

Intel Learning Supplier User Guide

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Purpose of User Guide

This guide is meant to provide the necessary information to access and navigate Intel Learning.

What is Intel Learning?

[Intel Learning](#) is Intel's Supplier Learning Management System (LMS) accessed through the [Intel Supplier Portal](#) (i.e., supplier.intel.com). It is a secure web-based supplier training portal that is accessible to:

- Intel Supplier
[Register](#) or [sign in](#) at [Intel Supplier Portal](#).

Intel Supplier Portal Registration

You can access Intel Learning using the [Intel Supplier Portal](#). If you are new to the [Intel Supplier Portal](#) and wish to request access to secure content, i.e., Intel Learning, please access the [Supplier Registration home page](#).

Note: All Intel Suppliers or Trading Partners must be registered.

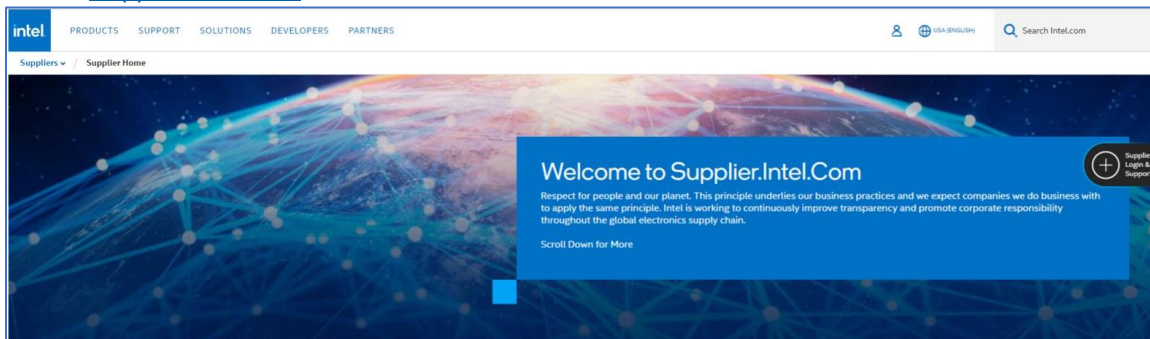
[Intel Supplier Registration](#) – Select this option if you work for a Supplier to Intel and will be accessing transactions related to your company only.

Please visit [Registration Help](#) (intel.com) or [Self Help](#) (supplier.intel.com) for additional information.

For more in-depth training and information on Supplier Presence Site standard registration process, please visit [/elearning/SPS_Registration_External/index.aspx](#).

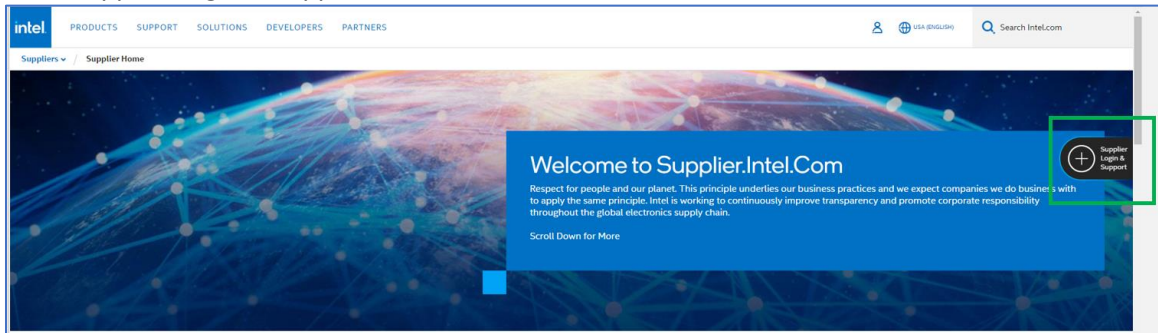
How to Register as an Intel Supplier

1. Access Supplier.intel.com.



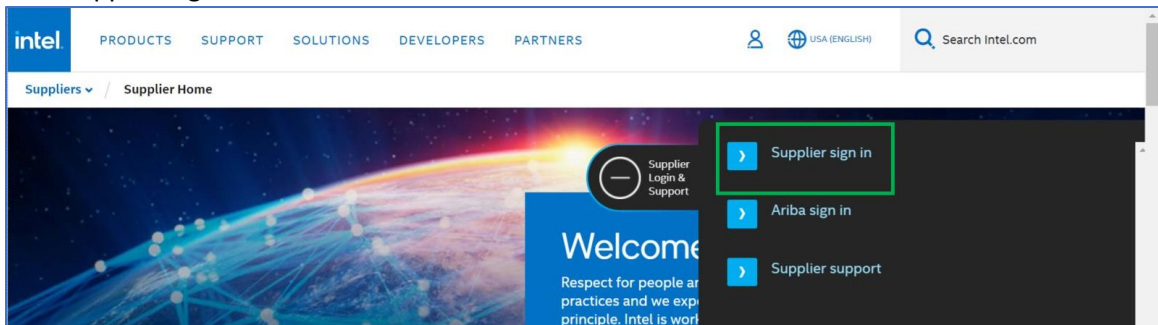
Result: The Welcome to Supplier.Intel.Com site is displayed.

2. Click 'Supplier Login & Support'.



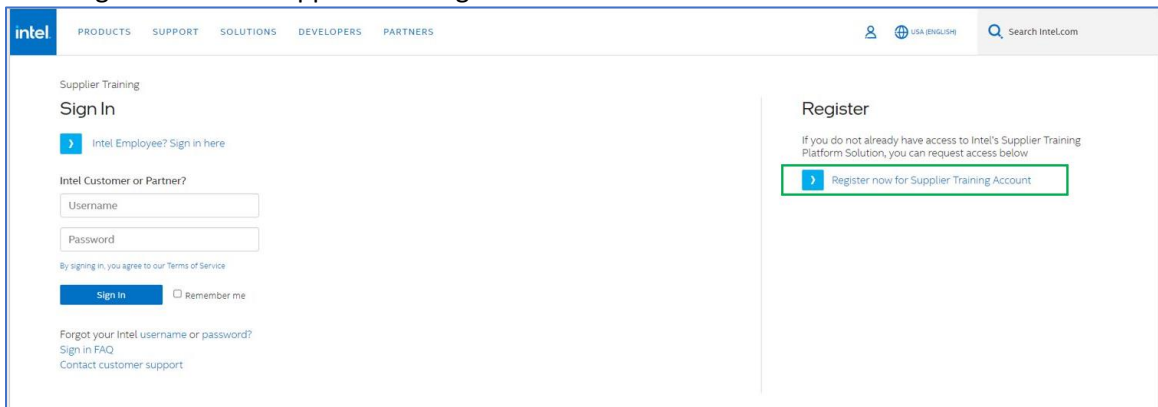
Result: The Supplier Training Sign In page is displayed.

3. Click Supplier sign in.



Result: The Supplier Training Sign In page is displayed.

4. Click Register now for Supplier Training Account.



Result: The Registration page is displayed.

5. Select 'I am an Intel Supplier'. Click Next.

The screenshot shows the 'Registration' page on the Intel Supplier portal. The header includes the Intel logo, 'Supplier.intel.com', and navigation links for Site Map, Support, Register, and Sign In. A left sidebar lists 'Registration', 'Supplier Registration', 'Intel Employee and Contingent Worker Registration', and 'Registration Help'. The main content area is titled 'Registration' and asks 'What type of user are you?'. Two options are presented: 'I am an Intel Supplier' (selected with a radio button) and 'I am an Intel Employee or Contingent Worker'. The 'Intel Supplier' option includes a list of requirements: 'You will need:' (Dun & Bradstreet D-U-N-S Number, Tax/VAT /Company Reg. Number) and 'Your company will need:' (An Employee Validation Manager (EVM) to approve your access). A 'Next' button is at the bottom.

Result: The Supplier Registration - Overview page is displayed.

6. Click Begin.

The screenshot shows the 'Supplier Registration' 'Overview' page. The header and sidebar are consistent with the previous page. The main content area has a progress bar with four steps: 1 Overview, 2 Applications, 3 Account Information, and 4 Next Steps. A 'Begin' button is highlighted. Below the progress bar, the 'Overview' section contains 'Information to gather before you start' (listing Dun & Bradstreet D-U-N-S Number, Tax/VAT /Company Reg. Number, and applications to request) and 'Steps to register an account' (a six-step process from selecting applications to getting approved by Intel).

Result: The Supplier Registration – Account Information page is displayed.

7. Provide the required account information. Click Next.

The screenshot shows the 'Provide required account information' page. The header and sidebar are consistent. The main content area has a progress bar with four steps: 1 Overview, 2 Applications, 3 Account Information (active), and 4 Next Steps. The 'Provide required account information' section is highlighted. It includes 'Selected application(s)' (Supplier Training - Quality Program) and 'Personal Information' fields: Given Name (First Name), Middle Name, Family Name (Surname), User ID, Email Address, Re-Enter Email Address, Country of Residence (dropdown), Wired Phone Number, and Wireless Phone Number. Below these are 'Additional information required for your access' fields, including Local D&B D-U-N-S Number. A 'Next' button is at the bottom.

Result: The Supplier Registration – Next Steps page is displayed.

8. Check your email account to complete setting up your password.



[Site Map](#)
[Support](#)
[Account](#)
[Sign Out](#)

[Supplier.intel.com](#)

Supplier Registration

[1 Overview](#)
[2 Applications](#)
[3 Account Information](#)
[4 Next Steps](#)

Next Steps

1. Set your password

A message will be sent to the email address you provided. Click the link in the message to confirm your account and to set a password.
If you don't receive the email, go to [signin.intel.com](#) and click Help.

2. Get Approved by your EVM

Your company's Employee Validation Manager (EVM) must approve your application access request. You will receive an email when your request has been reviewed.

Until your request is approved, you may still sign into Supplier.intel.com. To see the list of EVMs for your company and to send an email, sign in, then go to Manage My Account and "View Company EVMs".

[Sign In](#)

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☐ [noreply@intel.com](#)
☐ [supplier.presence.site.notification](#)

Password change confirmation

Activate your new Intel account

HTML	JSON	RAW	LINKS	ATTACHMENTS
 New account activation Dear PRCU test1, Your Intel account has been successfully created with User ID: ABC123. To activate your account, please see Set password If the Set password button above does not work, click or paste the following link in your web browser's address bar = EAAAM4HG27DQ5zQxK%2bv05PP0paIqKp8InKCzcmR4Nt5Plu5KYhKx93QI%2b3AkMj8Nd5x0UGzD/ To prevent this account from being automatically deleted, please log in within the next 6 weeks. Need help?				

Result: The Manage My Account page is displayed.

Note: Once your password is set, you shall have access to manage your account.

9. Click Manage My Account.



[Site Map](#)
[Support](#)
[Account](#)
[Sign Out](#)

[Supplier Intel.com](#)

[Contact Us / Support](#)
[Accounts Payable](#)
[Intel® Payment Tracker](#)
[Intel® Web Invoice](#)
[Contingent Workforce Supplier Policy](#)
[Intel® Routing Guide](#)
[Intel® Web Forecast](#)
[Intel® Web PO](#)
[Manage My Account](#)
[Materials Auto Replenishment](#)
[Close Prompt Detail](#)
[Close Prompt Summary](#)
[Materials Engineering](#)
[Product Data Management](#)
[Training Toolbox](#)
[Training Toolbox](#)

Welcome to Your Supplier Information

WELCOME

Your Notifications

Subject	Priority	Date	Remove
Remove Selected Notifications			

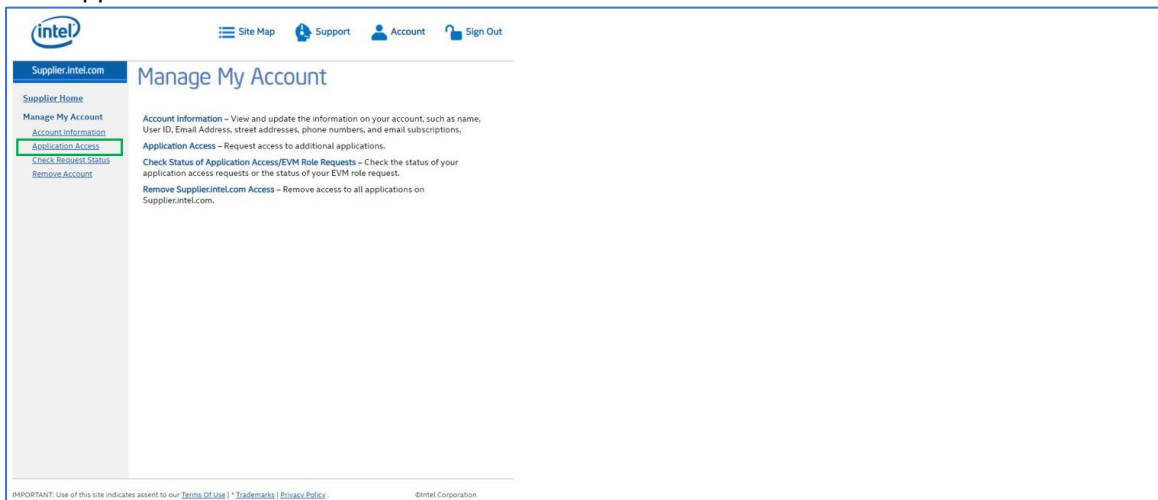
Your News

Subject	Date	Remove
Annual Supplier Expectations Message from Dr. Ranjith Thakur, Intel Chief Supply Chain Officer	12/2/2020	☐
Applicability of Withholding Tax (WHT) for transactions with Non-Resident Suppliers	7/5/2021	☐
Description on Quote, PO, and Commercial Invoice Requirement for LE763 and LE766	7/21/2021	☐
Hardware Invoice Submission for Vietnam Entities (LE763 & LE766) during Covid-19 Pandemic	7/27/2021	☐
Two Intel Corporation legal entities are changing names effective May 2021 - Your action may be required	7/27/2021	☐

[Remove Selected News](#)

Result: The Manage My Account page is displayed.

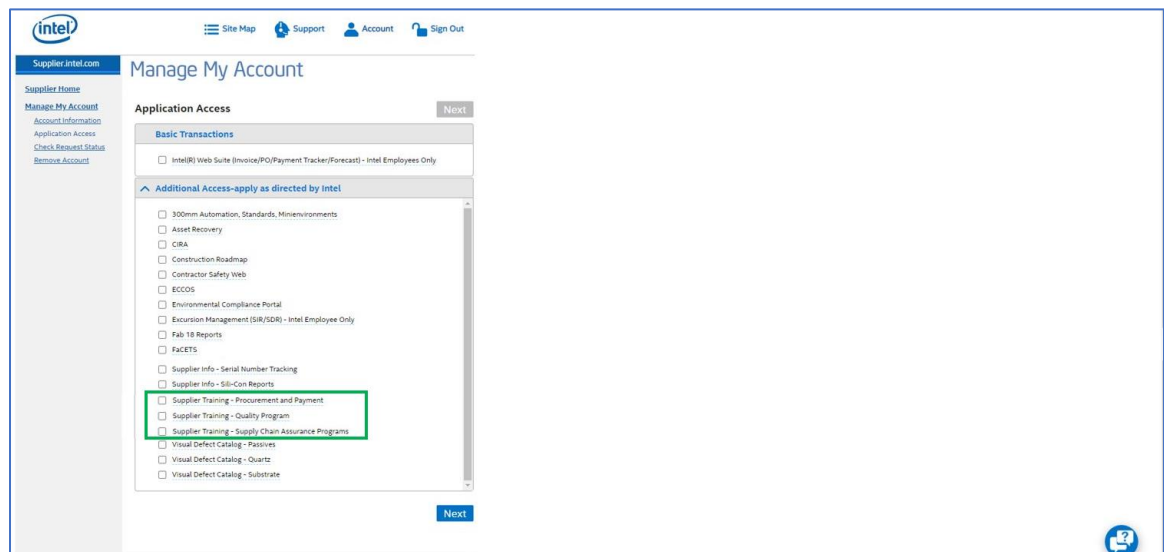
10. Click Application Access.



Result: The Manage My Account – Application Access page is displayed.

11. Select the appropriate training program(s). You can select one or more training programs based on your job function and training needs before clicking the Next button as a final step.

- ☐ **Supplier Training – Procurement & Payment:** Selection intended for suppliers to learn more about Intel's PO to Pay Process.
- ☐ **Supplier Training – Supply Chain Assurance Programs:** Selection intended for Suppliers to access Corporate Social Responsibility related courses.
- ☐ **Supplier Training – Quality Program:** Selection intended for Supplier access to Org specific mandatory curriculum. Suppliers please be advised that our Quality Program team is working to reconcile Learner course credits with the migration from On24 to Intel Learning. If you find that Quality curriculum credits are missing, please contact the Quality team at gsc.supplier.training@intel.com for resolution.

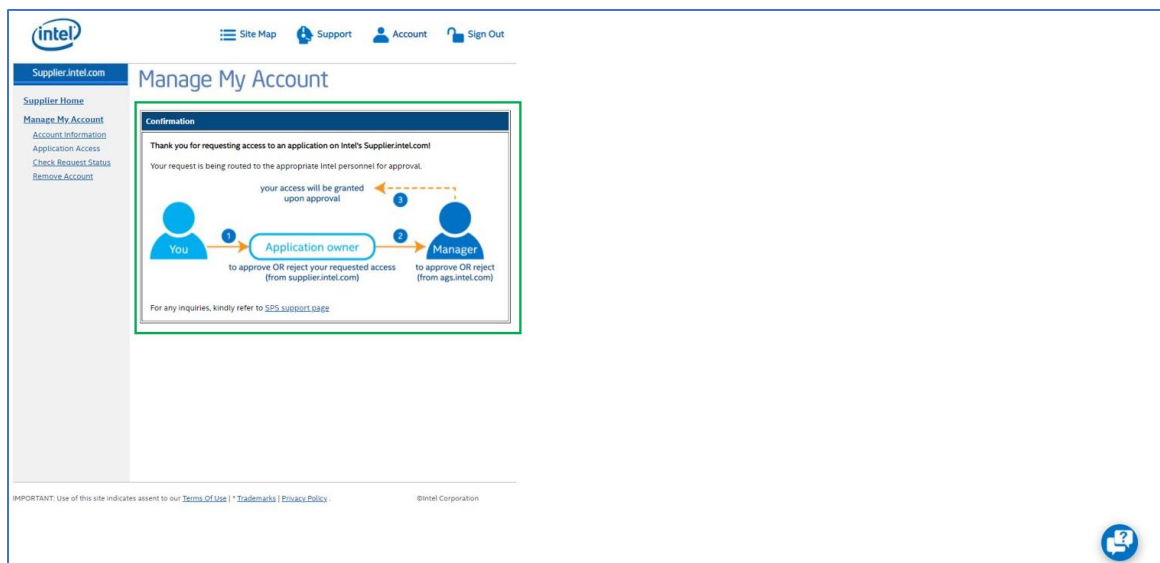


Result: The Manage My Account – Confirmation page is displayed.

12. Click on Check Request Status.

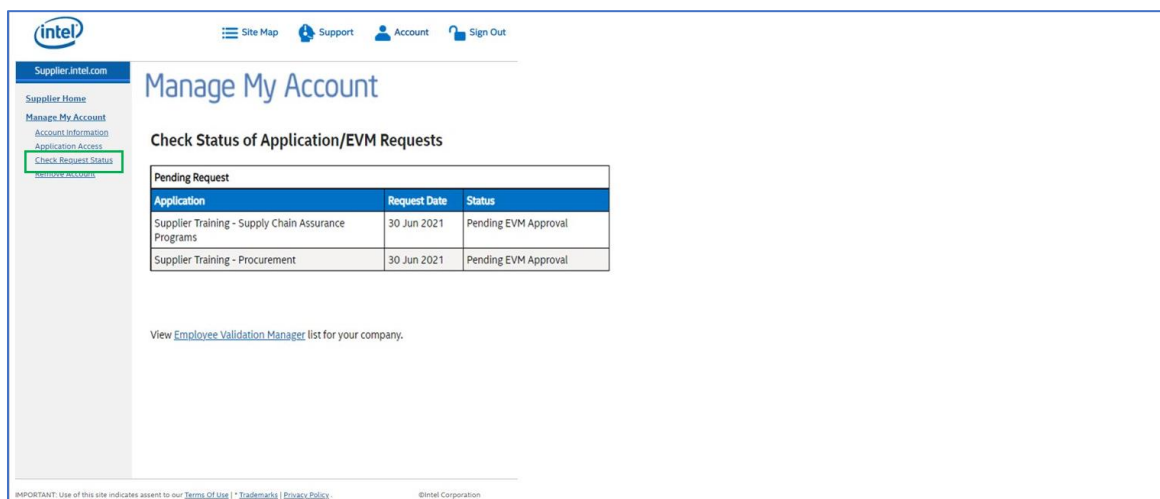
Note: Your request is routed to the appropriate Intel personnel for approval.

- Your request will then be routed first to your company EVM who will validate that you are a current employee and should have access to this application tool you are requesting.
- If approved by the EVM, the request is then routed to Intel.



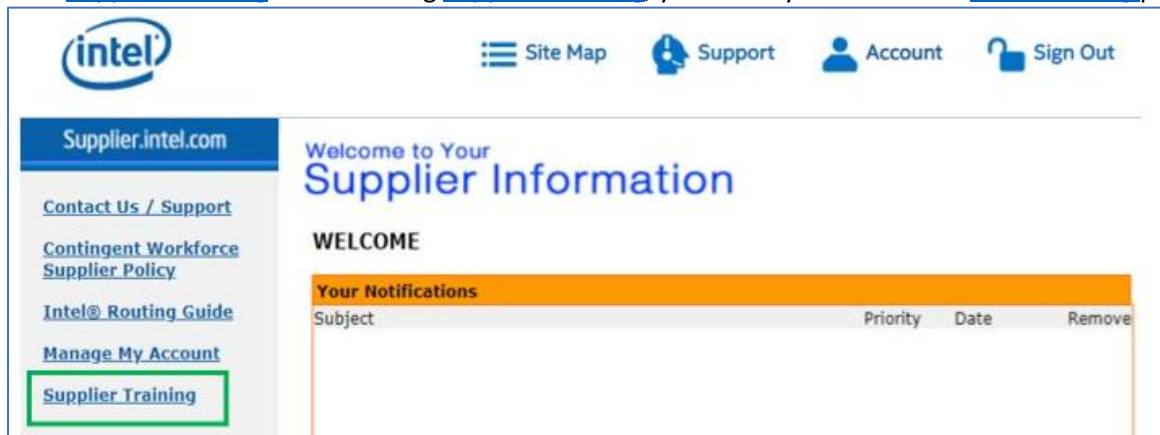
Result: The Manage My Account – Check Status of Application/EVM Requests page is displayed.

13. Check Status of Application/EVM Requests page.



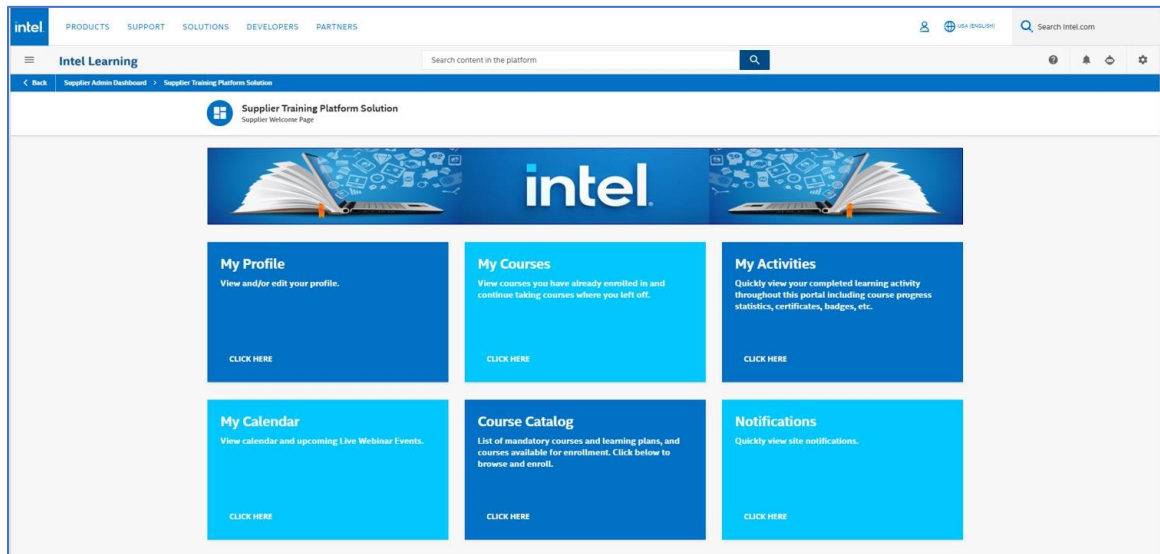
Result: The Supplier Training link will be visible once approved.

14. Click [Supplier Training](#). After clicking [Supplier Training](#), you'll find yourself on the [Intel Learning](#) portal.



Result: The Intel Learning - Supplier Training Platform Solution homepage is displayed.

15. The first time you access Intel Learning, you will need to update your Personal Information located in My Profile.

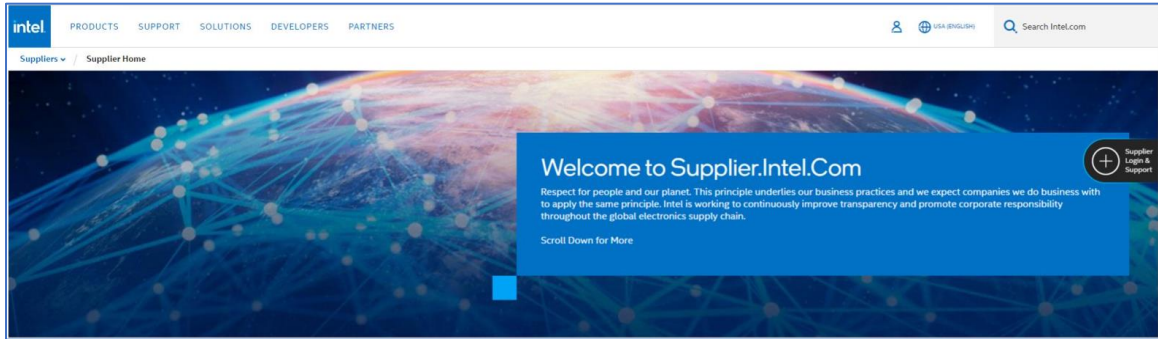


Intel Supplier Portal Account Sign In

You can access [Intel Learning](#) as an Intel Supplier or Intel Employee with your **existing** [Intel Supplier Portal Account](#) .

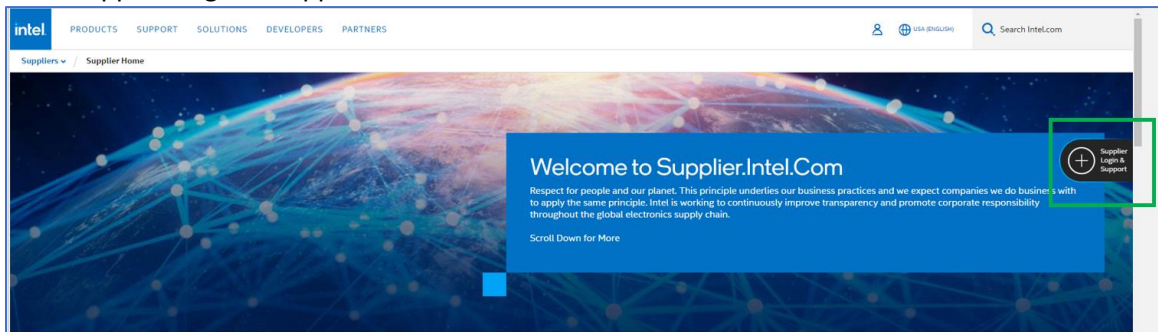
Sign In as a Registered Intel Supplier

1. Access supplier.intel.com.



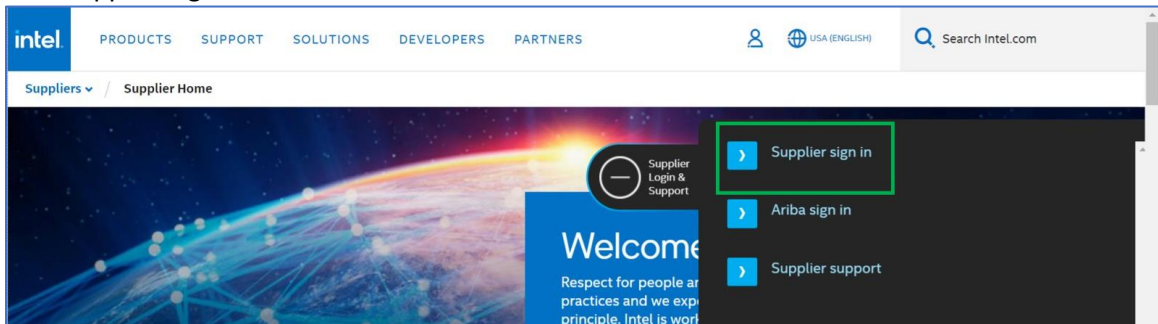
Result: The Welcome to Supplier.Intel.Com site is displayed.

2. Click 'Supplier Login & Support'.



Result: The Supplier Training Sign In page is displayed.

3. Click Supplier sign in.



Result: The Welcome to Your Supplier Information page is displayed.

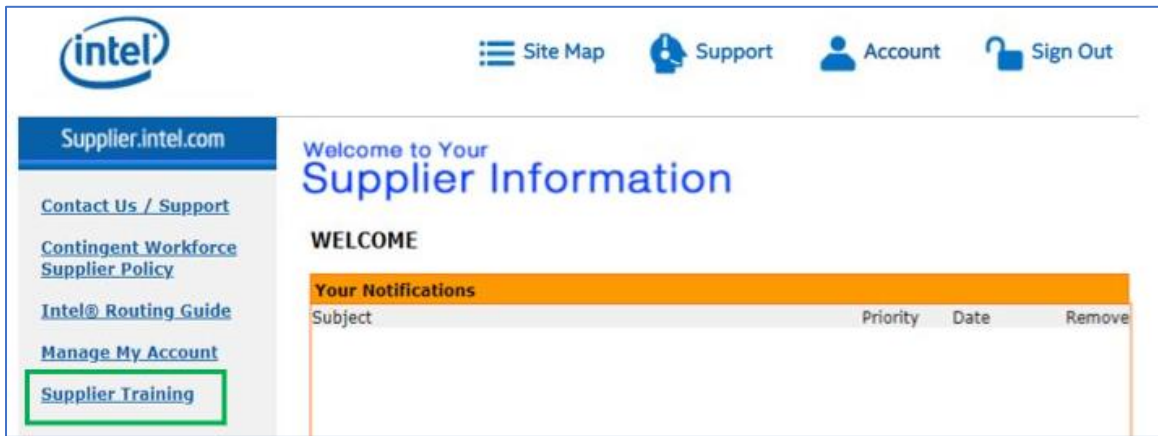
4. Sign In with your Username or Email and Password.

Note: If you are unable to sign in, please visit [Sign in FAQ](#). If you have not created an Intel Supplier Portal account, visit [Registration](#).

First Time Accessing Intel Learning

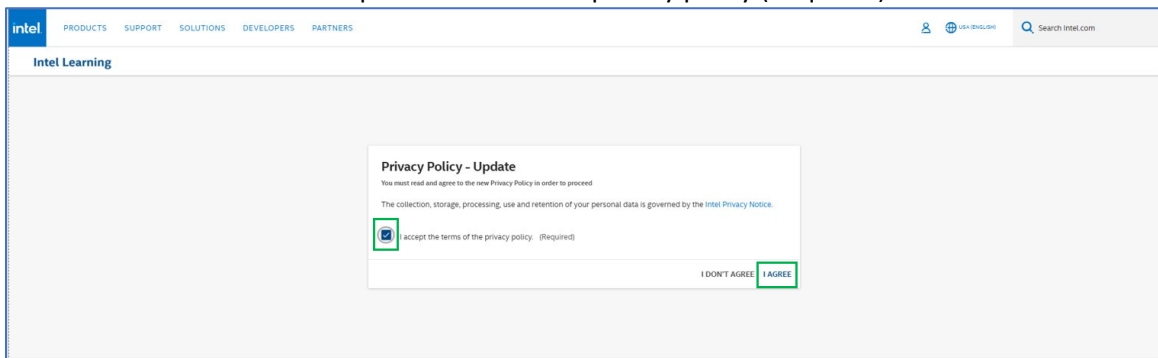
The first time you access Intel Learning, a Privacy Policy update and Terms & Conditions acknowledgement is required. Once you accept and agree to both, you will have access to Intel Learning.

1. Click [Supplier Training](#). After clicking [Supplier Training](#), you'll find yourself on The Intel Learning - Supplier Training Platform Solution Welcome page.



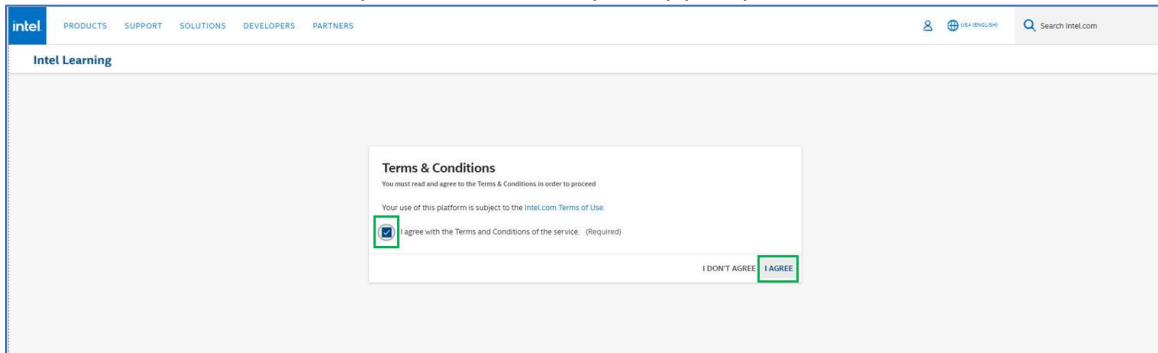
Result: The Privacy Policy – Update page is displayed.

2. Select the radio button 'I accept the terms of the privacy policy (Required)' and click I AGREE.



Result: The Terms & Conditions page is displayed.

3. Select the radio button 'I accept the terms of the privacy policy and click I AGREE.



Result: The Update Your Personal Info is displayed.

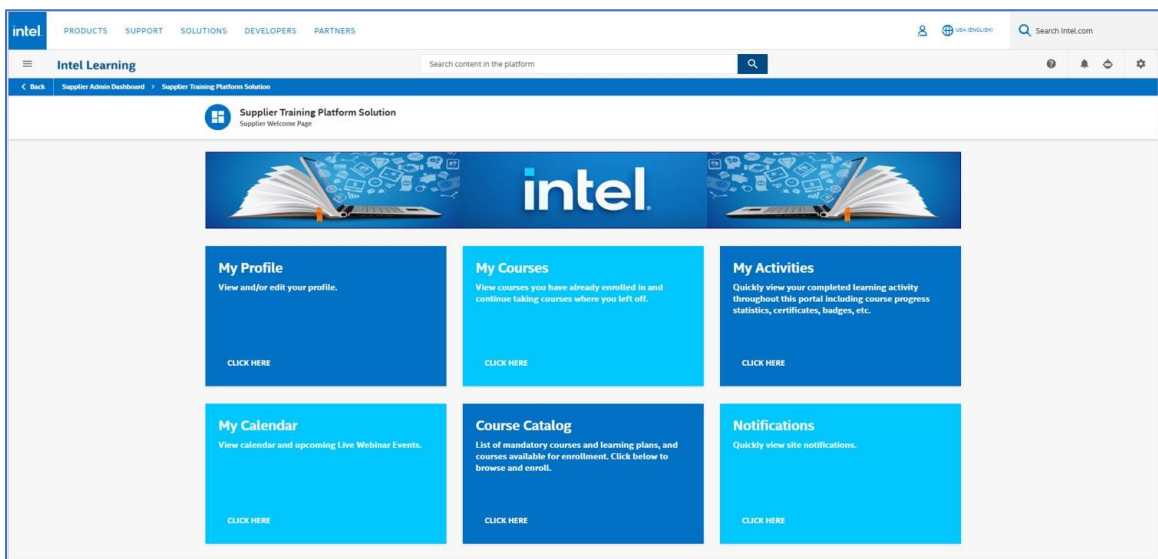
4. Complete the information as listed below and then Click Update.
Intel GSC Org (required)' using the dropdown menu.

Note: If you requested access to the GSC QnR Training Program, you must select the 'Intel GSC Org' that you support using the dropdown menu. Please contact your Intel Representative if you DO NOT know the information.

- a. Supplier Local ESD ID (Required) = Please contact your Intel Representative if not known
- b. Company Name = Enter the official name of your company

Result: The Intel Learning - Supplier Training Platform Solution homepage is displayed.

5.



Navigating Intel Learning Supplier Welcome Page

After logging in, you'll find yourself on the [Intel Learning](#) - Supplier Training Platform Solution homepage. When you navigate away from your homepage, you can always return here at any time, by clicking 'Intel Learning' in the top left corner of the page. Below is an outline of the site:

Search bar

The search bar at the top of your homepage lets you search for courses, learning plans, content, assets, and catalogs within the platform.

Tiles (available pages)

You will find a list of all the available pages in your portal:

- My Profile – View and/or edit your profile.
- My Courses – View courses you have already enrolled in and continue taking courses where you left off.
- My Activities – Quickly view your completed learning activity throughout this portal, including course progress, statistics, certificates, badges, etc.
- My Calendar – View calendar and upcoming Live Webinar events.

- Course Catalog – List of mandatory courses and learning plans, and courses available for enrollment.
- Notifications – Quickly view site notifications.

Note: The pages are also available in the User Menu. Select the User Menu, 3-line menu icon (≡) displayed next to Intel Learning.

Gamification

Click the trophy icon (🏆) to view information related to badges, leaderboards, points, and coins in your platform. Badges, points, and coins are earned by completing actions in your platform, such as completing a course or a series of courses. This icon allows you to quickly access your Badges and Points page as well as the Rewards Marketplace. To learn more about gamification in your platform, refer to the corresponding sections in this user guide.

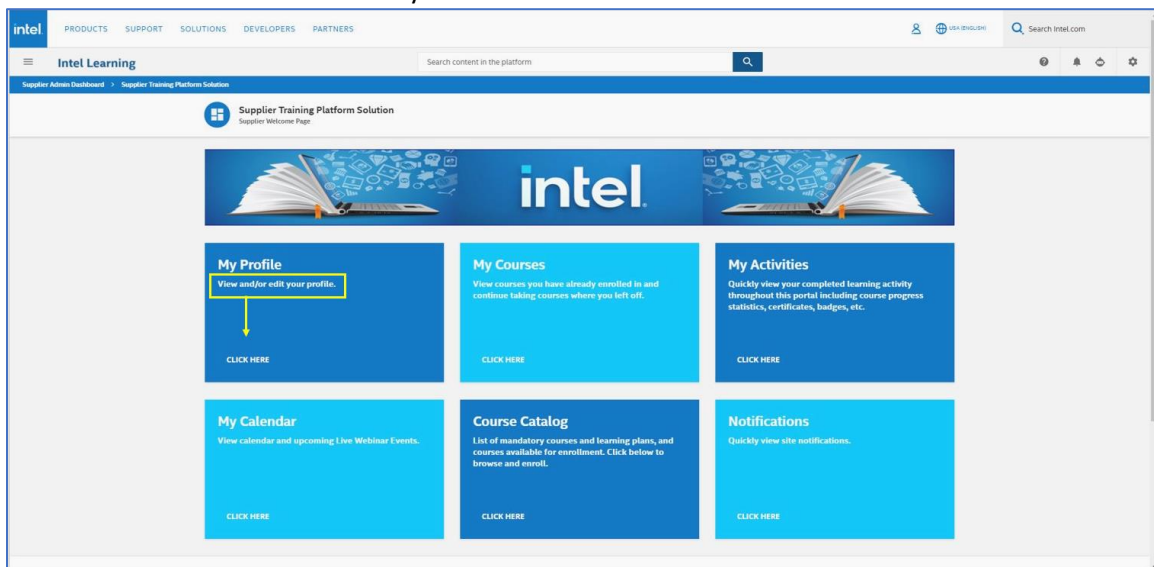
Notifications (Announcements)

Click the bell icon (🔔) to quickly view site announcements/notifications, i.e., scheduled downtime, etc.

View or Edit My Profile at Intel Learning

You have two options to access My Profile:

1. Select the User Menu, 3-line menu icon (≡) displayed next to Intel Learning then click on the pencil icon (✎) or select CLICK HERE within the My Profile tile.



Result: Intel Learning – My Profile page is displayed.

2. Edit your personal info, preferences, etc.

The screenshot shows the 'My Profile' page in the Intel Learning platform. The left sidebar contains a menu with 'Personal Info', 'Preferences', and 'Conditions of Use'. The main content area is titled 'Personal Info' and includes an 'Avatar' section with a placeholder image and a 'SELECT IMAGE' button. Below this is a 'Details' section with input fields for 'Username', 'User Level', 'First Name', and 'Last Name'. The 'Username' field is currently disabled.

Result: Profile details are edited.

3. Click Save changes.

The screenshot shows the 'My Profile' page with the 'Preferences' section selected in the sidebar. The main content area is titled 'Preferences' and includes a 'Language' dropdown menu. The dropdown is open, showing options: 'Danish', 'Dutch', 'English', and 'English UK'. A 'SAVE CHANGES' button is highlighted with a green box.

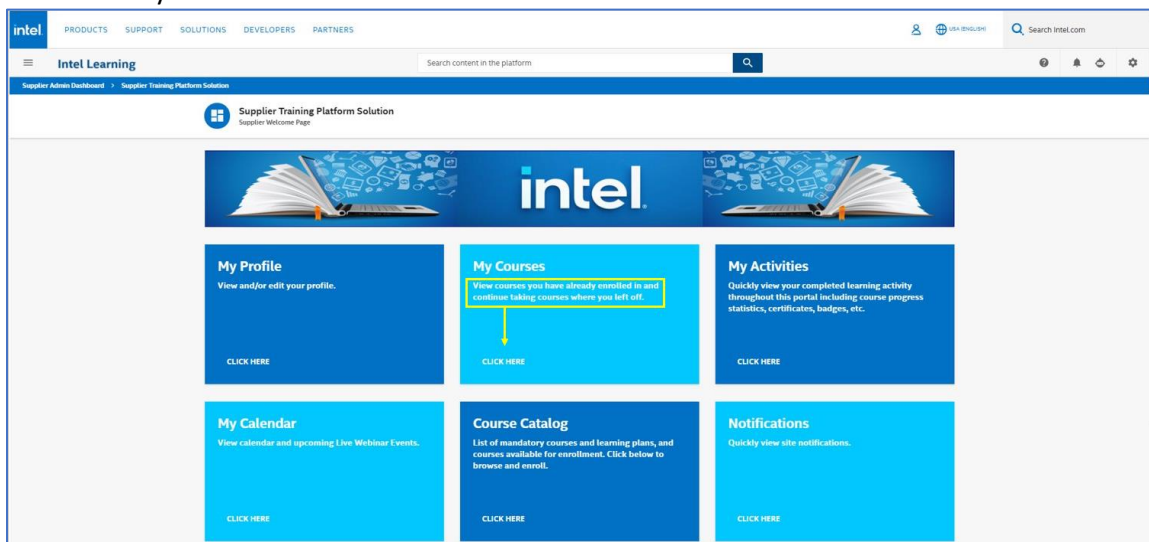
Result: Profile details are saved.

View My Courses at Intel Learning

The mandatory and optional Courses and Learning Plans are displayed on this page.

Note: The application access you have, will determine the program specific training courses and curriculum available to you.

1. Select the My Courses tile and click on CLICK HERE.



Result: The My Courses page is displayed.

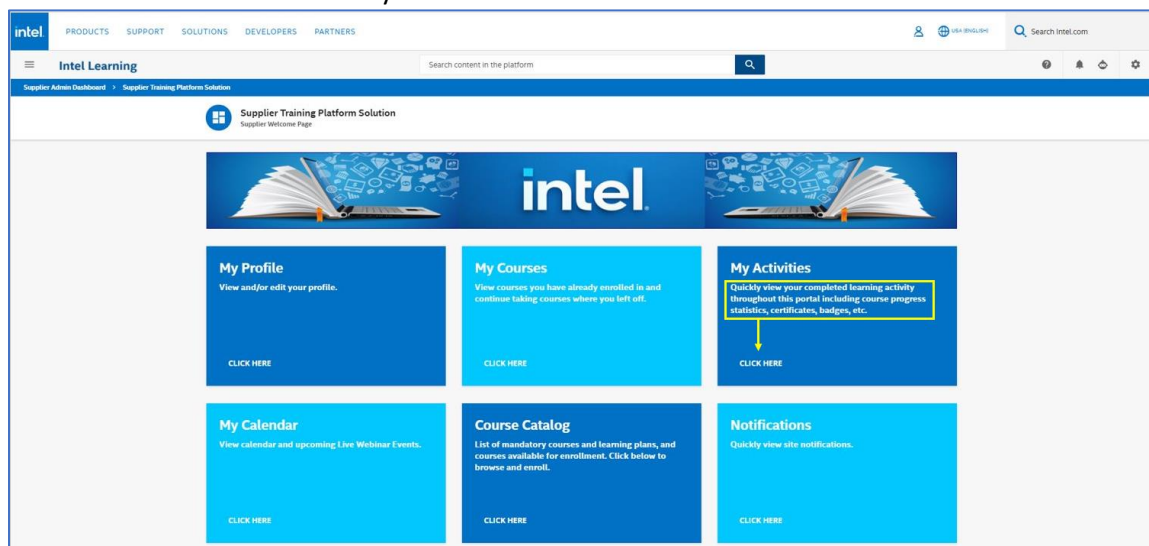
Note: The page identifies courses you have Completed, In Progress, or Not Started.

2. Read the following information about grandfathered Quality course credits:
 - If you had completed a Quality course in On24, SharePoint Online Site (our Interim platform Jan'21 - Aug'21), or via any GSC QnR led training session, your profile will reflect those credits and you should see those courses in your "Completed Courses" section.
Note: You will NOT be granted credit for partially completed courses (i.e., you completed only Part #1 of a 4-part curriculum).
 - If you find credits are missing for courses you have completed in the past, please contact gsc.supplier.training@intel.com and provide following information: Name on account, company name, email, GSC org affiliation, course name, and proof of course completion* (*if available).

View My Activities at Intel Learning

This page will track your overall progress within the site.

Select CLICK HERE within the My Activities tile.

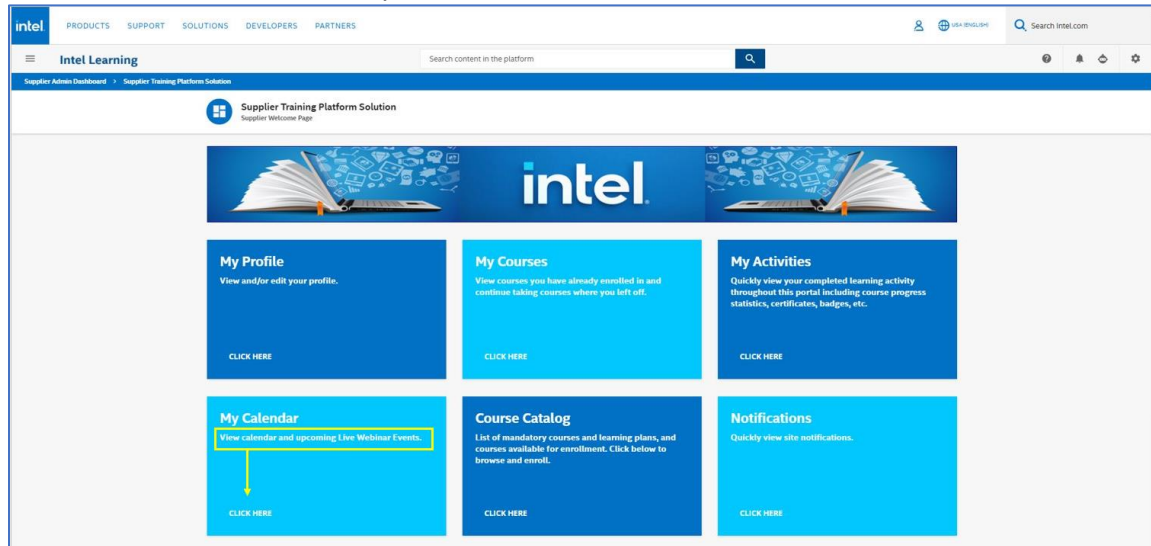


Result: The My Activities page is displayed.

View My Calendar at Intel Learning

You can view a calendar listing of all the courses in which you are enrolled on a day-to-day basis. The calendar feature is used to showcase upcoming Live Webinar events. However, it will also show you other upcoming virtual events as well.

Select **CLICK HERE** within the My Calendar tile.



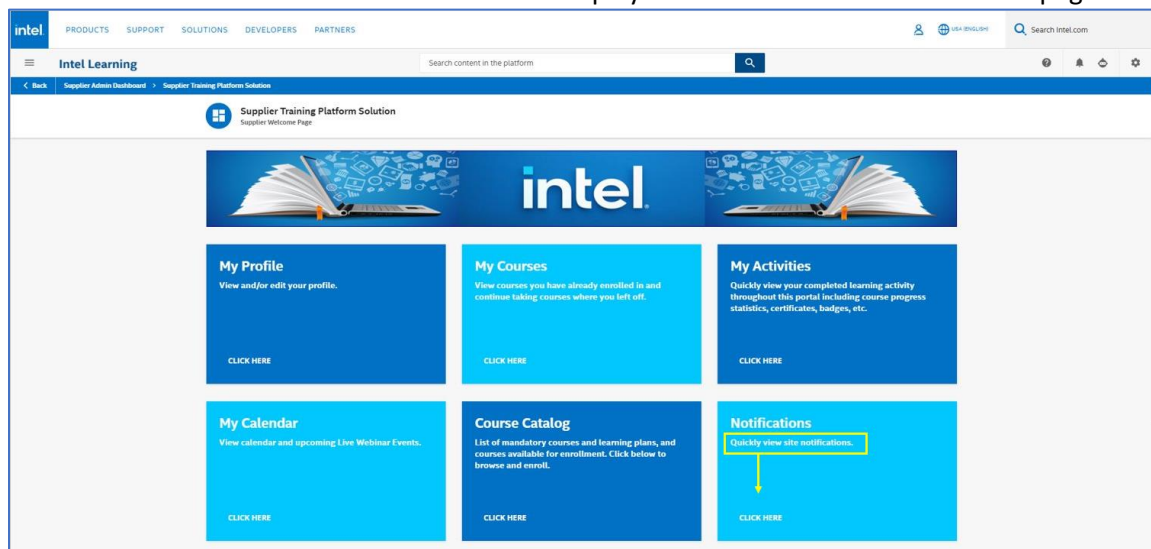
Result: The My Calendar page is displayed.

View Notifications (Announcements) at Intel Learning

You can view your notifications at any time. Click the bell icon (🔔) to view your recent notifications. If you have any unread notifications, a small number appears over the icon to indicate the number of notifications that you have yet to read. Press the View Full Notifications Page item at the bottom of the slide-out panel to see all notifications. On the top of the main Notifications page, you can use the option to see only unread notifications, or you can mark all notifications as read. Press the bell icon (🔔), the notification tile or the View Notification item to read the notification.

Note: You will receive notification emails when Quality course material gets refreshed. Also, you will receive a notification email when 3-years have passed since you last completed a Quality Certification course.

Select **CLICK HERE** within the Notifications tile displayed in the dashboard on the homepage.



Result: The Notifications page is displayed.

Sign Out of Intel Learning

To sign out of the Intel Learning portal, select the User Menu, 3-line menu icon (≡), displayed next to Intel Learning then click Sign Out.

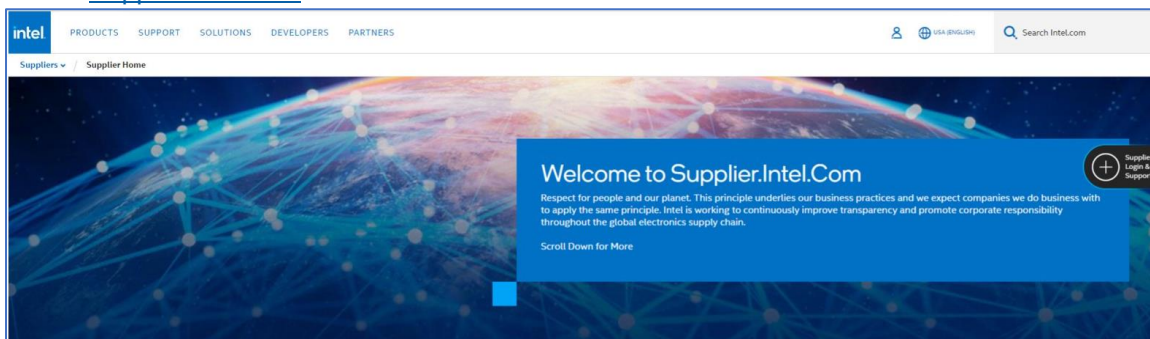
Technical Support for Intel Learning

Please visit [Supplier Self Help Overview](#) for most of your questions or [Submit a Service Request Form](#).

Visit Supplier [Self Help Articles](#) , which provides articles (only available for registered Supplier Presence Site users) and Request for Help.

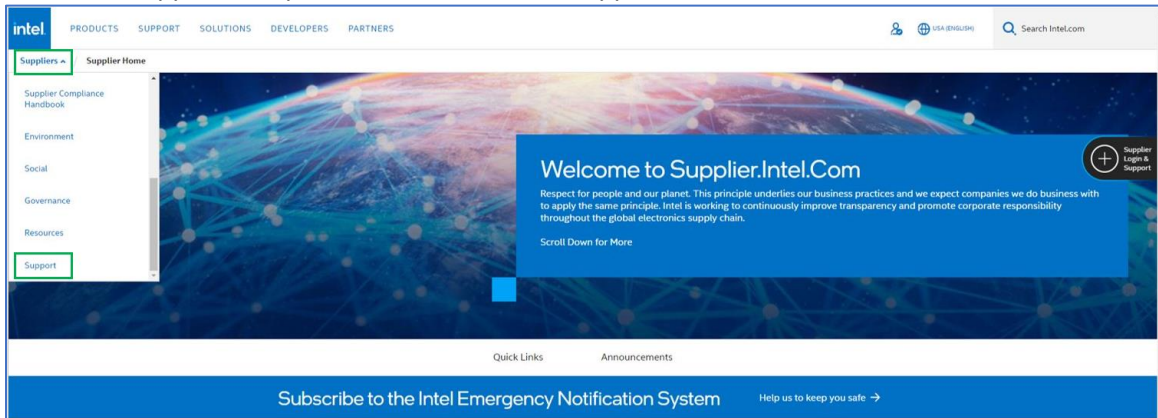
Contact Support

1. Access [Supplier.intel.com](https://supplier.intel.com).



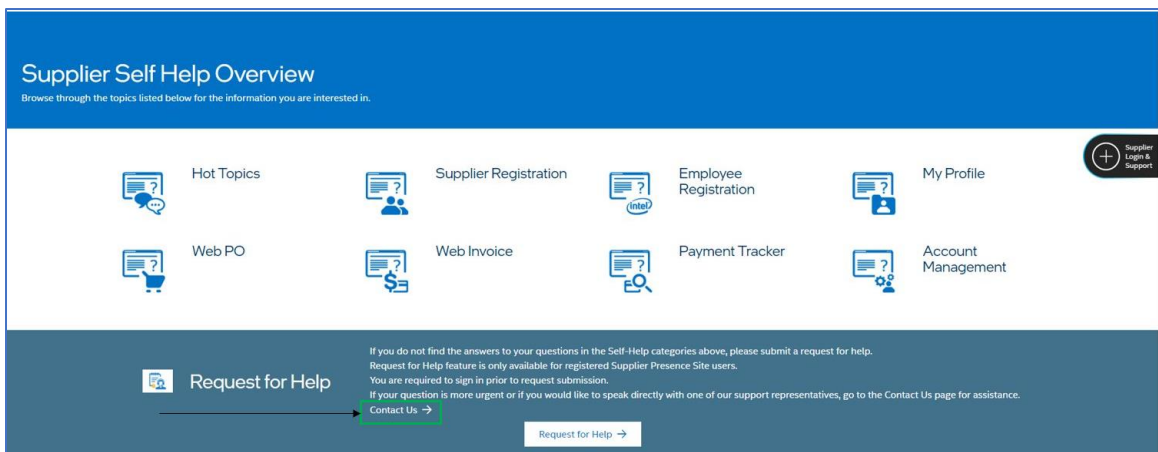
Result: The Welcome to Supplier.Intel.Com site is displayed.

2. Select the Suppliers drop down list and click on Support.



Result: The Supplier Self Help Overview page is displayed.

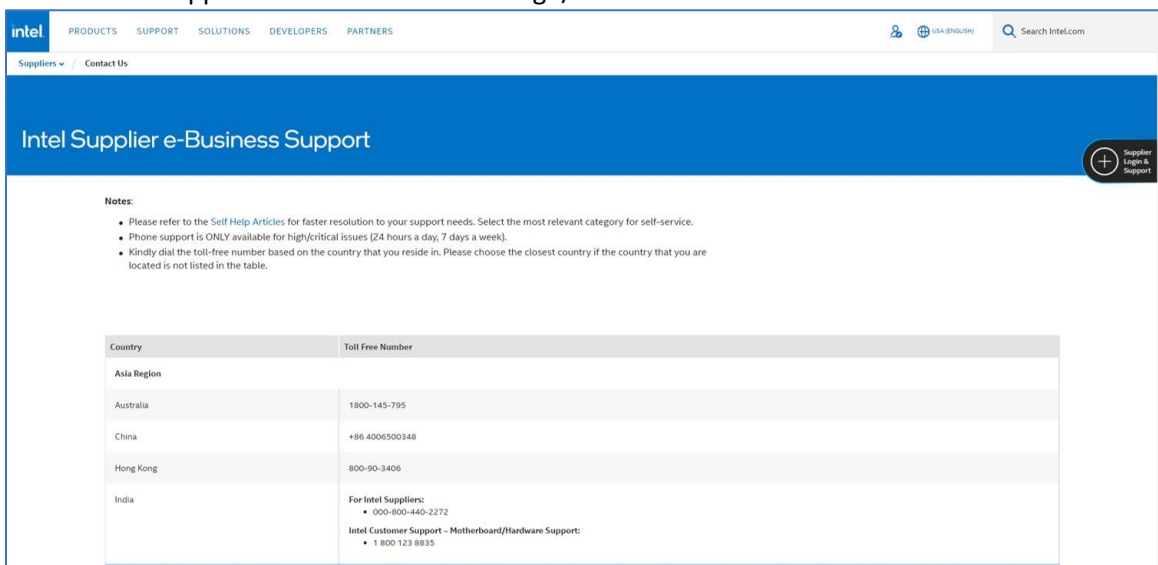
3. Click on Contact Us.



Result: The Intel Supplier e-Business Support page is displayed.

4. Refer to the [Self Help Articles](#) for faster resolution for your support needs.

Note: Phone support is ONLY available for high/critical issues.



The information in this document is subject to change without notice.