



ARAVO 供应商快速指南

如何通过自助服务进行主要联系人更新

本指南适用于负责在宝洁 Aravo 系统中更新其公司详细信息的
的供应商主要联系人

第 1 步: 使用提供的用户名和密码登录 Aravo (<https://pg.aravo.com/aems/login.do>)。如果需要指导，您可以按照这些说明重置登录信息 (<https://pgsupplier.com/setup-and-update-profile>)。

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?](#)



第 2 步: 主屏幕中设有可以更新不同信息的“操作”选项。点击“更新主要联系人信息”。请注意，一次只能更新一项信息。在下一页面上，一旦点击“提交”，在所选的更新完成之前，个人资料将被锁定，无法编辑其他信息。

PROCTER & GAMBLE (STAGING) THIRD PARTY PORTAL

vendor primary | Logout

[Home](#) [Tasks](#) [Profile](#)

Welcome, vendor primary

Your last login was Tue Jul 06 12:32:16 CDT 2021

Welcome to P&G's Third Party Portal

You now have access to (1) Respond to surveys initiated by P&G ([check your Tasks below](#)), (2) Proactively update your own data at any time as per your company needs and, (3) Manage your login ID and password.

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

Actions

[Update Banking and Payment](#) [Update General Information](#) [Update Primary Contact Info](#) [More Actions](#)

Tasks

You have no open tasks.

Contact Information

vendor primary
AMJ TR CRO EL PK Test
EMAIL
jpmm.pg.testster@gmail.com

[Support Contacts](#)

Procter & Gamble (Staging) Third Party Portal for AMJ TR CRO EL PK Test | [Help](#)



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第 3 步: 点击“提交”以进入主要联系人信息页面。

*Required Field preview

If you want to update General Information please click the SUBMIT button below and you'll be able to provide further information later on. Note that your profile will be locked for editing until update request is completed.

Third Party Portal > Tasks > Current Task

Contact Information

Next > 75%

*Required Field preview

Please enter P&G Contact Person's Email *

Your Company Primary Contact Information

You are required to maintain one primary contact only.

Contacts

Filter Results:

	First Name*	Last Name*	Title	Email*	Is Primary?
<input type="button" value="Actions"/>	vendor	primary	—	tprm.pg.test@gmail.com	Yes
<input type="button" value="Actions"/>	rona	a	—	sdmc.aravotest@gmail.com	No

第 4 步: 点击“操作”按钮以编辑或删除现有的主要联系人。

注意: 如果供应商现在页面中只有一个电子邮箱, “删除”功能将无法使用。选择编辑而不是更改电子邮件详细信息。

Contacts

Filter Results:

	First Name*	Last Name*	Title	Email*	Is Primary?
<input type="button" value="Actions"/>	vendor	primary	—	tprm.pg.test@gmail.com	Yes
<input type="button" value="Actions"/>	a	a	—	sdmc.aravotest@gmail.com	No

第 5 步: 编辑/输入新的电子邮件联系方式。确保勾选“是否为主要联系人?”。请注意, 只能将一个电子邮件联系人标记为主要联系人。完成后, 点击“确定”。

*Required Field BT

Please enter P&G Contact Person's Email *

Your Company Primary Contact Information

You are required to maintain one primary contact only.

Contacts

Filter Results:

Summary Field - Please edit this text

First Name* Last Name*

Title

Email*

Is Primary?

! If you do not have a valid email address for the Third Party or you do not wish to enter/expose a valid email address (in the case of a Gov't Agency or Celebrity, for example), please input a 'dummy email address' such as noemail@none.com or dummyuser@example.com

	First Name*	Last Name*	Title	Email*	Is Primary?
<input type="button" value="Actions"/>	vendor	primary	—	pgtestsupplier@gmail.com	Yes
<input type="button" value="Actions"/>	a	a	—	sdmc.aravotest@gmail.com	No

第 6 步: 输入您的宝洁联系人的电子邮件 (例如采购人员、业务申请人等)

注意: 在完成您的申请之前, SDMC 必须先获得您的宝洁联系人的批准。



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第 7 步： 点击页面底部的“下一步”，然后点击“保存并提交更改”按钮。

未成功提交的申请将显示在主页。只需点击任务并确保完成“保存并提交更改”操作。

第 8 步： 更新申请完成后，新的主要联系人将收到一封有关更改完成的电子邮件。

需要帮助？您可以通过 <https://pg.aravo.com/> 与我们联系

Need Help?