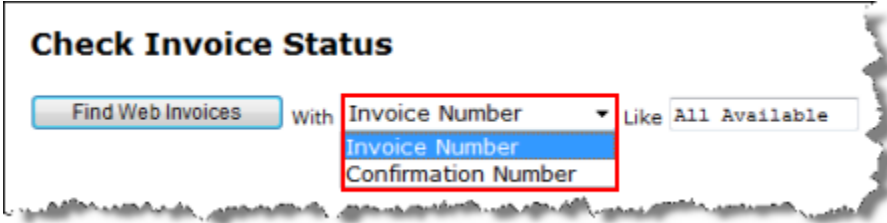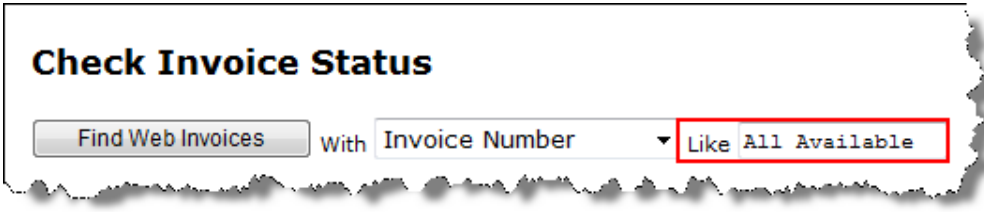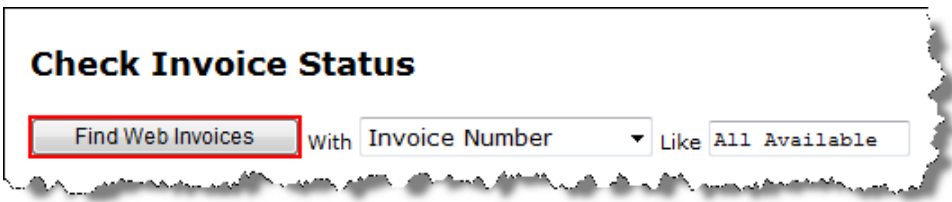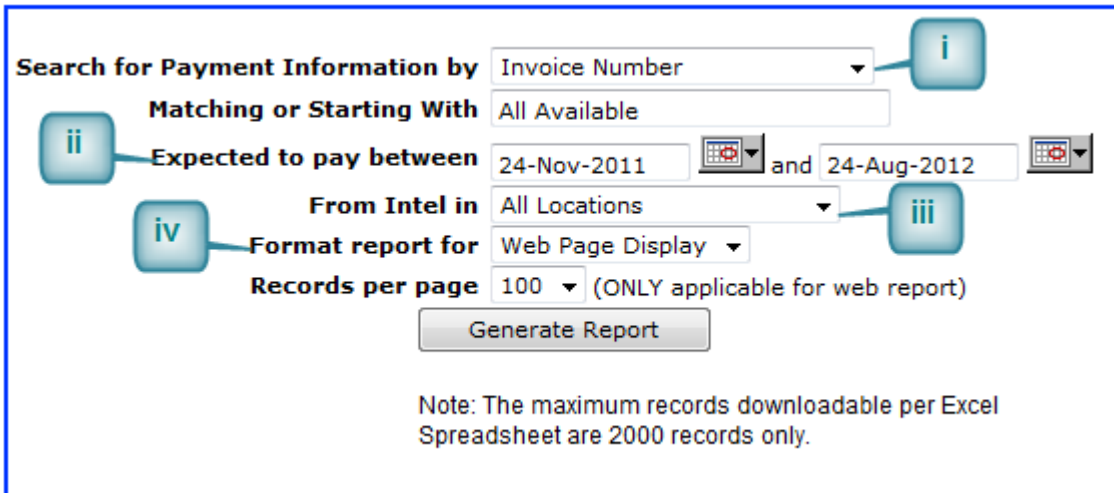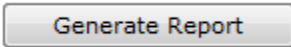| Description	This Job Aid shows how a supplier can check the invoice submission status in Intel® Web Invoice Application.
	Check Invoice Status steps are to check if the invoice has been sent successfully.
	Payment tracker steps are to check the payment status.
Who performs	Intel® Suppliers

Check Invoice Status

Step	Action
1	Login to https://supplier.intel.com/supplierhub/ site.
2	Click **Accounts Payable** > **Intel® Web Invoice** > **Invoice Status**
3	Click the **with** dropdown list to search by **Invoice Number** or **Confirmation Number**.
4	Enter the first letter(s) or digit(s) of the **Invoice** or **Confirmation Number** it starts with, in the **Like** textbox to search specific invoices **or** retain default as **All Available**.
5	Click on the **Find Web Invoices** button.

Step	Action
6	The search results will display all the invoices a particular supplier has submitted the last 14 days. **Status** column displays the invoice details. | Transaction Type	Conf. Number	Transaction Number	Total Amount	Status	Transaction Date
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Invoice	A10UF6	1231231	6.00	In Progress	23-May-2012
Credit	A10UEU	12233522	259.20	In Progress	22-May-2012
Credit	A10UF2	5678	246.00	In Progress	22-May-2012
Invoice	A10UET	1222251	259.20	In Progress	21-May-2012
Invoice	A10UBL	Invoice-01	1000.00	Processed	18-Apr-2012
Invoice	A10UBO	invoice-02	1000.00	Processed	18-Apr-2012	 **Note:** Click on the **Status** column to read the description.
	End

Top

Payment Tracker

Step	Action
1	Login to https://supplier.intel.com/supplierhub/ site.
2	Click **Accounts Payable** > **Intel® Payment Tracker**
3	Fill in the details for the following field. i. Click on the dropdown arrow **for Search for Payment Information by field** to select the search option. ii. Click the date picker for **Expected to pay between** field to set the period. (Note: user may not manually enter dated for the searches. iii. Click the dropdown arrow for **From Intel in** field to select the Intel location of the payment information. iv. Click the dropdown arrow for **Format report for** field to view the report either in Web Page display or Microsoft* Excel.
5	Click on the **Generate Report** button .

Step	Action
	Results: 	Invoice Number	PO Number	Packing Slip	Amount Paid	Terms Start Date	Pay Date	Early Payment	Pay Status	Check Type	Check/EFT Number	Intel Location	 3000115277 | 3000115277 | | NZD 90.00 | 01 Mar 2012 | 15 Apr 2012 | Get Paid Sooner | (PRO) | | | Intel Semicon (US) Ltd 3000115875 | 3000115875 | | HKD 23.00 | 01 Mar 2012 | 31 Mar 2012 | Get Paid Sooner | (PRO) | | | Intel Semicon (US) Ltd **Amount Paid** - Mouse over the details in this column to check if any invoices have the **Withholding/Local Tax**/**Discount Amount**. **Pay Status** - Various payment statuses will be displayed in column. To read the status code description click on the **Pay Status** link. **Check Type** – Mode of payment made. Click the link to read description.
	For additional specific site details on payment inquiries click on **Accounts Payable > Intel Payment Tracker.** Click on **AP Global Contacts.**
	End

Top