Company Profile

Features · https://scopematch.com/docs/company-profile/

Overview

The Company Profile is your organization’s digital identity within ScopeMatch. It centralizes key information such as general details, industries, certifications, values, corporate structure, contacts, and product catalogs. A complete and validated profile increases your visibility in searches, improves trust with potential partners, and ensures accurate data across the platform. The Company Profile is also the foundation for other features like Product Supply, Product Catalog, and Network Analysis, since data entered here flows into sourcing lists, validations, and analytics.

What your profile can include

- **Legal name**, so partners can address you correctly in contracts and documents.
- **Insurance coverage**, to show risk readiness and reliability.
- **Standards and certifications**, such as ISO, quality, safety or sustainability standards.
- **Company values and description** of your activities, capabilities and expertise.
- **Corporate structure**: parent companies, subsidiaries and sister companies.
- **Operating locations**: headquarters, distribution centers, warehouses and plants.
- **Contacts**: the right people for sales, procurement or technical questions.
- **Business relationships** with customers, distributors, partners or suppliers.
- **Audits** you have completed, are undergoing or perform.
- **Sourcing countries** (manufacturers and material suppliers).
- **Services** you offer alongside products.

Tip: select **Fill profile with AI** on your profile to fill it from a PDF or your website. See AI Catalog Parsing.

Plans

Available on every plan. Free includes the full basics of a profile, discoverable in search, with limits per section. Profile documents (certificates, audits, insurance, catalogs): Free 5, Basic 20, Pro 50, Premium unlimited. See Tiers and Features.

When to Use It

Update and manage your Company Profile when:

1. **Setting up your organization** for the first time.
2. Adding or updating **products, services, or certifications**.
3. Recording **new locations, affiliates, or parent companies**.
4. Keeping **contact and audit information** current for validation.
5. Improving your **Profile Strength** to maximize exposure.

Step-by-Step Guide

1. **General Information**
   - Enter your company name, website, type, headquarters, and insurance range.
   - Add industries, certifications, and company values that define your operations.
   - Use the **About the Company** field to describe your mission, values, and achievements.
2. **Corporate Structure**
   - Define parent and affiliate companies.
   - Record ownership percentages and visibility status for transparency.
3. **Locations**
   - Add company locations where operations take place.
   - Specify location type (e.g., HQ, regional office, production facility).
4. **Contacts**

- Add key personnel, their role, email, and phone details.
- Assign role types to clarify responsibilities.

5. **Connections**
   - View your linked companies (e.g., plant owners, distributors, manufacturers).
   - Each connection displays organization type, visibility, and validation status.

6. **Audits**
   - Record audit details for compliance and quality assurance.
   - Upload relevant audit certifications when available.

7. **Product Catalog and Services**
   - Add your company’s products under categories (e.g., bolts and nuts, pipes, flanges).
   - Include specifications for clarity.
   - Add services such as manufacturing, logistics, or consulting.
   - Products and services listed here connect directly to Product Supply lists and Network Analysis, ensuring consistency and visibility across the platform.

Best Practices & Tips

Do:

1. Keep your profile up-to-date - vendors and partners rely on validated information.
2. Use **certifications** and **values** to highlight credibility and alignment with industry standards.
3. Regularly review your **Profile Strength** indicator to see how complete your profile is.

Don't:

- Leave key sections empty (e.g., contacts, locations, product catalog), as incomplete profiles reduce visibility.
- Forget to update corporate structure when affiliates or ownership details change.

FAQs

- **What does “Validated” mean in the Connections section?**
  - It means the information has been cross-checked with the vendor’s profile and confirmed as accurate.
- **How do I increase Profile Strength?**
  - Fill in all available fields, add products/services, upload certifications, and list audits.
- **Can vendors manage their own company profiles?**
  - Yes. Once claimed, vendors can update and validate their profile, which improves accuracy and increases trust across the network.
- **Why is completing my Company Profile important?**
  - A complete profile increases your visibility across ScopeMatch. It improves matching in Search Requests, validates data in Product Supply, and enhances the accuracy of Network Analysis, helping partners find and trust your company more easily.

Troubleshooting

- **If Profile Strength doesn’t update** → Refresh the page or re-save details.
- **If a connection isn’t validated** → Check if the vendor has an active profile; invite them to join if not.
- **If products/services don’t display** → Ensure categories and specs are added in the Product Catalog section.

For further details or to request upload assistance, please contact us via helprequest@scopematch.com