

QUICK REFERENCE GUIDE

How to Apply for SBE/VSBE Certification in PlanetBids

Complete These Steps:

1 Access Your Vendor Account

- ☐ Go to the PortPartners website at portpartners.polb.com
- ☐ In the footer menu, click **Access the Planet Bids Vendor Portal**.
- ☐ Confirm you are on the **Port of Long Beach PlanetBids Vendor Portal**.
- ☐ Login using your PlanetBids email address and password.

2 Open Small Business Certification

- ☐ Select **"Vendor Registration"** and on the left-side menu, select **"Small Business Certification"**.
- ☐ Review the SBE certification requirements and select **"Yes"** to begin the application.

3 Complete Certification Application

- ☐ Add applicable NAICS codes for your business (up to 7 categories).
- ☐ Complete required Business Information and Fiscal Year Information.
- ☐ Answer all Business Affiliation questions accurately and, if applicable, add business affiliate information.

4 Certify and Submit Application

- ☐ Review the certification statement and confirm your information is accurate and complete and select **"Submit"**.

SBE/VSBE Certification Review

- Applications are generally reviewed within five business days.
- Approved businesses receive a certification letter by email.
- If eligible, VSBE status is automatically designated after SBE approval.

Watch the Tutorial

