



Supplier Systems Catalog

The solutions that allow P&G and suppliers to collaborate efficiently and digitally

Best viewed in Adobe® Acrobat

JULY 2017

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Introduction

This document outlines the core set of digital functionalities that P&G and suppliers can use to efficiently collaborate on Source-to-Pay activities for the supply of raw and packaging materials. Below is a high-level diagram of the areas involving transfer of information and materials between P&G and suppliers. Use this document as a resource to understand the digital solutions available to you to best manage each component of our Source-to-Pay ecosystem. Each solution page includes a description, details on the functionalities, a list of prerequisites, the benefits to P&G and suppliers, and guidance on how to enroll.



Supplier Solutions

Welcome to our collaborative digital journey!

Click a blue box to find out more about each solution. You can also move through this document by clicking the navigation bar in the top right corner or use the arrows on either side of the page.

SUPPLIER PORTAL _____

ENOVIA _____

ARAVO _____ **COMING SOON** _____

SUPPLIER PORTAL – MATERIAL PLANNING

Work Process Description

P&G plants and raw & packaging material suppliers function as one supply chain when they exchange material planning information in an efficient manner and digitize end-to-end integrated processes. This work process is a key enabler for end-to-end synchronization.

Functionalities

- For traditional order management, direct visibility into the most recent delivery schedule is given for each material supplied to each P&G plant.
- For supplier-managed inventory cases, the platform gives visibility into the current inventory levels and forecasted consumption at P&G so the material replenishment can be proactively managed by the supplier according to the agreed-upon parameters.
- By managing the orders through the platform, suppliers can automatically trigger an advance shipment notification (ASN) containing significant information on the material in transit to P&G, similar to the information contained on the delivery note. This provides both the planner and the site with visibility on **when** to expect the delivery and the **actual quantity** shipped.
- Once the material arrives at the P&G plant, a goods receipt notification (including the amount of the material received) is electronically triggered in the system. This facilitates the three-way match of the purchase order, goods receipt, and invoice enabling timely payment of invoices.

Prerequisites

- The responsible plant Material Supply Manager (MSM) assesses the value and chances of success for a supplier to use this platform. The key item to consider is that this solution removes the human intelligence step between the SAP planning data and the data shared with suppliers. It is crucial to validate that the SAP data flowing in the material planning section of the supplier portal is accurate. Therefore, this solution is best used when the demand on a material can be anticipated accurately by SAP and is relatively steady.
- Once the solution is in place, offline collaboration alignment is crucial to set up the right parameters.
 - P&G should send material order requirements per the agreements in the SLEA (frequency, horizon, firm zone, etc.).
 - Material orders are expected to be received on date and quantity per the Delivery Schedule. If not, P&G expects immediate notification.
 - P&G should notify suppliers when changes are made to material order requirements in the firm zone.

Targeted users

- This platform should be used by the customer service and logistics/planning center.
- Suppliers' planning team will use the system to plan production and shipments based on P&G's demand and current orders.
- Material Dispatchers will use the system to create ASN and view goods receipt notifications (a template of the ASN can be found in the portal).

Benefits

- Increased visibility of P&G demand
- Reduced time, inventory, and cost inefficiency
- Increased productivity through elimination of redundant or low value/high effort work
- Touch-free information flow between supplier and P&G
- Scales to all P&G locations and enables end-to-end synchronization
- Increased global standardization utilizing one platform



Material
Supply



Information
Flow

How to Enroll

When visiting the [sign-up page](#), you will be prompted to request an invitation. Please get in touch with your P&G plant MSM contact or the P&G planner in charge of the supply chains for which you'd like to use the Material Planning solution.

The MSM will assess the sufficiency of the data accuracy for the given supply chains and confirm whether material planning is a suitable solution. The MSM will then trigger the enrollment and administration of the supplier in the material planning section of the supplier portal with the help of the Planning Service Center (PSC).

If you have questions, please reach out to the following regional SPOCs.

- North America: Schemeka Robinson robinson.sl@pg.com
- Latin America: Santiago Campos campos.s.3@pg.com
- Europe/IMEA: Paulina Tomczakkarlinska tomczakkarlinska.p@pg.com
- Asia: Lynn Lee Lee.l.5@pg.com

SUPPLIER PORTAL – INVOICING AND PAYMENT REPORTS

Work Process Description

P&G has simplified real-time access to invoice status information. Suppliers can use the portal to understand P&G invoicing requirements as well as check the status of invoices and payments anytime, from anywhere. Visit our supplier portal to learn about:

- [P&G invoicing methods](#)
- [P&G invoicing requirements and country specifications](#)
- [How to check the status of your invoice](#)
- [P&G payment terms and policy](#)
- [P&G payment receiving methods](#)

Learn more by watching [this video](#).

You can check the status of invoices in two ways:

1. Using [Simple Invoice Status](#) to check the basic status of a single invoice without logging on to P&G's supplier portal
2. Using the [Invoice Status](#) app to get comprehensive status information.



Invoicing & Payment



Information Flow

How to Enroll

[Visit the portal](#) to sign up. Have your P&G vendor code ready to create your account.

Functionalities

- Gives suppliers all information needed to invoice P&G right the first time and manage invoices and payments more efficiently
- Provides access to multi-languages apps that help you:
 - Quickly view invoice status, why an invoice was returned, search by invoice number, and more
 - Find a missing invoice with Bobby, the bot
 - Subscribe to weekly invoice status reports
 - See payment reports—who has paid whom, when, and for what
 - Get access to all relevant P&G vendor codes
 - View your user account and sponsor information
 - Grant access to a colleague
 - Keep your company's information updated
 - Ask for expert support within the apps

Prerequisites

- Suppliers must first register to the Invoice Status app to get comprehensive invoice and payment data.
- You cannot register if you do not have business with P&G. When signing up on the app, you will be asked to provide your vendor code, which can be found on any purchase order.
- There is no training required as the solution is intuitive and easy to use.

Targeted users

Accountants, Billing Experts, Cash Managers, and Account Managers will use the portal to:

- Learn how to invoice P&G right the first time and more efficiently
- Track the status of their invoices and payments securely, anytime, from anywhere, for free

Benefits

- Provides invoice status transparency
- Enables supplier to request support for payment issue resolution
- Enables invoice issues to be identified earlier and resolved more quickly
- Reduces the number of touchpoints for payment issue resolution

SUPPLIER PORTAL – ELECTRONIC INVOICING

Work Process Description

E-invoicing enables paperless invoicing which offers many benefits to both P&G and suppliers. There are different solutions available, but Tungsten Network is the recommended e-invoicing provider.

Please read the below and [visit our website](#) to learn more.

Functionalities

P&G supports many paperless invoicing methods. While we realize that every supplier is different, we strongly recommend that you use the most appropriate e-invoicing option for your company before resorting to paper. Please [refer to our website](#) to identify the most appropriate e-invoicing option for your company.

Prerequisites

The pre-requisites to use a specific e-invoicing solution depend on the location of the legal entities involved in the invoicing and payment processes. For e-invoicing you must deliver to one of the specified countries where this feature is allowed – a full list and more details can be found [here](#).

Targeted users

Members of your team responsible for invoicing and payment management will use the solution to issue the invoices and get them processed and paid more efficiently.

Benefits

- Enables invoice issues to be identified earlier and resolved more quickly
- Reduces cycle time of the invoice and eliminates the risk of lost invoices
- Reduces the number of blocked invoices
- Reduces the number of touchpoints for payment issue resolution
- Enables invoice management automation
- Reduces excess printing costs



Invoicing &
Payment

How to Enroll

Enroll with e-invoicing by contacting Tungsten Network directly (<http://www.tungsten-network.com/uk/contact-us/#call-us>)

In case of question you may contact us at:

Einvoicing.im@pg.com

SUPPLIER PORTAL – PURCHASES SOLUTIONS: EZ PRICING

Work Process Description

EZ Pricing (EZP) is a price management solution for Raw & Pack suppliers. EZP enables automation of price management via the Purchases Solutions section of the supplier portal. This solution helps P&G and suppliers improve price accuracy as well as enable timely invoice payment. EZP is a structural part of the P&G vision for digital and touchless collaboration.

Functionalities

EZP is a solution run as part of the Purchases Solutions on the supplier portal. Once logged in, suppliers can see all the scheduling agreement lines associated with their vendor code that have been enrolled in EZP. Suppliers can request changes to the unit price setup in the scheduling agreements themselves and specify the effective date for such changes (e.g., work items).

The responsible buyer at P&G receives an email notification requesting his or her approval for the given work items. The work item is then automatically processed for update in the scheduling agreement without requiring the intervention of a P&G Purchase to Payment (P2P) individual. Alternatively, the work items may be uploaded manually by the regular P&G P2P team for processing in the scheduling agreements.

Prerequisites

- The solution is available to direct (raw and packaging) suppliers to P&G manufacturing plants globally, which are managed through scheduling agreements (SA) and outline agreements/purchase orders (OA/PO).
- The targeted users are the suppliers submitting a significant number of price changes manually on a regular basis. The enrollment of a supplier needs to be approved by the purchasing manager responsible for the given business scope involved.
- Suppliers will have to go through training on how to navigate and use the platform with the P2P individual responsible for their enrollment.

Targeted users

- Users will be individuals who are responsible for sharing/updating pricing back to P&G (e.g., supplier sales team members, customer service associates, administrators).
- Suppliers will use the system to update information in the EZP system when a material price has changed, at pre-agreed intervals (e.g. quarterly, annually etc.).

Benefits

- Enables timely and accurate invoice payment with 24/7 visibility to all pricing in P&G systems so users can proactively ensure a smooth payment process
- Automation seamlessly manages all price changes
- Online migration reduces price update cycle time by 75%



Information
Flow

How to Enroll

Please email relevant contacts below to register interest:

- Americas:
ezp.im@pg.com
- Europe/IMEA:
ezpemea.im@pg.com
- Asia:
bataller.dj@pg.com

ENOVIA – SPECIFICATIONS EXTERNAL READER

Work Process Description

P&G uses the PLM system ENOVIA to manage the creation, review, approval, and distribution of specifications. The ENOVIA-based application, External Reader, allows P&G's suppliers to access the most up to date material specifications. ENOVIA External Reader also provides the input template for the Certificate of Analysis (COA) process. This replaces CSS-External Views and eliminates manual specification communication.

Functionalities

- Gives suppliers access to P&G's up-to-date specifications
- Serves as a simple tool to communicate whether specified material can be delivered according to the most recent specification
- Provides a downloadable input template for COA, also known as AutoCOA (see the [ENOVIA – Electronic Certificate of Analysis page](#) for further information)

Prerequisites

- You must have a P&G account associated with a P&G sponsor before you can request an ENOVIA account (Central User Registration).
- ENOVIA access is reviewed every six months (your P&G sponsor will be asked whether your account should be kept active or terminated).
- If your company already has an ENOVIA account, you may ask your P&G sponsor or regular contact to request an update of the existing account.
- Once the creation process is initiated, you will be sent links to:
 1. A 20-minute web-based mandatory training. Once completed, it will trigger the activation of your ENOVIA account.
 2. Verizon registration for data security purposes.

Targeted users

ENOVIA External Reader is usually most beneficial for your quality team members but can be relevant to your R&D teams as well as your sales colleagues.

Benefits

- Provides 24/7 electronic access to P&G specifications
- Communicates acceptance of specifications
- Provides electronic download of AutoCOA template
- Sends notification email for new specifications
- Eliminates manual distribution of specifications
- Secure access and data sharing
- Immediate notification of new specifications



Information
Flow

How to Enroll

Please get in touch with your regular P&G contact who can act as your P&G sponsor and request an ENOVIA account creation on your behalf.

Your P&G sponsor will need to validate that your company has a general P&G Account in ItAccess to trigger the registration process to ENOVIA on the Dijunction website.

Once you receive the email notification for the registration, please follow the steps.

CERTIFICATE OF ANALYSIS (E-COA)

Work Process Description

e-COA is a system that checks certificates of analysis (COAs) for all incoming deliveries against up-to-date specifications. The system requires the use of the AutoCOA template (available to suppliers as a download from ENOVIA), which is populated by the vendor and emailed as an attachment to the P&G e-COA system for processing. This AutoCOA template is checked automatically against the latest specification prior to the shipment. The supplier then receives release/reject feedback from e-COA within a few minutes. e-COA/lot status is automatically transferred to P&G systems, avoiding data transfer mistakes and ensuring record tracking.

Functionalities

Transferring data in an electronic format between suppliers and P&G end users facilitates information exchange and enhances information usability. Specifically, e-COA makes it possible to:

- Reduce the need to sort, distribute, organize, and search through paper documents for material data used for the release of unloading/delivery.
- Ensure the use of current P&G standards.
- Ensure compliance with up-to-date material specifications and data reporting requirements.

Prerequisites

At the supplier:

- You must be registered as an External Reader in ENOVIA (more info available on the [ENOVIA External Reader page](#)).
- The e-mail addresses of the individuals responsible for sending the AutoCOA need to be registered as valid submitters. Please send your request to the P&G Site QM Key User, Site e-COA process owner, or your regular contact at the P&G site. Multiple individuals can be registered but any email submission of AutoCOA from a non-registered address will not be processed and an error message will be sent.
- AutoCOA templates can be downloaded for each material specification in ENOVIA. It's important to use the most up-to-date specification.

- Once the vendor user is set up, initial AutoCOAs can be generated and reviewed with respective P&G counterparts for training and test purposes before going live.

At P&G:

- Specifications need to be fit for e-COA by ensuring all parameters are considered for the AutoCOA generation in ENOVIA. Until we complete the move from CSS to ENOVIA, some specifications might not be fit for e-COA.
- Most plants can accept e-COA but actions are required both from P&G site and supplier to make the process work.

Targeted users

- Lab/QA personnel use AutoCOA to enter quality testing results
- The QA manager uses AutoCOA to sign off for accuracy of the COA

Benefits

- Setting up the account is a one-time effort and the use of eCOA can be extended to other supply chains with relatively minor effort.
- Integrity of the material receiving process is greatly improved and with lower effort vs. manual procedures.
- Single production lots used in multiple shipments (to the same or differing plants) can be handled with one COA submission.
- e-COA information is available online and clearly connected to a supplier lot
- More efficiently managed delivery and nearly automatic goods receipt processing, hence a lower risk of payment issues and reduced waiting time for unloading at P&G sites.
- Eliminates the need for paper copies of the COA at material delivery and for users to enter COA data into P&G systems.
- Eliminates the compliance check of COA at delivery because the results were already checked against material specification online.



Material
Supply



Information
Flow

How to Enroll

- [Enroll in ENOVIA](#) if you do not have access yet.
- Contact your regular P&G contact to verify the P&G plant system's readiness as well as material specification fitness for e-COA and align the implementation plan.

ARAVO – VENDOR MASTER DATA MANAGEMENT

Work Process Description

ARAVO is a breakthrough vendor master data (VMD) solution that improves and streamlines both third party risk assessments and master data management. The solution allows the electronic exchange and maintenance of master data by suppliers continuously in a digitized and controlled environment, protecting both suppliers and P&G.

ARAVO is the single solution used for third party risk management in personally identifiable information (PII), anti-bribery, and information security (InfoSec). It gathers the required master data faster, more efficiently, and with improved controls.

Functionalities

Suppliers use ARAVO to exchange the required data for setup in P&G's system. This data ensures compliance with both tax and local legal requirements to ensure P&G can issue purchase orders, receive invoices, and issue payments to suppliers. Furthermore, ARAVO:

- Captures all required data with easy-to-use digital forms
- Allows suppliers to manage their own data continuously, thus ensuring their details are always up to date
- Controls who within a supplier's organization can provide the data, therefore improving controls on data management
- Enables easier communication with P&G on master data
- Validates the data at different stages of the process to ensure no request is submitted incorrectly or incompletely

Note: ARAVO's digital forms are currently only available in English. Thus, offline local language forms will be utilized until the digital forms are made available via ARAVO in early 2018.

Prerequisites

English speaking suppliers will receive a notification from vendormasterdata.im@pg.com with instructions and an ARAVO registration link when a vendor master data change is requested either by the supplier or buyer. The supplier must then complete the registration process and set up other desired users.

Targeted users

Accounts receivable managers, account managers or sales agents, and any user who maintains a supplier's vendor master data.

Benefits

- Digital data collection vs. use of Excel today
- No supporting documentation required
- Better controls for the suppliers, thus reducing risk of fraud
- Intuitive data collection process
- Up-to-date vendor master data
- Faster exchange of data
- Enhanced data quality
- Single solution for P&G requesters, suppliers, and master data team
- Automated requests and reminders from P&G to suppliers



Information
Flow

How to Enroll

As of July 10, 2017, any addition of a new supplier or vendor master data change requested for existing English-speaking suppliers will trigger an ARAVO notification. Such suppliers will receive a notification from vendormasterdata.im@pg.com with instructions and links for registration.

Solution Contact

Suppliers can contact VMD operations at: vendormasterdata.im@pg.com

Internal users can contact VMD operations via ServiceNow.

ARIBA

Work Process Description

SAP Ariba is an exciting, important transformation to improve and streamline our planning, invoicing, and receiving processes by implementing an automated, digital solution. By digitizing across these historically siloed systems, P&G and suppliers will be able to exchange messages (e.g. Delivery Schedules, Advanced Shipping Notifications [ASNs], and Invoices) in a digital, collaborative manner.

Why the Move to Ariba?

SAP Ariba is an industry-standard, cloud-based solution, which many of P&G's suppliers already use. The main benefits of Ariba are:

- Prevention of most payment issues before they even start. With Ariba, electronic invoices can't be lost, and while some countries still don't permit electronic invoicing, Ariba has nearly triple the number of countries as our current provider!
- Real-time purchase orders and invoice delivery for quicker fulfillment, collaboration on orders, identification of discrepancies, and payment status reporting. Since invoices can be "ready to pay" almost instantly, both parties will know of any issues far in advance.

By having fewer payment issues, you will be able to redeploy resources' time to other value-added work, like innovating, growing, and optimizing business with P&G.

Should I still enroll in the digital solutions in this catalog?

YES! Ariba is the chosen planning, invoicing, and receiving solution for P&G direct raw and packaging material purchases, and it is being rolled out in phases by region, starting with the US & Canada late 2017. Thus, your Supplier Relationship Owner will contact you when we're ready to engage you in this important transformation.

In the meantime, the adoption of the core solutions discussed in this catalog will help lay the groundwork for Ariba, and some solutions will continue to work in partnership with Ariba post-launch.



Solution Contact

Purchases: Katherine Storer
storer.k.1@pg.com

GBS: Glenn Hempton
hempton.g@pg.com





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