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

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

|||

SUPPLIER (VENDOR)

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1. Introduction

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

Should you have any inquiries or require additional assistance with the user guide materials, please contact **TAFIS Pusat Perkhidmatan Pelanggan (PPP) 741 9444**, **747 9444**, **743 5444**, **746 1444**, **744 4077 & 744 4577** or e-mail at <u>tafis.ppp@mofe.gov.bn</u>.

2. Glossary

The following terms and abbreviations are used frequently.

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

Table 1 Glossary

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

TERMS AND ABBREVIATIONS	DESCRIPTION				
New	Vendor has not processed the order.				
Confirmed	Vendor has agreed to fulfil the order.				
Shipped	Vendor has submitted the Advanced Shipping Notice (ASN).				
Partially Shipped	Vendor has created Advanced Shipping Notice (ASN) for some of the line items / Partial Quantity.				
Serviced	Vendor has completed the service to the Department.				
Partially Serviced	Vendor has partially completed the service to the Department.				
Invoiced	Vendor has submitted Invoice to the Department.				
Partially Invoiced	Vendor has only submitted Invoice for a particular service or material, hence, partially invoiced.				
Obsoleted	The previous version of PO which is considered expired. A new version of PO has been created due to changes or amendments made.				
Changed	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
	Commerce Automation (CA)
3.1.1	Establish Trading Relationship Request (TRR) for Purchase Order (PO)
3.1.2	View and Download or Print Purchase Order (PO)
3.1.3	Procurement of Materials
3.1.4	View Procurement Documents in GVP

Table 2 List of System Activities

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



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Process Overview: View and Print Purchase Order (PO)





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



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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.

upplier (Vendor)
ık

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.

AMPLE ONLY 🕴 🔍 🍕 🖿	D :		2 of 9	<	>
Treasury Accounting and Financial	Information System sent a new Purchase Orde	er 4500005272 Inbox × 1		8	Ľ
"Treasury Accounting and Financial Information S to me 🔻	stem :ordersender-prod@ansmtp.ariba.com>	@ Mar 29, 2024, 10:49PM (3 hours ago)	* 🙂	¢	:
	AFIS				
	A new purchase order from Treasury Accounting Financial Information System is waiting response on SAP Business Network.	and for your			
	Hello Sample Vendor 01 Treasury Accounting and Financial Information System would like connect with us on SAP Business Network.	ce to invite you to			
	To access the purchase order, please click on process order and register on Network for free account Click Process order to register and connect	n SAP Business			
	Process order 2 Reply to this email to send your customer a message. If your company received this email by mis receiving purchase orders via SAP Business Network.	take, you can <u>stop</u>			



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							To access the purchase order, please click Network for free account Click Process order to register and connec Process order Reply to this email to send your customer a message. If	 access the purchase order, please click on process order and register on SAP Business etwork for free account lick Process order to register and connect Process order ply to this email to send your customer a message. If your company received this email by mistake, you can stop etwork. 				
							Purchase order details					
							0rder number 4500005272	Amount 8.00 BND			_	
							From: Ministry of Finance and Economy Commonwealth Drive 223910, Bandar Seri Begawan, Brunei Darussalam +673 238 0999	To: Sample Vendor 01 Jalan 30 No. 7 BSB, Brunei Darussalam <u>01@gmail.com</u>				
							Learn More • Learn more about SAP Business Network Note: All transactions relating to your customer's purchase orders are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Ariba is not an agent for your customer, and is not responsible for anything contained in the purchase order submitted on behalf of your					
							SAP Business Network Privacy Statement Ariba Data Policy Help Center Powered By					

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



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

SAMPLE ONLY

Purchase Order: 4500005272

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



From: Customer Ministry of Finance and Economy

Commonwealth Drive 223910 Brunei Darussalam Phone: +673 () 238 0999 Fax: To: Sample Vendor 01-Jalan 30 No. 7

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

Purchase Order

(New) 4500005272 Amount: 8.00 BND Version: 1

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



Step 3: Click on Use Existing account button.

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



Outcome: Supplier Sign in page will be displayed.

	TAFIS	
What to expect after you connect:	Sign in to connect with Treas Financial Information System	ury Accounting and
1. View your collaboration documents in one account	Username	
You can view and manage documents easily from your existing account	Forgot username?	
2. Leverage your existing account setup	Password	۲
Your existing setup like document routing or notification setup will be re-used to obtain accurate and timely information through	Forgot password?	
automated self-service processes	Connect	
3. Increase operational efficiency		
By using the same account across your customers, you can optimize your backend processes, including investing into automated integration		
	CAD	

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

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.

Financia	o connect I Informat	i with Tre ion Syst	easury A em	Accour	nting and
Username					4
Forgot userna	me?				
Password				•	5

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.

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

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

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

SAI	MPLE ONLY		1 of 12	<	>			
	Document and	customer relationship transfer to your SAP Business Network account completed \max		8				
	network_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com> 3:36 AM (27 minutes ago) to me 👻</ordersender-prod@ansmtp.ariba.com>							
	SAP Business N							
	Document and cu Dear SAP Business N	stomer relationship transfer completed Vetwork user,						
	This email confirms been transferred to y (AN112002	that the related documents and customer relationship have our SAP Business Network account Sample Vendor 01).						
	As part of the transfe Information System now transact busines organization through							
	To view information 1. Log in to your acc 2. In the top right cor 3. Click Customer Re 4. Click the customer	about this customer: ount. mer, click Settings elationships. r's name.						
	Thank you for using	SAP Business Network.						

• **SAMPLE 3**: An email 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.



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Business Network Standard Account	et enterprise account	NEW TABS	म
Home Enablement Discovery v Works	ench Orders ~ Fulfillment ~	Invoices × Payments × More ×	Crea
	No. 1		
	eads Y In Location	✓ By Product Q	
	1 - Clary		-
Overview Getting started			
1 0	0		
Enablement Tasks Matched I	eads Invited Leads		
Last 90 d	ays Last 90 days		ack
			Feedt
My widgets Treasury Accounting 🗸	호을 Customize		
Purchase orders Last 3 months V	Invoice aging	Activity feed All 🗸	View al
¢1 01 K	¢0		
	D BND		
\$1.2K	\$1		, •

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.

SAP Busine	ss Network V Standard Acco	Get enterprise account	TEST WODE						ل ې
Home Ena	ablement 7	Workbench Orders ~	Fulfillment ¥	Invoices v	Payments 🐱	More *			Crea
AQUI			PK:						
A DA		Leads	✓ In Location	~	By Product		٩		(
	and the second	12	Calles		ALL L			-	
Overview	Getting started								

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.

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Business Network	Standard Account	TEST MODE	l i i i i i i i i i i i i i i i i i i i		📮 🧿 AB
lome Enablement Di	scovery \checkmark Workbench C	Orders V Fulfillment V	Invoices V Payments V	Catalogs \checkmark More \vee	Create 🗸 🛛 🚥
nablement Tasks					
View details of the activations re	equested by your customers. Click o	n the link to complete the activati	ion.		
Activities and Tasks	for Treasury Accounting a	nd Financial Information	1 System - TEST View Profile		C Refresh
	, 0		, non riona		
Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks	
Activity Name Account	Date Due 30 Mar 2024	Total Tasks 2	My Pending Tasks	Pending Buyer Tasks 0	
Activity Name Account This activity contains tag	Date Due 30 Mar 2024 iks related to account and trading re	Total Tasks 2 lationship requests.	My Pending Tasks	Pending Buyer Tasks 0	
Activity Name Account This activity contains tas Completed	Date Due 30 Mar 2024 sks related to account and trading re Accept Terms of Use of the SAP I You must accept Terms of Use of	Total Tasks 2 lationship requests. Business Network the SAP Business Network.	My Pending Tasks	Pending Buyer Tasks 0	
Activity Name Account This activity contains tax Completed Completed	Date Due 30 Mar 2024 iks related to account and trading re Accept Terms of Use of the SAP I You must accept Terms of Use of Accept Trading Relationship	Total Tasks 2 lationship requests. Business Network the SAP Business Network.	My Pending Tasks 0	Pending Buyer Tasks O	Review
Activity Name Account This activity contains tas Completed Completed 	Date Due 30 Mar 2024 iks related to account and trading re Accept Terms of Use of the SAP I You must accept Terms of Use of Accept Trading Relationship Accept the trading relationship re	Total Tasks 2 lationship requests. Business Network the SAP Business Network. quest. You can set your account I	My Pending Tasks 0	Pending Buyer Tasks O	Review Top

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
	Accept the backing relationship request. For can set your account to automatically (denaut setting) or manually accept this type or request.	⊼.0	p

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Outcome: Account Settings	page will	be di	splayed
---------------------------	-----------	-------	---------

Business Network - Standard Account TEST MODE	(?) AB
count Settings	Close
Customer Relationships Users Notifications Application Subscriptions Account Registration API management	
Current Relationships Potential Relationships	
I prefer to receive relationship requests as follows:	
Automatically accept all relationship requests Manually review all relationship requests	
Update	
Current (1) Pending (0) Rejected (0)	
Current Customers	
Filter	
Customers	
Enter customer name or Network ID +	

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.

Business Network - Standard	rd Account TEST MODE		⑦ (AB)	Î
Account Settings			Close	11
Customer Relationships Users No	otifications Application Subscriptions Account	Registration API management		L
Current Relationships Potential Rel	alationships			
I prefer to receive relationship requests as foll	I prefer to receive relationship requests as follows:			
Automatically accept all relationship red	Automatically accept all relationship requests			
Update 10				

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Busiliess Network	Standard Account	TEST MODE			🗐 🕜 AB
lome Enablement Dis	covery V Workbench Orde	rs ∨ Fulfillment ∨	Invoices V Payments V Catalog	gs 🗸 More 🗸	Create 🗸 🛛 🚥
ablement Tasks					
View details of the activations re	quested by your customers. Click on th	e link to complete the activat	tion.		
Activities and Tasks	for Treasury Accounting and	Financial Information	n System - TEST View Profile		C Refresh
Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks	
▼ Account	30 Mar 2024	2	0	0	
This activity contains tas	ks related to account and trading relation	nship requests.			
This activity contains tas \checkmark Completed	ks related to account and trading relati Accept Terms of Use of the SAP Busi You must accept Terms of Use of the	nship requests. ness Network SAP Business Network.			
This activity contains tas ✓ Completed ✓ Completed	ks related to account and trading relation Accept Terms of Use of the SAP Busi You must accept Terms of Use of the Accept Trading Relationship	nship requests. ness Network SAP Business Network.			Review
This activity contains tas ✓ Completed ✓ Completed	ks related to account and trading relati Accept Terms of Use of the SAP Busi You must accept Terms of Use of the Accept Trading Relationship Accept the trading relationship reque	nship requests. ness Network SAP Business Network. st. You can set your account	to automatically (default setting) or manually ac	cept this type of request.	Review
This activity contains tas Completed Completed Purchase Order	ks related to account and trading relativ Accept Terms of Use of the SAP Busi You must accept Terms of Use of the Accept Trading Relationship Accept the trading relationship reque 4 May 2024	nship requests. ness Network SAP Business Network. st. You can set your account 2	to automatically (default setting) or manually ac	cept this type of request.	Review

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

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

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

Outcome: Network Settings page will be displayed.

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



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

Note:

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

Section: New Orders

New Orders		
Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: 13 Attach cXML document in the email message Include document in the email message Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments \checkmark	Current Routing method for new orders: Email Attachments will be included in the order.
Non-Catalog Orders without (i) Attachments	Same as new catalog orders without attachments $ {\bf \bigtriangledown} $	Current Routing method for new orders: Email
Non-Catalog Orders with (j) Attachments	Same as new catalog orders without attachments $ {\bf \bigtriangledown} $	Current Routing method for new orders: Email Attachments will be included in the order.

Section: Change / Cancel Orders

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

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Section: Other Document Types

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

Section: Notifications

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

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

SAP Business Network	Standard Account	TES	TMODE				(2) AB
Network Settings					14	Save	Close
Electronic Order Routing	Electronic Invoice Routing	Accelerated Payments	Settlement	Data Deletion Criteria			

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

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

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

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

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SAP	Business Network	 Standard Account 	TEST MODE	l		📮 🕜 🗛
Home	Enablement [Discovery V Workbench	Orders V Fulfillment V	Invoices \checkmark Payments \checkmark	Catalogs ∨ More ∨	Create 🗸 🛛 🚥
nable	ement Tasks					
View	details of the activations	requested by your customers. C	lick on the link to complete the activation	on.		
ŀ	Activities and Task	s for Treasury Accountin	ng and Financial Information	System - TEST View Profile		C Refresh
	Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks	
Þ	Account	30 Mar 2024	2	0	0	
×	Account Purchase Order	30 Mar 2024 4 May 2024	2	0	0	
×	Account Purchase Order This activity tracks all	30 Mar 2024 4 May 2024 purchase order related tasks. Yo	2 2 u may have already completed some o	0 1 of these tasks in an earlier activity.	0 0	
V	Account Purchase Order This activity tracks all Pending	30 Mar 2024 4 May 2024 purchase order related tasks. Yo Purchase Order Notifications Select how you want to receiv prefer to receive orders by en	2 2 u may have already completed some of re purchase orders from your customer ail you can select 5 different email add	0 1 of these tasks in an earlier activity. rs. You can choose specific method for fresses. We also recommend that you	0 0 different types of incoming orders. In case you nclude a distribution list.	Configure
×	Account Purchase Order This activity tracks all Pending Not Started	30 Mar 2024 4 May 2024 purchase order related tasks. Yo Purchase Order Notifications Select how you want to receip prefer to receive orders by en Purchase Order Sent	2 2 u may have already completed some of ve purchase orders from your customer hail you can select 5 different email add	0 1 of these tasks in an earlier activity. rs. You can choose specific method for dresses. We also recommend that you	0 0 different types of incoming orders. In case you include a distribution list.	Configure Buyer Task

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

	SAP	Business Netwo	ork 👻 Standar	d Account		TEST MODE	l				E	0	AB	Î
16	Home	Enablement	Discovery \vee	Workbench	Orders ∨	Fulfillment $ \smallsetminus $	Invoices \checkmark	Payments \vee	Catalogs ∨	More 🗸	Cre	ate 🗸	000	
	Enable	ment Tasks												

SUPPLIER (VENDOR)



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

Home Enablen	ent Discovery	v → Workbench O	rders v Fulfillment v	Invoices - Payments -	Nore 👻	
18		Leads	✓ In Location	 By Product 	Q	
Overview Ge	tting started	J-V	- Clar			-
1	Tacke	0 Matched Loads	O			
Lhabenen		Last 90 days	Last 90 days			
My widgets	Treasury Accounti	ng 🗸 📑 岸 Customiz	e			
Purchase orders	Last 3 mo	nths V Invoice ag	ing	Activity feed All 🗸		Vi
\$1.01	K BND	\$0 BI	ND			

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).

Home Enablement	Discovery Y Workben	ch Orders 🛩 I	Note Inve	oices × Payments × More	•	
101		Purchase Order	s			1.1
ALCH SE	Lea	ds Order Inquiries	Location	✓ By Product	٩	
	Mar .			1 - 1 -		

Vendor can proceed to view their PO document as follows.

Step 17: Click on Orders tab.

Step 18: Click on Purchase Orders button.

SAP Business Network V Standard Acc	Get enterprise account	TEST MODE			Ę
Home Enablement Discovery v	V 17 Orders	✓ Fulfillment ✓	Invoices v Payments v	More ~	Crea
	Purchase	e Orders			
	Leads Order In	quiries	✓ By Product	٩	
	1-1-	Carden	A ALL		
Overview Getting started					

Outcome: Orders page will be displayed.

SAP Business Network V Star	ndard Account	aet enterprise account	TEST MODE						95 I	0 Q	
Home Enablement Discov	very ~ Workb	oench Orders ~	Fulfillment ~	Invoices ~	Payments ~	Catalogs ~	More 🗸		Crea	te 🗸 🕴 🚥	
Orders											
1 Orders Last 31 days	O Items to co Last 31 c	onfirm	O Items to ship Last 31 days		O Return items Last 31 days		1 New orders Last 31 days	Chang	O ied orders 31 days		>
Orders (1) V Edit filter Last 31 da Customers	ays	Order numbers		Creation	n date		Order status				
Select or type selections	đ	Type selection Partial match 	C Exact match	Last 31	days	``	✓ Include 、	✓ Select or type		Deset	
								Resend Failed Orders			
Order Number Co	ustomer			Amour	nt Date ↓		Order Status	Amoun	t Invoiced	Actions	

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

D Orders Lest 31 days	O Items to confirm Last 31 days	O Items to ship Last 31 days	Return items Last 31 days	1 New orders Last 31 days	O Changed orders Last 31 days	
Orders (1)	Order nun <i>Type sele</i> • Partia	nbers Interion al match O Exact match	Creation date Last 31 days	Order status	Select or type []	Reset
Order Number C	Customer		Amount Date ↓	Res Order Status	end Failed Orders	इ ट्ट Actions
4500005700 T	reasury Accounting and Financia	al Information System - TEST	\$10 BND May 1, 2024	New		

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

	Crders	Last 31 d	onfirm	1 Items to ship Last 31 days		O Return items Last 31 days		3 New orders Last 31 days	Ch	O nanged orders Last 31 days	
Orders ~ Er Cust Selv	s (3) dit filter Last 31 of tomers ect or type selections	days)	Order numbers		Creation dai Last 31 day	e s	×	Order status	Select or type	đ	
Sh	now more		Partial match	Exact match						Apply	Reset
Sh Order Nur	now more	Customer	Partial match	Exact match	Amount	Date ↓		F Order Status	Resend Failed Orde	Apply rs C III	Reset
Sh Order Nur 450000570	mber C	Customer Treasury Accounting a	Partial match and Financial Inform	n O Exact match	Amount \$100 BND	Date ↓ May 2, 2024		F Order Status New	Resend Failed Orde	Apply rs E	Reset Jee Actions
Sh Order Nur 450000570	mber 0	Customer Treasury Accounting a Treasury Accounting a	Partial match and Financial Inform and Financial Inform	n O Exact match	Amount \$100 BND \$10 BND	Date ↓ May 2, 2024 May 2, 2024		F Order Status New New	Resend Failed Orde	Apply rs E	Reset 3 Actions

TAFIS – USER GUIDE SUPPLIER (VENDOR)

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

Business Network - Standard Account	TEST MODE	
rchase Order: 4500005700		Done
Create Order Confirmation Create Ship Notice	Create Invoice 🔻	⊻ &
Order Detail Order History		
AFIS		
AFIS		
AFIS	To:	Purchase Order
TAFIS	To: Syarikat Riang Ria Semarak Alditftri Sdn Bhd No. 1 Jelan Sana, Jelan Sini	Purchase Order (New) 4500005700 Amourt 1000 BND
The second secon	To: Syarikat Riang Ria Semarak Alditifitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Purchase Order (New) 4500005700 Amount: 10.00 BND Version: 1
AFIS Meritary more stype of Finance and Economy monwealth Drive 910 Hei Darussalam hei: +673 0 238 0999	To: Syarikat Riang Ria Semarak Aldiifitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Purchase Order (New) 4500005700 Amount: 10.00 BND Version: 1 Track Order
AFIS The second	To: Syarikat Riang Ria Semarak Aidilftri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Purchase Order (New) 4500005700 Arson: 10.00 BND Version: 1 Track Order Routing Status: Sent
AF Construction Start Information Start Address Rickar Riang Ria	To: Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd No. 1 Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Purchase Order (New) 4500005700 Amount: 10.00 BND Version: 1 Track Order Routing Status: Sent External Document Type: Std PO f/ NonWarrant (ZNB)

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

SAMPLE ONLY Standard Account	TEST MODE	0 ^{SH}
Purchase Order: 4500005702		Done
Create Order Confirmation Create Ship Notice	Create Service Sheet Create Invoice 🔻	± 🖶
Order Detail Order History		
ALIZ		
From: Customer Ministry of Finance and Economy	To: Syarikat Riang Ria Semarak Aidlifitri Sdn Bhd No. 1 Jalan Sana,	Purchase Order (New) 4500005702
223910 Brunei Darussalam	Jatan Sini Brunei-Muara BC1234 Brunei Darussalam	Amount: 100.00 BND Version: 1
Phone: +673 () 238 0999 Fax:	Phone: Fax: Email:	
Contact Information Supplier Address		Routing Status: Sent
Syarikat Riang Ria Jalan Sana No.1		External Document Type: Std PO fr NonWarrant (ZNB)
BC1224		

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).**

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

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

Note:

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

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

Note: Please ensure to select Business Network page.

	account High Mission		51 € LA
Home Enablement Discovery - Workbench (Orders v Fulfillment v Invoices v Pa	ayments v Catalogs v Reports v Assessments	Create V
	Leads V In Location	By Product	
Overview Getting started			
0	0 0		
Matched Leads In	vited Leads Enablement Tasks		
Last 90 days	Last 90 days	8	
My widgets Treasury Accounting ~	Customize		
My widgets Treasury Accounting ~ Purchase orders Last 3 months ~	32 Customize	Activity feed All V	View all 32
My widgets Tressury Accounting • Purchase orders Last 3 months • \$582 K	Invoice aging	Activity feed All V Order received Apr 22, 2024 05:47 PM Treasury Accounting and Fl 4500005328	View all 25
My widgets Treasury Accounting • Purchase orders Last 3 months • \$582 K S400K S350K	Invoice aging \$379 K \$400K \$350K	Activity feed All V Order received Apr 22, 2024 05:47 PM Treasury Accounting and Fi 4500005328 Order received	View all 32 SS0.00 BND
My widgets Treasury Accounting • Purchase orders Last 3 months • \$582 K S400K \$400K \$300K \$200K	Invoice aging \$379 K \$400K \$300K \$300K \$200K	Activity feed All Order received Ar 22, 2024 05:47 PM Treasury Accounting and Fi 450005328 Order received Ar 22, 2024 03:19 PM Treasury Accounting and Fi 450005322	View all 32 \$50.00 BND
My widgets Treasury Accounting ↓ Purchase orders Last 3 months ↓ \$582 K S400K S200K S200K S150K S100K S100K	SE Customize Invoice aging \$379 K \$400K \$300K \$300K	Activity feed All ✓ Image: Constraint of the state of	View alt 35 \$50.00 BND

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

Step 3: Click on Purchase Orders.

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

SUPPLIER (VENDOR)

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

Business Network 🔻 Standa	rd Account Get enterprise account	CODE:		¶⊄ Q ③ GEA
Home Enablement Discovery	v v Workbench Orders v Ful	illment ~ Invoices ~ Payments ~	Catalogs ~ More ~	Create 🗸 🕴 🚥
Orders				
49 Orders	O Items to confirm Ite	0 0 ms to ship Return items	16 New orders	O Changed orders
Last 31 days	Last 31 days L	st 31 days Last 31 days	Last 31 days	Last 31 days
Orders (49)				
✓ Edit filter Last 31 days				
Customers	Order numbers	Creation date	Order status	
Select or type selections	D Type selection	Last 31 days	✓ Include ✓	Select or type
	Partial match Exa	t match		
Chevyman				
Show more				Apply Reset
			F	Resend Failed Orders
Order Number Custom	ier	Amount Date	Order Status ↑	Amount Invoiced Actions

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.

Home Enablement Discover	rv v Workbench Orders v	Fulfillment ×	Invoices × Payments × C	atalogs v More v	Create 🗸 🗄 🚥
ione Endstement Discover	y workbench orders -	Puttanent *	involces · Payments · C	alatogs to more the	ordate + 1
Orders					
49	0	0	Last 24 hours	16	0
Orders	Items to confirm	Items to ship	Last 7 days	New orders	Changed orders
Last 31 days	Last 31 days	Last 31 days	Last 14 days	Last 31 days	Last 31 days
			Last 31 days		
Orders (49)			Last 90 days		
✓ Edit filter Last 31 days		5	Last 365 days		
Customers	Order numbers		Custom date range	Order status	
Select or type selections	Type selection		Last 31 days	✓ Include	✓ Select or type
	Partial match	 Exact match 			
Show more					Apply
					Resend Failed Orders
			A		

SUPPLIER (VENDOR)

Below is a sample of inputs based on above selections.

Business Network V St	andard Account Get enterprise acco	ITEST MODE			¶7 Ω ⑨ GEA
Home Enablement Disco	overy - Workbench Order	s 👻 Fulfillment 🗸	Invoices - Payments -	Catalogs - More -	Create 🗸 🕴 🚥
Orders					
49	0	0	0	16	0
Orders	Items to confirm	Items to ship	Return items	New orders	Changed orders
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days
Orders (49) Contemposite Edit filter					
Customers	Order numbers		Creation date	Order status	
Select or type selections	df 4500007956 x	< Type selection	Last 365 days	✓ Include ✓	Select or type
	Partial mate	ch 🔵 Exact match			
Show more					Apply Reset
				Res	end Failed Orders
Order Number Cu	ustomer		Amount Date	Order Status ↑	Amount Invoiced Actions

Outcome: Searched PO will be displayed.

Drders Last 31 de	i Items to nys Last 3	D Confirm Items to s 11 days Last 31 de	hip Return items ys Last 31 days	16 New orders Last 31 days Last 3	d orders
Orders (1) V Edit filter Customers Select or type	(4500007956) (Last 365 day	Order numbers 4500007956 × Type selection Partial match C Exact match	Creation date Last 365 days	Order status ✓ Include ✓ Select or type	đ
Show mor	e			Resend Failed Orders	Apply Reset

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)**.

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

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

Note:

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

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

Note: Please ensure to select Business Network page.

	account here average		¶ ₽ ® LA
Home Enablement Discovery - Workbench C	rders v Fulfillment v Invoices v Po	ayments v Catalogs v Reports v Assessments	Create 🗸 🛛 🚥
	Leads V In Location	By Product Q	
Overview Getting started			
	0 : 0	1	
2 0	0 0		
Matched Leads Inv	vited Leads Enablement Tasks		
Last 90 days L	ast 90 days	D.	
My widgets Treasury Accounting Y	38 Customize		
My widgets Treasury Accounting Y Purchase orders Last 3 months Y	22 Customize	Activity feed All 🗸	View all 32
My widgets Treasury Accounting > Purchase orders Last 3 months > \$582 K BND	Invoice aging \$379 K BND	Activity feed All V Order received Apr 22, 2024 05:47 PM Treasury Accounting and Fi 4500005328	View all 3운 S50.00 BND
My widgets Tressury Accounting Purchase orders Last 3 months \$582 K S400K S300K	Invoice aging \$379 K BND \$400K \$300K	Activity feed All V Order received Apr 22, 2024 05:47 PM Treasury Accounting and Fi 4500005328	View alt 35
My widgets Tressury Accounting Purchase orders Last 3 months \$582 K S300K S300K S300K	Fige: Customize Invoice aging \$379 K Stock Ssock Ssock	Activity feed All ➤ Image: Content received Apr 22, 2024 05:47 PM Treasury Accounting and Fi 4500005328 Order received Apr 22, 2024 03:19 PM Treasury Accounting and Fi	View alt 32 S50.00 BND
My widgets Tressury Accounting Purchase orders Last 3 months \$582 K S300K S300K S300K S300K S300K S300K S300K S300K	Fig Customize Invoice aging \$379 K \$400K \$350K \$350K \$300K \$200K \$200K	Activity feed All ▼ Image: Content received Apr 22, 2024 05:47 PM Treasury Accounting and Fi 4500005328 Image: Content received Apr 22, 2024 03:19 PM Treasury Accounting and Fi 4500005322	View alt 📚
My widgets Tressury Accounting Purchase orders Last 3 months \$582 K S300K S300K S300K S200K	Fig Customize Invoice aging \$379 K \$400K \$350K \$350K \$350K \$200K \$150K \$150K \$150K \$150K \$50K	Activity feed All ▼ Image: Content received Arr 22, 2024 05:47 PM Treasury Accounting and Fi 4500005328 Image: Content received Arr 22, 2024 03:19 PM Treasury Accounting and Fi 4500005322 Image: Content received Arr 22, 2024 03:19 PM Treasury Accounting and Fi 4500005322 Order received Arr 20, 2024 09:44 AM Treasury Accounting and Fi	View alt 😨

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

Step 3: Click on Purchase Orders.

Business Network Standard Account Get enterprise account	Ê D⊅
Home Enablement Discovery v V 2 Orders v Fulfillment v Invoices v Payments v More v	Crea
Purchase Orders 3	
Leads Order Inquiries Docation V By Product Q	
Overview Getting started	

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

Business Network 🔻 S	Standard Account	Get enterprise account	TEST MODE								P	4 ® LA
lome Enablement Dis	covery - Workb	ench Orders 🗸	Fulfillment 🗸	Invoices 🖌	Payments ¥	Catalogs 🗸	Reports v	Assessments			Cr	reate 🗸 🕴 🚥
Orders												
14 Orders	2 Items to c	onfirm	2 Items to ship		0 Return items		4 New orders		2 Changed orders		4 Orders to in	nvoice
Last 31 days	Last 31 o	lays	Last 31 days		Last 31 days		Last 31 days		Last 31 days		Last 31 d	ays
✓ Edit filter Last 3: Customers	1 days	Order numbers		Creatior	1 date		Order status					
Customers Select or type selections	a	Order numbers		Creation	n date	~	Order status	Select or tv	ре П			
Show more		 Partial match 	 Exact match 									
Show more											Apply	Reset
									Rese	end Failed Orders	6	1 72
Order Number ↓	Customer				Amount	Date		Order Status		Amount	Invoiced	Actions
4500005328	Treasury Account	ing and Financial Infor	mation System - TEST		\$50 BND	Apr 22, 2024		New				

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

Show more					Арр	Reset
					Resend Failed Orders	G 38
Order Number 4	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4500005328	Treasury Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		
4500005322	y Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		

TAFIS – USER GUIDE SUPPLIER (VENDOR)

Outcome: Purchase Order page will be displayed.

Business Network - Standard Account	TEST MODE			0	LA
Purchase Order: 4500005322					Done
Create Order Confirmation Create SI	hip Notice Create Invoice 👻		<u>↓</u>	ē	•••
Order Detail Order History					
AFIS					
AFIS					
AFIS					
TAFIS	To: TEST INTEGRATION 11	Purchase Order (New)			
Tom: Sustainer Ministry of Finance and Economy	To: TEST INTEGRATION_11 Calle	Purchase Order (New) 4500005322			
Tom: Sustomer Ministry of Finance and Economy Supromer Supromer Ministry of Finance and Economy Supromer Supr	To: TEST INTEGRATION_11 Calle Belait BN1234 Brunoi Doruscion	Purchase Order (New) 4500005322 Amount: 50.00 BND			
rom: Ustomer Ministry of Finance and Economy Commonwealth Drive 23910 Commonwealth Drive 23910	To: TEST INTEGRATION_11 Calle Belait BN1234 Brunei Darussalam Phone: +63 (2) 5543210	Purchase Order (New) 4500005322 Amount: 50.00 BND Version: 1			
rom: ustomer Ministry of Finance and Economy commonwealth Drive 23910 runei Darussalam thone: +673 () 238 0999 av	To: TEST INTEGRATION_11 Calle Belait BN1234 Brunei Darussalam Phone: +63 (2) 5543210 Fax:	Purchase Order (New) 4500005322 Amount: 50.00 BND Version: 1			

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

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

Business Network - Standard Account	⑦ ⅠA Î
Purchase Order: 4500005322	Done
Create Order Confirmation Create Ship Notice Create Invoice	5 🥥 🧓 📖
Order Detail Order History	Download PDF 6

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


NDOR) 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)**.

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

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

Note:

3.1.2.3

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

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

Outcome: Dashboard (Homepage) will be displayed.

Note: Please ensure to select Business Network page.

Business Network Sta Note	count TRATMOD		₹4 Q [A]
Home Enablement Discovery - Workbench Ord	ers v Fulfillment v Invoices v Paym	ents v Catalogs v Reports v Assessments	Create 🗸 🛛 •••
	Leads V In Location	 > By Product Q 	
Matched Leads Invite Last 90 days Last	0 d Leads 90 days		
Purchase orders Last 3 months V	Invoice aging	Activity feed All ¥	View all 32
\$582 K	\$379 K	Order received Apr 22, 2024 05:47 PM Treasury Accounting and Fi 4500005328	\$50.00 BND
\$350K \$300K \$250K \$250K	\$250K \$200K \$250K \$250K	Order received Apr 22, 2024 03:19 PM Treasury Accounting and Fi 4500005322	\$50.00 BND
\$150K \$100K \$50K \$0	\$150K \$100K \$50K \$0	Order received Apr 20, 2024 09:44 AM Treasury Accounting and Fl 4500005312	\$2,500.00 BND

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

Step 3: Click on Purchase Orders.

Business Network Standard Account Get enterprise account		₽
Home Enablement Discovery v V 2 Orders v Fulfillment v Invoices v Payments v More v		Crea
Purchase Orders 3		
Leads Order Inquiries Docation V By Product	Q	
and the second second		
Overview Getting started		

TAFIS – USER GUIDE

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

Business Network 🔻 S	Standard Account	Get enterprise account	TEST MODE								41	4 ® LA
lome Enablement Dis	covery - Workb	ench Orders 🗸	Fulfillment 🗸	Invoices 🖌	Payments ¥	Catalogs v	Reports v	Assessments			Cre	eate 🗸 🛛 🚥
Orders												
14 Orders	2 Items to c	onfirm	2 Items to ship		0 Return items		4 New orders		2 Changed orders		4 Orders to in	voice
Last 31 days	Last 31 o	lays	Last 31 days		Last 31 days		Last 31 days		Last 31 days		Last 31 da	ys
✓ Edit filter Last 3: Customers	1 days	Order numbers		Creatior	n date		Order status	5				
Customers Select or type selections	a	Order numbers		Creation	i date	×	Order status	Select or tv	e D			
Show more		 Partial match 	 Exact match 									
Show more											Apply	Reset
									Rese	nd Failed Orders	G	1 3 <u>8</u>
Order Number 🔸	Customer				Amount	Date		Order Status		Amount	Invoiced	Actions
4500005328	Treasury Account	ing and Financial Infor	mation System - TEST		\$50 BND	Apr 22, 2024		New				

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

Show more					Арр	ky Reset
					Resend Failed Orders	G 28
Order Number ↓	Customer	Amount [Date	Order Status	Amount Invoiced	Actions
4500005328	Treasury Accounting and Financial Information System - TEST	\$50 BND 4	Apr 22, 2024	New		
4500005322	y Accounting and Financial Information System - TEST	\$50 BND 4	Apr 22, 2024	New		

Outcome: Purchase Order page will be displayed.

SAP Business Network - Standard Account	TEST MODE		0	LA
Purchase Order: 4500005322				Done
Create Order Confirmation Create Ship	Notice Create Invoice 🔻		⊥ @	
Order Detail Order History				
AFIS				
AFIS				
AFIS	To:	Purchase Order		
TAFIS	To: TEST INTEGRATION_11 Calle	Purchase Order (New) 4500005322		
TAFIS	To: TEST INTEGRATION_11 Calle Belait BN1234	Purchase Order (New) 4500005322 Amount: 50.00 BND		
The second secon	To: TEST INTEGRATION_11 Calle Belait BN1234 Brunei Darussalam Bhone: 45 (2) 55 43200	Purchase Order (New) 4500005322 Amount: 50.00 BND Version: 1		
The second secon	To: TEST INTEGRATION_11 Calle Belait BN1234 Brunei Darussalam Phone: +63 (2) 5543210 Fax:	Purchase Order (New) 4500005322 Amount: 50.00 BND Version: 1		

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

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

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



Step 7: Select the printing criteria according to preference.

Step 8: Click on Print button.

Print Total: 1 sheet of paper	? 7	/22/24, 8:24 PM This purchase order was delivered b	y SAP Business Network. For more information	SAP Business Network Supplier about Ariba and SAP Business Network, visit http	s://www.ariba.com.	
Printer Corporate Printer Copies 1		AF	=IS			
Layout Portrait Landscape		From: Clastomer Ministry of Finance and Economy Commonwealth Drive 223910 Brunei Darussalam Prome: e673 () 238 0999 Fac.		To: TEST INTEGRATION_11 Belait DN1234 Brunel Danusalam Phone: +53 (2) 5543210 Fax: Email:	Purchase Order (New) 4500005322 Amount: 50.00 BND Version: 1	
Pages All		Payment Terms Payable immediately Due net Contact Information Supplier Address			Routing Status: Sent External Document Type: Std PO f/ NonWarra	
Odd pages only Even pages only e.g. 1-5, 8, 11-13	1	ROYAL BRUNEI CORPORATION Calle 678 BN1224 Brunei Danissalam Email: Phone: Fax: Address ID: RC0000011 Buyer ID:	RC0000011			
Print 8		Other Information Company Code: Purchase Grganization: Purchase Organization: Party Additional ID:	SD DAA SD RC0000011			

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)**.

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

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

Note:

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

Business Network -	同じ
Supplier sign-in Username Next Forgot username	SAP Business Network for suppliers webinars Register or access on-demand webinars Specifically designed for suppliers to support specifically designed for suppliers to support Specifically designed for suppliers to support specifically designed for suppliers to support Specifically designed for suppliers to support specifically designed for suppliers to support Specifically designed for suppliers to support specifically designed for suppliers to support Specifically designed for suppliers to support specifically designed for suppliers to support Specifically designed for suppliers to support specifically designed for suppliers to support Specifically designed for suppliers to support specifically designed for suppliers to support Specifically designed for suppliers to support specifically designed for suppliers to support Specifically designed for supplications specifically designed for supplications Specifically designed for supplications specifically designed for supplications<
Register Now or Learn more	• • • •
Supported browsers and plugins	

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

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

Home	SAP Business Network Discovery	Workbench	Orders v Fulfillment v In	voices • Payments • More	×	Create
	Ariba Proposals & Questionnaires	···· 1 171	19			
	Ariba Contract Management	Leads	X In Location	N. Bu Bradust		
12	SAP Business Network	Note	- In Edeation	• By Product	4	
	and the second	1	Red By			-

Step 2: Click on Orders dropdown button.

Step 3: Click on Purchase Orders.

Business Network Standard Account Get enter	prise account	<mark>ل</mark> ې
Home Enablement Discovery ~ V 2	Orders v Fulfillment v Invoices v Payments v More v	Crea
	Purchase Orders 3	
Leads	Order Inquiries Cocation · By Product Q	0
	A This was a set of the set of th	
Overview Getting started		

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SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

ome Enablement Discovery	 Workbench Orde 	ers - Fulfillment -	Invoices v Payments v More	~	Create 🗸 🔹
orders					
0	4	4	0	0	0
3	1	1	0	3	0
Orders	Items to confirm	Items to ship	Return items	New orders	Changed orders
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days
Orders (3)					
Customers	Order numbers	s	Creation date	Order status	
Customers Select or type selections	Order number.	S	Creation date Last 31 days	Order status ✓ Include ✓ Selu	ect or type
Customers Select or type selections	Order number: <i>Type selection</i>	s	Creation date Last 31 days	Order status ✓ Include ✓ Sele	ect or type
Customers Select or type selections	Order number: Type selection Partial ma	S tch O Exact match	Creation date Last 31 days	Order status V Include V	ect or type
Customers Select or type selections	Order number <i>Type selection</i> Partial ma	S tch O Exact match	Creation date Last 31 days	Order status Include	Apply Reset
Customers Select or type selections	Order number: <i>Type selection</i> Partial ma	S ttch () Exact match	Creation date Last 31 days	Order status Include	Apply Reset
Customers Select or type selections	Order number Type selection Partial ma	S , ttch O Exact match	Creation date Last 31 days	Order status	Apply Reset
Customers Select or type selections	Order number Type selection Partial ma	S ttch O Exact match	Creation date Last 31 days	Order status V Include V Sele	Apply Reset

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

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



SAP Business Network - Standard Account	TEST MODE	() SH
Purchase Order: 4500005701		Done
Create Order Confirmation Create Ship Notice	Create Invoice 🔻	± @
Order Detail Order History		
AFIS		
From: Customer Ministry of Finance and Economy Commonwealth Drive 223910 Brunei Darussalam Phone: +673 () 238 0999 Fax:	To: Syarikat Riang Ria Semarak Aidiliftri 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 80:123		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
New	Vendor has not processed the order.
Confirmed	Vendor has agreed to fulfil the order.
Shipped	Vendor has submitted the Advanced Shipping Notice (ASN).
Partially Shipped	Vendor has created Advanced Shipping Notice (ASN) for some of the line items / Partial Quantity.
Serviced	Vendor has completed the service to the Department.
Partially Serviced	Vendor has partially completed the service to the Department.
Invoiced	Vendor has submitted Invoice to the Department.
Partially Invoiced	Vendor has only submitted Invoice for a particular service or material, hence, partially invoiced.
Obsoleted	The previous version of PO which is considered expired. A new version of PO has been created due to changes or amendments made.
Changed	The new version of PO received by vendor that was amended and resubmitted.

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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 EC1234 Brunei Darussalam Email: Phonei Fax: Address ID: P00000003 Address ID: P00000003 Buyer ID: P00000003 Other Information Company Code: SD Purchase Group: DAA Purchase Organization: SD Party Additional ID: P00000003 View less »				Routing Statı External Document Typ	us: Sent se: Std PO I/ 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	Sustemar Dat # Tuno Da	ntura Otor (Linit)	Need Pu	Lipit Drice	Show Item Details
10 1 00	0000003000000919 Material	1.000 (RM)	5 May 2024	100.00 BND	10.00 BND Details
A3 Paper			-		
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.

Business Network - Standard Account TEST MODE		(7) SH	ĺ
Purchase Order: 4500005701			Done	
Create Order Confirmation	<u>+</u>	Ŧ	•••	
Order Detail Order History				

Step 6: Click on Confirm Entire Order button.

Business Network - Standard Account	ଡି <mark>ମେ</mark>
Purchase Order: 4500005701	Done
Create Order Confirmation Create Ship Notice Create Invoice Create Invoice	* 🐨
Update Line Items III	
Reject Entire Order	

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

SAP Business Network	👻 Standard Account	TEST MODE			(?) SH
Confirming PO					Exit Next
Confirm Entire Order Review Order Confirmation	Order Confirmation Here Confirmation #: Associated Purchase Order #: Customer: Supplier Reference:	4500005701 Treasury Accounting and Financial Inform	ation System - TEST		* Indicates required field
	Shipping and Tax Information Est. Shipping Date: Est. Delivery Date:*		Est. Shipping Cost: Est. Tax Cost:		
	Comments:				
	Attachments	Dies (in Ann)	0	1 T	
	ivame	Size (bytes)	No items	стуре	
	Choose File No file chosen	Add Attachment			

Note:

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



Step 7: Enter the Confirmation Number.

Note:

- 1. Confirmation number format is "CON-" followed by PO number, e.g. CON-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.

SAP Business Network	✓ TEST MODE	③ GA
Confirming PO		Exit Next
Confirm Entire Order Review Order Confirmation	Order Confirmation Header Confirmation #: CON-4500008010 Associated Purchase Order #: 4500008010 Customer: Treasury Accounting and Financial Information System - TEST Supplier Reference:	" Indicates required field
	Shipping and Tax Information	
	8 Est. Shipping Date: 4 Sep 2024 Est. Delivery Date: 5 Sep 2024 Est. Delivery Date: 5 Sep 2024 Est. Tax Cost:	
	Comments:	
	Attachments	
	Name Size (bytes) Content Type No items	
	Choose File No file chosen Add Attachment	

Note:

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

Attachm	onto							
Audenin	Name	Size (bytes)				Content Type		
				No items				
Choos The tota	9 File No file chosen Il size of all attachments cannot ex	Add Attachment						
Line I	tems Part # / Description	Customer Part #		Туре	Qty (Ur	nit) Need By	Unit Price	e Subt
10		0000000300000919		Material	1,000 (PM) 5 May 2024	100.00 BND) 10.00 F
	A3 Paper				2.0000 (200100 0110	
	Current Order Status: 1.000 Confirmed With Comme Pricing Details	ents (Estimated Shipment Date	e: 2 May 2024; Esti	imated Delivery Da	ate: 5 May	/ 2024)		
	Unit Details (i)					Price Details (i)		
								Disc. U
	Unit Conversion		Price Unit	Order Unit		Price	Price Unit Quantity	Price U

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

Name Size (bytes) Content Type
No items

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

💽 Open				×
	This PC > >	ٽ ~	, Search	
Organize 🔻 New fo	lder		==	• 🔳 🕐
📙 Microsoft Team: ^	Name	Date modified	Туре	Size
Pictures	[SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order	4/17/2024 6:53 AM	Microsoft Edge P	15 KB
💻 This PC				
3D Objects				
Desktop				
🖆 Documents				
🕂 Downloads				
👌 Music				
Pictures				
📑 Videos				
🎬 OS (C:)				
File	e name: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order	~	All files	~
		Upload from mobile	Open	Cancel

Step 10: (Optional) Click on selected File.

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

C Open				×
← → ~ ↑ □ > T	This PC > >	5 V	,○ Search	
Organize 🔻 New fol	der			- 🔳 ?
📙 Microsoft Team: ^	Name	Date modified	Туре	Size
Pictures	ISAMPLE ATTACHMENT] Relevant Attachment for Confirm Order	10 24 6:53 AM	Microsoft Edge P	15 KB
e				
💻 This PC				
3D Objects				
Desktop				
Documents				
Downloads Music				
Videos				
🛀 OS (C:)				
File	name: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order	~	All files	~
		Upload from mobile	Open	11

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

Attachments				
Nam	e Size (bytes)		Content Type	
		No items		
Choose File	SAMPLE ATrm Order.pdf Add Attachment			
-				
The total size o	all attachments cannot exceed 100MB			

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

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

Outcome: File attached to the Order Confirmation.

Attachments		
Name	Size (bytes)	Content Type
[SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf	15382	application/pdf
L Delete		
Choose File No file chosen Add Attachment		
The total size of all attachments cannot exceed 100MB		

Note:

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

Step 13: Click on Next button.

SAP Business Network	- Standard Account TEST 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	👻 Standa	rd Account	TEST MODE						((2) SH	
Confirming PO								Previous	Submit	Exit	
Business Network Confirming PO 1 Confirm Entire Order 2 Review Order Confirmation	Confirm	ation Update									
2 Review Order Confirmation	inters Network Standar Account Intercom g PO Previous Submit rm Entitiee from and reference in the con-500005701 Supplier Petersence in 2. Materials / Goodie expected to start on 2nd May 2024. Extrachments: Standar Mange 2024. 2. Materials / Goodie expected to be delivered on 5th May 2024. Extrachments: Stander Materials / Goodie expected to be delivered on 5th May 2024. Extrachments: Unit Price Line Items Line Items Unit Peter Stants: Contern Corter Stants: A Paper Type Gry (Unit) Need By Unit Price 10 000000000000919 Material 1.000 (PM) 5 May 2024 100.000 BND A3 Paper Current Corter Stants: Hold Conternet With Comments (Estimated Shipment Date: 2 May 2024; Estimated Delivery Date: 5 May 2024) 100.000 BND A3 Paper Current Corter Stants: Hold Conternet With Comments (Estimated Shipment Date: 2 May 2024; Estimated Delivery Date: 5 May 2024) Price Details (Internet) 1 RM RM 10000 BND										
	Line #	Part # / Description	Customer Part #		Туре	Qty (Unit) Need By	Uni	t Price	Subtotal	ı
	10	A3 Paper	0000000300000919		Material	1.000 (R	M) 5 May 2024	100.0	0 BND	10.00 BND)
		Current Order Status: 1.000 Confirmed With Co Pricing Details	mments (Estimated Shipment Date	: 2 May 2024; Es	stimated Delivery Da	te: 5 May 2	2024)				
		Unit Details (i)					Price Details (i)				
		Unit Conversion		Price Unit	Order Unit		Price	Price Unit Quantity		Price Unit	
		1		RM	RM		100.00 BND	10		RM	

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Step 14: Click on Submit button.

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

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

SAP Business Network -			7
Purchase Order: 4500005701			Done
Create Order Confirmation 🔻 Create Ship Notice Create Invoid	e 🔻	.⊻ @	e
Order Detail Order History			
ALIZ			
	_		
From: Customer Ministry of Finance and Economy Commonwealth Drive	To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini	Confirmed) 4500005701 Amount: 10.00 BND	
223910 Brunei Darussalam Phone: +673 () 238 0999 Fav:	Brunei-Muara BC1234 Brunei Darussalam Phone:	Version: 1	
• an:	rax: Email:		
Contact Information Supplier Address Syarikat Riang Ria		Routing Status: Acknowledged External Document Type: Std PO f/ Non Related Documents: Con-4500005	1 Warrant (ZNB) 701
Jalan Sana No.1 BC1234		rolator bournents. COLHOUDOU	

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SUPPLIER (VENDOR)



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

≡	M Gmail		Q Se	earch mail										(? {	3	÷
0	Compose		÷	. • • •	I Ľ	0	7		:					29 of 8,53	1 <	>	51
	Inbox	6,132		Order Con Informatio	nfirmati n Syste	on Con- m - TES	-45000 T > Inb	05701 _{ox ×}	has been	submitted to	o Treasi	ury Accountin	g and Financial		Ę	Þ 🖸	
☆	Starred																a
0	Snoozed			AribaNetworkA	dmin <orde< th=""><th>ersender-prod</th><th>@ansmtp.arib</th><th>oa.com></th><th></th><th></th><th></th><th>May</th><th>2, 2024, 4:00 PM (5 days ago)</th><th>\$</th><th>)</th><th>:</th><th>•</th></orde<>	ersender-prod	@ansmtp.arib	oa.com>				May	2, 2024, 4:00 PM (5 days ago)	\$)	:	•
Σ	Important			to me 🔹													
⊳	Sent																
D	Drafts	67															
٠D	Categories																+
~	More			This	notification	contains impo	ortant informa	ation about	t your test SAP B	usiness Network acco	ount (ANID:)	AN11201968629-T).					
				Your	r purchase	e order statu	IS										
				Orde	er #: 4	4500005701											
				Buy	er Name: 1	Freasury Acco	ounting and F	inancial In	formation Systen	n - TEST							
				Buy	er ANID: A	AN111768959	11-T										
				Orde	er Date: 1	1 May 2024 7	14:06 PM G	MT-07:00									
				Stat	tus: (Confirmed											
				Con	nments: 1	 Shipping ex 	cpected to st	art on 2nd	May 2024. 2) Ma	terials / Goods expec	cted to be de	elivered on 5th May 202	4.				
				Line	e No.	Part #	Qty	Unit	Description	Need By	SI	hip By	Unit Price Ex	tended Price			
				40			4 000	-	A0 D	4 14 2024			400.00 DND	40.00 DM			>

=	M Gmail		Q Search mail					3	È		0	193	1	
1	Compose		← ♥ ① ₪	r ()	¢		I				29 of 8,531	<	>	
	Inbox	6,132	This	notification contains imp	portant inform	nation abou	it your test SAP Bus	iness Network account	t (ANID: AN1120196862	9-T).				
☆	Starred		Your	purchase order stat	tus									
()	Snoozed		Orde	er #: 4500005701										
Σ	Important		Buye	er Name: Treasury Acc	counting and	Financial I	nformation System -	TEST						
\land	Sent		Buye	er ANID: AN11176895	911-T									
Ľ	Drafts	67	Orde	er Date: 1 May 2024	7:14:06 PM (GMT-07:00								
	Categories		State	us: Confirmed										
\sim	More		Com	ments: 1) Shipping e	expected to s	start on 2nd	May 2024. 2) Mate	rials / Goods expected	to be delivered on 5th N	/lay 2024.				
_			Line	No. Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price			
-			10		1.000	RM	A3 Paper	4 May 2024		100.00 BND	10.00 BND			
-				Status										
-							(Comments: 1	Shipping expected t	o start on 2nd May 20	24 2) Materials / Goods e	expected to be			
5				1.000 C	onfirmed W	ith Comme	entsdelivered on 5	h May 2024.; Estima	ted Shipment Date: 1	May 2024; Estimated Deli	ivery Date: 4 May			
							2027)							



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.

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

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

Note:

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

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

Outcome: Dashboard (Homepage) will be displayed.

Note: Please ensure to select Business Network page.

SAP	Business Network	Note	ount Get enterp	rise account	TEST MODE						R
Home	Enablement	Discovery ¥	Workbench	Orders ¥	Fulfillment 🗸	Invoices ¥	Payments v	More ~			Crea
	12 13				Phil Int	CALL OF THE OWNER					
			Leads		✓ In Location		By Product		٩		1
		1 Maria	1-1	Nº.	Celdin		LAND &	1		-	
Overv	view Getting st	tarted									
	4	5	0	ñ.	0	ä					
4	1		0		0						
I	Enablement Tasks		Matched Leads		Invited Leads						
			Last 90 days		Last 90 days						eedback
Mv w	idgets Treat	sury Accounting	✓ ≣∰ Cust	omize							L.
	0										
Purch	hase orders	Last 3 months	 Invoice 	e aging		Acti	vity feed 🔋 All 🗸				View al
\$	1 01 K		\$0								
Ψ-			ΨC	DIND							
\$1.2K			\$1								

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

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

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

Step 3: Click on Purchase Orders.

Home	Enablement	Discovery v V	2	Orders ¥	Fulfillment ¥	Invoices ¥	Payments 🗸	More V			
4	201 13		N.	Purchase Or	ders 3	DP NMM					
A			Leads	Order Inquiri	es <i>I Location</i>		✓ By Product		Q		
	11	11		Ar	Carlo		A AND A	1		<u> </u>	

TAFIS – USER GUIDE

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

Business Network 🔻 St	andard Account Get e	enterprise account	TEST MODE				Æ	Д (?) <u>А</u>
ome Enablement Disc	overy - Workbend	h Orders ~	Fulfillment ~	Invoices - Payments	More ~		c	create 🗸 🛛 🚥
Orders								
3	1		1	0		3	0	
Orders	Items to confi	rm	Items to ship	Return iter	ns	New orders	Changed orders	
Last 31 days	Last 31 days		Last 31 days	Last 31 day	s	Last 31 days	Last 31 days	
✓ Edit filter Last 31 Customers	<u>ays</u>	rder numbers		Creation date		Order status		
Select or type selections	D 7	Type selection		Last 31 days	~	Include 🗸	Select or type	
	(Partial match	Exact match					
Show more							Аррі	y Reset
						Re	send Failed Orders	G 72
								<u> </u>

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

	Show more					Арр	Reset
					Res	end Failed Orders	i 19 19 19 19 19 19 19 19 19 19 19 19 19
	Order Number ↓	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4	4500008184	Treasury Accounting and Financial Information System - TEST	\$5000 BND	Oct 2, 2024	Confirmed		



Outcome: Purchase Order page will be displayed.

		u de la companya de l
rchase Order: 4500008184		Done
Create Order Confirmation Create Ship Notice	Create Invoice 🔻	* 🗟
Order Detail Order History		
ΛΕΙς		
AIIS		
AIIS		
	To: TechEusion Incoustions	Purchase Order
n: Icomer ereterian Kewangan dan Ekonomi	To: TechFusion Innovations Lucky Garden	Purchase Order (Confirmed) 4500008184
n: tomer entertain Kewangan dan Ekonomi monwealth Drive 910	To: TechFusion Innovations Lucky Garden Brunei-Muara BC2215 Brunei Darussalam	Purchase Order (Confirmed) 4500008184 Amount: 5,000.00 BND
n: tomer entertain Kewangan dan Ekonomi monwealth Drive 910 tei Darussalam eu ur 457.0.038.0000	To: TechFusion Innovations Lucky Garden Brunei Muara BC2215 Brunei Darussalam Phone:	Purchase Order (Confirmed) 4500008184 Amount: 5,000.00 BND Version: 1
n: tomer enterlan Kewangan dan Ekonomi imonwealth Drive 910 et Darussalam ne: +673 () 238 0999	To: TechFusion Innovations Lucky Garden Brunei-Muara BC2215 Brunei Darussalam Phone: Fax: Email:	Purchase Order (Confirmed) 4500008184 Amourt: 500.00 BND Version: 1 Track Order
n: tomer entertain Kewangan dan Ekonomi mronwealth Drive 910 tei Darussalam ne: +673 () 238 0999 tact Information	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 Bouting Status: Acknowledged
n: tomer entertain Kewangan dan Ekonomi moruwealth Drive 90 nei Darussalam ne: +673 () 238 0999 tact Information pier Address beuen Innovations	To: TechFusion Innovations Lucky Garden Brunel-Muara BC2215 Brunel Darussalam Phone: Fax: Email:	Purchase Order (Confirmed) 4500008184 Amount: 5,000.00 BND Version: 1 Track Order Routing Status: Acknowledged External Document Type: Std P0 f/ NonWarrant (ZNB)
n: tomer emetrefian Kewangan dan Ekonomi monwealth Drive 910 910 eir Darussalam ne: +673 () 238 0999 tact Information piler Address hFusion Innovations vg Garden 123	To: TechFusion Innovations Lucky Garden Brunel-Muara BC2215 Brunel Darussalam Phone: Fax: Email:	Purchase Order (Confirmed) 4500008184 Amount: 5,000.00 BND Version: 1 Track Order 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
New	Vendor has not processed the order.
Confirmed	Vendor has agreed to fulfil the order.
Shipped	Vendor has submitted the Advanced Shipping Notice (ASN).
Partially Shipped	Vendor has created Advanced Shipping Notice (ASN) for some of the line items / Partial Quantity.
Serviced	Vendor has completed the service to the Department.
Partially Serviced	Vendor has partially completed the service to the Department.
Invoiced	Vendor has submitted Invoice to the Department.
Partially Invoiced	Vendor has only submitted Invoice for a particular service or material, hence, partially invoiced.
Obsoleted	The previous version of PO which is considered expired. A new version of PO has been created due to changes or amendments made.
Changed	The new version of PO received by vendor that was amended and resubmitted.

Step 5: Click on Create Ship Notice button.

Business Network - TEST MODE		G	GA	í
Purchase Order: 4500008184			Done	
Create Order Confirmation Create Ship Notice 5	<u>+</u>	Ŧ		
Order Detail Order History				

Outcome: Create Ship Notice page will be displayed.

SAP Business Network	TEST MODE			() GA
eate Ship Notice				Save Exit Next
* Indicates required field				
SHIP FROM			DELIVER TO	
TechFusion Innovations		Update Address	KEMENTERIAN KEWANGAN & EKONOMI	Update Address
Brunei-Muara Brunei Darussalam			Brunei-Muara Brunei Darussalam	
SHIPPING Packing Slip ID:*			TRACKING Carrier Name: Service Level:	×
Invoice No.:				
Ship Notice Type*	Select V			
Shipping Date:*				
Delivery Date:*				
Gross Volume:		Unit:		
Gross Weight:		Unit:		

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.

SHIPPIN	G				TRACKING			
	Packing Slip ID: *	ASN-4500008184	7			Carrier Name:	\checkmark	
	Invoice No.:		· · · ·			Service Level:		
equested	d Delivery Date:							
S	hip Notice Type*	Select V						
	Shipping Date:*							
	Delivery Date:*	III						
	Gross Volume:		Unit:					
	Gross Weight:		Unit:					

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

 Ship Notice Header 	r				
SHIPPING Packing Slip ID: *	ASN-4500008184		TRACKING	Carrier Name:	
Invoice No.: Requested Delivery Date: Ship Notice Type*	Select V			Service Level.	
Shipping Date: * Delivery Date: *	Required field				
Gross Volume: 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.

SHIPPING			TRACKING			
Packing Slip ID:*	ASN-4500008184			Carrier Name:	\checkmark	
Invoice No.:				Service Level:		
Requested Delivery Date:						
Ship Notice Type	Select V					
Shipping Date:	Select					
Delivery Date: *	Actual Estimated					
Gross Volume:		Unit:				
		Unit:				

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

SHIPPING			TRACKING			
Packing Slip ID: *	ASN-4500008184			Carrier Name:	\checkmark	
Invoice No.:]		Service Level:		
Requested Delivery Date: -						
Ship Notice Type*	Estimated 🗸					
Shipping Date: *						
1	Required field					
Delivery Date: *						
1	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.

			TRACKING			
Packing Slip ID:*	ASN-4500008184		nocina	Carrier Name:	~	
Invoice No.:				Service Level:		
equested Delivery Date:						
Ship Notice Type*	Estimated V					
Shipping Date:*	2 Oct 2024	9 10				
Delivery Date: *	2 Oct 2024	5,10				
Gross Volume:		Unit:				
Gross Weight:		Unit:				

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

	Line No.	Part # / Description	Customer Part	#	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4500008184	10		0000000300	0000919	500.000	RM	2 Oct 2024		5.00 BND	2,500.00 BND	Remove
		A3 Paper - White									
		Shipment Status									
		Total Item Due Quantity:	500 RM								
		Confirmation Status									
		Total Confirmed Quantity	: 500.000 RM	otal Backordered	Quantity: 0 RM						
		Line	Ship Qty	Supplier Batch ID	Country of Origin			Production D	ate	Expiry Date	
		1	500.000		- Select Country -			▼		[Add Details
		Add Ship Notice Li	ne								
4500008184	20	Add Ship Notice Lit	ne 00000000300	0000919	500.000	RM	2 Oct 2024		5.00 BND	2,500.00 BND	Remove
4500008184	20	Add Ship Notice Lin	ne 00000000300	0000919	500.000	RM	2 Oct 2024		5.00 BND	2,500.00 BND	Remove
4500008184	20	Add Ship Notice Li A3 Paper - Yellow Shipment Status	0000000300	0000919	500.000	RM	2 Oct 2024		5.00 BND	2,500.00 BND	Remove
4500008184	20	Add Ship Notice Lin A3 Paper - Yellow Shipment Status Total Item Due Quantity:	00000000300 500 RM	0000919	500.000	RM	2 Oct 2024		5.00 BND	2,500.00 BND	Remove
4500008184	20	Add Ship Notice Lin A3 Paper - Yellow Shipment Status Total Item Due Quantity: Confirmation Status	0000000300	0000919	500.000	RM	2 Oct 2024		5.00 BND	2,500.00 BND	Remove
4500008184	20	Add Ship Notice Li A3 Paper - Yellow Shipment Status Total Item Due Quantity: Confirmation Status Total Confirmed Quantity	0000000300 500 RM c: 500.000 RM	0000919 Otal Backordered	500.000 Quantity: 0 RM	RM	2 Oct 2024		5.00 BND	2,500.00 BND	Remove

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.

OTE 1	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal		
4500008184	10	A3 Paper - White Shipment Status	00000003000000919	500.000	RM	2 Oct 2024		5.00 BND	2,500.00 BND	Remove	
		Total Item Due Quantity Confirmation Status	r: 500 RM	lered Quantity: 0 PM							
		Line	Ship Qty NOTE 2	2 Country of Origin			Production	n Date	Expiry Date		
		1	500.000	- Select Country	-		~			Add Details	
		Add Ship Notice L	ine								
4500008184	20	A3 Paper - Yellow	0000000300000919	500.000	RM	2 Oct 2024		5.00 BND	2,500.00 BND	Remove	NC
_		Shipment Status								_	
		Total Item Due Quantity	: 500 RM								
		Total Item Due Quantity Confirmation Status	/: 500 RM								
		Total Item Due Quantity Confirmation Status Total Confirmed Quantit	r: 500 RM ty: 500.000 RM Total Backord	lered Quantity: 0 RM							
		Total Item Due Quantity Confirmation Status Total Confirmed Quantit	 500 RM Total Backore Ship Qty Supplier Batch ID 	lered Quantity: 0 RM Country of Origin			Productio	n Date	Expiry Date		
		Total Item Due Quantity Confirmation Status Total Confirmed Quanti Line	7: 500 RM ty: 500.000 RM Total Backoro Ship Oty Supplier Batch ID	lered Quantity: 0 RM Country of Origin			Production	n Date	Expiry Date	Add	
OTE 4	15	Total Item Due Quantity Confirmation Status Total Confirmed Quantit	7: 500 RM ty: 500.000 RM Total Backoro Ship Oty Supplier Batch ID	lered Quantity: 0 RM Country of Origin			Production	n Date	Expiry Date	0.dd	
OTE 4	15 Line No.	Total Item Due Quantity Confirmation Status Total Confirmed Quantit Line Part # / Description	r: 500 RM ty: 500.000 RM Total Backord Ship Oty Batch ID Customer Part #	Country of Origin	Unit	Need By	Production	n Date	Expiry Date	Add	
OTE 4 Order # 4500008184	ns Line No. 10	Total Item Due Quantity Confirmation Status Total Confirmed Quantit Line Part # / Description A3 Paper - White	r: 500 RM ty: 500.000 RM Total Backore Ship Qty Batch ID Customer Part # 000000000000919	Country of Origin	Unit	Need By 2 Oct 2024	Production	n Date Unit Price 5.00 BND	Explry Date Subtotal 2,500.00 BND	Remove	
OTE 4 Order # 4500008184	IS Line No. 10	Total Item Due Quantity Confirmation Status Total Confirmed Quantit Line Part # / Description A3 Paper - White Shipment Status	r: 500 RM ty: 500.000 RM Total Backoro Ship Qty Batch ID Customer Part # 000000003000000919	ered Quantity: 0 RM Country of Origin Country of	Unit	Need By 2 Oct 2024	Production	n Date Unit Price 5.00 BND	Expiry Date Subtotal 2,500.00 BND	Remove	
OTE 4 Order # 4500008184	IS Line No. 10	Total Item Due Quantity Confirmation Status Total Confirmed Quantit Line Part # / Description A3 Paper - White Shipment Status Total Item Due Quantity	7: 500 RM Total Backoro Ship Oty Ship Oty Customer Part # Cocococococococococococococococococococ	Country of Origin Country of Origin Caty Caty Soo.000	Unit	Need By 2 Oct 2024	Production	n Date Unit Price 5.00 BND	Expiry Date Subtotal 2,500.00 BND	Remove	
OTE 4 Order # 4500008184	IS Line No. 10	Total Item Due Quantity Confirmation Status Total Confirmed Quantity Line Part # / Description A3 Paper - White Shipment Status Total Item Due Quantity Confirmation Status	7: 500 RM Total Backord Ship Oty Customer Part # 0000000000000019 7: 500 RM	lered Quantity: 0 RM Country of Origin Country of Origin Cuty Cuty Soo.000	Unit	Need By 2 Oct 2024	Ship By	n Date Unit Price 5.00 BND	Expiry Date	Remove	
OTE 4 Order # 4500008184	IS Line No. 10	Total Item Due Quantity Confirmation Status Total Confirmed Quantit Line Part # / Description A3 Paper - White Shipment Status Total Item Due Quantity Confirmation Status Total Item Due Quantity	K: 500 RM Total Backoro ty: 500.000 RM Total Backoro Ship Qty Batch ID Batch ID Customer Part # 00000003000000919 6 c: 500 RM Total Backoro ty: 500.000 RM Total Backoro	Iered Quantity: 0 RM Country of Origin Country of Origin Qty S00.000 Iered Quantity: 0 RM	Unit	Need By 2 Oct 2024	Production	n Date Unit Price 5.00 BND	Expiry Date Subtotal 2,500.00 BND	Remove	
OTE 4 Order # 4500008184	IS Line No. 10	Total Item Due Quantity Confirmation Status Total Confirmed Quantity Line Part # / Description A3 Paper - White Shipment Status Total Item Due Quantity Confirmation Status Total Item Due Quantity Confirmation Status Total Confirmed Quantity Line	7: 500 RM Total Backord Ship Oty Customer Part # 000000000000000000000000000000000000	ered Quantity: 0 RM Country of Origin Cuty Cuty Cuty Cuty Country of Origin	Unit	Need By 2 Oct 2024	Production Ship By Production	n Date Unit Price 5.00 BND	Expiry Date Subtotal 2,500.00 BND Expiry Date	Remove	



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

SAP Business Network - TEST MODE				? GA	Î
Create Ship Notice			Save	xit Next	
* Indicates required field					
SHIP FROM	Lindate Address			Lindate Address	11
Bri indi-Muara	opuale Address	Rrupei-Muara		opulate Address	**
Brunei Darussalam		Brunei Darussalam			
▼ Ship Notice Header					

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

SAP Business I	Network 👻 TEST MODE	I. Contraction of the second se				@ GA
Create Ship No	tice				Save Evit	Next
* Indicator required	VIEW / EDIT ADDRESSES	5				
SHIP FROM	* Indicates required field	1				
	SHIP FROM		DELIVER TO			
TechFusion Innov	Name:	TechFusion Innovations	Name:	KEMENTERIAN KEWANGAN & I	_	Jpdate Address
Brunei-Muara Brunei Darussala	Department Name:		Department Name:			
 Ship Notice 	ADDRESS		ADDRESS			
	Address 1:*	Lucky Garden	Address 1:			
SHIPPING	Address 2:		Address 2:			
Packing	Province:	Brunei-Muara [BN-BM] 🗸	Province:	Select	net valid, place relact a Province from	
Requested Delive	Postal Code:*	BC2215	Postal Code:	the dropdown list.	int valid, prease server a ritorinee nom	
Ship Not	Country/Region: *	Brunei Darussalam [BRN]	Country/Region:	Brunei Darussalam [BRN]	\checkmark	
Shippi		This selection will refresh the page content		This selection will refresh the page con	itent	
Delive					Cancel	
Gross	Maight	i Unic i i				
Gross	Weight.					
						· · · · · · · · · · · · · · · · · · ·

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

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

ate Ship Notice						Save	Exit	Next
Indicates required field	VIEW / EDIT ADDRES	SES						
SHIP FROM	* Indicates required t	lield						
TechEusion Innovations	SHIP FROM			DELIVER TO			12	Lindate Address
	Name:	TechFusion Innovations		Name:	KEMENTERIAN KEWANGAN & I			opute Address
Brunei-Muara Brunei Darussalam	Department Name:			Department Name:	,			
Ship Notice Header	ADDRESS			ADDRESS				
	Address 1:*	Lucky Garden		Address 1:	No. 2, Jalan Situ,			
SHIPPING	Address 2:			Address 2:	Jalan Saja			
Packing Slip ID: * A	Province:	Brunei-Muara [BN-BM] V		Province:	Brunei-Muara [BN-BM] V			
Requested Delivery Date:	Postal Code:*	BC2215		Postal Code:	BD5678			
Ship Notice Type * E	Country/Region: *	Brunei Darussalam [BRN]	~	Country/Region:	Brunei Darussalam [BRN]	\sim		
Shipping Date: * 2		This selection will refresh the page content			This selection will refresh the page conten	t		_
Delivery Date: * 2					Cancel	ок	13	
Gross Volume:								
Gross Weight:		Unit:						

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

Business Network	TEST MODE			
reate Ship Notice				Save Exit Next
* Indicates required field				
SHIP FROM			DELIVER TO	
TechFusion Innovations		Update Address	KEMENTERIAN KEWANGAN & EKONOMI	Update Address
Brunei-Muara Brunei Darussalam			Brunei-Muara Brunei Darussalam	
 Ship Notice Header 	r			
SHIPPING			TRACKING	
Packing Slip ID:*	ASN-4500008184		Carrier Name:	\sim
Invoice No.:			Service Level:	
Requested Delivery Date: Ship Notice Type*	Estimated V			
Shipping Date:*	2 Oct 2024			
Delivery Date:*	2 Oct 2024			
Gross Volume:		Unit:		
Gross Weight:		Unit:		

Step 14: Click on Next button to proceed.

SAP Business Network - TEST MODE				⑦ GA
Create Ship Notice			Save	14 Next
* Indicates required field				
SHIP FROM		DELIVER TO		
TechFusion Innovations	Update Address	KEMENTERIAN KEWANGAN & EKONOMI		Update Address
Brunei-Muara Brunei Darussalam		Brunei-Muara Brunei Darussalam		

Outcome: Shipping Notice Confirmation page will be displayed.

eate Ship Notice	Previous Save Submit Exit
Confirm and submit this document.	
SHIP FROM	DELIVER TO
TechFusion Innovations	KEMENTERIAN KEWANGAN & EKONOMI
Lucky Garden Brunei-Muara BC2215 Brunei Darussalam	No. 2, Jalan Situ, Jalan Saja Brunei-Muara BD5678 Brunei Darussalam
Ship Notice Header	
Ship Notice Header SHIPPING	TRACKING
SHIPPING Packing Stip ID: ASN-4500008184	TRACKING Tracking information not provided.
Ship Notice Header SHIPPING Packing Stip ID: ASN-4500008184 Invoice No.:	TRACKING Tracking information not provided.
SHIPPING Packing Slip ID: ASN-4500008184 Invoice No.: Requested Delivery Date:	TRACKING Tracking information not provided.
Ship Notice Header SHIPPING Packing Stip ID: ASN-4500008184 Invoice No.: Requested Delivery Date: Ship Notice Type: Estimated Estimated Delivery Date:	TRACKING Tracking information not provided.
Ship Notice Header SHIPPING Packing Stip ID: ASN-4500008184 Invoice No.: Requested Delivery Date: Ship Notice Type: Estimated Estimated Shipping Date: 2 Oct 2024 Estimated Delivery Date: Cort 2024 12:00:00 PM	TRACKING Tracking information not provided.
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 Estimated Delivery Date: Gross Volume:	TRACKING Tracking information not provided.
Ship Notice Header SHIPPING Packing Slip ID: ASN-4500008184 Invoice No: Requested Delivery Date: - Ship Notice Type: Estimated Estimated Delivery Date: 2 Oct 2024 Estimated Delivery Date: 2 Oct 2024 Estimated Delivery Date: 2 Oct 2024 12:00:00 PM Gross Volume: Gross Weight:	TRACKING Tracking information not provided.
Ship Notice Header SHIPPING Packing Slip ID: ASN-4500008184 Involce No.: Requested Delivery Date: - Ship Notice Type: Estimated Estimated Delivery Date: 2 Oct 2024 Estimated Delivery Date: - Gross Volume: - Gross Weight:	TRACKING Tracking information not provided.
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: - DELIVERY AND TRANSPORT INFORMATION Delivery Terms: -	TRACKING Tracking information not provided.

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

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

SAP Business Network - TEST MODE	@ GA
Create Ship Notice	Previous 15 Submit Exit
Confirm and submit this document.	

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

Business Network - TEST MODE			
rchase Order: 4500008184			Done
Create Order Confirmation Create Ship Not	Create Invoice 🔹		¥ 🖶
Order Detail Order History			
ΛΕΙς			
AFIS			
AFIS			
AFIS	To: TechFining Incounting	Status Purchase Order	
AFIS orr enterian Kewangan dan Ekonomi reneurabib Dirit	To: TechFusion Innovations Lucky Garden	Status Purchase Order (Shipped) 4500008184	
TAFIS	To: TechFusion Innovations Lucky Garden Brunei-Muara BC2215 Brunei Darussalam	Status Purchase Order (Shipped) 4500008184 Amount: 5,000.00 BNR Version: 1	
The second secon	To: TechFusion Innovations Lucky Garden Brunel-Muara BC2215 Brunel Darausalam Phone: Fax:	Status Purchase Order (Shipped) 4500008184 Amount: 5,000.00 BND Version: 1	
n: remeter norwealth Drive 910 Hei Darussalam ne: +673 () 238 0999	To: TechFusion Innovations Lucky Garden Brunel-Muara BC2215 Brunel Darussalam Phone: Fax: Eax: Email:	Status Purchase Order (Shipped) 4500008184 Amount: 5,000.00 BND Version: 1 Track Order	
In: tomer senterian Kewangan dan Ekonomi monwealth Drive 910 101 101 Darussalam ne: +673 () 238 0999 111 112 112 112 112 112 112	To: TechFusion Innovations Lucky Garden Brunel-Muara BC2215 Brunel Darussalam Phone: Fax: Email:	Status Purchase Order (Shipped) 4500008184 Amount: 5,000.00 BND Version: 1 Track Order Routing State	us: Acknowledged
In: tomer senterian Kewangan dan Ekonomi mmonwealth Drive 1910 nei Darussalam ne: +673 () 238 0999 tact Information piler Address hFusion I nnovations	To: TechFusion Innovations Lucky Garden Brunei-Muara BC2215 Brunei Darussalam Phone: Fax: Email:	Status Purchase Order (Shipped) 4500008184 Amount: 5,000.00 BNL Version: 1 Track Order Routing Statt External Document Type Related Document Type	us: Acknowledged pe: Std PO f1 NonWarrant (ZIVB) vr: ASN-450008184



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.

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

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

Note:

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

	0 ,	U		
SAP Business Network -				Ę
	_			
Supplier sign-in	1	SAP E	Business Network for suppliers webir	nars
Username			Register or access on-demand webinars specifically designed for suppliers to su them on their journey. These cover a rai topics, across the various regions, and a relevant to both Enterprise and Standar accounts.	pport nge of are d
Next		Learn N	More	
- or Bot doctrighte				
New to SAP Business Network? Register Now or Learn more				
Supported browsers and plugins				
1				•

Outcome: Dashboard (Homepage) will be displayed.

Note: Please ensure to select Business Network page.

SAP	Business Network	Note	ount Get enterp	rise account	EST WODE						Ę
Home	Enablement	Discovery ~	Workbench	Orders ~	Fulfillment ¥	Invoices ¥	Payments v	More ~			Crea
					Palaut	MARKEN !	A				
100			Leads		In Location		✓ By Product		٩		
		1 Mar	1-1	~	Reder		ALL P		1	-	
Overvi	iew Getting st	tarted									
	1	ä	0	ň.	0	1					
	T		0		0						
E	nablement Tasks		Matched Leads		Invited Leads						×
			Last 90 days		Last 90 days						^c eedbac
My wi	dgets Trea	sury Accounting	✓ j≩ Cust	omize							
· Constant											
Purcha	ase orders	Last 3 months	Invoice	e aging		Acti	vity feed 🔰 All 🥆				View al
\$1	01 K		\$0								
ΨΤ			Ψ								
\$1.2K			\$1								

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

Home	SAP Business Network Discovery	Workbench	Orders Y F	ulfillment 🖌 Invoices 🖌	Payments v More v		Cre	eate
	Ariba Proposals & Questionnaires		Pk	AL ATA		1		I
	Ariba Contract Management	Landa						
15	SAP Business Network	Note	EX. D	In Location	By Product	q		
			1912 10	Chily 1				1

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

Step 3: Click on Purchase Orders.

Home	Enablement	Discovery 🗸 🛛 V	2	Orders ~	Fulfillment ¥	Invoices ¥	Payments ¥	More •		
4	12 19		N. P.	Purchase Ord	ders 3	TENNEN /				
A			Leads	Order Inquirie	es <i>I Location</i>		By Product		Q	
	1 1	11		X	Teren		LAND 1	1		

TAFIS – USER GUIDE

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

Business Network V St	andard Account Get	enterprise account	TEST MODE				5	1 Q @ 2
ome Enablement Disc	overy - Workber	orders ~	Fulfillment 🗸	Invoices - Payments -	More 🗸			Create 🗸 🕴 🚥
Orders								
3	1		1	0		3	0	
Orders	Items to con	firm	Items to ship	Return item	IS	New orders	Changed order	s
Last 31 days	Last 31 day	5	Last 31 days	Last 31 days		Last 31 days	Last 31 days	
✓ Edit filter Last 31 € Customers	days	Order numbers		Creation date		Order status		
Select or type selections	ð	Type selection		Last 31 days	~	Include 🗸	Select or type	
		Partial match	Exact match					
Show more							Арг	ly Reset
						Por	send Failed Orders	e
						Ne:	Send Pared Orders	LE 25

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

	Show more					Apply	Reset	
						Resend Failed Orders	26	eedback
	Order Number	Customer	Amount	Date V	Order Status	Amount Invoiced	Actions	Ľ.
	4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	New			
4	4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	Received			
	4500005700	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 1, 2024	New			



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

SAP Business Network - Standard Account	TEST MODE		(7) SH
Purchase Order: 4500005701			Done
Create Order Confirmation Create Ship Notice	Create Invoice 🔻	⊻ ⊕	
Order Detail Order History			
			l
AFIS			
From: Customer	To: Svarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Status Purchase Order (Received)	
Ministry of Finance and Economy Commonwealth Drive 223910	No. 1 Jalan Sana, Jalan Sini Brunel-Muara BC1234	450005701 Amount: 10.00 BND Version: 1	
Phone: +673 () 238 0999 Fax:	Brunei Darussalam Phone: Fax: Email:	Track Order	
Contact Information Supplier Address		Routing Status: Acknowledged	(arrant (7NR)
Syarikat Riang Ria		Related Documents: 500000455 Related Documents: 500000455	
Note: Below are the list of statuses commonly encountered for Purchase Order (PO).

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

SUPPLIER (VENDOR)

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

=	M Gmail		Q Se	earch mail I		?	()	***	
0	Compose		÷		28 of 8,5	31	<	>	5
	Inbox	6,118		Receipt-5000000455, Treasury Accounting and Financial Information System - TEST, AN-DOC- ID:prod:11000000000000000276883195; > Interve			ð	Z	
☆ ©	Starred Snoozed			"Treasury Accounting and Financial Information System - TEST" <ordersender-prod@ansmtp.ariba.com> May 2, 2024, 4:47 PM (5 days ago) to me ▼</ordersender-prod@ansmtp.ariba.com>	\$		¢	:	3
	Important Sent Drafts	67		This notification contains important information about your test SAP Business Network account (ANID: AN11201968629-T).					-
• □	Categories More			AN-DOC-ID:prod:11000000000000276883195:					+
1				There is a new Receipt in your SAP Business Network account. You may use the following URL to get your document: https://service.ariba.com/Supplier.aw/ad/docum ayload=71eb9284-123a-4a9c-6i4d-9da578c67eca8community=11&anp=Ariba	<u>entDetai</u>	<u>I?docF</u>	2		
1				Thank you for using SAP Business Network.					
-				Sincerely, The SAP Business Network Team https://www.ariba.com					
1									>

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

=	M Gmail	Q Search mail 로	0	1	***	
1	Compose		28 of 8,531	<	>	31
	Inbox 6,118	Receipt-5000000455, Treasury Accounting and Financial Information System - TEST, AN-DOC-ID:prod:11000000000000000276883195: > Interventional Information System - TEST, AN-DOC-ID:prod:1100000000000000000000000000000000000		\$	Ľ	
r O D	Snoozed	"Treasury Accounting and Financial Information System - TEST" <ordersender-prod@ansmtp.ariba.com> May 2, 2024, 4:47 PM (5 days ago) to me -</ordersender-prod@ansmtp.ariba.com>	☆ ☺	¢	:	0
	Sent 67	This notification contains important information about your test SAP Business Network account (ANID: AN11201968629-T).				
• □	Categories	AN-DOC-ID-prod:11000000000000276883195:				+
2	MOTE	There is a new Receipt in your SAP Business Network account. You may use the following URL to get your document: https://service.ariba.com/Supplier.aw/ad/docume ayload=71eb9284-f23a-4a9c-6f4d-9da578c67eca&community=11&anp=Ariba	entDetail?do	<u>cP</u>		
1		Thank you for using SAP Business Network.				
-		Sincerely, The SAP Business Network Team https://www.ariba.com				
						>

SUPPLIER (VENDOR)

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

Business Net	work – Standard Ad	count	TEST MODE									C	Э сн
Receipt: 5000000	455												Done
Print Export cXML													
Detail History													
From: Treasury Accounting and F Commonwealth Drive 223910 Brunei Darussalam	inancial Information Syste	m - TEST	To: Syarikat Rik No. 1. Jalan Jalan Sini Brunei-Mua Brunei Dan Phone: Fax: Email:	a ng Ria Semar Sana, ra BC1234 ussalam	ak Aldilfitri Sdn Bhd			Receipt: Rece Rece	ceipt No.: 500000455 Ipt Date: 2 May 2024	5			
											Routi Relat	ing Status: ed Documents	Sent :: 450000570
Receipt Line Number	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Туре	Unit Rate	Amount	Status
Purchase Order: 4500005	701 (Closed For Receivin	ig)											
1 Comments	10	A3 Paper	0000000300000919			ASN-4500005701	2 May 2024	1.000 RM	Not Specified	Received	10.00 BND	10.00 BND	Completed
Receipt received on: Thurs	day 2 May 2024 8:47 am	GMT+08:00											

Received by SAP Business Network on: Inursoay 2 May 2024 4:44 print GMN F10000 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).

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

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

Note:

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

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

Outcome: Dashboard (Homepage) will be displayed.

Note: Please ensure to select Business Network page.

SAP	Business Network	Note	ount Get enterp	rise account	TEST MODE						R
Home	Enablement	Discovery ¥	Workbench	Orders ¥	Fulfillment 🗸	Invoices ¥	Payments v	More ~			Crea
	12 13				Phil Int	CALL OF THE OWNER					
			Leads		✓ In Location		By Product		٩		1
		1 Maria	1-1	Nº.	Celdin		LAND &	1		-	
Overv	view Getting st	tarted									
	4	5	0	ñ.	0	ä					
4	1		0		0						
I	Enablement Tasks		Matched Leads		Invited Leads						
			Last 90 days		Last 90 days						eedback
Mv w	idgets Treat	sury Accounting	✓ ≣∰ Cust	omize							L.
	0										
Purch	hase orders	Last 3 months	 Invoice 	e aging		Acti	vity feed 🔋 All 🗸				View al
\$	1 01 K		\$0								
Ψ-			ΨC	DIND							
\$1.2K			\$1								

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

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

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

Step 3: Click on Purchase Orders.

Home	Enablement	Discovery v V	2	Orders ¥	Fulfillment ¥	Invoices ¥	Payments 🗸	More Y			
4	327 13		N.	Purchase Or	ders 3	DP NMM					
A			Leads	Order Inquiri	es <i>I Location</i>		✓ By Product		Q		
	11	11		N	Carlo		A AND A	1		<u> </u>	

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

Business Network V S	tandard Account	àet enterprise account	TEST MODE						97 I	2 @ 2
ome Enablement Disc	overy - Workb	oench Orders	Fulfillment ~	Invoices ~ Pa	ayments ~ Mor	re 🗸			Creat	e 🗸 🕴 🚥
Orders										
3 Orders	O Items to c	onfirm	O Items to ship		O Return items		2 New orders	Ch	0 anged orders	
Last 31 days	Last 31 c	days	Last 31 days		Last 31 days		Last 31 days		Last 31 days	
Orders (3) V Edit filter Last 31	days									
Customers		Order numbers		Creation date	e		Order status			
Select or type selections	đ	Type selection		Last 31 day	5	~	Include	 Select or type 	đ	
		Partial match	O Exact match							
									Apply	Reset
Show more										
Show more								Resend Failed Order	s 🛛 🖨	2

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

	Show more					Apply	Reset	
						Resend Failed Orders	201	eedback
	Order Number	Customer	Amount	Date \downarrow	Order Status	Amount Invoiced	Actions	Ľ.
	4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	New			
4	4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	Received			
	4500005700	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 1, 2024	New			
								-



Business Network - Standard Account	TEST MODE	
rchase Order: 4500005701		Done
Create Order Confirmation 👻	Create Invoice 🔻	⊻ &
Order Detail Order History		
ΛEIC		
1: tomer stry of Finance and Economy monwealth Drive 10	To: Syarikat Riang Ria Semarak Aidlifitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234	Purchase Order (Received) 4500005701 Amount: 1.0.00 BND Version: 1
n: tomer stry of Finance and Economy morwealth Drive 910 rei Darussalam ne: +673 () 238 0999	To: Syarikat Riang Ria Semarak Aldilfitri 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
n: tomer stry of Finance and Economy monwealth Drive 910 ei Darussalam ne: +673 () 238 0999 tact Information plier Address	To: Syarikat Riang Ria Semarak Aldifftri 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 Routing Status: Acknowledged External Document Tune: Srd PD & Isothermer (708)

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

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

SUPPLIER (VENDOR)



Step 5: Click on Create Invoice button.

Business Network - Standard Account	ଡି <mark>ମ</mark>
Purchase Order: 4500005701	Done
Create Order Confirmation Create Ship Notice Create Invoice 5	¥ 🕾
Order Detail Order History	

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

Business Network - Standard Account	TEST MODE	() SH
Purchase Order: 4500005701		Done
Create Order Confirmation Create Ship Notice	Create Invoice 👻	<u>↓</u> @
Order Detail Order History	Standard Invoice 6	

Outcome: Create Invoice page will be displayed.

Business Network	Standard Account	TEST MODE		0	SH
eate Invoice			Update	Save Exit No	ext
 Invoice Header 				* Indicates required field Add to Header	•
Summary					
Purchase Order:	4500005701	Subtotal: 10	0.00 BND	View/Edit Addre	esses
Invoice #:*		Total Gross Amount: 10 Total Net Amount: 11	0.00 BND 0.00 BND		
Invoice Date:*	3 May 2024	Amount Due: 10	0.00 BND		
Service Description:					
Supplier Tax ID:					
Remit To:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd				
	Brunei-Muara				
Bill To:	Brunei Darussalam Ministry of Finance and Economy				
	Brunei Darussalam				
Tax (i)					
Header lev	el tax (i) 🛛 Line level tax (i)				
Category: *	0% VAT / 0% tax	Taxable Amount:	10.00 BND	Remove	/e
			L		

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.

SAP Business Network	TEST MODE					
Create Invoice					Update Save	Exit Next
 Invoice Header 					* Indicates required field	Add to Header 🔻
Summary						
Purchase Order:	4500008032		Subtotal:	50.00 BND		View/Edit Addresses
Invoice #:	* ORIINV123456	70	Total Tax: Total Gross Amount:	0.00 BND 50.00 BND		
Invoice Date:	* 29 Aug 2024 💼	7,0	Total Net Amount: Amount Due:	50.00 BND 50.00 BND		
Service Description:						
Supplier Tax ID:						
Remit To:	TechFusion Innovations					
Bill To:	Brunei-Muara Brunei Darussalam 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.

SAP Business Network	TEST MODE					() GA
Create Invoice				Update Save		Exit Next
Invoice Header				* Indicates requi	red field	Add to Header 🔻 9
Summary						
Purchase Order:	4500008032	Subtotal:	50.00 BND			View/Edit Addresses
Invoice #:*	CRIINV123456	Total Tax: Total Gross Amount:	0.00 BND 50.00 BND			
Invoice Date: *	* 29 Aug 2024	Total Net Amount: Amount Due:	50.00 BND 50.00 BND			
Service Description:						
Supplier Tax ID:						
Remit To:	TechFusion Innovations	1				
Bill To:	Brunei-Muara Brunei Darussalam Kementerian Kewangan dan Ekonomi					
	Brunei Darussalam					

Step 10: Click on Attachments button.

SAP Business Network	K 🚽 TEST MODE			90% — +	Reset	() GA
Create Invoice				Update	Save	Exit Next
 Invoice Header 				* Inc	licates required field	Add to Header 🔻
Summary					Tax Shipping Cost	
Purchase Order:	4500008032	Subtotal:	50.00 BND		Shipping Docum	ents
Invoice #:	* ORIINV123456	Total Tax:	0.00 BND		Special Handling	4
		Total Net Amount:	50.00 BND		Special Handling	5
Invoice Date:	* 29 Aug 2024	Amount Due:	50.00 BND		Discount	
Service Description:]			Payment Term	
Service Description.					Additional Refer	ence Documents and Dates
Supplier Tax ID:						
Remit To:	TechEusion Innovations	1			Comment	
					Attachment	10
	Brunei-Muara					
Bill To:	Brunei Darussalam Kementerian Kewangan dan Ekonomi					
	Kentenan Kewangan dan Ekonomi					
	Brunei Darussalam					

Outcome: Attachments header / section will be displayed.

The total size of all attachments cann	ot exceed 100MB						Remove
The total size of all allachments cann							Kenlove
Choose File No file chosen	Add Attachment						
Add to Header 👻							
					1.16	a Items 1 Included	O Previously Fully Invoi
Line Items					1.0	ie nemo, i metudeu,	, or reviously rully mor
nsert Line Item Options							
Tax Cate	gory: 0% VAT / 0% tax	V Shipp	oing Documents Special Han	dling Discour	nt		Add to Included Lines
No. Include	Type Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
No. Include	Type Part #	Description A3 Paper	Customer Part # 000000003000000919	Quantity	Unit	Unit Price 100.00 BND	Subtotal
No. Include	Type Part # MATERIAL	Description A3 Paper	Customer Part # 00000000300000919	Quantity	Unit RM	Unit Price 100.00 BND	Subtotal 10.00 BND
No. Include	Type Part # MATERIAL	Description A3 Paper	Customer Part # 0000000300000919	Quantity	Unit RM	Unit Price 100.00 BND	Subtotal 10.00 BND
No. Include 10 Pricing Details	Type Part # MATERIAL Price Unit:* RM	Description A3 Paper	Customer Part # 0000000000000919 Price Unit	Quantity 1 Quantity: * 10	Unit	Unit Price 100.00 BND	Subtotal 10.00 BND
No. Include 10 Pricing Details	Type Part # MATERIAL Price Unit:* RM Unit Conversion:* 1	Description A3 Paper	Customer Part # 0000000300000919 Price Unit I Det	Quantity 1 Quantity: * 10 scription:	Unit RM	Unit Price	Subtotal 10.00 BND
No. Include 10 Pricing Details	Type Part # MATERIAL Price Unit:* RM Unit Conversion:* 1	Description A3 Paper	Customer Part # 000000000000000000000000000000000000	Quantity 1 Quantity:* 10 scription:	Unit	Unit Price 100.00 BND	Subtotal 10.00 BND
No. Include 10 Pricing Details	Type Part # MATERIAL Price Unit:* RM Unit Conversion:* 1	Description A3 Paper	Customer Part # 000000000000000000000000000000000000	Quantity 1 Quantity:* 10 scription:	Unit	Unit Price 100.00 BND	Subtotal 10.00 BND
No. Include 10 Pricing Details Line Item Actions	Type Part # MATERIAL Price Unit:* RM Unit Conversion:* 1 Delete	Description A3 Paper	Customer Part # 000000000000000000000000000000000000	Quantity 1 Quantity:* 10 scription:	Unit	Unit Price	Subtotal 10.00 BND
No. Include 10 Pricing Details Line Item Actions	Type Part # MATERIAL Price Unit:* RM Unit Conversion:* 1 Delete	Description A3 Paper	Customer Part # 000000000000000000000000000000000000	Quantity 1 Quantity:* 10 scription:	Unit	Unit Price 100.00 BND	Subtotal 10.00 BND
No. Include 10 Pricing Details Line Item Actions	Type Part # MATERIAL Price Unit:* RM Unit Conversion:* 1 Delete	Description A3 Paper	Customer Part # 000000000000000000000000000000000000	Quantity 1 Quantity:* 10 scription:	Unit	Unit Price 100.00 BND	Subtotal 10.00 BND
No. Include 10 Pricing Details Line Item Actions	Type Part # MATERIAL Price Unit:* RM Unit Conversion:* 1 Delete	Description A3 Paper	Customer Part # 0000000300000919 Price Unit Det	Quantity 1 Quantity: * 10 scription:	Unit	Unit Price	Subtotal 10.00 BND

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

Attachments		-
The total size of all attachments cannot exceed 100MB	Remove	
Choose File No file cl 11 Add Attachment		

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

💽 Open				\times
\leftrightarrow \rightarrow \land \uparrow \square \land This	s PC >>>>	ٽ ~	,○ Search GVP U	ser Guides
Organize 🔻 New folde	r			- 🔳 💡
📙 Microsoft Team: ^	Name	Date modified	Туре	Size
Pictures				
	SAMPLE ATTACHMENT] Relevant Attachment for Invoice	4/17/2024 6:53 AM	Microsoft Edge P	15 KB
💻 This PC				
🗊 3D Objects				
E Desktop				
🖆 Documents				
🖶 Downloads				
Music				
Pictures				
Videos				
🎬 OS (C:)				
File na	ime:	~	All files	~
		Upload from mobile	Open	Cancel

Step 12: Click on selected File.

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

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

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

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

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



Outcome: File attached to the Invoice.

Attachments			
The total size of all attachments cannot exceed 100MB		Remove	
Choose File No file chosen Add Attachment			
Name	Size (bytes)	Content Type	
[SAMPLE ATTACHMENT] Relevant Attachment for Invoice.pdf	15382	application/pdf	
Delete			

Note:

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

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 It	tems							2 20	ie neno, i metadoa,	of formation of the second sec
Insert Line	e Item Optior	ıs								
		Tax Category	/: 0% VAT / 0% tax		✓ Sh	ipping Documents Special H	landling Disco	unt		Add to Included Lines
NO	TF 1	Include	Туре	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
			MATERIAL		A3 Paper	0000000300000919	500	RM	5.00 BND	2,500.00 BND
I	Pricing Detai	s	Price Unit:*	RM		Price U	Jnit Quantity: * 1			
			Unit Conversion:*	1			Description:			
	No.	Include	Туре	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	20	\bigcirc	MATERIAL		43 Paper	0000000300000919	0	RM	5.00 BND	0 BND

SUPPLIER (VENDOR)

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		View/Edit Addresses
Invoice #: 1	* ORIINV123456	Total Gross Amount:	50.00 BND		
Invoice Date: *	* 29 Aug 2024	Iotal Net Amount: Amount Due:	50.00 BND 50.00 BND		
Service Description:					
Supplier Tax ID:					
Remit To:	TechFusion Innovations	1			
Bill To:	Brunei-Muara Brunei Darussalam Kementerian Kewangan dan Ekonomi				
	Brunei Darussalam				



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

				U
eate Invoice			Previous Save Submit	Exit
onfirm and submit this document. It will not be electronically sign arussalam.	ed according to the countries of origin and destination of invo	ice. The document's originating country	is:Brunei Darussalam. The document's destination country is	:Brunei
tandard Invoice				
Invoice Number: INV-4500005701 Invoice Date: Friday 3 May 202 Original Purchase Order: 4500005701	4 8:27 AM GMT+08:00	Subtotal: Total Tax: Total Gross Amount: Total Net Amount: Amount Due:	10.00 BND 0.00 BND 10.00 BND 10.00 BND 10.00 BND	
REMIT TO:	BILL TO:	SUPP	PLIER:	
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Ministry of Finance and Economy Postal Address: Commonwealth Drive 229910 Brunei Darussalam Address ID: SD Phone : +673 () 238 0999	Syarik Posta No. 1 Jalan Brune	kat Riang Ria Semarak Aldilfitri Sdn Bhd al Address: Jalan Sana, Sini -i-Muara BC1234 el Darussalam	
BILL FROM:	CUSTOMER:			
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy			
	Postal Address:			

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

Proceed to step 16, once ready for Invoice submission.

Section: Shipping Information

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

SUPPLIER (VENDOR)

Section: Original Purchase Order

ine no.	Line Ref No.	Туре	Part No. / Description		Customer Part No.		Qty / Uni	t	Unit Price	Sub Tota	al
1	00010	MATERIAL	A3 Paper		0000000300000919		1 / (RM)		100.00 BND	10.00 B	ND
	DETAILS										
	Pricing Details										
	Unit Details	(i)				Price Details (i)					
	Unit Convers	ion		Price Unit	Order Unit		Price	Price Unit Qu	antity	Price Unit	
	1			RM	RM	10	0.00 BND	10		RM	
	Co	ountry of Origin:									
	Accountin Accountin Accountin Accountin Classificatie Classificatie Classificatie Classific	g Reference ID: ing Description: g Reference ID: ing Description: g Reference ID: ing Description: on Domain: El ation code: Si ation code: Si	021024007 ID 1D1004 ID 100.00 Percentage RPCommodityCode SSUPP04 RPCommodityCodeDescription C-OFFICESUPP								
	Accountin Accountin Accountin Accountin Accounti Classificati Classific Classific	g Reference ID: ing Description: g Reference ID: ing Description: g Reference ID: ing Description: on Domain: EI ation code: Si on Domain: EI ation code: Si	021024007 ID 1D1004 ID 100.00 Percentage RPCommodityCode -SUPP04 RPCommodityCodeDescription C-OFFICESUPP							Subtotal:	10.00 BND

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

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	0%		10.00 BND	0.00 BND		0% tax		
Date of Supply Frida	ay 3 May 2024 12:00 A	M GMT+08:00						
voice Summar	у							
								Subtotal: 10.00 BND
								Total Tax: 0.00 BND
							Total Gros	s Amount: 10.00 BND
							Am	ount Due: 10.00 BND
tachment(s):							Content Type	
me							Content type	

Step 16: Click on Submit button.

SAP Business Network -				?	ĺ
Create Invoice	Previous	16	Submit	Exit	
Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country Darussalam. Standard Invoice	r is:Brunei Darussalan	n. The document's d	destination country is:E	Brunei	

Outcome: Invoice has been submitted.

SAP Business Network -			?
Invoice INV-4500005701 has been submitted.			
 Print a copy of the invoice. Exit invoice creation. 			
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Note: Respective department will verify the parked invoice and proceed with payment process.

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



Outcome: Print pop-up will be displayed.

Print ? Total: 2 sheets of paper	5/3/24, 8:35 AM "Copy Invoice - This is not a TAX Invoice"	SAP Business Ne	twork Supplier	
Printer	Standard Invoice			Attachment(s)
Corporate Printer V	Invoice Number: INV-45000057	01	Subtotal:	10.00 BND
	Invoice Date: Friday 3 May 2	1024 8:27 AM GMT+08:00	Total Tax:	0.00 BND
Copies	Original Purchase Order: 4500005701		Total Gross Amount:	10.00 BND
	Origin: Supplier		Total Net Amount:	10.00 BND
1			Amount Due:	10.00 BND
Layout	REMIT TO:	BILL TO:	SUPPLIER:	
O Portrait	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy	Syarikat Riang Ria Semarak Aidilfit	ri Sdn Bhd
	Postal Address:	Postal Address:	Postal Address:	
Landscape	No. 1 Jalan Sana,	Commonwealth Drive	No. 1 Jalan Sana,	
<u> </u>	Jalan Sini Russei Mussa RC1224	223910 Rrunei Davistealam	Jalan Sini Prupei Mutra PC1224	
Pages	Brunei Darussalam	Address ID: SD	Brunei Darussalam	
O All		Phone : +673 () 238 0999		
Odd pages only				
0	BILL FROM:	CUSTOMER:		
Even pages only	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy		
e.g. 1-5, 8, 11-13	Postal Address:	Postal Address:		
	No. 1 Jalan Sana,	Commonwealth Drive		
Print Cancel	Jalan Sini	223910		
Cancer	Brunei-Muara BC1234	Brunei Darussalam		

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

Print ? Total: 2 sheets of paper 5/3/24, 8:35 AM SAP Busin Printer "Copy Invoice - This is not a TAX Invoice" Sard Busin Corporate Printer Standard Invoice Standard Invoice Copies Invoice Number: INV-4500005701 1 Origin 2 Purchase Order: 4500005701 1 Origin 2 Purchase Order: 4500005701 1 REMIT TO: BIL TO:	iness Network Supplier Attacher Subtotal: 10.001 Total Tax: 0.001 Total Tax: 10.001 Total Gens Amount: 10.001 Total Maximum Due: 10.001 SUPPLIER: SUPPLIER:
Total: 2 sheets of paper "Copy indice - This is not a TAX Indice" Printer Standard invoice Corporate Printer Invoice Number: Invoice Number: INV-4500005701 Imvice Date: Friday 3 May 2024 8.27 AM GMT+08:00 Origin: Supplier 1 Origin: Layout REMITTO:	Attachn Subtotat: 10.001 Total Tax: 0.001 Total Gross Amount: 10.001 Total Gross Amount: 10.001 Amount Due: 10.001 SUPPLIER:
rinter Standard Invoice Corporate Printer Invoice Number: opies Invoice Number: 1 Original Purchase Order: 4 REMIT TO:	Attacht Subtotat: 10.001 Total Tax: 0.001 Total Tax: 0.001 Total Gross Amount: 10.001 Total Amount: 10.001 SUPPLER: SUPPLER:
Printer Standard Invoice Corporate Printer Invoice Number: INV-4500005701 Invoice Date: Fiday 3 May 2024 827 AM GMT+08:00 Copies Original Purchase Order: 4500005701 1 Origin: Supplier 1 REMIT TO:	Subtotal: 10.001 Total Tax: 0.001 Total Gress Amount: 10.001 Total Net Amount: 10.001 Amount Dax: 10.001 SUPPLIER:
Corporate Printer Imoice Number: NV-4500055701. Copies Imoice Number: NV-4500055701. 1 Original Purchase Order: 4500057701. 1 Origin: Supplier	Subtotal: 10.000 Total Tax: 0.001 Total Gress Amount: 10.001 Total Net Amount: 10.001 Amount Dae: 10.001 SUPPLIER:
Corporate Printer Invoke Number: INV-450005701 Copies Invoke Number: INV-450005701 1 Invoke Number: Invoke Number: INV-450005701 1 Invoke Number: Invoke Number: Invoke Number:	Subtrati: 10.000 Total Tax: 0.001 Total Gress Amount: 10.001 Total Net Amount: 10.001 Amount Dax: 10.001 SUPPLIER:
Copies Copies Remt To: BILLTO:	Subtrati: 10.00 Total Tax: 0.00 Total Total Tax: 10.00 Total Net Amount: 10.00 Amount Due: 10.00 SUPPLIER: 10.00
Copies Index Code Index Index Index Index Code Index Co	Total likes. 10.00 Total likes. Mnount: 10.00 Total Net Amount: 10.00 Amount Due: 10.00 SUPPLIER:
1 Origin: Supplier	Total Net Amount: 10.00 Amount Due: 10.00 SUPPLIER:
1 REMIT TO: BILL TO:	Amount Due: 10.00 SUPPLIER:
REMIT TO: BILLTO:	SUPPLIER:
REMIT TO: BILL TO:	SUPPLIER:
Svarikat Riang Ria Semarak Adilifiri Sdn Bhd Mristry of Finance and Economy	Svarikat Riang Ria Semarak Aidilfitri Sdn Bhd
O Portrait	
Postal Address: Postal Address:	Postal Address:
Landscape No. 1 Jaun Sini, Commonwatan Urive	No. 1 Jalan Sana, Jalan Sini
Brunei-Muara BC1234 Brunei Darussalam	Brunei-Muara BC1234
Pages Brunei Darussalam Address ID: SD	Brunei Darussalam
Phone : +673 () 238 0999	
Odd pages only	
BILLHOM: CUSTOMER:	
Even pages only Syarikat Riang Ria Semarak Aidliftiri Sdn Bhd Ministry of Finance and Economy	
e.g. 1-5, 8, 11-13 Postal Address: Postal Address: No. 1 Jalan Sana, Commonwealth Drive	
Jalan Sini 222910	
Print Cancel Brunei Mura BC1234 Brunei Darussalam	

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

SAP Business Network -	0
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.

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

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

—		w.
urchase Order: 4500005701		Done
Create Order Confirmation Create Ship No.	Create Invoice	* 🕾
Order Detail Order History		
ΛΕΙς		
m: stomer istry of Finance and Economy rmonwealth Drive	To: Syarikat Riang Ria Semarak Aldilifitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini	Status Purchase Order (Invoiced) 4500005701 Amount: 10.00 BND
m: stomer istry of Finance and Economy mmonwealth Drive 3910 inel Darussalam one: +673 () 238 0999 c	To: Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Status Purchase Order (Invoiced) 4500005701 Amount: 1.000 BND Version: 1 Track Order
In: stomer instry of Finance and Economy mmonwealth Drive 3910 Junei Darussalam one: +673 () 238 0999 x: Intact Information pplier Address arikat Riang Ria	To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sini Brunel-Muara BC1234 Brunel Darussalam Phone: Fax: Email:	Purchase Order (Invoiced) 4500005701 Amount: 10.00 BND Version: 1 Track Order Routing Status: Acknowledged External Document Type: Sta PO /I NonWarrant (ZNB) Document Type: Sta PO /I NonWarrant (ZNB)

SUPPLIER (VENDOR)



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

=	M Gmail		Q Se	arch mail		?	(3)	***	
1	Compose		÷		24 of 8	8,531	<	>	31
	Inbox	6,130		Invoice INV-4500005701 for 10.00 BND has been submitted to Treasury Accounting and Financial Information System - TEST > Intox ×			8	Ø	
☆ ©	Starred Snoozed			ordersender-prod@ansmtp.ariba.com @ Fri, May 3, 8:32AM (4 days ago)	☆	<u></u>	¢	:	ø
⊅ ⊳	Important Sent								•
• 🗅	Drafts Categories	67		Dear Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd, You have successfully submitted Invoice INV-4500005701 for 10 00 BND to Treasury Accounting and					+
~	More			Financial Information System - TEST through the SAP Business Network. A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please					
-				retain these files to support your local business records storage and archiving requirements. Important:					
Ξ				Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices. Where can I get more information about SAP Business Network?					
-				To access product documentation and tutorials, go to <u>SAP Business Network Exchange User</u> <u>Community</u>					
				How do I view a PDF document? Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: https://get.adobe.com/reader/					>

=	M Gmail		Q Se	earch mail		Ŧ	0	ŝ	***	
0	Compose		÷	•	i Ľ ()		23 of 8,531	<	>	EI
	Inbox	6,129		Sent - In AN111768	voice INV-4500 395911-T) - Noti	0005701 - to Treasury Accounting and Financial Information System - TEST (A fication from SAP Business Network > Information SAP Business Network > Information Statement	NID:	æ	ß	
☆	Starred			/	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					a
Q	Snoozed			network_acc	counts@ansmtp.ariba	.com <ordersender-prod@ansmtp.ariba.com> Fri, May 3, 8:32 AM (4 days ago)</ordersender-prod@ansmtp.ariba.com>	☆ ☺	۴	:	
D	Important			to me 👻						
⊳	Sent									
۵	Drafts	67			SAP Ariba /					
	Categories									+
~	More				Your customer Treasur Business Network acco	y Accounting and Financial Information System - TEST updated your invoice on SAP Business Network. Click View Invoice to log unt (ANID: AN11201968629-T).	into your SAI	P		
					Country	BN				
					Customer	Treasury Accounting and Financial Information System - TEST				
					Invoice number	INV-4500005701				
-					Invoice Status	Sent				
					Description:	Success				
						_				
_						View	v invoice			
					Download the SAP Bus	iness Network Supplier app to your mobile device and manage customer orders on the go.				
					Download on the	D APP ON				
					Coo	2017-037 2017-037				,



3.1.3.5 Invoice Cancellation by Vendor

As of 1st 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 (<u>tafis.ppp@mofe.gov.bn</u>) 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 (<u>tafis.ppp@mofe.gov.bn</u>) 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).

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

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

Note:

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

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

SUPPLIER (VENDOR)

Business Network Standard Account Image: Comparison of the service of the s	¢
Home Enablement Discovery v Workbench Orders v Futfillment v Invoices v Payment v More v Leads v In Location v By Product Q Overview Getting started 0 0 Invited Leads Invited Leads Invited Leads Invited Leads Last 90 days	
Leads In Location By Product Overview Getting started 1 0 0 Enablement Tasks Matched Leads Last 90 days Last 90 days	(
Leads In Location By Product Overview Getting started 1 0 0 Enablement Tasks Matched Leads Last 90 days Last 90 days	
Overview Getting started 1 0 0 Enablement Tasks Matched Leads Last 90 days Last 90 days	
Overview Getting started 1 0 0 Enablement Tasks Matched Leads Last 90 days Last 90 days	
1 0 0 Enablement Tasks Matched Leads Last 90 days Last 90 days	
Last 90 days Last 90 days	
Enablement Tasks Matched Leads Invited Leads Last 90 days Last 90 days	
Last 90 days Last 90 days	
Last au days	1
	_
Purchase orders Last 3 months Invoice aging Activity feed All	Vie
¢1.01 K ¢0	
\$1.01 BND \$0 BND	
\$1.2K \$1	

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

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

Step 3: Click on Order Confirmations.

Business Network Standard Account Get enterprise account		47 Q 8
Home Enablement Discovery v Workbench Leads	Fulfillment Invoices Payments Catalogs More Order Confirmations 3 Service Sheets By Product Q Time and Expense Sheets Image: Sheets Image: Sheets	
Overview Getting started	Ship Notices	
A D D D D D D D D D D D D D D D D D D D	Sales Orders Drafts	2

Outcome: Order Confirmations page will be displayed.

SAP B	Business Networ	k 🗸 Standar	d Account		TEST MODE	l					5 ()	SH
Home	Enablement	Discovery \vee	Workbench	Orders ~	Fulfillment 🗸	Invoices \checkmark	Payments	✓ Cat	talogs \vee More \vee		Create 🗸	000
Order Co	onfirmations											
► Sea	arch Filters											
Order	r Confirmatio	ns (3)										
Confirm	nation ID	Custor	ner				Ord	er #	Date		Status	
Con-45	500005711 @	Treasu	ry Accounting and	Financial Inform	ation System - TEST		450	0005711	4 May 2024 10:4	18:28 AM	Acknowledged	
Con-45	500005702 🖉	Treasu	ry Accounting and	Financial Inform	ation System - TEST		450	0005702	4 May 2024 12:	07:33 AM	Acknowledged	
Con-45	500005701 🖉	Treasu	ry Accounting and	Financial Inform	ation System - TEST		450	0005701	2 May 2024 3:24	4:19 PM	Acknowledged	
SAP © 20	022 SAP SE or an S	GAP affiliate compar	ny. All rights reserve	ed.						Privacy Statement	Security Disclosure	Terms of U

SUPPLIER (VENDOR)

Note:

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

5	Business Network	Standard Account	3			🗐 🕜 SH
н	ome Enablement	Discovery V Workbench Orders V Fulfillment V	Invoices 🗸 I	Payments 🗸 Catalog	s 🗸 More 🗸	Create 🗸 🛛 🚥
Or	der Confirmations					
	► Search Filters					
	Order Confirmation	ns (3)				
	Confirmation ID	Customer		Order #	Date	Status
ote 1	Con-4500005711 🖉	Treasury Accounting and Financial Information System - TES	Note 2	4500005711	4 May 2024 10:48:28 AM	Acknowledged
	Con-4500005702 🖉	Treasury Accounting and Financial Information System - TES	т	4500005702	4 May 2024 12:07:33 AM	Acknowledged
	Con-4500005701 Ø	Treasury Accounting and Financial Information System - TES	т	4500005701	2 May 2024 3:24:19 PM	Acknowledged
				·		
SA	© 2022 SAP SE or an S	AP affiliate company. All rights reserved.			Privacy Stateme	nt Security Disclosure Terms of Us

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

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

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

Business Network	k 👻 Standard Account	TEST M	IODE				(?) SH
der Confirmation:	Con-4500005711						Done
Print Export cXML							
Detail History							
							Attachment
Confirmatio	on #: Con-4500005711						
Notice L	Date: 4 May 2024						
Purchase O	rder: 4500005711						
Comme	ents: 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	Subtota
▼ 00010	1			6 May 2024			
		Cleaning Service					
		Current Order Status:					
		1.000 Confirmed With New Dat	e (Comments: Services expected t	o be delivered on 6th Ma	ay 2024; Estimated Completion	n Date: 6 May 2024)	
00010.10	D		10.000 (C62)			5,000.00 BND	50,000.00 BN
		Cleaning Service					
		2					

Scroll down the page to view remaining PO confirmation details.

	Notice Date:	4 May 2024						
	Purchase Order:	4500005711						
Es	st. Delivery Date:	6 May 2024						
	Comments:	Services expected to	be delivered on 6th May 2024					
Line Items								
Ene tterns								
Line #	١	No. Schedule Lines	Part # / Description	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal
▼ 000	10 1				6 May 2024			
	10 1				0 May 2024			
			Cleaning Service					
			Current Order Status:					
			1 000 Confirmed With New Date	(Comments: Services expected to	be delivered on 6th Ma	v 2024: Estimated Completion	Date: 6 May 2024)	
			1.000 Commed Warner Date	(commenta: ocrates expected to	be delivered on our wa	y 2024, Estimated completion	Date: 6 May 2024)	
	00010.10			10.000 (C62)			5,000.00 BND	50,000.00 BND
			Cleaning Service					
Attachment(s)								
Autochineni(3).	•							
							-	
Nam	ne						Туре	
[SAM	MPLE ATTACHME	NT] Relevant Attachmer	nt for Confirm Order.pdf				application/pdf	
Print Expor	rt cXML							
								Dana
								Done

Find and View Advanced Shipping Notice (ASN) 3.1.4.2

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

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

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

Note:

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

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

SUPPLIER (VENDOR)

tcome: Dashboard (Home	page) will be	displayed	l.		
Business Network Standard Account	Get enterprise account	TEST MODE			
Home Enablement Discovery v W	orkbench Orders 🛩	Fulfillment 🗸	Invoices • Payments •	More ~	
		Zi Iui			
	Leads	✓ In Location	✓ By Product	٩	
A State 1/	- it	Colles	A NOR		-
Overview Getting started					An and
1	\cap	\cap	4		
_	0	0			
Enablement Tasks Match	ned Leads	Invited Leads			
Las	t 90 days	Last 90 days	1		
My widgets Treasury Accounting 🗸	≣ ≩ Customize				
Purchase orders Last 3 months V	Invoice aging		Activity feed All 🗸		1
¢1 01 K					
ST.OT BND	SU BND				
\$1.2K	\$1				

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

Home	SAP Business Network Discovery	Workbench Orde	rs 🖌 Fulfillment 🖌 In	voices v Payments v More	~	Create
4	Ariba Proposals & Questionnaires	11 A A T A	19 N 19			
	Ariba Contract Management	Landa				
100	SAP Business Network	Note	• In Location	By Product	4	
			Reden			

Step 2: Click on Fulfillment dropdown button.

Step 3: Click on Ship Notices.

SAP	Business Network Standard Account Get enterprise account	restrada		A D 0 B
Hom	e Enablement Discovery ~ Workbench	Fulfillment ~ Invoices ~	Payments v Catalogs v More v	Create 🗸 🕴 🚥
		Order Confirmations		
	Leads	Service Sheets	✓ By Product Q	
	and the second sec	Time and Expense Sheets		U.
	Overview Getting started	Ship Notices 3		
		Goods Receipts		
4	0 0	Sales Orders		
	Matched Leads Invited Leads	Drafts		
	Last 90 days Last 90 days			

Outcome: Ship Notices page will be displayed.

SAP	Business Netwo	ork 🚽 Standard	d Account		TEST MOD	3						5 ()	SH
Home	Enablement	Discovery \checkmark	Workbench	Orders 🗸	Fulfillment 🗸	Invoices \checkmark	Payments $ \smallsetminus $	Catalogs	\sim More \sim			Create 🗸	
Ship N	otices												
► 5	Search Filters												
Shi	p Notices (1)												=
Pack	king Slip ID	Customer				Order #	Date		Completion Status	Receipt Status	Routing Status	Ship Notice St	tatus
ASN	-4500005701	Treasury Accounti	ng and Financial I	nformation Syster	m - TEST	4500005701	2 May 2024 4:10:4	IS PM	Completed	Fully Received	Acknowledged		
SAP	© 2022 SAP SE or an	SAP affiliate compan	ıy. All rights reserve	d.							Privacy Statement	ecurity Disclosure	Terms of Use

Note:

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

		SAP Bus	iness Netwo	ork - Standard	Account		TEST MOD	E						₽ (?	SH
	ł	Home Er	ablement	Discovery \checkmark	Workbench	Orders ~	Fulfillment \sim	Invoices \checkmark	Payments $ \sim $	Catalogs \	More 🗸			Create 🗸	
	SI	hip Notic	es												
		► Sear	ch Filters												
		Ship N	otices (1)												
		Packing S	lip ID	Customer				Order #	Date	c	completion Status	Receipt Status	Routing Status	Ship Notice S	tatus
Vote	1	ASN-4500	0005701	Treasury Accountir	ng and Financial I	nformation	Note 2	4500005701	2 May 2024 4:10:4	15 PM C	Completed	Fully Received	Acknowledged		
	S	₽ © 202	2 SAP SE or an	n SAP affiliate company	y. All rights reserve	d.							Privacy Statement	Security Disclosure	Terms of Use



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

S	Business	Network - Standa	rd Account		TEST MOD	E						₽ (?	SH
Ho	me Enablem	ent Discovery ~	Workbench	Orders ~	Fulfillment \sim	Invoices $ \smallsetminus $	Payments 🗸	Catalogs	✓ More ∨			Create 🗸	
Shi	p Notices												
	Search Fil	ters											
	Ship Notices	: (1)											
	Packing Slip ID	Customer				Order #	Date		Completion Status	Receipt Status	Routing Status	Ship Notice S	tatus
	ASN-450000570	1 Treasury Account	ting and Financial	Information Syster	n - TEST	4500005701	2 May 2024 4:10:4	45 PM	Completed	Fully Received	Acknowledged		
SAU	© 2022 SAP S	E or an SAP affiliate compa	ny. All rights reserve	ed.							Privacy Statement	Security Disclosure	Terms of U

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

Sap Business Network - Standard Account	TEST MODE () SH
hip Notice: ASN-4500005701	Done
Print Export cXML	
Detail History	
SHIP FROM	DELIVER TO
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	KEMENTERIAN KEWANGAN & EKONOMI
Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Postal Address: No. 2, Jatan Situ, Jalan Saja Brunei-Muara BD5678 Brunei Darussalam Address ID: D010
SHIPPING Packing Slip ID: ASN-4500005701 Notice Date: 2 May 2024	Related Documents: 4500005701 500000455
Service Level:	TRACKING
Requested Delivery Date:	Tracking information not provided.
Ship Notice Type: Estimated Estimated Shipping Date: 2 May 2024	STATUSES BASED ON GOODS RECEIPT
Estimated Delivery Date: 5 May 2024 12:00:00 PM	Completion Status: Completed
Gross Volume:	Receipt Status: Fully Received
Gross Weight:	SHIP NOTICE TRACKING

SUPPLIER (VENDOR)



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

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

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.

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

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

Note:

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

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

SUPPLIER (VENDOR)

tcome: Dashboard (Home	bage) will be displayed.	
Business Network Standard Account	Get enterprise account	ব
Home Enablement Discovery ~ W	rkbench Orders v Fulfillment v Invoices v Payments v	· More · Cr
	Leads V In Location V By Product	a
In the second second	A The way	
Overview Getting started		
1		
Enablement Tasks Mate	ed Leads	
Las	90 days Last 90 days	
My widgets Treasury Accounting V	≣≩ Customize	-
Durchase orders	Investore exting	
Furchase orders		View
\$1 01 K	\$0	
\$1.2K	\$1	

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

Home	SAP Business Network Discovery	Workbench Orde	ers 🖌 Fulfillment 🖌 In	voices v Payments v More	×	Create
4	Ariba Proposals & Questionnaires	The second se	19 N 19		A A A A A A A A A A A A A A A A A A A	
	Ariba Contract Management	Landa				
100	SAP Business Network	Note	• In Location	By Product	q	
			Reden			

Step 3: Click on Goods Receipts.

SAP Business Network Standard Account Get enterprise account		v C @ 8
Home Enablement Discovery ~ Workbench 2	Fulfillment - Invoices - Payments - Catalogs - More -	Create 🗸 🕴 🚥
	Order Confirmations	
Leads	Service Sheets V By Product Q	
	Time and Expense Sheets	
Overview Getting started	Ship Notices	
	Goods Receipts	
	Sales Orders	
Matched Leads Invited Leads	Drafts	
Last 90 days Last 90 days		

Outcome: Goods Reciepts page will be displayed.

SAP	Business Netwo	rk 👻 Standard Account		TEST MOD							₽ ()	SH
Home	Enablement	Discovery V Workbe	nch Orders 🗸	Fulfillment \sim	Invoices \checkmark	Payments V	Catalogs 🗸	More 🗸			Create 🗸	
Goods I	Receipts											
► S	earch Filters											
Go	ods Receipts	(1)										
Rece	ipt Number	Reference	Customer						Date		Routing Status	
5000	000455	4500005701	Treasury Acc	ounting and Financia	al Information Syste	m - TEST			2 May 2024 4:47:27 PM		Sent	
SAP ©	2022 SAP SE or an	SAP affiliate company. All rights	reserved.							Privacy Statement	Security Disclosure	Terms of Use

Note:

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

		SAP Business Netwo	ork 👻 Standard Ad	count	TEST MODE							₽ (?	SH
	ł	Home Enablement	Discovery \checkmark V	Vorkbench Orders	Fulfillment ~	Invoices $ \smallsetminus $	Payments V	Catalogs ~	More 🗸			Create 🗸	
	G	oods Receipts											
		Search Filters											
		Goods Receipts	(1)										-
		Receipt Number	Reference	Customer						Date		Routing Status	
Note	1	500000455	450000570	Note 2	ccounting and Financia	I Information Syste	m - TEST			2 May 2024 4:47:27 PM		Sent	
		@ 2022 SAD SE or an	SAD officiate company. A	I rights reconued							Privacy Statement	Security Direlegue	Terms of Use
	2	S 2022 SAP SE or an	i SAP annuale company. Ai	u ngnus reserved.							Privacy statement	Security Disclosure	remis of Use
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SUPPLIER (VENDOR)

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

	SA	P Business Net	work 👻	Standard	Account		TEST MODE	I						9 ()	SH
	Hon	ne Enablement	Discov	rery 🗸	Workbench	Orders 🗸	Fulfillment \sim	Invoices \checkmark	Payments $ \sim $	Catalogs 🗸	More 🗸			Create 🗸	000
	Goo	ds Receipts													
		Search Filter	ſS												
		Goods Receipt	ts (1)												-
		Receipt Number	_	Referenc	e	Customer						Date		Routing Status	
4		500000455		4500005	701	Treasury Accou	nting and Financial	Information Syste	m - TEST			2 May 2024 4:47:27 PM		Sent	
	SAP	© 2022 SAP SE or	an SAP affilia	ite company	/. All rights reserve	d.							Privacy Statement	Security Disclosure	Terms of Use

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

SAP Business Network - Standard Account	TEST MODE					3 SH
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 J Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Aldilffri Sdn Bhd	Re	ceipt Receipt No.: 5000000455 Receipt Date: 2 May 2024		
					Routing Status Related Docur	: Sent nents: 4500005701
Receipt Line Number Order Line Number Part # / Description	Customer Part # Batch # 0	Customer Batch # Packing	Slip ID Packing Slip Date	Qty (Unit) Delivery Address	Type Unit Rate Amo	unt Status
Purchase Order: 4500005701 (Closed For Receiving)						
1 10 A3 Paper Comments	0000000300000919	ASN-4500	005701 2 May 2024	1.000 RM Not Specified	Received 10.00 BND 10.00	BND Completed
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- This Receipt was sent by Treasury Accounting and Financial Information Syst	-08:00 em - TEST AN11176895911-T and delivered b	y SAP Business Network.				

3.1.4.4 Find and View Invoice

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

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

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

Note:

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

Supplier sign-in Username Next Forgot username	Q
Supplier sign-in Username Next	
New to SAP Business Network?	ars oort e of
Register Now or Learn more	
upported browsers and plugins	

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SUPPLIER (VENDOR)

	•						
SAP Business Network	Standard Acc	count Get enterpr	rise account				Ş
Home Enablement	Discovery ¥	Workbench	Orders Y Fulfillm	ent v Invoices v	Payments 🖌 More	•	
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Overview Getting	started						Ar and
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Enablement Tasks		O Matched Leads	C Invited	eads			
Enablement Tasks		Matched Leads Last 90 days	Invited I Last 90	eads			
L Enablement Tasks		Matched Leads Last 90 days	Invited I Last 90	eads			
Enablement Tasks	easury Accounting	Matched Leads Last 90 days	Invited I Last 90	eads			
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L Enablement Tasks My widgets Tre Purchase orders \$1 01 K	easury Accounting Last 3 months	Matched Leads Last 90 days	omize e aging	eads days Act	ivity feed │ All ∨		Vi
L Enablement Tasks My widgets Purchase orders \$1.01 K ENE	easury Accounting Last 3 months	Matched Leads Last 90 days	omize e aging BND	eads days Act	ivity feed All 🗸		Vi

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

Home	SAP Business Network Discovery	Workbench Orde	rs 🖌 Fulfillment 🖌 In	voices v Payments v More	~	Create
4	Ariba Proposals & Questionnaires	11 A A T A	19 N 19			
	Ariba Contract Management	Landa				
100	SAP Business Network	Note	• In Location	By Product	4	
			Reden			

Step 2: Click on Fulfillment dropdown button.

Step 3: Click on Invoices.



Outcome: Invoice page will be displayed.

		account Resar Walter			47 D @ 8
ome Enablement Disc	overy - Workbench O	rders - Fulfillment - I	nvoices v Payments v More v		Create 🗸 🚥
nvoices					
4	0			2	
4	U	0	U	\angle	U
Invoices	Rejected invoices	Overdue invoices - Not	Overdue invoices - Approved	Invoices pending approval	Approved invoices pending
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days
✓ Edit filter Last 31 0 Customers	lays	nber	Reference	Invoice date	
Select or type selections	D Type select	tion	Type input	Last 31 days	~
Select or type selections	Type select	match O Exact match	Type input	Last 31 days	~
Select or type selections	Image: Difference of the selection Image: Differ	match C Exact match	Type input	Last 31 days	Apply Reset
Select or type selections	Type selec Partial	match O Exact match	Type input	Last 31 days	Apply Reset

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Scroll down the page to view remaining PO Invoice details.

Show m	ore						Apply	Rese	t
							۵	•	5 2
Invoice Number	Customer	Reference	Invoiced Date \downarrow	Amount	Routing Status	Invoice Status	From address	Ti Acti	ons
INV-4500005 711	Treasury Accounting an d Financial Informatio	4500005711	May 4, 2024	\$50000 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	N. n	
INV-4500005 703_1	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	∾. n	
INV-4500005 703	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	N. n	
INV-4500005 701	Treasury Accounting an d Financial Informatio	4500005701	May 3, 2024	\$10 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	n	

Note:

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

		Show m	ore						Apply	Reset	
									۵	3	÷
		Invoice Number	Customer	Reference	Invoiced Date \downarrow	Amount	Routing Status	Invoice Status	From address	T(Actio	ns 🍎
Note	e 1	INV-4500005 711	Treasury Accounting an d Financial Informatio	4500005711	Note 2	\$50000 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	N	Feed
		INV-4500005 703_1	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	N	
		INV-4500005 703	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	N n	
		INV-4500005 701	Treasury Accounting an d Financial Informatio	4500005701	May 3, 2024	\$10 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	N	
											_

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

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

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SAP Business Network - Standard Account	TEST MODE			(7) SH
voice: INV-4500005711				Done
Copy This Invoice Cancel Print Download PDP	▼ Export cXML			
Detail Scheduled Payments History				
				Attachment(
andard Invoice				
Status Invoice: Sent Routing: Acknowledged Invoice Number: INV-4500005711 Invoice Date: Saturday 4 May 2024 11: Original Purchase Order: 4500005711 Submission Method: Online Origin: Supplier Source Document: Order	7 AM GMT+08:00	Subtotal: Total Tax: Total Gross Amount: Total Net Amount: Amount Due:	50,000.00 BND 0.00 BND 50,000.00 BND 50,000.00 BND 50,000.00 BND	
REMIT TO:	BILL TO:		SUPPLIER:	
Svarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	

Scroll down the page to view remaining PO Invoice details.

	Subtotal: 50,000.00 BND Total Tax: 0.00 BND Total Gross Amount: 50,000.00 BND Total Net Amount: 50,000.00 BND Amount Due: 50,000.00 BND
ttachment(s):	
Name	Туре
[SAMPLE_ATTACHMENT]_Relevant_Attachment_for_Invoice.pdf	application/pdf
Copy This Invoice Cancel Print Download PDF Export cXML	
	Done