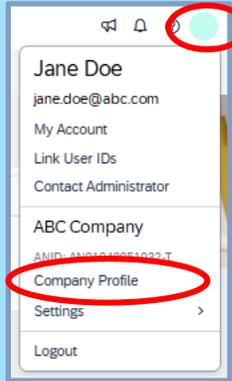


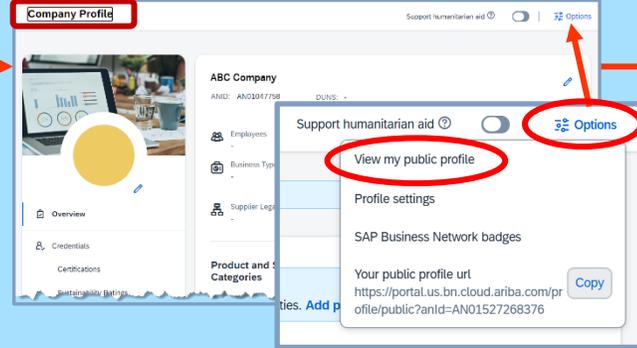
Company Profile – Using Options - Your Public Profile



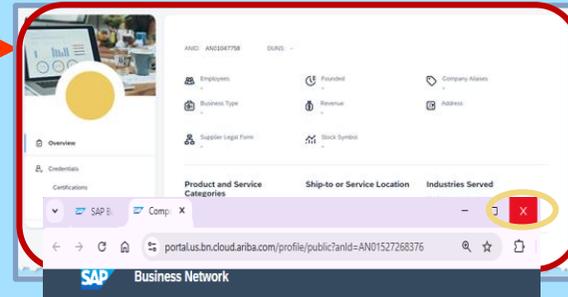
Step 1: Log on using your credentials, click on your initials, select **Company Profile**



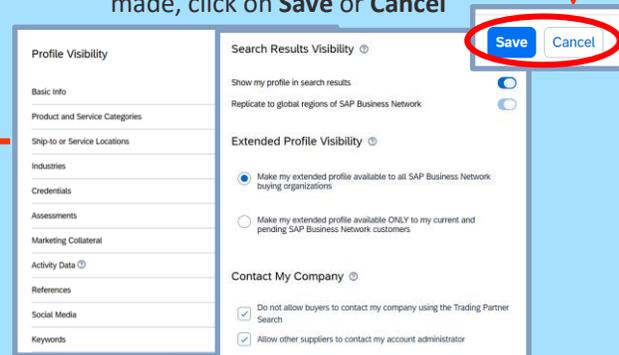
Step 2: With the **Company Profile** displayed, click on **Options**, select **View my Public Profile**



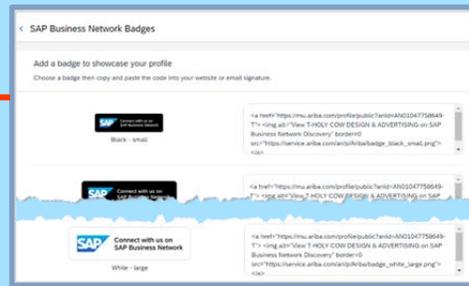
Step 3: There are reduced options on the screen, to close use the cross (close) on the top right of screen



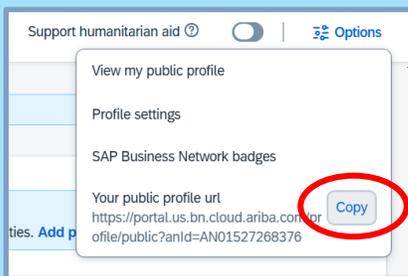
Step 4: Click on **Options**, select **Profile Settings**, review and update if required (where allowed) can be made, click on **Save** or **Cancel**



Step 5: To view badges (where available), click on **SAP Business Network** badges



Step 6: Access “**Your Public Profile URL**”, click on **Options**, and click on **Copy**



View my public profile
 The screen displays the Company Profile that can be accessed by potential customers on the SAP Business Network

Profile settings
 Profile Settings allow some screens to be hidden or shown only to my trading partners, on the bottom of the Screen are Search Results Visibility options

Your Public Profile URL
 The ability to company the Public URL is available, the link provides direct access to the profile for your trading partners useful when there are several accounts

QUICK TIPS
 Ensuring your Company Profile is accurate can assist in expanding business opportunities and reaching more customers on the SAP Business Network

Did you know? **Support humanitarian aid**
 The Support humanitarian aid toggle highlights your organisation to be considered for SAP Business Network Discovery Postings, looking for Humanitarian aid, including those requesting donations

QUICK TIPS
 When changing the company profile information on an ANID (Ariba Network Identification Number), it affects the entire ANID
 System Administrators should remove the Update Company Profile information from users to minimise changes made to the Company Profile

Did you know?
 Suppliers can share the Public Profile URL with Buyers using the network
 Completing the Company Profile is required and can be accessed from both the SAP Business Network (SBN) and Ariba Proposals and Questionnaires (Ariba Sourcing)

SAP Business Network badges
 This option will require a Plug-In and requires acceptance of the content and information
 For more information about Company Profiles, refer to the SAP Business Network Supplier Administration Guide – [CLICK HERE](#)