VENDORLINE
POWERED BY PLANETBIDS

REGISTRATION READY CHECKLIST

Keep your core company details current across every agency you're registered with.

Company _____ Date Checked _____

Core Company Details

Basic details to check across agencies.

DETAIL	CURRENT VERSION ON FILE	LAST UPDATED	CURRENT AT ALL MY AGENCIES
Company Name			☐ Yes ☐ No ☐ Not sure
Email			☐ Yes ☐ No ☐ Not sure
Address			☐ Yes ☐ No ☐ Not sure
Company Info			☐ Yes ☐ No ☐ Not sure
Principal Owner			☐ Yes ☐ No ☐ Not sure
Agency Contact			☐ Yes ☐ No ☐ Not sure
Caegory Codes			☐ Yes ☐ No ☐ Not sure

Agency Specific Items

Additional info agencies are asking for: documentation, certifications, renewals, and more.

ITEM	EXPIRES OR RENEWS	AGENCIES THAT NEED IT	DONE
			☐
			☐
			☐
			☐
			☐
			☐
			☐

My agency registrations

Check off each one as you confirm it's current.

AGENCY	CORE DETAILS CURRENT	AGENCY-SPECIFIC ITEMS DONE	LAST CHECKED
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	

Adding agencies this year?

☐ Yes ☐ No ☐ Not sure

UPDATE YOUR CORE DETAILS FROM ONE PLACE

With VendorLine Pro or Pro Plus AI, Agency Registrations lets you update your core details in one place and push them to your PlanetBids agency registrations, so you spend less time entering the same details again.

Talk to sales

VENDOR.PLANETBIDS.COM/BOOK-A-MEETING