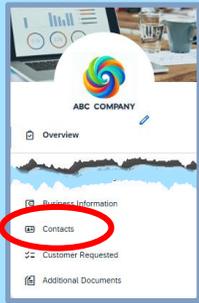


Company Profile – Contacts – Company Contact Information

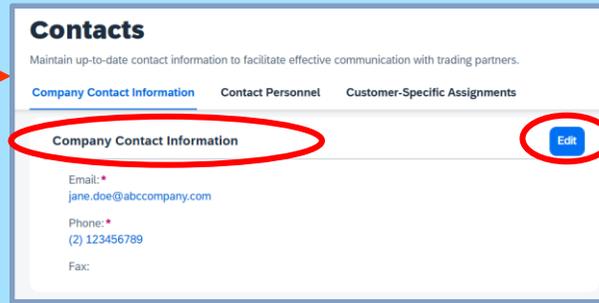


Log or Sign in and display the Company Profile

Step 1: Locate and select **Contacts**

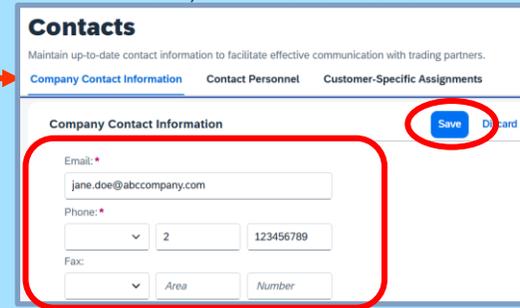


Step 2: Review the Company Contact Information, update if required



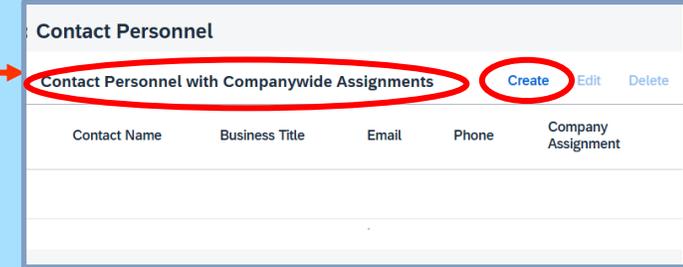
Edit Company Contact Information

Step 3: Click on **Edit**, update the required fields, and click on **Save**



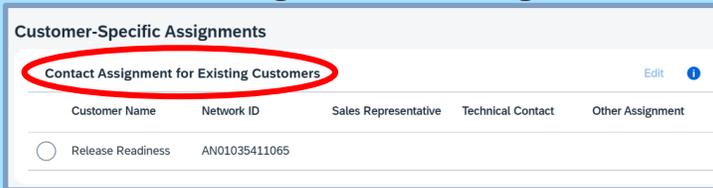
Company-Wide Contacts

Step 4: To add a **Company-wide contact**, scroll to **Contact Personnel** and click on **Create**

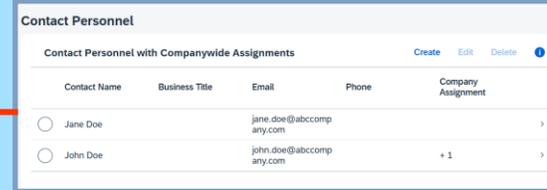


Company-Wide Assignments

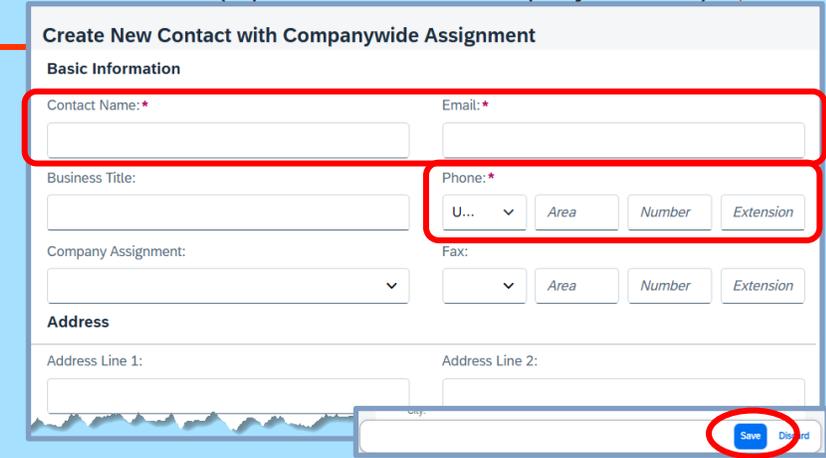
Step 7: To add a **Company-wide assignment**, scroll to **Contact Assignment for Existing Customers**



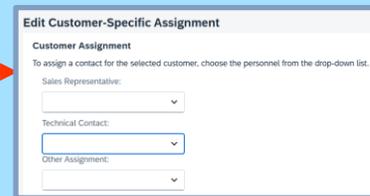
Step 6: The company-wide contacts are added



Step 5: Complete all fields with an asterisks, then click on **Save** (repeat to add other company contacts)



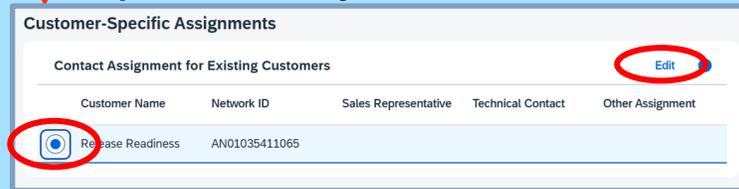
Step 9: Click on the down arrow and select the contact



Step 10: Click on **Save**



Step 8: Select the **Buyer** name, click on **Edit**



Before customer-specific assignments can be made, contact names must be added. Only buyers with whom your business has an existing relationship are eligible to have a contact added

Note: Company-Wide Contacts may not have SAP Business Network access, but are the contact designated by the business for new prospects to contact



Creating a range of contacts allows both current and prospective customers to reach the appropriate individuals within your business. To begin, compile a list of team members who will serve as designated company contacts.

You need to have the Contact Administration permission to maintain customer contact information. For more information, refer to the [System Administration Guide – Click Here](#)