

SAP Business Network – The Company Profile Information



Name	Information
Company Logo	Add your business logo for easier identification
Overview Pane	The Overview Pane on the left-hand side shows Main Headings and section within the Company Profile section
Pencil Icon 	The pencil icon is used to identify the edit function for sections; there may be further subsections within the “edit” option
Credentials - Certifications	Suppliers can add Certifications either using the listed options or manually adding them
Credentials - Sustainability Ratings	Suppliers can add their Sustainability rating either manually entering it or using Ecovadis
Organizational Structure – Additional Entities	Enter information about other business entities including sold-from and Legal and Tax information, this enhances visibility
Organizational Structure - Country Configuration	Suppliers that use offshore 3 rd party businesses can add the country, including Editing Status, Country/Region and Status
Organizational Structure - Business Information	Using this option takes Suppliers to the SBN Additional Information Screen, suppliers can add financial, tax, Shareholder, Executive Board and Bank Information
Organizational Structure - Contacts	There are 3 tabs on the Contacts page, Company Contact Information, Contact Personnel and Customer- Specific Assignments
Organizational Structure - Customer Requested	Buyers may require information relating to the company profile, the information is requested directly from your Buyer and will appear in the Customer Requested tab
Organizational Structure - Additional Documents	Additional Documents enables Suppliers to add additional documents such as a business generated Company Organizational Chart or other business specific documents
Main Overview Screen	Business information including an ANID (Ariba Network Identification Number) number, the web address, whether the Supplier is using Network Catalogs and other business specific information

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Main Screen - Product & Service Categories Tab	Enter your businesses products and services to let potential Buyers know what you do
Main Screen - Ship-to or Service Location Tab	Adding the locations that your business ships to or serves and is used to match postings made by Buyers. Suppliers can add map pins to indicate to Buyers that this is a physical location Training Sheet
Main Screen - Industries Served Tab	Select the industries that your business serves
Support humanitarian aid indicator toggle 	This toggle identifies suppliers to be considered for SBN Discovery postings looking for Humanitarian Aid
Options – View my public profile 	The selection allows to Suppliers to view their public profile
Options – Profile Settings	The selection allows to Suppliers to view their public profile
Your public profile url	The public profile URL provides a direct link to your SBN public profile
Edit Company Profile – Basic Info	Suppliers need to provide basic company information, ensure all fields with an asterisks are
Edit Company Profile – Address	Ensure all fields with an asterisks are completed
Correct any errors before continuing message 	Messages in red highlight there is an error that requires correction, other errors may be highlighted in red 
Assessments	This section contains assessments that Suppliers can complete and share with multiple Buyers either by proactively completing it or on request from a Buyer.
Company keywords	Use company keywords to make your business more discoverable on the SBN.
Social Media  	Supplier can add their Social Media contact URLs for Facebook, LinkedIn and Twitter
Marketing Collateral	Use marketing collateral to highlight value