



Supplier Systems Catalog

The solutions that allow P&G and suppliers to
collaborate efficiently and digitally

Introduction

This document outlines the core set of digital functionalities that P&G and suppliers can use to efficiently collaborate on Source-to-Pay activities for the supply of raw and packaging materials. Below is a high-level diagram of the areas involving transfer of information and materials between P&G and suppliers. Use this document as a resource to understand the digital solutions available to you to best manage each component of our Source-to-Pay ecosystem. Each solution page includes a description, details on the functionalities, a list of prerequisites, the benefits to P&G and suppliers, and guidance on how to enroll.



Supplier Solutions

Welcome to our collaborative digital journey!

Click a blue box to find out more about each solution. You can also move through this document by clicking the navigation bar in the top right corner or use the arrows on either side of the page.

SUPPLIER PORTAL _____

ENOVIA _____

COUPA _____ **ARIBA** _____

ARAVO _____

SUPPLIER PORTAL – MATERIAL PLANNING

Work Process Description

P&G plants and raw & packaging material suppliers function as one supply chain when they exchange material planning information in an efficient manner and digitize end-to-end integrated processes. This work process is a key enabler for end-to-end synchronization.

Functionalities

- For traditional order management, direct visibility into the most recent delivery schedule is given for each material supplied to each P&G plant.
- For supplier-managed inventory cases, the platform gives visibility into the current inventory levels and forecasted consumption at P&G so the material replenishment can be proactively managed by the supplier according to the agreed-upon parameters.
- By managing the orders through the platform, suppliers can automatically trigger an advance shipment notification (ASN) containing significant information on the material in transit to P&G, similar to the information contained on the delivery note. This provides both the planner and the site with visibility on **when** to expect the delivery and the **actual quantity** shipped.
- Once the material arrives at the P&G plant, a goods receipt notification (including the amount of the material received) is electronically triggered in the system. This facilitates the three-way match of the purchase order, goods receipt, and invoice enabling timely payment of invoices.

Prerequisites

- The responsible plant Material Supply Manager (MSM) assesses the value and chances of success for a supplier to use this platform. The key item to consider is that this solution removes the human intelligence step between the SAP planning data and the data shared with suppliers. It is crucial to validate that the SAP data flowing in the material planning section of the supplier portal is accurate. Therefore, this solution is best used when the demand on a material can be anticipated accurately by SAP and is relatively steady.
- Once the solution is in place, offline collaboration alignment is crucial to set up the right parameters.
 - P&G should send material order requirements per the agreements in the SLEA (frequency, horizon, firm zone, etc.).
 - P&G should notify suppliers when changes are made to material order requirements in the firm zone.
 - Material orders are expected to be received on date and quantity per the Delivery Schedule. If not, P&G expects immediate notification.

Targeted users

- This platform should be used by the customer service and logistics/planning center.
- Suppliers' planning team will use the system to plan production and shipments based on P&G's demand and current orders.
- Material Dispatchers will use the system to create ASN and view goods receipt notifications (a template of the ASN can be found in the portal).

Benefits

- Increased visibility of P&G demand
- Reduced time, inventory, and cost inefficiency
- Increased productivity through elimination of redundant or low value/high effort work
- Touch-free information flow between supplier and P&G
- Scales to all P&G locations and enables end-to-end synchronization
- Increased global standardization utilizing one platform



Material
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How to Enroll

When visiting the [sign-up page](#), you will be prompted to request an invitation. Please get in touch with your P&G plant MSM contact or the P&G planner in charge of the supply chains for which you'd like to use the Material Planning solution.

The MSM will assess the sufficiency of the data accuracy for the given supply chains and confirm whether material planning is a suitable solution. The MSM will then trigger the enrollment and administration of the supplier in the material planning section of the supplier portal with the help of the Planning Service Center (PSC).

If you have questions, please reach out to the following regional SPOCs.

- North America: Jose Iraolagoitia iraolagoitia.ji@pg.com
- Latin America: Santiago Campos campos.s.3@pg.com
- Europe/IMEA: Paulina Tomczakkarlinska tomczakkarlinska.p@pg.com
- Asia: Lynn Lee Lee.l.5@pg.com

SUPPLIER PORTAL – INVOICING AND PAYMENT REPORTS

Work Process Description

P&G has simplified how you can access real-time invoice status information, and you have multiple options to check the status of invoices:

1. For Coupa invoices, use your [Coupa Supplier Portal](#) credentials to log-in and track the status of your Coupa invoices.
2. For non-Coupa invoices,
 - Use [Simple Invoice Status](#) to check the high-level status of a single invoice without logging on to P&G's supplier portal, or
 - Get comprehensive invoice and payment status information by using the [Invoice Status app](#). Click [here](#) for more information on how to do so.

Visit [PGSupplier.com](#) to view a wealth of additional information.



Invoicing &
Payment



Information
Flow

How to Enroll

Visit the [P&G portal](#) or [Coupa Supplier Portal](#) to sign up. Have your P&G vendor code ready to create your account.

Functionalities

- Gives suppliers all information needed to invoice P&G right the first time and manage invoices and payments more efficiently
- Provides access to multi-languages apps that help you:
 - Quickly view invoice status, why an invoice was returned, search by invoice number, and more
 - Find a missing invoice with Robie the Chatbot, our Supplier Concierge
 - Subscribe to weekly invoice status reports
 - See payment reports—who has paid whom, when, and for what
 - Get access to all relevant P&G vendor codes
 - View your user account and sponsor information
 - Grant access to a colleague
 - Keep your company's information updated
 - Ask for expert support within the apps

Prerequisites

- Suppliers must first register to the [Invoice Status app](#) or [Coupa Supplier Portal](#) to get comprehensive invoice and payment data.
- You cannot register if you do not have business with P&G. When signing up, you will be asked to provide your vendor code, which can be found on any purchase order.
- There is no training required as the solutions are intuitive and easy to use.

Targeted users

Accountants, Billing Experts, Cash Managers, and Account Managers will:

- Learn how to invoice P&G right the first time and more efficiently
- Track the status of their invoices and payments securely, anytime, from anywhere, for free

Benefits

- Provides invoice status transparency
- Enables supplier to request support for payment issue resolution
- Enables invoice issues to be identified earlier and resolved more quickly
- Reduces the number of touchpoints for payment issue resolution

SUPPLIER PORTAL – ELECTRONIC INVOICING

Work Process Description

P&G is committed to making payments as quickly and efficiently as possible, and electronic invoicing best enables this. Thus, P&G is actively phasing out the processing of paper & PDF invoices where legally allowable. For your guidance, Coupa is the e-invoicing solution of choice for Coupa Purchase Orders (POs), and Tungsten is the e-invoicing solution for all other POs (including Ariba POs) and non-PO-backed invoices.

Please read the below and [visit our website](#) to learn more.

IMPORTANT: As of December 31, 2018, electronic invoicing is the only supported invoicing method for most* invoices to P&G U.S. legal entities (excluding Puerto Rico).

Functionalities

P&G has partnered with Tungsten and Coupa to help enable P&G's digital journey, and each offers several options for submitting your invoice information (e.g. submitting via a portal or direct integration with your company's ERP).

Prerequisites

The respective Tungsten and Coupa enablement teams will contact you directly to initiate the enrollment processes and provide you with clear technical requirements. To facilitate efficient discussions, please ensure your company contacts in our supplier database are up-to-date. You are now able to manage your information in our database directly via [ARAVO](#).

Targeted users

Members of your team responsible for invoicing and payment management will use the solution(s) to issue invoices and get them processed and paid more efficiently.

Benefits

- Enables invoice issues to be identified earlier and resolved more quickly
- Reduces cycle time of the invoice and eliminates the risk of lost invoices
- Reduces the number of blocked invoices
- Reduces the number of touchpoints for payment issue resolution
- Enables invoice management automation
- Reduces excess printing costs



Invoicing &
Payment

How to Enroll

Your next steps depend on the type of PO against which you intend to invoice:

1. For Coupa POs (POs which start with the number 8): Send an email to pgsuppliercoupa.im@pg.com. You will then be contacted within 24 hours to work on the engagement process for Coupa e-invoicing.
2. For non-Coupa POs (POs which start with the number 3, 4, or 5): Please follow this [link in the Tungsten portal](#) dedicated for P&G suppliers, or partner with your P&G P2P contact by emailing Pgesupport.im@pg.com to add these invoices to your existing electronic solution.
3. If you don't have a Purchase Order: Follow [this link in the Tungsten portal](#) dedicated for P&G suppliers to submit a "one time" invoice.

SUPPLIER PORTAL – PURCHASES SOLUTIONS: EZ PRICING

Work Process Description

EZ Pricing (EZP) is a price management solution for Raw & Pack suppliers. EZP enables automation of price management via the Purchases Solutions section of the supplier portal. This solution helps P&G and suppliers improve price accuracy as well as enable timely invoice payment. EZP is a structural part of the P&G vision for digital and touchless collaboration.

Functionalities

EZP is a solution run as part of the Purchases Solutions on the supplier portal. Once logged in, suppliers can see all the scheduling agreement lines associated with their vendor code that have been enrolled in EZP. Suppliers can request changes to the unit price setup in the scheduling agreements themselves and specify the effective date for such changes (e.g., work items).

The responsible buyer at P&G receives an email notification requesting his or her approval for the given work items. The work item is then automatically processed for update in the scheduling agreement without requiring the intervention of a P&G Purchase to Payment (P2P) individual. Alternatively, the work items may be uploaded manually by the regular P&G P2P team for processing in the scheduling agreements.

Prerequisites

- The solution is available to direct (raw and packaging) suppliers to P&G manufacturing plants globally, which are managed through scheduling agreements (SA) and outline agreements/purchase orders (OA/PO).
- The targeted users are the suppliers submitting a significant number of price changes manually on a regular basis. The enrollment of a supplier needs to be approved by the purchasing manager responsible for the given business scope involved.
- Suppliers will have to go through training on how to navigate and use the platform with the P2P individual responsible for their enrollment.

Targeted users

- Users will be individuals who are responsible for sharing/updating pricing back to P&G (e.g., supplier sales team members, customer service associates, administrators).
- Suppliers will use the system to update information in the EZP system when a material price has changed, at pre-agreed intervals (e.g. quarterly, annually etc.).

Benefits

- Enables timely and accurate invoice payment with 24/7 visibility to all pricing in P&G systems so users can proactively ensure a smooth payment process
- Automation seamlessly manages all price changes
- Online migration reduces price update cycle time by 75%



Information
Flow

How to Enroll

Please email relevant contacts below to register interest:

- Americas:
ezp.im@pg.com
- Europe/IMEA:
ezpemea.im@pg.com
- Asia:
bataller.dj@pg.com

ENOVIA – SPECIFICATIONS EXTERNAL READER

Work Process Description

P&G uses the PLM system ENOVIA to manage the creation, review, approval, and distribution of specifications. The ENOVIA-based application, External Reader, allows P&G's suppliers to access the most up to date material specifications. ENOVIA External Reader also provides the input template for the Certificate of Analysis (COA) process. This replaces CSS-External Views and eliminates manual specification communication.

Functionalities

- Gives suppliers access to P&G's up-to-date specifications
- Serves as a simple tool to communicate whether specified material can be delivered according to the most recent specification
- Provides a downloadable input template for COA, also known as AutoCOA (see the [ENOVIA – Electronic Certificate of Analysis page](#) for further information)

Prerequisites

- You must have a P&G account associated with a P&G sponsor before you can request an ENOVIA account (Central User Registration).
- ENOVIA access is reviewed every six months (your P&G sponsor will be asked whether your account should be kept active or terminated).
- If your company already has an ENOVIA account, you may ask your P&G sponsor or regular contact to request an update of the existing account.
- Once the creation process is initiated, you will be sent links to:
 1. A 20-minute web-based mandatory training. Once completed, it will trigger the activation of your ENOVIA account.
 2. Verizon registration for data security purposes.

Targeted users

ENOVIA External Reader is usually most beneficial for your quality team members but can be relevant to your R&D teams as well as your sales colleagues.

Benefits

- Provides 24/7 electronic access to P&G specifications
- Communicates acceptance of specifications
- Provides electronic download of AutoCOA template
- Sends notification email for new specifications
- Eliminates manual distribution of specifications
- Secure access and data sharing
- Immediate notification of new specifications



Information
Flow

How to Enroll

Please get in touch with your regular P&G contact who can act as your P&G sponsor and request an ENOVIA account creation on your behalf.

Your P&G sponsor will need to validate that your company has a general P&G Account in ItAccess to trigger the registration process to ENOVIA on the Dijunction website.

Once you receive the email notification for the registration, please follow the steps.

CERTIFICATE OF ANALYSIS (E-COA)

Work Process Description

e-COA is a system that checks certificates of analysis (COAs) for all incoming deliveries against up-to-date specifications. The system requires the use of the AutoCOA template (available to suppliers as a download from ENOVIA), which is populated by the vendor and emailed as an attachment to the P&G e-COA system for processing. This AutoCOA template is checked automatically against the latest specification prior to the shipment. The supplier then receives release/reject feedback from e-COA within a few minutes. e-COA/lot status is automatically transferred to P&G systems, avoiding data transfer mistakes and ensuring record tracking.

Functionalities

Transferring data in an electronic format between suppliers and P&G end users facilitates information exchange and enhances information usability. Specifically, e-COA makes it possible to:

- Reduce the need to sort, distribute, organize, and search through paper documents for material data used for the release of unloading/delivery.
- Ensure the use of current P&G standards.
- Ensure compliance with up-to-date material specifications and data reporting requirements.

Prerequisites

At the supplier:

- You must be registered as an External Reader in ENOVIA (more info available on the [ENOVIA External Reader page](#)).
- The e-mail addresses of the individuals responsible for sending the AutoCOA need to be registered as valid submitters. Please send your request to the P&G Site QM Key User, Site e-COA process owner, or your regular contact at the P&G site. Multiple individuals can be registered but any email submission of AutoCOA from a non-registered address will not be processed and an error message will be sent.
- AutoCOA templates can be downloaded for each material specification in ENOVIA. It's important to use the most up-to-date specification.

- Once the vendor user is set up, initial AutoCOAs can be generated and reviewed with respective P&G counterparts for training and test purposes before going live.

At P&G:

- Specifications need to be fit for e-COA by ensuring all parameters are considered for the AutoCOA generation in ENOVIA. Until we complete the move from CSS to ENOVIA, some specifications might not be fit for e-COA.
- Most plants can accept e-COA but actions are required both from P&G site and supplier to make the process work.

Targeted users

- Lab/QA personnel use AutoCOA to enter quality testing results
- The QA manager uses AutoCOA to sign off for accuracy of the COA

Benefits

- Setting up the account is a one-time effort and the use of eCOA can be extended to other supply chains with relatively minor effort.
- Single production lots used in multiple shipments (to the same or differing plants) can be handled with one COA submission.
- More efficiently managed delivery and nearly automatic goods receipt processing, hence a lower risk of payment issues and reduced waiting time for unloading at P&G sites.
- Integrity of the material receiving process is greatly improved and with lower effort vs. manual procedures.
- e-COA information is available online and clearly connected to a supplier lot
- Eliminates the need for paper copies of the COA at material delivery and for users to enter COA data into P&G systems.
- Eliminates the compliance check of COA at delivery because the results were already checked against material specification online.



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Flow

How to Enroll

- [Enroll in ENOVIA](#) if you do not have access yet.
- Contact your regular P&G contact to verify the P&G plant system's readiness as well as material specification fitness for e-COA and align the implementation plan.

COUPA

Work Process Description

Coupa is the platform which integrates the sourcing, ordering, and payment processes for all P&G user-generated (i.e. non-MRP) demand.

Functionalities

Current functionalities include:

- P&G creation of purchase requests
- Budget and sourcing approval workflows
- Purchase Order (PO) creation
- PO transmission
- Supplier price updates (via e-catalogs)
- Supplier PO confirmation
- Supplier invoice submission

Future functionalities include:

- Supplier timesheet management
- Supplier risk management
- Contract management

Prerequisites

- For those suppliers which desire to leverage the Coupa Supplier Portal to participate in e-bids or receive their Purchase Orders, an internet connection and Coupa login credentials are the only requirements.
- For suppliers which desire B2B connections with Coupa, supplier IT and Customer Service resources must be available.

Targeted users

Since P&G leverages Coupa for sourcing, ordering, and payment processes, targeted users are:

- All suppliers invited to participate in a P&G Coupa e-bid, and
- All suppliers of P&G user-generated (i.e. non-MRP) goods or services.

Benefits

- Integrated workflows between business users, buyers, and suppliers reduce many points of friction, making it easier to do business together.
- Suppliers can create pre-negotiated catalogs and rate cards, making it easier for P&G users to place orders and increasing the likelihood that they'll order from you.
- Suppliers can choose how they want to exchange information with P&G via Coupa on price management, order management, and invoice management processes—cXML, portal, or e-mail.



Invoicing &
Payment



Information
Flow

How to Enroll

Visit the Coupa Supplier Portal
(<https://supplier.coupahost.com>)

ARIBA

Work Process Description

Ariba currently serves as:

1. The platform for exchanging Raw & Packaging material planning information B2B, and
2. P&G's primary means of exchanging Purchase Order information with its Storeroom vendors.



Material
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Information
Flow

Functionalities

- Via Ariba, enrolled Raw & Packaging material suppliers exchange Material Planning messages B2B (e.g. demand, inventory & forecast, goods receipt, advance shipment notifications).
- Those suppliers which leverage Ariba to receive discrete Purchase Orders (primarily Storeroom vendors) can also submit order confirmations.

Prerequisites

- To set-up and test B2B connections, supplier IT and Customer Service resources must be available.
- For those suppliers which receive their Purchase Orders via Ariba, an internet connection, Ariba login credentials, and optional training are the only requirements.

Targeted users

- Raw & Packaging material suppliers with large transaction volumes—Since setting-up a B2B connection requires a higher level of resource investment for both suppliers and P&G, it typically makes sense for suppliers with large transaction volumes. However, once set-up, suppliers are able to exchange information with P&G via their ERP system (i.e. no new interface is required).
- Suppliers who formerly received their Purchase Orders via the P&G Portal "Purchasing Solutions" tool.

Benefits

- Increased visibility of P&G demand
- Reduced time, inventory, and cost inefficiency
- Increased productivity through elimination of redundant or low value/high effort work
- Touch-free information flow between supplier and P&G
- Scales to all P&G locations and enables end-to-end synchronization

How to Enroll

Expansion of Ariba B2B for Raw & Packaging material suppliers is currently on-hold.

Suppliers who should leverage Ariba for receiving discrete Purchase Orders have been contacted.

ARAVO – VENDOR MASTER DATA MANAGEMENT

Work Process Description

ARAVO is a breakthrough vendor master data (VMD) solution that improves and streamlines both third party risk assessments and master data management. The solution allows the electronic exchange and maintenance of master data by suppliers continuously in a digitized and controlled environment, protecting both suppliers and P&G.

ARAVO is the single solution used for third party risk management in personally identifiable information (PII), anti-bribery, and information security (InfoSec). It gathers the required master data faster, more efficiently, and with improved controls.

Functionalities

Suppliers use ARAVO to exchange the required data for setup in P&G's system. This data ensures compliance with both tax and local legal requirements to ensure P&G can issue purchase orders, receive invoices, and issue payments to suppliers. Furthermore, ARAVO:

- Captures all required data with easy-to-use digital forms
- Allows suppliers to manage their own data continuously, thus ensuring their details are always up to date
- Controls who within a supplier's organization can provide the data, therefore improving controls on data management
- Enables easier communication with P&G on master data
- Validates the data at different stages of the process to ensure no request is submitted incorrectly or incompletely

Prerequisites

To use ARAVO, you must first be registered. See "How to Enroll" for more information.

Targeted users

Accounts receivable managers, account managers or sales agents, and any user who maintains a supplier's vendor master data.

Benefits

- Digital data collection vs. use of Excel today
- No supporting documentation required
- Better controls for the suppliers, thus reducing risk of fraud
- Intuitive data collection process
- Up-to-date vendor master data
- Faster exchange of data
- Enhanced data quality
- Single solution for P&G requesters, suppliers, and master data team
- Automated requests and reminders from P&G to suppliers



Information
Flow

How to Enroll

For new vendors, you will receive a notification from GlobalVMD.im@pg.com with instructions and credentials to log into ARAVO. You must then complete the registration process and set-up other desired users.

For existing vendors, you can request access to ARAVO via the chat support on the [P&G ARAVO page](#). For security purposes, only supplier contacts whose email address is registered with P&G will be granted access. Alternately, you can reach out to your P&G contact for them to request access on your behalf. Once granted, you will receive an e-mail from GlobalVMD.im@pg.com with your credentials, and you can initiate self-service updates.

Solution Contact

Suppliers can contact VMD Operations via chat support found on the P&G ARAVO homepage. Live agents are available to support you 24x5.



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