P&G SUPPLIER’S GUIDE:

How to Request for Vendor Code Access?
(USING MY VENDOR CODES APPLICATION)

**STEP ONE:** Access **My Vendor Codes App** using [https://pgsupplier.vpn.pg.com/](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.

![Vendor Code Form]

**STEP FIVE:** Input Vendor Name

![Vendor Name Form]

**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 Form]

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