

ARAVO QUICK-GUIDE FOR SUPPLIERS

HOW TO COMPLETE ADDITIONAL TAX WITHHOLDING RECORD SURVEY

This guide is intended for Aravo primary contacts who will complete the Additional Withholding Tax survey for your vendor registration with Procter & Gamble

Step 1: Log-in to Aravo (<u>https://pg.aravo.com/</u>) with your Aravo username and password. If you need guidance with your access, you can reset your credentials following the guide uploaded in <u>Supplier Portal</u>.

ARAVO Reg Supplier Information Center		
	Login Welcome To P&G's Supplier Information Center.	
	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. Note: To preserve data integrity in P&G vendor masterdata, only Registered ARAVO primary contacts can	
	access and update vendor accounts.	
	Username:	
	Login	
	Deutsch (Deutschland) · English (United Kingdom) · English (United States) · Tiếng Việt (Việt Nam) · Türkçe (Türkiye) · español (España) · français (France) · italiano (Italia) · português (Brasil) · русский (Росска) · 中文 (中国) · 日本鎮 (日本)	
(@)	Need help accessing your account?	Need Help?

Step 2: In the Home screen, click Vendor Data Survey to start filling out the survey.

	Welcome to P&G's Third Party Portal
	You now have access to: • Respond to surveys initiated by P&G • Proactively update your own data at any time as per your company needs • Manage your login ID and password
	Get to know the pages and functionalities of this portal: Home - initiate update requests in this page by clicking on the Action buttons • General Information • Payment and Banking Details • Tax • Primary Contact
	Tasks - View ongoing tasks and access the tasks requiring your action Profile - View your Supplier Information
	Please note that If action buttons are not visible, it means that your profile is locked due to an ongoing update. If update is pending your action, then please go to Tasks page to take action.
	Announcement: Effective October 2021, Aravo Multifactor Authentication or MFA will be mandatory for all new and existing suppliers. We encourage you to enable your MFA immediately to avoid log-in issues and security risks.
	Do you need help? <u>Click here for live support</u>
sks	Do you need help? <u>Click here for live support.</u> Contact Information
Sks Overdue ()	

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Step 3: On the **"Additional Tax Withholding Tax Record**" tab, survey needs to be filled out per Legal Entity. If this is the first time you are answering the Legal Entity survey, click **"Add a new Withholding Tax Record**".

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6 of 7 pages complete	Additional Tax Wi	hholding Tax Record		
Company Information	Auditional Tax VVI	Induling fax Record		
Email Contacts		Testing survey page Directions section		
Tax Information				•
Vithholding	« Back Next »			100%
Additional Tax Withholding Tax Record				
		*Required Field		preview 🖨
Advisory	ti Q	Reduited Lieid		preview 😝
Review & Submit				
	283 - Procter & Gamble Inc.	Please click through every P&G Legal Entity to your left to complete these	o questions	
	373 - P&G Malaysia Sdn Bhd	Please click through every P&G Legal Entity to your left to complete these	e questions	
		Withholding Tax Record		
	501 - P&G Argentina S.R.L.	No ite	ems found.	
	828 - PGIOSA SG BRANCH	Add a new Wit	tholding Tax Record	

You will be prompted with the survey specific to the Legal Entity. Ensure to complete all mandatory fields and click "**OK**".

Company Information	Auditional la		
Email Contacts		Additional tax information for doing business with P&G Car	nada
Tax Information			
Vithholding	« Back Next »	What is the exact type of business you will be doing with P&G?*	Select Some Options
 Additional Tax Withholding Tax Record 			
Payment Information		Are you an Individual or Company or Government Entity?*	Select an Option *
Advisory	1 Q search text		
Review & Submit	283 - Procter & Gamb	Do you have a Canada Select an Option * Withholding Tax Waiver	
	373 - P&G Malaysia S	Form?*	
	Bhd		
	501 - P&G Argentina §	No further questions for this Legal Entity.	
	828 - PGIOSA SG BR		
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Step 4: To edit/update your answers, go to the Action button and click "**Edit**". If everything is fine, click "**Save**" before moving to other legal entities.

Additional Tax Withholding Tax Record			~
Payment Information		*Required Field	preview
Advisory	1 Q search text		pienen O
Review & Submit	283 - Procter & Gamt	ble Inc. Please click through every P&G Legal Entity to your left to complete these questions	
	373 - P&G Malaysia Bhd	Sdn Withholding Tax Record	
	501 - P&G Argentina	S.R.L.	
	Ø 828 - PGIOSA SG BF	Please click the Action button to check and edit your information.	New Actions -
			Eun
		tave cancel	

Step 5: Repeat steps 3 & 4 for all legal entities. Once done, click "**Next**" to move on the next page and complete the rest of the survey.

 Additional Tax Withholding Tax Record 				
Payment Information			*Required Field	preview 🖨
Advisory	T.	Q	Noquirou Ford	
Review & Submit		283 - Procter & Gamble Inc.	Please click through every P&G Legal Entity to your left to complete these questions	
		373 - P&G Malaysia Sdn Bhd	Withholding Tax Record	
		501 - P&G Argentina S.R.L.	Filter Results:	
		828 - PGIOSA SG BRANCH	Please click the Action button to check and edit your information.	New 🖨 Actions 🔻
			save cancel	
		« Back Next »		

Need help? You can connect with us at https://pg.aravo.com/
Need Help?