# NSB External Supplier Registration User Manual

NATIONAL SAVINGS BANK

# Introduction to External Supplier Self-Registration

Welcome to the External Supplier Self-Registration process for sourcing, purchasing, and payments collection with NSB. This user-friendly registration system empowers external suppliers like you to streamline your engagement with our organization. By registering through the provided self-registration URL, you initiate a seamless journey toward becoming an approved supplier partner.

## How to Get Started

To begin your journey with NSB, click on the provided self-registration URL and follow the step-by-step instructions. Make sure you have all necessary company information and documentation readily available to expedite the process.

We look forward to having you as a valued supplier partner and collaborating for mutual success. If you have any questions or need assistance during the registration process, please do not hesitate to reach out to our dedicated support team. We are here to help you navigate the registration process smoothly.

Thank you for considering NSB as your business partner. We are excited to embark on this journey with you.

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# Start with the external self-registration process

1. For external supplier self-registration, click on the given URL below,

https://fa-evws-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000005665138

2. Go to URL link through the preferred web browser
   [Microsoft Edge (recommended) / Chrome / Explorer / Firefox]



3. Enter company details as required
   (Fields with * asterisk marks are mandatory)

   First contact you enter should be of primary / administrative contact person who will be liable for the information provided to NSB in supplier creation. National Savings Bank will not held any liability on any false information provided by the supplier contact person in vendor creation.

   **Tax Country, TIN Number, VAT/SVAT Number** (if any) and Contact details are mandatory fields to be filled by local supplier (Sri Lankans).

   Please **attach scanned copies** of the **Business Registration**, **VAT** (if registered) and **SVAT** (if registered) certificates.
   If the company is **not registered** for tax in Sri Lanka, please enter **N/A** in TIN Number field.

4. Click Next Also you can click on the **Contacts** Step number on top of the screen

   The given contact details in the Company details will be available in the contact details tab.
   Once registered, supplier portal user login will be available for this contact person.



   To add your contact details, please click on **Edit**
   Fill all the required details

Click Ok

- Note: If **Create User Account** text box is unticked, supplier portal user login will not be created

5. Click **Next** or **Address** step number
Click **Create**



Fill all the details as required
Note: **Address Name** should be always **OFFICE** for the main address.
Under address contacts, click on **select and add** icon to assign the contact person for the main address

**Select** the contact and click **Ok**



After updating the address details click **Create Another** if you need to add another address, if not click **Ok** to proceed.

6. Click **Next** or on **Business Classifications** step number

   **Note: this is an optional step, you may skip this step**

7. Click **Next** or on **Bank Accounts** step number

   **Note: this is an optional step, you may skip this step**

8. Click on **Products and Services** step number or **Next**.

   **Note: this is an optional step, you may skip this step**

9. Click on **Review** step number or **Next**. You can review all the details you entered in the Review Page.



10. Click **Register** button. This will send your registration request to NSB

If you click on **Save for Later**, you will receive an email with the link to re-access the unsubmitted registration request. You can edit any data filled here and click **Register** to submit for NSB review and approval.

11. Email Notifications

Your registration request to be a supplier for National Savings Bank (NSB) will be sent to NSB supplies division for review and approval. Once it is approved you will be notified through an email. (notification will be sent to the given contact email)