

Hatton National Bank

Renewal of Online Supplier Registration – 2019/20 & 2020/21

Your Supplier Registration with Hatton National Bank will expire in the upcoming weeks as the membership period is nearing 2 years.

In order to Renew the registration for a further 2 years, please follow the below steps :

You will receive Registration Renewal email alerts prior to the date of registration expiry. In addition you can also login to <https://etendering.hnb.lk> with your supplier account to access the e-Tender portal.

- Step 01 - On logging in, you will see a button on the top right hand corner named “Renew Registration” in order to proceed with renewal.
- Step 02 - By clicking the “Renew Registration” button on a reminder email or on the eTender portal, you can then submit the company renewal request.
- Step 03 - You will be able to view categories and products from your initial registration. You can then add, remove and change any products and categories. (Note to add all the products as the tenders will be floated for the specific product)
- Step 04 - The renewal fee payable will be shown
- Step 05 - You can then prepare and upload the registration documents as a softcopy to be submitted with the renewal request.
- To view the required documents, please visit <https://www.hnb.net/e-tendering> and click on ‘List Of Documents Required for Registration’
- Step 06 - Please answer the questions listed / update and confirm
- Step 07 - Once complete, please click ‘Submit Renewal Request’.
- Step 08 - Upon successful submission of renewal request, your account will be verified and approved by HNB.
- Step 09 - You will receive an email to make the payment either online (by credit/debit card) or offline (credit of funds to the account). If online method – select and proceed to make the payment online. If funds are to be deposited to the account, proceed with the deposit and attach a copy of the slip by choosing the offline method.

Off line Payment Details

- (A/c deposit) A/C No : 003010364772
- Name : HNB o/A Banking Services
- Bank : HNB Head Office Branch

- Amount payable : Rs.10,000/- per category valid for 2 years from registration date

- Step 10 - On successful payment, your registration (renewal) will be complete and active for use.

Thereafter, please login with your email address and password and continue to use the system.

If you need any assistance, kindly communicate with us at Banking Services on 0112661508.

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