

Web Invoice Self Help

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Web Invoice Self Help

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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	Suppliers 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).


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How do I start using Intel Web Invoice?

Step	Action
1	Go to supplier.intel.com .
2	Click on Supplier Sign-In link. Result: The Intel Login page will be displayed.
3	Enter your Username and Password .
4	Click Sign In button. Result: The Supplier Information page will be displayed.
5	Click Intel Web Invoice link. Result: The Web Invoice tool will be displayed.

How do I request access for additional application?

Step	Action
1	Go to supplier.intel.com .
2	Click on Supplier Sign-In link. Result: The Intel Login page will be displayed.
3	Enter your Username and Password .
4	Click Sign In button. Result: The Supplier Information page will be displayed.
5	Click Manage My Account > Application Access link Result: The Application Access page will be displayed
6	Select checkbox to request for additional permissions. 

7 Click **Next**.

Note: You might be prompted to provide additional information.

Result: The **confirmation message** will be displayed. Your application is now subject to your EVM's approval.

Confirmation

Thank you for requesting access to an application on Intel's Supplier.intel.com!

Your request is being routed to your company's **Employee Validation Manager (EVM)**. They will validate your request and forward it to the appropriate Intel personnel for approval. For most of our applications, you should receive notification that you have been Approved, put on Hold, or Rejected inclusive of reasons and next steps, within 5 business days. Other applications may require a more stringent approval process and notifications may take up to two weeks. If you don't receive this notification back within these timeframes, please contact your Intel Representative for follow up. Thank you for using Supplier.intel.com.

View [Employee Validation Manager](#) list for your company.

FORTE
Thank You

[How do I check the status of my application request?](#)


Step	Action
1	Go to supplier.intel.com .
2	Click on Supplier Sign-In button. Result: The Intel Login page will be displayed.
3	Enter your Username and Password .
4	Click Sign In button. Result: The Supplier Information page will be displayed.

5 Click **Manage My Account > Check Request Status** link.
Result: The Check Request Status page will be displayed. The date and status of your request will be displayed.

Status	Remark
Pending EVM Approval	<ul style="list-style-type: none"> Awaiting validation from your company's EVM. It is advisable to mail reminder, just in case.
Pending Intel Approval	<ul style="list-style-type: none"> Awaiting validation from Intel. Confirmation e-mail will be sent between 3-5 business days from the date of EVM approval.
Rejected	<ul style="list-style-type: none"> The reason will be stated in the Comment column.
Pending Request	<ul style="list-style-type: none"> Only applies for request to become an EVM. Intel contact will need to approve the request.

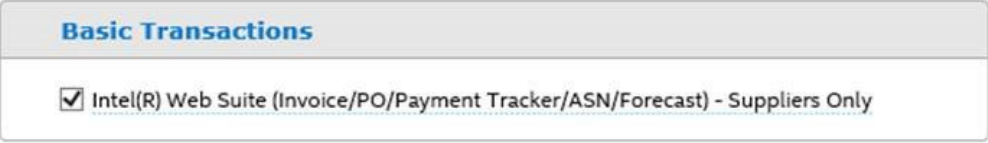
[How do I upgrade to Standard \(Full\) Registration account?](#)

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


Step	Action
1	Go to supplier.intel.com .
2	Click on Supplier Sign-In button. Result: The Intel Login page will be displayed.
3	Enter your Username and Password .
4	Click Sign In button. Result: The Supplier Information page will be displayed.
5	Click Manage My Account > Upgrade to Standard (Full) Registration link. Result: The Upgrade to Standard (Full) Registration page will be displayed. 
6	Click Begin button.

Web Invoice Self Help

Browse through the navigation tabs for the information you are interested in.

7	<p>Select the checkbox for Intel® WebSuite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only.</p> 
8	<p>Click Next button. Result: The access request form will be displayed.</p>
9	<p>Update all the mandatory fields.</p>
10	<p>Click Next button. Result: The upgrade request will be routed to your company’s EVM for approval.</p> <p>Note: If your company does not have EVM, kindly refer to Supplier Registration > How do I become an EVM?</p>

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



Step	Action
1	Go to Intel Web PO .
2	<p>Click EVM conversion link.</p> <p>NOTE: 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 here. 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: EVM Conversion</p> <p>Result: The Upgrade to Standard (Full) Registration page will be displayed.</p>
3	Click Begin button.
4	<p>Select the checkbox for Intel® WebSuite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only.</p> 
5	<p>Click Next button. Result: The access request form will be displayed.</p>
6	<p>Update all the mandatory fields. Note: Mouse over the “?” icon for explanation of what to fill.</p>

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Browse through the navigation tabs for the information you are interested in.

7	<p>Click Next button.</p> <p>Result: The upgrade request will be routed to your company's EVM for approval.</p> <p>Note: If your company does not have EVM, kindly refer to Supplier Registration ></p> <p>How do I become an EVM?</p>
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[How do I submit credit memo?](#)

Step	Action
1	Go to Intel Web Invoice .
2	Click Create Credit Memo link. Result: The Create New Credit Memo screen will be displayed.
3	Enter PO number. For example, 4200103597.  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 button. Result: The credit memo for PO number entered will be created. Notes: <ul style="list-style-type: none">• 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, <ul style="list-style-type: none">• Credit Type• Supplier Original Invoice Number• Credit Number• Ship Service Date• PO Line• Credit Description
6	Click Review Credit Memo button. Result: The Review Credit Memo screen will be displayed. Note: The errors and missing fields will be notified in red.
7	Click Submit Credit Memo button.  OR, Click Edit Credit Memo button for amendment. Result: The Credit Note screen will be displayed. Note: Supplier may print a copy of the generated invoice confirmation.

Web Invoice Self Help

Browse through the navigation tabs for the information you are interested in.

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

Promised Date:

Machine:

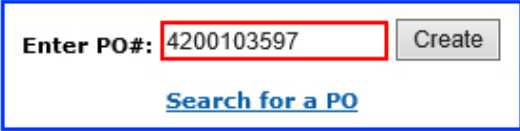
Factory ID:

Machine IT Location:

Tax Status:


NON-TAXABLE

How do I create new invoice?

Step	Action
1	Go to Intel Web Invoice .
2	Click Create New Invoice link. Result: The Create New Invoice screen will be displayed.
3	Enter PO number. For example, 4200103597.  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 button. Result: The invoice for PO number entered will be created. Notes: <ul style="list-style-type: none"> • The invoice generated requires supplier to fill in additional mandatory fields. • The supplier assumes responsibility to submit complete and accurate invoices.

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Browse through the navigation tabs for the information you are interested in.

5	<p>Update the mandatory fields,</p> <ul style="list-style-type: none">• Invoice number• Supplier invoice date• Ship/Service Date• Add (PO Line)
6	<p>Click Review Invoice button.</p> <p>Result: The Review Invoice screen will be displayed.</p> <p>Note: The errors and missing fields will be notified in red.</p>
7	<p>Click Submit Invoice button.</p>  <p>OR,</p> <p>Click Edit Invoice button for amendment.</p> <p>Result: The TAX Invoice Confirmation screen will be displayed.</p> <p>Notes:</p> <ul style="list-style-type: none">• Once suppliers click on the Submit Invoice button, 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** link to view and retrieve converted PO.
- OR,
Contact your Intel Contact for more enquiries.

Web Invoice Self Help

Browse through the navigation tabs for the information you are interested in.

What should I do if I am unable to invoice a PO?

Step Action

1. Go to **Intel Web Invoice**.
2. Click **Create New Invoice** link. **Result:** The **Create New Invoice** screen will be displayed
3. Enter PO number.

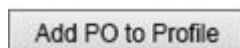
For example, 4200103597.



Enter PO#:
[Search for a PO](#)

Note: You need to modify your profile setting in order to view more search results.

4. Click **Add PO to Profile** button.



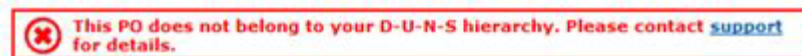
Notes:

- If successful, the acknowledgement message will be displayed.



OR,

- Error message will be displayed.



Note

- It takes 1 to 2 minutes to update your profile to the system.
- Error message will be generated in case the same Supplier Number/Vendor ID has already clicked on the same PO and still pending for approval.



5. Click **Create** button again to view the newly added PO result.

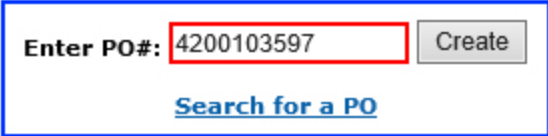



Web Invoice Self Help

Browse through the navigation tabs for the information you are interested in.

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, 4200103597. 
2	Click Search button. Result: The PO record will be generated.
4	Click PO number.  Results: <ul style="list-style-type: none">The detailed PO will be displayed in new tab.The bill to information will be displayed on the left of the generated record. <p>PO#: 4200103597</p> <p>Bill To: INTEL IRELAND LTD ATTN: ACCOUNTS PAYABLE P.O. Box 58 Collinstown Industrial Park Leixlip IRELAND</p> Notes: <ul style="list-style-type: none">English language of bill to information is unavailable for PO with RMB and TWD currency. Please go to Invoice Requirement by Country to find bill-to information.If you are not able 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.


[How Do I Invoice a PO?](#)

Scenario 1: Using **Intel Web PO**.


Step	Action
1	Go to Intel Web Invoice .
2	Click Create New Invoice link. Result: The Create New Invoice screen will be displayed.
3	Enter PO number. For example, 4200103597.  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 button. Result: The invoice for PO number entered will be created. Notes: <ul style="list-style-type: none">• 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, <ul style="list-style-type: none">• Invoice number• Supplier invoice date

Web Invoice Self Help

Browse through the navigation tabs for the information you are interested in.

	<ul style="list-style-type: none">• Add (PO Line)
6	<p>Click Review Invoice button.</p> <p>Result: The Review Invoice screen will be displayed.</p> <p>Notes: The errors and missing fields will be notified in red.</p>
7	<p>Click Submit Invoice button.</p>  <p>OR,</p> <p>Click Edit Invoice button for amendment.</p> <p>Result: The TAX Invoice Confirmation screen will be displayed.</p> <p>Notes: The errors and missing fields will be notified in red.</p> <ul style="list-style-type: none">• Once suppliers click on the Submit Invoice button, 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.

Scenario 2: Submit a **paper invoice**.

Step	Action
1	Go to Intel Web Invoice .
2	Click Create New Invoice link. Result: The Create New Invoice screen will be displayed.
3	<p>Enter PO Number.</p> <p>For example, 3000123456.</p>  <p>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.</p>

Web Invoice Self Help

Browse through the navigation tabs for the information you are interested in.

4 Click **Create** button.

Result: An error message might be displayed on screen.

Error: You are not able to invoice following PO number.

Please refer below for more details:


Purchase Order	Vendor	Company Code
3000123456	1000xxxxxx	xxx
Reason(s) for not invoiceable	Recommended Action(s)	
1 This PO cannot be retrieved because Web Invoice is not allowed for Intel Tech India Pvt. Ltd.	Please submit the paper invoice to the following address: Intel xxxx, xxxxx, xxxxx, xxx. Check the list of web enabled company codes.	


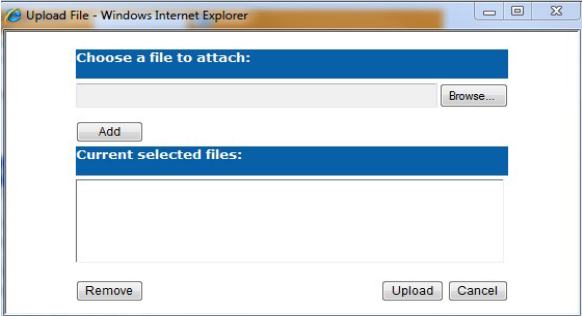
Notes:

- You might not be able to submit a web invoice for a specific PO.
- You would have to submit a hardcopy invoice.

[How do I attach a document to an Invoice?](#)

Please follow the steps below.

Step	Action
1	Go to Intel Web Invoice .
2	Click Create New Invoice link. Result: The Create New Invoice screen will be displayed.
3	Enter PO number. For example, 4200103597  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	<p>Click Create button.</p> <p>Results: The invoice for PO number entered will be created.</p> <p>Notes:</p> <ul style="list-style-type: none">• The invoice generated requires supplier to fill in additional mandatory fields.• The supplier assumes responsibility to submit complete and accurate invoices.
5	<p>Update the mandatory fields:</p> <ul style="list-style-type: none">• Invoice number.• Supplier invoice date.• Ship/Service Date.
6	<p>To attach a document:</p> <p>Click </p> <p>Result: The Upload File screen will be displayed.</p>  <p>Click Browse button and select the document that need to be uploaded.</p> <p>Note: Only .pdf .doc .docx .jpg .jpeg .xls .xlsx .csv file format allow. Max file size is 25 MB.</p>
7	<p>Click Add button. Then Click Upload button.</p>
8	<p>Select PO Line.</p>
9	<p>Click Review Invoice button.</p> <p>Result: The Review Invoice screen will be displayed.</p> <p>Note: The errors and missing fields will be notified in red.</p>
10	<p>Click Submit Invoice button.</p>

Submit Invoices

[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 term (terms) during web invoice submission or through Intel Payment Tracker.

Web Invoice Self Help

Browse through the navigation tabs for the information you are interested in.

Check Status

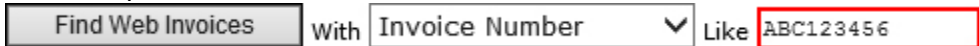
What is invoice status?

- 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.
- Intel Payment Tracker has **TWENTY-FOUR** (24) hours of SLA.

What are the types of invoice statuses available?

Subject	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 Create New Invoice link. Result: The Create New Invoice screen will be displayed.
3	Enter search criteria. For example, invoice number ABC123456. 

Web Invoice Self Help

Browse through the navigation tabs for the information you are interested in.

4 Click **Find Web Invoices** button.

Result: The status of invoice ABC123456 will be display.

Transaction Type	Conf. Number	Transaction Number	Total Amount	Status	Transaction Date
Invoice	A10WL4	ABC123456	320.00	In Progress	6-Aug-2014

Notes:

- The vast majority of invoices are submitted and processed with no issues.
- The rejected invoices will be 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 they 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.

[How do I cancel an invoice?](#)

Step	Action						
1	Go to Intel Payment Tracker .						
2	Enter search criteria. For example, invoice number 6172123456.						
3	Click Generate Report button. <input type="button" value="Generate Report"/> Result: The matching record will be displayed.						
4	Click Cancel link. <table border="1"><thead><tr><th>Cancel Invoice</th><th>Invoice Number</th><th>PO Number</th></tr></thead><tbody><tr><td><input type="button" value="Cancel"/></td><td>6172123456</td><td>7000123456</td></tr></tbody></table> Result: The Invoice Cancellation Request page will be displayed as pop-up.	Cancel Invoice	Invoice Number	PO Number	<input type="button" value="Cancel"/>	6172123456	7000123456
Cancel Invoice	Invoice Number	PO Number					
<input type="button" value="Cancel"/>	6172123456	7000123456					

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5	<p>Update reason for cancellation.</p> <div data-bbox="240 304 579 568"><p>Select Reason</p><ul style="list-style-type: none">Invoice wrong POWrong Invoice NumberIncorrect Invoice AmountIncorrect TAX amountIncorrect Bill to NameDuplicate InvoiceOthers</div> <p>Note: State the reason in Remark column, if Others is chosen.</p>						
6	<p>Click Submit button.</p> <div data-bbox="240 674 400 730"><p>Submit</p></div> <p>Result: The confirmation message will be displayed.</p> <div data-bbox="240 792 699 1055"></div>						
7	<p>Click OK button.</p> <p>Results:</p> <ul style="list-style-type: none">The cancellation request has been submitted.The Cancel link will be grayed-out for SEVENTY-TWO (72) hours. <table border="1" data-bbox="336 1330 839 1480"><thead><tr><th>Cancel Invoice</th><th>Invoice Number</th><th>PO Number</th></tr></thead><tbody><tr><td>Cancel</td><td>6172123456</td><td>7000123456</td></tr></tbody></table> <p>Notes:</p> <ul style="list-style-type: none">Invoice cancellation is subject to Intel review.Please resubmit cancellation in the event cancellation request is not processed within the SEVENTY-TWO(72) hours turnaround time.The Pay Status will be updated to MAN upon cancellation approval.	Cancel Invoice	Invoice Number	PO Number	Cancel	6172123456	7000123456
Cancel Invoice	Invoice Number	PO Number					
Cancel	6172123456	7000123456					