
User Manual

New Supplier Registration

iSupplier Portal

Distilleries Company of Sri Lanka PLC



Stage 01: Registering New Suppliers via iSupplier Portal

New suppliers can register in the DCSL's iSupplier portal using the link - [Click here](#)

❖ Above link will open the following supplier registration screen, for new suppliers to register.

ORACLE iSupplier Portal

Close | ⚙️

Basic Information | Company Details | Attachments

Prospective Supplier Registration

Step 1 of 3 **Next**

* Indicates required field
Blank label for instruction text

Company Details

Personalize *Company Details*
At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

Taxpayer ID

* Business Registration Number

Contact Information

Personalize *Contact Information*
Blank label for instruction text

* Email

❖ The following details are mandatory in the above form, and should be filled by the supplier on the **Basic Information** tab of the form.

- Company name
- Tax country
- Tax registration number or Taxpayer ID
- Business Registration Number
- Email address
- Name of the contact person
- Phone area code and phone number



Sample filled form is provided below

ORACLE iSupplier Portal Close Settings

Basic Information Company Details Attachments

Prospective Supplier Registration

Step 1 of 3 [Next](#)

* Indicates required field
Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

Taxpayer ID

* Business Registration Number

Contact Information

Blank label for instruction text

* Email

First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

Step 1 of 3 [Next](#)

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Click Next to go to Company Details tab.

ORACLE iSupplier Portal Close Settings

Basic Information Company Details Attachments

Prospective Supplier Registration

Step 1 of 3 [Next](#)

* Indicates required field
Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

Taxpayer ID

* Business Registration Number

Contact Information



Click on the **Create** button to add the **Address Book** detail of the registering company

ORACLE iSupplier Portal Close Settings

Basic Information **Company Details** Attachments

Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 3 Next

Blank label for instruction text

Company Name American Premium Water
Tax Country Sri Lanka
Tax Registration Number 1209-09121
Taxpayer ID
DUNS Number PV-092323
Alternate Supplier Name
Note to Buyer
Note to Supplier

Address Book

At least one entry is required.

Create ***

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Address Book Creation

ORACLE iSupplier Portal Close Settings

Create Address

Cancel Apply

* Indicates required field

Personalize Stack Layout

* Address Name
Country United States
* Address Line 1
Address Line 2
Address Line 3
Address Line 4
* City/Town/Locality
County
* State/Region
Province
* Postal Code

Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address

Purchasing Address
 Payment Address
 RFQ Only Address

Address Purpose

Personalize "Address Purpose"
Personalize "Address Purpose"

+ ***

Purpose	Remove
No results found.	

- ❖ The following details need to be filled as mandatory in the opened form
- Country - Please select correct country as **"Sri Lanka"**
- Address Name
- Address
- City/Town or Locality
- Postal code



Sample filled details...

ORACLE iSupplier Portal Close Settings

Create Address

Cancel Apply

* Indicates required field

* Address Name	Head Office	Phone Area Code	
Country	Sri Lanka	Phone Number	
* Address Line 1	De Mel Mawatha	Fax Area Code	
Address Line 2		Fax Number	
Address Line 3		Email Address	
Address Line 4			
* City/Town/Locality	Colombo 01	<input checked="" type="checkbox"/> Purchasing Address	
Country		<input checked="" type="checkbox"/> Payment Address	
State/Region		<input checked="" type="checkbox"/> RFQ Only Address	
Province			
* Postal Code	001000		

Address Purpose

+ ...	
Purpose	Remove
No results found.	

Once the details are filled click on the **Apply** button.

Once return to the **Company Details** tab, Click on **Next** button, to open **Attachments** tab

ORACLE iSupplier Portal Close Settings

Create Address

Cancel Apply

* Indicates required field

* Address Name	Head Office	Phone Area Code	
Country	Sri Lanka	Phone Number	
* Address Line 1	De Mel Mawatha	Fax Area Code	
Address Line 2		Fax Number	
Address Line 3		Email Address	
Address Line 4			
* City/Town/Locality	Colombo 01	<input checked="" type="checkbox"/> Purchasing Address	
Country		<input checked="" type="checkbox"/> Payment Address	
State/Region		<input checked="" type="checkbox"/> RFQ Only Address	
Province			
* Postal Code	001000		

Address Purpose

+ ...	
Purpose	Remove
No results found.	

On the **Attachment** tab, click on **Add Attachment** to add any necessary attachments or documents to be submitted with the registration form.

ORACLE iSupplier Portal Close Settings

Basic Information Company Details **Attachments**

Submit Back Step 3 of 3

Attachments

Personalize "Attachments"

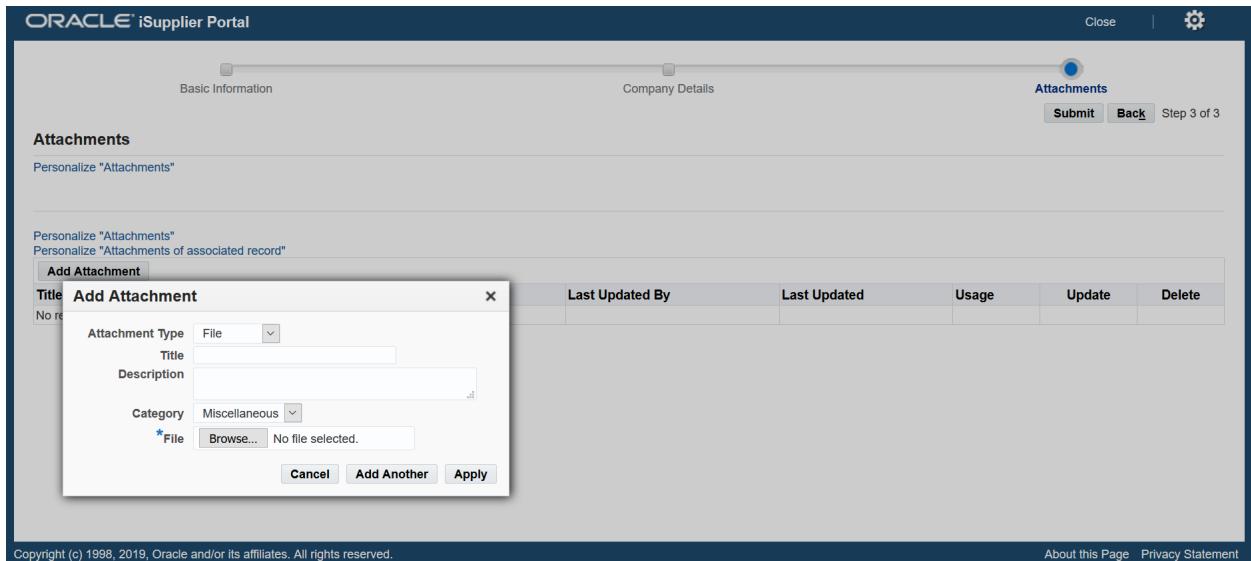
Personalize "Attachments"

Personalize "Attachments of associated record"

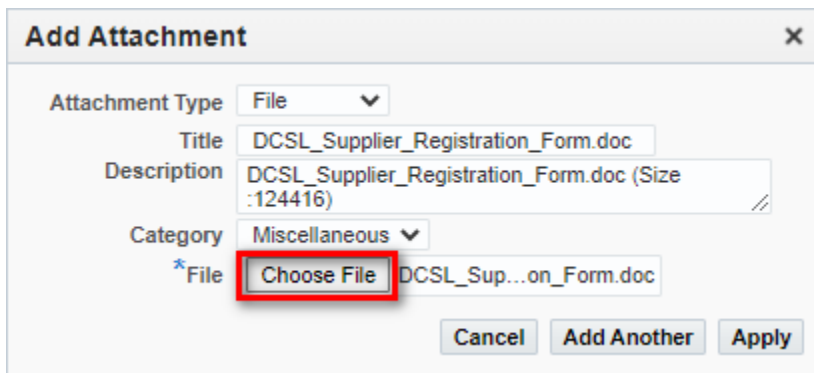
Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

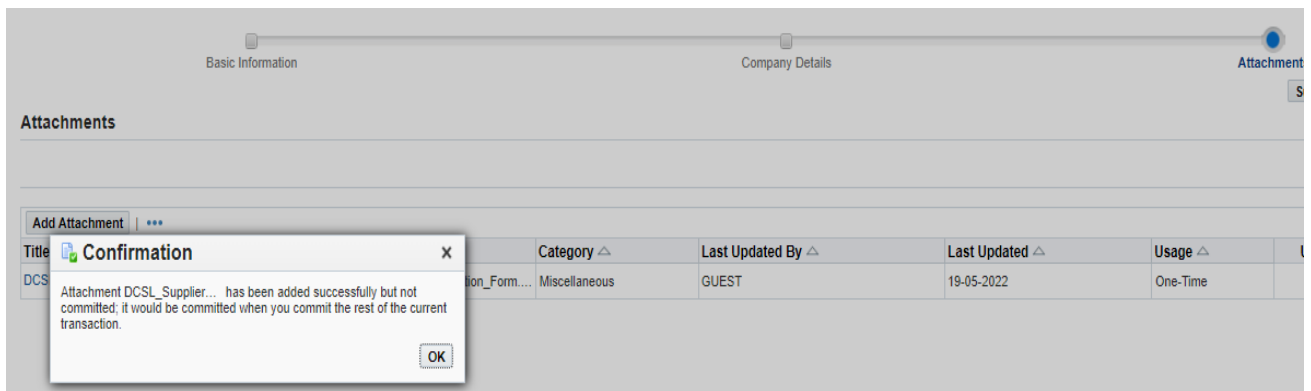
Attach files one by one with the proper title and description.



Upload the attachment as below



After uploading the attachment, you will be notified as below





Once all done, Click on **Submit** button

Progress bar: Basic Information | Company Details | Attachments

Buttons: **Submit** Back Step 3 of 3

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
DCSL_Supplier_Registration_Form...	File	DCSL_Supplier_Registration_Form...	Miscellaneous	GUEST	19-05-2022	One-Time		

Final confirmation will display as below after submitting required information and attachments.

ORACLE iSupplier Portal

Confirmation

Personalize "Confirmation"

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

- ❖ Supplier registration notification email will be received to the supplier's email address (email address provided in the **Basic Information** tab)

For Your Information: Default enterprise name Supplier Collaboration Network: Registration Submitted

Workflow Mailer <no-reply.oracle@melsta.com> to me

2:09 PM (0 minutes ago)

To: Amal De Silva
Sent: 01-FEB-22 14:12:44
ID: 3549957

Your registration details have been submitted. Use this URL to track progress on this request.

[Prospective Supplier Registration Status Page](#)

Reply Forward

Prospective Supplier Registration: Current Status

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

Company Name: El-Toro Roofing Products Ltd | Status: Pending Approval

Contact Information

Email: eltorold@gmail.com | Phone Area Code: +94
First Name: Amal | Phone Number: 767676222
Last Name: De Silva | Phone Extension:

Status History

Date	Status	Note
01-FEB-2022	Submitted	

Table Diagnostics Diagnostic Console

Registration part is completed from the supplier's end.



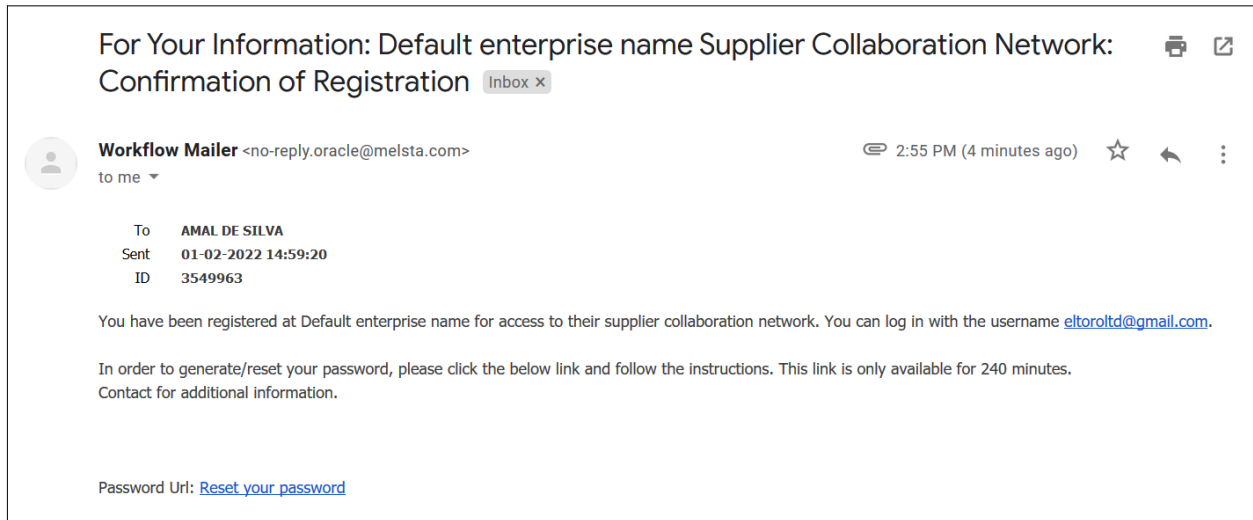
Stage 02: Registration Confirmation

Once the registration is completed by the supplier, a notification will be sent to **DCSL** about the new supplier registration.

DCSL will verify the details of the new registration and will approve the supplier registration.

As soon as the approval is done by the **DCSL**, another mail will be sent to notifying that, supplier has been registered in the system including the username and link to reset the password

And it will appear as below,



Stage 03: iSupplier Portal Access

Once the password reset notification received. Supplier can click the **Reset your password** link, to reset the password.

❖ Below window will open to do the password reset.

The screenshot shows the Oracle iSupplier Portal "Reset Password" form. It includes a header with the Oracle logo and navigation icons. The form contains the following fields and instructions:

- Reset Password** (Section Header)
- * Indicates required field
- Please enter your username and passwords below. The password you enter below will be used to replace your old password.**
- * User Name** (Text input field)
- * Password** (Text input field with a note: (5 characters or more))
- * Confirm Your Password** (Text input field)
- Confirm Password** (Submit button)




- ❖ Email address which was entered in the registration should be used as the USERNAME and any type of a password can use as the password


ORACLE

Reset Password

* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

* User Name 

* Password 

(5 characters or more)

* Confirm Your Password

Once the reset password is successful, iSupplier portal login page will appear.

iSupplier Portal Login Page

ORACLE

User Name

Password

[Login Assistance](#)

[Register Here](#)

Accessibility

Language



❖ Enter the User Name and newly reset Password and click on “Log In” Button

The image shows the Oracle login interface. At the top left is the Oracle logo. The main content is a dark blue modal box with the following elements:

- User Name:** A text input field containing "eltorltd@gmail.com".
- Password:** A text input field with masked characters "•••••" and a small green icon to its right.
- Buttons:** "Log In" and "Cancel" buttons.
- Links:** "Login Assistance" and "Register Here" links.
- Accessibility:** A dropdown menu currently set to "None".
- Language:** A dropdown menu currently set to "English".

❖ Below window will open and, with the assigned responsibilities for the suppliers to use.

The image shows the Oracle E-Business Suite home page. The header includes the Oracle logo, "E-Business Suite", and user information: "Logged in As ELTORLTD@GMAIL.COM". Below the header is a search bar with "Enterprise Search" and "Contract Documents" dropdowns, a "Go" button, and "Search Results Display Preference" set to "Standard". The main content area is titled "Home" and contains two panels:

- Navigator:** A panel with a "Personalize" button and a list of links: "iSupplier Portal Full Access", "Sourcing Supplier", "Supplier Profile Manager", and "Supply Chain Collaboration Planner".
- Worklist:** A panel with a "Full List" button and a table. The table has columns "From", "Type", "Subject", "Sent", and "Due". The content of the table is "There are no notifications in this view." Below the table is a checkbox labeled "TIP Vacation Rules - Redirect or auto-respond to notifications." which is checked.