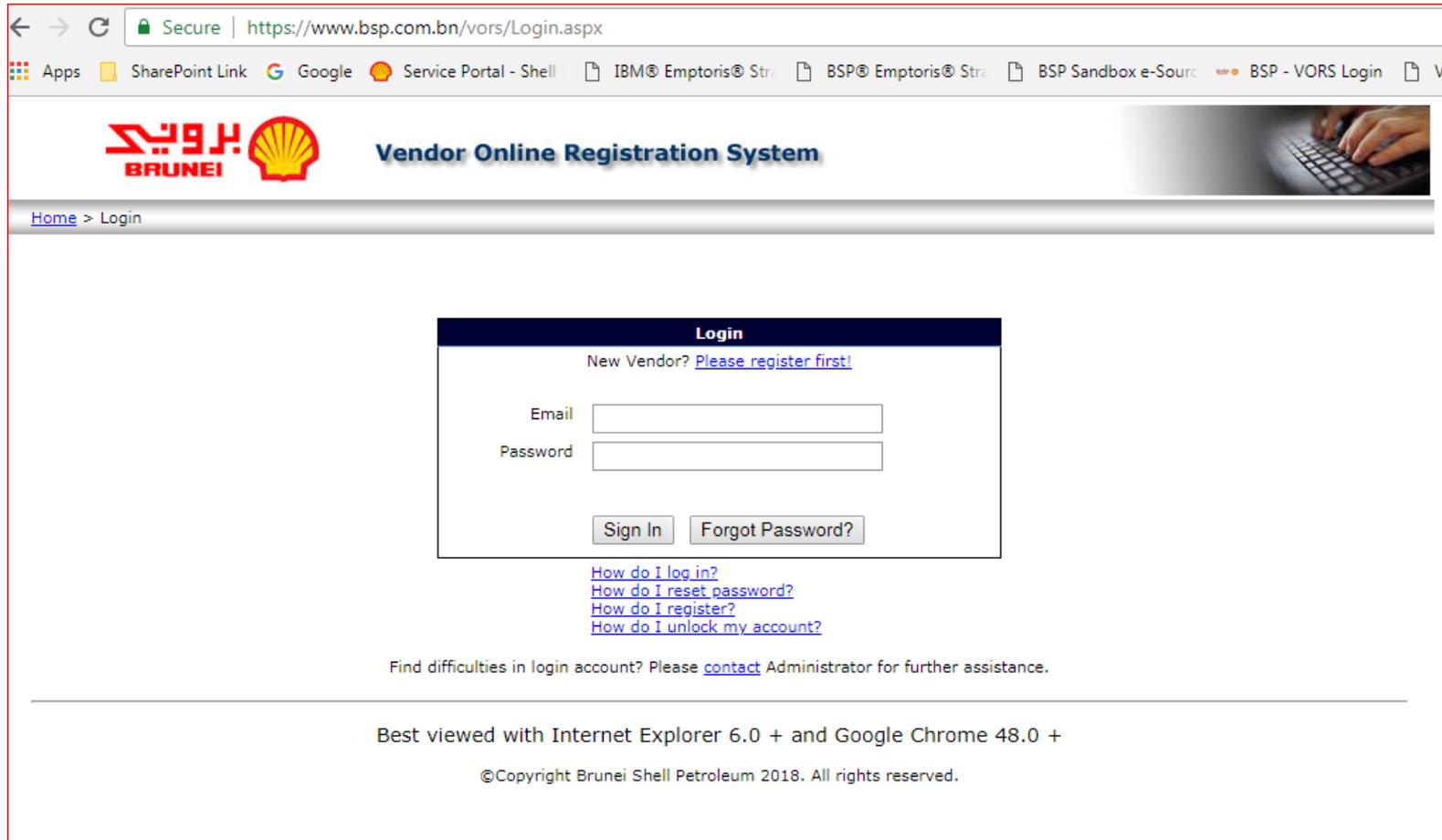


SCC DECLARATION USER GUIDE

SCC Declaration

STEP 1: Login into VORS

<https://www.bsp.com.bn/vors/Login.aspx>



The screenshot shows a web browser window with the URL <https://www.bsp.com.bn/vors/Login.aspx>. The browser's address bar shows "Secure" and the URL. The browser's tab bar shows several tabs, including "Apps", "SharePoint Link", "Google", "Service Portal - Shell", "IBM® Emptoris® Str...", "BSP® Emptoris® Str...", "BSP Sandbox e-Sourc...", and "BSP - VORS Login".

The page header features the Brunei Shell logo (BRUNEI and a Shell logo) and the text "Vendor Online Registration System". Below the header is a navigation bar with "Home > Login".

The main content area contains a "Login" form with a dark blue header. The form includes the text "New Vendor? [Please register first!](#)". Below this are two input fields: "Email" and "Password". At the bottom of the form are two buttons: "Sign In" and "Forgot Password?".

Below the form are four links: [How do I log in?](#), [How do I reset password?](#), [How do I register?](#), and [How do I unlock my account?](#)

At the bottom of the page, there is a footer with the text: "Find difficulties in login account? Please [contact](#) Administrator for further assistance." and "Best viewed with Internet Explorer 6.0 + and Google Chrome 48.0 +". Below this is the copyright notice: "©Copyright Brunei Shell Petroleum 2018. All rights reserved."

SCC Declaration

STEP 2: Once login, click on the SCC Declaration Tab

← → ↻ | Secure | https://www.bsp.com.bn/vors/VendorHome.aspx

Apps | SharePoint Link | Google | Service Portal - Shell | IBM® Emptoris® Str | BSP® Emptoris® Str | BSP Sandbox e-Sourc | BSP - VORS Login

 **Vendor Online Registration System**

Home > Vendor Details [Tutorial](#) [Account](#) [Logout](#)

ndcmm7@gmail.com

Registration No. **VR201600239 (Approved)**

Supplier ID 3918 ERP Code

Name of Company* DUMMY VENDOR2 NDCM M7 Company Type* SOLE PROPRIETOR

Click This Tab 

Vendor Details	Contacts	Owners	Bank Details	Products/Services	Total Work Force	Contracts	Request History	SCC Declaration
--------------------------------	--------------------------	------------------------	------------------------------	-----------------------------------	----------------------------------	---------------------------	---------------------------------	---------------------------------

Company Address	Postal Address
Full Address* (incl. city & postal code) NO.999, LOT 999 JALAN JAYA NEGARA KUALA BELAIT KA9999	Full Address* (incl. city & postal code) NO.999, LOT 999 JALAN JAYA NEGARA KUALA BELAIT KA9999
Country* BRUNEI	Country* BRUNEI
Company Contacts	Other Details
Tel No.* +6738812345	ROC / ROBN No (Applicable for Brunei registered companies only)
Fax No. +6738812345	Date of Incorporation* 14-May-2010
Email address* ndcmm7@gmail.com	D-U-N-S No (if applicable)
Website www.NDCMM7-POST-TEST.com.bn	Country of Incorporation* BRUNEI

[Request to Change Company Details](#)
[Request to Change Business Address](#)
[Request to Change Company Name](#)
[Request to Change Company Name & Type](#)
[Request to Change Company Documents](#)

SCC Declaration

STEP 3: Click Add

The screenshot shows a web browser window with the URL <https://www.bsp.com.bn/vors/SCCDeclaration.aspx>. The page header includes the Brunei Shell logo and the text "Vendor Online Registration System". Navigation links for "Tutorial", "Account", and "Logout" are visible, along with the user email "ndcmm7@gmail.com".

Registration details are displayed as follows:

Registration No.	VR201600239 (Approved)	ERP Code	
Supplier ID	3918	Company Type*	SOLE PROPRIETOR
Name of Company*	DUMMY VENDOR2 NDCM M7		

Navigation tabs include: Vendor Details, Contacts, Owners, Bank Details, Products/Services, Total Work Force, Contracts, Request History, and SCC Declaration. The "Add" button in the SCC Declaration tab is circled in red, with a red arrow pointing to it from the text "Click Add".

Declaration Records

Title	Year	Date of Submission
Supplier Code of Conduct	2019	31-Aug-2018
Supplier Code of Conduct	2018	31-Jul-2018

SCC Declaration

STEP 4: Fill-in the form

SCC Declaration for Year:

Name of Company: Date of Submission:

*Name of company authorized personnel:

*Position:

I on behalf of the company confirm:

1. Our company has complied with our responsibilities under BSJV Code of Conduct.
2. Our company has either appropriately resolved or reported or sought advise about Code of Conduct concerns that have come to our attention using the appropriate channels.

* Do you have any COI? Yes No

If Yes, please state

Declaration by each contract, please list down the contract below:

Contract Number	Contract Holder	Evidence (attachment)
<input type="button" value="Add"/>		

* I confirm that the above information is correct.

Select Declaration Year

Auto fill by the system

Enter the name of authorized personnel
e.g Abu bin Bakar

Enter Position
e.g Manager

Tick Yes/No

If you tick Yes, fill-in the box e.g Aminah binti Bakar, Sibling in SCM Department.

If you have contract to declare click Add. Refer next page

SCC Declaration

STEP 4: Fill-in the form

Declaration by each contract, please list down the contract below:

Contract Number	Contract Holder	Evidence (attachment)
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen Remove

Enter Contract Number
e.g C123456

Enter Contract Holder Name
e.g Sherwan Abd.Rahman

If you have any document to attached please click Choose File

If you want to remove the attached file click Remove

SCC Declaration

STEP 4: Fill-in the form

SCC Declaration for Year:

Name of Company: Date of Submission:

*Name of company authorized personnel:

*Position:

I on behalf of the company confirm:

1. Our company has complied with our responsibilities under BSJV Code of Conduct.
2. Our company has either appropriately resolved or reported or sought advise about Code of Conduct concerns that have come to our attention using the appropriate channels.

* Do you have any COI? Yes No

If Yes, please state

Declaration by each contract, please list down the contract below:

Contract Number	Contract Holder	Evidence (attachment)
<input type="text" value="C123456"/>	<input type="text" value="Sherwan Abd.Rahman"/>	<input type="button" value="Choose File"/> TEST.pdf Remove

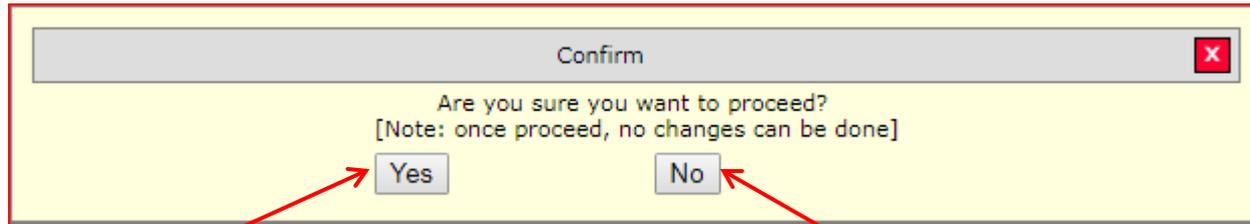
* I confirm that the above information is correct.

Once everything Completed, please tick confirm to enable the submit button

Finally, click Submit

SCC Declaration

STEP 5: Confirm the submission after submit button is click



Click Yes to confirm the submission

Click No to redo the submission

NOTE: Once the submission is confirmed, the process cannot be reversed

SCC Declaration

After the submission, the completed form will be shown as below:

Vendor Details	Contacts	Owners	Bank Details	Products/Services	Total Work Force	Contracts	Request History	SCC Declaration
--------------------------------	--------------------------	------------------------	------------------------------	-----------------------------------	----------------------------------	---------------------------	---------------------------------	---------------------------------

SCC Declaration for Year:

Name of Company: Date of Submission:

*Name of company authorized personnel:

*Position:

I on behalf of the company confirm:

1. Our company has complied with our responsibilities under BSJV Code of Conduct.
2. Our company has either appropriately resolved or reported or sought advise about Code of Conduct concerns that have come to our attention using the appropriate channels.

* Do you have any COI? Yes No

If Yes, please state

Aminah binti Bakar, Sibling in SCM Department

Declaration by each contract, please list down the contract below:

Contract Number	Contract Holder	Evidence (attachment)
<input type="text" value="C123456"/>	<input type="text" value="Sherwan Abd.Rahman"/>	view

SCC Declaration

The successful submission will be listed as shown below.

Vendor Details	Contacts	Owners	Bank Details	Products/Services	Total Work Force	Contracts	Request History	SCC Declaration
Declaration Records								Add
Title		Year	Date of Submission					
Supplier Code of Conduct		2020	01-Sep-2018					
Supplier Code of Conduct		2019	31-Aug-2018					
Supplier Code of Conduct		2018	31-Jul-2018					

THE END

BRUNEI

