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

# SET UP YOUR COMPANY PROFILE IN ARIBA

...in two simple steps

Access your company profile

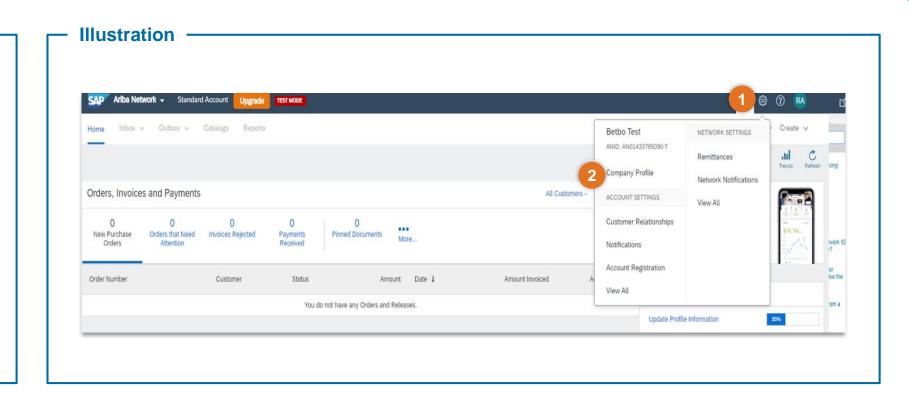
Enter or revise information 2



## 1. ACCESS YOUR COMPANY PROFILE

## Step-by-step

- Select Company Profile from the Company Setting menu,
- 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

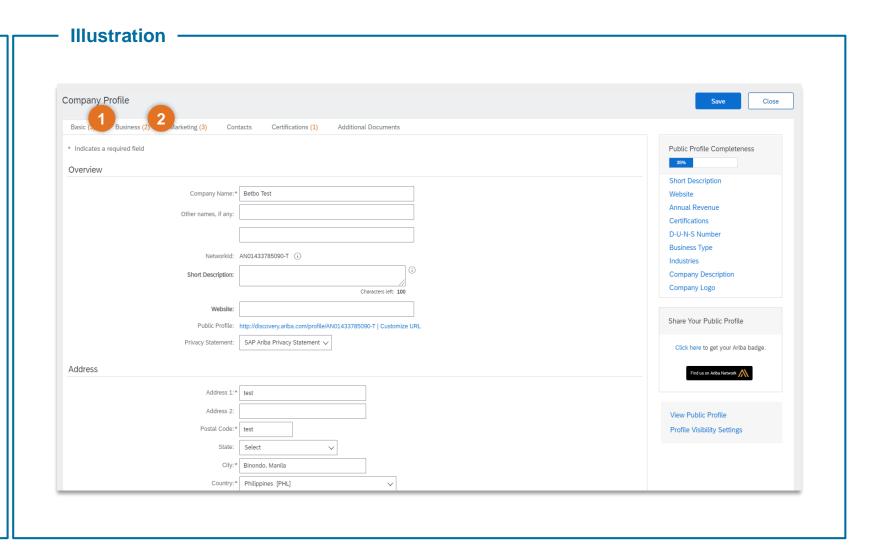




# 2. ENTER OR REVISE COMPANY INFORMATION

### Step-by-step

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







# **NEED HELP?**

Support is available!



For **questions or technical support** please contact the <u>Vestas SSC Ariba team</u>



For **information and guides** from the Digital Procurement program in Vestas, visit our <u>website</u>

