

The Lottery Corporation Supplier Portal User Guide (External Supplier)

How to Login & Navigate

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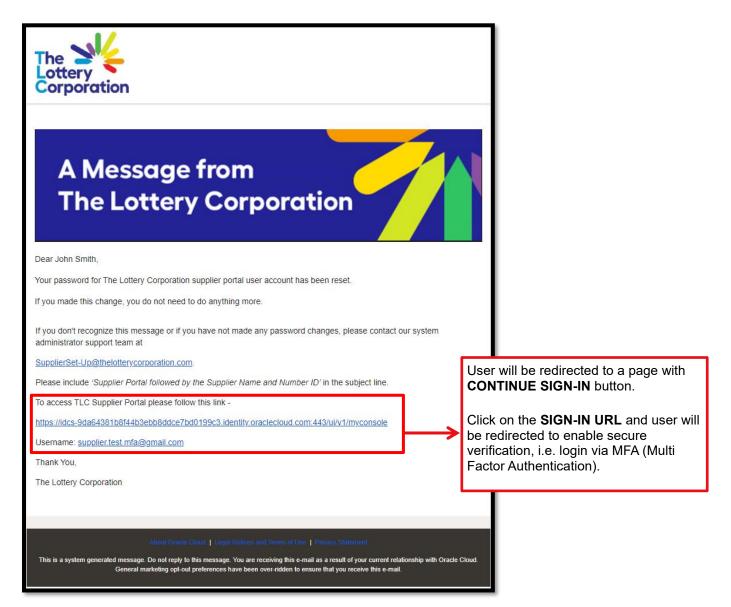
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1 LOGIN INTO SUPPLIER PORTAL (WITH MFA)

Click on the Sign-In URL provided in the password reset confirmation email and user will be redirected to Enable secure verification





Enter User information and click SIGN-IN

The Corporation			
TLC Supplier Portal			
ldentity domain 🛈 SupplierPortalTest			
User Name			
supplier.test.mfa@gmail.	com		
Password			
Forgot Password?			
Sign In			
Need help signing in?			

Click ENABLE SECURE VERIFICATION for preferred option.

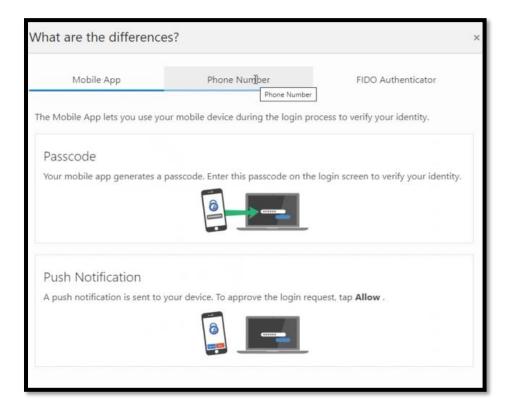
supplier.test.mfa@gmail.com Identity domain ③ SupplierPortalTest Enable Secure Verification Secure verification methods prove who you are. Two types of verification methods are passwordless and multi-factor authentication (MFA). Passwordless verification allows you to verify your identity without requiring you to remember a password. MFA is an extra security step to the authentication process. Your administrator might have set up one or both verification methods and require that you enroll in them before accessing your account. Password Image: Proof Secure Access	
SupplierPortalTest Enable Secure Verification Secure verification methods prove who you are. Two types of verification methods are passwordless and multi-factor authentication (MFA). Passwordless verification allows you to verify your identity without requiring you to remember a password. MFA is an extra security step to the authentication process. Your administrator might have set up one or both verification methods and require that you enroll in them before accessing your account. Password Proof Secure Access To proof Secure Access Sec	
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	you to a cation oth
+ () = <	ure Access
Click holes, to enable secure verification methods for the	~
Click below to enable secure verification methods for your accour	our account.
Enable Secure Verification	
What is Secure Verification?	



User can select one of the four (4) options to securely login with MFA options

The Lottery Corporation	on
supplie	er.test.mfa@gmail.com
-	domain ① rPortalTest
You have	Your Default Secure Verification Method e already set up one or more recovery methods. We will e same methods for Secure Verification.
	🖂 Email
Or, setup default n	o a new Secure Verification method to be added as a nethod. Mobile App FIDO Authentica
*	

Shown below are the difference between modes of authentication -





What are the difference	es?		×
Mobile App	Phone Number	FIDO Authenticator	FIDO Authenticator
A passcode is sent to the phone	number specified by the user.		
Phone Number			
The user's device receives a p the passcode on the login scr	asscode as either a Text Message (S een to verify their identity.	MS) or a phone call. The user e	nters
			- 1
	Setun		_

What are the difference	es?	3	×
Mobile App	Phone Number	FIDO Authenticator	
Use your security key for authe	entication.		
FIDO Authenticator			
Insert the security key into yo	our computer's USB port to sign in.		
		L ₃	
	_	_	

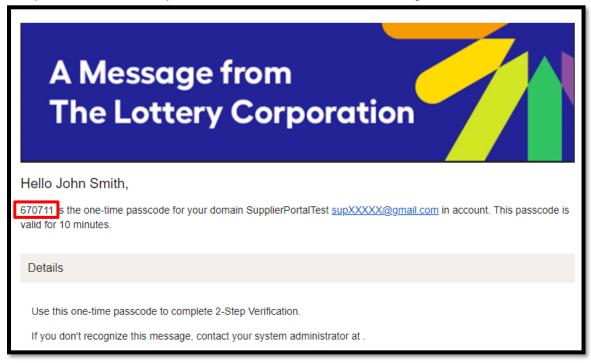


1.1 Email

Select the preferred email verification method.

The Statery Lottery Corporation	
supplier.test.mfa@gmail	l.com
Identity domain () SupplierPortalTest	
Select Your Default Secu	re Verification Method
use these same methods for Se	cure Verification.
	Email
Or, setup a new Secure Verificat default method. Mobile App	tion method to be added as a

Once you selected the email option, a verification code will be sent to the registered email address.





Once you receive the email with unique code, enter code in the field provided below. Then click "Verify Email Address".

	er.test.mfa@gmail.com
	domain ① erPortalTest
Select	Your Default Secure Verification Method
	e already set up one or more recovery methods. We will se same methods for Secure Verification.
	🖂 Email
	nail that contains a verification code has been o supplier.test.mfa@gmail.com.
Code	
670711	
	Resend code
	Verify Email Address
1	
	p a new Secure Verification method to be added as a method. Mobile App Phone Number
	method.



Notification received once successfully enrolled. To proceed click **DONE**.

The States Lottery Corporati	on
supplie	er.test.mfa@gmail.com
	domain ① rPortalTest
	\bowtie
Your en	Successfully Enrolled nail address, supplier.test.mfa@gmail.com , has been set as your default.
	Done
Additio	onal Secure Verification Methods
	mmended that you set up an additional method. This that you have a backup.
	Mobile App Install the Mobile Authenticator App and use the generated passcode or approve requests through push notifications.
	FIDO Authenticator Use a FIDO Authenticator factor to enroll.
	Phone Number Receive a phone call with a one-time passcode and use it to

Once MFA login is completed, supplier will access the My Apps, SUPPLIER PORTAL, go to step 3.5.



1.2 Mobile APP

The Kater Corporation	
supplier.test.mfa@gmail.c	com
Identity domain ⁽²⁾ SupplierPortalTest	
Select Your Default Secure	e Verification Method
You have already set up one or m use these same methods for Sec	
	Email
Or, setup a new Secure Verificatio default method.	
Or, setup a new Secure Verificatio	on method to be added as a

On selecting MOBILE APP, user can use one of 3 options.

- Oracle Mobile Authenticator App, or
 Offline Mode, or
- 3. Another Authenticator App (e.g. Microsoft, DUO, etc)



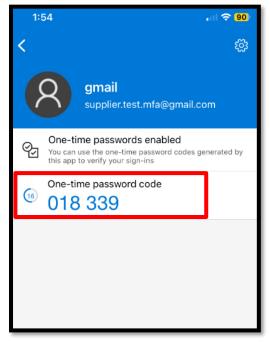
The Corporation	
supplier.test.mfa@gmail.com	
Identity domain ^① SupplierPortalTest	
Select a Method What are the differences?	
Mobile App	
FIDO Authenticator	
Download and Configure the Mobile App 1. Download the Oracle Mobile Authenticator App from the app store. T T Copen the App, tap Add Account, and then scan the QR code below. Offline Mode or Use Another Authenticator App	3 options available for mobile apps configuration
Can't Scan QR code? Configure the App using this URL	
What is Secure Verification?	

If you are using offline or other authenticator app, please mark the checkbox as shown below.

1. Download the Oracle Mobile Authenticate	or App from the app store. 🤹 🖷 👯		
2. Open the App, tap Add Account, and then	scan the QR code below.		
	Coffline Mode or Use Another Authenticator App 🚯		
		L .	
		Ι.	User to scan the QR code using the preferred
			authenticator app (e.g. Microsoft, DUO, etc) in



The authenticator apps will generate an OTP (one time password) that can be used for your secure login.



Enter the passcode generated by the chosen apps in the available field below. Then click "Verify"

Download and Configure the Mobile App
1. Download the Oracle Mobile Authenticator App from the app store. 🗯 🏶
2. Open the App, tap Add Account , and then scan the QR code below.
Offline Mode or Use Another Authenticator App (2)
Can't Scan QR code? Enter key manually
3. Enter the passcode generated by the App.
018339
Verify



You will receive confirmation that enrolment is successful.

The Stery Lottery Corporatio	2 Sn
supplie	er.test.mfa@gmail.com
	domain
	Successfully Enrolled
	John's Phone-4 is enrolled.
	Done
lt is reco	onal Secure Verification Methods mmended that you set up an additional method. This that you have a backup.
	Mobile App Install the Mobile Authenticator App and use the generated passcode or approve requests through push notifications.
	FIDO Authenticator Use a FIDO Authenticator factor to enroll.
	Phone Number Receive a phone call with a one-time passcode and use it to verify your identity.

Once MFA login is completed, supplier will access the My Apps, SUPPLIER PORTAL, go to step 1.5.



1.3 Phone Number

If the user wishes to use phone number, select Phone Number option

Supplier.test.mfa@gmail.com dentity domain SupplierPortalTest Select Your Default Secure Verification Method You have already set up one or more recovery methods. We wi use these same methods for Secure Verification. Email
u have already set up one or more recovery methods. We wi e these same methods for Secure Verification.
🖂 Email
Or, setup a new Secure Verification method to be added as a efault method. Mobile App FIDO Authentica



Provide the phone number and click on Text Me button.

The Sterry Lottery Corporation	
supplier.test.mfa@gmail.com	
Identity domain ④ SupplierPortalTest	
Select a Method What are the differences? (?)	
🔲 Mobile App 💬 Phone Number	
FIDO Authenticator	
Enter Your Phone Number	
A passcode will be sent to your phone number.	
Country Code	
Australia +61 🔹	IMPORTANT NOTE: only
Phone Number	enter 9 digit of Australian mobile phone number
401111397	without the first "0".
Standard rates may apply.	
Text Me	

A passcode will be sent to the nominated mobile phone number via text message.

The Sterry Lottery Corporation				
supplier.test.mfa@gmail.com				
Identity domain 🛈 SupplierPortalTest				
A passcode has been sent to +61XXXXXX397.				
Select a Method What are the differences? (2)				
🗍 Mobile App 💬 Phone Numb	er			
FIDO Authenticator				



Enter the passcode received via text message into the nominated field and click on submit button.

2:37 < Authentica < Constant of the second sec	, II ବି <mark>88</mark>	supplier.test.mfa@gmail.com
Text Message Today 2:33 pm		SupplierPortalTest
<u>612947</u> is your passcode for the account <u>supXXXX@gmail.com</u> . This passcode is valid for 10 minutes.		 A passcode has been sent to +61XXXXXX397. Select a Method What are the differences? @
minuco.		Mobile App 💬 Phone Number
		FIDO Authenticator
		Enter Your Phone Number A passcode will be sent to your phone number. Country Code Australia +61
		401111397
		Standard rates may apply. Enter the passcode below.
		Passcode
		Enter passcode
		Verify Passcode
+ Text Message	¥	



The user will get a confirmation that their device has been enrolled successfully.

The Stery Lottery Corporati	on
supplie	er.test.mfa@gmail.com
	domain ① rPortalTest
Г	Successfully Enrolled
	+61XXXXXX397 is enrolled.
	Done
lt is reco	onal Secure Verification Methods mmended that you set up an additional method. This that you have a backup.
	Mobile App
	Install the Mobile Authenticator App and use the generated passcode or approve requests through push notifications.
	FIDO Authenticator
	Use a FIDO Authenticator factor to enroll.
	Phone Number Receive a phone call with a one-time passcode and use it to verify your identity.

IMPORTANT NOTE: Once MFA login is completed, supplier will access the My Apps SUPPLIER PORTAL, go to step 1.6 (step for mobile phone login is slightly different from other method).



1.4 FIDO Authentication

If the user wishes to use FIDO Authenticator, user will need to insert their security key into the computer's USB port and follow the prompt.

The Sterry Lottery Corporation	
supplier.tes	t.mfa@gmail.com
Identity domai SupplierPorta	
You have alrea	Default Secure Verification Method dy set up one or more recovery methods. We will e methods for Secure Verification.
	🖂 Email
default metho	w Secure Verification method to be added as a d. pile App
default method	d.

What are the difference	es?		×
Mobile App	Phone Number	FIDO Aut	thenticator
Use your security key for authen	itication.		
FIDO Authenticator			
Insert the security key into you	ur computer's USB port to sign in.	-	
			ß
	_	_	

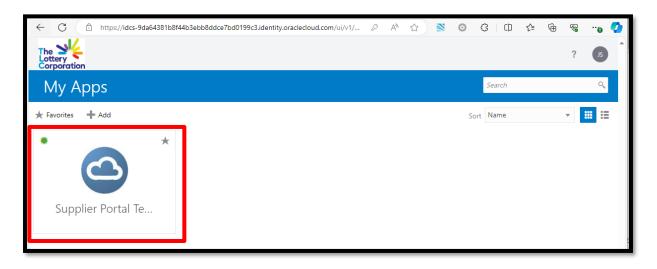


1.5 My Apps – Supplier Portal

Once MFA login is completed, supplier will access the My Apps, SUPPLIER PORTAL.

IMPORTANT NOTE: If you wish to bookmark TLC Supplier Portal login page, please ensure bookmark the URL of this page in internet browser.

To access portal click the SUPPLIER PORTAL icon.



This will redirect you to the TLC Supplier Portal

We My Oracle						
Supplier Portal						
Search Orders V Order Number	Q					
Tasks				0		
Orders Manage Orders	Requiring Attention	Recent Activity Last 30 Days	Transaction Reports Last 30 Days	_		
Shipments Vere Recepts Vere Recepts Consepted leventory Review Consumption Advices Involces and Payments Involces and Payments Consel Invoices Vere Invoices Vere Invoices Vere Payments Negotiations	No data available	No data available	No data available			
View Active Negotiations Manage Responses	Supplier News					
Qualifications • Manage Questionnaires • Vere Qualifications Company Profile • Manage Profile						

Please continue to step (2) and beyond to navigate within TLC Supplier Portal



1.6 My Apps – Supplier Portal (via Phone Number MFA)

Once user is enrolled, it will immediately redirect to this page.

🐉 🔞 🗖 🚱 Identity Claud Service x +							- 0	×
← O A C https://idcs-9da64381b8f44b3ebb8ddce7bd0199c3.identity.oracledoud.com/ui/v1/myconsole?root=m	ıy∽info	P	A* &	g d) 🕼	G I	 ای	-
🛅 Deloitte Links 🎦 Tax 🎦 TLC 🎦 MomentumDA 🚦 Sign In-prod								-
ST Username							?	Ĵ
My Profile Details Change My Password Email Options Security My Access My Requests My Consents								
Account Information							Save	
User Name a Prefix First Name Middle Name * Last Name Suffix	Email Instant Messaging Address Home Phone Number Mobile Phone Number	User details						
								- 1
Title TLC office	Country	Ŧ						
Street Address	Time Zone	*						- 1
City	Locale	Ŧ						- 1
Postal Code	Work Phone Number							- 1
State								- 1
Other Information								
User Type h. Savinav Hattesiasof hatt Web Hereing oraclescust com (unit) guillo (212, 12), 12) 12) 121 123 1103 12410 (Herein	Division							*

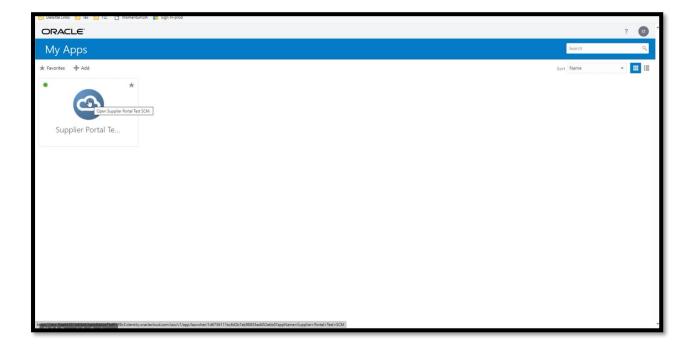
If the user wishes to change the authentication method, it can be done from here.

The We Lottery Corporation			? 57
ST Username			
My Profile Details Change My Password Email Options Security	My Access My Requests My Consents		
Recovery Options			
If you forget your password or can't access your account, then this informati	ion will help you recover access to your account.		
Recovery Email			
User email address			
User email address			
		La	
2-Step Verification		Leg"	т
2-Step Verification adds an additional layer of security by using a second der	vice or security questions to verify your identity.		
Email	Phone Number	Mobile App	FIDO Authenticator
User email address	User phone number	Not Configured	Not Configured
		Configure	Configure
Bypass Codes			
bypass codes If your authenticator is unavailable (for example, lost device, no service), the	n vou can use a bypass code to log in. Click Generate to add a hyn	ass code.	Generate



Navigate to user on the top right corner and click on My Apps to navigate to Supplier Portal and click on Supplier Portal App.

The Second	? 57
ST Username	User details
My Profile Details Change My Password Email Options Security My Access My Requests My Consents Groups Applications	My Apps Catalog My Access Tokens Sign Out
Supplier Accounts Receivable Specialist Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment stat	
Supplier Bidder Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information an	
Supplier Self Service Administrator Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user account	
Page 1 of 1 (1-3 of 3 item) K < 1 > X	
hyper // dec // deal 43 and het Had even deven hyper a laderen hyper and het hyper a laderen hyper	





🗧 🕻 🙆 🖄 https:// b-sonj.dev2-sasslapiod1.8.ocs.oraclecloud.com/liomU/faces/FndOverview?IndGiobalitemNodels-itemNode_supplier_portal_suppl						
🔁 Delothe Links 🛅 Tax 🔁 T.C 🕒 MomentumDA 🗱 Sign in-prod						
🔔 Dev 2					A	
We My Oracle						
Supplier Portal						
Search Orders V Order Number	Q					
Tasks					0	
Orders Manage Porgrams Kenselsen all Payments Verar Porgrams Verar Porgrams Verar Active Hergatafores Constructions Conserver Provide Manage Profile	Requiring Attention	Recent Activity Lail 30 days	Tansaction Reports Lati 30 Days No data available			
					*	

2 HOW TO NAVIGATE - TLC SUPPLIER PORTAL

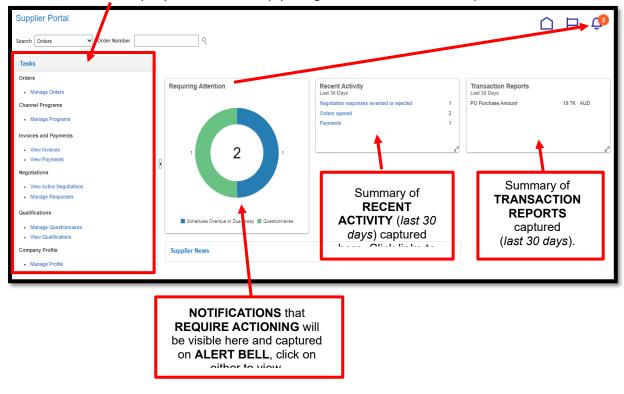
To access **SUPPLIER PORTAL** please follow this <u>link</u>.

Once logged in, navigate to **SUPPLIER PORTAL** module to view functions.

メ My Oracle	Good afternoon, LIAN Supplier Portal Tools Others	I TEST 2 WHITEFIELD
	APPS Suppose Portal Things to Finish	<i>Top Tips:</i> Select the HOME icon at anytime to return to the HOME PAGE .
	Assigned to Me O Created by Me O	You have no open notifications.

2.1 HOW TO NAVIGATE YOUR DASHBOARD





To VIEW/UPDATE company information simply navigate to one of the TASKS options:

QUICK SEARCH - select arrow for drop down for options (example below):

- Orders
- Shipments
- Invoices
- Negotiations
- Negotiations Responses
- Questionnaires.

Supplier Portal			
Searcl Orders V Orders Order Number Shipments Payments	्		
Orde Negotiations Questionnaires Channel Programs • Manage Programs Invoices and Payments • View Payments • View Payments Negotiations	Requiring Attention	Recent Activity Last 30 Days No data available	Transaction Reports Last 30 Days No data available
View Active Negotlations Manage Responses Qualifications Manage Questionnaires View Qualifications Company Profile Manage Profile	Supplier News		



3 HOW TO MANAGE YOUR PROFILE

The following updates are managed in MANAGE PROFILE:

- Organization Details
- Tax Details
- Address
- Contacts
- Bank Account
- Business Classifications
- Category (Products and Services provided).

We suggest the first step would be to check/update your company details. Begin by selecting **MANAGE PROFILE**.

Wy Oracle	
Supplier Portal	
Search Orders V Order Number	
Tasks	
Orders	
Manage Orders	
Channel Programs	
Manage Programs	
Invoices and Payments	
View Invoices	
View Payments	
Negotiations	
View Active Negotiations	
Manage Responses	
Qualifications	
Manage Questionnaires	
View Qualifications	
Company Profile	
Manage Profile	



3.1 UPDATE COMPANY PROFILE

Navigate through each tab under **COMPANY PROFILE** should you wish to update.

Organization Details	Tax Identifiers	Addresses	Contacts	Payments	Business Classifications	Products and Services
Company Profile (*) There are profile changes that aren's submitted. You must ed Last Change Request. 1900 Request Status. Draft	4	Products and Services	Requested By Request Date	WHITEFIELD, LIAN TEST 2 23-Nov-2023	Changel	Description
✓ General Company AUSTRA Supplier Number 116479 Supplier Type Supplier Type Supplier	LIAN HOTELS ASSOCIATION (ACT)				mization Type Corporation Status Active	
Identification DU-N-S Number Customer Number Sic Corporate Profile Year Established Mission Statement				National Insu Corpo Chief E	Attachments V2_AUSTRALIAN HOTELSASSOCIATIC mere) ance Number area Web Sile Top Tips: accutive Title Click EDIT b	- Č.
Vear Incorporated ✓ Financial Profile Current Fiscal Year 5 Potential Revenue Peter Jean Courtency Fiscal Year End Month	Å				Principal Time selecting ea enable acce	ch tab to



3.2 ENTER NEW ADDRESS

Change Description Change Description Cranscation Details Tax Identifiers Addresse Contacts Products and Services	Intering a NEW ADDRESS select 📑 icon.				
Organization Details Tax Identifiers Addresse Contacts Payments Business Classifications Products and Services Actions View Format + * X Status Active III Freeze # Wrap				ſ	
Organization Details Tax Identifiers Addressor Contacts Payments Business Classifications Products and Services Actions * View * Format * * * * Freeze # Wrap	Edit Profile Change Request: 19005				
Actions 🖲 View 👻 Format 👻 💠 🍅 💥 Status Active 👻 🔟 Freeze 🔞 Wrap	Change Description				
	Organization Details Tax Identifiers Addresser Contacts Payments Business Classifications Products and Services				
Address Name 🔺 Address Purpose Fax Status	Actions 💌 View 💌 Format 💌 🕂 🥐 💥 Status Active 🛶 🏢 Freeze 🖂 Wrap				
	Address Name 🔺 🗢 Address	Phone	Address Purpose	Fax	Status

Enter ADDRESS NAME field (e.g. Warehouse, Head Office, Melbourne Office).

reate Address				Top Tips:
* Address Name		* Address	Ordering	Be sure to complete mandatory fields
* Country	Australia	Purpose		with asterix *.
* Address Line 1			RFQ or Bidding	
Address Line 2		Phone		
Address Line 3		Fax		
City		▼ Email		
State		▼ Inactive Date	dd-mmm-yyyy Active	Ť
Postal Code		•	,	
Language	~			
				Create Another OK Cancel

To view options select the arrow for drop down list.

* Country	Australia	
* Address Line 1	Afghanistan	AF
Address Line 2	Aland Islands	AX
Address Line 3	Albania	AL
0.4	Algeria	DZ
City	American Samoa	AS
State	Andorra	AD
Postal Code	Angola	AO
Language	Anguilla	AI
	Antarctica	AQ
	Antigua and Barbuda	AG
	Search	



3.2.1 HOW TO UPDATE EXISTING ADDRESSES

elect the ADDRESS NAME or 📝 edit pencil.				
Edit Profile Change Request: 19004	Delete	Change Request Review Ch	anges Save <u>S</u>	ave and Close
Crgarization Details Tax Identifiers Addresses 200 40 Payments Business Classifications Products and Services				
Actions + View + Format + + N 🐹 Status Active - 📰 Freeze al Wrap				
Address Name A ddress	Phone	Address Purpose	Fax	Status
MANUKA PO BOX 3259 MANUKA ACT 2903	(2)62736633	Ordering; Remit to		Active

Access drop downs for selection options.

Edit Address: MANUK	A				×
* Address Name	MANUKA	* Address	Ore	dering	
* Country	Australia 🔻	Purpose	_		
* Address Line 1	PO BOX 222			Q or Bidding	
Address Line 2		Phone	61	2 62736633	
Address Line 3		Fax	93	Afghanistan	
City	MANUKA 🗸	Email	358	Aland Islands	
State	ACT 🗸	Inactive Date Status	355	Albania	
Postal Code	2603 🗸]	213	Algeria	
Language	~		1	American Samoa	
			376 244	Andorra	
			1	Angola Anguilla	ancel
			672	Antarctica 👻	
			Searc	h	

Once complete select **OK**.

Edit Address: MANUK	А	×
* Address Name	MANUKA	* Address ✔ Ordering
* Country	Australia	Purpose 🖌 Remit to
* Address Line 1	PO BOX 222	RFQ or Bidding
Address Line 2		Phone 61 v 2 62736633
Address Line 3		Fax 🗸 🗸
City	MANUKA	Email test@gmail.com
State	ACT	Inactive Date dd-mmm-yyyy
Postal Code	2603	Ton Ting
Language	~	Ensure to select SAVE after each edit to capture all changes.
		O <u>K</u> <u>C</u> ancel



To finalise be sure to click **SAVE AND CLOSE**.

	₩ My Oracle					р ф u
Ec	lit Profile Change Req	uest: 19004			Save <u>S</u> ave a	Ind Close
		Change Description				
0	ganization Details Tax Identifiers	Addresses Contacts Payments Business Classifications Products and Services				
	Actions • View • Format •	🕂 🧨 💥 Status Active 🗸 🏢 Freeze 🚽 Wrap				
	Address Name ▲マ	Address	Phone	Address Purpose	Fax	Status
	MANUKA	PO BOX 222, MANUKA ACT 2603	+61 (2) 6273 6633	Ordering; Remit to		Active



3.3 HOW TO EDIT CONTACT DETAILS

Select **CONTACTS** and **CONTACT NAME** or the **PENCIL** icon.

Wy Oracle						р Ф и
Edit Profile Change Request: 19004					Save <u>S</u> ave	and Close Cancel
Change Description						
Organization Details Tax Identifiers Addresser Contacts Payments Business Classifications Products and Services						
Actions 💌 View 💌 Format 💌 🕂 🖍 🤇 Status Active 💌 🏢 Freeze 🚟 Detach 🚽 Wrap						
Name	▲マ Job Title	▲ ▼ Email	▲♥ Phone	Administrative Contact	User Account	Status
WHITEFIELD, LIAN TEST 2		lianwhitefield3@gmail.com			٢	Active
Columns Hidden 7						

To delete roles **not applicable** to the contact. Select the role line ensuring it is highlighted in blue. To delete click the \mathbf{x} symbol. Once complete, select **OK**.

Edit Contact: LIAN TEST 2 VHITEFIELD				×
Salutation		Phone	•	
* First Name LIAN TEST 2		Mobile	▼	
Middle Name		Fax	▼	
* Last Name WHIT FIELD		Email lian	whitefield3@gmail.com	
Job Title		Status Acti	tive 🗸	
Administrative conta	act			
Contact Addresses				
	🗑 Freeze 📓 Detach 📣 Wrap			
Address Name Address		Phone	Address Purpose	Status
MANUKA PO BOX 2	222,MANUKA ACT 2603	+61 (2) 6273 6633	3 Ordering; Remit to	Active
Columns Hidden 5				
✓ User Account				
Account Status A tive 🗸				
User Name lia whitefield Roles Data Access	3@gmail.com			
Actions - View - Format - 🔀 🖪	🖩 Freeze 🚔 Detach 🚽 Wrap			
	Description			
Supplier Accounts Receivable Specialist	Manages invoices and payments for the sup	plier company Primany ta	uska include submitting invoices as well	as tracking in
Supplier Bidder	Sales representative from a potential supplie		-	
Supplier Self Service Administrator	Manages the profile information for the supp			
	manages the prome mornation for the supp	ner company. Enmary tasi	ins include updating supplier profile into	mauon anu r 🔻
				O <u>K</u> <u>C</u> ancel



Select SAVE AND CLOSE to final	ise.						1
Wy Oracle							ָר ד
Edit Profile Change Request: 19005						Save <u>S</u> ave an	nd Close <u>C</u> ancel
Change Description							
Organization Details Tax Identifiers Addresses Contacts Payments Business Classification	ns Products and Services						
Actions 🗸 View 👻 Format 👻 🕂 🥒 🗶 Status Active 👻 📄 Freeze 🛒 Deta	ch 🚽 Wrap						
Name		📥 🗢 Job Title	▲▼ Email	▲♥ Phone	Administrative Contact	User Account	Status
WHITEFIELD, LIAN TEST 2			lianwhitefield3@gmail.c	com		٢	Active



3.4 HOW TO ENTER / UPDATE A LOCAL BANK ACCOUNT

Each new bank account requires one of the following bank verification documents.

- Verification letter directly from the bank
- Copy of relevant accounts
- Bank account details on company letterhead signed by CFO/Owner/Director
- Copy of blank deposit slip.

Please attach verification document in the **ORGANIZATION DETAILS** tab, under **ATTACHMENTS**, by selecting and **Choose File** and once attached, **OK**.

My Oracle		
Edit Profile Change Request: 200	004	
Organization Details Tax Identifiers Addresses	Contacts Payments Business Classifications Products and Services	
⊿ General		
* Supplier Name	TEST TLC Tax Organization Type	Corporation 🗸
Supplier Number	116479 Status	Active
Supplier Type	Supplier 🗸 Attachments N	ione 🕂
Identification		
D-U-N-S Number	National Insurance Number	
Customer Number	Corporate Web Site	
SIC		
▲ Corporate Profile		
Year Established	Chief Executive Title	
Mission Statement	Chief Executive Name	
	Principal Title	
	Principal Name	
Year Incorporated		
Financial Profile		
Fiscal Year End Month	v	
Current Fiscal Year's Potential Revenue		
Preferred Functional Currency	•	



To being entering/updating an LOCAL BANK ACCOUNT select EDIT, PAYMENT and PAYMENT METHOD.

Once **PAYMENT METHOD** options are visible select **ELECTRONIC** followed by the The Stick will indicate that you have selected the correct method of payment.

Edit Profile Cha	nge Request: 19004	Save <u>S</u> ave	and Close <u>Cancel</u>
Organization Details	Change Description		
Payment Methods			
Default	Payment Metric	From Date	To Date
•	Electronic	28-Jul-2023 🐻	dd-mmm-yyy
	Check	02-Oct-2008	dd-mmm-yyy 🗟
	FX Clearing	01-Jan-2000 🗟	dd-mmm-yyy 🗟
	JPM EFT Payment Method	01-Feb-2022	dd-mmm-yyy 🛱
	JPM Paper Payment Method	01-Jun-2022 🐻	dd-mmm-yyy
	Outsourced Check	02-Oct-2008	dd-mmm-yyy
	Wire	02-Oct-2008	dd-mmm-yyy 📬

To enter a **BANK ACCOUNT** select **PAYMENTS**, **BANK ACCOUNTS** and to add a new bank account.

₩ My Oracle				L [1]
Edit Profile Change Request: 19004			Save Save and Close	Cancel
Change Description				
Payment Methods Bank Accounts				
Actions 🔻 View 🔻 Format 👻 🕂 🧨 🔅 Freeze 👴 Wrap				
Primary Account Number	IBAN	Currency	Bank Name	÷
Columns Hidden 8				

Under **CREATE BANK ACCOUNT** section, input **COUNTRY, ACCOUNT NUMBER** and **BANK NAME** (see Top Tip).

Create Bank Account							
Enter account number or IBAN unle	ess account number is marked as required.		1				
* Country	Australia	Top Tips: -〇-	From Date 2	23-Nov-2023			
* Account Number	123456	Select Bank, input first few letters of the bank	Inactive On d	dd-mmm-yyyy			
Bank Name	co 🗸	to receive available	IBAN				
Bank Branch	Commonwealth Bank of Australia	options.	Currency	•			
	Community First Credit Union Limited						
Additional Informa	More						
Account Name			Check Digits				
Alternate Account Name			Account Type	~			
Account Suffix			Description				
					Create Another	0 <u>K</u>	<u>C</u> ancel



To enter **BANK BRANCH**, simple type in the BSB or the first few digits to generate options for selection. **NB:** If branch is not available please email <u>SupplierSet-Up@thelotterycorporation.com</u>

Create Bank Account							
Enter account number or IBAN unle	ess account number is marked as required						
* Country	Australia	•	From Date	23-Nov-2023			
* Account Number	123456		Inactive On	dd-mmm-yyyy			
Bank Name	Commonwealth Bank of Australia	•	IBAN				
Bank Branch		•	Currency	•			
	034-702 West End, Melbourne	034-702					
Additional Information	062-000 48 Martin Place Sydney	062-000					
	062-001 48 Martin Place Sydney	062-001	Charle District				
Account Name	062-002 Barrack St Sydney	062-002	Check Digits				
Alternate Account Name	062-003 Liverpool & Castlereagh Sts	062-003	Account Type	~			
Account Suffix	062-004 Wynyard	062-004	Description				
	062-005 George & Market Sts Sydney	062-005				011	a 1
	062-006 Haymarket	062-006			Create Another	0 <u>K</u>	<u>C</u> ancel
	062-007 Haymarket	062-007					
	062-009 Wynyard	062-009					
	Search						

To enter **CURRENCY**, type currency or first letter and/or select arrow for drop down options.

Create Bank Account								
Enter account number or IBAN unless account number is marked as required.								
* Country	Australia	•	From Date	23-Nov-2023				
* Account Number	123456		Inactive On	dd-mmm-yyyy	Ċ			
Bank Name	Commonwealth Bank of Australia	•	IBAN					
Bank Branch	062-003 Liverpool & Castlereagh Sts Sy(•	Currency					
	Allow international payments			AUD Australian Dollar				
Additional Information	tion			More				
Account Name			Check Digits					
Alternate Account Name			Account Type	~				
Account Suffix			Description					
					Cre	ate Another	0 <u>K</u>	<u>C</u> ancel

Be sure to enter **ACCOUNT NAME** and **OK** to finalise.

Create Bank Account						
Enter account number or IBAN unle	ess account number is marked as required.					
* Country	Australia	From Date	23-Nov-2023			
* Account Number	123456	Inactive On	dd-mmm-yyyy			
Bank Name	Commonwealth Bank of Australia 👻	IBAN				
Bank Branch	062-003 Liverpool & Castlereagh Sts Syr 🔻	Currency	AUD 🔻			
	Allow international payments					
Additional Informa	tion					
Account Name	TEST SUPPLIER	Check Digits				
Alternate Account Name		Account Type	~			
Account Suffix		Description				
				Create Another	0 <u>K</u>	<u>C</u> ancel



3.5 HOW TO ENTER FOREIGN BANK ACCOUNT

Each new bank account requires one of the following bank verification documents.

- Verification letter directly from the bank
- Copy of relevant accounts
- Bank account details on company letterhead signed by CFO/Owner/Director
- Copy of blank deposit slip.

Please attach verification document in the **ORGANIZATION DETAILS** tab, under **ATTACHMENTS**, by selecting and **Choose File** and once attached, **OK**.

My Oracle		
Edit Profile Change Request: 200	004	
Organization Details Tax Identifiers Addresses	Change Description	
▲ General		
* Supplier Name	TEST TLC Tax Organization Type	Corporation 🗸
Supplier Number	116479 Status	Active
Supplier Type	Supplier V Attachments N	lone 🕂
Identification		
D-U-N-S Number	National Insurance Number	
Customer Number	Corporate Web Site	
SIC		
▲ Corporate Profile		
Year Established	Chief Executive Title	
Mission Statement	Chief Executive Name	
	Principal Title	
	Principal Name	
Year Incorporated		
Financial Profile		
Fiscal Year End Month	v	
Current Fiscal Year's Potential Revenue		
Preferred Functional Currency	▼	



To begin entering a new bank account, enter first few letters of **COUNTRY** to generate options for selection.

Edit Bank Account 123456							
Enter account number or IBAN unless account number is marked as required.							
	* Country	un		From Date	23-Nov-2023		
	Account Number	United Arab Emirates AE		Inactive On	dd-mmm-yyyy		
	Bank Name	United Kingdom GB		IBAN	GB29NWBK60161331926819		
	Bank Branch	United States US		Currency	•		
		United States Minor Outlying Islands UM					
A Additio	onal Informat	More					
- / tourite	nu monu						
	Account Name	TEST SUPPLIER		Check Digits			
Alterna	te Account Name			Account Type	~		
	Account Suffix			Description			
						O <u>K</u> <u>C</u> ancel	

NB: Foreign banks not available in the system, please email <u>SupplierSet-Up@thelotterycorporation.com</u>

Edit Bank Account 123456							
Enter account number or IBAN unless account number is marked as required.							
	* Country	United Kingdom	•	From Date	23-Nov-2023		
Ac	count Number	123456		Inactive On	dd-mmm-yyyy		
	Bank Name		*	IBAN	GB29NWBK60161331926819]	
	Bank Branch	BANK OF AMERICA, NA		Currency	▼		
		BANK OF SCOTLAND PLC					
Additior	ol Informa	BARCLAYS BANK PLC					
	armonna	BARCLAYS PRIVATE CLIENTS INTE					
	Account Name	BNP PARIBAS		Check Digits			
Alternate	Account Name	C HOARE & CO		Account Type	~		
	Account Suffix	CAF BANK LIMITED		Description			
		CATER ALLEN LTD					
		CITIBANK NA				O <u>K</u> <u>C</u> ancel	
		CLYDESDALE BANK PLC					
		Search					



NB: Select BANK BRANCH options from the arrow drop down. If branch is not available please email <u>SupplierSet-Up@thelotterycorporation.com</u>

Edit Bank Account 123456						
Enter account number or IBAN unless account number is marked as required.						
* Countr	V United Kingdom	From Date 23-Nov-2023				
Account Number	r 123456	Inactive On dd-mmm-yyyy				
Bank Nam	CITIBANK NA	IBAN GB29NWBK60161331926819				
Bank Branc	n 🔰					
	HMRC NATIONAL INSURANCE (SC 083210	Enter IBAN should you have one available				
Additional Inform	HMRC VAT (SC 083200) 083200					
Account Nam	LONDON, CANARY WHARF (SC 18 185008	Check Digits				
Alternate Account Nam	3	Account Type				
Account Suffi	κ	Description				
		OK Cancel				

Enter first letter of **CURRENCY** to generate drop down options.

Edit Bank Account 123456						
Enter account number or IBAN unless account number is marked as required.						
* Country	United Kingdom 👻	From Date	23-Nov-2023			
Account Number	123456	Inactive On	dd-mmm-yyyy			
Bank Name	CITIBANK NA	IBAN	GB29NWBK60161331926819			
Bank Branch	LONDON, CANARY WHARF (SC 18500 V	Currency	g 🔹			
	Allow international payments		GBP Pound Sterling GEK Georgian Coupon			
Additional Information	tion		GEL Lari			
Account Name	TEST SUPPLIER	(heck Digits	GHC Ghana Cedi (old)			
Alternate Account Name		A count Type	GHS Ghana Cedi			
Account Suffix		Description	GIP Gibraltar Pound			
			GMD Dalasi			
			GNF Guinea Franc	O <u>K</u> <u>C</u> ancel		
			GRD Drachma			
			, v			

For foreign bank accounts tick the **ALLOW INTERNATIONAL PAYMENTS** box. Check details correct and select **OK** to complete.

Edit Bank Account 123456							
Enter account number or IBAN unless account number is marked as required.							
* Country	United Kingdom 🔻	From Date	23-Nov-2023				
Account Number	123456	Inactive On	dd-mmm-yyyy				
Bank Name	CITIBANK NA	IBAN	GB29NWBK60161331926819				
Bank Branch	LONDON, CANARY WHARF (SC 18500	Currency	GBP				
I C	Allow international payments						
Additional Information	tion						
Account Name	TEST SUPPLIER	Check Digits					
Alternate Account Name		Account Type	~				
Account Suffix		Description					
			OK Cancel				



4 HOW TO MANAGE ORDERS

Stephen My Oracle				
Supplier Portal				
Search Orders V Order Number				
Tasks				
Orders				
Manage Orders				
Channel Programs				
Manage Programs				
Invoices and Payments				
View Invoices				
View Payments				
Negotiations				
View Active Negotiations				
Manage Responses				
Qualifications				
Manage Questionnaires				
View Qualifications				
Company Profile				
Manage Profile				

Select applicable entity from **SOLD-TO LEGAL ENTITY** drop down and **SUPPLIER SITE** from drop down arrow.

We My Oracle			
Manage Orders 👁	In BILL-TO BU select		Dgne 👙
A Search Sold-to Logar Loving	TLC GROUP.	Alpenner Manage Manage Manage Manage Mathalinit Ineved Search Al Discus Order Balaca Indude Gread Documents Iss V	V Search Reset Save
Search Results Actors View Format V III III Traves III Detach of Ways Order Order Order Date Description No assert Induced		Suppler Site Buyer Ordered Currency Status	Life Creation Cycle Date
My Oracle			
Konce Manage Orders @ More resolution Search Models Lager Entry Search Models Lager Entry Search Models Lager Entry Models Lager Entry Models Models	Select ORDER STATUS to minimise search.	Agained Manage Makkaka for defaunt at Owner Market V Sucher Conner Support Advancement of the Suppor	Search Reset Son-



5 HOW TO VIEW INVOICES

Select VIEW INVOICES under TASKS.

Tasks	
Orders	
Manage Orders	
Channel Programs	
Manage Programs	
Invoices and Payments	
View Invoices	
View Payments	R
Negotiations	
View Active Negotiations	
Manage Responses	
Qualifications	
Manage Questionnaires	
View Qualifications	
Company Profile	
Manage Profile	

Input mandatory invoice fields with **asterix** * to generate search.

View Invoices				
✓ Search Search Results Very 戸 ⊡ Datah	** Invite Netter ** Begelir ** Segelir Segelir ** Segelir ** Pachasa Ode	Input INVOICE STATUS to minimise	Consequence Advance	Advanced Interest Series (Series) */ Institution of series/ Teams Teams
Invoice Invoice Date Type	Purchase Supplier Order Supplier		Supplier Site	Unpaid Invoice Invoice Payment Comments Amount Amount Status Number



6 HOW TO VIEW PAYMENTS

Select VIEW PROGRESS under TASKS.

Tasks				
Orders				
Manage Orders				
Channel Programs				
Manage Programs				
Invoices and Payments				
View Invoices View Payments				
Negotiations				
View Active Negotiations				
Manage Responses				
Qualifications				
Manage Questionnaires				
View Qualifications				
Company Profile				
Manage Profile				

Enter Payment Number if known Select arrow from PAYMENT STATUS to view options

View Payments				Done
⊿ Search				Advanced Saved Search All Payments ** At least one is required
	** Payment Number	** Supplier	•	a national and an ordering
	Payment Status	Supplier Site	•	
	Payment Amount Cleared Cleared but unaccounted	Payment Date	dd-mmm-yyyy	
	Issued Negotiable			Search Reset Save
Search Results	Stop initiated Voided			
View 🔻 📰 🔛 Detach				
Payment Payment Date Payme	ent Type Invoice Supplier Number Supplier		Supplier Site	Payment Payment Remit-to Account



To include **SUPPLIER / SUPPLIER SITE** in **PAYMENT SEARCH**, select the arrow in each field and click **SEARCH** located at the bottom of drop down.

My Oracle		
View Payments		Dore 🗘
∡ Search		Advanced Saved Search All Payments 🗸
** Payment Namber	** Supplier	** At least one is required
Payment Status V Payment Annuart	Sert Kir Ste Beach, Beach,	
		Search Reset Save
Search Results		
Vex 🔻 🗾 📄 Detach		
Payment Payment Date Payment Type Supplier Number Payment Date Payment Type Number	Supplier Site	Payment Payment Remit-to Account Amount Status

Once **SEARCH** box appears, enter first few letters of the company name and click **SEARCH**, when located click **OK** to proceed.

Search and Select: S	upplier	×
▲ Search		A <u>d</u> vanced
Supplier Name]
Supplier Number		
		Search Reset
Supplier Name	Supplier Number	
No rows to display		
		OK Cancel

7 THE END