



# How to Request for Vendor Code Access?

(USING MYVENDORCODES APPLICATION)

**STEP ONE:** Access **My Vendor Codes App** using <https://pgsupplier.vpn.pg.com/>. Enter your P&G Supplier Portal Credentials.

**STEP TWO:** Click **My Vendor Codes** Application.

**STEP THREE:** Go to **Other Vendor Codes** tab.

#### STEP FOUR: 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

15

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

Continue →

#### STEP FIVE: 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

15

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

Company name

A .TD|

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

Request Access

**STEP SIX:** 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

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

✓ Your request was successfully sent to the selected vendor contacts.