PROOF OF PERFORMANCE GUIDE FOR MARKETING PM

Updated on:

25 October 2021

intel.

Agenda

- HOW TO UPLOAD POP FILES (IF REQUIRED)

- HOW TO APPROVE POP FILES

- HOW TO PROVIDE CLARIFICATION TO POP AUDITOR

- HOW TO ASSIGN PM LEVEL DELEGATION

- HOW TO ASSIGN PO LEVEL DELEGATION

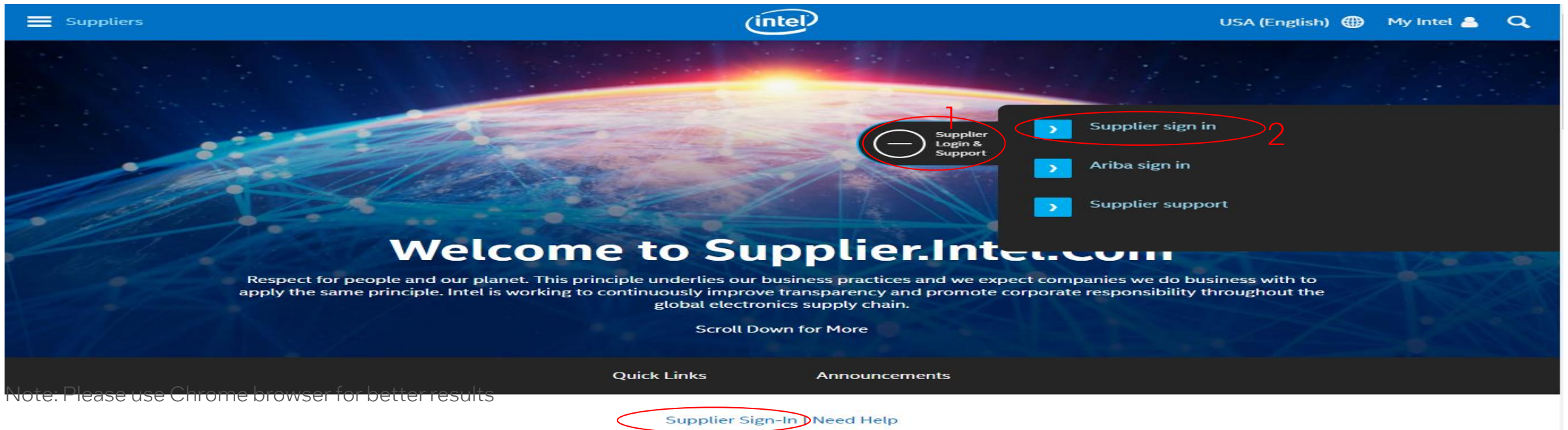# NAVIGATING THROUGH THE POP SYSTEM

intel.

Step 1: Login

- **Go to** **https://www.intel.com/content/www/us/en/supplier/overview.html**
- Click on **Supplier Sign-In** at the bottom of the page
- Provide your credentials
- Click on **Proof of performance**

Note : If this SPS Home page has been changed, please search for 'Supplier Sign-in' link.

Step 2: Locating Proof of Performance on the Tool

Click on '**Proof of Performance**' link in the Left -Hand Navigation Links
(Visible only if you have POP Tool Access)

HOW TO UPLOAD POP

intel.

Step 3: Search for the PO in Pending Actions, which is the default page for Marketing PM

Supplier.intel.com

English 日本語 简体中文   [Logout]

Hi, Padmajabanu

Role: Marketing PM

Pending Actions

Open PO

Dispositioned PO

Alternate PM

Alternate PM – PO Level

POP Check list

POP Tool Support

PRC POP Check list

POP Training Materials

Pending Actions

Pending POP : 2
Pending PM Approval : 0
Pending for Clarification : 2

Note: POs created 2+ years ago have been removed from your Pending Actions dashboard, but available in your Open/Dispositioned PO page. If required, you will be contacted to support Audit.

Pending POP:

PO#	PO Description	SLA ▼	Supplier Name	USD Amount	Local Amount	PO Created Date	POP Tool access
3001829305	2020-q1-AP-Retainer	328	CARAT MEDIA SERVICES SINGAPORE PTE LTD	625,618.10	853,620.00	12/12/2019	Y
3002027728	21Q1_TWN_LFR_SFR_OLR_SMBbundle masterkey	134	The Game Agency LLC	1,250.00	1,250.00	03/03/2021	Y

Pending PM Approval :

Data Not Available

Pending Clarification:

PO#	PO Description	SLA ▼	Supplier Name	USD Amount	Local Amount	Clarification Requested Date
3001740379	SMB PC SI channel research	498	IDC CONSULTING (BEIJING) LTD	45,873.90	316,940.00	05/03/2020
3002001496	Add funds to PO#:3002001496	134	1000heads	89,819.40	66,000.00	03/03/2021
	Q1'21 UK Cross BU Social Media Retainer					

Pending Actions:

It lists out POs for which user action is required like:

- POs pending for POP submission

- POs for which clarification required

- POs for which PM Approval required

- By default you will be shown the "Pending Actions" page. If you get an error message the 1st time, it could be due to your user role not being setup properly (Email **popsupport@intel.com** to verify).

- Look for the POs requiring your attention (those that are "**Pending POP, Need Clarification, Pending Approval**")

- Click on the **PO#** hyperlink to get to the "Detailed PO" page.

You can search for the PO in Open PO also

Open PO

Filter by

To search for specific POs that may not be immediately listed below, please enter/select the search filter(s) and click the search button.

PO# [_____]   Status [Select ▼]

From Date(MM/DD/YYYY) [_____]   ToDate(MM/DD/YYYY) [_____]

PM [Select ▼]   Supplier [Select ▼]

Geo [Select ▼]

[Search] [Export To Excel] [Reset]

Note: PO Creation Date is Sorted in Descending order

PO Details

PO#	PM	Supplier Name	PO Creation Date ▼	Country	Total PO Amt(USD)	Total PO Amt(Local)	PO Currency	Status	SB#	SB Line Item ID	S Des
3000336008	LYNN TAN	ABC CORP	30/10/2011	Indonesia	10000	10000	USD	Pending POP	1000999122	1	The Bill 20: spo
3000336007	LYNN TAN	ABC CORP	30/10/2011	Indonesia	2100	2100	USD	Pending POP	1000999426	1	The Bill 20: spo TO
3000332591	LYNN TAN	ABC CORP	22/10/2011	Indonesia	3512.6	3512.6	USD	Pending POP	1000990480	1	Pre Rel and Eve
3000322723	LYNN TAN	ABC CORP	29/09/2011	Indonesia	22003.21	195271667	IDR	Pending POP	1000963095	1	PR Ret Fee

The POP Tool has two main pages :

1. Open PO :

Pending POP, Pending PM Approval and Ask For Clarification POs are available in Open PO.

Till the required action completed, PO will be available in Open PO.

Click on the PO# hyperlink to get to the "Detailed PO" page.

Search for the PO in Dispositioned PO

2. Dispositioned PO

- If you need to look for POs which have been **Approved/ Closed / Cancelled**, click on the "**Dispositioned PO**" link.

- For partial billing POs which have completed the earlier POP verification process, they can be found here for subsequent POP submission.

Step 4: Review the PO Details

- **In the "Detailed PO" page, you will see the details of your PO.**

- **POP files can be uploaded as long as Status is NOT set to 'Closed'.**

Step 5 : Submit / Upload POP

- **Skip steps 1 to 3 if you do not see the POP List**

1

- Choose the **Category and Activity type** under POP list before submitting POP. (Filled when the POP is submitted for the first time, for this PO)

Process Details

1. Finance (KEMOKAI,ALUSINE) **Pending pop reminder** on 11/26/2019 1:36:20 AM
   Hi Ale, Kindly provide additional POP for the roadshow
2. Finance (KEMOKAI,ALUSINE) **Pending pop reminder** on 11/26/2019 1:38:55 AM
   Hey Ale, Please provide additional POP for this event

POP List
Note: Please Select Activity Type and Category.Then please select POP Required Documentation or write Remark.

Category: --Select--
Activity Type:

Submit PoP
POP files can be uploaded as long as Status is NOT Closed. Approval flow will be initiated whenever POP files are uploaded. [See more...]

2

- Put a **tick (√)** to select the required documents and provide **Remarks** for unselected documents and click **SAVE**
- Example: If the vendor can't provide 3rd party invoice as they were using their own manpower, please fill in the **Remarks** saying it is In-house production.

POP List
Note: Please Select Activity Type and Category.Then please selecte POP Required Documentation or write Remark.

Category: Events
Activity Type: Broad Audience Event

Choose	POP Required Documentation	Remarks
☐	Itemized Agency Invoice - supported by third party invoices for elements over $1K	3rd party Invoice not Applicable - In house Cost
☑	Photo of event or booth and display elements showing Intel branding, messaging or marketing. If a webinar, submit a copy of the digital content and the landing page, if applicable	
☑	Validation of event, date, audience & agenda	

Save

intel

Submit / Upload POP

3

Attach the documents by clicking on **'Submit POP'** button **(The System will not allow the POP submission if the POP List is not Saved)**

4

Click **Browse**, choose the POP file to upload and click on **'Add'** button

Upload POP

Note: You may select more than 1 file to be uploaded but each file size should be below 100MB. After every file selection, click Add to add it to your list. Click Save to upload all files in the list.

Browse...

Add   Clear

5

Provide Remarks if needed and Click on **'Save'** button

Please refer *POP Check List* for Category and Activity Type. Then please select Required POP Documentation and write Remark for unselected one.

Category: Print
Activity Type: Print Media – Magazine, Newspaper

POP Documents :- POC - Proof Of Cost ; POE - Proof Of Execution ; POA - Proof Of Attribution (Intel Presence).

Choose	Doc Type	POP Required Documentation	Remarks
☐ *	POC	Detailed Quotation or SOW with cost (Clearly stated what will be delivered and cost breakdown with Company header)	
☐ *	POC	Itemized agency invoice OR report with itemized cost breakdown & project completion statement	
☐	POC	Third-party invoice with line-item details (if applicable, refer to 3rd Party invoice guide)	
☐ *	POE	Creative or digital copy of final advertisement, including ad sizes, publication name and publication dates. URL or hosting link required for digital versions	
☐	POE	Translation cost breakdown and Sample screenshots of the translated work (If applicable)	
☐ *	POA	Intel product logo and/or brand mention and/or signature ID	
☐	POA	Other Intel branding guidance, messaging or content per agreement	

Save   Cancel

Submit PoP

POP files can be uploaded as long as Status is NOT Closed. Approval flow will be initiated whenever POP files are uploaded. [See more...]

Remark

Save   Cancel

HOW TO APPROVE POP

intel.

POP Approval steps

1. Go to **https://www.intel.com/content/www/us/en/supplier/overview.html** and click on Supplier Sign-In.

2. With **VPN connected**, click on **Automatic Sign-in**.

3. Click on the "**Proof of Performance**" link in the Left-Hand Navigation Menu. (Visible only if you have POP access)

4. You can search for the required PO# from '**Pending Action**' or '**Open PO**' page and click on the **PO# link**.

5. When the PO detail page is opened, you can find the details of the PO and the submitted POP file(s). You can download and review POP by clicking on the **POP file name** / **Download All**

6. After reviewing POP, you can choose "**Approve**" or "**Reject-Reupload**" buttons at the bottom of the page.

PROVIDE CLARIFICATION TO POP AUDITOR

Provide clarification steps

1. Go to **https://www.intel.com/content/www/us/en/supplier/overview.html** and click on Supplier Sign-In.

2. With **VPN connected**, click on **Automatic Sign-in.**

3. Click on the "**Proof of Performance**" link in the Left-Hand Navigation Menu. (Visible only if you have POP access)

4. You can search for **Pending Clarification** POs in '**Pending Action**' page and click on the **PO# link.**

5. When the PO detail page is opened, click on the **POP Cycle** (Please refer the Provide Clarification Reminder e-mail to know the **POP Cycle**, where **auditor** has asked for clarification)

6. Then you can find the **Provide Clarification** button. Click on it and provide your response to Auditor.

   *Note : **POP Cycles** are highlighted in **yellow** in the below screenshot.*

Process Details
Note: This PO has more than 1 POP verification cycles. View different cycles by clicking the pagers.   1 2 3

1. Supplier (STG,POP) upload pop on 8/6/2021 2:53:22 AM

POP File Name	Uploaded On	Uploaded By	Deleted By	Deleted Date	Delete
dummyfile68202123210.txt	8/6/2021	STG,POP			Delete

PM LEVEL DELEGATION

intel.

PM Level delegation steps

1. **Login to POP Tool**

2. **Click on Alternate PM link in left hand side menu**

3. **As a Marketing PM, your details would be pre-populated. (Refer the first column in the below table)**

4. **Enter WWID of the delegate.**

5. **Click on Search button.**

6. **Delegates' details including his POP Tool access would be displayed. (If it is 'N' , you could ask him to apply for POP Tool access -- Refer the second column)**

7. **Provide the delegation period and reason for delegation.**

8. **Click on Save button**

When logged-in as a PM, your details are pre-populated

Enter Alternate PM WWID, to add delegate

Logout

Alternate PM

Filter by

| PM WWID | 11712655 | Alt PM WWID | | Is Valid | select ▼ | Search |

PM Name	Alt PM ID	Alt PM Name	From Date	To Date	Is Valid	Remark	Edit
Muniyappan,Padmajabanu	devidx	D,Devi	7/1/2021	7/31/2021	True	For testing purpose	Edit

Add Alternate PM

| PM WWID | 11712655 | PM LoginID | pmuniy2x | PM Name | Padmajabanu,Muniyappan |

| Alt PM WWID | 12008685 | Search |

Alt PM LoginID chmorale   Alt PM Name Morales Porras,Carlos   Alt PM Has Access? N

| From Date | | To Date | | Remark | |

Save   Reset

PO LEVEL DELEGATION

intel.

PO Level Alternate PM delegation

1. **Login to POP Tool**

2. **Click on Alternate PM- PO Level link in left hand side menu**

3. **As a Marketing PM, your existing POs would be loaded.**

intel.

When logged-in as a PM, your POs are loaded in grid

PO Level Alternate PM

Add PO Level Alternate PM

PM WWID   `11870335`

Alt PM WWID `_____`   Existing PO / Future PO `Existing POs ▼`   `Search`

☐	PO#	PO Description	Supplier Name	PM WWID	Alternate PM Name	Status	From Date	To Date	Reason	Edit
☐	3001803759	Intel Experience Day Production & CM	Mosaic Sales Solutions Canada Operating Co.	11870335		Auto-Approved				
☐	3001804226	Make The Shift Campaign in Q4	MICROSOFT CORPORATION	11870335		Auto-Approved				
☐	3001808852	Event support for ET Canada Exchange	MMK Marketing Inc.	11870335	Han,Benedict (11488980)	Auto-Approved	4/6/2020	12/31/2020		Edit Delete
☐	3001809810	Q4 B2B Cloud & AI campaigns in Canada	Carat Usa, Inc.	11870335		Auto-Approved				
☐	3001811473	10th Gen Umbrella_Holiday Camapaign CA	Carat Usa, Inc.	11870335		Auto-Approved				
☐	3001819164	9th Gen Intel® Core? i9-9900KS	Carat Usa, Inc.	11870335		Auto-Approved				
☐	3001830393	2CO0---BC0---AK0------AL0---AE0---DK0---	MMK Marketing Inc.	11870335	Han,Benedict (11488980)	Auto-Approved	4/6/2020	12/31/2020		Edit Delete
☐	3001830647	Services	MMK Marketing Inc.	11870335		Auto-Approved				
☐	3001841028	Canada Shopper Educ Campaign WIM	Carat Usa, Inc.	11870335		Auto-Approved				
☐	3001873291	Canada SEC_WIM Campaign: Q2 2020	Carat Usa, Inc.	11870335		Auto-Approved				

1 2 3 4 5 6 7 8

`Add Alternate PM`

Select the POs and click on 'Add Alternate PM'

PO Level Alternate PM

Add PO Level Alternate PM

PM WWID   `11870335`

Alt PM WWID   [   ]   Existing PO / Future PO [Existing POs ▾]   [Search]

☐	PO#	PO Description	Supplier Name	PM WWID	Alternate PM Name	Status	From Date	To Date	Reason	Edit
☐	3001803759	Intel Experience Day Production & CM	Mosaic Sales Solutions Canada Operating Co.	11870335		Auto-Approved				
☐	3001804226	Make The Shift Campaign in Q4	MICROSOFT CORPORATION	11870335		Auto-Approved				
☐	3001808852	Event support for ET Canada Exchange	MMK Marketing Inc.	11870335	Han,Benedict (11488980)	Auto-Approved	4/6/2020	12/31/2020		Edit Delete
☑	3001809810	Q4 B2B Cloud & AI campaigns in Canada	Carat Usa, Inc.	11870335		Auto-Approved				
☑	3001811473	10th Gen Umbrella_Holiday Camapaign CA	Carat Usa, Inc.	11870335		Auto-Approved				
☐	3001819164	9th Gen Intel® Core? i9-9900KS	Carat Usa, Inc.	11870335		Auto-Approved				
☐	3001830393	2CO0---BC0---AK0------AL0---AE0---DK0---	MMK Marketing Inc.	11870335	Han,Benedict (11488980)	Auto-Approved	4/6/2020	12/31/2020		Edit Delete
☐	3001830647	Services	MMK Marketing Inc.	11870335		Auto-Approved				
☐	3001841028	Canada Shopper Educ Campaign WIM	Carat Usa, Inc.	11870335		Auto-Approved				
☐	3001873291	Canada SEC_WIM Campaign: Q2 2020	Carat Usa, Inc.	11870335		Auto-Approved				

1 2 3 4 5 6 7 8

[Add Alternate PM]

Add Alternate PM (PO Level)

Alt PM WWID [   ]   [Search]

ADD PO level delegation

1. Enter **WWID** of the delegate to add delegate.

2. Click on **Search** button.

3. Delegates' details including his POP Tool access would be displayed. (If it is 'N' , you could ask him to apply for POP Tool access -- Refer the second column)

4. Provide the delegation period and reason for delegation.

5. Click on **Save** button

intel.

CASE STUDIES

intel.

Activity Type: Billboard, Transit & Digital Signage

PO Details

Quarter	Project ID number	PO Category	Cost Center	GL Account	Supplier Name	Delivery/Service Location
Q4-2019	001000518418	Print Design & Prod	IVE GDC Site Ops RND(55661)	Sales Promotions and Shows(506730)	CKLASS(1000075510)	Mexico (MX)

POP List

Created by : Daga,Dilip on 10/12/2021 9:37:39 PM   Edited by : Daga,Dilip on 10/21/2021 11:31:21 PM

POP Documents :- POC - Proof Of Cost ; POE - Proof Of Execution ; POA - Proof Of Attribution (Intel Presence).

Category	ActivityType	Doc Type	POP Required Documentation	Remarks	Is Selected
Print	Print Media - Magazine, Newspaper	POC	* Detailed Quotation or SOW with cost (Clearly stated what will be delivered and cost breakdown with Company header)		Y
Print	Print Media - Magazine, Newspaper	POC	* Itemized agency invoice OR report with itemized cost breakdown & project completion statement		Y
Print	Print Media - Magazine, Newspaper	POC	Third-party invoice with line-item details (if applicable, refer to 3rd Party invoice guide)	na	N
Print	Print Media - Magazine, Newspaper	POE	* Creative or digital copy of final advertisement, including ad sizes, publication name and publication dates. URL or hosting link required for digital versions		Y
Print	Print Media - Magazine, Newspaper	POE	Translation cost breakdown and Sample screenshots of the translated work (If applicable)	na	N
Print	Print Media - Magazine, Newspaper	POA	* Intel product logo and/or brand mention and/or signature ID		Y
Print	Print Media - Magazine, Newspaper	POA	Other Intel branding guidance, messaging or content per agreement		Y

Edit POP List

Submit PoP

						Precio		
Uso CFDI:	Gastos en general			Certificado SAT:0001000000404594081				
Folio fiscal:	1EC7967B-84D2-49A1-A54A-21ABEF431A68			CSD Emisor:00001000000408120975				
Régimen fiscal:	601 - General de Ley Personas Morales							

Descripción			Cantidad	Código	Precio unitario	Impuestos	Monto
[CK0-008275] Marco para patente US10445009B2 Color Nogal con placa de 20 cm x 26.5cm tipo espejo de 4 mm x lado INTEL		80141605 Mercancía promocional	1.00 Pieza(s)	H87 Pieza	1,167.00	IVA(16%)	$ 1,167.00
[CK0-008276] Marco para patente US10408860B2 Color Nogal con placa de 20 cm x 26.5cm tipo espejo de 4 mm x lado INTEL		80141605 Mercancía promocional	1.00 Pieza(s)	H87 Pieza	1,167.00	IVA(16%)	$ 1,167.00
[CK0-008277] Marco para patente US10411889B2 Color Nogal con placa de 20 cm x 26.5cm tipo espejo de 4 mm x lado INTEL		80141605 Mercancía promocional	1.00 Pieza(s)	H87 Pieza	1,167.00	IVA(16%)	$ 1,167.00

PR Retainer Service	(1) Agency performance report signed off by Intel project manager & screenshots of any creatives (if applicable)
	(2) Detailed quotation/SOW/Agreement (Required if it's revised from the original quotation submitted in shopping cart)
	(3) Itemized agency invoice OR report with itemized cost breakdown & project completion statement
	(4) Third party invoice (if applicable) for cost elements >$1K

MCPRO

NOTICIAS   A FONDO   ENTREVISTAS   OPINIÓN   EVENTOS   RECURSOS   TODOS LOS ARTÍCUL

NOTICIAS

Intel compra la plataforma Smart Edge a Pivot Technology

Publicado el 16 octubre, 2019 por **Celia Valdeolmillos**

☐ ✉ Influencer Monthly report .msg
☐ ✉ Intel EMEA bi-weekly agency call agenda 01.10.19....
☐ ✉ Intel EMEA bi-weekly agency call notes 01.10.19.msg
☐ ✉ Intel EMEA bi-weekly agency call notes 16.10.19.msg
☐ ✉ Intel EMEA bi-weekly agency call notes 29.10.19.msg
☐ ✉ Q3Q4 CCG and GCG report - additional inputs requi...
☐ ✉ RE GCG Q3 report .msg
☐ ✉ RE Influencer Highlight Reel - EMEA monthly inputs...
☑ ✉ Re Influencer report .msg
☐ ✉ RE Please read Intel CCG Q3 highlights by Oct. 2 (se...
☐ ✉ RE PR Important ARs - Please read Desktop Workst...
☐ ✉ RE PR Important ARs - Please read Desktop Workst...
☐ ✉ UPDATED - Friday bullets 25.10.19.msg
☐ ✉ Workstation Launch - Coverage due by 4PM BST .m...

Wargaming and Intel (Russia): 4PDA have published an article detailing the news that Wargaming and Intel have collaborated to develop ray tracing and multithreaded rendering for the World of Tanks video game. The article states that the new technology creates beautiful graphics which until this point has been "*completely impossible in games.*"

Tech podcast (Spain): Last week, Álvaro García, PR Manager participated in a podcast with Víctor Abarca, a popular tech influencer with a combined online following of 487K. The podcast focused on the future of the 10th Generation Intel® Core™ Processors and had more than 9,000 hits in just 72 hours.

5G / Edge computing acquisition (Spain): Several key tech outlets including IT User, Silicon and MC Pro have published articles following the news that Intel are acquiring the Smart Edge™ intelligent-edge platform business from Pivot Technology Solutions Inc. The sentiment of the coverage is neutral to positive in tone and Dan Rodríguez, VP of Data Center Group and GM Network Compute Division, is quoted: "*This transaction improves our ability to address the transformation of the 5G network with a leading position in Edge Computing.*"

PO Summary

PO Number	PO Creation Date	Geo	Transaction Currency	Total PO Amount in transaction currency	Total PO Amount (USD)	PO Status
3001806852	11/1/2019	ASMO-LAR	BRL	$4,860.93	$1,208.96	Auto-Approved

PO Details

Quarter	Project ID number	PO Category	Cost Center	GL Account	Supplier Name	Delivery/Service Location
Q4-2019	001000522506	Retail & Sales Staff	GMP Brazil Marketing(49949)	Marketing Services(506710)	M2 CONSULTORIA EM MARKETING LTDA(1000026038)	Brazil (BR)

PIN MODELS — LEVEL 6, LEVEL 8, LEVEL 10

POP List

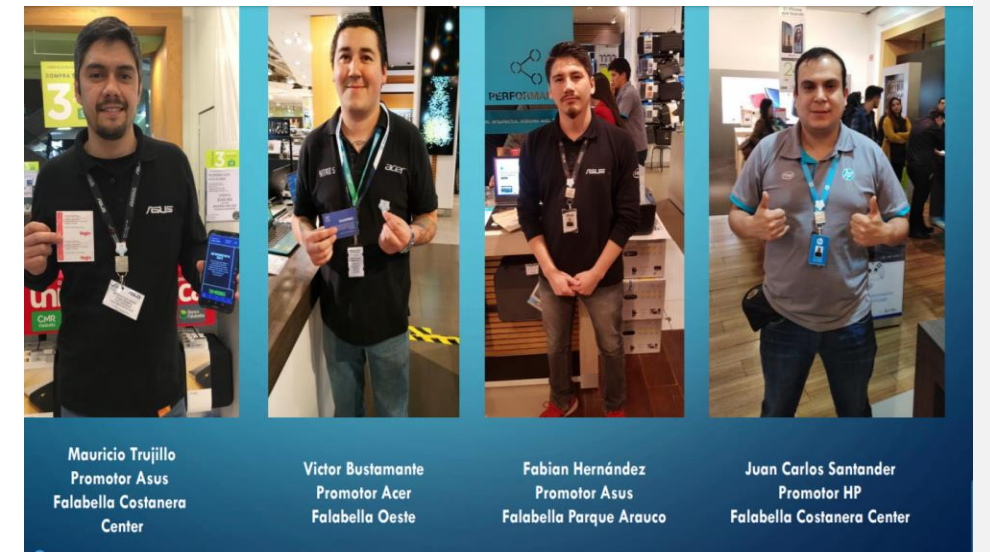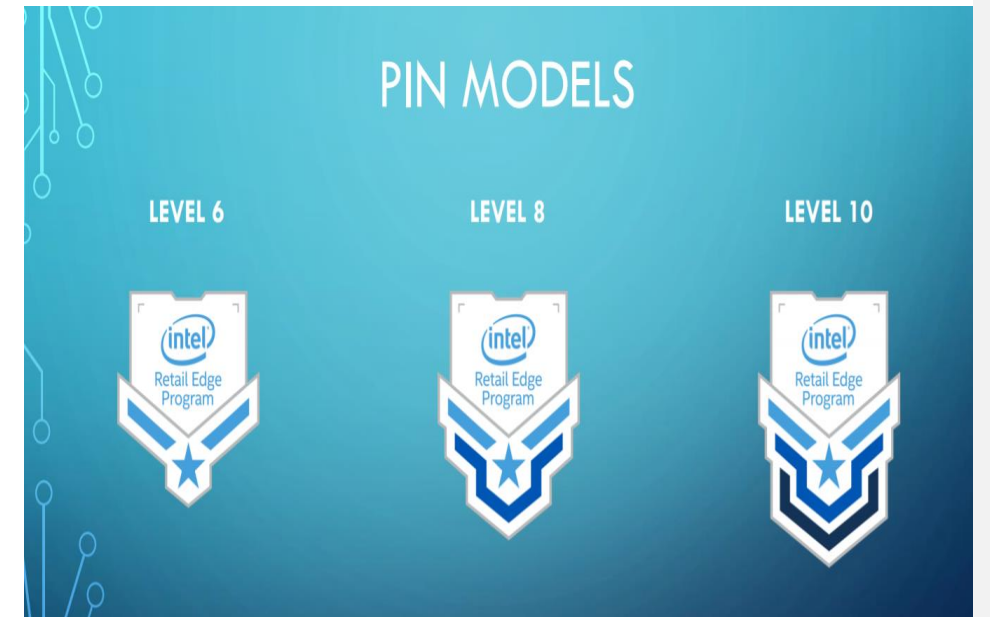Created by : Daga,Dilip on 10/12/2021 9:37:39 PM   Edited by : Daga,Dilip on 10/21/2021 11:31:21 PM

POP Documents :- POC - Proof Of Cost ; POE - Proof Of Execution ; POA - Proof Of Attribution (Intel Presence).

Category	ActivityType	Doc Type	POP Required Documentation	Remarks	Is Selected
Print	Print Media - Magazine, Newspaper	POC	* Detailed Quotation or SOW with cost (Clearly stated what will be delivered and cost breakdown with Company header)		Y
Print	Print Media - Magazine, Newspaper	POC	* Itemized agency invoice OR report with itemized cost breakdown & project completion statement		Y
Print	Print Media - Magazine, Newspaper	POC	Third-party invoice with line-item details (if applicable, refer to 3rd Party invoice guide)	na	N
Print	Print Media - Magazine, Newspaper	POE	* Creative or digital copy of final advertisement, including ad sizes, publication name and publication dates. URL or hosting link required for digital versions		Y
Print	Print Media - Magazine, Newspaper	POE	Translation cost breakdown and Sample screenshots of the translated work (If applicable)	na	N
Print	Print Media - Magazine, Newspaper	POA	* Intel product logo and/or brand mention and/or signature ID		Y
Print	Print Media - Magazine, Newspaper	POA	Other Intel branding guidance, messaging or content per agreement		Y

[Edit POP List]

[Submit PoP]

Mauricio Trujillo
Promotor Asus
Falabella Costanera Center

Victor Bustamante
Promotor Acer
Falabella Oeste

Fabian Hernández
Promotor Asus
Falabella Parque Arauco

Juan Carlos Santander
Promotor HP
Falabella Costanera Center

Tools & Support

Support

- If you have any enquires about the POP requirements or process, please contact POP support team via **popsupport@intel.com**

- IT technical support available from 8am – 5pm IST – team based in India

- If you face any technical issues, **raise a ticket in SPS Team** by following the below steps:
  1. Go to **https://supplier.intel.com/websuite/feedback.aspx**
  2. Login with your credentials
  3. Select Issue Category
  4. Provide Issue details in Brief Description.
  5. Click on Submit button