

Web PO Self Help

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- [How will I know when Intel makes a change a PO that I need to acknowledge?](#)
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Web PO Self Help

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Get started

What is Intel Web PO?

- Online interface for communicating with suppliers about non-SIRFIS CSI PO's.
 - Only a certain subset of CSI items are forecasted in SIRFIS (Pumps/ Abatement/ Frames/ Chillers).
- [Intel Web PO](#) allow Intel users and suppliers to view detailed POs generated by Intel's Purchasing system.
- Provide suppliers 24/7 full access to POs
- Allows suppliers to electronically respond to certain PO types with changes or other items.

The screenshot shows the Intel Web PO interface. At the top, there is a navigation bar with the Intel logo and links for Site Map, Support, Account, and Sign Out. Below this is a sidebar with navigation links for various features like Payment Tracker, Routing Guide, Web ASN, Web Forecast, Web Invoice, Web PO, and Web Suite Support. The main content area is titled "Intel® Web PO" and contains a search form for purchase orders. The search form includes fields for Company Code, Vendor ID, Purchasing Org, PO Number, PO Status, Special Status, View Status, Buyer Name, Supplier Part, and Invoiceable. There are also date pickers for PO Gen Date and buttons for Search, Clear, and Hide Search.

Supplier.intel.com

Intel® Web PO

Search Purchase Order - TEST TESTER, Dummy DUNS Number Company

[Help Needed?](#)

* Mouse over the following status images to see description
NEW **CHG** **CAN** **CLO** **BLO** **WIP**

* = Email Notification not sent for this PO or PO change. See online help for additional details.

* = This is a PO with multiple lines, click the PDF icon to download a copy.

* PO Gen Date/Due Date will not be filtered if 10 digits of PO number is inserted.

Company Code: All

Vendor ID: All

Purchasing Org: All

PO Number: Enter full or partial text

PO Status: New Changed Cancelled Closed

Special Status: Blocked Work In Progress Bypassed DownPayment

View Status: Viewed Unviewed

Buyer Name: Enter full or partial text

Supplier Part: Enter full or partial text

Invoiceable: Search Invoiceable POs

PO Gen Date: From 18-Jan-2019 To 17-Jul-2019

Search Clear Hide Search

Web PO Self Help

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How does Intel Web PO work?



Step	Action
1	Intel Buyer enter new PO information.
2	PO created will become viewable by the supplier after TWENTY-FOUR (24) hours.
3	Supplier receives e-mail notification from Intel Web PO .
4	Supplier review and respond on the PO received.

Web PO High Level Process:

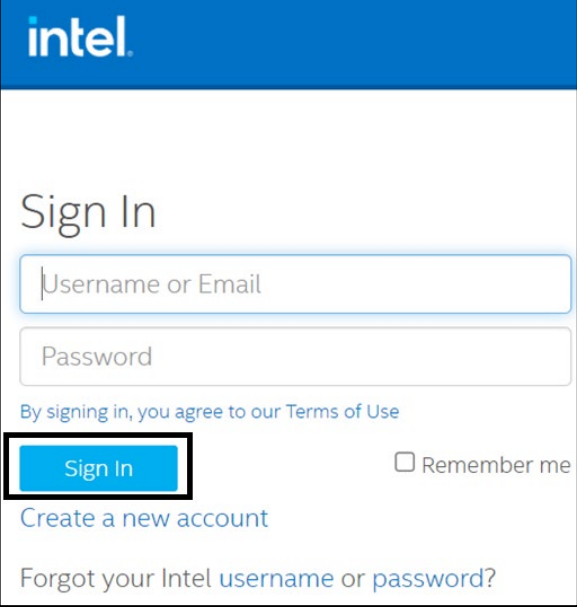


- New PO is created and will become viewable by the supplier after TWENTY- FOUR (24) hours.
- Supplier receives email notification from Intel Web PO.
- Supplier reviews and responds on the PO received.
- Noted: The STD needs to be a valid future date that reflects the best- known ship date. If the STD is not final 7 days post PO creation, the supplier should update to worst – case STD.

Web PO Self Help

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How do I start using Intel Web PO?

Step	Action
1	Go to supplier.intel.com .
2	<p>Click on Supplier Sign In, it will be redirected to Intel Login Page.</p> 
3	<p>Enter Username or Email, Password and click on Sign In</p> 
4	Select Intel Web PO button to use Intel Web PO Tool as shown below

Web PO Self Help


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Supplier.intel.com

Intel® Web PO

Search Purchase Order - [REDACTED] [Help Needed?](#)

* Mouse over the following status images to see description
NEW **CHG** **CAN** **CLO** **BLO** **WIP**

*  = Email Notification not sent for this PO or PO change. See online help for additional details.

*  = This is a PO with multiple lines, click the PDF icon to download a copy.

* PO Gen Date/Due Date will not be filtered if 10 digits of PO number is inserted.

Company Code

Vendor ID Enter full 10 digit Vendor ID

Purchasing Org

Vendor Name Enter full or partial text

PO Number Enter full or partial text

PO Status New Changed Cancelled Closed

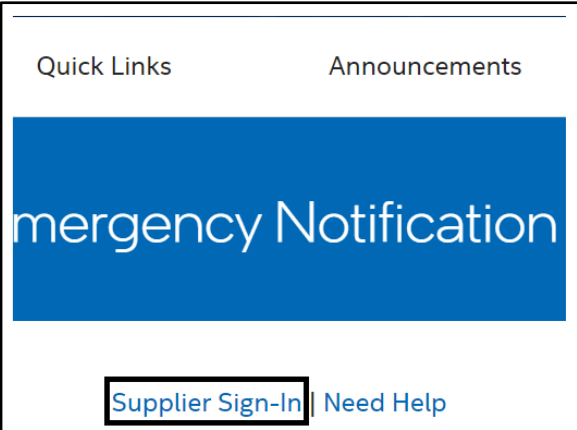
Special Status Blocked Work In Progress Bypassed DownPayment

- [Intel® Payment Tracker](#)
- [Intel® Routing Guide](#)
- [Intel® Web ASN](#)
- [Intel® Web Forecast](#)
- [Intel® Web Invoice](#)
- [Intel® Web PO](#)**
 - [Converted PO#s](#)
 - [Reports](#)
 - [Search Purchase Orders](#)
 - [Web PO Online Help](#)
- [Intel® WebSuite Support](#)
- [My Profile](#)

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

How do I request access for additional application?

Step	Action
1	Go to supplier.intel.com .
2	<p>Click on Supplier Sign In, it will be redirected to Intel Login Page.</p> 
3	<p>Enter Username or Email, Password and click on Sign In</p> 
4	<p>Click Account > Application Access.</p> <p>Result: The Application Access page will be displayed.</p>

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

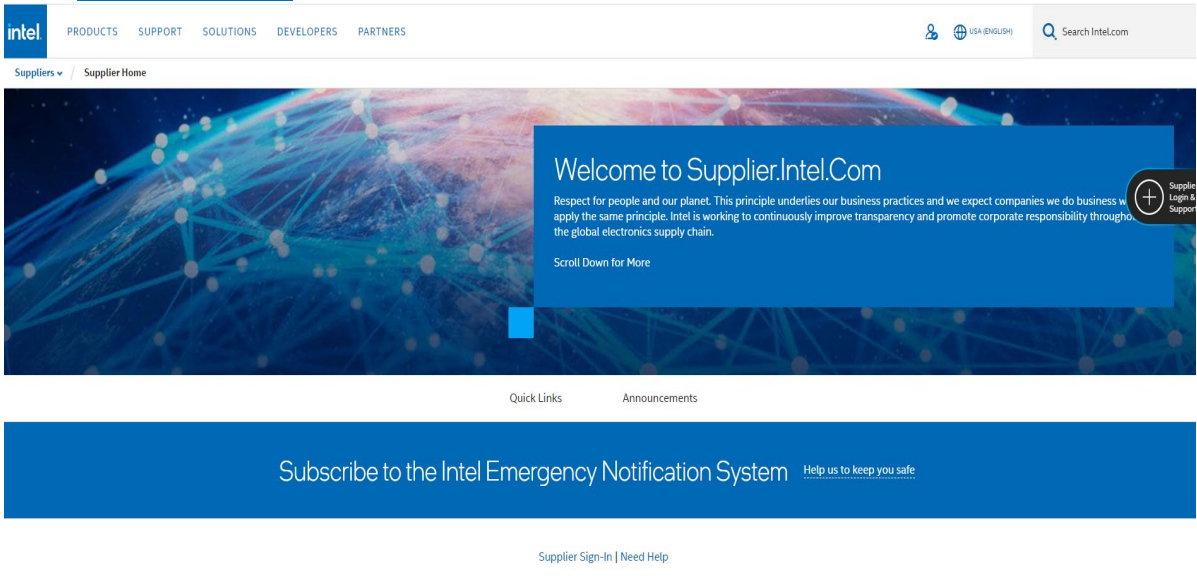
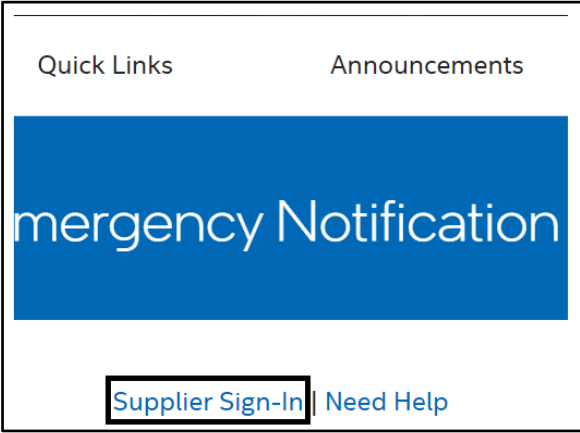
5	<p>Select checkbox to request for additional permissions.</p> <div data-bbox="236 331 1430 591"><p>^ Additional Access-apply as directed by Intel</p><ul style="list-style-type: none"><input type="checkbox"/> 300mm Automation, Standards, Minienvironments<input type="checkbox"/> Asset Recovery<input type="checkbox"/> Construction Roadmap</div>
6	<p>Click Next.</p> <p>Note: You might be prompted to provide additional information.</p> <p>Result: The confirmation message will be displayed. Your application is now subject to your EVM's approval.</p> <div data-bbox="236 904 1283 1435"><p>Confirmation</p><p>Thank you for requesting access to an application on Intel's Supplier.intel.com!</p><p>Your request is being routed to your company's Employee Validation Manager (EVM). They will validate your request and forward it to the appropriate Intel personnel for approval. For most of our applications, you should receive notification that you have been Approved, put on Hold, or Rejected inclusive of reasons and next steps, within 5 business days. Other applications may require a more stringent approval process and notifications may take up to two weeks. If you don't receive this notification back within these timeframes, please contact your Intel Representative for follow up. Thank you for using Supplier.intel.com.</p><p>View Employee Validation Manager list for your company.</p><p>FORTE Thank You</p></div>

Web PO Self Help

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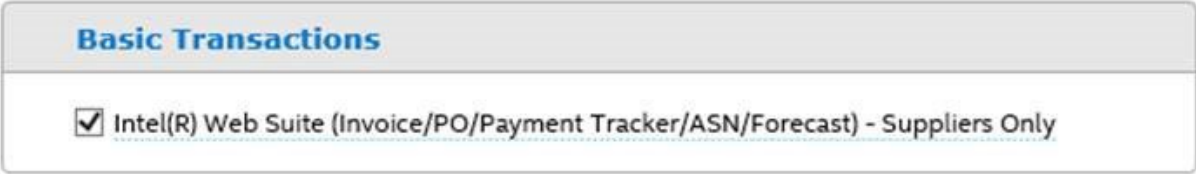
How do I upgrade to Standard (Full) Registration account?

Scenario 1: Upgrade from **Manage My Account** page.

Step	Action
1	<p>Go to supplier.intel.com.</p> 
2	<p>Click Sign In button.</p>  <p>Result: The Intel Login page will be displayed.</p>
3	<p>Enter your User ID and Password.</p>
4	<p>Click Sign In button.</p> <p>Result: The Supplier Information page will be displayed.</p>

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

5	<p>Click Manage My Account > Upgrade to Standard (Full) Registration link. Result: The Upgrade to Standard (Full) Registration page will be displayed.</p> 
6	<p>Click Begin button.</p>
7	<p>Select the checkbox for Intel® WebSuite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only.</p> 
8	<p>Click Next button. Result: The access request form will be displayed.</p>
9	<p>Update all the mandatory fields.</p>
10	<p>Click Next button. Result: The upgrade request will be routed to your company's EVM for approval.</p> <p>Note: If your company does not have EVM, kindly refer to Supplier Registration > How do I become an EVM?</p>

Scenario 2: Upgrade from Web PO page.

Step	Action
1	Go to Intel Web PO .
2	<p>Click EVM conversion link.</p> <p>NOTE: As a Web Suite Lite Registration user, your company is limited to view the most recent 25 PO's. If your company exceeds the 25 active PO limit, access to the oldest POs will be restricted and you will receive a message on how to gain additional access. For additional explanation regarding this limit, please click here. If you believe your company will exceed this limit, you can convert to the Standard Registration Process utilizing Intel's Employee Validation Manager (EVM) functionality by clicking the following link: EVM Conversion</p> <p>Result: The Upgrade to Standard (Full) Registration page will be displayed.</p>
3	Click Begin button.
4	Select the checkbox for Intel® WebSuite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only .

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

	<div style="border: 1px solid gray; padding: 5px;"><p style="text-align: center;">Basic Transactions</p><p><input checked="" type="checkbox"/> Intel(R) Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only</p></div>
5	Click Next button. Result: The access request form will be displayed.
6	Update all the mandatory fields. Note: Mouse over the “?” icon for explanation of what to fill.
7	Click Next button. Result: The upgrade request will be routed to your company’s EVM for approval. Note: If your company does not have EVM, kindly refer to Supplier Registration > How do I become an EVM?

View PO

[How do I search for a PO?](#)

Step	Action
1	Go to Intel Web PO .
2	Click Advance Search button. <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin: 5px;">Advance Search</div>
	Result: The Advance Search form will be displayed.

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

	<p>Company Code All <input type="text"/></p> <p>Vendor ID All <input type="text"/></p> <p>Purchasing Org All <input type="text"/></p> <p>PO Number <input type="text"/></p> <p><i>Enter full or partial text</i></p> <p>PO Status <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Changed <input checked="" type="checkbox"/> Cancelled <input checked="" type="checkbox"/> Closed</p> <p>Special Status <input type="checkbox"/> Blocked <input type="checkbox"/> Work In Progress <input type="checkbox"/> Bypassed <input type="checkbox"/> DownPayment</p> <p>View Status <input checked="" type="checkbox"/> Viewed <input checked="" type="checkbox"/> Unviewed</p> <p>Buyer Name <input type="text"/></p> <p><i>Enter full or partial text</i></p> <p>Supplier Part <input type="text"/></p> <p><i>Enter full or partial text</i></p> <p>PO Gen Date <input type="text"/> From <input type="text" value="24-Oct-2013"/> <input type="text"/> To <input type="text" value="22-Apr-2014"/> <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Quick Search"/></p>																																	
3	<p>Enter related keywords to specify and narrow down the search criteria. Note:PO Gen Date:by default the date ranges will return PO's no older than 6 months since creation.</p> <p>PO Gen Date <input type="text"/> From <input type="text" value="24-Oct-2013"/> <input type="text"/> To <input type="text" value="22-Apr-2014"/> <input type="text"/></p>																																	
4	<p>Click Search button.</p> <p><input type="button" value="Search"/></p> <p>Result: The matching POs will be generated.</p> <p>Active PO</p> <table border="1"><thead><tr><th>PO</th><th>Invoice</th><th>ST</th><th>CY</th><th>Comp</th><th>Vendor</th><th>Status</th><th>Amount</th><th>PO Gen Dt</th><th>Buyer</th><th>Viewed</th></tr></thead><tbody><tr><td>4501523973</td><td>Invoice</td><td>13</td><td>TH</td><td>745</td><td>1000009502</td><td>NEW</td><td>\$ 200.00</td><td>06-Nov-2013</td><td>Tan,Mei</td><td>21-Apr-2014</td></tr><tr><td>4501525731</td><td>Invoice</td><td>13</td><td>TH</td><td>745</td><td>1000009502</td><td>NEW</td><td>\$ 167.45</td><td>06-Nov-2013</td><td>Tan,Mei</td><td>21-Apr-2014</td></tr></tbody></table> <p>Display <input type="text" value="10"/> per page Go to page <input type="text" value="1"/> of 1 <input type="button" value="Go"/></p> <p>Note: Most statuses of a specific PO will be displayed under the Status column, EXCEPT for Bypassed PO and Down Payment PO.</p>	PO	Invoice	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	Viewed	4501523973	Invoice	13	TH	745	1000009502	NEW	\$ 200.00	06-Nov-2013	Tan,Mei	21-Apr-2014	4501525731	Invoice	13	TH	745	1000009502	NEW	\$ 167.45	06-Nov-2013	Tan,Mei	21-Apr-2014
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4501525731	Invoice	13	TH	745	1000009502	NEW	\$ 167.45	06-Nov-2013	Tan,Mei	21-Apr-2014																								

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

How do I view PO details?

Step	Action														
1	Go to Intel Web PO .														
2	Enter PO Number . For example, 3000123456.														
3	<p>Click Search button.</p> <p><input type="text" value="Search"/></p> <p>Result: The matching PO(s) will be generated.</p> <p>Notes:</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PO number.</td> </tr> <tr> <td>2</td> <td>Official Company Code for Intel.</td> </tr> <tr> <td>3</td> <td>Intel Supplier ID/number.</td> </tr> <tr> <td>4</td> <td>Status of PO. For example, "NEW" indicates a new PO has been created; "CHG" indicates a PO has been updated/changed.</td> </tr> <tr> <td>5</td> <td>PO total amount.</td> </tr> <tr> <td>6</td> <td>Date of the PO being viewed.</td> </tr> </tbody> </table>	Subject	Remark	1	PO number.	2	Official Company Code for Intel.	3	Intel Supplier ID/number.	4	Status of PO. For example, " NEW " indicates a new PO has been created; " CHG " indicates a PO has been updated/changed.	5	PO total amount.	6	Date of the PO being viewed.
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Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

4

Click **PO number**.

Result: The respective PO details will be displayed in a new tab.

PO#: PO number	Type: Standard PO
Buyer: Intel site/ Buying company	Change Order:
Seller: Supplier details	PO Type: New
Bill To: Bill to address for the invoice	PO Generation Date: 28 Aug 2014
	PO Original Date: 28 Aug 2014
	Vat Reg:
	Currency: PO currency
	Terms: PO payment
	Do not insure
	Intel will not reimburse
	Confirmed To:
	Confirmed Phone:
	Confirmed Date:
	Contact: Tan, Mei
	Contact Phone: Contact number/ e-mail for enquiries
	Contact Email:

**** UNLESS NOTED IN THE LINE DETAIL PLEASE FOLLOW
** THE FOLLOWING SHIPPING INSTRUCTIONS:**

Ship To: Ship to address

Line Number	Intel Number	Supplier Item Number	Unit Price	Requested Qty	U/M	Requested Line Amt
Line Status	Change History			Outstanding Qty		Remaining Line Amt
PO line			Item unit price	Ordered quantity	PC	\$ 297.50
New						View Remaining Line Amt
Description: CONN,MISC,RA,30UI,20P,MINI DP,THUNDERBLT						
PO contact recipient						
Required Date: 30 Sep 2014			Factory ID:			
Promised Date:			Machine IT Location:			
Machine:						
FOB/FRT: ECA HK						
INCO Terms: Incoterm						
Shipping Condition: Standard 1-7days Routing Guide						
Shipping Instruction:						









Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

[How do I differentiate PO statuses?](#)

PO	Invoice	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	Viewed
 4501523973	Invoice	13	TH	745	1000009502		\$ 200.00	06-Nov-2013	Tan,Mei	21-Apr-2014
4501525731	 Invoice	13	TH	745	1000009502		\$ 167.45	06-Nov-2013	Tan,Mei	21-Apr-2014

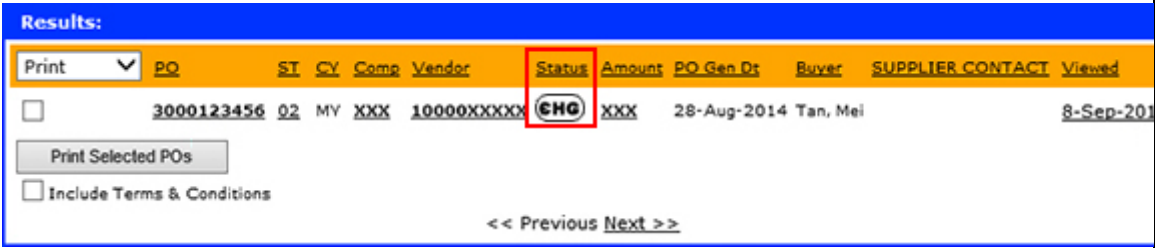
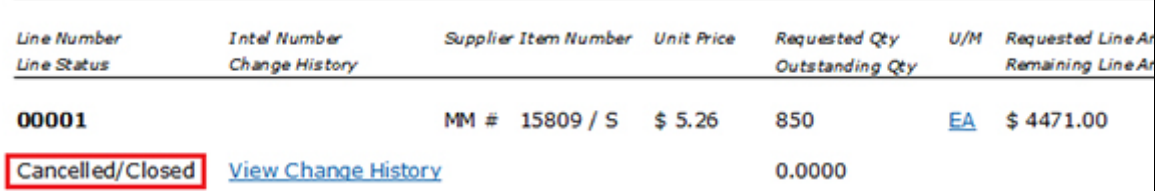
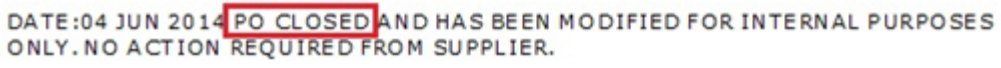
Display per page Go to page of 1

Icon	Remark
	New PO
	Changed PO
	Cancelled PO
	Closed PO
	Blocked PO <ul style="list-style-type: none"> PO blocked by Intel Buyer Supplier users are unable to access or print them Web ASNs cannot be processed for these POs
	Work in Progress <ul style="list-style-type: none"> Intel Buyer has changed the PO to unapproved status Supplier users are unable to access or print them Web ASNs cannot be processed for these POs
	Bypassed PO <ul style="list-style-type: none"> Intel Buyer has decided to bypass the supplier notification e-mail Normally due to minor changes (such as buyer name, buyer code, phone number, etc) with almost no impact on actual goods or services transaction
	Down Payment PO <ul style="list-style-type: none"> Details for this PO type will display the down payment amount and date

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.


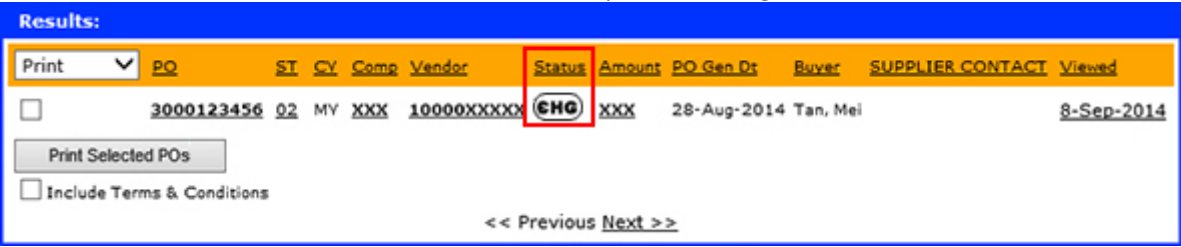
How Do I know if my PO is Closed/Cancelled?

Step	Action
1	Go to Intel Web PO.
2	Enter PO Number . For example, 3000123456.
3	<p>Click Search button.</p> <p><input type="button" value="Search"/></p> <p>Result: The matching PO(s) will be generated. Notes: The “CHG” status indicates a PO has been updated/changed.</p>  <p>The screenshot shows a search results table with the following columns: Print, PO, ST, CY, Comp, Vendor, Status, Amount, PO Gen Dt, Buyer, SUPPLIER CONTACT, Viewed. A row is highlighted with a red box around the 'CHG' status. The row contains: <input type="checkbox"/> 3000123456 02 MY XXX 10000XXXXX CHG XXX 28-Aug-2014 Tan, Mei 8-Sep-2014. Below the table are buttons for 'Print Selected POs' and 'Include Terms & Conditions', and a navigation link '<< Previous Next >>'.</p>
4	Click PO number. Result: The respective PO details will be displayed in a new tab.
5	<p>Scroll down and look for Line Number. Result: A note indicating the PO status will be displayed.</p>  <p>The screenshot shows a table with the following columns: Line Number, Intel Number, Supplier Item Number, Unit Price, Requested Qty, U/M, Requested Line Ar, Line Status, Change History, Outstanding Qty, Remaining Line Ar. A row is highlighted with a red box around the 'Cancelled/Closed' status. The row contains: 00001, MM # 15809 / S, \$ 5.26, 850, EA, \$ 4471.00, Cancelled/Closed, View Change History, 0.0000.</p> <p>OR</p> <p>Scroll down and look for Total Purchase Order Value. Notes:</p> <ul style="list-style-type: none"> A note indicating the PO status will be displayed if the PO has been closed/cancelled.  <p>The screenshot shows a note: 'DATE:04 JUN 2014 PO CLOSED AND HAS BEEN MODIFIED FOR INTERNAL PURPOSES ONLY. NO ACTION REQUIRED FROM SUPPLIER.' The text 'PO CLOSED' is highlighted with a red box.</p> <ul style="list-style-type: none"> Please contact the PO owner/recipient for detailed clarifications.

Web PO Self Help

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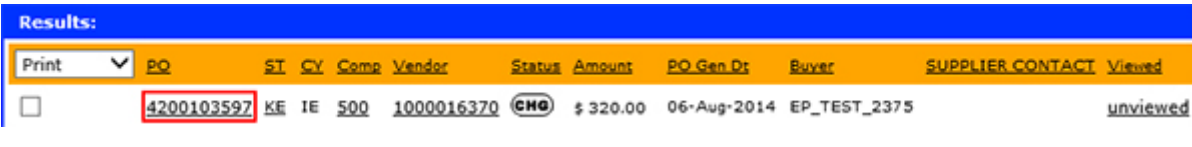
How do I know if my PO is Revised/Changed?

Step	Action
1	Go to Intel Web PO .
2	Enter PO Number . For example, 3000123456.
3	<p>Click Search button.</p>  <p>Result: The matching PO(s) will be generated.</p> <p>Notes: The “CHG” status indicates a PO has been updated/changed.</p> 
4	<p>Click PO number.</p> <p>Result: The respective PO details will be displayed in a new tab.</p>
5	<p>Scroll down and look for Total Purchase Order Value.</p> <p>Result:A note indicating the PO status will be displayed, indicating the PO had a change made.</p> <p>Total Purchase Order Value: XXX.XX</p> <p><small>This document confirms the purchase order from Intel. Only the terms and conditions contained in this PO apply. Any additional or conflicting terms and conditions on quotations or acknowledgement from the Seller are hereby rejected. The acceptance of items delivered hereunder by Intel shall not be acceptance of terms and conditions of the Supplier.</small></p> <div style="border: 1px solid red; padding: 5px;"> <p>THIS IS NOT A NEW PO. DO NOT DUPLICATE ORDER. Date change was made: June 5 2014 What has changed: Add Internal Notes 2/19/2014 this is not the new PO due to I am cancelled line item 2. No action required from vendor.</p> </div> <p><small>IF THIS IS A BLANKET PO AND THE AMOUNT REPRESENTED ON THIS PO IS ONLY AN ESTIMATE BUDGET. THE ACTUAL INVOLVED AMOUNT MUST BE FOR G</small></p> <p>Note: Please review the updated term on the PO to verify the changes.</p>

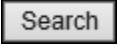
Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

[How do I check PO type?](#)

Step	Action																								
1	Go to Intel Web PO .																								
2	Enter PO Number . For example, 4200403597.																								
3	Click Search button. Result: The PO record will be generated.																								
4	<p>Click PO number.</p>  <p>Results:</p> <table border="1"> <thead> <tr> <th>Print</th> <th>PO</th> <th>ST</th> <th>CY</th> <th>Comp</th> <th>Vendor</th> <th>Status</th> <th>Amount</th> <th>PO Gen Dt</th> <th>Buyer</th> <th>SUPPLIER CONTACT</th> <th>Viewed</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>4200103597</td> <td>KE</td> <td>IE</td> <td>500</td> <td>1000016370</td> <td>CHG</td> <td>\$ 320.00</td> <td>06-Aug-2014</td> <td>EP_TEST_2375</td> <td></td> <td>unviewed</td> </tr> </tbody> </table> <p>Result:</p> <ul style="list-style-type: none"> The detailed PO will be displayed in new tab. The PO type will be displayed on screen. <p>PO#: 4200103597 Type: Standard PO Change Order:</p> <p>Note: No invoice is required for Evaluated Receipt Settlement (ERS) PO/Line item. ERS PO/Line payment will be processed without a proper invoice.</p>	Print	PO	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	SUPPLIER CONTACT	Viewed	<input type="checkbox"/>	4200103597	KE	IE	500	1000016370	CHG	\$ 320.00	06-Aug-2014	EP_TEST_2375		unviewed
Print	PO	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	SUPPLIER CONTACT	Viewed														
<input type="checkbox"/>	4200103597	KE	IE	500	1000016370	CHG	\$ 320.00	06-Aug-2014	EP_TEST_2375		unviewed														

[How Do I know who the PO Recipient/Owner is?](#)

Step	Action
1	Go to Intel Web PO .
2	Enter PO Number . For example, 3000123456.
3	Click Search button.  Result: The matching PO(s) will be generated.
4	Click PO number. Result: The respective PO details will be displayed in a new tab.

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

5 Scroll down and look for **Description**.
Result: The **PO Recipient/Owner** will be displayed.

Line Number	Intel Number	Supplier Item Number	Unit Price	Requested Qty	U/M	Requested Line Amt
Line Status	Change History			Outstanding Qty		Remaining Line Amt
00001			\$ 0.00	1	EA	\$ 0.00
Changed				1.0000		

Description: XXXXXX
 Contact Name: XXXX
 Email: XXXX@INTEL.COM
 Phone Number: XXXX-XX-XX

Note: Contact the PO recipient IF

- Delivery date cannot be met.
- Price of items have changed.
- All other verification.

How do I know the number of lines for a PO?

Step	Action
1	Go to Intel Web PO .
2	Enter PO Number . For example, 3000123456.
3	Click Search button. <input type="button" value="Search"/> Result: The matching PO(s) will be generated.
4	Click PO number. Result: The respective PO details will be displayed in a new tab.
5	Scroll down and look for Line Number . Result: The Line Number will be displayed


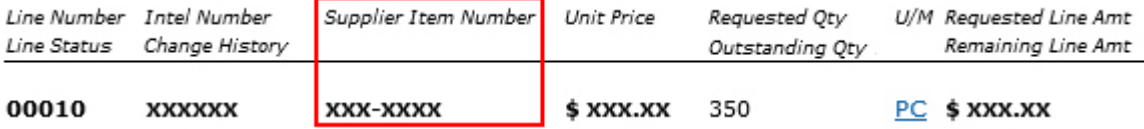
Line Number	Intel Number	Supplier Item Number	Unit Price	Requested Qty	U/M	Requested Line Amt
Line Status	Change History			Outstanding Qty		Remaining Line Amt
00010	XXXXXXX	XXX-XXXX	\$ XXX.XX	350	PC	\$ XXX.XX

Note: The lines will be indicated in sequence for multiple line items. For example, 00010, 00020, and 00030.

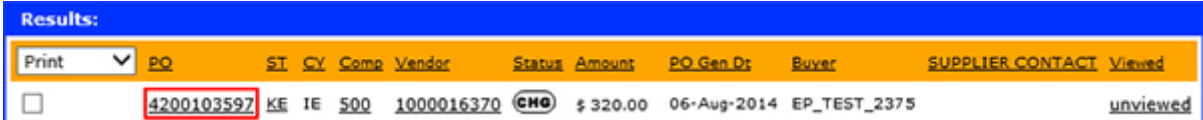
Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

How do I view Part Number/Supplier Item Number for a PO?

Step	Action
1	Go to Intel Web PO .
2	Enter PO Number . For example, 3000123456.
3	Click Search button.  Result: The matching PO(s) will be generated.
4	Click PO number. Result: The respective PO details will be displayed in a new tab.
5	Scroll down and look for Supplier Item Number . 

How do I check PO remaining amount?

Step	Action
1	Go to Intel Web PO .
2	Enter PO number. For example, 4200403597.
3	Click Search button. Result: The PO record will be generated.
4	Click PO number.  Result: The detailed PO will be displayed in new tab.
5	Scroll down to view the required line item.


Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

6 Click **View Remaining Line Amt** link.

Line Number Line Status	Intel Number Change History	Supplier Item Number	Unit Price	Requested Qty Outstanding Qty	U/M	Requested Line Amt Remaining Line Amt
00010	000000000500230735	NRY2K6000	\$ 160.00	2	EA	\$ 320.00
Changed	View Change History			2.0000		View Remaining Line Amt

Result:The remaining line amount details will be displayed in a new pop-up window.



Remaining Line Amount

Requested Line Amount	320.00
Applied Line Amount	0.00
Remaining Line Amount	320.00

No payment amounts exist for this purchase order.

How do I check PO Bill To?

Step	Action																								
1	Go to Intel Web PO .																								
2	Enter PO number. For example, 4200403597.																								
3	Click Search button. Result: The PO record will be generated.																								
4	Click PO number. <div data-bbox="240 1408 1449 1532" data-label="Table"> <p>Results:</p> <table border="1"> <thead> <tr> <th>Print</th> <th>PO</th> <th>ST</th> <th>CY</th> <th>Comp</th> <th>Vendor</th> <th>Status</th> <th>Amount</th> <th>PO Gen Dt</th> <th>Buyer</th> <th>SUPPLIER CONTACT</th> <th>Viewed</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>4200103597</td> <td>KE</td> <td>IE</td> <td>500</td> <td>1000016370</td> <td>CHG</td> <td>\$ 320.00</td> <td>06-Aug-2014</td> <td>EP_TEST_2375</td> <td></td> <td>unviewed</td> </tr> </tbody> </table> </div> <p>Bill To: INTEL CORPORATION HILLSBORO ATTN: ACCOUNTS PAYABLE P.O. BOX 1000 HILLSBORO OR 97123 USA</p>	Print	PO	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	SUPPLIER CONTACT	Viewed	<input type="checkbox"/>	4200103597	KE	IE	500	1000016370	CHG	\$ 320.00	06-Aug-2014	EP_TEST_2375		unviewed
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Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

[How do I view Quote Number for a PO?](#)

Step	Action
1	Go to Intel Web PO .
2	Enter PO Number . For example, 3000123456.
3	Click Search button. <input type="button" value="Search"/> Result: The matching PO(s) will be generated.
4	Click PO number. Result: The respective PO details will be displayed in a new tab.
5	Scroll down and look for Total Purchase Order Value . Result: The Quotation # or Quote ID will be displayed. Total Purchase Order Value: This document confirms the purchase order from Intel. Only the terms and conditions of terms and conditions on quotations or acknowledgement from the Seller are hereby rejected. Intel shall not be acceptance of terms and conditions of the Supplier. <u>Quotation# JR1-070214-CG1</u> *****Based on Legal Contract Number CW1932359***** - IMPORTANT PAYMENT INFORMATION - PLEASE FOLLOW THESE INSTRUCTIONS FOR SHIPPING/INVOICING THE ORDER 1. ALL P.O. ITEMS MUST BE SENT TO THE ADDRESS NOTED IN THE "SHIP TO"

[How do I identify the Delivery/Validity Date for a PO?](#)

Step	Action
1	Go to Intel Web PO .
2	Enter PO Number . For example, 3000123456.
3	Click Search button. <input type="button" value="Search"/> Result: The matching PO(s) will be generated.
4	Click PO number. Result: The respective PO details will be displayed in a new tab.

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

5	<p>Scroll down and look for Description.</p> <p>Result: The PO Validity Date or Required Date will be displayed.</p> <p>Notes:</p> <ul style="list-style-type: none">Required Date is the date which the items are expected to reach Intel. <p>Description: XXXXXX</p> <p>Required Date: 30 Sep 2014 Factory ID:</p> <p>Promised Date: Machine IT Location:</p> <ul style="list-style-type: none">Order is valid from date is the validity date to indicate the duration/length of services being procured. <p>Description: XXXXXX</p> <p>Order is valid from 09-01-2014 to 12-31-2014</p>
---	---

[How Do I know if my PO is Limit/Goods PO?](#)

Step	Action
1	Go to Intel Web PO .
2	Enter PO Number . For example, 3000123456.
3	Click Search button. Search Result: The matching PO(s) will be generated.
4	Click PO number. Result: The respective PO details will be displayed in a new tab.
5	Scroll down and look for Description .

Limit PO

- Limit PO** is represented when you see Order is valid from (also known as validity date).

Description: XXXXXX

Order is valid from 09-01-2014 to 12-31-2014

- Order is valid from** date is the validity date to indicate the duration/length of services being procured.
- For Limit POs, you may submit multiple invoices until the PO has been fully paid.

Goods PO

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

- **Goods** PO is represented when you see Required Date (the date which the items are expected to reach Intel.)

Description: XXXXXX

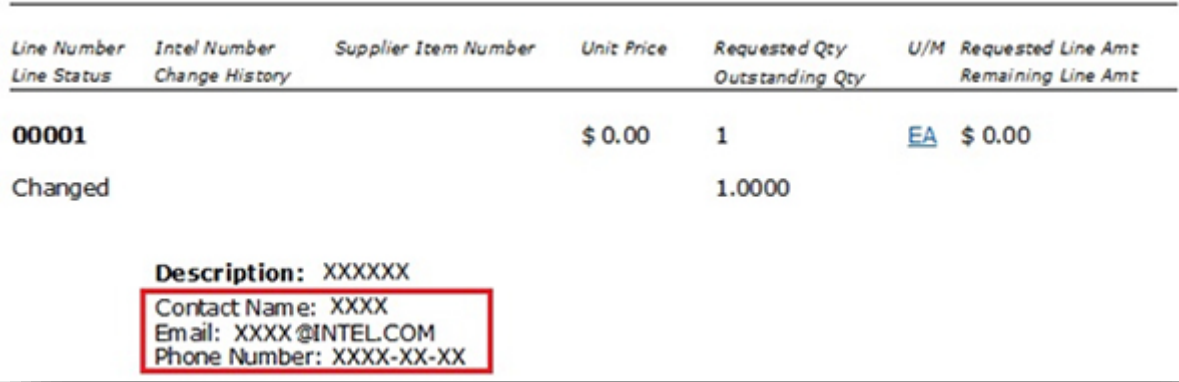
Required Date: 30 Sep 2014
Promised Date:

Factory ID:
Machine IT Location:

- For Goods POs, you are required to bill the unit price per number of quantities delivered.

What should I do if my PO is showing zero amount?

- The PO has been closed/cancelled by Intel.
- Please contact the PO owner/recipient if you feel that the PO should not have been closed. You can find contact in the PO by following the steps below:

Step	Action
1	Go to Intel Web PO .
2	Enter PO Number . For example, 3000123456.
3	Click Search button. <input type="button" value="Search"/> Result: The matching PO(s) will be generated.
4	Click PO number. Result: The respective PO details will be displayed in a new tab.
5	Scroll down and look for Description to find the point of contact in the PO. 

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.





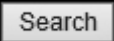
[What should I do if I am unable to view a specific PO?](#)

Step	Action																																																					
1	Go to Intel Web PO.																																																					
2	<p>Enter related keywords to specify and narrow down the search criteria.</p> <p>PO Number <input type="text"/></p> <p style="color: red; font-size: small;">Enter full or partial text</p> <p>Company Code <input type="text" value="All"/> ▼</p> <p>Country <input type="text" value="All"/> ▼</p> <p>PO Gen Date ▼ From <input type="text" value="24-Oct-2013"/> 📅 To <input type="text" value="22-Apr-2014"/> 📅</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Go to Advance Search"/> </p>																																																					
3	<p>Click Search button.</p> <p><input type="button" value="Search"/></p> <p>Result: The search result with matching criteria will be generated.</p> <div style="border: 1px solid #0056b3; padding: 5px; margin-bottom: 10px;"> <p>Update PO to your Profile:</p> <div style="border: 1px solid red; padding: 5px; color: red; font-weight: bold; margin-bottom: 5px;"> ✖ 105 POs meeting your search criteria can not be viewed because of your profile setup. Only the 3 most recent POs are displayed. </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>PO</th> <th>Vendor</th> <th>Comp</th> <th>Reason not Viewable</th> <th>Recommended Action</th> </tr> </thead> <tbody> <tr> <td>4501234477</td> <td>1000009502 i</td> <td>730</td> <td>Your Website Profile does not allow access to: Intel Products (M) Sdn. B - 730</td> <td><input type="button" value="Add PO to Profile"/></td> </tr> <tr> <td>4501234586</td> <td>1000009502 i</td> <td>730</td> <td>Your Website Profile does not allow access to: Intel Products (M) Sdn. B - 730</td> <td><input type="button" value="Add PO to Profile"/></td> </tr> <tr> <td>4521349560</td> <td>1000009502 i</td> <td>730</td> <td>Your Website Profile does not allow access to: Intel Products (M) Sdn. B - 730</td> <td><input type="button" value="Add PO to Profile"/></td> </tr> </tbody> </table> <p style="text-align: right; font-size: small;">Click to view the complete list.</p> </div> <hr/> <p>Results:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>PO</th> <th>Invoice</th> <th>ST</th> <th>CY</th> <th>Comp</th> <th>Vendor</th> <th>Status</th> <th>Amount</th> <th>PO Gen Dt</th> <th>Buyer</th> <th>Viewed</th> </tr> </thead> <tbody> <tr> <td>4501523973</td> <td><input type="button" value="Invoice"/></td> <td>13</td> <td>TH</td> <td>745</td> <td>1000009502 i</td> <td>NEW</td> <td>\$ 200.00</td> <td>06-Nov-2013</td> <td>Tan,Mei</td> <td>21-Apr-2014 i</td> </tr> <tr> <td>4501525731</td> <td><input type="button" value="Invoice"/></td> <td>13</td> <td>TH</td> <td>745</td> <td>1000009502 i</td> <td>NEW</td> <td>\$ 167.45</td> <td>06-Nov-2013</td> <td>Tan,Mei</td> <td>21-Apr-2014 i</td> </tr> </tbody> </table> <p>Display <input type="text" value="10"/> per page Go to page <input type="text" value="1"/> of 1 <input type="button" value="Go"/></p>	PO	Vendor	Comp	Reason not Viewable	Recommended Action	4501234477	1000009502 i	730	Your Website Profile does not allow access to: Intel Products (M) Sdn. B - 730	<input type="button" value="Add PO to Profile"/>	4501234586	1000009502 i	730	Your Website Profile does not allow access to: Intel Products (M) Sdn. B - 730	<input type="button" value="Add PO to Profile"/>	4521349560	1000009502 i	730	Your Website Profile does not allow access to: Intel Products (M) Sdn. B - 730	<input type="button" value="Add PO to Profile"/>	PO	Invoice	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	Viewed	4501523973	<input type="button" value="Invoice"/>	13	TH	745	1000009502 i	NEW	\$ 200.00	06-Nov-2013	Tan,Mei	21-Apr-2014 i	4501525731	<input type="button" value="Invoice"/>	13	TH	745	1000009502 i	NEW	\$ 167.45	06-Nov-2013	Tan,Mei	21-Apr-2014 i
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Note: You need to modify your profile setting in order to view more search results.

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

4	<p>Click Add PO to Profile button.</p> <p></p> <p>OR, Click link to view and select PO from a pop up window.</p> <p>Click to view the complete list.</p> <p>Results:</p> <ul style="list-style-type: none">• If successful, the acknowledgement message will be displayed. <p></p> <p>OR,</p> <ul style="list-style-type: none">• Error message will be displayed. <p></p> <p>Notes</p> <ul style="list-style-type: none">• It takes 1 to 2 minutes to update your profile to the system.• Error message will be generated in case the same Supplier Number/Vendor ID has already clicked on the same PO and still pending for approval. <p></p>
5	<p>Click Search button again to view the newly added PO result.</p> <p></p>

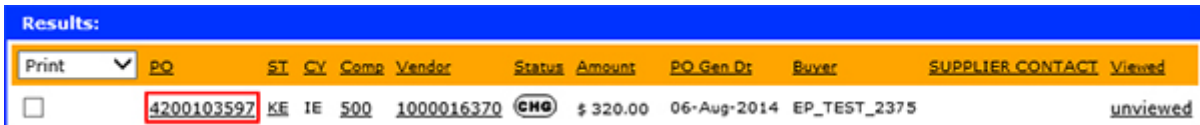
[How do I request for a PO copy?](#)

Step	Action
1	Go to Intel Web PO .
2	Enter PO number. For example, 4200403597.
3	Click Search button. Result: The PO record will be generated.

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

4 Click PO number.

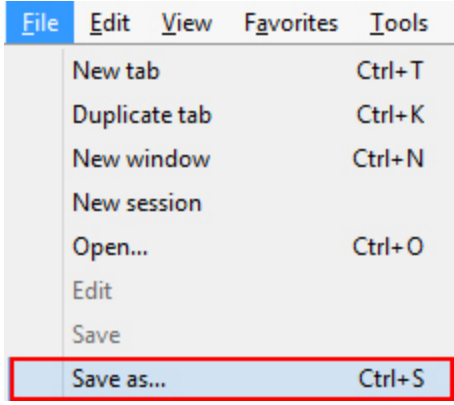


Results:

Print	PO	ST	CY	Comp	Vendor	Status	Amount	PO Gen Ds	Buyer	SUPPLIER CONTACT	Viewed
<input type="checkbox"/>	4200103597	KE	IE	500	1000016370	CHG	\$ 320.00	06-Aug-2014	EP_TEST_2375		unviewed

Result: The detailed PO will be displayed in new tab.

5 Click **File > Save as...** to keep a copy on your desktop.



OR,
Click **Email PO** link to send a copy to the designated email address.

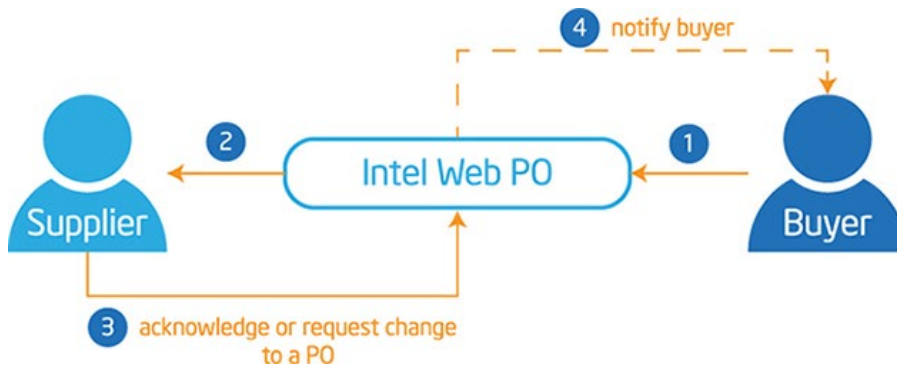
[Display Terms and Conditions](#) [Print PO:4200103597](#) [Print PO:4200103597 with Terms and Conditions](#)

This is a Supporting Items (NTM) PO. Please respond via the buttons below.

[Email PO](#)

Validate a PO

How does PO Validation work?



Step	Action
1	Intel Web PO notify Supplier on new/changed PO.

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

2	PO created will become viewable by the supplier after TWENTY-FOUR (24) hours.
3	Supplier checked and acknowledge or request change to the PO.
4	(optional) Intel Web PO notify Intel Buyer on the change request and actions required.

How do I validate my PO?

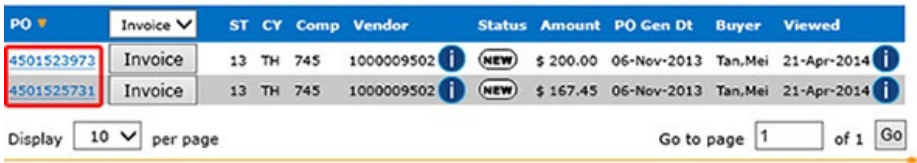
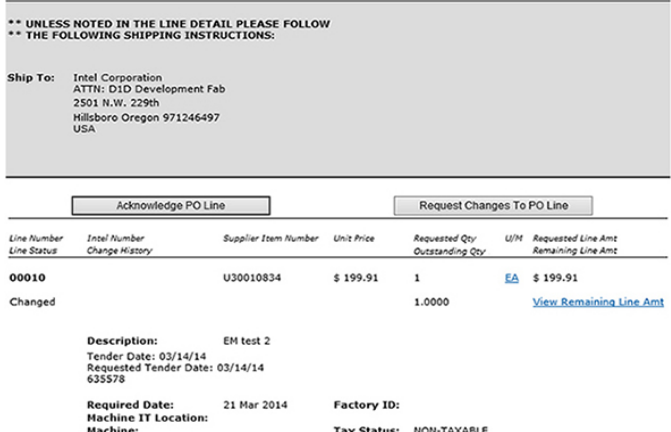
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Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

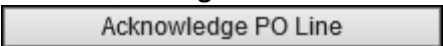
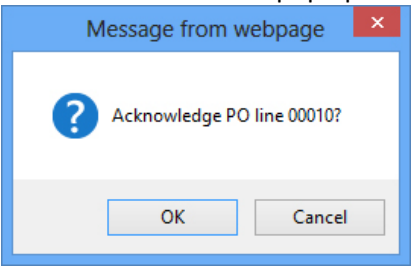
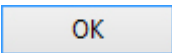

How do I know when Intel makes a change on a PO that I need to acknowledge?
 Supplier will receive an e-mail with detailed changes that are in need of a response.

How do I acknowledge a PO?

Step	Action
1	Go to Intel Web PO .
2	Enter PO number . For example, 4200403597.
3	Click Search button. Result: The matching PO(s) will be generated.
4	<p>Click on PO number to open a specific PO record.</p>  <p>Result: Details of the selected PO will be displayed in new tab.</p> 

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

5	<p>Click Acknowledge PO Line button.</p>  <p>Result: A confirmation pop up will be displayed.</p>  <p>Note:</p> <ul style="list-style-type: none">• Interface and clickable buttons might vary for different PO types.• Acknowledging a PO indicates you are confirming that the information on the PO is accurate, and you will ship the item on the Request Tender Date (RTD) stated.
6	<p>Click OK button.</p>  <p>Result:</p> <ul style="list-style-type: none">• PO acknowledgement will be sent over to Intel.  <ul style="list-style-type: none">• PO will be updated with Tender date (equal to the RTD) from Supplier. <p>Note: For POs that have been previously updated with tender date, acknowledging the PO will keep the tender date unchanged.</p>

[How do I request changes to PO?](#)

Step	Action
1	Go to Intel Web PO .
2	Enter PO number . For example, 4200403597.
3	Click Search button. Result: The matching PO(s) will be generated.

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

4 Click on **PO number** to open a specific PO record.

Active PO

PO	Invoice	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	Viewed
4501523973	Invoice	13	TH	745	1000009502	NEW	\$ 200.00	06-Nov-2013	Tan,Mei	21-Apr-2014
4501525731	Invoice	13	TH	745	1000009502	NEW	\$ 167.45	06-Nov-2013	Tan,Mei	21-Apr-2014

Display 10 per page Go to page 1 of 1 Go

Result: Details of the selected PO will be displayed in new tab.

** UNLESS NOTED IN THE LINE DETAIL PLEASE FOLLOW THE FOLLOWING SHIPPING INSTRUCTIONS:

Ship To: Intel Corporation
ATTN: D1D Development Fab
2501 N.W. 229th
Hillsboro Oregon 971246497
USA

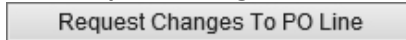
Line Number	Intel Number	Supplier Item Number	Unit Price	Requested Qty	U/M	Requested Line Amt
00010		U30010834	\$ 199.91	1	EA	\$ 199.91

Changed 1.0000 [View Remaining Line Amt](#)

Description: EM test 2
Tender Date: 03/14/14
Requested Tender Date: 03/14/14
635578

Required Date: 21 Mar 2014 **Factory ID:**
Machine IT Location: **Tax Status:** NON-TAXABLE
Machine:

5 Click **Request Changes to PO Line** button.



Result: A change details pop up will be displayed.

PO 4200095227 Line 00010 Change Request: - Windows Internet...

Intel® Web PO

Please provide change details:

- Description:
- Supplier Item Number:
- Supplier Tender Date: (mm-dd-yyyy)
- Unit Price:
- Requested Quantity:
- Vendor ID:

Reason for above changes:

Note: For changes other than listed above, please contact your Intel buyer directly.

Note: Interface and clickable buttons might vary for different PO types.

4 Enter the updated details.

Note: Comments are required for all change requests.

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

5	<p>Click Submit button.</p> <div data-bbox="256 297 416 353" style="border: 1px solid gray; padding: 2px; display: inline-block;">Submit</div> <p>Result: PO change request will be submitted.</p> <div data-bbox="261 454 1177 533" style="border: 1px solid gray; padding: 5px; text-align: center; color: green;">Your change request has been submitted successfully to Intel for further action.</div> <p>Note:</p> <ul style="list-style-type: none">• If the new Tender Date is not more than 7 days earlier than the RTD, PO will be automatically updated.• Else, PO Change Request will go to Intel Buyer for disposition, and they will contact the respective Supplier off-line for confirmation.
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Generate Reports

[How do I generate Open Order, Past Due, and Supplier History Request reports?](#)

Step	Action
1	Go to Intel Web PO .
2	<p>Click Reports tab.</p> <div data-bbox="228 1350 572 1608" style="border: 1px solid gray; padding: 5px;"><p style="text-align: center; background-color: #0056b3; color: white; margin: 0;">Supplier.intel.com</p><hr/><p>Intel® Web PO</p><p>Converted PO#s</p><p>PO Without Owners</p><p>Reports</p></div> <p>Result: The PO Report page will be displayed.</p> <div data-bbox="228 1742 965 2036"><p>Report Type <input type="text" value="Open Order"/> ▼</p><p>Company Code <input type="text" value="All"/> ▼</p><p>Vendor ID <input type="text" value="All"/> ▼</p><p>PO Number <input type="text"/></p><p style="color: red; font-size: small;">Enter full or partial text</p><p>PO Status <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Changed</p><p>Due Date ▼ From <input type="text" value="6-Apr-2014"/> To <input type="text" value="6-May-2014"/></p><p style="text-align: center;"><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Hide Search"/></p></div>

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

3 Click on the dropdown arrow.

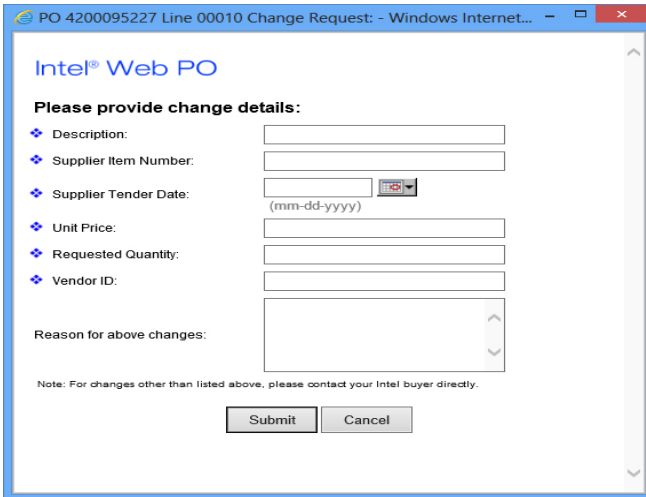
Report Type

Company Code

Vendor ID

- Open Order
- Past Due
- Supplier Requests History

Note: Open Order is the default report.



4 Select the report type:

Note:

Report Type

Remark

Open Order Report

- Shows all pending and active orders.
- Including any past due orders.

Past Due Report

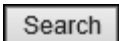
- Shows only those orders that are still active and have gone beyond the due date established on the PO.

Supplier Requests History

- Shows all Supplier responses to specified PO fields or values.
- Contain the responses history for a rolling 6-months period.

5 Enter the rest of the search criteria.

6 Click **Search** button.



Result: The matching PO records will be generated.

Troubleshooting & Support

[Why was my invoice blocked?](#)

- For blocked invoices, usually the block will clear off within 20 days. Please check the invoice status again in the Intel Payment tracker while your Intel buyer works on removing the block.
- For an invoice to go through to Intel, there must be a three-way match in SAP between the PO, Supplier Invoice, and Goods Receipt.
 - This three-way match is based on PO Line item.
- If a PO has multiple line items, there must be a three-way match per each line item.
- When the Quantity or Price is mismatched between PO, GR and IR, the invoice will get blocked
- Buyer of the PO ensures 3-way match in SAP and resolves the discrepancy by correcting PO, GR or IR.

[Why was my invoice rejected?](#)

Invoices that do not meet the Intel processing requirement will be rejected and an email notification will be sent to the supplier's registered email. This will notify the supplier on the rejected invoice, and which actions are needed from them, if any.

Below are frequent reasons for invoice rejection from the Intel Payables end:

RITS Reason: The PO number on the invoice is invalid or missing

Action Needed: Supplier to revise the invoice to include PO number and send it back to Intel.

RITS Reason: Line item(s) on invoice does not match with the PO

Action Needed: Supplier to revise the invoice to the correct line item and send it back to Intel

RITS Reason: Remit-to address/name does not match with system / Wrong bill-to-name

Action Needed: Supplier to contact their Intel buyer to get the correct remit to address and revise the invoice and send the invoice over to Intel.

Alternatively, for PO invoices, remit to address can be located in Web PO tools and provide the correct address to supplier.

RITS Reason: Bank account doesn't match from the invoice and our system

Action Needed: Kindly submit ticket under "Support" to get the bank information to be updated.

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

Alternatively, supplier can contact Intel buyer for the account update.

RITS Reason: Invoice includes multiple PO numbers

Action Needed: Supplier to revise the invoice to include one PO number and send it to Intel.

If supplier unsure which PO number to be used, please check with their Intel buyer.

RITS Reason: Duplicate invoice submission

Action Needed: This is a duplicate invoice submitted and the invoice# that has been processed. Please check in Intel Payment Tacker for further information.

RITS Reason: Supplier submitted a pro-forma invoice

Action Needed: Please submit original tax invoice according to the proforma invoice as proforma invoice is not accepted for processing and payment.

RITS Reason: Supplier is a web-invoice submitter

Action Needed: Please submit invoice through Intel web portal as hardcopy invoices will not be accept for processing unless supplier able to provide error message receive during web invoice submission.

RITS Reason: Intel VAT/GST registration number/GUI number/address/phone number/banking information missing/incorrect

Action Needed: Please revise to the correct Intel VAT/GST registration number/GUI number/address/phone number/banking information and send invoice back to Intel.

RITS Reason: Incorrect Invoice format

Action Needed: Please submit an invoice with the proper invoice format and send it back to Intel.

How do I log a ticket in WebSuite?

1. Login to Intel Web PO. At the top of the page select "Support".
2. This will bring you to the Supplier Self Help Overview Page. From here, please click "Request for Help". The Service Request Form is displayed.
3. From here, select the "Issue Category"
4. Once the Issue Category is identifying, you will be asked to provide further details and a brief description of the problems you are experiencing.
Please provide any relevant attachments here as well.
5. TAC should send a confirmation email with a ticket number. Please ensure you give them your email information.
6. Once TAC has resolved the issue, you should receive an email with details and the closing of the ticket.

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

How to Contact WebSuite support?

1. Login to Intel Web PO. At the top of the page, select "Support."
 2. This will bring you to the Supplier Self Help Overview Page. From here, please scroll to the bottom and click "Contact Us."
 3. The Intel Supplier E-Business Support page is displayed. If your region is not immediately listed, please click "Show More."
 4. This will list the WebSuite support number for all regions.
- The U.S. WebSuite support number is 1-877-811-2574
 - TAC should send a confirmation email with a ticket number. Please ensure you give them your email information.
 - Send your ticket info to your Intel buyer so they can follow up.
 - Once TAC has resolved the issue, you should receive an email with the details and the closing of the ticket.

Additional Information

[How will I know the difference between SIRFIS and Supporting Items \(PSI\) PO's?](#)
When PO is viewed in Web PO, at the top of PO it will clearly state which type of PO that it is.

[If I am not sure that I have acknowledged a new PO, how can I check?](#)
Reopen PO in Web PO and if you have acknowledged PO, then the "tender date" will be shown on PO.

[How will I know when Intel makes a change on a PO that I need to acknowledge?](#)
Supplier will get e-mail with detailed changes that need a response.

[What if I need to change a supplier tender date?](#)
You will be able to go into the Web PO and request a change to the tender date

[What happens if I forget to acknowledge a new PO or changed PO?](#)
You will get a reminder e-mail 2 and 5 business days after a new PO is issued or changed.