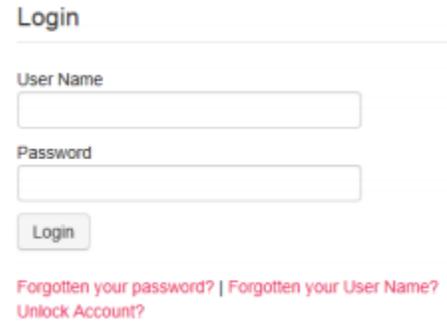# Quick Guide: Improving Your Company Profile
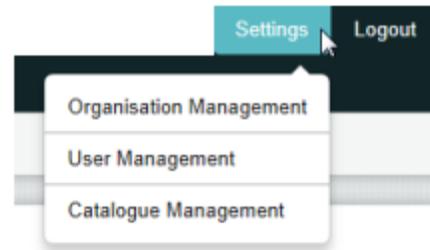
Step 1

Log into the Basware Commerce Network.

Step 2

Your Supplier profile can be accessed via 'Settings' and then 'Organisation Management' tab

Step 3

Select the appropriate tab you would like to update then

The details entered during registration were used to automatically create this account. Any field marked with an asterisk is mandatory. Whilst in edit mode you will be able to change your details.

The following information will be worth adding in the Overview section to improve your Profile.

Upload a logo: You are able to add your Company logo. Website: Enter your website URL this will allow Buyers to access it whilst reviewing your profile. Email / Phone: This email address is visible to all Buyers on the Commerce Network. You could receive both new customer and existing customer queries, so you may want to use a generic email address.

The Financial Information section is for informative purposes only. This enables you to tell Buyers what your preferred method of payment is. Populate the relevant information by selecting from the drop down lists, ticking the Tick Box, or typing in the free text field.

Small or Medium enterprise: Identify whether you're an SME. The Organisation has less then 250 people and a maximum annual turnover of circa £43m. Charitable Organisation: Identify whether you are a charitable organisation as defined by the Charities Act 2006. Environmentally Friendly: Identify whether you have an environmental certificate such as Planet Positive or Carbon Trust.

Once you have completed the adjustments to your Overview tab scroll down to the bottom of the page and select 'Save changes'.

Step 4
The following information can be edited in your 'System Settings' tab:
Default language: Currently there options are English / German or Welsh.

Step 5
The 'Bank Details' section is for informative purposes only. This enables you to tell Buyers what your preferred method of payment is. Populate the relevant information by typing in the free text field.

Step 6
The 'Locations' section allows you to enter where in the UK or Northern Ireland you can delivery too. Select the appropriate locations by drilling down into the tree structure and ticking the tick box. Click 'Save Selection' when complete.

Step 7
The 'Commodities' section allows you to identify you type of business. Select the appropriate commodities by drilling down into the tree structure and ticking the tick box. Or use the search function to find the appropriate commodity and tick the tick box. Click 'Save Selection' when complete.

Please note your profile is visible and searchable for Buyers within their Supplier Directory.

For any further information please contact the service desk on:

0845 603 2885

support@procserve.com

About Basware:

Basware is the global leader in providing purchase-to-pay and e-invoicing solutions in the world of commerce. We empower companies to unlock value across their financial operations by simplifying and streamlining key financial processes. Our Basware Commerce Network, the largest open business network in the world, connects 1 million companies across 100 countries and enables easy collaboration between buyers and suppliers of all sizes. Through this network, leading companies around the world achieve new levels of spend control, efficiency and closer relations with their suppliers. With Basware, businesses can introduce completely new ways of buying and selling to achieve significant cost savings and boost their cash flow.

Find out how Basware helps money move more easily and lets commerce flow at www.basware.com.

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