



Supplier Registration

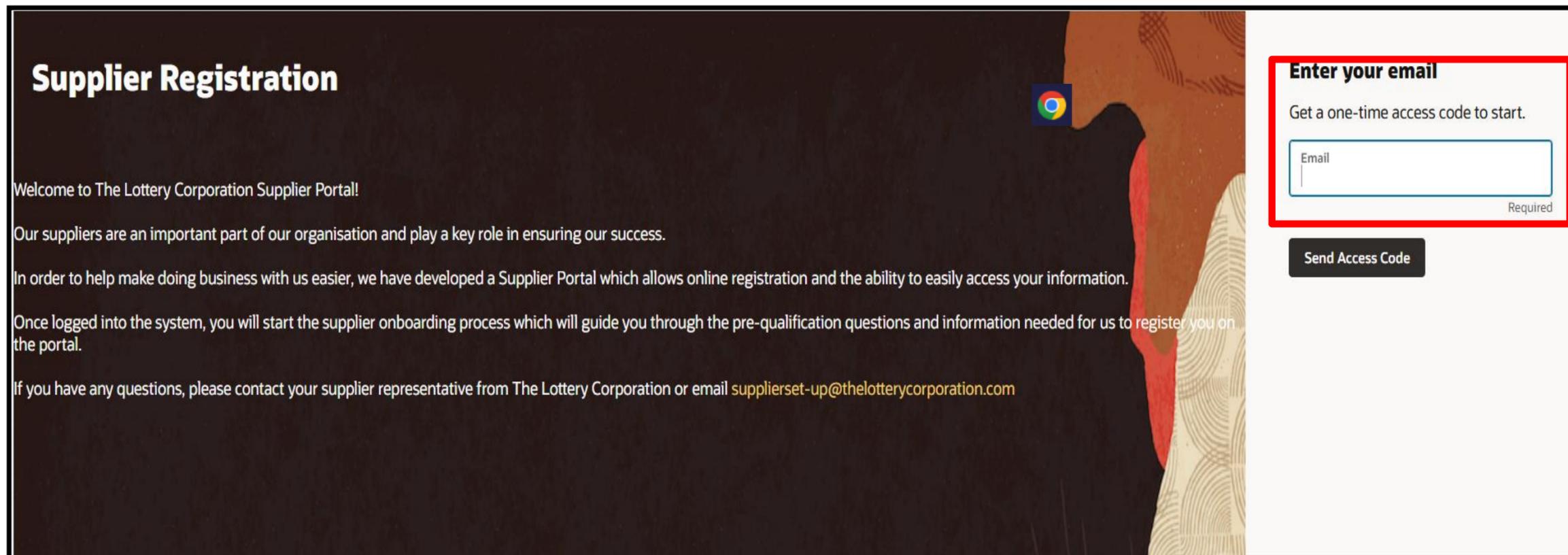
QUICK REFERENCE GUIDE

Registration Access



Optimize your browsing experience in **The Lottery Corporation Supplier Registration** with  **Microsoft Google Chrome browser.**

To commence, enter contact email (administrative contact) the user account will be created under.
Expect to receive one-time access code within 5-10 minutes.



Supplier Registration

Welcome to The Lottery Corporation Supplier Portal!

Our suppliers are an important part of our organisation and play a key role in ensuring our success.

In order to help make doing business with us easier, we have developed a Supplier Portal which allows online registration and the ability to easily access your information.

Once logged into the system, you will start the supplier onboarding process which will guide you through the pre-qualification questions and information needed for us to register you on the portal.

If you have any questions, please contact your supplier representative from The Lottery Corporation or email supplierset-up@thelotterycorporation.com

Enter your email
Get a one-time access code to start.

Email

Required

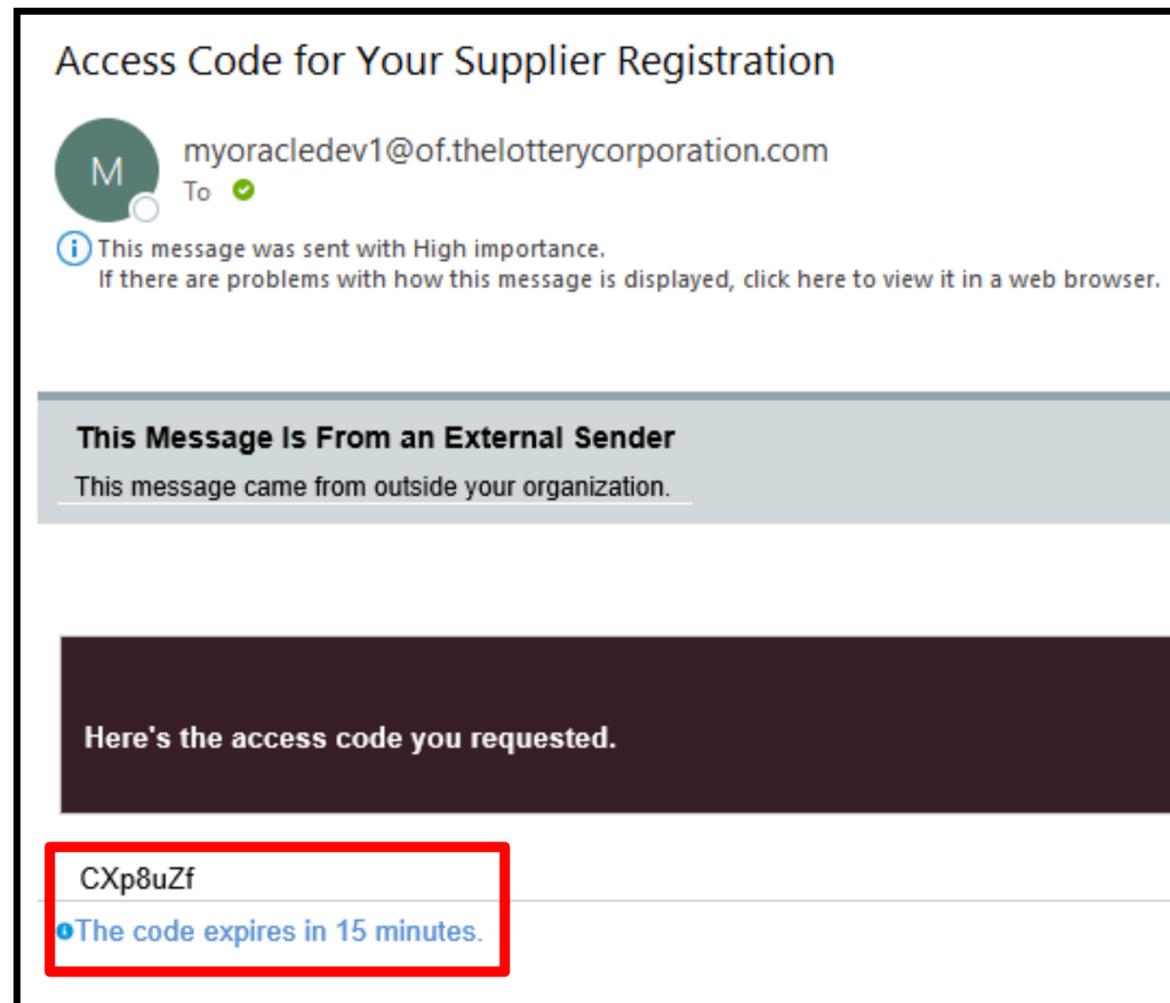
Send Access Code



Access code will expire in **15 minutes** when experienced, re-enter email to request another access code.

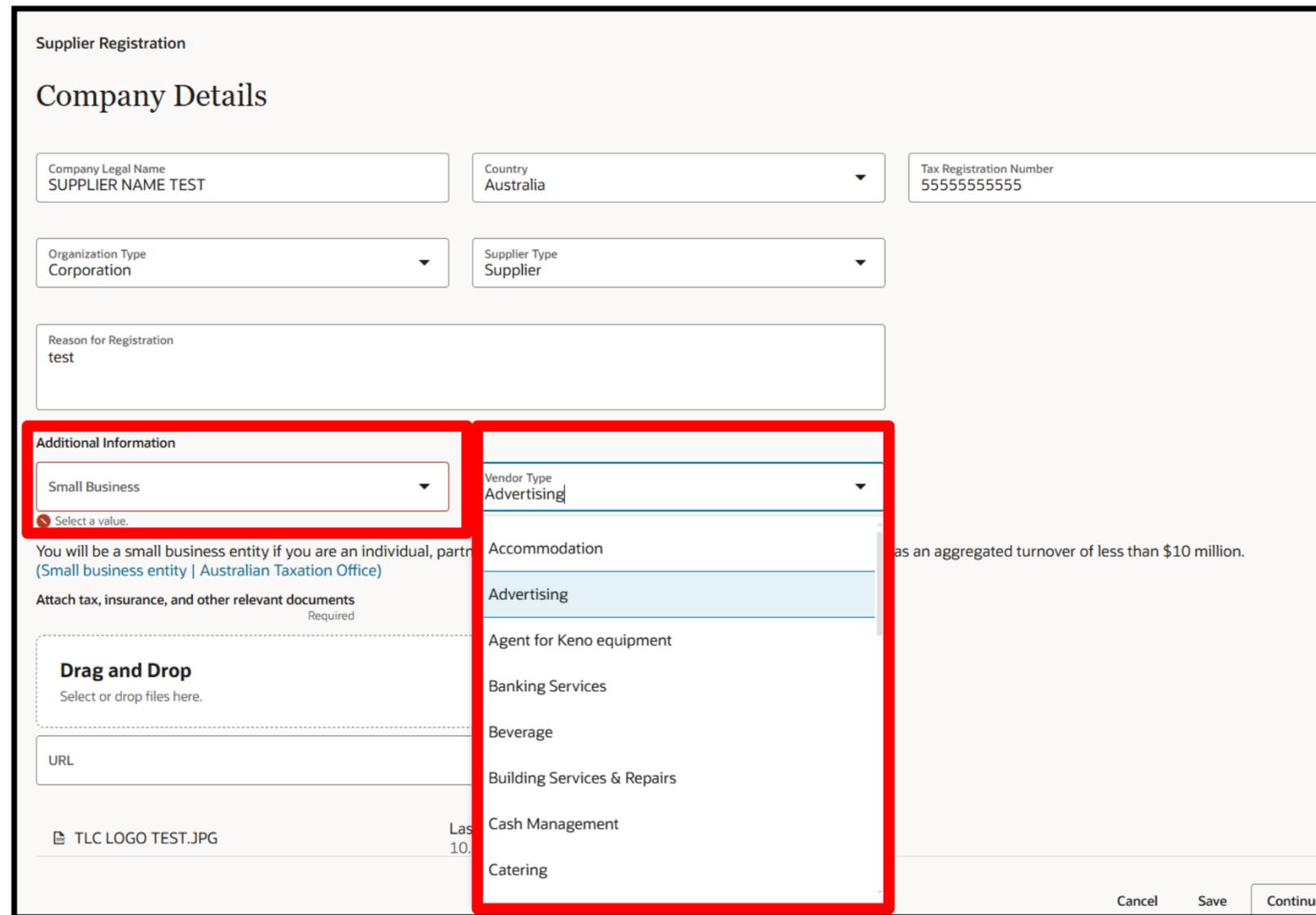
Retrieval Access Code

Once access code email is received, copy code into access code field and **'continue'**.
Should you incur any errors please email SupplierSet-Up@thelotterycorporation.com



Company Details

 Where applicable, please ensure to select an option from the drop down and attach relevant documents.
You will receive an **error notification** prompting value selection required.



Supplier Registration

Company Details

Company Legal Name: SUPPLIER NAME TEST

Country: Australia

Tax Registration Number: 5555555555

Organization Type: Corporation

Supplier Type: Supplier

Reason for Registration: test

Additional Information

Small Business
Select a value.

You will be a small business entity if you are an individual, partner, or sole trader with an aggregated turnover of less than \$10 million.
[\(Small business entity | Australian Taxation Office\)](#)

Attach tax, insurance, and other relevant documents Required

Drag and Drop
Select or drop files here.

URL

TLC LOGO TEST.JPG Last Modified: 10/...

Vendor Type: Advertising
Accommodation
Advertising
Agent for Keno equipment
Banking Services
Beverage
Building Services & Repairs
Cash Management
Catering

Cancel Save Continue



To edit select pencil icon and **SAVE** changes once complete.

Please indicate whether contact entered is the '**primary administrative contact**' (receive general communications from us) and/or whether contact requires '**user account access**' (access to supplier transactions and self-service tasks).

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact. 

First Name Test Name 1	Last Name Test Surname 1	Email test2@gmail.com
Job Title CEO	Country AU	Mobile +61 433 323 232
Country AU	Phone +61	Ext

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

Contact 2  

First Name Test Name 2	Last Name Test Surname 2	Job Title GM
Email test@gmail.com	Mobile +61 436 323 632	

Address

 Select relevant purposes required for transacting and/or sourcing.
Where multiple contacts and addresses apply, please tick **'associated contact'** box to link contact to correct address.

Addresses

Enter at least one address.

Address 1 🗑️

Address Name
Head office

What's this address used for? Select at least 1 purpose.
 Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region
Australia

Address Line 1
1 Adelaide St

Address Line 2

Address Line 3

City
Brisbane Adelaide Street

State
Queensland

Postal Code
4000

Email

Country
AU

Phone
+61

Ext

Country
AU

Fax
+61

Which contacts are associated to this address?

<input checked="" type="checkbox"/>	Test Name 1 Test Surname 1	test2@gmail.com	CEO
<input checked="" type="checkbox"/>	Test Name 2 Test Surname 2	test@gmail.com	GM

Addresses Error Example



Error message displayed under **heading** outlines what action is required.
Error field is highlighted in **RED**. Inability to continue until **error** is resolved.

Addresses

Enter at least one address.

Address 1 🗑️

Address Name
Head office

What's this address used for? Select at least 1 purpose.
 Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region
Australia

Address Line 1
1 Adelaide St

Address Line 2

Address Line 3

City
Brisbane Adelaide Street

State
Queensland

Postal Code
4000

Email

Country
AU

Phone
+6123632336

Ext

Country
AU

Fax
+61

Which contacts are associated to this address?

Test Name 1 Test Surname 1 test2@gmail.com CEO

Business Classifications

 Please complete each ***mandatory and relevant business classification** field and attach valid documents. Failure to do so results in delayed onboarding.

Business Classifications

Please provide evidence of all mandatory insurances marked with Asterix(*)and any other applicable classifications

Business classification 1

Classification

*Mandatory Insurance/License - Professional Indemnity Insurance

*Mandatory Insurance/License - Professional Indemnity Insurance

*Mandatory Insurance/License - Public Liability Insurance

*Mandatory Insurance/License - Workers Compensation

Other Insurance - Labour Hire License

ESG Certification/Statements - Modern Slavery

Ownership Types - Indigenous Owned Suppliers

Attach current certificates and supporting documents

Bank Accounts

Please ensure to include **Account Holder Name**.

If the bank or bank branch are not available, please save the registration process and contact SupplierSet-Up@thelotterycorporation.com for assistance.

Bank Accounts

Bank account 1 🗑️

Country
United States

Routing Number
322271627

Bank
JP MORGAN CHASE

Bank Branch
JP Morgan Chase New York, NY 10017

Account Number
252523

Currency
US Dollar

Account Type
Checking

Account Holder
Foreign Test

Attach supporting documents

Drag and Drop
Select or drop files here.

URL

 Last updated on 13/03/2025
10.43 KB

Products and Services

To indicate primary service you are providing, navigate to applicable category and select arrow down to expand sub-category options. Tick **one sub-category** box (as shown example below).

Products and Services

Enter at least one products and services category.

Please select only one products and service category based on the primary service you are providing to TLC.

1 selected

Category	Description
<input type="checkbox"/> Corporate Services	Corporate Services
<input checked="" type="checkbox"/> Marketing, Print & Distribution	Marketing, Print & Distribution
<input type="checkbox"/> Property	Property
<input type="checkbox"/> Technology	Technology

Category	Description
<input type="checkbox"/> Corporate Services	Corporate Services
<input type="checkbox"/> Marketing, Print & Distribution	Marketing, Print & Distribution
<input type="checkbox"/> Creative Agency	Marketing, Print & Distribution
<input type="checkbox"/> Donations	Marketing, Print & Distribution
<input type="checkbox"/> Freight & Warehousing	Marketing, Print & Distribution
<input type="checkbox"/> Machine and Software Consulting Services	Marketing, Print & Distribution
<input type="checkbox"/> Machine Maintenance and Supplies	Marketing, Print & Distribution
<input type="checkbox"/> Machines and screens	Marketing, Print & Distribution
<input type="checkbox"/> Media Buying	Marketing, Print & Distribution
<input type="checkbox"/> Printing and Distribution	Marketing, Print & Distribution
<input type="checkbox"/> Production	Marketing, Print & Distribution
<input checked="" type="checkbox"/> Sponsorship	Marketing, Print & Distribution
<input type="checkbox"/> Traditional and Digital Media	Marketing, Print & Distribution



Please complete all questions and provide attachments where applicable.

The system will return an error notification and prohibit submission until all questions are completed.

Supplier Registration Form 

Section 1 of 1

1. Please provide The Lottery Corporation business representative name that has endorsed your registration.

Required

 Add Attachments (0)

2. Bank account supporting documentation is mandatory for verification purposes.
Please provide one of the following documents.

Required

a. Verification letter directly from the bank

b. Copy of the relevant accounts bank statement

c. Bank account details on company letterhead signed by Chief Finance Officer, Owner or a Director

d. Copy of blank bank deposit slip

Required

 Add Attachments (0)

Comments

Registration Successfully Submitted Notification

Congratulations! you have successfully completed The Lottery Corporation Supplier Onboarding Process.

Please allow 5 to 10 business days for review and we will advise your business representative once supplier profile is activated in our system for transacting and/or whether we require further information.

Success

Your registration request 65004 was submitted.

Thank you for completing our Supplier Onboarding!

The next step is for us to undertake our due diligence on the documentation provided.

Please note that the time taken to complete the review depends on the level of detail and completeness of information provided. Once the review is completed you will be notified by email of the outcome.

Please note approval can take up to 10 business days.

If you have any questions, please contact to your supplier representative from The Lottery Corporation or email supplierset-up@thelotterycorporation.com

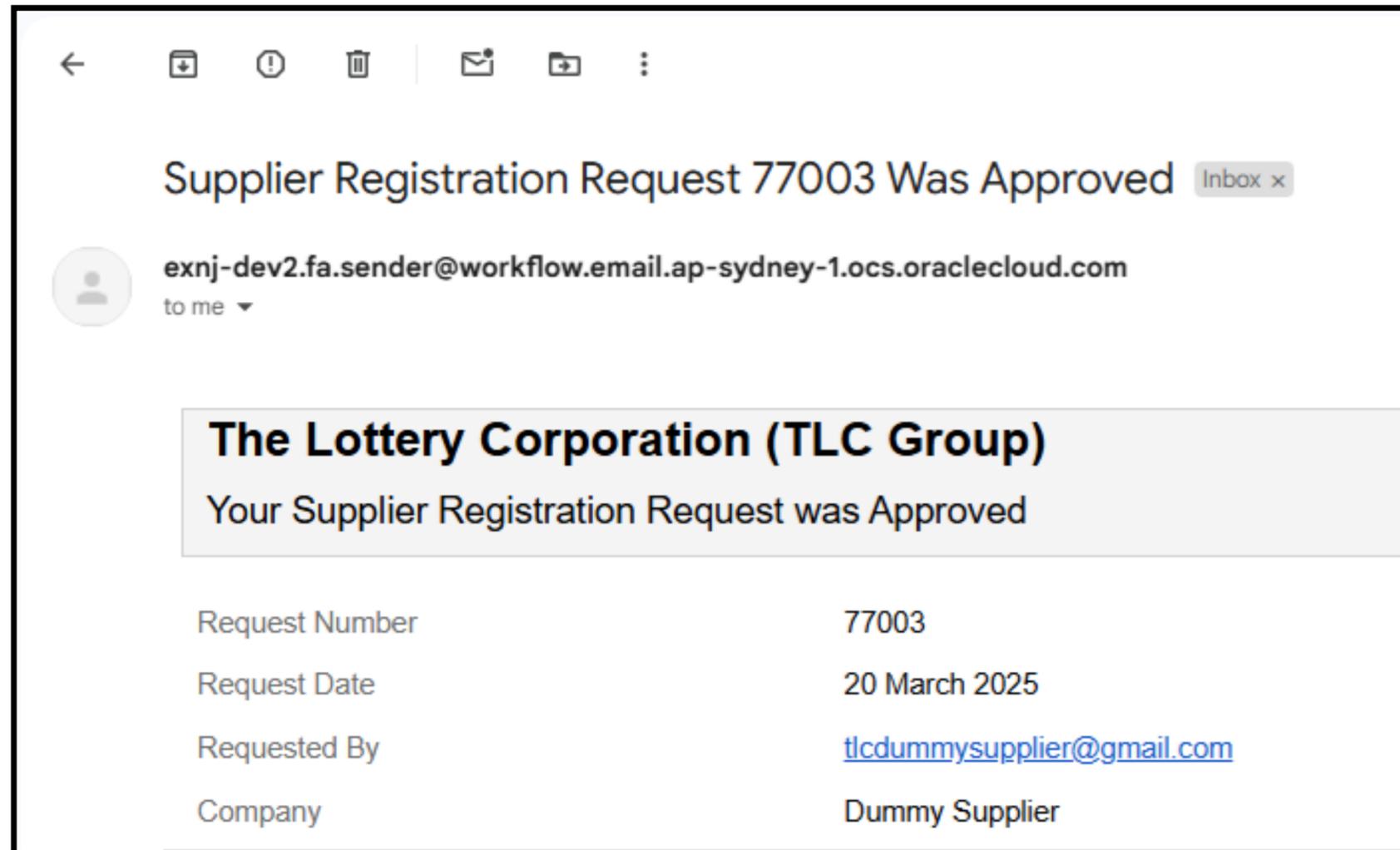


How to Activate User Account

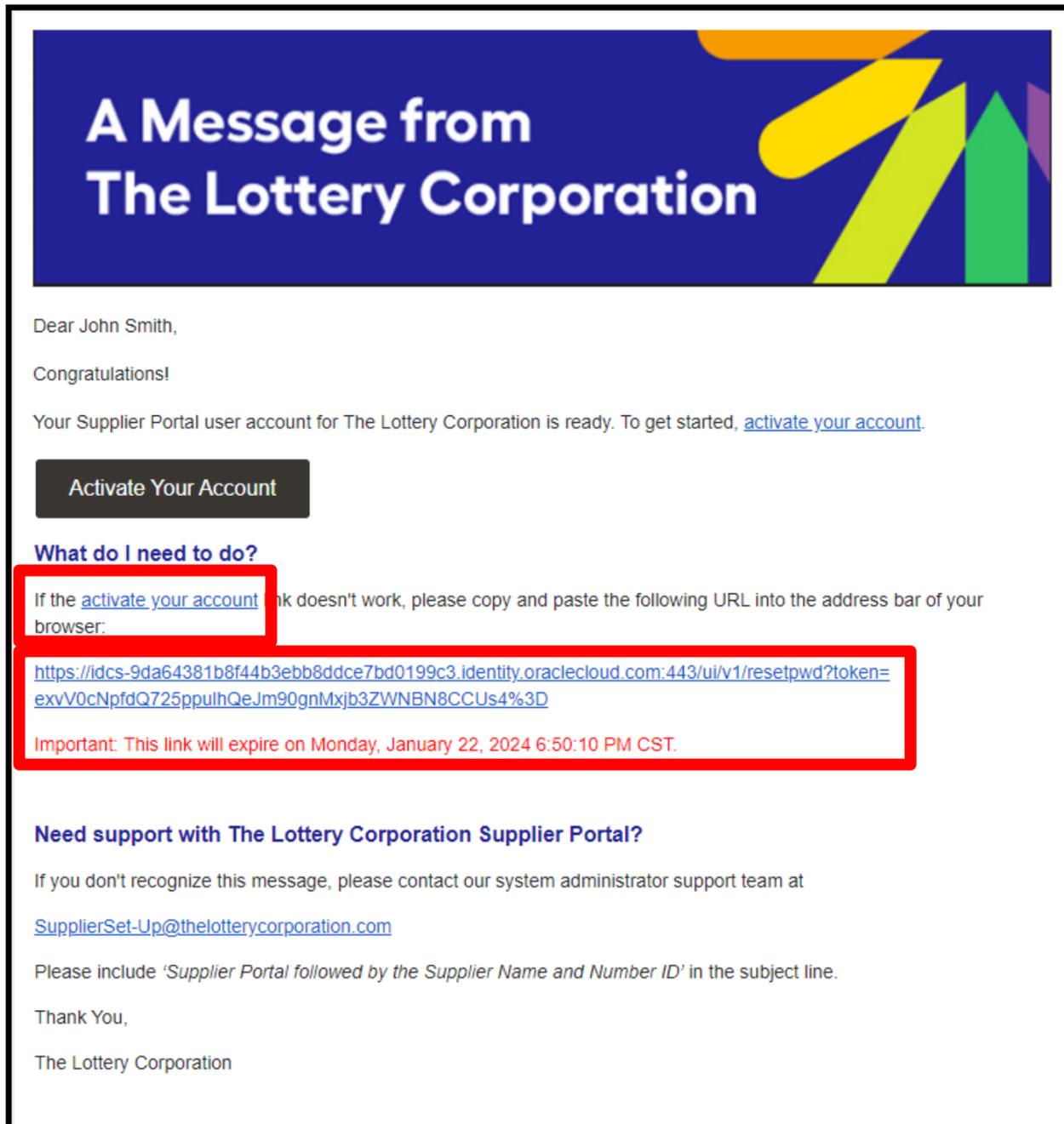
QUICK REFERENCE GUIDE

Approval Notification

Once your account registration is approved user will receive an email notifying of account creation. You will also receive a separate email to activate user account (see following page).



How To Activate User Account



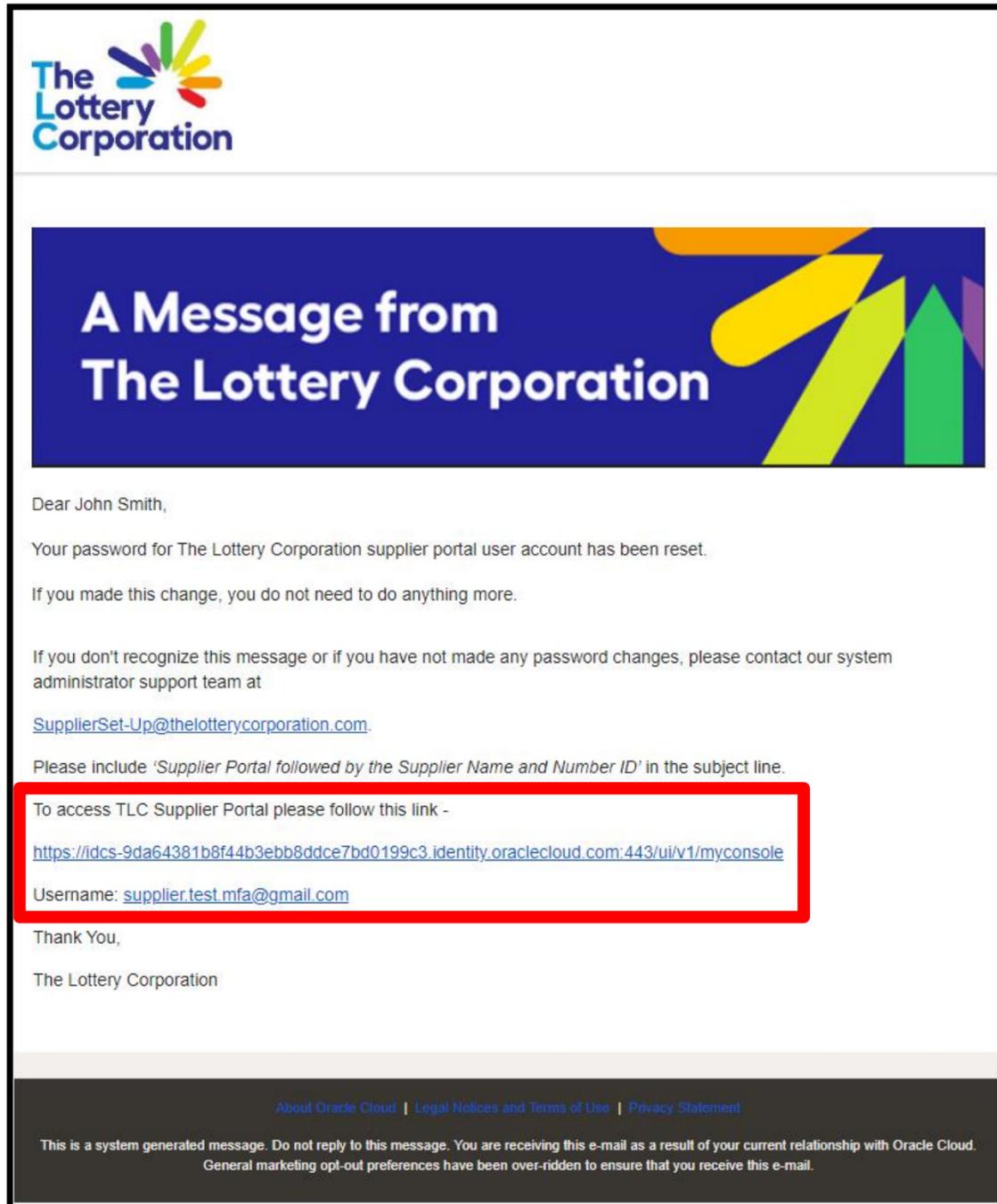
Click on **ACTIVATE YOUR ACCOUNT** button to commence activation process.

It is recommended to use  **Microsoft Google Chrome browser** to activate your user account.



Please activate your account before link expires on date/time noted in the email.

Should you experience issues gaining access via link, copy and paste the **URL** into the address bar of your browser. For any other issues please contact [**SupplierSet-Up@thelotterycorporation.com**](mailto:SupplierSet-Up@thelotterycorporation.com)



User will be redirected to **PASSWORD RESET** page to reset a password for their account.

Please note the **USERNAME** is the email address entered at registration.



The Lottery Corporation Supplier Portal URL login page is provided in this email.
This URL can be bookmarked as favourite link to enable easy navigation in the future.

