

# P&G Supplier Portal: How to Register

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## How to Register

**Step 1:** To register for an account in P&G Supplier Portal, click this link to submit your account information:

<https://pgsupplier.com/invoicingsignup>

Enter your corporate email twice. Click Continue.



Your corporate email


Confirm your corporate email

① You must type the email address.

Continue →

**Step 2:** Enter your First Name, Last Name and Country of your work location. Click Submit.



 Edit Your corporate email:

First Name

Last Name

Country or territory or market of your work location

← PREVIOUS

✓ SUBMIT

**Step 3:** Enter your P&G Vendor Code. P&G Vendor codes can be found in your Purchase Order Contract. Click Submit.

Home

Sign up for Invoices & Payments Reports

SIGN UP FOR INVOICES & PAYMENTS REPORTS

Edit

Your corporate email:

Edit

, located in

P&G Vendor Code

Enter an 8 digit number

A P&G vendor code is typically 8 digits long and starts with 10, 15, or 20

PREVIOUS

SUBMIT

**Step 4:** Enter your company name exactly as displayed in your P&G Purchase Order. Click Submit.

Home

Sign up for Invoices & Payments Reports

SIGN UP FOR INVOICES & PAYMENTS REPORTS

Edit

Your corporate email:

Edit

, located in

P&G Vendor Code

I can't find my vendor code

A P&G vendor code is typically 8 digits long and starts with 10, 15, or 20

Company Name

Exactly as displayed on the P&G order

The company name for vendor code starts with ASI

PREVIOUS

SUBMIT

**Step 5:** A display message will appear stating your request for access was sent to your company's primary email contact.

Home

Sign up for Invoices & Payments Reports

SIGN UP FOR INVOICES & PAYMENTS REPORTS

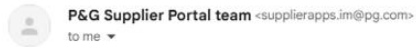
This signs you up to the P&G Supplier Portal, which allows you to view the status of your invoices and to request support. For security reasons, all invoice and payment queries should be raised inside the P&G Supplier Portal.

✓

Your request for access was sent to , primary contact(s). You will receive an email when your request is approved.

**Step 6:** After your company's primary email contact approves your access, you will receive an email from Supplier Portal with your username, TNumber (a unique identifier), and password reset instructions.

#### Access to P&G Supplier portal



Dear

You have been given access to P&G's supplier portal at [pgsupplier.vpn.pg.com](https://pgsupplier.vpn.pg.com).

To complete your registration, you may proceed to [mypassword.pg.com](https://mypassword.pg.com) and use the following details to set your password and complete your registration:

Username:

T-Number:

For a step-by-step guide, you may refer to [MyPassword job aid](#).

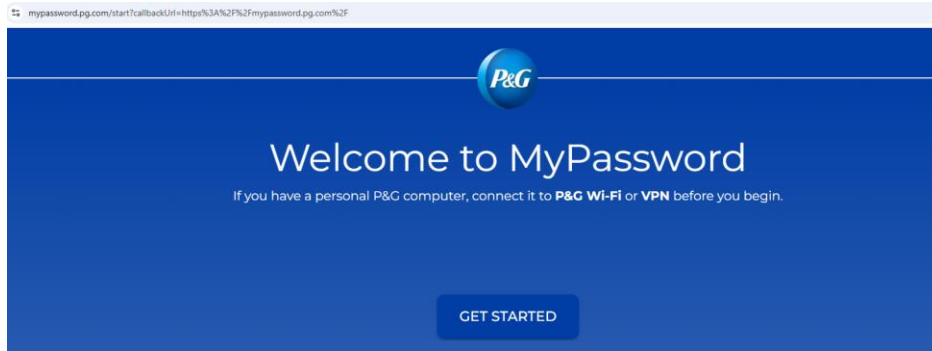
Need support?

Contact [supplierapps.im@pg.com](mailto:supplierapps.im@pg.com)

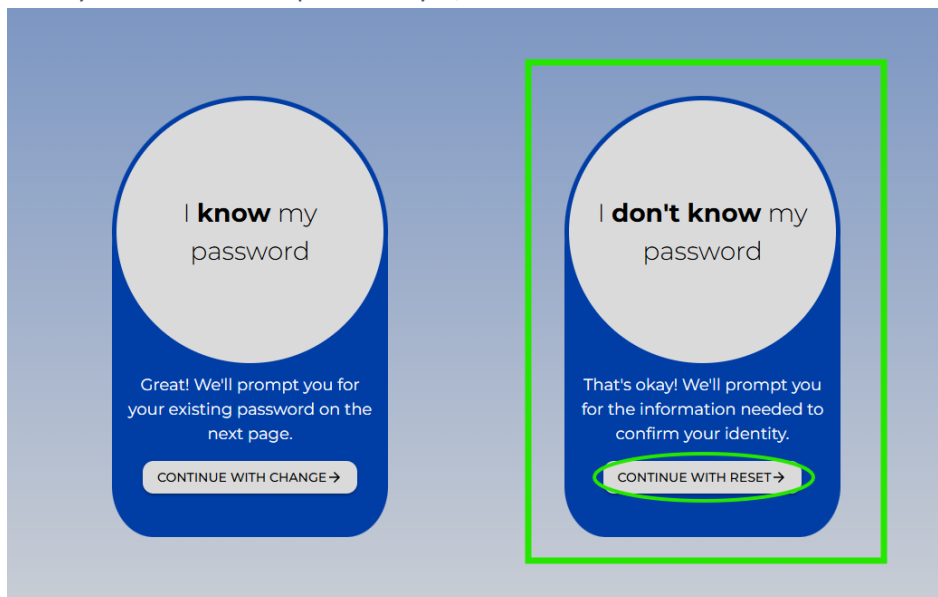
Sincerely,  
P&G Supplier Portal Team

#### How to Establish Password

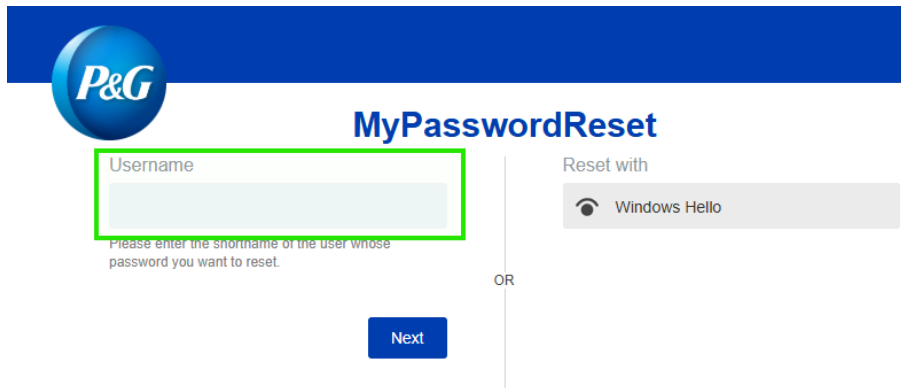
**Step 7:** Using the provided credentials, go to <https://mypassword.pg.com/> to set your password.



Since you do not have a password yet, click the "continue with reset" button under "I **don't know** my password."



Enter your username, then click "Next".



**P&G**

## MyPasswordReset

Username

Please enter the shortname or the user whose password you want to reset.

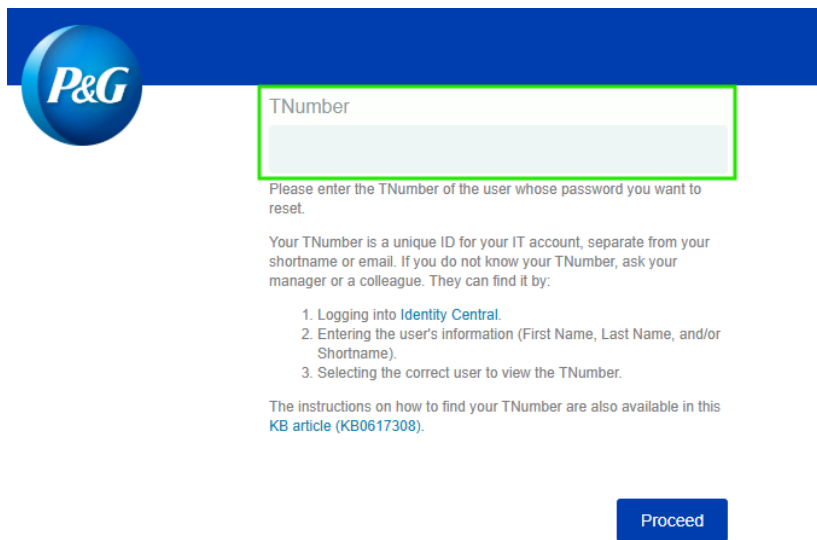
Reset with

Windows Hello

OR

Next

**Step 8:** You will then be prompted to enter your TNumber. Refer to the email from the Supplier Portal to enter your TNumber, and then click "Proceed."



**P&G**

TNumber

Please enter the TNumber of the user whose password you want to reset.

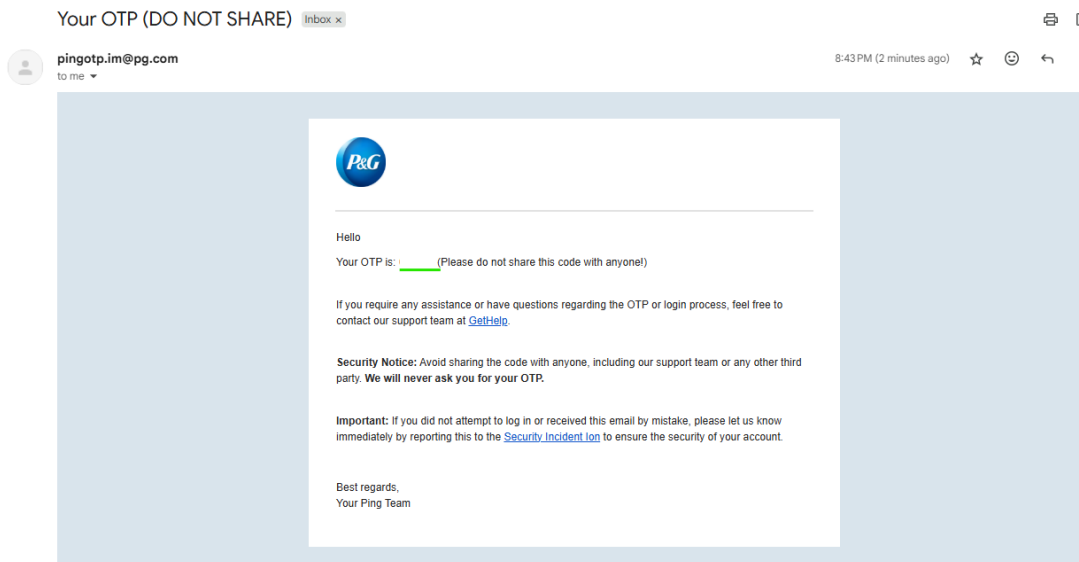
Your TNumber is a unique ID for your IT account, separate from your shortname or email. If you do not know your TNumber, ask your manager or a colleague. They can find it by:

1. Logging into [Identity Central](#).
2. Entering the user's information (First Name, Last Name, and/or Shortname).
3. Selecting the correct user to view the TNumber.

The instructions on how to find your TNumber are also available in this [KB article \(KB0617308\)](#).

Proceed

**Step 9:** You will now be directed to the authentication screen. The authentication code will be sent to your account registered email address.



Your OTP (DO NOT SHARE) Inbox x

pingotp.im@pg.com  
to me

8:43 PM (2 minutes ago) ☆ ☺ ↶ ⋮

**P&G**

Hello

Your OTP is: 123456 (Please do not share this code with anyone!)


If you require any assistance or have questions regarding the OTP or login process, feel free to contact our support team at [GetHelp](#).

**Security Notice:** Avoid sharing the code with anyone, including our support team or any other third party. **We will never ask you for your OTP.**

**Important:** If you did not attempt to log in or received this email by mistake, please let us know immediately by reporting this to the [Security Incident log](#) to ensure the security of your account.

Best regards,  
Your Ping Team

Enter the OTP (one time password) code and then click "Sign On." Once successful, your account will be authenticated.



### Email Authentication

Enter the passcode you received to complete authentication.


Email sent to:

Resend

Sign On

Cancel

**Step 10:** You will now be asked to enter your desired password. Ensure that this meets the criteria provided and confirm before submitting.



### Create a New Password for (Username)

☐

☐

New password must:

- ✗ be at least 12 characters in length
- ✗ include at least 1 valid special character: ! # \$ ( ) , - / : ? \_
- ✗ include no invalid special characters (see list above)
- ✗ include at least 1 uppercase character (A-Z)
- ✗ include at least 1 lowercase character (a-z)
- ✗ include at least 1 number character (0-9)
- ✗ not contain (your name)
- ✗ match when retyped

SUBMIT

**Step 11:** Once your password is successfully updated, you will see the following confirmation screen.



Your password has been **successfully updated!** ☺

**Please read the information below before closing this window:**

**Windows Users:**

Lock your workstation using **[WINDOWS KEY]+[L]**, then unlock it using your **new password**. In the event your new password doesn't work, **try your previous password**. Connecting to P&G's intranet will sync your new password for login.

**Mac Users:**

Your P&G password has been updated and will be used the next time you log into a P&G application. The password used to log in to your Mac can be changed in System Settings.


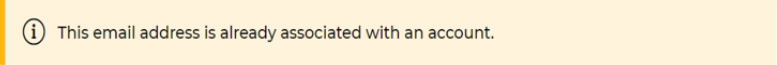
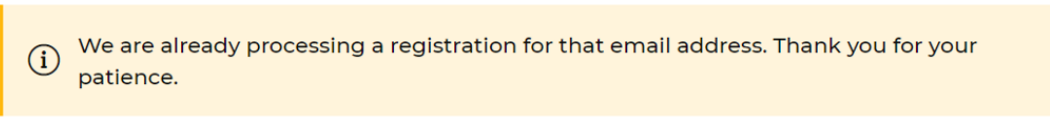
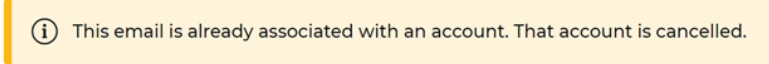
**Passwordless Login:**

No action is required. Your passwordless login will continue to work.

**Congratulations, you have now completed the registration process and will be able to log into your account.**

Note: Once you log in to the P&G Supplier Portal (<https://pgsupplier.vpn.pg.com/>), you will need to set-up PingID authentication for your account. Please Refer on this guide link: [How to Setup Your Ping ID Account](#)

## Supplier Portal Registration FAQs

Q	
A	<p><b>No Primary Email contact maintained.</b></p> <p>Chat with Aravo experts in <a href="https://pg.aravo.com/aems/login.do">https://pg.aravo.com/aems/login.do</a> to verify if your primary contact is properly maintained in P&amp;G system.</p>
Q	
A	<p><b>Email address is already associated with an account.</b></p> <p>No need sign-up. Your email is associated with an account. Email <a href="mailto:supplierapps.im@pg.com">supplierapps.im@pg.com</a> to verify your account.</p>
Q	
A	<p><b>Registration is still in process.</b></p> <p>Send an email to <a href="mailto:supplierapps.im@pg.com">supplierapps.im@pg.com</a> so you can have visibility in the status of your registration.</p>
Q	
A	<p><b>Email address is already associated with an account but is cancelled due to inactivity.</b></p> <p>Send an email to <a href="mailto:supplierapps.im@pg.com">supplierapps.im@pg.com</a> to request for account reactivation.</p>