



# ARAVO QUICK-GUIDE FOR SUPPLIERS

## How to Setup Aravo Two Factor Authentication using Authenticator App

### Step 1: Log-in to your account in <https://pg.aravo.com/>

- Tick “I agree with statement above”
- Enter your Supplier credentials on the login screen
- If you need to reset your credentials, click on “Need help accessing your account?”

**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?](#)

### Step 2: After log-in, choose to set up TFA via Authenticator App.

- Select “Authenticator app, recommended” (*Note: You can only choose 1 method*)
- Click “Continue”

Two-factor authentication

Please choose one of below options

Authenticator app, recommended

One-time verification code sent via email

Continue Cancel



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## How to Setup Aravo Two Factor Authentication using Authenticator App



### Quick Summary

You can install and set up authenticator app on the following:

- [Mobile Phone](#)
- [Browser Extension](#)
- [Recommended: Backup account](#)

Please choose the option that best fits your business needs.

### Two-factor authentication

1. Install a two-factor app. 
2. Scan the code below using your two-factor app.  

3. To verify your app, enter the code generated by the app below.

[Enable two-factor authentication](#) [Cancel](#)

**IMPORTANT NOTE:** P&G recommends enabling of backup of account in chosen authenticator app. This is to ensure account can be recovered when phone got lost, reset or application accidentally deleted.



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## How to Setup Aravo Two Factor Authentication using Authenticator App

### Option 1: Mobile Phone

**Step 1:** Install the latest version of the Authenticator app, based on your mobile's operating system and authenticator app preference.

#### Authenticator App Options

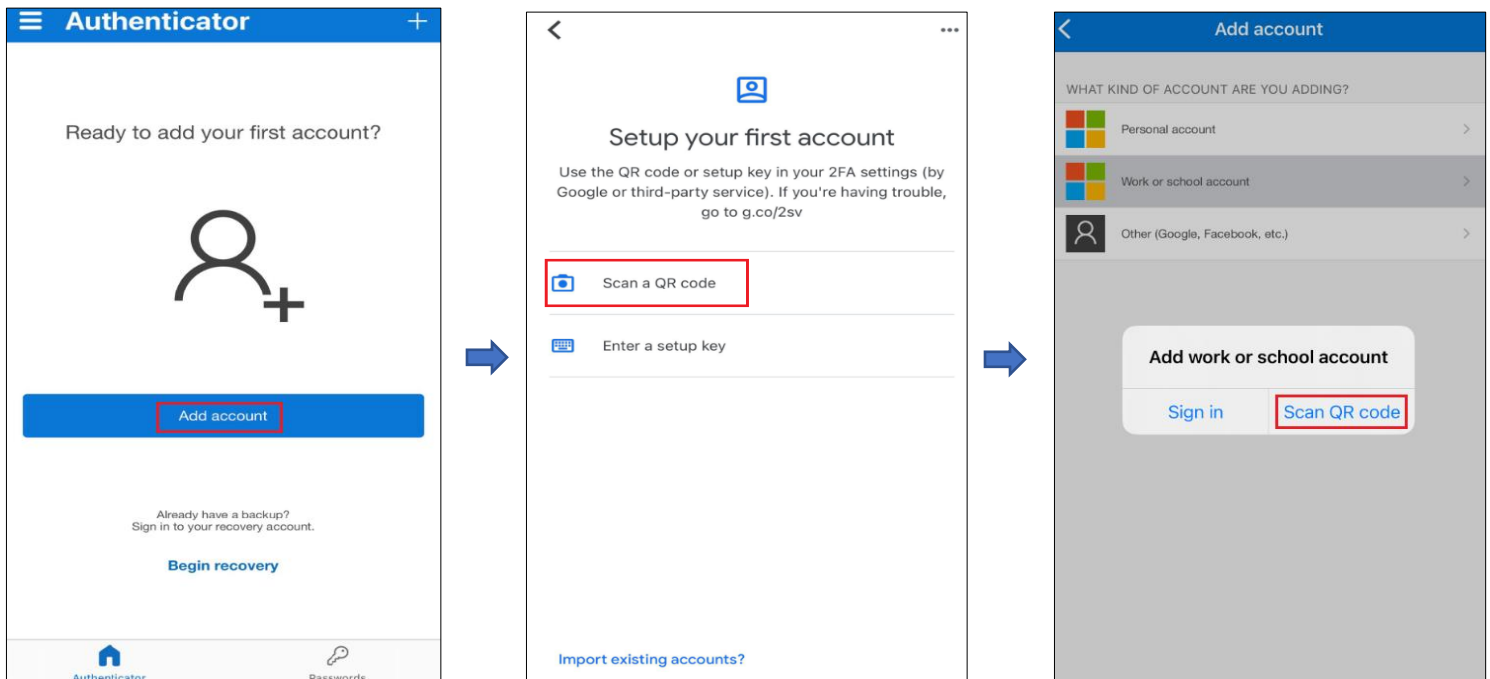
- Microsoft Authenticator
- Salesforce Authenticator
- Google Authenticator

#### Operating System

- Google Android: On your Android device, go to Google Play to download and install selected app
- Apple iOS: On your Apple iOS device, go to the App Store to download and install the selected app

**Step 2:** Open downloaded application and follow instructions to add a new Account.

- **Microsoft Authenticator:** Backup requires usage and sign-in of Microsoft account

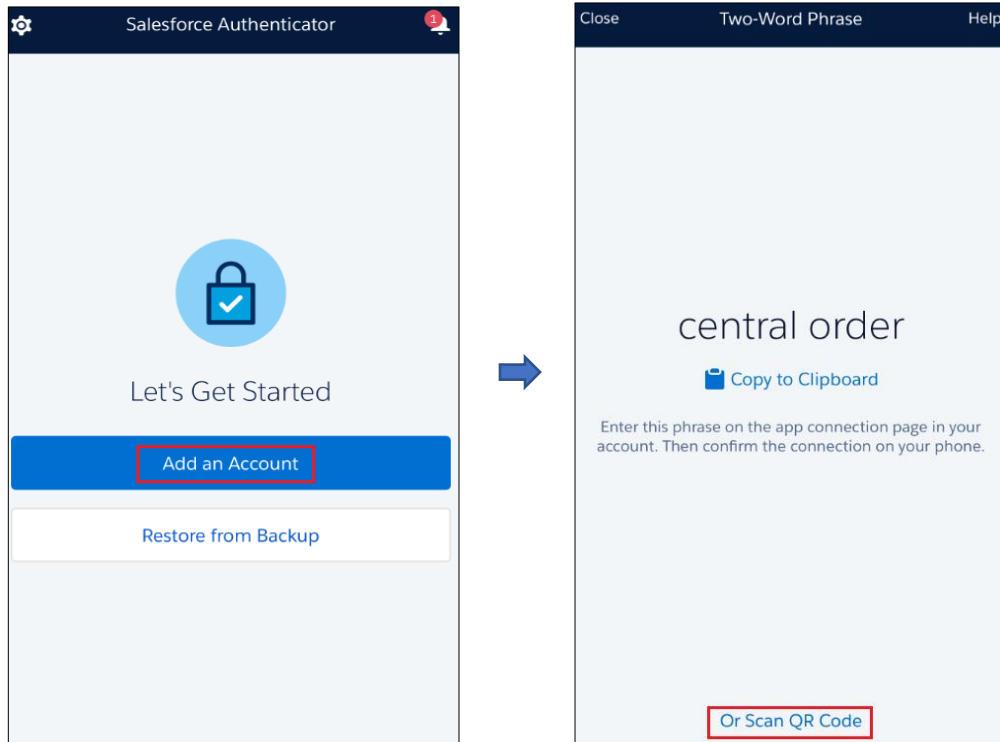




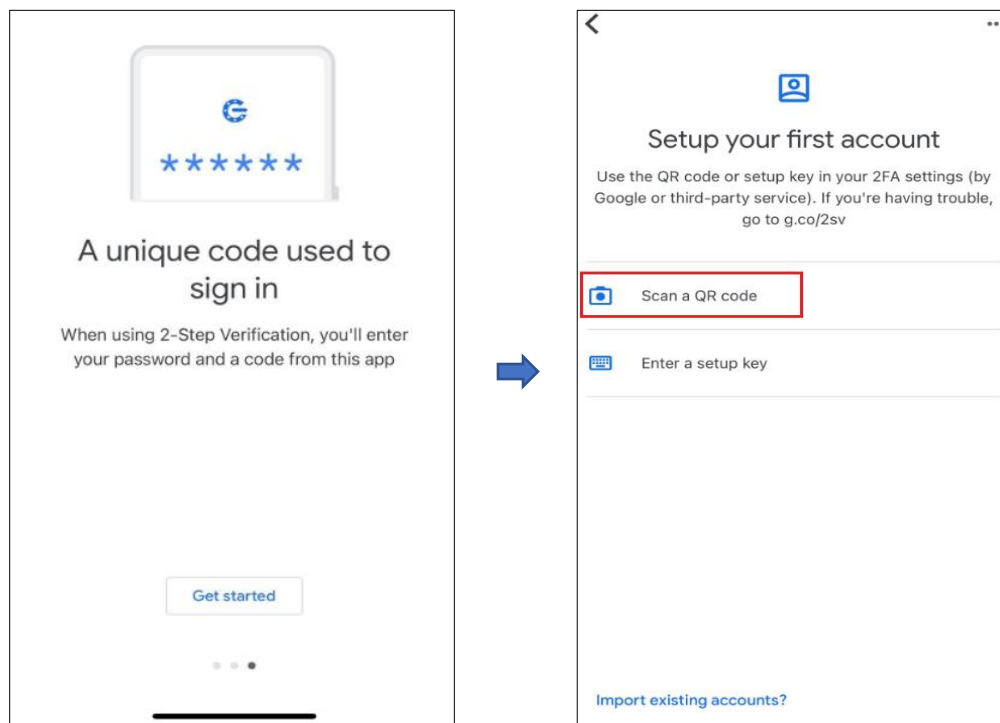
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## How to Setup Aravo Two Factor Authentication using Authenticator App

- **Salesforce Authenticator:** Back up requires input and confirmation of mobile number



- **Google Authenticator:** Back up via export of account and save QR code for later use

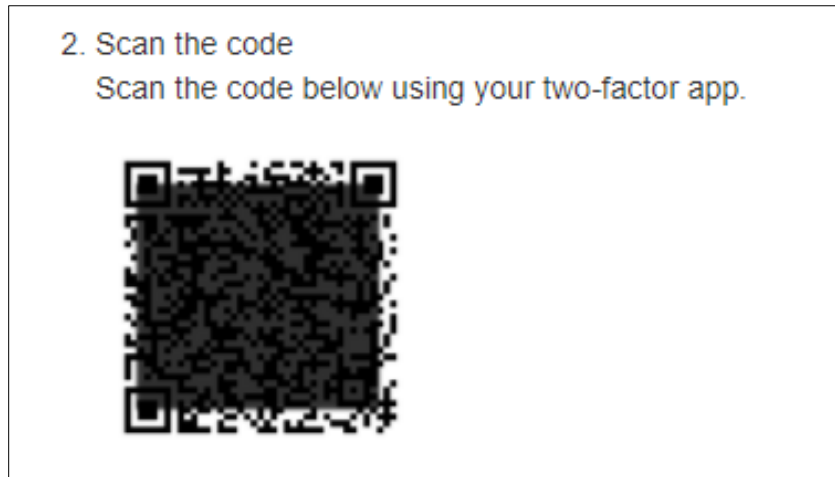




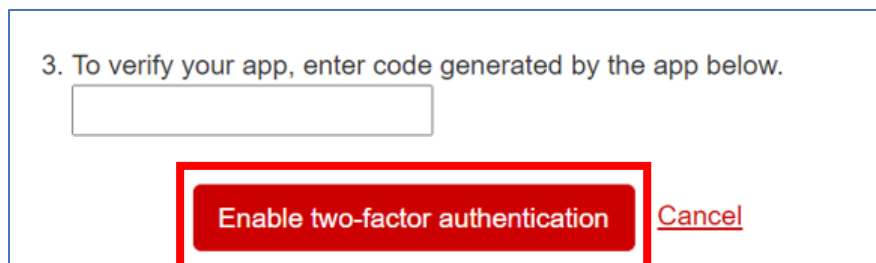
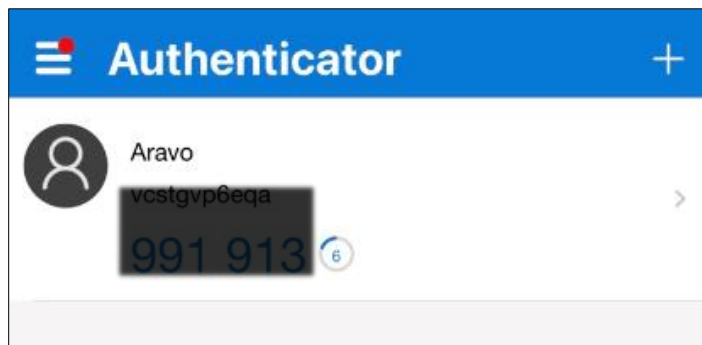
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## How to Setup Aravo Two Factor Authentication using Authenticator App

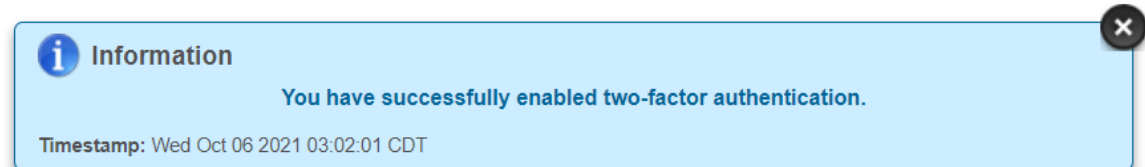
**Step 3:** Register and scan QR code found on Aravo Page.



**Step 4:** The app will generate a 6-digit code. Input that code in setup screen then click “Enable two-factor authentication”. This one-time code lasts for 30 seconds only.



**Step 5:** After MFA has been set up, you will be able to successfully access the Aravo site.





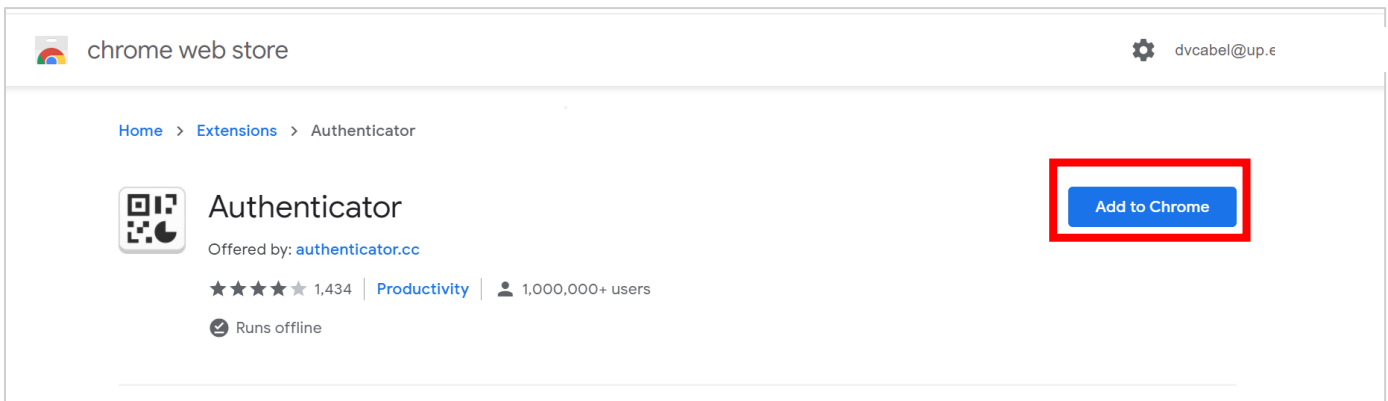
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How to Setup Aravo Two Factor Authentication using Authenticator App

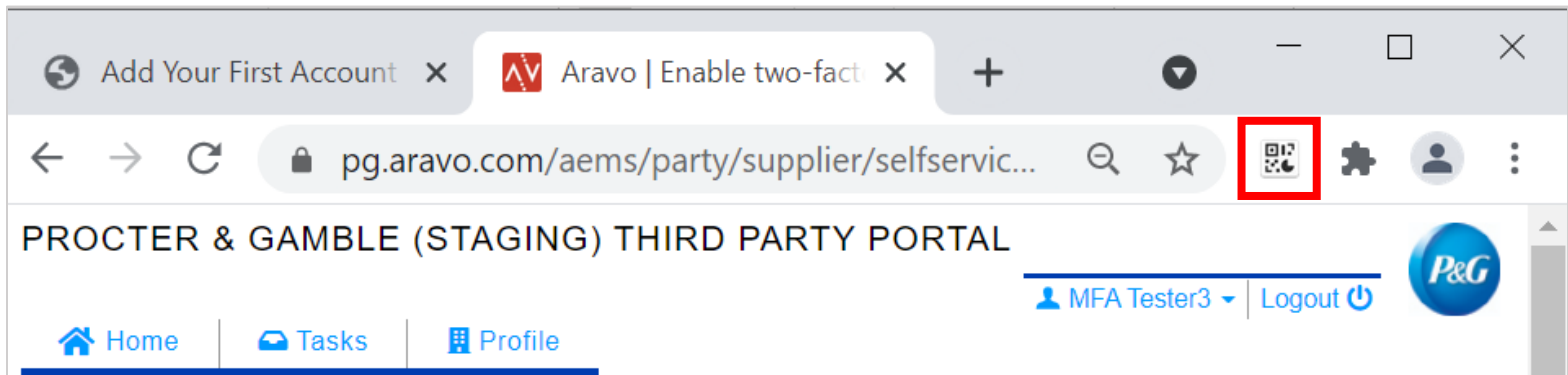
## Option 2: Browser Extension

### Step 1: Install the Google Authenticator Browser extension

- **Which web browsers does it support?**
  - Google Chrome
  - Mozilla Firefox
  - Microsoft Edge
- **How do I install the extension?**
  - Go to <https://chrome.google.com/webstore/detail/authenticator/bhghoamapcdpbohphigoooadinpkbai?hl=en>
  - Click **Add to Chrome**



### Step 2: Click Authenticator Extension's icon in your browser

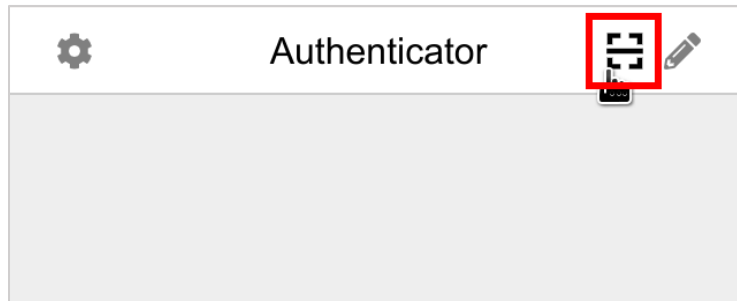




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How to Setup Aravo Two Factor Authentication using Authenticator App

**Step 3:** Click the scan icon at the top right corner of the window

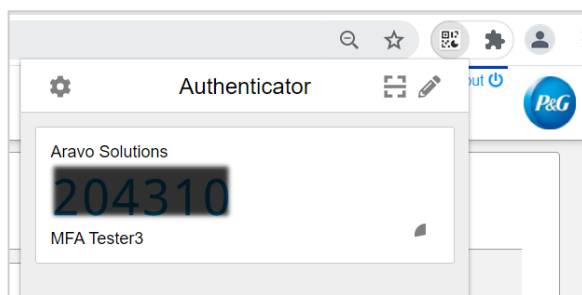


**Step 4:** Click and drag to draw a square that completely covers the QR code on the Aravo Enable MFA page

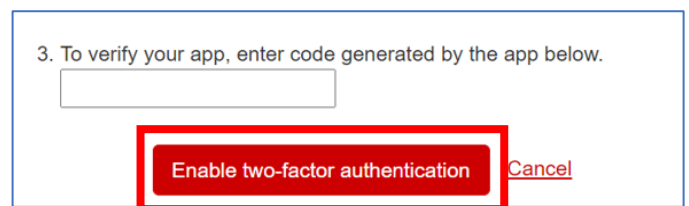


**Step 5:** The browser extension will generate a 6-digit code. Input that code in setup screen then click “Enable two-factor authentication”. This one-time code lasts for 30 seconds only.

## Authenticator App



## Aravo Page







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## How to Setup Aravo Two Factor Authentication using Authenticator App

**Step 6:** After MFA has been set up, you will be able to successfully access the Aravo site.

 **Information** 

You have successfully enabled two-factor authentication.

Timestamp: Wed Oct 06 2021 03:02:01 CDT



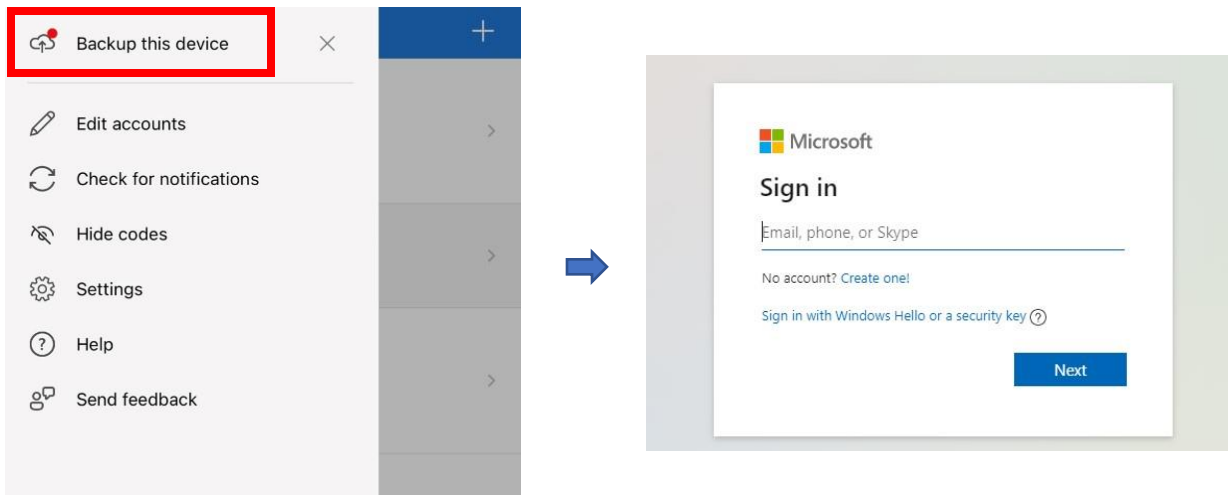
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## How to Setup Aravo Two Factor Authentication using Authenticator App

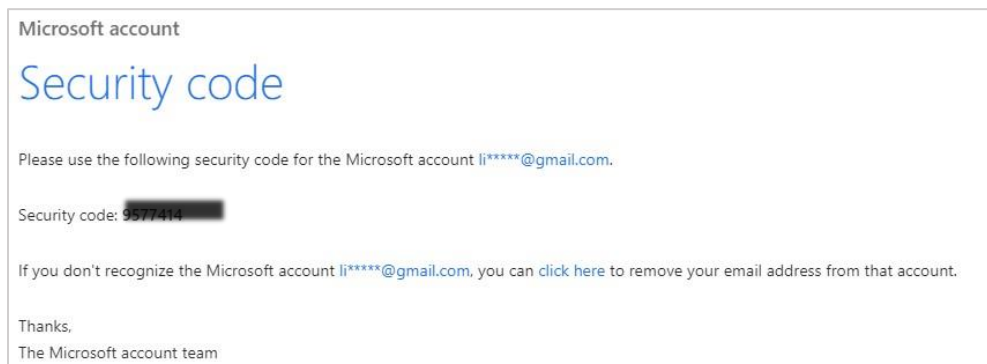
### Recommended: Backup account

Backup and recovery of account differs from one app to another.

- **Microsoft Authenticator:** Click “Setting” and choose “Backup this device” and input Microsoft account.



Input Security Code sent to email to complete back up.

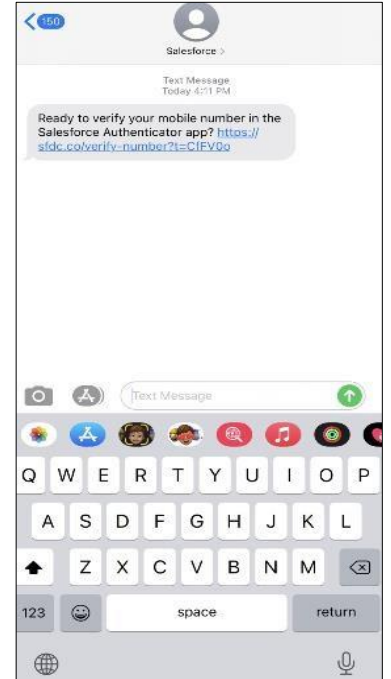
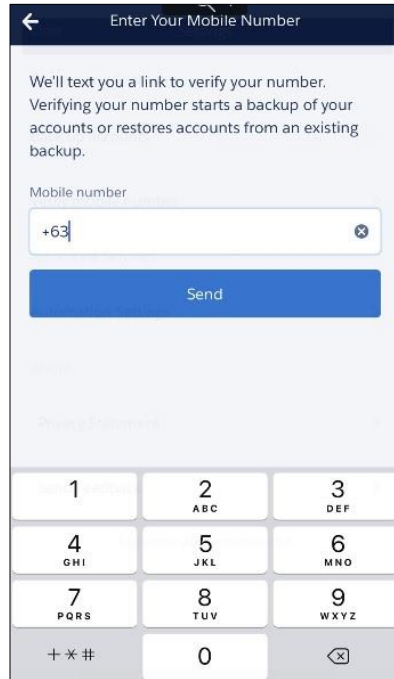
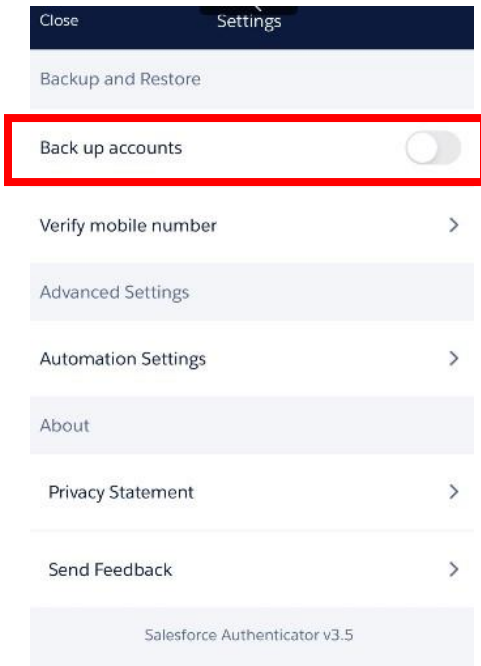




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## How to Setup Aravo Two Factor Authentication using Authenticator App

- **Salesforce Authenticator:** Click “Settings” and choose “Back-up accounts”. Input mobile number, wait for Salesforce to text your number with next instructions.



Enter passcode to complete back-up of account.

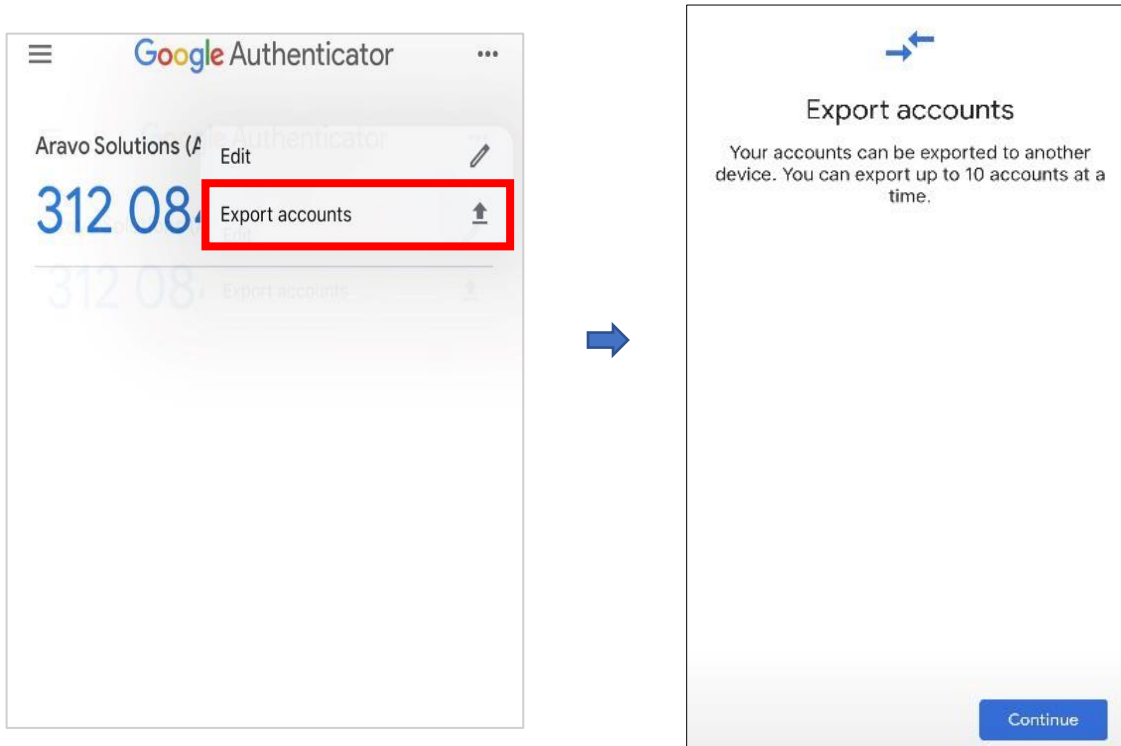




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## How to Setup Aravo Two Factor Authentication using Authenticator App

- **Google Authenticator:** Click button on upper right of screen and choose “Export accounts”.



Save QR code to be used later when recovery of account is needed.





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

**Need Help?**