



SUPPLIER QUICK GUIDE

HOW TO DETERMINE YOUR P&G VENDOR CODE

This guide is intended to help suppliers identify their 8-digit P&G Vendor Code to be used for tracking attendance accurately throughout the training process – upon registration, during training, or after training.

OPTION 1: Through your Purchase Order (PO) document

Purchase Document is provided prior your invoice submission. Once you have secured your PO copy, you will be able to determine your 8-digit P&G Vendor Code. Refer to the following PO samples.

Sample A: Coupa Purchase Order (starts with 8)

Your Vendor Code is indicated as the “Acct” as shown below. Input this 8-digit vendor code when confirming your attendance.

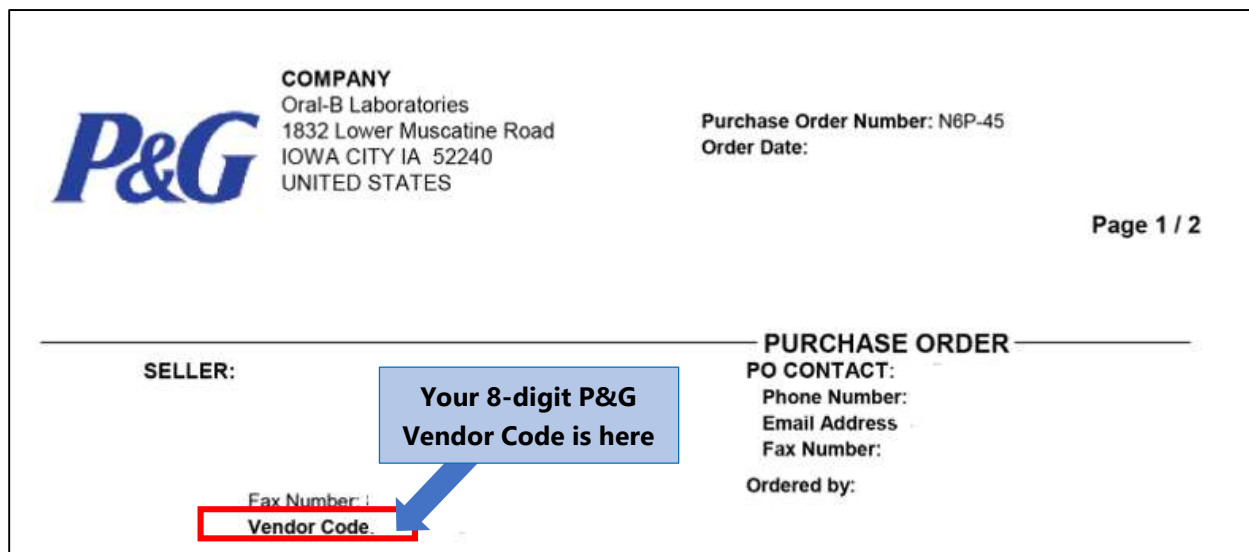


SUPPLIER QUICK GUIDE

HOW TO DETERMINE YOUR P&G VENDOR CODE

Sample B: Non-Coupa Purchase Order (starts with 45 or 55)

- Your Vendor Code is indicated as the "Vendor Code" as shown below. Input this 8-digit vendor code when confirming your attendance



OPTION 2: Through your P&G Buyer

Kindly connect directly with your P&G buyer or P&G Contact to confirm your Vendor Code. You may also see their names in your PO document.

OPTION 3: Through P&G Chat Support

If in any case you forgot your Vendor Code, you can connect with us through your registered Supplier Portal account via <https://pgsupplier.com/>. Log in your credentials then click the "Need Help" button. You will be routed to a live specialist who can guide you on other ways to identify your vendor code.

