



## Do you know your Supplier number?

- [What is a Supplier number?](#)

Intel's unique identifier for each supplier location that referred with a 10-digit identifier number.

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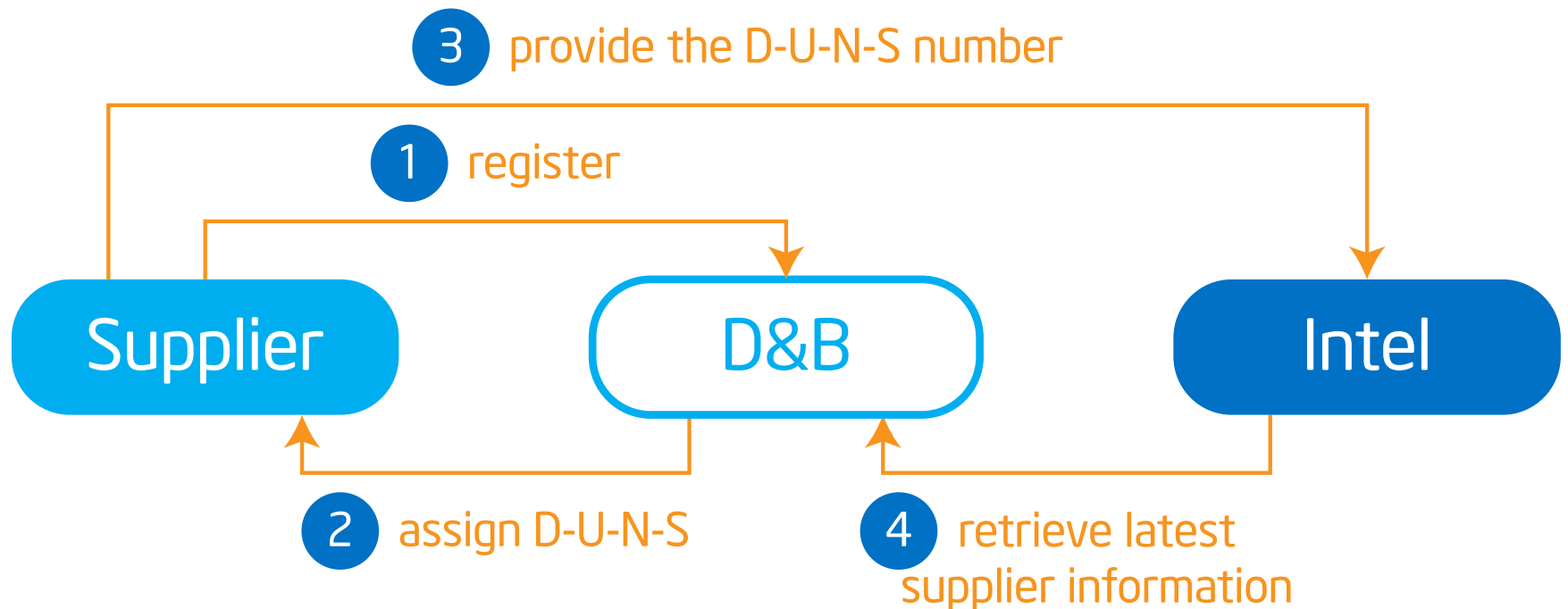
- [How do I find out my Supplier number?](#)

You should contact the Intel procurement agent with whom you work most closely.

## Does your company has an existing D&B D-U-N-S® number?

- [What is a D&B D-U-N-S® number?](#)

D-U-N-S® number is a unique nine-digit sequence identifying your company, its various locations for doing business, and basic information needed by Intel Corporation to do business with your company (such as your billing address).



- [How do I get my D&B D-U-N-S® number?](#)

You can determine your D-U-N-S® number by

- Ask about your company's D-U-N-S® number internally  
**Note:** possibly through your HR/Finance department
- Search from Dun & Bradstreet's® online database at [D&B Official Web](#)
- Contact Dun & Bradstreet® directly at [D&B Customer Assistance](#)



## Apply for a D-U-N-S® number for your company

- [How do I apply for a D&B D-U-N-S® number?](#)

You can apply for a D-U-N-S® number by

- Application through Intel's SPS at [Requesting a D&B \\* D-U-N-S Number](#)
- Contact Dun & Bradstreet directly at [iUpdate: Get a D&B D-U-N-S Number](#)

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- [What should I do if my D-U-N-S® number is not accepted by the system?](#)

- Please verify that you have entered the correct D-U-N-S® number for your company
- Contact Customer Support at [Intel Suppliers e-Business Support Numbers](#) to have the number entered into Intel's system

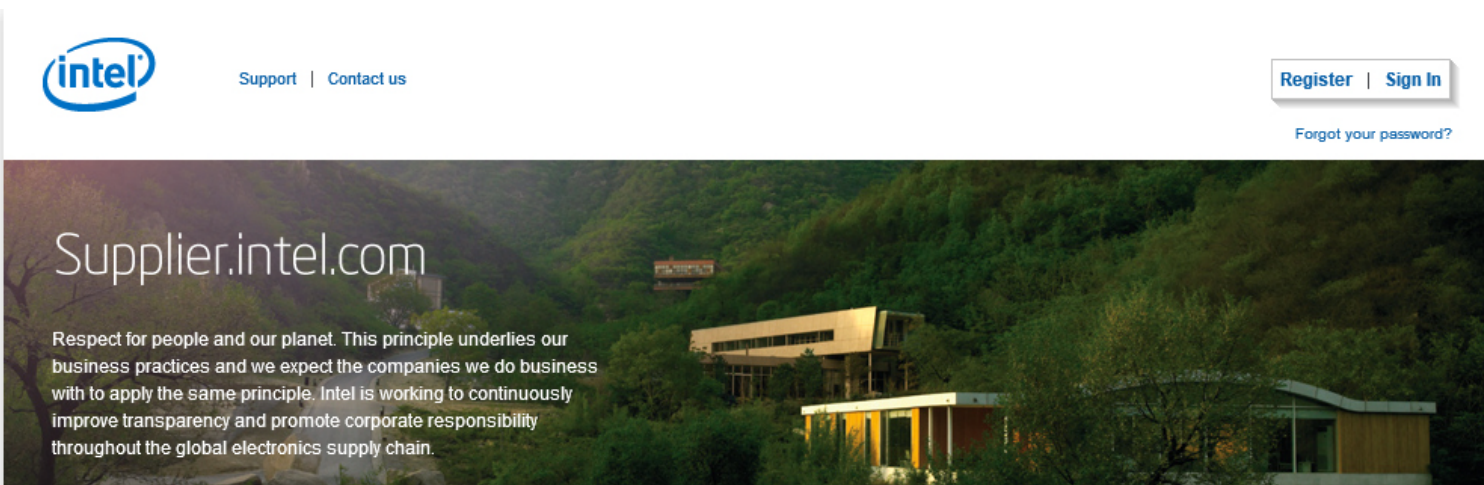
## Do you have an account with [supplier.intel.com](http://supplier.intel.com)?

- [What type of accounts are available on Intel SPS? How are they different?](#)

The Intel Supplier Presence Site has two types of account registration:



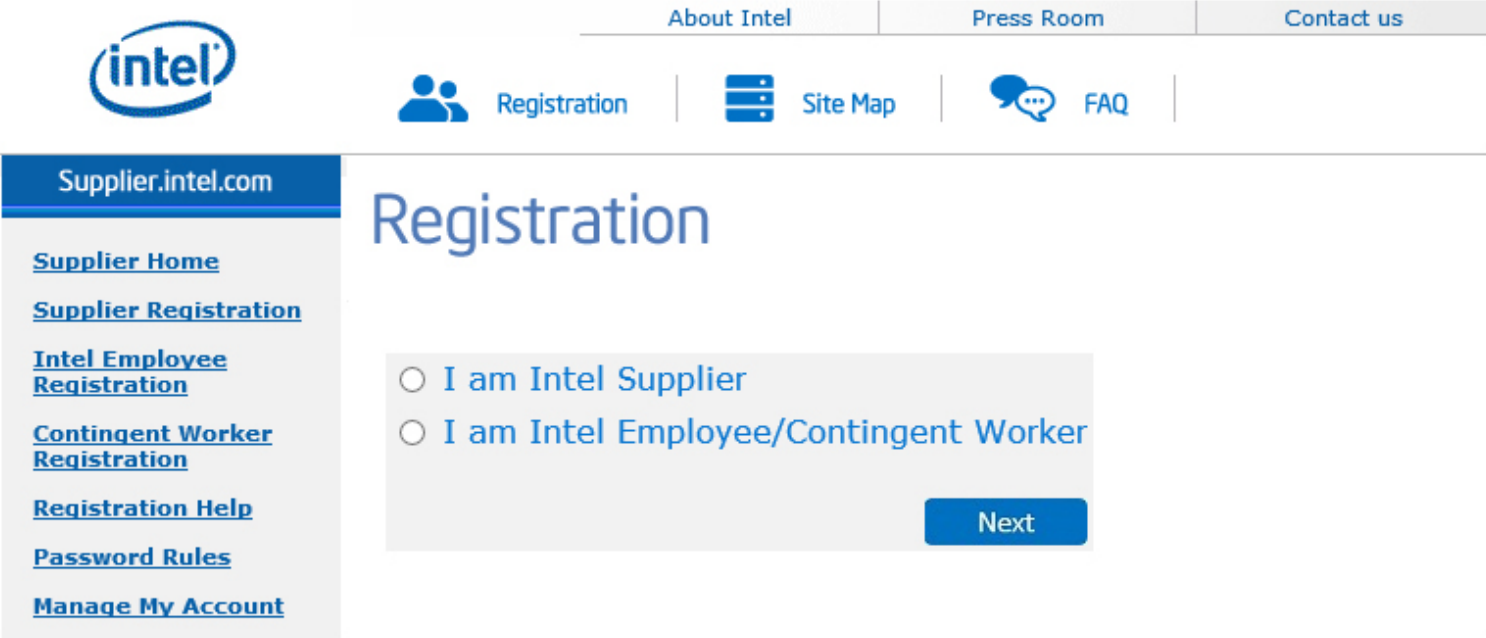
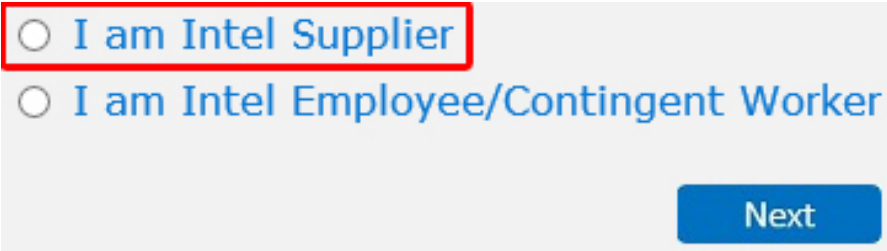
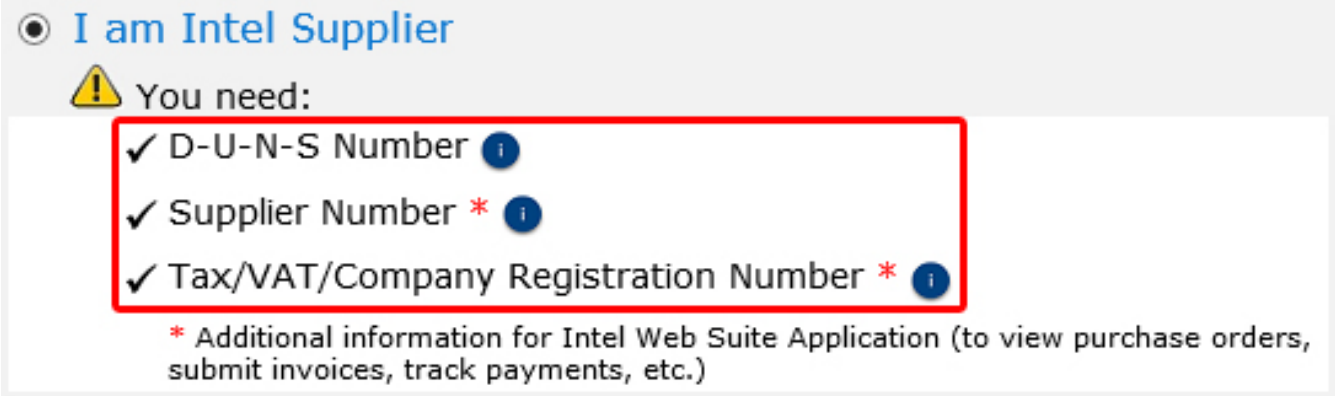
Standard Registration/Web Suite	Standard Registration/Web Suite
<ul style="list-style-type: none"> <li>• Provides full access to applications and data</li> <li>• A group of the <b>SEVEN (7)</b> most commonly accessed applications on <a href="#">Supplier Presence Site</a></li> </ul>	<ul style="list-style-type: none"> <li>• Limited access to applications and data.</li> <li>• Cater for suppliers doing smaller volumes of business with Intel</li> <li>• Access to only the primary Web Suite applications</li> </ul>
For suppliers receiving <b>more than 25</b> purchase orders/year from Intel.	For suppliers receiving <b>less than 25</b> purchase orders/year from Intel.
<p><b>Registration requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicant to provide <a href="#">company's D&amp;B D-U-N-S® number</a></li> <li>• Requires <a href="#">approval from company's Employee Validating Manager (EVM)</a></li> </ul>	<p><b>Registration requirements:</b></p> <ul style="list-style-type: none"> <li>• Applicant to provide <a href="#">Supplier number</a> and Tax/VAT/Company Registration Number</li> <li>• Account is created by Intel for supplier users</li> <li>• Applicant will receive automated-email with step-action explanation</li> </ul>

- [How do I request a new login account?](#)

Step	Action
1	<p>Go to <a href="http://supplier.intel.com">supplier.intel.com</a></p> 
	<i>to be continued</i>














## Do you have an account with [supplier.intel.com](http://supplier.intel.com)?

(cont'd)

Step	Action
2	<p>Click <b>Register</b>   button.</p> <p><b>Result:</b> The <b>Registration</b> page will be displayed.</p>  <p>IMPORTANT: Use of this site indicates assent to our <a href="#">Terms Of Use</a>   * <a href="#">Trademarks</a>   <a href="#">Privacy Policy</a> . ©Intel Corporation</p>
3	<p>Select <b>I am Intel Supplier</b> option.</p>  <p><b>Note:</b> It is advisable for applicant to prepare the necessary information beforehand.</p>  <p>* Additional information for Intel Web Suite Application (to view purchase orders, submit invoices, track payments, etc.)</p>
	<p style="text-align: right;"><i>to be continued</i></p>


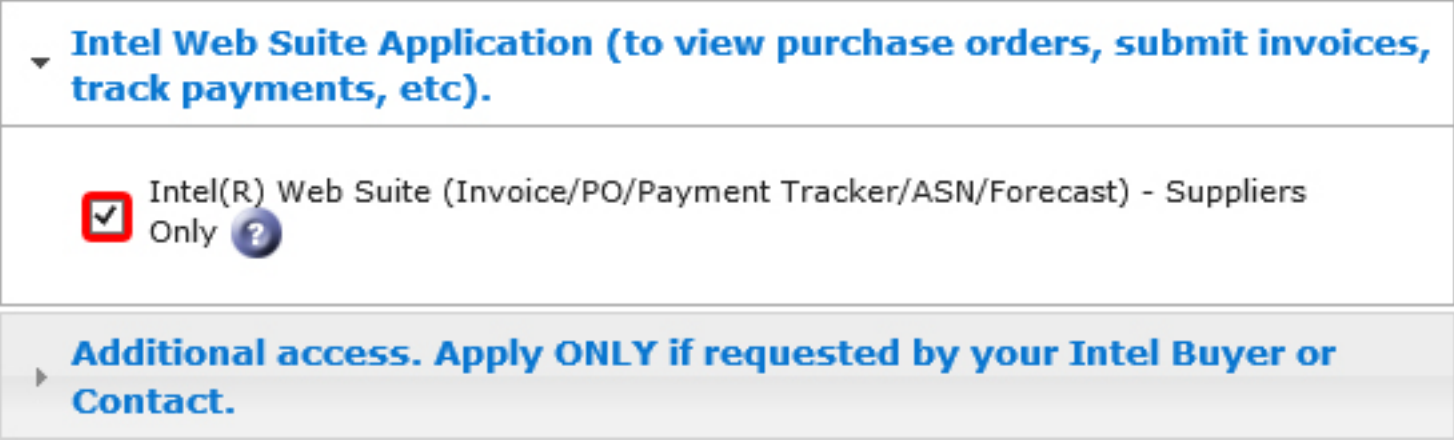



## Do you have an account with [supplier.intel.com](http://supplier.intel.com)?

(cont'd)

Step	Action
4	<p>Click <b>Next</b>  button.</p> <p><b>Result:</b> The <b>Get Started</b> page will be displayed.</p> <p><b>Note:</b> It is advisable to read through the registration process guide.</p> <p><b>Get ready DUNS number to start registration process</b></p> <p> <b>Select Application...</b>              Consult your Intel Contact if you are unsure which application to choose</p> <hr/> <p> <b>Enter Your Information...</b>              Consult your Intel Contact if you are unsure the information required</p> <hr/> <p><b>Once registration process is completed...</b></p> <p>   <b>Supplier &amp; EVM will receive email which requesting for EVM validation</b></p> <p><b>Check status of your application</b>            Sign In &gt;&gt; Manage My Account &gt;&gt; Check Status of Application/EVM Requests</p> <hr/> <p><b>Once EVM validate the access request...</b></p> <p>             Intel Admin will receive email requesting for application access approval</p> <hr/> <p><b>Upon approval of the application access...</b></p> <p>             Supplier will receive email from Supplier Presence Site Notification.</p>
5	<p>Click <b>Next</b>  button.</p> <p><b>Result:</b> The <b>Enter DUNS</b> page will be displayed.</p>
6	<p>Enter valid D-U-N-S number.</p> <p><b>Local D&amp;B D-U-N-S Number :</b></p> <p><input data-bbox="455 2334 812 2393" type="text"/></p> <p>Example: 12-345-6789  <i>A standard 9-digit number to identify companies worldwide by Dun &amp; Bradstreet.</i></p> <p><b>Note:</b> It is advisable to check with your HR/Finance department before escalating any D-U-N-S related issues to Intel's <a href="#">Purchasing Service Desk</a>.</p>
	<p style="text-align: right;"><i>to be continued</i></p>

## Do you have an account with [supplier.intel.com](https://supplier.intel.com)?

(cont'd)

Step	Action
7	Click <b>Next</b>  button.
	<b>Result:</b> The <b>Application Selection</b> page will be displayed.
8	Select the check box next to the application you need to have access to.
	 <p>The screenshot shows a dropdown menu with the following options:</p> <ul style="list-style-type: none"> <li><b>Intel Web Suite Application (to view purchase orders, submit invoices, track payments, etc).</b></li> <li><input checked="" type="checkbox"/> Intel(R) Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only </li> <li><b>Additional access. Apply ONLY if requested by your Intel Buyer or Contact.</b></li> </ul>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• <b>Intel Web Suite Application</b> will be selected, by default</li> <li>• You could ask your Intel contact (or the person who directed you to <a href="https://supplier.intel.com">supplier.intel.com</a>) in case you are not sure which application you need to have access to</li> </ul>
9	Click <b>Next</b>  button.
	<b>Result:</b> The <b>Enter your Information</b> page will be displayed.
10	Enter valid information.
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Fields that have a <b>red asterisk (*)</b> next to them = mandatory</li> <li>• You must create your own Login ID and password</li> <li>• Certain types of application access might require you to enter additional details</li> <li>• Kindly check with your HR/Finance department for company related fields</li> </ul>
11	Click <b>Next</b>  button.
	<b>Result:</b> Your request will be routed to your company's <a href="#">Employee Validation Manager (EVM)</a> for approval.

## Does your company has an existing Employee Validating Manager (EVM)?

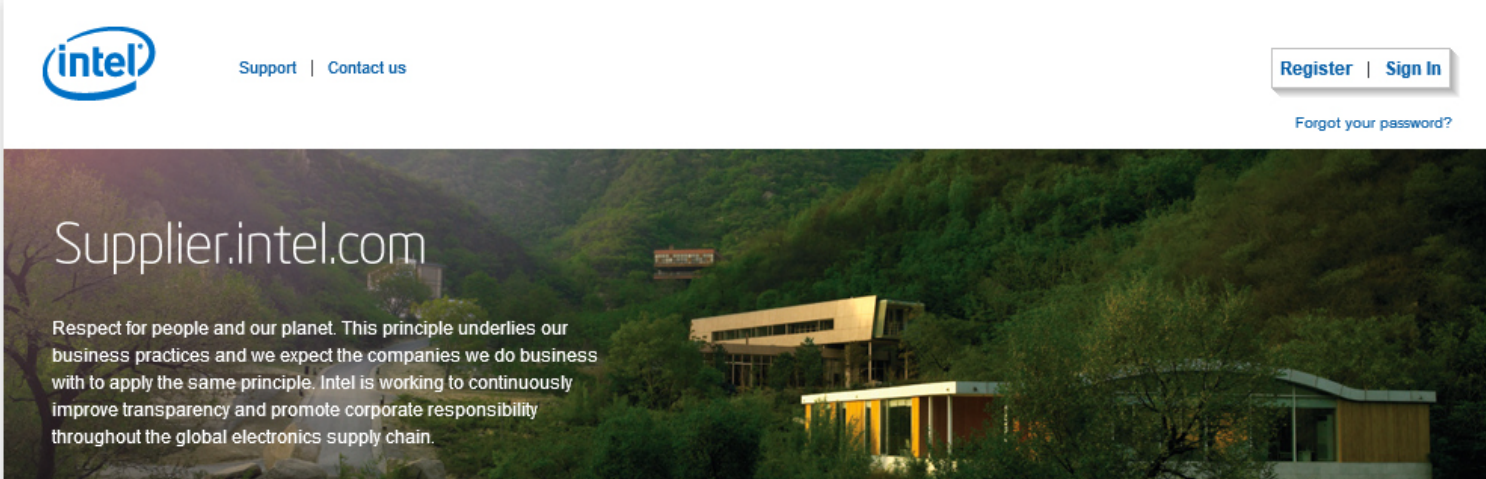
- [What is an EVM?](#)

- A critical security role responsible for managing each supplier's user accounts, and their access to confidential data
- Each supplier must identify at least **ONE (1)** EVM to manage its users
- EVM's Revalidation must be completed every **SIX (6)** months
- All users for that supplier will lose their access until a new EVM is identified

- [Why is an EVM important?](#)



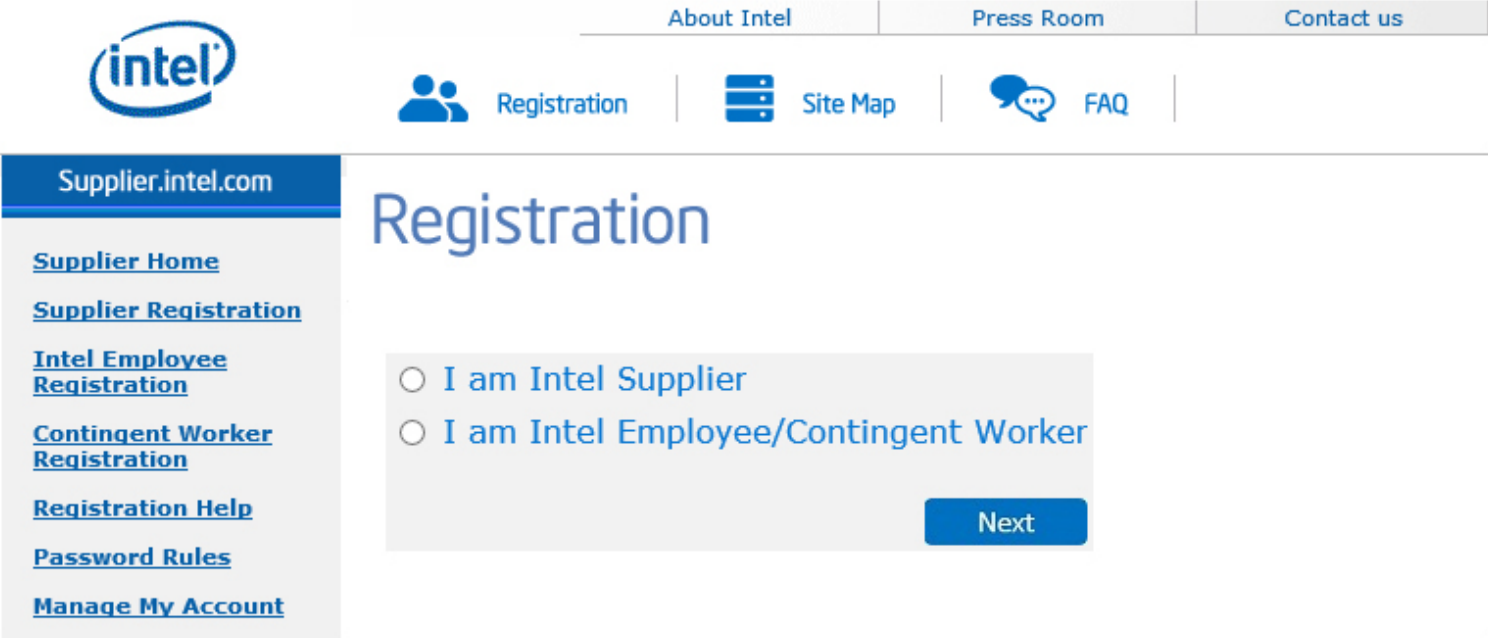
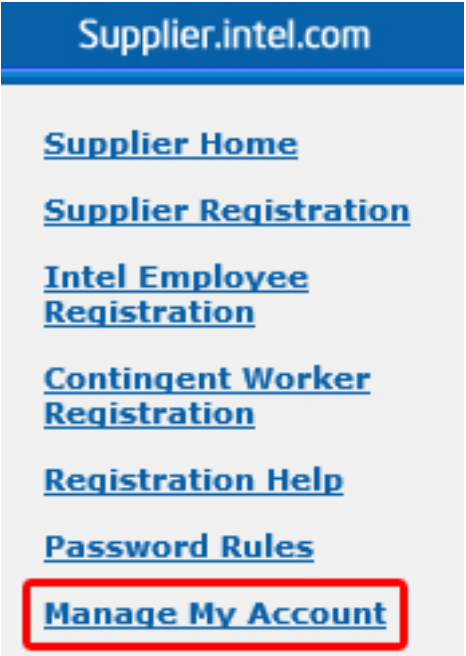
- To manage their own users for Intel SPS's **Standard Registration** (full access) accounts
- To be able to control access to confidential data
- To grant or revoke account and/or application access based on their own users' employment and/or job role changes
- To revalidate a user's application access every **THREE (3)** months

- [How do I find out who my company's EVM is?](#)

Step	Action
1	<p>Go to <a href="http://supplier.intel.com">supplier.intel.com</a></p> 
	<p><i>to be continued</i></p>

## Does your company has an existing Employee Validating Manager (EVM)?

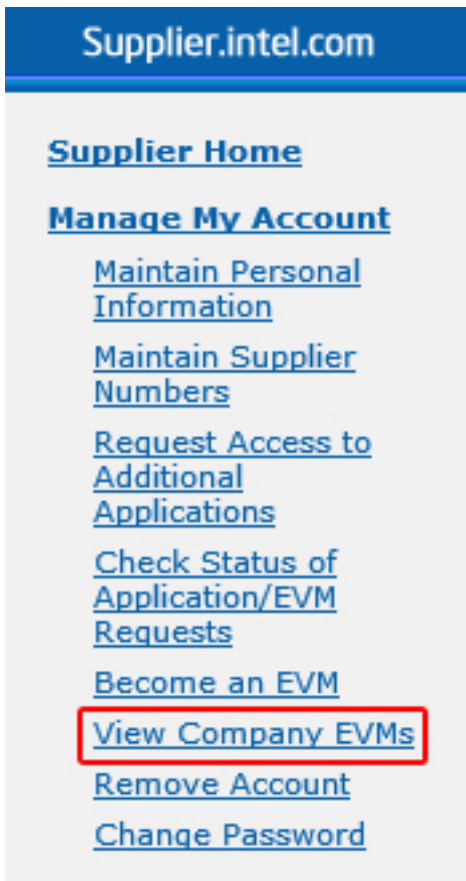
(cont'd)

Step	Action
2	<p>Click <b>Register</b>   button.</p> <p><b>Result:</b> The <b>Registration</b> page will be displayed.</p>  <p>IMPORTANT: Use of this site indicates assent to our <a href="#">Terms Of Use</a>   * <a href="#">Trademarks</a>   <a href="#">Privacy Policy</a> . ©Intel Corporation</p>
3	<p>Click <b>Manage my Account</b> button.</p> 
4	<p>Enter your Log in ID and password.</p>

to be continued

## Does your company has an existing Employee Validating Manager (EVM)?


(cont'd)

Step	Action														
5	Click <b>Submit</b> <input type="button" value="Submit"/> button.														
	<b>Result:</b> The <b>Manage My Account</b> page will be displayed.														
6	Click <b>View Company EVM</b> button.														
	 <p>The screenshot shows the 'Supplier Home' page with a 'Manage My Account' menu. The 'View Company EVMs' link is highlighted with a red box.</p>														
	<b>Result:</b> The <b>EVM Result</b> page will be displayed.														
7	Select the check box next to the EVM you want to send a message to.														
	<p><b>Employee Validation Manager Report</b></p> <table border="1"> <thead> <tr> <th></th> <th>Employee Validation Manager</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>LAO YING EAGLE THE</td> <td>Test,Malaysia</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Mariamaa Marimuthu</td> <td>Penang,Malaysia</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ARULKUMAR RAMASAMY</td> <td>1,</td> </tr> <tr> <td><input type="checkbox"/></td> <td>EVM USER</td> <td>State,Country</td> </tr> </tbody> </table>		Employee Validation Manager	Location	<input type="checkbox"/>	LAO YING EAGLE THE	Test,Malaysia	<input type="checkbox"/>	Mariamaa Marimuthu	Penang,Malaysia	<input type="checkbox"/>	ARULKUMAR RAMASAMY	1,	<input type="checkbox"/>	EVM USER
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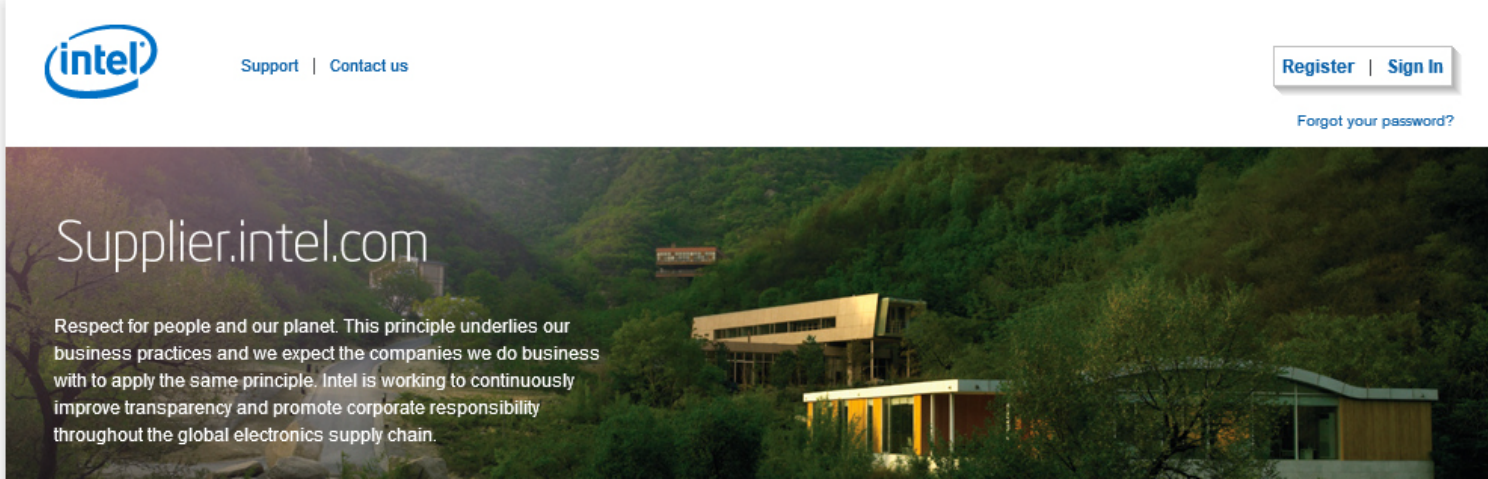


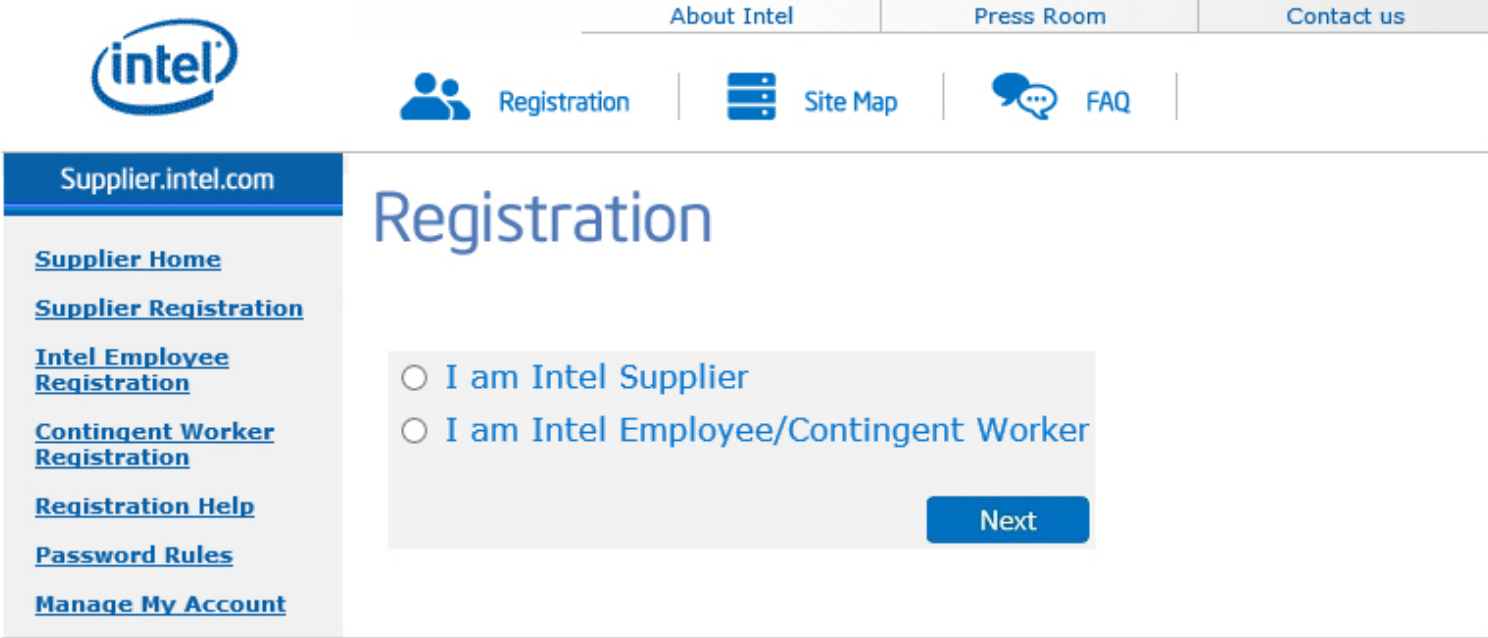
## Does your company has an existing Employee Validating Manager (EVM)?

(cont'd)

Step	Action
8	<p>Write your message in the text box provided.</p> <p>Please enter your question to Employee Validation Manager selected above:</p> <div data-bbox="451 755 1668 1158"></div>
9	<p>Click <b>Submit My Question</b>  button.</p> <p><b>Result:</b> Your enquiries will be mailed over to the respective EVM.</p> <p><b>Your question has been successfully submitted!</b></p>

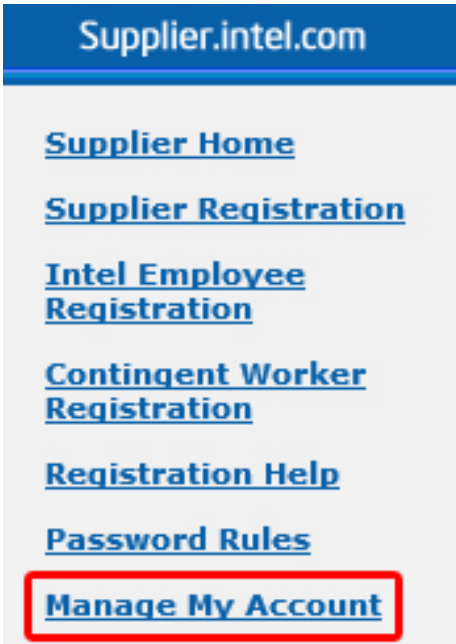
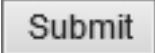
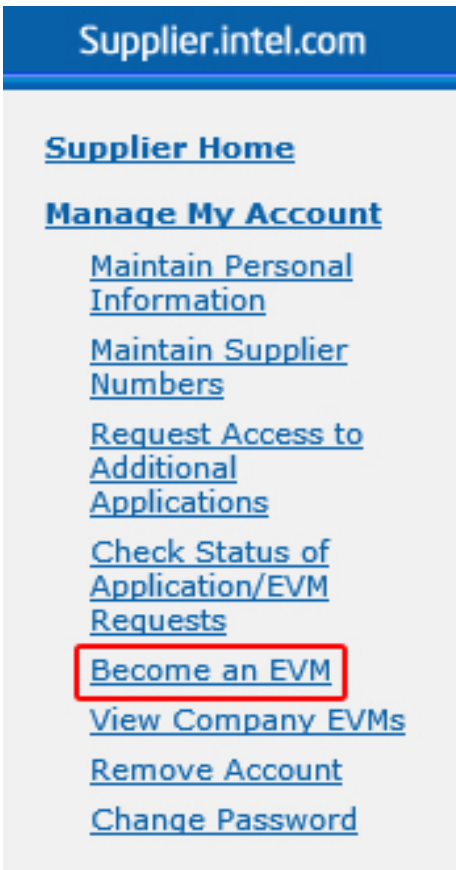
## EVM - You could actually volunteer and apply to become one

- [How do I become an EVM?](#)

Step	Action
1	<p>Go to <a href="http://supplier.intel.com">supplier.intel.com</a></p> 
2	<p>Click <b>Register</b>   button.</p> <p><b>Result:</b> The <b>Registration</b> page will be displayed.</p>  <p>IMPORTANT: Use of this site indicates assent to our <a href="#">Terms Of Use</a>   * <a href="#">Trademarks</a>   <a href="#">Privacy Policy</a> . <span style="float: right;">©Intel Corporation</span></p>
	<p style="text-align: right;"><i>to be continued</i></p>

## EVM - You could actually volunteer and apply to become one

(cont'd)

Step	Action
3	<p>Click <b>Manage my Account</b> button.</p> 
4	<p>Enter your Log in ID and password.</p>
5	<p>Click <b>Submit</b>  button.</p> <p><b>Result:</b> The <b>Manage My Account</b> page will be displayed.</p>
6	<p>Click <b>Become an EVM</b> button.</p> 

to be continued

## EVM - You could actually volunteer and apply to become one

(cont'd)

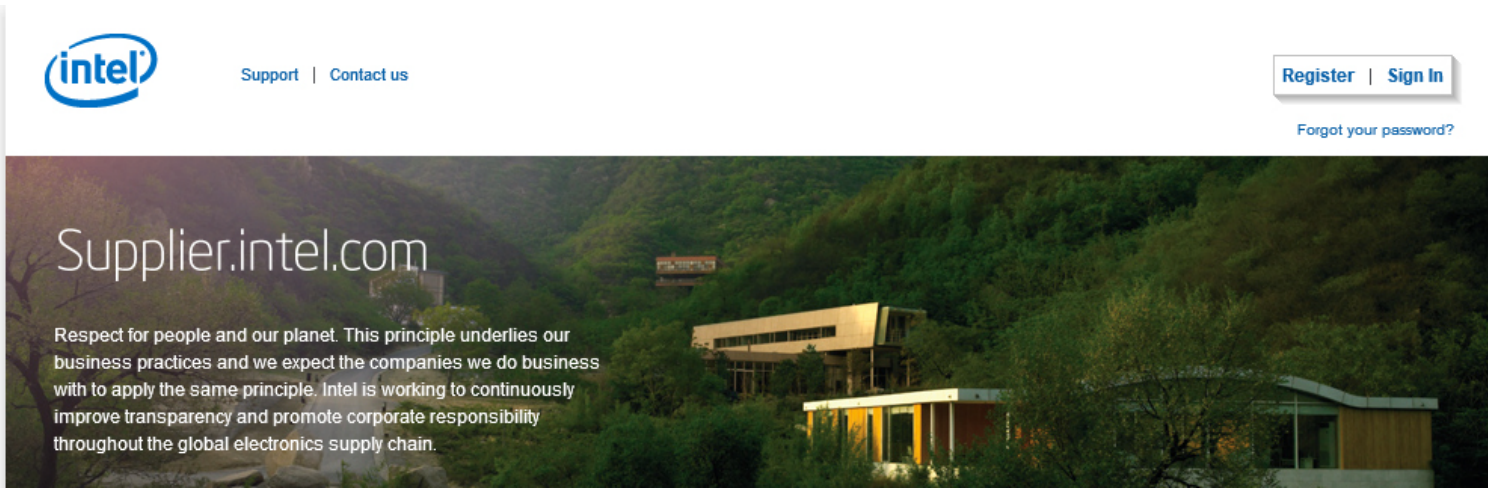


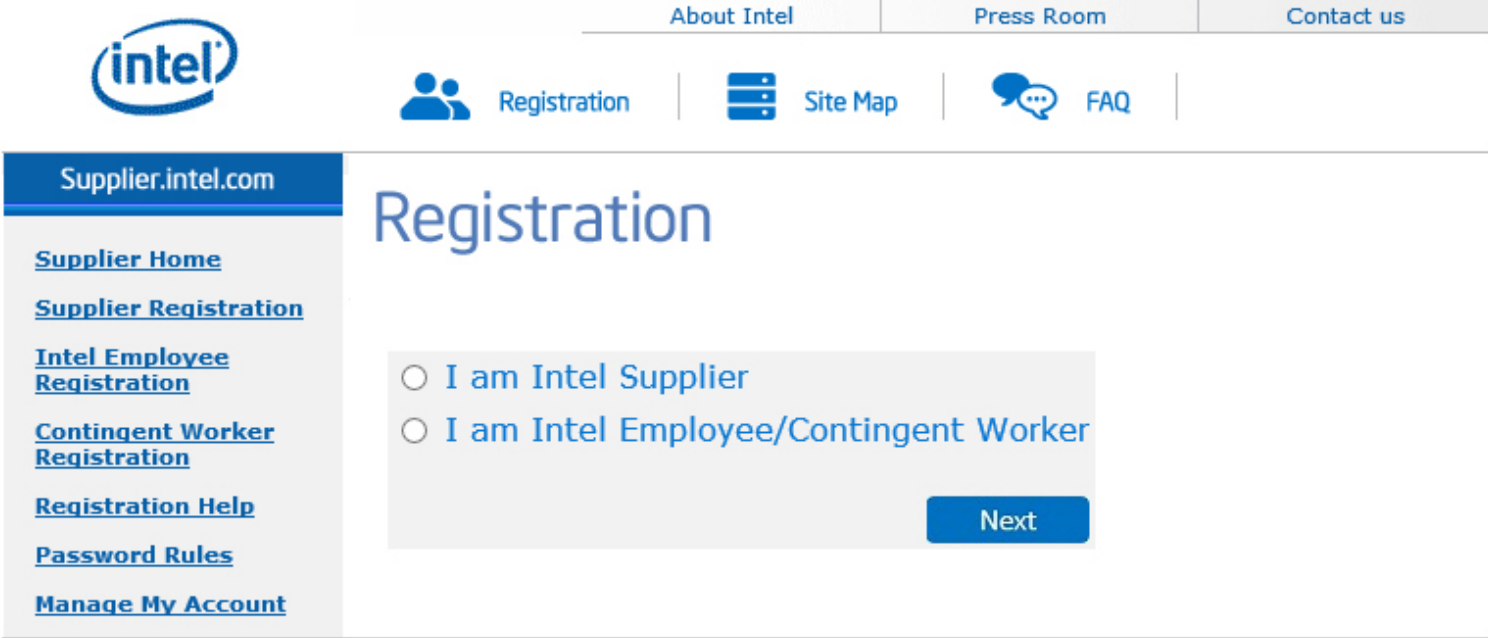
Step	Action
7	<p>Click <b>I Accept</b> button.</p> <p>If you've already submitted a request, do not submit another request.</p> <p><b>I Accept</b></p>
8	<p>Enter e-mail address for your Intel contact.</p> <p>Please enter the email address of your Intel contact, and then click the "<b>Send Email</b>" button to complete this process.</p> <p><b>Email Address:</b> <input type="text"/></p> <p><i>Example: Jane.Doe@intel.com</i></p>
9	<p>Click <b>Send E-mail</b> <b>Send Email</b> button.</p> <p><b>Result:</b> You may call or e-mail your Intel contact to approve your EVM request.</p>

- **What are the roles and responsibilities of an EVM?**

- Approving or rejecting new user requests for access to applications on [supplier.intel.com](http://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 (also known as User Revalidation)
- Re-applying for the EVM role every six months (also known as EVM Revalidation)

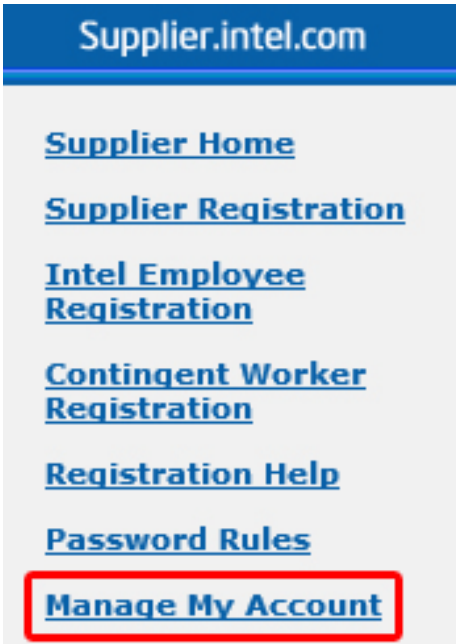

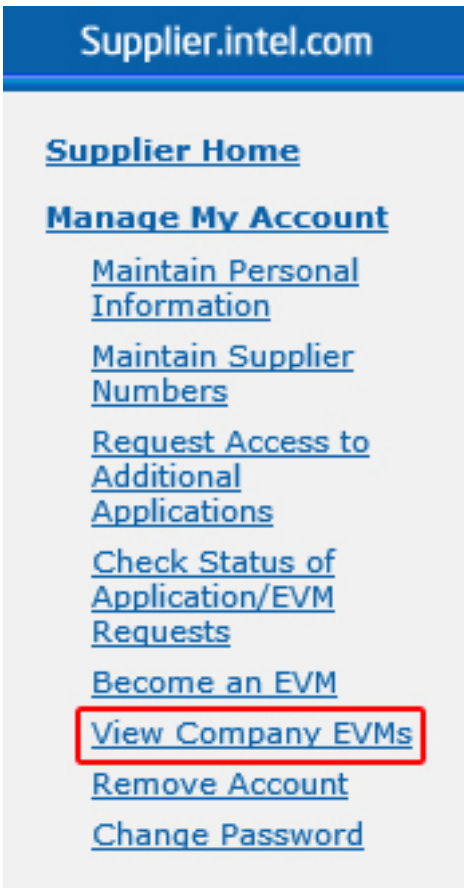
## Validation - You have to follow up with your respective EVM

- [How can I contact my EVM to make sure I get revalidated or approved?](#)

Step	Action
1	<p>Go to <a href="http://supplier.intel.com">supplier.intel.com</a></p> 
2	<p>Click <b>Register</b>   button.</p> <p><b>Result:</b> The <b>Registration</b> page will be displayed.</p>  <p>IMPORTANT: Use of this site indicates assent to our <a href="#">Terms Of Use</a>   * <a href="#">Trademarks</a>   <a href="#">Privacy Policy</a> . <span style="float: right;">©Intel Corporation</span></p>
	<p style="text-align: right;"><i>to be continued</i></p>

## Validation - You have to follow up with your respective EVM

(cont'd)

Step	Action
3	<p>Click <b>Manage my Account</b> button.</p> 
4	<p>Enter your Log in ID and password.</p>
5	<p>Click <b>Submit</b>  button.</p> <p><b>Result:</b> The <b>Manage My Account</b> page will be displayed.</p>
6	<p>Click <b>Become an EVM</b> button.</p> 

to be continued

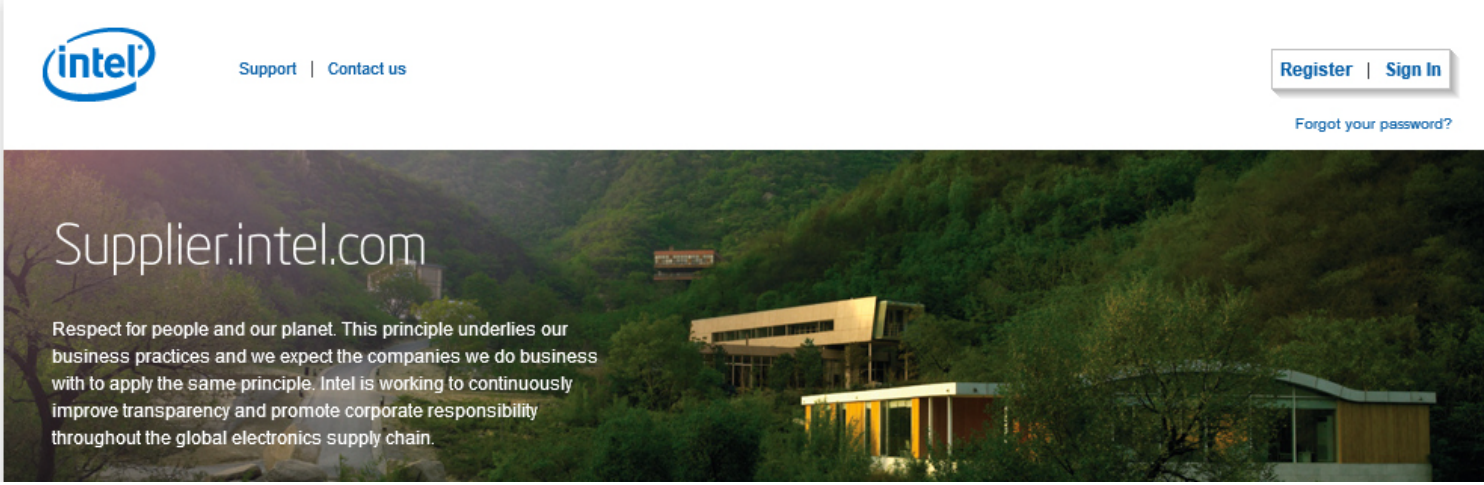


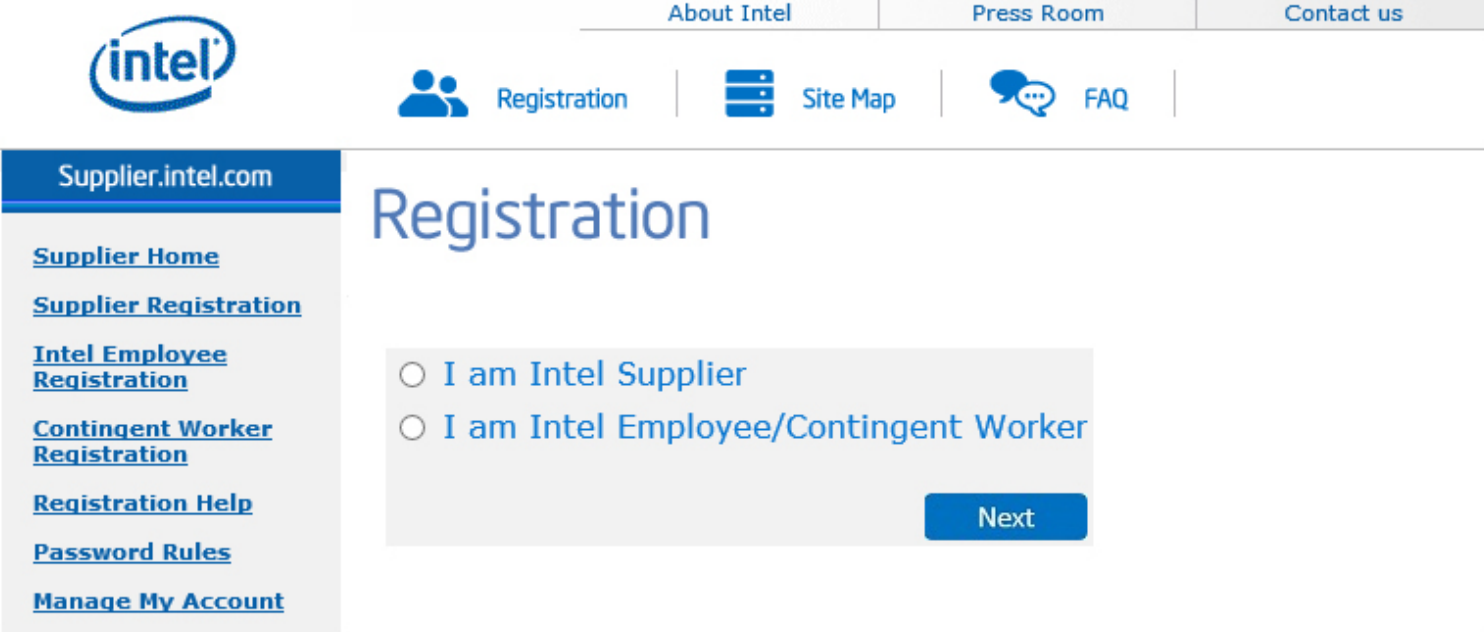
## Validation - You have to follow up with your respective EVM

(cont'd)

Step	Action															
7	<p>Select the check box next to the EVM you want to send a message to.</p> <p><b>Employee Validation Manager Report</b></p> <table border="1"> <thead> <tr> <th></th> <th>Employee Validation Manager</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>LAO YING EAGLE THE</td> <td>Test, Malaysia</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Mariamaa Marimuthu</td> <td>Penang, Malaysia</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ARULKUMAR RAMASAMY</td> <td>1,</td> </tr> <tr> <td><input type="checkbox"/></td> <td>EVM USER</td> <td>State, Country</td> </tr> </tbody> </table>		Employee Validation Manager	Location	<input type="checkbox"/>	LAO YING EAGLE THE	Test, Malaysia	<input type="checkbox"/>	Mariamaa Marimuthu	Penang, Malaysia	<input type="checkbox"/>	ARULKUMAR RAMASAMY	1,	<input type="checkbox"/>	EVM USER	State, Country
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8	<p>Write your message in the text box provided.</p> <p>Please enter your question to Employee Validation Manager selected above:</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>															
9	<p>Click <b>Submit My Question</b> <input type="button" value="Submit My Question"/> button.</p> <p><b>Result:</b> Your enquiries will be mailed over to the respective EVM.</p> <p><b>Your question has been successfully submitted!</b></p>															

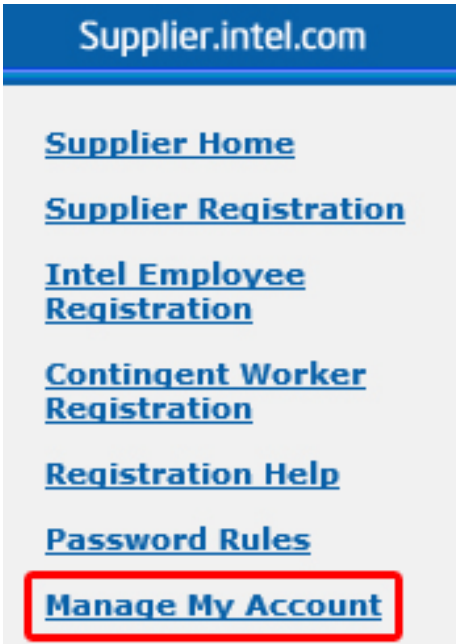
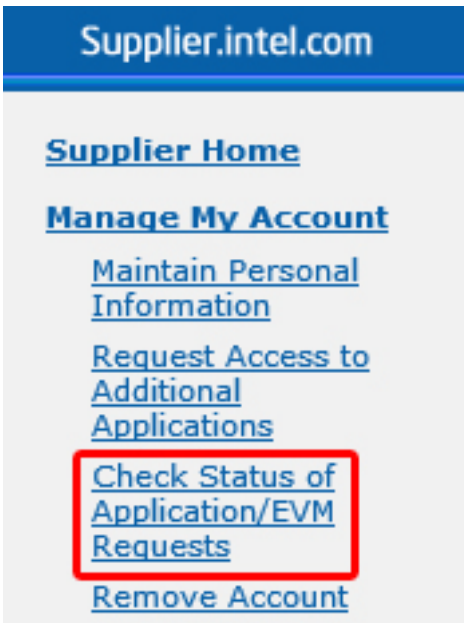
You would have to check your validation status

- [How do I check the status of my Application or EVM Request?](#)

Step	Action
1	<p>Go to <a href="http://supplier.intel.com">supplier.intel.com</a></p> 
2	<p>Click <b>Register</b>   button.</p> <p><b>Result:</b> The <b>Registration</b> page will be displayed.</p>  <p>IMPORTANT: Use of this site indicates assent to our <a href="#">Terms Of Use</a>   * <a href="#">Trademarks</a>   <a href="#">Privacy Policy</a> . ©Intel Corporation</p>
	<p style="text-align: right;"><i>to be continued</i></p>

## You would have to check your validation status

(cont'd)

Step	Action
3	<p>Click <b>Manage my Account</b> button.</p> 
4	<p>Enter your Log in ID and password.</p>
5	<p>Click <b>Submit</b> <input type="button" value="Submit"/> button.</p> <p><b>Result:</b> The <b>Manage My Account</b> page will be displayed.</p>
6	<p>Click <b>Check Status of Application/EVM Requests</b> button.</p> 

to be continued



## You would have to check your validation status

(cont'd)

Step	Action										
	<p><b>Result:</b> The date and status of your request will be displayed.</p> <table border="1"><thead><tr><th>Status</th><th>Remarks</th></tr></thead><tbody><tr><td>Pending EVM Approval</td><td><ul style="list-style-type: none"><li>Awaiting validation from <a href="#">your company's EVM</a></li><li>It is advisable to <a href="#">mail reminder</a>, just in case</li></ul></td></tr><tr><td>Pending Intel Approval</td><td><ul style="list-style-type: none"><li>Awaiting validation from Intel</li><li>Confirmation e-mail will be sent between 3-5 business days from the date of EVM approval</li></ul></td></tr><tr><td>Rejected</td><td><ul style="list-style-type: none"><li>The reason will be stated in the <b>Comment</b> column.</li></ul></td></tr><tr><td>Pending Request</td><td><ul style="list-style-type: none"><li>Only applies for <a href="#">request to become an EVM</a></li><li>Intel contact will need to approve the request</li></ul></td></tr></tbody></table>	Status	Remarks	Pending EVM Approval	<ul style="list-style-type: none"><li>Awaiting validation from <a href="#">your company's EVM</a></li><li>It is advisable to <a href="#">mail reminder</a>, just in case</li></ul>	Pending Intel Approval	<ul style="list-style-type: none"><li>Awaiting validation from Intel</li><li>Confirmation e-mail will be sent between 3-5 business days from the date of EVM approval</li></ul>	Rejected	<ul style="list-style-type: none"><li>The reason will be stated in the <b>Comment</b> column.</li></ul>	Pending Request	<ul style="list-style-type: none"><li>Only applies for <a href="#">request to become an EVM</a></li><li>Intel contact will need to approve the request</li></ul>
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