

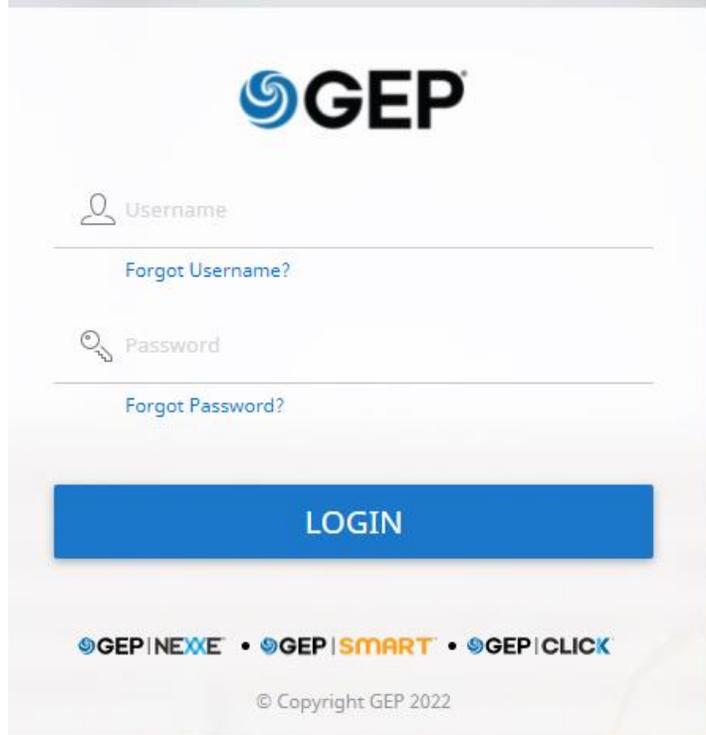


IN-COUNTRY VALUE (ICV) FORM

LBD QUARTERLY REPORTING via SMART - GUIDELINE

- Guideline on how to update LBD for **Company Level** (quarterly reports) in SMART.
- LBD reporting applies to all BSJV registered vendors.

1. LOG IN TO SMART



GEP

Username
Forgot Username?

Password
Forgot Password?

LOGIN

GEP | NEXE • GEP | SMART • GEP | CLICK

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- Go to <https://www.bsp.com.bn/main/icv/doing-business-with-bsjv/getting-registered>

- Click **SMART LBD REPORTING**

OR

- Go to <https://smart-idp.gep.com/Account/LogOn?ReturnUrl=/>

- Log in using your **SMART** credentials.

- If you are having problems logging in, you may click either the 'Forgot Username' and 'Forgot Password' button, GEP team will assist you in resetting your password.

2. ACTION PENDING NOTIFICATION

BSM Sourcing Contract Supplier

Home
My Tasks
Help Us Improve
Supplier Profile

DRAFT (0) ACTION PENDING (2) FOLLOW UP (0)

Form 2

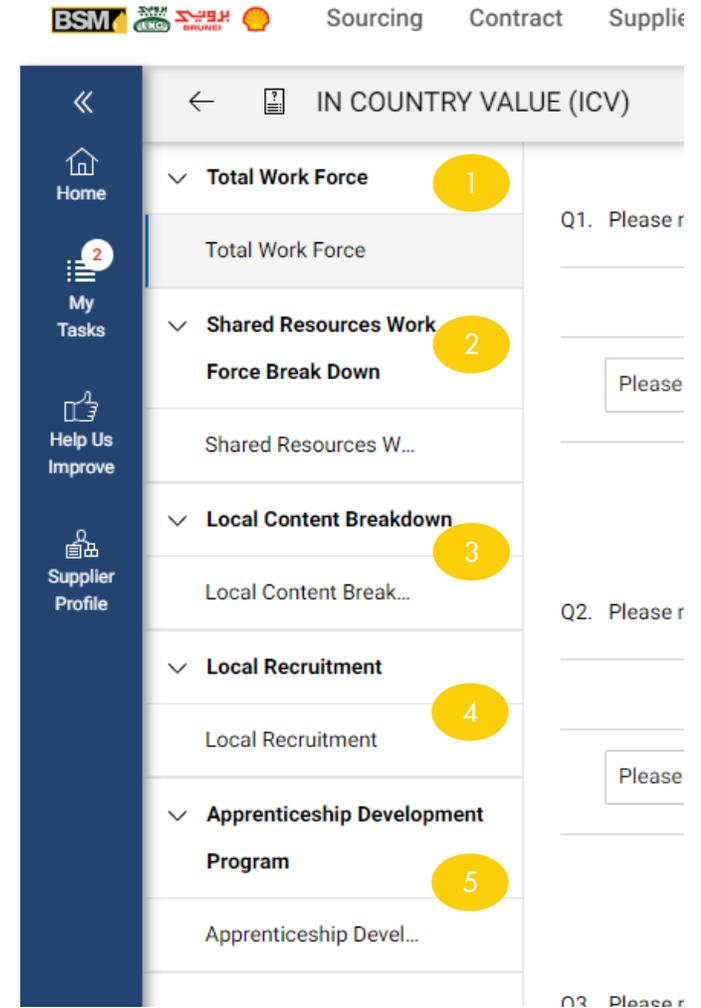
Form Name	Form Type
In Country Value (ICV)	Additional Form
Integrity Due Diligence (IDD)	Additional Form

Rows Per Page: 10 1 - 2 Of 2

1. Click *My Tasks*
2. Click *Action Pending*
3. Under Form Name, click In Country Value (ICV).

3. SECTIONS OF FORM TO BE FILLED

- The following 5 sections requires to be filled;
 1. **Total Work Force** – overview of total workforce to date, new hires and local leavers of your company.
 2. **Shared Resources Work Force Break Down** – breakdown of the total workforce of your company (Management, Supervisor, Skilled, Non-skilled and Admin & Account)
 3. **Local Content Breakdown** – breakdown of the total spend of your company
 4. **Local Recruitment** – breakdown of total recruitment to date and total recruitment this year.
 5. **Apprenticeship Development Program** – breakdown of apprenticeships in your company.



4. TOTAL WORK FORCE

- 3 sub-sections to be filled under TOTAL WORK FORCE section:

1. Total Work Force To Date – total headcounts in your Company

Q1. Please mention Total Work Force To Date in below table :

Year	Quarter	Local	Non Local	SAWP	
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="button" value="⊕"/>

Annotations: **b** (Year dropdown), **c** (Quarter dropdown), **d** (Local input), **a** (Add row button)

- Click **+** to add a row.
- Select the correct **Year** using the dropdown.
- Select the correct **Quarter** using the dropdown.
- Input in the correct **figures/numbers** for **Local, Non Local** and **SAWP**.

2. Total Numbers of New Hires – total numbers of new hires in your company per year.

Q2. Please mention Total Number of New Hires in below table :

Year	Quarter	Local	Non Local	SAWP	
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="button" value="⊕"/>

Annotations: **b** (Year dropdown), **c** (Quarter dropdown), **d** (Local input), **a** (Add row button)

- Click **+** to add a row.
- Select the correct **Year** using the dropdown.
- Select the correct **Quarter** using the dropdown.
- Input in the correct **figures/numbers** for **Local, Non Local** and **SAWP**.

3. Breakdown of Local Leavers – breakdown of numbers of local leavers from your Company

Q3. Please mention Breakdown of Local Leavers in below table :

Year	Quarter	Resign	Terminate	Transfer	Others	
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Enter"/>	<input type="button" value="⊕"/>			

Annotations: **b** (Year dropdown), **c** (Quarter dropdown), **d** (Resign input), **a** (Add row button)

- Click **+** to add a row.
- Select the correct **Year** using the dropdown.
- Select the correct **Quarter** using the dropdown.
- Input in the correct **figures/numbers** for **Resign, Terminate, Transfer** and **Others**.

5. SHARED RESOURCES WORK FORCE BREAK DOWN

- 6 sub-sections to be filled under SHARED RESOURCES WORK FORCE BREAK DOWN section:

1. Management

Q1. Please mention Shared Resources Work Force Break Down for Resource type : Management

Year	Quarter	Category	Local	Non - Local	SAWP	
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="button" value="+"/>

2. Supervisor

Q2. Please mention Shared Resources Work Force Break Down for Resource type : Supervisor

Year	Quarter	Category	Local	Non - Local	SAWP	
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="button" value="+"/>

3. Skilled

Q3. Please mention Shared Resources Work Force Break Down for Resource type : Skilled

Year	Quarter	Category	Local	Non - Local	SAWP	
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="button" value="+"/>

4. Non-Skilled

Q4. Please mention Shared Resources Work Force Break Down for Resource type : Non-Skilled

Year	Quarter	Category	Local	Non - Local	SAWP	
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="button" value="+"/>

- a. Click + to add a row.
- b. Select the correct Year using the dropdown.
- c. Select the correct Quarter using the dropdown.
- d. Select the correct job position using the Category dropdown. If the job position is not listed in the dropdown, please proceed to fill the said position under Q6. Please refer to next page on how to fill in Q6.
- e. Input in the correct figures/numbers for Local, Non Local and SAWP.

5. SHARED RESOURCES WORK FORCE BREAK DOWN

5. Admin & Account

Q5. Please mention Shared Resources Work Force Break Down for Resource type : Admin & Account

Year	Quarter	Category	Local	Non - Local	SAWP	
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="text" value="Please Enter"/>	<input type="button" value="+"/>

b **c** **d** **e** **a**

6. Others

Q6. If not listed in the above categories, please mention them here

Year	Quarter	Resource Type	Job Position	Local	Non - Local	SAWP	
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Enter"/>	<input type="button" value="+"/>			

b **c** **d** **e** **a**

- a. Click + to add a row.
- b. Select the correct **Year** using the dropdown.
- c. Select the correct **Quarter** using the dropdown.
- d. Select the correct **Resource Type** (Management, Supervisor, Skilled, Non-Skilled or Admin & Account) using the dropdown.
- e. Type in the correct **Job Position**.
- f. Input in the correct **figures/numbers** for **Local, Non Local** and **SAWP**.

6. LOCAL CONTENT BREAKDOWN

- 2 sub-sections to be filled under LOCAL CONTENT BREAKDOWN:

1. Spend in Brunei – breakdown of total spend in Brunei in Brunei Dollars (BND).

Q1. Please mention Local Content Breakdown details for Spend in Brunei in below table:

Year	Quarter	Local Employment Expense	Non -Local Employment Expense	Training Expense	Goods Purchased Expense	Goods Manufactured Expense	Services Expense
Please Select	Please Select	Please Enter	Please Enter	Please Enter	Please Enter	Please Enter	Please Enter

Annotations: 'b' is under Year, 'c' is under Quarter, 'd' is under Local Employment Expense, and 'a' is under the add row button (+).

- Click + to add a row.
- Select the correct **Year** using the dropdown.
- Select the correct **Quarter** using the dropdown.
- Input in the correct figures/numbers for **Spend in Brunei** for the following:
 - Local Employment Expense
 - Non Local Employment Expense
 - Training Expense
 - Goods Purchased Expense
 - Goods Manufactured Expense
 - Services Expense
- Please be noted that the figures to be input for Local Content breakdown are in its accurate figures – not in thousands (X,000) as per previous reporting.

6. LOCAL CONTENT BREAKDOWN

2. Spend out Brunei – breakdown of total spend out Brunei in Brunei Dollars (BND).

Q2. Please mention Local Content Breakdown details for Spend Outside Brunei in below table:

Year	Quarter	Local Employment Expense	Non-Local Employment Expense	Training Expense	Goods Expense	Services Expense	
Please Select	Please Select	Please Enter	Please Enter	Please Enter	Please Enter	Please Enter	+

The form includes yellow callout circles labeled 'b' under the Year dropdown, 'c' under the Quarter dropdown, 'd' under the Local Employment Expense input field, and 'a' under the plus sign icon.

- a. Click + to add a row.
- b. Select the correct Year using the dropdown.
- c. Select the correct Quarter using the dropdown.
- d. Input in the correct figures/numbers for Spend in Brunei for the following:
 - i. Local Employment Expense
 - ii. Non Local Employment Expense
 - iii. Training Expense
 - iv. Goods Expense
 - v. Services Expense
- e. Please be noted that the figures to be input for Local Content breakdown are in its accurate figures – not in thousands (X,000) as per previous reporting.

7. LOCAL RECRUITMENT

- 2 sub-sections to be filled under LOCAL RECRUITMENT:
- 1. **Total New Recruitment To Date** – breakdown of total recruitment to date.
- 2. **Total Recruitment This Year** – breakdown of total recruitment this year.

Local Recruitment	Year	Quarter	Experienced Hire	Staff Rollover	Graduates	HND	PPK	BMA	Advanced Diploma/Diploma/Certificate	IBTE (NTEC, HNTEC)	School Leavers (GCE 'A' level & below)
Total New Recruitm... Choose your option Total New Recruitment To Date: Total Recruitment This Year:	Please Select	Please Select	Please Enter	Please Enter	Please Enter	Please Enter	Please Enter	Please Enter	Please Enter	Please Enter	Please Enter

- a. Click + to add a row.
- b. Under Local Recruitment, using the dropdown, select either **Total New Recruitment To Date** or **Total Recruitment This Year**. Please fill in both rows.
- c. Select the correct **Year** using the dropdown.
- d. Select the correct **Quarter** using the dropdown.
- e. Input in the correct **figures/numbers** for **Local Recruitment** for the following:
 - i. **Experienced Hires**
 - ii. **Staff Rollover**
 - iii. **Graduates**
 - iv. **HND**
 - v. **PPK**
 - vi. **BMA**
 - vii. **Advanced Diploma/Diploma/Certificate**
 - viii. **IBTE (NTEC, HNTEC)**
 - ix. **School Leavers (GCE 'A' Level & below)**

8. APPRENTICESHIP DEVELOPMENT PROGRAM

Q1. Please mention Apprenticeship Development Program details in below table*

Year	Quarter	Apprenticeship Program	Program Duration(Months)	Start Date(DD/MM/YYYY)	End Date(DD/MM/YYYY)	Qualification Level	Skill Trade	Accreditation Body
Please Select ▼	Please Select ▼	Please Select ▼	Please Enter	Please Enter	Please Enter	Please Enter	Please Enter	Please Enter

- a. Click + to add a row.
- b. Select the correct **Year** using the dropdown.
- c. Select the correct **Quarter** using the dropdown.
- d. Select the correct **Apprenticeship Program** using the dropdown. (iReady, Apprenticeship Scheme or iSkills)
- e. Input in the correct **figures/numbers** for the following:
 - i. **Program Duration (Months)**
 - ii. **Start Date (DD/MM/YYYY)**
 - iii. **End Date (DD/MM/YYYY)**
- f. Type in the correct text input for the following:
 - i. **Qualification Level**
 - ii. **Skill Trade**
 - iii. **Accreditation Body**

9. CLICK SUBMIT

BSM Sourcing Contract Supplier

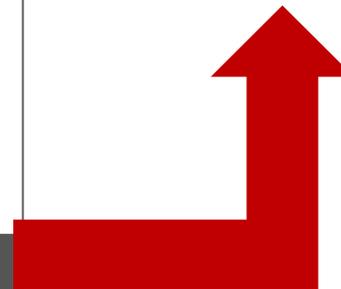
IN COUNTRY VALUE (ICV)

Q1. Please mention Apprenticeship Development Program details in below table*

Year	Quarter	Apprenticeship Program	Program Duration(Months)	Start Date(DD/MM/YYYY)	End Date(DD/MM/YYYY)	Qualification Level	Skill Trade	Accreditation Body
Please Select	Please Select	Please Select	Please Enter	Please Enter	Please Enter	Please Enter	Please Enter	Please Enter

SAVE SUBMIT

- a. Review your LBD figures/submission
- b. Click Submit
- c. Done.



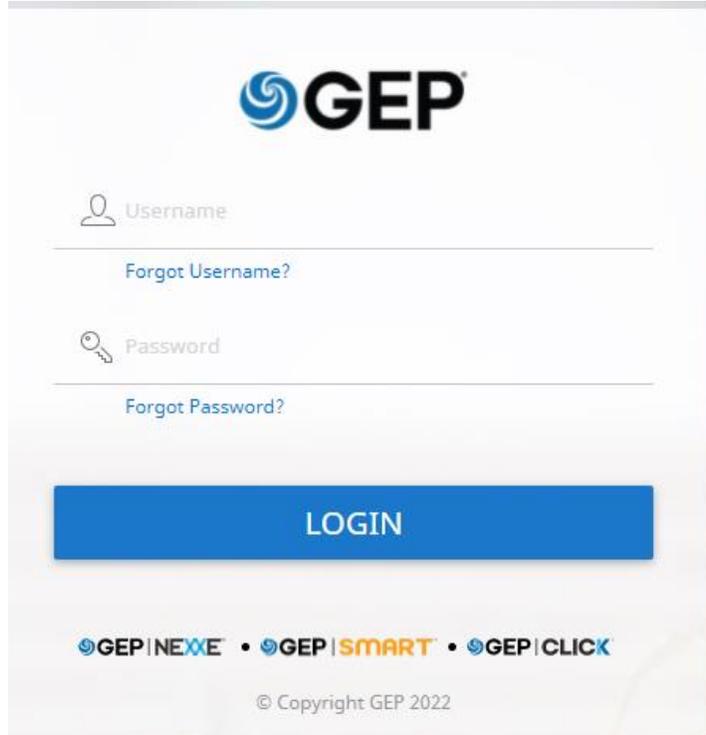


CONTRACT FORM

LBD QUARTERLY REPORTING via SMART - GUIDELINE

- Guideline on how to update LBD for **Contract Level** (quarterly reports) via SMART.
- This reporting applies to all BSJV vendors with active contracts.

1. LOG IN TO SMART



The screenshot shows the GEP login interface. At the top is the GEP logo. Below it are two input fields: 'Username' with a 'Forgot Username?' link and 'Password' with a 'Forgot Password?' link. A blue 'LOGIN' button is positioned below the password field. At the bottom, there are logos for GEP | NEXE, GEP | SMART, and GEP | CLICK, along with the copyright notice '© Copyright GEP 2022'.

- Go to <https://www.bsp.com.bn/main/icv/doing-business-with-bsjv/getting-registered>

- Click **SMART LBD REPORTING**

OR

- Go to <https://smart-idp.gep.com/Account/LogOn?ReturnUrl=/>

- Log in using your **SMART** credentials.

- If you are having problems logging in, you may click either the 'Forgot Username' and 'Forgot Password' button, GEP team will assist you in resetting your password.

2. CONTRACT SECTION

BSM Sourcing **Contract** Supplier

DRAFT (0) ACTION PENDING (2) FOLLOW UP (0)

Form 2

Form Name	Form Type
In Country Value (ICV)	Additional Form
Integrity Due Diligence (IDD)	Additional Form

Rows Per Page: 10 1 - 2 Of 2

■ Click **Contract** tab -> This will direct you to the list of contracts page

2. CONTRACT SECTION

BSM Sourcing **Contract** Supplier

Documents

CONTRACT

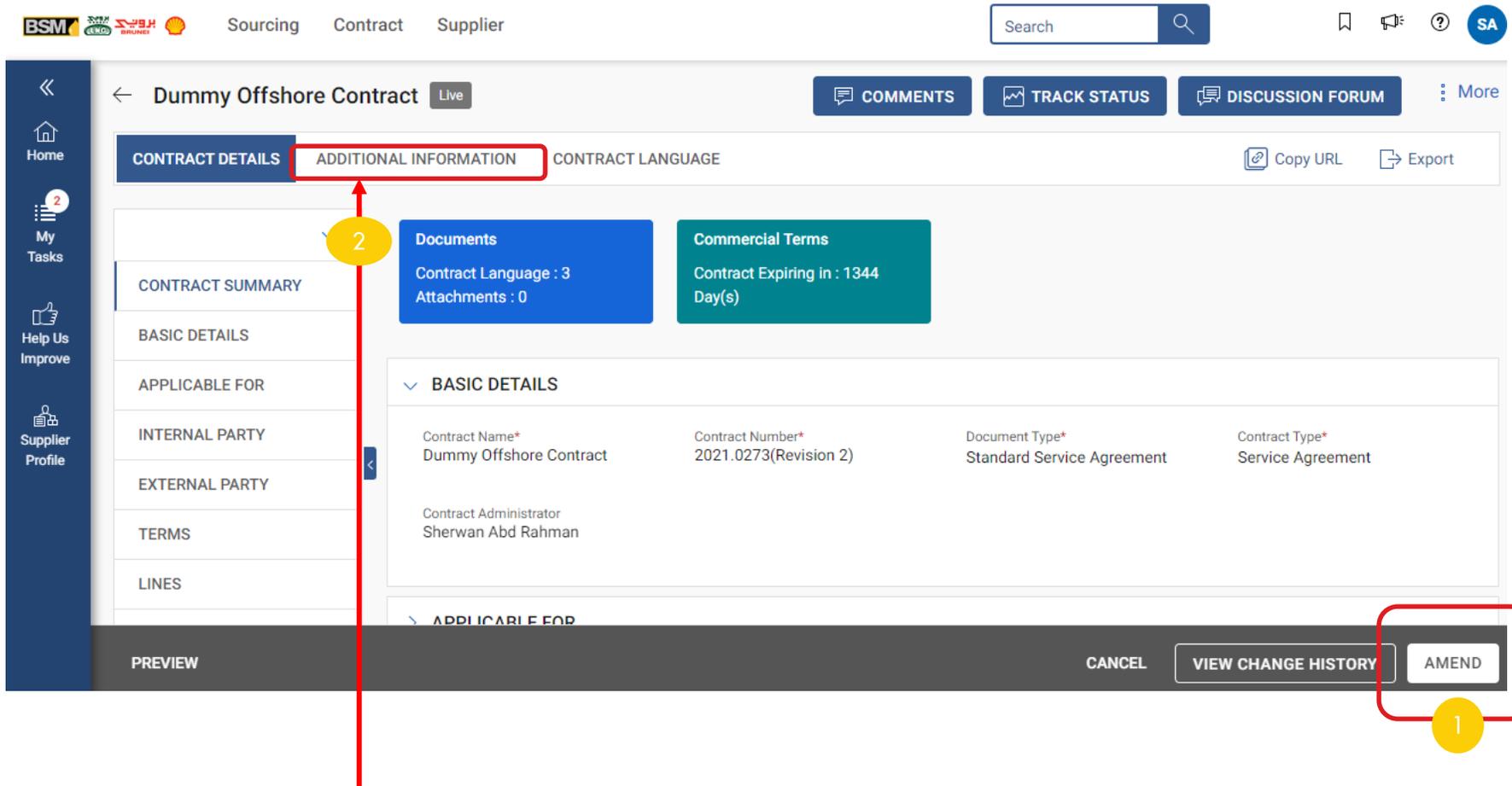
All **3** Live **3**

Contract Name	Contract ...	Legal Co...	Contract ...	Sup...
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Sea"/>
Dummy Offshore Contract	2021.0273	-	Contract Holde...	Dummy - ...
Dummy Contract	2021.0152	-	Contract Holde...	Dummy - ...
Copy of Dummy Contract	2021.0250	-	Contract Holde...	Dummy - ...

Rows Per Page: 50 1 - 3 Of 3

- Select any effective contract in the Contract list
-> This will direct you to the selected contract section page

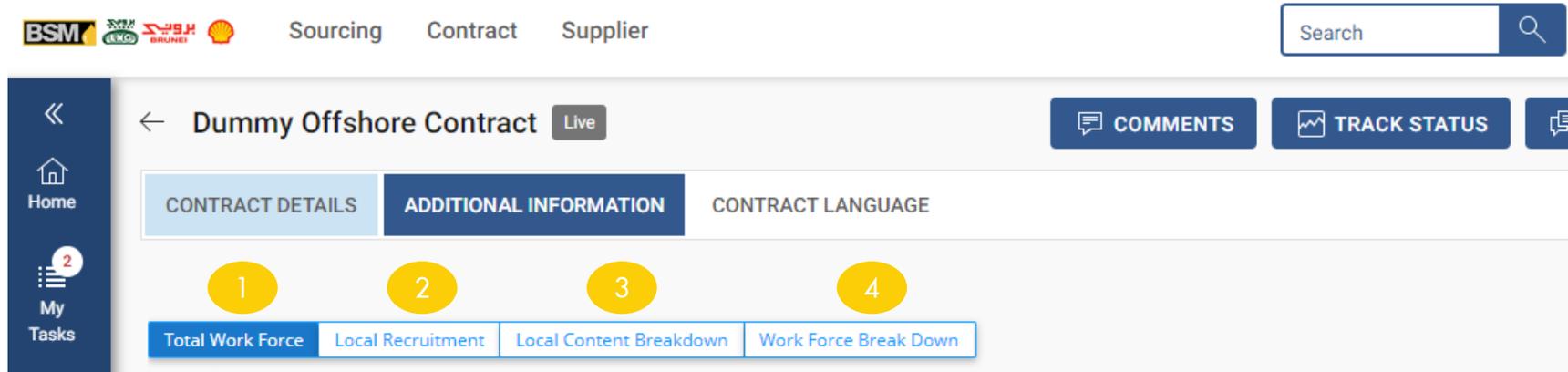
2. CONTRACT SECTION



Step 1: Click Amend

Step 2: Go to Additional Information tab

3. SECTIONS OF FORM TO BE FILLED



- Total of 4 main sections to be filled;
 1. **Total Work Force** – overview of total workforce to date, new hires and local leavers for the Contract.
 2. **Local Recruitment** – breakdown of total recruitment to date and total recruitment this year.
 3. **Local Content Breakdown** – consisting of 4 sub-sections to be filled:
 - a. **Spend In** – breakdown of the Contract’s total spend in the country
 - b. **Spend Out** - breakdown of the Contract’s total spend out of the country
 - c. **Apprenticeship Development Program** – breakdown of apprenticeships in the Contract
 - d. **Sub-Contracting Breakdown** – breakdown of the sub-contracting details
 4. **Shared Resources Work Force Break Down** – breakdown of the total workforce of your company (Management, Supervisor, Skilled, Non-skilled and Admin & Account)

4. TOTAL WORK FORCE

■ 3 sub-sections to be filled under TOTAL WORK FORCE section:

1. Total Work Force To Date – total headcounts in the Contract.

Total Work Force

Please mention Total Work Force To Date in below table :

Year	Quarter	Local	Non Local	SAWP
2021	Q1	1	0	0
2022	Q1	6	1	0

+ Add Row

- Click **Add Row** to add a new line of entry.
- Select the correct **Year** using the dropdown list.
- Select the correct **Quarter** using the dropdown list.
- Input in the correct **figures/numbers** for **Local, Non Local** and **SAWP**.

2. Total Numbers of New Hires – total numbers of new hires in the Contract per year.

Please mention Total Number of New Hires in below table :

Year	Quarter	Local	Non Local	SAWP
2021	Q1	1	1	1
2022	Q1	1	1	0

+ Add Row

- Click **Add Row** to add a new line of entry.
- Select the correct **Year** using the dropdown list.
- Select the correct **Quarter** using the dropdown list.
- Input in the correct **figures/numbers** for **Local, Non Local** and **SAWP**.

3. Breakdown of Local Leavers – breakdown of numbers of local leavers from the Contract.

Please mention Breakdown of Local Leavers in below table :

Year	Quarter	Resign	Terminate	Transfer	Others
2020	Q1	0	0	0	0
2022	Q1	1	0	0	0

+ Add Row

- Click **Add Row** to add a new line of entry.
- Select the correct **Year** using the dropdown list.
- Select the correct **Quarter** using the dropdown list.
- Input in the correct **figures/numbers** for **Resign, Terminate, Transfer** and **Others**.

5. LOCAL RECRUITMENT

Definition:

Total Recruitment This Year – breakdown of total recruitment this year.

Local Recruitment

Please mention Local Recruitment details in below table :

Local Recruitment b	Year c	Quarter d	Experienced Hir e	Staff Rollover	Graduates	HND
Total Recruitment T... ▾	2021 ▾	Q1 ▾	1	1	1	1
Please Select Total Recruitment This Year:	2022 ▾	Q1 ▾	2	0	1	0

+ Add Row



- a. Click **Add Row** to add a new line of entry.
- b. Under Local Recruitment, using the dropdown list, select **Total Recruitment This Year**. Please fill in columns.
- c. Select the correct **Year** using the dropdown list.
- d. Select the correct **Quarter** using the dropdown list.
- e. Input in the correct figures/numbers for **Local Recruitment** for the following:
 - i. Experienced Hires
 - ii. Staff Rollover
 - iii. Graduates
 - iv. HND
 - v. PPK
 - vi. BMA
 - vii. Advanced Diploma/Diploma/Certificate
 - viii. IBTE (NTEC, HNTEC)
 - ix. School Leavers (GCE 'A' Level & below)

6. LOCAL CONTENT BREAKDOWN

■ 4 sub-sections to be filled under LOCAL CONTENT BREAKDOWN tab:

1. Spend in Brunei – breakdown of total spend in Brunei in Brunei Dollars (BND).

Please mention Local Content Breakdown details for Spend in Brunei in below table:

Year	Quarter	Local Employment Expense	Non -Local Employment Expense	Training Expense	Goods Purchased Expense	Goods Manufactured Expense	Services Expense
2020	Q1	1	1	1	1	1	1
2022	Q1	20000	3000	1000	2000	1000	5000

+ Add Row



a

d

- a. Click **Add Row** to add a new line of entry.
- b. Select the correct **Year** using the dropdown list.
- c. Select the correct **Quarter** using the dropdown list.
- d. Input in the correct **figures/numbers** for **Spend in Brunei** for the following:
 - i. **Local Employment Expense**
 - ii. **Non Local Employment Expense**
 - iii. **Training Expense**
 - iv. **Goods Purchased Expense**
 - v. **Goods Manufactured Expense**
 - vi. **Services Expense**
- e. Please be noted that the figures to be input for Local Content breakdown are **in its accurate figures – not in thousands (X,000)** as per previous reporting in VORS.

6. LOCAL CONTENT BREAKDOWN

2. Spend out Brunei – breakdown of total spend out Brunei in Brunei Dollars (BND).

- a. Click **Add Row** to add a new line of entry.
- b. Select the correct **Year** using the dropdown list.
- c. Select the correct **Quarter** using the dropdown list.
- d. Input in the correct **figures/numbers** for **Spend in Brunei** for the following:
 - i. **Local Employment Expense**
 - ii. **Non Local Employment Expense**
 - iii. **Training Expense**
 - iv. **Goods Expense**
 - v. **Services Expense**
- e. Please be noted that the figures to be input for Local Content breakdown are **in its accurate figures – not in thousands (X,000)** as per previous reporting in VORS.

Please mention Local Content Breakdown details for Spend Outside Brunei in below table:

Year	Quarter	Local Employment Expense	Non-Local Employment Expense	Training Expense	Goods Expense	Services Expense
2020	Q1	1	1	1	1	1
2022	Q1	0	3000	0	0	500

[+ Add Row](#)



a

d

6. LOCAL CONTENT BREAKDOWN

3. Apprenticeship Development Program - breakdown of apprenticeships in the Contract

Please mention Apprenticeship Development Program details in below table

Year b	Quarter c	Apprenticeship Program d	Program Duration(Months)	Start Date(DD/MM/YYYY)	End Date(DD/MM/YYYY)	Qualification Level e	Skill Trade	Accreditation Body
2020	Q1	iReady	6	01/01/2020	31/05/2020	O'level	N/A	N/A
2022	Q1	iReady	18	01/01/2022	01/06/2023	Degree	Business Administration	BDNAC

a [+ Add Row](#)

- a. Click **Add Row** to add a new line of entry.
- b. Select the correct **Year** using the dropdown list.
- c. Select the correct **Quarter** using the dropdown list.
- d. Select the correct **Apprenticeship Program** using the dropdown list. (iReady, Apprenticeship Scheme or iSkills)
- e. Input in the correct **figures/numbers** for the following:
 - i. **Program Duration (Months)**
 - ii. **Start Date (DD/MM/YYYY)**
 - iii. **End Date (DD/MM/YYYY)**
- f. Type in the correct text input for the following:
 - i. **Qualification Level**
 - ii. **Skill Trade**
 - iii. **Accreditation Body**

6. LOCAL CONTENT BREAKDOWN

4. Sub-Contracting breakdown - breakdown of sub-contracting details

Please mention Sub Contracting Breakdown (if applicable)

Year / Percentage of work sub-contracted to local vendors b	Company Name c	Planned % d	Planned \$	Actual %	Actual \$
2020	ABC	30	1	50	1
2022	ABC Keladi	10%	3000	50%	1500

 [+ Add Row](#)

- a** 1. Click **Add Row** to add a new line of entry.
- b**. Select the correct **Year** using the dropdown list.
- c**. Type in the correct text input for the following:
 - i**. **Company Name**
- d**. Input in the correct **figures/numbers** for the following:
 - i**. **Planned %**
 - ii**. **Planned \$**
 - iii**. **Actual %**
 - iv**. **Actual \$**

7. SHARED RESOURCES WORK FORCE BREAK DOWN

■ 6 sub-sections to be filled under SHARED RESOURCES WORK FORCE BREAK DOWN section:

1. Management

Please mention Work Force Break Down for Resource type : Management

Year	Quarter	Category	Local	Non - Local	SAWP
2020	Q1	Administrative manager	1	0	0
2022	Q1	Managing Director / General Manager	1	0	0
2022	Q1	Administrative manager	1	0	0

+ Add Row

a

2. Supervisor

Please mention Work Force Break Down for Resource type : Supervisor

Year	Quarter	Category	Local	Non - Local	SAWP
2020	Q1	Civil engineer	1	1	0
2022	Q1	Computer engineer	0	1	0

+ Add Row

a

3. Skilled

Please mention Work Force Break Down for Resource type : Skilled

Year	Quarter	Category	Local	Non - Local	SAWP
2020	Q1	Carpenter	1	1	1
2022	Q1	Auditor	1	0	0

+ Add Row

a

- Click **Add Row** to add a new line of entry.
- Select the correct **Year** using the dropdown list.
- Select the correct **Quarter** using the dropdown list.
- Select the correct job position using the **Category** dropdown list. If the job position is not listed in the dropdown, please proceed to fill the said position under Q6. Please refer to next page on how to fill in Q6.
- Input in the correct **figures/numbers** for **Local, Non Local** and **SAWP**.

7. SHARED RESOURCES WORK FORCE BREAK DOWN

4. Non-Skilled

Please mention Work Force Break Down for Resource type : Non-Skilled

Year	Quarter	Category	Local	Non - Local	SAWP
2020	Q1	Car driver	1	0	0
2022	Q1	Security guard	1	0	0

+ Add Row

- a. Click **Add Row** to add a new line of entry.
- b. Select the correct **Year** using the dropdown.
- c. Select the correct **Quarter** using the dropdown.

5. Admin & Account

Please mention Work Force Break Down for Resource type : Admin & Account

Year	Quarter	Category	Local	Non - Local	SAWP
2020	Q1	Audit clerk	1	1	1
2022	Q1	General secretary	1	0	0

+ Add Row

- d. Select the correct **Resource Type** (Management, Supervisor, Skilled, Non-Skilled or Admin & Account) using the dropdown.
- e. Type in the correct **Job Position**.
- f. Input in the correct figures/numbers for **Local, Non Local and SAWP**.

6. Others

If not listed in the above categories, please mention them here

Year	Quarter	Resource Type	Job Position	Local	Non - Local	SAWP
2020	Q1	Unskilled	Attachment Student	1	0	0
2022	Q1	Supervisory	LBD Coordinator	1	0	0

+ Add Row

8. CLICK SEND TO BUYER

The screenshot shows the BSM Contract Form interface for a 'Dummy Offshore Contract' (Draft Amendment Supplier). The interface includes a top navigation bar with 'Sourcing', 'Contract', and 'Supplier' tabs, a search bar, and a user profile icon. The main content area is divided into sections: 'CONTRACT DETAILS', 'ADDITIONAL INFORMATION', and 'CONTRACT LANGUAGE'. The 'CONTRACT DETAILS' section is expanded, showing a 'BASIC DETAILS' table with the following information:

Contract Name*	Contract Number*	Document Type*	Contract Type*	Contract Administrator
Dummy Offshore Contract	2021.0273(Revision 3)	Standard Service Agree...	Service Agreement	Sherwan Abd Rahman

Below the table, there are expandable sections for 'APPLICABLE FOR', 'INTERNAL PARTY', 'EXTERNAL PARTY', and 'TERMS'. At the bottom of the interface, there are three buttons: 'PREVIEW', 'CANCEL', and 'DISCARD AMENDMENT', and a 'SEND TO BUYER' button. A large red arrow points from the 'SEND TO BUYER' button towards the right side of the slide.

- Review your LBD figures/submission
- Click **SEND TO BUYER**.
- Done.

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