



# GUIA RÁPIDO PARA FORNECEDORES ARAVO

## COMO PREENCHER A PESQUISA DE REGISTRO ADICIONAL DE IMPOSTO RETIDO NA FONTE

Este guia destina-se aos contatos principais do Aravo que preencherão a pesquisa adicional de imposto retido na fonte para o registro do seu fornecedor na Procter & Gamble

**Etapa 1:** Faça log-in no Aravo (<https://pg.aravo.com/>) com seu nome de usuário e senha do Aravo. Se precisar de orientação com seu acesso, você pode redefinir suas credenciais seguindo o guia carregado no [Portal do fornecedor](#).

ARAVO P&G Supplier Information Center

Login

Welcome To P&G's Supplier Information Center.

We hereby confirm that the data we are about to provide or change is truthful and correct and, in case a change occurs, the Procter & Gamble buyer will be notified in advance. If the information is not valid or accurate, Procter & Gamble is not responsible if a payment is delayed, not credited, or credited to an incorrect account as specified.

Note: To preserve data integrity in P&G vendor masterdata, only Registered ARAVO primary contacts can access and update vendor accounts.

I agree with the statement above.

Username:

Password:

Login

Deutsch (Deutschland) · English (United Kingdom) · English (United States) · Tiếng Việt (Việt Nam) · Türkçe (Türkiye) · español (España) · français (France) · italiano (Italia) · português (Brasil) · русский (Россия) · 中文 (中国) · 日本語 (日本)

Need help accessing your account?

Need Help?





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**Etapa 2:** Na tela inicial, clique em Pesquisa de dados do fornecedor para começar a preencher a pesquisa.

Welcome, a b  
Your last login was Thu Apr 07 00:50:21 CDT 2022

**Welcome to P&G's Third Party Portal**

You now have access to:

- Respond to surveys initiated by P&G
- Proactively update your own data at any time as per your company needs
- Manage your login ID and password

Get to know the pages and functionalities of this portal:

**Home** - Initiate update requests in this page by clicking on the Action buttons

- General Information
- Payment and Banking Details
- Tax
- Primary Contact

**Tasks** - View ongoing tasks and access the tasks requiring your action

**Profile** - View your Supplier information

Please note that if action buttons are not visible, it means that your profile is locked due to an ongoing update. If update is pending your action, then please go to Tasks page to take action.

**Announcement:**  
Effective October 2021, Aravo Multifactor Authentication or MFA will be mandatory for all new and existing suppliers. We encourage you to enable your MFA immediately to avoid log-in issues and security risks.

Do you need help? [Click here for live support.](#)

**Tasks**

Overdue 0
High Priority 0
Normal Priority 1
Low Priority 0

1 Task FILTER: All

Task	Priority	Start Date	Due Date
Vendor Data Survey	Normal	Apr 6, 2022	Apr 15, 2022

**Contact Information**

a b  
WHT SURVEY TEST

EMAIL  
lorm.pg.lester@gmail.com

[Support Contacts](#)

**Etapa 3:** Na guia “Registro adicional da retenção de impostos” é necessário preencher a pesquisa por pessoa jurídica. Se esta for a primeira vez que você está respondendo à pesquisa de pessoa jurídica, clique em “Adicionar novo registro de retenção de impostos”.

Third Party Portal > Tasks > Current Task

85%  
6 of 7 pages complete

- Company Information
- Email Contacts
- Tax Information
- Withholding
- Additional Tax Withholding Tax Record
- Advisory
- 

### Additional Tax Withholding Tax Record

Testing survey page Directions section

[Back](#) [Next >](#)

**\*Required Field** [review](#)

11

Please click through every P&G Legal Entity to your left to complete these questions

Withholding Tax Record

No items found

[Add a new Withholding Tax Record](#)

Você receberá a pesquisa específica para a pessoa jurídica. Certifique-se de preencher todos os campos obrigatórios e clique em “OK”.



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**Etapa 4:** Para editar/atualizar suas respostas, vá até o botão Ação e clique em “**Editar**”. Se estiver tudo bem, clique em “**Salvar**” antes de passar para outras pessoas jurídicas.



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**Etapa 5:** Repita as etapas 3 e 4 para todas as pessoas jurídicas. Depois de concluído, clique em “**Avançar**” para passar para a próxima página e concluir o restante da pesquisa.

The screenshot displays the 'Additional Tax Withholding Tax Record' form. On the left, there is a sidebar with navigation options: 'Additional Tax Withholding Tax Record' (selected), 'Payment Information', 'Advisory', and 'Review & Submit'. The main content area shows a search bar with a magnifying glass icon. Below it, a list of legal entities is displayed: '283 - Procter & Gamble Inc.', '373 - P&G Malaysia Sdn Bhd', '501 - P&G Argentina S.R.L.', and '828 - PGIOSA SG BRANCH'. The main form area is titled '\*Required Field' and contains the instruction: 'Please click through every P&G Legal Entity to your left to complete these questions'. Below this, there is a 'Withholding Tax Record' section with a 'Filter Results:' input field and a 'Please click the Action button to check and edit your information.' message. At the bottom right of the form, there are 'save' and 'cancel' buttons. At the bottom left of the page, there are 'Back' and 'Next' buttons, which are highlighted with a red box.

Precisa de ajuda? Você pode entrar em contato conosco em <https://pg.aravo.com/>

Need Help?