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## Get Started

### What is Intel Web PO?

- Allow Intel users and suppliers to view detailed POs generated by Intel’s Purchasing system.
- Provide suppliers 24/7 full access to POs.

### How does Intel Web PO work?




Step	Action
1	Intel Buyer enter new PO information.
2	PO created will become viewable by the supplier after <b>TWENTY-FOUR (24)</b> hours.
3	Supplier receives e-mail notification from Intel Web PO.
4	Supplier review and respond on the PO received.




### How do I start using Intel Web PO?

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



Step	Action
2	Click <b>Sign In</b> . 
	<b>Result:</b> The <b>Intel Login</b> page is displayed.
3	Enter your <b>User ID</b> and <b>Password</b> .
4	Click <b>Sign In</b> . <b>Result:</b> The <b>Supplier Information</b> page is displayed.
5	Click <b>Web PO</b> . <b>Result:</b> The <b>Web PO</b> tool is displayed.

## How do I request access for additional application?




Step	Action
1	Go to <a href="http://supplier.intel.com">supplier.intel.com</a> . 
2	Click <b>Sign In</b> . 
	<b>Result:</b> The <b>Intel Login</b> page is displayed.
3	Enter your <b>User ID</b> and <b>Password</b> .
4	Click <b>Sign In</b> . <b>Result:</b> The <b>Supplier Information</b> page is displayed.
5	Click <b>Account &gt; Application Access</b> . <b>Result:</b> The <b>Application Access</b> page is displayed.
6	Select checkbox to request for additional permissions. 



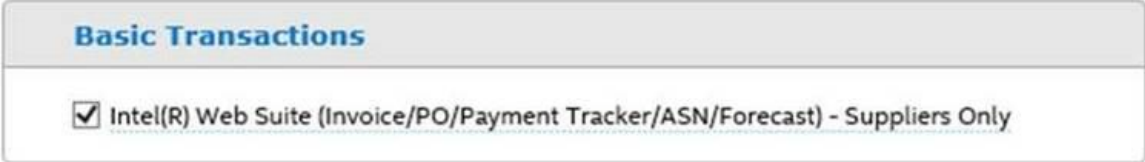
Step	Action
7	<p>Click <b>Submit</b>.</p> <p><b>Note:</b> You might be prompted to provide additional information.</p> <p><b>Result:</b> The <b>confirmation message</b> is displayed. Your application is now subject to your EVM's approval.</p> <div data-bbox="225 539 1273 779" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Confirmation</b></p> <p><b>Thank you for requesting access to an application on Intel's Supplier.intel.com!</b></p> <p>Your request is being routed to your company's <b>Employee Validation Manager (EVM)</b>. They will validate your request and forward it to the appropriate Intel personnel for approval. For most of our applications, you should receive notification</p> </div>

## How do I upgrade to Standard (Full) Registration account?

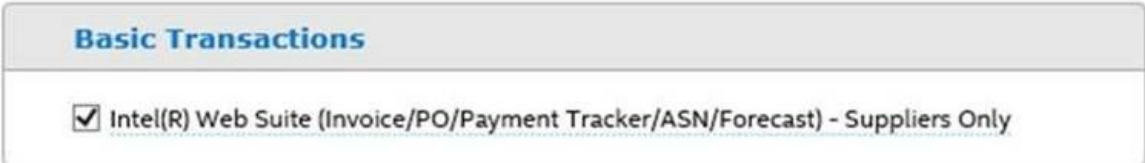
### Scenario 1: Upgrade from **Manage My Account** page

Step	Action
1	<p>Go to <a href="http://supplier.intel.com">supplier.intel.com</a>.</p> 
2	<p>Click <b>Sign In</b>.</p>  <p><b>Result:</b> The <b>Intel Login</b> page is displayed.</p>
3	Enter your <b>User ID</b> and <b>Password</b> .
4	<p>Click <b>Sign In</b>.</p> <p><b>Result:</b> The <b>Supplier Information</b> page is displayed.</p>
5	<p>Click <b>Manage My Account &gt; Upgrade to Standard (Full) Registration</b>.</p> <p><b>Result:</b> The <b>Upgrade to Standard (Full) Registration</b> page is displayed.</p> 
6	Click <b>Begin</b> .



Step	Action
7	<p>Select the checkbox for <b>Intel® Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only</b>.</p> 
8	<p>Click <b>Next</b>.</p> <p><b>Result:</b> The access request form is displayed.</p>
9	<p>Update all mandatory fields.</p> <p><b>Note:</b> Mouse over the “?” icon for explanation of what to fill.</p>
10	<p>Click <b>Next</b>.</p> <p><b>Result:</b> The upgrade request is routed to your company’s EVM for approval.</p> <p><b>Note:</b> If your company does not have EVM, kindly refer to <a href="#">Supplier Registration &gt; Contact EVM &gt; How do I become an EVM?</a></p>

## Scenario 2: Upgrade from **Web PO** page

Step	Action
1	Go to <b>Intel Web PO</b> .
2	<p>Click <b>EVM conversion</b>.</p> <p><b>NOTE:</b> As a Web Suite Lite Registration user, your company is limited to view the most recent 25 PO's. If your company exceeds the 25 active PO limit, access to the oldest POs will be restricted and you will receive a message on how to gain additional access. For additional explanation regarding this limit, please click <a href="#">here</a>. If you believe your company will exceed this limit, you can convert to the Standard Registration Process utilizing Intel's Employee Validation Manager (EVM) functionality by clicking the following link: <a href="#">EVM Conversion</a></p> <p><b>Result:</b> The <b>Upgrade to Standard (Full) Registration</b> page is displayed.</p>
3	Click <b>Begin</b> .
4	<p>Select the checkbox for <b>Intel® Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only</b>.</p> 
5	<p>Click <b>Next</b>.</p> <p><b>Result:</b> The access request form is displayed.</p>
6	<p>Update all mandatory fields.</p> <p><b>Note:</b> Mouse over the “?” icon for explanation of what to fill.</p>



Step	Action
7	<p>Click <b>Next</b>.</p> <p><b>Result:</b> The upgrade request is routed to your company’s EVM for approval.</p> <p><b>Note:</b> If your company does not have EVM, kindly refer to <a href="#">Supplier Registration &gt; How do I become an EVM?</a></p>

## View a PO

### How do I search for a PO?

Step	Action																																	
1	Go to <b>Intel Web PO</b> .																																	
2	<p>Click <b>Advance Search</b>.</p> <p><b>Result:</b> The <b>Advance Search</b> form is displayed.</p>																																	
3	<p>Enter related keywords to specify and narrow down the search criteria.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Select the checkbox next to the necessary PO status type(s), if necessary.</li> </ul> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p><b>PO Status</b>      <input checked="" type="checkbox"/> New   <input checked="" type="checkbox"/> Changed   <input checked="" type="checkbox"/> Cancelled   <input checked="" type="checkbox"/> Closed</p> <p><b>Special Status</b>      <input type="checkbox"/> Blocked   <input type="checkbox"/> Work In Progress   <input type="checkbox"/> Bypassed   <input type="checkbox"/> DownPayment</p> <p><b>View Status</b>      <input checked="" type="checkbox"/> Viewed   <input checked="" type="checkbox"/> Unviewed</p> </div> <ul style="list-style-type: none"> <li>PO Gen Date: The date ranges will return POs no older than 6 months since creation, by default.</li> </ul> <p style="margin-left: 40px;"> <input type="text" value="PO Gen Date"/>      From <input type="text" value="24-Oct-2013"/>      To <input type="text" value="22-Apr-2014"/> </p>																																	
4	<p>Click <b>Search</b>.</p> <p><b>Result:</b> The matching POs will be generated.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0070C0; color: white;"> <th>PO</th> <th>Invoice</th> <th>ST</th> <th>CY</th> <th>Comp</th> <th>Vendor</th> <th>Status</th> <th>Amount</th> <th>PO Gen Dt</th> <th>Buyer</th> <th>Viewed</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 4501523973</td> <td>Invoice</td> <td>13</td> <td>TH</td> <td>745</td> <td>1000009502</td> <td><b>NEW</b></td> <td>\$ 200.00</td> <td>06-Nov-2013</td> <td>Tan,Mei</td> <td>21-Apr-2014</td> </tr> <tr> <td><input checked="" type="checkbox"/> 4501525731</td> <td>Invoice</td> <td>13</td> <td>TH</td> <td>745</td> <td>1000009502</td> <td><b>NEW</b></td> <td>\$ 167.45</td> <td>06-Nov-2013</td> <td>Tan,Mei</td> <td>21-Apr-2014</td> </tr> </tbody> </table> <p>Display <input type="text" value="10"/> per page      Go to page <input type="text" value="1"/> of 1 <input type="button" value="Go"/></p> <p><b>Note:</b> Most statuses of a specific PO will be displayed under the Status column, EXCEPT for Bypassed PO and Down Payment PO.</p>	PO	Invoice	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	Viewed	<input checked="" type="checkbox"/> 4501523973	Invoice	13	TH	745	1000009502	<b>NEW</b>	\$ 200.00	06-Nov-2013	Tan,Mei	21-Apr-2014	<input checked="" type="checkbox"/> 4501525731	Invoice	13	TH	745	1000009502	<b>NEW</b>	\$ 167.45	06-Nov-2013	Tan,Mei	21-Apr-2014
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## How to differentiate PO statuses?

PO	Invoice	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	Viewed
4501523973	Invoice	13	TH	745	1000009502	<b>NEW</b>	\$ 200.00	06-Nov-2013	Tan,Mei	21-Apr-2014
4501525731	Invoice	13	TH	745	1000009502	<b>NEW</b>	\$ 167.45	06-Nov-2013	Tan,Mei	21-Apr-2014

Display  per page      Go to page  of 1

Icon	Remark
<b>NEW</b>	New PO.
<b>CHG</b>	Changed PO.
<b>CAN</b>	Cancelled PO.
<b>CLO</b>	Closed PO.
<b>BLO</b>	Blocked PO <ul style="list-style-type: none"> <li>PO blocked by Intel Buyer.</li> <li>Supplier users are unable to access or print them.</li> <li>Web ASNs cannot be processed for these POs.</li> </ul>
<b>WIP</b>	Work in Progress <ul style="list-style-type: none"> <li>Intel Buyer has changed the PO to unapproved status.</li> <li>Supplier users are unable to access or print them.</li> <li>Web ASNs cannot be processed for these POs.</li> </ul>
	Bypassed PO <ul style="list-style-type: none"> <li>Intel Buyer has decided to bypass the supplier notification e-mail.</li> <li>Normally due to minor changes (such as buyer name, buyer code, phone number, etc.) with almost no impact on actual goods or services transaction.</li> </ul>
	Down Payment PO <ul style="list-style-type: none"> <li>Details for this PO type will display the down payment amount and date.</li> </ul>


## How do I check PO type?

Step	Action
1	Go to <b>Intel Web PO</b> .
2	Enter PO number. For example, 4200403597.




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Step	Action																								
3	Click <b>Search</b> . <b>Result:</b> The PO record is generated.																								
4	Click PO number.  <p><b>Results:</b></p> <table border="1"> <thead> <tr> <th>Print</th> <th>PQ</th> <th>ST</th> <th>CY</th> <th>Comp</th> <th>Vendor</th> <th>Status</th> <th>Amount</th> <th>PO Gen Dt</th> <th>Buyer</th> <th>SUPPLIER CONTACT</th> <th>Viewed</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>4200103597</td> <td>KE</td> <td>IE</td> <td>500</td> <td>1000016370</td> <td>CHO</td> <td>\$ 320.00</td> <td>06-Aug-2014</td> <td>EP_TEST_2375</td> <td></td> <td>unviewed</td> </tr> </tbody> </table> <p><b>Result:</b></p> <ul style="list-style-type: none"> <li>The detailed PO is displayed in new tab.</li> <li>The PO type is displayed on screen.  <b>PO#:</b> 4200103597      <b>Type:</b> Standard PO  <b>Change Order:</b></li> </ul> <p><b>Note:</b> No invoice is required for <b>Evaluated Receipt Settlement (ERS)</b> PO/Line item. ERS PO/Line payment will be processed without a proper invoice.</p>	Print	PQ	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	SUPPLIER CONTACT	Viewed	<input type="checkbox"/>	4200103597	KE	IE	500	1000016370	CHO	\$ 320.00	06-Aug-2014	EP_TEST_2375		unviewed
Print	PQ	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	SUPPLIER CONTACT	Viewed														
<input type="checkbox"/>	4200103597	KE	IE	500	1000016370	CHO	\$ 320.00	06-Aug-2014	EP_TEST_2375		unviewed														

## How do I check PO remaining amount?



Step	Action																												
1	Go to <b>Intel Web PO</b> .																												
2	Enter PO number. For example, 4200403597.																												
3	Click <b>Search</b> . <b>Result:</b> The PO record is generated.																												
4	Click PO number.  <p><b>Results:</b></p> <table border="1"> <thead> <tr> <th>Print</th> <th>PQ</th> <th>ST</th> <th>CY</th> <th>Comp</th> <th>Vendor</th> <th>Status</th> <th>Amount</th> <th>PO Gen Dt</th> <th>Buyer</th> <th>SUPPLIER CONTACT</th> <th>Viewed</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>4200103597</td> <td>KE</td> <td>IE</td> <td>500</td> <td>1000016370</td> <td>CHO</td> <td>\$ 320.00</td> <td>06-Aug-2014</td> <td>EP_TEST_2375</td> <td></td> <td>unviewed</td> </tr> </tbody> </table> <p><b>Result:</b> The detailed PO is displayed in new tab.</p>	Print	PQ	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	SUPPLIER CONTACT	Viewed	<input type="checkbox"/>	4200103597	KE	IE	500	1000016370	CHO	\$ 320.00	06-Aug-2014	EP_TEST_2375		unviewed				
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<input type="checkbox"/>	4200103597	KE	IE	500	1000016370	CHO	\$ 320.00	06-Aug-2014	EP_TEST_2375		unviewed																		
5	Scroll down to view the required line item.																												
6	Click <b>View Remaining Line Amt</b> . <table border="1"> <thead> <tr> <th>Line Number</th> <th>Intel Number</th> <th>Supplier Item Number</th> <th>Unit Price</th> <th>Requested Qty</th> <th>U/M</th> <th>Requested Line Amt</th> </tr> <tr> <th>Line Status</th> <th>Change History</th> <th></th> <th></th> <th>Outstanding Qty</th> <th></th> <th>Remaining Line Amt</th> </tr> </thead> <tbody> <tr> <td>00010</td> <td>000000000500230735</td> <td>NR2K6000</td> <td>\$ 160.00</td> <td>2</td> <td>EA</td> <td>\$ 320.00</td> </tr> <tr> <td>Changed</td> <td><a href="#">View Change History</a></td> <td></td> <td></td> <td>2.0000</td> <td></td> <td><a href="#">View Remaining Line Amt</a></td> </tr> </tbody> </table> <p><b>Result:</b> The remaining line amount details is displayed in a new pop-up window.</p>	Line Number	Intel Number	Supplier Item Number	Unit Price	Requested Qty	U/M	Requested Line Amt	Line Status	Change History			Outstanding Qty		Remaining Line Amt	00010	000000000500230735	NR2K6000	\$ 160.00	2	EA	\$ 320.00	Changed	<a href="#">View Change History</a>			2.0000		<a href="#">View Remaining Line Amt</a>
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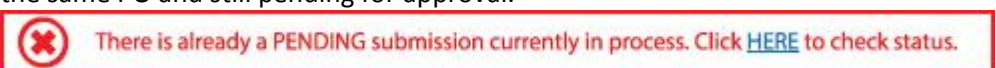
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## How do I check PO Bill To?

Step	Action
1	Go to <b>Intel Web PO</b> .
2	Enter PO number. For example, 4200403597.
3	Click <b>Search</b> . <b>Result:</b> The PO record is generated.
4	Click PO number.  <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>The detailed PO is displayed in new tab.</li> <li>The Buyer's information is displayed on screen.</li> </ul> <p><b>Contact:</b> OFS GAR GROUP  <b>Contact Phone:</b> 877-811-2574   <b>Contact Email:</b> <a href="mailto:purchasing.service.desk@intel.com">purchasing.service.desk@intel.com</a></p>

## What should I do if I am unable to view a specific PO?

Step	Action
1	Go to <b>Intel Web PO</b> .
2	Enter related keywords to specify and narrow down the search criteria. 


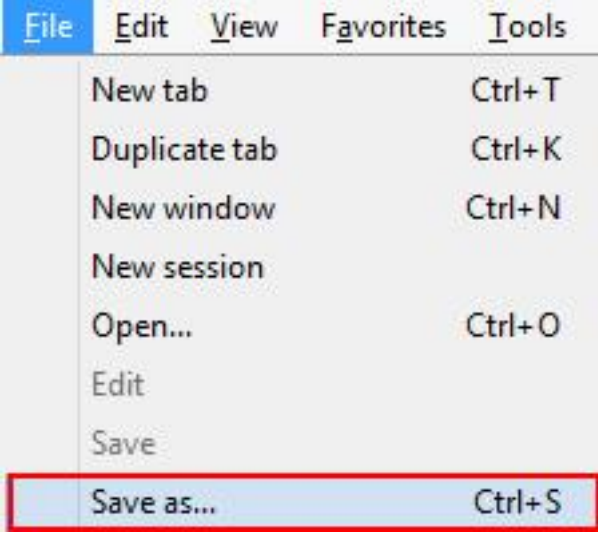
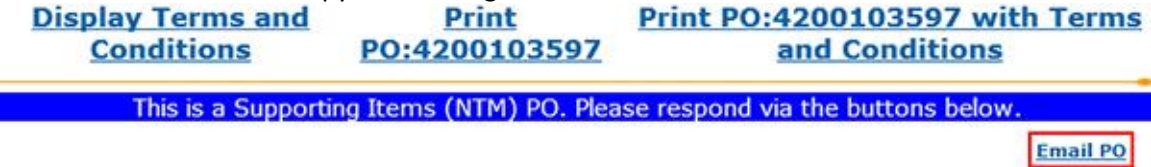
Step	Action																																																					
3	<p>Click <b>Search</b>.</p> <p><b>Result:</b> The search result with matching criteria is generated.</p>  <p><b>Update PO to your Profile:</b></p> <p>105 POs meeting your search criteria can not be viewed because of your profile setup. Only the 3 most recent POs are displayed.</p> <table border="1"> <thead> <tr> <th>PO</th> <th>Vendor</th> <th>Comp</th> <th>Reason not Viewable</th> <th>Recommended Action</th> </tr> </thead> <tbody> <tr> <td>4501234477</td> <td>1000009502</td> <td>730</td> <td>Your Website Profile does not allow access to: Intel Products (M) Sdn. B - 730</td> <td>Add PO to Profile</td> </tr> <tr> <td>4501234586</td> <td>1000009502</td> <td>730</td> <td>Your Website Profile does not allow access to: Intel Products (M) Sdn. B - 730</td> <td>Add PO to Profile</td> </tr> <tr> <td>4521349560</td> <td>1000009502</td> <td>730</td> <td>Your Website Profile does not allow access to: Intel Products (M) Sdn. B - 730</td> <td>Add PO to Profile</td> </tr> </tbody> </table> <p><a href="#">Click to view the complete list.</a></p> <hr/> <p><b>Results:</b></p> <table border="1"> <thead> <tr> <th>PO</th> <th>Invoice</th> <th>ST</th> <th>CY</th> <th>Comp</th> <th>Vendor</th> <th>Status</th> <th>Amount</th> <th>PO Gen Dt</th> <th>Buyer</th> <th>Viewed</th> </tr> </thead> <tbody> <tr> <td>4501523973</td> <td>Invoice</td> <td>13</td> <td>TH</td> <td>745</td> <td>1000009502</td> <td>NEW</td> <td>\$ 200.00</td> <td>06-Nov-2013</td> <td>Tan,Mei</td> <td>21-Apr-2014</td> </tr> <tr> <td>4501525731</td> <td>Invoice</td> <td>13</td> <td>TH</td> <td>745</td> <td>1000009502</td> <td>NEW</td> <td>\$ 167.45</td> <td>06-Nov-2013</td> <td>Tan,Mei</td> <td>21-Apr-2014</td> </tr> </tbody> </table> <p>Display <input type="text" value="10"/> per page      Go to page <input type="text" value="1"/> of 1 <input type="button" value="Go"/></p> <p><b>Note:</b> You need to modify your profile setting in order to view more search results.</p>	PO	Vendor	Comp	Reason not Viewable	Recommended Action	4501234477	1000009502	730	Your Website Profile does not allow access to: Intel Products (M) Sdn. B - 730	Add PO to Profile	4501234586	1000009502	730	Your Website Profile does not allow access to: Intel Products (M) Sdn. B - 730	Add PO to Profile	4521349560	1000009502	730	Your Website Profile does not allow access to: Intel Products (M) Sdn. B - 730	Add PO to Profile	PO	Invoice	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	Viewed	4501523973	Invoice	13	TH	745	1000009502	NEW	\$ 200.00	06-Nov-2013	Tan,Mei	21-Apr-2014	4501525731	Invoice	13	TH	745	1000009502	NEW	\$ 167.45	06-Nov-2013	Tan,Mei	21-Apr-2014
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4	<p>Click <b>Add PO to Profile</b>.</p> <p>Or,</p> <p>Click <b>Click to view the complete list</b> to view and select PO from a pop-up window.</p> <p><a href="#">Click to view the complete list.</a></p> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>If successful, the acknowledgement message is displayed.            </li> <li>OR, error message is displayed.            </li> </ul> <p><b>Note:</b> Should you received the error message, kindly validate your profile D-U-N-S number through before contact Intel Technical Support.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>It takes 1 to 2 minutes to update your profile to the system.</li> <li>Error message is generated in case the same Supplier Number/Vendor ID has already clicked on the same PO and still pending for approval.            </li> </ul>																																																					
5	<p>Click <b>Search</b> again to view the newly added PO result.</p>																																																					



# SPS - Web PO FAQ

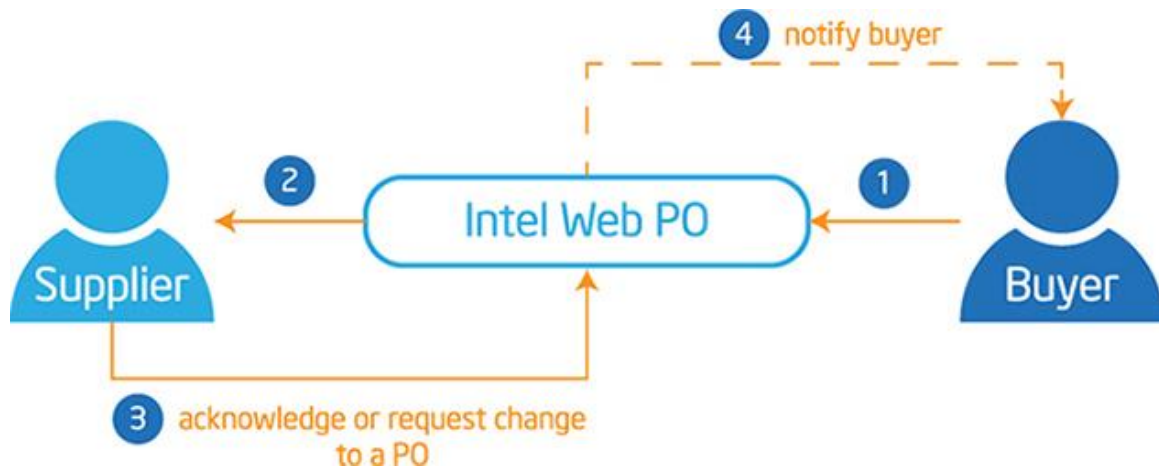
Intel Information Technology

## How do I request for a PO copy?

Step	Action
1	Go to <b>Intel Web PO</b> .
2	Enter PO number. For example, 4200403597.
3	Click <b>Search</b> . <b>Result:</b> The PO record is generated.
4	Click PO number.  <b>Result:</b> The detailed PO is displayed in new tab.
5	Click <b>File &gt; Save as...</b> to keep a copy on your desktop.  OR, Click <b>Email PO</b> to send a copy to the designated email address. 

## Validate a PO

How does PO Validation work?



Step	Action
1	Intel Buyer enter new/changed PO information.
2	Intel Web PO notify Supplier on new/changed PO.
3	Supplier checked and acknowledge or request change to the PO.
4	(optional) Intel Web PO notify Intel Buyer on the change request and actions required.

## How do I validate my PO?

Step	Action																																	
1	Go to <b>Intel Web PO</b> .																																	
2	Click to open a specific PO record. <div style="border: 1px solid #0070C0; padding: 5px;"> <p><b>Active PO</b></p> <table border="1"> <thead> <tr> <th>PO</th> <th>Invoice</th> <th>ST</th> <th>CY</th> <th>Comp</th> <th>Vendor</th> <th>Status</th> <th>Amount</th> <th>PO Gen Dt</th> <th>Buyer</th> <th>Viewed</th> </tr> </thead> <tbody> <tr> <td>4501523973</td> <td>Invoice</td> <td>13</td> <td>TH</td> <td>745</td> <td>1000009502</td> <td>NEW</td> <td>\$ 200.00</td> <td>06-Nov-2013</td> <td>Tan,Mei</td> <td>21-Apr-2014</td> </tr> <tr> <td>4501525731</td> <td>Invoice</td> <td>13</td> <td>TH</td> <td>745</td> <td>1000009502</td> <td>NEW</td> <td>\$ 167.45</td> <td>06-Nov-2013</td> <td>Tan,Mei</td> <td>21-Apr-2014</td> </tr> </tbody> </table> <p>Display <input type="text" value="10"/> per page</p> <p style="text-align: right;">Go to page <input type="text" value="1"/> of 1 <input type="button" value="Go"/></p> </div>	PO	Invoice	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	Viewed	4501523973	Invoice	13	TH	745	1000009502	NEW	\$ 200.00	06-Nov-2013	Tan,Mei	21-Apr-2014	4501525731	Invoice	13	TH	745	1000009502	NEW	\$ 167.45	06-Nov-2013	Tan,Mei	21-Apr-2014
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# SPS - Web PO FAQ

Intel Information Technology

Step	Action																					
	<p><b>Result:</b> The PO record is generated.</p> <div style="border: 1px solid red; padding: 5px; display: flex; justify-content: space-around;"> <span>Acknowledge PO Line</span> <span>Request Changes To PO Line</span> </div> <table border="1"> <thead> <tr> <th>Line Number</th> <th>Intel Number</th> <th>Supplier Item Number</th> <th>Unit Price</th> <th>Requested Qty</th> <th>U/M</th> <th>Requested Line Amt</th> </tr> <tr> <th>Line Status</th> <th>Change History</th> <th></th> <th></th> <th>Outstanding Qty</th> <th></th> <th>Remaining Line Amt</th> </tr> </thead> <tbody> <tr> <td>00010</td> <td></td> <td>U30010834</td> <td>\$ 199.91</td> <td>1</td> <td>EA</td> <td>\$ 199.91</td> </tr> </tbody> </table> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>In case there exist no clickable response buttons within the PO record, this indicates that particular PO type does not require online validation.</li> <li>Interface and clickable buttons might vary for different PO types.</li> </ul>	Line Number	Intel Number	Supplier Item Number	Unit Price	Requested Qty	U/M	Requested Line Amt	Line Status	Change History			Outstanding Qty		Remaining Line Amt	00010		U30010834	\$ 199.91	1	EA	\$ 199.91
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How do I know when Intel makes a change on a PO that I need to acknowledge?

Supplier will receive an e-mail with detailed changes that are in need of a response.


How do I acknowledge a PO?

Step	Action																																	
1	Go to <b>Intel Web PO</b> .																																	
2	<p>Click to open a specific PO record.</p> <p><b>Active PO</b></p> <table border="1"> <thead> <tr> <th>PO</th> <th>Invoice</th> <th>ST</th> <th>CY</th> <th>Comp</th> <th>Vendor</th> <th>Status</th> <th>Amount</th> <th>PO Gen Dt</th> <th>Buyer</th> <th>Viewed</th> </tr> </thead> <tbody> <tr> <td>4501523973</td> <td>Invoice</td> <td>13</td> <td>TH</td> <td>745</td> <td>1000009502</td> <td>NEW</td> <td>\$ 200.00</td> <td>06-Nov-2013</td> <td>Tan,Mei</td> <td>21-Apr-2014</td> </tr> <tr> <td>4501525731</td> <td>Invoice</td> <td>13</td> <td>TH</td> <td>745</td> <td>1000009502</td> <td>NEW</td> <td>\$ 167.45</td> <td>06-Nov-2013</td> <td>Tan,Mei</td> <td>21-Apr-2014</td> </tr> </tbody> </table> <p>Display 10 per page      Go to page 1 of 1 Go</p> <p><b>Result:</b> Details of the selected PO will be displayed in new tab.  <b>Note:</b> Interface and clickable buttons might vary for different PO types.</p>	PO	Invoice	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	Viewed	4501523973	Invoice	13	TH	745	1000009502	NEW	\$ 200.00	06-Nov-2013	Tan,Mei	21-Apr-2014	4501525731	Invoice	13	TH	745	1000009502	NEW	\$ 167.45	06-Nov-2013	Tan,Mei	21-Apr-2014
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3	<p>Click <b>Acknowledge PO Line</b>.</p> <p><b>Result:</b> A confirmation pop-up is displayed.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Interface and clickable buttons might vary for different PO types.</li> <li>Acknowledging a PO indicates you are confirming that the information on the PO is accurate, and you will ship the item on the Request Tender Date (RTD) stated.</li> </ul>																																	



Step	Action
4	<p>Click <b>OK</b>.</p> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>PO acknowledgement will be sent over to Intel.</li> </ul> <div style="border: 1px solid green; padding: 5px; display: inline-block;">  PO acknowledgement has been received by Intel.         </div> <ul style="list-style-type: none"> <li>PO will be updated with Tender date (equal to the RTD) from Supplier.</li> </ul> <p><b>Note:</b> For POs that have been previously updated with tender date, acknowledging the PO will keep the tender date unchanged.</p>

## How do I request changes to PO?

Step	Action																																	
1	Go to <b>Intel Web PO</b> .																																	
2	<p>Click to open a specific PO record.</p> <p><b>Active PO</b></p> <table border="1"> <thead> <tr> <th>PO</th> <th>Invoice</th> <th>ST</th> <th>CY</th> <th>Comp</th> <th>Vendor</th> <th>Status</th> <th>Amount</th> <th>PO Gen Dt</th> <th>Buyer</th> <th>Viewed</th> </tr> </thead> <tbody> <tr> <td>4501523973</td> <td>Invoice</td> <td>13</td> <td>TH</td> <td>745</td> <td>1000009502</td> <td> NEW</td> <td>\$ 200.00</td> <td>06-Nov-2013</td> <td>Tan,Mei</td> <td>21-Apr-2014 </td> </tr> <tr> <td>4501525731</td> <td>Invoice</td> <td>13</td> <td>TH</td> <td>745</td> <td>1000009502</td> <td> NEW</td> <td>\$ 167.45</td> <td>06-Nov-2013</td> <td>Tan,Mei</td> <td>21-Apr-2014 </td> </tr> </tbody> </table> <p>Display <input type="text" value="10"/> per page      Go to page <input type="text" value="1"/> of 1 <input type="button" value="Go"/></p> <p><b>Result:</b> Details of the selected PO will be displayed in new tab.  <b>Note:</b> Interface and clickable buttons might vary for different PO types.</p>	PO	Invoice	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	Viewed	4501523973	Invoice	13	TH	745	1000009502	NEW	\$ 200.00	06-Nov-2013	Tan,Mei	21-Apr-2014	4501525731	Invoice	13	TH	745	1000009502	NEW	\$ 167.45	06-Nov-2013	Tan,Mei	21-Apr-2014
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3	<p>Click <b>Request Changes to PO Line</b>.</p> <p><b>Result:</b> A change details pop up will be displayed.  <b>Note:</b> Interface and clickable buttons might vary for different PO types.</p>																																	
4	<p>Enter the updated details.</p> <p><b>Note:</b> Comments are required for all change requests.</p>																																	
5	<p>Click <b>Submit</b>.</p> <p><b>Result:</b> PO change request is submitted.</p> <div style="border: 1px solid green; padding: 5px; display: inline-block;">  Your change request has been submitted successfully to Intel for further action.         </div> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>If the new Tender Date is not more than 7 days earlier than the RTD, PO will be automatically updated.</li> <li>Else, PO Change Request will go to Intel Buyer for disposition, and they will contact the respective Supplier off-line for confirmation.</li> </ul>																																	



## Generate Reports

How do I generate Open Order, Past Due, and Supplier History Request reports?

Step	Action								
1	Go to <b>Intel Web PO</b> .								
2	Click <b>Reports</b> . <b>Result:</b> The PO Report page is displayed.								
3	Click on the drop down arrow. <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <p><b>Report Type</b></p> <p><b>Company Code</b></p> <p><b>Vendor ID</b></p> </div> <div style="border: 2px solid red; padding: 5px;"> <p>Open Order</p> <p>Past Due</p> <p>Supplier Requests History</p> </div> </div> <p><b>Note:</b> Open Order is the default report.</p>								
4	Select the report type. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Report Type</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>Open Order Report</td> <td> <ul style="list-style-type: none"> <li>Shows all pending and active orders.</li> <li>Including any past due orders.</li> </ul> </td> </tr> <tr> <td>Past Due Report</td> <td> <ul style="list-style-type: none"> <li>Shows only those orders that are still active and have gone beyond the due date established on the PO.</li> </ul> </td> </tr> <tr> <td>Supplier Requests History</td> <td> <ul style="list-style-type: none"> <li>Shows all Supplier responses to specified PO fields/values.</li> <li>Contain the responses history for a rolling 6-months period.</li> </ul> </td> </tr> </tbody> </table>	Report Type	Remark	Open Order Report	<ul style="list-style-type: none"> <li>Shows all pending and active orders.</li> <li>Including any past due orders.</li> </ul>	Past Due Report	<ul style="list-style-type: none"> <li>Shows only those orders that are still active and have gone beyond the due date established on the PO.</li> </ul>	Supplier Requests History	<ul style="list-style-type: none"> <li>Shows all Supplier responses to specified PO fields/values.</li> <li>Contain the responses history for a rolling 6-months period.</li> </ul>
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5	Enter the rest of the search criteria.								
6	Click <b>Search</b> . <b>Result:</b> The matching PO records are generated.								