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Get Started

What is Intel Web Invoice?

- A tool used by **Indirect Material Suppliers** to submit invoices.
- Eliminates mail float.
- Reduces invoice administrative cost (paper and mail).

How does Intel Web Invoice work?

Step	Action
1	Intel Supplier reviewed and acknowledge PO in Intel Web PO tool.
2	Supplier create invoice in Intel Web Invoice tool.
3	Invoice created will become viewable by Intel Buyer.
4	Buyer review and proceed accordingly.

When can Web Invoice not be used?

Web Invoice cannot be used for billing Intel if,

- Your PO is in a closed status.
- You are requesting payment in a currency other than the PO currency.
- You are submitting tax-only or freight-only invoices.
- You do not invoice Intel against a purchase order (non-PO suppliers).
- You are a Direct Materials Supplier using the ERS process (Evaluated Receipt Settlement).

How do I start using Intel Web Invoice?

Step	Action
1	Go to supplier.intel.com.
2	Click **Sign In**. **Result**: The **Intel Login** page is displayed.
3	Enter your **User ID** and **Password**.
4	Click **Sign In**. **Result**: The **Supplier Information** page is displayed.
5	Click **Intel Web Invoice**. **Result**: The **Web Invoice** tool is displayed.

How do I request access for additional application?

Step	Action
1	Go to supplier.intel.com.
2	Click **Sign In**. **Result**: The **Intel Login** page is displayed.
3	Enter your **User ID** and **Password**.

Step	Action
4	Click **Sign In**.
	Result: The **Supplier Information** page is displayed.
5	Click **Manage My Account** > **Application Access**.
	Result: The **Application Access** page is displayed.
6	Select checkbox to request for additional permissions.
7	Click **Submit**.
	Note: You might be prompted to provide additional information.
	Result: The **confirmation message** is displayed. Your application is now subject to your EVM's approval.

How do I check the status of my application request?

Step	Action
1	Go to supplier.intel.com.
2	Click **Sign In**.
	Result: The **Intel Login** page is displayed.
3	Enter your **User ID** and **Password**.

Step	Action
4	Click **Sign In**.
	Result: The **Supplier Information** page is displayed.
5	Click **Account** > **Check Request Status**.
	Result: The **Check Request Status** page is displayed, together with the date and status of your request.

Status	Remark
Pending EVM Approval	• Awaiting validation from your company's EVM. • It is advisable to send e-mail reminder, just in case.
Pending Intel Approval	• Awaiting validation from Intel. • Confirmation e-mail will be sent between 3-5 business days from the date of EVM approval.
Rejected	• The reason is stated in the **Comment** column.
Pending Request	• Only applies for request to become an EVM. • Intel contact will need to approve the request.

How do I upgrade to Standard (Full) Registration account?
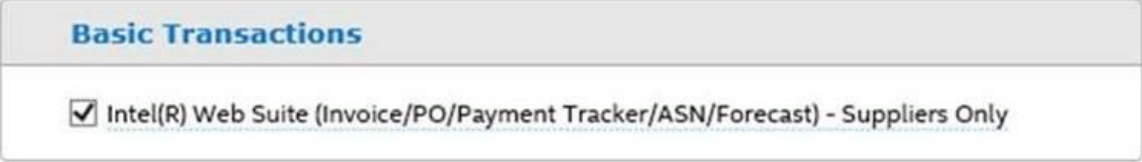
Scenario 1: Upgrade from **Manage My Account** page

Step	Action
1	Go to supplier.intel.com.
2	Click **Sign In**. **Result**: The **Intel Login** page is displayed.
3	Enter your **User ID** and **Password**.
4	Click **Sign In**. **Result**: The **Supplier Information** page is displayed.

Step	Action
5	Click **Manage My Account** > **Upgrade to Standard (Full) Registration**.
	Result: The **Upgrade to Standard (Full) Registration** page is displayed.
6	Click **Begin**.
7	Select the checkbox for **Intel® Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only**.
8	Click **Next**.
	Result: The access request form is displayed.
9	Update all mandatory fields.
	Note: Mouse over the "?" icon for explanation of what to fill.
10	Click **Next**.
	Result: The upgrade request is routed to your company's EVM for approval.
	Note: If your company does not have EVM, kindly refer to Supplier Registration > Contact EVM > How do I become an EVM?

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

Step	Action
1	Go to **Intel Web PO**.
2	Click **EVM conversion**.
	Result: The **Upgrade to Standard (Full) Registration** page is displayed.
3	Click **Begin**.

Step	Action
4	Select the checkbox for **Intel® Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only**. **Basic Transactions** ☑ Intel(R) Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only
5	Click **Next**. **Result**: The access request form is displayed.
6	Update all mandatory fields. **Note**: Mouse over the "?" icon for explanation of what to fill.
7	Click **Next**. **Result**: The upgrade request is routed to your company's EVM for approval. **Note**: If your company does not have EVM, kindly refer to Supplier Registration > How do I become an EVM?

Create Invoice

How to know if I need to submit invoice for my PO?

- All type of PO will need to submit invoice to Intel in order to get the payment, except PO with **ERS (Evaluated Receipt Settlement)** line item.
- ERS, whereby invoices are automatically generated upon goods received; it is only applicable to certain countries/ goods purchase.
- Please check through the line item if it is ERS categorized.

Line Number Line Status	Intel Number Change History	Supplier Item Number	Unit Price	Requested Qty Outstanding Qty	U/M	Requested Line Amt Remaining Line Amt
00010			$ 33.00	55	PC	$ 1815.00
Changed	View Change History			0.0000		View Remaining Line Amt

Description:
Tender Date: 05/28/14
This is an Evaluated Receipt Settlement (ERS) PO/Line item, no invoice is required for this transaction. This PO/Line payment will be processed without a paper invoice

Required Date: 09 Jul 2014 Factory ID:
Promised Date: Machine IT Location:

Machine: Tax Status: NON-TAXABLE

How do I create new invoice?

Step	Action
1	Go to **Intel Web Invoice**.
2	Click **Create New Invoice**.
	Result: The **Create New Invoice** screen is displayed.
3	Enter **PO number**. For example, 4200103597. Enter PO#: 4200103597 Create Search for a PO **Note**: You must enter the entire PO number in the PO field for Intel Web Invoice to retrieve the requested information and in order to continue.
4	Click **Create**.
	Result: The invoice for PO number entered is created.
	Notes: • The invoice generated requires supplier to fill in additional mandatory fields. • The supplier assumes responsibility to submit complete and accurate invoices.
5	Update the mandatory fields, • Invoice number. • Supplier invoice date. • Ship/Service Date. • Add (PO Line).
6	Click **Review Invoice**.
	Result: The **Review Invoice** screen is displayed.
	Note: The errors and missing fields are notified in red.
7	Click **Submit Invoice** to proceed. Edit Invoice Submit Invoice OR, click **Edit Invoice** for amendment.
	Result: The TAX Invoice Confirmation screen in displayed.
	Notes: • Once suppliers click **Submit Invoice**, the invoice is immediately interfaced into the Intel back-end system and cannot be changed through Web Invoice tool. • Supplier may print a copy of the generated invoice confirmation.

What are the invoice requirements for on-time and accurate payment?

- Following Intel invoice requirements will ensure that your invoice is paid within negotiated contract terms.
- The quickest way to invoice Intel is by using the Intel Web Invoice.
- If you wish to prepare invoices without using the Intel Web Invoice, please ensure your invoice has the required information for your region.

What should I do if my PO cannot be found, or is invalid?

- You must enter the entire PO number for Intel Web Invoice to retrieve the requested information. Click **Search for a PO** > narrow the search criteria > and select the correct PO number.
- OR,
  The PO you are seeking might have been converted from Intel's prior system of record to the current one. Click **Converted PO Numbers** to view and retrieve converted PO.
- OR,
  Contact your Intel Contact for more enquiries.

What should I enter in Bill to Name and Address field?

You may retrieve the bill to information by referring to detailed PO.

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO number**. For example, 4200403597.
3	Click **Search**. **Result**: The PO record is generated.
4	Click PO number. **Results**: • The detailed PO is displayed in a new tab. • The bill to information is displayed on the left of the generated record. PO#: 4200103597 Bill To: INTEL IRELAND LTD ATTN: ACCOUNTS PAYABLE P.O. Box 58 Collinstown Industrial Park Leixlip IRELAND

Step	Action
	Notes: • English language of bill to information in unavailable for PO with RMB and TWD currency. Please e-mail ap-po.support@intel.com for bill to information. • If you are unable to submit through Web Invoice, please submit paper invoice to Intel.

What should I enter in the Ship/Service Date field?

The Ship/Service date for service invoice is normally based on **actual date the service was delivered/performed**. A service invoice that was sent via the Web will go through an **RFA (Request for Approval)** process that requires the end-user at Intel to approve/reject the Intel Web Invoice.

What should I enter in the Invoice Total Tax field?

Enter the total amount of **Tax/VAT/GST** applied to the invoice. If there is no Tax/VAT/GST for the invoice, you must enter an amount of "0." You need to enter a Total Tax for the invoice, even if the Total Tax is "0". The application will not calculate the amount of total tax on your invoice for you.

Submit Invoice

How do I submit an invoice for down payment PO?

• The Down Payment Request functionality in Web Invoice has been **disabled**.
• Down Payment requests will be created by Intel procurement for suppliers from all countries except China, Vietnam, India and Israel.
• Down Payment request information will be displayed in line level texts in Web PO. Suppliers from China, Vietnam, India and Israel should contact their Intel procurement representative for the process to submit hard copy invoices.

Can I submit the invoice before the goods arrive at Intel?

Intel requests that Intel Web Invoices be submitted on the **expected arrival date** of the shipment or after the goods have arrived at Intel's dock. Any shipment that is not received at the time of Intel Web Invoice submission will result in a mismatch. This will put the invoice on hold pending receipt of the shipment.

What happen to invoices that arrive before the receipt of goods?

These invoices will show as a mismatch in the Buyer's queue and in the Intel® Payment Tracker application. However, these will be updated when goods are received at Intel's dock.

Can I submit partial invoicing under Percentage Payments?

Percentage payments can be submitted using Intel® Web Invoice.

Can I submit partial invoicing for partial shipments?

You can invoice for partial shipment as long as the PO is not closed.

When can I expect payment after invoice submission?

Intel starts the payment clock based on the date Intel receives a valid invoice or the date Intel receives the goods, whichever is later. This follows our purchase order and contract language.

Can my invoice be paid sooner?

You can suggest a shorter payment terms through **Intel Payment Tracker**.

Check Status

What is invoice status?

The Intel Web Invoice application offers supplier a query to check the status of web invoices that have recently been submitted. The query can be found as a link within the application.

- Assists suppliers in tracking their submitted web invoices, and display work-in-process status.
- Provides visibility to web invoices that are yet to visible in Intel Payment Tracker tool (**TWENTY-FOUR** (24) hours of SLA.)
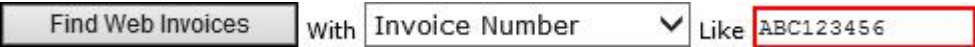
What are the types of invoices statuses available?

Status	Remark
Submitted	Invoice has been accepted without error and awaits further processing.
Transmitted	Invoice has been received and awaits further processing.
In-progress	Invoice is currently being evaluated by the system for entry into system of record, or has been blocked, and is awaiting mutual analysis.
Rejected	Invoices was rejected by system of record during invoice entry or manually by a processor following manual analysis.
Processed	Invoice has been assigned a status in the system of record. Status available on the Payment Tracker within **TWENTY-FOUR** (24) hours.

How do I check status of my submitted invoice?

Step	Action
1	Go to **Intel Web Invoice**.
2	Click **Check Invoice Status**.
	Result: The **Check Invoice Status** screen is displayed.
3	Enter search criteria.
	For example, invoice number ABC123456.
4	Click **Find Web Invoices**.
	Result: The status of invoice ABC123456 is displayed.
	Notes:
	• The vast majority of invoices are submitted and processed with no issues.
	• The rejected invoices are displayed in **My Notifications** section.

How do I view my submitted web invoice?

All web invoice confirmations submitted in the Intel® Web Invoice application are stored directly in to an archive. Suppliers are requested to print or save a copy of each web confirmation for your reference prior to exiting the web invoice confirmation page, as you do not have access to the web invoice archive.

How do I request for invoice copy?

To request for invoice copy, submit a request here with your correct PO number and invoice number.

Create Credit

How do I submit credit/debit memo?

Credit memos can be submitted using Intel Web Invoice.

Step	Action
1	Go to **Intel Web Invoice**.

Step	Action
2	Click **Create New Invoice**.
	Result: The **Create New Invoice** screen is displayed.
3	Enter **PO number**. For example, 4200103597. Enter PO#: `4200103597` [Create] [Search for a PO]
	Note: You must enter the entire PO number in the PO field for Intel Web Invoice to retrieve the requested information and in order to continue.
4	Click **Create**.
	Result: The credit memo for PO number entered is created.
	Notes: • The credit memo generated requires supplier to fill in additional mandatory fields. • The supplier assumes responsibility to submit complete and accurate invoices.
5	Update the mandatory fields, • Credit Type. • Supplier Original Invoice Number. • Credit Number. • Ship Service Date. • PO Line. • Credit Description.
6	Click **Review Credit Memo**.
	Result: The **Review Credit Memo** screen is displayed.
	Note: The errors and missing fields are notified in red.
7	Click **Submit Credit Memo** to proceed. [Edit Credit Memo] [Submit Credit Memo] OR, Click **Edit Credit Memo** for amendment.
	Result: The **Credit Note** screen is displayed.
	Note: Supplier may print a copy of the generated invoice confirmation.