How to Navigate My Vendor Codes App?

My Vendor Codes App allows you to:

- View all vendors you are linked to
- Request access to all P&G vendors that are part of your company
- See who in your company has access to Supplier Portal
- Request/remove access to a colleague
- Check your vendor data details.

To view My Vendor Codes App, go to https://pgsupplier.vpn.pg.com/ and enter your P&G Supplier Portal Login Credentials.

Click My Vendor Codes Application.
MY VENDOR CODES TAB

View all the vendor codes that are linked to your P&G Supplier portal account.

- Remove vendor codes that you no longer want to see by clicking on the bin icon
- View the details of the vendor accounts by clicking the down arrow beside the bin

Email Contacts

- Orders will be sent to: Nobody
- Electronic invoicing related inquiries will be sent to: Nobody
- Remittance statements and payments issues will be sent to:
- Notifications of rejected invoices will be sent to: Other

Request to change email contacts

Supplier Portal Invoice and Payment Status Users

Grant access to a colleague

View your official company contacts maintained in P&G Aravo Vendor Master Data.

Bank Information

- Bank Name: 
- Account Number: 
- Bank Location: 
- Bank Key: XXXXXXXX

Request to maintain bank data

View the vendor's bank information maintained in P&G

Vendor Information

- Vendor name: 
- Telephone Number: 
- Fax Numbers: 
- Vendor Address: 
- Tax Code: 

Request to update vendor information

View the vendor's general information.
MY VENDOR CODES TAB – HOW TO GRANT ACCESS TO COLLEAGUE?

Note: Only P&G Aravo contacts can use the grant access to a colleague function.

**Step 1:** Click Grant access to a colleague.

**Step 2:** Input your colleague’s email address and click on submit.

**Step 3:** If the email address has no existing account, you’ll need to input the country and name of your supplier contact for registration.

**More information required for**

This user is not signed up for Supplier Portal. To sign up this user on their behalf, please complete the following fields:

- **Country or territory of supplier contact’s work location**
  - Philippines

- **First name of supplier contact**
  - [Input field]

- **Last name of supplier contact**
  - [Input field]

A display message will appear confirming that the access request will be routed to Vendor’s Primary contact for approval.
Once approved, 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.**

**RELATED VENDOR CODES TAB**

View all the vendor accounts that P&G holds for your company which your account is not linked to yet.

**LINK YOURSELF TO THE VENDOR ACCOUNTS LISTED BY FOLLOWING THESE STEPS:**

**Step 2:** Click Request Access.

**Step 3:** Tick the check box of the email address you’ll request access with. Do not choose an email contact with a dash under the notes, it means that email contact is from VMD and does not necessarily have a Supplier Portal access. After choosing an email contact, click on “Request Access”. Your colleague will be notified through email and be provided instructions on how to provide access to vendor code.
A display message will appear confirming the request for an access.

![Checkmark] Your request was successfully sent to the selected vendor contacts.

**OTHER VENDOR CODES TAB**

Request access to any other P&G vendor codes.

**REQUEST ADDITIONAL VENDOR CODE ACCESS BY FOLLOWING THESE STEPS:**

**Step 1:** Input Vendor code. Click Continue.

<table>
<thead>
<tr>
<th>My Vendor Codes</th>
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</tr>
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<tr>
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* You can request access to view invoice and payment status for any other vendor.

**Step 2:** Input Vendor Name

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* The company name for vendor code 1519328 starts with A.

March 2021