



# ARAVOサプライヤー向けクイックガイド

## ノンベンダーが始めたアップデートサーベイに記入する方法

本ガイドは、P&G従業員が提起したアップデートリクエストを完了すべく、Procter & Gamble社へのベンダー登録においてサーベイに記入するAravoのプライマリーコンタクト(第一連絡先)向けに意図されています

**ステップ1:** 指定されたユーザー名とパスワードを使用して、Aravo (<https://pg.aravo.com/aems/login.do>)にログインします。ガイダンスが必要な場合、以下の指示(<https://pgsupplier.com/setup-and-update-profile>)に従って認証情報をリセットできます。

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.

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?](#)

**ステップ2:** “VMD Update External (VMD外部アップデート)”をクリックします。

Welcome, Tanzania Test 02

Your last login was Wed Sep 22 08:14:45 CDT 2021

Welcome to P&G's Third Party Portal

You now have access to:

- Respond to surveys initiated by P&G (**check your Tasks below**)
- Proactively update your own data at any time as per your company needs
- Manage your login ID and password

For any changes in primary contact email/name, please raise a primary contact info update request in the actions tab below. If no action tab is available, Supplier Profile Update is already in progress for one of the request. Please check the Tasks tab to see if the process is pending your action. Otherwise, kindly wait for it to be completed before you can initiate another request from the home page with the available request forms.

Do you need help? [Click here for live support.](#)

Tasks

Overdue 0 High Priority 0 Normal Priority 1 Low Priority 0

1 Task FILTER: All

	Priority	Start Date	Due Date
VMD Update External v0	Normal	Sep 22, 2021	Sep 29, 2021

Contact Information

Tanzania Test 02  
Tanzania Test  
EMAIL: [sdmc.aravotest@gmail.com](mailto:sdmc.aravotest@gmail.com)

[Support Contacts](#)



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**ステップ3:** 全ての一般データ、すなわち氏名、住所、電話番号が全て最新のものであることを確認します。(\*)とマークされている必須フィールド全てを記入していることを確認します

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\*

**ステップ4:** 必要であれば変更を行い、“Next(次へ)”をクリックします。

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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**ステップ5:** 電子メールが今でも有効かどうか確認します。そうでない場合、最新の電子メールアドレスの連絡先を入力して

“Next(次へ)”

**ステップ6:** 税務情報の詳細が有効かどうかを確認し、税務文書が変更不可能な 様式であることを確認して“Next (次へ)”をクリックします。



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**ステップ7:** 銀行口座情報が全て有効かつ最新のものであるかどうかを確認します。以前の銀行口座が削除され新しい口座に置き換えられた場合、アクションボタンで“Delete(削除)”を選択します

The screenshot shows the 'Payment Information' form. On the left is a sidebar menu with options: Company Information, Email Contacts, Tax Information, Withholding Information, and Payment Information (selected). The main content area has a breadcrumb 'Third Party Portal > Tasks > Current Task' and a title 'Payment Information'. Below the title are 'Back' and 'Next' buttons. A 'Required Field' section contains a message: 'You are receiving this survey back to review and update your payment information.' followed by instructions to review or update information. A warning message states: 'P&G recommends receiving payment via Electronic Bank Transfer.' Below this is a question: 'Would you like to receive payments via Electronic Bank Transfer?' with radio buttons for 'Yes' and 'No'. Another 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 the table is an 'Actions' menu with options: 'Edit' and 'Delete'. The 'Delete' option is highlighted with a yellow box. At the bottom of the table is a button 'Add a new Banking Information'. At the bottom of the form are 'Back' and 'Next' buttons.

**ステップ8:** 新規銀行口座を追加する場合、“Add new banking information(新規銀行口座情報を追加)”をクリックします。新規銀行口座の詳細を入力し、“Next(次へ)”をクリックします

This screenshot is similar to the previous one, showing the 'Payment Information' form. The 'Add a new Banking Information' button at the bottom of the banking information table is highlighted with a yellow box. Additionally, the 'Back' and 'Next' buttons at the bottom of the form are also highlighted with a yellow box. The 'Actions' menu for the 'Island Bank' entry is visible but not highlighted.



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ステップ9: “Save and Send updates (保存して更新を送信)”ボタンをクリックします

PROCTER & GAMBLE (STAGING) THIRD PARTY PORTAL

Home Tasks Profile

Third Party Portal > Tasks > Current Task

Review & Submit

Please review the information you have provided. If you would like to make a change to the information you have provided, 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
- Home Country Withholding Information
- Payment Information

Back Save & Send Updates

Procter & Gamble (Staging) Third Party Portal for Rose Store | 1/20

ヘルプが必要ですか? <https://pg.aravo.com/aems/login.do>で当社に連絡できます

