



How to Grant Access to a Colleague?

(USING MY VENDOR CODES)

Note: Only VMD email contacts are allowed to use this application.

STEP ONE: Access **My Vendor Codes App** using <https://pgsupplier.vpn.pg.com/> . Enter your P&G Supplier Portal Credentials.

STEP TWO: Click **My Vendor Codes** Application.

STEP THREE: Go to My Vendor Codestab.

STEP FOUR: Click on the dropdown arrow of the selected vendor to view the company details.

The screenshot shows the 'My Vendor Codes' page with tabs for 'My Vendor Codes', 'Related Vendor Codes', and 'Other Vendor Codes'. Below the tabs is a message: 'You can view invoice status, payment reports, control access, and manage email contacts.' There is a search bar labeled 'Filter Vendors' with a 'Clear filter' button and 'Showing 105 out of 105' text. Below the search bar is a table with columns: 'Vendor Code', 'Vendor Name', 'Vendor Address', 'Invoice Volume', 'Remove', and 'View'. The first row contains the values: '1', 'A', 'MO', ':INTER', 'Thousands', and a dropdown arrow. A blue arrow points to this dropdown arrow.

STEP FIVE: On the left side of dropdown information, click Grant Access to a Colleague.

The screenshot shows two side-by-side panels. The left panel is titled 'Email Contacts' and lists four categories with 'Nobody' as the recipient: 'Orders will be sent to:', 'Electronic invoicing related inquiries will be sent to:', 'Remittance statements and payments issues will be sent to:', and 'Notifications of rejected invoices will be sent to:'. Below these is an 'Other:' category. The right panel is titled 'Supplier Portal Invoice and Payment Status Users' and has three empty rows. At the bottom of the left panel is a blue button labeled 'Request to change email contacts'. At the bottom of the right panel is a blue button labeled 'Grant access to a colleague' with a user icon. A blue arrow points to this button.

STEP SIX: Input your colleague's email address and click on submit.

The screenshot shows the 'Grant access to a colleague' form. It has a title 'Grant access to a colleague' and a warning message: 'This will give visibility to invoice status, payment reports, banking data, email contacts and vendor information. Please be diligent with who you grant access to.' Below the warning is a text input field labeled 'Colleague's email address' with the placeholder text 'Enter your colleague's email'. At the bottom left is a blue button with a checkmark and the text 'Submit'.

STEP SEVEN: If the email address has no existing account, it means that you'll be the one who will registryour supplier contact on their behalf. Please input the country and name of your supplier contact for registration.

The screenshot shows the 'More information required for' form. It has a title 'More information required for' and a message: 'This user is not signed up for Supplier Portal. To sign up this user on their behalf, please complete the following fields:'. Below the message is a dropdown menu labeled 'Country or territory of supplier contact's work location' with 'Philippines' selected. Below the dropdown are two text input fields: 'First name of supplier contact' and 'Last name of supplier contact'. At the bottom left is a blue button with a checkmark and the text 'Submit'.

A display message will appear confirming that the access request will be routed to Vendor's Primary contact for approval.

Grant access to a colleague

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Please be diligent with who you grant access to.

Colleague's email address

Your request for access was sent to (1) primary contact(s). Your colleague will receive an email when your request is approved.

Once approved by the primary contact, the supplier contact will receive their login credentials via email.

If the email address has an existing account in P&G Supplier Portal, a display message will appear confirming the grant of access to a vendor code.

The email address was successfully granted access to this vendor code.