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

![Company Information Form](image)

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

![Additional Contact Information Form](image)
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”
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.

Step 8: To add new bank account, click “Add a new Banking Information”. Enter the bank details and click “Next”.
Step 9: Review your responses then click “Save & Send Updates” button

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