

Supplier Registration/Renewal User Guide

- Step 01 Visit <https://www.hnb.net/e-tendering>
- Step 02 View the "List of Documents required for Registration" document to prepare the documents
- Step 03 Download the application for Supplier Registration Form
- Step 04 Download the KYC form and fill all the details, date, sign and affix the company seal
- Step 05 Green Policy – Please indicate how the company disposes of waste in an environmentally friendly manner, how the company contributes to efficient use of energy etc., on a company letter head (duly signed)
- Step 06 Download the Terms and Conditions document, date, sign and affix the company seal
- Step 07 Select the product categories and products from the Product Hierarchy that the company wishes to register for
- Step 08 Attach all the documents according to the list of documents required as indicated in Step 2
- Step 09 Submit the completed documents to Banking Services Division, HNB Towers, Level 16, No 479 T B Jayah Mawatha, Colombo 10 between 9.00 am and 3.00 pm on bank working days only
- Step 10 The Bank will provide an acknowledgement via email confirming receipt of documents within 10 working days of submission of documents
- Step 11 The Bank will verify the documents submitted and if in order confirm and request to make the payment. If there are any missing/incorrect documents, the Bank will send an email providing details of same which then needs to be re-submitted by the service provider.
- Step 12 The Supplier/Service provider will need to make the payment to the below mentioned account by way of cash/Online transfer/CEFT/cheque and hand over a clear copy of the deposit slip/transfer confirmation once the documentation has been completed. The supplier needs to input the name of the company as the reference. (Note : Amount payable: Rs.10,000/- per category valid for 2 years from registration date)

- A/C No : 003010364772
- Name : HNB O/A Banking Services
- Bank : HNB
- Branch : Head Office Branch