

QUICK REFERENCE GUIDE

How to Register as a Vendor in PlanetBids

Complete These Steps:

1 Access Vendor Portal

- ☐ 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**.

2 Create Account

- ☐ Select "**Vendor Registration**".
- ☐ Enter Company Name, FEI/EIN or applicable SSN and Email Address.
- ☐ Select "**Sign Up**".

3 Verify Email

- ☐ Enter the verification code from PlanetBids email.
- ☐ Create your password and select "**Continue**".

4 Complete Vendor Profile

- ☐ Enter Company information, Contact information, Business Details, and Certifications (if applicable).
- ☐ Add applicable NIGP categories for your products and services.
(NIGP categories help match your business with relevant Port contracting opportunities).

5 Submit Registration

- ☐ Accept PlanetBids terms and conditions.
- ☐ Submit your registration and save your confirmation email.

Helpful Reminders

Have Ready

- ✓ Company Information
- ✓ EIN/FEI or applicable SSN
- ✓ Active email address
- ✓ Business Details

Watch the Tutorial

