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

**SET UP YOUR COMPANY PROFILE IN ARIBA**

...in **two simple steps**

1. **Access your company profile**

2. **Enter or revise information**
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

**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**
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