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/](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, click Vendor Data Survey to start filling out the survey.
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”.

![Image of survey interface]
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/