



## **SRI LANKA CRICKET SUPPLIER REGISTRATION SYSTEM SUPPLIER MANUAL GUIDE TO REGISTRATION FOR YEAR 2026**

Welcome to the Supplier Registration Manual for the year 2026. This guide is designed to provide you with all the necessary information and step-by-step instructions to successfully register as a supplier with Sri Lanka Cricket (SLC).

At the beginning of this manual, we have provided a comprehensive list of required documents for your convenience, ensuring you have everything you need to complete the registration process smoothly. This will help you prepare in advance and avoid any delays during the registration process.

Please read through the guide carefully to understand the steps involved in registering, uploading documents, and completing all necessary requirements. Should you encounter any issues, we have also included contact details for further assistance.

We look forward to having you as a registered supplier with Sri Lanka Cricket!

## **Required Documents for each business type**

### **Limited Liability Companies**

- Business registration certificate
- Company profile document
- Memorandum / Articles of Association
- List of Shareholders (Form 15)
- List of Directors (Form 1/Form 20/Form 48)
- Registered office address (Form 13 / Form 36)
- Audited Financial Statements or Bank Statements
- Tax Payer Identification Certificate
- Contact Person Authorization letter
- Bank Confirmation Letter
- Full Name, Private Address and certified copies of National Identity Card / Passport of all Directors (Passport or ID Copy)
- Full Name, Private Address and certified copies of National Identity Card / Passport of all the CEO (Passport or ID Copy)

### **Partnerships**

- Business Registration Certificate
- Memorandum/Articles of Association
- Audited Financial Statements or Bank Statements
- Tax Payer Identification Certificate
- Contact Person Authorization letter
- Bank Confirmation Letter
- Full Name, Private Address and certified copies of National Identity Card / Passport of all Partners (Passport or ID Copy)

### **Proprietorship**

- Business Registration Certificate
- Memorandum/Articles of Association
- Audited Financial Statements or Bank Statements
- Tax Payer Identification Certificate
- Contact Person Authorization letter
- Bank Confirmation Letter
- Full Name, Private Address and certified copies of National Identity Card / Passport (Passport or ID Copy)

### **Foreign-Incorporated Companies**

- Business Registration Certificate
- Company Profile Document
- Memorandum/Articles of Association
- List of Shareholders (Form 15)
- List of Directors (Form 1/Form 20/Form 48)
- Registered office address (Form 13/ Form 36)
- Audited Financial Statements or Bank statements
- Taxpayer Identification Certificate
- Contact Person Authorization letter
- Bank Confirmation Letter
- Full Name, Private Address and certified copies of National Identity Card / Passport of all Directors (Passport or ID Copy)
- Full Name, Private Address and certified copies of National Identity Card / Passport of all the CEO (Passport or ID Copy)

### **Individual**

- Audited Financial Statement or Bank statements
- Tax Payer Identification Certificate
- Contact Person Authorization letter
- Bank Confirmation Letter
- Full Name, Private Address and certified copies of National Identity Card / Passport (Passport or ID Copy)

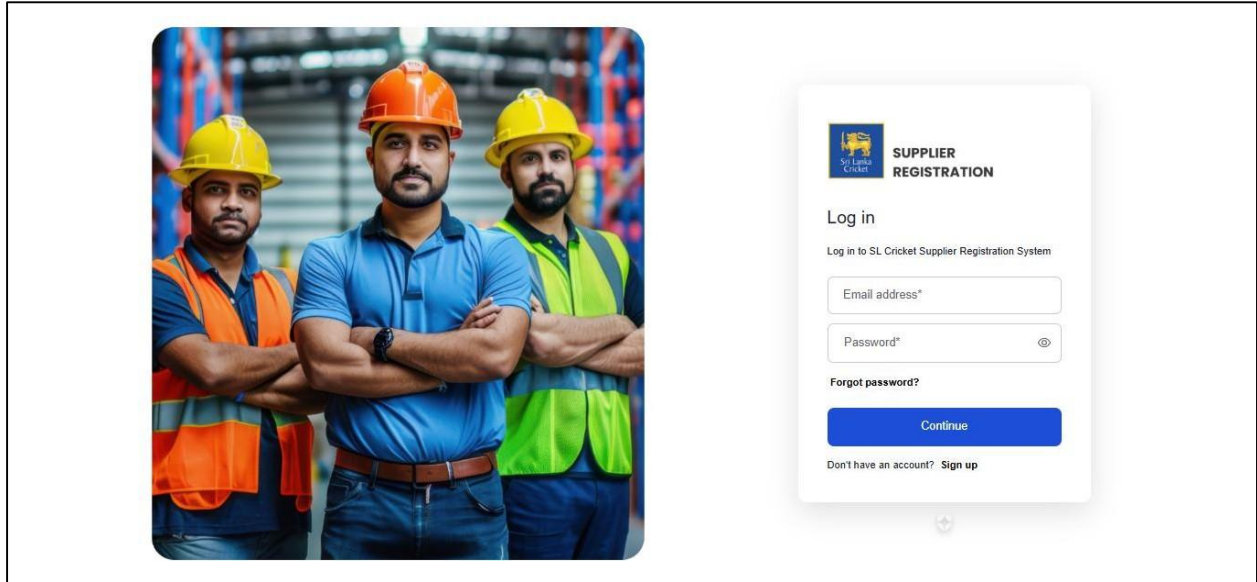
### **Note:**

If a business serves the below categories, they must submit additional documents:

- **Food and Beverage:** PHI Certificate
- **Civil Engineering and Construction Materials:** Construction Industry Development Authority (CIDA) Certificate

## 1. Login/Sign Up Page

Step-by-Step Guide: Login & Sign-Up for SLC Vendor Management System (VMS) Use the following link to log/sign up into the system: <http://vms.mycricket.com.lk>



### Before You Begin

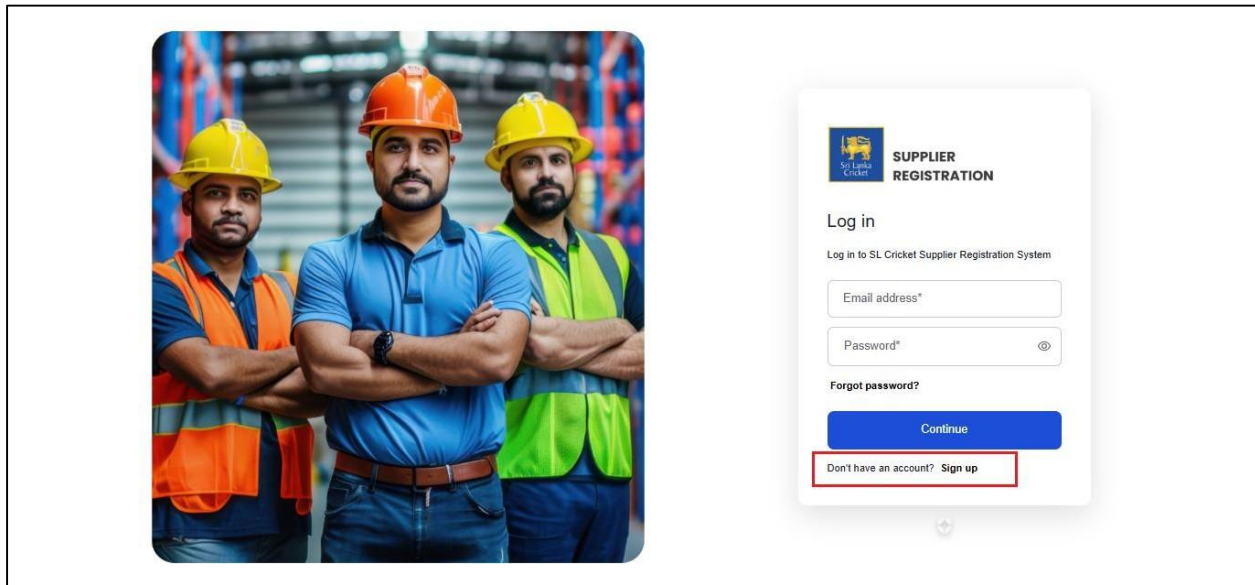
We recommend using an email address assigned to an authorized representative of your business for supplier registration. This ensures seamless communication and account management.

The Login and Sign-Up Page serves as the entry point to the Sri Lanka Cricket (SLC) Supplier Registration System.

### Step 1: Sign up

**Sign-Up:** All suppliers (New/Existing), including existing ones, must register on the newly introduced system for 2026.

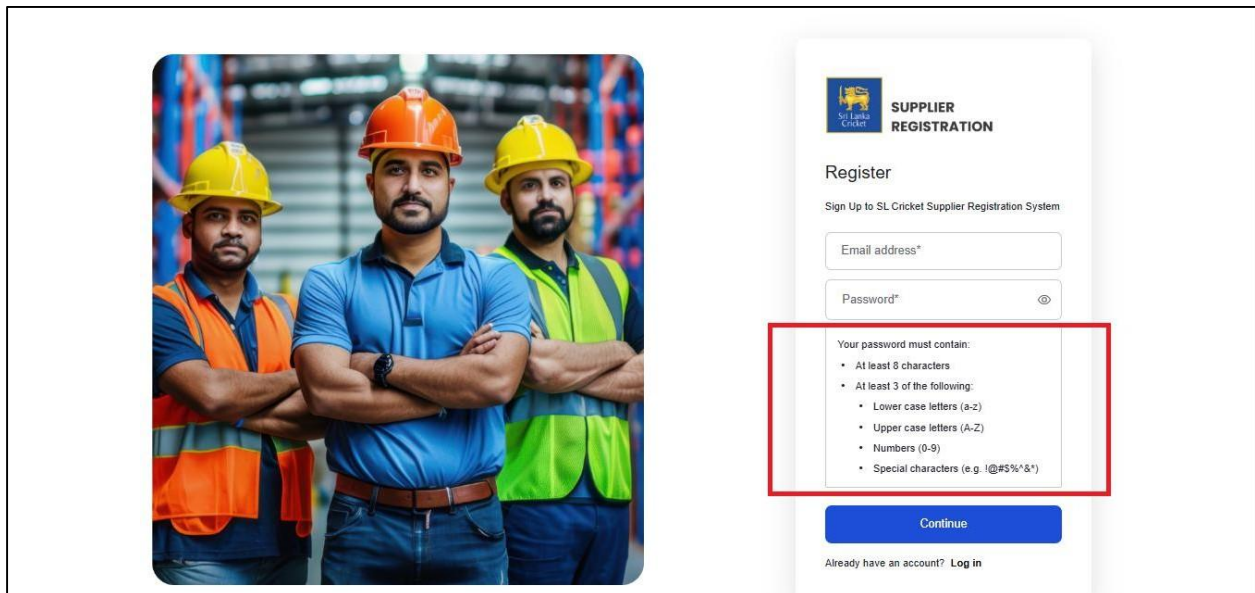
**Log In:** Once registered, suppliers can log in using their email address and password to access the portal, update profiles, and submit applications.



Click the “Don’t have an account? **Sign Up**” to register as a user

## Step 2: Create Your Account

Enter your email address and create a strong password that meets the following criteria:

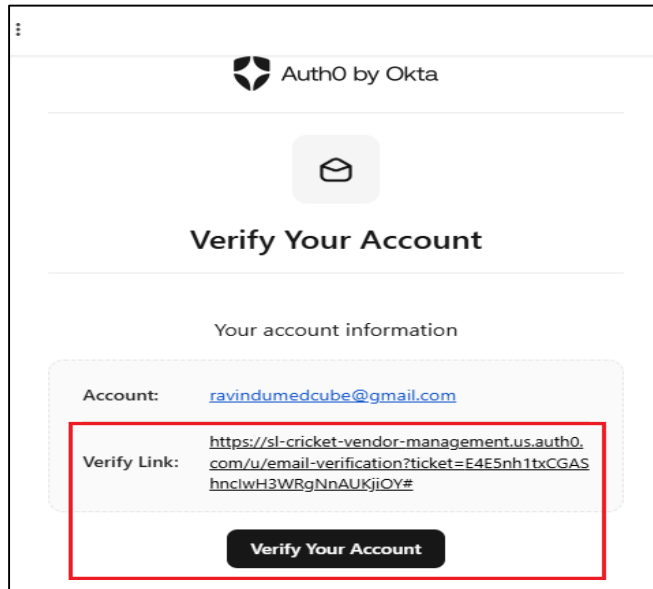


Your password must contain:

- At least 8 characters
- At least 3 of the following:
  - Lower case letters (a-z)
  - Upper case letters (A-Z)
  - Numbers (0-9)
  - Special characters (e.g. ! @#\$%^&\*)

### Step 3: Email Verification

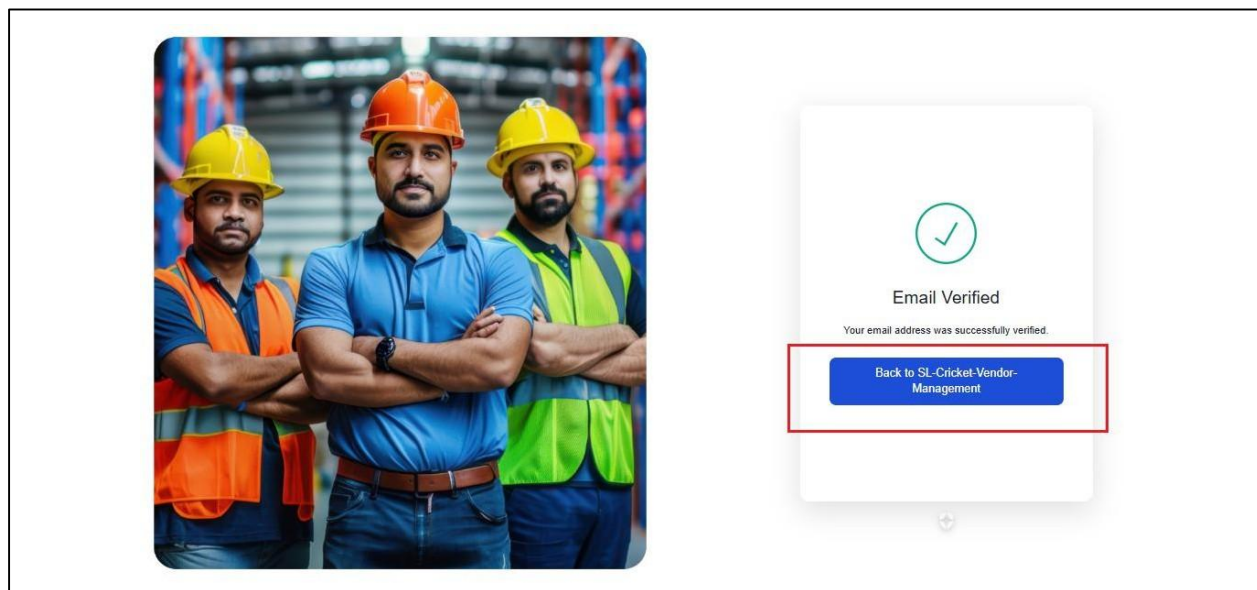
A verification email will be sent to the provided email address.



Open your registered email and look for the subject "Verify Your Account" from SL-Cricket-Vendor-Management and Click the "Verify Your Account" button in the email. If you experience any issues with the button above, copy and paste the URL below into your web browser.

Your user account will be automatically verified.

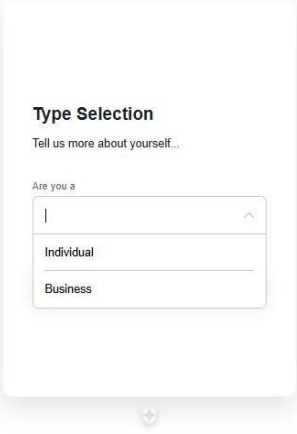

Note: If you do not receive the email within a few minutes, check your spam/junk folder or click "Resend Verification Email" on the sign-up page.



Click on '**Back to SL Cricket Vendor Management**' to continue to the next steps.

## 2. Type Selection

Suppliers can select from two types: Individual or Business, allowing SLC to accurately identify the supplier type and ensure a smooth registration process for both SLC and suppliers.



**Type Selection**  
Tell us more about yourself...

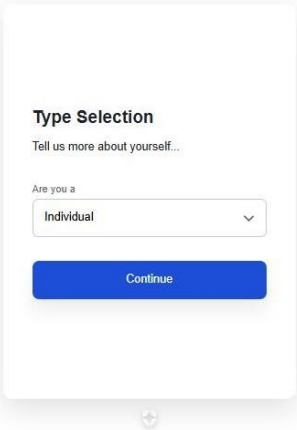

Are you a

Individual

Business

There are two types of selection: **Individual and Business.**

- **Individual:** Choose this option if you are a **Freelancer or an Independent Service Provider.**



**Type Selection**  
Tell us more about yourself...

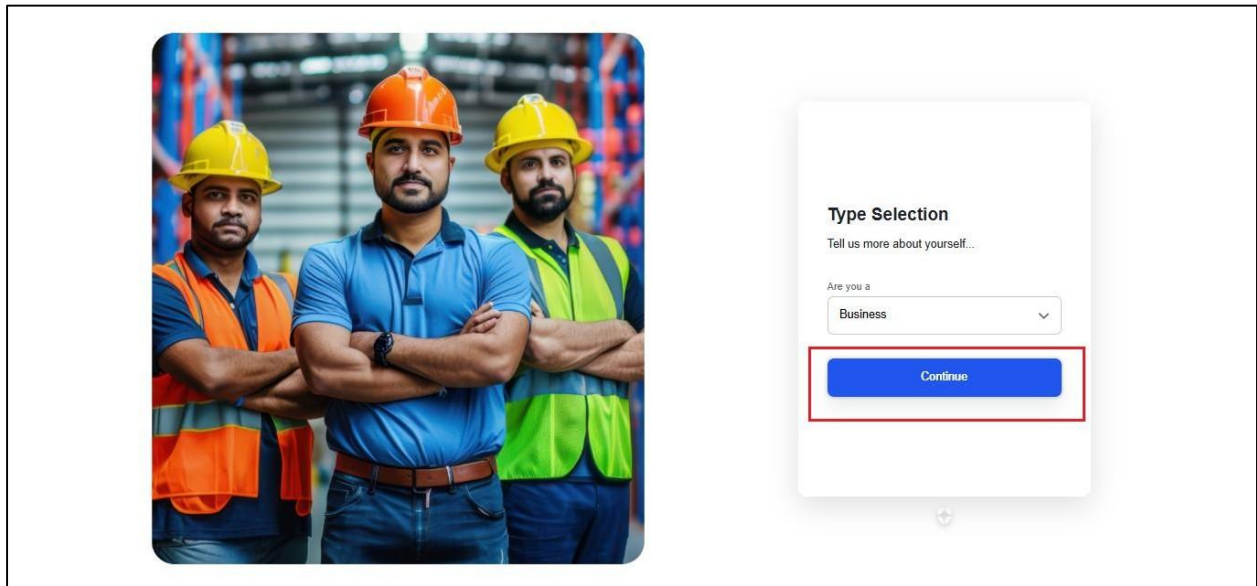
Are you a

Individual

Continue



- **Business:** Select this option if you are registering as a **Limited Liability Company, Partnership, Proprietorship, or a Foreign Incorporated Company.**



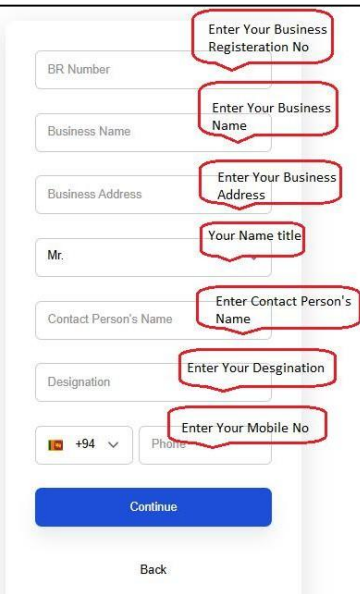

### 3. Signup Page Business – (New/Existing)

**Important:** Ensure that all information is accurate and matches the details on your **Business Registration Document**, and that the **contact person** provided is authorized for registration.

After selecting your supplier type, if you choose "Business," you will be directed to a registration page where you need to provide the following details:

- **Business Registration Number (BR)**
- **Business Name**
- **Business Address**
- **Name Title**
- **Contact Person's Name**
- **Designation**
- **Mobile Number**





Registration form fields with red callouts:

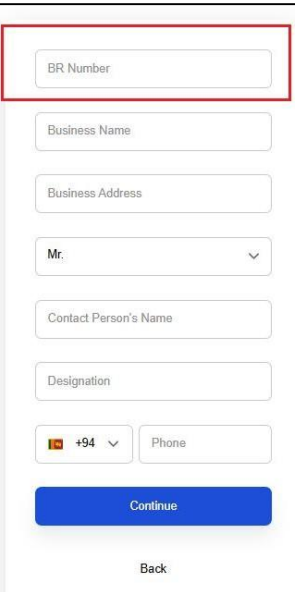

- BR Number: Enter Your Business Registration No
- Business Name: Enter Your Business Name
- Business Address: Enter Your Business Address
- Mr. [dropdown]: Your Name title
- Contact Person's Name: Enter Contact Person's Name
- Designation: Enter Your Designation
- +94 [dropdown] Phone: Enter Your Mobile No

Buttons: Continue, Back

Once all details are entered, click the "Continue" button to proceed to the next step.

### For Existing Suppliers

Please ensure you enter your **Business Registration Number (BR)** in the format **PV1234567** (without spaces) for the system to accurately identify you as an existing supplier.



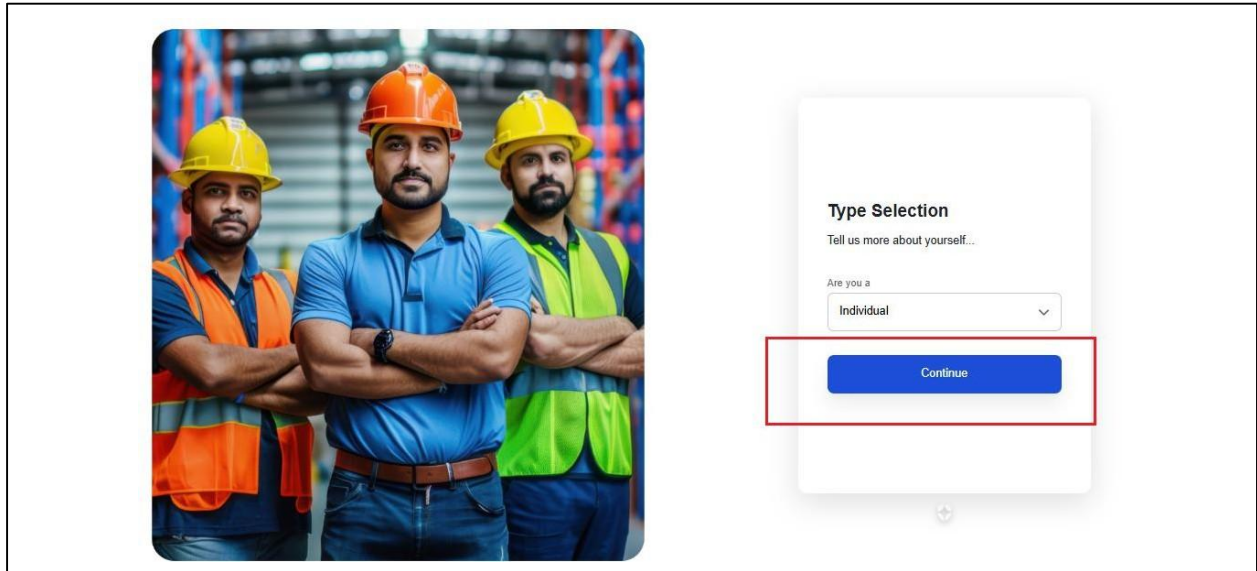
Registration form fields:

- BR Number (highlighted with a red box)
- Business Name
- Business Address
- Mr. [dropdown]
- Contact Person's Name
- Designation
- +94 [dropdown] Phone

Buttons: Continue, Back

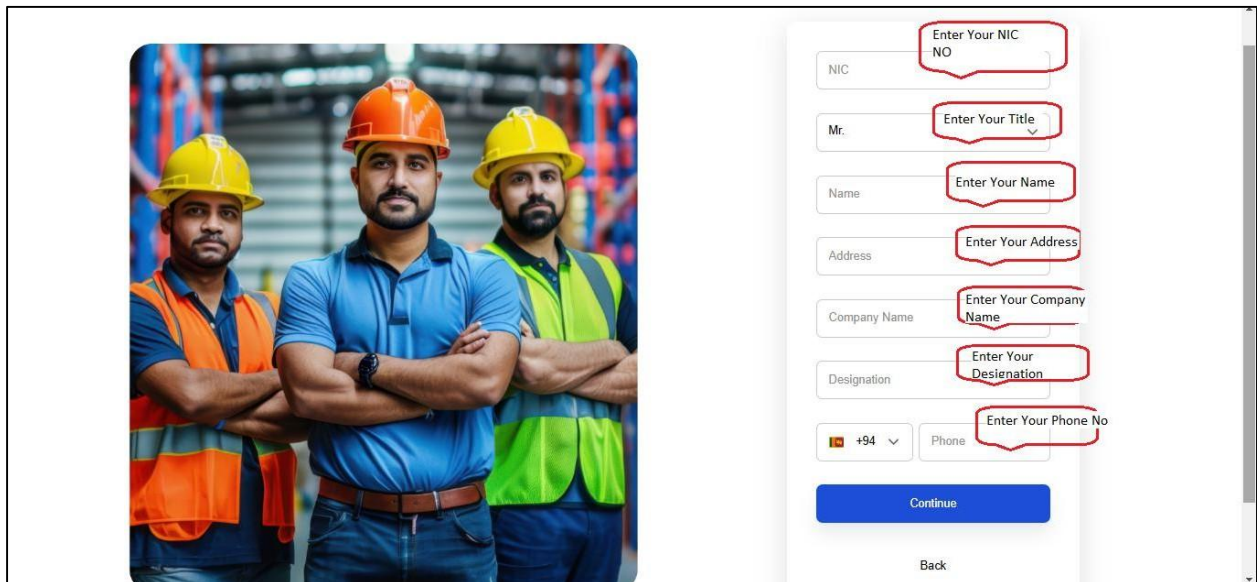
## Signup (Individual)

If you are an individual, please select “Individual” and “Continue”



If you select the "Individual" type, you will need to fill in the following details:

- **NIC (National Identity Card)**
- **Your Title**
- **Name**
- **Address**
- **Company Name**
- **Designation**
- **Phone Number**

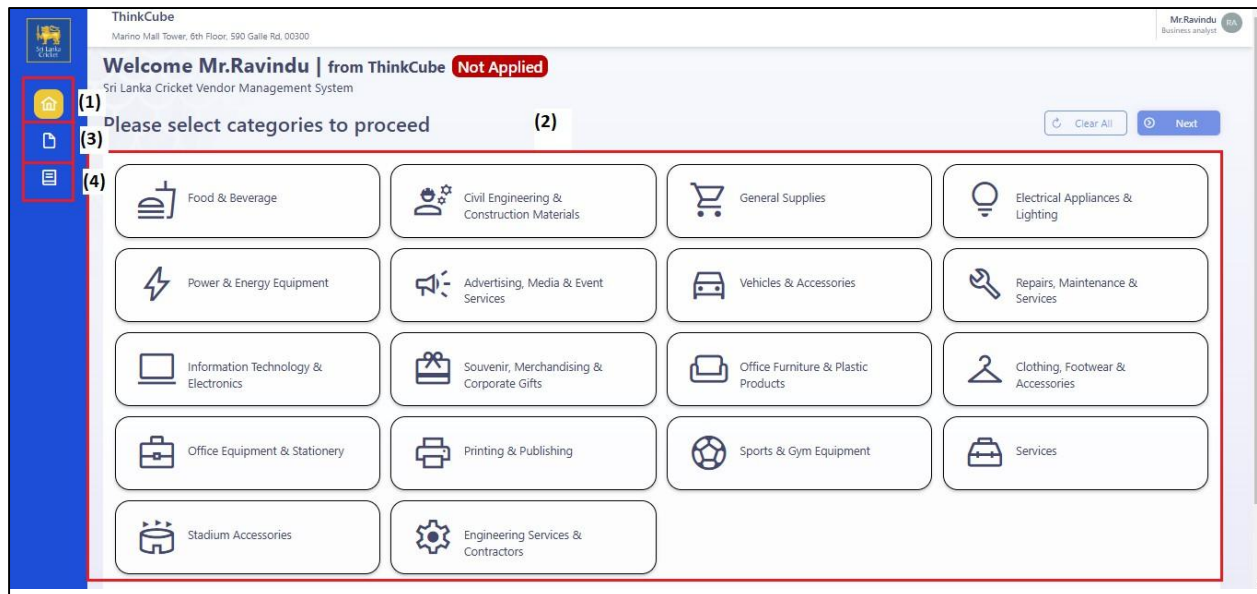


After filling in all the individual's details, click the "Continue" button to move forward in the registration process.

## 4. Supplier Registration Dashboard

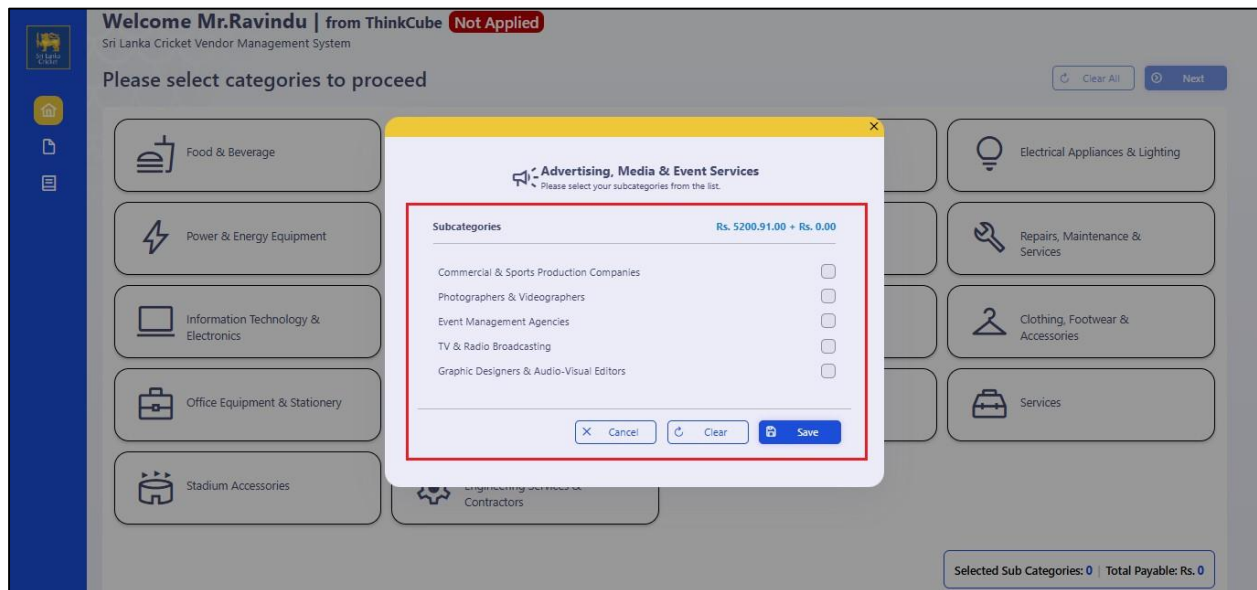
After completing your registration, you will be directed to the **Supplier Registration Dashboard**. The dashboard consists of four main sections, and it will display your company name, address, user name, designation, user profile, and the current supplier application status (initially shown as "not applied"). The four sections are:

1. **Home**
2. **Main Categories (Sub-categories)**
3. **Supplier Registration Form**
4. **Payment History**



To proceed, follow these steps:

1. On the **Home** page, start by selecting the **Main Category** related to your business.
2. Once you select the Main Category, the **Sub-categories** associated with that category will be displayed.



This will guide you through the registration process based on the nature of your business.

## Selecting Categories and Sub-categories

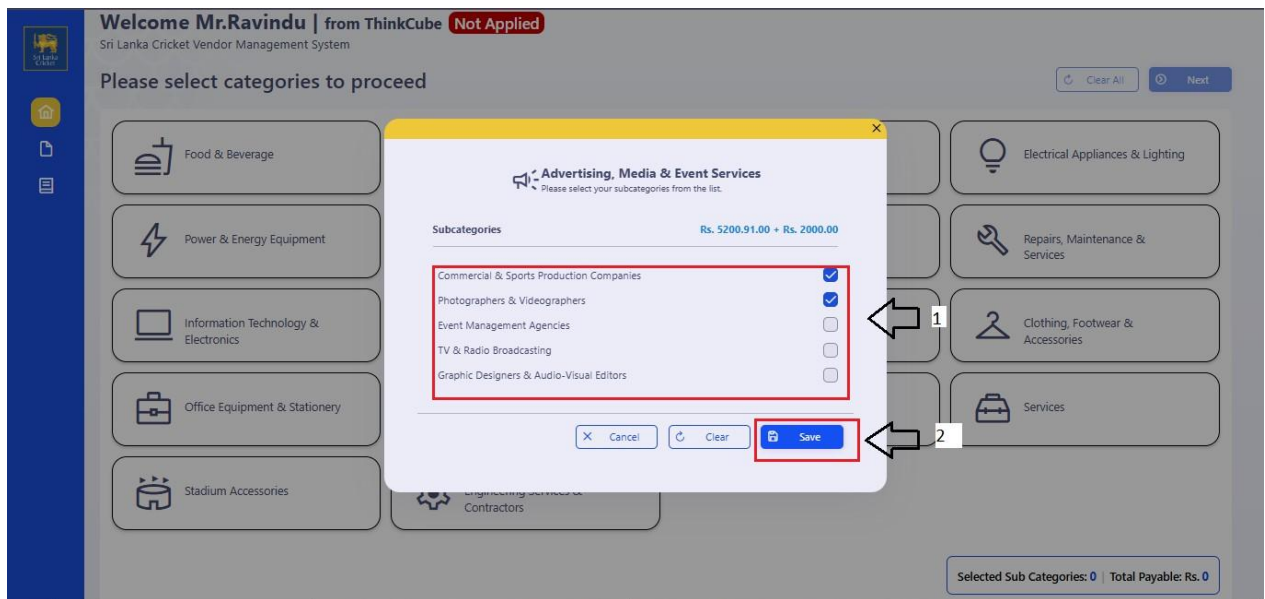
You can select multiple categories or sub-categories; however, please make sure to choose the ones that are relevant to your business. Each category and sub-category has a fee associated with it, and selecting the correct options ensures suppliers will be segmented accordingly.

### Selecting Sub-categories

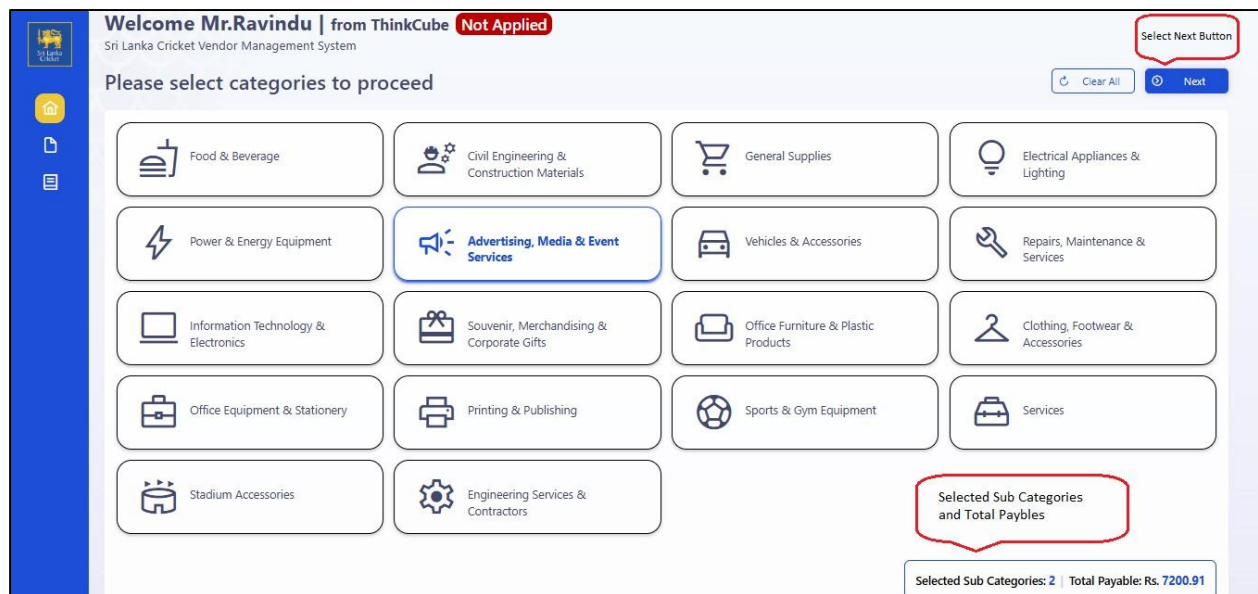
1. Start by selecting the **Main Category** that best fits your business.
2. Once you select the Main Category, you'll be able to choose the relevant **Sub-categories** under it.
3. To select a Sub-category, click the checkbox next to the subcategory name.
4. After selecting the relevant subcategories, click the **"Save"** button to confirm your selections.
5. Finally, click the **"Next"** button to proceed to the next step.

### Example:

- **Main Category:** Advertising, Media, & Event Services
- **Sub-categories:**
  1. Graphic Designers & Audio-Visual Editors
  2. Photographers & Videographers



Once you tick the subcategories, your next step is to click the “Next” button.



Once you have selected the relevant categories and subcategories, you will be able to view the number of subcategories you’ve chosen and the total payable amount on the dashboard. Once confirmed, click "Next" to proceed to the next step.



## 5. Supplier Registration Form

You will now be directed to the **Supplier Registration Form**, where you will need to complete your application to register as an official supplier with Sri Lanka Cricket for the year 2026.

ThinkCube  
Marino Mall Tower, 6th Floor, 590 Galle Rd, 00300

Start Registration as a Supplier

Save Draft Next

Mr. Ravindu Business analyst

**Type of Business**

Limited Liability Company Partnership Proprietorship Foreign-Incorporated Companies

Select the Business type

**Company Details**

ThinkCube 12345 Principal place of Business \*

Fax No Mailing Address (Geographical Address) \* Telephone/Mobile Number \*

E-mail Address \* Web Site (URL) Staff Strength \*

Factory Address(es) (If Applicable only) Tax Payer ID / VAT No \*

**Contact Details for Future Correspondence of the Authorized Representative From Your Organization**

Name/s 1 \* National ID No \* Designation \* Tele/Mobile Nos \* Fax No Email \*

+  
\* Ensure that only authorised personnel listed in your contact authorisation letter are added above.

Please ensure that you select the correct business type from the following available options:

1. **Limited Liability Company**
2. **Partnership**
3. **Proprietorship**
4. **Foreign Incorporated Company**

### Limited Liability Companies

ThinkCube  
Marino Mall Tower, 6th Floor, 590 Galle Rd, 00300

Start Registration as a Supplier

Save Draft Next

Mr. Ravindu Business analyst

**Type of Business**

Limited Liability Company Partnership Proprietorship Foreign-Incorporated Companies

Select the Business type

**Company Details**

ThinkCube 12345 Principal place of Business \*

Fax No Mailing Address (Geographical Address) \* Telephone/Mobile Number \*

E-mail Address \* Web Site (URL) Staff Strength \*

Factory Address(es) (If Applicable only) Tax Payer ID / VAT No \*

**Contact Details for Future Correspondence of the Authorized Representative From Your Organization**

Name/s 1 \* National ID No \* Designation \* Tele/Mobile Nos \* Fax No Email \*

+  
\* Ensure that only authorised personnel listed in your contact authorisation letter are added above.



## Partnerships

ThinkCube

Marino Mall Tower, 6th Floor, 590 Galle Rd, 00300

Mr. Ravindu  
Business Analyst

Save Draft

Next

Start Registration as a Supplier

Type of Business

Limited Liability Company

Partnership

Proprietorship

Foreign-Incorporated Companies

Partnership Details

ThinkCube

12345

Colombo

Fax No

Mailing Address (Geographical Address) \*

Telephone/Mobile Number \*

E-mail Address \*

Web Site (URL)

Staff Strength \*

Factory Address(es) (If Applicable only)

Tax Payer ID / VAT No \*

Contact Details for Future Correspondence of the Authorized Representative From Your Organization

Name/s 1 \*

National ID No \*

Designation \*

Tele/Mobile Nos \*

Fax No

Email \*

+  
\* Ensure that only authorised personnel listed in your contact authorisation letter are added above.

## Proprietorship

ThinkCube

Marino Mall Tower, 6th Floor, 590 Galle Rd, 00300

Mr. Ravindu  
Business Analyst

Save Draft

Next

Start Registration as a Supplier

Type of Business

Limited Liability Company

Partnership

Proprietorship

Foreign-Incorporated Companies

Proprietorship Details

ThinkCube

12345

Colombo

Fax No

Mailing Address (Geographical Address) \*

Telephone/Mobile Number \*

E-mail Address \*

Web Site (URL)

Staff Strength \*

Factory Address(es) (If Applicable only)

Tax Payer ID / VAT No \*

Contact Details for Future Correspondence of the Authorized Representative From Your Organization

Name/s 1 \*

National ID No \*

Designation \*

Tele/Mobile Nos \*

Fax No

Email \*

+  
\* Ensure that only authorised personnel listed in your contact authorisation letter are added above.

## Foreign-Incorporated Companies

ThinkCube  
Marino Mall Tower, 6th Floor, 590 Galle Rd, 00300

Start Registration as a Supplier

Save Draft Next

Mr Ravindu  
Business analyst

**Type of Business**

Limited Liability Company Partnership Proprietorship **Foreign-Incorporated Companies**

**Company Details**

ThinkCube 12345 Colombo

Fax No Mailing Address (Geographical Address) \* Telephone/Mobile Number \*

E-mail Address \* Web Site (URL) Staff Strength \*

Factory Address(es) (If Applicable only) Tax Payer ID / VAT No \*

**Contact Details for Future Correspondence of the Authorized Representative From Your Organization**

Name/s 1 \* National ID No \* Designation \* Tele/Mobile Nos \* Fax No Email \*

+  
\* Ensure that only authorised personnel listed in your contact authorisation letter are added above.

Please ensure that when filling out the registration form all the information provided is accurate and corresponds to your Business Registration (BR) details. Additionally, verify that all documents uploaded are accurate, updated, and in compliance with the requirements. Upload all necessary documents to proceed with the registration process.

### Add an additional category (Optional)

While filling out the form, the "Add Category" option is available if you need to add more categories. if you need to include more categories. Simply click on it to add additional categories.

+  
\* Ensure that only authorised personnel listed in your contact authorisation letter are added above.

**Details of Chief Executive Officer (CEO)**

Full Name 1 \* Private Address \* NIC / Passport No \* Certified copies of National Identity Card / Passp

+  
**Details of Company Directors**

Full Name 1 \* Private Address \* NIC / Passport No \* Certified copies of National Identity Card / Passp

+  
**Kindly Provide Your Banker's Information.**

Account Name 1 \* Account No \* Bank Name \* Branch \* Bank Confirmation Letter \*

+  
**Select Categories**

Main Category \* Sub Category \* + Add category

#	Main Category	Sub Category
1	Information Technology & Electronics	IT Equipment & Services

You can click add categories button to add more categories

Once you fill out the form, the next step is to upload the required documents.

## Uploading Documents

Once you reach the **Document Upload** section, ensure that you upload all the required documents relevant to your selected business type. These documents are necessary for completing the supplier registration process and must be in the correct format for review.

Kindly Provide Your Banker's Information.

Account Name \* Account No \* Bank Name \* Branch \* Bank Confirmation Letter \*

Select Categories

Main Category \* Sub Category \* + Add category

#	Main Category	Sub Category
1	Information Technology & Electronics	IT Equipment & Services

Upload Documents

Business registration certificate \* Company profile document Memorandum / Articles of Association \*

List of Shareholders (Form 15) \* List of Directors (Form 1/Form 20/Form 48) \* Registered office address (Form 13 / Form 36) \*

Audited Financial Statements or Bank Statements \* Tax Payer Identification Certificate \* Additional Support Documents

Contact Authorization Letter \*

Date	File Name	Actions
------	-----------	---------

Each document upload section is different from than each business type. We recommend to always double check the selected business type before proceeding with uploading. Additionally, make sure to have the relevant documents ready in soft copy format, with a maximum file size of 20MB, for easy upload during the registration process.

Note: If a supplier selects "**Food and Beverage**" or "**Civil Engineering and Construction Materials**," they must submit additional documents such as the **PHI Certificate** and the **Construction Industry Development Authority (CIDA) Certificate**.

After adding these documents, you will see the following,

**Upload Documents**

✓ Business registration certificate *	✓ Company profile document	✓ Memorandum / Articles of Association *
✓ List of Shareholders (Form 15) *	✓ List of Directors (Form 1/Form 20/Form 48) *	✓ Registered office address (Form 13 / Form 36) *
✓ Audited Financial Statements or Bank Statements *	✓ Tax Payer Identification Certificate *	✓ Additional Support Documents
✓ Contact Authorization Letter *		

Date	File Name	Actions
Feb 1, 2025, 11:10:11 PM	business-registration	
Feb 1, 2025, 11:10:19 PM	shareholders	
Feb 1, 2025, 11:10:26 PM	financial-statements	
Feb 1, 2025, 11:10:34 PM	directors	
Feb 1, 2025, 11:10:47 PM	tax-certificate	
Feb 1, 2025, 11:11:00 PM	office-address	
Feb 1, 2025, 11:11:08 PM	memorandum	
Feb 1, 2025, 11:11:15 PM	contact-authorization	

## Form Submission

**ThinkCube**  
Marino Mall Tower, 6th Floor, 590 Galle Rd, 00300

**Start Registration as a Supplier** (1) (2)

**Type of Business**

☒ Limited Liability Company ☐ Partnership ☐ Proprietorship ☐ Foreign-Incorporated Companies

**Company Details**

ThinkCube 12345 Colombo

1234567891 Colombo 3 0713846565

ravindu@gmail.com Web Site (URL) 11-50

Factory Address(es) (If Applicable only) 12345

**Contact Details for Future Correspondence of the Authorized Representative From Your Organization**

Ravindu 991298245 Manager 0713846565 Fax No ravindu@gmail.com

\* Ensure that only authorised personnel listed in your contact authorisation letter are added above.

- The **'Save Draft'** option allows users to save their progress, including the information and documents entered, enabling them to upload any remaining documents at a later time.

The **'Next'** button will take you to the payment confirmation step to proceed further with the registration process.

# Individuals Supplier Registration Form

Mr. Ravindu  
Colombo 3

Start Registration as a Supplier

Save Draft Next

**Type of Business**

Individual

**Personal Details**

Mr. Ravindu 991292947 Fax No

Mailing Address (Geographical Address) \* Telephone/Mobile Number \* E-mail Address \*

Web Site (URL) Staff Strength \* Tax Payer ID / VAT No \*

**Kindly Provide Your Banker's Information.**

Account Name 1 \* Account No \* Bank Name \* Branch \* Bank Confirmation Letter \*

**Select Categories**

Main Category \* Sub Category \* Add category

## Documents for the Individual

Once you reach the document upload section, you need to upload the documents related to your individual business.

Mr. Ravindu 991292947 Fax No

Mailing Address (Geographical Address) \* Telephone/Mobile Number \* E-mail Address \*

Web Site (URL) Staff Strength \* Tax Payer ID / VAT No \*

**Kindly Provide Your Banker's Information.**

Account Name 1 \* Account No \* Bank Name \* Branch \* Bank Confirmation Letter \*

**Select Categories**

Main Category \* Sub Category \* Add category

#	Main Category	Sub Category
1	Information Technology & Electronics	IT Equipment & Services

**Upload Documents**

Audited Financial Statements or Bank Statements \* Tax Payer Identification Certificate \* Additional Support Documents

Date	File Name	Actions
------	-----------	---------

- Audited Financial Statement or Bank statements
- Tax Payer Identification Certificate
- Additional Support Document

After adding these documents, you will see the following,

The screenshot shows a web application interface with a blue sidebar on the left containing icons for home, documents, and a list. The main content area has a top section with input fields for 'Web Site (URL)', 'Staff Strength \*', and 'Tax Payer ID / VAT No \*'. Below this is a section titled 'Kindly Provide Your Banker's Information.' with fields for 'Account Name 1 \*', 'Account No \*', 'Bank Name \*', 'Branch \*', and 'Bank Confirmation Letter \*'. A '+' icon is below the bank information. The next section is 'Select Categories' with 'Main Category \*' and 'Sub Category \*' dropdowns, and an 'Add category' button. Below the categories is a table with columns '#', 'Main Category', and 'Sub Category'. The 'Upload Documents' section is highlighted with a red box. It contains three blue buttons: 'Audited Financial Statements or Bank Statements \*', 'Tax Payer Identification Certificate \*', and 'Additional Support Documents'. Below these buttons is a table with columns 'Date', 'File Name', and 'Actions'. The table lists three uploads: 'Feb 2, 2025, 12:48:29 PM' with file name 'financial-statements', 'Feb 2, 2025, 12:48:34 PM' with file name 'tax-certificate', and 'Feb 2, 2025, 12:48:42 PM' with file name 'additional-docs'. Each row has an eye icon and a trash icon in the 'Actions' column.

## Form Submission (Individual)

The screenshot shows the 'Start Registration as a Supplier' form for an individual. The user is 'Mr. Ravindu' from 'Colombo 3'. The form has a blue sidebar on the left with icons for home, documents, and a list. The main content area has a top section with a 'Save Draft' button (labeled (1)) and a 'Next' button (labeled (2)). Below this is the 'Type of Business' section with a blue button labeled 'Individual'. The 'Personal Details' section has fields for 'Mr. Ravindu', '991292947', '7251654688', 'Colombo', '4846846515', 'E-mail Address \*', 'Web Site (URL)', '1-10', and '12354'. The 'Kindly Provide Your Banker's Information.' section has fields for 'ravindu', '172755578', 'BOC', 'Colombo', and 'Bank 1 Document'. A '+' icon is below the bank information. The 'Select Categories' section has 'Main Category \*' and 'Sub Category \*' dropdowns, and an 'Add category' button.

- The '**Save Draft**' option allows users to save their progress, including the information and documents entered, enabling them to upload any remaining documents at a later time.

The '**Next**' button will take you to the payment confirmation step to proceed further with the registration process.



## Selecting Registration Year

The screenshot shows the 'Start Registration as a Supplier' form in the ThinkCube system. A modal window titled 'Registration Year' is open, allowing the user to select the registration year. The modal has two options: '2025 (Current Year)' which is selected with a radio button and a blue bar, and '2026 (Next Year)' which is unselected. Below the options, it says 'Selected: 2025'. At the bottom right of the modal are 'Cancel' and 'Continue' buttons. The 'Continue' button is highlighted with a red rectangle. The background form shows the 'Type of Business' section with 'Limited Liability Company' selected, and the 'Company Details' section with fields for company name, number, email, and address.

After selecting the relevant year for your supplier registration, click “Continue” and you may proceed to the next step for payment confirmation.

**Note:** Please note that you are only permitted to select the upcoming year when registering in December of the current year.

## Payment Confirmation

The payment breakdown will display the total amount due based on the selected categories and subcategories.

- **Grand Total:** The sum of the selected categories and subcategories.
- **SSCL (2.5%):** A 2.5% fee applied to the grand total.
- **VAT (18%):** An 18% value-added tax applied to the total amount.
- **Total Payable:** The final amount after SSCL and VAT are added to the grand total.

Once the breakdown is displayed, please review the total payable amount before proceeding with the payment confirmation.

**Payment Confirmation**

Please ensure all categories are included in the list.

#	Main Category	Price	Subcategory	Price	Sub Total
1	Information Technology & Electronics	1.00	IT Equipment & Services	2.00	3.00
Grand Total					3.00
SSCL (2.5%)					0.08
VAT (18%)					0.55
<b>Total Payable Amount</b>					<b>3.63</b>

\* All amounts are in Sri Lankan Rupees

Buttons: Cancel, **Continue**

Once you have reviewed the payment breakdown, you can proceed with the payment confirmation to complete the registration process. Click the '**Continue button**' to proceed with the payment.

## Terms and Conditions

Once you proceed with the payment, your next step is to agree to the terms and conditions.

**Terms and Conditions**

**Terms and Conditions for Registration of Suppliers into the Vendor Management System of Sri Lanka Cricket**

These Terms and Conditions ("Agreement") govern the registration and use of the Vendor Management System ("System") for applicants who intend to register with SLC as Suppliers and or Suppliers of Sri Lanka Cricket ("SLC", "we", "our", "us") and are binding upon the applicant/supplier ("Supplier", "you", "your") who wishes to register and engage with the System.

By registering as a supplier with the SLC Vendor Management System, you agree to abide by all the terms and conditions set forth in this Agreement. If you do not agree with any of these terms, please refrain from using the System.

- 1. Eligibility**  
To register as a Supplier in the Vendor Management System, you must be a legal entity, such as a company, partnership, or sole proprietorship and or an individual of the age of maturity (age 18 years), duly authorized to operate and or act under the laws of Sri Lanka, and able to enter into legally binding agreements.
- 2. Supplier Profile Creation**  
In order to become a registered Supplier of SLC, you must submit an application through the system by providing accurate and complete information, including but not limited to your business/individual name, registration details, contact information, and tax identification number and other required information. You must ensure that all information provided during the registration process is true, current, and complete, and you are responsible for updating any changes to this information.
- 3. Authorization**  
By registering on the Vendor Management System, you authorize SLC to verify the information you provide and or contact third-party services, such as financial institutions, regulatory bodies, or other relevant entities, for verification and approval purposes.
- 4. Account Security**  
You are responsible for maintaining the confidentiality of your login credentials (username and password) and for all activities that occur under your profile. If you believe your account has been compromised, you must notify SLC immediately.

Buttons: Cancel, **I Agree**

- **Step 1:** Carefully review the **Terms and Conditions** provided, which outline the responsibilities, obligations, and rights associated with your registration and supplier

partnership with Sri Lanka Cricket. By accepting these terms, you agree to comply with the policies and guidelines set forth by SLC.

- **Step 2:** Once you have reviewed the terms, click the '**I Agree**' button to proceed. You will then be directed to the **payment gateway** to complete your payment securely.

Please ensure all details are accurate before moving forward to the payment step.

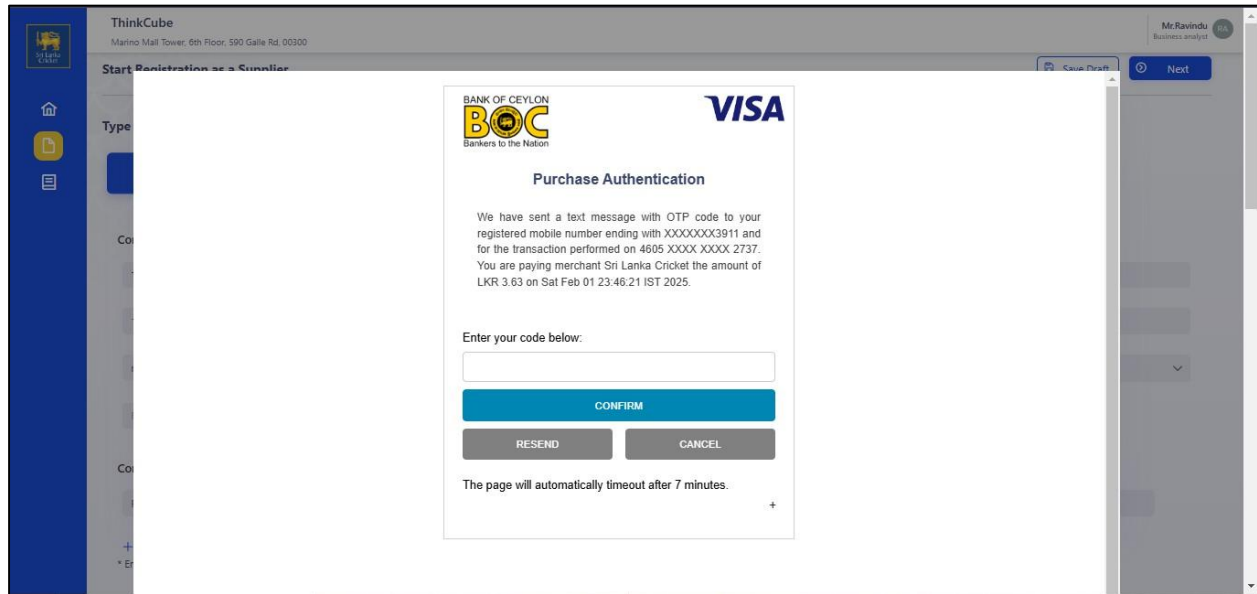
## Payment Gateway

After accepting the Terms and Conditions, you will be redirected to the payment gateway to review and confirm payment details, enter payment information, complete any required purchase authentication, and upon successful payment, you will receive a confirmation email and be redirected back to the supplier registration dashboard.

Note: If you are registering as a business, we recommend using a company credit or debit card for the transaction and ensure that the mobile number registered with the card is available to receive the OTP for authentication.

The screenshot displays the ThinkCube payment gateway interface. On the left is a blue sidebar with icons for home, documents, and a list. The main content area is white and contains a payment form. At the top, it says 'Credit or Debit card' with a Visa logo. Below this, there are input fields for 'Cardholder name (exactly as shown on card)', 'Card number', 'Expiry date' (MM / YY), and 'Security code'. A red box highlights the card details section. Below the card details, there is a 'Billing address (optional)' section with a 'Country' dropdown menu, an 'Address' text field, and a 'City' text field. A red note below the address field says 'Add Apt #, floor, unit, suite, etc.'. At the bottom right, there is a 'Postcode / ZIP Code' text field. The interface also shows a 'Next' button in the top right corner and a user profile 'Mr Ravindu Business analyst' in the top right corner.

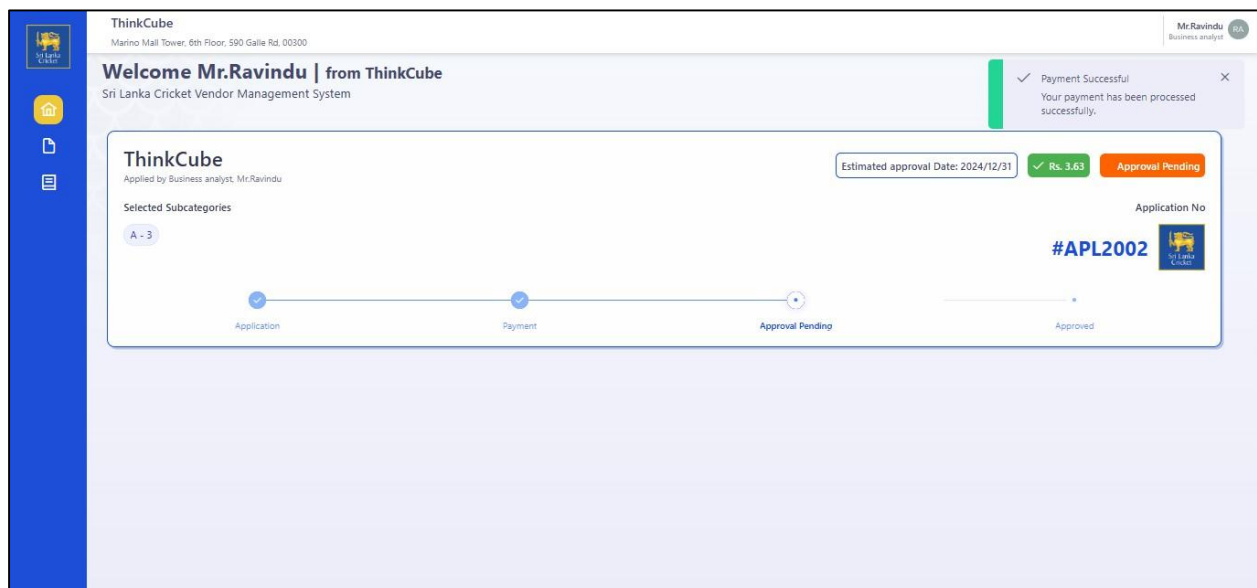
Enter your bank card details into the payment gateway.



An OTP code will be sent to the bank card registered mobile number. You must enter the OTP code to confirm the purchase.

## 6. Approval pending Dashboard

After the payment is successfully completed, the supplier will be redirected to the dashboard, and the status will be updated to "**Approval Pending**." Suppliers are required to be patience until the approval of your documents by Sri Lanka Cricket (SLC).



## 7. Payment History

Suppliers can also view the Payment History section and download the payment receipt from the dashboard.

ThinkCube  
Marino Mall Tower, 6th Floor, 590 Galle Rd, 00300

Mr. Ravindu  
Business analyst

### Payment History

Check your payment receipts and download

Date & Time	Reference	Description	Amount	Card Details	Status	Action
2025-02-01 18:15:40 UTC	REF104	Registration	LKR 3.6285000000000003	VISA 460559xxxxxx2737	PAID	<a href="#">Download</a>

Showing 1 to 1 of 1 entries

## 8. Supplier Application Approved

Once your documents are approved by Sri Lanka Cricket (SLC), a green button labeled **"Approved"** will appear on your dashboard.

Mr. Ravindu  
Colombo 3

Ravindu  
Business Owner

### Welcome Ravindu | from Mr. Ravindu

Sri Lanka Cricket Vendor Management System

Mr. Ravindu  
Applied by Business Owner: Ravindu

Selected Subcategories  
A - 3

Next Renewal Date: 2025-10-31 [Renew](#) [Approved](#)

Vendor identification No  
VEN2003

Application Payment Approval Pending Approved

Congratulations! You are now a registered supplier with Sri Lanka Cricket (SLC). SLC will contact you for upcoming tenders, bids, or quotations based on their requirements.

## 9. View submitted Application & Document Resubmission

During the registered year, if you need to update any information or documents, you can do so under the "View Submitted Application" section, where you can also review your application. Please note that you are fully responsible for any changes made to your application after approval. Any updates will go through a pending approval process, and SLC will review the changes to either approve or reject them based on the accuracy of the information provided.

The screenshot shows the 'Start Registration as a Supplier' form in the ThinkCube system. The user is Mr. Ravindu. The form includes sections for 'Type of Business' (Limited Liability Company, Partnership, Proprietorship, Foreign-Incorporated Companies), 'Company Details' (Name, Address, Phone, Email, Website, Hours), and 'Contact Details for Future Correspondence of the Authorized Representative From Your Organization' (Name, Phone, Title, Email, Fax). The 'Re Submit' button is highlighted with a red box.

After resubmitting your documents, you can review the progress of your application by clicking on the "Home" page, where the progress page will be available for you to track the status.

The screenshot shows the 'Welcome Mr. Ravindu' dashboard in the ThinkCube system. It displays the application status for 'ThinkCube' (Applied by Business analyst, Mr. Ravindu). The application is currently in the 'Approved' stage, with a 'Next Renewal Date: 2025-10-31'. The dashboard also shows a 'Draft Application' for 'ThinkCube' (Draft Application by Business analyst, Mr. Ravindu) which is currently in the 'Draft' stage. The progress bar for the draft application shows 'Application', 'Payment', 'Approval Pending', and 'Approved' stages.



## 10. Document Rejection

If your documents are rejected, you will receive a notification detailing the reason for the rejection. You can then make the necessary changes and resubmit the documents for review.

The screenshot shows the user interface of the Sri Lanka Cricket Vendor Management System. The user is Mr. Ravindu, located in Colombo 3. The system displays a welcome message and a notification that the application has been rejected. The rejection reason is "Tax Certificate is wrong. Please resubmit". The application number is #APL2003. The user has the option to resubmit the application or withdraw it.

Mr. Ravindu  
Colombo 3

Welcome Ravindu | from Mr. Ravindu  
Sri Lanka Cricket Vendor Management System

Mr. Ravindu  
Applied by Business Owner: Ravindu

Resubmit Required information before: 2025-12-31

Rs. 3.63

Rejected

Selected Subcategories

A - 3

Application No

#APL2003

Rejected Reason:

- Tax Certificate is wrong. Please resubmit

Withdraw Application

Resubmit

You can click on the "**Resubmit**" button to submit your documents again.

The screenshot shows the document upload section of the Sri Lanka Cricket Vendor Management System. The user is prompted to provide their banker's information. The system displays a table of uploaded documents, including financial statements, tax certificates, and additional support documents. The tax certificate is highlighted in red, indicating it needs to be resubmitted.

Kindly Provide Your Banker's Information.

Ravindu 77889945645 BOC Colombo Bank 1 Document

Select Categories

Main Category \* Sub Category \*

1 Information Technology & Electronics IT Equipment & Services

Upload Documents

Audited Financial Statements or Bank Statements \* Tax Payer Identification Certificate \* Additional Support Documents

Date	File Name	Actions
Feb 2, 2025, 1:27:03 PM	financial-statements	
Feb 2, 2025, 1:27:15 PM	tax-certificate	
Feb 2, 2025, 1:27:26 PM	additional-docs	

The red box will highlight the documents that need to be resubmitted. Please review and upload the required documents again.

Mr. Ravindu  
Colombo 3

Start Registration as a Supplier

Save Draft Re Submit

Type of Business

Individual

Personal Details

Mr. Ravindu 991292947 Fax No

Colombo 3 1564684888 ravindu@gmail.com

Web Site (URL) 1-10 123566

Kindly Provide Your Banker's Information.

Ravindu 77889945645 BOC Colombo Bank 1 Document

Select Categories

Main Category \* Sub Category \* Add category

Once the necessary documents are re-uploaded, click the "Resubmit" button to proceed to the next steps.

Mr. Ravindu  
Colombo 3

Welcome Ravindu | from Mr. Ravindu  
Sri Lanka Cricket Vendor Management System

Mr. Ravindu  
Applied by Business Owner: Ravindu

Estimated approval Date: 2024/12/31 ✓ Rs. 3.63 Approval Pending

Selected Subcategories  
A - 3

Application No  
#APL2003

Application Payment Approval Pending Approved

After resubmitting, you can click on the home page to see the progress, and the status will be changed to **"Approval Pending"**

Once the necessary documents are re-uploaded and resubmitted, the supplier's status will be reviewed by SLC. Upon approval, the status will be updated to **"Approved."**

## **11. Contact Us**

If you encounter any difficulties related to the registration process or document submissions, please contact our general line. For any technical issues or assistance with the Supplier Registration system, please reach out to the technical support team.

### **Technical Support**

For technical support, please contact us at **vms@srilankacricknet.lk**. You can also reach out via the following mobile numbers:

1. **Dinithi Dissanayake** - 0701796370
2. **Sathsara Manathunga** - 0776856212

### **General Information**

Chief Executive Officer,  
Sri Lanka Cricket,  
No. 35, Maitland Place,  
Colombo 7.  
Tele. No. 0112691439