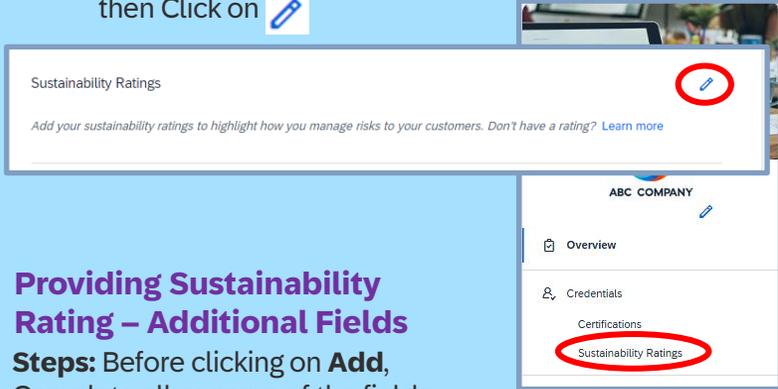


# Company Profile – Credentials - Sustainability



## Log or Sign in and display the Company Profile

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



## Providing Sustainability Rating – Additional Fields

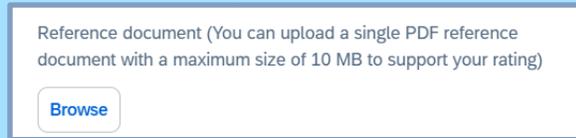
**Steps:** Before clicking on **Add**, Complete all or some of the fields  
**Enter the Rating**  
**Enter in Additional Information**  
**Enter the Issue and Expiration Date**

## Step 2: Click on Add Sustainability Rating

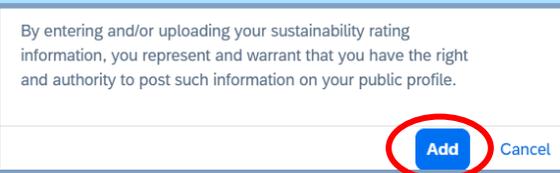


## Upload a Sustainability Document

**Steps:** Before clicking on **Add**, Click in **Browse**  
**Locate** the Document  
**Click on Open**



## Step 8: After reviewing the information, click on Add



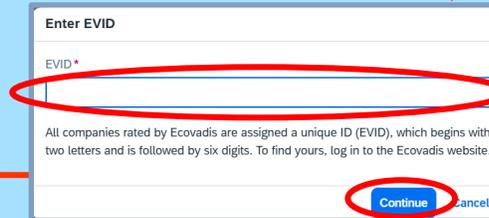
## Step 3: To add Rating, go to Step 4 To add an Ecovadis Rating, go to Step 6



## Step 6: Click on Import from Ecovadis



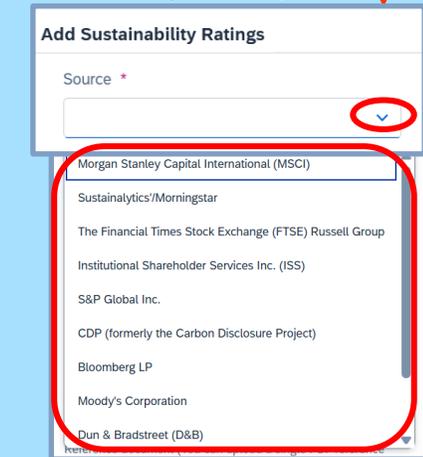
## Step 7: Enter your business's EVID, and click on Continue



## Step 4: Click on Enter Rating



## Step 5: Click on [dropdown arrow] Select the required rating from the list, and go to Step 8



Adding Sustainability Ratings 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

Clicking on **Add** is acceptance that you agree with the information and that it will be



Ecovadis – provides sustainability ratings and insights relating to Environmental, Social, and Governance (ESG) Risk and Compliance.

Ecovadis provides businesses with solutions, measuring and improvement methodologies



EVID is the Ecovadis Identification Number assigned by the organisation (they are an SAP affiliate). a

Ecovadis is a platform for sustainability that is used by businesses to perform paid-for services