

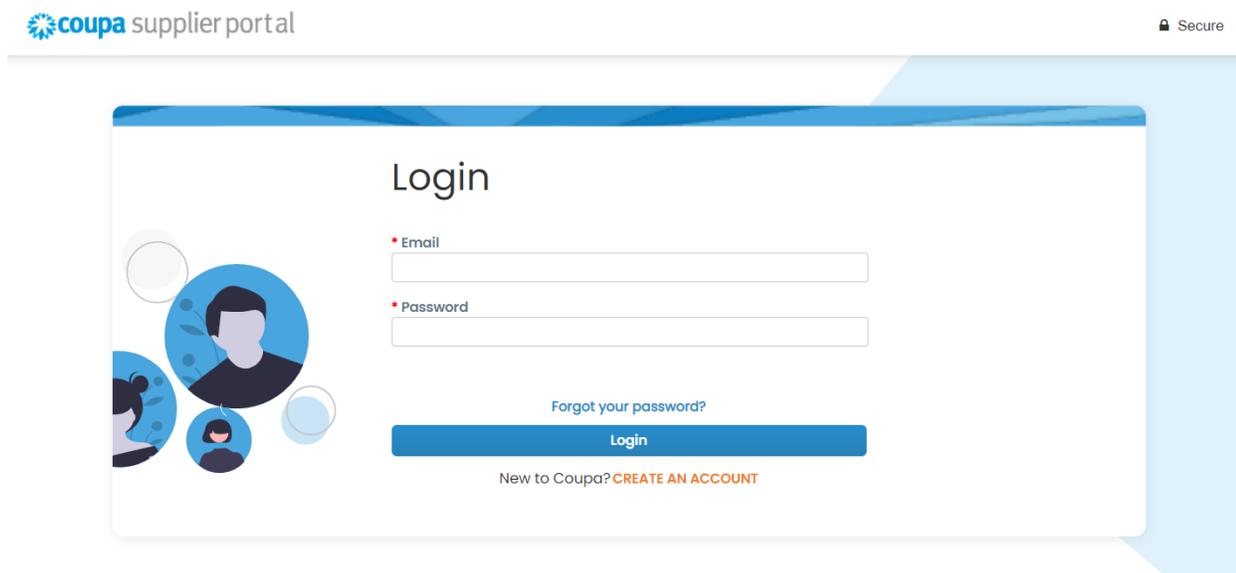


# Pengaturan Profil Publik Perusahaan Anda

Panduan Proses

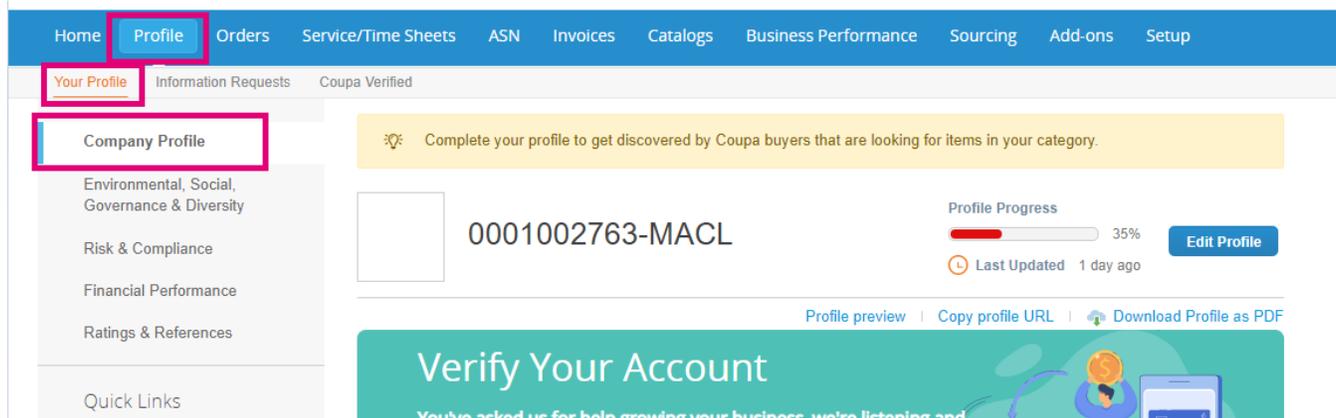
## Cara Pengaturan Profil Publik Perusahaan Anda di Coupa [New CSP Profile Design | Coupa Suppliers](#)

1. Log in ke Coupa Supplier Portal dengan **Email** dan **Password**



2. Pilih **Profile** pada menu, lalu buka **Your Profile, Company Profile**

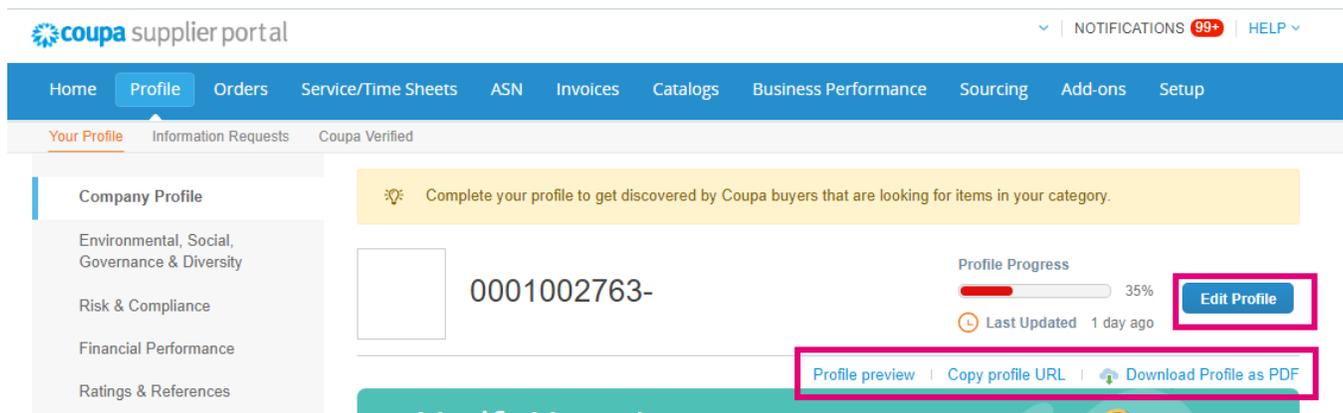
**Public profile** dapat dilihat oleh semua customer Coupa untuk mereka mempelajari terkait bisnis Anda dan terhubung dengan Anda, sehingga berpotensi untuk memberikan kesempatan bisnis kepada anda. Profil yang lengkap dan kuat akan meningkatkan visibilitas dan peluang Anda.



Di bagian ini Anda akan melihat **The Profile Progress bar** yang menampilkan indikator persentase penyelesaian status profil Anda dan update profil terakhir.

Pada bar progress, terdapat tiga tautan:

- **Profile preview** terhubung ke foto digital dari profil perusahaan Anda
- **Copy profile URL** menyediakan URL untuk membagikan profil Anda
- **Download profile as PDF (Download Profil dalam bentuk PDF)**



**3.** Pilih tombol **Edit profile** untuk menambah atau mengedit Informasi

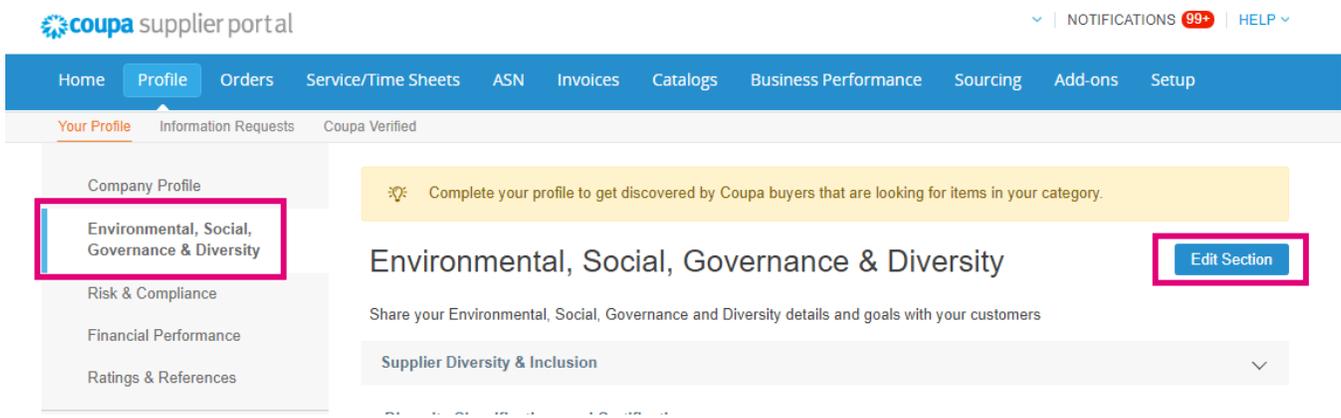
Ada 5 bagian ke profil Perusahaan yang akan diselesaikan:

#### **a. Company Profile**

- Tambahkan foto dan/atau logo di bagian atas halaman
- Lengkapi nama perusahaan, DBA, dan pilih tombol jika merupakan perusahaan induk
- Lengkapi Informasi kontak utama. Kontak tersebut akan menjadi kontak untuk semua pertanyaan tentang profil Anda
- Lengkapi Informasi perusahaan. Tahun diterbitkan, email PO, ukuran bisnis, NPWP, DUNS, dll.

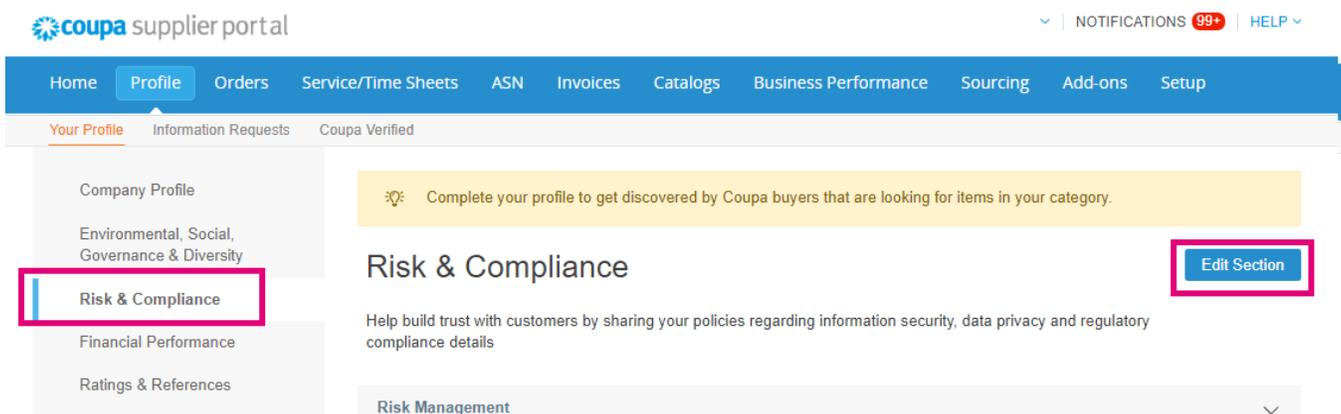
- Pilih kategori produk atau layanan. Kategori tersebut akan membantu Perusahaan anda untuk terlihat pada saat customer Coupa melakukan pencarian supplier untuk produk/layanan.
- Area yang dilayani
- URL Website dan link Social

**b. Environmental, Social, Governance, & Diversity.** Navigasikan bagian ini dengan cara memilih next pada bagian akhir profil perusahaan atau menggunakan link navigasi left-hand.



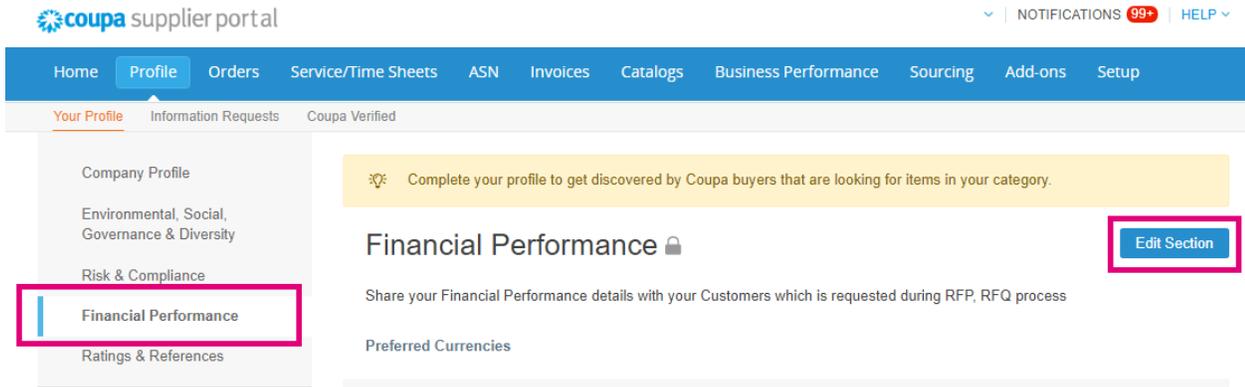
The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' section is active, with sub-tabs for 'Your Profile', 'Information Requests', and 'Coupa Verified'. On the left sidebar, 'Environmental, Social, Governance & Diversity' is highlighted with a red box. The main content area features a yellow banner with a magnifying glass 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 'Environmental, Social, Governance & Diversity' section, which includes a description: 'Share your Environmental, Social, Governance and Diversity details and goals with your customers'. An 'Edit Section' button is highlighted with a red box. A dropdown menu for 'Supplier Diversity & Inclusion' is visible below the main section.

**c. Risk & Compliance.** Tambahkan detail dari Program Manajemen Resiko, Keamanan Informasi, dan Privasi Data Anda.



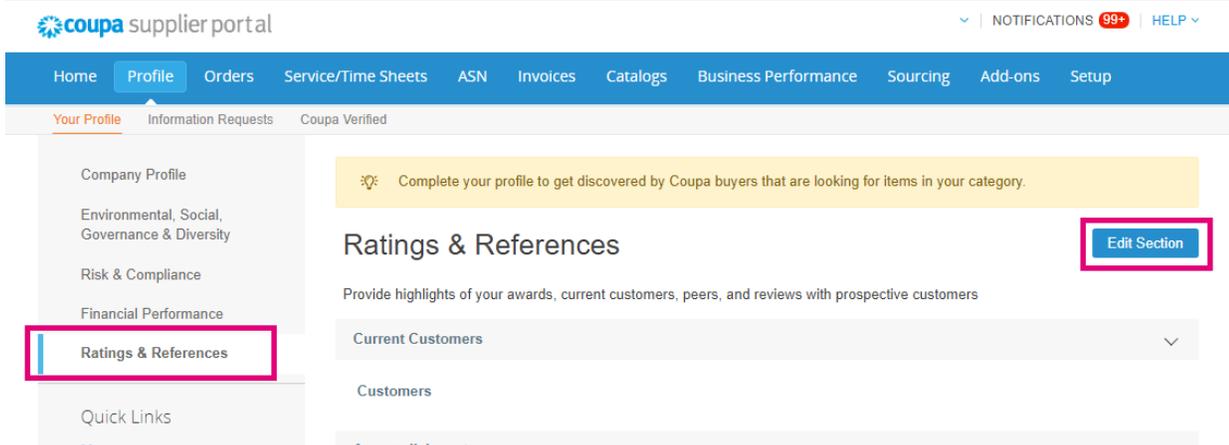
The screenshot shows the Coupa Supplier Portal interface, similar to the previous one. The top navigation bar and 'Profile' sub-tabs are the same. In the left sidebar, 'Risk & Compliance' is highlighted with a red box. The main content area features the same yellow banner. Below it is the 'Risk & Compliance' section, with the description: 'Help build trust with customers by sharing your policies regarding information security, data privacy and regulatory compliance details'. An 'Edit Section' button is highlighted with a red box. A dropdown menu for 'Risk Management' is visible below the main section.

## d. Financial Performance



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' section is active, with sub-tabs for 'Your Profile', 'Information Requests', and 'Coupa Verified'. The left sidebar lists 'Company Profile', 'Environmental, Social, Governance & Diversity', 'Risk & Compliance', 'Financial Performance', and 'Ratings & References'. The 'Financial Performance' section is highlighted in the sidebar and contains a yellow banner with a magnifying glass 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 main content area includes the text '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 Coupa Supplier Portal interface. The top navigation bar is identical to the previous screenshot. The 'Profile' section is active, with sub-tabs for 'Your Profile', 'Information Requests', and 'Coupa Verified'. The left sidebar lists 'Company Profile', 'Environmental, Social, Governance & Diversity', 'Risk & Compliance', 'Financial Performance', and 'Ratings & References'. The 'Ratings & References' section is highlighted in the sidebar and contains a yellow banner with a magnifying glass 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 a lock icon and an 'Edit Section' button. The main content area includes the text 'Provide highlights of your awards, current customers, peers, and reviews with prospective customers' and a dropdown menu for 'Current Customers'.

## f. Additional Links (sisi kiri halaman)

- **Quick Links** di sebelah kiri memungkinkan Anda untuk mengakses dan mengelola Informasi pembayaran dan entitas legal dengan cepat.
- **Learning Center** menghubungkan ke artikel untuk mempelajari cara menggunakan Coupa untuk menemukan peluang bisnis.
- **Feedback** memungkinkan Anda untuk berbagi pengalaman menggunakan portal kami