How to Respond to an Invitation to Complete an Application

This guide is for potential suppliers invited to complete an application and be added to the World Bank Group’s Supplier Database.

Step 1: Use the URL provided in the “Invitation to Register as a World Bank Group Vendor” to go to the WBGeProcure portal and use the login and the temporary password information received via email to sign in for the first time.

Step 2: An auto-generated email with a pin is sent to authenticate the email address provided. Enter the code to validate the user login. You will be prompted to set a new password for future access into the portal.

Step 3: Read the Privacy Notice and acknowledge agreement by selecting the “I agree to the above terms and conditions” checkbox and click on Agree.
Step 4: Read and understand our welcome message and then click “Next” button.

Step 5: Complete all the Company Information and click “Next” once done. All mandatory fields are marked in red.

Step 6: After completing the Company Information, the system will open Category Assignment, select the category group that best describes the goods or services your company provides and click Next.
Step 7: Upload relevant certifications and documentations that will assist the World Bank Group in evaluating your application. Click “New”, select the type of document, choose the file from your computer and click Upload. The uploaded file will appear on the list. Repeat to add more documents and click “Next” once you are done with documents.

Step 8: 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 9: Complete the financial information section by providing all relevant information and upload an audited financial statement for last fiscal year. To upload your audited financial statement, click on the plus icon, click Upload from the pop-up window and add document from your computer. The uploaded file will appear on the list.
Step 10: Confirm your company’s supplier diversity classification by selecting the answer from the drop-down menu. Click Next to continue.

Step 11: After reading the Terms and Conditions, acknowledge agreement by clicking on Accept & Submit. The application for becoming a supplier is now complete and has been submitted to the WBG for review and further acceptance.