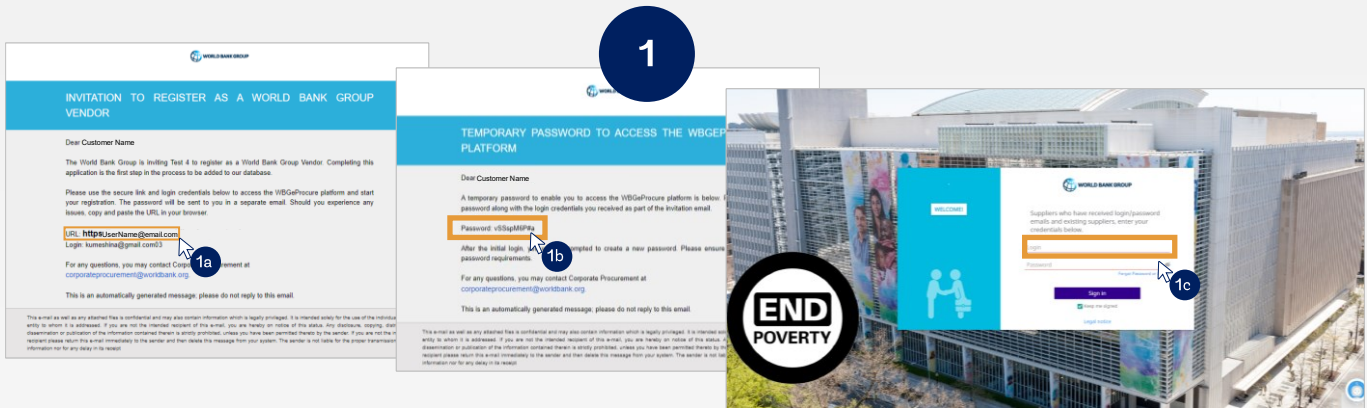


User Guide

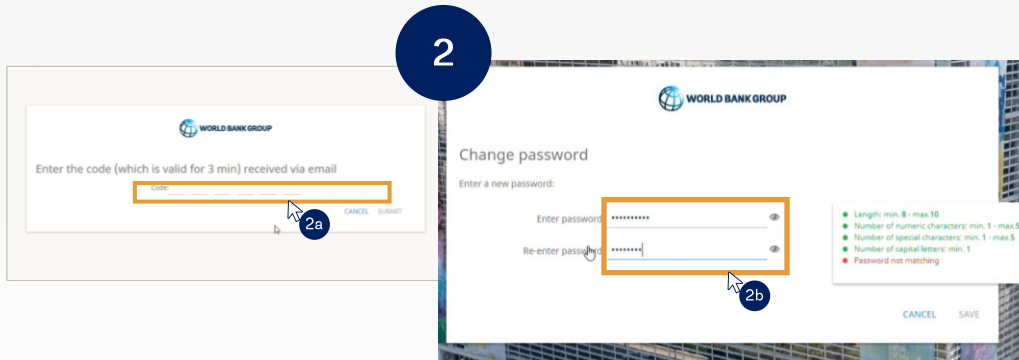
How to Respond to an Invitation to Complete an Application

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

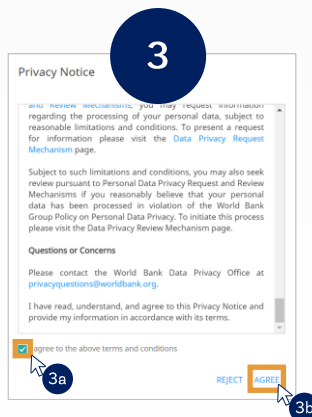
Step 1: Use the URL provided in the "Invitation to Register as a World Bank Group Vendor" to go to the WBGeProcure portal and use the login and the temporary password information received via email to sign in for the first time.



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.

WORLD BANK GROUP Supplier Self Registration

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Terms & Conditions Status: Application Not Complete Support please click HERE

WELCOME PAGE COMPANY INFORMATION CATEGORY ASSIGNMENT CERTIFICATE/ DOCUMENT GENERAL INFORMATION QUESTIONNAIRE FINANCIAL INFORMATION SUPPLIER DIVERSITY QUESTIONNAIRE SAVE AND SUBMIT LOG OUT

Welcome to Supplier Self Registration (SSR)

Thank you for your interest in becoming a potential vendor for the World Bank Group (WBG). The supplier self-registration form should take approximately 10 minutes to complete. Before submitting your application, we recommend you review the [Vendor Guide](#), [Vendors Code of Conduct](#), [Vendor Eligibility Policy](#) and the [Restrictions on Current and Former WBG Staff documents](#).

Suppliers need to register in the WBG Supplier Database to participate in a solicitation process; however, only suppliers which have been approved as WBG Vendors can be awarded a contract. By completing this application, you confirm that:

- Your company meets the WBG [Vendor Eligibility Requirements](#).
- Your company and any subcontractors you propose or intend to propose as part of a solicitation understand the WBG Privileges and Immunities as stated in the [General Terms and Conditions](#), including immunity from taxes. These Privileges and Immunities are applicable only to the WBG and do not apply to your company or subcontractors.
- You and your subcontractors have read and will comply with the [Vendors Code of Conduct](#) and the [Code of Conduct for On-site Vendor Employees](#).
- No WBG staff member or their immediate family is an owner, officer, partner, or board member or has a financial interest in either your company or its subcontractors in accordance with the [Restrictions on Current and Former WBG staff](#).

NOTE: THE WORLD BANK TREATS THE INFORMATION PROVIDED IN THIS APPLICATION IN THE SAME MANNER AS THE WORLD BANK TREATS ITS OWN CONFIDENTIAL INFORMATION.

Once the application is complete you will be assigned a unique WBG application number. You may be required to provide this application number to a WBG representative upon request.

NEXT

4a

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

WORLD BANK GROUP Supplier Self Registration

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Terms & Conditions Status: Application Not Complete Support please click HERE

WELCOME PAGE COMPANY INFORMATION CATEGORY ASSIGNMENT CERTIFICATE/ DOCUMENT GENERAL INFORMATION QUESTIONNAIRE FINANCIAL INFORMATION SUPPLIER DIVERSITY QUESTIONNAIRE SAVE AND SUBMIT LOG OUT

This is the World Bank Group Supplier-Self Registration (SSR) process for potential vendors. Below you will be prompted to enter your company information. All mandatory fields are marked in red and must be completed in order to proceed. When complete, click “Next” to proceed to the next page.

COMPANY INFORMATION

Company Name

Address

City

Postal code

Country

State / Province(s)

Phone

Company E-mail

Currency

Website

CONTACT INFORMATION

First name

Last name

E-mail

NEXT

5a

5b

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.

WORLD BANK GROUP Supplier Self Registration

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Terms & Conditions Status: Application Not Complete Support please click HERE

WELCOME PAGE COMPANY INFORMATION CATEGORY ASSIGNMENT CERTIFICATE/ DOCUMENT GENERAL INFORMATION QUESTIONNAIRE FINANCIAL INFORMATION SUPPLIER DIVERSITY QUESTIONNAIRE SAVE AND SUBMIT LOG OUT

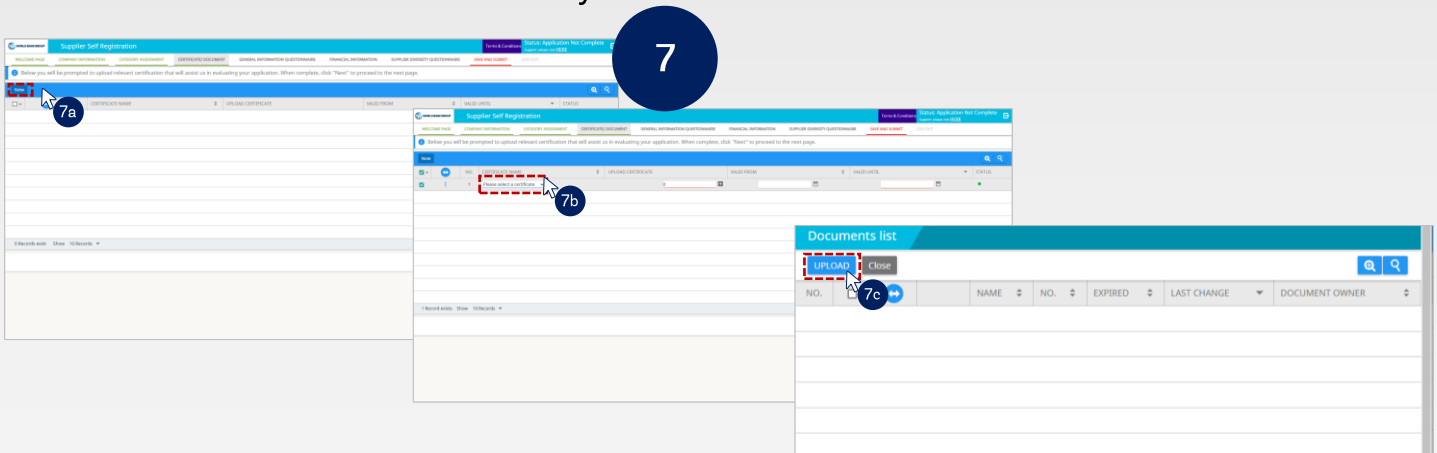
- 00 TRANSPORTATION
- 10 EXTERNAL/CATERED EVENT
- 11 TRAVEL
- 20 FURNITURE
- 24 GENERAL BUILDING
- 28 RESIDENCE
- 30 FREIGHT MAIL
- 34 FOOD SERVICE
- 36 SECURITY
- 38 CATERING
- 40 AUDIO VISUAL
- 42 TELECOMMUNICATIONS
- 44 PHOTOCOPY
- 46 PRINTING
- 48 PHOTOGRAPHIC
- 50 SOFTWARE AND MARKET DATA SUBSCRIPTIONS
- 51 DATA ACQUISITION
- 52 CLOUD SERVICES
- 54 FINANCIAL SERVICES
- 56 INFORMATION TECH
- 58 IT SERVICES
- 60 GENERAL OFFICE
- 70 ART
- 75 MEDICAL
- 80 LANGUAGE SERVICES
- 85 TRAINING
- 90 CONTRACT CONSULTANTS
- 91 RECRUITMENT
- 92 LABOR
- 95 MISCELLANEOUS SVCS
- 99 T&T

PREVIOUS NEXT

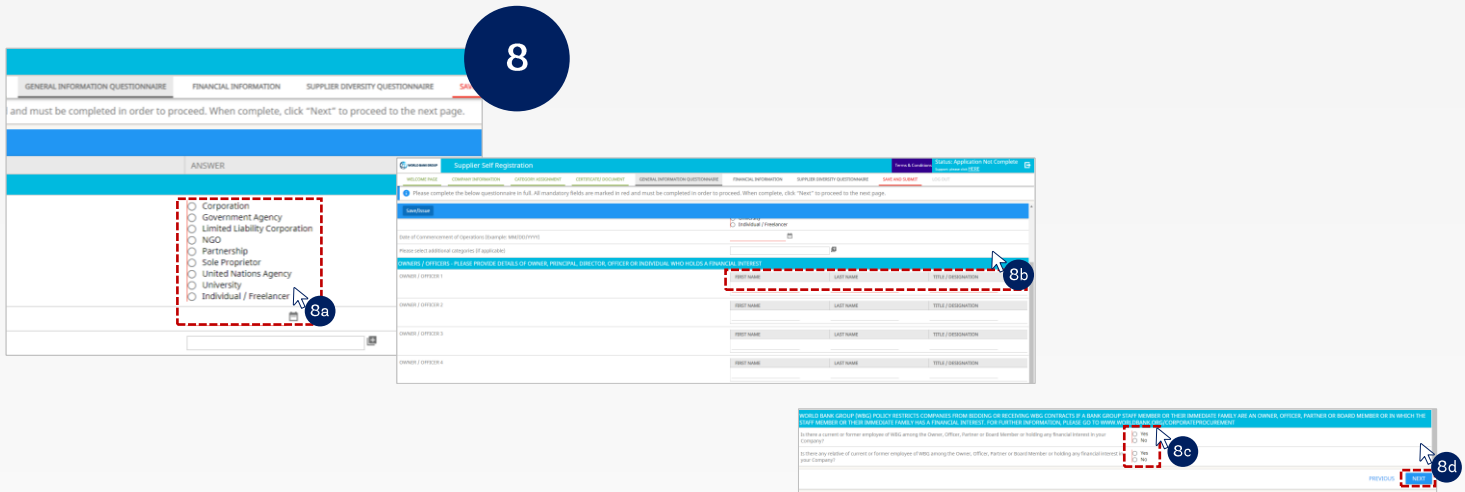
6a

6b

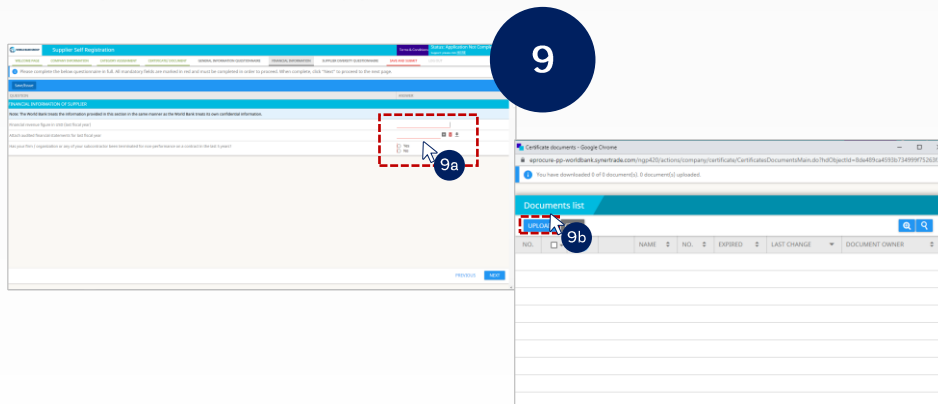
Step 7: Upload relevant certifications and documentations that will assist the World Bank Group in evaluating your application. Click “New”, select the type of document, choose the file from your computer and click Upload. The uploaded file will appear on the list. Repeat to add more documents and click “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.

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Supplier Self Registration

WELCOME PAGE COMPANY INFORMATION CATEGORY ASSIGNMENT CERTIFICATE DOCUMENT GENERAL INFORMATION QUESTIONNAIRE FINANCIAL INFORMATION SUPPLIER DIVERSITY QUESTIONNAIRE SAVE AND SUBMIT LOG OUT

Please complete the below questionnaire in full. All mandatory fields are marked in red and must be completed in order to proceed. When complete, click "Next" to proceed to the next page.

Supplier

DIVERSE-OWNED BUSINESSES ARE THOSE THAT ARE 51% OWNED, OPERATED, AND CONTROLLED BY A PERSON OR PEOPLE OF A DESIGNATED DIVERSE BACKGROUND, OR EVEN MULTIPLE DIVERSE BACKGROUNDS. THE WORLD BANK GROUP CURRENTLY RECOGNIZES WHETHER VENDORS ARE OF THE FOLLOWING DIVERSE-OWNED BACKGROUNDS: WOMEN OWNED, MINORITY OWNED, LGBTQ OWNED, DISABLED OWNED. THE WBG ALSO RECOGNIZES BUSINESSES THAT ARE CONSIDERED MICRO OR SMALL ENTERPRISES.

Is your company considered a diverse-owned business as defined above?

No, our company is NOT diverse-owned
 No, our company is NOT diverse-owned as defined above, BUT it is a 20% owned by a person or people of designated diverse background, AND (i) has a 1 person(s) from this group as CEO/COO/President/Vice-President, AND (ii) has a 20% of the board of direct
 Yes, our company IS diverse-owned per the above definition

Is your company considered a diverse-owned business in any following categories (select all that apply)?

Minority-owned
 Women-owned
 LGBTQ-owned
 Disabled-owned
 Micro or Small Enterprise, following International Finance Corporation definition

Is your company certified by a 3rd party certification body for LGBTQ-owned businesses?

Yes
 No, we are not certified by a 3rd-party certification body for LGBTQ-owned businesses.

Please indicate by which 3rd-party certification your business is certified:

Diversity International

Please upload a copy of the 3rd party certification:

Screenshot 2023-05-18 17

PREVIOUS **Next**

7b

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.

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Supplier Self Registration

WELCOME PAGE COMPANY INFORMATION CATEGORY ASSIGNMENT CERTIFICATE DOCUMENT GENERAL INFORMATION QUESTIONNAIRE FINANCIAL INFORMATION SUPPLIER DIVERSITY QUESTIONNAIRE SAVE AND SUBMIT LOG OUT

Terms & Conditions

Suppliers need to register in the WBG Supplier Database to participate in a solicitation process; however, only suppliers which have been approved as WBG vendors can be awarded a contract.

Before proceeding, please confirm that your company meets the WBG vendor eligibility requirements, your company and any subcontractors you propose or intend to propose as part of a solicitation understand that the WBG Privileges and Immunities, as stated in the General Terms and Conditions, including immunity from taxes, are applicable only to the WBG and do not apply to your company or subcontractors, your company and subcontractors have read and will comply with the Vendor Code of Conduct and the Code of Conduct for On-site Vendor Employees, no WBG staff member or their immediate family is an owner, officer, partner, or board member or has a financial interest in either your company or your subcontractors in accordance with the Restrictions on Current and Former WBG staff.

Terms and Conditions of Using this Site

The access and use of this site are subject to the [World Bank Group Terms and Conditions](#) of using the World Bank Group site. Connection and access to this site indicate full acceptance, without reservations, of these Terms and Conditions. All changes and modifications to the information contained in this site are binding to the users who must consult the Terms and Conditions of Use of this Site at the time of each connection.

By selecting Accept and Submit, you acknowledge and certify that you have read the information stated above and that statements made about your company are correct to the best of your knowledge.

PREVIOUS **Accept & Submit** REJECT

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