User Guide

How to Update Information in a Supplier Account

This guide is for suppliers that need to update information in their profile after being approved by the World Bank Group and added to the Supplier Database. Changes to the supplier information need to be approved by the Corporate Procurement Vendor Team.

Step 1: Using existing login credentials, Sign In to the WBGEProcure portal and go to My Account by clicking on the user icon and selecting the option from the drop-down menu.

Step 2: In the Company Information page update any of the fields as required and click Save. The Registration Status will change from Approved VT to “Awaiting Vendor Submission”.

Step 3: Review and update information in each page as needed. Once the information has been updated, and under the General Information Questionnaire click Save/Issue and the OK in the pop-up window to submit the new information.