



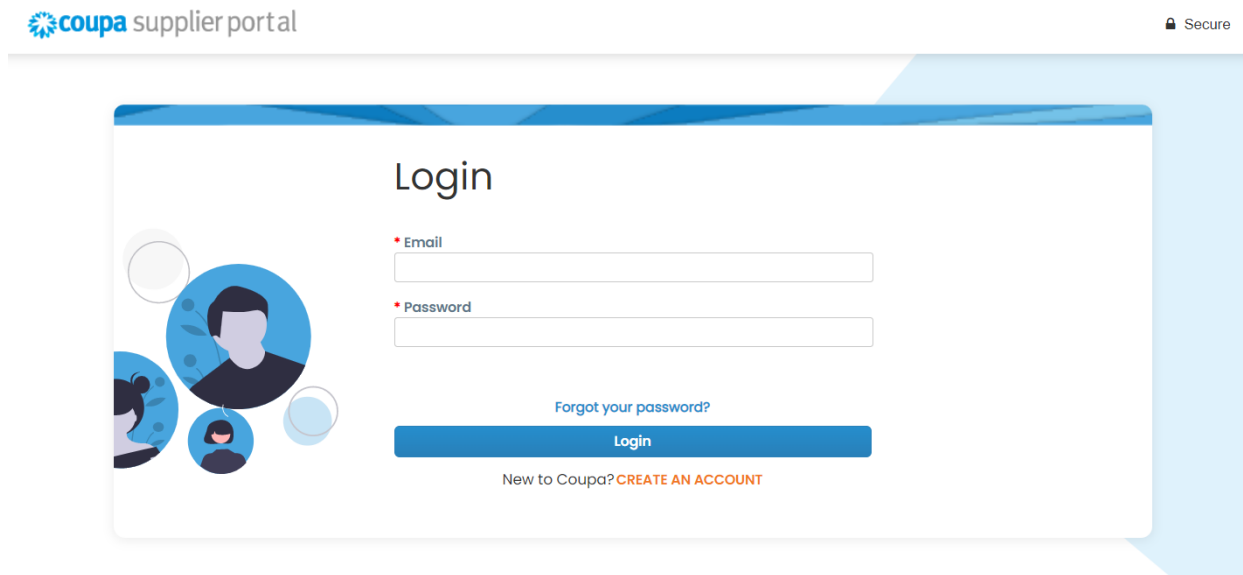
Setup Your Company Public Profile

How To Guide

How to Setup Your Company Public Profile in Coupa

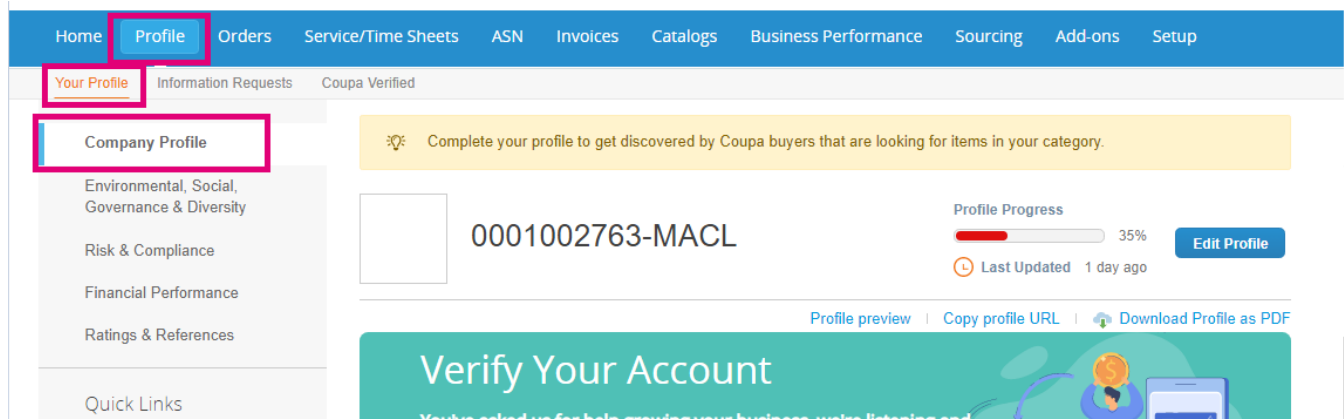
[New CSP Profile Design | Coupa Suppliers](#)

1. Log in to the Coupa Supplier Portal with **Email** and **Password**



2. Select **Profile** in the menu, then go to **Your Profile, Company Profile**

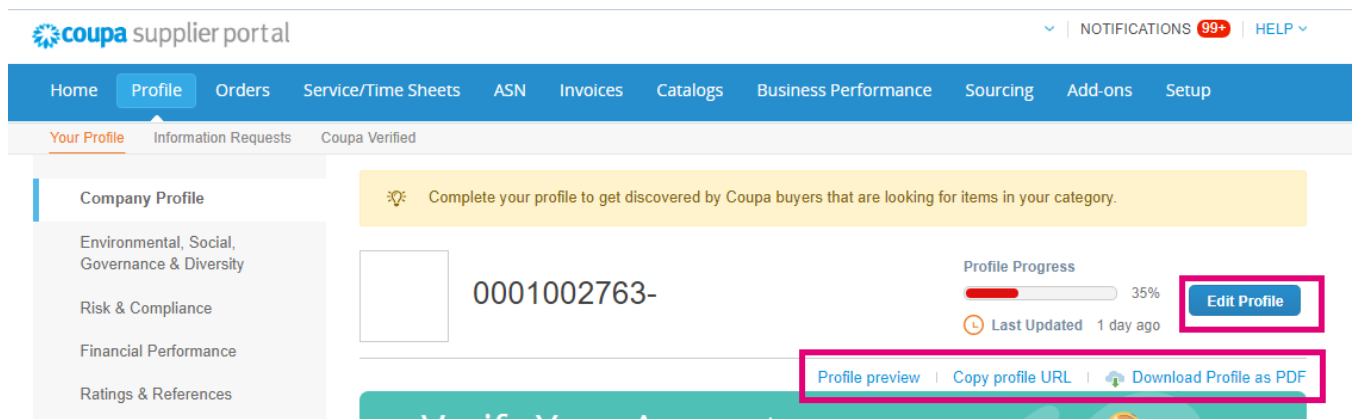
A **public profile** is visible for all Coupa customers to learn about your business and connect with you for potential business opportunities. A complete, robust profile will increase your visibility and opportunities.



In this section you will see **The Profile Progress bar** which displays a percentage indicator for the completion status of your profile and the most recent update.

Under the progress bar there are three links:

- **Profile preview** links to a digital image of your company profile
- **Copy profile URL** provides a URL for sharing your profile
- **Download profile as a PDF**



3. Select the **Edit profile** button to add or edit information

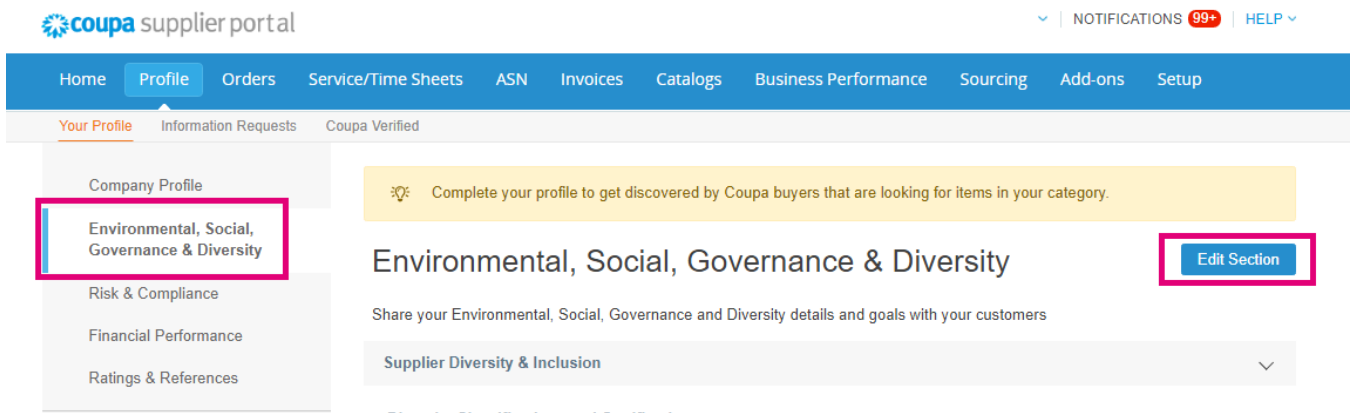
There are 5 sections to the Company profile to be completed:

a. Company Profile

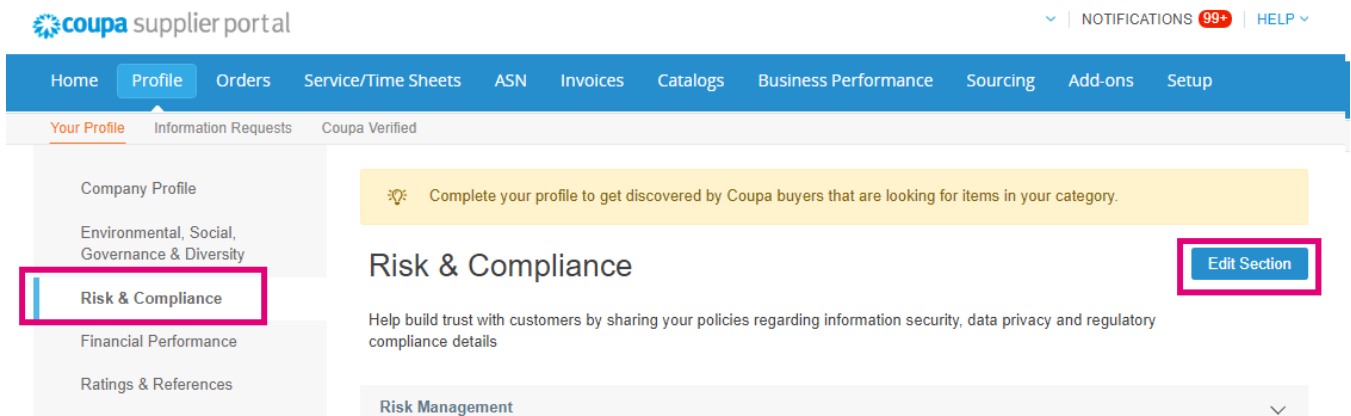
- Add an image and/or logo at the top of the page
- Complete company name, DBA, and select button if a parent company
- Complete primary contact information. This will be the contact for any questions about your profile
- Complete company information. Year established, PO email, size of business, Tax ID, DUNS, etc.
- Select product or service categories. The categories are how your company will be visible to Coupa customers searching for suppliers with products/services

- Areas served
- Website URL and Social link

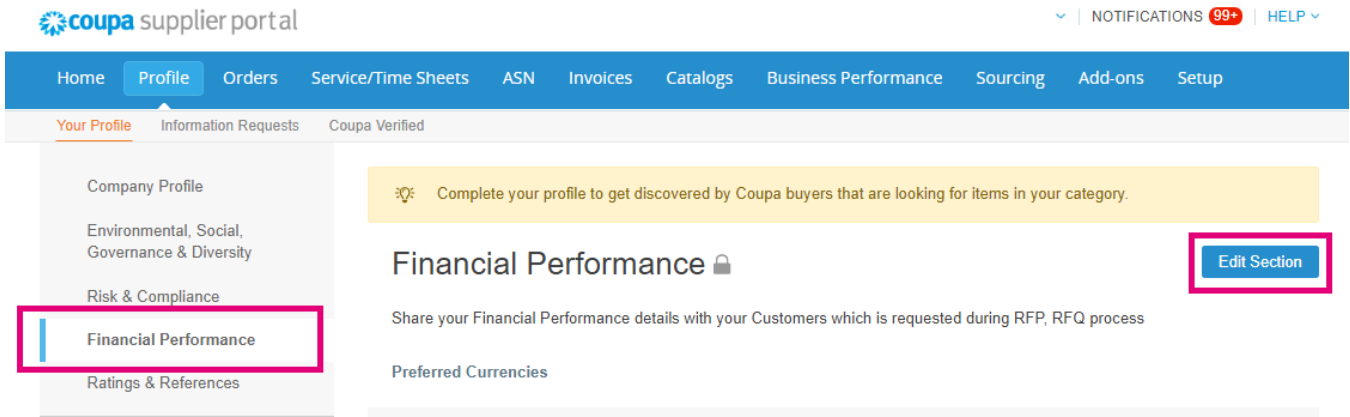
b. Environmental, Social, Governance, & Diversity. Navigate to this section by selecting next at the end of the company profile or using the left-hand navigation links.



c. Risk & Compliance. Add details of your risk management program, Information Security, and Data Privacy.

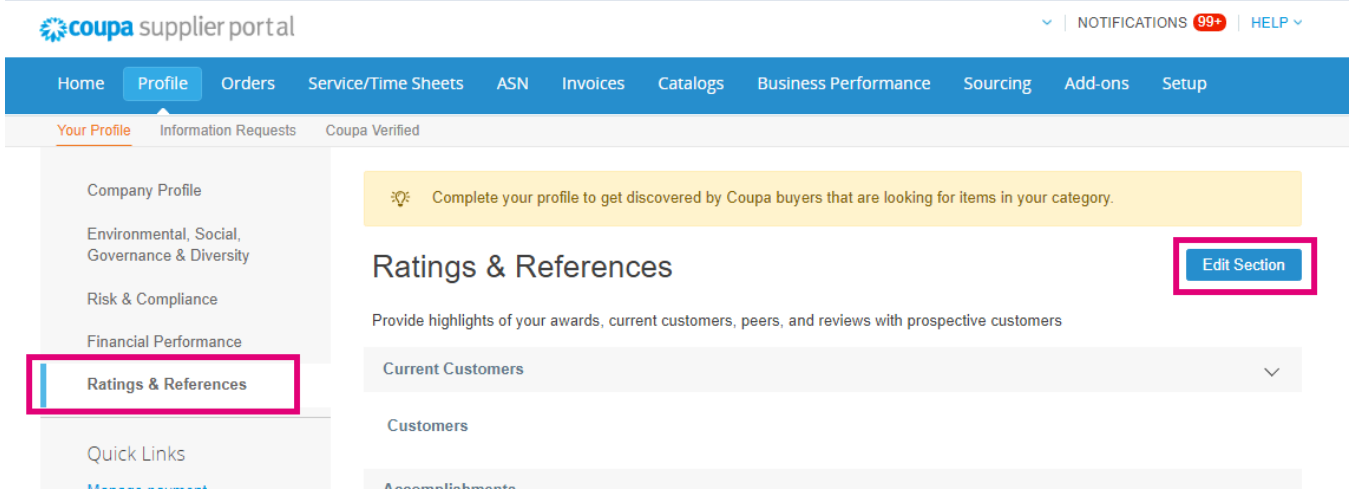


d. Financial Performance



The screenshot shows the 'Financial Performance' section of the Coupa Supplier Portal. The left sidebar contains a menu with 'Financial Performance' highlighted. The main content area features a yellow banner with a warning icon and the text 'Complete your profile to get discovered by Coupa buyers that are looking for items in your category.' Below this is the 'Financial Performance' heading with a lock icon and an 'Edit Section' button. The text below the heading reads: 'Share your Financial Performance details with your Customers which is requested during RFP, RFQ process' and 'Preferred Currencies'.

e. Ratings & References



The screenshot shows the 'Ratings & References' section of the Coupa Supplier Portal. The left sidebar contains a menu with 'Ratings & References' highlighted. The main content area features a yellow banner with a warning icon and the text 'Complete your profile to get discovered by Coupa buyers that are looking for items in your category.' Below this is the 'Ratings & References' heading with an 'Edit Section' button. The text below the heading reads: 'Provide highlights of your awards, current customers, peers, and reviews with prospective customers'. There is a dropdown menu for 'Current Customers' and a section for 'Customers'.

f. Additional Links (left side of the page)

- **Quick Links** on the left allows you to quickly access and manage payment information and legal entities.
- **Learning Center** has links to articles to learn how to use Coupa to discover business opportunities.
- **Feedback** allows you to share your experience in using our portal