



ARAVO QUICK-GUIDE FOR SUPPLIERS

HOW TO RAISE A VENDOR SELF-SERVICE UPDATE REQUEST

This guide is intended for Supplier’s Primary contact who is responsible in 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/>) with your Aravo username and password. If you need guidance with your access, you can reset your credentials following the guide uploaded in [Supplier Portal](#).

ARAVO P&G 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.

☐ I agree with the statement above.

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)

日本語 (日本)

Need help accessing your account?

Need Help?

Step 2: In the Home screen, there are “Actions” buttons for the different information that can be updated. Select the button that needs to be updated. Note that only one information can be updated at a time and once you submit the request, your profile will be locked for editing until the requested update is completed.

Types of Requests:

- **Update Banking and Payment** – To add, update or delete bank account information.
- **Update General Information** – To update company name, address, contact number and additional contacts except primary contact information.
- **Update Primary Contact Information** – To update the primary contact only. To update additional contact information for invoice remittance, invoices returned, purchase documents and other purposes, use the **Update General Information**.
- **Update Tax and Withholding Tax** – To update tax and withholding tax information (Tax documents, type of transactions, exemptions, etc.)

HomeTasksProfile

Welcome, rona a

Your last login was Wed Jul 14 11:48:56 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

rona a

VMD Test 2

EMAILsdmc.aravotest@gmail.com

Support Contacts

Issue Date: March 2018
Last updated: April 2022

Created: Rona Mae Resare
Updated: Keanna De Guia

Reviewed: Lianne Delay
Supplier Data Management Collaboration



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Step 3: Click **“Submit”** and enter the information in the survey form as needed.

HomeTasksProfile

Third Party Portal > Update General Information

Update General Information

Update General Information

*Required Field

preview

If you want to update General Information please click the SUBMIT button below and you'll be able to provide further information later on. Note that your profile will be locked for editing until update request is completed.

Submitcancel

Step 4: Click **“Next”** at the bottom until the last page and click **“Save & Send Updates”** button.

hide menu

100%
2 of 2 pages complete

Company Information

Email Contacts

Review & Submit

Third Party Portal > Tasks > Current Task

Email

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 satisfied with the information you have provided, please click on the 'Save & Send Updates' button to submit your information.

BackSave & Send Updates

preview

Click on a page title below to expand a section, or click the + to expand all sections.

Company Information

Email Contacts

BackSave & Send Updates

Request that was not successfully submitted will appear in the Home page as “Task”. Just click the task and ensure to complete **“Save & Send Updates”** action.

Tasks

0 Overdue

0 High Priority

1 Normal Priority

0 Low Priority

1 Task

Show: AllOverduePriority: AllHighNormalLow

	Priority	Start Date	Due Date
Vendor Self Service Update	Normal	Jul 15, 2021	Jul 16, 2021

Contact Information

rona a

VMD Test 2

EMAIL

sdmc.aravotest@gmail.com

Support Contacts

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

Need Help?