



# Vendor Day March 2015

1



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# CONTENT

- Objectives of E-Mail Notification
- Key Stages of Notification
- Sample Email Notification
- Mandatory Requirements
- Contract Management
- Customer Service Unit - Contacts



# CONTENT



## Objectives of E-Mail Notification



## OBJECTIVES

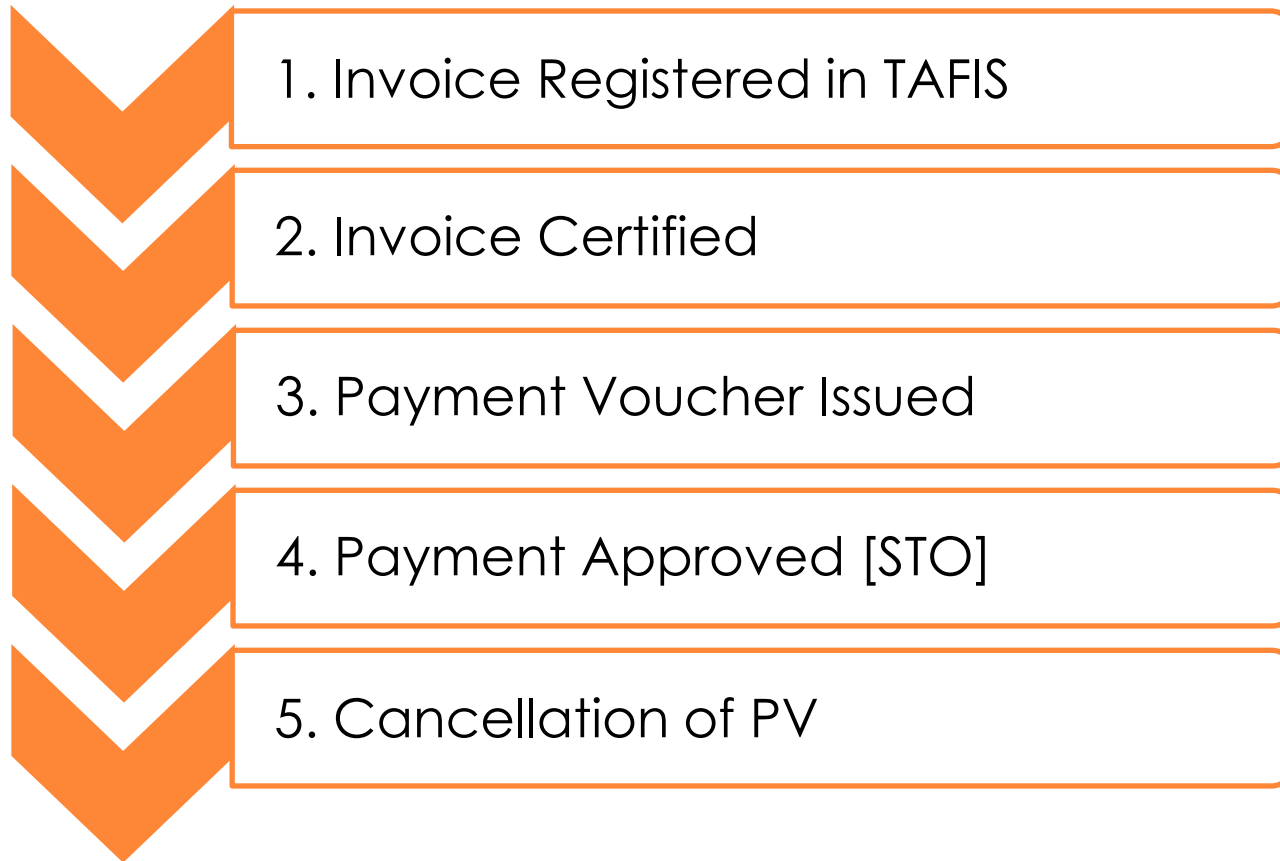
- Value Add service to Invoice Tracking
- More accountability among the processors which will hopefully increase the efficiency and effectiveness of the Government payment process via TAFIS
- Provide greater transparency to vendors on the payment status



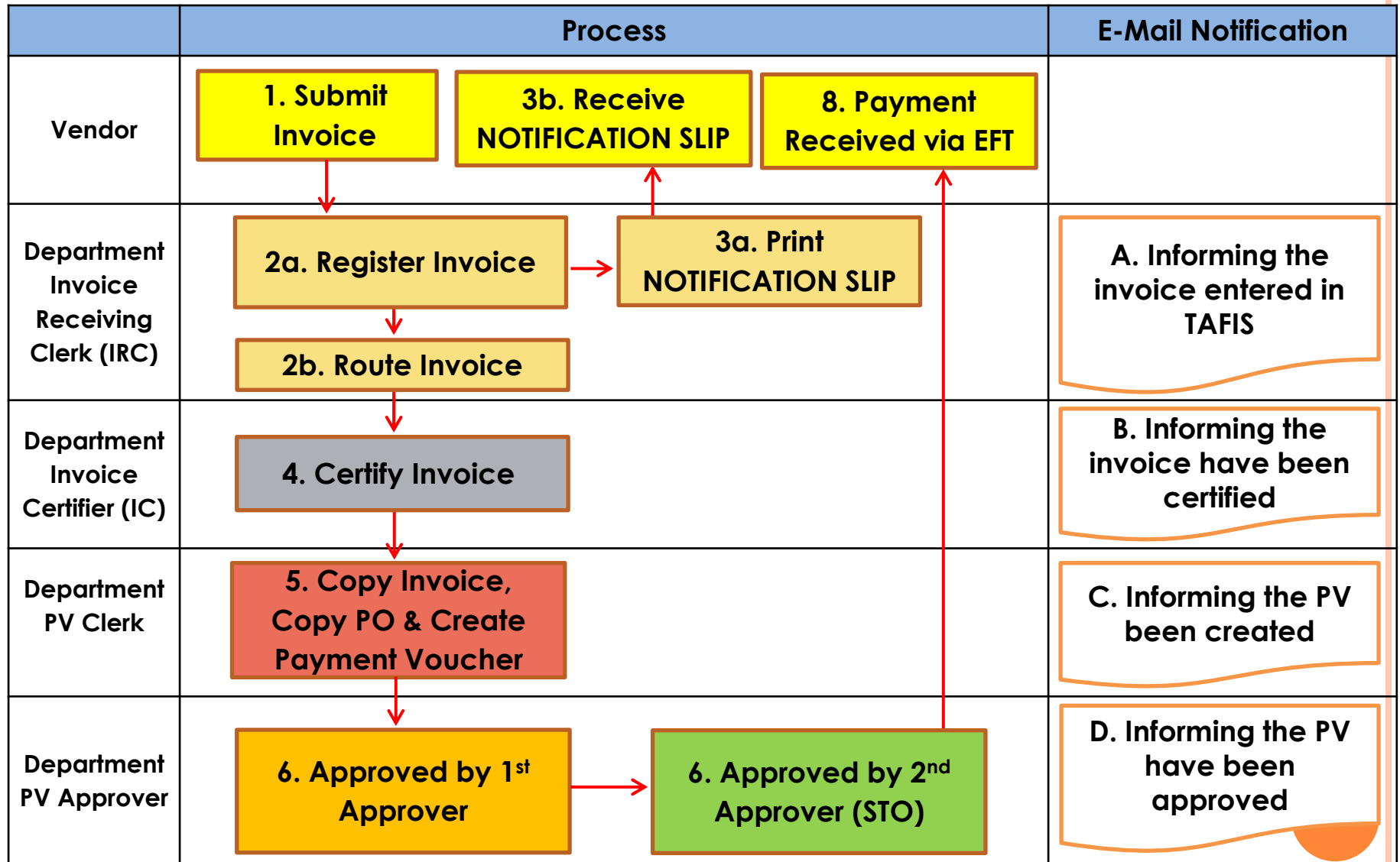
# CONTENT

## Key Stages of Notification

# KEY STAGES OF NOTIFICATION



# EMAIL NOTIFICATION PROCESS





# CONTENT



**Sample Email Notification**



# E-MAIL NOTIFICATION SAMPLE

- Receipt of Invoice

From:  tafisadmin@mof.gov.bn  
To:  
Cc:  
Subject: [TAFIS Notification]: Receipt of Invoice

**Dear Vendor**

Please be advised that we have received the following invoice/s:

Lot ID	Invoice	Invoice Date	Invoice Amount	Received Date	Business Unit-Name
0000000422	325701151	03/03/2015	BND 35000	13/03/2015	SN02A-Laut

Thank you,

**TAFIS Admin  
Treasury Department,  
Ministry of Finance**

\*\*\* This is an automatically generated email, please do not reply \*\*\*

# E-MAIL NOTIFICATION SAMPLE

- Certification of Invoice

From:  tafisadmin@mof.gov.bn  
To:  
Cc:  
Subject: [TAFIS Notification]; Certification of Invoice

Dear Vendor

Please be advised that the following invoice/s has been certified:

Lot ID	Invoice	Invoice Date	Invoice Amount	Received Date	Certified Date	Business Unit-Name
0000000422	325701151	03/03/2015	BND 35000	13/03/2015	13/03/2015	SN02A-Laut

Thank you,

TAFIS Admin  
Treasury Department,  
Ministry of Finance

\*\*\* This is an automatically generated email, please do not reply \*\*\*

# E-MAIL NOTIFICATION SAMPLE

- Creation of Payment Voucher

From:  tafisadmin@mof.gov.bn  
To:  
Cc:  
Subject: TAFIS Notification: Voucher created for Invoice

Dear Vendor

Please be advised that a voucher has been created for the following invoice:

Lot ID	Invoice	Voucher No.	Voucher Date	Voucher Amount	Business Unit-Name
0000000422	325701151	00012898	13/03/2015	BND 35000	SN02A-Laut

Thank you,

TAFIS Admin  
Treasury Department,  
Ministry of Finance

\*\*\* This is an automatically generated email, please do not reply \*\*\*

# E-MAIL NOTIFICATION SAMPLE

- Payment Voucher Approval

From:  tafisadmin@mof.gov.bn  
To:  
Cc:  
Subject: TAFIS Notification: Voucher Approval for Invoice

Dear **Vendor**

Please be advised that the voucher has been approved for the following invoice and you may expect to receive the payment within three working days.

Lot ID	Invoice	Voucher No.	Voucher Date	Voucher Amount	Business Unit-Name
0000000422	325701151	00012898	13/03/2015	BND 35000	SN02A-Laut

Thank you,

TAFIS Admin  
Treasury Department,  
Ministry of Finance

\*\*\* This is an automatically generated email, please do not reply \*\*\*

# E-MAIL NOTIFICATION SAMPLE

- Payment Voucher Cancellation

From:  tafisadmin@mof.gov.bn  
To:  
Cc:  
Subject: [TAFIS Notification]: Cancellation of Invoice

Dear Vendor

Please be advised that the following invoice/s has been cancelled:

Lot ID	Invoice	Invoice Date	Invoice Amount	Received Date	Cancellation Date	Cancellation Reason	Business Unit-Name
0000000620	124355	02/03/2015	BND 5345	13/03/2015	13/03/2015	Duplicate Invoice	SH01A-Kem Perindust & Sumber Utama

Thank you,

TAFIS Admin  
Treasury Department,  
Ministry of Finance

\*\*\* This is an automatically generated email, please do not reply \*\*\*



# CONTENT

## Mandatory Requirements

# MANDATORY REQUIREMENTS

- NO Purchase Order = NO Work = NO Payment
- NO Contract = NO Work = NO Payment
- Invoice to be submitted to designated Invoice Receiving Counters
- Invoice with NO PO number will be rejected.

# PURCHASE ORDER

**KERAJAAN BRUNEI**  
**GOVERNMENT OF BRUNEI DARUSSALAM**  
**Purchase Order**

**ORIGINAL**

**Prime Minister's Office**

Jalan Tutong  
Istana Nurul Iman  
Bandar Seri Begawan BM BA1000  
Brunei Darussalam

Vendor: 0000000001  
Vendor Name  
P.o.Box 2987  
Bandar Seri Begawan BM BS8675  
Brunei Darussalam

**Dispatch via Print**

Purchase Order	Entered Date	Date	Revision	Page
SA01A-0000002920	21/10/2011	21/10/2011		1
Buyer	Phone	Currency		
Finance Sec, ASEAN-EC	244-5851	BND		

Deliver To: GAD00-ASEA - Phone: 02445851  
SPG 347, Jalan Pasar Baru, Gadong  
Bandar Seri Begawan BM BE1318  
Brunei Darussalam

Bill To: JPM00-JPM  
Jalan Tutong  
Istana Nurul Iman  
Bandar Seri Begawan BM BA1000  
Brunei Darussalam

Line-Sch	Item/Description	Account	Mfg ID	Quantity	UOM	Unit Price	Amount	Due Date
1- 1	CLEANING SERVICES	B02103		1.00	EA	1,000.000	1,000.00	21/10/2011

Facilities

**Note:** Vendors must ensure to receive TAFIS printed **Purchase Order**, signed and stamped by relevant officer in-charge before delivering goods or services





# NOTIFICATION SLIP

Lot Number: 0000001743  
Received By: VP2                  Jeffreys,Jenny  
Received Date: 22/02/2014  
Receiving BU: SA01A              Jabatan Perdana Menteri  
Department ID: 100101          Prime Minister's Office  
Location Code PMOAGC-ADM      Administration Unit  
Vendor ID: P9407                  **Vendor**

Invoices Received								Customize	Find	View All	Print	Grid	First	1 of 1	Last
	Invoice	Invoice Dt	PO BU	PO ID	Amount	Currency	Duplicate	Detail							
1	AB123C	01/02/2014			100.000	BND		Pembelian Buku Kanak2							

**Note:** Vendors must ensure to receive **Notification Slip** immediately upon submission of invoice



# CONTENT

## Contract Management

# TAFIS CONTRACT MANAGEMENT MODULE

- TAFIS Contract Management Module will be released in May 2015.
- All on-going/active contracts need to be registered in TAFIS
- Upon approval of the contract, Contract Confirmation will be issued and vendors will be notified via email notification.
- All related invoices must contain Valid Contract Number.



# CONTENT



**Customer Service Unit - Contacts**



# TREASURY DEPARTMENT CUSTOMER SERVICES UNIT

## COUNTER SERVICES

### Operating Hours

Monday – Thursday and Saturday  
8.30am to 3.30pm



## CALL OUR HOTLINE AT **2383444**

### Operating Hours

Monday – Thursday and Saturday  
8.00am to 4.30pm



## WRITE TO US AND SEND TO

**[tafisvendorsupport@treasury.mof.gov.bn](mailto:tafisvendorsupport@treasury.mof.gov.bn)**



# Thank You

# VENDOR CONTACT FORM

## GOVERNMENT OF BRUNEI DARUSSALAM

### VENDOR CONTACT FORM

Company Registered in TAFIS

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

#### COMPANY'S INFORMATION

Company Name

Vendor ID (ROC/ ROB Number)

Company Email Address

Contact Numbers

Office

Mobile

#### COMPANY'S CONTACT PERSON DETAILS

Name

Designation

Email

Contact Numbers

Office

Mobile

#### DECLARATION

I hereby certify that the provided information above are correct.

Signature

Name

Title

Company Stamp

Please submit this form to:

Counter Number 6, Kaunter Perkhidmatan,

Level 2, Treasury Department

Ministry of Finance

or scan the completed form and send via Email to [TMU@treasury.mof.gov.bn](mailto:TMU@treasury.mof.gov.bn).