



How to Grant Access to a Colleague? (USING MY VENDOR CODES)

Note: Only Aravo email contacts maintained in vendor account 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.

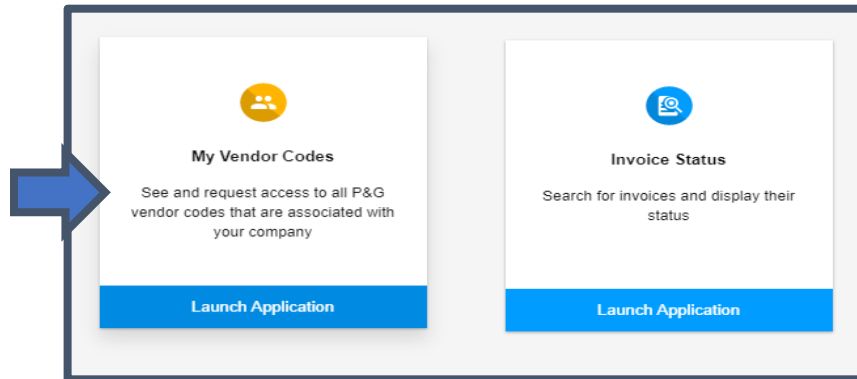
Supplier Apps

Username

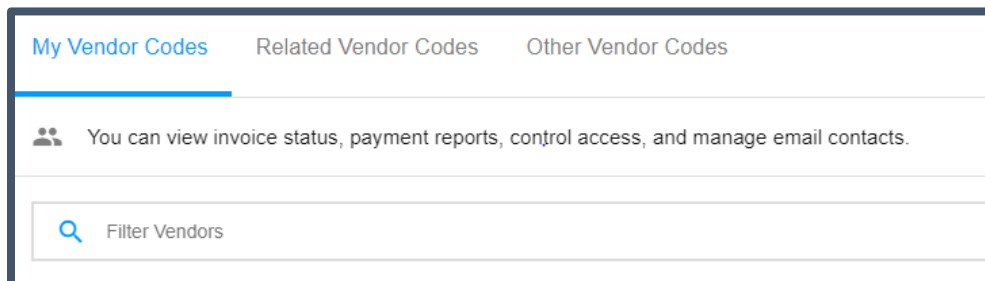
Password

Sign On

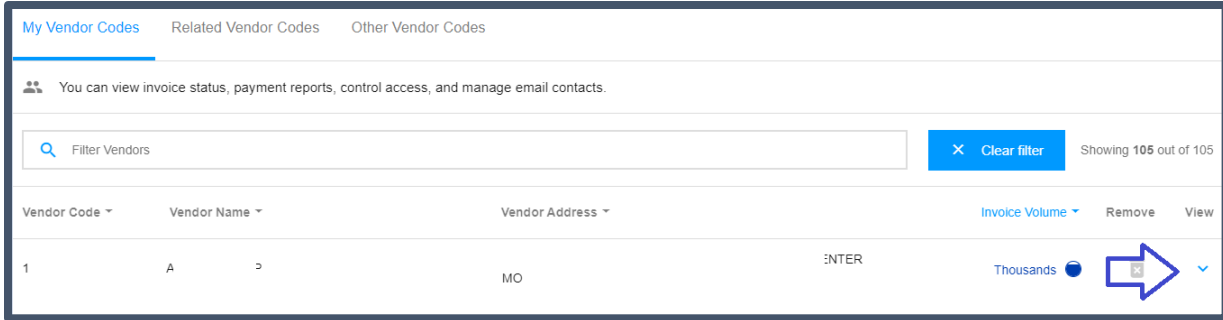
STEP TWO: Click **My Vendor Codes** Application.



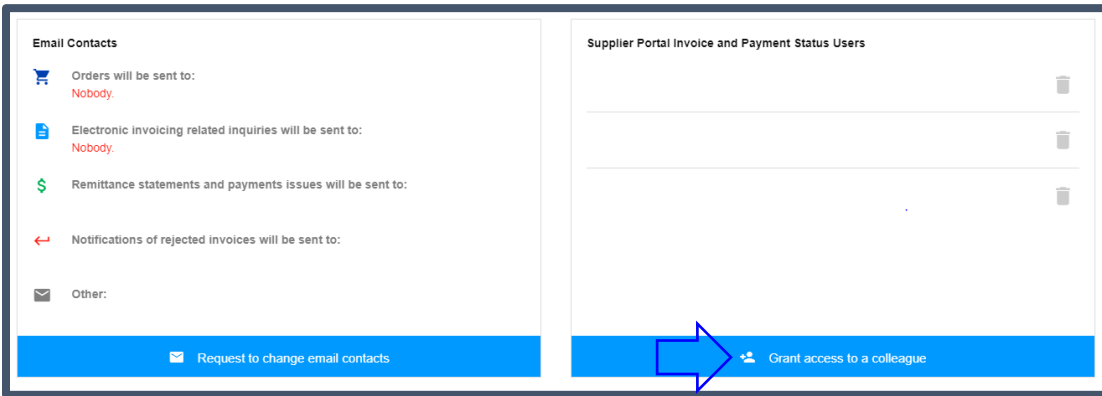
STEP THREE: Go to My Vendor Codes tab.



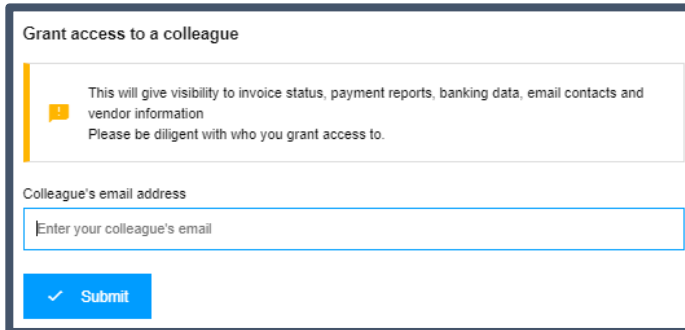
STEP FOUR: Click on the dropdown arrow of the selected vendor to view the company details.



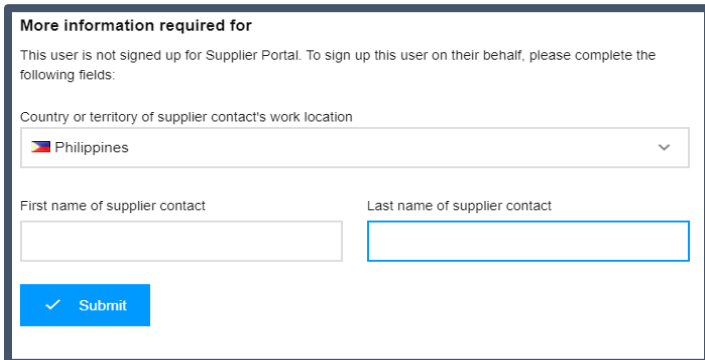
STEP FIVE: On the left side of dropdown information, click Grant Access to a Colleague.



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.

Grant access to a colleague

 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.

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 User 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 pg.com was successfully granted access to this vendor code.

Note: In case you are unable to grant access via My Vendor Codes App, you may reach out to your P&G contact and they can grant you access via Invoice Status Application (internal).