

## SUPPLIER PRODUCT PROFILE UPDATE

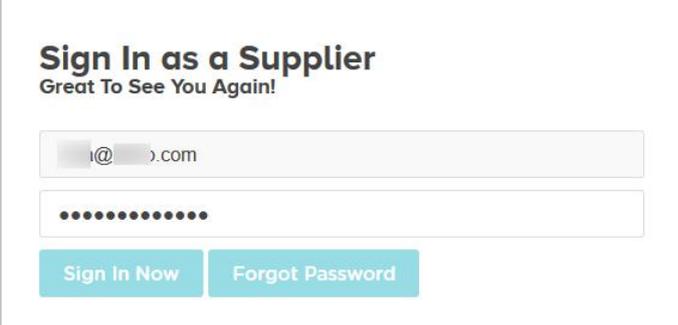
### STEP-BY-STEP QUICK TUTORIAL - ETENDERING FOR HATTON NATIONAL BANK

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

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

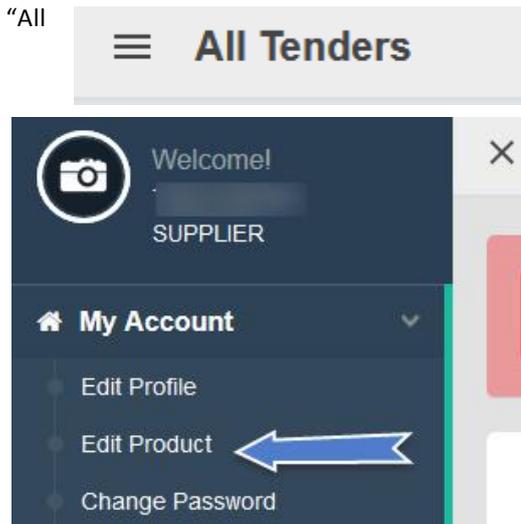
#### STEP 1: LOGIN TO THE SUPPLIER PORTAL

- Go to the eTendering portal Sign in page.
- Enter your registered EMAIL and PASSWORD to Sign in.



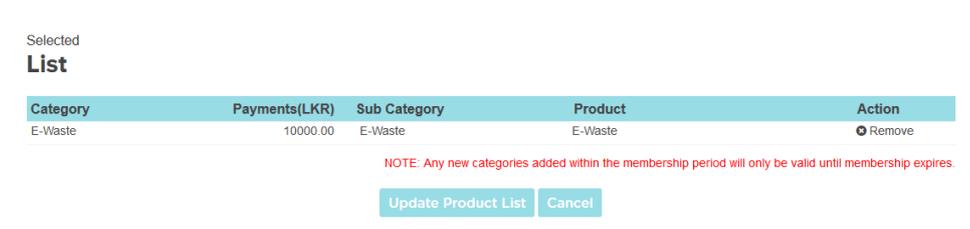
#### STEP 2: SELECT FROM MENU

- Once logged in, Click on the MENU icon shown next to "All Tenders", indicated with three lines as shown in the image.
- The expanded "Menu", will show a main section names "My Account"
- Expand "My Account" and Click on "Edit Product" in order to view your current list of products within the portfolio.



#### STEP 3: CURRENT PRODUCT PORTFOLIO

- You will now be directed a page containing your current product portfolio, including all Categories that has been paid for, with successful registration.



Category	Payments(LKR)	Sub Category	Product	Action
E-Waste	10000.00	E-Waste	E-Waste	Remove

NOTE: Any new categories added within the membership period will only be valid until membership expires.

#### STEP 4: ADD NEW PRODUCTS

- g. When you scroll to the top of the screen, the following section will be shown.

The screenshot shows a form titled "Supplier Products" with the subtitle "Update Your Product List". At the top, there are two input fields labeled "S" and "R". Below these are three dropdown menus: "Select Category" (with a red circle 1), "Select Sub Category" (with a red circle 2), and "Select Product" (with a red circle 3). At the bottom left of the form is a blue "Add" button with a red circle 4.

- h. Kindly select the **Category** relevant to your company, along with the **Sub-Category** and **Product**.
- i. If the **Category**, has already been paid for, there will be no additional payment.
- j. If the **Product** added is from a new **Category**, the update will prompt a relevant payment.

#### STEP 5: UPDATE PRODUCT LIST

- k. Once you have added new Categories, Sub-Categories and Products to your account, the new items will be highlighted with a new font colour.

The screenshot shows a table titled "Selected List". The table has five columns: "Category", "Payments(LKR)", "Sub Category", "Product", and "Action". The first two rows are highlighted in green, indicating they are new items. A green arrow points to the "Building Interior/Exterior" category in the first row. Below the table, there is a red note: "NOTE: Any new categories added within the membership period will only be valid until membership expires." At the bottom of the table are two buttons: "Update Product List" and "Cancel".

Category	Payments(LKR)	Sub Category	Product	Action
Building Interior/Exterior	10000.00	Building Interior/Exterior Decorating	Counters	Remove
E-Waste	10000.00	E-Waste	E-Waste	Remove

NOTE: Any new categories added within the membership period will only be valid until membership expires.

- l. If there is a due payment, the payment amount will also be shown.
- m. After completion of adding and updating the list, Click on "Update Product List". This will trigger relevant payments, if any.