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## PGSUPPLIER.COM SITE

### What is PGsupplier.com?

The PGsupplier.com website is a global reporting and information source for all valued current and potential suppliers of Procter & Gamble (P&G). It is a tool by which P&G continues to strengthen its relationship with its suppliers, who play a vital role in helping us deliver products and services of superior quality and value to the world's consumers.

### Key Features

#### General Information (No Registration Required)

- ✓ Venue to submit product/service proposal to become a new supplier (Become Supplier tab)
- ✓ Holds relevant information for Setting up Profile, Purchase Order Management, Invoicing, and Payment Processes (Tools & Services tab)
- ✓ Under '[Create Invoices](#)' section, you can check the specific invoicing requirements per country. Just choose the region and the specific country receiving your goods/service from the map provided.
- ✓ Use [Simple Invoice Status](#) to check the basic status of a single invoice without logging on to P&G's supplier portal.

#### Invoice/Payment Tracking (Registration Required)

**Track your invoices and payments anytime, anywhere, for free. Available in 9 languages!**

- ✓ [Invoice Status](#)
  - get visibility on all your unpaid and paid invoices
  - find fast what matters most (search by invoice number or date range or PO number- filter results by text-show invoices that need your attention)
  - learn why your invoices have been rejected
  - find a missing invoice with the help of Robie, the bot
  - request expert support from within the app
- ✓ [My Vendor Codes](#):
  - get visibility on all vendors you are linked to
  - link yourself to all P&G vendors that are part of your company
  - see who in your company has access to Supplier Portal
  - grant/remove access to a colleague
  - check your vendor data details and trigger changes as needed
- ✓ [Subscribe](#):
  - subscribe to automatically receive reports of your paid and unpaid invoices
- ✓ [Payments Report](#):
  - find payments that P&G made to you

**Important Notes**

- ! If the invoice you are looking for was not found, it could be due to one of the following reasons:
- The invoice might still be in transit**  
If the invoice was sent via postal services, then it can take up to 10 calendar days until the invoice gets recorded in P&G's Account Payable System. Learn about all your options on how to send an invoice [here](#)
  - The invoice was paid more than 24 months ago**  
We do not store in Portal invoices received more than 2 years ago.
  - The invoice was entered in our system with a different reference number from yours**  
Do not give up your search. Run a further search by Vendor Number or Order Number to find it within the Invoice Status APP
  - The invoice was processed by Coupa**  
Invoices that are processed in Coupa become visible here only once they are ready to be paid. Until then they must be tracked in Coupa.
  - The paper invoice may have been lost**  
If you believe this happened, then please reach out to our help resources within the Invoice Status APP.

**Quick Links**

**Access** the portal now? Go to <http://pgsupplier.com/>

Want to **Register to the Supplier Portal**? Follow this [link](#)

For other quick guides, go to <https://pgsupplier.com/track-invoice-and-payments>

## ARAVO PORTAL

### What is Aravo?

Aravo is the platform where all vendor registration and maintenance are made. This serves as the database of your company profile where suppliers may manage their company information including contact details, company address, bank information, etc.

### Aravo Primary Email

Only one (1) supplier representative will be given username and password to access Aravo. That person will be your **Aravo Primary Email**.

Other email address maintained in your company profile (RTV, PUR, EINVOICE, OTHER) will not have access to update information in Aravo.

Aravo username and passwords may not be used in other P&G platforms such as P&G Supplier Portal and Coupa.

### Aravo Navigation

#### HomeTab

The **Home Tab** is where you may raise self-service updates. This means that you may initiate changes to their company profile without the intervention of any P&G contact.

The screenshot shows the 'PROCTER & GAMBLE (STAGING) THIRD PARTY PORTAL' interface. At the top, there's a navigation bar with 'Home', 'Tasks', and 'Profile' tabs. The user is logged in as 'FRANZ FLORES'. The main content area is titled 'Welcome, FRANZ FLORES' and shows the last login time. Below this, a blue box contains a welcome message and instructions. A red rectangle highlights the 'Actions' section, which includes four buttons: 'Update Banking and Payment', 'Update General Information', 'Update Primary Contact Info', and 'Update Tax and Withholding Tax'. Below the 'Actions' section, there's a 'Tasks' section showing 'You have no open tasks.' and a 'Contact Information' section with the user's name, email, and a 'Support Contacts' button.

PROCTER & GAMBLE (STAGING) THIRD PARTY PORTAL

FRANZ FLORES | Logout

Home Tasks Profile

Welcome, FRANZ FLORES

Your last login was Mon Aug 02 12:21:55 CDT 2021

**Welcome to P&G's Third Party Portal**

You now have access to (1) Respond to surveys initiated by P&G (**check your Tasks below**). (2) Proactively update your own data at any time as per your company needs and, (3) Manage your login ID and password.

Do you need help? [Click here for live support.](#)

**Actions**

- Update Banking and Payment
- Update General Information
- Update Primary Contact Info
- Update Tax and Withholding Tax

**Tasks**

You have no open tasks.

**Contact Information**

FRANZ FLORES  
NEW SUPPLIER TEST 012021  
EMAIL  
[fpdm.pg.testier@gmail.com](mailto:fpdm.pg.testier@gmail.com)

Support Contacts

### Request Types

- **Update Banking and Payment** – Add, update or delete bank account information
- **Update General Information** – Update company name, address, contact number and additional contacts except primary contact information
- **Update Tax and Withholding Tax** – Update tax and withholding tax information and documents
- **Update Primary contact** – Update the primary contact email only

### Tasks Tab

The **Tasks tab** is where you may find links to the open surveys requiring action. Survey may be a **Vendor Master Data survey** and/or **Risk Assessment survey**.

The Start Date, Due Date, and Priority level for each survey are also shown.

PROCTER & GAMBLE (STAGING) THIRD PARTY (GB) PORTAL

Emily Singcool Logout

Home Tasks Profile

Third Party (GB) Portal > Tasks

### Tasks

1 Task

Show: All Overdue Priority: All High Normal Low

Priority	Start Date	Due Date
Normal	24 Apr 2019	3 May 2019

VMD - External Survey v3.0

- For requests that have multiple surveys (vendor surveys and risk assessment surveys), you may check the level of priority of each survey that requires your action.
- A link to the survey will be shown. Click the link and complete the survey.

## Profile Tab

The **Profile Tab** is where you may review your company information currently maintained in the P&G systems. If you need to make changes, go to Home tab, and select the appropriate action.

PROCTER & GAMBLE (STAGING) THIRD PARTY PORTAL

Home Tasks **Profile**

hide menu

- Company Information
- Email Contacts
- Tax Information
- Additional Tax Withholding
- Payment & Banking

Third Party Portal > Company Profile

### Company Information

preview

#### Third Party Information

Full Company Legal or Registered Name	NEW SUPPLIER TEST 012021
Country/Territory of Registration	Pakistan
House Number (complement, number, walk, building number, other information)	123

## How to Complete a Pending Vendor Task

To complete a survey, click the link either in the Home tab or Tasks tab. Answer all the pages representing each data category – General Information, Email Contacts, Tax and Withholding information, and Payment Information.

Once done, submit the survey form by clicking **Save and Submit Changes**. The survey will be forwarded to the P&G Master Data team for validation. Changes will reflect on your profile after the P&G Master Data team completes the validation.

PROCTER & GAMBLE (STAGING) THIRD PARTY (GB) PORTAL

Home Tasks Profile

Third Party (GB) Portal > Tasks > Current Task

Email

### Review and Submit

Please review the information you have provided. If you are not satisfied with the information you have provided, please use the 'Back' button or use the links in the menu on the left side of the page.

Back Save & Submit Changes

Click on a page title below to expand a section, or click the

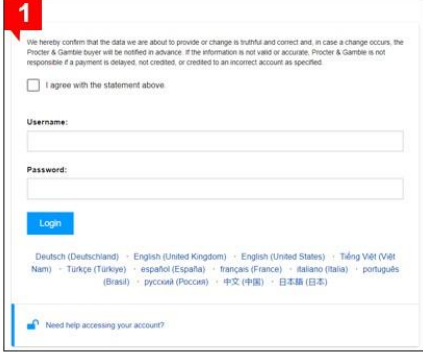
- Company Information
- Email Contacts
- Tax Information
- Withholding
- Payment Information
- Advisory

Save Save & Submit Changes

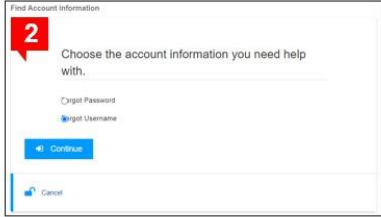
## How to Reset Aravo Username and Password

### Reset Aravo Username

**1**



**2**




**Step 1:** Go to ARAVO  
<https://pg.aravo.com/aems/login.do>

Click "Need help accessing your account?"

**Step 2:** Select Forgot Username > Click Continue

**3**



**Step 3:** Input the email address of the primary email contact and click "Send". An email containing the username will be sent to the primary email contact. Please wait for a few minutes to receive the email.

### Reset Aravo Password

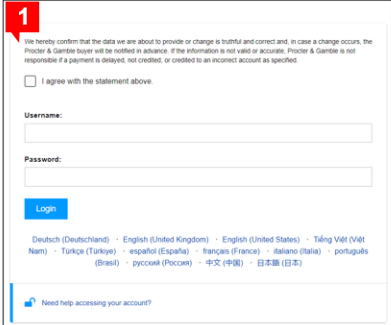
**Step 1:** Go to ARAVO  
<https://pg.aravo.com/aems/login.do>

Click "Need help accessing your account?"

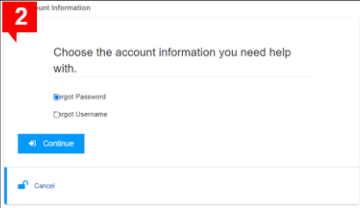
**Step 2:** Select **Forgot Password** > Click **Continue**.

**Step 3:** Input your **Username**.

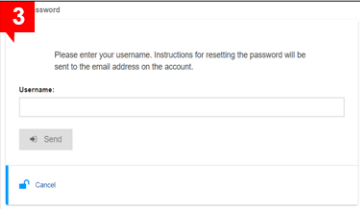
**1**



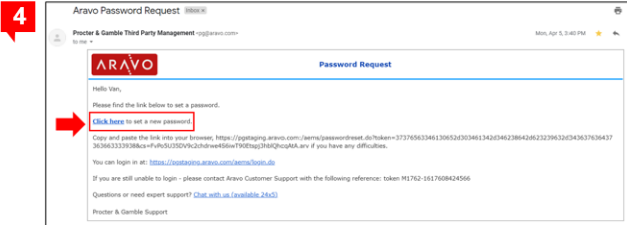
**2**



**3**



**4**

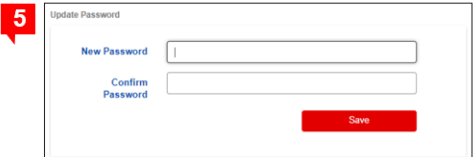


**Step 4:** Open email sent by [pg@aravo.com](mailto:pg@aravo.com) with subject Aravo Password Request.

Click the link to set a new password

The password reset link may only be used once and expires in 15 minutes. Navigating to a password reset link that contains an already used or expired token result in a redirect to an Invalid Link error page.

**5**



**Step 5:** Nominate and confirm your new password.

Once password is updated; you may now go back to the ARAVO Login Page and enter your NEW set of Username and Password.



**MULTI – FACTOR AUTHENTICATION**

For guide on Aravo MFA set-up, go to <https://pgsupplier.com/setup-and-update-profile>

## COUPA E-INVOICING

### What is the Coupa?

Cloud-based, user-friendly e-Procurement and supplier collaboration software which provides ONE platform, ONE environment that integrates our Sourcing, Procurement, and Invoice workflows.

### What is Coupa Supplier Portal

The Coupa Supplier Portal (CSP) is an online tool that serves as the interface between the suppliers and P&G. This will include:

- Exchanging PO documents and Invoices between P&G and its suppliers
- Provide increased visibility throughout the Procure to Pay process.

### Benefits of Coupa E-Invoicing

- No charge for usage of the Coupa Supplier Portal (CSP).
- Multiple options to send and receive POs and Invoices.
- End user friendliness of the CSP. Ease of invoice creation < 2 mins
- Compliant Invoicing which can be used for audit purposes. You no longer create the invoice itself. (You should NOT attach a copy of the invoice. The invoice in Coupa becomes the original invoice.)
- Up-to-date product maintained for VAT which results in having a compliant PDF which can be used for audit purposes.
- Increased visibility via the CSP (Coupa Supplier Portal) throughout the Procure to Pay process.

### How to get started?

1. E-mail regional Coupa Ion and provide the following information:
  - a. P&G vendor code or complete vendor name
  - b. Primary contact's name and e-mail address

Asia and Africa – Chat with an Expert from Supplier Portal via [P&G Chat Support](#)  
Europe – [coupaeurope.im@pg.com](mailto:coupaeurope.im@pg.com)  
Americas – Chat with an Expert from Supplier Portal via [P&G Chat Support](#)
2. Wait for the invitation to join Coupa Supplier Portal from [do\\_not\\_reply@supplier.coupahost.com](mailto:do_not_reply@supplier.coupahost.com) and refer to [Coupa E-invoicing Guide](#) to complete the setup.

### Manage CSP Account

Only the CSP primary email address can manage account permission and can grant access to other users/colleagues. Refer to [How to Invite Additional CSP Users](#).

### Invoice Creation

For P&G, there are two ways in creating a Coupa e-invoice:

- PO Flip
- Coupa Supplier Portal

You can attach all supporting documents on your Coupa E-invoice before clicking submit.

For other quick guides, go to <https://pgsupplier.com/create-invoices/einvoice>

### Monitoring Your Invoice Status

On your **Coupa Supplier Portal** > **Invoices** tab, you can monitor the status of all the invoice you created.

Status	Description
<b>Draft</b>	The invoice has been created, but hasn't been submitted to your P&G yet.
<b>Processing</b>	The invoice is being processed and awaiting receipt of P&G Coupa Portal
<b>Pending Approval</b>	The invoice is received by P&G Coupa Portal and is on hold for AP review or by a business approver.
<b>Disputed</b>	The invoice has been disputed or rejected by your P&G. You will receive an email notifying you of the approver's reasons for rejecting the invoice in the <b>Comments</b> field. Disputed invoices cannot be edited in the CSP. A new invoice must be created with a different invoice number because Coupa will not accept duplicate invoice numbers.
<b>Voided</b>	There's something wrong with the PO. Contact your P&G contact to get the PO back on track.
<b>Approved</b>	The invoice has been accepted for payment by P&G.

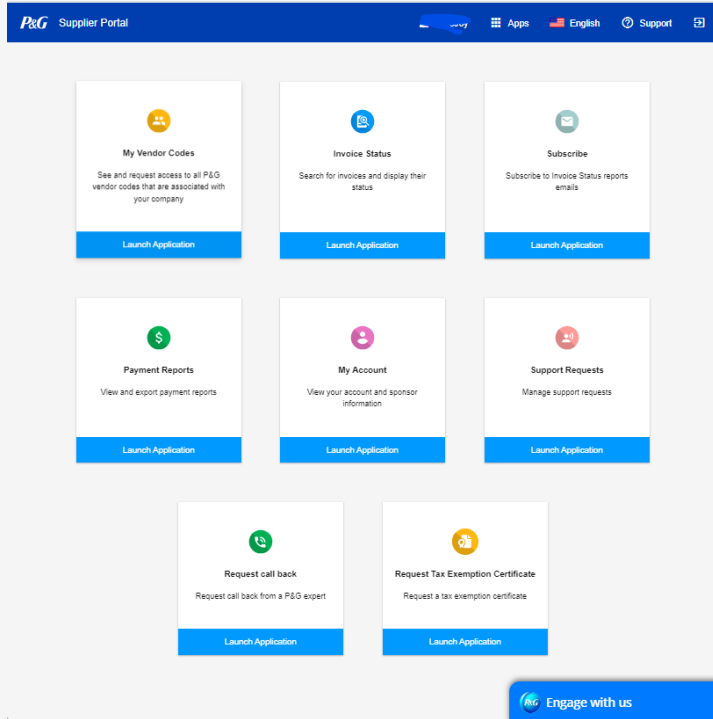
### Monitoring Invoice Payment

Once your invoice is already on **approved** status, you can further monitor payment status using the P&G Supplier Portal. For other quick guides, go to <https://pgsupplier.com/track-invoice-and-payments>

## Invoice Payment Questions

All invoice-related queries should be routed to the **P&G CHAT SUPPORT**:

**Supplier Portal:** Invoice Status application page



## TUNGSTEN E-INVOICING

Considering the current global situation, sending paper invoices can be difficult for all involved - from requiring dedicated people in the office with access to printers to physically mailing invoices. To drive business continuity and offering long term solution, P&G is highly recommending the use of Tungsten to send invoices. Tungsten Solution makes invoicing faster and guarantees invoice delivery – kindly [Click Here](#) to learn more.

### What is the Tungsten?

Cloud-based solution for global electronic invoicing that automates and streamlines the invoicing process and brings Buyers and Suppliers closer together, while maximizing efficiency and improving cash flow management.

### Benefits of Tungsten E-Invoicing

- Prompt and guaranteed delivery - Guaranteed invoice delivery eliminating lost/misrouted paper invoices.
- Real-Time Transmission Status - Know when your invoices have reached P&G.
- Improved cash-flow management - Early invoice validation means that invoices can be approved faster.
- Secure Archiving - All your invoices are digitally signed, encrypted, and stored within the Tungsten network image archive where you can access them anytime.

### Tungsten E-Invoicing Solutions

Rates Based Per Supplier Country

#### 1. WEB FORM

- Recommended for low invoice volume
- 52 free invoices (refreshed annually)
- No annual subscription
- Send invoices through the Tungsten Portal

#### Costs for the Web Form

1-52 invoices per year	Free
<b>Per invoice transaction costs for additional invoices</b>	
Each invoice (minimum purchase of 25)	£ 1.65

#### 2. INTEGRATED

- Recommended for high invoice volume
- 520 free invoices annually
- With annual subscription fee
- Technical setup required (ERP to Tungsten)
- Send invoices from your accounting system

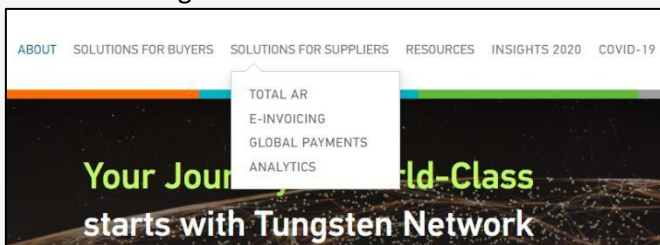
#### Costs for the Integrated Solution

Annual subscription*	£ 920
<b>Per invoice transaction costs for additional invoices</b>	
1-20 Invoices per Month	£ 0.69
21-250 Invoices per Month	£ 0.57

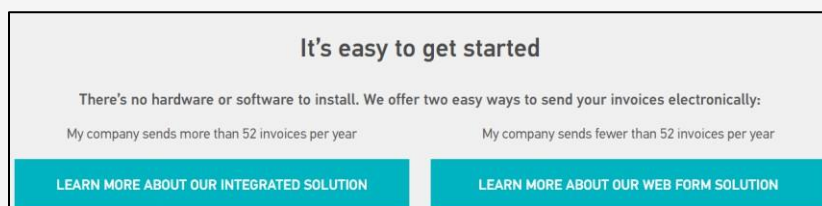
\* For more details on the different Tungsten solutions, click the corresponding link - [Webform Solution](#) or [Integrated Solution](#).

### Tungsten Pricing Per Market

1. Go to Solutions for Suppliers
2. Click E-Invoicing

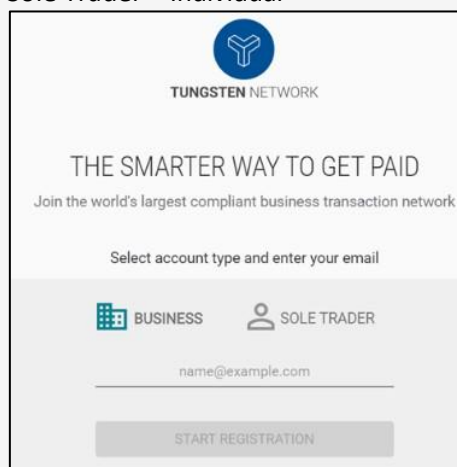


3. Scroll down to the bottom part of the page
4. Click either solution or enter your supplier country to check cost
  - Costs will be paid by supplier
  - Costs are based on supplier country
  - For Integrated Solution, you will be charged for the connection fee per P&G LE and archiving.



### Tungsten Registration

1. Go to [www.tungsten-network.com](http://www.tungsten-network.com)
2. Click Register
3. Select Account Type
  - a. Business – Company
  - b. Sole Trader – Individual



4. Enter your email address
  5. Click Start Registration
- \*Each combination of a supplier code and VAT requires a separate Tungsten account.*

## 6. Search your company

## 7. Enter Company Information

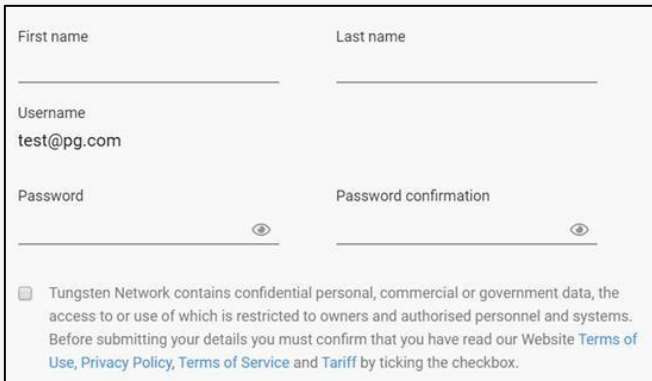
The Company details will auto-populate if your company has been pre-registered into Tungsten.

A form for searching a company. It includes a 'Country' dropdown menu with 'Select' as the placeholder, a 'Company Search' label, and a text input field with the placeholder 'Enter your business name' and a search icon.


If your company is not showing in the Company Search, please click enter details manually.

Can't find your company? Search again or [enter details manually](#).

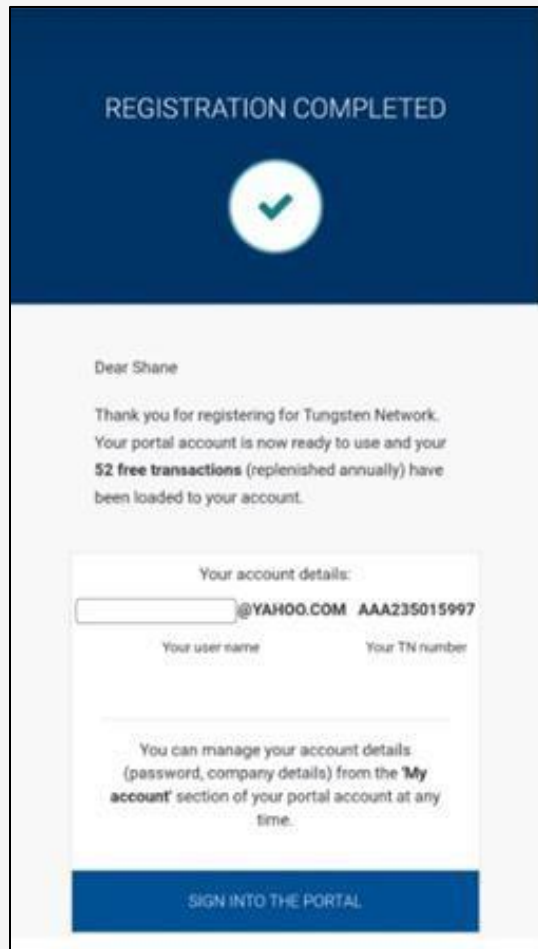
## 8. Enter Personal Information and click the checkbox for the Terms.

A form for entering personal information. It has fields for 'First name', 'Last name', 'Username' (with the example 'test@pg.com'), 'Password', and 'Password confirmation'. Below the fields is a checkbox with the text: 'Tungsten Network contains confidential personal, commercial or government data, the access to or use of which is restricted to owners and authorised personnel and systems. Before submitting your details you must confirm that you have read our Website [Terms of Use](#), [Privacy Policy](#), [Terms of Service](#) and [Tariff](#) by ticking the checkbox.'

## 9. Click Register

A screen showing 'REGISTRATION SUCCESSFULLY COMPLETED' with a large green checkmark icon. Below the icon, it says 'You are ready to go! Click on the button below to sign into the Portal.' and features a blue button labeled 'SIGN INTO THE PORTAL'.

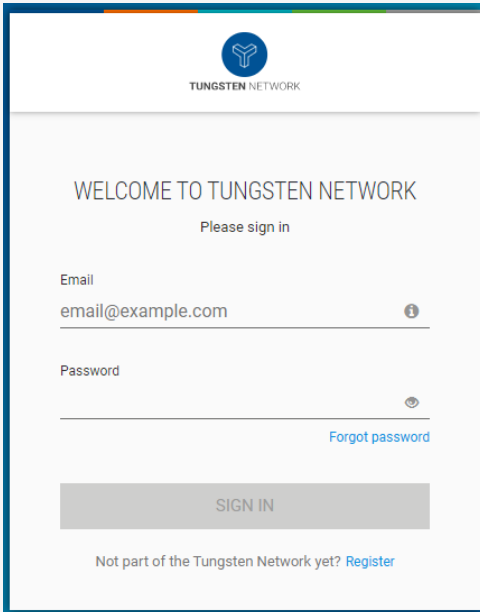
## 10. You will receive an email confirmation containing your TN number. The TN number is your unique identifier in the Tungsten Network.





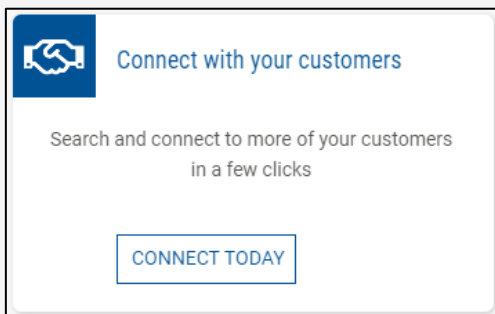
**Connect to a P&G Legal Entity Account**

1. Go to <https://authentication.tungsten-network.com/login> and log in using your credentials.



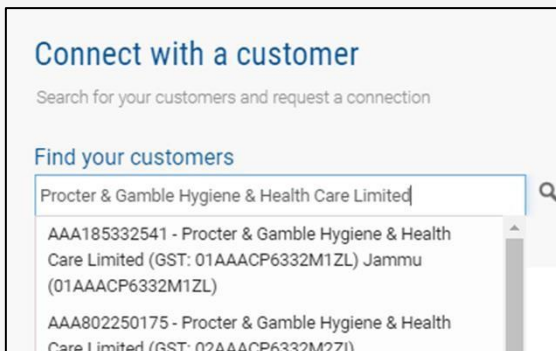
The login page for the Tungsten Network. It features the Tungsten logo at the top. Below the logo, it says "WELCOME TO TUNGSTEN NETWORK" and "Please sign in". There are two input fields: "Email" with the placeholder "email@example.com" and "Password". A "Forgot password" link is located below the password field. A "SIGN IN" button is at the bottom, and a "Register" link is at the very bottom for users who are not part of the network yet.

2. Click Connect Today



A card titled "Connect with your customers" with a handshake icon. It contains the text "Search and connect to more of your customers in a few clicks" and a prominent "CONNECT TODAY" button.

3. Find a P&G LE using either the Legal Entity name or GST number. You can also refer to the AAA Tungsten account number from Supplier Portal when searching for the correct invoice solution for the transaction




A search interface titled "Connect with a customer" with the subtitle "Search for your customers and request a connection". It has a section "Find your customers" with a search bar containing "Procter & Gamble Hygiene & Health Care Limited". Below the search bar, a list of results is shown, including AAA185332541 and AAA802250175, both associated with Procter & Gamble Hygiene & Health Care Limited.

Thanks!

It seems like you are a supplier based in [Singapore](#) and want to know how to invoice [Procter & Gamble Singapore Pte Ltd](#) for a delivery to [Singapore](#). [View this supplier's profile](#) [View this customer's profile](#)

Submit your invoice via:



- ✓ You don't have to pay anything for the first 52 invoices/year
- ✓ You can create the invoices in few clicks
- ✓ Your payment will be processed more quickly

Steps:

- 1 Sign Up or Log In to [Tungsten](#)
- 2 Click on "Customers" tab
- 3 Connect [Procter & Gamble Singapore Pte Ltd](#) to your account using the TN (AAA) number **AAAS44729163**
- 4 Click on "Invoices" tab
- 5 Create your invoice


[I CANNOT USE TUNGSTEN](#)

4. Verify the selected P&G LE and enter your supplier code.

**Connect with a customer**

Search for your customers and request a connection

Find your customers



AAA020083291 - Procter & Gamble Hygiene & Health Care Limited (GST: 18AAACP6332M1Z6) Assam (18AAACP6332M1Z6)

You have selected:

Company Name: Procter&Gamble Hygiene&Health Care Limited (GST:37AAACP6332M1Z6) ANDHRA PRADESH

Vat/Tax Number: 37AAACP6332M1Z6

Country: India

TN Number: AAA921919973

[View group](#)

This account is part of a group. This option allows you to select additional accounts to the one shown above.

**SHOW GROUP**

Customer relationships

Detergenti SA – P&G TEST	AAA923064828
Modern Products Company - P&G TEST	AAA755912060
P&G (Manufacturing)	AAA460226277
Ireland Limited - P&G TEST	
P&G Paper Products Co - P&G TEST	AAA120580592
Procter & Gamble Hygiene & Health Care Limited (GST: 10AAACP6332M1ZM) – P&G TEST	AAA257396788
Procter & Gamble Hygiene & Health Care Limited	AAA210840245

Vendor Code ?


\* Ensure to provide the correct vendor code as it is important to establish connection.

- Click Connect to complete the request for LE connection. To facilitate verification, upload supporting documents such as **(a)** Sample P&G Purchase Order or **(b)** Sample invoice
- \*A ticket will be created for the connection request. Once completed, you will receive an email confirmation.

**Please [Click Here](#) to watch the video and link to download the quick guide.**

### Create Invoice via Webform

- Go to [www.tungsten-network.com](http://www.tungsten-network.com)
- Click Create Invoice



Send invoices

Create your invoice online in a few clicks

**CREATE INVOICE**

- Click Please Select under the Customer field to choose the P&G LE you wish to create an invoice for

**Create invoice**

Create or update a new invoice or credit note

New invoice

Customer\*  
[Please select](#)

- Select New tax invoice from the dropdown and enter the invoice number.

Select Customer

All

**Detergenti SA – P&G TEST**

AAA923064828

Str Mihai Viteazu No.1

RO7759807

Urlati

n/a

Urlati

Prahova County

106300

Romania

ROMANIA

SELECT CUSTOMER

**Modern Products Company - P&G TEST**

AAA755912060

Jeddah Industrial Area

300000446400003

No.4

N/A

Jeddah

2056

SA

SA

SAUDI ARABIA

SELECT CUSTOMER

- Click Create.

Create invoice

Create or update a new invoice or credit note

New invoice

Customer\*

Please select

Select option\*

New tax invoice

Invoice number\* ?

1234ABCD|

CREATE

6. Enter details under Your details section.

Tax invoice #: 1234ABCD

Your details

Your name ?	INDIA VENDOR TEST
Start typing to search +	95 GANPATRAO KADAM MARG
	Mumbai
Your tel	Maharashtra (27)
	400013
	INDIA
Your email	GSTIN 99ABCDE9999AXZX
	Sending goods from a different address than the invoice address?
	No - They're the same ?

*\*This is set to NO by default. Only select YES if the company address is not the same as the address where the goods will be coming from.*

7. Complete the invoice creation by entering mandatory information.
8. For PO-based invoice, ensure to provide the PO number in the correct format; otherwise, invoice will be returned.

Invoice details

Invoice number\*  
1234ABCD

Document type  
Tax invoice

Invoice content type ?  
Goods Invoice

Invoice date ?  
26-04-2020

Tax point date ?  
26-04-2020

Advance payment date ?

Payment due date ?

Delivery date ?

Currency\* ?  
Indian Rupee

Purchase order (PO) number ?

Enter the PO number in the following format.  
Refer to your PO copy.

F6P4500034567  
GBP4500034567  
G4P4500034567

- If non-PO, enter information under Who are you invoicing section. The person to be indicated should be your P&G contact person for the transaction. This person will be the approver of your E-invoice submitted to P&G.

Who are you invoicing

Name
Start typing to search

Tel

Email

Detergenti SA – P&G TEST  
Str Mihai Viteazu No.1 Urlati  
Urlati  
Prahova County  
106300  
Romania  
ROMANIA  
GSTIN RO7759807  
Sending goods to a different address than the invoice address?  
No - They're the same

Click here for additional header fields such as Delivery/GRN number, Cost centre etc

- Complete the Invoice Items section and click Save Line item.

Invoice items

Sample for **SERVICES**

Line item type
Insurance

Description

Quantity
1.000

Price
0.00000

Service delivery start date

Service delivery end date

Tax type\*
Please select

Tax rate
0.0000

Tax amount
0.00

Please select

0.0000

0.00

Please select

0.0000

0.00


Line amount 0.00
Tax 0.00
Total 0.00


SAVE LINE ITEM CANCEL



11. Complete the following link if you need to provide additional information.



Invoice Items

Sample for **GOODS**


Line item type   
Goods

HSN Code\*   
Start typing to search

Product description\*   
Start typing to search 


Unit\*   
Please select 

Quantity\*  
1.000

Price\*   
0.00000

Tax type\*  
Please select

Tax rate  
0.0000


Tax amount   
0.00

0.0000

0.00


0.0000


0.00


 Click here for additional line level information such as PO/Delivery details, discounts, and other additional information


Line amount 0.00  
Discount 0.00  
Tax 0.00  
Total 0.00


SAVE LINE ITEM CANCEL


 Click here for additional line level information such as PO/Delivery details, discounts, and other additional information


PO number 


PO line number 


Additional information 

Delivery note number 


Delivery start date 

Delivery end date 

Discount   
0.00

Discount %   
0.00

The fields below have been added by your buyer.

GL number 

Cost centre

Part category  
European Article Number

Part number


Line amount 0.00  
Discount 0.00  
Tax 0.00  
Total 0.00

SAVE LINE ITEM CANCEL

12. If you need to add another line item, click **Add** and complete the information. Otherwise, proceed to the next step.

Invoice Items


Item	Quantity / Unit	Price	Line amount	Total
01 4202.11.50 - Executive cases	11,10,000 / Each	23.00000	2,55,30,000.00	2,55,30,000.00


 Invoice saved


ADD

13. Upload attachment as needed. Kindly note of the guidelines for the accepted attachment.

Additional information


Attachments 

 SELECT AND UPLOAD

File types we accept   
Your customer allows a maximum of 1 attachments.  
The maximum file upload size is 12 MB.  
Please note that the digitally signed pdf created by Tungsten Network will be the legal invoice document.  
In order to avoid any tax risk at audit, please do not attach any duplicate invoices.  
In case attachments are necessary please ensure they are clearly marked as "copy and not for tax purposes".

14. The Bank account you entered upon completion of your profile will appear below. If you have multiple bank accounts, select only one account where you intend the invoice payment to be credited.

"Remit to" details

"Remit to" address	"Remit to" bank 	
	Bank name	CITI BANK
	Sort code	
	Bank account number	9999999999
	Account name	India Testing
	<a href="#">Manage default settings</a>	

15. Review the invoice details and amount.

Summary

		Tax invoice (INR)	
Total net		99,999.00	
Total tax		0.00	
		<a href="#">Undo changes</a>	
Total gross		99,999.00	

Re-use it for succeeding invoices. Simply change relevant details as applicable (Invoice number, PO etc.)

[SAVE AS TEMPLATE](#) [SAVE](#) [PREVIEW](#) [SEND](#)


View the proforma invoice to be generated and transmitted to P&G.

Transmit the invoice once you are ready.

**Please [Click Here](#) to watch the video and link to download the quick guide.**

## Check Invoice Transmission Status

1. Click Where Is My Invoice?

 **Check the status of your invoices**

Track the latest status of your invoices  
in real-time

[WHERE IS MY INVOICE?](#)



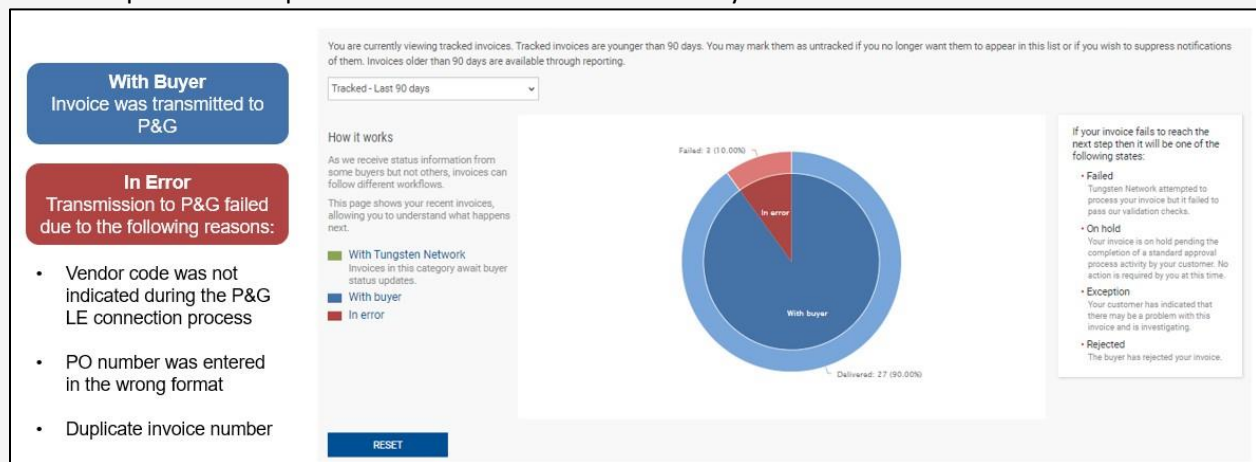
2. Enter the invoice number in the Find Invoice field.

## Invoice status

Access the latest information about your invoice, including what happens next.

### Find invoice ?

3. A pie chart will present the transmission status of all your invoices.

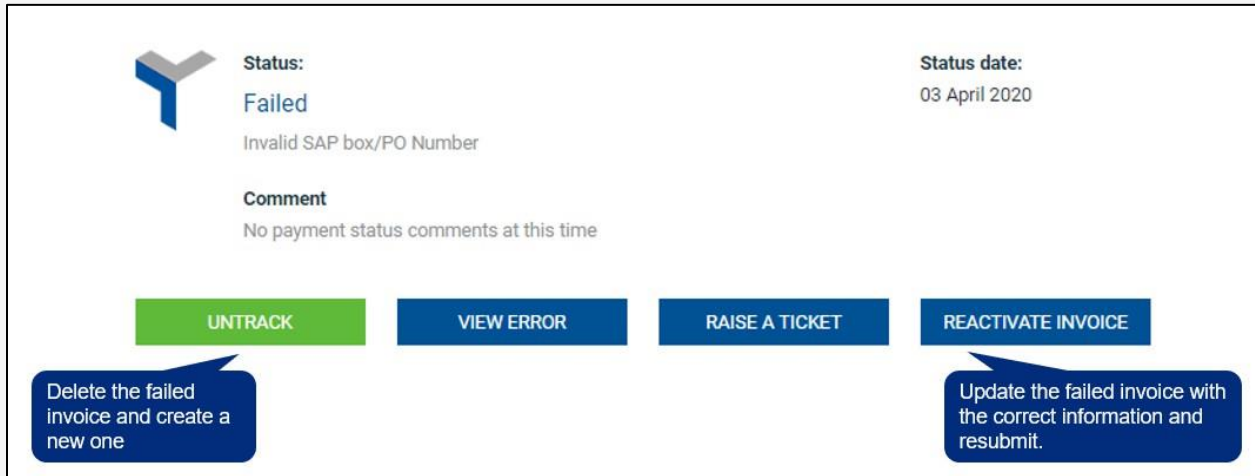


4. A list of all invoice transmission status is also shown below.

Document type	Document number	Document date	Customer	Amount	Submission date	Latest update	Status	View details	
Tax invoice	Logis123	14-04-2020	Detergenti SA - P&G TEST	20430.00	14-04-2020	14-04-2020	Delivered		
Tax invoice	IndiaSD2	13-04-2020	Procter & Gamble Hygiene & Health Care Limited (GST: 10AAACP6332M1ZM) - P&G TEST	10000.00	13-04-2020	13-04-2020	Failed		
Tax invoice	TESTIN0407	07-04-2020	Procter & Gamble Hygiene & Health Care Limited (GST: 10AAACP6332M1ZM) - P&G TEST	10.00	07-04-2020	07-04-2020	Delivered		
Tax invoice	TESTINDIA	03-04-2020	Modern Products Company - P&G TEST	110010.00	03-04-2020	03-04-2020	Failed		
Tax invoice	RCB1234-0401	01-04-2020	Procter & Gamble Hygiene & Health Care Limited (GST: 10AAACP6332M1ZM) - P&G TEST	1323600.00	01-04-2020	01-04-2020	Delivered		
Tax invoice	G4PSA01	01-04-2020	Modern Products Company - P&G TEST	100.00	01-04-2020	01-04-2020	Delivered		

5. Under the View details column, click the document icon beside each Failed invoice to view the invoice and the error.

6. If you have issued the invoice with incorrect details, you may click either:



The screenshot displays the Tungsten interface for a failed invoice. On the left is the Tungsten logo. To its right, the status is 'Failed' with the reason 'Invalid SAP box/PO Number'. The status date is '03 April 2020'. Below this, a comment section states 'No payment status comments at this time'. At the bottom, there are four buttons: 'UNTRACK' (green), 'VIEW ERROR' (blue), 'RAISE A TICKET' (blue), and 'REACTIVATE INVOICE' (blue). Two callout boxes provide instructions: one for 'UNTRACK' stating 'Delete the failed invoice and create a new one', and one for 'REACTIVATE INVOICE' stating 'Update the failed invoice with the correct information and resubmit.'

Please [Click Here](#) to watch the video and link to download the quick guide.

For other quick guides, go to <https://pgsupplier.com/create-invoices/einvoice>

Tungsten Direct Links: [Tutorials](#) and [FAQs](#)

Further Questions on Tungsten Supplier Portal? [Call Tungsten](#)

For other queries on invoice status and P&G-related questions: [CHAT SUPPORT](#)

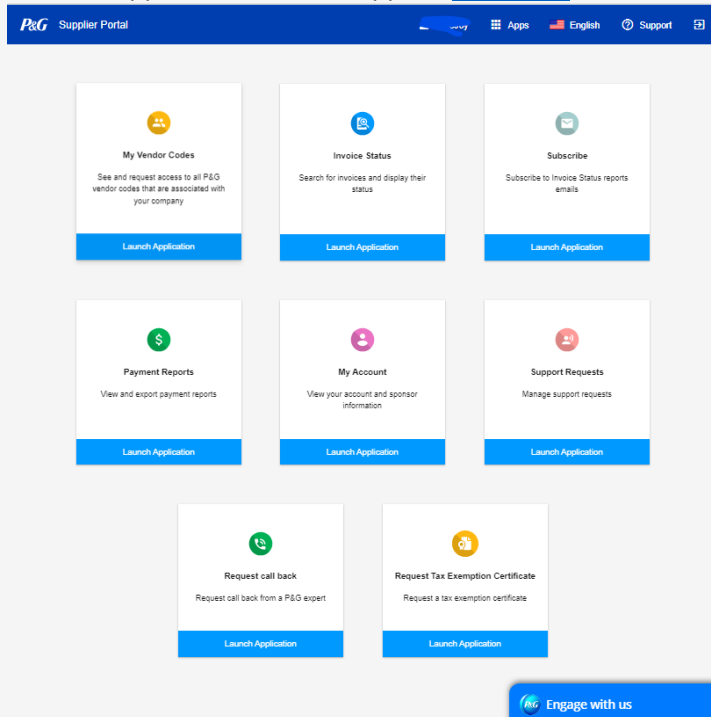
## P&G Chat Support

Directly chat a live assistant for any concerns or questions regarding P&G transactions.

- Fast and Real Time
- Easy and Convenient
- Save Time

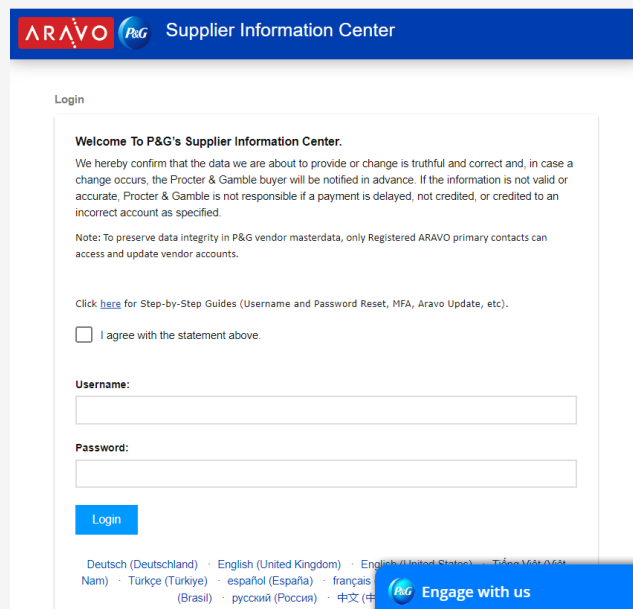
For Invoice-related queries, check invoice status application page in P&G Supplier Portal.

P&G Supplier Portal Chat Support: [Click Here](#)



For general queries, check Aravo login page.

Aravo Chat Support: [Click Here](#)



## **Next Steps for Suppliers**

1. Register to the **P&G Supplier Portal** to have access to the P&G Chat Support and the Invoice Status applications.
2. Ensure that **Aravo** profile and primary email are updated.
3. Set up MFA for P&G Supplier Portal and Aravo
4. If qualified for **Coupa** E-invoicing, link your account to P&G Coupa Supplier Portal by sending the required information to the regional Coupa Ions.
5. If qualified for **Tungsten** E-invoicing, register to Tungsten via <https://portal.tungsten-network.com/mvc/registration>
6. Reach out to the **P&G Chat Support** for additional concerns.