

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

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Why Register?

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

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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

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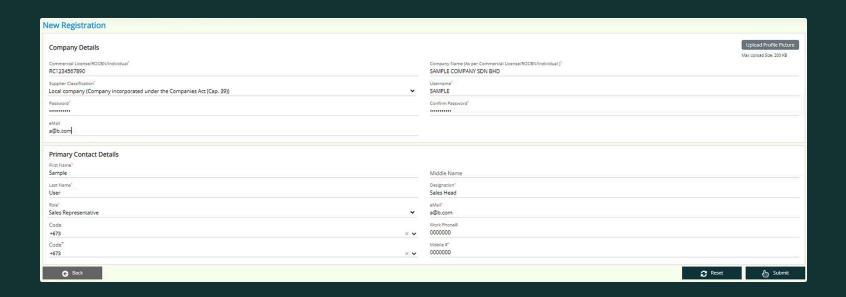
What You'll Need

- 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.

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

Getting Started: Company & Contact Details

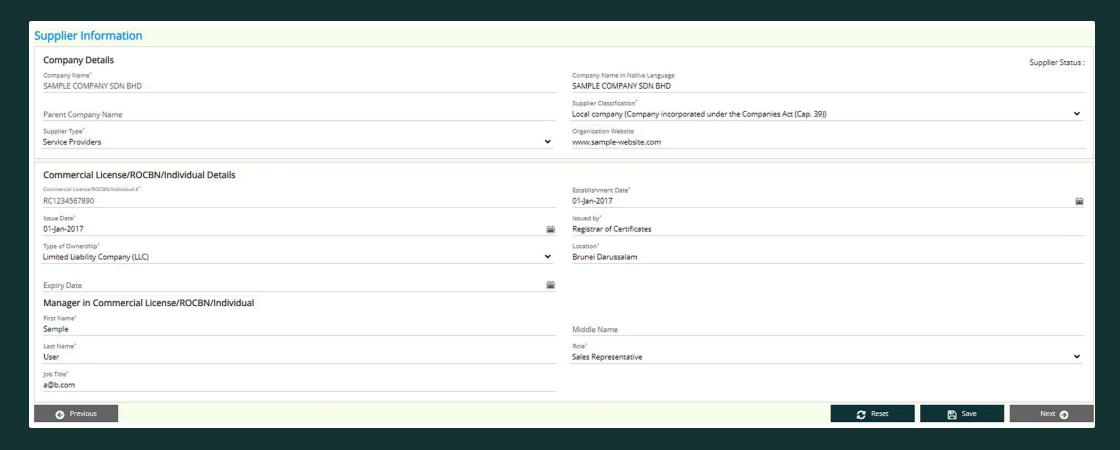


Step 1: Enter Company Information

- 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.



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

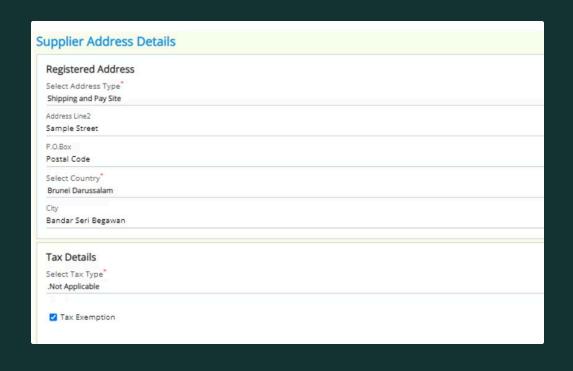
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Address Information

- 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.



Managing Contacts & Financial Information

Adding Additional Contacts

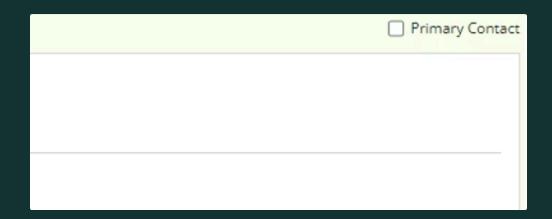
You can add multiple contacts to ensure proper communication channels for different aspects of your business:

- 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.



Financial & Business Capabilities

Business Experience

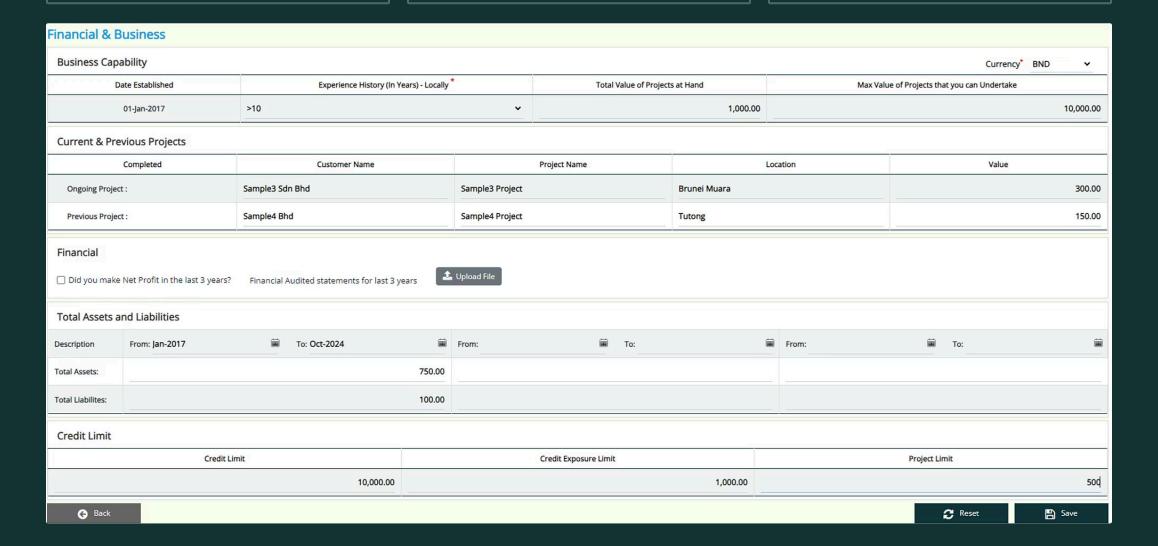
- Select operational currency (typically BND for Brunei companies)
- Enter years of local business experience
- Provide date established
- List total value of current projects and maximum project capacity

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



Bank Details & Categories



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

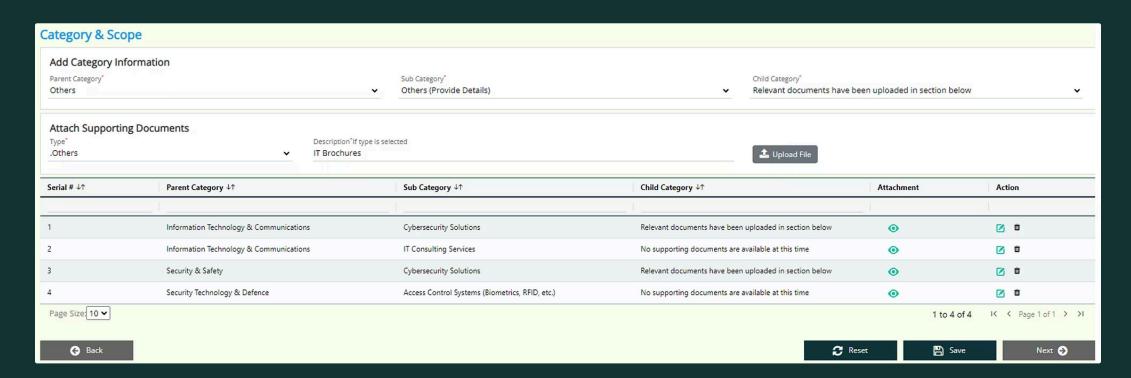
You can add multiple bank accounts if your company operates with different currencies or banks. Ensure you mark one as the default bank for payments.

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.



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 Conflict of Interest Disclosure

 Declare any conflicts of interest with
 companies on the platform:
 - Directors holding other directorships
 - Business owners with other interests
 - Family members employed by listed companies

- Legal Compliance MattersDisclose legal statuses that may affect your business:
 - 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

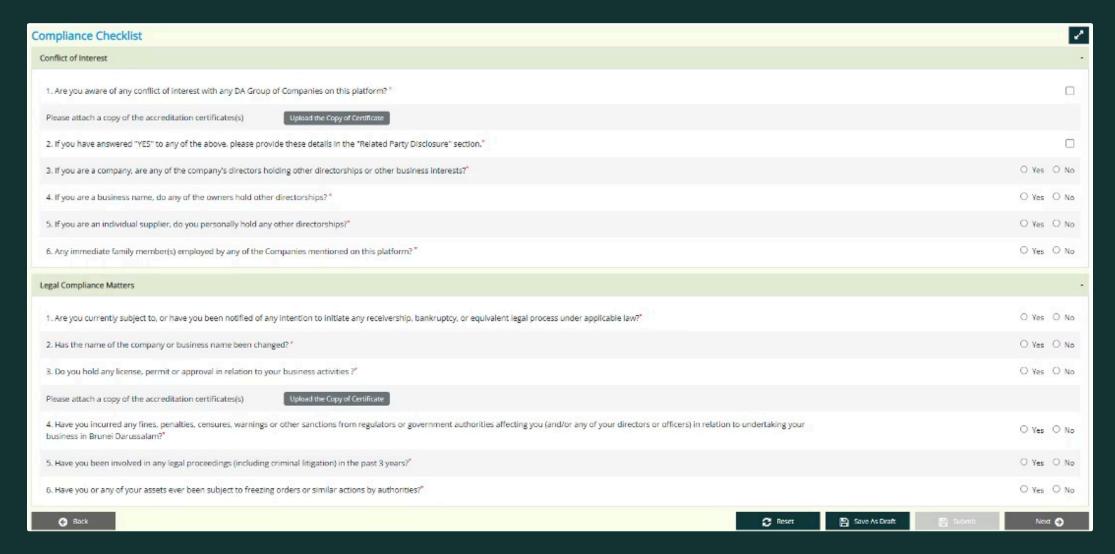
3 Document Attachments

Upload all required documents based on your supplier classification:

- Certificate of Incorporation
- Form X (Particulars of Directors)
- Certificate of Tax Compliance
- Annual Returns Filing
- Signed Supplier Code of Conduct
- Company Extract

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.



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.

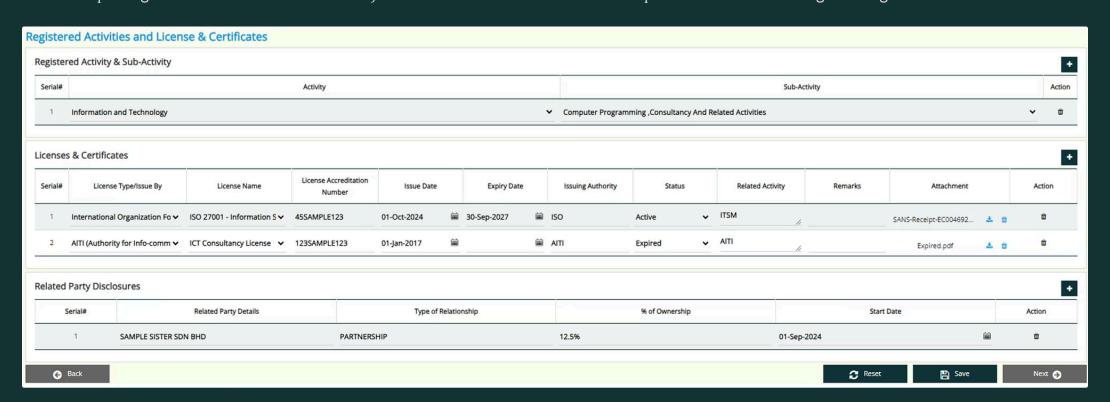
Related Party Disclosures

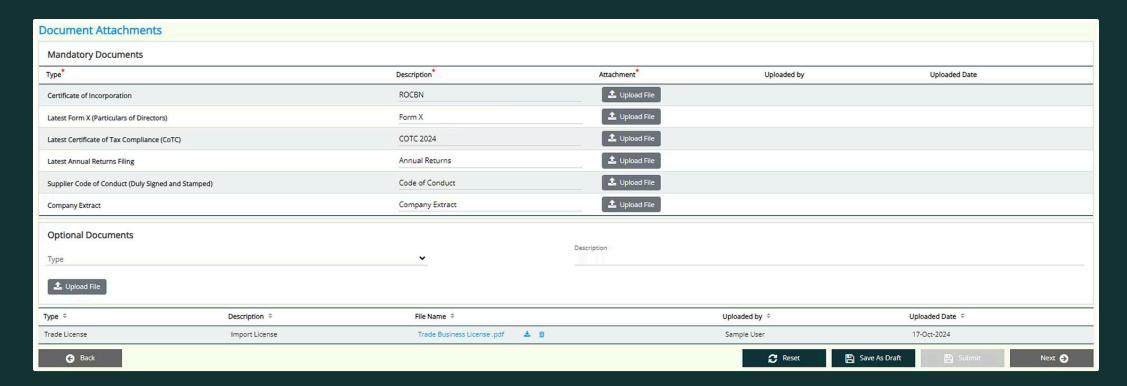
Maintain transparency by declaring any related party interests:

- 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.

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.





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).

Certificate of Tax Compliance (CoTC)

Latest certificate from the Ministry of Finance, Revenue Division.

Supplier Code of Conduct

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

Form X (Particulars of Directors)

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

Annual Returns Filing

Most recent document from OCP, demonstrating operational history.

Company Extract

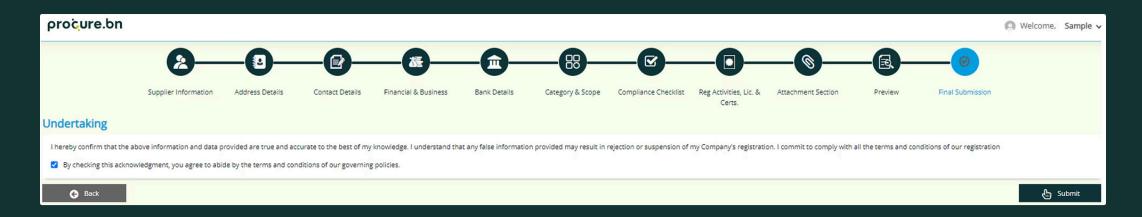
Official extract of your company's registration details from the OCP portal.

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.

Final Review and Submission



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

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

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

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.