

# Supplier Portal – Company Profile

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How to use Company Profile in Compliance



Company Profile Overview ..... 3

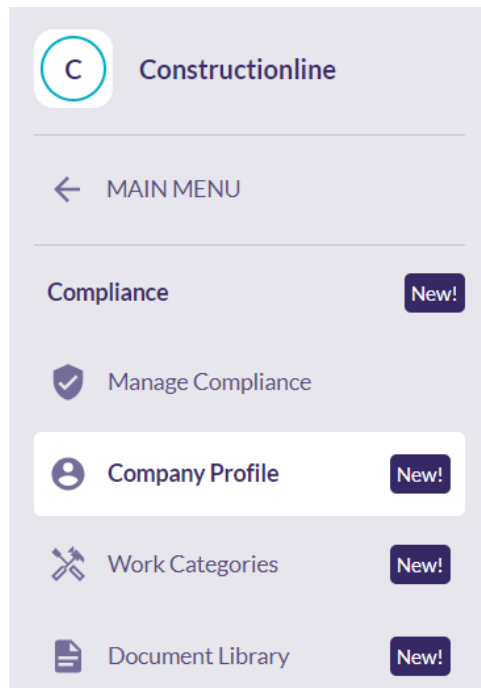
# Company Profile

## Company Profile Overview

Manage Compliance is changing. As part of our improvements on the Once For All platform, Manage Compliance is being split into dedicated tabs so that you can identify non-compliance quicker and with ease.

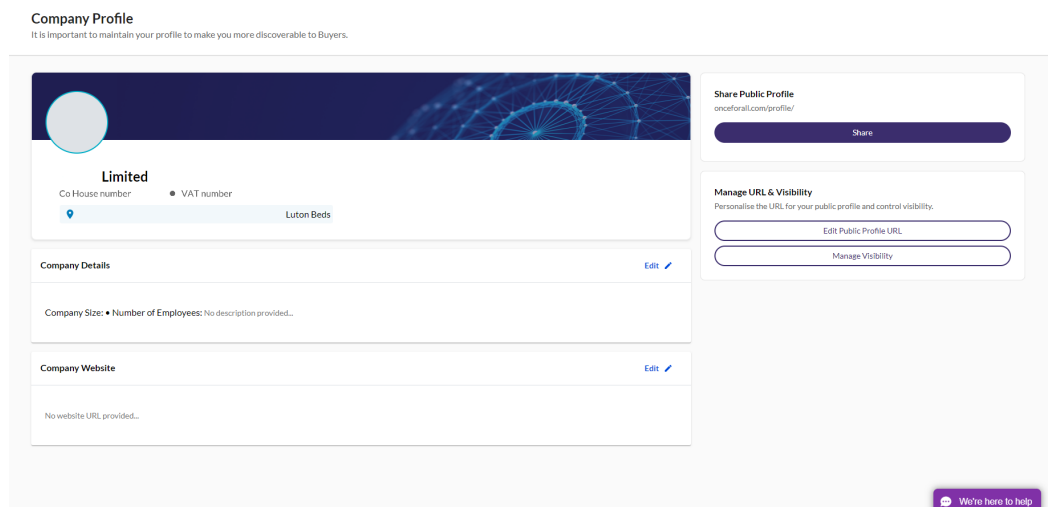
From the portal menu, you will need to click **“Compliance”** and then **“Company Profile”** on the left.

Please note, to access Compliance, you require the **“Supplier”** permission to be applied to your user account. Please contact your Admin user to ensure you have access.



The first section will include your Company Name, logo, Companies House number (if applicable), VAT number (if applicable) and primary location.

Please note, the Company Name, Companies House number, VAT number and primary location is taken from the **Identity** requirement. This cannot be edited in Company Profile.



**“Company Details”** will allow you to write a description of your company. Click **“Edit”** to update this.

# Company Profile

## Company Details

This description is shown on your public profile.

Company Description

Normal **B** *I* U

Cancel Save

“Company Website” allows you to enter the URL for your website.

## Company Website

This website URL is shown on your public profile.

Website Address

e.g. www.onceforall.com

Cancel Save

“Manage URL & Visibility” is where you can set your profile to publicly visible and amend the web address for your profile.

Click “Manage Visibility” to show or hide your profile.

## Edit Profile Visibility

You control if your profile is made available to people who are not signed in to the platform. You can choose to hide your profile if you do not want it to be publicly available.

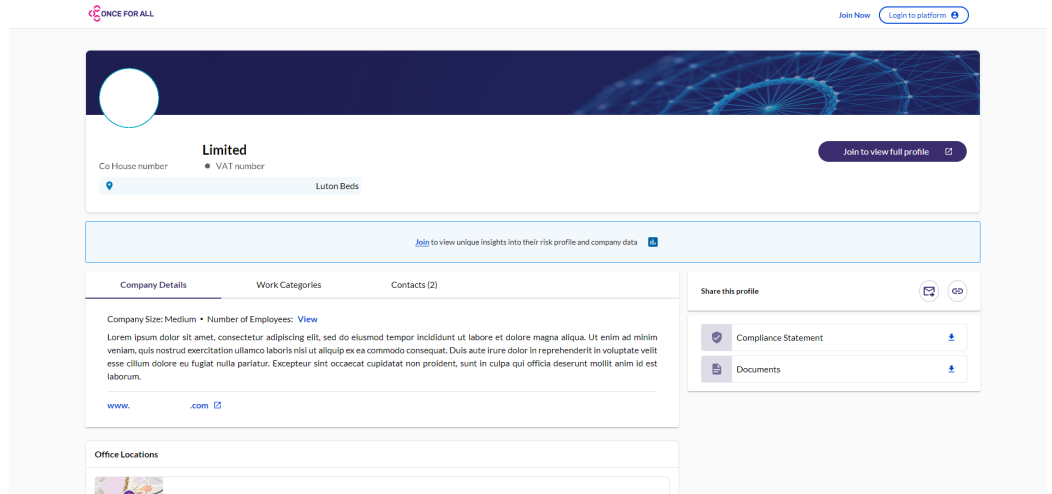
**Profile Public**  
Your profile could be visible in search results (Google, Bing, etc.).

**Hide Profile**  
Your profile is only visible to authorised users logged into the platform.

Cancel Save

A “Public Profile” will be displayed in search results when looking up your company name on a search engine. This does not allow full access to your company’s account on the OFA platform, instead this displays an overview.

# Company Profile



“**Hide Profile**” will only show the account to registered users on the OFA platform with the required permissions.

“**Edit Public Profile URL**” allows you to amend the URL of your public company profile. By default, your URL will be **www.onceforall.com/profile/** then your **Company Name**.

## Edit Public Profile URL

Personalise the URL for your public profile.

www.onceforall.com/profile/

**i** Your custom URL must contain 3-100 letters or numbers. Please do not use spaces, symbols, or special characters.

Cancel

Save

“**Share Public Profile**” is where you will be able to share your profile if it is a Public Profile.

## Share Profile

×



Search by Supplier Name, Constructionline ID or Companies House No.

Copy Share Link


Generate QR Code

The search bar allows you to search for a Buyer. After entering the company name and selecting the correct company, you will be prompted to enter the recipient’s contact information.

# Company Profile

Share Profile ×

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First Name\*  Last Name\*

Email Address\*

[Share Profile](#)

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[Copy Share Link](#) [Generate QR Code](#)


Click **“Share Profile”** once you have entered your contact information. This will send an email to the Buyer with your company profile.

**“Copy Share Link”** will simply copy the web address for your public profile.

**“Generate QR Code”** will create a QR code that can be downloaded and shared with Buyers. This will allow your profile to be accessed via a smartphone quickly.

Share Profile ×


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[Copy Share Link](#) [Generate QR Code](#)

QR Code Generated

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