



بروني گس كرياتس سنديرين برحد
BRUNEI GAS CARRIERS SENDIRIAN BERHAD



Vendor Portal

USER MANUAL FOR VENDOR PORTAL



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WELCOME TO THE VENDOR PORTAL

INTRODUCTION

The Vendor Portal is a website where you, as a registered vendor can easily interact with BGC. You can have access by logging in with your User ID and password which can be obtained from BGC's Vendor Registration Team.

In the Vendor portal, you can perform the following tasks:

- View and maintain your profile information. Your profile includes the names of contacts in your organization that are authorized to interact with BGC.
- Request to be added to additional new categories or remove categories from your existing profile.
- Receive notification from BGC.
- View the status of purchase orders and product receipts.

GETTING STARTED

VENDOR PORTAL WEBSITE

Use this procedure to go to the Vendor Portal website.

1. Go to your web browser. The site is best viewed in Internet Explorer version 11.
2. Enter the link: <https://vendor.bgc.com.bn>.

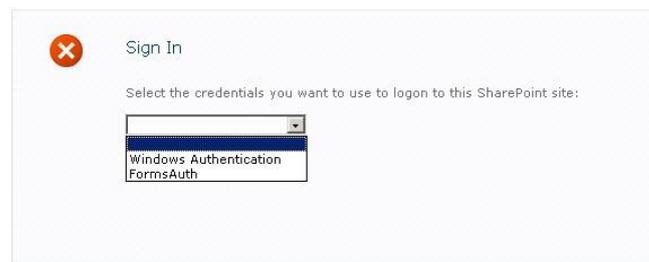


Figure 1 - Vendor Portal webpage

LOGIN TO VENDOR PORTAL

Use this procedure to login to the Vendor portal.

1. The Sign in page will prompt you to select a logon option in a drop-down list. Please choose 'FormsAuth' to proceed. You will be redirected to the forms-based authentication logon site.



2. Enter your **User ID** and **password** which has been provided by BGC in the respective fields.

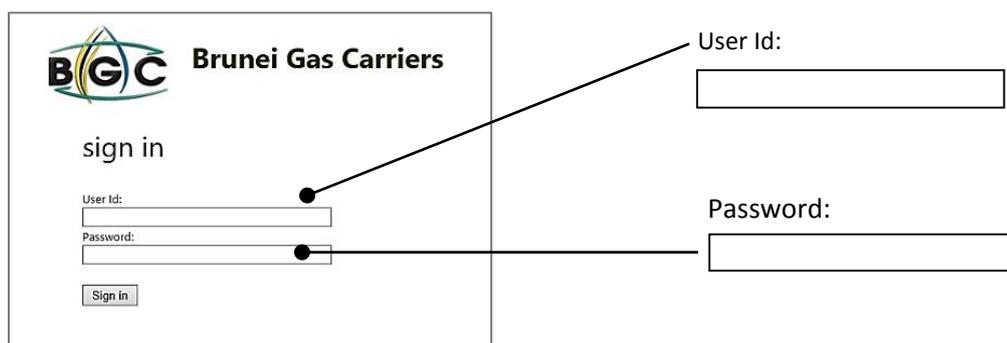


Figure 2 - Vendor Portal

Important note: Your password will be locked out after 3 failed attempts. If you have been locked out or if you have forgotten your password, you can contact the Vendor Registration Team by emailing vendor.registration@bgc.com.bn or call 2613000 for assistance. Your reset password will be provided within 3 working days. For security reasons, please do not share your User ID and Password with anyone.

Upon login to the vendor portal, there will be 2 different tabs at the top left of the page which are the 'Home' and 'Vendor portal' tabs.

HOME

At the 'Home' tab, you'll be able to see 'New Category request', 'Vendor invoices', 'New questionnaires' and 'New request for quotation' as shown in *figure 3*.

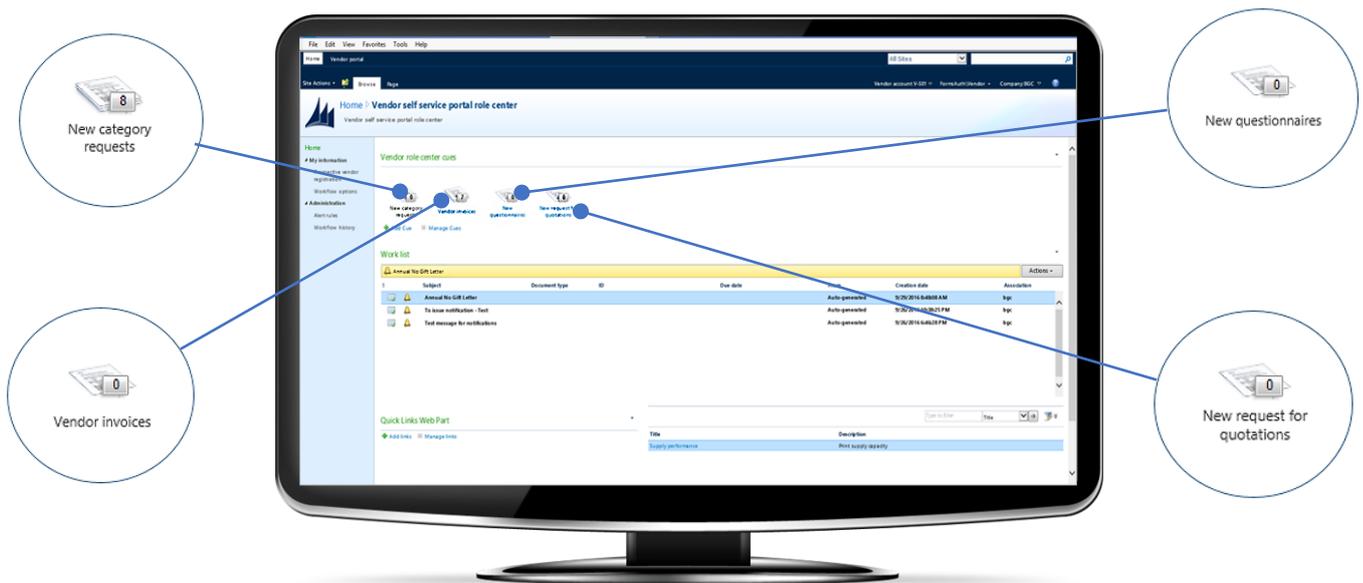


Figure 3 - Home Tab

- **New Category request:** Vendors can register in additional categories or request for a category to be removed from their profile.
- **Vendor Invoices:** This function is not yet operational; we will notify you when we have updates.
- **New questionnaires:** BGC may release questionnaires from time to time and vendors may submit their responses via the Vendor Portal.
- **New request for quotations:** This function is not yet operational; we will notify you when we have updates.

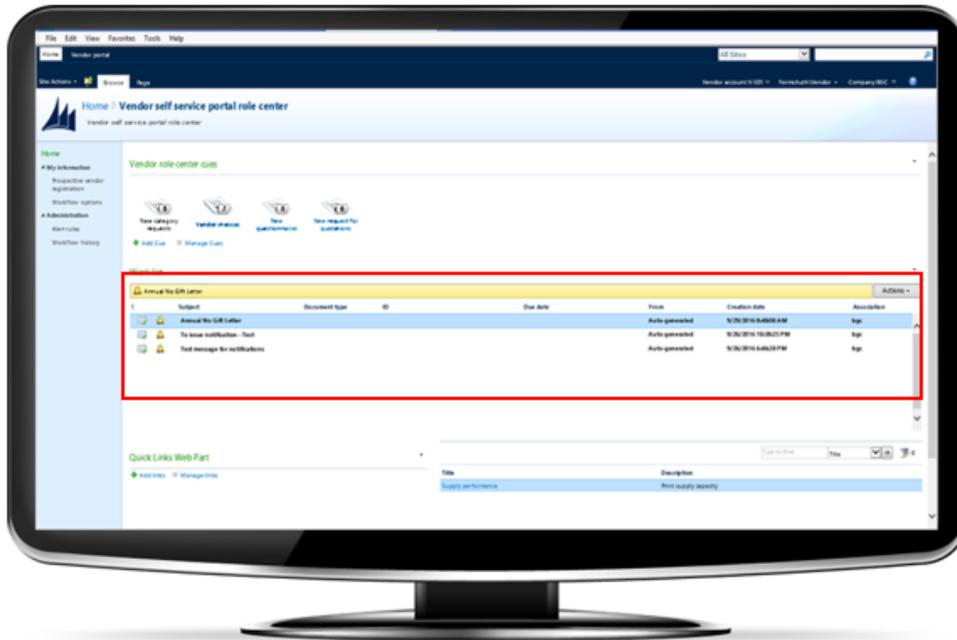


Figure 4 - Notification

New notification(s) from BGC will also appear under the 'work list' heading as the *Figure 4* above shows. The details of the notification can be found by clicking on the 'Vendor Portal' tab and then clicking on the 'Notification' link on the left side bar (Vendor Portal → Notification). You can refer to **Link 5: Notification** on **page 15** for further details.

VENDOR PORTAL

Under the 'Vendor Portal' tab, you can view more links at the bar on the left side of the page as shown in *figure 5* below.

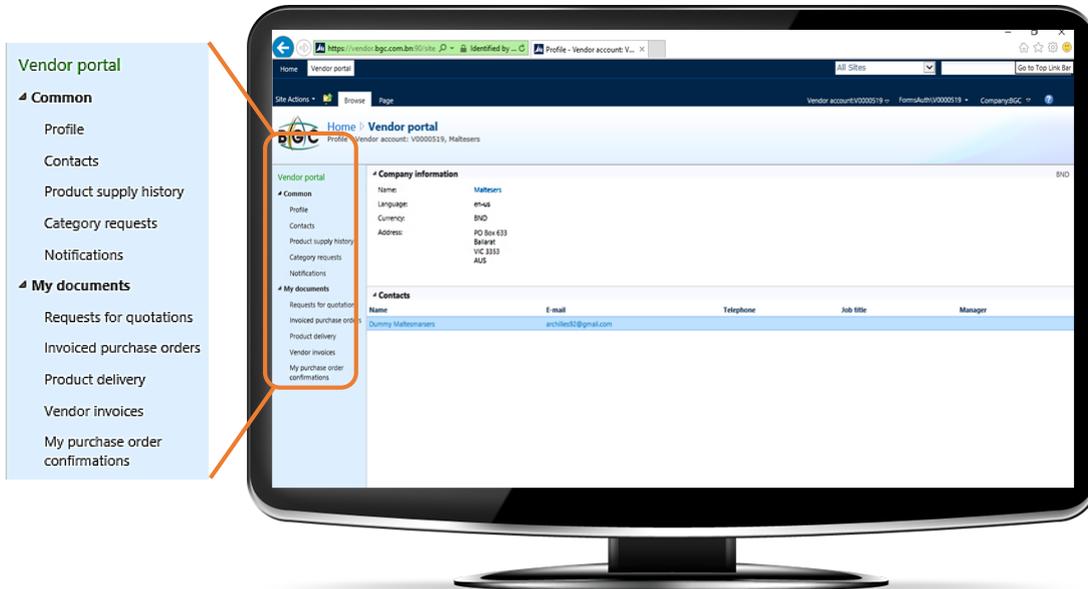
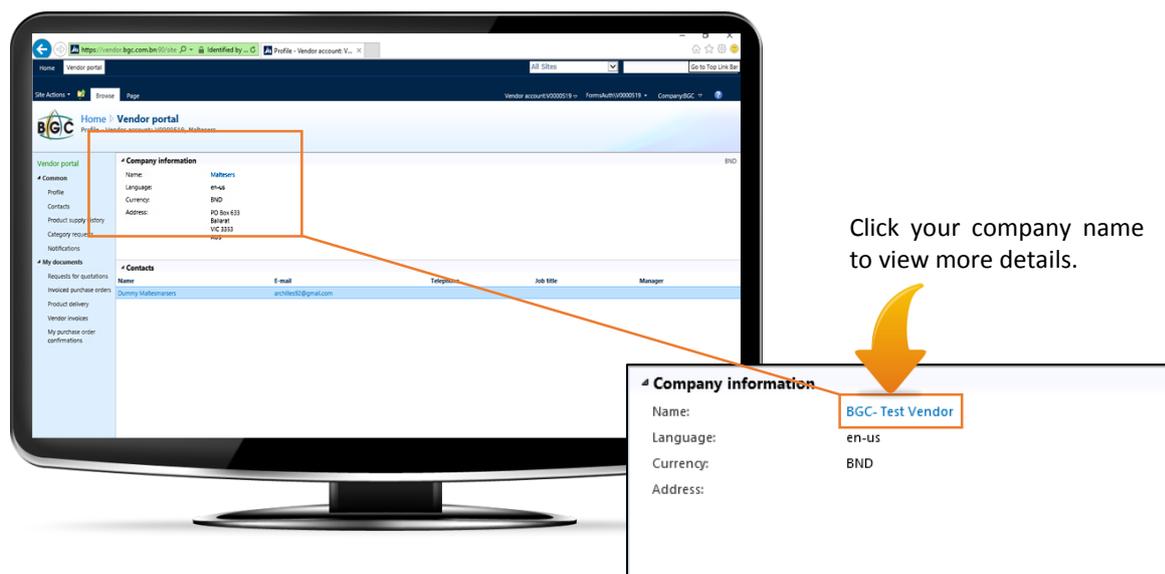


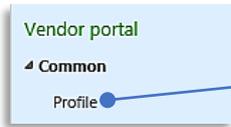
Figure 5 - Links at Vendor Portal page

You can also view the summary of your Company's information including your Company name, address, currency of transaction and list of Contacts on this page. If you click on the name of your Company, a window containing more details of your company will appear. Another way to view them is by clicking on the link named 'Profile' in the left side bar.



Click your company name to view more details.

LINK 1: PROFILE



Profile

Your information has been uploaded based on the details you provided in the Vendor Registration form. You can maintain and update your company information such as your company's primary focal point, other contacts, and details such as primary address of your company.

Once you click this, a profile page will pop out. (Figure 5 – Profile page)

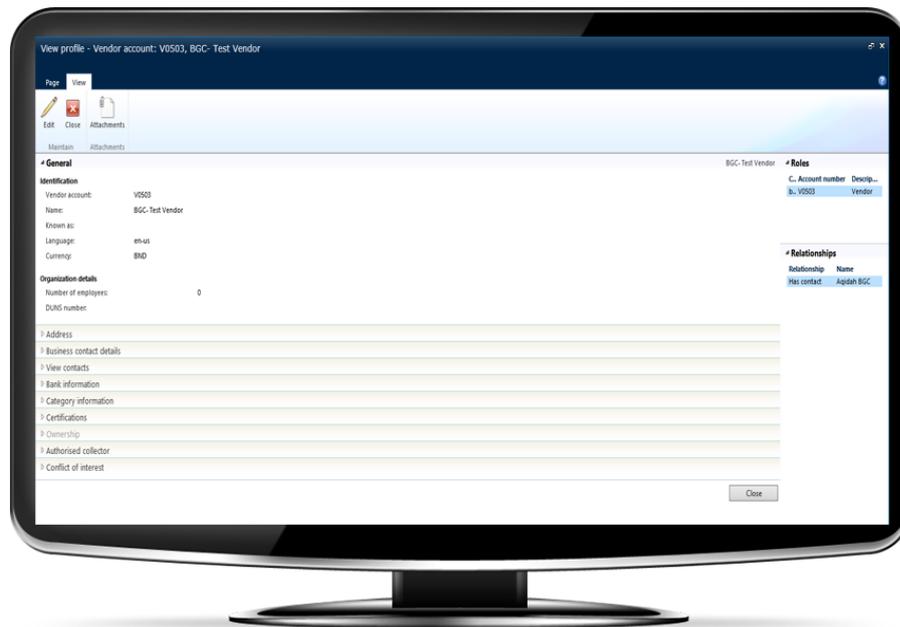
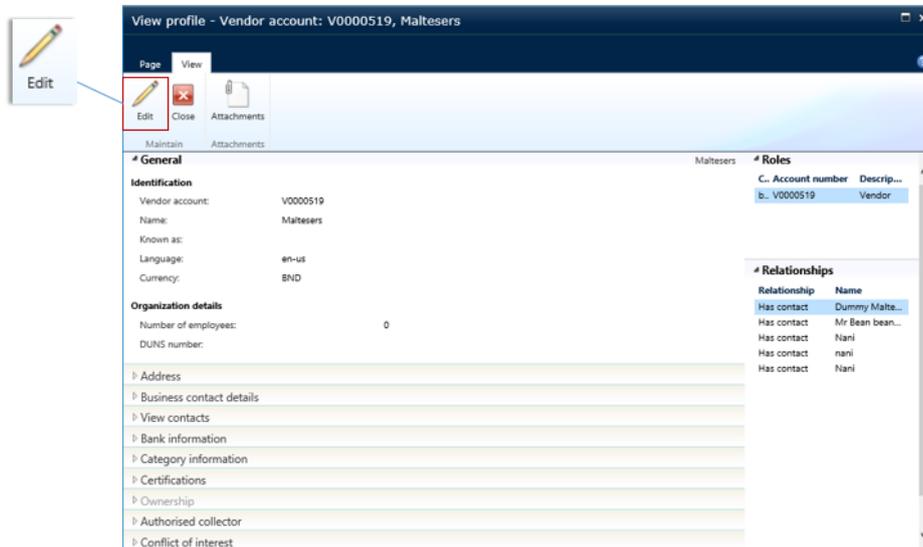


Figure 5 - Profile page

To maintain your company profile:

1. On the **Profile** page, click **Edit**.



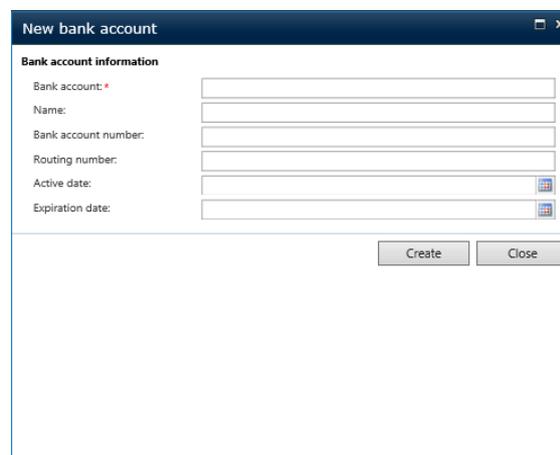
LINK 1: PROFILE

2. The information that you will be able to edit are your address, contact information, view contact information, bank information, category information, certifications, authorised collector and conflict of interest.

- **Address:** You can use the “**Address**” Fast Tab to enter multiple addresses. You can select your primary address as well as identify the purpose of the additional addresses, for example postal address or address of another branch.
- **Business Contact Details:** The phone, fax number, website and general email address of your Company can be found in the “**Business Contact Details**” Fast Tab. Use the **Type** field to identify the type of contact you are entering such as telephone no., email address or Web URL address. You can select and tick what is the primary form of communication in your organization as below.

Business contact details				
Description	Type	Contact number/address	Extension	Primary
Website	URL	http://www.mars.com		<input type="checkbox"/>
Telephone No	Phone	2211455		<input checked="" type="checkbox"/>

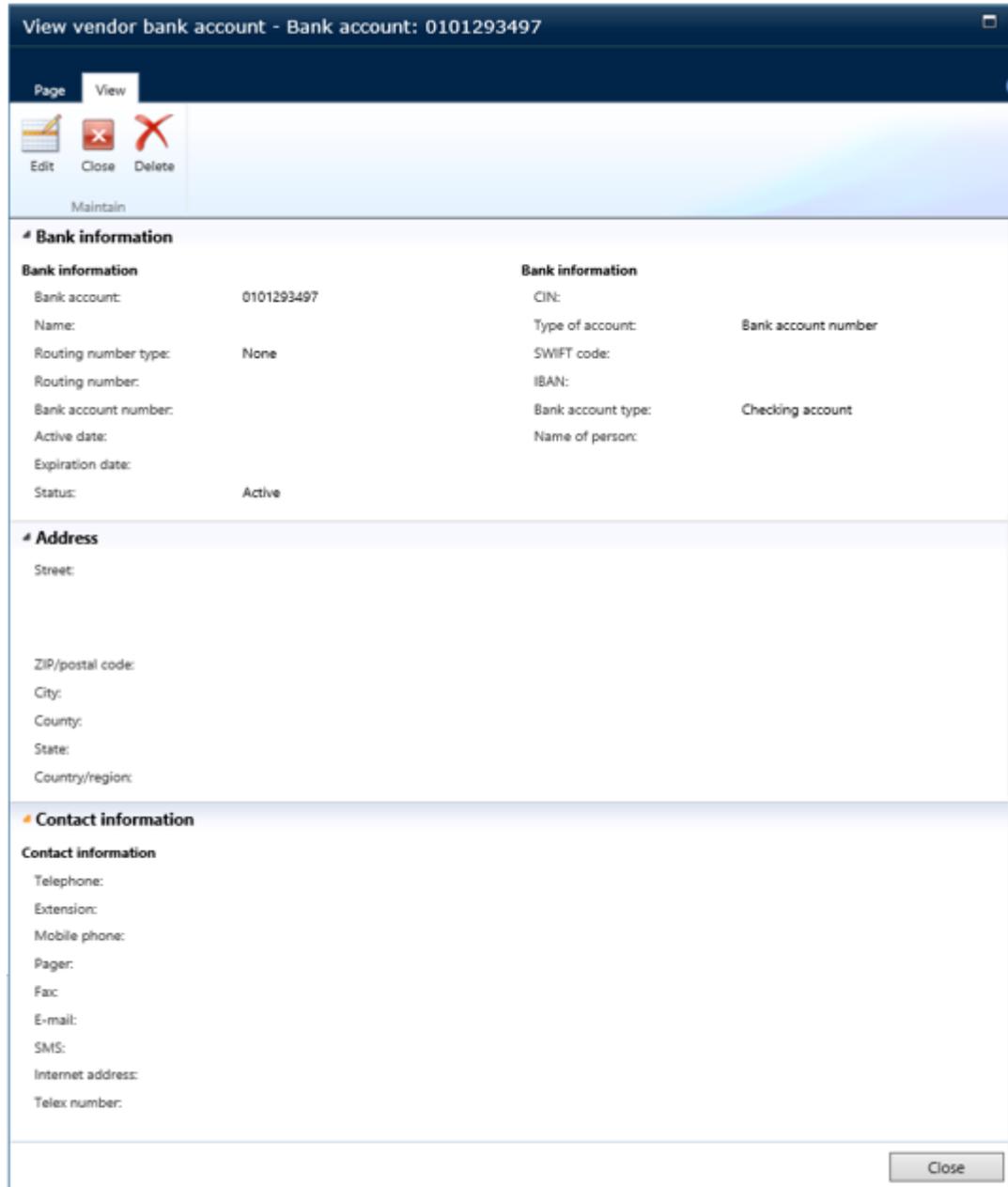
- **View contact information:** Under the “**View contact information**” Fast Tab, you can view a summary of the details of all the contact points in your organization that are authorised to communicate with BGC.
- **Bank Information:** You can view and modify your bank details for payment process under the “**Bank Information**” Fast Tab. It is important to ensure your bank details are accurate and up to date. When adding new bank details, the following details are mandatory: Bank Account (which is your bank account number) and the name of your Bank.



Once you have clicked “Create”, a new window will pop out.

LINK 1: PROFILE

Bank information (continued): To proceed, please fill in the relevant details. The country/region where your bank is located is a mandatory field. You can select that under the “Address” Fast Tab as in the figure 6 below.



View vendor bank account - Bank account: 0101293497

Page View

Edit Close Delete

Maintain

Bank information

Bank information		Bank information	
Bank account:	0101293497	CIN:	
Name:		Type of account:	Bank account number
Routing number type:	None	SWIFT code:	
Routing number:		IBAN:	
Bank account number:		Bank account type:	Checking account
Active date:		Name of person:	
Expiration date:			
Status:	Active		

Address

Street:

ZIP/postal code:

City:

County:

State:

Country/region:

Contact information

Contact information

Telephone:

Extension:

Mobile phone:

Pager:

Fax:

E-mail:

SMS:

Internet address:

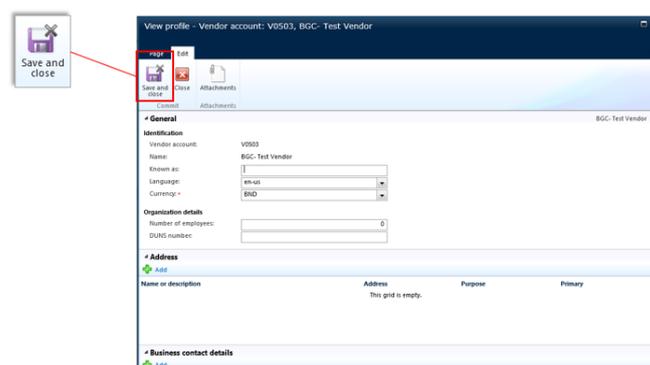
Telex number:

Close

Figure 6 Bank Information details

LINK 1: PROFILE

- **Category Information:** You can check the assigned categories that you are currently registered to in BGC. If you want to add any additional category you may request in **Category request** (see **Link 4, page 11**).
 - **Certifications:** Under this Fast Tab, you may add any related certificates that BGC requires and insert it as an attachment. Please do not attempt to upload any documents under this Fast Tab without contacting the Vendor Registration Team.
 - **Ownership:** You can view your shareholder information under the **“Ownership”** Fast Tab, but any updates to your shareholding information must be provided to the Vendor Registration Team via vendor.registration@bgc.com.bn.
 - **Authorised Collector:** At least one authorized personnel must be identified for collection of tenders.
 - **Conflict of Interest:** You must declare any relationship with any member of BGC staff under the **“Conflict of Interest”** Fast Tab, including their names and your relationship with them.
3. Once you have made your changes, click **Save and close**. Your information will be automatically updated in BGC’s AXIS system.



LINK 2: CONTACTS



Contacts

You can view, add and update your contact information.

This must include the primary contact person in your organization for communication purposes with BGC. Refer to *Figure 7* below which shows you the 'Contacts' page.

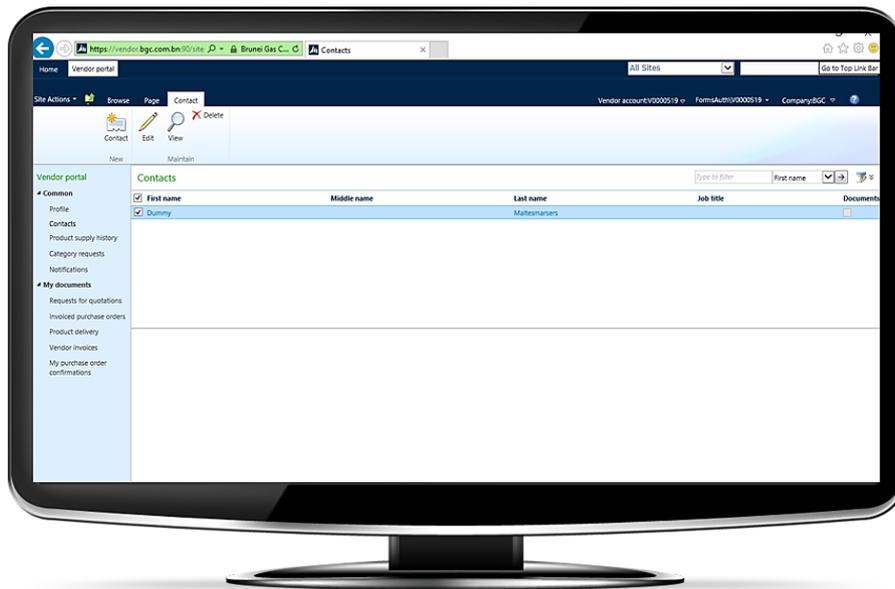
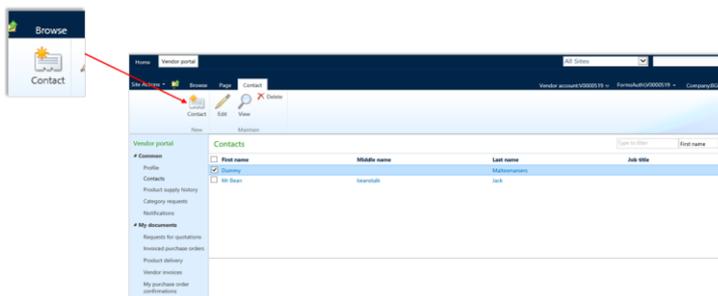


Figure 7 – Contacts Page

Once you click on **Contacts**, the list of existing contacts for your organization will appear (including the primary contact person and other contact persons in your organization). You can view, add, amend, or delete the contact information.

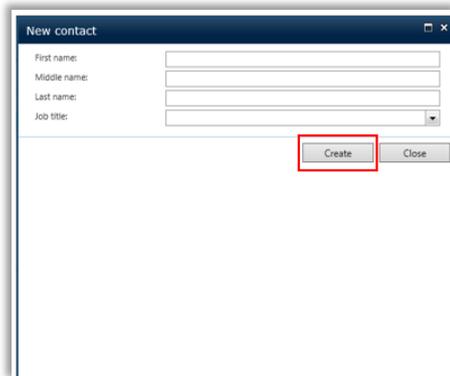
To add new contacts:

1. On the upper left tab, click **Contact**.



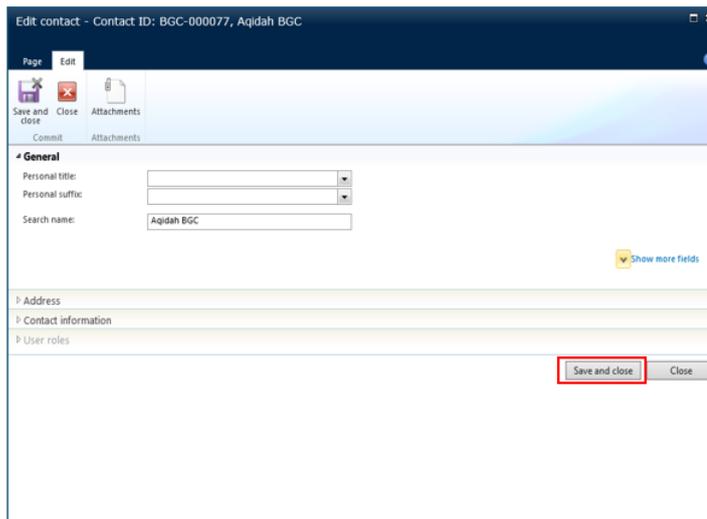
LINK 2: CONTACTS

2. On the **New contact** page, Enter the name and job title of the contact person of your company, and then click **Create**.



The screenshot shows a 'New contact' window with the following fields: 'First name', 'Middle name', 'Last name', and 'Job title'. Below these fields are two buttons: 'Create' and 'Close'. The 'Create' button is highlighted with a red rectangular box.

Once you click create, it will direct you to a new window (refer to *figure 8*), for you to add more details.



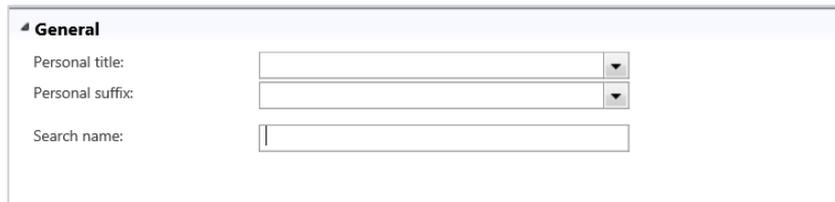
The screenshot shows an 'Edit contact' window for 'Contact ID: BGC-000077, Aqidah BGC'. The window has a menu bar with 'Page' and 'Edit'. Below the menu bar are icons for 'Save and close', 'Close', and 'Attachments'. The main content area is divided into sections: 'General', 'Address', 'Contact information', and 'User roles'. The 'General' section contains fields for 'Personal title', 'Personal suffix', and 'Search name' (with the value 'Aqidah BGC'). A 'Show more fields' link is visible. At the bottom right, the 'Save and close' button is highlighted with a red rectangular box.

Figure 8 - Edit Contact page

LINK 2: CONTACTS

To edit a contact:

1. On the upper left tab, click **Edit**.
2. On the **Edit contact page**, on the Fast Tab, enter the contact details:
 - **General** – Update the contact name or other basic information about the contact.

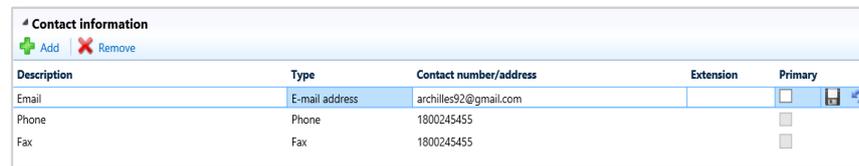


- **Address** – Add more company addresses or amend existing company addresses, such as postal address, business address, addresses of different branches.



Name or description	Address	Purpose	Primary
Business	PO Box 633 Ballarat VIC 3353 AUS	Business	Yes

- **Contact information** – Add contact information for the new contact, such as address, e-mail address, and telephone number.



Description	Type	Contact number/address	Extension	Primary
Email	E-mail address	archilles92@gmail.com		<input type="checkbox"/>
Phone	Phone	1800245455		<input type="checkbox"/>
Fax	Fax	1800245455		<input type="checkbox"/>

3. When you are finished, click **Save and close**.

LINK 3: PRODUCT SUPPLY HISTORY

- Vendor portal
 - Common
 - Profile
 - Contacts
 - Product supply history

Product supply history

You can refer all your records of products supplied to BGC include the product name, description, pricing, or order quantity requirements.

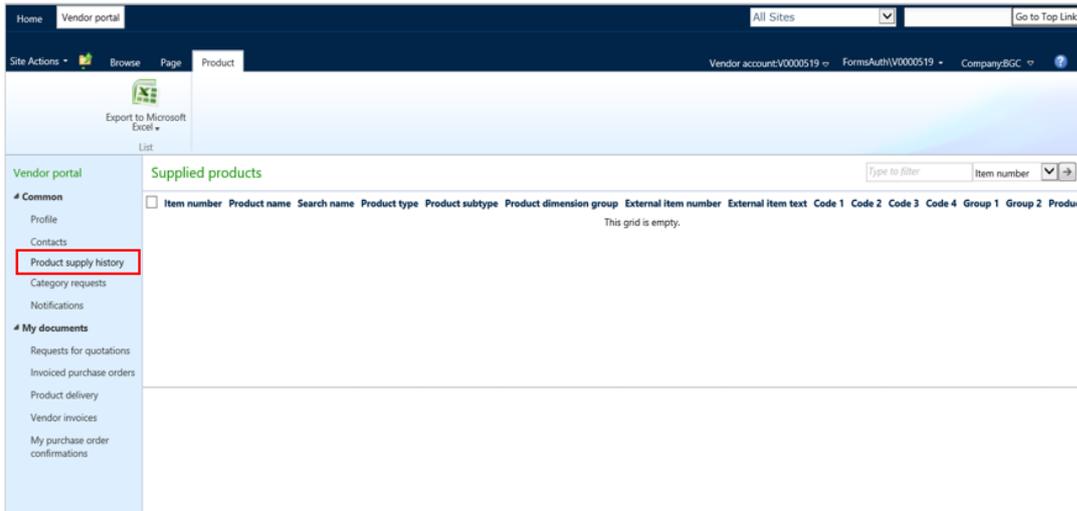


Figure 9 Product supply history

LINK 4: CATEGORY REQUEST

Common

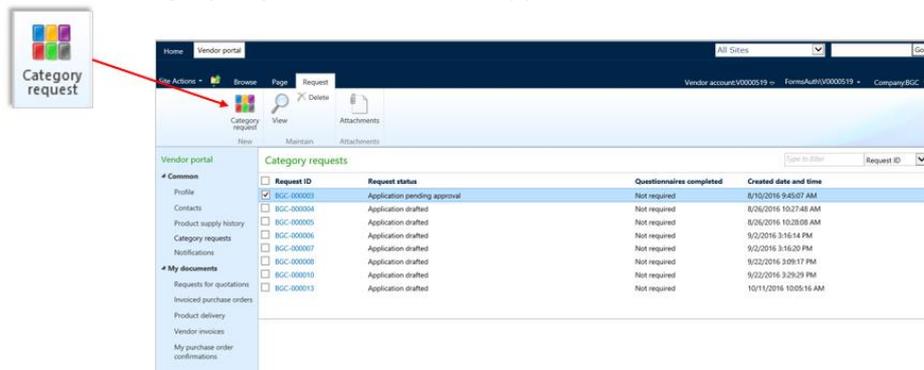
- Profile
- Contacts
- Product supply history
- Category requests**

Category request

If you want to register in additional categories, you may submit the category application request in the Vendor Portal.

To register new categories: -

1. Click the **Category request** button at the upper left corner.



2. Once you click the category request button, *figure 10* below will be shown. Select the category node that you wish to register in. When requesting to register in a new category, it is mandatory to submit your request with the relevant supporting documents otherwise your request will be rejected.

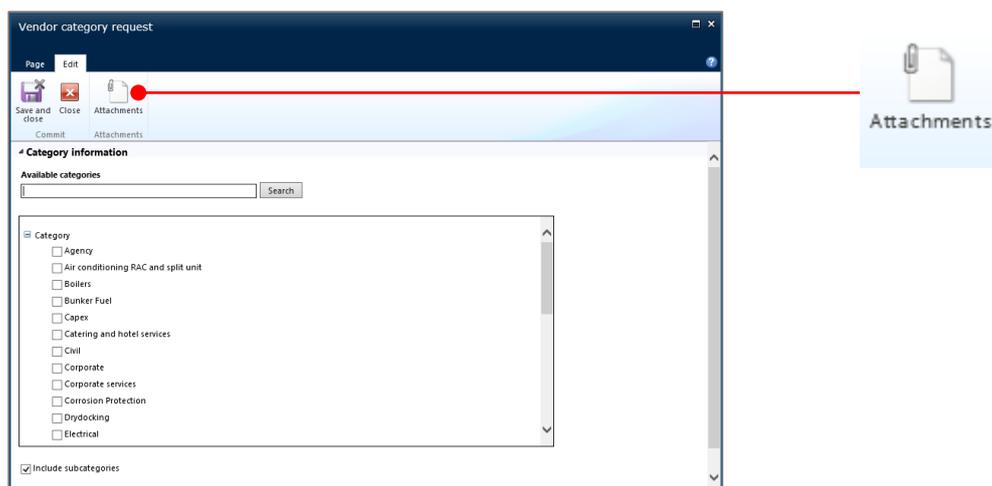


Figure 10 - Vendor Category request

3. To submit an attachment with your category request, click on "Attachments" at the top of the page. A new window will pop out as shown in *figure 11*. Click on "Upload Document".

LINK 4: CATEGORY REQUEST

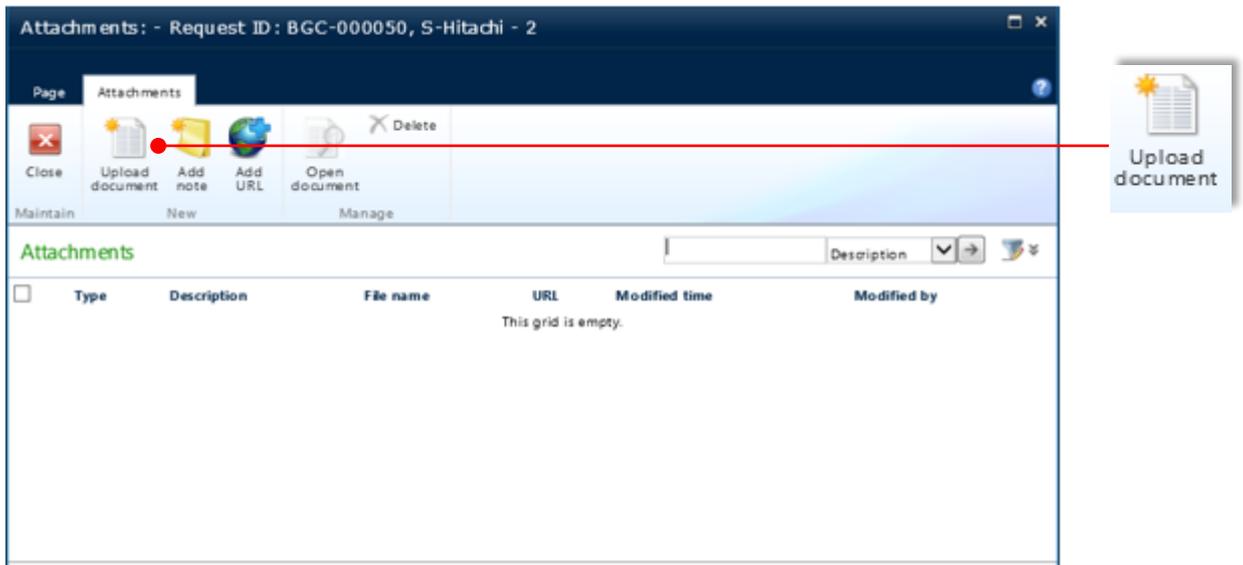


Figure 11 - Upload document

- Once you click it, the window below will appear for you to fill in and browse all the description of your attachments. Click **OK** to proceed. See figure 12 for more details.

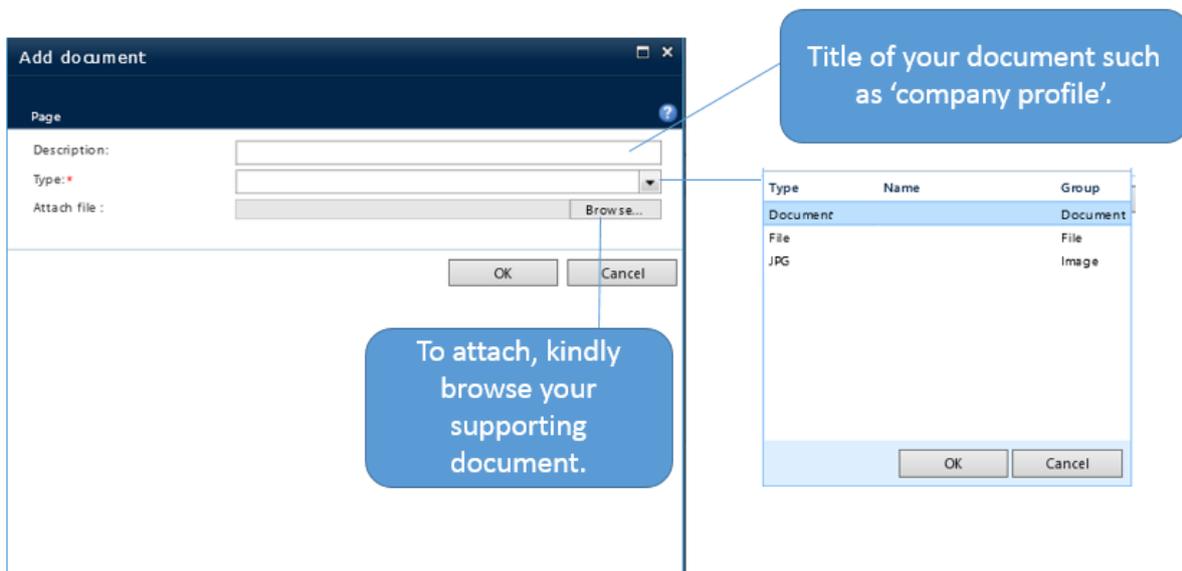


Figure 12 - Steps on how to upload your supporting document

LINK 4: CATEGORY REQUEST

- A list of attachments that you've uploaded will show as in *Figure 13*.

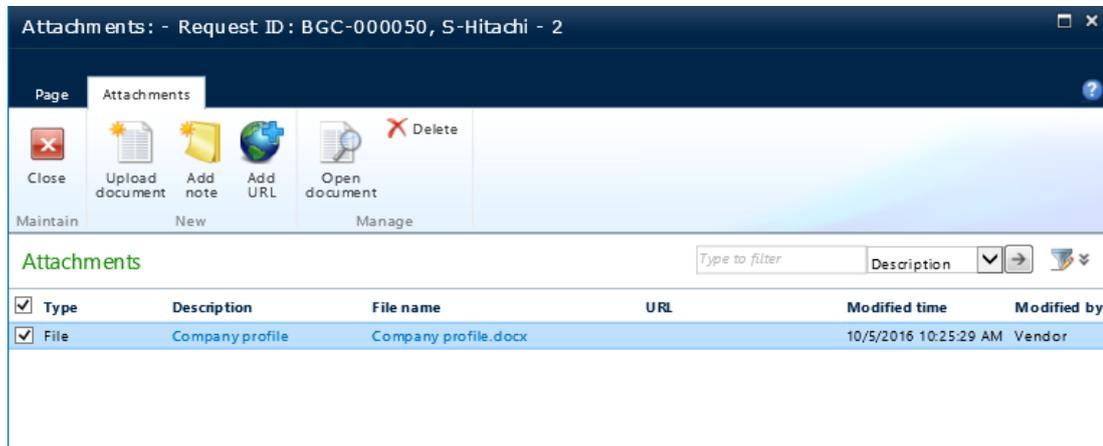
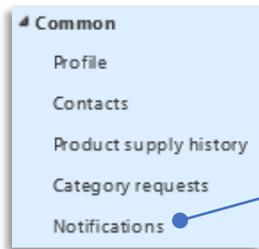


Figure 13 - Attachment list

- After adding the category, click **Save and Close** button. Your request will be reviewed for approval by the Vendor Registration Team. You will receive an update on the status of your request within 45 days of submission.
- If you wish to remove an existing category, you can inform the Vendor Registration Team by sending an email to vendor.registration@bgc.com.bn.

LINK 5: NOTIFICATIONS



Notifications

BGC may issue notifications to vendors such as important bulletins from time to time. You can view notifications in the Vendor Portal as well as receive it through your email.

To view the notification list, you may follow the steps below: -

1. Select the subject that you wish to view as shown in *Figure 14*.

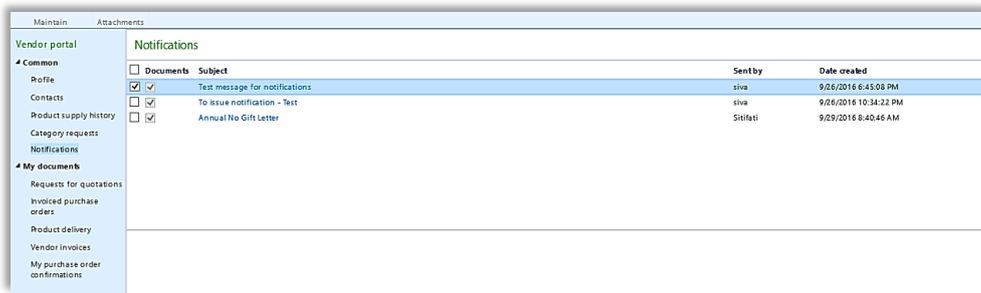


Figure 14 - Notification

2. Then, a new window will appear (refer to *figure 15*). To see the attachment, click the 'Documents' button to view.

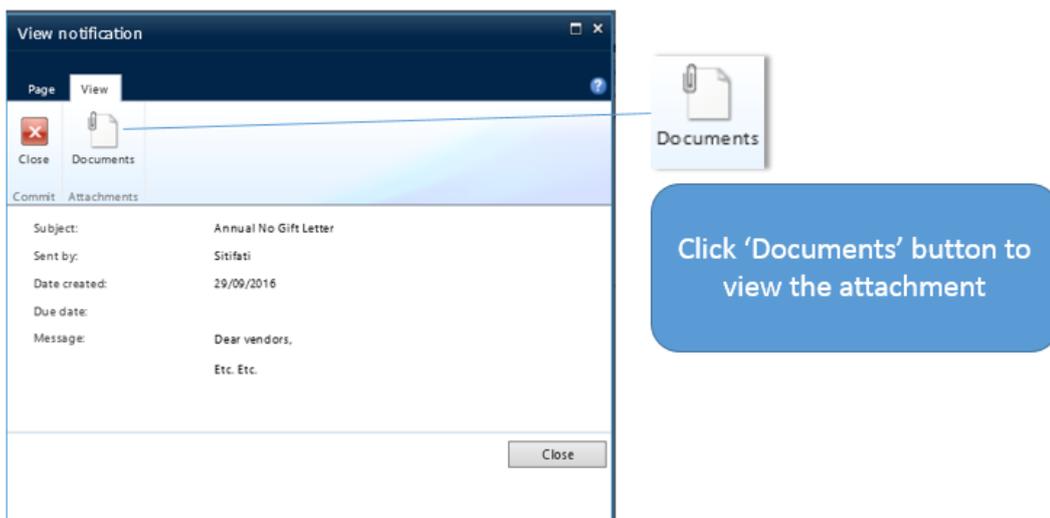


Figure 15 - View Notification

LINK 5: NOTIFICATIONS

- After clicking the 'Documents' button, another new window will pop out (refer figure 16). You may click on the link to see the attachment.

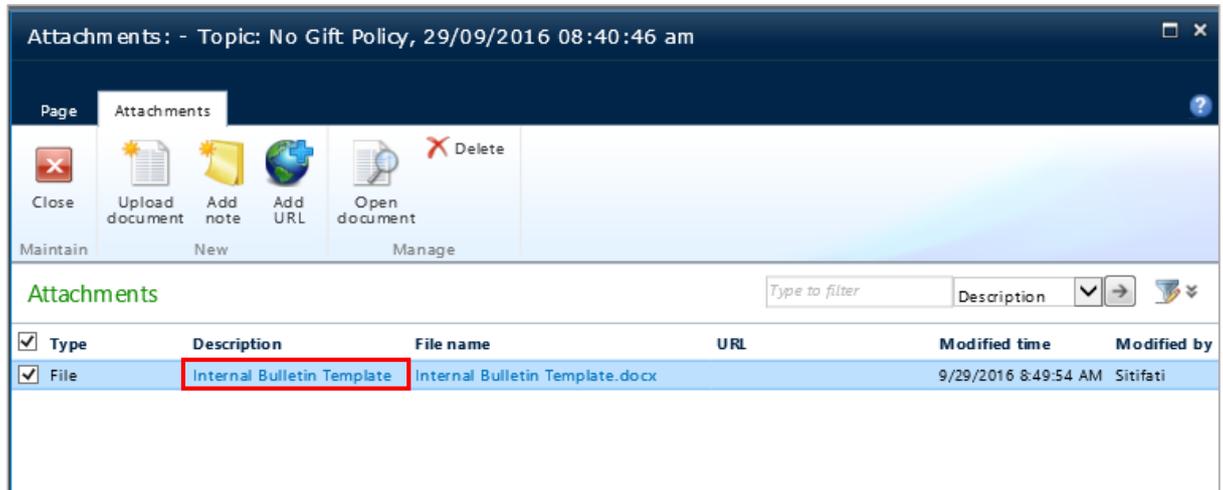
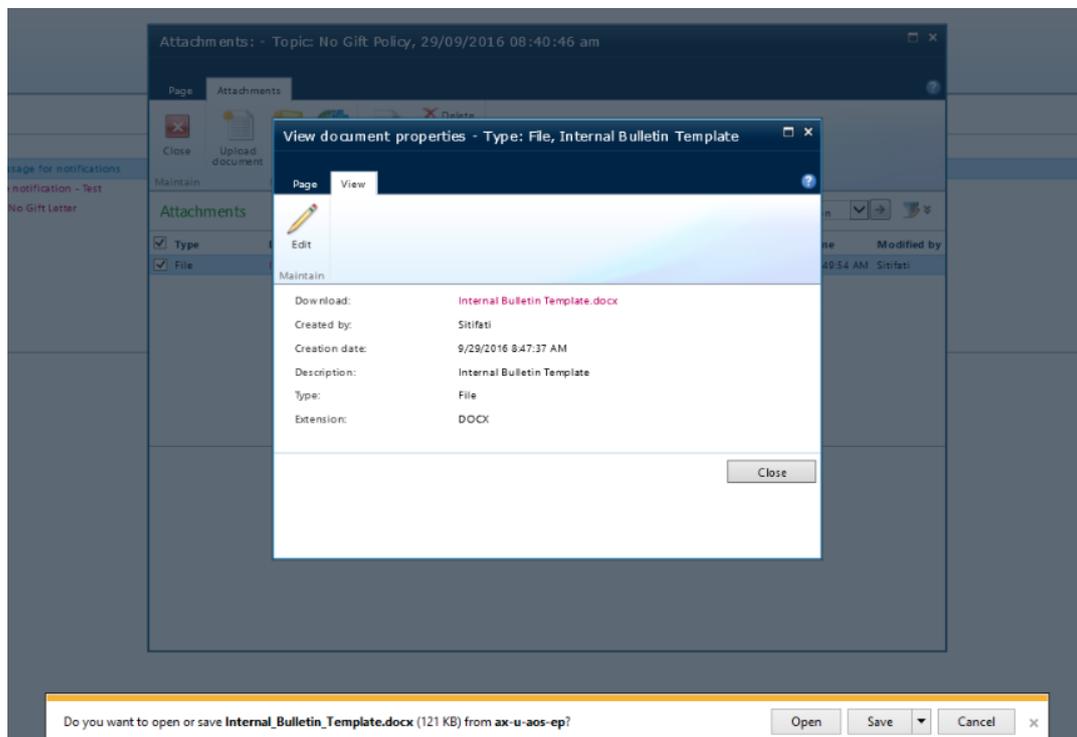


Figure 16 - Attachment

- To view the attachment, select the download subject and a small notification will appear at the bottom for you to **open** or **save** the file.



Once you have reviewed the notification, click close to exit and return to the vendor role center page.

LINK 6: INVOICED PURCHASE ORDERS

My documents

- Requests for quotations
- Invoiced purchase orders
- Product delivery

Invoiced Purchase Orders

You will be able to view the status of your purchase orders from this link.

1. You can view the status of **Purchase Orders** that have been confirmed which can either be open ordered, received or invoiced as shown in figure 17.

- **Open ordered** - The items have not been received.
- **Received** - The items has been partially or fully received by BGC.
- **Invoiced** - Invoice has been received and posted in the system.

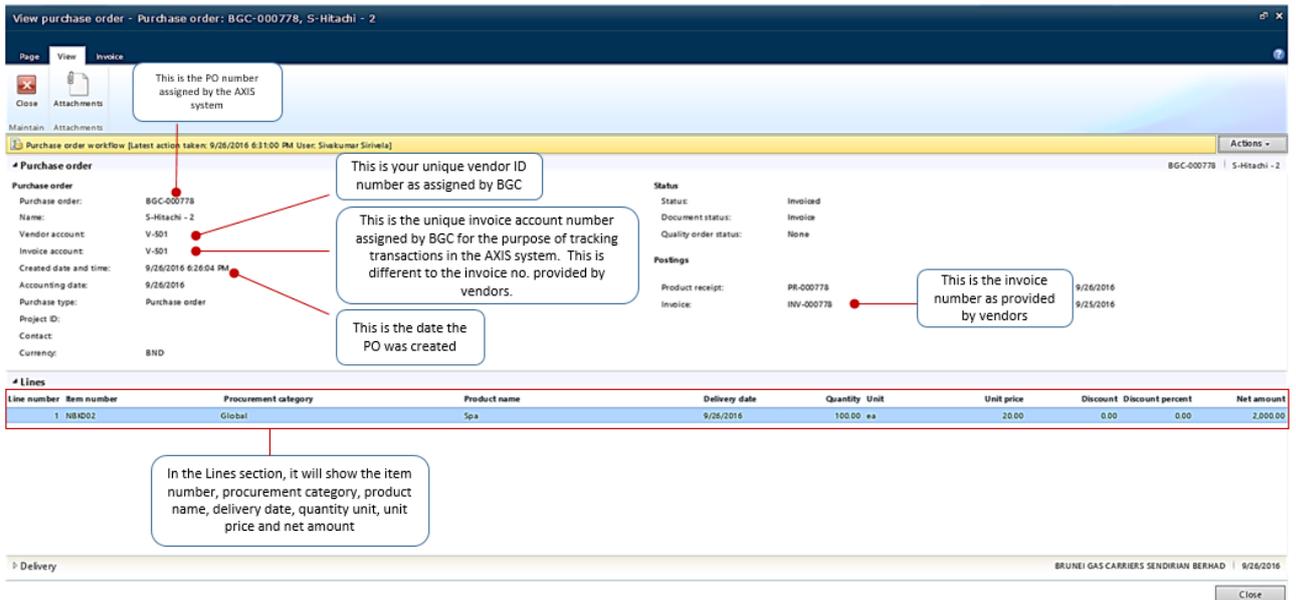
Purchase order	Vendor account	Name	Invoice account	Purchase type	Approval status	Status	Direct delivery
<input checked="" type="checkbox"/> BGC-000778	V-501	S-Hitachi - 2	V-501	Purchase order	Confirmed	Invoiced	<input type="checkbox"/>
<input type="checkbox"/> BGC-000779	V-501	S-Hitachi - 2	V-501	Purchase order	Confirmed	Received	<input type="checkbox"/>
<input type="checkbox"/> BGC-000780	V-501	S-Hitachi - 2	V-501	Purchase order	Confirmed	Received	<input type="checkbox"/>
<input type="checkbox"/> BGC-000786	V-501	S-Hitachi - 2	V-501	Purchase order	Confirmed	Invoiced	<input type="checkbox"/>
<input type="checkbox"/> BGC-000787	V-501	S-Hitachi - 2	V-501	Purchase order	Confirmed	Received	<input type="checkbox"/>
<input type="checkbox"/> BGC-000790	V-501	S-Hitachi - 2	V-501	Purchase order	Confirmed	Received	<input type="checkbox"/>
<input type="checkbox"/> BGC-000791	V-501	S-Hitachi - 2	V-501	Purchase order	Confirmed	Received	<input type="checkbox"/>

Figure 17 - Invoiced purchase order

In addition, you can also download any associated document which BGC may add as attachments to the Purchase Order such as delivery order receipts.

LINK 6: INVOICED PURCHASE ORDERS

2. Figure 18 shows you more details of the purchase order.



View purchase order - Purchase order: BGC-000778, S-Hitachi - 2

Purchase order workflow [Latest action taken: 9/26/2016 6:31:00 PM User: Sivakumar Srinieja]

Purchase order details:

- Purchase order: BGC-000778
- Name: S-Hitachi - 2
- Vendor account: V-501
- Invoice account: V-501
- Created date and time: 9/26/2016 6:26:04 PM
- Accounting date: 9/26/2016
- Purchase type: Purchase order
- Project ID:
- Contact:
- Currency: BND

Status: Invoiced
Document status: Invoice
Quality order status: None

Postings:

- Product receipt: PR-000778
- Invoice: INV-000778

Lines Table:

Line number	Item number	Procurement category	Product name	Delivery date	Quantity	Unit	Unit price	Discount	Discount percent	Net amount
1	NE4202	Global	Spa	9/26/2016	100.00	ea	20.00	0.00	0.00	2,000.00

Callout Boxes:

- This is the PO number assigned by the AXIS system
- This is your unique vendor ID number as assigned by BGC
- This is the unique invoice account number assigned by BGC for the purpose of tracking transactions in the AXIS system. This is different to the invoice no. provided by vendors.
- This is the date the PO was created
- This is the invoice number as provided by vendors
- In the Lines section, it will show the item number, procurement category, product name, delivery date, quantity unit, unit price and net amount

Delivery BRUNEI GAS CARRIERS SENDIRIAN BERHAD | 9/26/2016

Figure 18 - Left side of 'view purchase order' page.

LINK 7: PRODUCT DELIVERY

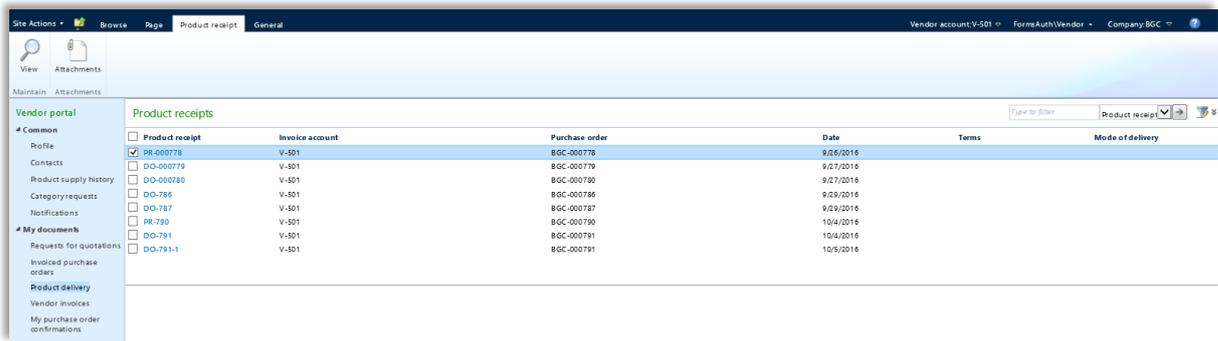
My documents

- Requests for quotations
- Invoiced purchase orders
- Product delivery

Product Delivery

You will be able to view the status of your delivery order. This will allow you to see when the products were received and how much was received.

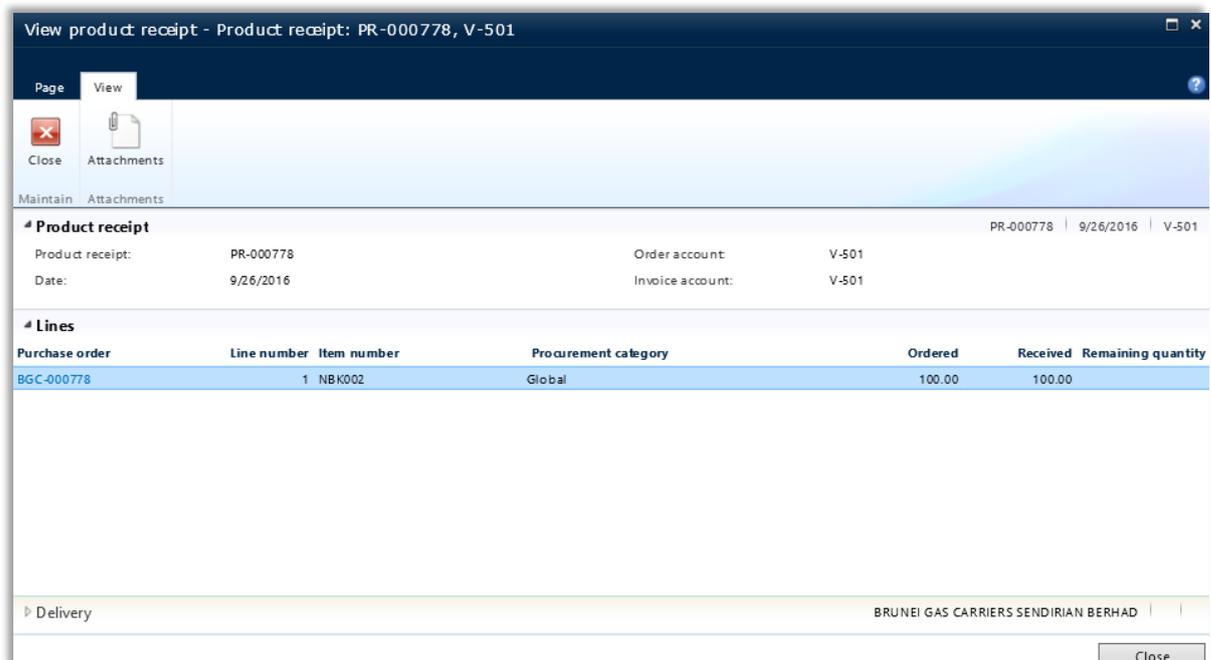
- Figure 19 below shows the grid list of the product receipts.



Product receipt	Invoice account	Purchase order	Date	Terms	Mode of delivery
<input checked="" type="checkbox"/> PR-000778	V-501	BGC-000778	9/26/2016		
<input type="checkbox"/> DO-000779	V-501	BGC-000779	9/27/2016		
<input type="checkbox"/> DO-000780	V-501	BGC-000780	9/27/2016		
<input type="checkbox"/> DO-786	V-501	BGC-000786	9/29/2016		
<input type="checkbox"/> DO-787	V-501	BGC-000787	9/29/2016		
<input type="checkbox"/> PR-790	V-501	BGC-000790	10/4/2016		
<input type="checkbox"/> DO-791	V-501	BGC-000791	10/4/2016		
<input type="checkbox"/> DO-791-1	V-501	BGC-000791	10/5/2016		

Figure 19 - List of Product Delivery

- Once you click on the **product receipt**, a new window (figure 20) will appear where it shows the quantity ordered and received.



Purchase order	Line number	Item number	Procurement category	Ordered	Received	Remaining quantity
BGC-000778	1	NBK002	Global	100.00	100.00	

Figure 20 - View product receipt

LINK 8: MY PURCHASE ORDER CONFIRMATION

- My documents
 - Requests for quotations
 - Invoiced purchase orders
 - Product delivery
 - Vendor invoices
 - My purchase order confirmations

My purchase order confirmation
You can view the confirmed purchase order at this link.

1. You will be able to extract your confirmed PO with PDF format by clicking the 'Confirmation copy' as shown at figure 21.

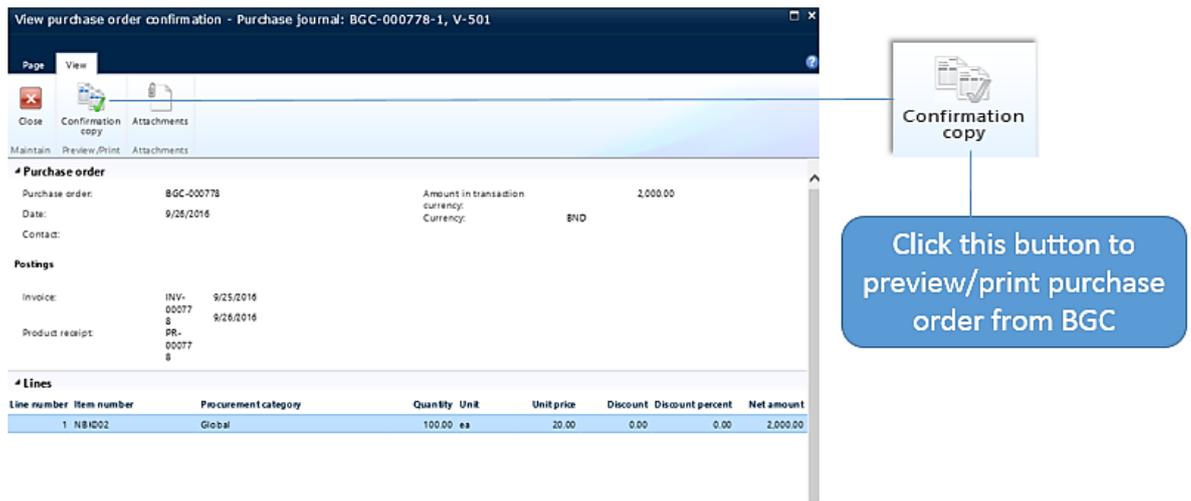
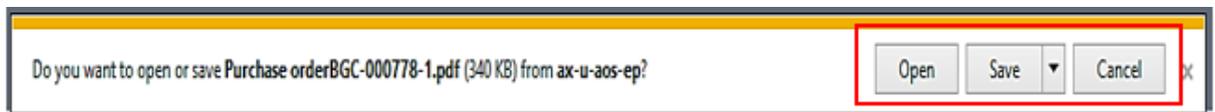


Figure 21 - Purchase order confirmation

2. Once you click the 'Confirmation copy' button, a small window will pop out which will prompt you to **Open/Save/Cancel**. However, we recommend you to Open and Save the file for your own record.



LINK 8: MY PURCHASE ORDER CONFIRMATION

- After clicking the **Open** button, you will be able to view the Purchase Order (refer the sample in figure 22).

PURCHASE ORDER



BRUNEI GAS CARRIERS SENDIRIAN BERHAD
Unit 1,2,3 Lot 8632, Lim Kah Sik Building
Jalan Jerudong, Kg Jerudong
Bandar Seri Begawan, BG 3122
Negara Brunei Darussalam
BRN
PO Number BGC-000778-1
Date 9/26/2016

Vendor reference

VENDOR DETAILS
S-Hitachi - 2
Vendor code V-501
Attention to

DELIVER TO
BRUNEI GAS CARRIERS SENDIRIAN BERHAD
Unit 1,2,3 Lot 8632, Lim Kah Sik Building
Jalan Jerudong, Kg Jerudong
Bandar Seri Begawan, BG 3122
Negara Brunei Darussalam
BRN
Telephone (673) 2613000
Fax (673) 2238790
Delivery terms
Attention to

Please supply the goods below and send the delivery order and invoice together with the goods to Brunei Gas Carriers Sdn Bhd. Please submit invoice to Accounts Payable, Finance Department, Brunei Gas carriers Sdn Bhd. Payment will only be made upon presentation of original Invoice.

Line number	Item number	Description	Delivery	Quantity	Unit	Unit price	Discount	Discount percent	Amount	Print code
1	NBK002	Spa	9/26/2016	100.00	ea	20.00	0.00	0.00 %	2,000.00	

Currency	Sales subtotal amount	Total discount	Charges	Sales tax	Round-off	Total
BND	2,000.00	0.00	0.00	0.00	0.00	2,000.00

Terms of payment	Due date	Mode of delivery

Figure 22 – Sample of Purchase Order

Note: You will also receive a copy of your Purchase Order through email.

CONTACT DETAILS

If you have any issues with the Vendor Portal, please contact the Vendor Registration Team as follows:

Tel: +6732613000 (Vendor Registration Team)

Email: vendor.registration@bgc.com.bn

You can also set an appointment to see the Vendor Registration Team as follows:

Day: Every last Friday of the month

Time: Between 2.30-4.30pm

Please set an appointment by contacting the Vendor Registration Team via email or phone as provided above.