

# The Lottery Corporation Supplier Portal User Guide (External Supplier)

*How to Login  
&  
Navigate*

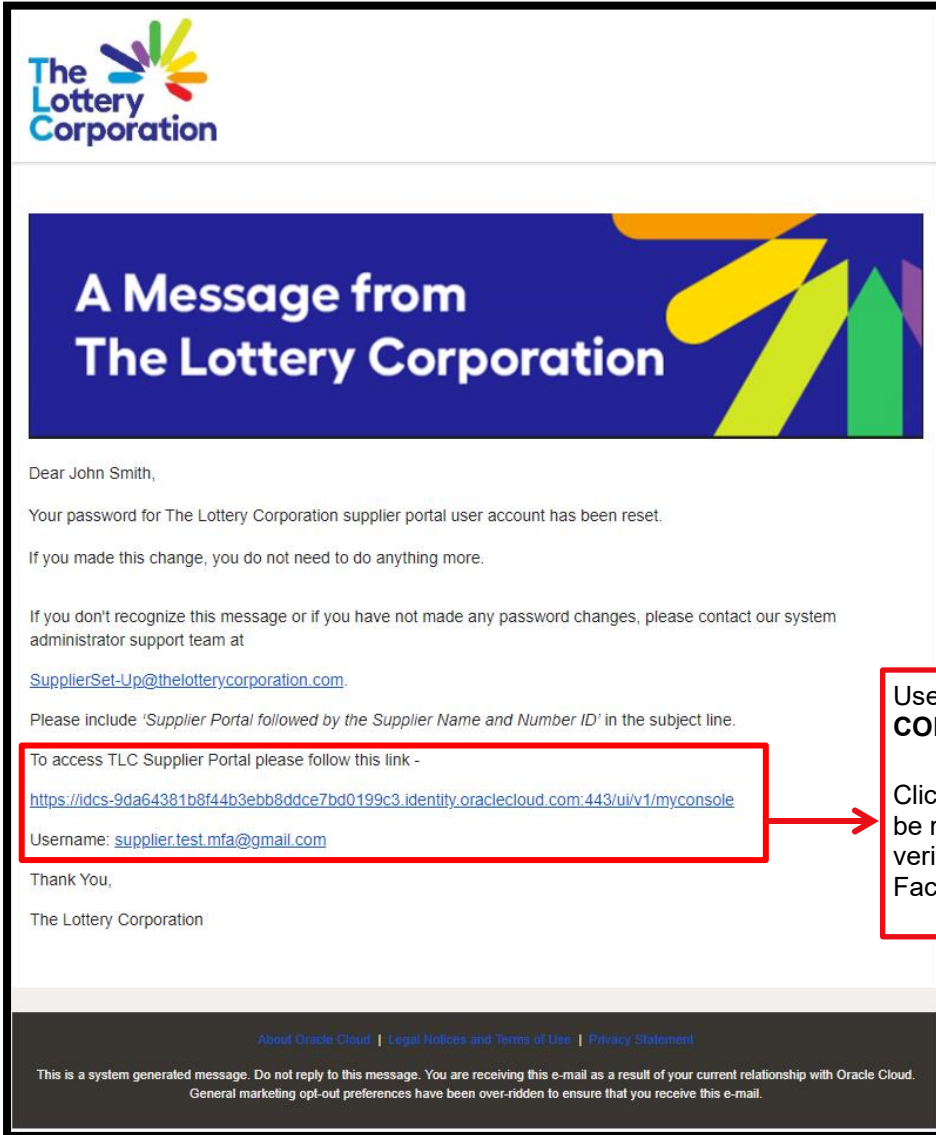
## Table of Contents

<b>1</b>	<b>LOGIN INTO SUPPLIER PORTAL (WITH MFA)</b>	<b>3</b>
1.1	Email	7
1.2	Mobile APP	10
1.3	Phone Number	14
1.4	FIDO Authentication	18
1.5	My Apps – Supplier Portal	19
1.6	My Apps – Supplier Portal (via Phone Number MFA)	20
<b>2</b>	<b>HOW TO NAVIGATE - TLC SUPPLIER PORTAL</b>	<b>22</b>
2.1	HOW TO NAVIGATE YOUR DASHBOARD	22
<b>3</b>	<b>HOW TO MANAGE YOUR PROFILE</b>	<b>24</b>
3.1	UPDATE COMPANY PROFILE	25
3.2	ENTER NEW ADDRESS	26
3.2.1	HOW TO UPDATE EXISTING ADDRESSES	27
3.3	HOW TO EDIT CONTACT DETAILS	29
3.4	HOW TO ENTER / UPDATE A LOCAL BANK ACCOUNT	31
3.5	HOW TO ENTER FOREIGN BANK ACCOUNT	34
<b>4</b>	<b>HOW TO MANAGE ORDERS</b>	<b>37</b>
<b>5</b>	<b>HOW TO VIEW INVOICES</b>	<b>38</b>
<b>6</b>	<b>HOW TO VIEW PAYMENTS</b>	<b>39</b>
<b>7</b>	<b>THE END</b>	<b>40</b>



## 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



User will be redirected to a page with **CONTINUE SIGN-IN** button.

Click on the **SIGN-IN URL** and user will be redirected to enable secure verification, i.e. login via MFA (Multi Factor Authentication).



Enter User information and click **SIGN-IN**

The Lottery Corporation

TLC Supplier Portal

Identity 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.

The Lottery Corporation

supplier.test.mfa@gmail.com

Identity domain ⓘ  
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

Click below to enable secure verification methods for your 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

supplier.test.mfa@gmail.com

Identity domain ⓘ  
SupplierPortalTest

Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

Email

Or, setup a new Secure Verification method to be added as a default method.

Mobile App

Phone Number

FIDO Authentica...

[What is Secure Verification?](#)

Shown below are the difference between modes of authentication -

What are the differences?

Mobile App | Phone Number | FIDO Authenticator

The Mobile App lets you use your mobile device during the login process to verify your identity.

**Passcode**  
Your mobile app generates a passcode. Enter this passcode on the login screen to verify your identity.

**Push Notification**  
A push notification is sent to your device. To approve the login request, tap **Allow**.


### What are the differences?

Mobile App      Phone Number      **FIDO Authenticator**

A passcode is sent to the phone number specified by the user.

#### Phone Number

The user's device receives a passcode as either a Text Message (SMS) or a phone call. The user enters the passcode on the login screen to verify their identity.



Setup


### What are the differences?

Mobile App      Phone Number      **FIDO Authenticator**

Use your security key for authentication.

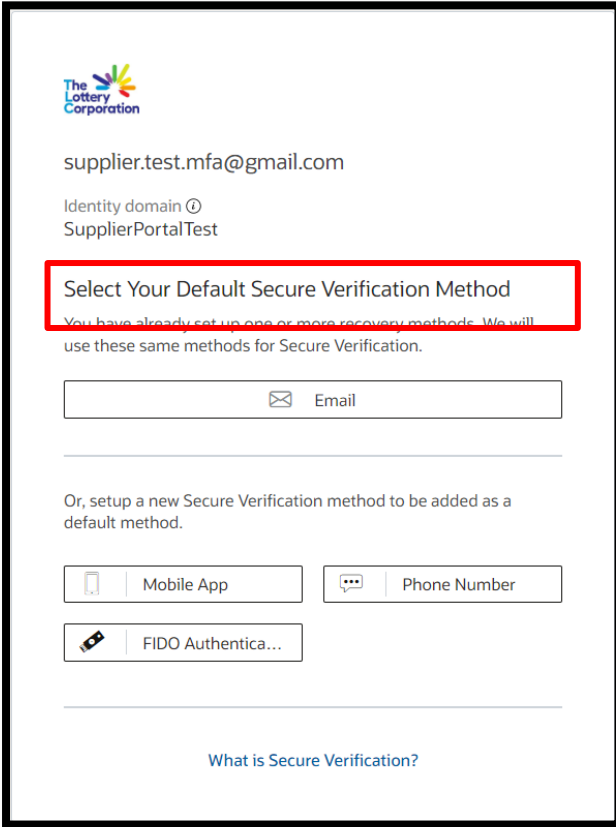
#### FIDO Authenticator

Insert the security key into your computer's USB port to sign in.



## 1.1 Email

Select the preferred email verification method.



The Lottery Corporation

supplier.test.mfa@gmail.com

Identity domain ⓘ  
SupplierPortalTest

**Select Your Default Secure Verification Method**

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

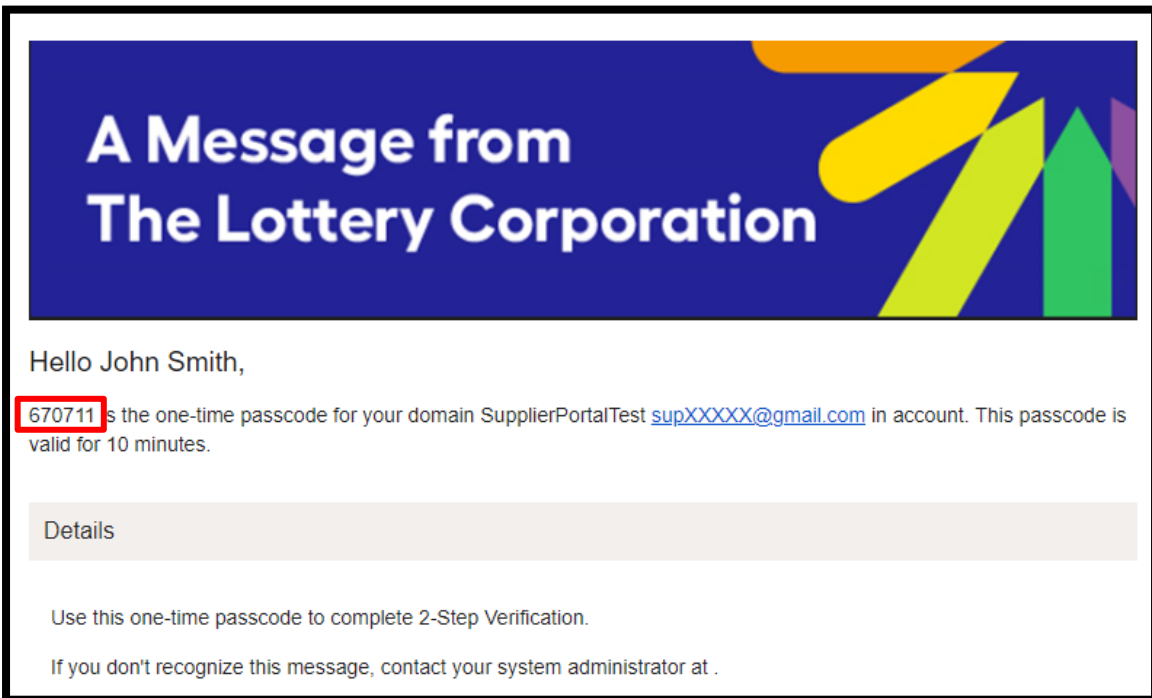
Email

Or, setup a new Secure Verification method to be added as a default method.

Mobile App  Phone Number  FIDO Authentica...

[What is Secure Verification?](#)

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



**A Message from  
The Lottery Corporation**

Hello John Smith,

**670711** is the one-time passcode for your domain SupplierPortalTest [supXXXXX@gmail.com](#) in account. This passcode is valid for 10 minutes.

**Details**

Use this one-time passcode to complete 2-Step Verification.

If you don't recognize this message, contact your system administrator at .




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

supplier.test.mfa@gmail.com

Identity domain ⓘ  
SupplierPortalTest

Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

 Email

---

An email that contains a verification code has been sent to supplier.test.mfa@gmail.com.



Code


[Resend code](#)

**Verify Email Address**

---

Or, setup a new Secure Verification method to be added as a default method.

 Mobile App     Phone Number

 FIDO Authentica...

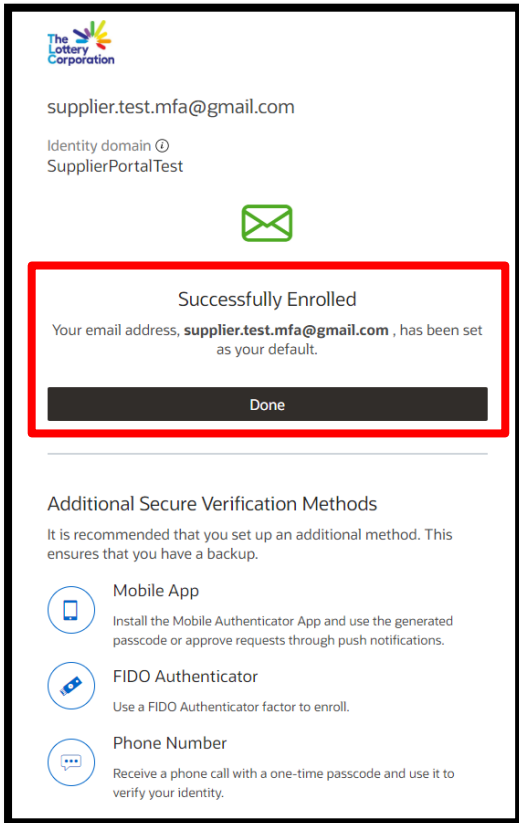
---

[What is Secure Verification?](#)



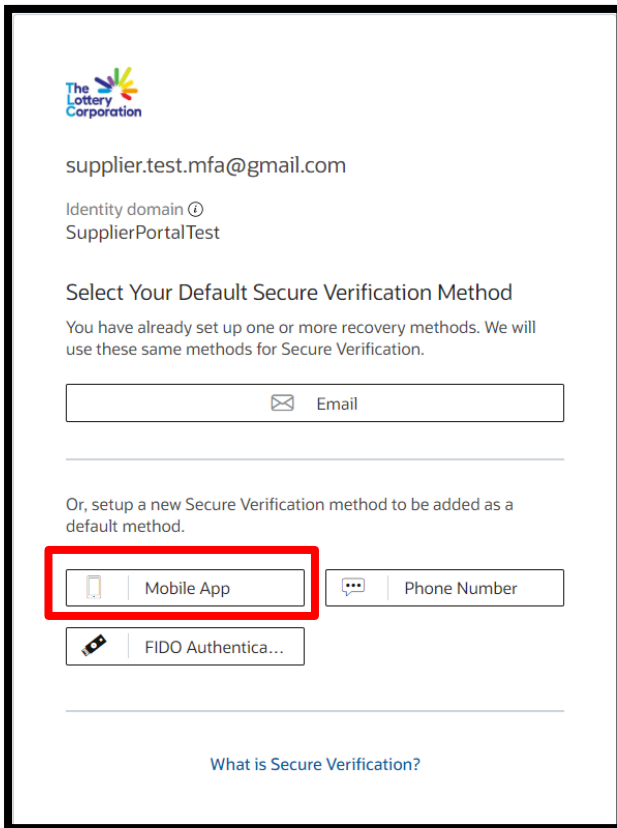


Notification received once successfully enrolled. To proceed click **DONE**.



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

## 1.2 Mobile APP



The Lottery Corporation

supplier.test.mfa@gmail.com

Identity domain ⓘ  
SupplierPortalTest

### Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

Email

Or, setup a new Secure Verification method to be added as a default method.

Mobile App

Phone Number

FIDO Authentica...

[What is Secure Verification?](#)

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

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

The Lottery Corporation

supplier.test.mfa@gmail.com

Identity domain ⓘ  
SupplierPortalTest

Select a Method What are the differences? ?

Mobile App  Phone Number

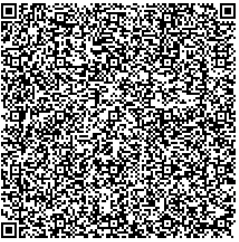
FIDO Authenticator

---

**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 ?



Can't Scan QR code?  
[Configure the App using this URL](#)

---


[What is Secure Verification?](#)

3 options available for mobile apps configuration

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

**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.



Can't Scan QR code? [Enter key manually](#)

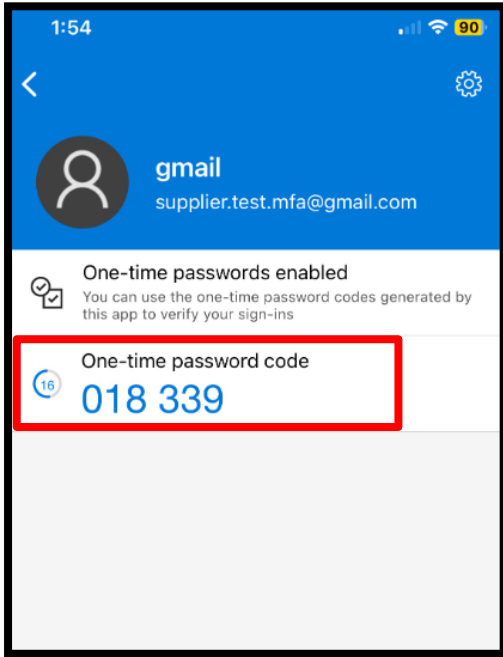
Offline Mode or Use Another Authenticator App ⓘ

---

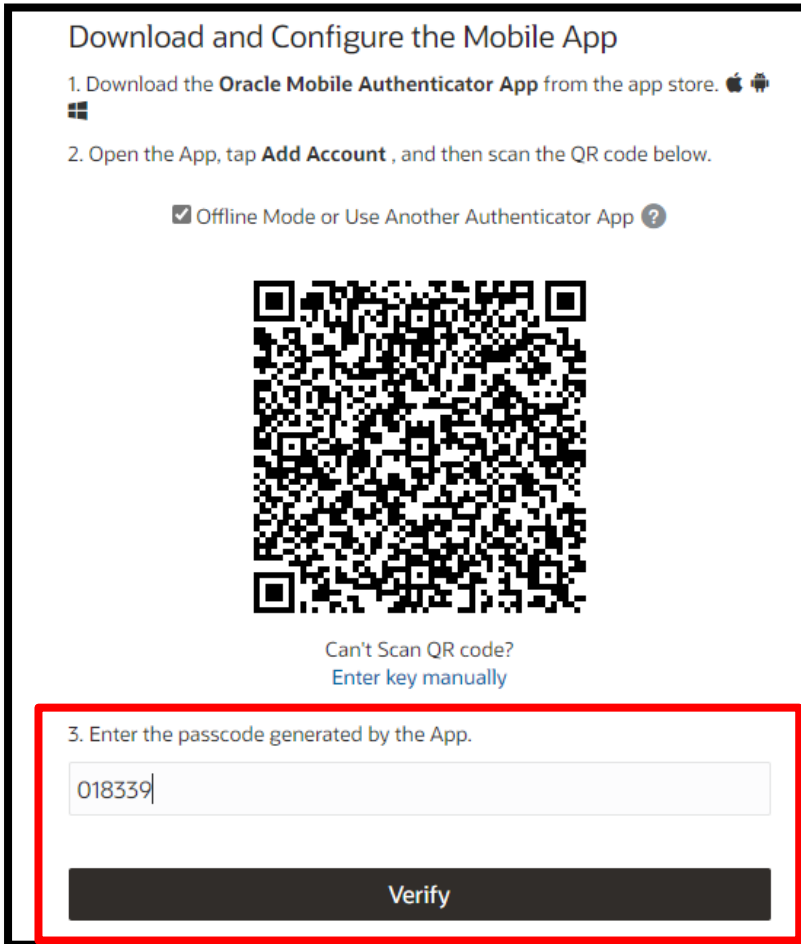
3. Enter the passcode generated by the App.

User to scan the QR code using the preferred authenticator app (e.g. Microsoft, DUO, etc) in your mobile phone application.

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

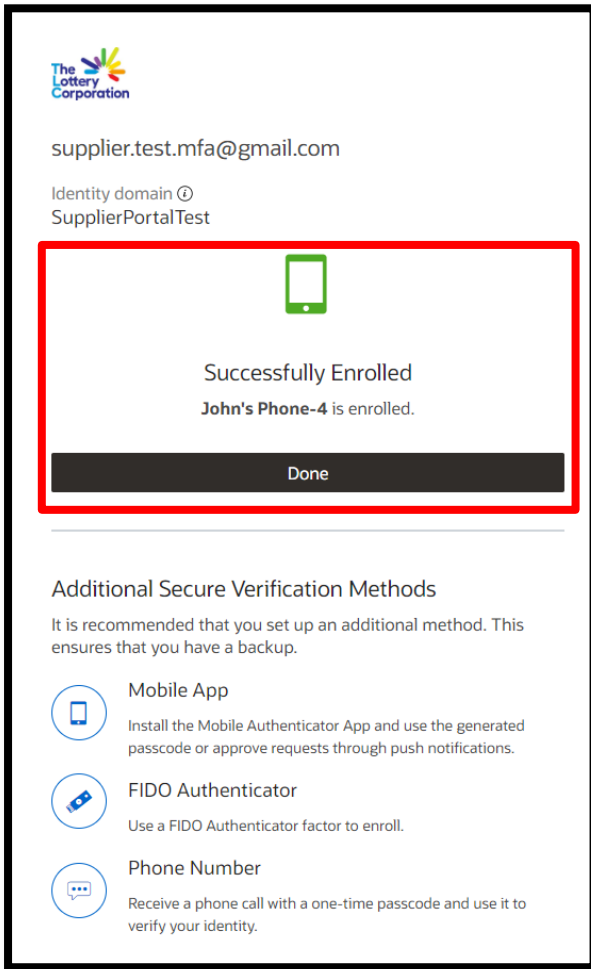


Enter the passcode generated by the chosen apps in the available field below. Then click “Verify”





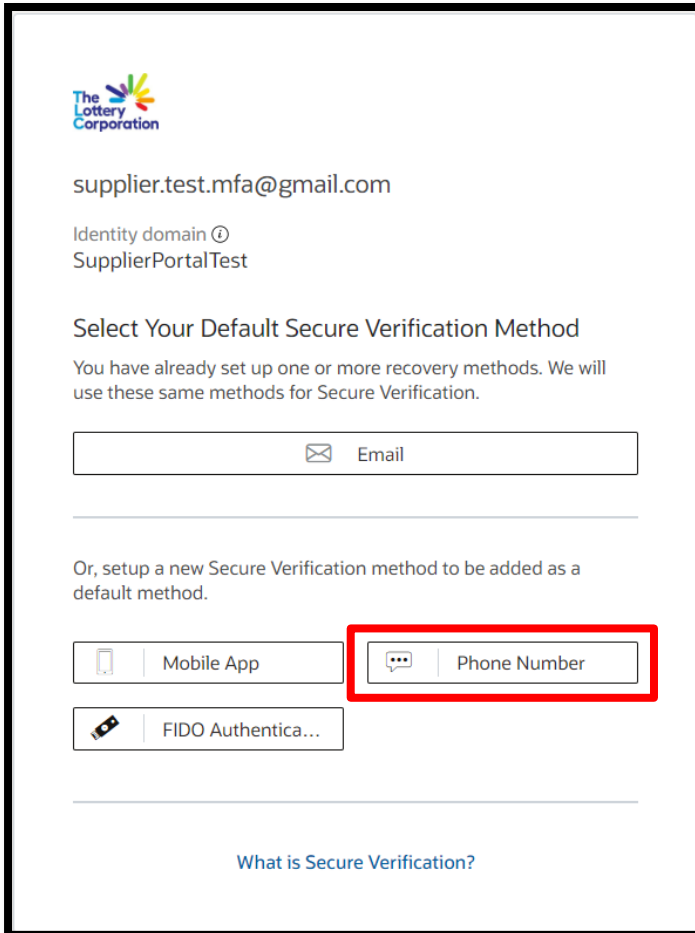
You will receive confirmation that enrolment is successful.



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

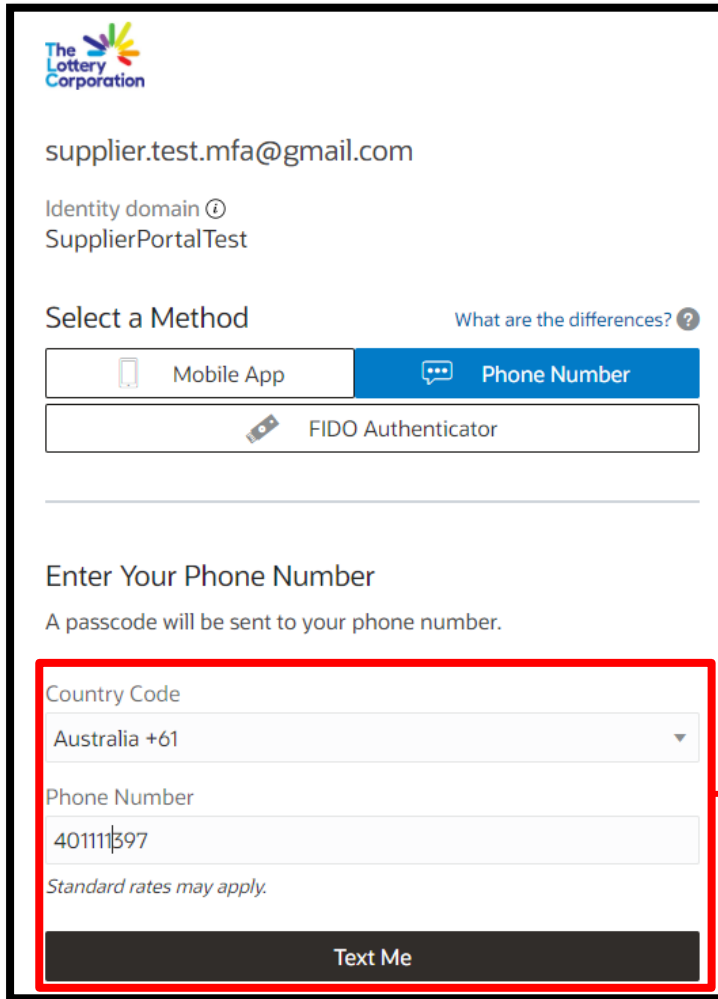
### 1.3 Phone Number

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



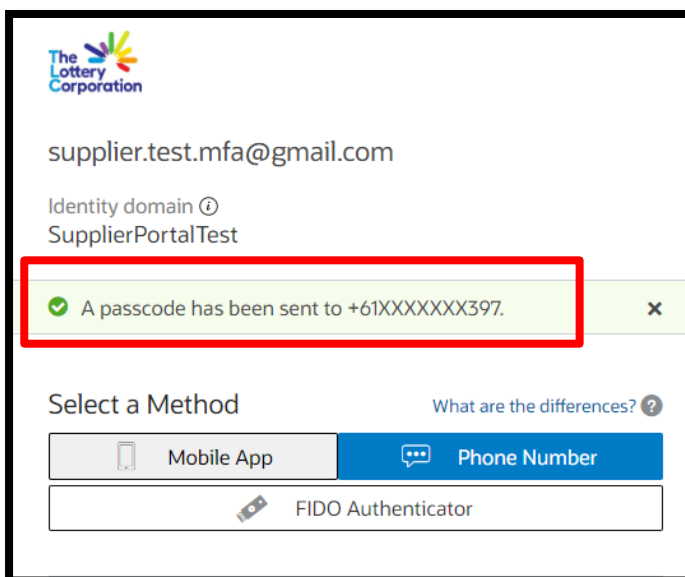
The screenshot shows a web interface for selecting a secure verification method. At the top left is the logo for The Lottery Corporation. Below the logo, the email address 'supplier.test.mfa@gmail.com' is displayed. Underneath, the identity domain is shown as 'SupplierPortalTest'. The main heading is 'Select Your Default Secure Verification Method', followed by a sub-heading: 'You have already set up one or more recovery methods. We will use these same methods for Secure Verification.' There are three selection options: 'Email' (with an envelope icon), 'Mobile App' (with a smartphone icon), and 'Phone Number' (with a speech bubble icon). The 'Phone Number' option is highlighted with a red rectangular border. Below these options is a link that says 'What is Secure Verification?'.

Provide the phone number and click on Text Me button.

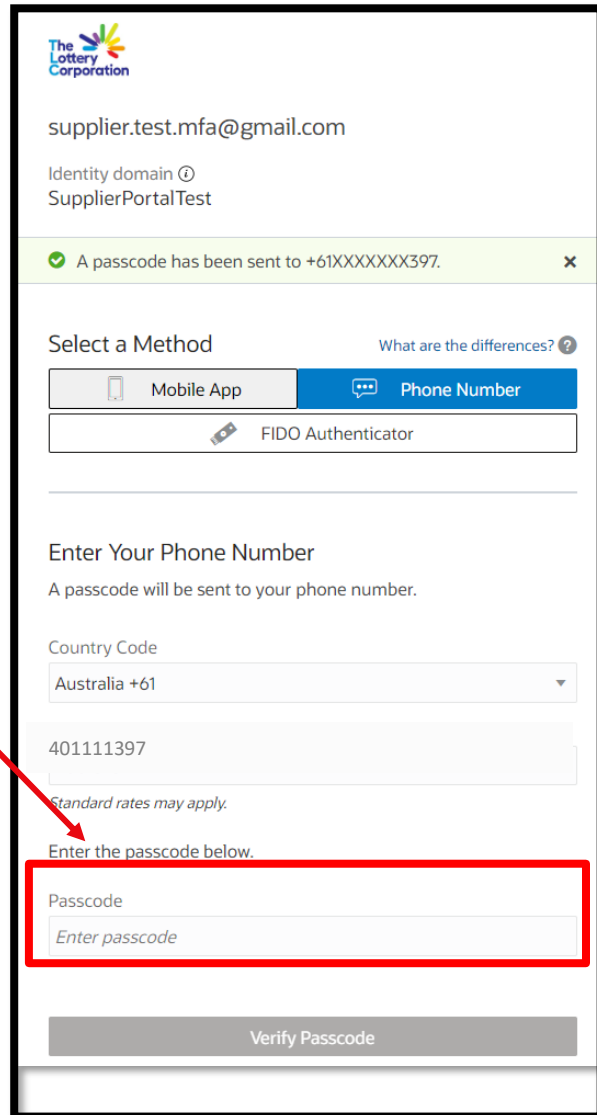
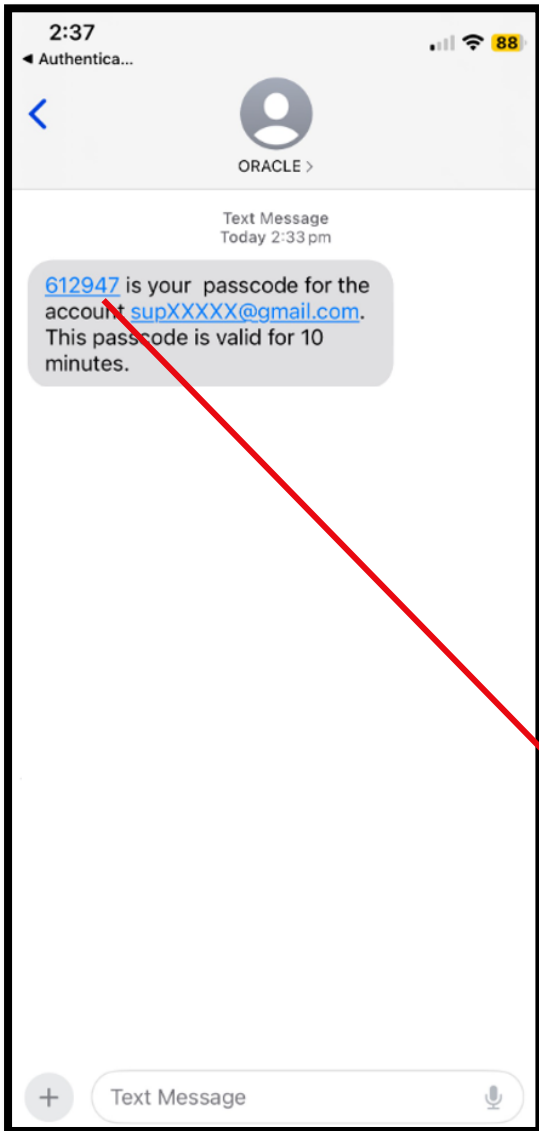


**IMPORTANT NOTE:** only enter 9 digit of Australian mobile phone number without the first "0".

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



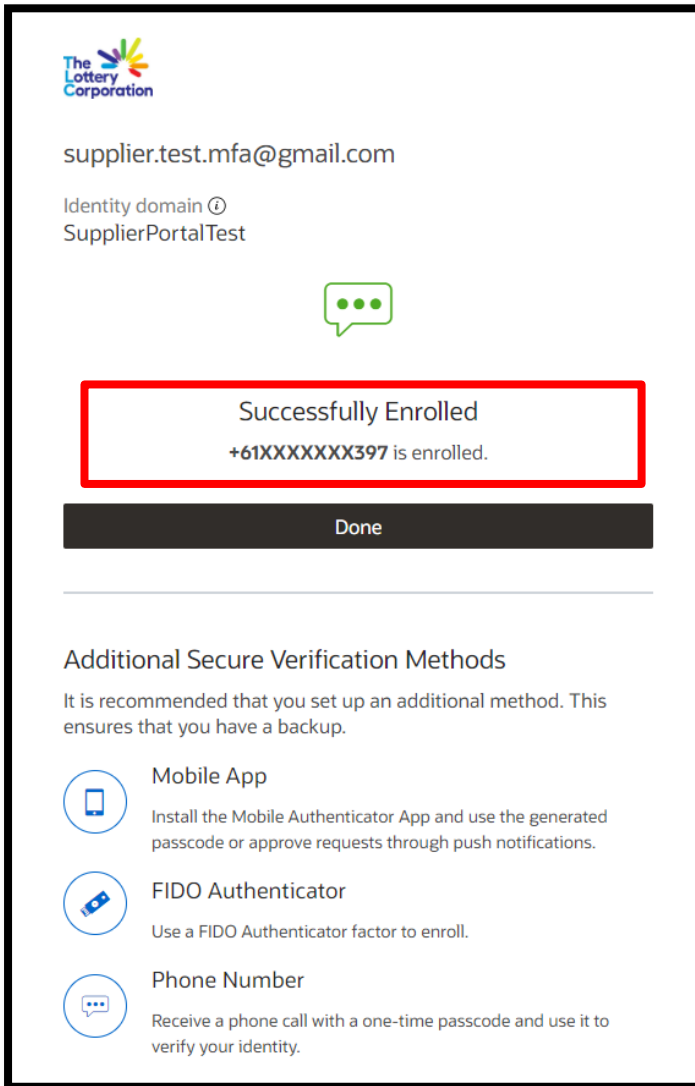
Enter the passcode received via text message into the nominated field and click on submit button.







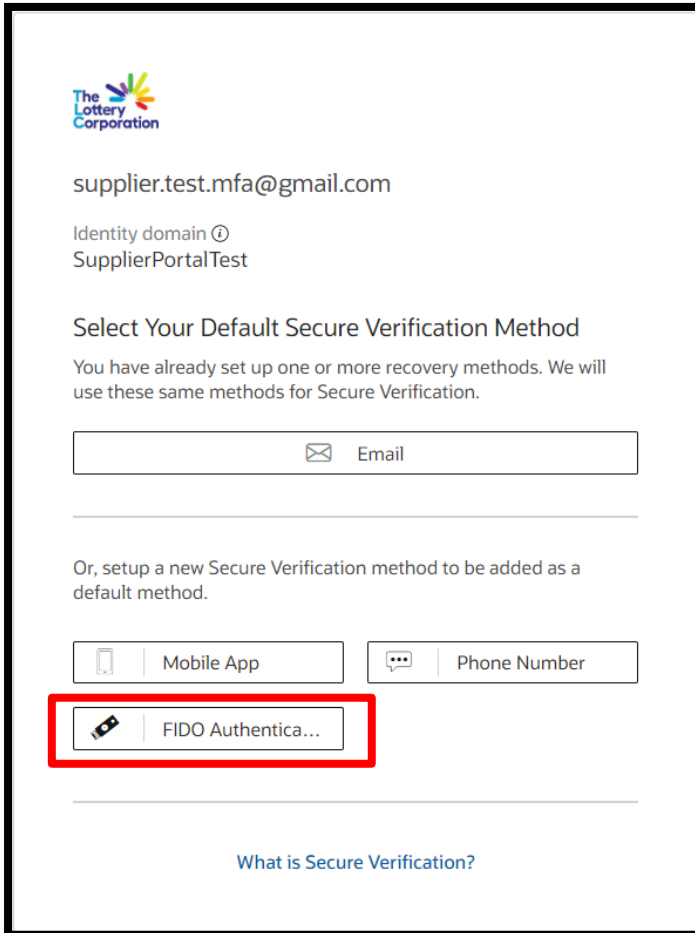
The user will get a confirmation that their device has been enrolled successfully.



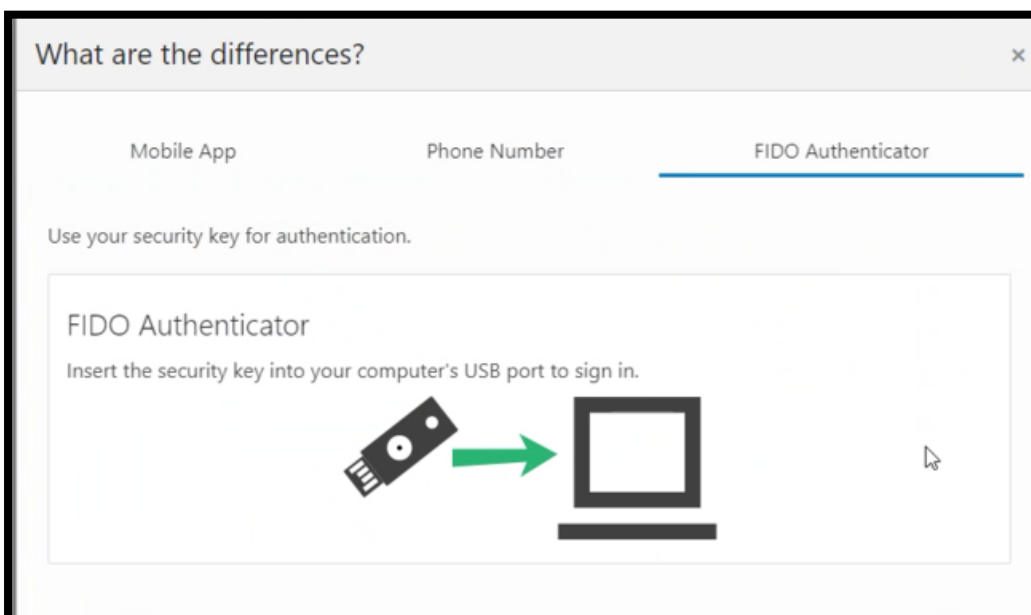
**IMPORTANT NOTE:** Once MFA login is completed, supplier will access the My Apps SUPPLIER PORTAL, go to step 1.6 (step for mobile phone login is slightly different from other method).

## 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 screenshot shows a web interface for setting up secure verification. At the top left is the logo for The Lottery Corporation. Below it, the email address 'supplier.test.mfa@gmail.com' is displayed. Underneath, the identity domain is listed as 'SupplierPortalTest'. The main heading is 'Select Your Default Secure Verification Method'. A sub-heading reads: 'You have already set up one or more recovery methods. We will use these same methods for Secure Verification.' There are three buttons: 'Email' (with an envelope icon), 'Mobile App' (with a smartphone icon), and 'FIDO Authentica...' (with a security key icon). The 'FIDO Authentica...' button is highlighted with a red rectangular border. At the bottom, there is a link that says 'What is Secure Verification?'.

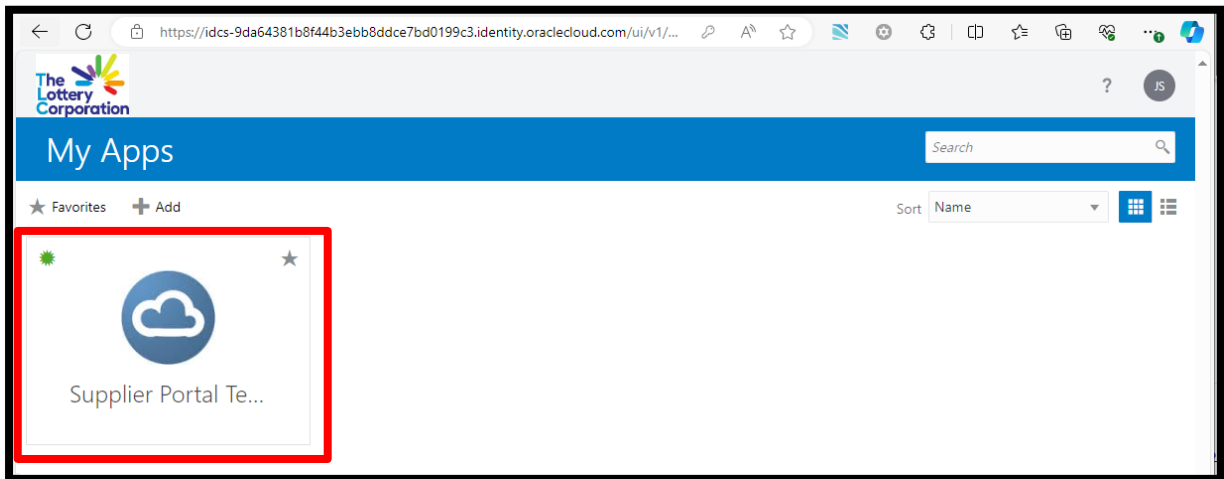


## 1.5 My Apps – Supplier Portal

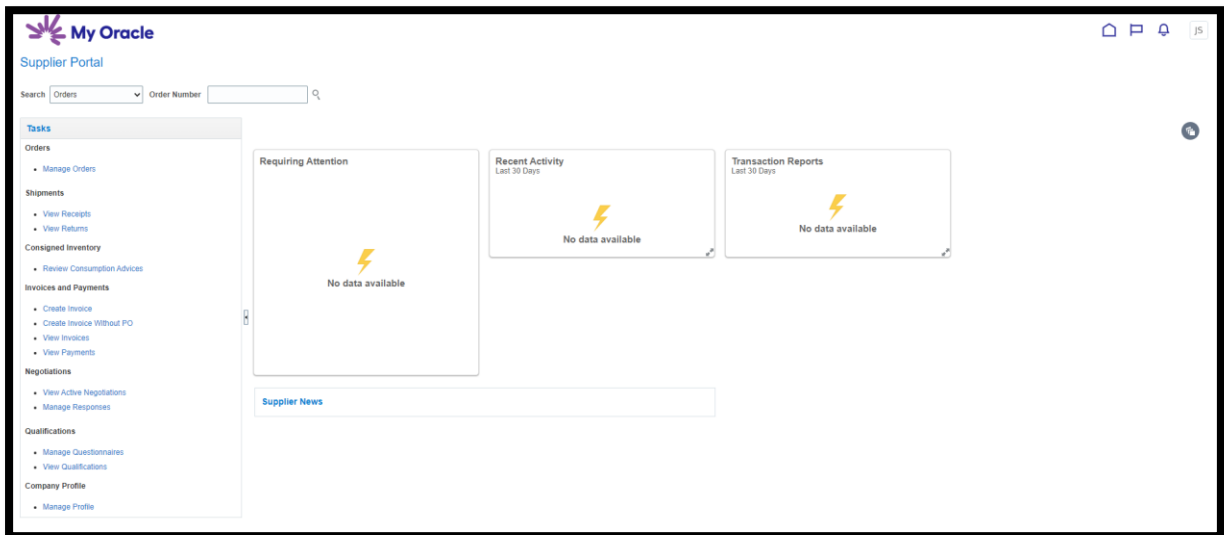
Once MFA login is completed, supplier will access the My Apps, SUPPLIER PORTAL.

**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.



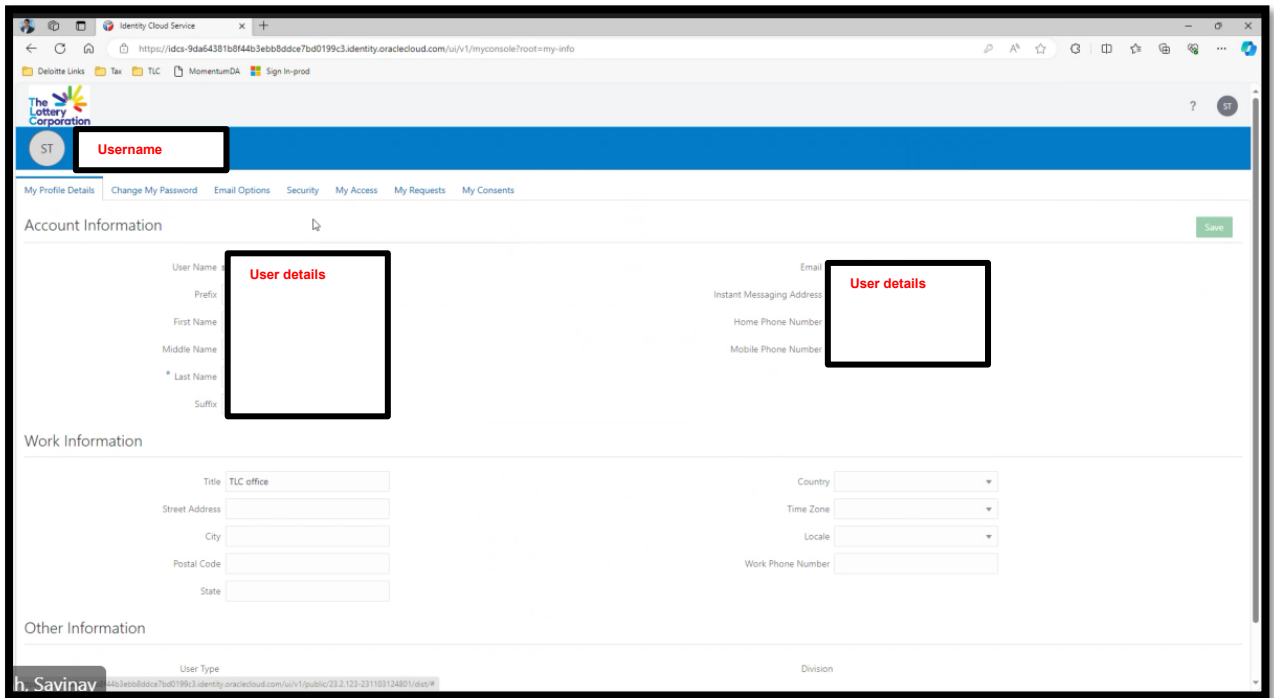
This will redirect you to the TLC Supplier Portal



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

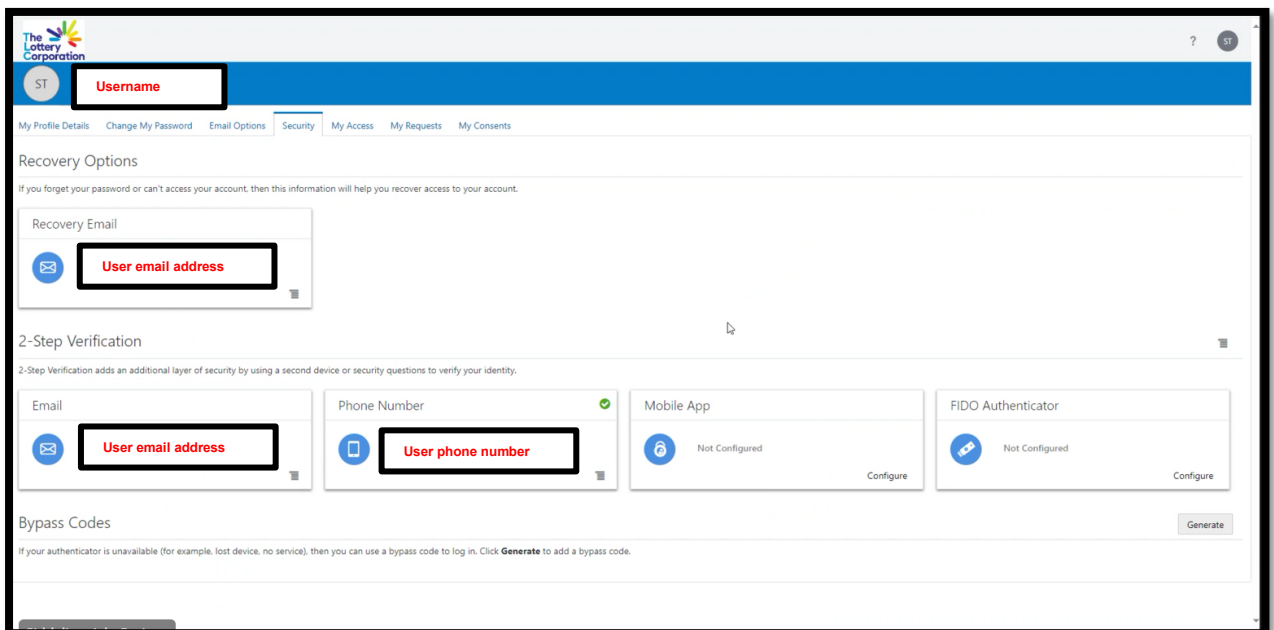
## 1.6 My Apps – Supplier Portal (via Phone Number MFA)

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



The screenshot shows the 'My Profile Details' page in the Identity Cloud Service. The page is divided into three main sections: Account Information, Work Information, and Other Information. The 'Account Information' section includes fields for User Name, Prefix, First Name, Middle Name, Last Name, Suffix, Email, Instant Messaging Address, Home Phone Number, and Mobile Phone Number. The 'Work Information' section includes fields for Title, Street Address, City, Postal Code, State, Country, Time Zone, Locale, and Work Phone Number. The 'Other Information' section includes fields for User Type and Division. Red boxes highlight the 'Username' field in the top navigation bar and the 'User details' labels for the 'User Name' and 'Mobile Phone Number' fields.

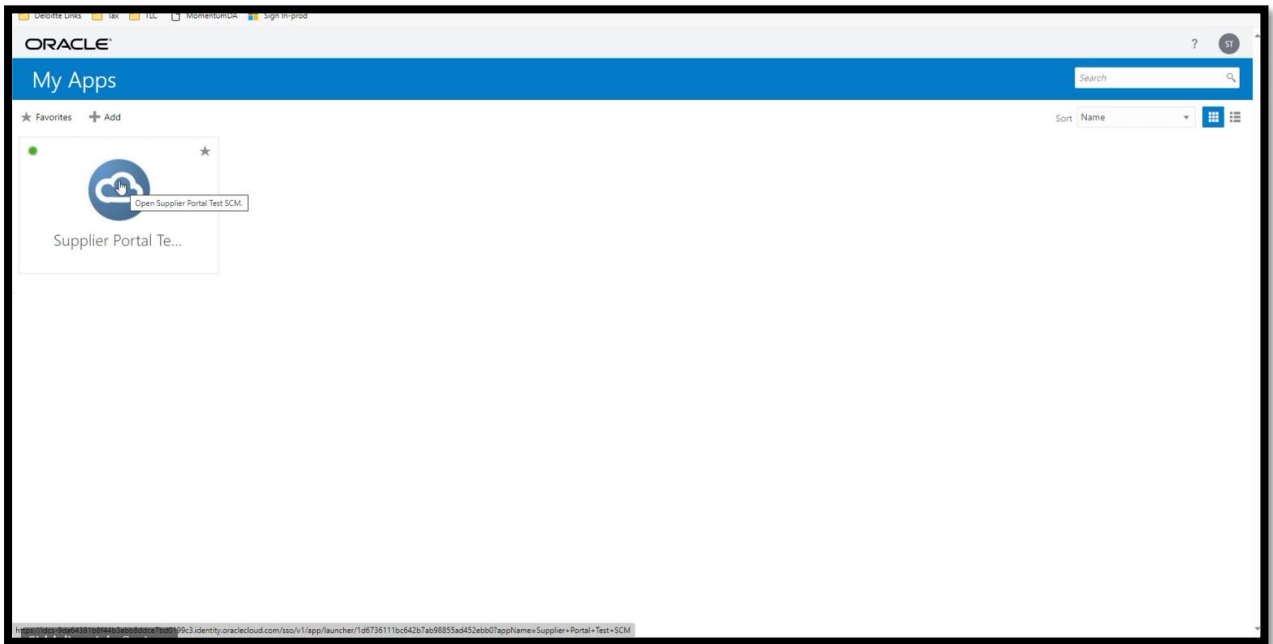
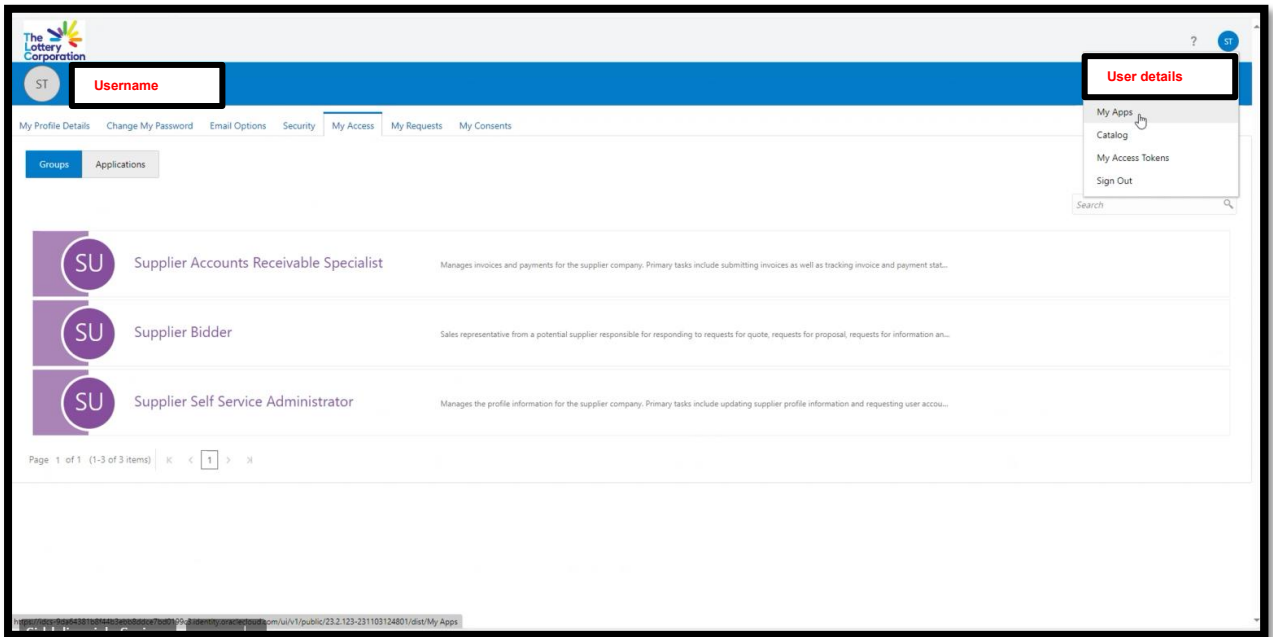
If the user wishes to change the authentication method, it can be done from here.

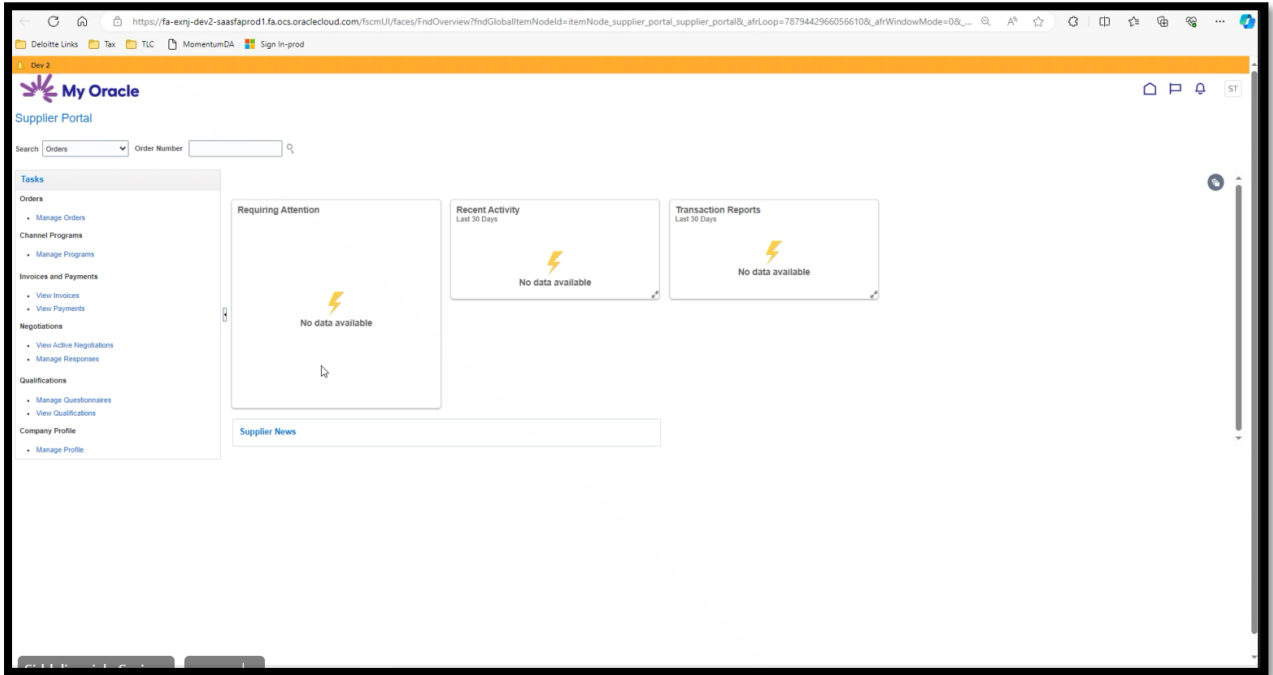


The screenshot shows the 'Recovery Options' page in the Identity Cloud Service. The page is divided into three main sections: Recovery Options, 2-Step Verification, and Bypass Codes. The 'Recovery Options' section includes a field for Recovery Email. The '2-Step Verification' section includes fields for Email, Phone Number, Mobile App, and FIDO Authenticator. The 'Bypass Codes' section includes a 'Generate' button. Red boxes highlight the 'User email address' and 'User phone number' fields.



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

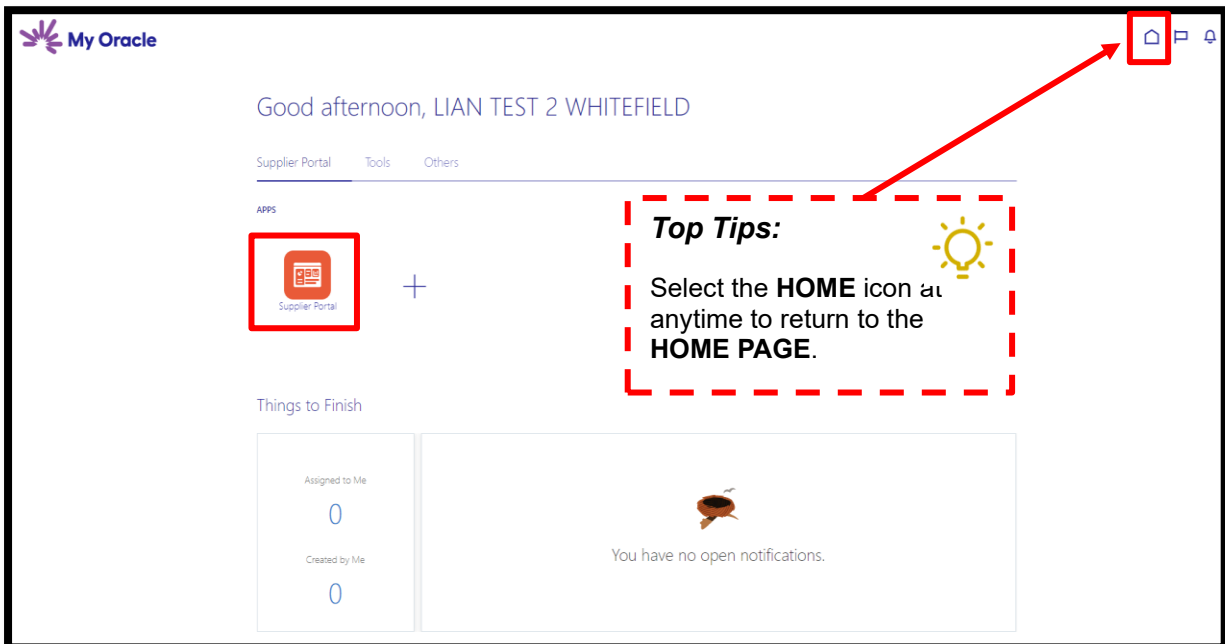




## 2 HOW TO NAVIGATE - TLC SUPPLIER PORTAL

To access **SUPPLIER PORTAL** please follow this [link](#).

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



### 2.1 HOW TO NAVIGATE YOUR DASHBOARD

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

**Supplier Portal**

Search: Orders | 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

**Requiring Attention**

2

■ Schedules Overdue or Due Today ■ Questionnaires

**Recent Activity**  
Last 30 Days

Negotiation responses awarded or rejected	1
Orders opened	2
Payments	1

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	19.7K AUD
--------------------	-----------

**Summary of RECENT ACTIVITY (last 30 days) captured**

**Summary of TRANSACTION REPORTS captured (last 30 days).**

**NOTIFICATIONS that REQUIRE ACTIONING will be visible here and captured on ALERT BELL, click on either to view**

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

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

**My Oracle**

**Supplier Portal**

Search: Orders | Order Number: [ ]

**Tasks**

- Orders
  - Orders
  - Shipments
  - Invoices
  - Payments
  - Negotiations
  - Negotiation Responses
  - Questionnaires
- 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

**Requiring Attention**

No data available

**Recent Activity**  
Last 30 Days

No data available

**Transaction Reports**  
Last 30 Days

No data available

**Supplier News**

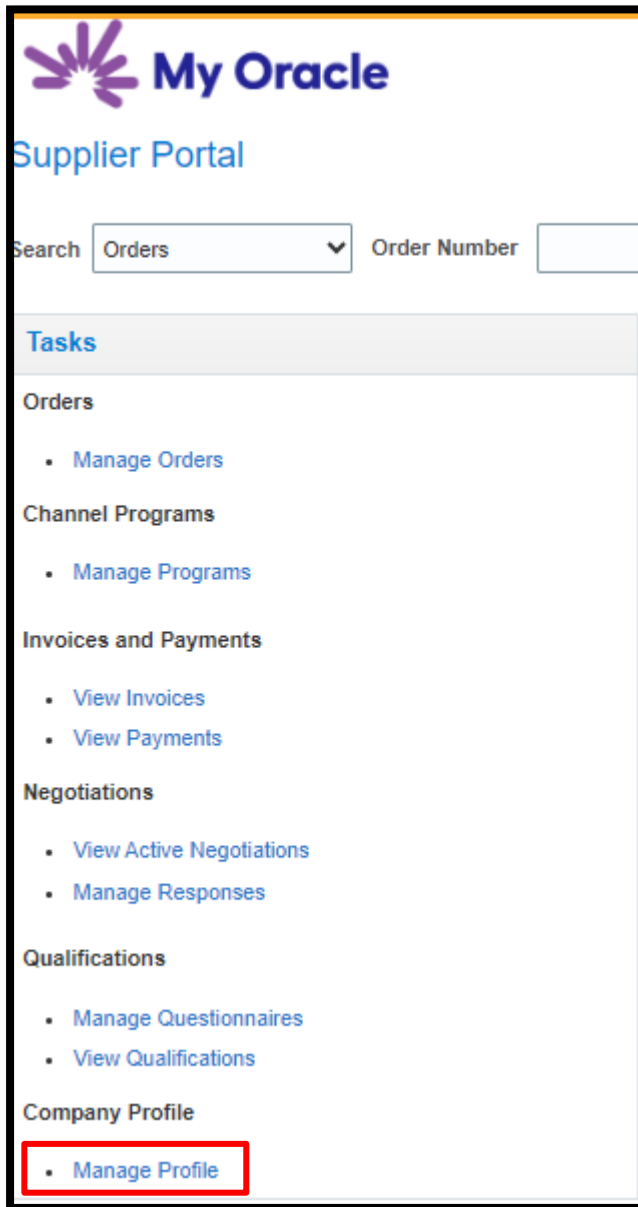
### 3 HOW TO MANAGE YOUR PROFILE

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.

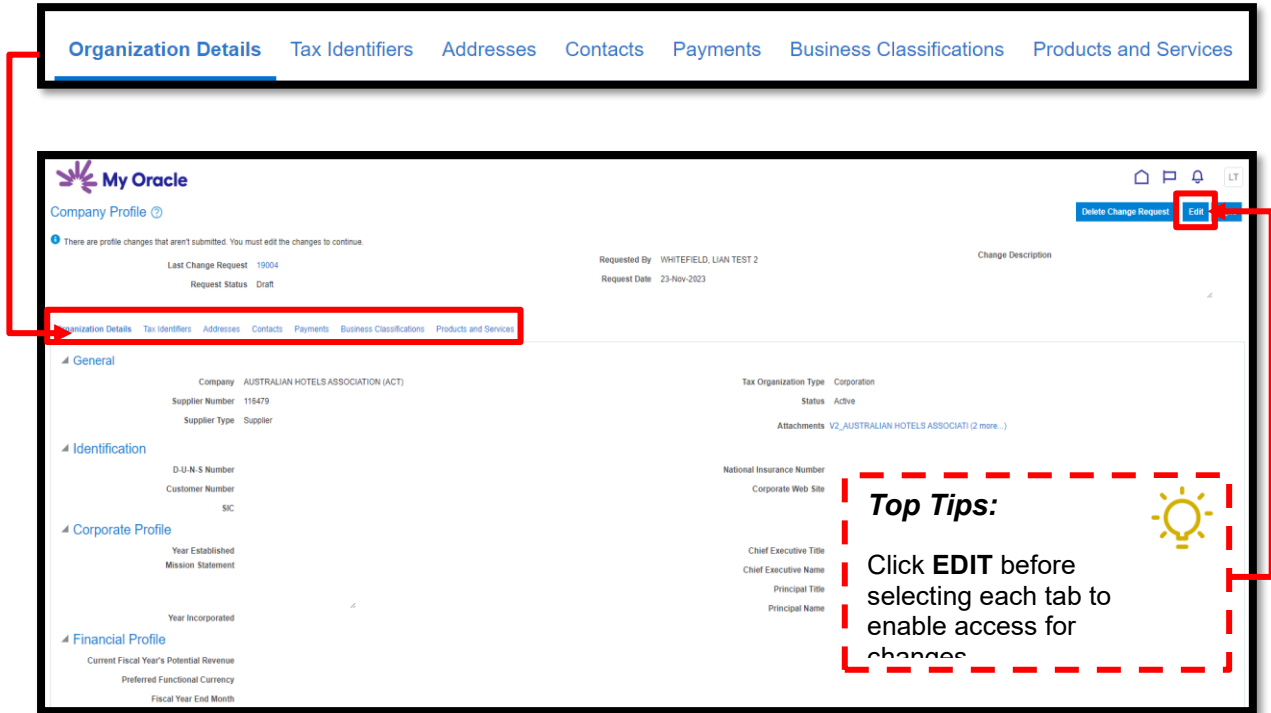
Begin by selecting **MANAGE PROFILE**.





### 3.1 UPDATE COMPANY PROFILE

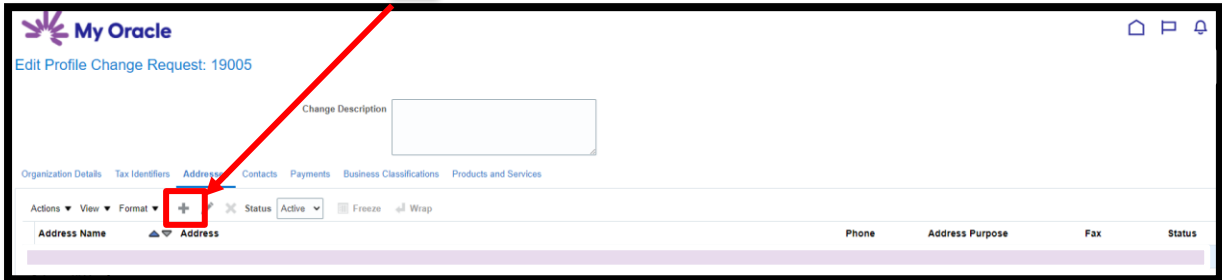
Navigate through each tab under **COMPANY PROFILE** should you wish to update.



The screenshot shows the 'My Oracle' interface for 'Company Profile'. At the top, a navigation bar contains tabs: Organization Details, Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services. A red box highlights this navigation bar. Below it, the main content area shows a 'Company Profile' page with a message: 'There are profile changes that aren't submitted. You must edit the changes to continue.' A red box highlights the 'Organization Details' tab in the sub-navigation bar. In the top right corner, there are buttons for 'Delete Change Request' and 'Edit', with a red box around the 'Edit' button. A red arrow points from the 'Edit' button to a tip box. The tip box, outlined in red, contains the text: 'Top Tips: Click EDIT before selecting each tab to enable access for changes' and a lightbulb icon. The main content area displays various fields under sections like 'General', 'Identification', 'Corporate Profile', and 'Financial Profile'.

### 3.2 ENTER NEW ADDRESS

Entering a **NEW ADDRESS** select  icon.



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

**Create Address**

**\* Address Name**

**\* Country**

**\* Address Line 1**

Address Line 2

Address Line 3

City

State

Postal Code

Language

**\* Address**  Ordering

**Purpose**  Remit to

RFQ or Bidding

Phone

Fax

Email

Inactive Date

Status  Active

**Top Tips:**

Be sure to complete mandatory fields with **asterix \***.

To view options select the arrow for drop down list.

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

### 3.2.1 HOW TO UPDATE EXISTING ADDRESSES

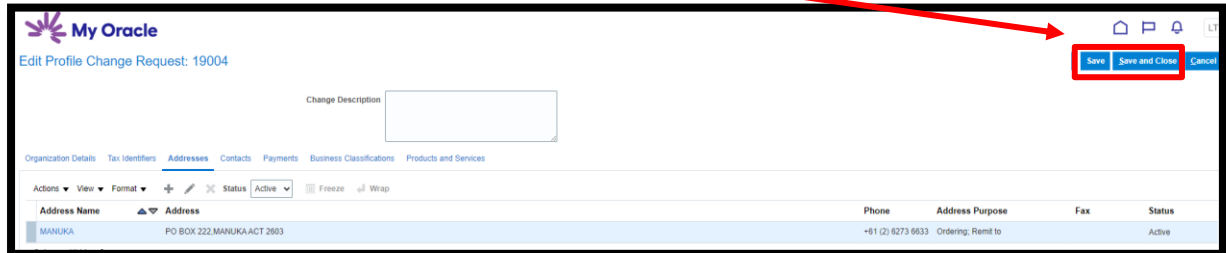
Select the **ADDRESS NAME** or  edit pencil.

Access drop downs for selection options.

Once complete select **OK**.

**Top Tips:**  
Ensure to select **SAVE** after each edit to capture all changes.

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

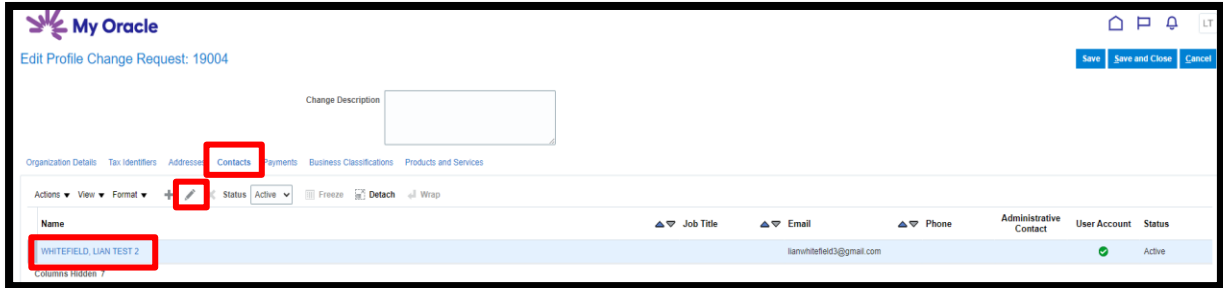



The screenshot shows the 'My Oracle' interface for editing a profile change request. The page title is 'Edit Profile Change Request: 19004'. There is a 'Change Description' text area. Below this are navigation tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Addresses' tab is active. Below the tabs are action buttons: 'Actions', 'View', 'Format', a plus icon, a refresh icon, 'Status' (set to 'Active'), 'Freeze', and 'Wrap'. A table below shows address details:

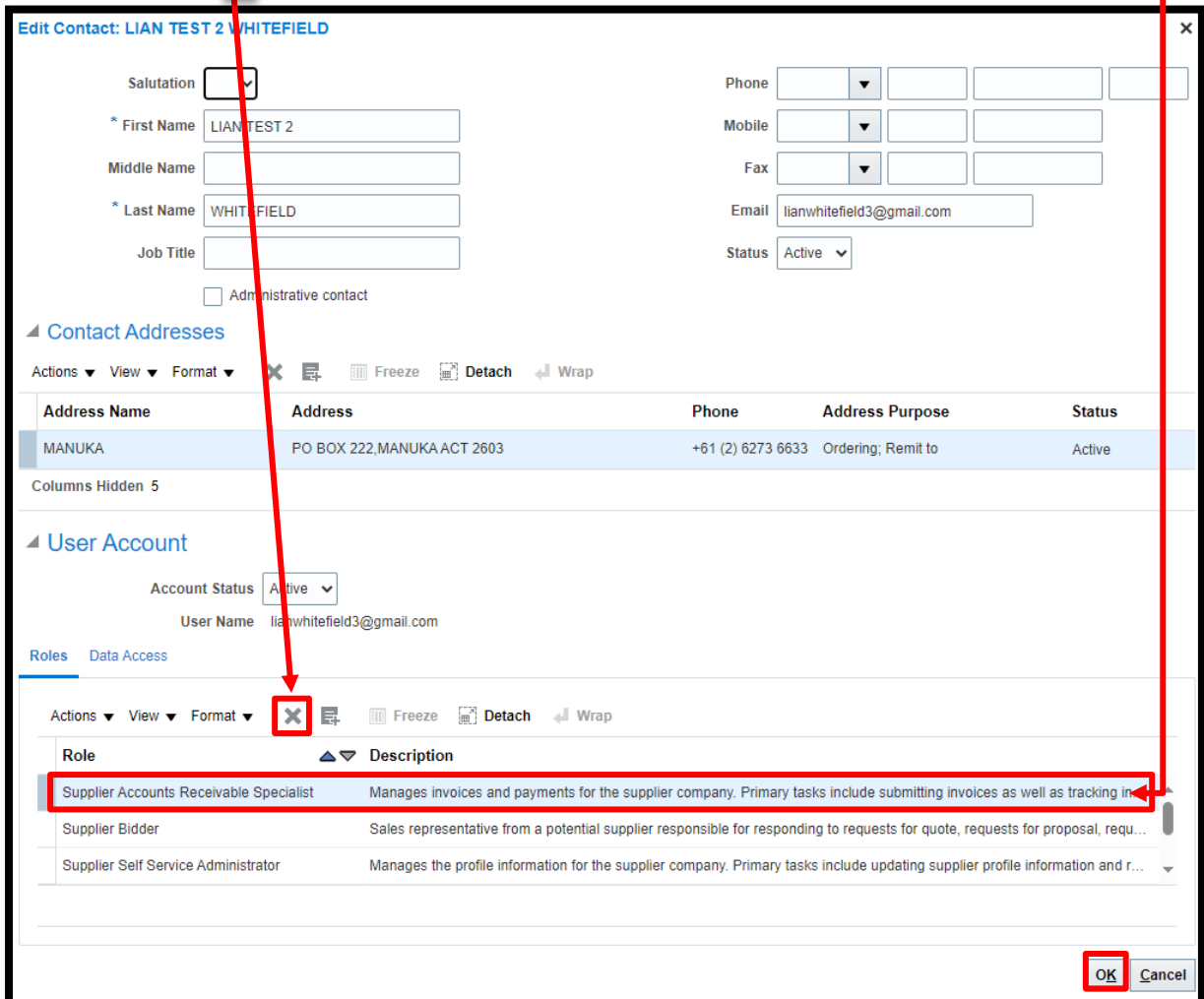
Address Name	Address	Phone	Address Purpose	Fax	Status
MANUKA	PO BOX 222,MANUKA,ACT 2603	+61 (2) 6273 6633	Ordering; Remit to		Active

### 3.3 HOW TO EDIT CONTACT DETAILS

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



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



Select **SAVE AND CLOSE** to finalise.




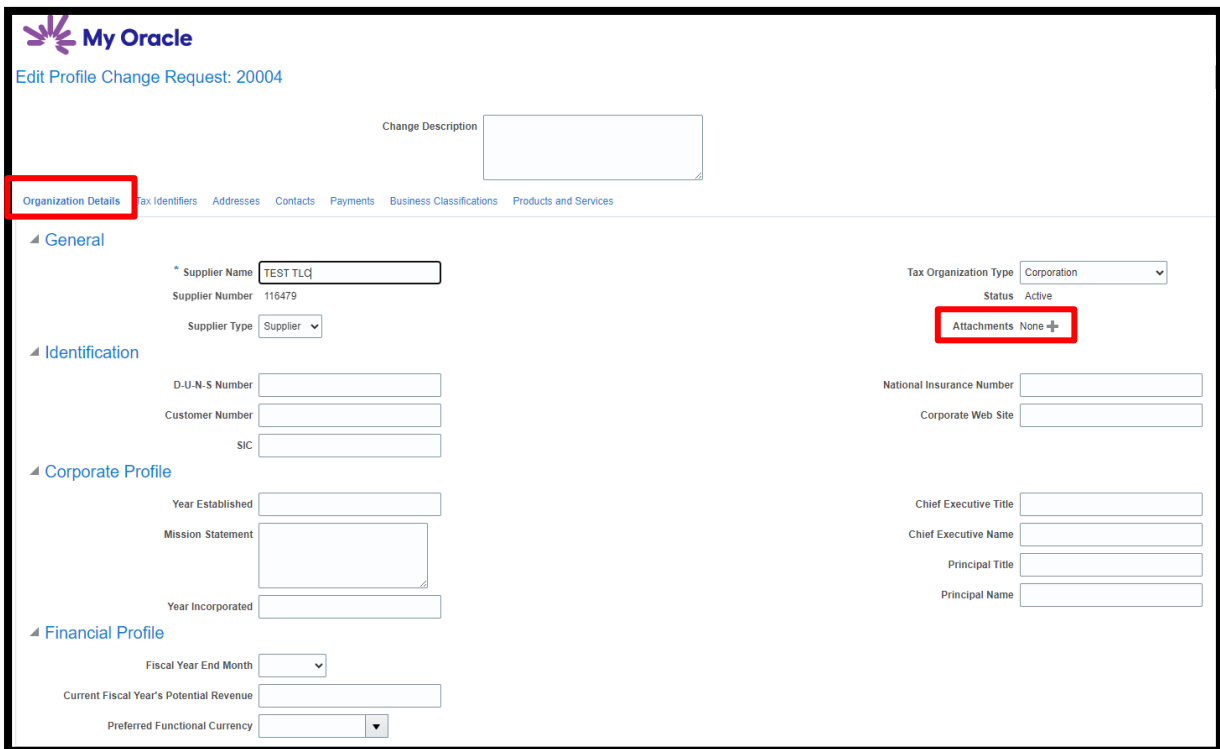
The screenshot shows the 'My Oracle' interface for editing a profile change request. The title bar indicates 'Edit Profile Change Request: 19005'. In the top right corner, there are three buttons: 'Save', 'Save and Close', and 'Cancel'. The 'Save and Close' button is highlighted with a red rectangular box, and a red arrow points from the text 'Select SAVE AND CLOSE to finalise.' to this button. Below the buttons, there is a 'Change Description' text area. A navigation menu includes 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. Below this is an 'Actions' bar with options like 'View', 'Format', 'Status' (set to 'Active'), 'Freeze', 'Detach', and 'Wrap'. At the bottom, a table lists contact information for 'WHITEFIELD, LIAN TEST 2' with columns for Name, Job Title, Email, Phone, Administrative Contact, User Account, and Status.

### 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: 20004


Change Description

**Organization Details** Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

▲ **General**

\* Supplier Name   
Supplier Number 116479  
Supplier Type

Tax Organization Type   
Status

**Attachments** None 

▲ **Identification**

D-U-N-S Number   
Customer Number   
SIC

▲ **Corporate Profile**

Year Established   
Mission Statement   
Year Incorporated

▲ **Financial Profile**

Fiscal Year End Month   
Current Fiscal Year's Potential Revenue   
Preferred Functional Currency

National Insurance Number   
Corporate Web Site   
Chief Executive Title   
Chief Executive Name   
Principal Title   
Principal Name

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

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

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

**Payment Methods** Bank Accounts

Default	Payment Method	From Date	To Date
<input checked="" type="checkbox"/>	Electronic	28-Jul-2023	dd-mmm-yy
<input type="checkbox"/>	Check	02-Oct-2008	dd-mmm-yy
<input type="checkbox"/>	FX Clearing	01-Jan-2000	dd-mmm-yy
<input type="checkbox"/>	JPM EFT Payment Method	01-Feb-2022	dd-mmm-yy
<input type="checkbox"/>	JPM Paper Payment Method	01-Jun-2022	dd-mmm-yy
<input type="checkbox"/>	Outsourced Check	02-Oct-2008	dd-mmm-yy
<input type="checkbox"/>	Wire	02-Oct-2008	dd-mmm-yy

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

My Oracle

Edit Profile Change Request: 19004

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format Freeze Detach 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 unless account number is marked as required.

\* Country Australia

\* Account Number 123456

Bank Name **co**

Bank Branch Commonwealth Bank of Australia

Additional Information

Account Name

Alternate Account Name

Account Suffix

From Date 23-Nov-2023

Inactive On dd-mmm-yyyy

IBAN

Currency

Check Digits

Account Type

Description

**Top Tips:** Select Bank, input first few letters of the bank to receive available options.

Create Another OK Cancel



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 [SupplierSet-Up@thelotterycorporation.com](mailto:SupplierSet-Up@thelotterycorporation.com)

**Create Bank Account**

Enter account number or IBAN unless account number is marked as required.

\* Country: Australia

\* Account Number: 123456

Bank Name: Commonwealth Bank of Australia

Bank Branch: **062-003 Liverpool & Castlereagh Sts Sydney**

Additional Information:

034-702 West End, Melbourne	034-702
062-000 48 Martin Place Sydney	062-000
062-001 48 Martin Place Sydney	062-001
062-002 Barrack St Sydney	062-002
062-003 Liverpool & Castlereagh Sts Sydney	062-003
062-004 Wynyard	062-004
062-005 George & Market Sts Sydney	062-005
062-006 Haymarket	062-006
062-007 Haymarket	062-007
062-009 Wynyard	062-009

From Date: 23-Nov-2023

Inactive On: dd-mmm-yyyy

IBAN: \_\_\_\_\_

Currency: \_\_\_\_\_

Check Digits: \_\_\_\_\_

Account Type: \_\_\_\_\_

Description: \_\_\_\_\_

Create Another OK Cancel

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

\* Account Number: 123456

Bank Name: Commonwealth Bank of Australia

Bank Branch: 062-003 Liverpool & Castlereagh Sts Sydney

Allow international payments

Additional Information:

Account Name: \_\_\_\_\_

Alternate Account Name: \_\_\_\_\_

Account Suffix: \_\_\_\_\_

Currency: **au**

AUD Australian Dollar

More...

From Date: 23-Nov-2023

Inactive On: dd-mmm-yyyy

IBAN: \_\_\_\_\_

Check Digits: \_\_\_\_\_

Account Type: \_\_\_\_\_

Description: \_\_\_\_\_

Create Another OK Cancel

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

**Create Bank Account**

Enter account number or IBAN unless account number is marked as required.

\* Country: Australia

\* Account Number: 123456

Bank Name: Commonwealth Bank of Australia

Bank Branch: 062-003 Liverpool & Castlereagh Sts Sydney

Allow international payments

Additional Information:

Account Name: **TEST SUPPLIER**

Alternate Account Name: \_\_\_\_\_

Account Suffix: \_\_\_\_\_

Currency: AUD

From Date: 23-Nov-2023

Inactive On: dd-mmm-yyyy

IBAN: \_\_\_\_\_

Check Digits: \_\_\_\_\_

Account Type: \_\_\_\_\_


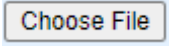
Description: \_\_\_\_\_

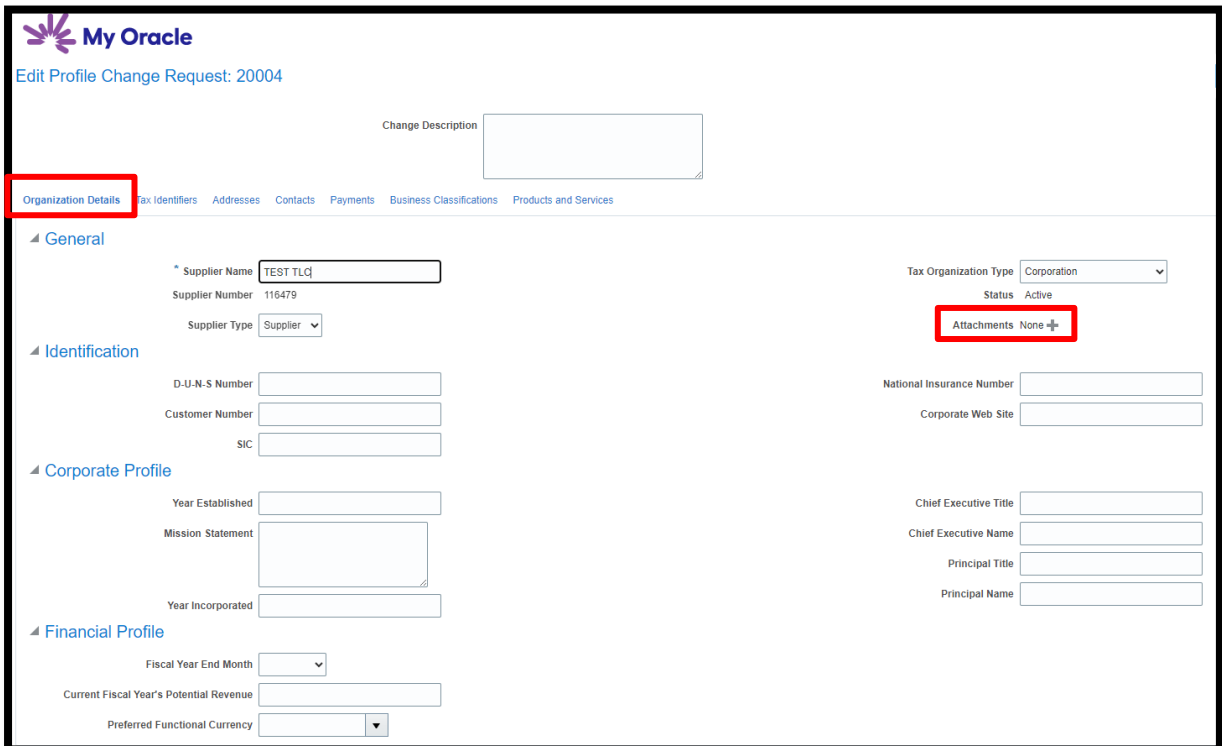
Create Another OK Cancel

### 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  and once attached, **OK**.



**My Oracle**  
Edit Profile Change Request: 20004

Change Description

**Organization Details** | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

**General**

\* Supplier Name  Tax Organization Type

Supplier Number  Status

Supplier Type  **Attachments**

**Identification**

D-U-N-S Number

Customer Number

SIC

**Corporate Profile**

Year Established

Mission Statement

Year Incorporated

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

**Financial Profile**

Fiscal Year End Month

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

Account Number: United Arab Emirates AE

Bank Name: United Kingdom GB

Bank Branch: United States US

Bank Branch: United States Minor Outlying Islands UM

From Date: 23-Nov-2023

Inactive On: dd-mmm-yyyy

IBAN: GB29NWBK60161331926819

Currency: [Dropdown]

Additional Information

Account Name: TEST SUPPLIER

Alternate Account Name: [Text Box]

Account Suffix: [Text Box]

Check Digits: [Text Box]

Account Type: [Dropdown]

Description: [Text Box]

OK Cancel

**NB:** Foreign banks not available in the system, please email [SupplierSet-Up@thelotterycorporation.com](mailto:SupplierSet-Up@thelotterycorporation.com)

**Edit Bank Account 123456**

Enter account number or IBAN unless account number is marked as required.

\* Country: United Kingdom

Account Number: 123456

Bank Name: [Dropdown]

Bank Branch: BANK OF AMERICA, NA

Bank Branch: BANK OF SCOTLAND PLC

Bank Branch: BARCLAYS BANK PLC

Bank Branch: BARCLAYS PRIVATE CLIENTS INTE...

Account Name: BNP PARIBAS

Alternate Account Name: C HOARE & CO

Account Suffix: CAF BANK LIMITED

Account Suffix: CATER ALLEN LTD

Account Suffix: CITIBANK NA

Account Suffix: CLYDESDALE BANK PLC

Search: [Text Box]

From Date: 23-Nov-2023

Inactive On: dd-mmm-yyyy

IBAN: GB29NWBK60161331926819

Currency: [Dropdown]

Check Digits: [Text Box]

Account Type: [Dropdown]

Description: [Text Box]

OK Cancel

**NB:** Select **BANK BRANCH** options from the arrow drop down. If branch is not available please email [SupplierSet-Up@thelotterycorporation.com](mailto:SupplierSet-Up@thelotterycorporation.com)

**Edit Bank Account 123456**

Enter account number or IBAN unless account number is marked as required.

\* Country: United Kingdom

Account Number: 123456

Bank Name: CITIBANK NA

Bank Branch:
 

- HMRC NATIONAL INSURANCE (SC ... 083210
- HMRC VAT (SC 083200) 083200
- LONDON, CANARY WHARF (SC 18... 185008

From Date: 23-Nov-2023

Inactive On: dd-mmm-yyyy

IBAN: GB29NWBK60161331926819

Currency: [dropdown]

Check Digits: [text field]

Account Type: [dropdown]

Description: [text field]

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

Account Number: 123456

Bank Name: CITIBANK NA

Bank Branch: LONDON, CANARY WHARF (SC 18500)

Allow international payments

Additional Information

Account Name: TEST SUPPLIER

Alternate Account Name: [text field]

Account Suffix: [text field]

From Date: 23-Nov-2023

Inactive On: dd-mmm-yyyy

IBAN: GB29NWBK60161331926819

Currency: g
 

- GBP Pound Sterling
- GEK Georgian Coupon
- GEL Lari
- GHC Ghana Cedi (old)
- GHS Ghana Cedi
- GIP Gibraltar Pound
- GMD Dalasi
- GNF Guinea Franc
- GRD Drachma

Check Digits: [text field]

Account Type: [dropdown]

Description: [text field]

OK Cancel

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

Account Number: 123456

Bank Name: CITIBANK NA

Bank Branch: LONDON, CANARY WHARF (SC 18500)

Allow international payments

Additional Information

Account Name: TEST SUPPLIER

Alternate Account Name: [text field]

Account Suffix: [text field]

From Date: 23-Nov-2023

Inactive On: dd-mmm-yyyy

IBAN: GB29NWBK60161331926819

Currency: GBP

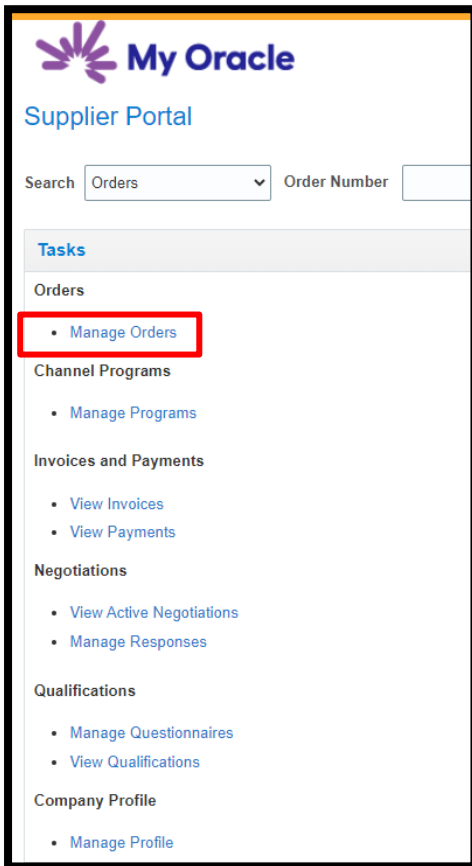
Check Digits: [text field]

Account Type: [dropdown]

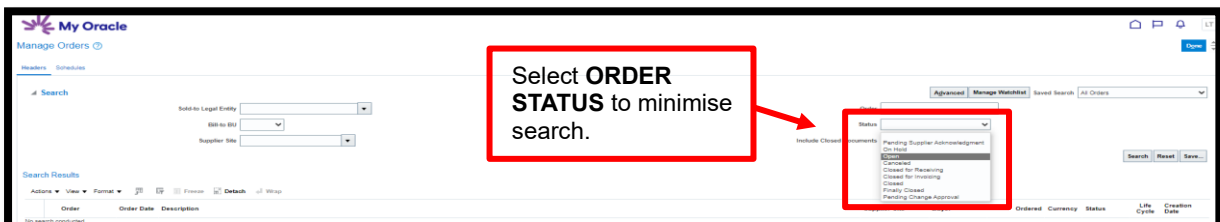
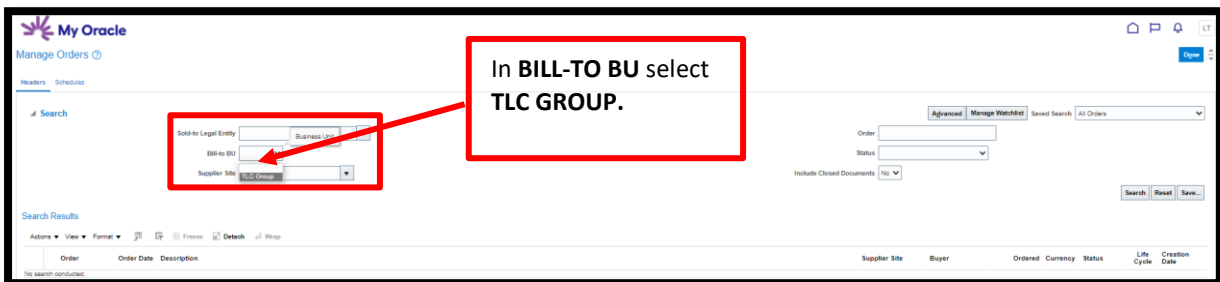
Description: [text field]

OK Cancel

## 4 HOW TO MANAGE ORDERS

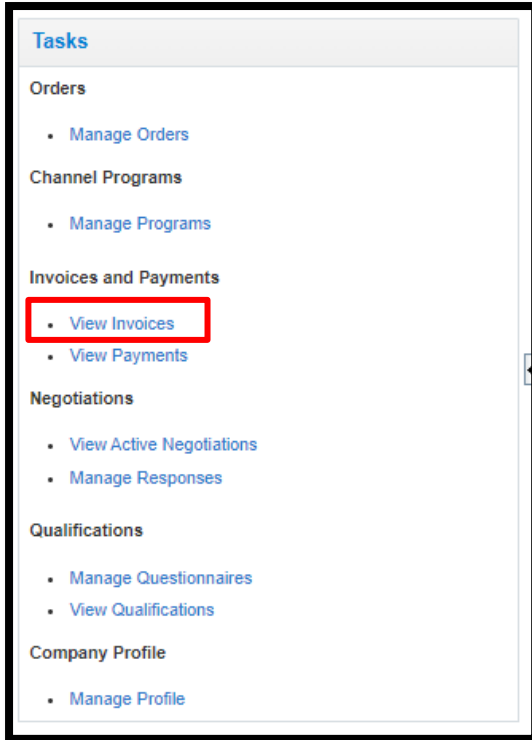


Select applicable entity from **SOLD-TO LEGAL ENTITY** drop down and **SUPPLIER SITE** from drop down arrow.

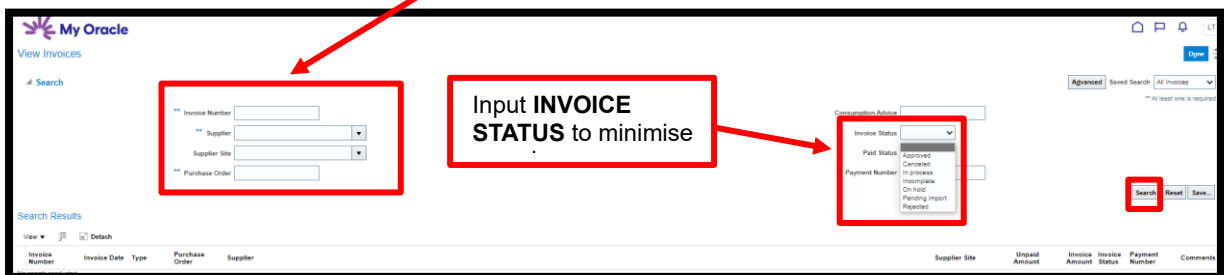


## 5 HOW TO VIEW INVOICES

Select **VIEW INVOICES** under **TASKS**.

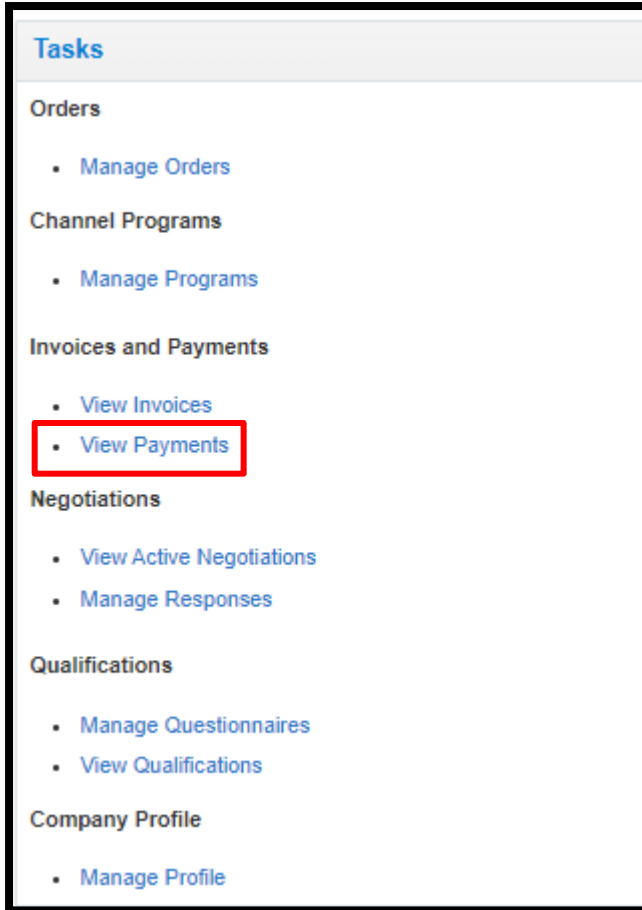


Input mandatory invoice fields with **asterix \*** to generate search.



## 6 HOW TO VIEW PAYMENTS

Select **VIEW PROGRESS** under **TASKS**.

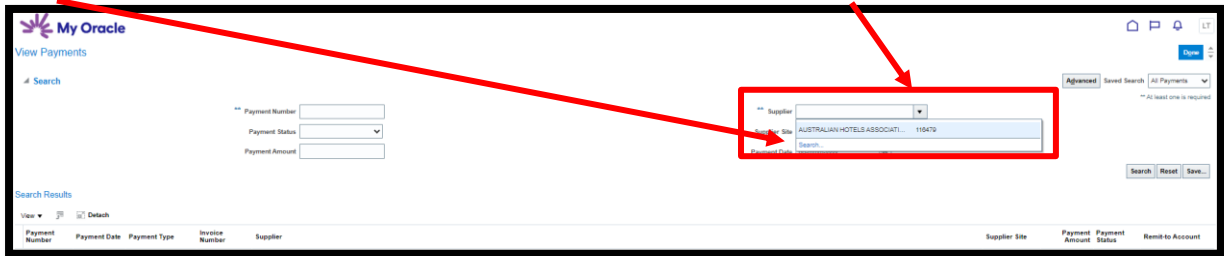


Enter Payment Number if known

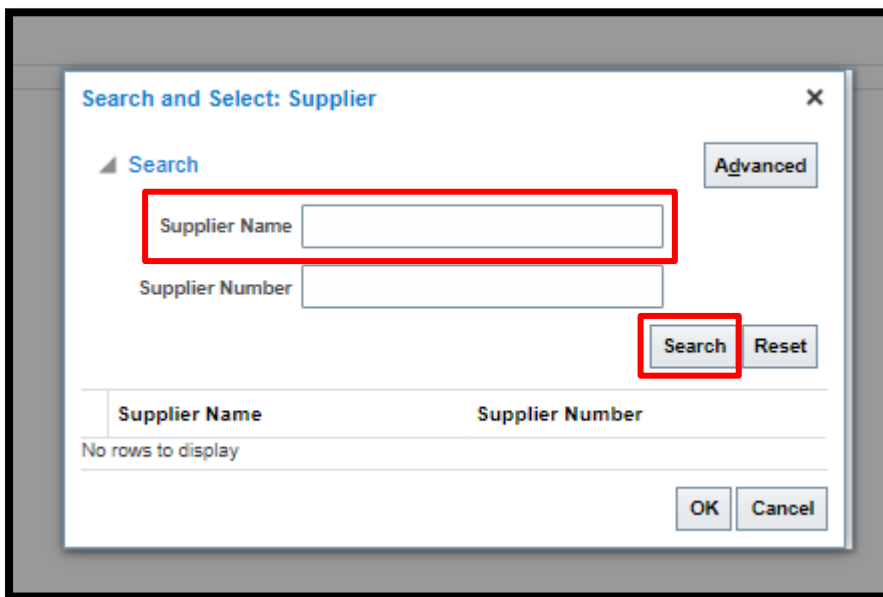
Select arrow from **PAYMENT STATUS** to view options



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



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



**7 THE END**