

# Frequently Asked Questions (FAQ)

### **Dear Valued Service Provider**

We are pleased to inform that HNB has advertised for calling of registration of suppliers/service providers for the years 2024/25 and 2025/26. Accordingly, all requests for tenders will be sent by email requiring the suppliers to submit their quotes according to the instructions in the tender letter (if by email only to <a href="mailto:ebox@hnb.lk">ebox@hnb.lk</a> or if physical documents to the tender box.

## How to change your information, add products, categories etc?

The details submitted at the time of registration with regard to the company, contact person etc., may get outdated with time. If you need to change this information, a request should be submitted to Banking Services Division with a copy to <a href="mailto:bsdbvc@hnb.lk">bsdbvc@hnb.lk</a>.

You can also "add" products or new categories for which a request needs to be made as indicated above. If a new category is to be added, then the request should accompany the deposit slip confirming the payment made for same.

# How do you know that a tender has been floated?

When a tender is floated, you will receive an email to the registered email address with the required documents and instructions to submit your proposals. Kindly ensure that your proposals are submitted prior to the closing date and time.

## Payment Details (A/c deposit)

• A/C No : 003010364772

Name : HNB o/A Banking ServicesBank : HNB Head Office Branch

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

### Still in doubt and need clarifications?

If you still need any clarification or encounter any difficulty, kindly communicate with the Banking Services Department on Tel No 0112661508/0112661894.

### **HNB - Banking Services Department**