



# ARAVO QUICK-GUIDE FOR SUPPLIERS

## HOW TO COMPLETE ADDITIONAL TAX WITHHOLDING RECORD SURVEY

This guide is intended for Aravo primary contacts who will complete the Additional Withholding Tax survey for your vendor registration with Procter & Gamble

**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](#).



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, click Vendor Data Survey to start filling out the survey.

Welcome, a b  
Your last login was Thu Apr 07 00:50:21 CDT 2022

**Welcome to P&G's Third Party Portal**

You now have access to:

- Respond to surveys initiated by P&G
- Proactively update your own data at any time as per your company needs
- Manage your login ID and password

Get to know the pages and functionalities of this portal:

**Home** - Initiate update requests in this page by clicking on the Action buttons

- General Information
- Payment and Banking Details
- Tax
- Primary Contact

**Tasks** - View ongoing tasks and access the tasks requiring your action

**Profile** - View your Supplier Information

Please note that if action buttons are not visible, it means that your profile is locked due to an ongoing update. If update is pending your action, then please go to **Tasks** page to take action.

**Announcement:**  
 Effective October 2021, Aravo Multifactor Authentication or MFA will be mandatory for all new and existing suppliers. We encourage you to enable your MFA immediately to avoid log-in issues and security risks.

Do you need help? [Click here for live support.](#)

**Tasks**

Overdue 0

High Priority 0

Normal Priority 1

Low Priority 0

FILTER: All

	Priority	Start Date	Due Date
Vendor Data Survey	Normal	Apr 6, 2022	Apr 15, 2022

**Contact Information**

a b

WHT SURVEY TEST

EMAIL: [lwrm.pg.lester@gmail.com](mailto:lwrm.pg.lester@gmail.com)

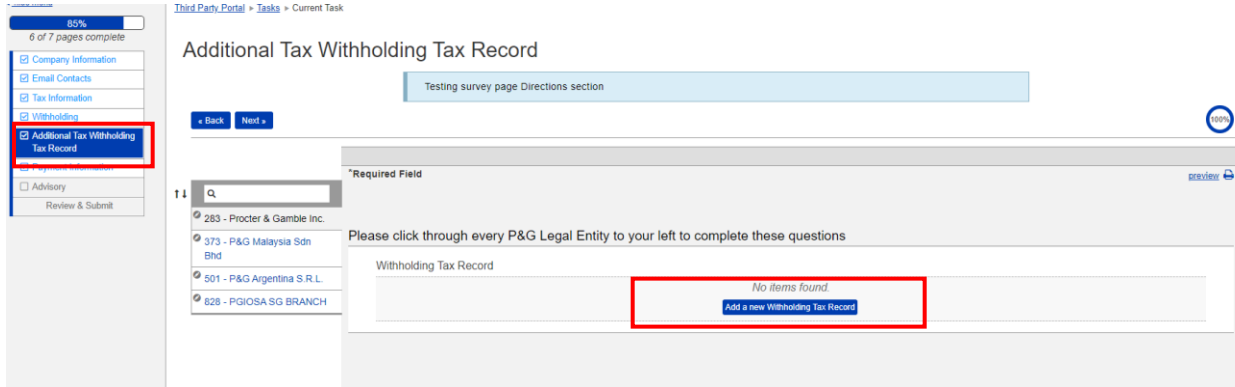
[Support Contacts](#)



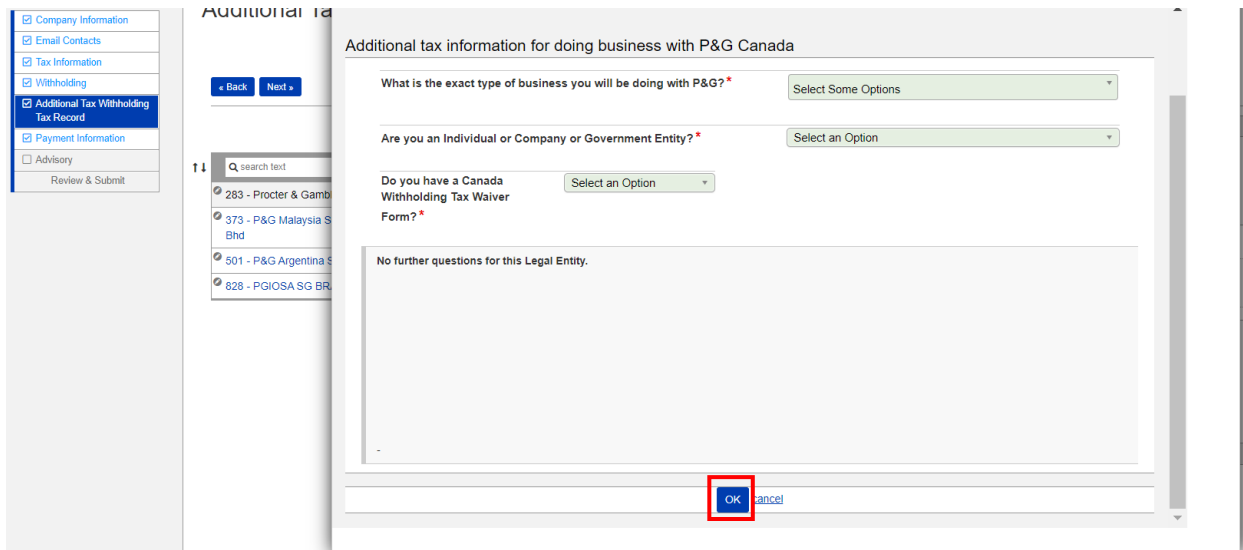
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**Step 3:** On the “Additional Tax Withholding Tax Record” tab, survey needs to be filled out per Legal Entity. If this is the first time you are answering the Legal Entity survey, click “Add a new Withholding Tax Record”.



You will be prompted with the survey specific to the Legal Entity. Ensure to complete all mandatory fields and click “OK”.

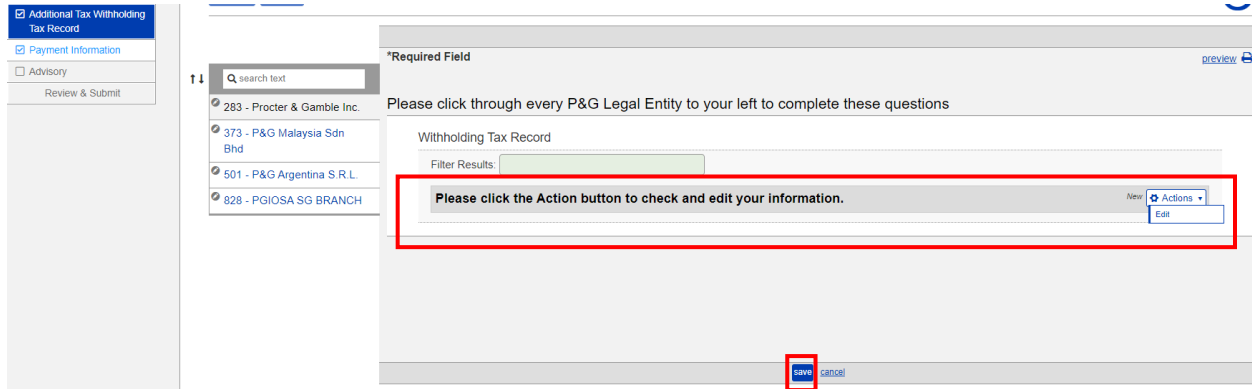




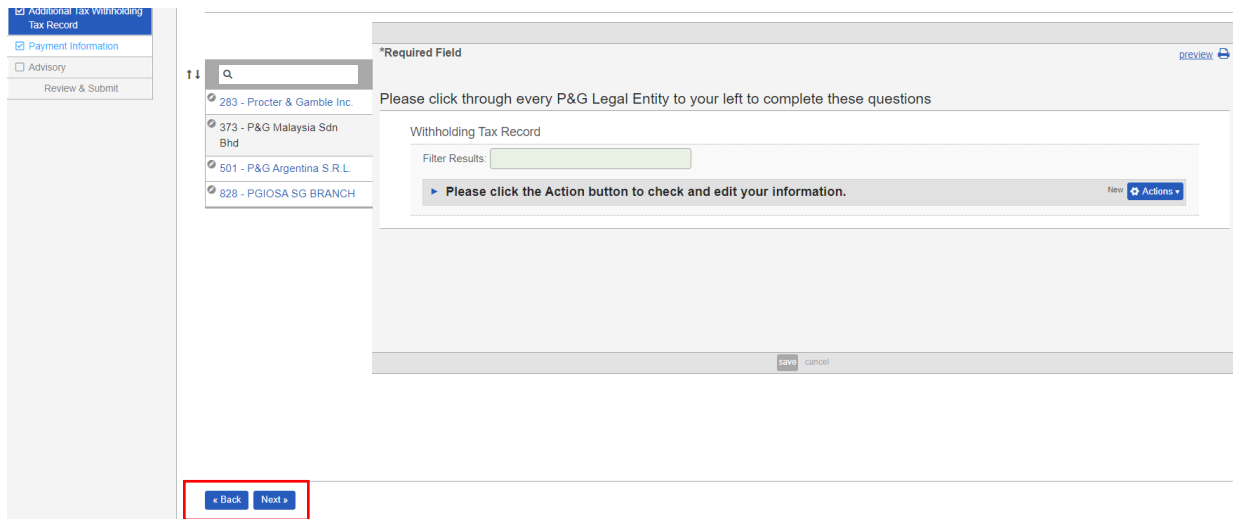
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**Step 4:** To edit/update your answers, go to the Action button and click **“Edit”**. If everything is fine, click **“Save”** before moving to other legal entities.



**Step 5:** Repeat steps 3 & 4 for all legal entities. Once done, click **“Next”** to move on the next page and complete the rest of the survey.



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

**Need Help?**