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: Read the Privacy Notice and acknowledge agreement by selecting the “I agree to the above terms and conditions” checkbox and click on Agree. 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 Welcome message, click Next to continue.
Step 4: Complete the Company Information fields ensuring only English alphabet characters are used and click Next once done. All mandatory fields are marked in red and must be completed in order to proceed. The Category Assignment displays the category selected by the World Bank Group when the invitation was initiated and cannot be changed. Click Next to continue.

Step 5: 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 6: 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 7: Confirm your company’s supplier diversity classification by selecting the answer from the drop-down menu. Click Next to continue.

Step 8: 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.

Step 9: After the application submission is completed, an email with the application number is received.