
GCF Supplier Portal Guide

Registering Supplier Profile



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October 2025 Edition

Online Self-Registration Process



1. Profile Registration

- Individual/Company details
- Contact details
- Individual/Company Address
- Business/Product Category

2. Setting password

- Receive first Confirmation email
- Email with link to set password

3. Adding Bank Information

- Add/edit bank details

1.Profile Registration



To create supplier profile please click link: [here](#) to Procurement Section

Click on link: [Register to the GCF Supplier Portal](#)

A screenshot of the GCF Supplier Portal website. The navigation menu at the top has four items: "Overview", "GCF Supplier Portal", "Current tenders", and "Resources". The "GCF Supplier Portal" item is highlighted. Below the menu, the page content includes a heading "Our current tenders are listed at the following link:" followed by a green button labeled "View all current tenders". Below that, a heading "To bid to our tenders, prospective suppliers must register to the GCF Supplier Portal using the following link:" is followed by a green button labeled "Register to the GCF Supplier Portal". This button is highlighted with a red border and a red circle containing the number "1". Below this, a heading "If you already have an account on the GCF Supplier Portal, you can login using the following link:" is followed by a green button labeled "Login to the GCF Supplier Portal".

Alert

Please **do not register again**, if you already registered in the system and forgot password. Refer **slide 9** to reset your password.

1. Profile Registration

- Enter your Email address <The email needs to be the email used to login into the supplier portal>
- Click on **Send Access Code**.
- Check your mailbox



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Supplier Registration

Enter your email

Get a one-time access code to start.

Required

1

2

1. Profile Registration



Enter your code

Use the code we've sent to email

The code expires in 15 minutes

1

Access Code

Required

Continue

2

[Get a new code](#)

- Type in sent Access Code and click on **Continue**

I. Entering Company Details

The important values for entering your company details:

1. Company:

If an Individual Consultant (IC) = Use your **Individual Name**

If a Company = Use your **Company Name**

2. Country : Represent the country of taxation

3. Taxpayer ID, Tax Registration Number or D-U-N-S Number (Must choose any of the three options):

- Note for D-U-N-S Number: If an IC = Use a random number, 9 or 13 characters long. System will reject if somebody has used the same number before.

4. Organization Type:

If an IC = (IC) Individual Consultant

5. Supplier Type:

If an IC = Individual Consultant

6. Drag and Drop:

For the company -attach Business Registration ,Tax, Insurance Certificate or other relevant documents.

7. Save your progress, and when ready to go to the next step, click **Continue**.

Supplier Registration

Company Details

1 | 3

1

2

Company Test Name Website Country Morocco

Taxpayer ID Tax Registration Number D-U-N-S Number

3

4

5

Organization Type Individual Supplier Type IC (Individual Consultant)

Note to Approver

6

Attach tax, insurance, and other relevant documents

Drag and Drop

Select or drop files here.

URL Add URL

No items to display.

7

Cancel Save Continue

II. Entering Contact Information



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Supplier Registration

Contacts

2 | 3

Contact 1
Enter contact details. Registration communications will be sent to this contact.

1

2

3

4

5

6

First Name
Test

Last Name
Name

Email
testname@outlook.com

Job Title

Country
EH

Mobile
+212

Country
EH

Phone
+212

Ext

Country
EH

Fax
+212

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

- GCF Supplier Bidder
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.
- GCF Supplier Accounts Receivable Specialist
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
- GCF Supplier Customer Service Representative
Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- GCF Supplier Sales Representative
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
- GCF Supplier Self Service Administrator Custom
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- GCF IC User

Company Details

Contacts

Addresses

Enter the following mandatory information:

1. First Name & Last Name

2. Email : For the first contact, the email needs be the same as user email used for logging into the supplier portal.

3. Is this an administrative contact? Yes or No
At least one contact needs to be "Yes".

4. Does this contact need a user account?
This is to determine if the email address will be used to log into the supplier portal.

5. What user roles does this contact need?
Check all boxes.

6. Add Another Contact
Click to provide multiple contacts for the same supplier if needed.

7. Save your progress, click Continue to go to the next step.

III. Entering Address Information



1. Address Name :

- Must provide at least one address.

Examples: Main Office, Other City office etc.

2. Use of Address: Check all 3 options

3. Country/Region : Select country from the list

4. Address Line 1 and City

5. Required fields depending on the selected Country/Region.

6. Contact associated to this address:

- You can check to associate the address to a contact if needed.
- Add Another Address** if you needed.

7. Save your progress, and when your registration is ready, click Submit.

Supplier Registration

Addresses

Enter at least one address.

1

Address 1

Address Name Required

2

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

3

Country/Region
Morocco

Address Line 1 Required **4**

Address Line 2

Address Line 3

City Required **5**

State

Postal Code

Email

Country Required

Phone

Ext

Country

Fax

Which contacts are associated to this address?

6 Test Name testname@outlook.com

7

+ Add Another Address

Cancel Save **Submit**

Last updated 1 minute ago

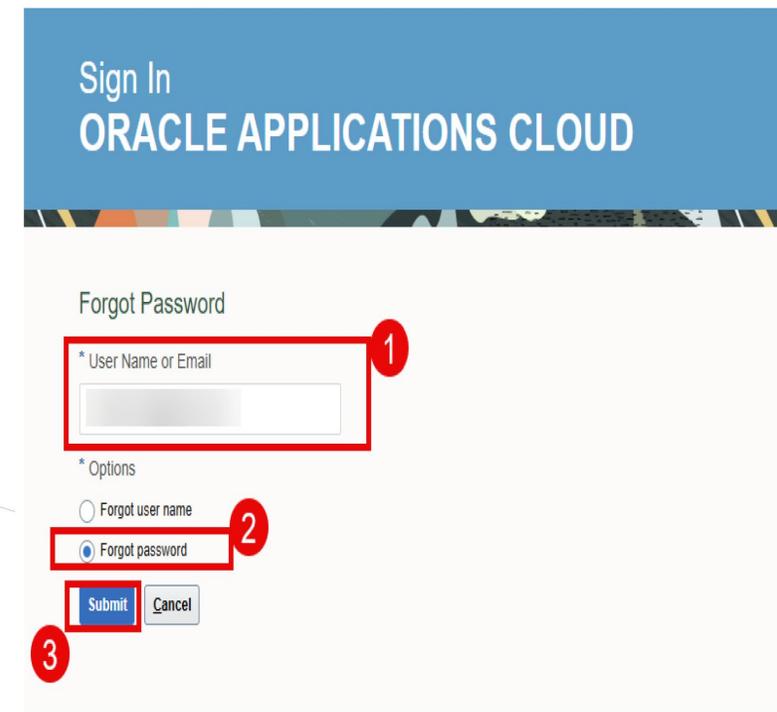
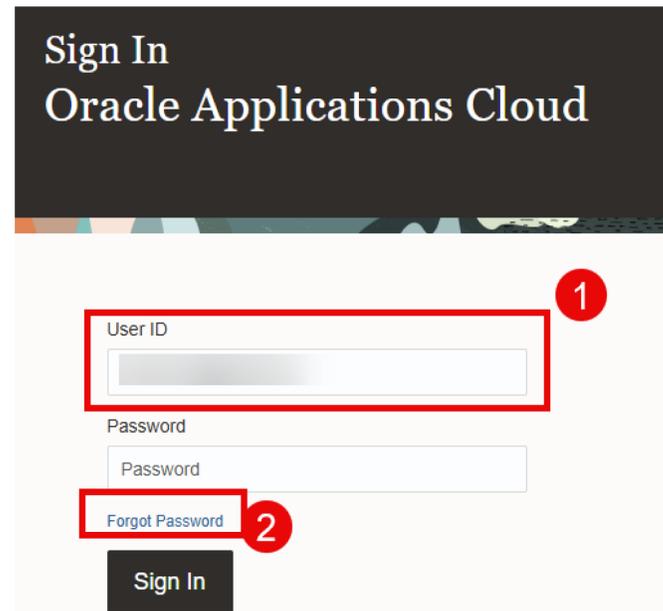
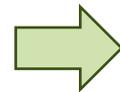
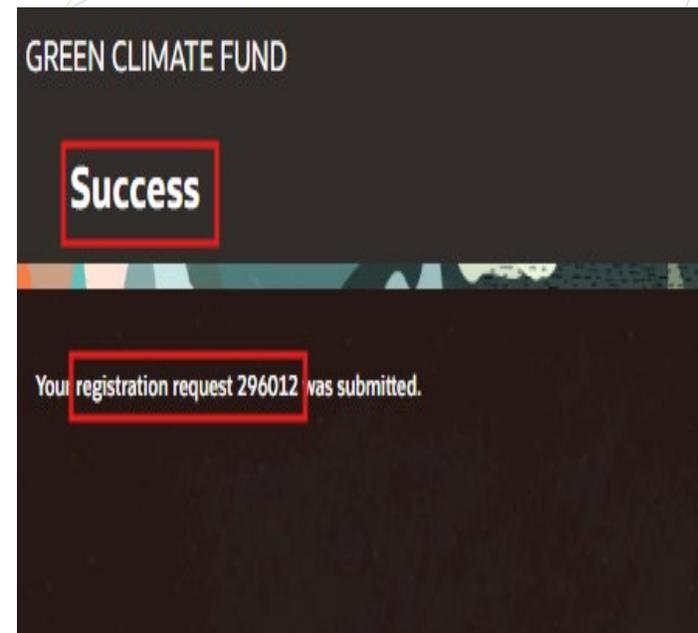
2. Setting Password

1. Approved Registration

- A **Success** message will show with the **registration request** number and confirmation email will be sent to your registered email.

2. Logging into Oracle ERP as a Supplier

- From the supplier login [link](#), enter the email used to register supplier profile to create password.
- Select **Forgot Password** and click on **Submit**.
- An email will be sent to reset your password, if it not, please contact the buyer/procurement@gcfund.org to reset password.



3. Adding Banking Details

Supplier Portal

Company Profile ?

3 [Edit](#) [Done](#)

Search Order Number

Tasks

Orders

- Manage Orders

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Company Profile

- **Manage Profile**
- User Guide for ICs

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

View ▼ Format ▼ Freeze Detach Wrap

Primary ▲▼	Number	IBAN	Currency	From Assignment Date	Assignment Inactive On
No data to display.					
Columns Hidden 7					

- From your Supplier portal, click on **Manage Profile**
- Go the **Payments** tab, then **Bank Accounts** to access bank accounts.
- To add bank details, click on **Edit**



Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format **+** Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
No data to display.				
Columns Hidden 8				

- Under **Payments > Bank Accounts**, click on the **+** icon to add a new bank account
 - Country:** Country of the bank account
 - Account Number:** The account number.
 - Bank Name :** It's a drop-down list that is dependent of the chosen country.
 - Bank Branch :** It's a drop-down list that is dependent of the chosen bank name

Note : If cannot find the bank name or bank branch, please contact your buyer and share the missing information.

VERY IMPORTANT!

- Please check the box called **"Allow international payments"**.
- Account Name :** The account holder's name.
- IBAN :** If there is an IBAN number, please entering here. It will help for electronic payments.

2. Once completed, click on **OK**.

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country
 From Date 16-Oct-2025

Account Number
 Inactive On dd-mmm-yyyy

Bank Name
 IBAN

Bank Branch
 Currency

Allow international payments

Additional Information

Account Name

Alternate Account Name

Account Suffix
 Description

Create Another
OK
Cancel

Very important

Edit Profile Change Request

Change Description

2

Delete Change Request

Review Changes

Save

Save and Close

Cancel

4

3

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format + >> Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
No data to display.				

1

Columns Hidden 8

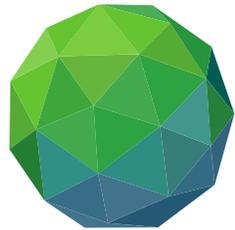


3. The bank details will be added but “ **NOT Saved NOR Submitted.**”

- To help the buyers for approval, please type in **Change description.**
- Click on **Save** and **Review Changes.**

4. The **Change description** will be shown and click on **Submit**

Thank you for registering with GCF Supplier Portal



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Empowering
action.