

This guide is intended for Supplier's Primary contact who is responsible in updating their company's details in P&G Aravo system

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: Password:	
	Login Deutsch (Deutschland) · English (United Kingdom) · English (United States) · Tiếng Việt (Việt Nam) · Türkçe (Türkiye) · español (España) · français (France) · italiano (Italia) · português (Brasii) · русский (Росскиа) · 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. Click "Update Primary Contact Info". 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.

PROCTER & GAMBLE (STAGING) THIRD PARTY PORTAL	Logout ♥
Home Carasks I Profile	
Welcome, vendor primary Your last login was Tue Jul 06 12 32 16 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? <u>Click here for live support.</u> Actions Update Banking and Payment Update General Information	
Tasks Contact Information Vendor primary AU TR CRO EL PK Test Imp glaster@gmail.com	
Procter & Gamble (Staging) Third Party Portal for AMJ TR CRO EL PK Test Help	

Step 3: Click **"Submit**" to proceed with the primary contact information page.

*Requ	uired 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.	
	Submit cancel	

ARAVO QUICK-GUIDE FOR SUPPLIERS

HOW TO RAISE A PRIMARY CONTACT UPDATE VIA SELF-SERVICE

< <u>hide menu</u> 0%	Third Party Portal > Tasks > Current Task	
0 of 1 pages complete Contact Information Review & Submit	Contact Information	75%
•	*Required Field	preview 🖨
	Please enter P&G Contact Person's Email *	
	Your Company Primary Contact Information You are required to maintain one primary contact only.	
	Contacts Filter Results:	
	First Name* Last Name* Title Email* Is Primary?	
	Actions vendor primary — tprm.pg.tester@gmail.com Yes	
	Actions rona a - sdmc.aravotest@gmail.com No	

Step 4: Click the "Actions" button to edit or delete the existing primary contact.

Note: If you only have one existing email in the page, "delete" function will not work. Choose edit instead to change the email details.

Contacts

Filter Results:					
First Name*	Last Name*	Title	Email*	ls Primary?	
Actions Vendor	primary	_	tprm.pg.tester@gmail.com	Yes	
Edit Delete	a	_	sdmc.aravotest@gmail.com	No	

Step 5: Edit/Enter new email contact details. Ensure "Is Primary?" box is ticked. Note that only one email contact can be marked as primary. Once done, click "OK".

Please enter P&C	3 Contact Person's Email*					
Ed	lit Contact				×	
r Company	Summary Field - Plea	ase edit this text				
You are requi	First Name *	vendor	Last Name *	primary		
Contacts	Title		Email *	pgtestsupplier@gmail.cv		
Filter Res	la Primon/2					
	is chinary?				Email*	

Step 6: Enter your P&G Contact Person's Email (example: buyer, business requester, etc.)

Note: SDMC will have to secure approval from your P&G Contact Person first before completing your request.

Home Tasks	N Profile	
▲ <u>hide menu</u> 0%	Third Party Portal > Tasks > Current Task	
0 of 1 pages complete Contact Information	Contact Information	
Review & Submit	Nexts	100%
	"Required Field	preview 🖨
	Please enter P&G Contact Person's Email * acosta.r.13@pg.com	



Step 7: Click "Next" at the bottom of the page and click "Save & Send Updates" button.

hide menu 100% 2 of 2 pages complete Company Information	Third Party Portal > Tasks > Current Task		
Email Contacts	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.	
	« Back Save & Send Updates		preview 🖨
		Click on a page title below to expand a section, or click the + to expand all sections.	
	Company Information		
	Email Contacts		
	« Back Save & Send Updates		

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

Tasks					Contact Information
		0 High Priority Normal F	1 Priority		rona a VMD Test 2
1 Task		Show: All Overdue	Priority: All Hig	h Normal Low	EMAIL <u>sdmc.aravotest@gmail.com</u>
		Priority	Start Date	Due Date	Support Contacts
Vendor	r Self Service Update	O Norr	nal Jul 15, 2021	Jul 16, 2021	

Step 8: New primary contact will receive an email for the change done once the update request is completed.

