

Material Purchase Order (PO)

PO Item Status Update Guidelines

KEY REQUIREMENT

There are two ways Vendors are required to provide PO status updates:

1. **Vendor Proactive Update**

If there is any new information or change to the PO status, the Vendor must inform the BSP Expediting Team immediately. Do not wait for BSP to ask for an update.

2. **BSP Monthly / Bi-Monthly Status Request**

The BSP Expediting Team will periodically request status updates for outstanding/open PO items. Vendors must provide the latest status using the standard status update format.

VENDOR RESPONSIBILITY FOR PO STATUS UPDATES

All Vendors are required to keep the BSP Expediting Team informed of the latest status of all open Material PO items.

Upon receiving a PO, Vendors are expected to monitor the status of the materials throughout the delivery process.

If there is any new or changed information regarding material delivery, the Vendor must immediately notify the BSP Expediting Team and must not wait for a status request from BSP.

Updates should be sent via email to:

BSP Expediting Team: bsp-msc11-inbound-sc@bsp-shell.bn

Examples of updates that should be communicated immediately include, but are not limited to:

- Changes to the committed delivery date
- Production or manufacturing delays
- Changes in production status
- Materials becoming ready for shipment
- Changes to the estimated time of arrival (ETA)
- Any other circumstances that may affect the delivery of the Material PO

Important Reminder:

The Vendor must provide an immediate update whenever there is a change to the PO delivery status and should not wait for the BSP Expediting Team to request an update.

MONTHLY / BI-MONTHLY PO STATUS UPDATE

The BSP Expediting Team will periodically send Vendors a list of open Material PO items that are pending delivery and require an updated status. Upon receiving the status update request, Vendors are required to provide the latest status for each PO item using the standard format below.

Standard Status Update Format

a. PODD Remains the Same

Use this status when the delivery date remains as stated in the PO and there is no change to the PODD.

b. Delayed due to [Reason] & New PODD: [Date]

Use this status when the delivery will be delayed from the original PODD. Vendors must provide:

- The reason for the delay
- The new proposed PODD
- The current stage of factory production, where applicable

c. Materials Ready for Shipment

Use this status when the materials are ready to be shipped. Please indicate the location from which the materials will be shipped and the expected shipment date.

Example: Materials ready to be shipped from [Location] on [Date].

d. ETA Muara / Brunei Airport

Use this status when the materials are in transit or shipment arrangements have been confirmed. Please provide the estimated arrival date at Muara Port or Brunei International Airport, as applicable.

e. Other Status / Remarks

Where the status does not fall under the above categories, Vendors should provide a clear and concise update describing the current status, including any relevant dates, issues, or expected next steps.

