



How to Approve Access in P&G Supplier Portal? (PRIMARY CONTACT'S GUIDE)

Step One: Primary contact will receive an email notification approval from P&G Supplier Portal Team if someone requests for an access to a certain vendor code.

ACTION REQUIRED: P&G Supplier Portal Access



P&G Supplier Portal team <supplierapps.im@pg.com>
To

Step Two: Click **Yes** if access should be granted or click **No** if access request should be rejected.

P&G Approve request to access Invoice and Payment Reports

Hi,

ng (c .com) has requested access to view Invoice and Payment Reports for LTD (P&G vendor code 152) on P&G's Supplier Portal at <https://pgsupplier.vpn.pg.com>.

Please decide and click on **YES** or **NO**.

Regards,
Your P&G Supplier Portal Team

Step Three: Once approved, new users will receive their username and temporary password for the P&G Supplier Portal. Existing users will be notified via email that they can access the requested vendor code.

Note: Do note that the email address that would receive the approval request from Supplier Portal email address would be the maintained primary contact of the vendor code in Aravo.