

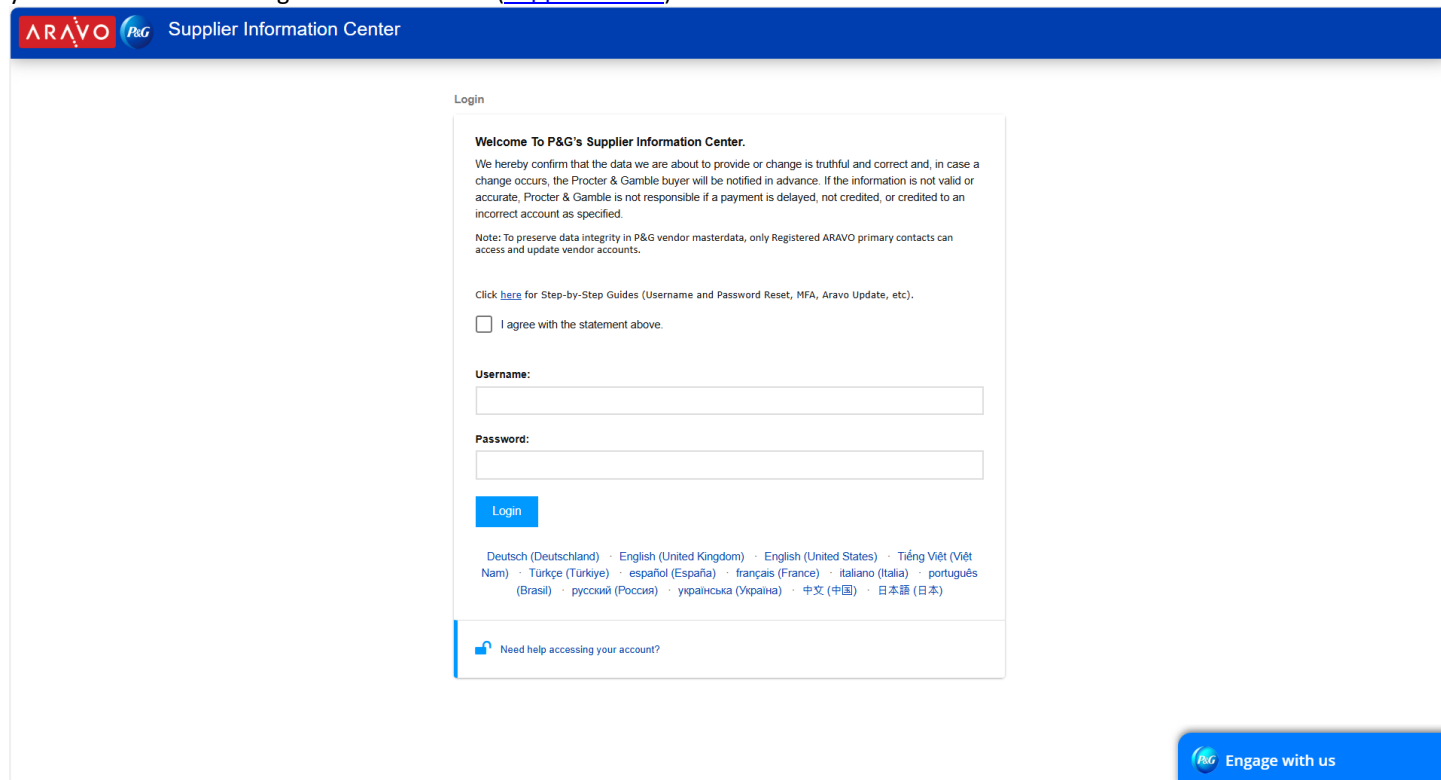


ARAVO QUICK-GUIDE FOR SUPPLIERS

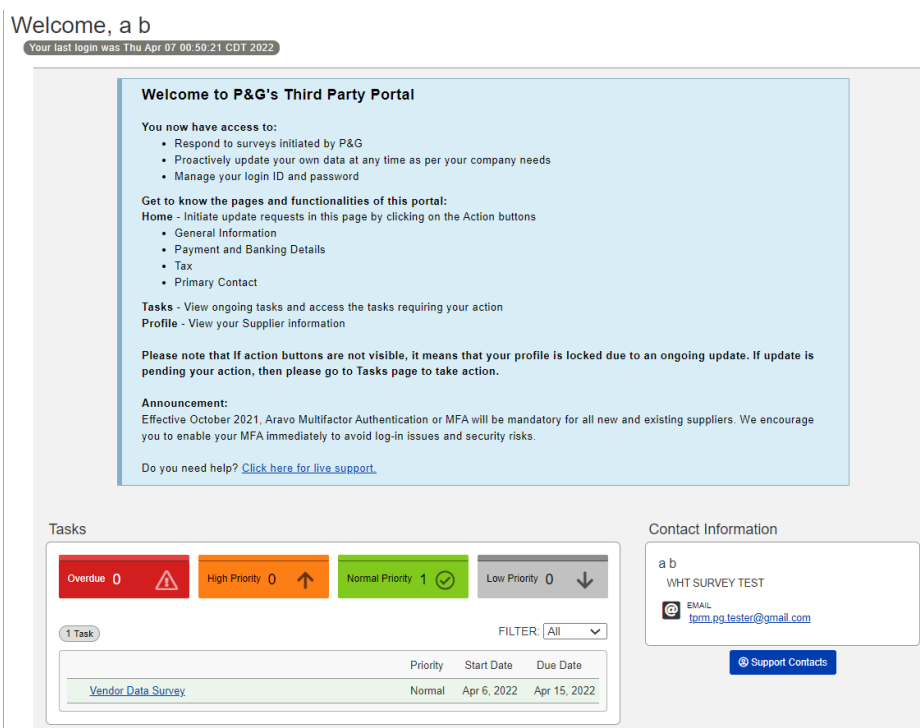
How to complete Additional Tax Withholding Tax Record Survey

This guide is intended for Supplier’s Primary contact who is responsible for updating their company’s details (General Info, Address, Payment and Tax Information) in P&G Aravo system.

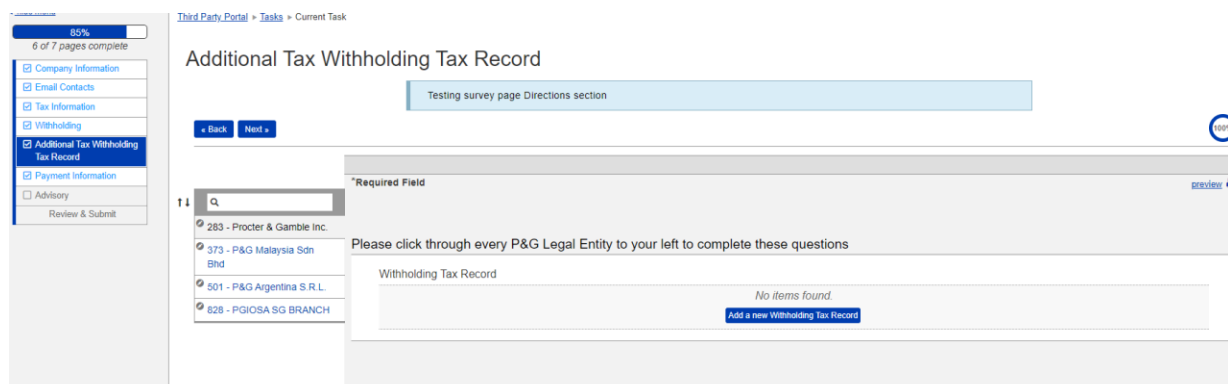
Step 1: Log-in to Aravo (<https://pg.aravo.com/aems/login.do>) using the username and password provided. If unknown, you can reset your credentials following these instructions ([Supplier Portal](#)).



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



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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How to complete Additional Tax Withholding Tax Record Survey

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

Additional tax information for doing business with P&G Canada

What is the exact type of business you will be doing with P&G? *

Are you an Individual or Company or Government Entity? *

Do you have a Canada Withholding Tax Waiver Form? *

No further questions for this Legal Entity.

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.

*Required Field preview

Please click through every P&G Legal Entity to your left to complete these questions

Withholding Tax Record

Filter Results:

Please click the Action button to check and edit your information. New Actions Edit

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

*Required Field preview

Please click through every P&G Legal Entity to your left to complete these questions

Withholding Tax Record

Filter Results:

Please click the Action button to check and edit your information. New Actions

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