



如何在付款报告应用程序中进行导 航?

通过付款报告应用程序，您可以：

- 查看宝洁在何时、通过哪种方式以及为哪些发票汇出了款项
- 对照供应商的未结发票核对宝洁支付的款项
- 申请银行付款证明

如要查看付款报告应用程序，请访问<https://pgsupplier.vpn.pg.com/> 并输入您的宝洁供应商门户登录信息。

P&G Suppliers English ?

Log in Sign up

Supplier Portal Login

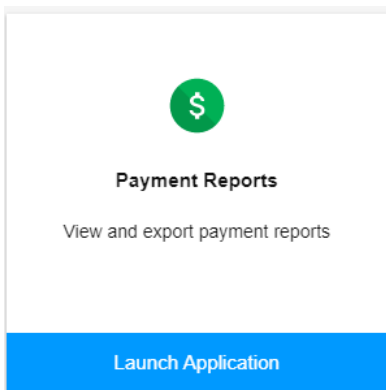
Username [Forgot username?](#)
Enter your username

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Enter your password

Log In

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点击付款报告应用程序。



第 1 步：点击该框以选择您要查看其付款的供应商代码。

Search for payments by:

Search and select vendors

Click to search and select the vendors you wish to search

Search and select vendors

Filter vendors Clear filter

<input type="checkbox"/>	Select all	Vendor Code	Vendor Name	Vendor Address
<input type="checkbox"/>		15	' LTD	PHASE

第 2 步：选择宝洁为发票付款的日期范围，然后点击搜索。

Select a date range during which P&G has paid the invoice

Within the last 7 days

Within the last 7 days

Within the last month

Within a date range

1 vendor selected

第 3 步：如果搜索成功，将显示在筛选的日期范围内向所选供应商代码支付的所有款项。您还可以将结果导出到 Excel 文件中。

Search in all results

#	Vendor Name	Vendor Code	Amount	Currency	Paid On	Method	View
1	T	15	758,872.35		2021-05-13	Domestic Wire Transfer	▼
2	T	15	2,280.00		2021-05-06	Domestic Wire Transfer	▼

第 4 步：点击右侧的箭头以查看付款的详细信息。

#	Vendor Name	Vendor Code	Amount	Currency	Paid On	Method	View
1	T	1	758,872.35		2021-05-13	Domestic Wire Transfer	▲

第 5 步：在详细信息的右侧查看付款所包含发票的列表。

P&G Proof of Payment

Payee: I
(Vendor Code: 15)

Amount: **758,872.35**

Payment Date: **2021-05-13**

Payment Method: **Domestic Wire Transfer**

Paid by: **PROCTER & GAMBLE EGYPT**

Bank Payment Reference Number:

P&G Reference Number:

[? I can't find this payment. Request Bank Proof of Payment](#)

69 Invoices were paid:

#	Invoice Number	Amount
1	S	66,113.16
2	SI	46,844.70
3	SI	46,683.00
4	S	44,648.10
5	SI	42,459.30
6	SI	38,926.44
7	SI	32,845.13

第 6 步：您可以通过点击“申请银行付款证明”以申请付款证明。勾选所有框并点击提交申请。

P&G Proof of Payment

Payee: I
(Vendor Code: 15)

Amount: **758,872.35**

Payment Date: **2021-05-13**

Payment Method: **Domestic Wire Transfer**

Paid by: **PROCTER & GAMBLE EGYPT**

Bank Payment Reference Number:

P&G Reference Number:

[? I can't find this payment. Request Bank Proof of Payment](#)

P&G Proof of Payment is not sufficient to satisfy government audit or legal dispute


I have undertaken all reasonable efforts with my bank to track down the payment

I understand that a Bank Proof of Payment will incur transaction cost from the bank

I understand that it may take up to 10 days before a Bank Proof of Payment can be provided and this is not in P&G's control.

[> Submit Request](#)

第 7 步：将为您的申请创建一个工单号。您可以通过支持申请应用程序查看您的申请状态。付款证明将通过电子邮件发送给您。

 **Success!** Ticket FPSS-936875 was created in PEGA.
You will receive an email from PEGA.