

The Lottery Corporation Supplier Portal User Guide (External Supplier)

How to Self-Register

&

Activate User Account

Table of Contents

1	HOW TO SELF-REGISTER (New Supplier)	3
1.1	COMPANY DETAILS	3
1.1.1	How To Add Attachments (COMPANY DETAILS)	4
1.1.2	How To Select & Enter Tax Details (COMPANY DETAILS)	5
1.1.3	How To Enter Mandatory Contact Info (COMPANY DETAILS)	6
1.2	CONTACTS	7
1.2.1	How To Enter Contact Number (CONTACTS)	8
1.3	ADDRESSES	9
1.4	BUSINESS CLASSIFICATIONS	11
1.5	BANK ACCOUNT	12
1.5.1	How To Select/Enter Bank Account Details (BANK ACCOUNT)	12
1.6	PRODUCTS & SERVICES	14
1.7	QUESTIONNAIRE	15
1.8	REVIEW	16
1.9	CONFIRMATION OF REGISTRATION	17
1.9.1	REGISTRATION SUCCESSFUL	17
2	HOW TO ACTIVATE USER ACCOUNT	18
2.1	Email confirmation	18
2.1.1	Creation of user account including the assigned roles	18
2.1.2	Confirmation of access to the Supplier Portal including an invitation to active the account...	19
2.1.3	Confirmation of password reset	21
3	THE END	22

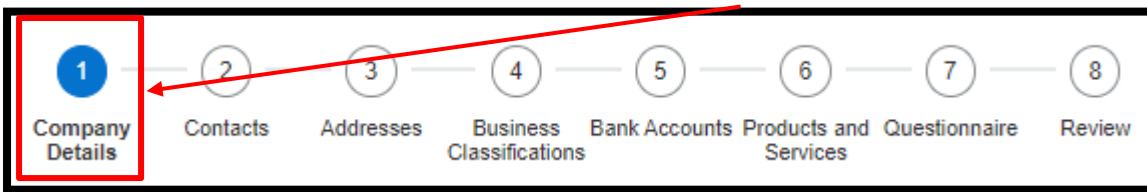
1 HOW TO SELF-REGISTER (New Supplier)

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.

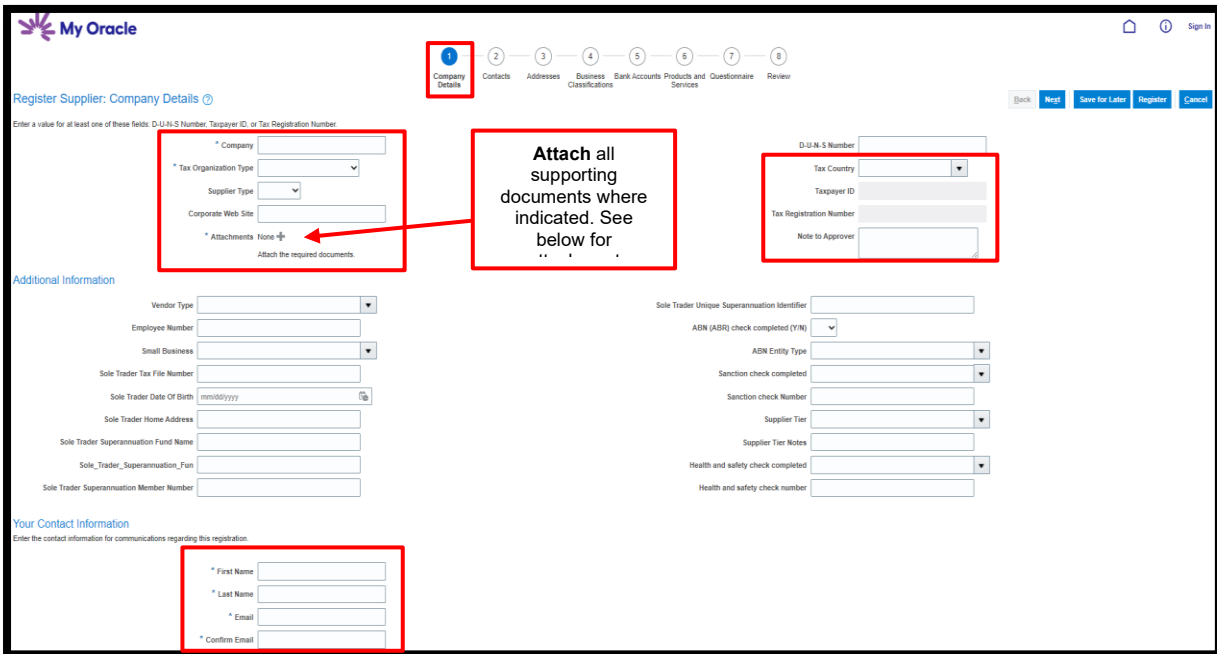
1.1 COMPANY DETAILS

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**.



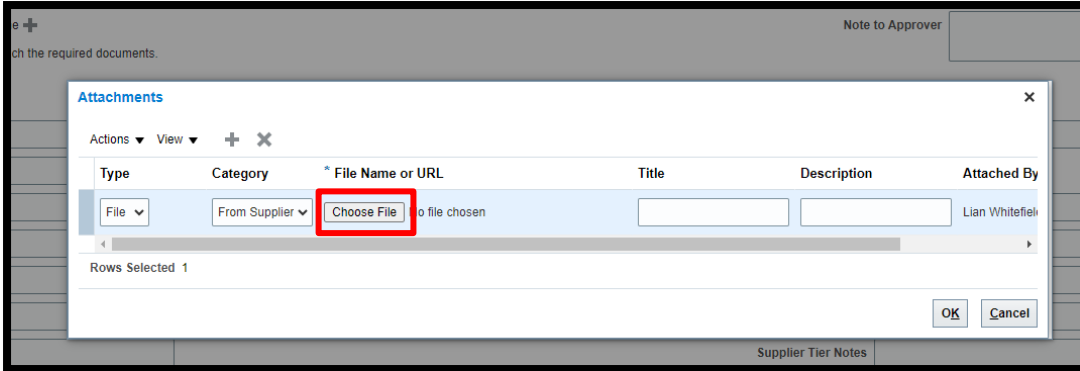
Select applicable option where drop downs are provided.



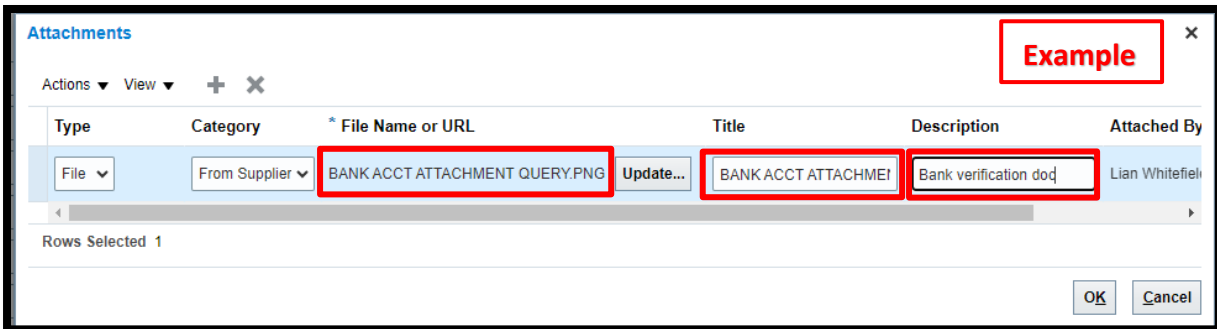
Attach all supporting documents where indicated. See below for ...

1.1.1 How To Add Attachments (COMPANY DETAILS)

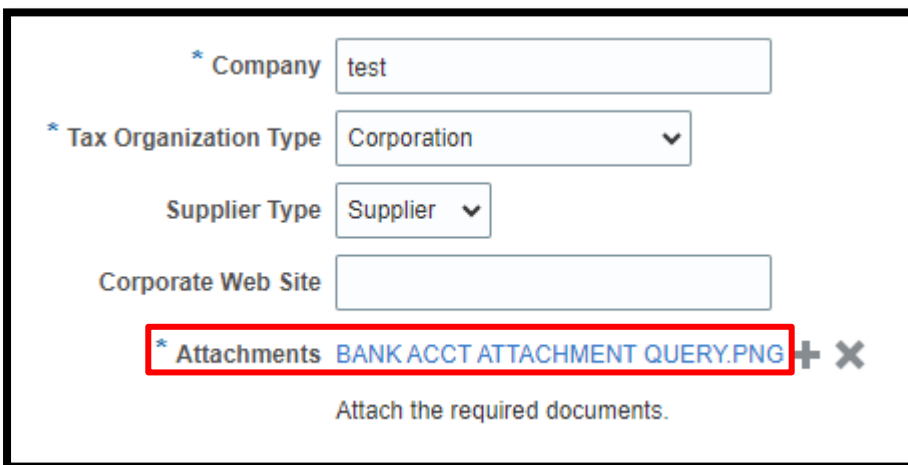
Select 'Choose File' to upload applicable documents from your computer.



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)

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-I-S Number, Taxpayer ID, or Tax Registration Number.

* Company: TLC TEST SUPPLIER

* Tax Organization Type: Corporation

Supplier Type: Supplier

Corporate Web Site: www.the lottery corporation.com

* Attachments: TLC SUPPLIER BANKING AND CONF... [X]

Additional Information

Vendor Type: [Dropdown]

Employee Number: [Text]

Small Business: [Dropdown]

Sole Trader Tax File Number: [Text]

Sole Trader Date Of Birth: dd-mm-yyyy [Text]

Sole Trader Home Address: [Text]

Sole Trader Superannuation Fund Name: [Text]

Sole Trader Superannuation Fun: [Text]

Sole Trader Superannuation Member Number: [Text]

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: TLC

* Last Name: TEST

* Email: testsupplier@thelotterycorporation.com

* Confirm Email: testsupplier@thelotterycorporation.com

D-U-I-S Number: [Text]

Tax Country: Australia

Taxpayer ID: [Text]

Tax Registration Number: 2234567890

Note to Approver: [Text]

Sole Trader Unique Superannuation Identifier: [Text]

ABN (ABR) check completed (Y/N): [Dropdown]

ABN Entity Type: [Dropdown]

Sanction check completed: [Dropdown]

Sanction check Number: [Text]

Supplier Tier: [Dropdown]

Supplier Tier Notes: [Text]

Health and safety check completed: [Dropdown]

Health and safety check number: [Text]

Tax Country search for applicable country.

Suppliers with an ABN to provide Tax Registration Number.

Search and Select: Tax Country

Search [Advanced]

Name: aus

Code: [Text]

[Search] [Reset]

Name	Code
Australia	AU
Austria	AT

[OK] [Cancel]

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)

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company: TLC TEST SUPPLIER

* Tax Organization Type: Corporation

Supplier Type: Supplier

Corporate Web Site: www.theLotteryCorporation.com

* Attachments: TLC SUPPLIER BANKING AND CONFIRMATION DOCUMENTS

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: TLC

* Last Name: TEST

* Email: testsupplier@thelotterycorporation.com

* Confirm Email: testsupplier@thelotterycorporation.com

Complete mandatory contact info for communication purposes.

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

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company: TLC TEST SUPPLIER

* Tax Organization Type: Corporation

Supplier Type: Supplier

Corporate Web Site: www.theLotteryCorporation.com

* Attachments: TLC SUPPLIER BANKING AND CONFIRMATION DOCUMENTS

Top Tips:

- Complete all mandatory fields marked with an asterisk *

Next **Save for Later** Register Cancel

1.2 CONTACTS

The contact details input under previous COMPANY DETAILS section will automatically populate in CONTACTS section. To add further info select **Edit**



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

Edit Contact: test 8 test 9

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

User Account

Request user account

Phone

Mobile

Fax

* Email

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

Roles

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...

CONTACT SECTION CONTINUED

Create Contact

Salutation: Mrs. ▾

* First Name: TEST

Middle Name:

* Last Name: TLC SUPPLIER

Job Title: PROCUREMENT OFFICER

Administrative contact

By selecting Administration contact this contact will be notified of the registration review outcome

Phone: ▾

Mobile: 61 ▾ 04 7896543

Fax: ▾

* Email: testtlic@gmail.com

Top Tips:

If the **Phone** and **Fa** number are the same only input **one** to avoid errors.

User Account: Create user account

Roles

Role	Description
TLC Supplier Sales Representative Custom	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...
TLC Supplier Customer Service Representat...	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks includ...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...

Navigate arrow down to view all applicable roles

Create Another **OK** Cancel

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:

Phone: ▾

Mobile: 61 ▾ 04 72536956

Fax: ▾

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**.

My Oracle

Register Supplier: Contacts

Enter at least one contact.

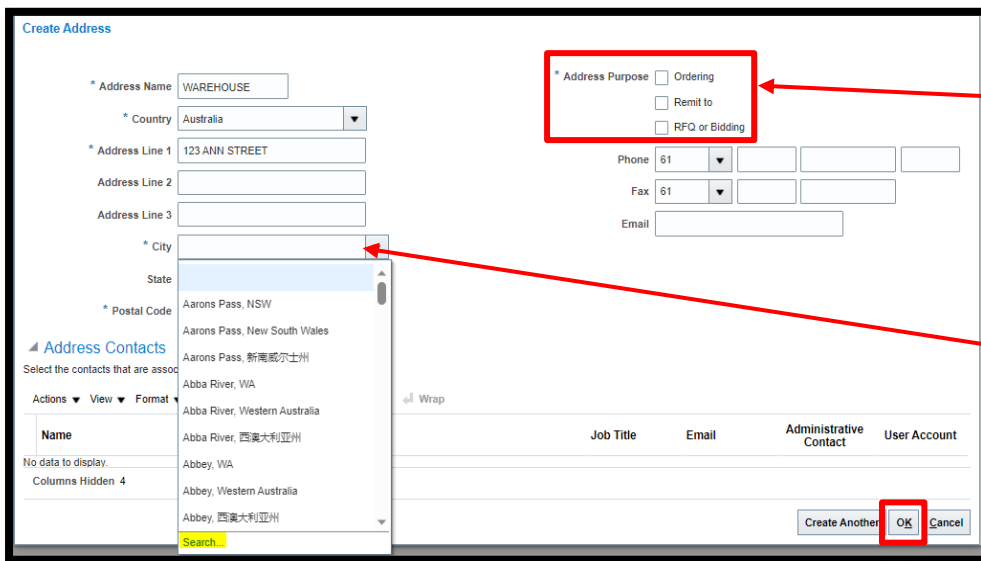
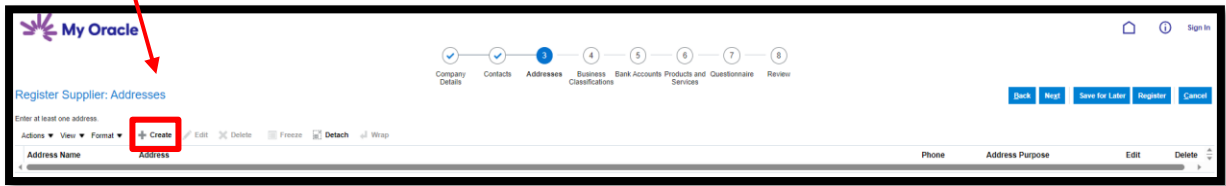
Company Details: **Contacts** (2) | Addresses | Business Classifications | Bank Accounts | Products and Services | Questionnaire | Review

Buttons: **Next** Save for Later Register Cancel

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
TLC SUPPLIER, TEST	PROCUREMENT OFFI...	testtlic@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>

1.3 ADDRESSES

Click + Create to create address



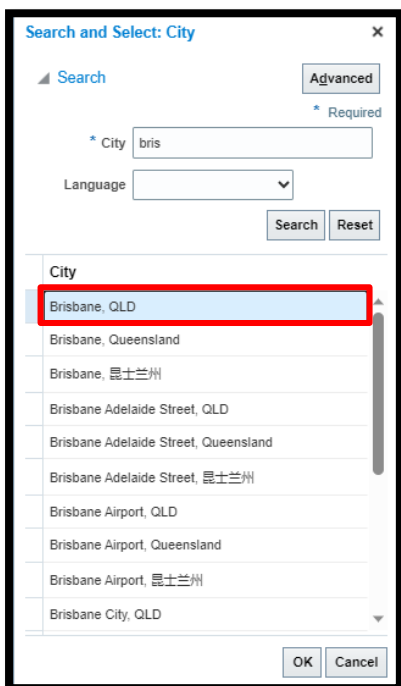
Top Tips:
Tick boxes where applies:

- 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  to view list of contacts for assignment.

Create Address

* Address Name: WAREHOUSE

* Country: Australia

* Address Line 1: 123 ANN STREET

Address Line 2:

Address Line 3:

* City: Brisbane City

State: QLD

* Postal Code: 4000


* Address Purpose: Ordering
 Remit to
 RFQ or Bidding

Phone: 61 04 12345678

Fax: 61

Email: whitefield.lian@gmail.com

Address Contacts
 Select the contacts that are associated with this address.

Actions: View Format  Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

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

Create Address

* Address Name: WAREHOUSE

* Country: Australia

* Address Line 1: 123 ANN STREET

Address Line 2:

Address Line 3:

* City: Brisbane City

State: QLD

* Postal Code: 4000


* Address Purpose: Ordering
 Remit to

Phone: 61 04 12345678

Fax: 61

Email: whitefield.lian@gmail.com

Address Contacts
 Select the contacts that are associated with this address.

Actions: View Format  Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

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

Select and Add: Contacts

Search

Name: Job Title: Search Reset

View Format Wrap

Name	Job Title	Email	Phone
TLC SUPPLIER, TEST	PROCUREMENT...	testtlic@gmail.com	

Rows Selected 1 Columns Hidden 1

Apply **OK** Cancel

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



My Oracle

Company Details Contacts **Addresses** Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Addresses

Enter at least one address.

Actions: View Format Create Edit Delete Freeze Detach Wrap

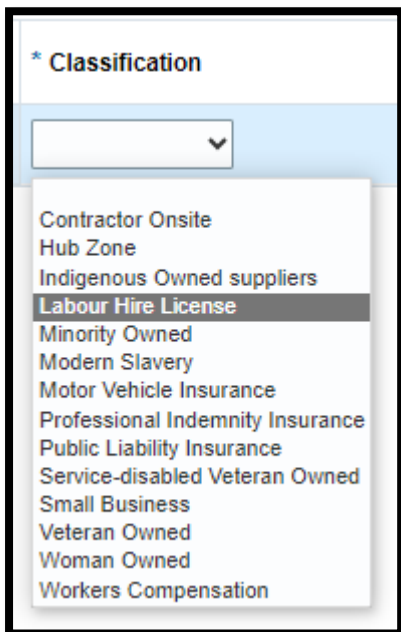
Address Name	Address	Phone	Address Purpose	Edit	Delete
ADMIN	2536 ANN STREET,Mango Hill QLD 4509		Ordering; Remit to		

1.4 BUSINESS CLASSIFICATIONS

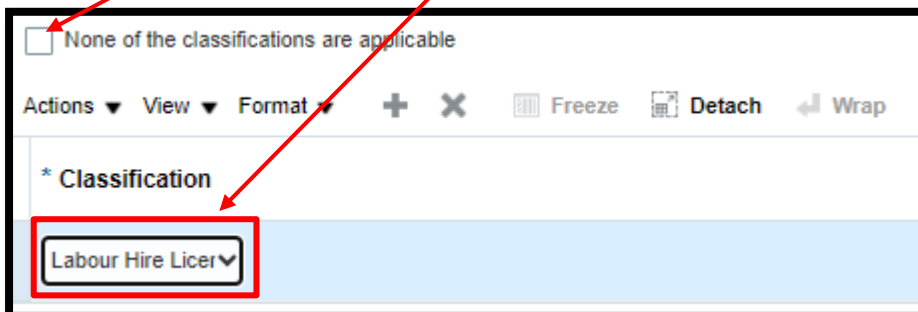
To enter Business Classifications click the + for the drop down options on the **BUSINESS CLASSIFICATIONS** section.



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**.

Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
				mm/dd/yy	mm/dd/yy	None +	

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

Register Supplier: Business Classifications

None of the classifications are applicable

Actions View

Classification **Error: A selection is required. You must make at least one 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.

Register Supplier: Bank Accounts

Enter at least one bank account

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

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

Type first few letters for quick search.

Create Bank Account

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

* Country **Australia**

Bank comm

Branch **Community First Credit Union Limited**

* Account Number

Additional Information

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 ▼

Bank ▼

Branch ▼


* Account Number 034-702

Additional Information

Account Name	062-000 48 Martin Place Sydney	062-000
Alternate Account Name	062-001 48 Martin Place Sydney	062-001
Account Name	062-002 Barrack St Sydney	062-002
Alternate Account Name	062-003 Liverpool & Castlereagh Sts ...	062-003
Account Suffix	062-004 Wynyard	062-004
Check Digits	062-005 George & Market Sts Sydney	062-005
	062-006 Haymarket	062-006
	062-007 Haymarket	062-007
	062-009 Wynyard	062-009

Comments

Note to Approver

Top Tips: 

- **Arrow** for options or **SEARCH** for further options.
- **REMINDER** complete fields with an **ASTERIX ***

Create Bank Account

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

* Country ▼

IBAN

Bank ▼

Currency ▼

Branch ▼

* Account Number

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type

Account Suffix Description

Check Digits

Comments

Note to Approver

Once complete select **OK** or **CREATE ANOTHER** for entry of an additional bank account.

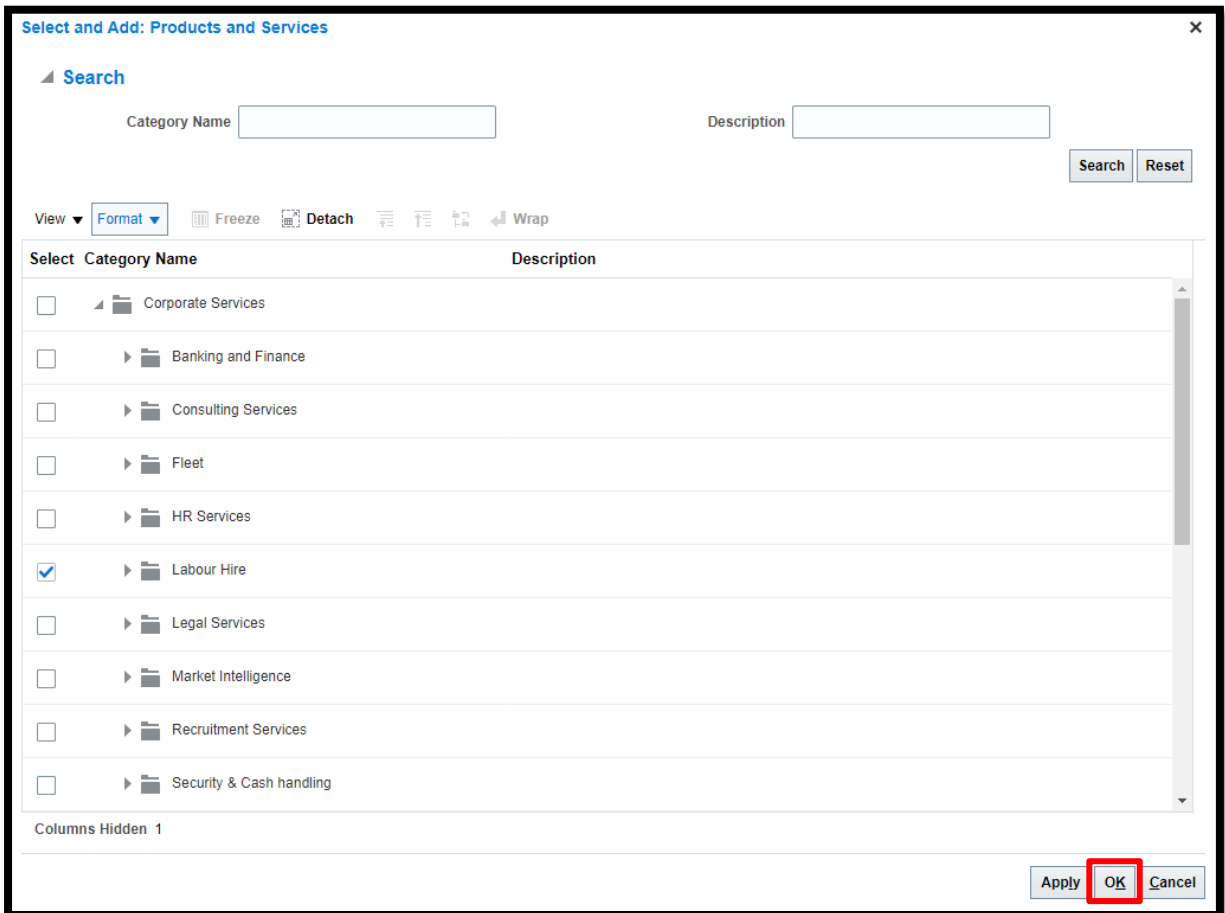
NOTE: If Bank / Branch not available for selection please email SupplierSet-Up@thelotterycorporation.com and advise.

1.6 PRODUCTS & SERVICES

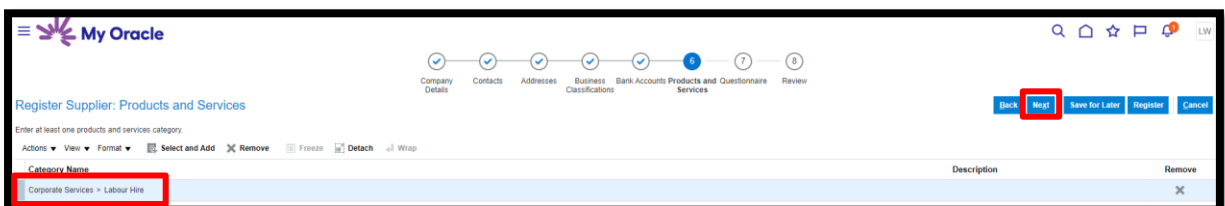
To enter the categories applicable to your services, click **SELECT AND ADD** for relevant category.



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.



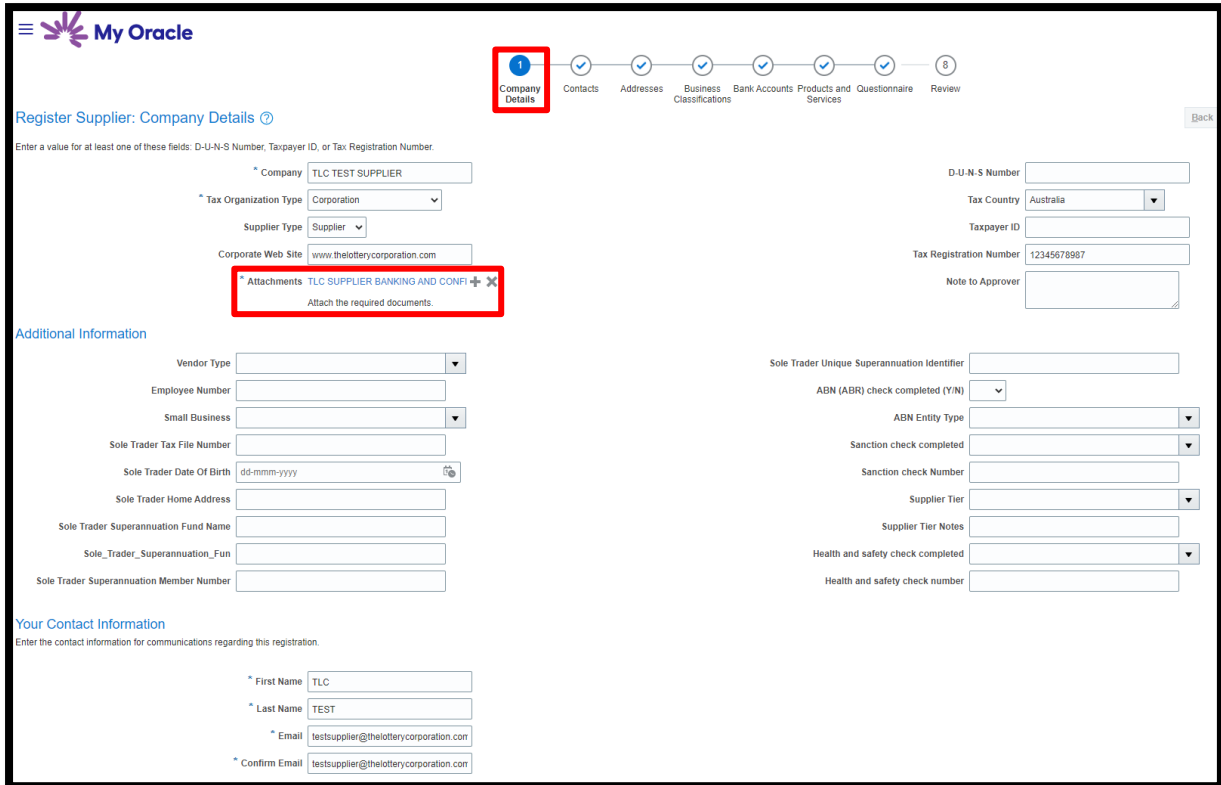
1.7 QUESTIONNAIRE

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**.



My Oracle

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company: TLC TEST SUPPLIER

* Tax Organization Type: Corporation

Supplier Type: Supplier

Corporate Web Site: www.the lottery corporation.com

* Attachments: TLC SUPPLIER BANKING AND CONF
Attach the required documents.

D-U-N-S Number: []

Tax Country: Australia

Taxpayer ID: []

Tax Registration Number: 12345678987

Note to Approver: []

Additional Information

Vendor Type: []

Employee Number: []

Small Business: []

Sole Trader Tax File Number: []

Sole Trader Date Of Birth: dd-mm-yyyy

Sole Trader Home Address: []

Sole Trader Superannuation Fund Name: []

Sole Trader Superannuation Fund: []

Sole Trader Superannuation Member Number: []

Sole Trader Unique Superannuation Identifier: []

ABN (ABR) check completed (Y/N): []

ABN Entity Type: []

Sanction check completed: []

Sanction check Number: []

Supplier Tier: []

Supplier Tier Notes: []

Health and safety check completed: []

Health and safety check number: []

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: TLC

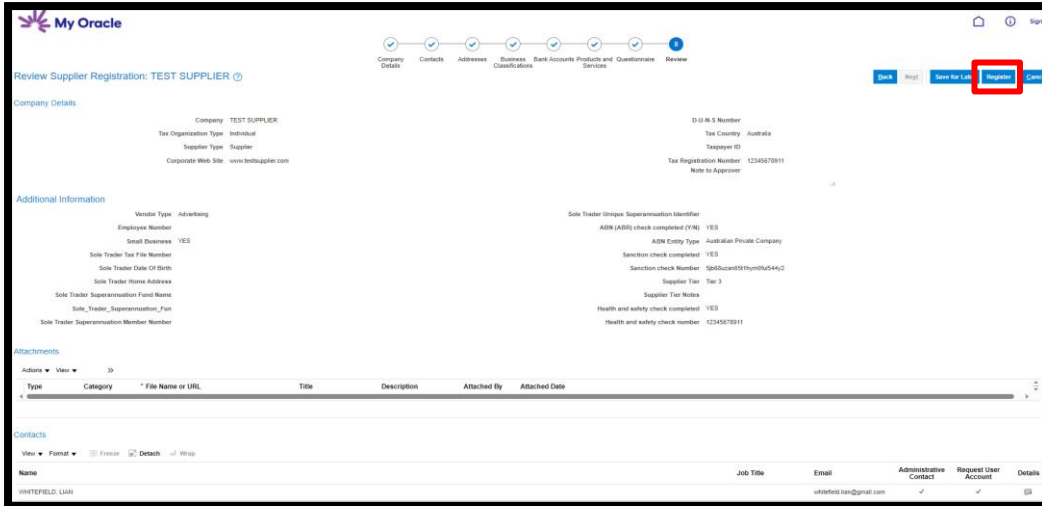
* Last Name: TEST

* Email: testsupplier@the lottery corporation.com

* Confirm Email: testsupplier@the lottery corporation.com

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).



My Oracle

Review Supplier Registration: TEST SUPPLIER

Company Details

Company: TEST SUPPLIER

Supplier Type: Supplier

Corporate Web Site: www.testsupplier.com

Additional Information

Vendor Type: Advertising

Small Business: YES

Sole Trader Tax File Number

Sole Trader Date Of Birth

Sole Trader Home Address

Sole Trader Superannuation Fund Name

Sole Trader Superannuation Fund

Sole Trader Superannuation Member Number

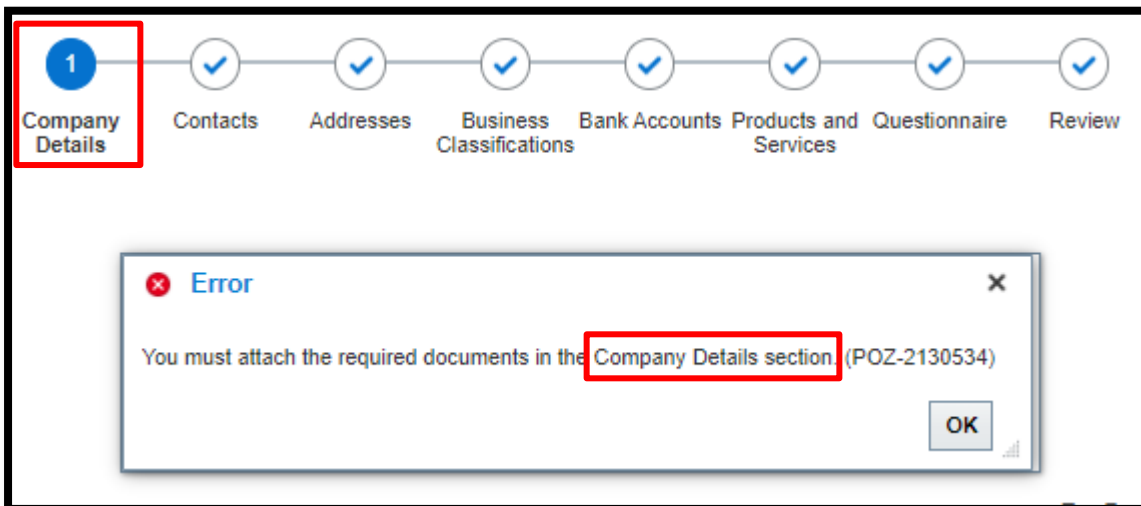
Attachments

Type	Category	File Name or URL	Title	Description	Attached By	Attached Date

Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
SHTEFIELD, LUAN		luan@testsupplier.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Details"/>

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



1 Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

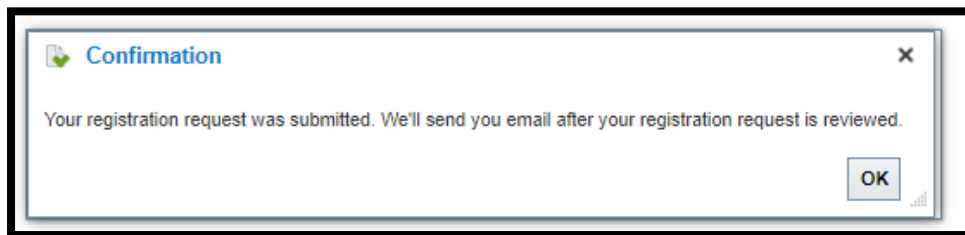
Error

You must attach the required documents in the **Company Details** section. (POZ-2130534)

OK

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

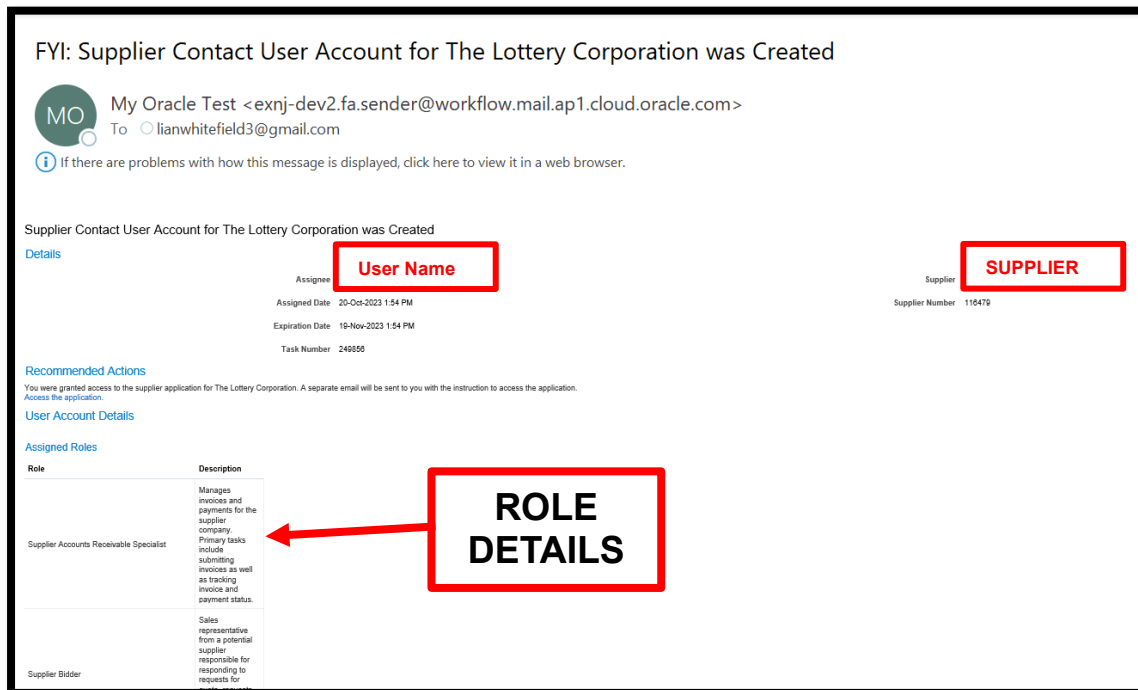
Please expect to receive 3 separate emails notification to ensure complete activation of user account.

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:



FYI: Supplier Contact User Account for The Lottery Corporation was Created

My Oracle Test <exnj-dev2.fa.sender@workflow.mail.ap1.cloud.oracle.com>
To: lianwhitefield3@gmail.com

If there are problems with how this message is displayed, click here to view it in a web browser.

Supplier Contact User Account for The Lottery Corporation was Created

Details

Assignee: **User Name**

Assigned Date: 20-Oct-2023 1:54 PM

Expiration Date: 16-Nov-2023 1:54 PM

Task Number: 246856

Supplier: **SUPPLIER**

Supplier Number: 116479

Recommended Actions

You were granted access to the supplier application for The Lottery Corporation. A separate email will be sent to you with the instruction to access the application. Access the application.

User Account Details

Assigned Roles

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoices and payment status.
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for

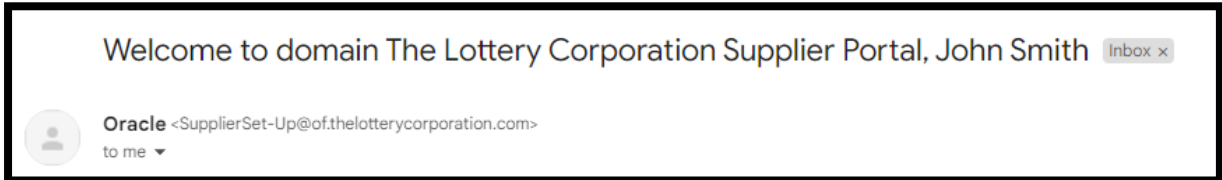
ROLE DETAILS



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

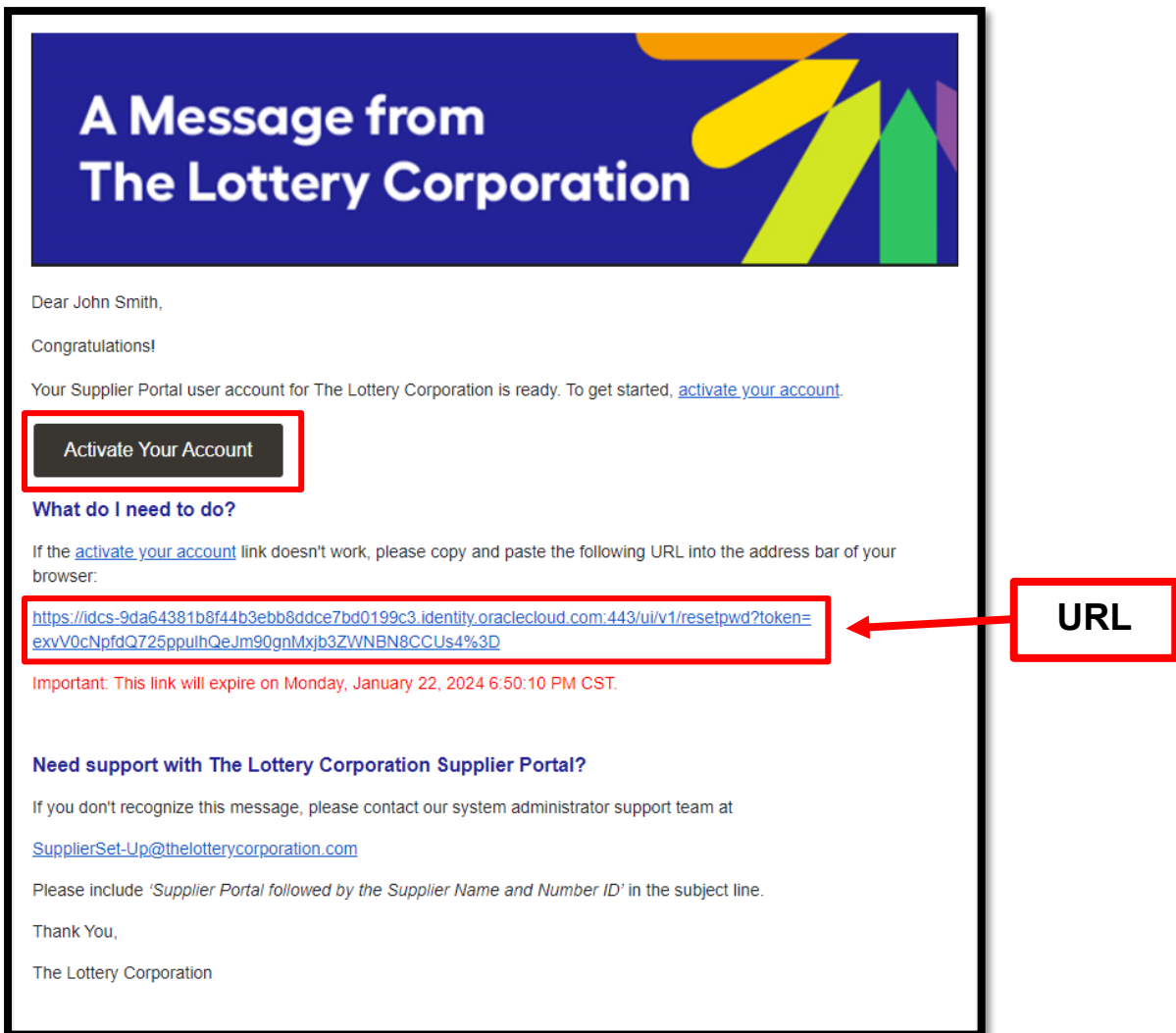
This email will come from Oracle TLC Supplier Administration email address.

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.

The Lottery Corporation

supplier.test.mfa@gmail.com

Identity domain ⓘ
SupplierPortalTest

Reset your password

Set a password for your user account.

New Password

.....

- The password must have at least 8 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat the Current Password

Confirm New Password

.....

Reset Password

Click on **RESET PASSWORD**

The Lottery Corporation

supplier.test.mfa@gmail.com

Identity domain ⓘ
SupplierPortalTest

Reset your password

Set a password for your user account.

New Password

.....

- The password must have at least 8 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat the Current Password

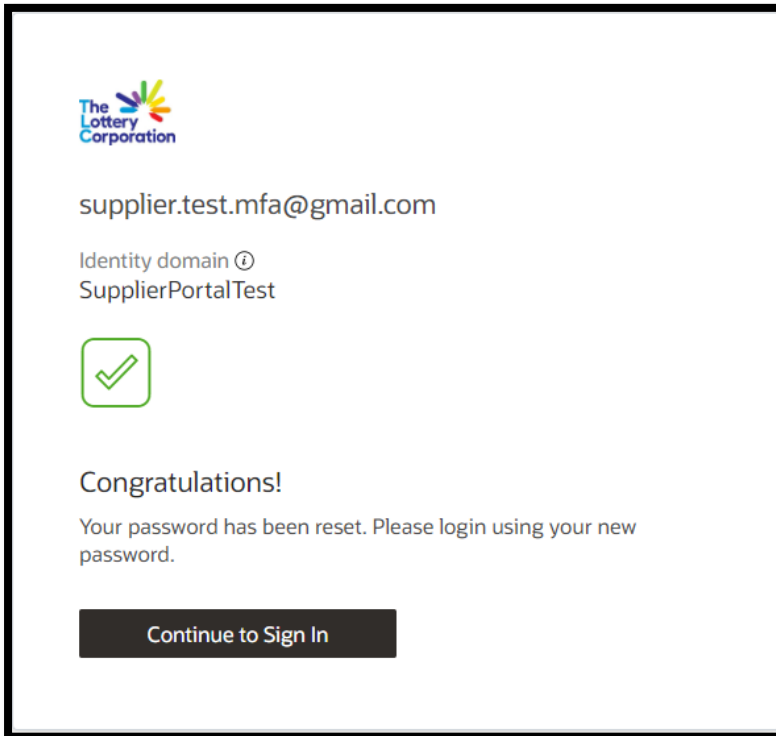
Confirm New Password

.....

Reset Password



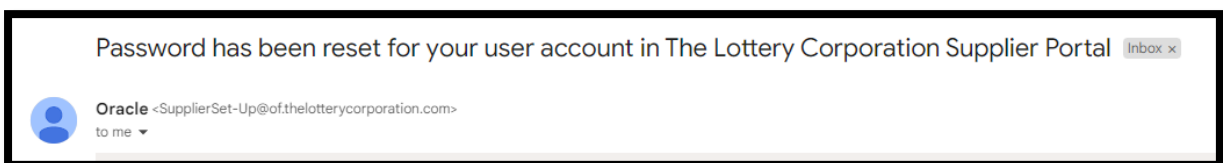
Confirmation password reset successful example.

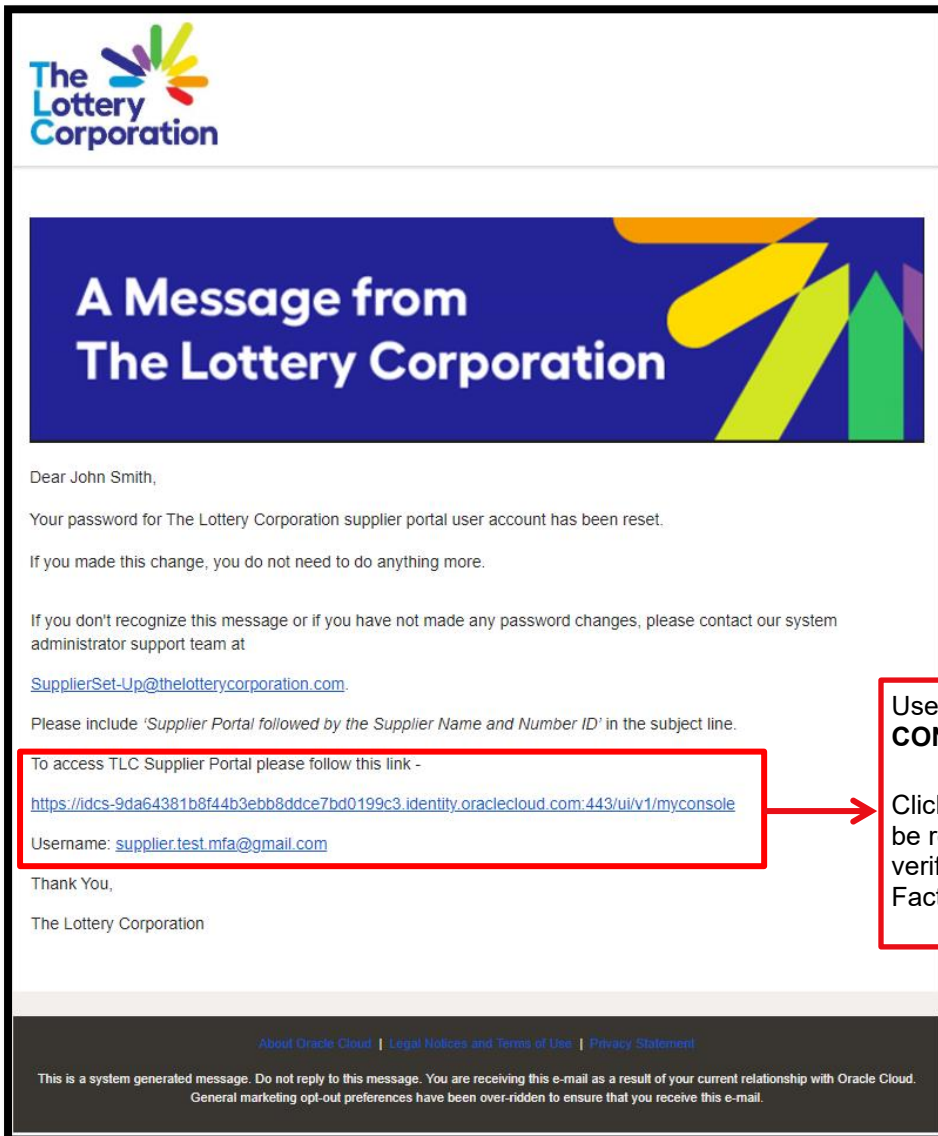


2.1.3 Confirmation of password reset

This email will come from Oracle TLC Supplier Administration email address Supplier-SetUp@of.the lottery corporation.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.





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