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

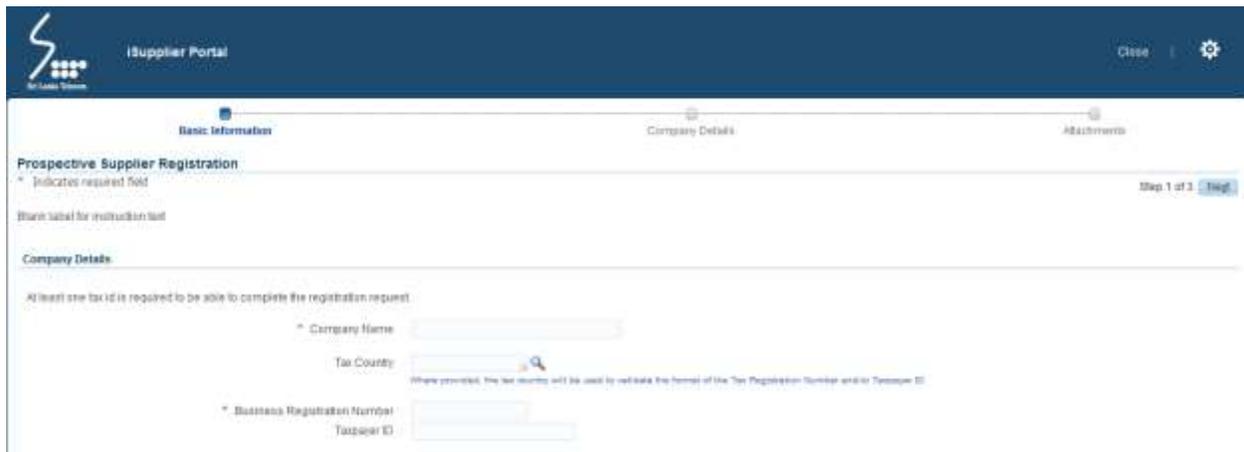
No closing date for submission of supplier registration request. You may submit your registration request anytime throughout the year. We will approve your supplier registration request within one week if all required details submitted and documents uploaded to SLT iSupplier portal.

Although you have handed over supplier registration documents to procurement division during past years, you need to be get registered at SLT iSupplier portal, following below guidelines.

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USER GUIDE FOR *iSupplier* SELF-REGISTRATION

1. Once you have decided to register with SLT as a supplier, you need to get the required documents ready as scanned copies, including the 2 agreements (NDA, Master Agreement)
2. Go to <https://www.slt.lk/> -> SLT Tenders.
3. Under *New Suppliers*, click on the hyperlinked SLT iSupplier. ([link](#))
4. You will be prompted to enter the details in following order



5. Enter the required details.
 - a. Company Name (mandatory)

- b. Tax Country
- c. Business Registration number (mandatory)
- d. Taxpayer ID (relevant to the country under given under tax country)
- 6. Contact Information – enter the required details
 - a. Email (mandatory)
 - b. First Name – (first name of the contact point of the company for tender handling)
 - c. Last name (of above – mandatory)
 - d. Phone area code (e.g. 011, 033, etc.)
 - e. Phone number (7-digit phone number followed after area code)
 - f. Mobile number (mobile contact number)

Contact Information

Blank label for instruction text

* Email
First Name
* Last Name
Phone Area Code
Phone Number
Mobile Number

Step 1 of 3 [Next](#)

- 7. Click *Next* to continue with registration.
- 8. If you have any additional information, that you think letting SLT know would be appropriate, mention it under *Note to Buyer*.

Supplier Portal

Basic Information Company Details Attachments

Prospective Supplier Registration: Additional Details

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Save For Later Back Step 2 of 3 Next

Company Name: The ABC Inc.
Tax Country: Sri Lanka
Business Registration Number: P100001
Taxpayer ID:
Note to Buyer:

- 9. Under *Address Book*, click ‘create’ to enter address details of the company

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found				

- 10. Here, you have to enter the following details.

- a. Address Name (The name of the address place. E.g. Head Office, Sales Office, Warehouse, Regional Office, etc.)
- b. Country (Country the address belongs to)
- c. Address lines (line 1 mandatory – this is the address of the place)
- d. City/Town/Locality
- e. Postal Code (Mandatory)
- f. Add other details as requested (fax, phone number, etc.)

11. Click ‘Apply’

12. Under the contact directory, the details already entered in the 1st page can be seen. You can update the details if required.

Contact Directory

At least one entry is required.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Sameera	De Silva		sudeshi@abc.com.lk	✓		

13. Under business classification, tick your type of company of your business as applicable (mandatory)

Business Classifications

Classification	Applicable
01 Limited Liability	<input type="checkbox"/>
02 Proprietorship	<input type="checkbox"/>
03 Partnership	<input type="checkbox"/>
04 Company incorporated outside Sri Lanka	<input type="checkbox"/>

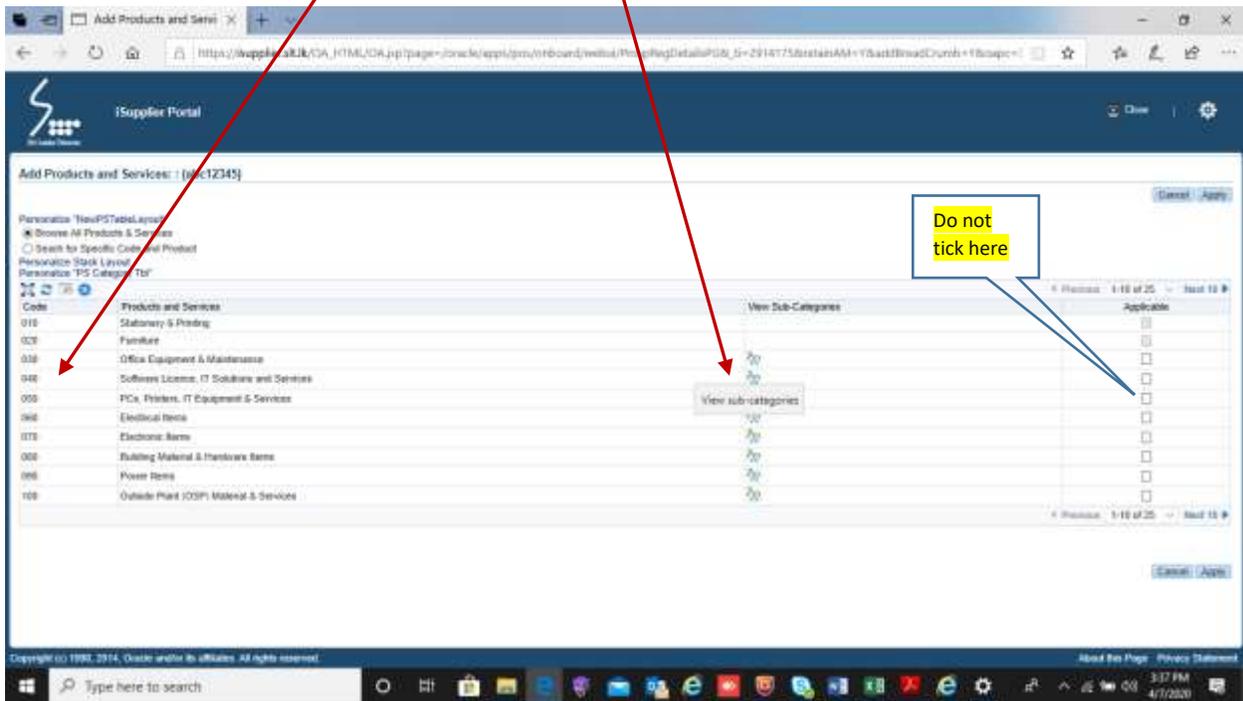
©TIP Date format example: 18-Nov-2010

14. Under *Product and Services*, it is required to select the type of categories that you are going to be registered for with SLT. These are the type of bidding categories that you are going to be registered and payments need to made to.

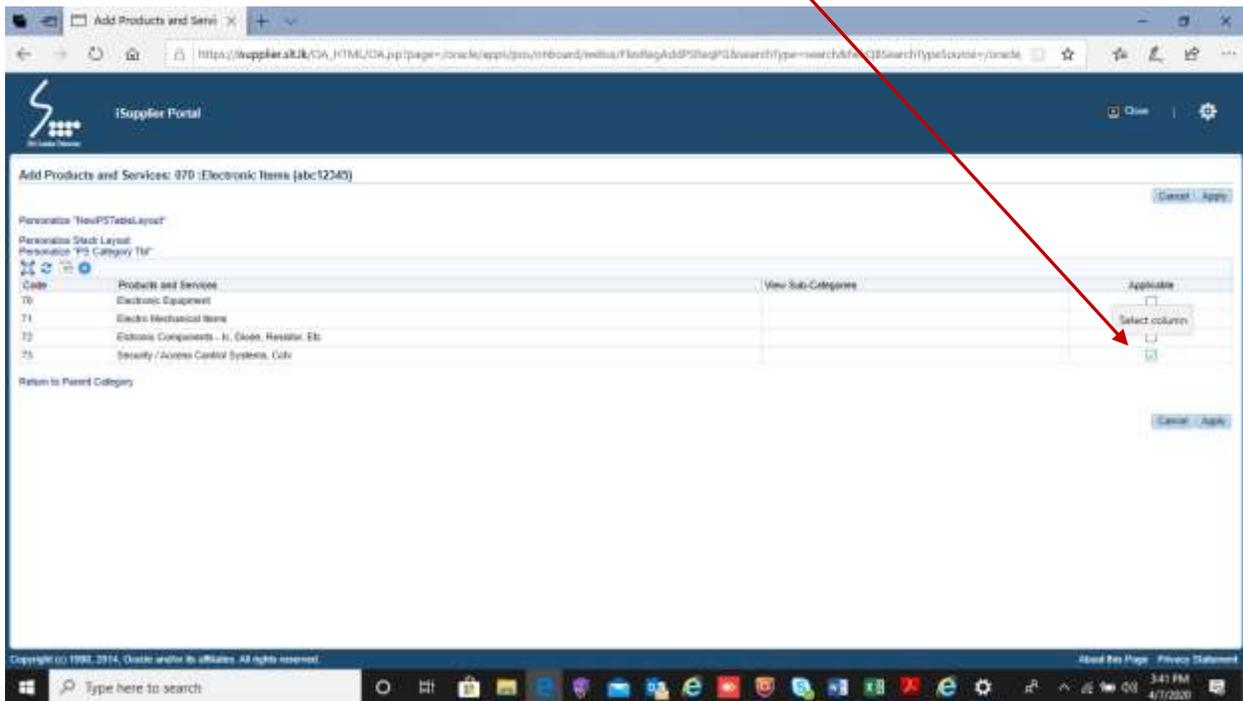
- You should select sub categories in iSupplier. (Payments will be based on Major categories)

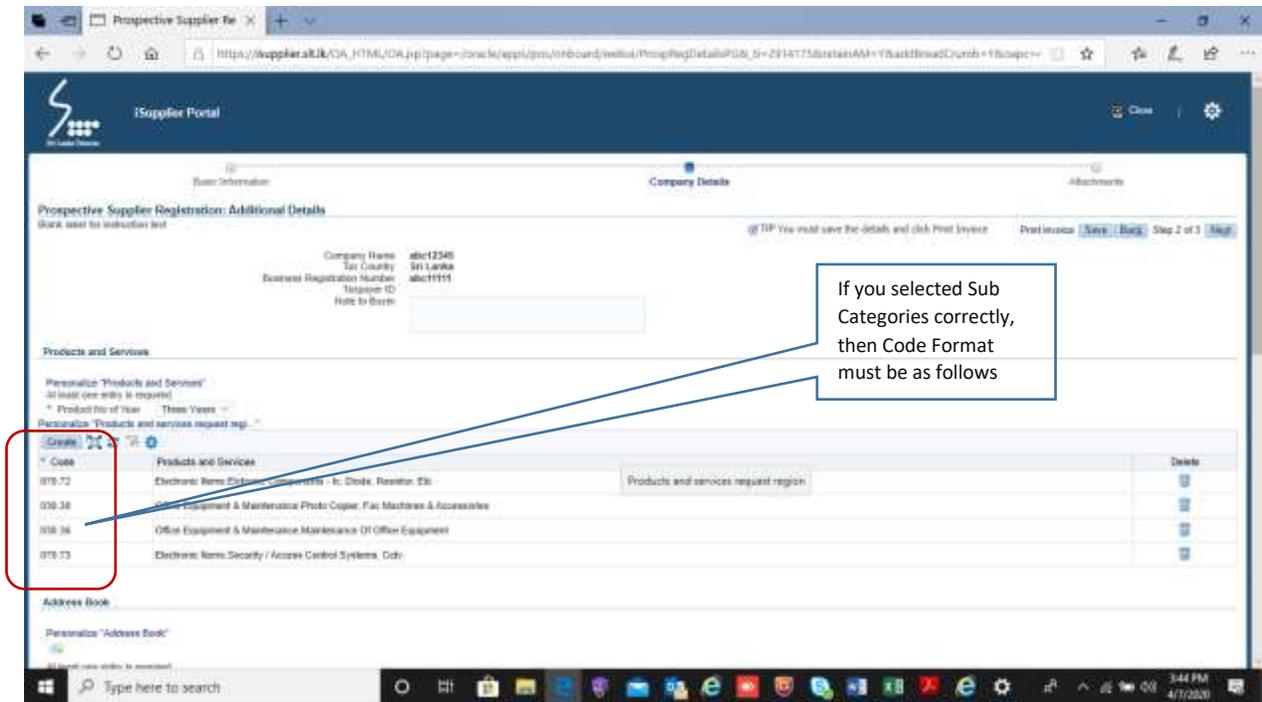
Go to "Product & services" → **Create**

Find your main category "Code" → click "**View Sub-categories**" (do not select "Applicable")

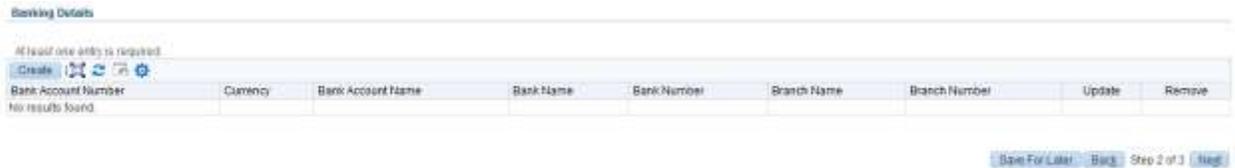


Find relevant Sub-Categories and Select "**Applicable**" click → **Apply**





15. Under *Banking Details*, it is required to set the banking details of yours as follows.



16. Enter the following details

- a) Country – select country where the bank is situated at
- b) Untick the tick if the account is not used for foreign payments
- c) Bank: Existing bank – select the bank from the list of banks
- d) Branch: - select from the list
- e) Under bank account – select the account number, account name, currency type.
- f) Under comments: Note to Buyer - If there are additional information you need to add, please specify it here
- g) If you can't find your bank details, Pls. select "NEW BANK" & "NEW BRANCH" under existing bank and existing branch lists. Enter a dummy account number and enter the correct banking details as a Personalize "Comments" in note to byer cage. Once after the registration, pls. get contact us and get updated your bank details.

Create Bank Account
Indicates required field

Country: Sri Lanka
 Account is used for foreign payments
Account definition must include bank and branch information

Bank
 Existing Bank
 New Bank
Bank Name: [input]
Bank Number: [input]
Show Bank Details

Branch
 Existing Branch
 New Branch
Branch Name: [input]
Branch Number: [input]
Branch Type: [dropdown]
Show Branch Details

Bank Account
Account Number: [input]
Account Name: [input]
Currency: [dropdown]
Show Account Details

Comments
Note to Buyer: [input]

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Note: If you can't find your bank in the list, proceed as follows.

Supplier Administration: Banking Details >

Create Bank Account
Indicates required field

Personalize Table Layout (View/Edit/PI)

Country: Sri Lanka
 Account is used for foreign payments
Account definition must include bank and branch information

Bank
Personalize "Bank"
 Existing Bank
 New Bank
Bank Name: [input]
Bank Number: [input]
Show Bank Details

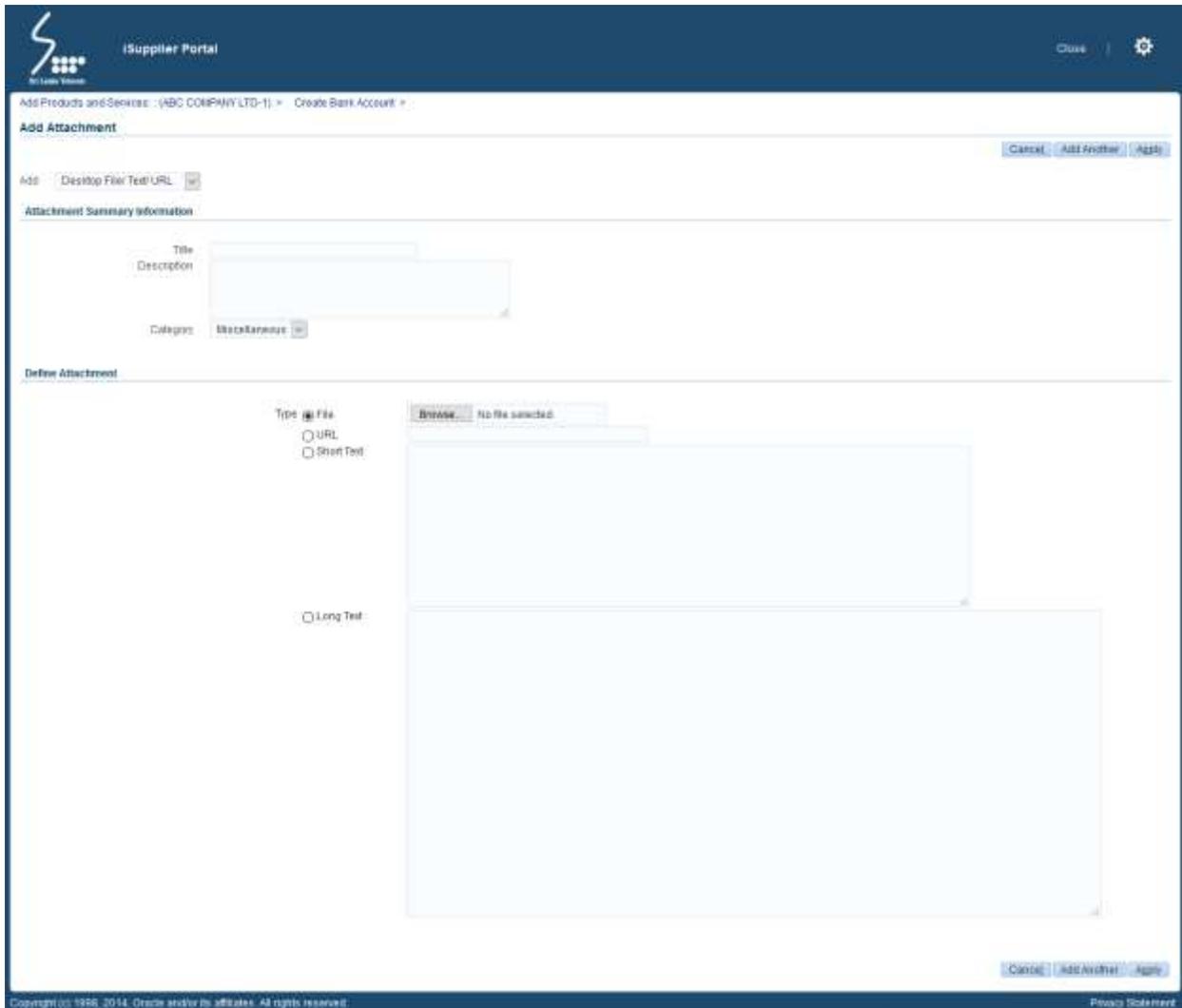
Branch
Personalize "Branch"
 Existing Branch
 New Branch
Branch Name: NEW BRANCH
Branch Number: [input]
Branch Type: [dropdown]
Show Branch Details

Bank Account
Personalize "Bank Account"
Account Number: 12345678
Check: [input]
Date: [input]
Account Name: [input]
Account Status: New
Show Account Details

Comments
Personalize "Comments"
Note to Buyer: [input]

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17. Once finished, click the Apply and Next button
18. Under the attachments, attach the required documents mentioned under **Annex-A** of the *Application for iSupplier Registration.pdf*
19. Brows the attachment and add it.
20. For each attachment, please mention the title of the attachment (e.g. Business Registration, Organization Profile, etc.) and click Apply.

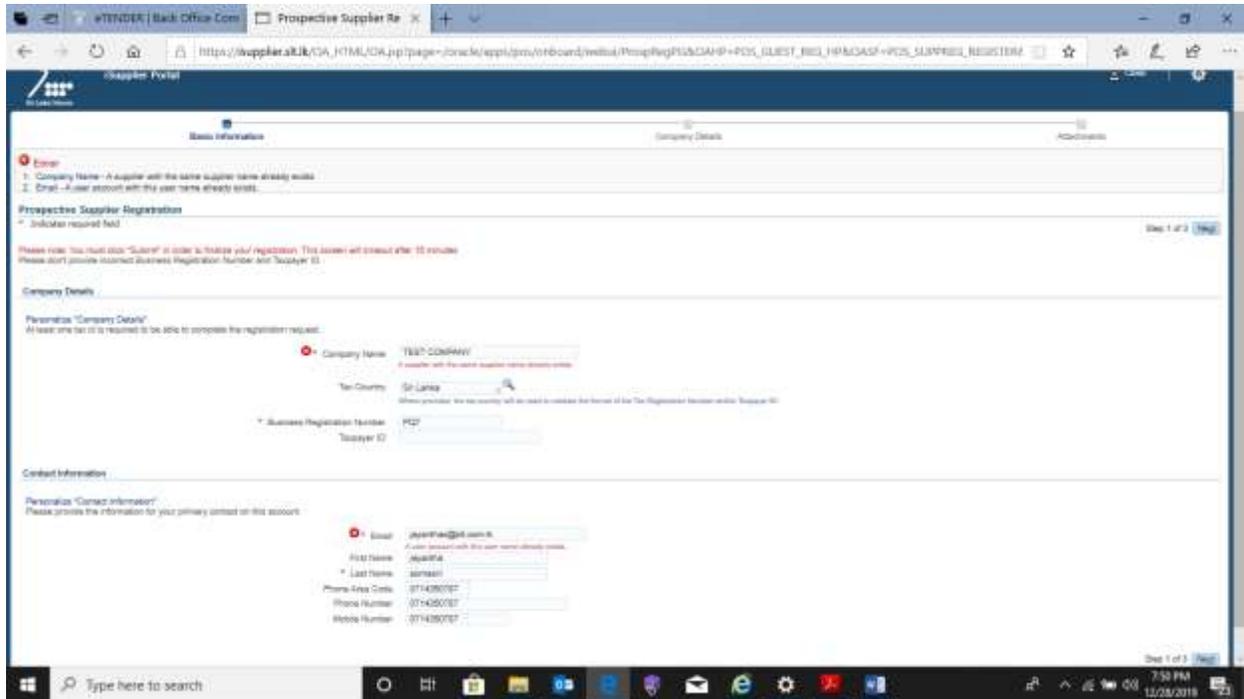


21. Once all the attachments are added, click submit. A confirmation message will be given of the successful submission and now the registration details are with SLT.



22. You will be notified with an email confirmation too of the submission of the supplier registration details.

23. If system does not allow you to proceed supplier registration in **SLT iSupplier** while submitting “**Basic Information**”, and if system prompts you following message,



It means your company/business details already in SLT **iSupplier** system. In such situation, pls. follow the following steps.

1. Contact Customer Care Officer/Procurement – Mr. Gayan Thennkoon at gayank@slt.com.lk or 011-3090649 and get verified of the error.
2. If he confirms that your company name already available in SLT isupplier, Then send the scanned copies of **Business Registration Certificate** and updated **Change of Contact**

Details (*Annex – C* of Application for iSupplier Registration.pdf) form to gayank@slt.com.lk

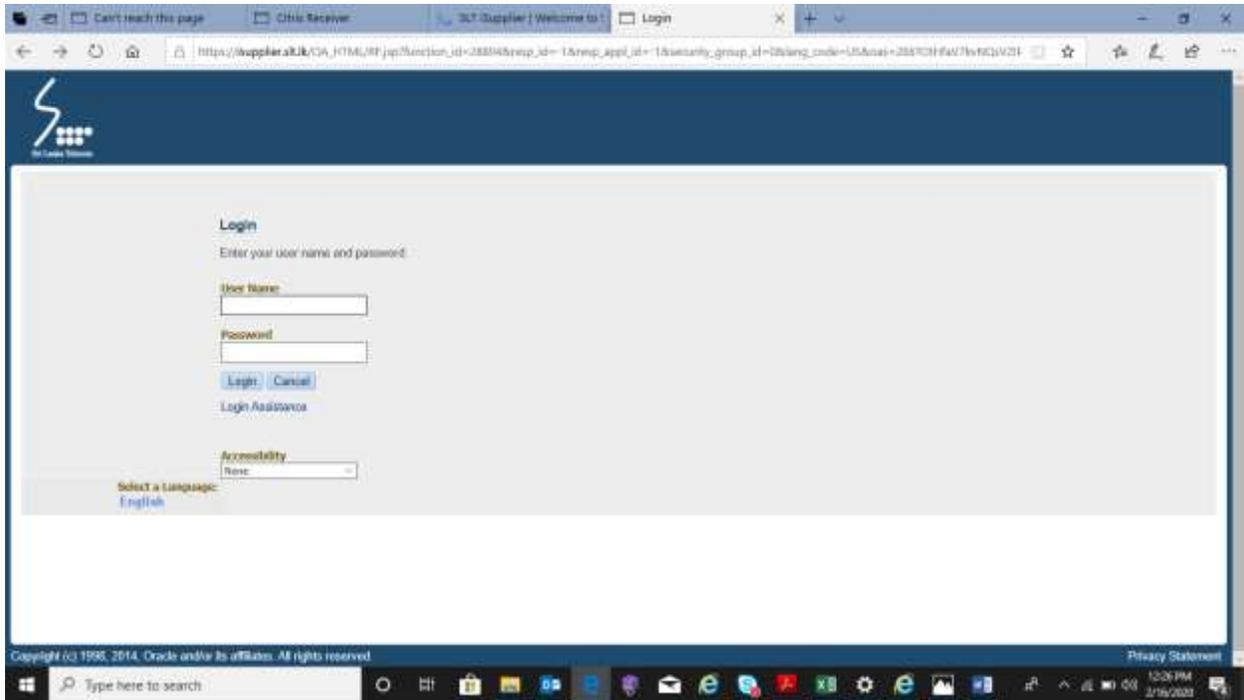
3. Then SLT will review the documents and send you the username/password in as a system generated email through iSupplier.
4. After initial login, you will be prompted to change the login password. Change the password and login to the iSupplier.
5. Add the other remaining registration documents and update the organization details (under SLT Supplier Operations -> Organization -> Add attachments) following the guidelines given above. After attaching/uploading **all** required documents, confirm/acknowledge Mr. Gayan Thennakoon to complete your registration.

For any iSupplier related matter please contact Customer Care Officer/Procurement Mr. Gayan Thennkoon at gayank@slt.com.lk or 011-3090649 for any assistance.

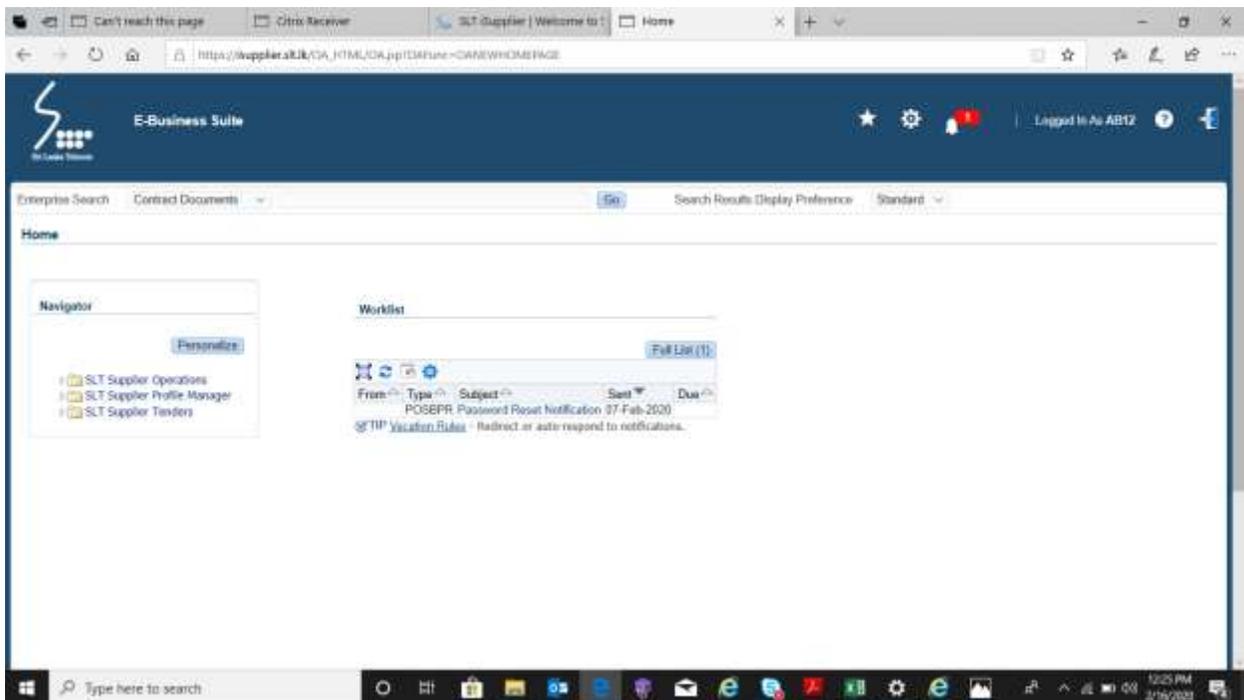
Already registered users (further guidelines)

Go to <https://www.slt.lk/iSupplier> --> Click on Registered Suppliers: Login to **SLT iSupplier**

Gives you following iSupplier login page. Enter your U/N & P/W there.

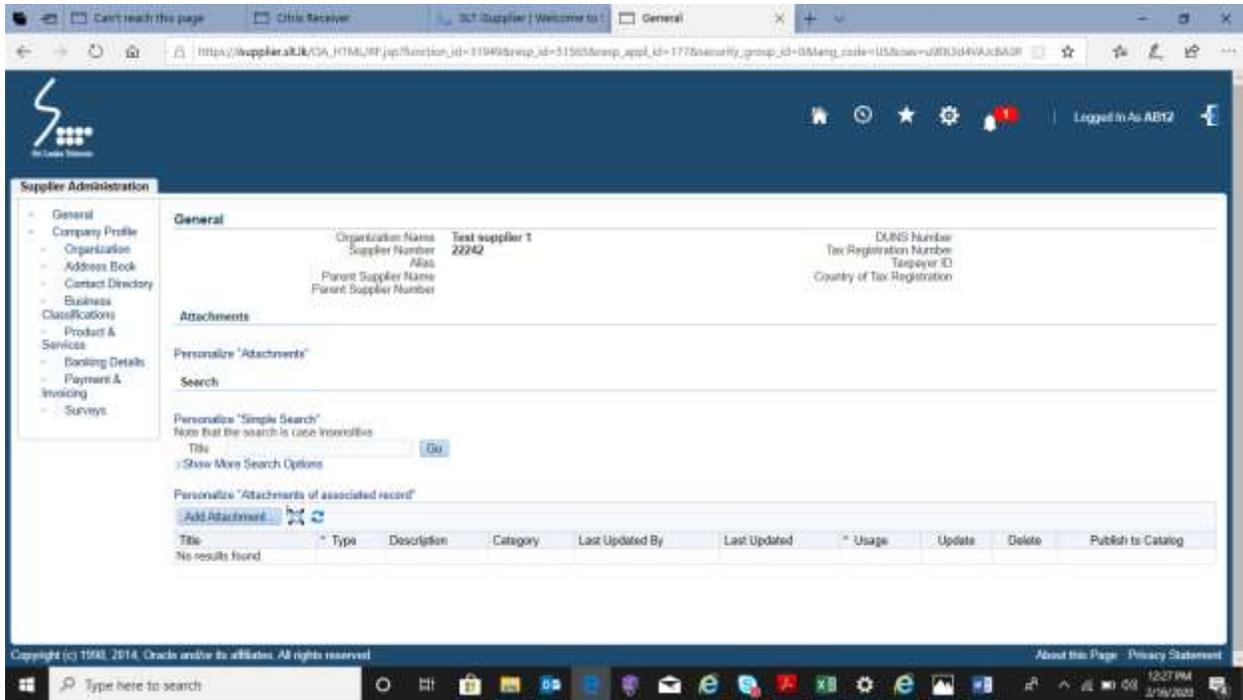


You will get your iSupplier homepage as follows.



To upload required attachments.

Select → [SLT Supplier Profile Manager](#)



Preparations for Add 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, **signed by SLT** & your company
3. Rainbow pages registration confirmation letter
4. All other documents as per Annex – A

Proceed as follows...

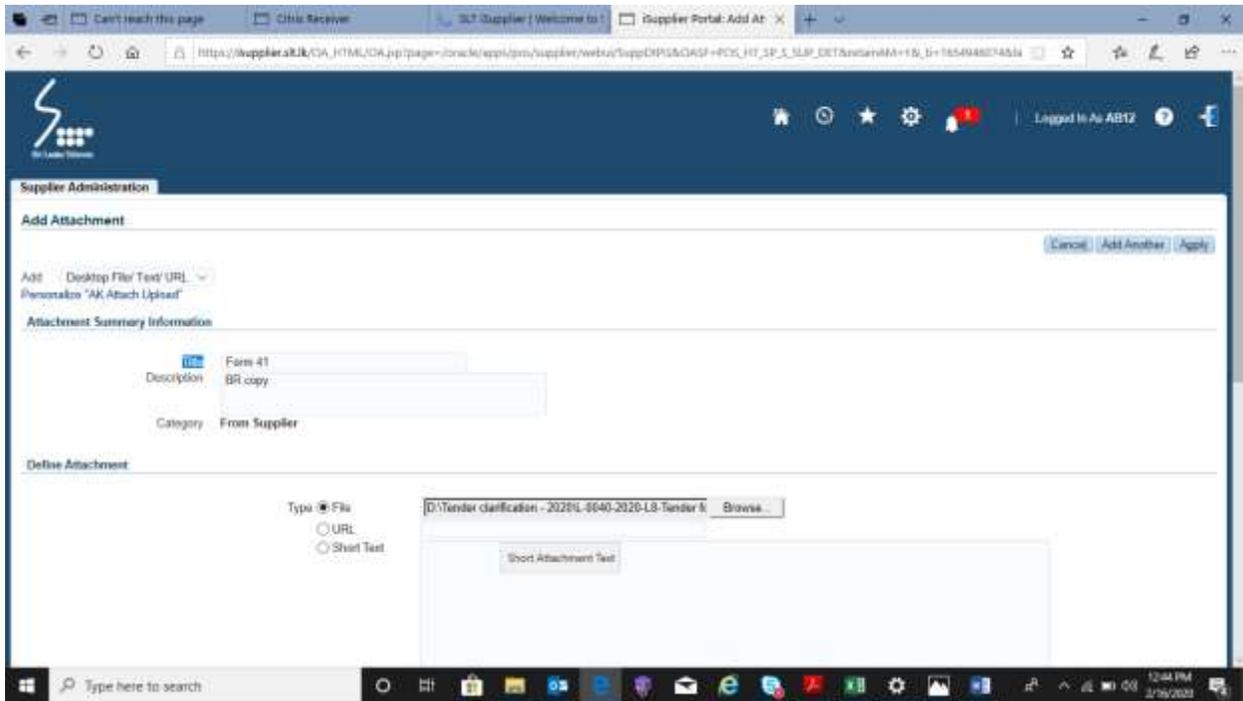
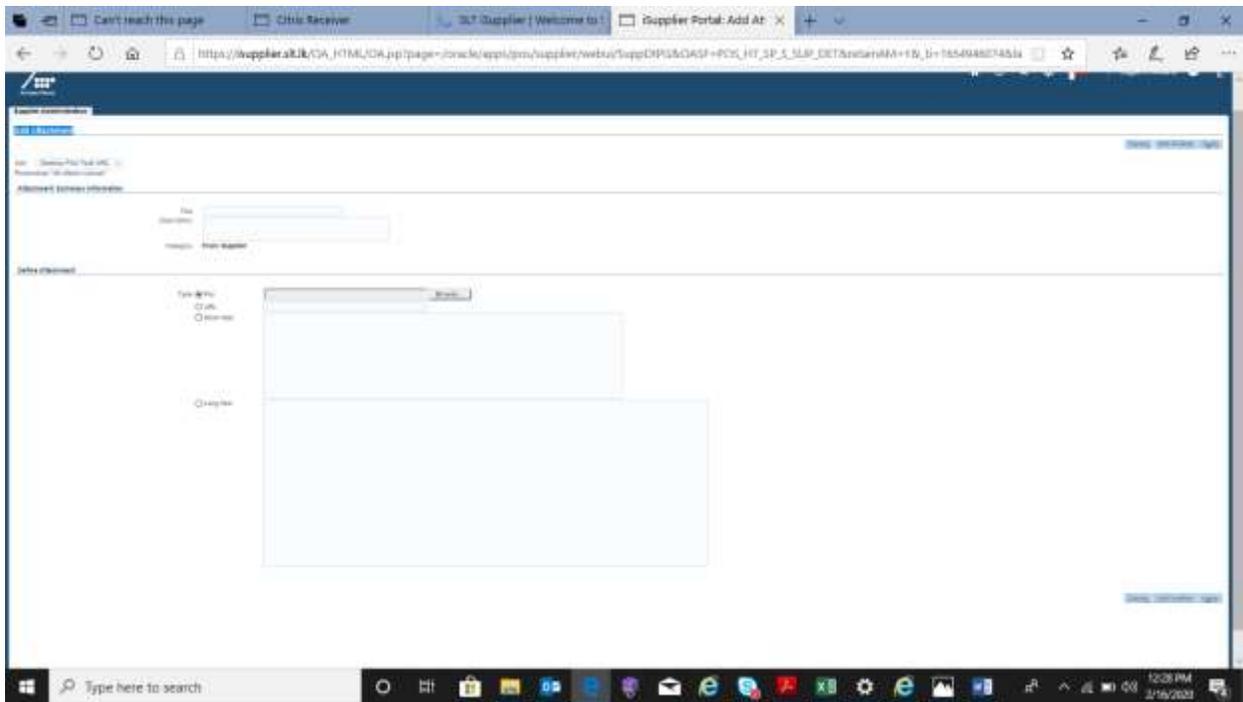
Select “Add attachment” tab

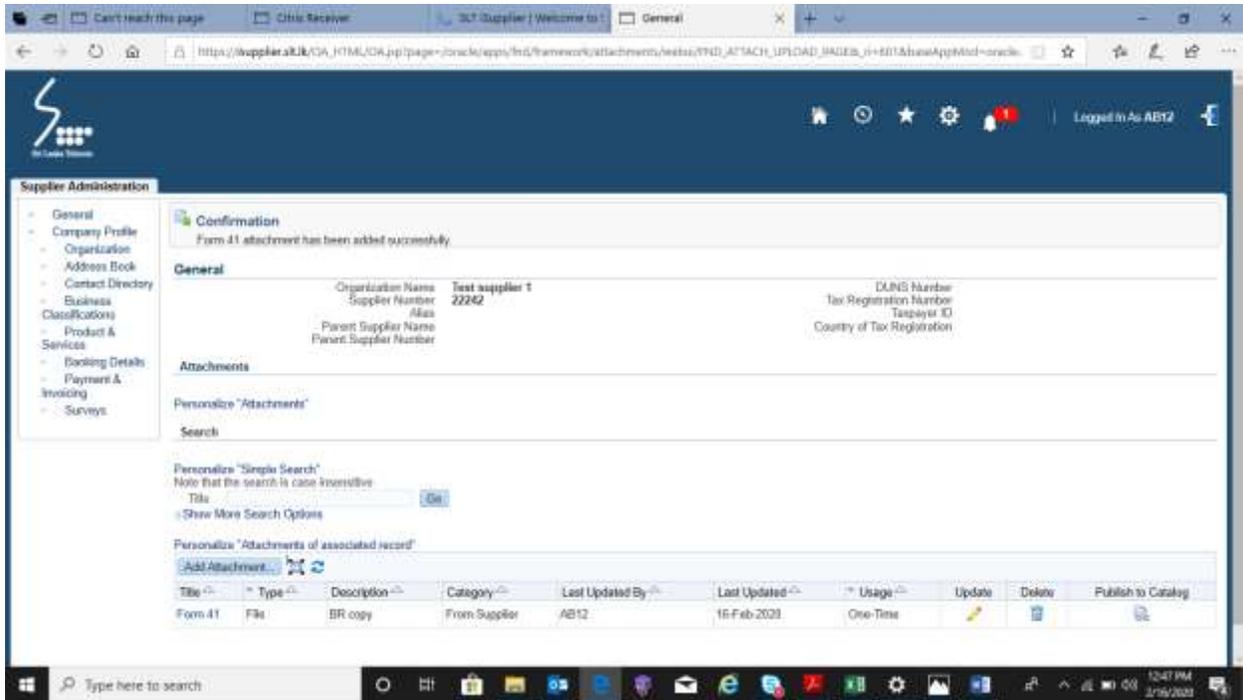
** Attachment Summary Information - Enter Title and description

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

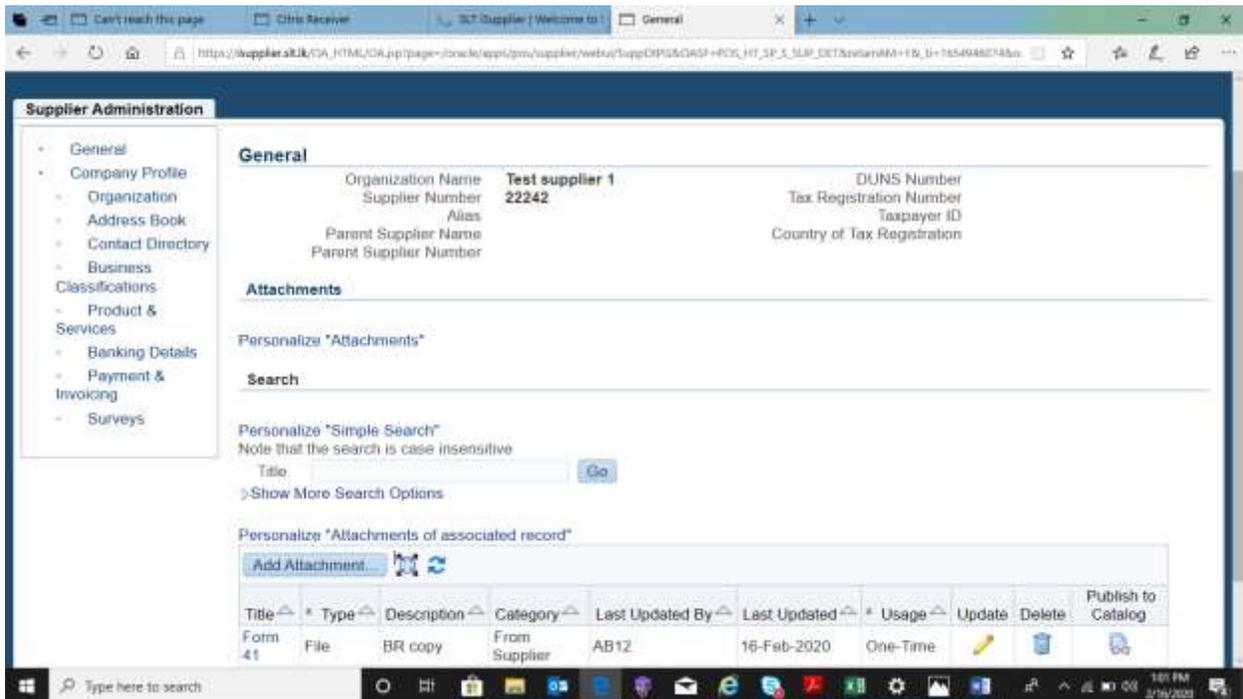
After attaching a document OR all documents, select “Apply”

All attachments should be uploaded under “Supplier Administration” → General → Add Attachment





All attachments should be uploaded under “SLT Supplier Profile Operations” → under ‘Supplier Administration, General’ → Add Attachment



Update all fields coming under below items too.

Company Profile

- **Organization**
- Address Book
- Contact Directory
- Business Classifications
- Product & Services
- Banking Details

After completing updates and uploading of documents, Please acknowledge to Customer Care Officer/Procurement Mr. Gayan Thennkoon at gayank@slt.com.lk or 011-3090649 to proceed approvals.