



2023

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?prcBuld=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.

Supplier Registration

fa-evws-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrsPosRegisterSupplier?prcBuild=300000005665139&_afLoop=41644983632277047&_afWindow...

ORACLE

1 2 3 4 5 6 7
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Review

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company XYZ PLC

* Tax Organization Type Corporation

Supplier Type Supplier

Corporate Web Site

Attachments None

D-U-N-S Number

* Tax Country Sri Lanka

TIN Number 54321

VAT/SVAT Number

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name Supplier Name1

* Last Name 2

* Email xyz@com

* Confirm Email xyz@com

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.

ORACLE

1 2 3 4 5 6 7
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Review

Register Supplier: Contacts

Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Name2, Supplier Name1		xyz@com	✓	✓	✎	✕

Columns Hidden 7

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

Edit Contact: ██████████ Senanayake

* Salutation

* First Name

Middle Name

* Last Name

* Job Title

Administrative contact

* Phone

Mobile

Fax

* Email

▾ User Account

Create user account

Roles

Actions ▾ View ▾ Format ▾ ✕ Freeze Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invol...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...

OK Cancel

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**

ORACLE Sign In

Company Details
 Contacts
 Addresses
 Business Classifications
 Bank Accounts
 Products and Services
 Review

Register Supplier: Addresses Back Next Save for Later Register Cancel

Actions ▾ View ▾ Format ▾ **Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
Columns Hidden 3					

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

Create Address

* Address Name OFFICE

* Country Sri Lanka

* Address Line 1 No 81,

Address Line 2

Address Line 3

Address Line 4

City Colombo

Postal Code

* Address Ordering

Purpose Remit to

RFQ or Bidding

Phone 94

Fax 94

Email

▲ Address Contacts

Select the contacts that are associated with this address.

Actions View Format  Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

Select the contact and click **Ok**

Select and Add: Contacts

▲ Search

Name Job Title

Search Reset

View Format Wrap

Name	Job Title	Email	Phone
Name2, Supplier Name1		xyz@com	

Columns Hidden 1

Apply OK Cancel

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.

The screenshot shows the Oracle Supplier Registration Review Page for PQR PLC. At the top, there is a progress bar with seven steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Review. The Review step is highlighted with a green circle and the number 7. Below the progress bar, there are buttons for Back, Next, Save for Later, Register, and Cancel. The main content area is divided into two sections: Company Details and Attachments. The Company Details section shows the following information:

Company	PQR PLC	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Sri Lanka
Supplier Type	Supplier	Taxpayer ID	654432
Corporate Web Site		Tax Registration Number	Note to Approver

The Attachments section shows a table with the following columns: Type, Category, File Name or URL, Title, Description, Attached By, and Attached Date. The table is currently empty.

Below the Attachments section, there is a Contacts section with a table showing the following information:

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Q. P		R@com	✓	✓	

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

ORACLE

Review Supplier Registration: PQR PLC

Company Details

Company: PQR PLC
 Tax Organization Type: Corporation
 Supplier Type: Supplier
 Corporate Web Site:
 D-U-N-S Number:
 Tax Country: Sri Lanka
 Taxpayer ID: 654432
 Tax Registration Number:
 Note to Approver: /

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date

Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Q. P		R@com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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)