



How to Navigate Payment Reports App?

Payment Reports App allows you to:

- Check when, how and for which invoices P&G has remitted the payment.
- Reconcile payments made by P&G against supplier's open invoices.
- Request Bank Proof of Payment

To view **Payment Reports App**, go <https://pgsupplier.vpn.pg.com/> and enter your P&G Supplier Portal Login Credentials.

Supplier Apps

Username

Password

Sign On

Click **Payment Reports** Application.

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Payment Reports

View and export payment reports

Launch Application

Step 1: Click the box to select vendor codes you want to see payments for.

Search for payments by:

Search and select vendors

Click to search and select the vendors you wish to search

Search and select vendors

Clear filter

<input type="checkbox"/> Select all	Vendor Code ▾	Vendor Name ▾	Vendor Address ▾
<input type="checkbox"/>	15	' LTD	PHASE

Step 2: Select the date range which P&G has paid the invoices then click Search.

Select a date range during which P&G has paid the invoice

Within the last 7 days

Within the last 7 days

Within the last month

Within a date range

1 vendor selected

Step 3: If the search is successful, all the payments made to the selected vendor code within the date range filtered will appear. You can also export the results in an Excel file.

Search Clear

#	Vendor Name ▾	Vendor Code ▾	Amount ▾	Currency ▾	Paid On ▾	Method ▾	View
1	'T	15	758,872.35		2021-05-13	Domestic Wire Transfer	▾
2	T	15	2,280.00		2021-05-06	Domestic Wire Transfer	▾

Step 4: Click the arrow at the right side to see the details of the payment.

#	Vendor Name	Vendor Code	Amount	Currency	Paid On	Method	View
1	T	1	758,872.35		2021-05-13	Domestic Wire Transfer	

Step 5: Check the list of the invoices included in the payment on the right side of details.

P&G Proof of Payment

Payee: I
(Vendor Code: 15)

Amount: **758,872.35**

Payment Date: **2021-05-13**

Payment Method: **Domestic Wire Transfer**

Paid by: **PROCTER & GAMBLE EGYPT**

Bank Payment Reference Number:

P&G Reference Number:

I can't find this payment. [Request Bank Proof of Payment](#)

69 Invoices were paid:

#	Invoice Number	Amount
1	S	66,113.16
2	SI	46,844.70
3	SI	46,683.00
4	S	44,648.10
5	SI	42,459.30
6	SI	38,926.44
7	SI	32,845.13

Step 6: You may request for Proof of Payment by clicking the “Request Bank of Proof of Payment”. Tick all the boxes and click Submit Request.

P&G Proof of Payment

Payee: I
(Vendor Code: 15)

Amount: **758,872.35**

Payment Date: **2021-05-13**

Payment Method: **Domestic Wire Transfer**

Paid by: **PROCTER & GAMBLE EGYPT**

Bank Payment Reference Number:

P&G Reference Number:

I can't find this payment. [Request Bank Proof of Payment](#)

- P&G Proof of Payment is not sufficient to satisfy government audit or legal dispute
- I have undertaken all reasonable efforts with my bank to track down the payment
- I understand that a Bank Proof of Payment will incur transaction cost from the bank
- I understand that it may take up to 10 days before a Bank Proof of Payment can be provided and this is not in P&G's control.

[> Submit Request](#)

Step 7: A ticket number will be created for your request. You may check the status of your request thru Support Request Application. The proof of payment will be sent to you via email.

Success! Ticket FPSS-936875 was created in PEGA.
You will receive an email from PEGA.