BUILDIT
MATERIAL EXCHANGE
WHERE EXCESS MEETS ACCESS

Use this checklist to track your progress from subscription purchase to live product listings on **BuildIt Material Exchange (BME)**.

You do not need to complete everything at once. This checklist is designed to help you move step by step and confirm that nothing important is missed.

Subscription & Registration

☐ Vendor subscription purchased

☐ Redirected to Vendor Store Setup page

☐ Vendor Registration Form completed and submitted

☐ Required business documentation uploaded (license, permit, resale certificate, or explanation PDF)

☐ Vendor application approved by BuildIt Material Exchange

☐ Approval email received

Vendor Dashboard & Store Setup

☐ Accessed Vendor Dashboard

☐ Store name entered

☐ Store profile picture uploaded

☐ Store banner uploaded

☐ Business contact information reviewed and confirmed

☐ Pickup location(s) added, if applicable

☐ Payment details added (required for payouts)

Required Policies Reviewed

☐ Vendor Membership Agreement reviewed and accepted

☐ Pickup & Shipping Policy reviewed and understood

☐ Photo Standards Guide reviewed

Product Preparation using the Adding Products Guide

☐ Product names and descriptions prepared

☐ Pricing structure confirmed (per unit, box, pallet, etc.)

☐ Product condition identified (new, overstock, discontinued, scratch & dent, used)

☐ Pickup or shipping method confirmed

☐ Dimensions and weight collected for shippable items

☐ Product photos prepared according to Photo Standards Guide

Add Products

☐ Products added manually **or**

☐ Products uploaded using CSV template

☐ Product images added (URLs for bulk uploads, manual uploads as needed)

Review & Go Live

☐ Products submitted for review

☐ Any requested revisions completed

☐ Products approved and live on the marketplace

Ongoing Management

☐ Monitor orders in Vendor Dashboard

☐ Update inventory as items sell

☐ Edit product details or photos as needed

☐ Mark items out of stock when sold

You're Live

Once your first product is approved and visible, you are officially selling on BuildIt Material Exchange.

If you need help at any point, visit the Vendor Resources section or contact the BuildIt support team.