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Pls. read this user guide completely as it will guide you to submit your request accurately, which will eliminate re-submissions. **Always use underlined documents** published in our web page, https://www.slt.lk/iSupplier

There is no closing date for submission of supplier registration request. You may submit your registration request anytime throughout the year. We will approve your supplier registration request within one week if all required details submitted and documents uploaded to SLT iSupplier portal.

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USER GUIDE FOR *iSupplier* REGISTRATION

1. Please. start your registration as described in "Registration process" under Step - 1 – Pre-evaluation criteria

2. Please give your **attention** to following items once the pre-evaluation is completed.

   - Counter sign each page of NDA &Master Agreement. (This is in addition to the main signatures and witnesses at the end of each agreement pls.)

   - At the time of creating your iSupplier user account, the system will deliver you an auto generated e-mail contains your **user name** xxxxxx and **password**. It is a system generated e-mail from ERP WORK FLOW (erpworkflow@slt.com.lk). **Hence do not reply to it.**

   - Once your User Account is created, we will send you another notification e-mail requesting you to verify the login and to view/verify/update all fields of your supplier account accordingly.
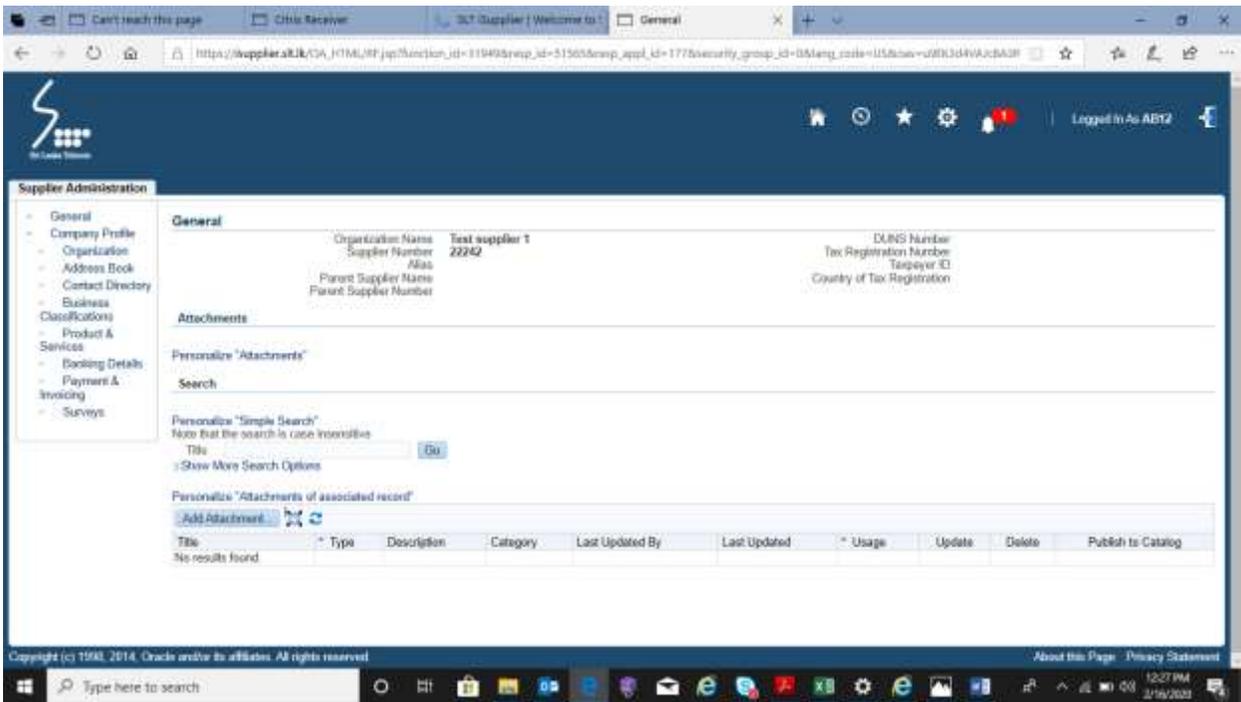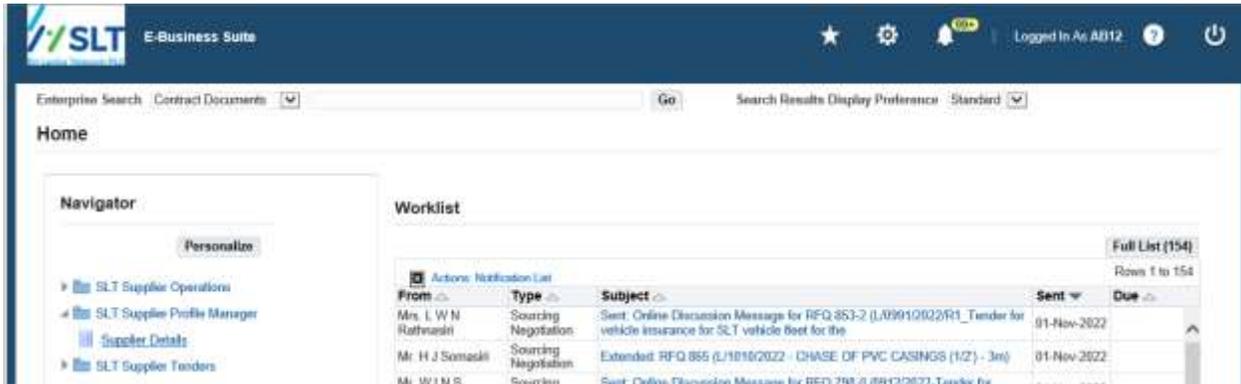
3. Adding Attachments:

Log in to you iSupplier account
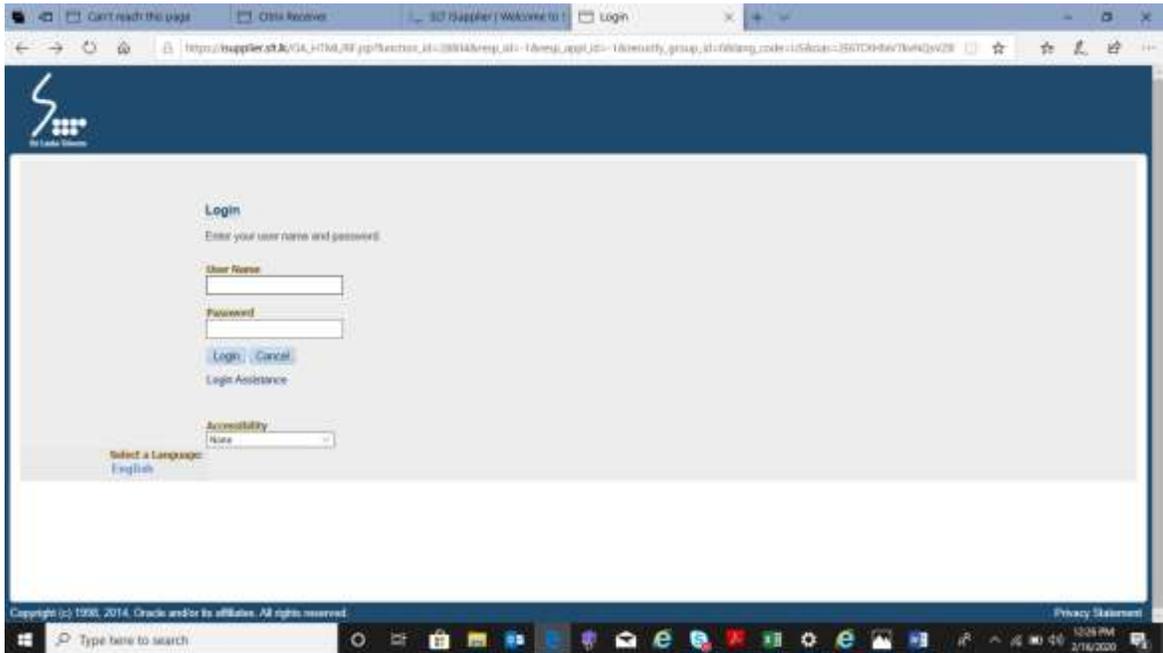
You will get your iSupplier homepage as follows.
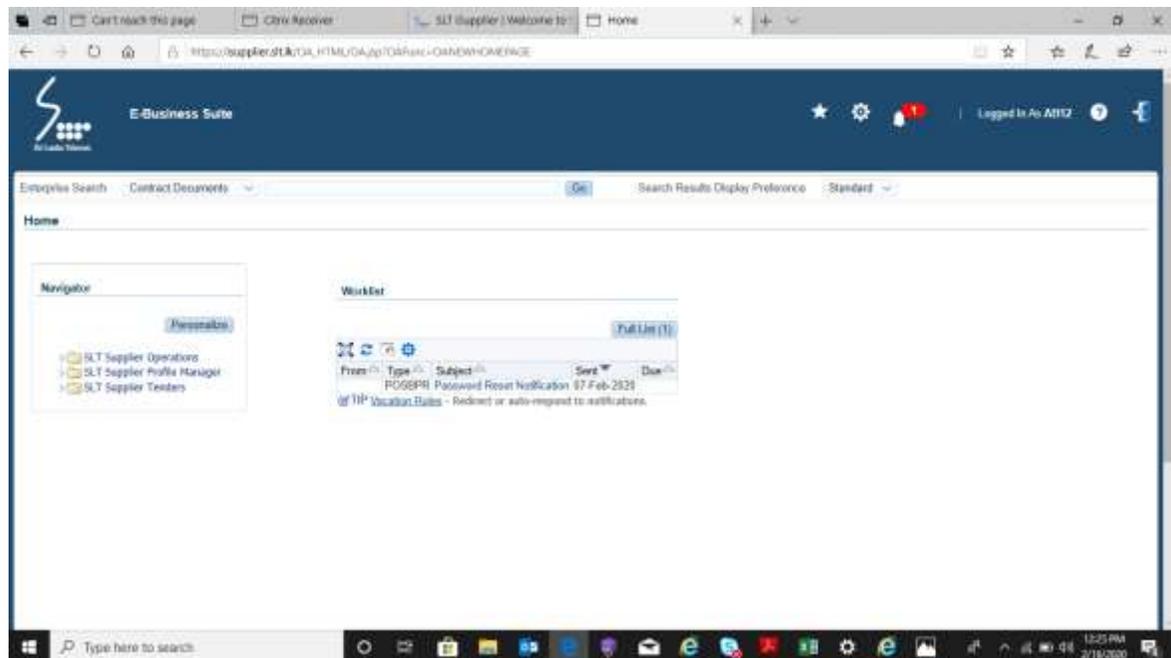
To upload required attachments.

Select → SLT Supplier Profile Manager → Supplier Details

Preparations for Adding Attachments

Save all supplier registration documents in to a folder in your PC/Laptop including Scanned copies of following documents.

1. Payment invoice and receipt
2. Duly filled NDA & Master agreement, <mark>signed by</mark> <mark>SLT</mark> & your company
3. Rainbow pages registration confirmation letter
4. All other documents as per Annex – A

Proceed as follows…

Select "Add attachment" tab

** Attachment Summary Information - Enter Title and description

** Define Attachment – Brows for saved document & give path

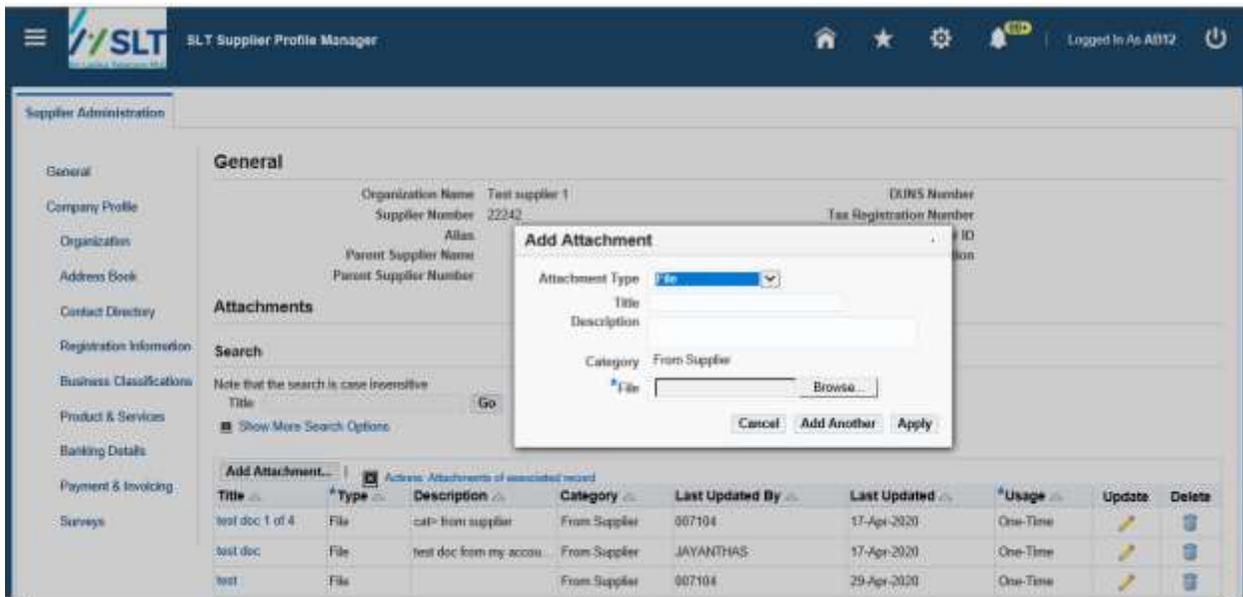After attaching a document OR all documents, select "Apply"

All attachments should be uploaded under "SLT Supplier Profile Operations" → 'Supplier Administration → General' → Add Attachment (*pls refer the below image*)
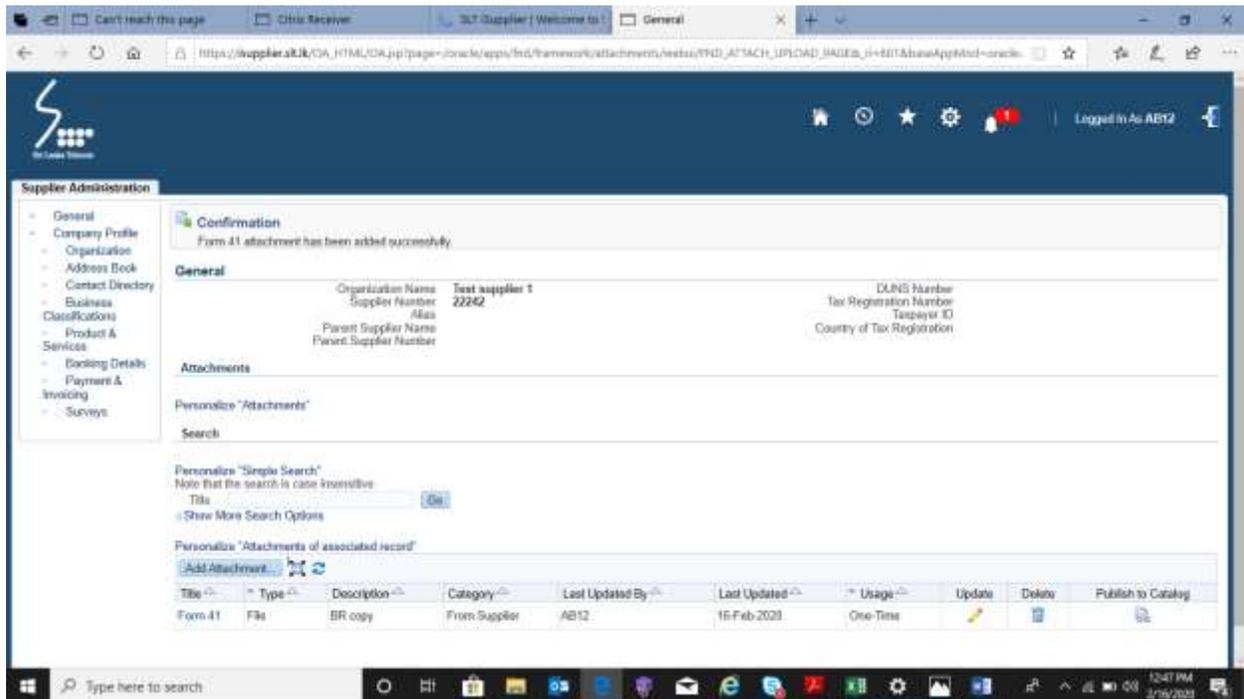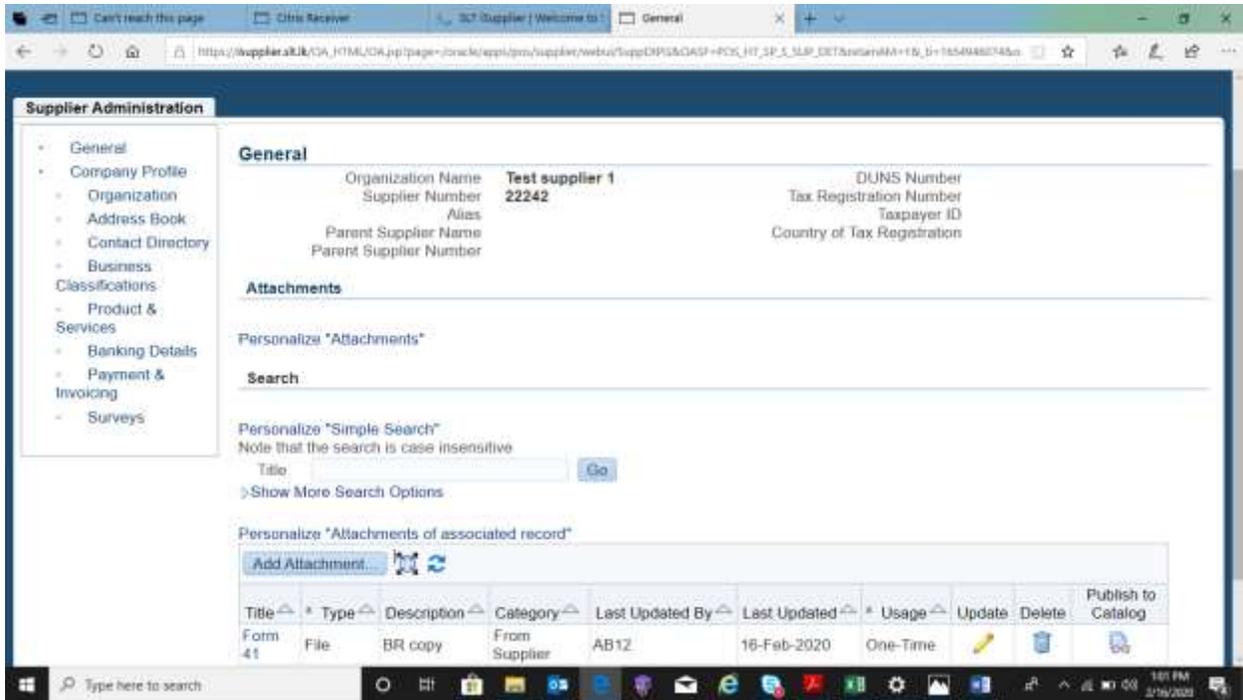
If you have **multiple documents** to upload, **select "Add Another"** and finally **click on Apply**

4. Under *Product and Services*, it is required to select the correct type of **SUB categories** that you are going to be registered with SLT. (Same as you defined at pre-evaluation stage). SLT tenders will be published as per the Sub-categories. Anyway, **Payment is to be made for relevant Major categories only**. Do not select major categories within your account. **No refund** will be made for incorrectly made category payments. Hence make the payments for **correct MAJOR** categories. Contact us, if you need to add new categories once the registration is completed.
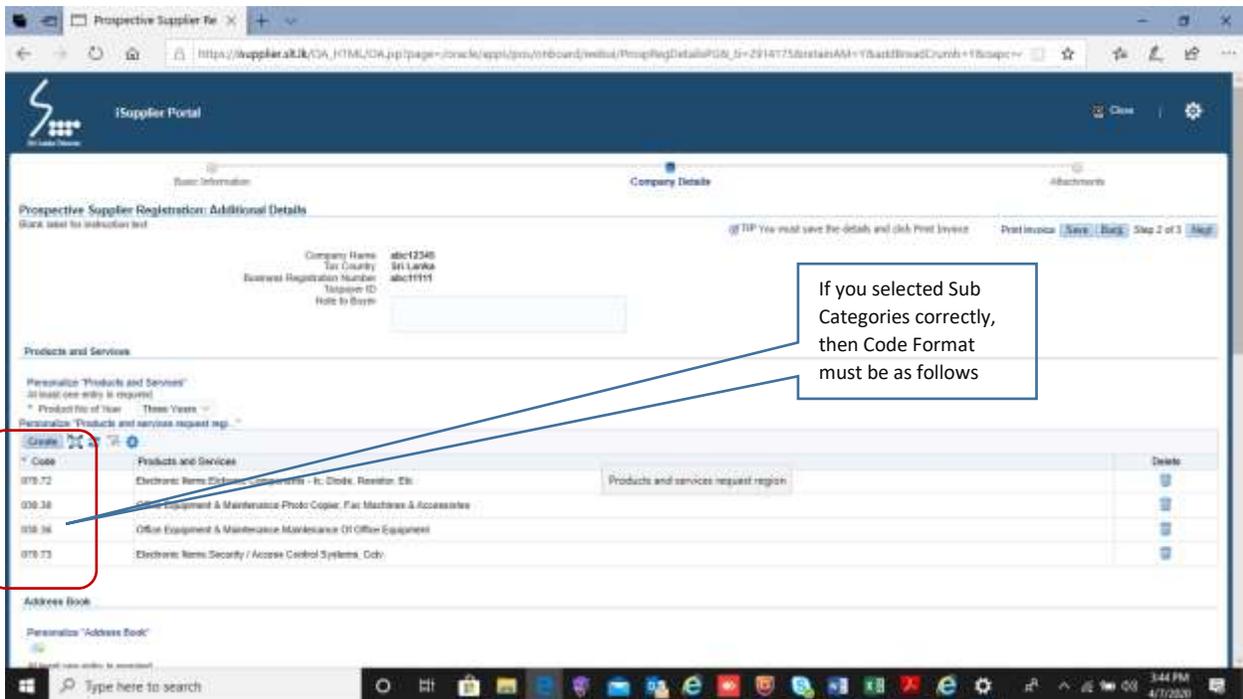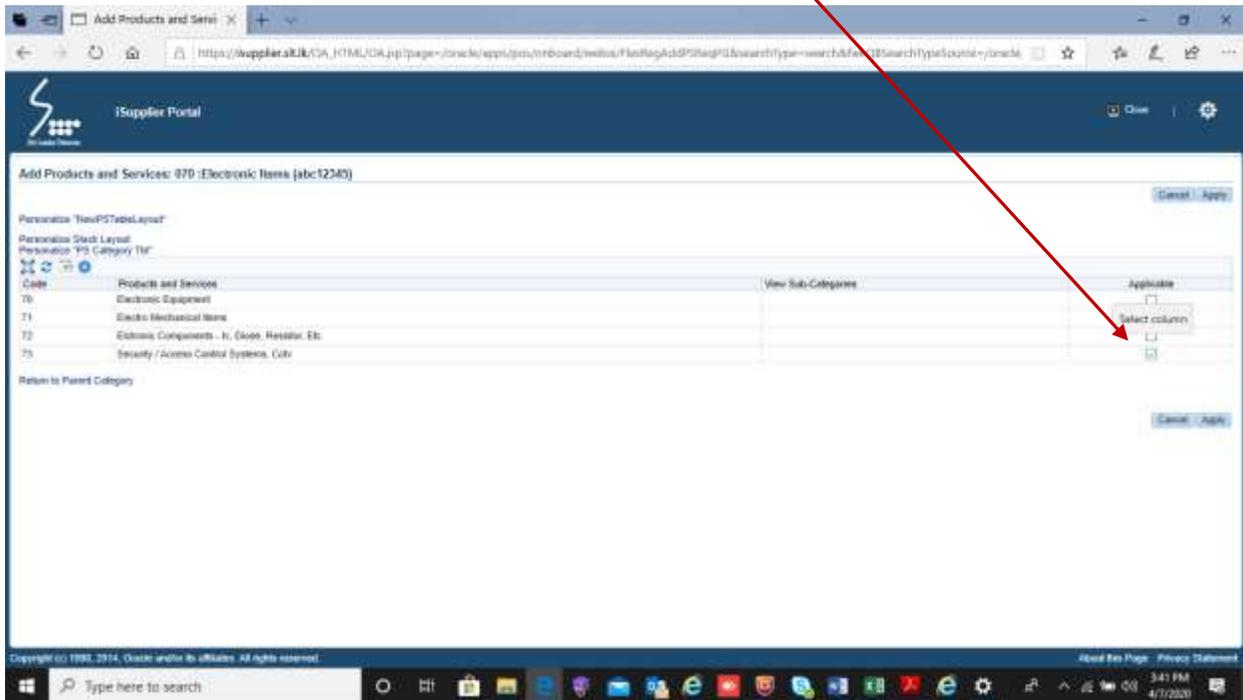
- To select sub categories in iSupplier;

Go to "Product & services" → Create

Find your main category "Code" → click "View Sub-categories" **(do not select "Applicable")**
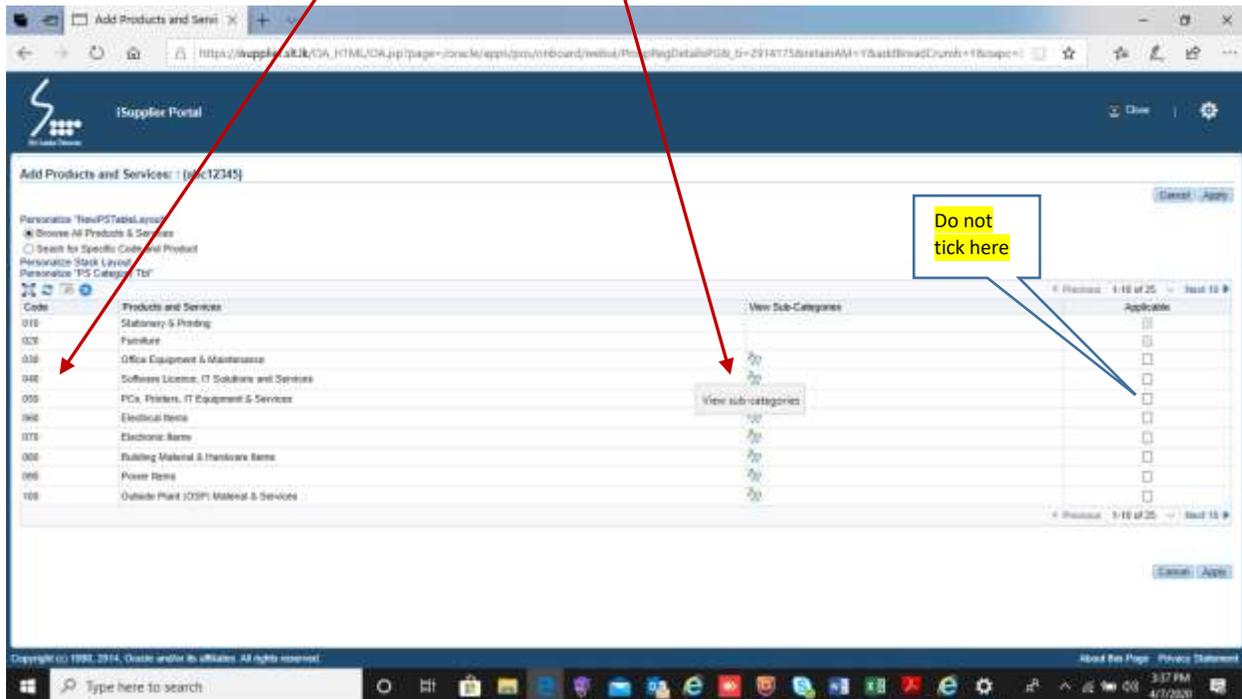
Find relevant Sub-Categories and Select "Applicable" click → Apply

If you selected Sub Categories correctly, then Code Format must be as follows

5. *Banking Details,*
   - We recommended not to update these details at supplier registration, instead we communicate with you at later stage once it needs to make payments.

Please update all fields coming under below items too.

Company Profile
o **Organization**
o Address Book
o Contact Directory
o Business Classifications
o Product & Services

Summery:

o We maintain **a single point of contact for each supplier**. All tender alerts, notifications including password re-set messages will be delivered to your **User Account** e-mail address in iSupplier **Contact Directory**. If you need to change contact details, pls. update it as follows OR send us the updated Annex-C form.
o Login to your iSupplier account and view/verify/update all fields accordingly.
   ▪ For details update : **SLT Supplier Profile Manager→ Company Profile →** *update all or required fields (Refer iSupplier Registration User Guide)* **→ Save**
   ▪ For upload documents : **SLT Supplier Profile Manager→ General → Add Attachment…** *→ select the file/s* **→ Apply**
   ▪ You may get updated your iSupplier account by yourself, by proceed as explained above. Once you APPLY/SAVE changes of your existing details, it will be forwarded to SLT admins for necessary approvals. Your updated details will be effective after SLT approval only.
   ▪ Pls. **do not reply** to "ERP WORK FLOW erpworkflow@slt.com.lk" mails, as they are system generated e-mails.

6. **iSupplier Registration Renewal**

Pls. upload following documents and acknowledge us:

1. Bank statements & Audited financial reports of immediate past year.
2. "Rainbow pages registration confirmation" letter of current year
3. Duly filled payment invoice & receipt for expected years of renewal.
4. A requesting letter to renew the account stating that the information on your initially uploaded documents were not changed. if any of the information on your initially submitted documents has been changed, then upload the updated document/s for the same.

Any delay in account renewal will reject you from system login and tender activities.

After completing updates, uploading of documents OR any assistance regarding iSupplier registration matters contact Ms. Madhawee Marasinghe (Mgr./SCM) madhaweem@slt.com.lk or 0112 324 312 during office hours pls.