



# 如何申请供应商代码访问权限？

(使用我的供应商代码应用程序)

**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。

P&G Suppliers English

Log in Sign up

**Supplier Portal Login**

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

Password [Forgot password?](#)  
Enter your password

Log In

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**第二步:** 点击我的供应商代码应用程序。

My Vendor Codes  
See and request access to all P&G vendor codes that are associated with your company  
Launch Application

Invoice Status  
Search for invoices and display their status  
Launch Application

**第三步:** 转到其他供应商代码选项卡。

My Vendor Codes Related Vendor Codes **Other Vendor Codes**

+ You can request access to view invoice and payment status for any other vendor.

Vendor code  
Enter an 8 digit number

A vendor code is found on a P&G order and typically starts with: 15, 20 or 10.

Continue →

第四步：输入供应商代码。点击继续。

My Vendor Codes   Related Vendor Codes   **Other Vendor Codes**

+ You can request access to view invoice and payment status for any other vendor.

Vendor code

15

ⓘ A vendor code is found on a P&G order and typically starts with: 15, 20 or 10.

Continue →

第五步：输入供应商名称

My Vendor Codes   Related Vendor Codes   **Other Vendor Codes**

+ You can request access to view invoice and payment status for any other vendor.

Vendor code

15

ⓘ A vendor code is found on a P&G order and typically starts with: 15, 20 or 10.

Company name

A .TD|

ⓘ The company name for vendor code 15319328 starts with ASI.

Request Access

第六步：勾选您将请求访问的电子邮件地址的复选框。请勿选择 备注下方带有破折号的电子邮件联系人，这意味着该电子邮件联系人来自 VMD，并且不一定具有供应商门户访问权限。选择电子邮件联系人后，点击“请求访问”。您的同事将收到电子邮件通知，并获得有关如何提供对供应商代码的访问权限的说明。

Email	Notes
<input checked="" type="checkbox"/> bu*****@to*****em.co.jp	Ka** Ku**** (China)
<input type="checkbox"/> ha*****@to*****em.co.jp	-
<input type="checkbox"/> ko****@to*****em.co.jp	To** Mo**** (China)
<input type="checkbox"/> t-****@to*****em.co.jp	Se***** Ha**** (China)
<input type="checkbox"/> y_*****@to*****em.co.jp	Yu**** Ya***** (China)

Request Access

将显示一条消息，确认访问申请。

✓ Your request was successfully sent to the selected vendor contacts.