

This **Supplier Quick Guide** shows you how to...

SET UP YOUR COMPANY PROFILE IN ARIBA

...in **two simple steps**



VERSION: 1.0
UPDATED: MAY 2020

1. ACCESS YOUR COMPANY PROFILE

Step-by-step

1. Select **Company Profile** from the Company Setting menu,
2. Enter or revise your **Company Profile page**, making certain to fill out all required information

Illustration

The illustration shows the SAP Ariba Network interface. On the left, a 'Supplier Login' form is highlighted with a red circle '1'. The main dashboard displays various metrics: 'New orders' (6), 'Changed orders' (0), 'Orders to invoice' (6), 'Rejected invoices' (0), and 'Orders' (6). Below these are widgets for 'Purchase orders' (235B CZK), 'Invoice aging' (309K CZK), and 'Company profile' (35% Completed). On the right, a user profile dropdown menu is shown with a red circle '2' next to the user name and a red circle '3' next to the 'Company Profile' option.

Tips & Tricks

- Setting up your company profile will make your business visible to buying organizations looking to source new products and services on the Ariba Network

2. ENTER OR REVISE COMPANY INFORMATION

Step-by-step

1. Fill out the **Basic Information** tab
2. Add or revise information regarding **Business, Marketing, Contacts, and Certifications** tabs.

Illustration

Company Profile

Save Close

Basic (3) **1** Business (2) **2** Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Overview

Company Name: *

Other names, if any:

Networkid: AN01433785090-T ⓘ

Short Description: ⓘ Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01433785090-T> | Customize URL

Privacy Statement:

Address

Address 1: *

Address 2:

Postal Code: *

State:

City: *

Country: *

Public Profile Completeness: 35%

Short Description
Website
Annual Revenue
Certifications
D-U-N-S Number
Business Type
Industries
Company Description
Company Logo

Share Your Public Profile

[Click here to get your Ariba badge.](#)

Find us on Ariba Network

View Public Profile
Profile Visibility Settings

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)

