



# ARAVO QUICK-GUIDE FOR SUPPLIERS

## HOW TO RAISE A PRIMARY CONTACT UPDATE VIA SELF-SERVICE

This guide is intended for Supplier’s Primary contact who is responsible in updating their company’s details 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. Click “Update Primary Contact Info”. 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.

**Step 3:** Click “Submit” to proceed with the primary contact information page.



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Third Party Portal > Tasks > Current Task

Contact Information

Next

\*Required Field

Please enter P&G Contact Person's Email \*

Your Company Primary Contact Information

You are required to maintain one primary contact only.

Contacts

	First Name*	Last Name*	Title	Email*	Is Primary?
Actions	vendor	primary	—	tprm.pg.test@gmail.com	Yes
Actions	rona	a	—	sdmc.aravotest@gmail.com	No

**Step 4:** Click the “Actions” button to edit or delete the existing primary contact.

Note: If you only have one existing email in the page, “delete” function will not work. Choose edit instead to change the email details.

Contacts

Filter Results:

	First Name*	Last Name*	Title	Email*	Is Primary?
Actions	vendor	primary	—	tprm.pg.test@gmail.com	Yes
Actions	a	a	—	sdmc.aravotest@gmail.com	No

**Step 5:** Edit/Enter new email contact details. Ensure “Is Primary?” box is ticked. Note that only one email contact can be marked as primary. Once done, click “OK”.

\*Required Field

Please enter P&G Contact Person's Email \*

Your Company Primary Contact Information

You are required to maintain one primary contact only.

Contacts

Filter Results:

Summary Field - Please edit this text

First Name\* vendor

Last Name\* primary

Title

Email\* pgtestsupplier@gmail.c

Is Primary?

If you do not have a valid email address for the Third Party or you do not wish to enter/expose a valid email address (in the case of a Gov't Agency or Celebrity, for example), please input a 'dummy email address' such as noemail@none.com or dummyuser@example.com

**Step 6:** Enter your P&G Contact Person's Email (example: buyer, business requester, etc.)

Note: SDMC will have to secure approval from your P&G Contact Person first before completing your request.

Third Party Portal > Tasks > Current Task

Contact Information

Next

\*Required Field

Please enter P&G Contact Person's Email \*

acosta.r.13@pg.com



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**Step 7:** Click “Next” at the bottom of the page and click “Save & Send Updates” button.

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

**Step 8:** New primary contact will receive an email for the change done once the update request is completed.

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

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