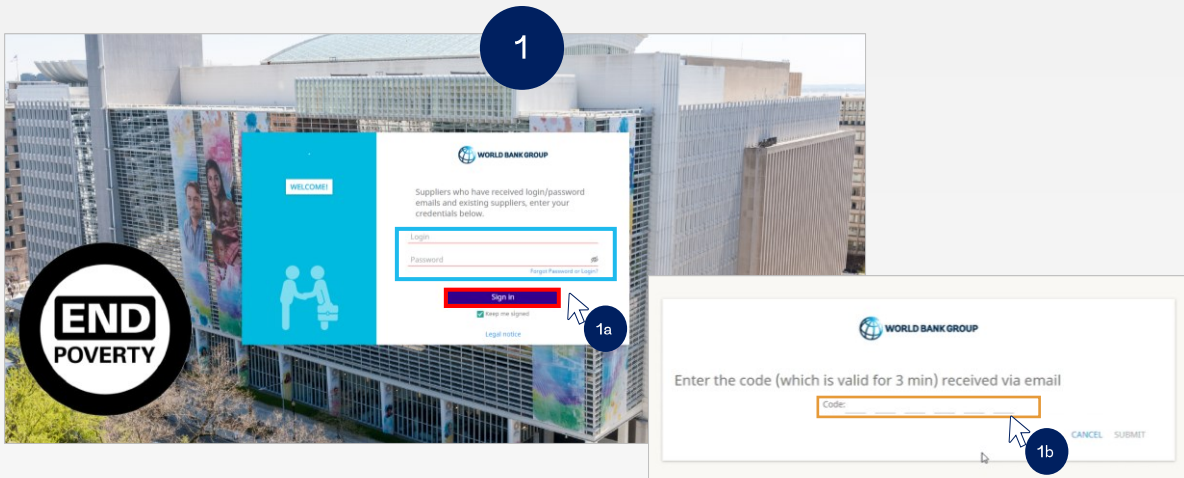


User Guide

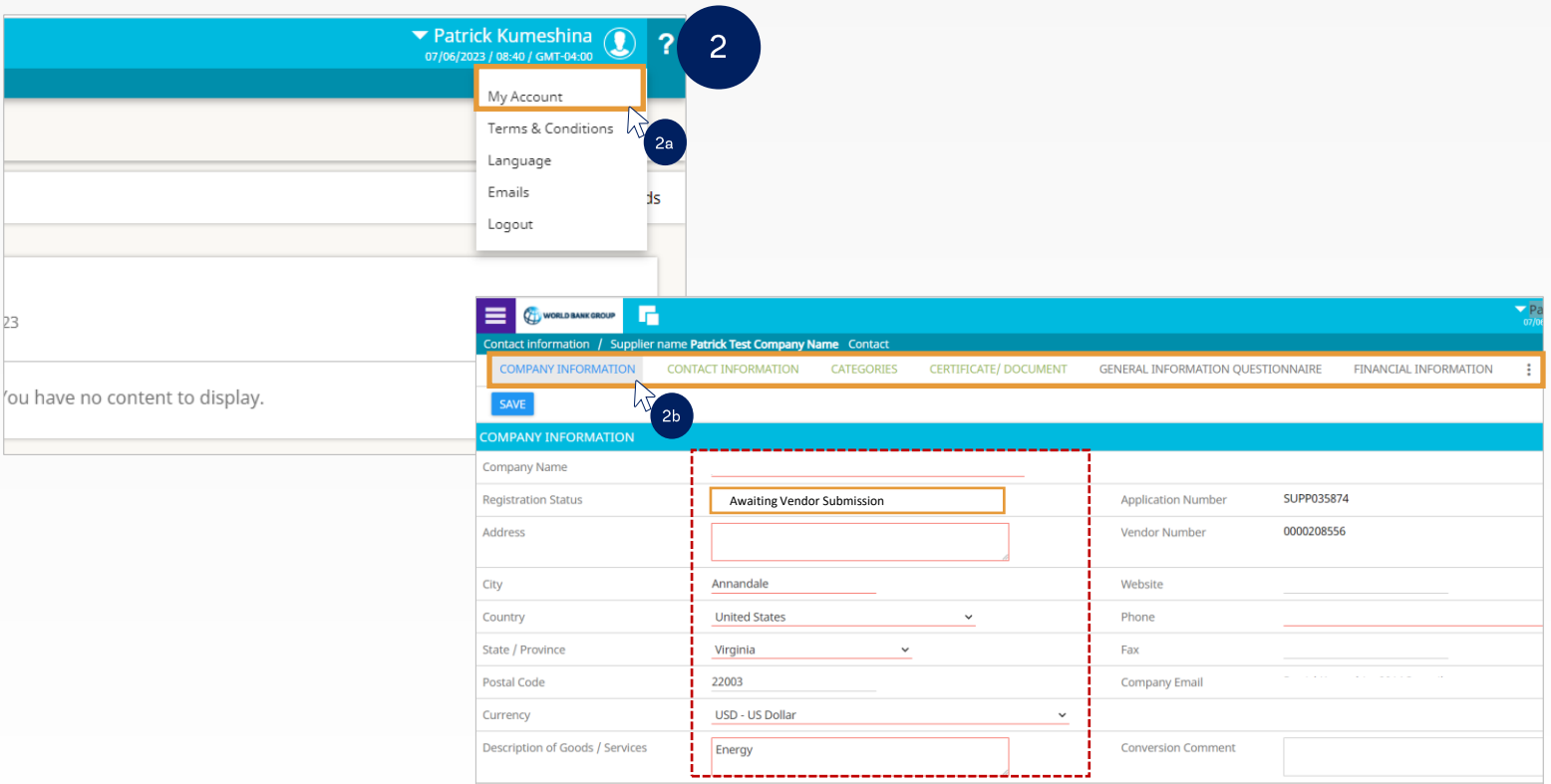
How to Update Information in a Supplier Account

This guide is for suppliers that need to update information in their profile after being approved by the World Bank Group and added to the Supplier Database. Changes to the supplier information need to be approved by the Corporate Procurement Vendor Team.

Step 1: Using existing login credentials, Sign In to the WBGeProcure portal and complete the two-way authentication factor Sign In.



Step 2: Click on the User Icon at the top right corner and click “My Account” from the drop-down menu. In the Company Information page update, any of the fields as required and click Save. The Registration Status will change from Approved VT to “Awaiting Vendor Submission”.



Step 3: Review and update information in each page as needed. Once the information has been updated, go to the Finalization tab and click on the Finish button to complete the process and submit the application for further Review and Approval. A message confirming that the application has been submitted is displayed.

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