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

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PURCHASE ORDER (PO) & INVOICE SUBMISSION FOR SERVICES

SUPPLIER (VENDOR)

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1. Introduction

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

Should you have any inquiries or require additional assistance with the user guide materials, please contact TAFIS Pusat Perkhidmatan Pelanggan (PPP) at 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.				
со	Controlling module.				
FM	Fund Management module.				
ММ	Materials Management module.				
РМ	Plant Maintenance module.				
PS	Project Systems module.				
GVP	Government Vendor Portal: A cloud-based procurement solution to perform business transactions that enable suppliers and buyers to connect and do business on a single platform.				
BPC	Business Planning and Consolidation.				
ROC	Registration of Companies.				

Table 1 Glossary

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

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

Table 2 Glossary

3. List of Processes

3.1 Commerce Automation (CA)

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)



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Process Overview: View and Print Purchase Order (PO)



Process Overview: Procurement of Materials



Process Overview: Procurement of Services



END

END

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



Process Overview: View Procurement Documents in GVP - Invoice



3.1.1 Establish Trading Relationship Request (TRR)

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

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

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

User Role

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	2 of 9	<	>
Treasury Accounting and Financial Information System sent a new Purchase Order 4500005272 🔤 1		8	Ľ
to me ▼	★ ☺	¢	:
A new purchase order from Treasury Accounting and Financial Information System is waiting for your response on SAP Business Network.			
Hello Sample Vendor 01 Treasury Accounting and Financial Information System would like to invite you to connect with us on SAP Business Network. To access the purchase order, please click on process order and register on SAP Business Network for free account Click Process order to register and connect Process order to register and connect Reply to this email to send your customer a message. If your company received this email by mistake, you can gog receiving purchase orders via SAP Business Network.			



_	*	()	Ū	Ľ	U	C+	€			2 of 9	<	>
								To access the purchase order, please click on p Network for free account	process order and register on SAP Business			
								Click Process order to register and connect				
								Process order				
								Reply to this email to send your customer a message. If your receiving purchase orders via SAP Business Network.	company received this email by mistake, you can <u>stop</u>			
								Purchase order details				
								Order number	Amount			
								4500005272	8.00 BND			
								From:	To:			
								Ministry of Finance and Economy	Sample Vendor 01			
								Commonwealth Drive	Jalan 30 No. 7 BSB, Brunei Darussalam			
								223910, Bandar Seri Begawan, Brunei Darussalam +673 238 0999	01@gmail.com			
								Learn More				
								Learn more about SAP Business Network				
								Note: All transactions relating to your customer's purcha	se orders are solely between you and your customer			
								and are subject to the terms of your existing agreement				
								customer, and is not responsible for anything contained	in the purchase order submitted on behalf of your			
								customer.				
								SAP Business Network Privacy Statement Ariba Data	Policy Help Center			
								Powered By SAP				

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



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

SAMPLE ONLY

Purchase Order: 4500005272

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



From: Customer Ministry of Finance and Economy

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

To: Sample Vendor 01-Jalan 30 No. 7

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

Purchase Order

(New) 4500005272 Amount: 8.00 BND Version: 1

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



Step 3: Click on Use Existing account button.

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



Outcome: Supplier Sign in page will be displayed.

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

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

Note:

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

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

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

mancia	l informat	ion Syste	em		ting and
Username	<u>^</u>				4
Forgot usernar Password	ne?			۲	5

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



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

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

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

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

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

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

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

SAI	MPLE ONLY		1 of 12	<	>
	Document and	customer relationship transfer to your SAP Business Network account completed \max		8	
	network_accounts@a to me ▼	Insmtp.ariba.com <ordersender-prod@ansmtp.ariba.com> 3:36 AM (27 minutes ago) 🐒</ordersender-prod@ansmtp.ariba.com>	ک ت	ŕ	:
	SAP Business N	letwork			
	Document and cu Dear SAP Business N	stomer relationship transfer completed Network user,			
		that the related documents and customer relationship have our SAP Business Network account Sample Vendor 01).			
	Information System	s with and publish private catalogs to this buying			
	To view information 1. Log in to your acc 2. In the top right cor 3. Click Customer Re 4. Click the customer	ount. mer, click Settings elationships.			
	Thank you for using	SAP Business Network.			

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

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



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

Business Network Standard Account	Get enterprise account	TEST MODE	N	EW TABS	臣
Home Enablement Discovery ~ Wor	rkbench Orders ∽	Fulfillment 🗸	Invoices • Payments •	More •	Crea
	A TA	Z' IN		1	
	Leads	✓ In Location	✓ By Product		a (
	1 Ar	Carles	LAND &		
Overview Getting started					
		0	5		
)	0			
	d Leads	Invited Leads			
Last 9	0 days	Last 90 days			F ee dback
My widgets Treasury Accounting 🗸	E Customize				
Purchase orders Last 3 months V	Invoice aging		Activity feed All 🗸		View al
\$1.01 K BND	\$0 BND				
	1.000 - 1.000 - 1.000 - 1.000				
\$1.2K	\$1				

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

Step 7: Click on Enablement tab.

Home Enablement 7	v Workbench Or		oices v Payments v More v	
ALC: NO	Leads	✓ In Location	✓ By Product	٩

Note:

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

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Business Network	Standard Account	TEST MODE			ə (?) Ab
Home Enablement Dis	scovery V Workbench	Orders V Fulfillment V	Invoices \checkmark Payments \checkmark	Catalogs \vee More \vee	Create 🗸 🛛 🚥
nablement Tasks					
View details of the activations re	equested by your customers. Click	on the link to complete the activat	ion.		
Activities and Tasks	for Treasury Accounting	and Financial Informatior	n System - TEST View Profile		C Refresh
Activities and Tasks	for Treasury Accounting Date Due	and Financial Informatior	n System - TEST View Profile My Pending Tasks	Pending Buyer Tasks	
	, ,				
Activity Name Account	Date Due	Total Tasks 2	My Pending Tasks	Pending Buyer Tasks	
Activity Name Account	Date Due 30 Mar 2024	Total Tasks 2 relationship requests. P Business Network	My Pending Tasks	Pending Buyer Tasks	
Activity Name Account This activity contains tas	Date Due 30 Mar 2024 sks related to account and trading Accept Terms of Use of the SAF You must accept Terms of Use of Accept Trading Relationship	Total Tasks 2 relationship requests. P Business Network of the SAP Business Network.	My Pending Tasks	Pending Buyer Tasks 0	
Activity Name Account This activity contains tas Completed	Date Due 30 Mar 2024 sks related to account and trading Accept Terms of Use of the SAF You must accept Terms of Use of Accept Trading Relationship	Total Tasks 2 relationship requests. P Business Network of the SAP Business Network.	My Pending Tasks	Pending Buyer Tasks 0	3

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

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

✓ Completed	Accept Terms of Use of the SAP Business Network You must accept Terms of Use of the SAP Business Network.		
✓ Completed	Accept Trading Relationship Accept the trading relationship request. You can set your account to automatically (default setting) or manually accept this type of request.	Review	8
	Accept the trading relationship request. For can set your account to automatically (default setting) or manually accept this type or request.	⊼ ແ	p

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Outcome: Account Settings	page will	be dis	played.
---------------------------	-----------	--------	---------

SAP Business Network	K 👻 Standard Account	Т	EST MODE		(7) AB
ount Settings					Close
Customer Relationships	Users Notifications	Application Subscriptions	Account Registration	API management	
Current Relationships	Potential Relationships				
I prefer to receive relationshi	ip requests as follows:				
Automatically accept a	all relationship requests (Manually review all relationsh	ip requests		
Update					
Current (1) Pending ((0) Rejected (0)				
Current Customers					
current customers					
Filter					
Customers					
Enter customer name or N	Vetwork ID	(+)			
Enter customer name or N	Vetwork ID	+			

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

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

Step 11: Click on Close button to proceed.

Business Network - Standard Account	⑦ (AB)
Account Settings	Close 11
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 Update 10	

SUPPLIER (VENDOR)

Business Network -	Standard Account	TEST MODE			q (?) AB
Home Enablement Discov	very \vee Workbench Orde	rs v Fulfillment v I	nvoices 🗸 Payments 🗸 Catalo	ogs ∨ More ∨	Create 🗸 🛛 🚥
nablement Tasks					
View details of the activations reque	sted by your customers. Click on the	link to complete the activation.			
Activities and Tasks for	Treasury Accounting and	Financial Information S	ystem - TEST View Profile		C Refresh
Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks	
 Account 	30 Mar 2024	2	0	0	
This activity contains tasks r	elated to account and trading relatio	nship requests.			
✓ Completed A	ccept Terms of Use of the SAP Busin ou must accept Terms of Use of the				
✓ Completed A Y					Review
✓ Completed A Y ✓ Completed A	ou must accept Terms of Use of the	SAP Business Network.	utomatically (default setting) or manually ac	cept this type of request.	Review
✓ Completed A Y ✓ Completed A	ou must accept Terms of Use of the	SAP Business Network.	utomatically (default setting) or manually ac 1	ccept this type of request.	

المتعالمة والمراجع

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

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

Pending Purchase Order Notifications 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 Configure Not Started Purchase Order Sent Buyer Task	
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	
	12
Your customer has sent you at least one purchase order.	

Outcome: Network Settings page will be displayed.

	Business Network	 Standard Account 	TES	ST MODE			(2) AB
Ne	twork Settings					Save	Close
	Electronic Order Routing	Electronic Invoice Routing	Accelerated Payments	Settlement	Data Deletion Criteria		
	* Indicates a required field						
	External System Integ	ration					
	Configure cXML (nativ	ve) integration					
	Non-Catalog Orders w	ith Part Numbers					
	Process non-catalo	g orders as catalog orders if part r	numbers are entered manually	/			
	Status Update Reques	st Notifications					
	Do not send status	updates for inbound documents i	n pending queue				
	New Orders						
	Document Type	Routing Method			Options		
					Email address: r01@gmail.com		(i)
					Attach cXML document in the email message		



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

Note:

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

Section: New Orders

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

Section: Change / Cancel Orders

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

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Section: Other Document Types

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

Section: Notifications

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

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

SAP Business Network	Standard Account	TES	TMODE				⑦ AB
Network Settings					14	Save	Close
Electronic Order Routing	Electronic Invoice Routing	Accelerated Payments	Settlement	Data Deletion Criteria			

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

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

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

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

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	Standard Account	TEST MODE			📮 🕜 🗛
Home Enablement Disc	overy V Workbench Orde	rs 🗸 🛛 Fulfillment 🗸 In	voices ∨ Payments ∨ Catalo	ogs ∨ More ∨	Create 🗸 🛛 🚥
nablement Tasks					
View details of the activations req	uested by your customers. Click on the	e link to complete the activation.			
Activities and Tasks f	or Treasury Accounting and	Financial Information Sy	stem - TEST View Profile		C Refresh
Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks	
Account	30 Mar 2024	2	0	0	
 Account Purchase Order 	30 Mar 2024 4 May 2024	2	0	0	
Purchase Order		2	1	-	
Purchase Order This activity tracks all pur Pending	4 May 2024 chase order related tasks. You may ha Purchase Order Notifications select how you want to receive purchas	2 ve already completed some of the se orders from your customers. Yo	1	0 t types of incoming orders. In case yo	Configure
Purchase Order This activity tracks all pur Pending	4 May 2024 chase order related tasks. You may ha Purchase Order Notifications select how you want to receive purchas	2 ve already completed some of the se orders from your customers. Yo in select 5 different email address	1 se tasks in an earlier activity. u can choose specific method for differen	0 t types of incoming orders. In case yo	

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

	SAP	Business Netwo	ork 🗸 Standard	d Account		TEST MODE	l				9 0	AB	Î
16	Home	Enablement	Discovery \checkmark	Workbench	Orders ∨	Fulfillment $ \smallsetminus $	Invoices \checkmark	Payments \vee	Catalogs ∨	More 🗸	Create 🗸	000	
	Enable	ment Tasks											

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

Business Network Standard Account	Get enterprise account		ЪЪ С
	In Location	Invoices Payments More	Cre
	D D Invited Leads 90 days Last 90 days		F ee edbaack
My widgets Treasury Accounting V Purchase orders Last 3 months V	5€ Customize	Activity feed All V	View
\$1.01 K 51.2K	\$0 BND		

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

Home Enablement Discovery ~ Workbench	Orders Y F Note Invoices	✓ Payments ✓ More ✓	
	Purchase Orders		
Leads	Order Inquiries <i>Ducation</i>	✓ By Product	Q
and the second s	A Charles		

Vendor can proceed to view their PO document as follows.

Step 17: Click on Orders tab.

Step 18: Click on Purchase Orders button.

Business Network Standard Acco	unt Get enterprise accou	nt) TEST MODE					Ę
Home Enablement Discovery ~	V 17 Orders	✓ Fulfillment ✓	Invoices v	Payments 🗸	More V		Crea
	Purcha	se Orders 18	GENERA	A			
	Leads Order I	nquiries	~	By Product		Q	(
	12	Children		-ALD L	1		
Overview Getting started							

Outcome: Orders page will be displayed.

	 Workbench 	Orders - Fulfillment	 Invoices - Payments - 	Catalogs ~ More	~	Create 🗸 🚥
Orders						
1 Orders Last 31 days	O Items to confirm Last 31 days	O Items to shi Last 31 days			1 orders 31 days	O Changed orders Last 31 days
Orders (1) V Edit filter Last 31 days) Customers	Order r	numbers	Creation date	Ore	jer status	
Select or type selections	_	election	Last 31 days		clude v Select or type	đ
	Pa	artial match O Exact match				
Show more						Apply Reset

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

1 Orders Last 31 days	O Items to confirm Last 31 days	O Items to ship Last 31 days	O Return items Last 31 days	1 New orders Last 31 days	O Changed orders Last 31 days	
Orders (1) V Edit filter Last 31 of Customers Select or type selections	Orde D ¹ Typ	er numbers e selection Partial match 🚫 Exact match	Creation date Last 31 days	Order status	Select or type	
Show more Order Number C	ustomer		Amount Date ↓	Rese Order Status	Apply and Failed Orders	Reset
		nancial 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.

	3 Orders Last 31 days		1 to confirm 31 days	1 Items to ship Last 31 days		O Return items Last 31 days		3 New orders Last 31 days		O anged orders Last 31 days	
	Orders (3) Edit filter Customers Select or type si	l Last 31 days	Order numbe Type selectio		Creation date Last 31 days		~	Order status	Select or type	Ō	
	Show more		 Partial m 	atch 🔵 Exact match				F	Resend Failed Order	Apply rs 🛛 健	Reset
	Show more Order Number	Customer	Partial m	Natch O Exact match	Amount	Date ↓		F Order Status			
				iatch O Exact match	Amount \$100 BND	Date ↓ May 2, 2024				rs @	20
2	Order Number	Treasury Accounti	ng and Financial In					Order Status		rs @	D Actions

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

Business Network - Standard Account	TEST MODE	() SH
urchase Order: 4500005700		Done
Create Order Confirmation Create Ship Notice	Create Invoice 🔻	± ⊕
Order Detail Order History		
AFIS		
m: storner listry of Finance and Economy mmorwealth Drive 1910 nei Darussalam ne: +673 () 238 0999 ::	To: Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	Purchase Order (New) 4500005700 Amount: 10.00 BND Version: 1 Track Order
stomer Istry of Finance and Economy mmorwealth Drive 1910 mei Darussalam ne: +673 () 238 0999	Syarikat Riang Ria Semarak Aiditiftri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunel-Muara BC1234 Brunei Darussalam Phone: Fax:	(New) 450005700 Amount: 10.00 BND Version: 1

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

SAMPLE ONLY Standard Accou	nt TEST MODE	o 😁
Purchase Order: 4500005702		Done
Create Order Confirmation Create SI	ip Notice Create Service Sheet Create Invoice 🔻	<u>↓</u> ⊕
Order Detail Order History		
AFIS		
AIIS		
From:	To:	Purchase Order
Customer Ministry of Finance and Economy Commonwealth Drive	no. Syarikat Rlang Ria Semarak Aldillfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini	(New) 4500005702 Amount: 100.00 BND
223910 Brunei Darussalam Phone: +673 () 238 0999 Fax:	Brunei-Muara BC1234 Brunei Darussalam Phone: Fax:	Version: 1
	Email:	
Contact Information Supplier Address Syarikat Riang Ria		Routing Status: Sent External Document Type: Std PO f/ NonWarrant (ZNB)
Jalan Sana No.1		

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.

Business Network	E	Q i
Supplier sign-in	SAP Business Network for suppliers webinar Register or access on-demand webinars specifically designed for suppliers to suppo them on their journey. These cover a range	rt
Username	Learn More	
Forgot username New to SAP Business Network? Register Now or Learn more	••••	
Supported browsers and plugins		

Note: Please ensure to select Business Network page.

Business Network V Sta Note	Iccount TOTANOOT		₹1 Q LA
Home Enablement Discovery V Workbench Or	rders v Fulfillment v Invoices v Payn	nents v Catalogs v Reports v Assessments	Create 🗸 🚥
	Leads V In Location	✓ By Product Q	Second Second
Overview Getting started			
	0 0 Ited Leads at 90 days		
Purchase orders Last 3 months >	Invoice aging	Activity feed All ¥	View all 3
\$582 K	\$379 K	Order received Apr 22, 2024 05:47 PM Treasury Accounting and Fi	eedback
SADDI/	\$4001/	4500005328	\$50.00 BND
\$400K \$350K \$300K \$250K \$250K \$150K	\$400K \$350K \$350K \$250K \$200K	4500005328 Order received Apr 22, 2024 03:19 PM Treasury Accounting and FL 4500005322	\$50.00 BND

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

Step 3: Click on Purchase Orders.

Home Enablement [Discovery ~ V	Orders ~	Fulfillment v Invoices	✓ Payments ✓	More Y	
		Purchase Order	^{rs} 3			
	Lea	ds Order Inquiries	n Location	✓ By Product	٩	
	Mar 11-	NAV 1	The Carlos			

SUPPLIER (VENDOR)

Outcome: Or	ders page will	be displayed.
-------------	-----------------------	---------------

Home Enablement Discovery ~	Workbench Orders ~	Fulfillment 🗸	Invoices • Payments •	Catalogs ~ More ~	Create 🗸 🕴 🚥
Orders					
49 Orders Last 31 days	O Items to confirm Last 31 days	O Items to ship Last 31 days	O Return items Last 31 days	16 New orders Lest 31 days	O Changed orders Last 31 days
Orders (49) V Edit filter Last 31 days	Order numbers				
Customers Select or type selections	D Type selection	Exact match	Creation date Last 31 days	order status ✓ Include ✓	Select or type
Show more					Apply Reset
				p	Resend Failed Orders

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

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

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

Home Enablement Disco	overy - Workbench Orders	Fulfillment - I	nvoices - Payments - C	atalogs - More -	Create 🗸 🚥
Orders					
49	0	0	Last 24 hours	16	0
Orders Last 31 days	Items to confirm Last 31 days	Items to ship Last 31 days	Last 7 days Last 14 days	New orders Last 31 days	Changed orders Last 31 days
Orders (49) V Edit filter Last 31 c	iays)	5	Last 31 days Last 90 days Last 365 days		
Customers	Order numbers		Custom date range	Order status	
Select or type selections	4 Type selection Partial match	C Exact match	Last 31 days	V Include V	Select or type
Show more					6 Apply Reset
				Res	end Failed Orders 🛛 🔂 🗟

SUPPLIER (VENDOR)

Below is a sample of inputs based on above selections.

Business Network 🔻 S	Standard Account Get enter	prise account			√ \$ © GE/
iome Enablement Dis	covery ~ Workbench	Orders - Fulfillment -	Invoices - Payments -	Catalogs ~ More ~	Create 🗸 🕴 🚥
Orders					
49	0	0	0	16	0
Orders	Items to confirm	Items to ship	Return items	New orders	Changed orders
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days
Orders (49) ✓ Edit filter					
Customers	Order	numbers	Creation date	Order status	
Select or type selections	[]	0007956 × Type selection	Last 365 days	✓ Include ✓	Select or type
	•	Partial match O Exact match			
Show more					Apply Reset
				Res	end Failed Orders 🛛 値 🕵

Outcome: Searched PO will be displayed.

D Orde Last 31		D confirm Items to ship B1 days Lest 31 days		16 New orders Last 31 days	Changed orders
	pe selections	Order numbers 4500007956 × <i>Type selection</i> Partial match C Exact match	Creation date Last 365 days	Order status V Include V Select or type	
Show m	ore		Amount Date	Resend Failed O Order Status ↑ Ai	rders

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



3.1.2.2 View and Download Purchase Order (PO)

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

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

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

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

Note:

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

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

Note: Please ensure to select Business Network page.

Business Network Sta Note	count FESTMARE		4 0 LA
Home Enablement Discovery - Workbench Ord	ers 🖌 Fulfillment 🖌 Invoices 🖌 Pa	yments v Catalogs v Reports v Assessments	Create 🗸 🚥
	Leads V In Location	v By Product Q	50
Overview Getting started			
O Matched Leads			
	d Leads Enablement Tasks		
Last 90 days Last	90 days		
My widgets Tressury Accounting Y	ā≩ Customize		
		Activity feed All V	View all 3 [°] / ₂
My widgets Treesury Accounting Purchase orders Last 3 months \$582 K BND	3≩ Customize Invoice aging \$379 K	Activity feed All Order received Apr 22, 2024 05:47 PM Treasury Accounting and FL 4500005328	View ett 32 S50.00 BND
My widgets Treasury Accounting Y Purchase orders Last 3 months Y	SE Customize	Order received Apr 22, 2024 05:47 PM Treasury Accounting and Fl 4500005328 Order received Apr 22, 2024 03:19 PM Treasury Accounting and Fl	\$50.00 BND
My widgets Tressury Accounting Purchase orders Last 3 months \$5582 K BND \$400K \$300K \$300K \$300K	ZE Customize Invoice aging \$379 K BND S400K S300K	Order received Apr 22, 2024 05:47 PM Treasury Accounting and FL 4500005328	1

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

Step 3: Click on Purchase Orders.

Home Enablement D	Discovery ~ V 2	Orders 🛩	Fulfillment 🖌 Invo	ices 👻 Payments 🗙	More Y		
		Purchase Order	° 3				
	Lead	ls Order Inquiries	1 Location	✓ By Product		٩	
	Mar 11	NAV 0	1000				

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

Business Network • S	tandard Account	Get enterprise account	TEST MODE								ୟ ¢ © (
lome Enablement Disc	covery - Work	bench Orders 🗸	Fulfillment 🗸	Invoices 🖌	Payments v	Catalogs ¥	Reports v	Assessments			Create 🗸 🔹
Orders											
14 Orders	2 Items to d		2 Items to ship		0 Return items		4 New orders		2 Changed orders	Orc	4 ders to invoice
Last 31 days	Last 31	days	Last 31 days		Last 31 days		Last 31 days		Last 31 days		Last 31 days
✓ Edit filter Last 31 Customers	days	Order numbers		Creation	n date		Order statu	s			
	adjo										
Select or type selections	ð	Type selection		Last 31		~		 Select or type 	De D		
			C Exact match								
Show more											Apply Reset
									Rese	nd Failed Orders	6 32
Order Number ↓	Customer				Amount	Date		Order Status		Amount Invoi	ced Actions
4500005328	Treasury Accoun	ting and Financial Infor	mation System - TEST		\$50 BND	Apr 22, 2024		New			

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

Show more					Арр	ly Reset
					Resend Failed Orders	6 32
Order Number ↓	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4500005328	Treasury Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		
4500005322	4 y Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		

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Outcome: Purchase Order page will be displayed.

Business Network - Standard Account	TEST MODE		(D LA
Purchase Order: 4500005322				Done
Create Order Confirmation Create Ship	Notice Create Invoice 🔻	<u>+</u>	. 🖻	
Order Detail Order History				
AFIS				
ALD				
From: Customer Ministry of Finance and Economy Commonwealth Drive	To: TEST INTEGRATION_11 Calle Belait BN1234	Purchase Order (New) 4500005322 Amount: 50.00 BND		
223910 Brunei Darussalam Phone: +673 () 238 0999 Fax:	Brunei Darussalam Phone: +63 (2) 5543210 Fax: Email:	Version: 1		
Fax:	Email:	Track Order		

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

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

Purchase Order: 4500005322	Done
Create Order Confirmation Create Ship Notice Create Invoice	5 🕘 💼
	Download PDF 6
Order Detail Order History	Download CSV

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.

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

Note: Please ensure to select Business Network page.

Business Network Sta Note	count		57 Q LA
Home Enablement Discovery - Workbench Ord	ers 👻 Fulfillment 👻 Invoices 👻 Pa	yments v Catalogs v Reports v Assessments	Create 🗸 🚥
	Leads V In Location	v By Product Q	- 50
Overview Getting started			
O Matched Leads	O O Enablement Tasks		
	00 days		
Last 90 days Last	90 days		
My widgets Tressury Accounting Y	β₿ Customize		
		Activity feed All V	View all 32
My widgets Treesury Accounting Purchase orders Last 3 months \$582 K BND	≇ Customize Invoice aging \$379 K	Activity feed All Order received Apr 22, 2024 05:47 PM Treasury Accounting and Fl 4500005328	View att 3분 S50.00 BND
My widgets Treasury Accounting > Purchase orders Last 3 months >	32 Customize	Order received Apr 22, 2024 05:47 PM Treasury Accounting and Fl 4500005328 Order received Apr 22, 2024 03:19 PM Treasury Accounting and Fl	\$50.00 BND
My widgets Tressury Accounting Purchase orders Last 3 months \$5582 K BND \$400K \$300K \$300K \$300K	E Customize Invoice aging \$379 K BND S400K S300K	Order received Apr 22, 2024 05:47 PM Treasury Accounting and Fi 4500005328	1

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

Step 3: Click on Purchase Orders.

Home Enablement [Discovery ~ V	Orders ~	Fulfillment v Invoices	✓ Payments ✓	More Y	
		Purchase Order	^{rs} 3			
	Lea	ds Order Inquiries	n Location	✓ By Product	٩	
	Mar 11-	NAV 1	No Cal			

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

Business Network 🔻	Standard Account	Get enterprise account	TEST MODE								ୟ Q (
lome Enablement Dis	scovery v Work	bench Orders 🗸	Fulfillment 🗸	Invoices 🗸	Payments v	Catalogs 🖌	Reports v	Assessments			Create 🗸 🕴
Orders											
14 Orders	2 Items to	-	2 Items to ship		0 Return items		4 New orders		2 Changed orders	Ore	4 ders to invoice
Last 31 days	Last 31		Last 31 days		Last 31 days		Last 31 days		Last 31 days		Last 31 days
Orders (14)											
	1 days										
Customers		Order numbers		Creation	date		Order status				
Select or type selections	ð	Type selection		Last 31	days	~	Include	✓ Select or typ	e đ		
		Partial match	 Exact match 								
Show more											Apply Reset
									Reser	d Failed Orders	@ 32
Order Number 4	Customer				Amount	Date		Order Status		Amount Invoi	ced Actions
4500005328	Treasury Accoun	ting and Financial Infor	mation System - TEST		\$50 BND	Apr 22, 2024		New			

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

Show more					Арр	Reset
					Resend Failed Orders	6 28
Order Number 4	Customer	Amount I	Date	Order Status	Amount Invoiced	Actions
4500005328	Treasury Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		
4500005322	4 y Accounting and Financial Information System - TEST	\$50 BND	Apr 22, 2024	New		

SAP Business Network - Standard Accou	unt TEST MODE		Ċ	
urchase Order: 4500005322				Done
Create Order Confirmation	hip Notice Create Invoice 🔻	Ŧ	6	
Order Detail Order History				
AFIS				
		Purchase Order		
	To:	(New)		
istomer	TEST INTEGRATION_11			
om: ustomer inistry of Finance and Economy ommonwealth Drive 3910	TEST INTEGRATION_11 Calle Belait BN1234	4500005322 Amount: 50.00 BND		
stomer inistry of Finance and Economy ommonwealth Drive	TEST INTEGRATION_11 Calle	4500005322		

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

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

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





Step 7: Select the printing criteria according to preference.

Step 8: Click on Print button.

Print Total: 1 sheet of paper	? 7	l/22/24, 8:24 PM This purchase order was delivered b	y SAP Business Network. For more information	SAP Business Network Supplier about Ariba and SAP Business Network, visit http	s://www.ariba.com.	
Printer Corporate Printer Copies 1		AF	=IS			
Layout Portrait Landscape		From: Clastomer Ministry of Finance and Economy Commonwealth Drive 223910 Brunei Darussalam Prome: e673 () 238 0999 Fac.		To: TEST INTEGRATION_11 Belai EN1224 Brunel Danusalam Phone: +53 (2) 5543210 Fax: Email:	Purchase Order (New) 4500005322 Amount: 50.00 BND Version: 1	
Pages O All		Payment Terms Payable immediately Due net Contact Information Supplier Address			Routing Status: Sent External Document Type: Std PO f/ NonWarra	
Odd pages only Even pages only e.g. 1-5, 8, 11-13	1	ROYAL BRUNEI CORPORATION Calle 678 BN1224 Brunei Danissalam Email: Phone: Fax: Address ID: RC0000011 Buyer ID:	RC0000011			
Print 8		Other Information Company Code: Purchase Grganization: Purchase Organization: Party Additional ID:	DAA SD			

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.

Business Network -	Ę
Supplier sign-in Username Next Forgot username New to SAP Business Network?	SAP Business Network for suppliers webinars Separation of the separation o
Register Now or Learn more	
Supported browsers and plugins	

Outcome: Dashboard (Homer	age) will be displayed.		
Business Network Standard Account	Get enterprise account		_ ټ
Home Enablement Discovery ~ Wo	rkbench Orders v Fulfillment v Invo	oices × Payments × More ×	Crea
	Leads V In Location	 ✓ By Product Q 	
Overview Getting started	0 0		
Last s	d Leads Invited Leads 0 days Last 90 days		F ee dtack
My widgets Treasury Accounting Y	∃≩ Customize		
Purchase orders Last 3 months V	Invoice aging	Activity feed All 🗸	View al
\$1.01 K BND	\$0 _{bnd}		
\$1.2K	\$1		

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

Home	SAP Business Network Discovery	Workbench Orders	✓ Fulfillment ✓ Inv	oices v Payments v More	×	Creat
4	Ariba Proposals & Questionnaires	· · · · · · · · · · · · · · · · · · ·	Pre St			
	Ariba Contract Management		= 1			
15	SAP Business Network	Leads	✓ In Location	✓ By Product	٩	
	SAP Business Network No	te A	Celler			

Step 2: Click on Orders dropdown button.

Step 3: Click on Purchase Orders.

Home Enal	blement Discovery ~	v 2	Orders ~ Fulfillment ~	Invoices 👻 Payments 🗸	More Y	0
102			Purchase Orders 3	area and a second		
AUXI		Leads	Order Inquiries Decation	✓ By Product	٩	
	and the second		A Child	1. 1.		

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

P Business Network 🔻 S	Standard Account	äet enterprise account	TEST MODE			V* 4	() ()
ome Enablement Disc	covery ~ Works	oench Orders ~	Fulfillment ~	Invoices - Payments - More	~	Create	× •••
Inders							
4	0)	0	0	2	0	
Orders	Items to c	onfirm	Items to ship	Return items	New orders	Changed orders	
Last 31 days	Last 31 (days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	
Orders (4) V Edit filter Last 31 Customers	days	Order numbers		Creation date	Order status		
Select or type selections	đ	Type selection		Last 31 days	✓ Include ✓ Set	elect or type	
		Partial match	Exact match				
Show more						Apply	Reset
					Reser	nd Failed Orders	28

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

	Show more					Apply	Reset
					Reser	nd Failed Orders	10
	Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4	4500005711	Treasury Accounting and Financial Information System - TEST	\$50000 BND	May 4, 2024	New		
	4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	Invoiced	\$100 BND	



Business Network - Standard Account	TEST MODE	⑦ SH Done
Create Order Confirmation Create Ship Notice Order Detail Order History	Create Service Sheet Create Invoice 🔻	± a
AFIS	To: Svarikat Piang Ria Semarak Aldilffiri Sdn Bhd	Purchase Order
m:	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) 45500005711 Amount: 50,000.00 BND Version: 1

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

Contact Information Supplier Address							Routing Status: Sent	
Syarikat Riang Ria Jalan Sana No.1 BC1234 Brunei Darussalam Email: Phone: Fax: Address ID: P00000003	00003					External D	ocument Type: Std PO f/ NonWarra	int (ZNB)
Ship All Items To			Bill To			Deliver To		
KEMENTERIAN KEWANGAN & Brunei-Muara Brunei Darussalam Ship To Code: D010 Location Code:	B EKONOMI		Ministry of Finance and Economy Commonwealth Drive 223910 Brunei Darussalam Phone: +673 () 238 0999 Fax: Buyer ID: SD					
Line Items							Show Item Detai	ils 🗰
Line # No	lo. Schedule Lines	Part # / Description	Туре	Return Qty (Unit)	Need 8	By Unit Price	Subtotal	
▼ 00010 1			Service		6 May 2	024	50,000.00 BND	Details
00010.10		Cleaning Service	Service	10.000 (C62		5.000.00 BND	50.000.00 BND	Deselle
00010.10			Service	10.000 (C6)	2)	5,000.00 BND	50,000.00 BND	Details
	24 12:00 PM GMT-08:00 Saturday 4 May 2024 10:27 AM GMT-08:00 ury Accounting and Financial Information Sys		and delivered			E Servic	e Sheet Required.	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.

Business Network - Standard Account	TEST MODE	ि अ
Purchase Order: 4500005711		Done
Create Order Confirmation 👻	Create Service Sheet Create Invoice 🔻	<u>↓</u> ⊕
Order Detail Order History		

Step 6: Click on Confirm Entire Order button.

Business Network - Standard Account TEST MODE	ଡ଼ି ^{୨୫}	í
Purchase Order: 4500005711	Done	
Create Order Confirmation Create Ship Notice Create Service Sheet	Create Invoice ▼ ± 🗟	
Confirm Entire Order 6		
Reject Entire Order		

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

SAP Business Netwo	k - Standard Account ΤΕΣΤ ΜΟΘΕ	@ ⁹⁹
Confirming PO		Exit Next
1 Confirm Entire Order	Order Confirmation Header	* Indicates required field
2 Review Order Confirmation	Confirmation #: 1 Associated Purchase Order #: 4500005711 Customer: Treasury Accounting and Financial Information Syste Supplier Reference: Shipping and Tax Information Est. Completion Date:* Comments:	m - TEST Est. Tax Cost:
	Attachments Name Size (bytes)	Content Type No items
	Choose File No file chosen Add Attachment The total size of all attachments cannot exceed 100MB	

Note:

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



Step 7: Enter the Confirmation Number.

Note:

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

SAP Business Network	TEST MODE					⑦ GA
Confirming PO						Exit Next
Confirm Entire Order Review Order Confirmation	Order Confirmation Header Confirmation #					* Indicates required field
Committation	Associated Purchase Order # Customer Supplier Reference	Treasury Accounting and Financia	l Information System - TEST			
	Shipping and Tax Information					
	8 Est. Shipping Date Est. Delivery Date			Est. Shipping Cost: Est. Tax Cost:]
	Comments					
	Attachments					
	Name	Size (bytes)		Content Ty No items	ype	
	Choose File No file chosen	Add Attachment				

Note:

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

Attachments						
Name	Size (bytes)			Content Type		
			No items			
Choose File No file c	hosen Add Attachme	vot				
Choose File No lite c	Add Attachine	anc				
The total size of all atta	chments cannot exceed 100MB					
the stress						
Line Items						
Line Items	Part # / Description	Туре	Qty (Unit)	Need By	Unit Price	Si
	Part # / Description		Qty (Unit)		Unit Price	
Line #		Type Service	Qty (Unit)	Need By 6 May 2024	Unit Price	
Line #	Part # / Description		Qty (Unit)		Unit Price	
Line #			Qty (Unit)		Unit Price	
Line #	Cleaning Service		Qty (Unit)		Unit Price	
Line #	Cleaning Service Current Order Status: Confirmed As Is				Unit Price	50,000.00
Line # ▼ 00010	Cleaning Service Current Order Status: Confirmed As Is	Service	Qty (Unit) 10.000 (C62)			Sul 50,000.00 50,000.00

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

Name Size (bytes) Content Type
No items

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

💽 Open					×
\leftrightarrow \rightarrow \uparrow \blacksquare ,	This PC > >		5 V	,○ Search	
Organize 👻 New	older				• 🔳 🕐
Microsoft Team	* Name	^	Date modified	Туре	Size
Pictures	[SAMPLE ATTACHMENT] Rel	evant Attachment for Confirm Order	4/17/2024 6:53 AM	Microsoft Edge P	15 KB
🔄					
🧊 3D Objects					
Desktop					
Documents					
Downloads					
Music					
Pictures					
Videos					
🏪 OS (C:)	<i>•</i>				
F	e name: [SAMPLE ATTACHMENT] Rele	evant Attachment for Confirm Order	~	All files	~
			Upload from mobile	Open	Cancel .::

Step 10: (Optional) Click on selected File.

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

C Open				×
\leftrightarrow \rightarrow \uparrow \land	This PC > >	ٽ ~	,	
Organize 👻 New 1	folder			- 🔟 ?
📙 Microsoft Team	^ Name	Date modified	Туре	Size
Pictures	SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order	Date modified Type Size		
This PC 3D Objects Desktop Documents Downloads Music Pictures Videos S (C:)		ler v All files v Upload from mobile Open 11		
Fi	ile name: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order			-

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

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

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

Attachments				
Name	Size (bytes)		Content Type	
		No items		
Choose File [SAMPLE ATrm Order.pc	# Add Attachment 12			
The total size of all attachments cannot e	vceed 100MB			

Outcome: File attached to the Order Confirmation.

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

Note:

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

Step 13: Click on Next button.

SAP Business Network	- Standard Account TEST MODE	@ SH Î
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	Confirm Entire Order Confirmation Update Review Order Confirmation Confirmation #: Con-4500005711 Suppler Reference: Comments: Services expected to be delivered on 6th May 2024 Attachments: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf Line Items Line Items Line # Part # / Description Type Qry (Unit) Need By Unit Price Subtota Solono.00 BNI Cleaning Service Gurrent Order Status: Current Order Status: Confirmed With Comments (Estimated Completion Date: 6 May 2024)	() SH					
Confirming PO (1) Confirm Entire Order (2) Review Order						Previous	Exit
	Confirmation Update	9					
2 Review Order Confirmation	Supplier Reference: Comments: Servic	ces expected to be delivered on 6t	-	odf			
	Line Items						
	Line #	Part # / Description	Туре	Qty (Unit)	Need By	Unit Price	Subtotal
	▼ 00010		Service		6 May 2024		50,000.00 BND
		Cleaning Service					
		Current Order Status:					
			(Estimated Completion D	ate: 6 May 2024)			
	00010.10	0	Service	10.000 (C62)		5,000.00 BND	50,000.00 BND
		Cleaning Service					

SUPPLIER (VENDOR)

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

Business Network	 Standard Account TEST MODE 	() SH
Confirming PO	14	4 Submit Exit
Confirm Entire Order Review Order Confirm Entire	Confirmation Update Confirmation #: Con-4500005711	
Confirmation	Supplier Reference: Comments: Services expected to be delivered on 6th May 2024 Attachments: [SAMPLE ATTACHMENT] Relevant Attachment for Confirm Order.pdf	

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

Business Network - Standard Account	TEST MODE		(?) SH
Purchase Order: 4500005711			Done
Create Order Confirmation Create Ship Notice	e Create Service Sheet Create Invoice 🔻	Ŧ	ē
Order Detail Order History			
AFIS			
AFIS			
irom:	To:	Status Purchase Order	
Form: Unistry of Finance and Economy Commonwealth Drive	Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd No. 1 Jalan Sana,	Status (Confirmed) 4500005711	
From: 2ustomer	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Status (Confirmed)	
From: Customer Wilstry of Finance and Economy Commonwealth Drive 223910	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234	Status (Confirmed) 4500005711 Amount: 50,000.00 BND	
From: Customer Wilstry of Finance and Economy Commonwealth Drive 223910 Brunei Darussalam Phone: +673 () 238 0999 Fax: Contact Information	Syarikat Riang Ria Semarak Alditfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax:	(Confirmed) 4500005711 Amount: 50,000.00 BND Version: 1	
From: Customer Winistry of Finance and Economy Commonwealth Drive 223910 Strunei Darussalam Phone: +673 () 238 0999 Fax:	Syarikat Riang Ria Semarak Alditfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax:	Confirmed) 4500005711 Amount: 50,000.00 BND Version: 1	O f/ NonWarrant (ZNB)

SUPPLIER (VENDOR)



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

≡	M Gmail		Q Se	arch mail				Э			C) (3	
0	Compose		+	♥ ! ⅲ ⊵	U 🖓 🗈		:				11 of 8,531	<	>	81
	Inbox	6,122		Order Confirmation			nas been sub	mitted to T	reasury Accou	inting and Financial		8	Ø	
☆ ©	Starred Snoozed			AribaNetworkAdmin <orderse< th=""><th>der-prod@ansmtp.ariba</th><th>a.com></th><th></th><th></th><th></th><th>Sat, May 4, 10:54AM (3 days ago)</th><th>☆ ☺</th><th>۴ı</th><th>:</th><th>۲</th></orderse<>	der-prod@ansmtp.ariba	a.com>				Sat, May 4, 10:54AM (3 days ago)	☆ ☺	۴ı	:	۲
	Important Sent													•
0 • D	Drafts Categories	67												
Ý	More			This notification con Your purchase or		ition about y	your test SAP Busine	ss Network accoun	t (ANID: AN1120196862	19-T).				
					005711 sury Accounting and Fir	inancial Info	ormation System - TE	ST						
-				Buyer ANID: AN1 Order Date: 3 Ma	176895911-T y 2024 7:27:34 PM GN	MT-07:00								
:					rmed ces expected to be del	elivered on 6	6th May 2024							
				Line No. Pr	rt # Qty	Unit	Description	Need By	Ship By	Unit Price Ext	tended Price			
					,									>

≡	M Gmail		Q Search mail						幸			?	6 3		
1	Compose		← ♥ ①	Ū C	3 ()	Ø+ 🖸		:				11 of 8,531	<	>	
	Inbox	6,122													
☆	Starred			This notification	n contains	important infor	nation abo	out your test SAP Business	Network account (A	NID: AN1120196862	29-T).				
3	Snoozed			Your purcha	se order s	status									
Σ	Important			Order #:	45000057	711									
⊳	Sent			Buyer Name:	Treasury	Accounting and	Financial	Information System - TES	r						
D	Drafts	67		Buyer ANID:	AN111768	89591 1 -T									
	Categories			Order Date:	3 May 20	24 7:27:34 PM	GMT-07:0	0							
~	More			Status:	Confirmed	d									
				Comments:	Services	expected to be	delivered	on 6th May 2024							
٠				Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price			
٠				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			
٠															
								SAD	Business Network P	iveou					
				© 1996⊡2019 Ar	ba, Inc. All	rights reserved		State		Security Di	isclosure				

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. •

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

Outcome: Dashboard (Homep	age) will be displayed.		
Business Network Standard Account	Get enterprise account		₽ P
Home Enablement Discovery ~ Wor	kbench Orders v Fulfillment v	Invoices • Payments • More •	Crea
	Leads Y In Location	By Product	a
	The Tolling	Mark Street	
Overview Getting started			
Enablement Tasks Matche	d Leads Invited Leads		
Last 9			F eedback
My widgets Treasury Accounting 🗸	3€ Customize		Feed
Purchase orders Last 3 months ♥	Invoice aging	Activity feed All 🗸	View al
\$1.01 K BND	\$0 _{bnd}		
\$1.2K	\$1	-	

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

Home	SAP Business Network Discovery	Workbench Orders	Fulfillment v Inv	roices v Payments v More	~	Creat
	Ariba Proposals & Questionnaires	1 A A T A	Pre fit			
	Ariba Contract Management	Leads	-	By Product		
15	SAP Business Network	ote	 In Location 	By Product	q	
			Blacken		7 1 -	

Step 2: Click on Orders dropdown button.

Step 3: Click on Purchase Orders.

Home	Enablement	Discovery 🖌 V	2	Orders 🛩	Fulfillment v	Invoices ¥	Payments 👻	More •			0
				Purchase Orde	^{rs} 3	ar Man					
All			Leads	Order Inquiries	1 Location	~	By Product		٩		
		1900 11	-	AV 1	The fail	3				-	

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

4 Orders Last 31 days	Items to c		O Items to ship Last 31 days		O Return items Last 31 days		1 New orders Last 31 days		O Changed orders Last 31 days	
Orders (4) V Edit filter Last Customers	31 days	Order numbers		Creation dat	e		Order status			
Select or type selections	e o	Type selection		Last 31 day	s	~	Include 🗸	Select or typ	e O	
Show more		Partial match	Exact match						Apply	Reset
Show more		Partial match	C Exact match					Resend Failed (
Show more Order Number	Customer	Partial match	C Exact match	Amount	Date 4		Order Status	Resend Failed (
	Customer Treasury Accounting a			Amount \$50000 BND	Date ↓ May 4, 2024			Resend Failed (Orders	a ⊋≞
Order Number		and Financial Information	on System - TEST				Order Status	Resend Failed (Orders	Actions

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

	Show more					Apply	Reset	
					Reser	nd Failed Orders	i ēŝ	
	Order Number	Customer	Amount	Date 🤟	Order Status	Amount Invoiced	Actions	
4	4500005711	Treasury Accounting and Financial Information System - TEST	\$50000 BND	May 4, 2024	Confirmed			
	4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	Invoiced	\$100 BND		
	4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	Invoiced	\$10 BND		

Business Network - Standard Account	TEST MODE			G	?
Purchase Order: 4500005711					
Create Order Confirmation	Create Service Sheet Create Invoice 🔻		<u>+</u>	Ŧ	
Order Detail Order History					
AFIS					
om: ustomer inistry of Finance and Economy ommonwealth Drive 23910 unei Darussalam nore: +673 0 238 0999 bi:	To: Syarikat Riang Ria Semarak Aldiliftri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax:	Purchase Order (New) 4500005711 Amount: 50,000.00 BND Version: 1			

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

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

KNEKNETERIAN KEWANGAN & EKONOMI Ministry of Finance and Economy Commonwealth Drive 232910 Brunei Darussalam Brunei Darussalam Brunei Darussalam Brunei Darussalam Brunei Darussalam Dioce: d73 0 238 0999 Fax: Buyer ID: SD Solution Show tem Details Line fems Show tem Details Line # No. Schedule Lines Part # / Description 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 2 10.000 (C52) 1 1 2 10.000 (C52) 2 5,000.00 BND 2 5,000.00 BND 2 10.000 (C52) 3 2 2 2 2 2 3 2 3 2 3 2 3 2 4 2001 (10 3 3 4 3 4 3 4 4 <tr< td=""><td>Supplier Address Syarikat Riang Ria Jalan Sana No.1 BC1234 Brunei Darussalam Email: Fax: Fax: Fax: Po0000003 Buyer ID: P00000003 Cother Information Company Code: SD Purchase Group: DAA Purchase Group: DAA</td><td></td><td></td><td></td><td></td></tr<>	Supplier Address Syarikat Riang Ria Jalan Sana No.1 BC1234 Brunei Darussalam Email: Fax: Fax: Fax: Po0000003 Buyer ID: P00000003 Cother Information Company Code: SD Purchase Group: DAA Purchase Group: DAA				
Brunei-Muara Brunei Darussalam Ship To Code: D010 D010 Show Item Desialam Fax: Buyer ID: SD Line # No. Schedule Lines Part # / Description Type Return Qty (Unit) Need By Unit Price Subtotal Image: Service Image: Service Image: Service Image: Service Image: Service Image: Service Service Service Service Service Service Service Service Service Service Service S	Ship All Items To	Bill To		Deliver To	
Line Herrins No. Schedule Lines Part # / Description Type Return Qty (Unit) Need By Unit Price Subtotal Cleaning Service Cleaning Service Cleaning Service Service Service Service Sheet Required. Service Sheet Required. Subtotat: Solution System - TEST AVILIT/6809/LIT- and delivered Subtotat: Solution System - TEST AVILIT/6809/LIT- and delivered Subtotat: Subtotat: Solution Service Sheet Required. Subtotat: Subtotat: Subtotat: Subtotat: Subtotat: Subtotat: Subtotat: Subtotat: Subtotat:	Brunei-Muara Brunei Darussalam Ship To Code: D010	Commonwealth Drive 223910 Brunei Darussalam Phone: +673 () 238 0999 Fax:			
Image: Cleaning Service 6 May 2024 50,000.00 BND Details Cleaning Service 00010.10 Service 10.000 (C62) 5,000.00 BND Details Cleaning Service 10.000 (C62) 5,000.00 BND Details Cleaning Service 10.000 (C62) Service Service Service Service Servic	Line Items				Show Item Details
Cleaning Service 5,000.00 BND 50,000.00 BND Details Cleaning Service 5,000.00 BND 5,000.00 BND Details Cleaning Service 5,000.00 BND 5,000.00 BND Details	Line # No. Schedule Lines Part # / Description	Type Return	Qty (Unit) Need	By Unit Price	Subtotal
00010.10 Service 10.000 (C62) 5,000.00 BND Details Cleaning Service Cleaning Service E		Service	6 May 2	024	50,000.00 BND Details
Order submitted on: Saturday 4 May 2024 12:00 PM GMT-08:00 Received by SAP Business Network on: Saturday 4 May 2024 10:22 AM GMT-08:00 This Purchase Officer was sent by Transuly Accounting and Francial Information System - TEST AVIIIJ76895911.T and delivered Sub-total: 50,000.00 BND		Service	10.000 (C62)	5,000.00 BND	50,000.00 BND Details
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 Transult Accounting and Francial Information System - TEST AVIII76095911.T and delivered	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 Thesaury Accounting and Financial Information System - TEST AVIII176895911	T and delivered		🛍 Service	

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.

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

Outcome: Create Service Sheet page will be displayed.

Business Network	Standard Account	TEST MODE			(?) SH
eate Service Sheet				Update Save	Exit Next
 Service Sheet Heat 	der			 Indicates required field 	Add to Header 🔻
Summary					
Purchase Order:	4500005711	Subtota	50,000.00 BND		
Service Sheet #:*	1	Service Start Date	:		
Service Sheet Date:*	4 May 2024	Service End Date	:		
Service Description:					
Additional Fields Supplier Reference:		та	: Ministry of Finance and Econor	my	
From:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana,		Commonwealth Drive 223910 Brunei Darussalam		
	Jalan Sini Brunei-Muara BC1234 Brunei Darussalam				
Field Contractor:		Field Engineer:			
Name:		Name	:		
Email:		Emai	:		
Phone:	USA1 V	Phone	USA 1 V		
		Approver:			
		Name			

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 dupication with existing SES number.

Step 8: Enter the Service Sheet Date.

		Update Save	Exit Next
		* Indicates required field	Add to Header 🔻
Subtotal:	50,000.00 BND		
Service Start Date:			
Service End Date:			
	Service Start Date:	Service Start Date:	Service Start Date:

Step 9: (Optional) Enter Service Description.

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

Business Network	🗸 🚽 Standard Account	TEST MODE							(?) SH
eate Service Shee	t				Update	Save		Exit	Next
 Service Sheet Heat 	ader					* Indicates requir	ired field	Add to	Header 🔻
Summary									
Purchase Order:	4500005711		Subtotal:	50,000.00 BND					
Service Sheet #: 1	* SES-4500005711		Service Start Date:	4 May 2024	10				
Service Sheet Date:	4 May 2024		Service End Date:	4 May 2024	10				
Service Description:	Cleaning Services	9			•				
Additional Fields									
Supplier Reference:			То:	Ministry of Finance and Econon	ıy				
Supplier Reference:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd		To:	Commonwealth Drive	ıy				
Supplier Reference:	No. 1 Jalan Sana,		To:	-	у				
Supplier Reference:			To:	Commonwealth Drive 223910	ıy				
Supplier Reference: From:	No. 1 Jalan Sana, Jalan Sini			Commonwealth Drive 223910	лу				
Supplier Reference:	No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234		To: Field Engineer: Name:	Commonwealth Drive 223910	ıy				
Supplier Reference: From: Field Contractor: Name:	No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234		Field Engineer: Name:	Commonwealth Drive 223910	ıy				
Supplier Reference: From: Field Contractor:	No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234]	Field Engineer:	Commonwealth Drive 223910	ту				
Supplier Reference: From: Field Contractor: Name:	No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234		Field Engineer: Name: Email: Phone:	Commonwealth Drive 223910	ıy				
Supplier Reference: From: Field Contractor: Name: Email:	No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam		Fleld Engineer: Name: Email:	Commonwealth Drive 223910 Brunei Darussalam	у 				

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

Line No.	Part No. / Description	1					Cor	tract #	
▼ 00010	Cleaning Service								
	Include	Part No. / Description	Customer Part #	Туре	Item Type	Qty / Unit	Price	Subtotal	
	i			Service 🗸	Planned	10 C62	5,000.00 BND	50,000.00 BND Delet	е Сору
		Cleaning Service							
	SER	RVICE PERIOD							
	Start	t Date:	E	End	Date:				
	PRI	CING DETAILS							
		ce Unit: C62			Unit Quantity:	1.000			
		it Conversion: 1		Dese	ription:				
	CON	MMENTS							
	Add	I Comments:							
						//			
L Add	Pricing Details								

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.

	Line No.	Part No. / De	escription							Cont	tract #	
	▼ 00010	CLEANING	SERVICES									
р	'E A1	Inclu	de	Part No. / Des	cription	Customer Part #	Туре	Item Type	Qty / Unit	Price	Subtotal	
			•				Service 🗸	Planned	1 C62	1,000.00 BND	1,000.00 BND Delete	Сору
				APRIL 2024								
			SER	ICE PERIOD								
			Start	Date:			En	d Date:				
			PRIC	ING DETAILS								
				e Unit: C62 Conversion:	1			ce Unit Quantity:	1.000			
			COM	MENTS								
			Add	Comments:	Cleaning completed for mo	nth of April 2024						
		Inclu	ude F	Part No. / Descri	iption	Customer Part #	Туре	Item Type	Qty / Unit	Price	Subtotal	
			\supset				Service 🗸	Planned	1 C62	1,000.00 BND	1,000.00 BND Delete	Сору
			_	MAY 2024								

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.

Line No.	Part No. / Description	n					Co	ntract #	
▼ 00010	Cleaning Service 24/	/25							
	Include	Part No. / Description	Customer Part #	Туре	Item Type	Qty / Unit	Price	Subtotal	
	()	CLEANING SERVICES FOR 24/2	25	Service V	Planned		1.00 BND	24,000.00 BND Delet	е Сору
	SEF	RVICE PERIOD				NOTE B1			
	Star	rt Date:		End Date:					
	PRI	ICING DETAILS							
		ice Unit: C62 nit Conversion: 1		Price Unit Descriptio	Quantity: 1.0	00			
	CO	MMENTS							
	Add	d Comments:							
L Add	Pricing Details								

SUPPLIER (VENDOR)

Line No.	Part No. / Description	n					Co	ontract #	
▼ 00010	Cleaning Service 24/	/25							
	Include	Part No. / Description	Customer Part #	Туре	Item Type	Qty / Unit	Price	Subtotal	NOTE
	- • • •			Service 🗸	Planned	12,00 C62	1.00 BND	12,000.00 BND D	NOTE
		CLEANING SERVICES FOR 24	25						
	SER	RVICE PERIOD							
	Star	rt Date:		End Date:					
	PRI	ICING DETAILS							
		ice Unit: C62			Quantity: 1.00	00			
	Un	hit Conversion: 1		Descriptio	n:				
	CO	MMENTS							
	Add	d Comments:							
						4			
L Add	Pricing Details								
							Jpdate S	ave Exit	Next

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

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

Line No.	Part No. / Des	cription						(Contract #	
▼ 00010	Cleaning Serv	ice								
	Include	Part No. /	Description	Customer Part #	Туре	Item Type	Qty / Unit	Price	Subtotal	
		i			Service 🗸	Planned	10 C62	5,000.00 BND	50,000.00 BND	Delete Copy
		Cleaning	Service							
		SERVICE PERIO)					11		
		Start Date:	4 May 2024	EB		End Date: 4 M	/lay 2024			
		PRICING DETAIL	S							
		Price Unit: C62				Price Unit Quantity:	1.000			
		Unit Conversion	: 1			Description:				
		COMMENTS				12				
		Add Comments:	Cleaning Service for O	ffice, Level 2 & 3, Block D orage Room, Level 1, Block	d.					
L Add	d Pricing Details									
								Update	Save Exi	tNext
								opound		

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Step 13: Click on Next button.

SAP Business Network	 Standard Account 	TEST MODE						(7) SH	í
Create Service Sheet					Update	Save	13	Next	
 Service Sheet Heat 	der					* Indicates requi	red field	dd to Header 🔻	
Summary									
Purchase Order:	4500005711		Subtotal:	50,000.00 BND					
Service Sheet #:*	SES-4500005711		Service Start Date:	4 May 2024					
Service Sheet Date:*	4 May 2024		Service End Date:	4 May 2024]				
Service Description:	Cleaning Services								

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

eate Service	Sheet									
onfirm and submit						Pre	vious	Save	Submit	Exit
	this docume	ent.								
ervice Sheet ES-4500005711 ate: 4 May 2024 and Service Sheet: urchase Order: 45(ervice Description: biotati: 50,000.00 ervice Start Date: 4 om yarikat Riang Ria yarikat Riang Ria	00005711 : Cleaning Se BND 4 May 2024 • May 2024 • May 2024 • Semarak Aidi	Aidilfitri Sd		To Ministry of Finance and Economy Treasury Accounting and Financial Information Sys Commonwealth Drive 223910 Brunei Darussalam Address ID: SD	50,000.00 BN	D				
Service Entr	ry Sheet SES Line	Lines ^{Type}	Service # / Description		Line Type	Contract #	Qty (Unit)	Unit Price	Show Item Details	=
▼ 00010			Cleaning Service							
1		Service	Cleaning Service		Planned		10 (C62)	5,000.00 BND	50,000.00 BND	Details

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

Business Network - Standard Account	TEST MODE	() SH
Create Service Sheet	Previous	14 Submit Exit
Confirm and submit this document.		

SUPPLIER (VENDOR)

Outcome: Service Sheet successfully submitted to Department.

Business Network - Standard Account TEST MODE		0	SH
Service Sheet SES-4500005711 has been submitted.			
Print a copy of the service sheet. Exit service sheet creation.			
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Step 15: Click on Exit service sheet creation button. This will return vendor to their PO document.

SAP Business Network	Standard Account	TEST MODE		0	
Service Sheet SS-450000	5271 has been submitted.				
Print a copy of the service Exit service sheet creation					
15					
© 2022 SAP SE or an SAP aff	ffiliate company. All rights reserved.		Privacy Statement S	ecurity Disclosure	Terms of Use

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

SAP Business Network - Standard Account	TEST MODE		() SH
urchase Order: 4500005711			Done
Create Order Confirmation Create Ship Notice	e Create Service Sheet Create Invoice 🔹		⊥ 🖶
Order Detail Order History			
AFIS			
	To:	Statuc Purchase Order	
stomer listry of Finance and Economy mmonwealth Drive 9910 nei Darussalam	To: Syarikat Riang Ria Semarak Aidilifitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Status Status 4500005711 Amount: 50,000,00 Version: 1	BND
stomer Istry of Finance and Economy mmonwealth Drive 1910 nei Darussalam nei - 4673 () 238 0999	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunel-Muara BC1234	Status (Serviced) 4500005711 Amount: 50,000.00	BND
m: stomer Istry of Finance and Economy mmonwealth Drive 3910 one: +673 () 238 0999 :: intact Information pplier Address arikat Riang Ria	Syarikat Riang Ria Semarak Aiditfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax:	Status (Serviced) 4500005711 Amount: 50,000.00 Version: 1 Rout External Docur	IBND ing Status: Acknowledged nent Type: Std PO f/ NonWarrant (ZNB) ocuments: SE-4540006711

SUPPLIER (VENDOR)



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

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

3.1.3.3 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. •

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

Note: Please ensure to select Business Network page.

Business Network V Note	Get enterprise account		क
Home Enablement Discovery ~ Wor	xbench Orders × Fulfillment ×	Invoices • Payments • More •	Crea
	Leads V In Location	✓ By Product Q	
Overview Getting started			že
My widgets Treasury Accounting Purchase orders Last 3 months	Customize	Activity feed All 🗸	Урессирести View al
\$1.01 K \$1.2K	\$0 BND		

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

Home	-	Workbench Orders	 Fulfillment < Inv 	roices v Payments v More	v	Cre
	Ariba Proposals & Questionnaires	2 · · · · · · · · · · · · · · · · · · ·	14			
	Ariba Contract Management		-			
15	SID During Manual	Leads	✓ In Location	✓ By Product	٩	
	SAP Business Network	ote	Certit			

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

Step 3: Click on Purchase Orders.

Home E	inablement Discovery ~	v 2	Orders 🖌 Fulfillment 🗸	Invoices • Payments •	More •	
			Purchase Orders 3	SPANIN /		1.1
All		Leads	Order Inquiries	✓ By Product	٩	
	A STATE	1	A Cont	La State		

SUPPLIER (VENDOR)

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

ome Enablement Disco	very ~ Workbe	nch Orders ~	Fulfillment ~	Invoices ~	Payments ~	More 🗸			Creat	e 🗸 🕴 🚥
Orders										
Л	0	1	\cap		\cap		1	1	\cap	1
4	0		0		0		<u> </u>		0	
Orders	Items to cor	nfirm	Items to ship		Return items		New orders	Chang	ed orders	
Last 31 days	Last 31 da	ys	Last 31 days		Last 31 days		Last 31 days	Last	31 days	1
✓ Edit filter Last 31 of Customers		Order numbers		Creation	date		Order status			
Select or type selections	đ	Type selection		Last 31	days	~	Include 🗸	Select or type	đ	
		Partial match	 Exact match 	_						
		_	-							
									Apply	Reset
Show more										
Show more								Resend Failed Orders	6	100

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

	Show more					Apply	Reset	
					Reser	nd Failed Orders	100	Feedback
	Order Number	Customer	Amount	Date 🗸	Order Status	Amount Invoiced	Actions	
4	4500005711	Treasury Accounting and Financial Information System - TEST	\$50000 BND	May 4, 2024	Serviced			
	4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	Invoiced	\$100 BND		
	4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	Invoiced	\$10 BND		



SAP Business Network - Standard Account	TEST MODE		() SH
Purchase Order: 4500005711			Done
Create Order Confirmation Create Ship Notice	Create Service Sheet Create Invoice 🗸		± 🖶
Order Detail Order History			
AFIS			
			1
From: Customer Ministry of Finance and Economy Commonwealth Drive	To: Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini	Status Purchase Order (Serviced) 4500005711 Amount: 50.000.00 BND	
223910 Brunei Darussalam Phone: +673 () 238 0999	Brunei-Muara BC1234 Brunei Darussalam Phone:	Version: 1]
Fax:	Fax: Email:		
Contact Information Supplier Address			atus: Acknowledged ype: Std PO f/ NonWarrant (ZNB)
Syarikat Riang Ria Jalan Sana No.1 BC1234		Related Docume	ents: 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.


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

Business Network - Standard Account	TEST MODE		0	SH
Service Sheet: SES-4500005711			Done	evious
Create Invoice Copy SES			<u>+</u> 4	Ē
Detail History				
Service Sheet (Approved) SES-4500005711 Date: 4 May 2024 Final Service Sheet: No Purchase Order: 4500005711 Service Description: Cleaning Services ERP SES ID: 100000341 Subtorat: 50,000,00 BND Service Start Date: 4 May 2024	Subtotal: 50,000.00 BND			
From Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	To Ministry of Finance and Economy Treasury Accounting and Financial Information System - TEST Commonwealth Drive 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 Cor	ntract # Qty (Unit) Unit Price	Subtotal	

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

=	M Gmail	٩	Search mail 3	?) (j)		S
0	Compose	÷		18 of 8,531	<	>	31
	Inbox 6	5,125	Approved - Service sheet SES-4500005702 - to Treasury Accounting and Financial Information Sys TEST (ANID: AN11176895911-T) - Notification from SAP Business Network > Information Systems (ANID: AN1176895911-T) - Notification from SAP Business Network (ANID: ANID: ANID	:em -	¢	Ø	
☆ (\)	Starred Snoozed		network accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com> Sat, May 4, 12:46AM (3 days ago)</ordersender-prod@ansmtp.ariba.com>	☆ ☺	4	:	Ø
D	Important		to me 🗸	A O			
⊳ n	Sent Drafts	67	This notification contains important information about your test SAP Business Network account (ANID: AN11201968629-T).				
• •	Categories						+
~	More		One of your service sheet has been updated. You can view the service sheet in your online Outbox.				
			Customer: Treasury Accounting and Financial Information System - TEST				
			Purchase Order No.: 4500005702 Service Sheet #: SES-4500005702 Service Sheet Status: Approved Description: More details about the service outline line items are listed below: Service Sheet Line No.: 10 Service Sheet Line Description: Cleaning Service				
							>

SUPPLIER (VENDOR)



Cancel Service Entry Sheet (SES) by Vendor 3.1.3.4

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

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

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

Note:

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

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

Note: Please ensure to select Business Network page.

Business Network Note ount	Get enterprise account		لم ل
Home Enablement Discovery - Wor	xbench Orders v Fulfillment v Ir	voices • Payments • More •	Crea
	Leads V In Location	 ✓ By Product Q 	
Overview Getting started			
Enablement Tasks Matche Last 9			F ee dta ck
My widgets Treasury Accounting 🗸	≅¢ Customize		e L
Purchase orders Last 3 months V	Invoice aging	Activity feed All 🗸	View al
\$1.01 K BND	\$0 BND		
\$1.2K	\$1		

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

Home	ŕ	Workbench Orders	 Fulfillment < Inv 	oices • Payments • More	v	Cre
	Ariba Proposals & Questionnaires	** \ . \ * \	14			
	Ariba Contract Management		-			
185	SID During Manual	Leads	✓ In Location	✓ By Product	٩	
	SAP Business Network	ote	Certit			

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

Step 3: Click on Purchase Orders.

Home	Enablement	Discovery ~ V	2	Orders ¥	Fulfillment 🗸	Invoices v	Payments 🗸	More Y			
	12 13			Purchase Order	^{rs} 3	DENNIN II					
A			Leads	Order Inquiries	1 Location	~	By Product		Q		
		11		Av 1	and a	1				-	

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

Business Network v St	tandard Account	Get enterprise account	TEST MODE						57 L	2 @ 8
Iome Enablement Disc	overy - Work	bench Orders ~	Fulfillment ~	Invoices ~	Payments ~	More 🗸			Creat	e 🗸 🚥
Orders										
4	0)	0		0		1	(0	
Orders	Items to c	confirm	Items to ship		Return items		New orders	Chang	ed orders	
Last 31 days	Last 31	days	Last 31 days		Last 31 days		Last 31 days	Last	31 days	
✓ Edit filter Last 31 € Customers	days	Order numbers		Creation	date		Order status			
Select or type selections	đ	Type selection		Last 31	days	~	Include 🗸	Select or type	ð	
		Partial match	C Exact match							
Show more									Apply	Reset
								Resend Failed Orders	6	52

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	ì
	4500008190	Treasury Accounting and Financial Information System - TEST	\$5000 BND	Oct 11, 2024	Partially Invoiced	\$1000 BND		
4	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			



Business Network - TEST MODE		() GA
Irchase Order: 4500008189		Done
Create Order Confirmation Create Ship Notice Create Service Sheet Create	e invoice 🔹	± @
Order Detail Order History		
AFIS		
ALIZ		
n: enterfan Revangan dan Ekonomi 910 920 Barassalam ne: +673 () 238 0999	To: TechFusion Innovations Lucky Carden Brune-Muara BC2215 Brune I Danasalam Prone: Fac: Email: gpuser02@gymail.com	Purchase Order (Pertailty Service() 4500008189 Amount 600000 BND Version: 1
tact Information Difer Address // Fusion Innovations y Garden 123 215		Routing Status Acknowledged External Document Type: Stat P0 # NonWarrant (2NB) Related Documents: 555-405000139 COVI-45000139
ei Dunssalam Hi: prosen202@gemal.com re: +673 () 2388322 ress ID: P0000004 P0000004		
ar Information Company Code: SD Pauchase Group: DA Pany Addistional ID: P00000004 Vers 4		
Shio All Items To	Bill To	Deliver To

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

4500008189 Amount: 6,000.00 BND Version: 1 Routing Status: Acknowledged External Document Type: Std PO f/ NonWarrant (ZNB) Related Documents: SES-4500008189 CON-4500008189	Purchase Order (Partially Serviced)
External Document Type: Std PO f/ NonWarrant (ZNB) Related Documents: SES-4500008189	Amount: 6,000.00 BND
	External Document Type: Std PO f/ NonWarrant (ZNB) Related Documents: SES-4500008189

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

SAP Business Network - TEST MODE						(?) GA
Service Sheet: SES-4500008189					Done	Previous
Create Invoice Copy SES					¥ @	
Detail History						
Service Sheet (Serv) SES-4500008189 Dete: 10 Oct 2024 Final Service 320008189 Subtract 10000 6900 Subtract 10000 6900		Subtotal: 1,000.00 BND				
From TechFusion Innovations TechFusion Innovations Ludy Garden Brunel-Muse BC2215 Brunel Derussalam	To Kernenterian Kewangan dan Ekonomi Treasury accounting and Financial Information System - TEST Commonwealth Drive B89310 Brune Davusalam Adaress ID: SD					
		Ro Re	elated Documents: 4500008189			
Service Entry Sheet Lines					Show Item D	etails 🗰
Line # SES Line Type Service # / Description						
▼ 00010		Line Type	Contract # Qty (Unit)	Unit Price	Subtotal	
TEST		Line Type	Contract # Qty (Unit)	Unit Price	Subtotal	
		Line Type Planned	Contract # Qty (Unit) 1,000 (C62)	Unit Price	Subtotal	Details
7ES7				1.00 BND	1,000.00 BND Service	Details Entry Summary 1,000.00 BND
7ES7				1.00 BND	1,000.00 BND Service	Entry Summary 1,000.00 BND

Step 6: Navigate to

000

and click on Cancel to cancel the Service Entry Sheet (SES).

	Routing Status: Ac Related Documents: 45	knowledged 00008189			
				Show Item	Details 🗰
Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
Planned		1,000 (C62)	1.00 BND	1,000.00 BND	Details
			Subto		1,000.00 BND
				<u>.</u> 6	Cancel
				Done	Previous

SUPPLIER (VENDOR)

p 7: Click	on Yes t Business Network	•	Incelling the	Service Entry S	neet (SES).	
Cancel S	ervice Sheet?					
Are you sure Yes	you want to cancel	this service sheet?				

Outcome: Purchase Order page will once again be displayed.

SAD Business Network - TEST MODE		0 <mark>0</mark>
Purchase Order: 4500008189		Done
Create Order Confirmation Create Ship Notice Create Service Sheet Create Im	voice *	± @
Order Detail Order History		
For: Catorer Menter Menter Bassalan Brute Dessalan Brute Dessalan Brute: 105 0 238 0999 Far:	To: To: Lucky Gurden Brunet Murar BC2215 Brunet Darusalam Phone: Fac: Email: grouper02@gmail.com	Purchase Order (Confirmed) 4500008189 Amoust 6.00000 BND Version: 1
Contact Information Suppler Address TechFusion Innovations Lucky Carden 123 BC:213 Endition Contact Contact Contact Endition Contact Contact Contact Endition Contact Contact Contact Boyer ID: P0000004 Address ID: P0000004 Boyer ID: P0000004 Contact Contact Contact Contact Contact Contact Contact Contact Contact Contact Contact Contact Contact Contact Contact Contact Contact Conta		Routing Status: Acknowledged External Document Type: 58 490 ft NortWarnt (2016) Related Document: 555-45000089_1 855-4500008199 CON-4500008189
Shio All Items To	B亂 To	Deliver To

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

Purchase Order (Confirmed) 4500008189 Amount: 6,000.00 BND Version: 1	
	Routing Status: Acknowledged Document Type: Std PO f/ NonWarrant ted Documents: SES-4500008189_1 SES-4500008189 CON-4500008189

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

Business Network -	TEST MODE		
Service Sheet: SES-450	00008189_1		Done Previous
Detail History	NOTE		
Rec	Service Shest: SES-4500008189_1 Routing Status: Adamoufedged elved by SAP Business Network On: 14 Oct 2024 2:09:22 PM GMT+08:00	To: Treasury Accounting and Financial Information System	1 - TEST
History			
Status	Comments	Changed By	Date and Time
	Comments from Treasury Accounting and Financial Information System - TEST: Success	PropogationProcessor-109523053	14 Oct 2024 2:09:27 PM
Acknowledged	Success	PropogationDispatcher-109550029	14 Oct 2024 2:09:27 PM
	Comments from Treasury Accounting and Financial Information System - TEST: Entry sheet 100001287 deleted NOTE	PropogationProcessor-109558048	14 Oct 2024 2:09:29 PM
L			



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.

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

Note: Please ensure to select Business Network page.

Business Network Note ount	Get enterprise account		لم ل
Home Enablement Discovery - Wor	xbench Orders v Fulfillment v Ir	voices • Payments • More •	Crea
	Leads V In Location	 ✓ By Product Q 	
Overview Getting started			
Enablement Tasks Matche Last 9			F ee dta ck
My widgets Treasury Accounting 🗸	≅¢ Customize		e L
Purchase orders Last 3 months V	Invoice aging	Activity feed All 🗸	View al
\$1.01 K BND	\$0 BND		
\$1.2K	\$1		

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

Home	SAP Business Network Discovery	Workbench Orders	 Fulfillment < Inv 	voices v Payments v More	~	Cre
	Ariba Proposals & Questionnaires	·· \ / 🚩 \				
	Ariba Contract Management		-			
15	SAP Business Network	Leads	✓ In Location	By Product	٩	
	NC	ote	Cliffe		-	

Step 2: Click on Orders dropdown button.

Step 3: Click on Purchase Orders.

Home	Enablement	Discovery ~ V	2	Orders ¥	Fulfillment 🗸	Invoices v	Payments 🗸	More Y			
	12 13			Purchase Order	^{rs} 3	DENNIN II					
A			Leads	Order Inquiries	1 Location	~	By Product		Q		
		11/2011		Av 1	and a	1				-	

SUPPLIER (VENDOR)

Outcome: Orders page will be displayed.

ome Enablement Discover	y - Workbench Ord	lers 🖌 Fulfillment 🗸	Invoices - Payments - More -	~	Creat	e 🗸 🕴 🚥
Orders						
4	0	0	0	1	0	
Orders	Items to confirm	Items to ship	Return items	New orders	Changed orders	
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	
Orders (4)						
Customers) Order numbe	ers	Creation date	Order status		
✓ Edit filter Last 31 days	, ,		Creation date Last 31 days		Select or type	
✓ Edit filter Last 31 days Customers	Order numbe	n			Select or type	
✓ Edit filter Last 31 days Customers	Order numbe	n			Select or type D	Reset
Edit filter Last 31 days Customers Select or type selections	Order numbe	n		∨ Include ∨		Reset

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

	Show more					Apply	Reset	
					Resend	Failed Orders	2 8	eedback
	Order Number	Customer	Amount	Date 🤸	Order Status	Amount Invoiced	Actions	
4	4500005711	Treasury Accounting and Financial Information System - TEST	\$50000 BND	May 4, 2024	Serviced			
	4500005702	Treasury Accounting and Financial Information System - TEST	\$100 BND	May 2, 2024	Invoiced	\$100 BND		
	4500005701	Treasury Accounting and Financial Information System - TEST	\$10 BND	May 2, 2024	Invoiced	\$10 BND		
								-



SAP Business Network - Standard Account	TEST MODE	۲ ۲ ۲
Purchase Order: 4500005711		Done
Create Order Confirmation Create Ship Notice	Create Service Sheet Create Invoice 🔻	± 🗟
Order Detail Order History		
AFIS		
From:		Purchase Order
Funit Customer Ministry of Finance and Economy Commonwealth Drive 223910 Brunei Darussalam Phone: +673 () 238 0999 Fax:	To: Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd No. 1. Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax: Email:	(Serviced) 4500005711 Amount: 50,000.00 BND Version: 1
Contact Information Supplier Address	cmai.	Routing Status: Acknowledged
Syarikat Riang Ria Jalan Sana No.1 Bol 1324		External Document Type: Std PO f/ 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.

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

Step 6: Click on Standard Invoice button.

SAP Business Network - Standard Account TEST MODE			(?	у сн
Purchase Order: 4500005711				Done
Create Order Confirmation Create Ship Notice Create Service Sheet	Create Invoice +	<u>↓</u>	Ē	
	Standard Invoice			
Order Detail Order History	Credit Memo			

Outcome: Create Invoice page will be displayed.

Business Network	 Standard Account 	TEST MODE			() SH
ate Invoice			Update	Save	Exit Next
Invoice Header				* Indicates required field	Add to Header 🔻
Summary					
Purchase Order: Invoice #:*		Total Tax: Total Gross Amount:			View/Edit Addresses
Invoice Date:*	4 May 2024	Total Net Amount: 5			
Service Description:					
Supplier Tax ID:					
Remit To:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd				
	Brunei-Muara Brunei Darussalam				
	Ministry of Finance and Economy				
	Brunei Darussalam				
Tax (i)					
Header leve	el tax (i) 🛛 Line level tax (i)				
Category: *	0% VAT / 0% tax	Taxable Amount:	50,000.00 BND		Remove
		Tax Rate Type:			

Note:

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

Step 7: Enter the Invoice Number.

Note:

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

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

SAP Business Network - Standard Account	TEST MODE				() SH
Create Invoice			Update	Save	Exit Next
▼ Invoice Header				* Indicates required field	Add to Header 🔻
Summary					
Purchase Order: 4500005711		Subtotal: 50,000. Total Tax: 0.	.00 BND		View/Edit Addresses
Invoice #:* ORIINV123456		Total Gross Amount: 50,000. Total Net Amount: 50,000.	.00 BND		
Invoice Date:* 4 May 2024	7,0	Amount Due: 50,000.			
Service Description:					
Supplier Tax ID:					
Remit To: Syarikat Riang Ria Semarak Aiditfitri Sdn Bhd					
Brunei-Muara Brunei Darussalam Bill To: Ministry of Finance and Economy					
Brunei Darussalam					

Note:

- 1. Scroll down the page and view the details of invoice.
- 2. Asterisks indicate the field is mandatory to be completed.
- 3. (Optional) Enter remaining information into relevant fields.

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

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

Step 9: Click on Add to Head	er dropdown button.
------------------------------	---------------------

SAP Business Network	K 👻 Standard Account	TEST MODE			() SH	Î
Create Invoice				Update Save	Exit Next	
 Invoice Header 				 Indicates required field 	Add to Header 👻	
Summary					_	ľ
Purchase Order:	4500005711		otal: 50,000.00 BND		View/Edit Addresses	
Invoice #:	ORIINV123456		unt: 50,000.00 BND			
Invoice Date:	4 May 2024		unt: 50,000.00 BND Due: 50,000.00 BND			
Service Description:	Cleaning Service					
Supplier Tax ID:						
Remit To:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd					
	Brunei-Muara					
Bill To:	Brunei Darussalam Ministry of Finance and Economy					
	Brunei Darussalam					

Step 10: Click on Attachments button.

SAP Business Network	🗸 🚽 Standard Account	TEST MODE				(?) SH
Create Invoice			Update	Sa	ave E	xit Next
▼ Invoice Header				* Indicate	rs required field	Add to Header 🔻
Summary					Shipping Cost	
Purchase Order:	4500005711		50,000.00 BND		Shipping Docume	nts
Invoice #: *	ORIINV123456	Total Tax: Total Gross Amount:			Special Handling	
Invoice Date:	4 May 2024	Total Net Amount: Amount Due:	50,000.00 BND 50,000.00 BND		Discount	
Service Description:	Cleaning Service				Payment Term	
	Cleaning Service				Additional Referer	ice Documents and Dates
Supplier Tax ID:					Comment	
Remit To:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd				Attachment	10
Bill To:	Brunei-Muara Brunei Darussalam Ministry of Finance and Economy					10
	Brunei Darussalam					

Outcome: Attachments header / section will be displayed.

The total size of	of all attachments c	annot exceed 100ME	в								Remove
Choose File	No file chosen	Add At	ttachment								
Add to L	Header 🔻										
Line Items									1 Line Items, 1 Ir	ncluded, 0 Previously	Fully Invoi
Insert Line Item		Category: 0% \	VAT / 0% t	ax	Discount					Add to Inclue	ded Lines
	Include	Туре Р	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
 • 	Include 00010	Туре Р	Part #	Description Cleaning Service		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
▼			Part # Part #			Customer Part # Customer Part #	Quantity Quantity	Unit Unit	Unit Price Unit Price	Subtotal Subtotal	
 	00010			Cleaning Service							
	00010	Type F SERVICE	Part #	Cleaning Service Description			Quantity 10	Unit	Unit Price	Subtotal	
Service	00010 Include	Type F SERVICE Service : Price	Part #	Cleaning Service Description Cleaning Service SES-4500005711 C62		Customer Part # Service Line ! Price Unit Qu	Quantity 10	Unit	Unit Price	Subtotal	
Service	00010 Include	Type F SERVICE Service : Price	Part # Sheet #: ce Unit: (version: :	Cleaning Service Description Cleaning Service SES-4500005711 C62		Customer Part # Service Line ! Price Unit Qu Desci	Quantity 10 No.: 1 Jantity: 1.000	Unit C62	Unit Price	Subtotal	

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

Attachments		1
The total size of all attachments cannot exceed 100MB	Remove	
Choose File No file cl 11 Add Attachment		

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

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

Step 12: Click on selected File.

COpen 🕐				×
\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow Thi	is PC > >	ٽ ~		Guides
Organize 👻 New folde	er			•
📙 Microsoft Team: ^	Name	Date modified	Type Si	ize
Pictures				
	[SAMPLE ATTACHMENT] Relevant Attachment for Invoice	12 ^{24 6:53 AM}	Microsoft Edge P	15 KB
💻 This PC				
3D Objects				
Desktop				
Documents				
🖶 Downloads				
b Music				
Pictures				
Videos				
🛀 OS (C:)				
File na	ame:	~	All files	~
		Upload from mobile	Open	13

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

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

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



Outcome: File attached to the Invoice.

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

Note:

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

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	2 Included, 0 Pr	eviously Fully Invoiced
Insert Line Item Opt		0% VAT / 0% tax		Discount					
	Tax Category:	090 VAI 7 090 tax	~	Discount				Ad	d to Included Lines
	clude Type	Part # Description	1	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
	0010	Cleaning S	ervice (Area A)						
	SERVICE	JUNE 20	24		1	C62	500.00 BND	500.00 BND	
]					
		ervice Sheet #: SES-450	0008077	Service Lir		1 000			
Service St Pricing De	etails	Price Unit: C62	0008077		Init Quantity:	1.000			
Pricing De	etails					1.000 Unit	Unit Price	Subtotal	
Pricing De	etails	Price Unit: C62 Unit Conversion: 1	1	Price U	Init Quantity: Description:		Unit Price 500.00 BND	Subtotal 0 BND	
	etails	Price Unit: C62 Unit Conversion: 1 Part # Description JULY 2024	1	Price U	Unit Quantity: Description: Quantity	Unit			

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).

DTE	B1						1 Line It	ems, 1 Included,	0 Previously Fully Invoiced
Insert Li	Tax	Category: 0% VAT / 0%	tax V Discount						Add to Included Lines
	Include	Type Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
•	00010	SERVICE	Cleaning Service 24/25 CLEANING SERVICES FOR 24/25		12,000	C62	1.00 BND	12,000.00 BND	
	Service Sheet Details	Service Sheet #:	SES-8349A	Service Li	ne No.: 1				
	Pricing Details	Price Unit: Unit Conversion:			t Quantity: 1.0 escription:	000			
4	Line Item Actions 🔻	Delete							
							Update	Save	Exit Next

NOTE B2	y Sheet Lines	
Line No.	Part No. / Description Contract #	
▼ 0001) Cleaning Service 24/25	
	Include Part No. / Description Customer Part # Type Item Type Qty / Unit Price Subtotal	
	Service Planned 24,00 C62 1.00 BND 24,000.00 BND Delete Copy	
	SERVICE PERIOD	
	Start Date:	
	PRICING DETAILS	
	Price Unit: C62 Price Unit Quantity: 1.000	
	Unit Conversion: 1 Description:	
	COMMENTS	
	Add Comments:	
L A	dd Pricing Details	
	Update Save Exit Next	

SUPPLIER (VENDOR)

Step 15: Click on Next button.

SAP Business Network	K 👻 Standard Account	TEST MODE			() SH
Create Invoice				Update Save 1	5 Next
▼ Invoice Header				* Indicates required field	Add to Header 🔻
Summary Purchase Order:	450005711	Cubicato	: 50,000.00 BND		
Invoice #:		Total Tax Total Tax	: 0.00 BND		View/Edit Addresses
Invoice Date:	4 May 2024	Total Net Amount	: 50,000.00 BND : 50,000.00 BND		
Service Description:					
Supplier Tax ID:					
Remit To:	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd				
Bill To:	Brunei-Muara Brunei Darussalam Ministry of Finance and Economy				
	Brunei Darussalam				

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

Business Network - Standard Acc	ount TEST MODE			③ SH
eate Invoice			Previous Save Save	Submit Exit
arussalam.	tronically signed according to the countries of origin and destination of	invoice. The document's originating	country is:Brunei Darussalam. The document's destinatio	n country is:Brunei
tandard Invoice				
Invoice Number: OR Invoice Date: Sat Original Purchase Order: 450	urday 4 May 2024 11:37 AM GMT+08:00	Subtotal: Total Tax: Total Gross Amount: Total Net Amount: Amount Due:	50,000.00 BND 0.00 BND 50,000.00 BND 50,000.00 BND 50,000.00 BND	
REMIT TO:	BILL TO:		SUPPLIER:	
Syarikat Riang Ria Semarak Aidilifitri Sdn Bhd Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	Ministry of Finance and Economy Postal Address: Commonwealth Drive 223910 Brunei Darussalam Address ID: SD Phone : +673 () 238 0999		Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd Postal Address: No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam	
BILL FROM:	CUSTOMER:			
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy			
Postal Address:	Postal Address:			

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

Proceed to step 16, once ready for Invoice submission.

Section: Shipping Information

HIP FROM:	SHIP TO:	
yarikat Riang Ria Semarak Aidilfitri Sdn Bhd	KEMENTERIAN KEWANGAN & EKONOMI	
ostal Address:	Postal Address:	
o. 1 Jalan Sana, alan Sini	Brunei-Muara	
runei-Muara BC1234	Brunei-Muara Brunei Darussalam	
runei Darussalam	Address ID: D010	

SUPPLIER (VENDOR)

Section: Original Purchase Order

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total	
00010		Cleaning S	Service				
1	00010.10	SERVICE	Cleaning Service	10 / (C62)	5,000.00 BND	50,000.00 BND	
	DETAILS						
	Start	Date: 4 May 2024	4 End Date: 4 May 2024				
		ary Part ID:					
	Manufacture						
		urer Name: y of Origin:					
		Sheet No. SES-4	4500005711				
	Accounting Re	ference ID: 0210	204007				
		escription: ID					
		ference ID: 1D10	004				
		escription: ID ference ID: 01					
		escription: SAP S	Serial Number				
		ference ID: 100.0	D				
		escription: ID					
		omain: UNSPSC					
		cation: SV-CLNG omain: ERPComr					
		cation: SV-CLNG					
	Classification D	omain: ERPComr	modityCodeDescription				
		cation: SV-CLEAN	NING				
	Additional Informa	ation:					
	10						
c	Comments:						
c	leaning Service for O	ffice, Level 2 & 3, B	Block D				
	leaning Service for S						
						Subtotal: 50,000.00 BN	ID
						Gross Amount: 50,000.00 BN	D
							D

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

unt Tax Amount ND 0.00 BND	Tax Location	Description 0% tax	Tax Regime	Exempt Detail
ID 0.00 BND		0% tax		
			Total Tax	
				: 50,000.00 BND
				Total Tax Total Gross Amoun Total Net Amoun

Step 16: Click on Submit button.

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

Outcome: Invoice has been submitted.

Business Network - Standard Account		0	SH
Invoice ORIINV123456 has been submitted.			
Print a copy of the invoice. Exit invoice creation.			
© 2022 SAP SE or an SAP affiliate company. All rights reserved.	Privacy Statement	Security Disclosure	Terms of Use

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

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

SA	Business Network - Standard Account	?	SH
	nvoice ORIINV123456 has been submitted.		
17	Print a copy of the invoice.		
SAP	© 2022 SAP SE or an SAP affiliate company. All rights reserved. Privacy Statement Security Disclosu	ire Te	erms of Use

Outcome: Print pop-up will be displayed.

Print ? Total: 3 sheets of paper	5/4/24, 11:42 AM "Copy Invoice - This is not a TAX Invoice"	SAP Business Ne	twork Supplier	Attachment(s)
Printer	Standard Invoice			Parate in the track of
Corporate Printer 🗸				
	Invoice Number: ORIINV1234		Subtotal:	50,000.00 BND
Contas	Invoice Date: Saturday 4 Ma	y 2024 11:37 AM GMT+08:00	Total Tax:	0.00 BND
Copies	Original Purchase Order: 4500005711		Total Gross Amount:	50,000.00 BND
1	Origin: Supplier		Total Net Amount: Amount Due:	50,000.00 BND 50,000.00 BND
Layout	REMIT TO:	BILL TO:	SUPPLIER:	
O Portrait	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy	Syarikat Riang Ria Semarak Aid	ilfitri Sdn Bhd
	Postal Address:	Postal Address:	Postal Address:	
Landscape	No. 1 Jalan Sana,	Commonwealth Drive	No. 1 Jalan Sana,	
<u> </u>	Jalan Sini Brunei-Muara BC1234	223910 Brunei Darussalam	Jalan Sini Brunei-Muara BC1234	
	Brunei-Muara BC1234 Brunei Darussalam	Address ID: SD	Brunei-Muara BC1234 Brunei Darussalam	
Pages				
O All		Phone : +673 () 238 0999		
Odd pages only				
	BILL FROM:	CUSTOMER:		
Even pages only	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy		
e.g. 1-5, 8, 11-13	Postal Address:	Postal Address:		
	No. 1 Jalan Sana, Jalan Sini	Commonwealth Drive 223910		
Print Cancel	Brunei-Muara BC1234	Brunei Darussalam		
	Brunei Darussalam	Address ID: SD		

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

Print (?) otal: 3 sheets of paper	5/4/24, 11:42 AM "Copy invoice - This is not a TAX invoice"	SAP Business N	etwork Supplier	Attachment(s)
'rinter	Standard Invoice			Addenitionals)
Corporate Printer 🗸				
	Invoice Number: ORIINV123	456	Subtotal:	50,000.00 BND
		tay 2024 11:37 AM GMT+08:00	Total Tax:	0.00 BND
Copies	Original Purchase Order: 4500005711		Total Gross Amount:	50,000.00 BND
	Origin: Supplier		Total Net Amount:	50,000.00 BND
1			Amount Due:	50,000.00 BND
ayout	REMIT TO:	BILL TO:	SUPPLIER:	
Portrait	Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd	Ministry of Finance and Economy	Syarikat Riang Ria Semarak Aid	šilfitri Sdn Bhd
	Postal Address:	Postal Address:	Postal Address:	
Landscape	No. 1 Jalan Sana,	Commonwealth Drive	No. 1 Jalan Sana,	
	Jalan Sini	223910	Jalan Sini	
	Brunei-Muara BC1234 Brunei Darussalam	Brunei Darussalam Address ID: SD	Brunei-Muara BC1234 Brunei Darussalam	
ages	Brunei Darussalam	Address ID: SD	Brunei Darussalam	
All		Phane : +673 () 238 0999		
Odd pages only				
Even pages only	BILL FROM: 	CUSTOMER: Ministry of Finance and Economy		
		,		
e.g. 1-5, 8, 11-13	Postal Address:	Postal Address:		
	No. 1 Jalan Sana,	Commonwealth Drive		
Print Cancel	Jalan Sini	223910		
Cancel	Brunei-Muara BC1234	Brunei Darussalam		
	Brunei Darussalam	Address ID: SD		

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

SAP Business Network - Standard Account TEST MODE		0	SH
Invoice ORIINV123456 has been submitted.			
Print a copy of the invoice. Exit invoice creation.			
SAPY © 2022 SAP SE or an SAP affiliate company. All rights reserved.	Privacy Statement	Security Disclosure	Terms of Use

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

	S	Business Network - Star	ndard Account	TEST MODE		(?	SH
		Invoice ORIINV123456 has bee	en submitted.				
4		 Print a copy of the invoice. Exit invoice creation. 					
	19						
	SA	© 2022 SAP SE or an SAP affiliate cor	mpany. All rights reserved.		Privacy Statement	Security Disclosure	Terms of Use

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

SAP Business Network - Standard Account	TEST MODE		(7) SH
Purchase Order: 4500005711			Done
Create Order Confirmation Create Ship Notice	Create Service Sheet Create Invoice 🔻		± 🖶
Order Detail Order History			
AFIS			
rom: Justomer	To: Syarikat Riang Ria Semarak Aldilfitri Sdn Bhd	Status Purchase Order (Invoiced)	
Vinistry of Finance and Economy Commonwealth Drive 223910 Yrunei Darussalam	No. 1 Jalan Sana, Jalan Sini Brunel-Muara BC1234 Brunei Darussalam	450005711 Amount: 50,000.00 BND Version: 1	
Ministry of Finance and Economy Commonwealth Drive 223910 Brunei Darussalam Phone: +673 () 238 0999	No, 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234	4500005711 Amount: 50,000.00 BND	
Customer Ministry of Finance and Economy Commonwealth Drive 223910 Brunei Darussalam Phone: +673 () 238 0999 Fax: Contact Information Supplier Address Syarikat Riang Ria	No. 1 Jalan Sana, Jalan Sini Brunei-Muara BC1234 Brunei Darussalam Phone: Fax:	4500005711 Amount: 50.000.00 BND Version: 1 Routing Status:	: Acknowledged : Std PO fr NonWarrant (ZNB)

SUPPLIER (VENDOR)

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

≡	M Gmail		Q Se	arch mail	?	1 93	000 000 000	
0	Compose		÷		of 8,531	<	>	EI
	Inbox	6,119		Invoice INV-4500005711 for 50,000.00 BND has been submitted to Treasury Accounting and Financia Information System - TEST D Interview	I	₽	ß	
☆	Starred							Ø
0	Snoozed			ordersender-prod@ansmtp.ariba.com 📼 Sat, May 4, 11:40 AM (3 days ago) 🔥		÷	:	
Σ	Important		•	to me 💌				
⊳	Sent							
D	Drafts	67		Dear Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd.				
	Categories							
~	More			You have successfully submitted Invoice INV-4500005711 for 50,000.00 BND to Treasury Accounting and Financial Information System - TEST through the SAP Business Network.				
				A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.				
				Important:				
				important: Remember to follow your country's electronic invoice (e-invoice) management regulations, such as				
				those formulated for archiving tax invoices.				
				Where can I get more information about SAP Business Network?				
				To access product documentation and tutorials, go to <u>SAP Business Network Exchange User</u> Community				
				How do I view a PDE document?				
				How do I view a PDF document? Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from				
				here: https://get.adobe.com/reader/				>

i Gmail		Q Se	arch mail		主	?	()	***	S
compose		÷	•	i c ()		of 8,531	<	>	31
nbox	6,118					D:	₽	Ø	
tarred			ANTITZO	595911-1) - NOU	Incation from SAP Business Network 22 mouse				~
noozed			network acc	counts@ansmtp.ariba	com <ordersender-prod@ansmtp.ariba.com></ordersender-prod@ansmtp.ariba.com>	()	6		Ø
nportant		-	to me 👻			0			
									•
rafts	67			SAP Ariba					
ategories				Your oustomor Troopur	Association and Financial Information Custom TECT undeted your invoice on SAD Duringers Network, Click New Invoice to legiste	Nour CAL			+
lore						your SAr			
				Country	BN				
				Customer	Treasury Accounting and Financial Information System - TEST				
				Invoice number	INV-4500005711				
				Description:	Success				
					View in	voice			
				Download the SAP Bus	iness Network Supplier app to your mobile device and manage customer orders on the go				
				Download on the ANDRON					
				App Store	gle play				>
n r r	box box arred arred aroozed aportant ent rafts ategories	box 6,118 arred noozed aportant ent rafts 67 ategories	pompose 6,118 arred noozed portant ent rafts 67 ategories	box 6,118 arred toozed portant ent rafts 67 ategories	box 6,118 arred noozed apportant ent rafts 67 ategories ore SAP Ariba Your customer Treasur Business Network accounts Customer Invoice Status Description:	box 6.18 ared box ared box box box ared box box box column box box box column box box box box column box box <t< th=""><td>box 6.18 box 6.18 ared box box box box box corred Petwork accounts @ansmtp.ariba.com ordersender-prod@ansmtp.ariba.com Detwork account (AND-AN11201980629-1). Control to Teasury Accounting and Financial Information System - TEST (ANDIE) Detwork account (AND-AN11201980629-1). Country Detwork account (AND-AN11201980629-1). Detwor</td><td>box 6,119 ared Impose box 6,119 box 6,119 ared Impose box 1m ared Impose box ared box ared <!--</td--><td>A contract of the state server is server invoice on SAP Business Network. Click View Invoice to log into your SAP Business Network is server.</td></td></t<>	box 6.18 box 6.18 ared box box box box box corred Petwork accounts @ansmtp.ariba.com ordersender-prod@ansmtp.ariba.com Detwork account (AND-AN11201980629-1). Control to Teasury Accounting and Financial Information System - TEST (ANDIE) Detwork account (AND-AN11201980629-1). Country Detwork account (AND-AN11201980629-1). Detwor	box 6,119 ared Impose box 6,119 box 6,119 ared Impose box 1m ared Impose box ared box ared </td <td>A contract of the state server is server invoice on SAP Business Network. Click View Invoice to log into your SAP Business Network is server.</td>	A contract of the state server is server invoice on SAP Business Network. Click View Invoice to log into your SAP Business Network is server.



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 (<u>tafis.ppp@mofe.gov.bn</u>) to **request assistance with the invoice deletion**.
- **Departments** are **strongly advised** to include the **Vendor representative** in the **email loop** (CC) when raising a ticket.
- Vendors are strongly advised to verify invoice details and attachments (e.g. invoice number, amount, line items, supporting documents) prior to submission.
- If the Vendor is unable to submit the invoice, Vendor must raise a ticket to TAFIS PPP (<u>tafis.ppp@mofe.gov.bn</u>) to request assistance with the issues encountered. Examples of issues may include incorrect reflected amount (still consumed) in GVP or the invoice button is missing or greyed out.

3.1.4 View Procurement Documents in GVP

3.1.4.1 Find and View Confirmed Orders

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

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

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

Note:

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

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

SUPPLIER (VENDOR)

Outcome: Dashboard (Homep	age) will be displayed.		
Business Network Standard Account	Get enterprise account		₽ P
Home Enablement Discovery ~ Wor	kbench Orders v Fulfillment v Invo	ices • Payments • More •	Crea
	Leads V In Location	By Product	a (
Overview Getting started	Aller Aller		
La 1 (Enablement Tasks Matche	d Leads Invited Leads		
Last 9			F eedback
My widgets Treasury Accounting 🗸	E Customize		-
Purchase orders Last 3 months V	Invoice aging	Activity feed 🔰 All 👻	View al
\$1.01 K BND	\$0 bnd		
\$1.2K	\$1		

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

Home	SAP Business Network Discovery	Workbench Orders	Fulfillment v Invo	pices v Payments v More v		Creat
	Ariba Proposals & Questionnaires	· · · · · · ·				
	Ariba Contract Management		-			
155		Leads	 In Location 	✓ By Product	Q	
	SAP Business Network NO	te	Carlos			

Step 3: Click on Order Confirmations.

SAP	Business Network Standard					
Home	Enablement Discovery	~ Workbench 2	Fulfillment ~ Invoices ~	Payments v Catalogs v	More ~	Create 🗸 🕴 🚥
			Order Confirmations			
A		Leads	Service Sheets	By Product	٩	
		N/ V	Time and Expense Sheets	MAR Lang		
0	verview Getting started		Ship Notices			
			Goods Receipts			1
	0	0	Sales Orders			
	Matched Leads	Invited Leads	Drafts			
	Last 90 days	Last 90 days				

Outcome: Order Confirmations page will be displayed.

	scovery V Workbench Orders V Fulfillment V Invoices	 Payments Catalogs 	✓ More ✓	Create 🗸 🛛 🚥
der 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 Ø	Treasury Accounting and Financial Information System - TEST	4500005701	2 May 2024 3:24:19 PM	Acknowledged

SUPPLIER (VENDOR)

Note:

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

5	Business Network	Standard Account				🗐 🕜 SH
н	lome Enablement Dis	scovery v Workbench Orders v Fulfillment v I	nvoices 🗸 🛛 Paym	ents ∨ Catalogs	✓ More ✓	Create 🗸 🐝
Or	rder Confirmations					
	► Search Filters					
	Order Confirmations	(3)				
	Confirmation ID	Customer		Order #	Date	Status
te 1	Con-4500005711 🖉	Treasury Accounting and Financial Information System - TEST	Note 2	4500005711	4 May 2024 10:48:28 AM	Acknowledged
	Con-4500005702 Ø	Treasury Accounting and Financial Information System - TEST		4500005702	4 May 2024 12:07:33 AM	Acknowledged
	Con-4500005701 Ø	Treasury Accounting and Financial Information System - TEST		4500005701	2 May 2024 3:24:19 PM	Acknowledged
54	© 2022 SAP SE or an SAP i	affiliate company. All rights reserved.			Privacy Statement	Security Disclosure Terms of

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

SAF	Business Netwo	rk 🚽 Standa	rd Account		TEST MODE	l i				₽ 0 (SH
Home	e Enablement	Discovery $ \smallsetminus $	Workbench	Orders 🗸	Fulfillment \checkmark	Invoices ∨	Payments ∨	Catalogs	✓ More ✓	Create 🗸	000
Orde	er Confirmations	6									
,	 Search Filters 										
(Order Confirmatio	ons (3)									
c	Confirmation ID	Custo	mer				Order #	ŧ	Date	Status	
C	Con-4500005711 🖉	Treas	ury Accounting and	Financial Inform	ation System - TEST		450000	05711	4 May 2024 10:48:28 AM	Acknowledged	
c	Con-4500005702 🖉	Treas	ury Accounting and	Financial Inform	ation System - TEST		450000	05702	4 May 2024 12:07:33 AM	Acknowledged	
c	Con-4500005701 🖉	Treas	ury Accounting and	Financial Inform	ation System - TEST		450000	05701	2 May 2024 3:24:19 PM	Acknowledged	

Outcome: PO Confirmation document will be displayed.

Business Network	+ Standard Account	TEST M	ODE				(?) SH
der Confirmation: (Con-4500005711						Done
Print Export cXML							
Detail History							
							Attachment(
	n #: Con-4500005711						
	ate: 4 May 2024 der: 4500005711						
	ate: 6 May 2024						
Comme		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:					
			e (Comments: Services expected t	o be delivered on 6th Ma	ay 2024; Estimated Completion	n Date: 6 May 2024)	
00010.10			10.000 (C62)			5,000.00 BND	50,000.00 BN
		Cleaning Service					

Scroll down the page to view remaining PO confirmation details.

Notic	e Date:	4 May 2024						
Purchase	Order:	4500005711						
Est. Deliver	y Date:	6 May 2024						
Com	ments:	Services expected to I	pe delivered on 6th May 2024					
Line Items								
2								
Line #	No	Schedule Lines	Part # / Description	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal
▼ 00010	1				6 May 2024			
. 00010	-				0 May 2024			
			Cleaning Service					
			Current Order Status:					
			1.000 Confirmed With New Date	(Comments: Services expected	to be delivered on 6th Ma	v 2024: Estimated Completion	Date: 6 May 2024)	
				(,,		
00010	0.10			10.000 (C62)			5,000.00 BND	50,000.00 BN
			Cleaning Service					
Attachment(s):								
Name							Туре	
							21	
ISAMPLE ATT	ACHMEN	TI Relevant Attachmen	t for Confirm Order.pdf				application/pdf	
Print Export cXML								
								Done

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

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

Outcome: Dashboard (Homep	age) will be displayed.		
Business Network Standard Account	Get enterprise account		ि म्र
Home Enablement Discovery ~ Wo	rkbench Orders v Fulfillment v In	voices × Payments × More ×	Crea
	Leads V In Location	 ✓ By Product 	Q
Overview Getting started	- Willing		
Enablement Tasks Matche	d Leads Invited Leads		
	0 days Last 90 days	:	F ee ctoa cK
My widgets Treasury Accounting 🗸	₂; Customize		
Purchase orders Last 3 months V	Invoice aging	Activity feed All 🗸	View al
\$1.01 K BND	\$0 BND		
\$1.2K	\$1		

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

Home	SAP Business Network Discovery	Workbench Orders	Fulfillment v Invo	pices v Payments v More v		Creat
	Ariba Proposals & Questionnaires	· · · · · · ·				
	Ariba Contract Management		-			
155		Leads	 In Location 	✓ By Product	Q	
	SAP Business Network NO	te	Carlos			

Step 3: Click on Service Sheets.

Business Network Standard Account	et enterorise account	₹1 Q 8
Home Enablement Discovery ~ Workb	ench 2 Fulfillment - Invoices - Payments - Catalogs - More -	Create 🗸 🚥
	Order Confirmations	
	Leads Service Sheets 3 By Product Q	
A CONTRACT	Time and Expense Shees	
Overview Getting started	Ship Notices	
<u> </u>	Goods Receipts	1
0	Sales Orders	
Matched Leads Invite	d Leads Drafts	

Outcome: Service Sheets page will be displayed.

Business Network -	Standard Account	TEST MODE					📮 🕐 SH
Home Enablement Disco	very V Workbench Orders V	Fulfillment V Invoices	✓ Payments ✓ Ca	talogs V More V			Create 🗸 📔 🚥
Service Sheets							
► Search Filters							
Service Sheets (2) Service Sheet #	Customer		Related PO	Date	Amount	Routing Status	Status
SES-4500005711	Treasury Accounting and Financial	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
L Create Invoice	Edit Copy						
© 2022 SAP SE or an SAP affili	ate company. All rights reserved.				Prive	acy Statement Security	Disclosure Terms of

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.

SUPPLIER (VENDOR)

	SAP E	Business Network 👻	Standard Account		TEST MODE									🗐 🕜 애
н	lome	Enablement Disc	covery V Workbench	Orders ~	Fulfillment \vee	Invoices \checkmark	Paym	nents 🗸	Catalogs $ \smallsetminus $	More 🗸				Create 🗸 🛛 🚥
Se	ervice	Sheets												
	► Se	earch Filters												
	Serv	vice Sheets (2)												
		Service Sheet #	Customer					Related PO	D	ate	Amount		Routing Status	Status
Note	1	SES-4500005711	Treasury Accounting	and Financial Infe	ormation System - TE	EST		450000571	¹ No	ote 2	50,000.00	BND	Acknowledged	Invoiced
Note		SES-4500005702	Treasury Accounting	and Financial Infe	ormation System - T	EST		450000570			100.00	BND	Acknowledged	Invoiced
	Ļ	Create Invoice	Edit Co	у										
54		2022 SAP SE or an SAP a	filiate company. All rights reserve	d.								Prive	acy Statement Securit	y Disclosure Terms of Us

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

SAP Business Network -	Standard Account	TEST MODE					🗐 🕐 SH
Home Enablement Disco	very V Workbench Orders V Fulfill	ment v Invoices v I	Payments 🗸 Catalog	s ~ More ~			Create 🗸 🛛 🚥
Service Sheets							
► Search Filters							
Service Sheets (2)							=
Service Sheet #	Customer		Related PO	Date	Amount	Routing Status	Status
4 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						
© 2022 SAP SE or an SAP affil	ate company. All rights reserved.				Priv	acy Statement Security	Disclosure Terms of

SUPPLIER (VENDOR)

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

SAP Business Network - Standard Account	TEST MODE					0	SH
Service Sheet: SES-4500005711							Done
Create Invoice Copy SES						<u>+</u> 4	Ē
Detail History							
Service Sheet (Invoice) SES-4500005711 Date: 4 May 2024 Final Service Sheet: No Purchase Order: 4500005711 Service Description: Cleaning Services ERP SES IIS: 100000341 Subtotal: 50.000.00 BND Service Start Date: 4 May 2024 Service Ind Date: 4 May 2024	Subtotal	50,000.00 BND					
From Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd No. 1 Jalan Sini 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 Sta Related Do	ocuments: 45000	wledged 005711 500005711	Show Item Details	-
Service Entry Sheet Lines Line # SES Line Type Service # / Description		Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	

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

Final Service Sheet: No Purchase Order: 4500005711 Service Description: Cleaning Services ERP SES ID: 1000000341 Subtotal: 50,000.00 BND Service Start Date: 4 May 2024 Service End Date: 4 May 2024							
From Syarikat Riang Ria Semarak Aidilfitri Sd Syarikat Riang Ria Semarak Aldilfitri 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: Related Documen	Acknowledged tts: 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
					Su	Service Entry S btotal: 50,000	Summary).00 BND
Create Invoice Copy SES						<u>+</u>	7
							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 -	Ę
Supplier sign-in 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 Learn More Learn More
register now of Learn more	
Supported browsers and plugins	

SUPPLIER (VENDOR)

Outcome: Dashboard (Homer	age) will be displayed.		
Business Network Standard Account	Get enterprise account		₽ ₽
Home Enablement Discovery ~ Wo	kbench Orders v Fulfillment v Inv	oices • Payments • More •	Crea
	Leads V In Location	By Product	Q
	The Tolly	Land Land	
Overview Getting started			
_ 1 (0 0		
Enablement Tasks Matche	d Leads Invited Leads		_
Last 9	0 days Last 90 days		F ee d ba
My widgets Treasury Accounting •	3€ Customize		
Purchase orders Last 3 months V	Invoice aging	Activity feed All 🗸	View al
\$1.01 K BND	\$0 _{BND}		
\$1.2K	\$1		

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

Home	SAP Business Network Discovery	Workbench Orders	Fulfillment v Invo	pices v Payments v More v		Creat
	Ariba Proposals & Questionnaires	· · · · · · ·				
	Ariba Contract Management		-			
155		Leads	 In Location 	✓ By Product	Q	
	SAP Business Network NO	te	Carlos			

Step 2: Click on Fulfillment dropdown button.

Step 3: Click on Invoices.

Business Network 🔻	Standard Account Get enterprise acco		47 Q 8
Home Enablement	Discovery ~ Workbench Orde	s v 2 Invoices v Payments v Catalogs v	More ~ Create ~ : •••
102		Invoices 3	
201 5	Leads	V In Location Credit Memos V Product	Q
	1001-12	Debit Memos	
Overview Getting	started	Timestamp Verification	
	-	Drafts	
. 0	0	0	
Matched Leads	Invited Leads	Enablement Tasks	
Last 90 days	Last 90 days		

Outcome: Invoice page will be displayed.

,	 Workbench Orde 	rs - Fulfillment -	Invoices - Payments - More -	·	Create 🗸 🚥
Invoices					
4	0	0	0	2	0
Invoices Last 31 days	Rejected invoices Last 31 days	Overdue invoices - Not approved Last 31 days	Overdue invoices - Approved Last 31 days	Invoices pending approval Last 31 days	Approved invoices pending payment Last 31 days
Invoices (4) V Edit filter Last 31 days)					
Customers	Invoice number	er	Reference	Invoice date	
Select or type selections	D Type selection		Type input	Last 31 days	~
	Partial ma	tch 🔵 Exact match			
Show more					Apply Reset
					@ ≇

							(B	100
Invoice Number	Customer	Reference	Invoiced Date \downarrow	Amount	Routing Status	Invoice Status	From address To	Actions
INV-4500005 711	Treasury Accounting an d Financial Informatio	4500005711	May 4, 2024	\$50000 BND	Acknowledged		Syarikat Riang Ria Semara 🛛 N k Aidilfitri Sdn Bhd, BSB, n	
INV-4500005 703_1	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara 🛛 N k Aidilfitri Sdn Bhd, BSB, n	
INV-4500005 703	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara 🛛 N k Aidilfitri Sdn Bhd, BSB, n	
INV-4500005 701	Treasury Accounting an d Financial Informatio	4500005701	May 3, 2024	\$10 BND	Acknowledged		Syarikat Riang Ria Semara M k Aidilfitri Sdn Bhd. BSB n	

Note:

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

							G	201
Invoice Number	Customer	Reference	Invoiced Date \downarrow	Amount	Routing Status	Invoice Status	From address To	Actions
INV-4500005 711	Treasury Accounting an d Financial Informatio	4500005711	Note 2	\$50000 BND	Acknowledged		Syarikat Riang Ria Semara M k Aidilfitri Sdn Bhd, BSB, n	
INV-4500005 703_1	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara M k Aidilfitri Sdn Bhd, BSB, n	
INV-4500005 703	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara M k Aidilfitri Sdn Bhd, BSB, n	
INV-4500005 701	Treasury Accounting an d Financial Informatio	4500005701	May 3, 2024	\$10 BND	Acknowledged		Syarikat Riang Ria Semara M k Aidilfitri Sdn Bhd, BSB, n	
IN\ 711 IN\ 703 IN\ 703	V-4500005 1 V-4500005 3_1 V-4500005 3 V-4500005	V-4500005 Treasury Accounting an d Financial Informatio 1 Treasury Accounting an d Financial Informatio 3_1 Treasury Accounting an d Financial Informatio V-4500005 Treasury Accounting an d Financial Informatio V-4500005 Treasury Accounting an	V-4500005 Treasury Accounting an d Financial Informatio 4500005711 1 Treasury Accounting an d Financial Informatio 4500005702 V-4500005 Treasury Accounting an d Financial Informatio 4500005702 V-4500005 Treasury Accounting an d Financial Informatio 4500005702	Imber Treasury Accounting an d Financial Informatio 4500005711 Note 2 V-4500005 Treasury Accounting an d Financial Informatio 4500005702 May 4, 2024 V-4500005 Treasury Accounting an d Financial Informatio 4500005702 May 4, 2024 V-4500005 Treasury Accounting an d Financial Informatio 4500005702 May 4, 2024	Aug Treasury Accounting an d Financial Informatio 4500005711 Note 2 \$50000 BND 1 Treasury Accounting an d Financial Informatio 4500005702 May 4, 2024 \$100 BND V-4500005 Treasury Accounting an d Financial Informatio 4500005702 May 4, 2024 \$100 BND V-4500005 Treasury Accounting an d Financial Informatio 4500005702 May 4, 2024 \$100 BND	W-4500005 Treasury Accounting an 3 4500005701 Note 2 \$50000 BND Acknowledged V-450005 Treasury Accounting an 4500005702 May 4, 2024 \$100 BND Acknowledged V-450005 Treasury Accounting an 4500005702 May 4, 2024 \$100 BND Acknowledged V-450005 Treasury Accounting an 450005702 May 4, 2024 \$100 BND Acknowledged	W-450005 Treasury Accounting an 4500005702 Note 2 \$50000 BND Acknowledged V-450005 Treasury Accounting an 4500005702 May 4, 2024 \$100 BND Acknowledged V-450005 Treasury Accounting an 4500005702 May 4, 2024 \$100 BND Acknowledged V-450005 Treasury Accounting an 4500005702 May 4, 2024 \$100 BND Acknowledged V-450005 Treasury Accounting an 450005702 May 4, 2024 \$100 BND Acknowledged	W-450005 Treasury Accounting an d Financial Informatio 4500005701 Note 2 \$50000 BND Acknowledged \$800005701 Note 2 Syarikat Riang Ria Semara M 1 0 Financial Informatio 4500005701 Note 2 \$100 BND Acknowledged \$800005702 \$800005702 May 4, 2024 \$100 BND Acknowledged \$90005701 \$90005702 \$90005702 May 4, 2024 \$100 BND Acknowledged \$90005701 \$90005702 May 4, 2024 \$100 BND Acknowledged \$90005701 \$90005702 May 4, 2024 \$100 BND Acknowledged \$90005701 \$90005701 \$90005701 May 3, 2024 \$100 BND Acknowledged \$90005701 \$9000

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

Show m	ore						Apply	Reset
							G	a 52
Invoice Number	Customer	Reference	Invoiced Date \downarrow	Amount	Routing Status	Invoice Status	From address	Te Actions
INV-4500005 711	Treasury Accounting an d Financial Informatio	4500005711	May 4, 2024	\$50000 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	∾
INV-4500005 703_1	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	∾
INV-4500005 703	Treasury Accounting an d Financial Informatio	4500005702	May 4, 2024	\$100 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	∾ n
INV-4500005 701	Treasury Accounting an d Financial Informatio	4500005701	May 3, 2024	\$10 BND	Acknowledged		Syarikat Riang Ria Semara k Aidilfitri Sdn Bhd, BSB,	M



Business Network - Standard Account	TEST MODE			(7) SH
nvoice: INV-4500005711				Done
Copy This Invoice Cancel Print Download PDF	Export cXML			
Detail Scheduled Payments History				
tandard Invoice				Attachment
Status Invoice: Sent Routing: Acknowledged Invoice Number: INV-4500005711 Invoice Date: Saturday 4 May 2024 11:3 Original Purchase Order: 4500005711 Submission Method: Online Origin: Supplier Source Document: Order	17 AM GMT+08:00	Subtotal: Total Tax: Total Gross Amount: Total Net Amount: Amount Due:	50,000.00 BND 0.00 BND 50,000.00 BND 50,000.00 BND 50,000.00 BND	
REMIT TO:	BILL TO:		SUPPLIER:	
Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd Postal Address: No. 1 Jalan Sana.	Ministry of Finance and Economy Postal Address: Commonwealth Drive 223910		Syarikat Riang Ria Semarak Aidilfitri Sdn Bhd Postal Address: No. 1 Jalan Sana, Jalan Sini	

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

nvoice 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
ttachment(s):	
Name	Туре
[SAMPLE_ATTACHMENT]_Relevant_Attachment_for_Invoice.pdf	application/pdf
Copy This Invoice Cancel Print Download PDF Export cXML	
	Done