|  |  |
| --- | --- |
| p&G | **SUPPLIER PORTAL** |

# What is the Supplier Portal?

The Supplier Portal is a global reporting and information source for all valued current and potential suppliers of Procter & Gamble (P&G). It is a tool by which P&G continues to strengthen its relationship with its suppliers, who play a vital role in helping us deliver products and services of superior quality and value to the world’s consumers.

# Key Features

## General Information (No Registration Required)

* Venue to submit product/service proposal to become a new supplier (Locate in [For Prospective Suppliers](http://pgsupplier.com/en/prospective-suppliers.shtml) Section)
* Holds relevant information for Purchase Order Management, Invoicing, and Payment Processes (Locate in [For Current Suppliers](http://pgsupplier.com/en/current-suppliers.shtml) Section)
* Under ‘[Invoicing](http://pgsupplier.com/en/current-suppliers/invoicing.shtml)’ section, you can check the specific invoicing requirements per country. Just choose the region and the specific country receiving your goods/service from the map provided.
* Use [Simple Invoice Status](https://www.pgsupplier.com/en/simple-invoice-status/index.html) to check the basic status of a single invoice without logging on to P&G’s supplier portal.

**Invoice/Payment Tracking (**[**Registration Required**](https://pgsupplier.vpn.pg.com/dana-na/auth/url_boyFneIaaJ34WDnx/welcome.cgi)**)**

**Track your invoices and payments anytime, anywhere, for free. Available in 8 languages!**

* [**Invoice Status**](#_Navigation_tools)

-get visibility on all your unpaid and paid invoices

-find fast what matters most (search by invoice number or date range or PO number- filter results by text-show invoices that need your attention)

-learn why your invoices have been rejected

-find a missing invoice with the help of Bobby, the bot

-request expert support from within the app

* **[My Vendor Codes](#_Navigation_tools):**

-get visibility on all vendors you are linked to

-link yourself to all P&G vendors that are part of your company

-see who in your company has access to Supplier Portal

-grant/remove access to a colleague

-check your vendor data details and trigger changes as needed

* **[Subscribe](#_Navigation_tools):**

-subscribe to automatically receive reports of your paid and unpaid invoices

* **[Payments Report:](#_Navigation_tools)**

-find payments that P&G made to you

# Important Notes

* If the invoice you are looking for was not found, it could be due to one of the following reasons:

**-The invoice might still be in transit**

If the invoice was sent via postal services then it can take up to 10 calendar days until the invoice gets recorded in P&G's Account Payable System. Learn about all your options on how to send an invoice [here](https://pgsupplier.com/en/current-suppliers/invoicing.shtml)

**-The invoice was paid more than 24 months ago**

We do not store in Portal invoices received more than 2 years ago.

**-The invoice was entered in our system with a different reference number from yours**

Do not give up your search. Run a further search by Vendor Number or Order Number to find it within the Invoice Status APP

**-The invoice was processed by Coupa**

Invoices that are processed in Coupa become visible here only once they are ready to be paid. Until then they must be tracked in Coupa.

-**The paper invoice may have been lost**

If you believe this happened then please reach out to our help resources within the Invoice Status APP.

# Quick Links

**Access** the portal now? Go to <http://pgsupplier.com/>

Want to **Register to the Supplier Portal**? Follow this [link](https://www.pgsupplier.com/en/signup/invoicingSignup-en.html)

Forgot your **password** or **username?** See how to rest them by following our [job aids](#_Navigation_tools)

Other Log on issues? Follow the help resources at this [link](https://pgsupplier.vpn.pg.com/dana-na/auth/url_boyFneIaaJ34WDnx/welcome.cgi)

# Navigation tools

**Invoice Status My Vendor Codes Subscribe**  **Payments Report**

**** **** **** ****

**Reset Password Reset Username How to Register to Portal**

**** **** ****

[](https://www.youtube.com/watch?v=pfVgZtC-94w)