



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”



ARAVO QUICK-GUIDE FOR SUPPLIERS

HOW TO COMPLETE A NON-VENDOR INITIATED UPDATE SURVEY

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*	Rose Store
Can you confirm that you are not a P&G Employee?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Country/Territory of Registration	United States
House Number (complement, number, walk, building number, other information)*	51
House Number is a required field. If unknown, please enter "0".	
Address Line 1*	87th Ave
Address Line 2	
City*	New York
District (County)*	Brooklyn
Region / State / Province	New York
Postal Code*	10098

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 >



ARAVO QUICK-GUIDE FOR SUPPLIERS

HOW TO COMPLETE A NON-VENDOR INITIATED UPDATE SURVEY

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”



ARAVO QUICK-GUIDE FOR SUPPLIERS

HOW TO COMPLETE A NON-VENDOR INITIATED UPDATE SURVEY

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 'Payment Information' selected. The main content area has a 'Required Field' section with instructions. Below that is a 'Banking Information' section with a table listing 'Island Bank'. The 'Actions' column for 'Island Bank' has a dropdown menu with 'Edit' and 'Delete' options, which is highlighted with a yellow box. There are 'Back' and 'Next' buttons at the top and bottom of the form.

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

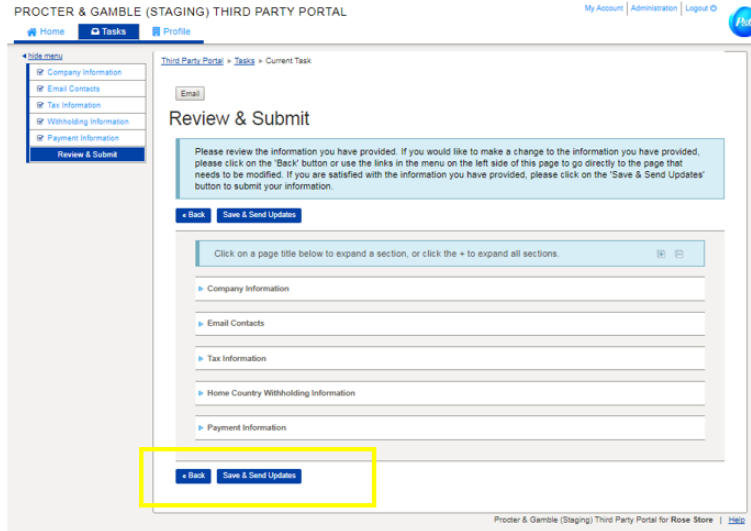
This screenshot is similar to the previous one but highlights the 'Add a new Banking Information' button in the 'Banking Information' section and the 'Back' and 'Next' buttons at the bottom of the form with yellow boxes. The 'Actions' dropdown for 'Island Bank' is no longer highlighted.



ARAVO QUICK-GUIDE FOR SUPPLIERS

HOW TO COMPLETE A NON-VENDOR INITIATED UPDATE SURVEY

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



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

