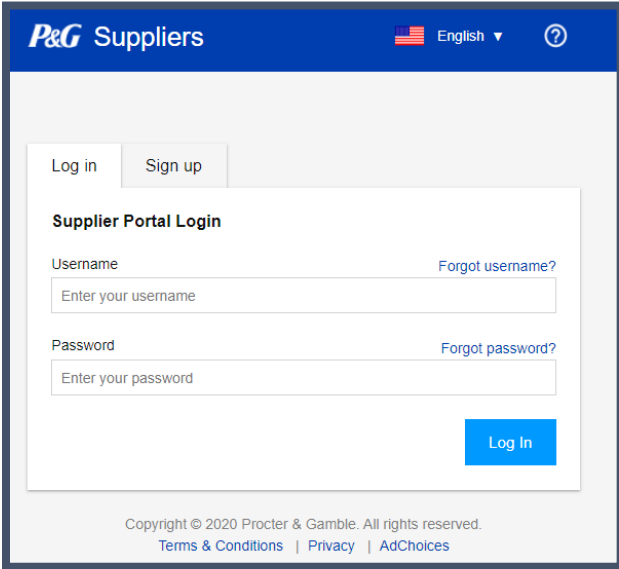




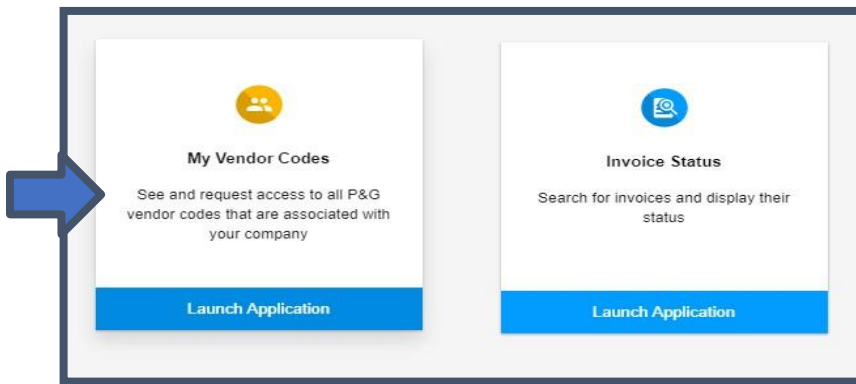
¿Cómo otorgar el acceso a un colega?

Nota: Solo los correos electrónicos de contacto de VMD están autorizados para utilizar esta aplicación.

PASO UNO: Acceder a la aplicación **My Vendor Codes** a través de <https://pgsupplier.vpn.pg.com/> . Ingrese sus credenciales del Portal de Proveedores de P&G.



PASO DOS: Haga clic en la aplicación **My Vendor Codes**.



PASO TRES: Vaya a la pestaña Mis códigos de vendedor.



PASO CUATRO: Haga clic en la flecha desplegable de vendedor seleccionado para ver los detalles de la compañía.

The screenshot shows a web interface with three tabs: "My Vendor Codes", "Related Vendor Codes", and "Other Vendor Codes". Below the tabs is a message: "You can view invoice status, payment reports, control access, and manage email contacts." There is a search bar labeled "Filter Vendors" with a "Clear filter" button and "Showing 105 out of 105" text. Below the search bar is a table with columns: "Vendor Code", "Vendor Name", "Vendor Address", "Invoice Volume", "Remove", and "View". The first row contains the values: "1", "A", "MO", "INTER", "Thousands", and a dropdown arrow. A blue arrow points to the dropdown arrow in the "View" column.

PASO CINCO: A la izquierda de la información desplegable, haga clic en Otorgar acceso a un colega.

The screenshot shows two side-by-side panels. The left panel is titled "Email Contacts" and lists four categories: "Orders will be sent to:", "Electronic invoicing related inquiries will be sent to:", "Remittance statements and payments issues will be sent to:", and "Notifications of rejected invoices will be sent to:". Each category has a "Nobody" status. Below the list is a blue button labeled "Request to change email contacts". The right panel is titled "Supplier Portal Invoice and Payment Status Users" and has three empty rows, each with a trash icon. Below the list is a blue button labeled "Grant access to a colleague". A blue arrow points to the "Grant access to a colleague" button.

PASO SEIS: Ingrese la dirección de correo electrónico de su colega y haga clic en enviar.


The screenshot shows a form titled "Grant access to a colleague". It contains a warning message: "This will give visibility to invoice status, payment reports, banking data, email contacts and vendor information. Please be diligent with who you grant access to." Below the message is a text input field labeled "Colleague's email address" with the placeholder text "Enter your colleague's email". At the bottom of the form is a blue button labeled "Submit".

PASO SIETE: Si la dirección de correo electrónico no tiene una cuenta existente, ello quiere decir que usted será quien registrará al contacto de su proveedor en su lugar. Ingrese el país y el nombre del contacto de su proveedor para el registro.


The screenshot shows a form titled "More information required for". It contains a message: "This user is not signed up for Supplier Portal. To sign up this user on their behalf, please complete the following fields:". Below the message is a dropdown menu labeled "Country or territory of supplier contact's work location" with "Philippines" selected. Below the dropdown are two text input fields: "First name of supplier contact" and "Last name of supplier contact". At the bottom of the form is a blue button labeled "Submit".

Aparecerá un mensaje en pantalla que confirma que la solicitud de acceso se dirigirá al contacto primario del vendedor para su aprobación.

Grant access to a colleague

 This will give visibility to invoice status, payment reports, banking data, email contacts and vendor information
Please be diligent with who you grant access to.

Colleague's email address

 Your request for access was sent to primary contact(s). Your colleague will receive an email when your request is approved.

Una vez aprobada por el contacto primario, el contacto del proveedor recibirá un correo electrónico con sus credenciales para iniciar sesión.

Si la dirección de correo electrónico tiene una cuenta en el Portal de Proveedores de P&G, aparecerá un mensaje en pantalla confirmando que se otorga el acceso a un código de vendedor.

 The email address was successfully granted access to this vendor code.