User Guide

How to Complete a Spontaneous Supplier Application

This guide walks suppliers through the steps to complete a spontaneous application and express their interest to be added to the World Bank Group’s Supplier Database. Spontaneous applications do not guarantee a company will become a registered WBG Vendor. However, suppliers will be added to the Bank Group Database and staff will have the option to request a conversion to regular WBG vendor.

Step 1: Go to the World Bank Group's WBGeProcure portal and select Apply Here. Read the Privacy Notice, acknowledge agreement by selecting the “I agree to the above terms and conditions” checkbox and click on Agree. After reading the Welcome message, click Next to continue.

Step 2: Complete the Company Information fields ensuring only English alphabet characters are used. Click Next once done. Mandatory fields are marked in red.

Step 3: The system will send autogenerated emails with Login name and a temporary password, as well as a pin for multi-factor authentication. Enter the pin received via email and click Submit to continue. The pin will expire after 3 minutes.
Step 4: After completing the authentication, the system will direct you to Category Assignment, select the category group that best describes the goods or services your company provides and click Next.

Step 5: Upload relevant documentation that will assist the World Bank Group in evaluating your application under Documents. To do so, click Upload Documents, select the type of document, add the name and choose the file form your computer and click Upload. The uploaded file will document appear on the list. Repeat to add more documents or click Next once you are done with documents.

Step 6: Upload relevant certifications that will allow the WBG in evaluating your application. To do so, click New, select the certificate name, add the document and enter the validity period. Click Next to proceed.
Step 7: Complete the questionnaire indicating company information, details about owners, principals and officers, and declare understanding about restrictions on current and former WBG staff. Click Next to proceed.

Step 8: Confirm your company's supplier diversity classification by selecting the answer from the drop-down menu. Click Next to continue.

Step 9: After reading the Terms and Conditions, acknowledge agreement by clicking on Accept & Submit. The application is now complete and has been submitted to the WBG for review and further acceptance. You will receive an email confirmation with the application number.