

Government Vendor Portal (GVP)

**SUBMIT SUPPLIER
REGISTRATION QUESTIONNAIRE
- L - OVERSEAS VENDOR**

User Role: Vendor (Supplier)

Platform: **GVP**

T-Code: **N/A**



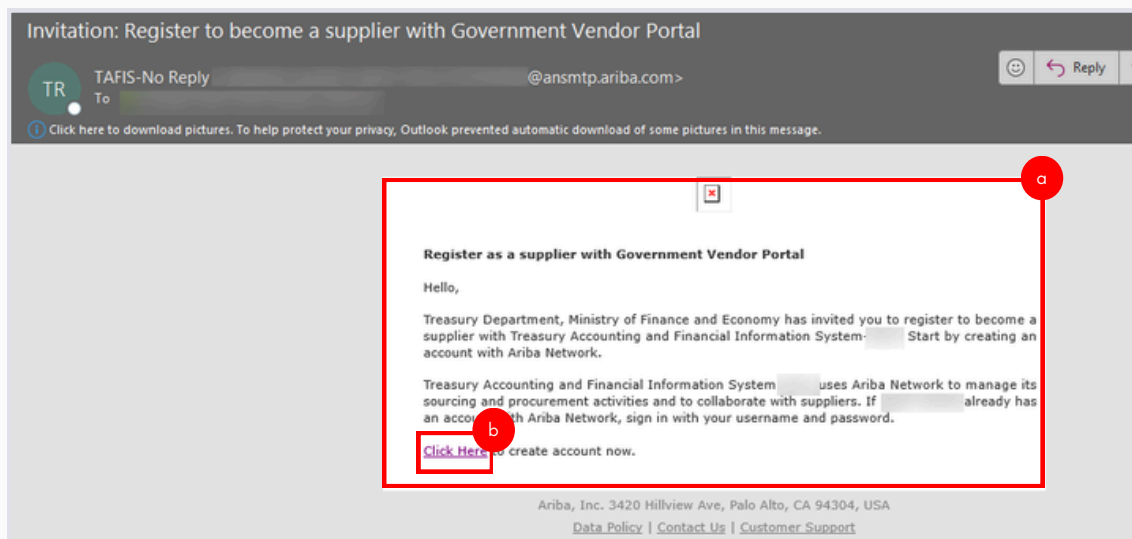
 <https://tafis.gov.bn>  tafis.ppp@mofe.gov.bn

 741 9444 / 747 9444 / 743 5444 / 746 1444 / 744 4077 / 744 4577

BACKGROUND INFORMATION

- Once the Supplier Self-Registration Request Form is approved, Overseas Vendor will be notified to proceed.
- Overseas Vendor must create an account and complete the Supplier Registration Questionnaire to finalize their registration.

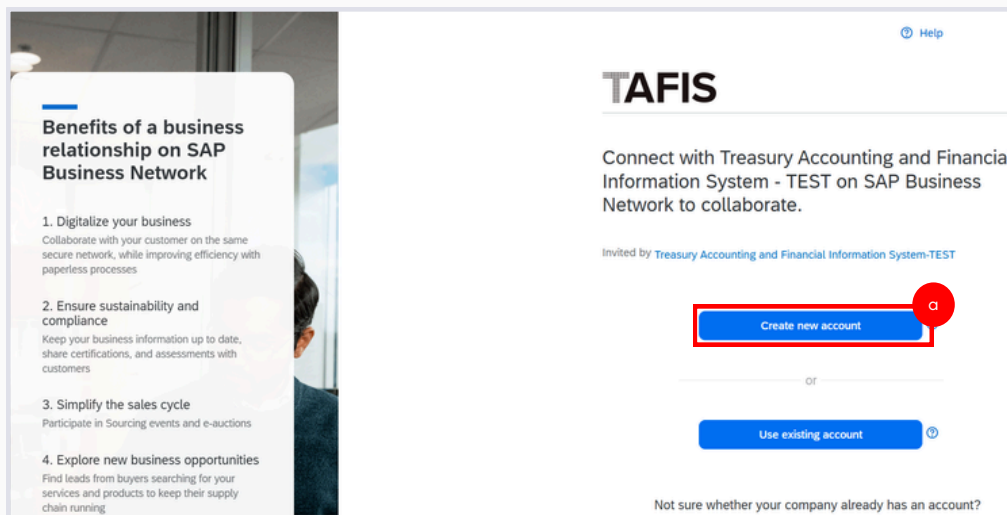
1



- a) An **Invitation Email** should be sent to the respective inbox once the approval is successful.
- b) Click the respective link '**Click Here**'.

NOTE: Should the email **not appear** in the inbox, kindly check the respective **junk/spam/promotions folder**.

2



- a) Click **Create new account**.

3

- a) Enter account details accordingly.
- b) Tick the **checkbox** for verification purposes.
- c) Click **Create account**.

NOTE: Please ensure the selected email address **has not been previously registered in ARIBA**.

4

- a) Check respective email for **confirmation**.

5

- a) Navigate to the **Registration Questionnaires** section.
- b) Click **Supplier Registration Questionnaire**.

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The screenshot shows the Ariba Sourcing 'Supplier Registration Questionnaire' for document Doc1735785964. The interface includes a sidebar with 'Event Contents' and a main 'All Content' area. A red box labeled 'a' highlights the form fields for 'General Supplier Information', which include fields for Supplier Name 1 through 4, Country code (main and mobile telephone numbers), Main telephone number, and Mobile telephone number. A red box labeled 'b' highlights the 'Event Contents' sidebar, which lists sections: 1. General Supplier Information, 2. Vendor Identification, 3. Bank Information, and 5. Certificate. The form fields are marked with an asterisk (*) to indicate they are compulsory.

- a) Fields with an **asterisk (*)** are compulsory to be completed.
- b) Enter the **details** in the respective Supplier Registration Questionnaire sections. Refer to the table below.

Sections	Description	Examples
General Supplier Information	Basic company details.	Name, address, contact information, and type of business.
Vendor Identification	Official identification details (If applicable).	Registration numbers, tax information, and supporting business documents.
Bank Information	Banking details for payment transaction.	Account number, bank name, and branch
Certificate	<ul style="list-style-type: none"> Upload valid certificates or licenses to verify compliance and business legitimacy. Vendors must select “Yes” or “No.” If no documents are available, select “No.” 	Any relevant business certificates or licenses.

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Choose Values for Departments

Add to Currently Selected

Function Search

Function	ID
<input checked="" type="checkbox"/> All	All
<input type="checkbox"/> Ministry of Culture, Youth and Sport	SL
<input type="checkbox"/> Ministry of Defense	SB
<input type="checkbox"/> Ministry of Development	SK
<input type="checkbox"/> Ministry of Education	SF
<input type="checkbox"/> Ministry of Finance and Economy	SD
<input type="checkbox"/> Ministry of Foreign Affairs	SC
<input type="checkbox"/> Ministry of Health	SM
<input type="checkbox"/> Ministry of Home Affairs	SE
<input type="checkbox"/> Ministry of Primary Resources & Tourism	SH
<input type="checkbox"/> Ministry of Religious Affairs	SJ
<input type="checkbox"/> Ministry of Transport and Information Communications	SN
<input type="checkbox"/> Prime Minister's Office	SA

Currently Selected

Function ID

No Items

Done

a) For Departments, select **All**.

b) Click **Done**.

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Event Contents

All Content

1 General Supplier Information

2 Vendor Identification

3 Bank Information

5 Certificate

1.1 Supplier Name 1

1.2 Supplier Name 2

1.3 Supplier Name 3

1.4 Supplier Name 4

1.5 Country code (main and mobile telephone numbers)

1.6 Main telephone number

1.7 Mobile telephone number

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

a) Click **Submit Entire Response** once mandatory and relevant fields are completed accordingly.

9

✓ Submit this response?

Click OK to submit.

OK Cancel

a) Click **OK** to proceed.

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Ariba Sourcing

Go back to Treasury Accounting and Financial Information System-TEST Dashboard

Console Doc1735785964 - Supplier Registration Questionnaire

Event Messages
Event Details
Response History
Response Team

▼ Event Contents
All Content

✓ Your response has been submitted. Thank you for participating in the event.

Revise Response

All Content

Name 1

- Once the registration questionnaire has been submitted, the Vendor will need to wait for the Treasury Department's Vendor Unit of the Ministry of Finance and Economy (MOFE) of Brunei Darussalam to **approve their registration**.