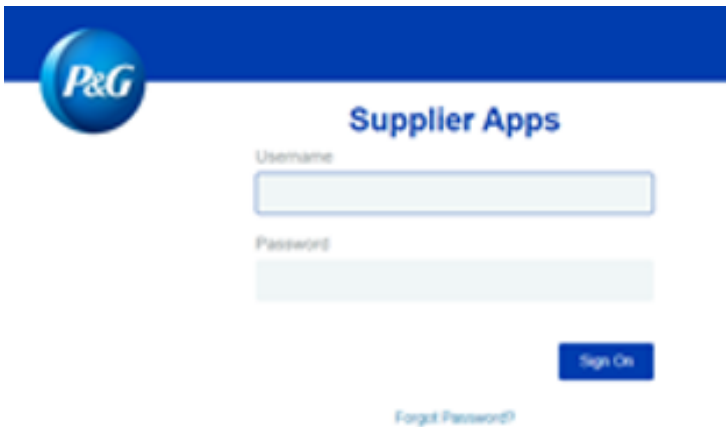


## How to use Subscribe Application ?

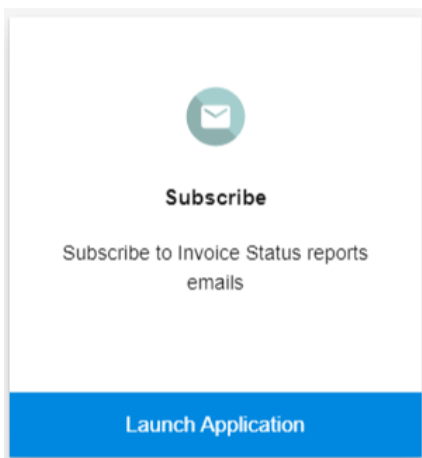
### Subscribe App allows you to:

- Automatically receive reports of your paid and unpaid invoices.

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

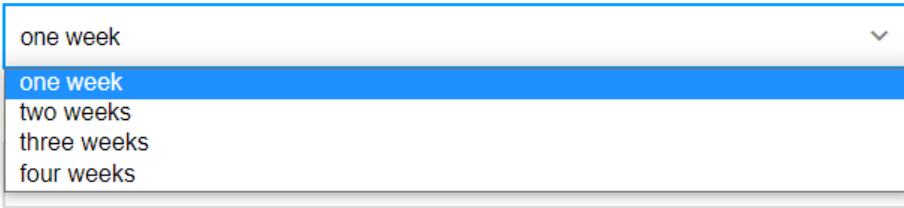


Click **Subscribe** Application.



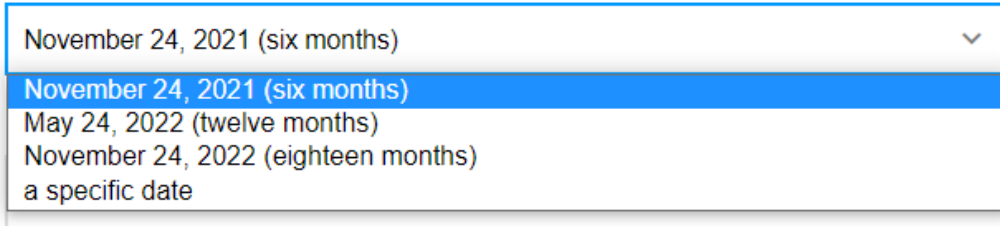
**Step 1:** Select **when** you want to receive the report.

I want to receive invoice status reports every:



A dropdown menu with a white background and a blue border. The current selection is 'one week'. The menu is open, showing a list of options: 'one week', 'two weeks', 'three weeks', and 'four weeks'. The 'one week' option is highlighted with a blue background.

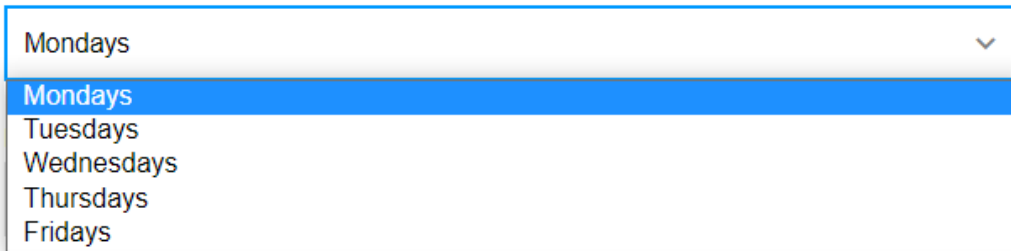
**Step 2:** Select **until when** you want to receive the report.



A dropdown menu with a white background and a blue border. The current selection is 'November 24, 2021 (six months)'. The menu is open, showing a list of options: 'November 24, 2021 (six months)', 'May 24, 2022 (twelve months)', 'November 24, 2022 (eighteen months)', and 'a specific date'. The 'November 24, 2021 (six months)' option is highlighted with a blue background.

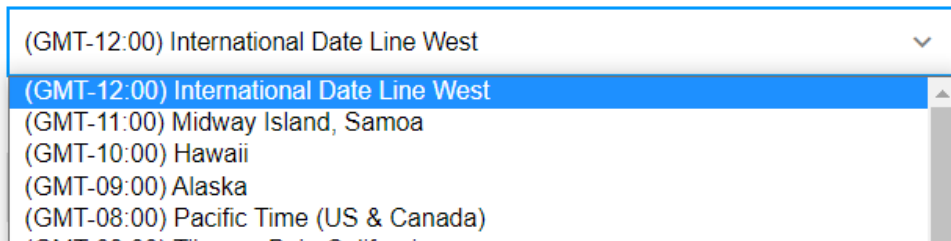
**Step 3:** Select **which day of the week** you want to receive the report.

I want to receive invoice status reports in the morning on:



A dropdown menu with a white background and a blue border. The current selection is 'Mondays'. The menu is open, showing a list of options: 'Mondays', 'Tuesdays', 'Wednesdays', 'Thursdays', and 'Fridays'. The 'Mondays' option is highlighted with a blue background.

**Step 4:** Select the **time** you want to receive the report among the options available.



A dropdown menu with a white background and a blue border. The current selection is '(GMT-12:00) International Date Line West'. The menu is open, showing a list of options: '(GMT-12:00) International Date Line West', '(GMT-11:00) Midway Island, Samoa', '(GMT-10:00) Hawaii', '(GMT-09:00) Alaska', and '(GMT-08:00) Pacific Time (US & Canada)'. The '(GMT-12:00) International Date Line West' option is highlighted with a blue background.

**Step 5:** Choose the **date range if when P&G received the invoices** that you want to include in the report.

I want invoices sent to me that were delivered to P&G during:

the last month

the last month

the last three months

Save settings

**Step 6:** Choose the **type of the invoices** you want to include in the report.

require my attention

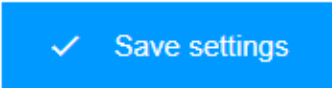
require my attention

are unpaid

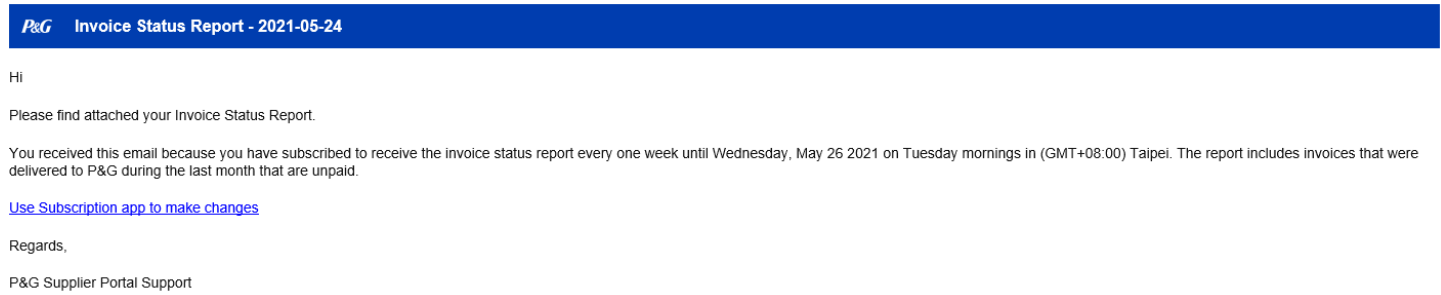
are paid

are both unpaid and paid

**Step 7:** Click Save Settings.



This is the sample email that you will receive for Invoice Status Reports.



**Step 8:** If you no longer want to receive Invoice Status Reports from Portal Apps, click Unsubscribe.

