations requested by your customers. Click on the link to complete the activation.' Below this, there is a section for 'Activities and Tasks for Treasury Accounting and Financial Information System - TEST' with a 'View Profile' link and a 'Refresh' button. A table lists activities:

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▶ Account	30 Mar 2024	2	0	0
▼ Purchase Order	4 May 2024	2	1	0

Below the table, a note says: 'This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.' There are two task entries:

- Pending:** Purchase Order Notifications. Description: 'Select how you want to receive purchase orders from your customers. You can choose specific method for different types of incoming orders. In case you prefer to receive orders by email you can select 5 different email addresses. We also recommend that you include a distribution list.' Action: 'Configure'.
- Not Started:** Purchase Order Sent. Description: 'Your customer has sent you at least one purchase order.' Action: 'Buyer Task'.

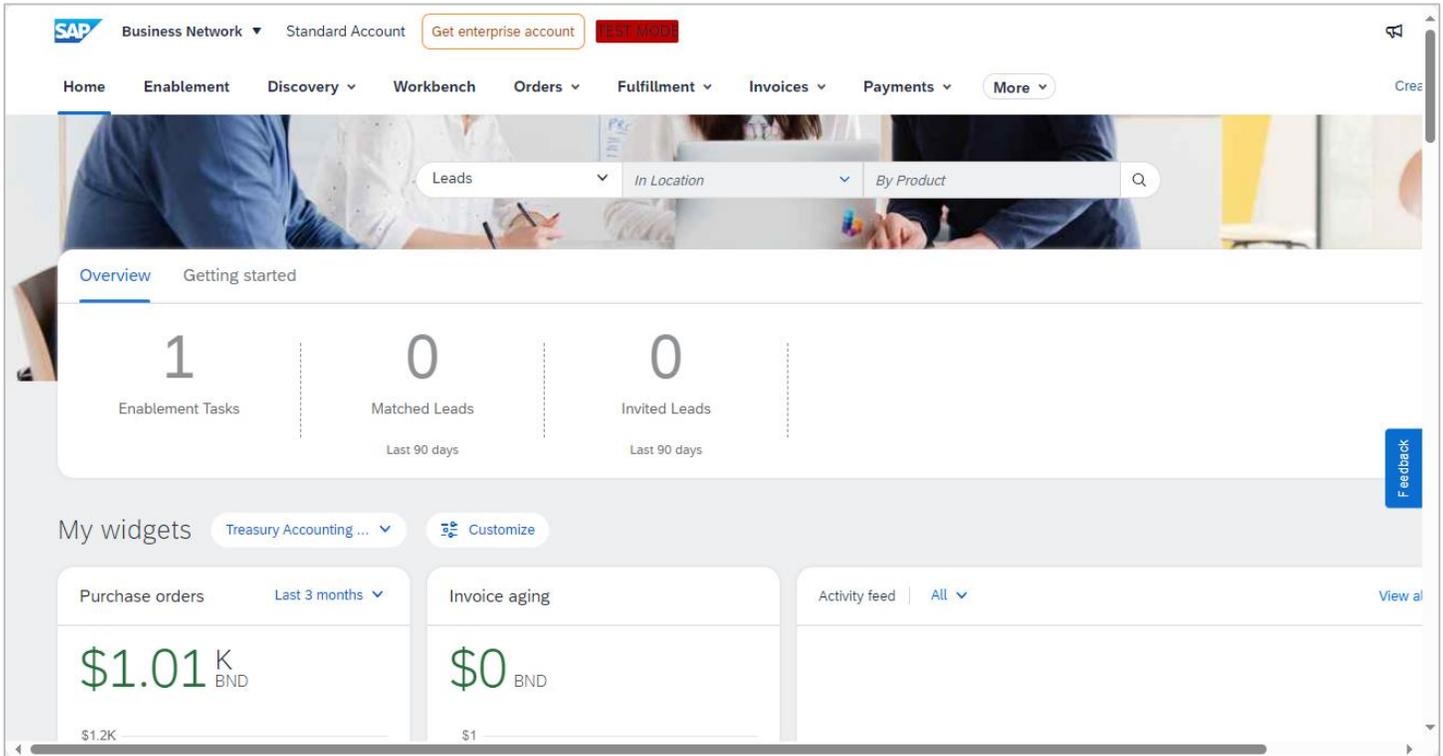
A 'top' link is visible at the bottom right of the content area.

Step 16: Click on **Home** tab to return to the dashboard (homepage).

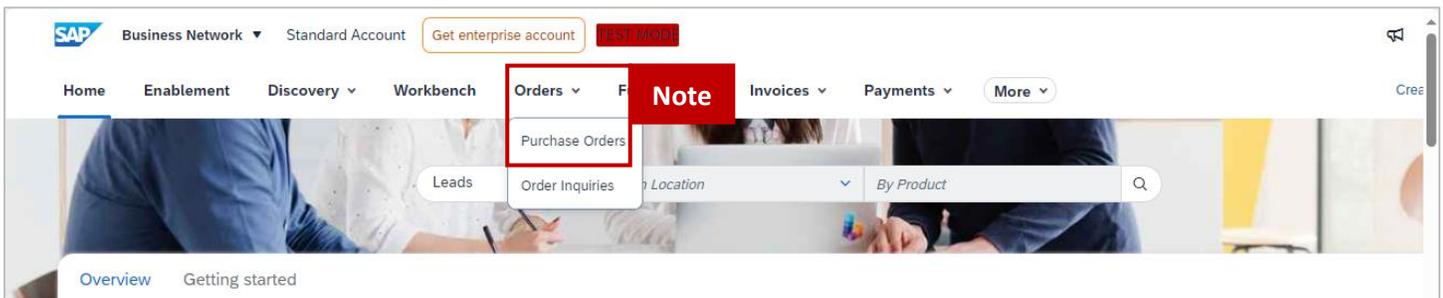
This screenshot shows the same SAP Business Network interface as above, but with the 'Home' tab in the navigation menu highlighted by a red box. A red box with the number '16' is overlaid on the left side of the 'Home' tab. The 'Enablement' tab is still selected in the main content area.



Outcome: Dashboard (Homepage) will be displayed. This means vendor can now proceed with procurement process for materials and services.



Note: Vendor can access and process their Purchase Order (PO) via the **Orders tab > Purchase Order**. Also, **Orders tab** will only be visible if vendor successfully established the Trading Relationship Request (TRR).

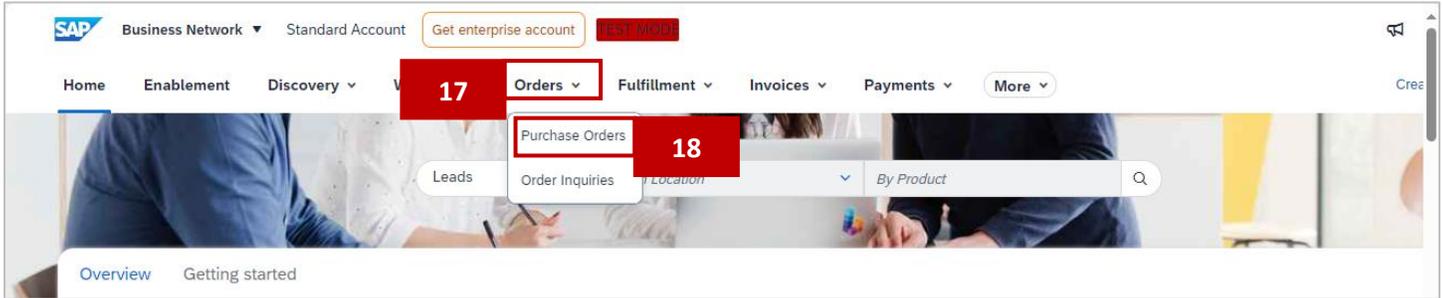




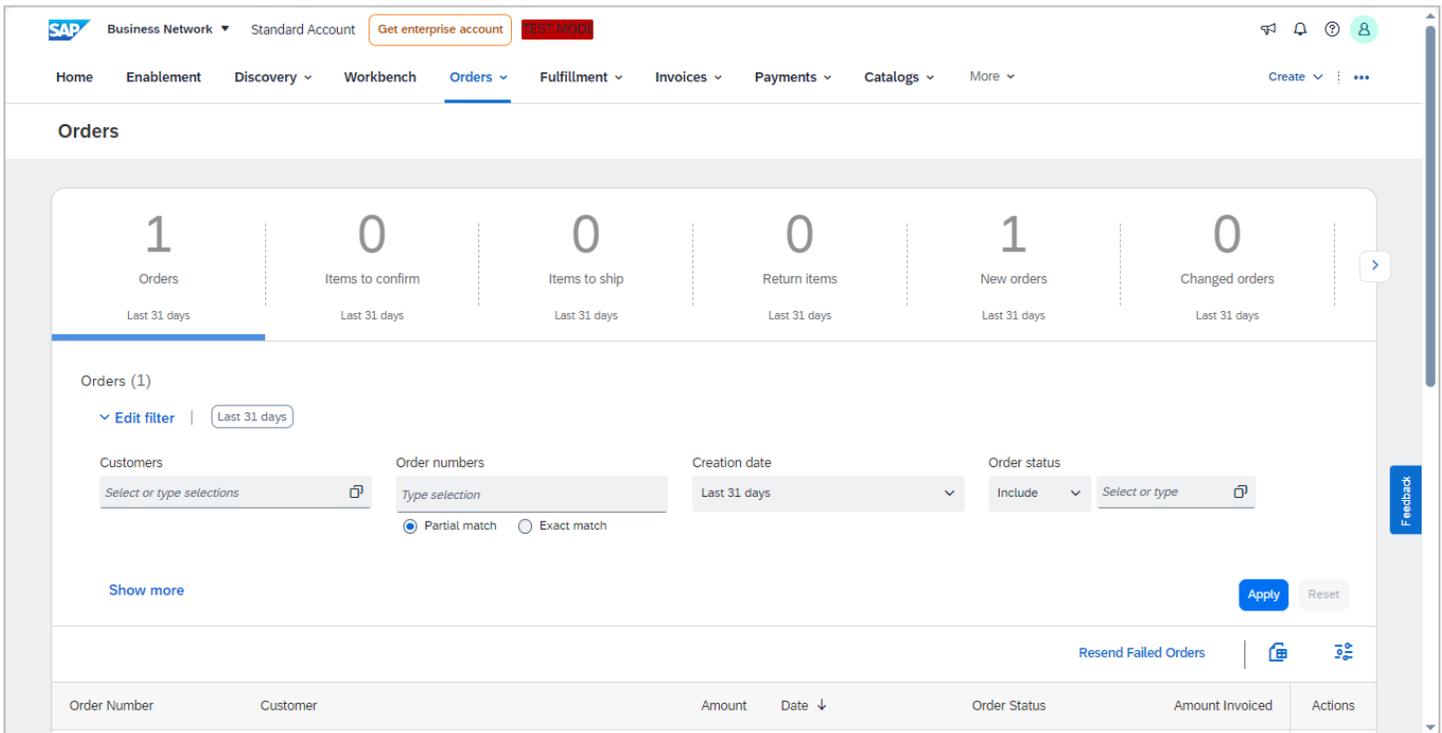
Vendor can proceed to view their PO document as follows.

Step 17: Click on **Orders** tab.

Step 18: Click on **Purchase Orders** button.



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





Step 19: Scroll down the page to view the submitted Purchase Order (PO) and click on respective **Order Number** to open the PO document.

Orders

1 Orders (Last 31 days) | 0 Items to confirm (Last 31 days) | 0 Items to ship (Last 31 days) | 0 Return items (Last 31 days) | 1 New orders (Last 31 days) | 0 Changed orders (Last 31 days)

Orders (1)

Customers: Select or type selections

Order numbers: Type selection, Partial match (selected), Exact match

Creation date: Last 31 days

Order status: Include, Select or type

Buttons: Show more, Apply, Reset, Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500005700	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 1, 2024	New		...

19

Note: More Purchase Orders (PO) will be listed under the **Orders** page when the supplier (vendor) receives more PO in the near future. Below is sample only.

SAMPLE ONLY

Orders

3 Orders (Last 31 days) | 1 Items to confirm (Last 31 days) | 1 Items to ship (Last 31 days) | 0 Return items (Last 31 days) | 3 New orders (Last 31 days) | 0 Changed orders (Last 31 days)

Orders (3)

Customers: Select or type selections

Order numbers: Type selection, Partial match (selected), Exact match

Creation date: Last 31 days

Order status: Include, Select or type

Buttons: Show more, Apply, Reset, Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	New		...
4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	New		...
4500005700	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 1, 2024	New		...

Note



Outcome: Purchase Order (for Materials / Goods) page will be displayed.

SAP Business Network Standard Account TEST MODE

Purchase Order: 4500005700 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

TAFIS

From: Customer
 Ministry of Finance and Economy
 Commonwealth Drive
 223910
 Brunei Darussalam
 Phone: +673 () 238 0999
 Fax:

To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam
 Phone:
 Fax:
 Email:

Purchase Order (New)
 4500005700
 Amount: 10.00 BND
 Version: 1
 Track Order

Contact Information
 Supplier Address
 Syarikat Riang Ria
 Jalan Sana No.1
 BC1234

Routing Status: Sent
 External Document Type: Std PO f/ NonWarrant (ZNB)

Outcome: Purchase Order (for Services) page will be displayed.

SAMPLE ONLY Standard Account TEST MODE

Purchase Order: 4500005702 Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

TAFIS

From: Customer
 Ministry of Finance and Economy
 Commonwealth Drive
 223910
 Brunei Darussalam
 Phone: +673 () 238 0999
 Fax:

To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam
 Phone:
 Fax:
 Email:

Purchase Order (New)
 4500005702
 Amount: 100.00 BND
 Version: 1

Contact Information
 Supplier Address
 Syarikat Riang Ria
 Jalan Sana No.1
 BC1234

Routing Status: Sent
 External Document Type: Std PO f/ NonWarrant (ZNB)



3.1.2 View and Download or Print Purchase Order (PO)

3.1.2.1 View and Download Purchase Order (PO)

Vendor would receive a Purchase Order (PO) from respective department in Government Vendor Portal (GVP) and the document can be downloaded into respective device.

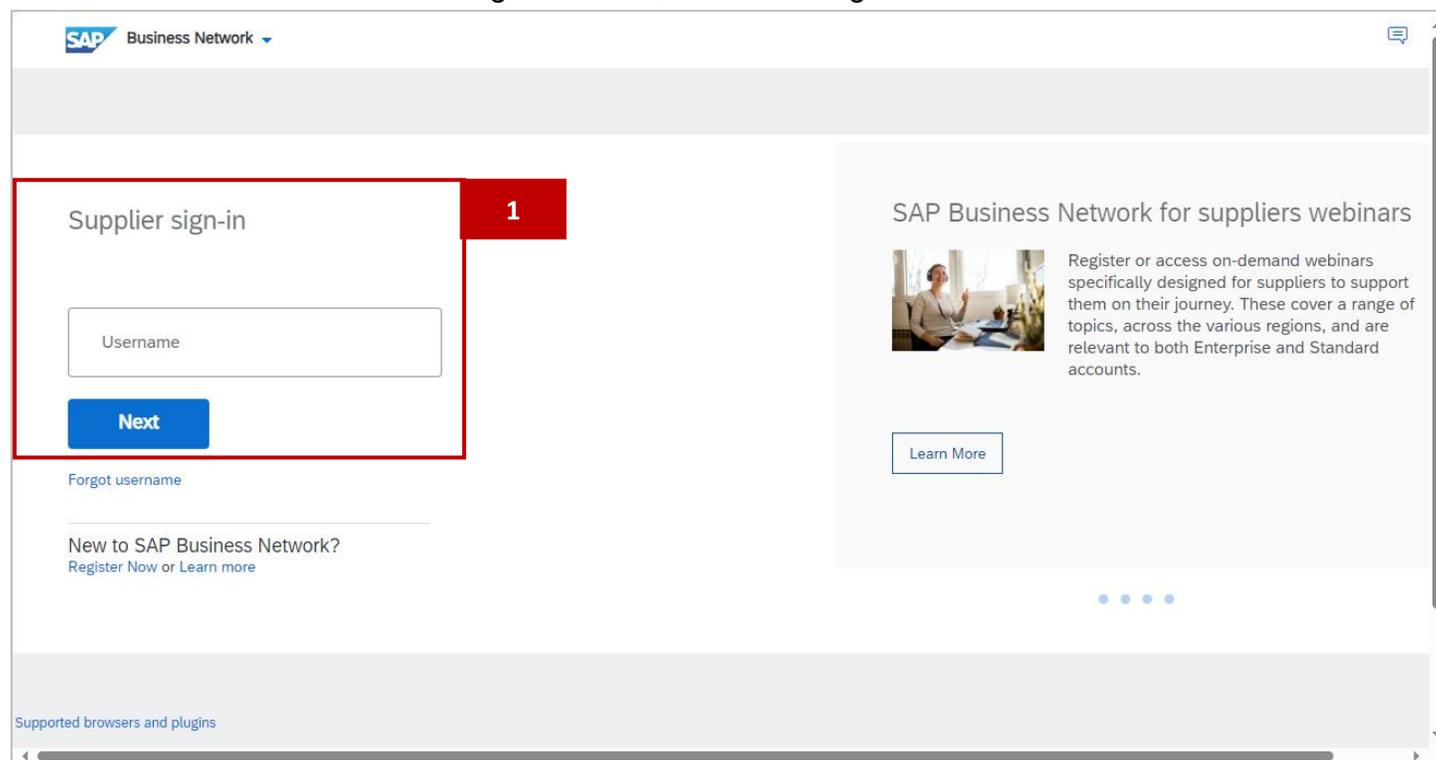
It is **important** for vendor to **establish** Trading Relationship Request (TRR) when receiving their **first** Purchase Order (PO) via Government Vendor Portal (GVP). Should be TRR is not established, vendor will not be able to view their PO. **Refer to section 3.1.1 Establish Trading Relationship Request (TRR).**

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

Note:

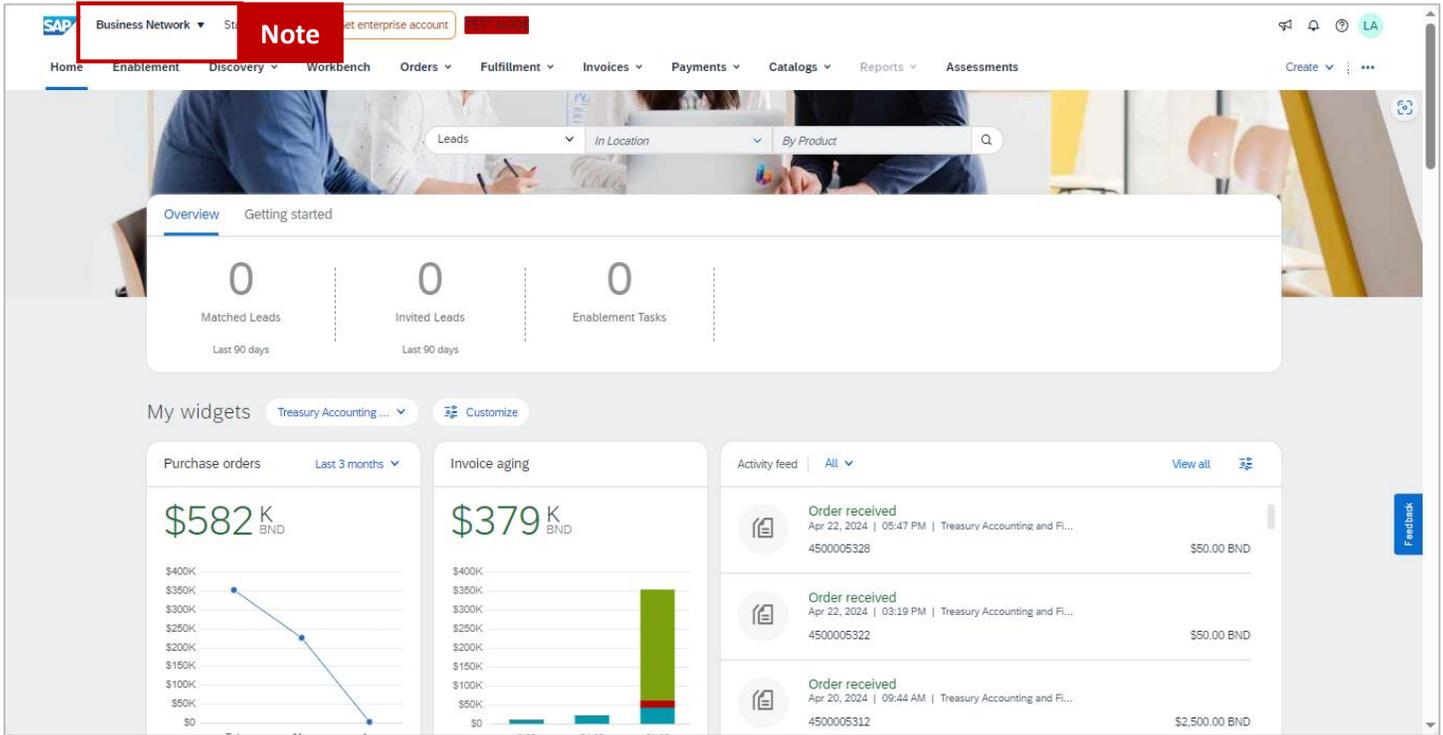
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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





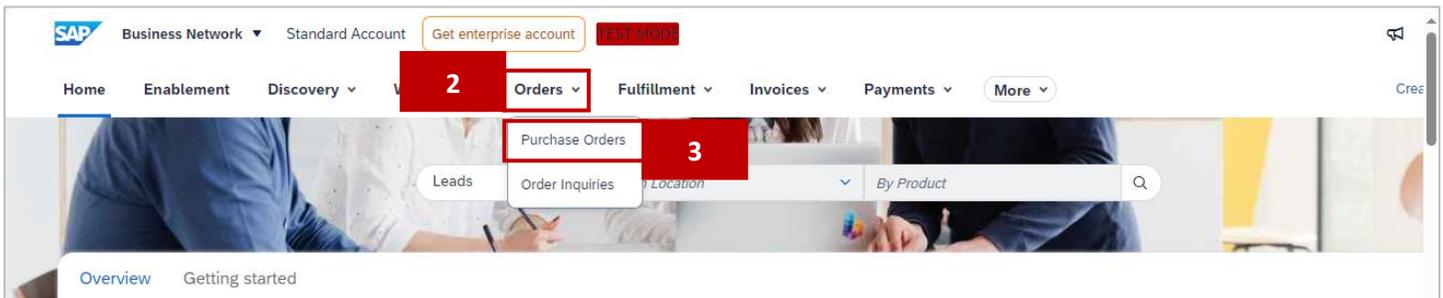
Outcome: Dashboard (Homepage) will be displayed.

Note: Please ensure to select **Business Network** page.



Step 2: Click on **Orders** dropdown button.

Step 3: Click on **Purchase Orders**.





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

The screenshot shows the SAP Business Network 'Orders' page. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, **Orders**, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below the navigation, there are seven summary cards for the last 31 days: Orders (14), Items to confirm (2), Items to ship (2), Return items (0), New orders (4), Changed orders (2), and Orders to invoice (4). Below these cards, there are filter options for Customers, Order numbers, Creation date, and Order status. A table below the filters displays the following data:

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4500005328	Treasury Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		...
4500005322	Treasury Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		...

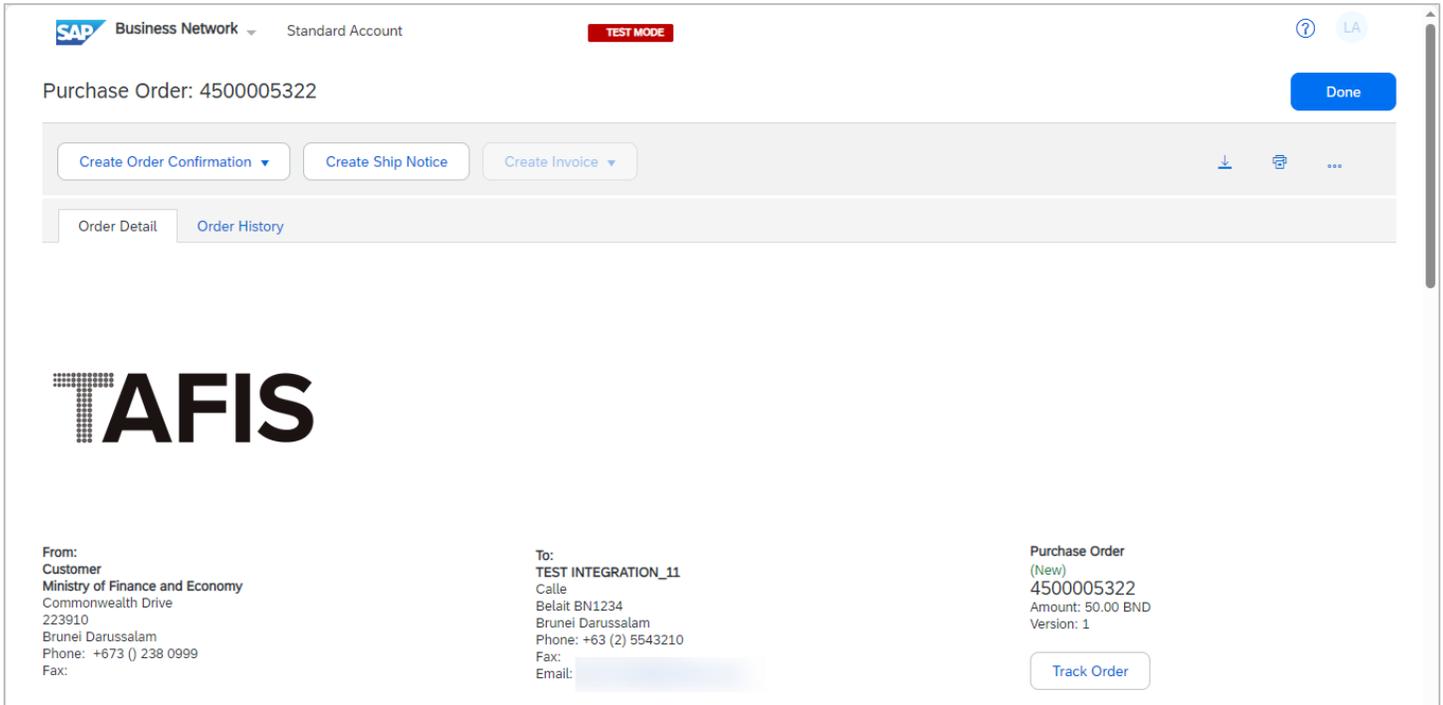
Step 4: Open the desired Purchase Order (PO) document.

This is a close-up of the table from the previous screenshot. The row for order number 4500005322 is highlighted with a red box. To the left of this row, there is a red box containing the number 4, indicating the step number.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4500005328	Treasury Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		...
4500005322	Treasury Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		...

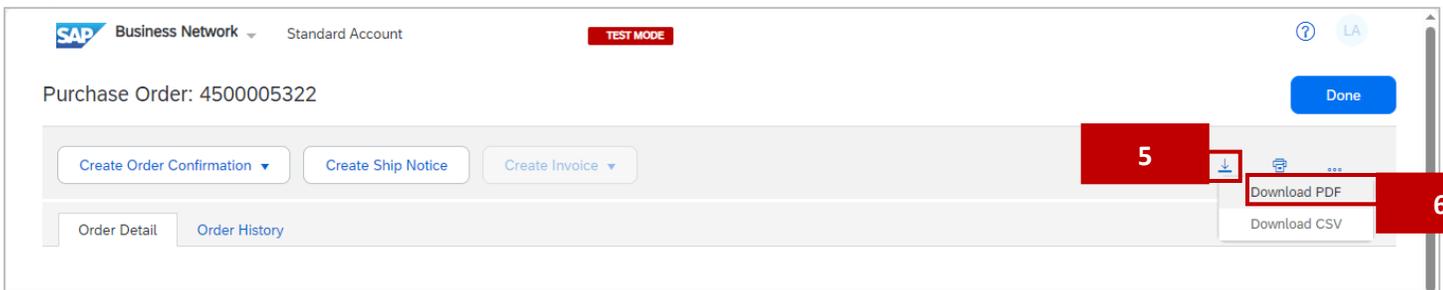


Outcome: **Purchase Order** page will be displayed.

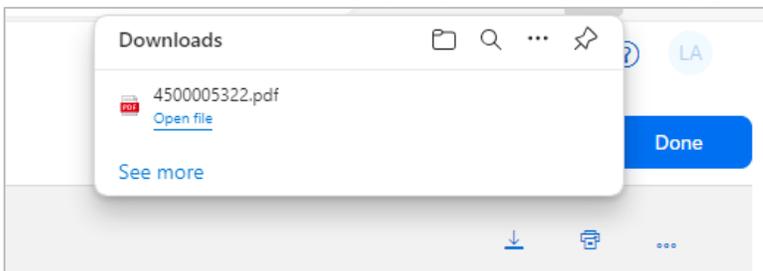


Step 5: Click on **Download** button.

Step 6: Click on **Download PDF** button.



Outcome: Purchase Order (PO) document softcopy **downloaded** into respective device.





3.1.2.2 View and Print Purchase Order (PO)

Vendor would receive a Purchase Order (PO) from respective department in Government Vendor Portal (GVP) and the document can be printed from respective device provided that it is connected to a printer.

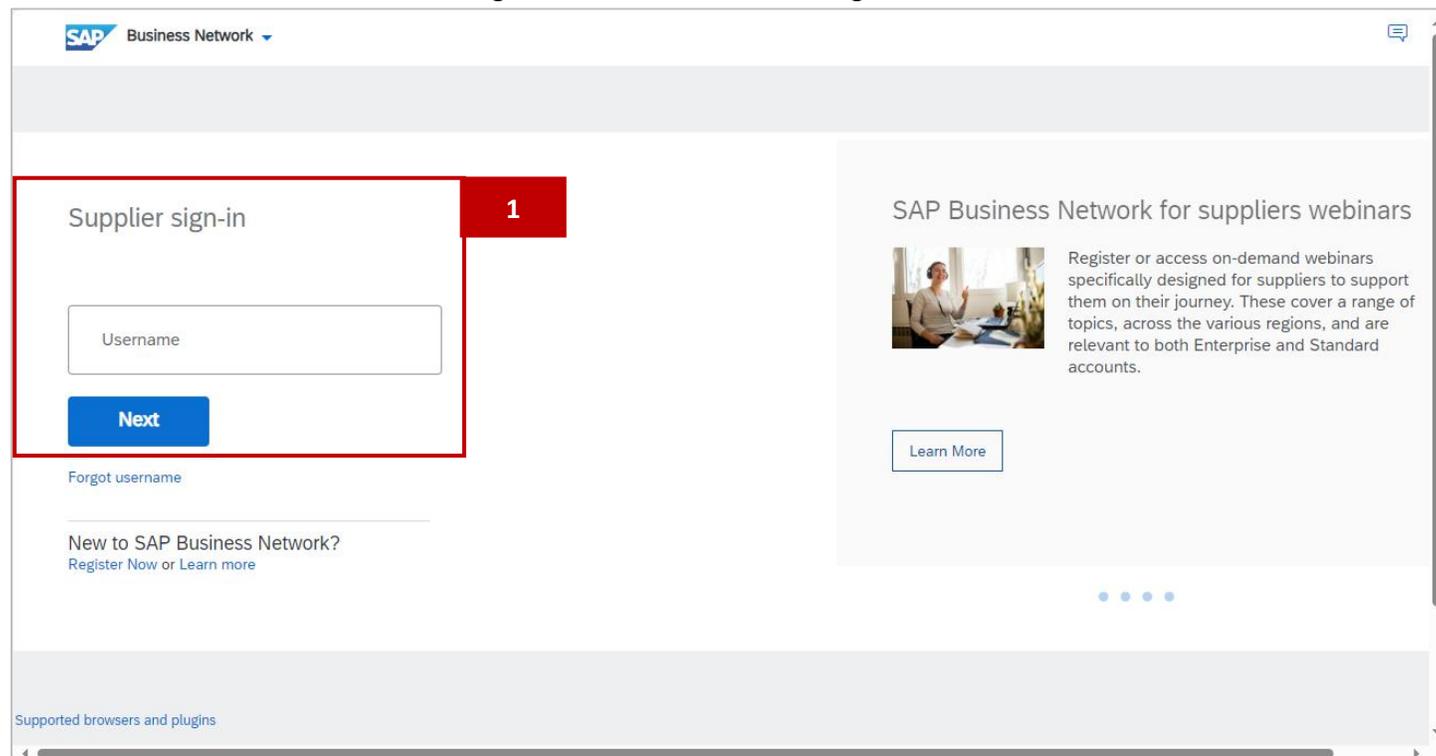
It is **important** for vendor to **establish** Trading Relationship Request (TRR) when receiving their **first** Purchase Order (PO) via Government Vendor Portal (GVP). Should be TRR is not established, vendor will not be able to view their PO. **Refer to section 3.1.1 Establish Trading Relationship Request (TRR).**

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

Note:

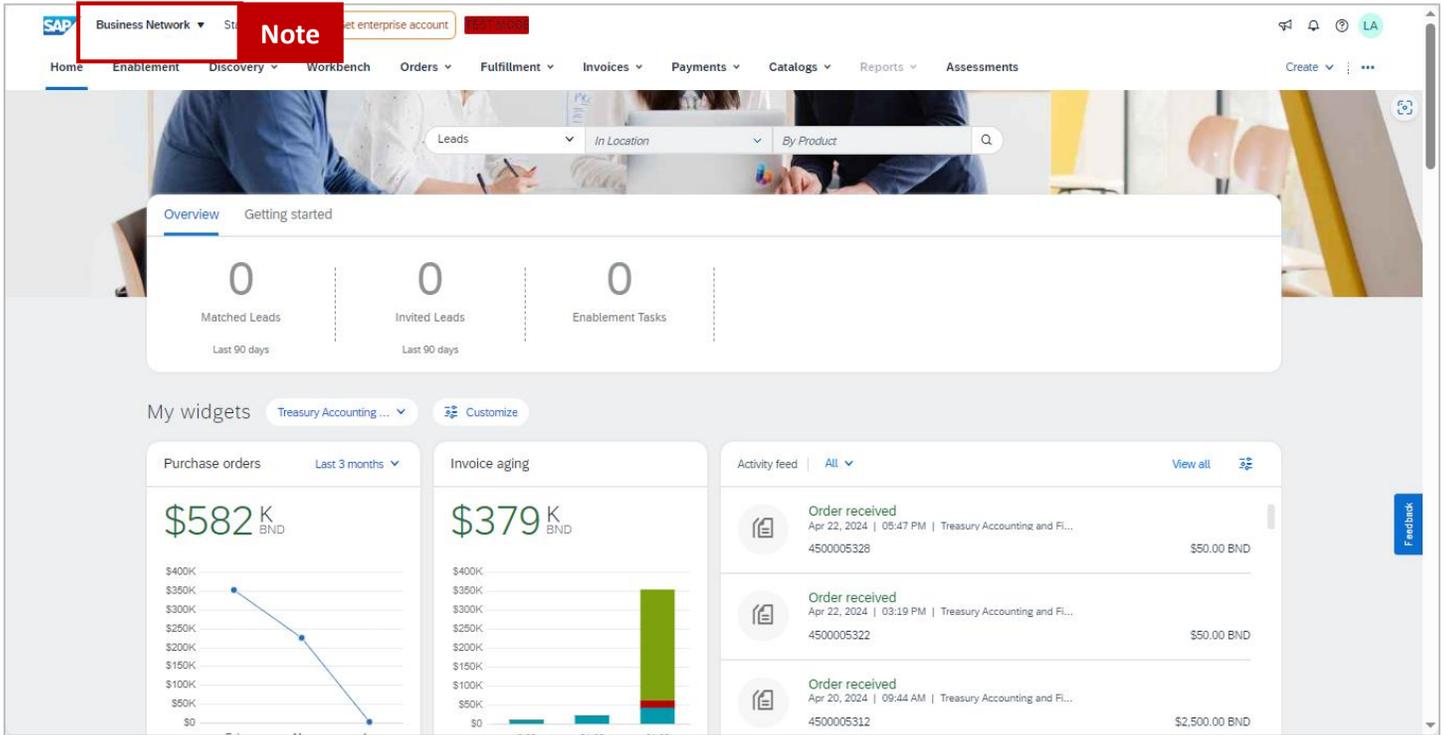
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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





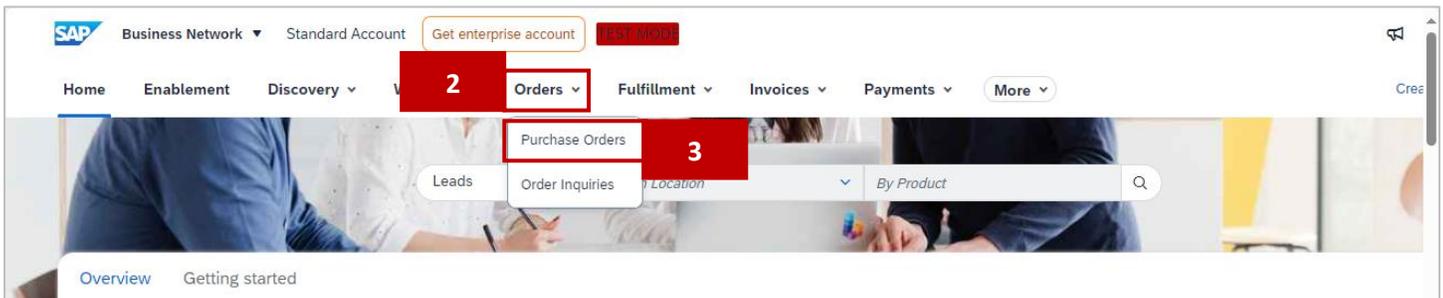
Outcome: Dashboard (Homepage) will be displayed.

Note: Please ensure to select **Business Network** page.



Step 2: Click on **Orders** dropdown button.

Step 3: Click on **Purchase Orders**.





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

The screenshot shows the SAP Business Network 'Orders' page. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, **Orders**, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below the navigation, there are seven summary cards for the last 31 days:

- 14 Orders
- 2 Items to confirm
- 2 Items to ship
- 0 Return items
- 4 New orders
- 2 Changed orders
- 4 Orders to invoice

Below the summary cards, there is a section for 'Orders (14)' with filters for Customers, Order numbers, Creation date, and Order status. A 'Show more' link is present. Below the filters is a table of orders:

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4500005328	Treasury Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		...
4500005322	Treasury Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		...

Step 4: Open the desired Purchase Order (PO) document.

This is a close-up view of the bottom portion of the orders table from the previous screenshot. The order number '4500005322' is highlighted with a red box, and a red square with the number '4' is placed over the 'Actions' column for that row.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4500005328	Treasury Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		...
4500005322	Treasury Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		...



Outcome: **Purchase Order** page will be displayed.

The screenshot shows the SAP Business Network interface for a Purchase Order. At the top, it displays 'SAP Business Network', 'Standard Account', and 'TEST MODE'. The main header shows 'Purchase Order: 4500005322' and a 'Done' button. Below this are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. There are also download, print, and menu icons. A navigation bar shows 'Order Detail' and 'Order History'. The large 'TAFIS' logo is centered on the page. At the bottom, there are three columns of contact information: 'From: Customer, Ministry of Finance and Economy', 'To: TEST INTEGRATION_11', and 'Purchase Order (New) 4500005322'. A 'Track Order' button is located at the bottom right.

Step 5: Click on **Print** button.

Step 6: Click on **All Details** button. All relevant information will be included in the printed copy.

This screenshot is identical to the previous one but includes red annotations. A red box labeled '6' highlights the 'Print' icon in the top right corner. Another red box labeled '5' highlights the 'All Details' button, which is located in a dropdown menu that appears after clicking the print icon. Below the 'All Details' button is the option 'Print Screen Contents Only'.



Outcome: Purchase Order (PO) print pop-up will be displayed.

Print
Total: 1 sheet of paper

Printer
Corporate Printer

Copies
1

Layout
 Portrait
 Landscape

Pages
 All
 Odd pages only
 Even pages only
e.g. 1-5, 8, 11-13

Print **Cancel**

4/22/24, 8:24 PM SAP Business Network Supplier
This purchase order was delivered by SAP Business Network. For more information about Ariba and SAP Business Network, visit <https://www.ariba.com>.

TAFIS

From: Customer
Ministry of Finance and Economy
Commonwealth Drive
223910
Brunei Darussalam
Phone: +673 (0) 238 0999
Fax:

To: TEST INTEGRATION_11
Calle Belait BN1234
Brunei Darussalam
Phone: +63 (2) 5543210
Fax:
Email:

Purchase Order
(New)
4500005322
Amount: 50.00 BND
Version: 1

Payment Terms
Payable immediately Due net

Contact Information
Supplier Address
ROYAL BRUNEI CORPORATION
Calle 678
BN1234
Brunei Darussalam
Email:
Phone:
Fax:
Address ID: RC0000011
Buyer ID: RC0000011

Other Information
Company Code: SD
Purchase Group: DAA
Purchase Organization: SD
Party Additional ID: RC0000011

Routing Status: Sent
External Document Type: Std PO #/ NonWara

Step 7: Select the printing criteria according to preference.

Step 8: Click on **Print** button.

Print
Total: 1 sheet of paper

Printer
Corporate Printer

Copies
1

Layout
 Portrait
 Landscape

Pages
 All
 Odd pages only
 Even pages only
e.g. 1-5, 8, 11-13

Print **Cancel**

4/22/24, 8:24 PM SAP Business Network Supplier
This purchase order was delivered by SAP Business Network. For more information about Ariba and SAP Business Network, visit <https://www.ariba.com>.

TAFIS

From: Customer
Ministry of Finance and Economy
Commonwealth Drive
223910
Brunei Darussalam
Phone: +673 (0) 238 0999
Fax:

To: TEST INTEGRATION_11
Calle Belait BN1234
Brunei Darussalam
Phone: +63 (2) 5543210
Fax:
Email:

Purchase Order
(New)
4500005322
Amount: 50.00 BND
Version: 1

Payment Terms
Payable immediately Due net

Contact Information
Supplier Address
ROYAL BRUNEI CORPORATION
Calle 678
BN1234
Brunei Darussalam
Email:
Phone:
Fax:
Address ID: RC0000011
Buyer ID: RC0000011

Other Information
Company Code: SD
Purchase Group: DAA
Purchase Organization: SD
Party Additional ID: RC0000011

Routing Status: Sent
External Document Type: Std PO #/ NonWara

Outcome: Purchase Order (PO) document hardcopy is printed.



3.1.3 Procurement of Materials

3.1.3.1 Order Confirmation

Vendor would receive a Purchase Order (PO) from respective department in Government Vendor Portal (GVP) where the order needs to be confirmed.

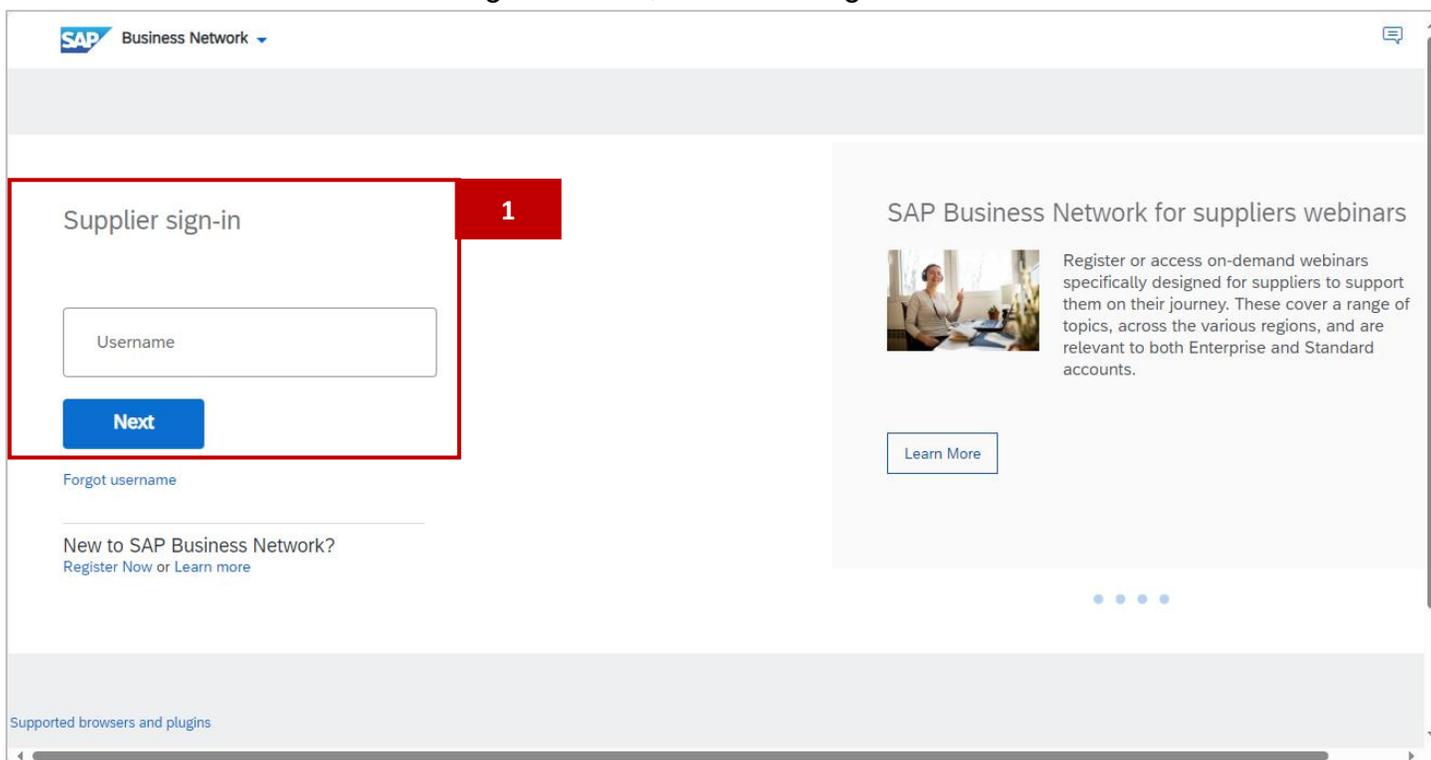
It is **important** for vendor to **establish** Trading Relationship Request (TRR) when receiving their **first** Purchase Order (PO) via Government Vendor Portal (GVP). Should be TRR is not established, vendor will not be able to view their PO. **Refer to section 3.1.1 Establish Trading Relationship Request (TRR).**

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

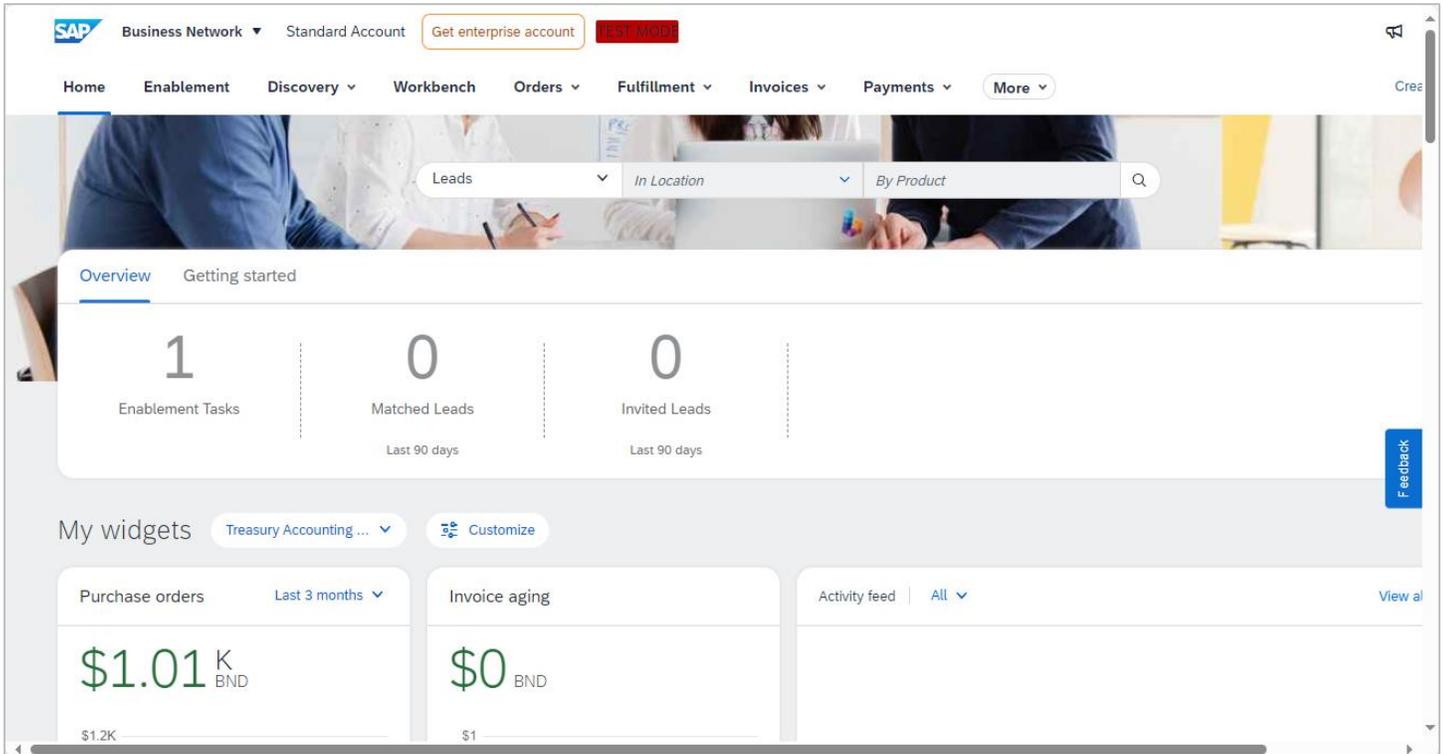
Note:

- 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.

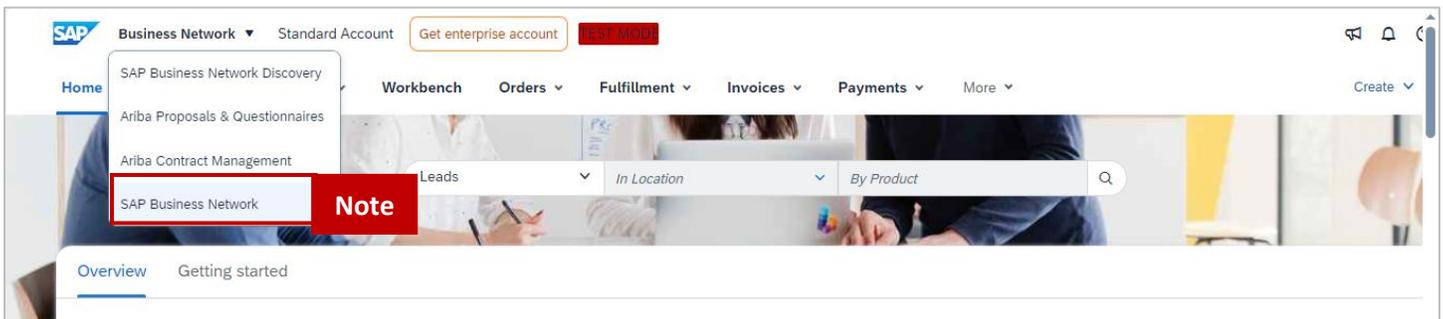




Outcome: Dashboard (Homepage) will be displayed.

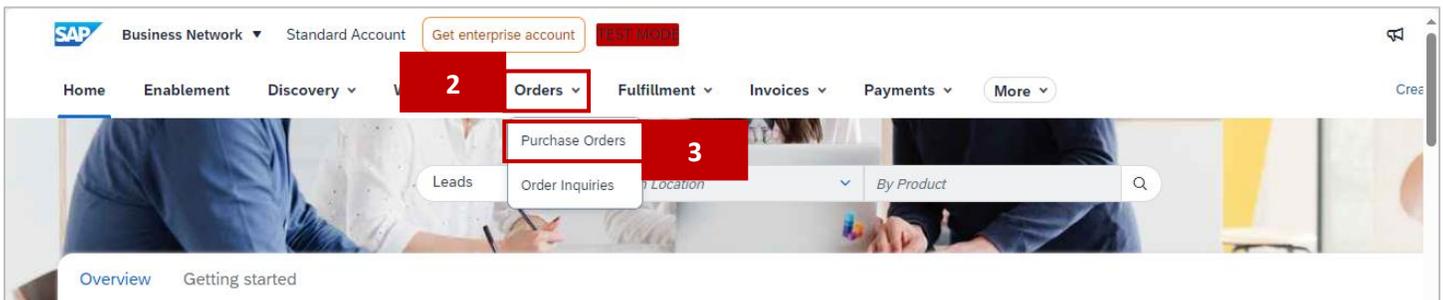


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



Step 2: Click on **Orders** dropdown button.

Step 3: Click on **Purchase Orders**.





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

Step 4: Scroll down and click on the desired **Purchase Order (PO) number** listed in the page

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	New		...
4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	New		...
4500005700	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 1, 2024	New		...

4



Outcome: **Purchase Order** page will be displayed.

SAP Business Network Standard Account
TEST MODE
?

Purchase Order: 4500005701 Done

Create Order Confirmation
Create Ship Notice
Create Invoice

↓
📄
⋮

Order Detail

Order History

TAFIS

From:
Customer
Ministry of Finance and Economy
Commonwealth Drive
223910
Brunei Darussalam
Phone: +673 () 238 0999
Fax:

To:
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
No. 1, Jalan Sana,
Jalan Sini
Brunei-Muara BC1234
Brunei Darussalam
Phone:
Fax:
Email:

Purchase Order
(New)
4500005701
Amount: 10.00 BND
Version: 1

Track Order

Contact Information
Supplier Address
Syarikat Riang Ria
Jalan Sana No.1
BC1234

Routing Status: Sent
External Document Type: Std PO f/ NonWarrant (ZNB)

Note: Vendor can scroll down the page to view more information on the Purchase Order (PO).

Contact Information
Supplier Address
Syarikat Riang Ria
Jalan Sana No.1
BC1234
Brunei Darussalam
Email:
Phone:
Fax:
Address ID: P00000003
Buyer ID: P00000003

Other Information
Company Code: SD
Purchase Group: DAA
Purchase Organization: SD
Party Additional ID: P00000003

[View less >](#)

Routing Status: Sent
External Document Type: Std PO f/ NonWarrant (ZNB)

Ship All Items To

KEMENTERIAN KEWANGAN & EKONOMI

Brunei-Muara
Brunei Darussalam
Ship To Code: D010
Location Code: D010

Bill To

Ministry of Finance and Economy
Commonwealth Drive
223910
Brunei Darussalam
Phone: +673 () 238 0999
Fax:
Buyer ID: SD

Line Items [Show Item Details](#)

Line #	No. Schedule Lines	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
10	1	A3 Paper	00000003000000919	Material		1.000 (RM)	5 May 2024	100.00 BND	10.00 BND	Details

Order submitted on: Thursday 2 May 2024 12:00 PM GMT+08:00
Received by SAP Business Network on: Thursday 2 May 2024 10:14 AM GMT+08:00
This Purchase Order was sent by Treasury Accounting and Financial Information System - TEST
AN11176895911-T and delivered by SAP Business Network.

Sub-total: 10.00 BND



Step 5: Click on **Create Order Confirmation** button.

The screenshot shows the SAP Business Network interface for a Purchase Order (PO) with ID 4500005701. The 'Create Order Confirmation' button is highlighted with a red box and the number 5. Other buttons visible include 'Create Invoice' and 'Done'. The interface also shows 'Order Detail' and 'Order History' tabs.

Step 6: Click on **Confirm Entire Order** button.

The screenshot shows the SAP Business Network interface for the same PO. The 'Confirm Entire Order' button is highlighted with a red box and the number 6. Other buttons visible include 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A dropdown menu is open below the 'Confirm Entire Order' button, showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Done' button is also visible.

Outcome: Confirming PO (Confirm Entire Order tab) page will be displayed.

The screenshot shows the 'Confirming PO' page in SAP Business Network. The page title is 'Confirming PO'. On the left, there are two tabs: '1 Confirm Entire Order' (selected) and '2 Review Order Confirmation'. The main content area is titled 'Order Confirmation Header' and contains the following fields:

- Confirmation #:
- Associated Purchase Order #: 4500005701
- Customer: Treasury Accounting and Financial Information System - TEST
- Supplier Reference:

Below this is the 'Shipping and Tax Information' section:

- Est. Shipping Date:
- Est. Shipping Cost:
- Est. Delivery Date:
- Est. Tax Cost:
- Comments:

At the bottom, there is an 'Attachments' section with a table:

Name	Size (bytes)	Content Type
No items		

Buttons at the bottom include 'Choose File' (No file chosen) and 'Add Attachment'.

Note:

1. Asterisks indicate the field is mandatory to be completed.
2. Enter information for the remaining fields within the page that are optional (non-mandatory) to fill in / complete.



Step 7: Enter the Confirmation Number.

Note:

1. Confirmation number format is “Con-” followed by PO number, e.g. Con-4500005701.
2. No gaps or spaces between the alphanumeric characters of Confirmation Number.

Step 8: Enter estimated date of goods delivery on Est. Delivery Date field.

SAP Business Network Standard Account TEST MODE

Confirming PO [Exit] [Next]

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: Con-4500005701 **7**

Associated Purchase Order #: 4500005701

Customer: Treasury Accounting and Financial Information System - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: 2 May 2024

Est. Shipping Cost:

8 Est. Delivery Date: 5 May 2024

Est. Tax Cost:

Comments: 1) Shipping expected to start on 2nd May 2024.
2) Materials / Goods expected to be delivered on 5th May 2024

Attachments

Name	Size (bytes)	Content Type
No items		

[Choose File] No file chosen [Add Attachment]

Note:

1. Scroll down the page to view Attachments section (if vendor would like to attach any relevant documents) and Line Items of the Purchase Order.
2. If no attachments are required, proceed to step 13.

Attachments

Name	Size (bytes)	Content Type
No items		

[Choose File] No file chosen [Add Attachment]

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	A3 Paper	00000003000000919	Material	1.000 (RM)	5 May 2024	100.00 BND	10.00 BND

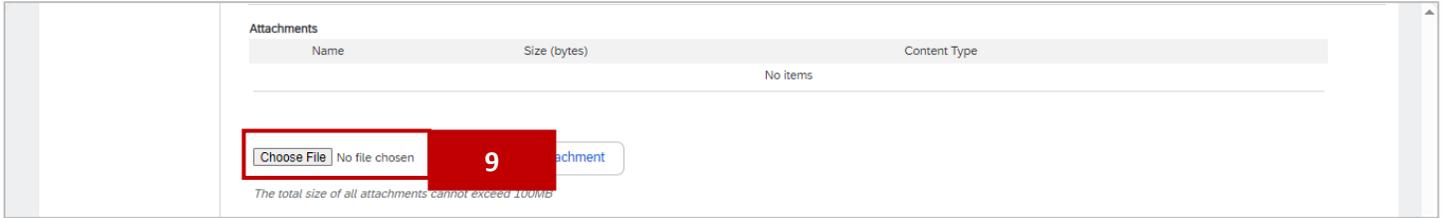
Current Order Status:
1.000 Confirmed With Comments (Estimated Shipment Date: 2 May 2024; Estimated Delivery Date: 5 May 2024)

Pricing Details

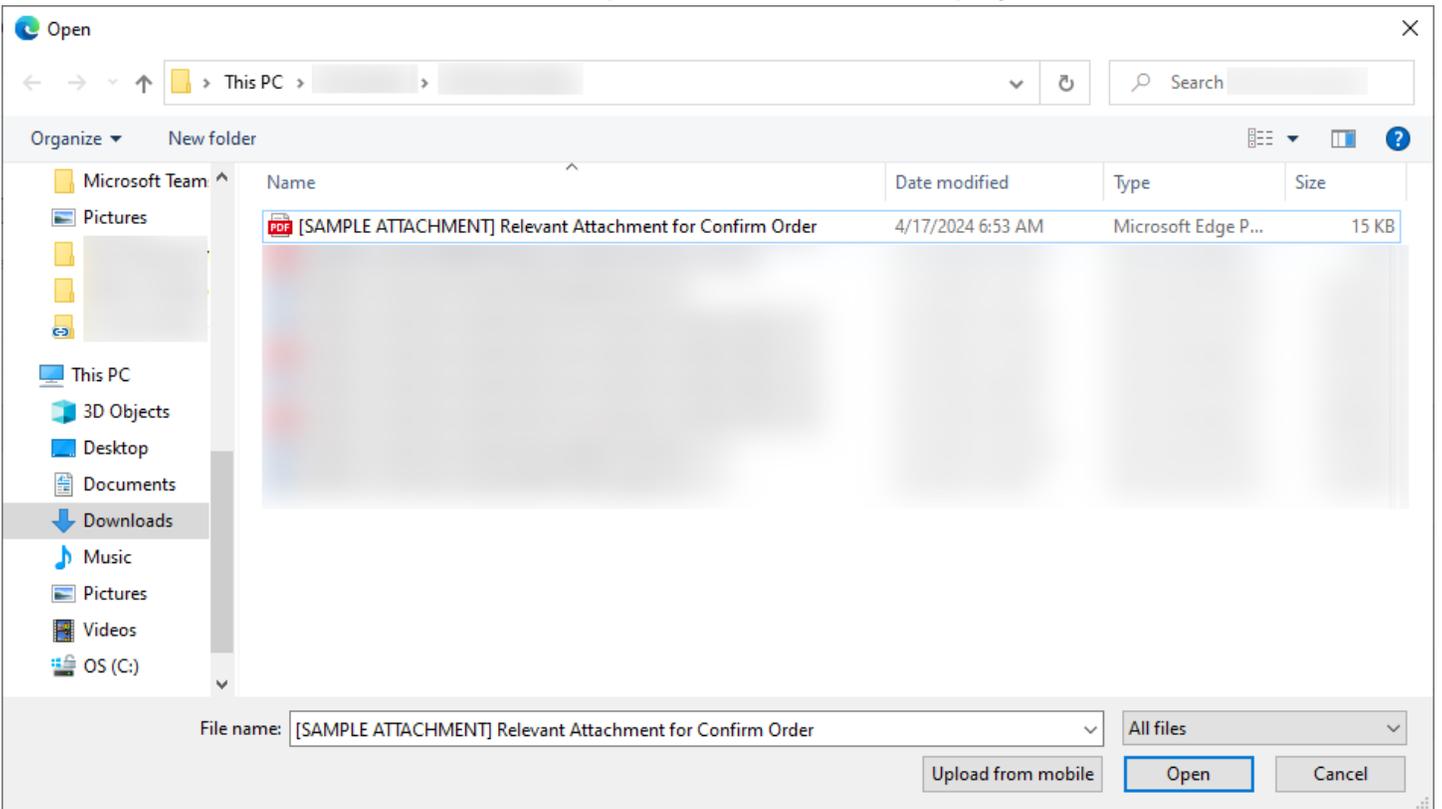
Unit Details			Price Details		
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	RM	RM	100.00 BND	10	RM



Step 9: (Optional) Click on **Choose File** button to select document from respective device folder.



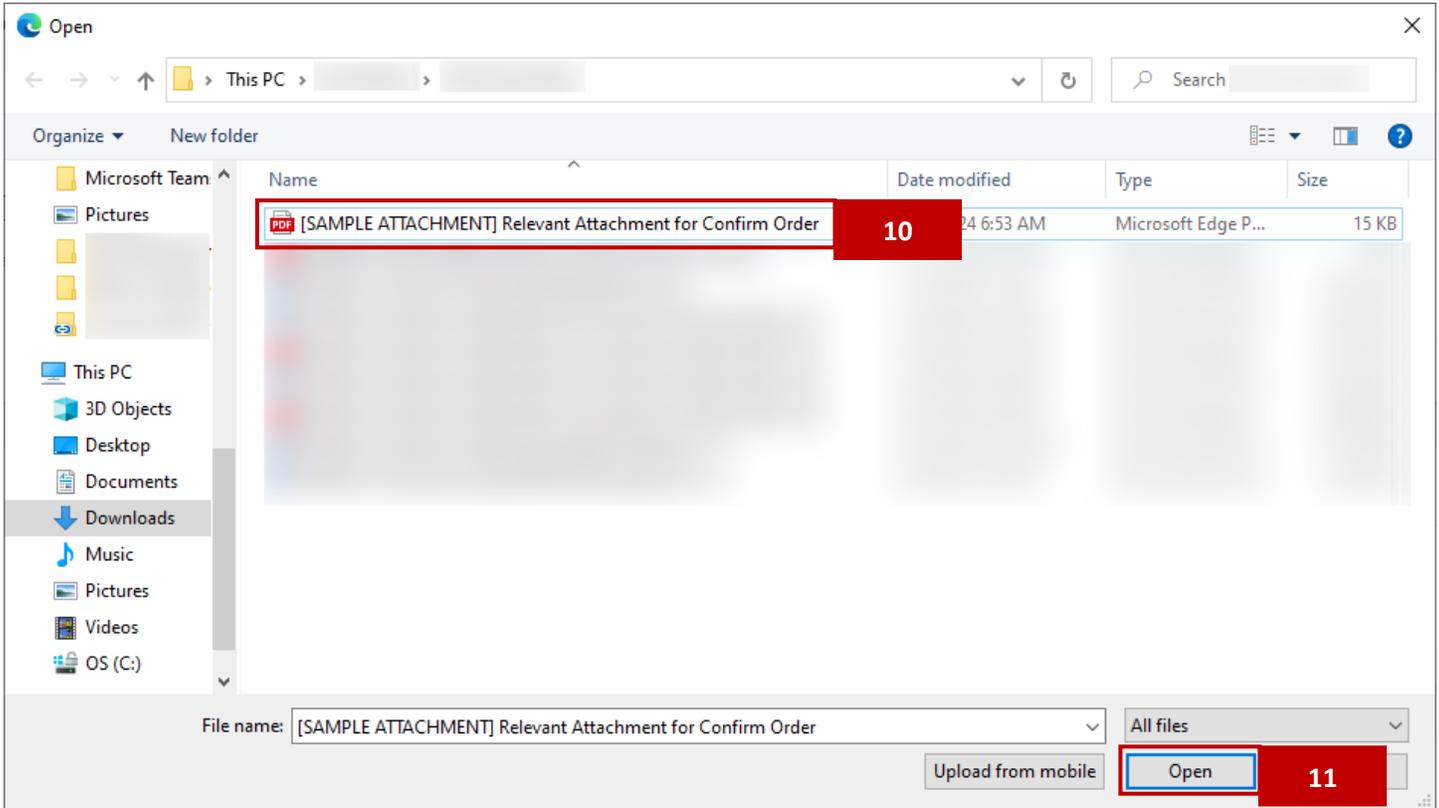
Outcome: Folders and documents from respective device will be displayed.



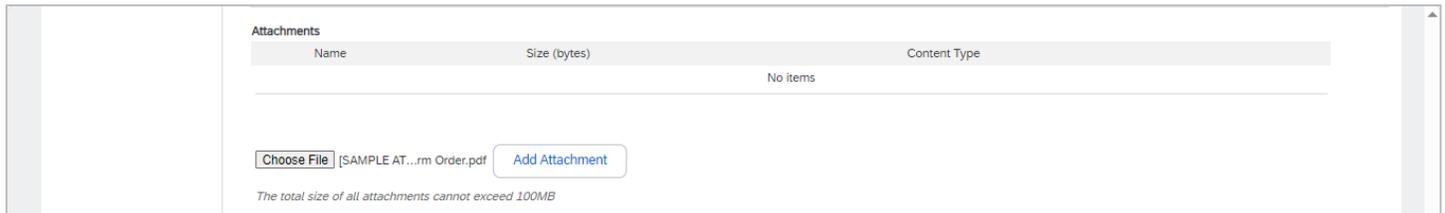


Step 10: (Optional) Click on selected **File**.

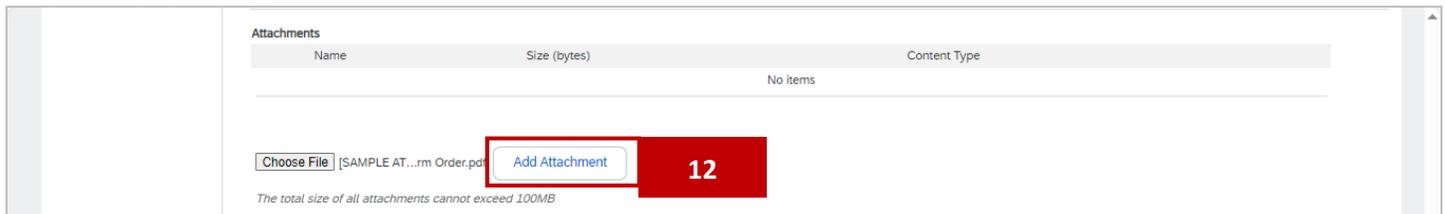
Step 11: (Optional) Click on **Open** button to proceed.



Outcome: File is selected. However, it is not yet attached with the Order Confirmation.



Step 12: (Optional) Click on **Add Attachment** button to attach the file with the Order Confirmation.





Outcome: File attached to the Order Confirmation.

Attachments		
Name	Size (bytes)	Content Type
<input type="checkbox"/> [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf	15382	application/pdf

L

No file chosen

The total size of all attachments cannot exceed 100MB

Note:

1. Supplier (Vendor) can add more than one attachment by repeating the file attachment steps.
2. The total size of all attachments cannot exceed 100MB.

Step 13: Click on **Next** button.

SAP Business Network Standard Account TEST MODE

Confirming PO 13

1 Confirm Entire Order Order Confirmation Header * Indicates required field

Outcome: Confirming PO (Review Order Confirmation tab) page will be displayed.

SAP Business Network Standard Account TEST MODE

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Con-4500005701
 Supplier Reference:
 Comments: 1) Shipping expected to start on 2nd May 2024.
 2) Materials / Goods expected to be delivered on 5th May 2024.
 Attachments: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	A3 Paper	000000003000000919	Material	1.000 (RM)	5 May 2024	100.00 BND	10.00 BND

Current Order Status:
1.000 Confirmed With Comments (Estimated Shipment Date: 2 May 2024; Estimated Delivery Date: 5 May 2024)

Pricing Details

Unit Details			Price Details		
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	RM	RM	100.00 BND	10	RM



Step 14: Click on **Submit** button.

SAP Business Network Standard Account TEST MODE

Confirming PO **14** [Submit](#) [Exit](#)

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Con-4500005701
 Supplier Reference:
 Comments: 1) Shipping expected to start on 2nd May 2024.
 2) Materials / Goods expected to be delivered on 5th May 2024.
 Attachments: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf

Outcome: Purchase Order (PO) is confirmed by supplier (vendor). PO status is **Confirmed**.

SAP Business Network

Purchase Order: 4500005701 [Done](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

Order Detail [Order History](#)

TAFIS

From: Customer
 Ministry of Finance and Economy
 Commonwealth Drive
 223910
 Brunei Darussalam
 Phone: +673 () 238 0999
 Fax:

To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam
 Phone:
 Fax:
 Email:

Status Purchase Order (Confirmed)
 4500005701
 Amount: 10.00 BND
 Version: 1
[Track Order](#)

Contact Information
 Supplier Address
Syarikat Riang Ria
 Jalan Sana No.1
 BC1234

Routing Status: Acknowledged
 External Document Type: Std PO f/ NonWarrant (ZNB)
 Related Documents: Con-4500005701



Note: Below are sample email notifications received by vendor on Order Confirmation.

This notification contains important information about your test SAP Business Network account (ANID: AN11201968629-T).

Your purchase order status

Order #: 4500005701
 Buyer Name: Treasury Accounting and Financial Information System - TEST
 Buyer ANID: AN11176895911-T
 Order Date: 1 May 2024 7:14:06 PM GMT-07:00
 Status: Confirmed
 Comments: 1) Shipping expected to start on 2nd May 2024. 2) Materials / Goods expected to be delivered on 5th May 2024.

Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
10		1.000	RM	A3 Paper	4 May 2024		100.00 BND	100.00 BND

This notification contains important information about your test SAP Business Network account (ANID: AN11201968629-T).

Your purchase order status

Order #: 4500005701
 Buyer Name: Treasury Accounting and Financial Information System - TEST
 Buyer ANID: AN11176895911-T
 Order Date: 1 May 2024 7:14:06 PM GMT-07:00
 Status: Confirmed
 Comments: 1) Shipping expected to start on 2nd May 2024. 2) Materials / Goods expected to be delivered on 5th May 2024.

Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
10		1.000	RM	A3 Paper	4 May 2024		100.00 BND	10.00 BND

Status

(Comments: 1) Shipping expected to start on 2nd May 2024. 2) Materials / Goods expected to be 1.000 Confirmed With Comments delivered on 5th May 2024.; Estimated Shipment Date: 1 May 2024; Estimated Delivery Date: 4 May 2024)



3.1.3.2 Advanced Shipping Notice (ASN)

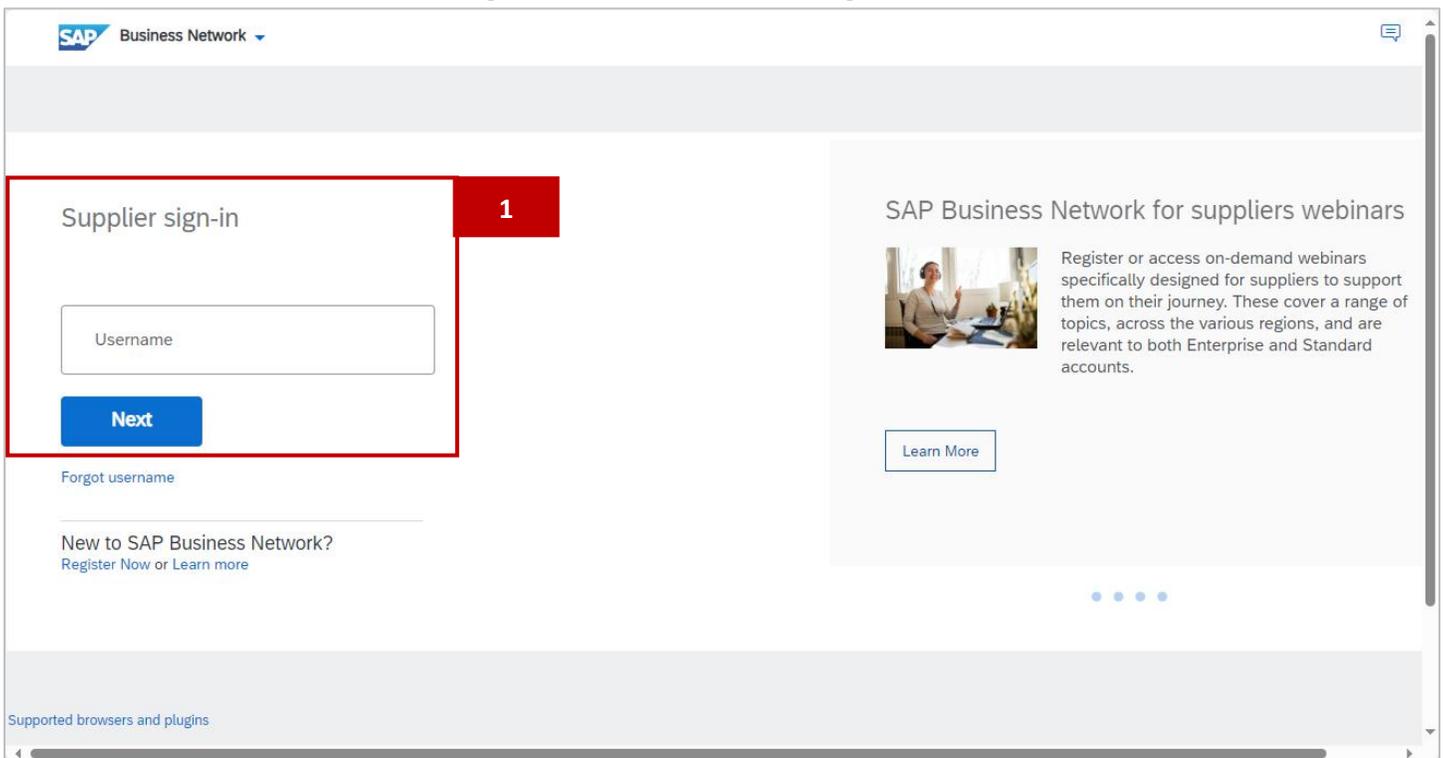
Vendor would create the ship notice to inform the Department the estimated shipping date and delivery date of the ordered materials. This provides time for Department to make preparations related the goods receiving.

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

Note:

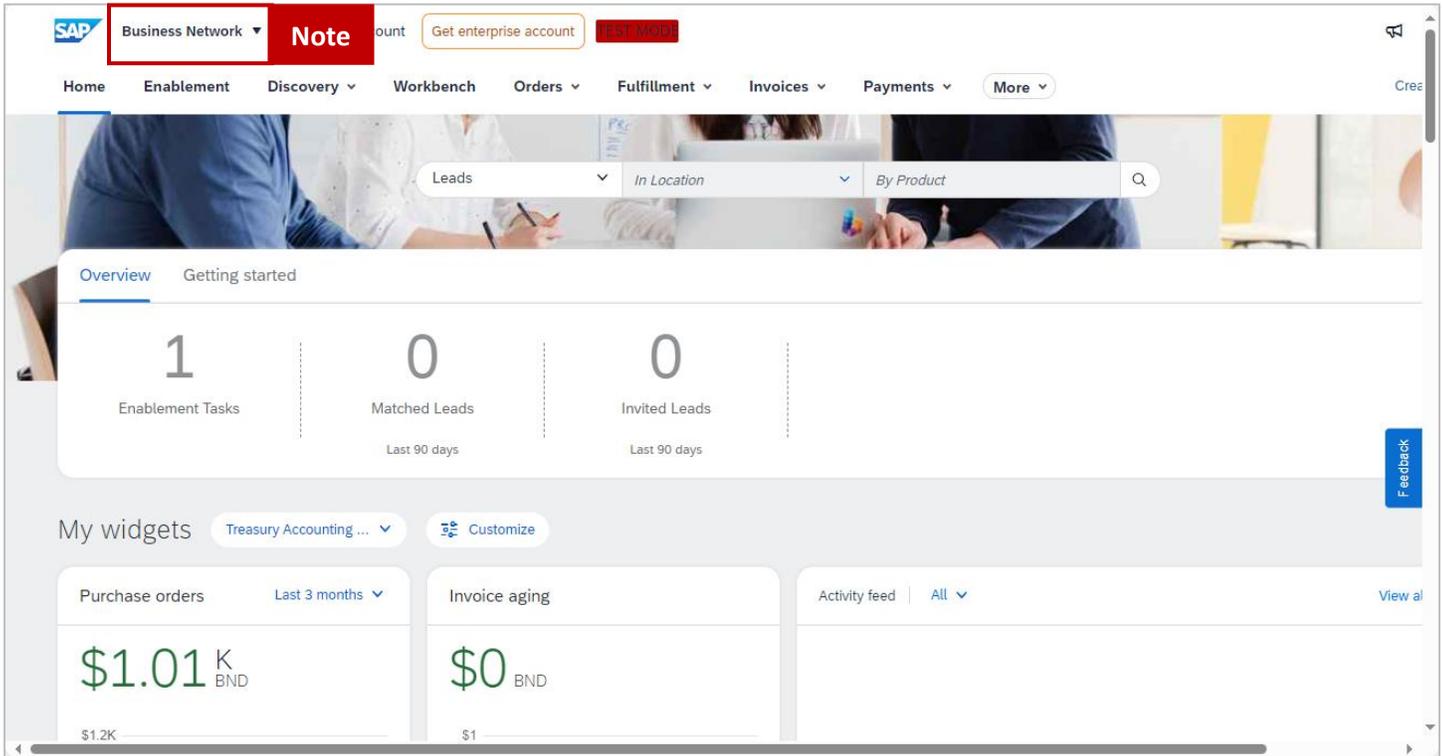
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



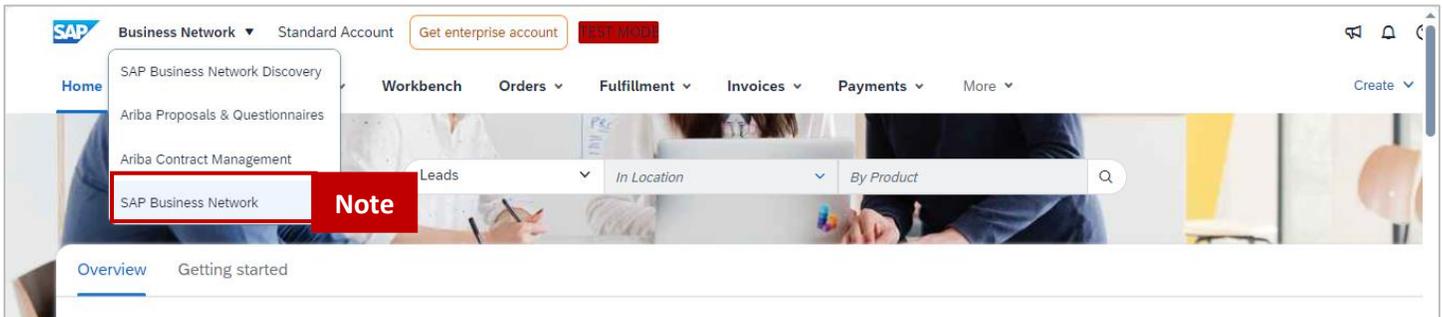


Outcome: Dashboard (Homepage) will be displayed.

Note: Please ensure to select **Business Network** page.

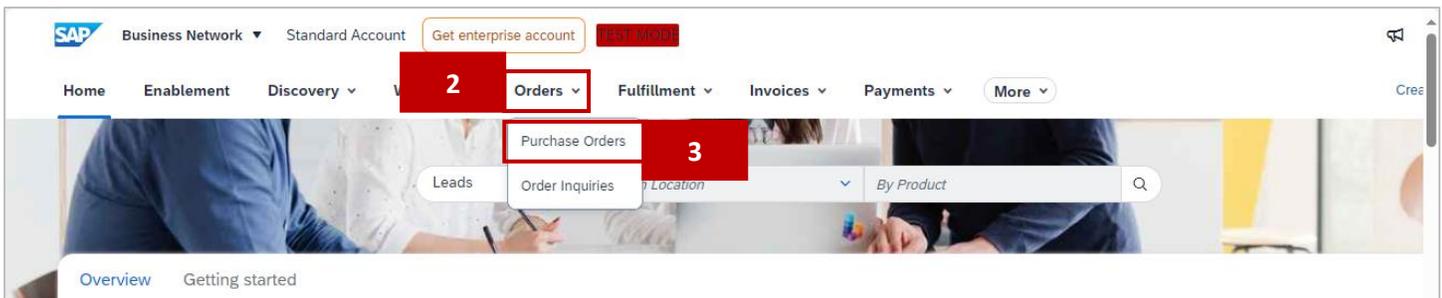


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



Step 2: Click on **Orders** dropdown button.

Step 3: Click on **Purchase Orders**.





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

Step 4: Scroll down and click on the desired **Purchase Order (PO) number** listed in the page

4

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	New		...
4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	Confirmed		...
4500005700	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 1, 2024	New		...



Outcome: **Purchase Order** page will be displayed.

The screenshot shows the SAP Business Network interface for a Purchase Order. At the top, it displays 'SAP Business Network', 'Standard Account', and a 'TEST MODE' indicator. The main header shows 'Purchase Order: 4500005701' and a 'Done' button. Below this is a navigation bar with buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Order Detail' tab is selected, showing the 'TAFIS' logo. The page is divided into three columns: 'From: Customer' (Ministry of Finance and Economy), 'To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd', and 'Purchase Order' (Confirmed, 4500005701, Amount: 10.00 BND, Version: 1). A 'Track Order' button is located under the Purchase Order details. At the bottom, there is a 'Contact Information' section for the supplier and a 'Routing Status: Acknowledged' message.

Step 5: Click on **Create Ship Notice** button.

This screenshot is identical to the previous one, but with a red box highlighting the 'Create Ship Notice' button in the navigation bar. A red circle with the number '5' is placed over the button, indicating the step to be taken.



Outcome: **Create Ship Notice** page will be displayed.

Note:

1. Asterisks indicate the field is mandatory to be completed.
2. Enter information for the remaining fields within the page that are optional (non-mandatory) to fill in / complete.

Step 7: Enter the **Packing Slip ID**.

Note:

1. Packing Slip ID format is “ASN-” followed by PO number, e.g. ASN-4500005701.
2. No gaps or spaces between the alphanumeric characters of Packing Slip ID.



Note: Invoice No. is referring to the vendor’s business own / internal invoice numbering. This is an optional field only.

▼ Ship Notice Header

SHIPPING **TRACKING**

Packing Slip ID:* Carrier Name:

Invoice No.: Service Level:

Requested Delivery Date: --

Ship Notice Type* ! Required field

Shipping Date:*

Delivery Date:*

Gross Volume: Unit:

Gross Weight: Unit:

Step 8: Click on **Ship Notice Type** dropdown button to select either **Actual** or **Estimated**.

Note:

1. Actual means the specific / exact date for shipping and delivery.
2. Estimated means the approximate date for shipping and delivery.
3. Example used in this activity is Estimated.

▼ Ship Notice Header

SHIPPING **TRACKING**

Packing Slip ID:* Carrier Name:

Invoice No.: Service Level:

Requested Delivery Date: --

Ship Notice Type* 8 ! Required field

Shipping Date:*

Delivery Date:*

Gross Volume: Unit:

Gross Weight: Unit:

Outcome: Ship Notice Type is selected and it prompts respective mandatory fields (with asterisks).

▼ Ship Notice Header

SHIPPING **TRACKING**

Packing Slip ID:* Carrier Name:

Invoice No.: Service Level:

Requested Delivery Date: --

Ship Notice Type* ! Required field

Shipping Date:*

Delivery Date:*

Gross Volume: Unit:

Gross Weight: Unit:



Step 9: Enter **Shipping Date**. This depends on Ship Notice Type selected, either Actual or Estimate.

Step 10: Enter **Delivery Date**. This depends on Ship Notice Type selected, either Actual or Estimate.

▼ Ship Notice Header

SHIPPING **TRACKING**

Packing Slip ID:* Carrier Name:

Invoice No.: Service Level:

Requested Delivery Date: --

Ship Notice Type*

Shipping Date:* 9, 10

Delivery Date:*

Gross Volume: Unit:

Gross Weight: Unit:

Note:

1. Scroll down the page to view the details and fields of shipping notice.
2. If address is up-to-date, proceed to step 14.

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Shipping Payment Method:

Delivery Terms Description:

Shipping Contract Number:

Transport Terms Description:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Transport Term"/>							

► Additional Fields

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4500005701	10	A3 Paper	000000003000000919	1.000	RM	5 May 2024		100.00 BND	10.00 BND	Remove
<p>Shipment Status</p> <p>Total Item Due Quantity: 1 RM</p> <p>Confirmation Status</p> <p>Total Confirmed Quantity: 1.000 RM Total Backordered Quantity: 0 RM</p>										



Step 11: (Optional) Click on **Update Address** button. For example, the delivery address (Deliver To) is outdated and needs to be changed.

The screenshot shows the 'Create Ship Notice' interface in SAP Business Network. At the top, there are navigation elements: 'SAP Business Network', 'Standard Account', and a 'TEST MODE' indicator. The main content area is divided into two columns: 'SHIP FROM' and 'DELIVER TO'. The 'SHIP FROM' section contains the text 'Syarikat Riang Ria Semarak Aidifitri Sdn Bhd' and 'Brunei-Muara Brunei Darussalam'. The 'DELIVER TO' section contains 'KEMENTERIAN KEWANGAN & EKONOMI' and 'Brunei-Muara Brunei Darussalam'. Both sections have an 'Update Address' link. The 'Update Address' link in the 'DELIVER TO' section is highlighted with a red box containing the number '11'. At the top right, there are 'Save', 'Exit', and 'Next' buttons. A sidebar on the left shows a navigation menu with 'Ship Notice Header' expanded.

Outcome: **View / Edit Addresses** pop-up will be displayed.

The screenshot shows a 'VIEW / EDIT ADDRESSES' pop-up window overlaid on the 'Create Ship Notice' page. The pop-up is divided into two main sections: 'SHIP FROM' and 'DELIVER TO'. Each section has a 'Name' field, a 'Department Name' field, and an 'ADDRESS' section. The 'ADDRESS' section includes 'Address 1*', 'Address 2', 'Province' (a dropdown menu), 'Postal Code*', and 'Country/Region*' (a dropdown menu). Below the 'Country/Region*' field, there is a note: 'This selection will refresh the page content'. The 'DELIVER TO' section also includes a red warning message: '! Your original Province input Brunei-Muara is not valid, please select a Province from the dropdown list.' At the bottom right of the pop-up, there are 'Cancel' and 'OK' buttons.



Step 12: (Optional) Enter the **up-to-date address**.

Step 13: (Optional) Click on **OK** button to proceed.

The screenshot shows the 'Create Ship Notice' dialog box in SAP Business Network. The 'VIEW / EDIT ADDRESSES' window is open, displaying two address sections: 'SHIP FROM' and 'DELIVER TO'. The 'DELIVER TO' section is highlighted with a red box and labeled '12'. The 'OK' button is highlighted with a red box and labeled '13'.

Field	SHIP FROM	DELIVER TO
Name	Syarikat Riang Ria Semarak Aid	KEMENTERIAN KEWANGAN & I
Department Name		
Address 1	No. 1 Jalan Sana,	No. 2, Jalan Situ,
Address 2	Jalan Sini	Jalan Saja
Province	Brunei-Muara [BN-BM]	Brunei-Muara [BN-BM]
Postal Code	BC1234	BD5678
Country/Region	Brunei Darussalam [BRN]	Brunei Darussalam [BRN]

Outcome: **Create Ship Notice** page will be displayed. Address are updated.

The screenshot shows the 'Create Ship Notice' page in SAP Business Network. The 'SHIP FROM' and 'DELIVER TO' sections are updated with the new address information. The 'SHIP FROM' section shows 'Syarikat Riang Ria Semarak Aidfitri Sdn Bhd' and the 'DELIVER TO' section shows 'KEMENTERIAN KEWANGAN & EKONOMI'.

Section	Details
SHIP FROM	Syarikat Riang Ria Semarak Aidfitri Sdn Bhd Brunei-Muara Brunei Darussalam
DELIVER TO	KEMENTERIAN KEWANGAN & EKONOMI Brunei-Muara Brunei Darussalam
SHIPPING	Packing Slip ID: ASN-4500005701 Invoice No.: Requested Delivery Date: -- Ship Notice Type: Estimated Shipping Date: 2 May 2024 Delivery Date: 5 May 2024 Gross Volume: Gross Weight:
TRACKING	Carrier Name: Service Level:



Step 14: Click on **Next** button to proceed.

SAP Business Network Standard Account TEST MODE

Create Ship Notice

Save 14 Next

* Indicates required field

Outcome: **Shipping Notice Confirmation** page will be displayed.

SAP Business Network Standard Account TEST MODE

Create Ship Notice

Confirm and submit this document.

SHIP FROM: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
No. 1, Jalan Sana, Jalan Sini, Brunel-Muara BC1234, Brunel Darussalam

DELIVER TO: KEMENTERIAN KEWANGAN & EKONOMI
No. 2, Jalan Situ, Jalan Saja, Brunel-Muara BD5678, Brunel Darussalam

SHIP NOTICE HEADER

SHIPPING: Packing Slip ID: ASN-4500005701, Invoice No.: --, Requested Delivery Date: --, Ship Notice Type: Estimated, Estimated Shipping Date: 2 May 2024, Estimated Delivery Date: 5 May 2024 12:00:00 PM, Gross Volume: --, Gross Weight: --

TRACKING: Tracking information not provided.

DELIVERY AND TRANSPORT INFORMATION: Delivery Terms: --, Delivery Terms Description: --, Shipping Payment Method: Account, Shipping Contract Number: --

Previous Save Submit Exit

Note: Vendor can check their shipping details prior to submission.

Step 15: Click on **Submit** button.

SAP Business Network Standard Account TEST MODE

Create Ship Notice

Previous 15 Submit Exit

Confirm and submit this document.



Outcome: Purchase Order's Advanced Shipping Notice (ASN) is submitted by supplier (vendor). PO status is **Shipped**.

SAP Business Network Standard Account TEST MODE

Purchase Order: 4500005701 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

TAFIS

From:
Customer
Ministry of Finance and Economy
Commonwealth Drive
223910
Brunei Darussalam
Phone: +673 () 238 0999
Fax:

To:
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
No. 1 Jalan Sana,
Jalan Sini
Brunei-Muara BC1234
Brunei Darussalam
Phone:
Fax:
Email:

Status Purchase Order (Shipped)
4500005701
Amount: 10.00 BND
Version: 1
Track Order

Contact Information
Supplier Address
Syarikat Riang Ria
Jalan Sana No.1
BC1234

Routing Status: Acknowledged
External Document Type: Std PO f/ NonWarrant (ZNB)
Related Documents: ASN-4500005701
Con-4500005701



3.1.3.3 Goods Received (GR)

After the items (materials / goods) are received by the Department, system will send the data to Government Vendor Portal (GVP) which updates the purchase order status that these items had been received, including the goods received document number (material document).

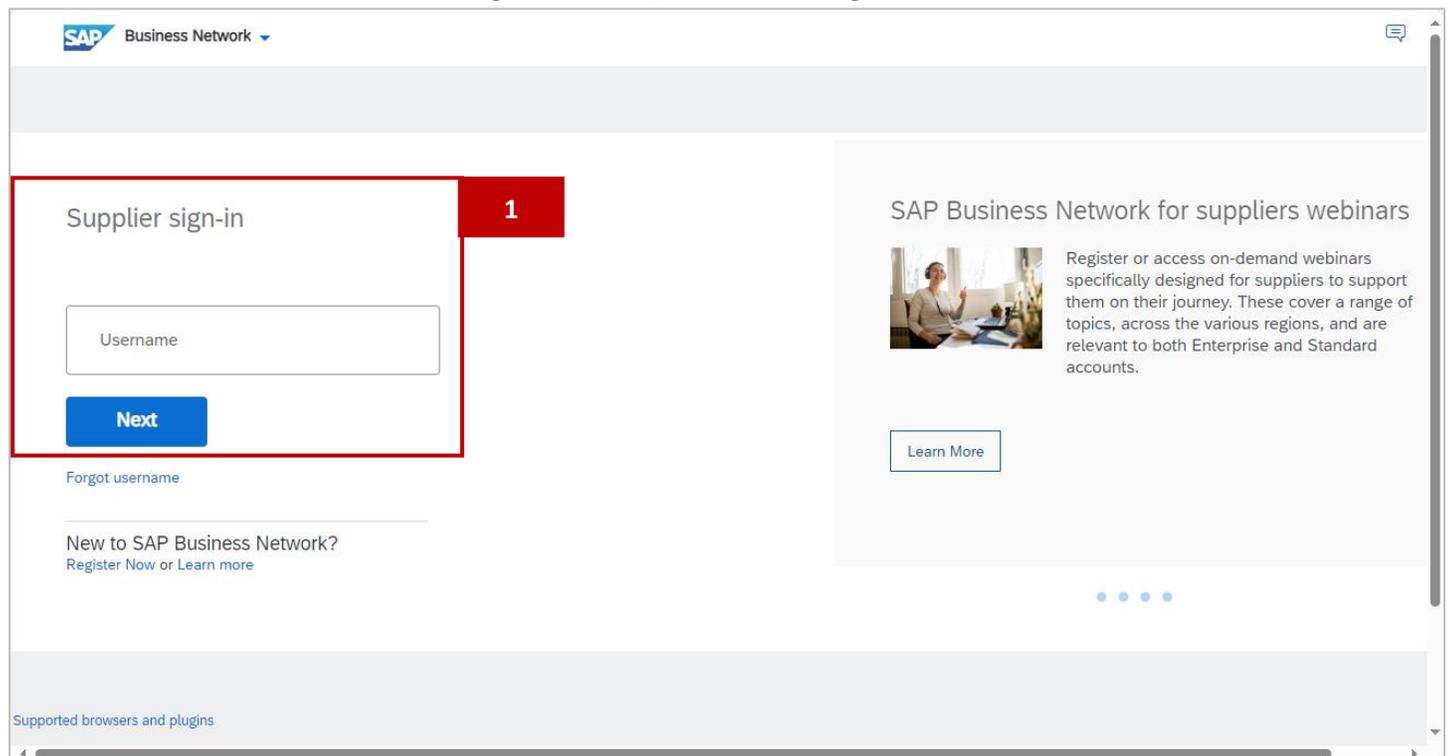
Once Department posted Goods Received (GR), the Purchase Order status will change from Shipped to Received in GVP. Only then vendor can create an invoice for submission to respective Department.

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

Note:

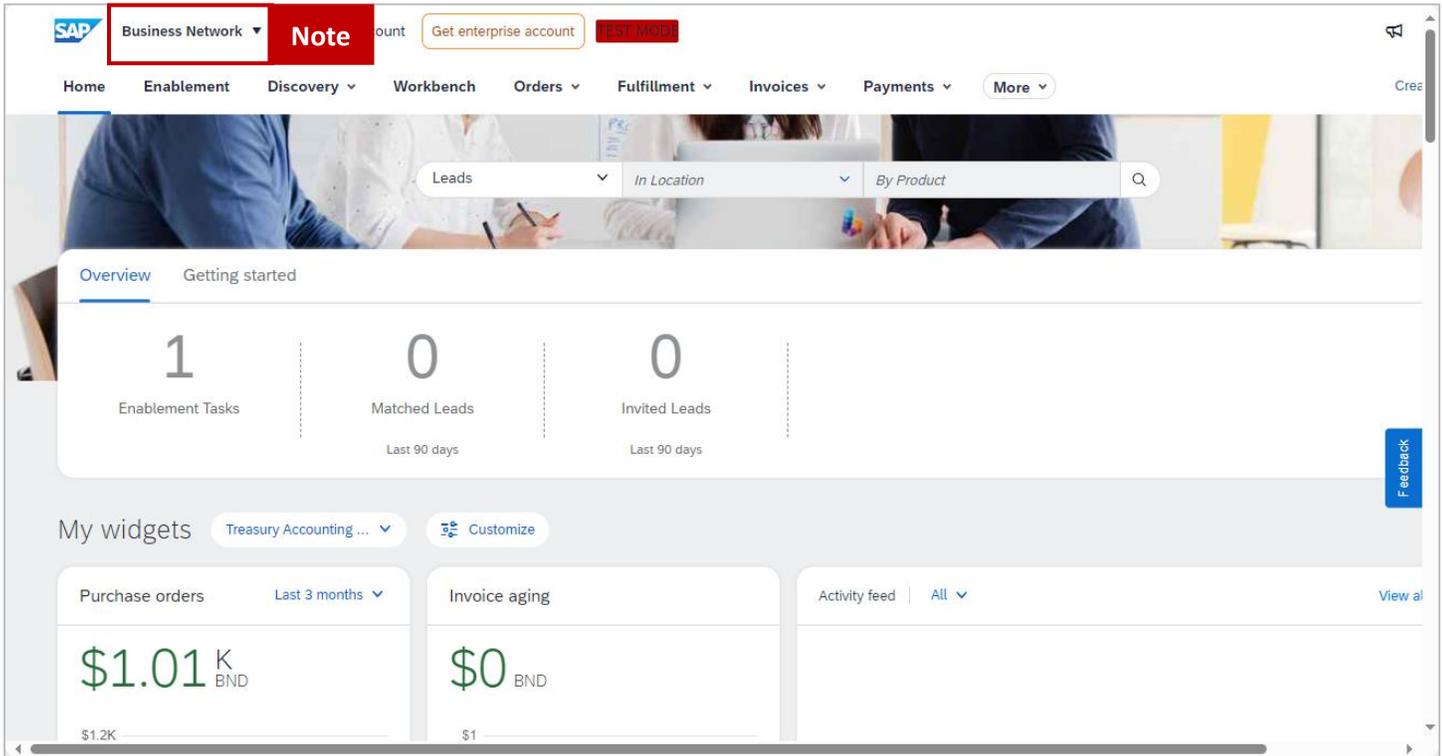
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



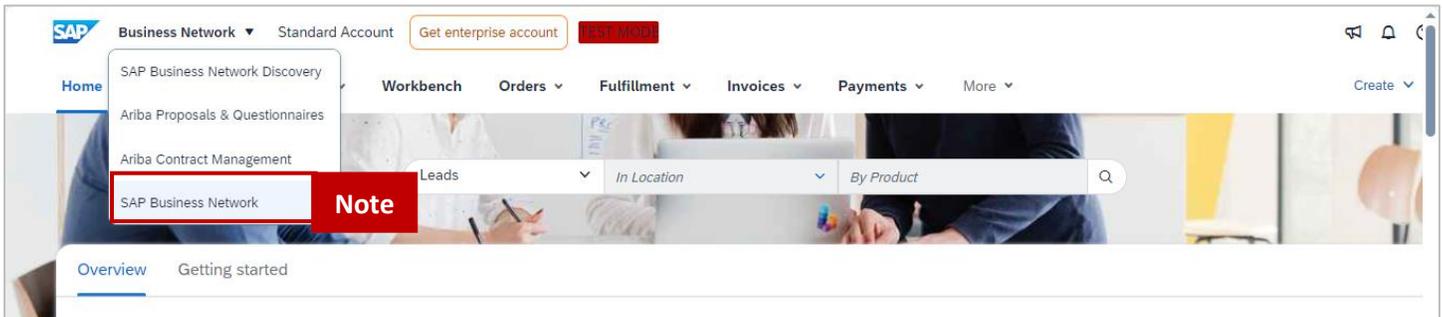


Outcome: Dashboard (Homepage) will be displayed.

Note: Please ensure to select **Business Network** page.

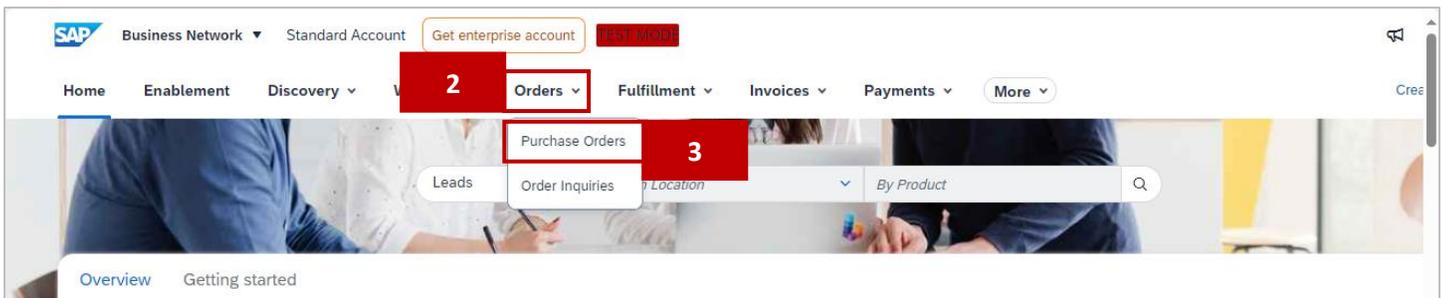


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only be visible under this selection.



Step 2: Click on **Orders** dropdown button.

Step 3: Click on **Purchase Orders**.





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

Step 4: Scroll down and click on the desired **Purchase Order (PO) number** listed in the page

4

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	New		...
4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	Received		...
4500005700	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 1, 2024	New		...

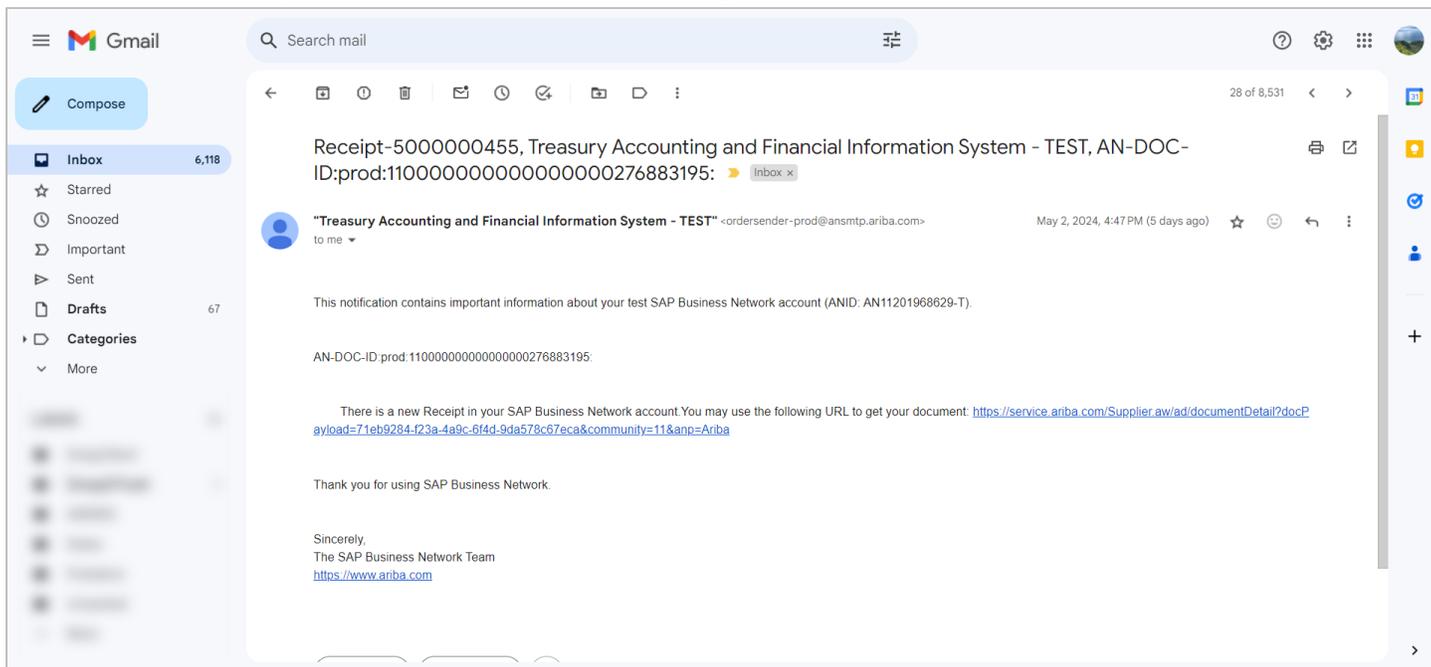


Outcome: **Purchase Order** page will be displayed. Once the Department receives the materials / goods successfully, the system will update the PO status in GVP. PO status is **Received**.

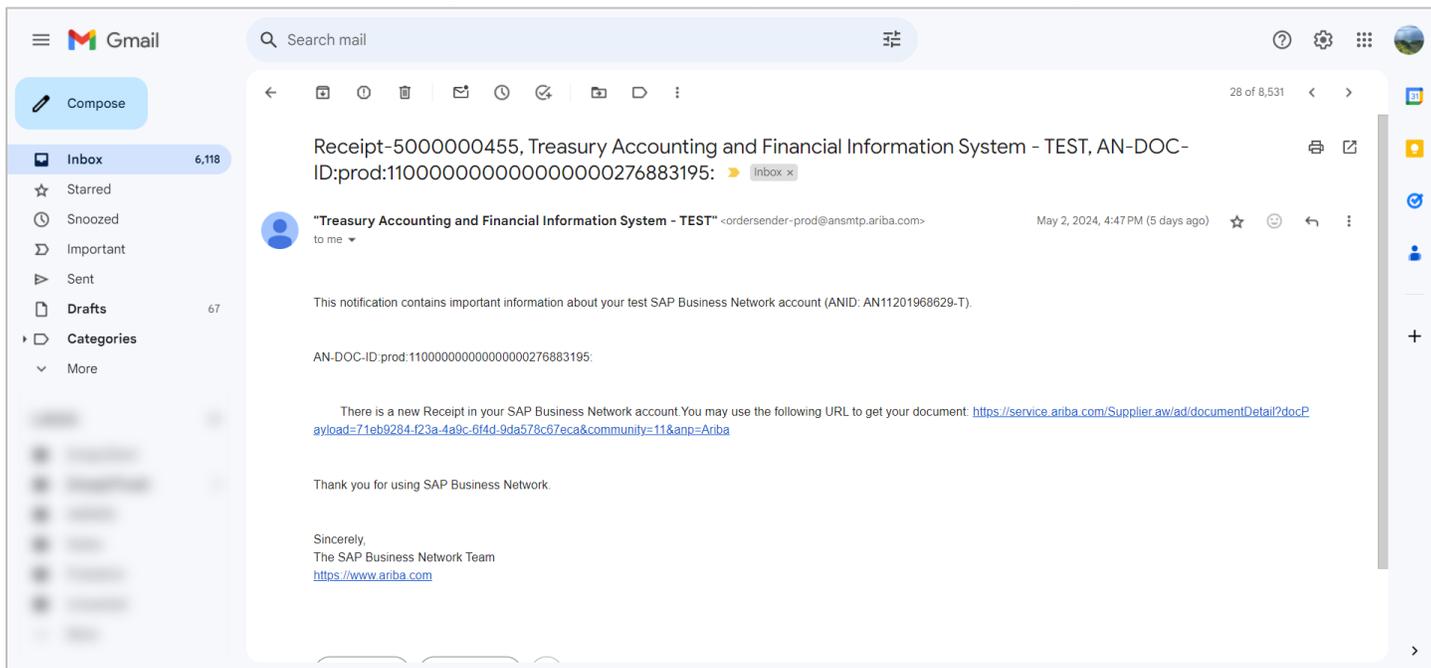
The screenshot displays the SAP Business Network interface for a Purchase Order. At the top, it shows 'SAP Business Network' and 'Standard Account' with a 'TEST MODE' indicator. The main header identifies the 'Purchase Order: 4500005701' and includes a 'Done' button. Below this are three action buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A navigation bar shows 'Order Detail' and 'Order History' tabs. The central area features the 'TAFIS' logo. On the left, the 'From' section lists the customer: 'Ministry of Finance and Economy, Commonwealth Drive, 223910, Brunei Darussalam'. The 'To' section lists the supplier: 'Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, No. 1 Jalan Sana, Jalan Sini, Brunei-Muara BC1234, Brunei Darussalam'. A red-bordered box highlights the 'Status' section, which shows 'Purchase Order (Received) 4500005701' with an amount of '10.00 BND' and version '1'. A 'Track Order' button is located below the status box. At the bottom, 'Contact Information' for 'Syarikat Riang Ria' is provided, along with routing status 'Acknowledged' and document type 'Std PO f/ NonWarrant (ZNB)'. Related documents include '500000455', 'ASN-4500005701', and 'Cop_4500005701'.



Note: Below is sample email notification received by vendor on Goods Received.



Note: If vendor click on the provided unique link (URL), it will direct vendor to login to Supplier Business Network account and will display the Goods Receipt (Goods Received – GR) document.





Outcome: Sample of Goods Receipt (Goods Received – GR) document.

SAP Business Network ▼ Standard Account
TEST MODE

?
SH

Receipt: 5000000455 Done

[Print](#) | [Export cXML](#)

Detail
History

From: Treasury Accounting and Financial Information System - TEST Commonwealth Drive 223910 Brunei Darussalam	To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Receipt: Receipt No.: 5000000455 Receipt Date: 2 May 2024
--	--	--

Routing Status: Sent
 Related Documents: 4500005701

Receipt Line Number	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4500005701 (Closed For Receiving)													
1	10	A3 Paper	00000000300000919			ASN-4500005701	2 May 2024	1.000 RM	Not Specified	Received	10.00 BND	10.00 BND	Completed

Comments

 Receipt received on: Thursday 2 May 2024 8:47 am GMT+08:00
 Received by SAP Business Network on: Thursday 2 May 2024 4:47 pm GMT+08:00
 This Receipt was sent by Treasury Accounting and Financial Information System - TEST AN11176895911-T and delivered by SAP Business Network.



3.1.3.4 Invoice Submission

Vendor can create and submit invoice to Department once their materials (goods) have been received and Purchase Order (PO) status changed from Shipped to Received.

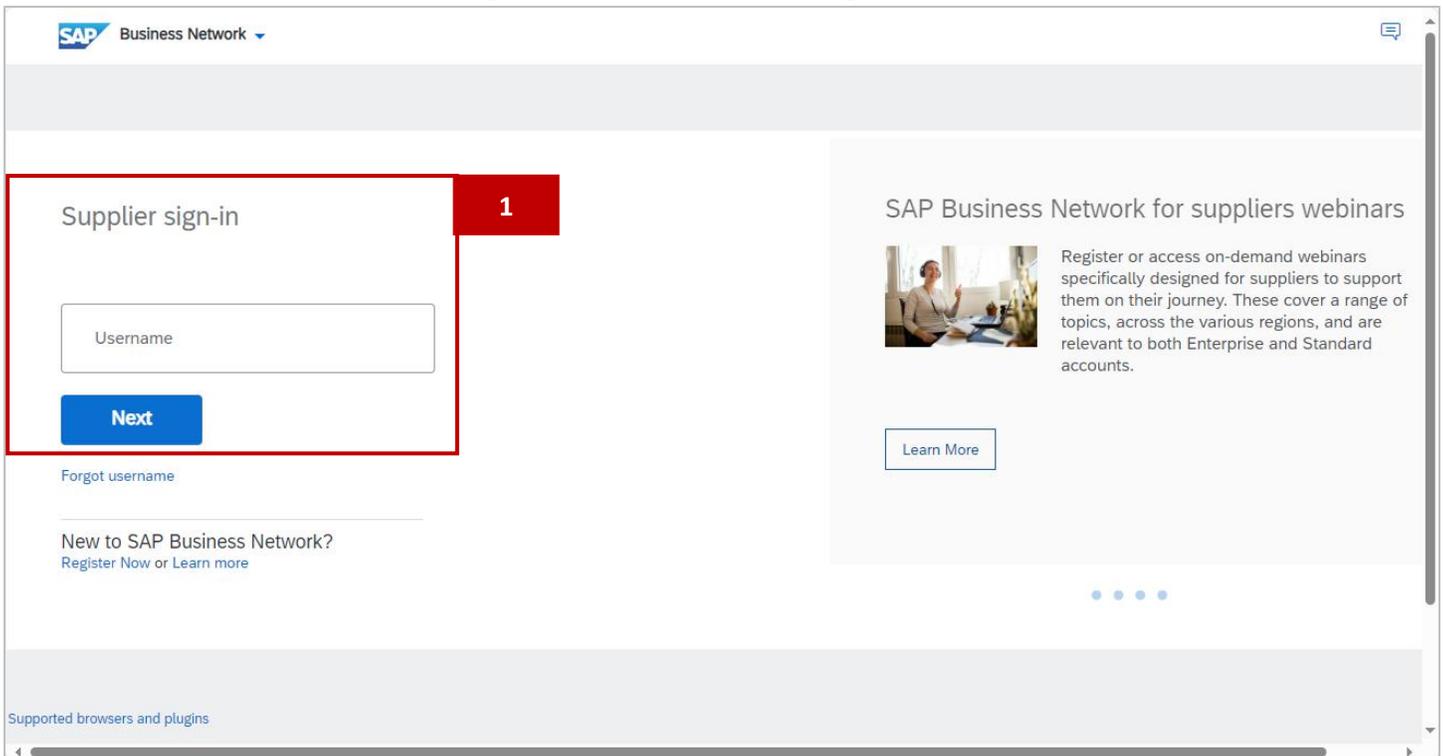
Refer from section 3.1.3.3 Goods Received (GR). This means the department has acknowledged that the Vendor had delivered the materials (goods).

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

Note:

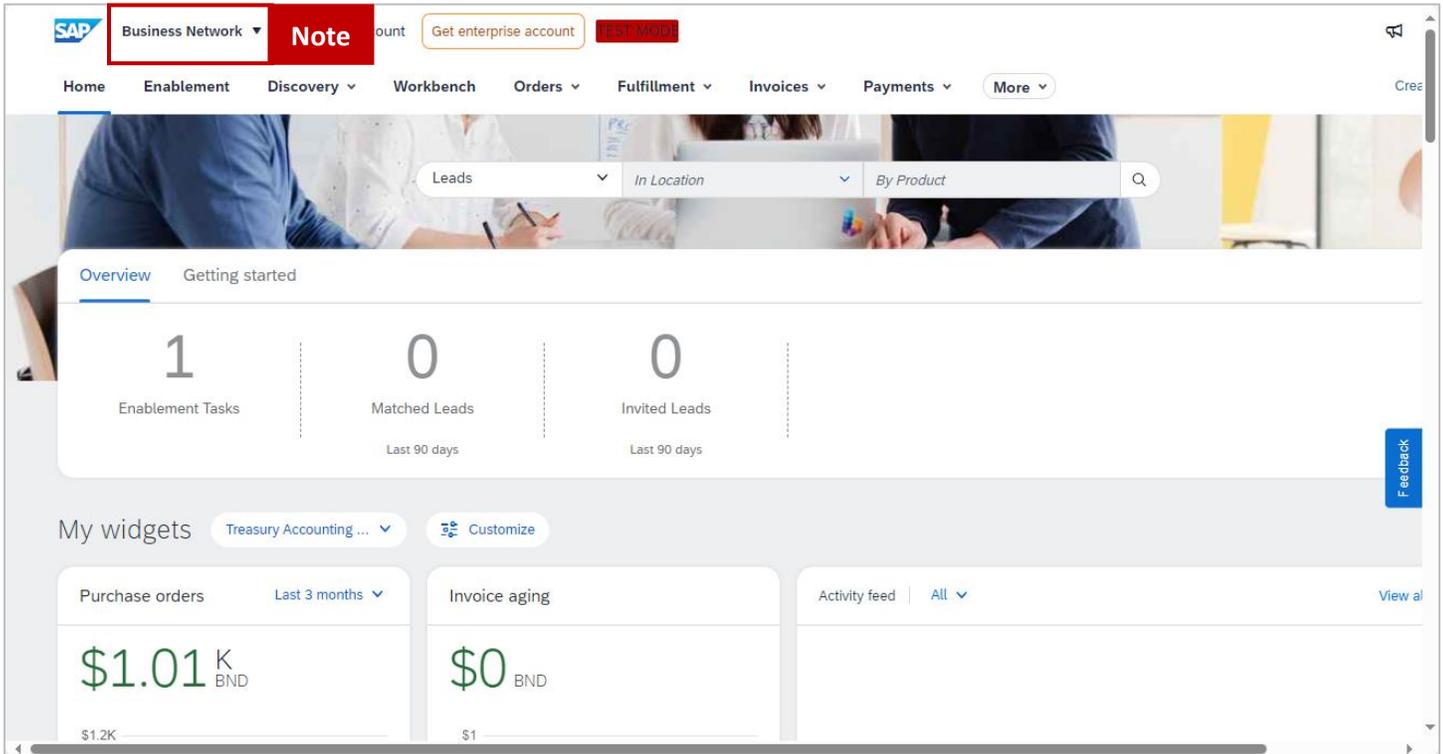
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



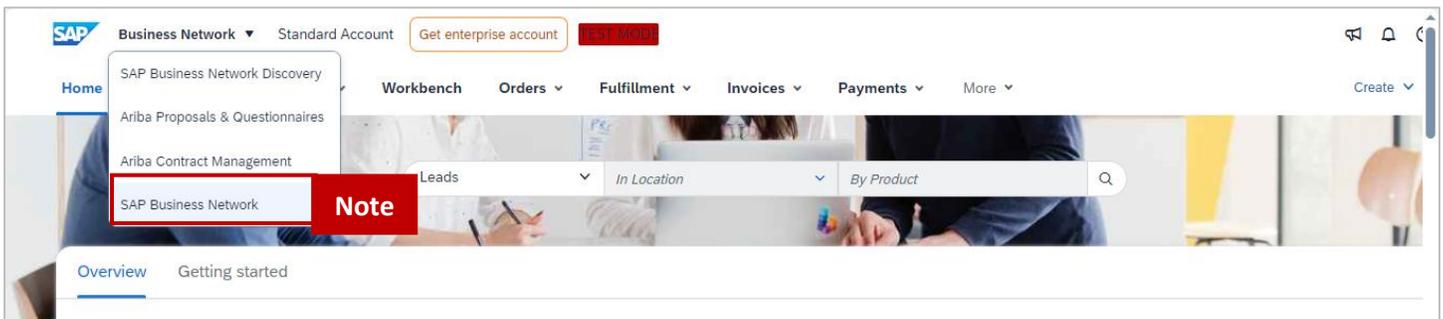


Outcome: Dashboard (Homepage) will be displayed.

Note: Please ensure to select **Business Network** page.

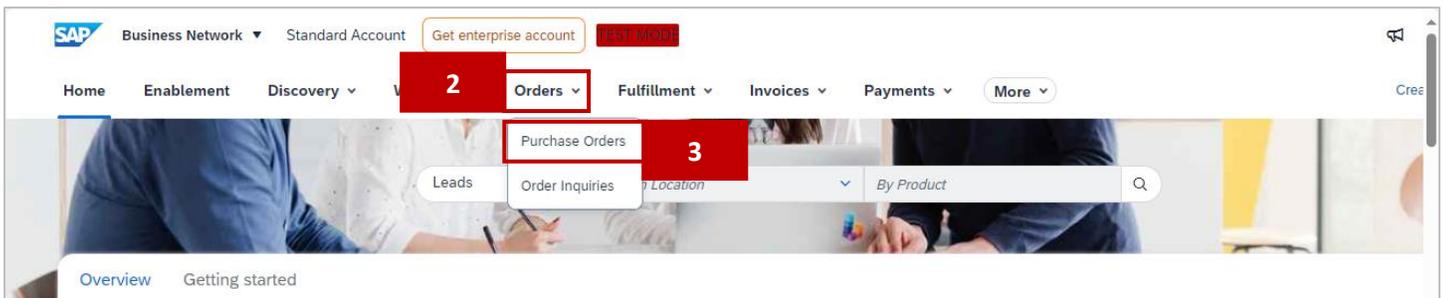


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only be visible under this selection.



Step 2: Click on **Orders** dropdown button.

Step 3: Click on **Purchase Orders**.





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

Step 4: Scroll down and click on the desired **Purchase Order (PO) number** listed in the page

Show more Apply Reset

Resend Failed Orders 📄 🗑️

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	New		⋮
4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	Received		⋮
4500005700	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 1, 2024	New		⋮

4



Outcome: **Purchase Order** page will be displayed.

Purchase Order: 4500005701

From: Customer
Ministry of Finance and Economy
Commonwealth Drive
223910
Brunei Darussalam
Phone: +673 () 238 0999
Fax:

To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
No. 1, Jalan Sana,
Jalan Sini
Brunei-Muara BC1234
Brunei Darussalam
Phone:
Fax:
Email:

Purchase Order
(Received)
4500005701
Amount: 10.00 BND
Version: 1

Track Order

Contact Information
Supplier Address
Syarikat Riang Ria
Jalan Sana No.1
BC1234

Routing Status: Acknowledged
External Document Type: Std PO fi NonWarrant (ZNB)
Related Documents: 500000455
ASN-4500005701
Con-4500005701

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

Purchase Order: 4500005701

Create Invoice

5

Step 6: Click on **Standard Invoice** button.

Purchase Order: 4500005701

Create Invoice

Standard Invoice

6



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

The screenshot displays the 'Create Invoice' page in SAP Business Network. At the top, it shows 'Business Network' and 'Standard Account' with a 'TEST MODE' indicator. The page title is 'Create Invoice' with buttons for 'Update', 'Save', 'Exit', and 'Next'. Below the title is the 'Invoice Header' section, which includes a 'Summary' table and a 'Tax' section.

Summary	
Purchase Order:	4500005701
Invoice #:	<input type="text"/>
Invoice Date:	3 May 2024
Service Description:	<input type="text"/>
Supplier Tax ID:	<input type="text"/>
Remit To:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
	Brunei-Muara Brunei Darussalam
Bill To:	Ministry of Finance and Economy
	Brunei Darussalam

Tax	
<input checked="" type="radio"/> Header level tax	<input type="radio"/> Line level tax
Category:	0% VAT / 0% tax
Location:	<input type="text"/>
Taxable Amount:	10.00 BND
Tax Rate Type:	<input type="text"/>

Note:

1. Asterisks indicate the field is mandatory to be completed.
2. Enter information for the remaining fields within the page that are optional (non-mandatory) to fill in / complete.



Step 7: Enter the **Invoice Number**.

Note:

1. Invoice number format is “INV-” followed by PO number, e.g. INV-4500005701.
2. No gaps or spaces between the alphanumeric characters of Invoice Number.

Step 8: Enter the date of invoice submission on **Invoice Date** field.

Business Network Standard Account **TEST MODE** ? SH

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order:	4500005701	Subtotal:	10.00 BND
Invoice #:*	INV-4500005701	Total Tax:	0.00 BND
Invoice Date:*	3 May 2024	Total Gross Amount:	10.00 BND
		Total Net Amount:	10.00 BND
		Amount Due:	10.00 BND

View/Edit Addresses

Service Description:

Supplier Tax ID:

Remit To: Syarikat Riang Ria Semarak Aidifitri Sdn Bhd

Brunei-Muara
Brunei Darussalam

Bill To: Ministry of Finance and Economy

Brunei Darussalam

Note:

1. Scroll down the page and view the details of invoice.
2. Asterisks indicate the field is mandatory to be completed.
3. (Optional) Enter remaining information into relevant fields.
4. If no attachments are required, proceed to step 15.



MOFE Payment Unit requires the company’s invoice to be uploaded for verification purposes. Thus, vendor need to add another header / section to include an attachment with the Invoice.

For example, vendor wants to upload the physical signed copy of person receiving on behalf of the Department or listing of items (materials / goods) delivered.

Step 9: Click on **Add to Header** dropdown button.

The screenshot shows the 'Create Invoice' interface in SAP Business Network. The 'Invoice Header' section is expanded, showing a 'Summary' area with fields for Purchase Order (4500005701), Invoice # (INV-4500005701), Invoice Date (3 May 2024), and Remit To (Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd). A summary table on the right shows Subtotal (10.00 BND), Total Tax (0.00 BND), Total Gross Amount (10.00 BND), Total Net Amount (10.00 BND), and Amount Due (10.00 BND). A red box highlights the 'Add to Header' dropdown button in the top right corner of the 'Invoice Header' section, with a red box containing the number '9' next to it.

Step 10: Click on **Attachments** button.

The screenshot shows the same 'Create Invoice' interface as in Step 9. The 'Add to Header' dropdown menu is now open, displaying a list of options: Tax, Shipping Cost, Shipping Documents, Special Handling, Discount, Payment Term, Additional Reference Documents and Dates, Comment, and Attachment. A red box highlights the 'Attachment' option at the bottom of the list, with a red box containing the number '10' next to it.



Outcome: **Attachments** header / section will be displayed.

Attachments

The total size of all attachments cannot exceed 100MB Remove

No file chosen

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: 0% VAT / 0% tax Shipping Documents Special Handling Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		A3 Paper	000000003000000919	<input type="text" value="1"/>	RM	100.00 BND	10.00 BND

Pricing Details

Price Unit:* Price Unit Quantity:*

Unit Conversion:* Description:

Step 11: Click on **Choose File** button to select document from respective device folder.

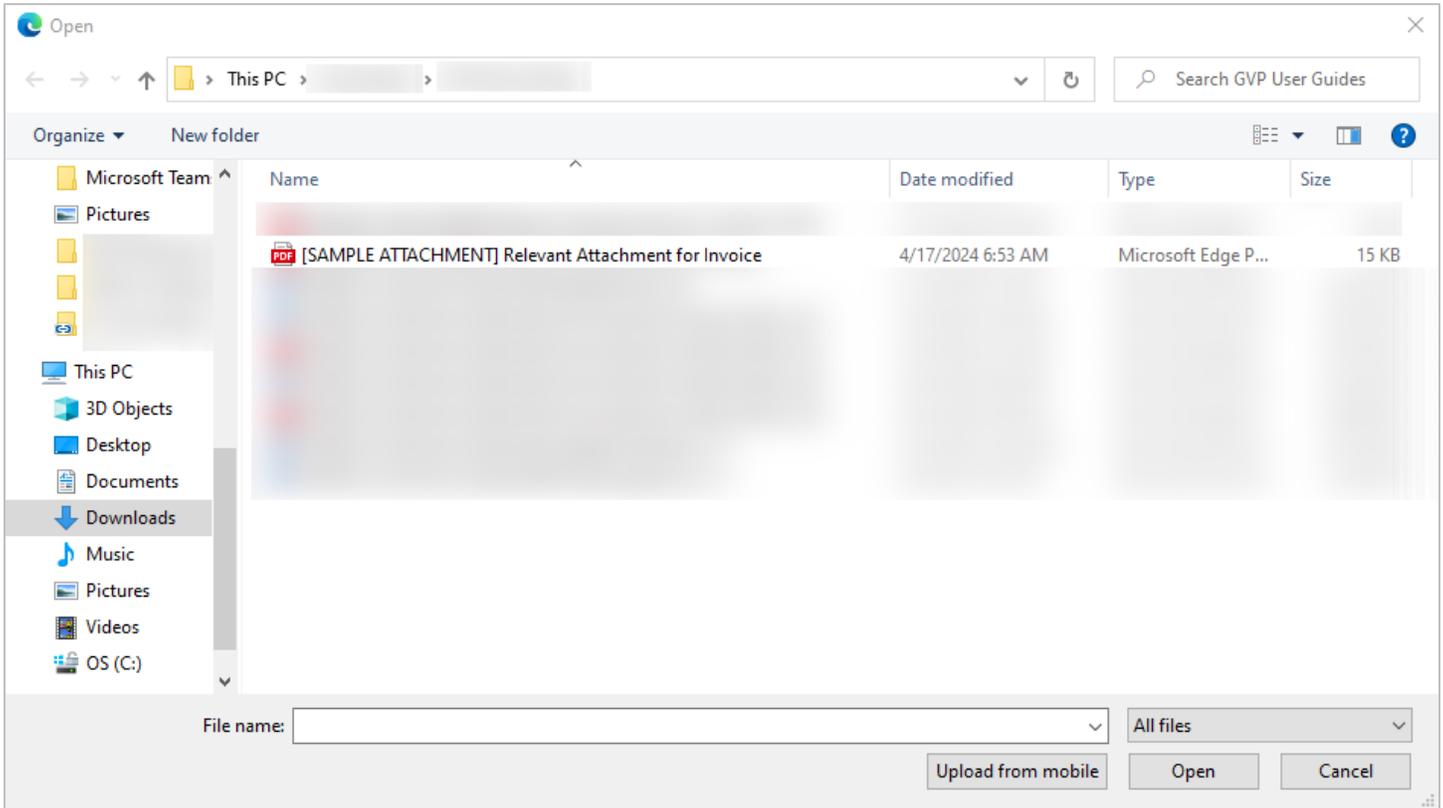
Attachments

The total size of all attachments cannot exceed 100MB Remove

No file chosen

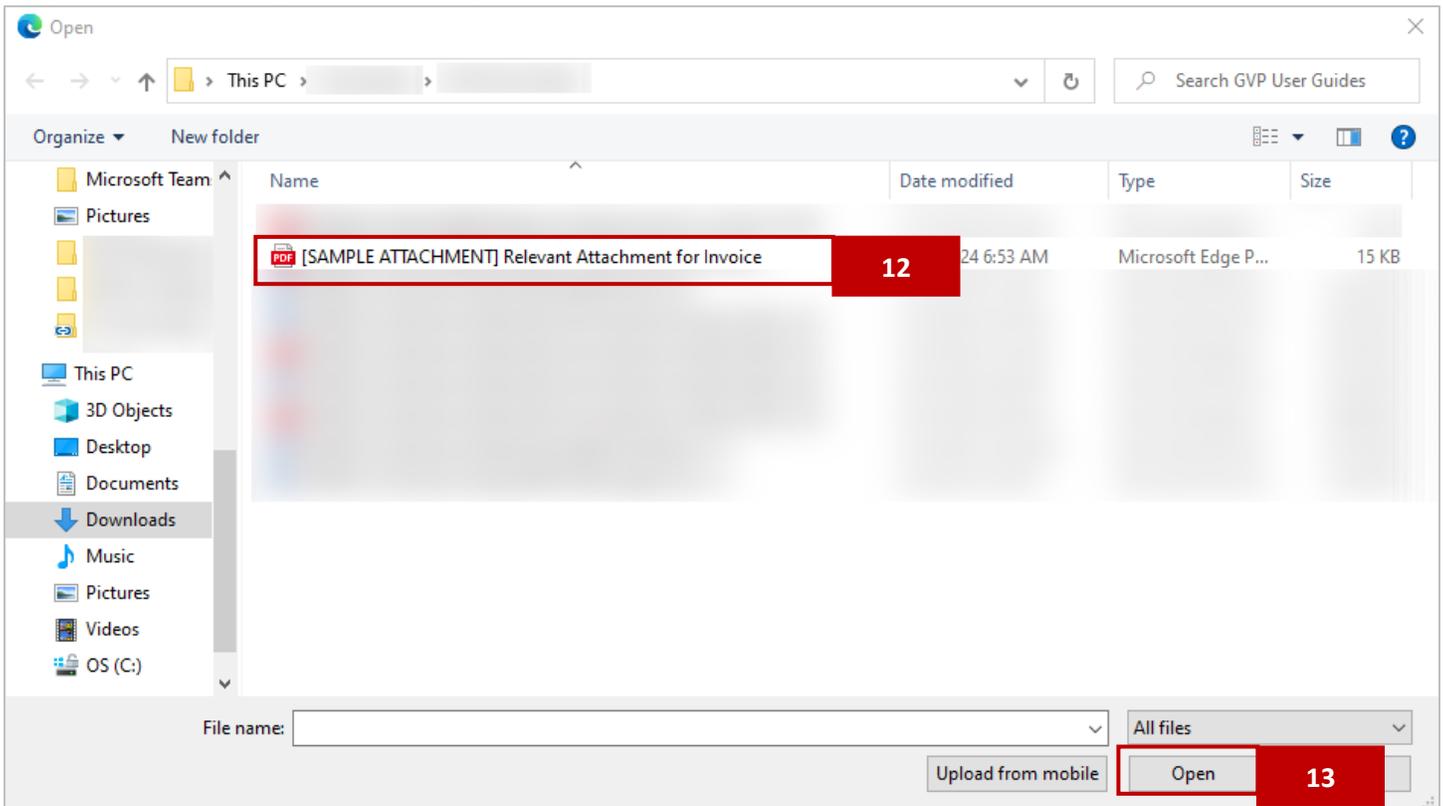


Outcome: Folders and documents from respective device will be displayed.



Step 12: Click on selected **File**.

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





Outcome: File is selected. However, it is not yet attached with the Invoice.

Attachments

The total size of all attachments cannot exceed 100MB Remove

Choose File | [SAMPLE AT...r Invoice.pdf] Add Attachment

Step 14: Click on **Add Attachment** button to attach the file with the Invoice.

Attachments

The total size of all attachments cannot exceed 100MB Remove

Choose File | [SAMPLE AT...r Invoice.pdf] Add Attachment 14

Outcome: File attached to the Invoice.

Attachments

The total size of all attachments cannot exceed 100MB Remove

Choose File | No file chosen Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> [SAMPLE ATTACHMENT] Relevant Attachment for Invoice.pdf	15382	application/pdf

↳ Delete

Note:

1. Supplier (Vendor) can add more than one attachment by repeating the file attachment steps.
2. The total size of all attachments cannot exceed 100MB.

Step 15: Click on **Next** button.

SAP Business Network

Create Invoice Update Save 15 Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 4500005701 Invoice #: INV-4500005701 Invoice Date: 3 May 2024 Service Description: Supplier Tax ID: Remit To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd Brunei-Muara Brunei Darussalam Bill To: Ministry of Finance and Economy Brunei Darussalam	Subtotal: 10.00 BND Total Tax: 0.00 BND Total Gross Amount: 10.00 BND Total Net Amount: 10.00 BND Amount Due: 10.00 BND
--	---

[View/Edit Addresses](#)



Outcome: Create Invoice (Confirmation) page will be displayed.

SAP Business Network ?

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Brunei Darussalam. The document's destination country is: Brunei Darussalam.

Standard Invoice

Invoice Number: INV-4500005701 Invoice Date: Friday 3 May 2024 8:27 AM GMT+08:00 Original Purchase Order: 4500005701	Subtotal: 10.00 BND Total Tax: 0.00 BND Total Gross Amount: 10.00 BND Total Net Amount: 10.00 BND Amount Due: 10.00 BND
--	---

REMIT TO: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	BILL TO: Ministry of Finance and Economy Postal Address: Commonwealth Drive 223910 Brunei Darussalam Address ID: SD Phone : +673 () 238 0999	SUPPLIER: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam
BILL FROM: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	CUSTOMER: Ministry of Finance and Economy Postal Address: Commonwealth Drive 223910 Brunei Darussalam Address ID: SD	

Scroll down the page to view relevant information / sections to the invoice such as Shipping Information, the Original Purchase Order, Tax Summary, Invoice Summary and Attachment(s) – if any.

Proceed to step 16, once ready for Invoice submission.

Section: Shipping Information

SHIPPING INFORMATION:

SHIP FROM: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	SHIP TO: KEMENTERIAN KEWANGAN & EKONOMI Postal Address: Brunei-Muara Brunei Darussalam Address ID: D010
--	---



Section: Original Purchase Order

Original Purchase Order: 4500005701

Line No.	Line Ref No.	Type	Part No. / Description	Customer Part No.	Qty / Unit	Unit Price	Sub Total
1	00010	MATERIAL	A3 Paper	000000003000000919	1 / (RM)	100.00 BND	10.00 BND

DETAILS

Pricing Details

Unit Details ⓘ			Price Details ⓘ		
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	RM	RM	100.00 BND	10	RM

Auxiliary Part ID:
 Manufacturer Part No.:
 Manufacturer Name:
 Country of Origin:
 Accounting Reference ID: 0210204007
 Accounting Description: ID
 Accounting Reference ID: 1D1004
 Accounting Description: ID
 Accounting Reference ID: 100.00
 Accounting Description: Percentage
 Classification Domain: ERPCommodityCode
 Classification code: SC-SUPP04
 Classification Domain: ERPCommodityCodeDescription
 Classification code: SC-OFFICESUPP

Subtotal: 10.00 BND
 Gross Amount: 10.00 BND
 Net Amount: 10.00 BND

Section: Tax Summary, Invoice Summary & Attachment(s)

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	0%		10.00 BND	0.00 BND		0% tax		

Date of Supply Friday 3 May 2024 12:00 AM GMT+08:00

Invoice Summary

Subtotal:	10.00 BND
Total Tax:	0.00 BND
Total Gross Amount:	10.00 BND
Total Net Amount:	10.00 BND
Amount Due:	10.00 BND

Attachment(s):

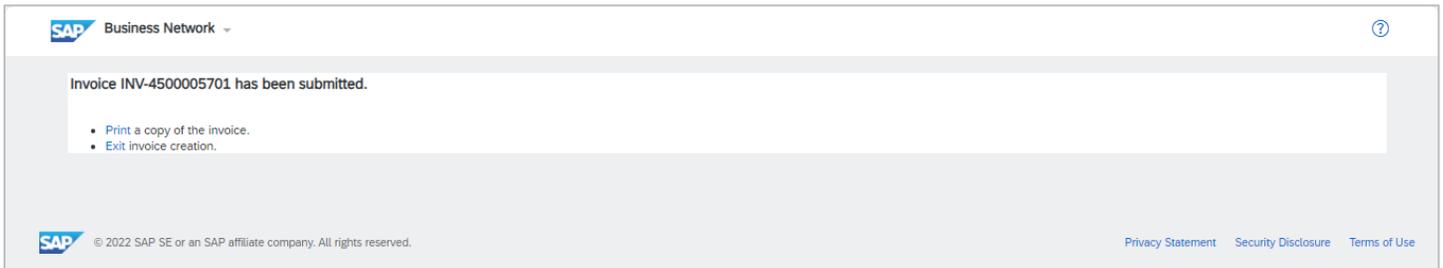
Name	Content Type
[SAMPLE ATTACHMENT] Relevant Attachment for Invoice.pdf	application/pdf



Step 16: Click on **Submit** button.

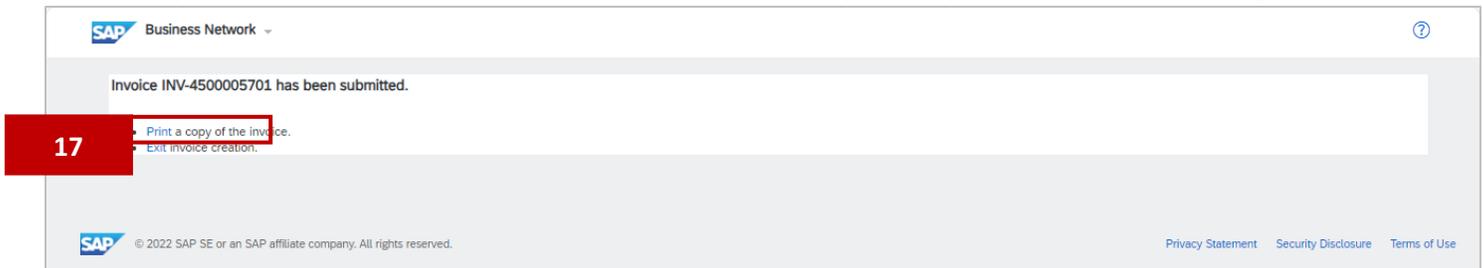


Outcome: Invoice has been submitted.



Note: Respective department will verify the parked invoice and proceed with payment process.

Step 17: (Optional) Click on **Print** button should supplier (vendor) would like a hardcopy of the invoice.





Outcome: Print pop-up will be displayed.

Print ?

Total: 2 sheets of paper

Printer

Corporate Printer ▼

Copies

1

Layout

Portrait

Landscape

Pages

All

Odd pages only

Even pages only

Print
Cancel

5/3/24, 8:35 AM SAP Business Network Supplier

"Copy Invoice - This is not a TAX Invoice"

Attachment(s)

Standard Invoice

<p style="text-align: center;">Invoice Number: INV-4500005701</p> <p style="text-align: center;">Invoice Date: Friday 3 May 2024 8:27 AM GMT+08:00</p> <p style="text-align: center;">Original Purchase Order: 4500005701</p> <p style="text-align: center;">Origin: Supplier</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Subtotal:</td> <td style="text-align: right;">10.00 BND</td> </tr> <tr> <td>Total Tax:</td> <td style="text-align: right;">0.00 BND</td> </tr> <tr> <td>Total Gross Amount:</td> <td style="text-align: right;">10.00 BND</td> </tr> <tr> <td>Total Net Amount:</td> <td style="text-align: right;">10.00 BND</td> </tr> <tr> <td>Amount Due:</td> <td style="text-align: right;">10.00 BND</td> </tr> </table>	Subtotal:	10.00 BND	Total Tax:	0.00 BND	Total Gross Amount:	10.00 BND	Total Net Amount:	10.00 BND	Amount Due:	10.00 BND
Subtotal:	10.00 BND										
Total Tax:	0.00 BND										
Total Gross Amount:	10.00 BND										
Total Net Amount:	10.00 BND										
Amount Due:	10.00 BND										

REMIT TO:	BILL TO:	SUPPLIER:
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Postal Address: Commonwealth Drive 223910 Brunei Darussalam Address ID: SD	Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam
	Phone : +673 0 238 0999	

BILL FROM:	CUSTOMER:
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy
Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Postal Address: Commonwealth Drive 223910 Brunei Darussalam Address ID: SD

Step 18: (Optional) Click on **Print** button to print the Invoice hardcopy once printing setting has been adjust according to supplier (vendor) preference.

Print ?

Total: 2 sheets of paper

Printer

Corporate Printer ▼

Copies

1

Layout

Portrait

Landscape

Pages

All

Odd pages only

Even pages only

Print
Cancel

5/3/24, 8:35 AM SAP Business Network Supplier

"Copy Invoice - This is not a TAX Invoice"

Attachment(s)

Standard Invoice

<p style="text-align: center;">Invoice Number: INV-4500005701</p> <p style="text-align: center;">Invoice Date: Friday 3 May 2024 8:27 AM GMT+08:00</p> <p style="text-align: center;">Original Purchase Order: 4500005701</p> <p style="text-align: center;">Origin: Supplier</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Subtotal:</td> <td style="text-align: right;">10.00 BND</td> </tr> <tr> <td>Total Tax:</td> <td style="text-align: right;">0.00 BND</td> </tr> <tr> <td>Total Gross Amount:</td> <td style="text-align: right;">10.00 BND</td> </tr> <tr> <td>Total Net Amount:</td> <td style="text-align: right;">10.00 BND</td> </tr> <tr> <td>Amount Due:</td> <td style="text-align: right;">10.00 BND</td> </tr> </table>	Subtotal:	10.00 BND	Total Tax:	0.00 BND	Total Gross Amount:	10.00 BND	Total Net Amount:	10.00 BND	Amount Due:	10.00 BND
Subtotal:	10.00 BND										
Total Tax:	0.00 BND										
Total Gross Amount:	10.00 BND										
Total Net Amount:	10.00 BND										
Amount Due:	10.00 BND										

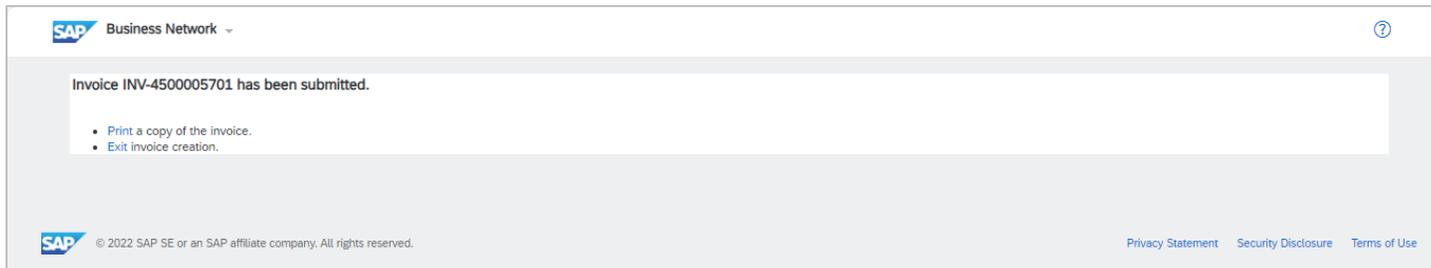
REMIT TO:	BILL TO:	SUPPLIER:
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Postal Address: Commonwealth Drive 223910 Brunei Darussalam Address ID: SD	Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam
	Phone : +673 0 238 0999	

BILL FROM:	CUSTOMER:
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy
Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Postal Address: Commonwealth Drive 223910 Brunei Darussalam Address ID: SD

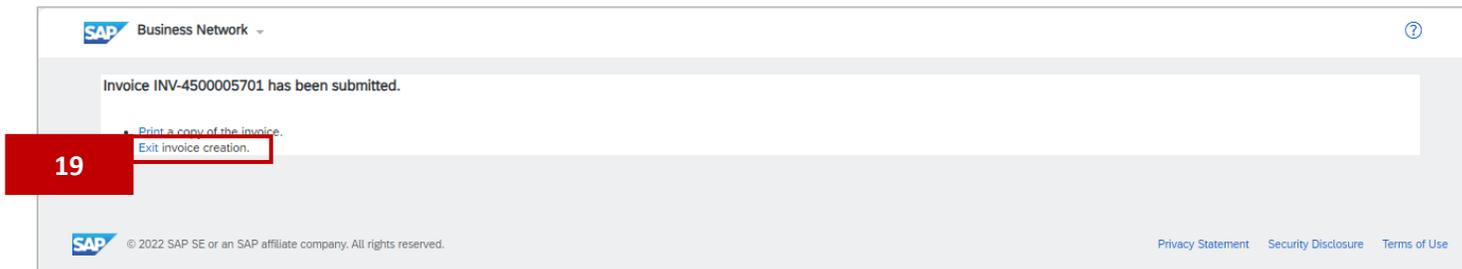
18



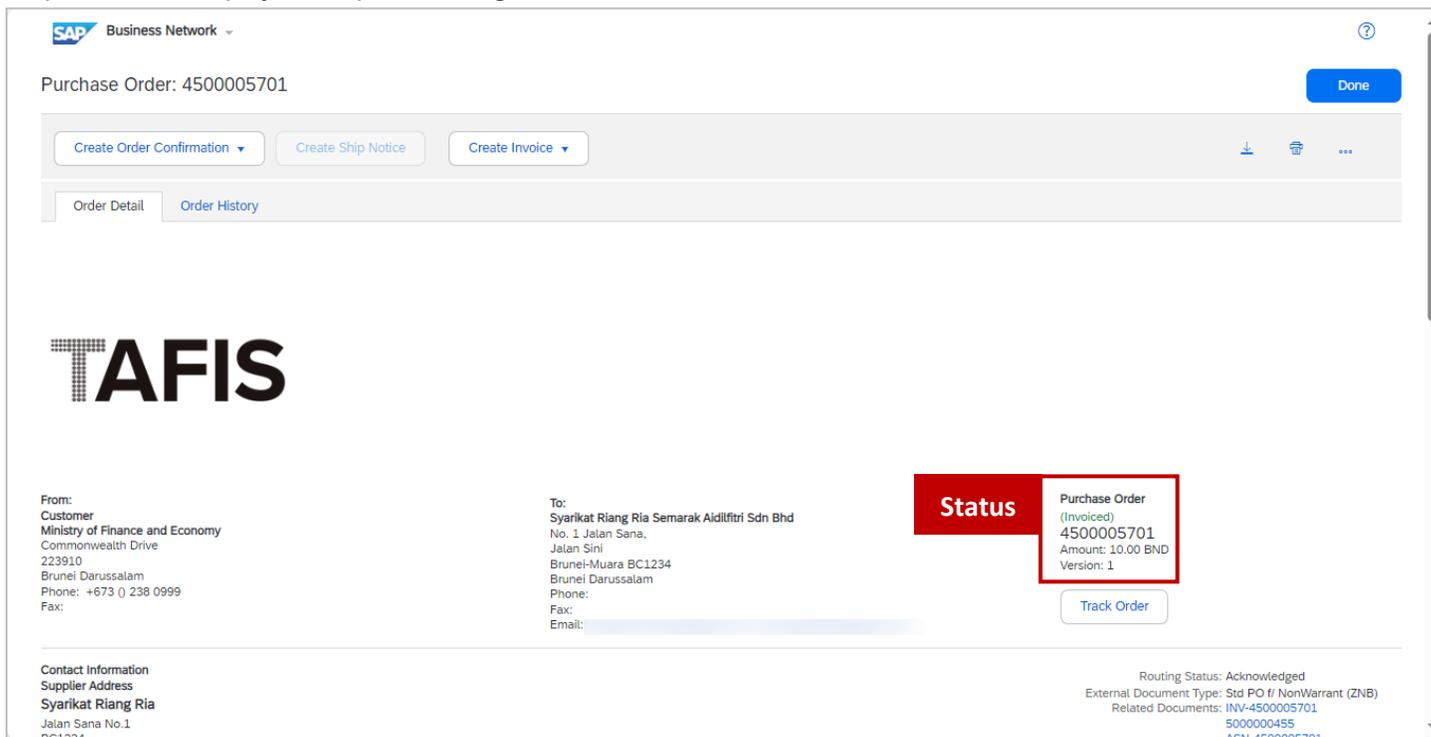
Outcome: Invoice will be printed via selected printer and Invoice submitted page will be displayed.



Step 19: Click on **Exit** button for Invoice Creation. This will return vendor to their PO document.

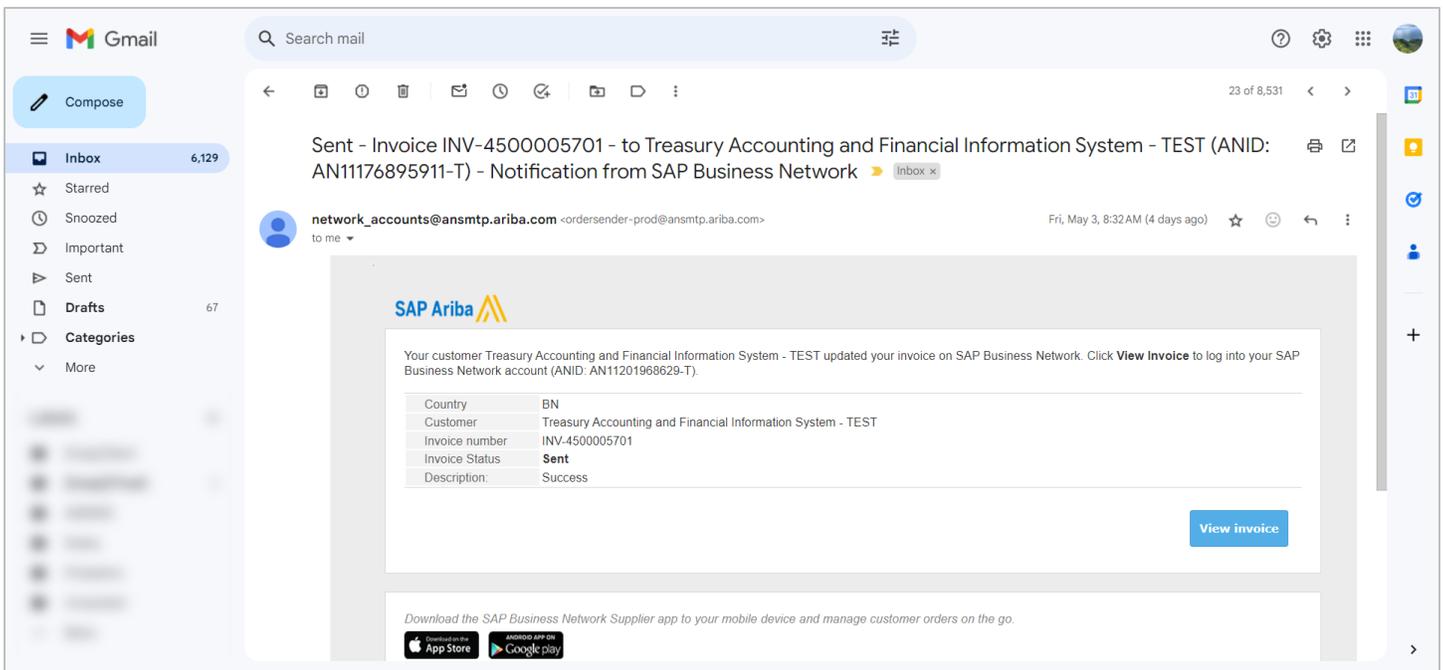
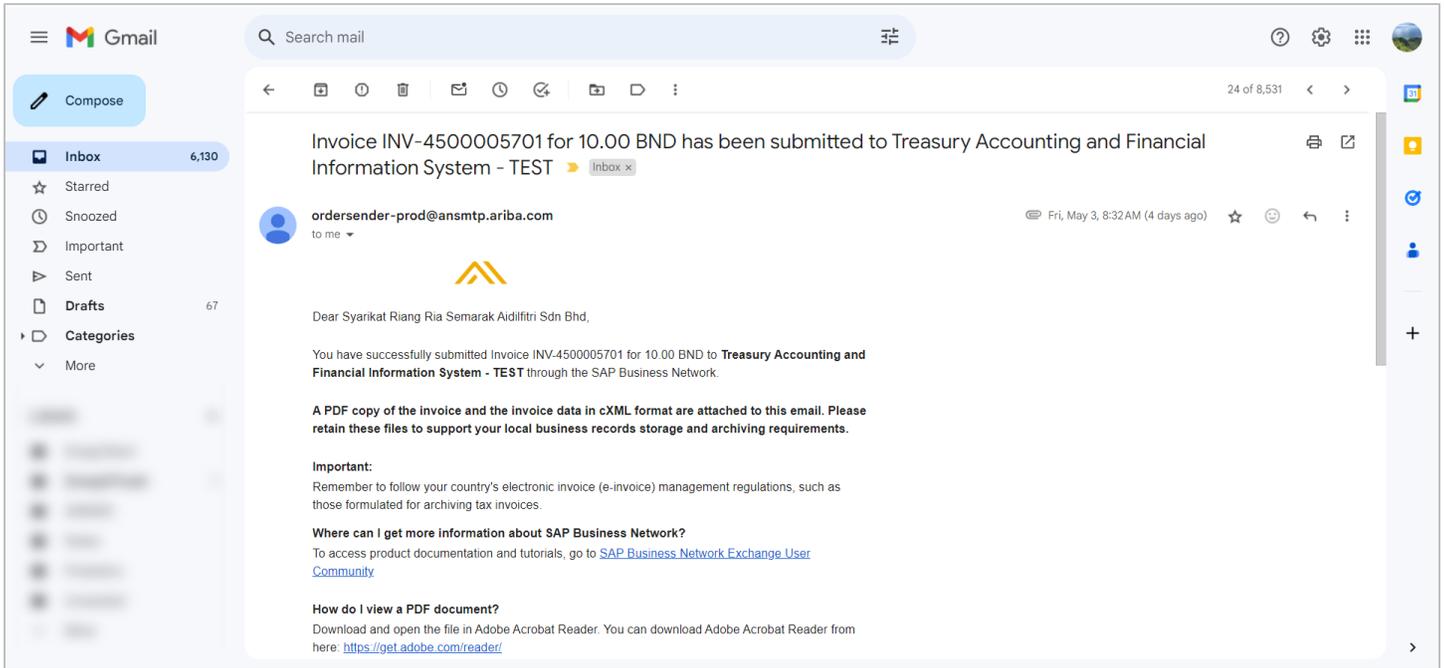


Outcome: Purchase Order has been Invoiced by supplier (vendor). Invoice will be submitted to Department for payment processing. PO status is **Invoiced**.





Note: Below are sample email notifications received by vendor on Invoice sent.





3.1.4 Procurement of Services

3.1.4.1 Order Confirmation

Vendor would receive a Purchase Order (PO) from respective department in Government Vendor Portal (GVP) where the order needs to be confirmed.

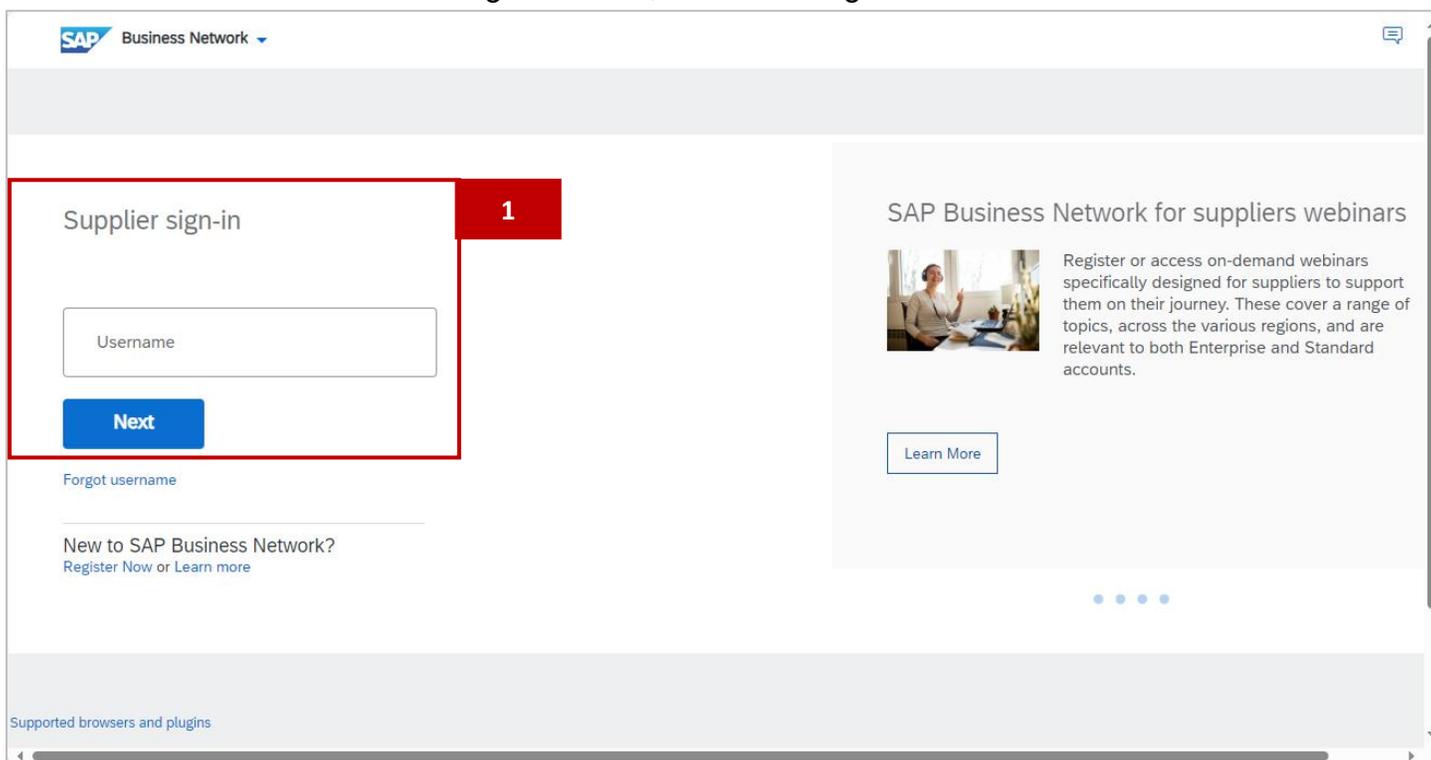
It is **important** for vendor to **establish** Trading Relationship Request (TRR) when receiving their **first** Purchase Order (PO) via Government Vendor Portal (GVP). Should be TRR is not established, vendor will not be able to view their PO. **Refer to section 3.1.1 Establish Trading Relationship Request (TRR).**

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

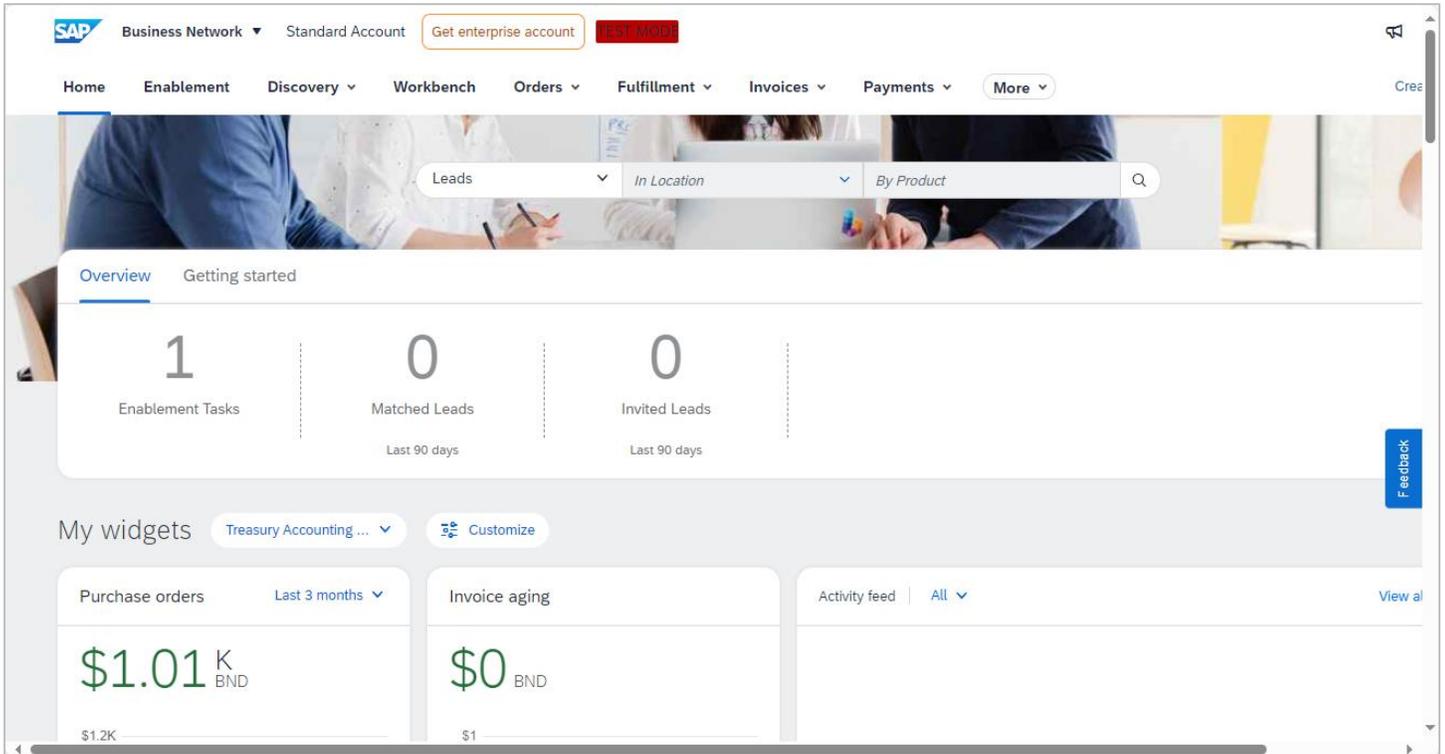
Note:

- 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.

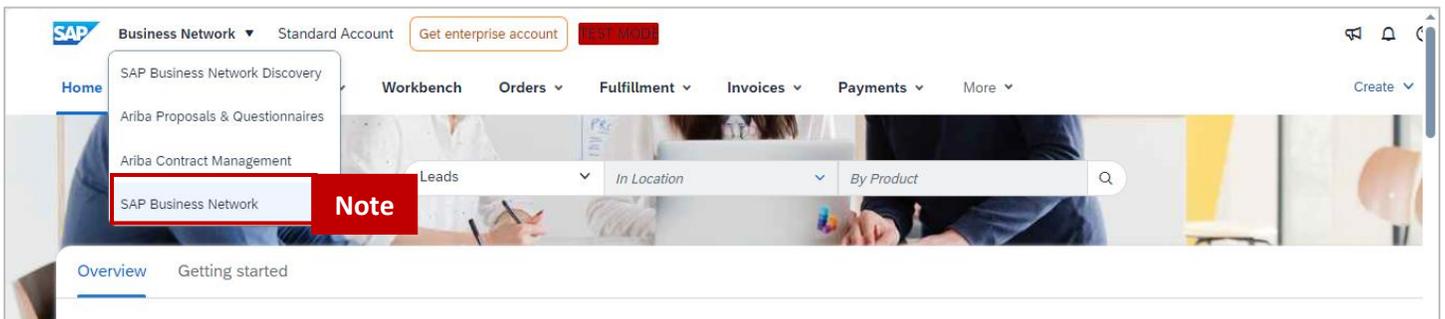




Outcome: Dashboard (Homepage) will be displayed.

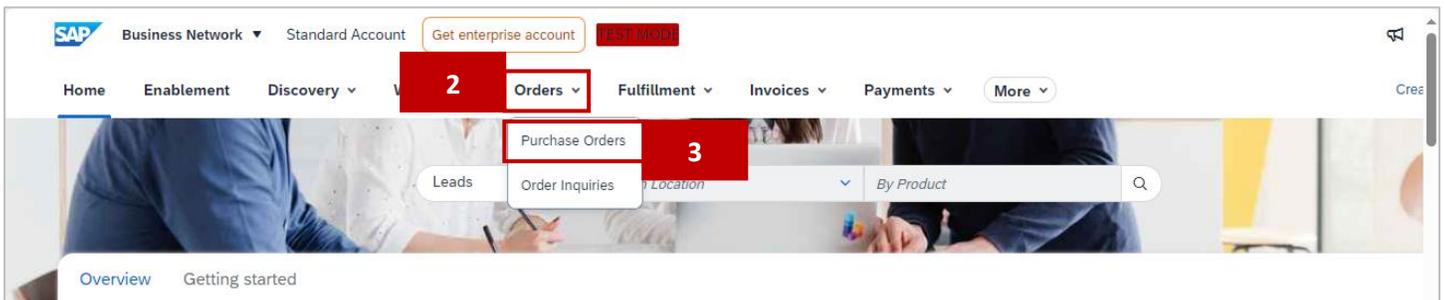


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



Step 2: Click on **Orders** dropdown button.

Step 3: Click on **Purchase Orders**.





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

Step 4: Scroll down and click on the desired **Purchase Order (PO) number** listed in the page

4

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500005711	Treasury Accounting and Financial Information System - TEST	\$50000 BND	May 4, 2024	New		...
4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	Invoiced	\$100 BND	...



Outcome: **Purchase Order** page will be displayed.

SAP Business Network Standard Account TEST MODE SH

Purchase Order: 4500005711 Done

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Service Sheet](#)
[Create Invoice](#)

Order Detail **Order History**

TAFIS

From:
 Customer
 Ministry of Finance and Economy
 Commonwealth Drive
 223910
 Brunei Darussalam
 Phone: +673 () 238 0999
 Fax:

To:
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam
 Phone:
 Fax:
 Email

Purchase Order
 (New)
4500005711
 Amount: 50,000.00 BND
 Version: 1

Contact Information
Supplier Address
Syarikat Riang Ria
 Jalan Sana No.1
 BC1234

Routing Status: Sent
 External Document Type: Std PO f/ NonWarrant (ZNB)

Note: Vendor can scroll down the page to view more information on the Purchase Order (PO).

Contact Information
Supplier Address
Syarikat Riang Ria
 Jalan Sana No.1
 BC1234
 Brunei Darussalam
 Email:
 Phone:
 Fax:
 Address ID: P00000003
 Buyer ID: P00000003

Other Information
 Company Code: SD
 Purchase Group: DAA
 Purchase Organization: SD
[View more >](#)

Routing Status: Sent
 External Document Type: Std PO f/ NonWarrant (ZNB)

Ship All Items To

KEMENTERIAN KEWANGAN & EKONOMI

Brunei-Muara
 Brunei Darussalam
 Ship To Code: D010
 Location Code: D010

Bill To

Ministry of Finance and Economy
 Commonwealth Drive
 223910
 Brunei Darussalam
 Phone: +673 () 238 0999
 Fax:
 Buyer ID: SD

Deliver To

Line Items [Show Item Details](#)

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
▼ 00010	1		Service			6 May 2024		50,000.00 BND	Details
		Cleaning Service							
	00010.10		Service		10.000 (C62)		5,000.00 BND	50,000.00 BND	Details
		Cleaning Service							

Order submitted on: Saturday 4 May 2024 12:00 PM GMT+08:00
 Received by SAP Business Network on: Saturday 4 May 2024 10:27 AM GMT+08:00
 This Purchase Order was sent by Treasury Accounting and Financial Information System - TEST AN1117689911-T and delivered by SAP Business Network.

Service Sheet Required

Sub-total: 50,000.00 BND



Step 5: Click on **Create Order Confirmation** button.

The screenshot shows the SAP Business Network interface for a Purchase Order (4500005711). The 'Create Order Confirmation' button is highlighted with a red box and the number 5. Other buttons visible include 'Create Service Sheet' and 'Create Invoice'. The interface also shows 'Order Detail' and 'Order History' tabs.

Step 6: Click on **Confirm Entire Order** button.

The screenshot shows the SAP Business Network interface for a Purchase Order (4500005711). The 'Confirm Entire Order' button is highlighted with a red box and the number 6. Other buttons visible include 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The interface also shows 'Order Detail' and 'Order History' tabs.

Outcome: Confirming PO (Confirm Entire Order tab) page will be displayed.

The screenshot shows the 'Confirming PO' page in SAP Business Network. The page is titled 'Confirming PO' and has 'Exit' and 'Next' buttons. The left sidebar shows two tabs: '1 Confirm Entire Order' (selected) and '2 Review Order Confirmation'. The main content area is titled 'Order Confirmation Header' and contains the following fields:

- Confirmation #:
- Associated Purchase Order #: 4500005711
- Customer: Treasury Accounting and Financial Information System - TEST
- Supplier Reference:

Below the header is the 'Shipping and Tax Information' section with the following fields:

- Est. Completion Date: *
- Est. Tax Cost:
- Comments:

At the bottom is the 'Attachments' section with a table:

Name	Size (bytes)	Content Type
No items		

Below the table are buttons for 'Choose File' (No file chosen) and 'Add Attachment'. A note at the bottom states: 'The total size of all attachments cannot exceed 100MB'.

Note:

1. Asterisks indicate the field is mandatory to be completed.
2. Enter information for the remaining fields within the page that are optional (non-mandatory) to fill in / complete.



Step 7: Enter the **Confirmation Number**.

Note:

1. Confirmation number format is “Con-” followed by PO number, e.g. Con-4500005711.
2. No gaps or spaces between the alphanumeric characters of Confirmation Number.

Step 8: Enter estimated date the services will be delivered / completed on **Est. Completion Date** field.

SAP Business Network - Standard Account - TEST MODE

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: Con-4500005711 **7**

Associated Purchase Order #: 4500005711

Customer: Treasury Accounting and Financial Information System - TEST

Supplier Reference:

Shipping and Tax Information

Est. Completion Date:* 6 May 2024 **8**

Est. Tax Cost:

Comments: Services expected to be delivered on 6th May 2024

Attachments

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

Note:

1. Scroll down the page to view Attachments section (if vendor would like to attach any relevant documents) and Line Items of the Purchase Order.
2. If no attachments are required, proceed to step 13.

Attachments

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

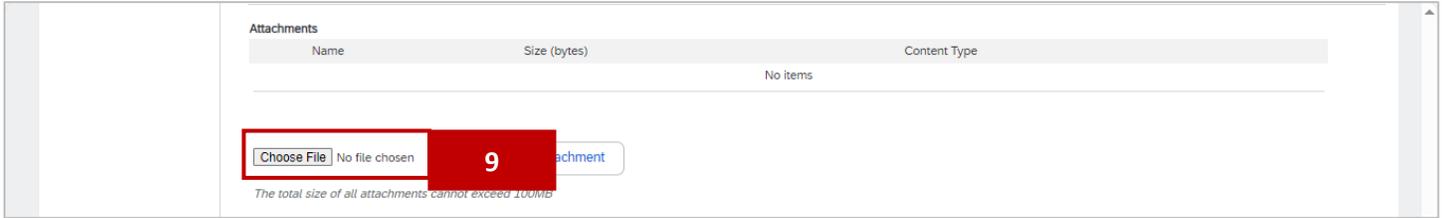
The total size of all attachments cannot exceed 100MB

Line Items

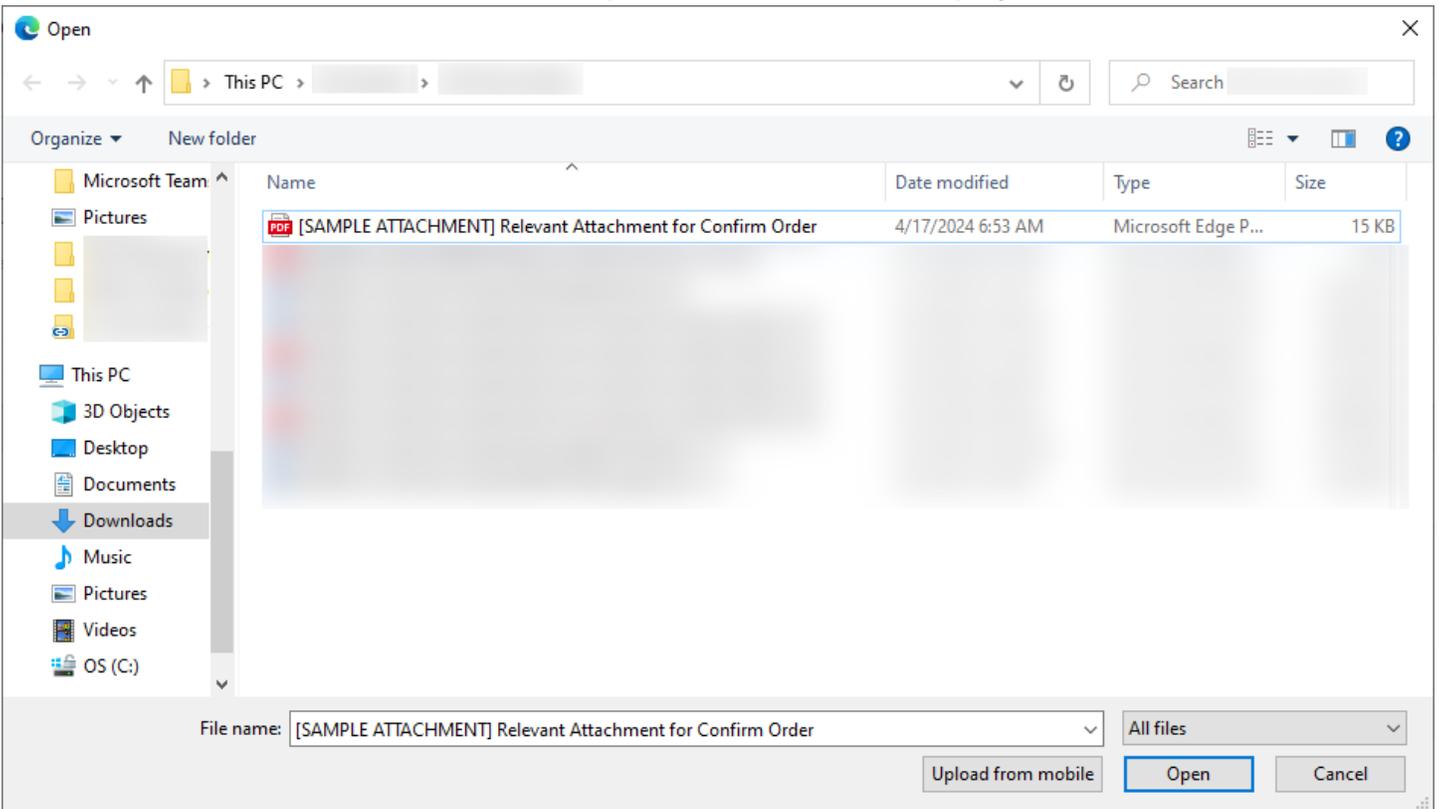
Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00010	Cleaning Service	Service		6 May 2024		50,000.00 BND
Current Order Status: Confirmed As Is						
00010.10	Cleaning Service	Service	10,000 (C62)		5,000.00 BND	50,000.00 BND



Step 9: (Optional) Click on **Choose File** button to select document from respective device folder.



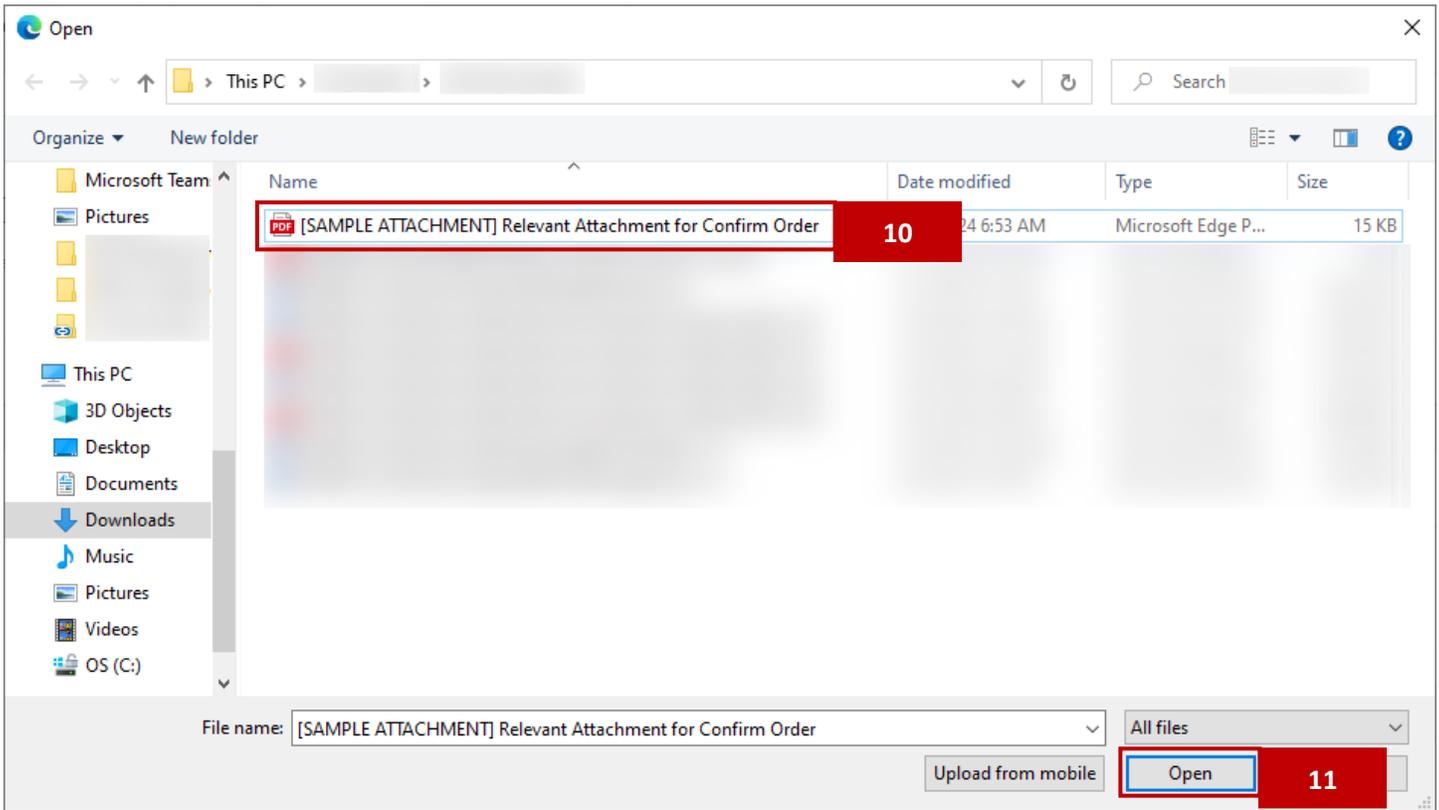
Outcome: Folders and documents from respective device will be displayed.



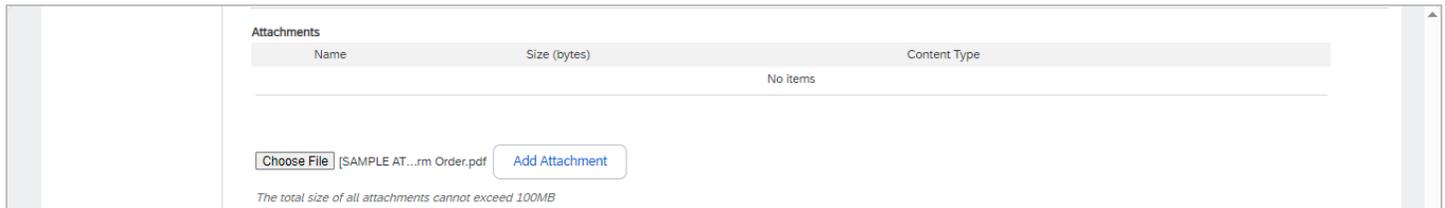


Step 10: (Optional) Click on selected **File**.

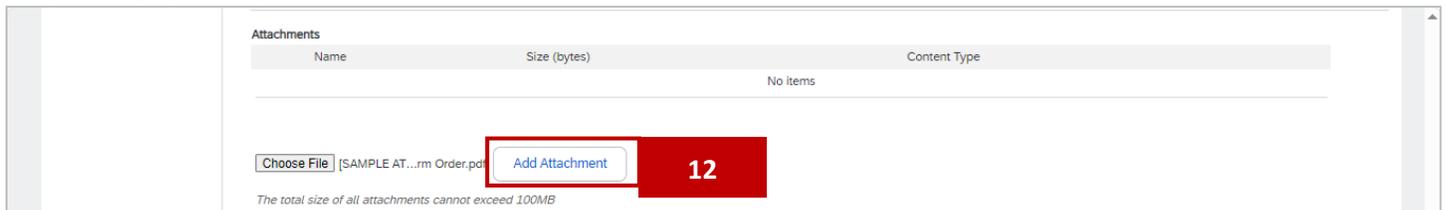
Step 11: (Optional) Click on **Open** button to proceed.



Outcome: File is selected. However, it is not yet attached with the Order Confirmation.



Step 12: (Optional) Click on **Add Attachment** button to attach the file with the Order Confirmation.





Outcome: File attached to the Order Confirmation.

Attachments		
Name	Size (bytes)	Content Type
<input type="checkbox"/> [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf	15382	application/pdf

L

No file chosen

The total size of all attachments cannot exceed 100MB

Note:

1. Supplier (Vendor) can add more than one attachment by repeating the file attachment steps.
2. The total size of all attachments cannot exceed 100MB.

Step 13: Click on **Next** button.

SAP Business Network Standard Account TEST MODE

Confirming PO 13

1 Confirm Entire Order Order Confirmation Header * Indicates required field

Outcome: Confirming PO (Review Order Confirmation tab) page will be displayed.

SAP Business Network Standard Account TEST MODE

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Con-4500005711
 Supplier Reference:
 Comments: Services expected to be delivered on 6th May 2024
 Attachments: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00010	Cleaning Service	Service		6 May 2024		50,000.00 BND
	Confirmed With Comments (Estimated Completion Date: 6 May 2024)					
00010.10	Cleaning Service	Service	10.000 (C62)		5,000.00 BND	50,000.00 BND



Step 14: Click on **Submit** button.

SAP Business Network Standard Account TEST MODE

Confirming PO **14** [Submit](#) [Exit](#)

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Con-4500005711
 Supplier Reference:
 Comments: Services expected to be delivered on 6th May 2024
 Attachments: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf

Outcome: Purchase Order (PO) is confirmed by supplier (vendor). PO status is **Confirmed**.

SAP Business Network Standard Account TEST MODE

Purchase Order: 4500005711 [Done](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#)

Order Detail [Order History](#)

TAFIS

From: Customer
 Ministry of Finance and Economy
 Commonwealth Drive
 223910
 Brunei Darussalam
 Phone: +673 () 238 0999
 Fax:

To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam
 Phone:
 Fax:
 Email:

Status Purchase Order (Confirmed)
 4500005711
 Amount: 50,000.00 BND
 Version: 1

Contact Information
 Supplier Address
 Syarikat Riang Ria
 Jalan Sana No.1
 BC1234

Routing Status: Acknowledged
 External Document Type: Std PO f/ NonWarrant (ZNB)
 Related Documents: Con-4500005711



Note: Below are sample email notifications received by vendor on Order Confirmation.

Order Confirmation Con-4500005711 has been submitted to Treasury Accounting and Financial Information System - TEST

AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com> to me

Sat, May 4, 10:54 AM (3 days ago)

This notification contains important information about your test SAP Business Network account (ANID: AN11201968629-T).

Your purchase order status

Order #: 4500005711
 Buyer Name: Treasury Accounting and Financial Information System - TEST
 Buyer ANID: AN11176895911-T
 Order Date: 3 May 2024 7:27:34 PM GMT-07:00
 Status: Confirmed
 Comments: Services expected to be delivered on 6th May 2024

Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price

This notification contains important information about your test SAP Business Network account (ANID: AN11201968629-T).

Your purchase order status

Order #: 4500005711
 Buyer Name: Treasury Accounting and Financial Information System - TEST
 Buyer ANID: AN11176895911-T
 Order Date: 3 May 2024 7:27:34 PM GMT-07:00
 Status: Confirmed
 Comments: Services expected to be delivered on 6th May 2024

Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
00010		1.000	C62	Cleaning Service	5 May 2024		50,000.00 BND	50,000.00 BND
00010.10		10.000	C62	Cleaning Service			5,000.00 BND	50,000.00 BND

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3.1.4.2 Service Sheet Submission

After the order has been confirmed, Vendor can deliver the services for the respective Department. Vendor can create and submit the service sheet to indicate that the service has been done. The service sheet needs to be approved by Department in order for the Vendor to be able to submit the invoice.

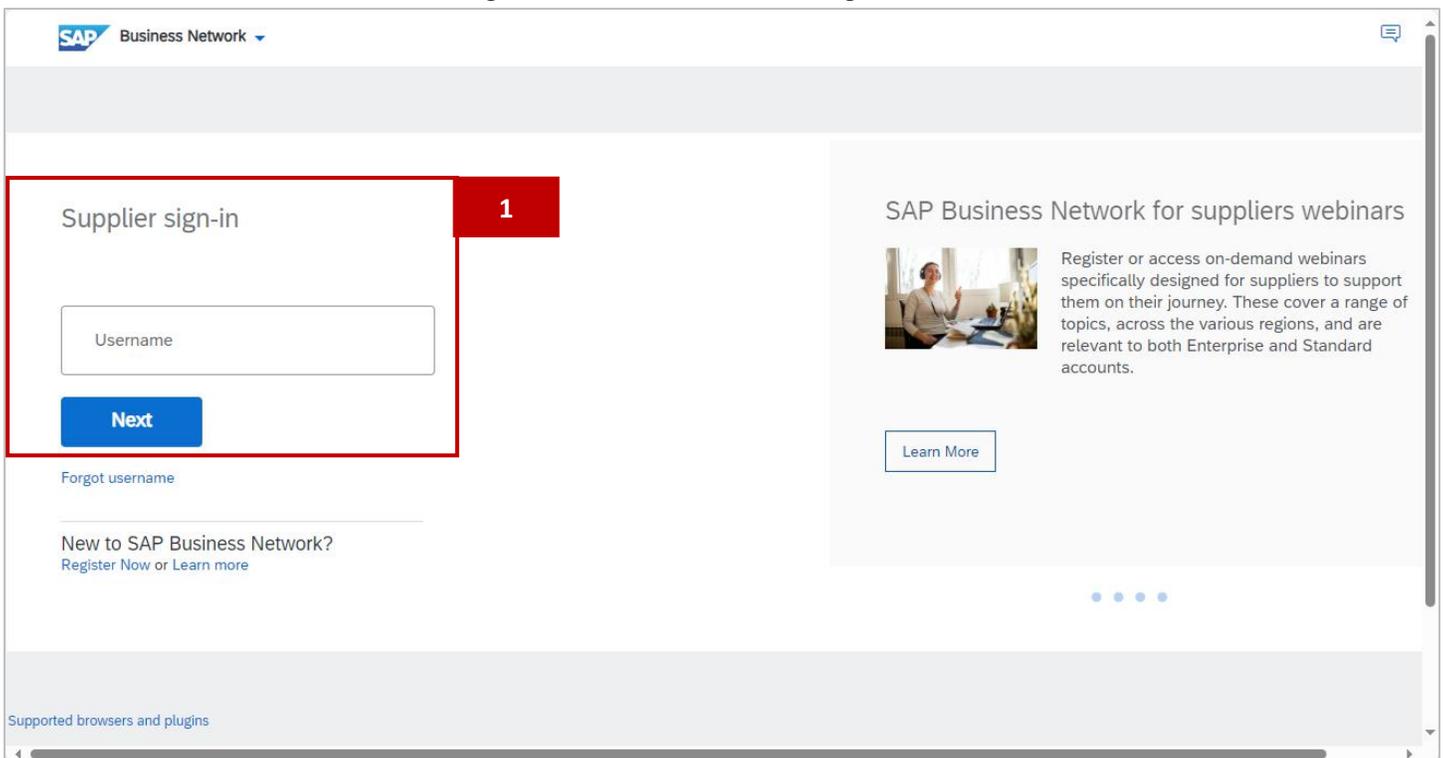
Note: Service Sheet (SS) and Service Entry Sheet (SES) are similar terms.

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

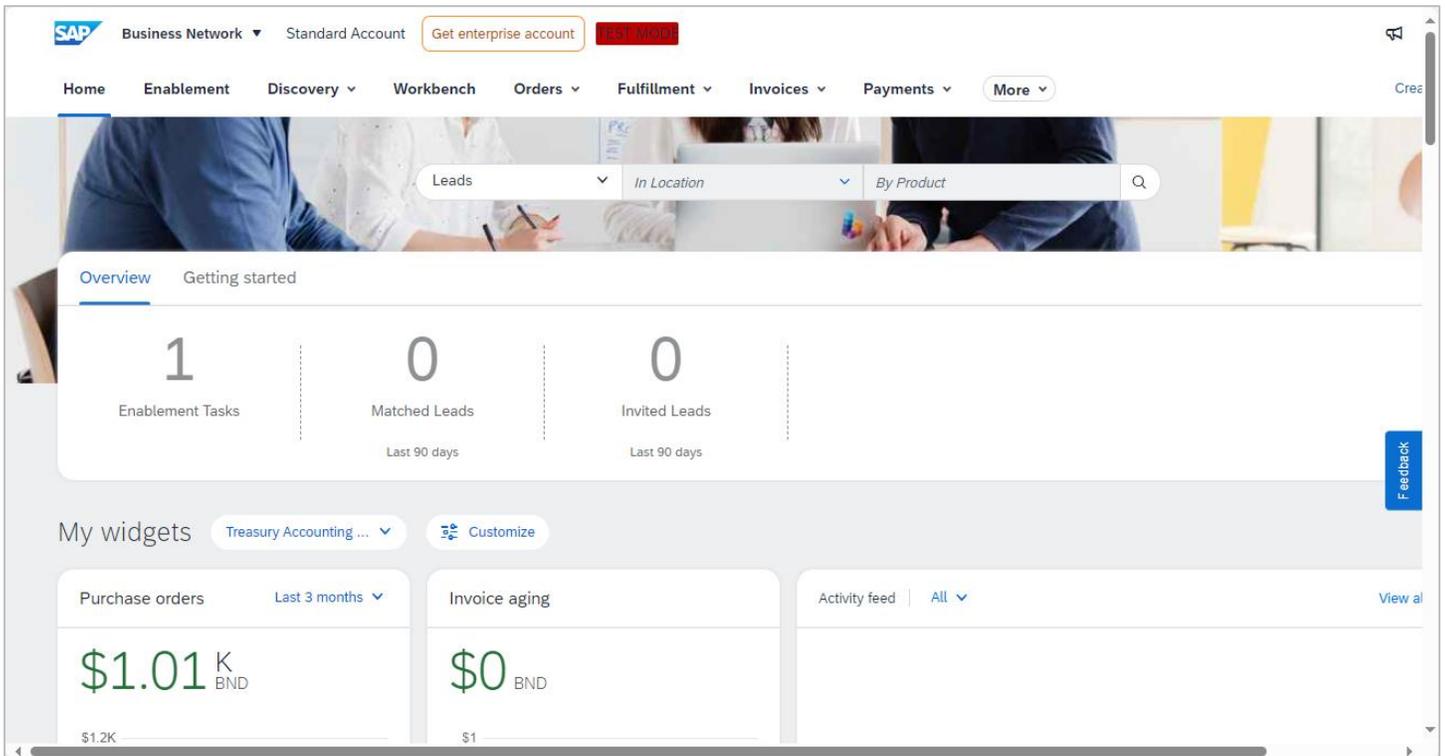
Note:

- 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.

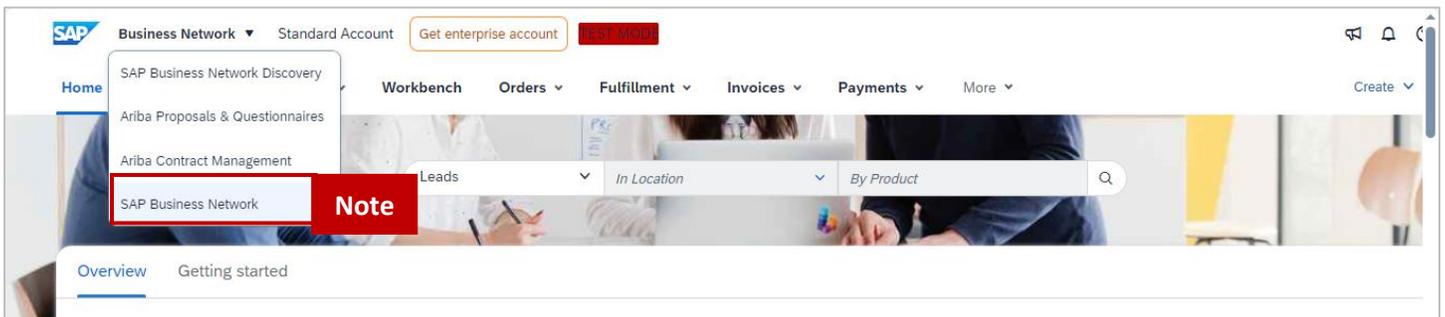




Outcome: Dashboard (Homepage) will be displayed.

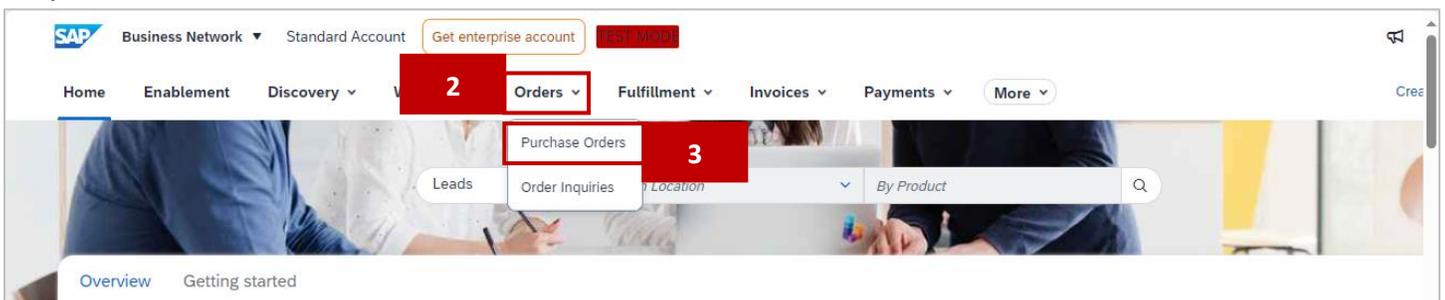


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



Step 2: Click on **Orders** dropdown button.

Step 3: Click on **Purchase Orders**.





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

Orders (4)

▼ Edit filter | Last 31 days

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 31 days

Order status: Include

Partial match (selected) | Exact match

Show more

Apply | Reset

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500005711	Treasury Accounting and Financial Information System - TEST	\$50000 BND	May 4, 2024	Confirmed		...
4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	Invoiced	\$100 BND	...
4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	Invoiced	\$10 BND	...

Step 4: Scroll down and click on the desired **Purchase Order (PO) number** listed in the page

Show more

Apply | Reset

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500005711	Treasury Accounting and Financial Information System - TEST	\$50000 BND	May 4, 2024	Confirmed		...
4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	Invoiced	\$100 BND	...
4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	Invoiced	\$10 BND	...



Outcome: **Purchase Order** page will be displayed.

SAP Business Network Standard Account TEST MODE

Purchase Order: 4500005711 Done

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Service Sheet](#)
[Create Invoice](#)

Order Detail **Order History**

TAFIS

From:
 Customer
 Ministry of Finance and Economy
 Commonwealth Drive
 223910
 Brunei Darussalam
 Phone: +673 () 238 0999
 Fax:

To:
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam
 Phone:
 Fax:
 Email:

Purchase Order
 (New)
 4500005711
 Amount: 50,000.00 BND
 Version: 1

Contact Information
 Supplier Address
 Syarikat Riang Ria
 Jalan Sana No.1
 BC1234

Routing Status: Sent
 External Document Type: Std PO f/ NonWarrant (ZNB)

Note: Vendor can scroll down the page to view more information on the Purchase Order (PO).

Contact Information
 Supplier Address
 Syarikat Riang Ria
 Jalan Sana No.1
 BC1234
 Brunei Darussalam
 Email:
 Phone:
 Fax:
 Address ID: P00000003
 Buyer ID: P00000003

Other Information
 Company Code: SD
 Purchase Group: DAA
 Purchase Organization: SD
[View more >](#)

Routing Status: Sent
 External Document Type: Std PO f/ NonWarrant (ZNB)

Ship All Items To
 KEMENTERIAN KEWANGAN & EKONOMI
 Brunei-Muara
 Brunei Darussalam
 Ship To Code: D010
 Location Code: D010

Bill To
 Ministry of Finance and Economy
 Commonwealth Drive
 223910
 Brunei Darussalam
 Phone: +673 () 238 0999
 Fax:
 Buyer ID: SD

Deliver To

Line Items [Show Item Details](#)

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
00010	1		Service			6 May 2024		50,000.00 BND	Details
		Cleaning Service							
	00010.10		Service		10.000 (C62)		5,000.00 BND	50,000.00 BND	Details
		Cleaning Service							

Order submitted on: Saturday 4 May 2024 12:00 PM GMT+08:00
 Received by SAP Business Network on: Saturday 4 May 2024 10:27 AM GMT+08:00
 This Purchase Order was sent by Treasury Accounting and Financial Information System - TEST AN1117689911-T and delivered by SAP Business Network.

Service Sheet Required

Sub-total: 50,000.00 BND



Step 5: Click on **Create Service Sheet** button.

The screenshot shows the SAP Business Network interface for a Purchase Order (4500005711). The 'Create Service Sheet' button is highlighted with a red box and the number 5. Other buttons include 'Create Order Confirmation', 'Create Invoice', and 'Done'. The interface also shows 'Order Detail' and 'Order History' tabs.

Outcome: **Create Service Sheet** page will be displayed.

The screenshot displays the 'Create Service Sheet' page. It includes a 'Service Sheet Header' section with a 'Summary' table and an 'Additional Fields' section. The 'Summary' table contains fields for Purchase Order (4500005711), Subtotal (50,000.00 BND), Service Sheet #, Service Start Date, Service Sheet Date (4 May 2024), and Service End Date. The 'Additional Fields' section includes Supplier Reference, From (Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd), To (Ministry of Finance and Economy), Field Contractor, Field Engineer, and Approver information.

Note:

1. Asterisks indicate the field is mandatory to be completed.
2. Enter information for the remaining fields within the page that are optional (non-mandatory) to fill in / complete.



Step 7: Enter the Service Sheet #.

Note:

1. Service Sheet # format is “SES-” followed by PO number, e.g. SES-4500005711.
2. No gaps or spaces between the alphanumeric characters of Packing Slip ID.

Step 8: Enter the Service Sheet Date.

SAP Business Network - Standard Account - TEST MODE

Create Service Sheet [Update] [Save] [Exit] [Next]

Service Sheet Header * Indicates required field [Add to Header]

Summary

Purchase Order: 4500005711 Subtotal: 50,000.00 BND

Service Sheet #: SES-4500005711 **7, 8**

Service Sheet Date: 4 May 2024 **7, 8**

Service Start Date: [Calendar]

Service End Date: [Calendar]

Service Description: [Text]

Step 9: (Optional) Enter Service Description.

Step 10: (Optional) Enter Service Start Date and Service End Date.

SAP Business Network - Standard Account - TEST MODE

Create Service Sheet [Update] [Save] [Exit] [Next]

Service Sheet Header * Indicates required field [Add to Header]

Summary

Purchase Order: 4500005711 Subtotal: 50,000.00 BND

Service Sheet #: SES-4500005711

Service Sheet Date: 4 May 2024

Service Start Date: 4 May 2024 **10**

Service End Date: 4 May 2024 **10**

Service Description: Cleaning Services **9**

Additional Fields

Supplier Reference: [Text]

From: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam

To: Ministry of Finance and Economy
 Commonwealth Drive
 223910
 Brunei Darussalam

Field Contractor: Name: [Text] Email: [Text] Phone: USA 1 [Text]

Field Engineer: Name: [Text] Email: [Text] Phone: USA 1 [Text]

Approver: Name: [Text]



Note: Scroll down the page and view the details of service sheet.

Service Entry Sheet Lines

Line No.	Part No. / Description			Contract #					
00010	Cleaning Service								
Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input type="text" value="Cleaning Service"/>		Service	Planned	10 C62	5,000.00 BND	50,000.00 BND	Delete	Copy

SERVICE PERIOD

Start Date: End Date:

PRICING DETAILS

Price Unit: C62 Price Unit Quantity: 1.000
 Unit Conversion: 1 Description:

COMMENTS

Add Comments:

[Add Pricing Details](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

Step 11: (Optional) Enter the **Service Period** (start and end date of service).

Step 12: (Optional) Enter comments on the service.

Service Entry Sheet Lines

Line No.	Part No. / Description			Contract #					
00010	Cleaning Service								
Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input type="text" value="Cleaning Service"/>		Service	Planned	10 C62	5,000.00 BND	50,000.00 BND	Delete	Copy

SERVICE PERIOD

Start Date: End Date: **11**

PRICING DETAILS

Price Unit: C62 Price Unit Quantity: 1.000
 Unit Conversion: 1 Description:

COMMENTS

Add Comments: **12**

[Add Pricing Details](#)

[Update](#) [Save](#) [Exit](#) [Next](#)



Step 13: Click on **Next** button.

Business Network Standard Account **TEST MODE**

Create Service Sheet Update Save **13** Next

Service Sheet Header * Indicates required field Add to Header

Summary

Purchase Order: 4500005711 Subtotal: 50,000.00 BND
 Service Sheet #: SES-4500005711 Service Start Date: 4 May 2024
 Service Sheet Date: 4 May 2024 Service End Date: 4 May 2024
 Service Description: Cleaning Services

Outcome: Create Service Sheet (Confirmation) page will be displayed.

Business Network Standard Account **TEST MODE**

Create Service Sheet Previous Save Submit Exit

Confirm and submit this document.

Service Sheet Subtotal: 50,000.00 BND
 SES-4500005711
 Date: 4 May 2024
 Final Service Sheet: No
 Purchase Order: 4500005711
 Service Description: Cleaning Services
 Subtotal: 50,000.00 BND
 Service Start Date: 4 May 2024
 Service End Date: 4 May 2024

From **Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd**
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam

To **Ministry of Finance and Economy**
 Treasury Accounting and Financial Information System - TEST
 Commonwealth Drive
 223910
 Brunei Darussalam
 Address ID: SD

Service Entry Sheet Lines Show Item Details

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
00010			Cleaning Service						
1		Service	Cleaning Service	Planned		10 (C62)	5,000.00 BND	50,000.00 BND	Details

Step 14: Click on **Submit** button.

Business Network Standard Account **TEST MODE**

Create Service Sheet Previous **14** Submit Exit

Confirm and submit this document.



Outcome: **Service Sheet** successfully submitted to Department.

Step 15: Click on **Exit** service sheet creation button. This will return vendor to their PO document.

Outcome: Purchase Order's Service Sheet is submitted by supplier (vendor). PO status is **Serviced**.

From:
Customer
Ministry of Finance and Economy
Commonwealth Drive
223910
Brunei Darussalam
Phone: +673 () 238 0999
Fax:

To:
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
No. 1 Jalan Sana,
Jalan Sini
Brunei-Muara BC1234
Brunei Darussalam
Phone:
Fax:
Email:

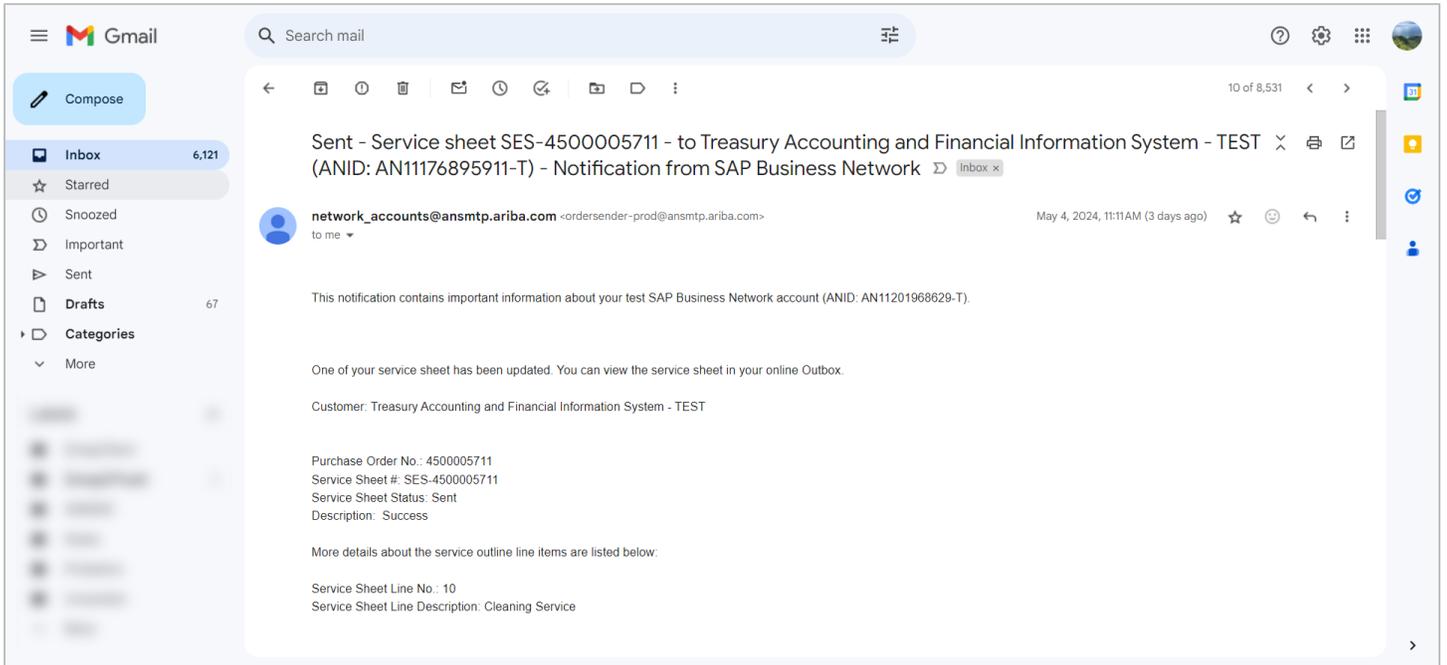
Status
Purchase Order
(Serviced)
4500005711
Amount: 50,000.00 BND
Version: 1

Contact Information
Supplier Address
Syarikat Riang Ria
Jalan Sana No.1
BC1234

Routing Status: Acknowledged
External Document Type: Std PO f/ NonWarrant (ZNB)
Related Documents: SES-4500005711
Con-4500005711



Note: Below is sample email notification received by vendor on Service Sheet sent.





3.1.4.3 Service Entry Sheet (SES)

When Vendor submits their service sheet via Government Vendor Portal (GVP), the Department will accept the Service Entry Sheet (SES) via system for the purchase order.

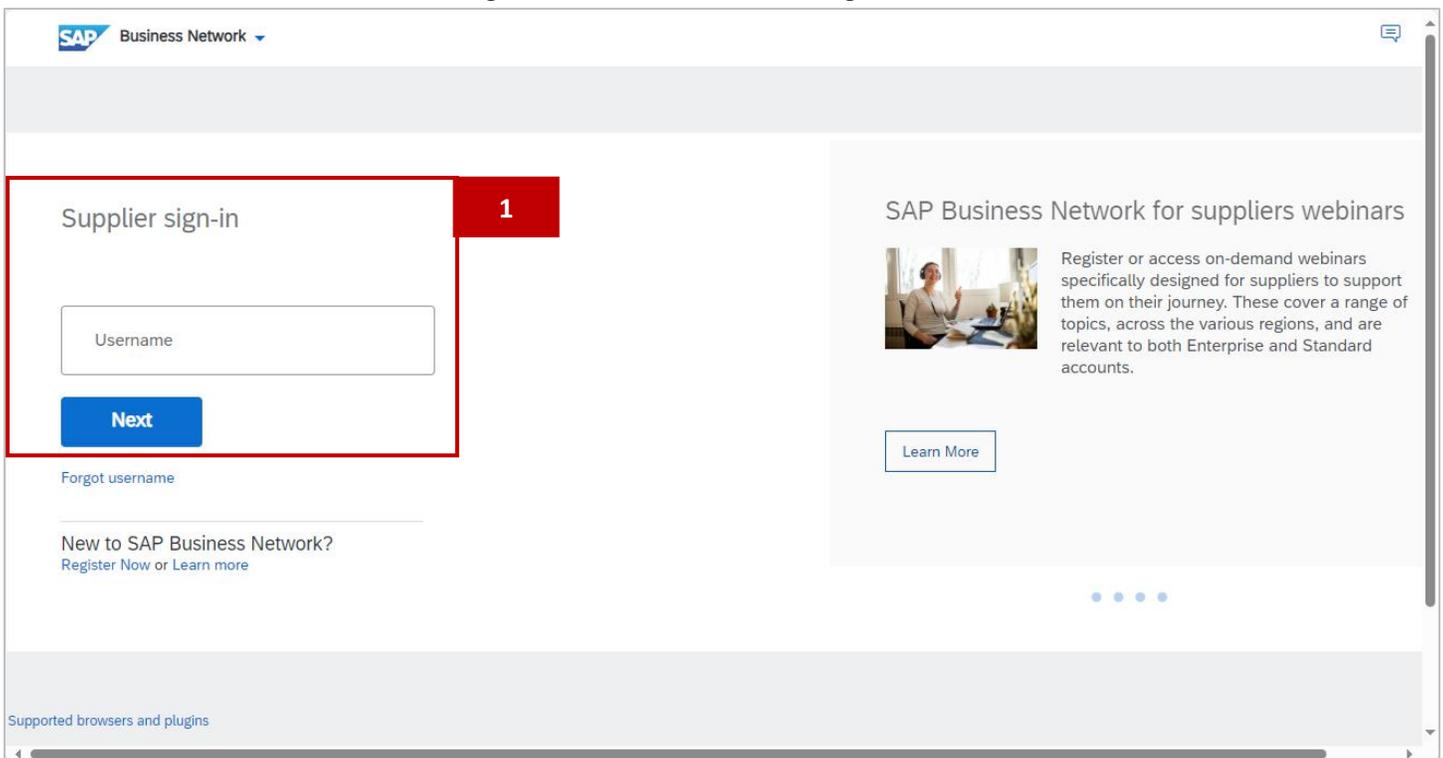
Once Department accepted the Service Sheet, its status will change from Sent to Approved in GVP. Vendor can now create an invoice for submission to respective Department.

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

Note:

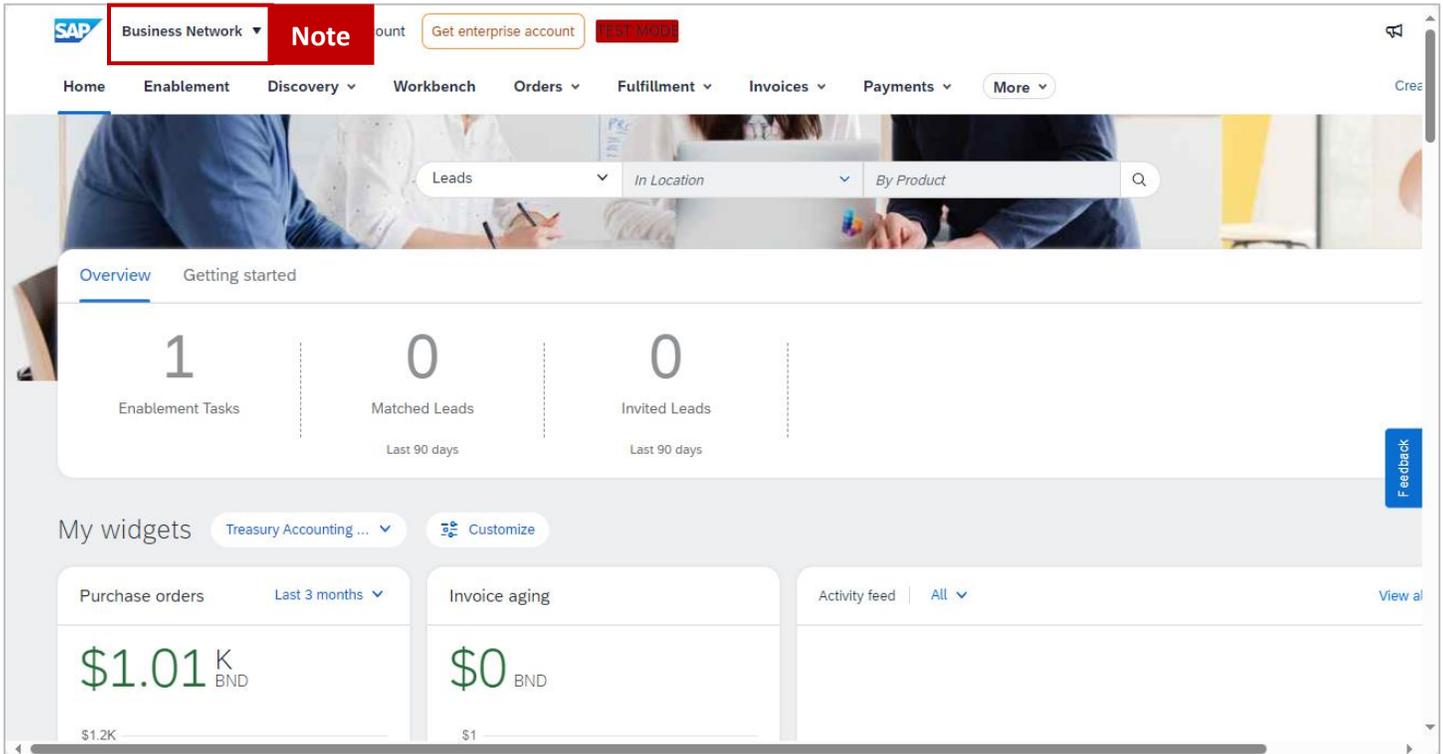
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



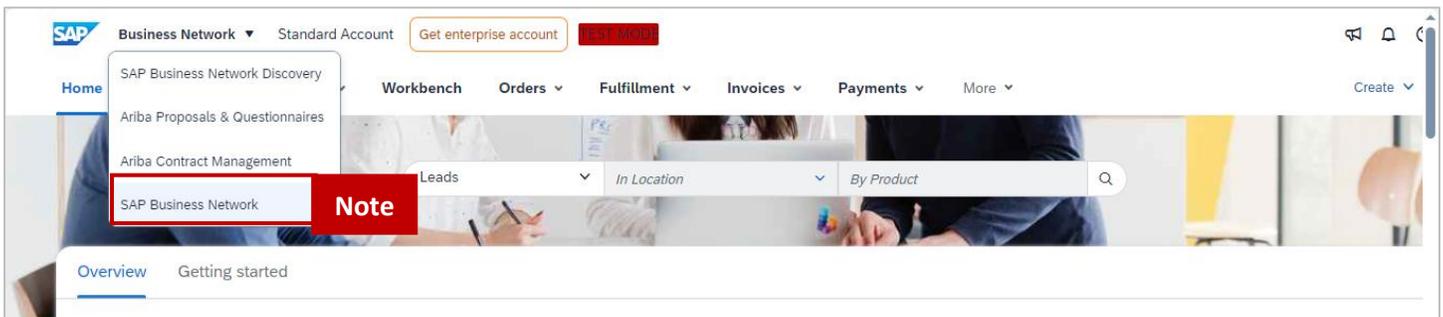


Outcome: Dashboard (Homepage) will be displayed.

Note: Please ensure to select **Business Network** page.

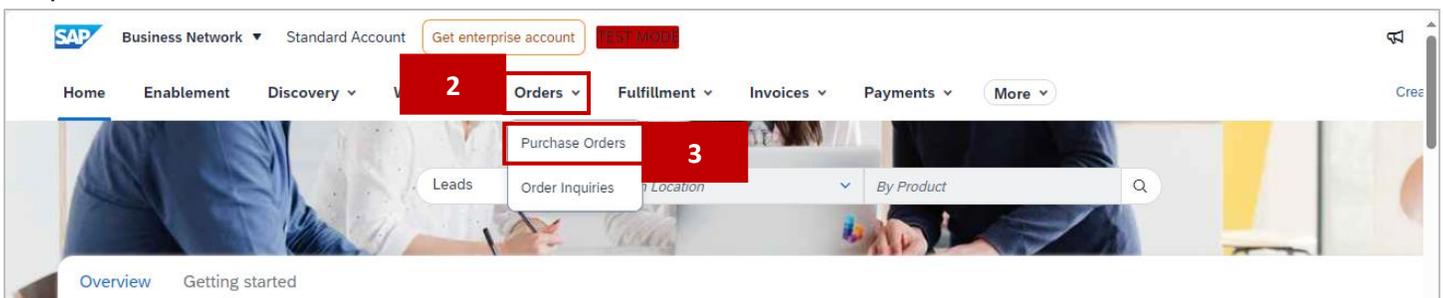


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



Step 2: Click on **Orders** dropdown button.

Step 3: Click on **Purchase Orders**.





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

Step 4: Scroll down and click on the desired **Purchase Order (PO) number** listed in the page

4

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500005711	Treasury Accounting and Financial Information System - TEST	\$50000 BND	May 4, 2024	Serviced		...
4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	Invoiced	\$100 BND	...
4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	Invoiced	\$10 BND	...



Outcome: **Purchase Order** page will be displayed. PO status is **Serviced**.

SAP Business Network Standard Account TEST MODE

Purchase Order: 4500005711 Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

TAFIS

From: Customer
Ministry of Finance and Economy
Commonwealth Drive
223910
Brunei Darussalam
Phone: +673 () 238 0999
Fax:

To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
No. 1 Jalan Sana,
Jalan Sini
Brunei-Muara BC1234
Brunei Darussalam
Phone:
Fax:
Email:

Status Purchase Order (Serviced)
4500005711
Amount: 50,000.00 BND
Version: 1

Contact Information
Supplier Address
Syarikat Riang Ria
Jalan Sana No.1
BC1234

Routing Status: Acknowledged
External Document Type: Std PO fi/NonWarrant (ZNB)
Related Documents: SES-4500005711
Con-4500005711

Step 5: Click on **Service Entry Sheet (SES)** document.

SAP Business Network Standard Account TEST MODE

Purchase Order: 4500005711 Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

TAFIS

From: Customer
Ministry of Finance and Economy
Commonwealth Drive
223910
Brunei Darussalam
Phone: +673 () 238 0999
Fax:

To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
No. 1 Jalan Sana,
Jalan Sini
Brunei-Muara BC1234
Brunei Darussalam
Phone:
Fax:
Email:

Purchase Order (Serviced)
4500005711
Amount: 50,000.00 BND
Version: 1

Contact Information
Supplier Address
Syarikat Riang Ria
Jalan Sana No.1
BC1234

Routing Status: Acknowledged
External Document Type: Std PO fi/NonWarrant (ZNB)
Related Documents: SES-4500005711
Con-4500005711

5



Outcome: Service Sheet status is **Approved**. This indicates the Department has acknowledged the completion of services provided by vendor.

Service Sheet
 (Approved)
 SES-4500005711

Status

Subtotal: 50,000.00 BND

Date: 4 May 2024
 Final Service Sheet: No
 Purchase Order: 4500005711
 Service Description: Cleaning Services
 ERP SES ID: 100000341
 Subtotal: 50,000.00 BND
 Service Start Date: 4 May 2024
 Service End Date: 4 May 2024

From
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam

To
 Ministry of Finance and Economy
 Treasury Accounting and Financial Information System - TEST
 Commonwealth Drive
 223910
 Brunei Darussalam
 Address ID: SD

Routing Status: Acknowledged
 Related Documents: 4500005711

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
--------	----------	------	-------------------------	-----------	------------	------------	------------	----------

Note: Below is sample email notification received by vendor for Approved Service Entry Sheet (SES).

Approved - Service sheet SES-4500005702 - to Treasury Accounting and Financial Information System - TEST (ANID: AN11176895911-T) - Notification from SAP Business Network

network_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>
 to me

Sat, May 4, 12:46 AM (3 days ago)

This notification contains important information about your test SAP Business Network account (ANID: AN11201968629-T).

One of your service sheet has been updated. You can view the service sheet in your online Outbox.

Customer: Treasury Accounting and Financial Information System - TEST

Purchase Order No.: 4500005702
 Service Sheet #: SES-4500005702
 Service Sheet Status: Approved
 Description:

More details about the service outline line items are listed below:

Service Sheet Line No.: 10
 Service Sheet Line Description: Cleaning Service



3.1.4.4 Invoice Submission

Vendor can create and submit the invoice to Department once their Service Sheet (Service Entry Sheet) status changed from Serviced to Approved.

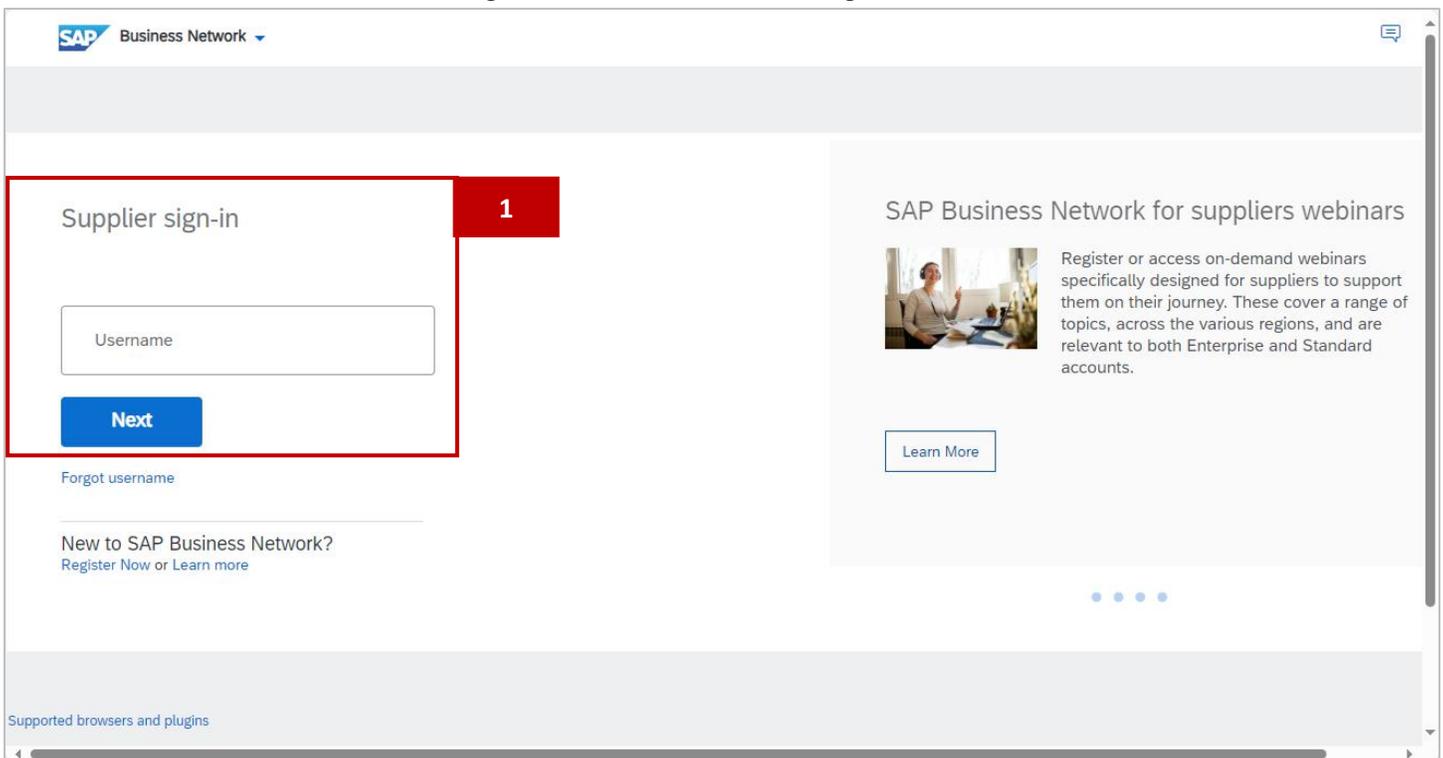
Refer from section 3.1.4.3 Service Entry Sheet (SES). This means the department has acknowledged that the Vendor had delivered the services.

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

Note:

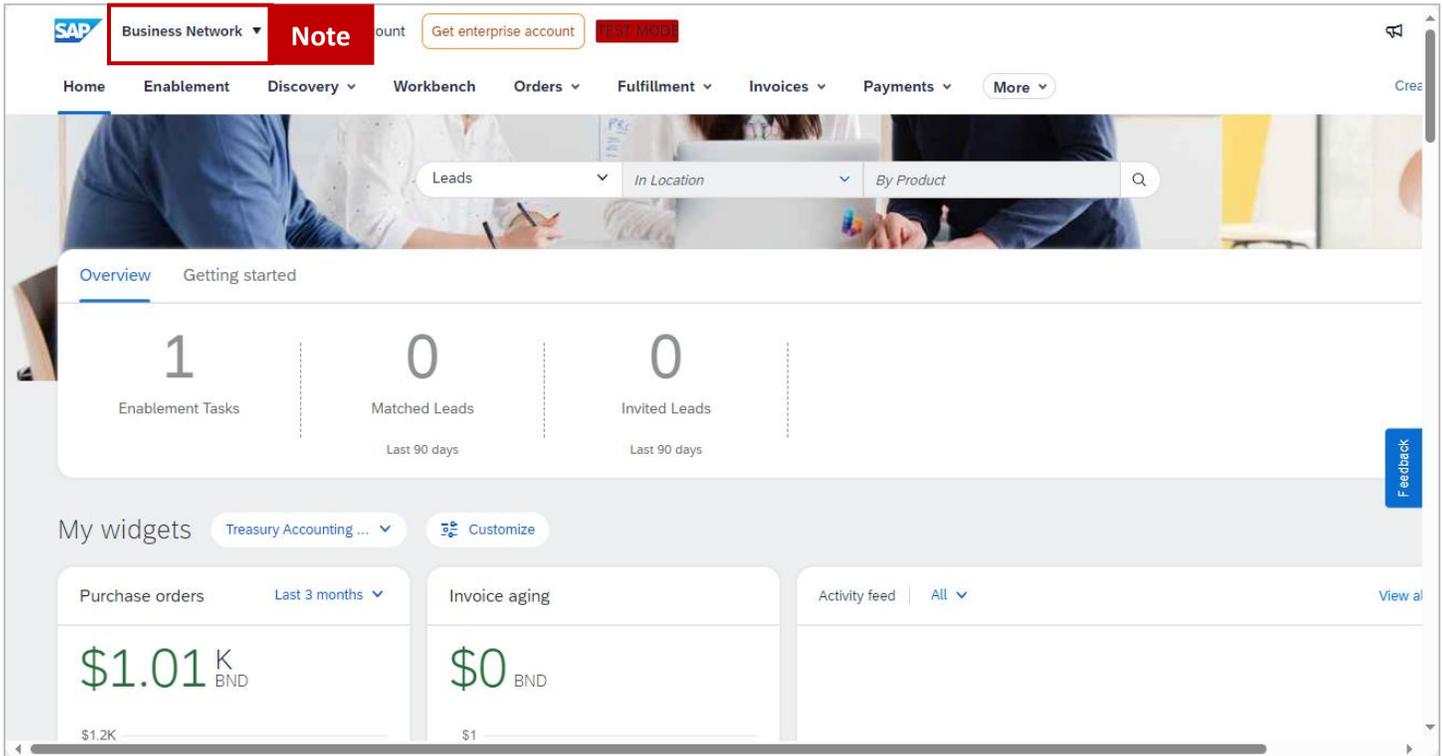
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



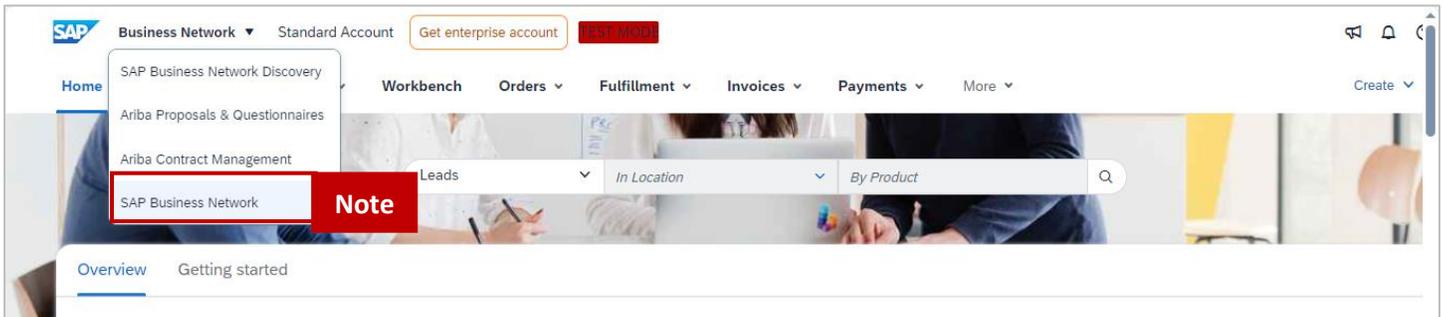


Outcome: Dashboard (Homepage) will be displayed.

Note: Please ensure to select **Business Network** page.

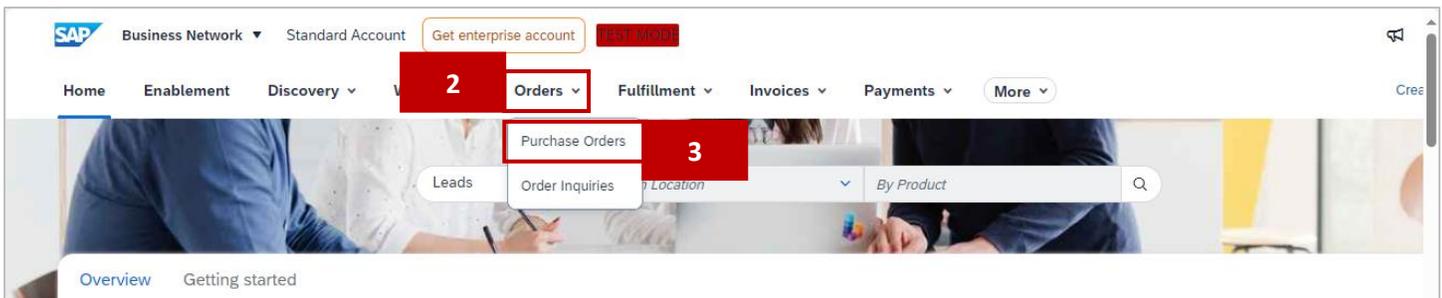


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only be visible under this selection.



Step 2: Click on **Orders** dropdown button.

Step 3: Click on **Purchase Orders**.





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

Step 4: Scroll down and click on the desired **Purchase Order (PO) number** listed in the page

[Show more](#) Apply Reset

[Resend Failed Orders](#) |

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4 4500005711	Treasury Accounting and Financial Information System - TEST	\$50000 BND	May 4, 2024	Serviced		...
4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	Invoiced	\$100 BND	...
4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	Invoiced	\$10 BND	...



Outcome: **Purchase Order** page will be displayed.

Purchase Order: 4500005711

From: Customer
Ministry of Finance and Economy
Commonwealth Drive
223910
Brunei Darussalam
Phone: +673 (0) 238 0999
Fax:

To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
No. 1 Jalan Sana,
Jalan Sini
Brunei-Muara BC1234
Brunei Darussalam
Phone:
Fax:
Email:

Purchase Order (Serviced)
4500005711
Amount: 50,000.00 BND
Version: 1

Contact Information
Supplier Address
Syarikat Riang Ria
Jalan Sana No.1
BC1234

Routing Status: Acknowledged
External Document Type: Std PO #/ NonWarrant (ZNB)
Related Documents: SES-4500005711
Con-4500005711

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

Purchase Order: 4500005711

5

Step 6: Click on **Standard Invoice** button.

Purchase Order: 4500005711

Standard Invoice

6



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

SAP Business Network Standard Account TEST MODE

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4500005711	Subtotal: 50,000.00 BND	View/Edit Addresses
Invoice #:	Total Tax: 0.00 BND	
Invoice Date: 4 May 2024	Total Gross Amount: 50,000.00 BND	
Service Description:	Total Net Amount: 50,000.00 BND	
Supplier Tax ID:	Amount Due: 50,000.00 BND	

Remit To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 Brunei-Muara
 Brunei Darussalam

Bill To: Ministry of Finance and Economy
 Brunei Darussalam

Tax

Header level tax Line level tax

Category: 0% VAT / 0% tax Taxable Amount: 50,000.00 BND Remove

Location: Tax Rate Type:

Note:

1. Asterisks indicate the field is mandatory to be completed.
2. Enter information for the remaining fields within the page that are optional (non-mandatory) to fill in / complete.



Step 7: Enter the **Invoice Number**.

Note:

1. Invoice number format is “INV-” followed by PO number, e.g. INV-4500005711.
2. No gaps or spaces between the alphanumeric characters of Invoice Number.

Step 8: Enter the date of invoice submission on **Invoice Date** field.

Business Network Standard Account **TEST MODE** ? SH

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4500005711	Subtotal: 50,000.00 BND	View/Edit Addresses
Invoice #:* INV-4500005711	Total Tax: 0.00 BND	
Invoice Date:* 4 May 2024	Total Gross Amount: 50,000.00 BND	
	Total Net Amount: 50,000.00 BND	
	Amount Due: 50,000.00 BND	

Service Description:

Supplier Tax ID:

Remit To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd

Brunei-Muara
Brunei Darussalam

Bill To: Ministry of Finance and Economy

Brunei Darussalam

Note:

1. Scroll down the page and view the details of invoice.
2. Asterisks indicate the field is mandatory to be completed.
3. (Optional) Enter remaining information into relevant fields.
4. If no attachments are required, proceed to step 15.



MOFE Payment Unit requires the company’s invoice to be uploaded for verification purposes. Thus, vendor need to add another header / section to include an attachment with the Invoice.

For example, vendor wants to upload the physical signed copy of aircond service done or photo of work done.

Step 9: Click on **Add to Header** dropdown button.

Business Network | Standard Account | TEST MODE

Create Invoice | Update | Save | Exit | Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4500005711	Subtotal: 50,000.00 BND	
Invoice #:* INV-4500005711	Total Tax: 0.00 BND	View/Edit Addresses
Invoice Date:* 4 May 2024	Total Gross Amount: 50,000.00 BND	
Service Description: Cleaning Service	Total Net Amount: 50,000.00 BND	
Supplier Tax ID:	Amount Due: 50,000.00 BND	

Remit To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 Brunei-Muara
 Brunei Darussalam
 Bill To: Ministry of Finance and Economy
 Brunei Darussalam

Step 10: Click on **Attachments** button.

Business Network | Standard Account | TEST MODE

Create Invoice | Update | Save | Exit | Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4500005711	Subtotal: 50,000.00 BND	
Invoice #:* INV-4500005711	Total Tax: 0.00 BND	
Invoice Date:* 4 May 2024	Total Gross Amount: 50,000.00 BND	
Service Description: Cleaning Service	Total Net Amount: 50,000.00 BND	
Supplier Tax ID:	Amount Due: 50,000.00 BND	

Remit To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 Brunei-Muara
 Brunei Darussalam
 Bill To: Ministry of Finance and Economy
 Brunei Darussalam

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment



Outcome: **Attachments** header / section will be displayed.

Attachments

The total size of all attachments cannot exceed 100MB Remove

Choose File | No file chosen Add Attachment

Add to Header ▾

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: 0% VAT / 0% tax Discount Add to Included Lines

	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
▾			00010	Cleaning Service					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Cleaning Service		10	C62	5,000.00 BND	50,000.00 BND

Service Sheet Details Service Sheet #: SES-4500005711 Service Line No.: 1

Pricing Details Price Unit: C62 Price Unit Quantity: 1.000
 Unit Conversion: 1 Description:

Service Period Service Start Date: 4 May 2024 Service End Date: 4 May 2024

Comments Remove

Cleaning Service for Office, Level 2 & 3, Block D
 Cleaning Service for Storage Room, Level 1, Block D

Step 11: Click on **Choose File** button to select document from respective device folder.

Attachments

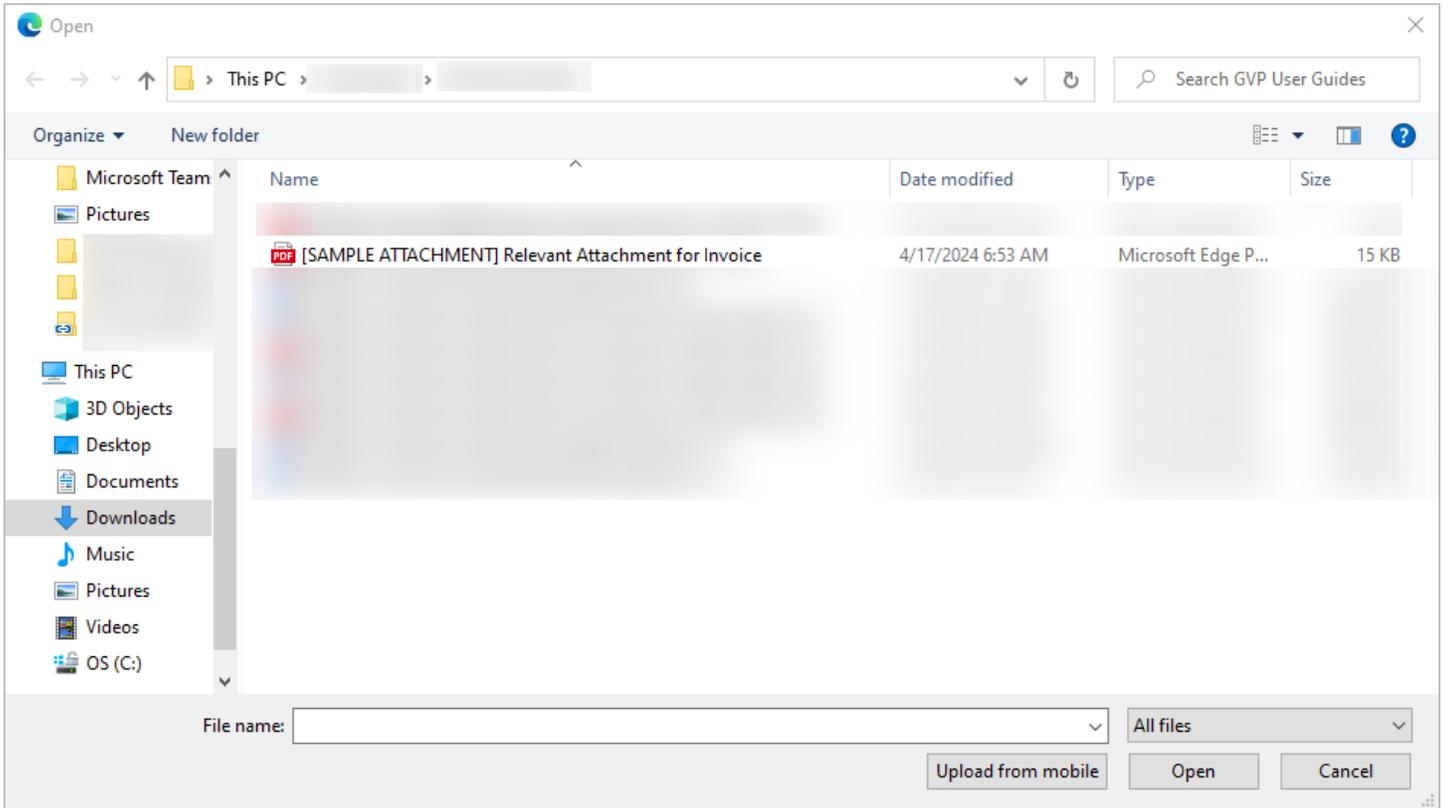
The total size of all attachments cannot exceed 100MB Remove

Choose File | No file chosen Add Attachment

11

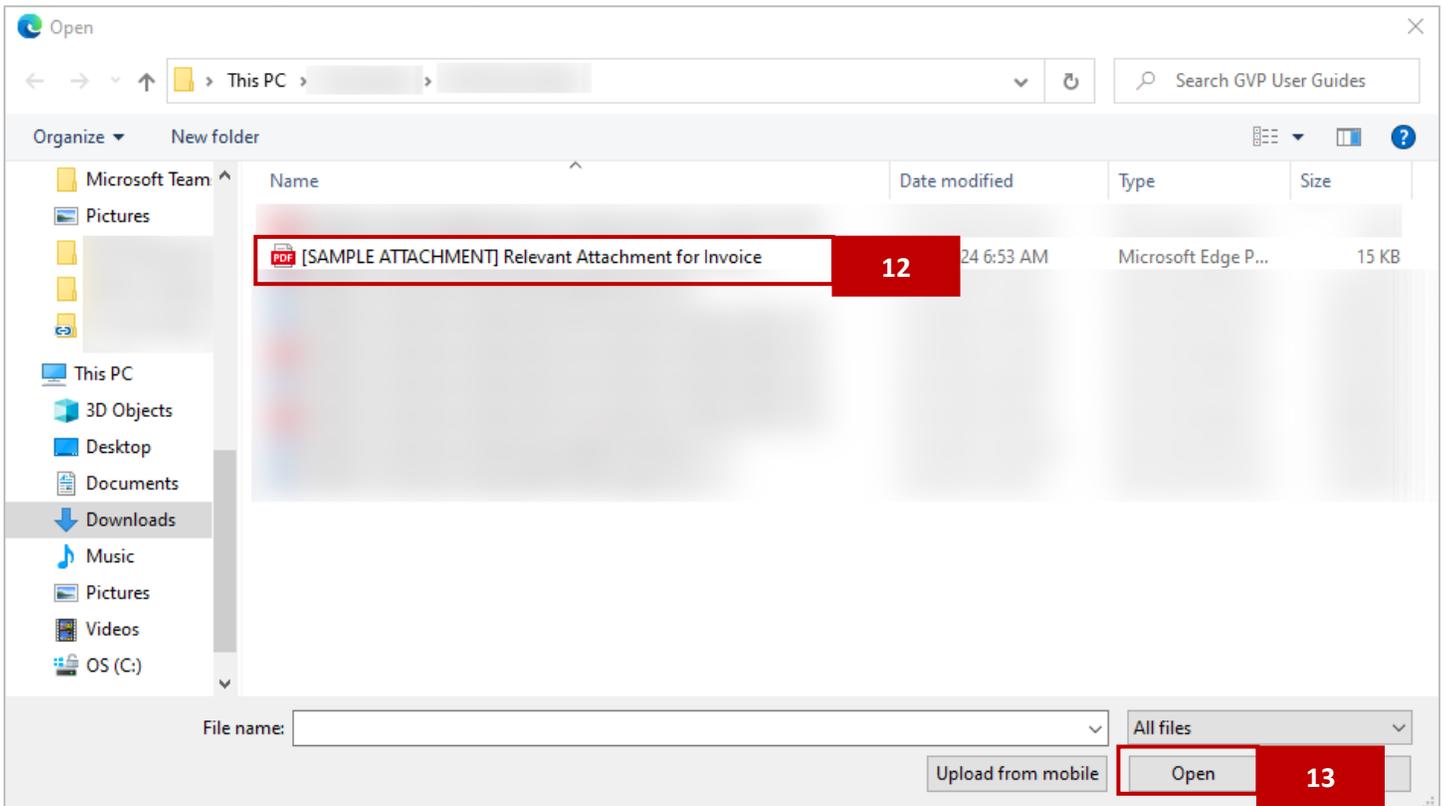


Outcome: Folders and documents from respective device will be displayed.



Step 12: Click on selected **File**.

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





Outcome: File is selected. However, it is not yet attached with the Invoice.

Attachments

The total size of all attachments cannot exceed 100MB Remove

Choose File | [SAMPLE AT...r Invoice.pdf] Add Attachment

Step 14: Click on **Add Attachment** button to attach the file with the Invoice.

Attachments

The total size of all attachments cannot exceed 100MB Remove

Choose File | [SAMPLE AT...r Invoice.pdf] Add Attachment 14

Outcome: File attached to the Invoice.

Attachments

The total size of all attachments cannot exceed 100MB Remove

Choose File | No file chosen Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> [SAMPLE ATTACHMENT] Relevant Attachment for Invoice.pdf	15382	application/pdf

↳ Delete

Note:

1. Supplier (Vendor) can add more than one attachment by repeating the file attachment steps.
2. The total size of all attachments cannot exceed 100MB.

Step 15: Click on **Next** button.

SAP Business Network Standard Account TEST MODE ? SH

Create Invoice Update Save 15 Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 4500005711 Invoice #: INV-4500005711 Invoice Date: 4 May 2024 Service Description: Supplier Tax ID: Remit To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd Brunei-Muara Brunei Darussalam Bill To: Ministry of Finance and Economy Brunei Darussalam	Subtotal: 50,000.00 BND Total Tax: 0.00 BND Total Gross Amount: 50,000.00 BND Total Net Amount: 50,000.00 BND Amount Due: 50,000.00 BND View/Edit Addresses
--	---



Outcome: Create Invoice (Confirmation) page will be displayed.

SAP Business Network Standard Account TEST MODE

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Brunei Darussalam. The document's destination country is: Brunei Darussalam.

Standard Invoice

Invoice Number: INV-4500005711	Subtotal: 50,000.00 BND
Invoice Date: Saturday 4 May 2024 11:37 AM GMT+08:00	Total Tax: 0.00 BND
Original Purchase Order: 4500005711	Total Gross Amount: 50,000.00 BND
	Total Net Amount: 50,000.00 BND
	Amount Due: 50,000.00 BND

REMIT TO:	BILL TO:	SUPPLIER:
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Postal Address: Commonwealth Drive 223910 Brunei Darussalam Address ID: SD Phone : +673 () 238 0999	Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam
BILL FROM:	CUSTOMER:	
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy	
Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Postal Address: Commonwealth Drive 223910 Brunei Darussalam Address ID: SD	

Scroll down the page to view relevant information / sections to the invoice such as Shipping Information, the Original Purchase Order, Tax Summary, Invoice Summary and Attachment(s) – if any.

Proceed to step 16, once ready for Invoice submission.

Section: Shipping Information

SHIPPING INFORMATION:

SHIP FROM:	SHIP TO:
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	KEMENTERIAN KEWANGAN & EKONOMI
Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Postal Address: Brunei-Muara Brunei Darussalam Address ID: D010
ADDITIONAL INFORMATION:	
Cleaning Service	



Section: Original Purchase Order

Original Purchase Order: 4500005711

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
00010			Cleaning Service			
1	00010.10	SERVICE	Cleaning Service	10 / (C62)	5,000.00 BND	50,000.00 BND

DETAILS

Start Date: 4 May 2024 End Date: 4 May 2024
 Auxiliary Part ID:
 Manufacturer Part No.:
 Manufacturer Name:
 Country of Origin:
 Service Sheet No. SES-4500005711
 Accounting Reference ID: 0210204007
 Accounting Description: ID
 Accounting Reference ID: 1D1004
 Accounting Description: ID
 Accounting Reference ID: 01
 Accounting Description: SAP Serial Number
 Accounting Reference ID: 100.0
 Accounting Description: ID
 Classification Domain: UNSPSC
 Service Classification: SV-CLNG01
 Classification Domain: ERPCommodityCode
 Service Classification: SV-CLNG01
 Classification Domain: ERPCommodityCodeDescription
 Service Classification: SV-CLEANING
 Additional Information:
 10

Comments:
 Cleaning Service for Office, Level 2 & 3, Block D
 Cleaning Service for Storage Room, Level 1, Block D

Subtotal: 50,000.00 BND
 Gross Amount: 50,000.00 BND
 Net Amount: 50,000.00 BND

Section: Tax Summary, Invoice Summary & Attachment(s)

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	0%		50,000.00 BND	0.00 BND		0% tax		

Date of Supply Saturday 4 May 2024 12:00 AM GMT+08:00

Invoice Summary

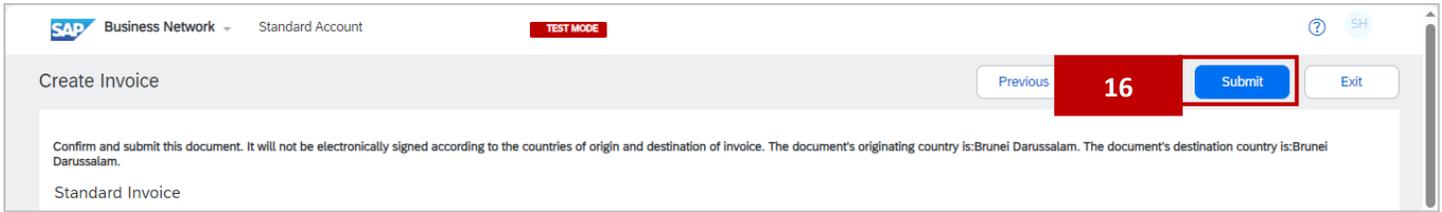
Subtotal:	50,000.00 BND
Total Tax:	0.00 BND
Total Gross Amount:	50,000.00 BND
Total Net Amount:	50,000.00 BND
Amount Due:	50,000.00 BND

Attachment(s):

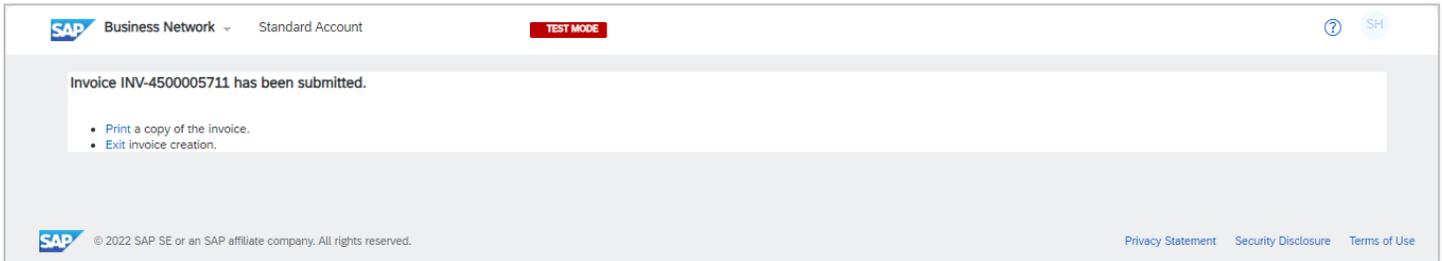
Name	Content Type
[SAMPLE ATTACHMENT] Relevant Attachment for Invoice.pdf	application/pdf



Step 16: Click on **Submit** button.

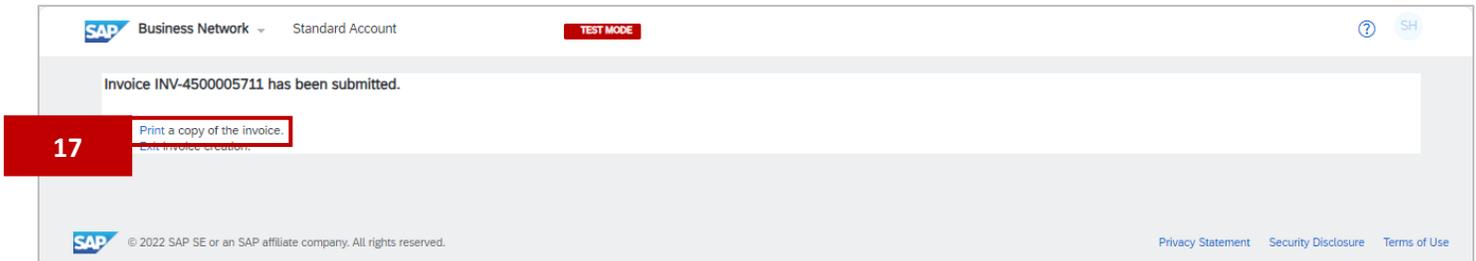


Outcome: Invoice has been submitted.



Note: Respective department will verify the parked invoice and proceed with payment process.

Step 17: (Optional) Click on **Print** button should supplier (vendor) would like a hardcopy of the invoice.





Outcome: Print pop-up will be displayed.

Print
Total: 3 sheets of paper

Printer
Corporate Printer

Copies
1

Layout
 Portrait
 Landscape

Pages
 All
 Odd pages only
 Even pages only

Print **Cancel**

5/4/24, 11:42 AM SAP Business Network Supplier

"Copy Invoice - This is not a TAX Invoice"

Attachment(s)

Standard Invoice

Invoice Number: INV-4500005711
 Invoice Date: Saturday 4 May 2024 11:37 AM GMT+08:00
 Original Purchase Order: 4500005711
 Origin: Supplier

Subtotal: 50,000.00 BND
Total Tax: 0.00 BND
Total Gross Amount: 50,000.00 BND
Total Net Amount: 50,000.00 BND
Amount Due: 50,000.00 BND

REMIT TO:
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd

 Postal Address:
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam

BILL TO:
 Ministry of Finance and Economy

 Postal Address:
 Commonwealth Drive
 223910
 Brunei Darussalam
 Address ID: SD

 Phone : +673 0 238 0999

SUPPLIER:
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd

 Postal Address:
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam

BILL FROM:
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd

 Postal Address:
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam

CUSTOMER:
 Ministry of Finance and Economy

 Postal Address:
 Commonwealth Drive
 223910
 Brunei Darussalam
 Address ID: SD

Step 18: (Optional) Click on **Print** button to print the Invoice hardcopy once printing setting has been adjust according to supplier (vendor) preference.

Print
Total: 3 sheets of paper

Printer
Corporate Printer

Copies
1

Layout
 Portrait
 Landscape

Pages
 All
 Odd pages only
 Even pages only

Print **Cancel**

5/4/24, 11:42 AM SAP Business Network Supplier

"Copy Invoice - This is not a TAX Invoice"

Attachment(s)

Standard Invoice

Invoice Number: INV-4500005711
 Invoice Date: Saturday 4 May 2024 11:37 AM GMT+08:00
 Original Purchase Order: 4500005711
 Origin: Supplier

Subtotal: 50,000.00 BND
Total Tax: 0.00 BND
Total Gross Amount: 50,000.00 BND
Total Net Amount: 50,000.00 BND
Amount Due: 50,000.00 BND

REMIT TO:
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd

 Postal Address:
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam

BILL TO:
 Ministry of Finance and Economy

 Postal Address:
 Commonwealth Drive
 223910
 Brunei Darussalam
 Address ID: SD

 Phone : +673 0 238 0999

SUPPLIER:
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd

 Postal Address:
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam

BILL FROM:
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd

 Postal Address:
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam

CUSTOMER:
 Ministry of Finance and Economy

 Postal Address:
 Commonwealth Drive
 223910
 Brunei Darussalam
 Address ID: SD

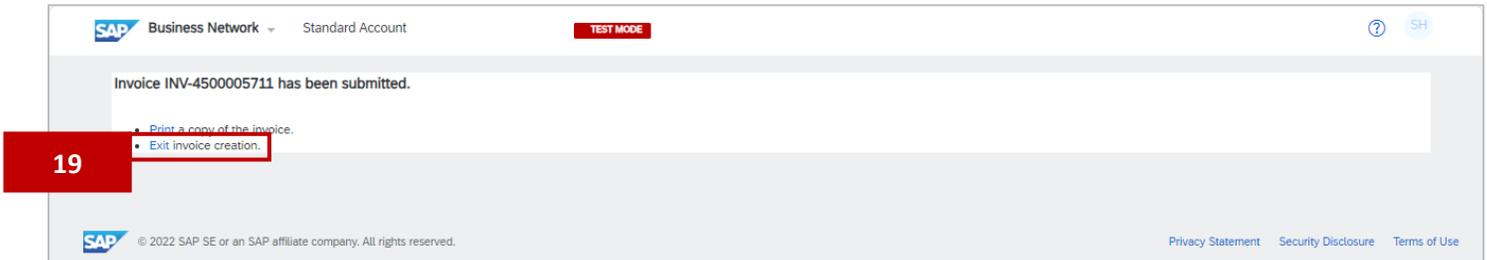
18



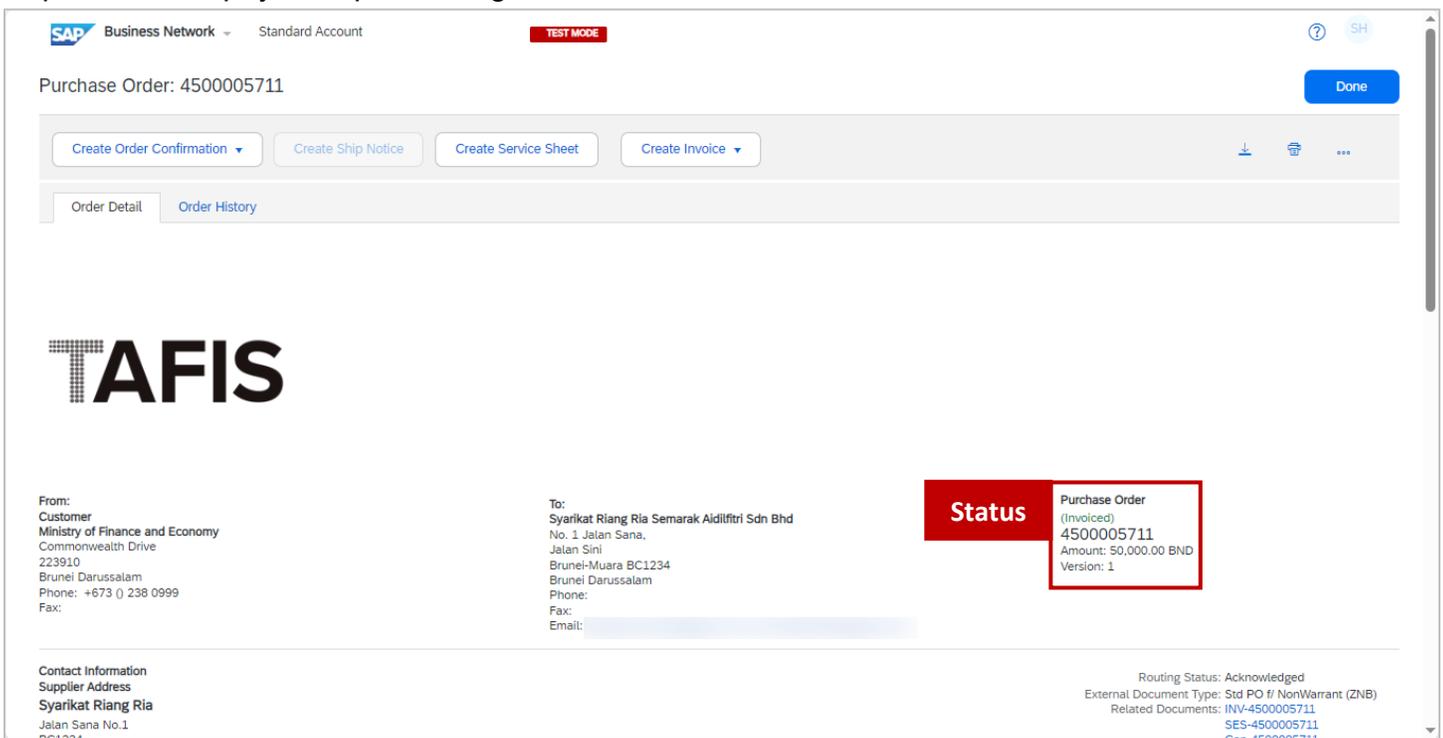
Outcome: Invoice will be printed via selected printer and Invoice submitted page will be displayed.



Step 19: Click on **Exit** button for Invoice Creation. This will return vendor to their PO document.

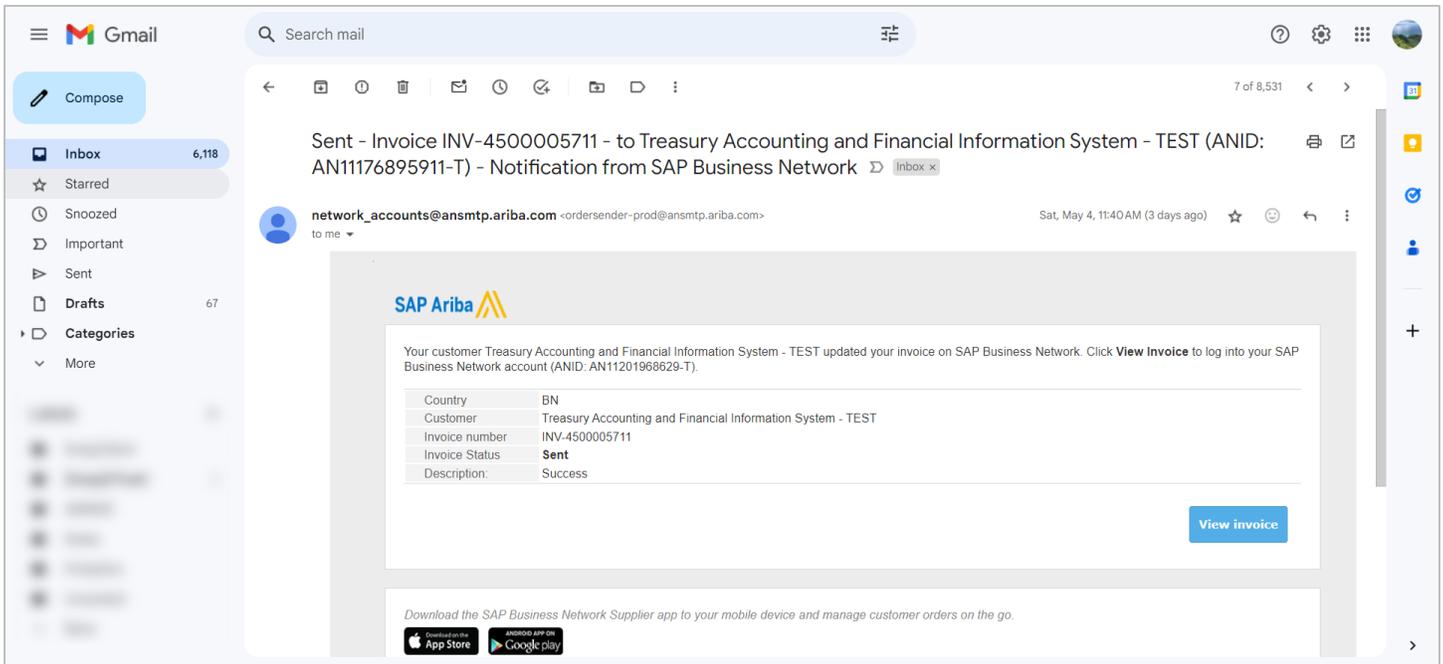
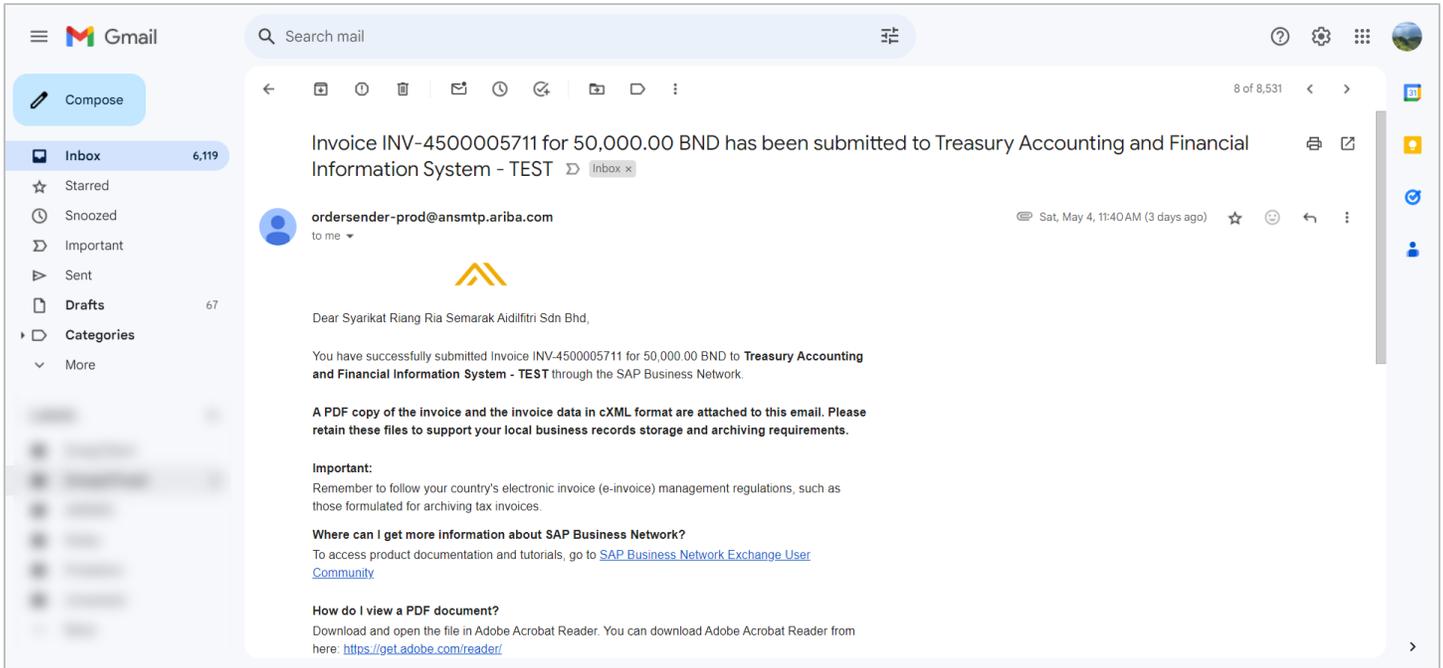


Outcome: Purchase Order has been Invoiced by supplier (vendor). Invoice will be submitted to Department for payment processing. PO status is **Invoiced**.





Note: Below are sample email notifications received by vendor on Invoice sent.





3.1.5 View Procurement Documents in GVP

3.1.5.1 Find and View Confirmed Orders

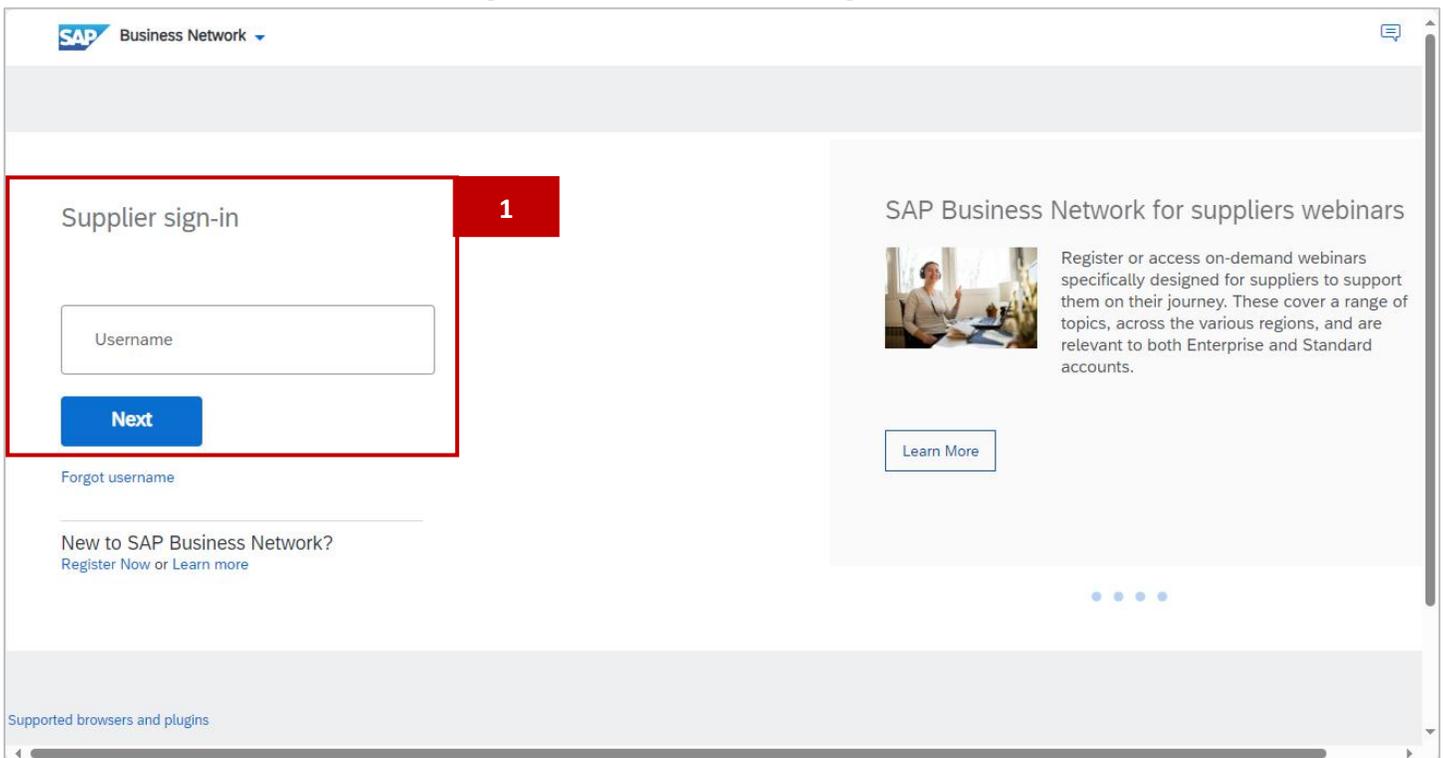
Vendor can view the Order Confirmations in Government Vendor Portal (GVP).

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

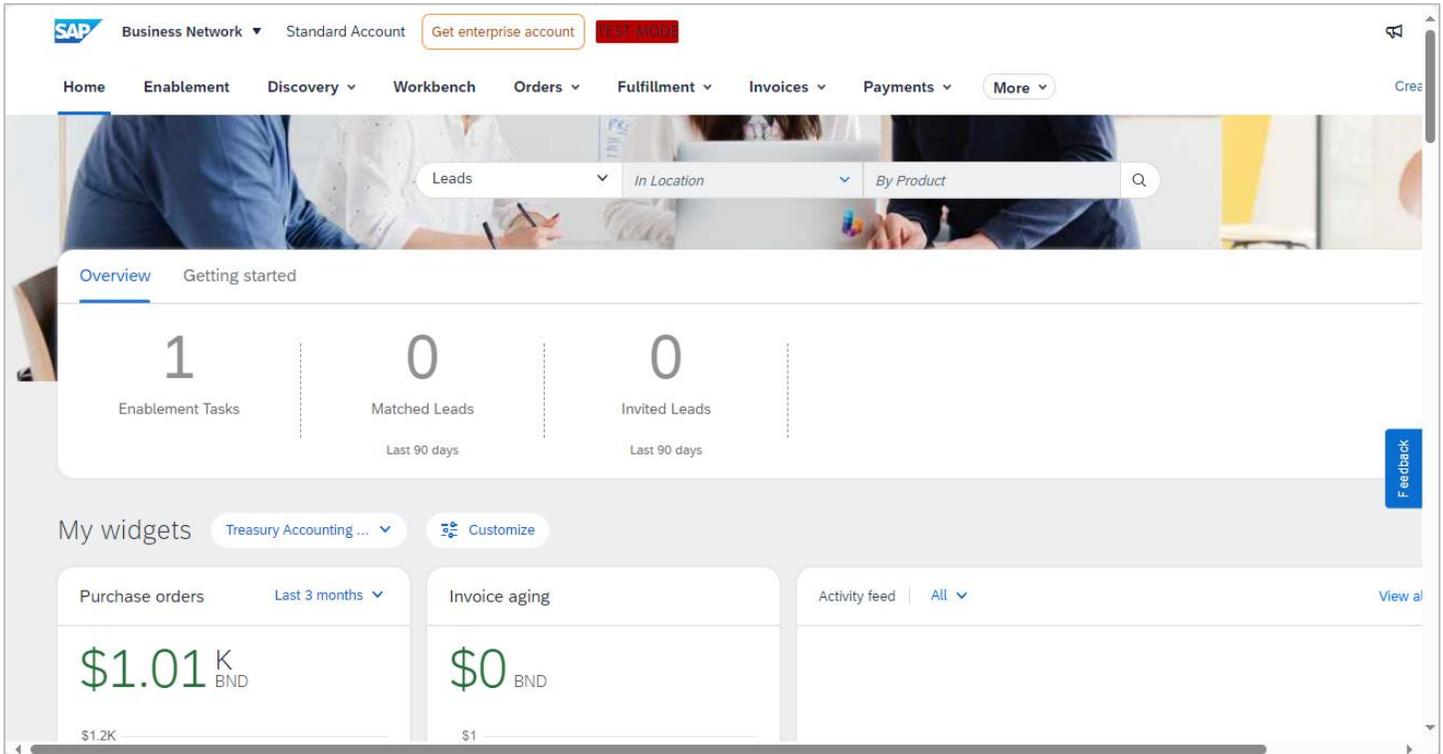
Note:

- 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.

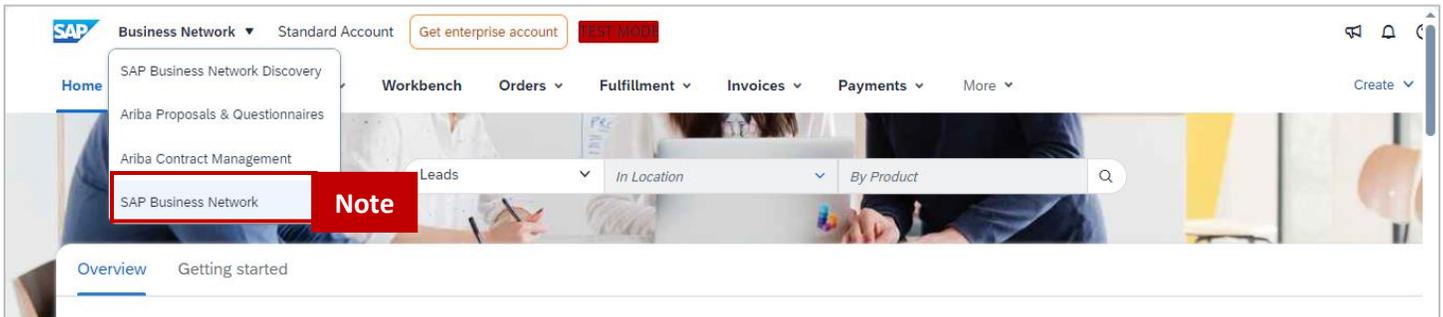




Outcome: Dashboard (Homepage) will be displayed.



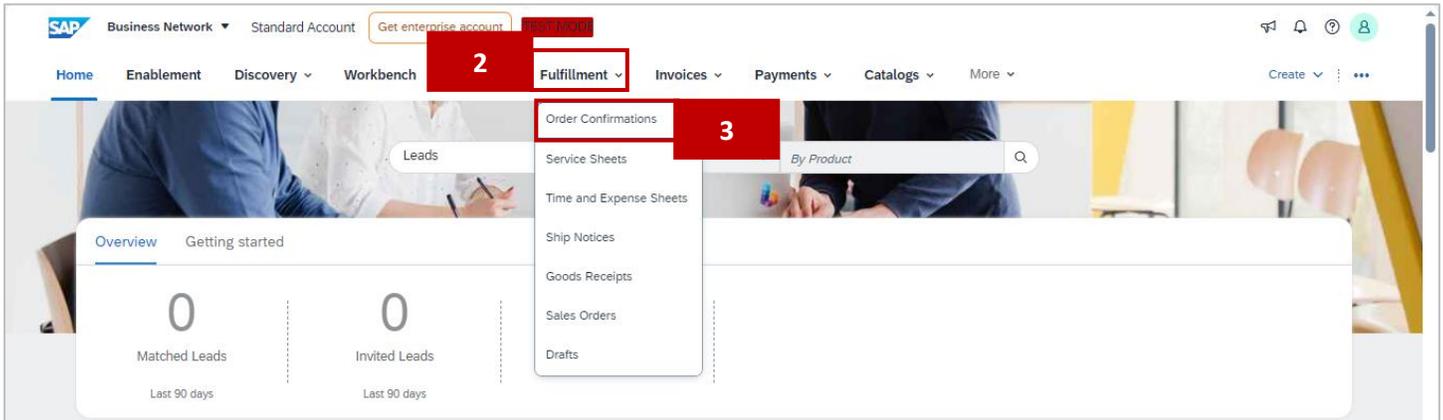
Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



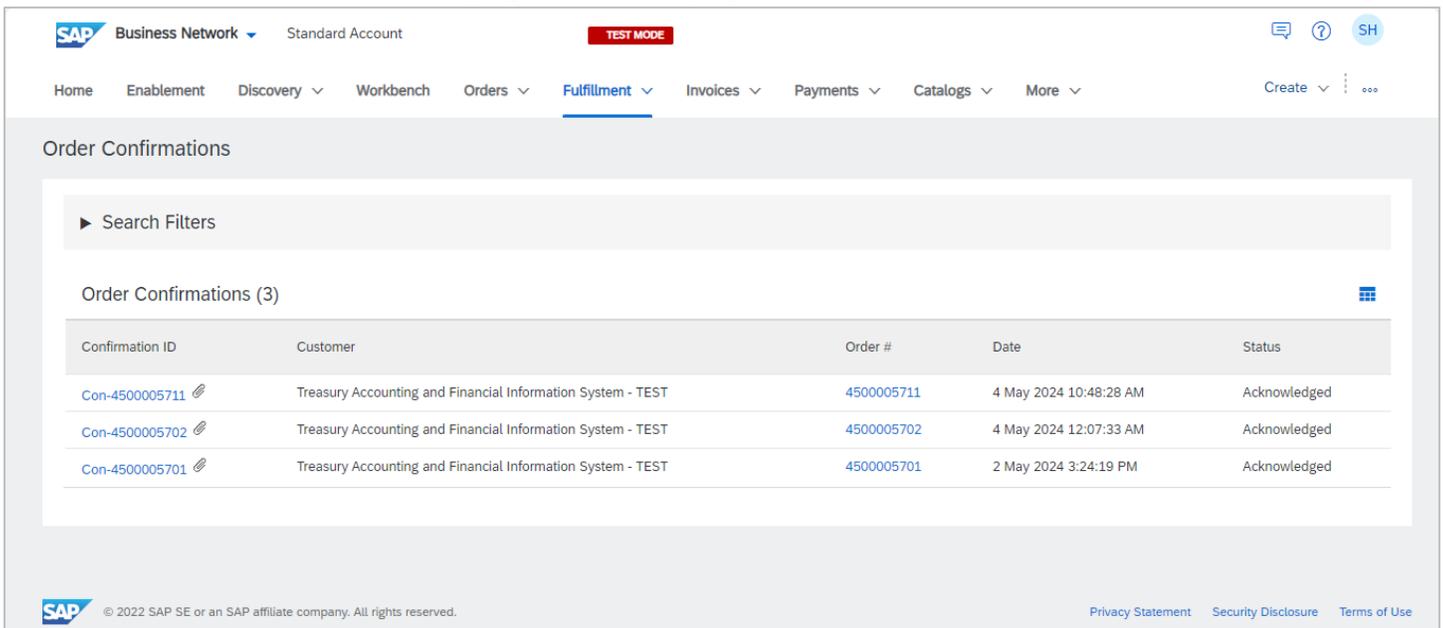


Step 2: Click on **Fulfillment** dropdown button.

Step 3: Click on **Order Confirmations**.



Outcome: **Order Confirmations** page will be displayed.





Note:

1. **Confirmation ID** is the Purchase Order (PO) confirmation number.
2. **Order #** is the Purchase Order (PO) document number.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The 'Fulfillment' menu is active. Below the navigation is a 'Search Filters' section and a table titled 'Order Confirmations (3)'. The table has columns for Confirmation ID, Customer, Order #, Date, and Status. Three rows of data are shown, all with a status of 'Acknowledged'. A red box labeled 'Note 1' highlights the 'Confirmation ID' column, and another red box labeled 'Note 2' highlights the 'Order #' column.

Confirmation ID	Customer	Order #	Date	Status
Con-4500005711	Treasury Accounting and Financial Information System - TEST	4500005711	4 May 2024 10:48:28 AM	Acknowledged
Con-4500005702	Treasury Accounting and Financial Information System - TEST	4500005702	4 May 2024 12:07:33 AM	Acknowledged
Con-4500005701	Treasury Accounting and Financial Information System - TEST	4500005701	2 May 2024 3:24:19 PM	Acknowledged

Step 4: Click on Confirmation ID to open the PO confirmation document.

This screenshot is identical to the previous one, showing the 'Order Confirmations (3)' table. A red box labeled '4' highlights the 'Confirmation ID' column, indicating the step to click on the ID to open the document.

Confirmation ID	Customer	Order #	Date	Status
Con-4500005711	Treasury Accounting and Financial Information System - TEST	4500005711	4 May 2024 10:48:28 AM	Acknowledged
Con-4500005702	Treasury Accounting and Financial Information System - TEST	4500005702	4 May 2024 12:07:33 AM	Acknowledged
Con-4500005701	Treasury Accounting and Financial Information System - TEST	4500005701	2 May 2024 3:24:19 PM	Acknowledged



Outcome: **PO Confirmation document** will be displayed.

SAP Business Network Standard Account TEST MODE

Order Confirmation: Con-4500005711 Done

Print Export cXML

Detail History

Attachment(s)

Confirmation #: Con-4500005711
 Notice Date: 4 May 2024
 Purchase Order: 4500005711
 Est. Delivery Date: 6 May 2024
 Comments: Services expected to be delivered on 6th May 2024

Line Items

Line #	No. Schedule Lines	Part # / Description	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	
▼ 00010	1			6 May 2024				
		Cleaning Service						
		Current Order Status:						
		1.000 Confirmed With New Date (Comments: Services expected to be delivered on 6th May 2024; Estimated Completion Date: 6 May 2024)						
		00010.10	10.000 (C62)			5,000.00 BND	50,000.00 BND	
		Cleaning Service						

Scroll down the page to view remaining PO confirmation details.

Notice Date: 4 May 2024
 Purchase Order: 4500005711
 Est. Delivery Date: 6 May 2024
 Comments: Services expected to be delivered on 6th May 2024

Line Items

Line #	No. Schedule Lines	Part # / Description	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	
▼ 00010	1			6 May 2024				
		Cleaning Service						
		Current Order Status:						
		1.000 Confirmed With New Date (Comments: Services expected to be delivered on 6th May 2024; Estimated Completion Date: 6 May 2024)						
		00010.10	10.000 (C62)			5,000.00 BND	50,000.00 BND	
		Cleaning Service						

Attachment(s):

Name	Type
[SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf	application/pdf

Print Export cXML Done



3.1.5.2 Find and View Advanced Shipping Notice (ASN)

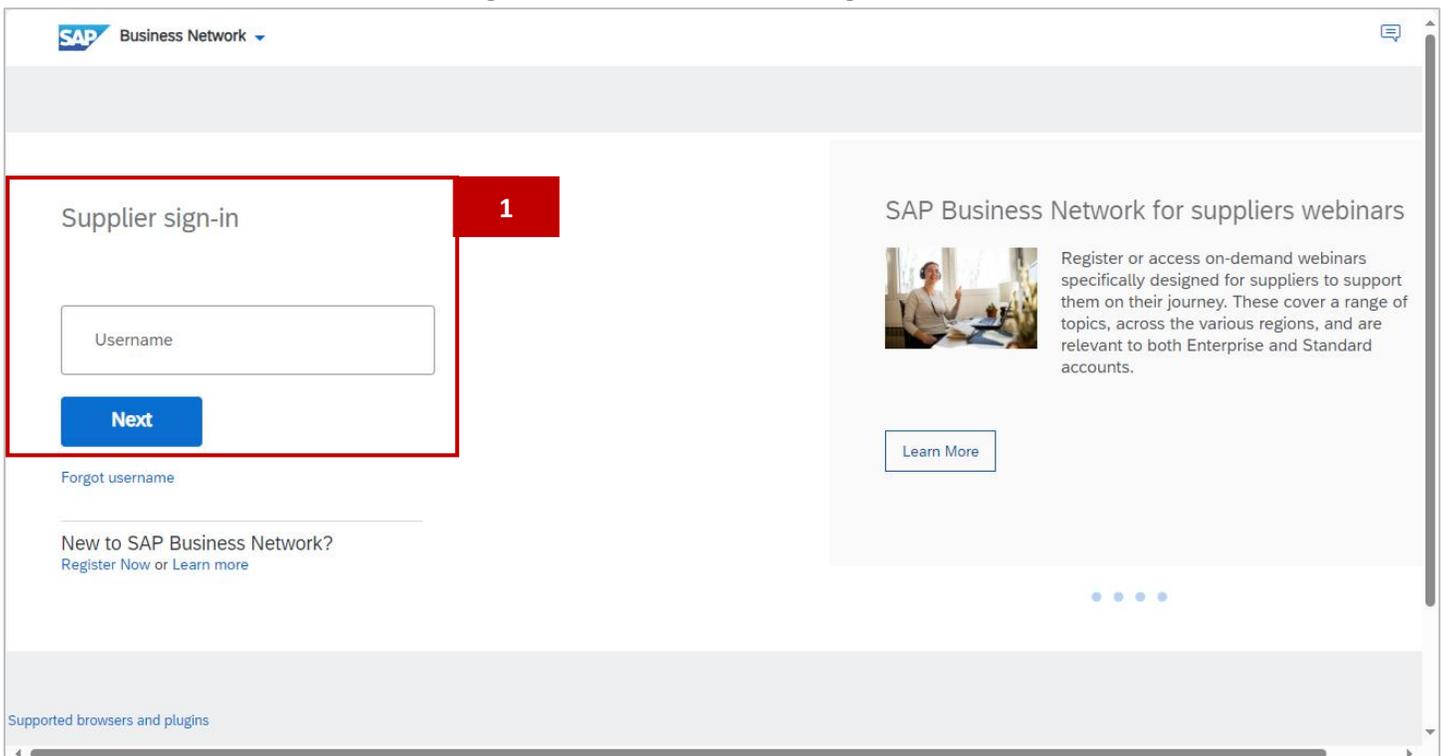
Vendor can view the Advanced Shipping Notice (ASN) / Ship Notices in Government Vendor Portal (GVP).

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

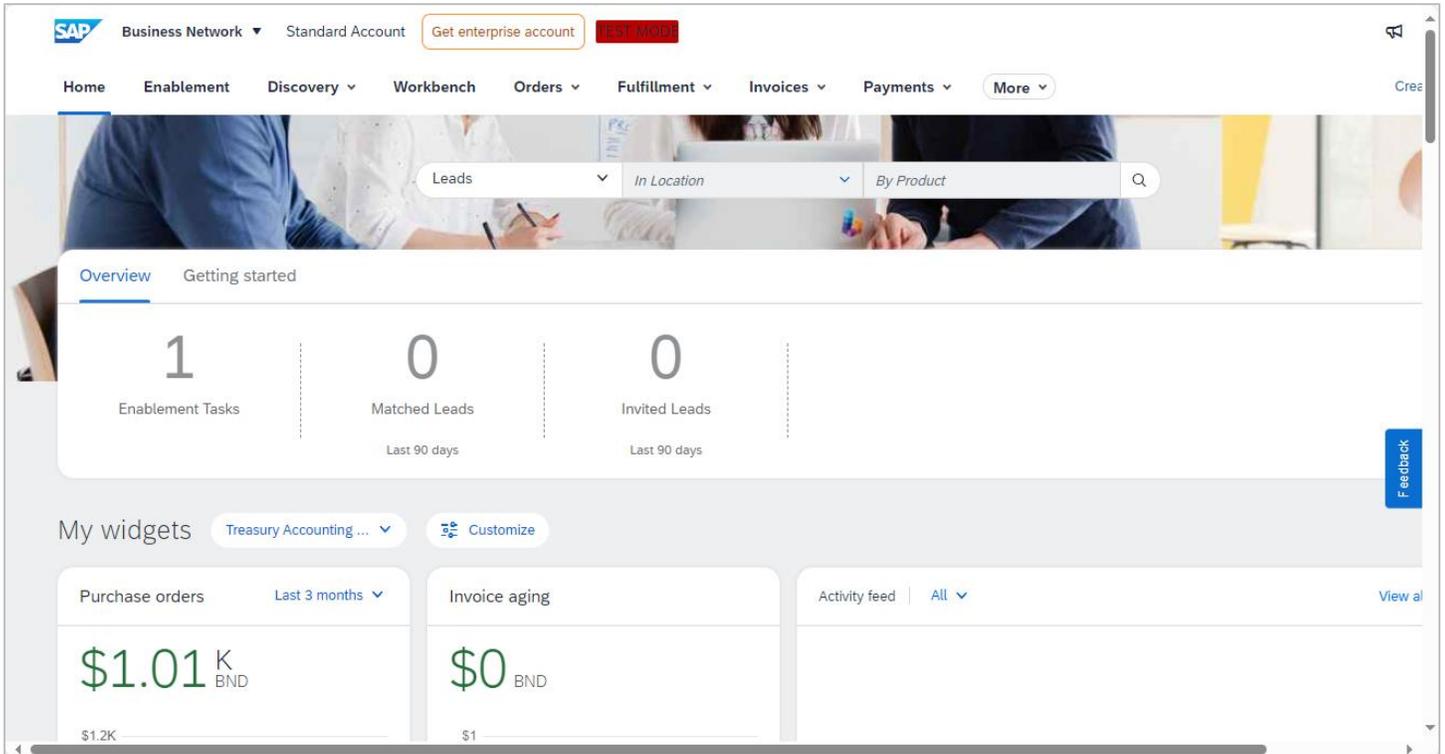
Note:

- 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.

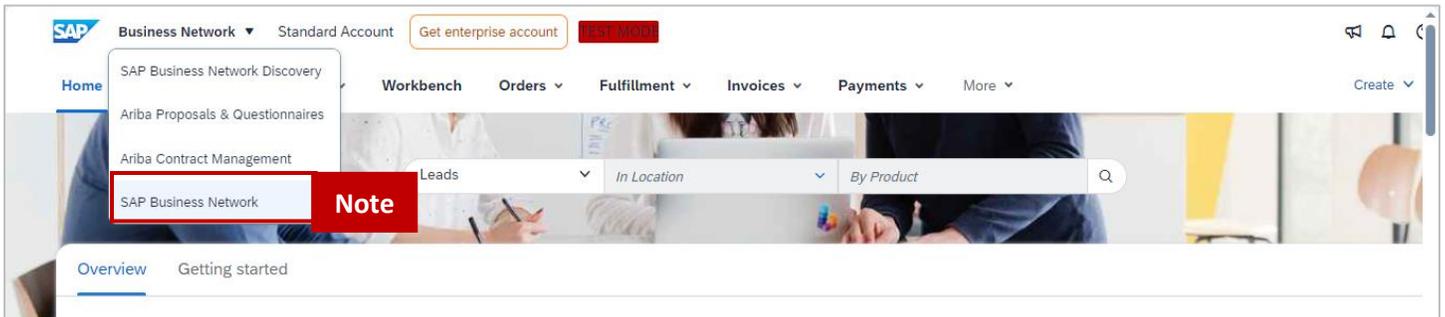




Outcome: Dashboard (Homepage) will be displayed.



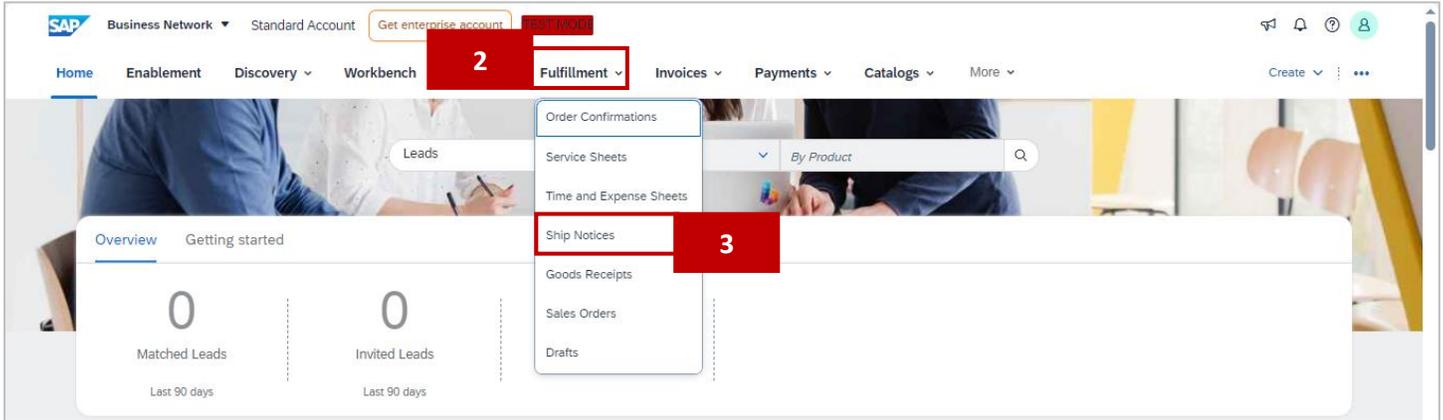
Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



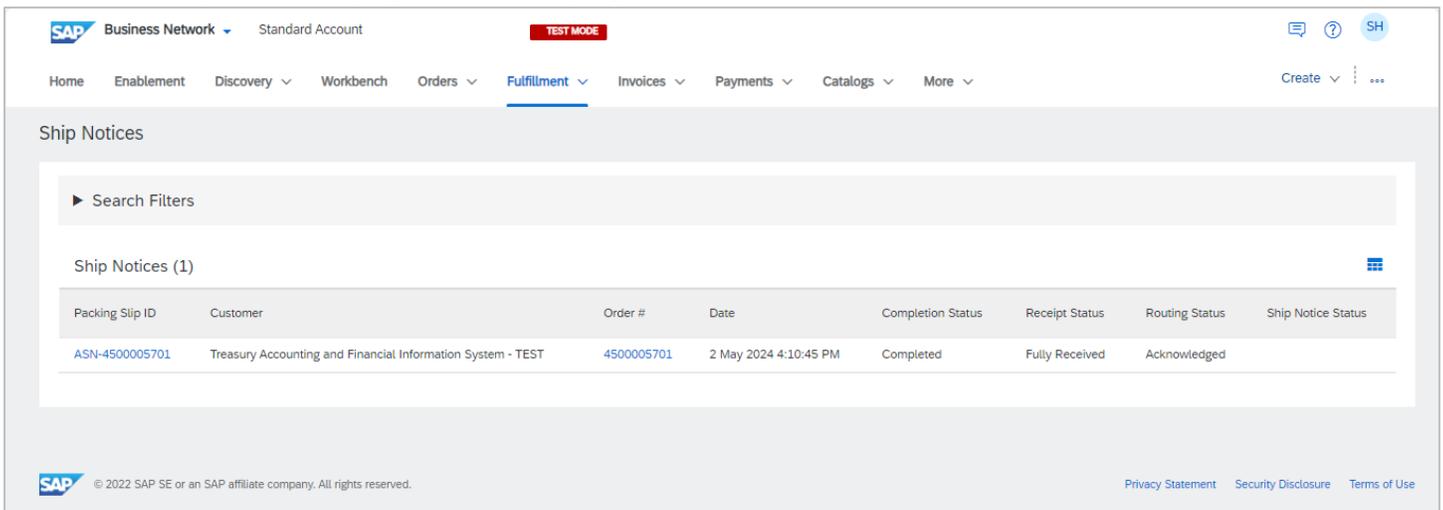


Step 2: Click on **Fulfillment** dropdown button.

Step 3: Click on **Ship Notices**.

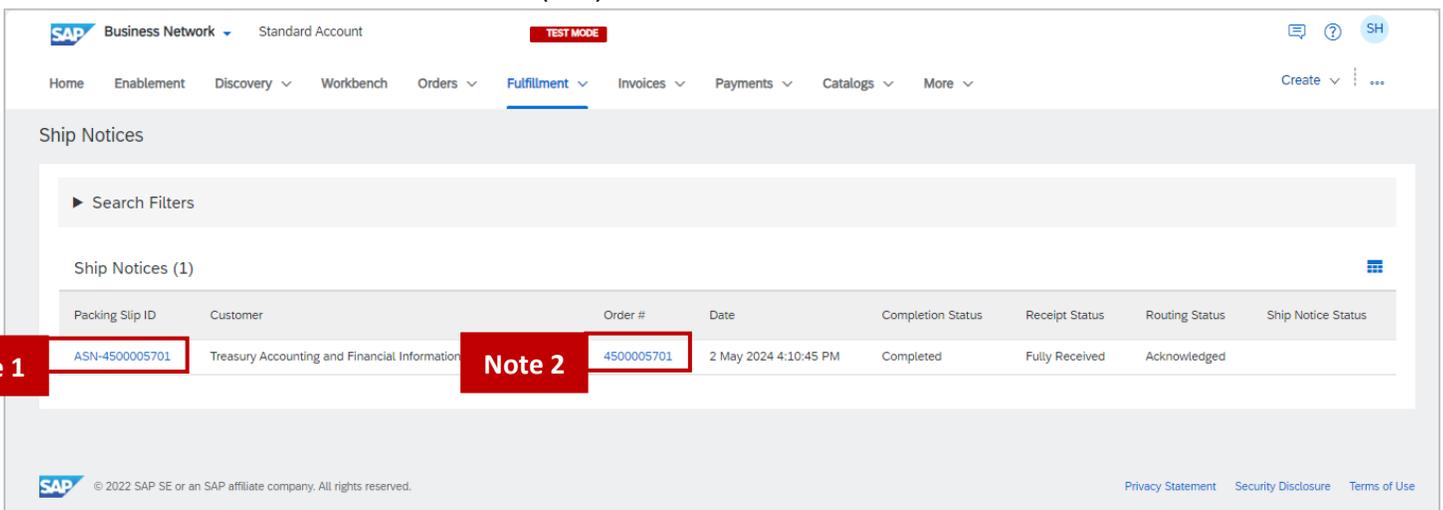


Outcome: **Ship Notices** page will be displayed.



Note:

1. **Packing Slip ID** is the Purchase Order (PO) shipping notice number.
2. **Order #** is the Purchase Order (PO) document number.





Step 4: Click on **Packing Slip ID** (Advanced Shipping Notice (ASN) / Ship Notice) to open the PO ship notice document.

SAP Business Network | Standard Account | TEST MODE

Home | Enablement | Discovery | Workbench | Orders | **Fulfillment** | Invoices | Payments | Catalogs | More

Ship Notices

Search Filters

Ship Notices (1)

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Routing Status	Ship Notice Status
ASN-4500005701	Treasury Accounting and Financial Information System - TEST	4500005701	2 May 2024 4:10:45 PM	Completed	Fully Received	Acknowledged	

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Outcome: **PO Advanced Shipping Notice (ASN) / Ship Notice** document will be displayed.

SAP Business Network | Standard Account | TEST MODE

Ship Notice: ASN-4500005701 | Done

Print | Export cXML

Detail | History

SHIP FROM

Syarikat Riang Ria Semarak
Aidilfitri Sdn Bhd

Postal Address:
No. 1 Jalan Sana,
Jalan Sani
Brunei-Muara BC1234
Brunei Darussalam

DELIVER TO

KEMENTERIAN KEWANGAN &
EKONOMI

Postal Address:
No. 2, Jalan Situ,
Jalan Saja
Brunei-Muara BD5678
Brunei Darussalam
Address ID: D010

SHIPPING

Packing Slip ID: ASN-4500005701
 Notice Date: 2 May 2024
 Service Level: --
 Requested Delivery Date: --
 Ship Notice Type: Estimated
 Estimated Shipping Date: 2 May 2024
 Estimated Delivery Date: 5 May 2024 12:00:00 PM
 Gross Volume: --
 Gross Weight: --

Related Documents: 4500005701, 5000000455

TRACKING
 Tracking information not provided.

STATUSES BASED ON GOODS RECEIPT

Completion Status: Completed
 Receipt Status: Fully Received

SHIP NOTICE TRACKING



Scroll down the page to view remaining PO Advanced Shipping Notice (ASN) / Ship Notice details.

Gross Volume: --
Receipt Status: Fully Received

Gross Weight: --
SHIP NOTICE TRACKING
Execution status: None

Estimated arrival date: --

ADDITIONAL INFORMATION
Additional information not provided.

Order Items [Show Item Details](#)

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4500005701	10	A3 Paper	000000003000000919	1.000	RM	5 May 2024		100.00 BND	10.00 BND

SHIPMENT STATUS

1. ▶ **Shipped 1** [Show Details](#)

Received Quantity: 1 RM

Returned Quantity:

Goods Receipt Status: Completed

Pricing Details

Unit Details ⓘ

Unit Conversion	Price Unit	Order Unit
1	RM	RM

Price Details ⓘ

Price	Price Unit	Quantity	Price Unit
100.00 BND	10		RM

[Print](#) [Export cXML](#)



3.1.5.3 Find and View Goods Received (GR)

Vendor can view the Goods Received (GR) in Government Vendor Portal (GVP).

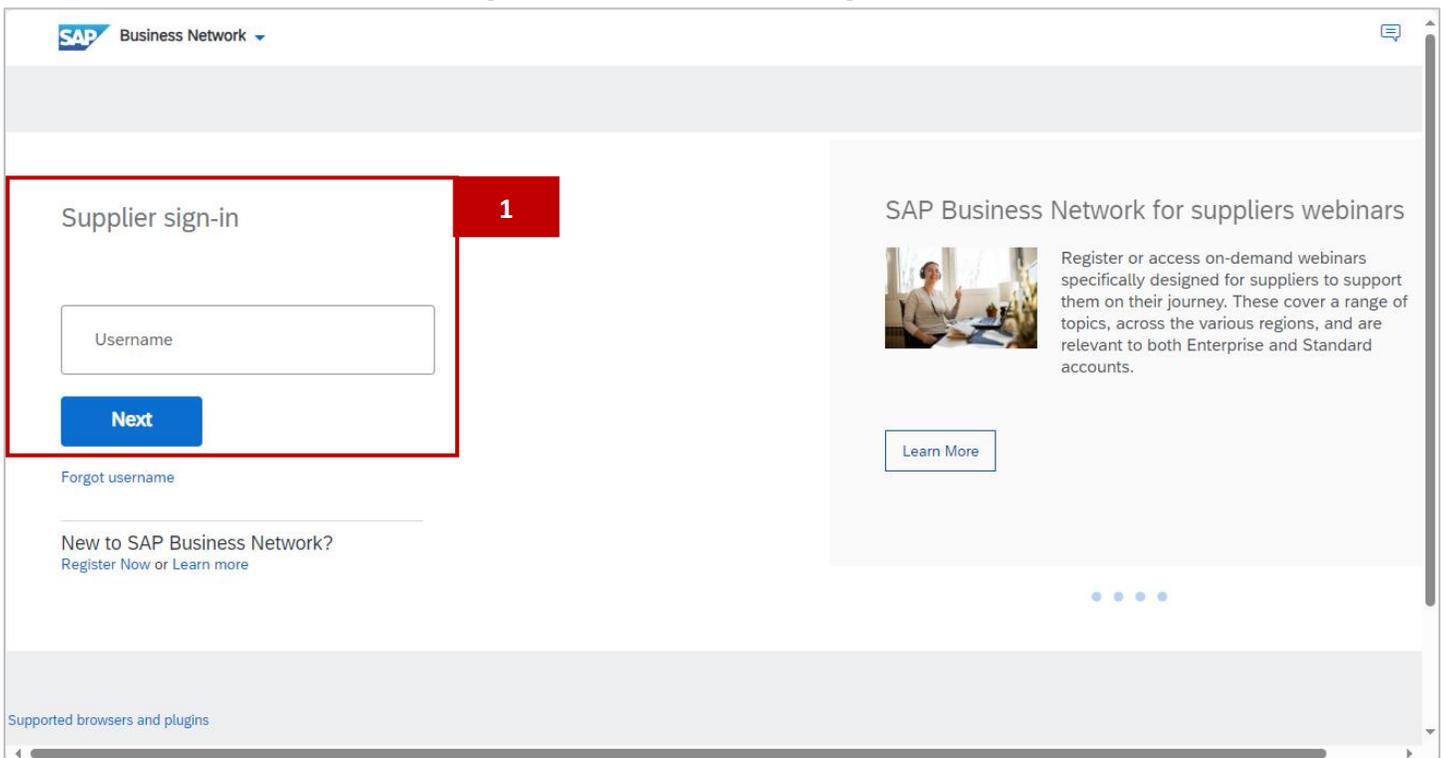
In the system, Goods Received is also known as Goods Receipt.

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

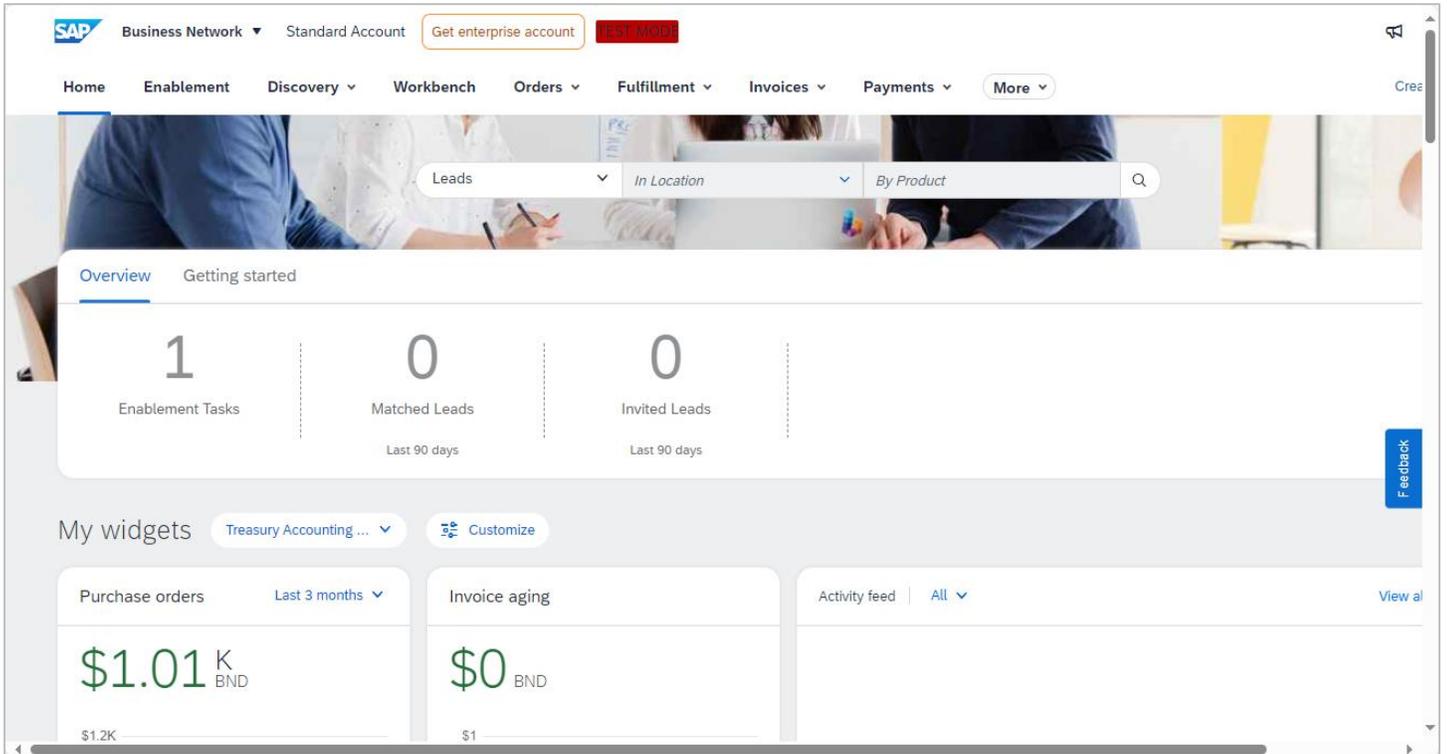
Note:

- 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.

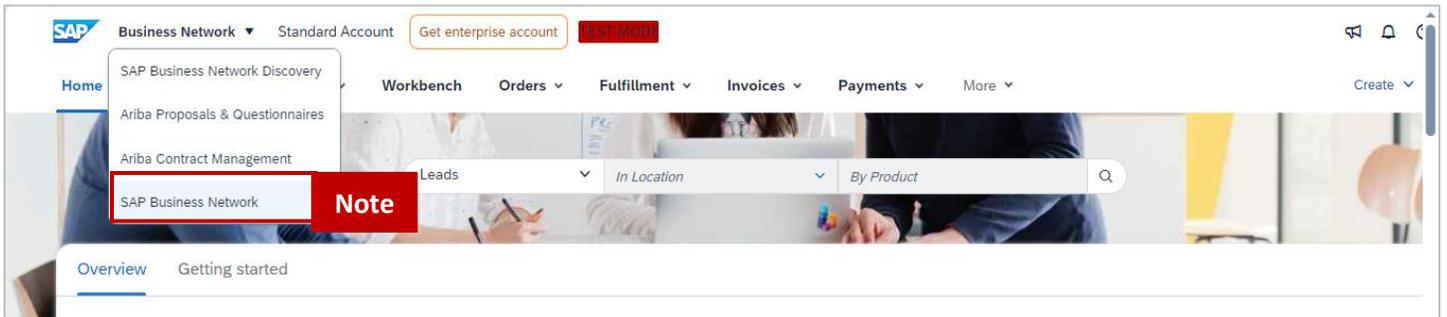




Outcome: Dashboard (Homepage) will be displayed.



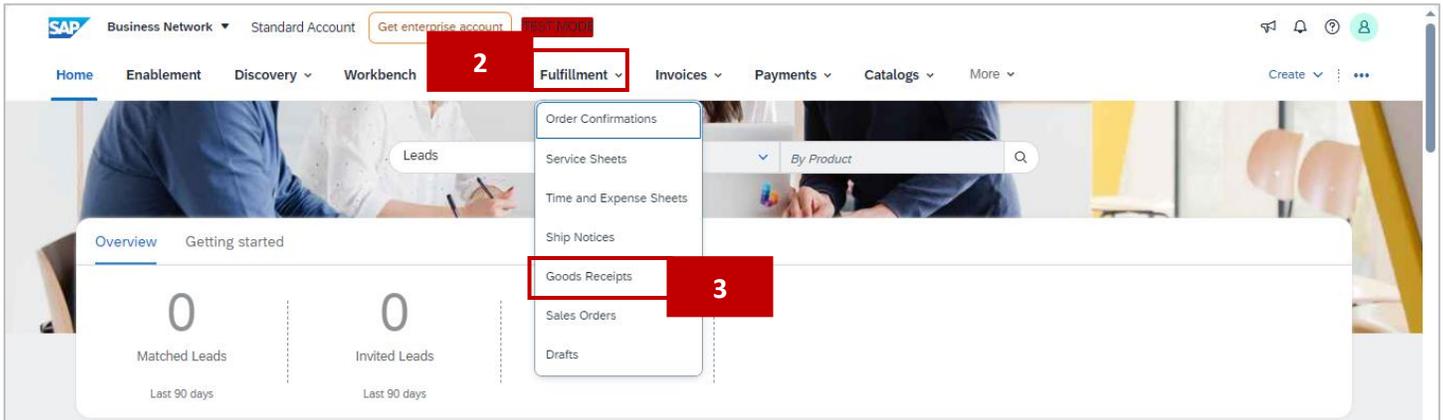
Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



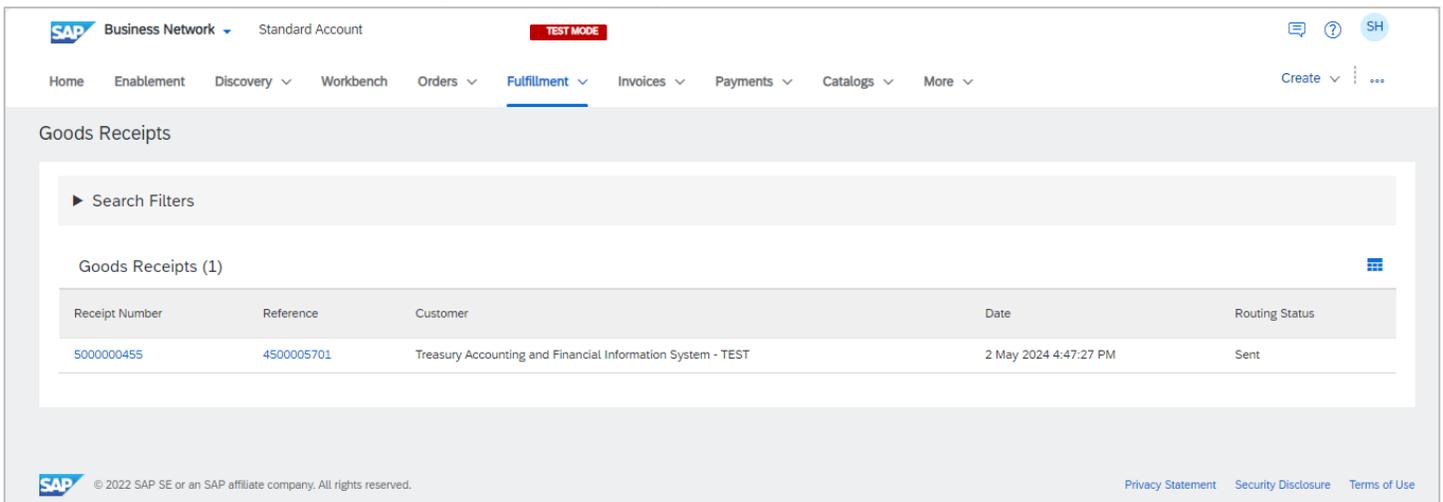


Step 2: Click on **Fulfillment** dropdown button.

Step 3: Click on **Goods Receipts**.

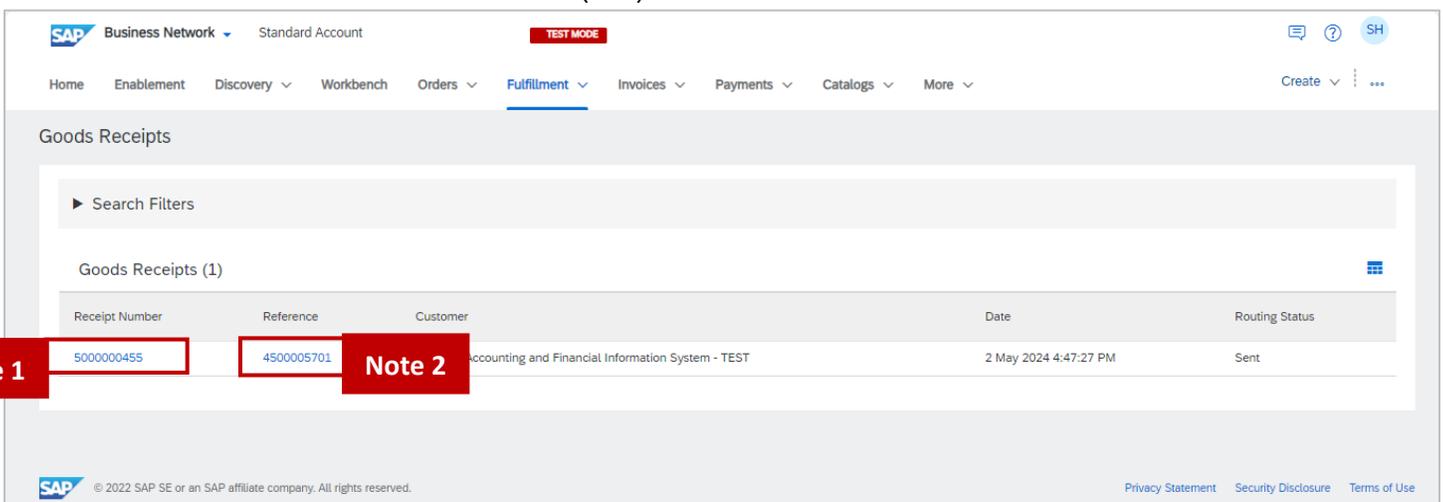


Outcome: **Goods Receipts** page will be displayed.



Note:

1. **Receipt Number** is the Purchase Order (PO) goods received number.
2. **Reference** is the Purchase Order (PO) document number.





Step 4: Click on **Receipt Number** to open the PO goods received document.

SAP Business Network Standard Account TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Goods Receipts

Search Filters

Goods Receipts (1)

Receipt Number	Reference	Customer	Date	Routing Status
500000455	4500005701	Treasury Accounting and Financial Information System - TEST	2 May 2024 4:47:27 PM	Sent

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Outcome: **PO Receipt / Goods Received** document will be displayed.

SAP Business Network Standard Account TEST MODE

Receipt: 500000455 Done

Print | Export cXML

Detail History

From:
 Treasury Accounting and Financial Information System - TEST
 Commonwealth Drive
 223910
 Brunei Darussalam

To:
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 No. 1 Jalan Sana,
 Jalan Sini
 Brunei-Muara BC1234
 Brunei Darussalam
 Phone:
 Fax:
 Email:

Receipt:
 Receipt No.: 500000455
 Receipt Date: 2 May 2024

Routing Status: Sent
 Related Documents: 4500005701

Receipt Line Number	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4500005701 (Closed For Receiving)													
1	10	A3 Paper	000000003000000919			ASN-4500005701	2 May 2024	1.000 RM	Not Specified	Received	10.00 BND	10.00 BND	Completed

Comments

Receipt received on: Thursday 2 May 2024 8:47 AM GMT+08:00
 Received by SAP Business Network on: Thursday 2 May 2024 4:47 PM GMT+08:00
 This Receipt was sent by Treasury Accounting and Financial Information System - TEST AN11176895911-T and delivered by SAP Business Network.



3.1.5.4 Find and View Service Sheet / Service Entry Sheet (SES)

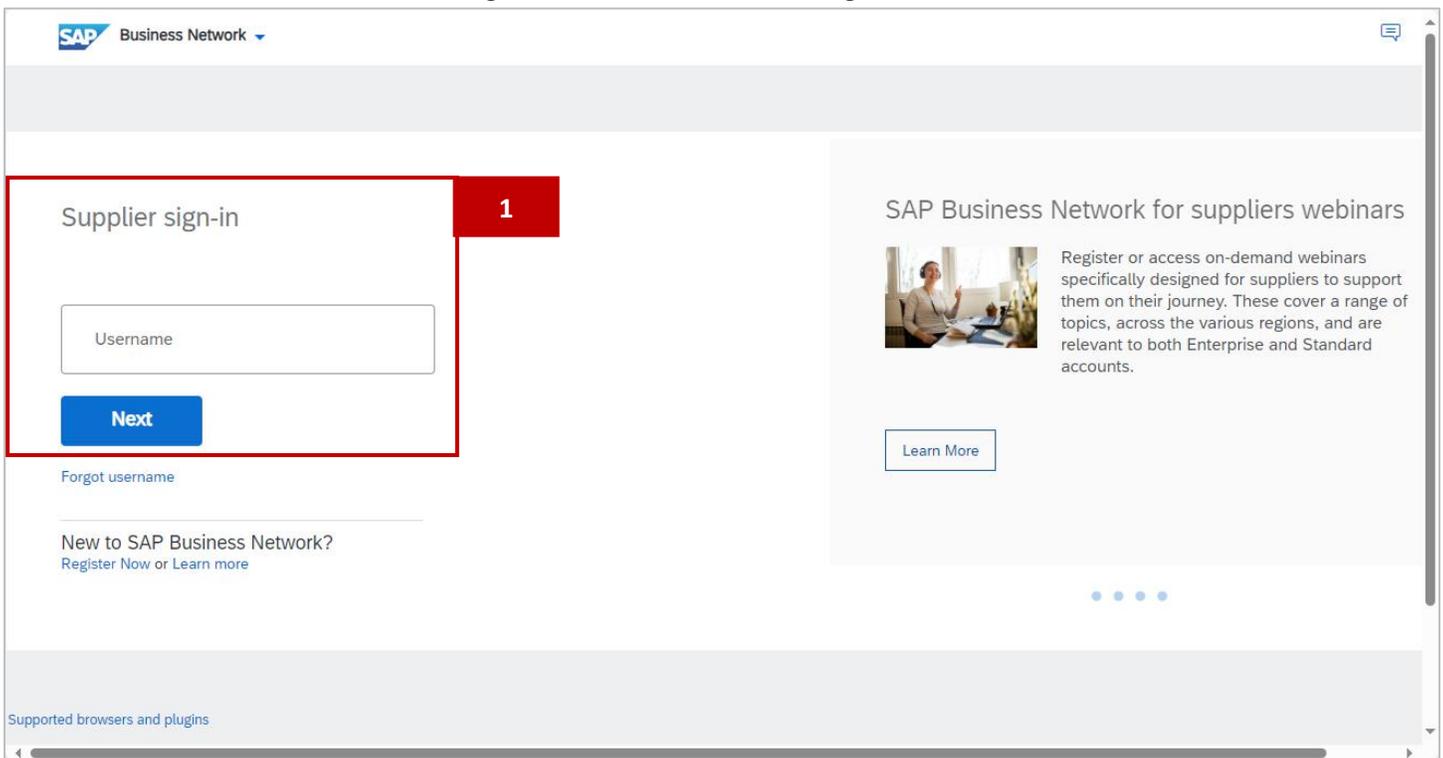
Vendor can view the Service Sheet / Service Entry Sheet (SES) in Government Vendor Portal (GVP).

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

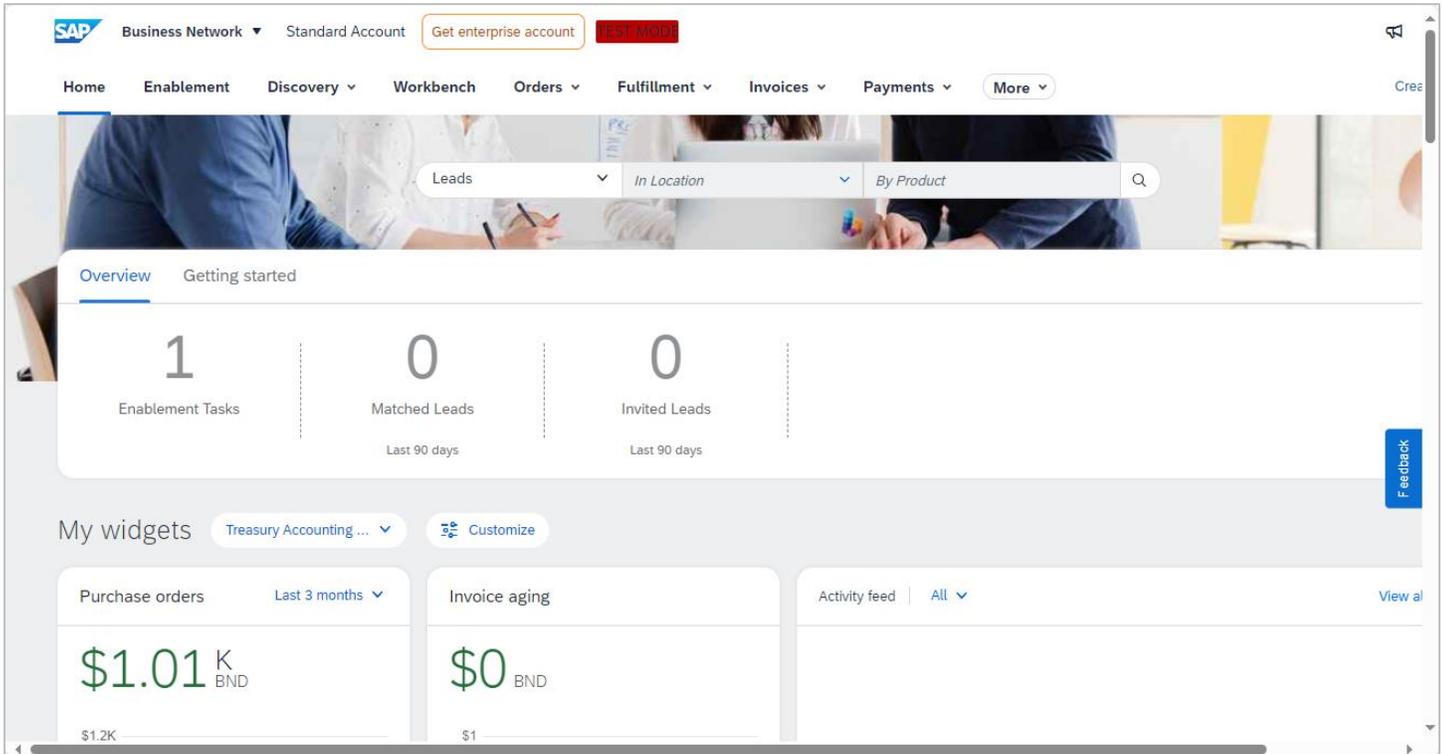
Note:

- 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.

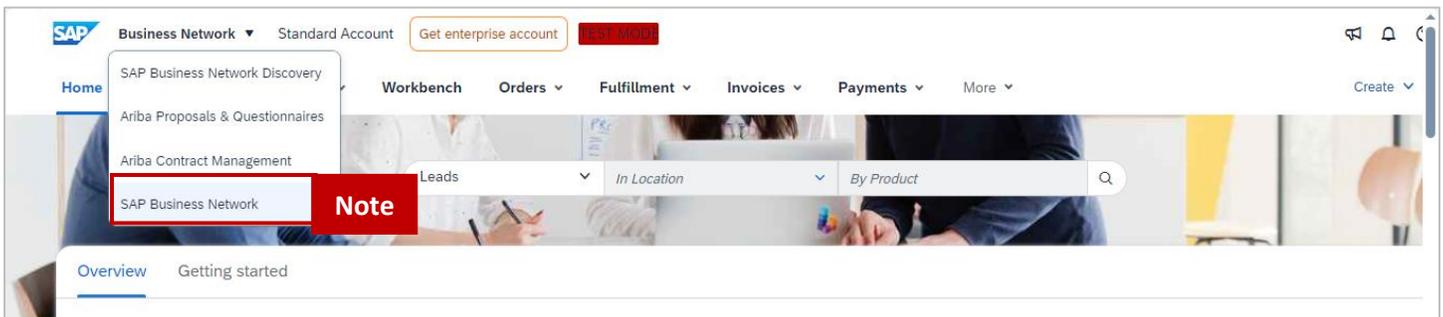




Outcome: Dashboard (Homepage) will be displayed.



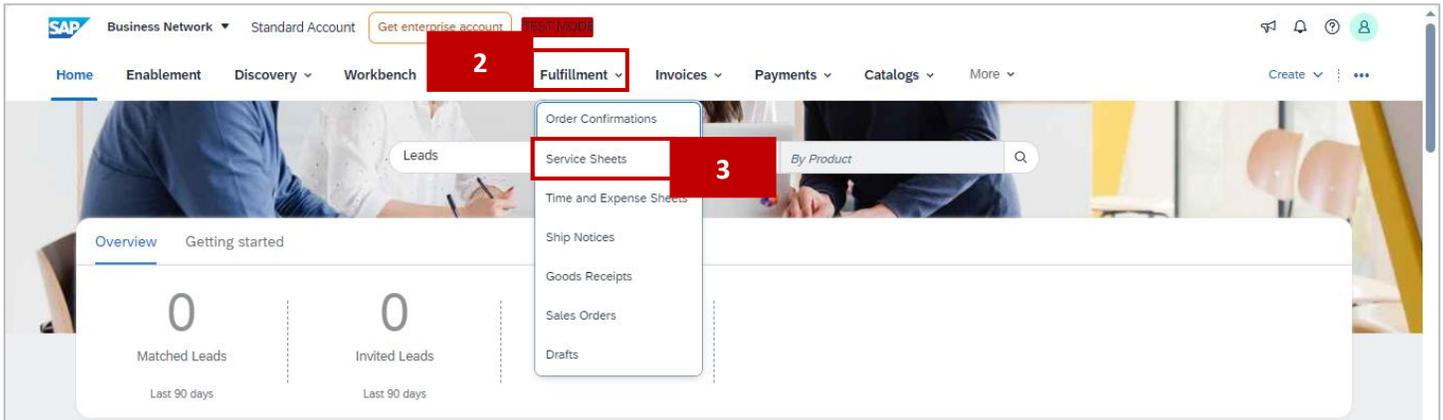
Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



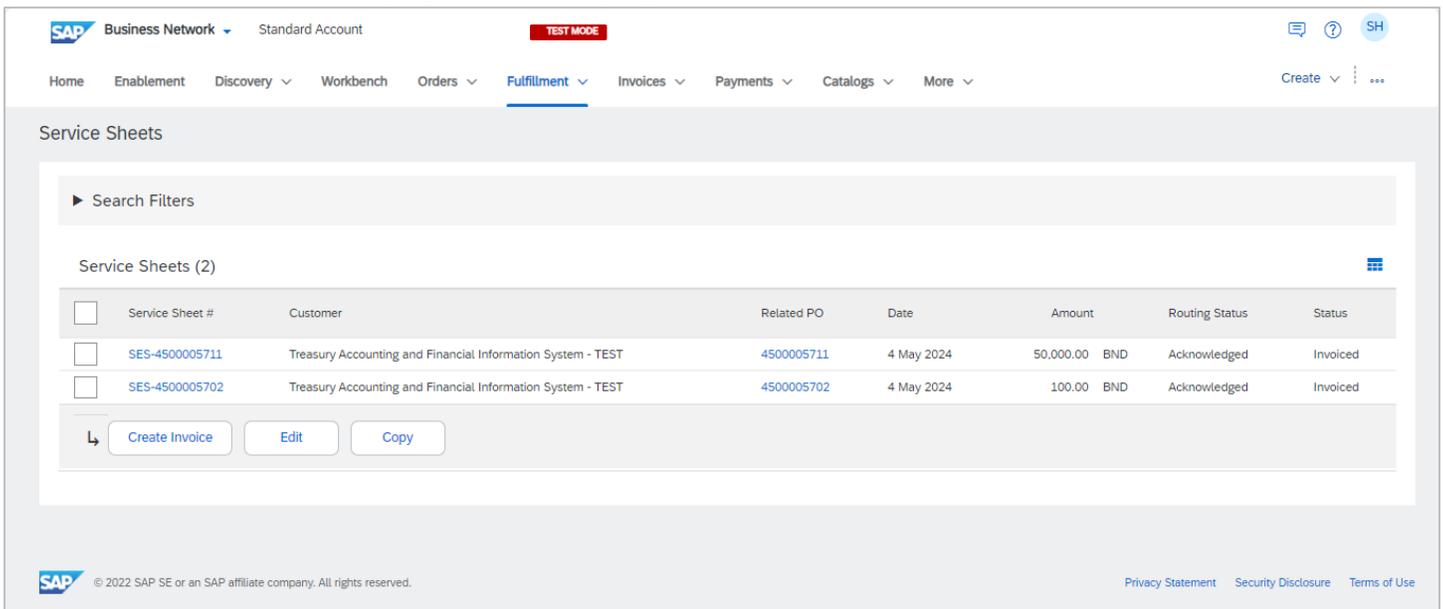


Step 2: Click on **Fulfillment** dropdown button.

Step 3: Click on **Service Sheets**.



Outcome: **Service Sheets** page will be displayed.



Note:

1. **Service Sheet #** is the Purchase Order (PO) service sheet / Service Entry Sheet (SES) number.
2. **Related PO** is the Purchase Order (PO) document number.



SAP Business Network Standard Account TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More Create

Service Sheets

Search Filters

Service Sheets (2)

Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
SES-4500005711	Treasury Accounting and Financial Information System - TEST	4500005711		50,000.00 BND	Acknowledged	Invoiced
SES-4500005702	Treasury Accounting and Financial Information System - TEST	4500005702		100.00 BND	Acknowledged	Invoiced

Create Invoice Edit Copy

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Step 4: Click on **Service Sheet #** to open the PO service sheet / Service Entry Sheet (SES) document.

SAP Business Network Standard Account TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More Create

Service Sheets

Search Filters

Service Sheets (2)

Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
SES-4500005711	Treasury Accounting and Financial Information System - TEST	4500005711	4 May 2024	50,000.00 BND	Acknowledged	Invoiced
SES-4500005702	Treasury Accounting and Financial Information System - TEST	4500005702	4 May 2024	100.00 BND	Acknowledged	Invoiced

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Outcome: **PO Service Sheet / Service Entry Sheet (SES)** document will be displayed.

SAP Business Network Standard Account
TEST MODE
?

Service Sheet: SES-4500005711 Done

Create Invoice
Copy SES
↓
📄

Detail
History

Service Sheet Subtotal: 50,000.00 BND

(Invoiced)
 SES-4500005711
 Date: 4 May 2024
 Final Service Sheet: No
 Purchase Order: 4500005711
 Service Description: Cleaning Services
 ERP SES ID: 1000000341
 Subtotal: 50,000.00 BND
 Service Start Date: 4 May 2024
 Service End Date: 4 May 2024

From
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 No. 1 Jalan Sana,
 Jalan Sini
 Brunel-Muara BC1234
 Brunel Darussalam

To
Ministry of Finance and Economy
 Treasury Accounting and Financial Information System - TEST
 Commonwealth Drive
 223910
 Brunel Darussalam
 Address ID: SD

Routing Status: Acknowledged
 Related Documents: 4500005711
 INV-4500005711

Service Entry Sheet Lines Show Item Details 📄

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal

Scroll down the page to view remaining PO Service Sheet / Service Entry Sheet (SES) details.

Final Service Sheet: No
 Purchase Order: 4500005711
 Service Description: Cleaning Services
 ERP SES ID: 1000000341
 Subtotal: 50,000.00 BND
 Service Start Date: 4 May 2024
 Service End Date: 4 May 2024

From
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 No. 1 Jalan Sana,
 Jalan Sini
 Brunel-Muara BC1234
 Brunel Darussalam

To
Ministry of Finance and Economy
 Treasury Accounting and Financial Information System - TEST
 Commonwealth Drive
 223910
 Brunel Darussalam
 Address ID: SD

Routing Status: Acknowledged
 Related Documents: 4500005711
 INV-4500005711

Service Entry Sheet Lines Show Item Details 📄

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
▼ 00010			Cleaning Service					
	1	Service	Cleaning Service	Planned		10 (C62)	5,000.00 BND	50,000.00 BND Details

Service Entry Summary
 Subtotal: 50,000.00 BND

Create Invoice
Copy SES
↓
📄

Done



3.1.5.5 Find and View Invoice

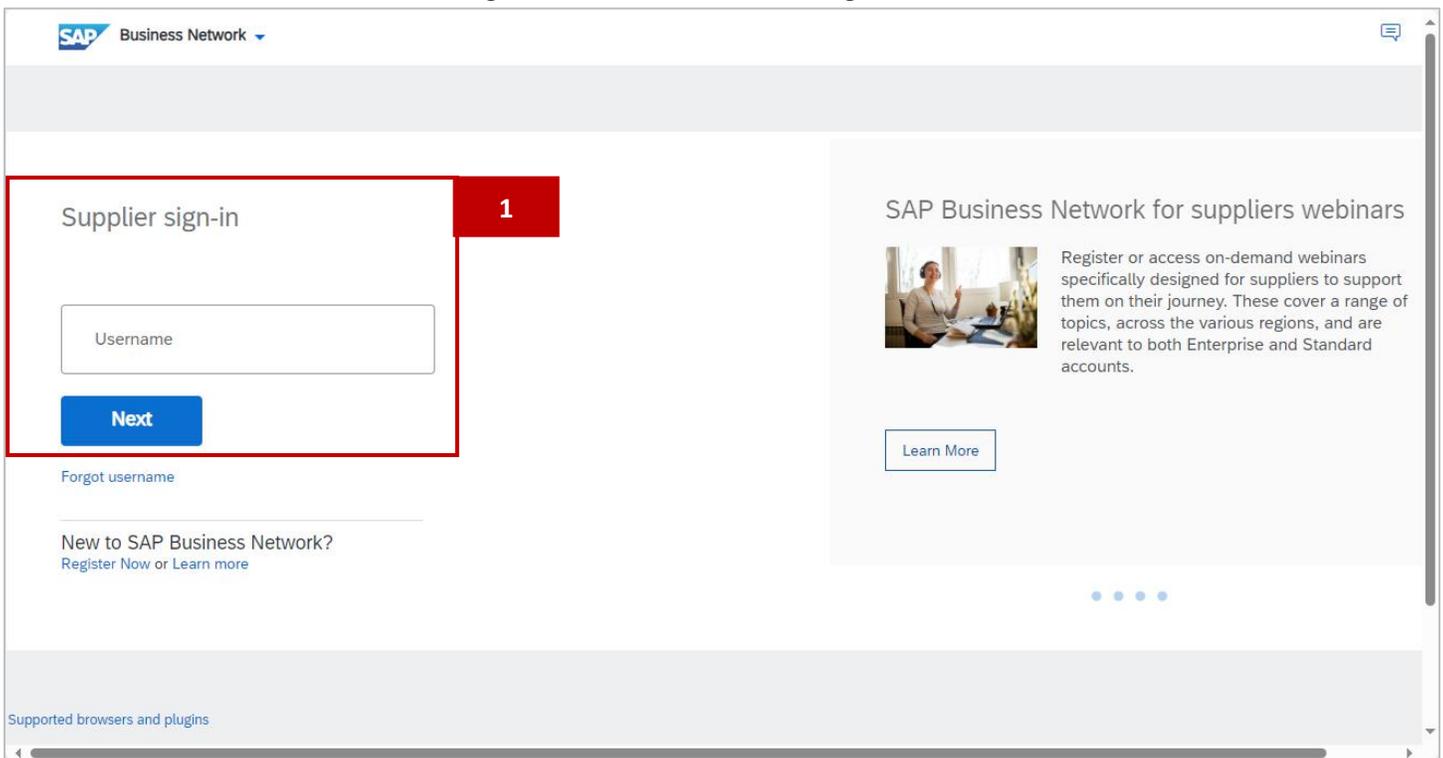
Vendor can view the Invoice in Government Vendor Portal (GVP).

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Business Network)

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

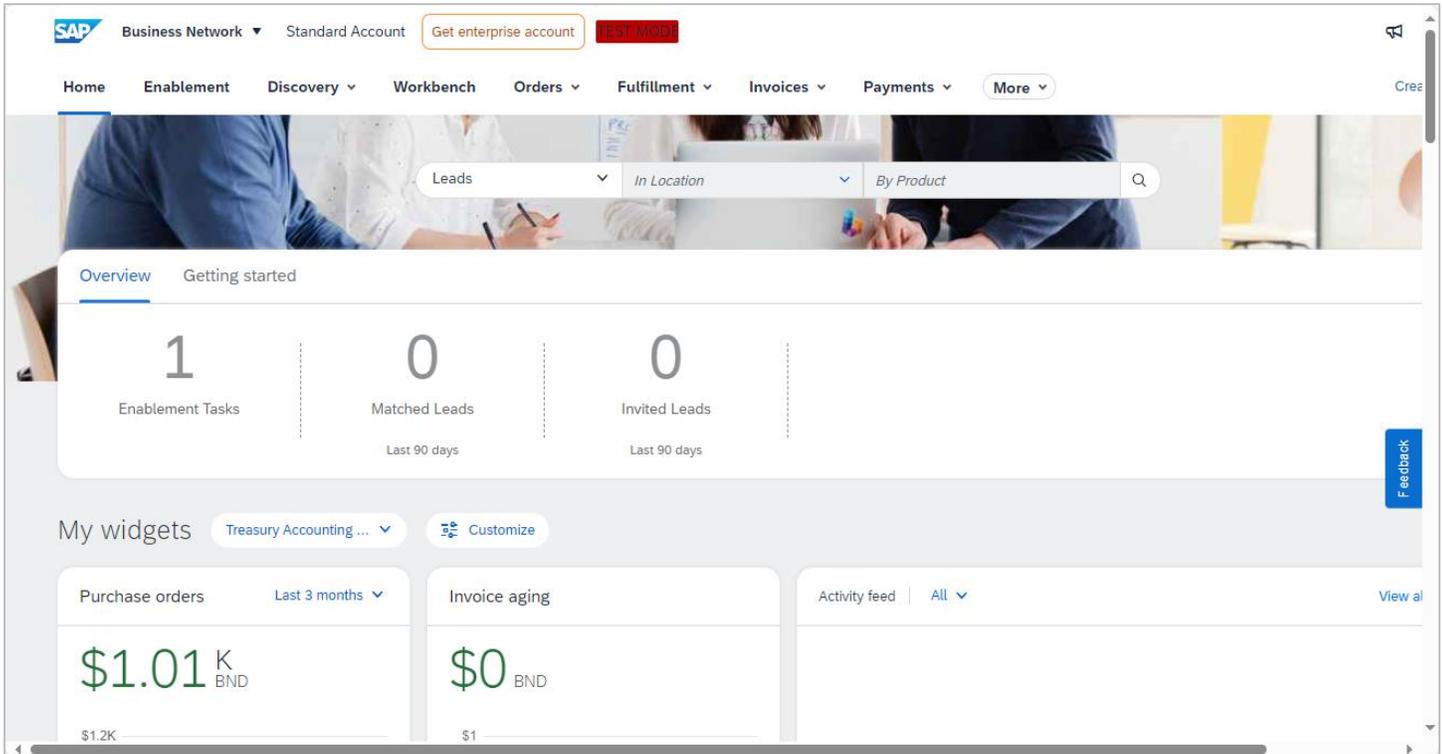
Note:

- 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.

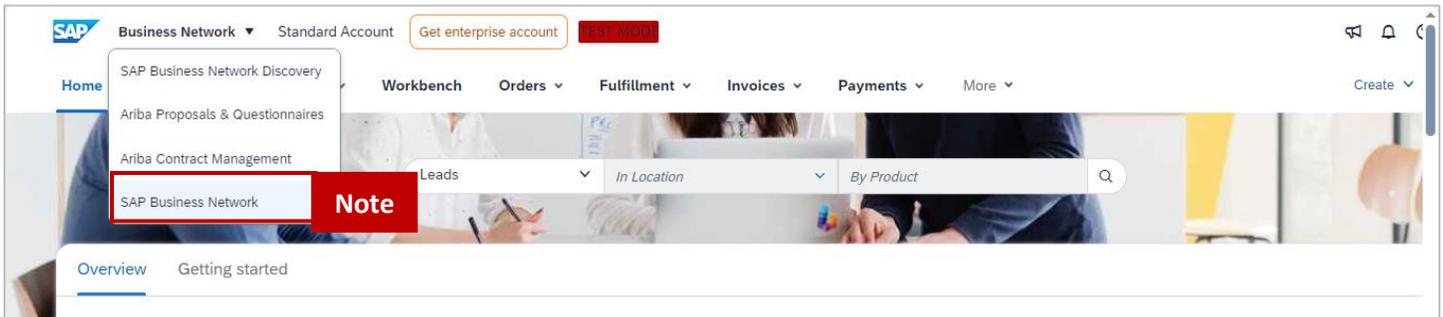




Outcome: Dashboard (Homepage) will be displayed.



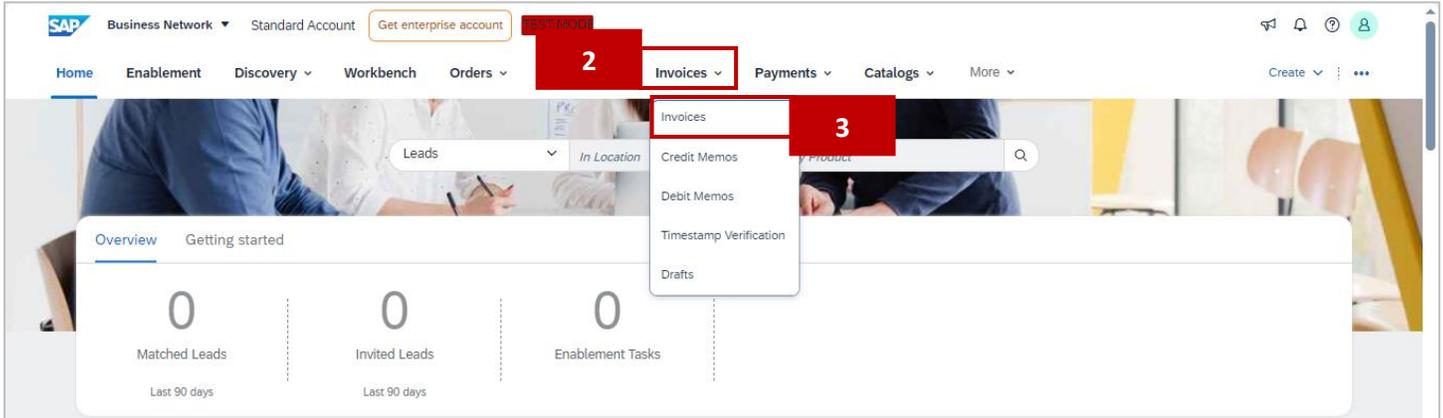
Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



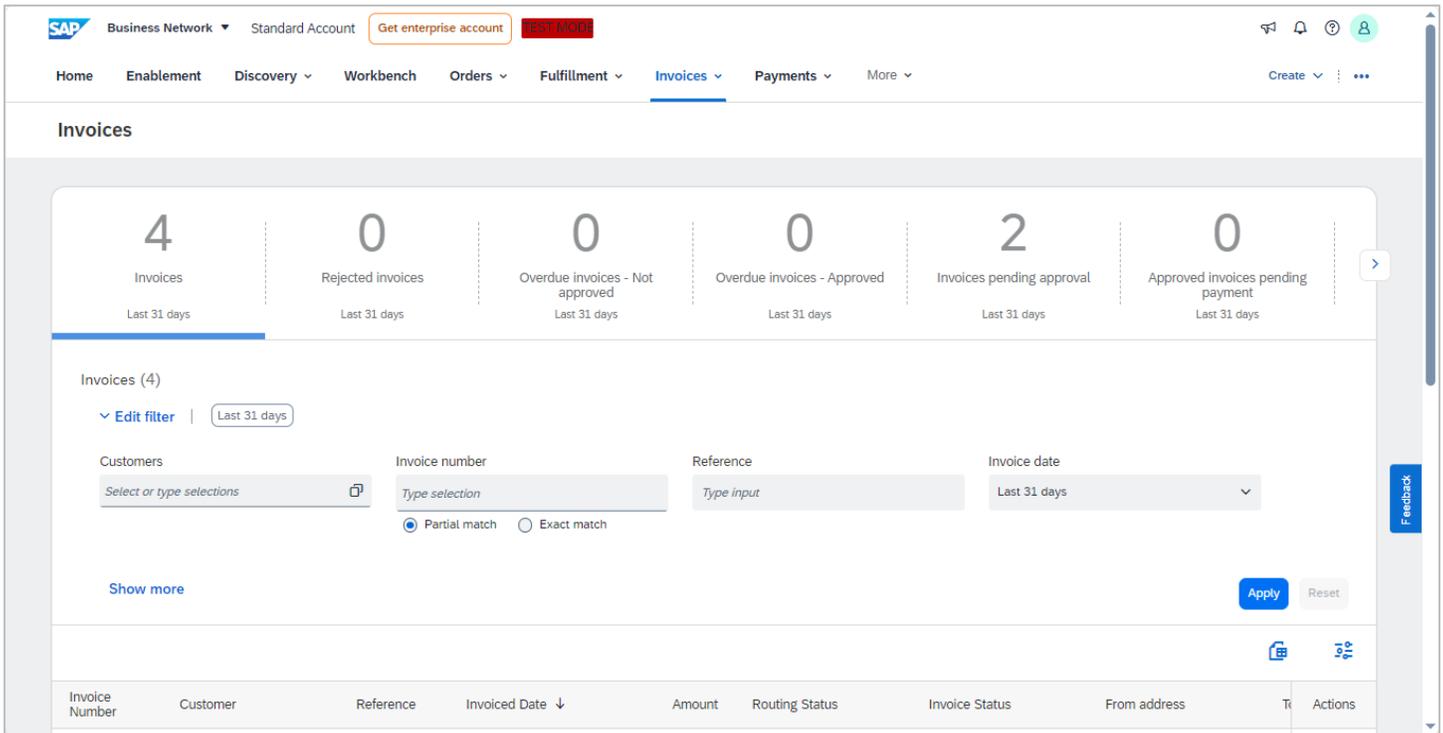


Step 2: Click on **Fulfillment** dropdown button.

Step 3: Click on **Invoices**.



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





Scroll down the page to view remaining PO Invoice details.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	T	Actions
INV-4500005711	Treasury Accounting and Financial Informatio...	4500005711	May 4, 2024	\$50000 BND	Acknowledged		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, BSB, ...	M	...
INV-4500005703_1	Treasury Accounting and Financial Informatio...	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, BSB, ...	M	...
INV-4500005703	Treasury Accounting and Financial Informatio...	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, BSB, ...	M	...
INV-4500005701	Treasury Accounting and Financial Informatio...	4500005701	May 3, 2024	\$10 BND	Acknowledged		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, BSB, ...	M	...

Note:

1. **Invoice Number** is the Purchase Order (PO) invoice document number.
2. **Reference** is the Purchase Order (PO) document number.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	T	Actions
INV-4500005711	Treasury Accounting and Financial Informatio...	4500005711		\$50000 BND	Acknowledged		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, BSB, ...	M	...
INV-4500005703_1	Treasury Accounting and Financial Informatio...	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, BSB, ...	M	...
INV-4500005703	Treasury Accounting and Financial Informatio...	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, BSB, ...	M	...
INV-4500005701	Treasury Accounting and Financial Informatio...	4500005701	May 3, 2024	\$10 BND	Acknowledged		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, BSB, ...	M	...

Note 1

Note 2

Step 4: Click on **Invoice Number** to open the PO invoice document.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	T	Actions
INV-4500005711	Treasury Accounting and Financial Informatio...	4500005711	May 4, 2024	\$50000 BND	Acknowledged		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, BSB, ...	M	...
INV-4500005703_1	Treasury Accounting and Financial Informatio...	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, BSB, ...	M	...
INV-4500005703	Treasury Accounting and Financial Informatio...	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, BSB, ...	M	...
INV-4500005701	Treasury Accounting and Financial Informatio...	4500005701	May 3, 2024	\$10 BND	Acknowledged		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, BSB, ...	M	...

4



Outcome: **PO Invoice** document will be displayed.

SAP Business Network Standard Account
TEST MODE
SH

Invoice: INV-4500005711 Done

Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Attachment(s)

Standard Invoice

<p>Status</p> <p>Invoice: Sent Routing: Acknowledged Invoice Number: INV-4500005711 Invoice Date: Saturday 4 May 2024 11:37 AM GMT+08:00 Original Purchase Order: 4500005711 Submission Method: Online Origin: Supplier Source Document: Order</p>	<p>Subtotal: 50,000.00 BND</p> <p>Total Tax: 0.00 BND</p> <p>Total Gross Amount: 50,000.00 BND</p> <p>Total Net Amount: 50,000.00 BND</p> <p>Amount Due: 50,000.00 BND</p>
--	--

<p>REMIT TO:</p> <p>Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd</p> <p>Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam</p>	<p>BILL TO:</p> <p>Ministry of Finance and Economy</p> <p>Postal Address: Commonwealth Drive 223910 Brunei Darussalam Address ID: SD</p>	<p>SUPPLIER:</p> <p>Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd</p> <p>Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam</p>
--	---	--

Scroll down the page to view remaining PO Invoice details.

Invoice Summary

Subtotal: 50,000.00 BND

Total Tax: 0.00 BND

Total Gross Amount: 50,000.00 BND

Total Net Amount: 50,000.00 BND

Amount Due: 50,000.00 BND

Attachment(s):

Name	Type
[SAMPLE_ATTACHMENT]_Relevant_Attachment_for_Invoice.pdf	application/pdf

Copy This Invoice Cancel Print Download PDF Export cXML

Done

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