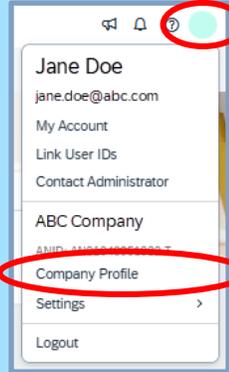


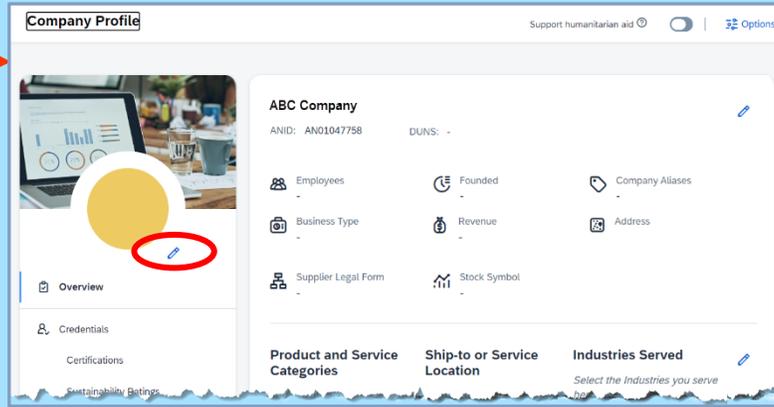
Company Profile – Update Logo



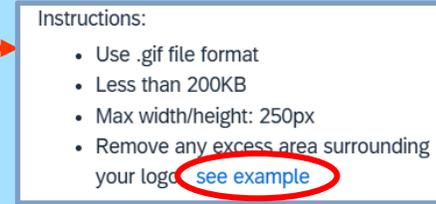
Step 1: Log in or sign in using your credentials. Click on the **initials** and select **Company Profile**



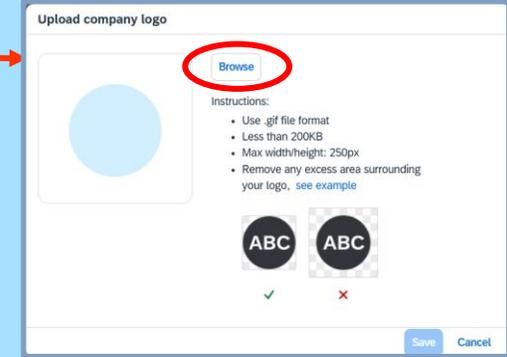
Step 2: Click on the , in the left-hand pane under the logo



Step 3: To see an example of the requirements, click on **See Example**



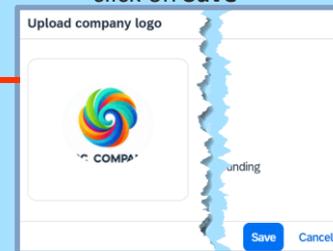
Step 4: The example is displayed to add the logo, click on **Browse**



Step 5: Locate and select the required logo, click on **Open**



Step 6: The picture is added, click on **Save**



Step 7: The Logo is added



Note: Wait until you have clicked on save before determining whether the Logo is suitable

Note: The Logo cannot be manipulated in the Upload company logo pop-up; the image needs to be adjusted or manipulated before selecting and adding



There are minimum requirements for Logo images, they are:

- 250 maximum pixels (use resize)
- The image is less than 200KB in size
- The file must be a .GIF extension



There may be businesses around the globe that have a similar name or contain the same name within their name

Adding a Logo makes it easier for Buyers to identify the correct business they are looking for



Prepare the logo and save it to your computer prior to adding it to your company profile

Suppliers can change their logo as required, particularly when it has changed or businesses have merged and have a new logo



There is no need to view the example, Suppliers can add the logo by Clicking on Browse

For more information about Company Profiles, refer to the SAP Business Network Supplier Administration Guide – [CLICK HERE](#)