



TAFIS - USER GUIDE

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

SUPPLIER REGISTRATION & INFORMATION UPDATE



Table of Contents

1.	Introduction	3
2.	Glossary.....	3
3.	List of Processes	4
3.1	Supplier Lifecycle Performance (SLP)	4
3.1.1	Supplier Record Creation (Self-Register for New Vendors) – RC Vendors / Suppliers.....	6
3.1.2	Supplier Record Creation (Self-Register for New Vendors) – P Vendors / Suppliers.....	16
3.1.3	Supplier Email Invitation Link.....	26
3.1.4	Supplier Account in SAP Business Network (Sign Up).....	28
3.1.5	Supplier Registration Questionnaire – RC Vendors / Suppliers	34
3.1.6	Supplier Registration Questionnaire – P Vendors / Suppliers.....	65
3.1.7	Supplier Information Update	95
3.1.8	Supplier Certification – Certificates	103
4.	References	112
4.1	Bank Key	112
4.1.1	Bank Keys – Domestic	113
4.1.2	Bank Keys – Overseas.....	115
4.2	ROC Supporting Document Samples	124
4.2.1	RC – Supporting Documents	124
4.2.2	P – Supporting Documents.....	127

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 **+673 238 3444** or e-mail to at tafis.ppp@mofe.gov.bn

2. Glossary

The following terms and abbreviations are used frequently.

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

Table 1 Glossary

3. List of Processes

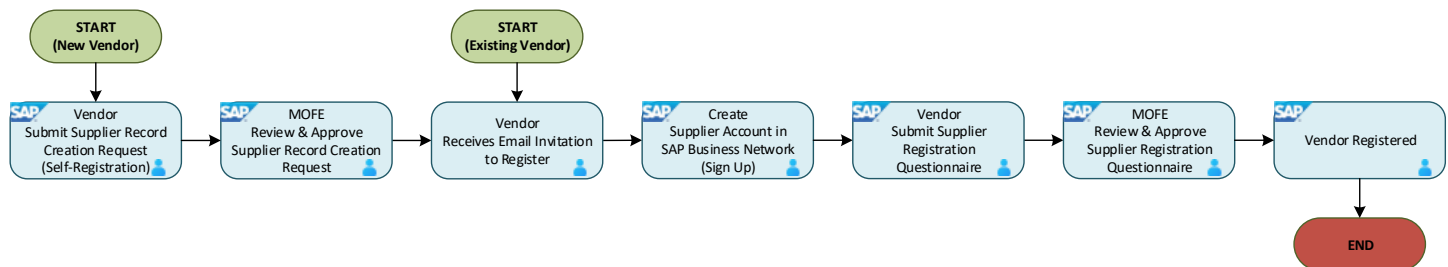
3.1 Supplier Lifecycle Performance (SLP)

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

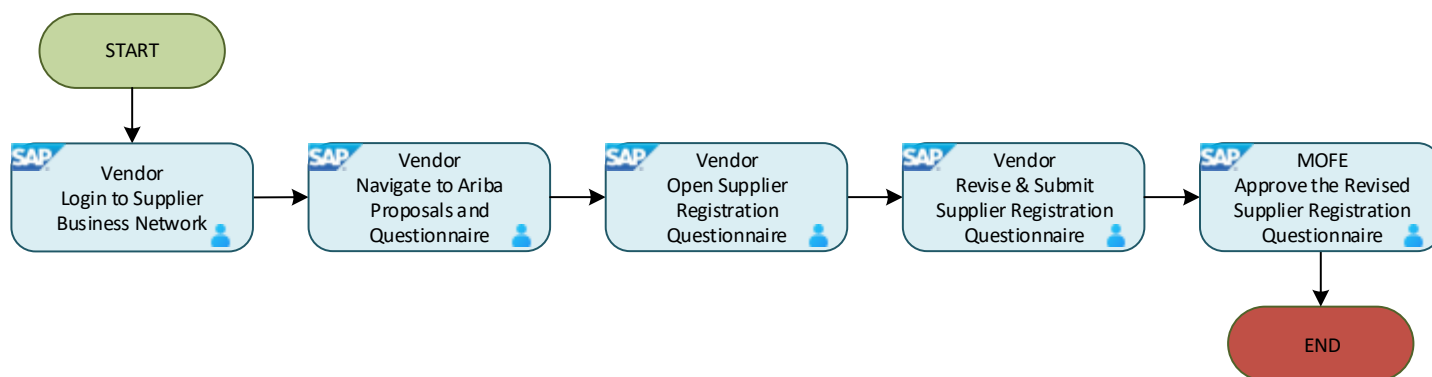
PROCESS ID.	PROCESS DESCRIPTION
Supplier Lifecycle Performance (SLP)	
3.1.1	Supplier Record Creation (Self-Register for New Vendors) – RC Vendors / Suppliers
3.1.2	Supplier Record Creation (Self-Register for New Vendors) – P Vendors / Suppliers
3.1.3	Supplier Email Invitation Link
3.1.4	Supplier Account in SAP Business Network (Sign Up)
3.1.5	Supplier Registration Questionnaire – RC Vendors / Suppliers
3.1.6	Supplier Registration Questionnaire – P Vendors / Suppliers
3.1.7	Supplier Information Update
3.1.8	Supplier Certification - Certificates

Table 2 List of System Activities

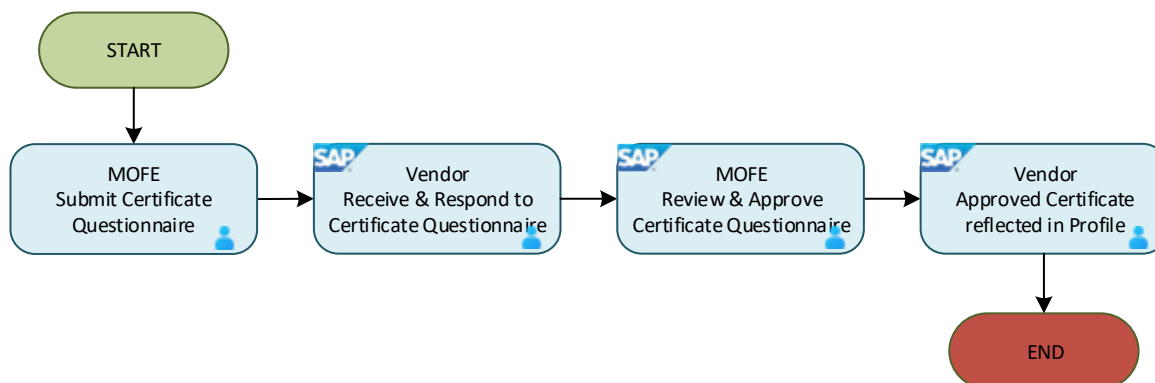
High-Level Process Overview: Supplier Invitation and Registration



Process Overview: Supplier Information Update



Process Overview: Supplier Certification (Certificates)



3.1.1 Supplier Record Creation (Self-Register for New Vendors) – RC Vendors / Suppliers

Supplier Record Creation activity is dedicated for new suppliers (vendors) to request for record creation from Ministry of Finance and Economy (MOFE) Treasury Department prior to supplier registration. This is a **pre-requisite** specific for new suppliers (vendors) that had never performed any transactions with Treasury Accounting and Financial Information System (TAFIS). Once the new supplier (vendor) submitted their supplier record creation request, a dedicated team from MOFE can review and approve their request.

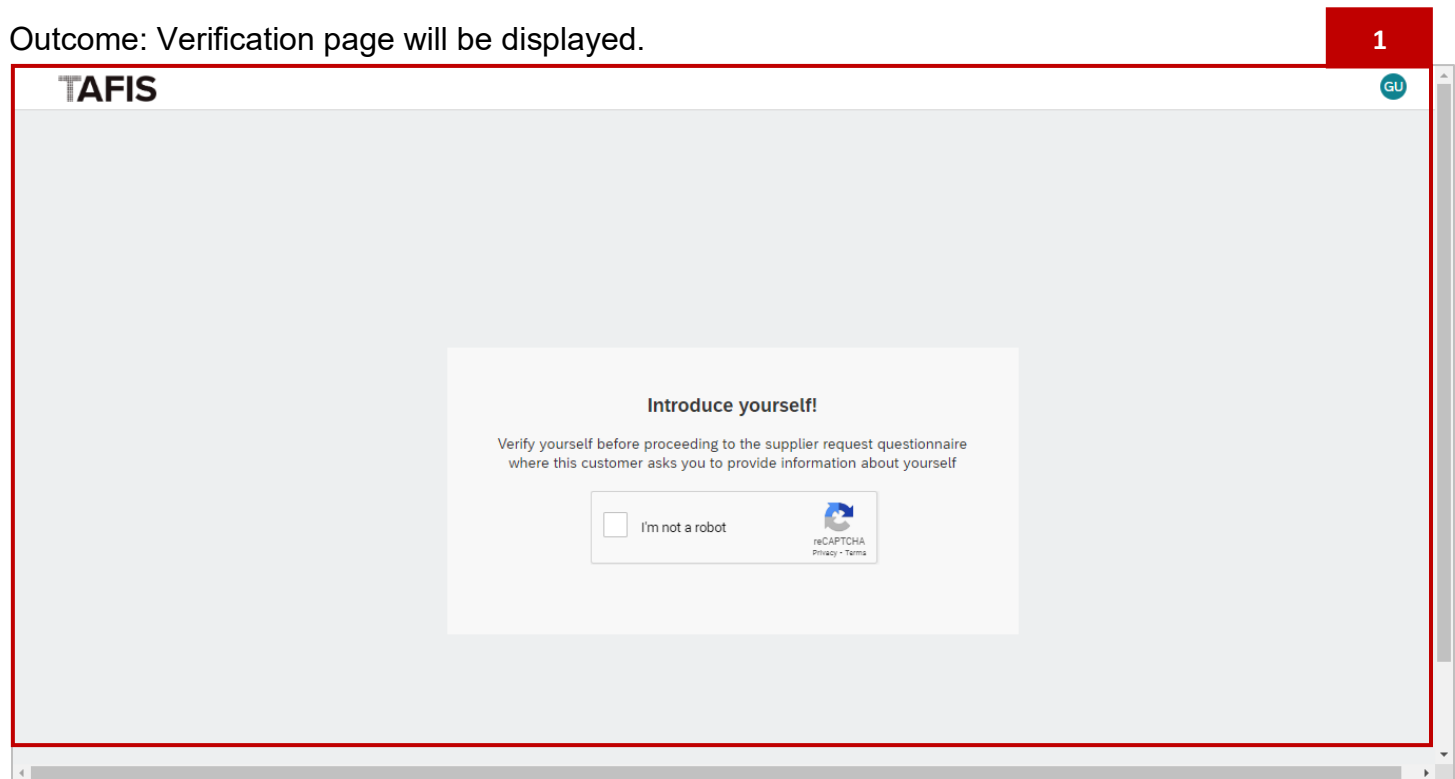
Meanwhile, for existing suppliers (vendors), to proceed directly to **section 3.1.3 Supplier Email Invitation Link**.

User Role	Supplier (Vendor)
Link	Self-Registration: http://mofe.sourcing3.ariba.com/ad/selfRegistration

Step 1: Enter the link provided via Internet browser.

Note: Internet browsers such as Google Chrome, Microsoft Edge and Mozilla Firefox.

Outcome: Verification page will be displayed.



Step 2: Tick the checkbox to confirm 'I'm not a robot'.

Introduce yourself!

Verify yourself before proceeding to the supplier request questionnaire where this customer asks you to provide information about yourself

2

☐ I'm not a robot



reCAPTCHA
Privacy - Terms

Note: Verification page may be displayed. Vendor can execute or complete the unique verification accordingly.

Outcome: Supplier Self-Registration Request Form page will be displayed.

TAFIS
GU

Supplier Self-Registration Request Form

1 General Supplier Information

1.1 Supplier Name 1 *

1.2 Supplier Name 2

1.3 Supplier Name 3

1.4 Supplier Name 4

1.5 Supplier Main Address *

Street ?

House Number ?

Street 2 ?

Street 3 ?

District ?

DYMK_T2_CM_User Guide_GVP_Supplier (Vendor)_Supplier Registration and Information Update_v1.0

Page | 7



Note: Supplier (Vendor) is required to complete the three sections with respective set of questions / fields.

1. General Supplier Information – Basic information of the business or company such as supplier name and address.
2. Primary Supplier Contact – Contact details of the main focal person from the business or company.
3. Additional Information – To select the department(s) that the supplier (vendor) has an interest in having trading or business relationships with. Although, vendor may select all departments under Government of Brunei Darussalam (no restriction).

For example, construction company may enter Public Works Department (PWD) from Ministry of Development (MOD) or pharmaceutical company may enter Health Promotion Centre (HPC) from Ministry of Health (MOH).

TAFIS GU

Supplier Self-Registration Request Form

Note 1 > 1 General Supplier Information

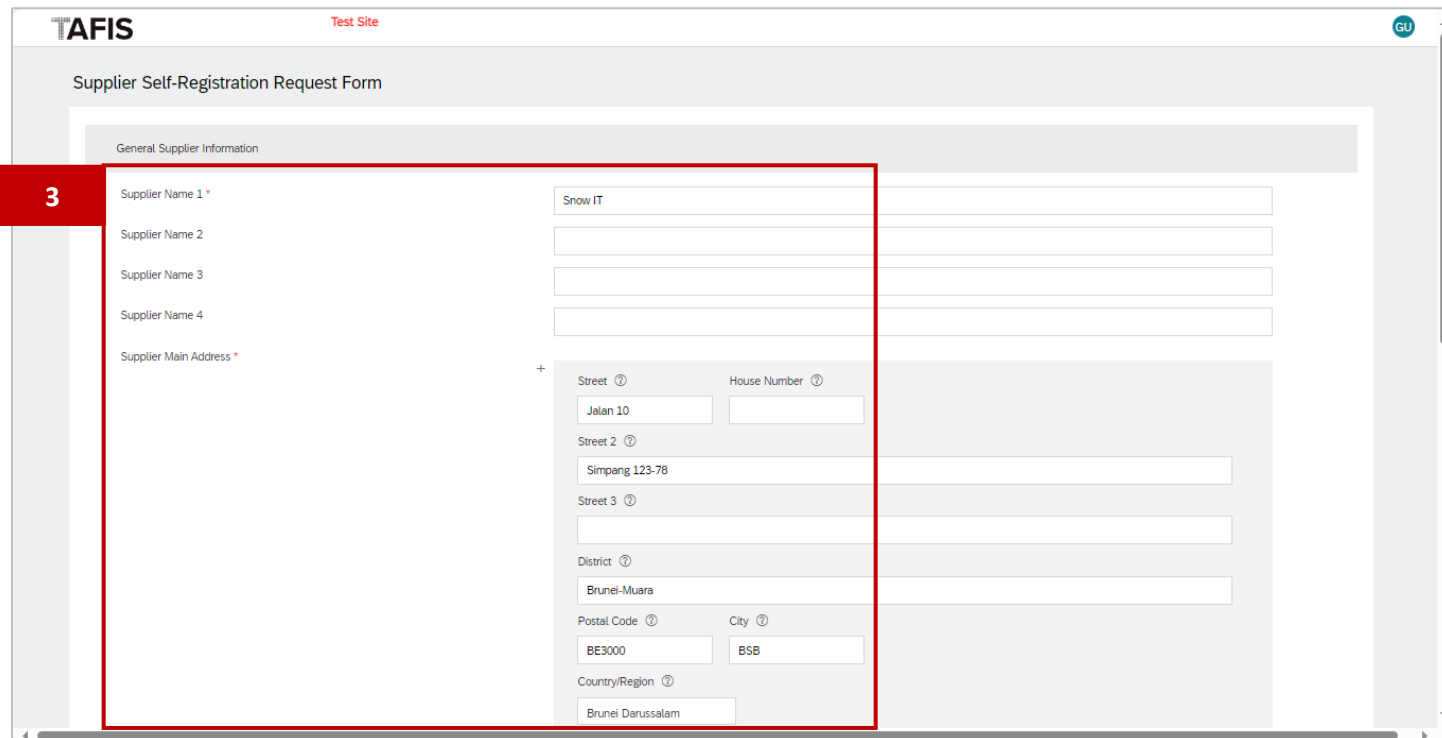
> 2 Primary Supplier Contact **Note 2**

Note 3 > 3 Additional Information

Submit Cancel

Step 3: Under **General Supplier Information** section, Vendor can complete the following fields.

FIELD	DESCRIPTION
Supplier Name 1 – 4	Business or company name. Vendor can enter on respective lines should the field is insufficient to cater for the whole name. Do not enter sister companies or other businesses. These fields is dedicated for the name of one vendor only.
Supplier Main Address	Street name such as Simpang and Jalan, House Number, District, Postal Code, City name, and Country/Region.



TAFIS Test Site

Supplier Self-Registration Request Form

General Supplier Information

3

Supplier Name 1 * Snow IT

Supplier Name 2

Supplier Name 3

Supplier Name 4

Supplier Main Address *

+

Street ① Jalan 10 House Number ②

Street 2 ① Simpang 123-78

Street 3 ②

District ② Brunel-Muara

Postal Code ② BE3000 City ② BSB

Country/Region ② Brunel Darussalam

Step 4: Under **Vendor Identification Information** sub-section, select the Vendor Category.

FIELD	DESCRIPTION
Vendor Category	Select business or company name category based from One Common Portal (OCP) / Registry Of Companies & Business Names (ROCBN). For example, Sole Proprietor with P number and Private Limited with RC number.

Note: For this activity, select Private Limited (Local Company).



Vendor Identification Information

Vendor Category *

4

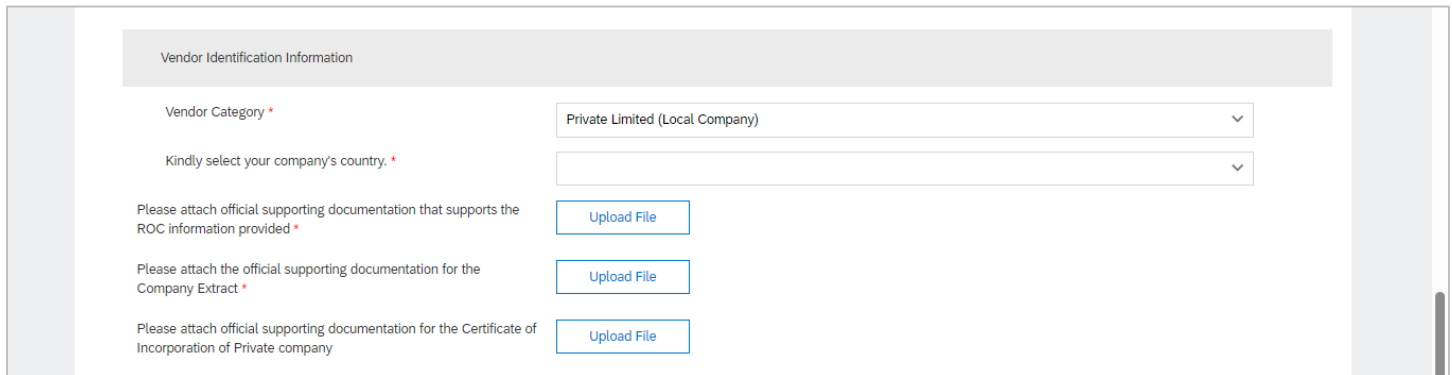
Sole Proprietor (Local Company)

Private Limited (Local Company)

International Company

Kindly select your company's country. *

Outcome: More fields to complete will be displayed based on the Vendor Category selected.



Vendor Identification Information

Vendor Category *

Private Limited (Local Company)

Kindly select your company's country. *

Please attach official supporting documentation that supports the ROC information provided *

Upload File

Please attach the official supporting documentation for the Company Extract *

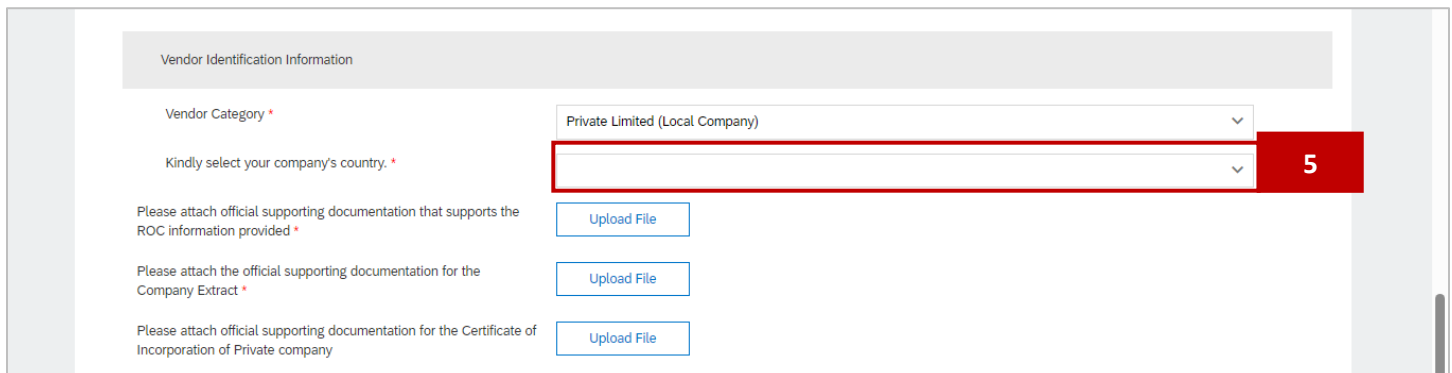
Upload File

Please attach official supporting documentation for the Certificate of Incorporation of Private company

Upload File

Step 5: Under **Vendor Identification Information** sub-section, select the company's country.

FIELD	DESCRIPTION
Kindly select your company's country	The country of which the business or company is being registered. For example, select Brunei Darussalam, it will display a field to enter ROC Number.



Vendor Identification Information

Vendor Category *

Private Limited (Local Company)

Kindly select your company's country. *

5

Please attach official supporting documentation that supports the ROC information provided *

Upload File

Please attach the official supporting documentation for the Company Extract *

Upload File

Please attach official supporting documentation for the Certificate of Incorporation of Private company

Upload File

Outcome: More field to complete will be displayed based on the country selected.

Vendor Identification Information

Vendor Category * Private Limited (Local Company) ▼

Kindly select your company's country. * Brunei Darussalam ▼

Please input your Brunei: ROC Number. *

Please attach official supporting documentation that supports the ROC information provided * Upload File

Please attach the official supporting documentation for the Company Extract * Upload File

Please attach official supporting documentation for the Certificate of Incorporation of Private company Upload File

Step 6: Enter the ROC Number.

Note: Vendor can refer their ROC number from One Common Portal (OCP) / Registry Of Companies & Business Names (ROCBN).

Vendor Identification Information

Vendor Category * Private Limited (Local Company) ▼

Kindly select your company's country. * Brunei Darussalam ▼

Please input your Brunei: ROC Number. *

Please attach official supporting documentation that supports the ROC information provided * Upload File

Please attach the official supporting documentation for the Company Extract * Upload File

Please attach official supporting documentation for the Certificate of Incorporation of Private company Upload File

Step 7: Click on **Upload File** button to provide the relevant supporting documentations.

Vendor Identification Information

Vendor Category * Private Limited (Local Company) ▼

Kindly select your company's country. * Brunei Darussalam ▼

Please input your Brunei: ROC Number. * RC00002504

Please attach official supporting documentation that supports the ROC information provided * Upload File

Please attach the official supporting documentation for the Company Extract * Upload File

Please attach official supporting documentation for the Certificate of Incorporation of Private company Upload File

Note: Attachments can be uploaded in either JPG, PNG or PDF format.

Vendor Identification Information

Vendor Category *

Private Limited (Local Company) ▼

Kindly select your company's country. *

Brunei Darussalam ▼

Please input your Brunei: ROC Number. *

RC00002504

Please attach official supporting documentation that supports the ROC information provided *

Upload File

25.74 kb [SAMPLE] RC - ROC Supporting Documentation.pdf x

Please attach the official supporting documentation for the Company Extract *

Upload File

32.1 kb [SAMPLE] RC - Company Extract.pdf x

Please attach official supporting documentation for the Certificate of Incorporation of Private company

Upload File

31.11 kb [SAMPLE] RC - Certificate of Incorporation of Private Company.pdf x

Note

Step 8: Under **Primary Supplier Contact** section, Vendor can complete the following fields.

FIELD	DESCRIPTION
Contact First Name	First name of the contact person.
Contact Last Name	Last name of the contact person.
Designation	Job position.
Contact Email	Email address.
Contact Phone	Office number or mobile number.
Contact Location and Communication Language	Select 'English'.

Primary Supplier Contact

Contact First Name *

Contact Last Name *

Designation *

Contact Email *

Contact Phone

Contact Location and Communication Language *

8

Note: The contact person will become the main contact person.

Primary Supplier Contact

Contact First Name * Hajah

Contact Last Name * Ali

Designation * Manager

Contact Email * @hotmail.com

Contact Phone 812

Contact Location and Communication Language * English

Step 9: Under **Additional Information** section, click on **Search** button to select the relevant ministry or department that the vendor has an interest in conducting business transactions with.

Additional Information

Department * [Search Button]

Outcome: Dropdown will be displayed.

Additional Information

Department * [All]

Step 10: Tick on the checkbox to select the option. If **All** is selected, this indicates all departments would be included.

Note: Click on **arrow** button to expand for the available options.

Additional Information

Department * [All] [Note]

Step 11: (Optional) Tick on the checkbox to select the specific option.

The screenshot shows the 'Additional Information' section with a 'Department *' field. A dropdown menu is open, displaying a list of departments. A red box with the number '11' highlights the 'Ministry of Finance and Economy' option, which has a checked checkbox. Other departments listed include 'Ministry of Culture, Youth and Sport', 'Ministry of Defense', 'Ministry of Development', and 'Ministry of Education'. Below the dropdown, a tag 'Ministry of Finance an...' is visible.

Step 12: Click on **Submit** button to proceed.

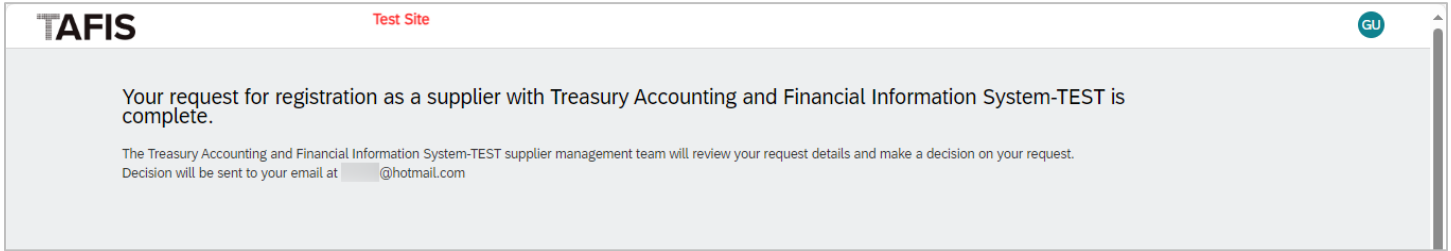
The screenshot shows the 'Additional Information' section with two department tags: 'Ministry of Finance an...' and 'Treasury Department'. At the bottom right, a red box with the number '12' highlights the 'Submit' button, which is next to a 'Cancel' button.

Outcome: Supplier Record Creation request has been sent to respective MOFE team for review and approval.

The screenshot shows the 'TAFIS Test Site' header. A message states: 'Your request for registration as a supplier with Treasury Accounting and Financial Information System-TEST is complete.' Below this, it says: 'The Treasury Accounting and Financial Information System-TEST supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at [redacted]@hotmail.com'. A 'Print' link is visible. Below the message is a 'Supplier self-registration request form' with a 'General Supplier Information' section. The form contains the following details:

Supplier Name 1	Snow IT	
Supplier Name 2		
Supplier Name 3		
Supplier Name 4		
Supplier Main Address	+ Street Street 2 District Postal Code City Country/Region	Jalan 10 Simpang 123-78 Brunei-Muara BE3000 BSB Brunei Darussalam

Note: Decision made by MOFE team will be sent to the email address.



Outcome: Vendor will receive invitation to register their business via respective email.

Note:

1. Invitation Email will be from TAFIS No-Reply.
2. Vendor can click on the **unique** hyperlink in the email to create a supplier business network account and register as a Supplier in the Government Vendor Portal (GVP).



3.1.2 Supplier Record Creation (Self-Register for New Vendors) – P Vendors / Suppliers

Supplier Record Creation activity is dedicated for new suppliers (vendors) to request for record creation from Ministry of Finance and Economy (MOFE) Treasury Department prior to supplier registration. This is a **pre-requisite** specific for new suppliers (vendors) that had never performed any transactions with Treasury Accounting and Financial Information System (TAFIS). Once the new supplier (vendor) submitted their supplier record creation request, a dedicated team from MOFE can review and approve their request.

Meanwhile, for existing suppliers (vendors), to proceed directly to **section 3.1.3 Supplier Email Invitation Link**.

User Role	Supplier (Vendor)
Link	Self-Registration: http://mofe.sourcing3.ariba.com/ad/selfRegistration

Step 1: Enter the link provided via Internet browser.

Note: Internet browsers such as Google Chrome, Microsoft Edge and Mozilla Firefox.

Outcome: Verification page will be displayed.

1



Introduce yourself!

Verify yourself before proceeding to the supplier request questionnaire where this customer asks you to provide information about yourself

☐ I'm not a robot
 

Step 2: Tick the checkbox to confirm 'I'm not a robot'.

Introduce yourself!

Verify yourself before proceeding to the supplier request questionnaire where this customer asks you to provide information about yourself

2

☐

I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

Note: Verification page may be displayed. Vendor can execute or complete the unique verification accordingly.

Outcome: Supplier Self-Registration Request Form page will be displayed.





Supplier Self-Registration Request Form

1 General Supplier Information

1.1 Supplier Name 1 *

1.2 Supplier Name 2

1.3 Supplier Name 3

1.4 Supplier Name 4

1.5 Supplier Main Address *

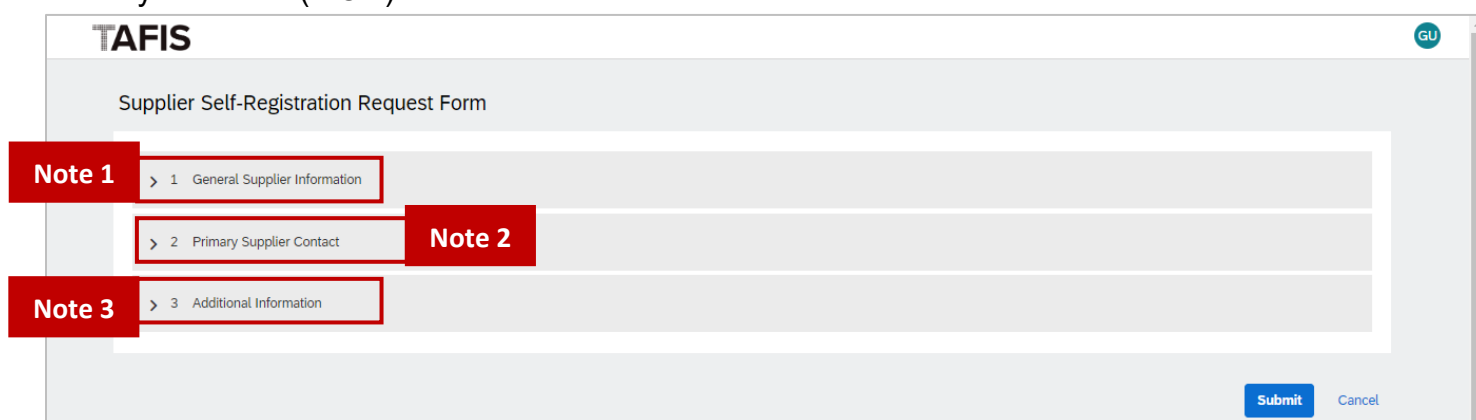
DYMK_T2_CM_User Guide_GVP_Supplier (Vendor)_Supplier Registration and Information Update_v1.0

Page | 17

Note: Supplier (Vendor) is required to complete the three sections with respective set of questions / fields.

1. General Supplier Information – Basic information of the business or company such as supplier name and address.
2. Primary Supplier Contact – Contact details of the main focal person from the business or company.
3. Additional Information – To select the department(s) that the supplier (vendor) has an interest in having trading or business relationships with. Although, vendor may select all departments under Government of Brunei Darussalam (no restriction).

For example, construction company may enter Public Works Department (PWD) from Ministry of Development (MOD) or pharmaceutical company may enter Health Promotion Centre (HPC) from Ministry of Health (MOH).



TAFIS GU

Supplier Self-Registration Request Form

Note 1 > 1 General Supplier Information

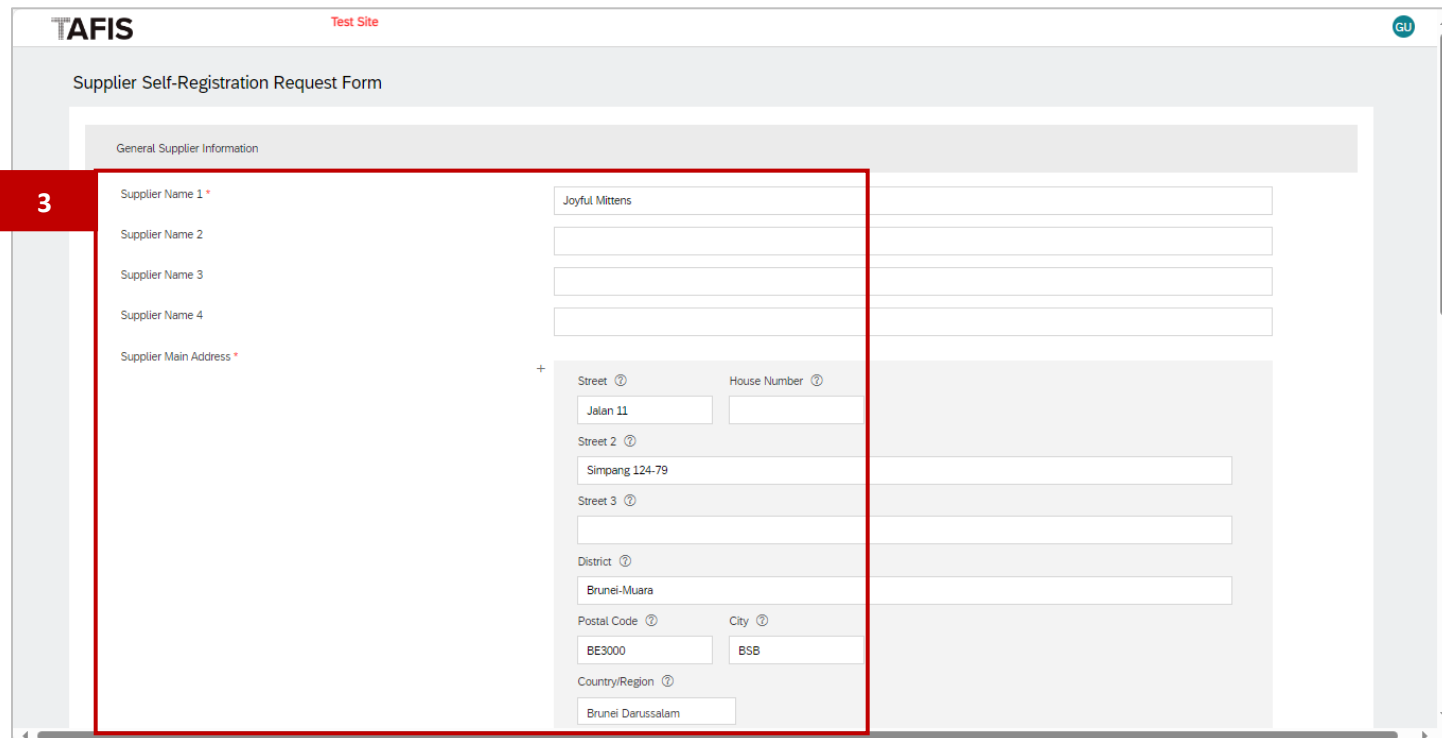
> 2 Primary Supplier Contact **Note 2**

Note 3 > 3 Additional Information

Submit [Cancel](#)

Step 3: Under **General Supplier Information** section, Vendor can complete the following fields.

FIELD	DESCRIPTION
Supplier Name 1 – 4	Business or company name. Vendor can enter on respective lines should the field is insufficient to cater for the whole name. Do not enter sister companies or other businesses. These fields is dedicated for the name of one vendor only.
Supplier Main Address	Street name such as Simpang and Jalan, House Number, District, Postal Code, City name, and Country/Region.



TAFIS Test Site

Supplier Self-Registration Request Form

General Supplier Information

Supplier Name 1 * Joyful Mittens

Supplier Name 2

Supplier Name 3

Supplier Name 4

Supplier Main Address *

+

Street ① House Number ②

Jalan 11

Street 2 ①

Simpang 124-79

Street 3 ①

District ②

Brunel-Muara

Postal Code ② City ②

BE3000 BSB

Country/Region ②

Brunel Darussalam

Step 4: Under **Vendor Identification Information** sub-section, select the Vendor Category.

FIELD	DESCRIPTION
Vendor Category	Select business or company name category based from One Common Portal (OCP) / Registry Of Companies & Business Names (ROCBN). For example, Sole Proprietor with P number and Private Limited with RC number.

Note: For this activity, select Sole Proprietor (Local Company).

Vendor Identification Information

Vendor Category *

4

Individual

Korporasi/Cooperative Organization (Local Company)

Sole Proprietor (Local Company)

Kindly select your company's country. *

Outcome: More fields to complete will be displayed based on the Vendor Category selected.

Vendor Identification Information

Vendor Category *

Sole Proprietor (Local Company)

Kindly select your company's country. *

Please attach official supporting documentation that supports the ROC information provided *

Upload File

Please attach the official supporting documentation for the Business Name Extract *

Upload File

Please attach official supporting documentation for the Certificate of Registration

Upload File

Step 5: Under **Vendor Identification Information** sub-section, select the company's country.

FIELD	DESCRIPTION
Kindly select your company's country	The country of which the business or company is being registered. For example, select Brunei Darussalam, it will display a field to enter ROC Number.

Vendor Identification Information

Vendor Category *

Sole Proprietor (Local Company)

Kindly select your company's country. *

5

Please attach official supporting documentation that supports the ROC information provided *

Upload File

Please attach the official supporting documentation for the Business Name Extract *

Upload File

Please attach official supporting documentation for the Certificate of Registration

Upload File

Outcome: More field to complete will be displayed based on the country selected.

Vendor Identification Information

Vendor Category * ▼
Sole Proprietor (Local Company)

Kindly select your company's country. * ▼
Brunei Darussalam

Please input your Brunei: ROC Number. *

Please attach official supporting documentation that supports the ROC information provided * Upload File

Please attach the official supporting documentation for the Business Name Extract * Upload File

Please attach official supporting documentation for the Certificate of Registration Upload File

Step 6: Enter the ROC Number.

Note: Vendor can refer their ROC number from One Common Portal (OCP) / Registry Of Companies & Business Names (ROCBN).

Vendor Identification Information

Vendor Category * ▼
Private Limited (Local Company)

Kindly select your company's country. * ▼
Brunei Darussalam

Please input your Brunei: ROC Number. *

Please attach official supporting documentation that supports the ROC information provided * Upload File

Please attach the official supporting documentation for the Company Extract * Upload File

Please attach official supporting documentation for the Certificate of Incorporation of Private company Upload File

Step 7: Click on **Upload File** button to provide the relevant supporting documentations.

Vendor Identification Information

Vendor Category * ▼
Sole Proprietor (Local Company)

Kindly select your company's country. * ▼
Brunei Darussalam

Please input your Brunei: ROC Number. *

Please attach official supporting documentation that supports the ROC information provided * Upload File

Please attach the official supporting documentation for the Business Name Extract * Upload File

Please attach official supporting documentation for the Certificate of Registration Upload File

Note: Attachments can be uploaded in either JPG, PNG or PDF format.

Vendor Identification Information

Vendor Category *

Sole Proprietor (Local Company) ▼

Kindly select your company's country. *

Brunei Darussalam ▼

Please input your Brunei: ROC Number. *

P00002504

Please attach official supporting documentation that supports the ROC information provided *

Upload File

27.79 kb [SAMPLE] P - ROC Supporting Documentation.pdf x

Please attach the official supporting documentation for the Business Name Extract *

Upload File

19.29 kb [SAMPLE] P - Business Name Extract.pdf x

Please attach official supporting documentation for the Certificate of Registration

Upload File

21.79 kb [SAMPLE] P - Certificate of Registration.pdf x

Note

Step 8: Under **Primary Supplier Contact** section, Vendor can complete the following fields.

FIELD	DESCRIPTION
Contact First Name	First name of the contact person.
Contact Last Name	Last name of the contact person.
Designation	Job position.
Contact Email	Email address.
Contact Phone	Office number or mobile number.
Contact Location and Communication Language	Select 'English'.

Primary Supplier Contact

Contact First Name *

Contact Last Name *

Designation *

Contact Email *

Contact Phone

Contact Location and Communication Language *

8

Note: The contact person will become the main contact person.

Primary Supplier Contact

Contact First Name *

Contact Last Name *

Designation *

Contact Email *

Contact Phone

Contact Location and Communication Language *

Step 9: Under **Additional Information** section, click on **Search** button to select the relevant ministry or department that the vendor has an interest in conducting business transactions with.

Additional Information

Department *

Outcome: Dropdown will be displayed.

Additional Information

Department *

Step 10: Tick on the checkbox to select the option. If **All** is selected, this indicates all departments would be included.

Note: Click on **arrow** button to expand for the available options.

Additional Information

Department *

10 ☒ All **Note**

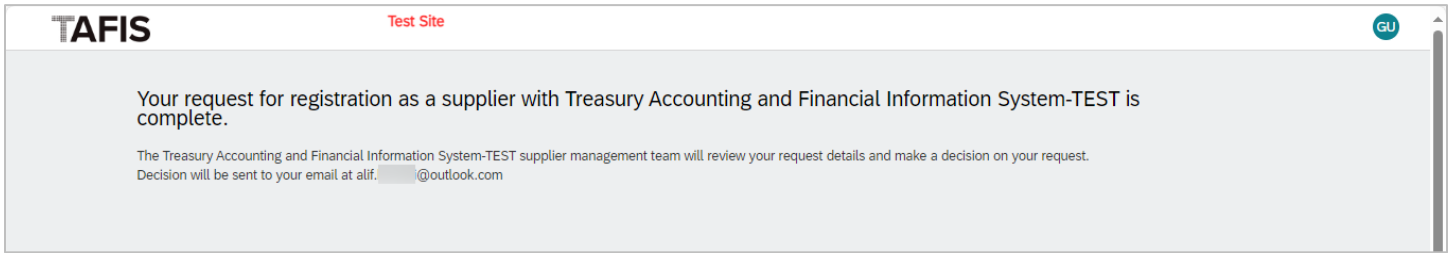
All ×

Step 11: (Optional) Tick on the checkbox to select the specific option.

Step 12: Click on **Submit** button to proceed.

Outcome: Supplier Record Creation request has been sent to respective MOFE team for review and approval.

Note: Decision made by MOFE team will be sent to the email address.



Outcome: Vendor will receive invitation to register their business via respective email.

Note:

3. Invitation Email will be from TAFIS No-Reply.
4. Vendor can click on the **unique** hyperlink in the email to create a supplier business network account and register as a Supplier in the Government Vendor Portal (GVP).



3.1.3 Supplier Email Invitation Link

Vendor receives email invitation which contains **unique** hyperlink to register as a Supplier in the Government Vendor Portal (GVP).

User Role	Supplier (Vendor)
Link	<i>Refer from the email invitation to register as Supplier</i>

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

Step 2: Click on the provided unique hyperlink – ‘**Click here**’.

Note: Invitation Email will be from TAFIS No-Reply.

Note

TAFIS No-Reply

es4system-prod3+mofe.Doc1060359387@ansmtp.ariba.com>

12:49 PM (0 minutes ago)

☆ 😊 ↩ ⋮

Invitation: Register to become a supplier with Government Vendor Portal
Inbox x

1

SAMPLE ONLY



Register as a supplier with Government Vendor Portal

Hello,

Treasury Department, Ministry of Finance and Economy has invited you to register to become a supplier with Treasury Accounting and Financial Information System. Start by creating an account with Ariba Network.

Treasury Accounting and Financial Information System uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If SMOKE TEST VENDOR 3 - DO NOT USE already has an account with Ariba Network, sign in with your username and password.

2

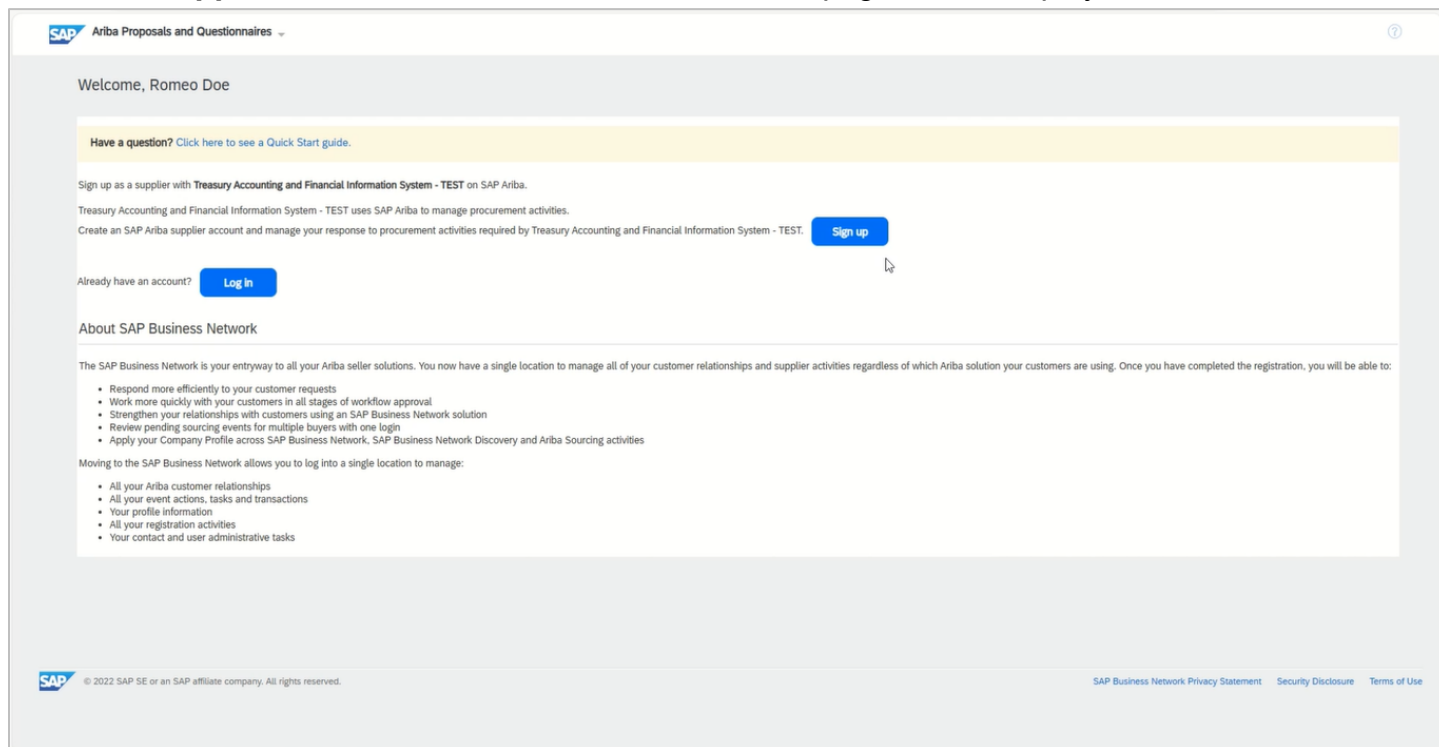
Click Here

to create account now

PROD



Outcome: **Supplier Account** in **SAP Business Network** page will be displayed.



Note: Vendor is required to sign up as a Supplier (Vendor) and create their Supplier Account prior to completing the Supplier Registration Questionnaire.

3.1.4 Supplier Account in SAP Business Network (Sign Up)

Vendor is **required to sign up as a Supplier** in the Government Vendor Portal (GVP). Once the account has been created, Vendor can proceed to complete the Supplier Registration Questionnaire.

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

Step 1: Click on **Sign Up** button.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. At the top, it says 'Welcome, Romeo Doe'. Below this, there is a section titled 'Have a question? Click here to see a Quick Start guide.' followed by instructions to sign up as a supplier with Treasury Accounting and Financial Information System - TEST on SAP Ariba. A blue 'Sign up' button is highlighted with a red box and the number 1. Below the 'Sign up' button is a 'Log in' button. The bottom section is titled 'About SAP Business Network' and lists several benefits of using the network.

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

The screenshot shows the 'Create account' page in the SAP Ariba Proposals and Questionnaires interface. The page is titled 'Create account' and has a 'Create account and continue' button and a 'Cancel' button. Below the title, it says 'First, create an SAP Ariba supplier account, then complete questionnaires required by Treasury Accounting and Financial Information System - TEST.' The page is divided into two main sections: 'Company information' and 'User account information'. The 'Company information' section includes fields for Company Name, Country/Region, Address, Province, and Postal Code. The 'User account information' section includes fields for Name, Email, Username, Password, and Language. There are also links for 'SAP Business Network Privacy Statement' and 'Must be in email format (e.g. john@newco.com)'.

Note: Several fields may have been auto-populated since the Supplier (Vendor) information may already exist in the system or as per the supplier record creation for new suppliers.

Step 2: Under **Company information** section, Vendor can complete the following fields.

FIELD	DESCRIPTION
Company Name	Company name.
Country/Region	Company main office country/region.
Address	Company main office address.
Province	Company province / district.
Postal Code	Company post code.

Step 3: Under **User account information** section, Vendor can complete the following fields.

FIELD	DESCRIPTION
First Name	User's first name.
Last Name	User's last name.
Email	(Optional) User can tick the box if they would like to use their email as the Username.
Username	Supplier Account Username to be used during login / sign-in. Must be an active email and correct email format.
Password	Supplier Account password. Password must contain a minimum of eight characters including upper and lower case letters, numeric digits and special characters.
Language	Select the language used when Ariba (system) sends notifications to User.
Email orders to	Active email address to receive any email notification, information and Purchase Orders (PO).

Step 4: Under **Tell us more about your business** section, Vendor can complete the following fields.

FIELD	DESCRIPTION
Product and Service Categories	User can add or browse (search) for an overview of their product or service. User can refer to their ROC business commodity and select the most relevant product or service from the list. For example, financial services, office suppliers, taxation law, construction, and etc.
Ship-to or Service Locations	User can add or browse (search) for their shipping regions or locations where they offer their service.

Tell us more about your business

Product and Service Categories: * Enter Product and Service Categories -or- Browse

Taxation law x

Ship-to or Service Locations: * Enter Ship-to or Service Location Add -or- Browse

Brunei Darussalam x

Tax ID: Optional Enter your Company Tax ID number.

Vat ID: Optional Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with ".IT" in test account. ⓘ

Step 5: Tick the checkboxes of **declaration statements** at the bottom of the page.

Step 6: Click on Create account and continue button.

☒ I have read and agree to the [Terms of Use](#)

☒ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Create account and continue

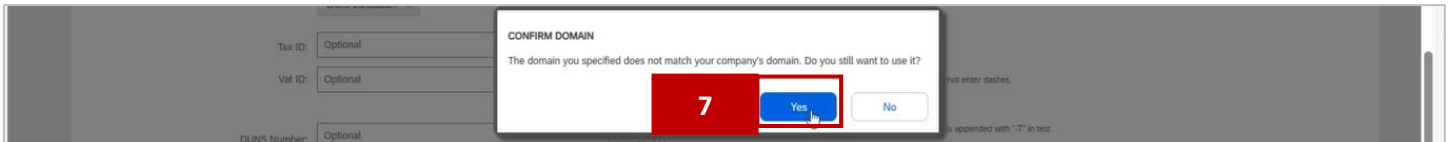
Outcome: **CONFIRM DOMAIN** pop-up will be displayed.

CONFIRM DOMAIN

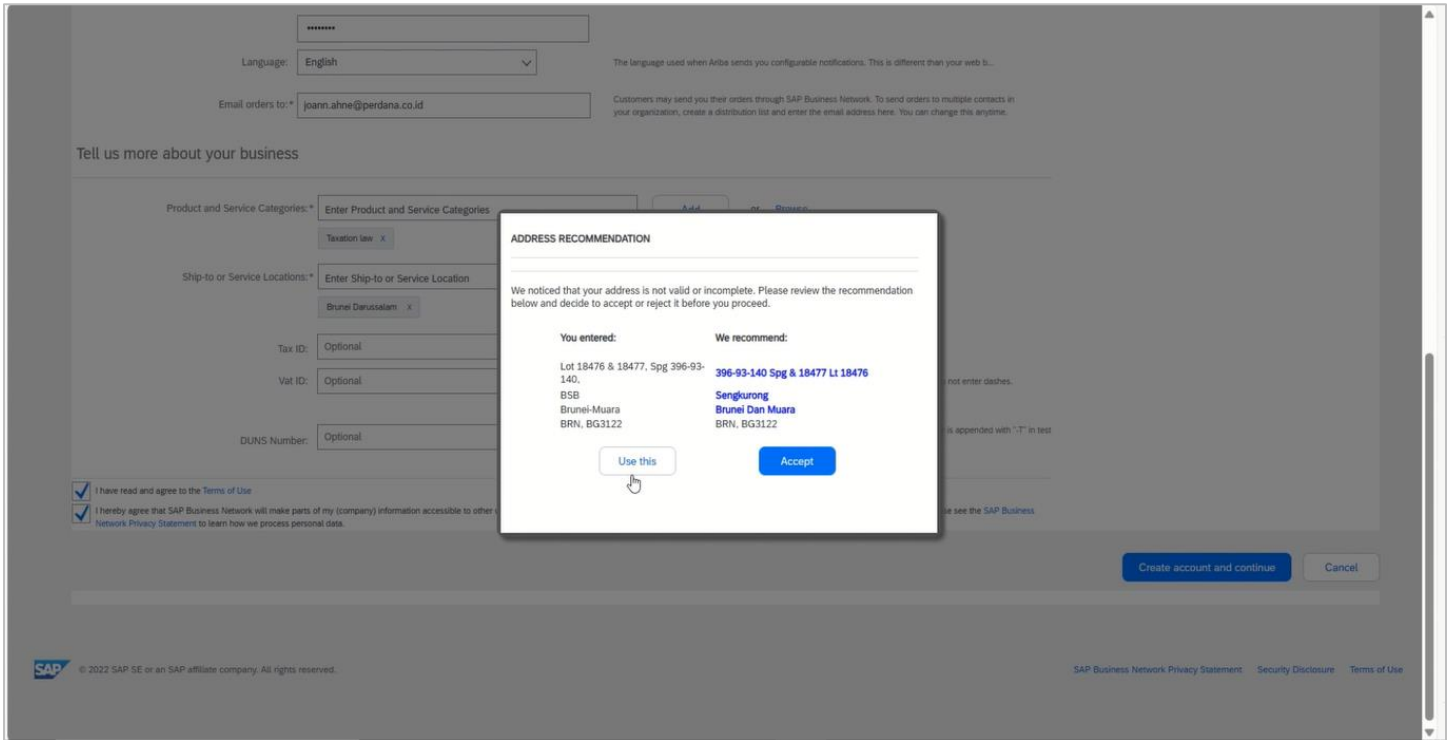
The domain you specified does not match your company's domain. Do you still want to use it?

Yes No

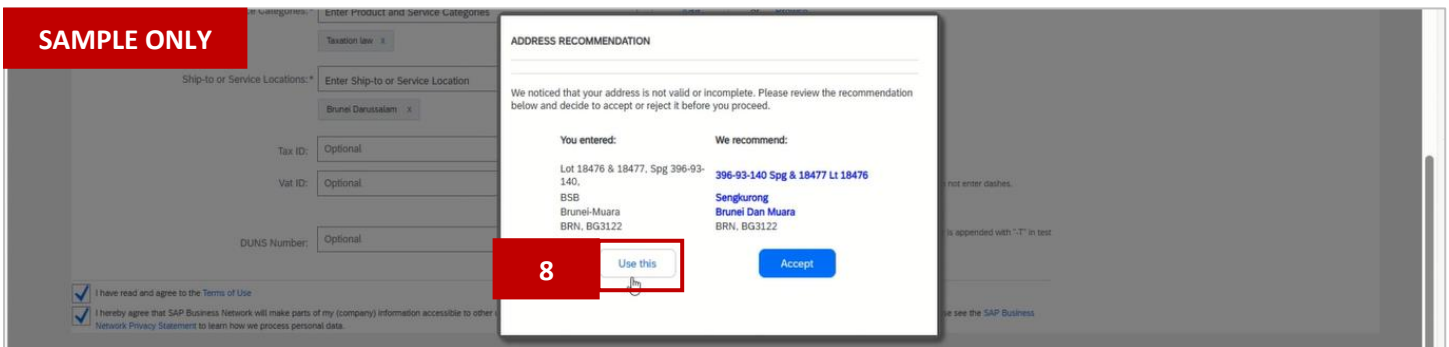
Step 7: Click on **Yes** button to proceed.



Outcome: **ADDRESS RECOMMENDATION** pop-up will be displayed.



Step 8: Click on **Use this** or **Accept** according to your address format preference.



Outcome: **Potential existing accounts** warning pop-up will be displayed.

The screenshot shows the SAP Business Network registration form. A pop-up window titled "Potential existing accounts" is displayed in the center. The pop-up text reads: "We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account." Below the text are two buttons: "Review accounts" and "Skip review". The background form includes fields for Language (English), Email orders to (joarm.ahne@perdana.co.id), Product and Service Categories, Ship-to or Service Locations, Tax ID, Vat ID, and DUNS Number. At the bottom, there are checkboxes for "I have read and agree to the Terms of Use" and "I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data." A "Create account and continue" button is at the bottom right.

Step 9: Click on Skip review or Review accounts.

This is a close-up of the "Potential existing accounts" pop-up. The "Skip review" button is highlighted with a red box. A red square with the number "9" is positioned to the right of the button, indicating the step number.

Note:

- This warning appears as a reminder to the vendor there may be potential existing SAP Business Network supplier account registered by the company.
- If Vendor click on Review Accounts button, a list of existing accounts will be displayed.
- If an existing account from Vendor organization exists and would like to utilize it, Vendor to contact the person who manages the existing account for their company, the Supplier Account with Administrator Authorization. User login can be created for the vendor. Refer to section 3.4.3 User Creation.
- If the account(s) listed is not the one Vendor wants to use, click on Continue Account Creation button to proceed.



Outcome: Supplier Registration Questionnaire page will be displayed.

Note: Vendor needs to complete and submit the questionnaire within the timer duration.

Once sign-up activity is completed, Vendor can proceed to conduct **either** of the following activities:

- **Activity 3.1.3** Supplier Registration Questionnaire – RC Vendors / Suppliers for Private Limited Company registration
- **Activity 3.1.4** Supplier Registration Questionnaire – P Vendors / Suppliers for Sole Proprietor registration.

Note: The steps to complete registration questionnaire is similar across the Vendor types as shown in the following activities.

3.1.5 Supplier Registration Questionnaire – RC Vendors / Suppliers

This activity is the **continuation** of previous activity **3.1.2 Supplier Account in SAP Business Network (Sign-Up)**. Vendor to complete the Supplier Registration Questionnaire.

This activity scenario is for Private Limited Company – RC Vendor / Supplier.

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

Step 1: Click on **dropdown** button to expand the Supplier Registration Questionnaire.

Note: The Supplier Name fields are dedicated for the name of one vendor only. Do not enter sister companies or other businesses.

The screenshot displays the SAP Business Network Supplier Registration Questionnaire interface. The top navigation bar includes links for 'Company Settings', 'Romeo Doe', 'Feedback', and 'Help'. The main header shows the document ID 'Doc1042507792 - Supplier Registration Questionnaire' and a 'Time remaining' of '29 days 23:49:43'. The left sidebar contains a 'Console' section with links to 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area is titled 'All Content' and lists several items. A red box highlights the '1 General Supplier Information' section, which contains four input fields for 'Supplier Name 1' through 'Supplier Name 4'. A red 'Note' box is placed next to these fields. At the top right, a red box with the number '1' and a dropdown arrow is visible. The bottom of the interface shows a footer with user information and copyright details.



Outcome: Supplier Registration Questionnaire is expanded.

Step 2: Under **General Supplier Information** section, Vendor can complete the following fields.

FIELD	DESCRIPTION
Country code (main and mobile telephone numbers)	Country code for the business main and mobile telephone numbers. For example, Brunei Darussalam – ‘BN’ .
Main telephone number	Business main office number. For example, HQ office number.
Mobile telephone number	Business main mobile telephone number. For example, handphone number.
Main address	Main company address / location.
Internet homepage address	Company’s website (if any).

Note: Vendor can complete the following fields by either entering information into the respective fields or select information from the dropdown button.



Ariba Sourcing Company Settings Romeo Doe Feedback Help

< Go back to Ministry of Finance and Economy-TEST Dashboard Desktop File Sync

Console Doc1042507792 - Supplier Registration Questionnaire Time remaining 29 days 23:49:14

Event Messages
Event Details
Response History
Response Team

All Content

1.5 Country code (main and mobile telephone numbers) * BN

1.6 Main telephone number * 74598735

1.7 Mobile telephone number * 0945644245

1.8 Main address

1.9 Internet homepage address

1.10 MOFE has moved to the Ariba Network for purchasing to help drive compliance, process efficiency...

1.11 Vendor is willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.

Note: Statements under 1.10 and 1.11 are for reading purposes only.

1 General Supplier Inf...	1.10 MOFE has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our suppliers. As part of this initiative, we are encouraging our suppliers to send and receive transactional documents including POs and Invoices over the Ariba Network. Benefits for your organization include: - Automated Invoice to Purchase Order matching reducing delays in invoice processing. - Real-time view of invoice and payment status. - Report against and archive your orders, invoices and other transactions. - Greater wallet and market share through use of online catalogs and potential new business opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further details. https://www.ariba.com/ariba-network/ariba-network-for-suppliers	
2 Vendor Identificatio...		
3 Bank Information		
5 Certificate		
▼ Event Contents	1.11 Vendor is willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.	
All Content		



Step 3: Scroll down and click on **Nature of Business / Commodity** by clicking on **select** button.

Ariba Sourcing

< Go back to Ministry of Finance and Economy-TEST Dashboard

Desktop File Sync

Company Settings Romeo Doe Feedback Help

Console Doc1042507792 - Supplier Registration Questionnaire

Time remaining: 29 days 23:48:55

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1.9 Internet homepage address www.homepage.com

1.10 MOFE has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our suppliers. As part of this initiative, we are encouraging our suppliers to send and receive transactional documents including POs and Invoices over the Ariba Network. Benefits for your organization include:
- Automated invoice to Purchase Order matching reducing delays in invoice processing.
- Real-time view of invoice and payment status.
- Report against and archive your orders, invoices and other transactions.
- Greater wallet and market share through use of online catalogs and potential new business opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further details.
https://www.ariba.com/ariba-network/ariba-network-for-suppliers

1.11 Vendor is willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.

1.12 Nature of Business / Commodity. (select a value) **select** **3**

1.13 Department (select a value) **select**

1.14 E-mail address for purchase orders *

▼ 1.15 Primary Supplier Contact

1.15.1 Contact First Name * Romeo

1.15.2 Contact Last Name * Doe

1.15.3 Contact Email *

1.15.4 Designation *

Outcome: List of **Commodity** available for selection will be displayed.

Choose Values for Commodity

Add to Currently Selected

Name ▼ Search

☐	Name ↑	ID
☐	▶ Furniture and Furnishings	56
☐	▶ Healthcare Services	85
☐	▶ Industrial Cleaning Services	76
☐	▶ Industrial Manufacturing and Processing Machinery and Accessories	23
☐	▶ Industrial Production and Manufacturing Services	73
☐	▶ Fibers and textiles and fabric industries	7314
☒	▼ Food and beverage industries	7313
☐	▶ Beverage processing	731315
☐	▶ Dairy and eggs processing	731318
☐	▶ Fruits and vegetables processing	731317
☐	▶ Grains and sugar and oils and fat processing	731319

Currently Selected

☒	Name ↑	ID
☒	Food and beverage industries	7313
☒	Food Beverage and Tobacco Products	50

Done

Step 4: Tick the relevant **Commodity** checkboxes.
Commodity is to classify and describe the vendors nature of business.

Note: Upon clicking the arrow, it will display more categories of the selected commodities.

Step 5: Click on **Done** button. This will redirect user to Supplier Registration Questionnaire.

Choose Values for Commodity

Add to Currently Selected

Name

☐	Name ↑	ID
☐	▶ Furniture and Furnishings	56
☐	▶ Healthcare Services	85
☐	▶ Industrial Cleaning Services	76
☐	▶ Industrial Manufacturing and Processing Machinery and Accessories	23
☐	▼ Industrial Production and Manufacturing Services	73
☐	▶ Fibers and textiles and fabric industries	7314
☒	▼ Food and beverage industries	7313
☐	▶ Beverage processing	731315
☐	▶ Dairy and eggs processing	731318
☐	▶ Fruits and vegetables processing	731317
☐	▶ Grains and sugar and oils and fat processing	731319

Currently Selected

☒	Name ↑	ID
☒	Food and beverage industries	7313
☒	Food Beverage and Tobacco Products	50

5

Step 6: Select the **Department** by clicking on **select** button.

Ariba Sourcing | Company Settings | Romeo Doe | Feedback | Help

< Go back to Ministry of Finance and Economy-TEST Dashboard | Desktop File Sync

Console | Doc1042507792 - Supplier Registration Questionnaire | Time remaining: 29 days 23:48:22

All Content

1.11 Vendor is willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.

1.12 Nature of Business / Commodity: Financial and Insurance Services, Politics and Civic Affairs Services [select]

1.13 Department: (select a value) [select] **6**

1.14 E-mail address for purchase orders

1.15 Primary Supplier Contact

1.15.1 Contact First Name: Romeo

1.15.2 Contact Last Name: Doe

1.15.3 Contact Email: joann.ahne@perdana.co.id

1.15.4 Designation

1.15.5 Contact Phone

1.15.6 Contact Location and Communication Language: en

Outcome: List of **Departments** available for selection will be displayed.

Choose Values for Departments

Add to Currently Selected

Function: [dropdown] [Search]

Function	ID
☐ All	All
☐ Ministry of Culture, Youth and Sport	SL
☐ Ministry of Defense	SB
☐ Ministry of Development	SK
☐ Ministry of Education	SF
☒ Ministry of Finance and Economy	SD
☐ Ministry of Foreign Affairs	SC
☐ Ministry of Health	SM
☐ Ministry of Home Affairs	SE
☐ Ministry of Primary Resources & Tourism	SH

Currently Selected

Function: [dropdown] ID: [dropdown]

No items

Done

Step 7: Tick the relevant **Ministry / Departments** checkboxes.

Note: Upon clicking the arrow, it will display more categories (departments) of the selected Ministry.

Step 8: Click on **Done** button. This will redirect user to Supplier Registration Questionnaire.

network/ariba-network-for-suppliers

Choose Values for Departments

Add to Currently Selected

Function Search

☐	Function ↑	ID
☐	▼ All	All
☐	▶ Ministry of Culture, Youth and Sport	SL
☒	▶ Ministry of Defense	SB
☐	▶ Ministry of Development	SK
☐	▶ Ministry of Education	SF
☒	▶ Ministry of Finance and Economy	SD
☐	▶ Ministry of Foreign Affairs	SC
☒	▶ Ministry of Health	SM
☐	▶ Ministry of Home Affairs	SE
☐	▶ Ministry of Primary Resources & Tourism	SH

Note

Currently Selected

☒	Function ↑	ID
☒	Ministry of Defense	SB
☒	Ministry of Education	SF
☒	Ministry of Finance and Economy	SD
☒	Ministry of Health	SM

7

8 Done

Note: In terms of Ministry / Department selection, Vendor can select which of the government departments that has they have interest in or potential of conducting business with. This includes selecting government departments that the Vendor had experience in performing business transactions.

Step 9: Enter the **E-mail address for purchase orders**. Vendor to enter the email address that would receive email notification for Purchase Orders (PO) from respective departments.

Step 10: Under **Primary Supplier Contact**, Vendor can complete the following fields.

FIELD	DESCRIPTION
Contact First Name	First name of primary supplier contact.
Contact Last Name	Last name of primary supplier contact.
Contact Email	Email address of primary supplier contact.
Designation	Job position of primary supplier contact.
Contact Phone	Phone number of primary supplier contact.
Contact Location and Communication Language	Preferred communication language of primary supplier contact. For example, English – en.

The screenshot shows the 'Vendor Identification Information' section of the TAFIS form. A red box labeled '10' highlights the 'Primary Supplier Contact' section, which includes fields for Contact First Name, Contact Last Name, Contact Email, Designation, Contact Phone, and Contact Location and Communication Language. Another red box labeled '9' highlights the 'E-mail address for purchase orders' field, which contains the value 'joann.ahne@perdana.co.id'.

Step 11: Under **Vendor Identification Information** section, click on the dropdown to select **Vendor Category**.

Note:

1. For **RC** Account / supplier (vendor), select – **Private Limited (Local Company)**
2. For **P** Account / supplier (vendor), select – **Sole Proprietor (Local Company)**

The screenshot shows the 'Vendor Identification Information' section of the TAFIS form. A red box labeled '11' highlights the 'Vendor Category' dropdown menu, which is open and shows the following options: Unspecified, Individual, Korperasi/Cooperative Organization (Local Company), Sole Proprietor (Local Company), Private Limited (Local Company), and International Company. The 'Private Limited (Local Company)' option is selected.

Outcome: Once **Vendor Category** is selected, **more fields** will be displayed.

The screenshot shows the '2 Vendor Identification Information' section of the form. It includes the following fields and options:

- 2.1 Vendor Category:** A dropdown menu with 'Private Limited (Local Company)' selected.
- 2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier):** A text input field with 'Country/Region:' and a dropdown menu showing '(no value)'.
- 2.6:** 'Please attach official supporting documentation that supports the ROC information provided' with an 'Attach a file' button.
- 2.9:** 'Please attach the official supporting documentation for the Company Extract' with an 'Attach a file' button.
- 2.10:** 'Please attach official supporting documentation for the Certificate of Incorporation of Private company' with an 'Attach a file' button.
- 3 Bank Information:** A section with an 'Add Bank Information (0)' button.
- 5 Certificate:** A section with an 'Add Certificate (0)' button.

At the bottom, there is a note: '(*) indicates a required field'. Below the form are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

Step 12: Vendor must select **Country/Region**. For example, Brunei Darussalam (BN)

Step 13: Vendor must enter the **ROC Number**. (It must be **alphanumeric only** without space or symbols such as slash or dash. For example, RC12345678).

Note: Vendor must enter their ROC Number under the Tax Number column even though the Vendor is not taxed.

This screenshot shows the form with two steps highlighted in red boxes with corresponding numbers in red boxes on the right:

- Step 12:** The 'Country/Region:' dropdown menu is highlighted, showing 'Brunei Darussalam (BN)' selected.
- Step 13:** The 'Brunel: ROC Number' and 'Organization' fields are highlighted, showing 'RC12345678' entered in the 'Organization' field.

The rest of the form and buttons are the same as in the previous screenshot.

Step 14: Vendor must attach official supporting documentation that supports the ROC information provided by clicking on **Attach a file** button.

This screenshot shows the form with Step 14 highlighted in a red box with the number '14' in a red box on the right. The 'Attach a file' button for the ROC information is highlighted.

The rest of the form and buttons are the same as in the previous screenshots.



Outcome: **Add Attachment** page will be displayed.

Ariba Sourcing

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

Desktop File Sync

Add Attachment

OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

OK Cancel

Amir Bakar (amir.testvendor01@gmail.com) last visited 26 Mar 2024 9:01:30 AM Sample Vendor 01 AN11200249655-T
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Step 15: Vendor can **either drag and drop** the supporting documentation file (**e.g. ROC Supporting Documentation**) or click on the **choose file button** to select the file from their device.

Step 16: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.

Ariba Sourcing

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

Desktop File Sync

Add Attachment

OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

[SAMPLE] RC - ROC Supporting Documentation.pdf

OK Cancel

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Below is a **sample** for signed ROC supporting documentation for **RC Account (Z201) – Private Limited**.

SAMPLE ONLY



RC:

ROC Number

PERAKUAN PENUBUHAN SYARIKAT PERSENDIRIAN
CERTIFICATE OF INCORPORATION OF PRIVATE COMPANY

Saya dengan ini memperakui bahawa
I hereby certify that

SZ SDN BHD

Adalah, pada 14 Haribulan Januari 2018 ditubuhkan
Is, on this 14 Day of January 2018 incorporated

**Company Name &
Date of Incorporation**

di bawah Akta Syarikat-Syarikat, Penggal 39, dan bahawa
Under the Companies Act, Chapter 39, and that

Syarikat ini adalah sebuah syarikat BERHAD menurut syer
The company is a company LIMITED by shares

Dan bahawa syarikat ini adalah sebuah syarikat persendirian.
And that the company is a private company.

Pendaftar Syarikat-Syarikat
REGISTRAR OF COMPANIES
NEGARA BRUNEI DARUSSALAM



The validation code for this Certificate of Incorporation is: _____ To check the validity of this certificate, enter
https://eservices. _____ in your browser.

Outcome: Supplier Registration Questionnaire page will be displayed.

2 Vendor Identification...

3 Bank Information

5 Certificate

▼ 2 Vendor Identification Information

2.1 Vendor Category * Private Limited (Local Company) ▼

2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier) *

Country/Region: Brunei Darussalam (BN) ▼ ⓘ

Tax Name	Tax Type	Tax Number
Brunei: ROC Number	Organization	RC12345678

2.6 Please attach official supporting documentation that supports the ROC information provided * [SAMPLE] RC - ROC Supporting Documentation.pdf ▼ Update file Delete file ➕

2.9 Please attach the official supporting documentation for the Company Extract * Attach a file ➕

2.10 Please attach official supporting documentation for the Certificate of * Attach a file ➕

(*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

Step 17: Vendor must attach the official supporting documentation for the **Company Extract** by clicking on **Attach a file** button.

2 Vendor Identification Information

2.1 Vendor Category: Private Limited (Local Company)

2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier): Country/Region: Brunei Darussalam (BN)

2.6 Please attach official supporting documentation that supports the ROC information provided: [SAMPLE] RC - ROC Supporting Documentation.pdf Update file Delete file

2.9 Please attach the official supporting documentation for the Company Extract: **Attach a file** 17

2.10 Please attach official supporting documentation for the Certificate of: Attach a file

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Outcome: **Add Attachment** page will be displayed.

Ariba Sourcing

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard Desktop File Sync

Add Attachment OK Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

OK Cancel

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Step 18: Vendor can **either drag and drop** the supporting documentation file (**e.g. Company Extract**) or click on the **choose file** button to select the file from their device.

Step 19: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.



Ariba Sourcing

Company Settings
Amir Bakar
Help
Messages

[Go back to Treasury Accounting and Financial Information System-TEST Dashboard](#)
Desktop File Sync

Add Attachment

OK19

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment:

Choose File

 No file chosen

18

[SAMPLE] RC - Company Extract.pdf

OKCancel

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Below is a sample for official supporting documentation (Company Extract) for RC Account (Z201) – Private Limited.

SAMPLE ONLY

Extract generated as at 25-Nov-2020

Registry of Companies
Brunei Darussalam
Company Extract

General Details

Registration Number : RC0001
Company Name : The I Sdn Bhd
Company Type : Private Company
Entity Status : Registered
Incorporation Date : 25-Nov-2020
Business Sector : 01 Crop and animal production, hunting and related services activities
AGM Due Date : 25-May-2022
Latest Annual Returns Filed : N/A

ROC Number
& Company Name

Date of Incorporation
& Business Sector

Addresses

Registered Office Address : SPG Ialar, Kampong A, STKRJ, Kampong A, Kuala Belait, Belait, KA, Brunei Darussalam

Directors

Director

Full Name :
Nationality : Brunei Darussalam
Identification Document : IC-Yellow
Identification Document Number :
Gender : Male
Residential Address :
Appointment Date : 25-Nov-2020

Extract Generated as at 25-Nov-2020

Outcome: Supplier Registration Questionnaire page will be displayed.

2 Vendor Identification...
3 Bank Information
5 Certificate

2 Vendor Identification Information

2.1 Vendor Category

Private Limited (Local Company)

2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)

Country/Region: Brunei Darussalam (BN)

Tax Name
Tax Type
Tax Number

Brunei: ROC Number
Organization
RC12345678

2.6 Please attach official supporting documentation that supports the ROC information provided

[SAMPLE] RC - ROC Supporting Documentation.pdf Update file Delete file

2.9 Please attach the official supporting documentation for the Company Extract

[SAMPLE] RC - Company Extract.pdf Update file Delete file

2.10 Please attach official supporting documentation for the Certificate of Incorporation of Private company

Attach a file

(*) indicates a required field

Submit Entire Response
Reload Last Bid
Save draft
Compose Message
Excel Import

Step 20: Vendor must attach the official supporting documentation for the **Certificate of Incorporation of Private Company** by clicking on **Attach a file** button.

2 Vendor Identification...
3 Bank Information
5 Certificate

2 Vendor Identification Information

2.1 Vendor Category

Private Limited (Local Company)

2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)

Country/Region: Brunei Darussalam (BN)

Tax Name
Tax Type
Tax Number

Brunei: ROC Number
Organization
RC12345678

2.6 Please attach official supporting documentation that supports the ROC information provided

[SAMPLE] RC - ROC Supporting Documentation.pdf Update file Delete file

2.9 Please attach the official supporting documentation for the Company Extract

[SAMPLE] RC - Company Extract.pdf Update file Delete file

2.10 Please attach official supporting documentation for the Certificate of Incorporation of Private company

Attach a file

(*) indicates a required field

Submit Entire Response
Reload Last Bid
Save draft
Compose Message
Excel Import

Below is a sample for official supporting documentation (Certificate of Incorporation of Private Company) for RC Account (Z201) – Private Limited.

SAMPLE ONLY

RC00

ROC Number

PERAKUAN PENUBUHAN SYARIKAT PERSENDIRIAN
CERTIFICATE OF INCORPORATION OF PRIVATE COMPANY

Saya dengan ini memperakui bahawa
I hereby certify that

THE SDN BHD

Adalah, pada 25 Haribulan November 2020 ditubuhkan
Is, on this 25 Day of November 2020 incorporated

Company Name
& Date of Incorporation

di bawah Akta Syarikat-Syarikat, Penggal 39, dan bahawa
Under the Companies Act, Chapter 39, and that

Syarikat ini adalah sebuah syarikat BERHAD menurut syer
The company is a company LIMITED by shares

Dan bahawa syarikat ini adalah sebuah syarikat persendirian.
And that the company is a private company.

The validation code for this Certificate of Incorporation is . To check the validity of this certificate, enter
https://tqa.oqp.mofe.gov.bn/VerifyDocument? in your browser.

Outcome: **Add Attachment** page will be displayed.

Ariba Sourcing

[Company Settings](#)
[Amir Bakar](#)
[Help](#)
[Messages](#)

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

Desktop File Sync

Add Attachment

OK

Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

OK

Cancel

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Step 21: Vendor can **either drag and drop** the supporting documentation file (e.g. **Certificate of Incorporation of Private Company**) or click on the **choose file button** to select the file from their device.

Step 22: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.

Ariba Sourcing

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

Desktop File Sync

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: **Choose File** No file chosen

[SAMPLE] RC - Certificate of Incorporation of Private Company.pdf

OK Cancel

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Outcome: Supplier Registration Questionnaire page will be displayed.

2 Vendor Identification Information

2.1 Vendor Category

Private Limited (Local Company)

2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)

Country/Region: Brunei Darussalam (BN)

Tax Name Tax Type Tax Number

Brunel: ROC Number Organization RC12345678

2.6 Please attach official supporting documentation that supports the ROC information provided

[SAMPLE] RC - ROC Supporting Documentation.pdf Update file Delete file

2.9 Please attach the official supporting documentation for the Company Extract

[SAMPLE] RC - Company Extract.pdf Update file Delete file

2.10 Please attach official supporting documentation for the Certificate of Incorporation of Private company

[SAMPLE] RC - Certificate of Incorporation of Private Company.pdf Update file Delete file

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Step 23: Click on **Add Bank Information** button. Vendor must enter the bank details and attach supporting documentation such as official bank statement.

3 Bank Information

Add Bank Information (0)

5 Certificate

Add Certificate (0)

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Outcome: **Bank Information** page will be displayed.

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[Help](#)
[Messages](#)

[Go back to Ministry of Finance and Economy-TEST Dashboard](#)
[Desktop File Sync](#)

Save

Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 3 Bank Information

Bank Information (0)

Name ↑

No items

Add Bank Information

(*) indicates a required field

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Step 24: Click on **Add Bank Information** button.

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[Desktop File Sync](#)

Save

Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 3 Bank Information

Bank Information (0)

Name ↑

No items

Add Bank Information

(*) indicates a required field

24

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DYMK_T2_CM_User Guide_GVP_Supplier (Vendor)_Supplier Registration and Information Update_v1.0

Page | 50



Outcome: **Bank Information #1** fields will be displayed.

Note: The digit indicates the number of bank information recorded.

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

Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank Information

Bank Information (1)

Name ↑	
Bank Information #1	Delete * Bank Type: No Choice ▾ Country/Region: (no value) ▾ Bank Name: Bank Branch:

Add an additional Bank Information

(*) indicates a required field

Step 25: Click on **dropdown** button to expand the Bank Information fields.

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

Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank Information

Bank Information (1)

Name ↑	
Bank Information #1	Delete * Bank Type: No Choice ▾ Country/Region: (no value) ▾ Bank Name: Bank Branch:

Add an additional Bank Information

(*) indicates a required field

Outcome: **Bank Information** fields will be expanded.

Bank Information (1)

Name ↑	
Bank Information #1	Delete Bank Type: No Choice Country/Region: (no value) Bank Name: Bank Branch: Street: City: State/Province/Region: Postal Code: Account Holder Name: Bank Key/ABA Routing Number: Account Number: Bank account information. For State/Province/Region field, please use abbreviated names in maximum 6 characters.

Add an additional Bank Information

(*) indicates a required field

Step 26: Under **Bank Information**, Vendor can complete the following fields (where required).

FIELD	DESCRIPTION
Bank Type	Bank Type – Domestic or Foreign.
Country/Region	Location of bank. Domestic, select Brunei Darussalam, Foreign, select accordingly.
Bank Name	The name of bank.
Bank Branch	The branch of bank.
Street	Bank street.
City	Bank city.
State/Province/Region	Bank location district (if domestic), State/Province/Region applicable mainly for foreign banks.
Postal Code	Bank post code.
Account Holder Name	Bank account holder name.
Bank Key / ABA Routing Nunber	Bank key. Refer to table below.
Account Number	Bank account number keyed in specific format. It must be digits only format without space or symbols such as slash or dash. For example, for BIBD, 00-001-06-0091329, then Vendor should key in as digits only format: 00001060091329. (This is sample account number only)



Note:

1. Vendor must ensure the **Bank Key** is correct.

DOMESTIC	
BANK KEY	BANK NAME
BBB	Baiduri Bank Brunei
BIBD	Bank Islam Brunei Darussalam
BOC	Bank Of China
MAYBANK	Maybank
RHB	RHB Bank
SCB	Standard Chartered Bank
TAIB	Tabung Amanah Islam Brunei
UOB	UOB Bank

2. For Overseas Bank Key, please refer to section **4.1.2 Bank Keys – Overseas**.

All Content > 3 Bank Information

Bank Information (1)

Name ↑

▼ Bank Information #1 Delete

Bank account information. For State/Province/Region field, please use abbreviated names in maximum 6 characters.

26

* Bank Type: Domestic

Country/Region: Brunei Darussalam

Bank Name: Bank Islam Brunei Darussalam

Bank Branch: Berakas

Street: Jalan

City: Berakas

State/Province/Region: Muara

Postal Code: BE2353

Account Holder Name: Romeo Doe

Bank Key/ABA Routing Number:

Account Number: 298495947533

IBAN Number:

SWIFT Code:

Bank Control Key:

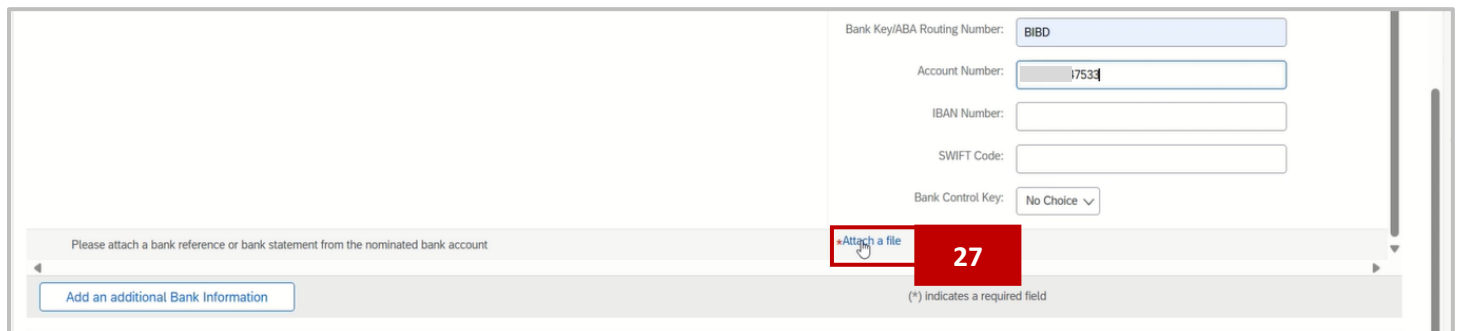
Add an additional Bank Information

(*) indicates a required field

Note: The following are brief description of certain Bank Information fields.

FIELD	DESCRIPTION
Bank Key / ABA Routing Number	Bank Key is a mandatory and unique key for banks especially domestic banks. (Mandatory for domestic banks) ABA Routing Number is similar to Bank Key but it is mainly used by overseas banks such as those from US.
IBAN Number	IBAN Number is a system for identifying bank accounts across national borders. (Optional – Not required for domestic banks).
SWIFT Code	Society of Worldwide Interbank Financial Telecommunication (SWIFT) is an 8-to-11-character code, also known as Bank Identifier Code (BIC). Each bank has a unique SWIFT code indicating its name, location, and branch. (Optional – Not required for domestic banks).
Bank Control Key	Specifies the type of the supplier bank account. (Not required for domestic banks).

Step 27: Vendor must attach the official supporting documentation for the **Bank Information** by clicking on **Attach a file** button.



Bank Key/ABA Routing Number: BIBD

Account Number: 17533

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice ▾

Please attach a bank reference or bank statement from the nominated bank account

Attach a file

27

Add an additional Bank Information

(*) indicates a required field



Outcome: **Add Attachment** page will be displayed.

Ariba Sourcing

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

Desktop File Sync

Add Attachment

OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

OK Cancel

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Step 28: Vendor can **either drag and drop** the supporting documentation file (e.g. **Bank Statement**) or click on the **choose file button** to select the file from their device.

Step 29: Click on **OK** button to confirm and redirect Vendor to Bank Information page.

Ariba Sourcing

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

Desktop File Sync

Add Attachment

OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

[SAMPLE] Bank Details (Statement).pdf

OK Cancel

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Outcome: **Bank Information** page will be displayed.

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Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank Information

Bank Information (1)

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Step 30: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.

Note: (Optional) If Vendor would like to add another bank information, click on **Add an additional Bank Information** button and **repeat from Step 26 to Step 29**.

Outcome: Supplier Registration Questionnaire page will be displayed.

Step 31: Click on **Add Certificate** button. Vendor must enter the relevant certificate details and attach supporting documentation such as Halal Certificate, ABCi / Construction-related Certificate, Training (Learning) Certificate, and ISO Certificates.



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

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[Company Settings](#)
[Amir Bakar](#)
[Help](#)
[Messages](#)

[Go back to Treasury Accounting and Financial Information](#)
[Desktop File Sync](#)

[System-TEST Dashboard](#)

SaveCancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 5 Certificate

Certificate (0)

Name ↑

No items

Add Certificate

(*) indicates a required field

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Step 32: Click on **Add Certificate** button.

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[Help](#)
[Messages](#)

[Go back to Treasury Accounting and Financial Information](#)
[Desktop File Sync](#)

[System-TEST Dashboard](#)

SaveCancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 5 Certificate

Certificate (0)

Name ↑

No items

Add Certificate

(*) indicates a required field

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Outcome: **Certificate #1** field will be displayed.

Note: The digit indicates the number of certificates recorded.

Ariba Sourcing

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Desktop File Sync

Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.

All Content > 5 Certificate

Certificate (1)

Name ↑	
▼ Certificate #1	Delete
Certificate	* No

Add an additional Certificate (*) indicates a required field

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Step 33: Click on Certificate **dropdown** button to select **Yes**.

Note: Should there be no certificate applicable for the vendor, select No.

Certificate (1)

Name ↑	
▼ Certificate #1	Delete
Certificate	* No

Add an additional Certificate (*) indicates a required field

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Outcome: **Details** button for **Certificate** will be displayed.

Certificate (1)

Name ↑	
▼ Certificate #1	Delete
Certificate	* Yes Details

Add an additional Certificate (*) indicates a required field

Step 34: Click on **Details** button. This allows Vendor to insert Certificate detail and attach Certificate.

Outcome: **Certificate** pop-up will be displayed.

Step 35: Under **Certificate**, Vendor can complete the following fields (where required).

FIELD	DESCRIPTION
Certificate Type	Type of certificate.
Issuer	Certificate issuer.
Year of Publication	Year of certificate published.
Certificate Number	Certificate unique number.
Certificate Location	Certificate location.
Effective Date	Effective start date of certificate.
Expiration Date	Expiry date of certificate.
Description	Brief description of certificate.

Clicking Save will only **save** your Repeatable S

All Content > 5 Certificate

Certificate (1)

Name ↑

▼ Certificate #1

Certificate

Add an additional Certificate

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Certificate Type: * Halal Certificate (Sample)

Issuer: * Issuer Name

Year of Publication: * 2024

Certificate Number: * 01

Certificate Location: * Bandar Seri Begawan

Effective Date: * Sun, 3 Mar, 2024

Expiration Date: * Sun, 2 Mar, 2025

Attachment: * [SAMPLE] Certificates.pdf Delete

Choose File No file chosen

[SAMPLE] Certificates.pdf

Description:

Relevant certificate attached to further support the registration.

Examples of Certificate are Halal Certificates, ABCI Certificates, ISO Certificates, Teaching / Learning Certificate and Construction Certificates.

OK Cancel

Step 36: Vendor can **either drag and drop** the supporting documentation file (e.g. **Certificate**) or click on the **choose file** button to select the file from their device.

Step 37: Click on **OK** button to confirm and redirect Vendor to Certificate page.

Certificate

Add an additional Certificate

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Attachment: * [SAMPLE] Certificates.pdf Delete

Choose File No file chosen

[SAMPLE] Certificates.pdf

Description:

Relevant certificate attached to further support the registration.

Examples of Certificate are Halal Certificates, ABCI Certificates, ISO Certificates, Teaching / Learning Certificate and Construction Certificates.

37 OK Cancel

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

Ariba Sourcing

< Go back to Treasury Accounting and Financial Information

System-TEST Dashboard

Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 5 Certificate

Certificate (1)

Step 38: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.

Note: (Optional) If Vendor would like to add another certificate, click on **Add an additional Certificate** button and **repeat from Step 32 to Step 37**.

Outcome: Supplier Registration Questionnaire page will be displayed.

Step 39: User to **review** the information inserted in the **Supplier Registration Questionnaire** and click on **Submit Entire Response** button to proceed.

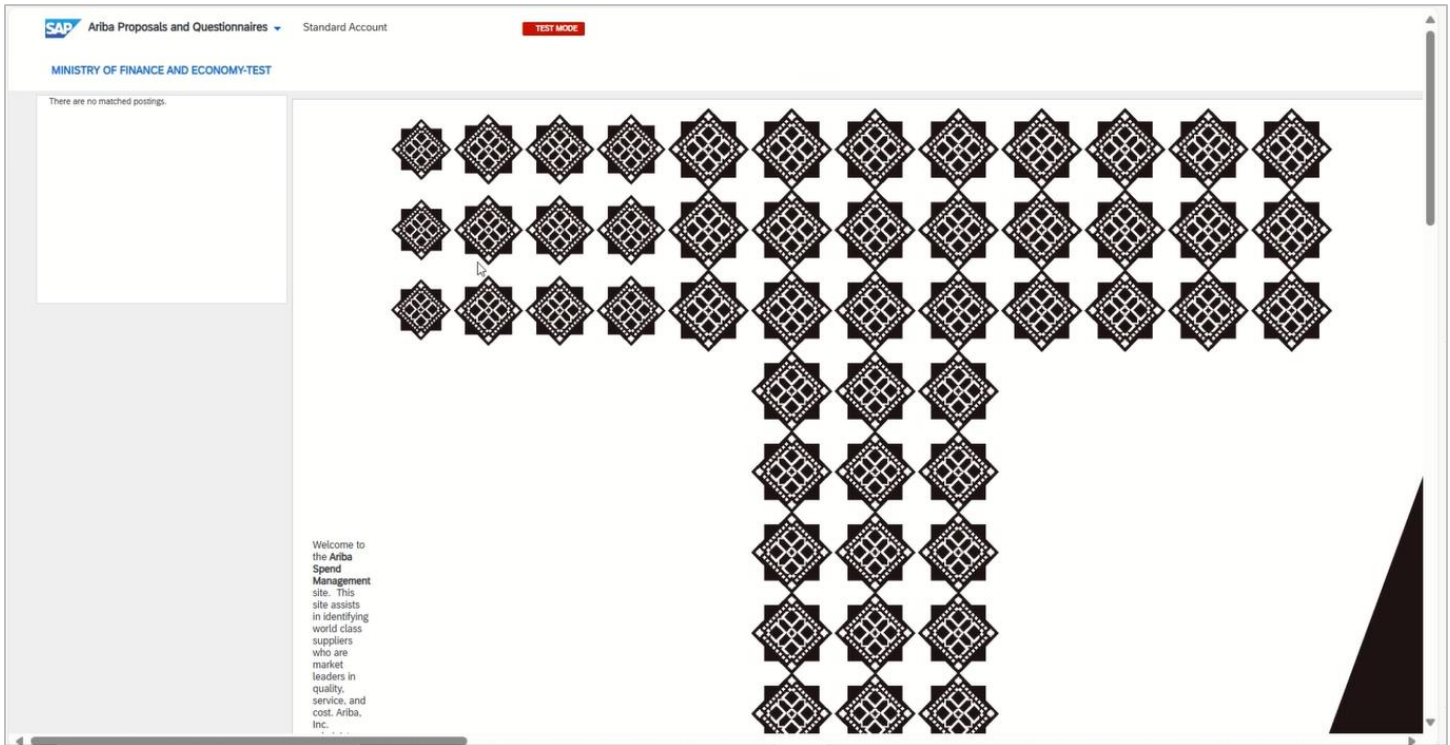
Outcome: **Submission confirmation** pop-up will be displayed.

Step 40: Click on **OK** button to proceed.

Outcome: **Supplier Registration Questionnaire** has been submitted for approval.

Step 41: Click on the **Back URL / Link** which redirects user to the **Ariba Proposals and Questionnaire** page.

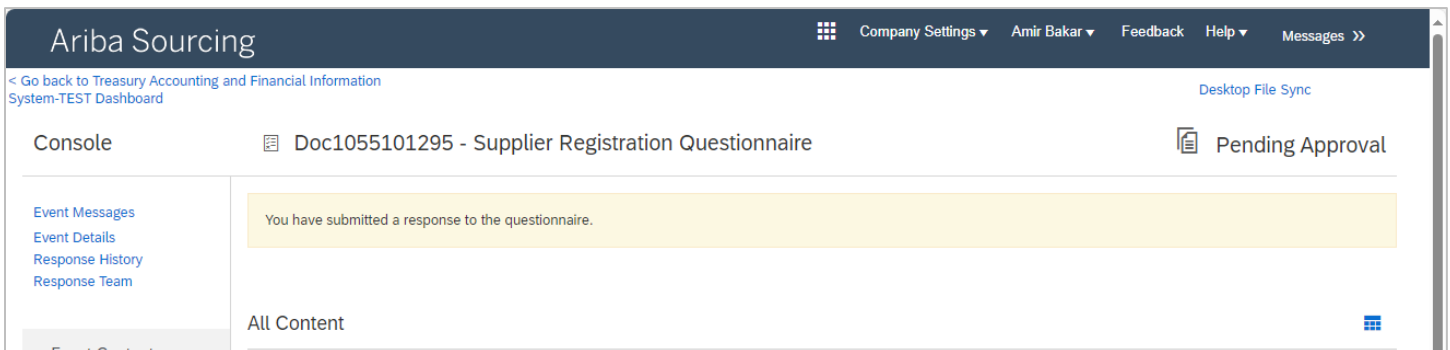
Outcome: **Ariba Proposals and Questionnaire** page will be displayed.



Step 42: Scroll down the page. Under **Registration Questionnaires** section, click on **Supplier Registration Questionnaire** to view the details of submitted form.



Outcome: Submitted **Supplier Registration Questionnaire** will be displayed. This allows user to view the information inserted and attachments included with the form.





Note: Pending Approval status indicates the form is not yet approved.

Ariba Sourcing

< Go back to Treasury Accounting and Financial Information

System-TEST Dashboard

Desktop File Sync

Console

Doc1055101295 - Supplier Registration Questionnaire

Note Pending Approval

Event Messages

Event Details

Response History

Response Team

You have submitted a response to the questionnaire.

All Content

3.1.6 Supplier Registration Questionnaire – P Vendors / Suppliers

This activity is the **continuation** of previous activity **3.1.2 Supplier Account in SAP Business Network (Sign-Up)**. Vendor to complete the Supplier Registration Questionnaire.

This activity scenario is for Sole Proprietor – P Vendor / Supplier.

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

Step 1: Click on **dropdown** button to expand the Supplier Registration Questionnaire.

Note: The Supplier Name fields are dedicated for the name of one vendor only. Do not enter sister companies or other businesses.

The screenshot displays the Ariba Sourcing interface for a Supplier Registration Questionnaire. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Aljon Doe', 'Feedback', 'Help', and 'Messages'. The main header shows the document ID 'Doc1042796415 - Supplier Registration Questionnaire' and a timer for '29 days 23:08:23'. The left sidebar lists navigation options: 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. The 'Event Contents' section is expanded, showing 'All Content' and a list of sections: '1 General Supplier Inf...', '2 Vendor Identification...', '3 Bank Information', and '5 Certificate'. The 'General Supplier Information' section is highlighted with a red box and contains fields for 'Supplier Name 1' through 'Supplier Name 4'. A red callout box with the number '1' points to a dropdown arrow in the top right corner of the questionnaire form. A red 'Note' box is also present next to the 'Supplier Name 1' field. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The footer includes user information and copyright details.

Outcome: Supplier Registration Questionnaire is expanded.

The screenshot displays the 'All Content' view of the Supplier Registration Questionnaire. The left sidebar shows the navigation menu with 'Event Contents' expanded, and 'All Content' selected. The main area shows the 'General Supplier Information' section with the following fields:

- 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:
- 1.8 Main address:

(*) Indicates a required field

Step 2: Under **General Supplier Information** section, Vendor can complete the following fields.

FIELD	DESCRIPTION
Country code (main and mobile telephone numbers)	Country code for the business main and mobile telephone numbers. For example, Brunei Darussalam – ‘BN’ .
Main telephone number	Business main office number. For example, HQ office number.
Mobile telephone number	Business main mobile telephone number. For example, handphone number.
Main address	Main company address / location.
Internet homepage address	Company’s website (if any).

Note: Vendor can complete the following fields by either entering information into the respective fields or select information from the dropdown button.



Event Messages
Event Details
Response History
Response Team

Event Contents

All Content
1 General Supplier Information
2 Vendor Identification...
3 Bank Information
5 Certificate

All Content

1.2 Supplier Name 2

1.3 Supplier Name 3

1.4 Supplier Name 4

1.5 Country code (main and mobile telephone numbers) * BN

1.6 Main telephone number * 868935765

1.7 Mobile telephone number * 9804556632

1.8 Main address

1.9 Internet homepage address www.ncoffed.com

Show More

Street: KEDAI NO 1 House Number: 1
Street 2:
Street 3:
Street 4: PEKAN MUARA, SERASA
District:
Postal Code: BT1128 City: BSB
Country/Region: Brunei Darussalam (BN) State/Province/Region: (no value)

1.10 MOFE has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our suppliers. As part of this initiative, we are encouraging our suppliers to send and receive transactional documents including POs and Invoices over the Ariba Network. Benefits for your organization include:
- Automated invoice to Purchase Order matching reducing delays in invoice processing.
- Real-time view of invoice and payment status.
- Report against and archive your orders, invoices and other transactions.
- Greater wallet and market share through use of online catalogs and potential new business opportunities through visibility to other buying organizations on the Ariba Network.
Please refer to the URL below for further details.
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

1.11 Vendor is willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.

Note: Statements under 1.10 and 1.11 are for reading purposes only.

1 General Supplier Inf... 2 Vendor Identificatio... 3 Bank Information 5 Certificate	1.10 MOFE has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our suppliers. As part of this initiative, we are encouraging our suppliers to send and receive transactional documents including POs and Invoices over the Ariba Network. Benefits for your organization include: - Automated invoice to Purchase Order matching reducing delays in invoice processing. - Real-time view of invoice and payment status. - Report against and archive your orders, invoices and other transactions. - Greater wallet and market share through use of online catalogs and potential new business opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further details. https://www.ariba.com/ariba-network/ariba-network-for-suppliers	
Event Contents All Content	1.11 Vendor is willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.	



Step 3: Scroll down and select the **Nature of Business / Commodity** by clicking on **select** button.

The screenshot shows the 'All Content' form for a supplier registration. The 'Nature of Business / Commodity' field (1.12) is highlighted with a red box, and a red circle with the number 3 is placed over the 'select' button next to it. The form includes fields for Name, Country/Region (Brunei Darussalam (BN)), State/Province/Region (no value), and various contact information fields.

Outcome: List of **Commodity** available for selection will be displayed.

The screenshot shows the 'Choose Values for Commodity' dialog box. It has two main sections: 'Add to Currently Selected' and 'Currently Selected'. The 'Add to Currently Selected' section contains a table of commodities with checkboxes. The 'Food and beverage industries' commodity is selected. The 'Currently Selected' section shows a table of the selected commodities.

Name	ID
Food and beverage industries	7313
Food Beverage and Tobacco Products	50

Step 4: Tick the relevant **Commodity** checkboxes.

Commodity is to classify and describe the vendors nature of business.

Note: Upon clicking the arrow, it will display more categories of the selected commodities.

Step 5: Click on **Done** button. This will redirect user to Supplier Registration Questionnaire.

opportunities through visibility to other buying organizations on the Ariba Network. Please refer to <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

2 Vendor Identification...

3 Bank Information

5 Certificate

Choose Values for Commodity

Add to Currently Selected

Name Search

☐	Name ↑	ID
☐	▶ Editorial and Design and Graphic and Fine Art Services	82
☐	▶ Education and Training Services	86
☐	▶ Electrical Systems and Lighting and Components and Accessories and Supplies	39
☐	▶ Electronic Components and Supplies	32
☐	▶ Engineering and Research and Technology Based Services	81
☐	▶ Environmental Services	77
☐	▶ Farming and Fishing and Forestry and Wildlife Contracting Services	70
☐	▶ Farming and Fishing and Forestry and Wildlife Machinery and Accessories	21
☐	▶ Financial and Insurance Services	84
☒	▶ Food Beverage and Tobacco Products	50
☐	▶ Fuels and Fuel Additives and Lubricants and Anti corrosive Materials	15
☐	▶ Furniture and Furnishings	56
☐	▶ Healthcare Services	85
☐	▶ Industrial Cleaning Services	76

Currently Selected

☐ Name ↑ ID

No Items

5 Done

Note

4

Step 6: Select the **Department** by clicking on **select** button.

opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further details.
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

2 Vendor Identification...

3 Bank Information

5 Certificate

1.11 Vendor is willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network.

1.12 Nature of Business / Commodity

*Food Beverage and Tobacco Products [select]

1.13 Department

*(select a value) [select] 6

1.14 E-mail address for purchase orders

*

▼ 1.15 Primary Supplier Contact

1.15.1 Contact First Name

* Aljon

1.15.2 Contact Last Name

* Doe

1.15.3 Contact Email

* joann.ahne@perdana.co.id

1.15.4 Designation

*

1.15.5 Contact Phone

*

1.15.6 Contact Location and Communication Language

* en

▼ 2 Vendor Identification Information

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Outcome: List of **Departments** available for selection will be displayed.

Choose Values for Departments

Add to Currently Selected

Function Search

☐	Function ↑	ID
☐	▼ All	All
☐	▶ Ministry of Culture, Youth and Sport	SL
☐	▶ Ministry of Defense	SB
☐	▶ Ministry of Development	SK
☐	▶ Ministry of Education	SF
☐	▶ Ministry of Finance and Economy	SD
☐	▶ Ministry of Foreign Affairs	SC
☐	▶ Ministry of Health	SM
☐	▶ Ministry of Home Affairs	SE
☐	▶ Ministry of Primary Resources & Tourism	SH

Currently Selected

Function ↑ ID

No items

Done

Step 7: Tick the relevant **Ministry / Departments** checkboxes.

Note: Upon clicking the arrow, it will display more categories (departments) of the selected Ministry.

Step 8: Click on **Done** button. This will redirect user to Supplier Registration Questionnaire.

Choose Values for Departments

Add to Currently Selected

Function Search

☐	Function ↑	ID
☐	▼ All	All
☒	▶ Ministry of Culture, Youth and Sport	SL
☐	▶ Ministry of Defense	SB
☒	▶ Ministry of Development	SK
☐	▶ Ministry of Education	SF
☒	▶ Ministry of Finance and Economy	SD
☐	▶ Ministry of Foreign Affairs	SC
☐	▶ Ministry of Health	SM
☐	▶ Ministry of Home Affairs	SE
☐	▶ Ministry of Primary Resources & Tourism	SH
☐	▶ Ministry of Religious Affairs	SJ
☐	▶ Ministry of Transport and Information	SN
☐	▶ Prime Minister's Office	SA

Currently Selected

Function ↑ ID

No items

Note

Done

Note: In terms of Ministry / Department selection, Vendor can select which of the government departments that has they have interest in or potential of conducting business with. This includes selecting government departments that the Vendor had experience in performing business transactions.

Step 9: Enter the **E-mail address for purchase orders**. Vendor to enter the email address that would receive email notification for Purchase Orders (PO) from respective departments.

Step 10: Under **Primary Supplier Contact**, Vendor can complete the following fields.

FIELD	DESCRIPTION
Contact First Name	First name of primary supplier contact.
Contact Last Name	Last name of primary supplier contact.
Contact Email	Email address of primary supplier contact.
Designation	Job position of primary supplier contact.
Contact Phone	Phone number of primary supplier contact.
Contact Location and Communication Language	Preferred communication language of primary supplier contact. For example, English – en.

The screenshot shows the TAFIS Supplier Registration form. The '1.15 Primary Supplier Contact' section is highlighted with a red box and labeled '10'. The '1.14 E-mail address for purchase orders' field is labeled '9'.

Step 11: Under **Vendor Identification Information** section, click on the dropdown to select **Vendor Category**.

Note:

1. For **RC** Account / supplier (vendor), select – **Private Limited (Local Company)**
2. For **P** Account / supplier (vendor), select – **Sole Proprietor (Local Company)**

The screenshot shows the TAFIS Supplier Registration form. The '2.1 Vendor Category' section is highlighted with a red box and labeled '11'. The dropdown menu for 'Vendor Category' is open, showing options: Unspecified, Individual, Korperasi/Cooperative Organization (Local Company), Sole Proprietor (Local Company), Private Limited (Local Company), and International Company.

Outcome: Once **Vendor Category** is selected, **more fields** will be displayed.

The screenshot shows the '2 Vendor Identification Information' section. Field 2.1 'Vendor Category' has a dropdown menu with 'Sole Proprietor (Local Company)' selected. Field 2.5 'ROC Number (For Local supplier only)/Company Registration Number (For International supplier)' is empty. The 'Country/Region' dropdown is also empty, showing '(no value)'. A note below the fields states '(*) indicates a required field'. At the bottom, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The footer contains user information and copyright details.

Step 12: Vendor must select **Country/Region**. For example, Brunei Darussalam (BN)

Step 13: Vendor must enter the **ROC Number**. (It must be **alphanumeric only** without space or symbols such as slash or dash. For example, P12345678).

Note: Vendor must enter their ROC Number under the Tax Number column even though the Vendor is not taxed.

This screenshot is similar to the previous one but includes annotations. A red box labeled '12' highlights the 'Country/Region' dropdown, which now shows 'Brunei Darussalam (BN)'. Another red box labeled '13' highlights the 'Brunei: ROC Number' field, which contains 'P12345678'. The 'Tax Number' field is also visible and empty. The rest of the form and footer are the same as in the previous screenshot.

Step 14: Vendor must attach official supporting documentation that supports the ROC information provided by clicking on **Attach a file** button.

This screenshot shows the form with the 'Attach a file' button for field 2.6 highlighted by a red box labeled '14'. The 'Country/Region' is still 'Brunei Darussalam (BN)' and the 'Brunei: ROC Number' is 'P12345678'. The 'Tax Number' field remains empty. The rest of the form and footer are consistent with the previous screenshots.



Outcome: **Add Attachment** page will be displayed.

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Desktop File Sync

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

OK Cancel

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Step 15: Vendor can **either drag and drop** the supporting documentation file (**e.g. ROC Supporting Documentation**) or click on the **choose file button** to select the file from their device.

Step 16: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.

Ariba Sourcing

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Desktop File Sync

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

OK Cancel

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Below is a **sample** for signed ROC supporting documentation for **P Account (Z202) – Sole Proprietorship**.

SAMPLE ONLY



AKTA NAMA-NAMA PERNIAGAAN (BAB 16)
 BUSINESS NAME ACT (SECTION 16)

Sijil Pendaftaran
 Certificate of Registration

Saya dengan ini mengesahkan bahawa pendaftaran menurut Akta Nama-Nama Perniagaan telahpun dilakukan berhubung dengan perniagaan yang dijalankan di
 I hereby certify that registration pursuant to the Business Names Act has been effected in respect of a business carried on at

No. [redacted], Sg. [redacted], Perumahan [redacted], Kampong [redacted], Gadong B, Brunei
 Muara, BE19 [redacted] Brunei Darussalam

di bawah Nama Perniagaan
 Under the Business Name of

QA ENTITY [redacted]

Company Name

Ditandatangani, di Bandar Seri Begawan, pada
 30 Haribulan November 2021
 Given under my hand, at Bandar Seri Begawan, this
 30 day of November 2021

Date of Incorporation



Pendaftar Nama-Nama Perniagaan
REGISTRAR OF BUSINESS NAMES
NEGARA BRUNEI DARUSSALAM



The validation code for this Certificate of Registration is [redacted]. To check the validity of this certificate, enter
<https://eservices/> [redacted] in your browser.

Outcome: Supplier Registration Questionnaire page will be displayed.

2 Vendor Identification...

3 Bank Information

5 Certificate

▼ 2 Vendor Identification Information

2.1 Vendor Category *

Sole Proprietor (Local Company) ▼

2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier) *
 Country/Region:

Brunei Darussalam (BN) ▼ ⓘ

Tax Name	Tax Type	Tax Number
Brunei: ROC Number	Organization	P12345678

2.6 Please attach official supporting documentation that supports the ROC information provided *

[\[SAMPLE\] P - ROC Supporting Documentation.pdf](#)
▼ Update file
Delete file

2.7 Please attach the official supporting documentation for the Business Name Extract *

[Attach a file](#)

2.8 Please attach official supporting documentation for the Certificate of Registration *

[Attach a file](#)

(*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

Step 17: Vendor must attach the official supporting documentation for the **Business Name Extract** by clicking on **Attach a file** button.

2 Vendor Identification Information

2.1 Vendor Category: * Sole Proprietor (Local Company)

2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier): Country/Region: Brunei Darussalam (BN)

Tax Name	Tax Type	Tax Number
Brunei: ROC Number	Organization	P12345678

2.6 Please attach official supporting documentation that supports the ROC information provided: * [SAMPLE] P - ROC Supporting Documentation.pdf Update file Delete file

2.7 Please attach the official supporting documentation for the Business Name Extract: *Attach a file **17**

2.8 Please attach official supporting documentation for the Certificate of Registration: Attach a file

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Outcome: **Add Attachment** page will be displayed.

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Add Attachment OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

OK Cancel

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Step 18: Vendor can **either drag and drop** the supporting documentation file (**e.g. Business Name Extract**) or click on the **choose file button** to select the file from their device.

Step 19: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.



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Messages

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Desktop File Sync

Add Attachment

OK19

Enter the location of a file to add as an Attachment. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

18

[SAMPLE] P - Business Name Extract.pdf

OKCancel

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Below is a sample for official supporting documentation (Business Name Extract) for P Account (Z202) – Sole Proprietorship.

SAMPLE ONLY

Extract generated as at 09-Jan-2021

Registry of Business Names
Brunei Darussalam
Business Name Extract

General Details

Business Number : P300C
Business Name : OM
Business Type : Sole Proprietor
Entity Status : Registered
Registration Date : 09-Jan-2021
Business Sector : 99 Activities of extraterritorial organization and bodies

ROC Number & Company Name

Registration Date & Business Sector

Addresses

Principal Place of Business : Address 1, Kampong Kilanas, Kilanas, Brunei Muara, BP2520, Brunei Darussalam

Owners

Individual Owner(s)

Full Name : ABDUL SHAKIR ZULFAHRI BIN MOHD.
Nationality : Brunei Darussalam
Identification Document : IC-Yellow
Identification Document Number : 01083391
Gender : Male
Residential Address : Address 1, Kampong Kilanas, Kilanas, Brunei Muara, BP2520, Brunei Darussalam
Appointment Date : 09-Jan-2021

Extract Generated as at 09-Jan-2021

Outcome: Supplier Registration Questionnaire page will be displayed.

2 Vendor Identification...
3 Bank Information
5 Certificate

2 Vendor Identification Information

2.1 Vendor Category

Sole Proprietor (Local Company)

2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)

Country/Region: Brunei Darussalam (BN)

Tax Name

Tax Type

Tax Number

Brunei: ROC Number

Organization

P12345678

2.6 Please attach official supporting documentation that supports the ROC information provided

[SAMPLE] P - ROC Supporting Documentation.pdf

Update file

Delete file

2.7 Please attach the official supporting documentation for the Business Name Extract

[SAMPLE] P - Business Name Extract.pdf

Update file

Delete file

2.8 Please attach official supporting documentation for the Certificate of Registration

Attach a file

(*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

Step 20: Vendor must attach the official supporting documentation for the **Certificate of Registration** by clicking on **Attach a file** button.

2 Vendor Identification...
3 Bank Information
5 Certificate

2 Vendor Identification Information

2.1 Vendor Category

Sole Proprietor (Local Company)

2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)

Country/Region: Brunei Darussalam (BN)

Tax Name

Tax Type

Tax Number

Brunei: ROC Number

Organization

P12345678

2.6 Please attach official supporting documentation that supports the ROC information provided

[SAMPLE] P - ROC Supporting Documentation.pdf

Update file

Delete file

2.7 Please attach the official supporting documentation for the Business Name Extract

[SAMPLE] P - Business Name Extract.pdf

Update file

Delete file

2.8 Please attach official supporting documentation for the Certificate of Registration

Attach a file

(*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

Below is a sample for official supporting documentation (Certificate of Registration) for P Account (Z202) – Sole Proprietorship.

SAMPLE ONLY



AKTA NAMA-NAMA PERNIAGAAN (BAB 16)
BUSINESS NAME ACT (SECTION 16)

Sijil Pendaftaran
Certificate of Registration

Saya dengan ini mengesahkan bahawa pendaftaran menurut Akta Nama-Nama Perniagaan telahpun dilakukan berhubung dengan perniagaan yang dijalankan di
I hereby certify that registration pursuant to the Business Names Act has been effected in respect of a business carried on at

Kampong Brunei Muara, BF Brunei Darussalam

di bawah Nama Perniagaan
Under the Business Name of

OM

Company Name

Ditandatangani, di Bandar Seri Begawan, pada
9 Haribulan Januari 2021

Given under my hand, at Bandar Seri Begawan, this
9 day of January 2021

Date of Incorporation



The validation code for this Certificate of Registration is B8EC812EA7434E479F3E4E9C332D73ED. To check the validity of this certificate, enter <https://eservices.qa.oip.mof.gov.bn/public/VerifyDocument/code=B8EC812EA7434E479F3E4E9C332D73ED> in your browser.

Outcome: **Add Attachment** page will be displayed.

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Company Settings ▾
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Help ▾
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Desktop File Sync

Add Attachment

OK

Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

OK

Cancel

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Step 21: Vendor can **either drag and drop** the supporting documentation file (e.g. **Certificate of Registration**) or click on the **choose file button** to select the file from their device.

Step 22: Click on **OK** button to confirm and redirect Vendor to Supplier Registration Questionnaire page.

Ariba Sourcing

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

Desktop File Sync

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: **Choose File** No file chosen

[SAMPLE] P - Certificate of Registration.pdf

OK Cancel

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Outcome: Supplier Registration Questionnaire page will be displayed.

2 Vendor Identification...

3 Bank Information

5 Certificate

2 Vendor Identification Information

2.1 Vendor Category

Sole Proprietor (Local Company)

2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)

Country/Region: Brunei Darussalam (BN)

Tax Name Tax Type Tax Number

Brunei: ROC Number Organization P12345678

2.6 Please attach official supporting documentation that supports the ROC information provided

[SAMPLE] P - ROC Supporting Documentation.pdf Update file Delete file

2.7 Please attach the official supporting documentation for the Business Name Extract

[SAMPLE] P - Business Name Extract.pdf Update file Delete file

2.8 Please attach official supporting documentation for the Certificate of Registration

[SAMPLE] P - Certificate of Registration.pdf Update file Delete file

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Step 23: Click on **Add Bank Information** button. Vendor must enter the bank details and attach supporting documentation such as official bank statement.

3 Bank Information

Add Bank Information (0)

5 Certificate

Add Certificate (0)

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Outcome: **Bank Information** page will be displayed.

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Company Settings
Romeo Doe
Help
Messages

Go back to Ministry of Finance and Economy-TEST Dashboard
Desktop File Sync
Save
Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank Information

Bank Information (0)

Name
No items
Add Bank Information
(*) indicates a required field

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Step 24: Click on **Add Bank Information** button.

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Company Settings
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Go back to Ministry of Finance and Economy-TEST Dashboard
Desktop File Sync
Save
Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank Information

Bank Information (0)

Name
No items
Add Bank Information
24
(*) indicates a required field

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Outcome: **Bank Information #1** fields will be displayed.

Note: The digit indicates the number of bank information recorded.

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Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank Information

Bank Information (1)

Name ↑	
Bank Information #1	Delete * Bank Type: No Choice ▾ Country/Region: (no value) ▾ Bank Name: Bank Branch:

Add an additional Bank Information

(*) indicates a required field

Step 25: Click on **dropdown** button to expand the Bank Information fields.

Ariba Sourcing

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

Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank Information

Bank Information (1)

Name ↑	
Bank Information #1	Delete * Bank Type: No Choice ▾ Country/Region: (no value) ▾ Bank Name: Bank Branch:

Add an additional Bank Information

(*) indicates a required field

Outcome: **Bank Information** fields will be expanded.

Bank Information (1)

Name ↑	
Bank Information #1	Delete Bank Type: No Choice ▾ Country/Region: (no value) ▾ Bank Name: Bank Branch: Street: City: State/Province/Region: Postal Code: Account Holder Name: Bank Key/ABA Routing Number: Account Number: (*) Indicates a required field

Bank account information. For State/Province/Region field, please use abbreviated names in maximum 6 characters.

Add an additional Bank Information

Step 26: Under **Bank Information**, Vendor can complete the following fields (where required).

FIELD	DESCRIPTION
Bank Type	Bank Type – Domestic or Foreign.
Country/Region	Location of bank. Domestic, select Brunei Darussalam, Foreign, select accordingly.
Bank Name	The name of bank.
Bank Branch	The branch of bank.
Street	Bank street.
City	Bank city.
State/Province/Region	Bank location district (if domestic), State/Province/Region applicable mainly for foreign banks.
Postal Code	Bank post code.
Account Holder Name	Bank account holder name.
Bank Key / ABA Routing Nunber	Bank key. Refer to table below.
Account Number	Bank account number keyed in specific format. It must be digits only format without space or symbols such as slash or dash. For example, for BIBD, 00-001-06-0091329, then Vendor should key in as digits only format: 00001060091329. (This is sample account number only)



Note:

1. Vendor must ensure the **Bank Key** is correct.

DOMESTIC	
BANK KEY	BANK NAME
BBB	Baiduri Bank Brunei
BIBD	Bank Islam Brunei Darussalam
BOC	Bank Of China
MAYBANK	Maybank
RHB	RHB Bank
SCB	Standard Chartered Bank
TAIB	Tabung Amanah Islam Brunei
UOB	UOB Bank

2. For Overseas Bank Key, please refer to section **4.1.2 Bank Keys – Overseas**.

Bank Information (1)

Name ↑

Bank account information. For State/Province/Region field, please use abbreviated names in maximum 6 characters.

Country/Region: Brunei Darussalam

Bank Name: Bank Baiduri - Brunei

Bank Branch: Bandar

Street: Jalan

City: Bandar Seri Berakas

State/Province/Region: Bandar

Postal Code: BG3333

Account Holder Name: Aljon Doe

Bank Key/ABA Routing Number: BBB

Account Number: 64322

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice

Please attach a bank reference or bank statement from the nominated bank account

Attach a file

Add an additional Bank Information

(*) indicates a required field



Note: The following are brief description of certain Bank Information fields.

FIELD	DESCRIPTION
Bank Key / ABA Routing Number	Bank Key is a mandatory and unique key for banks especially domestic banks. (Mandatory for domestic banks) ABA Routing Number is similar to Bank Key but it is mainly used by overseas banks such as those from US.
IBAN Number	IBAN Number is a system for identifying bank accounts across national borders. (Optional – Not required for domestic banks).
SWIFT Code	Society of Worldwide Interbank Financial Telecommunication (SWIFT) is an 8-to-11-character code, also known as Bank Identifier Code (BIC). Each bank has a unique SWIFT code indicating its name, location, and branch. (Optional – Not required for domestic banks).
Bank Control Key	Specifies the type of the supplier bank account. (Not required for domestic banks).

Step 27: Vendor must attach the official supporting documentation for the **Bank Information** by clicking on **Attach a file** button.



Outcome: **Add Attachment** page will be displayed.

Step 28: Vendor can **either drag and drop** the supporting documentation file (e.g. **Bank Statement**) or click on the **choose file button** to select the file from their device.

Step 29: Click on **OK** button to confirm and redirect Vendor to Bank Information page.

Outcome: **Bank Information** page will be displayed.

Step 30: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.

Note: (Optional) If Vendor would like to add another bank information, click on **Add an additional Bank Information** button and **repeat from Step 26 to Step 29**.

Outcome: Supplier Registration Questionnaire page will be displayed.

Step 31: Click on **Add Certificate** button. Vendor must enter the relevant certificate details and attach supporting documentation such as Halal Certificate, ABCi / Construction-related Certificate, Training (Learning) Certificate, and ISO Certificates.



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

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[System-TEST Dashboard](#)

SaveCancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 5 Certificate

Certificate (0)

Name ↑

No items

Add Certificate

(*) indicates a required field

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Step 32: Click on **Add Certificate** button.

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[Messages](#)

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[Desktop File Sync](#)

[System-TEST Dashboard](#)

SaveCancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 5 Certificate

Certificate (0)

Name ↑

No items

Add Certificate

(*) indicates a required field

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Outcome: **Certificate #1** field will be displayed.

Note: The digit indicates the number of certificates recorded.

Ariba Sourcing

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Desktop File Sync

Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.

All Content > 5 Certificate

Certificate (1)

Name ↑	
▼ Certificate #1	Delete
Certificate	* No

Add an additional Certificate

(*) indicates a required field

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Step 33: Click on Certificate **dropdown** button to select **Yes**.

Note: Should there be no certificate applicable for the vendor, select No.

Certificate (1)

Name ↑	
▼ Certificate #1	Delete
Certificate	* No

Add an additional Certificate

(*) indicates a required field

Romeo Doe (metrobrina@nest.com) last visited 14 Mar 2024 1:33:05 AM METROBINA & PARTNERS SDN BHD AN11199539061-T

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Outcome: **Details** button for **Certificate** will be displayed.

Certificate (1)

Name ↑	
▼ Certificate #1	Delete
Certificate	* Yes Details

Add an additional Certificate

(*) indicates a required field

Step 34: Click on **Details** button. This allows Vendor to insert Certificate detail and attach Certificate.

Certificate (1)

Name ↑	Certificate	Status
▼ Certificate #1		Yes

Details

34

Add an additional Certificate

(*) indicates a required field

Outcome: **Certificate** pop-up will be displayed.

5.1.1 Certificate

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: *

Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: *

Expiration Date: *

Attachment: * [Choose File](#) No file chosen

Or drop file here

Description:

OK Cancel

Step 35: Under **Certificate**, Vendor can complete the following fields (where required).

FIELD	DESCRIPTION
Certificate Type	Type of certificate.
Issuer	Certificate issuer.
Year of Publication	Year of certificate published.
Certificate Number	Certificate unique number.
Certificate Location	Certificate location.
Effective Date	Effective start date of certificate.
Expiration Date	Expiry date of certificate.
Description	Brief description of certificate.

Clicking Save will only **save** your Repeatable S

All Content > 5 Certificate

Certificate (1)

Name ↑

▼ Certificate #1

Certificate

Add an additional Certificate

Amir Bakar (amir.testvendor01@gmail.com) last

SAP Business Network Privacy Statement

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Certificate Type: * Halal Certificate (Sample)

Issuer: * Issuer Name

Year of Publication: * 2024

Certificate Number: * 01

Certificate Location: * Bandar Seri Begawan

Effective Date: * Sun, 3 Mar, 2024

Expiration Date: * Sun, 2 Mar, 2025

Attachment: * [SAMPLE] Certificates.pdf Delete

Choose File No file chosen

[SAMPLE] Certificates.pdf

Description:

Relevant certificate attached to further support the registration.

Examples of Certificate are Halal Certificates, ABCI Certificates, ISO Certificates, Teaching / Learning Certificate and Construction Certificates.

OK Cancel

Step 36: Vendor can **either drag and drop** the supporting documentation file (e.g. **Certificate**) or click on the **choose file** button to select the file from their device.

Step 37: Click on **OK** button to confirm and redirect Vendor to Certificate page.

Certificate

Add an additional Certificate

Amir Bakar (amir.testvendor01@gmail.com) last

SAP Business Network Privacy Statement

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Attachment: * [SAMPLE] Certificates.pdf Delete

Choose File No file chosen

[SAMPLE] Certificates.pdf

Description:

Relevant certificate attached to further support the registration.

Examples of Certificate are Halal Certificates, ABCI Certificates, ISO Certificates, Teaching / Learning Certificate and Construction Certificates.

37 OK Cancel

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

Ariba Sourcing

< Go back to Treasury Accounting and Financial Information

System-TEST Dashboard

Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 5 Certificate

Certificate (1)

Step 38: Click on **Save** button and Vendor will be redirected to Supplier Registration Questionnaire page.

The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Ariba Sourcing', 'Company Settings', 'Amir Bakar', 'Help', and 'Messages'. Below the navigation bar, there's a breadcrumb trail: '< Go back to Treasury Accounting and Financial Information System-TEST Dashboard'. On the right, there's a 'Desktop File Sync' link. In the center, there's a red button labeled 'Save' and a red box with the number '38'. Below this, a yellow notification bar states: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.' At the bottom left, there's a link 'All Content > 5 Certificate' and a label 'Certificate (1)'.

Note: (Optional) If Vendor would like to add another certificate, click on **Add an additional Certificate** button and **repeat from Step 32 to Step 37**.

The screenshot shows a button labeled 'Add an additional Certificate' and a red box with the word 'Note'. To the right of the note, it says '(*) indicates a required field'.

Outcome: Supplier Registration Questionnaire page will be displayed.

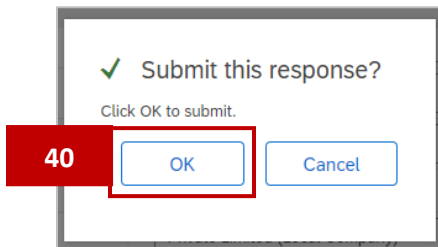
The screenshot shows the Supplier Registration Questionnaire page. It has a sidebar with '3 Bank Information' and '5 Certificate'. The main content area has a header with '3 Bank Information' and '5 Certificate'. Below the header, there's a section for '2 Vendor Identification Information' with fields for '2.1 Vendor Category', '2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)', '2.6 Please attach official supporting documentation that supports the ROC information provided', '2.7 Please attach the official supporting documentation for the Business Name Extract', and '2.8 Please attach official supporting documentation for the Certificate of Registration'. At the bottom, there's a red box with the number '39' and a button labeled 'Submit Entire Response'.

Step 39: User to **review** the information inserted in the **Supplier Registration Questionnaire** and click on **Submit Entire Response** button to proceed.

The screenshot shows the Supplier Registration Questionnaire page. It has a sidebar with '5 Certificate'. The main content area has a header with '2 Vendor Identification Information'. Below the header, there's a section for '2.1 Vendor Category' with a dropdown menu showing 'Sole Proprietor (Local Company)'. Below this, there's a section for '2.5 ROC Number (For Local supplier only)/Company Registration Number (For International supplier)' with a dropdown menu showing 'Brunei Darussalam (BN)'. Below this, there's a table with columns 'Tax Name', 'Tax Type', and 'Tax Number'. The table has one row with 'Brunei: ROC Number', 'Organization', and 'P12345678'. Below the table, there's a section for '2.6 Please attach official supporting documentation that supports the ROC information provided' with a file upload button 'SAMPLE ATTACHMENT.pdf' and a 'Delete file' button. Below this, there's a section for '2.7 Please attach the official supporting documentation for the Business Name Extract' with a file upload button 'SAMPLE ATTACHMENT.pdf' and a 'Delete file' button. Below this, there's a section for '2.8 Please attach official supporting documentation for the Certificate of Registration' with a file upload button 'certificate-of-registration-sample.jpg' and a 'Delete file' button. At the bottom, there's a red box with the number '39' and a button labeled 'Submit Entire Response'.

Outcome: **Submission confirmation** pop-up will be displayed.

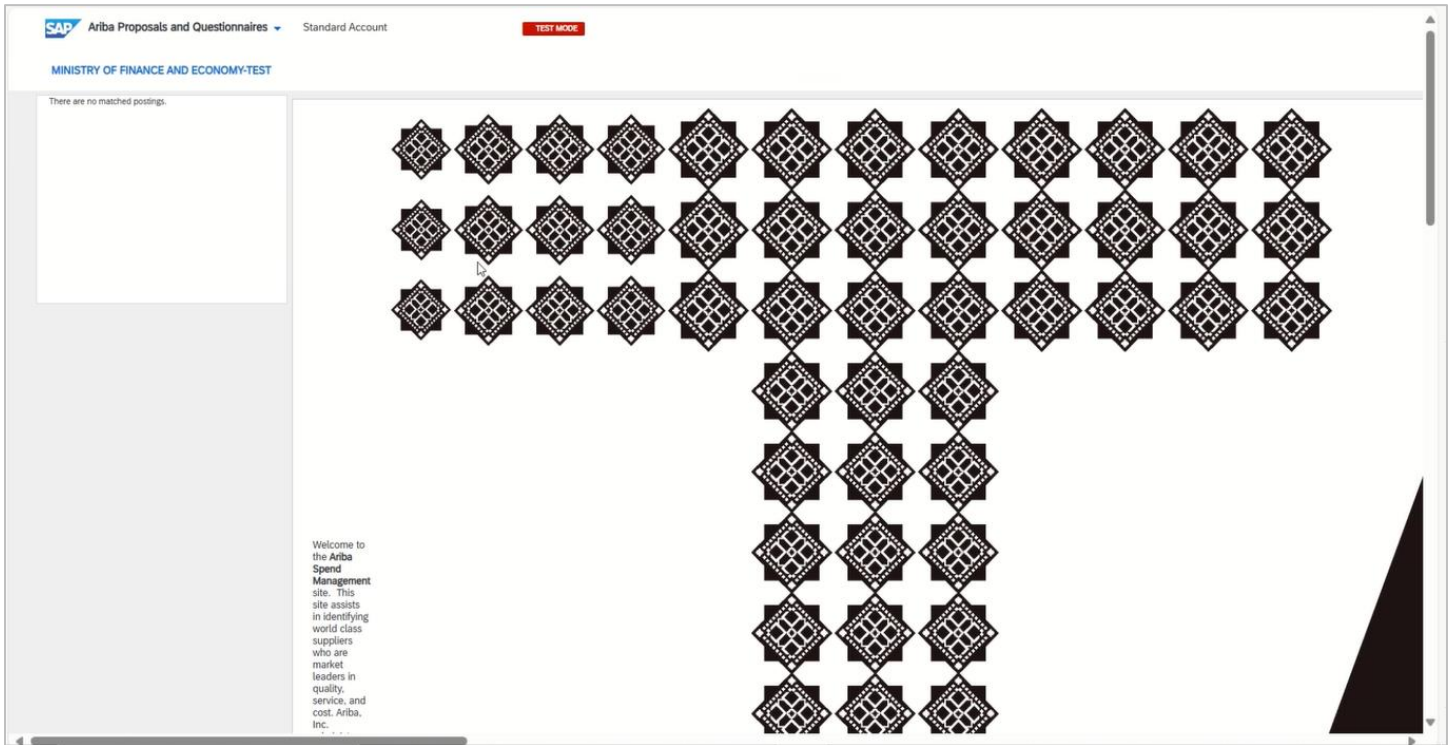
Step 40: Click on **OK** button to proceed.



Outcome: **Supplier Registration Questionnaire** has been submitted for approval.

Step 41: Click on the **Back URL / Link** which redirects user to the **Ariba Proposals and Questionnaire** page.

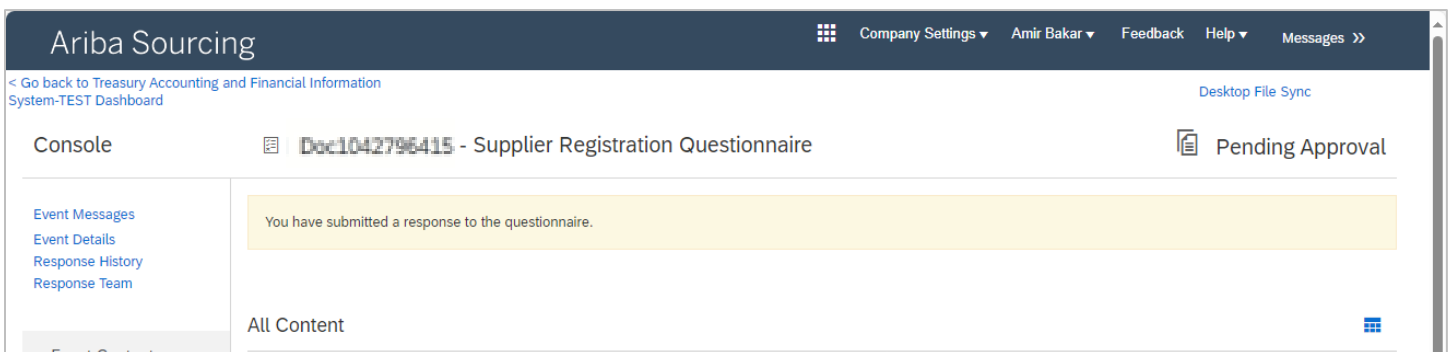
Outcome: **Ariba Proposals and Questionnaire** page will be displayed.



Step 42: Scroll down the page. Under **Registration Questionnaires** section, click on **Supplier Registration Questionnaire** to view the details of submitted form.



Outcome: Submitted **Supplier Registration Questionnaire** will be displayed. This allows user to view the information inserted and attachments included with the form.





Note: Pending Approval status indicates the form is not yet approved.

Ariba Sourcing

< Go back to Treasury Accounting and Financial Information

System-TEST Dashboard

Desktop File Sync

Console

Doc1042796415 - Supplier Registration Questionnaire

Note Pending Approval

Event Messages

Event Details

Response History

Response Team

You have submitted a response to the questionnaire.

All Content

3.1.7 Supplier Information Update

Should a Vendor would like to update their contact or business information (ROC number / documentation and bank information), the Vendor only need to login to their Supplier Business Network Account, navigate to their Ariba Proposals and Questionnaire page and update their information via the Supplier Registration Questionnaire.

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Ariba Proposals and Questionnaires)

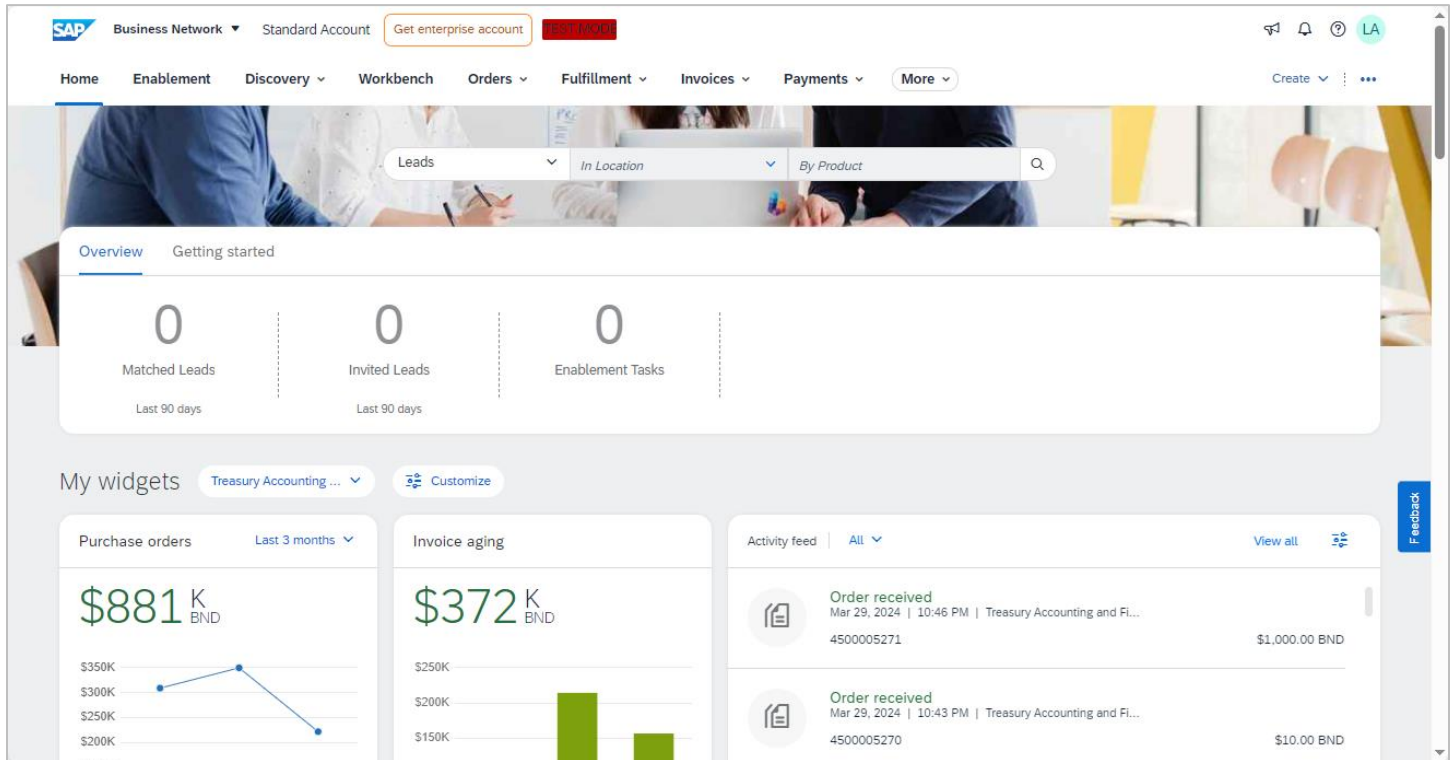
Step 1: Login to **Supplier Business Network** account from Internet browser.

Note:

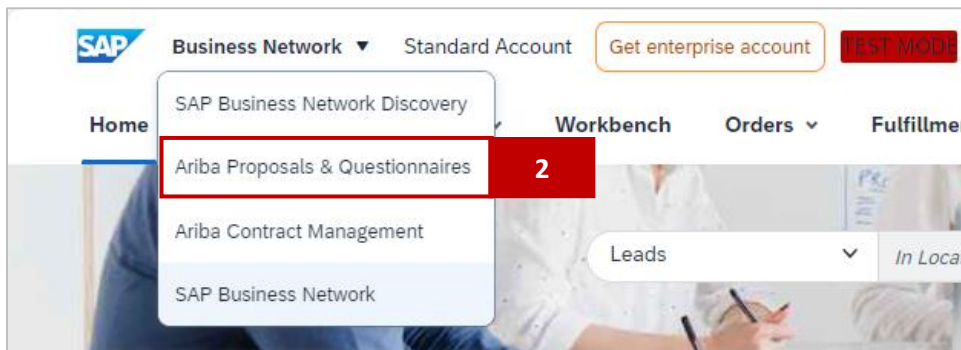
- Enter Username (in email format) and Password of respective GVP supplier account.
- The login information (username and password) is the same as when vendor created their supplier account prior to completing Supplier Registration Questionnaire.
- Internet browsers such as Google Chrome, Microsoft Edge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

The screenshot shows the SAP Business Network login interface. On the left, the 'Supplier sign-in' section is highlighted with a red box and a red '1' in the top right corner. It contains a 'Username' input field and a blue 'Next' button. Below this, there are links for 'Forgot username', 'New to SAP Business Network? Register Now or Learn more', and 'Supported browsers and plugins'. On the right side, there is a section titled 'SAP Business Network for suppliers webinars' featuring a video thumbnail of a person speaking and a 'Learn More' button.

Outcome: Dashboard (Homepage) will be displayed.



Step 2: Click on **dropdown** button to select **Ariba Proposals & Questionnaire** page.





Outcome: SAP Ariba Proposals & Questionnaire page will be displayed.

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

TAFIS

[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (88)				
▶ Status: Pending Selection (13)				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire			Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier Qualification				BN Brunei Darussalam	Qualified

Questionnaires

Step 3: Scroll down the page and under Registration Questionnaire section, click on Supplier Registration Questionnaire.

Note: Supplier Registration Questionnaire status, '**Registered**' means the Vendor (business / organization) is registered in Government Vendor Portal (GVP).

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

TAFIS

[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (88)				
▶ Status: Pending Selection (13)				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire			Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier Qualification				BN Brunei Darussalam	Qualified

Questionnaires



Outcome: Supplier Registration Questionnaire page will be displayed.

Ariba Sourcing

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

Desktop File Sync

Company Settings Amir Bakar Feedback Help Messages >>

Console Doc10603 - Supplier Registration Questionnaire Time remaining 357 days 13:10:35

You have submitted a response for this event. Thank you for participating.

Revise Response

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Supplier Inf...

2 Vendor Identificatio...

3 Bank Information

5 Certificate

All Content

Name	Answer
1.1 Supplier Name 1	Sample Vendor 01
1.2 Supplier Name 2	
1.3 Supplier Name 3	
1.4 Supplier Name 4	
1.5 Country code (main and mobile telephone numbers)	BN
1.6 Main telephone number	

Compose Message

Step 4: Click on **Revise Response** button.

Ariba Sourcing

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

Desktop File Sync

Company Settings Amir Bakar Feedback Help Messages >>

Console Doc10603 - Supplier Registration Questionnaire Time remaining 357 days 13:10:35

You have submitted a response for this event. Thank you for participating.

4 Revise Response

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Supplier Inf...

2 Vendor Identificatio...

3 Bank Information

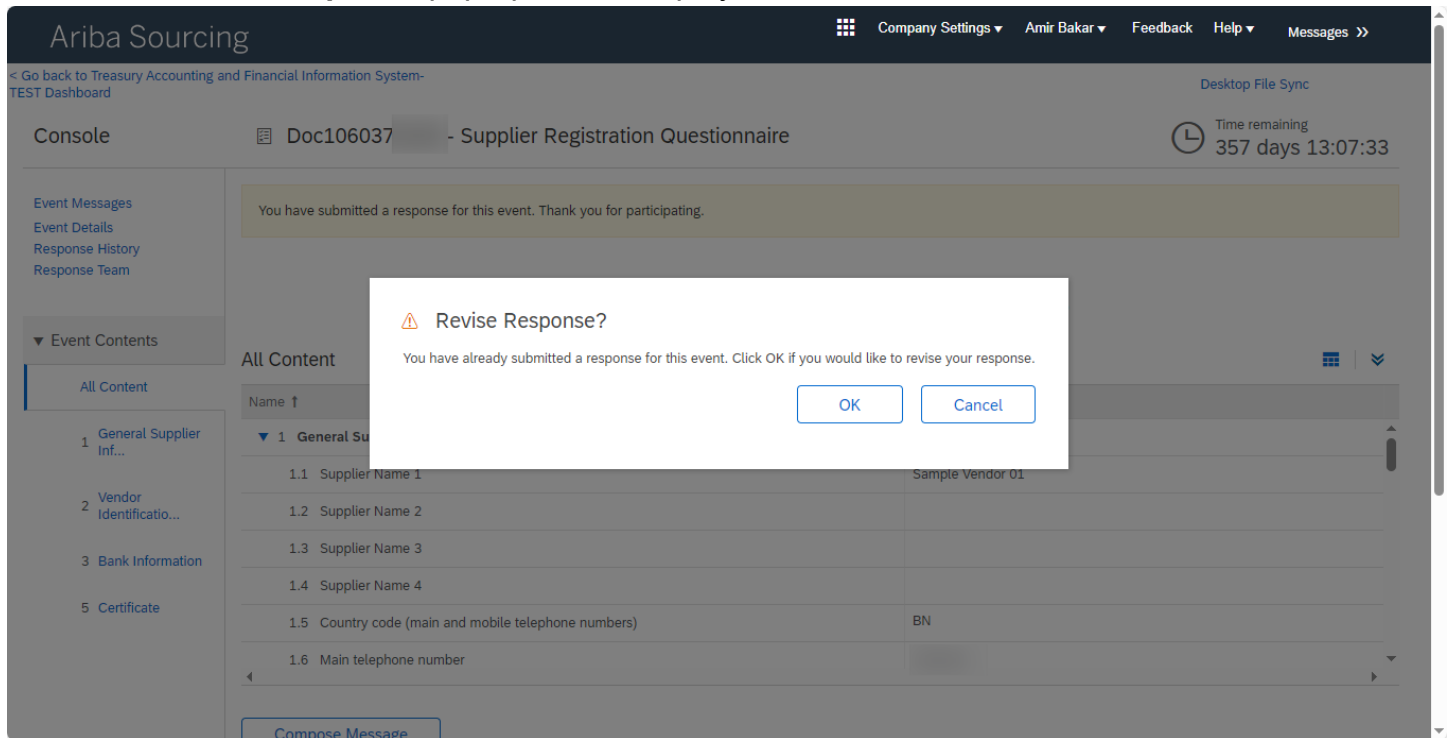
5 Certificate

All Content

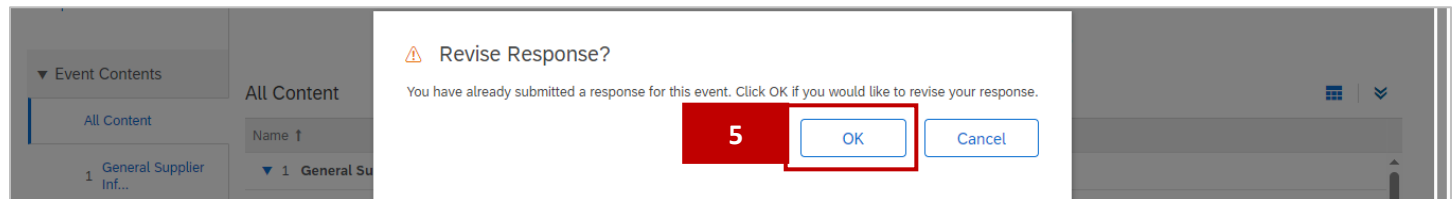
Name	Answer
1.1 Supplier Name 1	Sample Vendor 01
1.2 Supplier Name 2	
1.3 Supplier Name 3	
1.4 Supplier Name 4	
1.5 Country code (main and mobile telephone numbers)	BN
1.6 Main telephone number	

Compose Message

Outcome: **Revise Response** pop-up will be displayed.



Step 5: Click on **OK** button to proceed with updating contact or business information.





Outcome: **Supplier Registration Questionnaire** (editable fields) page will be displayed.

Ariba Sourcing Company Settings Amir Bakar Feedback Help Messages

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard Desktop File Sync

Console Doc106037 - Supplier Registration Questionnaire Time remaining 357 days 13:06:04

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 General Supplier Inf...

2 Vendor Identificatio...

3 Bank Information

5 Certificate

All Content

Name ↑

▼ 1 General Supplier Information

1.1 Supplier Name 1 * Sample Vendor 01

1.2 Supplier Name 2

1.3 Supplier Name 3

1.4 Supplier Name 4

1.5 Country code (main and mobile telephone) * DN

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Note: Vendor can navigate across multiple sections of the questionnaire by clicking on the respective tabs at the left of their screen.

Ariba Sourcing Company Settings Amir Bakar Feedback Help Messages

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard Desktop File Sync

Console Doc106037 - Supplier Registration Questionnaire Time remaining 357 days 13:06:04

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 General Supplier Inf...

2 Vendor Identificatio...

3 Bank Information

5 Certificate

All Content

Name ↑

▼ 1 General Supplier Information

1.1 Supplier Name 1 * Sample Vendor 01

1.2 Supplier Name 2

1.3 Supplier Name 3

1.4 Supplier Name 4

1.5 Country code (main and mobile telephone) * DN

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Note

Step 6: Click on **Submit Entire Response** button should the Vendor has performed all the necessary updates including upload of correct attachments (if applicable).

3 Bank Information (*) indicates a required field

5 Certificate

6 Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Outcome: **Submission confirmation** pop-up will be displayed.

Ariba Sourcing Company Settings Amir Bakar Feedback Help Messages

< Go back to Treasury Accounting and Financial Information System-TEST Dashboard Desktop File Sync

Console Doc106037 - Supplier Registration Questionnaire Time remaining 357 days 12:57:51

Event Messages Event Details Response History Response Team

Event Contents

All Content

1 General Supplier Information

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) (*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Submit this response? Click OK to submit. OK Cancel

Step 7: Click on **OK** button to proceed.

7 Submit this response? Click OK to submit. OK Cancel



Outcome: Information update (revised response) has been submitted for approval.

Ariba Sourcing

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

Desktop File Sync

Company Settings

Amir Bakar

Feedback

Help

Messages

Console

Doc106037 - Supplier Registration Questionnaire

Time remaining

357 days 12:55:46

Event Messages

Event Details

Response History

Response Team

Event Contents

All Content

1 General Supplier Inf...

2 Vendor Identificatio...

3 Bank Information

5 Certificate

All Content

Name

1 General Supplier Information

1.1 Supplier Name 1

Sample Vendor 01

1.2 Supplier Name 2

1.3 Supplier Name 3

1.4 Supplier Name 4

1.5 Country code (main and mobile telephone numbers)

BN

1.6 Main telephone number

Compose Message

3.1.8 Supplier Certification – Certificates

Vendor primary contact will receive an email notification informing that there is questionnaire sent to be completed. Vendor must have relevant certificates to be eligible for participating in sourcing events in Government Vendor Portal (GVP) such as Request For Proposal (RFP) for quotations, proposals or tenders.

MOFE Treasury Department will send Standard Certificates Questionnaire to respective Vendors to be completed. Following are some of certifications available in the questionnaire.

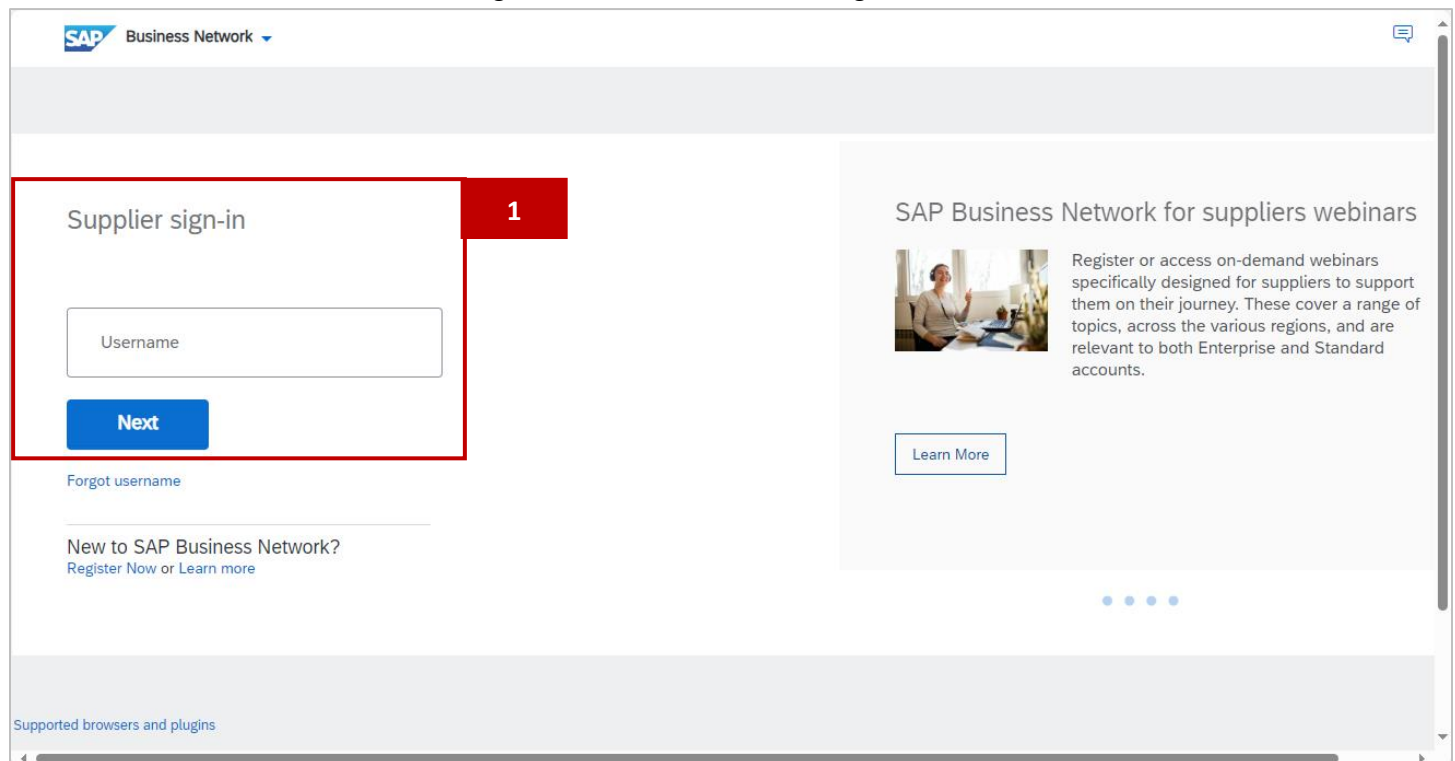
- Brunei Halal Certificate,
- ISO 31000 (Risk Management) Certificate,
- Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development (MOD).

User Role	Supplier (Vendor)
Link	http://supplier.ariba.com/ (Ariba Proposals and Questionnaires)

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

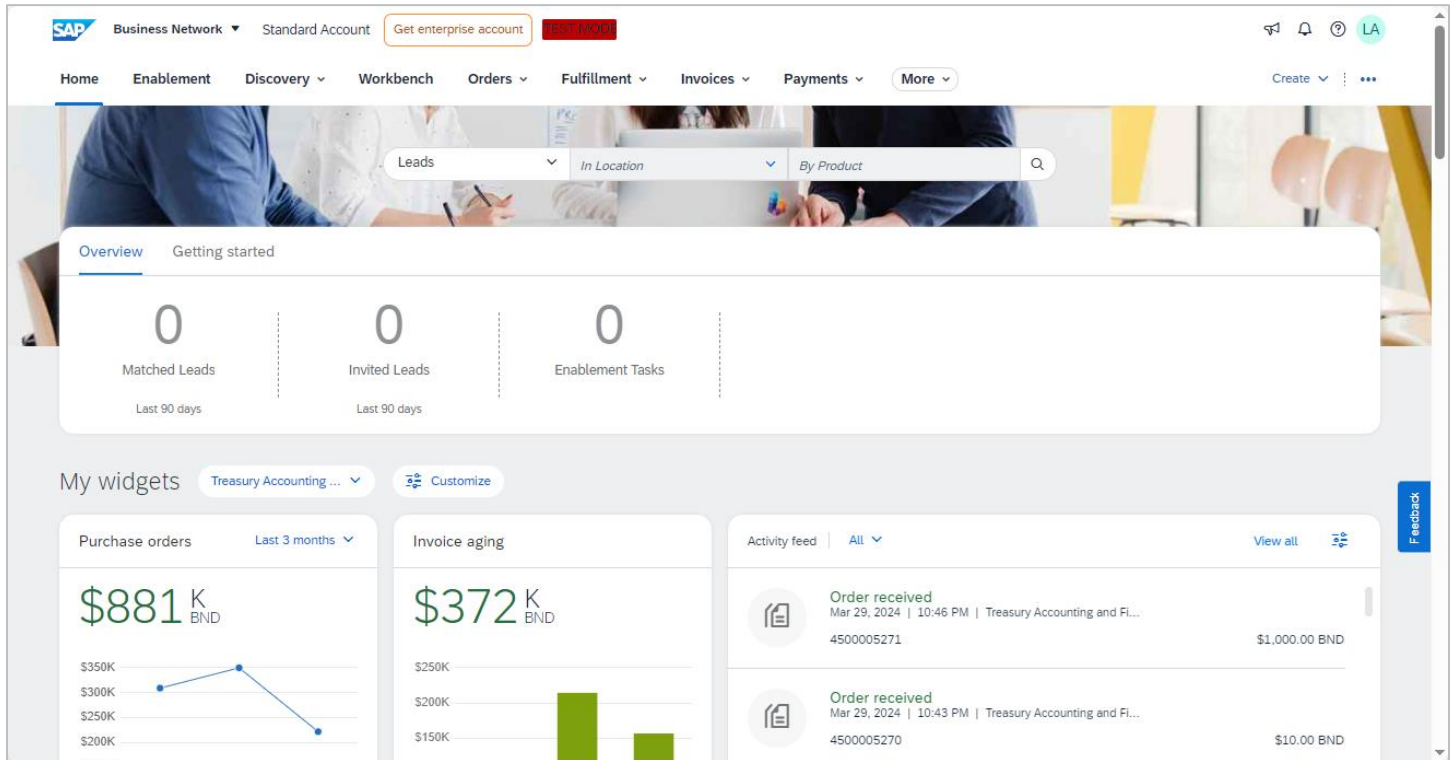
Note:

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

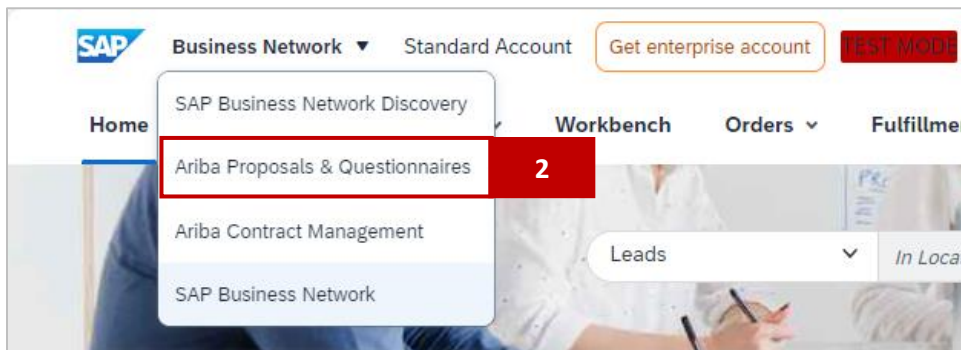


The screenshot displays the SAP Business Network supplier sign-in interface. On the left, a 'Supplier sign-in' box contains a 'Username' input field and a blue 'Next' button. A red rectangular box highlights this sign-in area, and a red square with the number '1' is positioned to its right. Below the sign-in box, there are links for 'Forgot username', 'New to SAP Business Network?' (with sub-links 'Register Now' and 'Learn more'), and 'Supported browsers and plugins'. On the right side of the page, there is a section titled 'SAP Business Network for suppliers webinars' featuring a small image of a person and a 'Learn More' button. The page has a clean, professional layout with a light gray background and blue accents.

Outcome: Dashboard (Homepage) will be displayed.



Step 2: Click on **dropdown** button to select **Ariba Proposals & Questionnaire** page.





Outcome: SAP Ariba Proposals & Questionnaire page will be displayed.

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

TAFIS

Home

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (88)				
▶ Status: Pending Selection (13)				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire			Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier Qualification				BN Brunei Darussalam	Qualified

Questionnaires

Step 3: Scroll down the page and under **Questionnaires** section, click on **Standard Certificates Questionnaire**.

Events

Title	ID
▶ Status: Completed (85)	
▶ Status: Pending Selection (8)	

Registration Questionnaires

Title
▼ Status: Open (1)
Supplier Registration Questionnaire

Qualification Questionnaires

Title	ID
▼ Status: Completed (1)	
Supplier Qualification	Doc973365

Questionnaires

Title
▼ Status: Open (1)
Standards Certificates Questionnaire

Certificates



Outcome: Console (Standards Certificates Questionnaire) page will be displayed.

Ariba Sourcing
Company Settings
Lee Ang
Feedback
Help
Messages

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

Console

Doc1061806097 - Standards Certificates Questionnaire

Time remaining 00:27:52

Event Messages
Event Details
Response History
Response Team

Event Contents
All Content

All Content

Name ↑	
1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification	* Unspecified
2 Is your organization ISO 13485 (Quality Management - Medical Devices) certified? If yes, please provide details of your certification	* Unspecified
3 Is your organization ISO 14001 (Environmental Management) certified? If yes, please provide details of your certification	* Unspecified
4 Is your organization ISO 17025 (Competence Of Testing And Calibration Laboratories) certified? If yes, please provide details of your certification	* Unspecified
5 Is your organization ISO 20000 (Information Technology - Service Management) certified? If yes, please provide details of your certification	* Unspecified
6 Is your organization ISO 27001 (Information Technology - Security Techniques) certified? If yes, please provide details of your certification	* Unspecified

(*) indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import

Step 4: Click on **dropdown** button to expand the certificate list.

Ariba Sourcing
Company Settings
Lee Ang
Feedback
Help
Messages

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

Console

Doc1061806097 - Standards Certificates Questionnaire

Time remaining 00:27:52

Event Messages
Event Details
Response History
Response Team

Event Contents
All Content

All Content

Name ↑	
1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification	* Unspecified
2 Is your organization ISO 13485 (Quality Management - Medical Devices) certified? If yes, please provide details of your certification	* Unspecified
3 Is your organization ISO 14001 (Environmental Management) certified? If yes, please provide details of your certification	* Unspecified
4 Is your organization ISO 17025 (Competence Of Testing And Calibration Laboratories) certified? If yes, please provide details of your certification	* Unspecified
5 Is your organization ISO 20000 (Information Technology - Service Management) certified? If yes, please provide details of your certification	* Unspecified
6 Is your organization ISO 27001 (Information Technology - Security Techniques) certified? If yes, please provide details of your certification	* Unspecified

(*) indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import



Outcome: List of Certificates will be expanded.

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

All Content

Name ↑	
1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification	* Unspecified
2 Is your organization ISO 13485 (Quality Management - Medical Devices) certified? If yes, please provide details of your certification	* Unspecified
3 Is your organization ISO 14001 (Environmental Management) certified? If yes, please provide details of your certification	* Unspecified
4 Is your organization ISO 17025 (Competence Of Testing And Calibration Laboratories) certified? If yes, please provide details of your certification	* Unspecified
5 Is your organization ISO 20000 (Information Technology - Service Management) certified? If yes, please provide details of your certification	* Unspecified
6 Is your organization ISO 27001 (Information Technology - Security Techniques) certified? If yes, please provide details of your certification	* Unspecified
7 Is your organization ISO 31000 (Risk Management) certified? If yes, please provide details of your certification	* Unspecified
8 Is your organization ISO 50001 (Energy Management) certified? If yes, please provide details of your certification	* Unspecified
9 Is your organization Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development certified? If yes, please provide details of your certification	* Unspecified
10 Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Unspecified
11 Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification	* Unspecified
12 Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification	* Unspecified
13 Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification	* Unspecified
14 Is your organization Tabung Amanah Pekerja Registration certified? If yes, please provide details of your certification	* Unspecified

(*) indicates a required field

Step 5: Scroll through the list and **identify** the relevant certificate (if applicable).

Step 6: For irrelevant certificates, Vendor can select from dropdown button to change **Unspecified** to **No**.

Response Team

Event Contents

All Content

All Content

Name ↑	
1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification	No
2 Is your organization ISO 13485 (Quality Management - Medical Devices) certified? If yes, please provide details of your certification	* No
3 Is your organization ISO 14001 (Environmental Management) certified? If yes, please provide details of your certification	* No
4 Is your organization ISO 17025 (Competence Of Testing And Calibration Laboratories) certified? If yes, please provide details of your certification	* No
5 Is your organization ISO 20000 (Information Technology - Service Management) certified? If yes, please provide details of your certification	* No
6 Is your organization ISO 27001 (Information Technology - Security Techniques) certified? If yes, please provide details of your certification	* No
7 Is your organization ISO 31000 (Risk Management) certified? If yes, please provide details of your certification	* No
8 Is your organization ISO 50001 (Energy Management) certified? If yes, please provide details of your certification	* No
9 Is your organization Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development certified? If yes, please provide details of your certification	* No
10 Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Unspecified
11 Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification	* No
12 Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification	* No
13 Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification	* No
14 Is your organization Tabung Amanah Pekerja Registration certified? If yes, please provide details of your certification	* No

(*) indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import

Step 7: Vendor can select ‘Yes’ for relevant certificates.

Step 8: Vendor must provide the certificate information and softcopy attachment as supporting document via **Details** button.

9 Is your organization Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development certified? If yes, please provide details of your certification *

10 Is your organization Brunei Halal certified? If yes, please provide details of your certification *

11 Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification *

12 Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification *

13 Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification *

14 Is your organization Tabung Amanah Pekerja Registration certified? If yes, please provide details of your certification *

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Outcome: **Certificate questionnaire** pop-up will be displayed.

10 Is your organization Brunei Halal certified? If yes, please provide details of your certification

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: **Brunei Halal Certificate**

Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: *

Expiration Date: *

Attachment: * **Choose File** No file chosen
Or drop file here

Description:

OK Cancel

Step 9: Vendor can complete the following fields.

FIELD	DESCRIPTION
Issuer	Certificate issuer.
Year of Publication	Year of certificate published.
Certificate Number	Certificate unique number.
Certificate Location	Certificate location.
Effective Date	Effective start date of certificate.
Expiration Date	Expiry date of certificate.
Description	Brief description of certificate.

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: **Brunei Halal Certificate**

Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: *

Expiration Date: *

Attachment: * [SAMPLE] Certificates.pdf [Delete](#)

[Choose File](#) No file chosen

[SAMPLE] Certificates.pdf

Description:

Relevant Certificate attached to as supporting documentation.

OK
Cancel

No

No

No

No

Yes [Details](#)

No

No

No

No

Lee Ang (testintegration11@te SAP Business Network Privacy

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Step 10: Vendor can **either drag and drop** the supporting documentation file (e.g. **Certificate**) or click on the **choose file** button to select the file from their device.

Step 11: Click on **OK** button.

Attachment: * [SAMPLE] Certificates.pdf [Delete](#)

[Choose File](#) No file chosen

[SAMPLE] Certificates.pdf

Description:

Relevant Certificate attached to as supporting documentation.

OK
Cancel

No

Lee Ang (testintegration11@te SAP Business Network Privacy

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Outcome: Console (Standards Certificates Questionnaire) page will be displayed.

10 Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Yes v	Details
11 Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification	* No v	
12 Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification	* No v	
13 Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification	* No v	
14 Is your organization Tabung Amanah Pekerja Registration certified? If yes, please provide details of your certification	* No v	

(*) indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import



Step 12: Click on **Submit Entire Response** button.

10	Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Yes	Details
11	Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification	* No	
12	Is your organization Radiation License from SHENA certified? If yes, please provide details of your certification	* No	
13	Is your organization Brunei Darussalam Board of Architects, Professional Engineers & Quantity Surveyors (BAPEQS) certified? If yes, please provide details of your certification	* No	
14	Is your organization Tabung Amanah Pekerja Registration certified? If yes, please provide details of your certification	* No	

(*) indicates a required field

12
Submit Entire Response
Save draft
Compose Message
Excel Import

Outcome: **Submission confirmation** pop-up will be displayed.

Ariba Sourcing

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

Desktop File Sync

Console Doc1061806097 - Standards Certificates Questionnaire Time remaining 00:06:22

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

Submit this response?
Click OK to submit.

OK Cancel

1	Is your organization ISO 9001 (Quality Management System) certified? If yes, please provide details of your certification	* No	
2	Is your organization ISO 13485 (Quality Management System) certified? If yes, please provide details of your certification	* No	
3	Is your organization ISO 14001 (Environmental Management System) certified? If yes, please provide details of your certification	* No	
4	Is your organization ISO 17025 (Competence of Testing Laboratories) certified? If yes, please provide details of your certification	* No	
5	Is your organization ISO 20000 (Information Management System) certified? If yes, please provide details of your certification	* No	
6	Is your organization ISO 27001 (Information Technology - Security Techniques) certified? If yes, please provide details of your certification	* No	
7	Is your organization ISO 31000 (Risk Management) certified? If yes, please provide details of your certification	* No	
8	Is your organization ISO 50001 (Energy Management) certified? If yes, please provide details of your certification	* No	
9	Is your organization Sijil Pendaftaran Kontraktor dan Pembekalan from Ministry of Development certified? If yes, please provide details of your certification	* No	
10	Is your organization Brunei Halal certified? If yes, please provide details of your certification	* Yes	Details
11	Is your organization Brunei Darussalam Medicines Control Authority (BDMCA) certified? If yes, please provide details of your certification	* No	

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

Submit this response?
Click OK to submit.

OK Cancel



Outcome: Standards Certificates Questionnaire submitted – Pending Approval.

Ariba Sourcing
Company Settings
Lee Ang
Feedback
Help
Messages

[Go back to Treasury Accounting and Financial Information](#)
System-TEST Dashboard
[Desktop File Sync](#)

Console
Doc1061806097 - Standards Certificates Questionnaire
Pending Approval

Event Messages
Event Details
Response History
Response Team

You have submitted a response to the questionnaire.

All Content

Once the questionnaire is approved, the certificates will be listed under Certificates section.

	Certificates
	Certificate Info
	Brunei Halal Certificate



4. References

4.1 Bank Key

Vendor must ensure their **Bank Key** is **correct** when completing their Supplier Registration Questionnaire.

4.1.1 Bank Keys – Domestic

Below is the list of **Domestic Bank Keys**.

BANK KEY	BANK NAME
BBB	Baiduri Bank Brunei
BIBD	Bank Islam Brunei Darussalam
BOC	Bank Of China
MAYBANK	Maybank
RHB	RHB Bank
SCB	Standard Chartered Bank
TAIB	Tabung Amanah Islam Brunei
UOB	UOB Bank

Select a Bank (1) 8 Entries found				
Restrictions				
C/R	Bank Key	Name of Financial Institution	Street and House Number	City
BN	BBB	Bank Baiduri-Brunei	145 Jln Pemancha	Bandar Seri B
BN	BIBD	Bank Islam Brunei Darusalam	Lot.159 Jln.Pemancha	Bandar Seri B
BN	BOC	Bank Of China	Simpang 22 Jalan Dato Ratna	Bandar Seri B
BN	MAYBANK	Maybank	Kiarong Sentral, Unit 5, Simpa	Bandar Seri B
BN	RHB	RHB Bank	Unit F & G, Arches, Jl Pasar B	Bandar Seri B
BN	SCB	Bank Standard Chartered	Main Office, 51-55, Jln Sultan	Bandar Seri B
BN	TAIB	Tabung Amanah Islam Brunei	Jln Sultan Omar Ali Saifuddien	Bandar Seri B
BN	UOB	UOB Bank	Unit 10 Bangunan D'Amin Jaya L	Bandar Seri B

Note: The following are brief description of certain Bank Information fields.

FIELD	DESCRIPTION
Bank Key / ABA Routing Number	Bank Key is a mandatory and unique key for banks especially domestic banks. (Mandatory for domestic banks) ABA Routing Number is similar to Bank Key but it is mainly used by overseas banks such as those from US.
IBAN Number	IBAN Number is a system for identifying bank accounts across national borders. (Optional – Not required for domestic banks).
SWIFT Code	Society of Worldwide Interbank Financial Telecommunication (SWIFT) is an 8-to-11-character code, also known as Bank Identifier Code (BIC). Each bank has a unique SWIFT code indicating its name, location, and branch. (Optional – Not required for domestic banks).
Bank Control Key	Specifies the type of the supplier bank account. (Not required for domestic banks).



4.1.2 Bank Keys – Overseas

Below is the list of **Overseas Bank Keys**.

Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
AE	HANAE	SWIFT:HANYUS33XXX	21920430333118045	HABIB BANK AG ZURICH.
AE	EBIAE	SWIFT: EBILAEAD	1021066499902	EMIRATES BANK INTERNATIONAL
AE	SCBAE	SWIFT: SCBLAEADXX	01207866801	NOT FOUND
AE	NCBAE	SA131000006251161100	NCBKSAJE	NATIONAL COMMERCIAL BANK (NCB)
AE	BBMAE	BANK CODE: BBMEAEAD	022-386742-100	HSBC BANK MIDDLE EAST LIMITED
AE	ADCAE	SWIFT: ADCBAEAA	652668193001	ABU DHABI COMMERCIAL BANK
AE	NBSAE	SWIFT: NBSHAEAS	0047-350646-001	SHARJAH ISLAMIC BANK
AE	ABDAE	BRANCH: AL AIN	22304289	ABU DHABI ISLAMIC BANK
AR	NACAR	SWIFT: NACNARBA	2542/80	BANCO DE LA NACION ARGENTINA
AT	BKAAT	SWIFT: BKAUATWWXXX	04884350200	UNICREDIT BANK AUSTRIA AG
AU	NATAU	SWIFT: NATAAU3304B	438776612	NATIONAL AUSTRALIA BANK
AU	CTBAU	SWIFT: CTBAAU2S	10010887	COMMONWEALTH BANK OF AUSTRALIA
FR	SOGFR	SWIFT: SOGEFRPP	00051779883	KEBHANA BANK
FR	SHBFR	IBN: FR08 3000202549	00 0000 1583 H37	SHIN HAN BANK
GB	CITGB	SWIFT: RBOSGB2L	10040655	CITIBANK KOREA INC -KAKAO
GB	SHBGB	SORT CODE: 11-00-14	10557061	SHINHAN BANK
GB	HBVGB	4921 8167 6007 3327	VISA DEBIT CARD	SUNGKYUNKWAN UNIVERSITI 1F
GB	BOFGB	BIC: MIDLGB2134R	21245988	BANK OF AMERICA
GB	BMUGB	SWIFT: LYODGB21651	31494462	BANK MUSCAT
ID	KOEID	JENIS TABUNGAN 002	0105019012	KEB HANA BANK
KR	IBKKR	SWIFT: IBKOKRSE	222-000063-06-109	INDUSTRIAL BANK OF KOREA
KR	CITKR	SWIFT: CITIKRSX	881-06985-259-01	CITI BANK
KR	HVBKR	SWIFT: HVBKKRSEXXX	1006-280-123123	WOORI BANK
KR	CZNGR	SWIFT: CZNBKRSE	66040201220409	KOOKMIN BANK



Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
KZ	CITKZ	SWIFT: CITIKZKA	100024004	CJSC CITIBANK KAZAKHSTAN
LB	BLOLB	SWIFT: BLOMLBBX	IBAN ABOVE	BLOM BANK S.A.L
LK	HSBLK	SWIFT: HSBCLKLX	#011-012499-101	HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED, THE
LK	BCELK	SWIFT: BCEYLKLX	0000029176	BANK OF CEYLON
LK	BSALK	SWIFT: BSAMLKLX	102250123024	SAMPATH BANK
LK	PSBLK	PSBKLKLX023	796402140386210	PEOPLE'S BANK
LK	NSBLK	SWIFT: HSBALKLX	101270117226	NATIONAL SAVING BANK
LT	HABLT	SWIFT: HABALT22	BANK CODE: 73000	SWEDBANK AB
MC	CRLMC	BIC NO: CRLYFRPP	FR54300020543000	LCL (LE CREDIT LYONNAIS)
MM	KBZMM	SWIFT: KBZBMMMY	03410717700193501	KANBAWZA BANK LTD
MM	MFTMM	SWIFT: MFTBMMMY	1DA-06-00046	MYANMA FOREIGN TRADE BANK
MM	AYAMM	SWIFT : AYABMMMY	0001201010106904	AYA BANK
MT	LBMMT	SWIFT: LBMAMTMT	01440116294	LOMBARD BANK MALTA PLC
MU	STCMU	SWIFT: STCBMUMU	61030100029874	STATE BANK OF MAURITIUS LTD
MV	PMBMV	SWIFT PMBPCZPPXXX	2018360003/6000	PPF BANKA A.S.
MX	SCEMX	SWIFT: SCECUS41	000578651	SCHLUMBERGER EMPLOYEES CREDIT UNION
MY	MBBMY1	SWIFT: MBBEMYKL	511056222911	MAYBANK
MY	PBBMY	SWIFT: PBBEMYKL	4-9368861-23	PUBLIC BANK BERHAD
MY	CIBMY	CURRENT ACC	80-0222955-9	CIMB BANK BERHAD
MY	PIBMY	AL-WADIAH SAVINGS	6-8305537-14	PUBLIC ISLAMIC BANK
MY	PHBMY	SWIFT PHBMMYKLXXX	1000 6000 6821	AFFIN BANK BERHAD
MY	SCBMY	SWIFT: SCBLMYKX	390-145738238	STANDARD CHARTERED BANK
MY	CHAMY	CHASMYKX	687- 0904- 114	J.P.MORGAN CHASE BANK BERHAD
MY	RHBM1	SWIFT: RHBBMYKL	2-12273-0002411-6	RHB BANK BERHAD
MY	HSBMY	SWIFT CODE: HSBGSGSG	260-282769-178	THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED



Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
MY	UOVMY	80000 JOHOR BAHRU,MY	319-3-001151-7	UNITED OVERSEAS BANK (MYS) BHD
MY	HBMMY	SWIFT: HBMBMYKL	205-236268-101	HSBC BANK MALAYSIA BERHAD
MY	HLBMY	SWIFT: HLBBMYKL	055-020-01227 USD	HONG LEONG BANK BERHAD
MY	CITMY	SWIFT: CITIMYKL	0195202028	CITIBANK BERHAD
MY	MBBMY2	SHAH ALAM SELANGOR	5621 0672 6750	MALAYAN BANKING BERHAD
MY	MFBB1	SWIFT: MFBBMYKL	110270010012502	ALLIANCE BANK MALAYSIA BERHAD
MY	ARBMY	SWIFT: ARBKMYKLXXX	0912012006334	AMBANK (M) BERHAD
MY	HMAMY	SWIFT: HMABMYKL	003-171873-021	HSBC AMANAH MALAYSIA BERHAD
MY	MFBMY	SWIFT: MFBBMYKLXXX	641530010011886	ALLIANCE BANK SETAPAK
MY	BMMMY1	SWIFT:BMMBMYKL	07020000156710	BANK ISLAM MALAYSIA BERHAD
MY	OCBMY	SWIFT:OCBCMYKLXXX	7901069229	OCBC BANK (MALAYSIA) BERHAD
MY	RHBM2	SWIFT: RHBAMYKL	26601600012821	RHB ISLAMIC BANK BERHAD
MY	AIBMY1	SWIFT: AIBBMYKLXXX	20-662-000023-9	AFFIN ISLAMIC BANK BERHAD
MY	BMMMY2	SWIFT : BMMBMYKL	14010018840726	BANK MUAMALAT MALAYSIA BERHAD
MY	AIBMY2	SWIFT: AIBBMYKL	206640101480	AFFIN BANK ISLAMIC
MY	HLIMY	SWIFT: HLIBMYKL	25501005499	HONG LEONG ISLAMIC BANK
NL	DEUNL	BLZ: 500 700 24	0704635 00	DEUTSCHE BANK AG
NL	RABNL	SWIFT: RABONL2U	109524799	RABOBANK
NL	ABNNL	BIC: ABNANL2A	46.85.73.178	ABN AMRO BANK N.V.
NL	INGNL	SWIFT: INGBNL2A	5549196	ING BANK N.V.
NO	DNBNO	SWIFT:DNBANOKK	7007-04-44435	DNB BANK ASA
NO	SANNO	SWIFT: SASKNO22	NO2232651128225	SANDNES SPAREBANK
NO	SPANO	SWIFT: SPTRNO22	39316208030	SPAREBANK 1 SMN
NO	NORNO	SWIFT: NDEANOKK	NO7860130443845	NORDEA BANK ABP, FILIAL I NORGE
NO	HANNO	SWIFT: HANDNOKK	96852787772	HANDELSBANKEN
NO	DANNO	SWIFT:DABANO22	86431085439	DANSKE BANK A/S
NP	NABNP	SWIFT:NARBNPKA	3310017504518	NABIL BANK LIMITED



Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
NP	NEPNP	SWIFT: NRBLNPKA	1201200001005524	NEPAL RASTRA BANK
NZ	SHINZ	SWIFT: BKNZNZ22	0209290045806-083	SHINHAN BANK, 323 ILSAN-RO
NZ	ASBNZ	SWIFT : ASBBNZ2A	24270784-USD-39	ASB BANK LIMITED
NZ	ANZ NZ	SWIFT: ANZBNZ22	01-0906-016776300	ANZ BANK NEW ZEALAND LIMITED
NZ	WESNZ	SWIFT: WPACNZ2W	030502-0038164-02	WESTPAC NEW ZEALAND LIMITED, A WHOLLY OWNED SUBSIDIARY OF WESTPAC BANKING CORPORATION
NZ	TRUNZ	SWIFT: BRBTUS33	0005234621647	TRUIST BANK
NZ	COMNZ	SWIFT: CMFGUS33	8452021450	COMMUNITY FEDERAL SAVINGS BANK
NZ	BNZ NZ	SWIFT : BKNZNZ22	0209120391817001	BANK OF NEW ZEALAND
OM	SOHOM	SWIFT: BBMEOMRX	267-004869-160	SOHAR INTERNATIONAL BANK S.A.O.G
PE	BANPE	SWIFT: BCPLPEPL	191-0139811-1-41	BANCO DE CREDITO DEL PERU
PH	HSBPH	SWIFT: HSBCPHMM	081-033417-130	THE HONGKONG AND SHANGHAI BANKING CORPORATION LTD
PH	BDOPH	SWIFT: BNORPHMM	000800347609	BDO UNIBANK, INC.
PH	BOCPH	SWIFT: PABIPHMM	023-210000011 USD	BANK OF COMMERCE
PH	BOPPH	SWIFT: BOPIPHMM	8114 0269 73	BANK OF THE PHILIPPINE ISLANDS
PH	LBPPH	TLBPPHMM	1984-0071-98	LANDBANK OF THE PHILIPPINES
PH	MBTPH	SWIFT: MBTC PHMM	SA3543601483	METROPOLITAN BANK AND TRUST CO.
PH	BDOPH1	SWIFT: BOPBPHMM	004000166258	BDO PRIVATE BANK INC.
PH	DBPPH	SWIFT: DBPHPHMM	0756-002843-030	DEVELOPMENT BANK OF THE PHILIPPINES
PK	BAHPK	SWIFT: BAHLPKKAXXX	00050981019777014	BANK AL HABIB LIMITED
PK	HABPK	INTM BNK: HABBUS33	0786-79014650-11	HABIB BANK LIMITED
PK	SONPK	SWIFT: SONEPKKAXXX	01180182730 (USD)	SONERI BANK LIMITED
PK	SBPPK	SWIFT: SBPPPKKA	CENTRAL-01 (US\$)	STATE BANK OF PAKISTAN
PK	SCBPK	SWIFT: SCBLPKKX	BRANCH CODE: 066	STANDARD CHARTERED BANK (PAKISTAN) LIMITED



Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
PK	NBPPK	SWIFT: NBPAPKKA02P	4004875869	NATIONAL BANK OF PAKISTAN
PK	SBIPK	SWOFT: SBININBB	00000020156936383	STATE BANK OF INDIA
PK	FAYPK	SWIFT: FAYSPKKA112	3024301000008238	FAYSABANK LIMITED
PK	UNIPK	SWIFT: UNILPKKA	1322236470682	UNITED BANK
PR	BANPR	SWIFT: BPPRPRSX	166553468	BANCO POPULAR DE PUERTO RICO
PY	CITPY	SWIFT: CITIUS33XXX	36005954	CITIBANK N.A.
QA	QATQA	SWIFT: QNBAQAQA	0013-300538-060	QATAR NATIONAL BANK
SA	SABSA	SWIFT:SABBSARI	011-335262-001	SAUDI AWWAL BANK
SA	BSFSA	SWIFT: BSFRSARI	97787900154	BANQUE SAUDI FRANSI
SA	SAMSA	SWIFT: SAMBPKKAXXX	4701829870	SAMBA BANK LIMITED
SE	NORSE	SWIFT: NDEA SESS	IBAN: SE54 9500	NORDEA BANK ABP
SE	NORSE1	SWIFT CODE: HANDSESS	6124-401 536 238	NORDEA BANK ABP, FILIAL I SVERIGE
SE	LANSE	SWIFT: ELLFSESSXXX	9023 4372348	LANSFORSAKRINGAR BANK AB
SG	DBSSG	SWIFT CODE: DBSSSGSG	172-12587-5	DBS BANK LTD
SG	CITSG	SWIFT: CITISGSG	0492366-013	CITIBANK,N.A.
SG	UOBSG	SWIFT: UOVBSGSG	212-307-287-3	UNITED OVERSEAS BANK LIMITED
SG	OCBSG	SWIFT : OCBCSGSG	591218599001	OVERSEA-CHINESE BANKING CORPORATION LIMITED
SK	CESSK	SWIFT: CEKOSKBX	484081053/7500	CESKOSLOVENSKA OBCHODNA BANKA, A.S.
TH	BBPTH	SWIFT: BKKBTHBK	9420003106	BANGKOK BANK PUBLIC COMPANY LIMITED
TH	KASTH	SWIFT:KASITHBK	046-9-20001-9	KASIKORNBANK PUBLIC COMPANY LIMITED
TH	SIATH	SWIFT: SICOTHBK	026-2 99105-5	SIAM COMMERCIAL BANK PCL., THE
TH	TMBTH	SWIFT: TMBKTHBK	384-2-09945-3	TMBTHANACHART BANK PUBLIC COMPANY LIMITED
TH	KRUTH	SWIFT: KRTHBK	980-5-18356-4	KRUNG THAI BANK PUBLIC COMPANY LIMITED
TH	IBTTH	SWIFT TIBT THBK	102-1-03380-4	ISLAMIC BANK OF THAILAND



Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
TR	TURTR	SWIFT: TGBATRISXXX	459 909 85 74	TURKIYE GARANTI BANKASI A.S.
TR	HSBTR	SWIFT: HSBCTRIX	888100401177301	HSBC BANK A.S.
TR	TURTR1	SWIFT: ISBKTRISXXX	0290599	TURKIYE IS BANKASI A.S.
TR	TURTR2	SWIFT: TCZBTR2AXXX	2176921326645003	TURKIYE CUMHURİYETİ ZIRAAT BANKASI A.S.
TR	ZIRTR	SWIFT: ZKBATRIS	8-1130413-3	ZIRAAT KATILIM BANKASI A.S.
TW	HUATW	SWIFT: HNBKTWTP120	120970012686	HUA NAN COMMERCIAL BANK, LTD.
TW	FCBTW	SWIFT: FCBKTWTP	28368055761	FIRST COMMERCIAL BANK
TW	ECBTW	SWIFT: ESUNTWTP	0473879044964	E. SUN COMMERCIAL BANK LTD.
TZ	NBCTZ	SWIFT: NLCBTZTX	0111 0500 7500	NATIONAL BANK OF COMMERCE, THE
TZ	EBTTZ	SWIFT: EQBLTZTZ	3010111377499	EQUITY BANK TANZANIA LIMITED
UA	JOIUA	SWIFT: COSBUAUK	260093011852	JOINT STOCK COMPANY 'STATE SAVINGS BANK OF UKRAINE'
UA	PIBUA	SWIFT: UGASUAUK	26007300771	PUBLIC JOINT-STOCK COMPANY JOINT STOCK BANK 'UKRGASBANK'
US	BOFUS	SWIFT: BOFAUS3N	2435210535	BANK OF AMERICA, N.A.
US	KOOUS	SWIFT: CNORUS44	30710257514	KOOKMIN BANK, 120 TAEPYUNG-RO
US	WELUS	SWIFT: PNBPU3NNYC	2000192003476	WELLS FARGO BANK, N.A.
US	PNCUS	SWIFT CODE: PNCCUS33	1010933853	PNC BANK, N.A.
US	JPMUS	SWIFT : CHASUS33	322018501	JPMORGAN CHASE BANK, N.A.
US	CNBUS	SWIFT: CINAUS6L	112 299092	CITY NATIONAL BANK
US	COMUS	SWIFT: MNBDUS 33	1076 036 803	COMERICA DETROIT
US	CITUS	SWIFT: CITIUS33	1013 8388 (USD)	CITIBANK N.A
US	HSBUS	SWIFT: MRMDUS33	000153028	HSBC BANK USA, N.A.
US	FRBUS	SWIFT: FRNYUS33FX1	0210-8216-2	FEDERAL RESERVE BANK OF NEW YORK
US	BANUS	SWIFT: DBDBRSBG	0051700000552	BANCA INTESA AD, BEOGRAD
US	JPMUS1	SWIFT: CHASUSU3XXX	338123810	PMORGAN CHASE BANK, N.A
US	ONPUS	SWIFT: OCCUUS66XXX	912128	ONPOINT COMMUNITY CREDIT UNION



Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
US	WINUS	SWIFT: NSCTUS44	3804849958	WINTRUST BANK, N.A.
US	TANUS	SWIFT: ANBTUS44	2004095846	THE AMERICAN NATIONAL BANK OF TEXAS
US	UNIUS	SWIFT: BOFCUS33MPK	6100023588	UNION BANK
US	RENUS	SWIFT: RNSTUS42	0002004752	RENASANT BANK
US	HANUS	SWIFT : WHITUS44	0715360167	HANCOCK WHITNEY BANK
US	MATUS	SWIFT: MANTUS33	1107000701	M AND T BANK
US	CITUS1	SWIFT: CTZIUS33	113742-2669	CITIZEN BANK
US	TDBUS	SWIFT: NRTHUS33XXX	8253165720	TD BANK
US	BMOUS	SWIFT : HATRUS44	223-733-7	BMO HARRIS BANK N.A
US	SEAUS	SWIFT: SNBFUS3F XXX	4167129751	SEACOAST NATIONAL BANK
US	TCBUS	SWIFT: TXCBUS44	4011005131	TEXAS CAPITAL BANK
US	UFSUS	SWIFT: UFSBUS44 XXX	0021290547	USAA FEDERAL SAVINGS BANK
US	THNUS	SWIFT : HUNTUS33	01661616573	THE HUNTINGTON NATIONAL BANK
US	BOHUS	SWIFT: NARAUS6L090	3099223	BANK OF HOPE
US	REGUS	SWIFT: UPNBUS44	0185437611	REGIONS BANK
US	BRBUS	SWIFT: BBCLMUMU	06635883	BREMER BANK
US	CPOUS	SWIFT: NFBKUS33XXX	360 6633 8931	CAPITAL ONE BANK
VN	BPCVN	SWIFT: BFCEVNVX	885392	BPCE IOM
VN	HSBVN	SWIFT: HSBCVNVX	001-001593-101	HSBC BANK (VIETNAM) LTD
VN	JSCVN	SWIFT: BFTVVNVX	001.1.37.008403.9	JOINT STOCK COMMERCIAL BANK FOR FOREIGN TRADE OF VIETNAM
VN	VTCVN	SWIFT: VTCBVNVX	19133681605011	VIETNAM TECHNOLOGICAL AND COMMERCIAL JOINT STOCK BANK
VN	BIPVN	SWIFT: BKIPPKKAXXX	106400280530201	BANK ISLAMI PAKISTAN LIMITED
VN	VPJVN	SWIFT: VPBKVNVX	195933456	VIETNAM PROSPERITY JOINT STOCK COMMERCIAL BANK
VN	ACBVN	SWIFT: ASCBVNVX	97436979	ASIA COMMERCIAL BANK ACB



Country / Region Key of Bank	Bank Key ID	SWIFT CODE	BANK ACCOUNT NUMBER (SAMPLE)	BANK NAME
VN	SBIVN	SWIFT : SBICIMDX	SORT CODE: 404852	STANDARD BANK ISLE OF MAN LIMITED
ZA	SBSZA	SWIFT: SBZA ZAJJ	ZA010045010547002	STANDARD BANK OF SOUTH AFRICA LIMITED,THE
ZA	ABSZA	SWIFT: ABSAZAJJ	9088481031	ABSA BANK LIMITED
ZA	FNBZA	SWIFT:FIRNZAJJXXX	60232188256	FIRST NATIONAL BANK

Note: The following are brief description of certain Bank Information fields.

FIELD	DESCRIPTION
Bank Key / ABA Routing Number	Bank Key is a mandatory and unique key for banks especially domestic banks. (Mandatory for domestic banks) ABA Routing Number is similar to Bank Key but it is mainly used by overseas banks such as those from US.
IBAN Number	IBAN Number is a system for identifying bank accounts across national borders. (Optional – Not required for domestic banks).
SWIFT Code	Society of Worldwide Interbank Financial Telecommunication (SWIFT) is an 8-to-11-character code, also known as Bank Identifier Code (BIC). Each bank has a unique SWIFT code indicating its name, location, and branch. (Optional – Not required for domestic banks).
Bank Control Key	Specifies the type of the supplier bank account. (Not required for domestic banks).

4.2 ROC Supporting Document Samples

Vendor must ensure their **ROC Number** is correct when completing their Supplier Registration Questionnaire. Below are samples of ROC supporting documentation.

4.2.1 RC – Supporting Documents

Below is a **sample** for signed ROC supporting documentation for **RC Account (Z201) – Private Limited**.

SAMPLE ONLY



RC:

ROC Number

PERAKUAN PENUBUHAN SYARIKAT PERSENDIRIAN
CERTIFICATE OF INCORPORATION OF PRIVATE COMPANY

Saya dengan ini memperakui bahawa
I hereby certify that

SZ SDN BHD

Company Name

Adalah, pada 14 Haribulan Januari 2018 ditubuhkan
Is, on this 14 Day of January 2018 incorporated

Date of Incorporation

di bawah Akta Syarikat-Syarikat, Penggal 39, dan bahawa
Under the Companies Act, Chapter 39, and that

Syarikat ini adalah sebuah syarikat BERHAD menurut syer
The company is a company LIMITED by shares

Dan bahawa syarikat ini adalah sebuah syarikat persendirian.
And that the company is a private company.



Pendaftar Syarikat-Syarikat
REGISTRAR OF COMPANIES
NEGARA BRUNEI DARUSSALAM



The validation code for this Certificate of Incorporation is https://eservices.

To check the validity of this certificate, enter in your browser.

Note: Below is a sample for official supporting documentation (Company Extract) for RC Account (Z201) – Private Limited.

SAMPLE ONLY

Extract generated as at 25-Nov-2020



Registry of Companies
Brunei Darussalam
Company Extract

General Details

Registration Number	: RC0001
Company Name	: The [REDACTED] Sdn Bhd
Company Type	: Private Company
Entity Status	: Registered
Incorporation Date	: 25-Nov-2020
Business Sector	: 01 Crop and animal production, hunting and related services activities
AGM Due Date	: 25-May-2022
Latest Annual Returns Filed	: N/A

Addresses

Registered Office Address : [REDACTED] SPG [REDACTED] Ialar [REDACTED] Kampung [REDACTED] A, STKRJ, [REDACTED] A, Kuala Belait, Belait, KA [REDACTED], Brunei Darussalam

Directors

Director

Full Name	: [REDACTED]
Nationality	: Brunei Darussalam
Identification Document	: IC-Yellow
Identification Document Number	: [REDACTED]
Gender	: Male
Residential Address	: [REDACTED]
Appointment Date	: 25-Nov-2020

ROC Number
& Company Name

Date of Incorporation
& Business Sector

Extract Generated at as 25-Nov-2020

Note: Below is a sample for official supporting documentation (Certificate of Incorporation of Private Company) for RC Account (Z201) – Private Limited.

SAMPLE ONLY

RC00

ROC Number



PERAKUAN PENUBUHAN SYARIKAT PERSENDIRIAN
CERTIFICATE OF INCORPORATION OF PRIVATE COMPANY

Saya dengan ini memperakui bahawa
I hereby certify that

THE [REDACTED] SDN BHD

Adalah, pada 25 Haribulan November 2020 ditubuhkan
Is, on this 25 Day of November 2020 incorporated

Company Name
& Date of Incorporation

di bawah Akta Syarikat-Syarikat, Penggal 39, dan bahawa
Under the Companies Act, Chapter 39, and that

Syarikat ini adalah sebuah syarikat BERHAD menurut syer
The company is a company LIMITED by shares

Dan bahawa syarikat ini adalah sebuah syarikat persendirian.
And that the company is a private company.





The validation code for this Certificate of Incorporation is [REDACTED]. To check the validity of this certificate, enter
<https://qa.oqp.mofe.gov.bn/VerifyDocument/> [REDACTED] in your browser.

4.2.2 P – Supporting Documents

Below is a **sample** for signed ROC supporting documentation for **P Account (Z202) – Sole Proprietorship**.

SAMPLE ONLY



AKTA NAMA-NAMA PERNIAGAAN (BAB 16)
 BUSINESS NAME ACT (SECTION 16)

Sijil Pendaftaran
 Certificate of Registration

Saya dengan ini mengesahkan bahawa pendaftaran menurut Akta Nama-Nama Perniagaan telahpun dilakukan berhubung dengan perniagaan yang dijalankan di

I hereby certify that registration pursuant to the Business Names Act has been effected in respect of a business carried on at

No. [redacted], Spg. [redacted] Jln [redacted], Perumahan [redacted] Kampong [redacted], Gadong B, Brunei Muara, BE19 [redacted] Brunei Darussalam

di bawah Nama Perniagaan
 Under the Business Name of

QA ENTITY [redacted]

Company Name

Ditandatangani, di Bandar Seri Begawan, pada 30 Haribulan November 2021
 Given under my hand, at Bandar Seri Begawan, this 30 day of November 2021

Date of Incorporation



Pendaftar Nama-Nama Perniagaan
REGISTRAR OF BUSINESS NAMES
NEGARA BRUNEI DARUSSALAM



The validation code for this Certificate of Registration is 4 [redacted]. To check the validity of this certificate, enter <https://eservices.gov.bn> in your browser.

Note: Below is a sample for official supporting documentation (Business Name Extract) for P Account (Z202) – Sole Proprietorship.

SAMPLE ONLY

Extract generated as at 09-Jan-2021



Registry of Business Names

Brunei Darussalam

Business Name Extract

General Details

Business Number	: P300C	ROC Number & Company Name	
Business Name	: OM		
Business Type	: Sole Proprietor		
Entity Status	: Registered		
Registration Date	: 09-Jan-2021	Registration Date & Business Sector	
Business Sector	: 99 Activities of extraterritorial organization and bodies		

Addresses

Principal Place of Business	: Address 1, Kampong Kilanas, Kilanas, Brunei Muara, BF2525, Brunei Darussalam
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Owners

Individual Owner(s)

Full Name	: ABDUL SHAKIR ZULFAHRI BIN MOHD.
Nationality	: Brunei Darussalam
Identification Document	: IC-Yellow
Identification Document Number	: 91083391
Gender	: Male
Residential Address	: Address 1, Kampong Kilanas, Kilanas, Brunei Muara, BF2525, Brunei Darussalam
Appointment Date	: 09-Jan-2021

Extract Generated as at 09-Jan-2021

Note: Below is a sample for official supporting documentation (Certificate of Registration) for P Account (Z202) – Sole Proprietorship.

SAMPLE ONLY



AKTA NAMA-NAMA PERNIAGAAN (BAB 16)
 BUSINESS NAME ACT (SECTION 16)

Sijil Pendaftaran
 Certificate of Registration

Saya dengan ini mengesahkan bahawa pendaftaran menurut Akta Nama-Nama Perniagaan telahpun dilakukan berhubung dengan perniagaan yang dijalankan di
 I hereby certify that registration pursuant to the Business Names Act has been effected in respect of a business carried on at

Kampong
Brunei Muara, BF
Brunei Darussalam

di bawah Nama Perniagaan
 Under the Business Name of

OM

Company Name

Ditandatangani, di Bandar Seri Begawan, pada
9 Haribulan Januari 2021

Given under my hand, at Bandar Seri Begawan, this
 9 day of January 2021

Date of Incorporation



The validation code for this Certificate of Registration is 88EC812EA7434E479F3E4E9C832D73E0. To check the validity of this certificate, enter <https://eservices.qa.oqp.mofe.gov.bn/public/VerifyDocument/code=88EC812EA7434E479F3E4E9C832D73E0> in your browser.