

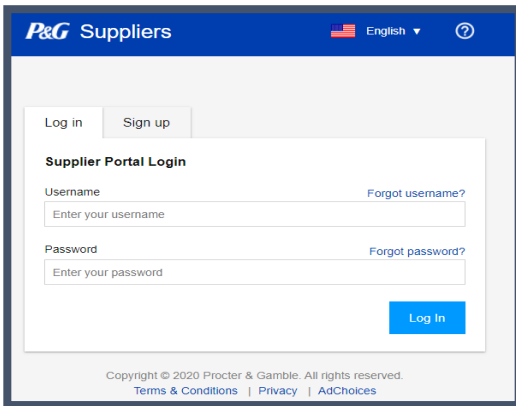


如何向同事授予访问权限?

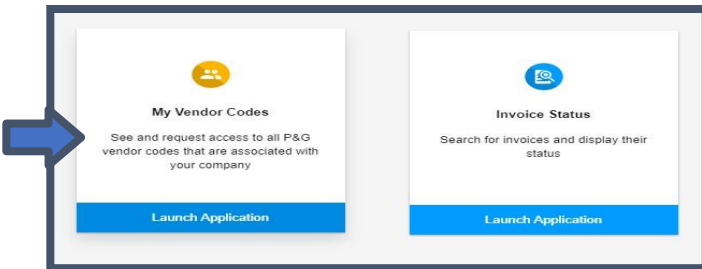
(使用我的供应商代码)

注意: 仅 VMD 电子邮件联系人可使用此应用程序。

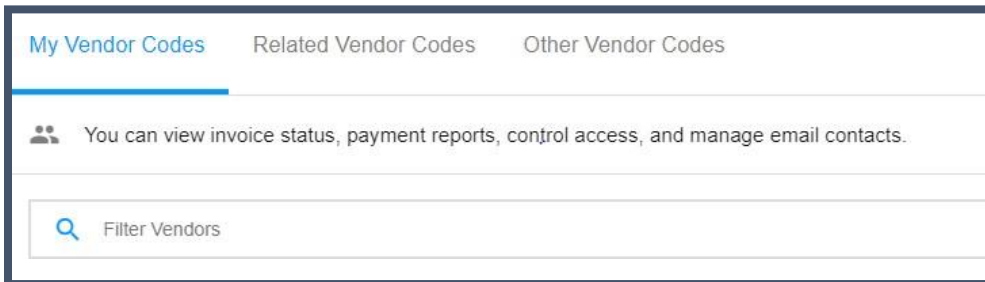
第一步: 通过 <https://pgsupplier.vpn.pg.com/> 访问 我的供应商代码应用程序。输入您的宝洁供应商门户登录信息。



第二步: 点击我的供应商代码应用程序。



第三步: 转到我的供应商代码选项卡。



第四步： 点击所选供应商的下拉箭头以查看公司详细信息。

The screenshot shows the 'My Vendor Codes' page with tabs for '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'. 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 this dropdown arrow.

第五步： 在下拉信息的左侧，点击向同事授予访问权限。

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' option. The right panel is titled 'Supplier Portal Invoice and Payment Status Users' and has three empty rows. At the bottom of both panels are blue buttons: 'Request to change email contacts' on the left and 'Grant access to a colleague' on the right. A blue arrow points to the 'Grant access to a colleague' button.

第六步： 输入您同事的电子邮件地址，然后点击提交。

The screenshot shows the 'Grant access to a colleague' form. It has a warning icon and text: '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 this is a text input field labeled 'Colleague's email address' with the placeholder text 'Enter your colleague's email'. At the bottom left is a blue 'Submit' button with a checkmark icon. A blue arrow points to this button.

第七步： 如果电子邮件地址现未注册账户，则意味着您将成为代表供应商注册供应商联系人。请输入您的供应商联系人的国家和名称进行注册。

The screenshot shows the 'More information required for' form. It has 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 this 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 left is a blue 'Submit' button with a checkmark icon. A blue arrow points to this button.

将显示一条消息，确认访问申请将被发送给供应商的主要联系人以供批准。

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 2L (1) primary contact(s). Your colleague will receive an email when your request is approved.

一旦获得主要联系人的批准，供应商联系人将通过电子邮件收到登录信息。

如果电子邮件地址在宝洁供应商门户中已有关联的账户，则会显示一条消息，确认已授予对供应商代码的访问权限。

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