



¿Cómo usar la aplicación Subscribe?

La aplicación **Subscribe** le permite:

- Recibir de forma automática informes sobre sus facturas pagadas y no pagadas.

Para ver la **aplicación **Subscribe****, visite <https://pgsupplier.vpn.pg.com/> e ingrese sus credenciales para iniciar sesión en el Portal de Proveedores de P&G.

P&G Suppliers English ?

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Supplier Portal Login

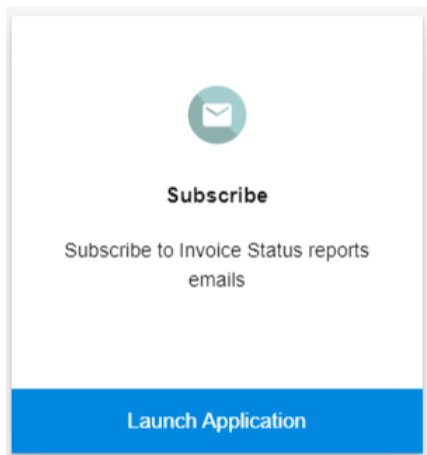
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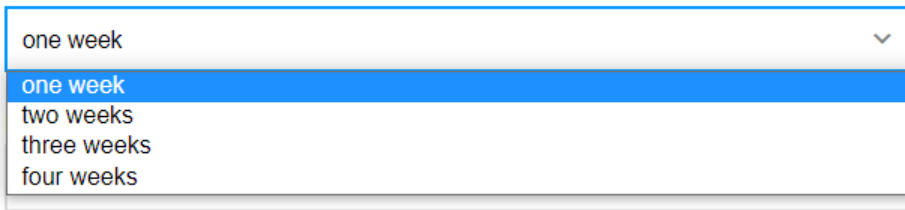
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Haga clic en la aplicación **Subscribe**.



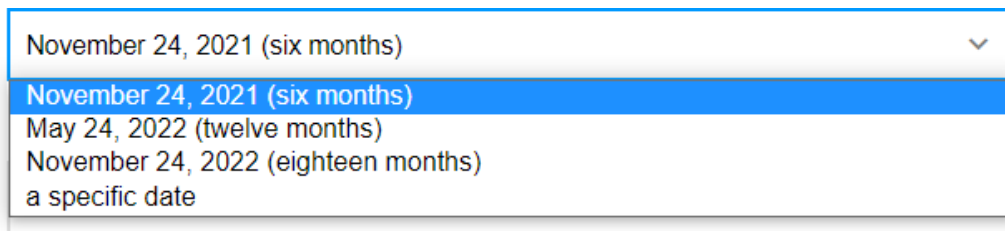
Paso 1: Seleccione **cuándo** desea recibir el informe.

I want to receive invoice status reports every:



A dropdown menu with a white background and a blue border. The selected item is "one week", which is highlighted in blue. Other options listed are "two weeks", "three weeks", and "four weeks". A small downward arrow is visible on the right side of the menu.

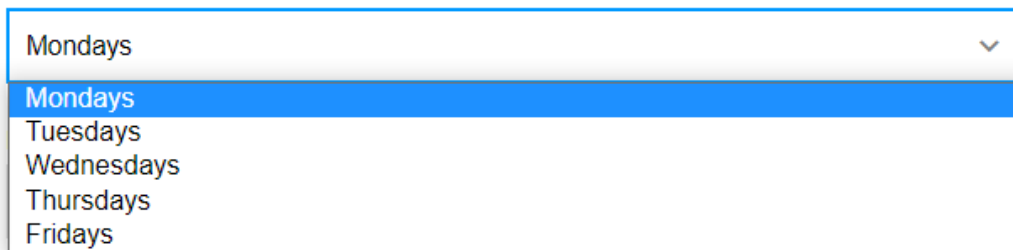
Paso 2: Seleccione **hasta cuándo** desea recibir el informe.



A dropdown menu with a white background and a blue border. The selected item is "November 24, 2021 (six months)", which is highlighted in blue. Other options listed are "May 24, 2022 (twelve months)", "November 24, 2022 (eighteen months)", and "a specific date". A small downward arrow is visible on the right side of the menu.

Paso 3: Seleccione **qué día de la semana** desea recibir el informe.

I want to receive invoice status reports in the morning on:



A dropdown menu with a white background and a blue border. The selected item is "Mondays", which is highlighted in blue. Other options listed are "Tuesdays", "Wednesdays", "Thursdays", and "Fridays". A small downward arrow is visible on the right side of the menu.

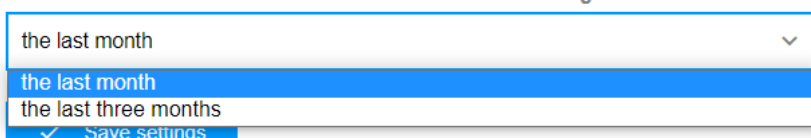
Paso 4: Entre las opciones disponibles seleccione la **hora** en que desea recibir el informe.



A dropdown menu with a white background and a blue border. The selected item is "(GMT-12:00) International Date Line West", which is highlighted in blue. Other options listed are "(GMT-11:00) Midway Island, Samoa", "(GMT-10:00) Hawaii", "(GMT-09:00) Alaska", and "(GMT-08:00) Pacific Time (US & Canada)". A small downward arrow is visible on the right side of the menu.

Paso 5: Elija el **rango de fechas de cuando P&G recibió las facturas** que desea incluir en el informe.

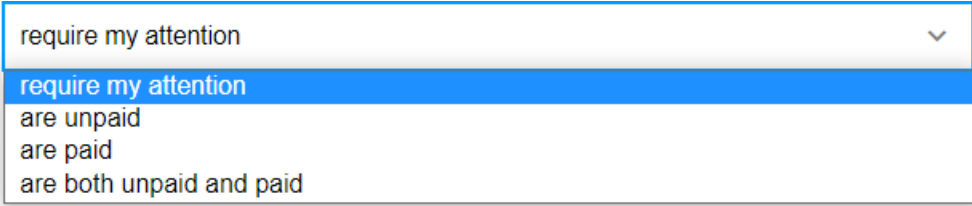
I want invoices sent to me that were delivered to P&G during:



A dropdown menu with a white background and a blue border. The selected item is "the last month", which is highlighted in blue. Other options listed are "the last three months". A small downward arrow is visible on the right side of the menu. Below the dropdown, there is a blue button with a white checkmark and the text "Save settings".

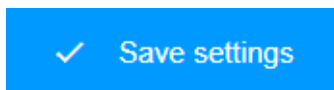
Abril de 2021

Paso 6: Elija el tipo de facturas que desea incluir en el informe.

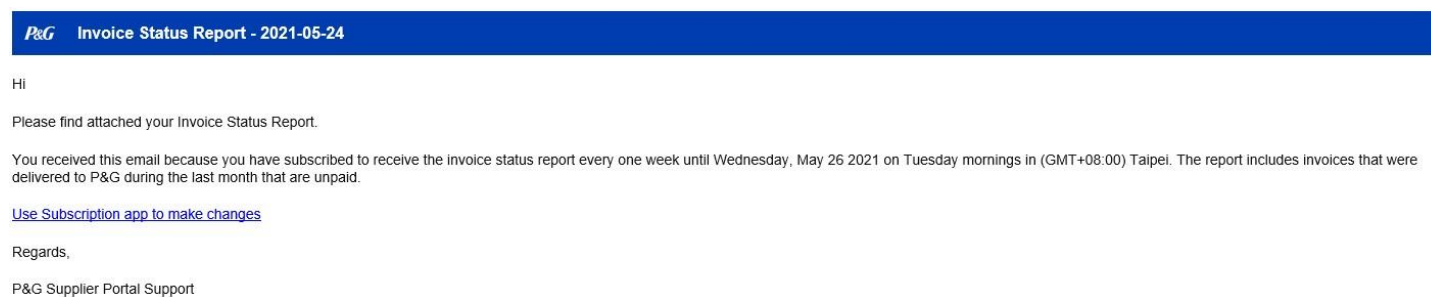


A dropdown menu with a white background and a blue border. The current selection is "require my attention", which is highlighted in blue. Below it, the following options are listed: "are unpaid", "are paid", and "are both unpaid and paid". A small downward arrow is visible in the top right corner of the menu.

Paso 7: Haga clic en Guardar configuración.



Este es el correo electrónico de muestra que recibirá para los informes de estado de la factura.



Paso 8: Si ya no desea recibir informes de estado de la factura de las aplicaciones del portal, haga clic en Cancelar suscripción.

