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.

USER GUIDE FOR iSupplier SELF-REGISTRATION

- 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 <u>https://www.slt.lk/</u> -> SLT Tenders.
- 3. Under *New Suppliers*, click on the hyperlinked SLT iSupplier. (<u>link</u>)
- 4. You will be prompted to enter the details in following order

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- 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)

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- 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*.

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9. Under Address Book, click 'create' to enter address details of the company

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

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

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- 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" \rightarrow Create

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

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Find relevant Sub-Categories and Select "Applicable" click \rightarrow Apply

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

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Bare For Later Bara Step 2 of 3 (Neg.)

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.

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

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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.

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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.

5	(Supplier Porta)	cose / O
Continuation Trianti year for regist	ating your company. Your regression has been submitted for approval and you will be notified of your regulation status via email in due imarke	

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

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

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

- Contact Customer Care Officer/Procurement Mr. Gayan Thennkoon at <u>gayank@slt.com.lk</u> 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 <u>Application for iSupplier Registration.pdf</u>) form to <u>gayank@slt.com.lk</u>

- 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 <u>https://www.slt.lk/iSupplier</u> --> Click on Registered Suppliers: Login to <u>SLT</u> iSupplier Gives you following iSupplier login page. Enter your U/N & P/W there.

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To upload required attachments.

Select \rightarrow <u>SLT Supplier Profile Manager</u>

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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" \rightarrow General \rightarrow Add Attachment

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All attachments should be uploaded under "SLT Supplier Profile Operations" \rightarrow under 'Supplier Administration, General' \rightarrow Add Attachment

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Update all fields coming under below items too.

Company Profile

- o <u>Organization</u>
- o Address Book
- o <u>Contact Directory</u>
- o Business Classifications
- o Product & Services
- o 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.