

## REGISTRATION PROCESS OF SLT iSupplier

### Step – 1 - Pre-evaluation

Pls. send following documents to Shashika Warusawitharana [shashika@slt.com.lk](mailto:shashika@slt.com.lk) for pre-evaluation of iSupplier registration.

- Company profile (This should include nature of your company, staff capacity, past experience ....etc)
- Expected categories (Major category Nos/descriptions – (refers Application - Annex - D)
- Proof of abilities for expected categories (if not included to company profile)

Once after pre-evaluation we will inform you pre-evaluation status (Approved/Rejected). Do not submit rest of the documents, making payments or delivery of NDA/MA hardcopies until you receive the status of pre-evaluation pls.

### Step – 2 & 3 - Create iSupplier user account & uploading documents

1. If pre-evaluation success, Send a copy of Business Registration, Address and Contact details - to [shashika@slt.com.lk](mailto:shashika@slt.com.lk)
2. We will create your iSupplier user account and Issue the logging credentials (User name and Password)
3. Deliver the duly filled, signed, franked NDA and MA **hard copies** to Ms. Shashika Warusawitharana and collect the scanned copies of the same once after SLT party signed. Counter sign each page of NDA and MA before send.
4. Upload required documents to iSupplier user account by supplier. Once completed give an update to Ms. Shashika Warusawitharana. (Refer Application Annex – E )
5. We will send you registration confirmation message. (via e-mail and ERP WORK FLOW mailer notification )

If need further clarifications, Pls. contact Ms. Shashika Warusawitharana 0716837580 (M) / 0112 324 312 during office hours.