



ARAVO QUICK-GUIDE FOR SUPPLIERS

HOW TO COMPLETE ARAVO SURVEY FOR NEW VENDOR REGISTRATION

This guide is intended for Aravo primary contacts who will complete the 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: Click “VMD-External Survey v3.0”

Welcome, Tanzania Test 02
Your last login was Wed Sep 22 08:14:45 CDT 2021

Welcome to P&G's Third Party Portal

You now have access to:

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

For any changes in primary contact email/name, please raise a primary contact info update request in the actions tab below. If no action tab is available, Supplier Profile Update is already in progress for one of the request. Please check the Tasks tab to see if the process is pending your action. Otherwise, kindly wait for it to be completed before you can initiate another request from the home page with the available request forms.

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

Tasks

Override: 0 High Priority: 0 Normal Priority: 1 Low Priority: 0

1 Task FILTER: All

	Priority	Start Date	Due Date
VMD Update External v3	Normal	Sep 22, 2021	Sep 29, 2021

Contact Information

Tanzania Test 02
 Tanzania Test
 EMAIL: sdmc_aravotest@gmail.com

[Support Contacts](#)

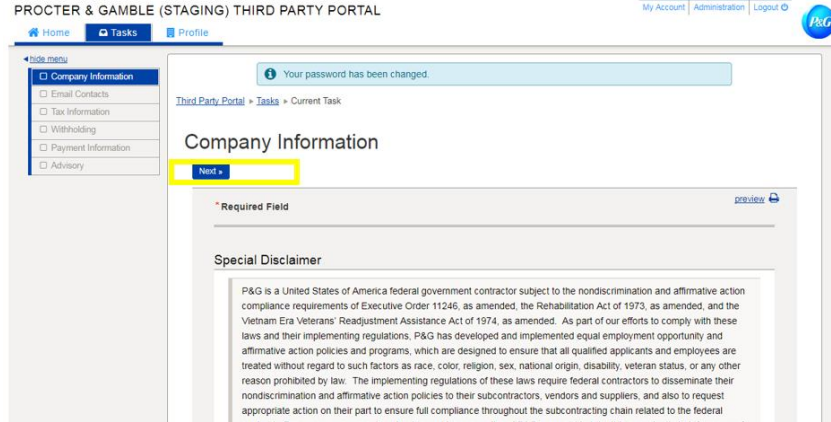
IMPORTANT NOTE: Do not click the “PROFILE” tab. This will show that your profile is locked due to the ongoing update.



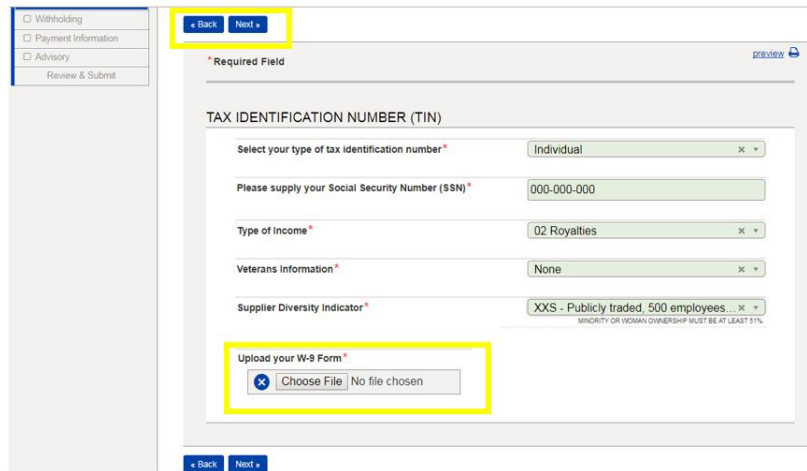
ARAVO QUICK-GUIDE FOR SUPPLIERS

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Step 3: Review the fields in the general information section if all details are correct and click on the “Next” button.



Step 4: Complete all fields in the tax information section and click “Next”



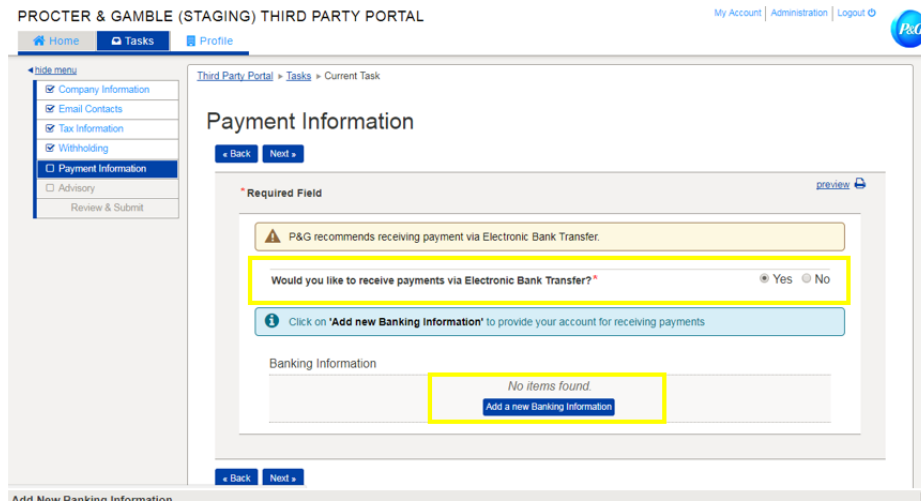
IMPORTANT NOTE: Tax documents must be up to date and save in non-modifiable format. Ensure tax details indicated in your documents match the records with your local tax agency



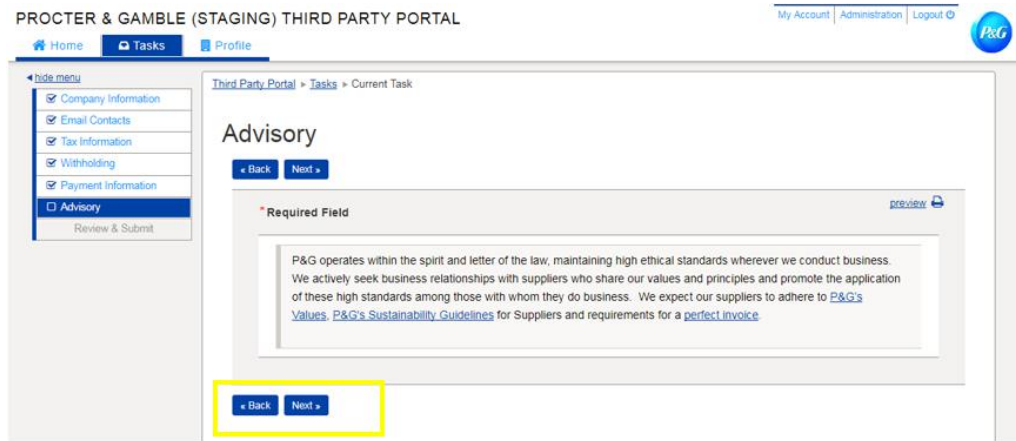
ARAVO QUICK-GUIDE FOR SUPPLIERS

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Step 5: Mark the option whether payment will be received via electronic transfer. If payment will be received via electronic transfer, click **“Add a new Banking Information”** button and complete the bank detail fields.



Step 6: Review the disclosure note and click **“Next”** button





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Step 7: Click “*Save and Send updates*” button

Review & Submit

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

Click on a page title below to expand a section, or click the + to expand all sections.

- Company Information
- Email Contacts
- Tax Information
- Withholding
- Payment Information
- Advisory

Back Save & Send Updates

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

Need Help?