

## This guide is intended for Aravo primary contacts who will fill out the survey to complete an update request raised by P&G employees

**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>.

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: Password:	
Login Deutsch (Deutschland) · English (United Kingdom) · English (United States) · Tiếng Việt (Việt Nam) · Türkçe (Türkiye) · español (España) · français (France) · italiano (Italia) · português (Brasil) · русский (Россия) · 中文 (中国) · 日本鎮 (日本)	

## Step 2: Click "VMD Update External"

	Welcome to P&G	s's Third F	Party Portal			
	You now have access to Respond to surve Proactively updat Manage your logi For any changes in prin action tab is available, : process is pending you	o: eys initiated by te your own da in ID and pass nary contact e Supplier Profil r action. Other	y P&G (check your Ta ata at any time as per word mail/name, please rais e Update is already in wise, kindly wait for it	usks below) your company need se a primary contac progress for one o be completed befo	s t info update re t he request. P e vou can initia	quest in the actions tab below. If no lease check the Tasks tab to see if the se another request from the home page
	with the available reque	est forms. <u>k here for live</u>	support.			
s	with the available reque	est forms. <u>k here for live</u>	support.			Contact Information
(S verdue ()	with the available reque Do you need help? <u>Clic</u> High Promity	est forms. k here for live 0	support.	Low Priority	0	Contact Information Tanzania Test 02 Tanzania Test



Step 3: Check if all general data e.g. name, address, telephone are still updated. Ensure to complete all mandatory fields marked as (\*)

Full Company Legal or Registered Name*	Rose Store	
Can you confirm that you are not a P&G Employee?*		® Yes ◎ N
Country/Territory of Registration		United State
House Number (complement, number, walk, building number, other information)*	51	
House Number is a required field. If unknown, please enter "	0".	
Address Line 1 <sup>#</sup>	87th Ave	
Address Line 2		
City*	New York	
District (County)*	Brooklyn	
Region / State / Province	New York	×
Postal Code*	10098	

Step 4: Make the changes, if needed, and click "Next".

Additional telephone number (country code + area code + number)	Extension	
Fax number (country code + area code + number)	Extension	
Area Code + Fax 2	Extension	
Website (if you have one)		



**Step 5:** Check if email addresses are still valid. Otherwise, provide the latest email address contacts and click "**Next**"

In the second se	<u>sl Party Portal</u> + <u>Jaska</u> + Current Tas Email Contacts (< Back Next =	k.				
Review & Submit	*Required Field					
	You may provide u first 5 you will see	p to 20 email contacts as needed for the option to add more.	different notifications on this pag	e. Once you completed the		
	Email address*	tprm.pg.tester@g	Notily this contact for *	(Remittance) *		
	Email address		Notify this contact for	Select Some *		
	Email address		Notify this contact for	Select Some *		
	Email address		Notify this contact for	[Select Some] *		
	Email address		Notify this contact for	[Select Some] *		
1						

**Step 6:** Check if tax details are still valid and updated. <u>*Ensure to attach tax documents in non-modifiable format</u> and click "Next"</u>* 

Third Pa	arty Portal > Tasks > Current Task		
all Contacts			
Internation	x Information		
nholding information	Back Next +		
teriew & Submit	*Required Field		preview O
	You are receiving this survey back to review and update	your Tax and Withholding information.	
	Please review or update your information based on these instructions		testing
	TAX IDENTIFICATION NUMBER (TIN)	(Sectorized	
	TAX IDENTIFICATION NUMBER (TIN) Select your type of tax identification number*	Individual	ж.+]
	TAX IDENTIFICATION NUMBER (TIN) Select your type of tax identification number* Please supply your Social Security Number (SSN)*	Individual 000-00-0000	× •
	TAX IDENTIFICATION NUMBER (TIN) Select your type of tax identification number* Please supply your Social Security Number (SSN)* Type of income*	Individual 000-00-0000 02 Royatises	× ×
	TAX IDENTIFICATION NUMBER (TIN) Select your type of tax identification number* Please supply your Social Security Number (SSN)* Type of Income* Veterans Information *	Individual 000-00-0000 02 Royatties None	x *) x *)
	TAX IDENTIFICATION NUMBER (TIN) Select your type of tax identification number* Please supply your Social Security Number (SSN)* Type of Income* Veterans Information * Supplier Diversity Indicator*	Individual           000-00-0000           02 Royalties           None           XXS - Publicly traded, 500 employ           XXS - Publicly traded, 500 employ	x * x * x * (eesx *)
	TAX IDENTIFICATION NUMBER (TIN) Select your type of tax identification number* Please supply your Social Security Number (SSN)* Type of Income* Veterans Information * Supplier Diversity Indicator*	Individual       000-00-0000       02 Royatties       None       XXS - Publicly traded, 500 employeement       Wester of video boundary and	К * К * К * К *



**Step 7:** Check if all bank details are still valid and updated. If old bank account will be deleted and replaced by a new account, select "**Delete**" in the Actions button

Information	CORA PREMI	
w & Submit	*Required Field	preview
	You are receiving this survey back to review and update your payment information	-
	Please review or update your information based on these instructions	testing
	A P&G recommends receiving payment via Electronic Bank Transfer.	]
	Would you like to receive payments via Electronic Bank Transfer?	® Yes ☉ No
	Please review and update your banking information as needed. Click on the Action changes, or 'delete' the bank account if it is no longer used and add your new info	n button and select 'edit' to make mation.
	Banking Information	
	Filter Results.	
	Island Bank	Actions

Step 8: To add new bank account, click "Add a new Banking Information". Enter the bank details and click "Next"

Review & Submit	*Required Field
	You are receiving this survey back to review and update your payment information.
	Please review or update your information based on these testing instructions
	P&G recommends receiving payment via Electronic Bank Transfer.
	Would you like to receive payments via Electronic Bank Transfer?
	Please review and update your banking information as needed. Click on the Action button and select 'edit' to make changes, or 'delete' the bank account if it is no longer used and add your new information. Banking Information
	Filter Results
	Island Bank     Actions
	Add a new Banking Information Bat Deere



Step 9: Review your responses then click "Save & Send Updates" button

ide menu Company Information Email Contacts	These Pertur Rests + Current Task
Tax Information     Withholding Information	Review & Submit
₽ Payment Information Review & Submit	Please review the information you have provided. If you would like to make a change to the information you have provided, please click on the Back' button or use the links in the menu on the left side of this page to go directly to the page that needs to be modified. If you are statisfied with the information you have provided, please click on the 'Save & Send Updates' button to submit your information.
	e Back Save & Send Updates
	Click on a page title below to expand a section, or click the + to expand all sections.
	Company Information
	Email Contacts
	► Tax Information
	Home Country Withholding Information
	Payment Information
	Back Save & Send Updates

