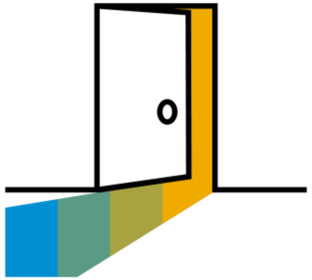
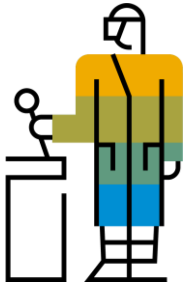
Intel
Supplier Guide

THE BEST RUN SAP

HOME- Table of Contents





Section 1: SAP Business Network Overview

What is SAP Business Network?

Intel Project Scope

Intel Message

Supported Documents

Not Supported Documents

Supplier Value

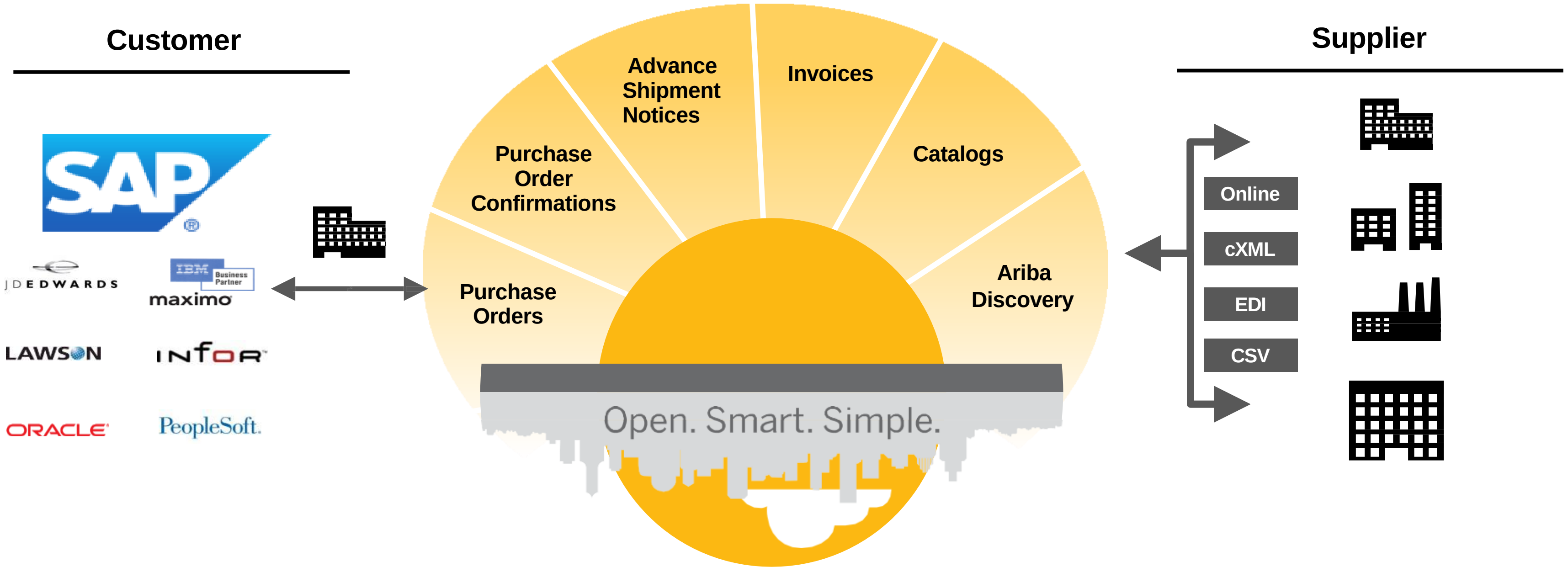
Fee Schedule

Subscription Levels

$USD

What is SAP Business Network?

Intel has selected SAP Business Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join SAP Business Network and start transacting electronically with them.



2+ million
Trading Partners

$850B
In Annual Commerce

>60%
Global 2000 use the Network

65+ million
Annual Invoices

190
Countries

60+ million
Annual Purchase Orders

Intel Message

Project Notification Letter

Add the email domain suppliers will receive the invitation/PNL from.

ordersender-prod@ansmtp.ariba.com

SAP Ariba

E-Commerce Project Notification

Dear I

Reference:

We are pleased to announce our new initiative for improving and streamlining our procurement and accounts payable processes.

To implement a more efficient and easy-to-use automated e-commerce solution we are transitioning to the Ariba Network as our primary supplier collaboration system.

This platform will allow many of our suppliers to move away from paper-based and manually transmitted transactions and documents currently associated with our Intel system, WebSuite.

If you are not the correct contact, for your company, notify Intel's Supplier Enablement Team at ariba-enablement@intel.com to provide the correct name and email contact information.

Below are some of the benefits your company will experience with the Ariba Network:

- Ability to receive electronic PO notifications and other documents
- Catalog enablement
- Reduction of paper invoices (paperless)
- Reduction in administrative business expenses
- Online visibility to your Intel transactions
- Simple to use

Transacting electronically on the Ariba Network will soon be a standard part of doing business with us; our plan is to migrate all existing suppliers to this new process.

As a valued supplier, our relationship with you and your participation in this new initiative is key to maintaining our ongoing business relationship.

If you have any questions about Intel's e-commerce initiative, please contact the Intel Supplier Enablement Team at ariba-enablement@intel.com.

We look forward to our enhanced relationship during this transition and beyond.

Know This:

→ **Intel is moving away from WebSuite** and migrating suppliers to the Ariba Network.

→ **Ariba Network fees:** When transacting with Intel, your supplier fees will be paid by Intel. *IMPORTANT: You may be required to pay supplier fees when transacting with other buyers over the Ariba Network.*

→ **Next steps:** SAP Ariba will send you the information you need to join the Ariba Network in 7-10 days.

→ Your Intel contact is aware that you will be receiving an invitation to join the Ariba Network.

Do This:

→ Look for an email from intelenablement@ariba.com describing your new Ariba Network account and what you need to do to get started in 7-10 days.

→ If you have ***an existing Ariba Network ID***, log in using that account to accept the **Trading Relationship Request (TRR)** with Intel.

→ For additional ***resources*** visit supplier.intel.com/aribanetwork

Review Intel Specifications

Supported Documents

Intel project specifics:

- ***Tax data*** is accepted at the header or line item level of the invoice.

Supported

- **Purchase Order Confirmations**
  Apply against a whole PO
- **Detail Invoices**
  Apply against a single purchase order referencing a line item
- **Partial Invoices**
  Apply against specific line items from a single purchase order
- **Invoice Against Contracts**
  Used for purchases procured against a contract
- **Line Level Credit Invoices/Credit Memos**
  Item level credits; quantity adjustments

Review Intel Specifications
NOT Supported Documents

NOT Supported:

- **Summary or Consolidated Invoices**

  Apply against multiple purchase orders; not accepted by Intel
- **Invoicing for Purchasing Cards (P-Cards)**

  An invoice for an order placed using a purchasing card; not accepted by Intel
- **Duplicate Invoices**

  A new and unique invoice number must be provided for each invoice; Intel will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on SAP Business Network
- **Paper Invoices**

  Intel requires invoices to be submitted electronically through SAP Business Network; Intel will no longer accept paper invoices
- **Header Level Credit Memos**

  Credit Memos applied against whole invoices; not accepted by Intel
- **Service Entry Sheets**

  Apply against a single purchase order referencing a line item
- **Non-PO Invoices**

  Invoice for charges not procured through a Purchase Order
- **Service Invoices**

  Invoices that require service line item details
- **Advance Shipment Notices**

  Apply against PO when items are shipped
- **BPO Invoices**

  Invoices against a blanket purchase order
- **Contract Invoices**

  Apply against contracts

SAP Business Network Helps You…

60% average reduction in operating costs

Lower costs

Reduce time and paper usage

Eliminate postage costs

Reduce costs associated with Resources used to generate/ rework the invoices

30% growth in existing accounts
35% growth in new business

Increase your revenue

Become searchable customers using the BN worldwide

Establish new customer relationships via Ariba Discovery

Publish your Catalogs in front of thousand buyers

15% increase in customer retention

Satisfy your customer

Support your customer's strategic business plan

Become a preferred supplier

Simplify the communication process

80% efficiency & transform business operations

Stay organized

Consolidate Network relationships under one account

Enjoy a simple way to store POs and invoices

Get better visibility into customers' spend and payments

View invoice status in real time

62% decrease in late payments

Receive faster payments

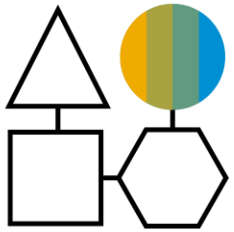
Help your invoice reach the correct contact in the approval flow

No need to confirm the orders via email/phone

Feel confident all order information is complete and accurate

Prevent errors through system checks

Section 2: Set Up Your Account

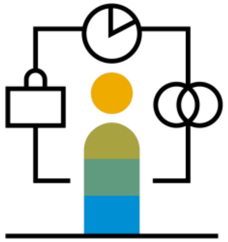


Basic Account Configurations

- Suggested Configuration
- Accept Invitation
- Profile Completion
- Email Notifications

Enablement Tasks

- Enablement Tasks
- AribaPay Enrollment
- Purchase Order Routing
- Invoice Notifications
- Tax Details
- Remittances
- AribaPay Remittance Information



Advanced Account Configuration

- Customer Relationships
- Roles and Users
- Enhanced User Account Functionality
- Test Accounts

Supplier Fee Schedule

- ***Intel covers all fees for your transactions with Intel on the SAP Business Network***
- **The fee structure below may be applicable to you if your company transacts with other customers on the SAP Business Network**
- **Please direct any questions to ariba-enablement@intel.com**

Transaction Fees

Billed every quarter
Per-relationship fee cap: $20,000/year

Without Service Entry Sheets
0.155% of transaction volume

With Service Entry Sheets
0.35% of transaction volume

Fee Threshold
$50,000 and 5 Documents
Suppliers who do not cross the Fee Threshold will not be charged fees

Subscription Fees

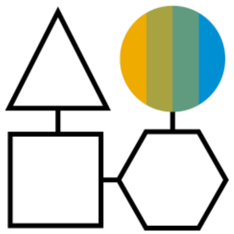
Billed once a year

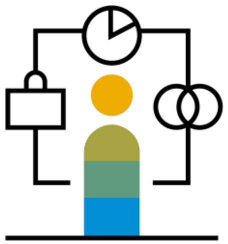
Annual Document Count Across All Customer Relationships	**Subscription**	**Annual Fees**
Up to 4 documents	Premium	**Free**
5 to 24 documents	*Bronze	$50
25 to 99 documents **or** EDI/cXML usage	Silver	$750
100 to 499 documents	Gold	$2,250
500 and more documents	Platinum	$5,500

***Chargeable suppliers transacting less than $250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

Read more about subscription levels, calculate your fees & check out other currencies on our website https://www.ariba.com/ariba-network/ariba-network-for-suppliers

Section 2: Set Up Your Account





Basic Account Configurations	**Enablement Tasks**	**Advanced Account Configuration**
Suggested Configuration	Enablement Tasks	Customer Relationships
Accept Invitation	Purchase Order Routing	Roles and Users
Profile Completion	Invoice Notifications	Enhanced User Account Functionality
Email Notifications	Tax Details	Multi-Orgs
	Remittances	Test Accounts

Intel Specific Account Configuration

- **VAT ID / TAX ID –** select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Test Account Creation (testing is required for integrated and catalog suppliers) –** To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency –** The currency that SAP Business Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.

Remittance & Payment Methods

These items MUST BE UPDATED OUTSIDE SAP Business NETWORK, while transacting with Intel

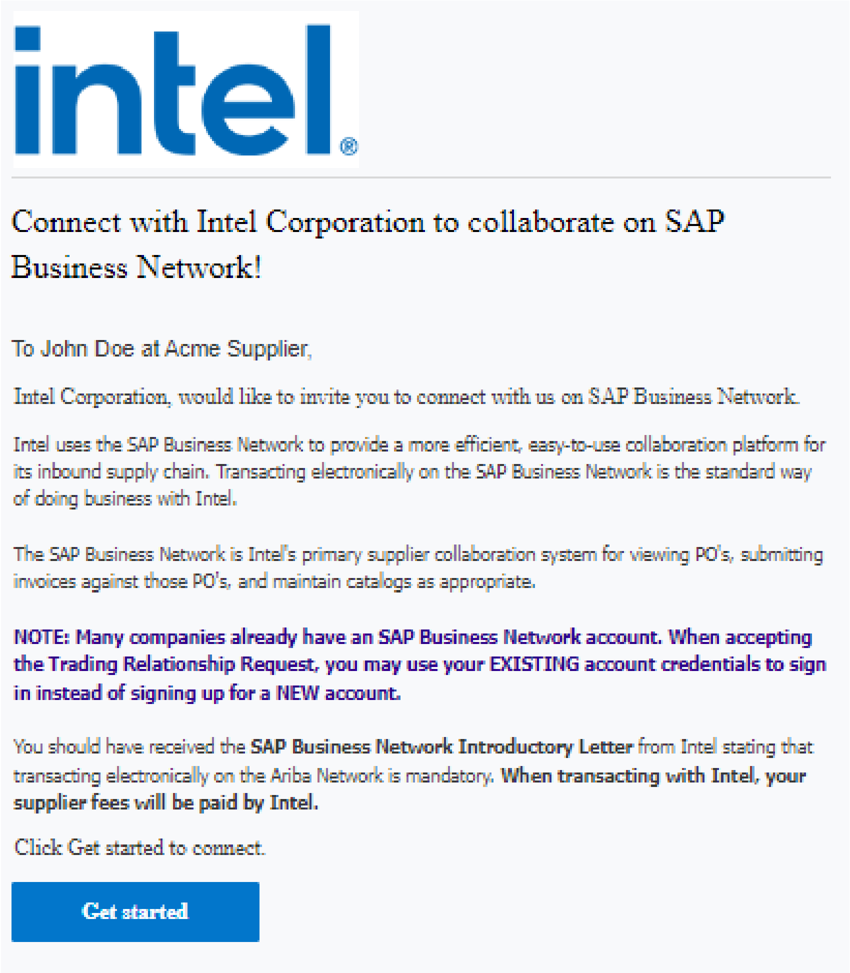
Instructions below:

Please go to SUPPLIER.INTEL.COM to submit a service request to update your supplier information, e.g., address, remittance, banking information, etc. This existing process will not change with the transition to the SAP Business Network.

Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

1. **Click** the link in the emailed letter to proceed to the landing page**.**
   - **The email will come from ordersender-prod@ansmtp.ariba.com**



intel

Connect with Intel Corporation to collaborate on SAP Business Network!

To John Doe at Acme Supplier,

Intel Corporation, would like to invite you to connect with us on SAP Business Network.

Intel uses the SAP Business Network to provide a more efficient, easy-to-use collaboration platform for its inbound supply chain. Transacting electronically on the SAP Business Network is the standard way of doing business with Intel.

The SAP Business Network is Intel's primary supplier collaboration system for viewing PO's, submitting invoices against those PO's, and maintain catalogs as appropriate.

NOTE: Many companies already have an SAP Business Network account. When accepting the Trading Relationship Request, you may use your EXISTING account credentials to sign in instead of signing up for a NEW account.

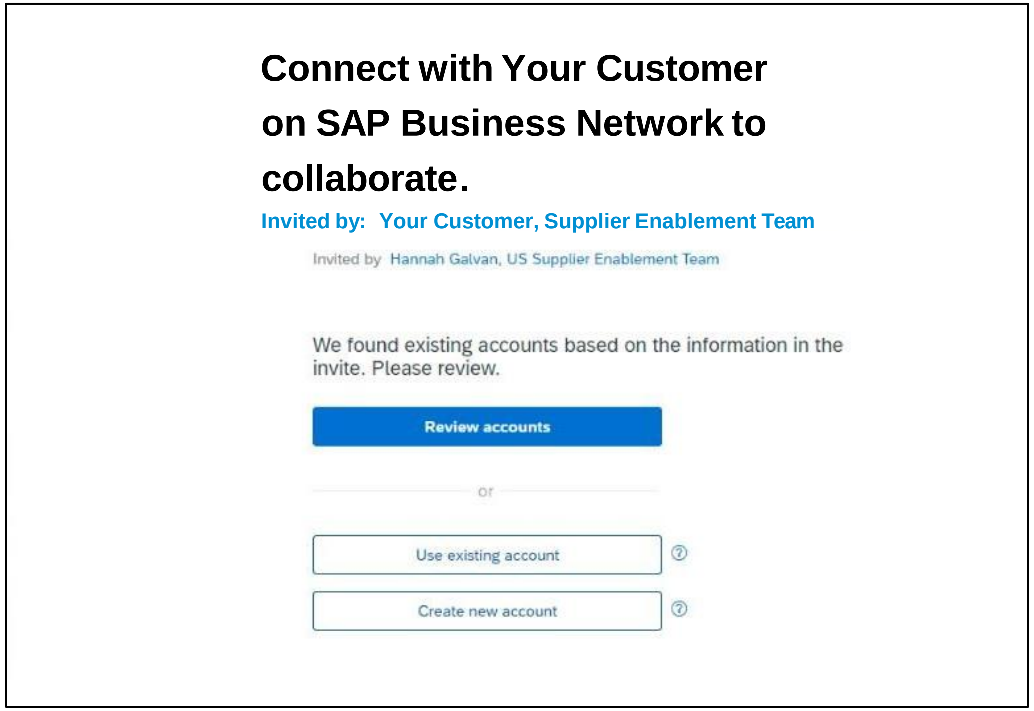
You should have received the **SAP Business Network Introductory Letter** from Intel stating that transacting electronically on the Ariba Network is mandatory. **When transacting with Intel, your supplier fees will be paid by Intel.**

Click Get started to connect.

Get started

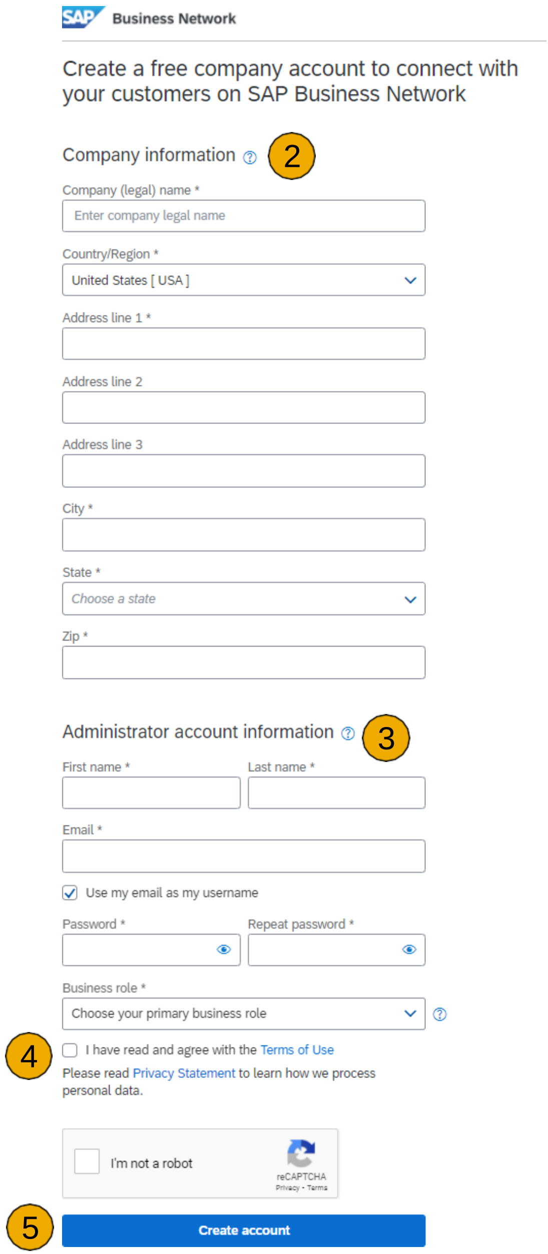
Accept Trading Relationship Request

<ordersender-prod@ansmtp.ariba.com>



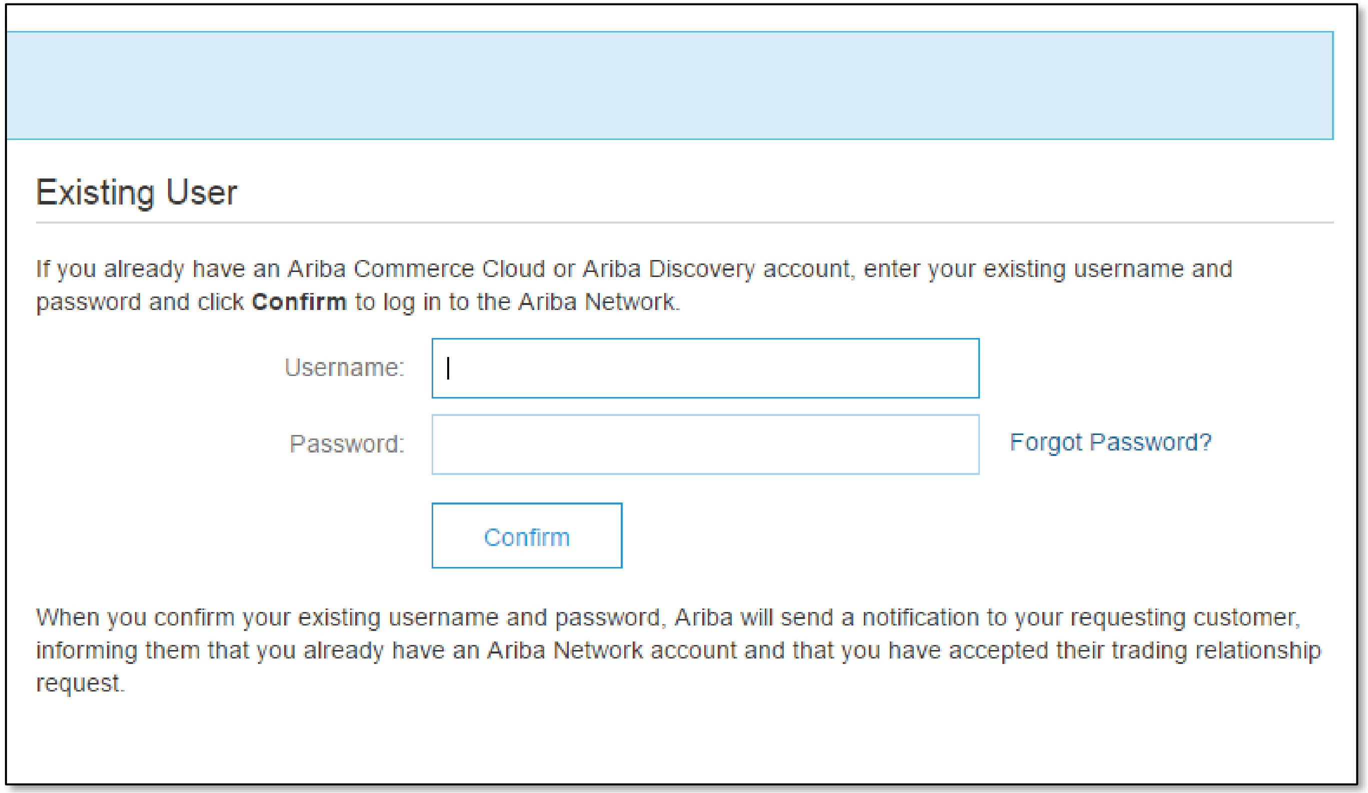
Register as a New User

1. Click **Register Now**
2. Enter Company Information fields marked required with an asterisk (*) including:
   - **Company Name**
   - **Country**
   - **Address**
3. Enter User Account information marked required with an asterisk (*) including:
   - **Name**
   - **Email Address**
   - **Username (if not the same as email address)**
   - **Password**
4. Accept the **Terms of Use** by checking the box.
5. Click **Create Account** to proceed to your home screen.



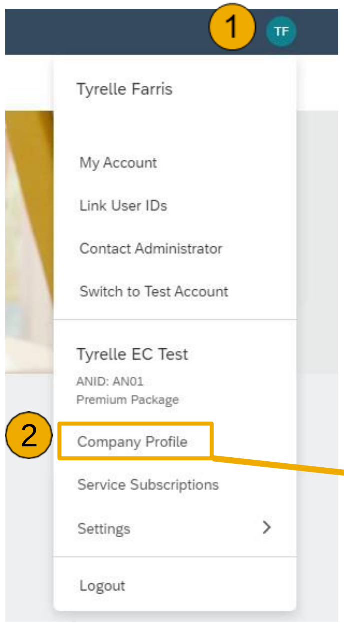
Accept Relationship as an Existing User

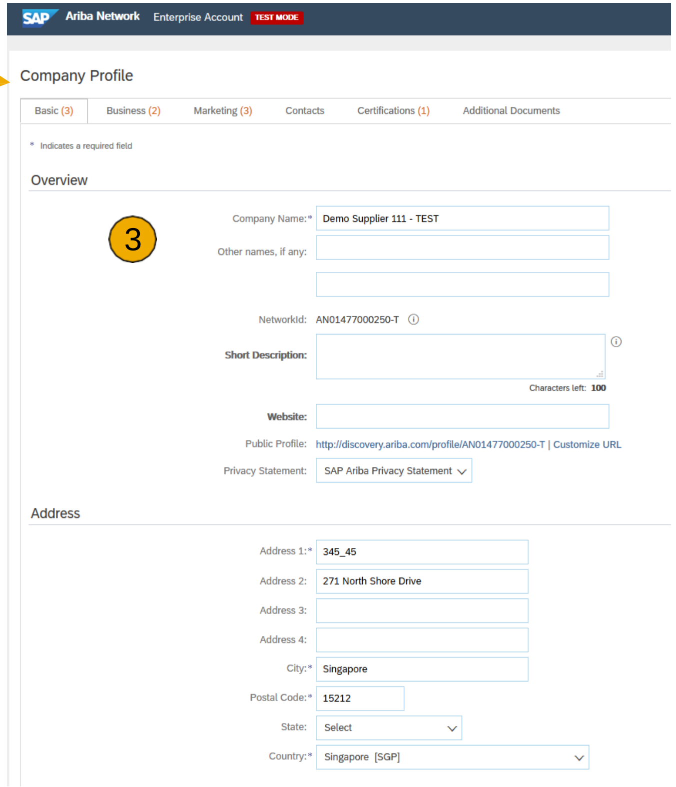
1. **Log in** using your current SAP Business Network username and password in order to accept the relationship with your customer.



Complete Your Profile

1. Click the initials in the top-right corner of your home page to view the **Company Settings Dropdown** menu.
2. Select **Company Profile** from the Company Settings dropdown menu.
3. Complete mandatory fields in **Company Profile** (marked with an asterisk).





Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

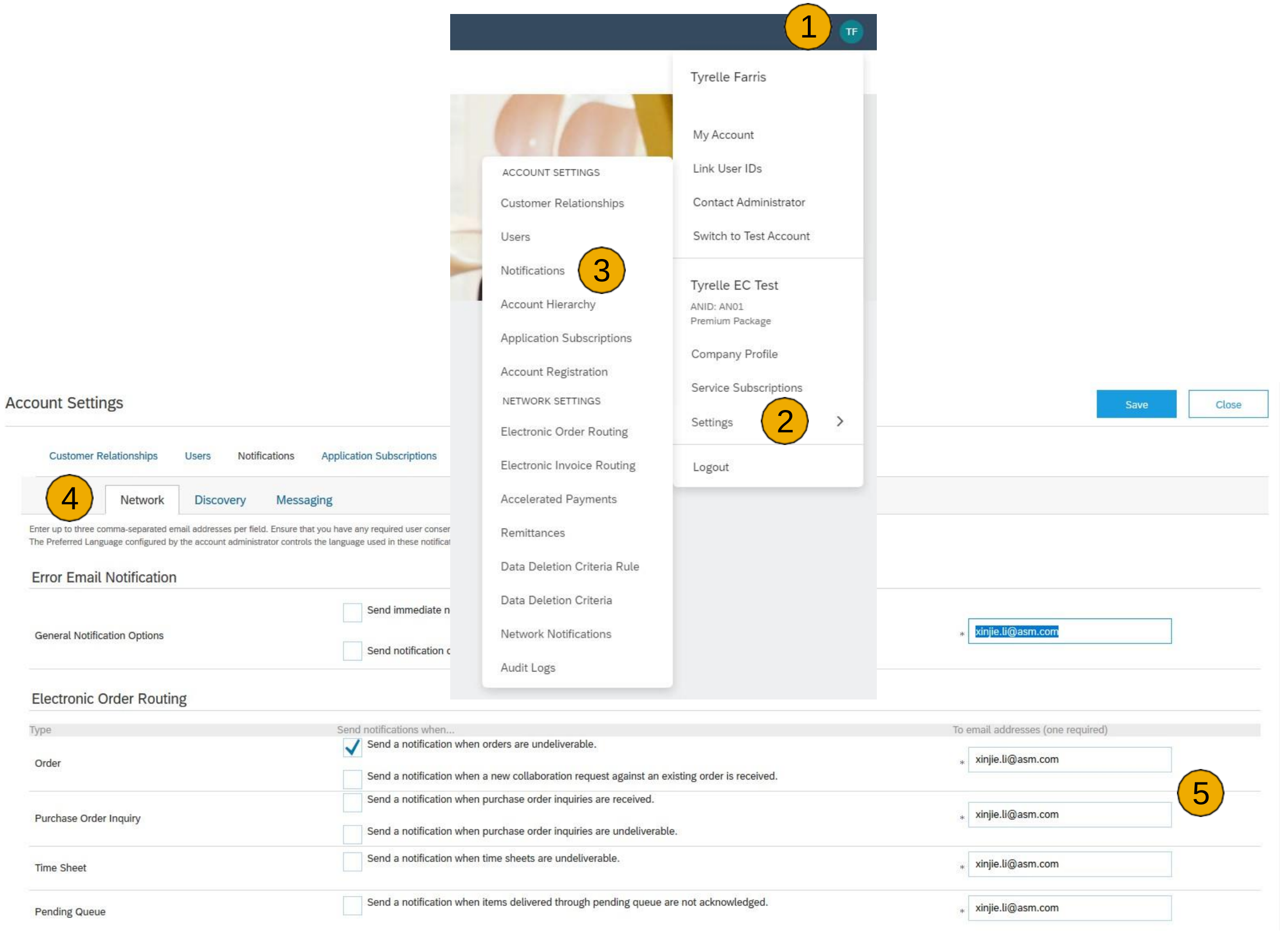
1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.

2. Click on **Settings** under Company Settings.

3. Click on **Notifications** under Company Settings.

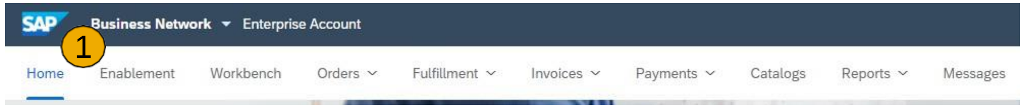
4. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.

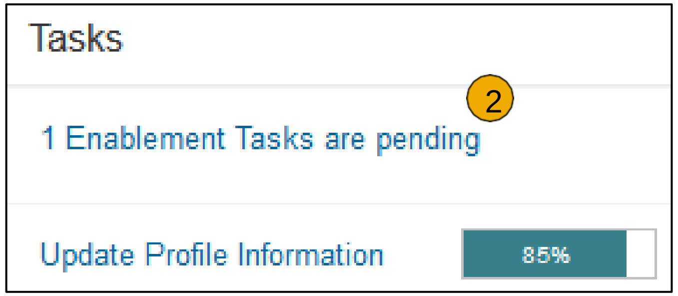
5. **Note: You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

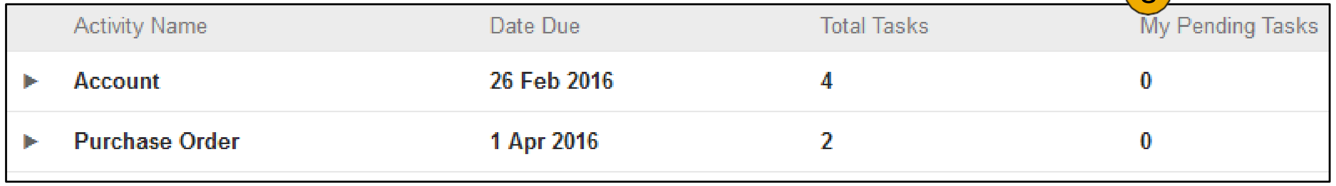


Configure Your Enablement Tasks

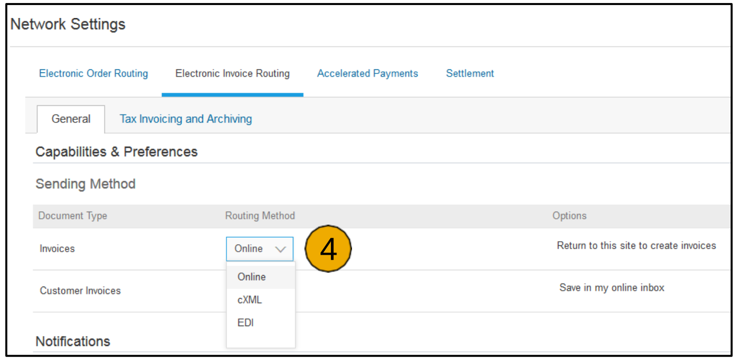
1. From the home screen, select the **Enablement** Tab.
2. Click on the **Enablement Tasks are pending** link.
3. Select necessary pending tasks for completion.
4. Choose one of the following routing methods **for Electronic Order Routing and Electronic Invoice Routing**:
   Online, cXML, EDI, Email, Fax or cXML pending queue (available for Order routing only) and configure e-mail notifications. See slide 27 for integration contacts.







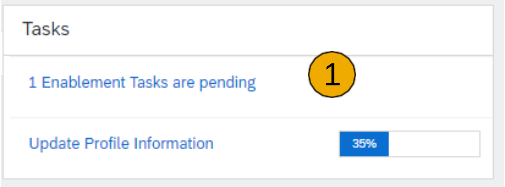
Activity Name	Date Due	Total Tasks	My Pending Tasks
Account	26 Feb 2016	4	0
Purchase Order	1 Apr 2016	2	0

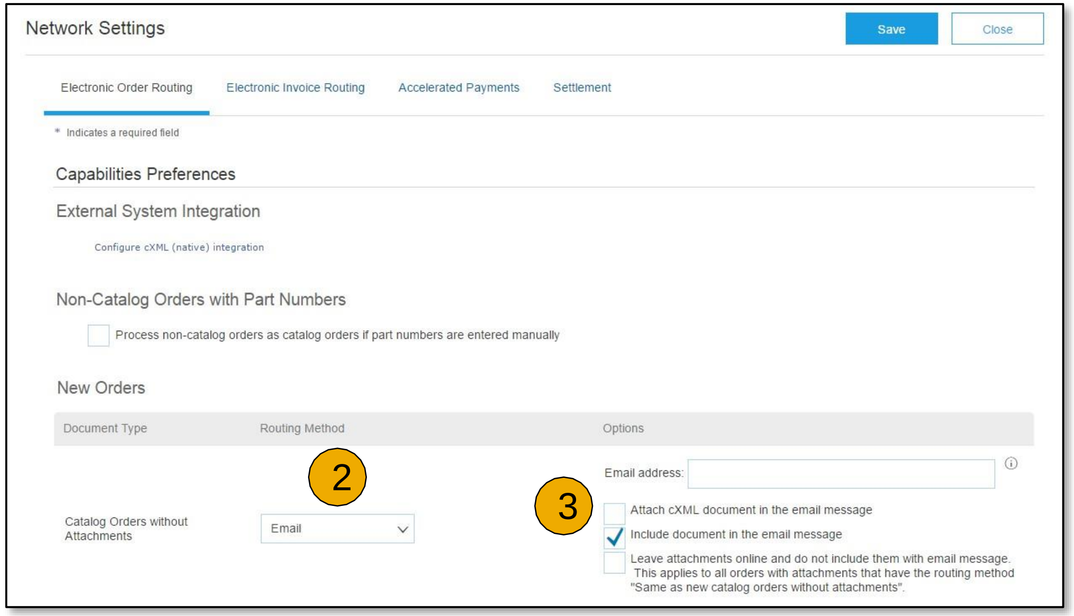


Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.

Select Electronic Order Routing Method

1. **Click** on the Tasks link to configure your account.
2. **Choose** one of the following routing methods:
   - **Online**
   - **cXML**
   - **EDI**
   - **Email**
   - **Fax**
   - **cXML pending queue**
     (available for Order routing only)
3. **Configure** e-mail notifications





Note: This is important in order to ensure that the appropriate contacts are notified when POs are sent or statuses change.

Route Your Purchase Orders

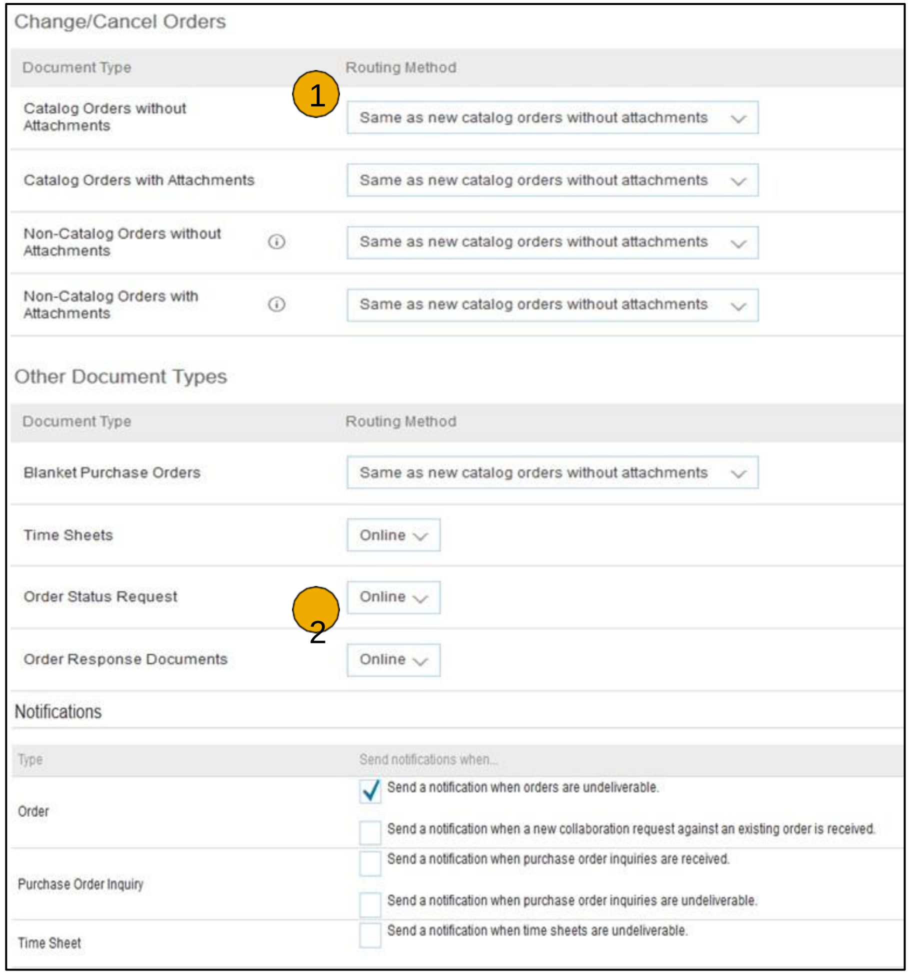
Method Details

- **Online (Default):** Orders are received within your BN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your BN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with SAP Business Network for transacting with your customer. Please contact ariba-enablement@intel.com to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method

Notifications

1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

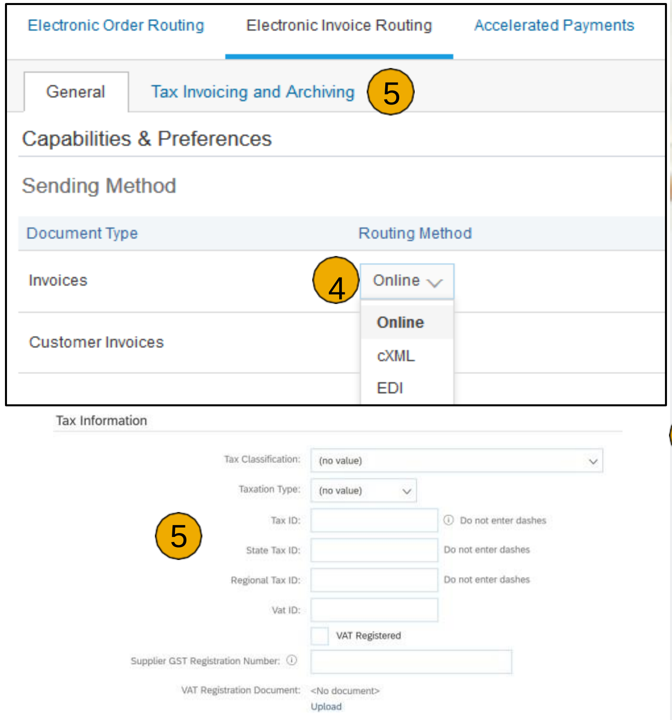


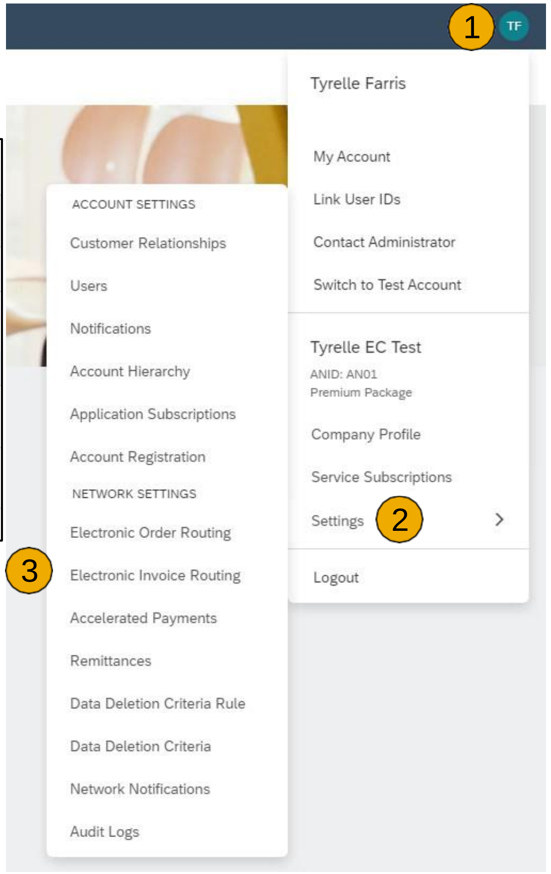
Select Electronic Invoice Routing Method

Methods and Tax Details

1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.
2. Click on **Settings** under Company Settings.
3. Select **Electronic Invoice Routing**.
4. Choose one of the following methods for **Electronic Invoice Routing**: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
5. Click on **Tax Information and Archiving** to enter Tax ID, VAT ID and other supporting data.

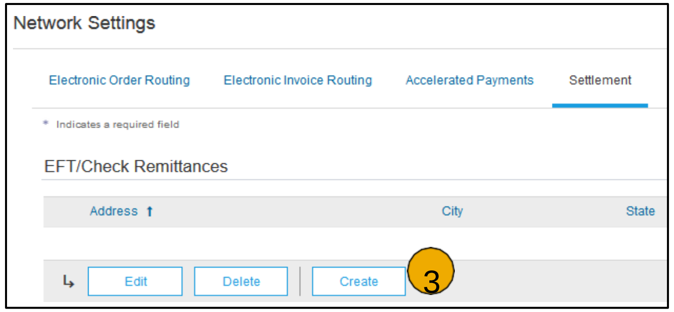
Note: This is important in order to ensure that the appropriate contacts are notified when Invoices are sent from you're an account or statuses change.

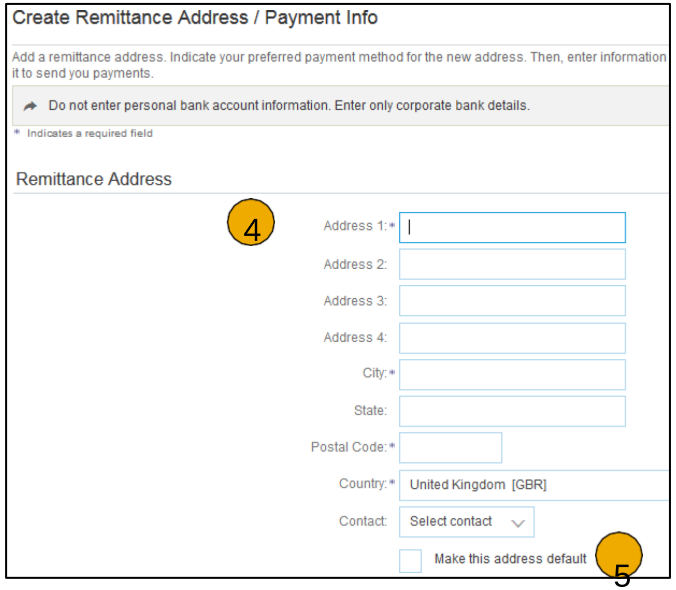


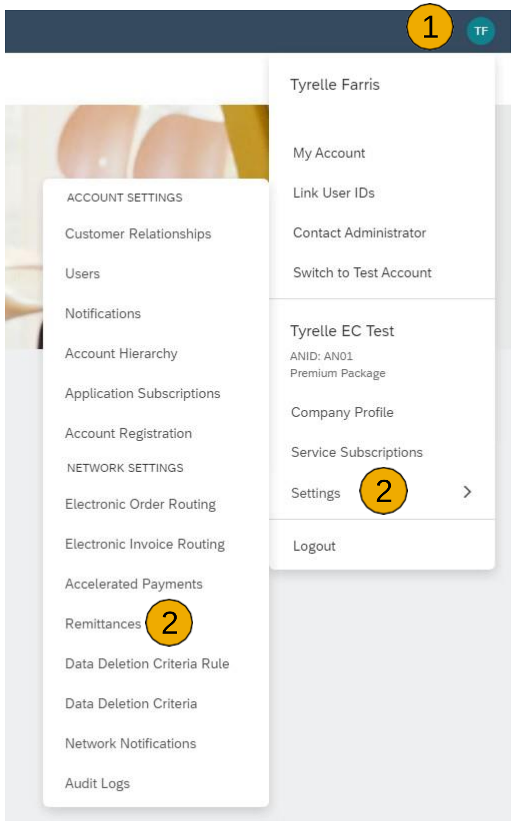


Configure Your Remittance Information

1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.
2. Click on **Settings** under Company Settings and select **Remittances.**
3. Click **Create** to create new company remittance information, or **Edit**, if you need to change existing information.
4. Complete all required fields marked by an asterisk in the **Remittance Address** section.
5. Select one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.







Remittance & Payment Methods

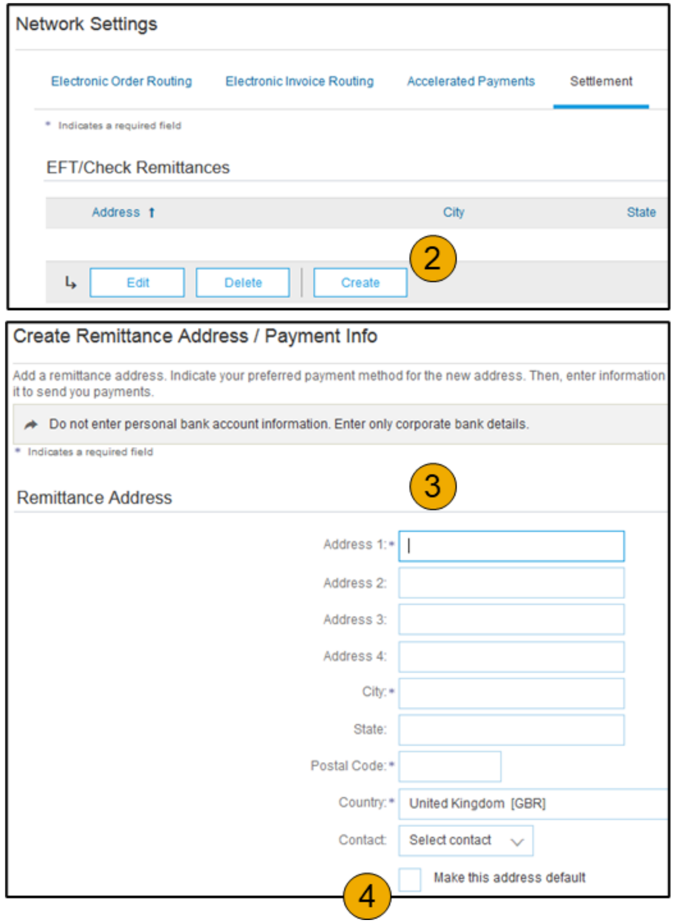
These items MUST BE UPDATED OUTSIDE SAP Business NETWORK,while transacting with Intel

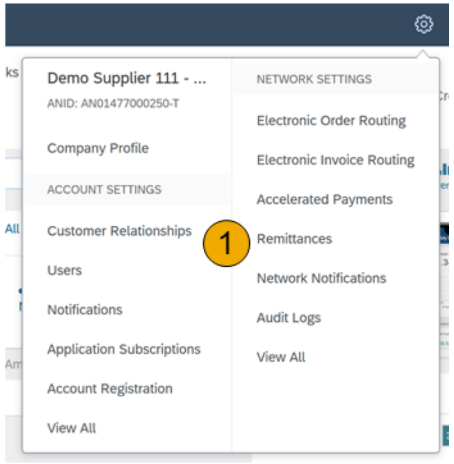
Instructions below:

Please go to SUPPLIER.INTEL.COM to submit a service request to update your supplier information, e.g., address, remittance, banking information, etc. This existing process will not change with the transition to the SAP Business Network.

Configure Your Remittance Information

1. **From the Company Settings** dropdown menu, select click on **Remittances.**
2. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.





Remittance & Payment Methods

These items MUST BE UPDATED OUTSIDE SAP Business NETWORK, while transacting with Intel

Instructions below:

Please go to SUPPLIER.INTEL.COM to submit a service request to update your supplier information, e.g., address, remittance, banking information, etc. This existing process will not change with the transition to the SAP Business Network.

Configure Your Remittance Information

Payment Methods

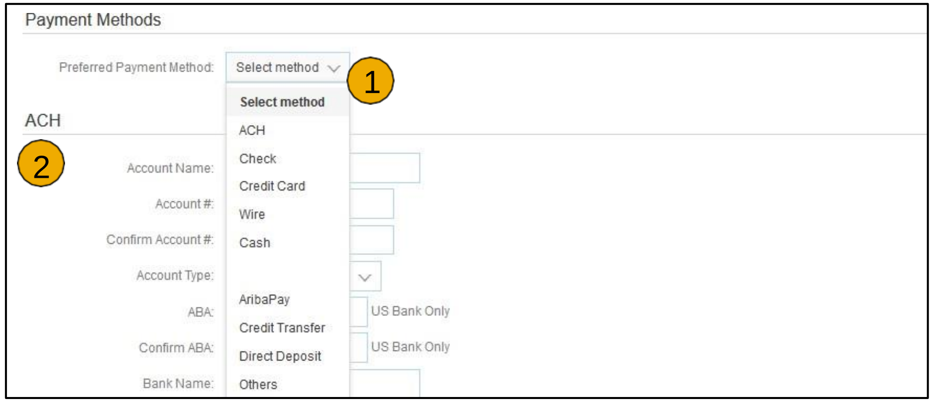
1. **Select** Preferred Payment Method from a drop-down box: Check, Credit card or Wire.
2. **Complete** the details for ACH or Wire transfers.
3. **Select** if you do or do not accept credit cards and click OK when finished.

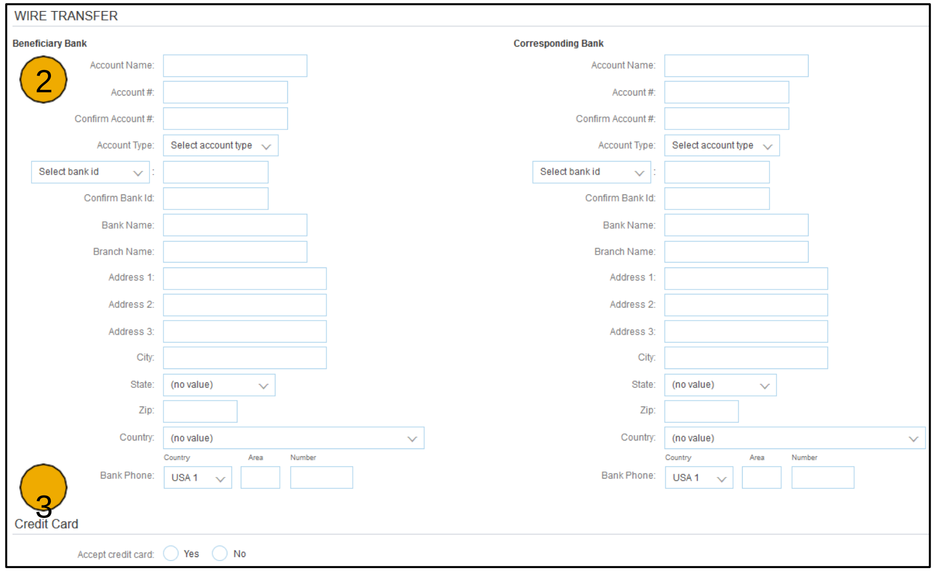
Note: This does not change the method of payment from your customer, unless specified.

These items MUST BE UPDATED OUTSIDE SAP Business NETWORK, while transacting with Intel

Instructions below:

Please go to SUPPLIER.INTEL.COM to submit a service request to update your supplier information, e.g., address, remittance, banking information, etc. This existing process will not change with the transition to the SAP Business Network.

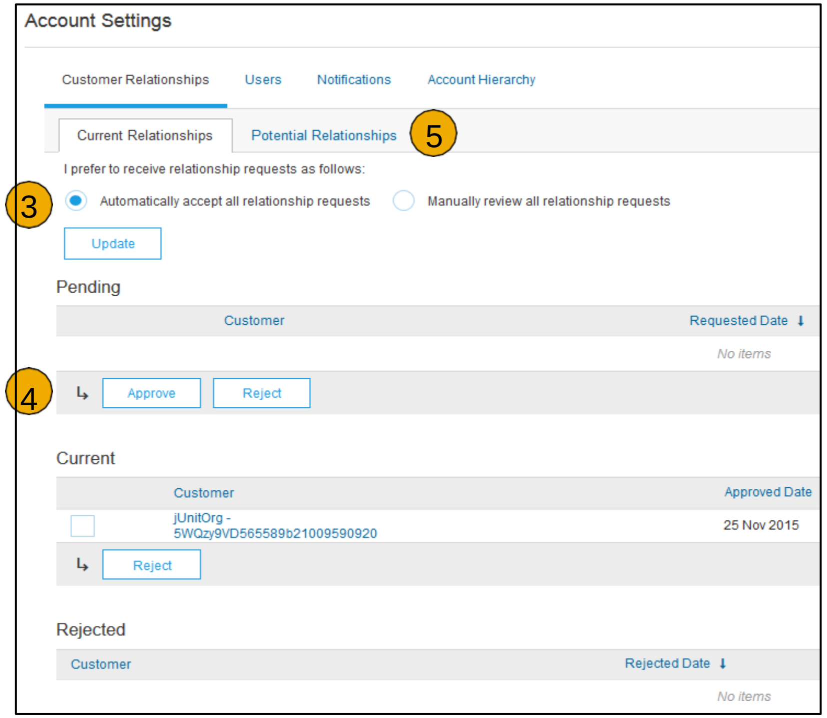


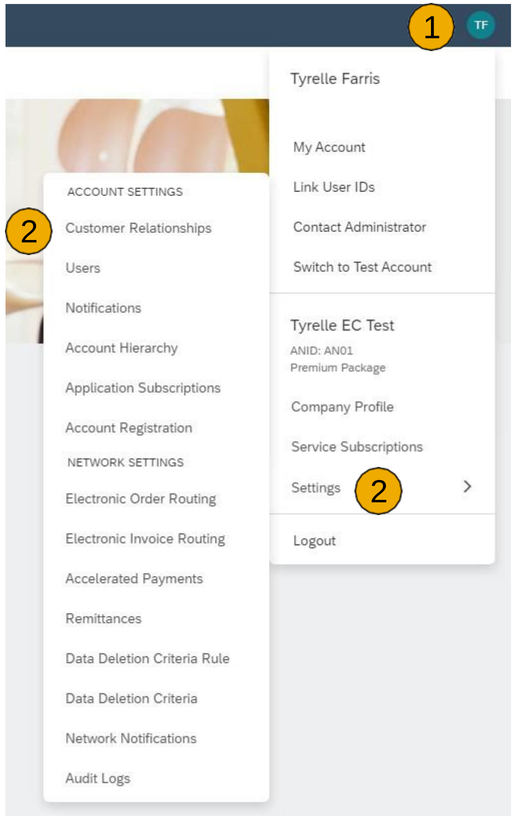


Review Your Relationships

Current and Potential

1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.
2. Click on **Settings** under Company Settings and select **Customer Relationships.**
3. Choose to accept customer relationships either automatically or manually.
4. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
5. **Find** potential customers in Potential Relationships tab.





Set Up User Accounts

Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

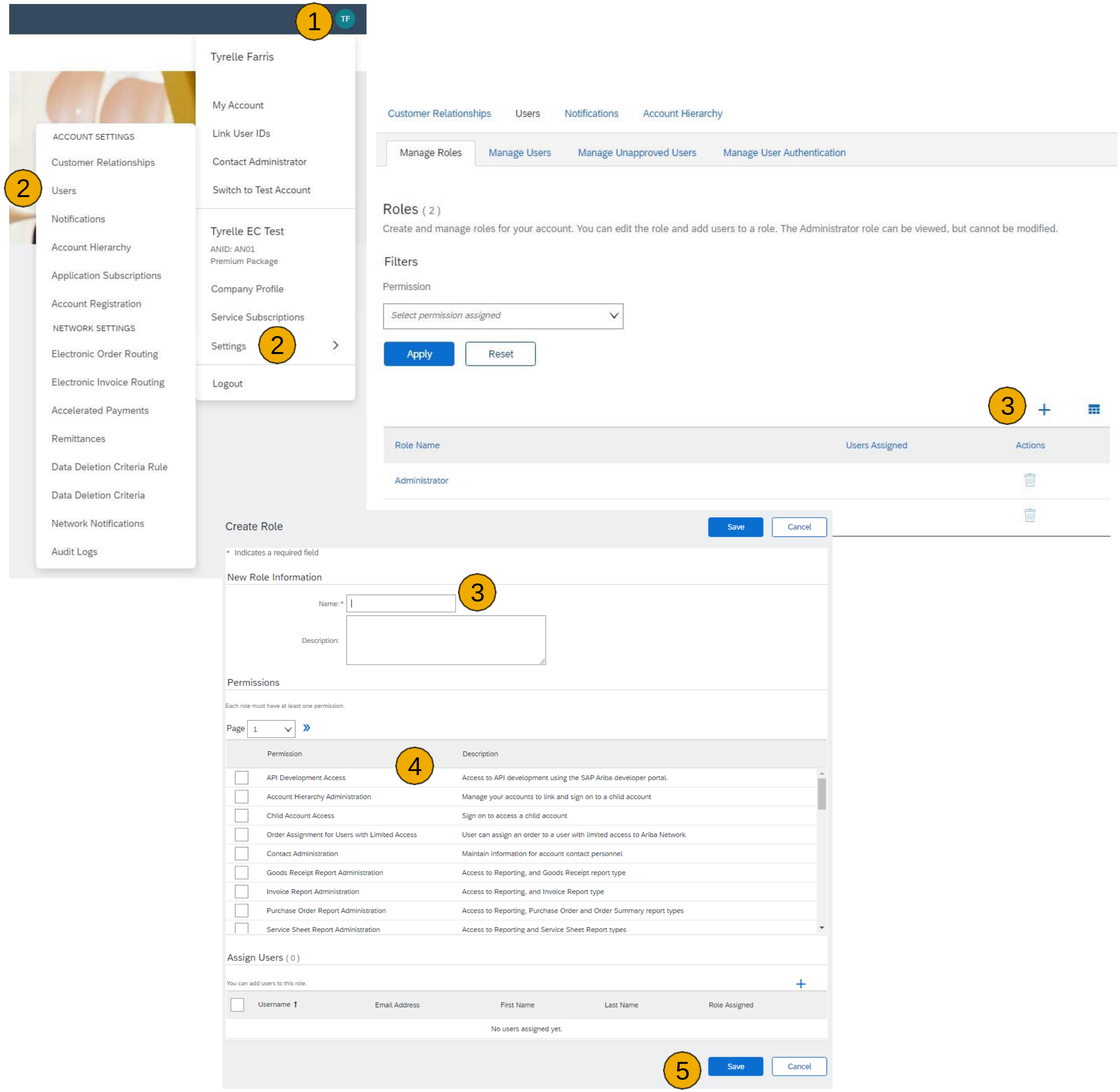
User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts

Create Roles (Administrator Only)

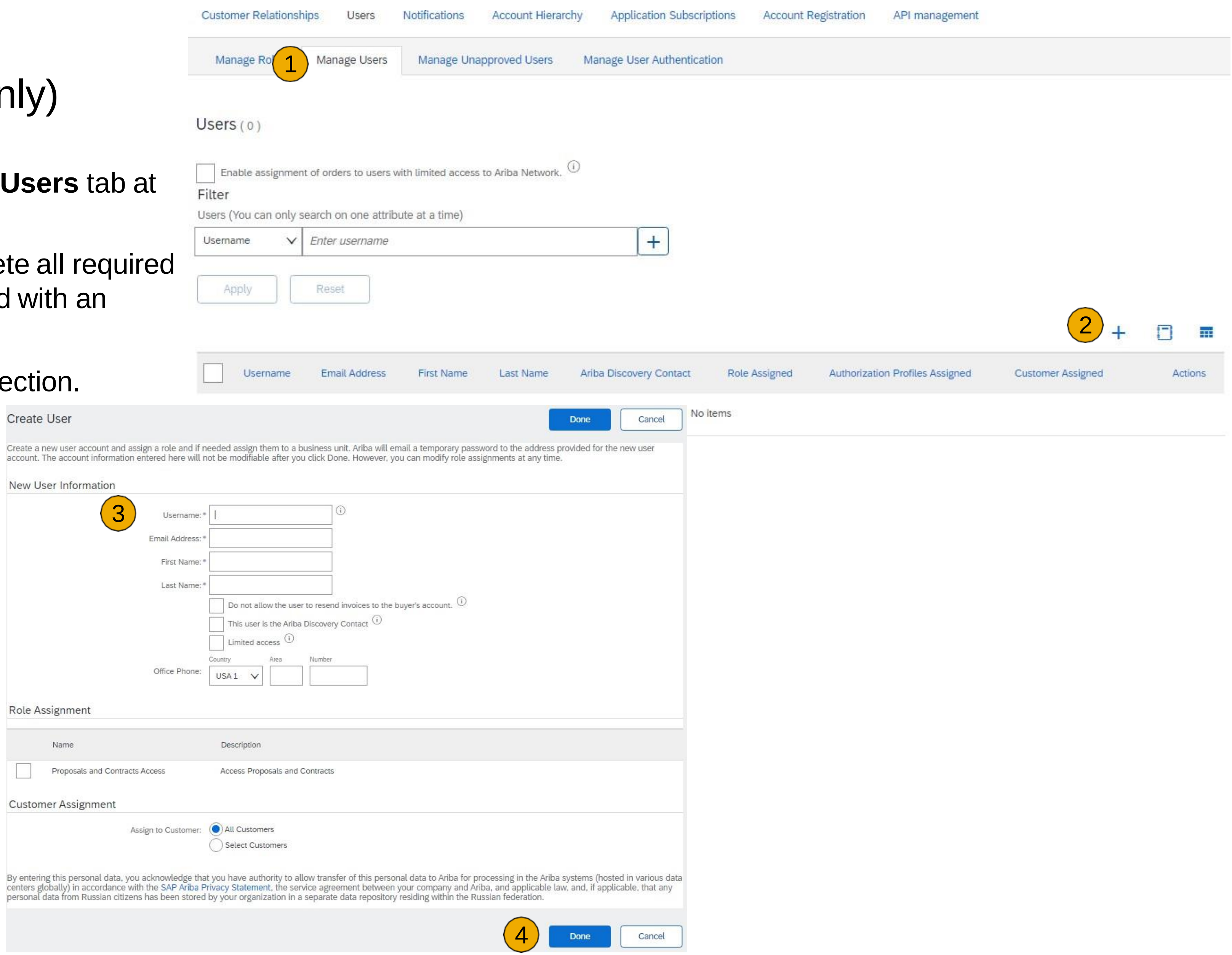
1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.
2. Click on **Settings** under Company Settings and select **Users.** The **Manage Roles** page will load.
3. Click on the **'Plus Sign'** button in the Manage Roles section and enter the required fields for the Role. Name is required and Description is optional.
4. Add **Permissions** to the Role that corresponds to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
   - Note: Descriptions of each permission are shown to the right of the **Permissions** table.
5. Click **Save** when all necessary permissions are added.



Set Up User Accounts

Create Users (Administrator Only)

1. To **Create a User** Click on the **Manage Users** tab at the top of the page.
2. Click the **'Plus Sign'** button and complete all required fields for the user being created (Marked with an asterisk)
3. Select a role in the **Role Assignment** section.
4. Click on **Done** when finished.

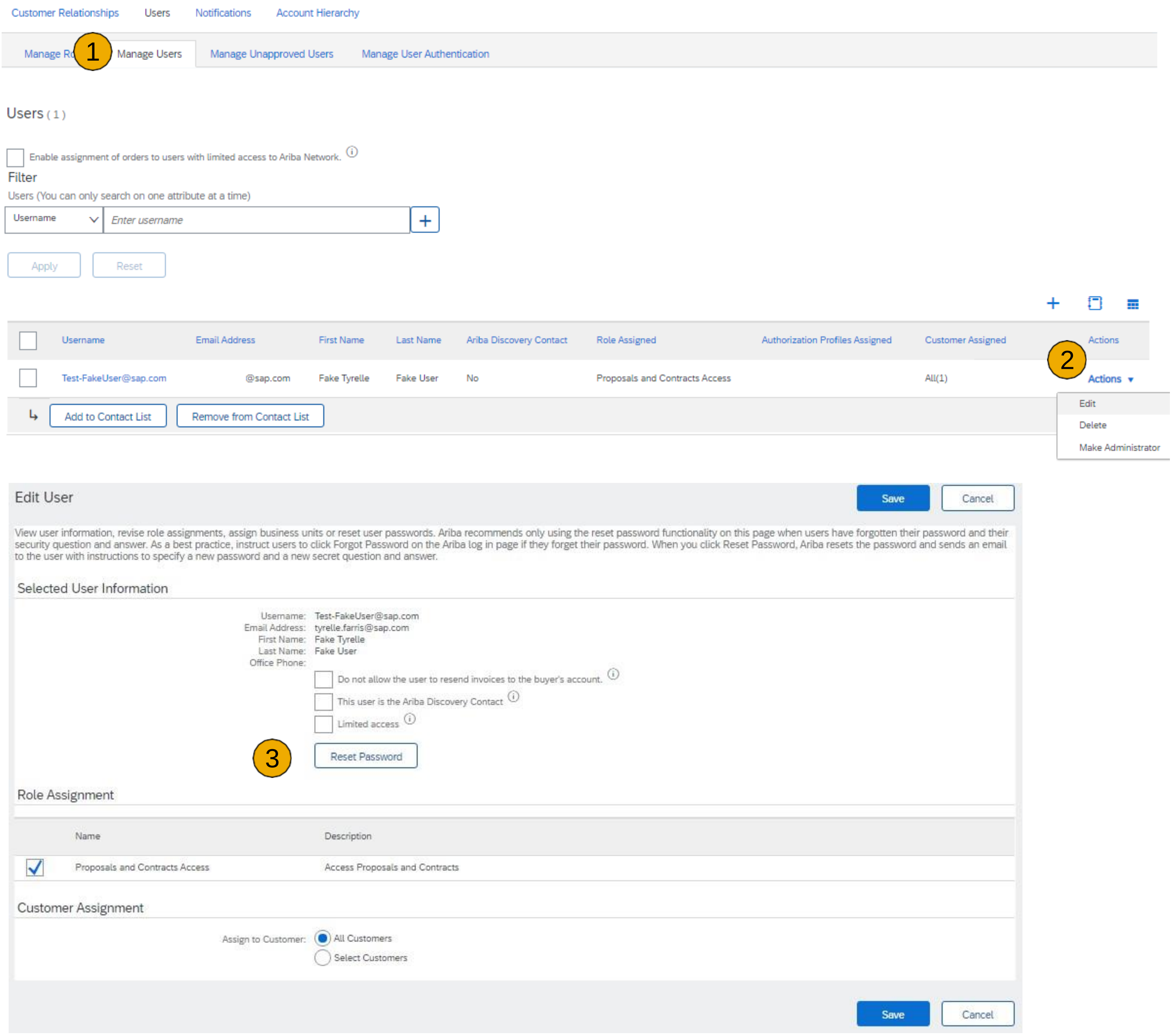


Set Up User Accounts

Modifying User Accounts (Administrator Only)

1. Click on the **Manage Users** tab.
2. Click the **Actions** button to **Edit** the user. Note: Available options under **Actions** dropdown are the following;
    - Edit
    - Delete
    - Make Administrator
3. Click on the **Reset Password** button to reset the password of the user (If Necessary).

- **Note:** Once a user is created the Admin can only edit the Role Assignment or reset the password. Edits to the User's Name and Email will need to be changed by that User directly.

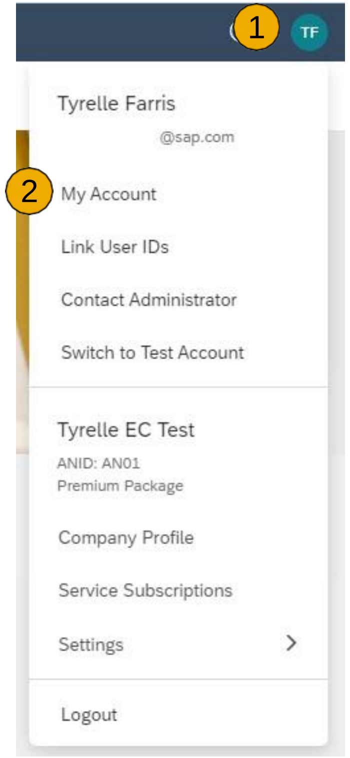


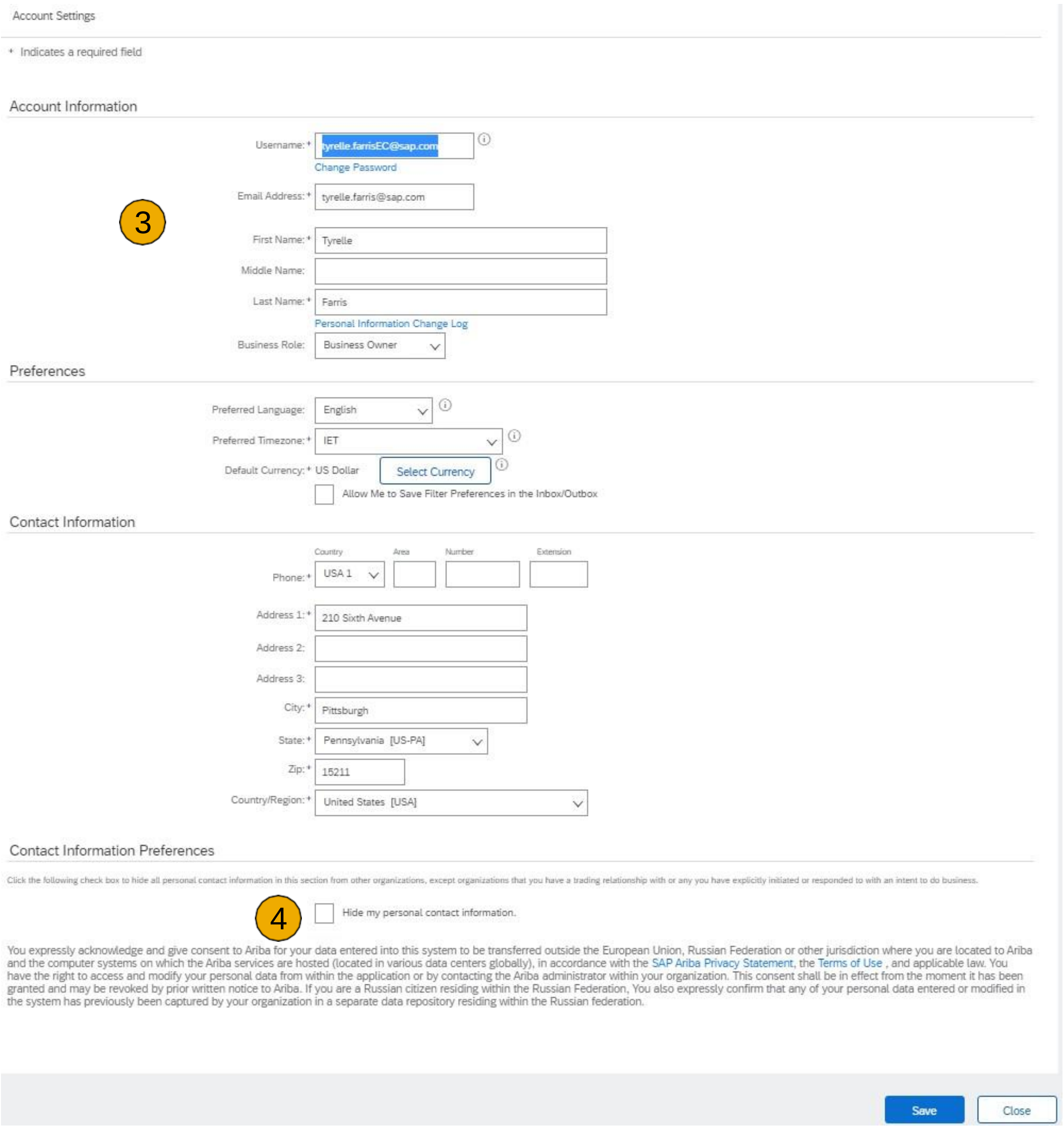
Enhanced User Account Functionality

1. Click the initials in the top-right corner of your home page to view the User Account Navigator. It enables you to:
   - Quickly access your personal user account information and settings
   - Link your multiple user accounts
   - Switch to your test account

   Note: If you have multiple user accounts linked, the User Account Navigator each of those user accounts.
2. Click on **My Account** to view your Account Information.
3. If necessary, Complete or update all required fields marked by an asterisk within the **Account Information**, **Preferences and Contact Information** sections.

   Note: If you change username or password, remember to use it at your next login.
4. Hide personal information if necessary by **checking the box** in the Contact Information Preferences section.



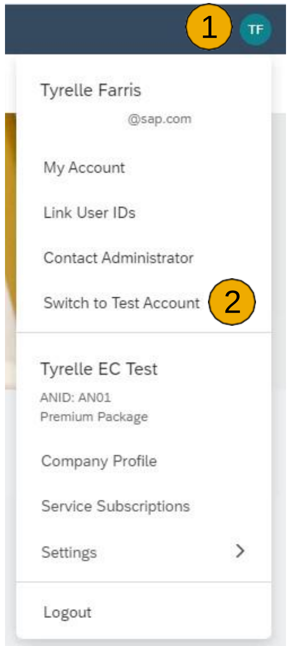


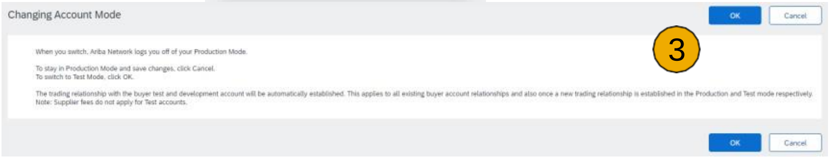
Set Up a Test Account

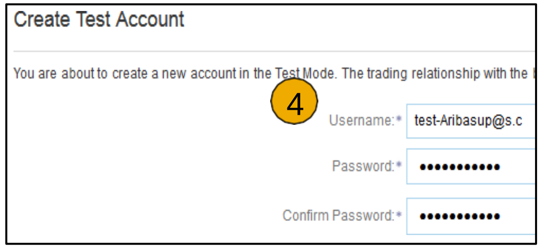
- **Note:** To set up your **Test Account** you need to be on the Home Page of your account.

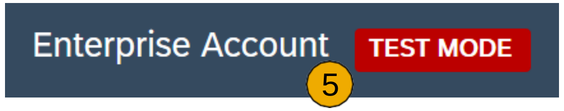
1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.
2. Select **Switch to Test Account**. The **Switch To Test Account** button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. Click **OK** when the SAP Business Network displays a warning indicating You are about to switch to Test Mode.
4. Create a **Username** and **Password** for your test account and click **OK**. You will be transferred to your test account.
   - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.
   Note: Test account transactions are free of charge.
5. The Network will always display which mode you are currently accessing in the top left corner of the screen (Production or Test).

- Note Your Test account ANID has the suffix “-T” appended to your SAP Business Network ID (ANID).









Section 3: Purchase Order Management

[View Purchase Orders]

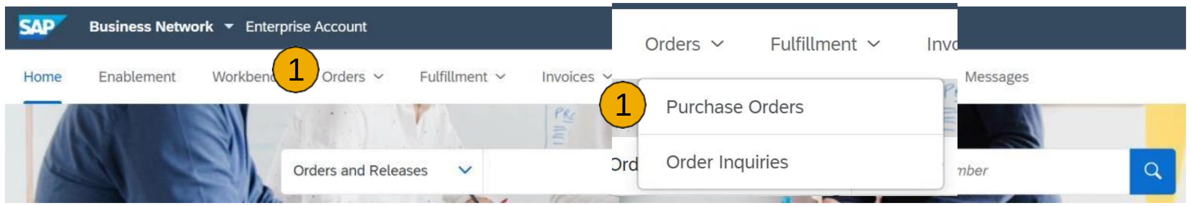
[Purchase Order Detail]

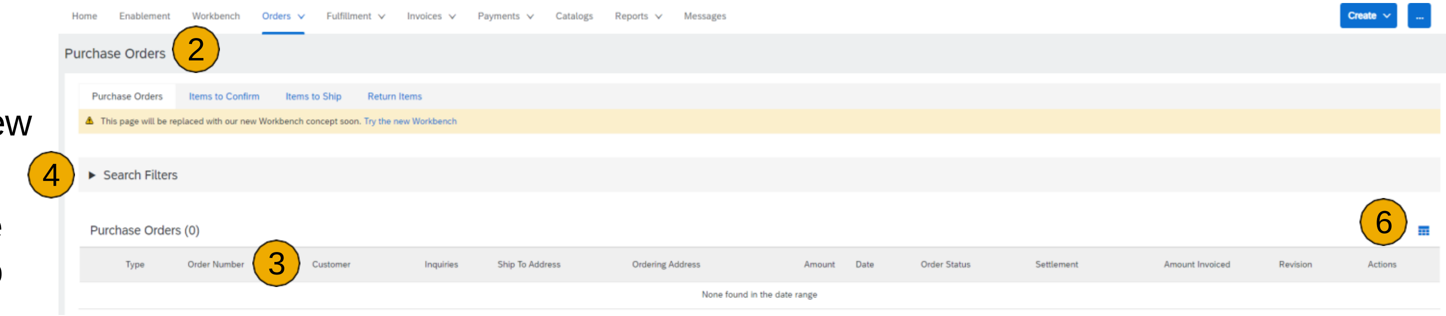
[Create PDF of Purchase Order]

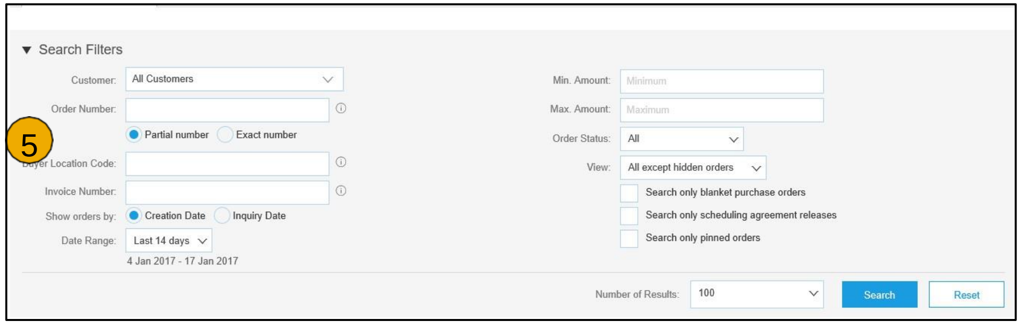
Manage POs

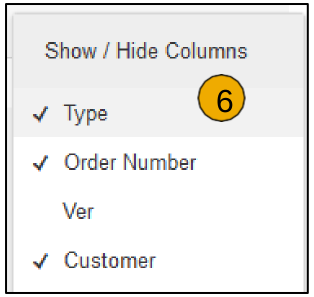
View Purchase Orders

1. Click on **Orders** tab to manage your **Purchase Orders**.
    1. Select **Purchase Orders** in the dropdown menu.
2. **Purchase Orders** is presented as a list of the Purchase Orders received by Intel.
3. Click the link on the **Order Number** column to view the purchase order details.
4. Search filters allows you to search using multiple criteria. Click the arrow next to **Search Filters** to display the query fields.
5. Enter your criteria and click **Search**.
6. Toggle the **Table Options Menu** to view ways of organizing your Purchase Orders Tab.









Manage POs

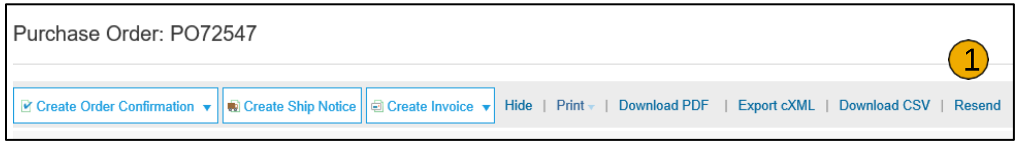
Purchase Order Detail

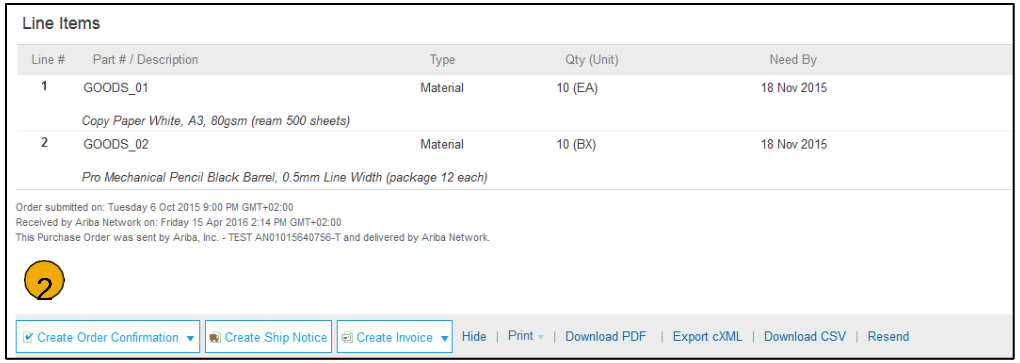
1. **View** the details of your order.
   The order header includes the order date and information about the buying organization and supplier.

   Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

   Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.

2. **Line Items section** describes the ordered items. Each line describes a quantity of items Intel wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

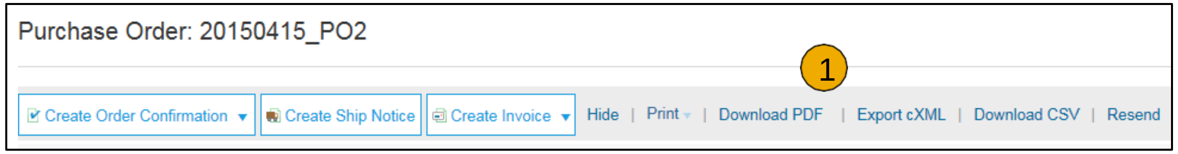


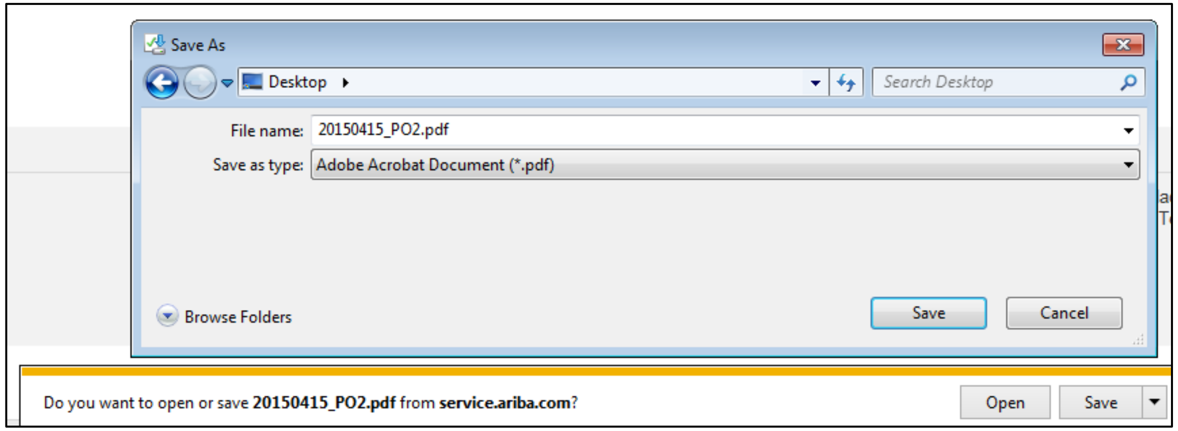


Manage POs
Create PDF of PO

1. **Select "Download PDF"** as shown.

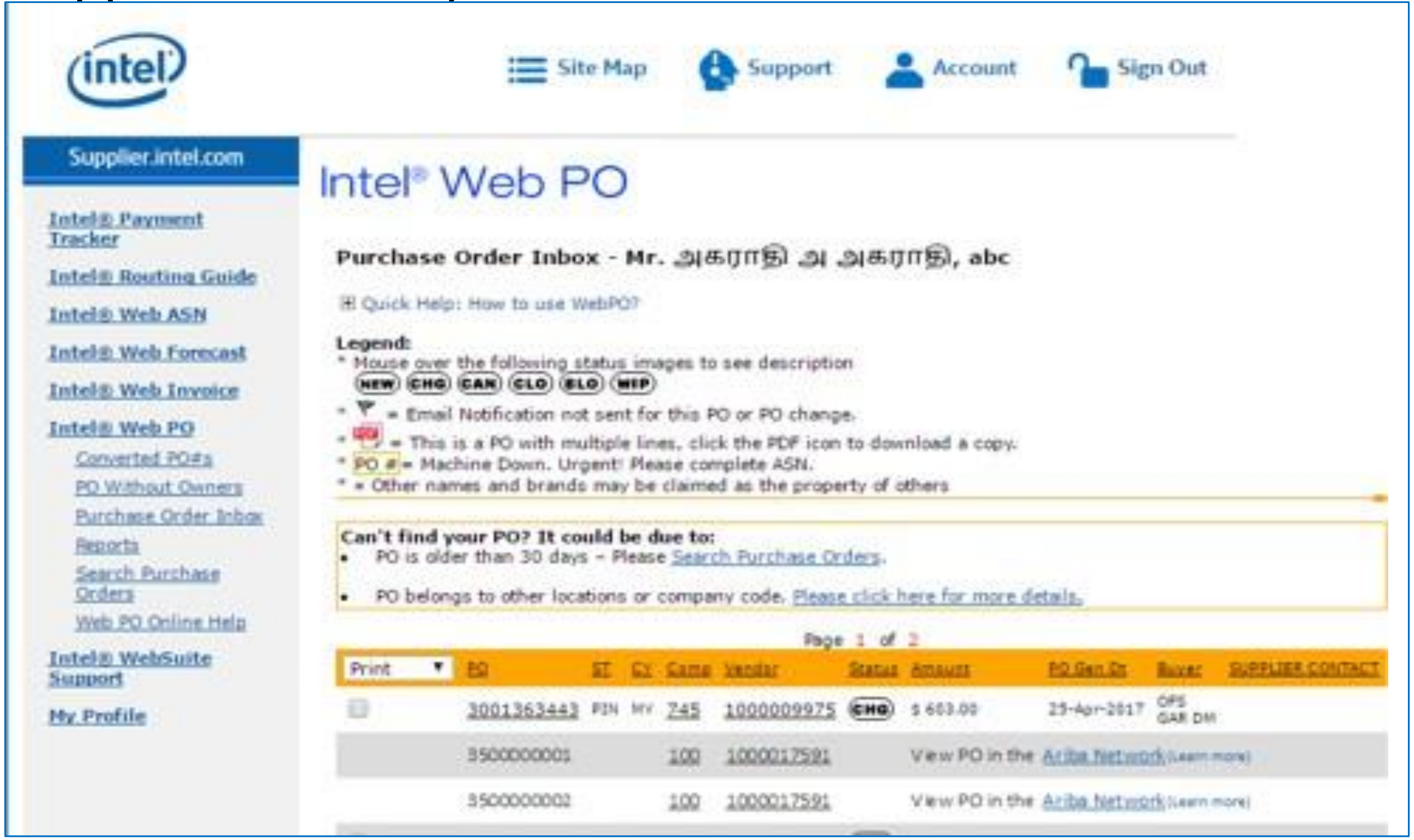
Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.





Manage POs

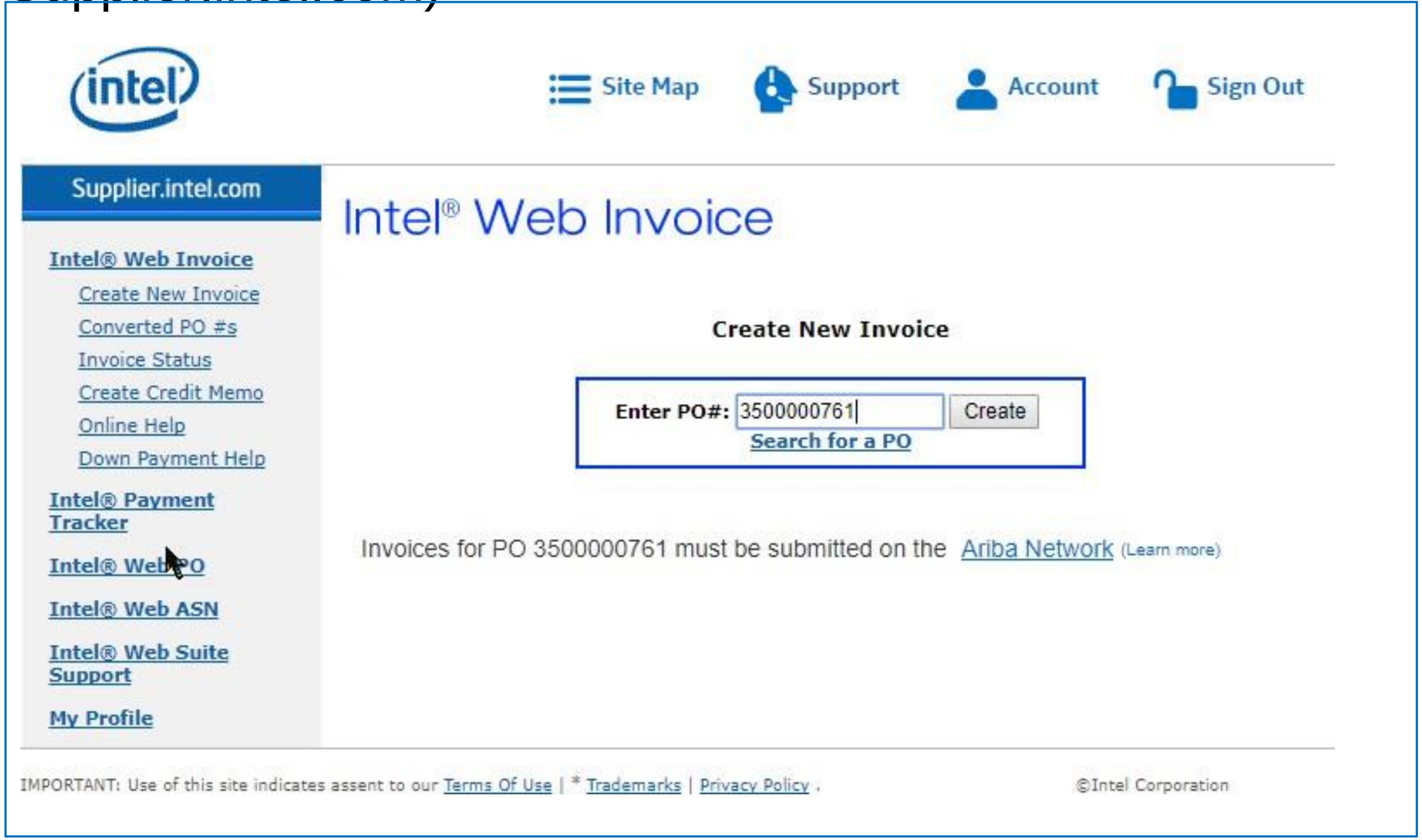
Transact on a PO Where You Can View It (SAP Business Network and Supplier.intel.com)



Intel WebPO

- POs sent to the SAP Business Network are not viewable in WebPO
- A link to the SAP Business Network is provided

Manage POs
Transact on a PO Where You Can View It (SAP Business Network and Supplier.intel.com)



Intel Web Invoice

- For POs sent to the SAP Business Network, invoices need to be submitted in SAP Business Network
- Web Invoice will block submission and provide a link to SAP Business Network

Section 4: Other Documents

Order Confirmations (OC)

Confirm Entire Order

Reject Entire Order

Update Line Items

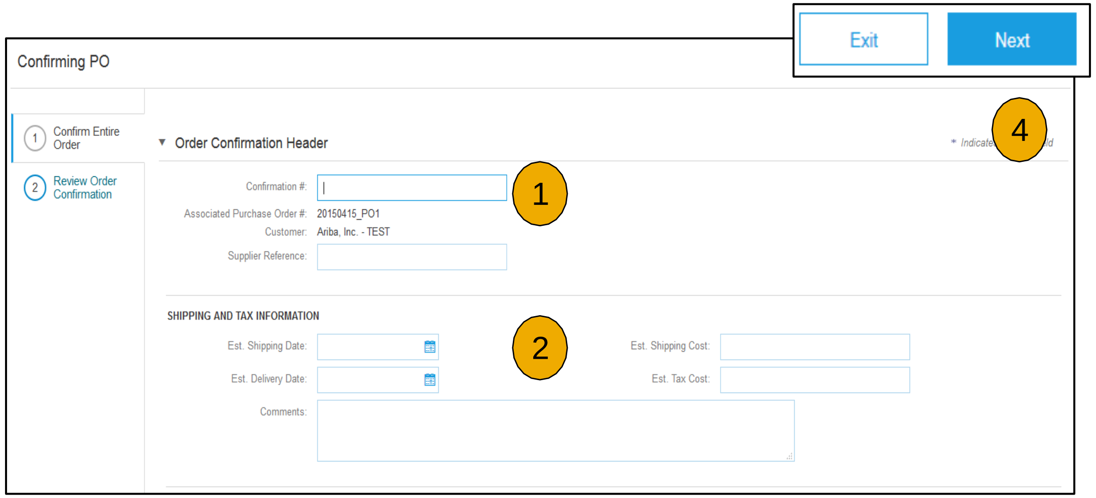
Mandatory Order Confirmation

Confirm Entire Order

You must submit an order confirmation for all orders to either confirm or reject entire order.

This slide explains how to Confirm Entire Order.

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation**.**
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click** Next when finished.
5. **Review** the order confirmation and click Submit.
6. **Your order confirmation is sent to Intel.**



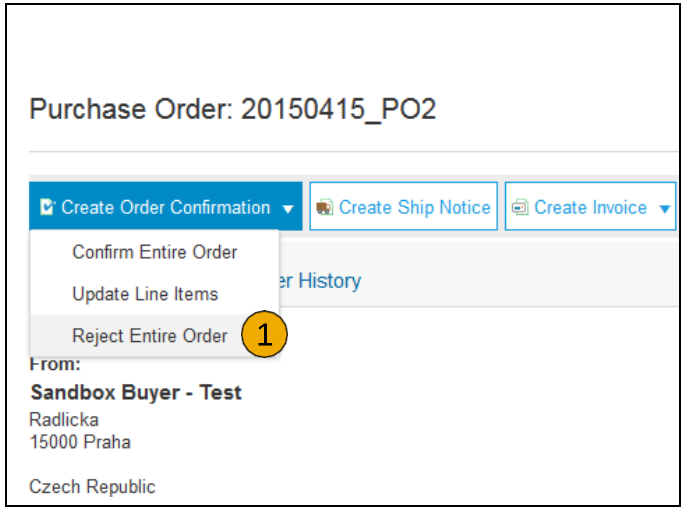
Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed.
Click Done to return to the Inbox.

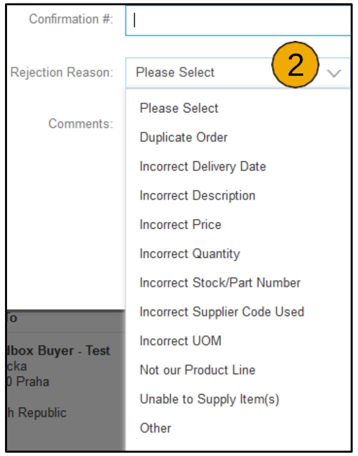
Create Order Confirmation

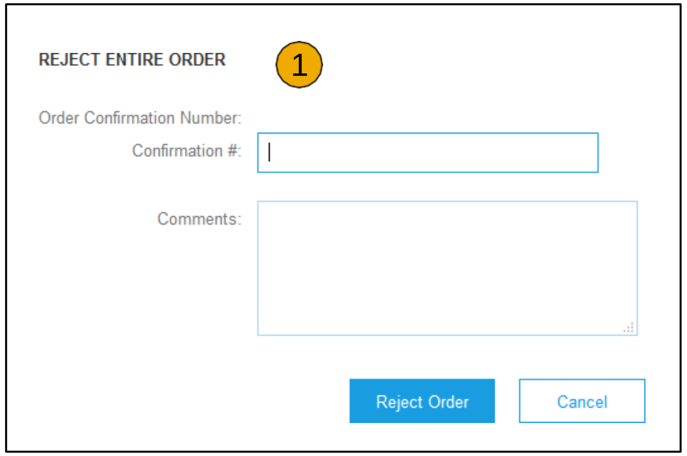
Reject Entire Order

1. **From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. **Enter a reason for rejecting** the order in case your buyer requires.

This example demonstrates the Reject Entire Order option. (Updating with Different Statuses will be explained on the next few slides.)







Section 5: Invoice Methods

Invoice Information

- Customer Specifications
- Invoice Rules

Invoice Methods

- PO Flip
- Credit Memo
- Copy Invoices

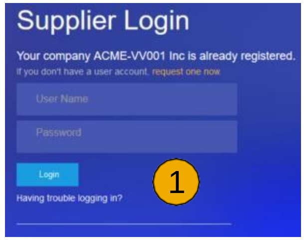
Invoice Management

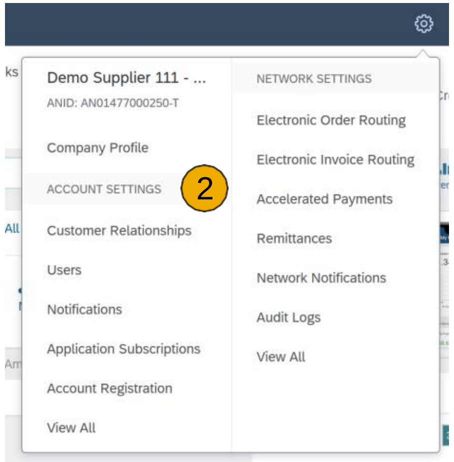
- Search for Invoice
- Check Invoice Status
- Scheduled Payments
- Invoice History
- Invoice Reports
- Invoice Archival

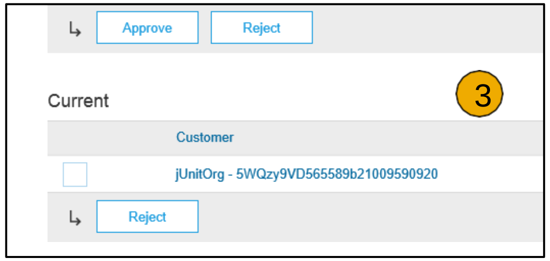
Review Intel Invoice Rules

These rules determine what you can enter when you create invoices.

1. Login to your SAP Business Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Intel).
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
5. Click Done when finished.





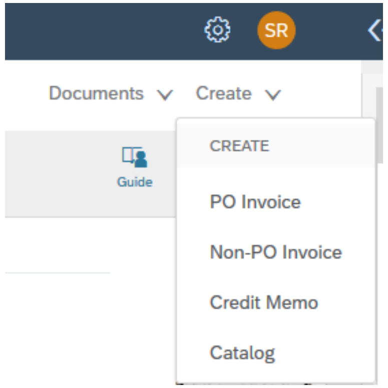


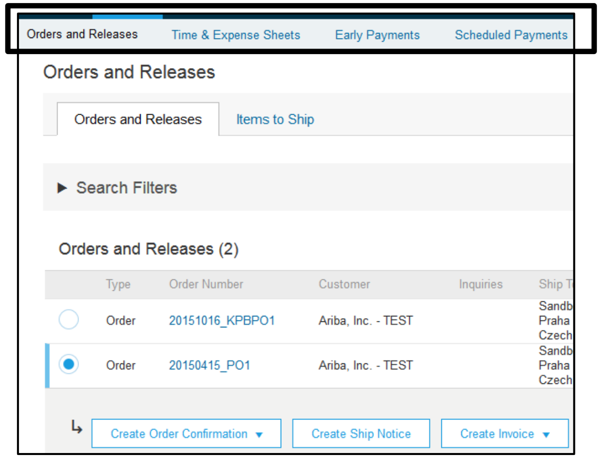
Invoice via PO Flip (Invoicing against a PO)

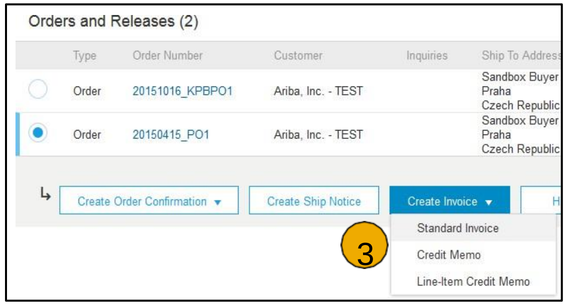
To create a PO-Flip invoice (or an invoice derived from a PO that you received via SAP Business Network):

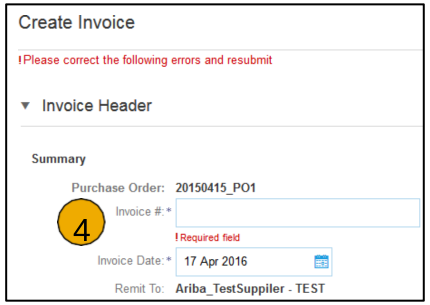
1. From the home screen within your SAP Business Network account, select the
   Create dropdown menu and select **PO Invoice.**
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice.**
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable**. Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Intel.

- **Note**: PO Flip Invoicing = “create invoice against a PO.”









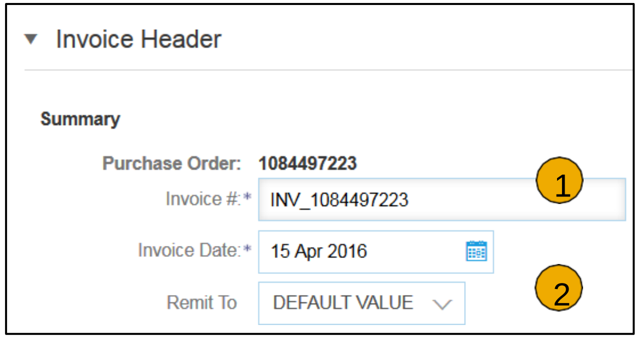
Invoice via PO Flip (Invoicing against a PO)

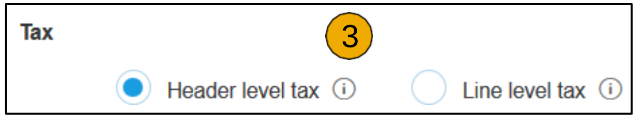
Header

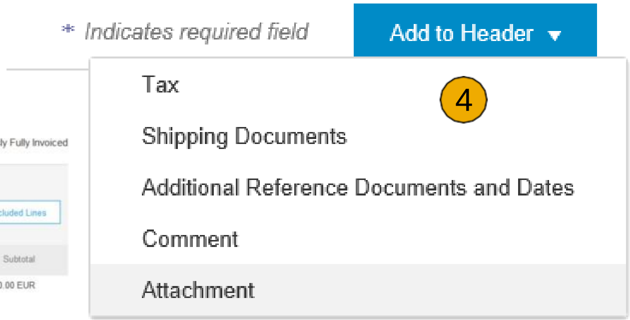
Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

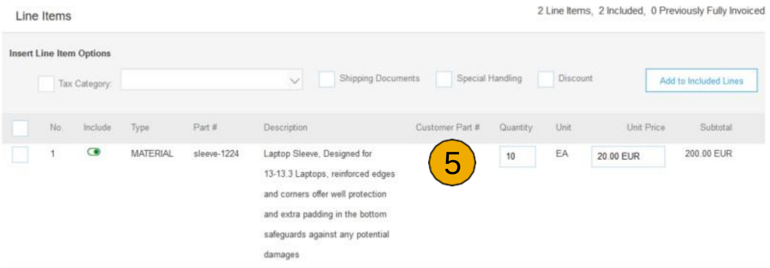
1. **Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. **Select Remit-To** address from the drop down box if you have entered more than one.
3. **Tax can be entered** at either the Header or Line level by selecting the appropriate radio button.
4. **You can also add some additional information** to the Header of the invoice such as: Comment and Attachment.
5. **Scroll** down to the Line items section to select the line items being invoiced.

Note: Attachment file size should not exceed 40MB.







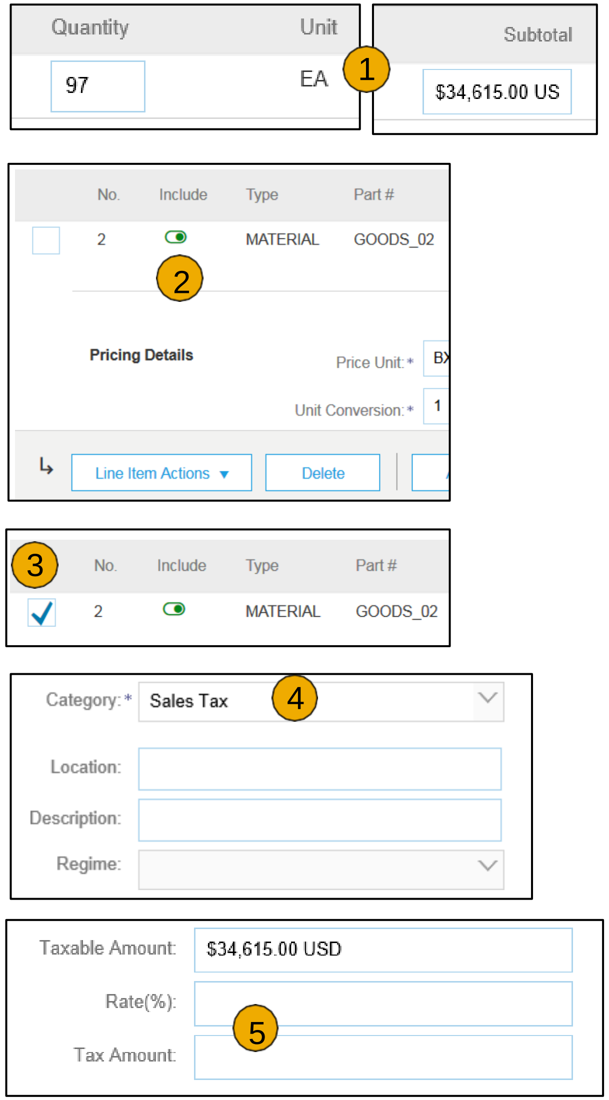


Invoice via PO Flip (Invoicing against a PO)

Line Items

Line Items section shows the line items from the Purchase Order.

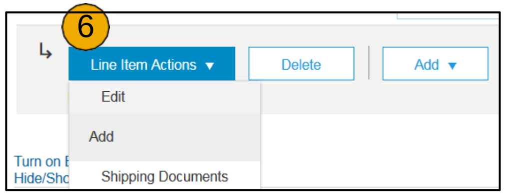
1. **Review or update Quantity** or **Subtotal** for each line item you are invoicing.
2. **Click** on the line item's Green slider to exclude it from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. If tax is to be applied at the line item level, **select** all the applicable line items using the Line Item # checkbox.
4. **Select** the appropriate Tax Category from the drop down.
5. **Input** the appropriate Tax Amount or Rate (%) for each line item selected.

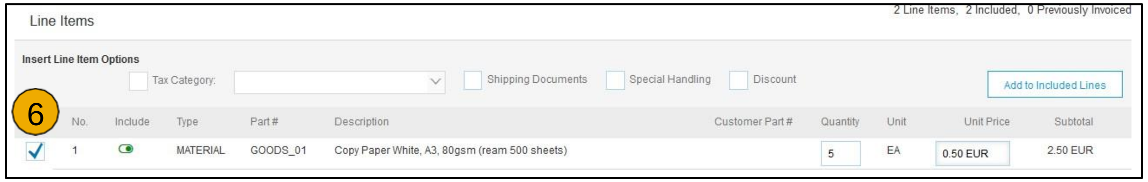


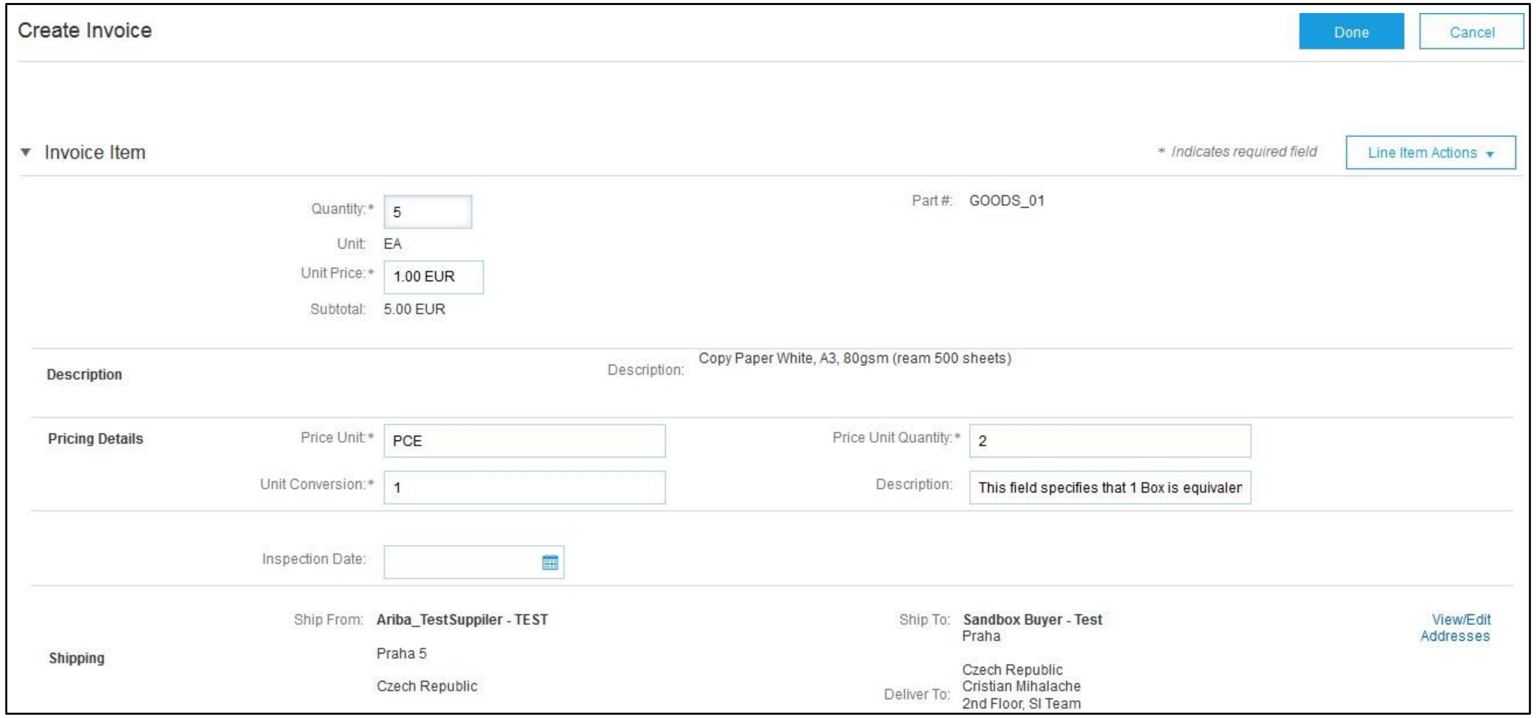
Invoice via PO Flip (Invoicing against a PO)

Detail Line Items

6. **Additional information** can be viewed at the Line Item Level by editing a Line Item.







Invoice via PO Flip (Invoicing against a PO)
Line Item Comments

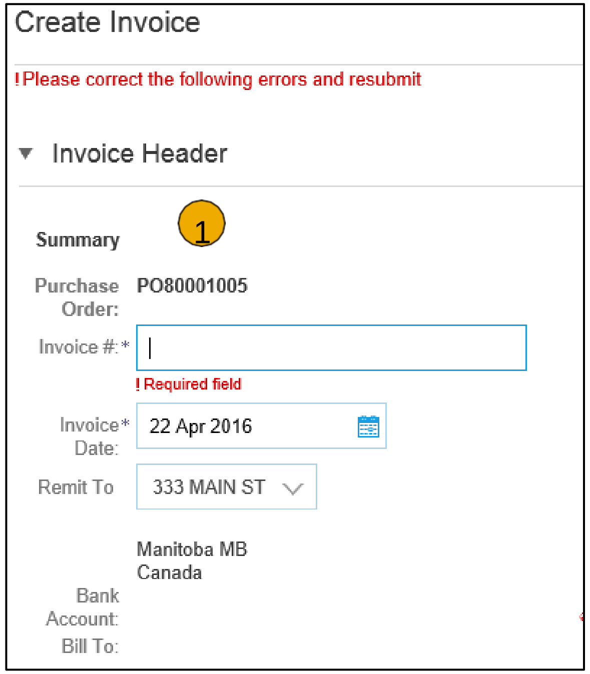
1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add > Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.

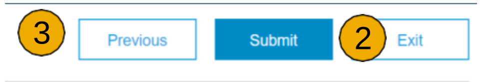
Invoice via PO Flip (Invoicing against a PO)

Review, Save, or Submit to Customer

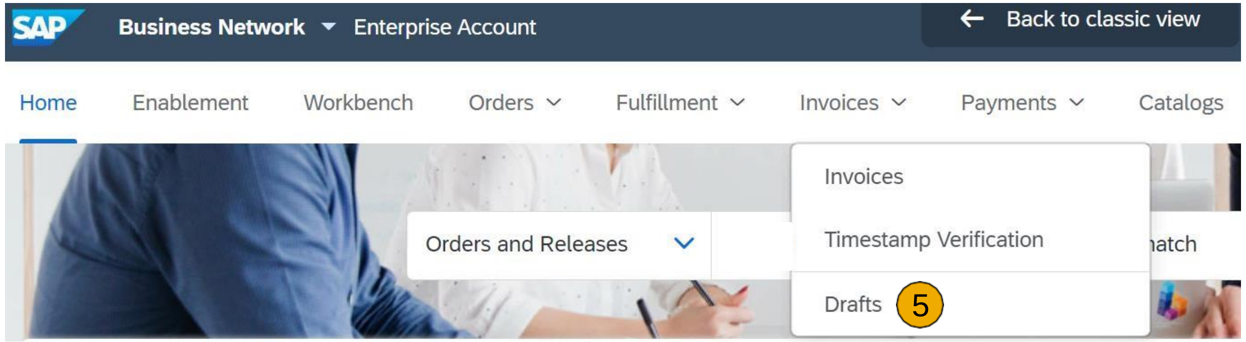
1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Intel.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Invoices>Drafts** on your Home page.

- Note: You can keep draft invoices for up to 7 days.





Note: In the event of errors, there will be a notification in red where information must be corrected

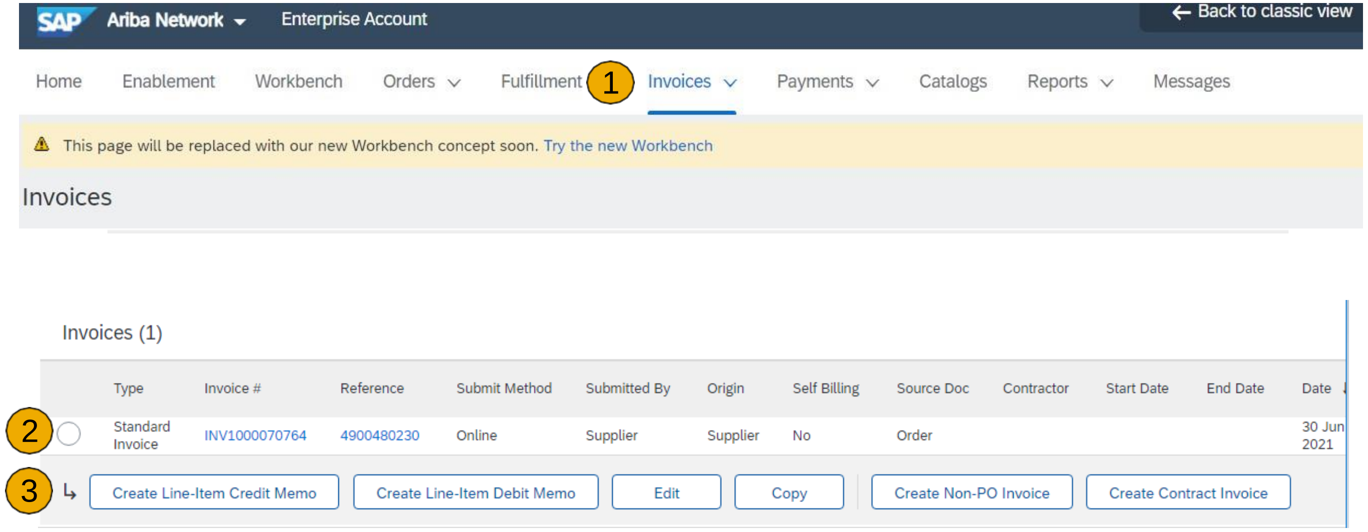


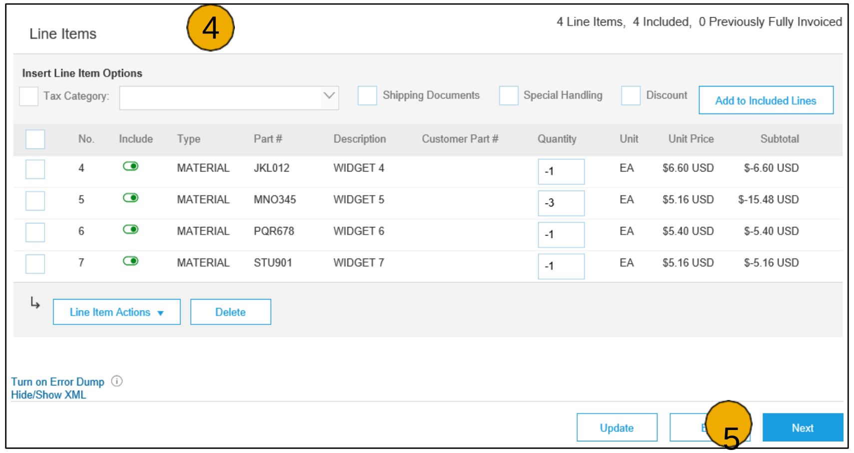
Create a Credit Memo

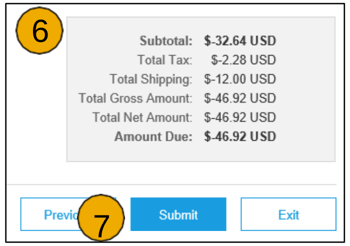
Line Level Detail

To create a line level credit memo against an invoice:

1. Select the **Invoices** tab.
2. Select your previously created Invoice.
3. Click the button on the **Invoices** screen to **Create Line-Item Credit Memo**.
4. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in.
5. Click **Next**.
6. Review Credit Memo.
7. Click **Submit**.



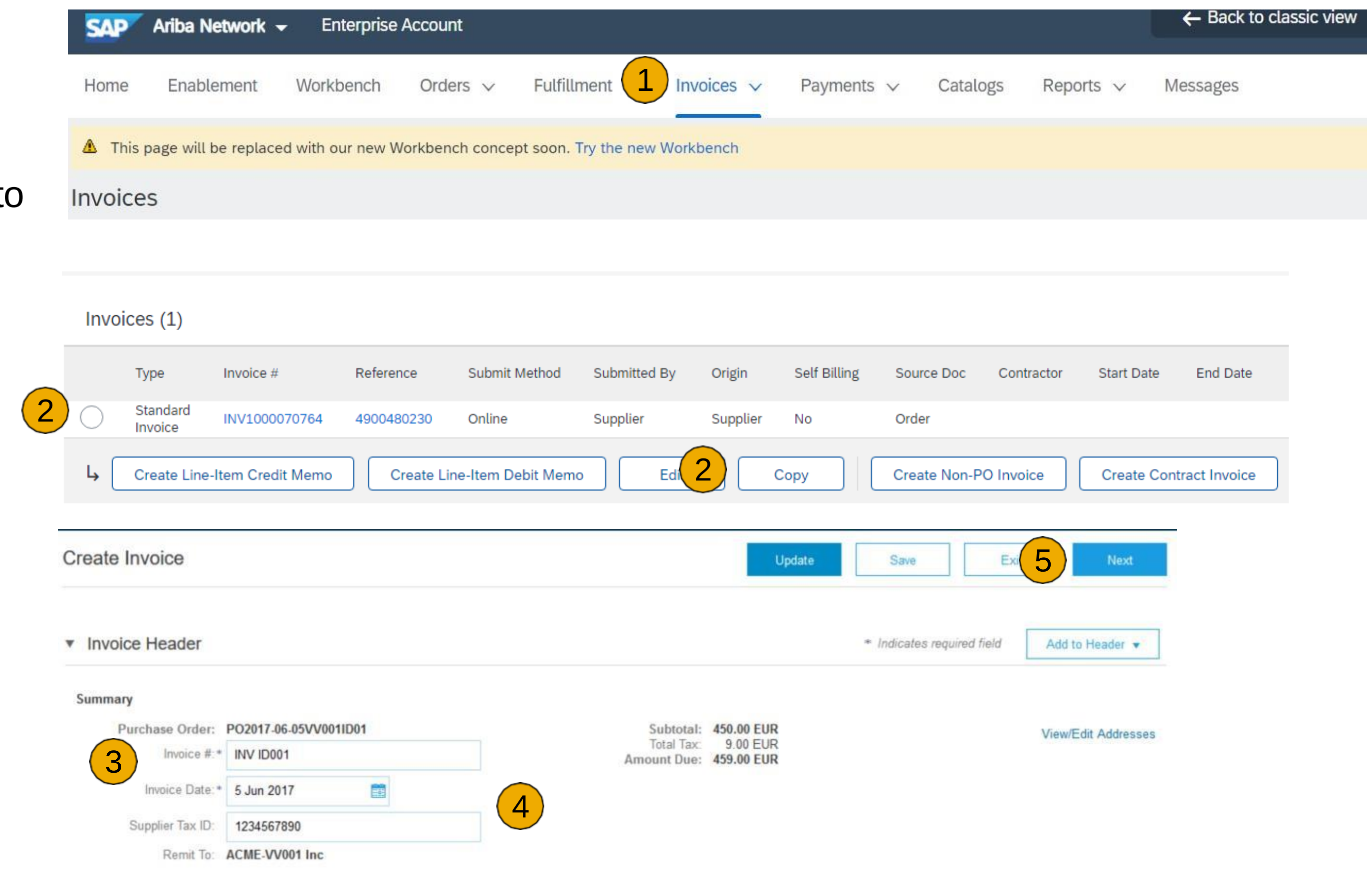




Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. Select the **Invoices** tab.
2. Either select the **radio button** for the invoice you want to copy, and click **Copy**.
3. Enter a new **Invoice Number**.
4. Edit the other fields as necessary.
5. Click **Next** to review the invoice and save or submit it.



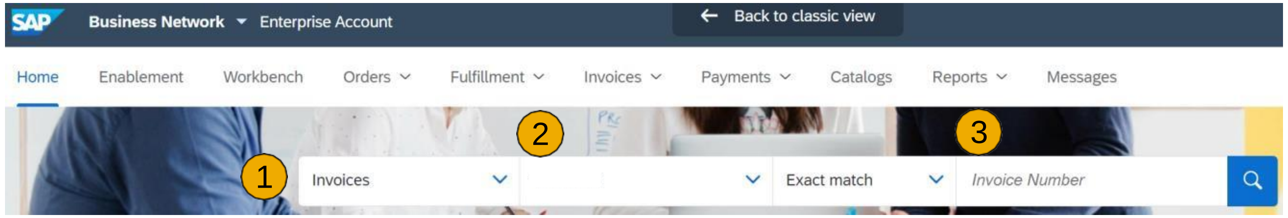
Search for Invoice

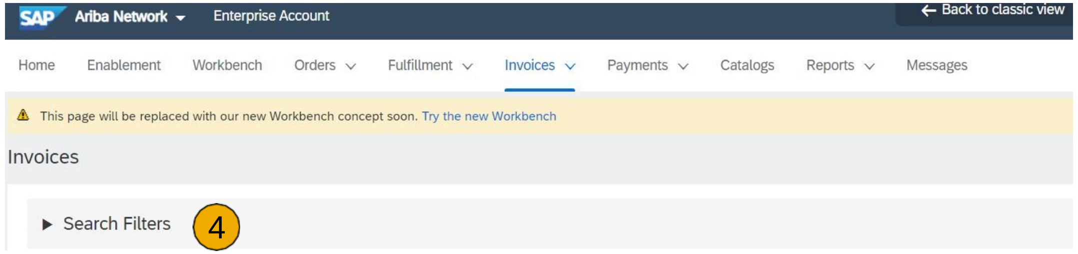
Quick Search:

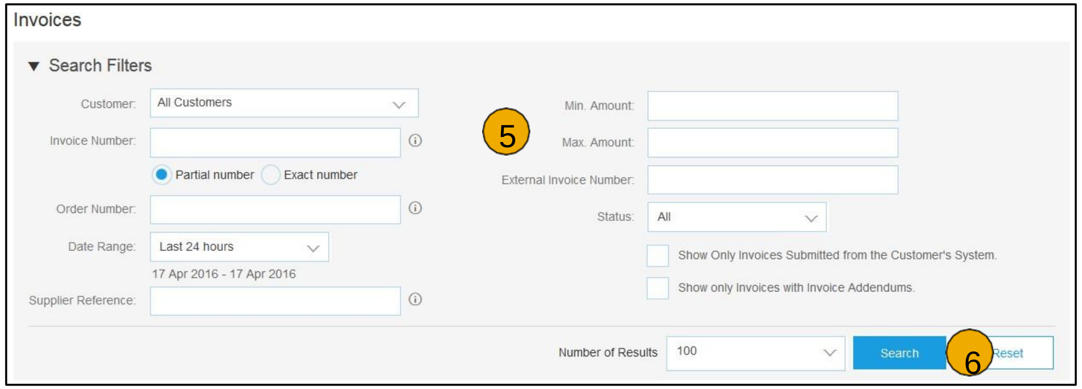
1. From the **Home** t**ab,** select **Invoices** in the Document type to search.
2. Select **Intel** from customer dropdown menu**.**
3. Enter **Document #**, if known. Select Date Range, up to 90 days for Invoices and Click Search.

Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. Click **Search Filters** from the Invoices tab.
5. Enter the criteria to build the desired search filter.
6. Click **Search**.







Check Invoice Status

Routing Status To Your Customer

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Invoices** tab by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to Intel via the SAP Business Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Intel invoicing rules. Intel will not receive this invoice
- **Queued** – SAP Business Network received the invoice but has not processed it
- **Sent** – SAP Business Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Intel invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of Intel ’s action on the Invoice.

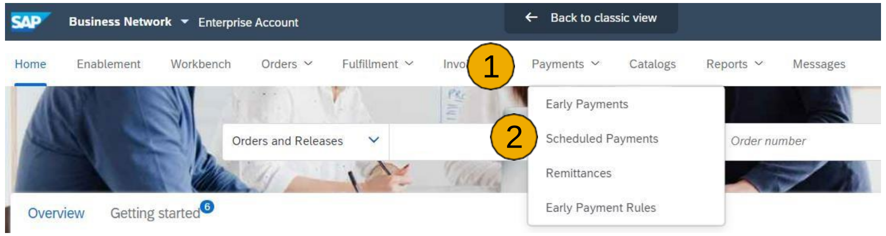
- **Sent** – The invoice is sent to the Intel but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Intel approved the invoice cancellation
- **Paid** – Intel paid the invoice / in the process of issuing payment. Only if Intel uses invoices to trigger payment.
- **Approved** – Intel has verified the invoice against the purchase orders or contracts and receipts and approved if for payment
- **Rejected** – Intel has rejected the invoice or the invoice failed validation by SAP Business Network. If Intel accepts the invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – SAP Business Network experienced a problem routing the invoice

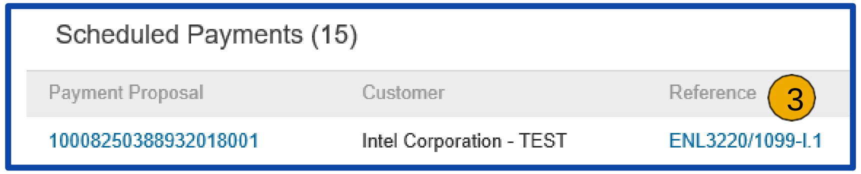
Scheduled Payments

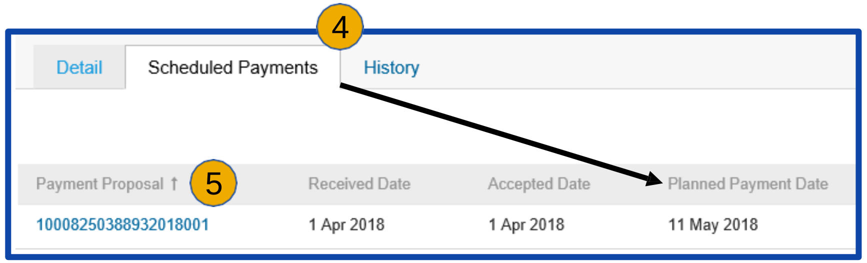
Viewing Payment Proposal

Once an Invoice is in 'Approved' status a Payment Proposal is generated under Scheduled Payments to show the proposed payment date for the Invoice.

1. Click on the **Payments** tab within your SAP Business Network account.
2. Click on **Scheduled Payments**.
3. Click on the **Reference** number for the desired Invoice.
4. Click on the **Scheduled Payments** tab. The proposed payment date will be populated in the **Planned Payment Date** field. The Scheduled Payment Status should also be taken into consideration.
5. Click on the **Payment Proposal** number to view the Payment Timeline if desired.







NOTE: You can also view Scheduled Payments for specific invoices in your online **Invoices** tab by selecting the Invoice # and clicking on the Scheduled Payments tab.

Scheduled Payments

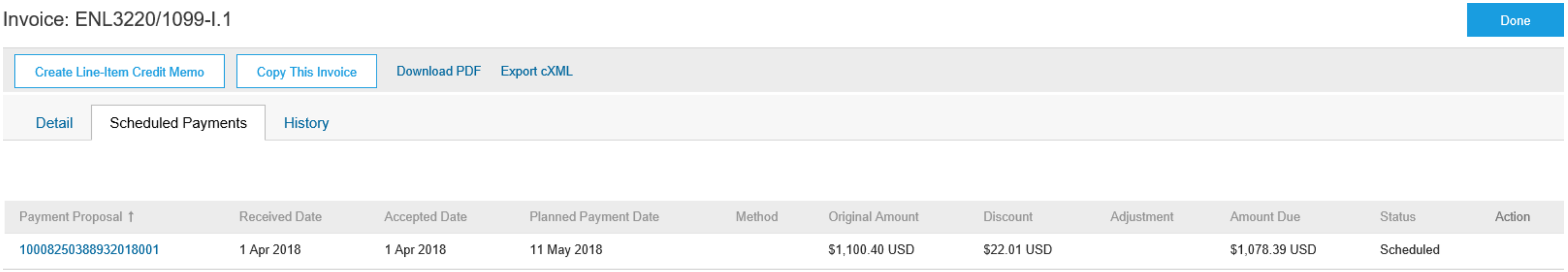
Review Invoice Payment Schedule With Your Customer

Scheduled Payment Information:

- **Received Date:** The date the Scheduled Payment document was generated
- **Accepted Date:** The date the Invoice is accepted or the Scheduled Payment document was updated
- **Planned Payment Date:** The date of the projected payment
- **Method:** Payment method used at the time of remittance
- **Original Amount:** The gross amount proposed or paid
- **Discount:** The discount amount proposed or applied
- **Adjustment:** The adjustment amount proposed or applied
- **Amount Due:** The net amount proposed or paid
- **Status:** The status of the payment

Scheduled Payment Document Statuses:

- **Scheduled:** The payment is scheduled for a given date
- **On Hold:** The payment is on hold and will be remitted at a later date
- **Paid:** The payment transaction was remitted
- **Failed:** The payment transaction failed
- **Canceled:** The payment transaction was canceled
- **Available:** A credit amount is available (No scheduled date will be provided)
- **Applied:** An available credit was applied toward a payment and the payment date will be visible after the credit is applied

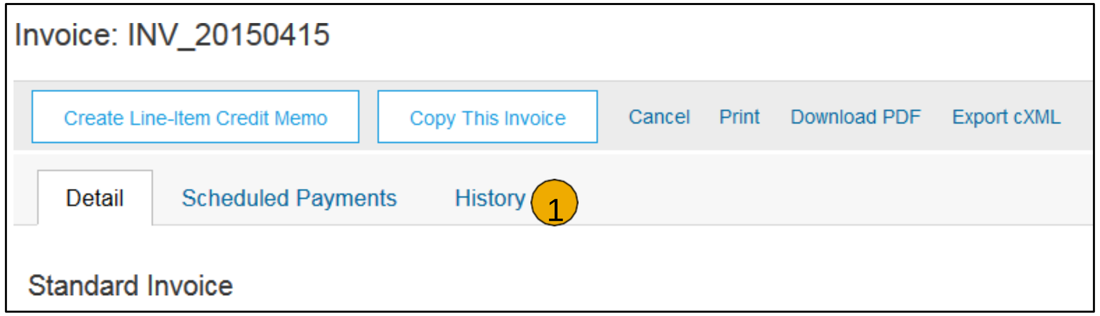


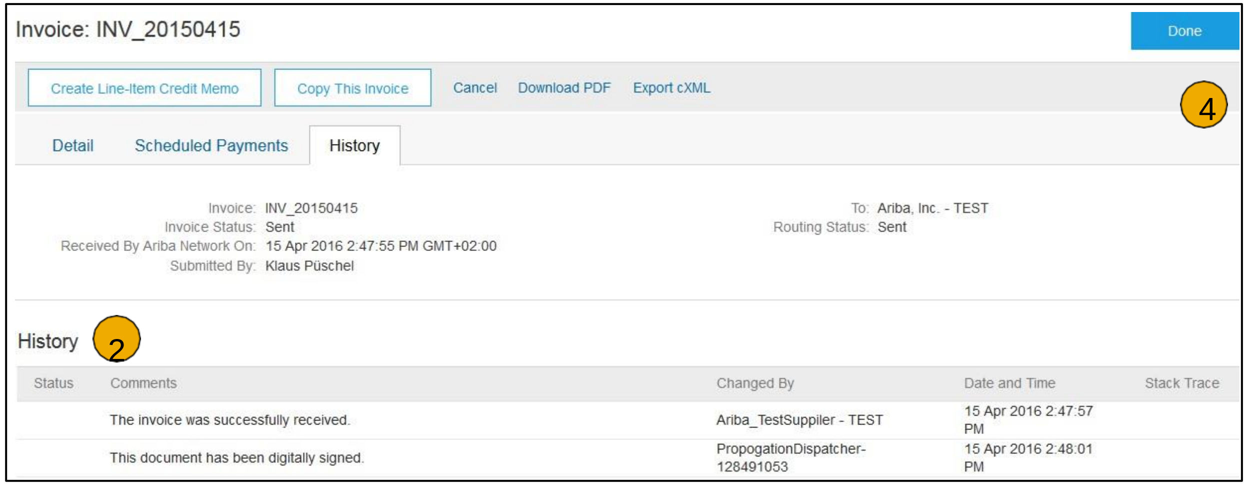
Review Invoice History

Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.





Keep Supplier Information Updated

Remittance & Payment Methods

These items MUST BE UPDATED OUTSIDE SAP Business NETWORK, while transacting with Intel

Instructions below:

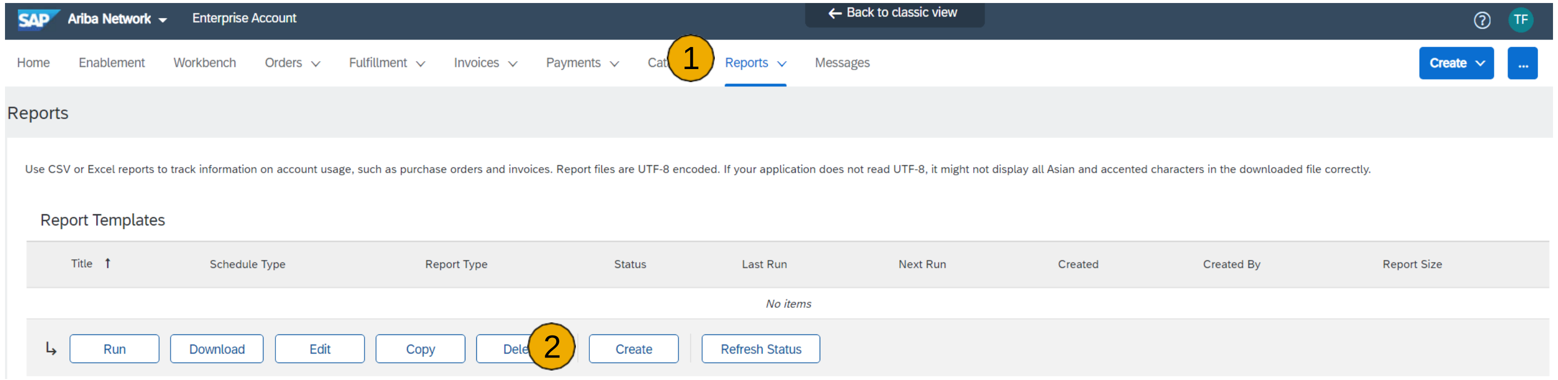
Please go to SUPPLIER.INTEL.COM to submit a service request to update your supplier information, e.g., address, remittance, banking information, etc. This existing process will not change with the transition to the SAP Business Network.

Download Invoice Reports

Learn About Transacting

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

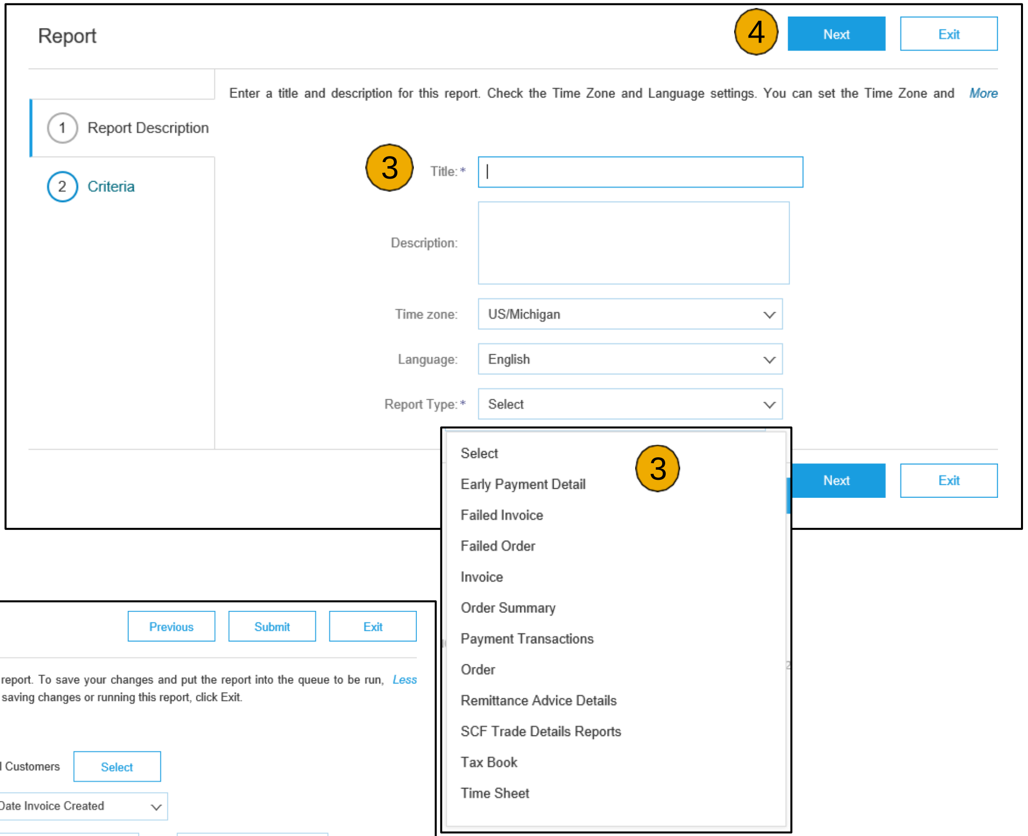
1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.



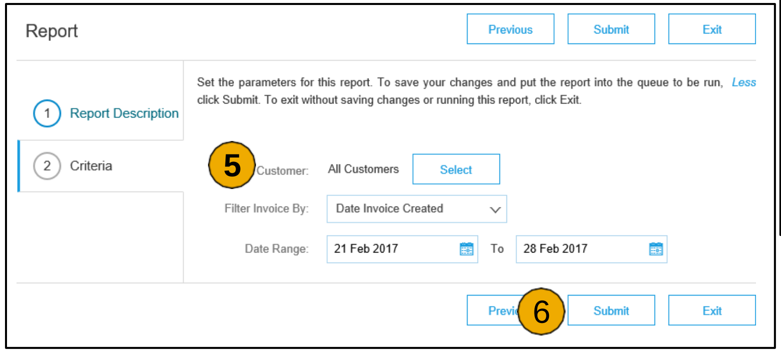
- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.

Invoice Reports

3. Enter required information. Select an invoice Report Type — Failed Invoice or Invoice.
4. Click **Next**.
5. Specify Customer and Created Date in Criteria.
6. Click Submit.
7. You can view and download the report in CSV format when its status is Processed.



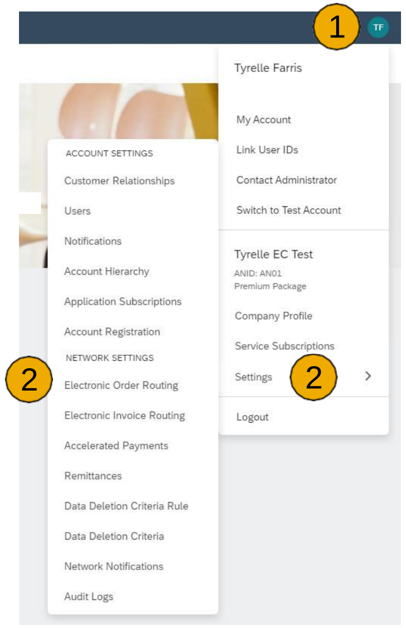
Note: For more detailed instructions on generating reports, refer to the **Help Center** of your account.

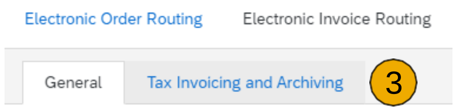


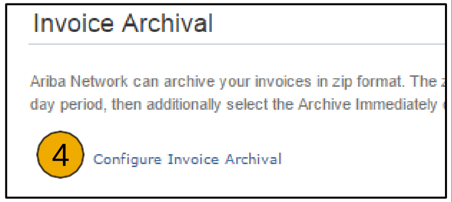
Invoice Archival

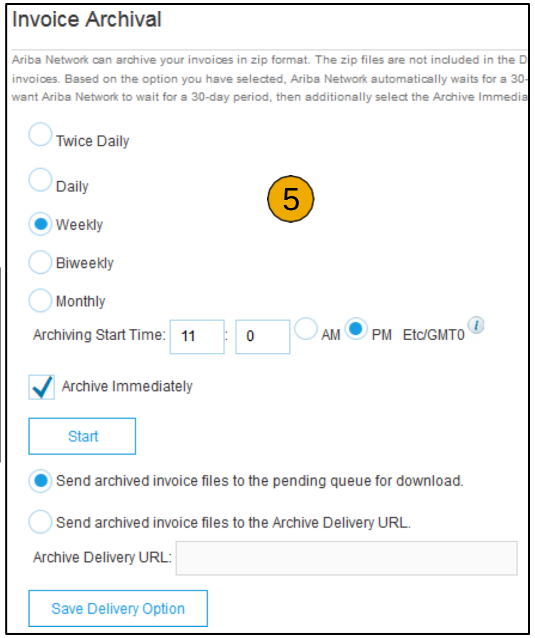
Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

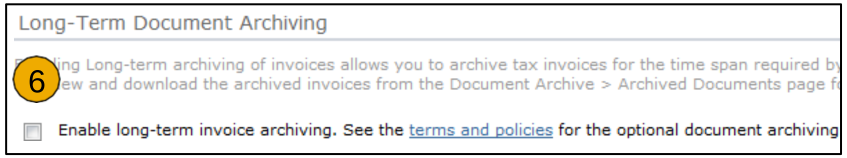
1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.
2. Click on **Settings** under Company Settings and select **Electronic Order Routing**.
3. Select the tab **Tax Invoicing and Archiving.**
4. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival.**
5. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click **Start**.
   - If you want BN to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
   - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
6. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)











Section 6: SAP Business Network Help Resources

Customer Support

Supplier Information Portal

Additional Resources

Useful Links and Webinars

Troubleshoot Your Invoice

<table>
<tr><td colspan="3">Intel Supplier Support</td></tr>
<tr><td colspan="3">For more information about Intel’s initiative and working in multiple systems go to: Supplier.intel.com/aribanetwork</td></tr>
<tr><td>Contact Intel
Go to: Supplier.intel.com/support</td><td rowspan="6"></td><td>Contact SAP Business Network
Go to: SAP Business Network Help Center or request a call back from Network Support</td></tr>
<tr><td>Documents in SAP Business Network
• My PO is not in my account
• My PO is incorrect or has discrepancies, i.e. quantity, price, delivery date, payment terms, etc.
• The tax amount on my remittance does not match the tax amount I entered
• I don’t see the invoices for my PO
• I need to update my company’s remittance information</td><td>SAP Business Network Login / Access Issues
• I am locked out of my SAP Business Network account
• How do I get a user ID?
• How do I set up my notifications?
• I forgot my password
• How do I configure my account?
• How do I set up a user?</td></tr>
<tr><td>Documents in SAP Business Network
• How do I create an Order Confirmation?
• How do I create an invoice?
• How do I add tax on an invoice?
• How do I add freight on an invoice?
• What do the statuses mean?
• How do I create a credit memo?</td><td rowspan="3">SAP Business Network Fee Structure
• Will I be charged fees when I transact with a different customer other than Intel?
• What documents qualify for fees with other customers?</td></tr>
<tr><td>SAP Business Network Document Status
• Why has my PO failed?
• Why was my invoice rejected?</td></tr>
<tr><td>Non-SAP Business Network Transactions Inquiries
• Where do I submit invoices for POs that are not in SAP Business Network?
• What is the status of my PO, Confirmation, or Invoice?</td></tr>
</table>

Customer Support

Supplier Support During Deployment

SAP Business Network Registration or Configuration Support

- Contact SAP Business Network Enablement Team at http://ari.ba/intel- enablement-na
  - Registration/ Account Configuration
  - Supplier Fees
  - General SAP Business Network Questions

Intel Enablement Business Process Support

- Email Intel Enablement Team at Ariba-Enablement@intel.com
  - Supplier Onboarding Questions

Intel Supplier Information Portal

- Find your supplier information portal HERE

Supplier Support Post Go-Live

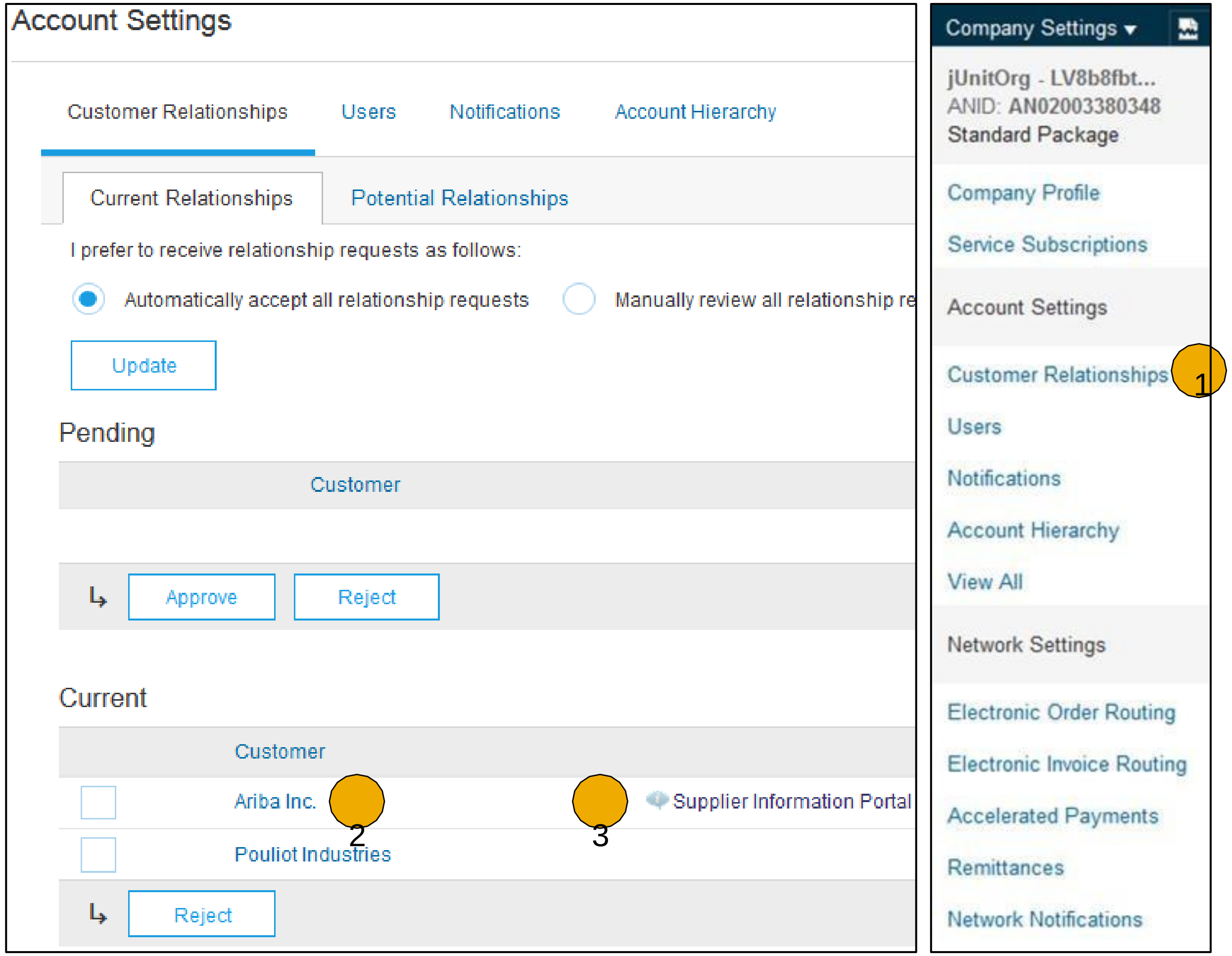
SAP Business Network Global Customer Support

- Click here to find your appropriate customer support phone number

Training & Resources

Intel Supplier Information Portal

1. **Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules: The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.



Useful Links and Webinars Available

Links

- SAP Business Nework Supplier Pricing page
- SAP Business Network Hot Issues and FAQs
- Ariba Cloud Statistics and Network Notification
  - Detailed information and latest notifications about product issues and planned downtime – if any – during a given day
- SAP Ariba Discovery
- SAP Business Network Overview
- Support Center
- Learning Center

Webinars

- Supplier Success Sessions
  - Created by SAP Business Network Customer Support
  - Example topics:
    - Introduction to SAP Business Network
    - Registration
    - Invoicing
    - Using the help center
- 30 on Thursdays
  - Information sessions on Supplier best practices
  - Example Sessions:
    - Uncover Advanced Functionality to Maximize Value
    - Introduction to Supplier Electronic Integration
    - Roadmap to Your SAP Business Network Subscription
- Live Demonstrations
  - Understand SAP Business Network's solutions
  - Example Demos:
    - PunchOut for e-Commerce managers
    - Creating electronic catalogs
    - Integrating with your customers through cXML

Troubleshoot Your Invoice Issues

How do I know which type of invoice to create?

What does this error message mean?

How do I cancel an invoice that I’ve sent?

How do I edit and resubmit an invoice that I’ve sent?

What should I do if my invoice has been rejected?

Can I resend a failed or rejected invoice with the same invoice number?

How do I tell when my invoice will be paid?

Subscription Levels

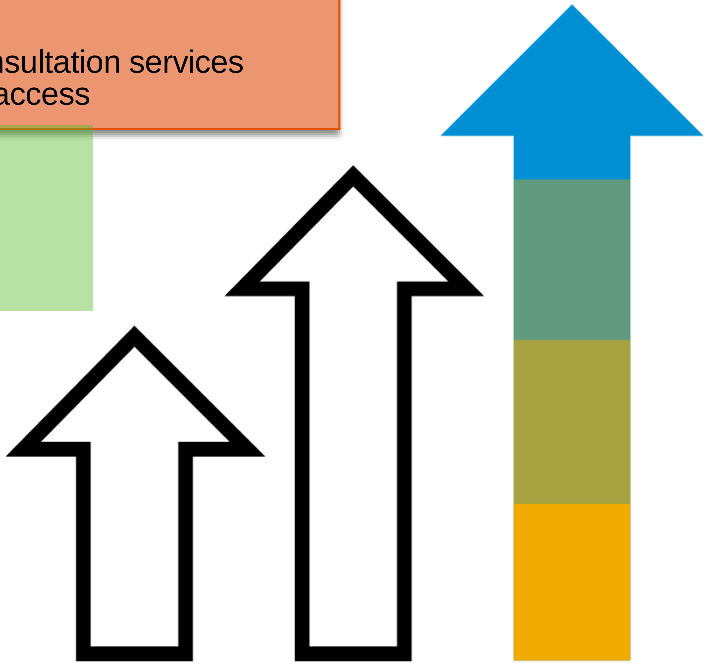
Premium
- Unlimited portal access
- Electronic catalogs
- Supply Chain Collaboration
- Customer support
- Long-Term Invoice Archiving
- Reporting

Bronze
Premium, plus:
- eCommerce consult team
- Ariba achievement badges
- Free Discovery RFI/RFQ response

Silver
Bronze, plus:
- Express integration support
- cXML and EDI Integration
- Supplier technical support
- Two free Discovery responses

Gold
Silver, plus:
- Unlimited responses to sales opportunities
- eCommerce consultation services
- Priority support access

Platinum
Gold, plus:
- Ariba LIVE pass
- Extended integration support



Read more about subscription levels, calculate your fees & check out other currencies on our website
https://www.ariba.com/ariba-network/ariba-network-for-suppliers

Supplier Fee Schedule

Please select your currency:

$USD

Transaction Fees

Billed every quarter

Per-relationship fee cap: $20,000/year

Without Service Entry Sheets

0.155% of transaction volume

With Service Entry Sheets

0.35% of transaction volume

+

Subscription Fees

Billed once a year

Annual Document Count Across All Customer Relationships	**Subscription**	**Annual Fees**
Up to 4 documents	Premium	**Free**
5 to 24 documents	*Bronze	$50
25 to 99 documents **or** EDI/cXML usage	Silver	$750
100 to 499 documents	Gold	$2,250
500 and more documents	Platinum	$5,500

***Chargeable suppliers transacting less than $250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

Fee Threshold

$50,000 and 5 Documents

Suppliers who do not cross the Fee Threshold will not be charged fees