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Get Started

What is a Supplier number?

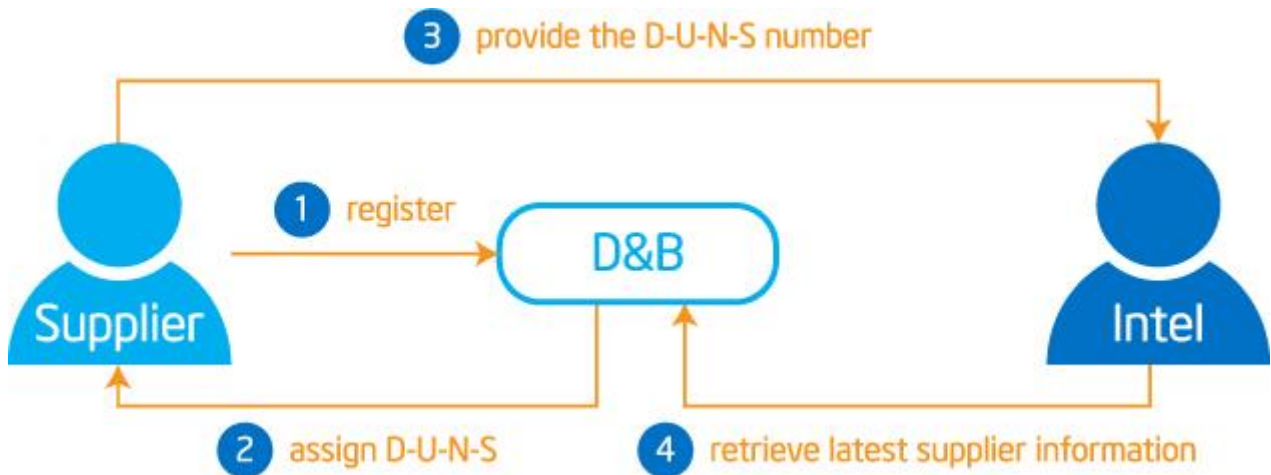
- This is 10-digit unique identifier number to identify specific supplier location.

How do I find out my Supplier number?

- You should contact the Intel procurement agent (Intel Buyer) with whom you work most closely.
- OR, contact customer support click [here](#).

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 apply for a 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](#).

How do I find out what my D-U-N-S number is?

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

- Ask about your company’s D-U-N-S® number internally, 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](#).



SPS - Supplier Registration FAQ

Intel Information Technology

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](#) to have the number entered into Intel’s system.

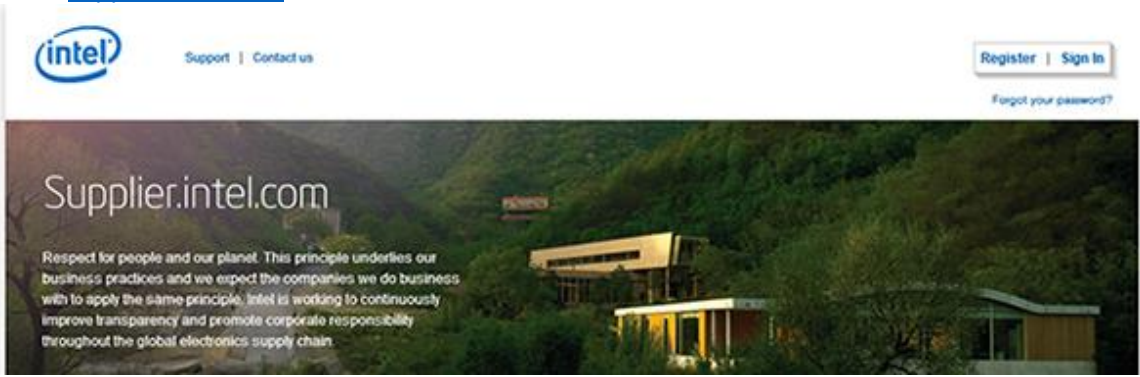
Register Now

What type of accounts are available? How are they different?

The Intel Supplier Presence Site has two types of registration:

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

How do I request a new login account?

Step	Action
1	<p>Go to supplier.intel.com.</p> 
2	Click Register .



SPS - Supplier Registration FAQ

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Register **Sign In**

Result: The **Registration** page is displayed.

3 Select **I am an Intel Supplier** option.

Note: It is advisable for applicant to prepare the necessary information beforehand.

I am an Intel Supplier

Select this option if you work for a Supplier to Intel and will be accessing transactions related to your company only.

You will need:

- ✓ Dun & Bradstreet D-U-N-S Number
- ✓ Tax/VAT /Company Reg. Number

Your company will need:

- ✓ An Employee Validation Manager (EVM) to approve your access

4 Click **Next**.

Result: The **Overview** page is displayed.

Note: It is advisable to read through the registration process guide.

5 Click **Begin**.

Result: The **Application Access** page is displayed.

6 Select the check box next to the application you need to have access to.

Notes:

- **Intel Web Suite Application** is selected, by default.

Basic Transactions

[Intel\(R\) Web Suite \(Invoice/PO/Payment Tracker/ASN/Forecast\) - Suppliers Only](#)

- You could ask your Intel contact (or the person who directed you to supplier.intel.com) in case you are not sure which application you need to have access to.
- You could hover over and read through the application description.

7 Click **Next**.

Result: The **Account Information** is displayed.

8 Enter **Account Information**.

Notes:

- Fields that have a **red asterisk (*)** next to them = mandatory.
- You must create your own Login ID and password.
- Certain types of application access might require you to enter additional details.
- Kindly check with your HR/Finance department for company related fields.

9 Click **Next**.

Result: Your request will be routed to your company's Employee Validation Manager (EVM) for approval.



Contact 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.

What are the roles and responsibilities of an EVM?

- 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 (also known as User Revalidation).
- Re-applying for the EVM role every six months (also known as EVM Revalidation)

How do I find out who my company’s EVM is?

Step	Action
1	Go to supplier.intel.com . 
2	Click Register .  Result: The Registration page is displayed.
3	Click Account .

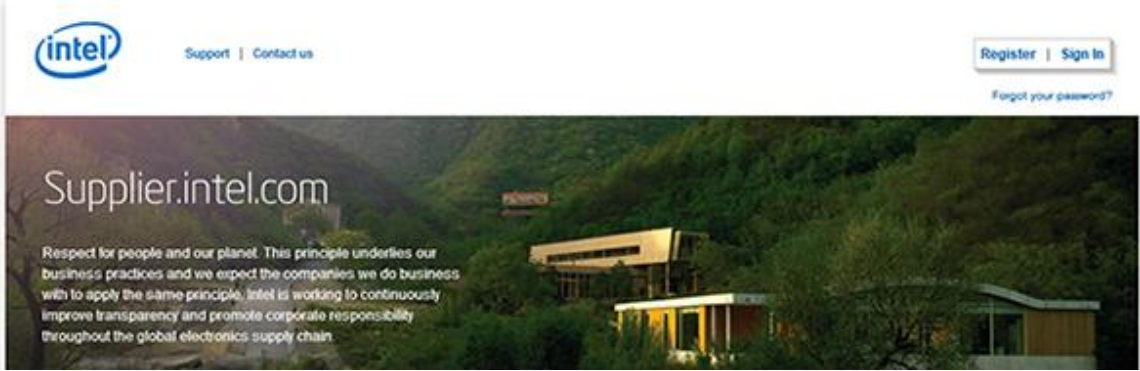

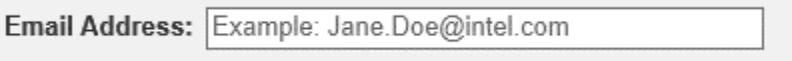


SPS - Supplier Registration FAQ

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4	Enter your User ID and password .
5	Click Sign In . Result: The Account page is displayed.
6	Click View Company EVM . Result: The EVM Result page is displayed.

How do I become an EVM?




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1	Go to supplier.intel.com . 
2	Click Register .  Result: The Registration page is displayed.
3	Click Account .
4	Enter your User ID and password .
5	Click Sign In . Result: The Account page is displayed.
6	Click Become an EVM .
7	Enter e-mail address for your Intel contact. 
8	Click Send Email . Note: You may call or e-mail your Intel contact to approve your EVM request.



SPS - Supplier Registration FAQ

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How can I contact my EVM to revalidate or approve my account?

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7	Select the check box next to the EVM you want to wish to contact. <table border="1" data-bbox="225 1272 1329 1375"> <thead> <tr> <th></th> <th>Employee Validation Manager</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>SANTA CLAUSE</td> <td>,</td> </tr> </tbody> </table>		Employee Validation Manager	Location	<input type="checkbox"/>	SANTA CLAUSE	,
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8	Write your message in the text box provided.						
9	Click Next .  Result: Your enquiries will be mailed over to the respective EVM.						



Check Status

How do I check the status of my application or EVM Request?

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3	Click Account .										
4	Enter your User ID and password .										
5	<p>Click Sign In.</p> <p>Result: The Account page is displayed.</p>										
6	<p>Click Check Request Status.</p> <p>Result: The date and status of your request will be displayed.</p> <table border="1" data-bbox="220 1487 1485 1995"> <thead> <tr> <th>Status</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>Pending EVM Approval</td> <td> <ul style="list-style-type: none"> Awaiting validation from your company's EVM. It is advisable to send e-mail reminder, just in case. </td> </tr> <tr> <td>Pending Intel Approval</td> <td> <ul style="list-style-type: none"> Awaiting validation from Intel. Confirmation e-mail will be sent between 3-5 business days from the date of EVM approval. </td> </tr> <tr> <td>Rejected</td> <td> <ul style="list-style-type: none"> The reason will be stated in the Comment column. </td> </tr> <tr> <td>Pending Request</td> <td> <ul style="list-style-type: none"> Only applies for request to become an EVM. Intel contact will need to approve the request. </td> </tr> </tbody> </table>	Status	Remark	Pending EVM Approval	<ul style="list-style-type: none"> Awaiting validation from your company's EVM. It is advisable to send e-mail reminder, just in case. 	Pending Intel Approval	<ul style="list-style-type: none"> Awaiting validation from Intel. Confirmation e-mail will be sent between 3-5 business days from the date of EVM approval. 	Rejected	<ul style="list-style-type: none"> The reason will be stated in the Comment column. 	Pending Request	<ul style="list-style-type: none"> Only applies for request to become an EVM. Intel contact will need to approve the request.
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