

Como usar o aplicativo Subscribe?

O aplicativo **Subscribe** lhe permite:

- Receber automaticamente relatórios de suas faturas pagas e não pagas.

Para visualizar o **aplicativo Subscribe**, acesse <https://pgsupplier.vpn.pg.com/> e digite suas credenciais de login ao portal do fornecedor P&G.

P&G Suppliers English ?

Log in Sign up

Supplier Portal Login

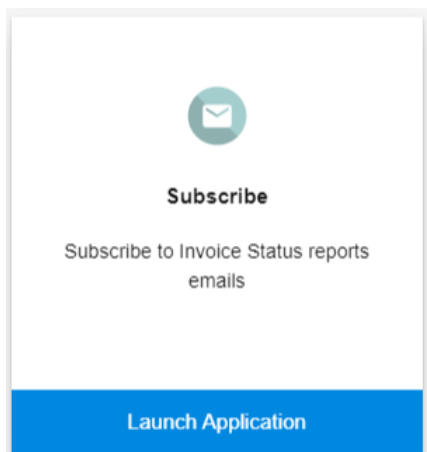
Username [Forgot username?](#)
Enter your username

Password [Forgot password?](#)
Enter your password

Log In

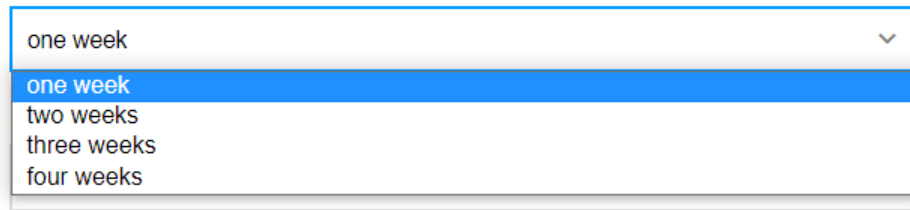
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Clique no aplicativo **Subscribe** .



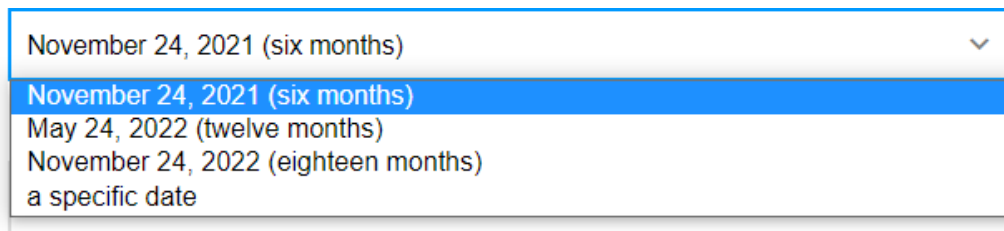
Etapa 1: Selecione **quando** você deseja receber o relatório.

I want to receive invoice status reports every:



A dropdown menu with a light blue border and a downward arrow on the right. The selected item is 'one week', which is highlighted in a darker blue. Other options listed are 'two weeks', 'three weeks', and 'four weeks'.

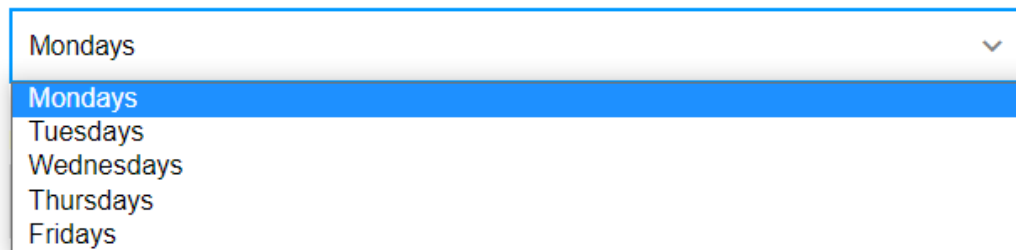
Etapa 2: Selecione **até quando** você deseja receber o relatório.



A dropdown menu with a light blue border and a downward arrow on the right. The selected item is 'November 24, 2021 (six months)', highlighted in blue. Other options are 'May 24, 2022 (twelve months)', 'November 24, 2022 (eighteen months)', and 'a specific date'.

Etapa 3: Selecione **que dia da semana** você deseja receber o relatório.

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



A dropdown menu with a light blue border and a downward arrow on the right. The selected item is 'Mondays', highlighted in blue. Other options are 'Tuesdays', 'Wednesdays', 'Thursdays', and 'Fridays'.

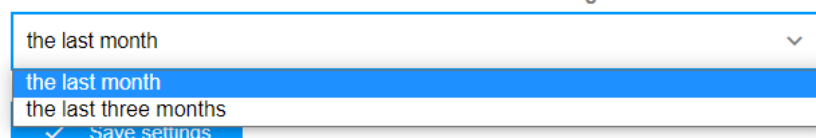
Etapa 4: Selecione o **horário** em que deseja receber o relatório dentre as opções disponíveis.



A dropdown menu with a light blue border and a downward arrow on the right. The selected item is '(GMT-12:00) International Date Line West', highlighted in blue. Other options include '(GMT-11:00) Midway Island, Samoa', '(GMT-10:00) Hawaii', '(GMT-09:00) Alaska', and '(GMT-08:00) Pacific Time (US & Canada)'.

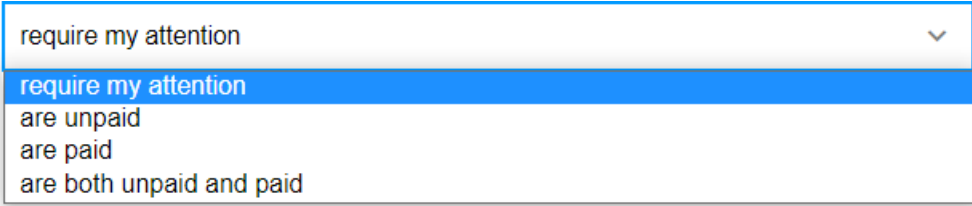
Etapa 5: Selecione o **intervalo de datas se quando a P&G recebeu as faturas** que você deseja incluir no relatório.

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



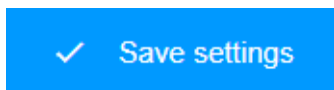
A dropdown menu with a light blue border and a downward arrow on the right. The selected item is 'the last month', highlighted in blue. Other options are 'the last three months'. Below the dropdown is a blue button with a white checkmark and the text 'Save settings'.

Etapa 6: Escolha o **tipo de faturas** que você deseja incluir no relatório.

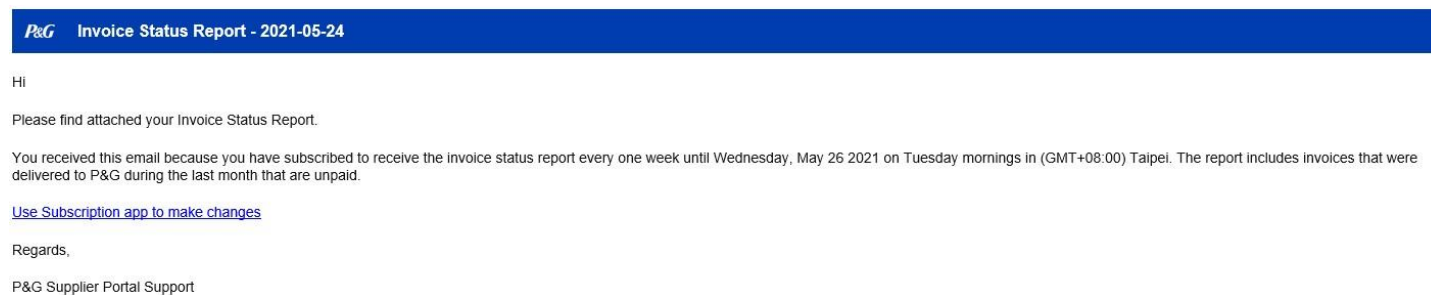


A dropdown menu with a white background and a blue border. The selected option is "require my attention", which is highlighted in blue. Below it, the other options are listed: "are unpaid", "are paid", and "are both unpaid and paid". A small downward arrow is visible in the top right corner of the dropdown.

Etapa 7: Clique em “Save Settings” (Salvar configurações).



Este é o e-mail de amostra que você receberá para relatórios de status de fatura.



Etapa 8: Se você não quer mais receber relatórios de status de fatura dos aplicativos do portal, clique em “Unsubscribe” (Desinscrever-se).

