

Requesting Access to POP on Intel's Supplier Presence Site - External Users

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INTEL CONFIDENTIAL

3-Step Process

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:





Step 1: Login & Request Access

*This section assumes you are a prior user of SPS. If you do not have an account in SPS yet or have the Web Suite Lite account, please refer to Q1 & Q2 in the Q&A section at the end of this user guide to begin the process.

Go to https://supplier.intel.com/supplierhub/.

Click on the "Supplier Login" link.





Login with your usual SPS credentials.

Upon successful login, click on the "Request Access to Additional Applications" link under the "Manage My Account" section.



Confirm that the checkbox is ticked for "Proof of Performance – **Suppliers** Only".

Click the "Submit" button.

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<u>qe My Account</u>		
intain Personal ormation	Request Acce	ess to Additional Applications
<u>quest Access to</u> <u>ditional</u> <u>plications</u>		
eck Status of plication/EVM quests	Request Permission	Application
come an EVM	Check the box ne	ext to application(s) you want access to.
w Company EVMs move Account	Intel Web Suite R	egistration Access for Suppliers Only to Deal Basic Business
ange Password		Intel(R) Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) -
		Suppliers Only
	Other Application Intel. Only apply	n(s) Access for Supplier with more specific business with if requested by your Intel Buyer or Contact :
		300mm Automation, Standards, Minienvironments
		ASPECT Suppliers
		ASPECT- Intel Only
		Proof of Performance (POP) - Intel Employees Only
		Proof of Performance (POP) - Suppliers Only
		QOS Health Assessment 🞱
		Rapid Response 💿
		Registration Test 🗿
		SIMI (and TSM Recon) 📀
		SIMI Exception App - Suppliers Only 📀
		SIRFIS - Forecast Response (ASRF)
		SIRFIS - Tool Install Schedule (IFISR)
		Statistical Process Control (SPC) for ATGM 📀
		Statistical Process Control (SPC) for FMO 💿
		Statistical Process Control (SPC) for GMPO 📀
		Supplier EHS IP Management - SEIMS 📀
		Supplier Info - OMEP 🕗
		Supplier Info - PDM 📀
		Supplier Info - Quality 🗿
		Supplier Info - Serial Number Tracking 📀
		Supplier Info - Sili-Con Reports 🔨
		Supplier Training
		Tahoe 🔮
		TSM Planner 🔮
		TSRF 🕖
		Visual Defect Catalog
		Visual Defect Catalog - Metal Carriers 🔨
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Enter your 10 digit Supplier Number.

Then, click on the "Submit" button.

Your request is now routed to your company's EVM for approval.

To follow up on the status of the EVM approval, you may view the list of your company's EVMs and send emails to them from the link on the page.





Step 2: Your Company's EVM Approves

After your EVM logs in to SPS, click on "Employee Validation".





In the EVM's list, click to "Approve" the user's access request. Once

your EVM approves, your request will be routed to Intel for approval.





Step 3: Intel Approves

After your company's EVM approves your request, Intel

will review the account request. Once Intel approves, 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.







Thank You!





Q1: I am a new user to SPS with no prior login account available. How should I begin to request access?

A1: Please refer to the following pages on how to get started. Step 1 for you will be a slightly lengthier process since more information will be required for a new sign up. Subsequent steps will be similar to what was described in the earlier part of this user guide.

Go to https://supplier.intel.com/supplierhub/.

Click on the "Registration" link in the header.





Click on the "Intel Supplier" link.





The Supplier Registration page explains the steps required to gain secure access to Intel's Supplier Presence Site. You will complete the following steps:

Provide your company's Dun & Bradstreet DUNS number.

Select the application(s) you need – for now, select Proof of Performance.

Complete the application form to create the account.

To continue with the Account Request process, click the "Step 1a" tab at the top of the page, or **click the "Next >>" button** at the bottom.

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<u>Intel Employee</u> <u>Registration</u>	Overview Step 1a Step 1b Step 1c Step 2 & 3					
Contingent Worker Registration	Welcome to Supplier Presence Site					
Registration Help	Standard (Full) Registration Process					
Password Rules	Supplier Action Required Intel Action Required					
Manage My Account	By User By Employee Validation Mgr. (EVM) By Intel Admin					
	Step 1 Request New Account					
	Step 1: Complete application: Step 2: Step 3: a. Your application must be b. Select application form a. Your application must be company's Employee Validation Manager (EVM) b. If your application application application is rejected by Intel, a reason will be provided in the prompted to accept that role b. If your application notice c. Complete application form c. Complete application form c. To EVM exists, you will be prompted to accept that role c. If you are rejected by your EVM, you will need to contact your EVM for your next steps					
	Requirements: D-U-N-S® Number - You will be prompted to enter the Dun & Bradstreet D-U-N-S® number of the local office of the company for which you work. This is a 9-digit number that is recognized as a universal standard for identifying companies worldwide (Dun & Bradstreet) Bendloyce Validation Manager (EVM) - In order to register for full access your company will need to identify an Employve Validation Manager (EVM) who will manage the access of other users from your company. If your company does not currently have an EVM, you will be prompted to take on this responsibility as part of your application. If policy is that role. If you company users from your company access to most applications you will need your 10-digit supplier number. For access to most applications you will need your 10-digit supplier ontat. Need help? Check out Frequently Asked Questions. Please note: Itel will not redistribute your information. For more information, please see our privacy policy. Next >>>					



On the Step 1a tab, enter the 9-digit Dun & Bradstreet DUNS number for the local office of the company for which you work (not that of the global corporate office).

On this tab you will find information about what Dun & Bradstreet DUNS numbers are, and how to find the DUNS number for your company if you don't know it.



If you don't know the DUNS number for your local office, you may enter the DUNS number sent to you by Intel.

After entering the DUNS number for your company's local office, click the "Step 1b" tab or **click the "Next >>" button**.



On the Step 1b tab, please uncheck Intel® Web Suite – Suppliers Only.

Confirm that the checkbox is ticked for "Proof of Performance – Suppliers Only".

Click the "Step 1c" tab or **click the "Next >>" button**.

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Supplier Registration	Overview Ste	p 1a <u>Step 1b</u>	<u>Step 1c</u>	<u>\$tep 2 & 3</u>			
Registration	Select the applications to which you need access Next >> Intel Web Suite Registration Access for Suppliers Only to Deal Basic Business with Intel:						
Registration							
Registration Help Password Rules							
Manage My Account	Intel(R) Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only 0						
	Other Application(s) Access for Supplier with more specific business with Intel. Only apply if requested by your Intel Buyer or Contact :						
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On the Step 1c tab, **populate all** required fields (marked with *).

Make sure the password you provide meets the site's password requirements by clicking the "Password Rules" link.

Remember to **insert** the **Intel 10-Digits Supplier#.**

Click the "Step 2 & 3" tab or **click the "Submit" button**.

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Supplier.intel.com	Supplier Registration						
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Intel Employee Registration	Overview Step 1a Step 1b Step 1c Step 2 & 3						
Contingent Worker	Provide personal information for the account, such as login id, password, address,						
Registration Help	Submit						
Password Rules	You've requested permission to access:						
Manage My Account	Proof of Performance (POP)						
	Personal Information						
	* Name Title 🗿 : 🛛 Dr. 🔿 Mr. 🔿 Mrs. 🔍 Ms.						
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	* Phone Number 3 :						
	Supplier Type 🕘 :						
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Q2: After I login, why can't I find the "Request Access to Additional Applications" link under the "Manage My Account" section?

A2: It is possible that your current SPS account only has access to Web Suite Lite. You may email SPS Support team (supplier.presence.site@intel.com) to confirm. If you only have Web Suite Lite access, you will first need to upgrade it to the standard/full Web Suite before you can request access to POP system. To upgrade, please refer to the next page.

UPGRADE TO STANDARD (FULL) REGISTRATION for WS1 suppliers only

- 1. <u>https://supplier.intel.com/supplierhub/</u>
- 2. Click on "Registration".
- 3. Next, click on "Manage My Account".
- 4. Log in with your ID and password and click "Submit".
- 5. Select "Upgrade to Standard (Full) Registration".
- 6. Read and understand the page. Click "Next".
- 7. Enter your DUNS number and click "Next".
- 8. "Intel(R) Web Suite (Web Invoice/Web PO/Payment Tracker/ASN) **Suppliers Only**" is located at the top. Make sure there is a check mark to the left.
- 9. Then click "Next".
- 10.The access request form is now displayed. Please fill in all the fields that have the 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 submit the request, it will be routed to your company's EVM for approval. Only after the EVM has approved will it route to Intel for processing.

- 1. This is an additional step if your company does not have an EVM (Employee Validation Manager) setup. You will be prompt to become an EVM. This requires the approval of your Intel Contact person.
- 2. Read the EVM Responsibility and click on "I ACCEPT".
- 3. Enter the Intel Contact email address and click "Submit".





Q3: I have completed Step 1 (Login & Request Access). However, it looks like our company does not have an EVM assigned yet. What should I do?

A3: You may request to be an EVM. Please refer to the following pages for the process. You will need to specify an Intel Buyer to approve your request to be an EVM.

<u>If your company does not have</u> <u>an EVM</u>, you will see this screen which indicates that your request will be put on hold pending the EVM approval.

You may request to become your company's EVM, or you may ask someone else at your company to follow this account request process and to request the EVM role.

To see the responsibilities of an EVM and to request the role, click the "Employee Validation Manager Roles and Responsibilities" link.





On the Employee Validation Manager Roles and Responsibilities page you will be prompted to accept the EVM role.

If you do not wish to become the EVM for your company, your account request will remain on hold until another company representative requests an account and accepts the role.

If you elect to become an EVM for you company, **click the "I Accept" button**.





To request the EVM role, enter the e-mail address of the Intel Contact sent to you by Intel.

Click the "Send Email" button.

You will be redirected to a screen confirming that your EVM role request has been successfully submitted.

You may close your browser, or click the "Supplier.intel.com" link at the top of the left navigation bar to return to the start page to read documents about doing business with Intel.





