



ARAVO QUICK-GUIDE FOR SUPPLIERS

HOW TO COMPLETE A NON-VENDOR INITIATED UPDATE SURVEY

This guide is intended for Aravo primary contacts who will fill out the survey to complete an update request raised by P&G employees

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](#).

Step 2: Click “VMD Update External”



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Step 3: Check if all general data e.g. name, address, telephone are still updated. Ensure to complete all mandatory fields marked as (*)

Your Company Information

Full Company Legal or Registered Name*

Can you confirm that you are not a P&G Employee?* Yes No

Country/Territory of Registration

House Number (complement, number, walk, building number, other information)*

House Number is a required field. If unknown, please enter "0".

Address Line 1*

Address Line 2

City*

District (County)*

Region / State / Province

Postal Code*

Step 4: Make the changes, if needed, and click **“Next”**.

code + number)*

Additional telephone number (country code + area code + number) Extension

Fax number (country code + area code + number) Extension

Area Code + Fax 2 Extension

Website (if you have one)

Next >



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Step 5: Check if email addresses are still valid. Otherwise, provide the latest email address contacts and click “Next”

Step 6: Check if tax details are still valid and updated. ***Ensure to attach tax documents in non-modifiable format*** and click “Next”



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Step 7: Check if all bank details are still valid and updated. If old bank account will be deleted and replaced by a new account, select **“Delete”** in the Actions button

The screenshot shows the 'Payment Information' survey form. On the left is a navigation menu with options: Company Information, Email Contacts, Tax Information, Withholding Information, and Payment Information (selected). The main content area has a breadcrumb trail: 'Third Party Portal > Tasks > Current Task'. The title is 'Payment Information' with 'Back' and 'Next' buttons. A 'Required Field' section contains an information message: 'You are receiving this survey back to review and update your payment information.' Below this is a note: 'Please review or update your information based on these instructions' with a 'testing' label. A warning message states: 'P&G recommends receiving payment via Electronic Bank Transfer.' A question asks: 'Would you like to receive payments via Electronic Bank Transfer?' with 'Yes' (selected) and 'No' radio buttons. Another information message says: 'Please review and update your banking information as needed. Click on the Action button and select 'edit' to make changes, or 'delete' the bank account if it is no longer used and add your new information.' The 'Banking Information' section has a 'Filter Results' input field and a table with one entry: 'Island Bank'. To the right of this entry is an 'Actions' dropdown menu with 'Edit' and 'Delete' options highlighted in yellow. Below the table is an 'Add a new Banking Information' button. At the bottom are 'Back' and 'Next' buttons.

Step 8: To add new bank account, click **“Add a new Banking Information”**. Enter the bank details and click **“Next”**

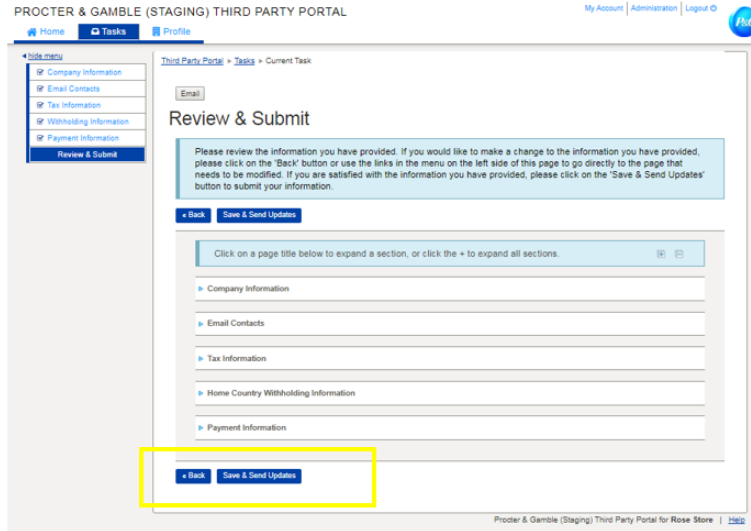
This screenshot is similar to the previous one but highlights the 'Add a new Banking Information' button in the 'Banking Information' section with a yellow box. Additionally, the 'Back' and 'Next' buttons at the bottom of the form are also highlighted with a yellow box. The rest of the form content remains the same as in the previous screenshot.



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Step 9: Review your responses then click **“Save & Send Updates”** button



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

Need Help?