



TAFIS - USER GUIDE

GOVERNMENT VENDOR PORTAL (GVP)

SUPPLIER (VENDOR)

**PURCHASE ORDER (PO) & INVOICE SUBMISSION
FOR SERVICES**



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1. Introduction

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

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

2. Glossary

The following terms and abbreviations are used frequently.

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

Table 1 Glossary



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

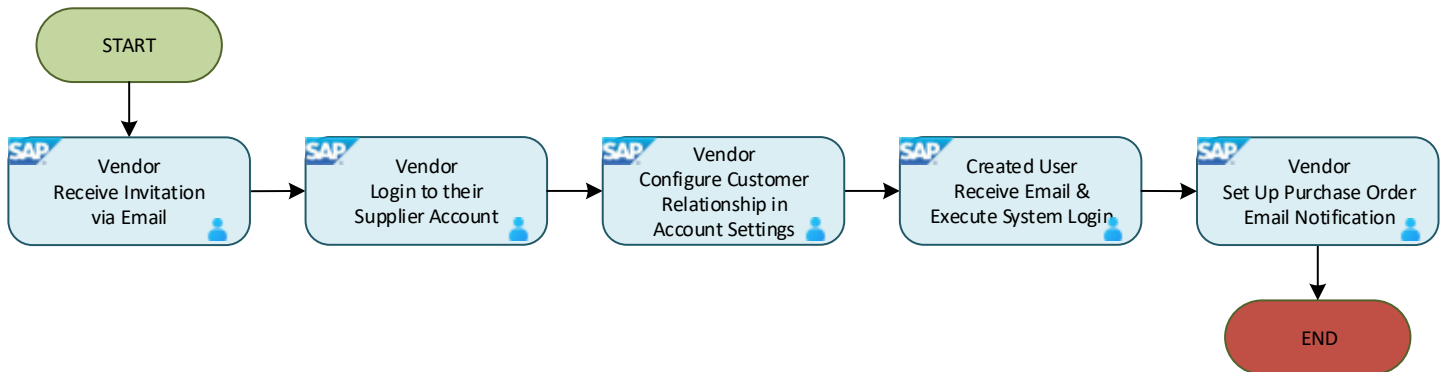
3.1 Commerce Automation (CA)

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

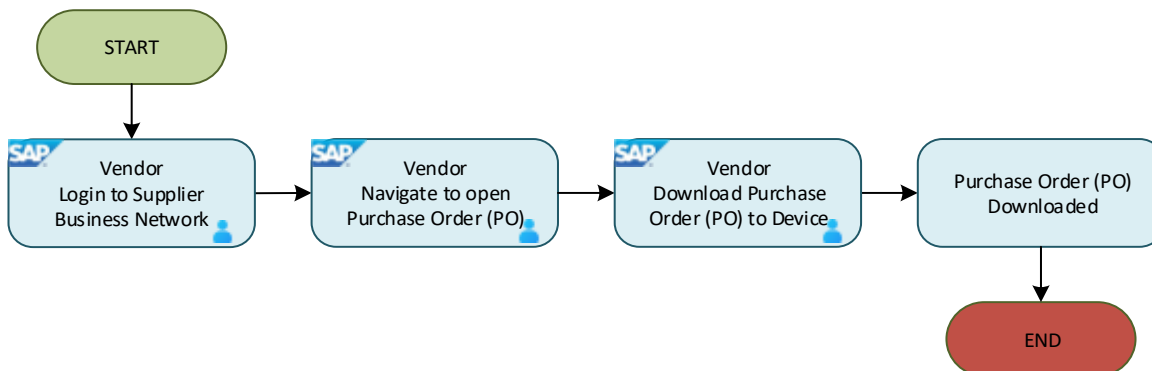
PROCESS ID.	PROCESS DESCRIPTION
Commerce Automation (CA)	
3.1.1	Establish Trading Relationship Request (TRR) for Purchase Order (PO)
3.1.2	View and Download or Print Purchase Order (PO)
3.1.3	Procurement of Services
3.1.4	View Procurement Documents in GVP

Table 2 List of System Activities

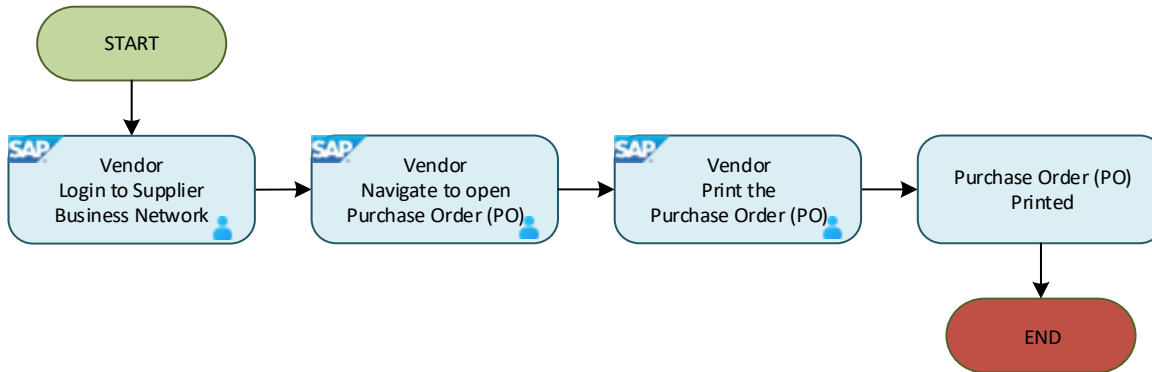
Process Overview: Establish Trading Relationship (TRR) for First Purchase Order (PO)



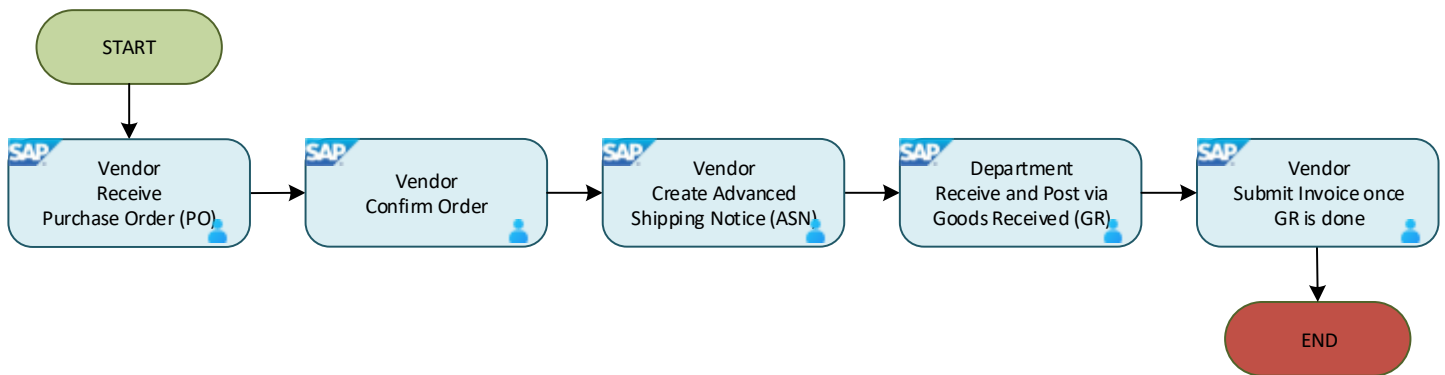
Process Overview: View and Download Purchase Order (PO)



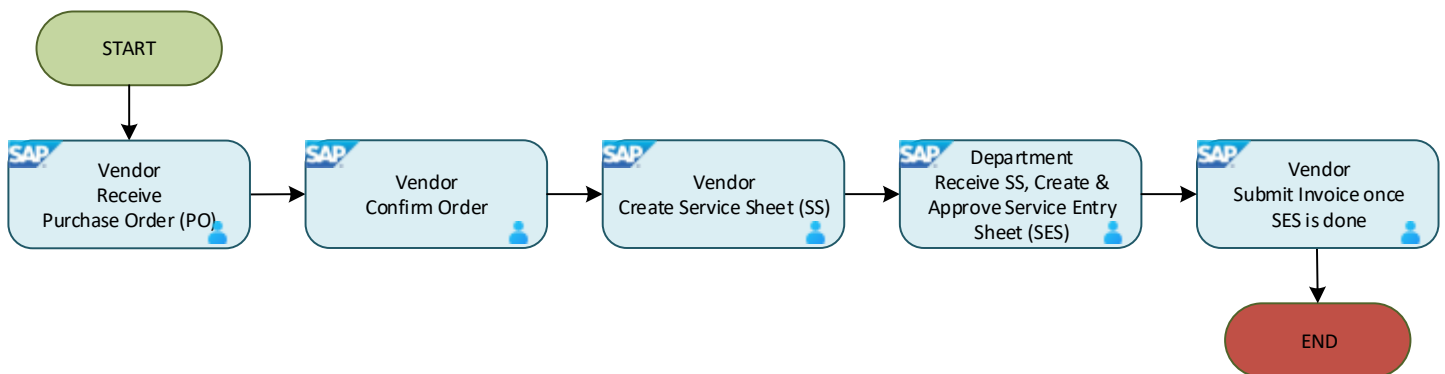
Process Overview: View and Print Purchase Order (PO)



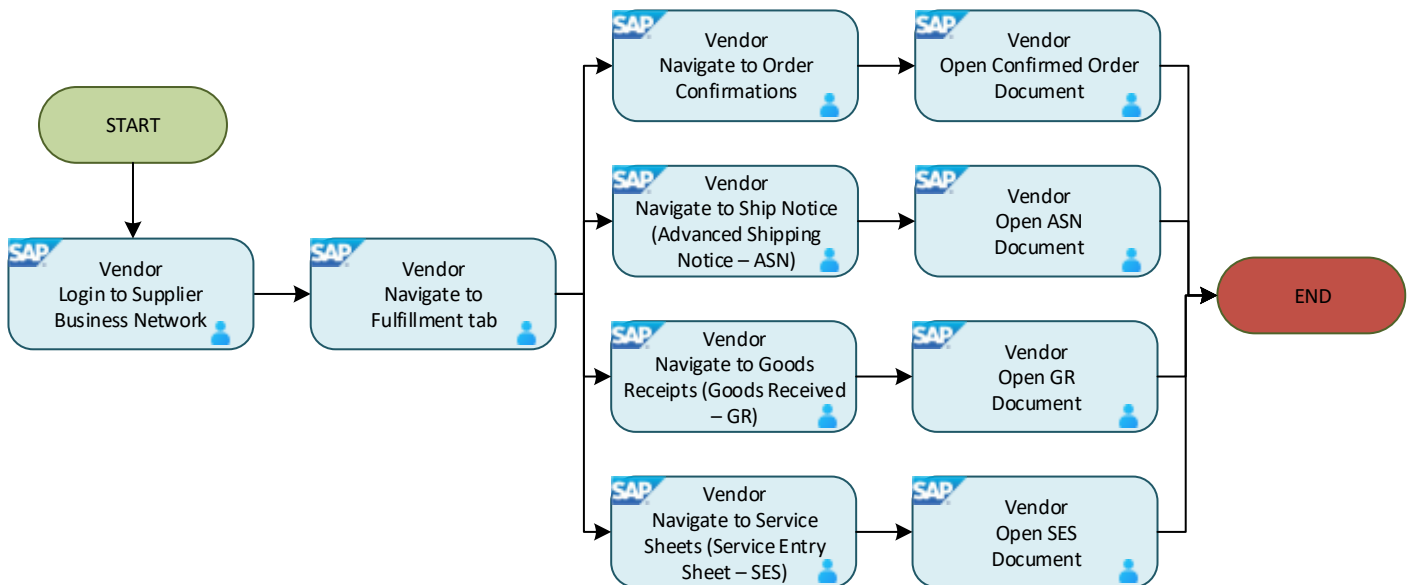
Process Overview: Procurement of Materials



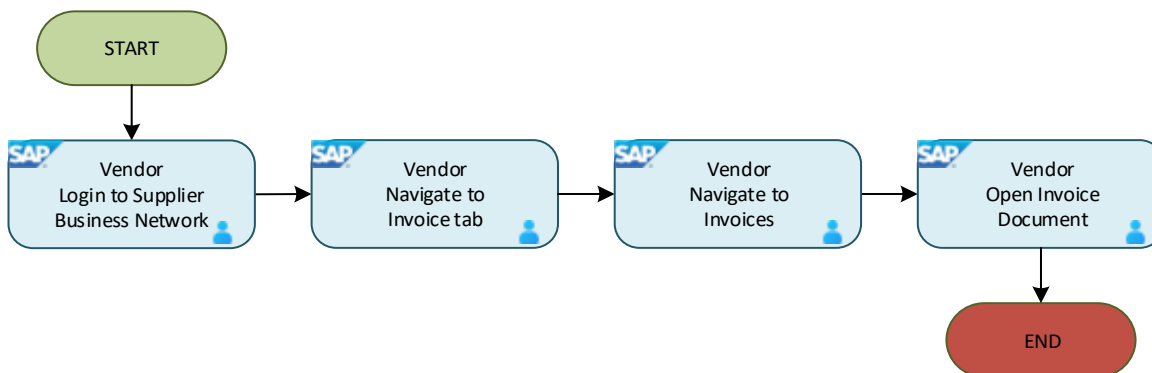
Process Overview: Procurement of Services



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



Process Overview: View Procurement Documents in GVP – Invoice





3.1.1 Establish Trading Relationship Request (TRR)

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

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

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

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

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

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.

SAMPLE ONLY

Treasury Accounting and Financial Information System sent a new Purchase Order 4500005272

1

Treasury Accounting and Financial Information System

ordersender-prod@ansmtf.ariba.com>

Mar 29, 2024, 10:49 PM (3 hours ago)

TAFIS

A new purchase order from Treasury Accounting and Financial Information System is waiting for your response on SAP Business Network.

Hello Sample Vendor 01

Treasury Accounting and Financial Information System would like to invite you to connect with us on SAP Business Network.

To access the purchase order, please click on process order and register on SAP Business Network for free account

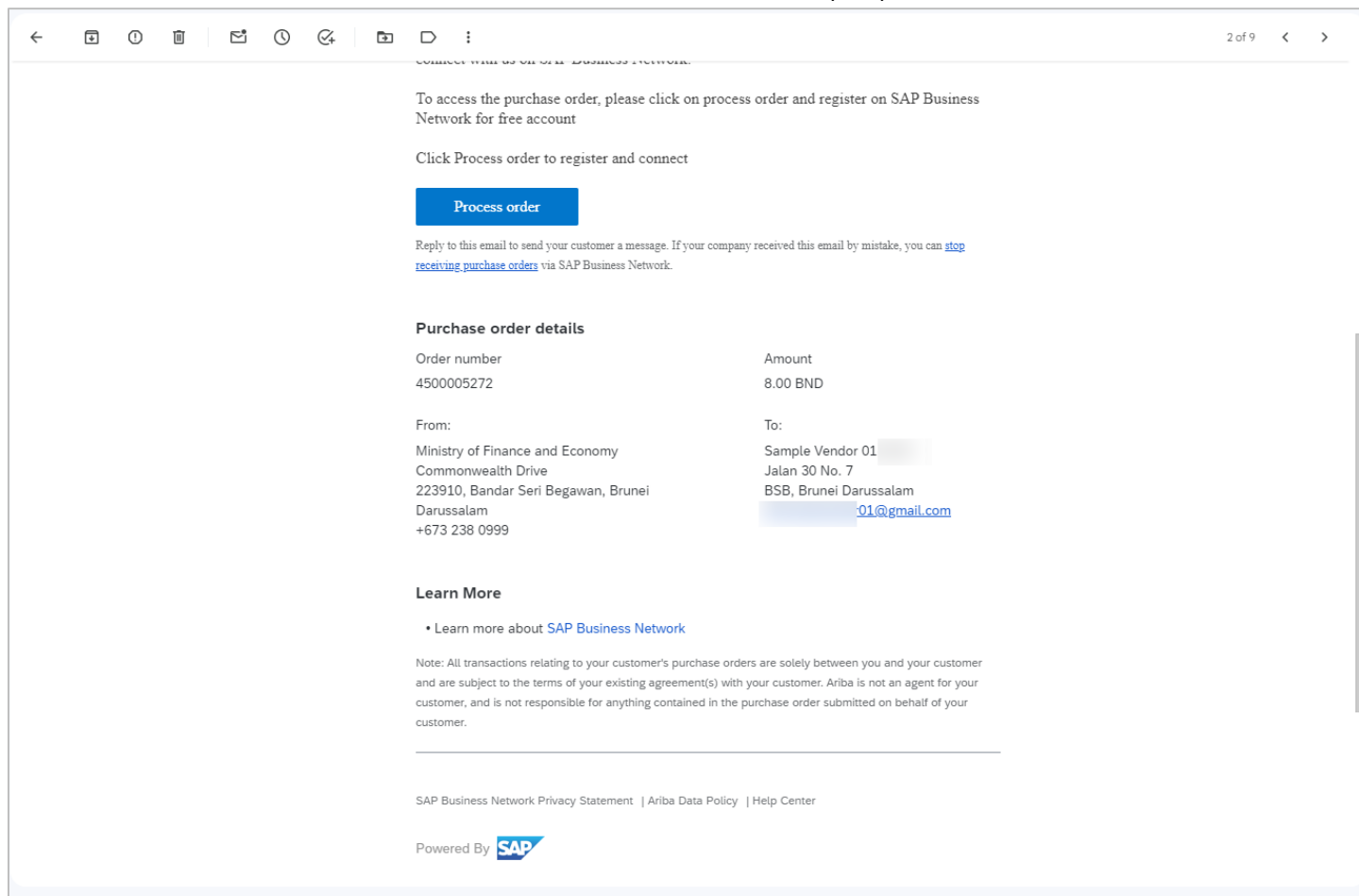
Click Process order to register and connect

Process order

2

Reply to this email to send your customer a message. If your company received this email by mistake, you can [stop receiving purchase orders](#) via SAP Business Network.

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



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





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

SAMPLE ONLY

Purchase Order: 4500005272

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



From:
Customer
Ministry of Finance and Economy

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

To:
Sample Vendor 01-
Jalan 30 No. 7

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

Purchase Order

(New)

4500005272

Amount: 8.00 BND
Version: 1

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

Benefits of a business relationship on SAP Business Network

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

[Learn more](#)

[About this invitation](#)

TAFIS

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

[Create new account](#) ⓘ

or

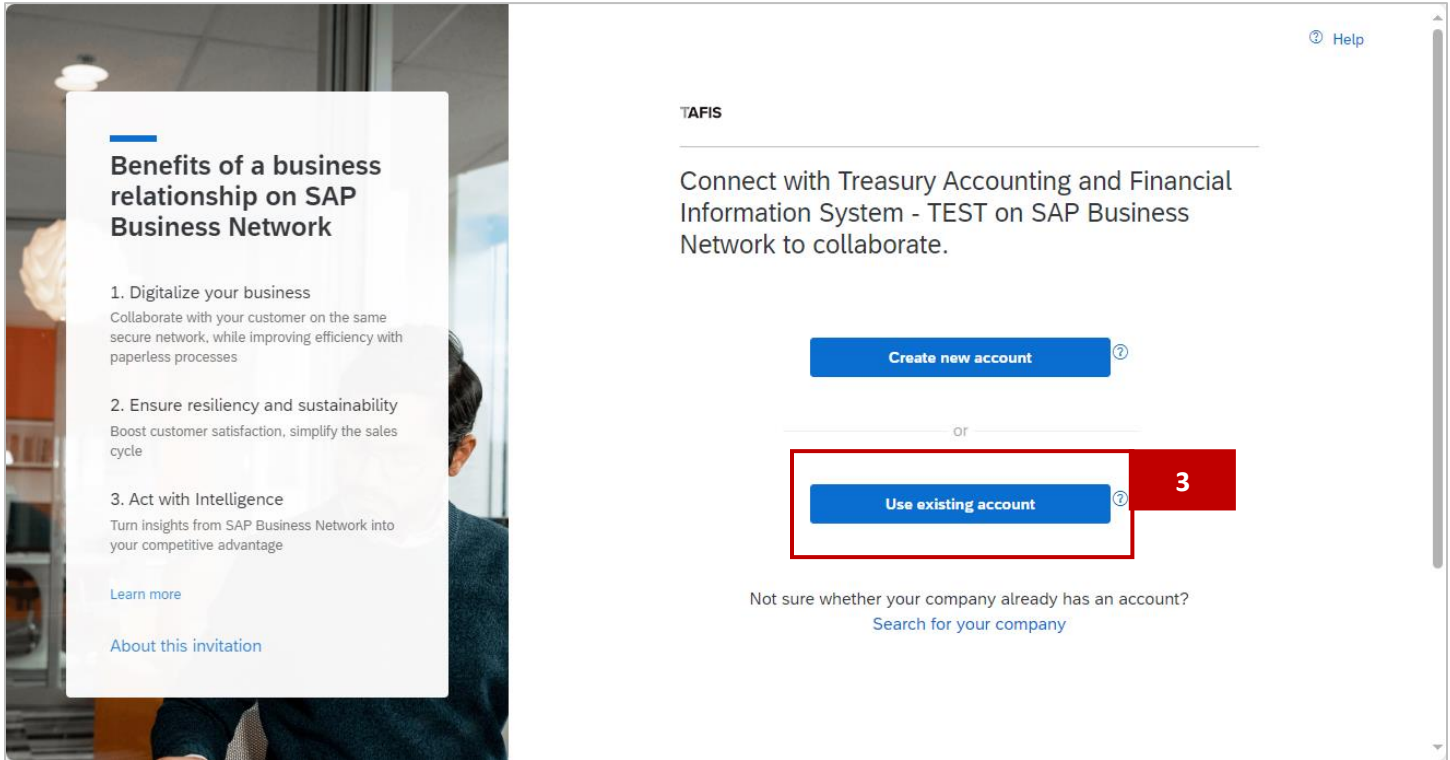
[Use existing account](#) ⓘ

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

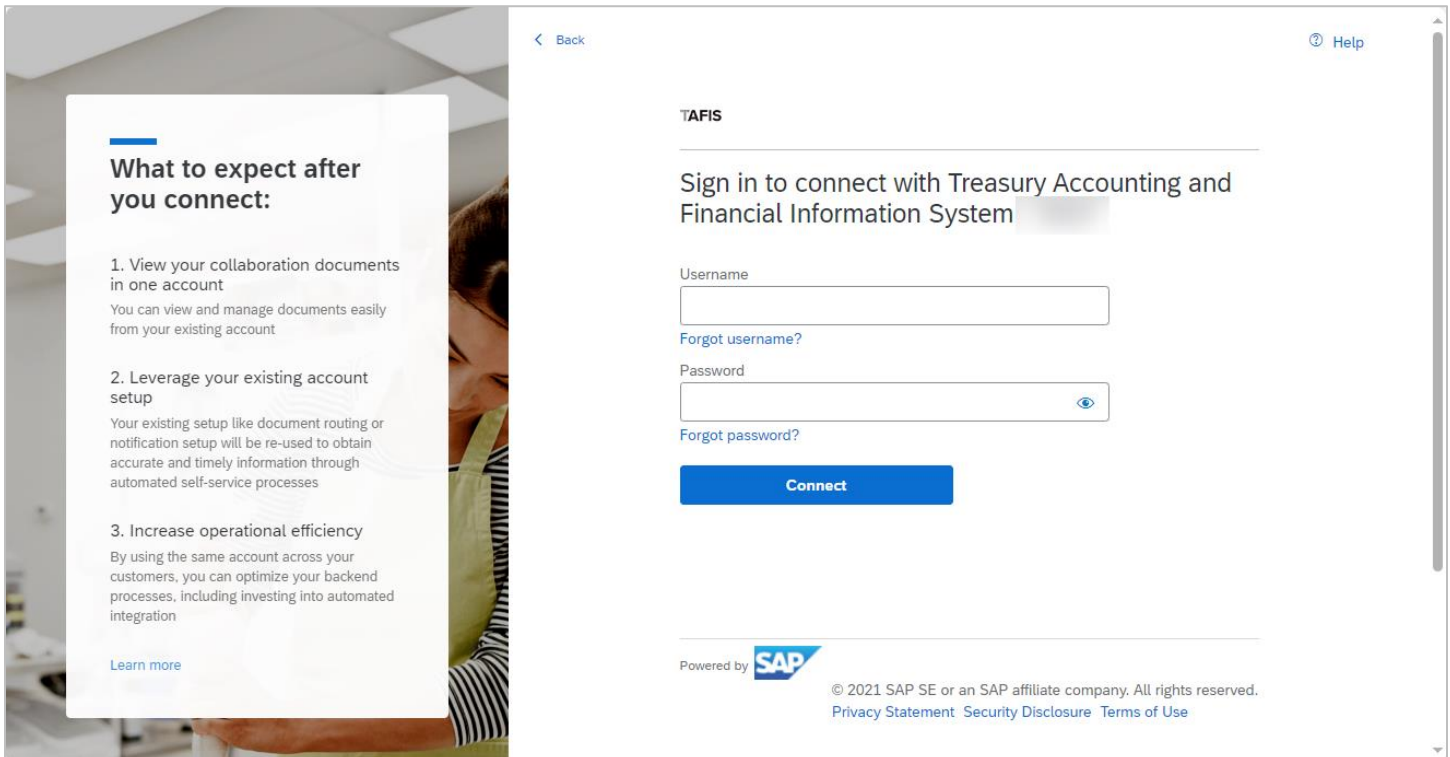
[Help](#)

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

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



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



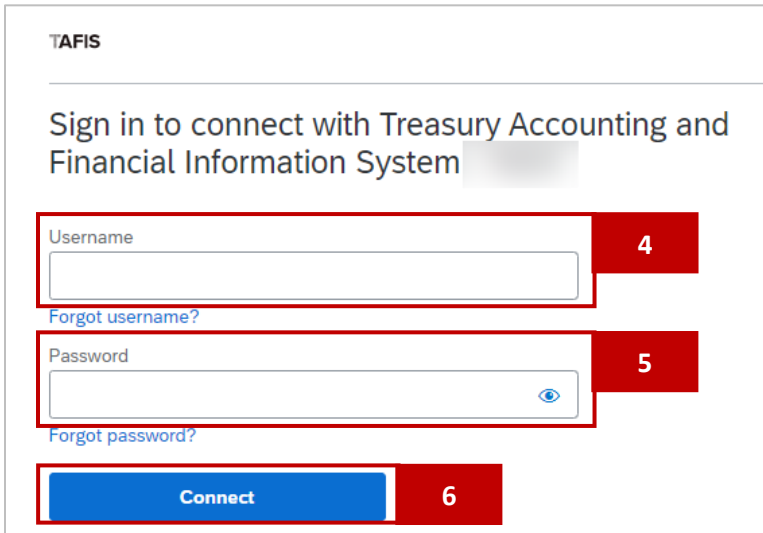
Step 4: Enter vendor supplier account **Username**. For example, abu.bakar90@vendor.com

Note:

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

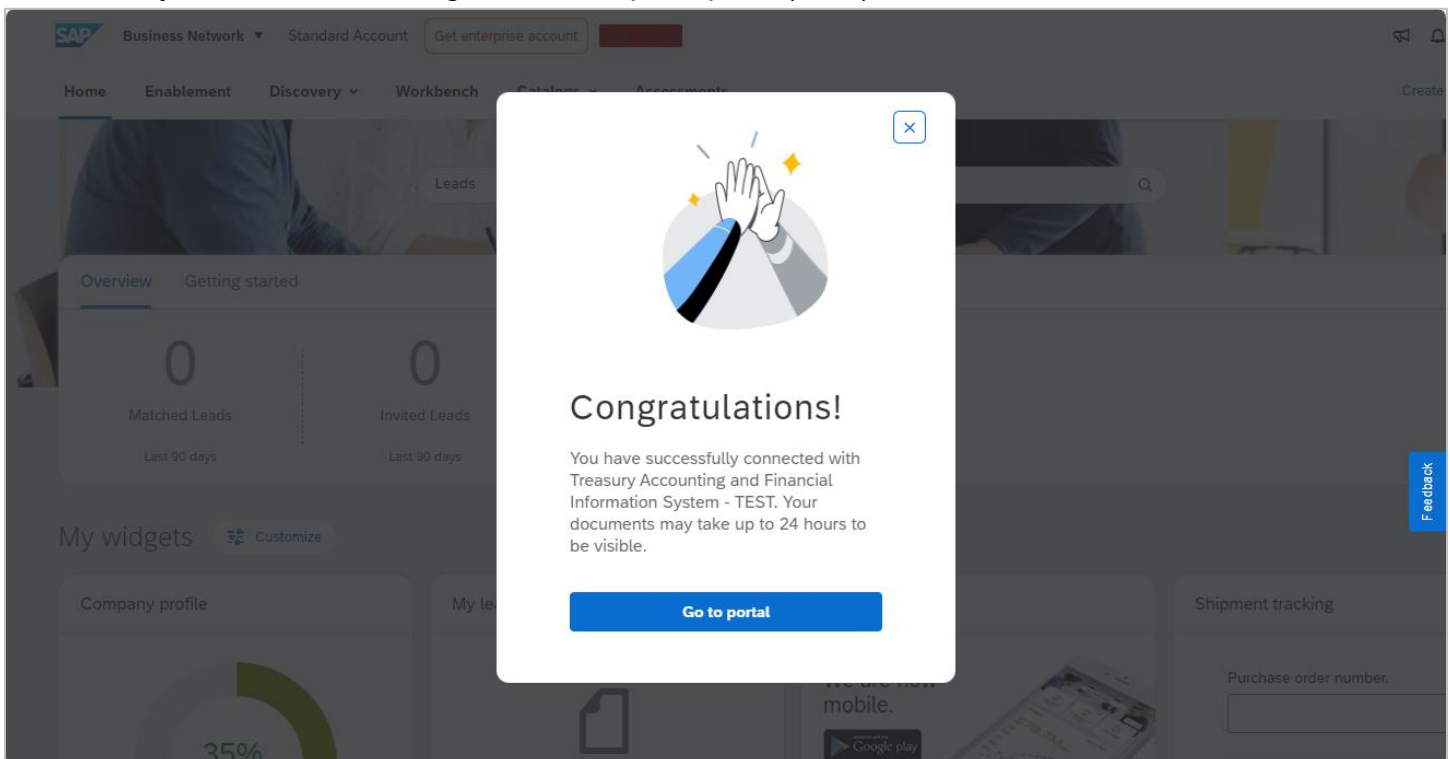
Step 5: Enter vendor supplier account **Password**.

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



The image shows the TAFIS login interface. At the top, it says 'TAFIS' and 'Sign in to connect with Treasury Accounting and Financial Information System'. Below this are two input fields: 'Username' and 'Password'. The 'Username' field is highlighted with a red box and a red '4' next to it. Below the 'Username' field is a link 'Forgot username?'. The 'Password' field is highlighted with a red box and a red '5' next to it. Below the 'Password' field is a link 'Forgot password?'. At the bottom is a blue 'Connect' button, highlighted with a red box and a red '6' next to it.

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

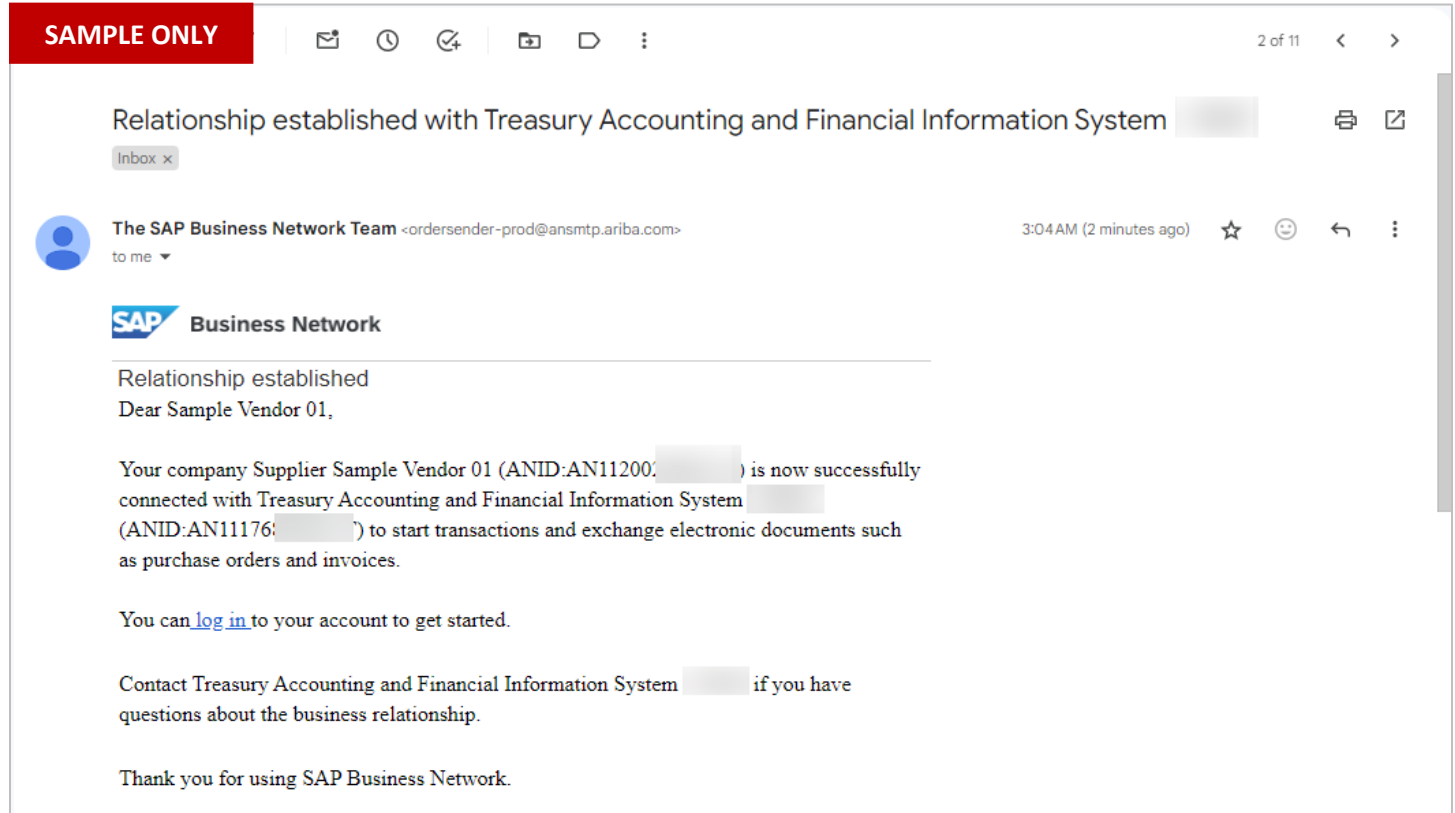


Note: Vendor will receive email notifications once TRR has been successfully established. After referring or viewing the email notification, vendor must perform Enablement Tasks (Proceed to step 7).

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

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

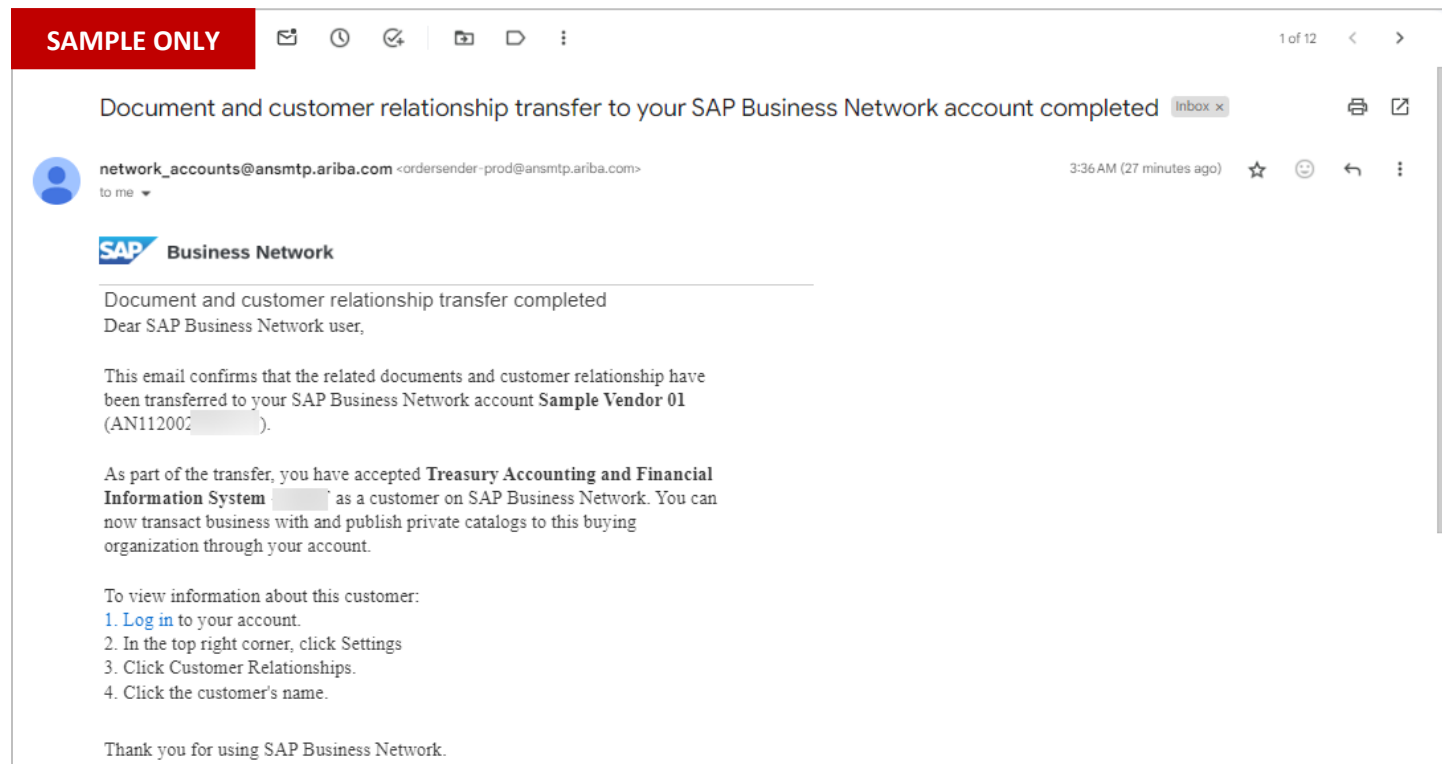
This means PO document can be processed and eventually invoice can be submitted to departments by vendor themselves.





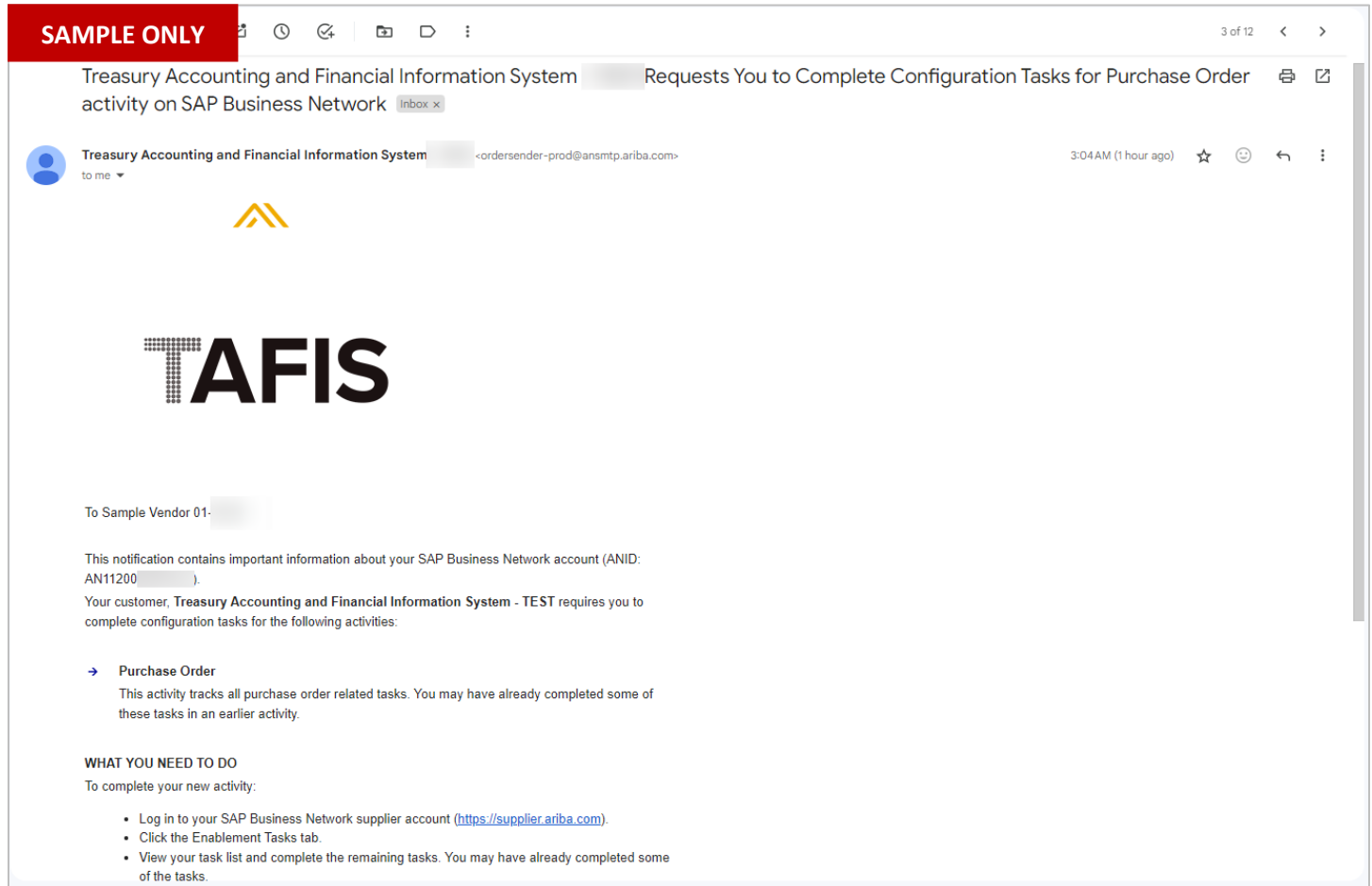
- **SAMPLE 2:** An email which informs vendor that document and customer relationship transfer to vendor SAP Business Network account has been completed.

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

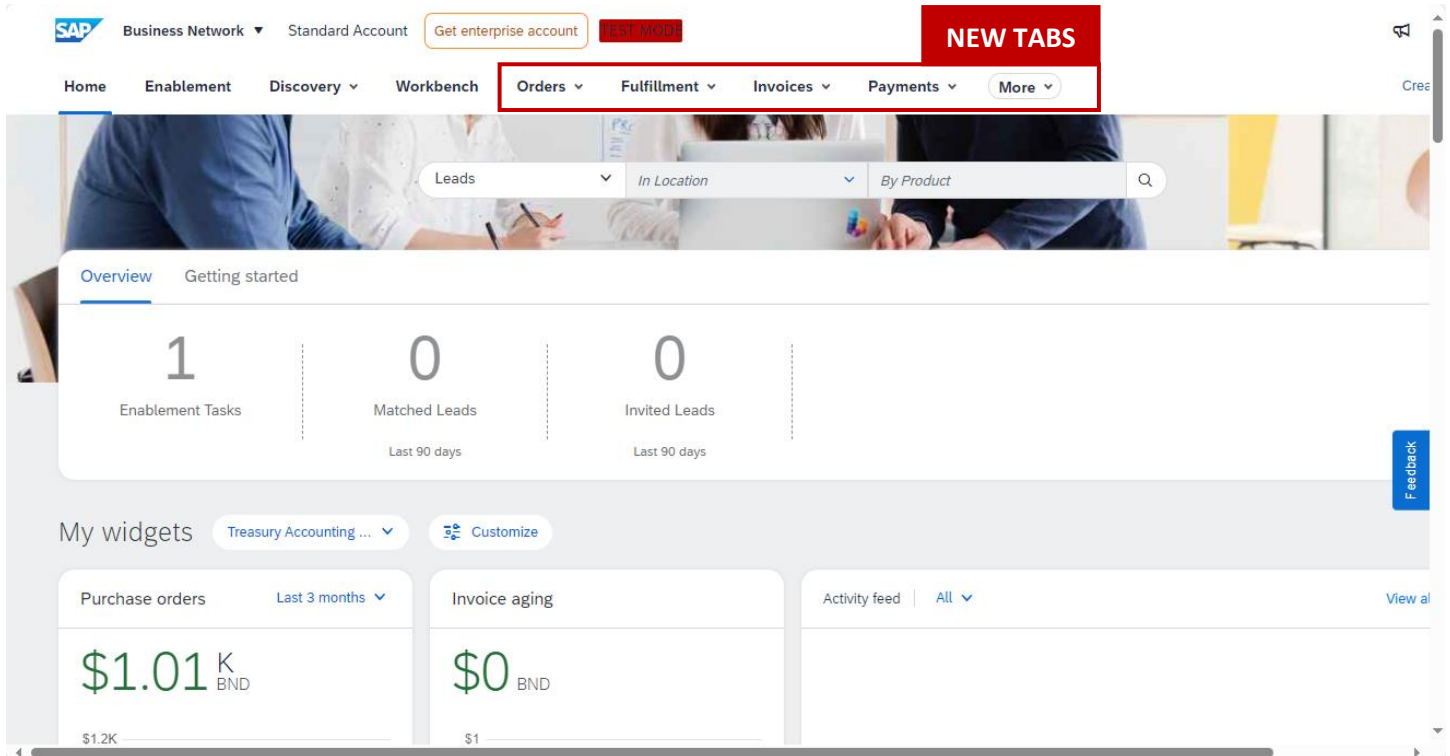


- **SAMPLE 3:** An email which informs the vendor on steps to conduct a one-time Enablement Task for Purchase Order activity on SAP Business Network.

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

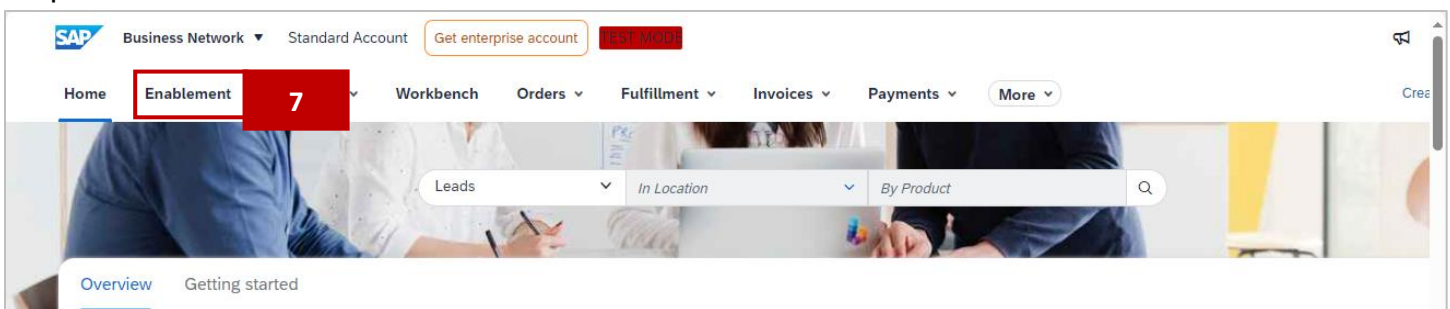


Dashboard (homepage) will change to show additional tabs such as 'Orders' tab, 'Fulfillment' tab, and 'Invoices' tab. This is the outcome after step 6.



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

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



Note:

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



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

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

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

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

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

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

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

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

[Review](#) 8

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

SAP Business Network Standard Account TEST MODE

Account 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

Apply Reset

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.

SAP Business Network Standard Account TEST MODE

Account 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 Customers

Filter

Customers

Enter customer name or Network ID

Apply Reset



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

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

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

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

[top](#)

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

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

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

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

Note:

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

Section: New Orders

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

Section: Change / Cancel Orders

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



Section: Other Document Types

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

Section: Notifications

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. <input type="checkbox"/> Send notification for new purchase orders to suppliers. <input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	<div> <div>* @gmail.com, : @gmail.com</div> <div>! This is a required field</div> </div>
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee. <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received. <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	<div> <div>* @gmail.com</div> </div>
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	<div> <div>* @gmail.com</div> </div>

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

The screenshot shows the SAP Business Network interface. At the top, it says 'Business Network' and 'Standard Account'. There is a 'TEST MODE' button. The main heading is 'Network Settings'. On the right, there are two buttons: 'Save' (highlighted with a red box and the number 14) and 'Close'. Below the heading, there are several tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'.

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

The screenshot shows the same SAP Business Network interface as before, but now with a green success message at the top: '✓ Your profile has been successfully updated.' The 'Save' button is still visible. The tabs are the same. Below the tabs, there is a section for 'External System Integration' with a link 'Configure cXML (native) integration'. There is also a section for 'Non-Catalog Orders with Part Numbers' with a checkbox 'Process non-catalog orders as catalog orders if part numbers are entered manually'. Another section for 'Status Update Request Notifications' has a checkbox 'Do not send status updates for inbound documents in pending queue'. At the bottom, there is a section for 'New Orders' with a table header: 'Document Type', 'Routing Method', and 'Options'.

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

The screenshot shows the same SAP Business Network interface as before, with the success message still present. The 'Close' button is now highlighted with a red box and the number 15. The 'Save' button is also visible. The tabs and other content are the same as in the previous screenshot.



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

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

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

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

This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.

Pending **Purchase Order Notifications** [Configure](#)
 Select how you want to receive purchase orders from your customers. You can choose specific method for different types of incoming orders. In case you prefer to receive orders by email you can select 5 different email addresses. We also recommend that you include a distribution list.

Not Started **Purchase Order Sent** **Buyer Task**
 Your customer has sent you at least one purchase order.

[top](#)

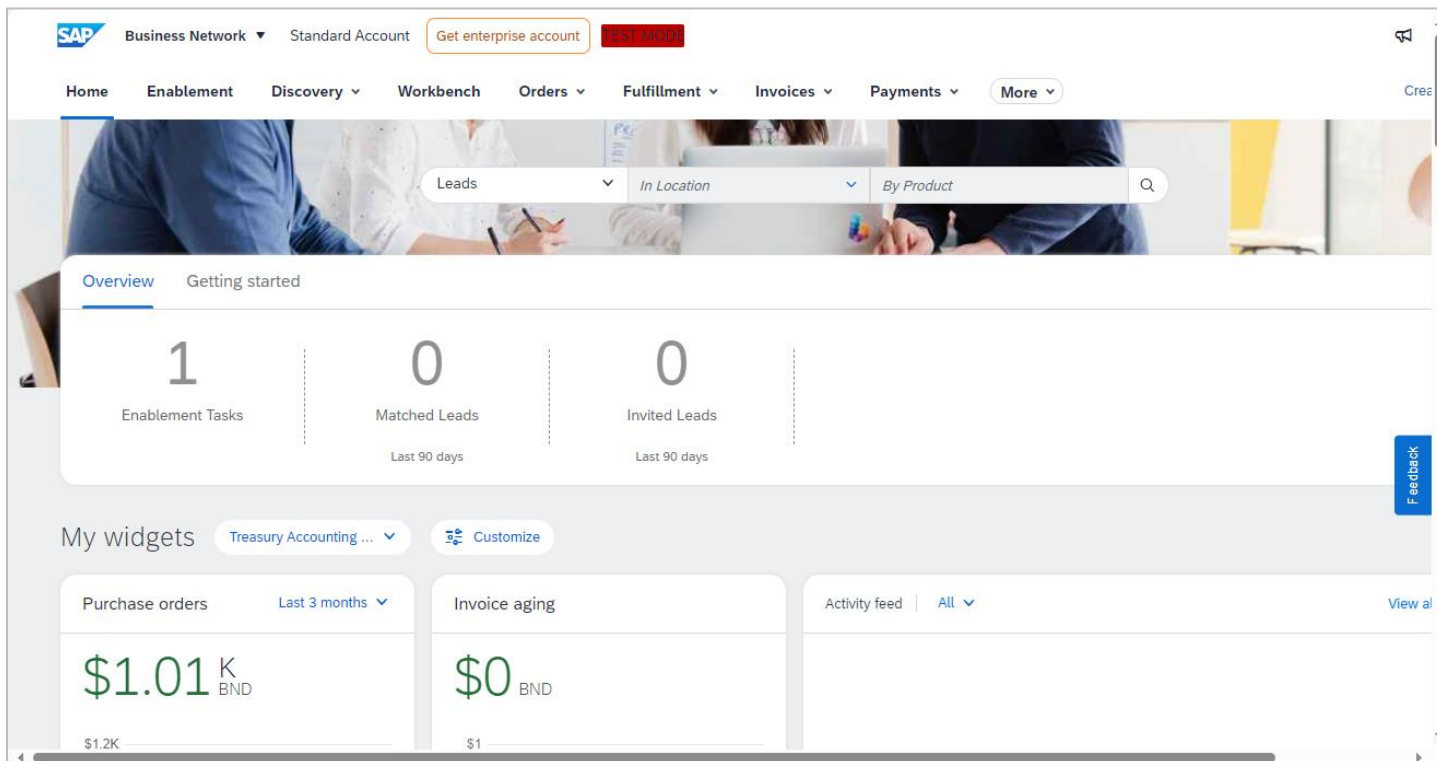
Step 16: Click on **Home** tab to return to the dashboard (homepage).

16

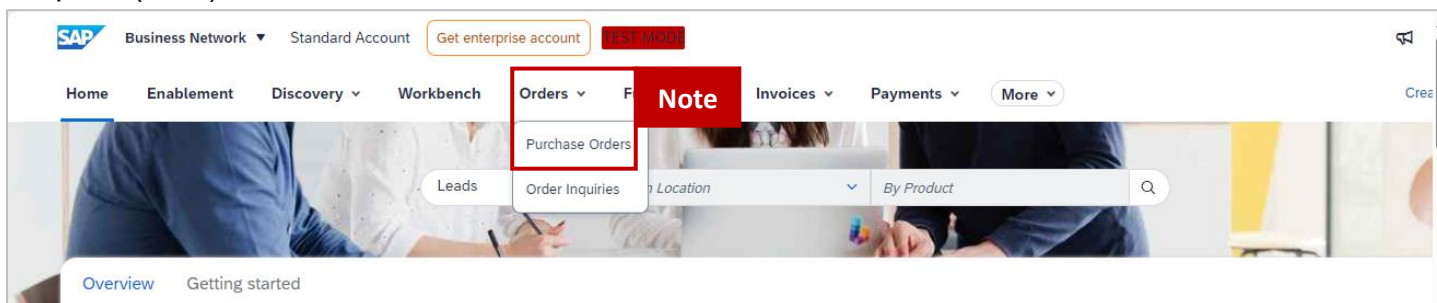
Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Enablement Tasks

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



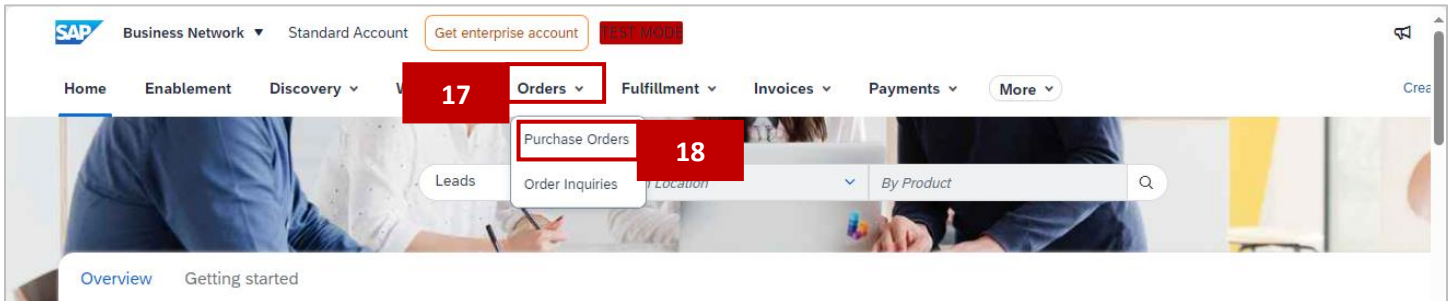
Note: Vendor can access and process their Purchase Order (PO) via the **Orders tab > Purchase Order**. Also, **Orders tab** will only be visible if vendor successfully established the Trading Relationship Request (TRR).



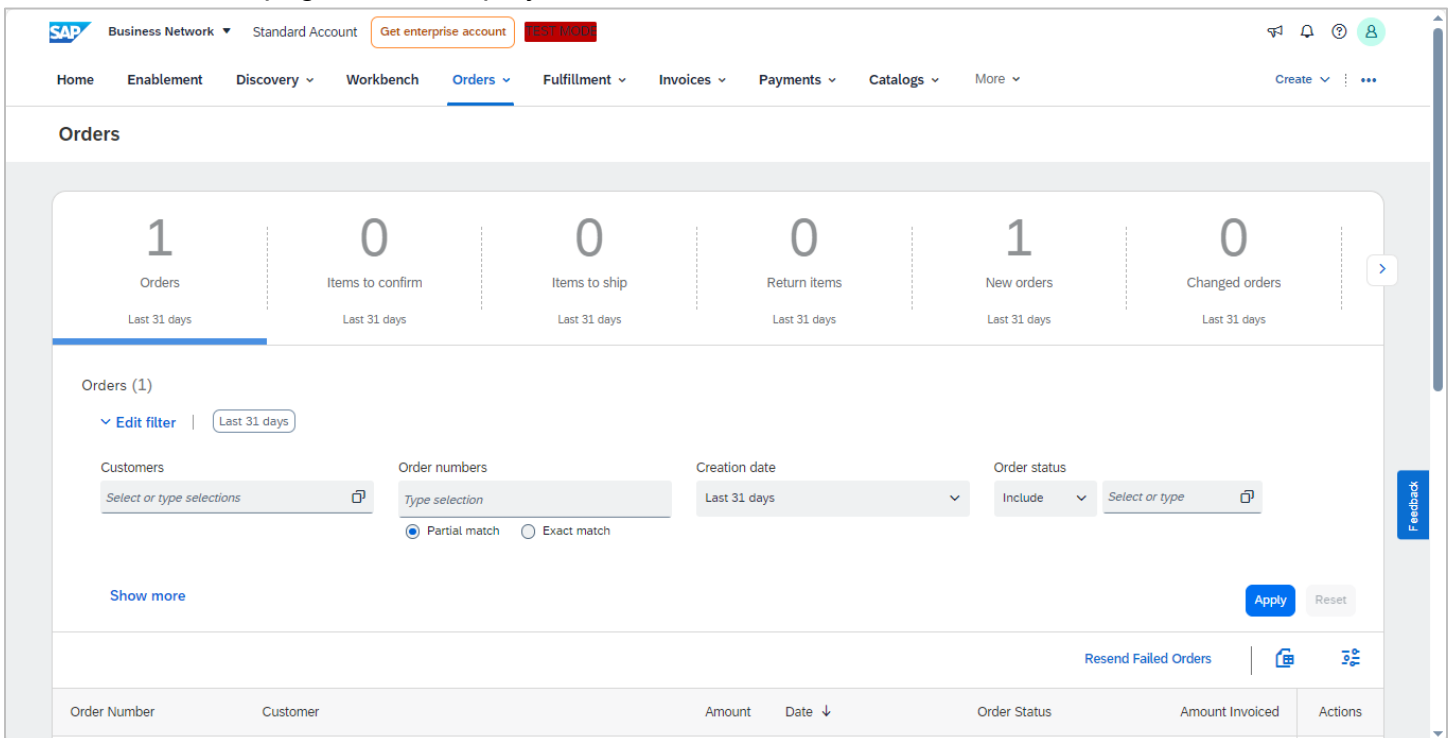
Vendor can proceed to view their PO document as follows.

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

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



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



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

Orders (1)

Customers: Select or type selections

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

Creation date: Last 31 days

Order status: Include, Select or type

Buttons: Apply, Reset, Resend Failed Orders

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

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

SAMPLE ONLY

Orders (3)

Customers: Select or type selections

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

Creation date: Last 31 days

Order status: Include, Select or type

Buttons: Apply, Reset, Resend Failed Orders

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



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

Business Network

Standard Account

TEST MODE

?

SH

Purchase Order: 4500005700

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Download

Print

More

Order Detail

Order History

TAFIS

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

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

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

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

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

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

SAMPLE ONLY

Standard Account

TEST MODE

?

SH

Purchase Order: 4500005702

Done

Create Order Confirmation

Create Ship Notice

Create Service Sheet

Create Invoice

Download

Print

More

Order Detail

Order History

TAFIS

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

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

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

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

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

3.1.2 View and Download or Print Purchase Order (PO)

3.1.2.1 How to find Purchase Order (PO) in Orders tab 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.

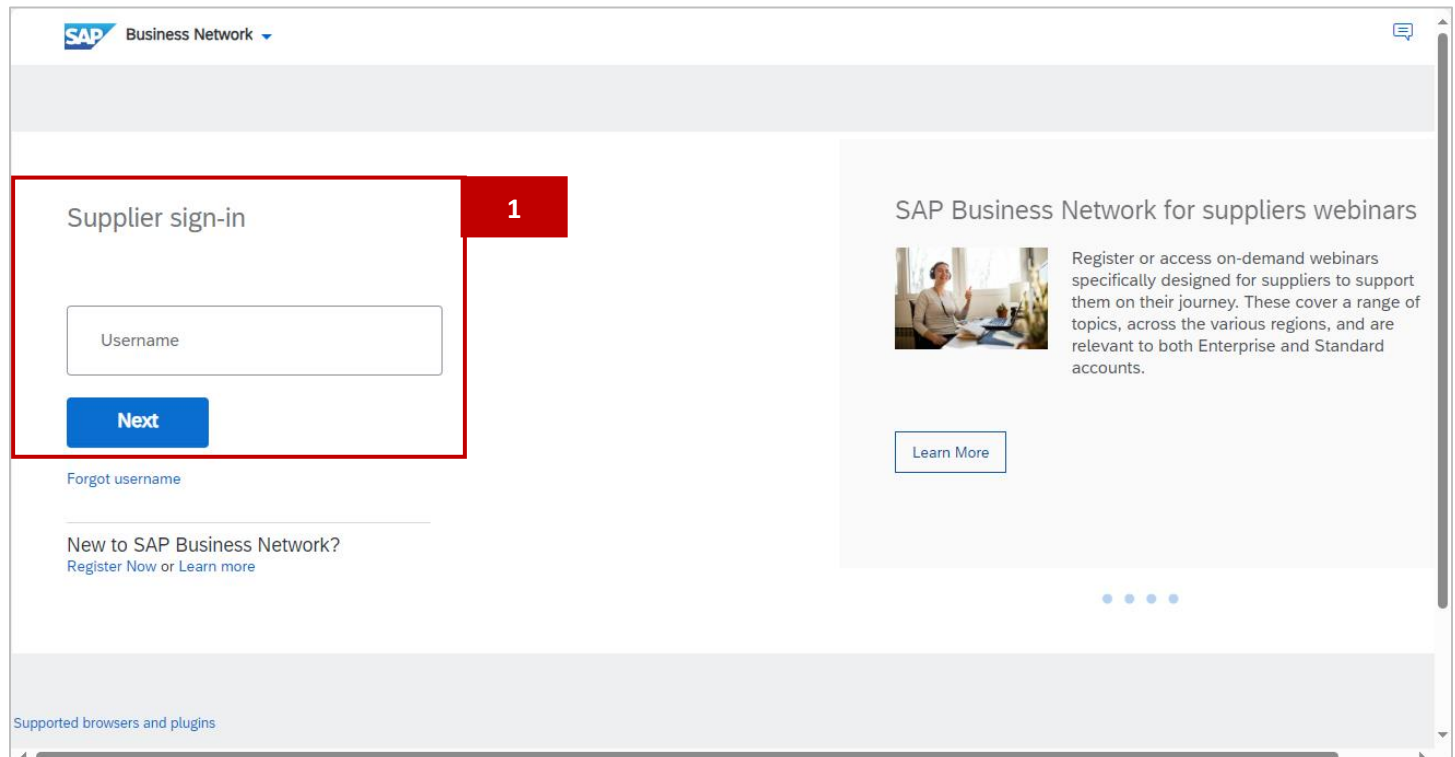
It is **important** for vendor to **establish** Trading Relationship Request (TRR) when receiving their **first** Purchase Order (PO) via Government Vendor Portal (GVP). Should be TRR is not established, vendor will not be able to view their PO. **Refer to section 3.1.1 Establish Trading Relationship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

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

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

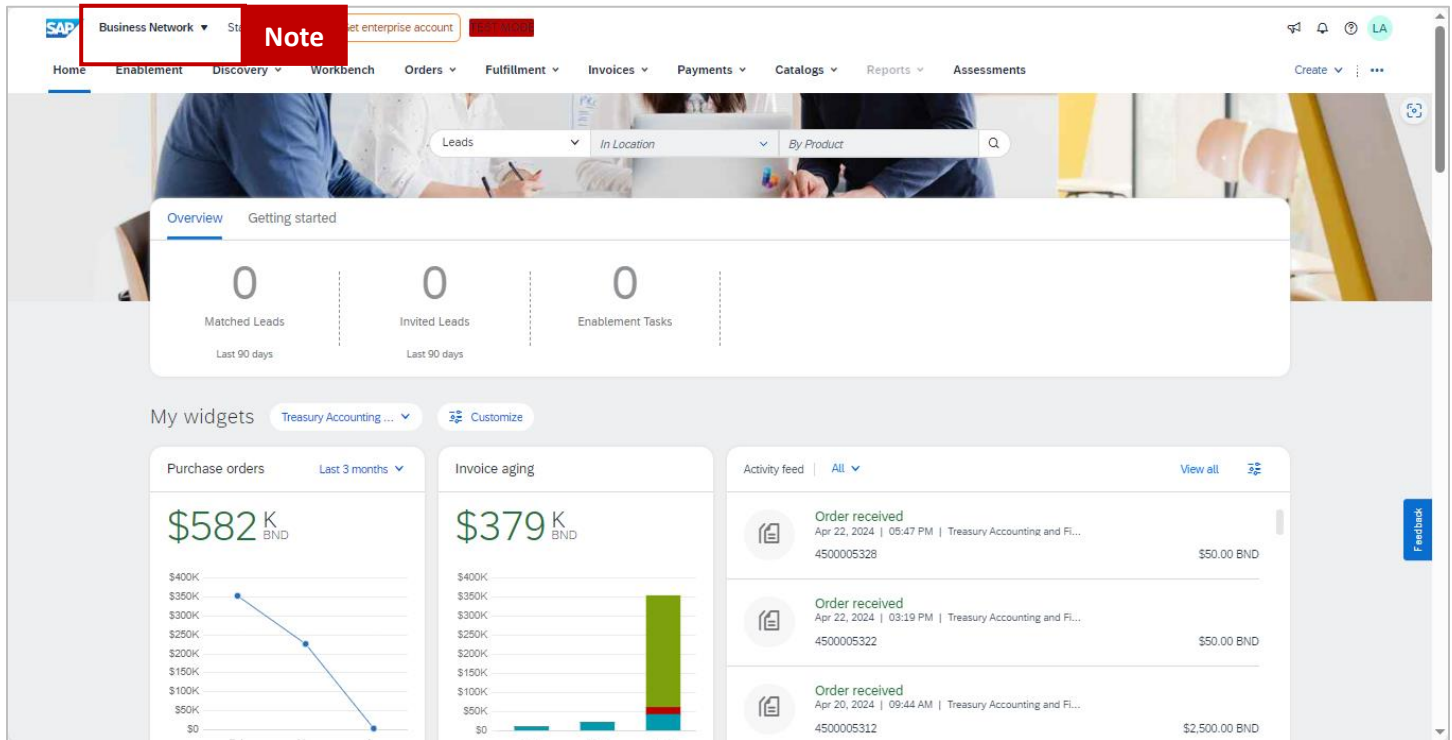
Note:

- 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.



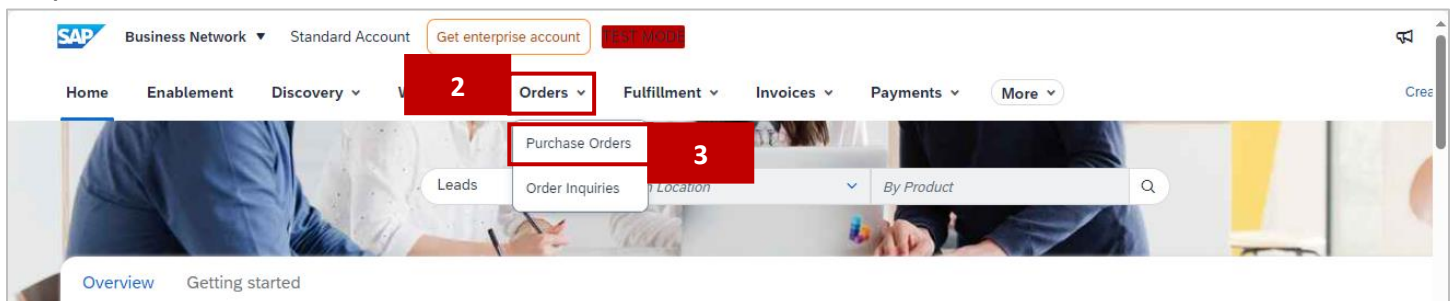
Outcome: Dashboard (Homepage) will be displayed.

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



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

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



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

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

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

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

Below is a sample of inputs based on above selections.

The screenshot shows the SAP Business Network interface for the 'Orders' section. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders' (selected), 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The 'Orders' section displays a summary of 49 orders, with filters for 'Items to confirm' (0), 'Items to ship' (0), 'Return items' (0), 'New orders' (16), and 'Changed orders' (0). The 'Orders (49)' section includes a filter bar with 'Customers' (Select or type selections), 'Order numbers' (4500007956, Type selection), 'Creation date' (Last 365 days), and 'Order status' (Include, Select or type). The 'Show more' button is visible. The table below shows the following data:

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

Outcome: Searched PO will be displayed.

The screenshot shows the SAP Business Network interface for the 'Orders' section, displaying the result of a search for PO 4500007956. The 'Orders (1)' section shows a single order. The filter bar includes 'Customers' (Select or type selections), 'Order numbers' (4500007956, Type selection), 'Creation date' (Last 365 days), and 'Order status' (Include, Select or type). The 'Show more' button is visible. The table below shows the following data:

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

Note

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.

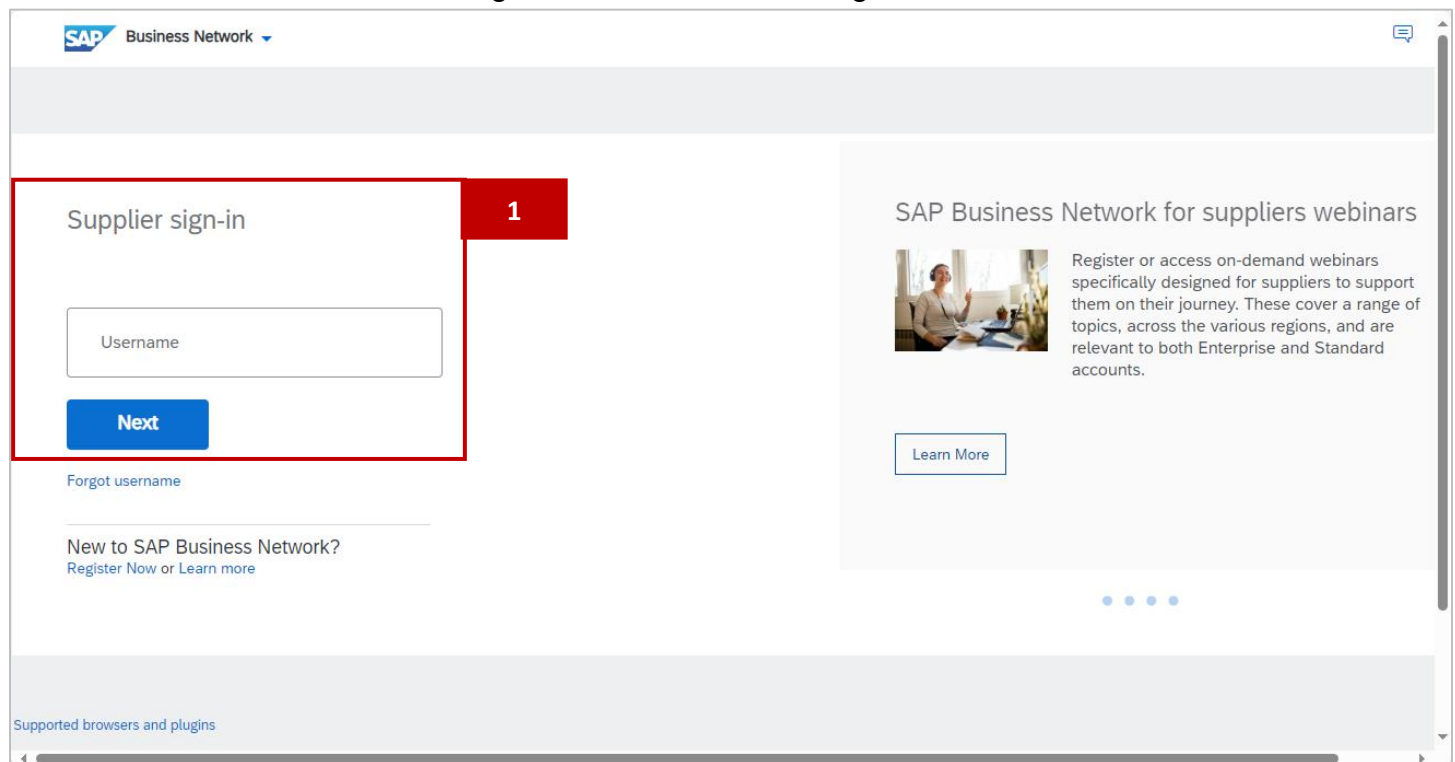
It is **important** for vendor to **establish** Trading Relationship Request (TRR) when receiving their **first** Purchase Order (PO) via Government Vendor Portal (GVP). Should be TRR is not established, vendor will not be able to view their PO. **Refer to section 3.1.1 Establish Trading Relationship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

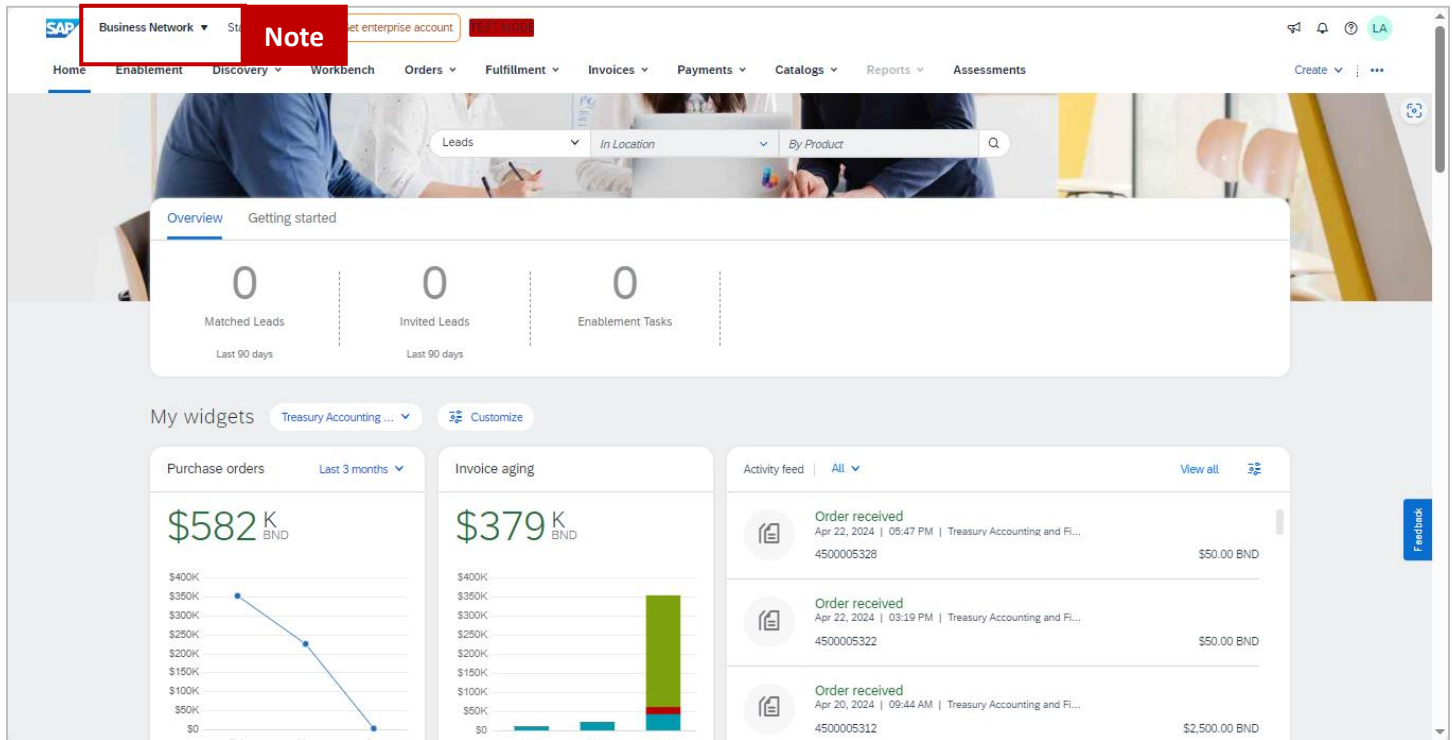
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



The screenshot shows the SAP Business Network login interface. The 'Supplier sign-in' section is highlighted with a red box and labeled with a red '1'. It contains a text input for 'Username', a blue 'Next' button, and links for 'Forgot username', 'New to SAP Business Network?', and 'Register Now or Learn more'. To the right, there is a promotional banner for 'SAP Business Network for suppliers webinars' featuring a video thumbnail and a 'Learn More' button.

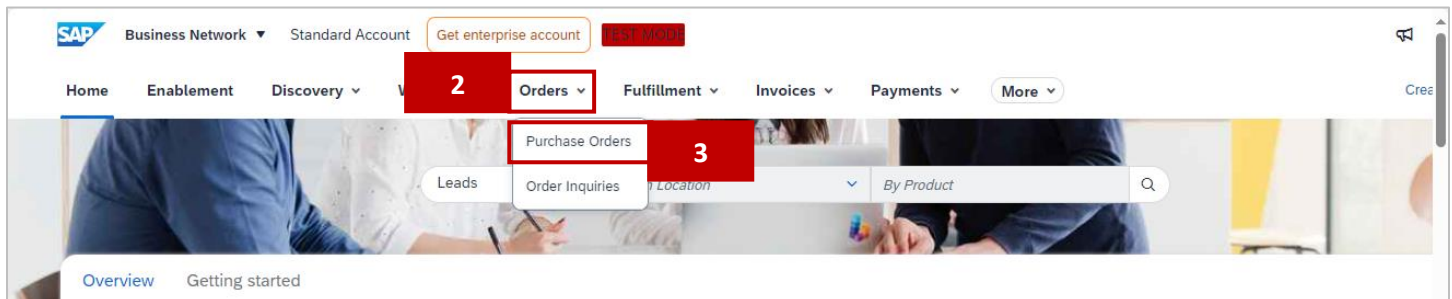
Outcome: Dashboard (Homepage) will be displayed.

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



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

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





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

SAP

Business Network

Standard Account

Get enterprise account

TEST PENDING

Home

Enablement

Discovery

Workbench

Orders

Fulfillment

Invoices

Payments

Catalogs

Reports

Assessments

LA

Create

Orders

14

Orders

Last 31 days

2

Items to confirm

Last 31 days

2

Items to ship

Last 31 days

0

Return items

Last 31 days

4

New orders

Last 31 days

2

Changed orders

Last 31 days

4

Orders to invoice

Last 31 days

Orders (14)

Edit filter

Last 31 days

Customers

Select or type selections

Order numbers

Type selection

Creation date

Last 31 days

Order status

Include

Select or type

Partial match

Exact match

Show more

Apply

Reset

Feedback

Resend Failed Orders

Order Number

Customer

Amount

Date

Order Status

Amount Invoiced

Actions

4500005328

Treasury Accounting and Financial Information System - TEST

\$50 BND

Apr 22, 2024

New

...

4500005322

Treasury Accounting and Financial Information System - TEST

\$50 BND

Apr 22, 2024

New

...

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

Show more

Apply

Reset

Feedback

Resend Failed Orders

Order Number

Customer

Amount

Date

Order Status

Amount Invoiced

Actions

4500005328

Treasury Accounting and Financial Information System - TEST

\$50 BND

Apr 22, 2024

New

...

4500005322

Treasury Accounting and Financial Information System - TEST

\$50 BND

Apr 22, 2024

New

...

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

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

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

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

3.1.2.3 View and Print Purchase Order (PO)

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

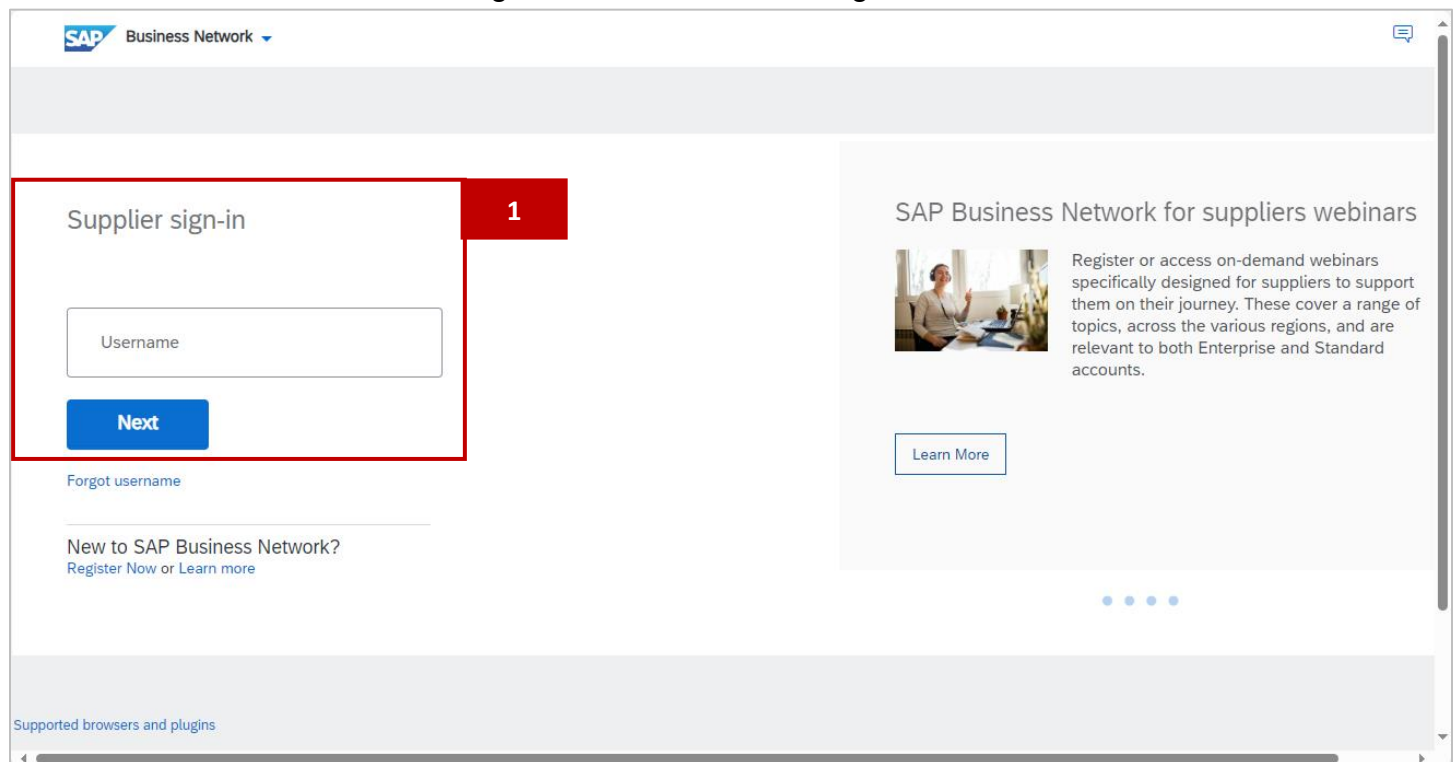
It is **important** for vendor to **establish** Trading Relationship Request (TRR) when receiving their **first** Purchase Order (PO) via Government Vendor Portal (GVP). Should be TRR is not established, vendor will not be able to view their PO. **Refer to section 3.1.1 Establish Trading Relationship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

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

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

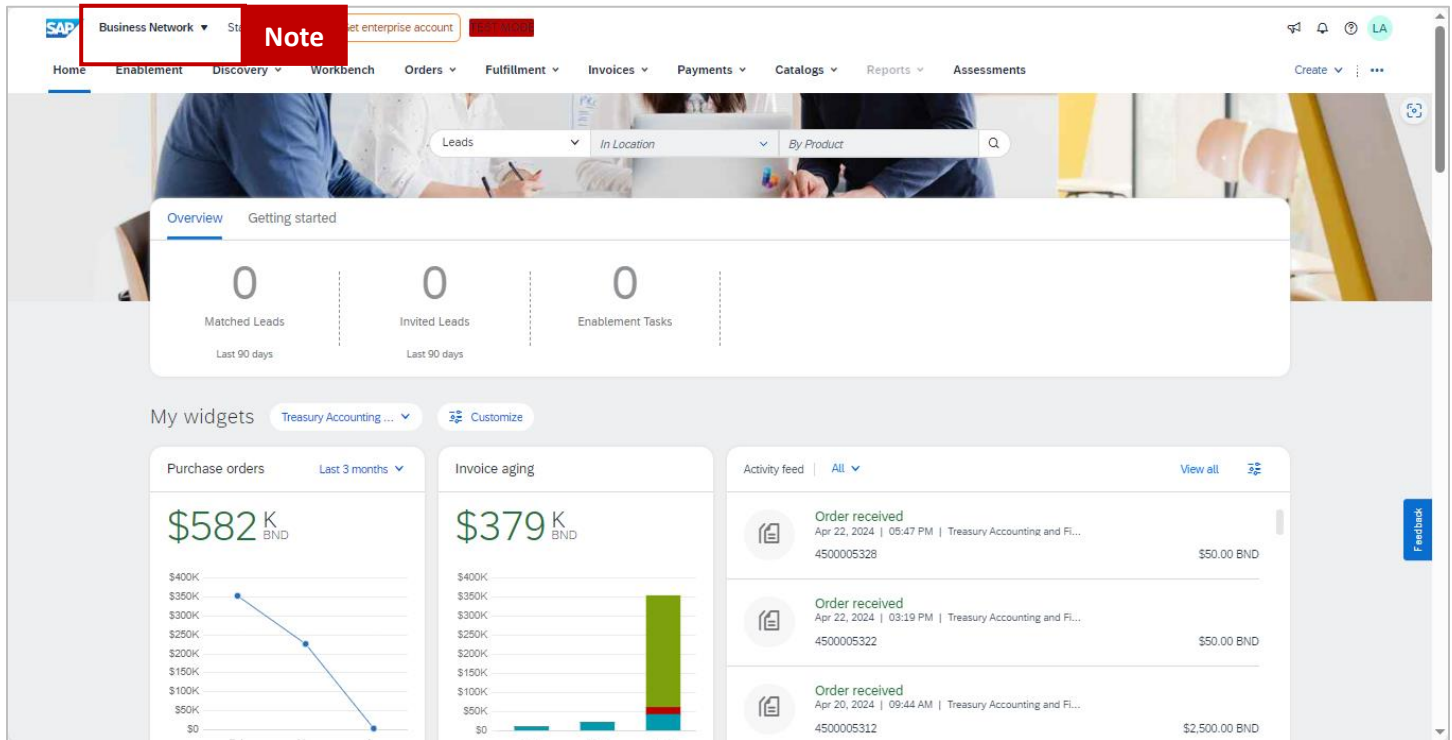
Note:

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



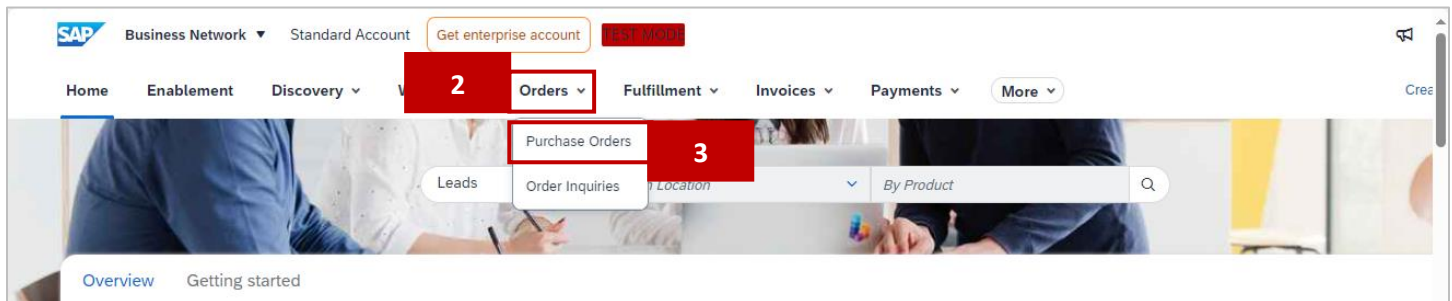
Outcome: Dashboard (Homepage) will be displayed.

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



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

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





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

SAP

Business Network

Standard Account

Get enterprise account

TEST PENDING

Home

Enablement

Discovery

Workbench

Orders

Fulfillment

Invoices

Payments

Catalogs

Reports

Assessments

LA

Create

Orders

14

Orders

Last 31 days

2

Items to confirm

Last 31 days

2

Items to ship

Last 31 days

0

Return items

Last 31 days

4

New orders

Last 31 days

2

Changed orders

Last 31 days

4

Orders to invoice

Last 31 days

Orders (14)

▼ Edit filter

Last 31 days

Customers

Select or type selections

Order numbers

Type selection

Creation date

Last 31 days

Order status

Include

Select or type

Partial match

Exact match

Show more

Apply

Reset

Feedback

Resend Failed Orders

Order Number

Customer

Amount

Date

Order Status

Amount Invoiced

Actions

4500005328

Treasury Accounting and Financial Information System - TEST

\$50 BND

Apr 22, 2024

New

4500005322

Treasury Accounting and Financial Information System - TEST

\$50 BND

Apr 22, 2024

New

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

Show more

Apply

Reset

Feedback

Resend Failed Orders

Order Number

Customer

Amount

Date

Order Status

Amount Invoiced

Actions

4500005328

Treasury Accounting and Financial Information System - TEST

\$50 BND

Apr 22, 2024

New

4500005322

Treasury Accounting and Financial Information System - TEST

\$50 BND

Apr 22, 2024

New



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

SAP Business Network Standard Account TEST MODE

Purchase Order: 4500005322 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

TAFIS

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

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

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

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

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

SAP Business Network Standard Account TEST MODE

Purchase Order: 4500005322 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

6 5 5

All Details

Print Screen Contents Only

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

Step 7: Select the printing criteria according to preference.

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

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

3.1.3 Procurement of Services

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.

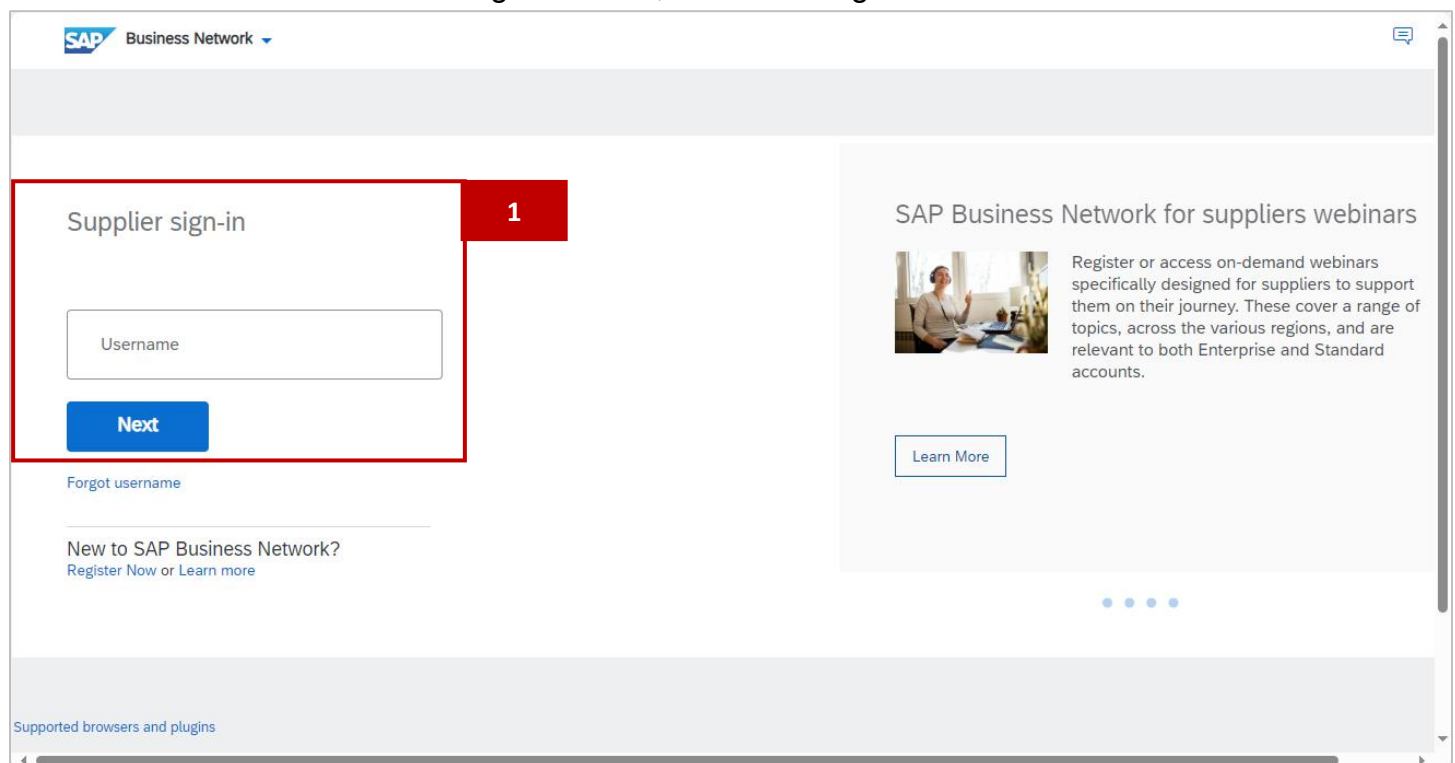
It is **important** for vendor to **establish** Trading Relationship Request (TRR) when receiving their **first** Purchase Order (PO) via Government Vendor Portal (GVP). Should be TRR is not established, vendor will not be able to view their PO. **Refer to section 3.1.1 Establish Trading Relationship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

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

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

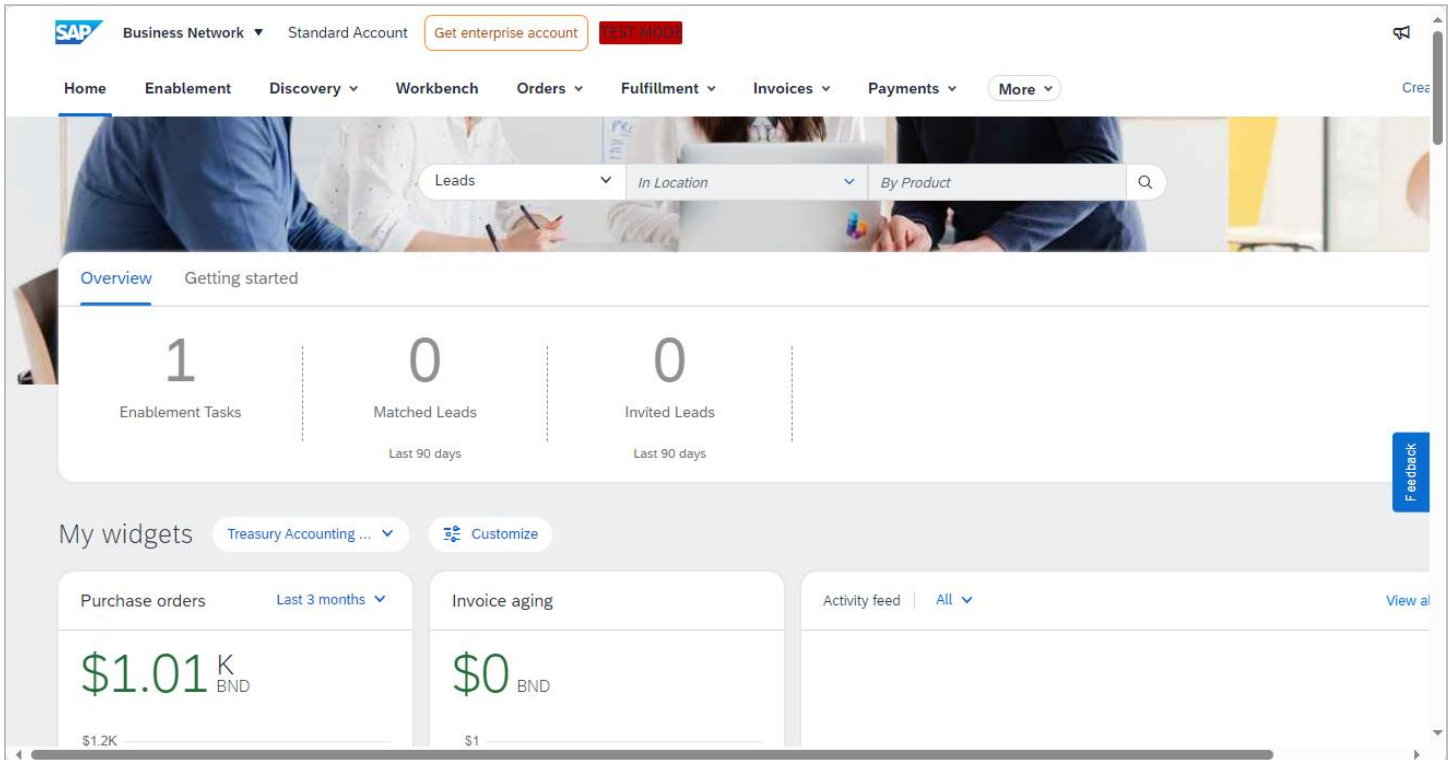
Note:

- 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.

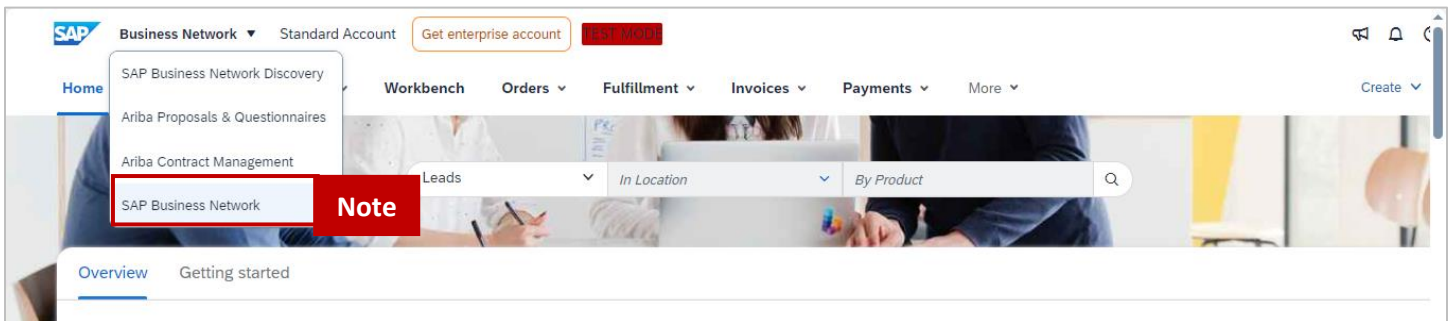


The screenshot shows the SAP Business Network login interface. The 'Supplier sign-in' section is highlighted with a red box and labeled with a red '1'. It contains a text input for 'Username' and a blue 'Next' button. Below this, there are links for 'Forgot username', 'New to SAP Business Network? Register Now or Learn more', and 'Supported browsers and plugins'. To the right, there is a promotional banner for 'SAP Business Network for suppliers webinars' with a 'Learn More' button.

Outcome: Dashboard (Homepage) will be displayed.

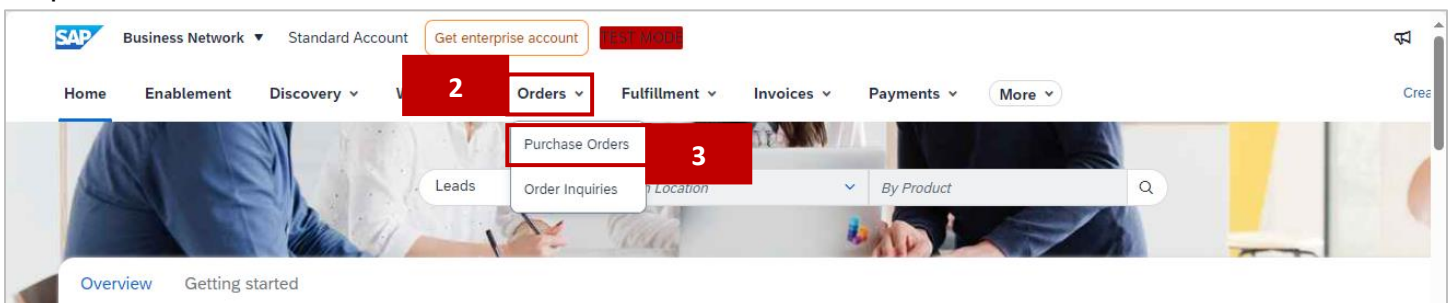


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



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

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





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

Orders

4 Orders (Last 31 days) | 0 Items to confirm (Last 31 days) | 0 Items to ship (Last 31 days) | 0 Return items (Last 31 days) | 2 New orders (Last 31 days) | 0 Changed orders (Last 31 days)

Orders (4)

▼ Edit filter | Last 31 days

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 31 days

Order status: Include

Partial match (selected) | Exact match

Show more

Apply | Reset

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
--------------	----------	--------	--------	--------------	-----------------	---------

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

Show more

Apply | Reset

Resend Failed Orders

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



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

Business Network
Standard Account
TEST MODE

?
SH

Purchase Order: 4500005711
Done

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice

Order Detail
Order History

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

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

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

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

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

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

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

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

Other Information
Company Code: SD
Purchase Group: DAA
Purchase Organization: SD
View more »

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

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

Deliver To

Line Items
Show Item Details

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

Order submitted on: Saturday 4 May 2024 12:00 PM GMT+08:00
Received by SAP Business Network on: Saturday 4 May 2024 10:27 AM GMT+08:00
This Purchase Order was sent by Treasury Accounting and Financial Information System - TEST AN11176895911-T and delivered by SAP Business Network.

Service Sheet Required

Sub-total: 50,000.00 BND



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 Order Confirmation** button.

The screenshot shows the SAP Business Network interface. At the top, it says 'Business Network' and 'Standard Account'. There is a 'TEST MODE' button. Below this, it says 'Purchase Order: 4500005711'. On the right, there is a 'Done' button. In the center, there is a row of buttons: 'Create Order Confirmation' (highlighted with a red box and a red circle with the number 5), 'Create Service Sheet', and 'Create Invoice'. Below this row, there are tabs for 'Order Detail' and 'Order History'.

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

The screenshot shows the same SAP Business Network interface as before. The 'Create Order Confirmation' button is still highlighted. Below it, a dropdown menu is open, showing three options: 'Confirm Entire Order' (highlighted with a red box and a red circle with the number 6), 'Update Line Items', and 'Reject Entire Order'. The other buttons and tabs remain the same.

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

The screenshot shows the 'Confirming PO' page. On the left, there is a sidebar with two tabs: '1 Confirm Entire Order' (selected) and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains several fields: 'Confirmation #:', 'Associated Purchase Order #:' (with value 4500005711), 'Customer:' (with value Treasury Accounting and Financial Information System - TEST), and 'Supplier Reference:'. Below this is a section for 'Shipping and Tax Information' with fields for 'Est. Completion Date: *' (with a calendar icon), 'Est. Tax Cost:', and 'Comments:'. At the bottom, there is an 'Attachments' section with a table showing 'Name', 'Size (bytes)', and 'Content Type'. Below the table, there is a 'Choose File' button (with text 'No file chosen') and an 'Add Attachment' button. A note at the bottom states 'The total size of all attachments cannot exceed 100MB'. On the right side of the page, there are 'Exit' and 'Next' buttons.

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:

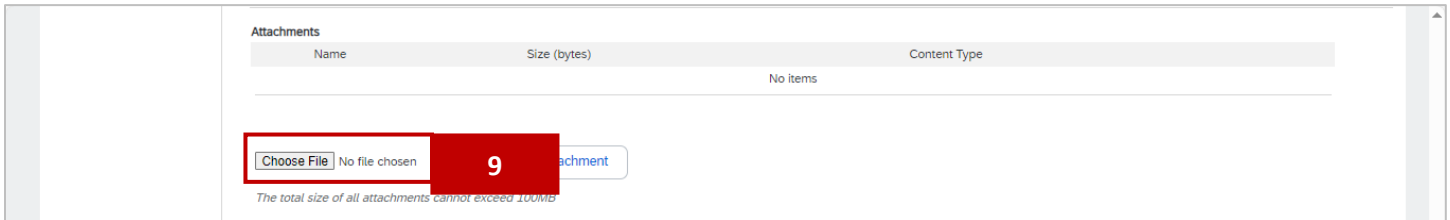
1. Confirmation number format is “CON-” followed by PO number, e.g. CON-4500008010.
2. No gaps or spaces between the alphanumeric characters of Confirmation Number.
3. Confirmation number should be limited to **maximum of 16 characters only**.

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

Note:

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

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

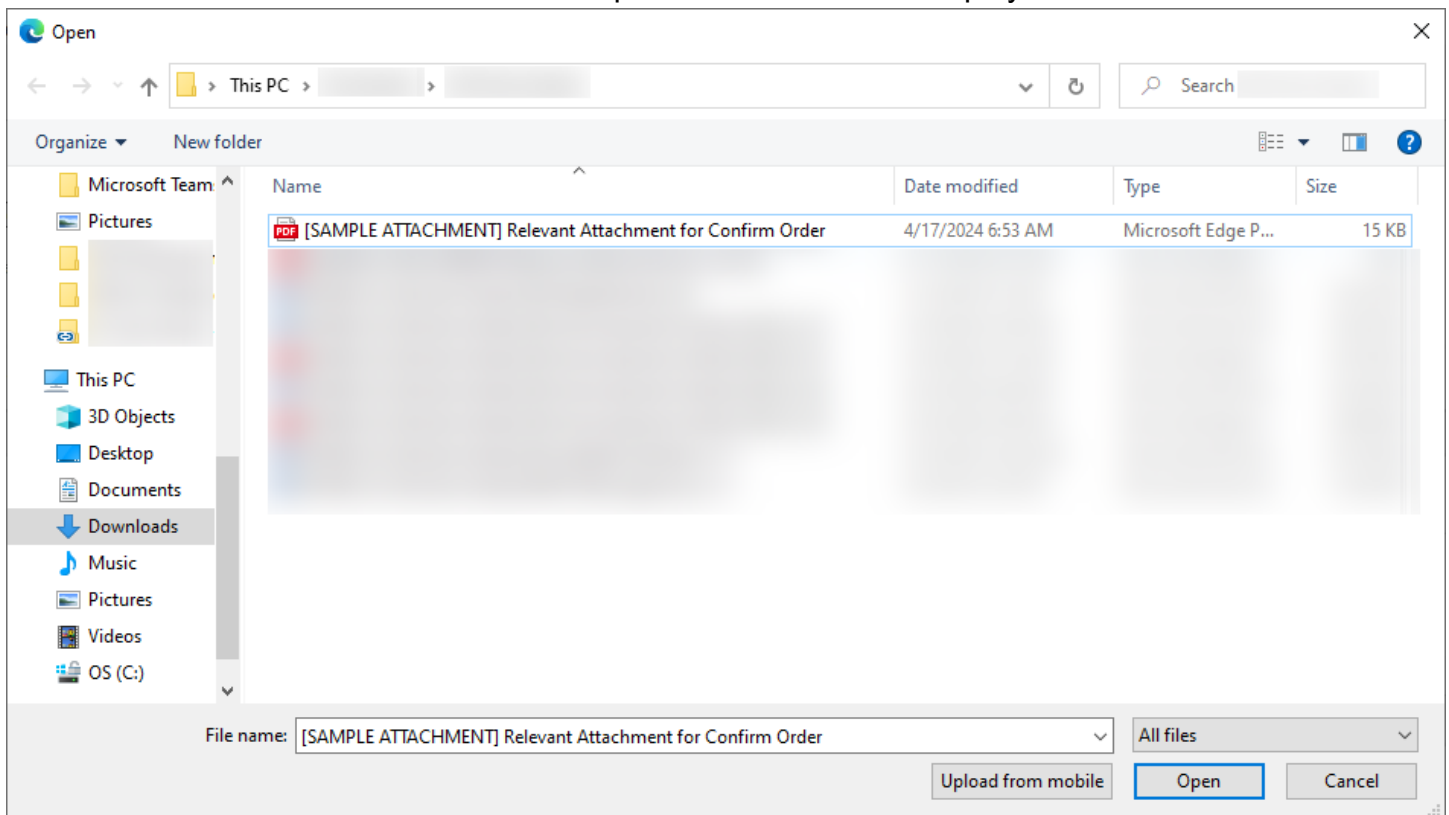


Name	Size (bytes)	Content Type
No Items		

Choose File No file chosen **9** attachment

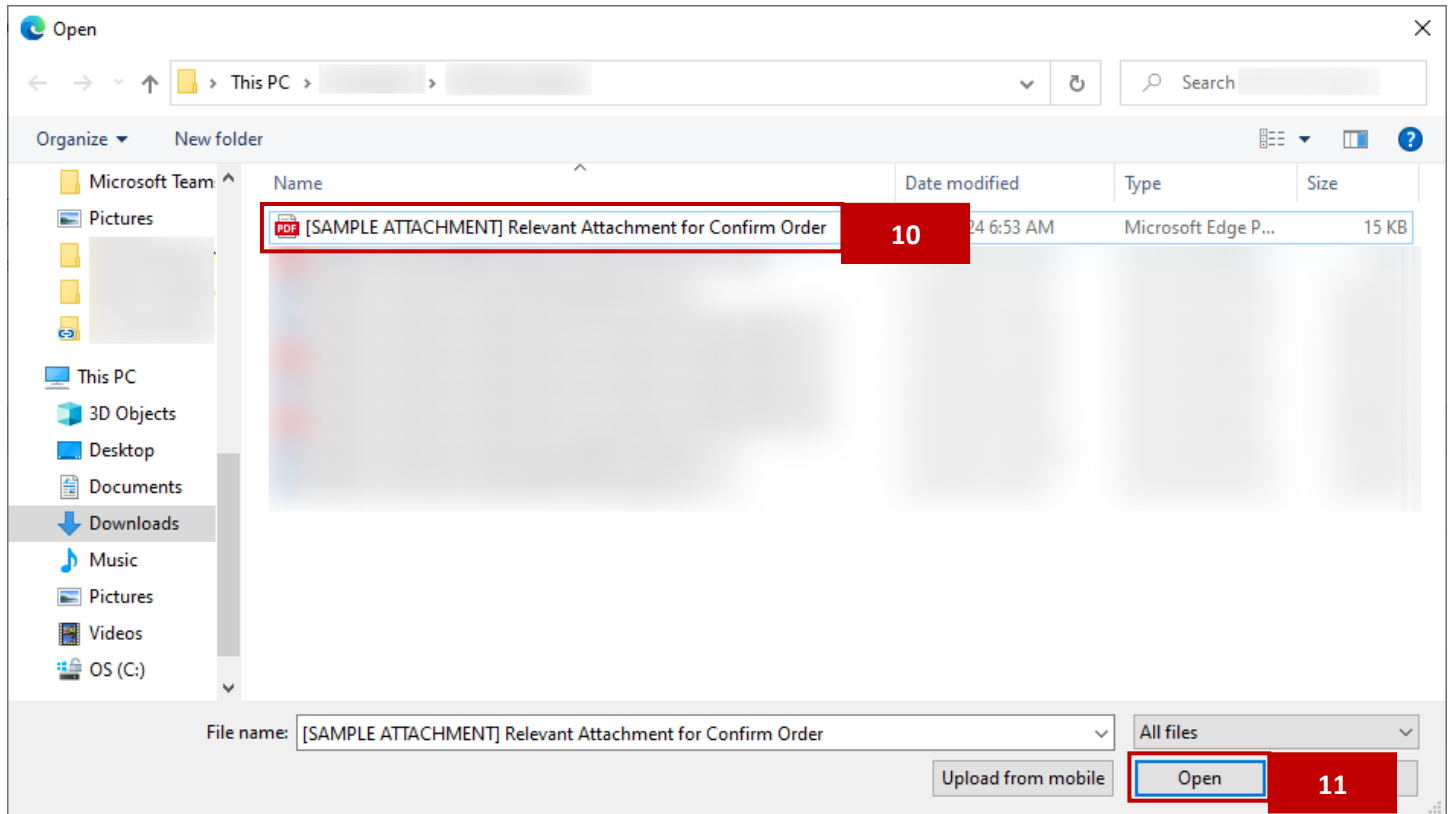
The total size of all attachments cannot exceed 100MB

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

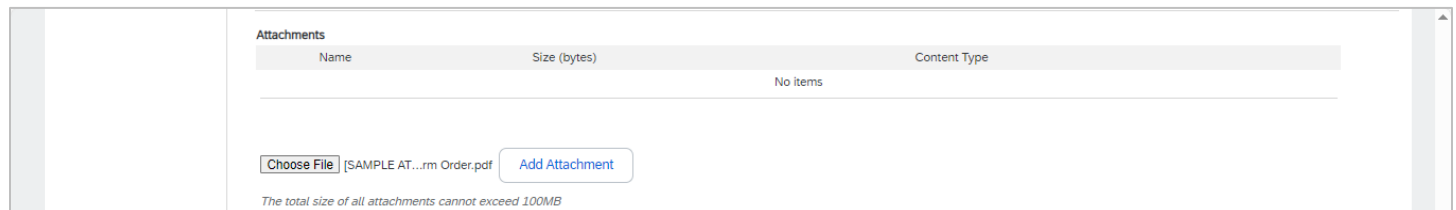


Step 10: (Optional) Click on selected **File**.

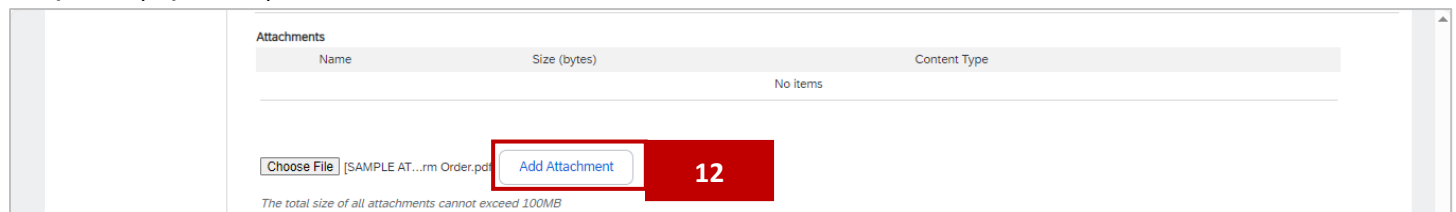
Step 11: (Optional) Click on **Open** button to proceed.



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



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





Outcome: File attached to the Order Confirmation.

Attachments

Name	Size (bytes)	Content Type
[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:

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

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

SAP Business Network Standard Account TEST MODE

Confirming PO

13

Next

1 Confirm Entire Order

Order Confirmation Header

* Indicates required field

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

SAP Business Network Standard Account TEST MODE

Confirming PO

Previous

Submit

Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Con-4500005711

Supplier Reference:

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

Attachments: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf

Line Items

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



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

SAP Business Network Standard Account TEST MODE

Confirming PO 14 **Submit** Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Con-4500005711

Supplier Reference:

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

Attachments: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf

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

SAP Business Network Standard Account TEST MODE

Purchase Order: 4500005711 Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

TAFIS

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

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

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

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

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



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

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

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

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

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

Your purchase order status

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

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

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

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

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

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

Your purchase order status

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

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

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3.1.3.2 Service Entry Sheet (SES) Submission by Vendor

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

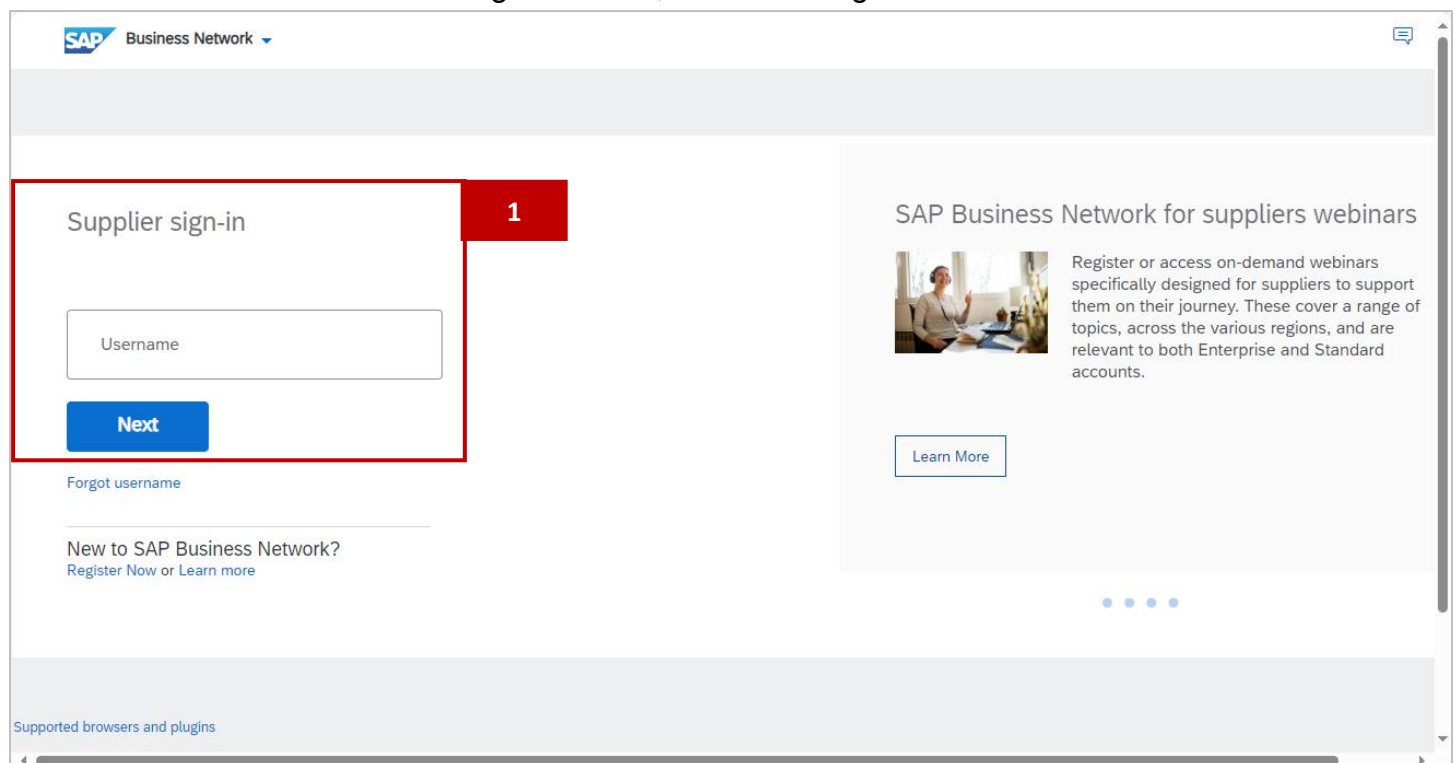
Note: Service Sheet (SS) and Service Entry Sheet (SES) are similar terms.

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

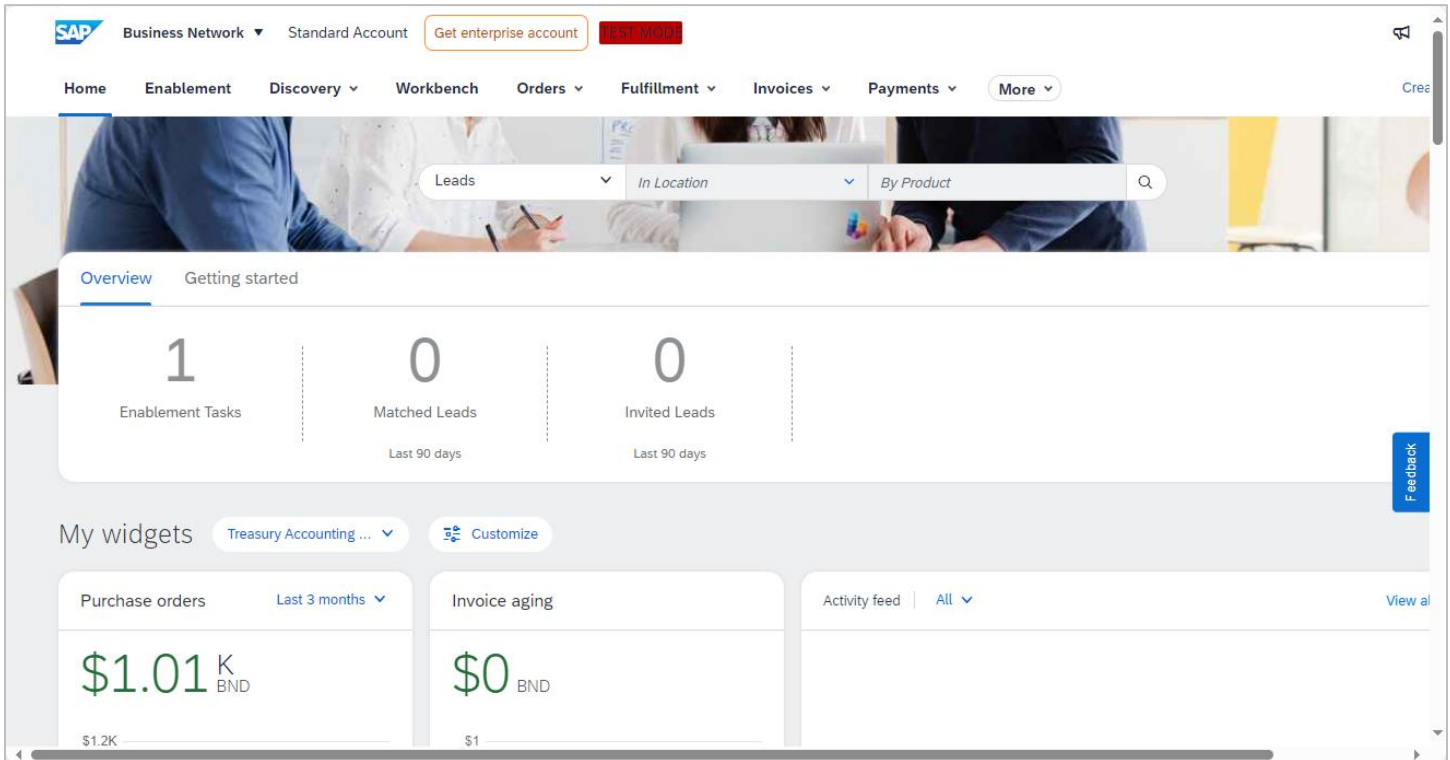
Step 1: Login to **Supplier Business Network** account from Internet browser.

Note:

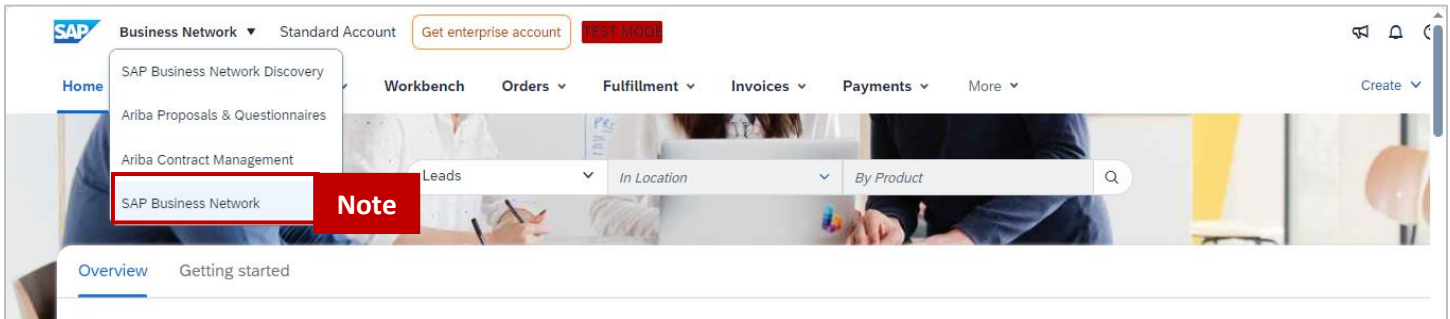
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



Outcome: Dashboard (Homepage) will be displayed.

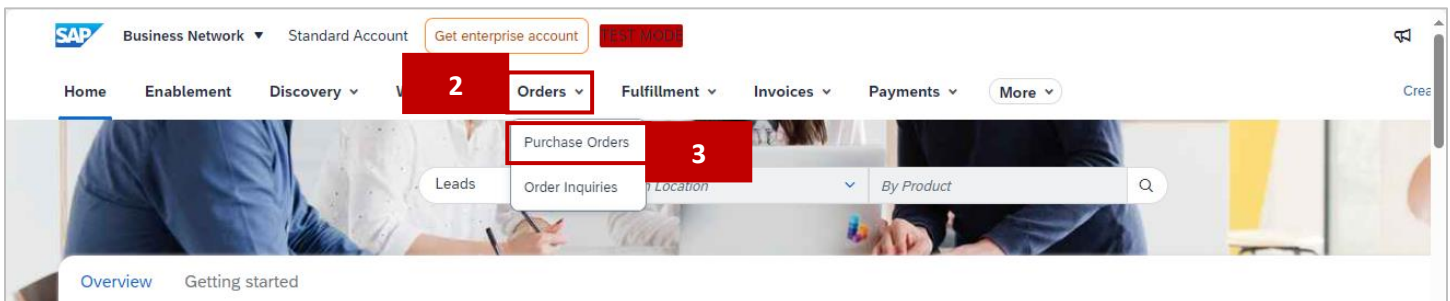


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



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

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





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

4

Orders

Last 31 days

0

Items to confirm

Last 31 days

0

Items to ship

Last 31 days

0

Return items

Last 31 days

1

New orders

Last 31 days

0

Changed orders

Last 31 days

Orders (4)

▼ Edit filter

Last 31 days

Customers

Select or type selections

Order numbers

Type selection

Creation date

Last 31 days

Order status

Include

Select or type

Partial match

Exact match

Show more

Apply

Reset

Resend Failed Orders

Feedback

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

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

Show more

Apply

Reset

Resend Failed Orders

Feedback

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



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

Business Network
Standard Account
TEST MODE

?
SH

Purchase Order: 4500005711
Done

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice

Order Detail
Order History

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

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

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

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

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

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

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

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

Other Information
Company Code: SD
Purchase Group: DAA
Purchase Organization: SD
View more »

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

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

Deliver To

Line Items
Show Item Details

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

Order submitted on: Saturday 4 May 2024 12:00 PM GMT+08:00
Received by SAP Business Network on: Saturday 4 May 2024 10:27 AM GMT+08:00
This Purchase Order was sent by Treasury Accounting and Financial Information System - TEST AN11176895911-T and delivered by SAP Business Network.

Service Sheet Required

Sub-total: 50,000.00 BND



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 Service Sheet** button.

The screenshot shows the SAP Business Network interface. At the top, it says 'Business Network' and 'Standard Account'. Below that, 'Purchase Order: 4500005711' is displayed. A navigation bar contains buttons: 'Create Order Confirmation', '5' (highlighted with a red box), 'Create Service Sheet', and 'Create Invoice'. At the bottom, there are tabs for 'Order Detail' and 'Order History'.

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

The screenshot shows the 'Create Service Sheet' page. It has a header with 'Update', 'Save', 'Exit', and 'Next' buttons. Below the header is a 'Service Sheet Header' section with a 'Summary' tab. The 'Summary' section contains fields for 'Purchase Order: 4500005711', 'Service Sheet #', 'Service Sheet Date: 4 May 2024', 'Subtotal: 50,000.00 BND', 'Service Start Date', and 'Service End Date'. Below this is an 'Additional Fields' section with 'Supplier Reference', 'From: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd', 'To: Ministry of Finance and Economy', 'Field Contractor' (with Name, Email, and Phone fields), and 'Field Engineer' (with Name, Email, and Phone fields). There is also an 'Approver' section with a Name field.

Note:

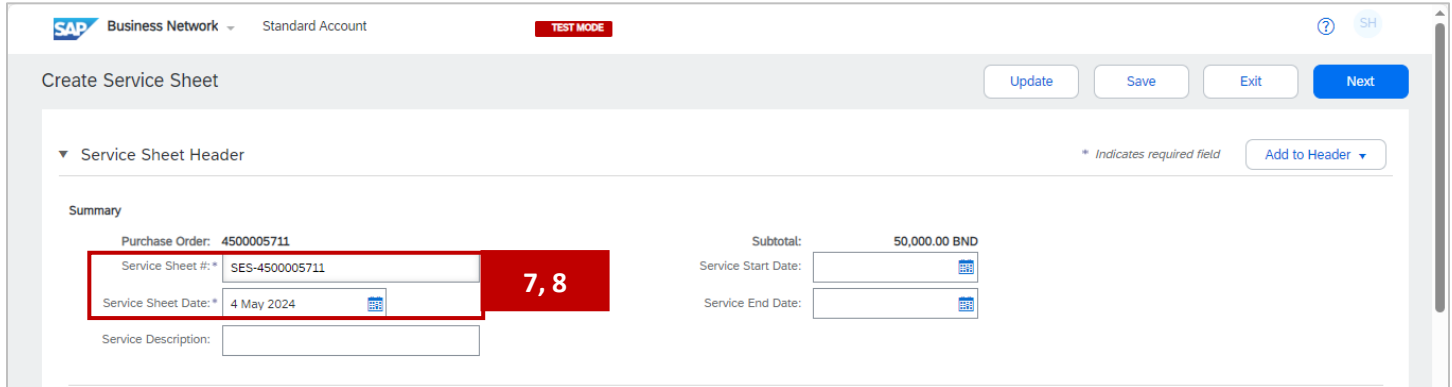
1. Asterisks indicate the field is mandatory to be completed.
2. Enter information for the remaining fields within the page that are optional (non-mandatory) to fill in / complete.

Step 7: Enter the **Service Sheet #**.

Note:

1. Service Sheet # format is “SES-” followed by PO number, e.g. SES-4500005711.
2. No gaps or spaces between the alphanumeric characters of Packing Slip ID.
3. The Service Sheet # **cannot be reused at all**. i.e. no duplication with existing SES number.

Step 8: Enter the **Service Sheet Date**.



SAP Business Network Standard Account TEST MODE

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

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

Summary

Purchase Order: 4500005711 Subtotal: 50,000.00 BND

Service Sheet #: SES-4500005711 7, 8

Service Sheet Date: 4 May 2024 7, 8

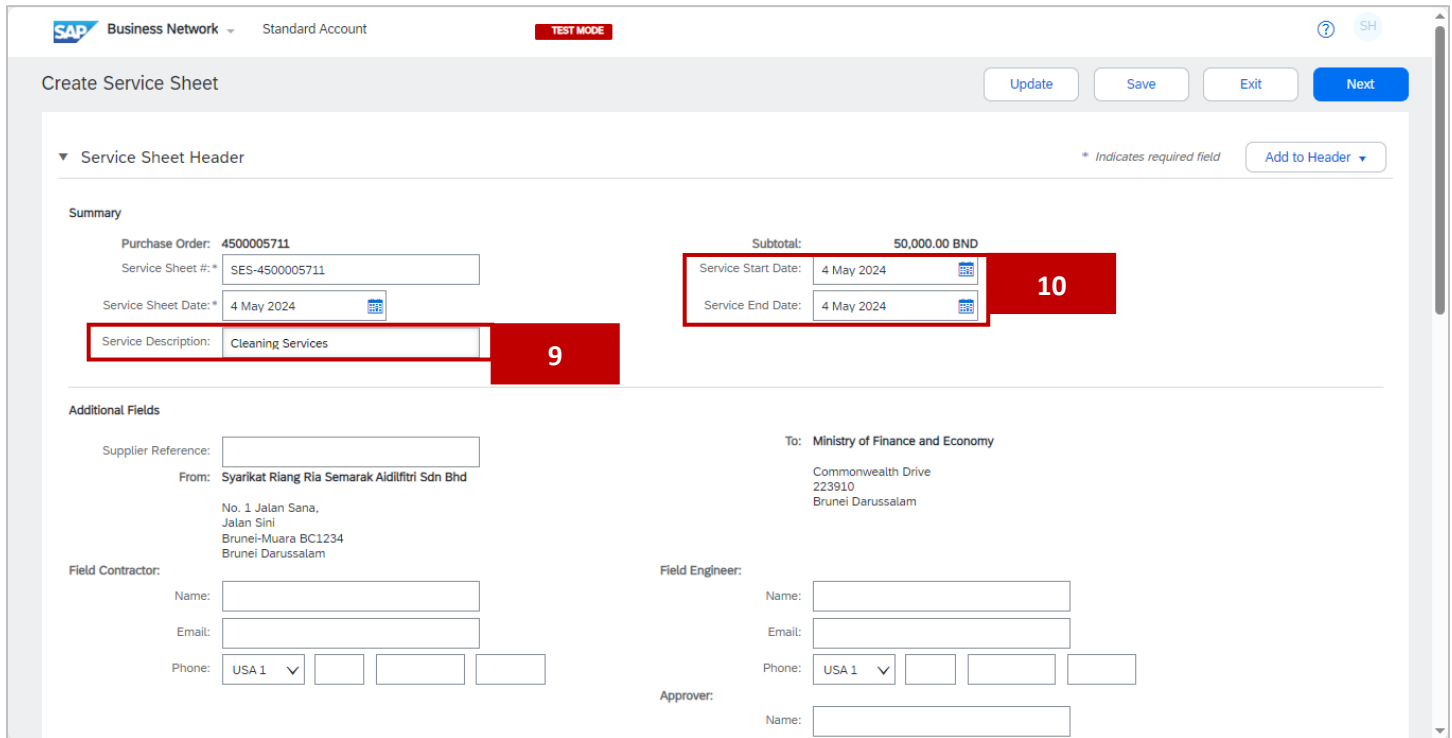
Service Start Date: [Calendar Icon]

Service End Date: [Calendar Icon]

Service Description: [Text Field]

Step 9: (Optional) Enter **Service Description**.

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



SAP Business Network Standard Account TEST MODE

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

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

Summary

Purchase Order: 4500005711 Subtotal: 50,000.00 BND

Service Sheet #: SES-4500005711

Service Sheet Date: 4 May 2024

Service Start Date: 4 May 2024 10

Service End Date: 4 May 2024 10

Service Description: Cleaning Services 9

Additional Fields

Supplier Reference: [Text Field]

From: Syarikat Riang Ria Semarak Aldifitri Sdn Bhd

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

To: Ministry of Finance and Economy

Commonwealth Drive
223910
Brunei Darussalam

Field Contractor:

Name: [Text Field]

Email: [Text Field]

Phone: USA 1 [Text Field] [Text Field] [Text Field]

Field Engineer:

Name: [Text Field]

Email: [Text Field]

Phone: USA 1 [Text Field] [Text Field] [Text Field]

Approver:

Name: [Text Field]



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

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #							
▼ 00010	Cleaning Service								
Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input type="text" value="Cleaning Service"/>		Service	Planned	10 C62	5,000.00 BND	50,000.00 BND	Delete	Copy
<div>SERVICE PERIOD</div> <div> <div>Start Date:</div> <div></div> <div>End Date:</div> <div></div> </div>									
<div>PRICING DETAILS</div> <div> <div>Price Unit: C62</div> <div>Price Unit Quantity: 1.000</div> <div>Unit Conversion: 1</div> <div>Description:</div> </div>									
<div>COMMENTS</div> <div>Add Comments:</div> <div></div>									

↩ Add Pricing Details

Update

Save

Exit

Next

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

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

For example: If Vendor is to complete services on separate timings; Vendor has only completed item / service A in April, while Item / Service B in May is still in progress, Vendor **should not** include those incomplete service(s) when submitting the Service Entry Sheet.

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.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #					
00010	CLEANING SERVICES						

NOTE A1

Include

☐
☒

Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
		Service	Planned	1 C62	1,000.00 BND	1,000.00 BND	Delete	Copy
APRIL 2024								

SERVICE PERIOD

Start Date:

End Date:

PRICING DETAILS

Price Unit: C62

Unit Conversion: 1

Price Unit Quantity: 1,000

Description:

COMMENTS

Add Comments:

Cleaning completed for month of April 2024

Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
		Service	Planned	1 C62	1,000.00 BND	1,000.00 BND	Delete	Copy
MAY 2024								

Include

☐
☐

Excluded line items cannot be modified.

Note B: This applies to invoices for lump sum Purchase Orders (PO), where the Quantity is replaced by the Amount (Unit Price) according to the Department.

For example: If Department issued a lump sum Service PO, which means there are no further breakdown of the services or line items, the Vendor can perform partial service (partial completion) during Service Sheet or Service Entry Sheet (SES) submission by adjusting the value under Quantity column.

1. Update the **Quantity**. This would determine the amount to be invoiced (claimed) based on the service completion.
2. (Optional) Click on Update button to reflect the updated subtotal.
3. (Optional) Sample outcome for the updated subtotal based on adjusted quantity.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	Cleaning Service 24/25	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	<input type="text"/>		Service	Planned	24.00 C62	1.00 BND	24,000.00 BND	Delete Copy
	CLEANING SERVICES FOR 24/25							

NOTE B1

SERVICE PERIOD

Start Date:

End Date:

PRICING DETAILS

Price Unit: C62

Price Unit Quantity: 1.000

Unit Conversion: 1

Description:

COMMENTS

Add Comments:

Add Pricing Details

NOTE B2

Update

Save

Exit

Next



Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	Cleaning Service 24/25	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	<input type="text"/>		Service	Planned	12,00 C62	1.00 BND	12,000.00 BND
	CLEANING SERVICES FOR 24/25						

NOTE B3

SERVICE PERIOD

Start Date: End Date:

PRICING DETAILS

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

COMMENTS

Add Comments:

[Add Pricing Details](#)

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

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

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

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	Cleaning Service	

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

SERVICE PERIOD

Start Date: 4 May 2024 End Date: 4 May 2024

PRICING DETAILS

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

COMMENTS

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

[Add Pricing Details](#)

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



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

SAP Business Network Standard Account TEST MODE

Create Service Sheet

Update Save **13** Next

Service Sheet Header

Summary

Purchase Order: 4500005711 Subtotal: 50,000.00 BND

Service Sheet #: SES-4500005711 Service Start Date: 4 May 2024

Service Sheet Date: 4 May 2024 Service End Date: 4 May 2024

Service Description: Cleaning Services

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

SAP Business Network Standard Account TEST MODE

Create Service Sheet

Previous Save Submit Exit

Confirm and submit this document.

Service Sheet Subtotal: 50,000.00 BND

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

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

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

Service Entry Sheet Lines

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

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

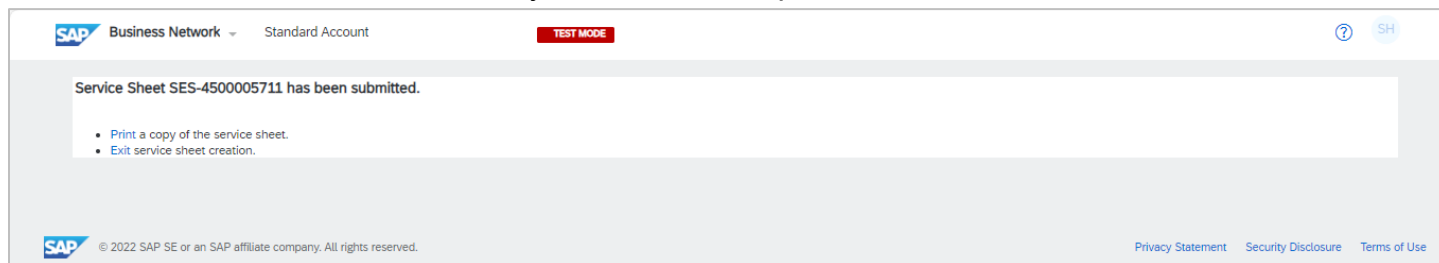
SAP Business Network Standard Account TEST MODE

Create Service Sheet

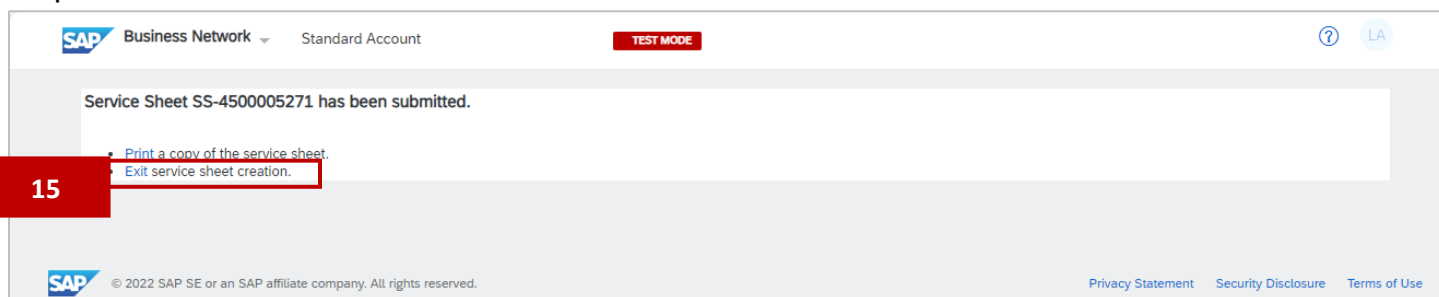
Previous **14** Submit Exit

Confirm and submit this document.

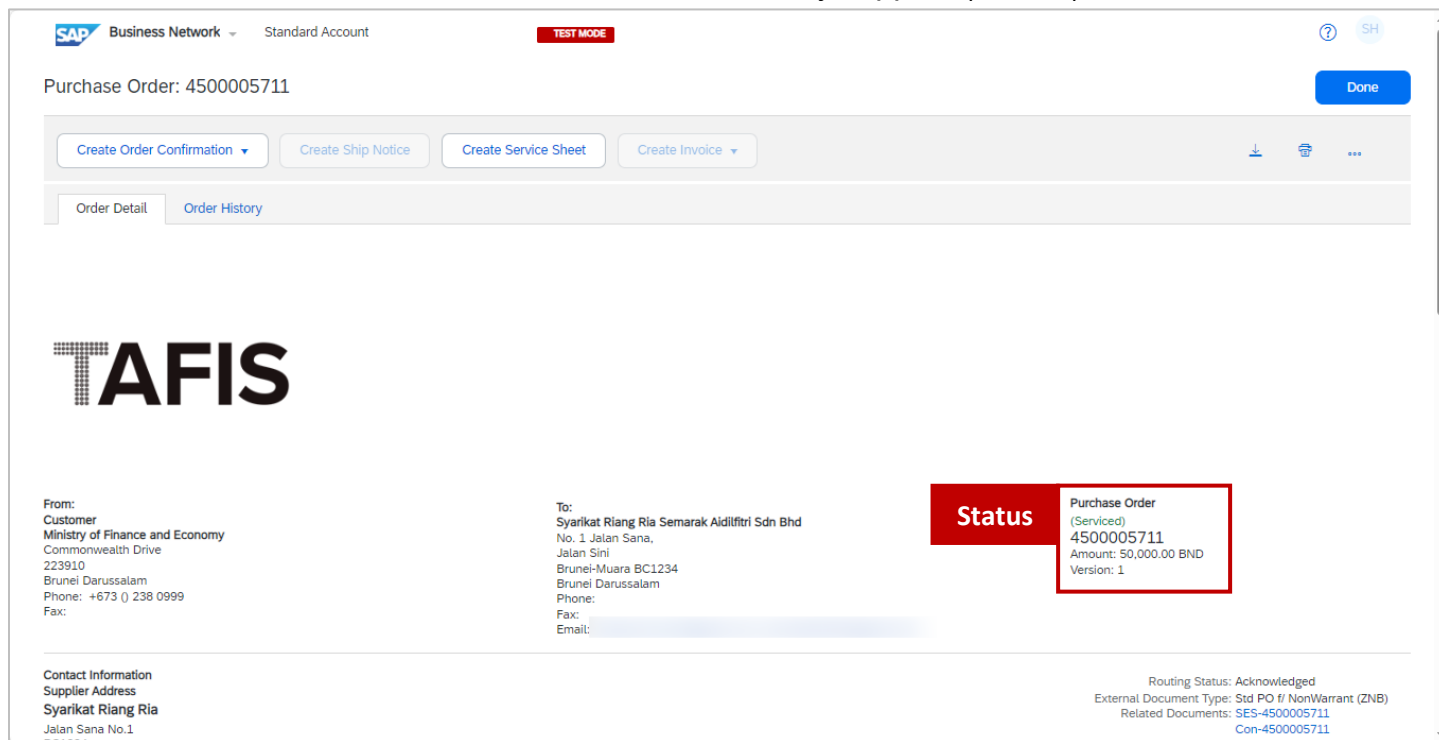
Outcome: **Service Sheet** successfully submitted to Department.



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

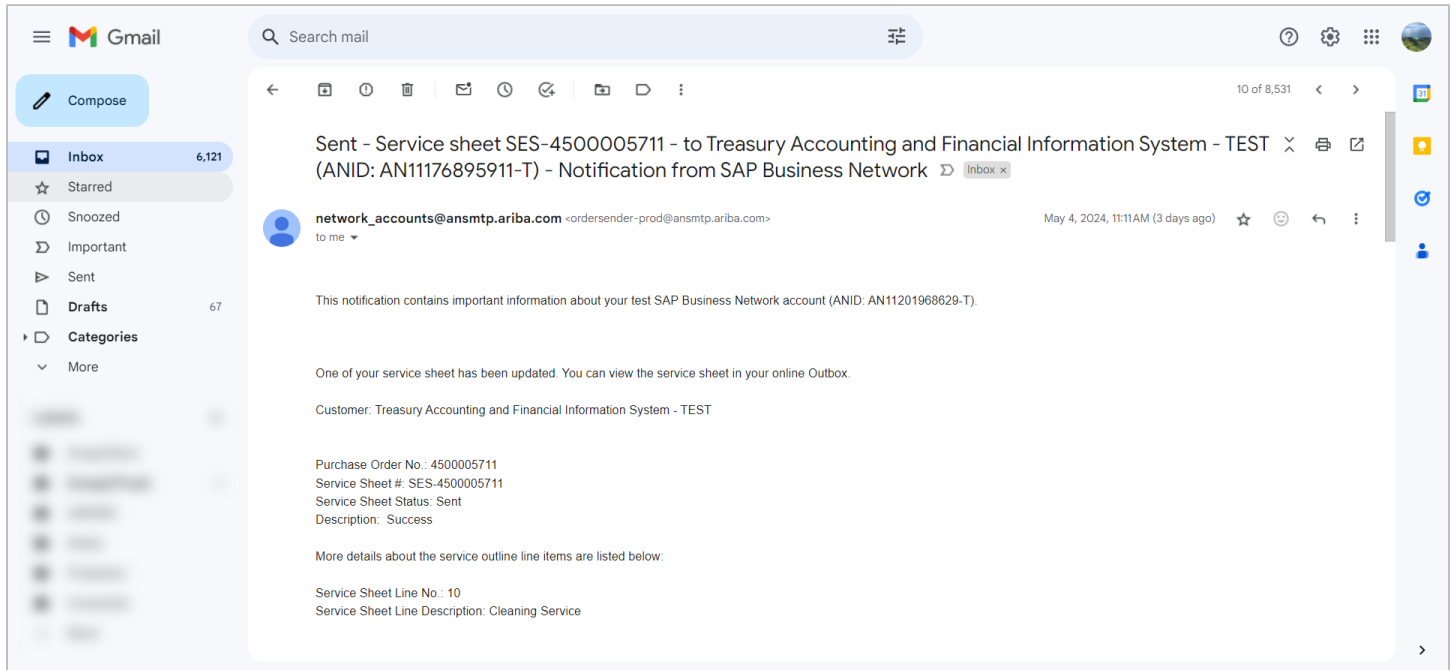


Outcome: Purchase Order's Service Sheet is submitted by supplier (vendor). PO status is **Serviced**.





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



3.1.3.3 Service Entry Sheet (SES) Acceptance by Department

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

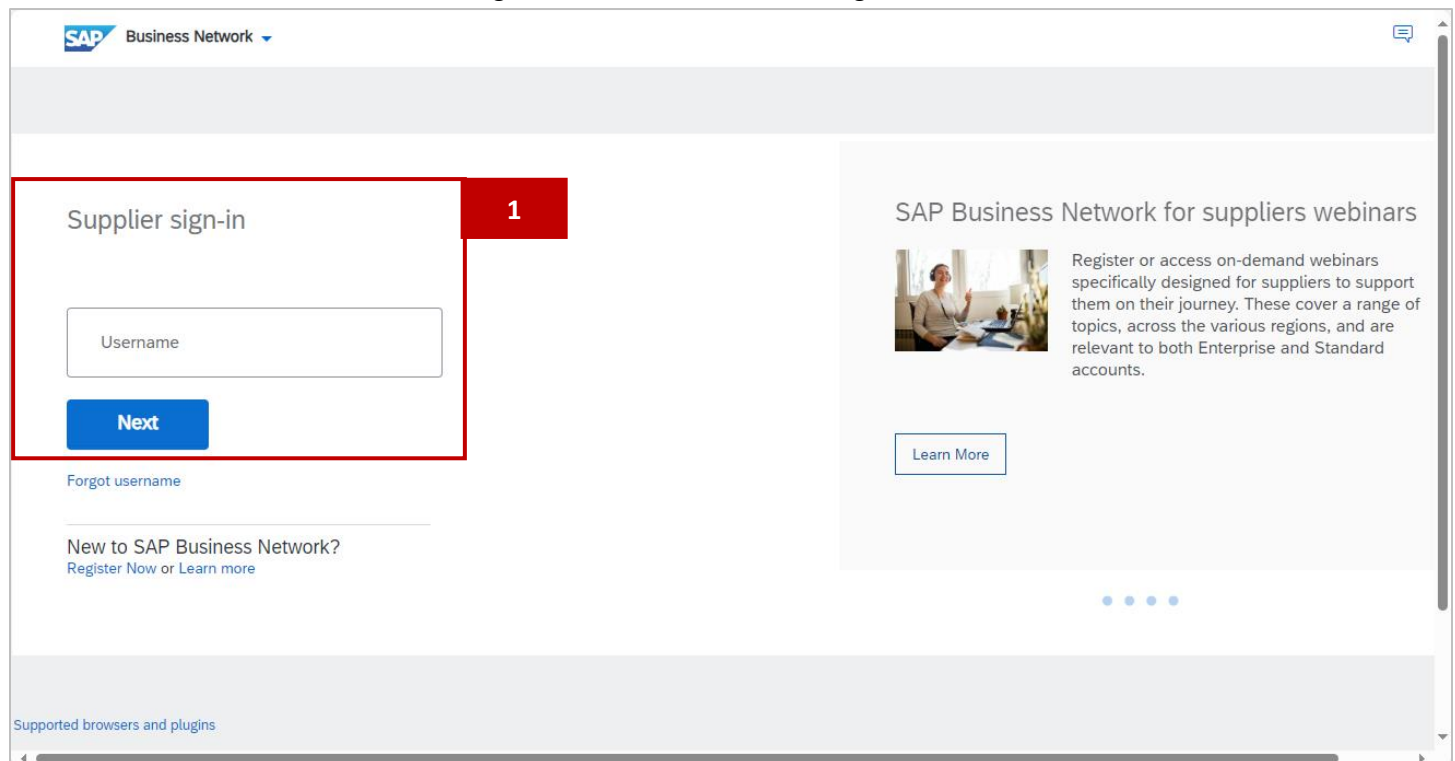
Once Department accepted the Service Sheet, its status will change from Sent to Approved in GVP. Vendor can now create an invoice for submission to respective Department.

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

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

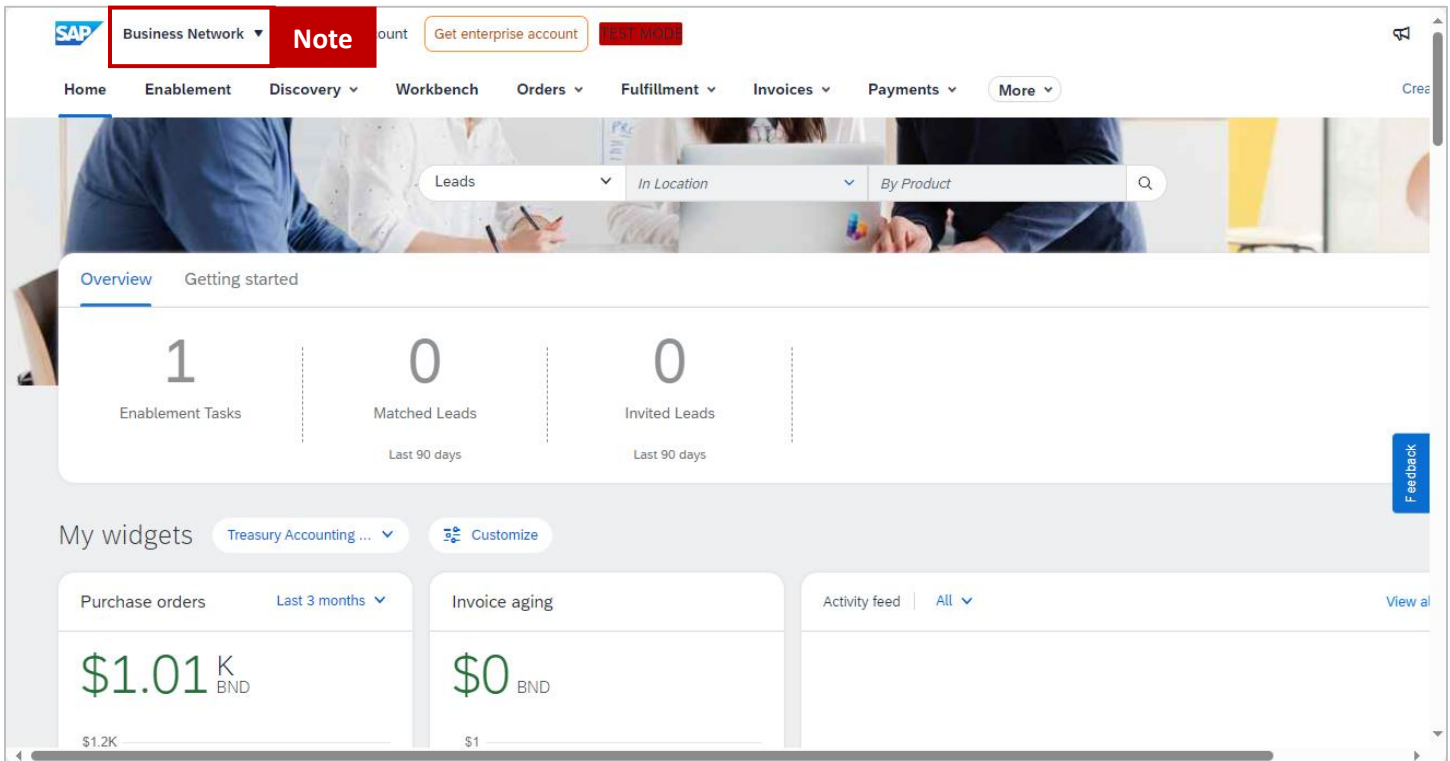
Note:

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

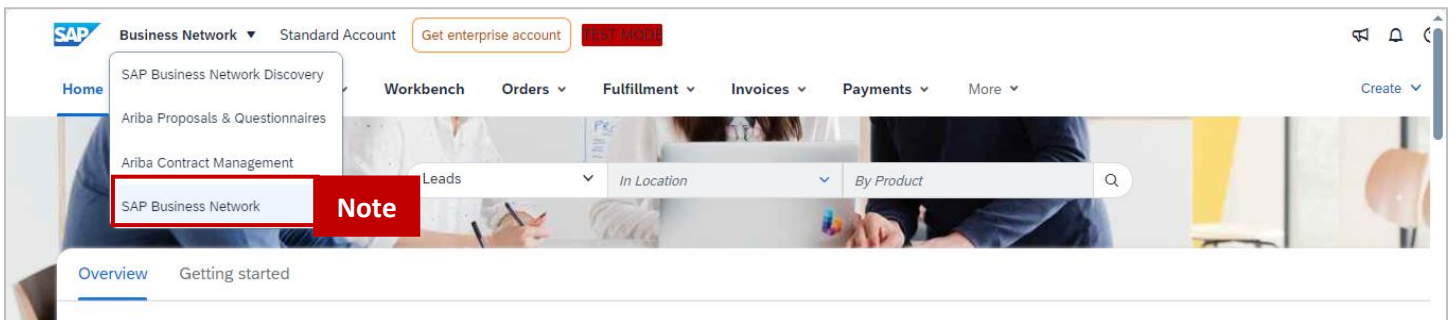


Outcome: Dashboard (Homepage) will be displayed.

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

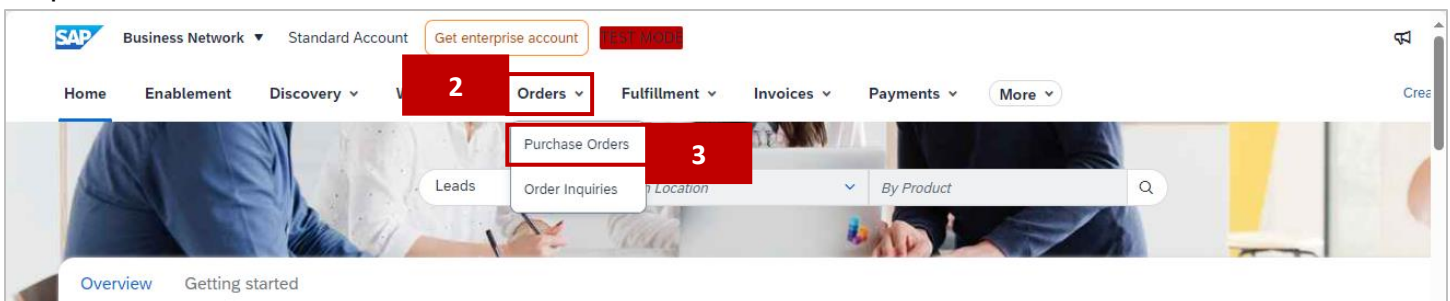


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



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

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





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

Orders

4 Orders
Last 31 days

0 Items to confirm
Last 31 days

0 Items to ship
Last 31 days

0 Return items
Last 31 days

1 New orders
Last 31 days

0 Changed orders
Last 31 days

Orders (4)

▼ Edit filter | Last 31 days

Customers
Select or type selections

Order numbers
Type selection

Creation date
Last 31 days

Order status
Include | Select or type

Partial match ☒ Exact match ☐

Show more

Apply Reset

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
--------------	----------	--------	--------	--------------	-----------------	---------

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

Show more

Apply Reset

Resend Failed Orders

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



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

Business Network
Standard Account
TEST MODE

?
SH

Purchase Order: 4500005711

Done

Create Order Confirmation

Create Ship Notice

Create Service Sheet

Create Invoice

Order Detail

Order History

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

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

Status

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

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

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



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 **Service Entry Sheet (SES)** document.

Business Network
Standard Account
TEST MODE

?
SH

Purchase Order: 4500005711

Done

Create Order Confirmation

Create Ship Notice

Create Service Sheet

Create Invoice

Order Detail

Order History

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

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

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

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

Routing Status: Acknowledged
Entered Date: 2020-01-01
Entered By: SH
Status: SES-4500005711
Cont: 4500005711

5



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

SAP Business Network Standard Account **TEST MODE**

Service Sheet: SES-4500005711 Done Previous

Create Invoice Copy SES

Detail History

Service Sheet
 (Approved)
 SES-4500005711

Status

Subtotal: 50,000.00 BND

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

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

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

Routing Status: Acknowledged
 Related Documents: 4500005711

Service Entry Sheet Lines Show Item Details

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

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

Gmail Search mail

Inbox 6,125

Compose

Starred

Snoozed

Important

Sent

Drafts 67

Categories

More

18 of 8,531

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

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

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

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

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

Customer: Treasury Accounting and Financial Information System - TEST

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

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

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

3.1.3.4 Cancel Service Entry Sheet (SES) by Vendor

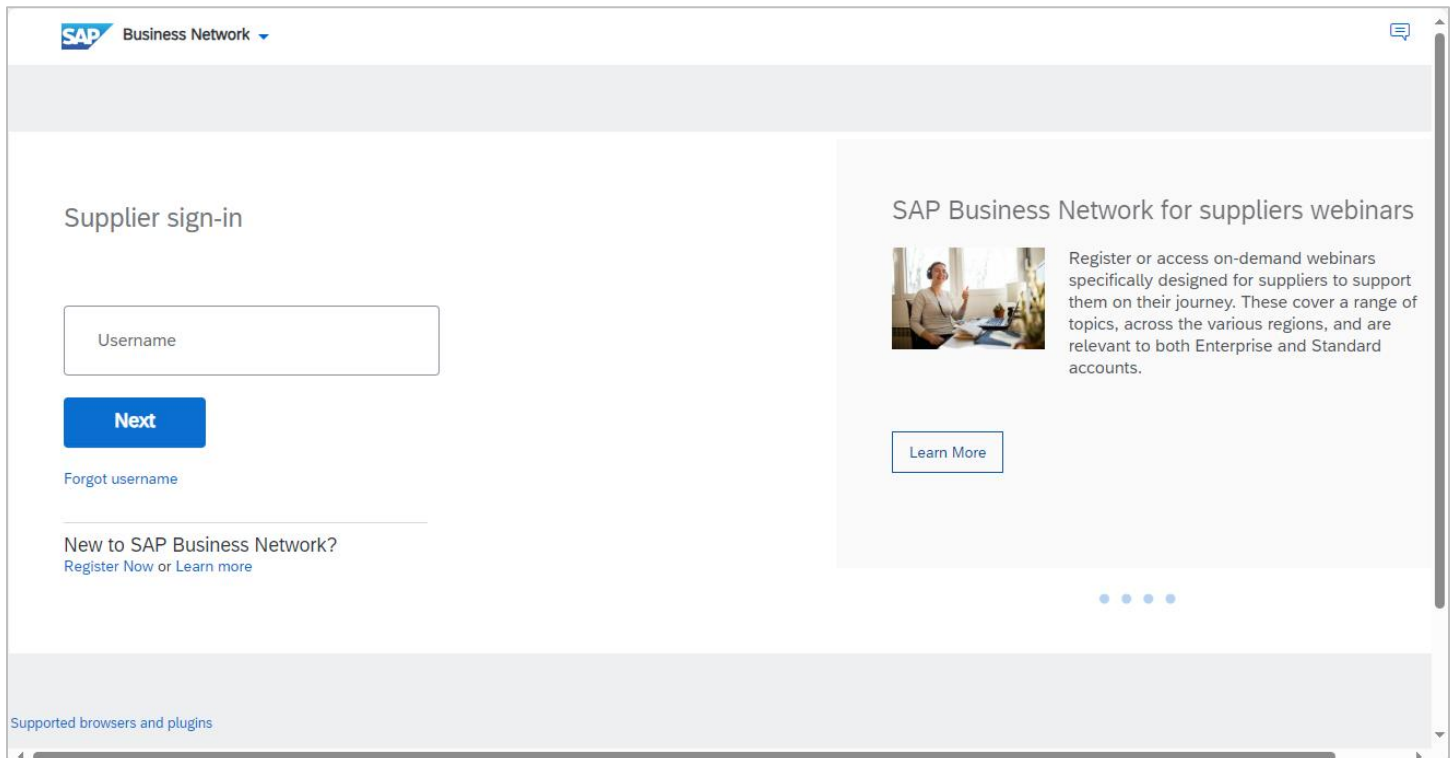
Refer from section 3.1.4.3 Service Entry Sheet (SES). This means the department has acknowledged that the Vendor had delivered the services.

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

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

Note:

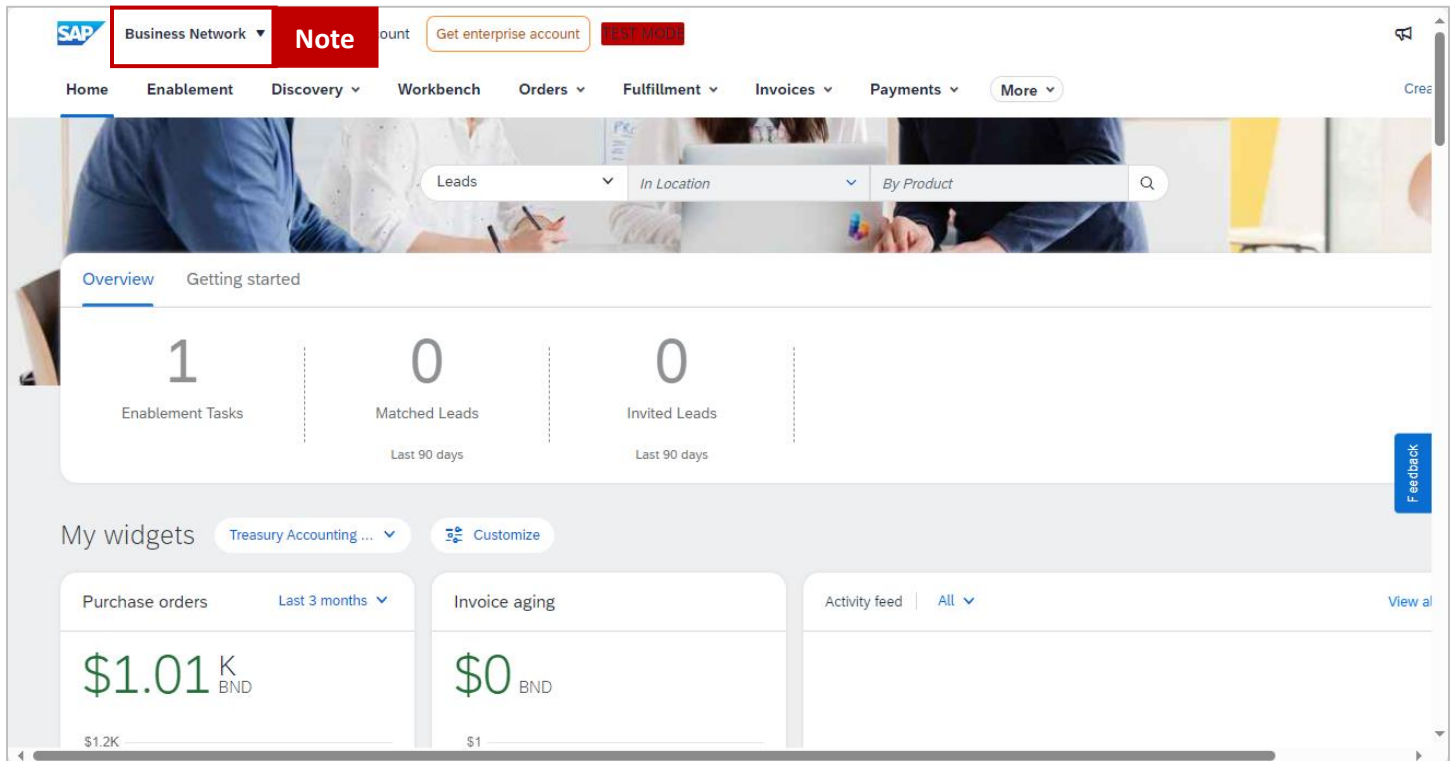
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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



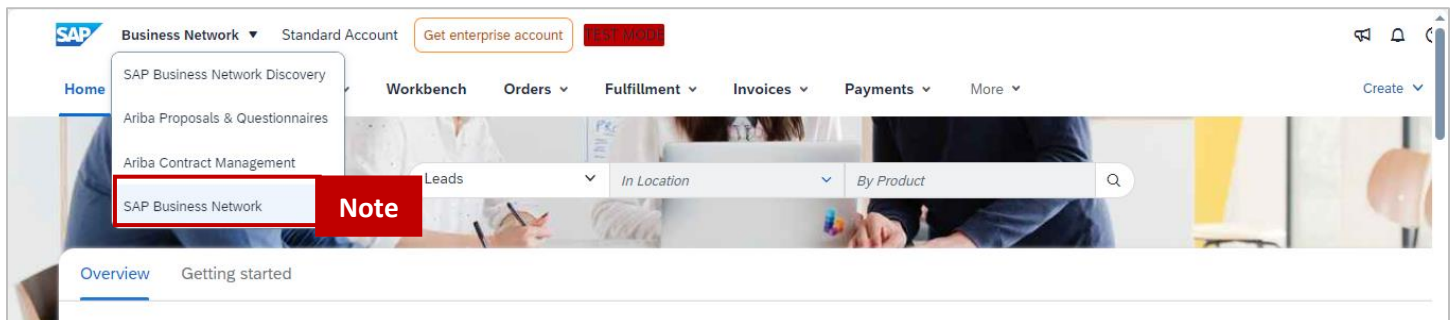
The screenshot shows the SAP Business Network Supplier sign-in page. The page has a header with the SAP logo and 'Business Network' text. The main content area is divided into two sections. On the left, under the heading 'Supplier sign-in', there is a text input field for 'Username', a blue 'Next' button, a link for 'Forgot username', and a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn more'. On the right, under the heading 'SAP Business Network for suppliers webinars', there is a small image of a person in a webinar, a paragraph of text about on-demand webinars, and a 'Learn More' button. At the bottom left, there is a link for 'Supported browsers and plugins'.

Outcome: Dashboard (Homepage) will be displayed.

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

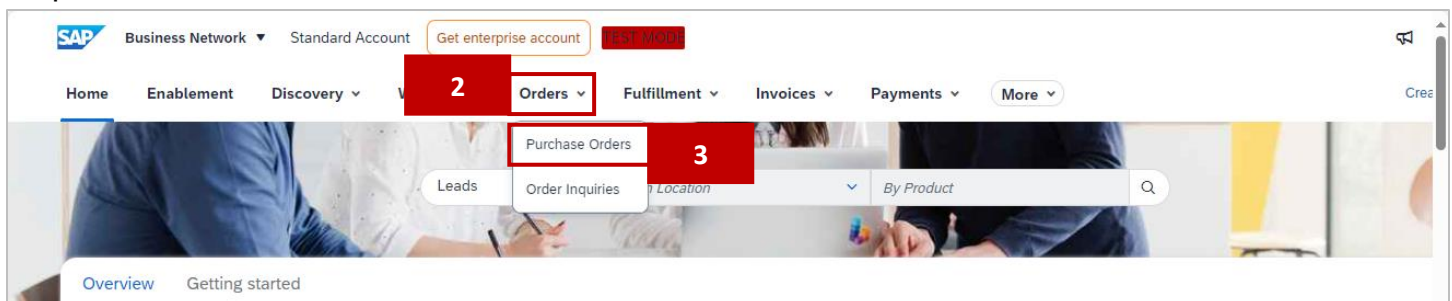


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



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

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





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

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

Resend Failed Orders						
Order Number ↓	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4500008190	Treasury Accounting and Financial Information System - TEST	\$5000 BND	Oct 11, 2024	Partially Invoiced	\$1000 BND	...
4500008189	Treasury Accounting and Financial Information System - TEST	\$6000 BND	Oct 10, 2024	Partially Serviced		...
4500008188	Treasury Accounting and Financial Information System - TEST	\$50 BND	Oct 8, 2024	New		...



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

Business Network

TEST MODE

?

GA

Done

Purchase Order: 4500008189

Create Order Confirmation

Create Ship Notice

Create Service Sheet

Create Invoice

Order Detail

Order History

TAFIS

From:

Customer

Kementerian Keuangan dan Ekonomi

Commonwealth Drive

BB3910

Brunel Darussalam

Phone: +673 (0) 238 0999

Fax:

To:

TechFusion Innovations

Lucky Garden

Brunel-Muara BC2215

Brunel Darussalam

Phone:

Fax:

Email: gypuser02@gmail.com

Purchase Order

(Partially Serviced)

4500008189

Amount: 6,000.00 BND

Version: 1

Contact Information

Supplier Address

TechFusion Innovations

Lucky Garden 123

BC2215

Brunel Darussalam

Email: gypuser02@gmail.com

Phone: +673 (0) 2388322

Fax:

Address ID: P00000004

Buyer ID: P00000004

Other Information

Company Code: SD

Purchase Group: DAA

Purchase Organization: SD

Party Additional ID: P00000004

View less

Routing Status: Acknowledged

External Document Type: Std PO w/ NonWarrant (ZNB)

Related Documents: SES-4500008189

CON-4500008189

Ship All Items To

Bill To

Deliver To

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

Purchase Order

(Partially Serviced)

4500008189

Amount: 6,000.00 BND

Version: 1

Routing Status: Acknowledged

External Document Type: Std PO w/ NonWarrant (ZNB)

Related Documents: SES-4500008189

CON-4500008189

5



Outcome: **Service Entry Sheet (SES)** page will be displayed.

SAP Business Network - TEST MODE

Service Sheet: SES-4500008189

Done Previous

Create Invoice Copy SES

Detail History

Service Sheet
(Sent)
SES-4500008189
Date: 10 Oct 2024
Final Service Sheet: No
Purchase Order: 4500008189
Subtotal: 1,000.00 BND

Subtotal: 1,000.00 BND

From
TechFusion Innovations
Lucky Garden
Brunel-Muara BC2215
Brunel Darussalam

To
Kementerian Keuangan dan Ekonomi
Treasury Accounting and Financial Information System - TEST
Commonwealth Drive
BB3910
Brunel Darussalam
Address ID: SD

Routing Status: Acknowledged
Related Documents: 4500008189

Service Entry Sheet Lines

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
▼ 00010			TEST					
	1	Service	TEST	Planned		1,000 (C62)	1.00 BND	1,000.00 BND

Details

Service Entry Summary
Subtotal: 1,000.00 BND

Create Invoice Copy SES

Done Previous

Step 6: Navigate to  and click on **Cancel** to cancel the **Service Entry Sheet (SES)**.

Routing Status: Acknowledged
Related Documents: 4500008189

Show Item Details

Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
Planned		1,000 (C62)	1.00 BND	1,000.00 BND

Details

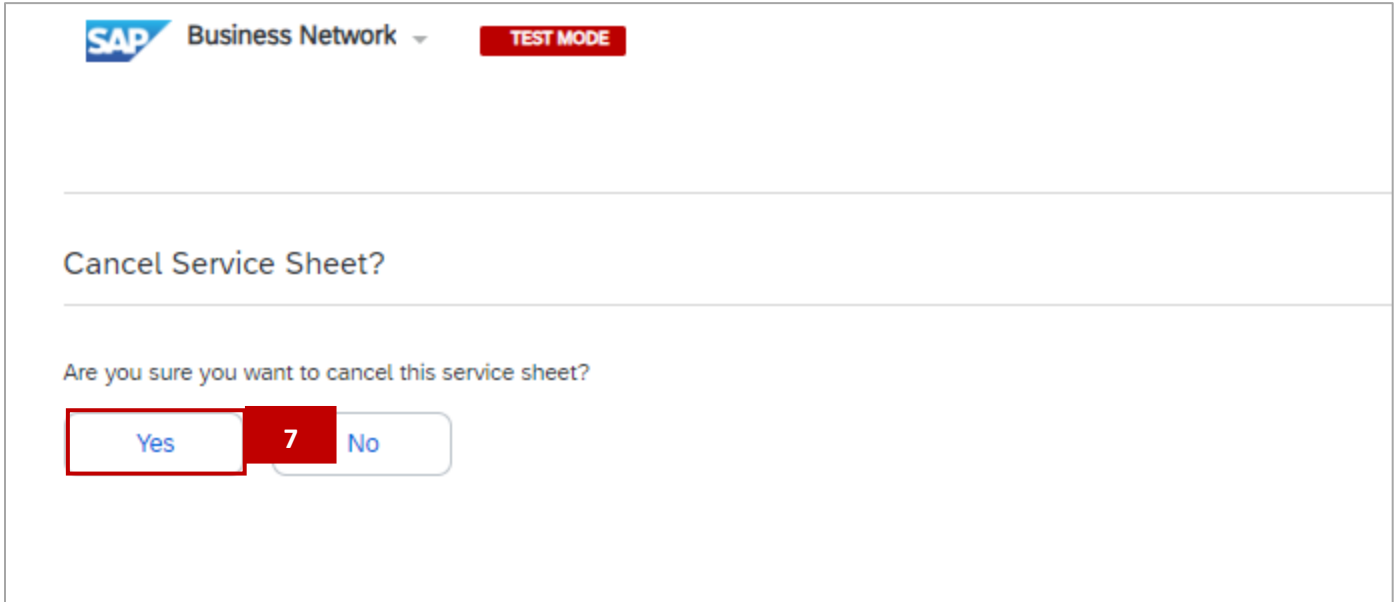
Service Entry Summary
Subtotal: 1,000.00 BND

6

Cancel

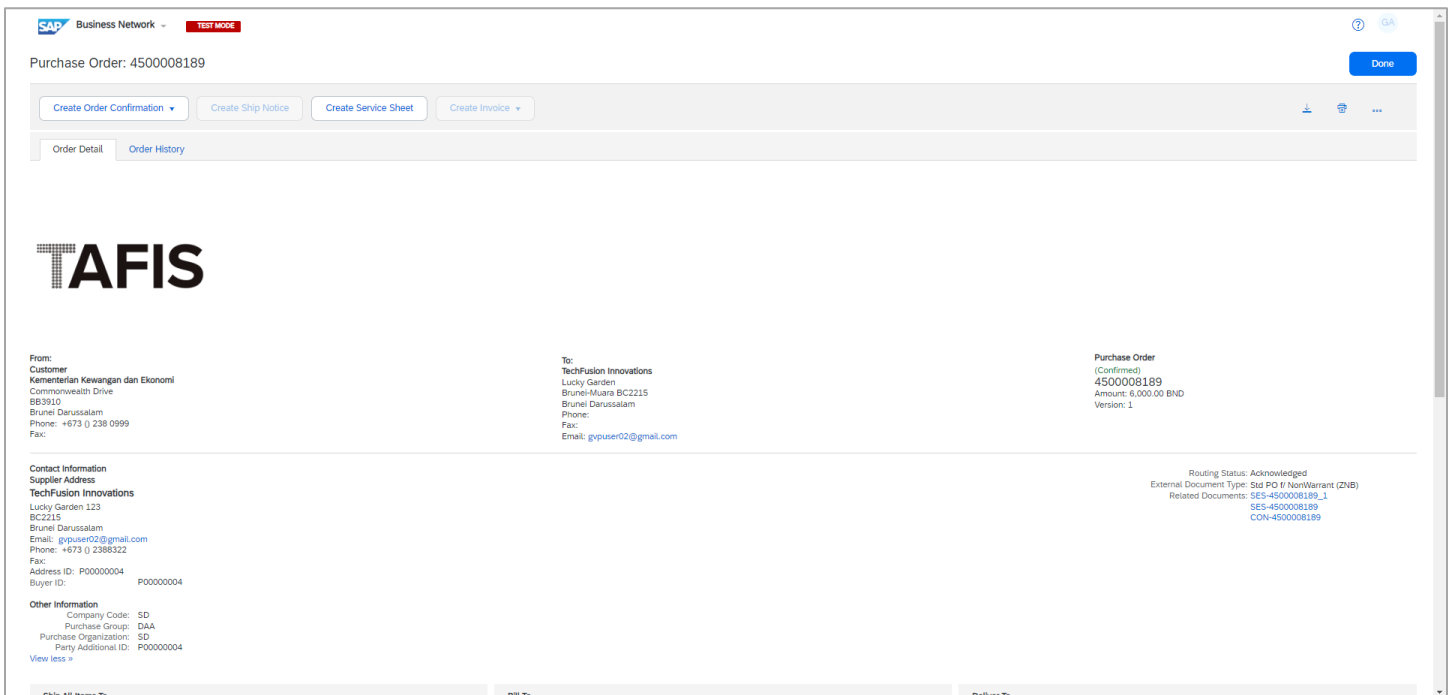
Done Previous

Step 7: Click on to proceed on cancelling the **Service Entry Sheet (SES)**.



The screenshot shows the SAP Business Network interface in TEST MODE. The main heading is "Cancel Service Sheet?". Below it, the question "Are you sure you want to cancel this service sheet?" is displayed. There are two buttons: "Yes" (highlighted with a red box) and "No". A red box with the number "7" is placed over the "Yes" button.

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



The screenshot shows the SAP Business Network interface displaying the "Purchase Order" page for Purchase Order: 4500008189. The page includes a header with the SAP Business Network logo and a "TEST MODE" button. Below the header, there are tabs for "Order Detail" and "Order History". The main content area displays the TAFIS logo and contact information for the customer and supplier. The customer information is from the Kementerian Kewangan dan Ekonomi, and the supplier information is for TechFusion Innovations. The page also shows the purchase order details, including the amount of 6,000.00 BND and the version 1. The bottom of the page has a navigation bar with "Ship All Items To", "Bill To", and "Deliver To" options.



Note: A new **Service Entry Sheet (SES)** will be created.

Purchase Order

(Confirmed)

4500008189

Amount: 6,000.00 BND

Version: 1

Routing Status: Acknowledged

External Document Type: Std PO f/ NonWarrant

Related Documents: SES-4500008189_1

SES-4500008189

CON-4500008189

NOTE

Note: In the **History Tab**, Users are able to view and see that the **Service Entry Sheet (SES)** is **successfully cancelled**.

SAP Business Network TEST MODE

Service Sheet: SES-4500008189_1

Done Previous

Detail History

NOTE

Service Sheet: SES-4500008189_1

Routing Status: Acknowledged

Received By SAP Business Network On: 14 Oct 2024 2:09:22 PM GMT+08:00

To: Treasury Accounting and Financial Information System - TEST

History

Status	Comments	Changed By	Date and Time
	Comments from Treasury Accounting and Financial Information System - TEST: Success	PropagationProcessor-109523053	14 Oct 2024 2:09:27 PM
Acknowledged	Success	PropagationDispatcher-109550029	14 Oct 2024 2:09:27 PM
	Comments from Treasury Accounting and Financial Information System - TEST: Entry sheet 1000001267 deleted	PropagationProcessor-109558048	14 Oct 2024 2:09:29 PM

NOTE

3.1.3.5 Invoice Submission by Vendor

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

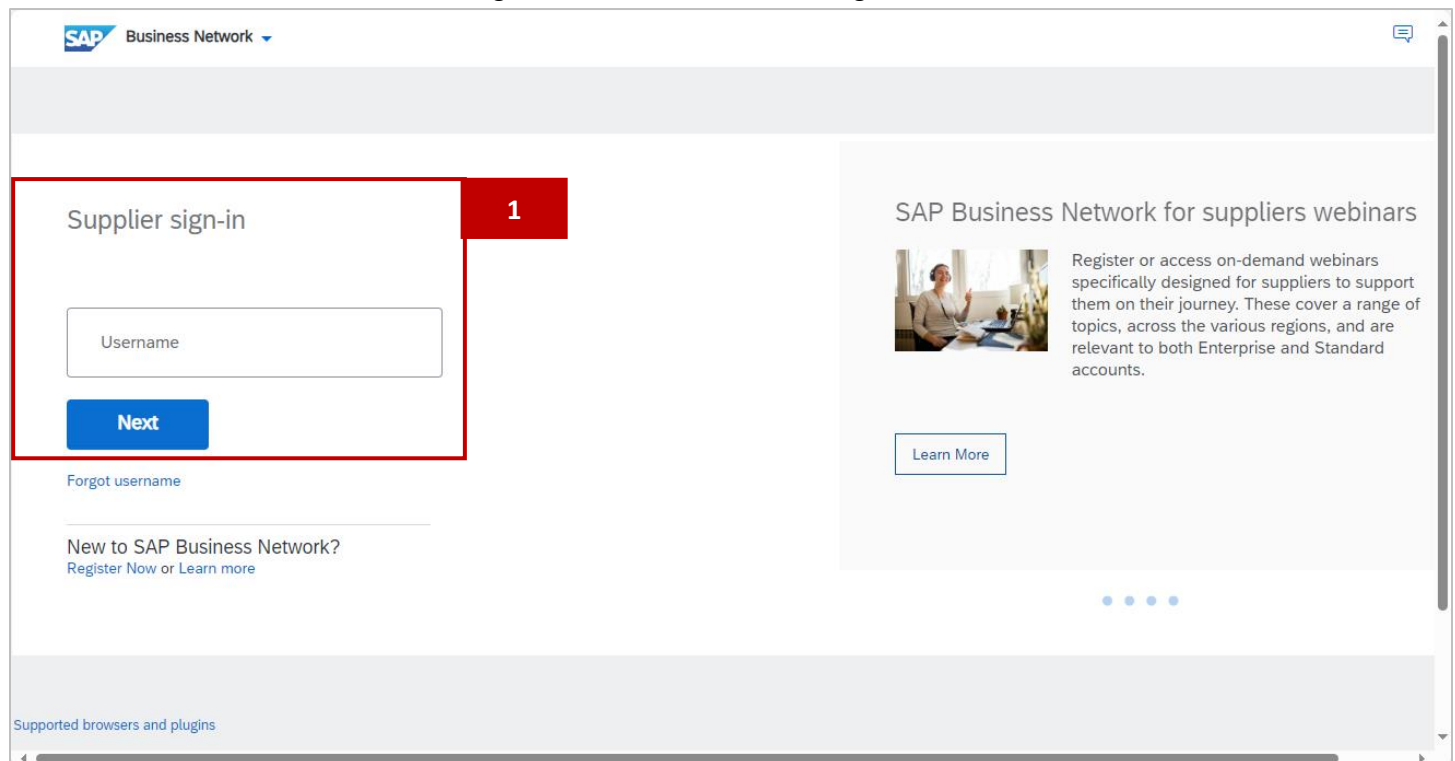
Refer from section 3.1.3.3 Service Entry Sheet (SES) Acceptance by Department. This means the department has acknowledged that the Vendor had delivered the services.

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

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

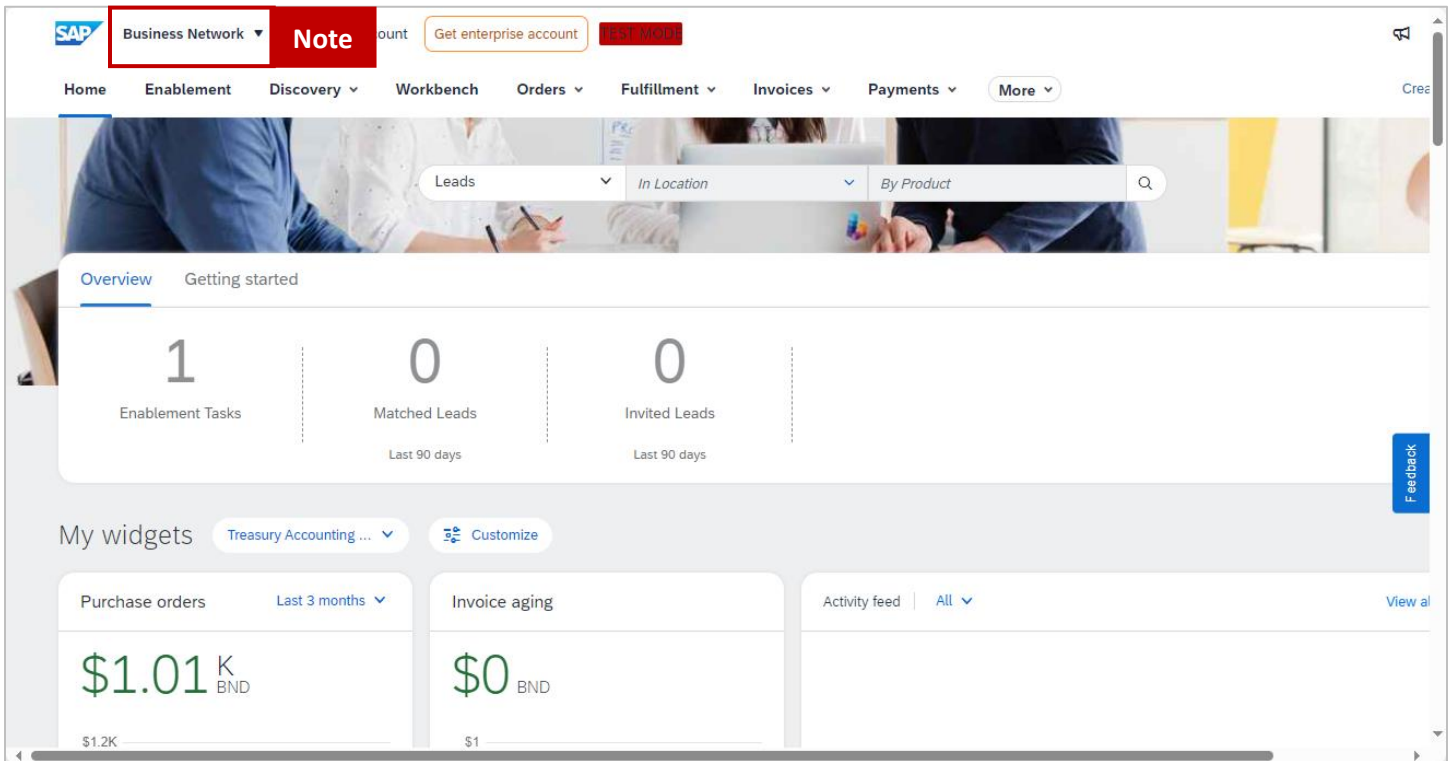
Note:

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

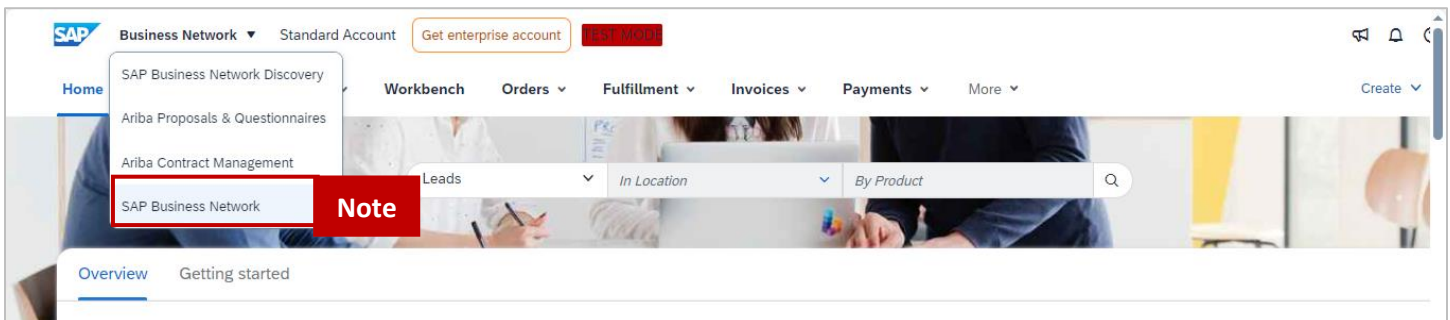


Outcome: Dashboard (Homepage) will be displayed.

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

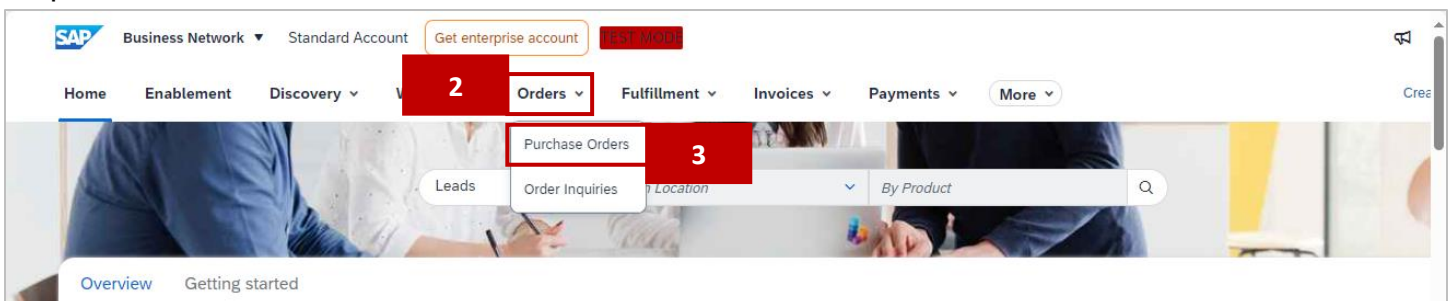


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.



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

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





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

Business Network Standard Account [Get enterprise account](#) [Log out](#)

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

Create ...

Orders

4
Orders
Last 31 days

0
Items to confirm
Last 31 days

0
Items to ship
Last 31 days

0
Return items
Last 31 days

1
New orders
Last 31 days

0
Changed orders
Last 31 days

Orders (4)

[Edit filter](#) [Last 31 days](#)

Customers [Select or type selections](#)

Order numbers [Type selection](#)

Creation date [Last 31 days](#)

Order status [Include](#) [Select or type](#)

☒ Partial match ☐ Exact match

[Show more](#) [Apply](#) [Reset](#)

[Resend Failed Orders](#) [Grid](#) [List](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
--------------	----------	--------	--------	--------------	-----------------	---------

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

[Show more](#) [Apply](#) [Reset](#)

[Resend Failed Orders](#) [Grid](#) [List](#)

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



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

Business Network
Standard Account
TEST MODE
? SH

Purchase Order: 4500005711
Done

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice
Download
Print
More

Order Detail
Order History

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

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

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

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

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



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 Invoice** button.

The screenshot shows the SAP Business Network interface for a Standard Account in TEST MODE. The Purchase Order number is 4500005711. The 'Create Invoice' button is highlighted with a red box and a red circle containing the number 5. Other buttons visible are 'Create Order Confirmation', 'Create Ship Notice', and 'Create Service Sheet'. A 'Done' button is in the top right corner. The bottom navigation bar shows 'Order Detail' and 'Order History'.

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

The screenshot shows the SAP Business Network interface for a Standard Account in TEST MODE. The Purchase Order number is 4500005711. The 'Create Invoice' button is highlighted with a red box, and its dropdown menu is open, showing 'Standard Invoice' and 'Credit Memo'. The 'Standard Invoice' option is highlighted with a red box and a red circle containing the number 6. Other buttons visible are 'Create Order Confirmation', 'Create Ship Notice', and 'Create Service Sheet'. A 'Done' button is in the top right corner. The bottom navigation bar shows 'Order Detail' and 'Order History'.



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

Business Network
Standard Account
TEST MODE

?
SH

Create Invoice

Update

Save

Exit

Next

Invoice Header
* Indicates required field
Add to Header

Summary

Purchase Order: 4500005711

Invoice #:

Invoice Date: 4 May 2024

Service Description:

Supplier Tax ID:

Remit To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd

Brunei-Muara
Brunei Darussalam

Bill To: Ministry of Finance and Economy

Brunei Darussalam

Subtotal: 50,000.00 BND

Total Tax: 0.00 BND

Total Gross Amount: 50,000.00 BND

Total Net Amount: 50,000.00 BND

Amount Due: 50,000.00 BND

View/Edit Addresses

Tax

☒ Header level tax
☐ Line level tax

Category: 0% VAT / 0% tax

Taxable Amount: 50,000.00 BND

Tax Rate Type:

Location:

Remove

Note:

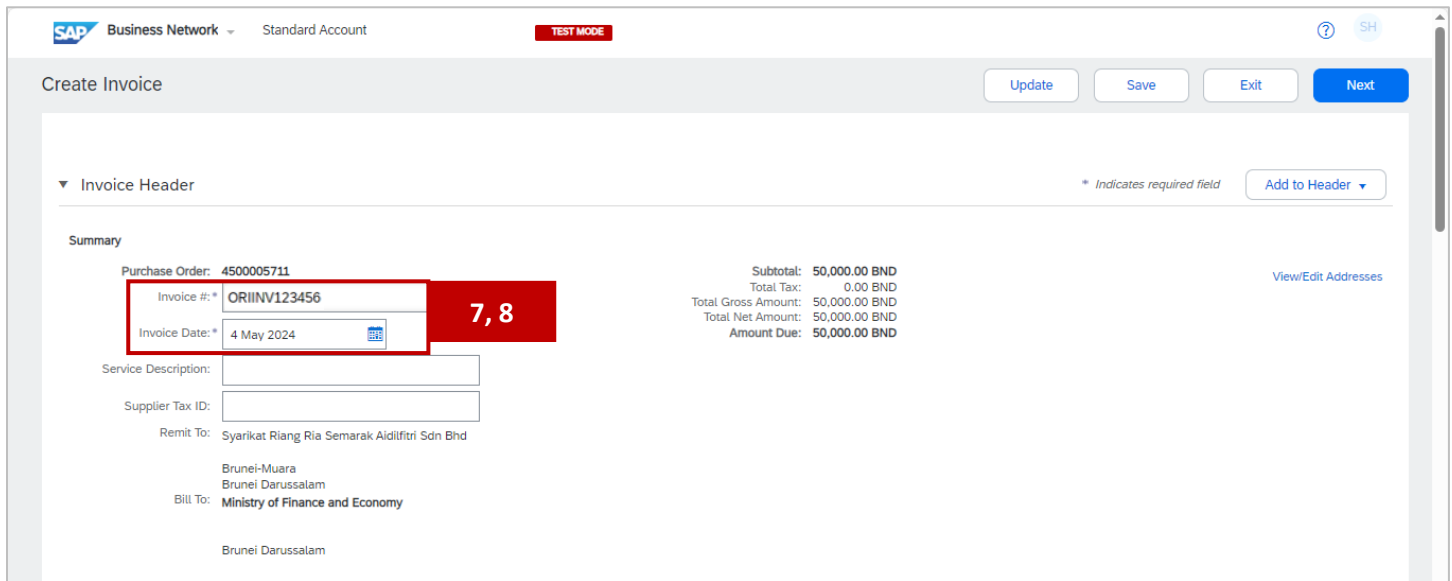
1. Asterisks indicate the field is mandatory to be completed.
2. Enter information for the remaining fields within the page that are optional (non-mandatory) to fill in / complete.
3. The Invoice Number should be limited to 16 characters only.

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.



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 need to add another header / section to include an attachment with the Invoice.

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

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

Business Network Standard Account **TEST MODE**

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼ **9**

Summary

Purchase Order: 4500005711
 Invoice #: ORIINV123456
 Invoice Date: 4 May 2024
 Service Description: Cleaning Service
 Supplier Tax ID:
 Remit To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 Brunei-Muara
 Brunei Darussalam
 Bill To: Ministry of Finance and Economy
 Brunei Darussalam

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

[View/Edit Addresses](#)

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

Business Network Standard Account **TEST MODE**

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4500005711
 Invoice #: ORIINV123456
 Invoice Date: 4 May 2024
 Service Description: Cleaning Service
 Supplier Tax ID:
 Remit To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd
 Brunei-Muara
 Brunei Darussalam
 Bill To: Ministry of Finance and Economy
 Brunei Darussalam

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

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

10



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

Attachments

The total size of all attachments cannot exceed 100MB

Choose File

No file chosen

Add Attachment

Remove

Add to Header

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:

0% VAT / 0% tax

Discount

Add to Included Lines

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

Service Sheet Details

Service Sheet #: SES-4500005711

Service Line No.: 1

Pricing Details

Price Unit: C62

Unit Conversion: 1

Price Unit Quantity: 1.000

Description:

Service Period

Service Start Date: 4 May 2024

Service End Date: 4 May 2024

Comments

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

Remove

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

Attachments

The total size of all attachments cannot exceed 100MB

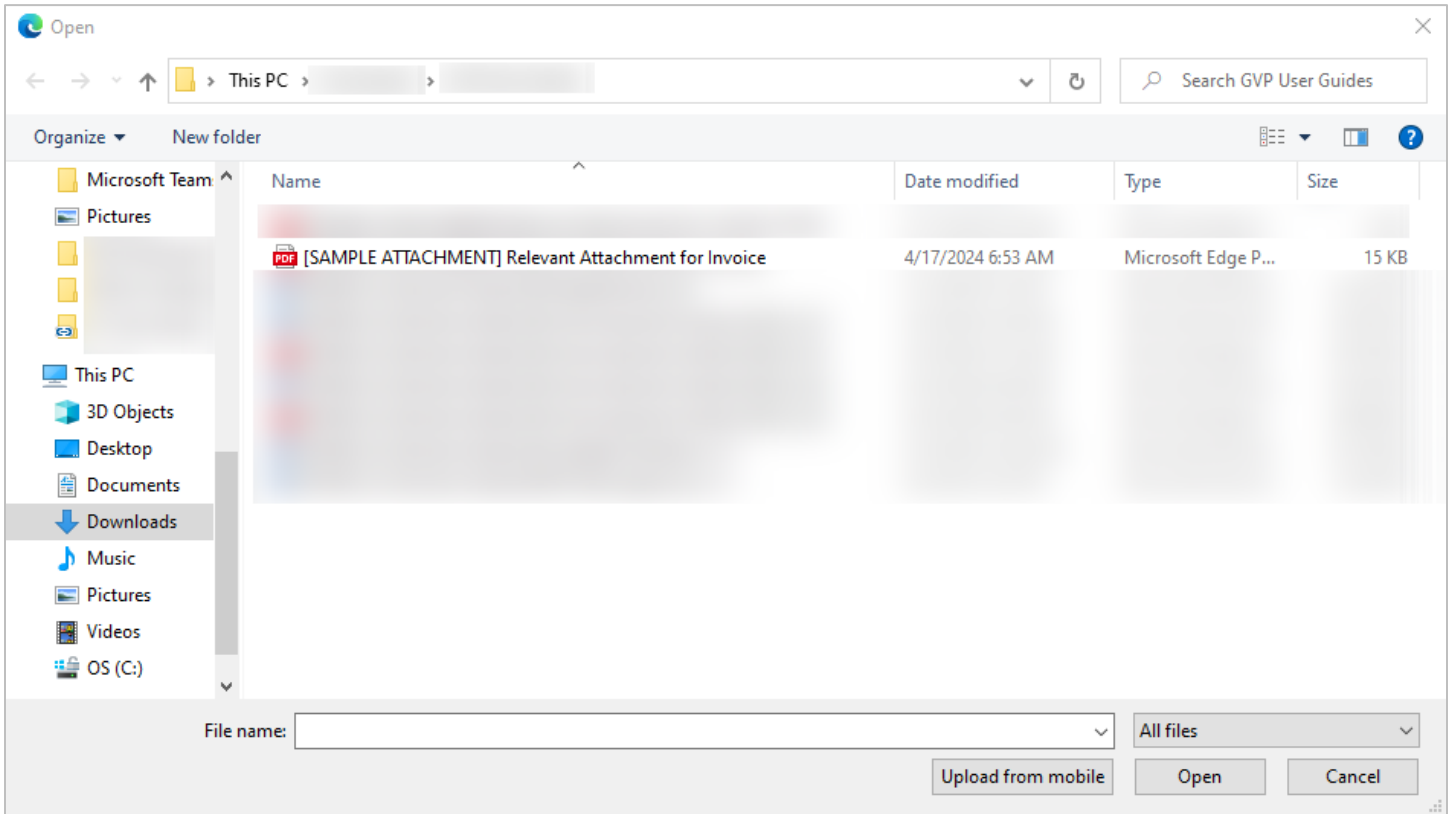
Choose File

No file chosen

Add Attachment

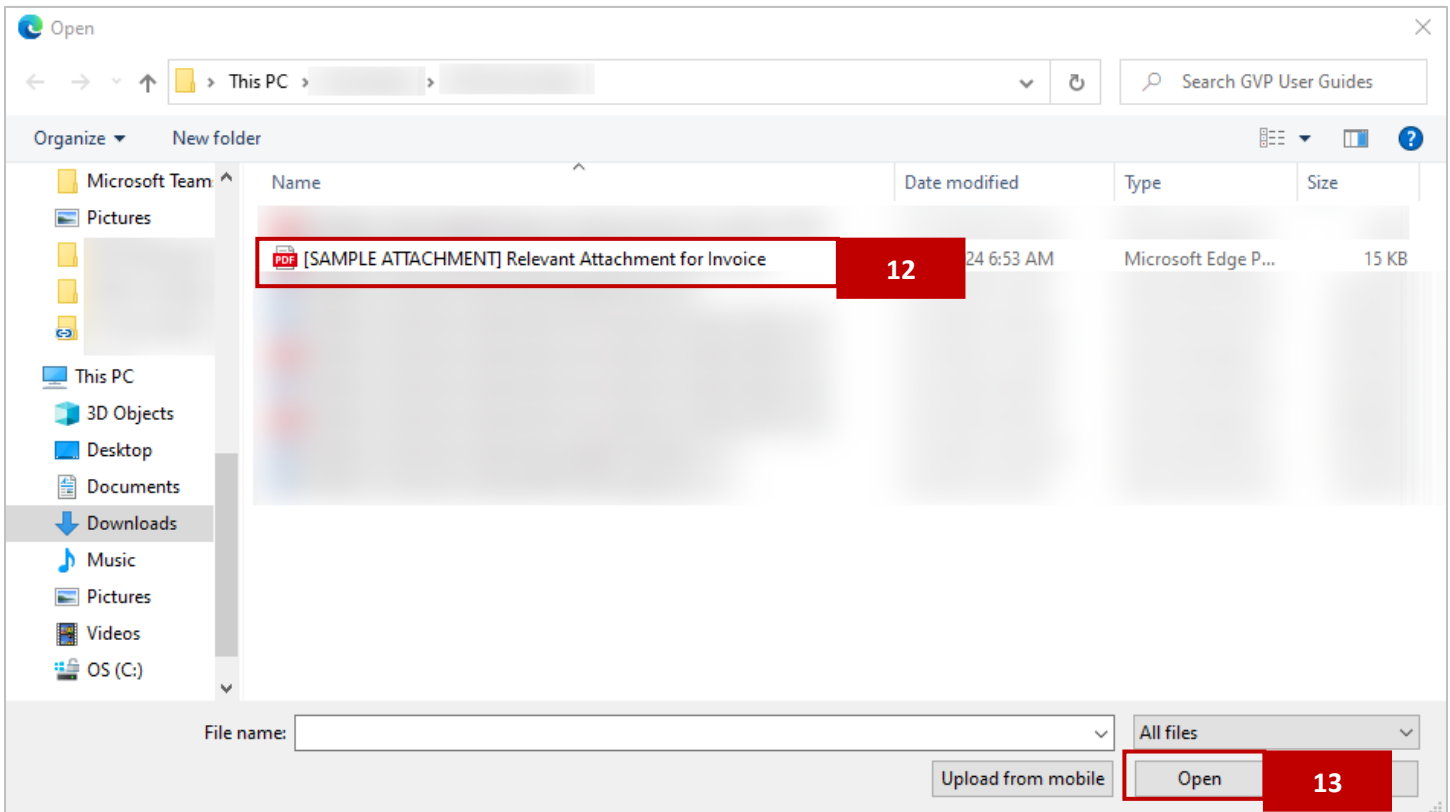
Remove

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



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

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





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

Attachments

The total size of all attachments cannot exceed 100MB

Choose File

[SAMPLE AT...r Invoice.pdf]

Add Attachment

Remove

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

Attachments

The total size of all attachments cannot exceed 100MB

Choose File

[SAMPLE AT...r Invoice.pdf]

Add Attachment

Remove

14

Outcome: File attached to the Invoice.

Attachments

The total size of all attachments cannot exceed 100MB

Choose File

No file chosen

Add Attachment

Remove

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

↳

Delete

Note:

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



Note A: 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 to complete services on separate timings; Vendor has only completed item / service A in June, while Item / Service B in July is still in progress, Vendor **should not** include those incomplete service(s) when submitting the Invoice.

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

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

Insert Line Item Options

☐ Tax Category: 0% VAT / 0% tax

☐ Discount

[Add to Included Lines](#)

	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	00010	SERVICE		Cleaning Service (Area A)		1	C62	500.00 BND	500.00 BND
<div style="display: flex; justify-content: space-between;"> Service Sheet Details Service Sheet #: SES-4500008077 Service Line No.: 1 </div>									
<div style="display: flex; justify-content: space-between;"> Pricing Details Price Unit: C62 Price Unit Quantity: 1.000 </div> <div style="display: flex; justify-content: space-between;"> Unit Conversion: 1 Description: </div>									
<input type="checkbox"/>	00010	SERVICE		JULY 2024		0	C62	500.00 BND	0 BND

Excluded line items cannot be modified.

Note B: This applies to invoices for lump sum Purchase Orders (PO), where the Quantity is replaced by the Amount (Unit Price) according to the Department.

For example: If Department issued a lump sum Service PO, which means there are no further breakdown of the services or line items, the Vendor can only perform partial invoice (partial claims) during Invoice submission according to the approved Partial Service Entry Sheet (SES).

1. Sample of Invoice to be submitted based on adjusted quantity from Partial Service Entry Sheet (SES).
2. Sample of submitted Partial Service Entry Sheet (SES) for lump sum Purchase Order (PO).

NOTE B1
1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 0% VAT / 0% tax
 ☐ Discount

[Add to Included Lines](#)

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>		00010	Cleaning Service 24/25					
<input checked="" type="checkbox"/>	SERVICE		CLEANING SERVICES FOR 24/25		12,000	C62	1.00 BND	12,000.00 BND

Service Sheet Details Service Sheet #: SES-8349A Service Line No.: 1

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

Line Item Actions

Delete

Update

Save

Exit

Next

NOTE B2
Partial Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	Cleaning Service 24/25	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input checked="" type="checkbox"/>			Service	Planned	24,000	C62	1.00 BND	24,000.00 BND
	CLEANING SERVICES FOR 24/25							Delete Copy

SERVICE PERIOD

Start Date:

End Date:

PRICING DETAILS

Price Unit: C62
Unit Conversion: 1

Price Unit Quantity: 1.000
Description:

COMMENTS

Add Comments:

Add Pricing Details

Update

Save

Exit

Next



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

Business Network
Standard Account
TEST MODE

?
SH

Create Invoice

Update
Save
15
Next

Invoice Header
* Indicates required field
Add to Header

Summary

Purchase Order: 4500005711

Invoice #: ORIINV123456

Invoice Date: 4 May 2024

Service Description:

Supplier Tax ID:

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

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

View/Edit Addresses



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

Business Network
Standard Account
TEST MODE

?
SH

Create Invoice

Previous

Save

Submit

Exit

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

Standard Invoice

Invoice Number: **ORIINV123456**
Invoice Date: Saturday 4 May 2024 11:37 AM GMT+08:00
Original Purchase Order: 4500005711

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

REMIT TO:
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd

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

BILL TO:
Ministry of Finance and Economy

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

Phone : +673 () 238 0999

SUPPLIER:
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd

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

BILL FROM:
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd

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

CUSTOMER:
Ministry of Finance and Economy

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

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

Proceed to step 16, once ready for Invoice submission.

Section: Shipping Information

SHIPPING INFORMATION:

SHIP FROM:
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd

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

SHIP TO:
KEMENTERIAN KEWANGAN & EKONOMI

Postal Address:
Brunei-Muara
Brunei Darussalam
Address ID: D010

ADDITIONAL INFORMATION:
Cleaning Service



Section: Original Purchase Order

Original Purchase Order: 4500005711

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

DETAILS

Start Date: 4 May 2024

End Date: 4 May 2024

Auxiliary Part ID:

Manufacturer Part No.:

Manufacturer Name:

Country of Origin:

Service Sheet No: SES-4500005711

Accounting Reference ID: 0210204007

Accounting Description: ID

Accounting Reference ID: 1D1004

Accounting Description: ID

Accounting Reference ID: 01

Accounting Description: SAP Serial Number

Accounting Reference ID: 100.0

Accounting Description: ID

Classification Domain: UNSPSC

Service Classification: SV-CLNG01

Classification Domain: ERPCommodityCode

Service Classification: SV-CLNG01

Classification Domain: ERPCommodityCodeDescription

Service Classification: SV-CLEANING

Additional Information: 10

Comments:

Cleaning Service for Office, Level 2 & 3, Block D

Cleaning Service for Storage Room, Level 1, Block D

Subtotal: 50,000.00 BND

Gross Amount: 50,000.00 BND

Net Amount: 50,000.00 BND

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

Tax Summary

Tax Details:

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

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

Invoice Summary

Subtotal: 50,000.00 BND

Total Tax: 0.00 BND

Total Gross Amount: 50,000.00 BND

Total Net Amount: 50,000.00 BND

Amount Due: 50,000.00 BND

Attachment(s):

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



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

SAP Business Network Standard Account TEST MODE

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 is: Brunei Darussalam. The document's destination country is: Brunei Darussalam.

Standard Invoice

Outcome: Invoice has been submitted.

SAP Business Network Standard Account TEST MODE

Invoice ORIINV123456 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.

SAP Business Network Standard Account TEST MODE

Invoice ORIINV123456 has been submitted.

Print a copy of the invoice.

Exit invoice creation.

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Outcome: Print pop-up will be displayed.

Print

Total: 3 sheets of paper

Printer

Corporate Printer

Copies

1

Layout

☒ Portrait
☐ Landscape

Pages

☒ All
☐ Odd pages only
☐ Even pages only

Print

Cancel

5/4/24, 11:42 AM

SAP Business Network Supplier

"Copy Invoice - This is not a TAX Invoice"

Attachment(s)

Standard Invoice

Invoice Number: ORIINV123456

Invoice Date: Saturday 4 May 2024 11:37 AM GMT+08:00

Original Purchase Order: 4500005711

Origin: Supplier

Subtotal: 50,000.00 BND

Total Tax: 0.00 BND

Total Gross Amount: 50,000.00 BND

Total Net Amount: 50,000.00 BND

Amount Due: 50,000.00 BND

REMIT TO:

Syarikat Riag Ria Semarak Aidilfitri Sdn Bhd

Postal Address:

No. 1 Jalan Sana,

Jalan Sini

Brunei-Muara BC1234

Brunei Darussalam

BILL TO:

Ministry of Finance and Economy

Postal Address:

Commonwealth Drive

223910

Brunei Darussalam

Address ID: SD

Phone : +673 () 238 0999

SUPPLIER:

Syarikat Riag Ria Semarak Aidilfitri Sdn Bhd

Postal Address:

No. 1 Jalan Sana,

Jalan Sini

Brunei-Muara BC1234

Brunei Darussalam

BILL FROM:

Syarikat Riag Ria Semarak Aidilfitri Sdn Bhd

Postal Address:

No. 1 Jalan Sana,

Jalan Sini

Brunei-Muara BC1234

Brunei Darussalam

CUSTOMER:

Ministry of Finance and Economy

Postal Address:

Commonwealth Drive

223910

Brunei Darussalam

Address ID: SD

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

Print

Total: 3 sheets of paper

Printer

Corporate Printer

Copies

1

Layout

☒ Portrait
☐ Landscape

Pages

☒ All
☐ Odd pages only
☐ Even pages only

Print

Cancel

5/4/24, 11:42 AM

SAP Business Network Supplier

"Copy Invoice - This is not a TAX Invoice"

Attachment(s)

Standard Invoice

Invoice Number: ORIINV123456

Invoice Date: Saturday 4 May 2024 11:37 AM GMT+08:00

Original Purchase Order: 4500005711

Origin: Supplier

Subtotal: 50,000.00 BND

Total Tax: 0.00 BND

Total Gross Amount: 50,000.00 BND

Total Net Amount: 50,000.00 BND

Amount Due: 50,000.00 BND

REMIT TO:

Syarikat Riag Ria Semarak Aidilfitri Sdn Bhd

Postal Address:

No. 1 Jalan Sana,

Jalan Sini

Brunei-Muara BC1234

Brunei Darussalam

BILL TO:

Ministry of Finance and Economy

Postal Address:

Commonwealth Drive

223910

Brunei Darussalam

Address ID: SD

Phone : +673 () 238 0999

SUPPLIER:

Syarikat Riag Ria Semarak Aidilfitri Sdn Bhd

Postal Address:

No. 1 Jalan Sana,

Jalan Sini

Brunei-Muara BC1234

Brunei Darussalam

BILL FROM:

Syarikat Riag Ria Semarak Aidilfitri Sdn Bhd

Postal Address:

No. 1 Jalan Sana,

Jalan Sini

Brunei-Muara BC1234

Brunei Darussalam

CUSTOMER:

Ministry of Finance and Economy

Postal Address:

Commonwealth Drive

223910

Brunei Darussalam

Address ID: SD

18



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

SAP Business Network Standard Account TEST MODE

Invoice ORIINV123456 has been submitted.

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

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

SAP Business Network Standard Account TEST MODE

Invoice ORIINV123456 has been submitted.

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

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

SAP Business Network Standard Account TEST MODE

Purchase Order: 4500005711 Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

TAFIS

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

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

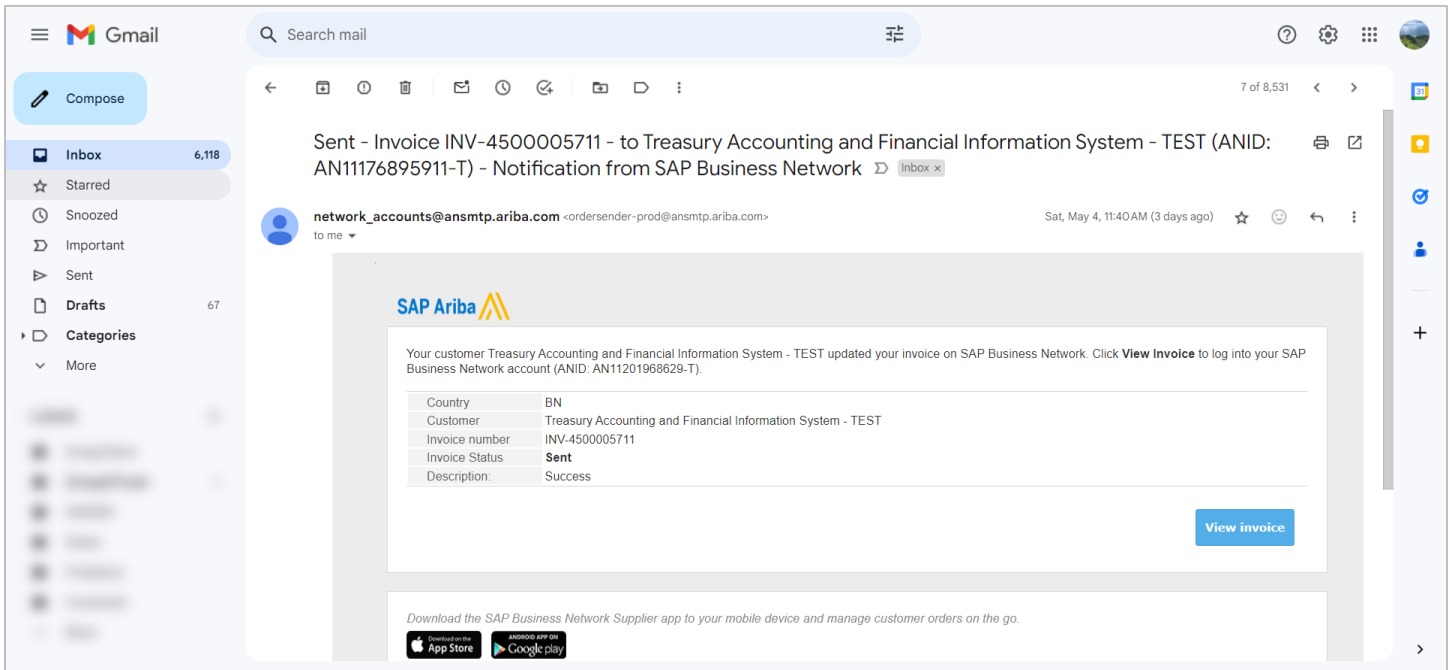
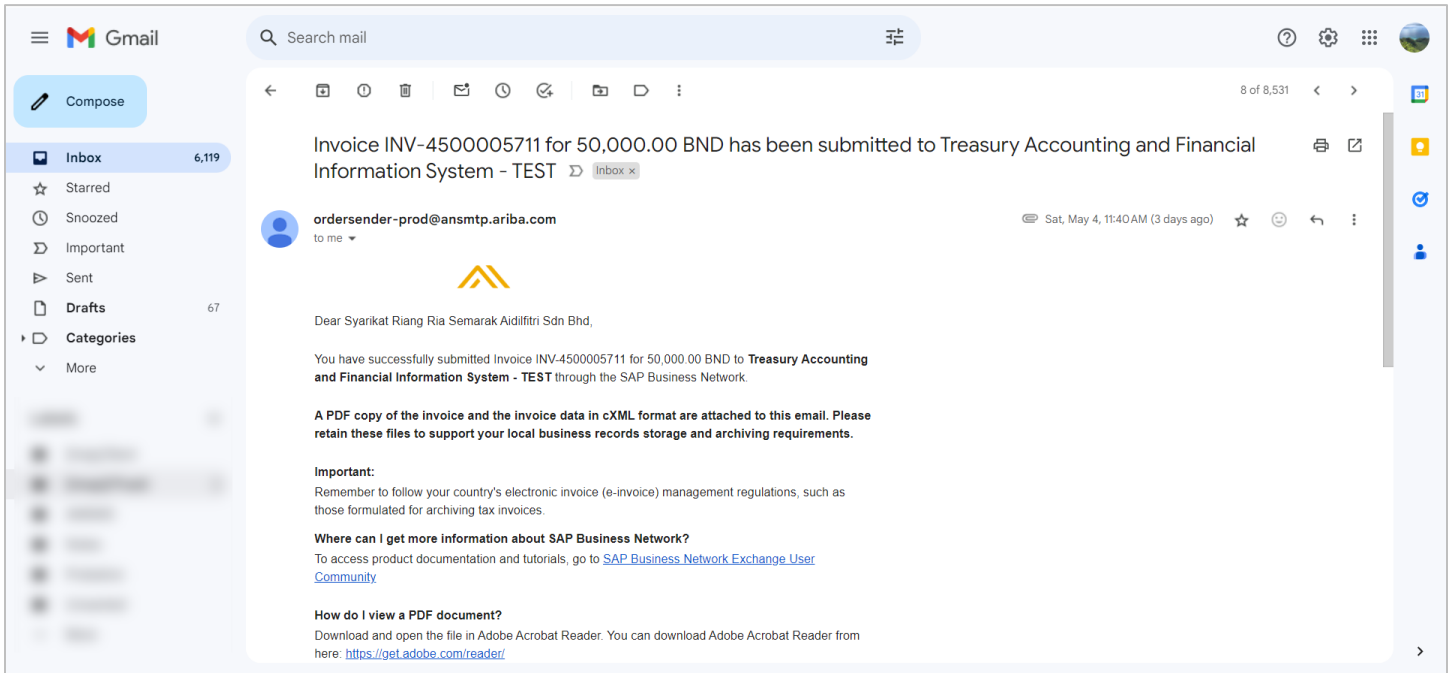
Status Purchase Order (Invoiced)
4500005711
Amount: 50,000.00 BND
Version: 1

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

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



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



3.1.3.6 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 3.1.3.5 Invoice Submission by Vendor.**

Note:

- Only **Department** can **delete** the submitted invoices.
- If the **Department cannot locate the invoice** in their system, **Department must raise a ticket** to TAFIS PPP (tafis.ppp@mofe.gov.bn) to **request assistance with the invoice deletion**.
- **Departments** are **strongly advised** to include the **Vendor representative** in the **email loop (CC)** when raising a ticket.
- **Vendors** are **strongly advised to verify invoice details** and attachments (e.g. invoice number, amount, line items, supporting documents) **prior to submission**.
- If the **Vendor is unable to submit the invoice**, **Vendor must raise a ticket** to TAFIS PPP (tafis.ppp@mofe.gov.bn) 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

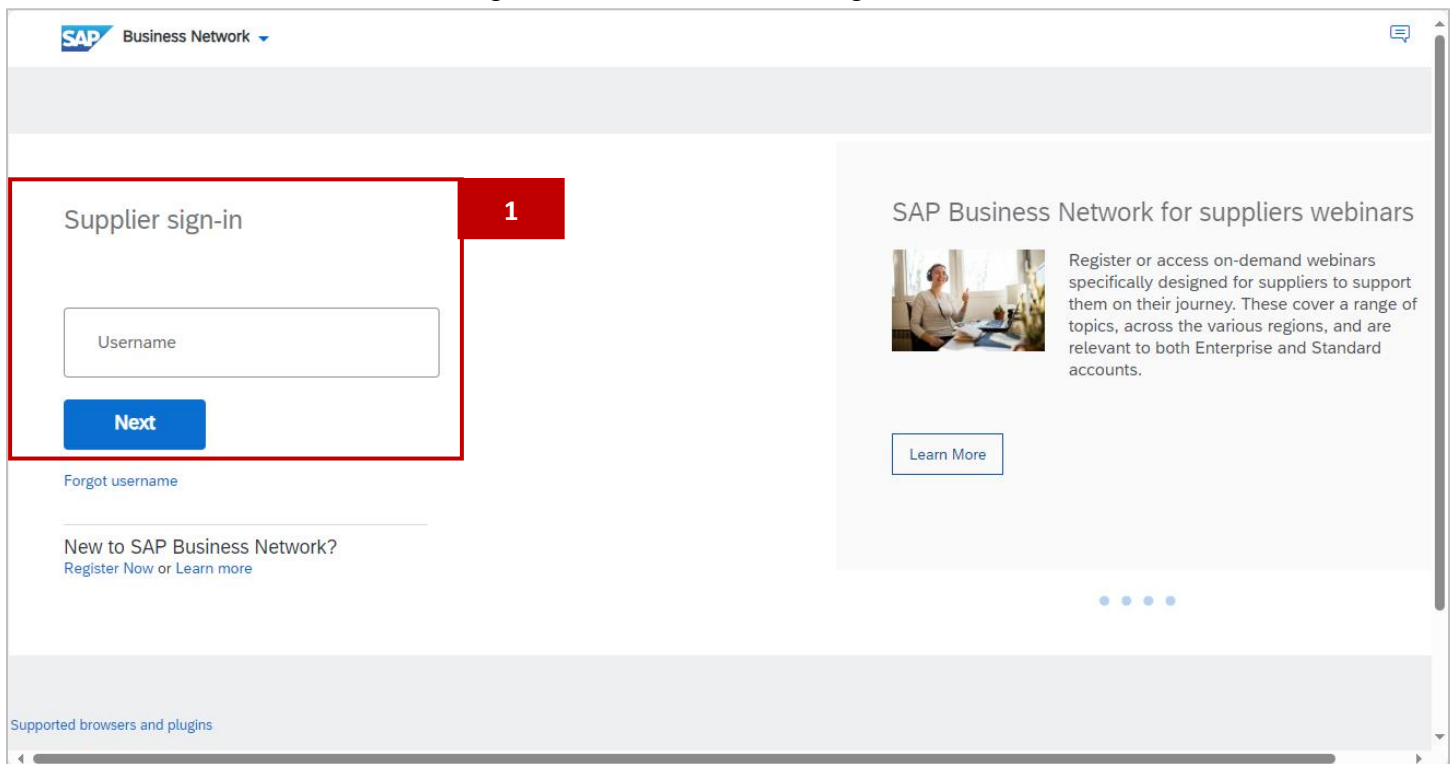
Vendor can view the Order Confirmations in Government Vendor Portal (GVP).

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

Supplier sign-in

1

Username

Next

[Forgot username](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)

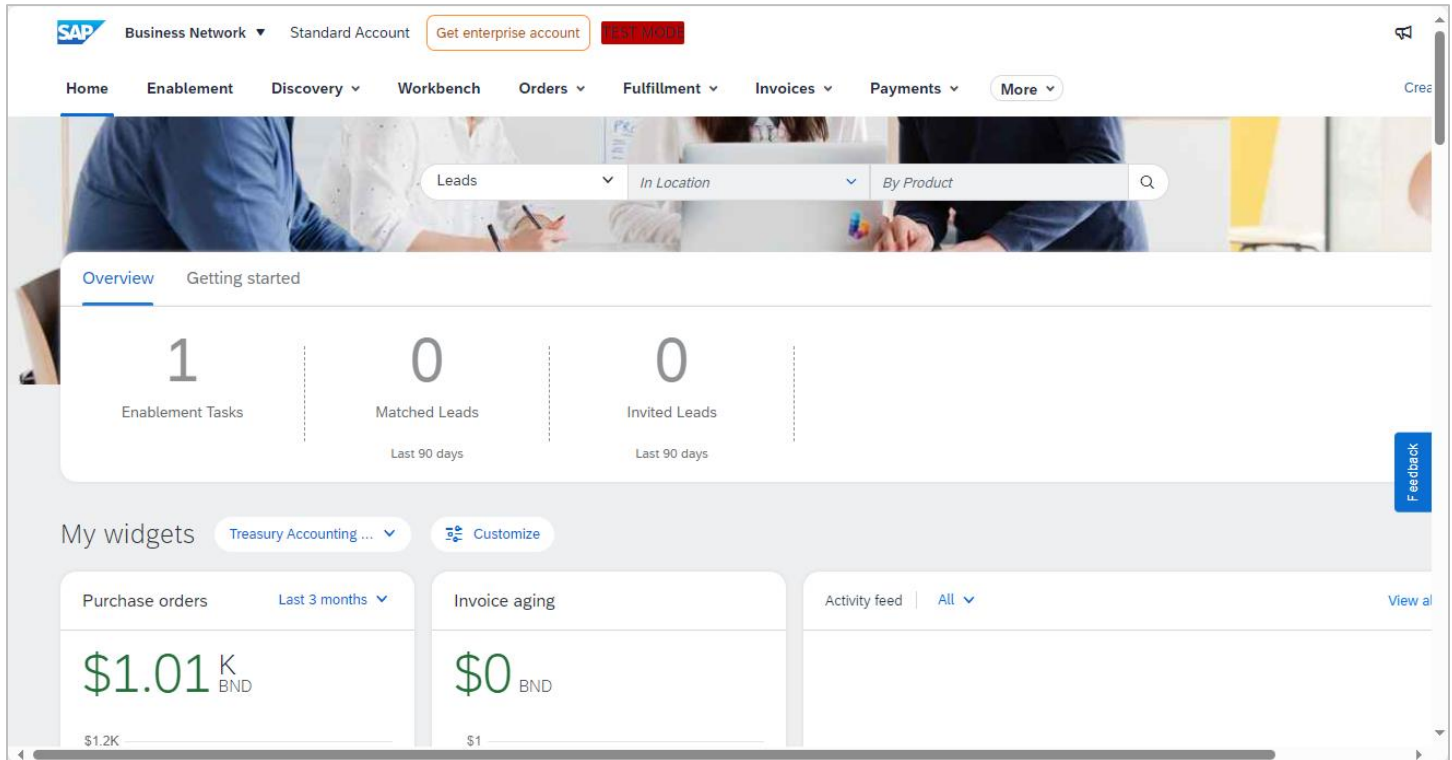
SAP Business Network for suppliers webinars

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.

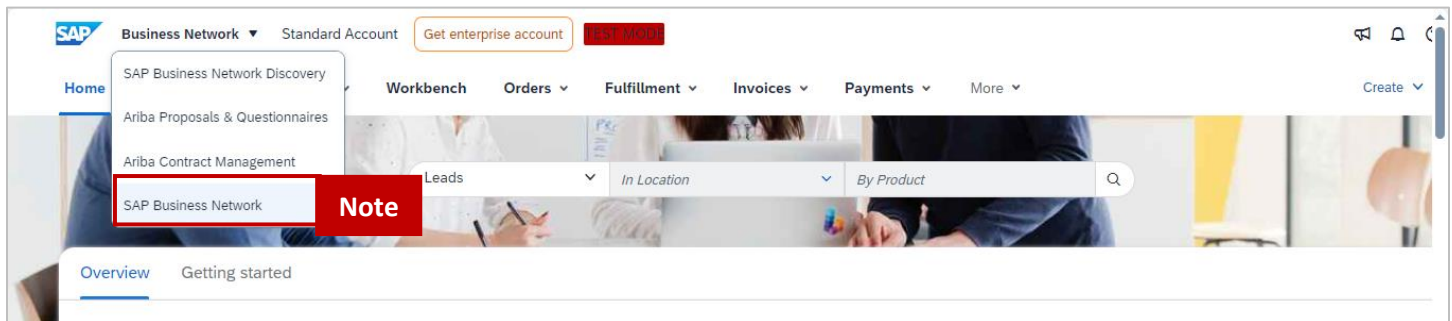
[Learn More](#)

[Supported browsers and plugins](#)

Outcome: Dashboard (Homepage) will be displayed.

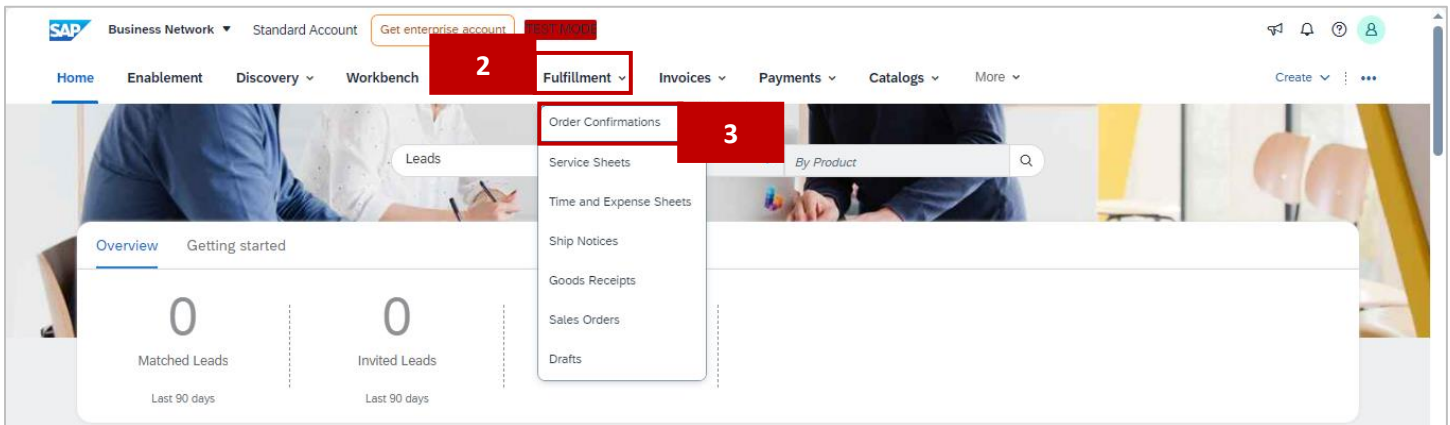


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.

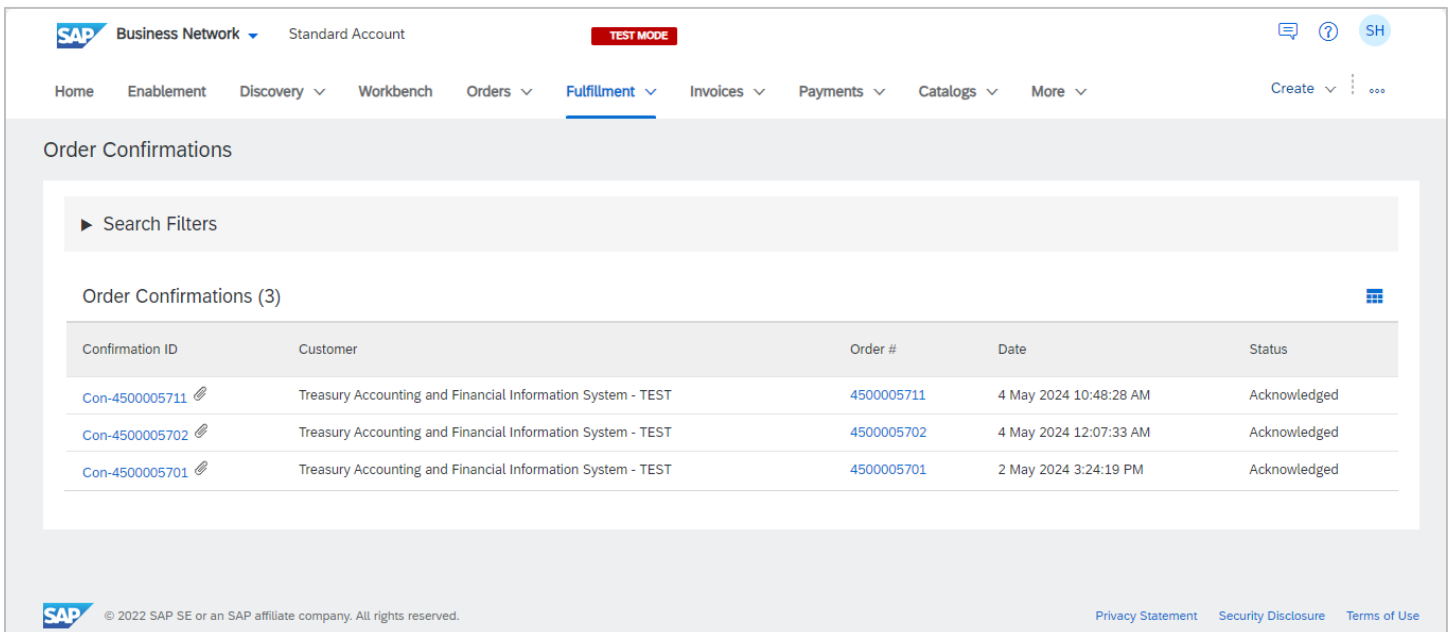


Step 2: Click on **Fulfillment** dropdown button.

Step 3: Click on Order Confirmations.



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





Note:

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

SAP Business Network Standard Account TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More Create

Order Confirmations

Search Filters

Order Confirmations (3)

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

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

SAP Business Network Standard Account TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More Create

Order Confirmations

Search Filters

Order Confirmations (3)

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

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Business Network
Standard Account

TEST MODE

Order Confirmation: Con-4500005711

Done

Print
Export cXML

Detail

History

Attachment(s)

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

Line Items

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

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

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

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

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

Done

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

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

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

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

Note:

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

SAP Business Network

Supplier sign-in 1

Username

Next

[Forgot username](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)

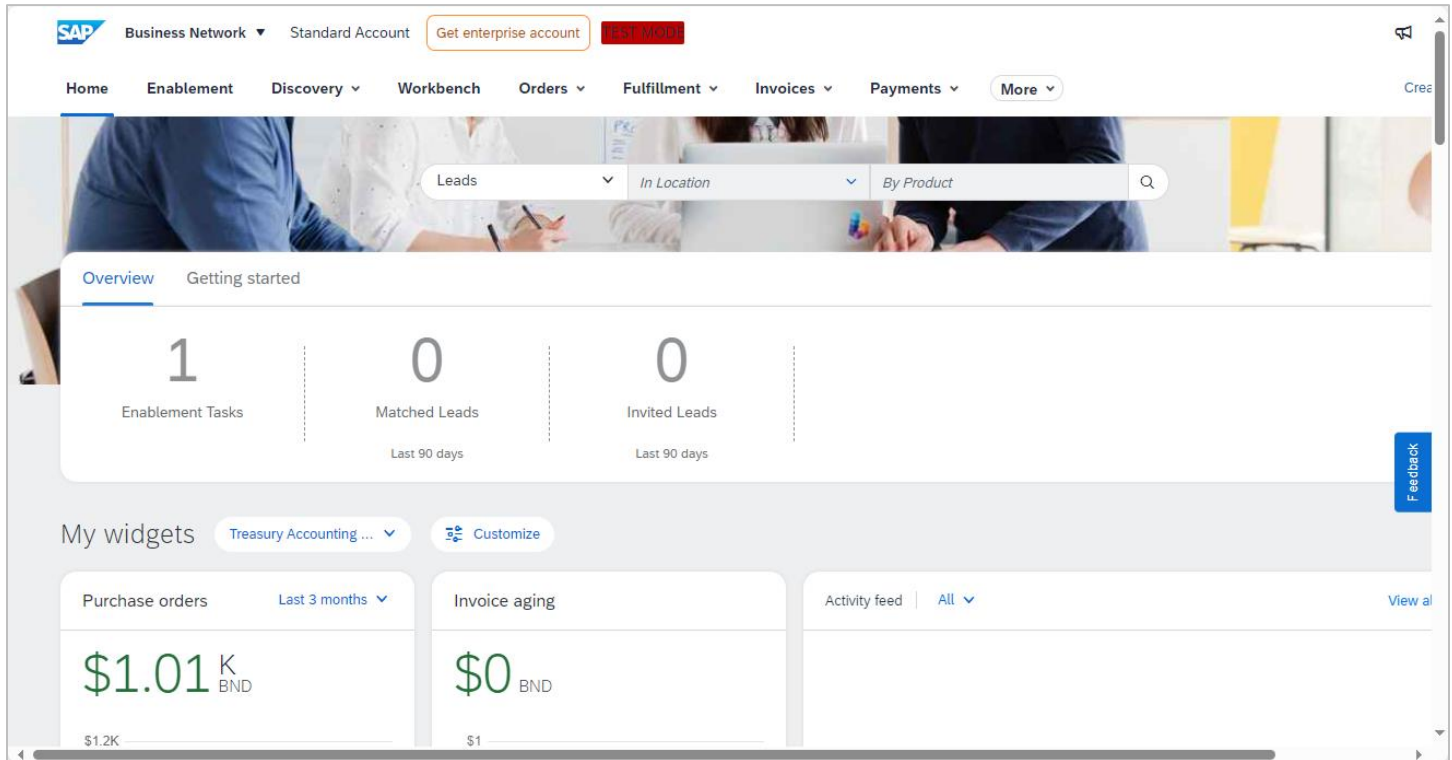
SAP Business Network for suppliers webinars

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.

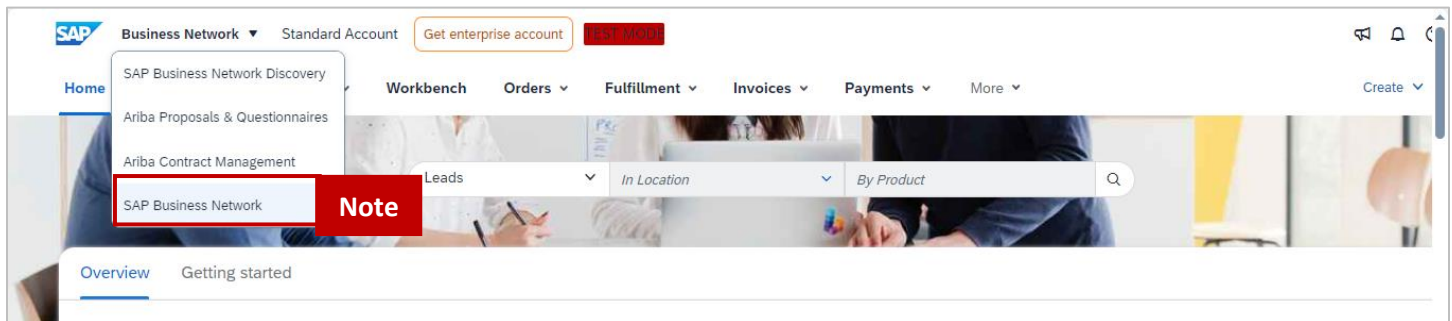
[Learn More](#)

[Supported browsers and plugins](#)

Outcome: Dashboard (Homepage) will be displayed.

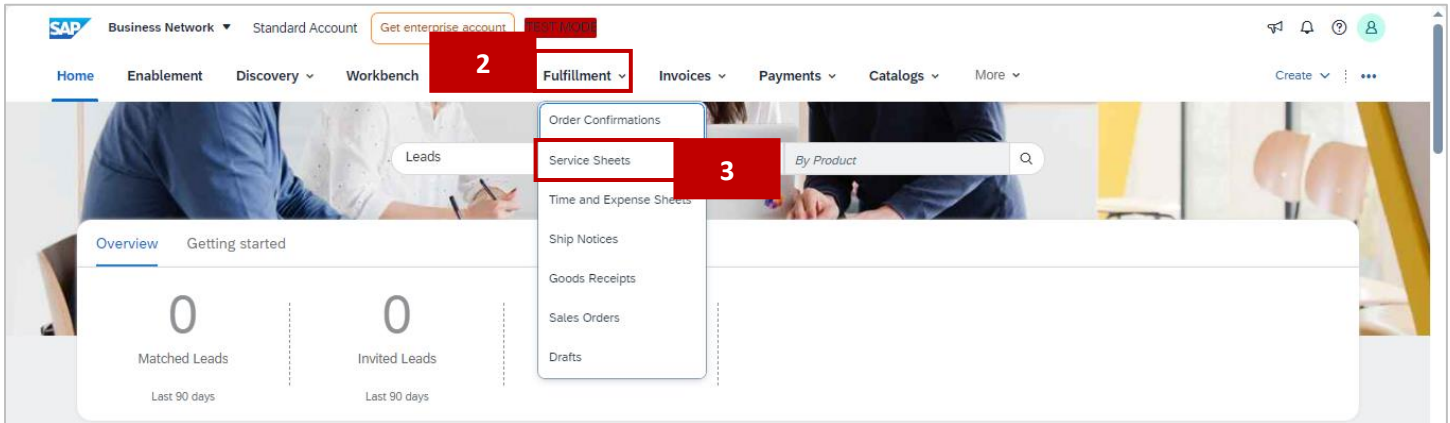


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.

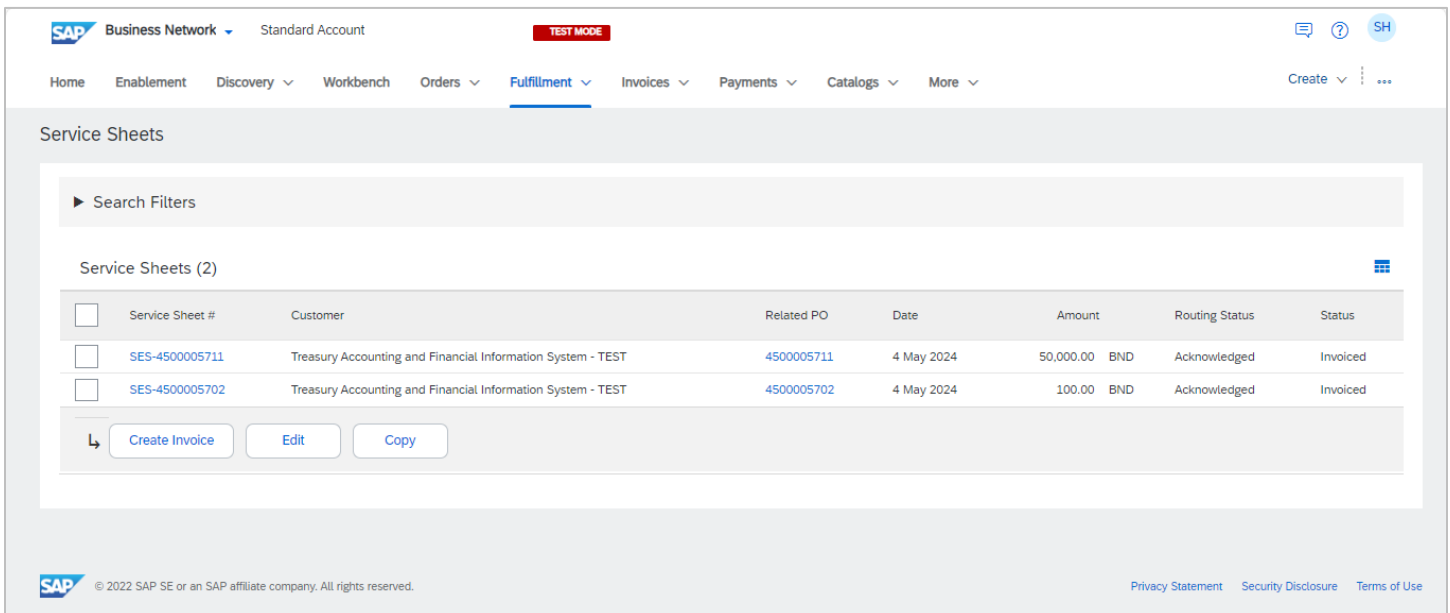


Step 2: Click on **Fulfillment** dropdown button.

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



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



Note:

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



SAP Business Network Standard Account TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Service Sheets

Search Filters

Service Sheets (2)

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

Create Invoice Edit Copy

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

SAP Business Network Standard Account TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Service Sheets

Search Filters

Service Sheets (2)

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

Create Invoice Edit Copy

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

Business Network
Standard Account
TEST MODE

?
SH

Service Sheet: SES-4500005711

Create Invoice

Copy SES

↓
🖨

Detail

History

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

Subtotal: 50,000.00 BND

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

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

Routing Status: Acknowledged
Related Documents: 4500005711
INV-4500005711

Service Entry Sheet Lines

Show Item Details

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

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

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

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

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

Routing Status: Acknowledged
Related Documents: 4500005711
INV-4500005711

Service Entry Sheet Lines

Show Item Details

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

Service Entry Summary

Subtotal: 50,000.00 BND

Create Invoice

Copy SES

↓
🖨

Done

3.1.4.3 Find and View Invoice

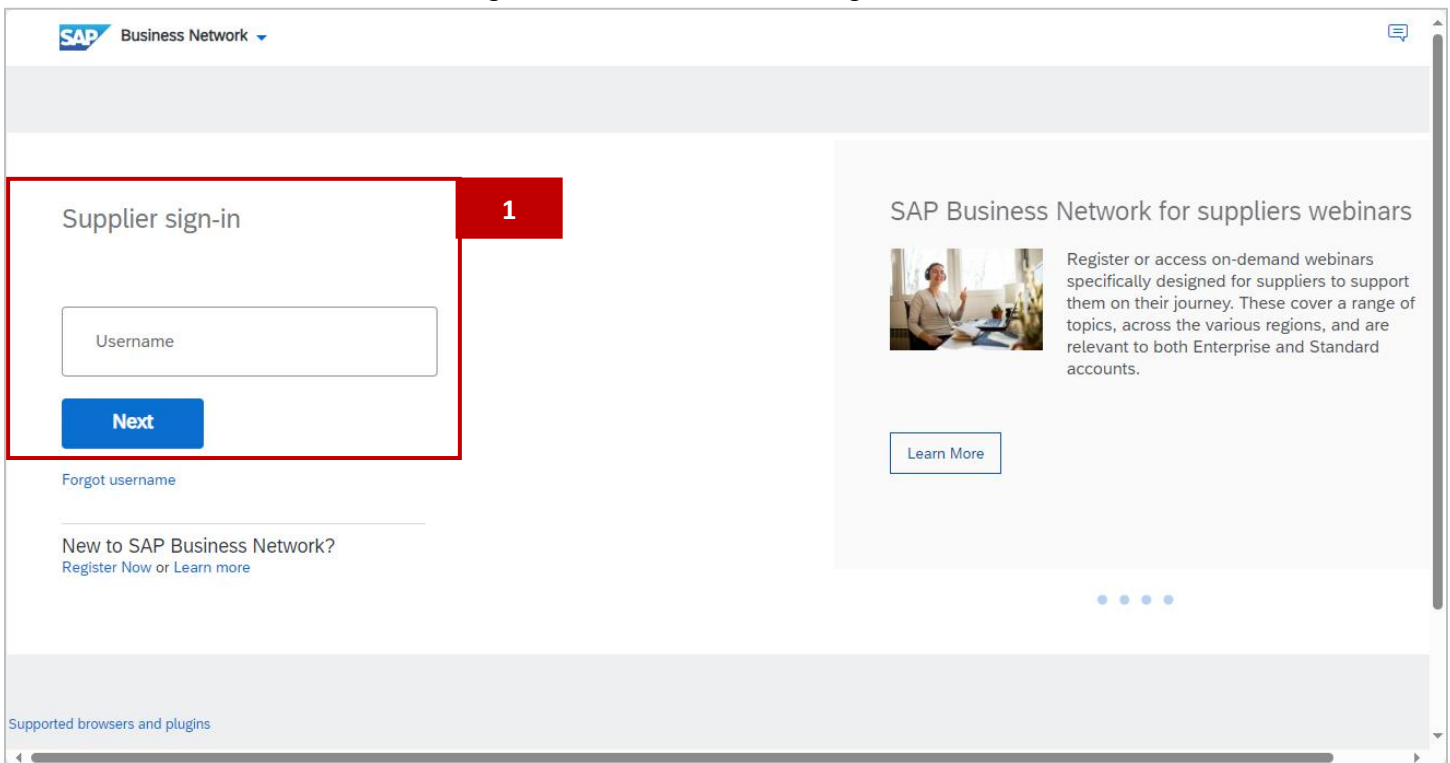
Vendor can view the Invoice in Government Vendor Portal (GVP).

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.



SAP Business Network

Supplier sign-in

1

Username

Next

[Forgot username](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)

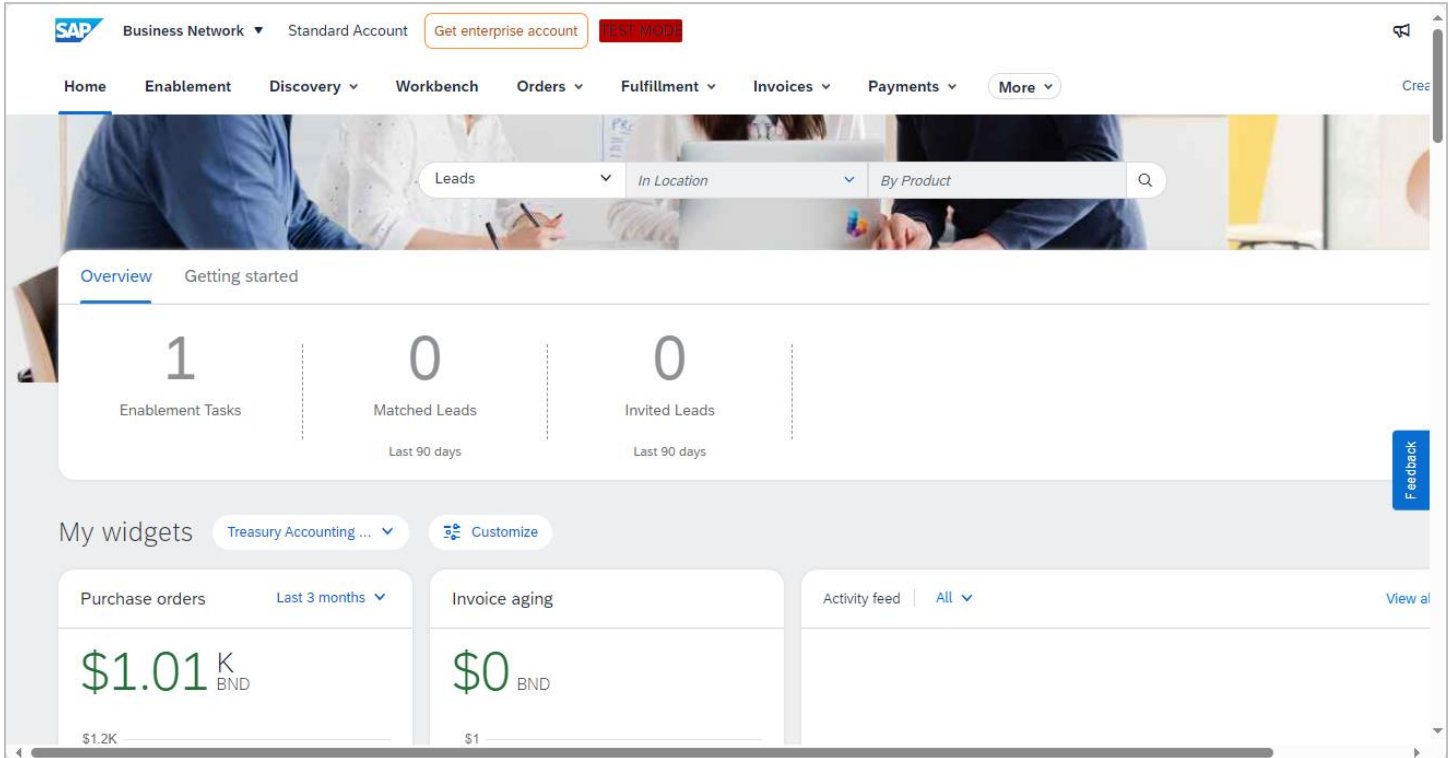
SAP Business Network for suppliers webinars

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.

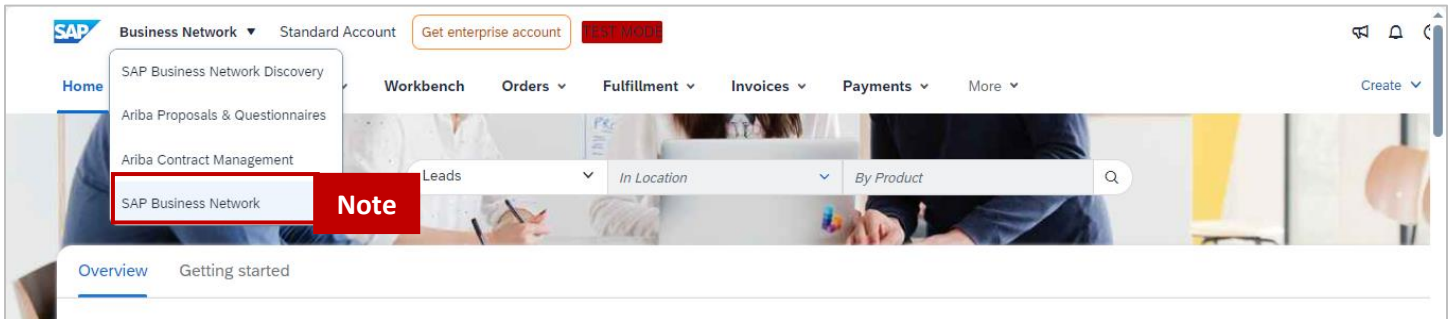
[Learn More](#)

[Supported browsers and plugins](#)

Outcome: Dashboard (Homepage) will be displayed.

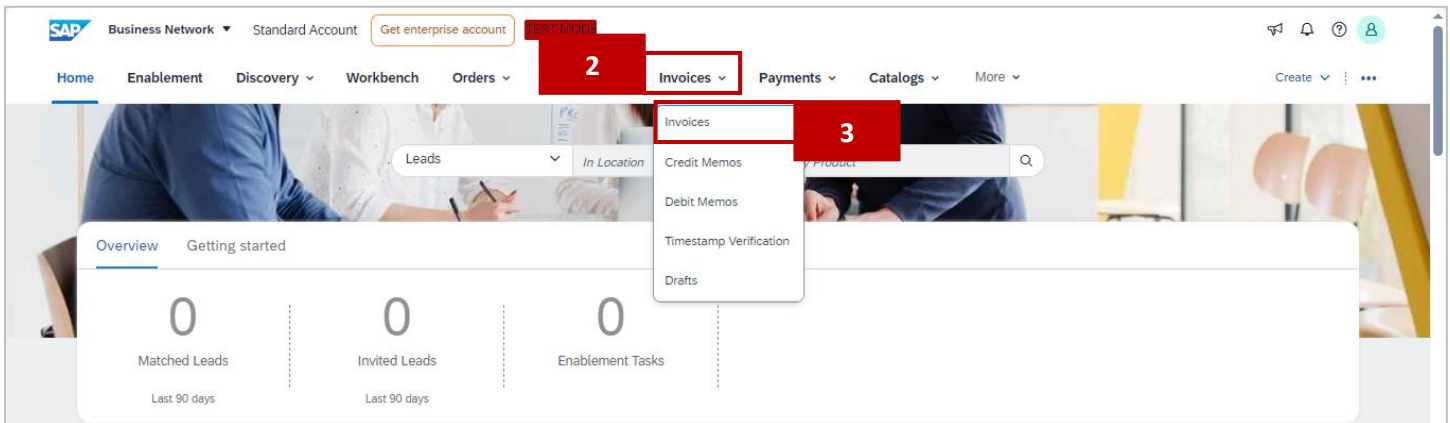


Note: Please ensure to select the default option, **SAP Business Network**, as Purchase Order (PO) will only visible under this selection.

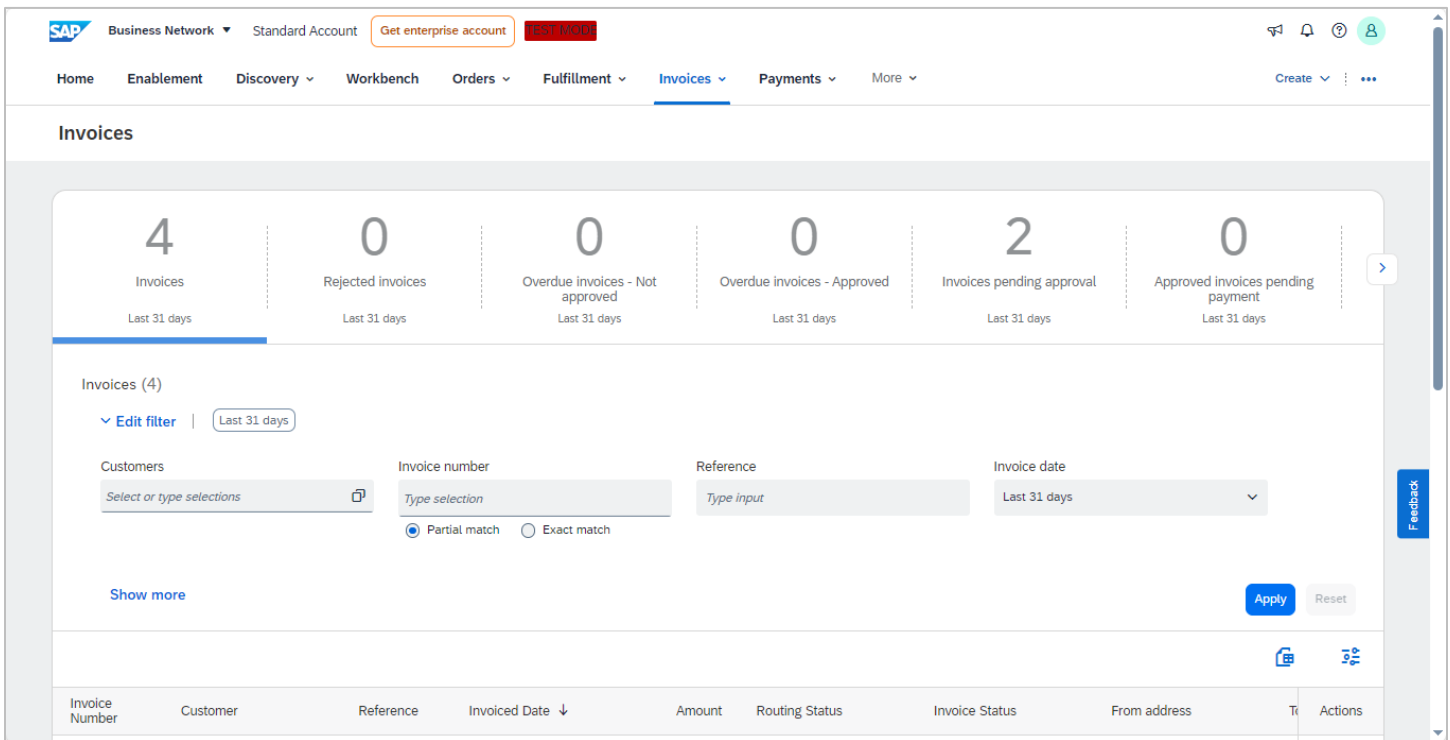


Step 2: Click on **Fulfillment** dropdown button.

Step 3: Click on **Invoices**.



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





Scroll down the page to view remaining PO Invoice details.

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

Note:

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

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

Note 1

Note 2

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

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

4



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

Business Network
Standard Account
TEST MODE
? SH

Invoice: INV-4500005711
Done

Copy This Invoice
Cancel
Print
Download PDF
Export cXML

Detail
Scheduled Payments
History

Attachment(s)

Standard Invoice

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

REMIT TO:
Syarikat Riag Ria Semarak Aidilfitri Sdn Bhd
Postal Address:
No. 1 Jalan Sana,
Jalan Sini
Brunei-Muara BC1234
Brunei Darussalam

BILL TO:
Ministry of Finance and Economy
Postal Address:
Commonwealth Drive
223910
Brunei Darussalam
Address ID: SD

SUPPLIER:
Syarikat Riag Ria Semarak Aidilfitri Sdn Bhd
Postal Address:
No. 1 Jalan Sana,
Jalan Sini
Brunei-Muara BC1234
Brunei Darussalam

Scroll down the page to view the remaining PO Invoice details.

Invoice Summary

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

Attachment(s):

Name	Type
[SAMPLE_ATTACHMENT]_Relevant_Attachment_for_Invoice.pdf	application/pdf

Copy This Invoice
Cancel
Print
Download PDF
Export cXML

Done

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Security Disclosure
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