



# 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.

Click [here](#) for Step-by-Step Guides (Username and Password Reset, MFA, Aravo Update, etc).

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:** Click on the Task available on your homepage to open vendor survey:

PROCTER & GAMBLE (STAGING) THIRD PARTY PORTAL

Home Tasks Profile

Welcome, Aravo Test  
Your last login was

**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

**IMPORTANT REMINDERS:**

- DO NOT EDIT your email address under the "My Account" tab to avoid blocking of your account.
- If "Actions" buttons are not visible, it means that your profile is locked due to an ongoing update.

**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 OR [here](#) for Step-by-Step Guide.

For Responsible Sourcing Inquiries [Click here for support.](#)

Tasks

Overdue 0 ⚠ High Priority 0 ↑ Normal Priority 1 ✔ Low Priority 0 ↓

1 Task FILTER: All

Task	Priority	Start Date	Due Date
<a href="#">Vendor Data Survey v1.8</a>	Normal	Mar 24, 2025	Apr 2, 2025

Contact Information

Aravo Test  
 Vendor Creation Test

EMAIL:

[Support Contacts](#)



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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.

PROCTER & GAMBLE (STAGING) THIRD PARTY PORTAL

My Account Administration Logout

Home Tasks Profile

Your password has been changed.

Third Party Portal > Tasks > Current Task

### Company Information

Next >

\* Required Field

Special Disclaimer

P&G is a United States of America federal government contractor subject to the nondiscrimination and affirmative action compliance requirements of Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. As part of our efforts to comply with these laws and their implementing regulations, P&G has developed and implemented equal employment opportunity and affirmative action policies and programs, which are designed to ensure that all qualified applicants and employees are treated without regard to such factors as race, color, religion, sex, national origin, disability, veteran status, or any other reason prohibited by law. The implementing regulations of these laws require federal contractors to disseminate their nondiscrimination and affirmative action policies to their subcontractors, vendors and suppliers, and also to request appropriate action on their part to ensure full compliance throughout the subcontracting chain related to the federal

**Step 4:** Complete Email Contacts Page, then click “Next” button:

Third Party Portal > Tasks > Current Task

20%  
1 of 5 pages complete

Company Information  
Email Contacts  
Tax Information  
Withholding  
Payment Information  
Advisory  
Review & Submit

### Email Contacts

Back Next >

Page Requirements Required Completed 60% Page Completed 1 of 5

\* Required Field

You may provide up to 20 email contacts as needed for different notifications on this page. Once you completed the first 5 you will see the option to add more.

Email address \* Notify this contact for \* Invoices paid (Remittance) x

This contact will be notified when the supplier can expect invoice payment and when invoice payment has been received. If not applicable you may copy the primary contact.

Email address \* Notify this contact for \* Invoices returned (RTV) x

This contact will be notified when the submitted invoice was resubmitted in the P&G system. If not applicable you may copy the primary contact.

**Step 5:** Complete all fields in the tax information section and click “Next”

Withholding  
Payment Information  
Advisory  
Review & Submit

Back Next >

\* Required Field

### TAX IDENTIFICATION NUMBER (TIN)

Select your type of tax identification number \* Individual x

Please supply your Social Security Number (SSN) \* 000-000-000

Type of Income \* 02 Royalties x

Veterans information \* None x

Supplier Diversity Indicator \* XXS - Publicly traded, 500 employees... x  
MINORITY OR WOMAN OWNERSHIP MUST BE AT LEAST 51%

Upload your W-9 Form \*  
Choose File No file chosen

Back 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



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**Step 6:** When additional withholding information is needed, complete Additional Tax Withholding page by clicking on every LE available then click action button " Add a new Withholding tax Record" for withholding questions to appear:

Third Party Portal > Tasks > Current Task

Additional Tax Withholding Tax Record

Page Requirements: 100% | Page Completed: 1 of 2

Next >

Required Field

001 - The P&G Company  
403 - P&G Philippines, Inc.

Please click through every P&G Legal Entity to your left to complete these questions

Legal Entity \* UNITED STATES => 001 - The P&G Company

Withholding Tax Record

No items found.

Add a new Withholding Tax Record

Save Cancel

Third Party Portal > Tasks > Current Task

Additional Tax Withholding Tax Record

Next >

001 - The P&G Company  
403 - P&G Philippines, Inc.

Immediately to the left of this text you may see a list of several P&G Legal Entities. Please click through each of these to answer any additional questions for doing business with P&G in foreign countries.

Additional tax information for doing business with P&G in USA

Confirm the type of business for which you will invoice P&G \* Providing services

Are the services/activities being performed within a U.S. territory? \*  Yes  No

For tax purposes, provide an explanation of the business conducted with P&G \*

Complete one of the following forms (There are no tax implications to the Vendor for completing these forms other than potential withholding tax reduction pursuant to treaty.)

If you are an individual (SMB, DBA)

**Note:** Please answer all questions on additional tax withholding questions to avoid return of survey

Once done, answering withholding questions for each LE, please click "Save" button then "Next" button to proceed to next pages:

Third Party Portal > Tasks > Current Task

Additional Tax Withholding Tax Record

Page Requirements: 100% | Page Completed: 1 of 2

Next >

Required Field

001 - The P&G Company  
403 - P&G Philippines, Inc.

Please click through every P&G Legal Entity to your left to complete these questions

Legal Entity \* UNITED STATES => 001 - The P&G Company

Withholding Tax Record

Filter Results:

Please click the Action button to check and edit your information.

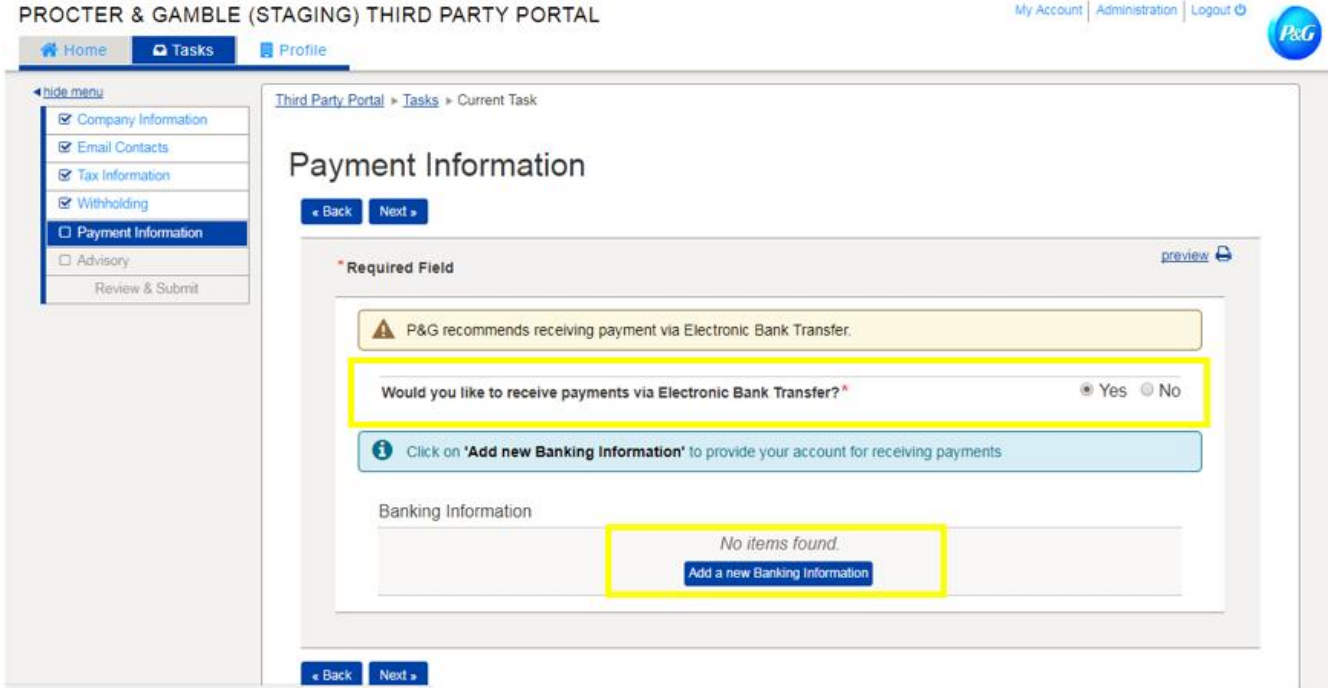
Save Cancel



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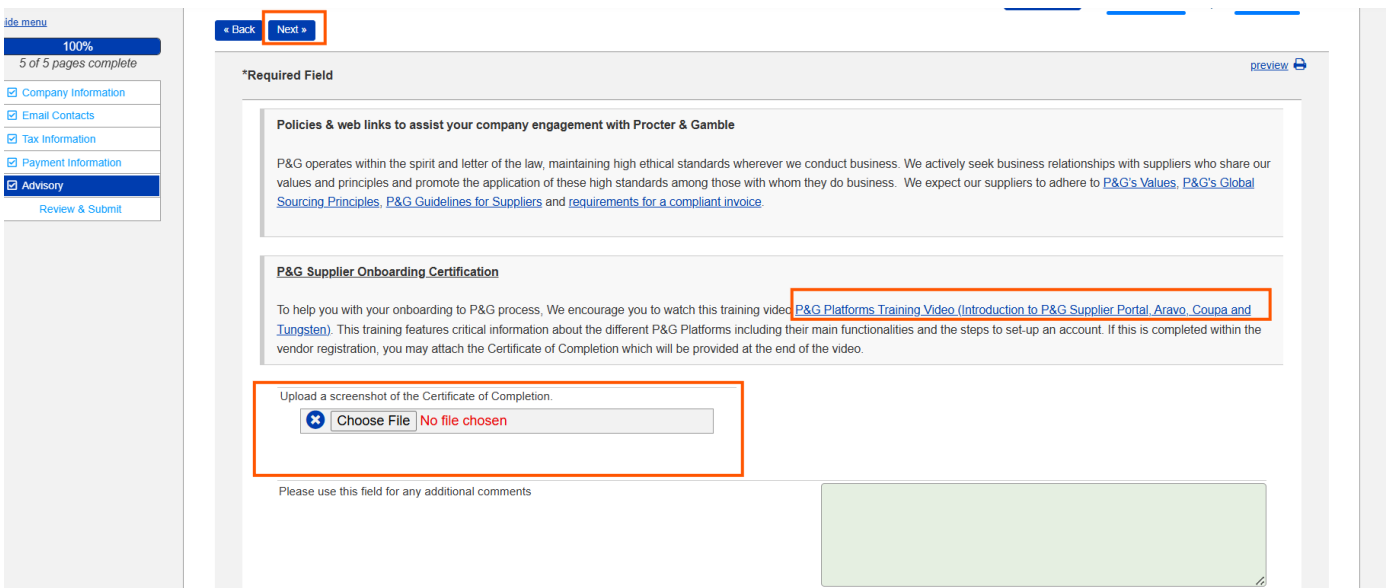
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**Step 7:** Mark the option whether payment will be received via electronic transfer. If payment will be received via electronic transfer, click **“Add a new Banking Information”** button and complete the bank detail fields.



**Step 8:** Review the disclosure note and watch the training video by clicking the **“P&G Platforms Training Video (Introduction to P&G Supplier Portal, Aravo, Coupa and Tungsten)”** link.

Then, attach a screenshot of Certificate of Completion which found in the training the video, then click the **“Next”** button





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**Step 9:** Click You may view information summary by expanding each section. If complete, 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/>