

Company Profile – Activity Data, Company Keywords & Social Media



Log or Sign in and display the Company Profile

Step 1: Scroll down and locate **Activity Data** on the Company profile Main page and click on **View More** to open all options

Activity Data

Transaction Volume ⓘ	Relationships ⓘ	Document Count ⓘ	Posting Responses ⓘ
\$1,181,234	31	2626	3

[View More](#)

Step 2: Review the information

Activity Data

Transaction Volume ⓘ	Relationships ⓘ	Document Count ⓘ	Posting Responses ⓘ
\$1,181,234	31	2626	3

Shortlisted ⓘ
1

[View Less](#)

Company Keywords

Step 3: Scroll down and locate **Company Keywords**, to add, edit or update click on the

Company Keywords

Enter the keywords to make your company more discoverable.

Social Media

Step 7: Scroll down and locate Social Media, to add, edit or update click on

Social Media

Add links to your social media channels so buyers can engage with your company.

Step 8: Add the corresponding **URL**, click on **Save**

Edit Social Media Links

Social Media

[Save](#) [Cancel](#)

facebook.com/

linkedin.com/

twitter.com/

Step 6: Repeat to add further keywords, then click on **Add**

[Add](#) [Cancel](#)

Step 5: Type the keyword you want to add (there is no drop-down or predictive text) click on

Add new keywords

Hands on Training

Training x

Step 9: The applicable icon will be displayed

Social Media

Step 4: Click on **+ Add keywords**

Edit Company Keywords

Company Keywords

[Save](#) [Cancel](#)

You don't have a company keyword selected
Add new company keywords from the button below

[+ Add Keywords](#)



Activity Data Explanations for Transaction Volume, Relationships, Document Count, Posting Responses and Shortlisted - Click on the ⓘ next to the heading for an explanation of the calculation or what the data is showing



When Buyers wish to expand their Supplier base can search for a supplier either by business name or the type of component or service they require.

The **promote** subscription provides suppliers with the opportunity to be verified and appear at the top of any search lists that a Buyer may perform