USER MANUAL GUIDEBOOK
Supplier Registration

Version 1.0

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Introduction

Welcome to the Sri Lanka cricket vendor management system user manual. This guide will help you understand how to use the system easily and effectively. This manual provides step-by-step instructions to guide you through the supplier registration process.

This guide will help you register as a supplier with the Sri Lanka Cricket supplier registration system. You'll learn how to create an account, fill in your details, upload documents, and complete the registration process.
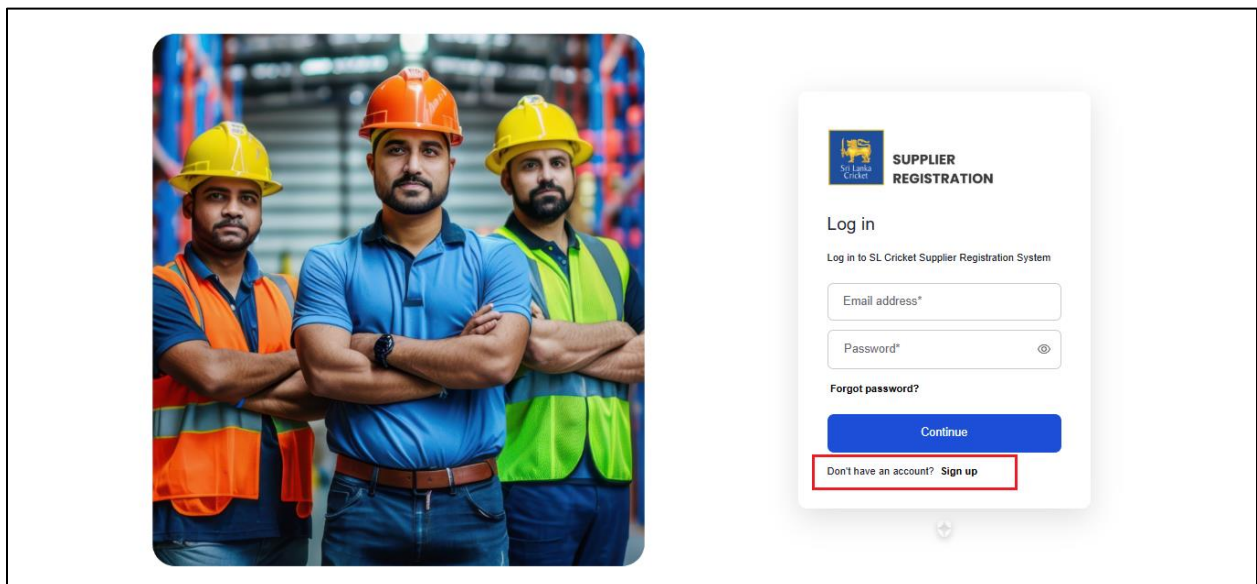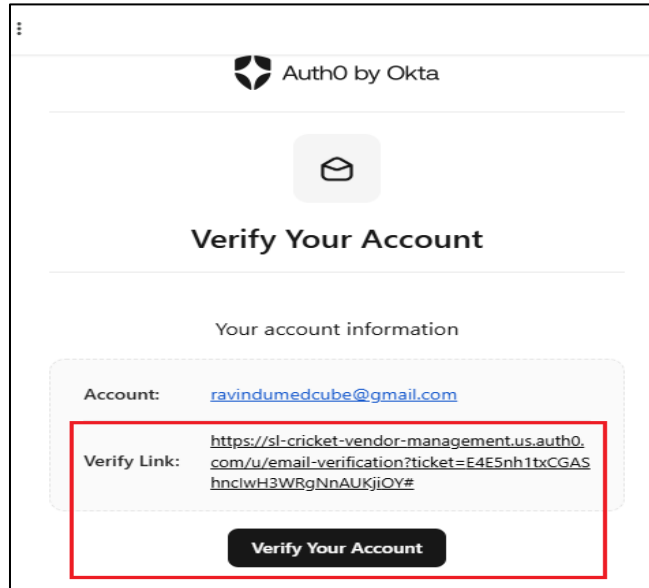
Just follow the steps in this guide to make sure everything goes smoothly!

1. Login Page

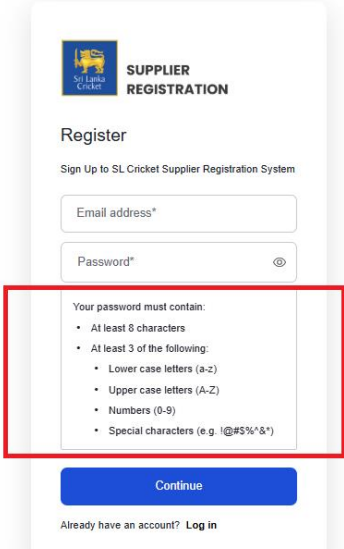- First you need to use the following link to register: http://vms.mycricket.com.lk
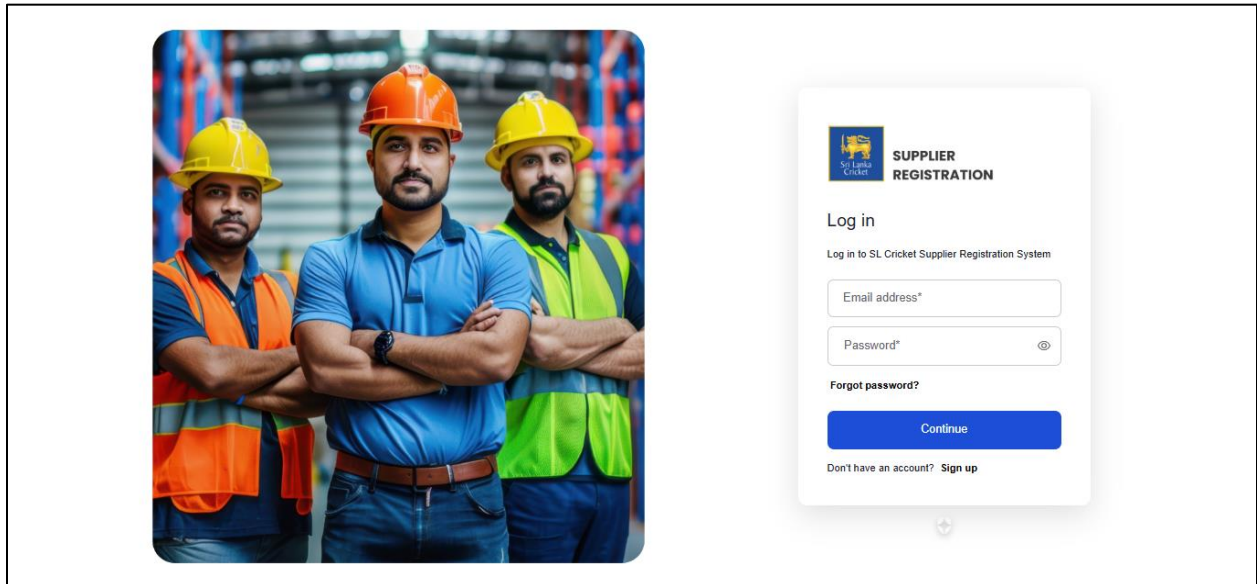
Once you reach the supplier registration login page, you need to create an account first by clicking on the **'Sign Up'** button

2. Supplier Registration

Next Step Supplier Registration, make sure your password includes the following,

After entering your email and password, click the **'Continue'** button to proceed to the next step.
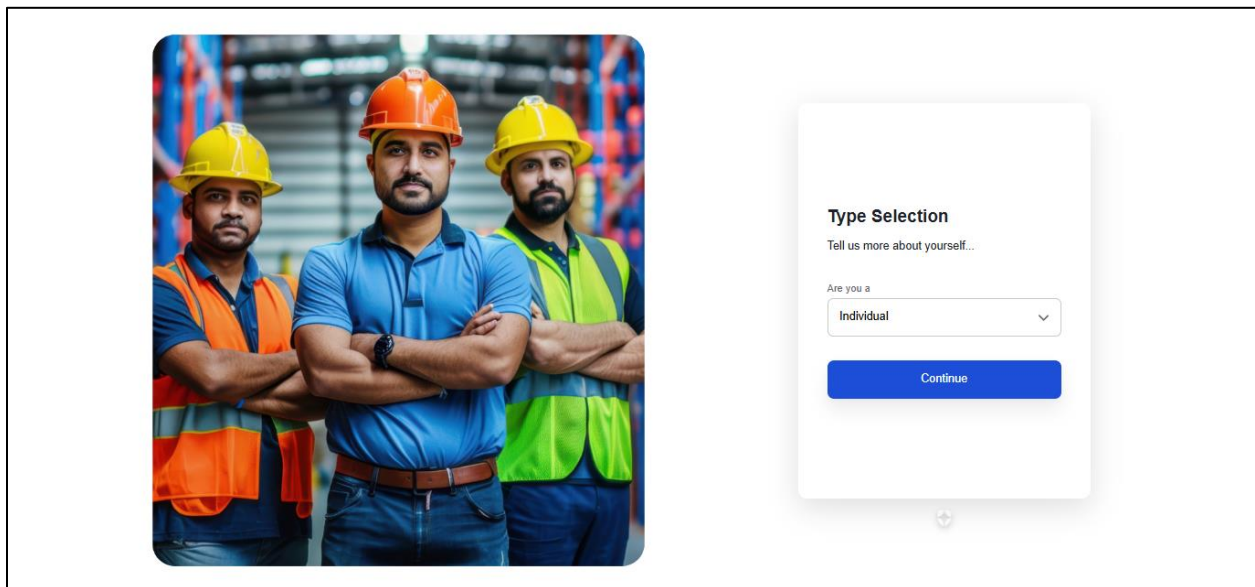
3. Verify Your Account

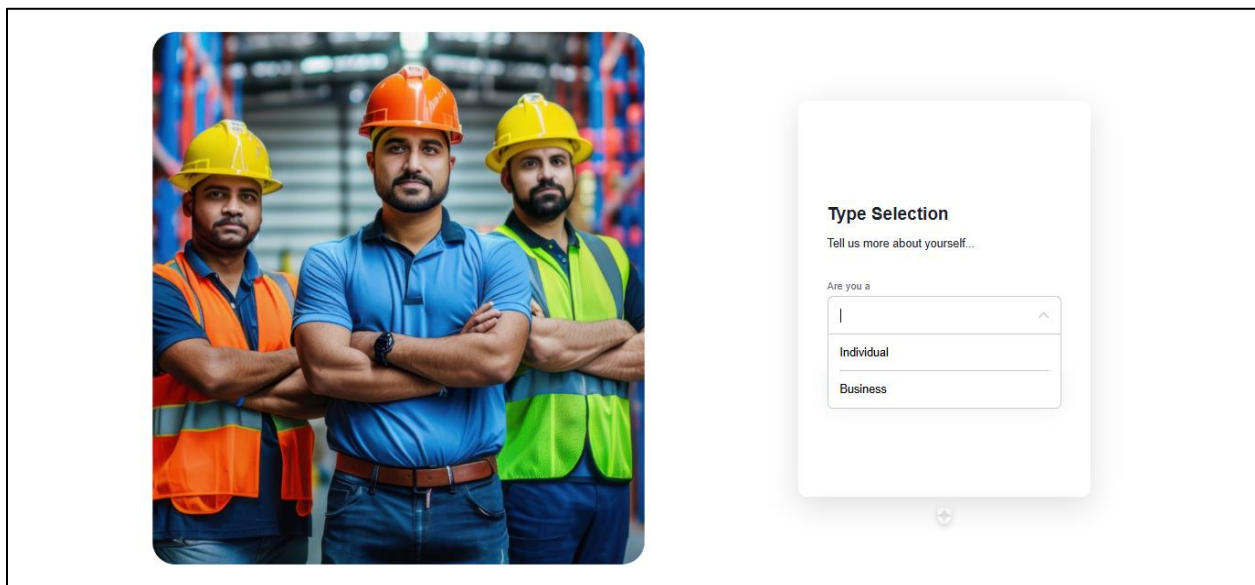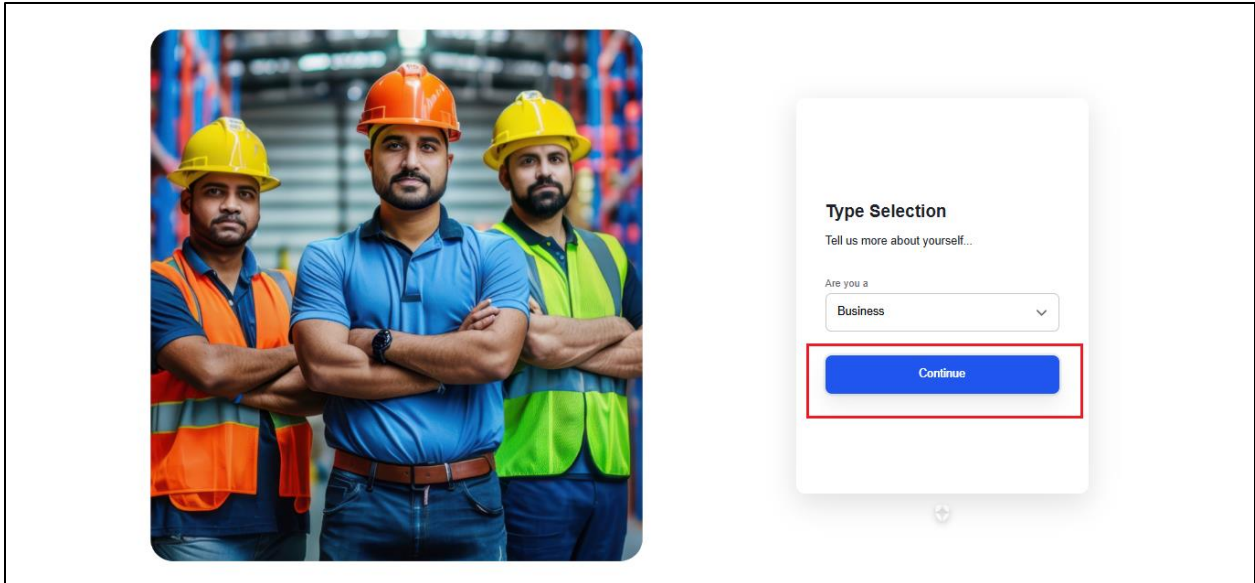You can go to your email and click on the **'Verify Your Account'** button.
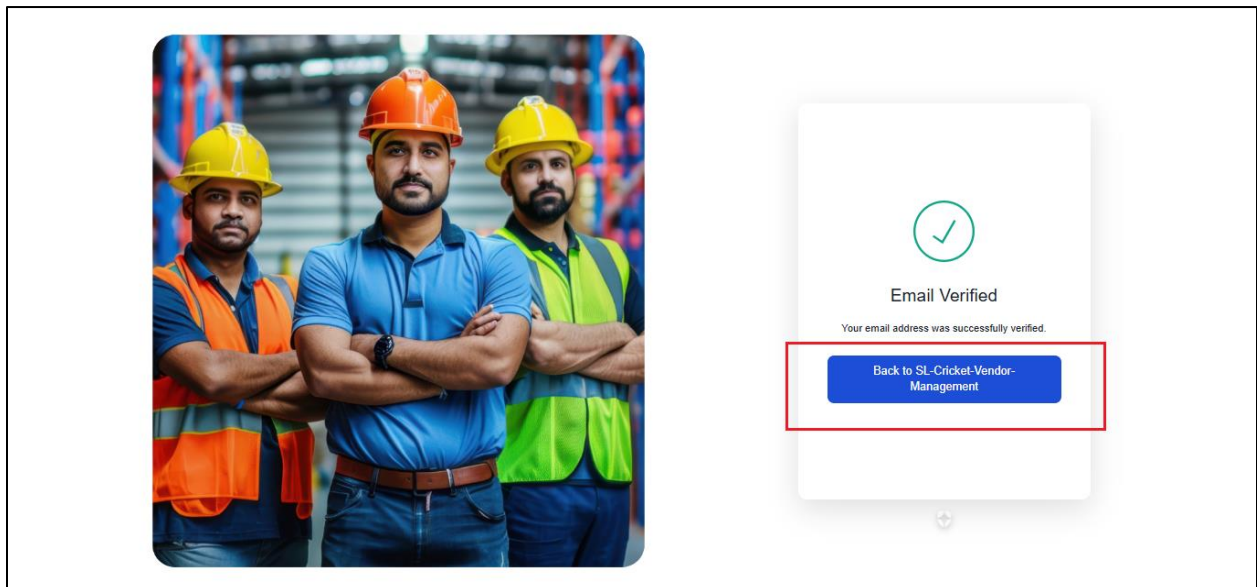
Click on **'Back to SL Cricket Vendor Management'** to continue to the next steps.

4. Type Selection

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

Here, the selected type is **'Business.'** You can choose the option that is related to your business

5. Signup Page

In the 5th step, enter your business details for the registration process. Once you're done, click the **'Continue'** button to for the next step

6. Supplier Registration Dashboard

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

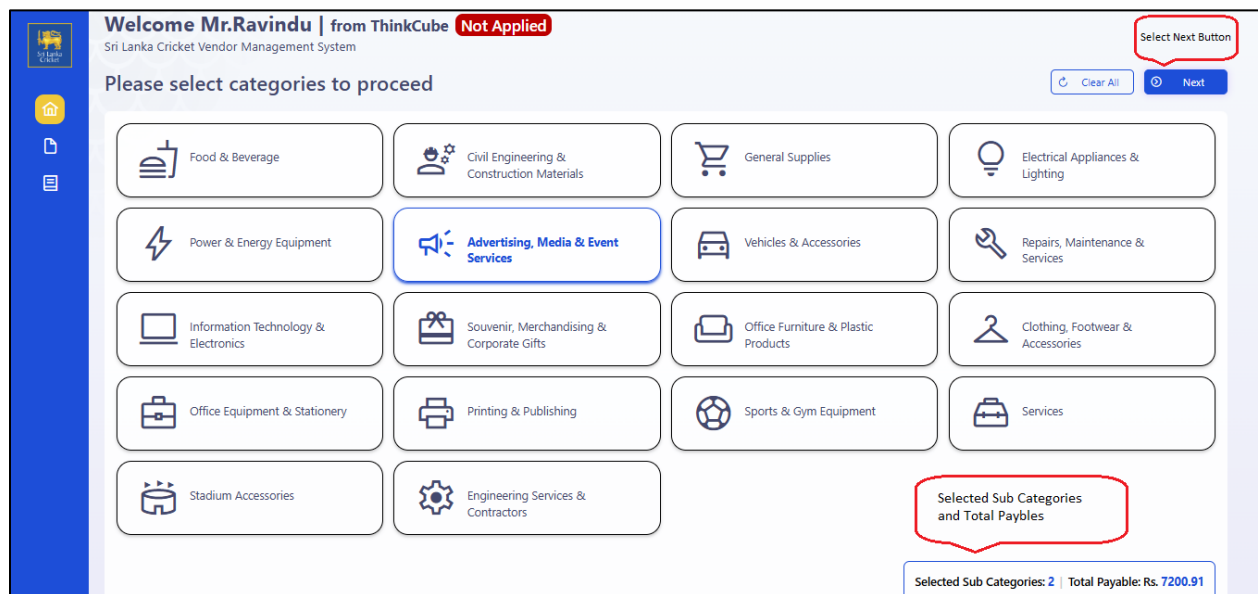## 6.1 Selecting Main Category

6.2 Selecting Sub-categories

First, click on the subcategory and tick the box. After that, in the second step, click the **'Save'** button
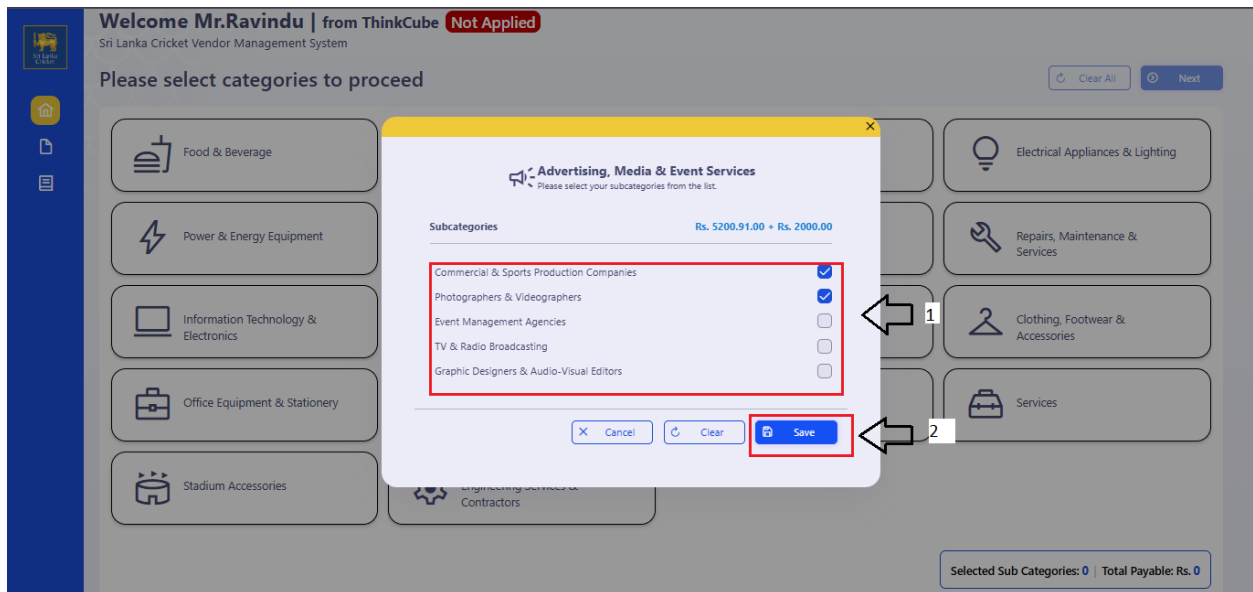
6.3 Selecting 'Next' Button

You can see the selected subcategories and the total payable amount.

7. Supplier Registration Form

- You can select the type of business.

7.1 Adding Additional Categories

After filling out the form, you can select more categories and subcategories by clicking the **'Add Category'** button.

7.2 Documents for the Limited Liability Companies

Once you reach the document upload section, you need to upload the documents related to your limited liability company.

- 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 Authorization Certificate
- Additional Support Documents

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.

8. Partnerships

8.1 Selecting the Partnership form

8.2 Adding Additional Categories

After filling out the form, you can select more categories and subcategories by clicking the **'Add Category'** button.

8.3 Documents for the Partnerships

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

- Business Registration Certificate
- Memorandum/Articles of Association
- Audited Financial Statements or Bank Statements
- Tax Payer Identification Certificate
- Contact Authorization Certificate
- Additional Support Documents

9. Proprietorship

9.1 Selecting Proprietorship

9.2 Adding Additional Categories

After filling out the form, you can select more categories and subcategories by clicking the **'Add Category'** button.

9.3 Documents for the Proprietorship

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

- Business Registration Certificate
- Memorandum/Articles of Association
- Audited Financial Statements or Bank Statements
- Tax Payer Identification Certificate
- Contact Authorization Certificate
- Additional Support Documents

10. Foreign-Incorporated Companies

10.1 Foreign-Incorporated Companies

10.2 Adding Additional Categories

After filling out the form, you can select more categories and subcategories by clicking the **'Add Category'** button.

10.3 Documents for the Foreign-Incorporated Companies

Once you reach the document upload section, you need to upload the documents related to your 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 Authorization Certificate
- Additional Support Documents

- After adding these documents, you will see the following,

11. Filled Form Submission

(1) The **'Save Draft'** option allows users to save documents and upload the remaining documents later.

(2) **Next** Button - Continue for the payment confirmation.

12. Selecting Registration Year

- You can select the year for which you are registering as a supplier.

13. Payment Confirmation

- Click the **'Continue button '** to proceed with the payment.

14. Terms and Conditions

- In the next step, you need to click on the '**I agree**' button to accept the terms and conditions

15. Payment Gateway

- After that, you need to enter your bank card details into the payment gateway.

16. Purchase Authentication.

- An OTP code will be sent to your mobile number. You must enter the OTP code to confirm the purchase

17. Approval pending Dashboard

- After the payment is successfully completed, this page will be displayed directly.