

## STEP-BY-STEP QUICK TUTORIAL


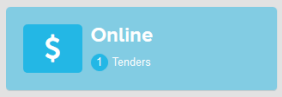
### ETENDERING FOR HATTON NATIONAL BANK

Access the HNB eTendering portal using <https://etendering.hnb.lk>.


The portal works best on the latest browser versions of Firefox and Chrome.

1. STEP 1: View new online tenders
2. STEP 2: View more on selected tender
3. STEP 3: Download RFP documents
4. STEP 4: Create tender response
5. STEP 5: Finalise Submission



#### STEP 1: VIEW NEW ONLINE TENDERS

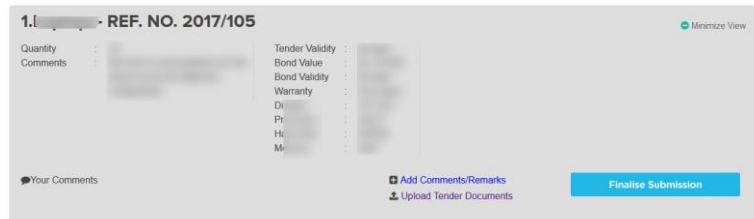
- a.  to your eTendering Account with the given username and password.
- b. Click on  from the dashboard, to view active online tenders.

#### STEP 2: VIEW MORE ON SELECTED TENDER



- c. Scroll to view all tenders assigned to your supplier account.
- d. Click on  View More to expand the selected tender view.
- e. The expanded view will show,
  - Tender Name
  - Tender Number
  - Remaining time for tender starting and tender closing
  - Item categories and items within the tender

#### STEP 3: DOWNLOAD RFP DOCUMENTS

- f. Download the RFP documents shared by HNB from the .zip file, highlighted in blue.  
 [HNB-2018-01-00045.zip](#)  Items for Bidding
- g. Select items within tender to submit response, which will be highlighted in grey if selected.

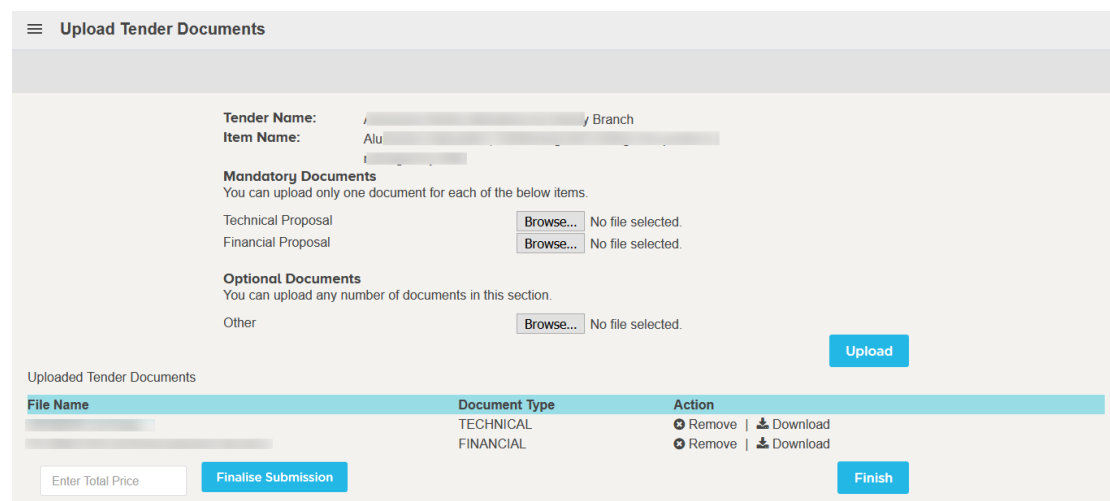


## STEP 4: CREATE TENDER RESPONSE

- h. Within each tender, the selected item will allow you to add comments and upload relevant documents.
- i. Click on  
- j. Your Comment will be taken in to consideration for every item submitted. Adding comments are optional and can be left blank.
- k. When clicking **Upload Tender Documents**, you will be shown a new tab with a space to upload documents.



- l. As shown in the new page, you will now be able to upload **Mandatory Documents** and **Optional Documents**.  
You may upload *1 document each* under the Mandatory documents section and any number of documents under the optional documents section.

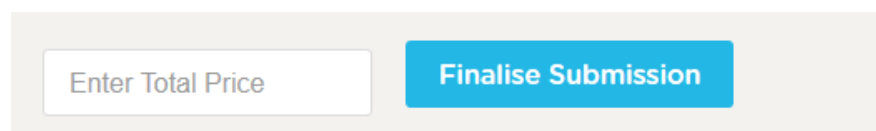



File Name	Document Type	Action
	TECHNICAL	Remove   Download
	FINANCIAL	Remove   Download

- m. Once all your uploads are complete, you can click on **Finish**, in order to move to the **previous page**. You can also come back and keep uploading and removing documents as required.

## STEP 5: FINALISE SUBMISSION

- n. Upon uploading all mandatory documents, you can lock your submission in to the tender box by **first Entering the 'Total Price'** and then clicking on the "Finalise Submission" button. You will be unable to edit it further.





Please contact Banking Services Division on Tel No 0112661508 for any assistance that you may require in this regard.