

Contents

| | |
|---|-----------|
| PGSUPPLIER.COM | 3 |
| What is PGsupplier.com? | 3 |
| Key Features | 3 |
| General Information (No Registration Required) | 3 |
| Invoice/Payment Tracking (Registration Required)..... | 3 |
| Important Notes..... | 4 |
| Quick Links | 4 |
| ARAVO PORTAL | 5 |
| What is Aravo? | 5 |
| Aravo Primary Email..... | 5 |
| Aravo Navigation | 5 |
| HomeTab | 5 |
| Tasks Tab | 6 |
| Profile Tab | 7 |
| How to Complete a Pending Vendor Task..... | 7 |
| How to Reset Aravo Username and Password | 8 |
| MULTI – FACTOR AUTHENTICATION | 9 |
| COUPA E-INVOICING | 10 |
| What is the Coupa? | 10 |
| What is Coupa Supplier Portal..... | 10 |
| Benefits of Coupa E-Invoicing..... | 10 |
| How to get started?..... | 10 |
| Manage CSP Account..... | 10 |
| Invoice Creation | 11 |
| Monitoring Your Invoice Status..... | 11 |
| Monitoring Invoice Payment | 11 |
| Invoice Payment Questions | 12 |
| TUNGSTEN E-INVOICING | 13 |
| What is the Tungsten?..... | 13 |
| Benefits of Tungsten E-Invoicing | 13 |

| | |
|---|-----------|
| Tungsten E-Invoicing Solutions..... | 13 |
| Tungsten Pricing Per Market | 14 |
| Tungsten Registration..... | 14 |
| Connect to a P&G Legal Entity Account | 17 |
| Create Invoice via Webform..... | 19 |
| Check Invoice Transmission Status..... | 24 |
| P&G Chat Support | 27 |
| Next Steps for Suppliers | 28 |

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.

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
lpm.pg_tester@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

0 Overdue 0 High Priority 1 Normal Priority 0 Low Priority

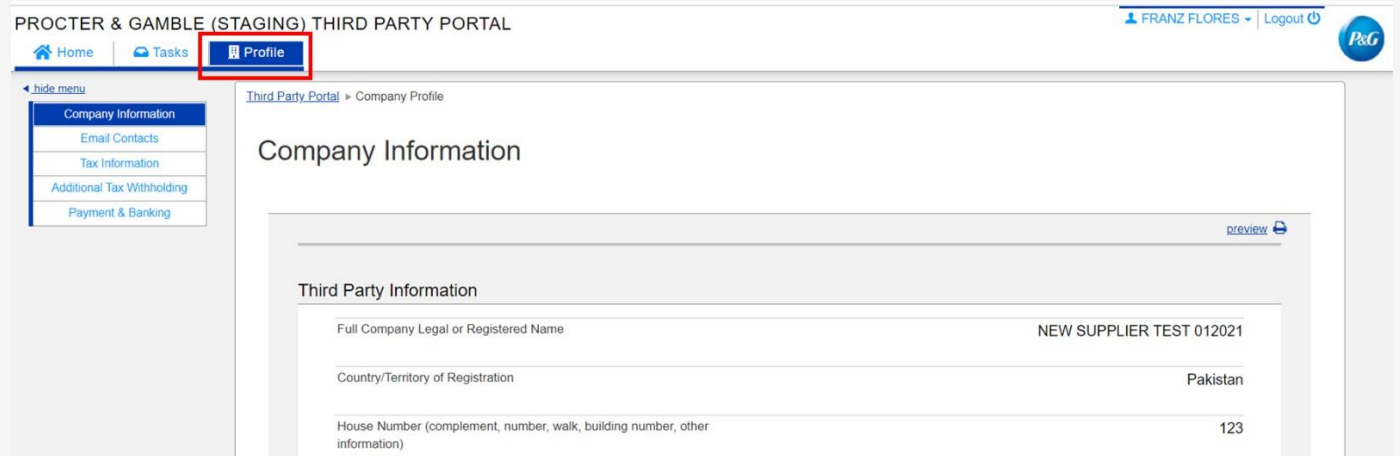
1 Task Show: All Overdue Priority: All High Normal Low

| Task | Priority | Start Date | Due Date |
|--|----------|-------------|------------|
| VMD - External Survey v3.0 | Normal | 24 Apr 2019 | 3 May 2019 |

- 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

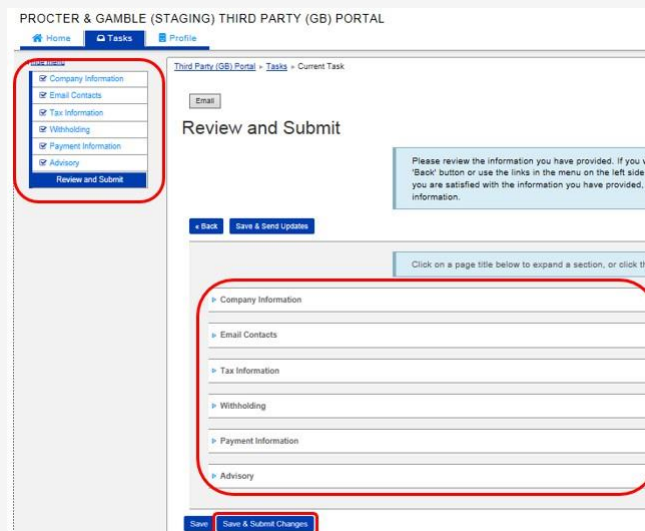
The **Profile Tab** is where you may review your company information currently maintained in the P&G systems. If you need to make changes, go to Home tab, and select the appropriate action.



How to Complete a Pending Vendor Task

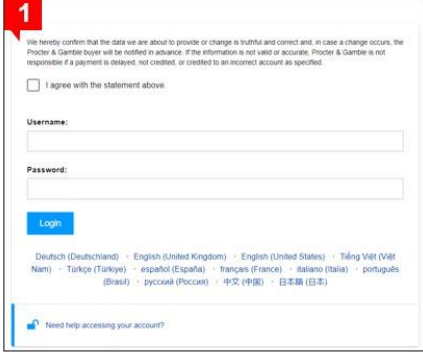
To complete a survey, click the link either in the Home tab or Tasks tab. Answer all the pages representing each data category – General Information, Email Contacts, Tax and Withholding information, and Payment Information.

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.



How to Reset Aravo Username and Password

Reset Aravo Username



1

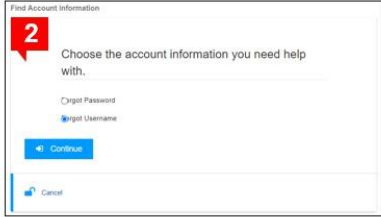
We hereby confirm that the data we are about to provide or change is truthful and correct and, in case a change occurs, the Procter & Gamble buyer will be notified in advance. If the information is not valid or accurate, Procter & Gamble is not responsible if a payment is delayed, not credited, or credited to an incorrect account as specified.

I agree with the statement above

Username:

Password:

[Need help accessing your account?](#)



2

Choose the account information you need help with.


Forgot Password

Forgot Username

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

Username

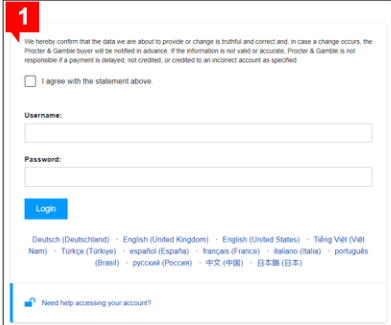
Email Address:

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?"



1

We hereby confirm that the data we are about to provide or change is truthful and correct and, in case a change occurs, the Procter & Gamble buyer will be notified in advance. If the information is not valid or accurate, Procter & Gamble is not responsible if a payment is delayed, not credited, or credited to an incorrect account as specified.

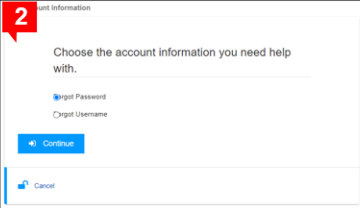
I agree with the statement above

Username:

Password:

[Need help accessing your account?](#)

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



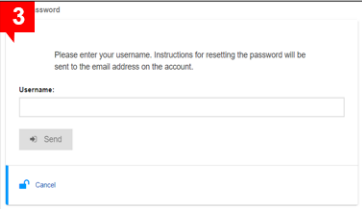
2

Choose the account information you need help with.

Forgot Password

Forgot Username

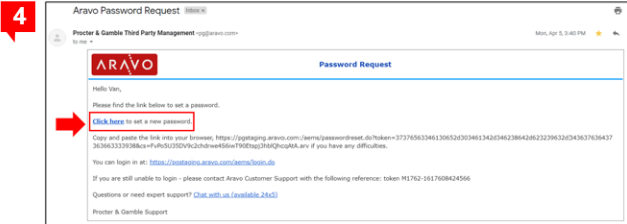
Step 3: Input your **Username**.



3

Please enter your username. Instructions for resetting the password will be sent to the email address on the account.

Username:

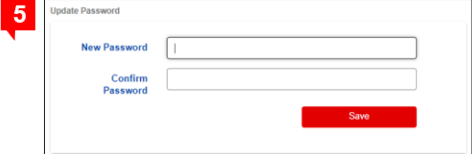


4

Step 4: Open email sent by 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
 - 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.couphost.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 |
|-------------------------|---|
| Draft | The invoice has been created, but hasn't been submitted to your P&G yet. |
| Processing | The invoice is being processed and awaiting receipt of P&G Coupa Portal |
| Pending Approval | The invoice is received by P&G Coupa Portal and is on hold for AP review or by a business approver. |
| Disputed | 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 Comments 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. |
| Voided | There's something wrong with the PO. Contact your P&G contact to get the PO back on track. |
| Approved | The invoice has been accepted for payment by P&G. |

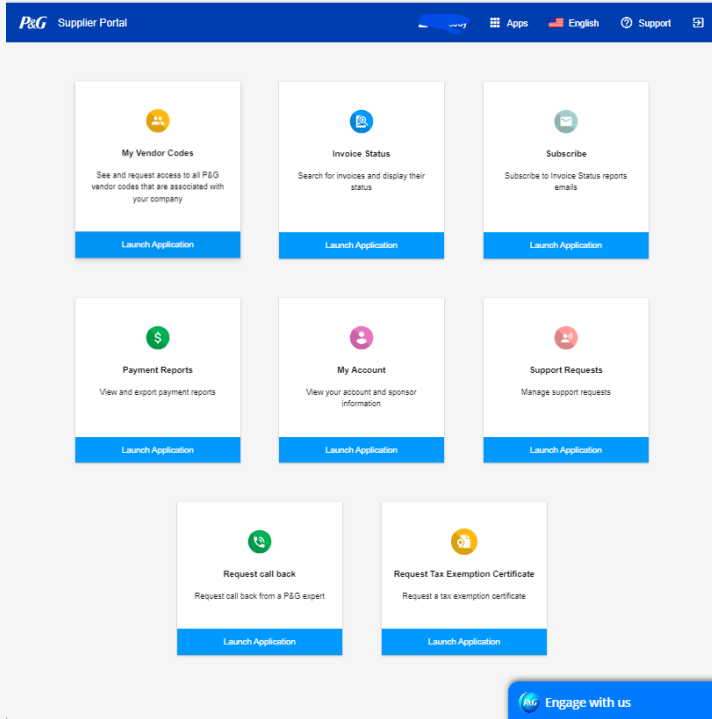
Monitoring Invoice Payment

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 |
| Per invoice transaction costs for additional invoices | |
| 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

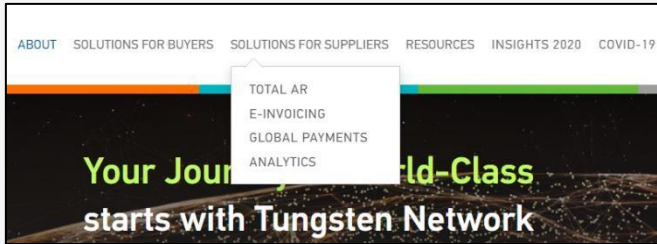
Costs for the Integrated Solution

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

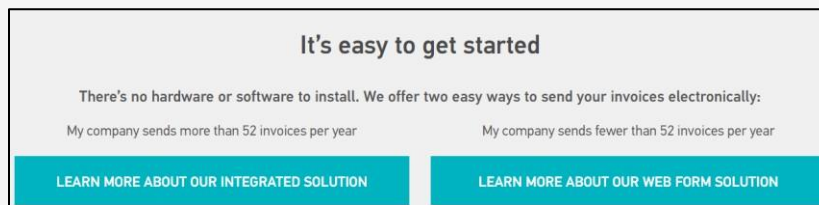
* For more details on the different Tungsten solutions, click the corresponding link - [Webform Solution](#) or [Integrated Solution](#).

Tungsten Pricing Per Market

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

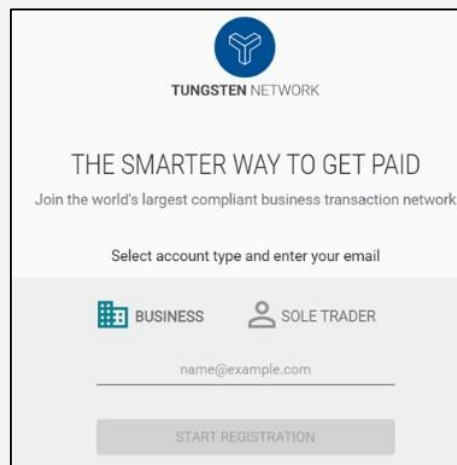


3. Scroll down to the bottom part of the page
4. Click either solution or enter your supplier country to check cost
 - Costs will be paid by supplier
 - Costs are based on supplier country
 - For Integrated Solution, you will be charged for the connection fee per P&G LE and archiving.



Tungsten Registration

1. Go to www.tungsten-network.com
2. Click Register
3. Select Account Type
 - a. Business – Company
 - b. Sole Trader – Individual



The screenshot shows the registration form on the Tungsten Network website. At the top is the Tungsten logo and the text 'TUNGSTEN NETWORK'. Below that is the heading 'THE SMARTER WAY TO GET PAID' and the sub-heading 'Join the world's largest compliant business transaction network'. The form asks the user to 'Select account type and enter your email'. There are two radio button options: 'BUSINESS' (selected) and 'SOLE TRADER'. Below the options is an email input field with the placeholder text 'name@example.com'. At the bottom is a 'START REGISTRATION' button.

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.



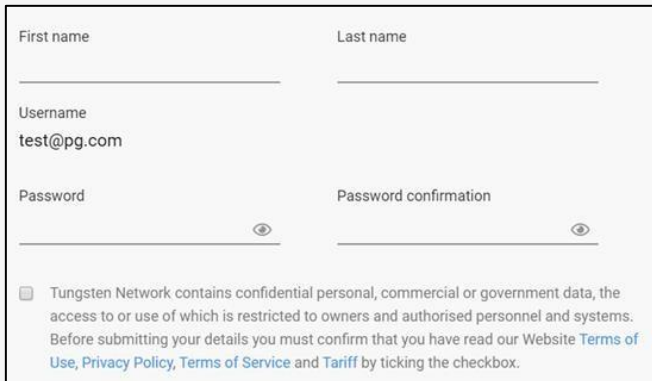
Country
Select

Company Search
Enter your business name

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.



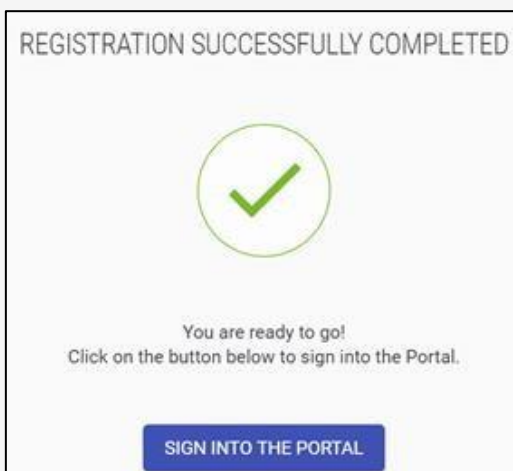
First name Last name

Username
test@pg.com


Password Password confirmation

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



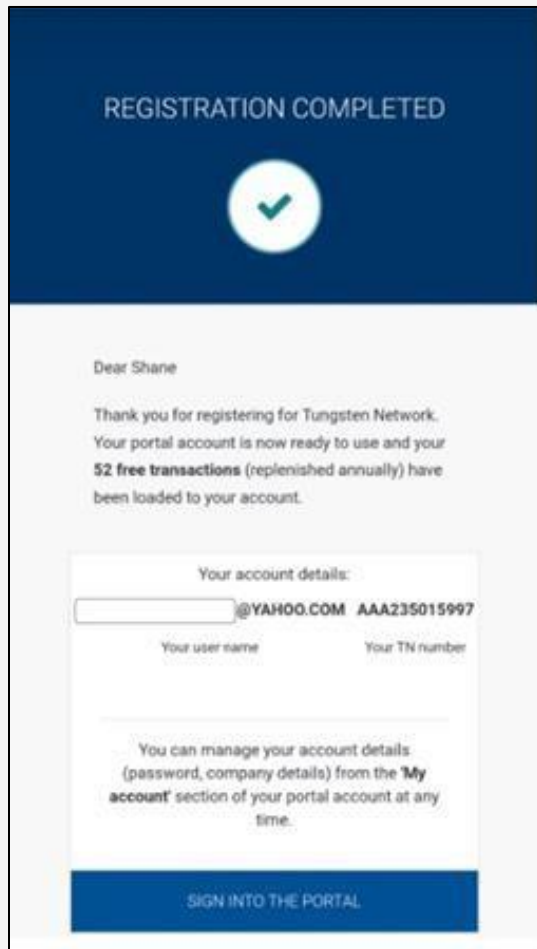
REGISTRATION SUCCESSFULLY COMPLETED



You are ready to go!
Click on the button below to sign into the Portal.

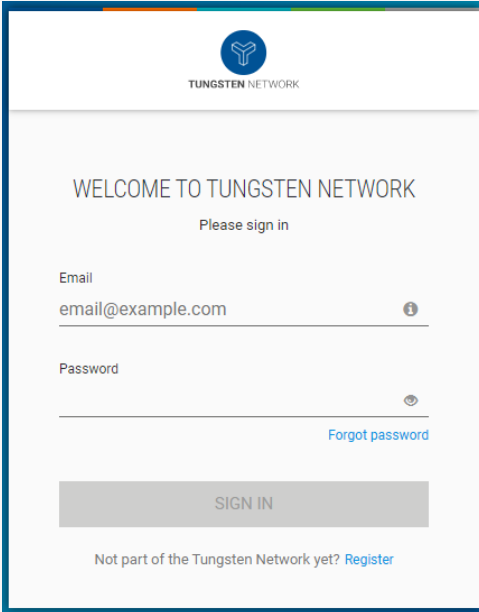
[SIGN INTO THE PORTAL](#)

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



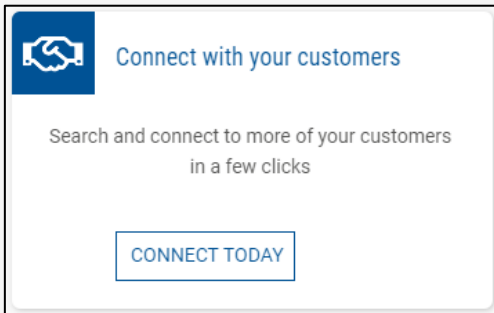
Connect to a P&G Legal Entity Account

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



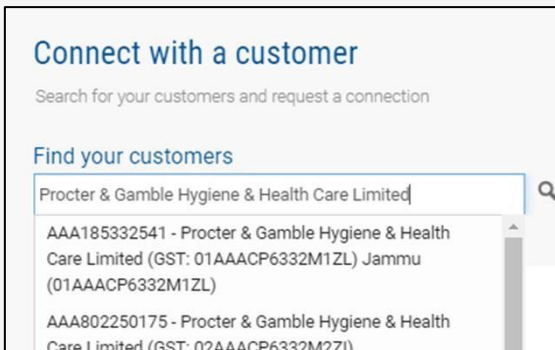
The screenshot shows the Tungsten Network login page. At the top, there is the Tungsten logo and the text "TUNGSTEN NETWORK". Below this, it says "WELCOME TO TUNGSTEN NETWORK" and "Please sign in". There are two input fields: "Email" with the placeholder "email@example.com" and "Password". A "Forgot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

2. Click Connect Today



The screenshot shows a button labeled "Connect with your customers" with a handshake icon. Below the button, it says "Search and connect to more of your customers in a few clicks". At the bottom, there is a "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




The screenshot shows the "Connect with a customer" search interface. It has a search bar with the text "Procter & Gamble Hygiene & Health Care Limited" and a magnifying glass icon. Below the search bar, there are two search results:

- AAA185332541 - Procter & Gamble Hygiene & Health Care Limited (GST: 01AAACP6332M1ZL) Jammu (01AAACP6332M1ZL)
- AAA802250175 - Procter & Gamble Hygiene & Health Care Limited (GST: 02AAACP6332M2ZI)

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](#). [Click here](#) to learn more about how to invoice.

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

Vendor Code ?

Customer relationships

| | |
|--|--------------|
| Detergent 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 |

* 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
- 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.

| Detergenti SA – P&G TEST | | Modern Products Company - P&G TEST | |
|--------------------------|------------------------|------------------------------------|------------------------|
| AAA923064828 | Str Mihai Viteazu No.1 | AAA755912060 | Jeddah Industrial Area |
| R07759807 | Urlati | 300000446400003 | No.4 |
| n/a | Urlati | N/A | Jeddah |
| | Prahova County | | 2056 |
| | 106300 | | SA |
| | Romania | | SA |
| | ROMANIA | | SAUDI ARABIA |

- 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

- Enter details under Your details section.

Tax invoice #: 1234ABCD

Your details

| | |
|---|---|
| Your name ? <input type="text" value="Start typing to search"/> + | INDIA VENDOR TEST 95 GANPATRAO KADAM MARG Mumbai Maharashtra (27) 400013 INDIA |
| Your tel <input type="text"/> | GSTIN 99ABCDE9999AXZX |
| Your email <input type="text"/> | Sending goods from a different address than the invoice address? <input type="text" value="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.*

- Complete the invoice creation by entering mandatory information.
- 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 ? | <input type="text"/> ? |
| Payment due date ? | <input type="text"/> ? |
| Delivery date ? | <input type="text"/> ? |
| Currency* ? | Indian Rupee ? |
| Purchase order (PO) number ? | <input type="text"/> ? |

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 you are invoicing

Name ?

 +

Detergenti SA – P&G TEST
 Str Mihai Viteazu No.1 Urlati
 Urlati
 Prahova County
 106300
 Romania
 ROMANIA
 GSTIN RO7759807

Tel

Email

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 | Price ? | |
| <input type="text" value="1.000"/> | <input type="text" value="0.00000"/> | |
| Service delivery start date | Service delivery end date | |
| <input type="text"/> | <input type="text"/> | |
| Tax type* | Tax rate | Tax amount ? |
| <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Please select</div> | <input type="text" value="0.0000"/> | <input type="text" value="0.00"/> |
| <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Please select</div> | <input type="text" value="0.0000"/> | <input type="text" value="0.00"/> |
| <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Please select</div> | <input type="text" value="0.0000"/> | <input type="text" value="0.00"/> |

SAVE LINE ITEM
CANCEL

| | |
|--------------|-------------|
| Line amount | 0.00 |
| Tax | 0.00 |
| Total | 0.00 |

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

Sample for **GOODS**

Invoice Items

Line item type ?
Goods

HSN Code* ?

Product description* ?

Unit* ?
Please select

Tax type*
Please select

Please select

Please select

Quantity*
1.000

Tax rate
0.0000

0.0000

0.0000

Price* ?
0.00000

Tax amount ?
0.00

0.00

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 ?

Delivery note number ?

Delivery start date

Delivery end date

The fields below have been added by your buyer.

GL number ?

Cost centre

Part category
European Article Number

Part number

Additional information ?

Discount ?

Discount % ?

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".

- 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

| | | | | | | | | | |
|---------------------------|--|-----------|-----------|-----------|--|---------------------|------------|--------------|---------------|
| <p>"Remit to" address</p> | <p>"Remit to" bank ✔</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Bank name</td> <td>CITI BANK</td> </tr> <tr> <td>Sort code</td> <td></td> </tr> <tr> <td>Bank account number</td> <td>9999999999</td> </tr> <tr> <td>Account name</td> <td>India Testing</td> </tr> </table> <p style="text-align: center; color: #0070C0; font-size: small;">Manage default settings</p> | Bank name | CITI BANK | Sort code | | Bank account number | 9999999999 | Account name | India Testing |
| Bank name | CITI BANK | | | | | | | | |
| Sort code | | | | | | | | | |
| Bank account number | 9999999999 | | | | | | | | |
| Account name | India Testing | | | | | | | | |

- Review the invoice details and amount.

Summary

| | |
|-------------|-------------------|
| | Tax invoice (INR) |
| Total net | 99,999.00 |
| Total tax | 0.00 |
| | Undo changes |
| 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

- 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.

With Buyer
 Invoice was transmitted to P&G

In Error
 Transmission to P&G failed due to the following reasons:

- Vendor code was not indicated during the P&G LE connection process
- PO number was entered in the wrong format
- Duplicate invoice number

You are currently viewing tracked invoices. Tracked invoices are younger than 90 days. You may mark them as untracked if you no longer want them to appear in this list or if you wish to suppress notifications of them. Invoices older than 90 days are available through reporting.

Tracked - Last 90 days

How it works

As we receive status information from some buyers but not others, invoices can follow different workflows. This page shows your recent invoices, allowing you to understand what happens next.

- **With Tungsten Network**
Invoices in this category await buyer status updates.
- **With buyer**
- **In error**

if your invoice fails to reach the next step then it will be one of the following states:

- Failed**
Tungsten Network attempted to process your invoice but it failed to pass our validation checks.
- On hold**
Your invoice is on hold pending the completion of a standard approval process activity by your customer. No action is required by you at this time.
- Exception**
Your customer has indicated that there may be a problem with this invoice and is investigating.
- Rejected**
The buyer has rejected your invoice.

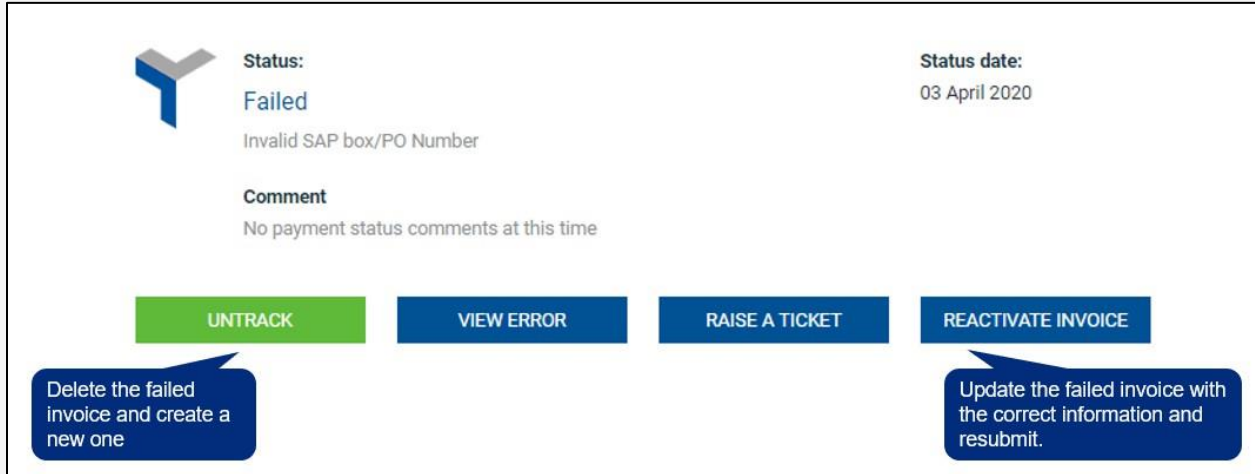
4. A list of all invoice transmission status is also shown below.

| 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.

Page 25 | 28

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. The status is 'Failed' with the reason 'Invalid SAP box/PO Number'. The status date is '03 April 2020'. A comment section indicates 'No payment status comments at this time'. Below this are four buttons: 'UNTRACK' (green), 'VIEW ERROR' (blue), 'RAISE A TICKET' (blue), and 'REACTIVATE INVOICE' (blue). Callout boxes provide instructions: 'Delete the failed invoice and create a new one' for 'UNTRACK' and 'Update the failed invoice with the correct information and resubmit.' for 'REACTIVATE INVOICE'.

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](#)

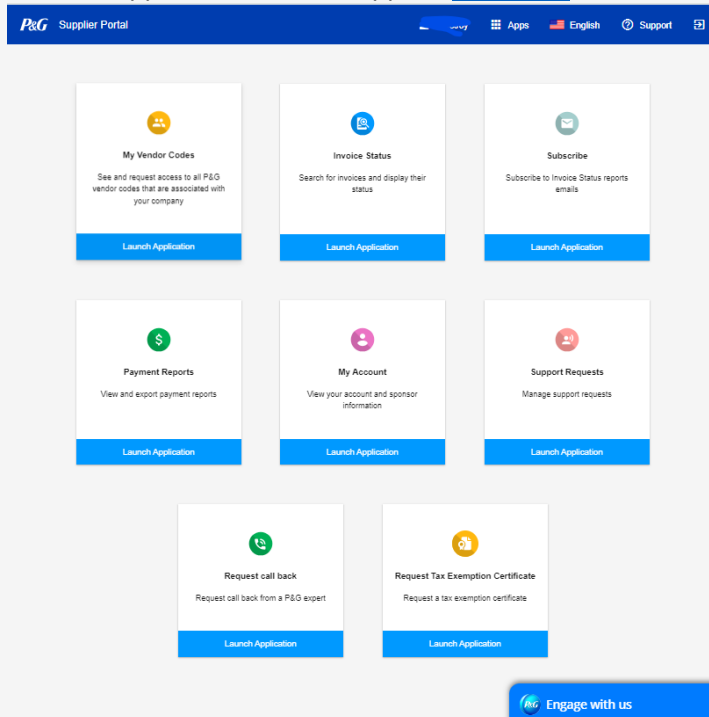
P&G Chat Support

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

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

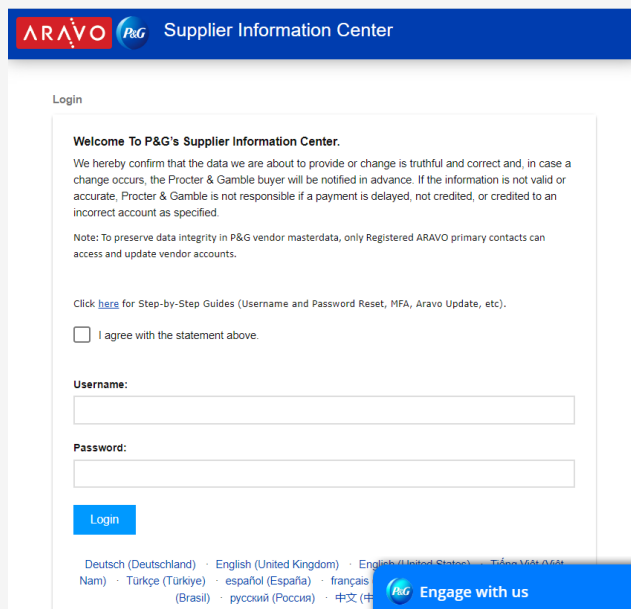
For Invoice-related queries, check invoice status application page in P&G Supplier Portal.

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.