

# PROOF OF PERFORMANCE REQUESTING ACCESS

Updated on:  
22 October 2021

# Agenda

**Back to Basics**  
**Requesting Access to the PoP System**

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# BACK TO BASICS

# Purchase Order: Do's and Don'ts

- **No PO, No Work:** Insist on receiving the PO before you start work.
- **PO Amount:** Should agree with the scope of work definition in quotation. When there's a pre-agreement for staggered payments:
  - This needs to be reflected in scope of work or quotation, or
  - There should be one PO per quotation
  - Do not apply any balance of PO amount to other activities outside of the PO – line-item amount and description should align with contracted / agreed rate.
- **Scope of Work deliverables:** Execute activity according to the PO agreed-on scope of work.
  - If changes happen, work with program owner to get a new PO.
  - You are accountable for any third - party suppliers that you manage as required for the scope of work.
  - Work with purchasing rep if the scope of work is new and not within your contractual agreement.

Strategic Sourcing is the only group authorized to commit Intel funds externally

# Purchase Order: Do's and Don'ts *continued...*

- Submit any pre-agreed proof of performance before the invoice
- Including all third-party suppliers' invoices
- Invoice only the work that has been completed
- Invoices must be sent to Intel Accounts Payable
- Mail the invoice to the "bill-to" address on the PO or submit electronically

**Note:** Intel has multiple "bill-to" addresses

If Intel employees pressure you to violate these PO Management principles:  
Report it to Intel Management

# Common violations that need to be avoided

## **Banking – payment is made before any services agreed with you**

- 'banking' budgets for future use on Marketing activities which have not yet been determined isn't allowed.
- Payments should be made ONLY when an activity has been FULLY COMPLETED and proof of performance collected.

## **After the Fact (AFT) – SC is raised after the start date of the activity**

- Don't accept or proceed with any commitment from Intel EE until you have the PO in place
- Only issued PO means financial commitment from Intel side for the project.
- You aren't supposed to start the work for your order without PO number. After the fact means there had been a commitment of intel funds without proper approval.

## **Quarterisation**

- Intel quarterly budget can only be spent on activities happening within the same approved quarter.
- As a supplier, you just ensure that the agreed events are completed within the same quarter and not being extended to the following quarter. In case the activity will continue to take place in the following quarter, then you will need a new PO from the budget of the following quarter to cover it.

# REQUESTING ACCESS TO THE POP SYSTEM

# 3 Simple Steps

- If you already have a login account on [Intel's Supplier Presence Site \(SPS\)](#), please complete the following steps to get access to the Proof of Performance (POP) system.
- If not, kindly register in SPS (<https://supplier.intel.com/seem/register.aspx>) and then proceed.

## Registration help :

<https://supplier.intel.com/static/misc/SelfHelp/IntelCorporation-Support.htm>



- Login through SPS & request for POP access



- First level of approval : An "Employee Validation Manager" (EVM) at your company (maybe you) approves the access request



- Second level of Approval: Intel person approves the access request



# Step 1: Apply for POP Tool access

- Go to <https://www.intel.com/content/www/us/en/supplier/overview.html>
- Click on the **“Supplier Sign-in”**.

*Note: If this Home page design has been changed, please search for ‘Supplier Sign-in’*

intel. PRODUCTS SUPPORT SOLUTIONS DEVELOPERS PARTNERS USA (ENGLISH)

Suppliers / Supplier Home

## Welcome to Supplier.Intel.Com

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

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Supplier Sign-In Need Help

# Finding the Application Access Menu

- Login with your SPS login credentials.
- Upon successful login, click on the “**Manage My Account**” > “**Application Access**” to apply for POP access.

## Sign In

Do you work for Intel? [Sign in here >](#)

Sign me in automatically for the next 90 days

Username

Password

By signing in, you agree to our [Terms of Use](#)

Sign In

Remember me

[Create a new account](#)

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[Manage My Account](#)



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# Selecting Access to POP

## Application Access

Next

### Basic Transactions

- [Intel\(R\) Web Suite \(Invoice/PO/Payment Tracker/ASN/Forecast\) - Suppliers Only](#)

### Additional Access-apply as directed by Intel

- [300mm Automation, Standards, Minienvironments](#)
- [Asset Recovery](#)
- [Construction Roadmap](#)
- [Non Contracted Rates Management \(NCRM\) - Supplier Only](#)
- [Philippines Withholding Tax Certificates \(BIR Form No. 2307\) - Supplier Only](#)
- [Proof of Performance \(POP\) - APAC Auditor Only](#)
- [Proof of Performance \(POP\) - EMEA Auditor Only](#)
- [Proof of Performance \(POP\) - IJKK Auditor Only](#)
- [Proof of Performance \(POP\) - PRC Auditor Only](#)
- [Proof of Performance \(POP\) - Suppliers Only](#)
- [QOS Health Assessment](#)
- [Rapid Response for ATGM](#)

- Confirm that the checkbox is ticked for **“Proof of Performance – Suppliers Only”**.
- Click the **“Next”** button.

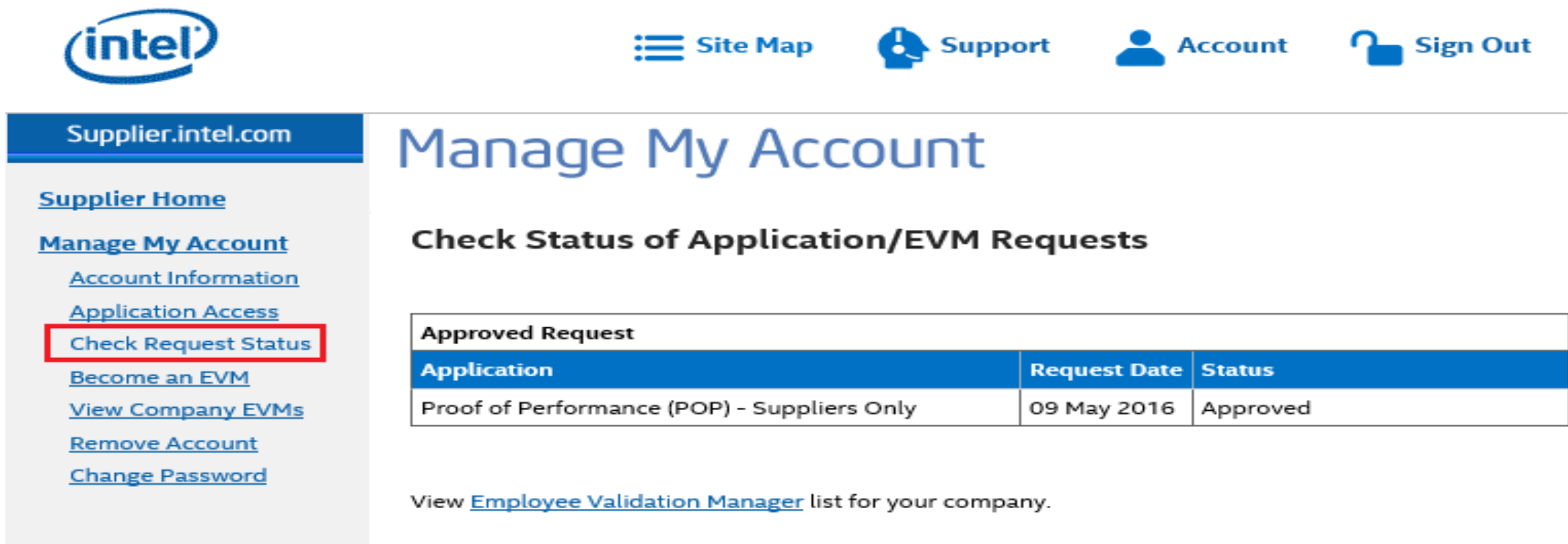
# Submitting for POP Tool Access

- Enter your 10 digit Supplier ID Number. Then, click on the “**Submit**” button.
- Your request is now routed to your Company's **EVM approval**.
- To follow up on the status of the EVM approval, you may view the list of your company's EVMs and send e-mails to them from the link on the page.

The image shows a two-step process for submitting a request for POP tool access on the Supplier.intel.com website. On the left, the 'Manage My Account' page is displayed. It features a navigation menu on the left with links for 'Supplier Home', 'Manage My Account', 'Account Information', 'Application Access', 'Data Access - WebSuite', 'Check Request Status', 'Become an EVM', 'View Company EVMs', 'Remove Account', and 'Change Password'. The main content area has a 'Submit' button at the top right. Below it, a section titled 'You've requested permission to access:' lists 'Proof of Performance (POP) - Suppliers Only'. Underneath, 'Additional Information for Your Access' is shown, with a red box highlighting the '10 digit Supplier Number' input field and another red box highlighting the 'Country of Residence' dropdown menu, which is currently set to 'Australia'. A second 'Submit' button is at the bottom right. A large grey arrow points from this form to a 'Confirmation' box on the right. The 'Confirmation' box has a blue header and contains the following text: '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.' At the bottom, it says 'View **Employee Validation Manager** list for your company.', with 'Employee Validation Manager' highlighted in a red box.

# Track the status of your request

You can check the status of your request by clicking on the “**Check Request Status**” under “**Manage My Account**”.



Supplier.intel.com

[Supplier Home](#)

[Manage My Account](#)

- [Account Information](#)
- [Application Access](#)
- [Check Request Status](#)**
- [Become an EVM](#)
- [View Company EVMs](#)
- [Remove Account](#)
- [Change Password](#)

Site Map Support Account Sign Out

## Manage My Account

### Check Status of Application/EVM Requests

Approved Request		
Application	Request Date	Status
Proof of Performance (POP) - Suppliers Only	09 May 2016	Approved

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

# Step 2: Your Company Employee Validation Manager Approval

- After **your EVM** logs in to SPS, he needs to click on “**Employee Validation**” in LHS navigation.
- From the request list, he should click on “Approve”.
- Once your EVM approves, your request will be routed to Intel for **second** level of approval.

Supplier.intel.com Employee Validation Management

Supplier Home  
Employee Validation  
Employee Validation History  
EVM Maintenance

### Employee Validation

This page enables you to view an employee's registration profile and validate whether it warrants approval or rejection.

- Select  **Approve** to validate an employee registration request. This action will route the user's request to Intel for approval.
- Select  **Reject** to reject an employee registration request. This action will issue a rejection message to your end user and remove the user from the list below.

Users	Request Date	Request Type	Application	Approve User	Reject User
<a href="#">POP_APAC</a>	22 Nov 2011	New	Proof of Performance (POP) - Suppliers Only	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Reject



Supplier.intel.com Employee Validation Management

Supplier Home  
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**Your employee has been successfully approved.**

Users	Request Date	Request Type	Application	Approve User	Reject User
No data found					



# If there is no EVM, then you can 'Become An EVM'

If there are no EVM, you can choose to **become an EVM** yourself by clicking on 'Become an EVM' link.

To become an EVM you need to key in your **Intel representative email-ID** who can validate you as a valid user from your Company and confirm that you can become an EVM for your Company.

Once you **become an EVM**, you can see the '**Employee Validation**' link under '**Employee Tool**' as below where you can approve your own request.

Supplier.intel.com

**Supplier Home**

**Manage My Account**

- Account Information
- Application Access
- Check Request Status
- Become an EVM**
- View Company EVMs
- Remove Account
- Change Password

### Manage My Account

#### Become an Employee Validation Manager

**Responsibilities**

An Employee Validation Manager (EVM) is responsible for the following activities:

- Approving or rejecting new user requests for application access
- Revoking user access when accounts are no longer needed or wanted
- Quarterly audits to ensure that user access is current

This role is critical to the security and confidentiality of data related to your company and to Intel.

Depending on the number of users registered from your company on Supplier.intel.com, this role may require a great deal of effort on your part. Please consider the time commitment before accepting this role. To assist you, other users may also apply for the EVM role.

**Apply for the EVM Role**

To become an EVM, your contact at Intel must verify your identity and employment at your company. Once your identity has been verified, and your request for the EVM role has been approved, you will receive a confirmation email.

Please enter the email address of your Intel contact and then click the "Send Email" button.

**Email Address:**

I have read and hereby acknowledge the responsibilities of an EVM

**Send Email**

Supplier.intel.com

**Contact Us/Support**

**Contingent Workforce Supplier Policy**

**Employee Validation Tool**

- Employee Validation History
- EVM Maintenance

**Intel Routing Guide**

**Manage My Account**

# Step 3: Intel Approval

- After your Company's EVM approves your request , mail your **Name, Login ID, Supplier ID and CNDA#** to [popsupport@intel.com](mailto:popsupport@intel.com) (if you do not know your CNDA#, contact your Intel representative)
- Then, Intel Person will review the access request and once approved, you will receive an e-mail.
- Login from <https://supplier.intel.com/SupplierHub/App/UserHome.aspx> to validate your access to the Proof of Performance system.

## Sign In

Do you work for Intel? [Sign in here >](#)

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Password

By signing in, you agree to our [Terms of Use](#)

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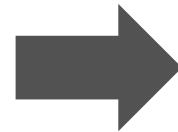
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Proof of Performance

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# Q&A

# If Application Access is not visible

## Upgrade to Standard (Full) Registration for WS1 Suppliers only

- Go to <https://supplier.intel.com/supplierhub>
- Click on **“Registration”**
- Click on **“Manage My Account”**
- Login with your ID and password and click on **“Submit”**
- Select Upgrade to **“Standard (Full) Registration”**
- Read and understand the page and click on **“Next”**
- Enter your DUNS number and click on **“Next”**
- Click on **“Next”**
- The access Request form is now displayed. Please fill in all mandatory fields that have orange asterisk next to them. If you do not know, how to fill out a field, mouse over the **“?”** symbol. An explanation box will appear.
- Once you submitted the request, it will be routed to your Company's EVM for approval.
- Only after the EVM has approved, it will be routed to Intel for processing.

If there is **no EVM** for your Company, you will be prompted to **become an EVM**, which requires the approval of your Intel Contact Person.

1. Read the EVM Responsibility and click on **“I Accept”**.
2. Enter the Intel Contact E-mail address and click on **“Submit”** button.

# POP Training & Support

For POP Training materials, please visit [HERE](#) (login required).

## Support

- If you have any enquires about the POP requirements or process, please contact your respective country representatives from Intel.
  
- If you face any technical issues, **raise a ticket to SPS** 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

The Intel logo is centered on a solid blue background. It consists of the word "intel" in a white, lowercase, sans-serif font. A small blue square is positioned above the letter 'i'. To the right of the word "intel" is a registered trademark symbol (®).

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