



How to Setup Web Invoice

Intel Information Technology

Job aid


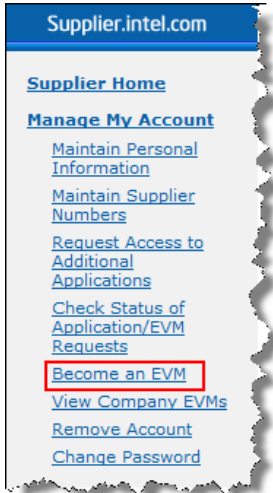
Revision May 23, 2012

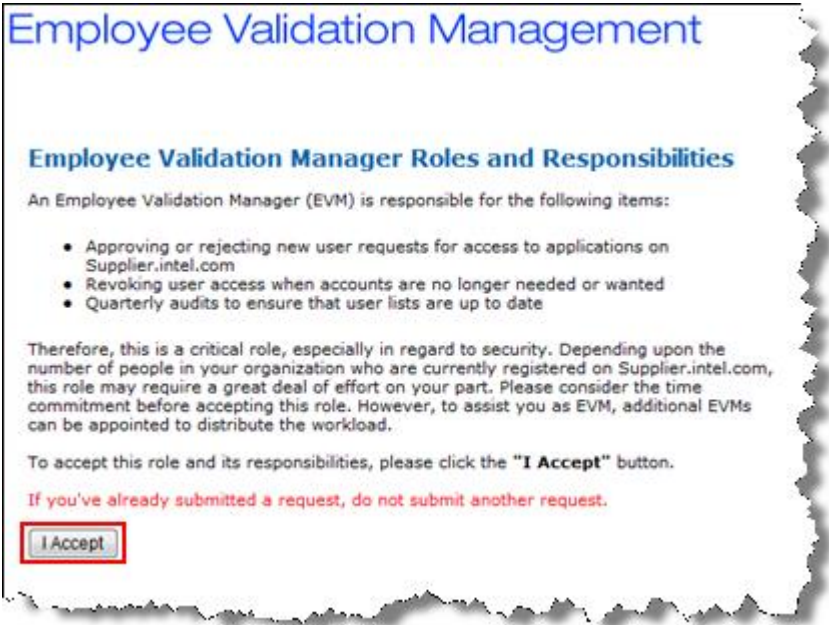
Description	<p>There are 2 types of access for Suppliers to access Web Suite. Standard Web Suite for High transaction volume suppliers more than 25 POs. Web Suite Lite is for less than 25 POs transaction volume suppliers with no existing websuite/EVM account.</p> <p>The steps below are for Standard Web 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	<p>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.</p>
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>
	<p>Your application will be reviewed to approve/reject by Intel®. Rejection notice will have the application rejection reason.</p>
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>


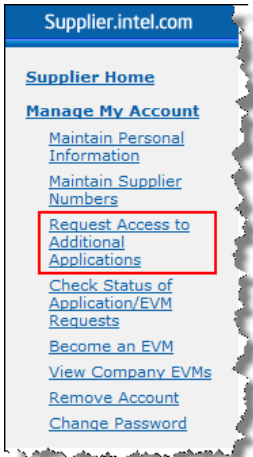
Employee Validation Manager Role

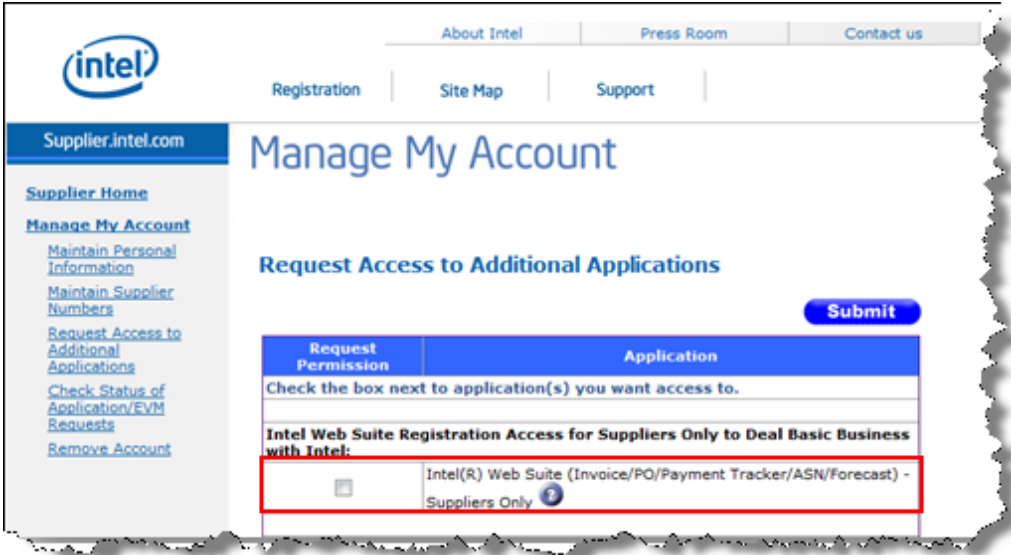

Step	Action
1	Go to https://supplier.intel.com/supplierhub/ site.
2	<p>Click on Registration Information for Intel Suppliers.</p>  <p>The screenshot shows the 'Supplier Login' page. A red box highlights the link 'Registration Information for Intel Suppliers'. Below this link are three sections: 'Environment' with links for 'Conflict Free Minerals (pdf)', 'Construction', 'Env Health & Safety', and 'Sustainable Procurement'; 'Social' with links for 'Supplier Diversity' and 'Human Rights'; and 'Governance' with links for 'Business Continuity', 'Contingent Workforce', 'Electronics Industry Code of Conduct', 'Ethics/Code of Conduct', and 'Supplier Quality'.</p>
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	<p>Select Become an EVM.</p>  <p>The screenshot shows the 'Supplier Home' page. Under the 'Manage My Account' section, the link 'Become an EVM' is highlighted with a red box. Other links in the same section include 'Maintain Personal Information', 'Maintain Supplier Numbers', 'Request Access to Additional Applications', 'Check Status of Application/EVM Requests', 'View Company EVMs', 'Remove Account', and 'Change Password'.</p>

Step	Action
6	<p>Read the Roles and Responsibilities and click on I Accept button.</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	<p>Click on Registration Information for Intel Suppliers.</p> 
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	<p>Select Request Access To Additional Applications.</p> 

Step	Action
6	<p>Click the Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only checkbox.</p> 
7	Click on the Submit button.
*	<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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