



## **TAFIS - USER GUIDE**

**GOVERNMENT VENDOR PORTAL (GVP)  
SUPPLIER (VENDOR)**

**PURCHASE ORDER (PO) & INVOICE SUBMISSION FOR  
MATERIALS (GOODS)**



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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) 741 9444, 747 9444, 743 5444, 746 1444, 744 4077 & 744 4577** or e-mail at [tafis.ppp@mofe.gov.bn](mailto:tafis.ppp@mofe.gov.bn).

## 2. Glossary

The following terms and abbreviations are used frequently.

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

Table 1 Glossary



The following Purchase Order (PO) Statuses will be seen frequently:

<b>TERMS AND ABBREVIATIONS</b>	<b>DESCRIPTION</b>
<b>New</b>	Vendor has not processed the order.
<b>Confirmed</b>	Vendor has agreed to fulfil the order.
<b>Shipped</b>	Vendor has submitted the Advanced Shipping Notice (ASN).
<b>Partially Shipped</b>	Vendor has created Advanced Shipping Notice (ASN) for some of the line items / Partial Quantity.
<b>Serviced</b>	Vendor has completed the service to the Department.
<b>Partially Serviced</b>	Vendor has partially completed the service to the Department.
<b>Invoiced</b>	Vendor has submitted Invoice to the Department.
<b>Partially Invoiced</b>	Vendor has only submitted Invoice for a particular service or material, hence, partially invoiced.
<b>Obsoleted</b>	The previous version of PO which is considered expired. A new version of PO has been created due to changes or amendments made.
<b>Changed</b>	The new version of PO received by vendor that was amended and resubmitted.

*Table 2 Glossary*



### 3. List of Processes

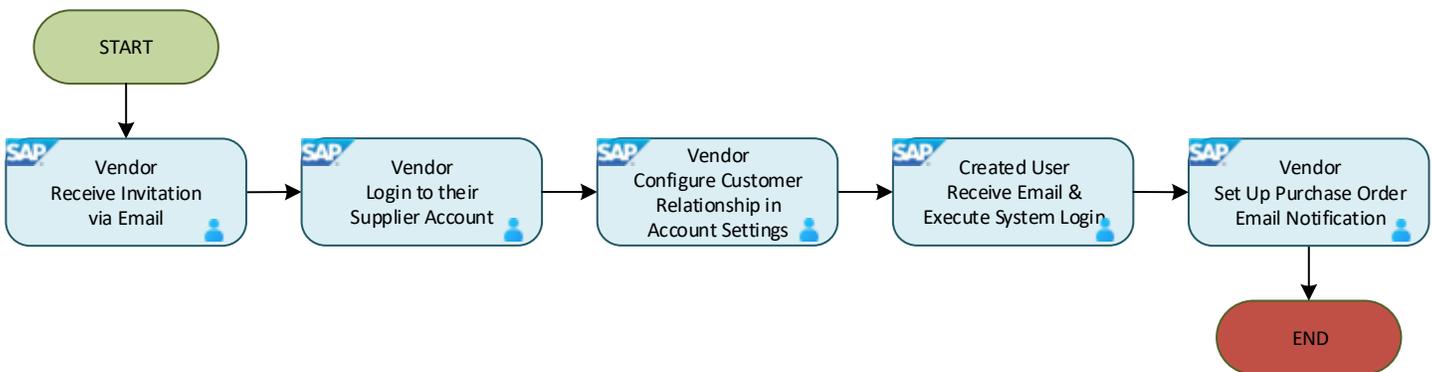
#### 3.1 Commerce Automation (CA) – Process Purchase Order (PO) until Invoice Submission for Materials (Goods)

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

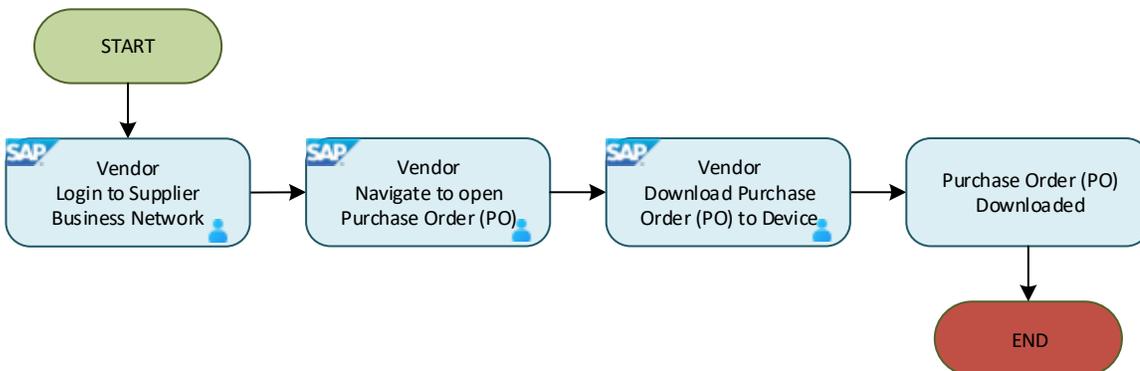
PROCESS ID.	PROCESS DESCRIPTION
<b>Commerce Automation (CA)</b>	
3.1.1	Establish Trading Relationship Request (TRR) for Purchase Order (PO)
3.1.2	View and Download or Print Purchase Order (PO)
3.1.3	Procurement of Materials
3.1.4	View Procurement Documents in GVP

*Table 2 List of System Activities*

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

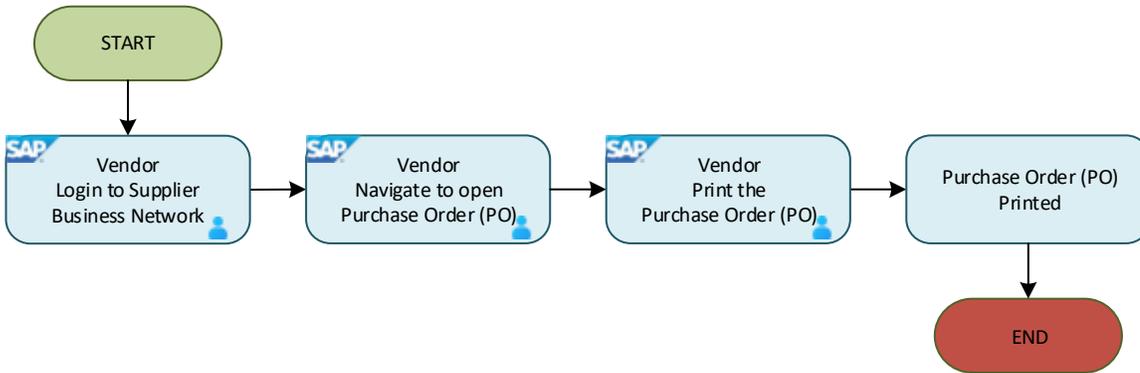


Process Overview: View and Download Purchase Order (PO)

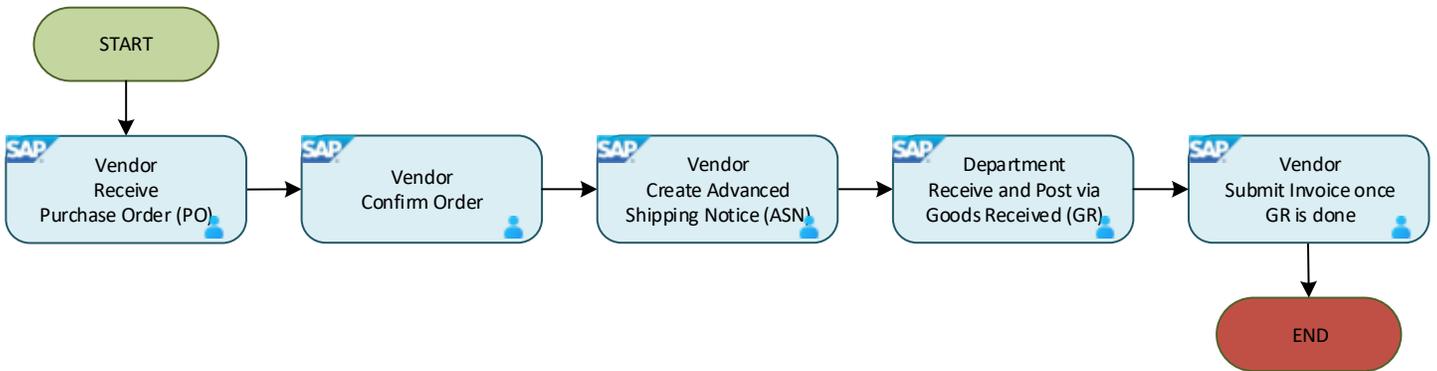




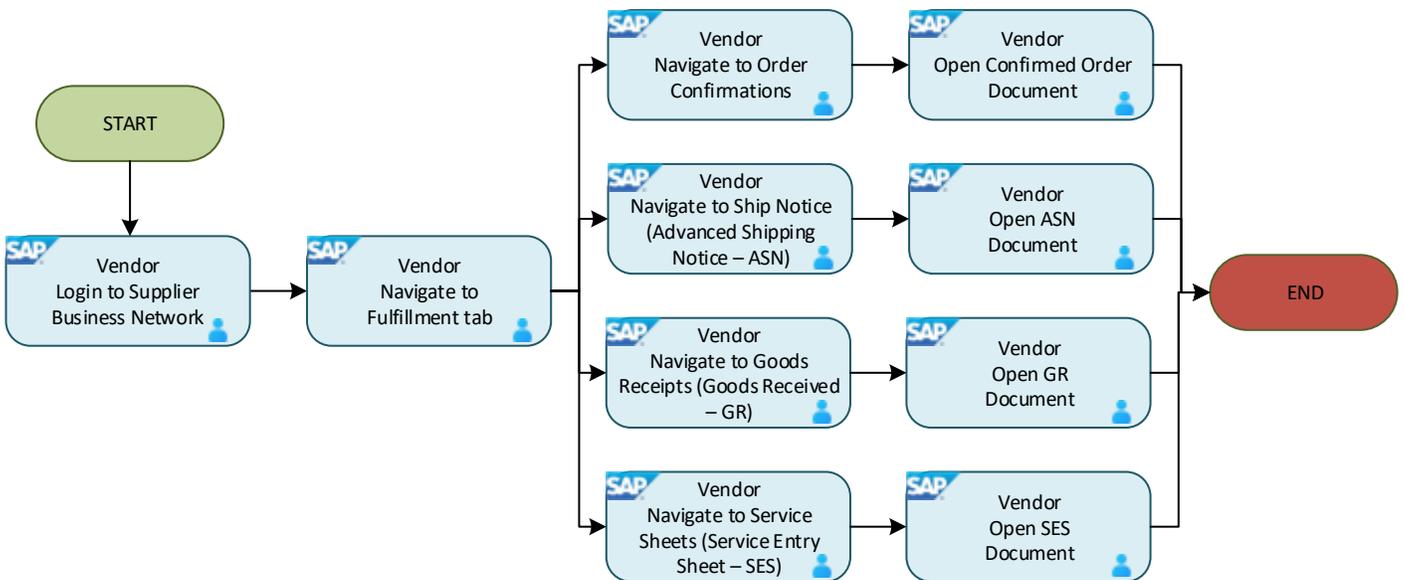
Process Overview: View and Print Purchase Order (PO)



Process Overview: Procurement of Materials

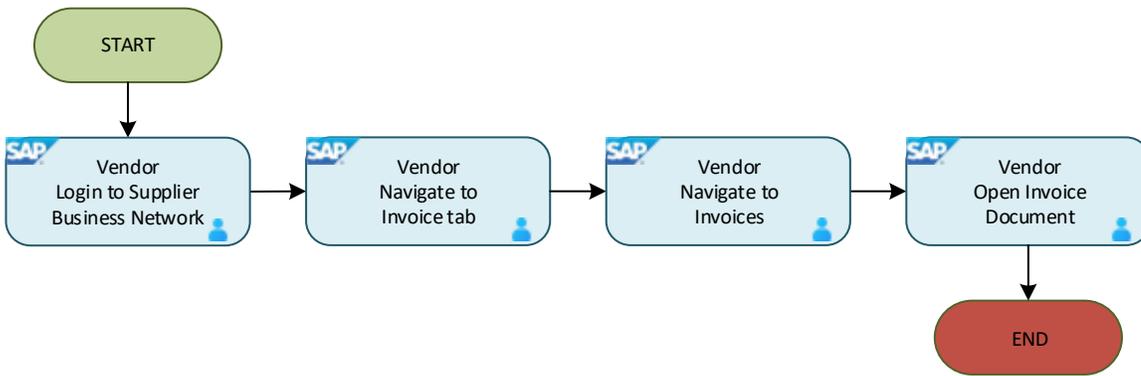


Process Overview: View Procurement Documents in GVP – Order Confirmation, Ship Notice, Goods Received and Service Sheet.





Process Overview: View Procurement Documents in GVP – Invoice





### 3.1.1 Establish Trading Relationship Request (ETR) – One-time Setting

#### 3.1.1.1 Open Email for First Purchase Order (PO) to Establish Trading Relationship (ETR)

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.

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

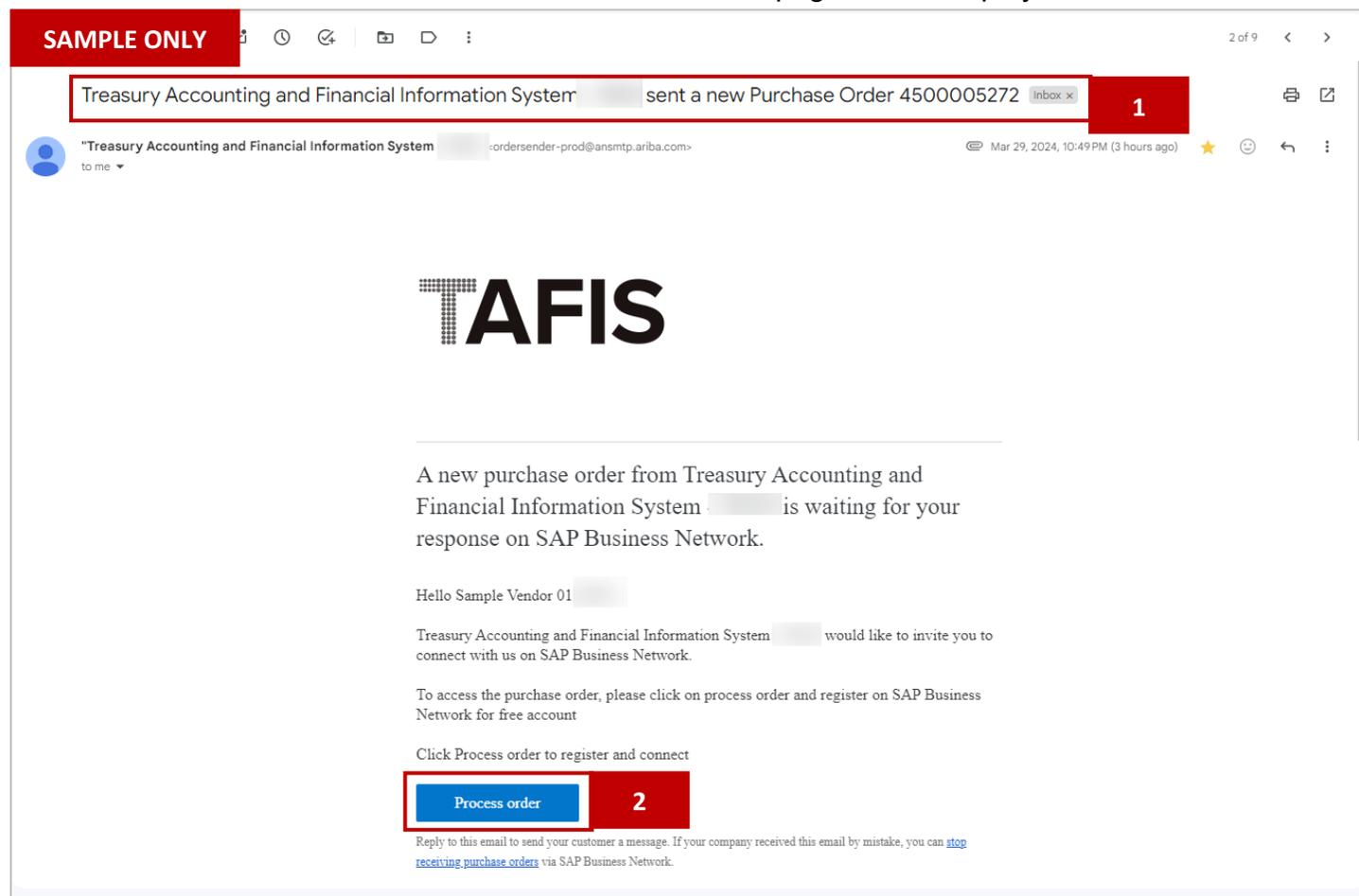
Step 1: Open the **email invitation** from respective email address.

**Note:**

If you do not see the Email Invitation in your inbox, it is advisable to check the “Junk or Spam” folders.

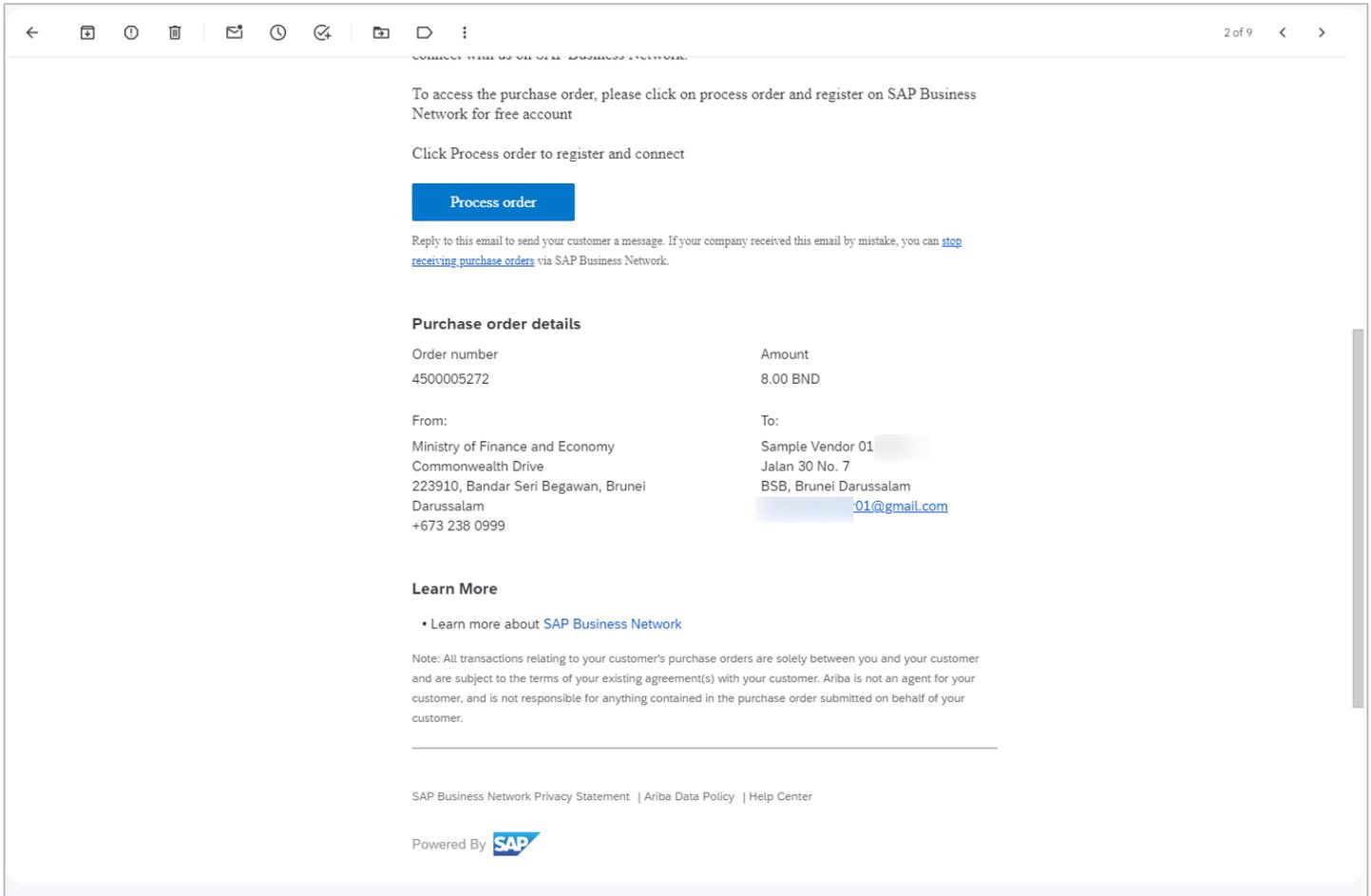
Step 2: Click on the provided unique hyperlink / button – **‘Process Order’**.

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





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



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





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

SAMPLE ONLY

**Purchase Order: 4500005272**

---

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

<p><b>From:</b>          Customer          Ministry of Finance and Economy</p> <p>Commonwealth Drive          223910          Brunei Darussalam          Phone: +673 () 238 0999          Fax:</p>	<p><b>To:</b>  <b>Sample Vendor 01-</b>          Jalan 30 No. 7</p> <p>Brunei Darussalam          Phone:          Fax:          Email: '01@gmail.com</p>	<p><b>Purchase Order</b>  <span style="color: green;">(New)</span>          4500005272          Amount: 8.00 BND          Version: 1</p>
--	--	--

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

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

1. Digitalize your business  
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
2. Ensure resiliency and sustainability  
Boost customer satisfaction, simplify the sales cycle
3. Act with Intelligence  
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

[About this invitation](#)

[Help](#)

TAFIS

---

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

Create new account

?

or

Use existing account

?

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



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

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

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

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

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



Step 4: Enter vendor supplier account **Username**. For example, [abu.bakar90@vendor.com](mailto:abu.bakar90@vendor.com)

**Note:**

For vendors that have multiple accounts, ensure the Log In information to log in is correct and accurate.

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

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

TAFIS

Sign in to connect with Treasury Accounting and Financial Information System

Username **4**

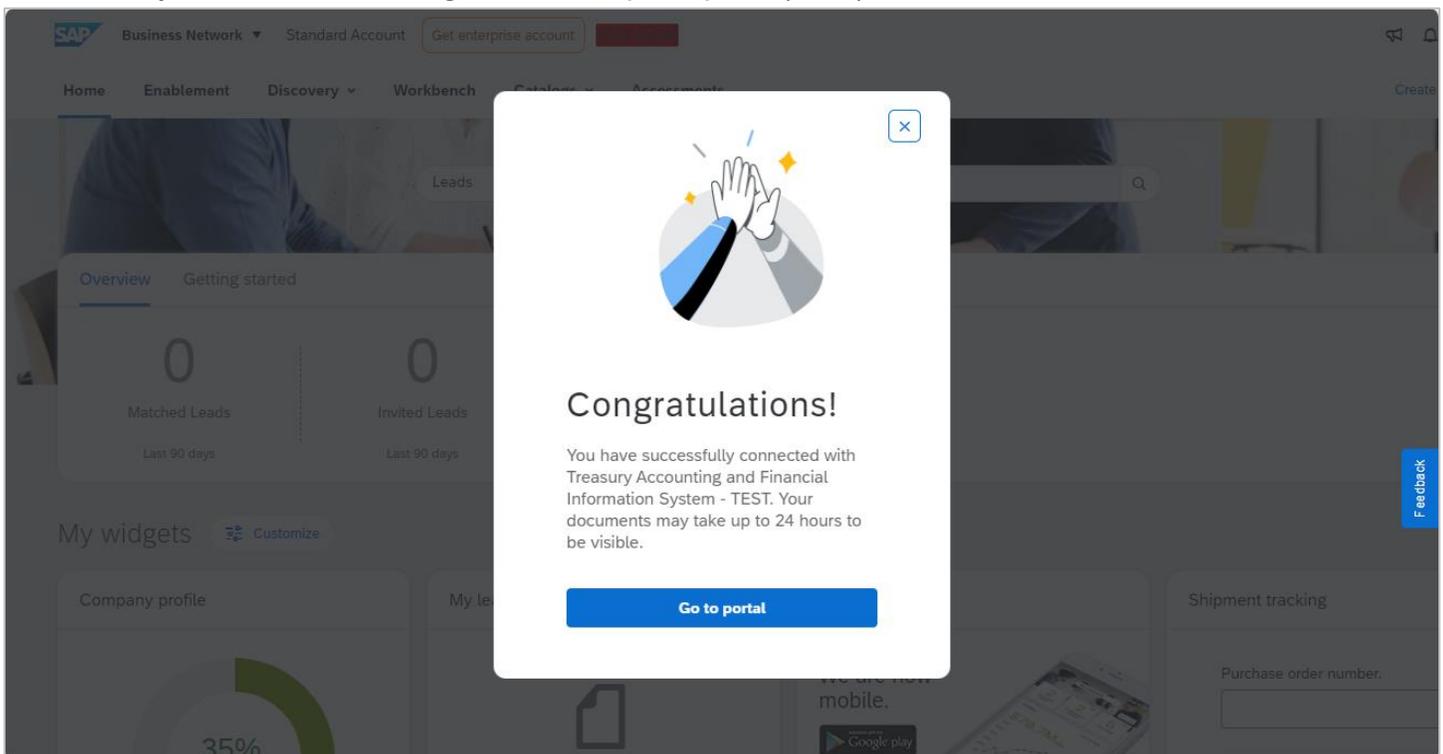
[Forgot username?](#)

Password **5**

[Forgot password?](#)

**Connect** **6**

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



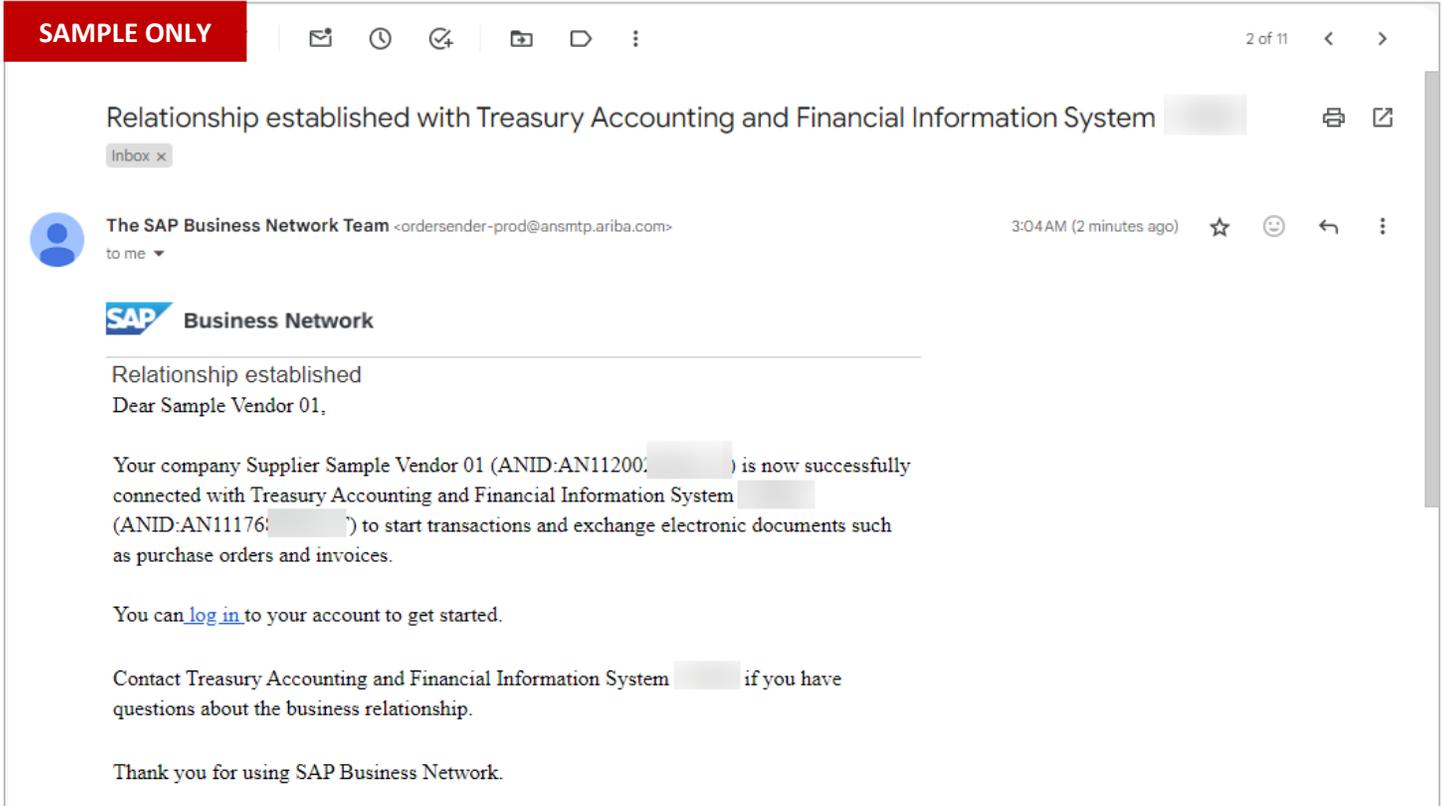
**Note:** Vendor will receive email notifications once TRR has been successfully established. After referring or viewing the email notification, vendor must perform Enablement Tasks (Proceed to step 7).



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

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

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





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

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

**SAMPLE ONLY**

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

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

**Business Network**

---

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

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

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

To view information about this customer:

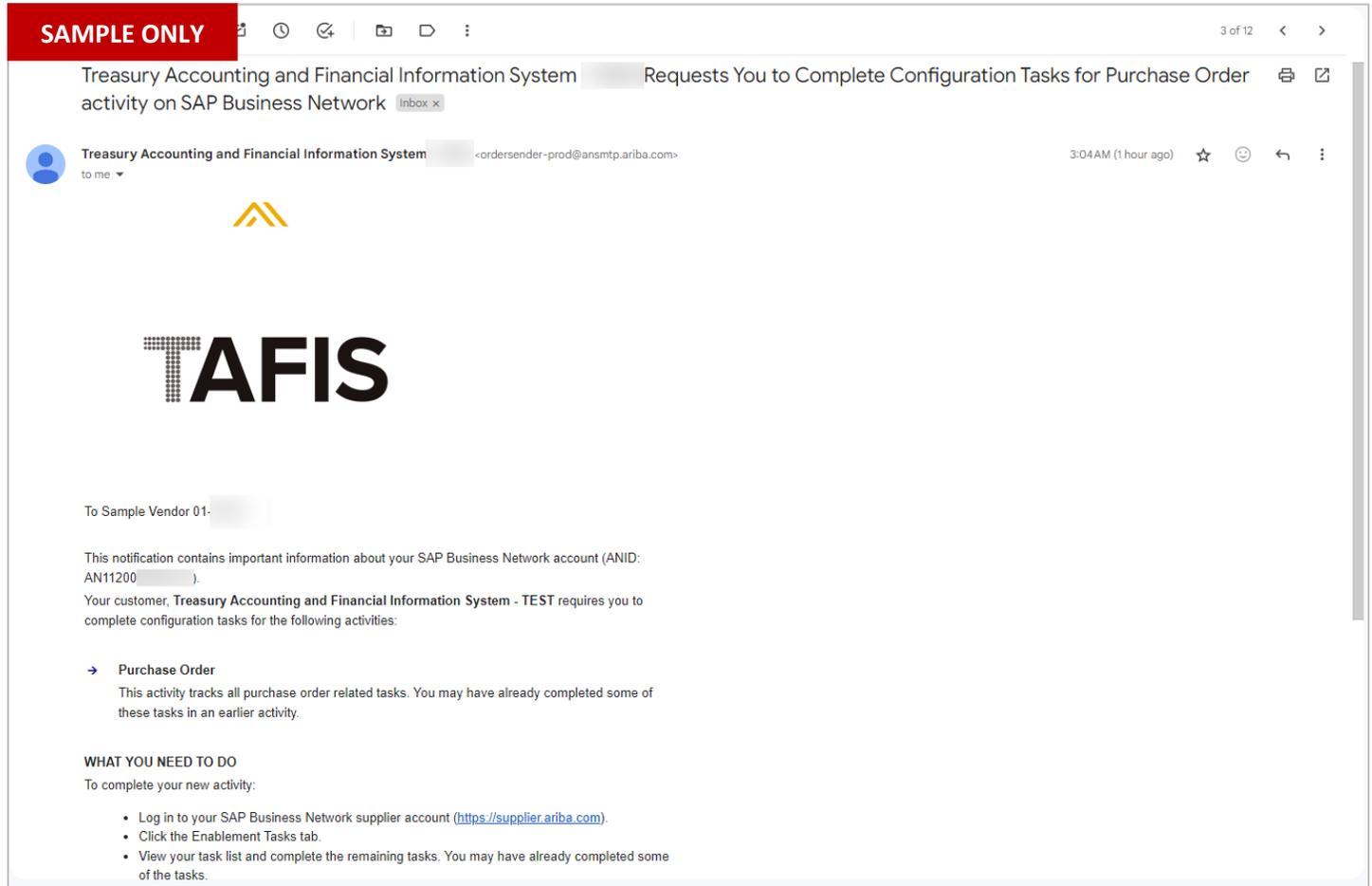
1. [Log in](#) to your account.
2. In the top right corner, click Settings
3. Click Customer Relationships.
4. Click the customer's name.

Thank you for using SAP Business Network.



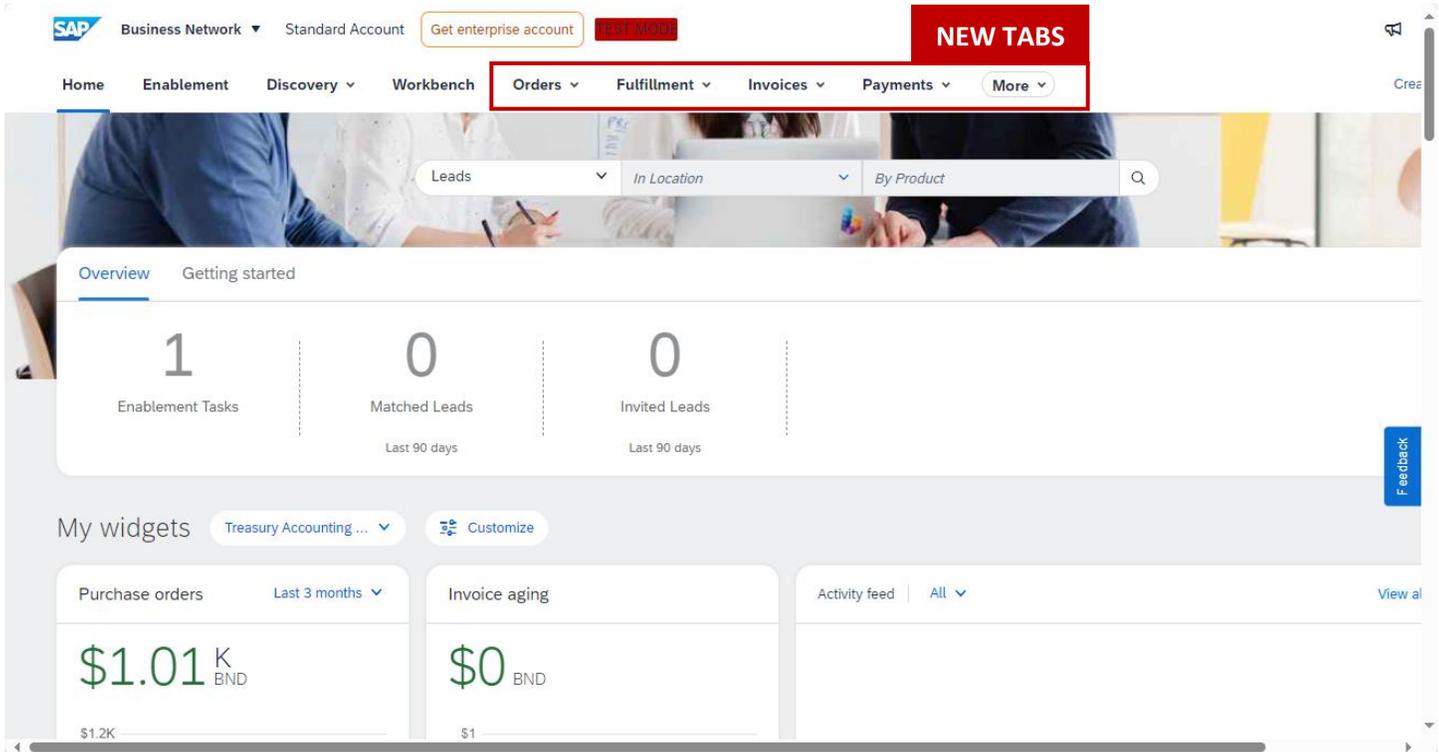
- **SAMPLE 3:** An email that informs the vendor on steps to conduct a one-time Enablement Task for Purchase Order activity on SAP Business Network.

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





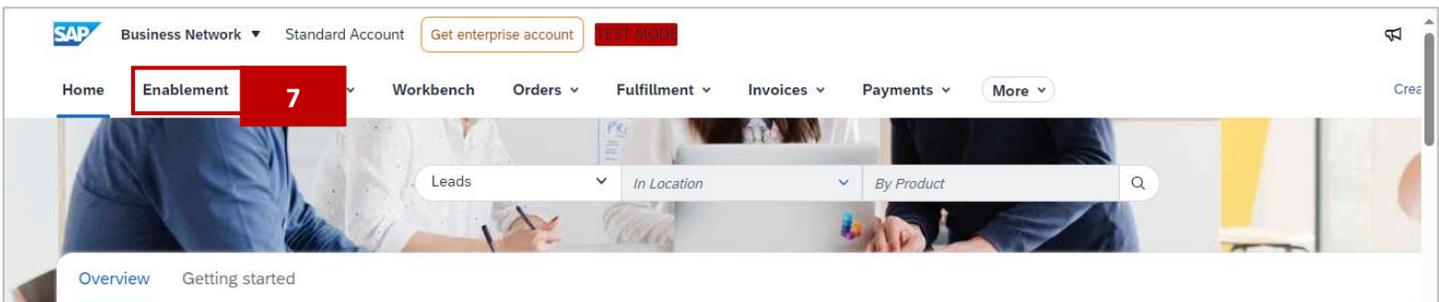
Outcome: Dashboard (homepage) will change to show additional tabs such as 'Orders' tab, 'Fulfillment' tab, and 'Invoices' tab. This is the outcome after step 6.



### 3.1.1.2 Set Up Email Notification for Purchase Order (PO)

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

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



**Note:**

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



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

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

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

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

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

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

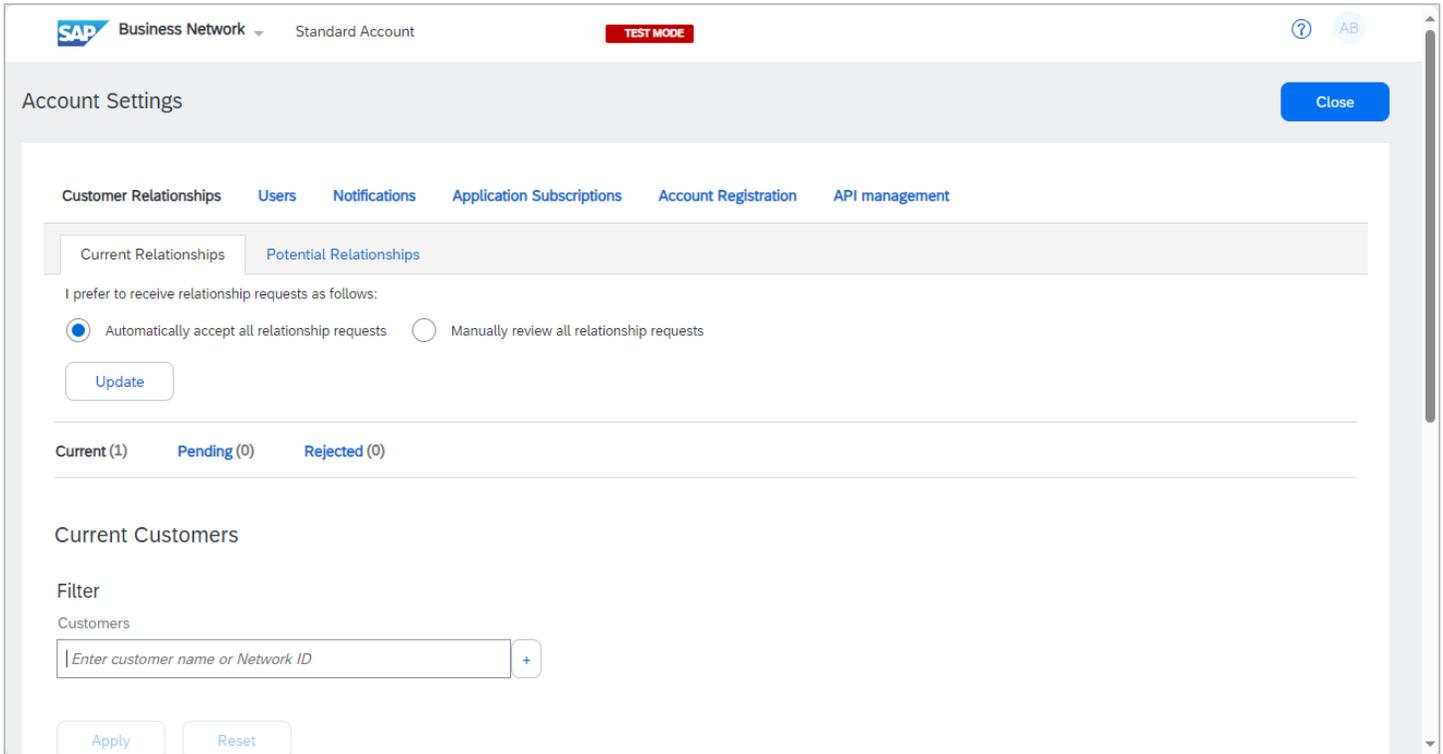
✓ Completed Accept Terms of Use of the SAP Business Network  
You must accept Terms of Use of the SAP Business Network.

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

[Review](#) 8



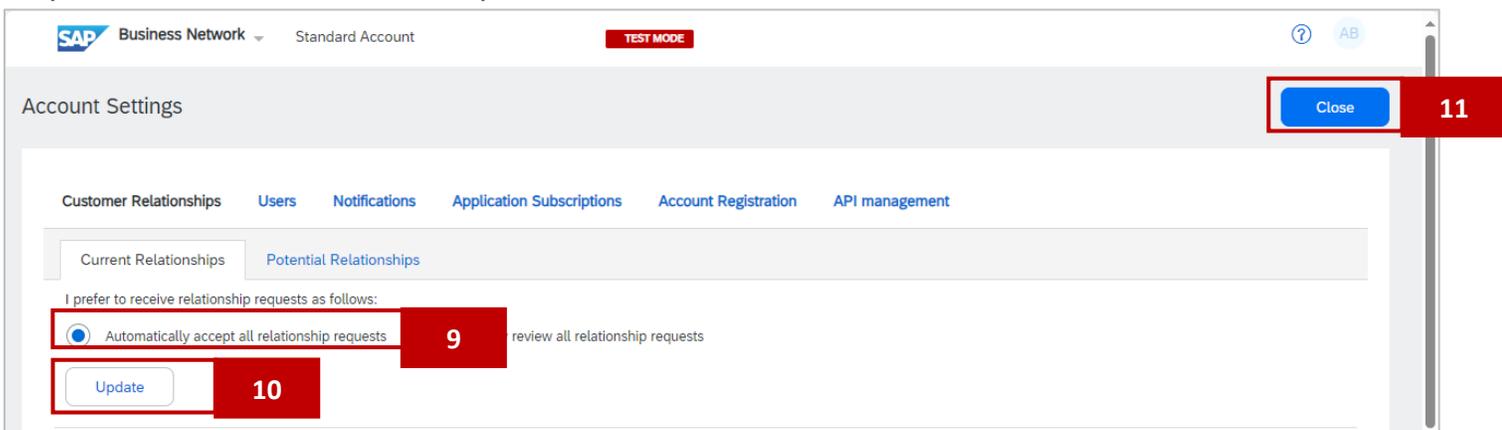
Outcome: **Account Settings** page will be displayed.



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

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

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





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

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

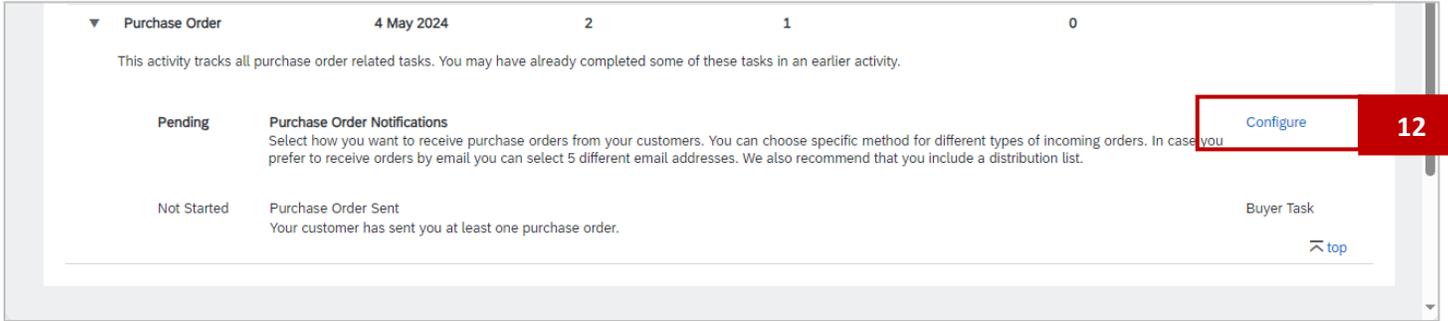
Activities and Tasks for Treasury Accounting and Financial Information System - TEST [View Profile](#) [Refresh](#)

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

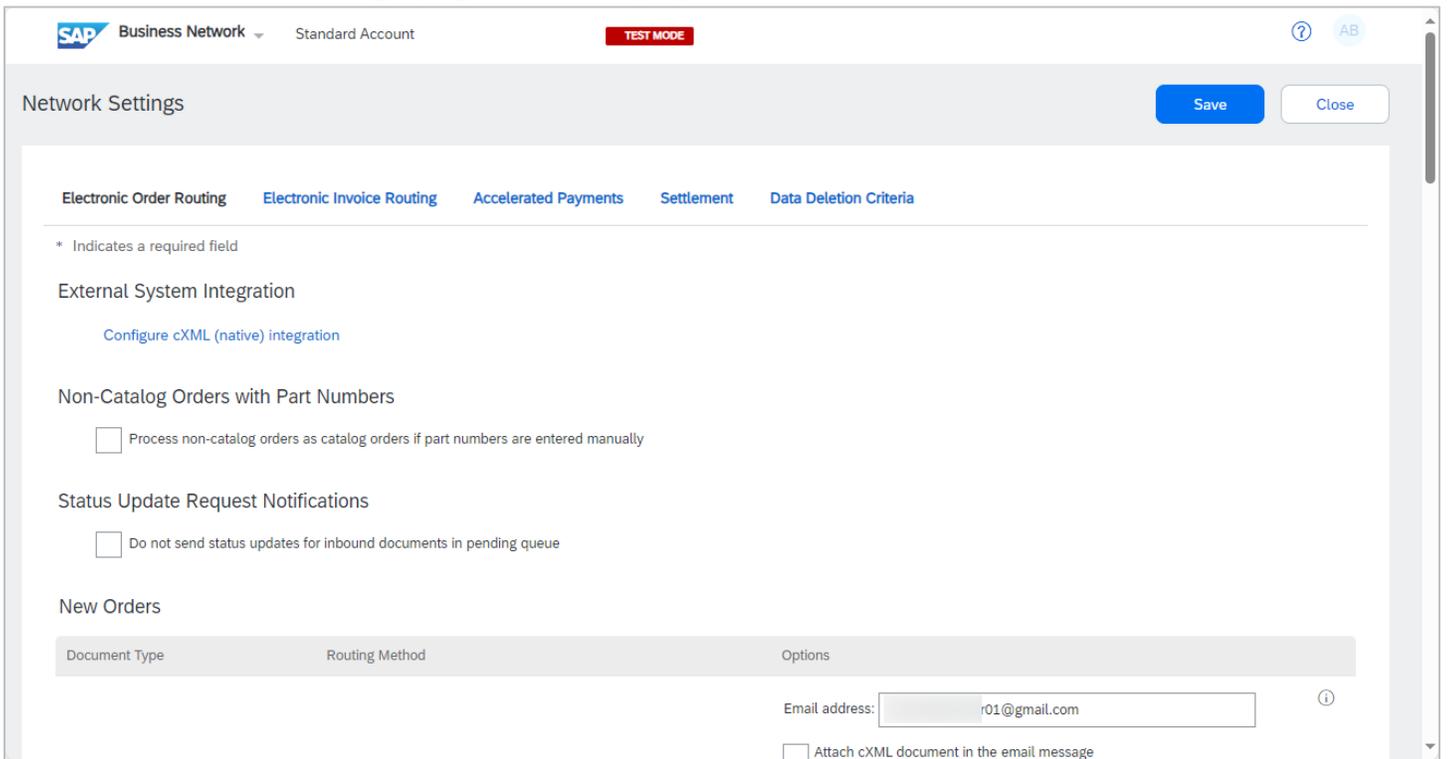
**Note:** Once vendor has established their Trading Relationship Request (TRR) to automatic, vendor can set up which email address can receive notifications via email when the business receives Purchase Order (PO) from government departments.



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



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





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

Note:

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

### Section: New Orders

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

### Section: Change / Cancel Orders

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



## Section: Other Document Types

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

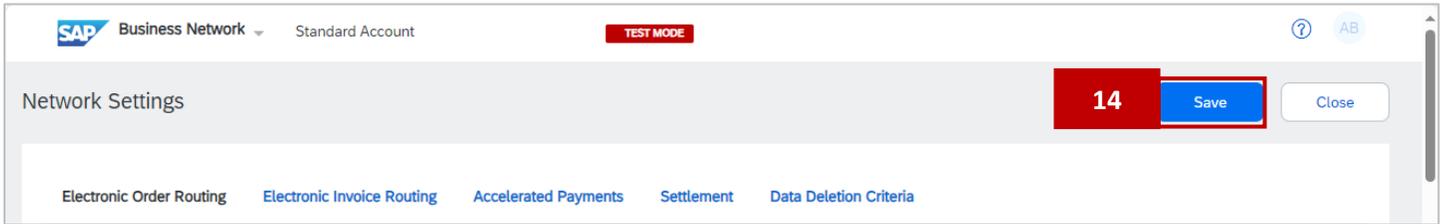
Payment Remittances	Email	Email address: <input type="text"/> <b>13</b> ! This is a required field <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message
Payment Proposals	Online	Save in my online inbox
Document Status Update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

## Section: Notifications

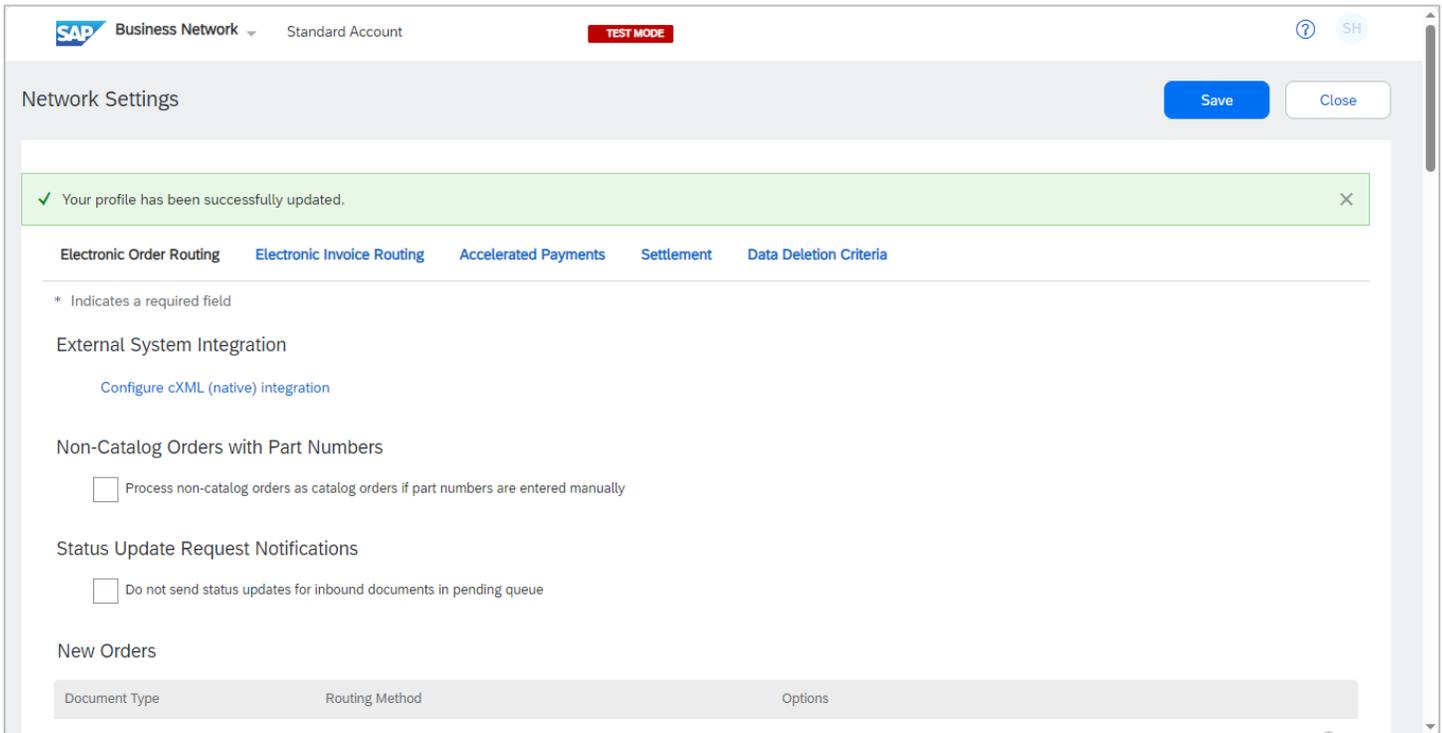
Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	<input type="text" value="@gmail.com"/> <input type="text" value="@gmail.com"/> <b>13</b>
	<input checked="" type="checkbox"/> Send a notification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



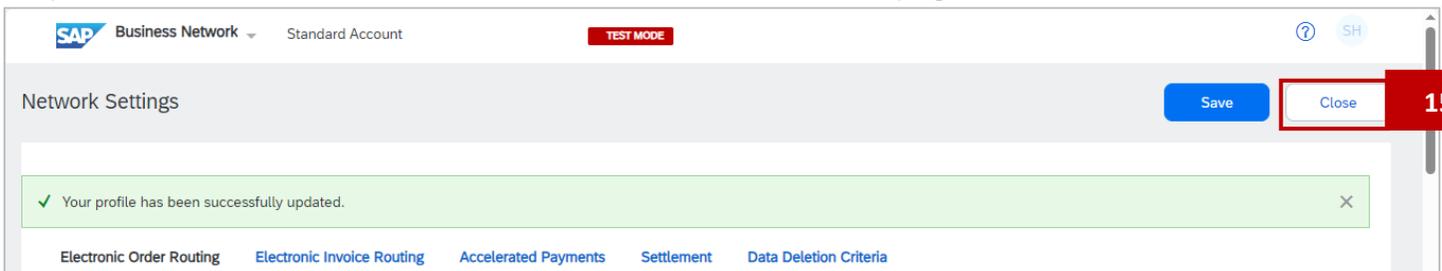
Step 14: Once respective fields are completed with the correct email address, click on **Save** button to proceed.



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



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





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

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

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

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

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

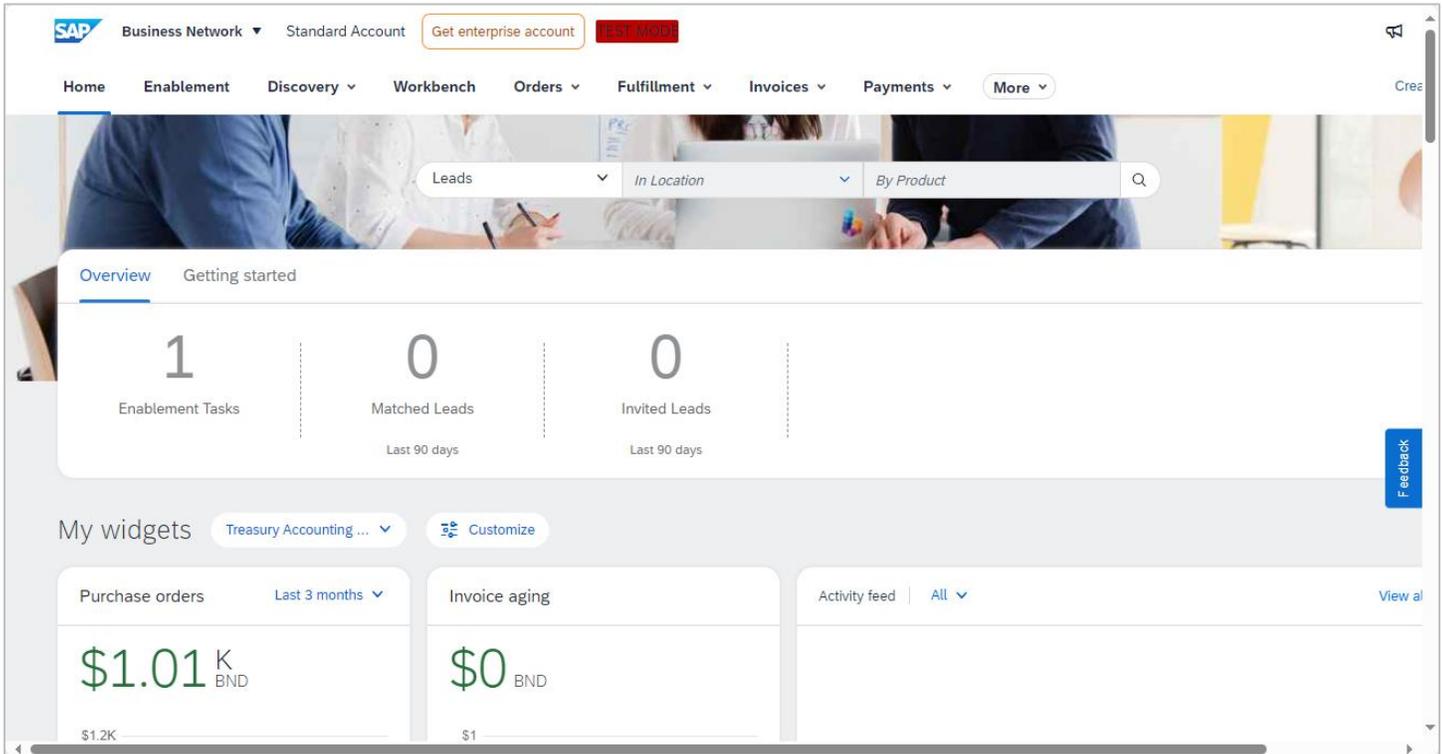
A 'top' link is visible at the bottom right of the content area.

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

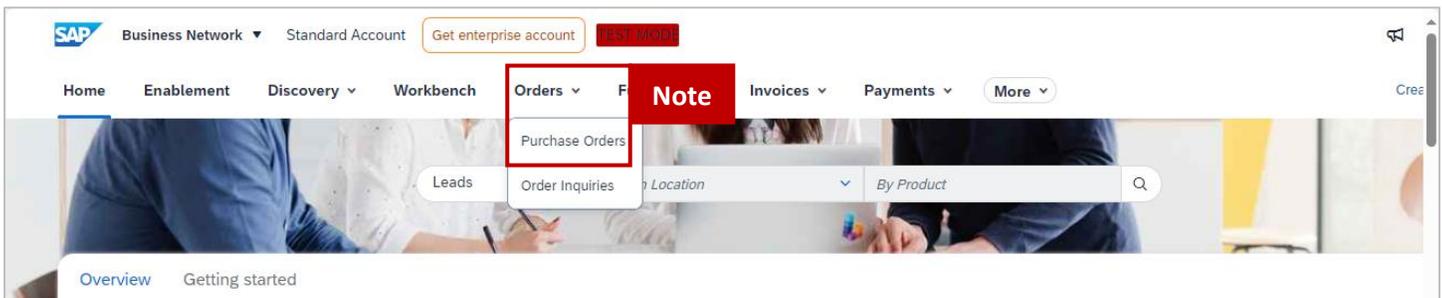
This screenshot shows the same SAP Business Network interface as above, but with the 'Home' tab in the navigation menu highlighted by a red box. A red box with the number '16' is positioned to the left of the 'Home' tab. The 'Enablement' tab is still selected in the main content area.



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



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

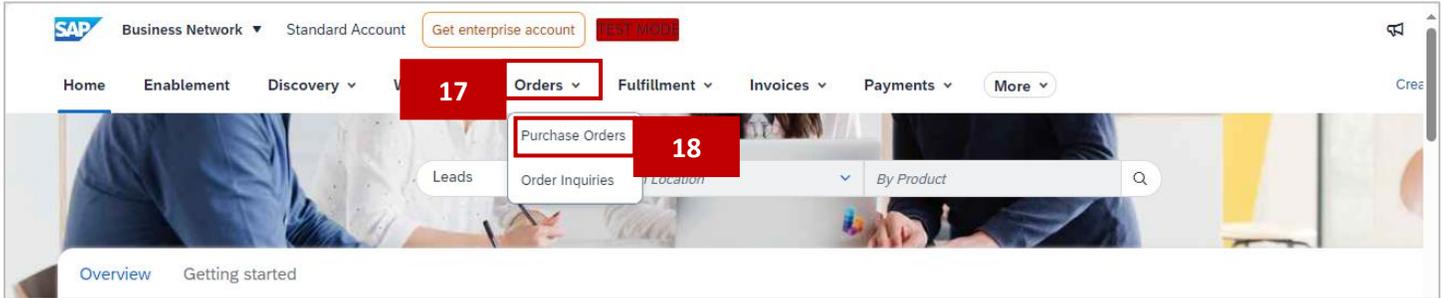




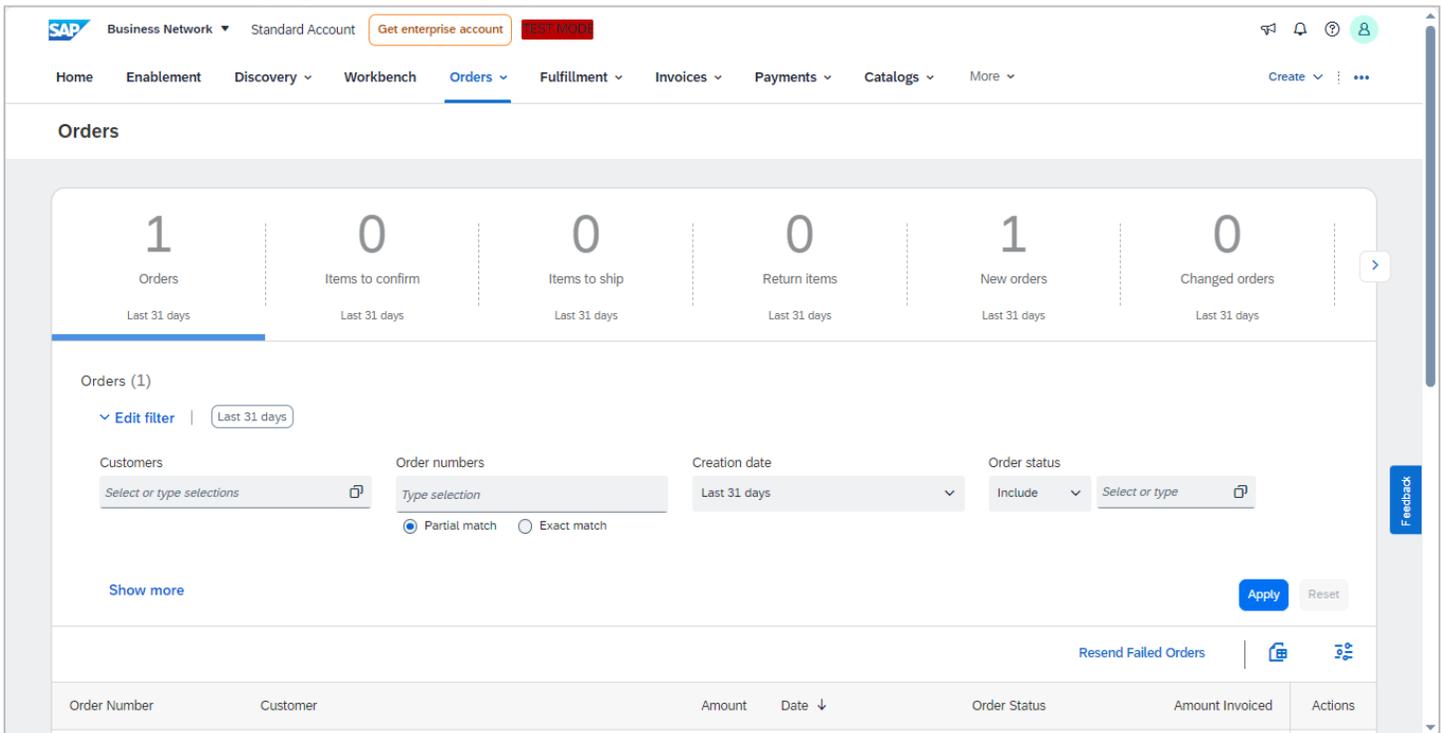
Vendor can proceed to view their PO document as follows.

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

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



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





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

The screenshot shows the 'Orders' dashboard with a summary bar at the top: 1 Orders (Last 31 days), 0 Items to confirm (Last 31 days), 0 Items to ship (Last 31 days), 0 Return items (Last 31 days), 1 New orders (Last 31 days), and 0 Changed orders (Last 31 days). Below the summary, there are filter options for Customers, Order numbers (Type selection, Partial match/Exact match), Creation date (Last 31 days), and Order status (Include, Select or type). A table below shows one order:

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

19

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

The screenshot shows the 'Orders' dashboard with a summary bar at the top: 3 Orders (Last 31 days), 1 Items to confirm (Last 31 days), 1 Items to ship (Last 31 days), 0 Return items (Last 31 days), 3 New orders (Last 31 days), and 0 Changed orders (Last 31 days). Below the summary, there are filter options for Customers, Order numbers (Type selection, Partial match/Exact match), Creation date (Last 31 days), and Order status (Include, Select or type). A table below shows three sample orders:

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

Note



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

SAP Business Network Standard Account TEST MODE

Purchase Order: 4500005700 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

# TAFIS

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

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

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

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

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

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

SAMPLE ONLY Standard Account TEST MODE

Purchase Order: 4500005702 Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

# TAFIS

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

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

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

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

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



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

#### 3.1.2.1 How to find Purchase Order (PO) in Orders tab via Search Function?

Vendor would receive a Purchase Order (PO) from respective department in Government Vendor Portal (GVP). Please **Note** that the PO may not be visible due to PO's **creation date filter** selection. Thus, this section outlines the process to find PO using search function in Orders tab.

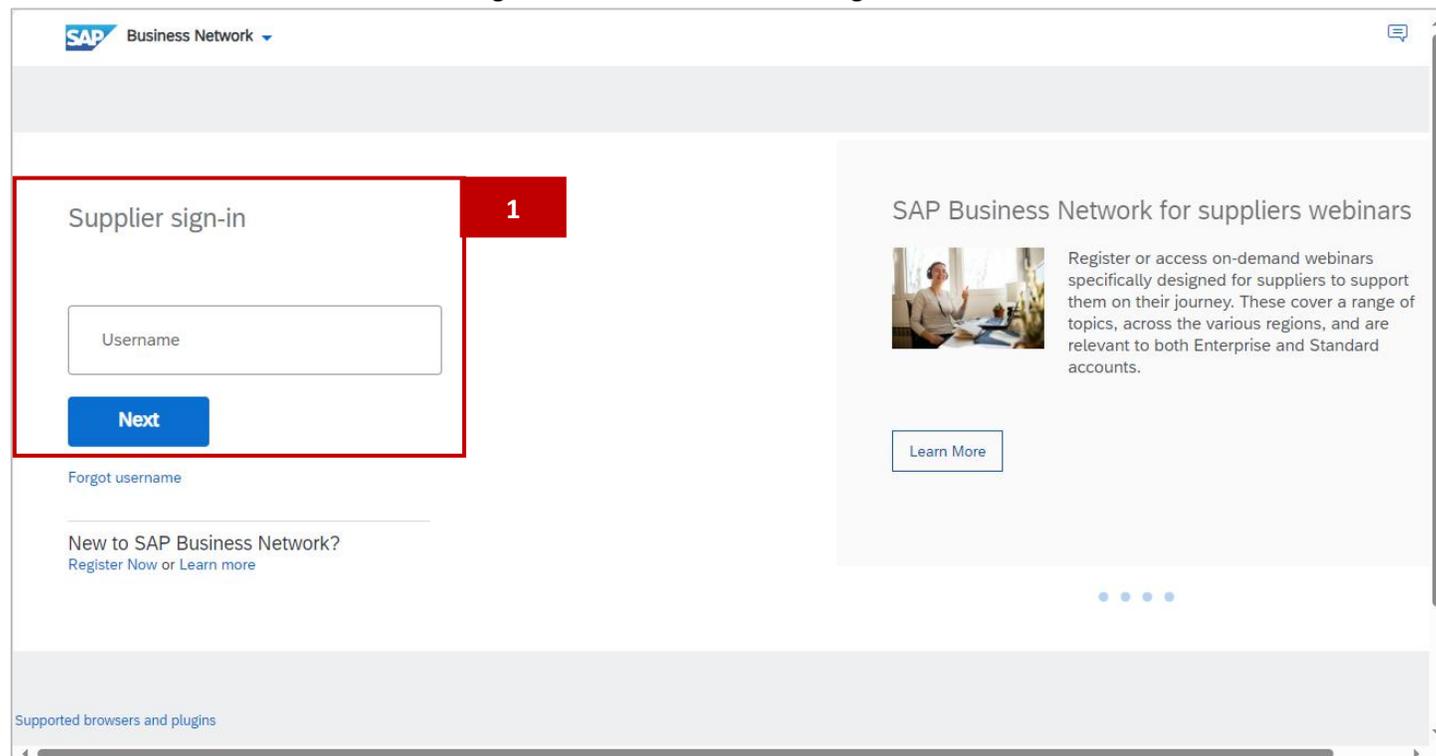
It is **important** for vendor to **establish** Trading Relationship Request (TRR) when receiving their **first** Purchase Order (PO) via Government Vendor Portal (GVP). Should be TRR is not established, vendor will not be able to view their PO. **Refer to section 3.1.1 Establish Trading Relationship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

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	<a href="http://supplier.ariba.com/">http://supplier.ariba.com/</a> (Business Network)

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

Note:

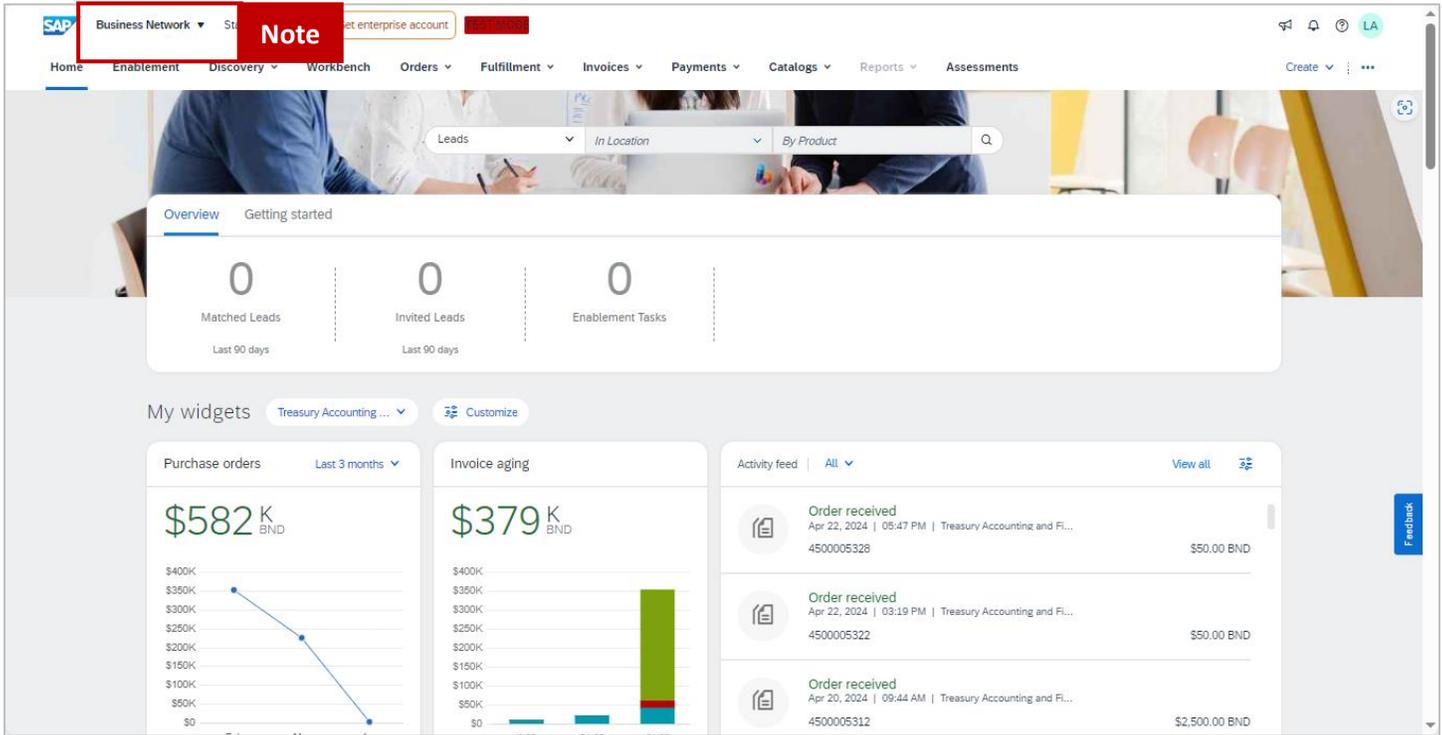
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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





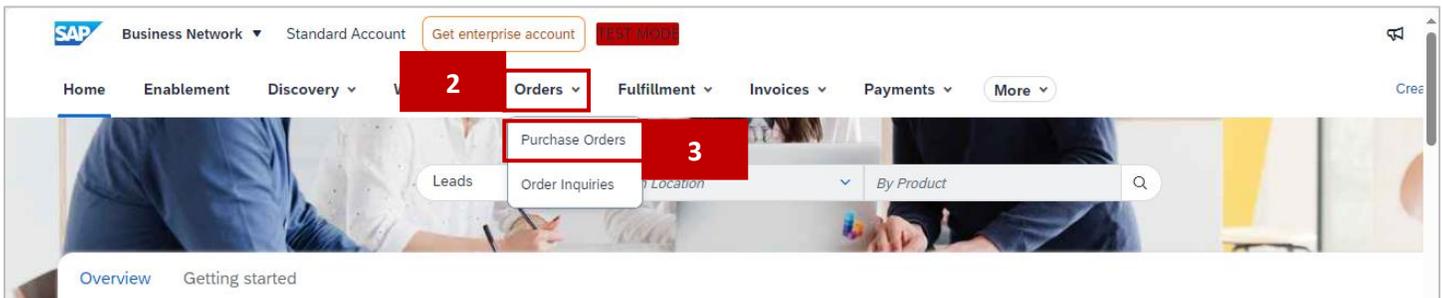
Outcome: Dashboard (Homepage) will be displayed.

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



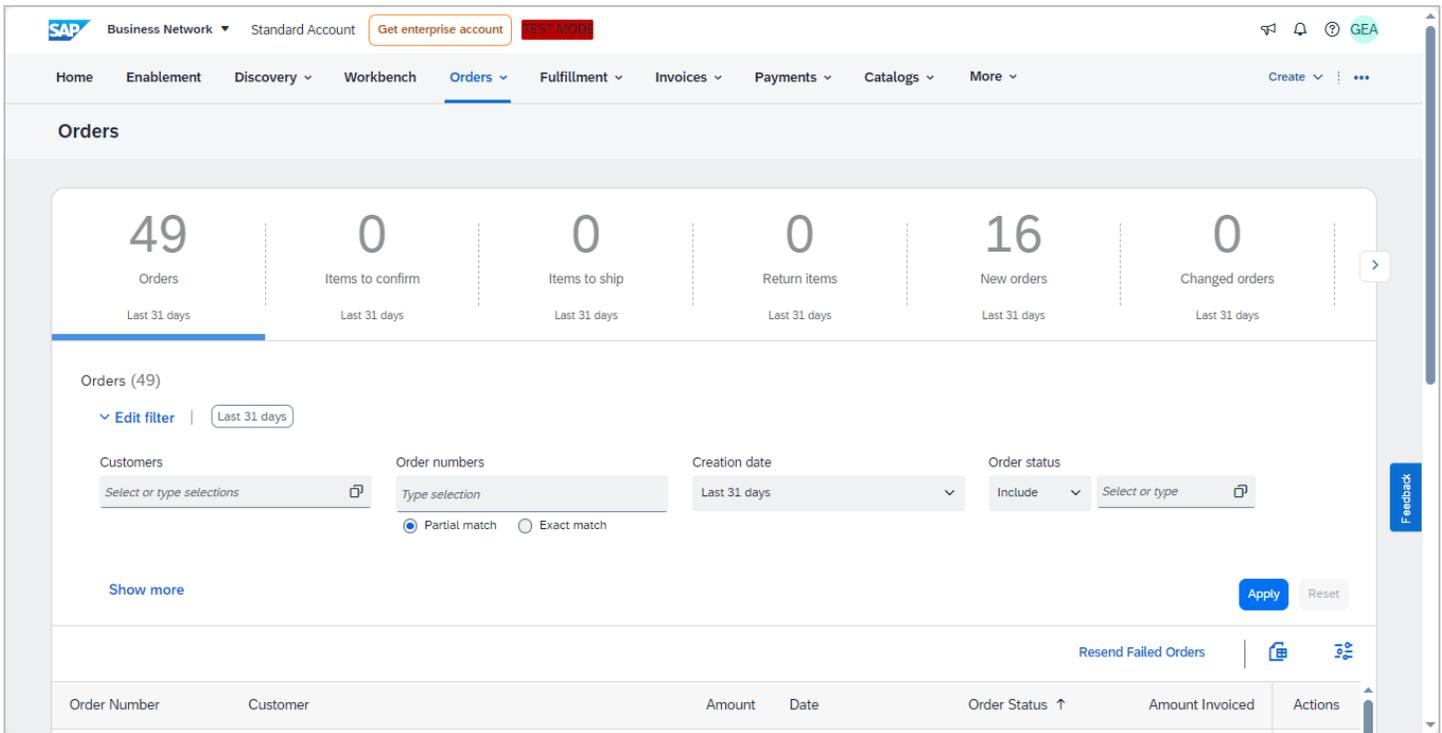
Step 2: Click on **Orders** dropdown button.

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





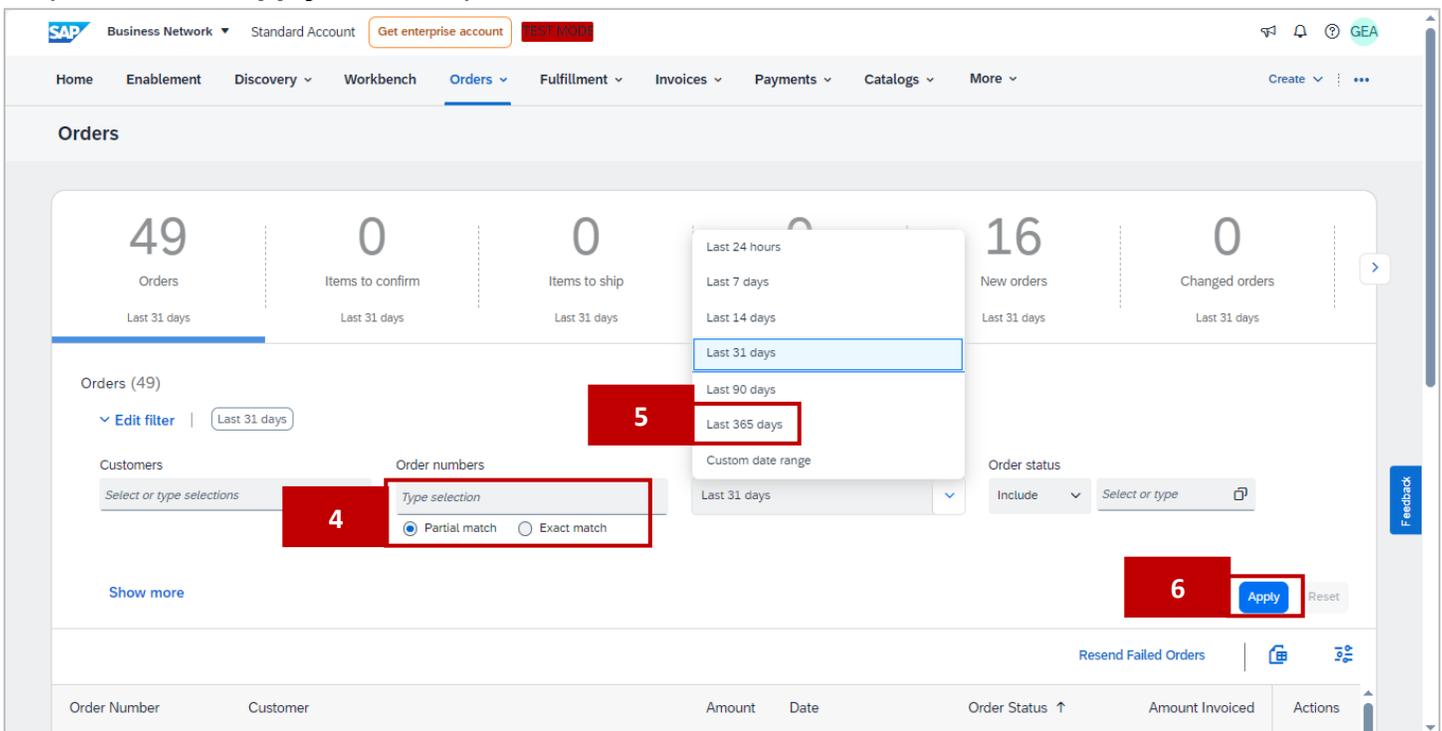
Outcome: **Orders** page will be displayed.



Step 4: Enter **PO document number**. Vendor may use either Partial match or Exact match based on the PO number entered.

Step 5: Select the range of PO's creation date. We highly recommend to select '**Last 365 days**'.

Step 6: Click on **Apply** button to proceed with PO search.





Below is a sample of inputs based on above selections.

The screenshot shows the SAP Business Network interface for the 'Orders' section. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders (selected), Fulfillment, Invoices, Payments, Catalogs, and More. Below the navigation, there are six summary cards for 'Orders (Last 31 days)': 49 Orders, 0 Items to confirm, 0 Items to ship, 0 Return items, 16 New orders, and 0 Changed orders. The main content area shows 'Orders (49)' with an 'Edit filter' option. Filters include: Customers (empty), Order numbers (4500007956, Type selection, Partial match selected), Creation date (Last 365 days), and Order status (Include, Select or type). There are 'Apply' and 'Reset' buttons. Below the filters is a table header with columns: Order Number, Customer, Amount, Date, Order Status ↑, Amount Invoiced, and Actions.

Outcome: Searched PO will be displayed.

The screenshot shows the same SAP Business Network interface, but now only 1 order is displayed. The filters are updated: Order numbers is 4500007956 and Creation date is Last 365 days. The table below the filters shows one row:

Order Number	Customer	Amount	Date	Order Status ↑	Amount Invoiced	Actions
4500007956	Treasury Accounting and Financial Information System - TEST	\$3000 BND	Aug 14, 2024	Confirmed		...

A red box highlights the 'Order Number' column, and a red 'Note' label is placed to the left of the box.

**Note:** Vendor can click on the PO document number under Order Number column to open their purchase order.



### 3.1.2.2 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.

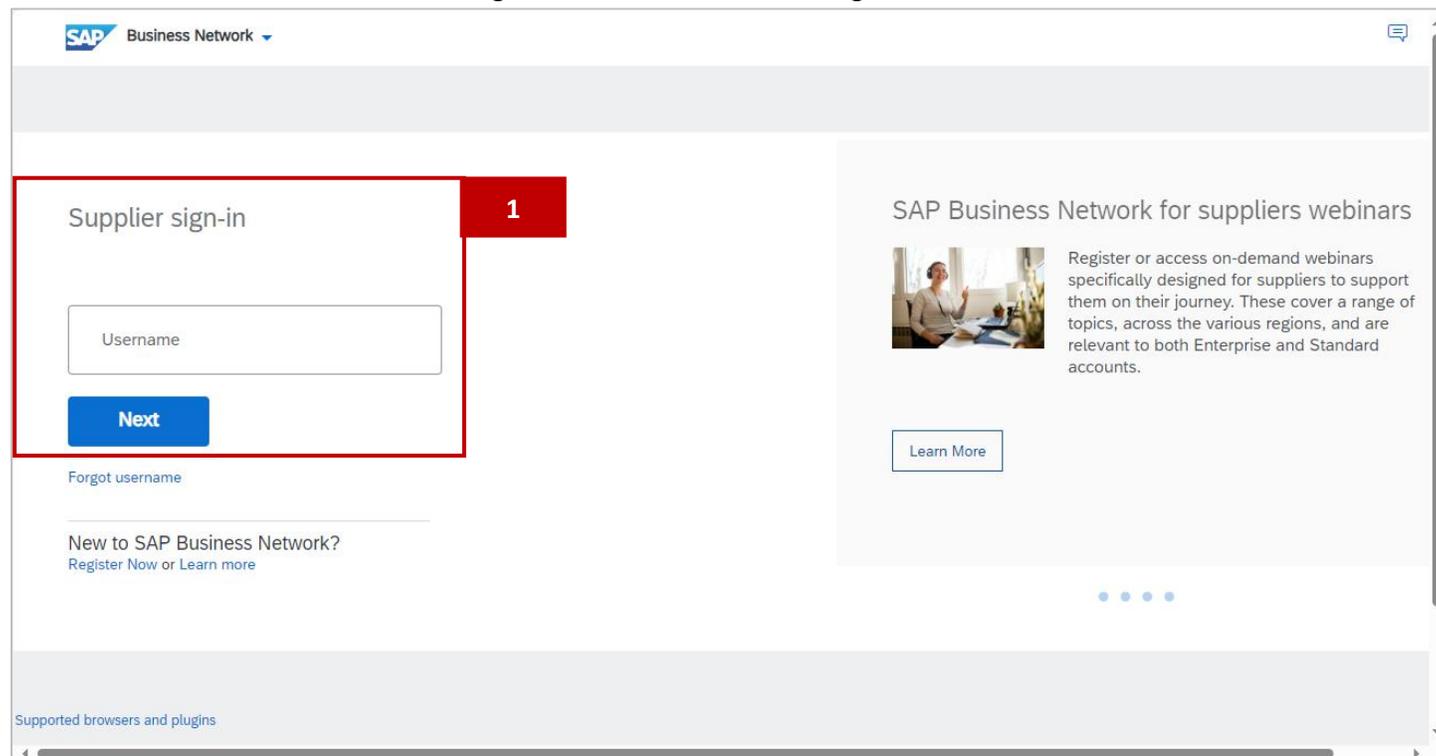
It is **important** for vendor to **establish** Trading Relationship Request (TRR) when receiving their **first** Purchase Order (PO) via Government Vendor Portal (GVP). Should be TRR is not established, vendor will not be able to view their PO. **Refer to section 3.1.1 Establish Trading Relationship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

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	<a href="http://supplier.ariba.com/">http://supplier.ariba.com/</a> (Business Network)

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

Note:

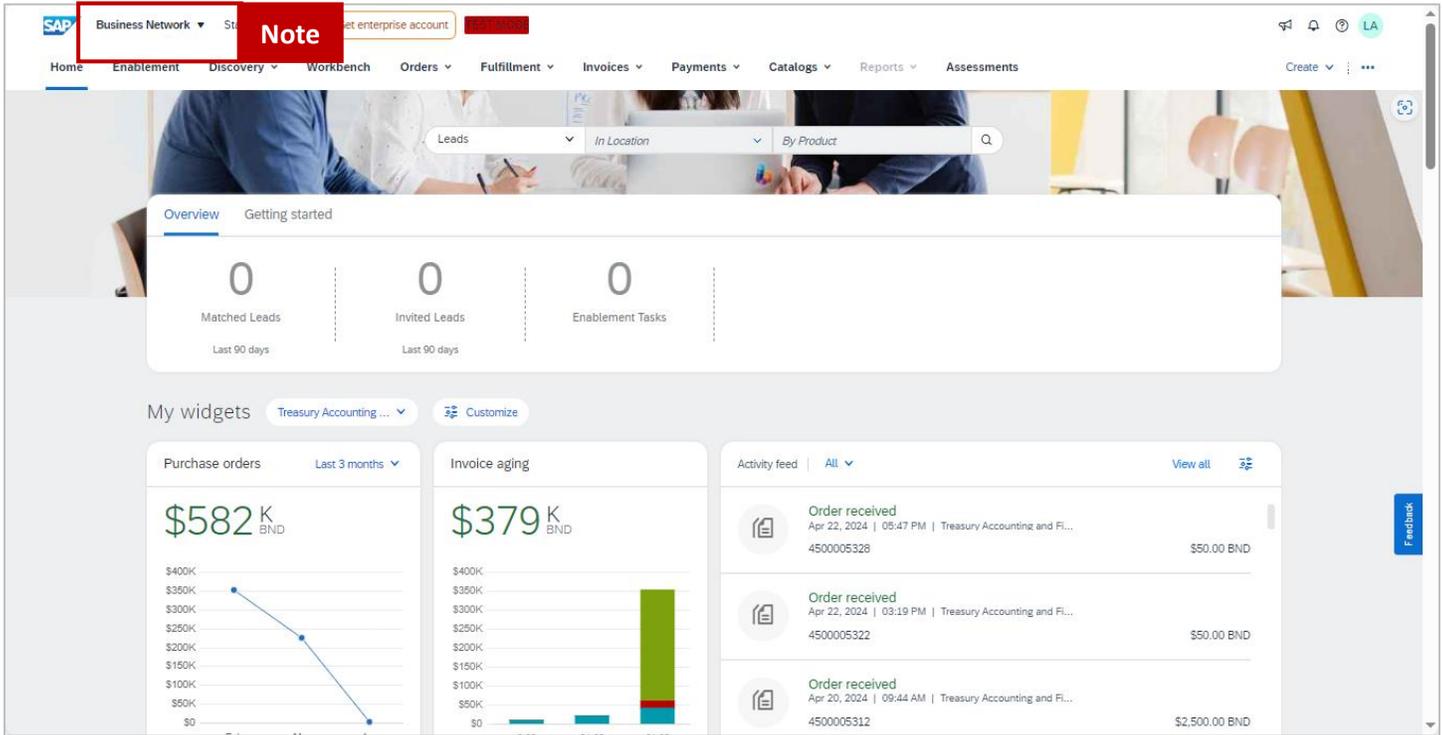
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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





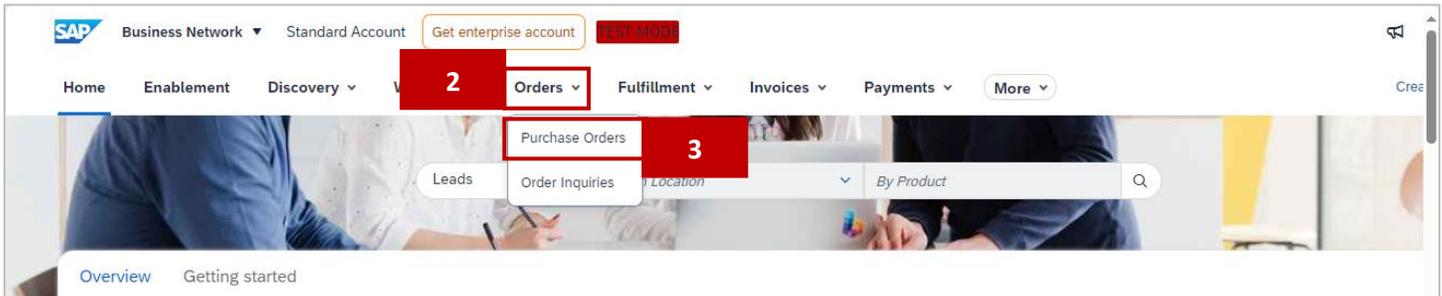
Outcome: Dashboard (Homepage) will be displayed.

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



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

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





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

The screenshot shows the SAP Business Network 'Orders' page. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, **Orders**, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below the navigation, there are seven summary cards for the last 31 days: Orders (14), Items to confirm (2), Items to ship (2), Return items (0), New orders (4), Changed orders (2), and Orders to invoice (4). Below these cards, there are filters for Customers, Order numbers, Creation date, and Order status. A table of orders is displayed below the filters, with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions.

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

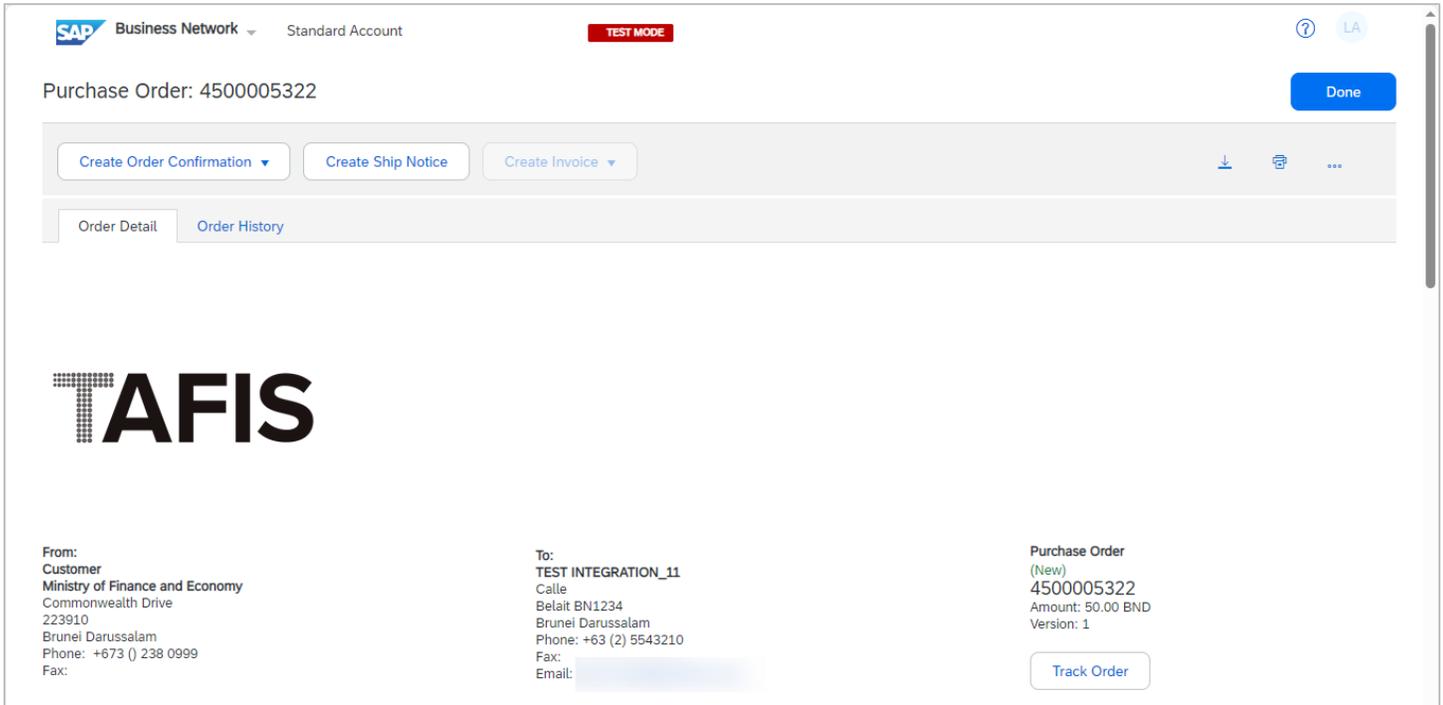
Step 4: Open the desired Purchase Order (PO) document.

This is a close-up view of the bottom portion of the SAP Business Network Orders table. The row for order number 4500005322 is highlighted with a red box, and a red square with the number '4' is placed over the 'Actions' column for that row, indicating the step to click on the order number to open the document.

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

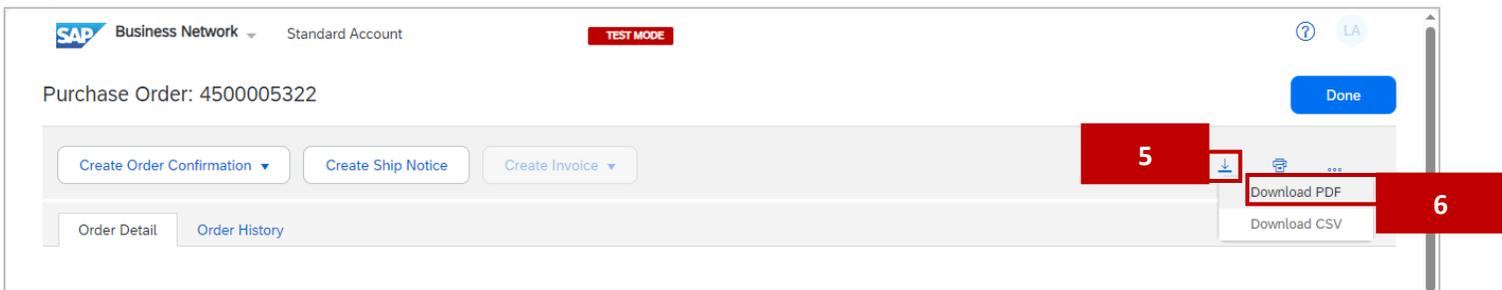


Outcome: **Purchase Order** page will be displayed.

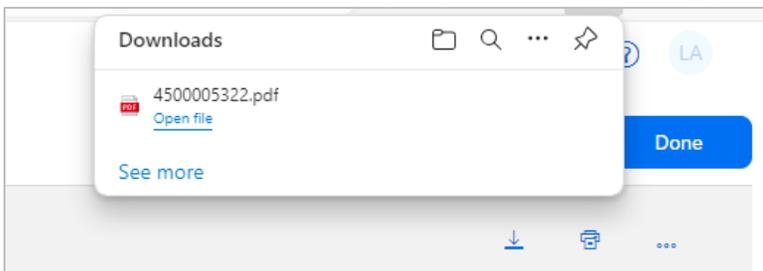


Step 5: Click on **Download** button.

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



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





### 3.1.2.3 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.

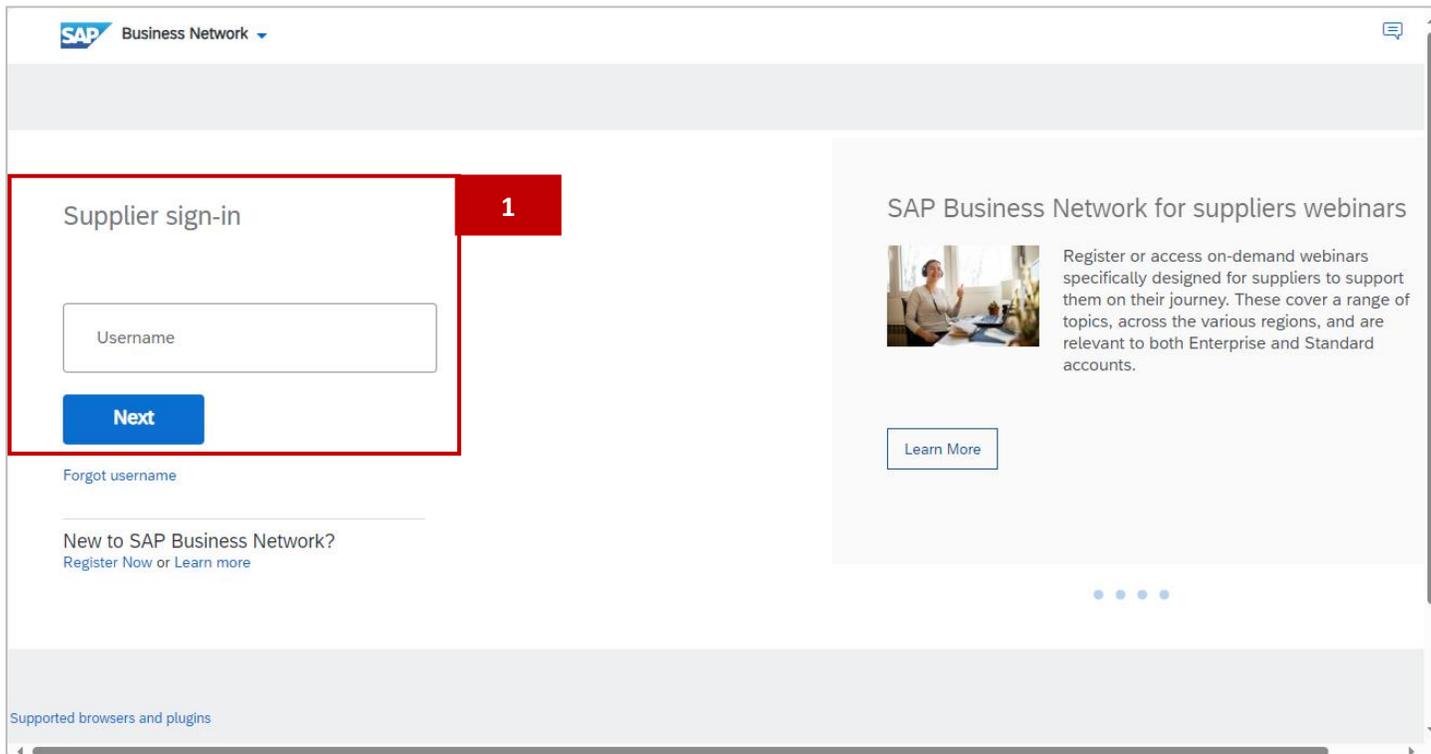
It is **important** for vendor to **establish** Trading Relationship Request (TRR) when receiving their **first** Purchase Order (PO) via Government Vendor Portal (GVP). Should the TRR not be established, vendor will not be able to view their PO. **Refer to section 3.1.1 Establish Trading Relationship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

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	<a href="http://supplier.ariba.com/">http://supplier.ariba.com/</a> (Business Network)

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

Note:

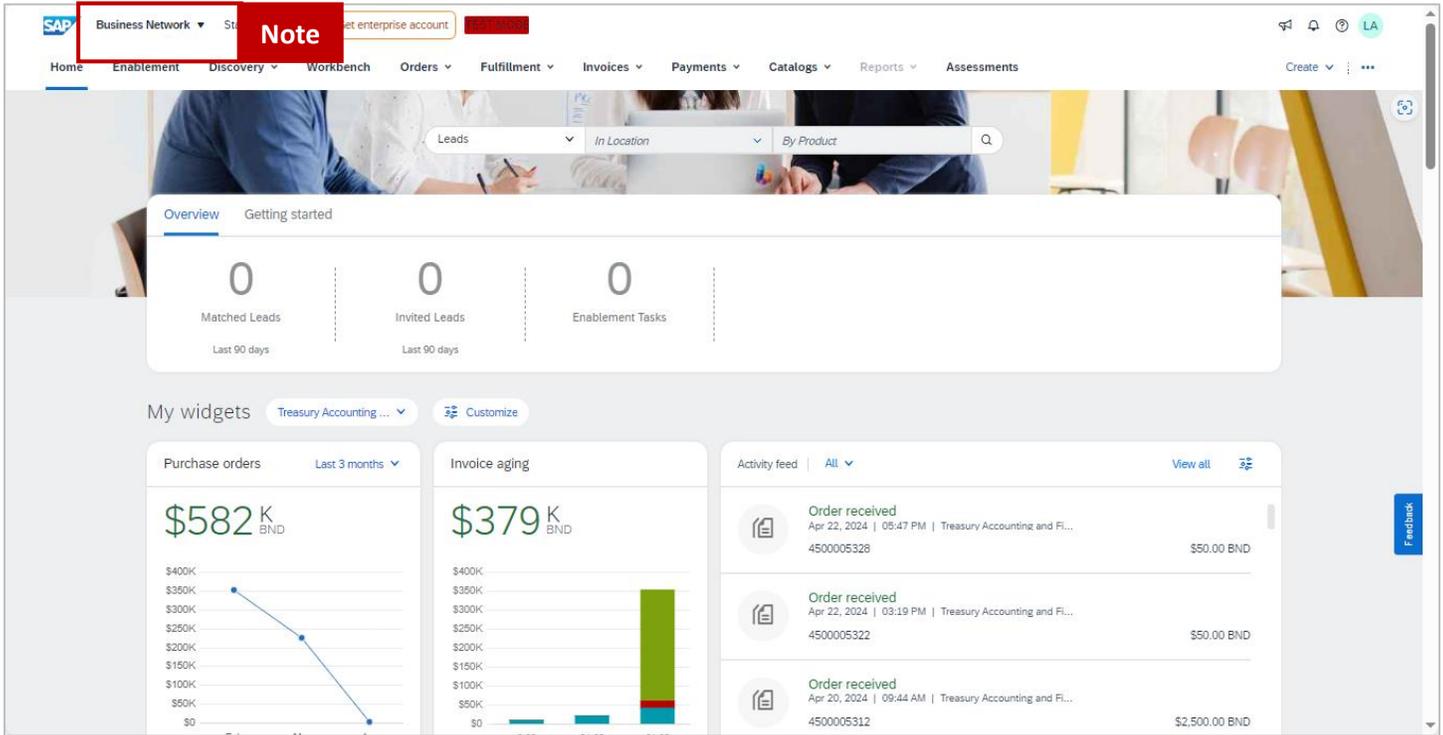
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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





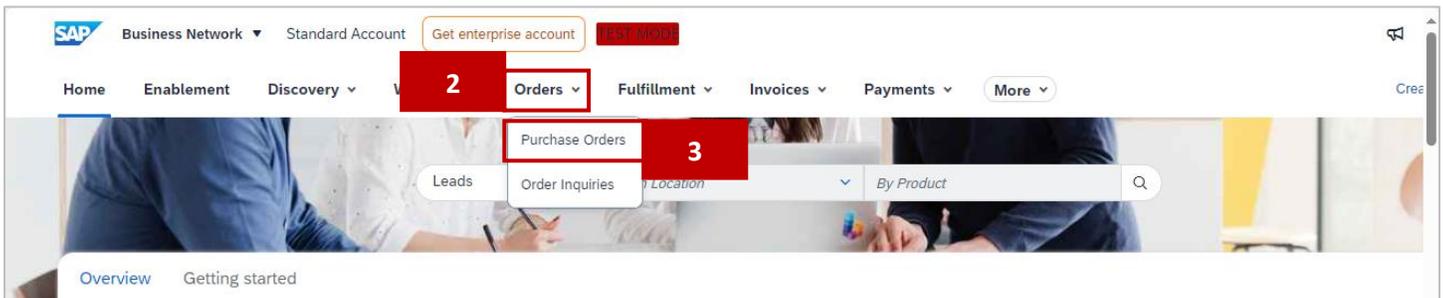
Outcome: Dashboard (Homepage) will be displayed.

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



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

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





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

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

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

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

This screenshot is a zoomed-in view of the table from the previous screenshot. The second row, corresponding to order number 4500005322, is highlighted with a red box. A red square with the number '4' is placed over the 'Actions' column of this row, indicating the step to click on the action icon to open the document.

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



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

The screenshot shows the SAP Business Network interface for a Purchase Order. At the top, it displays 'SAP Business Network', 'Standard Account', and 'TEST MODE'. The main header shows 'Purchase Order: 4500005322' and a 'Done' button. Below this are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A navigation bar includes 'Order Detail' and 'Order History'. The central area features the large 'TAFIS' logo. At the bottom, there are three columns of contact information: 'From: Customer Ministry of Finance and Economy', 'To: TEST INTEGRATION\_11', and 'Purchase Order (New) 4500005322'. A 'Track Order' button is located at the bottom right.

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

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

This screenshot is identical to the previous one but includes red annotations. A red box labeled '6' highlights the 'Print' icon in the top right corner of the main content area. Another red box labeled '5' highlights the 'All Details' button, which is located in a dropdown menu that appears when the 'Print' button is clicked. The dropdown menu also contains the option 'Print Screen Contents Only'.



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

**Print**  
Total: 1 sheet of paper

**Printer**  
Corporate Printer

**Copies**  
1

**Layout**  
 Portrait  
 Landscape

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

**Print** **Cancel**

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

# TAFIS

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

**To:** TEST INTEGRATION\_11  
Calle  
Belait BN1234  
Brunei Darussalam  
Phone: +63 (2) 5543210  
Fax:  
Email:

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

**Payment Terms**  
Payable immediately Due net

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

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

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

Step 7: Select the printing criteria according to preference.

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

**Print**  
Total: 1 sheet of paper

**Printer**  
Corporate Printer

**Copies**  
1

**Layout**  
 Portrait  
 Landscape

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

**Print** **Cancel**

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

# TAFIS

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

**To:** TEST INTEGRATION\_11  
Calle  
Belait BN1234  
Brunei Darussalam  
Phone: +63 (2) 5543210  
Fax:  
Email:

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

**Payment Terms**  
Payable immediately Due net

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

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

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

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



### 3.1.3 Procurement of Materials (Goods)

#### 3.1.3.1 Order Confirmation (CON) by Vendor

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

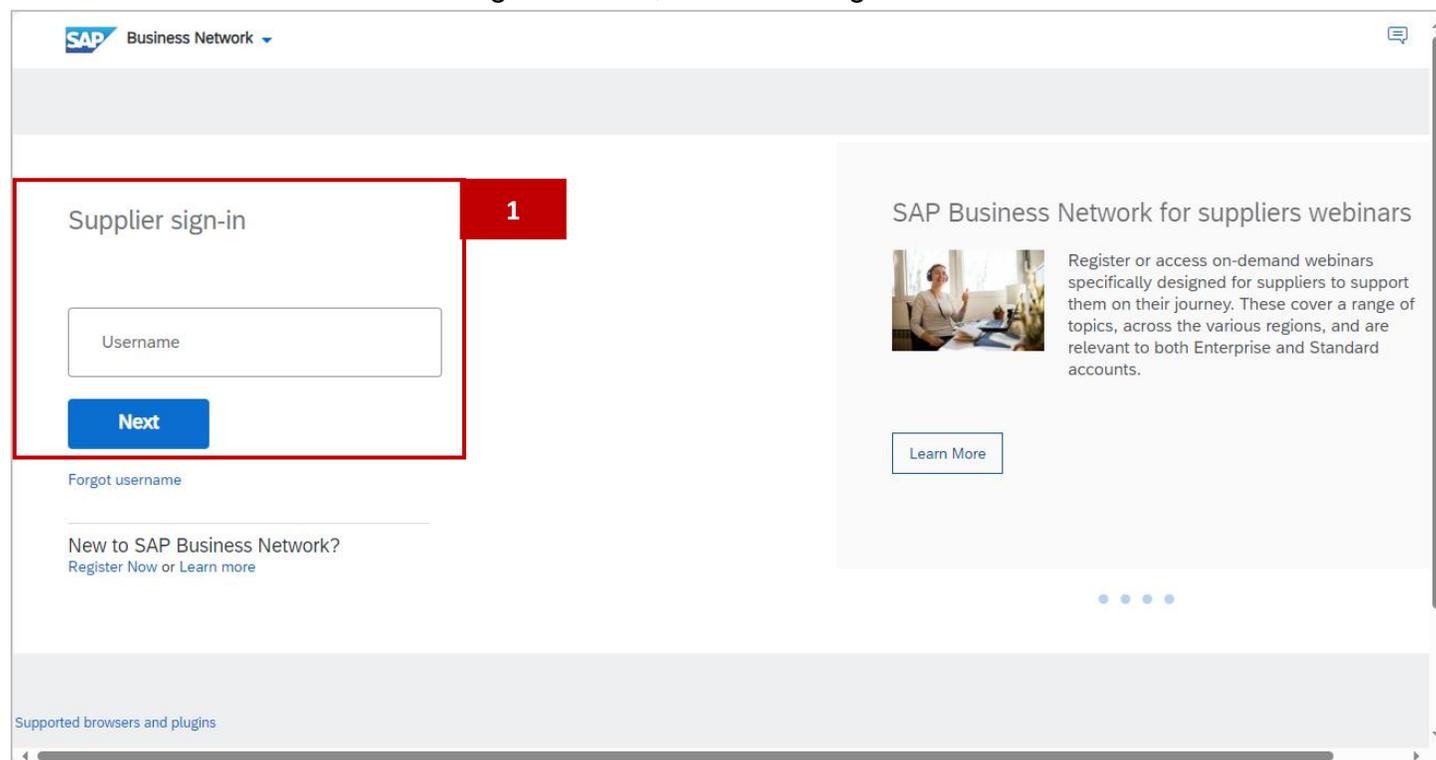
It is **important** for vendor to **establish** Trading Relationship Request (TRR) when receiving their **first** Purchase Order (PO) via Government Vendor Portal (GVP). Should the TRR not be established, vendor will not be able to view their PO. **Refer to section 3.1.1 Establish Trading Relationship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

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	<a href="http://supplier.ariba.com/">http://supplier.ariba.com/</a> (Business Network)

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

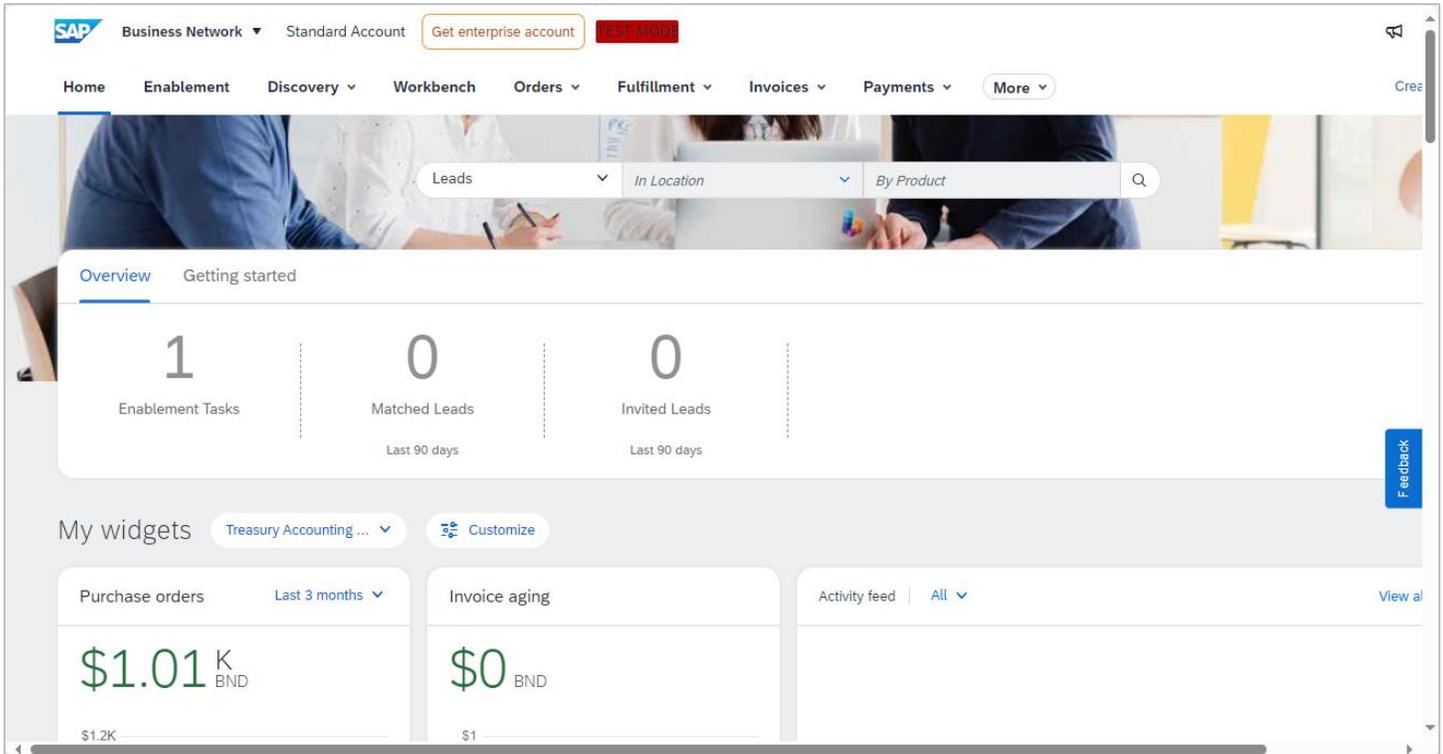
Note:

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

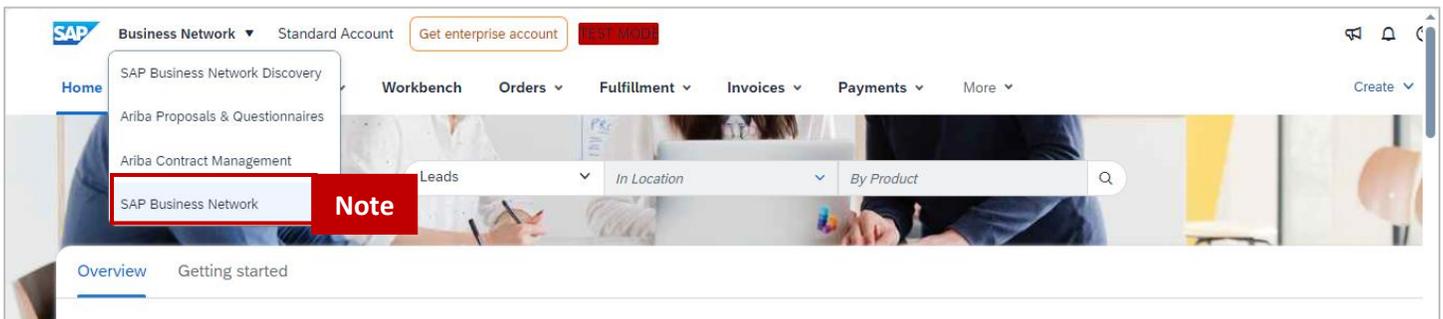




Outcome: Dashboard (Homepage) will be displayed.

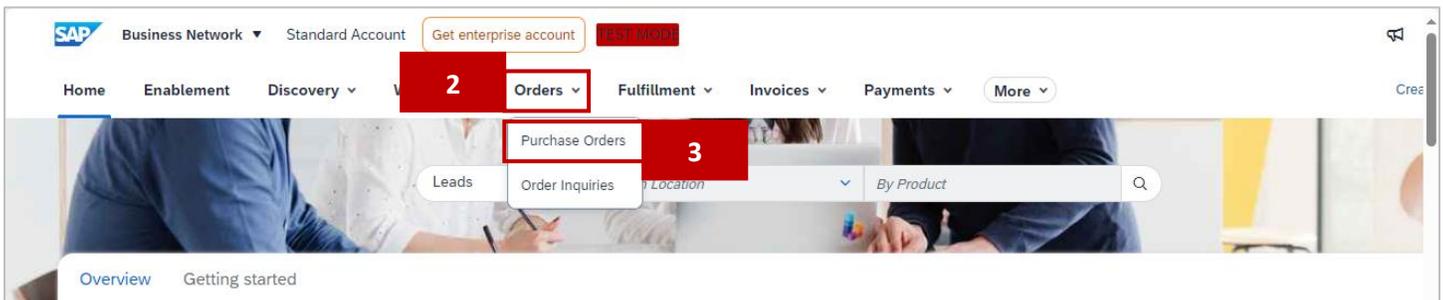


**Note:** Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only be visible under this selection.



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

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





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

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

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

**4**



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

SAP Business Network Standard Account TEST MODE

Purchase Order: 4500005701 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

# TAFIS

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

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

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

Track Order

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

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



**Note:** Below are the list of statuses commonly encountered for Purchase Order (PO).

TERMS AND ABBREVIATIONS	DESCRIPTION
<b>New</b>	Vendor has not processed the order.
<b>Confirmed</b>	Vendor has agreed to fulfil the order.
<b>Shipped</b>	Vendor has submitted the Advanced Shipping Notice (ASN).
<b>Partially Shipped</b>	Vendor has created Advanced Shipping Notice (ASN) for some of the line items / Partial Quantity.
<b>Serviced</b>	Vendor has completed the service to the Department.
<b>Partially Serviced</b>	Vendor has partially completed the service to the Department.
<b>Invoiced</b>	Vendor has submitted Invoice to the Department.
<b>Partially Invoiced</b>	Vendor has only submitted Invoice for a particular service or material, hence, partially invoiced.
<b>Obsoleted</b>	The previous version of PO which is considered expired. A new version of PO has been created due to changes or amendments made.
<b>Changed</b>	The new version of PO received by vendor that was amended and resubmitted.



**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: [REDACTED]  
 Phone: [REDACTED]  
 Fax:  
 Address ID: P00000003  
 Buyer ID: P00000003

**Other Information**  
 Company Code: SD  
 Purchase Group: DAA  
 Purchase Organization: SD  
 Party Additional ID: P00000003  
[View less >](#)

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

**Ship All Items To**

**KEMENTERIAN KEWANGAN & EKONOMI**

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

**Bill To**

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

**Deliver To**

**Line Items** [Show Item Details](#)

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

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

Sub-total: 10.00 BND



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

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

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

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

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

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

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

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

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

At the bottom, there is an 'Attachments' table with columns for Name, Size (bytes), and Content Type. The table is currently empty, showing 'No items'. Below the table are buttons for 'Choose File' (with 'No file chosen' text) and 'Add Attachment'.

Note:

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



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

**Note:**

1. Confirmation number format is “CON-” followed by PO number, e.g. CON-4500008010.
2. No gaps or spaces between the alphanumeric characters of Confirmation Number.
3. Confirmation number should be limited to **maximum of 16 characters only**.

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

**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.

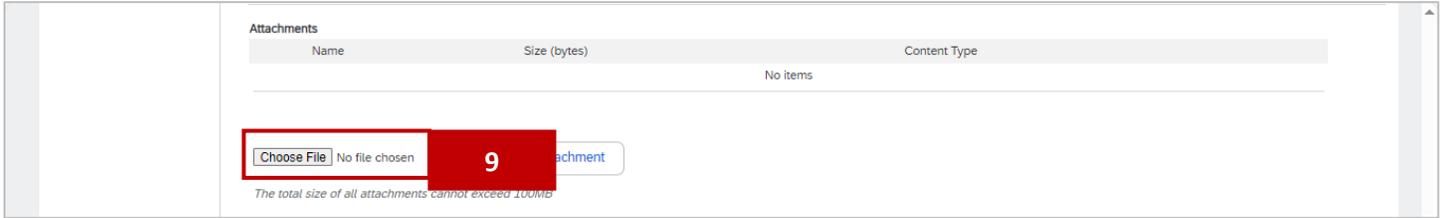
Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	A3 Paper	00000000300000919	Material	1,000 (RM)	5 May 2024	100.00 BND	10.00 BND

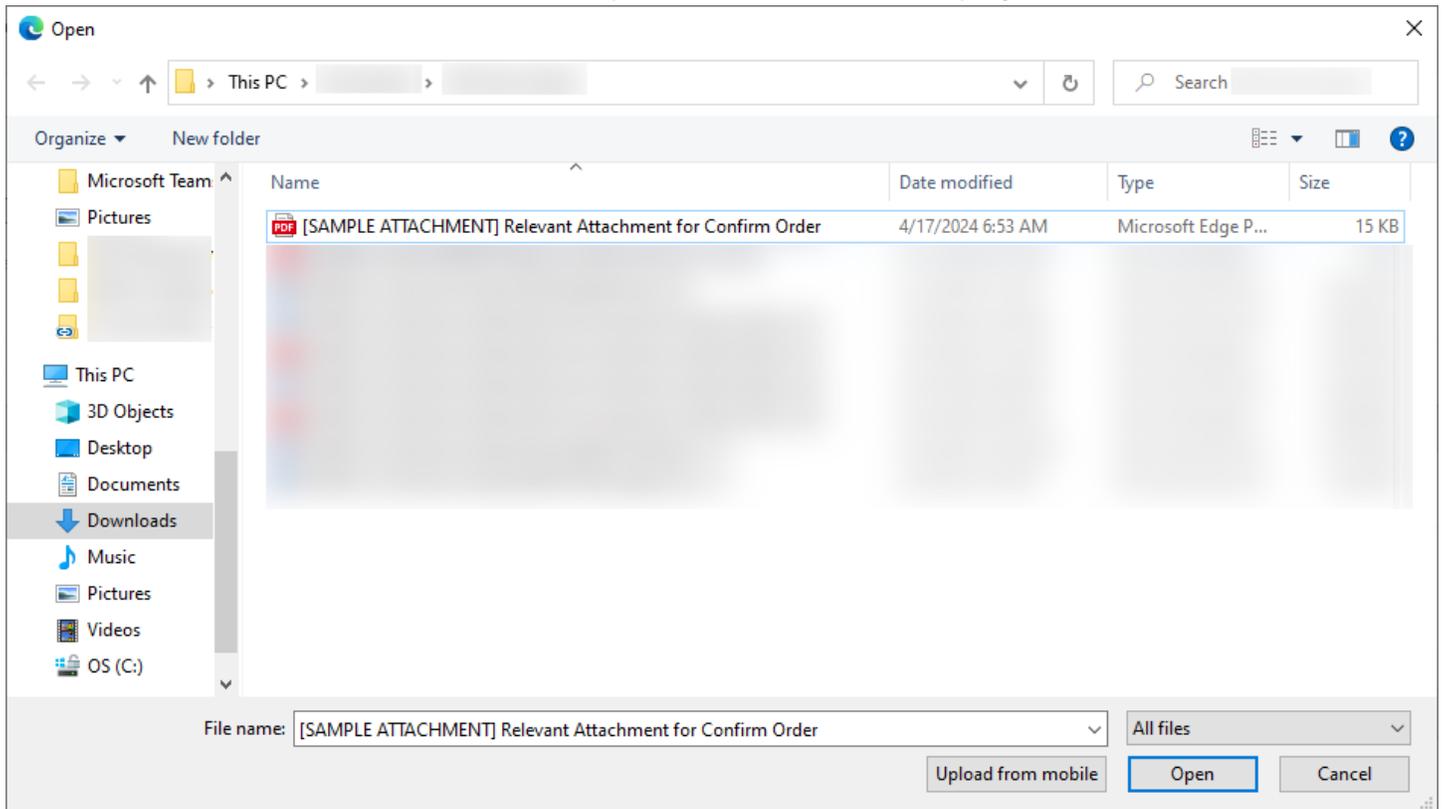
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	RM	RM	100.00 BND	10	RM



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



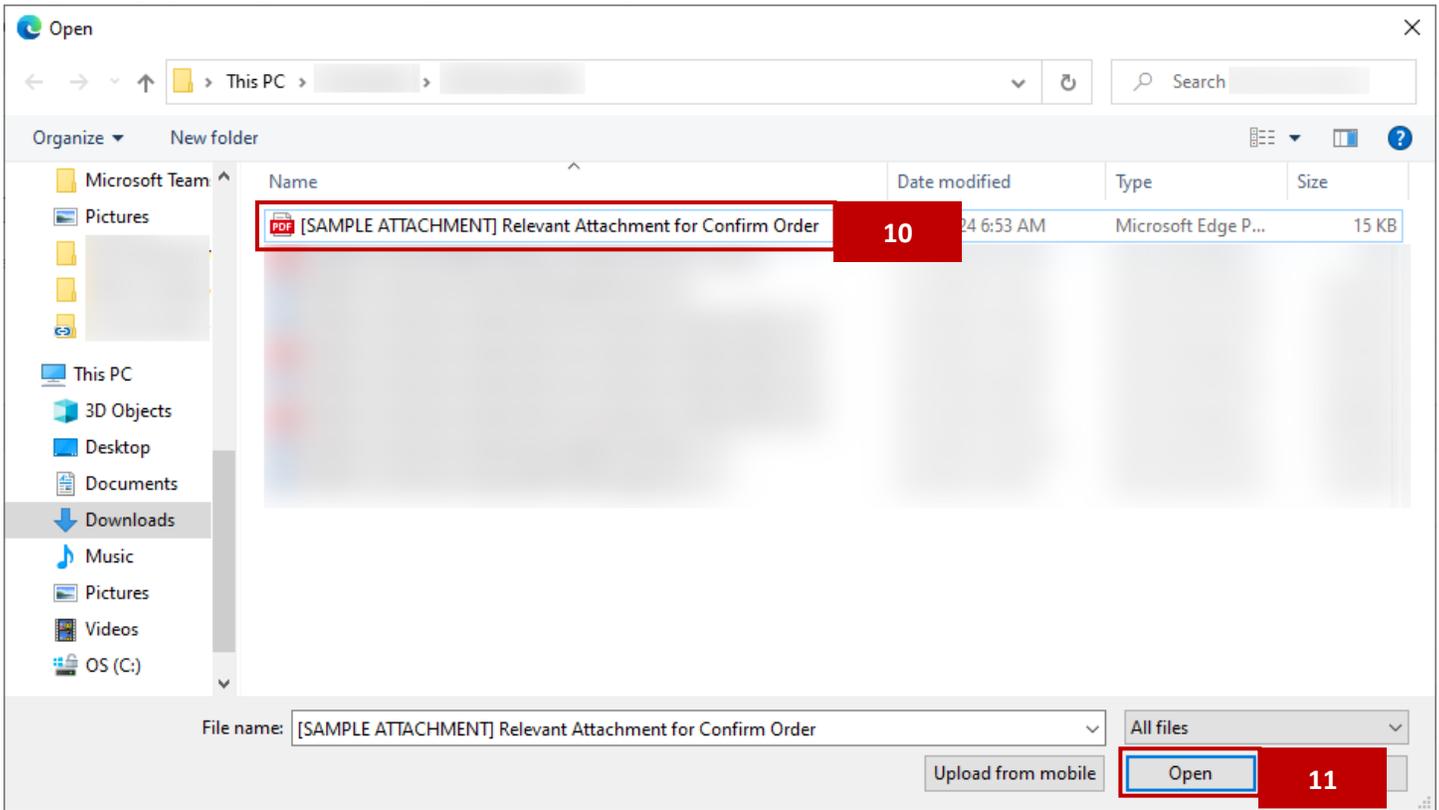
Outcome: Folders and documents from respective device will be displayed.



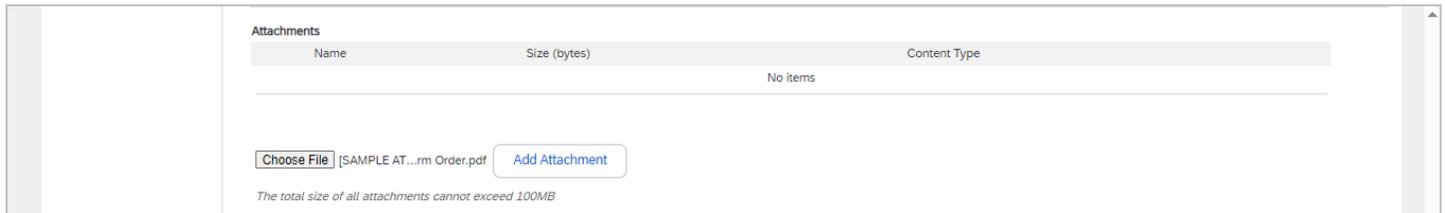


Step 10: (Optional) Click on selected **File**.

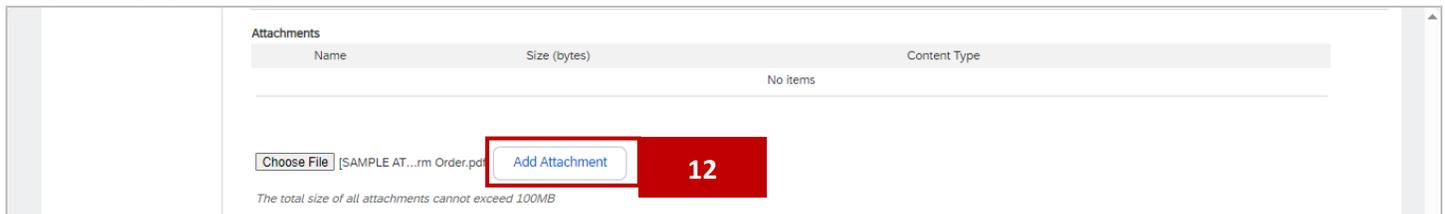
Step 11: (Optional) Click on **Open** button to proceed.



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



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





Outcome: File attached to the Order Confirmation.

**Attachments**

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

L [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 MODE ? 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 MODE ? SH

---

Confirming PO [Previous](#) [Submit](#) [Exit](#)

1 Confirm Entire Order

2 Review Order Confirmation

**Confirmation Update**

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

**Line Items**

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

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

**Pricing Details**

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



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

SAP Business Network Standard Account TEST MODE

Confirming PO 14 Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

**Confirmation Update**

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

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

SAP Business Network

Purchase Order: 4500005701 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

**TAFIS**

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

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

**Status**

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

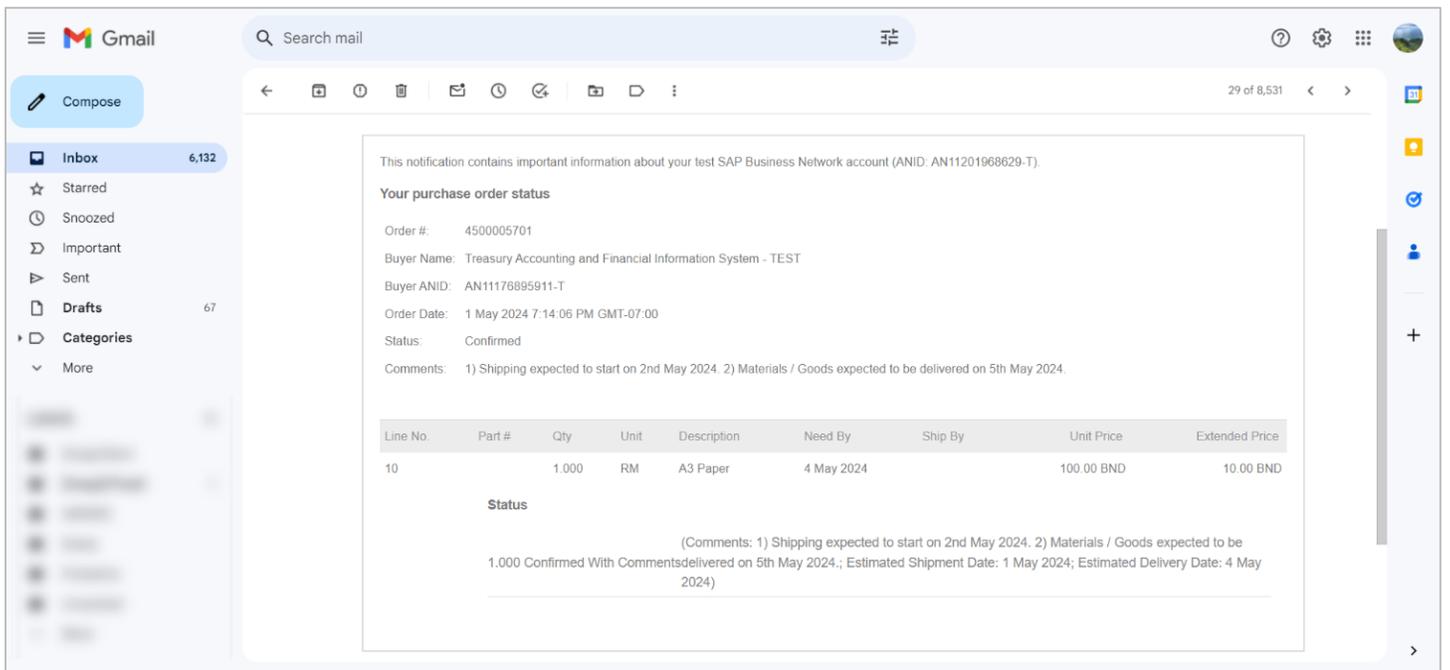
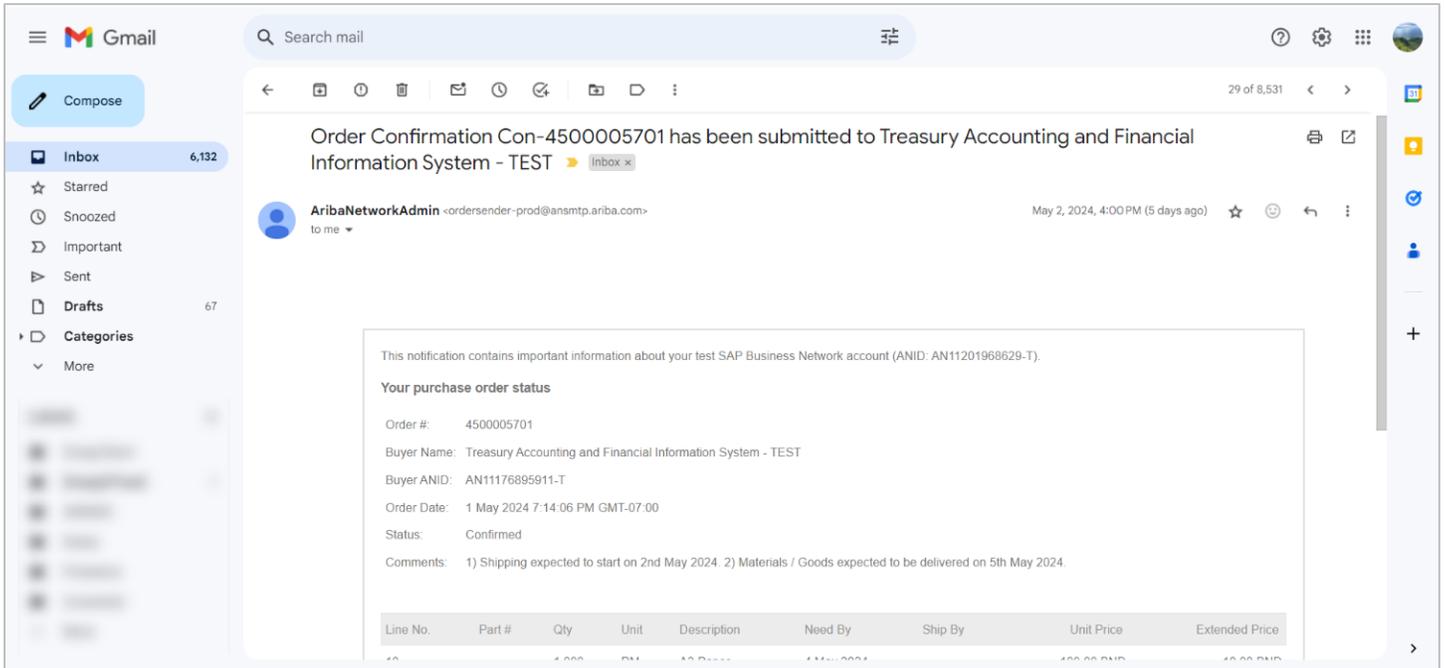
Track Order

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

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



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





### 3.1.3.2 Advanced Ship Notice (ASN) by Vendor

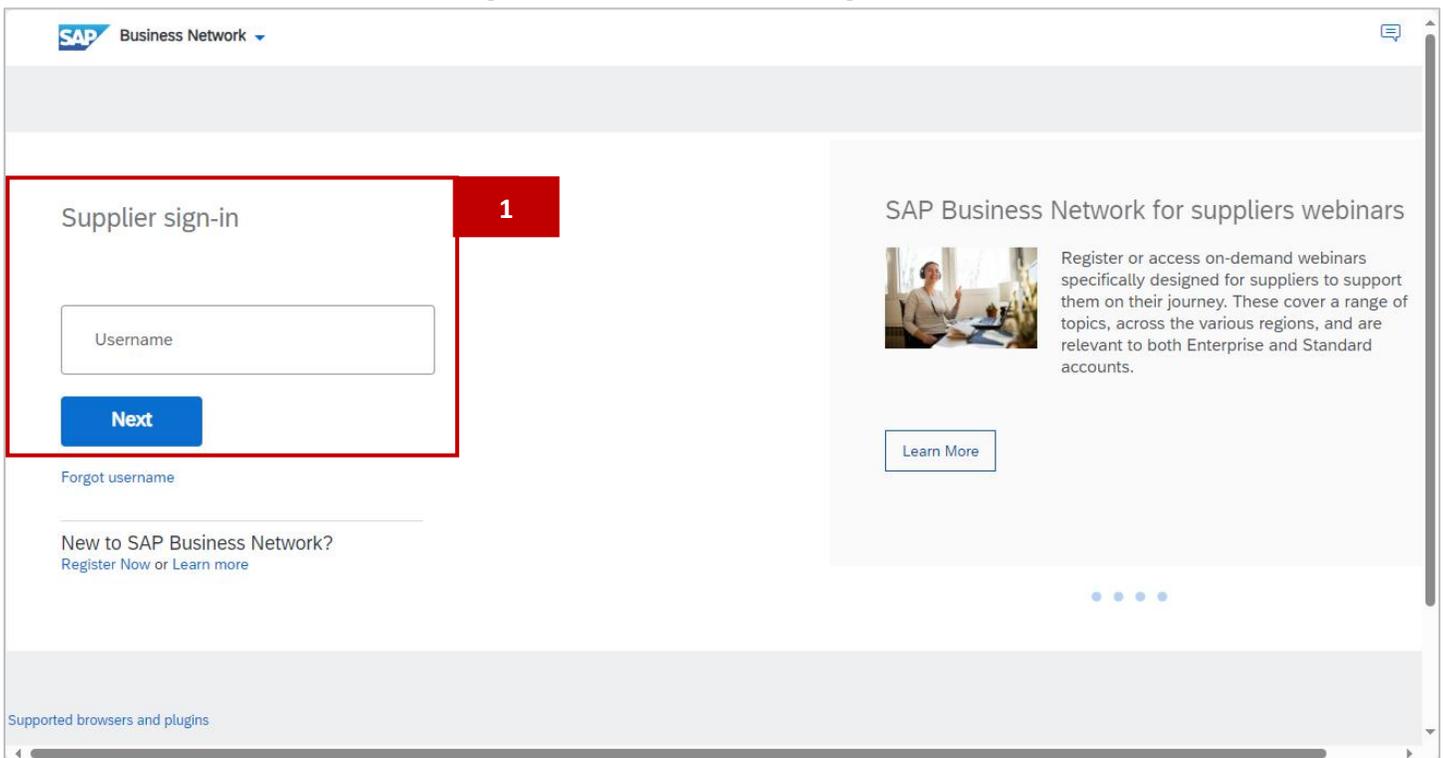
Vendor would create the ship notice to inform the Department the estimated shipping date and delivery date of the ordered materials. This provides time for Department to make preparations related the goods receiving.

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	<a href="http://supplier.ariba.com/">http://supplier.ariba.com/</a> (Business Network)

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

Note:

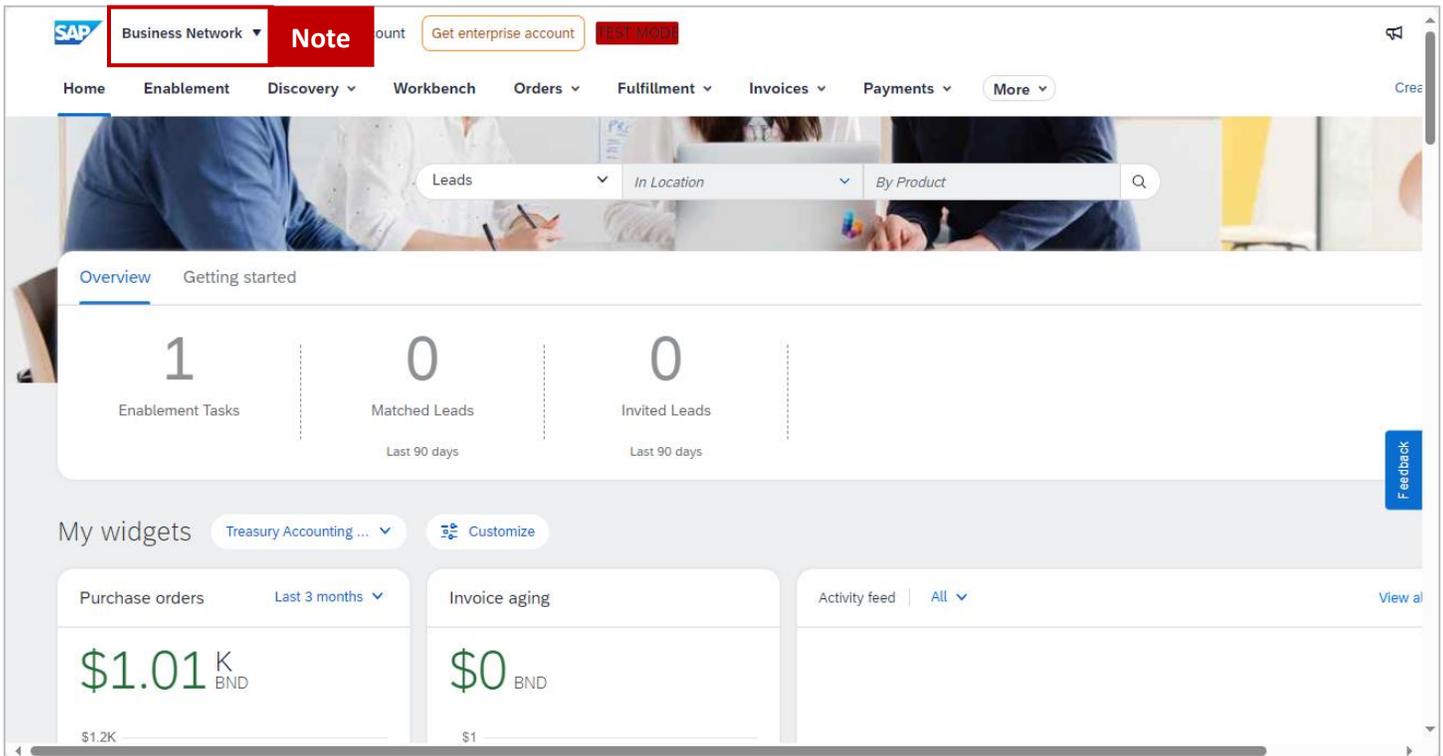
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



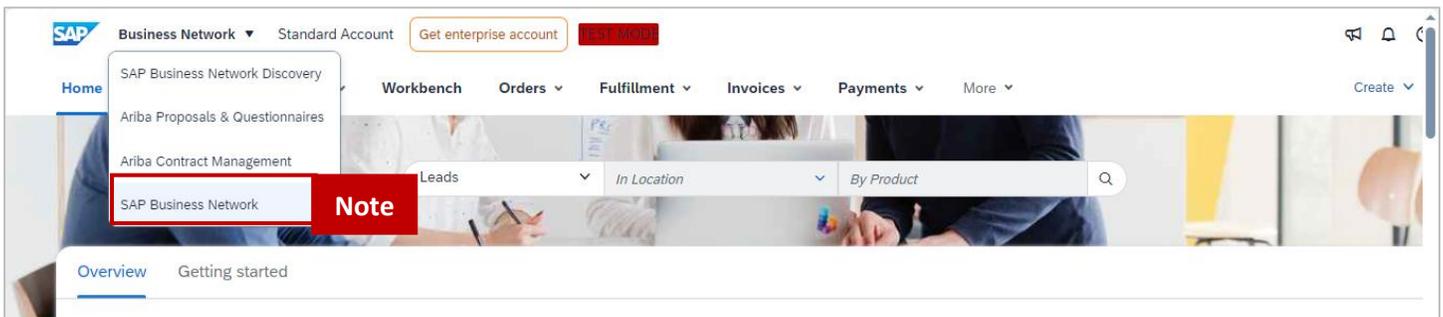


Outcome: Dashboard (Homepage) will be displayed.

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

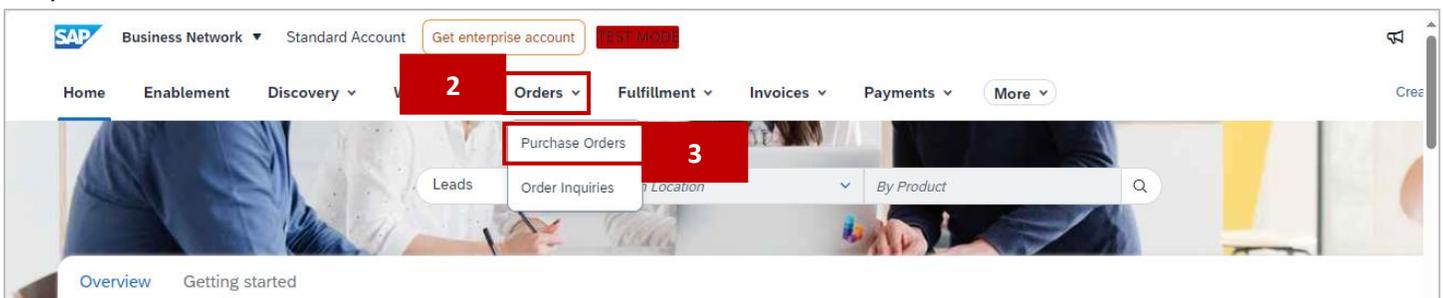


**Note:** Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



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

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





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

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

Order Number ↓	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500008184	Treasury Accounting and Financial Information System - TEST	\$5000 BND	Oct 2, 2024	Confirmed		...



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

SAP Business Network TEST MODE GA

Purchase Order: 4500008184 Done

Create Order Confirmation Create Ship Notice Create Invoice Download Refresh More

Order Detail Order History

# TAFIS

**From:**  
Customer  
Kementerian Kewangan dan Ekonomi  
Commonwealth Drive  
BB3910  
Brunei Darussalam  
Phone: +673 0 238 0999  
Fax:

**To:**  
TechFusion Innovations  
Lucky Garden  
Brunei-Muara BC2215  
Brunei Darussalam  
Phone:  
Fax:  
Email:

**Purchase Order**  
(Confirmed)  
4500008184  
Amount: 5,000.00 BND  
Version: 1

Track Order

**Contact Information**  
**Supplier Address**  
TechFusion Innovations  
Lucky Garden 123  
BC2215

Routing Status: Acknowledged  
External Document Type: Std PO f/ NonWarrant (ZNB)  
Related Documents: CON-4500008184



**Note:** Below are the list of statuses commonly encountered for Purchase Order (PO).

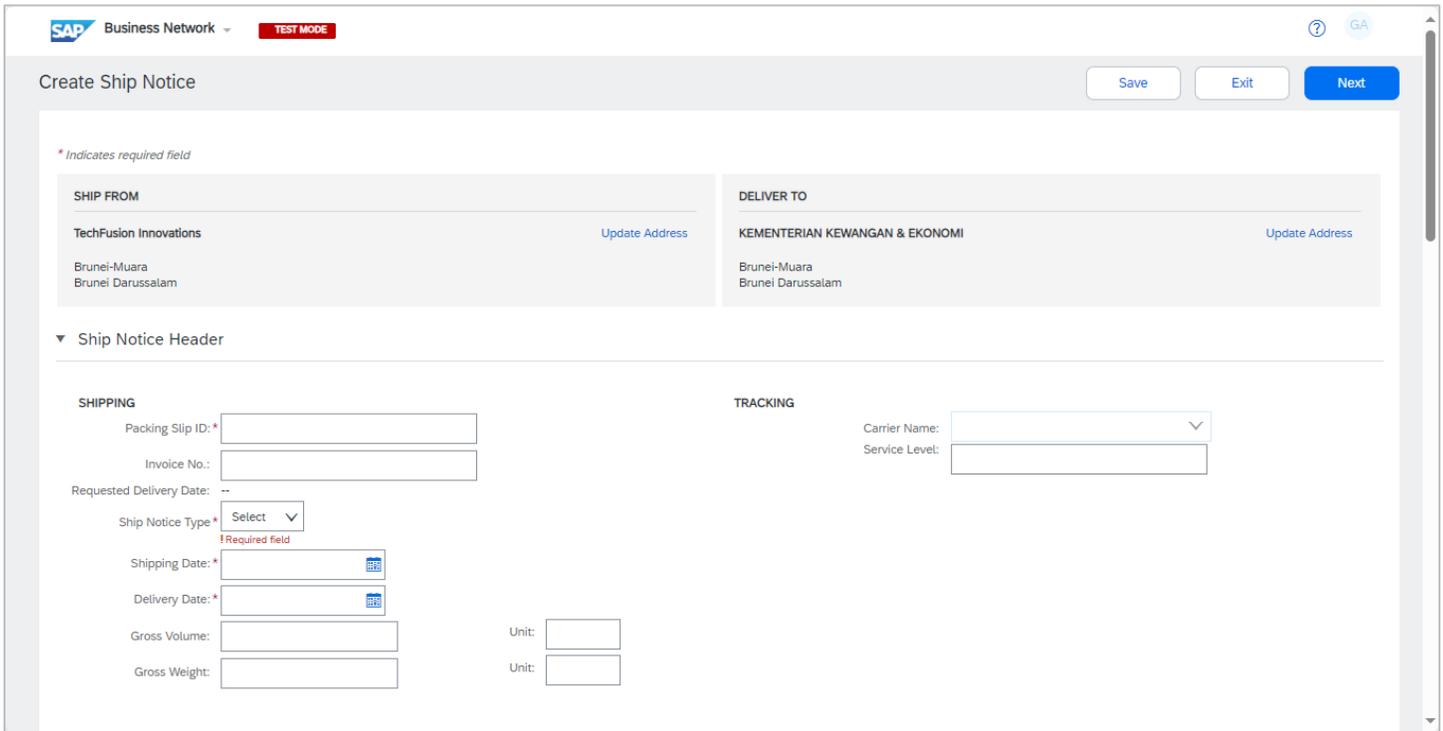
TERMS AND ABBREVIATIONS	DESCRIPTION
<b>New</b>	Vendor has not processed the order.
<b>Confirmed</b>	Vendor has agreed to fulfil the order.
<b>Shipped</b>	Vendor has submitted the Advanced Shipping Notice (ASN).
<b>Partially Shipped</b>	Vendor has created Advanced Shipping Notice (ASN) for some of the line items / Partial Quantity.
<b>Serviced</b>	Vendor has completed the service to the Department.
<b>Partially Serviced</b>	Vendor has partially completed the service to the Department.
<b>Invoiced</b>	Vendor has submitted Invoice to the Department.
<b>Partially Invoiced</b>	Vendor has only submitted Invoice for a particular service or material, hence, partially invoiced.
<b>Obsoleted</b>	The previous version of PO which is considered expired. A new version of PO has been created due to changes or amendments made.
<b>Changed</b>	The new version of PO received by vendor that was amended and resubmitted.



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



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



Note:

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



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

Note:

1. Recommended 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.
3. Advance Shipping Notice number should be limited to **maximum of 16 characters only**.

▼ Ship Notice Header

---

<b>SHIPPING</b>		<b>TRACKING</b>
Packing Slip ID:*	ASN-4500008184	Carrier Name: <input type="text"/>
Invoice No.:	<input type="text"/>	Service Level: <input type="text"/>
Requested Delivery Date:	--	
Ship Notice Type*	Select ▼	
	<small>Required field</small>	
Shipping Date:*	<input type="text"/>	
Delivery Date:*	<input type="text"/>	
Gross Volume:	<input type="text"/>	Unit: <input type="text"/>
Gross Weight:	<input type="text"/>	Unit: <input type="text"/>



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

▼ Ship Notice Header

---

**SHIPPING** **TRACKING**

Packing Slip ID:\*  Carrier Name:

Invoice No.:  Service Level:

Requested Delivery Date: --

Ship Notice Type\*  ! Required field

Shipping Date:\*  ! Required field

Delivery Date:\*

Gross Volume:  Unit:

Gross Weight:  Unit:

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

**Note:**

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

▼ Ship Notice Header

---

**SHIPPING** **TRACKING**

Packing Slip ID:\*  Carrier Name:

Invoice No.:  Service Level:

Requested Delivery Date: --

Ship Notice Type  **8**

Shipping Date:\*

Delivery Date:\*

Gross Volume:  Unit:

Gross Weight:  Unit:

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

▼ Ship Notice Header

---

**SHIPPING** **TRACKING**

Packing Slip ID:\*  Carrier Name:

Invoice No.:  Service Level:

Requested Delivery Date: --

Ship Notice Type\*  ! Required field

Shipping Date:\*  ! Required field

Delivery Date:\*  ! 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.

▼ Ship Notice Header

**SHIPPING** **TRACKING**

Packing Slip ID: \*  Carrier Name:

Invoice No.:  Service Level:

Requested Delivery Date: --

Ship Notice Type \*

**Shipping Date: \***  9, 10

**Delivery Date: \***

Gross Volume:  Unit:

Gross Weight:  Unit:

**Note:** Scroll down the page to view the details and fields of shipping notice.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal															
450008184	10	A3 Paper - White	00000003000000919	500.000	RM	2 Oct 2024		5.00 BND	2,500.00 BND	<a href="#">Remove</a>														
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: <b>500 RM</b></p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: <b>500.000 RM</b> Total Backordered Quantity: <b>0 RM</b></p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value="500.000"/></td> <td><input type="text"/></td> <td>- Select Country -</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><a href="#">Add Details</a></td> </tr> </tbody> </table> <p><a href="#">Add Ship Notice Line</a></p>											Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date		1	<input type="text" value="500.000"/>	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	<a href="#">Add Details</a>
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																			
1	<input type="text" value="500.000"/>	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	<a href="#">Add Details</a>																		
450008184	20	A3 Paper - Yellow	00000003000000919	500.000	RM	2 Oct 2024		5.00 BND	2,500.00 BND	<a href="#">Remove</a>														
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: <b>500 RM</b></p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: <b>500.000 RM</b> Total Backordered Quantity: <b>0 RM</b></p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><a href="#">Add</a></td> </tr> </tbody> </table>											Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date			<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<a href="#">Add</a>
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																			
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<a href="#">Add</a>																		



**Note:** Please verify that the correct line items have been selected as shown in brief sample below. This can be applied to Partial Shipping.

Line Items are what Vendors will include to “claim” when submitting the Ship Notice or Advanced Ship Notice (ASN) to the department. These Line Items should be verified by Vendor.

Examples: If Vendor is delivering goods on separate timings; Vendor has only delivered item A, then Item B will be a week later, Vendor **should not** include when submitting the ship notice or ASN. Also, Vendor can adjust or amend the quantity of goods to be shipped prior to ship notice or ASN submission.

1. Inspect the Line Items to be included for shipping.
2. Each Line Items quantity can be adjusted based on the number of materials or goods to be shipped (for partial delivery or shipping).
3. If required, click on Remove button to exclude the line items from the ship notice.
4. Verify what is to be claimed with respective Departments.

Order Items

Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal													
4500008184	10	A3 Paper - White	00000003000000919	500.000	RM	2 Oct 2024	5.00 BND	2,500.00 BND	<a href="#">Remove</a>												
<p><b>NOTE 1</b></p> <p>Shipment Status</p> <p>Total Item Due Quantity: 500 RM</p> <p>Confirmation Status</p> <p>Total Confirmed Quantity: 500.000 RM Total Backordered Quantity: 0 RM</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>500.000</td> <td>- Select Country -</td> <td></td> <td></td> </tr> </tbody> </table> <p><a href="#">Add Ship Notice Line</a></p>										Line	Ship Qty	Country of Origin	Production Date	Expiry Date	1	500.000	- Select Country -				
Line	Ship Qty	Country of Origin	Production Date	Expiry Date																	
1	500.000	- Select Country -																			
4500008184	20	A3 Paper - Yellow	00000003000000919	500.000	RM	2 Oct 2024	5.00 BND	2,500.00 BND	<a href="#">Remove</a>												
<p><b>NOTE 2</b></p> <p>Shipment Status</p> <p>Total Item Due Quantity: 500 RM</p> <p>Confirmation Status</p> <p>Total Confirmed Quantity: 500.000 RM Total Backordered Quantity: 0 RM</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td>- Select Country -</td> <td></td> <td></td> </tr> </tbody> </table>										Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	1			- Select Country -		
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																
1			- Select Country -																		

**NOTE 3**

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal													
4500008184	10	A3 Paper - White	00000003000000919	500.000	RM	2 Oct 2024		5.00 BND	2,500.00 BND	<a href="#">Remove</a>												
<p><b>NOTE 4</b></p> <p>Shipment Status</p> <p>Total Item Due Quantity: 500 RM</p> <p>Confirmation Status</p> <p>Total Confirmed Quantity: 500.000 RM Total Backordered Quantity: 0 RM</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>300.000</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> </tr> </tbody> </table>											Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	1	300.000		- Select Country -		
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																	
1	300.000		- Select Country -																			



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

The screenshot shows the 'Create Ship Notice' interface in SAP Business Network. It features a 'SHIP FROM' section with 'TechFusion Innovations' and a 'DELIVER TO' section with 'KEMENTERIAN KEWANGAN & EKONOMI'. Both sections have an 'Update Address' button. The 'DELIVER TO' button is highlighted with a red box, and a red box with the number '11' is placed next to it. The interface includes a 'Next' button and a 'TEST MODE' indicator.

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

The screenshot shows the 'VIEW / EDIT ADDRESSES' pop-up window. It is divided into two columns: 'SHIP FROM' and 'DELIVER TO'. Each column has fields for Name, Department Name, Address 1, Address 2, Province, Postal Code, and Country/Region. The 'SHIP FROM' fields are pre-filled with 'TechFusion Innovations', 'Lucky Garden', 'Brunei-Muara [BN-BM]', and 'Brunei Darussalam [BRN]'. The 'DELIVER TO' fields are pre-filled with 'KEMENTERIAN KEWANGAN & I', 'Select', and 'Brunei Darussalam [BRN]'. A red error message is displayed below the 'DELIVER TO' Province field: 'Your original Province input Brunei-Muara is not valid, please select a Province from the dropdown list.' The pop-up has 'Cancel' and 'OK' buttons at the bottom.



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

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

The screenshot shows the 'Create Ship Notice' dialog box in SAP Business Network. The 'DELIVER TO' section is highlighted with a red box and labeled '12'. The 'OK' button is highlighted with a red box and labeled '13'.

**SHIP FROM**

Name: TechFusion Innovations  
 Department Name:   
 ADDRESS  
 Address 1: Lucky Garden  
 Address 2:   
 Province: Brunei-Muara [BN-BM] v  
 Postal Code: BC2215  
 Country/Region: Brunei Darussalam [BRN] v

**DELIVER TO**

Name: KEMENTERIAN KEWANGAN & I  
 Department Name:   
 ADDRESS  
 Address 1: No. 2, Jalan Situ,  
 Address 2: Jalan Saja  
 Province: Brunei-Muara [BN-BM] v  
 Postal Code: BD5678  
 Country/Region: Brunei Darussalam [BRN] v

Buttons: Cancel, OK

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

The screenshot shows the 'Create Ship Notice' main page in SAP Business Network. The 'SHIP FROM' and 'DELIVER TO' sections are visible, showing the updated address for the delivery location.

**SHIP FROM**

TechFusion Innovations  
 Brunei-Muara  
 Brunei Darussalam

**DELIVER TO**

KEMENTERIAN KEWANGAN & EKONOMI  
 Brunei-Muara  
 Brunei Darussalam

**SHIP NOTICE HEADER**

**SHIPPING**

Packing Slip ID: ASN-4500008184  
 Invoice No.:   
 Requested Delivery Date:   
 Ship Notice Type: Estimated v  
 Shipping Date: 2 Oct 2024  
 Delivery Date: 2 Oct 2024  
 Gross Volume:  Unit:   
 Gross Weight:  Unit:

**TRACKING**

Carrier Name:  v  
 Service Level:



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

SAP Business Network TEST MODE

Create Ship Notice

Save 14 Next

\* Indicates required field

SHIP FROM  
TechFusion Innovations  
Brunei-Muara  
Brunei Darussalam

Update Address

DELIVER TO  
KEMENTERIAN KEWANGAN & EKONOMI  
Brunei-Muara  
Brunei Darussalam

Update Address

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

SAP Business Network TEST MODE

Create Ship Notice

Previous Save Submit Exit

Confirm and submit this document.

SHIP FROM  
TechFusion Innovations  
Lucky Garden  
Brunei-Muara BC2215  
Brunei Darussalam

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

Ship Notice Header

SHIPPING

Packing Slip ID: ASN-4500008184  
Invoice No.: --  
Requested Delivery Date: --  
Ship Notice Type: Estimated  
Estimated Shipping Date: 2 Oct 2024  
Estimated Delivery Date: 2 Oct 2024 12:00:00 PM  
Gross Volume: --  
Gross Weight: --

TRACKING  
Tracking information not provided.

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: --  
Delivery Terms Description: --

Shipping Payment Method: Account  
Shipping Contract Number: --

Feedback

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

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

SAP Business Network TEST MODE

Create Ship Notice

Previous 15 Submit Exit

Confirm and submit this document.



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

SAP Business Network TEST MODE GA

Purchase Order: 4500008184 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

# TAFIS

**From:**  
Customer  
Kementerian Kewangan dan Ekonomi  
Commonwealth Drive  
BB3910  
Brunei Darussalam  
Phone: +673 () 238 0999  
Fax:

**To:**  
TechFusion Innovations  
Lucky Garden  
Brunei-Muara BC2215  
Brunei Darussalam  
Phone:  
Fax:  
Email:

**Status** Purchase Order (Shipped)  
4500008184  
Amount: 5,000.00 BND  
Version: 1

Track Order

Contact Information  
Supplier Address  
TechFusion Innovations  
Lucky Garden 123  
BC2215

Routing Status: Acknowledged  
External Document Type: Std PO f/ NonWarrant (ZNB)  
Related Documents: ASN-4500008184  
CON-4500008184



### 3.1.3.3 Goods Received (GR) by Department

ASN will be sent to Department, and Department will need to do Goods Received in their system to acknowledge receipt of the order. Once Goods Received is done by Department, vendor will be notified via email and will be able to view the Goods Received document in the GVP under Related Documents.

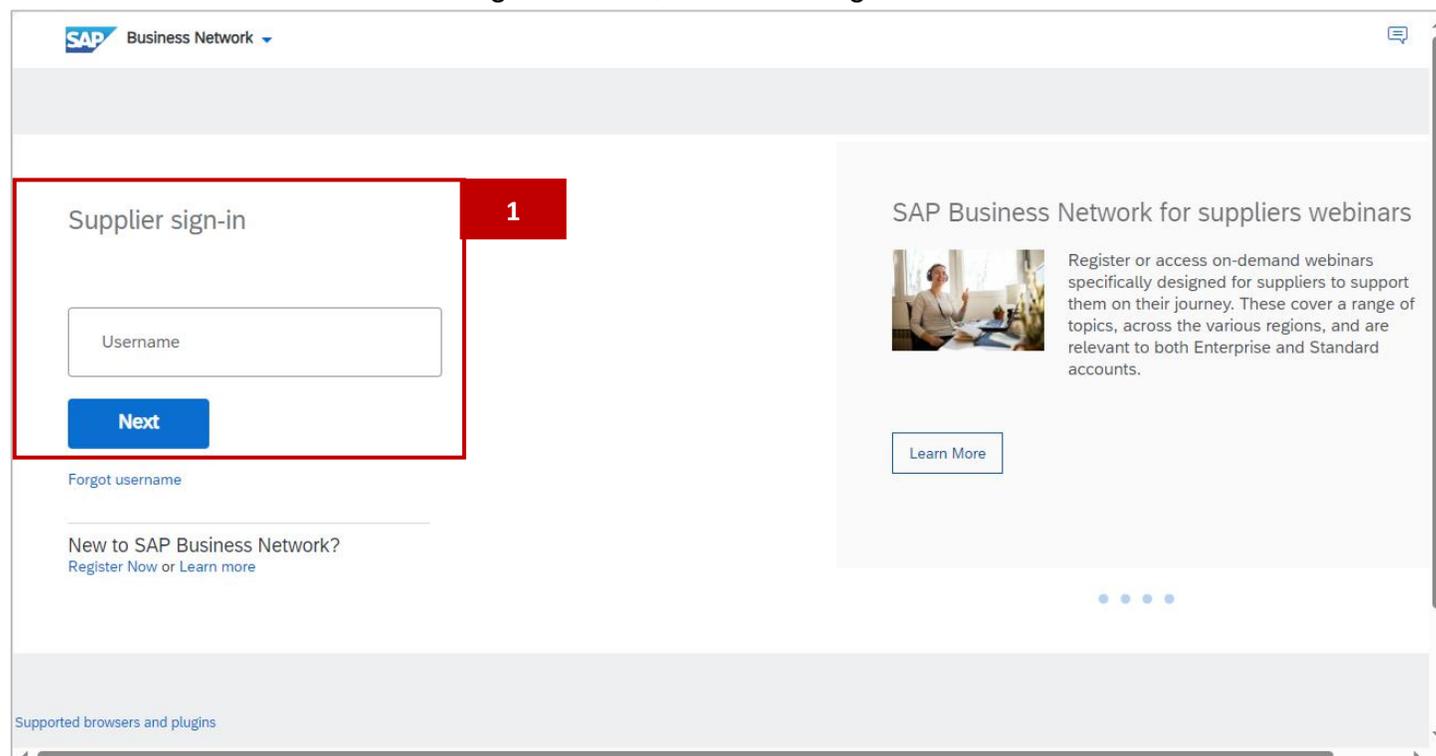
Once Department posted Goods Received (GR), the Purchase Order status will change from Shipped to Received in GVP. Only then vendor can create an invoice for submission to respective Department.

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	<a href="http://supplier.ariba.com/">http://supplier.ariba.com/</a> (Business Network)

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

Note:

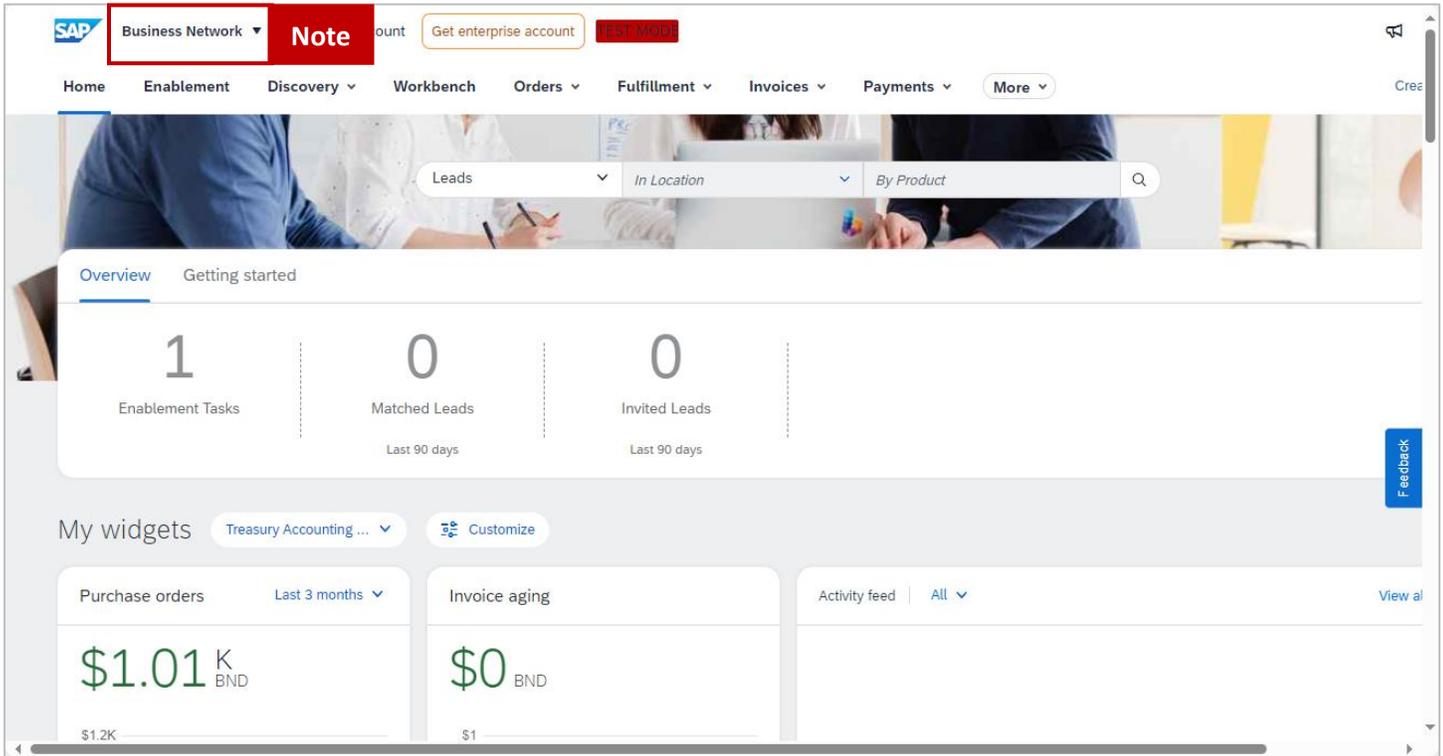
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



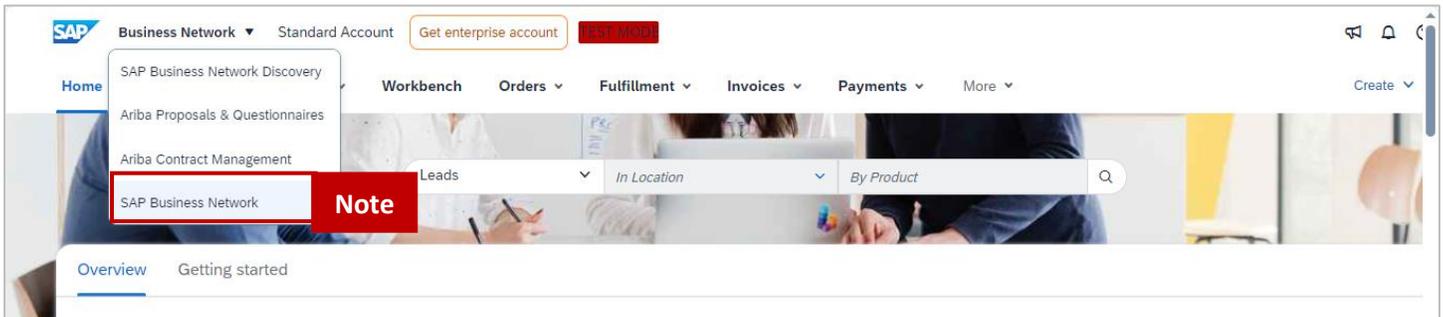


Outcome: Dashboard (Homepage) will be displayed.

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

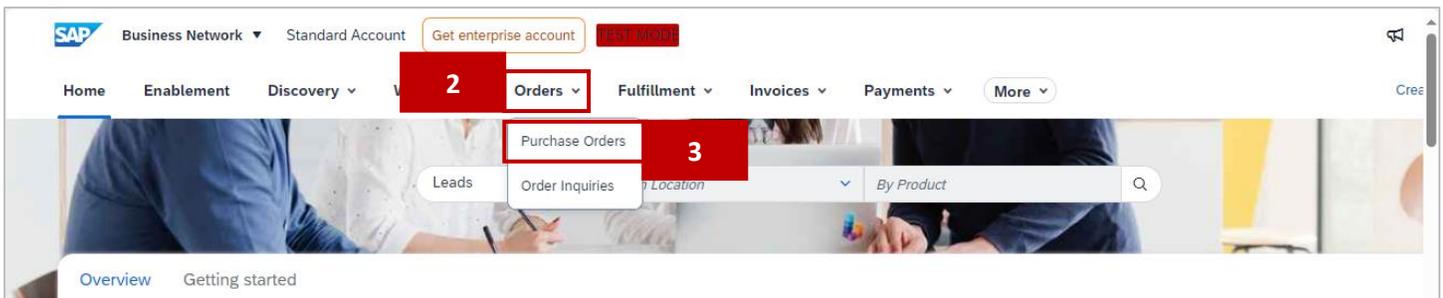


**Note:** Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only be visible under this selection.



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

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





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

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

4

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



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

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

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

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

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

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

Routing Status: Acknowledged  
External Document Type: Std PO f/ NonWarrant (ZNB)  
Related Documents: 500000455  
ASN-4500005701  
Cen\_4500005701

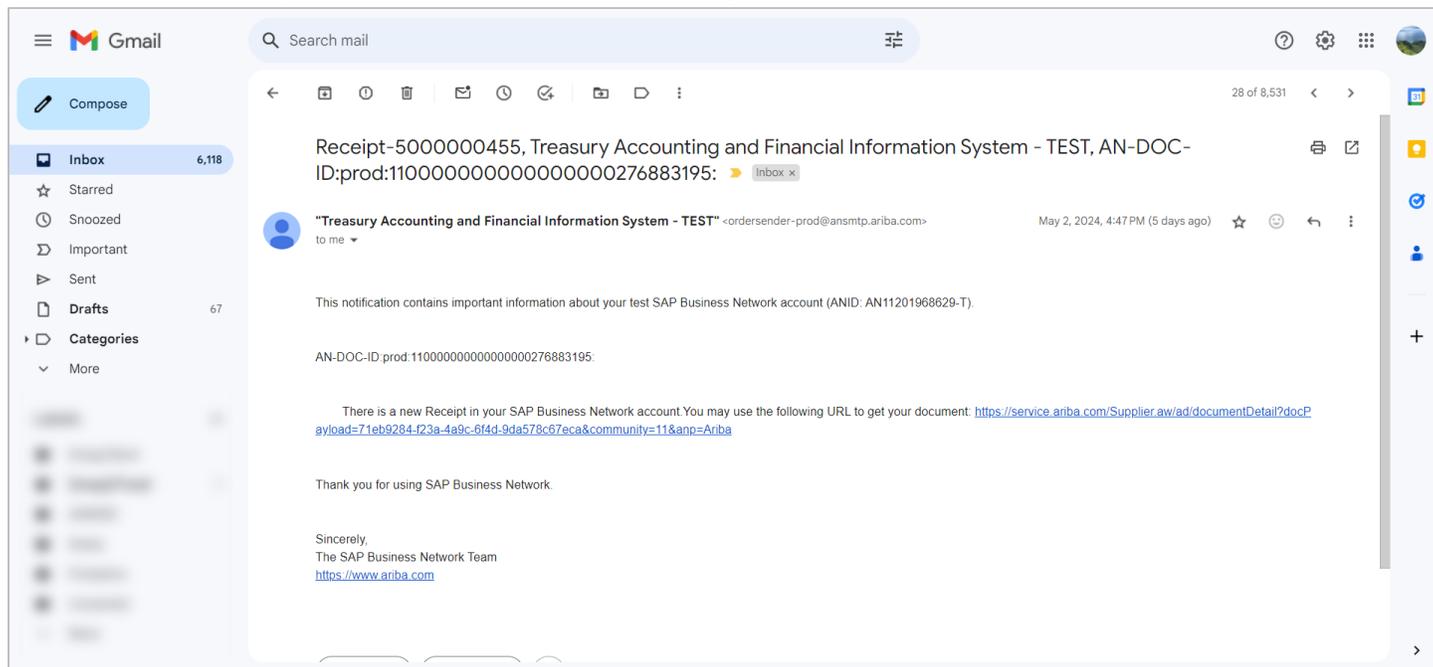


**Note:** Below are the list of statuses commonly encountered for Purchase Order (PO).

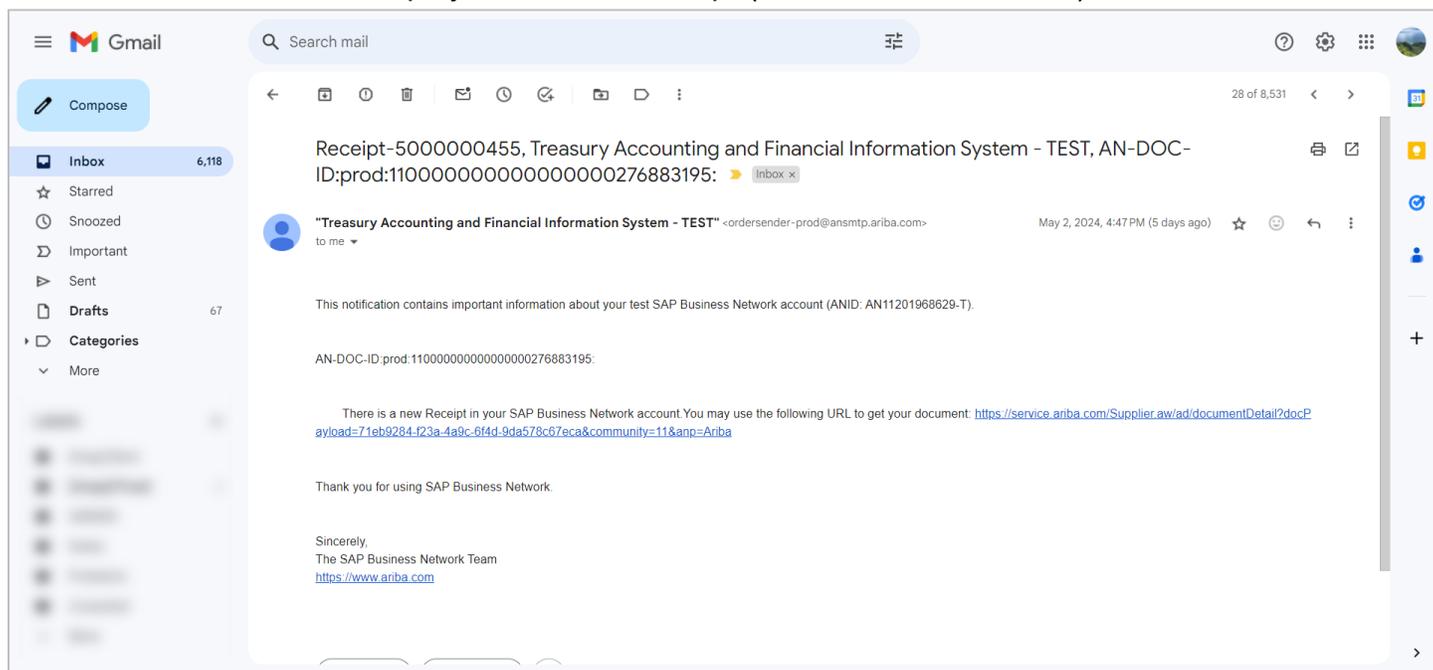
TERMS AND ABBREVIATIONS	DESCRIPTION
<b>New</b>	Vendor has not processed the order.
<b>Confirmed</b>	Vendor has agreed to fulfil the order.
<b>Shipped</b>	Vendor has submitted the Advanced Shipping Notice (ASN).
<b>Partially Shipped</b>	Vendor has created Advanced Shipping Notice (ASN) for some of the line items / Partial Quantity.
<b>Serviced</b>	Vendor has completed the service to the Department.
<b>Partially Serviced</b>	Vendor has partially completed the service to the Department.
<b>Invoiced</b>	Vendor has submitted Invoice to the Department.
<b>Partially Invoiced</b>	Vendor has only submitted Invoice for a particular service or material, hence, partially invoiced.
<b>Obsoleted</b>	The previous version of PO which is considered expired. A new version of PO has been created due to changes or amendments made.
<b>Changed</b>	The new version of PO received by vendor that was amended and resubmitted.



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



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





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

SAP Business Network Standard Account
TEST MODE
?

Receipt: 5000000455 Done

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

Detail
History

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

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

**Receipt:**  
 Receipt No.: 5000000455  
 Receipt Date: 2 May 2024

Routing Status: Sent  
 Related Documents: 4500005701

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

**Comments**

---

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



### 3.1.3.4 Invoice Submission by Vendor

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.

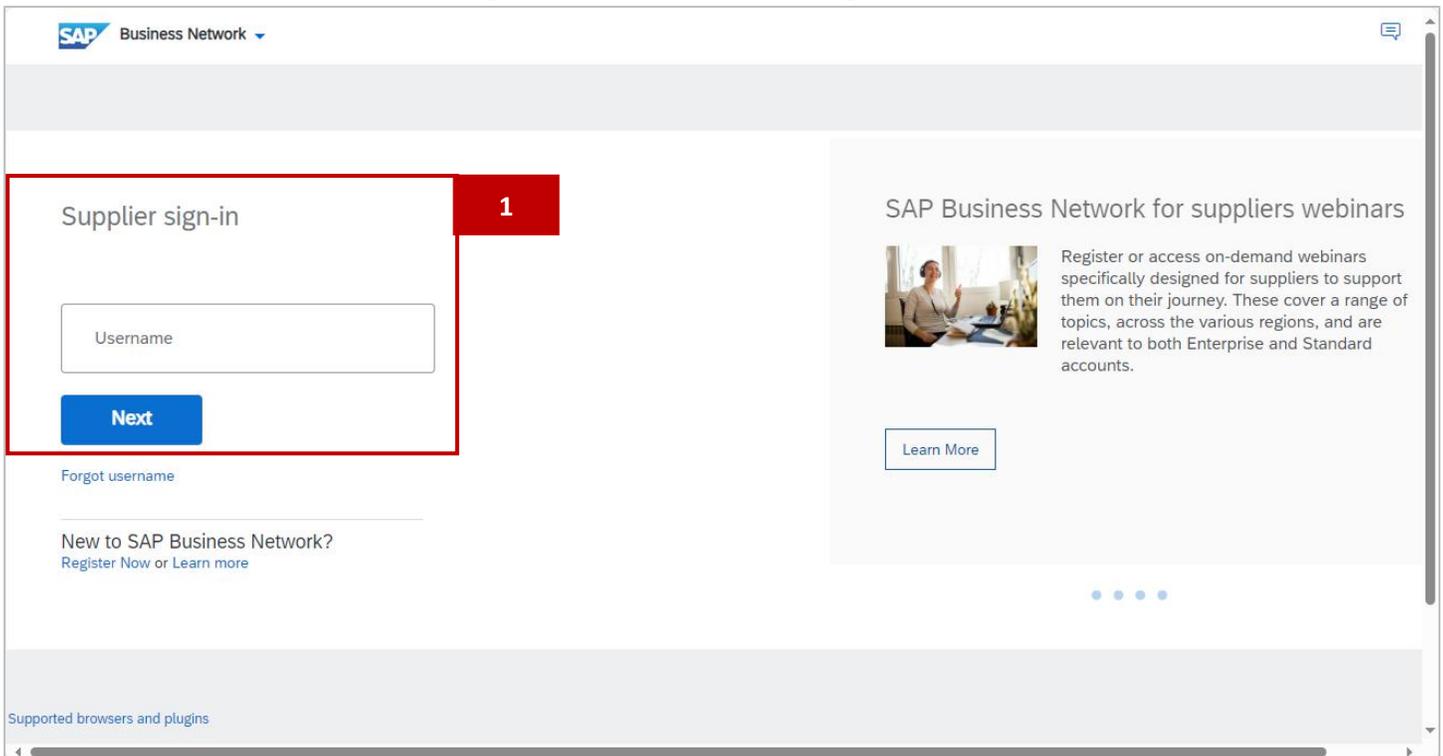
**Refer from section 3.1.3.3 Goods Received (GR) by Department.** This means the department has acknowledged that the Vendor had delivered the materials (goods).

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	<a href="http://supplier.ariba.com/">http://supplier.ariba.com/</a> (Business Network)

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

Note:

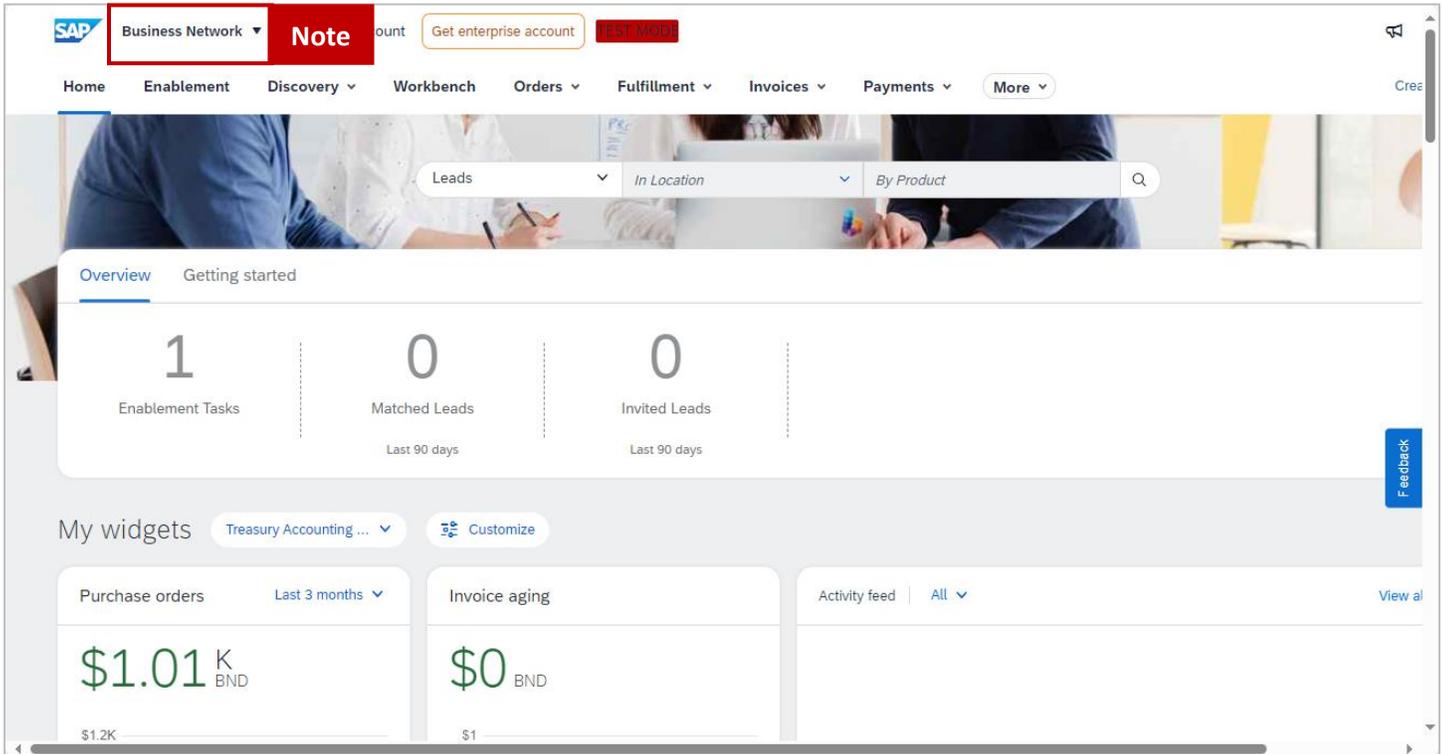
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



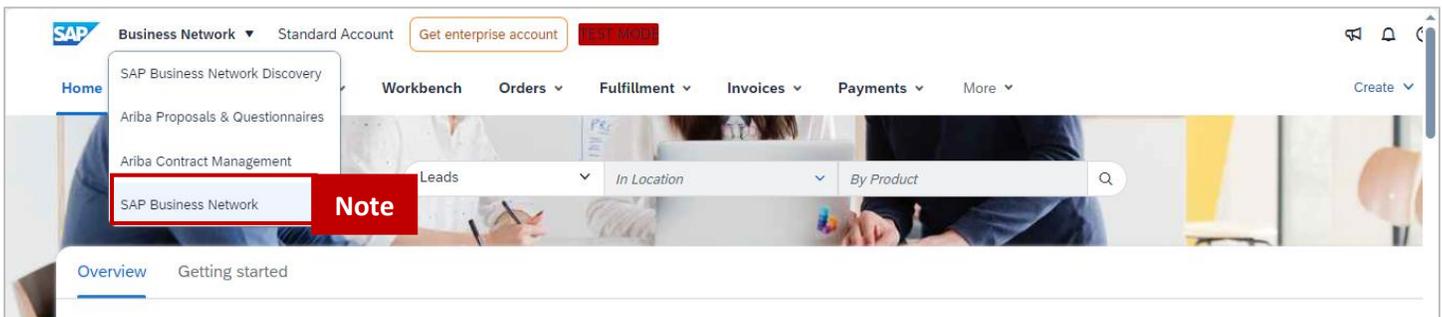


Outcome: Dashboard (Homepage) will be displayed.

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

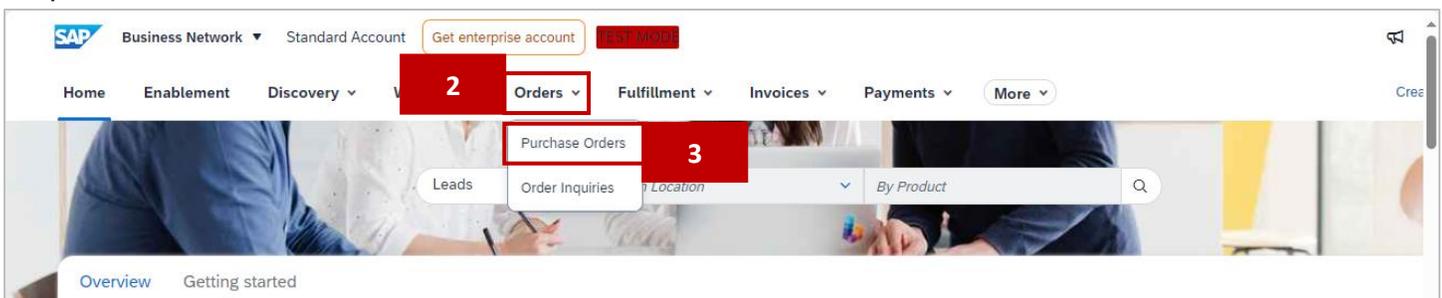


**Note:** Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



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

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





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

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

4

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



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

SAP Business Network Standard Account TEST MODE

Purchase Order: 4500005701 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

# TAFIS

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

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

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

Track Order

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

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



**Note:** Below are the list of statuses commonly encountered for Purchase Order (PO).

TERMS AND ABBREVIATIONS	DESCRIPTION
<b>New</b>	Vendor has not processed the order.
<b>Confirmed</b>	Vendor has agreed to fulfil the order.
<b>Shipped</b>	Vendor has submitted the Advanced Shipping Notice (ASN).
<b>Partially Shipped</b>	Vendor has created Advanced Shipping Notice (ASN) for some of the line items / Partial Quantity.
<b>Serviced</b>	Vendor has completed the service to the Department.
<b>Partially Serviced</b>	Vendor has partially completed the service to the Department.
<b>Invoiced</b>	Vendor has submitted Invoice to the Department.
<b>Partially Invoiced</b>	Vendor has only submitted Invoice for a particular service or material, hence, partially invoiced.
<b>Obsoleted</b>	The previous version of PO which is considered expired. A new version of PO has been created due to changes or amendments made.
<b>Changed</b>	The new version of PO received by vendor that was amended and resubmitted.



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

The screenshot shows the SAP Business Network interface for a purchase order (4500005701). The 'Create Invoice' button is highlighted with a red box, and a red box with the number '5' is placed over it. Other buttons visible include 'Create Order Confirmation', 'Create Ship Notice', and 'Done'.

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

The screenshot shows the SAP Business Network interface for a purchase order (4500005701). The 'Standard Invoice' button is highlighted with a red box, and a red box with the number '6' is placed over it. Other buttons visible include 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Done'.

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

The screenshot shows the 'Create Invoice' page in SAP Business Network. The page includes a header with 'Update', 'Save', 'Exit', and 'Next' buttons. Below the header is the 'Invoice Header' section, which contains a 'Summary' table with fields for Purchase Order, Invoice #, Invoice Date, Service Description, Supplier Tax ID, Remit To, and Bill To. A 'Tax' section is also visible, with radio buttons for 'Header level tax' and 'Line level tax', and a 'Category' dropdown menu. The 'Taxable Amount' is displayed as 10.00 BND.

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.
3. The Invoice Number should be limited to 16 characters only.



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

**Note:**

1. Original Vendor Invoice Number should be filled in.
2. Do not include Symbols in the Invoice Number (E.g: #, \$, \*)
3. No gaps or spaces between the alphanumeric characters of Invoice Number.
4. The Invoice Number should only be **limited to 16 characters only**.
5. The Invoice Number **cannot be reused if the invoice still exists**. i.e. not yet deleted by Department.

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

The screenshot shows the SAP Business Network 'Create Invoice' interface. At the top, it says 'SAP Business Network' and 'TEST MODE'. There are buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Invoice Header' section is expanded, showing a summary of the invoice. The 'Purchase Order' is 4500008032. The 'Invoice #' is ORIINV123456 and the 'Invoice Date' is 29 Aug 2024. A red box highlights these two fields with a red '7, 8' label. The summary section shows: Subtotal: 50.00 BND, Total Tax: 0.00 BND, Total Gross Amount: 50.00 BND, Total Net Amount: 50.00 BND, and Amount Due: 50.00 BND. The 'Remit To' section shows: TechFusion Innovations, Brunei-Muara, Brunei Darussalam, and Bill To: Kementerian Kewangan dan Ekonomi, 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.



MOFE Payment Unit requires the company's invoice to be uploaded for verification purposes. Thus, vendor needs 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.

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



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

**Attachments**

The total size of all attachments cannot exceed 100MB Remove

No file chosen

---

1 Line Items, 1 Included, 0 Previously Fully Invoiced

**Line Items**

**Insert Line Item Options**

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

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

**Pricing Details**

Price Unit:\*  Price Unit Quantity:\*

Unit Conversion:\*  Description:

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

**Attachments**

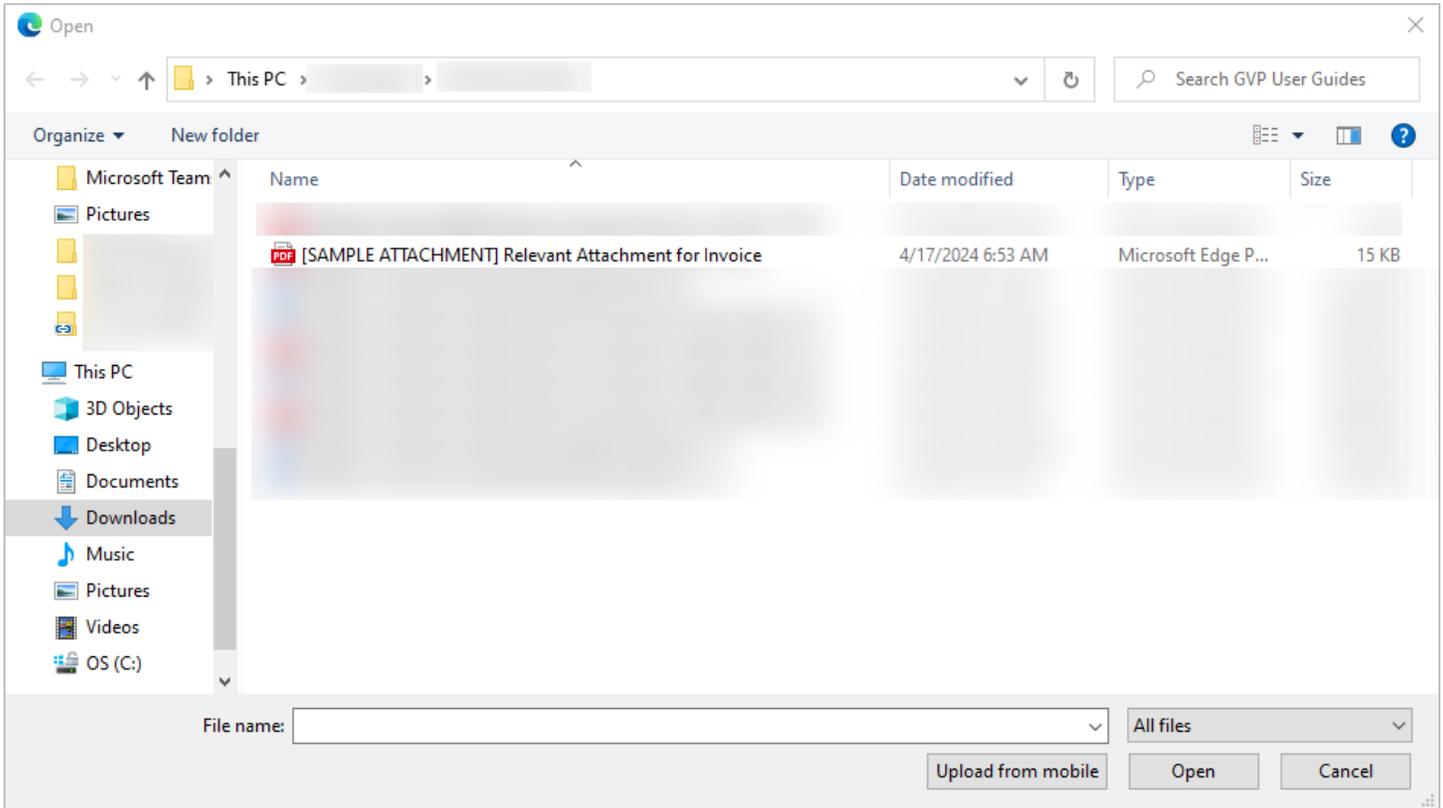
The total size of all attachments cannot exceed 100MB Remove

No file chosen

11

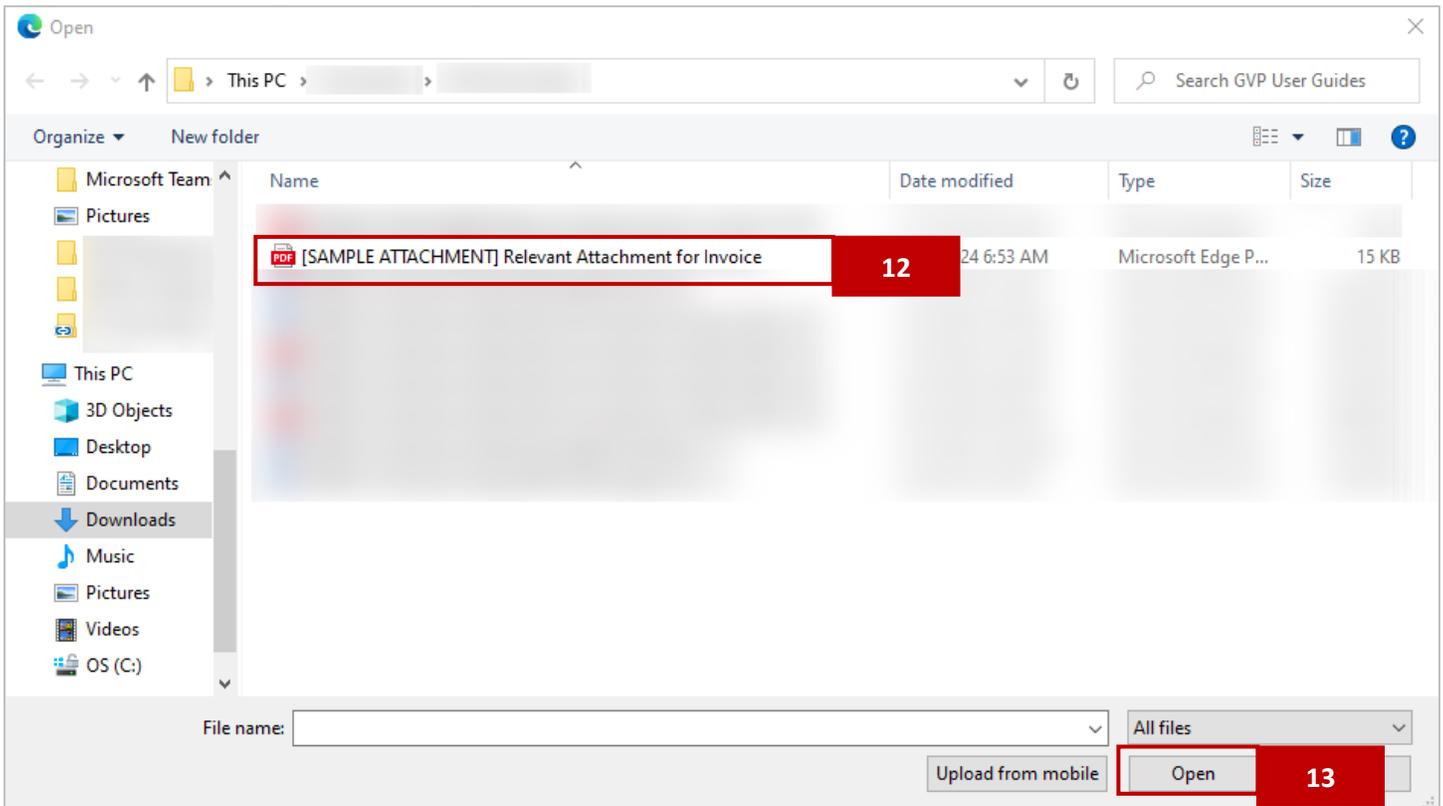


Outcome: Folders and documents from respective device will be displayed.



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

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





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

The screenshot shows the 'Attachments' section with the text 'The total size of all attachments cannot exceed 100MB'. Below this, there is a 'Choose File' button, a text input field containing '[SAMPLE AT...r Invoice.pdf]', and an 'Add Attachment' button. A 'Remove' link is visible in the top right corner.

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

This screenshot is identical to the previous one, but the 'Add Attachment' button is highlighted with a red box. A red box with the number '14' is overlaid on the right side of the 'Add Attachment' button.

Outcome: File attached to the Invoice.

The screenshot shows the 'Attachments' section with the text 'The total size of all attachments cannot exceed 100MB'. Below this, there is a 'Choose File' button with the text 'No file chosen' and an 'Add Attachment' button. A table lists the attached file:

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

Below the table, there is a 'Delete' button with a trash icon.

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.



**Note:** Please verify that the correct line items have been selected as shown in brief sample below. This can be applied to Partial Invoice.

Line Items are what Vendors will include to “claim” when submitting the Invoice to the department. These Line Items should be verified by Vendor.

For example: If Vendor is delivering two different materials on two separate timings; Vendor has only delivered item A, then Item B will be a week later, Vendor **should not** include when submitting the Invoice.

1. Inspect the Line Items and ensure that the toggle is **blue** in colour, if it is to be included.
2. Verify what is to be claimed with respective Departments.

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

---

**Insert Line Item Options**

Tax Category: 0% VAT / 0% tax
  Shipping Documents
  Special Handling
  Discount
 Add to Included Lines

---

NOTE 1

Include

Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
MATERIAL		A3 Paper	000000003000000919	500	RM	5.00 BND	2,500.00 BND

---

**Pricing Details**

Price Unit: \* 
 Price Unit Quantity: \*

Unit Conversion: \* 
 Description:

---

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input type="checkbox"/>	MATERIAL		A3 Paper	000000003000000919	0	RM	5.00 BND	0 BND

Excluded line items cannot be modified.



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

SAP Business Network TEST MODE GA

Create Invoice Update Save **15** Next

▼ Invoice Header \* Indicates required field Add to Header ▼

Summary

Purchase Order:	4500008032	Subtotal:	50.00 BND	<a href="#">View/Edit Addresses</a>
Invoice #:	<input type="text" value="ORIINV123456"/>	Total Tax:	0.00 BND	
Invoice Date:	<input type="text" value="29 Aug 2024"/>	Total Gross Amount:	50.00 BND	
Service Description:	<input type="text"/>	Total Net Amount:	50.00 BND	
Supplier Tax ID:	<input type="text"/>	Amount Due:	50.00 BND	

Remit To: TechFusion Innovations

Brunei-Muara  
Brunei Darussalam

Bill To: Kementerian Kewangan dan Ekonomi

Brunei Darussalam



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

**SAP Business Network** ?

Create Invoice Previous Save **Submit** Exit

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

Standard Invoice

---

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

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

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

**Proceed to step 16, once ready for Invoice submission.**

**Section: Shipping Information**

**SHIPPING INFORMATION:**

---

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



Section: Original Purchase Order

Original Purchase Order: 4500005701

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

**DETAILS**

**Pricing Details**

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

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

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

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

**Tax Summary**

**Tax Details:**

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

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

**Invoice Summary**

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

**Attachment(s):**

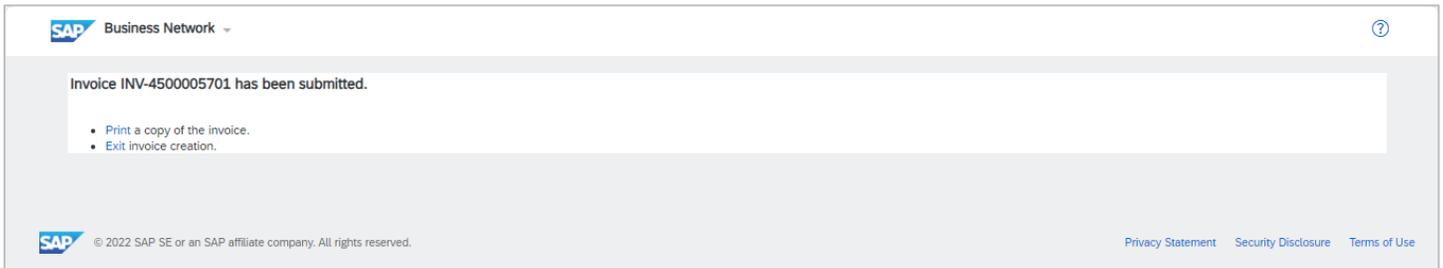
Name	Content Type
[SAMPLE ATTACHMENT] Relevant Attachment for Invoice.pdf	application/pdf



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

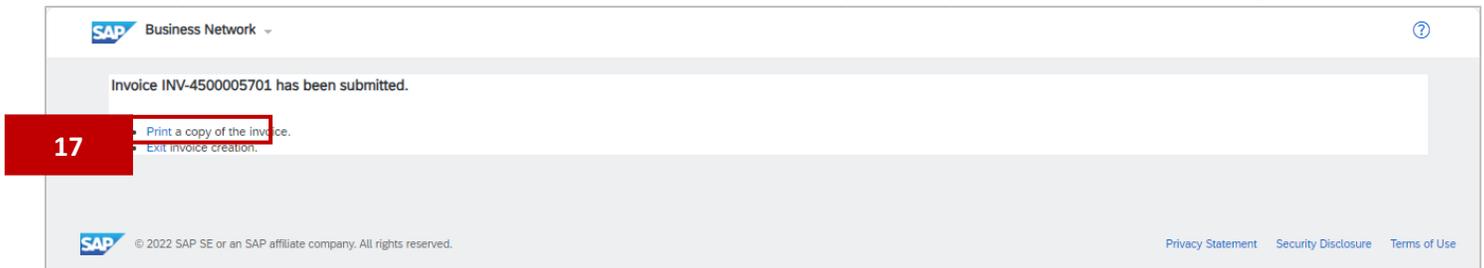


Outcome: Invoice has been submitted.



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

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





Outcome: Print pop-up will be displayed.

**Print** ?

Total: 2 sheets of paper

---

**Printer**

Corporate Printer ▼

---

**Copies**

1

---

**Layout**

Portrait

Landscape

---

**Pages**

All

Odd pages only

Even pages only

Print
Cancel

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

"Copy Invoice - This is not a TAX Invoice"

Attachment(s)

---

Standard Invoice

---

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

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

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

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

**Print** ?

Total: 2 sheets of paper

---

**Printer**

Corporate Printer ▼

---

**Copies**

1

---

**Layout**

Portrait

Landscape

---

**Pages**

All

Odd pages only

Even pages only

Print
Cancel

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

"Copy Invoice - This is not a TAX Invoice"

Attachment(s)

---

Standard Invoice

---

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

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

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

18



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

SAP Business Network

Invoice INV-4500005701 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.

SAP Business Network

Invoice INV-4500005701 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

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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

Purchase Order: 4500005701 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

**TAFIS**

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

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

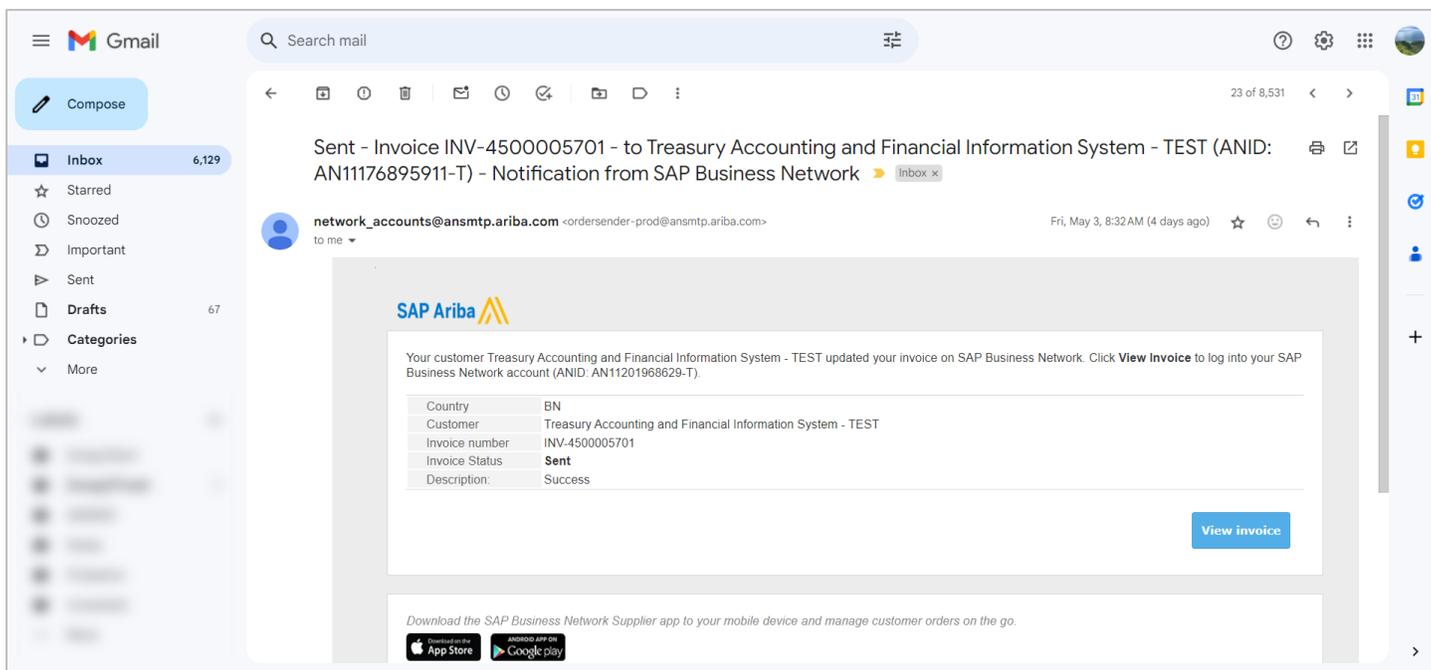
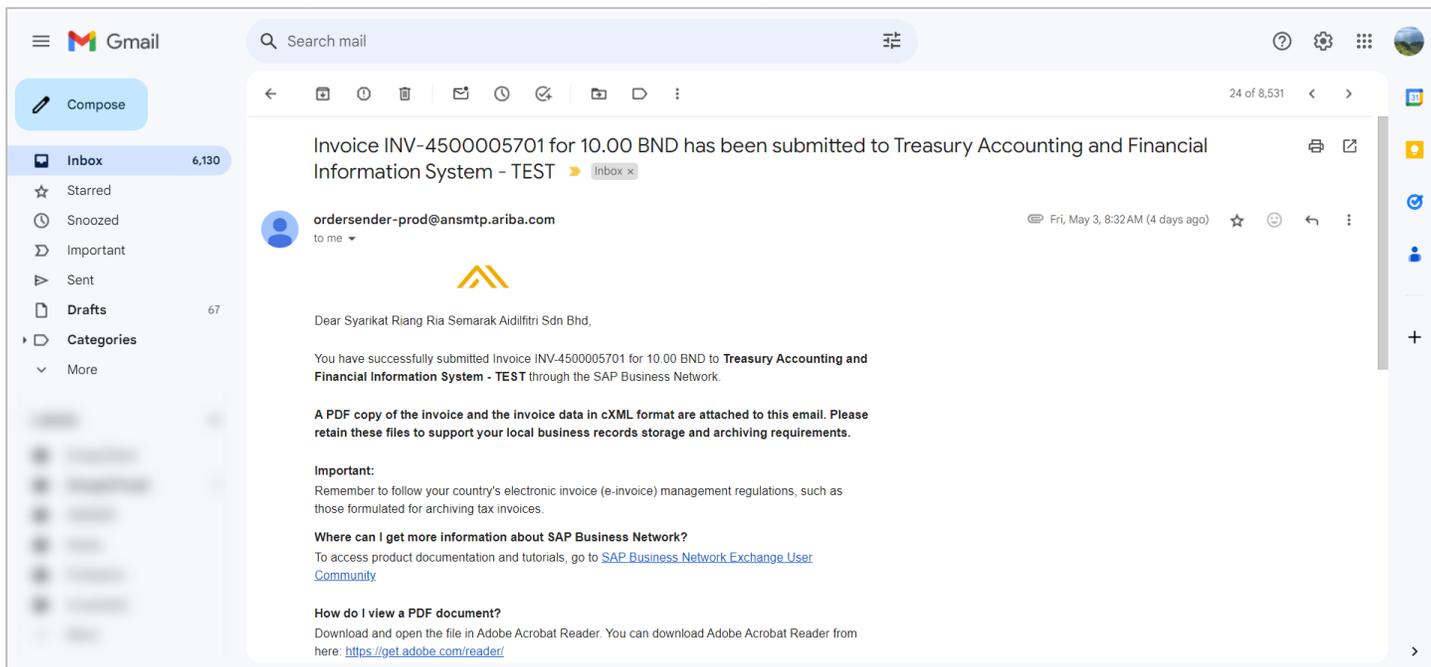
**Status** Purchase Order (Invoiced) 4500005701 Amount: 10.00 BND Version: 1 Track Order

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

Routing Status: Acknowledged External Document Type: Std PO f/ NonWarrant (ZNB) Related Documents: INV-4500005701 500000455 ASN-4500005701



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





### 3.1.3.5 Invoice Cancellation by Vendor

**As of 1<sup>st</sup> July 2025**, the Invoice Cancel button is **removed** from the Government Vendor Portal (GVP). Thus, to cancel an invoice submitted to a department, please follow the instructions below.

Step 1: **Vendor** must **directly liaise** with the **Department** to **cancel (delete)** their invoice.

Step 2: **Department** must locate and **delete the invoice** from the system.

Step 3: Once invoice has been successfully cancelled (deleted), only then Vendor can submit an invoice for the same PO. **Refer from section 3.1.3.4 Invoice Submission by Vendor.**

**Note:**

- Only **Department** can **delete** the submitted invoices.
- If the **Department cannot locate the invoice** in their system, **Department must raise a ticket** to TAFIS PPP ([tafis.ppp@mofe.gov.bn](mailto:tafis.ppp@mofe.gov.bn)) to **request assistance with the invoice deletion.**
- **Departments** are **strongly advised** to include the **Vendor representative** in the **email loop (CC)** when raising a ticket.
- **Vendors** are **strongly advised to verify invoice details** and attachments (e.g. invoice number, amount, line items, supporting documents) **prior to submission.**
- If the **Vendor is unable to submit the invoice, Vendor must raise a ticket** to TAFIS PPP ([tafis.ppp@mofe.gov.bn](mailto:tafis.ppp@mofe.gov.bn)) to **request assistance with the issues encountered.** Examples of issues may include incorrect reflected amount (still consumed) in GVP or the invoice button is missing or greyed out.



### 3.1.4 View Procurement Documents in GVP

#### 3.1.4.1 Find and View Confirmed Orders

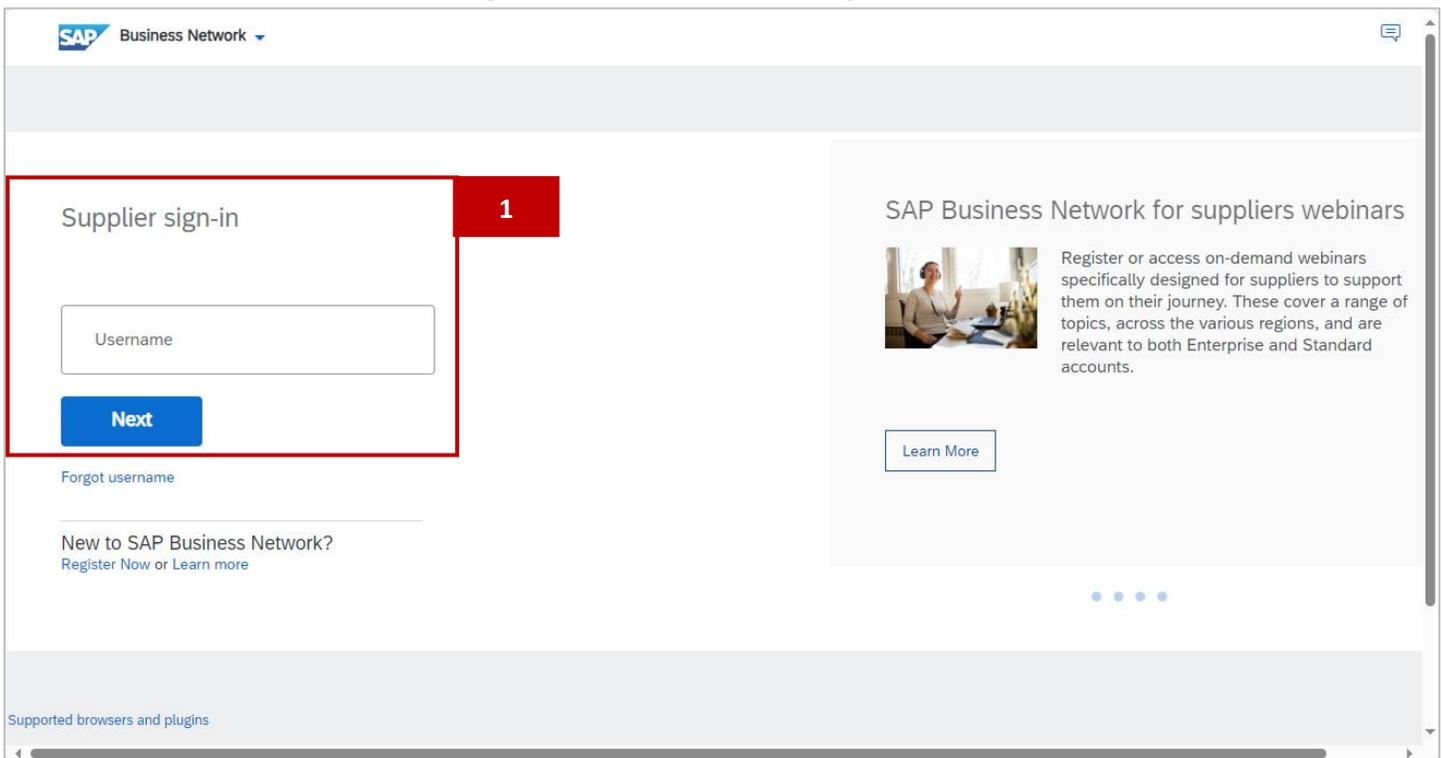
Vendor can view the Order Confirmations in Government Vendor Portal (GVP).

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	<a href="http://supplier.ariba.com/">http://supplier.ariba.com/</a> (Business Network)

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

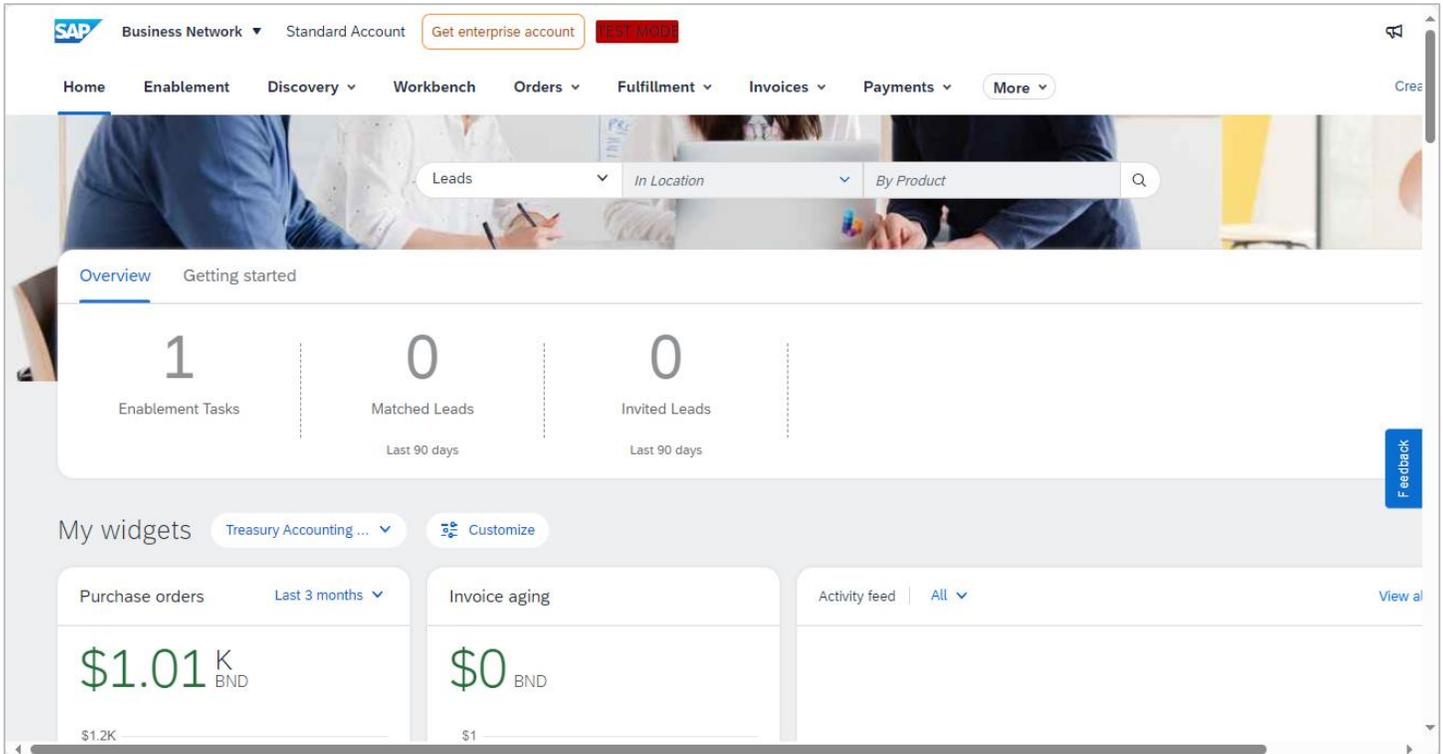
Note:

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

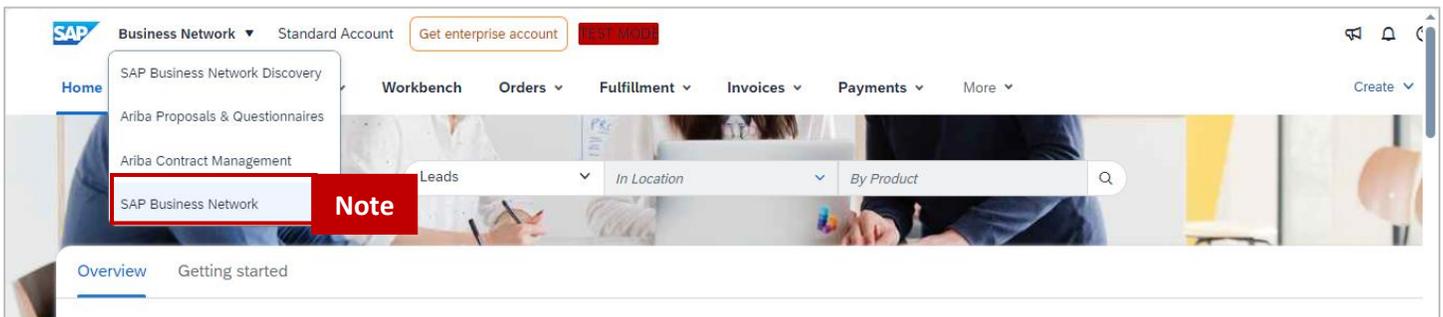




Outcome: Dashboard (Homepage) will be displayed.



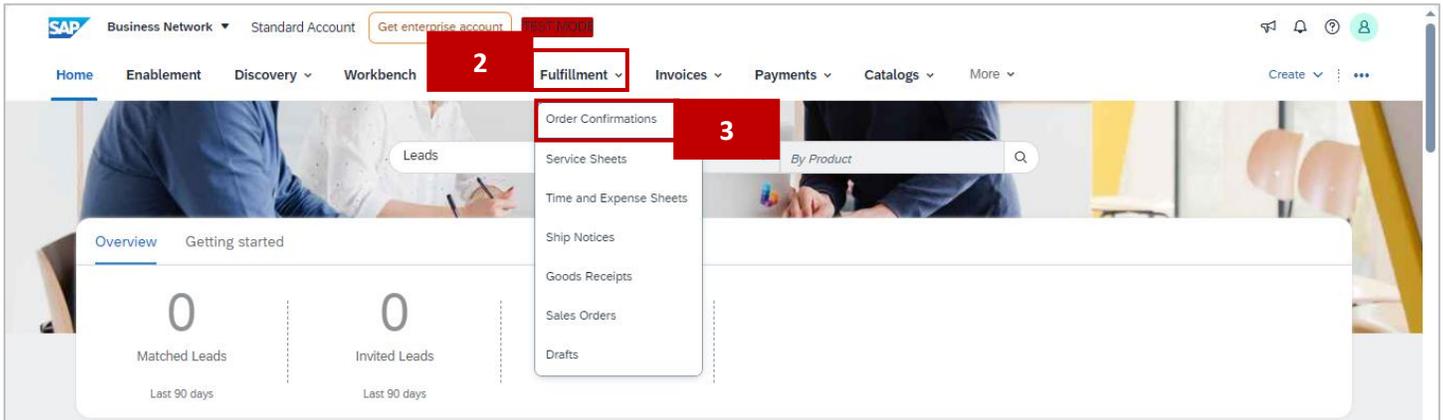
**Note:** Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



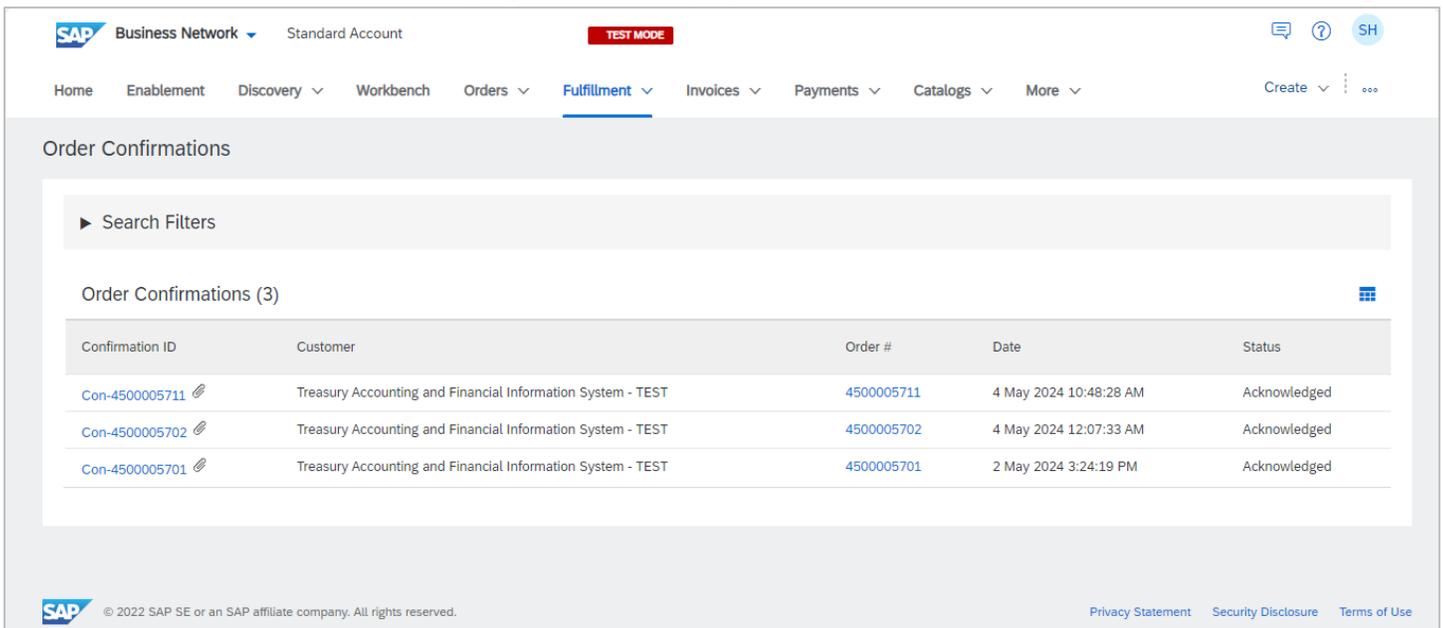


Step 2: Click on **Fulfillment** dropdown button.

Step 3: Click on Order Confirmations.



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





Note:

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

The screenshot shows the SAP Business Network interface in 'TEST MODE'. The 'Fulfillment' menu is active, displaying a table of 'Order Confirmations (3)'. The table has columns for Confirmation ID, Customer, Order #, Date, and Status. Three rows are visible, all for 'Treasury Accounting and Financial Information System - TEST'. A red box labeled 'Note 1' highlights the Confirmation ID 'Con-4500005711' in the first row. Another red box labeled 'Note 2' highlights the Order # '4500005711' in the same row.

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

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

This screenshot is identical to the previous one, showing the 'Order Confirmations' table. A red box labeled '4' highlights the Confirmation ID 'Con-4500005711' in the first row, indicating the step to click on it to open the document.

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



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

SAP Business Network Standard Account TEST MODE

Order Confirmation: Con-4500005711 Done

Print Export cXML

Detail History

Attachment(s)

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

Line Items

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

Scroll down the page to view remaining PO confirmation details.

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

Line Items

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

Attachment(s):

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

Print Export cXML Done



### 3.1.4.2 Find and View Advanced Shipping Notice (ASN)

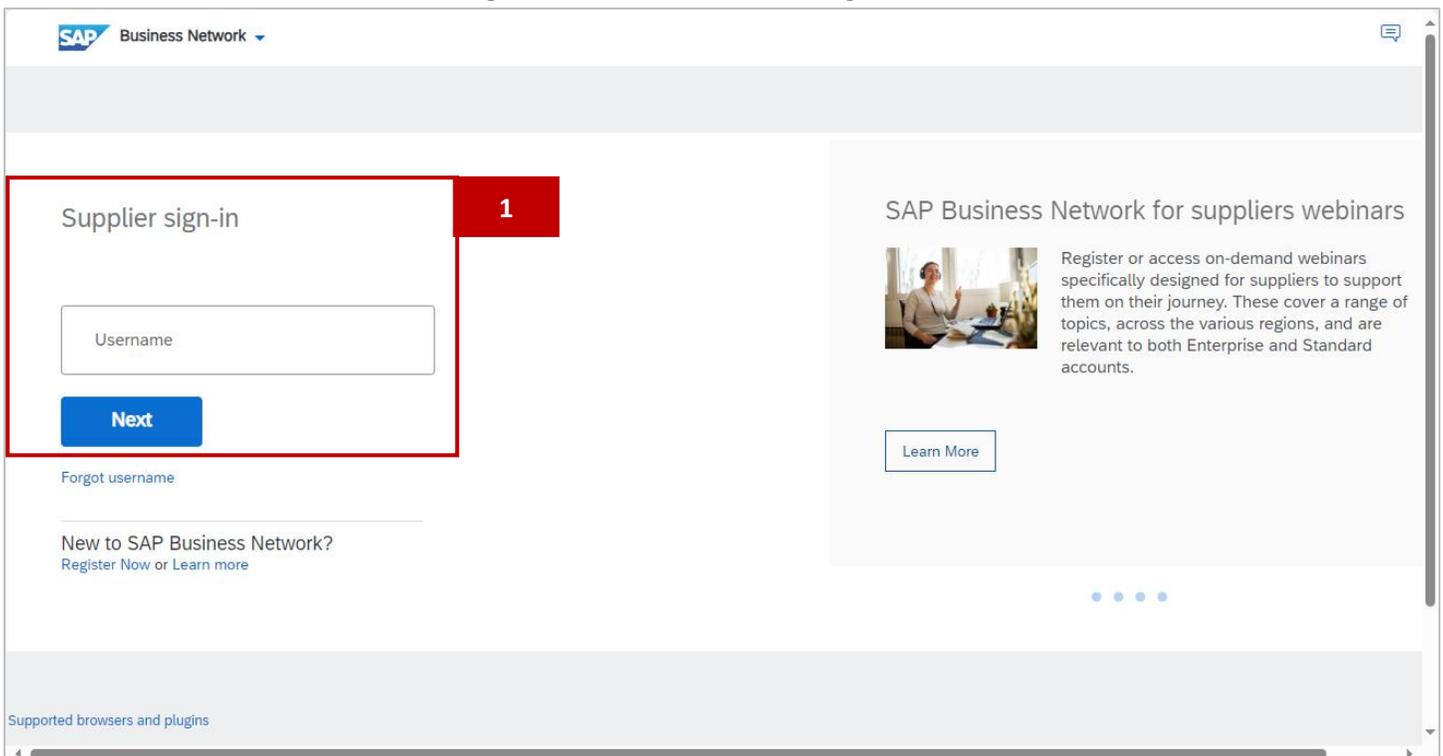
Vendor can view the Advanced Shipping Notice (ASN) / Ship Notices in Government Vendor Portal (GVP).

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	<a href="http://supplier.ariba.com/">http://supplier.ariba.com/</a> (Business Network)

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

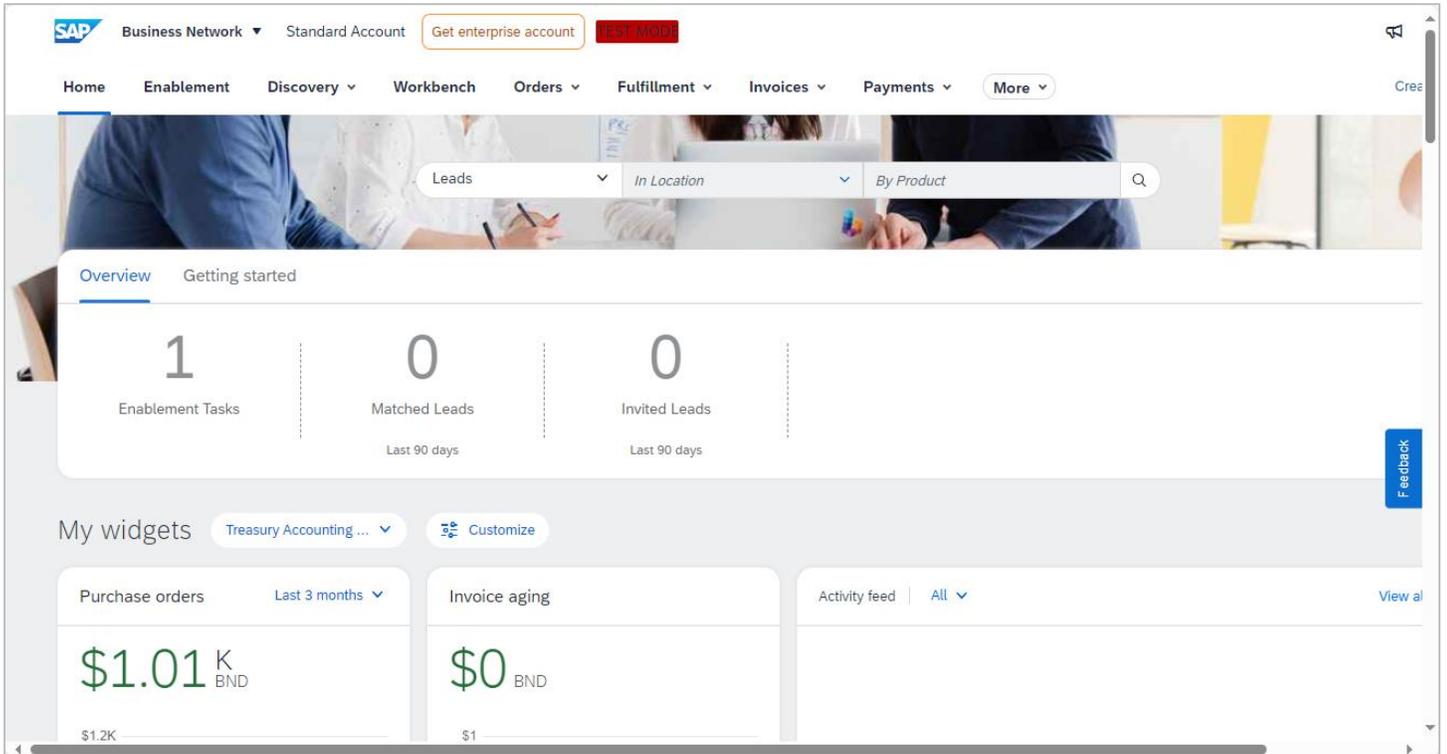
Note:

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

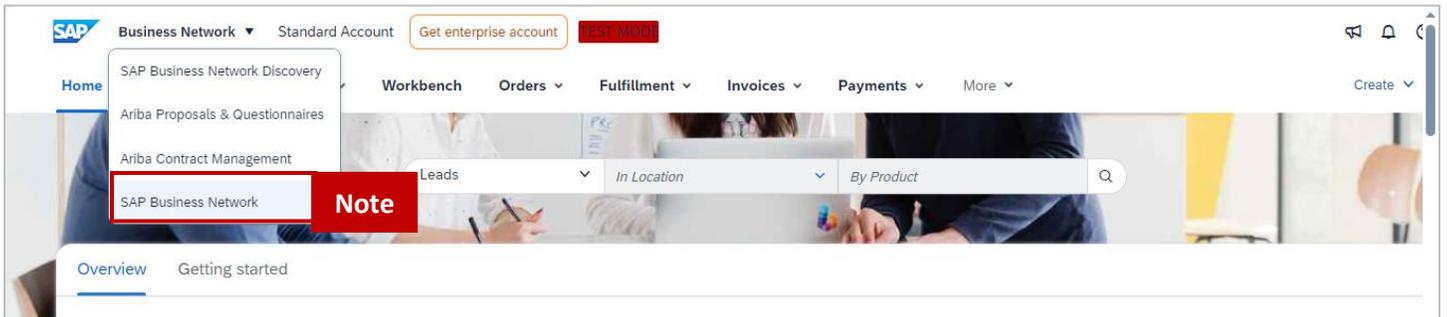




Outcome: Dashboard (Homepage) will be displayed.



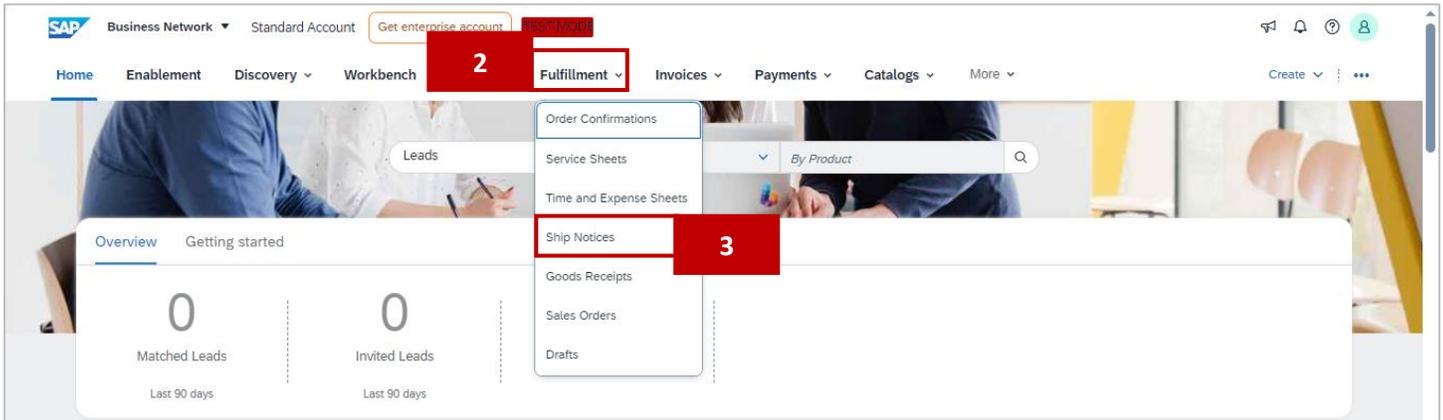
**Note:** Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



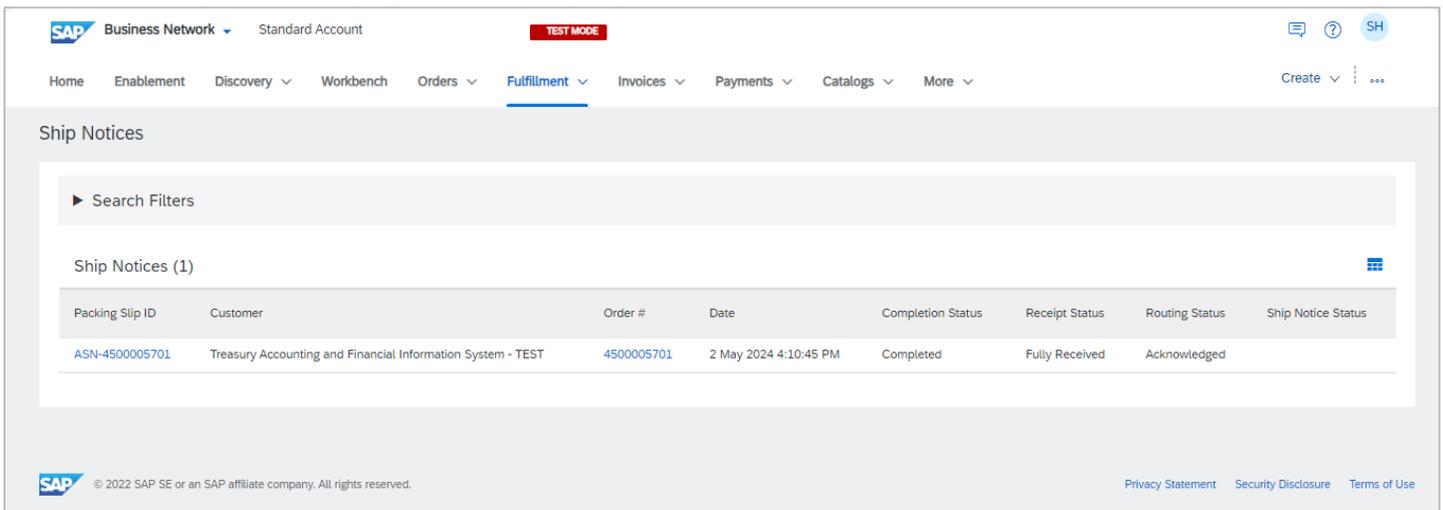


Step 2: Click on **Fulfillment** dropdown button.

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

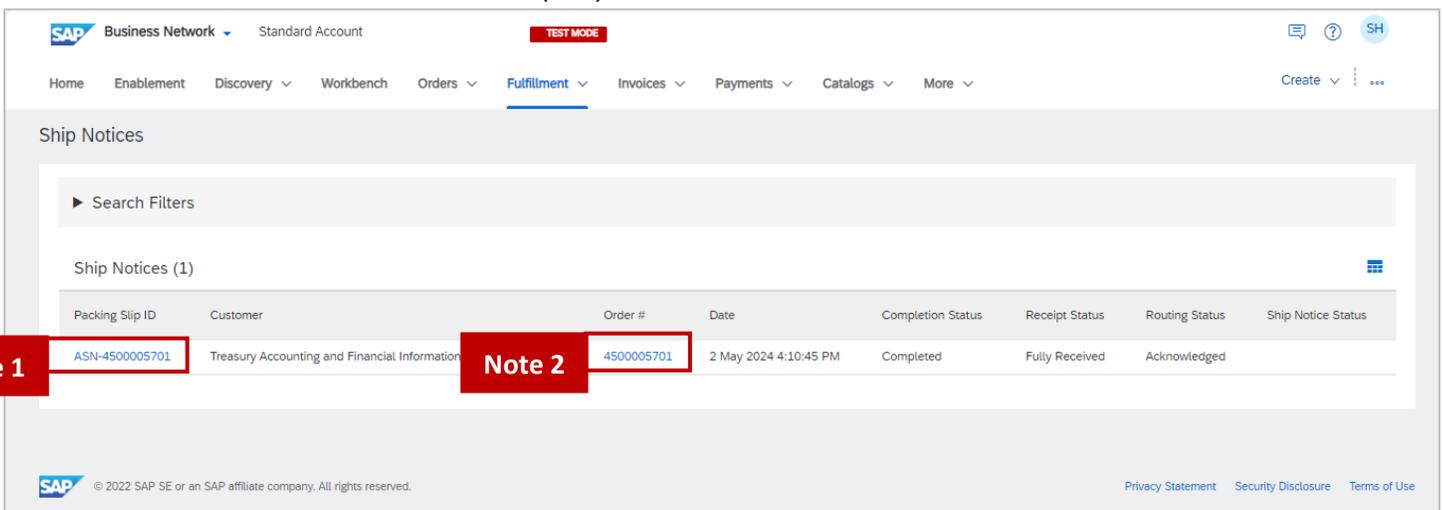


Outcome: **Ship Notices** page will be displayed.



Note:

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





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

SAP Business Network | Standard Account | TEST MODE

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

Ship Notices

Search Filters

Ship Notices (1)

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

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

SAP Business Network | Standard Account | TEST MODE

Ship Notice: ASN-4500005701 | Done

Print | Export cXML

Detail | History

**SHIP FROM**

Syarikat Riang Ria Semarak  
Aidilfitri Sdn Bhd

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

**DELIVER TO**

KEMENTERIAN KEWANGAN &  
EKONOMI

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

**SHIPPING**

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

Related Documents: [4500005701](#)  
[5000000455](#)

**TRACKING**  
 Tracking information not provided.

**STATUSES BASED ON GOODS RECEIPT**

Completion Status: Completed  
 Receipt Status: Fully Received

**SHIP NOTICE TRACKING**



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

SHIP NOTICE TRACKING

Execution status: None  
Estimated arrival date: --

Gross Volume: --  
Gross Weight: --

Receipt Status: -- Fully Received

**ADDITIONAL INFORMATION**  
*Additional information not provided.*

Order Items [Show Item Details](#)

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

**SHIPMENT STATUS**

1. **Shipped 1** [Show Details](#)

Received Quantity: 1 RM  
 Returned Quantity:  
 Goods Receipt Status: Completed

**Pricing Details**

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

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



### 3.1.4.3 Find and View Goods Received (GR)

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

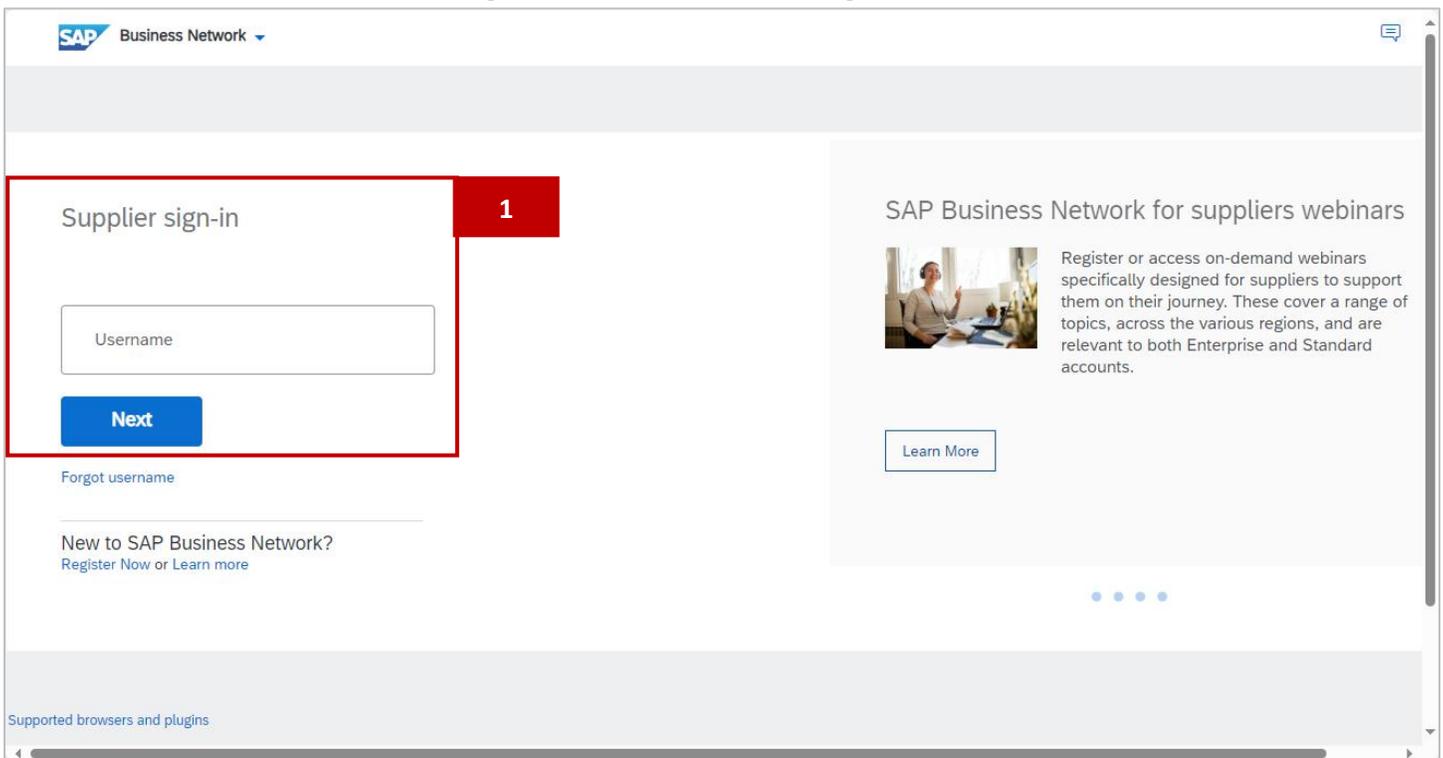
In the system, Goods Received is also known as Goods Receipt.

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	<a href="http://supplier.ariba.com/">http://supplier.ariba.com/</a> (Business Network)

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

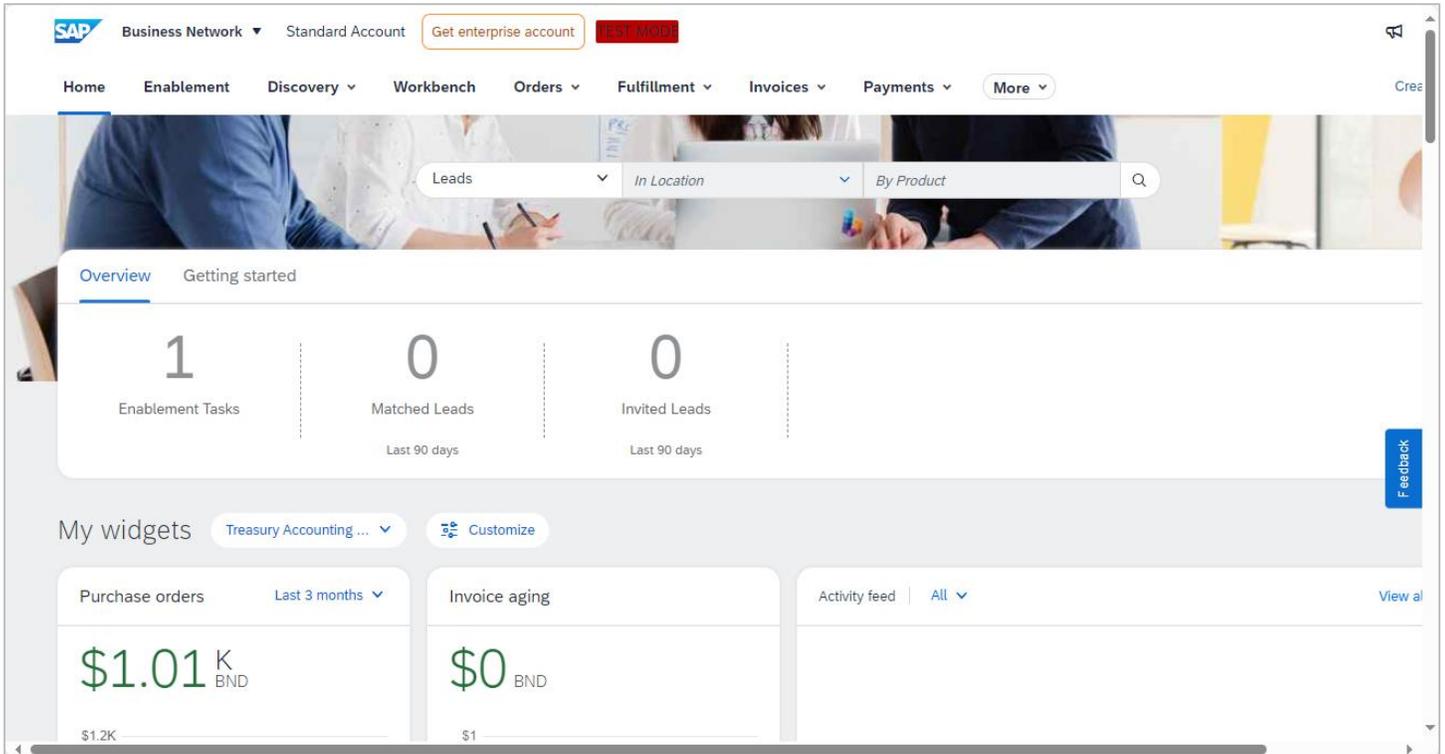
Note:

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

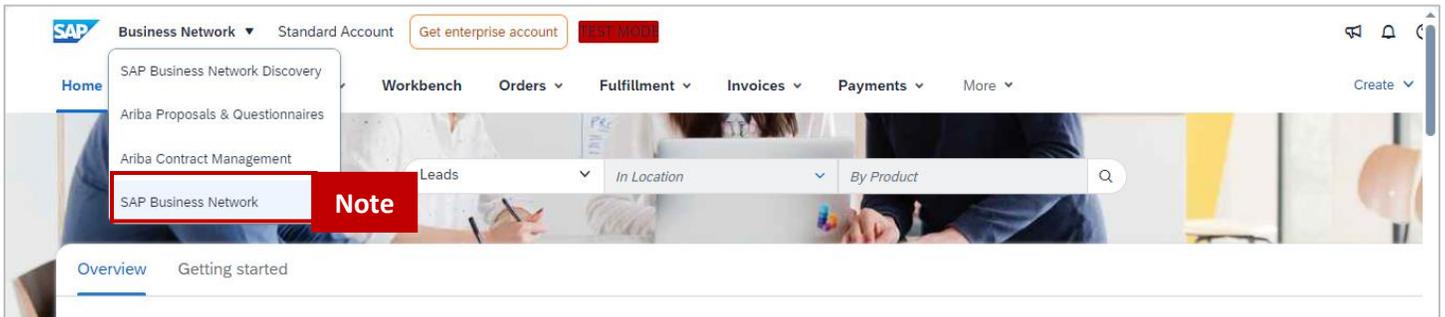




Outcome: Dashboard (Homepage) will be displayed.



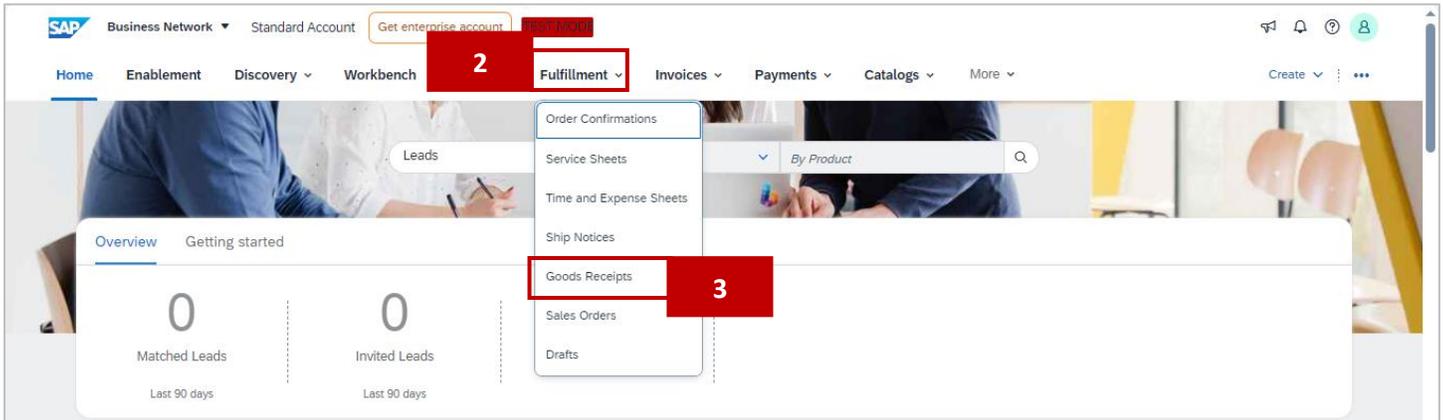
**Note:** Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



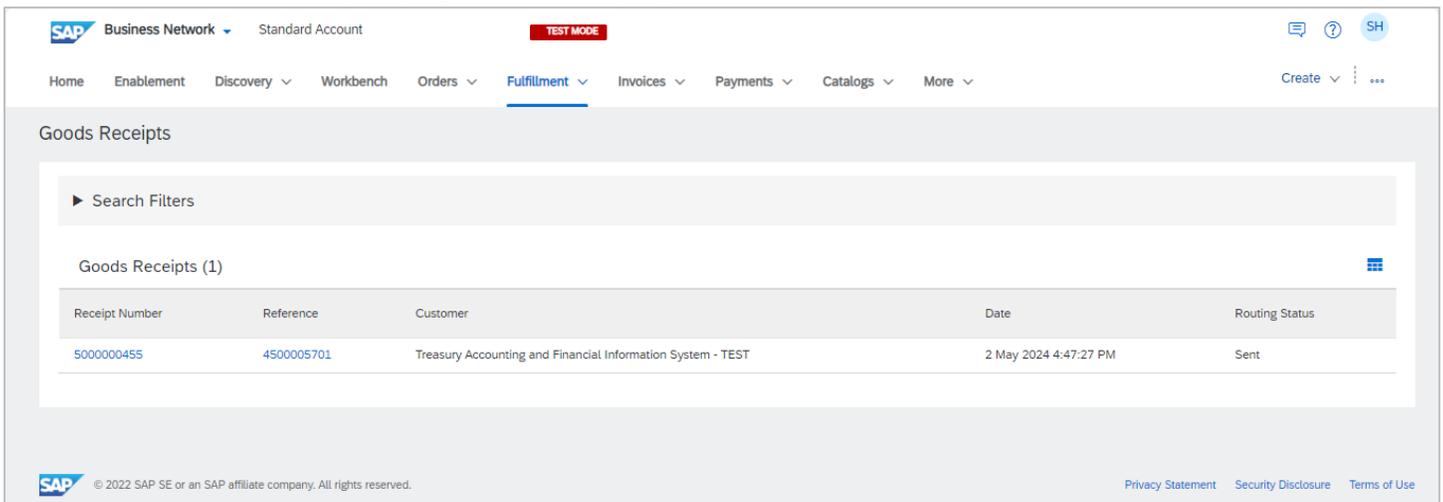


Step 2: Click on **Fulfillment** dropdown button.

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

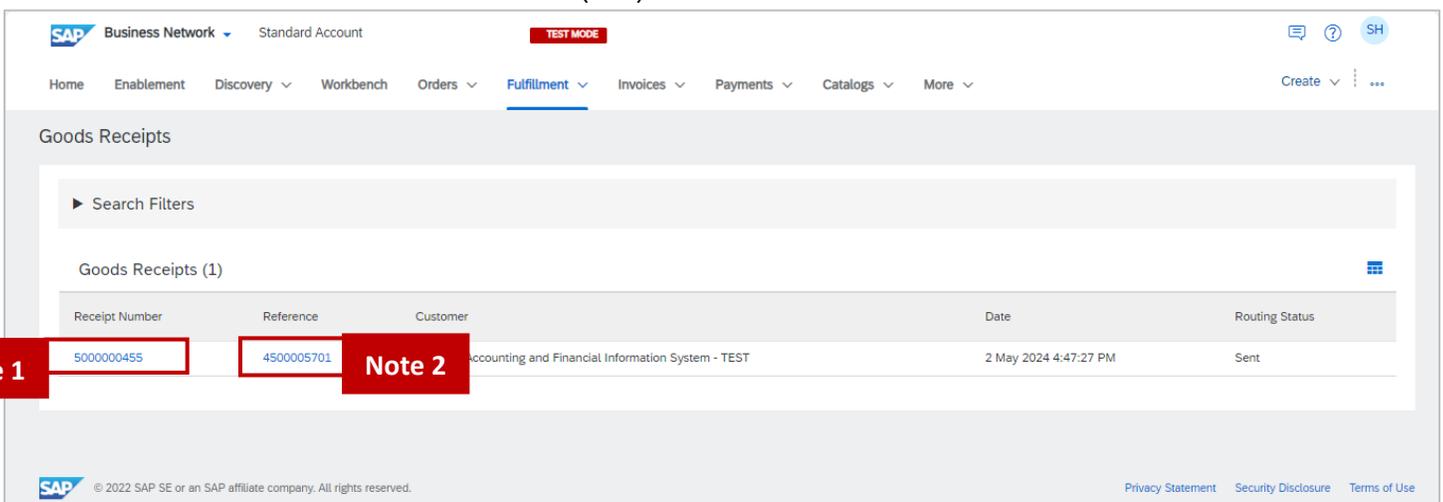


Outcome: **Goods Receipts** page will be displayed.



Note:

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





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

SAP Business Network Standard Account TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Goods Receipts

Search Filters

Goods Receipts (1)

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

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

SAP Business Network Standard Account TEST MODE

Receipt: 500000455 Done

Print | Export cXML

Detail History

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

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

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

Routing Status: Sent  
 Related Documents: 4500005701

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

**Comments**

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



### 3.1.4.4 Find and View Invoice

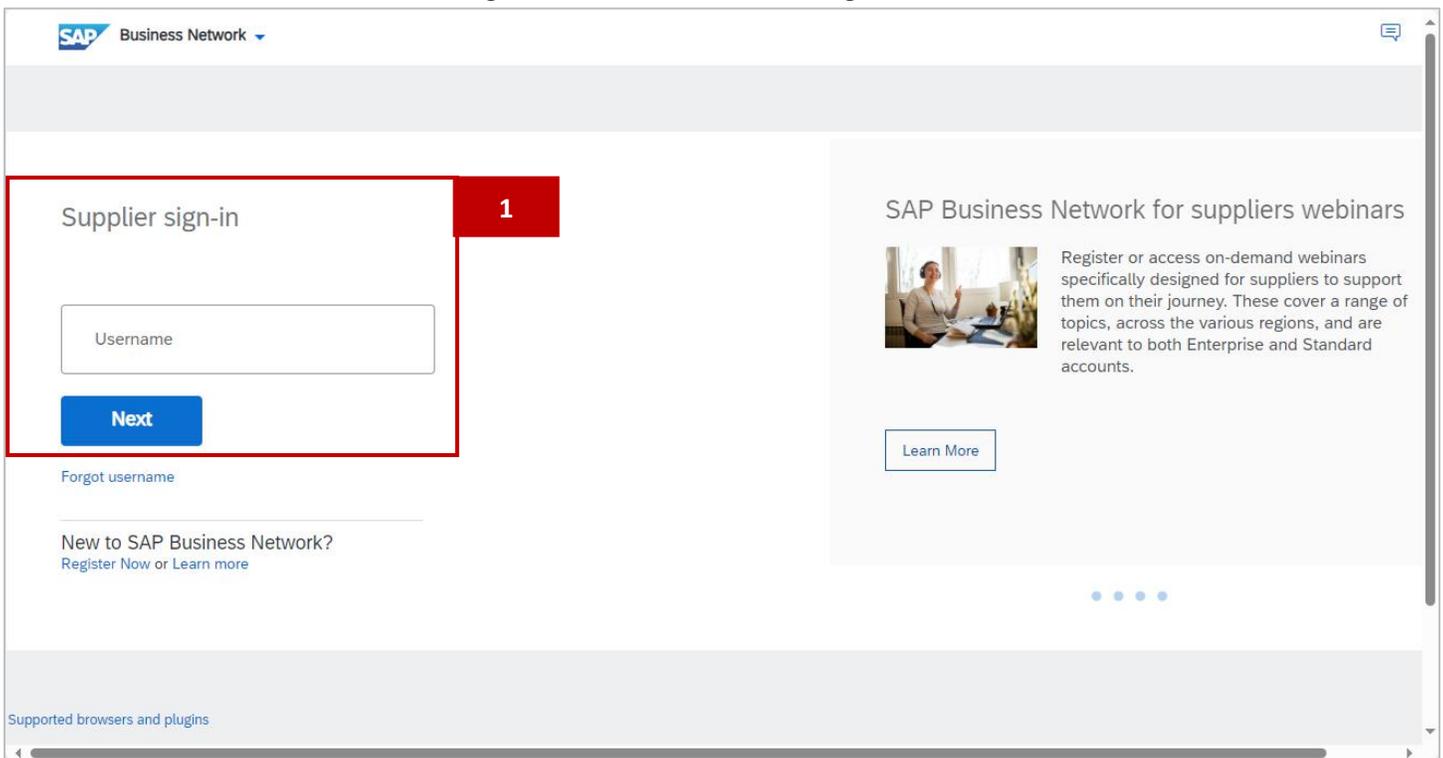
Vendor can view the Invoice in Government Vendor Portal (GVP).

<b>User Role</b>	Supplier (Vendor)
<b>Link</b>	<a href="http://supplier.ariba.com/">http://supplier.ariba.com/</a> (Business Network)

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

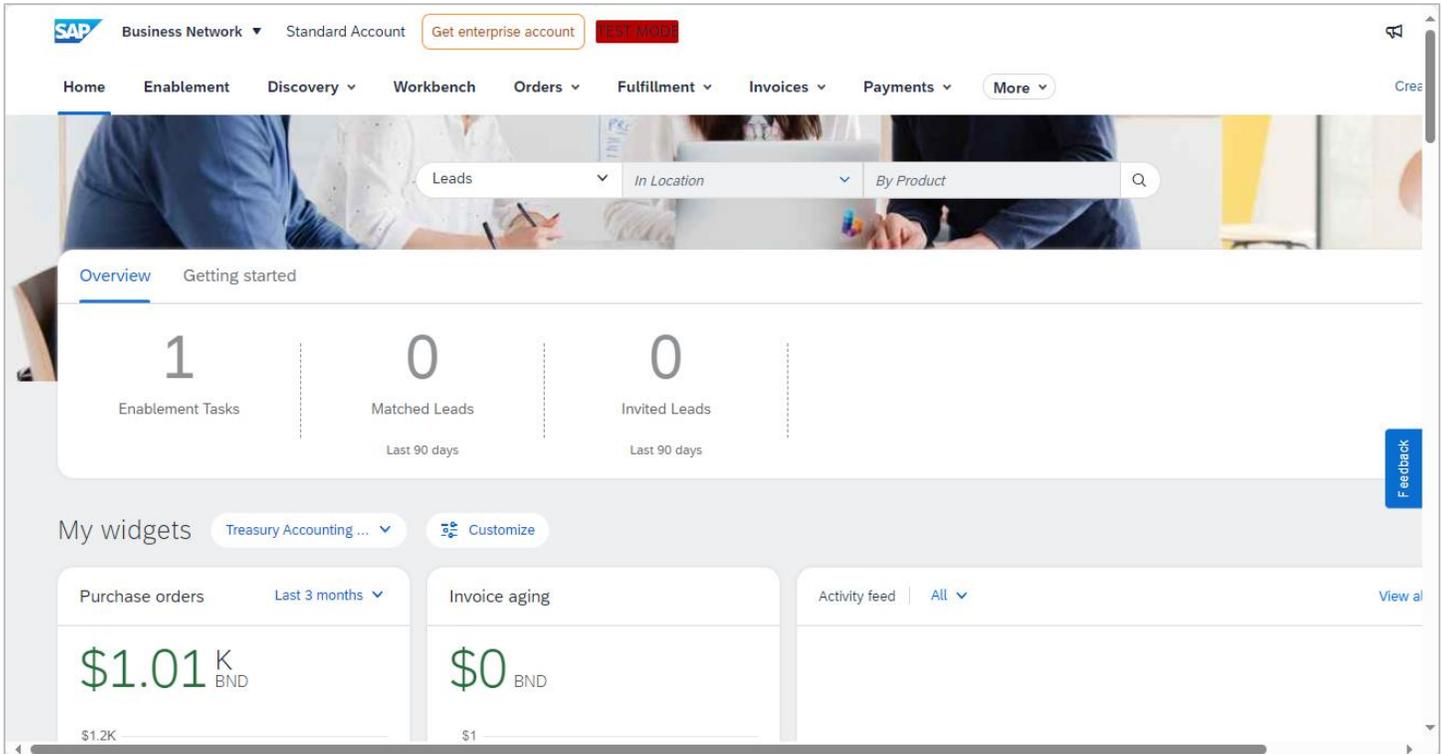
Note:

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

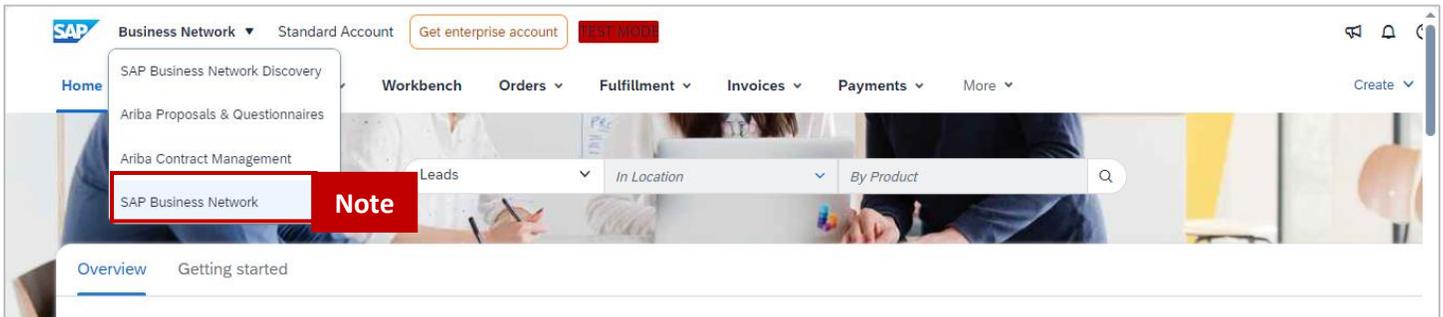




Outcome: Dashboard (Homepage) will be displayed.



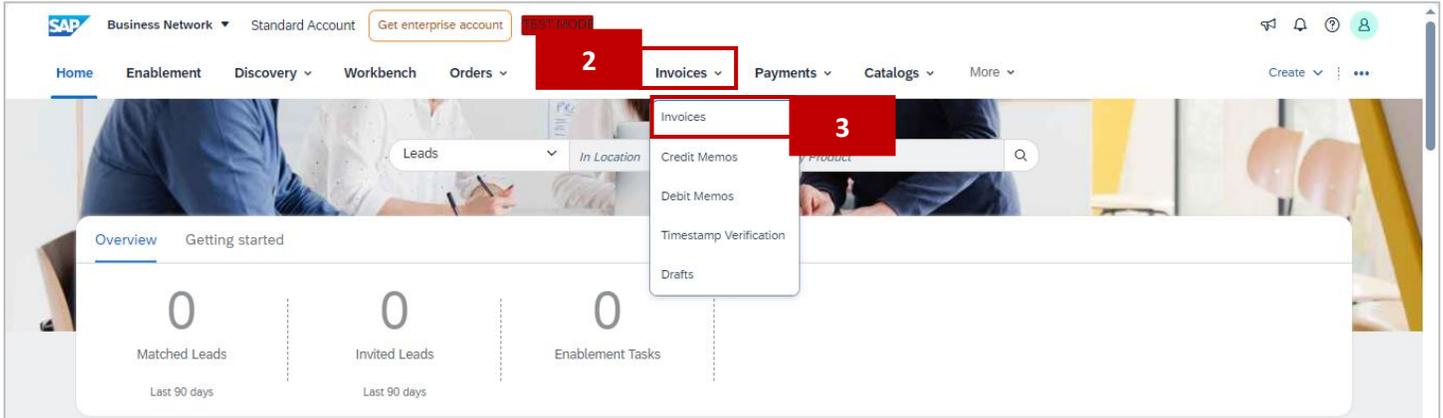
**Note:** Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



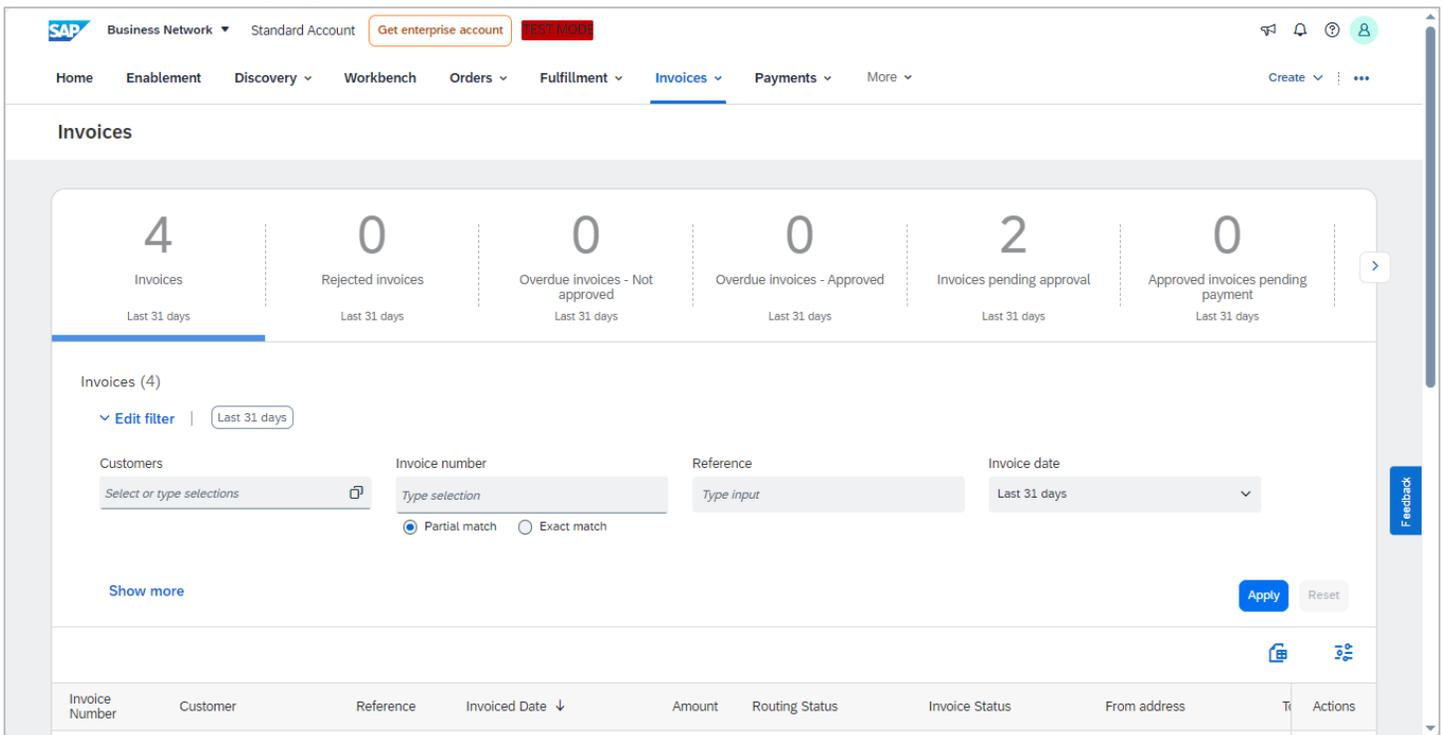


Step 2: Click on **Fulfillment** dropdown button.

Step 3: Click on **Invoices**.



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





Scroll down the page to view remaining PO Invoice details.

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

Note:

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

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

Note 1

Note 2

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

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

4



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

SAP Business Network
Standard Account
TEST MODE
?

Invoice: INV-4500005711 Done

Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Attachment(s)

**Standard Invoice**

<p><b>Status</b></p> <p>Invoice: Sent                  Routing: Acknowledged                  Invoice Number: INV-4500005711                  Invoice Date: Saturday 4 May 2024 11:37 AM GMT+08:00                  Original Purchase Order: 4500005711                  Submission Method: Online                  Origin: Supplier                  Source Document: Order</p>	<p><b>Subtotal:</b> 50,000.00 BND</p> <p>Total Tax: 0.00 BND</p> <p>Total Gross Amount: 50,000.00 BND</p> <p>Total Net Amount: 50,000.00 BND</p> <p><b>Amount Due: 50,000.00 BND</b></p>
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<p><b>REMIT TO:</b></p> <p>Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd</p> <p>Postal Address:                  No. 1 Jalan Sana,                  Jalan Sini                  Brunei-Muara BC1234                  Brunei Darussalam</p>	<p><b>BILL TO:</b></p> <p>Ministry of Finance and Economy</p> <p>Postal Address:                  Commonwealth Drive                  223910                  Brunei Darussalam                  Address ID: SD</p>	<p><b>SUPPLIER:</b></p> <p>Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd</p> <p>Postal Address:                  No. 1 Jalan Sana,                  Jalan Sini                  Brunei-Muara BC1234                  Brunei Darussalam</p>
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Scroll down the page to view remaining PO Invoice details.

Invoice Summary

**Subtotal: 50,000.00 BND**

Total Tax: 0.00 BND

Total Gross Amount: 50,000.00 BND

Total Net Amount: 50,000.00 BND

**Amount Due: 50,000.00 BND**

**Attachment(s):**

Name	Type
[SAMPLE_ATTACHMENT]_Relevant_Attachment_for_Invoice.pdf	application/pdf

Copy This Invoice Cancel Print Download PDF Export cXML

Done

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