



## 如何使用订阅应用程序?

通过订阅应用程序,您可以:

- 自动接收已付和未付发票的报告。

如要查看订阅应用程序,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 ?

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点击订阅应用程序。

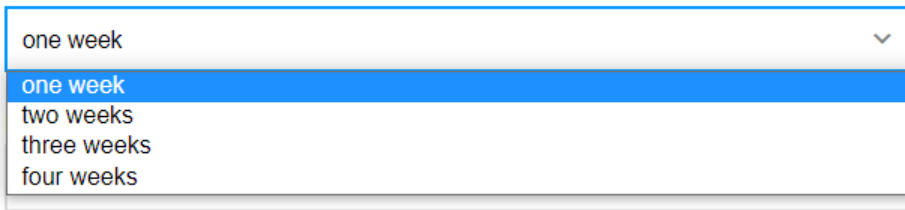
**Subscribe**

Subscribe to Invoice Status reports emails

Launch Application

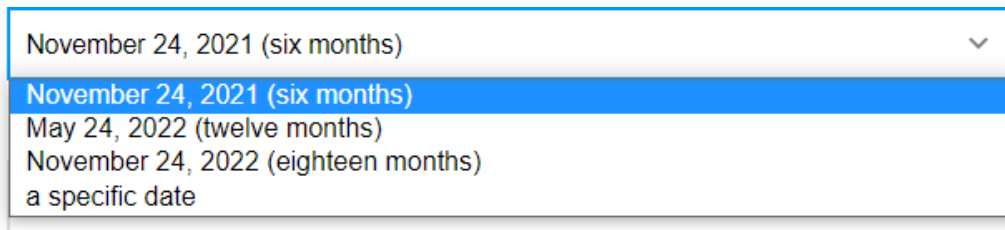
第 1 步：选择您想要接收报告的时间。

I want to receive invoice status reports every:



A dropdown menu with a blue border. The current selection is "one week". The menu is open, showing a list of options: "one week", "two weeks", "three weeks", and "four weeks". The "one week" option is highlighted in blue.

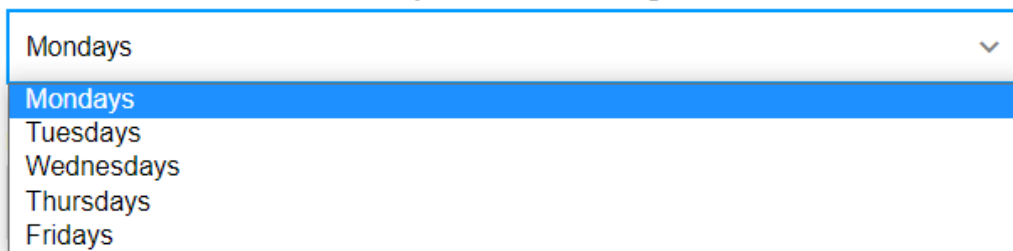
第 2 步：选择您想要接收报告的截止时间。



A dropdown menu with a blue border. The current selection is "November 24, 2021 (six months)". The menu is open, showing a list of options: "November 24, 2021 (six months)", "May 24, 2022 (twelve months)", "November 24, 2022 (eighteen months)", and "a specific date". The "November 24, 2021 (six months)" option is highlighted in blue.

第 3 步：选择您希望在一周中的哪一天接收报告。

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



A dropdown menu with a blue border. The current selection is "Mondays". The menu is open, showing a list of options: "Mondays", "Tuesdays", "Wednesdays", "Thursdays", and "Fridays". The "Mondays" option is highlighted in blue.

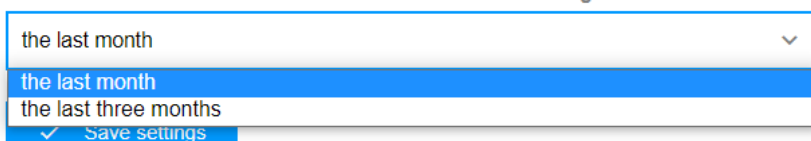
第 4 步：从可用选项中选择您希望接收报告的时间。



A dropdown menu with a blue border. The current selection is "(GMT-12:00) International Date Line West". The menu is open, showing a list of options: "(GMT-12:00) International Date Line West", "(GMT-11:00) Midway Island, Samoa", "(GMT-10:00) Hawaii", "(GMT-09:00) Alaska", and "(GMT-08:00) Pacific Time (US & Canada)". The "(GMT-12:00) International Date Line West" option is highlighted in blue.

第 5 步：选择您希望宝洁收到您所要附在报告中的发票的日期范围。

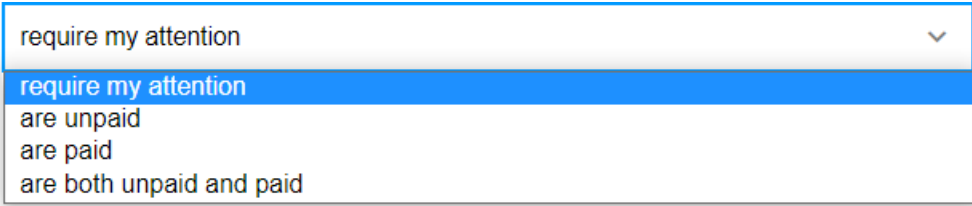
I want invoices sent to me that were delivered to P&G during:



A dropdown menu with a blue border. The current selection is "the last month". The menu is open, showing a list of options: "the last month" and "the last three months". The "the last month" option is highlighted in blue. Below the menu, there is a "Save settings" button with a checkmark icon.

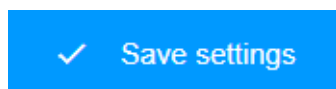
2021 年 4 月

第 6 步：选择要附在报告中的**发票类型**。

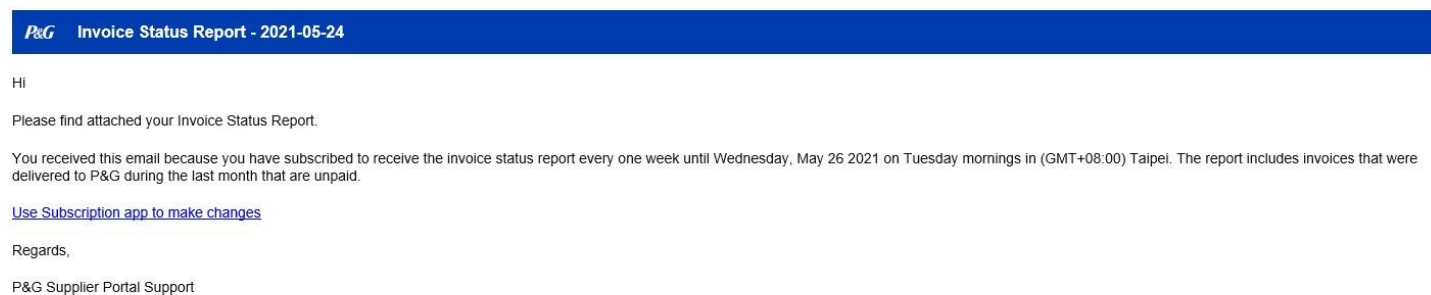


A dropdown menu with a blue border. The selected item is "require my attention" with a downward arrow on the right. The menu is open, showing a list of options: "require my attention" (highlighted in blue), "are unpaid", "are paid", and "are both unpaid and paid".

第 7 步：点击保存设置。



这是您将收到的发票状态报告的电子邮件示例。



第 8 步：如果您不想再从门户应用程序接收发票状态报告，请点击取消订阅。

