



Vietnam Web Invoice

Supplier Training

(2012)

Training Session Guidelines

- For confidentiality reasons all phone lines will be muted for the entire training session
- If you have questions during the session, please send an email to: e-invoice.initiative@intel.com
- Any questions that are confidential will not be shared in this session and should be sent directly to your Intel contact
- Materials were sent out prior to this session
 - If anyone has not received the materials please send an email now to: e-invoice.initiative@intel.com

After this session the above email account will not be monitored/used

Background and Scope

Restrictions are getting lighter with regards to electronic invoicing which allows Vietnam to use Web Invoice for Foreign suppliers.

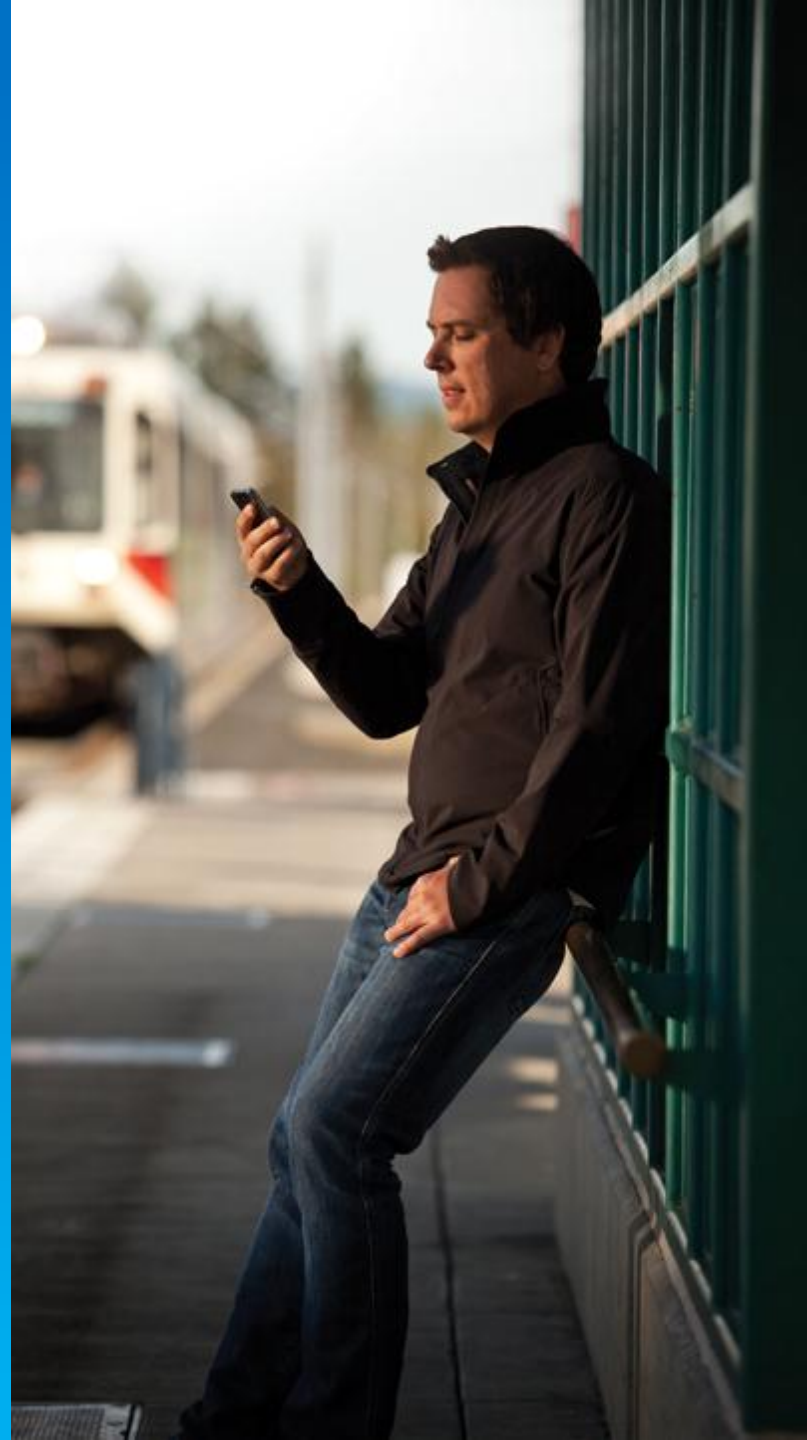
Scope:

- Intel Products Vietnam (763) for all indirect material foreign suppliers (suppliers not submitting a local Vietnam invoice that has local Vietnam requirements)

Benefits of using Web Invoice

- Improved On-Time Payment:
 - Web invoice will reduce time spent tracking delayed/blocked payments
 - Payment terms start the later of the receipt of goods or the receipt of the invoice
- *Eliminates Mail Float:*
 - Invoices entered electronically are received “immediately,” avoiding unnecessary mailing delays
- *On-line Status and Help Tools:*
 - Payment Tracker: Provides visibility to web invoices and assists suppliers in tracking their data after submission. Displays ‘work-in-progress’ until either accepted or rejected. On-line help tools available.
- *Eliminates Paper Invoicing Costs:*
 - Savings on paper invoicing, mailing and administrative costs. Eliminates costs associated with missing or lost invoices

Intel Web Suite/ Web Suite Lite



Web Suite Access

There are 2 types of access for Suppliers to access Web Suite:

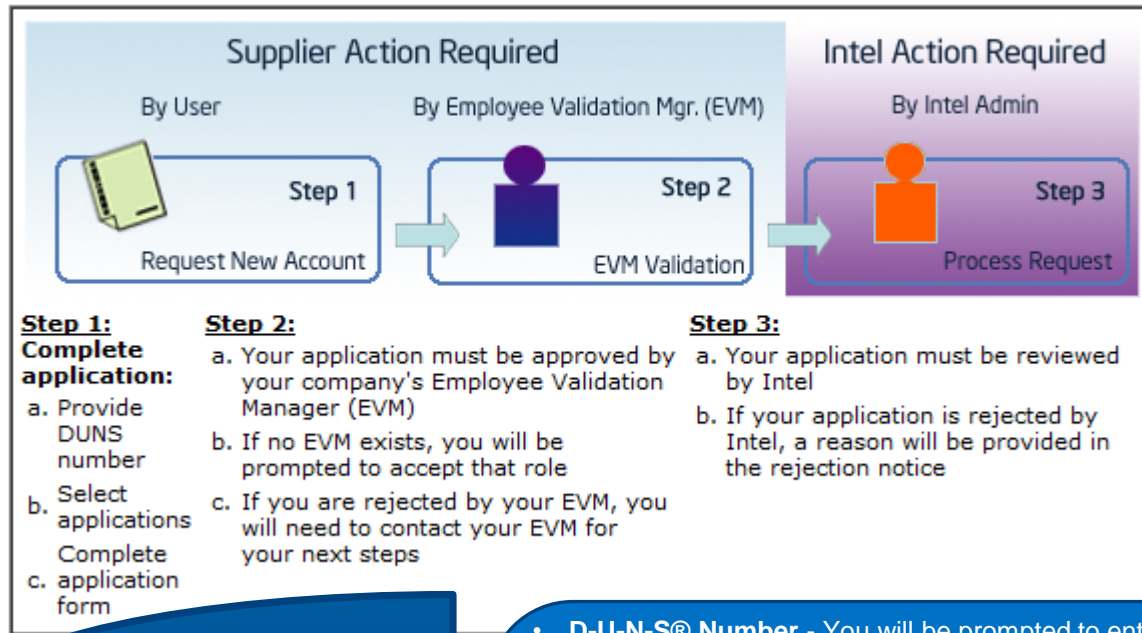
	Web Suite	Web Suite Lite
Who is eligible for?	High transaction volume suppliers >25 POs	<ul style="list-style-type: none"> Smaller/lower transaction volume suppliers <25 POs with no existing websuite/EVM account
Registration process	<ul style="list-style-type: none"> Suppliers need to go through standard registration process at Supplier Portal Supplier EVM validates access requests & re-validates quarterly that right employees have access. (Intel contact validates supplier EVM and re-validates every six months) <p>Pre-requisition: DUNS, Supplier ID, Tax ID, Intel Contact (Name and Email)</p>	<ul style="list-style-type: none"> Suppliers' accounts are created by Intel buyers at WSLite Login ID & Password will be sent to intended recipient via email upon the account creation
Limitation?	<ul style="list-style-type: none"> No limitation to PO access and invoicing against them 	<ul style="list-style-type: none"> Restricts visibility to most recent 25 POs & invoices supporting those POs. [upgrade to standard websuite available] Access Limited to Web PO, Web Invoice and Payment Tracker. Routing Guide by default.
Re-validation?	<ul style="list-style-type: none"> Yes. Intel contact validates supplier EVM and re-validates every 6 months 	<ul style="list-style-type: none"> Minimal. Intel buyer will be responsible to disable supplier's account upon supplier's termination.
Demo	WebSuite Standard Registration FAQ	Web Suite Lite

Manage My Profile

Manage My Account Module	Maintain Personal Information	Request Access to Additional Applications	Check Status of Application on EVM Request	Become an EVM	View Company EVMs	Change passwords	Remove Account	Maintain Supplier Numbers	Upgrade to Standard (Full) Registration
Normal users without access	X	X	X	X	X	X	X		
Normal users with Websuite access	X	X	X	X	x	X	X	X	
Websuite Lite users (without DUNS in account)	X		X			X	X		X
Websuite Lite users (with DUNS in account after converting to Standard Registration but access yet to be approved)	X	X	X	X	X	X	X		X

Standard Registration Flow

Standard (Full) Registration Process



Requirement

- **D-U-N-S® Number** - You will be prompted to enter the Dun & Bradstreet D-U-N-S® number of the local office of the company for which you work. This is a 9-digit number that is recognized as a universal standard for identifying companies worldwide
- **Employee Validation Manager (EVM)** - In order to register for full access your company will need to identify an Employee Validation Manager (EVM) who will manage the access of other users from your company. If your company does not currently have an EVM, you will be prompted to take on this responsibility as part of your application.
If you decline, your application will remain on hold until a user from your company assumes that role.
- **Supplier Number** – For access to most applications you will need your 10-digit supplier number. If you do not know your supplier number you can ask your buyer or other Intel contact.

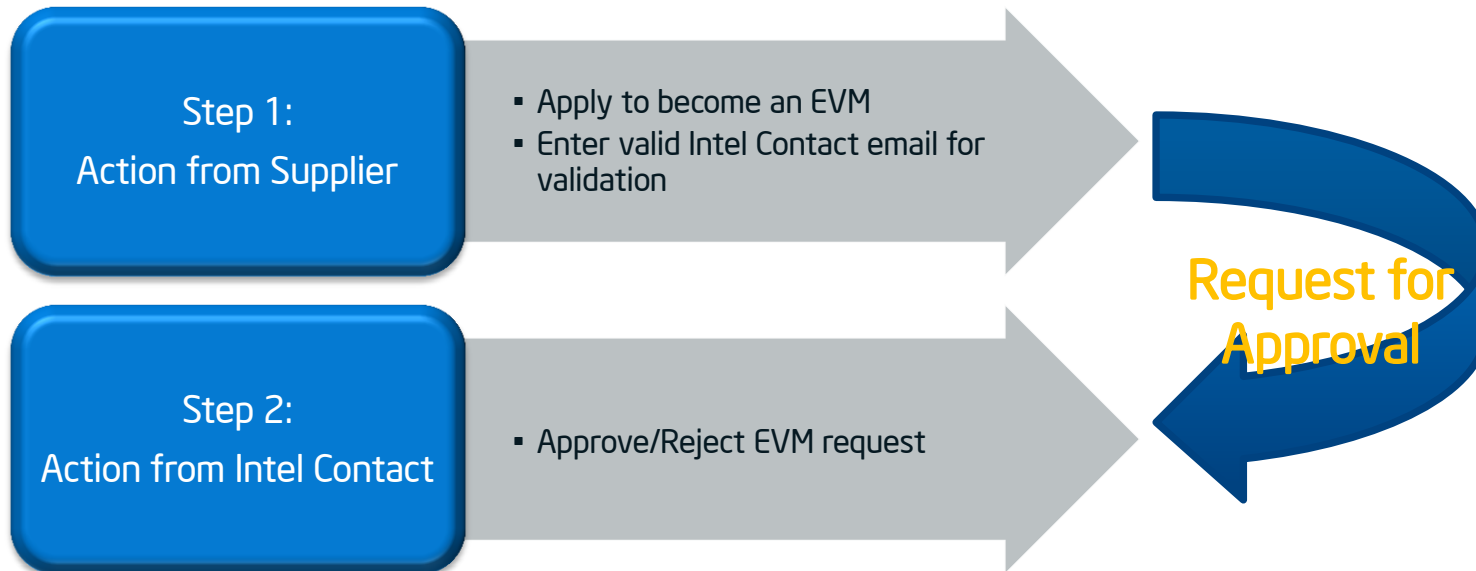
Employee Validation Manager

Responsibilities of an EVM:

- Manage company's user accounts
- Approving/rejecting new users requests
- Revoke user access when accounts not longer needed
- Quarterly audit to ensure lists are up to date

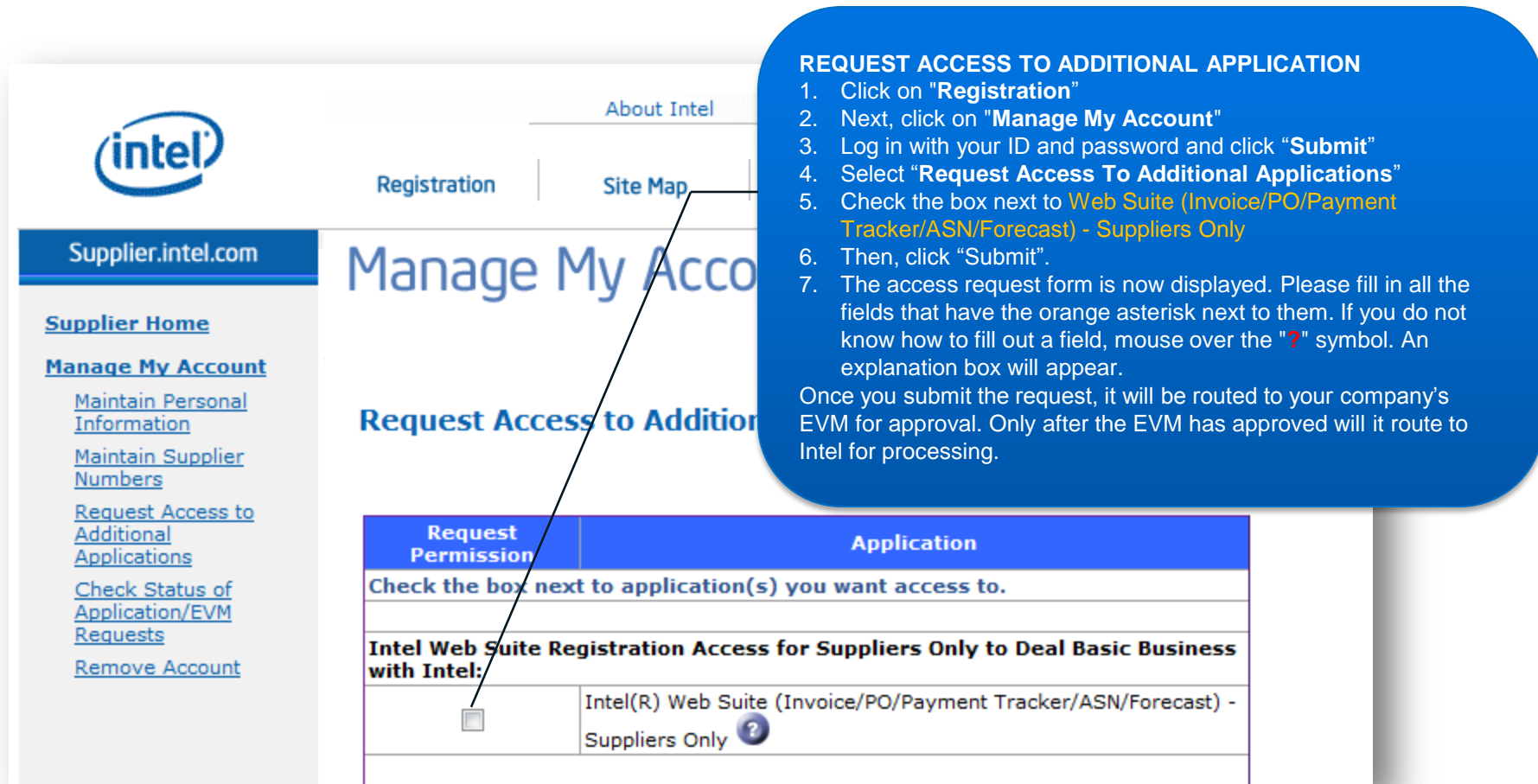
STEP TO BECOME AN EVM

1. Click on "**Registration**"
2. Next, click on "**Manage My Account**"
3. Log in with your ID and password and click "Submit"
4. Select "**Become an EVM**"
5. Take a moment to read the roles and responsibilities. Once done, click "**I Accept**"
6. Next, enter the **email address of your Intel Contact** (e.g. Intel Buyer). An email will be sent to the Intel contact for review and approval.



Standard Web Suite Access - Web Invoice

- In Websuite package, there are many applications, i.e. Web Invoice, Web PO, Payment Tracker, Web ASN & Forecast. Web Invoice is just one of the application in Websuite.
- Access of Web Invoice will be given once the Web Suite account is approved



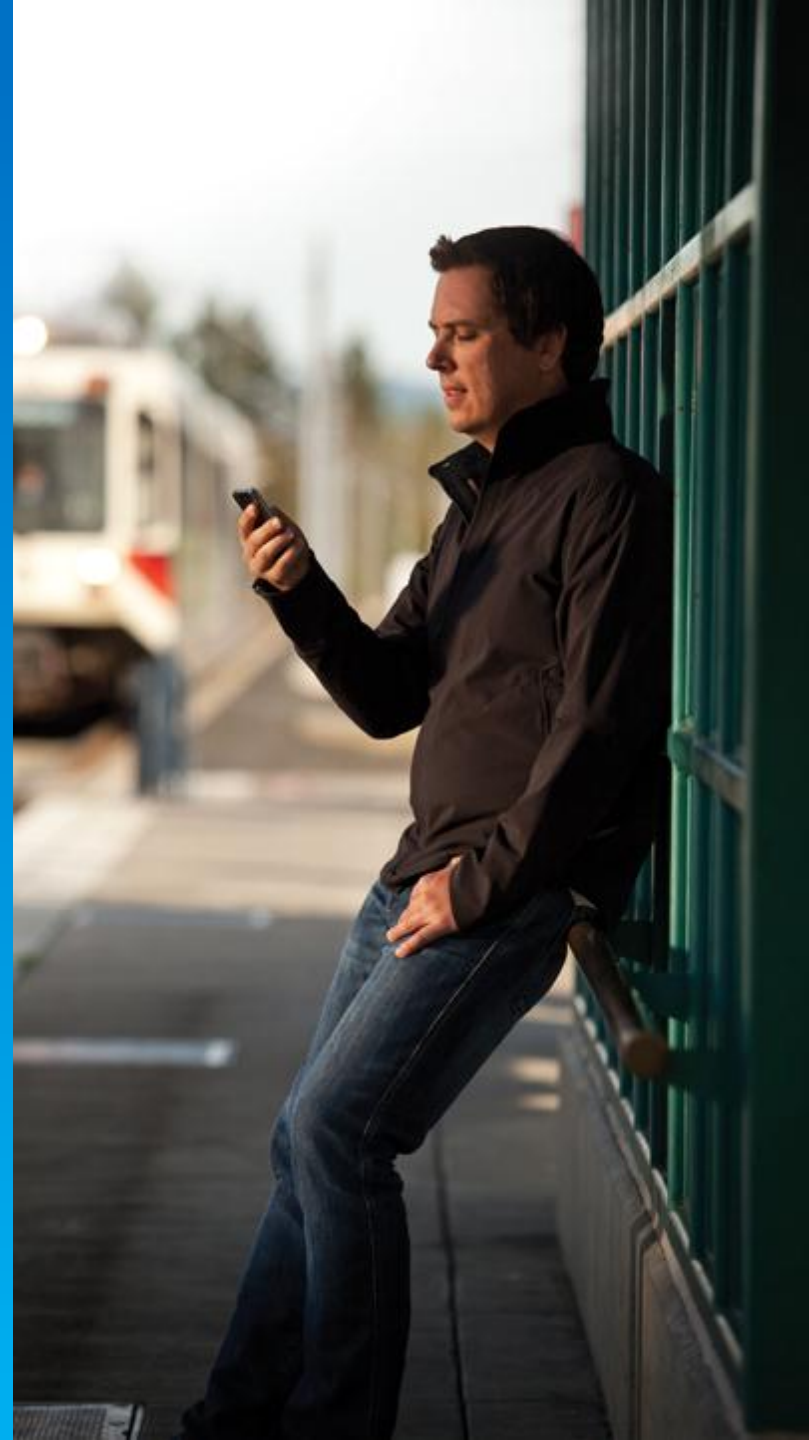
REQUEST ACCESS TO ADDITIONAL APPLICATION

1. Click on "**Registration**"
2. Next, click on "**Manage My Account**"
3. Log in with your ID and password and click "**Submit**"
4. Select "**Request Access To Additional Applications**"
5. Check the box next to **Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only**
6. Then, click "Submit".
7. The access request form is now displayed. Please fill in all the fields that have the orange asterisk next to them. If you do not know how to fill out a field, mouse over the "?" symbol. An explanation box will appear.

Once you submit the request, it will be routed to your company's EVM for approval. Only after the EVM has approved will it route to Intel for processing.

Request Permission	Application
Check the box next to application(s) you want access to.	
Intel Web Suite Registration Access for Suppliers Only to Deal Basic Business with Intel:	
<input type="checkbox"/>	Intel(R) Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only ?

Intel Web Invoice: Create New Invoice Vietnam Specific Requirements



Create Web Invoice

Supplier.intel.com

Accounts Payable

- [Intel® Payment Tracker](#)
- [Intel® Web Invoice](#)**
- [Contingent Workforce Supplier Policy](#)
- [Intel® Routing Guide](#)
- [Intel® Web Forecast](#)
[Intel® Web Forecast](#)
- [Intel® Web PO](#)

Registration | Site Map | Support

Supplier.intel.com

Intel® Web Invoice

Test test
45456

sdf, dfg, Azerbaijan dfg

- [Create New Invoice](#)
- [Converted PO #s](#)
- [Check Invoice Status](#)
- [Create Credit Memo](#)
- [Update your registration profile](#)
- [Contact the Customer Service Center](#)

Use of the Intel® Web Invoice application requires an internet browser which supports 128-bit encrypted data (e.g. minimum of Internet Explorer 5.x or Netscape 6.x).

IMPORTANT: Use of this site indicates assent to our [Terms Of Use](#) and [Privacy Policy](#).

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Verify the access granted:
Intel Web Invoice – to submit invoice online

Intel Web Invoice allows:

- Create an invoice
- Create a credit memo
- View Converted PO #s
- View status of invoice

Create New Invoice

Intel® Web Invoice

Create New Invoice

Enter PO#:
[Search for a PO](#)

[Tips: How To Use WebInvoice?](#)

Remit To: Invoice From:
Supplier Number: 1000013268
Please ensure you select the correct VAT registration number of your invoicing company to avoid compliance issues:
Tax ID#: abc123

Ship To:
Intel Products (M) Sdn.Bhd.
Kulim, Kedah MY 09000

Bill to:
INTEL PRODUCTS (M) SDN BHD
C/O:INTEL TECHNOLOGY
S/B-PG4 MY AP
Bayan Lepas F.I.Z Phase 3
Penang MY 11900

Invoice Number:
Supplier Invoice Date:
Default Payment Terms:
Get paid sooner

Payment Currency: USD
PO Number: 3000350138
Intel Buyer: OFSGAR IJJK
Ship/Service Date:
Freight Terms: DDP Intel, Incoterms 2000
Ship Via:

Add	PO Line	Part Nbr	Description	Remaining Qty	UOM	Unit Price	Remaining Amt
<input type="checkbox"/>	00001		pen	10.0	EA	25.00	250.00
<input type="checkbox"/>	00002		eraser	100.0	EA	50.00	5000.00
TAX/VAT/GST (0%)							Invoice Total Tax ² : 0.00

Make sure mandatory field in **orange** are filled:

- **Invoice Number**
- **Default Payment term** – opt to propose a new terms that is different from agreed payment terms with Intel.
- ****Intel reserves the rights to selected default payment terms or proposed payment term for your payment.****
- **Ship/ Service Date**
- **Line Item Selection**

Select invoice terms:

1.5% 20 net 45
 1.25% 25 net 45
 1% 30 net 45
 0.75% 35 net 45
 2% 10 net 45
 1.75% 15 net 45

The terms you have selected will be reviewed by Intel. Select the 'Default Terms' button to revert to the payment terms listed on the Purchase Order.

Create New Invoice – Goods Purchase

Intel® Web Invoice

Create New Invoice

Enter PO#: 4501005481

[Search for a PO](#)

⊕ Tips: How To Use WebInvoice?

Remit To: Invoice From: Testt4 Company Name 1
Supplier Number: 1000013312

Please ensure you select the correct VAT registration number of your invoicing company to avoid compliance issues:

VN Tax ID#: VN-01234 ▼

Ship To: Intel Products Vietnam Co., Ltd.
Ho Chi Minh City, 65 VN 70000

Invoice Number: VN001

Supplier Invoice Date: 29-May-2012

Default Payment Terms: 45 days net

Get paid sooner

Payment Currency: USD

Bill to: INTEL PRODUCTS VIETNAM CO., LTD.
ATTENTION ACCOUNT
Lot 1
Saigon
High Tech Park District 9
Ho Chi Minh City, VN

PO Number: 4501005481
Buyer: EP_TEST_3323

Ship/Service Date: 29-May-2012

Freight Terms: DDP Intel Dock

Ship Via: DHL

Serial#: 123-123845

Add	PO Line	Part Nbr	Description	Remaining Qty	UOM	Unit Price	Remaining Amt
<input checked="" type="checkbox"/>	00010		Goods - lg	10.0	EA	10.00	100.00
			TAX/VAT/GST (0%)				
						Invoice Total Tax ² :	0.00

Additional Invoice Line Details Please provide additional invoice details not listed on the PO line(s). Ex: period for rentals, contract work, maintenance periods, additional product descriptions, etc.

HAWB#: 123456789

STANDARD mandatory field in orange:

- **Invoice Number**
- **Default Payment term** – opt to propose a new terms that is different from agreed payment terms with Intel.
- **Intel reserves the rights to selected default payment terms or proposed payment term for your payment.**
- **Ship/ Service Date**
- **Line Item Selection**

NEW

- Enter the **Serial #** when is necessary.
- Enter the **HAWB #** in the **Additional Invoice Line Details** box when is necessary.

Intel® Web Invoice

Review Invoice

Remit To:
Intel Products Vietnam Co., Ltd.
Ho Chi Minh City, 65 VN 70000

Invoice From: Testt4 Company Name 1
Supplier Number: 1000013312
VN Tax ID#: VN-01234

Ship To:
Intel Products Vietnam Co., Ltd.
Ho Chi Minh City, 65 VN 70000

Invoice Number: VN001
Supplier Invoice Date: 29-May-2012
Payment Terms: 45 days net
Payment Currency: USD

Bill to:
INTEL PRODUCTS VIETNAM CO., LTD.
ATTENTION ACCOUNTS PAYABLE
Lot I2, D1 Road, Saigon
High Tech Park District 9
Ho Chi Minh City, VN

PO Number: 4501005481
Intel Buyer: EP_TEST_3323

Ship/Service Date: 29-May-2012
Shipment Terms: DDP Intel Dock
Ship Via: DHL
Serial#: 123-123@45



PO Line	Part Nbr	Description	Qty	UOM	Unit Price	Line Amt
00010		Goods - lg	10.0	EA	10.00	100.00
Subtotal						100.00



TAX/VAT/GST (0%)	0
Invoice Total	USD 100.00

Additional Invoice Line Details:
Hawb#_123456789

Edit Invoice

Submit Invoice

Create New Invoice – Goods Purchase

Invoice Confirmation

I have made a copy of this invoice for our records

New Invoice Select

CONFIRMATION NUMBER: A10SQL

VN Tax ID#: VN-01234

This document confirms invoice submission to Intel Accounts Payable. Invoice acceptance is limited by the Terms and Conditions of the purchase order. Please print this invoice for your records. Invoice status will be available within 24 hours.

DO NOT SEND A HARD COPY OF YOUR INVOICE TO INTEL

Remit To:

Invoice Number: VN001
Supplier Invoice Date: 29-May-2012
Payment Terms: 45 days net
Payment Currency: USD

Ship To:
Intel Products Vietnam Co., Ltd.
Ho Chi Minh City, 65 VN 70000

PO Number: 4501005481
Intel Buyer: EP_TEST_3323

Bill to:
INTEL PRODUCTS VIETNAM CO., LTD.
ATTENTION ACCOUNTS PAYABLE
Lot 12, D1 Road, Saigon
High Tech Park District 9
Ho Chi Minh City, VN

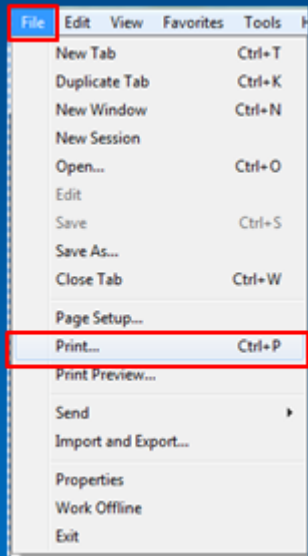
Ship/Service Date: 29-May-2012
Freight Terms: DDP Intel Dock
Ship Via: DHL
Serial#: 123-123@45

PO Line	Part Nbr	Description	Qty	UOM	Unit Price	Line Amt
00010		Goods - Ig	10.0	EA	10.00	100.00
Subtotal						100.00
TAXES (0%)						0.00
Invoice Total						USD 100.00

Additional Invoice Line Details:
Hawb#_ 123456789

Submitted by:
Reply e-mail:
Date Submitted: 5/30/2012 1:40:03 AM

Once the confirmation# is displayed, print the invoice by clicking File > Print from your browser.



The screenshot shows a browser's File menu with the following options: New Tab (Ctrl+T), Duplicate Tab (Ctrl+K), New Window (Ctrl+N), New Session, Open... (Ctrl+O), Edit, Save (Ctrl+S), Save As..., Close Tab (Ctrl+W), Page Setup..., Print... (Ctrl+P), Print Preview..., Send, Import and Export..., Properties, Work Offline, and Exit. The 'Print...' option is highlighted with a red box.

NEW

NEW

Create New Invoice – Service Purchase

Intel® Web Invoice

Create New Invoice

Enter PO#: 4501005484

[Search for a PO](#)

Tips: How To Use WebInvoice?

Remit To: Invoice From: Testt4 Company Name 1
Supplier Number: 1000013312

Please ensure you select the correct VAT registration number of your invoicing company to avoid compliance issues:
VN Tax ID#:

Ship To: Intel Products Vietnam Co., Ltd.
Ho Chi Minh City, 65 VN 70000

Invoice Number:

Supplier Invoice Date: 29-May-2012

Default Payment Terms: 45 days net

Bill to: INTEL PRODUCTS VIETNAM CO., LTD.
ATTENTION ACCOUNTS PAYABLE
Lot 12, D1 Road, Saigon High Tech Park, Ho Chi Minh City, VN

Payment Currency: USD

PO Number: 4501005484
Supplier: EP_TEST_3323

Invoice Date:

Terms:

Ship Via:

DDP Intel Dock

Is this a goods receivable invoice? Yes No

Service Performed And Consumed In:

Serial#:

Add	PO Line	Part Nbr	Description	Remaining Qty	UOM	Unit Price	Remaining Amt
<input type="checkbox"/>	00010		Service-Vietnam	3.0	EA	2000.00	6000.00
			TAX/VAT/GST (0%)				
						Invoice Total Tax ² :	0.00

Additional Invoice Line Details Please provide additional invoice details not listed on the PO line(s). Ex: service period for rentals, contract work, maintenance periods, additional product descriptions, etc.

STANDARD mandatory field in orange:

- **Invoice Number**
- **Default Payment term** – opt to propose a new terms that is different from agreed payment terms with Intel.
- ****Intel reserves the rights to selected default payment terms or proposed payment term for your payment.****
- **Ship/ Service Date**
- **Line Item Selection**

NEW

- **Is this an invoice for goods shipped? Yes/No**
- **Service Performed And Consumed In** – Mandatory selection for Service Purchase
- **If this is a goods receivable invoice**, please enter the Serial # in the correct field and the HAWB# in Additional Invoice Line Item Details

NEW

Create New Invoice – Service Purchase

Invoice Confirmation

I have made a copy of this invoice for

New Invoice

Select a PO

CONFIRMATION NUMBER: A10SQM

VN Tax ID#: VN-01234

This document confirms invoice submission to Intel Accounts Payable. Invoice acceptance is limited by the Terms and Conditions. Please print this invoice for your records. Invoice status will be available within 24 hours.

DO NOT SEND A HARD COPY OF YOUR INVOICE TO INTEL

Remit To:
Intel Products Vietnam Co., Ltd.
Ho Chi Minh City, 65 VN 70000

Invoice Number: VNAP_003
Supplier Invoice Date: 29-May-2012
Payment Terms: 45 days net
Payment Currency: USD

Ship To:
Intel Products Vietnam Co., Ltd.
Ho Chi Minh City, 65 VN 70000

PO Number: 4501005484
Invoice Number: EP_TEST_3323
Invoice Date: 29-May-2012

Bill to:
INTEL PRODUCTS VIETNAM
ATTENTION ACCOUNTS PAYABLE
Lot I2, D1 Road, Saigon
High Tech Park District 9
Ho Chi Minh City, VN

Ship Via: DDP Intel Dock
Payment Terms: N/A

Service Performed And Consumed In: Vietnam - VN

PO Line	Part Nbr	Description	Qty	UOM	Unit Price	Line Amt
00010		Service-Vietnam	3.0	EA	2000.00	6000.00
		Subtotal				6000.00
		TAX/VAT/GST (0%)				0.00
		Invoice Total				USD 6000.00

Submitted by:
Reply e-mail:
Date Submitted:

You will notice the **Service Consume Country** field available for Service type of purchase.

NEW

Create New Invoice – Goods Capital PO Prefix 4200x

Intel® Web Invoice

Create New Invoice

Enter PO#:

[Search for a PO](#)

[Tips: How To Use WebInvoice?](#)

Remit To: Invoice From: TEST
Supplier Number: 1000016751

Please ensure you select the correct VAT register of your invoicing company to avoid compliance
Tax ID#: taxid1

Ship To: Intel Products Vietnam Co., Ltd
Ho Chi Minh City65 VN 70000

Invoice Number: Test123
Supplier Invoice Date: 29-May-2012

Default Payment Terms: 45 days net

Bill to: INTEL PRODUCTS VIETNAM CO., LTD.
ATTENTION ACCOUNTS PAYABLE
Lot I2, D1 Road, Saigon Ho Chi Minh City VN

Payment Currency: USD
PO Number: 4200063084
Intel Buyer: Unassigned

Ship/Service Date: 1-May-2012

Flight Terms: FCA Supplier dock:
Ship Via:

Serial#: 31247952321

Add	PO Line	Part Nbr	Description	Remaining Qty	UOM	Unit Price	Remaining Amt
<input checked="" type="checkbox"/>	00010	000000000750007116	RLMbd ATM to RLMbb ATM	1.0	SET	213500.00	213500.00
			TAX/VAT/GST (0%)				
						Invoice Total Tax ² :	0.00

Invoice Line Details Please provide additional invoice details not listed on the PO line(s). Ex: period for rentals, contract work, maintenance periods, additional product descriptions, etc.

HAWB# Dw1385012

Make sure mandatory field in **orange** are filled:

- **Invoice Number**
- **Default Payment term** – opt to propose a new terms that is different from agreed payment terms with Intel.
- ****Intel reserves the rights to selected default payment terms or proposed payment term for your payment.****
- **Ship/ Service Date**
- **Line Item Selection**

NEW

Since the PO prefix is 4200 (Capital PO), please make sure that the selection are being chosen correctly.

- Is this a goods receivable invoice? **Yes**
- **Serial#** entered (if for a conversion kit, enter “CK”)
- **HAWB #** entered in Additional Invoice Line Details section

NEW

NEW

Intel® Web Invoice

Review Invoice

Remit To:
Intel Products Vietnam Co., Ltd
Ho Chi Minh City 65 VN 70000

Ship To:
Intel Products Vietnam Co., Ltd
Ho Chi Minh City 65 VN 70000

Bill to:
INTEL PRODUCTS VIETNAM CO., LTD.
ATTENTION ACCOUNTS PAYABLE
Lot I2, D1 Road, Saigon
Ho Chi Minh City VN

Invoice From: TEST
Supplier Number: 1000016751
Tax ID#: taxid1

Invoice Number: Test123
Supplier Invoice Date: 29-May-2012
Payment Terms: 45 days net
Payment Currency: USD

PO Number: 4200063084
Intel Buyer: Unassigned

Ship/Service Date: 01-May-2012
Freight Terms: FCA Supplier dock:
Ship Via:
Serial#: 31247952321

You will notice the **Serial#** field available for Capital purchase PO

PO Line	Part Nbr	Description	Qty	UOM	Unit Price	Line Amt
00010	000000000750007116	RLMbd ATM to RLMbb ATM	1.0	SET	213500.00	213500.00
Subtotal						213500.00
TAX/VAT/GST (0%)						0
Invoice Total						USD 213500.00



Additional Invoice Line Details:
HAWB# Dw1385012

[Edit Invoice](#) [Submit Invoice](#)



Create New Invoice – Goods Capital PO Prefix 4200 -

Invoice Confirmation

CONFIRMATION NUMBER: A10UG7

Tax ID#: taxid1

This document confirms invoice submission to Intel Accounts Payable. Invoice acceptance is limited by the Terms

DO NOT SEND A HARD COPY OF YOUR INVOICE TO INTEL

Remit To:

Invoice Number: Test123
Supplier Invoice Date: 29-May-2012
Payment Terms: 45 days net
Payment Currency: USD

Ship To:

Intel Products Vietnam Co., Ltd
Ho Chi Minh City, 65 VN 70000

PO Number: 4200063084
Intel Buyer: Unassigned

Bill to:

INTEL PRODUCTS VIETNAM CO., LTD.
ATTENTION ACCOUNTS PAYABLE
Lot I2, D1 Road, Saigon
High Tech Park District 9
Ho Chi Minh City, VN

Ship/Service Date: 01-May-2012
Freight Terms: FCA Supplier dock
Ship Via:
Serial#: 31247952321

PO Line	Part Nbr	Description	Qty	UOM	Unit Price	Line Amt
00010	000000000750007116	RLMbd ATM to RLMbb ATM	1.0	SET	213500.00	213500.00
Subtotal						213500.00
TAX/VAT/GST (0%)						0.00
Invoice Total						USD 213500.00

NEW

Additional Invoice Line Details:

HAWB# Dw1385012

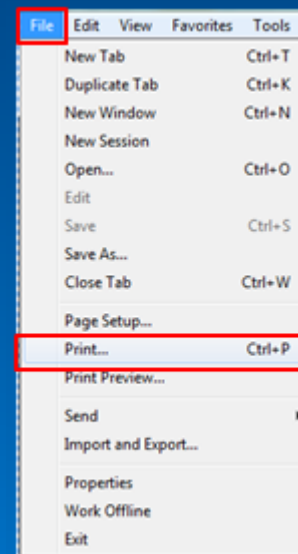
Submitted by:

Reply e-mail:

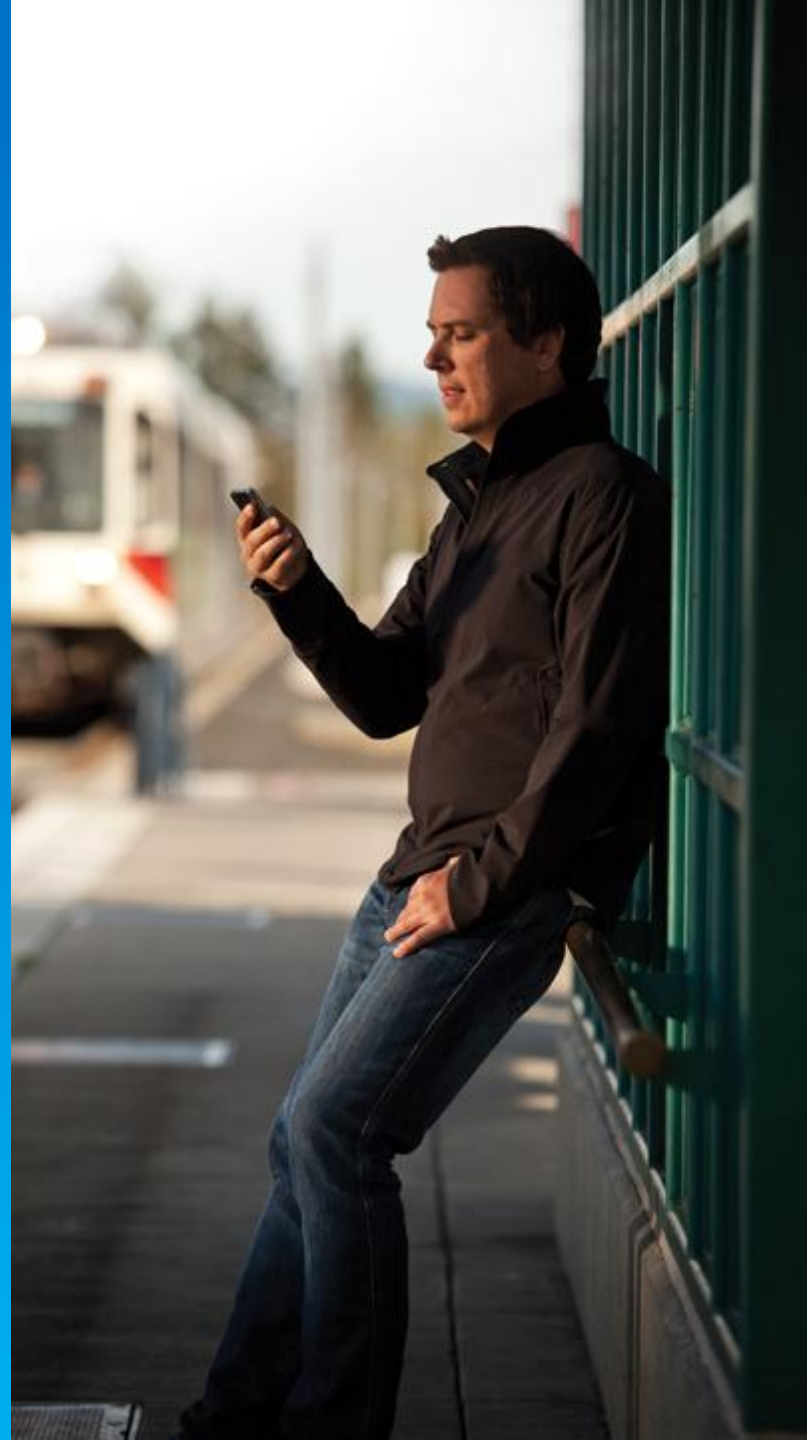
Date Submitted: 5/30/2012 5:38:23 AM

Once the confirmation# is displayed, print the invoice by clicking

File > Print from your browser.



Intel Web Invoice: Create New Credit Memo



Create New Credit Memo

Intel® Web Invoice

Create New Credit Memo

Enter PO#:

[Search for a PO](#)

Remit To:
SUPPLIER NAME
SUPPLIER ADDRESS

Credit From: Supplier Name
Supplier Number: 1000013268

Please ensure you select the correct VAT registration number of your invoicing company to avoid compliance issues:

Tax ID#: abc123

Ship To:
Intel Products (M) Sdn.Bhd.
Kulim, Kedah MY 09000

Credit Type:	Quantity Adjust/Goods Returned ▾
Supplier Original Invoice Number:	Quantity Adjust/Goods Returned
Credit Number:	Price Adjustment

Bill to:
INTEL PRODUCTS (M) SDN
BHD
C/O:INTEL TECHNOLOGY
S/B-PG4 MY AP
Bayan Lepas F.I.Z Phase 3
Penang MY 11900

Supplier Credit Date: 21-Mar-2012

Payment Terms: 2% 15 Days Net 60

Payment Currency: USD

PO Number: 3000350138
Intel Buyer: OFSGAR IJKK

Ship/Service Date:	<input type="text"/>
Freight Terms:	DDP Intel, Incoterms 2000
Ship Via:	

Add	PO Line	Part Nbr	Description
<input type="checkbox"/>	00001		pen
<input type="checkbox"/>	00002		eraser
			TAX/VAT/GST (0%)

Credit Description Please provide a brief explanation as to why you are sending Intel this credit.

Make sure mandatory field in **orange** are filled:

- **Credit Type**
 - Quantity Adjust/Goods Returned
 - Price Adjustment
- **Supplier Original Invoice Number**
- **Credit Number**
- **Ship/ Service Date**
- **Line Item Selection**
- **Credit Description**

Review Credit Memo

The Credit Memo you are attempting to submit contains errors:

- Invoice Reference Number: The Invoice Reference Number was left blank. Please enter a Invoice Reference Number.
- Credit Number: The Credit Number was left blank. Please enter a Credit Number.
- Ship/Service Date: The Ship/Service Date was left blank. Please enter a Ship/Service Date in dd-MMM-yyyy format.
- Credit Memo Lines: No lines were selected for crediting. Please select one or more lines to credit.
- Credit Memo Total: The credit memo total amount must be greater than 0.00.
- Credit Description: The Credit Description was left blank. Please enter a Credit Description.

Edit Credit Memo

Remit To:

Credit From:
 Supplier Number: 1000013268
 Tax ID#: abc123

Credit Type: Quantity Adjust/Goods Returned

Supplier Original Invoice Number:
 Credit Number:
 Supplier Credit Date: 21-Mar-2012
 Payment Terms: 2% 15 Days Net 60
 Payment Currency: USD

PO Number: 3000350138
 Intel Buyer: OFSGAR IJKK

Ship/Service Date:
 Freight Terms: DDP Intel, Incoterms 2000
 Ship Via:

Bill to:

INTEL PRODUCTS (M) SDN BHD
 C/O:INTEL TECHNOLOGY S/B-PG4 MY
 AP
 Bayan Lepas F.I.Z Phase 3
 Penang MY 11900

Review Credit Memo

This is the final check up before credit memo submission. If the credit memo was submitted with error, there will be a **RED** message displayed. Correct it by click on "Edit Credit Memo"

PO Line	Part Nbr	Description	Qty	UOM	Unit Price	Line Amt
Subtotal						0.00
TAX/VAT/GST (0%)						0.00
Credit Total						USD 0.00

Edit Credit Memo

Create New Credit Memo

Intel® Web Invoice

Review Credit Memo

Remit To:

Credit From:
Supplier Number: 1000013268
Tax ID#: abc123

Ship To:

Intel Products (M) Sdn.Bhd.
Kulim, Kedah MY 09000

Credit Type: Quantity Adjust/Goods Returned

Bill to:

INTEL PRODUCTS (M) SDN BHD
C/O:INTEL TECHNOLOGY S/B-PG4 MY
AP
Bayan Lepas F.I.Z Phase 3
Penang MY 11900

Supplier Original Invoice Number: Test
Credit Number: CMTes
Supplier Credit Date: 21-Mar-2012
Payment Terms: 2% 15 Days Net 60
Payment Currency: USD

PO Number: 3000350138
Intel Buyer: OFSGAR IJKK

Ship/Service Date: 22-Mar-2012
Freight Terms: DDP Intel, Incoterms 2000
Ship Via:

Review Credit Memo

This is the final check up before credit memo submission. Verify the information keyed, you may either "Edit Credit Memo" by going back to the earlier screen to make change, or click on "Submit Credit Memo"

PO Line	Part Nbr	Description	Qty	UOM	Unit Price	Line Amt
00001		pen	10.0	EA	25.00	250.00
Subtotal						250.00
TAX/VAT/GST (0%)						0.00
Credit Total						USD 250.00

Credit Description:

RMA#1234

Edit Credit Memo

Submit Credit Memo

Credit Memo Copy

Credit Note

I have made a copy of this credit for our records.

[New Credit](#) [Select a PO](#) [My Supplier Info](#)

CONFIRMATION NUMBER: A10U99

Tax ID#: abc123

This document confirms credit submission to Intel Accounts Payable. Credit acceptance is limited by the Terms and Conditions set within the PO. Please print this credit for your records. Credit status will be available within 24 hours.

DO NOT SEND A HARD COPY OF YOUR CREDIT TO INTEL

Remit To:	Credit Type:	Quantity Adjust/Goods Returned
Supplier Name	Supplier Original Invoice Number:	Test
Supplier Address	Credit Number:	CMTest
	Supplier Credit Date:	21-Mar-2012
	Payment Terms:	2% 15 Days Net 60
	Payment Currency:	USD
Ship To:	PO Number:	3000350138
Intel Products (M) Sdn.Bhd.	Intel Buyer:	OFSGAR UKK
Kulim, Kedah, MY 09000	Ship/Service Date:	22-Mar-2012
	Freight Terms:	DDP Intel, Incoterms 2000
	Ship Via:	
Bill to:		
INTEL PRODUCTS (M) SDN BHD		
C/O INTEL TECHNOLOGY S/B-PG4 MY AP		
Bayan Lepas F.I.Z Phase 3		
Halaman Kampung Jawa		
Penang, MY 11900		

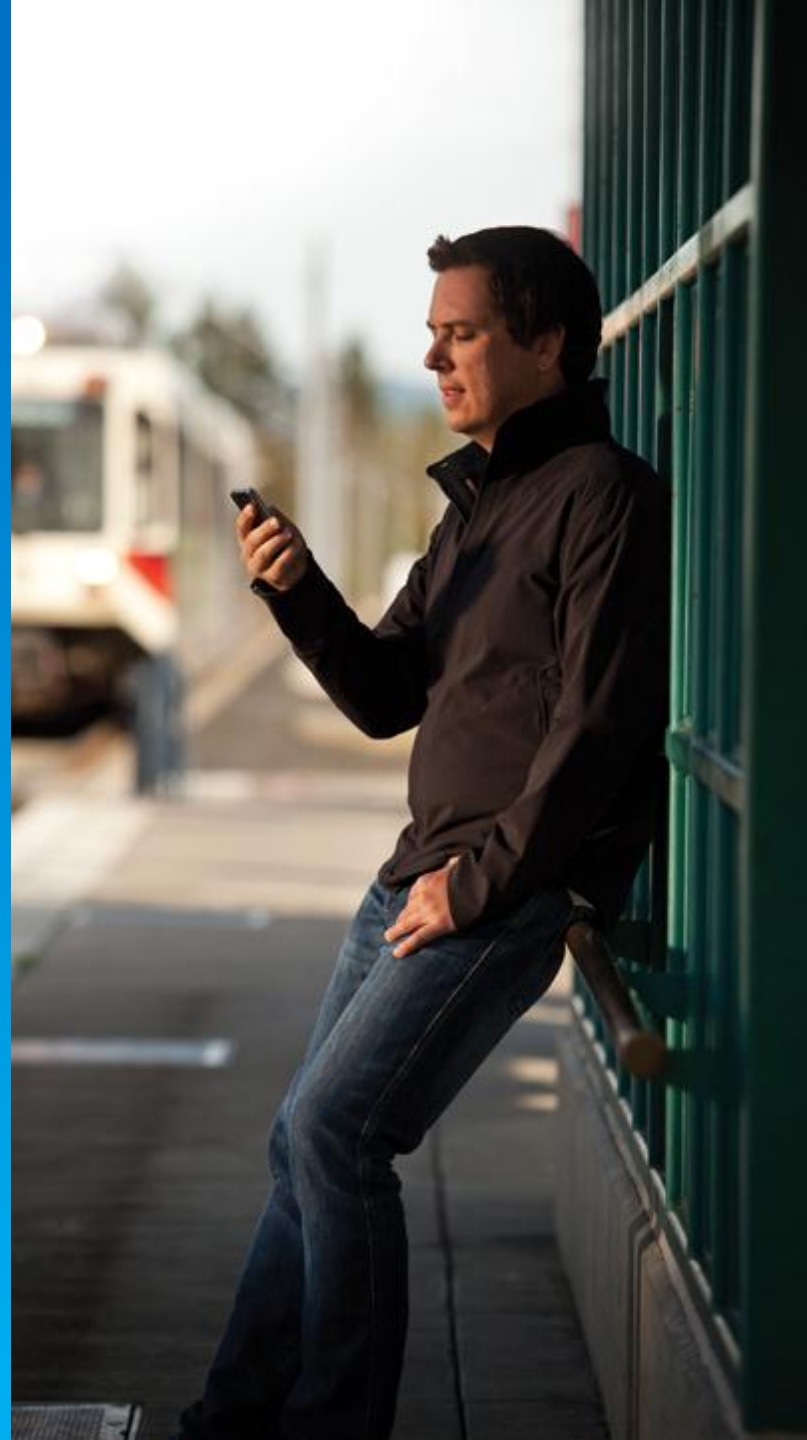
PO Line	Part Nbr	Description	Qty	UOM	Unit Price	Line Amt
00001	pen		10.0	EA	25.00	250.00
	Subtotal					250.00
	TAX/VAT/GST (0%)					0.00
	Credit Total					USD 250.00

Credit Description:
RMA#1234

Submitted by:
Reply e-mail:
Date Submitted: 3/22/2012 3:24:20 AM

Submitter Information

Intel Web Invoice: Check Invoice Status



Intel Web Invoice – Check Invoice Status

Intel® Web Invoice

Check Invoice Status

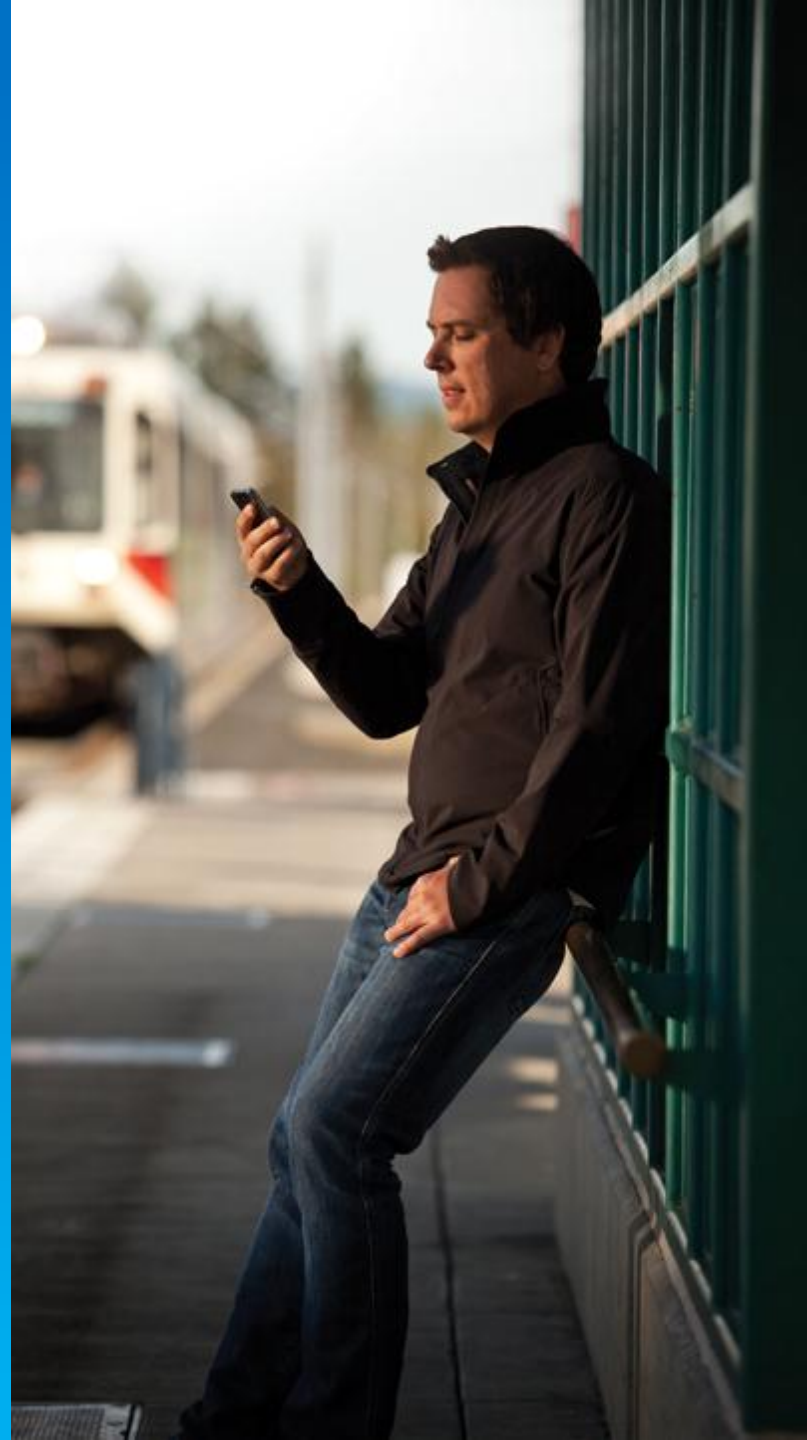
Find Web Invoices with Invoice Number Like All Available

Transaction Type	Conf. Number	Transaction Number	Total Amount	Status	Transaction Date
Invoice	A10U98	Test	250.00	In Progress	21-Mar-2012
Credit	A10U99	CMTTest	250.00	In Progress	21-Mar-2012

Check Invoice Status:
This module allow you to view the status of web invoice submitted

** Please expect 24 hours delay of web invoice information delayed in Payment Tracker**

Supplier Action Items



Suppliers To Do List

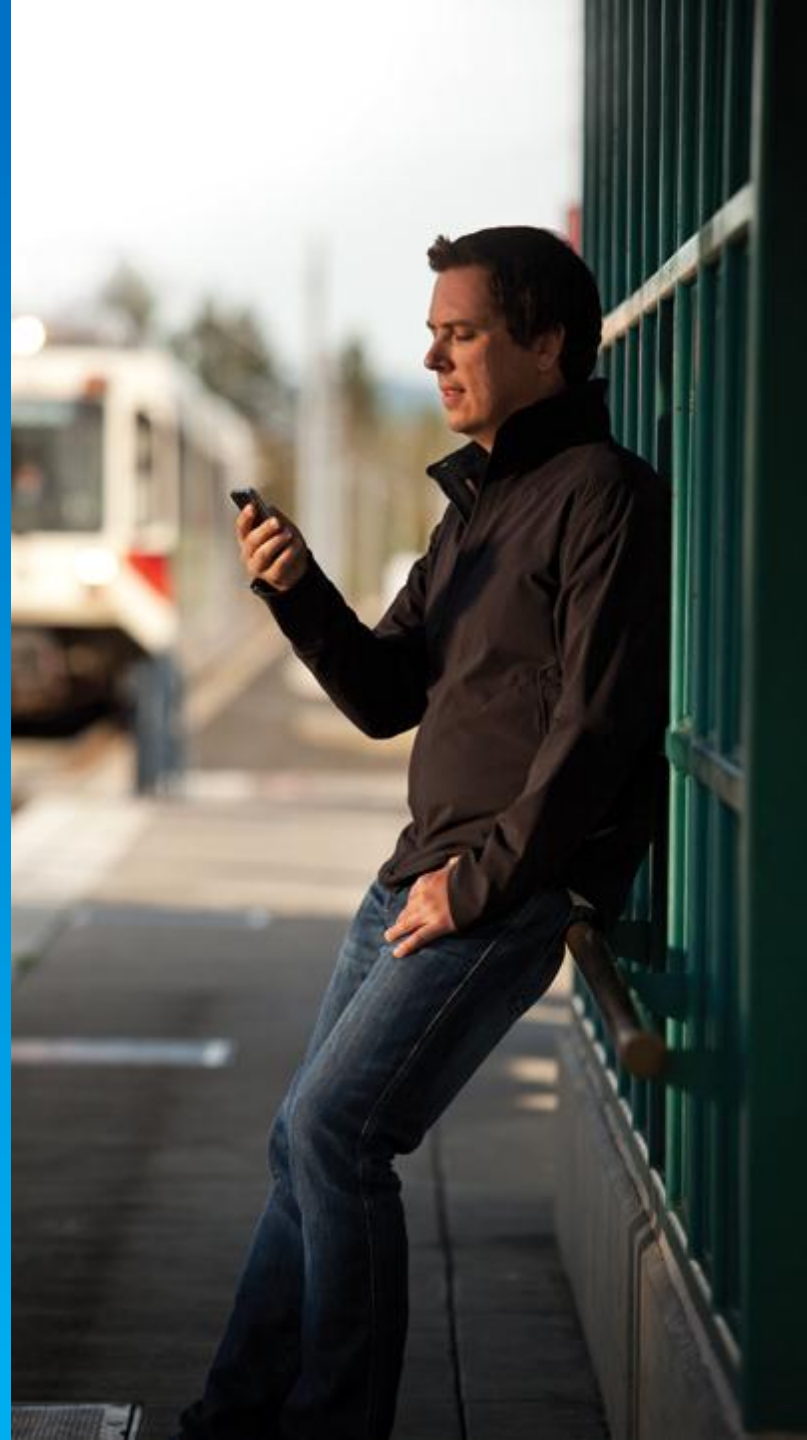
- Existing Suppliers but new WebSuite User:
 - Go to Supplier Registration on the Intel Supplier Portal:
<https://supplier.intel.com/seem/default.aspx>
 - Follow the steps for a new Intel Supplier User. The Intel Websuite Application will be selected by default.
- Existing WebSuite User but missing Vietnam parameters:
 - Go to MY PROFILE to update company code (Intel Products Vietnam, 763) to be able to view Vietnam PO's/SA's and web invoice them.
 - Applies to those that have their supplier numbers already applied in their accounts
 - Users may need to Request Additional Supplier Numbers to be added to their profile (process details provided in backup)
- Existing and New Users can take online **training** at:
<https://supplier.intel.com/static/ap/suiterereg.htm>
- Technical issues can be address via our Global **Support** Organization:
<https://supplier.intel.com/static/misc/support.htm>
- After receiving Implementation Go-Live communication, suppliers can start to submit invoices via the web.

New Vietnam Specific Web Invoice Supplier Requirements

- Supplier needs to choose from a drop down where the service was performed and consumed outside of Vietnam (whether just a service or a goods and service) for non-receiving PO's.
- Suppliers are requested to enter the HAWB # into the Additional Invoice Line Details box for goods PO's
- Suppliers are requested to enter the serial # into the serial # field for all 3000xxxxxx series PO's
- All Capital PO's (42xxxxxxxx series POs) will require a Serial # to be entered by the supplier into the "Serial #" field.
 - For Conversion Kits enter "CK"
- For correction or amendment on web invoice, suppliers will need to contact APPO Support to help them with the correction.
- For technical assistance during web invoice submission, suppliers will need to contact Supplier Presence Site for assistance.

**Suppliers are requested NOT to send duplicate invoices
(Example: one web invoice submitted + one submitted via paper copy)**

User Training - Template



How To Submit Web Invoice?

1. <https://supplier.intel.com/supplierhub/>
2. Click on " Supplier Login " in the upper left corner.
3. Log in with your ID and password and click "Submit"
4. Click on "Intel® Web Invoice"
5. Click on "Create New Invoice"
6. Enter in the PO# you wish to bill against in the box, click on "Create"
7. REQUIRED FIELD "Invoice Number" : Enter your invoice #
8. REQUIRED FIELD "Supplier Invoice Date"/ "Ship/Service Date": you may change/select date using the calendar button.

(note: backdating this document will not result in earlier payment of funds, PO terms still apply)
9. REQUIRED FIELD: " Is this a goods receivable invoice?"
 - If you are selecting "Yes", you may need to key in **Serial#** in Serial# Field and **HAWB #** into Additional Invoice Line Details; else
 - If you are selecting "No", you would need to select Service Performed and Consumed In (country) from the drop down.
10. REQUIRED "Add" column" to the left, check the box(s) for each line being billed (this activates the line)
11. If you are billing the total amount of the line, you can proceed to step 12
 - **Partial billing parts**, overwrite the # of parts listed with the #of parts you are billing
 - **Partial billing price**, overwrite the total \$ listed with the amount you wish to bill.

If you don't know how much money (or number of parts) remains to be billed, click on the orange dot to the right of each line: The remaining amount available will be calculated and displayed in a separate box.
11. Click on "Review Invoice" – if all is correct, click on "Submit Invoice". If there are errors, press "Edit Invoice" and you will be returned to the form to make changes, then "Review Invoice" again to check your work.
12. Once you are satisfied that the invoice is correct, press "Submit Invoice"
13. Once the confirmation# is displayed, print the invoice by pressing the print button at the top of your browser.
14. After printing, check the box on top right hand corner "I have made copy of this invoice for myself".

How To Update Profile?

My Profile

1. <https://supplier.intel.com/supplierhub/>
2. Click on "Supplier Login" in the upper left corner
3. Log in with your ID and password and click "Submit"
4. Choose any one of the links to the left: Intel Web PO, Web Invoice or Payment Tracker.
5. Click on "My profile"
6. Click on "Edit Profile".
 - You can update your profile by entering a PO number (PO), selecting a list of supplier locations (Vendor) or selecting a list of Intel Location (Company Code)
7. For example, click on "PO"
8. Enter the PO number that you were unable to view previously
9. Click on "Show Vendors".
10. This page will display the combination of your company's location to Intel location available for your company.
11. Select the check box to add the locations to your profile.
12. Click on "Submit Change"
13. Congratulations! You have successfully updated your profile. Refresh your browser so that you can work with your new settings right away.

My Profile (Updating using PO Search)

1. <https://supplier.intel.com/supplierhub/>
2. Click on "Supplier Login" in the upper left corner
3. Log in with your ID and password and click "Submit"
4. Choose the Intel Web PO link to the left.
5. Click on "Search Purchase Orders"
6. Should your profile require updating; you will see a results box entitled "Update PO to Your Profile". This box will contain the three most recent POs. To view the complete list, select the link "Click here to view the complete list."
7. Put a check mark in the box to the left to select the POs you would like to update to your profile.
8. Click on "Add PO To Profile".
9. A confirmation message will be displayed saying "Your Profile has been updated successfully." Click the close button to close the window.

Refresh your browser so that you can work with your new settings right away

Maintain Supplier Numbers/ID

- <https://supplier.intel.com/supplierhub/>
- Click on "Registration"
- Next, click on "Manage My Account"
- Log in with your ID and password and click "Submit"
- Select "Maintain Supplier Numbers"
- 2 functions are available on the page: View Supplier Numbers and Request Additional Supplier Numbers.
- View Supplier Numbers:
 - The table on the page shows the supplier number(s) you currently have access to, the status of new supplier number request(s) and reason for rejected request(s).
 - You are able to remove supplier numbers you no longer wish to have access to by clicking on "X" in "Remove" column. This applies to Approved (A) and Pending (P) request
- Request Additional Supplier Numbers:
 - Should your company have more than one supplier number, you can request to add the number to your profile.
 - Enter the number you wish to add in the field "Supplier Number" and click "Submit". The request will be routed to Intel for validation.

Maintain Personal Information

1. <https://supplier.intel.com/supplierhub/>
2. Click on "Registration"
3. Next, click on "Manage My Account"
4. Log in with your ID and password and click "Submit"
5. Select "Maintain Personal Information"
6. You will be able to update:
 - Name Title
 - Name
 - Email address
 - Phone number
 - Supplier type
 - Company name
 - Company address
 - Nickname
 - Job title
 - Fax number
 - Language
 - Tax/VAT/Company Reg. Number
 - Email Alert for Web Forecast and Web PO
 - Once done, click "Submit". You will see the message "Your personal information has been updated successfully."

Upgrade to Standard (Full) Registration

UPGRADE TO STANDARD (FULL) REGISTRATION for WS1 suppliers only

1. <https://supplier.intel.com/supplierhub/>
2. Click on "Registration"
3. Next, click on "Manage My Account"
4. Log in with your ID and password and click "Submit"
5. Select "Upgrade to Standard (Full) Registration"
6. Read and understand the page. Click "Next".
7. Enter your DUNS number and click "Next"
8. "Intel(R) Web Suite (Web Invoice/Web PO/Payment Tracker/ASN) - **Suppliers Only**" is located at the top. Make sure there is a check mark to the left.
9. Then click "Next".
10. The access request form is now displayed. Please fill in all the fields that have the orange asterisk next to them. If you do not know how to fill out a field, mouse over the "?" symbol. An explanation box will appear.

Once you submit the request, it will be routed to your company's EVM for approval. Only after the EVM has approved will it route to Intel for processing.

1. This is an additional step if your company does not have an EVM (Employee Validation Manager) setup. You will be prompt to become an EVM. This requires the approval of your Intel Contact person.
2. Read the EVM Responsibility and click on "I ACCEPT"
3. Enter the Intel Contact email address and click "Submit".

UPGRADE TO FULL REGISTRATION by clicking on upgrade message on Web PO/ Web Invoice page

1. <https://supplier.intel.com/supplierhub/>
2. Click on "Supplier Login" in the upper left corner
3. Log in with your ID and password and click "Submit"
4. Click on Intel Web PO or Web Invoice.
5. Next, click on "EVM conversion" link located at the top of the page (message is marked in red).
6. Read and understand the page. Click "Continue to EVM page".
7. Enter your DUNS number and click "Next"
8. "Intel(R) Web Suite (Web Invoice/Web PO/Payment Tracker/ASN) - **Suppliers Only**" is located at the top. Make sure there is a check mark to the left.
9. Then click "Next".
10. The access request form is now displayed. Please fill in all the fields that have the orange asterisk next to them. If you do not know how to fill out a field, mouse over the "?" symbol. An explanation box will appear.

Once you submit the request, it will be routed to your company's EVM for approval. Only after the EVM has approved will it route to Intel for processing.

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3. Enter the Intel Contact email address and click "Submit".

Step by Step Aids



Submitting a Web
Invoice



Submitting a
Credit Memo



Setting up Web
Suite



Checking Invoice
Status

***These embedded files cannot be opened up when document is in PDF format so they have been sent to you as separate documents along with this training package.



Thank You

