



- Once the SPN has been saved as a draft or published, a  icon will show up beside the Specific Procurement Notice step. Status information will be available by clicking on it.


Procurement Steps	Status	Plan Date	Days	
Specific Procurement Notice		07/18/2006	0	 Edit Notice
Draft Bidding Documents		10/16/2006	90	Add Doc
Bid Packages Available		11/10/2006	25	
Bid Opening		02/08/2007	90	Add Doc
Bid Evaluation Report		03/10/2007	30	Add Doc
Contract Signature		04/09/2007	30	Add Doc
Contract Completion		04/03/2008	360	

Submit

Edit An Existing Notice

General Procurement Notice

- Under **Procurement Bids** sub-tab, click the **Edit GPN** link.
- A form similar to the creating notice form opens up, with the current Notice information populated.
- After editing, select the option to **Save as Draft** or **Save as Draft and Send to Bank** or **Publish to External Sites** according to the desired status of the Notice.

Procurement Step	Status	Planned Date (DD-MMM-YYYY)	Days	
Specific Procurement Notice		01-Aug-2006	0	 Edit Notice
Draft Bidding Documents	Reply Pending	30-Oct-2006	90	Add Doc
Bid Packages Available		24-Nov-2006	25	
Bid Opening		22-Feb-2007	90	Add Doc
Bid Evaluation Report		24-Mar-2007	30	Add Doc
Contract Signature		23-Apr-2007	30	Add Doc
Contract Completion		17-Apr-2008	360	

Submit

Specific Procurement Notice

- Under the **Procurement Bids** sub-tab on your project homepage, click on the appropriate bid description to view details.
- Under the **Bid Monitoring** tab, click the **Edit Notice** button.
- After editing, select the option to **Save as Draft** or **Save as Draft and Send to Bank** or **Publish to External Sites** according to the desired status of the Notice.

Getting Help

For help on using Client Connection or to send us your suggestions, please click on the **Feedback** button in the upper right-hand corner or bottom left-hand corner of your Client Connection screen.

When you click on **Feedback**, you will be taken to a screen where you can enter your question or make any comments about Client Connection. You can also select a category to indicate which part of Client Connection you need help with.

When you submit your feedback, a message goes into an automated routing system. If you requested help, you will be contacted within 24 hours.

For policy questions, please contact your Task Team Leader



Feedback

Subject: Select Category

Message:

Submit Feedback

Fields with * are required to send the Feedback

Quick Reference Guide

Client Connection



This Quick Reference Guide will enable you to:



- Log into Client Connection
- Create a General Procurement Notice (GPN)
- Create a Specific Procurement Notice (SPNs, IFPs, EOIs)
- Edit Notices

Client Connection can assist borrower agencies in their procurement activities. Creating a procurement notice through Client Connection is a quick and standardized method for keeping the Bank informed and advertising your project in online marketplaces.



World Bank

Log In

- Use your web browser to navigate to <http://clientconnection.worldbank.org> and click 
- Enter your User ID and Password.
- Click 

Access Procurement

- From the **My Portfolio** page, use the **Select** or **Filter** tools to access your project.
- From the **Project Overview** page, click on the **Procurement Tab**.
- You will be directed to the **Bids** page of Client Connection Procurement.



Create a General Procurement Notice (GPN)

- Under **Bids** sub-tab, click the **Create GPN** link.

Note: A form will open up. All fields with an asterisk are required.

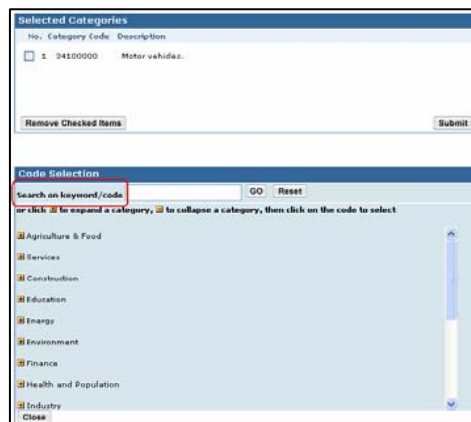
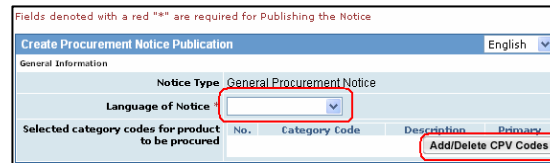
- Select the language of the notice from the dropdown menu.

- To enter the category codes for the goods/works/ services to be procured, click **Add/Delete CPV Codes**.

- A window will pop up. Search for the appropriate category code by entering a keyword in the Search on keyword/code field and clicking **Go**.

- Select the appropriate category by clicking the category code. The category you select will be displayed in the **Selected Categories** box. Add as many codes as necessary. You can also remove codes from the **Selected Categories** box by checking the codes you would like to delete and clicking **Remove Checked Items**.

- Once you have selected all the necessary codes, click **Submit**. Once clicked, the pop up window will close and the category codes will be imported in the GPN.



- Enter the full official text of the notice in the field provided. Please use the World Bank standard template available on the World Bank's external website.

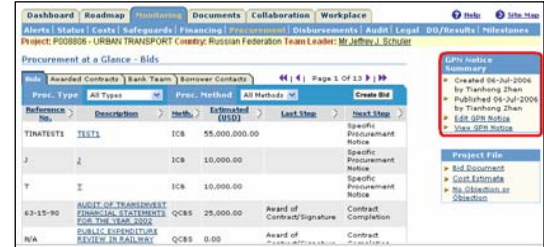
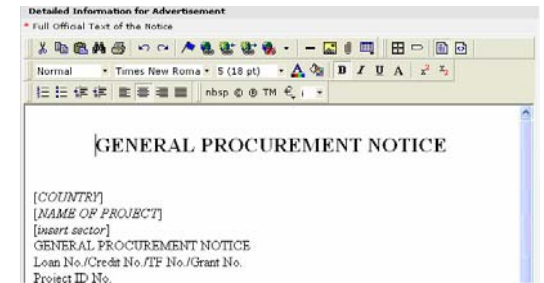
- Enter the contact information for the notice in the fields provided. You can also click on **Choose Contact** and select the appropriate contact person, which will automatically fill out the form with that person's contact information.

- To save the notice as a draft and finish it later, click **Save As Draft**. To Save this notice and submit it to the Bank for review before publishing it, click **Save as Draft and Send to Bank**.

- If the notice is completed and you would like to publish, click **Publish to External Sites**. This will submit the notice for publishing in *UN Development Business* and *dgMarket*.

- Please note that whenever you submit a notice for publishing your World Bank Task Team will be notified by e-mail.

- You can view the status of the GPN in the **GPN Notice Summary** box. It also displays information on who created it, modified it or published it and when.



Create a Specific Procurement Notice (SPN)

Specific Procurement Notices (SPNs) can be either Invitation for Bids, Requests for Prequalification, or Requests for Expressions of Interest. They are dependent on a specific procurement and therefore can only be added if that procurement (**Bid**) has already been entered in the system. Depending on the **Type of Procurement** (for example, goods, works or services) and on the **Procurement Method**, the system will automatically determine which type of SPN must be created.

- From the **Bids** sub-tab, click on the description of the bid for which you want to create an **SPN**.
- Click the **Add Notice** button on the **Specific Procurement Notice** step to create the notice.
- This will open up a form very similar to the GPN form. To publish the SPN, you will follow the same process as when publishing a GPN (steps 2 to 10 of **Create a General Procurement Notice**).

