

# Vendor Registration and Vendor Eligibility

## Frequently Asked Questions

### 1. What is the definition of a Vendor?

A Vendor is defined as a Business Entity under the following criteria:

A business or organization that has been incorporated, registered as a company (corporation, company/limited, partnership), or any business entity legally recognized in a country to contract for the provision of goods and/or services. Organizations registered as "not-for profit" (e.g. universities, hospitals) or state owned are also considered businesses.

A Sole Proprietor/Independent Contractor engaged in a business as either a 'self-employed individual' (an individual in business for himself or herself and is self-employed), or as a "sole proprietor" (an individual in business for himself or herself and who is the only owner of the unincorporated trade or business).

### 2. How do businesses and independent contractors, become eligible to register as a World Bank Group Vendor?

A Business Entity must have been identified for award of Contract/Purchase Order to provide goods or services to the World Bank Group, completed a World Bank Group Vendor Registration Application and must meet the World Bank Group's vendor eligibility criteria.

### 3. What is the eligibility criteria to register as a World Bank Group vendor?

Vendor eligibility criteria can be found in our [Vendor Eligibility Policy](#) document.

### 4. Who may apply for Vendor registration at the World Bank Group?

Any business entity may complete the World Bank Group's (WBG) Vendor Registration Application. The World Bank Group will review all vendor applications, but will only register vendors that have been awarded a contract to provide goods or services.

### 5. What does it mean to be a Registered Vendor?

A business entity is considered a registered vendor after it has submitted company details through the online portal, met all eligibility requirements, provided the required supporting documentation, and has been determined eligible to receive a contract award from the World Bank Group.

### 6. What are the benefits of becoming a Registered Vendor?

Only a registered vendor can receive award of a contract from the World Bank Group. However, a firm does not have to be registered in order to respond to a solicitation.

7. How long does the vendor registration process take?

The online vendor registration form should take approximately 15 minutes to complete, however, timing for the application review and approval process will depend on the specific circumstances.

8. Would you recommend that firms become a registered vendor to participate in the solicitation process?

No, any firm that meets the criteria of a solicitation may participate. Registration would only apply if the firm is selected for a contract award.

9. Is a firm eligible to become a World Bank Group vendor if it was reorganized recently but has been active for more than 12 months?

The Bank Group's vendor eligibility policies require that a firm be in business for at least 1 year. Provided that the firm after reorganization meets this and other vendor eligibility requirements, the firm would be eligible to become a registered vendor.

10. Should a vendor registration be completed in more than one language based on the country of incorporation or operation?

No, vendor registration should only be completed once using the legal entity name regardless of its language (i.e. the name that the Bank Group would use in any resulting contract and as it appears on your bank account(s)).

11. What is the Vendor Registration process?

Hiring units from across the World Bank Group will complete a Vendor Invitation form to start the vendor onboarding process. The vendor will receive an email with a link to the application shortly after the Vendor Invitation form is submitted. Once the Vendor completes and submits the application it will review by Corporate Procurement and accepted so long it meets all eligibility requirements.

Vendors will be notified of their Vendor Identification Number (VIN) once an application is approved by Corporate Procurement.

New applicants will be required to create a login account and password before they can submit the Potential Vendor Registration Form.

12. To be awarded a WBG contracts do firms need to be registered vendors?

Yes. Part of the contract award process requires the successful firm to register through our vendor registration process.

13. Do you have to be a Registered Vendor with the World Bank Group to express interest in solicitations or submit proposals?

No, you don't have to be a registered vendor to express interest or submit a proposal. However, only a registered vendor can be awarded a contract.