New Supplier **Onboarding** Quick Guide

New Supplier

graphite Connect

- Invitation send to Supplier
- Day2 Reminder send to Supplier & Intel Requestor
- 1st Reminder – business day 3
- 2nd Reminder – business day 5
- 3rd Reminder – business day 10

Used for securely storing supplier/banking information
Issues with Graphite registration:

support@graphiteconnect.com

Intel® Web Suite
(Web PO/Web Invoice/Payment Tracker/Training)

- Web Suite Lite Registration steps via Automated Email

Used for transacting (PO, invoicing) with Intel on majority purchases
Issues with Websuite registration:

https://supplier.intel.com/websuite/feedback.aspx

SAP Business Network

- Onboarding process by stages/waves
- Project Notification Letter (PNL) send to Supplier identified for onboarding
- SAP Business Network send Trading Relationship Request (TRR) to Supplier to establish relationship
- GoLive email send to Supplier once onboarding completed

Used for certain transactions with Intel
Issues with SAP Business Network registration:

https://supplier.intel.com/websuite/feedback.aspx

Resources

Supplier.Intel.Com

Upon Initiation:

- Invitations to monthly supplier training sessions. Calendar invitation & training materials via email from SourceShopPay@intel.com

- Sign Up: Intel's **Docebo training platform**. Registration steps provided in Supplier Training package

Ongoing Help and Assistance

- Log into supplier.intel.com/support for Self-Help topics. supplier training

- Utilize Intel's Ask me Chatbot

- Service Request submission

- Call us for support

intel