



**THIS PROCEDURE HAS NOT BEEN USED SINCE 2002 AND INTEL MAY HAVE CHANGED THEIR PROCESS. THIS PROCEDURE MUST BE REVIEWED FOR ACCURACY WHEN INTEL BECOMES A CUSTOMER AGAIN.**

1. PURPOSE

The purpose of this policy is to ensure that invoices for Chapter classes taught at INTEL facilities are invoiced in a timely manner. To assure prompt payment, invoices submitted to INTEL **must** be submitted through the INTEL on-line system. INTEL policy is that no paper invoices will be accepted.

2. PHILOSOPHY

Prompt receipt of funds due is essential to effective efficient operation of the Chapter; thus, it is crucial that this procedure be followed for classes taught for INTEL students.

3. SCOPE

This policy is applicable to any individual responsible for submitting invoices for payment to INTEL Corporation, primarily education services.

4. POLICY/PROCEDURE

- a. A pictorial representation of the INTEL invoicing process is attached at inclosure.
- b. The INTEL website is:  
[https://supplier2.intel.com/auth/login.asp?page=Indetify&referer=https://supplier\\_2intel.com/SupplierHub/App/UserHome.aspx](https://supplier2.intel.com/auth/login.asp?page=Indetify&referer=https://supplier_2intel.com/SupplierHub/App/UserHome.aspx)
- c. The Chapter Login is APICS58 and the Password is 32>madd
- d. The PO# to be used is supplied by INTEL and will start with "CABnnnnnnnnn". It is, normally, faxed to the Chapter representative shortly after the class begins.
- e. The process is to "Create A New Invoice" as indicated in the attachment. When completing the invoice, note the following:
  - (1) In the "Invoice Number" space, enter the APICS Reference Number
  - (2) In the "Service Date" space, enter the classstart date
  - (3) Enter the invoice amount in the space indicated
  - (4) Enter "0" in the Discount and Sales Tax spaces
  - (5) Enter any Special Details (extra expenses, extra book fees, request for expedited payment, etc)
  - (6) Click on "Review Invoice" to assure that information entered is correct.
  - (7) Once invoice information has been verified, click the "Submit Invoice".
  - (8) Finally, click to print a copy of the invoice for confirmation to be retained as the Chapter record and, if required, for follow-up.



Policy Number: 03-020

Revision No. B

Policy Title: Intel Online Invoicing Procedure

Date: 26 September 2005

---

5. ATTACHMENTS/OTHER CLOSELY RELATED POLICIES/PROCEDURES

a. Attachment(s)

Pictorial representation of the INTEL Invoicing Process

b. Closely Related Policies/Procedures/Documents

None.

6. RESPONSIBLE FOR MAINTENANCE AND COUNSEL CONCERNING THIS POLICY:

- VP-Education

Go to the following website

<https://supplier2.intel.com/auth/login.asp?page=Identify&referer=https://supplier2.intel.com/SupplierHub/App/UserHome.aspx>

**Intel Login**

The information you have requested is password protected. Click the "Submit" button and password, follow the link at the top.

Login ID: [APICS50]  
 Password: [337>=mudi]

Remember me (login...)

**Supplier Intel Login**

- Account & Payment Tracker
- Intel® Web Invoice
- Intel® Web PO
- Intel® Web ASN
- Intel® Web PO
- Invoice Tracker
- Training Toolkit
- Web Site Support
- Web Site Support

**Supplier Intel Home**

**Intel® Web Invoice**

- Create New Invoice
- Converted PO #s
- Invoice Status
- Online Help

**Intel® Payment Tracker**

**Intel® Web PO**

**Intel® Web ASN**

**Intel® Web Site Support**

**My Profile**

**Intel® Web Invoice**

**Create New Invoice**

Enter PO#: [CAB0602000]

All Intel PO's start with CABXXXXXXXX.  
 This # is supplied by Intel. Intel usually faxes me the PO soon after class starts.

**Create New Invoice**

Enter PO#: [CAB0602000]

**Remit To:**  
 APICS CHAPTER 58  
 PO BOX 66836  
 PHOENIX, AZ US 85026835

**Ship To:**  
 INTEL CORPORATION  
 1980 PRAIRIE CITY ROAD  
 FOLSOM, CA US 95639

**Bill To:**  
 INTEL CORPORATION  
 PO BOX 1080  
 ACCOUNTS PAYABLE  
 HILLSBORO, OR USA 971231000

**Invoice From:**  
 Supplier Number: 15512894  
 Tax ID: 912646745

**Invoice Number:** [07880103] ← Enter APICS ref # as invoice #

**Supplier Invoice Date:** [19-Feb-2005]

**Payment Terms:** [NET 45 DAYS]

**Payment Currency:** [USD]

**PO Number:** [CAB0602000]

**Intel Buyer:** [HINTON, DELARTE]

**Ship/Service Date:** [19-Feb-2005] ← Enter Service date

**Freight Terms:** [NOT APPLICABLE/PROVIDER]

**Ship Via:** [NET APPLICABLE]

LINE	PO LINE	PART	DESCRIPTION	QTY	UOM	UNIT PRICE	LINE AMT	LINK	FRIGHT	STATUS	REMARKS
1	0001		APICS - QS DELIVERY OF BASICS OF SUPPLY CHAIN MANAG	0		0.00	7402.44	← Enter invoice Amount			
				Quantity Discount:				← Enter 0 discount			
				Invoice Total Freight:			Not Applicable	← Enter 0 Sales Tax			
				US Sales Tax:				← Enter special details			

**Additional Invoice Line Details:**  
 Includes 145.15 in expediting charges for books that were requested late and requested to be supplied per Tony Berman.

Click on review invoice (not shown). The next screen will ID any errors



Policy Number: 03-020      Revision No. B  
 Policy Title: Intel Online Invoicing Procedure  
 Date: 26 September 2005

**Review Invoice**

<b>Remit To:</b> APICS CHAPTER 58 PO BOX 66835 PHOENIX, AZ US 850626835	<b>Invoice From:</b> Supplier Number: 18517004 Tax ID: 94-2846745	<b>APICS Chapter #58</b>
<b>Ship To:</b> INTEL CORPORATION 1900 PRAIRIE CITY ROAD FOLSOM, CA US 95630	<b>Invoice Number:</b> Supplier Invoice Date: 19-Feb-2003 Payment Terms: NET 45 DAYS Payment Currency: USD	INTBSC0103
<b>Bill to:</b> INTEL CORPORATION PO BOX 1860 ACCOUNTS PAYABLE HILLSBORO, OR USA 971231000	<b>PO Number:</b> Intel Buyer: CAD166828000 HINTON, DELARYE	
	<b>Ship/Service Date:</b> Freight Terms: NOT APPLICABLE/SERVICES Ship Via: NOT APPLICABLE	19-Feb-2003

**Review Invoice and  
Submit if OK.**

Line Item	Description	Qty	Unit Price	Total Price
0001	APICS - Q1 DELIVERY OF BASICS OF SUPPLY CHAIN MANAG	0	0.00	7601.44
	Quantity Discount			0.00
	Shipping/Freight			0.00
	US Sales Tax			0.00

After submitting the invoice, you will be taken to a screen where you can print the invoice confirmation

**Additional Invoice Line Details:**  
 Includes \$45.15 in expediting charges for books that were requested late and requested to be expedited per Tony Benedek. Total charged was less because some books were quoted that were not required.