



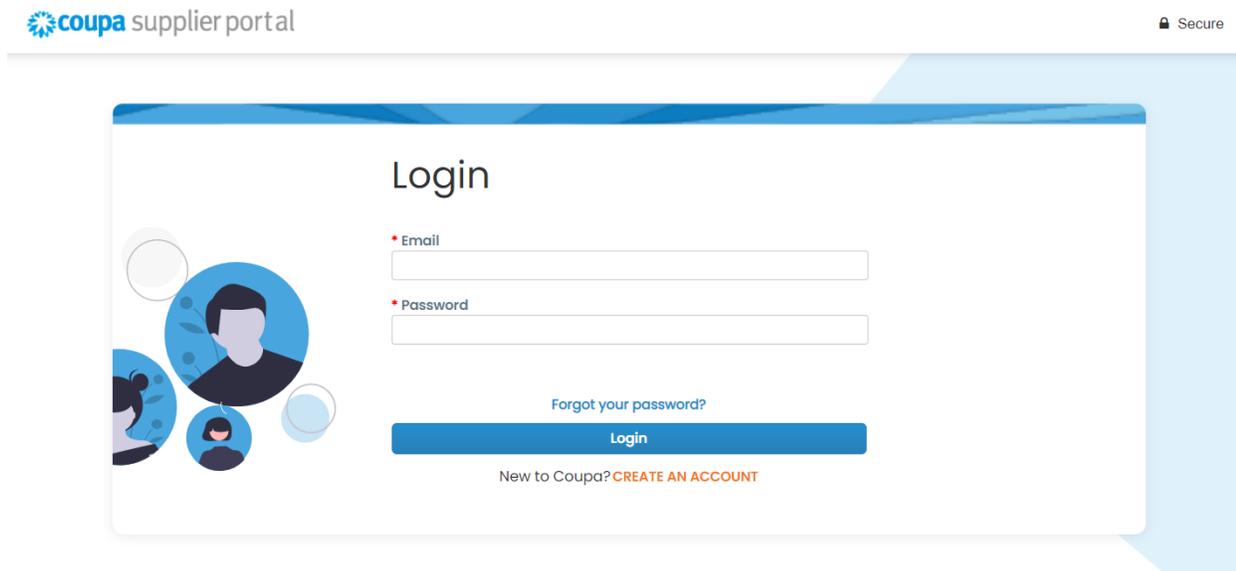
# Setup Your Company Public Profile

How To Guide

## How to Setup Your Company Public Profile in Coupa

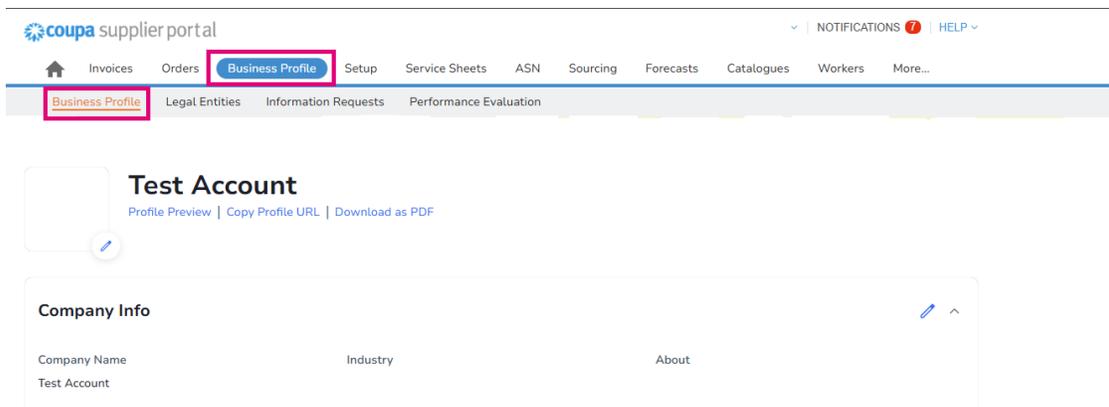
### [New CSP Profile Design | Coupa Suppliers](#)

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



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

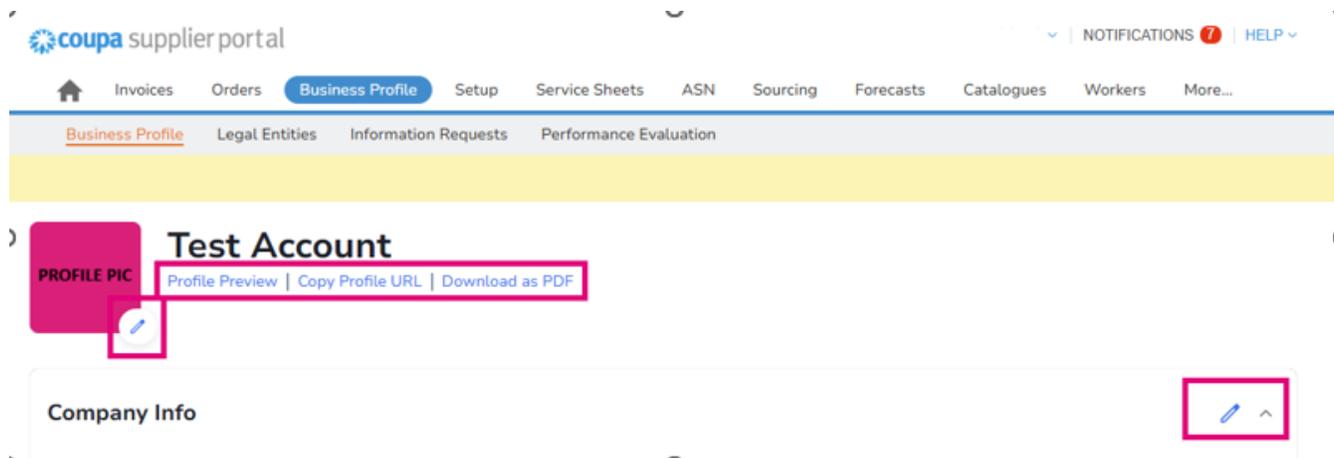
A **public profile** is visible for all Coupa customers to learn about your business and connect with you for potential business opportunities. A complete, robust profile will increase your visibility and opportunities.



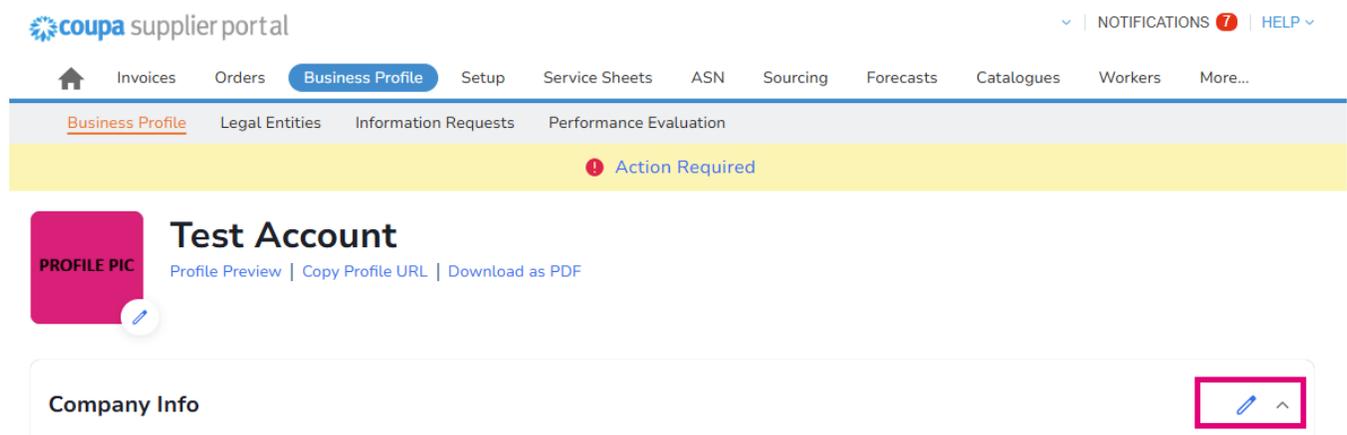
In this section you will see **the name of your account**, beside it you will find **Add an image and/or logo**.

Under the name of the account 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**



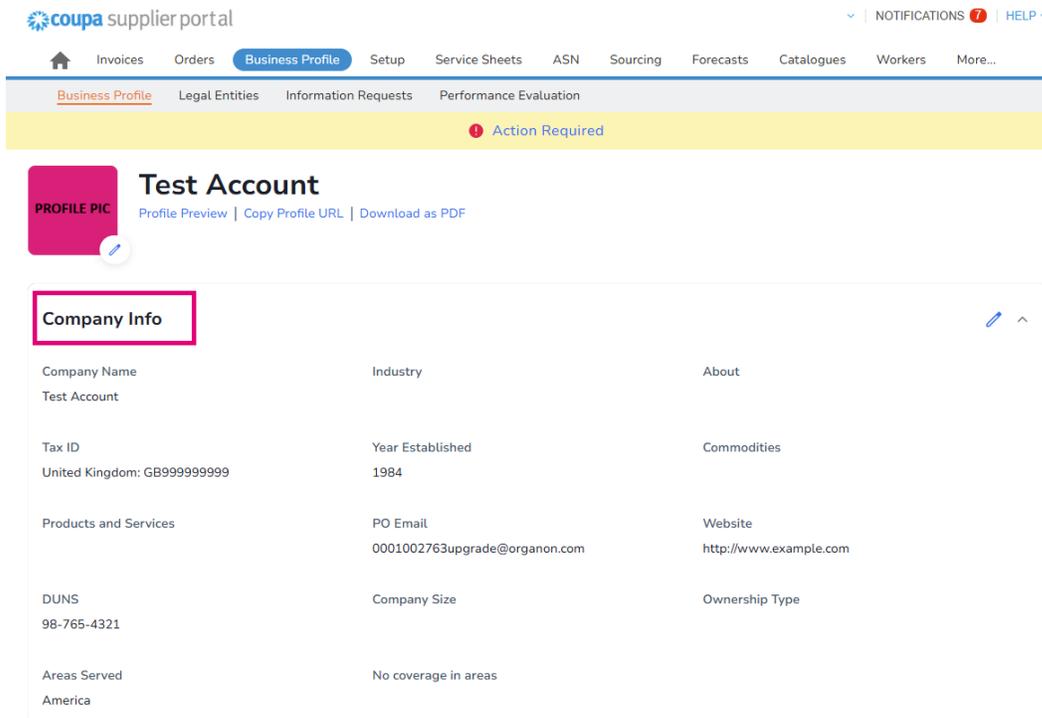
3. Select the **Edit profile** button to add or edit information



There are 3 sections to the Business Profile to be completed:

**a. Company Info**

- Complete company name, Industry, Year Established, PO email, Website, DUNS, Company size, Ownership type, Website and an About Section.
- Complete the country section and TAX Registration section.
- Complete Diversity Classification and Certification under this subsection you can complete Commodities, Product and Services Categories and Area Served.



The screenshot shows the 'Business Profile' page for a 'Test Account'. The page has a navigation bar with 'Business Profile' selected. Below the navigation bar, there is a yellow banner with 'Action Required'. The main content area shows a 'Company Info' section with a red box around its title. The 'Company Info' section contains the following data:

Company Name Test Account	Industry	About
Tax ID United Kingdom: GB999999999	Year Established 1984	Commodities
Products and Services	PO Email 0001002763upgrade@organon.com	Website http://www.example.com
DUNS 98-765-4321	Company Size	Ownership Type
Areas Served America	No coverage in areas	

**b. Contacts.** At this section you can add a new contact and edit the existing ones.

[Business Profile](#) | [Legal Entities](#) | [Information Requests](#) | [Performance Evaluation](#)

🔴 Action Required

 **Test Account**  
[Profile Preview](#) | [Copy Profile URL](#) | [Download as PDF](#)

**Company Info** ▾

**Contacts** ▴

[Add User](#)

Name	Primary Contact	Email	Work Number	Purpose	Actions
Demo Supplier	No	supplierdemo52@gmail.com			
Izabella Epitropaki	No	izabella.epitropaki1@organon.com			
Jimena R	No	jimena.rodriguez2@organon.com			
Montserrat Chinchilla	No	monserrat.chinchilla1@organon.com			
Nicolas Nae	Yes	nicolas.nae1@organon.com			

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c. **Addresses.** Add new Addresses and edit the existing ones. Also, you can set up the primary address.

 Action Required



## Test Account

[Profile Preview](#) | [Copy Profile URL](#) | [Download as PDF](#)

### Company Info

### Contacts

### Addresses

Add Address

Search 

Address	Primary Address	City	State	Postcode	Country/Region	Actions
2472 3RD ST	Yes	SAN FRANCISCO	CA	94107	GB	

Per page 5 | 15 | 30

4. After all the information is imputed, what you need to do is click **Save** at the top of the screen beside the Company Info section.

 Action Required



## Test Account

[Profile Preview](#) | [Copy Profile URL](#) | [Download as PDF](#)

**Company Info** Cancel Save

Company Name <input type="text" value="Test Account"/>	Industry <input type="text"/>	About <input type="text"/>
Year Established <input type="text"/>	PO Email <input type="text"/>	Website <input type="text" value="http://www.example.com"/>
DUNS <input type="text"/>	Company Size <input type="text"/>	Ownership Type <input type="text"/>

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**Tax ID**

Country/region <input type="text"/>	Tax Registration  <input type="text"/>
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