



Vendor Profile Checklist

Confirm Contact Information

- ☒ Ensure the primary contact person's name, email, and phone number are accurate.
- ☒ Update secondary contact information if applicable (for emergencies, after-hours, etc.).
- ☒ Verify mailing address and ensure it is correct.

Review Business Details

- ☒ Confirm the business name is correctly listed.
- ☒ Update business registration number (if it has changed).
- ☒ Ensure the physical address is up-to-date, including city, state, and ZIP code.

Verify Tax Information

- ☒ Ensure federal tax ID number (EIN) is correctly listed.
- ☒ Update state tax number if applicable.
- ☒ Check whether your business status has changed (e.g., Sole Proprietor, LLC, Corporation).

Certifications and Compliance

- ☒ Confirm relevant business certifications are listed (i.e. minority-owned, woman-owned, small business, etc.).
- ☒ Ensure compliance documents (such as proof of insurance, bonding, etc.) are current.
- ☒ Update any professional licenses that may be required for certain contracts.

Diverse Business Categories

- ☒ Review and update the product and/or service categories you provide.
- ☒ Ensure that any new product lines, services, or business offerings are added to your profile.
- ☒ Remove outdated or discontinued products/services.

Product and Service Offerings

- ☒ Review and update the product and/or service categories you provide.
- ☒ Ensure that any new product lines, services, or business offerings are added to your profile.
- ☒ Remove outdated or discontinued products/services.

Certificates and Legal Documents

- ☒ Upload updated business insurance certificates.
- ☒ Verify that any required state or local business licenses are still valid and available.
- ☒ Check and renew any legal or contract-related documents that may need periodic updates.

Company Website and Social Media Links

- ☒ Ensure your business website URL is listed and working.
- ☒ Update or add any relevant social media profiles or professional networks (LinkedIn, etc.).

Certificates for Federal and State Contracts

- ☒ Ensure your business website URL is listed and working.
- ☒ Update or add any relevant social media profiles or professional networks (LinkedIn, etc.).

User Access

- ☒ Ensure the primary contact person's name, email, and phone number are accurate.
- ☒ Update secondary contact information if applicable (for emergencies, after-hours, etc.).
- ☒ Verify mailing address and ensure it is correct.

Compliance Requirements

- ☒ Double-check that you are complying with all vendor guidelines and regulations.
- ☒ Ensure any changes to terms and conditions on your end are reflected in the profile.

Communication Preferences

- ☒ Update how you want to be notified about contract opportunities and solicitations.
- ☒ Check preferences for email alerts or notifications for contract updates and awards.

Review and Submit

- ☒ Review all changes and ensure all information is complete and accurate.
- ☒ Submit the updated profile and confirm the changes.

By following this checklist, you can ensure your profile stays current and ready for any opportunities that may arise!

Thank you
SOVRA