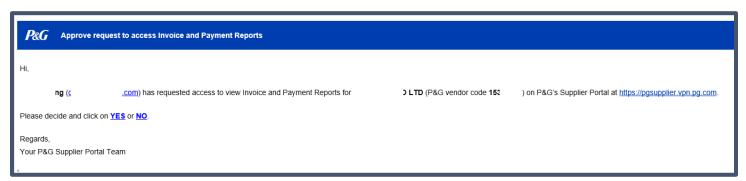How to Approve Access in P&G Supplier Portal?

(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.



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



**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.