# ICV REPORTING SYSTEM

## REGISTRATION GUIDELINE

BSP SCM/1 In-Country Value (ICV) Reporting Team

Copyright of Brunei Shell Petroleum Company Sdn Bhd.

# CONTENT


01 Background

02 Introduction

03 Email Notification

04 Log In

05 Change Password

06 Edit Profile

07 Log Out

08 FAQs


Copyright of Brunei Shell Petroleum Company Sdn Bhd.

# BACKGROUND

## What is ICV Reporting System?

It is a new website platform for BSJV Business Partners to manage and submit Local Business Development (LBD) data, such as Local Employment, Local Content and Local Recruitment.

## Who is ICV Reporting System for?

- The ICV Reporting System is for all BSJV Business Partners who have active BSJV contracts
- BSJV Business Partners who are registered in SMART GEP.

## How and When to register?

1. The ICV Reporting System will be available for Business Partners to **register from 30th October 2023 onwards.**
2. The registration invitation email will be sent to **BSJV Business Partner's Primary Contact email address as per registered in SMART GEP** only.
3. System registration guideline will be sent together with the invitation for registration email.

## Note:

1. The ICV Reporting System is open for registration via email invitation only.
2. Business Partners are required to submit their LBD reports via SMART until further notice.
3. Quarterly BSJV LBD Reporting via the new ICV Reporting System will be announced via email.

## Contact Info:

If you have encountered any issues or concerns with the new ICV Reporting System, kindly contact the ICV team via the listed options below. Please take note of BSP working hours from Monday to Thursday 7.30 AM – 4.30 PM and Friday 7.30 AM – 12.00 PM, 2.00 PM – 4.30 PM.

- Email incountryvalue@bsp-shell.bn or
- Call, Text or Whatsapp the ICV Hotline at +673 7372000

Copyright of Brunei Shell Petroleum Company Sdn Bhd.

# INTRODUCTION

- This document serves as a guideline on how to **register** for the new ICV Reporting System.

- Description

  The guideline is developed for:

  - All BSJV Business Partners who have active BSJV contracts
  - BSJV Business Partners who are registered in SMART by GEP

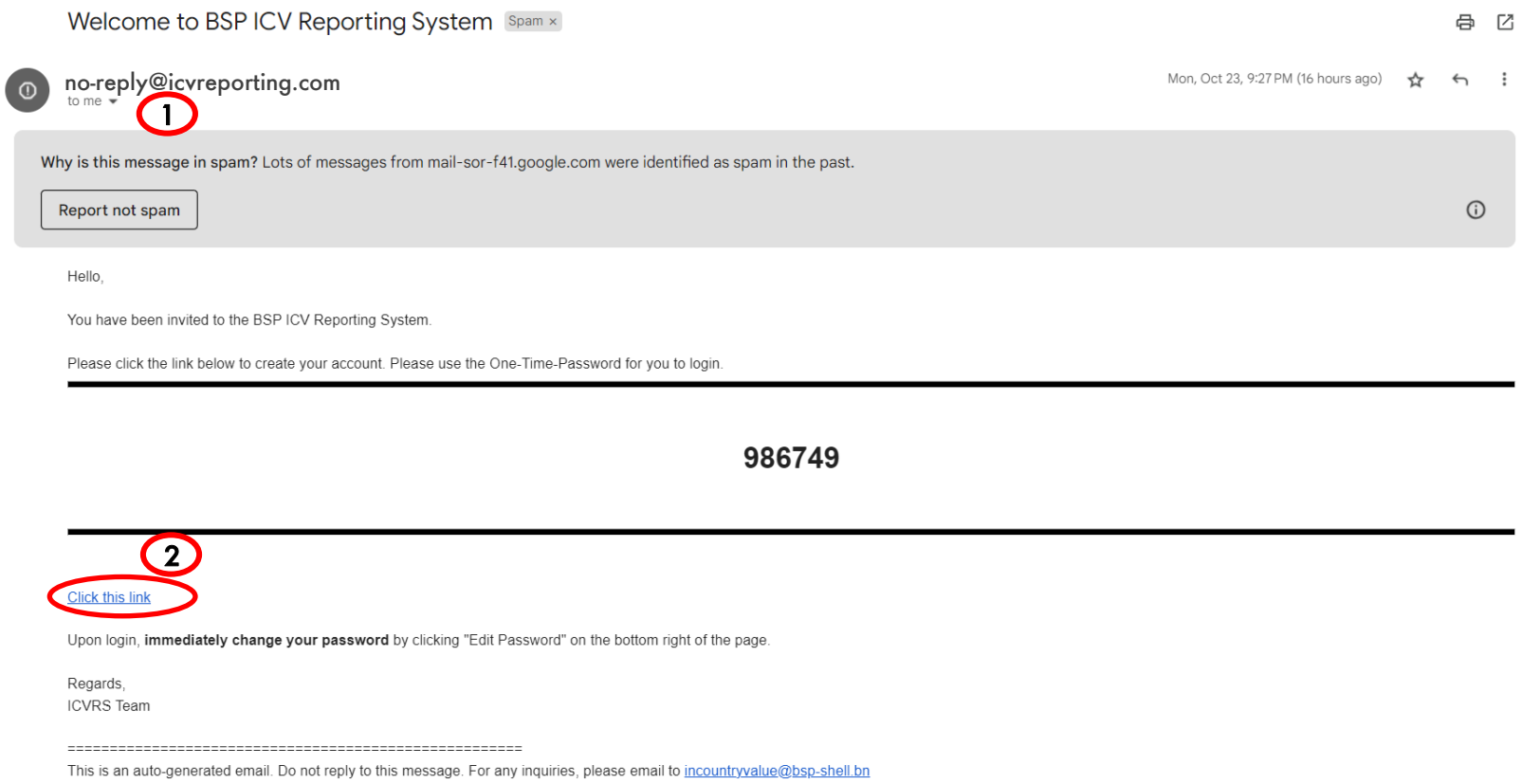
- Distribution Control

  The Document Owner controls distribution of this document. The standard distribution list is as follows:

  - All BSJV Business Partners registered in SMART by GEP
  - All Contract Holders (CH) and Contract Owners (CO)
  - All SCM staff

Copyright of Brunei Shell Petroleum Company Sdn Bhd.

# EMAIL NOTIFICATION



Welcome to BSP ICV Reporting System Spam ×

no-reply@icvreporting.com
to me

Mon, Oct 23, 9:27 PM (16 hours ago)

1

**Why is this message in spam?** Lots of messages from mail-sor-f41.google.com were identified as spam in the past.

Report not spam

Hello,

You have been invited to the BSP ICV Reporting System.

Please click the link below to create your account. Please use the One-Time-Password for you to login.

**986749**

2

Click this link

Upon login, **immediately change your password** by clicking "Edit Password" on the bottom right of the page.

Regards,
ICVRS Team

==========

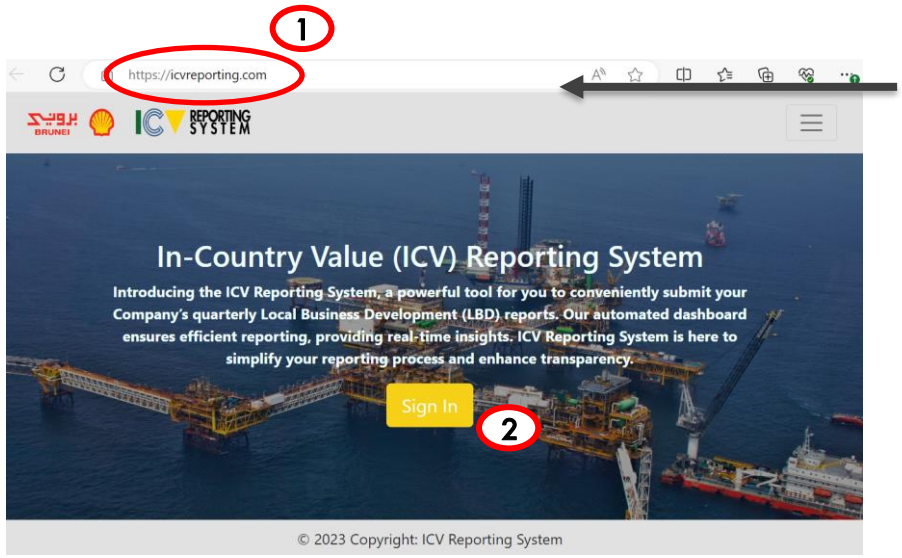
This is an auto-generated email. Do not reply to this message. For any inquiries, please email to incountryvalue@bsp-shell.bn

1. An email notification from no-reply@icvreporting.com will be sent out to your Primary Contact Email Address as per registered in SMART.
2. Kindly check your '**Inbox**' or '**Spam**' folder mailbox for an email subjected as "Welcome to BSP ICV Reporting System".
3. Click the **link** in the email to begin your registration via your web browser.

Note: Please email incountryvalue@bsp-shell.bn if you did not receive any email/notification for the invitation.

Copyright of Brunei Shell Petroleum Company Sdn Bhd.

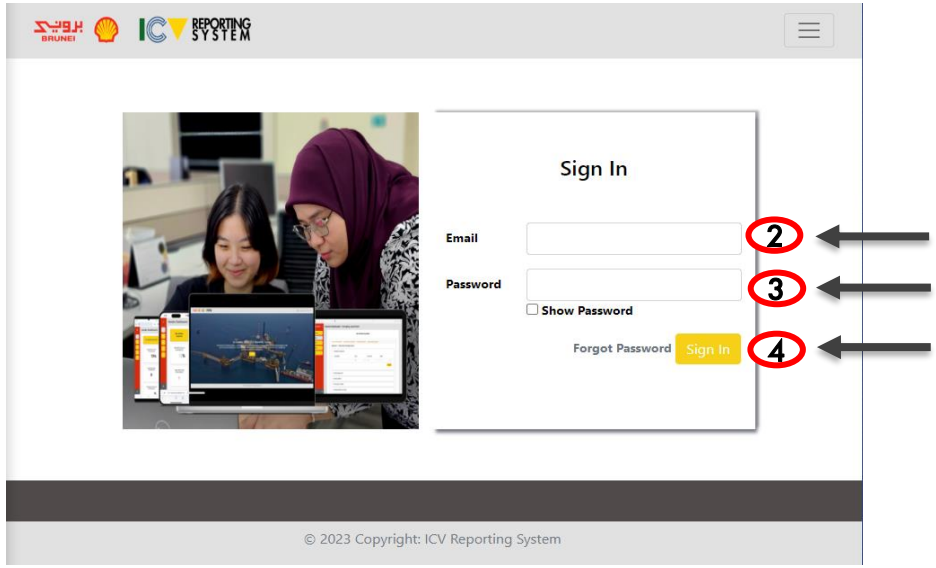
# LOG IN




1. The link will direct you to the Sign In page of the ICV Reporting System.

Option:

1. Visit https://www.icvreporting.com using your web browser and click "Sign In".
2. Visit https://www.icvreporting.com/vendor_signin using your web browser.



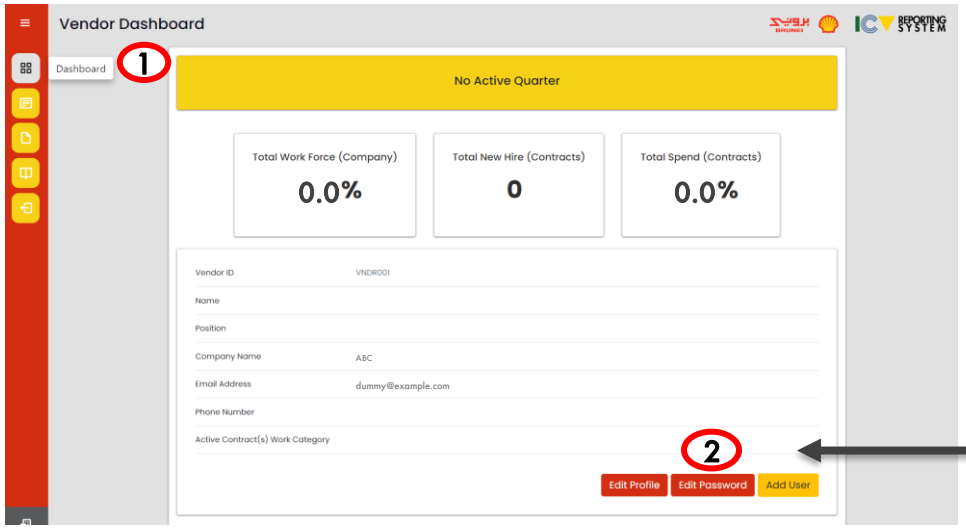

2. Enter your company's SMART Primary Contact **email address**.
3. Enter the 6-digit **OTP** you receive in the registration invitation email.
4. Click '**Sign in**'.

Note: It is advisable to access the ICV Reporting System using your desktop/laptop for a better user experience.

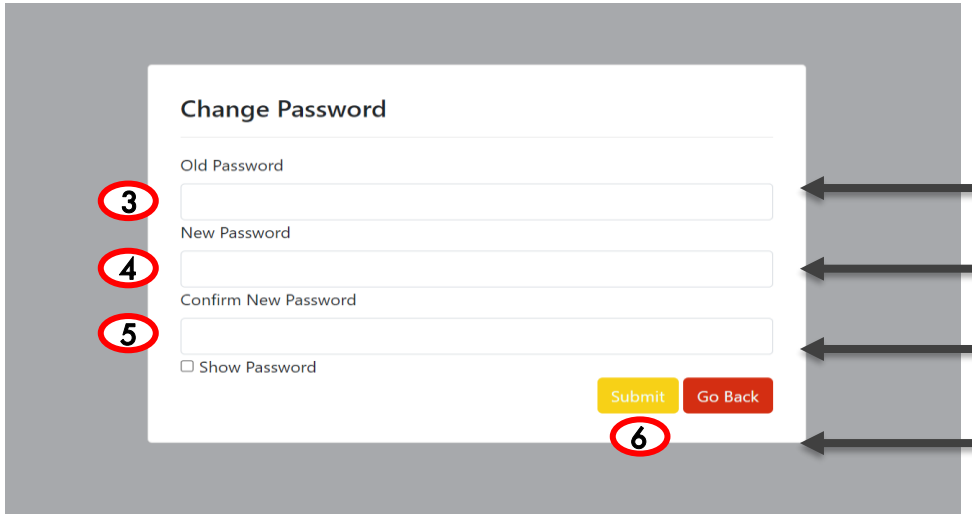
Copyright of Brunei Shell Petroleum Company Sdn Bhd.

# CHANGE PASSWORD

Note: Upon successful password change, a prompt 'Successfully changed password' will appear, and you will receive an email notification.



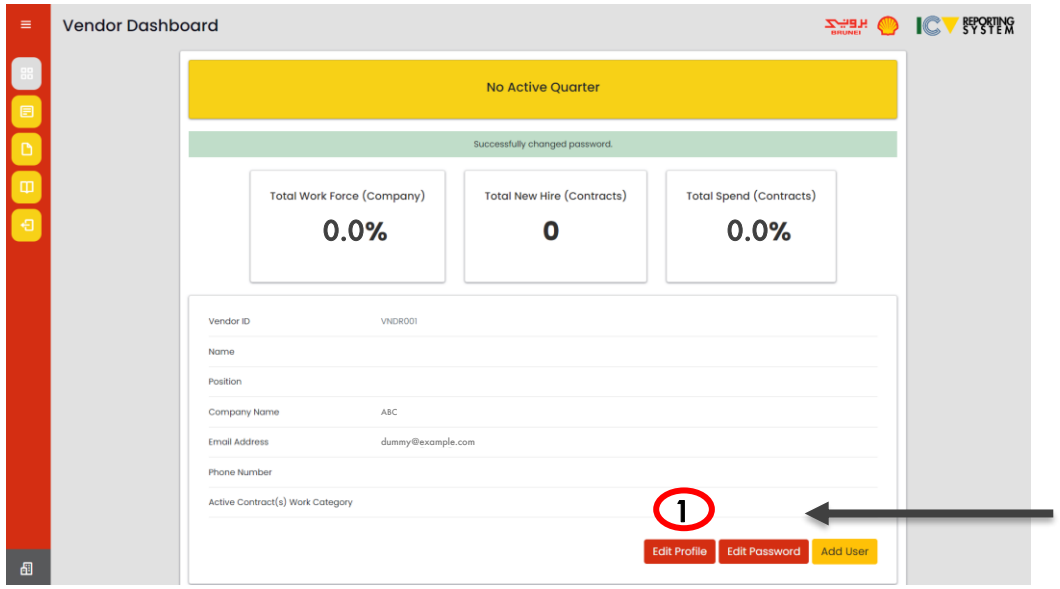

1. Click '**Dashboard**', scroll down the page.
2. Click '**Edit Password**'.



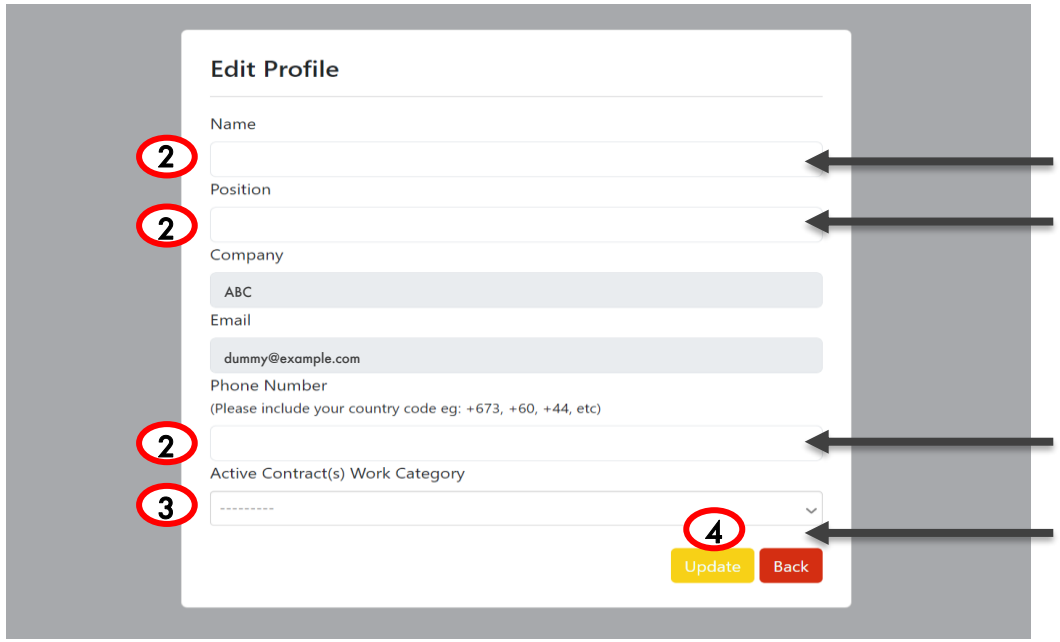

3. Enter the **OTP** as **Old Password**.
4. Enter your **New Password**.
5. **Re-enter** your New Password.
6. Click '**Submit**'.

Copyright of Brunei Shell Petroleum Company Sdn Bhd.

# EDIT PROFILE



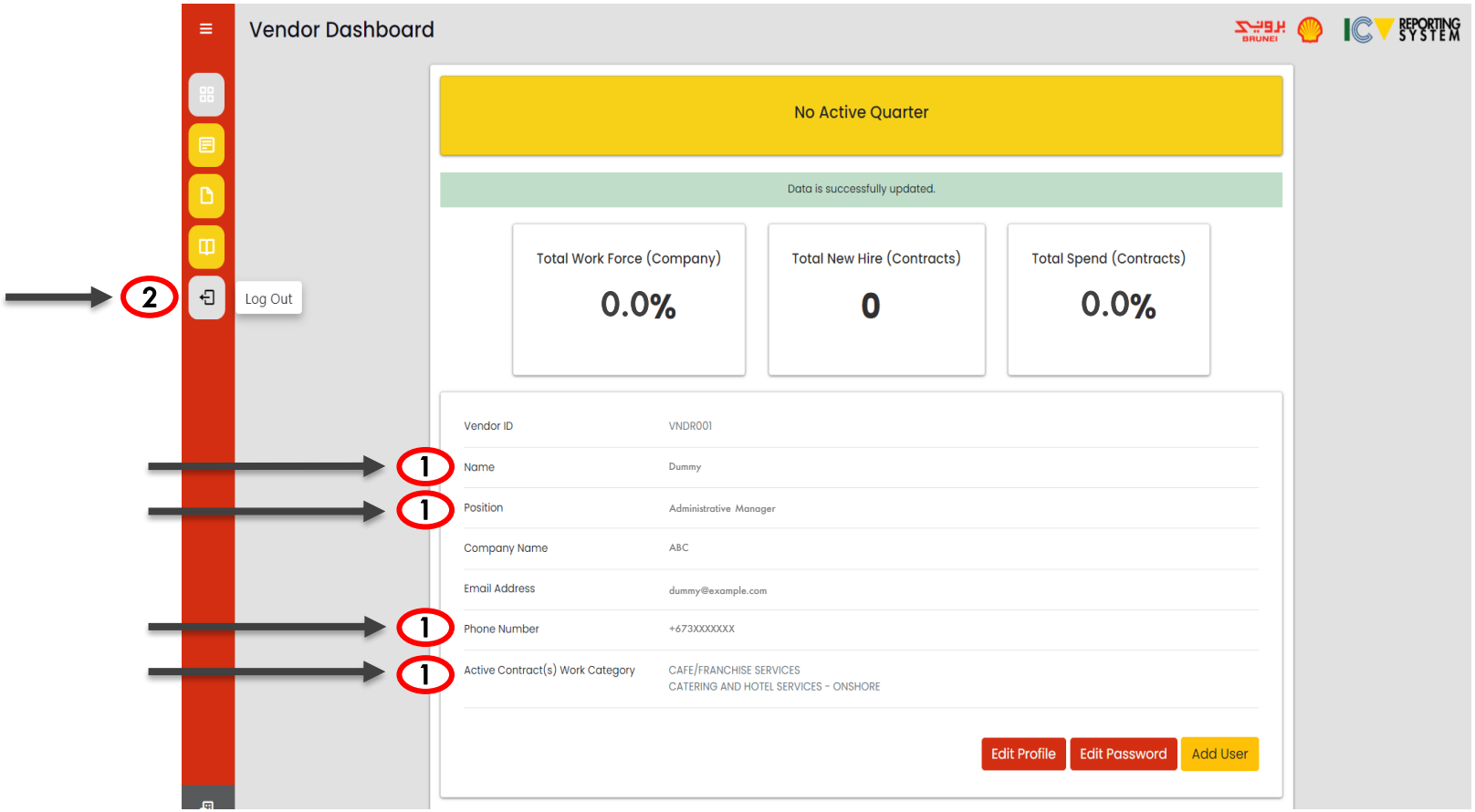

1. Click '**Edit Profile**'.




2. Fill out '**Name**', '**Position**' and '**Phone Number**'.
3. Select '**Contract(s) Work Category**' from the drop-down list.
4. Click '**Update**'.

Note: Upon successful update, a prompt 'Data is successfully updated' will appear.

# LOG OUT




Complete the registration by checking that you have filled out:

1. 'Name', 'Position', 'Phone Number' and 'Active Contract(s) Work Category'.
2. Click 'Log Out'.

Copyright of Brunei Shell Petroleum Company Sdn Bhd.

# FREQUENTLY ASKED QUESTION (FAQs)

Q: How do we log into ICV Reporting System?

A: An email notification from no-reply@icvreporting.com will be sent out to your Primary Contact Email Address (as per registered in SMART). Kindly check your 'Inbox' or 'Spam' folder via your mailbox for an email with subject of "Welcome to BSP ICV Reporting System". Click the link in the email to begin your registration process via your web browser.

Q: What credentials do we use?

A: Use your company SMART's primary contact email address as the Email Credentials. For Password, please refer to the 6-digit OTP you receive via the registration invitation email.

Q: Do we use the same username and password as SMART?

A: No, User is required to log into ICV Reporting System using the ICV Reporting System Credentials provided by BSP. Please email to incountryvalue@bsp-shell.bn for assistance on ICV Reporting System credentials.

Copyright of Brunei Shell Petroleum Company Sdn Bhd.

# FREQUENTLY ASKED QUESTION (FAQs)

Q: Why have we not received the registration invitation email for the ICV Reporting System?

A: The registration invitation email is only sent out to the Primary Contact Email Address registered in SMART and to Business Partners with effective BSJV contracts.

Q: We have checked 'Inbox' and 'Spam' folders, and there is still no registration invitation email for ICV Reporting System.

A: Please email to incountryvalue@bsp-shell.bn and the ICV Reporting Team will resend the invitation.

Q: I am encountering some login problems. Where do I get help?

A: User may email incountryvalue@bsp-shell.bn for assistance on ICV Reporting System login-related issues.

Q: How to request for additional user to access the ICV Reporting System?

A: User can add additional user by clicking the 'Add User' button on bottom right of the Dashboard page in ICV Reporting System.

Copyright of Brunei Shell Petroleum Company Sdn Bhd.

# FREQUENTLY ASKED QUESTION (FAQs)

Q: How many users from the Company can be given access to ICV Reporting System?

A: Maximum of 4 users for each Company to access the ICV Reporting System.

Q: Are there any logs of date and time upon data updates? Would there be an acknowledgement receipt upon report submission?

A: Yes, there is a date and time stamp captured in the Admin site for every activity. The user will receive an email notification for successful report submission as an acknowledgement.

Q: How to check additional users registered in ICV Reporting System?

A: User can check from the additional users list displayed at the bottom of the Dashboard page.

Copyright of Brunei Shell Petroleum Company Sdn Bhd.

بروني
BRUNEI