



Supplier Registration Manual for procure.bn

Welcome to the comprehensive guide for suppliers looking to register on the procure.bn platform. This manual will walk you through each step of the registration process, ensuring you can successfully onboard and engage in procurement opportunities in Brunei Darussalam.

Attention! It's crucial that all details provided during registration precisely match your Certificate of Registration / Company Extract to avoid profile rejection.

Registration Overview and Benefits

1

Why Register?

- Access procurement opportunities across various sectors
- Build credibility with potential buyers
- Engage in a streamlined procurement process
- Maintain compliance with procurement regulations

2

Who Can Register?

- Local companies incorporated under the Companies Act
- Local businesses registered under the Business Names Act
- Co-operative societies
- Foreign companies and business names
- Individual suppliers

3

What You'll Need

- Company and contact information
- Business classification details
- Mandatory documents based on supplier type
- Financial and bank information
- Category and scope of business activities

This manual will guide you through each step of the registration process, from initial data entry to final submission. Follow the instructions carefully to ensure a smooth registration experience.

i Important: Fields marked with an asterisk (*) are mandatory and must be completed for successful submission.

Getting Started: Company & Contact Details

The screenshot shows a 'New Registration' form with two main sections: 'Company Details' and 'Primary Contact Details'. The 'Company Details' section includes fields for 'Commercial License/ROCBN/Individual' (with value 'RC1234567890'), 'Supplier Classification' (with a dropdown menu), 'Local company (Company incorporated under the Companies Act (Cap. 39))', 'Company Name (As per Commercial License/ROCBN/Individual)' (with value 'SAMPLE COMPANY SDN BHD'), 'Username' (with value 'SAMPLE'), 'Password', 'Confirm Password', and 'eMail' (with value 'a@b.com'). There is an 'Upload Profile Picture' button with a note 'Max Upload Size: 200 KB'. The 'Primary Contact Details' section includes fields for 'First Name' (with value 'Sample'), 'Last Name' (with value 'User'), 'Middle Name', 'Designation' (with value 'Sales Head'), 'Role' (with a dropdown menu showing 'Sales Representative'), 'eMail' (with value 'a@b.com'), 'Code' (with value '+673' and a dropdown menu), 'Work Phone#' (with value '0000000'), and 'Mobile #' (with value '0000000'). At the bottom, there are 'Back', 'Reset', and 'Submit' buttons.

Step 1: Enter Company Information

- Input your Commercial License/ROCBN number or IC number for individuals
- Enter company name exactly as it appears on official documents
- Select appropriate supplier classification
- Create a unique username and secure password
- Provide official but accessible company email (not personal)

Step 2: Primary Contact Details

- Enter full name, designation and role of primary contact
- Provide both work and mobile phone numbers with correct country codes
- Upload profile picture (optional, max 200KB)
- After submitting initial information, you'll receive an activation email. Follow the link to activate your account and continue with the registration process.

 Only one account per company is permitted. Always use your official company email address, not a personal one.

Supplier Information

Company Details

Company Name*
SAMPLE COMPANY SDN BHD

Parent Company Name

Supplier Type*
Service Providers

Company Name in Native Language
SAMPLE COMPANY SDN BHD

Supplier Classification*
Local company (Company incorporated under the Companies Act (Cap. 39))

Organization Website
www.sample-website.com

Supplier Status :

Commercial License/ROCBN/Individual Details

Commercial License/ROCBN/Individual #*
RC1234567890

Issue Date*
01-Jan-2017

Type of Ownership*
Limited Liability Company (LLC)

Expiry Date

Establishment Date*
01-Jan-2017

Issued by*
Registrar of Certificates

Location*
Brunei Darussalam

Manager in Commercial License/ROCBN/Individual

First Name*
Sample

Last Name*
User

Job Title*
a@b.com

Middle Name

Role*
Sales Representative

Previous

Reset

Save

Next

Supplier Information & Address Details

Company Details

- Verify company name matches official documents
- Enter parent company if applicable
- Select appropriate supplier type and classification
- Include company website URL if available

Commercial License Details

- Verify license number is correct
- Enter issue date and expiry date
- Select type of ownership (e.g., LLC)
- Input establishment date and issuing authority

Address Information

- Select address type (Shipping/Pay Site)
- Enter complete address details with postal code
- Select correct country, state and city
- Mark main office address appropriately

Tax Details

- For Brunei companies, select "Not Applicable" and tick "Tax Exemption"
- Foreign companies must enter relevant tax information based on their country's regulations
- Provide tax identification numbers where required
- Ensure all address information matches your official company documents to avoid complications during verification.

Supplier Address Details

Registered Address

Select Address Type*
Shipping and Pay Site

Address Line2
Sample Street

P.O.Box

Postal Code

Select Country*
Brunei Darussalam

City
Bandar Seri Begawan

Tax Details

Select Tax Type*
.Not Applicable

☒ Tax Exemption

Managing Contacts & Financial Information

Adding Additional Contacts

You can add multiple contacts to ensure proper communication channels for different aspects of your business:

- Sales representatives
- Finance managers
- Procurement officers
- IT administrators

Each contact should include full name, job title, role, phone numbers, and email address.

Primary Contact

Do note that the Contact marked as Primary Contact will receive all OTP. Ensure you have access to that email address.

☐ Primary Contact

Financial & Business Capabilities

Business Experience

- Select operational currency (typically BND for Brunei companies)
- Enter years of local business experience
- Provide date established
- List total value of current projects and maximum project capacity

Project Portfolio

- Include details of one ongoing project
- List one completed project
- Provide customer name, project name, location, and value for each

Financial Health

- Indicate profit status for the past three years
- Upload audited financial statements if available
- Enter total assets and liabilities
- Provide credit limit and exposure information

Financial & Business

Business Capability

Currency* BND

Date Established	Experience History (In Years) - Locally *	Total Value of Projects at Hand	Max Value of Projects that you can Undertake
01-Jan-2017	>10	1,000.00	10,000.00

Current & Previous Projects

Completed	Customer Name	Project Name	Location	Value
Ongoing Project :	Sample3 Sdn Bhd	Sample3 Project	Brunei Muara	300.00
Previous Project :	Sample4 Bhd	Sample4 Project	Tutong	150.00

Financial

☐ Did you make Net Profit in the last 3 years?

Financial Audited statements for last 3 years

Upload File

Total Assets and Liabilities

Description	From: Jan-2017 To: Oct-2024	From: To:	From: To:
Total Assets:	750.00		
Total Liabilities:	100.00		

Credit Limit

Credit Limit	Credit Exposure Limit	Project Limit
10,000.00	1,000.00	500

Back

Reset

Save

Bank Details & Categories

Bank Details

Bank Name*
SAMPLE BANK BRUNEI DARUSSALAM

Currency*
BND

Select State*
Brunei - Muara

Account #*
1234567890

IBAN

Routing#

☐ Correspondent Bank

Branch*
Bandar Seri Begawan

Select Country*
Brunei Darussalam

City*
Bandar Seri Begawan

Swift Code / BIC#

BSB #

IFSC Code

Branch

Currency

City

State

Account#

SwiftCode/BIC#

IBAN

BSB #

Routing #

IFSC Code

Action

NK BRUNEI...

Bandar Seri Begawan

BND

Bandar Seri Begawan

Brunei - Muara

1234567890

Back

Reset

Save

Next

Bank Information

Enter accurate bank details to ensure smooth payment processing:

- Full bank name (avoid abbreviations)
- Branch, city and state
- Account currency (typically BND)
- Complete account number
- SWIFT/BIC code for international transactions
- Additional codes (IBAN, BSB, Routing) if applicable

You can add multiple bank accounts if your company operates with different currencies or banks. Ensure you mark one as the default bank for payments.

Category & Scope

Define your business activities to help buyers find your company:

- Select parent category (e.g., IT & Communications)
- Choose relevant sub-categories
- Add child categories where applicable
- Attach supporting documents for each category

Attention! This section is key for companies to discover relevant suppliers.

Category & Scope

Add Category Information

Parent Category*
Others

Sub Category*
Others (Provide Details)

Child Category*
Relevant documents have been uploaded in section below

Attach Supporting Documents

Type*
.Others

Description* If type is selected
IT Brochures

Upload File

Serial #	Parent Category	Sub Category	Child Category	Attachment	Action
1	Information Technology & Communications	Cybersecurity Solutions	Relevant documents have been uploaded in section below		
2	Information Technology & Communications	IT Consulting Services	No supporting documents are available at this time		
3	Security & Safety	Cybersecurity Solutions	Relevant documents have been uploaded in section below		
4	Security Technology & Defence	Access Control Systems (Biometrics, RFID, etc.)	No supporting documents are available at this time		

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Next

You can list multiple categories to fully capture your business scope. Each category should have relevant supporting documents attached to strengthen your profile.

Compliance & Document Attachments

Compliance Checklist

1	<h3>Conflict of Interest Disclosure</h3> <p>Declare any conflicts of interest with companies on the platform:</p> <ul style="list-style-type: none">• Directors holding other directorships• Business owners with other interests• Family members employed by listed companies	2	<h3>Legal Compliance Matters</h3> <p>Disclose legal statuses that may affect your business:</p> <ul style="list-style-type: none">• Receivership or bankruptcy proceedings• Company name changes• Licenses and permits held• Fines or sanctions from authorities• Legal proceedings in the past 3 years• Asset freezing orders	3	<h3>Document Attachments</h3> <p>Upload all required documents based on your supplier classification:</p> <ul style="list-style-type: none">• Certificate of Incorporation• Form X (Particulars of Directors)• Certificate of Tax Compliance• Annual Returns Filing• Signed Supplier Code of Conduct• Company Extract
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Truthfully disclose all information in the compliance section. While conflicts of interest or legal proceedings don't automatically disqualify your registration, failing to disclose them may lead to future complications.

Make sure to fill in all answers. If a Text Box is not relevant, write "not applicable" in it.

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? *

YesNo

4. If you are a business name, do any of the owners hold other directorships? *

YesNo

5. If you are an individual supplier, do you personally hold any other directorships? *

YesNo

6. Any immediate family member(s) employed by any of the Companies mentioned on this platform? *

YesNo

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? *

YesNo

2. Has the name of the company or business name been changed? *

YesNo

3. Do you hold any license, permit or approval in relation to your business activities? *

YesNo

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? *

YesNo

5. Have you been involved in any legal proceedings (including criminal litigation) in the past 3 years? *

YesNo

6. Have you or any of your assets ever been subject to freezing orders or similar actions by authorities? *

YesNo

Back

Reset


Save As Draft

Submit

Next

Registered Activities, 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

Ensure your listed activities precisely match your official Registration Certificate:

- Registered Activity:** Enter the exact activity (e.g., "Information and Technology").
- Sub-Activity:** Select the specific sub-activity (e.g., "Computer Programming, Consultancy and Related Activities").



Licenses & Certificates


List all relevant licenses, permits, approvals, and accreditations:

- Listing:** Include documents like ABCI licenses for construction, or Ministry of Health permits for healthcare.
- Details:** Provide License Type/Issued By, Name, Number, Issue/Expiry Dates, and Status.
- Attachments:** Upload a copy of each license for validation.

Related Party Disclosures

Maintain transparency by declaring any related party interests:

- Company Name:** Name of the related entity.
- Type of Relationship:** Specify the nature (e.g., Partnership, Ownership).
- % of Ownership:** Declare the percentage, if applicable.
- Start Date:** The date the relationship commenced.



Why This Step Matters

This information assures buyers of your company's compliance with regulatory requirements and industry standards. Declaring related parties is crucial for transparency and avoiding conflicts of interest.

After completing all details, click **Save** to store your information, then click **Next** to proceed to the final stages of registration.

Registered Activities and License & Certificates

Registered Activity & Sub-Activity

Serial#	Activity	Sub-Activity	Action
1	Information and Technology	Computer Programming ,Consultancy And Related Activities	

Licenses & Certificates

Serial#	License Type/Issue By	License Name	License Accreditation Number	Issue Date	Expiry Date	Issuing Authority	Status	Related Activity	Remarks	Attachment	Action
1	International Organization Fo	ISO 27001 - Information S	45SAMPLE123	01-Oct-2024	30-Sep-2027	ISO	Active	ITSM		SANS-Receipt-EC004692...	
2	AITI (Authority for Info-comm	ICT Consultancy License	123SAMPLE123	01-Jan-2017		AITI	Expired	AITI		Expired.pdf	

Related Party Disclosures

Serial#	Related Party Details	Type of Relationship	% of Ownership	Start Date	Action
1	SAMPLE SISTER SDN BHD	PARTNERSHIP	12.5%	01-Sep-2024	

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Reset

Save

Next

Document Attachments

Mandatory Documents

Type	Description	Attachment	Uploaded by	Uploaded Date
Certificate of Incorporation	ROCBN	Upload File		
Latest Form X (Particulars of Directors)	Form X	Upload File		
Latest Certificate of Tax Compliance (CoTC)	COTC 2024	Upload File		
Latest Annual Returns Filing	Annual Returns	Upload File		
Supplier Code of Conduct (Duly Signed and Stamped)	Code of Conduct	Upload File		
Company Extract	Company Extract	Upload File		

Optional Documents

Type

Description

Upload File

Type	Description	File Name	Uploaded by	Uploaded Date
Trade License	Import License	Trade Business License .pdf	Sample User	17-Oct-2024

Back

Reset

Save As Draft

Submit

Next

Document Attachments & Submission

This final mandatory step involves uploading required documents based on your supplier classification. Accurate and up-to-date documents verify your company’s legal status and operational compliance.

Mandatory Documents (Local Companies)

Certificate of Incorporation

Proof of official company registration, obtainable from OCP (One Common Portal).

Form X (Particulars of Directors)

Details of company directors, also available from the OCP portal.

Certificate of Tax Compliance (CoTC)

Latest certificate from the Ministry of Finance, Revenue Division.

Annual Returns Filing

Most recent document from OCP, demonstrating operational history.

Supplier Code of Conduct

Signed and stamped document as proof of compliance with ethical practices.

Company Extract

Official extract of your company’s registration details from the OCP portal.

Uploading & Finalisation

Click the **Upload File** button next to each document. Ensure all uploaded documents are the most recent and accurate versions to avoid verification issues.

Requirements vary by supplier classification (local, international, individual). Local companies must upload documents like ROCBN, Form X, annual returns, and tax certificates, while others may differ.

✔ Once all documents are uploaded, click **Save** or **Save As Draft**. After reviewing all information, click **Next** to submit your application.

Final Review and Submission

The screenshot shows the 'procure.bn' registration process. At the top, a progress bar displays 11 steps: Supplier Information, Address Details, Contact Details, Financial & Business, Bank Details, Category & Scope, Compliance Checklist, Reg Activities, Lic. & Certs., Attachment Section, Preview, and Final Submission. The 'Final Submission' step is highlighted in blue. Below the progress bar, the 'Undertaking' section contains a confirmation statement and a checked checkbox for agreement. At the bottom, there are 'Back' and 'Submit' buttons.

procure.bn

Welcome, Sample

Supplier Information Address Details Contact Details Financial & Business Bank Details Category & Scope Compliance Checklist Reg Activities, Lic. & Certs. Attachment Section Preview Final Submission

Undertaking

I hereby confirm that the above information and data provided are true and accurate to the best of my knowledge. I understand that any false information provided may result in rejection or suspension of my Company's registration. I commit to comply with all the terms and conditions of our registration

☒ By checking this acknowledgment, you agree to abide by the terms and conditions of our governing policies.

Back Submit

Preview Your Application

Before submission, thoroughly review all sections:

- Expand each section to verify information accuracy
- Check that all mandatory fields are completed
- Ensure documents are correctly uploaded
- Verify consistency between entered data and attached documents
- Print a copy for your records

✓ **After submission:** The onboarding team will review your application. Monitor your email and system notifications for any follow-up questions or approval confirmation.

Final Submission

Complete your registration with these final steps:

- Read the undertaking statement carefully
- Tick the acknowledgment box to confirm accuracy
- Click "Submit" to finalise your application
- Note your reference number for future inquiries
- Keep the confirmation email for your records

📄 **Need help?** For assistance with your registration, contact the procure.bn support team with your reference number.

Congratulations on completing your registration process! You are now on your way to accessing procurement opportunities through the procure.bn platform.