



RETAIL PARTNER SOLUTIONS

Sales-Out Getting Started Guide

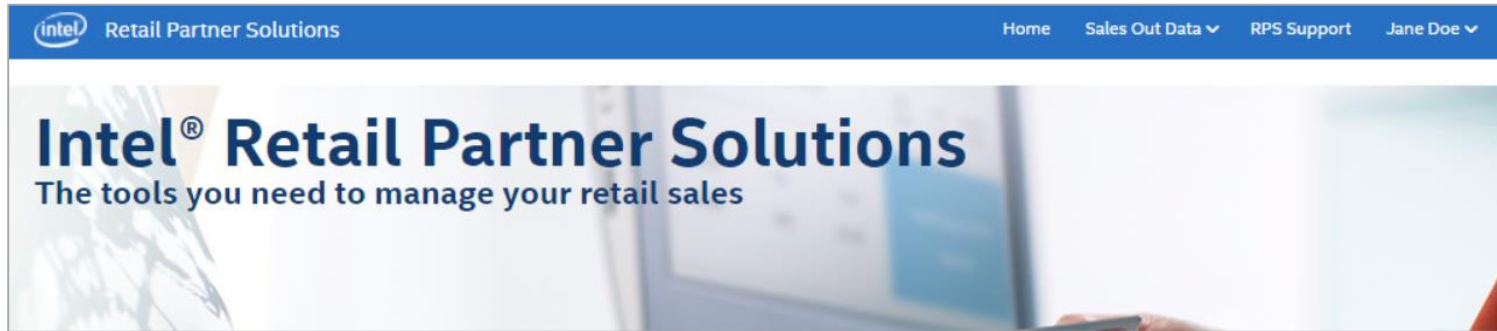
RPS Quick Start

1. Request RPS Portal access from your Intel Rep and wait for registration email.
2. Log into irps.intel.com
3. From the Sales Out Data menu, select Upload File and download a blank template
4. Fill out the RPS template with your sales data and upload
 1. If you experience errors trying to upload, please refer to slides 9 and 10
 2. Use restatements and active/inactive functions on slides 17 and 18 to correct erroneous submissions.

The image shows two screenshots from the RPS Portal. The top screenshot is the 'Sign In' page, which includes a 'Remember me for the next 90 days' checkbox, 'Username' and 'Password' input fields, a 'Sign In' button, and a 'Remember me' checkbox. Below the sign-in fields are links for 'By signing in, you agree to our Terms of Use', 'Forgot your Intel username or password?', and 'Sign In FAQ'. The bottom screenshot is the 'File Upload' page, which has a blue header with the Intel logo and 'Integrated Retail Partner Solutions'. It contains a 'File information' section with a 'Retailers' dropdown menu and a 'File Upload Template' dropdown menu. A red circle highlights the 'Download Blank Template' link below the template dropdown. Below this is another 'File information' section with an 'Upload File' section containing a 'Choose File' button (circled in red) and a 'No file chosen' text. There is also a 'Restatement' checkbox and a 'Reset' button.

* Note: this quick start guide is very high level and intended for users who have already been introduced to the RPS Portal. We highly recommend reviewing the rest of the content in this presentation for more detail.

The New Sales-Out Submission Process



In this *Getting Started Guide* you will learn:

- What **Retail Partner Solutions** (RPS) is and how to access Intel's RPS web portal
- The benefits of Intel's new process for streamlining the way sales-out data is submitted
- Helpful steps for implementing the new standardized sales-out submission process

What is RPS



Retail Partner Solutions (RPS) is a suite of tools and applications aimed at improving the way Intel and its retail partners can pinpoint marketing trends, pull highly accurate analytics, forecast business direction, and more.

We're streamlining the way we do business with our partners

Benefits of the New Sales-Out Process

Submitting through the RPS web portal is a new, systematic way of collecting data to help Intel better anticipate your future business needs.

What does this mean for you?

- Greater business insights (market and future sales)
- Real-time market insights with less delay



🔑 Getting Access

Registering for RPS

- Your business will receive a registration confirmation email from Intel
- Email verification
 - Verify your email
 - Follow the email instructions to activate your login to the Intel® Retail Partner Solutions (RPS) web portal

Verify your e-mail
Welcome to Intel Retail Partner Solutions
Action Required This notice is to inform you that you have been registered as a representative of Your Company by an Intel Representative. An account has been generated that will allow you to access Intel's Retail Partner Solutions web portal. Please follow the instructions below to get started. Please retain this e-mail for future reference.
Login ID: Your Login ID E-mail Address: Your Email
What you need to do Please verify your e-mail address by clicking this link , or by copying the URL into your browser. Your password should be protected as confidential. Your use of the password and Intel's websites are governed by Intel's Terms and Conditions of Use linked from the bottom of each respective site's web pages. If you feel you have received this e-mail in error, please contact us here . Visit this link any time to manage your profile. Please DO NOT reply to this e-mail message. This is an automated response. To ensure that you continue receiving our e-mails, please add us to your address book.
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🏠 Logging In

RPS Portal → <https://irps.intel.com>

- Enter your username
 - The application will remember your username for the next time you log in
- Enter your Password
 - You will need to enter your password each time you log in
- Click on the 'Sign In' button

intel

Sign In

Do you work for Intel? [Automatic sign in >](#)

Remember me for the next 90 days

Username

Password

By signing in, you agree to our [Terms of Use](#)

Remember me

[Forgot your Intel username or password?](#)

[Sign In FAQ](#)

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RPS Portal


Intel® Retail Partner Solutions

Home Sales Out Data RPS Support Jane Doe

Intel® Retail Partner Solutions

The tools you need to manage your retail sales

Welcome



Retail Partner Solutions (RPS) is a suite of tools and applications aimed at improving the way Intel and its retail partners can pinpoint marketing trends, pull highly accurate analytics, forecast business direction, and more.

The multi-year vision for RPS is to **capture real-time consumer trends** and transform retail data into **meaningful market insights**, providing greater visibility into regional and global PC consumption. Over time, simplifying the way our retailers report sales data will enable Intel to improve activities like payment frequency to our business partners, generate predictable cash flows, and cut down the number of audits, and more.

Ultimately, our aim is to **increase Intel's value to our business partners** by enhancing our role as trusted advisors to our accounts.

☰ Menu Navigation





Sales Out Template

- Before uploading sales out files, the RPS team will need to create a template for accepting your Excel file submission
- Please provide the following to your Intel rep so we can create your template
 - Column headers you would like to use for all required fields
 - Preferred product identifier, EAN or MPN
 - Preferred Date Format from the following choices
 - MM/DD/YYYY
 - DD/MM/YYYY
 - YYYY-MM
 - The headers, date format and identifier submitted in your SO Files must match the formatting you provide for your template to assure successful file uploads

RPS Required Columns (Column Headers may vary depending on template)	Example Values
MPN or EAN	17-BY0086C, 191800109700
Retailer Name	Retailer X
Country	United States
Model Description	NOTE ASUS X541NA CEL 4GB 500GB W10
Form Factor	Notebook, AIO, Tower, Tablet
Date	9/1/2018, 20/9/2018, 2018-09
Processor Number	I5-8400, G5400
2 in 1	2 in 1, Not 2 in 1
Sales Channel	Online, Instore, 3P Marketplace
Sales Out Quantity	10000
System Purchase Price	\$599
Currency	USD, JPY, EUR
OEM	HP, Dell, Lenovo
Optane Density	16G, 32G

Validations and Error Messages

When uploading Sales Out data, the RPS portal will check your submission file for errors, invalid formatting and mandatory data. If your file fails to pass validations at submission, you will receive an error message, informing you of the issues with your submission.

For a complete list of submission validations and corresponding error messages, please see the excel file below.



RPS Submission
Errors and Validator

Error Message Example

ERROR: Multiple errors detected on data import. See import results below to resolve, then upload corrected file.

- Row(s) 1 : Year_Month is mandatory and the cell is empty.
- Row(s) 2 : Account Name is mandatory and the cell is empty.
- Row(s) 3 : Total Quantity is mandatory and the cell is empty.
- Row(s) 4 : Country is mandatory and the cell is empty.

Sales-Out Data Menu

Sales-out data tab allows you to upload a sales-out file
Or check your file upload history



The screenshot shows the Intel Retail Partner Solutions website. The top navigation bar is dark blue with the Intel logo and 'Integrated Retail Partner Solutions' on the left, and 'Home', 'Sales Out Data', 'RPS Support', and 'Jane Doe' on the right. The 'Sales Out Data' menu is open, showing 'Upload File' and 'File Upload History' options. The main content area features a large heading 'Retail Partner Solutions' and the sub-heading 'The tools you need to manage your retail sales'. The background image shows a person's hands holding a credit card in front of a computer monitor.



File Upload Page

File Upload

Use this form to upload your Sales Out data.

File information:

File Upload Template

Defines the layout of the file you are uploading.

[Download Blank Template](#)

Please confirm sales out format is M/d/yyyy

Open Period

- Oct, 2018
- Nov, 2018
- Dec, 2018

Submission Period

Jan, 2019

To submit a file, choose your upload template and the file you wish to submit

From open time periods available, move months included in your submission to "submission period" box

File information:

Upload File

Upload file using a pre-defined file upload template.

Restatement ?

Existing records within date range will be replaced.

Forgot your template headers? Click here for a blank upload template.

Submission Tips Before Uploading

- Ensure headers are on Row 1 of your submission
- Ensure the correct date is on all line items and dates are within the open window
- Ensure your submission is on the first worksheet of the Excel workbook
- Please use correct template headers
- The RPS system requires valid, unique MPNs or EANs. Submission of generic MPNs such as “Inspiron 15” or “Yoga” will cause Intel to request a resubmission
- If an EAN/MPN is unavailable for a particular SKU, please leave the MPN/EAN column blank for that line item
- If resubmitting to overwrite an old submission, please make sure to check the **“Restatement”** box



Successful File Upload

Message to show data was uploaded

SUCCESS :Sales Out Data successfully imported. See import results below

File Upload:

Upload File

Choose File RETAILER

Restatement ?

Upload file using a pre-defined file upload template. Existing records within date range will be replaced.

Upload File Reset

Ability to export to Excel

Export to Excel

EXAMPLE (Sample data only)

ACCOUNT NAME	COMPANY	COUNTRY	OEM*	MPN	OEM MODEL NUMBER*	TOTAL QUANTITY	FORM FACTOR	YEAR_MONTH	INTEL PROCESSOR NAME	INTEL PROCESSOR NUMBER	SPP	CURRENCY	SCREEN SIZE
RETAILER	Test	United States	Asus	ABB45-CDE	X550VX-DM335T	3	Notebook	2017-03	Core™ I5	6300HQ	700.00	US	15.6
RETAILER	Test	United States	Acer	XYZ.ABCDE.44	Aspire V3-213-443A	1	Desktop	2017-04	Core™ I5	6200U	500.00	US	13.3
RETAILER	Test	United States	Asus	XYZ.ABCDE.44	Aspire V3-213-443A	4	Notebook	2017-03	TAM	TAM	500.00	US	13.3
RETAILER	Test	United States	Acer	XYZ.ABCDE.44	Aspire V3-213-443A	4	Desktop	2017-04	TAM	TAM	500.00	US	13.3

Preview of first ten rows of data in grid

*Other names and brands may be claimed as the property of others (OEM and OEM Model Number columns).

Error(s) in an Upload File

Error message of data uploaded

- Uploaded data in grid
- Displays sample of data
 - Displays error message for each row

Export to Excel to see full submission with error messages for each row

ERROR: Multiple errors detected on data import. See import results below to resolve, then upload corrected file.

Row(s) 1 : Year_Month is mandatory and the cell is empty.
 Row(s) 2 : Account Name is mandatory and the cell is empty.
 Row(s) 3 : Total Quantity is mandatory and the cell is empty.
 Row(s) 4 : Country is mandatory and the cell is empty.

File Upload

Use this form to upload your Sales Out data.

File information:

 Export to Excel

EXAMPLE (sample data only)

Error Message	RETAILER	COUNTRY	BRAND*	ITEM	PART NUMBER	ITEM DESCRIPTION*	UNITS	TYPE	CTO	TOTAL SALES	PROCESSOR	SELL	CURRENCY	SALES PLATFORM	2-IN-1	YEAR-MONTH
Year-Month is mandatory	RETAILER	US	Microsoft	174992	NH4-00001	MS SURFACE 3 10.8"	1	2-IN-1	No	500	i7-6550	700	USD	In Store	Yes	
Retailer is Mandatory.		US	Toshiba	705474	C55T-C5224	TOSHIBA C55T 15.6" TCH LT	1	LT	No	1000	i3-4005U	500	USD	Online	No	2017-05
Units is mandatory	RETAILER	US	HP	897132	15-R053CL	HP 15-R053CL 15.6"		LT	No	200	i3-4010U	500	USD	In Store	No	2017-05
Country is Mandatory.	RETAILER		Lenovo	x88	sampe-xyz	Lenovo example	2	LT	No	500	i3-4010U	500	USD	In Store	No	2017-05

*Other names and brands may be claimed as the property of others (Brand and Item Description columns).

Restatements

File Upload

Use this form to upload your Sales Out data.

File information:

Retailers
ABC Corporation
Select the Retailer

File Upload Template
_Sandra test
Defines the layout of the file you are uploading.
[Download Blank Template](#)

File information:

Upload File
Choose File September 18.xlsx
Upload file using a pre-defined file upload template.

Restatement
Existing records within date range will be replaced.

Upload File Reset

Restatements

- The Restatement check box on the file upload page is used to tell RPS that you'll be submitting a file to overwrite/inactivate a previously uploaded file

- If restatement box is checked when uploading, the user will be prompted to inactivate submission(s) previously uploaded for the same time period

Restatement Confirmation - _Sandra test

A previous file for the same submission period and template name has already been submitted. If you would like to replace the previous file, please select the file to be replaced.

	Retailer	Upload Date (GMT)	Template Uploaded	Submission Period	Load User Name	Rows Loaded	File	File Status
<input type="checkbox"/>		Oct 17, 2018 12:45 AM	_Sandra test	Sep, 2018	Sandra Duffy	243	September 18.xlsx	Active
<input type="checkbox"/>		Oct 17, 2018 06:06 PM	_Sandra test	Sep, 2018	Sandra Duffy	243	September 18.xlsx	Active
<input type="checkbox"/>		Oct 17, 2018 06:25 PM	_Sandra test	Sep, 2018	Sandra Duffy	243	September 18.xlsx	Active
<input type="checkbox"/>		Oct 17, 2018 06:37 PM	_Sandra test	Sep, 2018	Sandra Duffy	243	September 18.xlsx	Active

Replace existing file Upload new file



File Upload History Page

- The File Upload History page will allow you to view previous submissions for a given time period and activate/inactivate submissions within the open window

Home Sales Out Data ▾

Upload File
Sales Out Publish
File Upload History

Update action for file:

Make inactive
Make inactive
Make active
Update File Status

Open Period

Oct, 2018
Nov, 2018
Dec, 2018
Jan, 2019

Results Found: 24

	Retailer ▲	Upload Date (GMT) ▲	Country/Location ▲	Template Uploaded ▲	Submission Period ▲	Load User Name ▲	Rows Loaded ▲	File ▲	Restatement ▲	File Status ▲	Batch ID ▲
<input type="checkbox"/>	contains...	contains...	contains...	contains...	contains...	contains...	contains...	contains...	contains...	contains...	contains...
<input type="checkbox"/>	ABC Corporation	Oct 19,2018 09:41 PM		_Sandra test	May, 2018 - Aug, 2018	Sandra Duffy	242	September 18_multiple1.xlsx	Y	Active	11060
<input checked="" type="checkbox"/>	ABC Corporation	Oct 19,2018 09:39 PM	Canada	_Sandra test	May, 2018 - Aug, 2018	Sandra Duffy	242	September 18_multiple1.xlsx	Y	Inactive	11059
<input type="checkbox"/>	ABC Corporation	Oct 19,2018 09:36 PM	Canada	_Sandra test	May, 2018 - Sep, 2018	Sandra Duffy	243	September 18_multiple.xlsx	Y	Active	11058
<input type="checkbox"/>	ABC Corporation	Oct 19,2018 09:11 PM	Canada	_Sandra test	Sep, 2018	Sandra Duffy	243	September 18 (1).xlsx	Y	Active	11052
<input type="checkbox"/>	ABC Corporation	Oct 18,2018 11:03 PM	INDIA	› Digital prod template	Sep, 2018	Sandra Duffy	3702	Space issue - No space INTEL	N	Active	10998



Multiple Submissions in Same Time Period

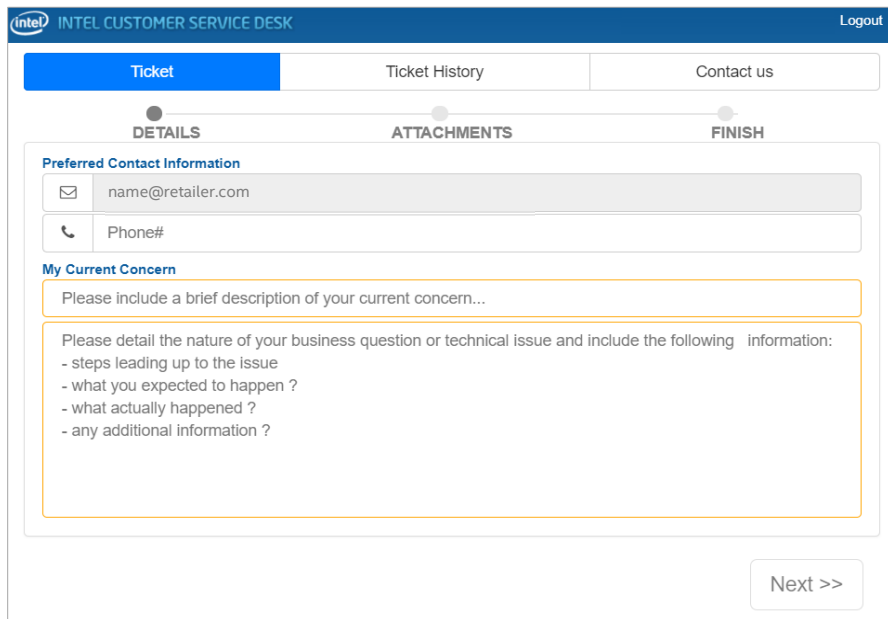
- If the Restatement box is not checked and you attempt to upload a file for a time period already containing a submission, RPS will give a soft warning incase you're duplicating data.

The screenshot displays the 'File Upload' section of the Intel Integrated Retail Partner Solutions (RPS) interface. The page header includes the Intel logo and the text 'Integrated Retail Partner Solutions', with navigation links for 'Home' and 'Sales Out'. The main content area is titled 'File Upload' and contains a warning message: 'Possible Duplication - _Sandra test'. The warning text states: 'Your file contains data for 2018-05 - 2018-08 that has already been submitted. If you continue, this data will be included in the same submission period.' Below the warning, there are two buttons: 'Continue Loading' and 'Cancel Loading', and a link for 'Download Blank Template'. The interface also shows a 'File information' section with a dropdown menu for 'Retailers' currently set to 'ABC Corporation'. At the bottom, there is an 'Upload File' section with a 'Choose File' button, a file name 'September 18_multiple1.xlsx', and an 'Upload File' button. A red box highlights the 'Restatement' checkbox, which is currently unchecked, with the text 'Existing records within date range will be replaced.' below it.

Get Support

Please use the RPS Support button in the RPS menu to create a ticket for any issues you encounter trying to use the RPS Portal. Our support team should contact you within 12 hours.

RPS Support



intel INTEL CUSTOMER SERVICE DESK Logout

Ticket Ticket History Contact us

DETAILS ATTACHMENTS FINISH

Preferred Contact Information

✉ name@retailer.com

☎ Phone#

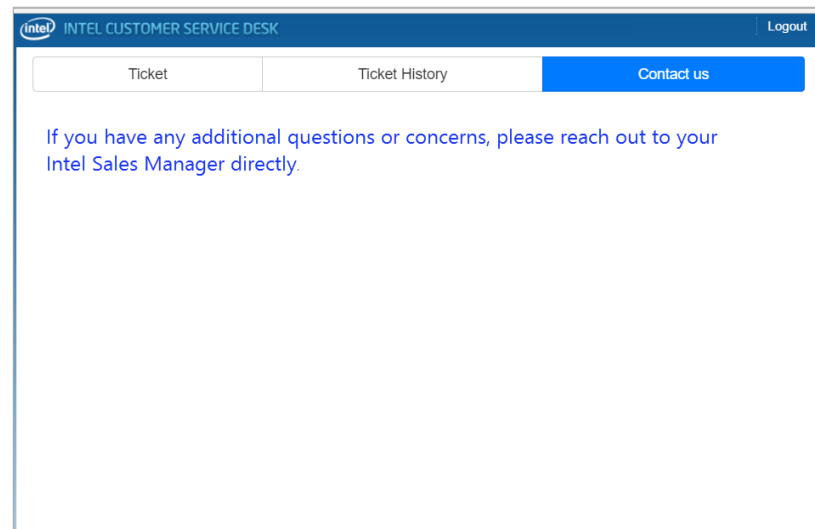
My Current Concern

Please include a brief description of your current concern...

Please detail the nature of your business question or technical issue and include the following information:

- steps leading up to the issue
- what you expected to happen ?
- what actually happened ?
- any additional information ?

Next >>



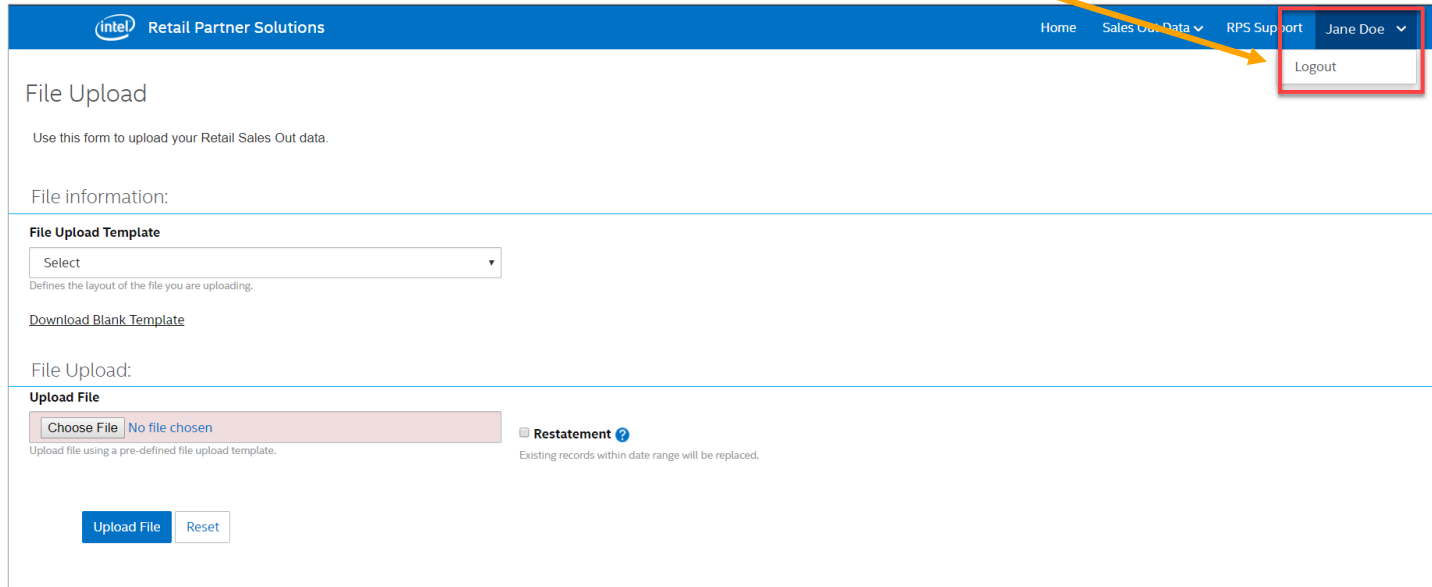
intel INTEL CUSTOMER SERVICE DESK Logout

Ticket Ticket History Contact us

If you have any additional questions or concerns, please reach out to your Intel Sales Manager directly.

🔌 Logging Out

Exit the Application



The screenshot shows the Intel Retail Partner Solutions application interface. The top navigation bar includes the Intel logo, the text "Retail Partner Solutions", and navigation links for "Home", "Sales Out Data", "RPS Support", and a user profile "Jane Doe". The user profile dropdown menu is open, showing a "Logout" option. An orange callout box with the text "Exit the Application" has an arrow pointing to the "Logout" option. The main content area is titled "File Upload" and contains instructions for uploading Retail Sales Out data, a "File Upload Template" dropdown menu, a "Download Blank Template" link, and an "Upload File" section with a "Choose File" button and a "Restatement" checkbox.

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