

Company Profile – Add, Edit or Update Ship-to or Service Locations



Display the Company Profile Screen

Step 1: Click on the at the end of the Product, Ship-to and Industries Served section

To Add or Update a Ship-to or Service Location

Step 2: Click on Ship-to or Service Location code

Step 3: To update or add, click on Add Location

Using Browse all Locations

Step 8: Use the + to add a region or use > to view available sub-categories

Using Ship-to or Service Locations

Step 6: Enter the name of the **Country** into the **Search locations to add** field or click on **Browse all locations**, go to **Step 9**

Step 4: If you serve all areas and all regions, select **Serve Globally**

Step 9: Add required countries or regions, click on **Add**

Step 10: Click on the on the location to identify physical locations, then click on **Save**

Removing a Ship-to or Service Location

Step 11: Click on the **x** to remove a location



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

Categories and Sub-Categories are constantly being added, removed and updated. Errors are highlighted in red, such as categories that are now inactive

Certain categories (in red) are now inactive. Remove such categories and then proceed



Physical locations can be identified by a pin in the Ship-to or Service location
Physical locations can be

Ship-to or Service Location

- Australia
- Brantford (Brant) - Ontario
- Brockville (Elizabethtown-Kitley, Augusta) - Ontario
- Centre Wellington - Ontario
- Chatham-Kent - Ontario



Selecting Serve Globally will grey out any further options to add other locations and will remove any previously entered Locations

Serve Globally