



How to Register in P&G Supplier Portal?

How to Register in P&G Supplier Portal..... 1

Supplier Portal Registration FAQs 3

Step 1: To register for an account in P&G Supplier Portal, go to this link to submit your account information:
<https://pgsupplier.com/invoicingsignup>

Enter your corporate email twice. Click Continue.



Your corporate email

Confirm your corporate email

ⓘ You must type the email address.

Step 2: Enter your First Name, Last Name and Country of your work location. Click Submit.



[Edit](#) Your corporate email:

First Name

Last Name

Country or territory or market of your work location

Step 3: Enter your P&G Vendor Code. P&G Vendor codes can be found in your Purchase Order Contract. Click Submit.

Home | Sign up for Invoices & Payments Reports

SIGN UP FOR INVOICES & PAYMENTS REPORTS

[Edit](#) Your corporate email:

[Edit](#) , located in

P&G Vendor Code

① A P&G vendor code is typically 8 digits long and starts with 10, 15, or 20

[← PREVIOUS](#) [✓ SUBMIT](#)

Step 4: Enter your company name exactly displayed in your P&G Purchase Order. Click Submit.

Home | Sign up for Invoices & Payments Reports

SIGN UP FOR INVOICES & PAYMENTS REPORTS

[Edit](#) Your corporate email:

[Edit](#) , located in

P&G Vendor Code [🔗 I can't find my vendor code](#)

① A P&G vendor code is typically 8 digits long and starts with 10, 15, or 20

Company Name

① The company name for vendor code starts with ASI

[← PREVIOUS](#) [✓ SUBMIT](#)

Step 5: A display message will appear saying that your request for an access was sent to your company's primary email contact.

Home | Sign up for Invoices & Payments Reports

SIGN UP FOR INVOICES & PAYMENTS REPORTS

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

Once your access has been approved by your Aravo primary email contact, you will receive an email notification that your request has been granted. You will receive an email regarding your username and password instructions as well.

Supplier Portal Registration FAQs

Q	<div style="border: 1px solid #ccc; padding: 5px;"> <p>P&G Vendor Code 🔗 I can't find my vendor code</p> <p>10000001</p> <p><small>ⓘ A P&G vendor code is typically 8 digits long and starts with 10, 15, or 20</small></p> <p>Company Name</p> <p>CCR COMPAGNIE DES</p> <p><small>ⓘ The company name for vendor code 10000001 starts with CCR</small></p> <div style="border: 1px solid #ccc; background-color: #ffe6e6; padding: 5px; margin-top: 5px;"> <p>✖ Sorry, there is a problem. CCR COMPAGNIE DES (10000001) doesn't have a primary contact maintained. Only the primary contact can grant you access. Please chat with ARAVO experts (available 24x5) to know the process of setting up a primary contact.</p> </div> </div>
---	--

A	<p>No Primary Email contact maintained.</p> <p>Chat with Aravo experts in https://pg.aravo.com/aems/login.do to verify if your primary contact is properly maintained in P&G system.</p>
---	--

Q	<div style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;"> <p>ⓘ This email address is already associated with an account.</p> </div>
---	---

A	<p>Email address is already associated with an account.</p> <p>Your email is already associated with an account and no sign-up is needed. Email supplierapps.im@pg.com to verify your account.</p>
---	---

Q	<div style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;"> <p>ⓘ We are already processing a registration for that email address. Thank you for your patience.</p> </div>
---	---

A	<p>Registration is still in process.</p> <p>Send an email to supplierapps.im@pg.com to get an update on the status of your registration.</p>
---	---

Q	<div style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;"> <p>ⓘ This email is already associated with an account. That account is cancelled.</p> </div>
---	--

A	<p>Email address is already associated with an account but is cancelled due to inactivity.</p> <p>Send an email to supplierapps.im@pg.com to request for account reactivation.</p>
---	---