

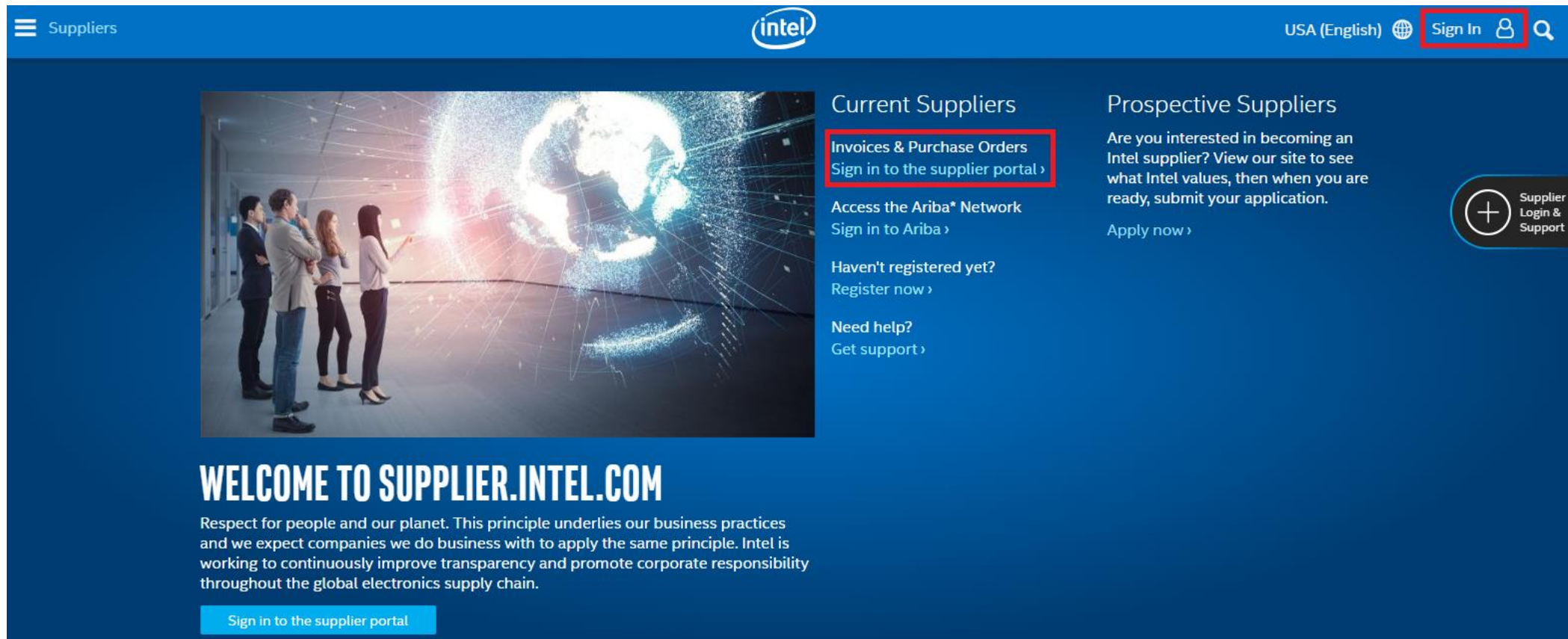
Steps to View PO

via Intel Supplier Web Portal



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*”



Suppliers

intel

USA (English) Sign In

Current Suppliers

Invoices & Purchase Orders
Sign in to the supplier portal >

Access the Ariba* Network
Sign in to Ariba >

Haven't registered yet?
Register now >

Need help?
Get support >

Prospective Suppliers

Are you interested in becoming an Intel supplier? View our site to see what Intel values, then when you are ready, submit your application.

Apply now >

Supplier Login & Support

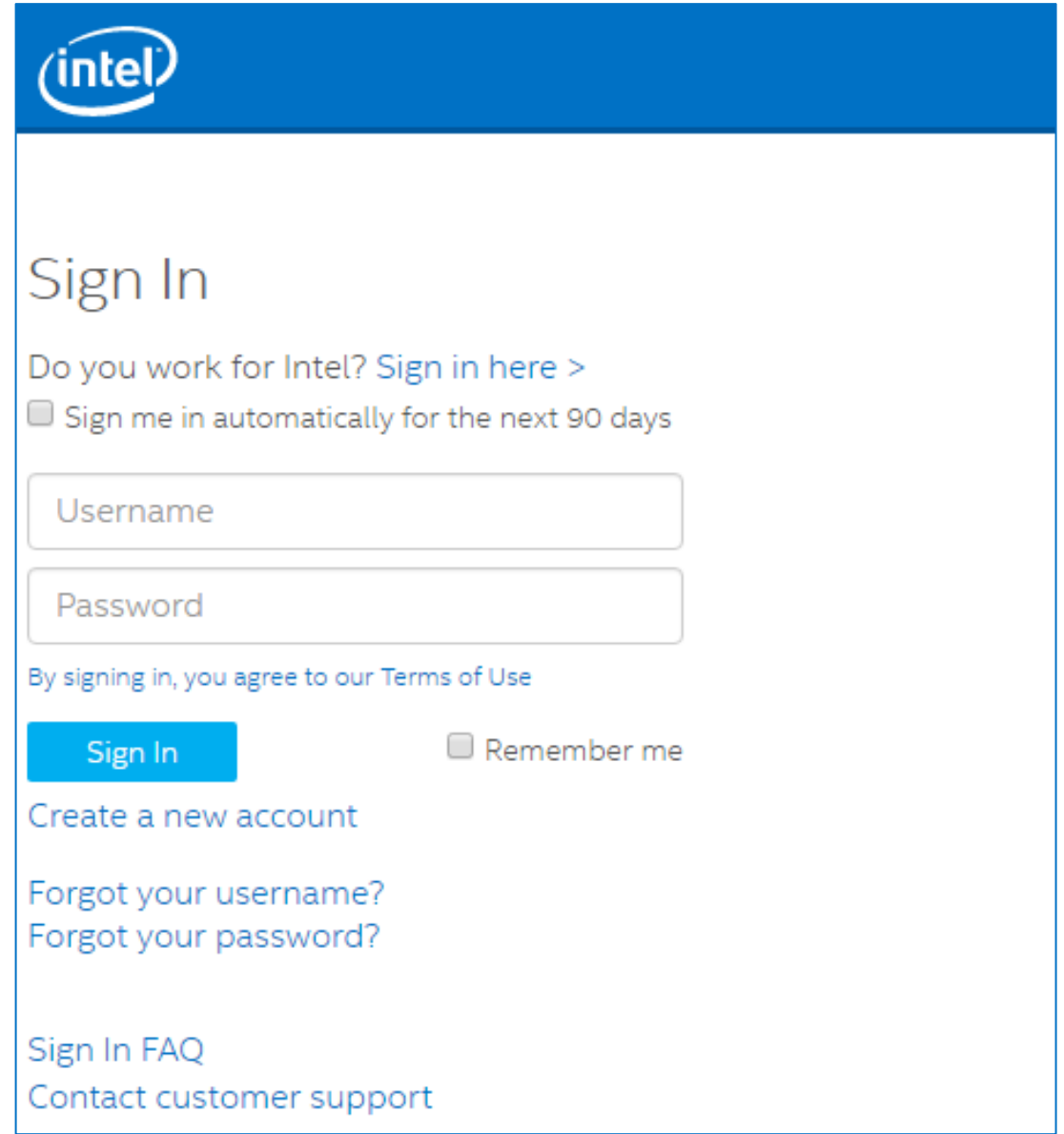
WELCOME TO SUPPLIER.INTEL.COM

Respect for people and our planet. This principle underlies our business practices and we expect companies we do business with to apply the same principle. Intel is working to continuously improve transparency and promote corporate responsibility throughout the global electronics supply chain.

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.



The screenshot shows the Intel Sign In page. At the top left is the Intel logo. Below it is the heading "Sign In". A link "Do you work for Intel? Sign in here >" is present, followed by a checkbox "Sign me in automatically for the next 90 days". There are two input fields: "Username" and "Password". Below the fields is the text "By signing in, you agree to our Terms of Use". A blue "Sign In" button is on the left, and a "Remember me" checkbox is on the right. At the bottom, there are links for "Create a new account", "Forgot your username?", "Forgot your password?", "Sign In FAQ", and "Contact customer support".

Step 3

- Select *Intel® Web PO*

The screenshot shows the Intel Supplier Information portal. The Intel logo is in the top left. Navigation links for Site Map, Support, Account, and Sign Out are in the top right. The main header reads "Supplier.intel.com" and "Welcome to Your Supplier Information". A user greeting "WELCOME Li Jun Lau" is displayed. Below this is a "Your Notifications" section with a table header: Subject, Priority, Date, Remove. A "Your News" section is also visible with a table header: Subject, Date, Remove. The left sidebar contains a list of menu items, with "Intel® Web PO" highlighted by a blue box.

Supplier.intel.com

Accounts Payable
[Intel® Payment Tracker](#)
[Intel® Web Invoice](#)

Contingent Workforce Supplier Policy
[Intel® Routing Guide](#)

Intel® Web Forecast
[Intel® Web Forecast](#)

Intel® Web PO

Manage My Account

Materials Auto Replenishment
[Cnsg. Mgmt Detail](#)
[Cnsg. Mgmt Summary](#)

WebSuite Support
[Web Suite Support](#)

Site Map Support Account Sign Out

Welcome to Your Supplier Information

WELCOME Li Jun Lau

Your Notifications

Subject	Priority	Date	Remove
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[Remove Selected Notifications](#)

Your News




Subject	Date	Remove
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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.

Intel® Web PO

Search Purchase Order - Li Jun Lau,

- * Click on the PO number to view Purchase Order details
- * Click on Company number or Vendor number to view descriptions
- * Click on the column heading to sort PO's by that heading
- * Click on the column heading to toggle direction of sort order
- * Mouse over the following status images to see description
NEW CHG CAN CLO BLO WIP
- *  = Email Notification not sent for this PO or PO change. See online help for additional details.
- *  = Down Payment PO.
- * **PO #** = Machine Down. Urgent! Please complete ASN.
- *  Other names and brands may be claimed as the property of others

Company Code	All	
Vendor ID		Enter full 10 digit Vendor ID
Purchasing Org	All	
Vendor Name		Enter full or partial text
PO Number		Enter full or partial text
PO Status	<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Changed <input checked="" type="checkbox"/> Cancelled <input checked="" type="checkbox"/> Closed	
Special Status	<input type="checkbox"/> Blocked <input type="checkbox"/> Work In Progress <input type="checkbox"/> Bypassed <input type="checkbox"/> DownPayment	
View Status	<input checked="" type="checkbox"/> Viewed <input checked="" type="checkbox"/> Unviewed	
Buyer Name		Enter full or partial text
Buyer Code		Enter full or partial text
Supplier Part		Enter full or partial text
PO Gen Date	From 3-Aug-2016	To 1-Nov-2016

- 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
<u>300</u>			<u>481</u>	<u>10000</u>	NEW		26-Sep-2016	OFS		<u>unviewed</u>

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

Results:

Print	PO	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	SUPPLIER CONTACT	Viewed
<input type="checkbox"/>	<u>300</u>	JAL	MX	<u>154</u>	<u>1000</u>	NEW	\$ 550.00	10-May-2023	GSP0 GAM DM		<u>18-May-2023</u>
<input type="checkbox"/>	<u>350</u>	AZ	US	<u>100</u>	<u>1000</u>					Ariba Network (Learn More)	

Print Selected POs
 Include Terms & Conditions

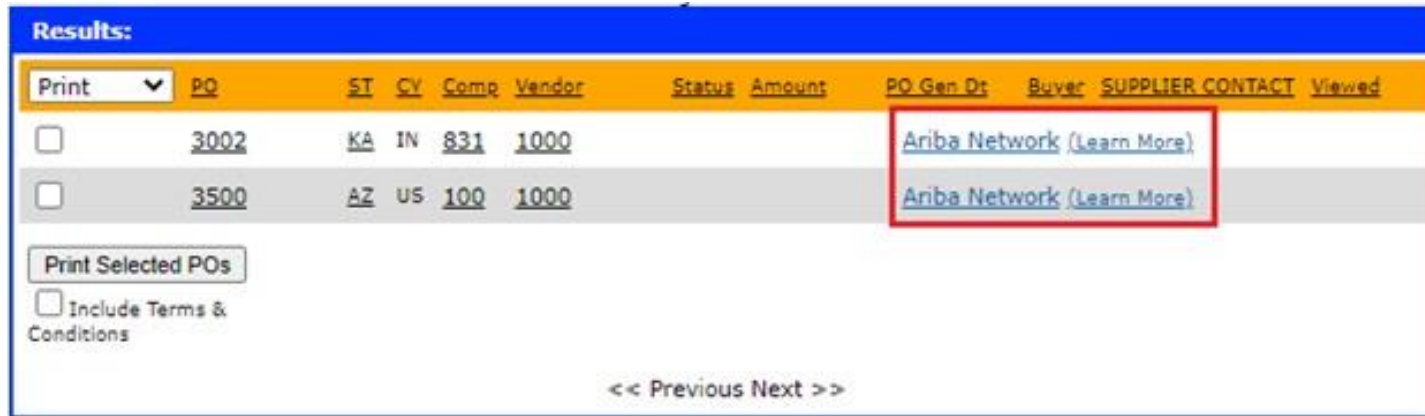
View PO & Invoice in Ariba Network

<< Previous Next >>

Go to page of 1

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>



The screenshot shows a web interface titled "Results:" with a table of Purchase Orders (POs). The table has columns for PO, ST, CY, Comp, Vendor, Status, Amount, PO Gen Dt, Buyer, SUPPLIER CONTACT, and Viewed. Two rows are visible, both with checkboxes in the first column. The "PO Gen Dt" column for both rows contains the text "Ariba Network (Learn More)", which is highlighted with a red rectangular box. Below the table, there is a "Print Selected POs" button and a checkbox for "Include Terms & Conditions". At the bottom, there are navigation arrows: "<< Previous Next >>".

Print	PO	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	SUPPLIER CONTACT	Viewed
<input type="checkbox"/>	3002	KA	IN	831	1000			Ariba Network (Learn More)			
<input type="checkbox"/>	3500	AZ	US	100	1000			Ariba Network (Learn More)			

- 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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