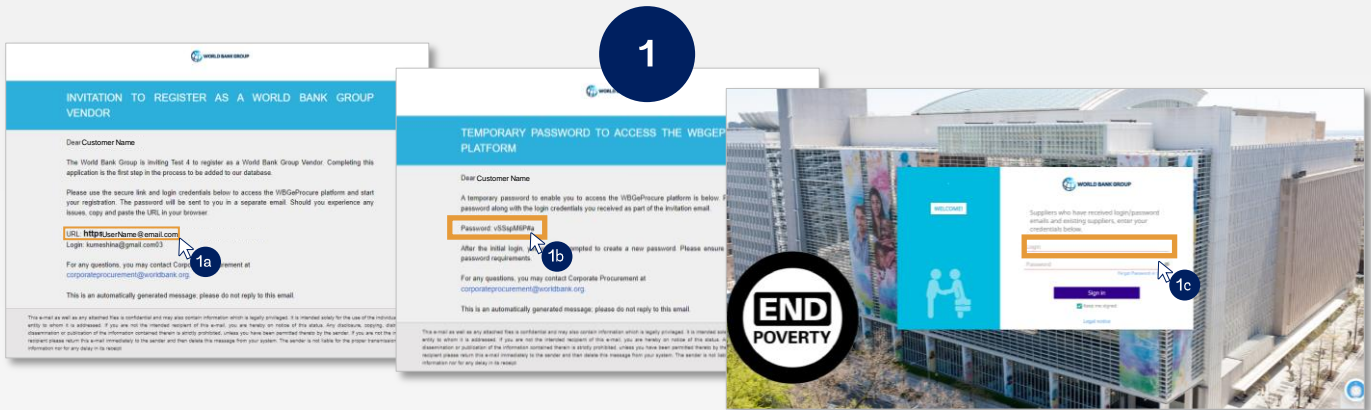


Guia de usuario

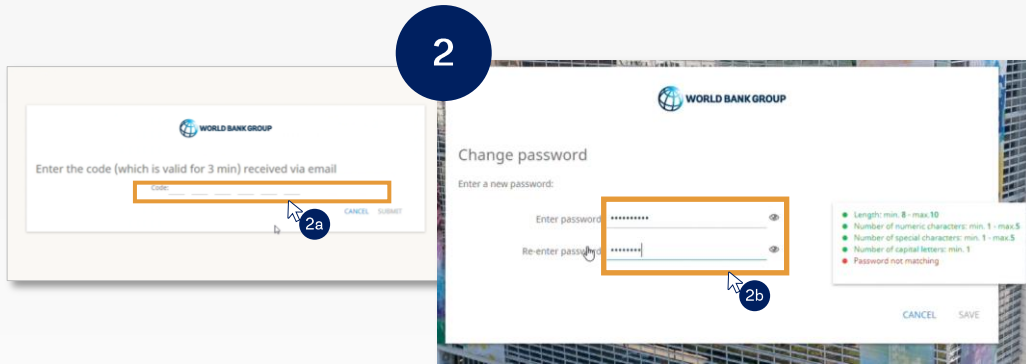
Como responder a um convite para preencher uma inscrição

Este guia destina-se a potenciais fornecedores convidados a preencher um requerimento e a serem adicionados à Base de Dados de Fornecedores do Grupo Banco Mundial.

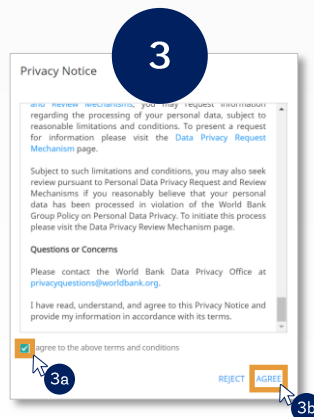
Passo 1: Use o URL fornecido no “Convite para registrar-se como fornecedor do Grupo Banco Mundial” para acessar o portal WBGeProcure e use as informações de login e senha temporária recebidas por e-mail para fazer login pela primeira vez.



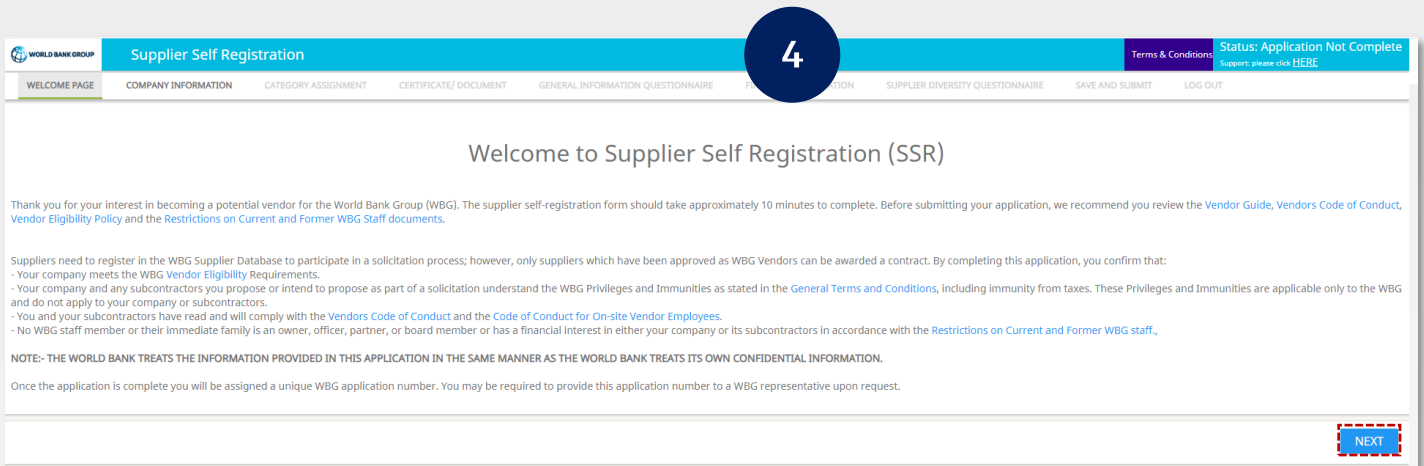
Passo 2: Um e-mail gerado automaticamente com um PIN é enviado para autenticar o endereço de e-mail fornecido. Digite o código para validar o login do usuário. Você será solicitado a definir uma nova senha para acesso futuro ao portal.



Passo 3: Leia o Aviso de Privacidade e confirme o acordo marcando a caixa de seleção “Concordo com os termos e condições acima” e clique em Concordo.

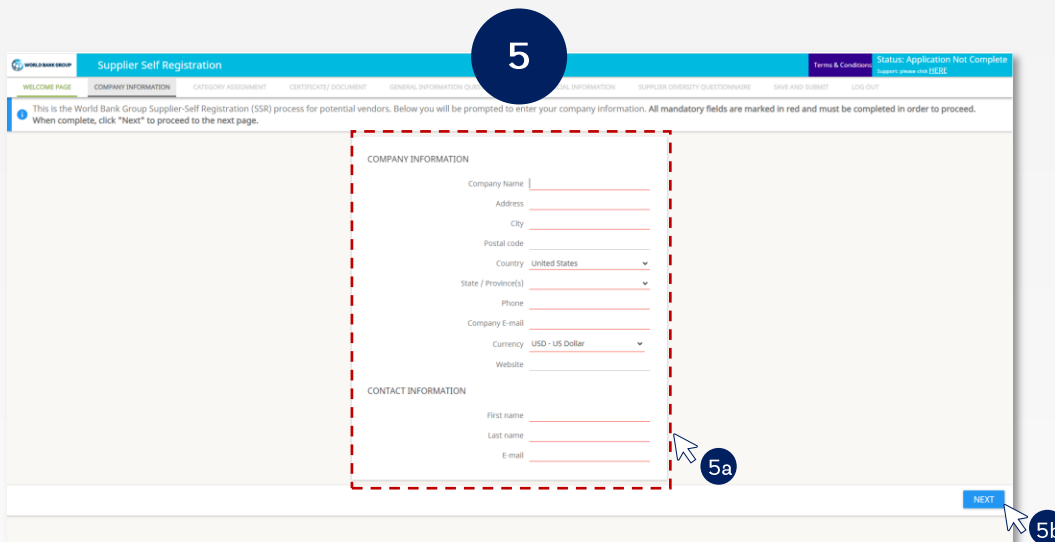


Passo 4: Leia e entenda nossa mensagem de boas-vindas e clique no botão “Avançar”.



4a

Passo 5: Preencha todas as informações da empresa e clique em “Avançar” quando terminar. Todos os campos obrigatórios estão marcados em vermelho.

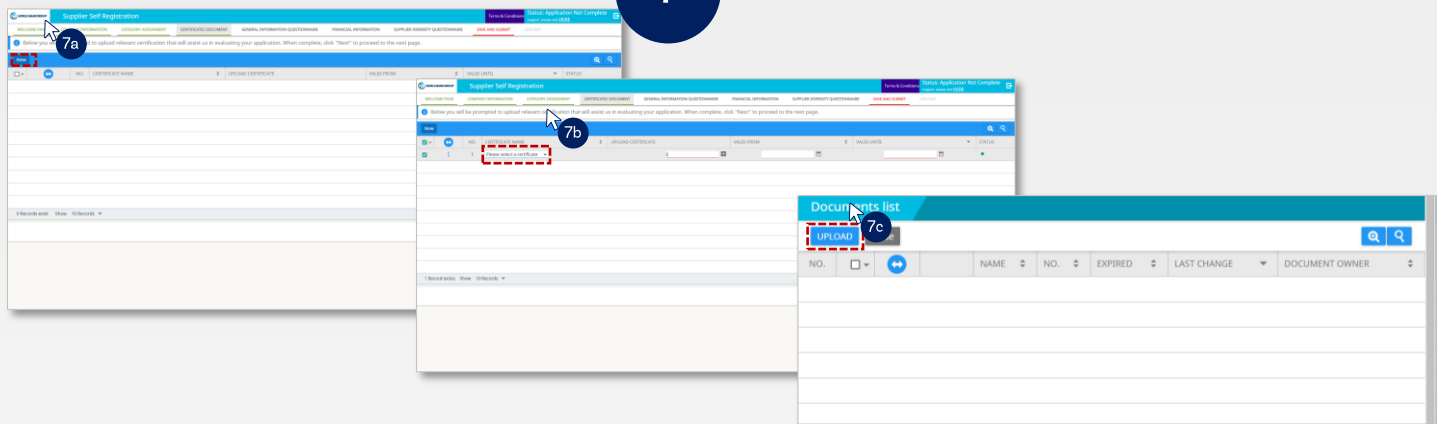


Passo 6: Após preencher as Informações da Empresa, o sistema abrirá Atribuição de Categoria, selecione o grupo de categorias que melhor descreve os bens ou serviços que sua empresa fornece e clique em Avançar.



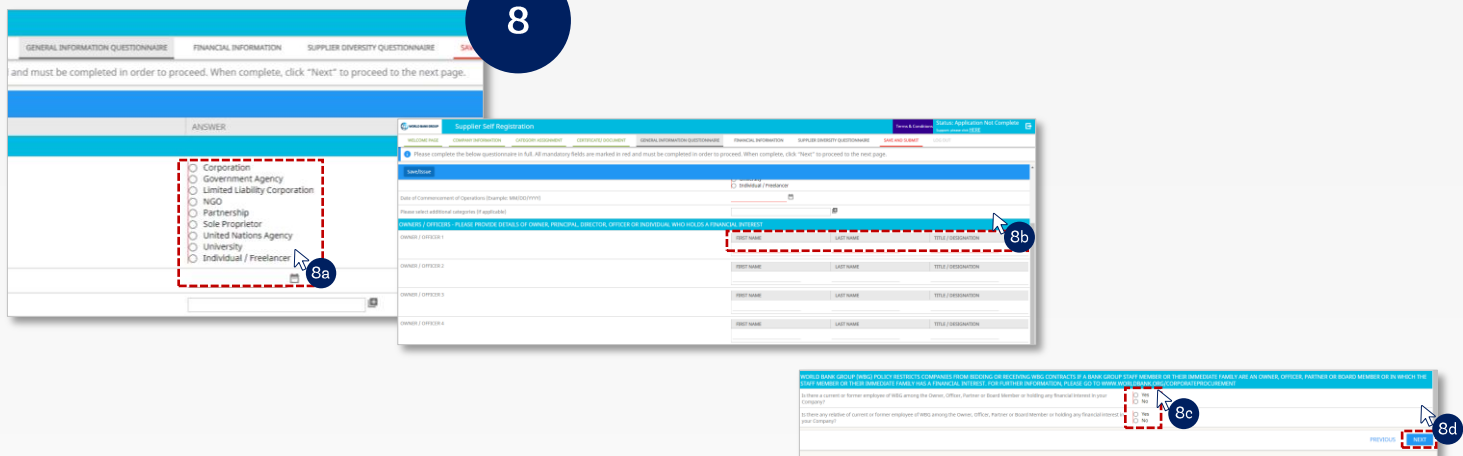
Passo 7: Faça upload de certificações e documentações relevantes que ajudarão o Grupo Banco Mundial a avaliar sua inscrição. Clique em “Novo”, selecione o tipo de documento, escolha o arquivo em seu computador e clique em Fazer upload. O arquivo carregado aparecerá na lista. Repita para adicionar mais documentos e clique em “Avançar” quando terminar com os documentos.

7



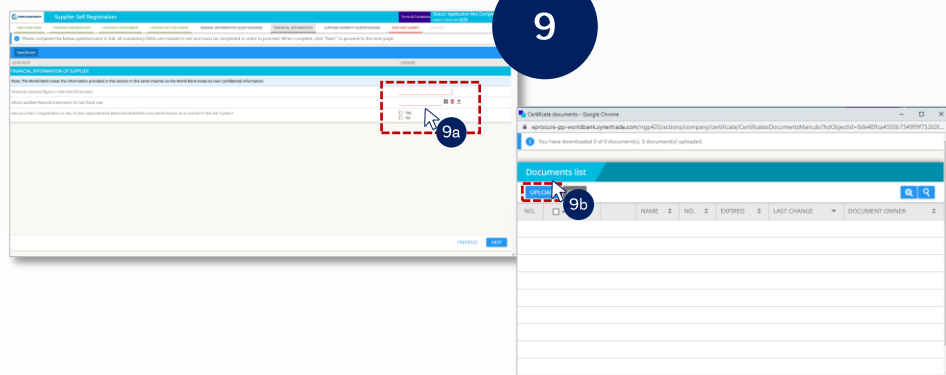
Passo 8: Preencha o questionário indicando informações da empresa, detalhes sobre proprietários, diretores e executivos, e declare compreensão sobre as restrições impostas aos funcionários atuais e antigos do Grupo Banco Mundial. Clique em Avançar para prosseguir.

8



Passo 9: Preencha a seção de informações financeiras fornecendo todas as informações relevantes e carregue um demonstrativo financeiro auditado do último ano fiscal. Para carregar seu demonstrativo financeiro auditado, clique no ícone de adição, clique em Carregar na janela pop-up e adicione o documento do seu computador. O arquivo carregado aparecerá na lista.

9



Passo 10: Confirme a classificação de diversidade de fornecedores da sua empresa selecionando a resposta no menu suspenso. Clique em próximo para continuar.

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Supplier Self Registration

WELCOME PAGE COMPANY INFORMATION CATEGORY ASSIGNMENT CERTIFICATE DOCUMENT GENERAL INFORMATION QUESTIONNAIRE FINANCIAL INFORMATION SUPPLIER DIVERSITY QUESTIONNAIRE **Terms & Conditions** SHIP AND SUBMIT LOGIN/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.

Save/Cancel

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 30% 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**

Passo 11: Após ler os Termos e Condições, confirme a concordância clicando em Aceitar e Enviar. O pedido para se tornar um fornecedor já está completo e foi submetido ao Grupo Banco Mundial para análise e posterior aceitação.

11

Supplier Self Registration

WELCOME PAGE COMPANY INFORMATION CATEGORY ASSIGNMENT CERTIFICATE DOCUMENT GENERAL INFORMATION FINANCIAL INFORMATION SUPPLIER DIVERSITY QUESTIONNAIRE **Terms & Conditions** SHIP AND SUBMIT LOGIN/OUT

Status: Application Not Complete

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 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 your subcontractors in accordance with the **Restrictions on Current and Former WBG staff**.

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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**