



# 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 and complete the Third Party VMD Survey from 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 may select ‘Need help accessing your account?’ to reset your credentials or use the available guides in [Supplier Portal](#). Help support is also available at the bottom of the screen.

**Step 2:** Click “VMD Update External” link to access the survey.

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



# 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 x ▾
Postal Code *	10098

**Step 4:** Make the necessary changes as needed. Click “Next” once done.

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.*** Once done, click “Next”.



# ARAVO QUICK-GUIDE FOR SUPPLIERS

## HOW TO COMPLETE A NON-VENDOR INITIATED UPDATE SURVEY

**Step 7:** Check your bank details if still valid and updated. If existing bank is inactive or not in use anymore, ensure to remove by selecting **“Delete”** in the Actions button to avoid incorrect payments.

The screenshot shows the 'Payment Information' section of a survey. On the left is a navigation menu with 'Payment information' selected. The main content area has a 'Required Field' header and a 'preview' icon. A message box states: 'You are receiving this survey back to review and update your payment information.' Below this, there are instructions and a warning: '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. Another message box 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.' Under 'Banking Information', there is a 'Filter Results' field and a table with one entry: 'Island Bank'. To the right of this entry is an 'Actions' menu, which is highlighted with a yellow box and shows 'Edit' and 'Delete' options. At the bottom of the table is a button labeled 'Add a new Banking Information'. Navigation buttons 'Back' and 'Next' are at the top and bottom of the form.

**Step 8:** To add a new bank account, click **“Add a new Banking Information”** and enter your complete bank details. Click **“Next”** once done.

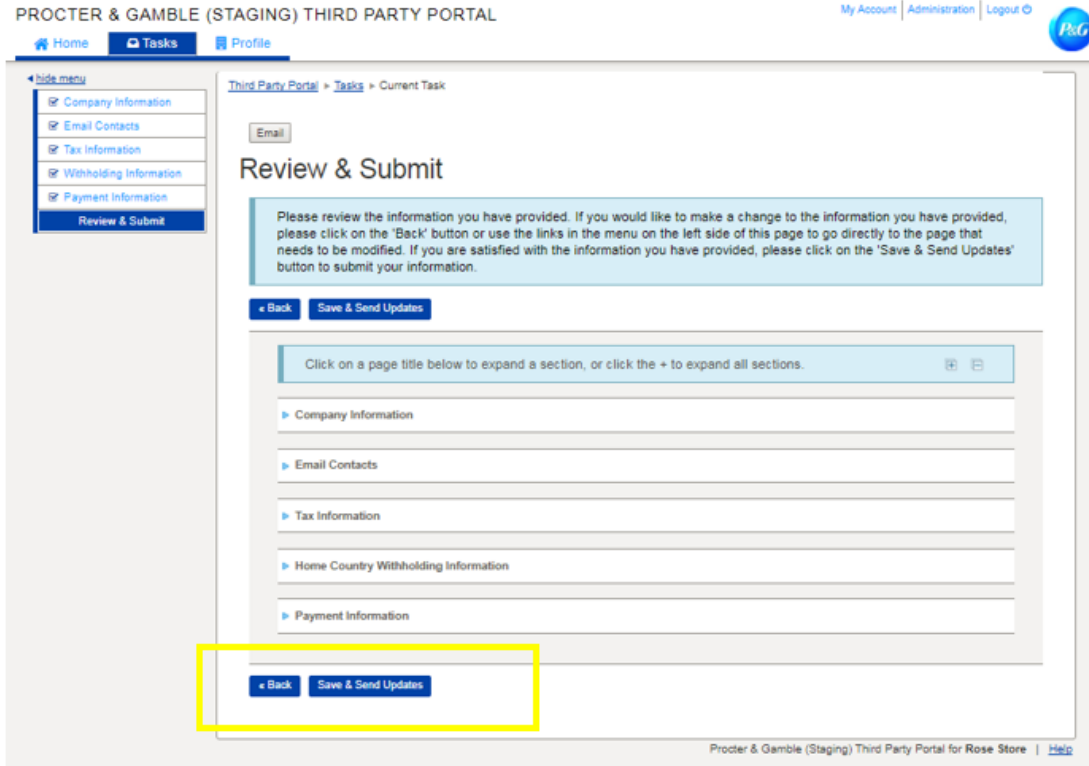
This screenshot is similar to the previous one, showing the 'Payment Information' form. In this view, the 'Add a new Banking Information' button at the bottom of the banking information table is highlighted with a yellow box. Additionally, the 'Next' button in the bottom navigation bar is also highlighted with a yellow box. The 'Actions' menu for the 'Island Bank' entry is still visible but not highlighted.



# ARAVO QUICK-GUIDE FOR SUPPLIERS

## HOW TO COMPLETE A NON-VENDOR INITIATED UPDATE SURVEY

**Step 9:** Kindly review your responses before you submit. Click **“Save & Send Updates”** button to complete the survey.



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