

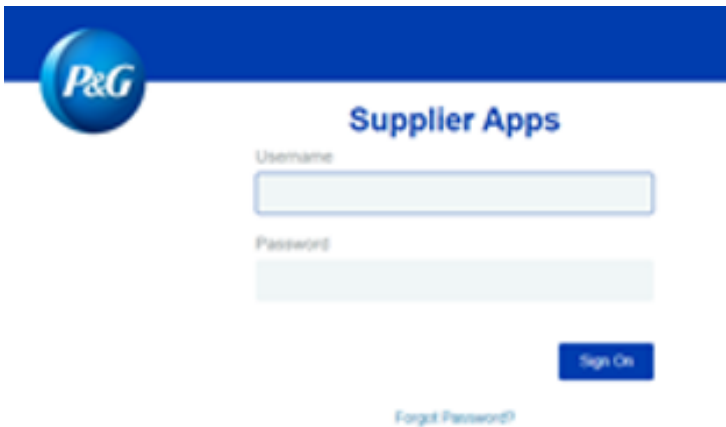


How to use Subscribe Application ?

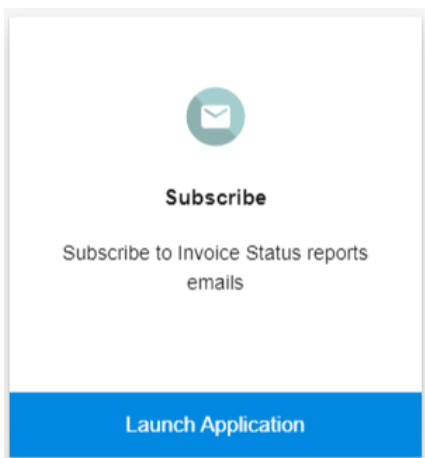
Subscribe App allows you to:

- Automatically receive reports of your paid and unpaid invoices.

To view **Subscribe App**, go <https://pgsupplier.vpn.pg.com/> and enter your P&G Supplier Portal Login Credentials.

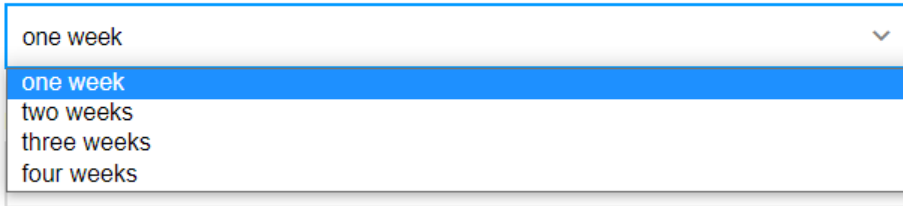


Click **Subscribe** Application.



Step 1: Select **when** you want to receive the report.

I want to receive invoice status reports every:



one week

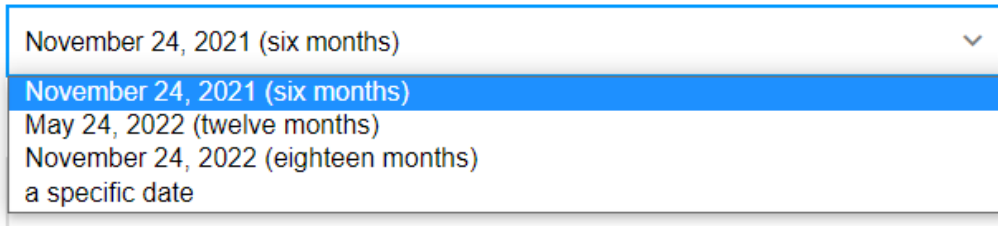
one week

two weeks

three weeks

four weeks

Step 2: Select **until when** you want to receive the report.



November 24, 2021 (six months)

November 24, 2021 (six months)

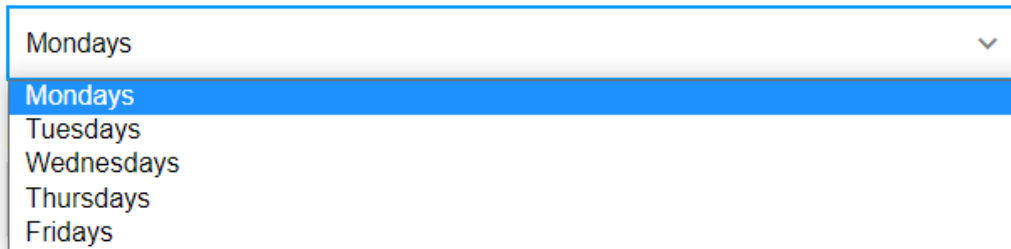
May 24, 2022 (twelve months)

November 24, 2022 (eighteen months)

a specific date

Step 3: Select **which day of the week** you want to receive the report.

I want to receive invoice status reports in the morning on:



Mondays

Mondays

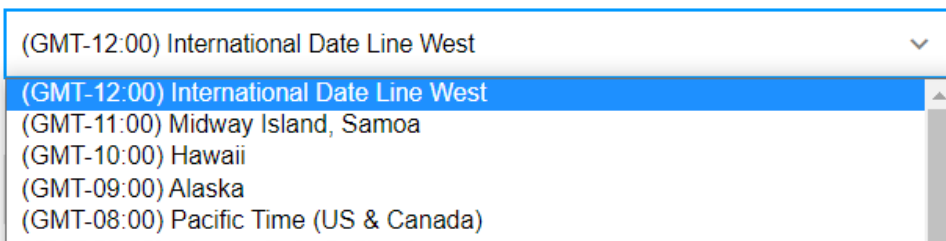
Tuesdays

Wednesdays

Thursdays

Fridays

Step 4: Select the **time** you want to receive the report among the options available.



(GMT-12:00) International Date Line West

(GMT-12:00) International Date Line West

(GMT-11:00) Midway Island, Samoa

(GMT-10:00) Hawaii

(GMT-09:00) Alaska

(GMT-08:00) Pacific Time (US & Canada)

Step 5: Choose the **date range if when P&G received the invoices** that you want to include in the report.

I want invoices sent to me that were delivered to P&G during:

the last month

the last month

the last three months

✓ Save settings

Step 6: Choose the **type of the invoices** you want to include in the report.

require my attention

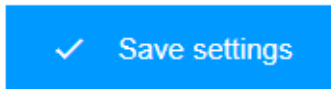
require my attention

are unpaid

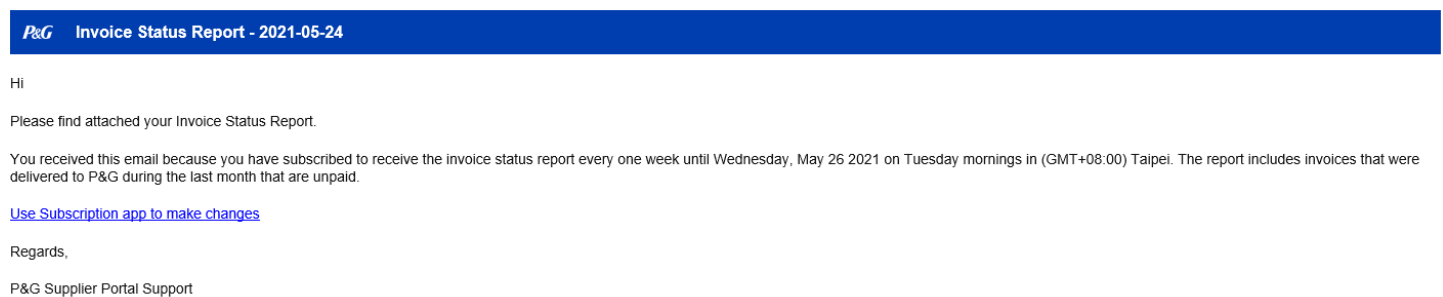
are paid

are both unpaid and paid

Step 7: Click Save Settings.



This is the sample email that you will receive for Invoice Status Reports.



Step 8: If you no longer want to receive Invoice Status Reports from Portal Apps, click Unsubscribe.

