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TAFIS - USER GUIDE GOVERNMENT VENDOR PORTAL (GVP) SUPPLIER (VENDOR)

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PURCHASE ORDER (PO) & INVOICE SUBMISSION

DYMK_T2_CM_User Guide_GVP_Supplier (Vendor)_Purchase Order (PO) and Invoice Submission_v1.0

SUPPLIER (VENDOR)

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1. Introduction

This user guide acts as a reference for **Treasury Accounting and Financial Information System (TAFIS) – Government Vendor Portal (GVP) for Suppliers (Vendors).** All individual names and information used in this user guide have been created for guidance on using the system. Where possible, user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental. Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any inquiries or require additional assistance with the user guide materials, please contact **TAFIS Pusat Perkhidmatan Pelanggan** (**PPP**) at **+673 238 3444** or e-mail to at <u>tafis.ppp@mofe.gov.bn</u>.

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.				
СО	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

reases Over iour Establish Trading Deletionship (TDD) for First Durchase Order (F



TAFIS – USER GUIDE SUPPLIER (VENDOR)

Process Overview: View and Print Purchase Order (PO)



Process Overview: Procurement of Materials



Process Overview: Procurement of Services



END

END

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.

SA	MPLE ONLY ³ O G B D :		2 of 9	<	>
	Treasury Accounting and Financial Information System sent a new Purchase Order 4500005272 Index × 1			ð	ß
•	"Treasury Accounting and Financial Information System ordersender-prod@ansmtp.ariba.com>	*	٢	¢	:
	A new purchase order from Treasury Accounting and Financial Information System is waiting for your response on SAP Business Network.				
	Hello Sample Vendor 01 Treasury Accounting and Financial Information System would like to invite you to connect with us on SAP Business Network. To access the purchase order, please click on process order and register on SAP Business Network for free account Click Process order to register and connect Process order to register and connect Reply to this email to send your customer a message. If your company received this email by mistake, you can <u>stop</u> receiving purchase orders via SAP Business Network.				

÷	¥	•	Ū	Ľ	0	Ø+ ₽	D:		2 of 9	<	>
							To access the purchase order, please click on process Network for free account Click Process order to register and connect Process order Reply to this email to send your customer a message. If your company receiving purchase orders via SAP Business Network.	s order and register on SAP Business y received this email by mistake, you can <u>stop</u>			
							Purchase order details				
							Order number	Amount			_
							4500005272	8.00 BND			_
							Francis	T			_
							From: Ministry of Finance and Economy	10: Sample Vendor 01			
							Commonwealth Drive	Jalan 30 No. 7			- 1
							223910, Bandar Seri Begawan, Brunei	BSB, Brunei Darussalam			- 1
							+673 238 0999	UIQgmail.com			_
							Learn More				
							Learn more about SAP Business Network				- 1
											- 1
							and are subject to the terms of your existing agreement(s) with y	rs are solety between you and your customer your customer. Ariba is not an agent for your			- 1
							customer, and is not responsible for anything contained in the pr	urchase order submitted on behalf of your			
							customer.				
							SAP Business Network Privacy Statement Ariba Data Policy	Help Center			
							Powered By SAP				

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



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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

Fax:

Brunei Darussalam Phone: 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.



Step 3: Click on Use Existing account button.

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



Outcome: Supplier Sign in page will be displayed.

	TAFIS
What to expect after you connect:	Sign in to connect with Treasury Accounting and Financial Information System
1. View your collaboration documents	Username
You can view and manage documents easily from your existing account	Forgot username?
2. Leverage your existing account setup	Password
Your existing setup like document routing or notification setup will be re-used to obtain accurate and timely information through	Forgot password?
automated self-service processes	Connect
By using the same account across your customers, you can optimize your backend processes, including investing into automated integration	
Learn more	

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

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

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

TAFIS			
Sign in to connect with Financial Information S	Treasury ystem	/ Αссоι	inting and
Username			4
Forgot username?			
Password		۲	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 sucessfully 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.

SAN	IPLE ONLY 🖻 🕓 🗄 🗅 🗄	2 of 11	<	>
	Relationship established with Treasury Accounting and Financial Information System		¢	ß
	The SAP Business Network Team <ordersender-prod@ansmtp.ariba.com> 3:04AM (2 minutes ago) 3 to me ▼</ordersender-prod@ansmtp.ariba.com>	\$.::	¢	:
	SAP Business Network			- 1
	Relationship established Dear Sample Vendor 01,			
	Your company Supplier Sample Vendor 01 (ANID:AN11200.) is now successfully connected with Treasury Accounting and Financial Information System			
	(ANID:AN11176) to start transactions and exchange electronic documents such as purchase orders and invoices.			
	You can log in to your account to get started.			
	Contact Treasury Accounting and Financial Information System if you have questions about the business relationship.			
	Thank you for using SAP Business Network.			

• **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.

SAI	MPLE ONLY		1 of 12	<	>
	Document and	customer relationship transfer to your SAP Business Network account completed \max		8	
	network_accounts@a to me ▼	nsmtp.ariba.com <ordersender-prod@ansmtp.ariba.com> 3:36 AM (27 minutes ago) 🐒</ordersender-prod@ansmtp.ariba.com>	ک ت	ŕ	:
	SAP Business N	letwork			
	Document and cu Dear SAP Business N	stomer relationship transfer completed Vetwork user,			
	This email confirms been transferred to y (AN112002	that the related documents and customer relationship have our SAP Business Network account Sample Vendor 01).			
	As part of the transfe Information System now transact busines organization through	r, you have accepted Treasury Accounting and Financial as a customer on SAP Business Network. You can s with and publish private catalogs to this buying your account.			
	To view information 1. Log in to your acc 2. In the top right cor 3. Click Customer Re 4. Click the customer	about this customer: ount. mer, click Settings elationships. r'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.



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Business Network Standard A	ccount Get enterprise account	TEST MODE			क
Home Enablement Discovery ~	Workbench Orders ~	Fulfillment ¥	Invoices • Payments •	More ~	Crea
	Loads				
	Leads	The Location	by Product		
Overview Getting started					
_ 1	0	0			
Enablement Tasks	Matched Leads	Invited Leads			×
	Last 90 days	Last 90 days			F eedbac
My widgets Treasury Accounting .	🗸 📑 Customize				
Purchase orders Last 3 months	V Invoice aging		Activity feed All 🗸		View al
\$1.01 K	\$0 BND				
\$1.2K	\$1				

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.

Home	Enablement 7	- Workbench Ord	ers v Fulfillment v In	voices 🗸 🛛 Payments 👻 More	•	Cr
AS		Leads	✓ In Location	✓ By Product	٩	
		11-1A	· Car	the second second		

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.

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Business Network -	Standard Account	TEST MÖDE	1		ə (?) Ab
lome Enablement Dis	scovery V Workbench	Orders V Fulfillment V	Invoices ∨ Payments ∨	Catalogs \checkmark More \checkmark	Create 🗸 🛛 🚥
nablement Tasks					
View details of the activations re	equested by your customers. Click	on the link to complete the activati	ion.		
Activities and Tasks	for Treasury Accounting	and Financial Information	N System - TEST View Profile		C <u>Refresh</u>
Activities and Tasks Activity Name	for Treasury Accounting Date Due	and Financial Information Total Tasks	Ny Pending Tasks	Pending Buyer Tasks	C <u>Refresh</u>
Activities and Tasks Activity Name Activity Name Account	for Treasury Accounting Date Due 30 Mar 2024	and Financial Information _{Total Tasks} 2	Nystem - TEST View Profile My Pending Tasks	Pending Buyer Tasks 0	C <u>Refresh</u>
Activities and Tasks Activity Name Activity Name Account This activity contains tas	for Treasury Accounting Date Due 30 Mar 2024 iks related to account and trading	and Financial Information Total Tasks 2 relationship requests.	n System - TEST View Profile My Pending Tasks 0	Pending Buyer Tasks 0	C <u>Refresh</u>
Activities and Tasks Activity Name Account This activity contains tas Completed	for Treasury Accounting Date Due 30 Mar 2024 iks related to account and trading Accept Terms of Use of the SAF You must accept Terms of Use of	and Financial Information Total Tasks 2 relationship requests. P Business Network of the SAP Business Network.	n System - TEST View Profile My Pending Tasks 0	Pending Buyer Tasks 0	C <u>Refresh</u>
Activities and Tasks Activity Name Activity Name Account This activity contains tas Completed Completed	for Treasury Accounting Date Due 30 Mar 2024 sks related to account and trading Accept Terms of Use of the SAF You must accept Terms of Use of Accept Trading Relationship	and Financial Information Total Tasks 2 relationship requests. ⁹ Business Network of the SAP Business Network.	n System - TEST View Profile My Pending Tasks 0	Pending Buyer Tasks O	<u>C Refresh</u>
Activities and Tasks Activity Name Account This activity contains tas Completed Completed	for Treasury Accounting Date Due 30 Mar 2024 iks related to account and trading Accept Terms of Use of the SAF You must accept Terms of Use of Accept Trading Relationship Accept the trading relationship	and Financial Information Total Tasks 2 relationship requests. P Business Network of the SAP Business Network. request. You can set your account	Ny Pending Tasks O to automatically (default setting) or mar	Pending Buyer Tasks O	C <u>Retresh</u> Review ⊼ top

Step 8: Click on **Review** button for **Accept Trading Relationship**. This wil 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
	Accept the baoling relationship request. For can set your account to automatically (default setting) or manually accept this type or request.	⊼ 10	p

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SAP Business Network - St	andard Account	TEST MODE		(7) (AB)
ount Settings				Close
Customer Relationships Users	Notifications Application Su	ubscriptions Account Registration	API management	
Current Relationships Potent	tial Relationships			
I prefer to receive relationship requests	as follows:			
Automatically accept all relations	ship requests O Manually review	w all relationship requests		
	5			
Update				
Current (1) Pending (0) F	Rejected (0)			
Filter				
Customers				
Enter customer name or Network ID) +			
L				
Apply Deset				

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.

(7) AB
Close 11

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	Standard Account	TEST MODE			ə (?) Ab
lome Enablement Dis	covery V Workbench Orde	ers \vee Fulfillment \vee	Invoices V Payments V Catalo	gs 🗸 More 🗸	Create 🗸 🛛 🚥
ablement Tasks					
View details of the activations re	quested by your customers. Click on th	e link to complete the activat	tion.		
Activities and Tasks	for Treasury Accounting and	Financial Information	n System - TEST View Profile		C Refresh
Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks	
	20 14 2024				
 Account 	30 Mar 2024	2	0	0	
 Account This activity contains tas 	30 Mar 2024 ks related to account and trading relation	2 onship requests.	0	0	
 Account This activity contains tas Completed 	30 Mar 2024 ks related to account and trading relation Accept Terms of Use of the SAP Busi You must accept Terms of Use of the	2 onship requests. ness Network SAP Business Network.	0	0	
 Account This activity contains tas Completed Completed 	30 Mar 2024 ks related to account and trading relation Accept Terms of Use of the SAP Busi You must accept Terms of Use of the Accept Trading Relationship	2 onship requests. ness Network SAP Business Network.	0	0	Review
 Account This activity contains tas Completed Completed 	30 Mar 2024 ks related to account and trading relation Accept Terms of Use of the SAP Busi You must accept Terms of Use of the Accept Trading Relationship Accept the trading relationship reque	2 onship requests. ness Network SAP Business Network. st. You can set your account	0 to automatically (default setting) or manually ac	0 cept this type of request.	Review
Account This activity contains tas ✓ Completed ✓ Completed Purchase Order	30 Mar 2024 ks related to account and trading relation Accept Terms of Use of the SAP Busi You must accept Terms of Use of the Accept Trading Relationship Accept the trading relationship reque	2 onship requests. ness Network SAP Business Network. st. You can set your account 2	0 to automatically (default setting) or manually ac	0 cept this type of request.	Review

المتعالمة والمراجع

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.

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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.

•	Purchase Order This activity tracks all	4 May 2024 purchase order related tasks. You may ha	2 ve already completed son	1 ne of these tasks in an earlier activity.	0		
	Pending	Purchase Order Notifications Select how you want to receive purcha	se orders from your custo an select 5 different email	mers. You can choose specific method addresses. We also recommend that y	d for different types of incoming orders. In case yo	Configure	12
	Not Started	Purchase Order Sent Your customer has sent you at least on	e purchase order.			Buyer Task	
							-

Outcome: Network Settings page will be displayed.

	SAP Business Network	 Standard Account 	TES	ST MODE			(?) AB
Ne	twork Settings					Save	Close
	Electronic Order Routing	Electronic Invoice Routing	Accelerated Payments	Settlement	Data Deletion Criteria		
	* Indicates a required field						
	External System Integ	ration					
	Configure cXML (nativ	ve) integration					
	Non-Catalog Orders w	ith Part Numbers					
	Process non-catalo	g orders as catalog orders if part r	numbers are entered manually	/			
	Status Update Reques	st Notifications					
	Do not send status	updates for inbound documents ir	n pending queue				
	New Orders						
	Document Type	Routing Method			Options		
					Email address: r01@gmail.com		(i)
					Attach cXML document in the email message		-

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, "<u>amir.po@gmail.com</u>, <u>sinar.po@gmail.com</u>, ".
- 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

New Orders		
Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: Attach cXML document in the email message Include document in the email message 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". Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments \checkmark	Current Routing method for new orders: Email Attachments will be included in the order.
Non-Catalog Orders without (i) Attachments	Same as new catalog orders without attachments \checkmark	Current Routing method for new orders: Email
Non-Catalog Orders with (i) Attachments	Same as new catalog orders without attachments \checkmark	Current Routing method for new orders: Email Attachments will be included in the order.

Section: Change / Cancel Orders

Change/Cancel Orders				
Document Type		Routing Method	Options	
Catalog Orders without Attachments		Same as new catalog orders without attachments \checkmark	Current Routing method for new orders: Email	
Catalog Orders with Attachments		Same as new catalog orders without attachments \checkmark	Current Routing method for new orders: Email Attachments will be included in the order.	
Non-Catalog Orders without Attachments	(i)	Same as new catalog orders without attachments \checkmark	Current Routing method for new orders: Email	
Non-Catalog Orders with Attachments	(i)	Same as new catalog orders without attachments \checkmark	Current Routing method for new orders: Email Attachments will be included in the order.	

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Section: Other Document Types

Other Document Types			Â
Document Type	Routing Method	Options	
Blanket Purchase Orders	Same as new catalog orders without attachments \checkmark	Current Routing method for new orders: Email	
Stock Transport Orders	Same as new catalog orders without attachments \checkmark	Current Routing method for new orders: Email	
Scheduling Agreement/Release	Same as new catalog orders without attachments \checkmark	Current Routing method for new orders: Email	
Time Sheets	Email 🗸	Email address: 13 I This is a required field Attach cXML document in the email message Include document in the email message	
Order Status Request	Email 🗸	Email address: 13 I This is a required field Attach cXML document in the email message Include document in the email message	ľ
Order Response Documents	Online 🗸	Return to this site to respond to POs	
Payment Remittances	Email	Email address: 13 I This is a required field Attach cXML document in the email message Include document in the email message	
Payment Proposals	Online V	Save in my online inbox	
Document Status Update	Online V	Save in my online inbox	
Receipt	Email	Email address: 13 I This is a required field Attach cXML document in the email message Include document in the email message	

Section: Notifications

Notifications			
Туре	Send notifications when	To email addresses (one required)	
o. I.	Send a notification when orders are undeliverable.	. agmail.com	12
Order	Send a notification when a new collaboration request against an existing order is received.	* SPurgrount	13
	Send notification for new purchase orders to suppliers. Note 5		
	Send notification to suppliers when purchase orders are changed.		
	Send a notification when orders are on hold due to non-payment of fee.		
Durchase Order Insuin	Send a notification when purchase order inquiries are received.	@gmail.com	
Purchase Order Inquiry	Send a notification when purchase order inquiries are undeliverable.	*	
Time Sheet	Send a notification when time sheets are undeliverable. Note 1 & 2	* @gmail.com	

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

SAP Business Network	 Standard Account 	TES	TMODE			0	АВ
Network Settings					14	Save	Close
Electronic Order Routing	Electronic Invoice Routing	Accelerated Payments	Settlement	Data Deletion Criteria			

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

Business Network - Standard Account TEST MODE	⑦ SH
Network Settings	Close
✓ Your profile has been successfully updated.	×
Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria	
* Indicates a required field	
External System Integration	
Configure cXML (native) integration	
Non-Catalog Orders with Part Numbers	
Process non-catalog orders as catalog orders if part numbers are entered manually	
Status Update Request Notifications Do not send status updates for inbound documents in pending queue	
New Orders	
Document Type Routing Method Options	

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

Business Network Standard Account TEST MODE		 ЗН 	Î
Network Settings	Save	Close	15
✓ Your profile has been successfully updated.		×	
Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria		,	

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	Business Network	 Standard Account 	TEST MODE			ə (?) AB
Home	Enablement	Discovery V Workbench	Orders V Fulfillment V	Invoices V Payments V Ca	atalogs \vee More \vee	Create 🗸 🛛 🚥
Inabl	ement Tasks					
View	details of the activations	requested by your customers. Click	on the link to complete the activation	l.		
/	Activities and Tasl	s for Treasury Accounting	and Financial Information S	System - TEST View Profile		C Refresh
	Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks	
Þ	Account	30 Mar 2024	2	0	0	
•	Purchase Order	4 May 2024	2	1	0	
	This activity tracks al	purchase order related tasks. You m	ay have already completed some of	these tasks in an earlier activity.		
	Pending	Purchase Order Notifications Select how you want to receive pr prefer to receive orders by email <u>y</u>	urchase orders from your customers. you can select 5 different email addre	You can choose specific method for diff esses. We also recommend that you inclu	erent types of incoming orders. In case you ide a distribution list.	Configure
	Not Started	Purchase Order Sent	ost opo purchaso order			Buyer Task

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

	SAP	Business Netwo	ork 🗸 Standard	d Account		TEST MODE	l				5 ()	АВ
16	Home	Enablement	Discovery \checkmark	Workbench	Orders \checkmark	Fulfillment $ \smallsetminus $	Invoices \checkmark	Payments \vee	Catalogs 🗸	More 🗸	Create 🗸	000
	Enable	ment Tasks										

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

Home Enableme	nt Discovery	/ ~ Workbench Ord	lers • Fulfillment •	Invoices 👻 Payments 🗸	More V	
ASI .		Leads	✓ In Location	✓ By Product	Q	
Overview Get	ting started	1 - 1A	- Clary	LAND L		-
1		0	0			
Enablement T	asks	Matched Leads Last 90 days	Invited Leads Last 90 days			1
My widgets	Treasury Accounti	ing 👻 📑 Customize				
Purchase orders	Last 3 mo	nths 🗸 Invoice agin	g	Activity feed All 🗸		Vi
\$1.01	K BND	\$0 BN	D			
\$1.2K		\$1				

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.

Business Network 🔻 Standard Account	Get enterprise account			41 Q	(?) (2)
Home Enablement Discovery ~ W	/orkbench Orders ~ Fulfillment ~	Invoices - Payments - Catalog	gs v More v	Create	×
Orders					
1 Orders Items Last 31 days Las	O O s to confirm Items to ship st 31 days Last 31 days	O Return items Last 31 days	Last 31 days	O Changed orders Lest 31 days	
Orders (1) V Edit filter Last 31 days Customers	Order numbers	Creation date	Order status	-	ŧ
Select or type selections	Type selection Partial match Exact match	Last 31 days	✓ Include ✓ Sete	Apply F	teset
			Resend	Failed Orders	<u>ē</u> £
Order Number Customer		Amount Date \downarrow	Order Status	Amount Invoiced	Actions

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 Last 31 days	O Items to confirm Last 31 days	O Items to ship Last 31 days	O Return items Last 31 days	1 New orders Last 31 days	Changed orders Last 31 days	
Orders (1) Edit filter Last 31 Customers Select or type selections Show more	days Order numb D Type select Image: Select select Image: Select select	ion match O Exact match	Creation date Last 31 days	Order status	Select or type D	Reset
Order Number	Customer		Amount Date ↓	Resi Order Status	and Failed Orders	Actions
4500005700	Treasury Accounting and Financial	Information System - TEST	\$10 BND May 1, 2024	New		

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										
d Or Last	3 rders 31 days	ا Items to co Last 31 da	ays	1 Items to ship Last 31 days		O Return items Last 31 days		3 New orders Last 31 days		Changed orders Last 31 days	
Orders (3) ❤ Edit fi	ilter Last 31 day	rs									
Custome Select or	rs r type selections	Ð	Order numbers		Creation da	e rs	~	Order status	Select or type	ō	
			 Partial mate 	ch 🔵 Exact match		-					
Show	more		Partial mate	ch 🔵 Exact match		-				Apply	Reset
Show	more		 Partial mate 	ch 🔵 Exact match		-			Resend Failed Or	Apply ders (E	Reset
Show Difference of the second	more r Cus	stomer	Partial mate	ch 🔵 Exact match	Amount	Date ↓		Order Status	Resend Failed Or	Apply ders C	Reset 3 3 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
Show I Order Number 450005702	more r Cus Trea	stomer	Partial mate	ch) Exact match	Amount \$100 BND	Date ↓ May 2, 2024		Order Status New	Resend Failed Or	Apply ders @	Reset Actions
Show 1 Order Number 4500005702 4500005701	r Cus Trei Trei	stomer asury Accounting a asury Accounting a	Partial mate	ch C Exact match	Amount \$100 BND \$10 BND	Date ↓ May 2, 2024 May 2, 2024		Order Status New New	Resend Failed Or	Apply ders C	Reset 3 3 4 Actions

TAFIS – USER GUIDE SUPPLIER (VENDOR)

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

Inchase Order: 4500005/00 Create Order Confirmation • Create Ship Notice Create Ship Notice Create Ship Notice Create Order Confirmation • Create Ship Notice Create Ship Notice Create Ship Notice Create Invoice • Create Ship Notice Create Invoice • Create Ship Notice Create Invoice • Create Ship Notice Ship Notice Ship Notice Ship Notice <tr< th=""><th></th><th></th><th></th></tr<>			
Create Order Confirmation Create Ship Notice Create Ship Notice	cnase Order: 4500005700		Done
Order Detail Order History Image: Second	Create Order Confirmation Create Ship Notice	Create Invoice 🔻	⊻ @
To::::::::::::::::::::::::::::::::::::	Order Detail Order History		
To: Formation y of Finance and Economy No. 1 Jalan Sana. Nonwealth Drive Jalan Sana. 0 Jalan Sana. Jalan Sana Jalan Sana. Jalan Sana Jalan Sana. Jalan Sana Jalan Sana. Jalan Sana Jalan Sana. Jalan Sini Brune! Darussalam K: +673 () 238 0999 Frack Order It Information Factor er Address Storage Tables er Address Storage Tables			
To: Purchase Order ry of Finance and Economy No. 1 Jatan Sana, nonwedth Drive Jatan Sini, Jatan Sini Amount: 10.00 BND ID arussalam Brunei-Muara BC1234 IP arussalam Brunei-Muara BC1234 IP arussalam Brunei-Muara BC1234 IP arussalam Brunei-Muara BC1234 IP arussalam Brunei Darussalam Park Track Order Email: Track Order			
To: Purchase Order ty of Finance and Economy Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd (New) yo of Finance and Economy No. 1 Jatan Sana, 4500005700 0 Buruner-Muara BC1234 Amount: 10.00 BND 0 Buruner-Muara BC1234 Version: 1 0 Buruner-Muara BC1234 Track Order i: : : + 673 0 238 0999 Fax: Track Order ct Information Fax: Email:			
To: Purchase Order y of Finance and Economy Syarikat Riang Ria Semarak Aldilftri Sdn Bhd (New) y of Finance and Economy No. 1 Jalan Sina, 4500005700 onweatilt Drive Jalan Sini Amount: 10.00 BND D Brunel-Muara BC1234 Version: 1 Darussalam Brunel-Muara BC1234 Version: 1 Phone: Fax: Track Order Email: Track Order Fax:	ΔFIS		
To: Purchase Order typ of Finance and Economy Syarikat Riang Ria Semarak Aidliffiti Sdn Bhd (New) nonwealth Drive Jalan Sini 4500005700 Jalan Sini Jalan Sini Amount: 10.00 BND 10 Brunei-Muara BC1234 Version: 1 10// Daussalam Brunei-Duara BC1234 Version: 1 10// Barussalam Brunei Darussalam Version: 1 e: +673 () 238 0999 Phone: Track Order Fax: Email: Track Order	AFIS		
ry of Finance and Economy No. 1 Jalan Sana, 4500005700 Jalan Sini Amount: 10.00 BND Jalan Sini Amount: 10.00 BND Version: 1 Brunei Murasalam Brunei Darussalam Phone: Fax: Email: Information Iar Address Kat Riang Ria	AFIS		
10 Brunel-Mara BC1234 Version: 1 Brunel Darussalam e: +673 () 238 0999 Pho: Fax: Email: act Information Ber Address Kat Riang Ria	AFIS	To: Svarikat Riang Ria Semarak Aldilfitri Sdn Bhd	Purchase Order (New)
Phone: Fax: Email: act Information Siler Address Mat Riang Ria Track Order Track Order Routing Status: Sent External Document Type: Std PO f/ NonWarrant (ZNB)	AFIS omer try of Finance and Economy monwealth Drive	To: Syarikat Riang Ria Semarak Aidilfttri Sdn Bhd No. 1 Jalan Sana, Jalan Sini	Purchase Order (New) 4500005700 Amount: 10.00 BND
Act Information Set Information Set Information Set Information Set Address Routing Status: Sent External Document Type: Std PO f/ NonWarrant (ZNB) External Document Type: Std PO f/ NonWarrant (ZNB)	AFIS Mer sty of Finance and Economy morwealth Drive 10 ei Darussalam	To: Syarikat Riang Ria Semarak Aidlifttri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Purchase Order (New) 4500005700 Amount: 10.00 BND Version: 1
Routing Status: Sent Dier Address Ikat Riang Ria	AFIS Market States Market States	To: Syarikat Riang Ria Semarak Alditfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax:	Purchase Order (New) 4500005700 Amount: 10.00 BND Version: 1 Track Order
rikat Riang Ria	AFIS mer sty of Fiance and Economy morwealth Drive l0 l0 le iParussalam he: +673 () 238 0999	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
	AFIS we concerned the construction of the con	To: Syarikat Riang Ria Semarak Aidilfttri 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 Routing Status: Sent Evenual Document Tune: Strt PO (MonMersen (7MB)

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

SAMPLE ONLY	Standard Account TEST MODE	© ⁵⁴
Purchase Order: 450000	5702	Done
Create Order Confirmation	Create Ship Notice Create Service Sheet Create Invoice	<u>↓</u> 🗟
Order Detail Order Hist	ary	
ΛΕΙ	2	
АП	5	
From		Purhasa Order
Ministry of Finance and Economy Commonwealth Drive	to: Syarikat Riang Ria Semarak Aiditfitri Sdn Bl No. 1. Jalan Sana, Istae Siai	id (New) 4500005702
223910 Brunei Darussalam Dhanai 1673 0 228 0000	Brunei-Muara BC1234 Brunei Darussalam	Version: 1
Fax:	Phone: Fax: Email:	
Contact Information Supplier Address		Routing Status: Sent
Svarikat Biopg Bio		External Document Type. Std PO I/ Norwaltant (2NB)
Jalan Sana No.1		

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.

SAP Business Network -	Ę
Supplier sign-in Username Next Forgot username	SAP Business Network for suppliers webinars Section 1 Image: Section 2 Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts. Learn More Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.
Register Now or Learn more	
Supported browsers and plugins	

Note: Please ensure to select Business Network page.

Business Network Sta Note et enterprise acr	Count TESTWOOT		A D ③
Home Enablement Discovery - Workbench Ord	ers v Fulfillment v Invoices v Payn	ments v Catalogs v Reports v Assessments	Create 🗸 👘 🚥
	Leads V In Location	✓ By Product Q	
Overview Getting started			
O Matched Leads Invite Last 90 days Last	D D D Enablement Tasks		
My widgets Treasury Accounting Y	ã≩ Customize		
Purchase orders Last 3 months V	Invoice aging	Activity feed All 🗸	View all ⊴≩
\$582 K BND	\$379 K 8400K	Order received Apr 22, 2024 05:47 PM Treasury Accounting and Fi 4500005328	\$50.00 BND
\$350K	\$350K \$300K	Order received	
\$300K \$250K \$200K	\$250K \$200K	4500005322	\$50.00 BND

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

Step 3: Click on Purchase Orders.

Business Network Standard Account Get enterprise account Get 2010	ټ
Home Enablement Discovery v V 2 Orders v Fulfillment v Invoices v Payments v More v	Crea
Purchase Orders 3	
Leads Order Inquiries PLocation V By Product Q	
	-
Overview Getting started	

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

Business Network 🔻	Standard Account	Get enterprise account	TEST MODE								47 Q
lome Enablement Di	scovery v Work	bench Orders v	Fulfillment v	Invoices 🖌	Payments 👻	Catalogs 🗸	Reports ~	Assessments			Create 🗸
Orders											
14 Orders	2 Items to	c onfirm	2 Items to ship		0 Return items		4 New orders		2 Changed orders	o	4
Last 31 days	Last 31	days	Last 31 days		Last 31 days		Last 31 days		Last 31 days		Last 31 days
✓ Edit filter Last : Customers	31 days	Order numbers		Creation	late		Order status	5			
Customers		Order numbers		Creation of	late		Order status	5			
Select or type selections	đ	Type selection		Last 31 c	lays	~	Include	✓ Select or ty	De 🗗		
		Partial match	 Exact match 								
Show more											Apply Reset
									Reser	nd Failed Orders	@ 32
Order Number ↓	Customer				Amount	Date		Order Status		Amount Inv	piced Actions
4500005328	Treasury Accoun	ting and Financial Info	rmation System - TEST		\$50 BND	Apr 22, 2024		New			

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

Show more					Арр	ly Reset
					Resend Failed Orders	6 32
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	4 y Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		

SUPPLIER (VENDOR)



SAP Business Network - Standard Account	TEST MODE			(7) (LA
urchase Order: 4500005322					Done
Create Order Confirmation	ip Notice Create Invoice 👻		<u>+</u>	ē	
Order Detail Order History					
ΛΕΙς					
AFIS					
AFIS					
Interpretation of the second s	To: TEST INTEGRATION_11 Calle Belait BN1234 Brunch Demonstrance	Purchase Order (New) 4500005322 Amount: 50.00 BND			

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

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

Business Network - Standard Account	@ 🕓 🔒
Purchase Order: 4500005322	Done
Create Order Confirmation Create Ship Notice Create Invoice	5 🚽 😹
Order Detail Order History	Download PDF 6

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



TAFIS – USER GUIDE SUPPLIER (VENDOR)



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.

SAP Business Network -	■
Supplier sign-in	SAP Business Network for suppliers webinars Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are
Vsername Next Forgot username	relevant to both Enterprise and Standard accounts.
Register Now or Learn more	••••
Supported browsers and plugins	· · · · · · · · · · · · · · · · · · ·

Note: Please ensure to select Business Network page.

	account High Mission		51 € LA
Home Enablement Discovery - Workbench (Orders v Fulfillment v Invoices v Pa	ayments v Catalogs v Reports v Assessments	Create V
	Leads V In Location	By Product	
Overview Getting started			
0	0 0		
Matched Leads In	vited Leads Enablement Tasks		
Last 90 days	Last 90 days	8	
My widgets Treasury Accounting ~	Customize		
My widgets Treasury Accounting ~ Purchase orders Last 3 months ~	32 Customize	Activity feed All V	View all 32
My widgets Tressury Accounting • Purchase orders Last 3 months • \$582 K	Invoice aging	Activity feed All V Order received Apr 22, 2024 05:47 PM Treasury Accounting and Fl 4500005328	View all 20
My widgets Treasury Accounting • Purchase orders Last 3 months • \$582 K S400K S350K	Invoice aging \$379 K \$400K \$350K	Activity feed All V Order received Apr 22, 2024 05:47 PM Treasury Accounting and Fi 4500005328 Order received	View all 32 SS0.00 BND
My widgets Treasury Accounting • Purchase orders Last 3 months • \$582 K S400K \$400K \$300K \$200K	Invoice aging \$379 K \$400K \$300K \$300K \$200K	Activity feed All Order received Ar 22, 2024 05:47 PM Treasury Accounting and Fi 450005328 Order received Ar 22, 2024 03:19 PM Treasury Accounting and Fi 450005322	View all 32 \$50.00 BND
My widgets Treasury Accounting ↓ Purchase orders Last 3 months ↓ \$582 K S400K S200K S200K S150K S100K S100K	SE Customize Invoice aging \$379 K \$400K \$300K \$300K	Activity feed All ✓ Image: Constraint of the state of	View alt 35 \$50.00 BND

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

Step 3: Click on Purchase Orders.

Business Network Standard Account Get enterprise account Get 2010	ټ
Home Enablement Discovery v V 2 Orders v Fulfillment v Invoices v Payments v More v	Crea
Purchase Orders 3	
Leads Order Inquiries PLocation V By Product Q	
	-
Overview Getting started	

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

Business Network 🔻	Standard Account	Get enterprise account	TEST MODE								47 Q
lome Enablement Di	scovery v Work	bench Orders v	Fulfillment v	Invoices 🖌	Payments 👻	Catalogs 🗸	Reports ~	Assessments			Create 🗸
Orders											
14 Orders	2 Items to	c onfirm	2 Items to ship		0 Return items		4 New orders		2 Changed orders	o	4
Last 31 days	Last 31	days	Last 31 days		Last 31 days		Last 31 days		Last 31 days		Last 31 days
✓ Edit filter Last : Customers	31 days	Order numbers		Creation	late		Order status	5			
Customers		Order numbers		Creation of	late		Order status	5			
Select or type selections	đ	Type selection		Last 31 c	lays	~	Include	✓ Select or ty	De 🗗		
		Partial match	 Exact match 								
Show more											Apply Reset
									Reser	nd Failed Orders	@ 32
Order Number ↓	Customer				Amount	Date		Order Status		Amount Inv	piced Actions
4500005328	Treasury Accoun	ting and Financial Info	rmation System - TEST		\$50 BND	Apr 22, 2024		New			

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

Show more					Арр	ly Reset
					Resend Failed Orders	6 32
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	4 y Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		

Outcome: Purchase Order page will be displayed.

SUPPLIER (VENDOR)

Business Network - Standard Acco	UNT TEST MODE		0	
urchase Order: 4500005322				Done
Create Order Confirmation Create S	hip Notice Create Invoice 🔻		⊥ @	•••
Order Detail Order History				
AFIS	To: TECT INTEGRATION 11	Purchase Order		
The second secon	To: TEST INTEGRATION_11 Calle	Purchase Order (New) 4500005322		
The second secon	To: TEST INTEGRATION_11 Calle Belait BN1234	Purchase Order (New) 4500005322 Amount: 50.00 BND		
The second secon	To: TEST INTEGRATION_11 Calle Belait BN1234 Brunei Darussalam Bbons: #62 (0) 562(210)	Purchase Order (New) 4500005322 Amount: 50.00 BND Version: 1		
The store of Finance and Economy mmonwealth Drive 3910 unel Darussalam one: +673 0 238 0999	To: TEST INTEGRATION_11 Calle Belait BN1234 Brunei Darussalam Phone: +63 (2) 5543210 Fax:	Purchase Order (New) 4500005322 Amount: 50.00 BND Version: 1		

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

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

Business Network - Standard Account TEST MODE	0 🕓
Purchase Order: 4500005322	Done
Create Order Confirmation Create Ship Notice Create Invoice	6 <u>↓</u> ⊕ 5
Order Detail Order History	Print Screen Contents Only

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Step 7: Select the printing criteria according to preference.

Step 8: Click on Print button.

Duint	2					
Print	··· 7	/22/24, 8:24 PM		SAP Business Network Supplier		
lotal: 1 sheet of paper		This purchase order was delivered b	y SAP Business Network. For more information al	bout Ariba and SAP Business Network, visit https	://www.ariba.com.	
Printer						
Corporate Printer	~					
Copies		AF	=IS			
Layout						
O Portrait		From:		To:	Purchase Order	
Landscape		Customer Ministry of Finance and Economy Commonwealth Drive 223910 Brunei Darussalam Phone: +673 () 238 0999 Fax:		TEST INTEGRATION_11 Calle Belait BN1234 Brunei Darussalam Phone: +63 (2) 5543210 Fax:	(New) 4500005322 Amount: 50.00 BND Version: 1	
Pages				Ellion.		
O All		Payment Terms Payable immediately Due net			Routing Status: Sent External Document Type: Std PO f/ NonWarra	
Odd pages only		Contact Information Supplier Address ROYAL BRUNEI CORPORATION				
Even pages only		Calle 678 BN1234 Brunei Danissalam Email: Bhone:				
e.g. 1-5, 8, 11-13		Fax: Address ID: RC0000011 Buver ID:	RC0000011			
Print 8		Other Information Company Code: Purchase Group: Purchase Organization: Party Additional ID:	SD DAA SD RC0000011			

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.

SAP Business Network -	Ę
Supplier sign-in 1 Username Next Forgot username New to SAP Business Network2	SAP Business Network for suppliers webinars Section 1 Image: Section 2 Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts. Learn More Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.
Register Now or Learn more	
Supported browsers and plugins	

utcome: I	Dashboa	ard (Home	epage) will be	e displayed	ł.				
SAP Busir	ness Network 🔻	Standard Accoun	t Get enterprise account	TEST NODE					വ
Home Er	nablement	Discovery ~ V	Workbench Orders 🗸	Fulfillment 🖌	Invoices 👻	Payments 🐱	More *		Cre
				PAINT	MARKED				
REN			Leads	✓ In Location		✓ By Product		Q	
	1 1	1 mill	112	Colder		AND A	1		
Overview	Getting sta	rted							
	1		0	0					
Enabl	lement Tasks	Mat	ched Leads	Invited Leads					
		La	st 90 days	Last 90 days					pa c
									e e e
My widg	gets Treasu	iry Accounting 🗸	⊡≌ Customize						
Purchase	orders	Last 3 months 🗸	Invoice aging		Act	ivity feed 🕴 All 🗸			View
¢1 (01 К		02						
Ψ1.									
\$1.2K			\$1						

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

Home	SAP Business Network Discovery	Workbench	Orders v Fulfillment v I	nvoices • Payments • Mor	e ¥	Create V
	Ariba Proposals & Questionnaires	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	<u>19</u>			
	Ariba Contract Management	Leads	Y In Location	× By Product		
	SAP Business Network	Note	X Control			
	Man Man		- Kidin		× 18 -	

Step 2: Click on Orders dropdown button.

Step 3: Click on Purchase Orders.

Business Network Standard Account	Get enterprise account	Ę
Home Enablement Discovery ~ V	2 Orders - Fulfillment - Invoices - Payments - More -	Crea
	Purchase Orders 3	
	Leads Order Inquiries Location V By Product Q	
Overview Getting started		

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SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

					47 LJ (3) E
ome Enablement Disc	overy - Workbench	Orders - Fulfillment - I	nvoices - Payments - More	v	Create 🗸 🕴 🐽
rders					
3	1	1	0	3	0
Orders	Items to confirm	Items to ship	Return items	New orders	Changed orders
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days
✓ Edit filter Last 31 Customers	days) Order nu	mbers	Creation date	Order status	
			Last 21 days		ect or type
Select or type selections	D Type sele	ection	Last 51 days	✓ Include ✓ Set	
Select or type selections	Type sele	al match C Exact match	Last 31 bays	V Include V Sel	
Select or type selections		ection Exact match		 Include Set 	Apply Reset
Select or type selections	 Type sela Parti 	ection Exact match		Include V Set	Apply Reset

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

				Rese	and Failed Orders	101	Feedback
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			
	Order Number 4500005702 4500005701 4500005700	Order Number Customer 4500005702 Treasury Accounting and Financial Information System - TEST 4500005701 Treasury Accounting and Financial Information System - TEST 4500005700 Treasury Accounting and Financial Information System - TEST	Order Number Customer Amount 4500005702 Treasury Accounting and Financial Information System - TEST \$100 BND 4500005701 Treasury Accounting and Financial Information System - TEST \$10 BND 4500005700 Treasury Accounting and Financial Information System - TEST \$10 BND	Order Number Customer Amount Date ↓ 4500005702 Treasury Accounting and Financial Information System - TEST \$100 BND May 2, 2024 4500005701 Treasury Accounting and Financial Information System - TEST \$10 BND May 2, 2024 4500005700 Treasury Accounting and Financial Information System - TEST \$10 BND May 2, 2024 4500005700 Treasury Accounting and Financial Information System - TEST \$10 BND May 1, 2024	Order Number Customer Amount Date ↓ Order Status 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 2, 2024 New	Order Number Customer Amount Date ↓ Order Status Amount Invoiced 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	Resend Failed Orders fe s² Order Number Customer Amount Date ↓ Order Status Amount Invoice 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 ···· ····



SAP Business Network - Standard Account	TEST MODE		(?) SH
urchase Order: 4500005701			Done
Create Order Confirmation Create Ship Notice	Create Invoice 👻	Ŧ	ē
Order Detail Order History			
AFIS			
n: tomer	To: Svarikat Plang Pia Semarak Aldilfitti Sdn Rhd	Purchase Order	
stry of Finance and Economy monwealth Drive	No. 1 Jalan Sana, Jalan Sini	4500005701 Amount: 10.00 BND	
1910 nei Darussalam	Brunei-Muara BC1234 Brunei Darussalam	Version: 1	
с толо () 236 (раза)	Phone: Fax: Email:	Track Order	
ntact Information pplier Address		Routing Status: Sent	0.6/ Marshimmed (7117)
varikat Riang Ria		External Document Type: Std P0	D f/ Nonwarrant (ZNB)
ian Sana No.1			

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

ntact Information pplier Address rarikat Riang Ria							Routing S External Document	tatus: Sent Type: Std PO f/ NonV	Varrant (ZNB)
an Sana No.1									
1234									
nei Darussalam									
one:									
c									
dress ID: P0000003									
yer ID: P0000003									
her Information									
Company Code: SD									
Purchase Group: DAA									
Purchase Organization: SD Party Additional ID: P00000003									
Party Additional ID: P00000003									
Ship All Items To		Bill To				Deliver To			
KEMENTERIAN KEWANGAN & EKONOMI		Ministry of Finance and	Economy						
		Commonwealth Drive							
Brunei-Muara		223910							
Brunei Darussalam		Brunei Darussalam	10						
Legation Code: D010		Filone: +673 () 236 095	19						
Eocation Code. Doito		Buyer ID:	SD						
		,							
ine Items								Show Item De	etails 🗰
Line # No. Schedule Lines	Part # / Description	Customer Part #	Туре	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
10 1		0000000300000919	Material		1.000 (RM)	5 May 2024	100.00 BND	10.00 BND	Details
	A3 Paper								
	0.117-00-00								
er submitted on: Thursday 2 May 2024 12:00 PM (reived by SAP Business Network on: Thursday 2 M	GMT+08:00 av 2024 10:14 AM GMT+08:00								
A REAL PROPERTY AND A REAL PROPERTY AND A REAL PROPERTY & IN	ay 1014 10.14 Pin Giver 100.00								
Purchase Order was sent by Treasury Accounting	and Financial Information System - T	EST						Sub-tot	al: 10.00 BND

Step 5: Click on Create Order Confirmation button.

Business Network - Standard Account TEST MODE		Ć	Э сн	ĺ
Purchase Order: 4500005701			Done	
Create Order Confirmation	$\overline{\mathbf{T}}$	Ť		
Order Detail Order History				

Step 6: Click on Confirm Entire Order button.

SAP Business Network - Standard Account TEST MODE		?	SH
Purchase Order: 4500005701			Done
Create Order Confirmation Create Ship Notice Create Invoice Create Invoice Create Invoice Create Invoice Create Invoice	<u>+</u>	7	
Update Line Items IISt Control International			

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

Business Network	Standard Account	TEST MODE			() SH
Confirming PO					Exit Next
Confirm Entire Order Review Order Confirmation	Order Confirmation Heat Confirmation #: Associated Purchase Order #: Customer:	4500005701 Treasury Accounting and Financial Inform	ation System - TEST		* Indicates required field
	Supplier Reference: Shipping and Tax Information Est. Shipping Date:		Est. Shipping Cost:		
	Est. Delivery Date:* Comments:		Est. Tax Cost:		
	Attachments				
	Name	Size (bytes)	Content No items	т Туре	
	Choose File No file chosen	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			() SH
Confirming PO					Exit Next
Confirm Entire Order Review Order Confirmation	Order Confirmation Heat Confirmation #: Associated Purchase Order #: Customer:	Con-4500005701 4500005701 Treasury Accounting and Financial Inform	7 mation System - TEST		* Indicates required field
	Supplier Reference: Shipping and Tax Information Est. Shipping Date:	2 May 2024	Est. Shipping Cost:		
	8 Est. Delivery Date:* Comments:	5 May 2024	Est. Tax Cost: Nay 2024. Lilvered on 5th May 2024.		
	Attachments	Size (hutes)	Contract	Time	
	мате	Size (bytës)	Content No items	туре	
	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.

, model internet								
Na	me	Size (bytes)			Content Ty	pe		
				No items				
Choose File The total size	No file chosen	Add Attachment						
Line Items	S rt # / Description	Customer Part #		Туре	Qty (Unit)	Need By	Unit Price	Subtot
10		0000000300000919		Material	1.000 (RM)	5 May 2024	100.00 BND	10.00 BN
	Paper				2.000 (1)	0		20100 011
A3	rapei							
A3 Cu 1. Pri	Irrent Order Status: .000 Confirmed With Comments icing Details	(Estimated Shipment Date: 2	2 May 2024; Esti	imated Delivery Da	te: 5 May 2024)			
A3 Cu 1. Pri	rrent Order Status: .000 Confirmed With Comments icing Details Unit Details ①	(Estimated Shipment Date: 2	2 May 2024; Est	imated Delivery Da	te: 5 May 2024) Price Deta	ts (i)		
A3 Cu 1. Pri	Irrent Order Status: .000 Confirmed With Comments cing Details Unit Details ① Unit Conversion	(Estimated Shipment Date: 2	2 May 2024; Esti Price Unit	imated Delivery Da Order Unit	te: 5 May 2024) Price Deta	ls (i) Price	Price Unit Quantity	Price Unit

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

Attachments			
Name	Size (bytes)	Content Type	
		No items	
		No items	
Choose File No file chosen	9 achment		
The total size of all attachment			

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

💽 Open				×
$\leftarrow \rightarrow \checkmark \uparrow \square $	This PC > >	ٽ ~	,O Search	
Organize 🔻 New fo	older			• 🔳 💡
📙 Microsoft Team: '	^ Name	Date modified	Туре	Size
Pictures	ISAMPLE ATTACHMENT] Relevant Attachment for Confirm Order	4/17/2024 6:53 AM	Microsoft Edge P	15 KB
💻 This PC				
🗊 3D Objects				
Desktop				
Documents				
🕂 Downloads				
Music				
Pictures				
🚆 Videos				
🏰 OS (C:)	¥			
Fil	le name: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order	~	All files	~
		Upload from mobile	Open	Cancel

Step 10: (Optional) Click on selected File.

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

C Open				×
← → ~ ↑	is PC > >	5 V	,⊂ Search	
Organize 👻 New fold	er			- 🔳 🕐
📙 Microsoft Team: ^	Name	Date modified	Туре	Size
Pictures	3 [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order	10 24 6:53 AM	Microsoft Edge P	15 KB
3D Objects				
Desktop				
Documents				
Downloads				
👌 Music				
Pictures				
Videos				
🖆 OS (C:)				
File n	ame: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order	~	All files	~
	L	Upload from mobile	Open	11
		opieda ireni inobile	open	

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

Attachments			
Name	Size (bytes)	Conte	ent Type
		No items	
Choose File [SAN	PLE ATrm Order.pdf Add Attachment		
The total size of all a	ttachments cannot exceed 100MB		

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

Name Size (bytes) Content Type No items
No items

Outcome: File attached to the Order Confirmation.

Attachments		
Name	Size (bytes)	Content Type
[SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf	15382	application/pdf
L Delete		
Choose File No file chosen Add Attachment		
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 MOCE	() SH
Confirming PO		13 Next
1 Confirm Entire Order	 Order Confirmation Header 	* Indicates required field

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

Business Network	👻 Standa	rd Account	TEST MODE								?	SH	
Confirming PO									Previous	Submit		Exit	
1 Confirm Entire Order	Confirm	ation Update											
2 Review Order Confirmation	Review Order Confirmation Confirmation #: Con-4500005701 Supplier Reference: Comments: 1) Shipping expected to start on 2nd May 2024. 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 #		Туре	Qty (Ur	nit)	Need By		Unit Price		Subtotal	
	10	A3 Paper	0000000300000919		Material	1.000 ((RM)	5 May 2024		100.00 BND	1	0.00 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 (i)					Price Details	i					
		Unit Conversion		Price Unit	Order Unit			Price	Price Unit Quantit	у	P	rice Unit	
		1		RM	RM			100.00 BND	10		R	м	

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Step 14: Click on Submit button.

SAP Business Network	t 👻 Standard Account TEST MODE		() SH
Confirming PO		14	Submit Exit
1 Confirm Entire Order	Confirmation Update		
2 Review Order Confirmation	Confirmation #: Con-4500005701 Supplier Reference:		

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 🔻	<u>+</u>	ē
Order Detail Order History			
AFIS			
From: Customer Ministry of Finance and Economy Commonwealth Drive 223910 Brunei Darussalam Phone: +673 () 238 0999 Fax:	To: Syarikat Riang Ria Semarak Alditfitri 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: Acknowle External Document Type: Std PO f/ Related Documents: Con-4500	idged NonWarrant (ZNB) 0005701

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SUPPLIER (VENDOR)



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

=	M Gmail		Q Se	earch mail										?	(3)		-
0	Compose		←	•	i c	1 () (2	D	:				29 c	of 8,531	<	>	51
	Inbox	6,132		Order Co Informat	onfirmat tion Syste	ion Con em - TES	-45000 ST 🔉 🗈	05701	has been	submitted to	Treasury	y Accounting and Financia	I		₽	Ø	
☆ ©	Starred Snoozed			AribaNetwo to me 👻	rkAdmin <ord< th=""><th>lersender-prod</th><th>l@ansmtp.aril</th><th>ba.com></th><th></th><th></th><th></th><th>May 2, 2024, 4:00 PM (5 days a</th><th>go) 📩</th><th></th><th>¢</th><th>:</th><th>ø</th></ord<>	lersender-prod	l@ansmtp.aril	ba.com>				May 2, 2024, 4:00 PM (5 days a	go) 📩		¢	:	ø
D ⊳	Important Sent																-
0 • D	Drafts Categories	67															+
~	More			T	This notification	e order statu	ortant inform us	ation about	t your test SAP B	usiness Network acco	unt (ANID: AN1	11201968629-T).					
2					Order #:	4500005701	unting and f	inconcial In	formation Sustan	TECT							
÷					Buyer Name. Buyer ANID:	AN111768959	911-T	MT 07:00	ionnation system	1-1631							
-					Status:	Confirmed	.14.00 PM G	WI1-07.00	Marc 2004 0 Mar								
-					Comments:	1) Snipping e	xpected to st	art on 2nd	may 2024. 2) Ma	tenais / Goods expect	iea to de delive	red on 5th May 2024.					
					Line No.	Part #	Qty	Unit	Description	Need By	Ship E	By Unit Price	Extended	Price			>

≡	M Gmail		Q Search mail							祥		0	Ę	
0	Compose		← ♥ ①	i Ľ	© ∅	€	D	I				29 of 8,531	٢	
	Inbox	6,132	т	his notification cont	ains importan	nt informa	ition abo	ut your test SAP Bu	siness Network accou	int (ANID: AN11201968629	9-T).			
☆	Starred		Y	our purchase or	ler status									
()	Snoozed			Order #: 4500	005701									
Σ	Important			Buyer Name: Treas	sury Accountir	ing and F	inancial	Information System	TEST					
⊳	Sent			Buyer ANID: AN11	176895911-T	г								
D	Drafts	67		Order Date: 1 Ma	y 2024 7:14:0	06 PM GI	MT-07:00)						
	Categories		:	Status: Confi	rmed									
\sim	More			Comments: 1) Sh	ipping expect	ted to sta	art on 2n	d May 2024. 2) Mate	rials / Goods expecte	ed to be delivered on 5th M	1ay 2024.			
2				Line No. Pa	rt # Qt	ty	Unit	Description	Need By	Ship By	Unit Price	Extended Price		
Ξ				10	1.0	.000	RM	A3 Paper	4 May 2024		100.00 BND	10.00 BND		
2				s	Status									
2								(Comments: 1) Shipping expected	to start on 2nd May 202	24 2) Materials / Goods ex	rected to be		
Ξ				1	.000 Confirm	med With	h Comm	entsdelivered on 5	th May 2024.; Estim	nated Shipment Date: 1 M	May 2024; Estimated Deliv	ery Date: 4 May		
ĩ								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.

SAP Business Network -	Ę
Supplier sign-in Username Next Forgot username	SAP Business Network for suppliers webinars Register or access on-demand webinars Specifically designed for suppliers to support them on their journey. These cover a range of tocs, across the various regions, and are relevant to both Enterprise and Standard Learn More Learn More
New to SAP Business Network? Register Now or Learn more	• • • •
Supported browsers and plugins	

Note: Please ensure to select Business Network page.

Business Network Note ount	Get enterprise account		ۍ ۲
Home Enablement Discovery ~ Wor	kbench Orders - Fulfillmer	nt v Invoices v Payments v More v	Crea
	Leads V In Locat	tion By Product	a (
Overview Getting started) O I Leads Invited Le	eads	×
My widgets Treasury Accounting Y	uays Last 90 u	ays	F eetta
Purchase orders Last 3 months V \$1.01 K BND	SO BND	Activity feed All V	View al
\$1.2K	\$1		

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

Home	SAP Business Network Discovery	· Workbench	Orders v Fulfilln	nent v Invoices v Pa	ayments 👻 More 👻		Create
	Ariba Proposals & Questionnaires		PK	A ATTACK		M	
	Ariba Contract Management	Landa					
15	SAP Business Network	Note	in Lo	cation	By Product	ų	
			1 - Will				

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

Step 3: Click on Purchase Orders.

SAP Business	s Network 🔻 Standard Account	Get enterprise account			स्र
Home Enab	lement Discovery 🗸 N	2 Orders ~ Fulfillment	 Invoices Payments 	✓ More ✓	Crea
101		Purchase Orders			
		Leads Order Inquiries	By Product	t Q	
	and the second second	1 Clark	AND.		
Overview	Getting started				

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SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

		enterprise account	TEST MODE			ক	ф (ў <mark>8</mark>
ome Enablement Disc	overy - Workben	ich Orders ~	Fulfillment ~	Invoices - Payments -	More 🛩	Ci	reate 🗸 🕴 🚥
Orders							
-				-	-		
3	1		1	0	3	0	
Orders	Items to conf	firm	Items to ship	Return items	New orders	Changed orders	
Last 31 days	Last 31 day	5	Last 31 days	Last 31 days	Last 31 days	Last 31 days	
✓ Edit filter Last 31 €	days						
Customers	c	Order numbers		Creation date	Order state	JS	
Customers Select or type selections	ر م	Order numbers		Creation date Last 31 days	Order stati	✓ Select or type	
Customers Select or type selections	ر م	Order numbers Type selection Partial match) Exact match	Creation date Last 31 days	Order stati	Select or type	
Customers Select or type selections	Ð	Order numbers Type selection Partial match) Exact match	Creation date	Order stati	JS ✓ Select or type ① Apply	Reset
Customers Select or type selections Show more	ි 	Order numbers Type selection Partial match () Exact match	Creation date	Order stati	Select or type	Reset

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

	Show more					Apply	Reset	
						Resend Failed Orders	28	Feedback
	Order Number	Customer	Amount	Date V	Order Status	Amount Invoiced	Actions	
	4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	New			
4	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			



Business Network - Standard Account	TEST MODE	
urchase Order: 4500005701		Done
Create Order Confirmation 🔻	tice Create Invoice 👻	<u>↓</u> ⊕
Order Detail Order History		
AFIS		
n:	Tor	Purchase Order
n: tomer stry of Finance and Economy	To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana,	Purchase Order (Confirmed) 4500005701
n: tomer Istry of Finance and Economy nmonwealth Drive 910	To: Syarikat Riang Ria Semarak Aldilftri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunel-Muara BC1234	Purchase Order (Confirmed) 4500005701 Amount: 10.00 BND Version: 1
n: tomer istry of Finance and Economy mmorwealth Drive 910 nei Darussalam ne: -673 () 238 0999	To: Syarikat Riang Ria Semarak Aidilftiri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone:	Purchase Order (Confirmed) 4500005701 Amount: 10.00 BND Version: 1
m: itomer istry of Finance and Economy mmonwealth Drive 910 e1 Darussalam ne: +673 () 238 0999 :	To: Syarikat Riang Ria Semarak Aidiffttri Sdn Bhd No. 1 Jalan Sana, Jatan Sini Brunei Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Purchase Order (Confirmed) 4500005701 Amount: 10.00 BND Version: 1 Track Order
m: tomer istry of Finance and Economy mmonwealth Drive 1910 Inter Darussalam one: +673 () 238 0999 : tact Information	To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Purchase Order (Confirmed) 4500005701 Amount: 10.00 BND Version: 1 Track Order Routing Status: Acknowledged
m: tomer istry of Finance and Economy monowealth Drive 1910 ne: +673 () 238 0999 : tact Information plier Address rikat Riang Ria	To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Purchase Order (Confirmed) 4500005701 Amount: 10.00 BND Version: 1 Track Order Routing Status: Acknowledged External Document: Type: Std PO // NonWarrant (ZNB) Related Document: Type: Std PO // NonWarrant (ZNB) Related Documents: Type: Std PO // Statust acknowledged

Step 5: Click on Create Ship Notice button.

SAP Business Network - Standard Account TEST MODE	() SH
Purchase Order: 4500005701	Done
Create Order Confirmation Create Ship Notice 5	± 🕾
Order Detail Order History	

Outcome: Create Ship Notice page will be displayed.

Business Network - Standard Account	TEST MODE		⑦ SH
eate Ship Notice			Save Exit Next
* Indicates required field			
SHIP FROM		DELIVER TO	
Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd	Update Address	KEMENTERIAN KEWANGAN & EKONOMI	Update Address
Brunei-Muara Brunei Darussalam		Brunei-Muara Brunei Darussalam	
SHIPPING Packing Slip ID:*		TRACKING Carrier Name: Service Level:	
SHIPPING Packing Slip ID:* Invoice No.: Requested Delivery Date:		TRACKING Carrier Name: Service Level:	×
SHIPPING Packing Slip ID:* Invoice No.: Requested Delivery Date: Ship Notice Type* Select Required field Shipping Date:*		TRACKING Carrier Name: Service Level:	~
SHIPPING Packing Slip ID: * Invoice No.: Requested Delivery Date: Ship Notice Type * Select Required field Shipping Date: * Delivery Date: *		TRACKING Carrier Name: Service Level:	~
SHIPPING Packing Slip ID:* Invoice No.: Requested Delivery Date: Ship Notice Type* Select Required field Shipping Date:* Delivery Date:* Gross Volume:	Unit:	TRACKING Carrier Name: Service Level:	v

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.

SHIPPING		TRACKING		
Packing Slip ID:*	ASN-4500005701 7	Carrier Name:	\checkmark	
Invoice No.:		Service Level:		
Requested Delivery Date:				
Ship Notice Type*	Select V IRequired field			
Shipping Date:*				
Delivery Date:*				
Gross Volume:	Unit:			
	Unit:			

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

SHIPPING			TRACKING			
Packing Slip ID:*	ASN-4500005701			Carrier Name:	\checkmark	
Invoice No.:				Service Level:		
equested Delivery Date:						
Ship Notice Type*	Select 🗸					
	Required field					
Shipping Date:*						
Delivery Date:*						
Gross Volume:		Unit:				
Caraca Mariahata		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.

SHIPPING		1	TRACKING			
Packing Slip ID:*	ASN-4500005701			Carrier Name:	×	
Invoice No.:				Service Level:		
Requested Delivery Date:						
Ship Notice Type	Select V					
Shipping Date:	Select					
	Actual					
Delivery Date:	Estimated					
Gross Volume:		Unit:				
Gross Weight		Unit:				

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

SHIPPING			TRACKING			
Packing Slip ID:*	ASN-4500005701			Carrier Name:	~	
Invoice No.:				Service Level:		
Requested Delivery Date:		4				
Ship Notice Type*	Estimated V					
Shipping Date:*						
	Required field					
Delivery Date:*	m					
	Required field					
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.

SHIPPING			TRACKING			
Packing Slip ID:*	ASN-4500005701			Carrier Name:	\sim	
Invoice No.:				Service Level:		
equested Delivery Date:]	
Ship Notice Type*	Estimated V					
Shipping Date:*	2 May 2024	9 10				
Delivery Date:*	5 May 2024	5,10				
Gross Volume:		Unit:				
		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 Terms:		\sim		Shipping Pay	ment Method:	Account		\checkmark
		Delivery Terms Description:				Shipping Cor	ntract Number:			
	т	Fransport Terms Description:				Shippin	g Instructions:			
									//	
Transpor	rt Terms	Equipment Identification Co	ode Gross Volume	Unit	Gross Weight	Unit	Sealing Part	y Code	Seal ID	
Select	t V									
Add	Transport Tor	-								
7100	i nunsport ici									
 Additional Fiel 	lds									
 Additional Fiel 	lds									
Additional Fiel	lds 1S									
Additional Fiel Order Item Order #	lds IS Line No.	Part # / Description	Customer Part #	Qty	Unit Ne	ed By Shi	р Бу	Unit Price	Subtotal	
Additional Fiel Order Item Order # 4500005701	lds IS Line No. 10	Part # / Description	Customer Part # 0000000300000919	Qty 1.000	Unit Ne RM 5 M	ed By Shij May 2024	р Ву	Unit Price 100.00 BND	Subtotal 10.00 BND	Remove
Additional Fiel Order Item Order # 4500005701	lds IS Line No. 10	Part # / Description A3 Paper	Customer Part # 00000003000000919	Qty 1.000	Unit Ne RM 5 M	ed By Shij May 2024	р Ву	Unit Price 100.00 BND	Subtotal 10.00 BND	Remove
Additional Fiel Order Item Order # 4500005701	lds IS Line No. 10	Part # / Description A3 Paper Shipment Status	Customer Part # 00000000300000919	Qty 1.000	Unit Ne RM 5 M	ed By Shij May 2024	р Ву	Unit Price 100.00 BND	Subtotal 10.00 BND	Remove
Additional Fiel Order Item Order # 4500005701	lds IS Line No. 10	Part # / Description A3 Paper Shipment Status Total Item Due Quantity: 1 F	Customer Part # 0000000300000919 M	Qty 1.000	Unit Ne RM 5.M	ed By Shij May 2024	p By	Unit Price 100.00 BND	Subtotal 10.00 BND	Remove
Additional Fiel Order Item Order # 4500005701	tds IS Line No. 10	Part # / Description A3 Paper Shipment Status Total Item Due Quantity: 1 F Confirmation Status	Customer Part # 0000000300000919	Qty 1.000	Unit Ne RM 5 M	ed By Shij May 2024	p By	Unit Price 100.00 BND	Subtotal 10.00 BND	Remove

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

SAP Business Network - Standard Account TEST Mod	DDE			() SH	î
Create Ship Notice			Save	Exit Next	
* Indicates required field					
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Update Address	KEMENTERIAN KEWANGAN & EKONOMI		Update Address	11
Brunei-Muara Brunei Darussalam		Brunei-Muara Brunei Darussalam			
▼ Ship Notice Header					

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

SAP Business Network - Standard	Account TEST MODE				③ SH
Create Ship Notice				Save	Next
VIEW / EDIT ADDRESS * Indicates required	ES				
* Indicates required fi	eld	DELIVER TO			
SHIP FROM Syarikat Riang R	Svarikat Riang Ria Semarak Aidi	Name:	KEMENTERIAN KEWANGAN & I		Jpdate Address
Brunei-Muara Brunei Darussala Department Name:		Department Name:			
ADDRESS		ADDRESS			
Address 1:	* No. 1 Jalan Sana,	Address 1:			
SHIPPING Address 2	Jalan Sini	Address 2:			
Province:	Brunei-Muara [BN-BM] V	Province:	Select V ! Your original Province input Brunei-Muara is not va	alid, please select a Province from	
Requested Delive Postal Code:	* BC1234	Postal Code:	the dropdown list.		
Ship Not Country/Region:	* Brunei Darussalam [BRN]	, Country/Region:	Brunei Darussalam [BRN]	\checkmark	
Delive	This acted on with renear the page content		This selection will refresh the page content	:	
Gross			Ca	ancel OK	
Gross Weight					-

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

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

Business Network -	Standard Account	TEST MODE						() SH	
Create Ship Notice						Save	Exit	Next	
* Indicates required field	VIEW / EDIT ADDRES	SES							
SHIP FROM	* Indicates required	field							
Svarikat Riang Ria Semarak Ai	SHIP FROM			DELIVER TO			12	Update Address	
Brunsi-Muara	Name:	Syarikat Riang Ria Semarak Aidi		Name:	KEMENTERIAN KEWANGAN & I				
Brunei Darussalam	Department Name:			Department Name:					
 Ship Notice Header 	ADDRESS			ADDRESS					
	Address 1:*	No. 1 Jalan Sana,		Address 1:	No. 2, Jalan Situ,				
SHIPPING	Address 2:	Jalan Sini		Address 2:	Jalan Saja				
Packing Slip ID:*	Province:	Brunei-Muara [BN-BM] 🗸		Province:	Brunei-Muara [BN-BM] 🗸		h		
Requested Delivery Date:	Postal Code:*	BC1234		Postal Code:	BD5678				
Ship Notice Type* E	Country/Region:*	Brunei Darussalam [BRN]	~	Country/Region:	Brunei Darussalam [BRN]	~			
Shipping Date:* 2		This selection will refresh the page conter	nt	•	This selection will refresh the page content				
Delivery Date:* 5					Cancel	ок	13		
Gross Volume:									
Gross Weight:		Unit:							

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

Indicates required field			DELIVER TO	
Syarikat Riang Ria Semarak	Aidilfitri Sdn Bhd	Update Address	KEMENTERIAN KEWANGAN & EKONOMI	Update Address
Brunei-Muara Brunei Darussalam			Brunei-Muara Brunei Darussalam	
Ship Notice Header				
stup House Header				
SHIPPING			TRACKING	
SHIPPING Packing Slip ID:*	ASN-4500005701		TRACKING Carrier Name:	×
SHIPPING Packing Slip ID:*	ASN-4500005701		TRACKING Carrier Name: Service Level:	×
SHIPPING Packing Slip ID: * Invoice No.: [Requested Detivery Date:	ASN-4500005701		TRACKING Carrier Name: Service Level:	~
SHIPPING Packing Slip ID:* Invoice No.: [Requested Detivery Date: - Ship Notice Type*	ASN-4500005701		TRACKING Carrier Name: Service Level:	~
SHIPPING Packing Slip ID:* Invoice No.: [Requested Delivery Date: - Ship Notice Type*] Shipping Date:*	ASN-4500005701 		TRACKING Carrier Name: Service Level:	~
SHIPPING Packing Slip ID:* Invoice No.: Requested Delivery Date: - Ship Notice Type* Shipping Date:* Delivery Date:*	ASN-4500005701 - Estimated ✓ 2 May 2024 5 May 2024 11 11 11 11 11 11 11 11 11 1		TRACKING Carrier Name: Service Level:	
SHIPPING Packing Slip ID:* Invoice No.: Requested Delivery Date: Ship Notice Type* Shipping Date:* Delivery Date:* Gross Volume:	ASN-4500005701 Estimated V 2 May 2024 5 May 2024	Unit:	TRACKING Carrier Name: Service Level:	~



Step 14: Click on Next button to proceed.

	Business Network -	Standard Account	TEST MODE		_		?	SH	Î
(Create Ship Notice				Save	14		Vext	I
	* Indicates required field								

Outcome: Shipping Notice Confirmation page will be displayed.

-	ork 👻 Standard Account	TEST MODE		⑦ SH
eate Ship Notice			Previous Save Subr	mit Exit
onfirm and submit this do	cument.			
SHIP FROM			DELIVER TO	
Syarikat Riang Ria Sema	arak Aidilfitri Sdn Bhd		KEMENTERIAN KEWANGAN & EKONOMI	
No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam			No. 2, Jalan Situ, Jalan Saja Brunei Marar BD5678 Brunei Darussalam	
hip Notice Header				
ship Notice Header			TRACKING	
ihip Notice Header SHIPPING	Packing Slip ID:	ASN-4500005701	TRACKING Tracking information not provided.	
hip Notice Header SHIPPING	Packing Slip ID: Invoice No.:	ASN-4500005701	TRACKING Tracking information not provided.	
ihip Notice Header SHIPPING	Packing Slip ID: Invoice No.: Requested Delivery Date:	ASN-4500005701	TRACKING Tracking information not provided.	
ihip Notice Header SHIPPING	Packing Slip ID: Invoice No.: Requested Delivery Date: Ship Notice Type: Eritmend Elbinein Desc	ASN-4500005701 Estimated	TRACKING Tracking information not provided.	
ihip Notice Header SHIPPING	Packing Siip ID: Invoice No.: Requested Delivery Date: Ship Notice Type: Estimated Shipping Date: Estimated Delivery (Date:	ASN-4500005701 Estimated 2 May 2024 5 May 2024	TRACKING Tracking information not provided.	
ihip Notice Header SHIPPING	Packing Siip ID: Invoice No.: Requested Delivery Date: Ship Notice Type: Estimated Shipping Date: Estimated Delivery Date: Gross Velume:	ASN-4500005701 Estimated 2 May 2024 5 May 2024 12:00:00 PM	TRACKING Tracking information not provided.	
Ship Notice Header	Packing Slip ID: Invoice No.: Requested Delivery Date: Ship Notice Type: Estimated Shipping Date: Estimated Delivery Date: Gross Volume: Gross Weight:	ASN-4500005701 Estimated 2 May 2024 5 May 2024 12:00:00 PM 	TRACKING Tracking information not provided.	
Ship Notice Header SHIPPING DELIVERY AND TRANSPO	Packing Slip ID: Invoice No.: Requested Delivery Date: Ship Notice Type: Estimated Shipping Date: Estimated Delivery Date: Gross Volume: Gross Weight: PORT INFORMATION	ASN-4500005701 Estimated 2 May 2024 5 May 2024 12:00:00 PM 	TRACKING Tracking information not provided.	
Ship Notice Header SHIPPING DELIVERY AND TRANSPO	Packing Slip ID: Invoice No.: Requested Delivery Date: Estimated Shipping Date: Estimated Shipping Date: Gross Volume: Gross Weight: PORT INFORMATION Delivery Terms:	ASN-4500005701 Estimated 2 May 2024 5 May 2024 12:00:00 PM 	TRACKING Tracking information not provided.	

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

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

SAP Business Network - Standard Account	TEST MODE			-	?		í
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**.

Business Network - Standard Account	TEST MODE		() SH
rchase Order: 4500005701			Done
Create Order Confirmation Create Ship N	lotice Create Invoice 🔹		¥ @
Order Detail Order History			
AFIS	To: Svarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Status Purchase Order (Shipped)	
The second secon	To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini	Status Purchase Order (Shipped) 4500005701 Worder 10 00 BND	
TAFIS	To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunel-Muara BC1234	Status Purchase Order (Shipped) 4500005701 Amount: 10.00 BND Version: 1	
E mer stry of Finance and Economy monwealth Drive 10 el Darussalam t: +673 () 238 0999	To: Syarikat Riang Ria Semarak Aidilftri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone:	Status Purchase Order (Shipped) 4500005701 Amount: 10.00 BND Version: 1	
The second secon	To: Syarikat Riang Ria Semarak Alditfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darusatam Phone: Fax: Email:	Status Purchase Order (Shipped) 4500005701 Amount: 10.00 BND Version: 1 Track Order	
* Commer stry of Finance and Economy monwealth Drive Ho Hel Darussalam he: +673 () 238 0999	To: Syarikat Riang Ria Semarak Aidilftri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Prione: Fax: Email:	Purchase Order (Shipped) 4500005701 Abount: 10.00 BND Version: 1 Track Order	tatus: Acknowledged
AFS Somer stry of Finance and Economy monwealth Drive HO Hel Darussalam he: +673 () 238 0999 act Information siler Address fikat Riang Ria	To: Syarikat Riang Ria Semarak Aidilftri 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 Routing St External Document Related Docum	tatus: Acknowledged Type: Std PO f/ NonWarrant (ZNB) wetr: 65N457005711



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.

	0	0		
SAP Business Network -			Ę	Î
Supplier sign-in	1	SAP Business	Network for suppliers webinars Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of	; ; pf
Username			topics, across the various regions, and are relevant to both Enterprise and Standard accounts.	
Forgot username		Learn More		
New to SAP Business Network? Register Now or Learn more				
			• • • •	
Supported browsers and plugins				
1				•

Note: Please ensure to select Business Network page.

Business Network V Note	ount Get enterprise account	TEST MODE			, tr
Home Enablement Discovery ~	Workbench Orders 🗸	Fulfillment ¥	Invoices × Payments ×	More 👻	Crea
	Leads	 In Location 	By Product	Q	
Overview Getting started	O Matched Leads	O Invited Leads			
My widgets Treasury Accounting	v 3€ Customize	Last 90 days			F ee dback
Purchase orders Last 3 months 4	SO BND		Activity feed All V		View al
\$1.2K	\$1				

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

Home	SAP Business Network Discovery	· Workbench	Orders v Fulfilln	nent v Invoices v Pa	ayments 👻 More 👻		Create
	Ariba Proposals & Questionnaires		PK	A ATTACK		M	
	Ariba Contract Management	Landa					
15	SAP Business Network	Note	in Lo	cation	By Product	ų	
			1 - Will				

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

Step 3: Click on Purchase Orders.

Home Enablement	Discovery 🗸 🛛 V	2 Orders ~	Fulfillment 🗸 Invo	ices - Payments -	More Y	
102		Purchase Or	rders 3			
		Leads Order Inquir	ies <i>I Location</i>	✓ By Product	٩	
	1000	1 AV	Courses	A NON		

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

		et enterprise account	TEST MODE					¶ Q @ <u>8</u>
Home Enablement Disc	overy ~ Workbe	ench Orders ~	Fulfillment 🗸	Invoices • Payments •	More 🗸			Create 🗸 🔹 🚥
Orders								
3	1		1	0		3	0	
Orders	Items to co	onfirm	Items to ship	Return items		New orders	Changed ord	lers
Last 31 days	Last 31 de	ays	Last 31 days	Last 31 days		Last 31 days	Last 31 days	5
✓ Edit filter Last 31	days	Order numbers		Creation date		Order status		
GUSLOITIEIS								
Select or type selections	đ	Type selection		Last 31 days	~	Include 🗸	Select or type	
Select or type selections	Ø	Type selection Partial match 	Exact match	Last 31 days	~	Include V	Select or type	
Select or type selections	Û	Type selection Partial match 	C Exact match	Last 31 days	×	Include 🗸	Select or type	pply Reset
Select or type selections	Ð	Type selection Partial match 	Exact match	Last 31 days	~	Include 🗸	Select or type	pply Reset

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

	Show more					Apply	Reset	
						Resend Failed Orders	26	eedback
	Order Number	Customer	Amount	Date V	Order Status	Amount Invoiced	Actions	Ľ.
	4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	New			
4	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**.

SAP Business Network - Standard Account	TEST MODE	⑦ ^{SP}	1
Purchase Order: 4500005701		Done	2
Create Order Confirmation	Create Invoice V	<u>↓</u> ⊕	
Order Detail. Order History			
ΛΕΙς			
AIIS			
From:	Tor	Ctature Purchase Order	
Customer Ministry of Finance and Economy Commonwealth Drive 223810	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini	(Received) 4500005701 Amount: 10.00 BND	
Brunei Darussalam Phone: +673 () 238 0999 Fax:	Brune-Muara BC.1234 Brunei Darussalam Phone: Fax: Email:	Version: 1 Track Order	
Contact Information Supplier Address		Routing Status: Acknowledged External Document Type: Std PO f/ NonWarrant (ZN	B)
Syarikat Riang Ria Jalan Sana No.1 BC1224		Related Documents: 500000455 ASN-4500005701 Con.4500005701	

SUPPLIER (VENDOR)



≡	M Gmail		Q Search mail दे	0	()	***	-
0	Compose			of 8,531	<	>	81
	Inbox	6,118	Receipt-5000000455, Treasury Accounting and Financial Information System - TEST, AN-DOC- ID:prod:11000000000000000276883195: > Imaxe		₽	ß	
☆ © ∑	Starred Snoozed Important		Treasury Accounting and Financial Information System - TEST" <ordersender-prod@ansmtp.ariba.com> May 2, 2024, 4:47 PM (5 days ago)</ordersender-prod@ansmtp.ariba.com>	. :	¢	:	ø
Þ	Sent Drafts	67	This notification contains important information about your test SAP Business Network account (ANID: AN11201968629-T).				E
• D ~	Categories More		AN-DOC-ID:prod:11000000000000276883195:				+
1			There is a new Receipt in your SAP Business Network account You may use the following URL to get your document: https://service.ariba.com/Supplier.aw/ad/document-ay/oad=71eb9284-f23a-4a9c-6f4d-9da578c67eca&community=11&anp=Ariba	Detail?do	<u>cP</u>		
1			Thank you for using SAP Business Network.				
:			Sincerely, The SAP Business Network Team https://www.ariba.com				
1							>

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.

= 🎽 Gmail	Q Search mail 로	?	1	***	
Compose		28 of 8,531	<	>	31
□ Inbox 6,118	Receipt-5000000455, Treasury Accounting and Financial Information System - TEST, AN-DOC-ID:prod:110000000000000000276883195: > Inter x		8	Ø	
 Snoozed Important 	*Treasury Accounting and Financial Information System - TEST" <ordersender-prod@ansmtp.ariba.com> May 2, 2024, 4:47 PM (5 days ago) to me 👻</ordersender-prod@ansmtp.ariba.com>	☆ ∷	¢	:	Ø
 Sent Drafts 67 	This notification contains important information about your test SAP Business Network account (ANID: AN11201968629-T).				-
Categories More	AN-DOC-ID:prod:11000000000000000276883195:				+
-	There is a new Receipt in your SAP Business Network account You may use the following URL to get your document: https://service.ariba.com/Supplier.aw/ad/docum ayload=71eb9284-f23a-4a9c-6f4d-9da578c67eca&community=11&anp=Ariba	<u>ientDetail?do</u>	осР		
	Thank you for using SAP Business Network.				
<u>. </u>	Sincerely, The SAP Business Network Team https://www.ariba.com				
·					>

SUPPLIER (VENDOR)

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

SAP Business Net	work – Standard Ad	ccount	TEST MODE									Ċ	SH
Receipt: 500000	455												Done
Print Export cXML													
Detail History													
From: Treasury Accounting and I Commonwealth Drive 223910 Brunei Darussalam	Financial Information Syste	em - TEST	To: Syarikat Ri No. 1 Jalar Jalan Sini Brunei-Muu Brunei Dan Phone: Fax: Email:	ang Ria Semar Sana, ara BC1234 assalam	ak Aidilfitri Sdn Bhd		,	Receipt: Rece Rece	seipt No.: 5000000455 ipt Date: 2 May 2024	5			
											Routi Relat	ng Status: ed Documents	Sent : 4500005701
Receipt Line Number	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Туре	Unit Rate	Amount	Status
Purchase Order: 450000	5701 (Closed For Receivin	ng)											
1 Comments	10	A3 Paper	0000000300000919			ASN-4500005701	2 May 2024	1.000 RM	Not Specified	Received	10.00 BND	10.00 BND	Completed
Receipt received on: Thur	sday 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.

SAD Business Network -	Ę (
Supplier sign-in Username Next Forgot username New to SAP Business Network?	SAP Business Network for suppliers webinars Segister or access on-demand webinars Specifically designed for suppliers to support Support Specifically designed for suppliers Support Specifically designed for suppliciers Support Specifically de
Supported browsers and plugins	

Note: Please ensure to select Business Network page.

Business Network Note ount	Get enterprise account		ۍ ۲
Home Enablement Discovery ~ Wor	kbench Orders - Fulfillmer	nt v Invoices v Payments v More v	Crea
	Leads V In Locat	tion By Product	a (
Overview Getting started) O I Leads Invited Le	eads	*
My widgets Treasury Accounting Y	uays Last 90 u	ays	F eetta
Purchase orders Last 3 months V \$1.01 K BND	SO BND	Activity feed All V	View al
\$1.2K	\$1		

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

Home	SAP Business Network Discovery	Workbench	Orders v Fulfillment v	Invoices v Payments v More		Create
	Ariba Proposals & Questionnaires	··· \ \ / /	Pic			
	Ariba Contract Management	Leads	× In Location	Ry Product	0	
	SAP Business Network	lote	A Column	by House		
			- KIATA			-

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

Step 3: Click on Purchase Orders.

SAP Business	s Network 🔻 Standard Account	Get enterprise account			स्र
Home Enab	lement Discovery 🗸 N	2 Orders ~ Fulfillment	 Invoices Payments 	✓ More ✓	Crea
101		Purchase Orders			
		Leads Order Inquiries	By Product	t Q	
	and the second second	1 Clark	AND.		
Overview	Getting started				

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

		- charphise account				V-1	• •
ome Enablement Dis	covery ~ Workber	nch Orders ~	Fulfillment ~	Invoices - Payments - Mor	re 🗸	Create	~ •
rders							
3	0		0	0	2	0	
Orders	Items to con	firm	Items to ship	Return items	New orders	Changed orders	
Last 31 days	Last 31 day	/5	Last 31 days	Last 31 days	Last 31 days	Last 31 days	
Orders (3)							
✓ Edit filter Last 31	days						
Customers		Order numbers		Creation date	Order status		
Select or type selections	ð	Type selection		Last 31 days	✓ Include ✓ 5	elect or type	
		Partial match) Exact match				
Show more						Apply	Reset
					Rese	nd Failed Orders	28

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

	Show more					Apply	Reset	
						Resend Failed Orders	201	eedback
	Order Number	Customer	Amount	Date \downarrow	Order Status	Amount Invoiced	Actions	Ľ.
	4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	New			
4	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			
								-



Purchase Order: 4500005701					
					Done
Create Order Confirmation Create Ship Notice Create Invoice			<u>+</u>	6	
Order Detail Order History					
AFIS					
n: To: tomer Svarikat Riang Ria Semari	rak Aldilfitri Sdn Bhd	Purchase Order			
n: To: tomer Syarikat Riang Ria Semari Stry of Finance and Economy No. 1 Jalan Sana, monowealth Drive	ak Aldilfitri Sdn Bhd	Purchase Order (Received) 4500005701			
n: To: tomer Syarikat Riang Ria Semari istry of Finance and Economy No. 1 Jalan Sana, mnorwealth Drive Jalan Sini 90 Brunel-Muara BC1234	ak Aldilfitri Sdn Bhd	Purchase Order (Received) 450005701 Amount: 10.00 BND Version: 1			
n: To: tomer Syarikat Riang Ria Semari stry of Finance and Economy No. 1 Jalan Sana, monwealth Drive Jalan Saini 910 Brunei-Muara BC1234 nei Darussalam Brunei Darussalam nei; +673 0, 238 0999 Brunea	rak Aldilfitri Sdn Bhd	Purchase Order (Received) 4500005701 Amount: 10.00 BND Version: 1			
n: To: tomer Syarikat Riang Ria Semari stry of Finance and Economy No. 1 Jalan Sana, mnonwealth Drive Jalan Sini 910 Brunei-Muara BC1234 nel Darussalam Brunei Darussalam ne: +673 () 238 0999 - Fax:	rak Aldilfitri Sdn Bhd	Purchase Order (Received) 4500005701 Amount: 10.00 BND Version: 1 Track Order			
m: To: tomer Syarikat Riang Ria Semari Istry of Finance and Economy No. 1 Jalan Sana, nmorwealth Drive Jalan Sain i 910 Brunei-Muara BC1234 nei Darussalam Brunei Darussalam ne: +673 () 238 0999 Fax: : Email:	rak Aidilfitri Sdn Bhd	Purchase Order (Received) 4500005701 Amount: 10.00 BND Version: 1 Track Order			
n: To: tomer Syarikat Riang Ria Semari stry of Finance and Economy No. 1 Jalan Sana, imonwealth Drive Jalan Sain and 10 Brunei-Muara BC1234 bi Darussalam Brunei Darussalam ne: +673 () 238 0999 Fax: Email: tact Information	rak Aldilfitri Sdn Bhd	Purchase Order (Received) 450005701 Amount: 10.00 BND Version: 1 Track Order	σ Status: Acknow	wiedged	
n: To: tomer Syarikat Riang Ria Semari stry of Finance and Economy No. 1 Jalan Sana, monwealth Drive Jalan Sain i 10 Brrunei-Muara BC1234 Brunei Darussalam Brunei Darussalam Phone: Fax: Email: tact Information plier Address strict Plina Dia	rak Aldilfitri Sdn Bhd	Purchase Order (Received) 4500005701 Amount: 10.00 BND Version: 1 Track Order Routin External Docume	g Status: Ackno nt Type: Std PC	wledged D f/ NonW	farrant (ZNE

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

Business Network - Standard Account TEST MODE	() SH
Purchase Order: 4500005701	Done
Create Order Confirmation Create Ship Notice Create Invoice 5	± 🖶
Order Detail Order History	

Step 6: Click on Standard Invoice button.

Business Network - Standard Account	TEST MODE		⑦ SH
Purchase Order: 4500005701			Done
Create Order Confirmation Create Ship Notice	Create Invoice 🔻	<u>+</u>	æ
Order Detail Order History	Standard Invoice 6 Credit Memo		

Outcome: Create Invoice page will be displayed.

Business Network	- Standard Account	TEST MODE			() SH
eate Invoice			Update	Save	xit Next
Invoice Header				* Indicates required field	Add to Header 🔻
Summary					
Purchase Order:	4500005701	Subtotal: 10. Total Tax: 0.	00 BND 00 BND		View/Edit Addresses
Invoice Date:*	3 May 2024	Total Gross Amount: 10. Total Net Amount: 10. Amount Due: 10.	00 BND 00 BND 00 BND		
Service Description:					
Supplier Tax ID:					
Remit To:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd				
Bill To:	Brunei-Muara Brunei Darussalam Ministry of Finance and Economy				
	Brunei Darussalam				
Tax (i)					
Header level	el tax (i) 🛛 Line level tax (i)				
Category:*	0% VAT / 0% tax	Taxable Amount:	10.00 BND		Remove
		Tay 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-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.

				Update Save Exit Nex
				* Indicates required field Add to Header 🔻
500005701		Subtotal: Total Tax:	10.00 BND 0.00 BND	View/Edit Address
3 May 2024	7, 8	Total Gross Amount: Total Net Amount: Amount Due:	10.00 BND 10.00 BND 10.00 BND	
yarikat Riang Ria Semarak Aidilfitri Sdn Bhd				
runei-Muara				
inistry of Finance and Economy				
rune <mark>i</mark> Darussalam				
	500005701 INV-4500005701 3 May 2024 yarikat Riang Ria Semarak Aidilfitri Sdn Bhd runei-Darussalam linistry of Finance and Economy runei Darussalam	500005701 INV-4500005701 3 May 2024 garikat Riang Ria Semarak Aidilfitri Sdn Bhd runei-Muara runei Darussalam linistry of Finance and Economy runei Darussalam	500005701 Subtotal: Total Tax: Total Gross Amount: Total Gross Amount: Total Gross Amount: Total Mara Amount Due: yarikat Riang Ria Semarak Aidilfitri Sdn Bhd runei Darussalam linistry of Finance and Economy runei Darussalam	500005701 Subtotal: 10.00 BND Total Tax: 0.00 BND Total Gross Amount: 10.00 BND Amount Due: 10.00 BND Instruction of the first of finance and Economy runei Darussalam linistry of Finance and Economy

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 verfication 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.

			Lindete Caus	
			Upuate Save	Exit
			* Indicates required field	Add to Header 👻
	Subtotal:	10.00 BND		View/Edit Addresses
	Total Tax: Total Gross Amount:	0.00 BND 10.00 BND		
	Total Net Amount: Amount Due:	10.00 BND 10.00 BND		
rak Aidilfitri Sdn Bhd				
	ak Aldilfitri Sdn Bhd	Subtotal: Total Tax: Total Gross Amount: Total Net Amount: Amount Due: Amount Due:	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 Amount Due: 10.00 BND	* Indicates required field 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 ak Aldillfitri Sdn Bhd

Step 10: Click on Attachments button.

SAP Business Network	Standard Account	TEST MODE			() SH
Create Invoice			Update		Save Exit Next
 Invoice Header 				* Indi	cates required field Add to Header
Summary					Shipping Cost
Purchase Order:	4500005701	Subtotal:	10.00 BND		Shipping Documents
Invoice #:*	INV-4500005701	Total Tax: 0.00 BND Total Gross Amount: 10.00 BND Total Net Amount: 10.00 BND Amount Due: 10.00 BND	0.00 BND 10.00 BND		Special Handling
Invoice Date: *	3 May 2024		10.00 BND 10.00 BND		Discount
Service Description:					Payment Term
					Additional Reference Documents and Dates
Supplier Tax ID:					Comment
Remit To:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd				Attachment 10
	Brunei-Muara				

Outcome: Attachments header / section will be displayed.

The total size of all attachments of	appet avecad 100MP							Domovo
rne total size of all allacriments c	annor exceed TOOMP							Remove
Choose File No file chosen	Add Attachment							
Add to Header 👻								
						1 Lir	e Items, 1 Included	0 Previously Fully Invoid
Line Items						1 20	ie nemo, i metadea	, or reviously rully invol
nsert Line Item Options								
Tax C	ategory: 0% VAT / 0% tax		V Shipp	ping Documents Special Har	ndling Discour	ht		Add to Included Lines
Tax C	ategory: 0% VAT / 0% tax		Shipp	oing Documents Special Har	ndling Discour	nt		Add to Included Lines
No. Inclue	le Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Add to Included Lines
No. Incluc	le Type MATERIAL	Part #	Description A3 Paper	Customer Part # 000000003000000919	Quantity	Unit	Unit Price 100.00 BND	Add to Included Lines Subtotal 10.00 BND
No. Inclue	e Type MATERIAL	Part #	Description A3 Paper	Customer Part # 00000000000000919	Quantity	Unit	Unit Price 100.00 BND	Add to Included Lines Subtotal 10.00 BND
No. Inclue	e Type MATERIAL	Part #	Description A3 Paper	Customer Part # 0000000000000919 Price Unit	Quantity	Unit	Unit Price 100.00 BND	Add to Included Lines Subtotal 10.00 BND
No. Inclue 10 Pricing Details	e Type MATERIAL Price Unit:*	Part #	Description A3 Paper	Customer Part # 00000000000000919 Price Unit	Quantity Quantity: 1 Quantity: 1 Quantity	Unit RM	Unit Price 100.00 BND	Add to Included Lines Subtotal 10.00 BND
No. Inclue 10 Pricing Details	e Type MATERIAL Price Unit:* [Unit Conversion:*]	Part #	Description A3 Paper	Customer Part # O0000000000000919 Price Unit	Quantity 1 : Quantity:* 10	Unit RM	Unit Price	Add to Included Lines Subtotal 10.00 BND
No. Inclue 10 Pricing Details	etegory: 0% VAT / 0% tax Type MATERIAL Price Unit:* [Unit Conversion:* [Part # RM	Description A3 Paper	Customer Part # 000000000000000000000000000000000000	Quantity 1 : Quantity:* 10	Unit RM	Unit Price 100.00 BND	Add to Included Lines Subtotal 10.00 BND
No. Inclue Pricing Details	e Type MATERIAL Price Unit:* [Unit Conversion:* [Part #	Description A3 Paper	Customer Part # 00000003000000919 Price Unit De	Quantity 1 Countity 1	Unit RM	Unit Price 100.00 BND	Add to Included Lines Subtotal 10.00 BND
No. Inclue Ito Pricing Details Line Item Actions	e Type MATERIAL Price Unit:* [Unit Conversion:* [Delete	Part #	Description A3 Paper	Customer Part # 00000003000000919 Price Unit De	Quantity 1 Countity 1	Unit RM	Unit Price 100.00 BND	Add to Included Lines Subtotal 10.00 BND
No. Inclue It is the interval of the interval	e Type MATERIAL Price Unit:* [Unit Conversion:* [Delete	Part# RM 1	Description A3 Paper	Customer Part # Customer Part	Ouantity 1 2 2 4 <td>Unit RM</td> <td>Unit Price</td> <td>Add to Included Lines Subtotal 10.00 BND</td>	Unit RM	Unit Price	Add to Included Lines Subtotal 10.00 BND
No. Inclue No. Inclue Pricing Details	e Type MATERIAL Price Unit:* [Unit Conversion:* [Delete	Part# RM 1	Description A3 Paper	Customer Part # Customer Part # Customer Part # Price Unit Det	Ouantity 1 : Quantity:* 10 escription:	Unit RM	Unit Price	Add to Included Lines Subtotal 10.00 BND
No. Inclue No. Inclue Pricing Details Line Item Actions	e Type MATERIAL Price Unit:* [Unit Conversion:* [Delete	Part# RM 1	Description A3 Paper	Ing Documents Special Har Customer Part # 000000003000000919 Price Unit De	Ouantity 1 : Quantity:* 10 escription:	Unit RM	Unit Price	Add to Included Lines Subtotal 10.00 BND

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 c 11 Add Attachment		
Outcome: Folders and documents from respective device will be displayed.

COpen				×
\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow This	s PC >>>>	ٽ ~	, ← Search GVP Us	er Guides
Organize 🔻 New folde	r			- 🔟 ?
Microsoft Team: ^	Name	Date modified	Туре	Size
Pictures				
	[SAMPLE ATTACHMENT] Relevant Attachment for Invoice	4/17/2024 6:53 AM	Microsoft Edge P	15 KB
This PC				
🗊 3D Objects				
Desktop				
Documents				
👆 Downloads				
b Music				
Pictures				
📑 Videos				
🏥 OS (C:)				
File na	me:	~	All files	~
		Upload from mobile	Open	Cancel .::

Step 12: Click on selected File.

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

COPen 🕐				×
\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow Thi	is PC > >	ٽ ~	, Search GVP U	ser Guides
Organize 👻 New folde	2r		:== :==	- 🔳 🕐
Microsoft Team: ^	Name	Date modified	Туре	Size
Pictures				
	ISAMPLE ATTACHMENT] Relevant Attachment for Invoice	12 ^{24 6:53 AM}	Microsoft Edge P	15 KB
💻 This PC				
3D Objects				
Desktop				
Documents				
🕂 Downloads				
b Music				
Pictures				
Videos				
🔛 OS (C:)				
File na	ame:	~	All files	~
		Upload from mobile	Open	13

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

Attachments	
The total size of all attachments cannot exce	ed 100MB
Choose File [SAMPLE ATr 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 ATr Invoice.pd Add Attachment 14	

Outcome: File attached to the Invoice.

Attachments			
The total size of all attachments cannot exceed 100MB		Remov	e
Choose File No file chosen Add Attachment			
Name	Size (bytes)	Content Type	
[SAMPLE ATTACHMENT] Relevant Attachment for Invoice.pdf	15382	application/pdf	
L 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	<				0
Create Invoice				Update Save 15	Next
▼ Invoice Header				* Indicates required field	Add to Header 🔻
Summary					
Purchase Order:	4500005701	Subtotal:	10.00 BND		View/Edit Addresses
Invoice #:	INV-4500005701	Total Tax: Total Gross Amount:	0.00 BND 10.00 BND		
Invoice Date:	3 May 2024	Total Net Amount: Amount Due:	10.00 BND 10.00 BND		
Service Description:					
Supplier Tax ID:					
Remit To:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd				
Bill To:	Brunei-Muara Brunei Darussalam Ministry of Finance and Economy				
	Brunei Darussalam				



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

				U
eate Invoice			Previous Save Submit	Exit
anfirm and submit this document. It will not be electronically s arussalam.	gned according to the countries of origin and destination of invo	ice. The document's originating country is:	Brunei Darussalam. The document's destination country	is:Brunei
tandard Invoice				
Invoice Number: INV-45000057 Invoice Date: Friday 3 May I Original Purchase Order: 4500005701	01 0024 8:27 AM GMT+08:00	Subtotal: Total Tax: Total Gross Amount: Total Net Amount: Amount Due:	10.00 BND 0.00 BND 10.00 BND 10.00 BND	
REMIT TO:	BILL TO:	SUPPLIE	R:	
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Ministry of Finance and Economy Postal Address: Commonwealth Drive 223910 Brunei Darussalam Address ID: SD Phone : +673 () 238 0999	Syarikat I Postal Ad No. 1 Jal Jalan Sin Brunei Di Brunei Di	Rlang Ria Semarak Aldilftri Sdn Bhd Idress: an Sana, ii uara BC1234 arussalam	
BILL FROM:	CUSTOMER:			
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy			
Bactal Addrace:	Postal Address:			

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,	Postal Address:		
Jalan Sini	Brunei-Muara		
Brunei-Muara BC1234	Brunei Darussalam		
Brunei Darussalam	Address ID: D010		

SUPPLIER (VENDOR)

Section: Original Purchase Order

ine No.	Line Ref No.	Туре	Part No. / Description		Customer Part No.		Qty / Uni	t	Unit Price	Sub Tota	al
1	00010	MATERIAL	A3 Paper		0000000300000919		1 / (RM)		100.00 BND	10.00 Bł	ND
	DETAILS										
	Pricing Details										
	Unit Details	(i)				Price Details (i)					
	Unit Convers	ion		Price Unit	Order Unit		Price	Price Unit Qu	antity	Price Unit	
	1			RM	RM	100	0.00 BND	10		RM	
	Co Accountin Account	ountry of Origin: g Reference ID: ing Description:	0210204007 ID								
	Accountin Accountin Account Classificati Classificati Classific	g Reference ID: ing Description: ing Description: ing Description: on Domain: El ation code: Si on Domain: El ation code: Si	1D1004 ID 100.00 Percentage PRCommodityCode C-SUPP04 RPCommodityCodeDescription C-OFFICESUPP								
	Accountin Accountin Accountin Classificati Classific Classific	g Reference ID: ing Description: g Reference ID: ing Description: on Domain: El ation code: S on Domain: El ation code: S	101004 ID 100.00 Percentage RPCommodityCode -SUPP04 RPCommodityCodeDescription C-OFFICESUPP							Subtotal:	10.00 BND

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

A 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 Frida	ay 3 May 2024 12:00 A	M GMT+08:00						
voice Summar	/							
								Subtotal: 10.00 BND
								Total Tax: 0.00 BND
							Total Gross	s Amount: 10.00 BND
							Total Ne	t Amount: 10.00 BND
							Am	ount Due: 10.00 BND
achment(s):								
ame							Content Type	

Step 16: Click on Submit button.

SAP Business Network -					?	í
Create Invoice	Previous	16	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 coun Darussalam. Standard Invoice	ry is:Brunei Darussa	lam. The docume	nt's destination country	is:Brunei		

Outcome: Invoice has been submitted.

SAP Business Network -			?
Invoice INV-4500005701 has been submitted.			
 Print a copy of the invoice. Exit invoice creation. 			
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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	5/3/24, 8:35 AM "Copy Invoice - This is not a TAX Invoice"	SAP Business Ne	twork Supplier	
Printer	Standard Invoice			Attachment(s)
Corporate Printer V	Invoice Number INV-4500005	701	Subtrital	10.00 BND
	Invoice Date: Friday 3 May	2024 8:27 AM GMT+08:00	Total Tax:	0.00 BND
Copies	Original Purchase Order: 4500005701		Total Gross Amount:	10.00 BND
	Origin: Supplier		Total Net Amount:	10.00 BND
1			Amount Due:	10.00 BND
Layout	REMIT TO:	BILL TO:	SUPPLIER:	
O Portrait	Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd	Ministry of Finance and Economy	Syarikat Riang Ria Semarak Aidilfit	ri Sdn Bhd
	Postal Address:	Postal Address:	Postal Address:	
C Landscape	No. 1 Jalan Sana,	Commonwealth Drive	No. 1 Jalan Sana,	
<u> </u>	Jalan Sini	223910	Jalan Sini	
	Brunei Darussalam	Address ID: SD	Brunei Darussalam	
Pages				
O All		Phone : +673 () 238 0999		
Odd pages only				
	BILL FROM:	CUSTOMER:		
C Even pages only	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy		
e.g. 1-5, 8, 11-13	Postal Address:	Postal Address:		
	No. 1 Jalan Sana,	Commonwealth Drive		
Print Cancel	Jalan Sini Reusei Musee DC1224	223910 Rumai Darutaalam		
	oruner-muara BU1234	e unei Darussalam		

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

Print ?	5/3/24, 8:35 AM	SAP Business N	letwork Supplier	
otal: 2 sheets of paper	"Copy Invoice - This is not a TAX Invoice"			
				Attachment(s)
-inter	Standard Invoice			
nnter				
Corporate Printer				
	Invoice Number: INV-450000	5701	Subtotal:	10.00 BND
	Invoice Date: Friday 3 May	/ 2024 8:27 AM GMT+08:00	Total Tax:	0.00 BND
lopies and a second	Original Purchase Order: 4500005701		Total Gross Amount:	10.00 BND
	Origin: Supplier		Total Net Amount:	10.00 BND
1			Amount Due:	10.00 BND
avout	REMIT TO:	BILL TO:	SUPPLIER:	
	Cuarizat Disner Dis Comarak Aidilitei Edo Dhd	Ministry of Einance and Economy	Susvice Diang Dia Semarak Aidilat	ri Sda Rhd
Portrait	Syankas mang na Semanak Adamut Sun bika	National of Phance and Economy	Syanka, Kiang Na Semarak Politik	n Sun bru
	Postal Address:	Postal Address:	Postal Address:	
Landscape	No. 1 Jalan Sana,	Commonwealth Drive	No. 1 Jalan Sana,	
- ·	Jalan Sini	223910 Brunei Desutealam	Jalan Sini	
	Brunei Darussalam	Address ID: SD	Brunei Darussalam	
ages				
		Phone : +673 () 238 0999		
All				
Odd pages entr				
) Odd pages only	BILL FROM:	CUSTOMER:		
U Even pages only	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy		
) e.g. 1-5, 8, 11-13	Postal Address: No. 1. Jalan Sana	Postal Address: Commonwealth Drive		
	Jalan Sini	223910		
Print Cancel	Brunei-Muara BC1234	Brunei Darussalam		
	Brunei Darussalam	Address ID: SD		

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

	Business Network -	?
	Invoice INV-4500005701 has been submitted.	
	Print a copy of the invoice. Exit invoice creation.	
S	© 2022 SAP SE or an SAP affiliate company, All rights reserved. Privacy Statement Security Disclosure Tet	erms of Use

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

	SAP Business Network -			0
	Invoice INV-4500005701 has been submitted.			
ŕ	19			
	© 2022 SAP SE or an SAP affiliate company. All rights reserved.	Privacy Statement	Security Disclosure	Terms of Use

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

urchase Order: 4500005701		Done
Create Order Confirmation Create Ship No	Create Invoice	⊥ ⊕
Order Detail Order History		
AHS		
AFIS		
	To: Svarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Status Purchase Order (Invoiced)
REALIS	To: Syarikat Riang Ria Semarak Aiditfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini	Status Purchase Order (Invoiced) 4500005701 Amount: 10.00 BND
TE TOTO TE	To: Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Status Purchase Order (Invoiced) 4500005701 Amount: 10:00 BND Version: 1
m: storer istor of Finance and Economy monowealth Drive 1910 mel Darussalam one: +673 () 238 0999	To: Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunel-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Status Purchase Order (Invoiced) 4500005701 Amount: 10.00 BND Version: 1 Track Order
m: stomer istry of Finance and Economy mmonwealth Drive 930 inel Darussalam one: +673 () 238 0999 c	To: Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunel-Muara BC1234 Brunel Darussalam Phone: Fax: Email:	Purchase Order (Invoiced) 4500005701 Amount: 10.00 BIND Version: 1 Track Order
MARS stomer hstry of Finance and Economy mmonwealth Drive 3910 anel Darussalarn one: + 673 () 238 0999 c: http://finance.and/finan	To: Syarikat Riang Ria Semarak Aldifitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunel-Muara BC1234 Brunel Darussalam Phone: Fax: Email:	Purchase Order (Invoiced) 4500005701 Amount: 10:00 BIND Version: 1 Track Order Routing Status: Acknowledged External Document Type: Std PO (If NonWarrant (ZNB)) Related Document: INV-450005701

SUPPLIER (VENDOR)



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

=	M Gmail		Q Se	arch mail		?		***	
1	Compose		÷		24 of 8,5	531	<	>	31
	Inbox	6,130		Invoice INV-4500005701 for 10.00 BND has been submitted to Treasury Accounting and Financial Information System - TEST > Interv			ð	Z	
☆ ©	Starred Snoozed			ordersender-prod@ansmtp.ariba.com @ Fri, May 3, 8:32AM (4 days ago) to me 🝷	\$		¢	:	0
Þ	Important Sent								*
	Drafts Categories	67		Dear Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, You have successfully submitted Invoice INV-4500005701 for 10.00 BND to Treasury Accounting and					+
~	More			Financial Information System - TEST through the SAP Business Network. A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please					
2				retain these files to support your local business records storage and archiving requirements. Important:					
Ξ				Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices. Where can I get more information about SAP Business Network?					
Ξ				To access product documentation and tutorials, go to <u>SAP Business Network Exchange User</u> <u>Community</u>					
				How do I view a PDF document? Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: https://get.adobe.com/reader/					>

=	M Gmail		Q Se	arch mail		±	?	¢3	***	S
1	Compose		÷	•	i c' ()		of 8,531	<	>	31
	Inbox	6,129		Sent - In AN111768	voice INV-4500 895911-T) - Noti	0005701 - to Treasury Accounting and Financial Information System - TEST (AN	ID:	đ	ß	
☆	Starred			/						a
U	Snoozed			network_acc	counts@ansmtp.ariba	.com <ordersender-prod@ansmtp.ariba.com> Fri, May 3, 8:32AM (4 days ago) 🙀</ordersender-prod@ansmtp.ariba.com>	::	¢	:	
Σ	Important			to me 🔻						
⊳	Sent									
٥	Drafts	67			SAP Ariba /					
	Categories									+
~	More				Your customer Treasur Business Network acco	y Accounting and Financial Information System - TEST updated your invoice on SAP Business Network. Click View Invoice to log into sunt (ANID: AN11201968629-T).	your SAI	>		
					Country	BN				
					Customer	Treasury Accounting and Financial Information System - TEST				
					Invoice number	INV-4500005701				
					Invoice Status	Sent				
					Description:	Success				
						View in	woice			
					Download the SAP Bus	siness Network Supplier app to your mobile device and manage customer orders on the go.				
					Courribuid on the ANDRO	ale blan				>

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.

Business Network	Ę
Supplier sign-in 1 Username I Forgot username I	SAP Business Network for suppliers webinars Segister or access on-demand webinars Specifically designed for suppliers to support them on their journey. These cover a range of them on their journey. These cover a range of them on their journey. These cover a range of the output the output the output the output
Register Now or Learn more	• • • •
Supported browsers and plugins	

utcome: I	Dashboa	ard (Home	epage) will be	e displayed	ł.				
SAP Busir	ness Network 🔻	Standard Accoun	t Get enterprise account	TEST NODE					വ
Home Er	nablement	Discovery ~ V	Workbench Orders 🗸	Fulfillment 🖌	Invoices 👻	Payments 🐱	More *		Cre
				PAINT	MARKED				
REN			Leads	✓ In Location		✓ By Product		Q	
	1 1	1 mill	112	Colden		AND A	1		
Overview	Getting sta	rted							
	1		0	0					
Enabl	lement Tasks	Mat	ched Leads	Invited Leads					
		La	st 90 days	Last 90 days					ta c
									e e e
My widg	gets Treasu	iry Accounting 🗸	⊡≌ Customize						
Purchase	orders	Last 3 months 🗸	Invoice aging		Act	ivity feed 🕴 All 🗸			View
¢1 (01 К		02						
Ψ1.									
\$1.2K			\$1						

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

Home	SAP Business Network Discovery	Workbench	Orders v Fulfillment v I	nvoices • Payments • Mor	e ¥	Create V
	Ariba Proposals & Questionnaires	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	<u>19</u>			
	Ariba Contract Management	Leads	Y In Location	× By Product		
	SAP Business Network	Note	X Control			
	Man Man		- Kidin		× 18 -	

Step 2: Click on Orders dropdown button.

Step 3: Click on Purchase Orders.

Business Network Standard Account	Get enterprise account	Ę
Home Enablement Discovery ~ V	2 Orders - Fulfillment - Invoices - Payments - More -	Crea
	Purchase Orders 3	
	Leads Order Inquiries Location V By Product Q	
Overview Getting started		

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

Business Network V St	andard Account	Get enterprise account	TEST MODE						95 ¹ I	2 @ 8
Home Enablement Disc	overy ~ Wo	orkbench Orders	- Fulfillment -	Invoices ~	Payments ~	More 🗸			Creat	e 🗸 🕴 🚥
Orders										
4 Orders	ltems t	0 to confirm	O Items to ship		0 Return items		2 New orders	Chang	O jed orders	
Last 31 days	Last	31 days	Last 31 days		Last 31 days		Last 31 days	Last	31 days	
Orders (4) V Edit filter Last 31 (days									
Customers		Order numbers		Creation	n date		Order status			
Select or type selections	ð	Type selection		Last 31	. days	~	Include 🗸	Select or type	đ	
		Partial match	C Exact match							
Show more									Apply	Reset
								Resend Failed Orders	G	19 <u>6</u>

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

	Show more					Apply	Reset	Feedback
					Res	end Failed Orders	38	
	Order Number	Customer	Amount	Date 🧸	Order Status	Amount Invoiced	Actions	
4	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		



SAP Business Network - Standard Account	TEST MODE	() SH
urchase Order: 4500005711		Done
Create Order Confirmation Create Ship Notice	e Create Service Sheet Create Invoice 🗸	± ⊕
Order Detail Order History		
ΔFIS		
n: omer	To: Svarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Purchase Order (New)
stry of Finance and Economy monwealth Drive	No. 1 Jalan Sana, Jalan Sini	4500005711 Amount: 50.000.00 BND
910 nei Darussalam	Brunei-Muara BC1234 Brunei Darussalam	Version: 1
ne: +673 () 238 0999 :	Phone: Eax:	
	Email	
ntact Information Jolier Address		Routing Status: Sent
arikat Riang Ria		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: Fax: Address ID: P00000003 Buyer JD: P00000003 Other Information Company Code: SD Purchase Grupu: DAA Purchase Organization: SD View more »		Вііі. То			Ror External Docr	uting Status: Sent ument Type: Std PO f/ NonWarrant (ZNB)
Ship All Items To		Bill To				
				Deliver To		
KEMENTERIAN KEWANGAN & EKONOMI Brunei-Muara Brunei Darussalam Ship To Code: D010 Location Code: D010		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	Туре	Return Qty (Unit)	Need By	Unit Price	Subtotal
▼ 00010 1		Service 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				(A)	
Order submitted on: Saturday 4 May 2024 (2200 PH G Received by SAP Busines Network on: Saturday 4 Ma This Purchase Order was sent by Treasury Accounting by SAP Business Network.	GMT-08-00 lay 2024 IO:27 AM GMT+08:00 g and Financial Information System - TEST AM1117689591	11-T and delivered			E å Service S	Sheet Required.

Step 5: Click on Create Order Confirmation button.

Business Network - Standard Account	100E	?	SH
Purchase Order: 4500005711			Done
Create Order Confirmation 🔹 5	t Create Invoice 🔻	7	
Order Detail Order History			

Step 6: Click on Confirm Entire Order button.

Business Network - Standard Account TEST MODE	@ ^{5H}	í
Purchase Order: 4500005711	Done	
Create Order Confirmation Create Ship Notice Create Service Sheet	Create Invoice ▼ ± 🗟	
Confirm Entire Order 6		
Reject Entire Order		

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

SAP Business Network	- Standard Account TEST MODE	() ^(SH)
Confirming PO		Exit Next
1 Confirm Entire Order	▼ Order Confirmation Header	* Indicates required field
2 Review Order Confirmation	Confirmation #: Associated Purchase Order #: 4500005711 Customer: Treasury Accounting and Financial Information System - TEST Supplier Reference: Shipping and Tax Information Est. Completion Date: * Comments: Comments:	
	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. 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	() SH
Confirming PO		Exit Next
1 Confirm Entire Order	 Order Confirmation Header 	* Indicates required field
2 Review Order Confirmation	Confirmation #: Con-4500005711 7 Associated Purchase Order #: 450005711 Customer: Treasury Accounting and Financial Information System - TEST Supplier Reference:	
	Shipping and Tax Information	
	8 Est. Completion Date:* 6 May 2024 Est. Tax Cost: Comments: 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 (byte	;)		Content Type		
			No items			
Choose File No file	chosen Add Attachr	nent				
The total size of all att						
The total Size of all blu	achments cannot exceed 100MB					
	achments cannot exceed 100MB					
	achments cannot exceed 100MB					
Line Items	achments cannot exceed 100MB					
Line Items	achments cannot exceed 100MB					
Line Items	achments cannot exceed 100MB Part # / Description	Туре	Qty (Unit)	Need By	Unit Price	Sub
Line Items	achments cannot exceed 100MB Part # / Description	Type Service	Qty (Unit)	Need By 6 May 2024	Unit Price	Sub 50,000.00
Line Items	Achments cannot exceed 100MB Part # / Description	Type Service	Qty (Unit)	Need By 6 May 2024	Unit Price	Sub 50,000.00
Line Items	Part # / Description	Type Service	Qty (Unit)	Need By 6 May 2024	Unit Price	Sub 50,000.00
Line Items	Part # / Description Cleaning Service Current Order Status:	Type Service	Qty (Unit)	Need By 6 May 2024	Unit Price	Sub 50,000.00
Line Items	Part # / Description Cleaning Service Current Order Status: Confirmed As Is	Type Service	Qty (Unit)	Need By 6 May 2024	Unit Price	Sub 50,000.00
Line Items Line # € 00010	Part # / Description Cleaning Service Current Order Status: Confirmed As Is 0.10	Type Service Service	Qty (Unit) 10.000 (C62)	Need By 6 May 2024	Unit Price 5,000.00 BND	Sub 50,000.00 l 50,000.00 l

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.

💽 Open				×
\leftrightarrow \rightarrow \land \uparrow	This PC > >	ٽ ~	∠ Search	
Organize 👻 New f	older			• 🔳 🕜
Microsoft Team	^ Name	Date modified	Туре	Size
Pictures	[SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order	4/17/2024 6:53 AM	Microsoft Edge P	15 KB
This PC 3D Objects Desktop Coursents				
Downloads				
👌 Music				
Pictures				
Videos				
🎬 OS (C:)	v			
Fi	le name: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order	~	All files	~
		Upload from mobile	Open	Cancel

Step 10: (Optional) Click on selected File.

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

C Open				×
	his PC > >	5 V	, Search	
Organize 🔻 New fold	ler		: : : : :	- 🔳 🕐
📙 Microsoft Team: ^	Name	Date modified	Туре	Size
Pictures	SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order	10 ^{24 6:53 AM}	Microsoft Edge P	15 KB
 This PC 3D Objects Desktop Documents Downloads Music Pictures 				
Videos				
File r	name: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order	Vpload from mobile	All files Open	~ 11

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

Attachments			
Name	Size (bytes)		Content Type
		No items	
Choose File [SAMPLE ATrm	Order.pdf Add Attachment		

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

Attachments			
Name	Size (bytes)		Content Type
		No items	
Choose File [SAMPLE ATrm Order.pdf	Add Attachment 12		
Ľ			

Outcome: File attached to the Order Confirmation.

Attachments		
Name	Size (bytes)	Content Type
[SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf	15382	application/pdf
L Delete		
Choose File No file chosen Add Attachment		
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 Networ	- Standard Account	0 SH
Confirming PO		13 Next
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 M	IODE				⑦ SH
Confirming PO						Previous Submit	Exit
1 Confirm Entire Order	Confirmation Update						
2 Review Order Confirmation	Confirmation #: Con-4: Supplier Reference: - Comments: Service Attachments: [SAMP	30005711 es expected to be delivered on 6t 'LE ATTACHMENT] Relevant Attac	h May 2024 chment for Confirm Order.ş	pdf			
	Line Items						
	Line #	Part # / Description	Туре	Qty (Unit)	Need By	Unit Price	Subtotal
	▼ 00010		Service		6 May 2024		50,000.00 BND
		Cleaning Service					
		Current Order Status:	(Estimated Completion D)ate: 6 May 2024)			
	00010.10		Service	10.000 (C62)		5,000.00 BND	50,000.00 BND
		Cleaning Service					

SUPPLIER (VENDOR)

Step 14: Click on Submit button.

SAP Business Network	 Standard Account TEST MODE 		() SH
Confirming PO		14	Submit
1 Confirm Entire Order	Confirmation Update		
2 Review Order Confirmation	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**.

Business Network - Standard Account	TEST MODE		() SH
Purchase Order: 4500005711			Done
Create Order Confirmation Create Ship Notice	e Create Service Sheet Create Invoice 🔻	Ŧ	ē
Order Detail Order History			
AFIS			
AFIS			
AFIS	To:	Status Purchase Order	
Form: Unistry of Finance and Economy Commonwealth Drive	To: Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd No. 1 Jalan Sana, Jalao Sina,	Status Purchase Order (Confirmed) 4500005711	
Tom: Ustomer Winistry of Finance and Economy Commonwealth Drive 223910 Suriel Darussalam	To: Syarikat Riang Ria Semarak Aiditfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunel-Muara BC1234 Brunel Darussalam	Status Purchase Order (Confirmed) 4500005711 Amount: 50,000.00 BND Version: 1	
Tom: Windfund france and Economy Windfund france and Economy Zumei Darussalam Phone: +673 () 238 0999 Tax:	To: Syarikat Riang Ria Semarak Alditfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunel-Muara BC1234 Brunel Darussalam Phone: Fax: Email:	Status Purchase Order (Confirmed) 4500005711 Amount: 50,000.00 BND Version: 1	
Tom: Customer Ministry of Finance and Economy Commonwealth Drive 223910 Struet Darussalam Phone: +673 () 238 0999 Fax:	To: Syarikat Riang Ria Semarak Alditfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Status Purchase Order (Confirmed) 450005711 Amount: 50,000.00 BND Version: 1	wledged
Tom: Dustomer Winistry of Finance and Economy Commonwealth Drive 223910 Phone: +673 () 238 0999 Fax: Contact Information Supplier Address Syarikat Riang Ria	To: Syarikat Riang Ria Semarak Alditfitri 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 Routing Status: Ackno External Document Type: Std P Related Document: Con-4	wledged 0 f/ NonWarrant (ZNB) 550005711

SUPPLIER (VENDOR)



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

≡	M Gmail		Q Se	earch mail	∃≓	?	19 3	000 000 000	
1	Compose		÷	. • • • • •		11 of 8,531	<	>	31
	Inbox	6,122		Order Confirmat	on Con-4500005711 has been submitted to Treasury Accounting and Financial m - TEST \mathcal{D} [mbox *		8	Ø	
☆	Starred								Ø
Q	Snoozed			AribaNetworkAdmin <ord< td=""><td>rsender-prod@ansmtp.ariba.com> Sat, May 4, 10:54AM (3 days ago)</td><td>☆ ☺</td><td>¢</td><td>:</td><td></td></ord<>	rsender-prod@ansmtp.ariba.com> Sat, May 4, 10:54AM (3 days ago)	☆ ☺	¢	:	
Σ	Important								
⊳	Sent								
D	Drafts	67							
	Categories								
~	More			This notification	ontains important information about your test SAP Business Network account (ANID: AN11201968629-T).				
				Your purchas	order status				
				Order #:	500005711				
				Buyer Name:	reasury Accounting and Financial Information System - TEST				
				Buyer ANID:	N11176895911-T				
				Order Date:	May 2024 7:27:34 PM GMT-07:00				
				Status:	onfirmed				
				Comments:	ervices expected to be delivered on 6th May 2024				
				Line No.	Part # Ohu Linit Description Mood Pu Shin Pu Linit Price Eve	andod Prico			
				Lifte NO.	Fait # Giy Onit Description Need by Ship by Onit Price Ext	ended Pfice			>

=	M Gmail		Q Search ma	il				Ť			0	(3)		
0	Compose		← ⊕ (0 0 5 ()	Ø 🗈		:				11 of 8,531	<	>	81
	Inbox	6,122												
☆	Starred			This notification contain	is important inform	nation abo	ut your test SAP Busines	s Network account (Al	NID: AN1120196862	29-T).				a
0	Snoozed			Your purchase order	r status									
Σ	Important			Order #: 450000	5711									
⊳	Sent			Buyer Name: Treasur	y Accounting and	Financial	Information System - TE	ST						
D	Drafts	67		Buyer ANID: AN1117	'6895911-T									
	Categories			Order Date: 3 May 2	2024 7:27:34 PM (GMT-07:0	D							
~	More			Status: Confirm	ned									
				Comments: Service	s expected to be o	delivered of	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			
														1
1				© 1996 2019 Ariba, Inc. All rights reserved. SAP Business Network Privacy. Statement Statement										>



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.

Business Network -		Î
Supplier sign-in Username Next Forgot username	SAP Business Network for suppliers webinars Segister or access on-demand webinars Specifically designed for suppliers to support Segecifically designed for suppliers to support them on their journey. These cover a range of them on their journey. These cover a range of the other to both Enterprise and Standard accounts. Learn More	; f
New to SAP Business Network? Register Now or Learn more		l
Supported browsers and plugins		+

tcom	e: Dashbo	ard (Hom	epage) v	vill be displaye	d.			
SAP	Business Network	 Standard Accou 	Int Get enterpris	e account				臣
Home	Enablement	Discovery ¥	Workbench	Orders v Fulfillment v	Invoices 👻 Pa	yments ∽ More	•	Cre
	01 3			2'nu				
			Leads	✓ In Location	✓ E	By Product	٩	
		Carl I	1	Mr. Tolly	1.	1 Los		
Over	rview Getting sta	arted						
	4	ñ	0		ň.			
	1		0	0				
	Enablement Tasks	Ma	atched Leads	Invited Leads				
		1	Last 90 days	Last 90 days	3			d ba ck
								L ee
My w	vidgets Treas	ury Accounting V	Custon	nize				
Purc	hase orders	Last 3 months 🗸	Invoice a	aging	Activity fee	ed 🛛 All 🗸		View a
¢	1 O 1 K		\$0					
P.	L.UL BND		DU	BND				
				BIND				

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

Home	SAP Business Network Discovery	Workbench	Orders v Fulfillment v	Invoices • Payments • M	lore ¥	Create V
	Ariba Proposals & Questionnaires		12			
	Ariba Contract Management	Leads	∠ In Location	S By Product	0	
	SAP Business Network	Note	X			
	Charles Charles		- Redly	-11v		

Step 2: Click on Orders dropdown button.

Step 3: Click on Purchase Orders.

Business Network Standard Account	Get enterprise account	Ę
Home Enablement Discovery ~ V	2 Orders - Fulfillment - Invoices - Payments - More -	Crea
	Purchase Orders 3	
	Leads Order Inquiries Location V By Product Q	
Overview Getting started		

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

Orders Last 31 days	O Items to co Last 31 c	onfirm Iays	O Items to ship Last 31 days		O Return items Last 31 days		1 New orders Last 31 days		Changed Last 31 (orders days	
Orders (4) V Edit filter Last	: 31 days										
Customers		Order numbers		Creation da	ite		Order status				
Select or type selections	đ	Type selection		Last 31 da	ys	~	Include V	Select or typ	pe Ó	đ	
		Partial match	Exact match	_							
Show more		Partial match	Exact match					Resend Failed (Orders	Apply	Reset
Show more Order Number	Customer	Partial match	Exact match	Amount	Date ↓		Order Status	Resend Failed G	Orders Amount Inv	Apply woiced	Reset
Show more Order Number 4500005711	Customer Treasury Accounting a	Partial match Ind Financial Inform	Exact match	Amount \$50000 BND	Date ↓ May 4, 2024		Order Status Confirmed	Resend Failed C	Orders Amount Inv	Apply voiced	Reset Jee Actions
Show more Order Number 4500005711 4500005702	Customer Treasury Accounting a Treasury Accounting a	 Partial match nd Financial Inform nd Financial Inform 	Exact match	Amount \$50000 BND \$100 BND	Date ↓ May 4, 2024 May 2, 2024		Order Status Confirmed Invoiced	Resend Failed 0	Orders Amount Inv \$100	Apply Coiced	Reset

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

	Show more					Apply	Reset	
					F	tesend Failed Orders	9 8	eedback
	Order Number	Customer	Amount	Date 🗸	Order Status	Amount Invoiced	Actions	<u> </u>
4	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		
								-



SAP Business Network - Standard Account	TEST MODE	() SH
urchase Order: 4500005711		Done
Create Order Confirmation Create Ship Notice	e Create Service Sheet Create Invoice 🗸	± @
Order Detail Order History		
ΔFIS		
n: omer	To: Svarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Purchase Order (New)
stry of Finance and Economy monwealth Drive	No. 1 Jalan Sana, Jalan Sini	4500005711 Amount: 50.000.00 BND
910 nei Darussalam	Brunei-Muara BC1234 Brunei Darussalam	Version: 1
ne: +673 () 238 0999 :	Phone: Eax:	
	Email	
ntact Information Jolier Address		Routing Status: Sent
arikat Riang Ria		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: Fax: Address ID: P00000003 Buyer JD: P00000003 Other Information Company Code: SD Purchase Grupu: DAA Purchase Organization: SD View more »		Вііі. То			Ror External Docr	uting Status: Sent ument Type: Std PO f/ NonWarrant (ZNB)
Ship All Items To		Bill To				
				Deliver To		
KEMENTERIAN KEWANGAN & EKONOMI Brunei-Muara Brunei Darussalam Ship To Code: D010 Location Code: D010		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	Туре	Return Qty (Unit)	Need By	Unit Price	Subtotal
▼ 00010 1		Service 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				(A)	
Order submitted on: Saturday 4 May 2024 (2200 PH G Received by SAP Busines Network on: Saturday 4 Ma This Purchase Order was sent by Treasury Accounting by SAP Business Network.	GMT-08-00 lay 2024 IO:27 AM GMT+08:00 g and Financial Information System - TEST AM1117689591	11-T and delivered			E Service S	Sheet Required.

SUPPLIER (VENDOR)

Step 5: Click on Create Service Sheet button.

Business Network - Standard Account	TEST MODE	0 ^{SH}
Purchase Order: 4500005711		Done
Create Order Confirmation	Create Service Sheet Create Invoice	± 🗟
Order Detail Order History		

Outcome: Create Service Sheet page will be displayed.

Business Networ	k 👻 Standard Account	TEST MODE			() SH
eate Service Shee	t			Update Save	Exit Next
 Service Sheet He 	ader			* Indicates required field	Add to Header 🔻
Summary					
Purchase Order:	4500005711	Subtotal:	50,000.00 BND		
Service Sheet #:	*	Service Start Date:			
Service Sheet Date:	* 4 May 2024	Service End Date:			
Service Description:					
Additional Fields					
Supplier Reference:		To:	Ministry of Finance and Econor	пу	
From:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd		Commonwealth Drive 223910		
	No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234		Bruner Darussalam		
Field Contractor:	Brunei Darussalam	Field Engineer:			
Name:		Name:			
Empli					
Email:		Email:			
Phone:	USA1 V	Phone:	USA1 V		
		Approver:			

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	MODE			() SH
Create Service Sheet			Update Save E	Exit Next
Summary			* Indicates required field	Add to Header 🔻
Purchase Order: 4500005711	Subtotal:	50,000.00 BND		
Service Sheet #:* SES-4500005711 7 9	Service Start Date:			
Service Sheet Date:* 4 May 2024	Service End Date:			
Service Description:				

Step 9: (Optional) Enter Service Description.

Dusiness Network	 Standard Account 	TEST MODE										Ø	
eate Service Sheet	:						Update		Save		Exit		lext
 Service Sheet Heat 	der							* Indic	ates requi	red field	Add	to Header	•
Summary													
Purchase Order:	4500005711		s	Subtotal:	50,000	.00 BND							
Service Sheet #:*	SES-4500005711		Service Sta	art Date:	4 May 2024		10						
Service Sheet Date:*	4 May 2024		Service Er	nd Date:	4 May 2024		10						
Service Description:	Cleaning Services	9											
Service Description: Additional Fields Supplier Reference:	Cleaning Services	9		To: N	vinistry of Finance and	d Economy							
Service Description: Additional Fields Supplier Reference: From:	Cleaning Services Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunel-Muara BC1234	9		To: N C 2 B	Ministry of Finance an Commonwealth Drive 123910 Irunei Darussalam	id Economy							
Service Description: Additional Fields Supplier Reference: From: Field Contractor:	Cleaning Services Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	9	Field Engineer:	To: N C 2 B	Ministry of Finance an Commonwealth Drive 22910 Rrunei Darussalam	id Economy							
Service Description: Additional Fields Supplier Reference: From: Field Contractor: Name:	Cleaning Services Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	9	Field Engineer:	To: N C 2 B Name:	Ainistry of Finance an Commonwealth Drive 23910 Frunei Darussalam	id Economy							
Service Description: Additional Fields Supplier Reference: From: Field Contractor: Name: Email:	Cleaning Services Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	9	Field Engineer:	To: M C 2 B Name: [Email: [Vinistry of Finance an Commonwealth Drive 223910 Brunei Darussalam	id Economy							
Service Description: Additional Fields Supplier Reference: From: Field Contractor: Name: Email: Phone:	Cleaning Services Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam USA1 V	9	Field Engineer:	To: N C 2 B Name: [Email: [Phone: [Ministry of Finance and Commonwealth Drive 123910 Brunei Darussatam	id Economy							
Service Description: Additional Fields Supplier Reference: From: Field Contractor: Name: Email: Phone:	Cleaning Services	9	Field Engineer: Approver:	To: N C 2 B Name: [Email: [Phone: [Ministry of Finance and Commonwealth Drive 223910 Irunei Darussatam	id Economy							

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

Line No.	Part No. / Descriptio	n					Cor	ntract #		
▼ 00010	Cleaning Service									
	Include	Part No. / Description	Customer Part #	Туре	Item Type	Qty / Unit	Price	Subtotal		
	()			Service 🗸	Planned	10 C62	5,000.00 BND	50,000.00 BND	Delete Copy	
		Cleaning Service								
	SE	RVICE PERIOD								
	Sta	rt Date:		End	Date:					
	PR	ICING DETAILS								
	Pr	ice Unit: C62		Pric	e Unit Quantity: 1	1.000				
				Des	cription:					
		IMMENTS								
	Ade	d Comments:								
						1				
→ Add	Pricing Details									

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

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

Line No.	Part No. / Des	scription						Cor	ntract #	
▼ 00010	Cleaning Ser	vice								
	Includ	e Part No. / D	escription	Customer Part #	Туре	Item Type	Qty / Unit	Price	Subtotal	
		i			Service 🗸	Planned	10 C62	5,000.00 BND	50,000.00 BND	Delete Copy
		Cleaning	Service							
		SERVICE PERIOD						11		
		Start Date:	4 May 2024	1 3		End Date: 4 Ma	ay 2024 📰			
		PRICING DETAILS	5							
		Price Unit: C62				Price Unit Quantity:	1.000			
		Unit Conversion:	1			Description:				
		COMMENTS				12				
		Add Comments:	Cleaning Service for Offic Cleaning Service for Stor	ce, Level 2 & 3, Block D age Room, Level 1, Block	d					
				0			1.			
L. Add	d Drieing Dataila									
	a Pricing Details									

SUPPLIER (VENDOR)

Step 13: Click on Next button.

Business Network	 Standard Account 	TEST MODE				_		() SH	ĺ
Create Service Sheet					Update	Save	13	Next	
 Service Sheet Hea 	der					 Indicates required 	d field Add	d 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								
Service Description:	Cleaning Services								

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

Business Ne	work – Stan	dard Account	TEST MODE						() SH
eate Service SI	neet					Pre	evious	Save	Submit	Exit
onfirm and submit this	document.									
rvice Sheet IS-450005711 ate: 4 May 2024 ate: 4 May 2024 rvice Description: Cle Jototal: 50,000,00 BN rvice Start Date: 4 Ma srvice End Date: 4 Ma srvice End Date: 4 Ma m yarikat Riang Ria S arikat Riang Ria Sem b. 1 Jalan Sana, Jan Sini runei-Muara BC1234 runei Darussalam	35711 aning Services D y 2024 y 2024 y 2024 emarak Aidilfitri S arak Aidilfitri Sdn Bi	5dn Bhd nd	To Ministry of Finance and Economy Treasury Accounting and Financial Information Syste Commonwealth Drive 223910 Brunei Darussalam Address ID: SD	Subtotal: em - TEST	50,000.00 BN	D				
Service Entry SE	Sheet Lines	Service # / Description			Line Type	Contract #	Qty (Unit)	Unit Price	Show Item Details Subtotal	=
▼ 00010		Cleaning Service								
					Disposed		10 (C62)	5 000 00 BND	50.000.00 BND	Details

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

SAP Business Network - Standard Account TEST MODE	© 99
Create Service Sheet	Previous 14 Submit Exit
Confirm and submit this document.	

SUPPLIER (VENDOR)

Outcome: Service Sheet successfully submitted to Department.

Business Network - Standard Account		0	SH
Service Sheet SES-4500005711 has been submitted.			
Print a copy of the service sheet. Exit service sheet creation.			
© 2022 SAP SE or an SAP affiliate company. All rights reserved.	Privacy Statement	Security Disclosure	Terms of Use

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

SAP Business Network -	Standard Account	TEST MODE		0	LA	
Service Sheet SS-4500005	271 has been submitted.					
Print a copy of the service Exit service sheet creation	e sheet. 1.					
15						
© 2022 SAP SE or an SAP affi	liate company. All rights reserved.		Privacy Statement	Security Disclosure	Terms o	of Use

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

SAP Business Network - Standard Account	TEST MODE		⑦ SH
urchase Order: 4500005711			Done
Create Order Confirmation Create Ship Notice	e Create Service Sheet Create Invoice 🔹		⊥ a
Order Detail Order History			
ΔFIS			
n:	То:	Status Purchase Order	7
istry of Finance and Economy	Syankat Riang Ria Semarak Audithtri Sdn Bhd No. 1 Jalan Sana, Ialan Sini	4500005711	
mmonwealth Drive 3910 Inei Darussalam	Brunei-Muara BC1234 Brunei Darussalam	Amount: 50,000.00 Br Version: 1	ND
mmonwealth Drive 3910 unei Darussalam one: +673 () 238 0999 K:	Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Amount: 50,000,00 Br Version: 1	ND
mmonwealth Drive 3910 unei Darussalam one: +673 () 238 0999 X: ntact Information pplier Address	Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Amount: 50,000,00 Br Version: 1 Routing External Docume	Status: Acknowledged nt Type: Std PO ff NonWarrant (ZNB)

SUPPLIER (VENDOR)



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

≡	M Gmail		Q Se	arch mail	?	(i)	***	S
0	Compose		~		of 8,531	<	>	31
	Inbox	6,121		Sent - Service sheet SES-4500005711 - to Treasury Accounting and Financial Information System - TES (ANID: AN11176895911-T) - Notification from SAP Business Network D Index ×	ST X	₽	ß	
\$ Ο Σ	Starred Snoozed Important			network_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com> May 4, 2024, 11:11AM (3 days ago) 🛧 to me 👻</ordersender-prod@ansmtp.ariba.com>	:	¢	:	ø •
	Sent Drafts Categories	67		This notification contains important information about your test SAP Business Network account (ANID: AN11201968629-T).				
~	More			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.: 4500005711 Service Sheet #: SES-4500005711 Service Sheet Status: Sent Description: Success More details about the service outline line items are listed below: Service Sheet Line No.: 10 Service Sheet Line Description: Cleaning Service				>



3.1.4.3 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.

SAD Business Network -	
Supplier sign-in 1 Username Next Forgot username	SAP Business Network for suppliers webinars Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard Learn More Learn More
New to SAP Business Network? Register Now or Learn more	• • • •
Supported browsers and plugins	

Note: Please ensure to select Business Network page.

Business Network Note ount	Get enterprise account		ۍ ۲
Home Enablement Discovery ~ Wor	kbench Orders - Fulfillmer	nt v Invoices v Payments v More v	Crea
	Leads V In Locat	tion By Product	a (
Overview Getting started) O I Leads Invited Le	eads	×
My widgets Treasury Accounting Y	uays Last 90 u	ays	F eetta
Purchase orders Last 3 months V \$1.01 K BND	SO BND	Activity feed All V	View al
\$1.2K	\$1		

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

Home SAP Business Network Discovery Ariba Proposals & Questionnaires Ariba Contract Management Leads ✓ In Location SAP Business Network	Crea	eate					
	Ariba Proposals & Questionnaires		Phi W		11		
	Ariba Contract Management	Loads					
12	SAP Business Network	lote	in Location	By Product	4		
		1	- Ridly				1

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

Step 3: Click on Purchase Orders.

SAP Business	s Network 🔻 Standard Account	Get enterprise account			स्र
Home Enab	lement Discovery 🗸 N	2 Orders ~ Fulfillment	 Invoices Payments 	✓ More ✓	Crea
101		Purchase Orders			
		Leads Order Inquiries	By Product	t Q	
	and the second second	1 Clark	AND.		
Overview	Getting started				

SUPPLIER (VENDOR)

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

Business Network V St	andard Account	iet enterprise account	TEST MODE						¶7 [2 @ 8
Iome Enablement Disc	overy ~ Workb	ench Orders ~	Fulfillment ~	Invoices ~ Pa	ayments ~ Mo	ore 🗸			Creat	e 🗸 🕴 🚥
Orders										
4	0		0		0		1		0	
Orders	Items to co	onfirm	Items to ship	1	Return items		New orders	Chan	ged orders	
Last 31 days	Last 31 d	lays	Last 31 days		Last 31 days		Last 31 days	Las	t 31 days	
✓ Edit filter Last 31 Customers	days	Order numbers		Creation date	e		Order status			
Select or type selections	đ	Type selection		Last 31 day	5	~	Include 🗸 🗸	Select or type	đ	
		Partial match	O Exact match							
									Apply	Reset
Show more										
Show more							F	Resend Failed Orders	G	19

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

	Show more					Apply	Reset	
						Resend Failed Orders	195	Feedback
	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		



Business Network - Standard Account	TEST MODE		() SH
Purchase Order: 4500005711			Done
Create Order Confirmation Create Ship Notio	Create Service Sheet Create Invoice 👻	د	2 🖶
Order Detail Order History			
AFIS			
om:	To:	Status Purchase Order	
Ustomer Ininistry of Finance and Economy Jommonwealth Drive 23910 runei Darussalam hone: +673 () 238 0999	Syarikat Nang Ria Semarak Aidiliftiri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone:	(Serviced) 4500005711 Amount: 50,000.00 BND Version: 1	
Dustomer Ministry of Finance and Economy Jommonwealth Drive 123910 Rrunei Darussalam Hone: +673 () 238 0999 ax:	Syarikat Riang Ria Semarak Aidilftri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	(Serviced) 4500005711 Amount: 50,000.00 BND Version: 1	

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

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		
ALIZ		
om: ustomer inistry of Finance and Economy	To: Syarikat Riang Ria Semarak Aldilifitri Sdn Bhd No. Jalan Sana,	Purchase Order (Serviced) 4500005711
rom: ustomer linistry of Finance and Economy ommonwealth Drive 23910 runei Darussalam	To: Syarikat Riang Ria Semarak Aldilifitri Sdn Bhd No. 1. Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Davussian	Purchase Order (Serviced) 4500005711 Amount: 50,000.00 BND Version: 1
tom: Sustomer Inisity of Finance and Economy ommonwealth Drive 29910 runei Darussalam hone: +673 () 238 0999 ax:	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
tom: Sustomer Ministry of Finance and Economy formmonwealth Drive 23910 Irunel Darussalam Phone: +673 () 238 0999 ax: Contact Information upplier Address	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 Routing Status: Acknowledged
tom: Sustomer tinistry of Finance and Economy Sommonwealth Drive 23910 Trunei Darussalam trone: +673 () 238 0999 ax: ontact Information upplier Address yarikat Riang Ria alan Sana No 1	To: Syarikat Riang Ria Semarak Aldilftri 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 Routing Status: Acknowledged Environment To Status: Acknowledged (ZNB) ts: SES-4500005711

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

SAP Business Network - Standard Account	TEST MODE	() SH
Service Sheet: SES-4500005711		Done Previous
Create Invoice Copy SES		<u>↓</u> @
Detail History		
Service Sheet (Approved) SE5-4500005711 Date: 4 May 2024 Final Service Sheet: No Purchase Order: 4500005711 Service Description: Cleaning Services ERP SES ID: 1000000371 Subtrati: 50,000.00 BND Service Start Date: 4 May 2024 Service End Date: 4 May 2024	Subtotal: 50,000.00 BND	
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 23910 Brunei Darussalam Address ID: SD	
	Routing Status: Ack Related Documents: 450	nowledged 0005711
Service Entry Sheet Lines		Show Item Details
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).

⊨	M Gmail		Q Search mail 3	(?) (3 🔛	S
0	Compose			18 of 8,531	<	>	3
	Inbox	6,125	Approved - Service sheet SES-4500005702 - to Treasury Accounting and Financial Inform TEST (ANID: AN11176895911-T) - Notification from SAP Business Network > Inform	nation System -	8	Ø	
☆	Starred						Ø
S	Snoozed		network_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com> Sat, May 4, 12:46 /</ordersender-prod@ansmtp.ariba.com>	AM (3 days ago) 🛛 🕁 😳	ŕ	:	
Σ	Important						
⊳	Sent						
D	Drafts	67	This notification contains important information about your test SAP Business Network account (ANID: AN11201968629-T).				
	Categories						+
~	More		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.

SAP Business Network -	Ę
Supplier sign-in Username Next Forgot username	SAP Business Network for suppliers webinars Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard Learn More Learn More
New to SAP Business Network? Register Now or Learn more	
Supported browsers and plugins	

Note: Please ensure to select Business Network page.

Business Network Note ount	Get enterprise account		ۍ ۲
Home Enablement Discovery ~ Wor	kbench Orders - Fulfillmer	nt v Invoices v Payments v More v	Crea
	Leads V In Locat	tion By Product	a (
Overview Getting started) O I Leads Invited Le	eads	×
My widgets Treasury Accounting Y	uays Last 90 u	ays	F eetta
Purchase orders Last 3 months V \$1.01 K BND	SO BND	Activity feed All V	View al
\$1.2K	\$1		

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

Home	SAP Business Network Discovery	Workbench	Orders v Fulfillment v	Invoices • Payments •	More ¥	Crea	eate
	Ariba Proposals & Questionnaires	······	15		11		
	Ariba Contract Management	Loads					
12	SAP Business Network	lote	in Location	By Product	4		
		1	- Ridly				1

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

Step 3: Click on Purchase Orders.

SAP Business	s Network 🔻 Standard Account	Get enterprise account			स्र
Home Enab	lement Discovery 🗸 N	2 Orders ~ Fulfillment	 Invoices Payments 	✓ More ✓	Crea
101		Purchase Orders			
		Leads Order Inquiries	By Product	t Q	
	and the second second	1 Clark	AND.		
Overview	Getting started				
SUPPLIER (VENDOR)

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

Business Network • St	andard Account	Get enterprise a	TES) MODE						47 I	0 2
Home Enablement Disc	overy ~ W	/orkbench Or	rders 🗸 🛛 Fulfillment 🗸	Invoices ~	Payments ~	More 🗸			Creat	te 🗸 🕴 🚥
Orders										
4		0	0		0		1		0	
Orders Last 31 days	ltems Las	s to confirm st 31 days	Items to ship Last 31 days		Return items		New orders Last 31 days	Chan	ged orders t 31 days	
Orders (4)	days									
Customers		Order numb	pers	Creation	date		Order status			
Select or type selections	ć	Type select	ion	Last 31	days	~	Include 🗸	Select or type	đ	
		Partial	match O Exact match							
Show more									Apply	Reset
								Resend Failed Orders	6	1961
Order Number				Amo	int Data I		Orden Status	Amoun		A

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

	Show more					Apply	Reset	
						Resend Failed Orders	28: 	eedback
	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		
								-

Business Network - Standard Account	TEST MODE		
urchase Order: 4500005711			
Create Order Confirmation Create Ship Notice	Create Service Sheet Create	Invoice 🔻	
Order Detail Order History			
AFIS			

From: Customer Ministry of Finance and Economy Commonwealth Drive 223910 Brunei Darussalam Phone: +673 () 238 0999 Fax:	To: Syarikat Riang Ria Semarak Alditfitri 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		Routing Status: Acknowledged External Document Type: Std P0 f/ NonWarrant (ZNB) Related Documents: SES-4500005711 Con-4500005711

Step 5: Click on Create Invoice button.

Business Network - Standard Account TEST MODE	() SH
Purchase Order: 4500005711	Done
Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice 5	¥ @
Order Detail Order History	

Step 6: Click on Standard Invoice button.

Purchase Order: 4500005711 Create Ship Notice Create Service Sheet Create Invoice	Business Network - Standard Account	a	() SH	ĺ
Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice	urchase Order: 4500005711		Done	
Standard Invoice	Create Order Confirmation Create Ship Notice Create Service Sheet	Create Invoice 🔹	⊥ 🖶	
Order Detail Order History 6	Order Detail Order History	Standard Invoice 6		

(?) SH

Done

Outcome: Create Invoice page will be displayed.

ate Invoice			Update Save	Exit Next
Invoice Header			* Indicates required field	Add to Header 🔻
Summary				
Purchase Order:	4500005711	Subtotal: 50,000.00 BND Total Tax: 0.00 BND		View/Edit Addresses
Invoice #:*		Total Gross Amount: 50,000.00 BND Total Net Amount: 50,000.00 BND		
Invoice Date: *	4 May 2024	Amount Due: 50,000.00 BND		
Service Description:				
Supplier Tax ID:				
Remit To:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd			
Bill To:	Brunei-Muara Brunei Darussalam Ministry of Finance and Economy			
	Brunei Darussalam			
Тах (і)				
Header lev	el tax (i) 🛛 Line level tax (i)			
				Remove
Category: *	0% VAT / 0% tax	Taxable Amount: 50,000,00 BNE)	

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 Networ	k 👻 Standard Account	DE		(?) SH
eate Invoice			Update Save	Exit Next
 Invoice Header 			* Indicates required field	Add to Header 🔻
Summary	150005744			
Invoice #:	* INV-4500005711	Total Cross Amount: 50,000,00 BND		View/Edit Addresses
Invoice Date:	4 May 2024	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			
Bill To:	Brunei-Muara Brunei Darussalam 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 verfication 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.
---------------	------------------	--------	----------	---------

SAP Business Networ	k 👻 Standard Account	TEST MODE			() SH	Î
Create Invoice				Update Save	Exit Next	
 Invoice Header 				 Indicates require 	Add to Header 🔻	
Summary						
Purchase Order:	4500005711	Sub	total: 50,000.00 BND		View/Edit Addresses	
Invoice #:	* INV-4500005711	Tota Total Gross An	l Tax: 0.00 BND ount: 50,000.00 BND			
Invoice Date:	4 May 2024	Total Net Am Amount	ount: 50,000.00 BND Due: 50,000.00 BND			
Service Description:	Cleaning Service					
Supplier Tax ID:						
Remit To:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd					
	Brunei-Muara					
Bill To:	Brunei Darussalam Ministry of Finance and Economy					
	Brunei Darussalam					

Step 10: Click on Attachments button.

SAP Business Network	standard Account	TEST MODE				(?) SH
Create Invoice			Update		Save	ixit Next
▼ Invoice Header				* Indic	ates required field	Add to Header 🔻
Summary					Shipping Cost	
Purchase Order:	4500005711	Subtotal:	50,000.00 BND		Shipping Docume	nts
Invoice #: *	INV-4500005711	Total Tax: Total Gross Amount:	0.00 BND 50,000.00 BND		Special Handling	
Invoice Date:*	4 May 2024	Total Net Amount: Amount Due:	50,000.00 BND 50,000.00 BND		Discount	
Service Description:	Cleaning Service				Payment Term	
					Additional Refere	nce Documents and Dates
Supplier Tax ID:					Comment	
Remit Io:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd				Attachment	10
Bill To:	Brunei-Muara Brunei Darussalam Ministry of Finance and Economy					10
	Brunei Darussalam					

Outcome: Attachments header / section will be displayed.

The total size of	of all attachments c	annot exceed 100ME	в								Remove
Choose File	No file chosen	Add At	ttachment								
Add to L	Header -										
Line Items	S								1 Line Items, 1 Ir	ncluded, 0 Previously	Fully Invoi
Insert Line Item	Tax (Category: 0% \	VAT / 0% t	ax	Discount					Add to Inclue	ded Lines
	Include	Туре Р	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
 • 	Include 00010	Туре Р	Part #	Description Cleaning Service		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
▼	Include 00010 Include	Type F	Part # Part #	Description Cleaning Service Description		Customer Part # Customer Part #	Quantity Quantity	Unit Unit	Unit Price Unit Price	Subtotal Subtotal	
 	Include 00010 Include	Type F Type F SERVICE	Part # Part #	Description Cleaning Service Description Cleaning Service		Customer Part # Customer Part #	Quantity Quantity 10	Unit Unit C62	Unit Price Unit Price 5,000.00 BND	Subtotal Subtotal 50,000.00 BND	
Service	Include 00010 Include Ce Sheet Details	Type F Type F SERVICE Service	Part # Part # Sheet #:	Description Cleaning Service Description Cleaning Service SES-4500005711		Customer Part # Customer Part # Service Line !	Quantity Quantity 10 No.: 1	Unit Unit C62	Unit Price Unit Price 5,000.00 BND	Subtotal Subtotal 50,000.00 BND	
Service Pricing	Include 00010 Include ce Sheet Details g Details	Type F Type F SERVICE Service : Unit Conv	Part # Part # Sheet #: ce Unit: (version: :	Description Cleaning Service Cleaning Service Cleaning Service SES-4500005711 C62		Customer Part # Customer Part # Service Line 1 Price Unit Qu Desci	Quantity Quantity 10 No.: 1 Jantity: 1.000	Unit Unit C62	Unit Price Unit Price 5,000.00 BND	Subtotal Subtotal 50,000.00 BND	
Service Pricing Service	Include 00010 Include Ce Sheet Details g Details ce Period	Type F Type F SERVICE Service Pric Unit Conv Service Star	Part # Part # Sheet #: ce Unit: 0 version: : rt Date: 0	Description Cleaning Service Description Cleaning Service SES-4500005711 C62 4 May 2024		Customer Part # Customer Part # Service Line I Price Unit Qu Desci Service Enc	Quantity Quantity 10 No.: 1 Jantity: 1.000 ription: 4 May	Unit Unit C62 2024	Unit Price Unit Price 5,000.00 BND	Subtotal Subtotal 50,000.00 BND	

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 cl 11 Add Attachment	

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

C Open				\times
\leftrightarrow \rightarrow \land \uparrow \square \rightarrow Thi	is PC > >	ٽ ~	,으 Search GVP U	lser Guides
Organize 🔻 New folde	2r			• 🔳 💡
🔥 Microsoft Team: ^	Name	Date modified	Туре	Size
Pictures				
	[SAMPLE ATTACHMENT] Relevant Attachment for Invoice	4/17/2024 6:53 AM	Microsoft Edge P	15 KB
💻 This PC				
🧊 3D Objects				
Desktop				
🔮 Documents				
🖶 Downloads				
b Music				
Pictures				
Videos				
🎬 OS (C:)				
File na	ame:		All files	~
		Upload from mobile	Open	Cancel

Step 12: Click on selected File.

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

COPen 🕐				×
\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow Thi	is PC > >	ٽ ~		er Guides
Organize 👻 New folde	2r			- 🔳 🕐
Microsoft Team: ^	Name	Date modified	Туре	Size
Pictures				
	ISAMPLE ATTACHMENT] Relevant Attachment for Invoice	12 ^{24 6:53 AM}	Microsoft Edge P	15 KB
This PC				
3D Objects				
Desktop				
Documents				
🕂 Downloads				
b Music				
Pictures				
Videos				
🛀 OS (C:)				
File na	ame:	~	All files	~
		Upload from mobile	Open	13

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

Attachments	
The total size of all attachments cannot exce	ed 100MB
Choose File [SAMPLE ATr 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 ATr Invoice.pd 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	
[SAMPLE ATTACHMENT] Relevant Attachment for Invoice.pdf	15382	application/pdf	
L 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 1	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: Total Gross Amount:	0.00 BND 50,000.00 BND			
Invoice Date: *	4 May 2024		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						

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

Business Network - Standard Account	TEST MODE	U	
ate Invoice		Previous Save Submit	Exit
nfirm and submit this document. It will not be electronically si russalam.	gned according to the countries of origin and destination of invoice. The document's originatin	g country is:Brunei Darussalam. The document's destination country is:Brunei	
andard Invoice			
Invoice Number: INV-450000571 Invoice Date: Saturday 4 May Original Purchase Order: 4500005711	1 Subtota 2024 11:37 AM GMT+08:00 Total Ta Total Gross Amoun Total Net Amoun Amount Du	al: 50,000.00 BND x: 0.00 BND tt: 50,000.00 BND tt: 50,000.00 BND e: 50,000.00 BND	
REMIT TO:	BILL TO:	SUPPLIER:	
Syarkat Riang Ria Semarak Aldiffitri Sdn Bhd Postal Address: No. 1. Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Ministry of Finance and Economy Postal Address: Commonwealth Drive 223910 Brunei Darussalam Address ID: SD Phone : +673 () 238 0999	Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd 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:	Postal Address:		

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

IIP FROM:	SHIP TO:	
arikat Riang Ria Semarak Aidilfitri Sdn Bhd	KEMENTERIAN KEWANGAN & EKONOMI	
stal Address:	Postal Address:	
. 1 Jalan Sana,	Provide Marce	
an Sini Junei Muere RC1224	Brunel-Muara	
unei Darussalam	Address ID: D010	
uner Darussatam	Address ID. DOTO	

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Section: Original Purchase Order

ne No.	Line Ref No.	Туре	Part No. / Description	Qty / Unit	Unit Price	Sub Total	
00010		Cleaning S	Service				
1	00010.10	SERVICE	Cleaning Service	10 / (C62)	5,000.00 BND	50,000.00 BND	
	DETAILS						
	Start D	ate: 4 May 202	4 End Date: 4 May 2024				
	Auxilia	ry Part ID:					
	Manufacture	Part No.:					
	Manufactu	rer Name:					
	Country	of Urigin: Sheet No. SES-	4500005711				
	Accounting Refe	erence ID: 0210	204007				
	Accounting De	escription: ID					
	Accounting Refe	erence ID: 1D10	004				
	Accounting De	escription: ID					
	Accounting Refe	erence ID: 01	Carlel Number				
	Accounting De	erence ID: 100.0	D				
	Accounting De	escription: ID					
	Classification Do	main: UNSPSC					
	Service Classific	ation: SV-CLNG	901				
	Classification Do	main: ERPCom	modityCode				
	Service Classific	ation: SV-CLNG	i01				
	Service Classific	ation: SV-CLEAI	NING				
	Additional Informat	ion:					
	10						
	Comments:						
	Cleaning Service for Of	fice, Level 2 & 3, B	Block D				
	Cleaning Service for St	orage Room, Level	l 1, Block D				
						Subtotal: 50.000.00 BN	D
						Gross Amount: 50,000.00 BN	0
						Net Amount: 50,000.00 BN	0
						Net Amount: 50,000.00 BN	<i>u</i>

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

Tax Category Tax Rate Tax Rate Type Taxable Amount Tax Amount Tax Location Description Tax Regime Exempt Detail VAT 0% 0% 0.00 BND 0.00 BND 0% tax 0% tax 0% tax 0% tax Date of Supply Saturday 2024 12:00 AM GMT+08:00 Supple Saturday Sat	C Details.								
VAT 0% 5,000,00 BND 0.00 BND 0% bax Date of Supply Saturday 4 May 2024 12:00 AM GMT+08:00 voice Summary Subtoal	Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
Date of Supply Saturday 4 May 2024 12:00 AM GMT+08:00 voice 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	VAT	0%		50,000.00 BND	0.00 BND		0% tax		
voice 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	Date of Supply Satu	rday 4 May 2024 12:00	0 AM GMT+08:00						
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	voice Summar	/							
Total Gross Amount: 50,000.00 BND Total Vet Amount: 50,000.00 BND Amount Due: 50,000.00 BND								Subtota	L: 50,000.00 BND
Total Net Amount: 50,000.00 BND Amount Due: 50,000.00 BND								Total Gross Amoun	t: 50.000.00 BND
Amount Due: 50,000.00 BND									
								Iotal Net Amoun	t: 50,000.00 BND
								Amount Due	2: 50,000.00 BND
Note all manual (a).								Amount Due	E: 50,000.00 B
	ttachment(s):							Content Type	E: 50,000.00 BND E: 50,000.00 BND

Step 16: Click on Submit button.

SAP Business No	work – Standard Account	TEST MODE				0	SH	í
Create Invoice			Previous	16	Submit		Exit)
Confirm and submit thi Darussalam. Standard Invoice	locument. It will not be electronically signed acc	cording to the countries of origin and destination of invoice. T	The document's originating country is:Brunei Darussala	m. The document's	destination country is:E	runei		

Outcome: Invoice has been submitted.

Business Network - Standard Account		0	SH
Invoice INV-4500005711 has been submitted.			
Print a copy of the invoice. Exit invoice creation.			
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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.

SA	Business Network - Standard Account	?	SH
	oice INV-4500005711 has been submitted.		
17	Print a copy of the invoice.		
SAP	© 2022 SAP SE or an SAP affiliate company. All rights reserved. Privacy Statement Security Disclos	ure Te	erms of Use

Outcome: Print pop-up will be displayed.

Print ? Total: 3 sheets of paper	5/4/24, 11:42 AM "Copy Imoice - This is not a TAX Imoice"	SAP Business Ne	twork Supplier		
Printer	Standard Invoice			Attachment(s)	
Corporate Printer 🗸					
	Invoice Number: INV-45000057	11	Subtotal:	50,000.00 BND	
	Invoice Date: Saturday 4 Ma	y 2024 11:37 AM GMT+08:00	Total Tax:	0.00 BND	
Copies	Original Purchase Order: 4500005711		Total Gross Amount:	50,000.00 BND	
	Origin: Supplier		Total Net Amount:	50,000.00 BND	
1			Amount Due:	50,000.00 BND	
Layout	REMIT TO:	BILL TO:	SUPPLIER:		
O Portrait	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy	Syarikat Riang Ria Semarak Aid	lilfitri Sdn Bhd	
	Postal Address:	Postal Address:	Postal Address:		
Landscape	No. 1 Jalan Sana,	Commonwealth Drive	No. 1 Jalan Sana,		
<u> </u>	Jalan Sini	223910	Jalan Sini		
	Brunei-Muara BC1234	Brunei Darussalam	Brunei-Muara BC1234 Brunei Darutsalam		
Pages	Brune Garussatan	Address ID. SD	bruner Darussalarn		
O All		Phone : +673 () 238 0999			
Odd pages only					
-	BILL FROM:	CUSTOMER:			
Even pages only	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy			
e.g. 1-5, 8, 11-13	Postal Address:	Postal Address:			
	No. 1 Jalan Sana,	Commonwealth Drive			
Print Cancel	Brunei-Muara BC1234	223910 Brunei Darussalam			
	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	5/4/24, 11:42 AM "Copy Invoice - This is not a TAX Invoice"	SAP Business N	letwork Supplier	
Printer	Standard Invoice			Attachment(s)
Corporate Printer 🗸				
	Invoice Number: INV-450009	5711	Subtotal:	50,000.00 BND
	Invoice Date: Saturday 4 M	fay 2024 11:37 AM GMT+08:00	Total Tax:	0.00 BND
Copies	Original Purchase Order: 4500005711		Total Gross Amount:	50,000.00 BND
	Origin: Supplier		Total Net Amount:	50,000.00 BND
1			Amount Due:	50,000.00 BND
Layout	REMIT TO:	BILL TO:	SUPPLIER:	
O Portrait	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy	Syarikat Riang Ria Semarak Aid	ilfitri Sdn Bhd
	Postal Address:	Postal Address:	Postal Address:	
○ Landscape	No. 1 Jalan Sana,	Commonwealth Drive	No. 1 Jalan Sana,	
	Jalan Sini	223910	Jalan Sini	
	Brunei-Muara BC1234	Brunei Darussalam	Brunei-Muara BC1234	
Pages	Brunei Darussalam	Address ID: SD	Brunei Darussalam	
O All		Phone : +673 () 238 0999		
Odd pages only				
C Even pages only	BILL PHUM: 	Ministry of Finance and Economy		
e.g. 1-5, 8, 11-13	Postal Address:	Postal Address:		
	No. 1 Jalan Sana,	Commonwealth Drive		
Print Cancel	Jalan Sini	223910		
Cancer	Brunei-Muara BC1234	Brunei Darussalam		
	Brunei Darussalam	Address ID: 5D		

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

SAP Business Network - Standard Account TEST MODE		(?	SH
Invoice INV-4500005711 has been submitted.			
Print a copy of the invoice. Exit invoice creation.			
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Step 19: Click on Exit button for Invoice Creation. This will return vendor to their PO document.

S	Business Network -	Standard Account	TEST MODE		?	SH
	Invoice INV-4500005711 ha	s been submitted.				
	Print a copy of the invoice. Exit invoice creation.					
19						
SA	© 2022 SAP SE or an SAP affilia	ate company. All rights reserved.		Privacy Statement	Security Disclosure	Terms of Use

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

SAP Business Network - Standard Account	TEST MODE		(?) SH
Purchase Order: 4500005711			Done
Create Order Confirmation Create Ship Notice	Create Service Sheet Create Invoice	Ŧ	ē
Order Detail Order History			
ΛΕΙς			
ALIZ			
Erony	_	Purchase Order	
Customer Ministry of Finance and Economy Commonwealth Drive 223910	io: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Marae RC1234	Status (Invoiced) 4500005711 Amount: 50,000.00 BND Version 1	
Brunei Darussalam Phone: +673 () 238 0999 Fax:	Brunel Darussalam Phone: Fax: Email:	Version L	
Contact Information Supplier Address		Routing Status: Acknow External Document Type: Std PO I	ledged f/ NonWarrant (ZNB)
Jalan Sana No.1		Related Documents: INV-450 SES-450 Con-450	0005711 00005711

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

≡	M Gmail		Q Se	arch mail 로	?	E	***	
0	Compose		÷		of 8,531	<	>	EI
	Inbox	6,119		Invoice INV-4500005711 for 50,000.00 BND has been submitted to Treasury Accounting and Financia	I	₿	Ø	
☆	Starred			Information system - 1231 2 most s				a
\odot	Snoozed			ordersender-prod@ansmtp.ariba.com 📼 Sat, May 4, 11:40 AM (3 days ago) 🔥		÷	:	
Σ	Important		•	to me 💌				
⊳	Sent							
D	Drafts	67		Noar Svarikat Diann Dia Samarak Aidilifitri Sdn Bhd				
	Categories			Deal Syairka, Nang Na Semarak Awimu Sun Diru,				
~	More			You have successfully submitted Invoice INV-4500005711 for 50,000.00 BND to Treasury Accounting and Financial Information System - TEST through the SAP Business Network.			l	
				A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.				
				Important: Remember to follow your country's electronic invoice (e-invoice) management regulations, such as				
				those formulated for archiving tax invoices.				
				Where can I get more information about SAP Business Network?				
				to access product documentation and tutoriais, go to <u>SAP business Network Exchange User</u> Community				
				Haw de luíeu e PDE desument?				
				Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from				
				here: https://get_adobe.com/reader/				>

≡	M Gmail		Q Se	earch mail		王王	?	1	***	
1	Compose		÷	•	1 🖸 🕚		of 8,531	<	>	3
	Inbox	6,118		Sent - In AN111768	voice INV-4500 895911-T) - Noti	0005711 - to Treasury Accounting and Financial Information System - TEST (AN fication from SAP Business Network D 🔤 🕬	ID:	¢	ß	
☆	Starred									Ø
0	Snoozed			network_ac	counts@ansmtp.ariba	.com <ordersender-prod@ansmtp.ariba.com> Sat, May 4, 11:40 AM (3 days ago)</ordersender-prod@ansmtp.ariba.com>	. 🙂	¢		Ŭ
Σ	Important		-	to me 👻						
5	Sent									
	Sent									
ט	Drafts	67			SAP Ariba					
	Categories									+
~	More				Your customer Treasur Business Network acco	y Accounting and Financial Information System - TEST updated your invoice on SAP Business Network. Click View Invoice to log int unt (ANID: AN11201968629-T).	ວ your SAF	2		
					Country	BN				
					Customer	Treasury Accounting and Financial Information System - TEST				
					Invoice number	INV-4500005711				
_					Invoice Status	Succes				
					Description.	5000633				
						View i	nvoice			
_										
					Download the SAP Bus	siness Network Supplier app to your mobile device and manage customer orders on the go.				
					App Store	an e de gle play				>
								_		

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.

SAP Business Network -	e (
Supplier sign-in Username Next Forgot username	SAP Business Network for suppliers webinars Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard Learn More Learn More
New to SAP Business Network? Register Now or Learn more	• • • •
Supported browsers and plugins	

SUPPLIER (VENDOR)

Outcom	ne: Dashbo	ard (Hon	nepage)	will be	e displayed	1.					
SAP	Business Network	Standard Acc	ount Get enter	orise account	TEST MODE					র	Ì
Home	e Enablement	Discovery ~	Workbench	Orders ¥	Fulfillment 🖌	Invoices ¥	Payments ¥	More *		Cr	rea
	07 13				Printer .	APALIN .			1		
A			Leads		➤ In Location		✓ By Product		٩		
		1 mail	1	A.	Childrey		AND B	17			
Ove	erview Getting sta	arted									
	-		~		0						
4	1		0		0						
	Enablement Tasks	ħ	Matched Leads		Invited Leads						_
			Last 90 days	3	Last 90 days	33				d back	
										3 3 3	
Мум	WIdgets Treas	ury Accounting	✓ In Cus	tomize							
Pur	rchase orders	Last 3 months	- Invoic	e aging		A	ctivity feed All	~		View	ı al
¢	1 01 K		ф.								
\$	L.UL BND		20	BND							
\$1.2	2К		\$1								

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

Home	SAP Business Network Discovery	Workbench Orde	rs 🖌 Fulfillment 🖌 In	voices v Payments v More	~	Create
4	Ariba Proposals & Questionnaires	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	19 N 19			
	Ariba Contract Management	Landa				
100	SAP Business Network	Note	• In Location	By Product	4	
			Reden			

Step 3: Click on Order Confirmations.

SAP Busin	ess Network Standard Acco	Get enterprise account	Eulfillment - Invoices - Payments - Catalogs - More -	φ1 Q 🕑 <u>B</u>
Overvi	ew Getting started	Leads	Order Confirmations 3 Service Sheets By Product Time and Expense Sheets Ship Notices	
4	O Matched Leads Last 90 days	O Invited Leads Last 90 days	Goods Receipts Sales Orders Drafts	

Outcome: Order Confirmations page will be displayed.

SAP Business Netwo	✓ Standard Account TEST MODE			📮 🕜 SH
Home Enablement	Discovery V Workbench Orders V Fulfillment V Invoi	es 🗸 Payments 🗸 Catal	ogs ∨ More ∨	Create 🗸 🛛 🚥
Order Confirmations				
► Search Filters				
Order Confirmatio	is (3)			Π
Confirmation ID	Customer	Order #	Date	Status
Con-4500005711 Ø	Treasury Accounting and Financial Information System - TEST	4500005711	4 May 2024 10:48:28 AM	Acknowledged
Con-4500005702 Ø	Treasury Accounting and Financial Information System - TEST	4500005702	4 May 2024 12:07:33 AM	Acknowledged
Con-4500005701 Ø	Treasury Accounting and Financial Information System - TEST	4500005701	2 May 2024 3:24:19 PM	Acknowledged
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Note:

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

	SAP Business Network	K Standard Account TEST MODE				🗐 🕜 SH
1	Home Enablement	Discovery V Workbench Orders V Fulfillment V	Invoices \checkmark	Payments V Catalog	s 🗸 More 🗸	Create 🗸 🛛 🚥
0	order Confirmations					
	► Search Filters					
	Order Confirmation	ns (3)				
	Confirmation ID	Customer		Order #	Date	Status
lote 1	Con-4500005711 Ø	Treasury Accounting and Financial Information System - TEST	Note 2	4500005711	4 May 2024 10:48:28 AM	Acknowledged
	Con-4500005702 Ø	Treasury Accounting and Financial Information System - TEST		4500005702	4 May 2024 12:07:33 AM	Acknowledged
	Con-4500005701 Ø	Treasury Accounting and Financial Information System - TEST		4500005701	2 May 2024 3:24:19 PM	Acknowledged
S	© 2022 SAP SE or an S	AP affiliate company. All rights reserved.			Privacy Statemer	nt Security Disclosure Terms of Us

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

	SAP Business Network	 Standard Account 	TEST MODE	l				₽ ()	SH
	Home Enablement D	viscovery V Workbench 0	Orders V Fulfillment V	Invoices $ \smallsetminus $	Payments ∨	Catalogs	✓ More ∨	Create 🗸	
	Order Confirmations								
	► Search Filters								
	Order Confirmations	5 (3)							=
	Confirmation ID	Customer			Order #		Date	Status	
4	Con-4500005711 Ø	Treasury Accounting and Fin	ancial Information System - TEST		4500005	711	4 May 2024 10:48:28 AM	Acknowledged	
	Con-4500005702 Ø	Treasury Accounting and Fin	ancial Information System - TEST		4500005	702	4 May 2024 12:07:33 AM	Acknowledged	
	Con-4500005701 Ø	Treasury Accounting and Fin	ancial Information System - TEST		4500005	701	2 May 2024 3:24:19 PM	Acknowledged	
	© 2022 SAP SE or an SAF	P affiliate company. All rights reserved.					Privacy Statement	Security Disclosure	Terms of Use

Outcome: PO Confirmation document will be displayed.

SAP Business Network -	Standard Account	TEST N	IODE				() SH
rder Confirmation: Co	on-4500005711						Done
Print Export cXML							
Detail History							
							Attachment
Confirmation #	C 4500005711						
Contirmation #	Con-4500005711						
Purchase Order							
Est. Delivery Date	6 May 2024						
Comments	Services expected to b	be delivered on 6th May 2024					
Line Items							
Line #	No. Schedule Lines	Part # / Description	Qty (Unit)	Need By	Ship By	Unit Price	Subtota
▼ 00010 1				6 May 2024			
		Cleaning Service					
		Current Order Status:					
		1.000 Confirmed With New Dat	e (Comments: Services expected t	o be delivered on 6th Ma	ay 2024; Estimated Completion	Date: 6 May 2024)	
00010.10			10.000 (C62)			5,000.00 BND	50,000.00 BN
		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 b	e delivered on 6th May 2024					
Line Itoms							
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 Ma	ay 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						Туре	
						11 - 11 - 14 - 14	
[SAMPLE ATTACHME	ENT] Relevant Attachment	for Confirm Order.pdf				application/pdf	
Print Export cXML							
							Done

Find and View Advanced Shipping Notice (ASN) 3.1.5.2

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. •

SAP Business Network -	Ę
Supplier sign-in Username Next Forgot username New to SAP Business Network?	SAP Business Network for suppliers webinars Segister or access on-demand webinars Specifically designed for suppliers to support Secifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts. Learn More Second
Register Now or Learn more	
Supported browsers and plugins	

SUPPLIER (VENDOR)

Outcom	e: Dashbo	ard (Hon	nepage)	will be	displayed	l.				
SAP	Business Network	Standard Acc	ount Get enter	orise account	TEST MODE					Ę
Home	Enablement	Discovery ¥	Workbench	Orders ¥	Fulfillment 🗸	Invoices ¥	Payments 🐱	More 👻		Crea
4	07 13				Piliti	MANN			1	
			Leads		✓ In Location		✓ By Product		Q	
		19mil	1	N.	Celles		AND B	17		
Over	rview Getting st	arted								
	1		0		0					
	Enablement Tasks	N	Matched Leads		Invited Leads					
). I	Last 90 days		Last 90 days					back
										Feed
My w	vidgets Treas	ury Accounting	✓ 📑 Cus	tomize						
Purc	hase orders	Last 3 months	Invoid	e aging		A	ctivity feed All	/		View a
¢	1 О1 К		¢ſ)						
φ.	L.UL BND		ΦU	BND						
\$1.2K	·		- \$1 -							

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

Home	SAP Business Network Discovery	Workbench Orde	rs 🖌 Fulfillment 🖌 In	voices v Payments v More	~	Create
4	Ariba Proposals & Questionnaires	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	19 N 19			
	Ariba Contract Management	Landa				
100	SAP Business Network	Note	• In Location	By Product	4	
			Reden			

Step 3: Click on Ship Notices.

Business Network Standard Account Get enterprise account H Home Enablement Discovery Workbench	Fulfillment - Invoices - Payments - Catalogs - More -	√
Leads	Order Confirmations Service Sheets Y By Product Q Time and Expense Sheets	90
Overview Getting started	Ship Notices 3	
Matched Leads	Goods Receipts Sales Orders Drafts	

Outcome: Ship Notices page will be displayed.

SAP Business	letwork 🚽 Standa	ard Account		TEST MOD	E						5 ()	SH
Home Enablem	ent Discovery ~	Workbench	Orders ~	Fulfillment \sim	Invoices $$	Payments 🗸	Catalogs	✓ More ✓			Create 🗸	
Ship Notices												
► Search Fil	ers											
Ship Notices	(1)											-
Packing Slip ID	Customer				Order #	Date		Completion Status	Receipt Status	Routing Status	Ship Notice St	atus
ASN-450000570	Treasury Accourt	nting and Financial	Information Syste	m - TEST	4500005701	2 May 2024 4:10:4	45 PM	Completed	Fully Received	Acknowledged		
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Note:

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

		SAP Business N	letwork 🗸 Stand	ard Account		TEST MOD	DE						₽ ()	SH
		Home Enableme	ent Discovery ~	Workbench	Orders ~	Fulfillment $ \sim $	Invoices 🗸	Payments \vee	Catalogs	✓ More ✓			Create 🗸	
	S	hip Notices												
		► Search Filt	ers											
		Ship Notices	(1)											-
		Packing Slip ID	Customer		_		Order #	Date	C	Completion Status	Receipt Status	Routing Status	Ship Notice S	tatus
Note	1	ASN-4500005701	Treasury Accou	nting and Financial I	nformation	Note 2	4500005701	2 May 2024 4:10:4	IS PM C	Completed	Fully Received	Acknowledged		
	S	© 2022 SAP SE	or an SAP affiliate comp	oany. All rights reserve	d.							Privacy Statement	Security Disclosure	Terms of Use

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

Sł	Business	s Network	🗸 🗸 Standard	I Account		TEST MOD	E						5	SH
Ho	me Enablei	ement	Discovery 🗸	Workbench	Orders ~	Fulfillment \vee	Invoices 🗸	Payments \checkmark	Catalogs	✓ More ∨			Create 🗸	
Shi	p Notices													
	Search F	Filters												
L	Ship Notice	es (1)												
	Packing Slip ID		Customer				Order #	Date		Completion Status	Receipt Status	Routing Status	Ship Notice S	itatus
	ASN-45000057	701	Treasury Accountin	ng and Financial I	nformation Syster	n - TEST	4500005701	2 May 2024 4:10:4	45 PM	Completed	Fully Received	Acknowledged		
SA	© 2022 SAP	SE or an S	AP affiliate company	y. All rights reserve	d.							Privacy Statement	Security Disclosure	Terms of

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

Business Network - Standard Account	TEST MODE				() SH
Ship Notice: ASN-4500005701					Done
Print Export cXML					
Detail History					
SHIP FROM		D	ELIVER TO		
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd		K	EMENTERIAN KEWANGAN & KONOMI		
Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam		P J B A	iostal Address: Io. 2, Jalan Situ, alan Saja rrunei-Muara BD5678 rrunei Darussalam ddress ID: D010		
SHIPPING Packing Silp ID: Notice Date:	ASN-4500005701 2 May 2024		Related Documer	4500005701 1ts: 5000000455	
Service Level:	-	т	RACKING		
Requested Delivery Date:		Π	racking information not provided.		
Ship Notice Type: Estimated Shipping Date:	Estimated 2 May 2024	ST	TATUSES BASED ON GOODS RECEIPT		
Estimated Delivery Date:	5 May 2024 12:00:00 PM		Completion Stat	us: Completed	
Gross Volume:	-		Receipt Stat	us: Fully Received	
Gross Weight:	-	SI	HIP NOTICE TRACKING		

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

DDITIONAL INFO	ORMATION ation not provid	ded.								
rder Items										Show Item Det
Order #	Line No.	Part # / Description	Customer Part #		Qty	Unit	Need By	Ship By	Unit Price	Subto
4500005701	10	A3 Paper	0000000300000919		1.000	RM	5 May 2024		100.00 BND	10.00 B
		SHIPMENT STATUS								
		1. Shipped 1	Show Details							
		Received Quantity: Returned Quantity:	1 RM							
		Pricing Details	Completed							
		Unit Details (i)					Price Details (i)			
		Unit Conversion		Price Unit	Order	Unit		Price Pr	rice Unit Quantity	Price Unit
		1		RM	RM		100	.00 BND 10)	RM

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.

SAP Business Network -	Ę
Supplier sign-in 1 Username I Next Forgot username	SAP Business Network for suppliers webinars Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard Learn More Learn More
New to SAP Business Network? Register Now or Learn more	• • • •
Supported browsers and plugins	

SUPPLIER (VENDOR)

tcome: Dashbo	oard (Hom	epage) will be	e displayed	ł.		
SAP Business Network	 Standard Account 	det enterprise account	TEST MODE			₹7
Home Enablement	Discovery ~	Workbench Orders 🗸	Fulfillment ¥	Invoices • Payments •	More *	c
102			NI INI			
1911 5		Leads	✓ In Location	✓ By Product	٩	
	1/2011	1 AV	Caller	Lange A		
Overview Getting	started					
1		0	0			
Enablement Taska	Mot	chad Laads				
Enablement Tasks	Ma	ched Leads	Invited Leads			
	L	ast 90 days	Last 90 days			
Muunidaata (T		-				
iviy widgets	asury Accounting 🗸					
Purchase orders	Last 3 months 🗸	Invoice aging		Activity feed All	2	Vie
\$1.01 K)	SO BND				
\$1.2K		\$1				

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

Home	SAP Business Network Discovery	Workbench Orde	rs 🖌 Fulfillment 🖌 In	voices v Payments v More	~	Create
4	Ariba Proposals & Questionnaires	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	19 N 19			
	Ariba Contract Management	Landa				
100	SAP Business Network	Note	• In Location	By Product	4	
			Reden			

Step 3: Click on Goods Receipts.

Business Network Standard Account	Get enterprise account			71 Q 🖲 🛛
Home Enablement Discovery ~ Work	kbench 2 Fulfillment ~	Invoices v Payments v	Catalogs ~ More ~	Create 🗸 🚥
	Order Confirmatio	ons MAN AL		
	Leads Service Sheets	✓ By Product	٩	
1	Time and Expense	e Sheets		
Overview Getting started	Ship Notices			
	Goods Receipts	3		
. 0	O Sales Orders			
Matched Leads Inv	rited Leads Drafts			
Last 90 days La	ast 90 days			

Outcome: Goods Reciepts page will be displayed.

SAP	Business Netwo	rk 🗸 Standard Account		TEST MODE	•						₽ ()	SH
Home	Enablement	Discovery V Workbend	h Orders \vee	Fulfillment \vee	Invoices $ \smallsetminus $	Payments V	Catalogs 🗸	More 🗸			Create 🗸	
Goods	Receipts											
► S	earch Filters											
Go	ods Receipts	(1)										-
Rece	eipt Number	Reference	Customer						Date		Routing Status	
5000	0000455	4500005701	Treasury Account	ting and Financial	Information System	m - TEST			2 May 2024 4:47:27 PM		Sent	
SAP ©	0 2022 SAP SE or an	SAP affiliate company. All rights re	erved.							Privacy Statement	Security Disclosure	Terms of Use

Note:

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

		SAP Business Ne	etwork 👻	Standard	Account		TEST MODE							₽ (?	SH
		Home Enablemer	nt Disc	covery 🗸	Workbench	Orders ~	Fulfillment 🗸	Invoices 🗸	Payments 🗸	Catalogs 🗸	More 🗸			Create 🗸	
	G	ioods Receipts													
		► Search Filte	ers												
		Goods Recei	pts (1)												-
		Receipt Number		Reference		Customer						Date		Routing Status	
Note	1	500000455		45000057	⁰¹ No	te 2 🚾	ounting and Financia	al Information Syste	em - TEST			2 May 2024 4:47:27 PM		Sent	
	Ξ	© 2022 SAP SE	or an SAP af	filiate company.	All rights reserve	d.							Privacy Statement	Security Disclosure	Terms of Use

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

	S4	Business Netw	vork 🗸 Sta	ndard Account		TEST MODE	I						₽ (?	SH
	Hor	ne Enablement	Discovery	 Workbench 	Orders 🗸	Fulfillment \vee	Invoices \checkmark	Payments \checkmark	Catalogs 🗸	More 🗸			Create 🗸	
	Goo	ods Receipts												
		 Search Filters 	5											
		Goods Receipts	s (1)											-
		Receipt Number	Re	erence	Customer					I	Date		Routing Status	
4		5000000455	45	00005701	Treasury Accou	unting and Financial	Information Syste	m - TEST		:	2 May 2024 4:47:27 PM		Sent	
	SAP	© 2022 SAP SE or a	an SAP affiliate co	mpany. All rights reserv	ed.							Privacy Statement	Security Disclosure	Terms of Use

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

SAP Business Net	twork 🚽 Standard A	ccount	TEST MODE									G	эн
Receipt: 5000000)455												Done
Print Export cXML													
Detail History													
From: Treasury Accounting and F Commonwealth Drive 223910 Brunei Darussalam	From: Treasury Accounting and Financial Information System - TEST Commonwealth Drive 22910 Frunei Darussalam			ng Ria Semar Sana, ra BC1234 ssalam	ak Aldilftri Sdn Bhd		F	R eceipt: Rece Rece	seipt No.: 5000000455 Aipt Date: 2 May 2024	5			
											Routi Relat	ng Status: ed Documents	Sent : 4500005701
Receipt Line Number	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Туре	Unit Rate	Amount	Status
Purchase Order: 450000	5701 (Closed For Receiving	ng)											
1 Comments	10	A3 Paper	0000000300000919			ASN-4500005701	2 May 2024	1.000 RM	Not Specified	Received	10.00 BND	10.00 BND	Completed
Receipt received on: Thurs Received by SAP Business This Receipt was sent by 1	sday 2 May 2024 8:47 AM s Network on: Thursday 2 Treasury Accounting and F	GMT+08:00 May 2024 4:47 PM GMT+ inancial Information Syste	08:00 m - TEST AN11176895911-1	「and delivere	d by SAP Business Net	work.							

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.

SAP Business Network -	同
Supplier sign-in Username Next Forgot username New to SAP Business Network?	SAP Business Network for suppliers webinars Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard Learn More Learn More
Register Now or Learn more	
pported browsers and plugins	

SUPPLIER (VENDOR)

Outcom	ne: Dashbo	ard (Hon	nepage)	will be	e displayed	1.					
SAP	Business Network	Standard Acc	ount Get enter	orise account	TEST MODE					র	Ì
Home	e Enablement	Discovery ~	Workbench	Orders ¥	Fulfillment 🖌	Invoices ¥	Payments ¥	More *		Cr	rea
	07 13				Printer .	APALIN .			1		
A			Leads		➤ In Location		✓ By Product		٩		
		1 mail	1	A.	Childrey		AND B	17			
Ove	erview Getting sta	arted									
	-		~		0						
4	1		0		0						
	Enablement Tasks	ħ	Matched Leads		Invited Leads						_
			Last 90 days	3	Last 90 days	33				d back	
										3 3 3	
Мум	WIdgets Treas	ury Accounting	✓ In Cus	tomize							
Pur	rchase orders	Last 3 months	- Invoic	e aging		A	ctivity feed All	~		View	ı al
¢	1 01 K		ф.								
\$	L.UL BND		20	BND							
\$1.2	2К		\$1								

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

Home	SAP Business Network Discovery	Workbench Orde	rs 🖌 Fulfillment 🖌 In	voices v Payments v More	~	Create
4	Ariba Proposals & Questionnaires	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	19 N 19			
	Ariba Contract Management	Landa				
100	SAP Business Network	Note	• In Location	By Product	4	
			Reden			

Step 3: Click on Service Sheets.

Business Network Standard Account Get enterprise account Home Enablement Discovery Workbench	Fulfillment - Invoices - Payments - Catalogs - More -	47 Ω ⑨ <u>8</u> Create ~ ∷ •••
Leads	Order Confirmations Service Sheets By Product Time and Expense Sheets	90
Overview Getting started	Ship Notices Goods Receipts Sales Orders	
Matched Leads Invited Leads Last 90 days Last 90 days	Drafts	

Outcome: Service Sheets page will be displayed.

SAP Business Network -	Standard Account	TEST MODE					🔋 🔋
Home Enablement Discove	ery V Workbench Orders V	Fulfillment V Invoices V	Payments V Catalogs	i v More v			Create 🗸 🛛 🚥
Service Sheets							
Search Filters							
Service Sheets (2)							
Service Sheet #	Customer		Related PO	Date	Amount	Routing Status	Status
SES-4500005711	Treasury Accounting and Financial Info	rmation System - TEST	4500005711	4 May 2024	50,000.00 BND	Acknowledged	Invoiced
SES-4500005702	Treasury Accounting and Financial Info	rmation System - TEST	4500005702	4 May 2024	100.00 BND	Acknowledged	Invoiced
L Create Invoice	Edit Copy						
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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.

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	SAP E	Business Network	Standard Account		TEST MODE									E) () SH
н	lome	Enablement Di	scovery V Workbench	Orders 🗸	Fulfillment $ \sim $	Invoices 🗸	Payme	ents 🗸	Catalogs ~	More V				Create 🗸 🛛 🚥
Se	Service Sheets													
	► Se	earch Filters												
	Serv	vice Sheets (2)												
		Service Sheet #	Customer				_	Related PC		Date	Amount		Routing Status	Status
Note	. 1	SES-4500005711	Treasury Accounting	reasury Accounting and Financial Information System - TEST				4500005711 Note 2	50,000.00	BND	Acknowledged	Invoiced		
Note		SES-4500005702	Treasury Accounting	g and Financial Info	formation System - TEST			4500005702		100.00	BND	Acknowledged	Invoiced	
	Ļ	Create Invoice	Edit	уру										
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Step 4: Click on **Service Sheet #** to open the PO service sheet / Service Entry Sheet (SES) document.

Business Network -	Standard Account	TEST MODE					📮 🕐 SH
Home Enablement Discov	very \vee Workbench Orders \vee	Fulfillment V Invoices V	Payments V 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 Info	rmation System - TEST	4500005711	4 May 2024	50,000.00 BND	Acknowledged	Invoiced
SES-4500005702	Treasury Accounting and Financial Info	rmation System - TEST	4500005702	4 May 2024	100.00 BND	Acknowledged	Invoiced
L Create Invoice	Edit Copy						
© 2022 SAP SE or an SAP affilia	ite company. All rights reserved.				Privac	ry Statement Securit	y Disclosure Terms of Use

SUPPLIER (VENDOR)

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

Business Network - Standard Account	TEST MODE	() SH
Service Sheet: SES-4500005711		Done
Create Invoice Copy SES		<u>↓</u> 🖶
Detail History		
Service Sheet (Invoiced) SES-4500005711 Date: 4 May 2024 Final Service Sheet: No Purchase Order: 4500005711 Service Description: Cleaning Services ERP SES ID: 1000000341 Subtrat: 50.000.00 BND Service Start Date: 4 May 2024 Service Ind Date: 4 May 2024	Subtotal: 50,000.00 BND	
From Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jatan Sana, Jatan 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	
Service Entry Sheet Lines	INV-4500005711	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									1
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									
Service End Date: 4 May 2024									
From		То							
Svarikat Riang Ria Semarak Aidilfitri	Sdn Bhd	Ministry of Finance and Economy							
Svarikat Plang Pla Semarak Aidilfitri Sdn B	bd	Treasury Accounting and Einancial Information System - TEST							
No. 1 Jalan Sana.		Commonwealth Drive							
Jalan Sini		223910							
Brunei-Muara BC1234		Brunei Darussalam							- 1
Brunei Darussalam		Address ID: SD							
									- 1
									- 1
				Routing St	atus: Ackn	owledged			
				Related Do	ocuments: 4500	005711			
					INV-4	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 Senice			Planned		10 (C62)	5 000 00 BND	50.000.00 BND	Details	· .
Schice	Classing Santias		Flaminea		10 (002)	3,000.00 DND	50,000.00 BND	Detaits	
	Cleaning Service								
									· 1
							Service Entry	Summary	
						Sul	btotal: 50,00	0.00 BND	
Consta Investor								A .	
Create Invoice Copy SE	.5						<u>*</u>	10	
								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. •

Business Network -		Ę
Supplier sign-in Username Next Forgot username New to SAP Business Network?	1 SAP Business	Network for suppliers webinars Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.
Register Now or Learn more		• • • •
upported browsers and plugins		

SUPPLIER (VENDOR)

Outco	ome: Dashbo	ard (Hon	nepage)	will be	displayed	ł.					
SA	Business Network	 Standard Acc 	ount Get enterp	rise account	TEST MODE					لې	
Но	ome Enablement	Discovery ~	Workbench	Orders ¥	Fulfillment ¥	Invoices v	Payments ¥	More *		с	rea
	101 5				Printer .	APN.M	AA_		1		
1			Leads		✓ In Location		✓ By Product		Q		
		1 Marie	1	N	Calley		AND B	17			
	Overview Getting st	arted									
	-	12	0		0	5					
4	1		0		0						
	Enablement Tasks	P	Matched Leads		Invited Leads					-	
			Last 90 days	33	Last 90 days	3					dDack
											1 69
M	y widgets Treas	sury Accounting	Y ≣‡ Cust	omize							
	Purchase orders	Last 3 months	- Invoic	e aging		A	ctivity feed All	~		Viev	w al
	¢1 01 K		¢¢)							
			\$C	BND							
	\$1.2K		\$1								

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

Home	SAP Business Network Discovery	Workbench Orde	ers 🖌 Fulfillment 🖌 In	voices v Payments v More	×	Create
4	Ariba Proposals & Questionnaires	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	<u>196</u>		(ALA)	
	Ariba Contract Management	Landa				
100	SAP Business Network	Note	• In Location	By Product	q	
			Reden			

Step 2: Click on Fulfillment dropdown button.

Step 3: Click on Invoices.

SAP	Business Network Standard Acco	Get enterprise account	TEST ANODE			71 Q 8
Home	e Enablement Discovery ~	Workbench Orders ~	2	Invoices - Payments -	Catalogs ~ More ~	Create 🗸 🕴 🚥
			El lies	Invoices 3		
- 1		Leads	✓ In Location	Credit Memos Product	٩	
		1 No	Certin	Debit Memos		H
	Overview Getting started			Timestamp Verification		
		0	0	Drafts		
4	0	0	0			
	Matched Leads	Invited Leads	Enablement Tas	ks		
	Last 90 days	Last 90 days				

Outcome: Invoice page will be displayed.

Business Network 🔻 Standa	ard Account Get enterprise account	8		v₁ Ċ ③ B
Home Enablement Discover	ry ~ Workbench Orders ~ Fulfilln	nent v Invoices v Payments v More	~	Create 🗸 🕴 🚥
Invoices				
4	0 (0 C	2	0
Invoices Last 31 days	Rejected invoices Overdue in appi Last 31 days Last 3	Voices - Not Overdue invoices - Approved roved 31 days Last 31 days	Invoices pending approval Last 31 days	Approved invoices pending payment Last 31 days
Invoices (4))			
Customers	Invoice number	Reference	Invoice date	
Select or type selections	D Type selection	Type input	Last 31 days	~
	Partial match Exact m	hatch		
Show more				Apply Reset
				<u>به</u>
Invoice Number Customer	Reference Invoiced Date \downarrow	Amount Routing Status	Invoice Status From	address Te Actions
TAFIS – USER GUIDE SUPPLIER (VENDOR)

Scroll down the page to view remaining PO Invoice details.

Show m	lore						Apply	Reset
							Ó	a 38
Invoice Number	Customer	Reference	Invoiced Date \downarrow	Amount	Routing Status	Invoice Status	From address	Te Action
INV-4500005 711	Treasury Accounting an d Financial Informatio	4500005711	May 4, 2024	\$50000 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	∾
INV-4500005 703_1	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	N
INV-4500005 703	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	N
INV-4500005 701	Treasury Accounting an d Financial Informatio	4500005701	May 3, 2024	\$10 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	∾

Note:

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

		Show m	nore						Apply	Reset	
									Œ	i ēģ	
		Invoice Number	Customer	Reference	Invoiced Date \downarrow	Amount	Routing Status	Invoice Status	From address	Actions	pack
Note	1	INV-4500005 711	Treasury Accounting an d Financial Informatio	4500005711	Note 2	\$50000 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	v	Feed
		INV-4500005 703_1	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	v	
		INV-4500005 703	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	· ···	
		INV-4500005 701	Treasury Accounting an d Financial Informatio	4500005701	May 3, 2024	\$10 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	v	

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

	Show m	nore						Apply	Reset
								G	a 38
	Invoice Number	Customer	Reference	Invoiced Date \downarrow	Amount	Routing Status	Invoice Status	From address	Te Actions
4	INV-4500005 711	Treasury Accounting an d Financial Informatio	4500005711	May 4, 2024	\$50000 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	N
	INV-4500005 703_1	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	M
	INV-4500005 703	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	N
	INV-4500005 701	Treasury Accounting an d Financial Informatio	4500005701	May 3, 2024	\$10 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	M

TAFIS – USER GUIDE SUPPLIER (VENDOR)



Business Network - Standard Account	TEST MODE		(7) SH
nvoice: INV-4500005711			Done
Copy This Invoice Cancel Print Download PDF 🗸	Export cXML		
Detail Scheduled Payments History			
itandard Invoice			Attachment
Status Invoice: Sent Routing: Acknowledged Invoice Number: INV-4500005711 Invoice Date: Saturday 4 May 2024 11:37 AM Original Purchase Order: 4500005711 Submission Method: Online Origin: Supplier Source Document: Order	Subtot Total Ta Total Gross Amour Total Net Amour GMT+08:00 Amount Du	1: 50,000.00 BND c: 0.00 BND t: 50,000.00 BND t: 50,000.00 BND a: 50,000.00 BND	
REMIT TO:	BILL TO:	SUPPLIER:	
Syarikat Riang Ria Semarak Aldiffitri Sdn Bhd Postal Address: No, 1 Jalan Sana, Jalan Sini Brunel-Muara BC1234 Brunel Darussalam	Ministry of Finance and Economy Postal Address: Commonwealth Drive 223910 Brunei Darussalam Address ID: SD	Syarikat Riang Ria Semarak Aidiliftri Sdn Bhd Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	

Scroll down the page to view remaining PO Invoice details.

	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	Туре
[SAMPLE_ATTACHMENT]_Relevant_Attachment_for_Invoice.pdf	application/pdf
Copy This Invoice Cancel Print Download PDF Export cXML	
	Done