The Lottery Corporation Supplier Portal User Guide (External Supplier)

How to Self-Register

&

Activate User Account

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1 HOW TO SELF-REGISTER (New Supplier)

To self-register as a new **PROSPECTIVE SUPPLIER** liaise with your TLC Category Manager who will provide the link to **TLC SUPPLIER REGISTRATION** online form**.**
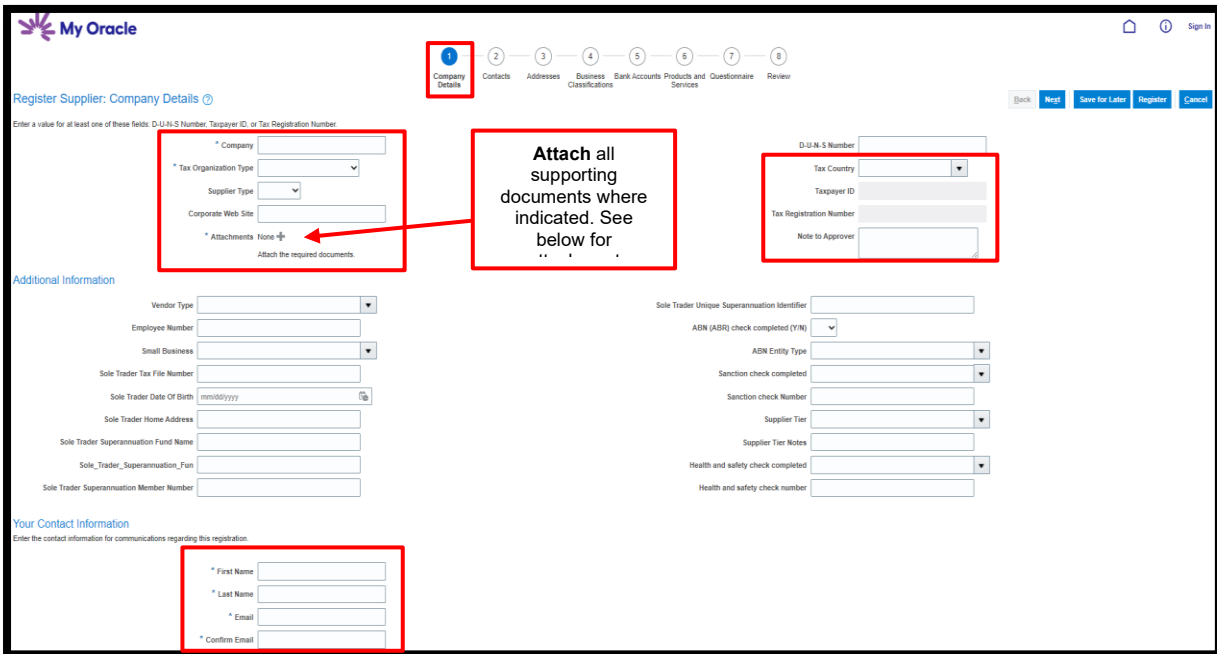
1.1 COMPANY DETAILS

The **REGISTRATION PROGRESS STAGE** is a helpful navigation tool located at the top of the page.

The number highlighted in blue indicates which section you are on. Each stage must be completed in order to complete registration. First stage beginning with **COMPANY DETAILS.**
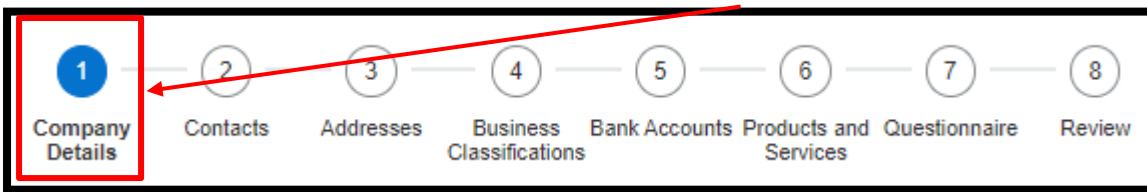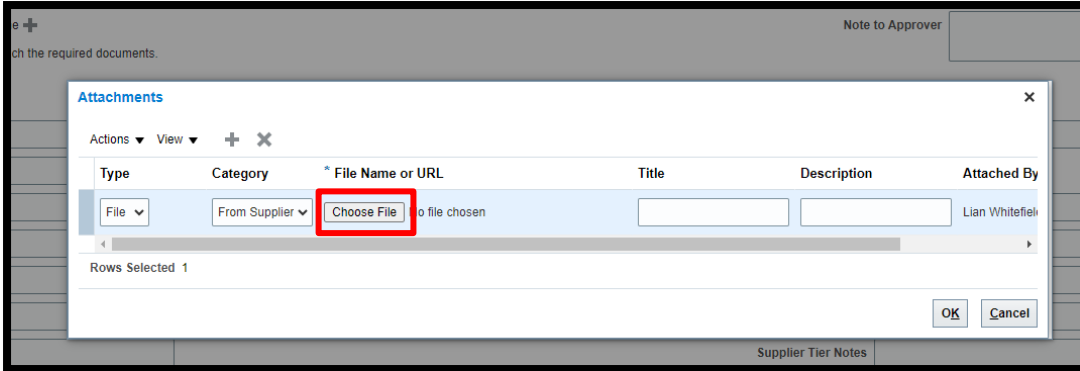

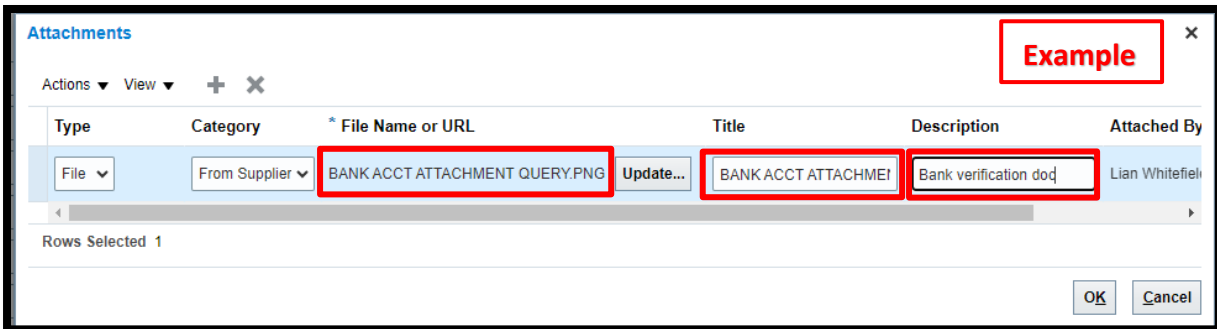Select applicable option where drop downs are provided.

The Lottery Corporation
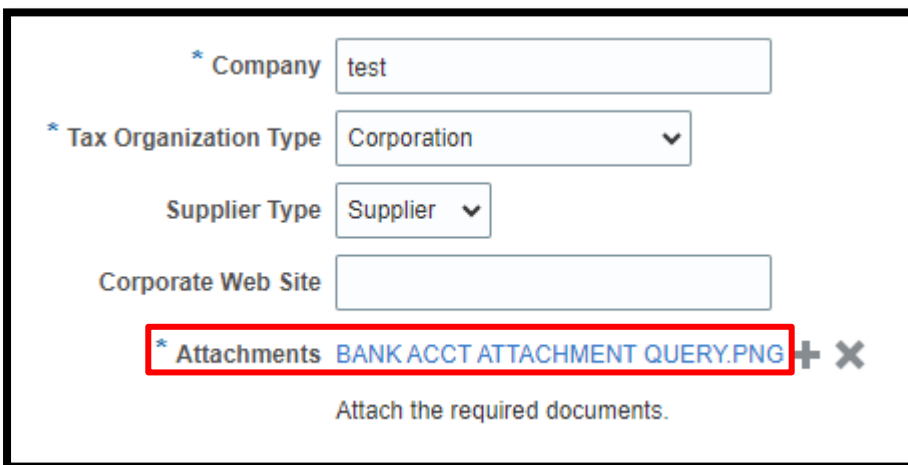
1.1.1 How To Add Attachments (COMPANY DETAILS)

Select **'Choose File'** to upload applicable documents from your computer.

Once document(s) attached the **FILE NAME or URL** and **TITLE** will automatically populate. Feel free to add a **DESCRIPTION**.

Once complete select **'OK'**. Successful attachment will show as follows:

1.1.2 How To Select & Enter Tax Details (COMPANY DETAILS)

Search and Select: Tax Country

Top Tips:
- Search country enter first 3 letters and **SEARCH**.
- List with options will appear for selection.

1.1.3   How To Enter Mandatory Contact Info (COMPANY DETAILS)

Once **COMPANY DETAILS** fields are populated, to progress select **NEXT** or **SAVE FOR LATER** (should you require further information to complete).

1.2 CONTACTS

The contact details input under previous COMPANY DETAILS section will automatically populate in CONTACTS section. To add further info select [✏️ Edit] to **edit** contact de...

Add further details if required, ensuring mandatory fields * are completed.

Edit Contact: test 8 test 9

Salutation

* First Name   TLC

Middle Name

* Last Name   TEST

Job Title

☑ Administrative contact

Phone

Mobile

Fax

* Email   testsupplier@thelotterycorporation.com

◢ **User Account**

☑ Request user account

Tick **Create User Account** box should you wish to assign this contact **Supplier Portal Access.** Access gained once **REGISTRATION APPROVED**

Roles

Actions ▾   View ▾   Format ▾   ✖   ▤   ▦ Freeze   ▣ Detach   ⊣ Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...

Select role specific to the contact entered and **X** to delete roles not applicable. When complete select **OK**.

1.2.1 How To Enter Contact Number (CONTACTS)

To enter contact number:

Top Tips:

- Select arrow to search and locate country code.
- Type in first 3 letters of country and **SEARCH**
- Select applicable country
- **OK** when done

Once complete contacts will be visible. Select **NEXT** to progress to **ADDRESSES**.

1.3 ADDRESSES
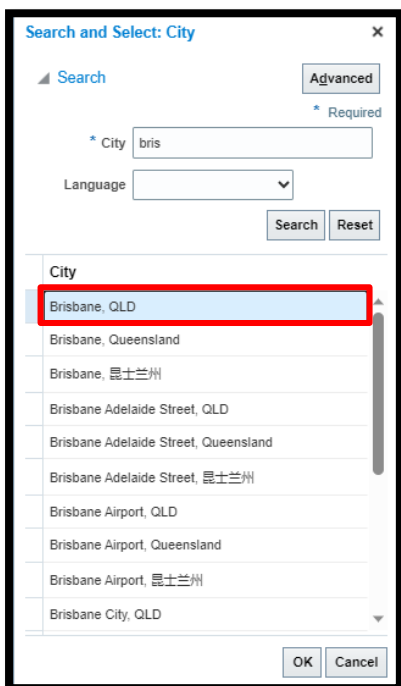
Click **+ Create** to create address
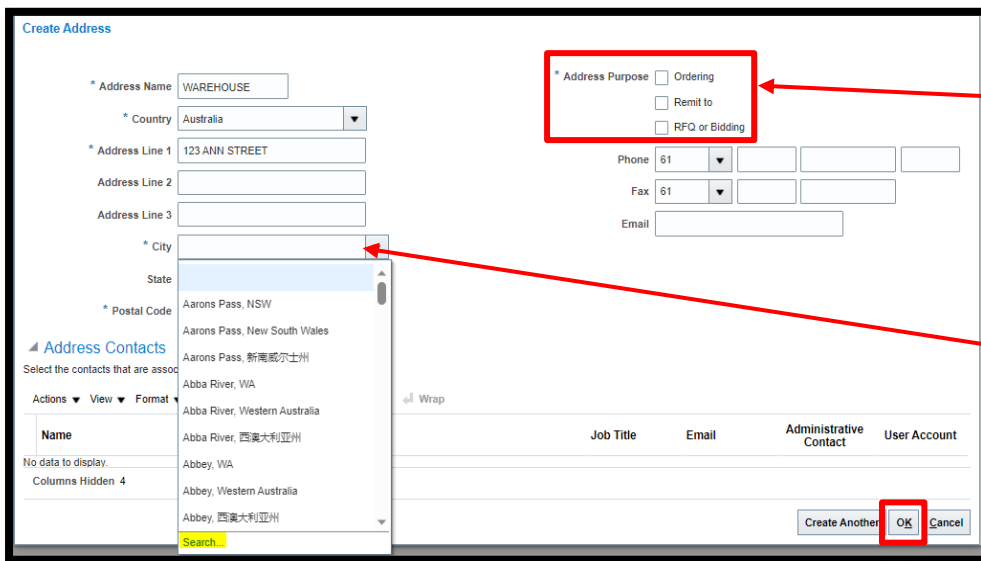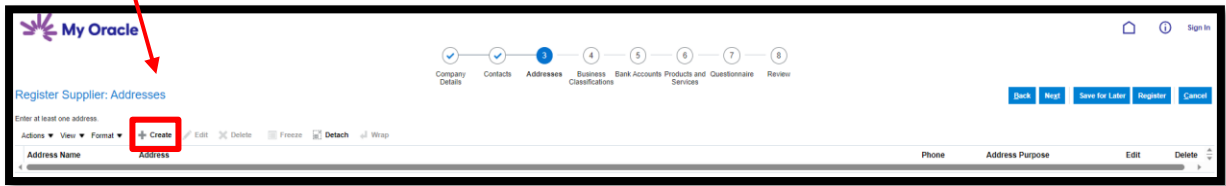
Top Tips:
Tick boxes where applies:
- Ordering
- Remit to
- RFQ or Bidding.

Top Tips:
- Type the first few **4 letters** required and enter for quick search **OK** when done.

Example results below when searching **Brisbane, QLD (avoid selecting options with Asian characters)**.

To **ASSIGN A CONTACT** to an address site, click [icon] to view list of contacts for assignment.

To assign contact(s) associated to address entry, select the contact and **OK**.

Highlight contact to assign.
Once complete select **APPLY** and **OK**.

To ensure correct contact is assigned, the name will be visible as noted below.

1.4 BUSINESS CLASSIFICATIONS

To enter Business Classifications click the **+** for the drop down options on the **BUSINESS CLASSIFICATIONS** section.

Under **CLASSIFICATION** select drop down for options.
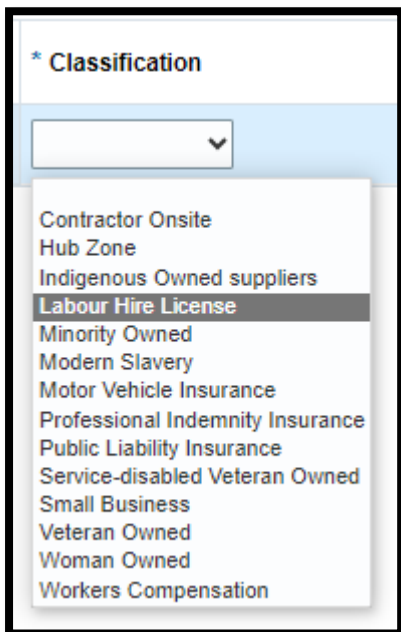
Selection should be visible under **Classification**, alternatively tick box should none of the classifications apply.
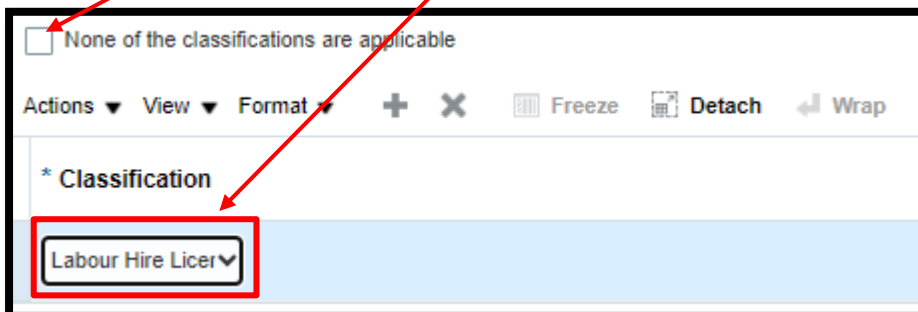
Enter/attach additional supporting certification/documents/notes required by selecting **ATTACHMENTS +** to attach a file. Once complete select **NEXT.**

NOTE: Should you receive an ERROR as indicated below, click on highlighted area and x to delete incorrect selection.

1.5 BANK ACCOUNT

Note: BANK ACCOUNT section not required until AFTER registration APPROVED. Please progress to PRODUCTS & SERVICES.

Select **+ Create** to create bank account.

1.5.1 *How To Select/Enter Bank Account Details (BANK ACCOUNT)*

Type first few letters for quick search.

Top Tips:

• Quick search type the first **4 letters** or **MORE** for options. **OK** when done.

Create Bank Account

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

* Country: Australia ▼

Bank: Commonwealth Bank of Australia ▼

Branch: ▼

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 ...	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

Search...

* Account Number

Additional Inform

Account Na

Alternate Account Na

Account Suf

Check Dig

Comments

Note to Approver

Create Bank Account

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

* Country: Australia ▼   IBAN:

Bank: Commonwealth Bank of Australia ▼   Currency: AUD ▼

Branch: 062-005 George & Market Sts Sydney ▼

* Account Number: 123456789

Additional Information

Account Name: Agency Location Code:

Alternate Account Name: Account Type: ▼

Account Suffix: Description:

Check Digits:

Comments

Note to Approver:

[Create Another] [OK] Cancel

Once complete select **OK** or **CREATE ANOTHER** for entry of an additional bank account.
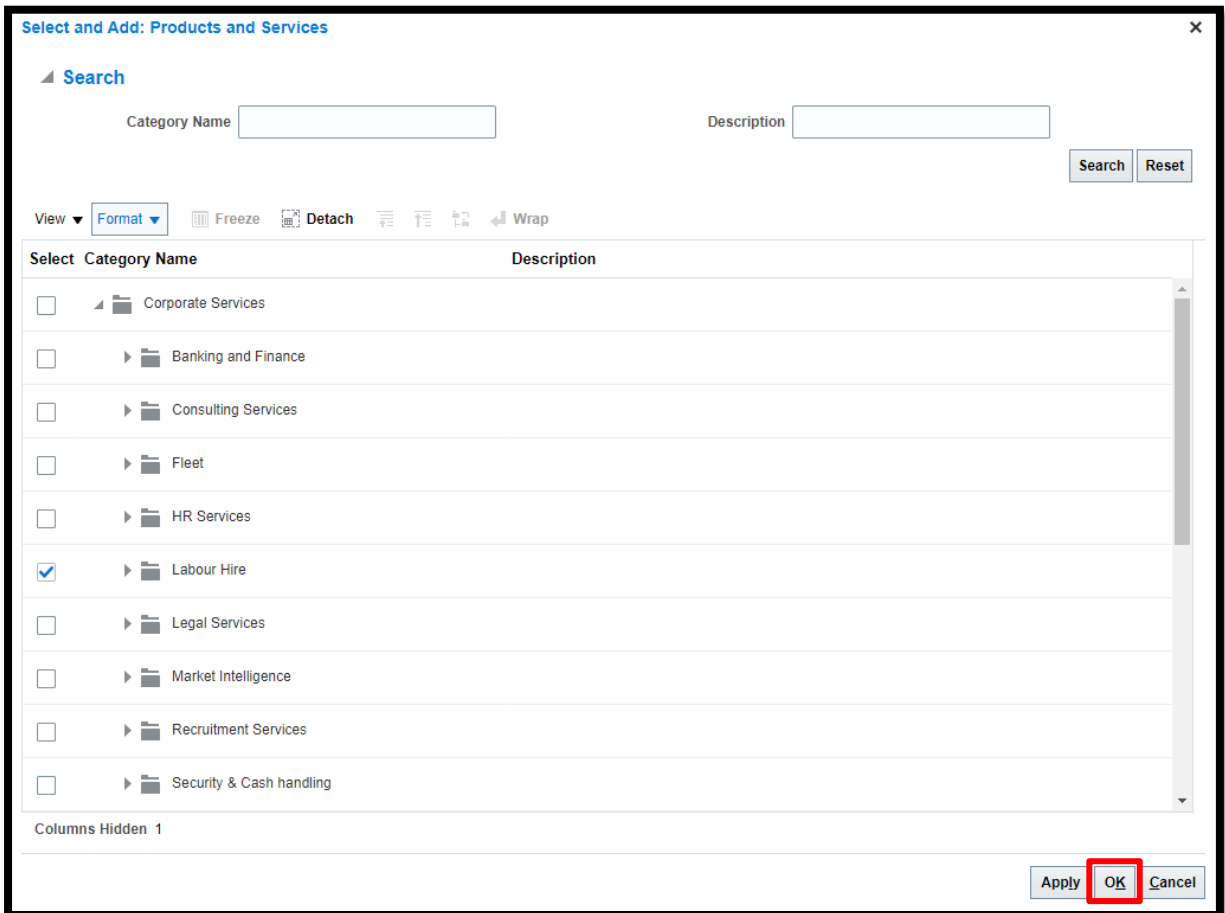
NOTE: If Bank / Branch not available for selection please email
SupplierSet-Up@thelotterycorporation.com **and advise.**
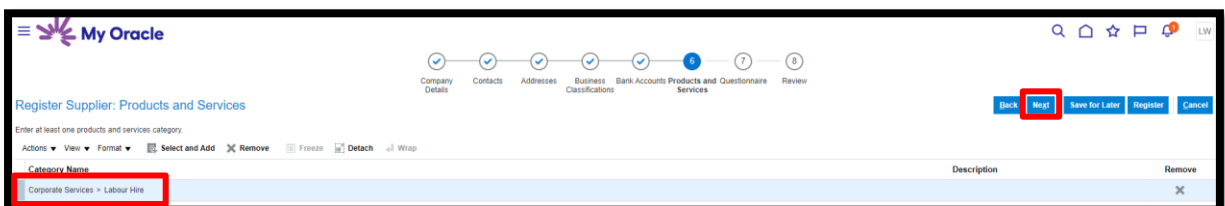
1.6 PRODUCTS & SERVICES

To enter the categories applicable to your services, click **SELECT AND ADD** for relevant category.

Please only select ONE of the lowest level. Once complete select **OK**.

To confirm correct category was chosen, it will be visible under **CATEGORY NAME** as shown below.
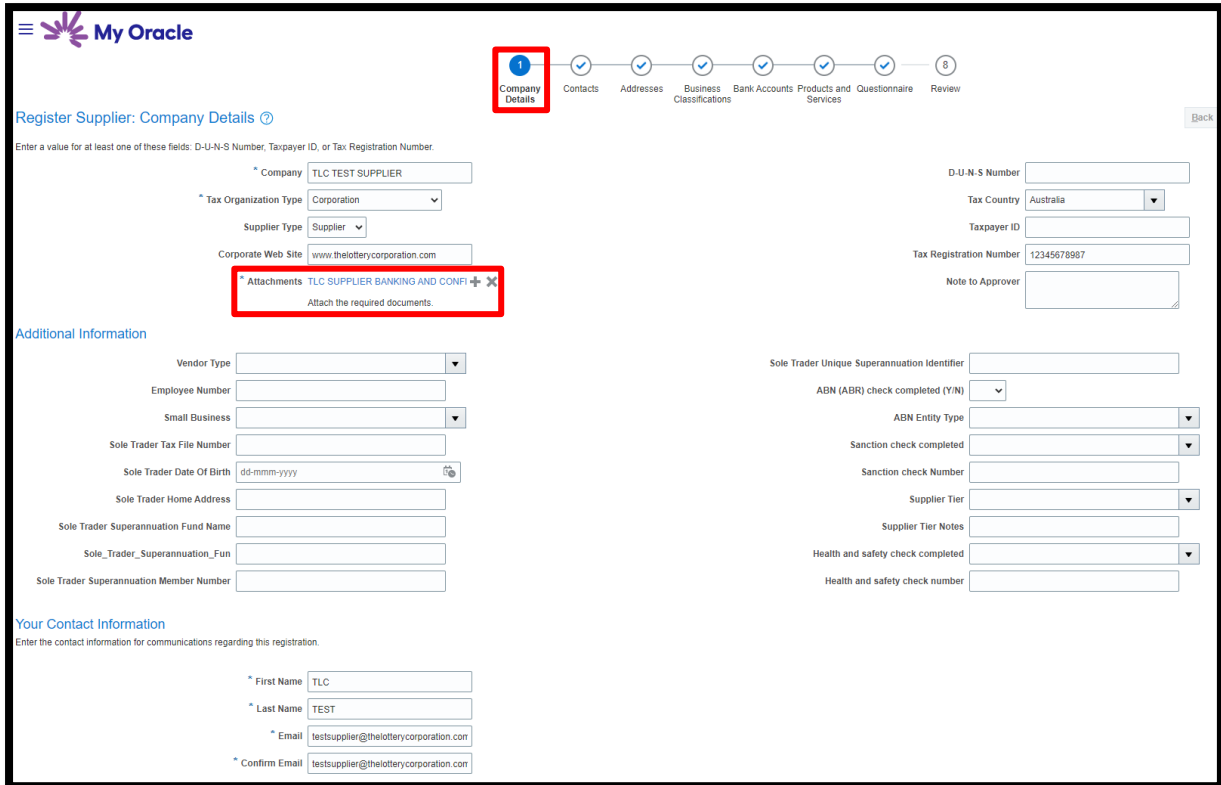
![The Lottery Corporation logo]

1.7 QUESTIONNAIRE

Work through the questionnaire answering all 16 questions as required.

Fill in all mandatory fields marked with an **ASTERIX ***.

Where prompted please add mandatory attachments requested.

Once **QUESTIONNARIE** is complete select **NEXT**.

1.8 REVIEW

Take time to review your completed registration before clicking **REGISTER** (once complete) or **Save for Later** (if further information/attachments are required).

Should you receive an ERROR simply click on section that requires completion.
SAVE and **REGISTER** once complete.

1.9 CONFIRMATION OF REGISTRATION

Confirmation notification will be generated.
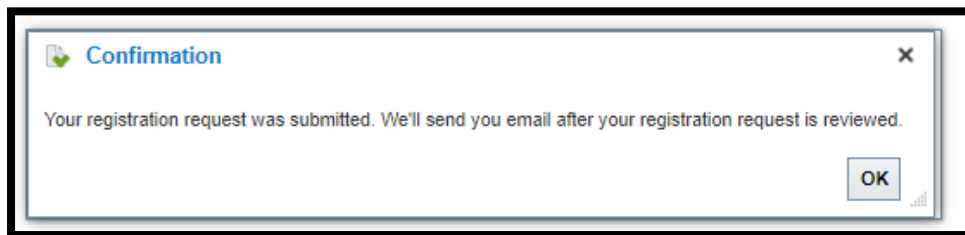
1.9.1 REGISTRATION SUCCESSFUL

Prospective supplier registration will be reviewed. Once approved a notification email will be submitted confirming **REGISTRATION SUCCESSFUL**.

2 HOW TO ACTIVATE USER ACCOUNT

- For **new supplier** registering via online registration form: Once your registration is submitted and approved, your user account will be created and it must be activated before you can access TLC Supplier Portal.

- For **existing supplier**: Once your user account is registered by TLC Supplier Team, you are also required activate your user account before you can access TLC Supplier Portal.
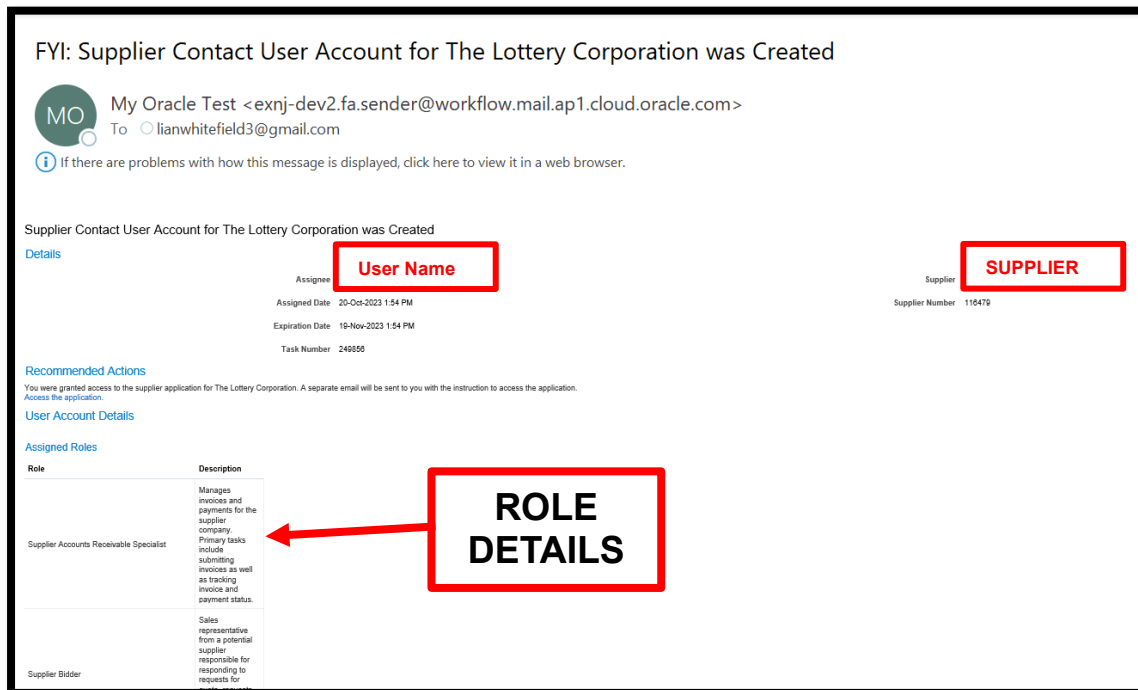
2.1 Email confirmation

Please expect to receive 3 separate emails notification to ensure complete activation of user account.

2.1.1 Creation of user account including the assigned roles

This email will be issued from MyOracle email address.

Once the supplier user account has been created, user will receive an email to advise creation of the user account with the role details.

See example below:

2.1.2 Confirmation of access to the Supplier Portal including an invitation to active the account

This email will come from Oracle TLC Supplier Administration email address.

Within an hour, user will receive an email from Supplier-SetUp@of.thelotterycorporation.com that will prompt the supplier to activate their account.
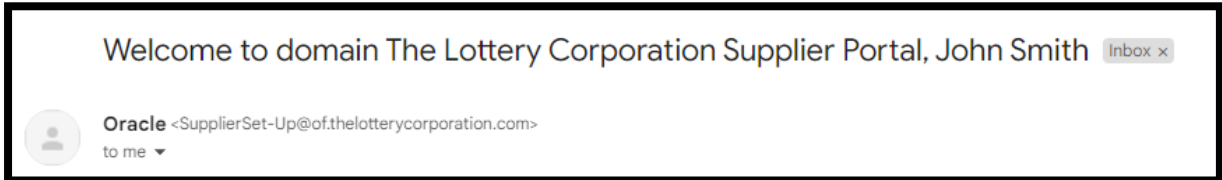
Click on **ACTIVATE YOUR ACCOUNT** button or if the activate your account link doesn't work, copy and paste the **URL** into the address bar of your browser.

Please make sure this is completed before the link expire.
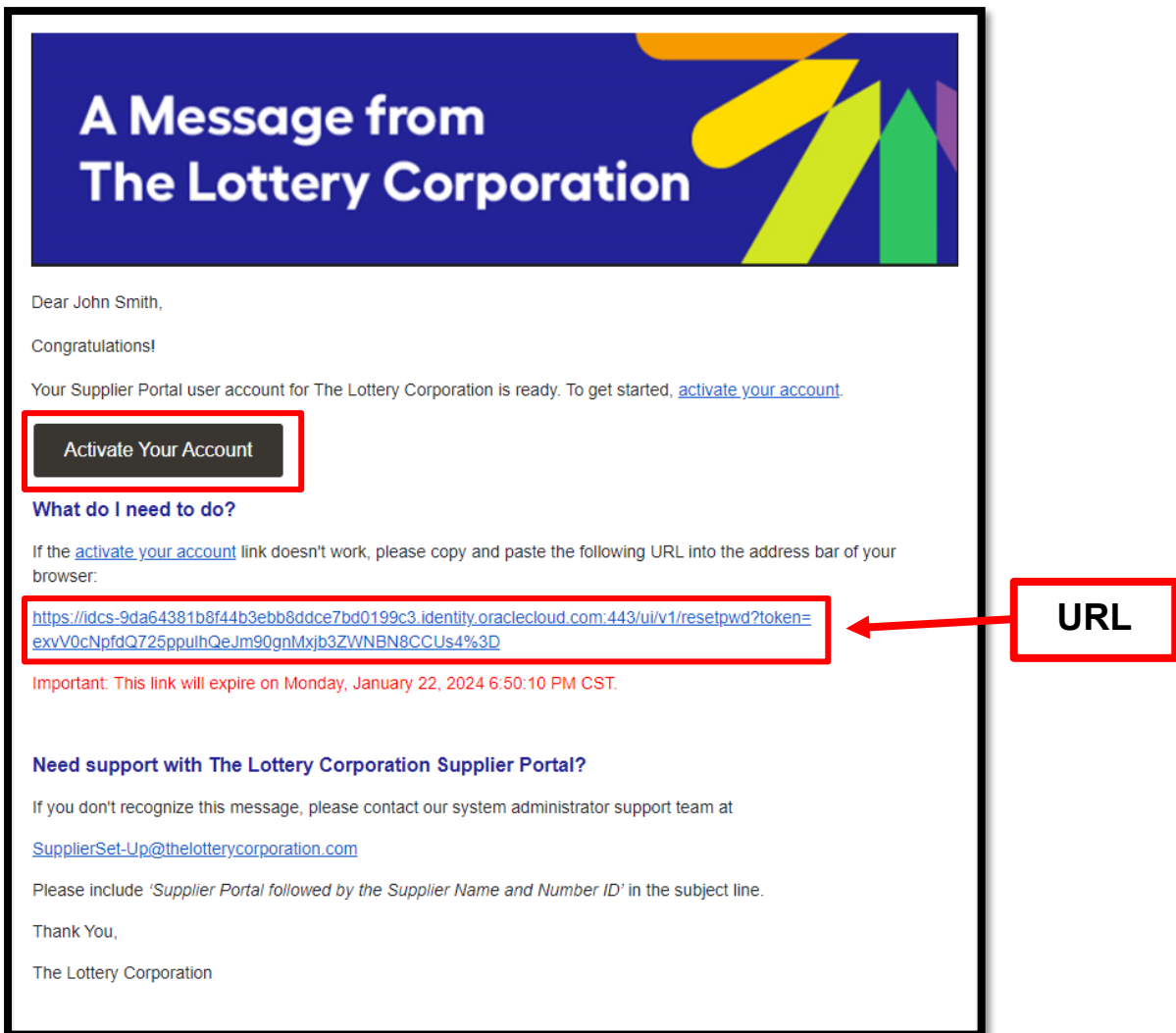
User will be redirected to **PASSWORD RESET** page to reset a password for their account.

Please note the **USERNAME** displayed on this page.

Click on **RESET PASSWORD**
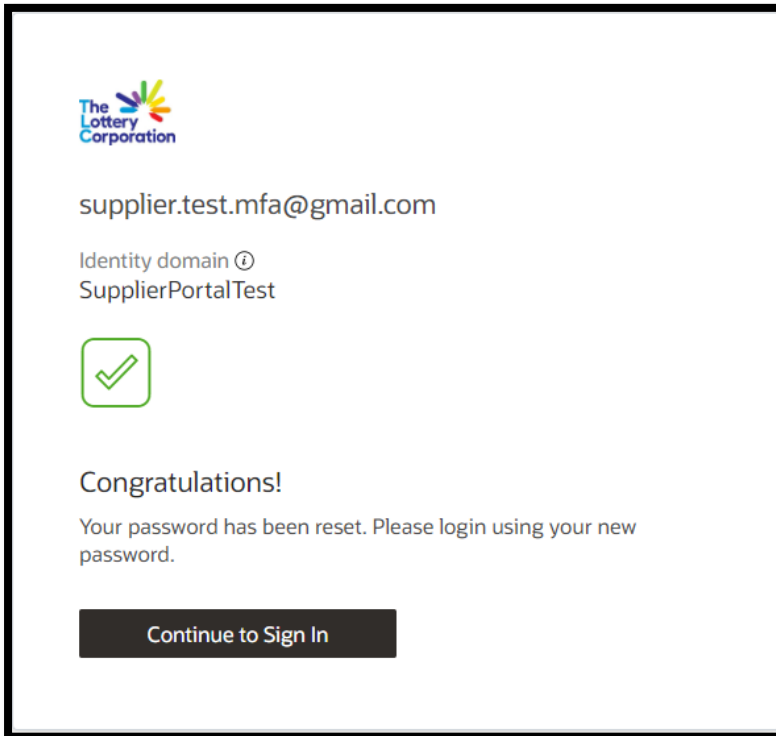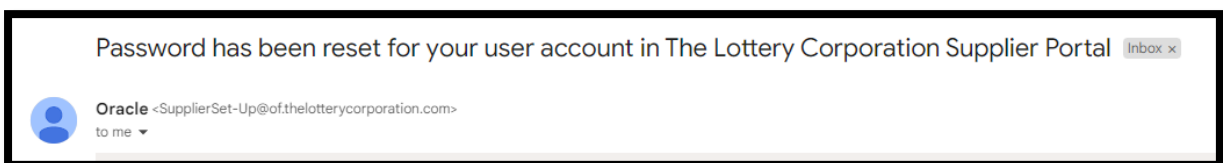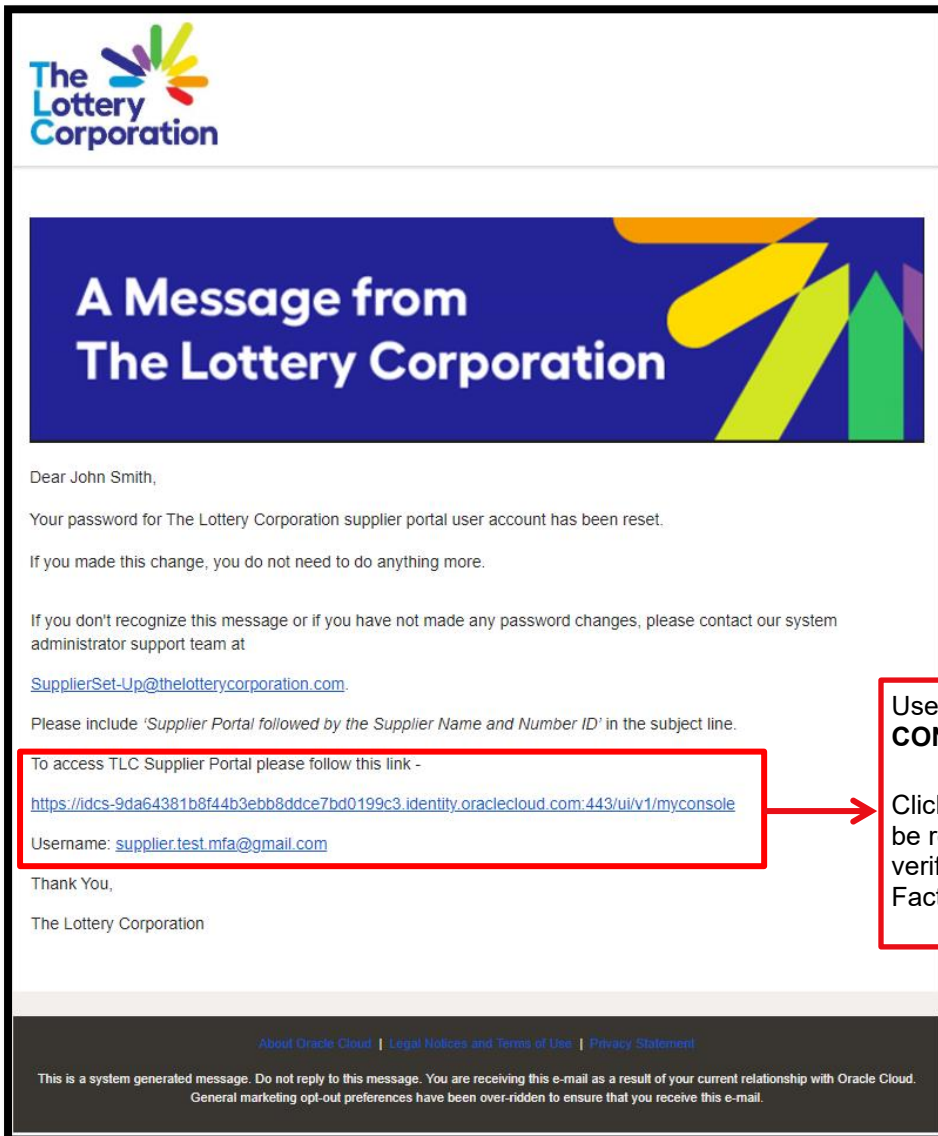
Confirmation password reset successful example.

2.1.3 Confirmation of password reset

This email will come from Oracle TLC Supplier Administration email address
Supplier-SetUp@of.thelotterycorporation.com.

IMPORTANT NOTE: TLC Supplier Portal URL login page is provided in this email. This URL can be bookmarked as favourite link to easy navigation in the future.

Dear John Smith,

Your password for The Lottery Corporation supplier portal user account has been reset.

If you made this change, you do not need to do anything more.

If you don't recognize this message or if you have not made any password changes, please contact our system administrator support team at

SupplierSet-Up@thelotterycorporation.com.

Please include 'Supplier Portal followed by the Supplier Name and Number ID' in the subject line.

To access TLC Supplier Portal please follow this link -

https://idcs-9da64381b8f44b3ebb8ddce7bd0199c3.identity.oraclecloud.com:443/ui/v1/myconsole

Username: supplier.test.mfa@gmail.com

Thank You,

The Lottery Corporation

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).

3   THE END