



How to Setup Web Invoice

Intel Information Technology

Job aid

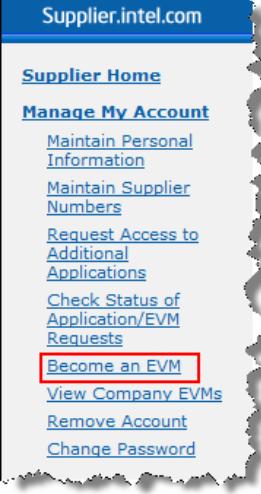
Revision May 23, 2012

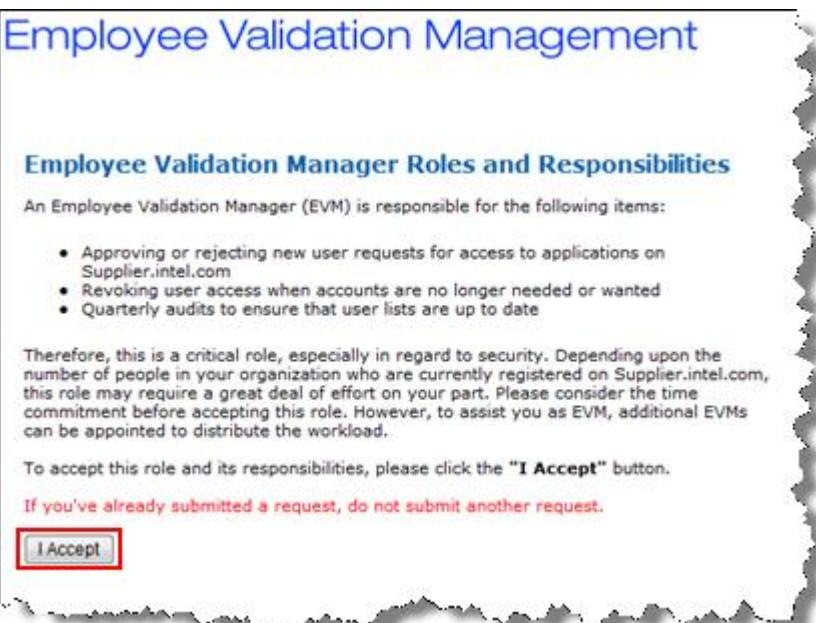
Description	<p>There are 2 types of access for Suppliers to access Web Suite. Standard Web Suite for High transaction volume suppliers more than 25 POs. Web Suite Lite is for less than 25 POs transaction volume suppliers with no existing websuite/EVM account.</p> <p>The steps below are for Standard Web Suite access to Web Invoice.</p>
Who performs	<p>Standard Web Suite: Intel® Suppliers</p> <p>Web Suite Lite: Intel buyers create the account. <i>The Login ID & Password will be sent to intended recipient via email upon the account creation.</i></p>
Pre-requisition	DUNS, Supplier ID, Tax ID, Intel Contact (Name and Email)

Standard Full Registration Process

Step	Action
1	<p>New suppliers need Web Invoice account to login to the application. User need to complete registration process at Supplier Portal to request new account.</p> <p>Note: Supplier Employee Validation Manager (EVM) validates access requests & re-validates quarterly that right employees have access. (Intel contact validates supplier EVM and re-validates every six months</p>
2	Enter Dun & Bradstreet D-U-N-S® Number of the local company you work. A 9-digit number recognized as a universal standard for identifying companies worldwide.
3	<p>Application must be approved by your company's Employee Validation Manager (EVM) who manages the company's user access and accounts, for full access. If your company does not currently have an EVM, you will be prompted to take this EVM role as part of your application.</p> <p>If you decline, your application will be on hold until a user from your company assumes that role.</p>
	Your application will be reviewed to approve/reject by Intel®. Rejection notice will have the application rejection reason.
4	<p>Supplier can Apply for Web Invoice access once Web Suite account is approved.</p> <p>Note: In Web Suite package, there are many applications, i.e. Web Invoice, Web PO, Payment Tracker, Web ASN & Forecast. Web Invoice is one of the application in Web suite.</p>

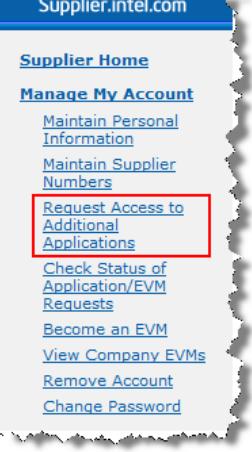
Employee Validation Manager Role

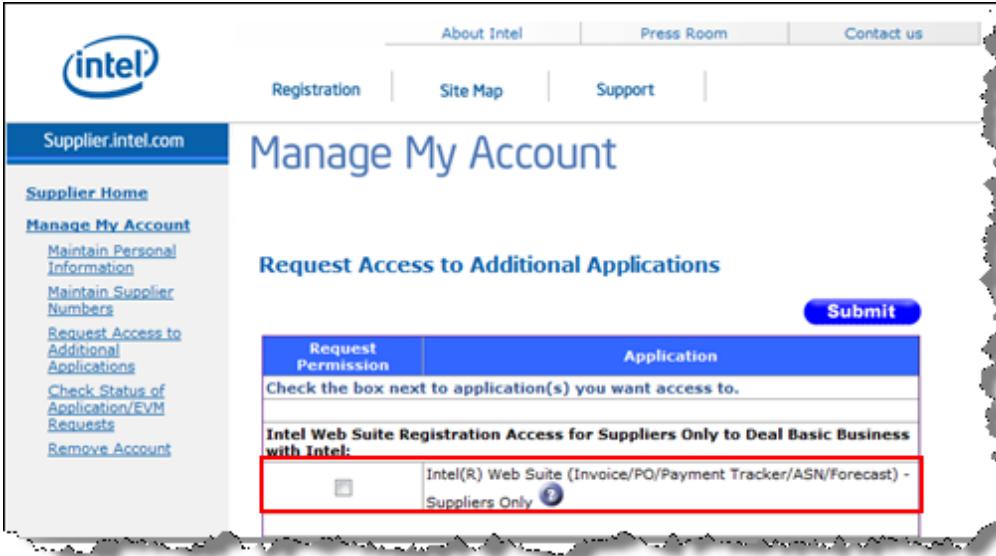
Step	Action
1	Go to https://supplier.intel.com/supplierhub/ site.
2	Click on Registration Information for Intel Suppliers. 
3	Click on Manage My Account link. User will be directed to supplier.intel.com site.
4	Enter Login ID and password and click on Submit button
5	Select Become an EVM. 

Step	Action
6	<p>Read the Roles and Responsibilities and click on I Accept button.</p>  <p>Employee Validation Manager Roles and Responsibilities</p> <p>An Employee Validation Manager (EVM) is responsible for the following items:</p> <ul style="list-style-type: none"> • Approving or rejecting new user requests for access to applications on Supplier.intel.com • Revoking user access when accounts are no longer needed or wanted • Quarterly audits to ensure that user lists are up to date <p>Therefore, this is a critical role, especially in regard to security. Depending upon the number of people in your organization who are currently registered on Supplier.intel.com, this role may require a great deal of effort on your part. Please consider the time commitment before accepting this role. However, to assist you as EVM, additional EVMs can be appointed to distribute the workload.</p> <p>To accept this role and its responsibilities, please click the "I Accept" button.</p> <p>If you've already submitted a request, do not submit another request.</p> <p>I Accept</p>
7	<p>Enter email address of your Intel Contact (e.g. Intel Buyer). The email will be sent to the Intel contact for review and approval.</p>

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Request access to Additional Application in Web Suite - Web Invoice

Step	Action
1	Go to https://supplier.intel.com/supplierhub/ site.
2	Click on Registration Information for Intel Suppliers. 
3	Click on Manage My Account link. User will be directed to supplier.intel.com site.
4	Enter Login ID and password and click on Submit button.
5	Select Request Access To Additional Applications. 

Step	Action
6	<p>Click the Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only checkbox.</p> 
7	<p>Click on the Submit button.</p>
*	<p>The access request form will display. 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.</p>
	<p>Once you submit the request, it will be routed to your company's EVM for approval. Only after EVM approval it will route to Intel for processing.</p> 

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