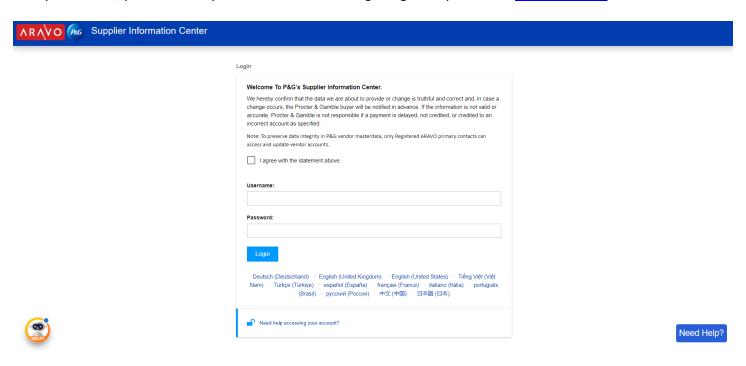


ARAVO QUICK-GUIDE FOR SUPPLIERS

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

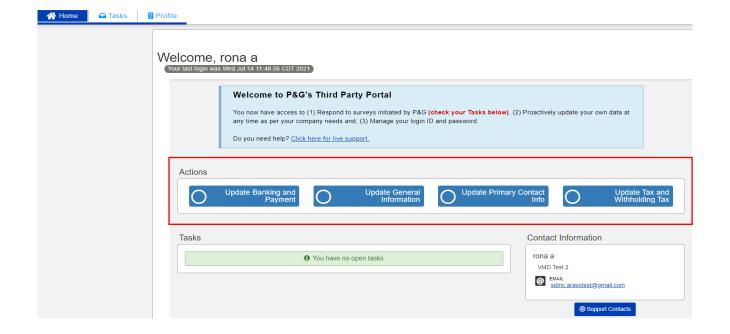
Step 1: Log-in to Aravo (https://pg.aravo.com/) with your Aravo username and password. If you need guidance with your access, you can reset your credentials following the guide uploaded in Supplier Portal.



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.)





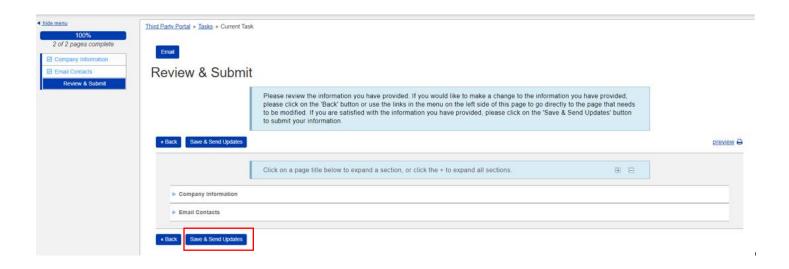
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HOW TO RAISE A VENDOR SELF-SERVICE UPDATE REQUEST

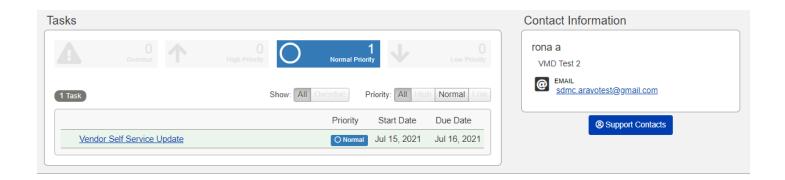
Step 3: Click "Submit" and enter the information in the survey form as needed.



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



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.



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

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