



ARAVO QUICK-GUIDE FOR SUPPLIERS

HOW TO RAISE A VENDOR SELF-SERVICE UPDATE REQUEST

This guide is intended for Supplier's Primary contact who is responsible for updating their company's details (General Info, Address, Payment and Tax Information) in P&G Aravo system

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: In the Home screen, there are “Actions” buttons for the different information that can be updated. Select the button that needs to be updated. Note that only one information can be updated at a time and once you submit the request, your profile will be locked for editing until the requested update is completed.

Types of Requests:

- **Update Banking and Payment** – To add, update or delete bank account information.
- **Update General Information** – To update company name, address, contact number and additional contacts except primary contact information.
- **Update Primary Contact Information** – To update the primary contact only. To update additional contact information for invoice remittance, invoices returned, purchase documents and other purposes, use the **Update General Information**.
- **Update Tax and Withholding Tax** – To update tax and withholding tax information (Tax documents, type of transactions, exemptions, etc.)



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Step 3: Click **“Submit”** and enter the information in the survey form as needed.

Step 4: Click **“Next”** at the bottom until the last page and click **“Save & Send Updates”** button.

Request that was not successfully submitted will appear in the Home page as **“Task”**. Just click the task and ensure to complete **“Save & Send Updates”** action.

Tasks

0 Overdue | 0 High Priority | **1 Normal Priority** | 0 Low Priority

1 Task

Show: All Overdue | Priority: All High Normal Low

	Priority	Start Date	Due Date
Vendor Self Service Update	Normal	Jul 15, 2021	Jul 16, 2021

Contact Information

rona a
VMD Test 2

EMAIL
sdmc.aravotest@gmail.com

[Support Contacts](#)

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