



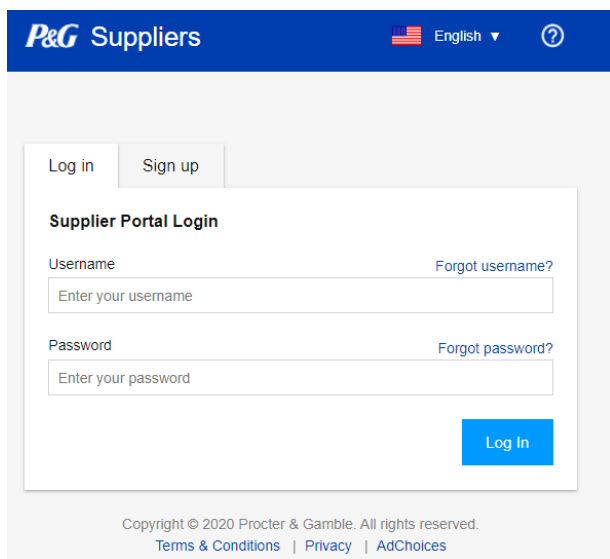
# How to Navigate My Vendor Codes App?

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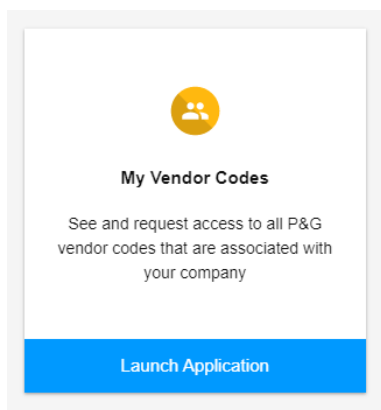
## My Vendor Codes App allows you to:

- 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 <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

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

**Supplier Portal Invoice and Payment Status Users**


Grant access to a colleague

View all the users that have access to see invoices of a vendor. Click the bin icon to remove access from a user.

**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:

Vendor Address: Fax Numbers:

Tax Code:

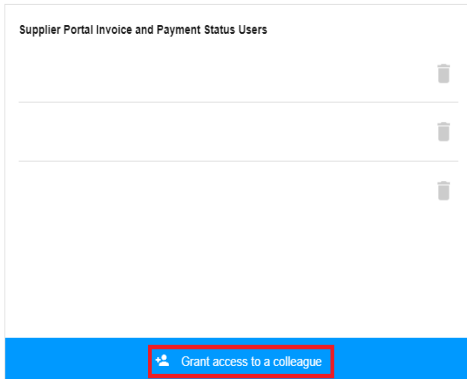
Request to update vendor information

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.

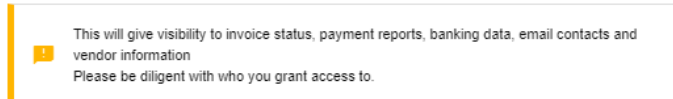


Supplier Portal Invoice and Payment Status Users

Grant access to a colleague

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

### 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

**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:

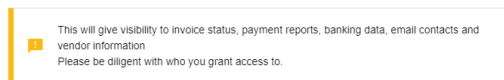
Country or territory of supplier contact's work location

First name of supplier contact

Last name of supplier contact

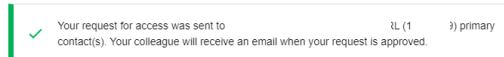
A display message will appear confirming that the access request will be routed to Vendor's Primary contact for approval.

### 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.

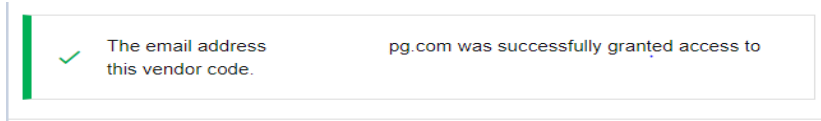
Colleague's email address



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

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.




### RELATED VENDOR CODES TAB

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

My Vendor Codes					Related Vendor Codes	Other Vendor Codes
You can request access to view invoice and payment statuses for vendors that are related to your company.						
Filter Vendors					Clear filter	Showing 14 out of 14
Select all	Vendor Code	Vendor Name	Vendor Address	Invoice Volume		
<input type="checkbox"/>	100	MERICA INC	CHURCH RD	Hundreds		
<input type="checkbox"/>	150	SA DE CV	.ES 301-1B	Hundreds		
<input type="checkbox"/>	100	VESTMENT		Hundreds		

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

**Step 2:** Click Request Access.

Vendor Code	Vendor Name	Vendor Address	Invoice Volume				
1	4	F	INC	200	K BLVD		<a href="#">Request access</a>

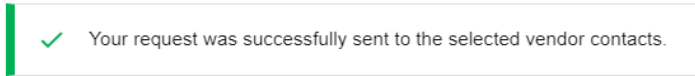
**Step 3:** Tick the check box of the email address you'll request access with. Do not choose an email contact with a dash under the notes. it means that email contact is from VMD and does not necessarily have a Supplier Portal access. After choosing an email contact, click on "Request Access". Your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

#### Request Access From

Email	Notes
<input type="checkbox"/> om	i.C (US)
<input type="checkbox"/> c	com (USA)
<input type="checkbox"/>	com -
<input type="checkbox"/>	com (US)
<input type="checkbox"/>	com -
<input checked="" type="checkbox"/>	com (Costa Rica)
<input type="checkbox"/> om	c (USA)



A display message will appear confirming the request for an access.



## 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.

My Vendor Codes   Related Vendor Codes   **Other Vendor Codes**

+ You can request access to view invoice and payment status for any other vendor.

Vendor code

ⓘ A vendor code is found on a P&G order and typically starts with: 15, 20 or 10.

**Continue** → 

**Step 2:** Input Vendor Name

My Vendor Codes   Related Vendor Codes   **Other Vendor Codes**


+ You can request access to view invoice and payment status for any other vendor.

Vendor code

ⓘ A vendor code is found on a P&G order and typically starts with: 15, 20 or 10.

Company name

ⓘ The company name for vendor code 15319328 starts with ASI.

**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.

#### Request Access From

Email	Notes
<input checked="" type="checkbox"/> bu*****@to*****em.co.jp	Ka** Ku**** (China)
<input type="checkbox"/> ha*****@to*****em.co.jp	-
<input type="checkbox"/> ko*****@to*****em.co.jp	To** Mo**** (China)
<input type="checkbox"/> t-****@to*****em.co.jp	Se***** Ha**** (China)
<input type="checkbox"/> y-*****@to*****em.co.jp	Yu**** Ya***** (China)

**Request Access**