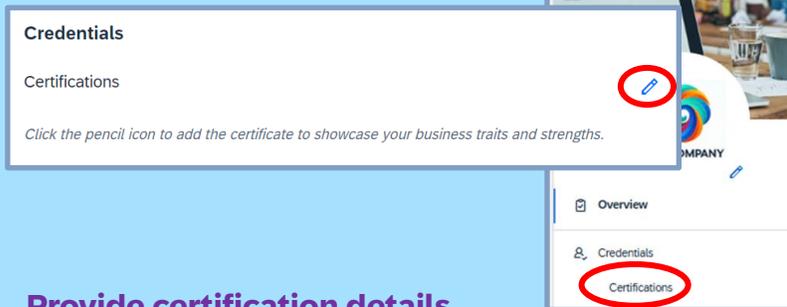


Company Profile – Credentials - Certifications

Log or Sign in and display the Company Profile

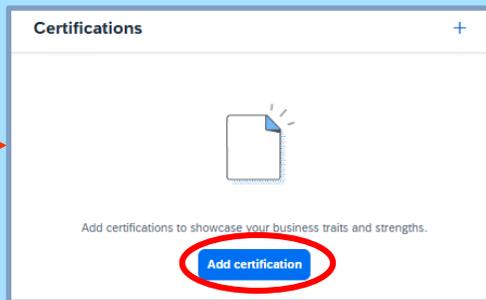
Step 1: Click on **Certifications** in the left-hand panel, then Click on



Provide certification details

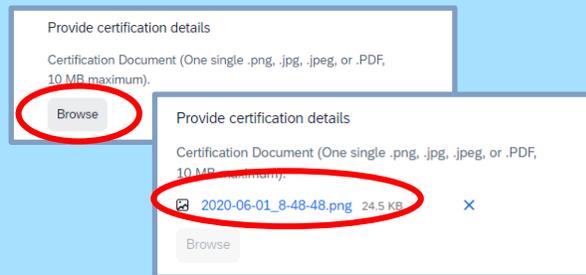
Steps: Before clicking on **Add**, Complete all or some of the fields

Step 2: Click on Add Certification

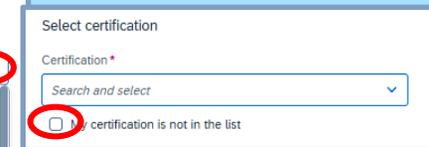
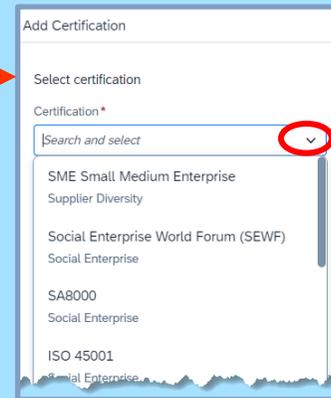


Provide certification

Steps: Before clicking on **Add**, Click on **Browse**, Select the required file, Click on **open** Click on **Add**

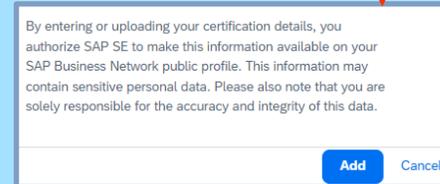


Step 3: Click the **Certification Down** arrow to display available options. Review and select the certification, If it is not listed, select **My certification is not in the list**



Step 4: Click on **Add Certification**

Step 5: Click on **Add**, After reading the statement



Adding Certifications provides potential Buyers with more information about your business. It highlights a point of difference

All fields with Asterisks are mandatory; others without an asterisk can be completed or left blank

A **Green** ribbon indicates that it has been successfully saved
A **Red** ribbon indicates an error, correct and re-save

If no asterisk is present, the field is optional and can be completed at your discretion



International Organisation for Standardisation (ISO) Certifications is an international body that develops and publishes standards

Note that all potential Buyers will see and have access to the certifications that you upload



ISO certification identifies to a potential customer that the business's processes, products, or services meet globally recognised standards

Clicking on Add is acceptance that you agree with the information and it being public