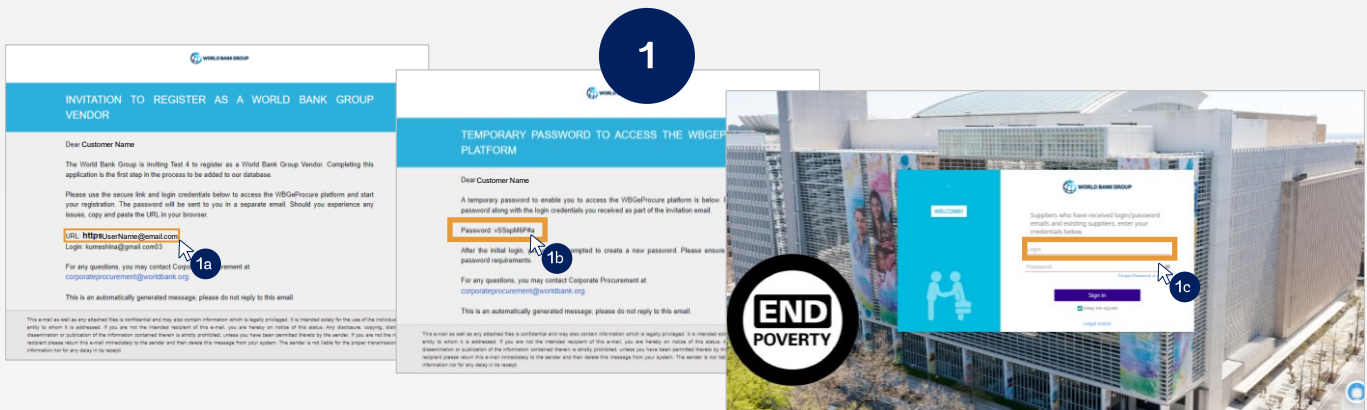


Guía del Uso

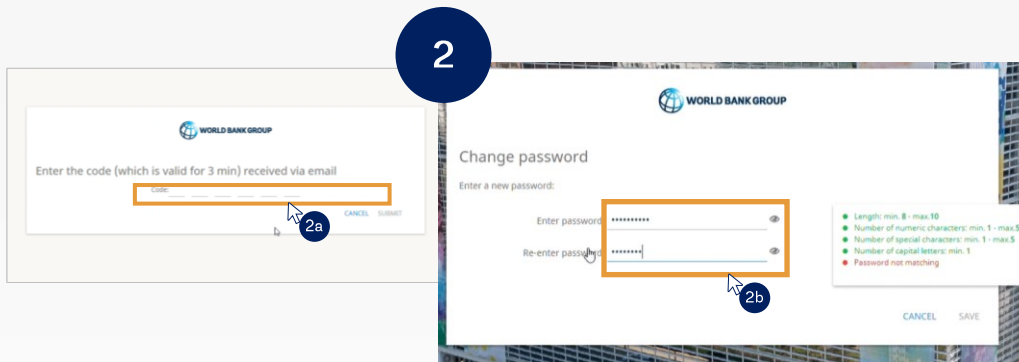
Cómo Responder una Invitación a Completar una Aplicación

Esta guía es para proveedores potenciales invitados a completar una aplicación y ser agregados como proveedores oficiales del Grupo Banco Mundial.

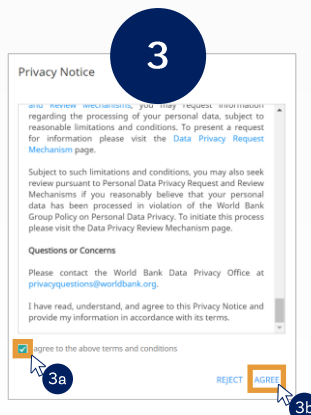
Paso 1: Utilice el vínculo incluido en el correo electrónico de la invitación a registrarse como proveedor del Grupo Banco Mundial, este lo llevara al portal WBGeProcure. Use el nombre de usuario y la contraseña temporal recibida por correo electrónico para iniciar la sesión por primera vez.



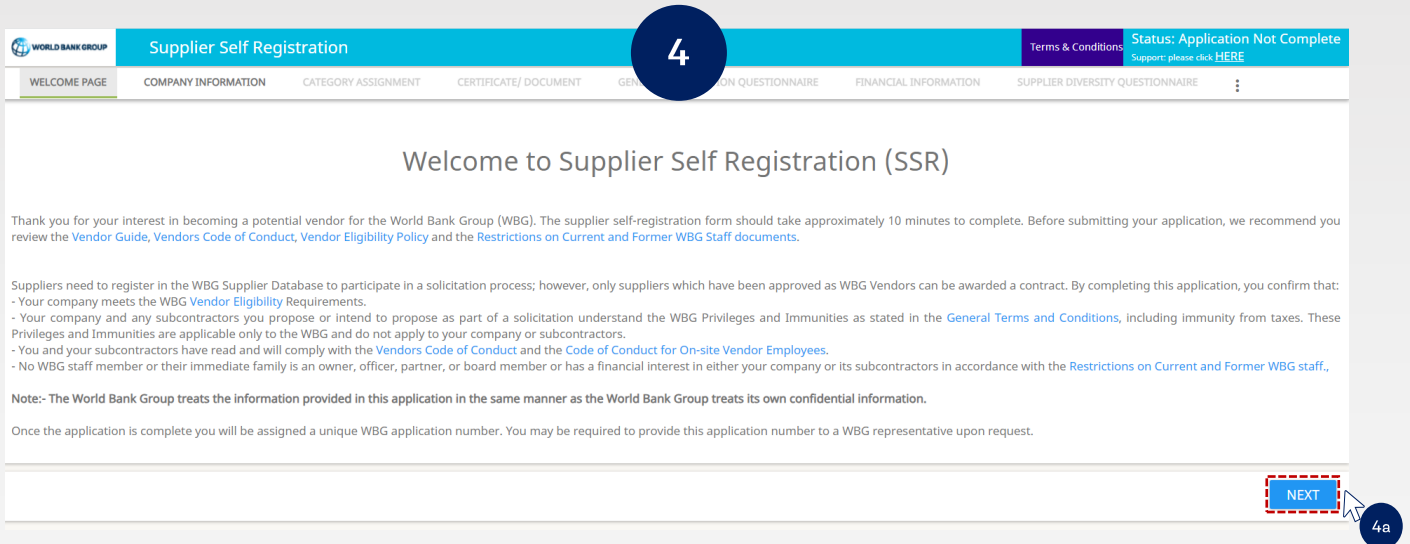
Paso 2: Utilice el código generado automáticamente y recibido por correo electrónico para autenticar la dirección de correo electrónico proporcionada. Introduzca el código para validar e iniciar la sesión. Se le pedirá que establezca una nueva contraseña para acceder en el futuro al portal.



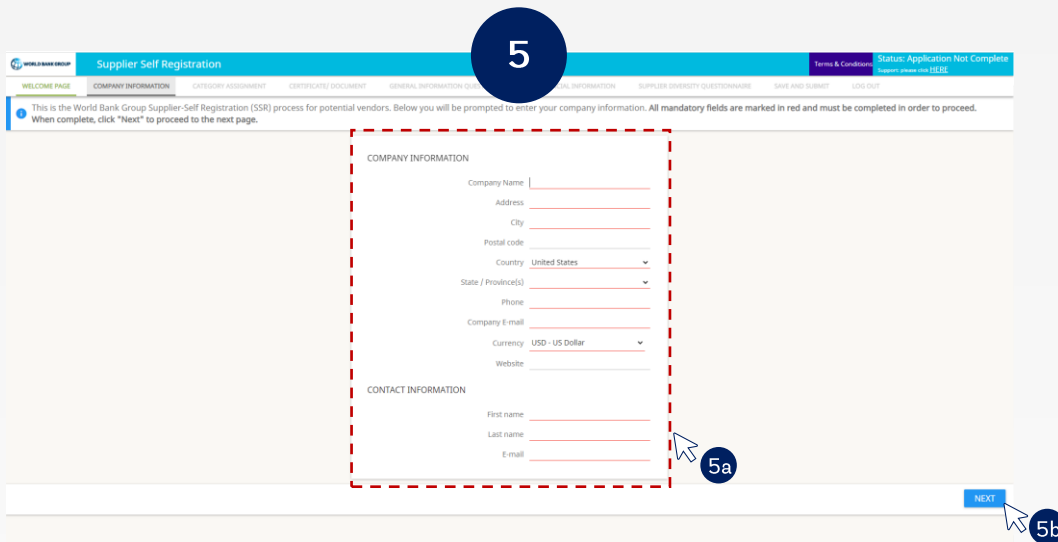
Paso 3: Lea el Aviso de Privacidad y confirme que esta de acuerdo seleccionando la casilla de verificación "I agree to the above terms and conditions" y haga clic en Acepto (Agree).



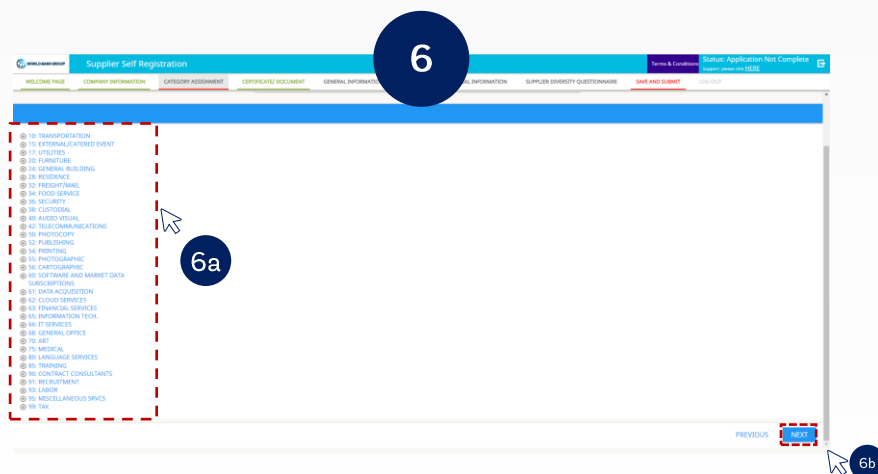
Paso 4: Lea y comprenda nuestro mensaje de bienvenida y luego haga clic en el botón Siguiente (Next).



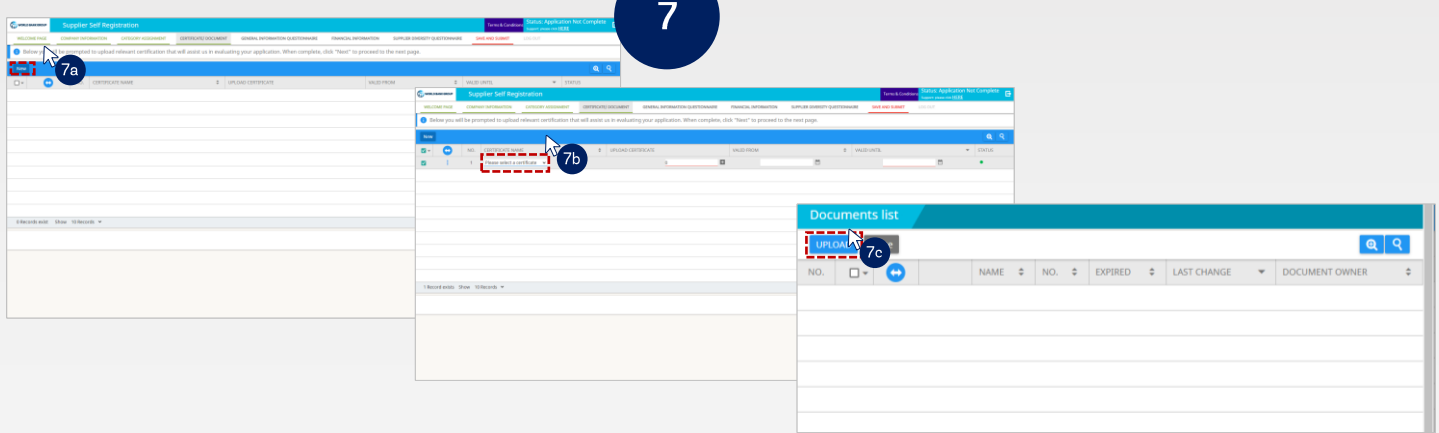
Paso 5: Complete la información de la empresa y haga clic en Siguiente (Next) una vez que termine. Los campos que deben contener información obligatoriamente están marcados en rojo.



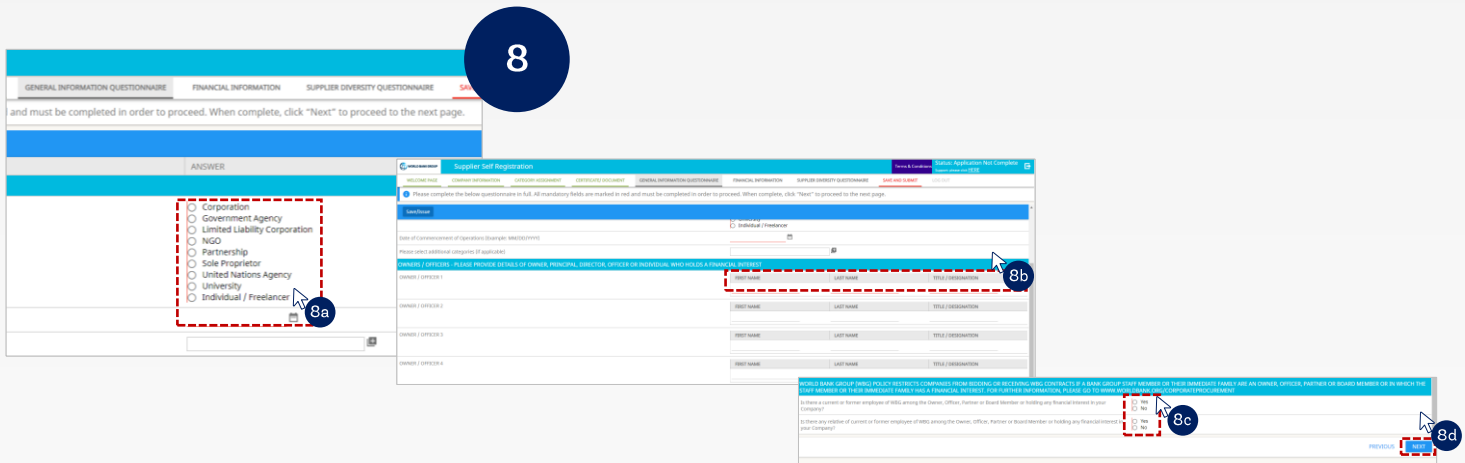
Paso 6: Después de completar la información de la empresa, el sistema abrirá Asignación de Categoría (Category Assignment), seleccione la categoría que mejor describa los bienes o servicios que su empresa ofrece y haga clic en Siguiente (Next).



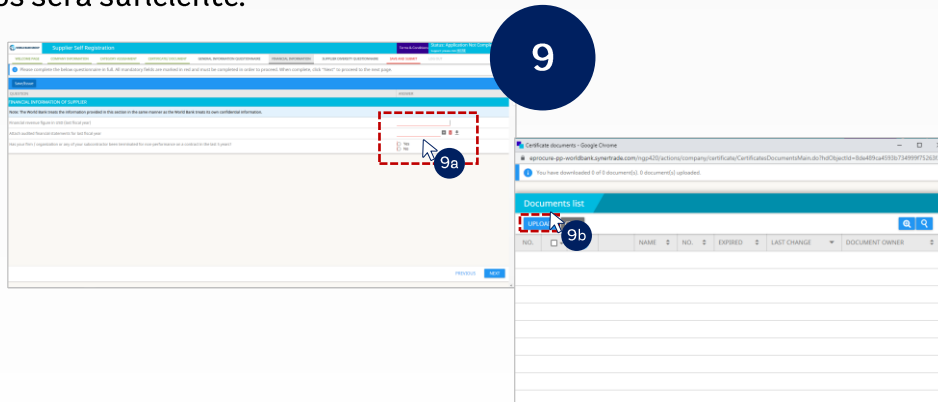
Paso 7: Adjunte certificaciones y documentos relevantes que le ayuden al Grupo Banco Mundial a evaluar su solicitud. Haga clic en Nuevo (New) , seleccione el tipo de documento, elija el archivo en su computadora y haga clic en Cargar (Upload). El archivo cargado aparecerá en la lista. Repita este paso para agregar más documentos y haga clic en Siguiente (Next) una vez que haya terminado de adjuntar todos los documentos.



Paso 8: Complete el cuestionario indicando detalles sobre la empresa, los propietarios, directores y funcionarios, y declare que comprende las restricciones sobre el personal actual y anterior del Grupo Banco Mundial. Haga clic en Siguiente (Next) para continuar.



Paso 9: Complete la Información Financiera proporcionando los datos relevantes y adjunte los estados financieros auditados del último año fiscal. Para adjuntar los estados financieros auditados, haga clic en el icono más, haga clic en Cargar (Upload) en la pantalla emergente y agregue el documento de su computadora. El archivo cargado aparecerá en la lista. Si la ley o regulaciones locales no le exigen tener estados financieros auditados, una copia no auditada de los estados financieros será suficiente.



Paso 10: Confirme la designación de diversidad de proveedor de su empresa seleccionando la respuesta que mejor le represente en el menú desplegable. Haga clic en Siguiente (Next) para continuar.

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Supplier Self Registration

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

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.

Save/Print

DIVERSITY 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 DIVERSITY OWNED BACKGROUNDS: WOMEN-OWNED, MINORITY-OWNED, LGBTQ-OWNED, DISABLED-OWNED. THE WBIG 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 ≥ 25% owned by a person or people of designated diverse background, AND (i) has ≥ 1 person(s) from this group as CEO/COO/President/Vice-President; AND (ii) has ≥ 25% 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 of the 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**

Paso 11: Una vez haya leído los Términos y Condiciones (Terms & Conditions), confirme su conformidad y acuerdo haciendo clic en Aceptar y Enviar (Accept & Submit). La solicitud para convertirse en proveedor ya está completa y su aplicación para convertirse en un proveedor aprobado del Grupo Banco Mundial será revisada por el equipo responsable de proveedores en el departamento de compras corporativas.

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Supplier Self Registration

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

Terms & Conditions

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

Before proceeding, please confirm that your company meets the WBIG vendor eligibility requirements, your company and any subcontractors you propose or intend to propose as part of a solicitation understand that the WBIG Privileges and Immunities, as stated in the General Terms and Conditions, including Immunity from taxes, are applicable only to the WBIG and do not apply to your company or subcontractors, your company and subcontractors have read and will comply with the Vendors Code of Conduct and the Code of Conduct for On-site Vendor Employees, no WBIG 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 WBIG 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