procure.bn

Supplier Registration Manual for procure.bn:

Step-by-Step Guide

Introduction

Objective:

The purpose of this user manual is to provide a comprehensive guide for suppliers registering on the **procure.bn** platform. The registration process is a critical step for businesses aiming to engage in procurement activities and collaborate with buyers in Brunei Darussalam. This manual outlines each step involved in the registration process, from initial data entry to the final submission, ensuring that suppliers can successfully onboard and maintain compliance with procurement standards.

Scope:

This manual is designed for all suppliers, including local and international companies, and individual suppliers, who wish to register their business on the **procure.bn** platform. It details the requirements for document submission, compliance checklists, and best practices for ensuring accurate and complete registration. The scope of this manual covers:

- Entering company and contact details
- Uploading mandatory and optional documents
- Compliance with legal and financial standards
- Understanding the category and scope of business activities
- Final submission and follow-up procedures

Importance of Registration:

Registering on **procure.bn** ensures that your business is eligible to participate in procurement opportunities across various sectors. By providing accurate and complete information, your company can build credibility, access potential buyers, and engage in a seamless procurement process. Proper registration is essential for maintaining compliance with procurement regulations and securing long-term business opportunities.

Key Features of This Manual:

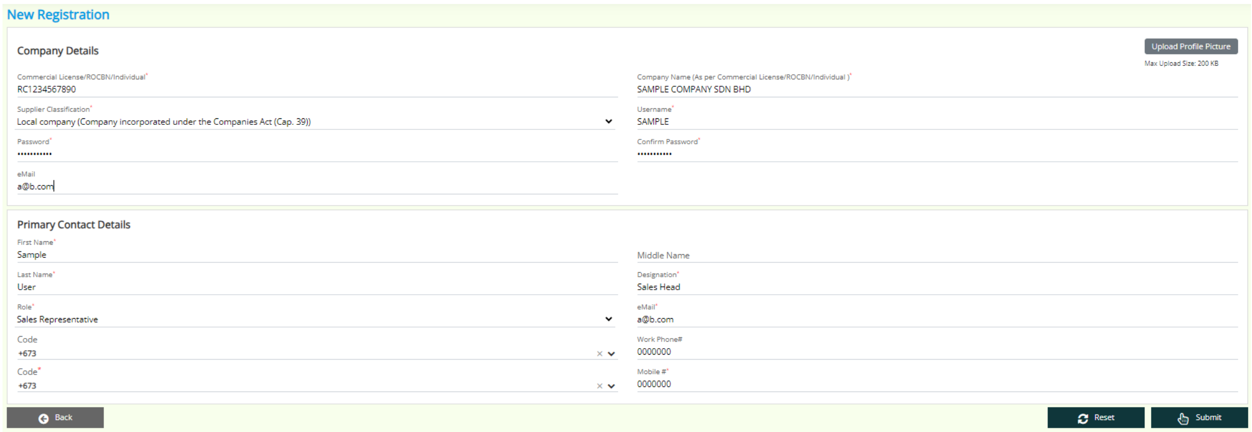
- **Step-by-step instructions** for each part of the registration process
- **Clear guidelines** on document requirements based on supplier classification
- **Tips and recommendations** to avoid errors and delays in approval
- **Post-submission follow-up** guidance for tracking the status of your application

By following the instructions outlined in this manual, suppliers can ensure their registration process is completed smoothly and efficiently, providing them with access to new business prospects through **procure.bn**.

procure.bn

Important Guidelines:

- **Mandatory Fields (Marked with an asterisk):* These fields must be filled out for successful submission. Optional fields can be left empty if the information is not available.
- **Double-Check Accuracy:** Ensure that all data entered, especially mandatory fields, is accurate and correct. Inaccuracies could lead to non-compliance or delays in approval.
- **Sample Data for Reference:** Some sample data has been entered in the form for reference, as seen in the example image.



Step 1: Entering Company and Contact Details

When registering a new account, follow the guidelines below:

1. **Company Details:**
    - **Commercial License / ROCBN / Individual:**
        - For *International Companies*, enter your *Commercial License* number.
        - For *Local Companies*, enter your *ROCBN (Registry of Companies and Business Names)* number, such as RC123456, P546788 etc.
        - For *Individuals*, enter your *IC number details* (Identity Card).
    - **Company Name:** Input your company's name exactly as it appears on the Commercial License, ROCBN, or IC.
    - **Supplier Classification:** Select the appropriate classification of your business from the dropdown menu.
    - **Username:** Choose a unique username for the account. This will be used to log in.
    - **Password & Confirm Password:** Create a password and confirm it by re-entering it. Ensure the password follows security requirements (e.g., minimum length, inclusion of special characters).
    - **Email Address:** Enter the **official company email address**. This email will be the primary communication channel for account activation and future notifications. Personal email addresses should not be used, as only one account per company is permitted.
2. **Primary Contact Details:**
    - **First Name / Middle Name / Last Name:** Provide the full name of the primary contact person within the company who will manage this account.
    - **Designation:** Mention the role or job title of the primary contact person.

   - **Role:** Select the appropriate role for this individual within the company's procurement operations.
   - **Email:** Re-enter the official company email address.
   - **Work Phone / Mobile Number:** Provide contact numbers where the primary contact person can be reached.

3. **Upload Profile Picture (Optional):**
   - You can upload a profile picture of the primary contact, if required. Ensure the file size does not exceed 200 KB.

4. **Finalise and Submit:**
   - Once all mandatory fields (marked with *) are completed, click on **Submit**. An **activation email** will be sent to the company email address provided.

Step 2: Activate Your Account

- Check the inbox of the email address entered in the registration form. You will receive an activation email.
- Follow the instructions in the email to activate your account.
- After activation, you can proceed to enter additional data about your company and complete the registration process.

Email Sample

Registration Confirmation

Dear Sample User (SAMPLE) from SAMPLE COMPANY SDN BHD,

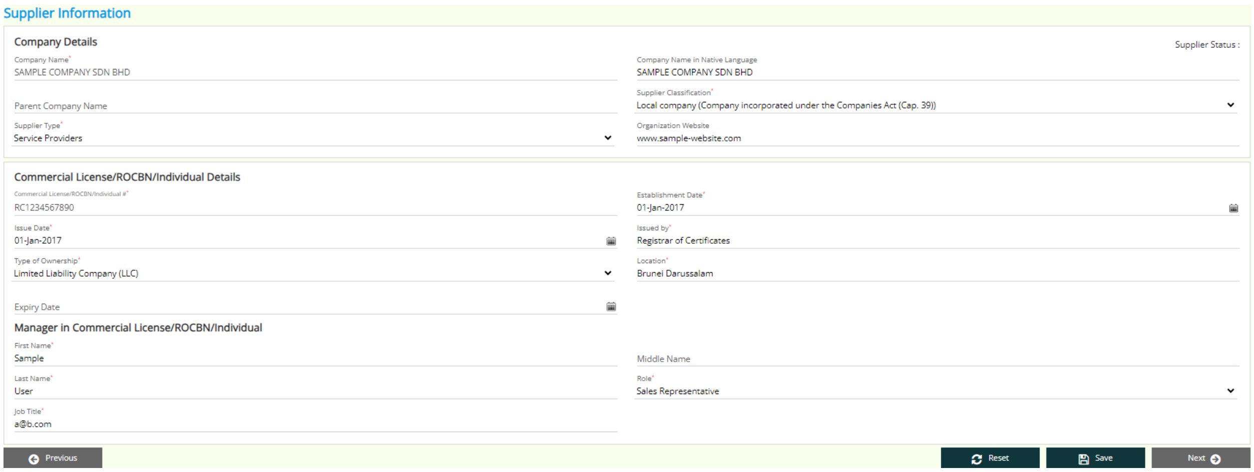
Thank you for submitting your preliminary information for supplier registration with procure.bn. We kindly request that you complete the supplier registration process by submitting all the required data and documents for pre-qualification.,
To activate your username **SAMPLE** and continue the registration process, please follow the link below:
Click here to activate Username

As you proceed with filling in the necessary details on the Procuare.bn portal, please ensure that all relevant documents are prepared in advance to ensure a seamless experience. Below is a list of mandatory documents required based on your supplier type:

Supplier Type	Mandatory Documents
Local company (Company incorporated under the Companies Act (Cap. 39))	• Certificate of Incorporation • Latest Form X (Particulars of Directors) • Latest Certificate of Tax Compliance (CoTC) • Latest Annual Returns Filing • Supplier Code of Conduct (Duly Signed and Stamped) • Company Extract
Local business name (Business name registered under the Business Names Act (Cap. 92))	• Certificate of Registration • Supplier Code of Conduct (Duly Signed and Stamped) • Company Extract
Co-operative society (Co-operative society registered under the Co-operative Societies Act (Cap. 84))	• Certificate of Incorporation • Latest Form X (Particulars of Directors) • Supplier Code of Conduct (Duly Signed and Stamped)
Foreign company	• Certificate of Incorporation • Latest Particulars of Directors • Latest Certificate of Tax Compliance • Latest Annual Returns Filing • Supplier Code of Conduct (Duly Signed and Stamped) • Company Extract (or equivalent)
Foreign business names (sole proprietorship / partnerships)	• Certificate of Incorporation • Business Name Extract (or equivalent) • Supplier Code of Conduct (Duly Signed and Stamped)
Individual	• Valid Identification Card (IC) • Supplier Code of Conduct (Duly Signed and Stamped) • Valid Passport

For any assistance or support, please contact us at support@procure.bn, quoting your reference number and providing details of the issue you are facing.
We appreciate your interest in working with us and look forward to the opportunity to onboard you soon.
Thank you once again for your submission.

Sincerely,
Supplier Relationship Team



Step 3: Entering Company Data after Activation

Once your account has been activated and you've successfully logged in using your username and password, you will be prompted to enter your company's detailed information. It is important to carefully review and verify the accuracy of all data being entered to avoid any issues of non-compliance.

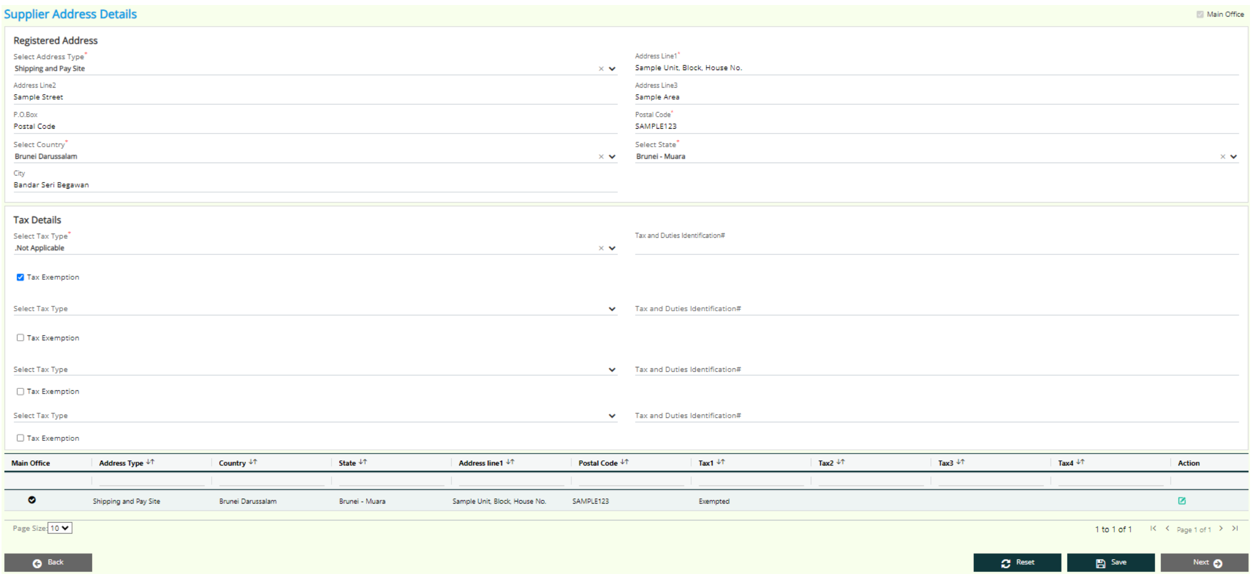
Fields to Fill:

1. **Company Details:**
    - **Company Name:** Input your company's name (as shown in the commercial license or ROCBN/Individual details). This willl be auto filled from Step 1.
    - **Parent Company Name:** If applicable, enter the name of your parent company. This is optional.
    - **Supplier Type:** Choose the correct supplier type from the dropdown (e.g. Service Providers, Vendors, etc.).
    - **Supplier Classification:** Select whether your company is local or international.
    - **Organization Website:** Provide the URL of your company's website (if available).
2. **Commercial License / ROCBN / Individual Details:**
    - **Commercial License / ROCBN / Individual Number:** This field is mandatory. Enter the commercial registration number for companies or IC for individuals. This willl be auto filled from Step 1.
    - **Issue Date:** Enter the issue date of the registration document.
    - **Type of Ownership:** Specify your company's legal structure (e.g., Limited Liability Company, Partnership, etc.). Select Not Applicable if no option is available.
    - **Expiry Date:** If applicable, provide the expiry date of the registration.
    - **Establishment Date:** Input the date the company was established.

- **Issued By:** Select or enter the authority that issued your company's commercial license (e.g., Registrar of Certificates).
- **Location:** Select your company's primary location (e.g., Brunei Darussalam).

3. **Account Manager Details:**
    - **First Name / Last Name / Middle Name:** Enter the name of the individual responsible for the account within your company.
    - **Job Title:** Provide the official job title.
    - **Email:** Enter the official work email.
    - **Role:** Select the role of this individual within the system (e.g., Sales Representative, IT Manager, etc.).

Once all information is filled, you can **Save** your progress or proceed to the next step by clicking **Next**.



Step 4: Entering Supplier Address and Tax Details

In this step, you will provide details of your company's registered addresses and relevant tax information. It is important to ensure that all details, particularly your main office address, align with the information in your company's registration certificate. Follow the instructions below:

Registered Address:

1. **Select Address Type:**
   - You can choose between different address types depending on the function:
     - **Pay Site:** Address used for payment-related matters.
     - **Shipping Site:** Address used for product delivery or storage purposes.
     - **Pay Site and Shipping Site:** Choose this if both functions apply to the same address.
   - Make sure that the **main address** is clearly marked and matches the address in the company's registration certificate.
2. **Address Details:**
   - **Address Line 1, 2, 3:** Enter the street, block, and unit details of your company's registered address.
   - **P.O. Box / Postal Code:** Include the postal code of your registered address.
   - **Select Country / State / City:** Choose the appropriate options from the dropdown menus. For Brunei-based companies, ensure you select "Brunei Darussalam" and the correct state/city.
3. **Main Office Address:**

- If this address is your company's main office, ensure the checkbox for "Main Office" is selected.

4. **Adding Multiple Addresses:**
   - If your company has more than one address (e.g., a separate shipping and payment site), you can add these additional addresses after saving the main address.

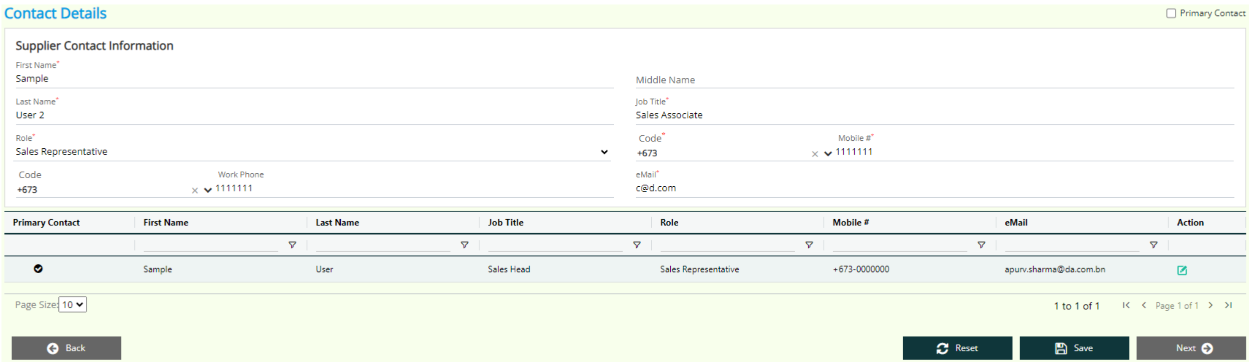
Tax Details:

1. **Select Tax Type:**
   - For **Brunei companies and individuals**, you can select **Not Applicable** for the tax type, as most Brunei-based businesses are exempt from taxes.
   - Tick the **Tax Exemption** box.
2. **Foreign Companies:**
   - If you are a foreign company, you will need to enter the relevant tax information and identification numbers in the respective fields. Provide any necessary details based on your country's tax regulations.
3. **Tax and Duties Identification:**
   - Enter the identification numbers for any applicable taxes and duties if required for your company. If not, leave the field blank.

After entering the address and tax details, you can:

- **Save** the data by clicking on the **Save** button.
- Add multiple addresses if needed after saving the initial address.
- Once all required details are entered, click **Next** to proceed.

This step is crucial for ensuring your company's accurate address is registered for shipping, payment, and official communication purposes.



Step 5: Adding Additional Contacts

In this step, you have the option to add more contact details for individuals within your company who handle different aspects of your business. The contact details entered in **Step 1** (Primary Contact) are already captured. If you do not need to add more contacts, you can proceed directly to **Step 6**.

Supplier Contact Information:

1. **First Name, Middle Name, Last Name:**
   - Enter the full name of the individual you are adding as an additional contact.
2. **Job Title:**
   - Enter the individual's official job title within the company (e.g., Sales Associate, Finance Manager, etc.).
3. **Role:**
   - Select the role this contact person plays within the company (e.g., Sales Representative, Procurement Officer, etc.).
4. **Work and Mobile Phone Numbers:**
   - Enter the contact's **Work Phone** and **Mobile Number** with the correct international dialling code.
5. **Email Address:**
   - Provide the **email address** of the contact. Ensure this is the correct email for communication with buyers.
6. **Primary Contact:**
   - If this contact will be the main point of communication, ensure you mark them as the **Primary Contact** by checking the box at the top right. Only one contact can be marked as the primary contact for all communication purposes.

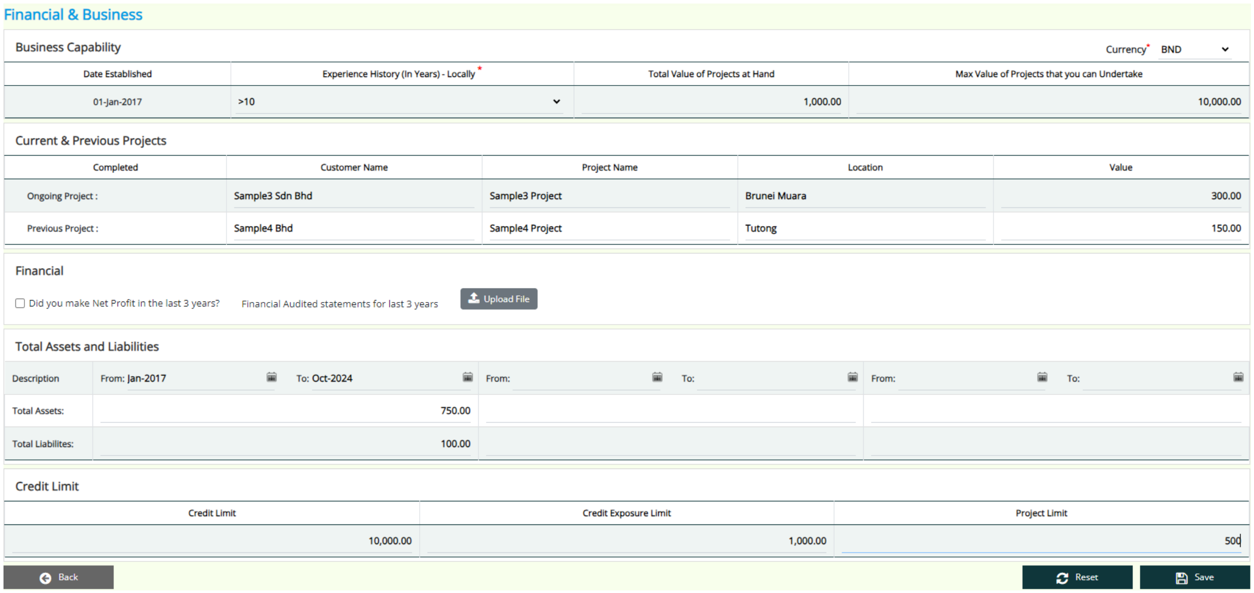
Managing Multiple Contacts:

- You can add as many contacts as necessary, especially if different people within your organisation handle different aspects of the business (e.g., sales, procurement, finance).
- For each contact, ensure their details are accurate and correctly entered.
- Once added, contacts will be displayed in the list at the bottom of the page for review.

Proceeding:

- Once all relevant contacts are added, click **Save** to store the information.
- Click **Next** to proceed to Step 6, or use the **Back** button to review previous steps if needed.

This step allows you to manage your company's points of contact with buyers, ensuring that the right people are reached for different business transactions or queries.



Step 6: Financial Information

In this step, you are required to provide details of your company's financial and business capabilities. While only certain fields are mandatory, it is advisable to fill out as much information as possible, as buyers may request these details later depending on the type of project you are bidding for.

Mandatory Fields:

1. **Experience History (In Years) - Locally:**
   - You are required to specify the number of years your company has been operating locally.
   - Choose the appropriate option from the dropdown menu to indicate how many years of local experience your company has.
2. **Currency:**
   - Select your company's operational currency from the dropdown. In most cases for Brunei-based companies, this will be **BND** (Brunei Dollar).

Optional (But Recommended) Fields:

1. **Total Value of Projects at Hand / Maximum Value of Projects You Can Undertake:**
   - Provide the total value of current projects your company is managing and the maximum value of projects your company can handle at once.
2. **Current & Previous Projects:**
   - You may one ongoing and one completed project your company has worked on. For each project, include the following:

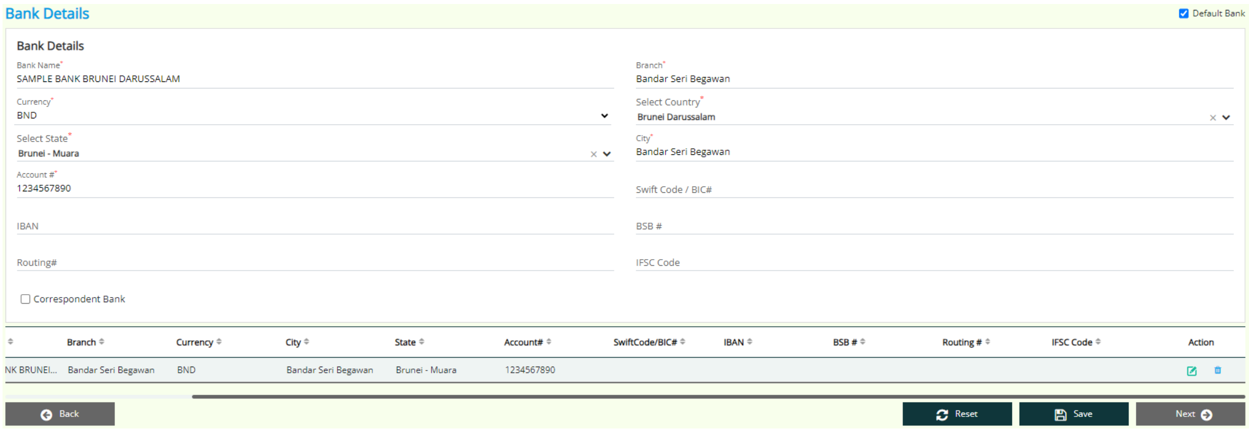
- **Customer Name**
- **Project Name**
- **Location**
- **Value** of the project

3. **Financial:**
   - If your company has made a net profit in the last three years, you can tick the checkbox and upload audited financial statements.
4. **Total Assets and Liabilities:**
   - Provide details of your company's assets and liabilities over a specified date range, if available. These details help showcase your company's financial stability.
5. **Credit Limit & Exposure Limit:**
   - You can input your company's credit limit and the credit exposure limit, as well as the project limit (the maximum size of a project your company can undertake).

Proceeding:

- While you can proceed to the next step by clicking **Next** if you don't have all the financial details available, it is recommended to provide as much information as possible for a stronger profile.
- After filling in the details, click **Save** to ensure your progress is not lost.
- Buyers may request this financial information at a later stage, depending on the complexity and requirements of the project.

This step is crucial in providing potential buyers with a comprehensive view of your company's financial strength and project handling capability.



Step 7: Entering Bank Details

In this step, you will provide your company's bank details. It is important to ensure that all information is entered accurately and in full to avoid payment issues in future transactions. Follow the guidelines below:

Bank Details:

1. **Bank Name (Full Name):**
   - Enter the full name of your bank. Avoid abbreviations (e.g., write *Bank Islam Brunei Darussalam* instead of *BIBD*).
2. **Currency:**
   - Select the currency associated with your bank account from the dropdown menu. For Brunei-based companies, this will typically be **BND** (Brunei Dollar).
3. **Branch, State, and City:**
   - Select the branch, state, and city of your bank from the dropdowns. Make sure these details match the information on your bank statements.
4. **Account Number:**
   - Enter your company's bank account number accurately.
5. **SWIFT Code / BIC#:**
   - If available, provide your bank's **SWIFT Code** or **BIC#** for international transactions. This is mandatory for companies dealing with foreign buyers.
6. **BSB Number / IFSC Code / Routing Number (If Applicable):**
   - Enter your **BSB (Bank State Branch)** number, **IFSC (Indian Financial System Code)**, or **Routing Number** if these are required by your bank for local or international transfers.
7. **IBAN (If Applicable):**

  - If your bank account has an **IBAN (International Bank Account Number)**, enter it in the provided field.

8. **Correspondent Bank:**
  - If your bank works through a correspondent bank for international transactions, tick the checkbox and provide details of the correspondent bank.

Adding Multiple Bank Accounts:

- You can add multiple bank accounts by clicking the **Save** button after entering each account. This is useful if your company operates accounts in different currencies or with different banks.

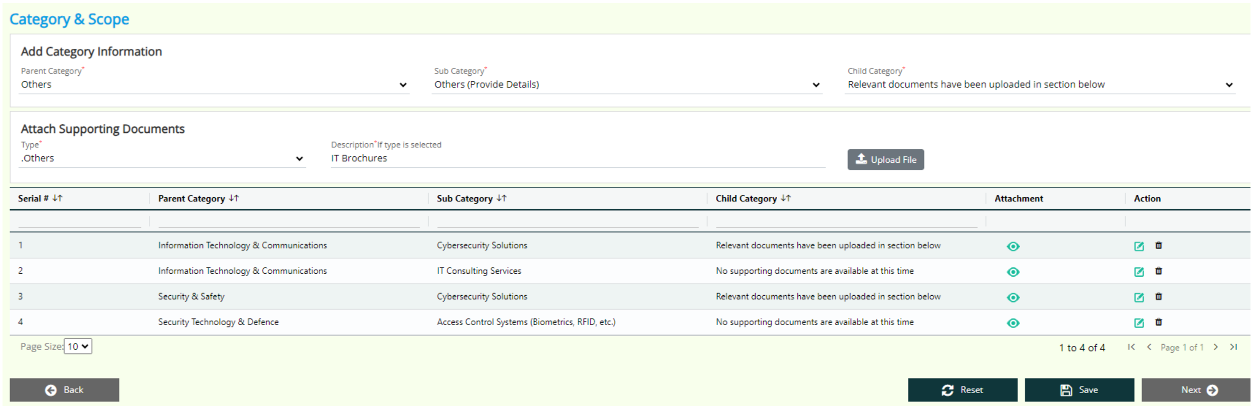
Default Bank:

- Ensure you mark the correct **Default Bank** by ticking the checkbox next to the appropriate account. This should be the primary bank account used for payments with your current buyers. The default bank will be the primary account used for all financial transactions unless otherwise specified.

Proceeding:

- After entering all bank details, click **Save** to store the information and **Next** to proceed to the following step.
- Use the **Reset** button if you need to clear any incorrect entries before saving.

Accurately filling out your bank details ensures that your payments are processed smoothly and efficiently. Be sure to double-check all information before proceeding.



Step 8: Category and Scope

This step is crucial for defining the categories and scope of work that your company specialises in. The information you provide here will help potential buyers find your company when searching for specific services or products. Make sure you list all relevant categories that your company handles and attach any supporting documentation to enhance your profile's visibility and credibility.

Add Category Information:

1. **Parent Category:**
   - Select the parent category that best describes the broad area of work your company is involved in (e.g., Information Technology, Security & Safety).
2. **Sub Category:**
   - Choose a relevant sub-category that provides a more detailed description of your company's services or products (e.g., Cybersecurity Solutions, IT Consulting Services).
3. **Child Category (If applicable):**
   - Add further specific details if necessary. You can enter custom details or select predefined categories based on your business activities.

Attach Supporting Documents:

1. **Type of Document:**
   - From the dropdown, select the type of document you are attaching (e.g., Permits, Licenses, IT Brochures, etc.).
2. **Description:**
   - Provide a brief description of the document to help buyers understand its relevance (e.g., "IT Brochures" or "Cybersecurity License").
3. **Upload File:**

    - Upload any relevant documents that support your company's scope of work (e.g., certifications, product brochures, licenses, permits). These documents help buyers quickly assess the capabilities and qualifications of your company.

Managing Categories:

- **Multiple Categories:** You can list multiple parent categories and sub-categories to fully capture the scope of your business. For each category, make sure you attach any relevant supporting documents.
- **Review Attachments:** If you have attached documents for certain categories, you will see a note indicating that supporting documents have been uploaded. This makes it easier for buyers to scan through and assess your company's qualifications.

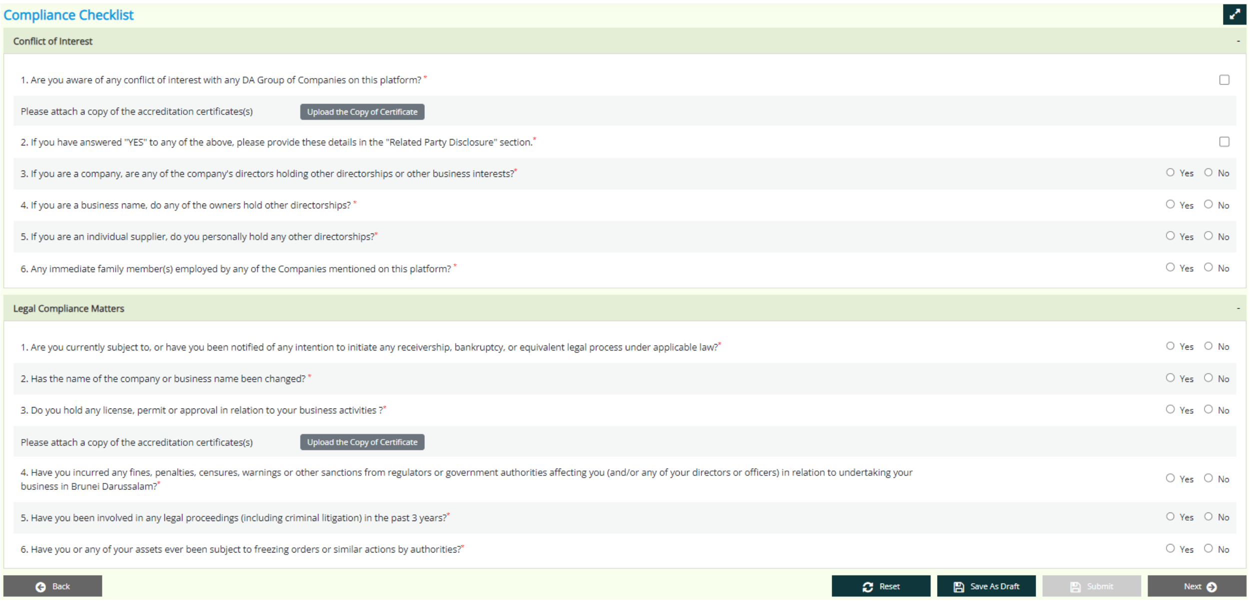
Importance of This Step:

- The categories and scope you list here will determine how your company appears in buyer searches. If a buyer is looking for specific expertise and your company has listed that category, your company will be displayed in their search results.
- Providing complete and accurate category information, along with relevant supporting documents, strengthens your company's profile and improves the chances of being selected for projects.

Proceeding:

- Once all categories and supporting documents have been added, click **Save** to ensure that your changes are stored.
- Click **Next** to proceed to the next step.

This step is essential for positioning your company in the marketplace and ensuring that buyers can easily find your business for relevant projects.



Compliance Checklist

Conflict of Interest

1. Are you aware of any conflict of interest with any DA Group of Companies on this platform? *

Please attach a copy of the accreditation certificates(s) Upload the Copy of Certificate

2. If you have answered "YES" to any of the above, please provide these details in the "Related Party Disclosure" section.*

3. If you are a company, are any of the company's directors holding other directorships or other business interests?* Yes No

4. If you are a business name, do any of the owners hold other directorships? * Yes No

5. If you are an individual supplier, do you personally hold any other directorships?* Yes No

6. Any immediate family member(s) employed by any of the Companies mentioned on this platform? * Yes No

Legal Compliance Matters

1. Are you currently subject to, or have you been notified of any intention to initiate any receivership, bankruptcy, or equivalent legal process under applicable law?* Yes No

2. Has the name of the company or business name been changed? * Yes No

3. Do you hold any license, permit or approval in relation to your business activities ?* Yes No

Please attach a copy of the accreditation certificates(s) Upload the Copy of Certificate

4. Have you incurred any fines, penalties, censures, warnings or other sanctions from regulators or government authorities affecting you (and/or any of your directors or officers) in relation to undertaking your business in Brunei Darussalam?* Yes No

5. Have you been involved in any legal proceedings (including criminal litigation) in the past 3 years?* Yes No

6. Have you or any of your assets ever been subject to freezing orders or similar actions by authorities?* Yes No

Back Reset Save As Draft Submit Next

Step 9: Compliance Checklist

The **Compliance Checklist** is a critical part of the registration process. This step ensures that your company meets the necessary legal and ethical standards. Each question in the checklist should be answered accurately and thoroughly, as the information provided is required for legal purposes. Even if certain conflicts of interest exist, they do not lead to disqualification but must be disclosed.

Conflict of Interest:

1. **Conflict of Interest with Group of Companies:**
   - Indicate whether there is any known conflict of interest with any of the companies listed on this platform. A buyer-supplier relationship alone does not create a conflict, but directorships or employment of family members within these companies should be disclosed.
2. **Other Directorships or Business Interests:**
   - If any of your company's directors hold other directorships or business interests, this must be declared.
   - The same applies to owners of business names or individual suppliers.
3. **Family Members' Employment:**
   - Declare if any immediate family members are employed by any of the companies mentioned on this platform. This could potentially be a conflict of interest and should be disclosed.
4. **Upload Accreditation Certificates:**
   - If relevant, upload documents that support the conflict-of-interest section.

Legal Compliance Matters:

1. **Receivership, Bankruptcy, or Legal Proceedings:**
    - If your company is subject to any current or potential receivership, bankruptcy, or other legal processes under applicable law, declare this information.
2. **Company Name Change:**
    - Indicate if your company's name or business name has changed.
3. **Licenses, Permits, or Approvals:**
    - Disclose any licenses, permits, or approvals that your company holds in relation to its business activities. You are required to upload supporting documents for these as well.
4. **Fines, Penalties, or Sanctions:**
    - Declare if your company has incurred any fines, penalties, or sanctions from regulators or government authorities affecting your business.
5. **Legal Proceedings (Including Criminal Litigation):**
    - If your company has been involved in any legal proceedings in the past three years, this information should be disclosed.
6. **Assets Freezing or Similar Orders:**
    - You must declare if any of your company's assets have been subject to freezing orders or similar actions by authorities.

Important Notes:

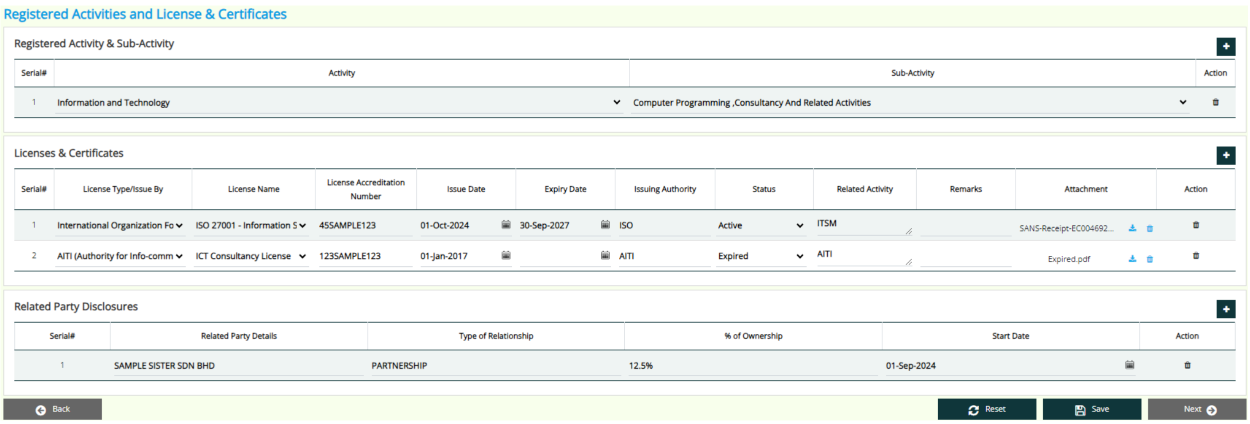
- Answer each question truthfully. Even if you have a conflict of interest or are involved in legal proceedings, it does not automatically disqualify your company from registering. However, failure to disclose such information may lead to future complications.
- If any of the questions require supporting documentation (e.g., certificates), use the **Upload File** option to provide the necessary files.

Proceeding:

- Once all compliance questions have been answered and the necessary documents are uploaded, you can click **Next** to proceed to the next step.
- You may also choose to **Save as Draft** if you need more time to complete the checklist or **Reset** if you need to start over.

This step ensures that all potential conflicts of interest and legal matters are transparently reported, maintaining the integrity of the supplier-buyer relationship on the platform.

procure.bn



Step 10: Registered Activities and Licenses & Certificates

This step is essential for providing official details about your company's registered activities, licenses, and related party disclosures. Accurate information in this section ensures the validation of your business profile and demonstrates compliance with industry-specific requirements.

Registered Activities and Sub-Activities:

- **Registered Activity:**
  - For local companies, this refers to the **exact activity** that has been officially registered in your **Registration Certificate**. Ensure that the activity listed here matches what is declared in the certificate (e.g., "Information and Technology").
- **Sub-Activity:**
  - Select or enter the corresponding **sub-activity** that best describes your specific area of business (e.g., "Computer Programming, Consultancy and Related Activities"). This should also align with the sub-activity listed in the registration certificate.

Licenses & Certificates:

- **Listing Licenses and Certificates:**
  - It is critical to list **all licenses, permits, approvals, and accreditations** relevant to your business operations. These documents validate your company's ability to operate in specific sectors. For example:
    - Construction companies should list **ABCI licenses**.
    - Healthcare-related businesses must list **permits from the Ministry of Health (MOH)**.
- **License Information:**
  - **License Type/Issued By:** Choose the issuing authority of the license (e.g., **ISO** for ISO certificates, **AITI** for ICT-related licenses).

- **License Name:** Provide the name of the license or accreditation.
- **License Number:** Enter the unique accreditation number associated with the license.
- **Issue Date / Expiry Date:** Include the valid duration of the license.
- **Status:** Specify whether the license is **active** or **expired**.
- **Attachments:** Upload a copy of the relevant license or certificate for reference and validation.

Related Party Disclosures:

- If your company has any related party interests (e.g., partnerships, ownerships), these must be declared. Include:
    - **Company Name:** The name of the related party.
    - **Type of Relationship:** Specify the nature of the relationship (e.g., **Partnership**, **Ownership**).
    - **% of Ownership:** Declare the percentage of ownership, if applicable.
    - **Start Date:** The date the relationship was established.

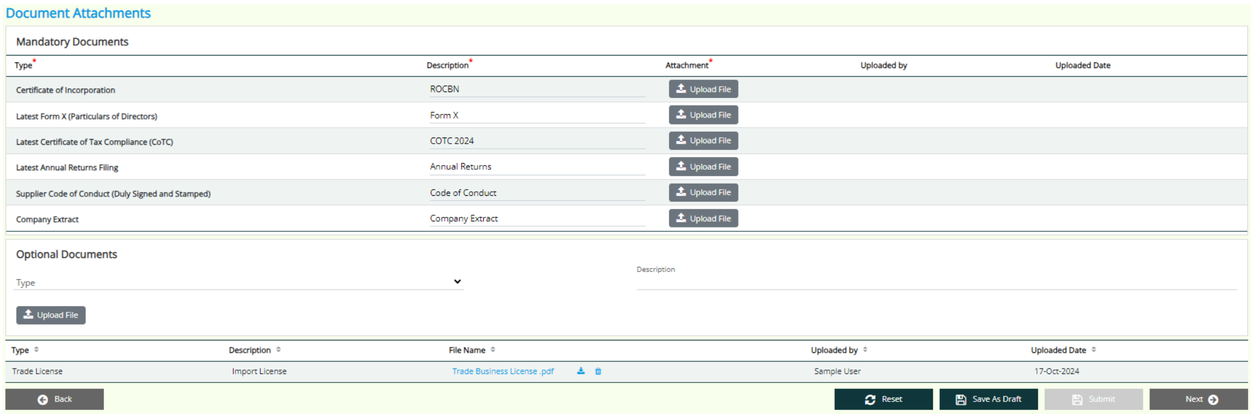
Importance of This Step:

- This step allows buyers to see that your company is fully compliant with regulatory requirements and industry standards.
- By declaring related parties, you maintain transparency in your operations, which is vital for avoiding potential conflicts of interest.

Proceeding:

- After completing the details, click **Save** to ensure all data is stored.
- Click **Next** to proceed to the final stages of registration.

This step ensures that your company's legal and operational credentials are properly documented and transparent, reinforcing your company's credibility to potential buyers.



Step 11: Document Attachments

The final mandatory step in the registration process is to upload the required documents according to your supplier classification. These documents verify your company's legal status and operational compliance. Depending on your supplier type (local, international, individual), the required documents may vary, but you must ensure that the latest versions are uploaded.

Mandatory Documents (For Local Companies):

1. **Certificate of Incorporation:**
   - This document is required to prove that your company is officially registered. For Brunei-based companies, this can be obtained from your OCP (One Common Portal) login.
2. **Form X (Particulars of Directors):**
   - This document contains the details of the company's directors. It can also be obtained from the OCP portal.
3. **Certificate of Tax Compliance (CoTC):**
   - The latest Certificate of Tax Compliance should be obtained from the **Revenue Division of the Ministry of Finance** and uploaded here.
4. **Annual Returns Filing:**
   - Upload the most recent **Annual Returns** document, which can be obtained from the OCP. This document demonstrates your company's operational history and financial compliance.
5. **Supplier Code of Conduct (Duly Signed and Stamped):**
   - The **Supplier Code of Conduct** was provided in **Step 1**. It must be downloaded, signed, and stamped by your company, and then uploaded as proof of compliance with ethical business practices.
6. **Company Extract:**

  - This document serves as an official extract of your company's registration details from the OCP portal.

Optional Documents:

- You may also upload **optional documents** that further support your application. This could include trade licenses, additional certifications, or any other documentation that strengthens your profile.

Uploading Documents:

- Click on the **Upload File** button next to each mandatory document to attach the corresponding file.
- Ensure that the uploaded documents are the most recent and accurate versions to avoid any issues during the verification process.

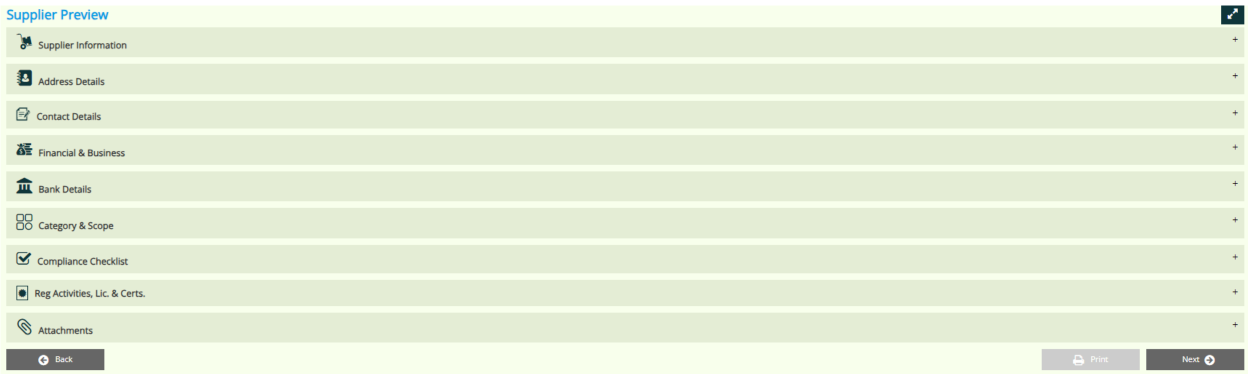
Different Requirements for Different Supplier Classifications:

- **Local Companies:** Must upload documents like ROCBN, Form X, annual return filings, and tax certificates.
- **International Companies and Individual Suppliers:** May have different documentation requirements depending on their supplier classification.

Finalising the Process:

- Once all documents are uploaded, click **Save** or **Save As Draft** to ensure your progress is stored.
- After reviewing all the information and ensuring everything is complete, click **Next** to submit your application.

This final step ensures that all required documentation is attached, validating your company's registration and compliance. Attach as many supporting documents as possible to enhance your application and increase your chances of approval.



Step 12: Supplier Preview

This is the final step in the registration process, where you can review all the information you've entered to ensure that it is accurate and complete. It is essential not to skip this step, as any errors or omissions could delay the approval of your application.

Review All Sections:

- **Supplier Information**
- **Address Details**
- **Contact Details**
- **Financial & Business**
- **Bank Details**
- **Category & Scope**
- **Compliance Checklist**
- **Registered Activities, Licenses, and Certificates**
- **Attachments**

For each section, click the **plus (+)** icon to expand and review the details you entered. Make sure that all the required fields are filled, all attached documents are correct and up to date, and that no mistakes have been made.

Key Points to Verify:

1. **Correct Data:** Double or triple-check all the data for accuracy, particularly for financial and legal documents.
2. **Document Uploads:** Ensure that all mandatory and optional documents are correctly uploaded and labelled.
3. **Consistency:** Make sure that the data you've entered is consistent with the official documents you've attached (e.g., names, registration numbers, dates).

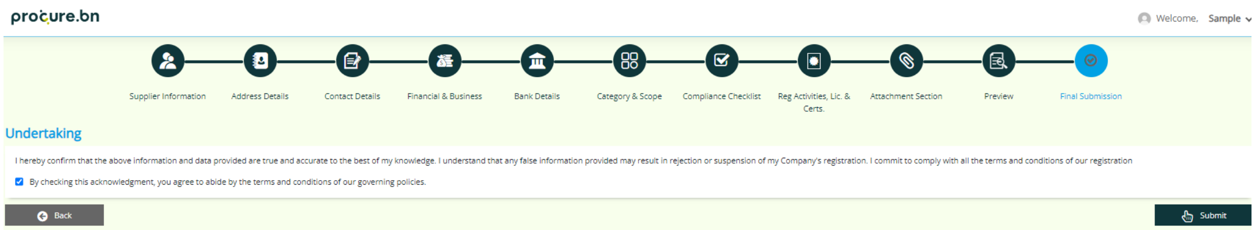
Print a Copy for Reference:

- Use the **Print** button to generate a PDF copy of your submission. This is useful for your internal records and future reference. Save this PDF in a secure location for documentation purposes.

Proceed to Submit:

- Once you have thoroughly reviewed all sections and ensured the accuracy of the information, click **Next** to proceed with the final submission of your application.

This step is critical to ensuring that your registration is complete and free of errors, increasing the chances of smooth approval from buyers or administrators.



Final Step: Undertaking and Submission

In this final step, you are required to confirm the accuracy of the information you have provided throughout the registration process and agree to abide by the terms and conditions of the registration.

Undertaking:

- You will be presented with a statement that confirms:
  - The information you provided is true and accurate to the best of your knowledge.
  - Any false information may result in the rejection or suspension of your company's registration.
  - You agree to comply with all the terms and conditions related to the registration.

How to Complete the Submission:

1. **Check the Acknowledgement Box:**
   - Tick the box next to the statement to confirm that you agree to the terms and conditions.
2. **Click on Submit:**
   - Once the box is checked, click the **Submit** button to finalise the registration process.

Post-Submission:

- After submission, you will receive a **reference number** that you can use for any enquiries or questions with support.
- You will also receive a **confirmation email** acknowledging the receipt of your application.
- The onboarding team will then review your application. Please note that the review process may take some time due to the high volume of applications, but it will not prevent any transactions or business operations.

Tracking Communication:

- It's important to **keep track of your emails**. If the onboarding team has any questions or requires further clarification, they will notify you via **system notifications** as well as through **email**.

- Ensure that you check both your **inbox** and **system notifications** regularly to avoid any delays in the approval process.

Keep the reference number and confirmation email for your records and track the progress of your application.

Congratulations on completing your registration!