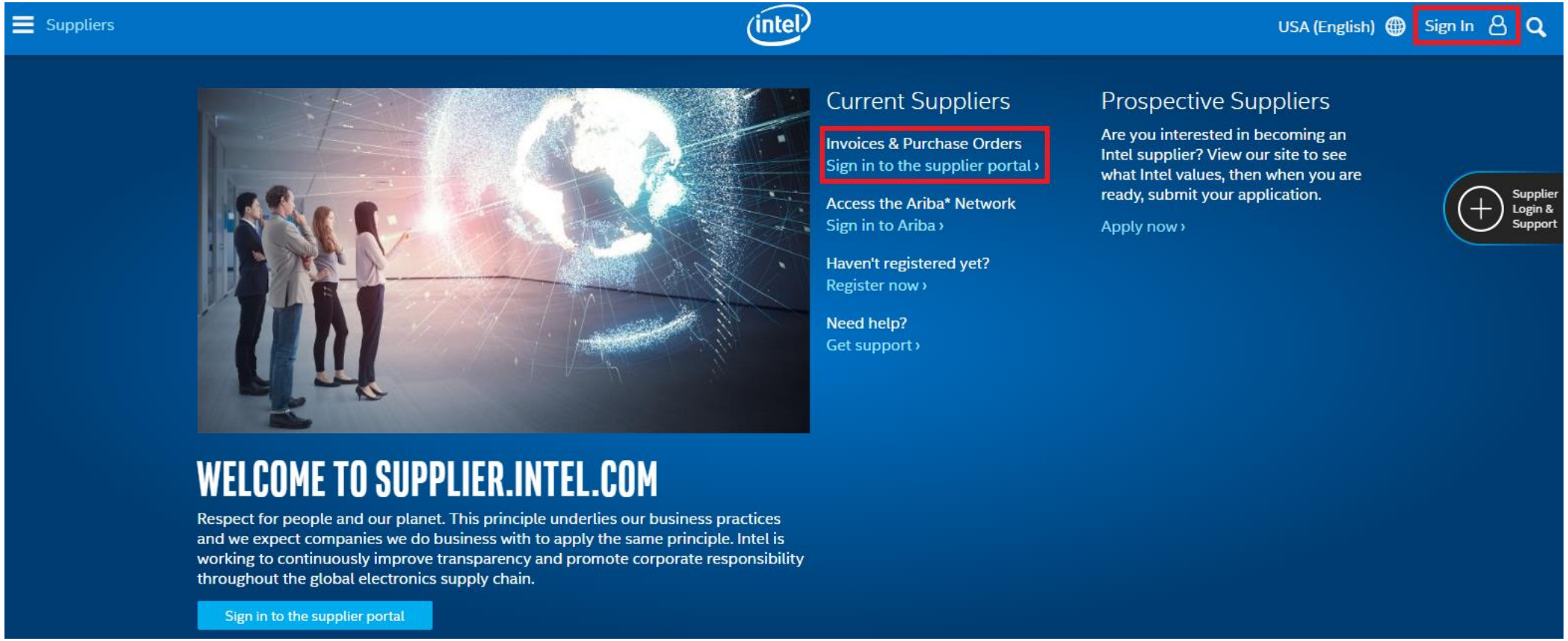
Steps to View PO

via Intel Supplier Web Portal

intel®

Step 1

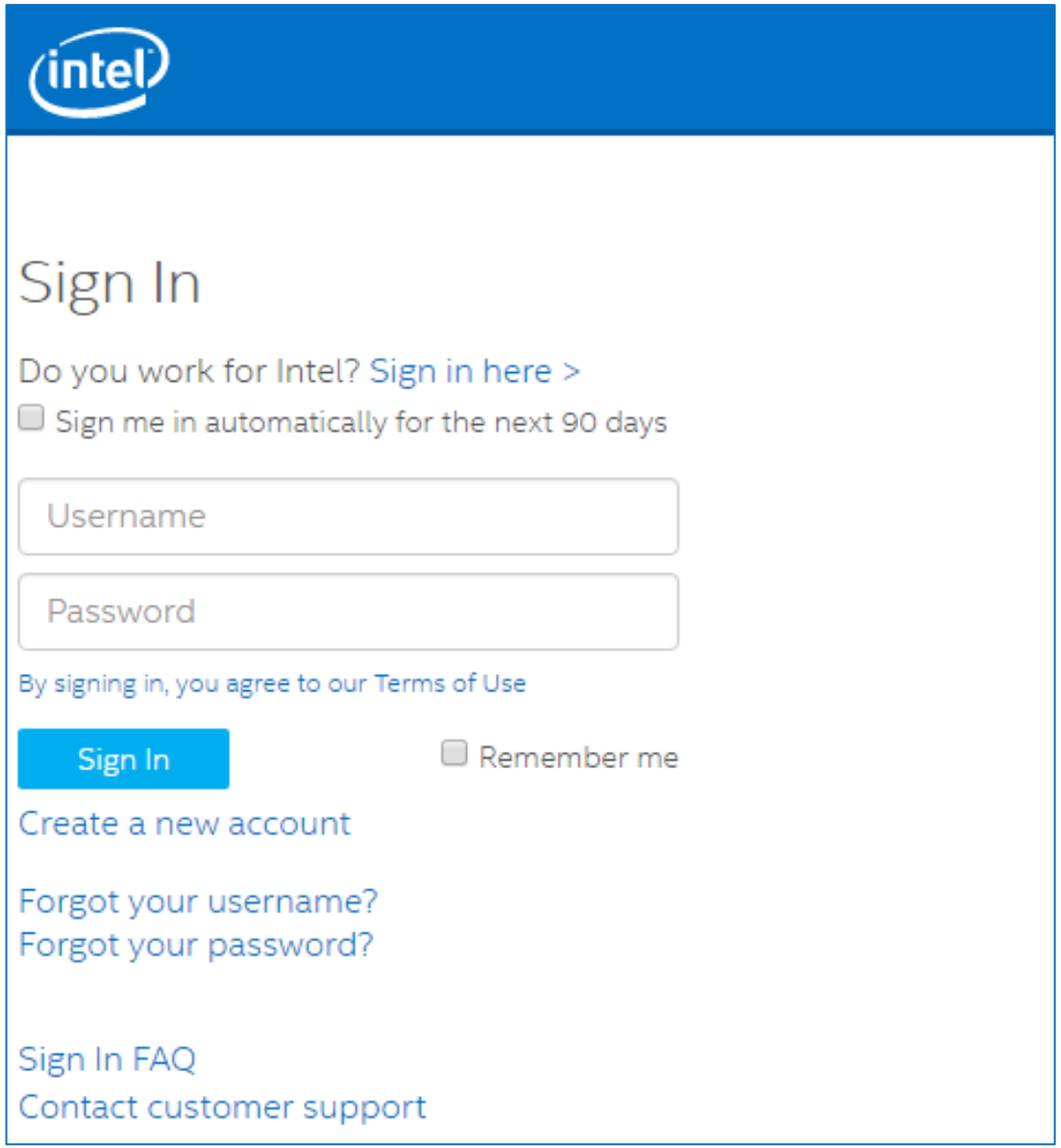
- Go to https://www.intel.com/content/www/us/en/supplier/overview.html
- Click *"Sign In"* or *"Sign in to the supplier portal"*



Step 2

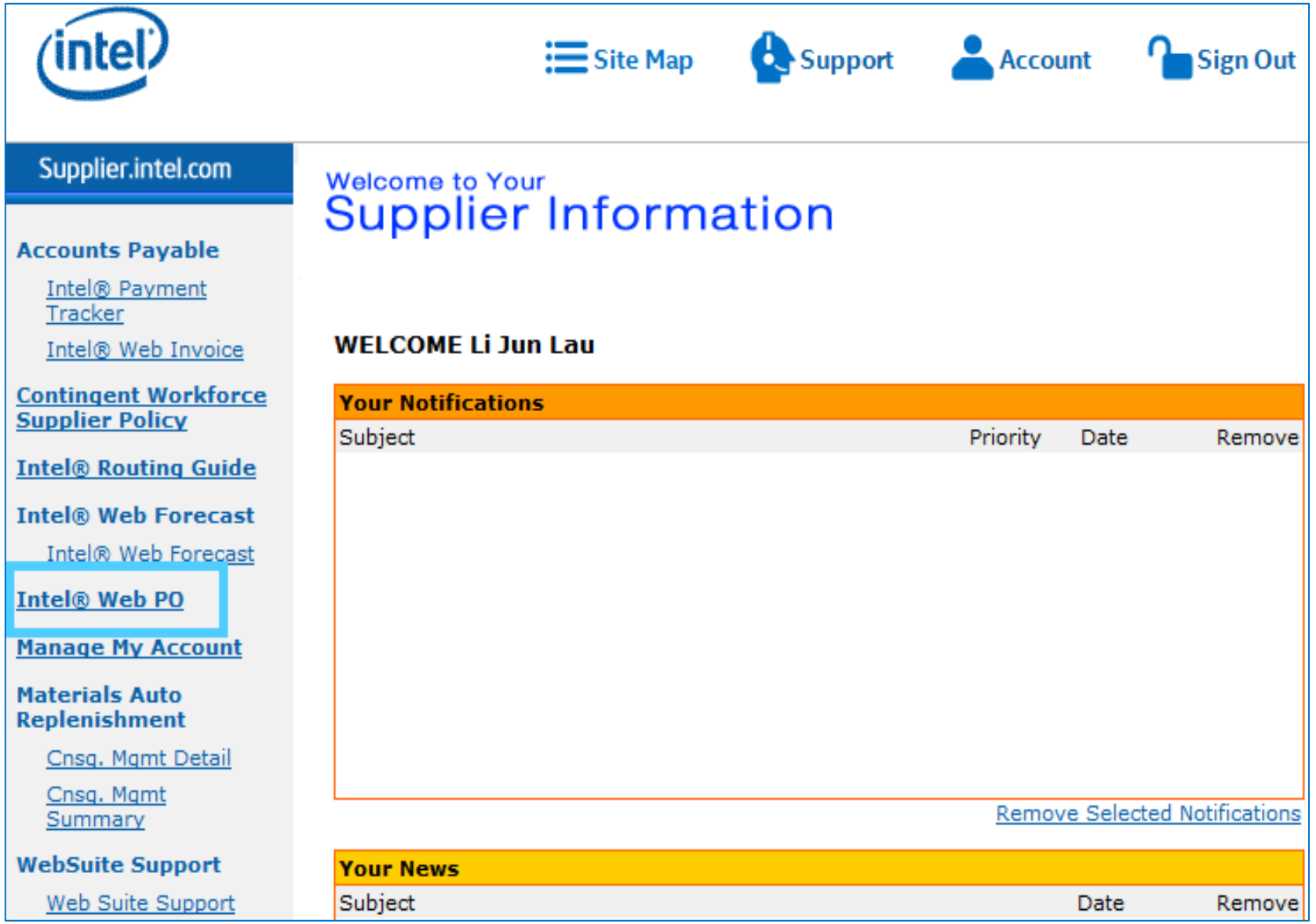
- Enter your login details:
  - *Username/Login ID*
  - *Password*

- If you forget your password/username, please click on "*Forgot your password*" or "*Sign In FAQ*" for the guideline to reset or change your password/username.



Step 3

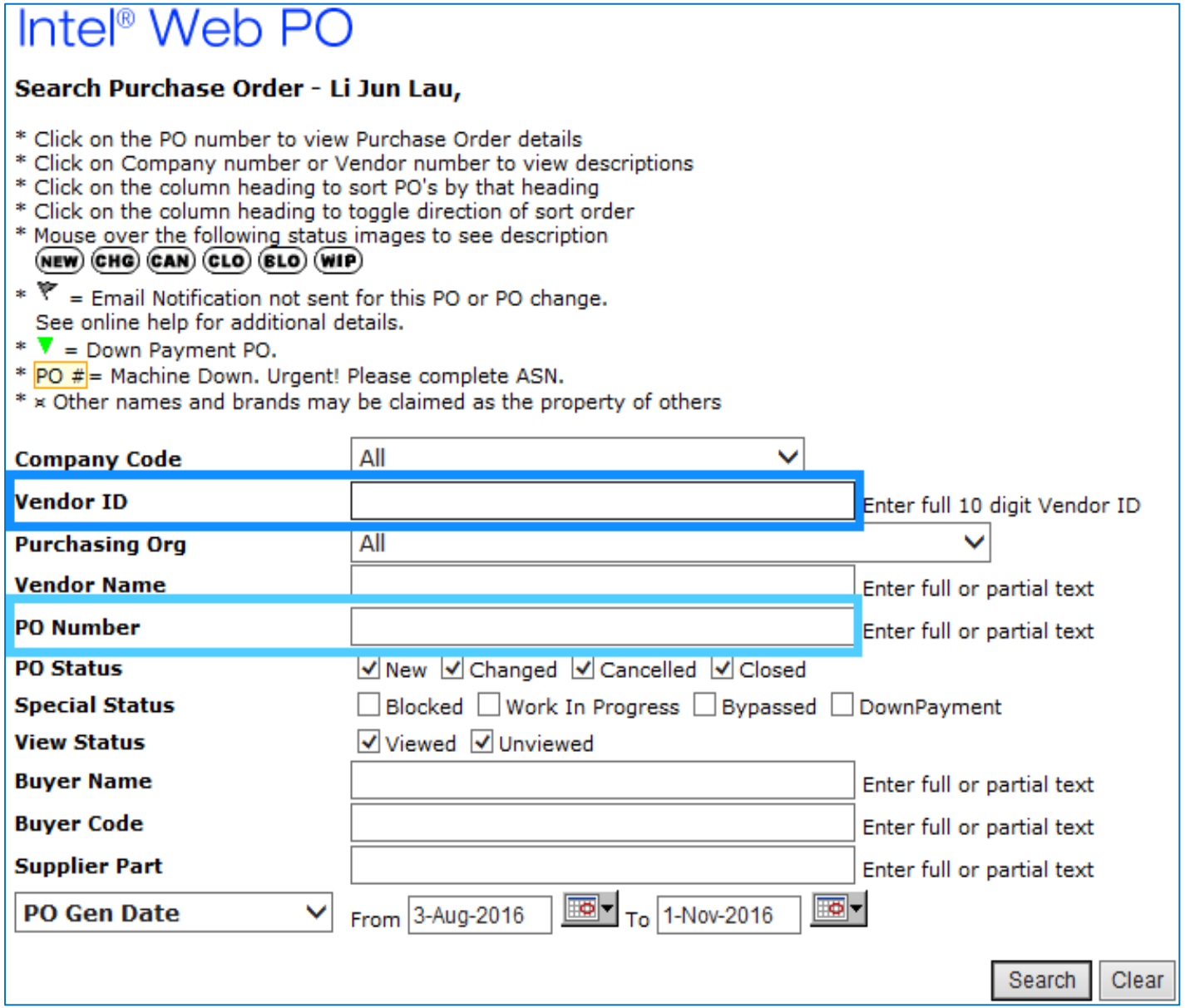
- Select ***Intel® Web PO***



Step 4

- If you would like to search for only a PO number under your supplier ID, you can just fill in the PO number in the "PO Number" blank.

- If you would like to search all POs' under your Supplier ID, just fill in your Supplier ID in the "Vendor ID" blank.

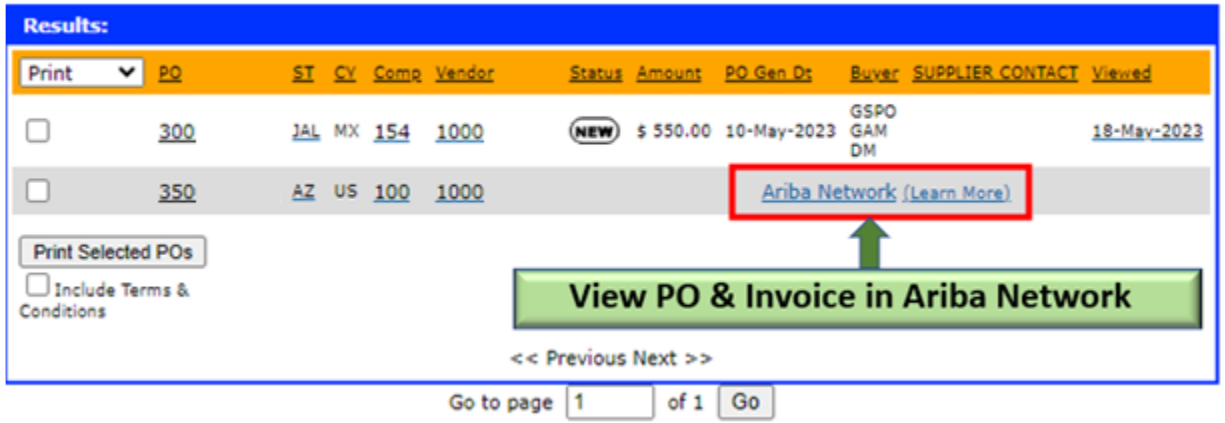


- Now, you will be able to view/acknowledge your Purchase Orders (PO):

PO	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	SUPPLIER CONTACT	Viewed
300			481	10000	NEW		26-Sep-2016	OFS		unviewed

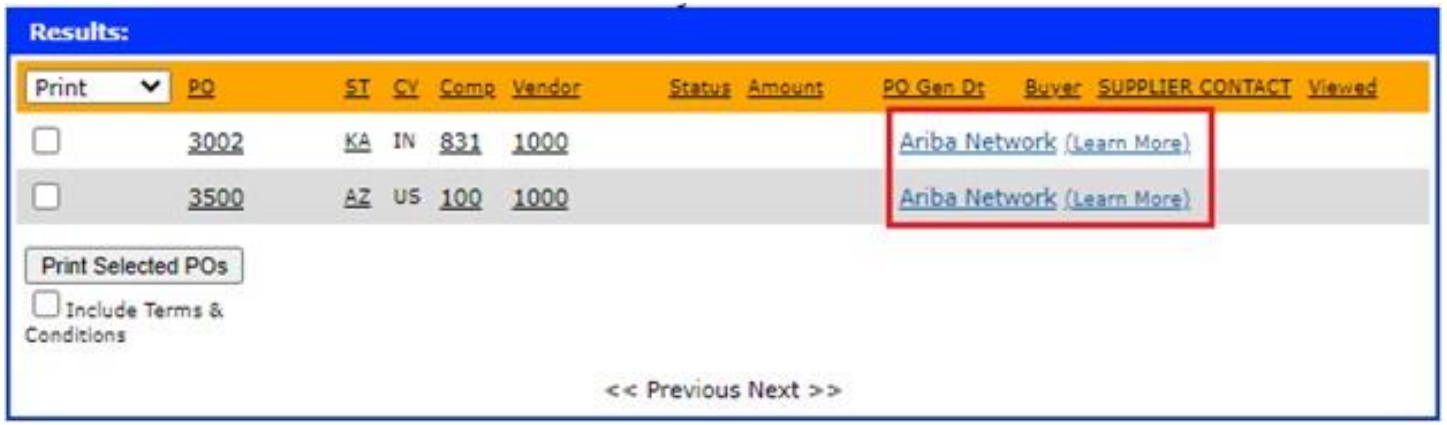
NOTE: Invoice and Purchase Order Management for some types of purchases has transitioned from Intel Supplier Portal (Web PO & Web Invoice) to Ariba Network, so you may need to access multiple systems to view your Purchase Orders and electronically Invoice against them (if allowed by your country). Use Intel Web PO to see which platform the Purchase Order was routed to (If it is routed to Ariba Network, then proceed to **Step 5** in the next slide. If submitting the Invoice electronically, use the same platform the Purchase Order was routed to):

Intel® Web PO



Step 5 (Ariba Network)

- Access to Ariba Network via *https://service.ariba.com/Supplier.aw/125032083/aw?awh=r&awssk=JuSoqdDd&dard=1&ancdc=1*



- To view/confirm your PO in Ariba Network, please refer to the Ariba PO Confirmation guide: *https://www.intel.com/content/www/us/en/supplier/documents/confirming-ariba-po-guide.html*

  Or refer to this video guide on how to view/confirm your PO in Ariba Network: *https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_td8grz5b*

Intel Supplier Portal Support/Technical Assistance

- In case you don’t have the log in information, please contact Intel Customer Support and dial the toll-free number based on the country your Supplier ID resides in: *https://www.intel.com/content/www/us/en/supplier/resources/self-help/contact-us.html*

- The following link has a detail training on how to view PO's, submit and track your invoices via Intel Supplier Portal: *https://www.intel.com/content/www/us/en/supplier/resources/self-help/intel-corporation-support.html*

- For Ariba Network detail trainings/guides (view/confirm PO’s, submit/track invoices, etc) please refer to the Ariba Network Onboarding for suppliers and other resources: *https://www.intel.com/content/www/us/en/supplier/ariba-network-onboarding-overview.html*

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