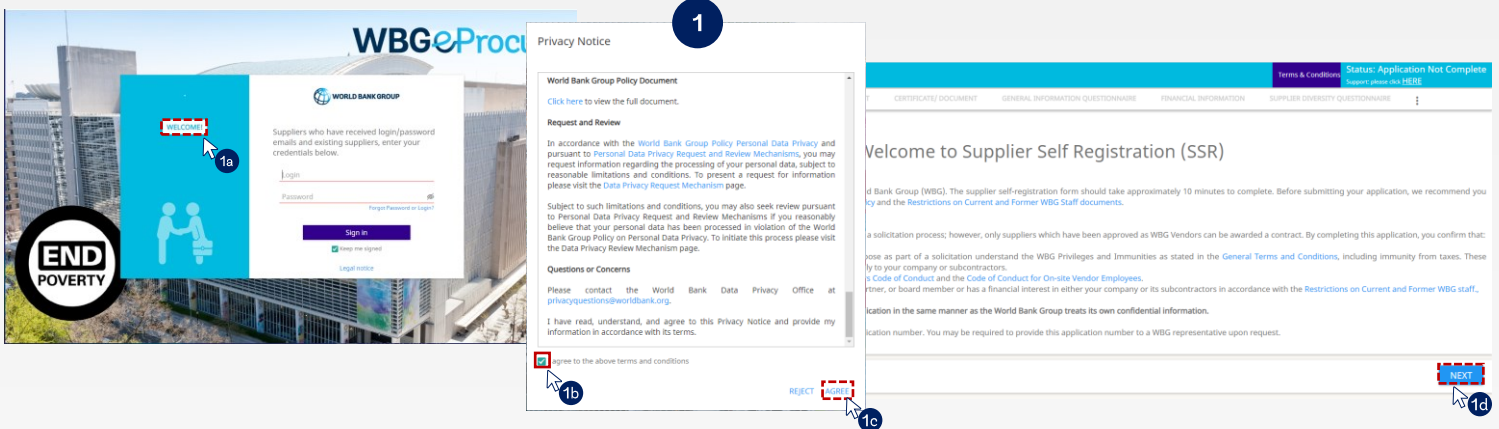


User Guide

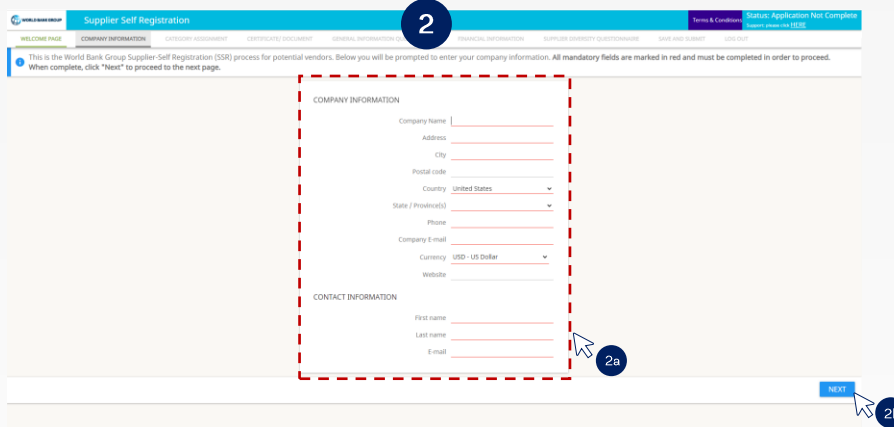
How to Submit a Potential Supplier Application

This guide walks suppliers through the steps to complete a spontaneous application and express their interest to be added to the World Bank Group’s Supplier Database. Spontaneous applications do not guarantee a company will become a registered WBG Vendor. However, suppliers will be added to the Bank Group Database and staff will have the option to request a conversion to regular WBG vendor.

Step 1: Go to the World Bank Group’s WBGeProcure portal and click on the “Welcome” button. 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.



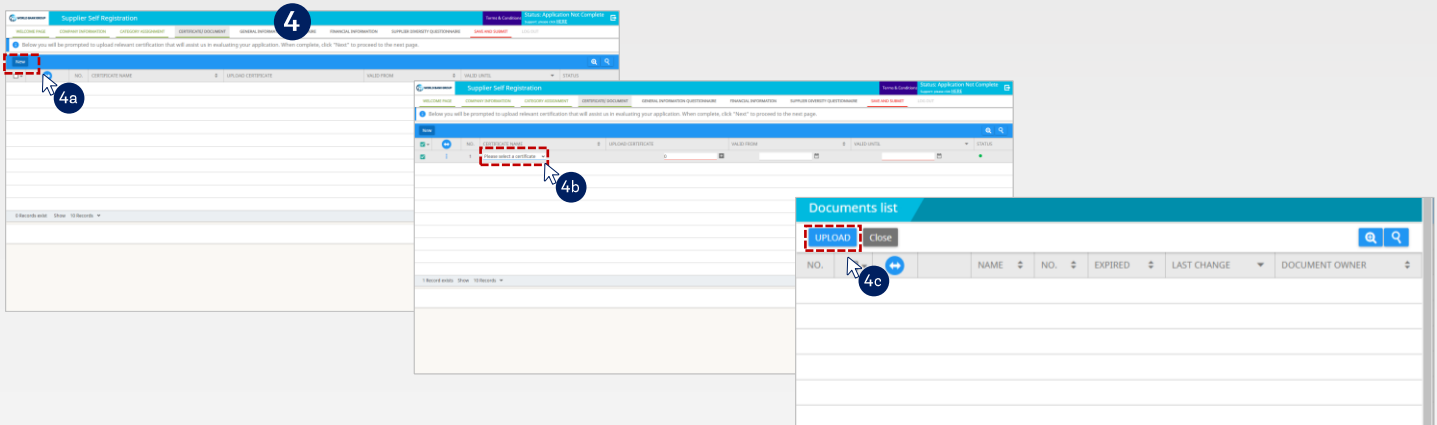
Step 2: Complete the Company Information and click Next once done. All mandatory fields are marked in red.



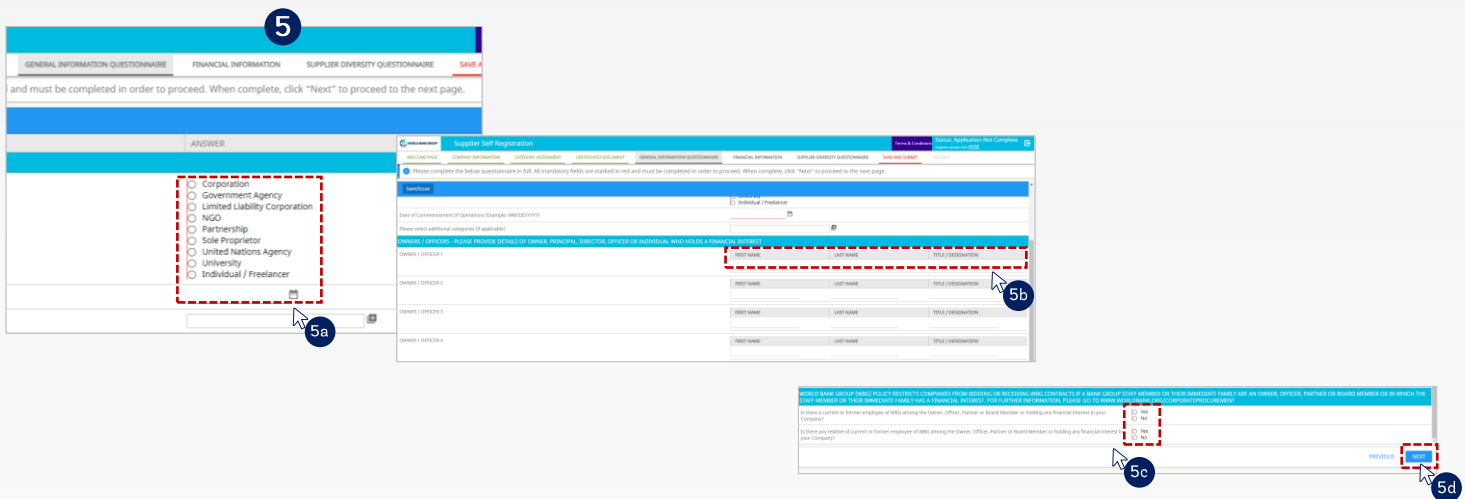
Step 3: After completing the Company Information, the system will open Category Assignment, select the category group that best describes the goods or services your company provides and click Next.



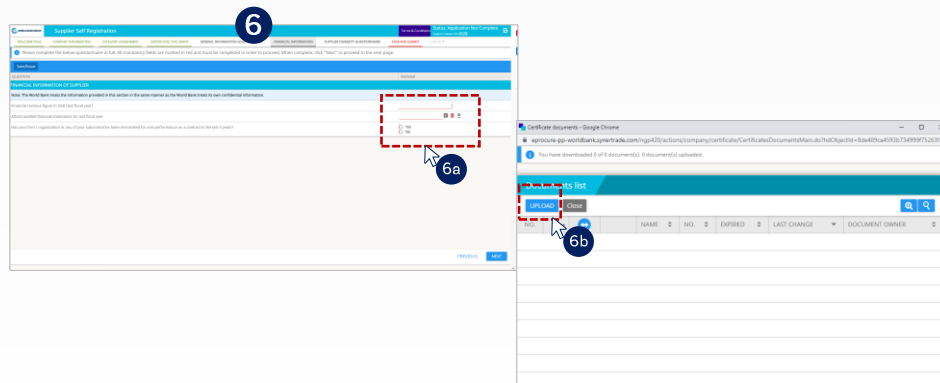
Step 4: Upload relevant certifications and documentations that will assist the World Bank Group in evaluating your application. Click “New”, select the type of document, choose the file from your computer and click Upload. The uploaded file will appear on the list. Repeat to add more documents and click “Next” once you are done with documents.



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: Complete the financial Information section by providing all relevant information and upload an audited financial statement for last fiscal year. To upload your audited financial statement, click on the plus icon, click Upload from the pop-up window and add document from your computer. The uploaded file will appear on the list. If you are not required by local law or regulations to have audited financial statements, an unaudited copy your financial statement will suffice.



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

7

Supplier Self Registration

WELCOME PAGE COMPANY INFORMATION CATEGORY ASSIGNMENT CERTIFICATE DOCUMENT GENERAL INFORMATION QUESTIONNAIRE FINANCIAL INFORMATION SUPPLIER DIVERSITY QUESTIONNAIRE SAVE AND SUBMIT

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.

7a

7b

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 your company will be added to the World Bank Group's potential supplier database.

Being a potential supplier in the World Bank Group's database does not guarantee that you will be considered for future business opportunities nor that you will become an approved World Bank Group vendor. However, once the opportunity arises, a World Bank Group staff member will get your application on its way to review and possibly becoming a registered World Bank Group vendor.

8

Supplier Self Registration

WELCOME PAGE COMPANY INFORMATION CATEGORY ASSIGNMENT CERTIFICATE DOCUMENT GENERAL INFORMATION QUESTIONNAIRE FINANCIAL INFORMATION SUPPLIER DIVERSITY QUESTIONNAIRE SAVE AND SUBMIT

Terms & Conditions

8a