

# Statement Review Internal Audit

Global Source to Pay Operations

intel.

## **Attn: Account Receivable/Credit Manager**

In order to execute our audit processes and have accurate financial data, Intel Corporation Global Source to Pay Operations requires that your company submits Statement of Accounts containing the outstanding invoices, credits and unapplied cash with Intel Corporation and all subsidiaries.

Please send your statement of account with the following information:

- Contact Name
- E-mail address and phone number
- Invoice number
- Invoice date
- PO number
- Invoice amount
- Credit Memo number
- Check number of unapplied cash transaction
- Amount paid (if there has already been a short pay or over pay)
- Total due

Our Global Source to Pay Operations department will review your statements in order to ensure all aged transactions get resolved as soon as possible.

Your Statement of Account can be delivered thru:

**E-mail** to this address: [statement.review@intel.com](mailto:statement.review@intel.com)

If your company does not have any business activity with Intel or does not have any pending transactions please send us a confirmation note to:

[statement.review@intel.com](mailto:statement.review@intel.com)

## **Important Information**

This Internal Audit is focused on looking for outstanding invoices, credits and unapplied cash in the Statements of Account and not to confirming balances for External Audit purposes.

Intel's goal is to be a 100% e-Corporation in all business transactions. We strive to constantly update and improve processes that benefit both our Suppliers and Intel. Intel Corporation has several online tools available that enables you to find information quickly.

Your first tool of choice to reconcile your account is online at [Intel's Payment Tracker tool](#). If you need assistance to access our website or in registering, please call to the number that best suits you according to your location/region at the following [link](#).

For your benefit, Intel Corporation also has the Intel Source Shop Pay Support Desk designed to help suppliers seeking payment data support. Please contact them by [submitting a service request](#) and they will assign a ticket to your issue for tracking purposes.

Your support and cooperation are very much appreciated.

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