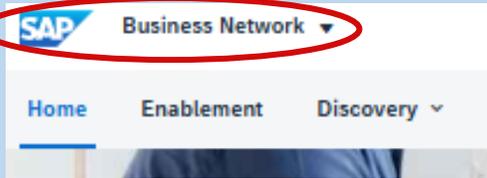


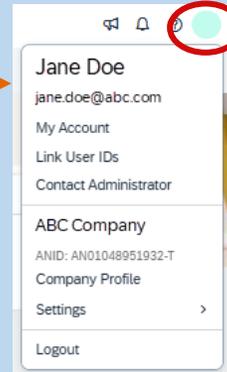
Optimising your Company Profile – The Key to Being Found



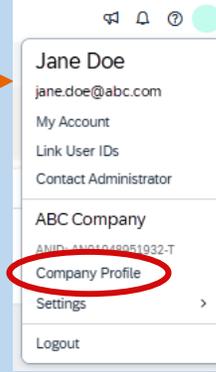
Step 1: Sign In to the SAP Business Network



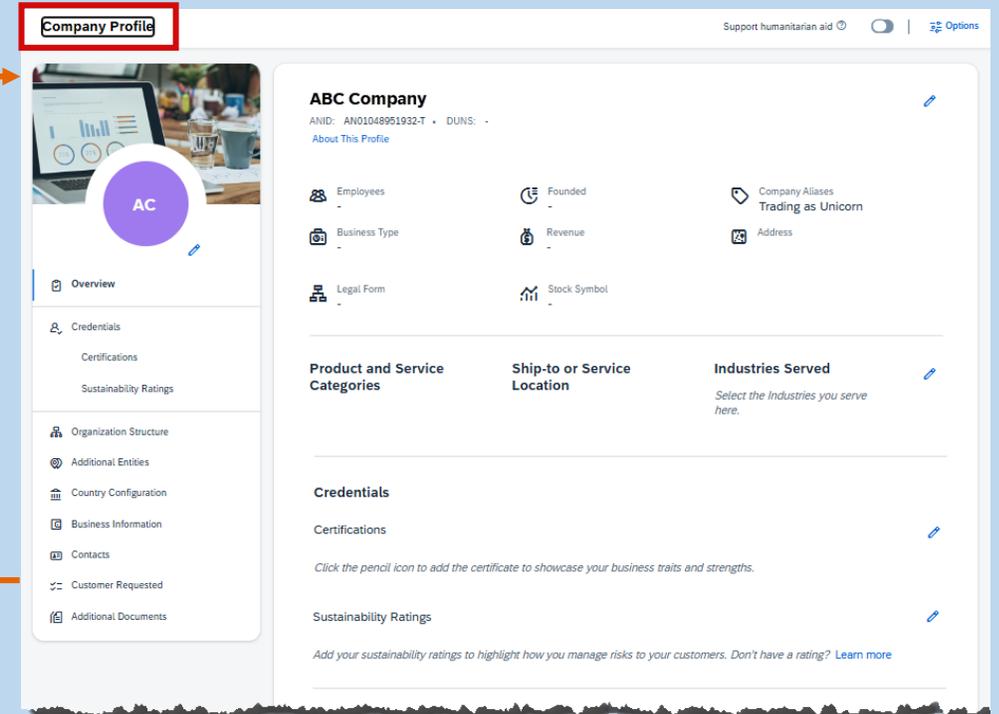
Step 2: Click on your initials



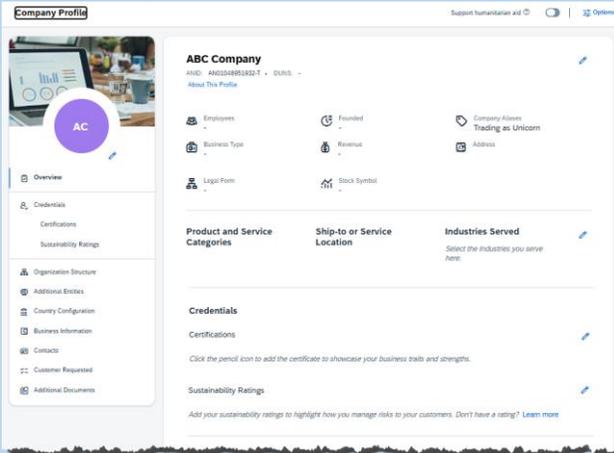
Step 3: Select Company Profile



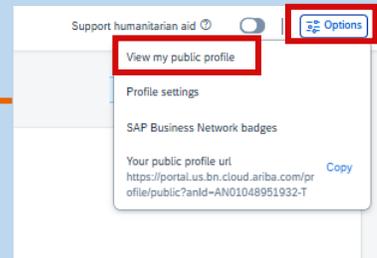
Step 4: The Company Profile Information is displayed - review, provide or update the information that provides potential Buyers with information



Step 6: The Company Profile will be shown as the Buyer will see it



Step 5: To see what a Buyer will see, click on your Options and select View my Public Profile



Did you know?

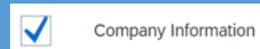
An updated Company Profile improves your business's chances of getting matched to more leads

Updated and accurate product, service and ship-to categories ensure that Buyers can identify suppliers that meet their needs



QUICK TIPS

To access the Company profile, a user must have the following permission:



Maintaining your Company profile is the best way to receive leads with Discovery. Users will need to have the following permission:



Did you know?

Your Business Company profile is shared across the:

- SAP Business Network
- SAP Business Network – Discovery
- SAP Guided Sourcing
- SAP Ariba Contracts

All items in blue can be clicked on to provide more information or take you to a different screen



QUICK TIPS

You can maintain a single Company Profile for all your existing Customer Relationships

If you have multiple accounts, you can link them together in a parent-child account hierarchy. Refer to the **Seller Account Settings & Profile Configuration**