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: Go to the World Bank Group’s WBGeProcure portal, and use the login and password provided via email box to sign in. Read the Privacy Notice and 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 all the Company Information and click Next once done. All mandatory fields are marked in red and must be completed in order to proceed. In the Category Assignment, select the category group that best describes the goods or services your company provides and click Next.
Step 3: 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 4: 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 5: 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 6: Confirm your company’s supplier diversity classification by selecting the answer from the drop-down menu. Click Next to continue.

Step 7: 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.