How to Grant Access to a Colleague?

(USING MY VENDOR CODES)

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


STEP TWO: Click My Vendor Codes Application.

STEP THREE: Go to My Vendor Codes tab.
**STEP FOUR:** Click on the dropdown arrow of the selected vendor to view the company details.

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

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

**STEP SEVEN:** If the email address has no existing account, it means that you’ll be the one who will register your supplier contact on their behalf. Please input the country and name of your supplier contact for registration.
A display message will appear confirming that the access request will be routed to Vendor’s Primary contact for approval.

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.