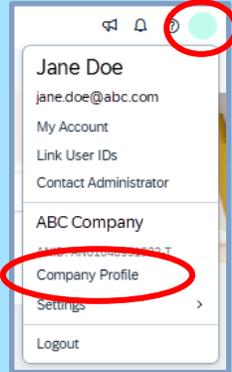


Company Profile – Update/ Edit the Company Profile



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



Step 2: Click on the , in the right-hand side in the company Information main section



Step 3: Confirm/Complete all fields with an asterisk

Edit Company Information

Basic Info Address Save Cancel

Company Name * Website URL DUNS Number *
ABC Company Find my DUNS number.

Short Description

Company Description

Company Alias - 1
 Number of Employees * Year Founded *
 3 2024

Company Alias - 2 Revenue * Legal Form *
 Less than \$50K USD Sole Proprietorship

Stock Symbol Business Type *
 Retailer x

Step 5: Confirm/Complete all fields with an asterisk

Edit Company Information

Basic Info Address Save Cancel

Country/Region *
 Australia [AUS]

Address 1 *
 42 Unicorn Way

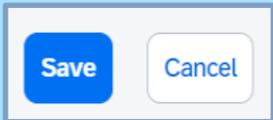
Address 2

City *
 Cloudville

State *
 Victoria [AU-VIC]

Postal Code *
 3000

Step 6: Click on Save



Step 7: You may get a pop-up, read and select the correct information, and click on **Confirm**

Address recommendation

We noticed that your address is incomplete or invalid. Please make a selection from the recommendations below and click Confirm.

You entered:
 42 Unicorn Way, Cloudville, Western Australia, 3000

We recommend:
 1k Union St
 3k Union St

Confirm

Step 8: Screen returns to the Company Profile



Step 4: Select Address

Edit Company Information

Basic Info Address Save Cancel

NOTE: Completing the Company Profile is mandatory, and the pop-up just after logging in only provides 2 Options: either Update or Log out. Select Update Profile, provide the required information, and you will no longer get the pop-up.



Information provided in the Company Profile should reflect actual information about your business

All fields highlighted with an asterisk indicate a Mandatory Field

All errors are highlighted in RED



Sections of the Main Company Profile screen:

About This Profile

Shows the date and registration type of the account

ANID:

This is the Ariba Network Identification number

DUNS: (Data Universal Numbering System)

A unique 9-digit code assigned by Duns and Bradstreet Number

Network Catalog

Lighter wording indicates the process is not active. Network Catalog increases visibility



promote

Click on **Add promote** will take users to the SAP Business Network Store

Unlock our data-backed suggestions to improve your business. Purchase SAP Business Network, promote subscription to unlock new business opportunities. Add promote

promote is a yearly paid subscription. Ensure you read all the information before buying