Setup Your Company Public Profile
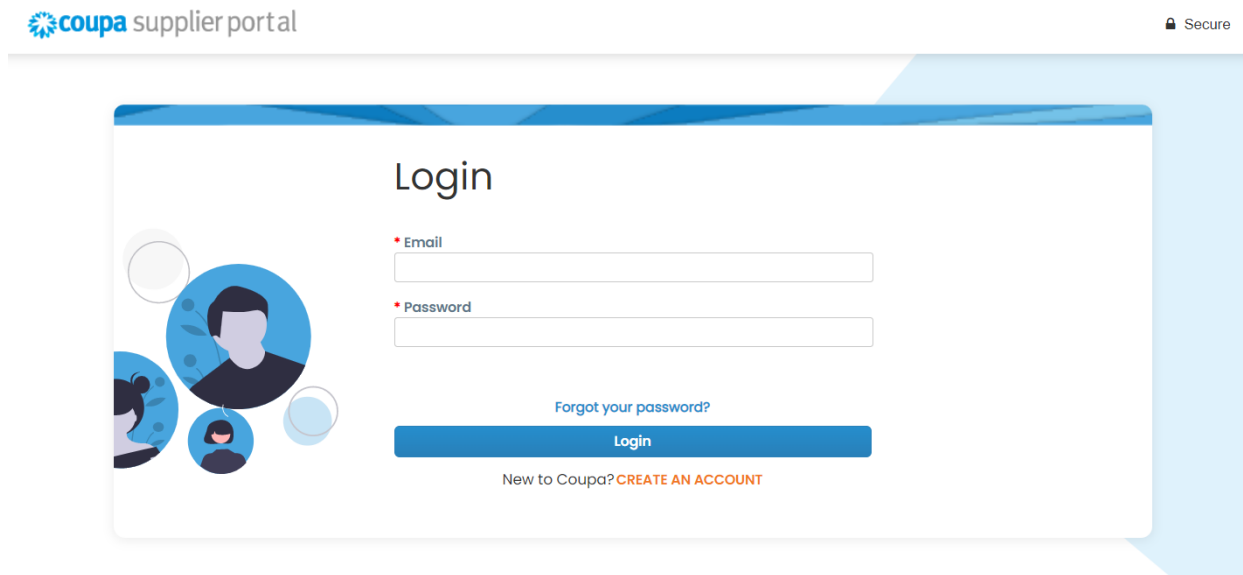
How To Guide

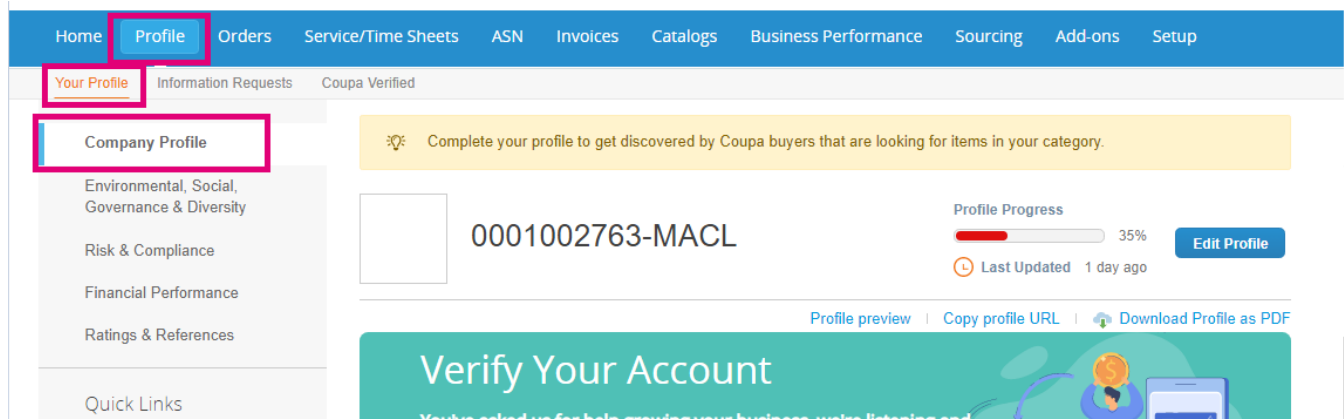# How to Setup Your Company Public Profile in Coupa
New CSP Profile Design | Coupa Suppliers

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

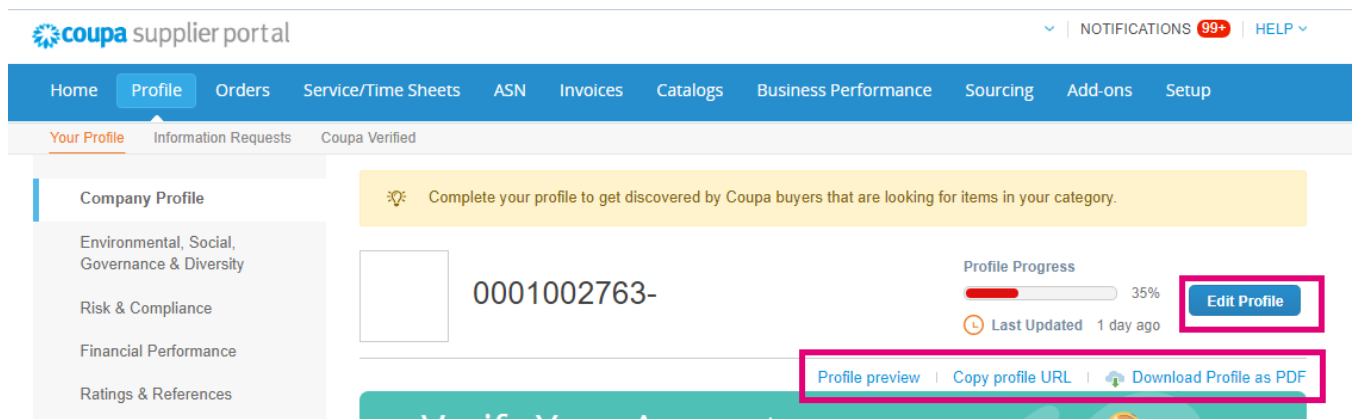**2.** Select **Profile** in the menu, then go to **Your Profile**, **Company Profile**

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**

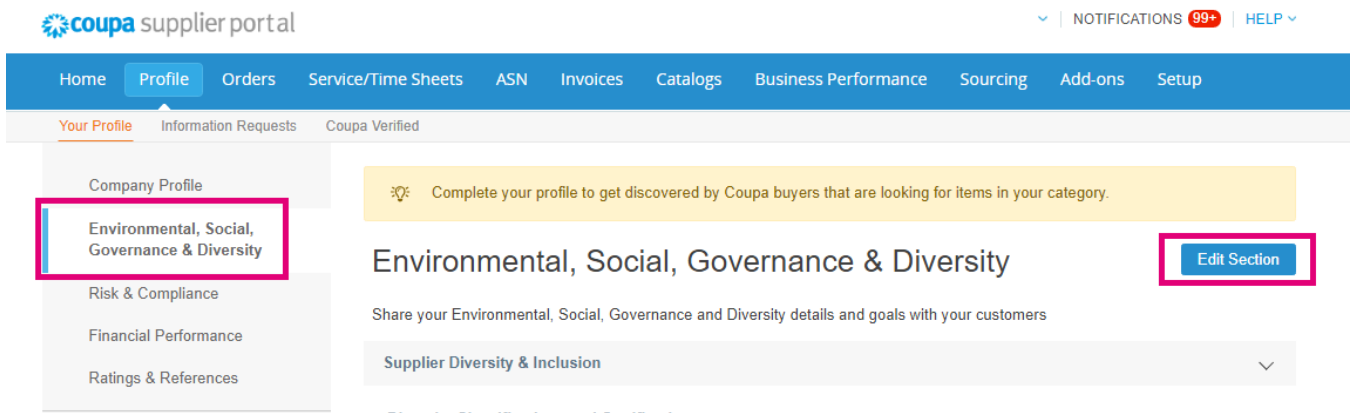**3.** Select the **Edit profile** button to add or edit information

There are 5 sections to the Company profile to be completed:
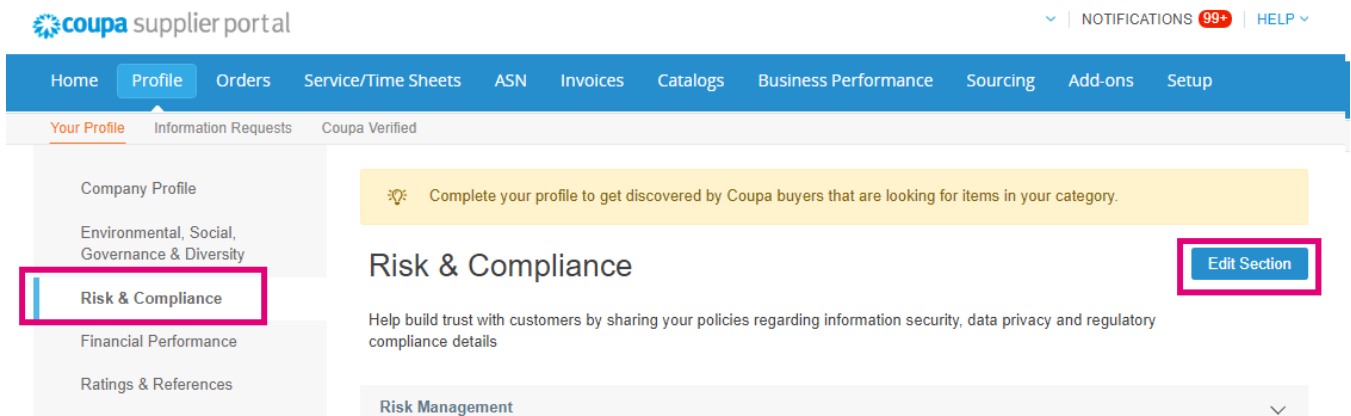
a. Company Profile
- Add an image and/or logo at the top of the page
- Complete company name, DBA, and select button if a parent company
- Complete primary contact information. This will be the contact for any questions about your profile
- Complete company information. Year established, PO email, size 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
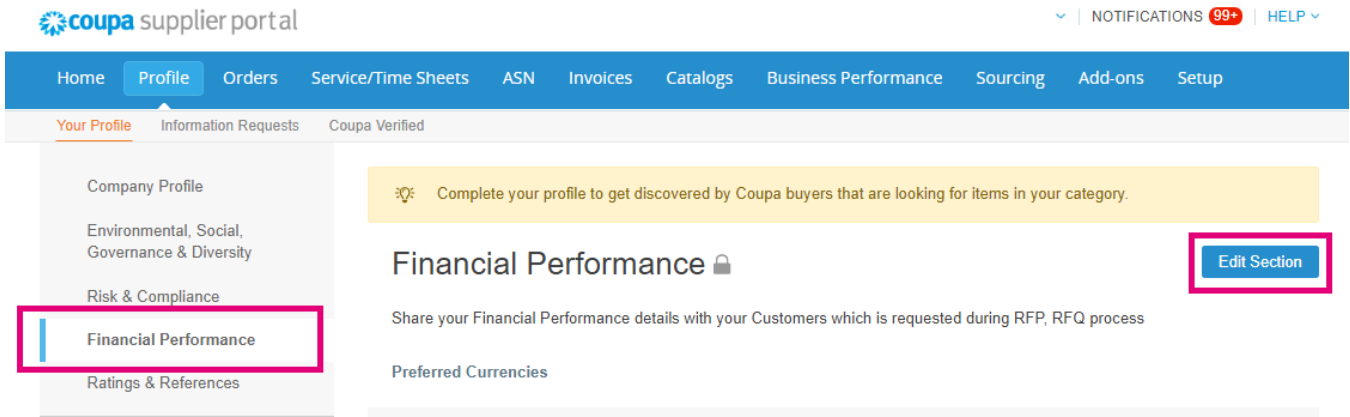
- Areas served
- Website URL and Social link

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.
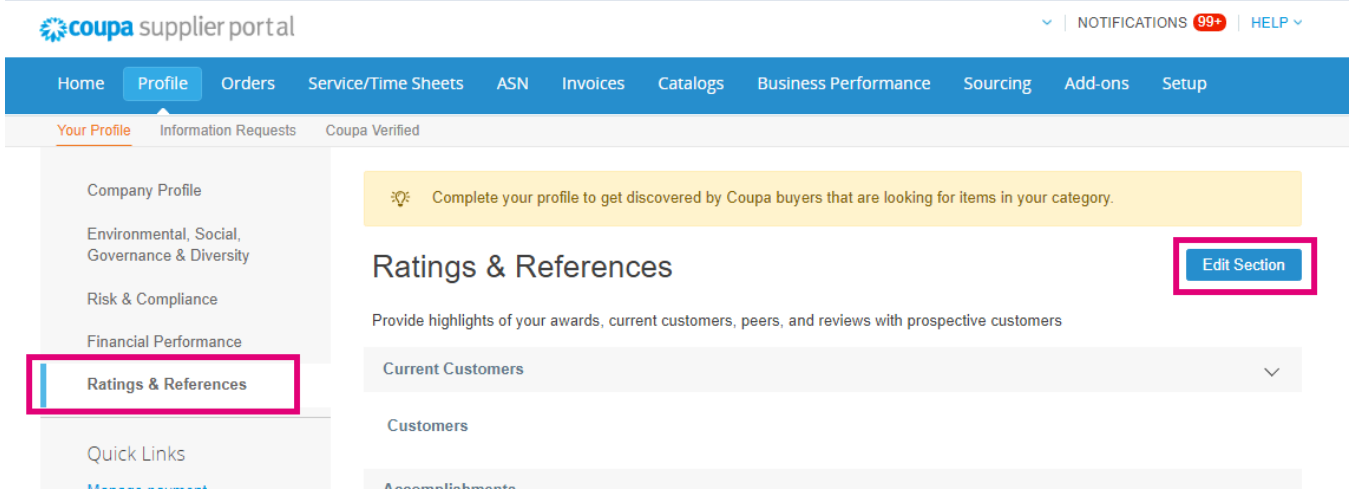

d. Financial Performance

e. Ratings & References

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