SAP Ariba

Accepting a PO Invitation from Incyte

SAP

Public

Incyte

Accepting the Invitation

- Please look an email from ordersender-prod@ansmtp.ariba.com. Click the **Click to Continue** link.

- The email will include this:

SAP Ariba

SOLVE ON.

Incyte Corporation INVITATION

To:

Email:

Incyte Corporation has invited you to use the SAP Business Network ™ to establish a trading relationship for managing transactions electronically. You have already transacted with Incyte Corporation, and at least one document is available in a temporary account.

To set up a trading relationship on the SAP Business Network, follow the instructions in this invitation for activating your account. You can either create a new account or use an existing account. The documents in the temporary account will be available in the account you decide to use.

Setting up the trading relationship with Incyte Corporation takes only a few minutes. There is no charge to register.

To activate your account:

Register for a **FREE** SAP Business Network standard account, or link to an existing account. Click to continue

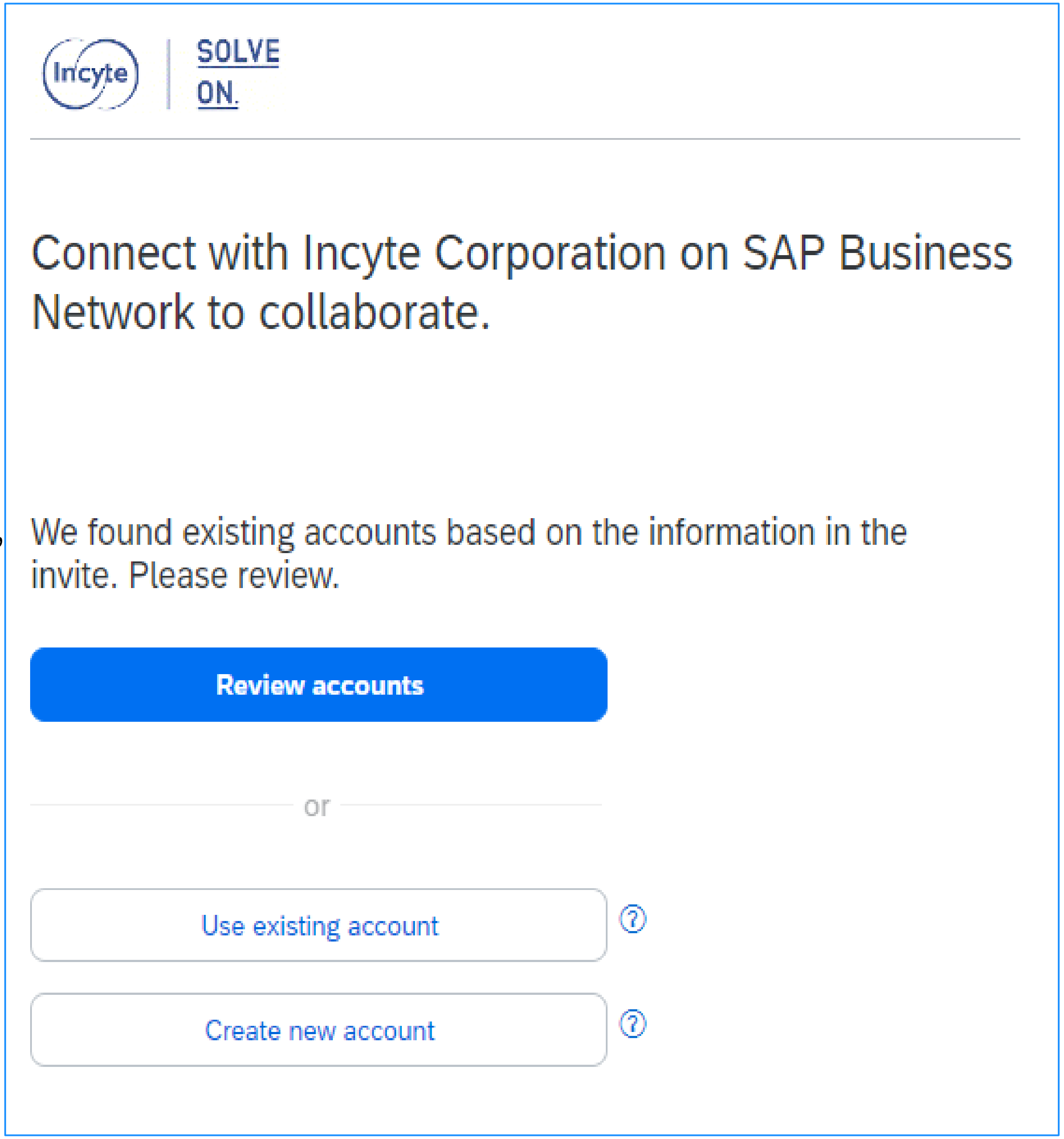
You can view additional information about Incyte Corporation in the Supplier Information Portal. After you establish the trading relationship, you can continue to access the supplier information portal for Incyte Corporation from your SAP Business Network account.

For any additional questions or further assistance, please contact Ariba Customer Support.

Sincerely,
The SAP Business Network Team
https://seller.ariba.com

Accepting the Invitation

- You will then be taken to this screen.
- If you have an existing SAP Business Network account, choose **Use Existing Account**, and log in with your credentials.
- If you do not have an existing SAP Business Network account, you can click **Create New Account**.
- If you think someone in your company has already created an account that you'd like to use, or are not sure if you already have an account, click **Review Accounts**. (*See information on next slide*)
- Once you are logged into your account, please complete the Enablement Tasks assigned by your customer.



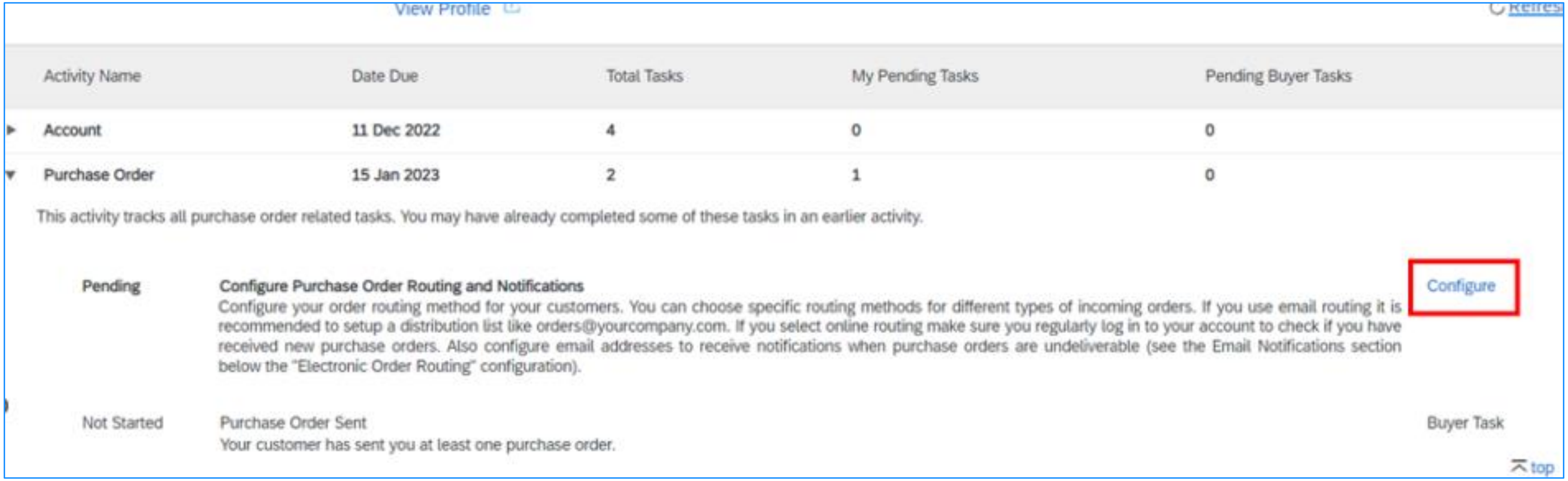
Reviewing Potential Existing Accounts

- After clicking on Review Accounts, you will be taken to a screen with a list of accounts.
- An account with a star next to it means that you are a user on this account. Click **Use this account** and log in if you'd like to accept your customer's invitation on that account.
- An account that does not have a star means that you are not already added as a user on that account. If you are familiar with the company name and would like to use this account, click **Contact Administrator**. This will send a message to the owner of this account.

** Please note, if you are a large corporation, there is a good chance that there are many existing accounts. If you are not interested in using an existing employee's account, please create your own.*

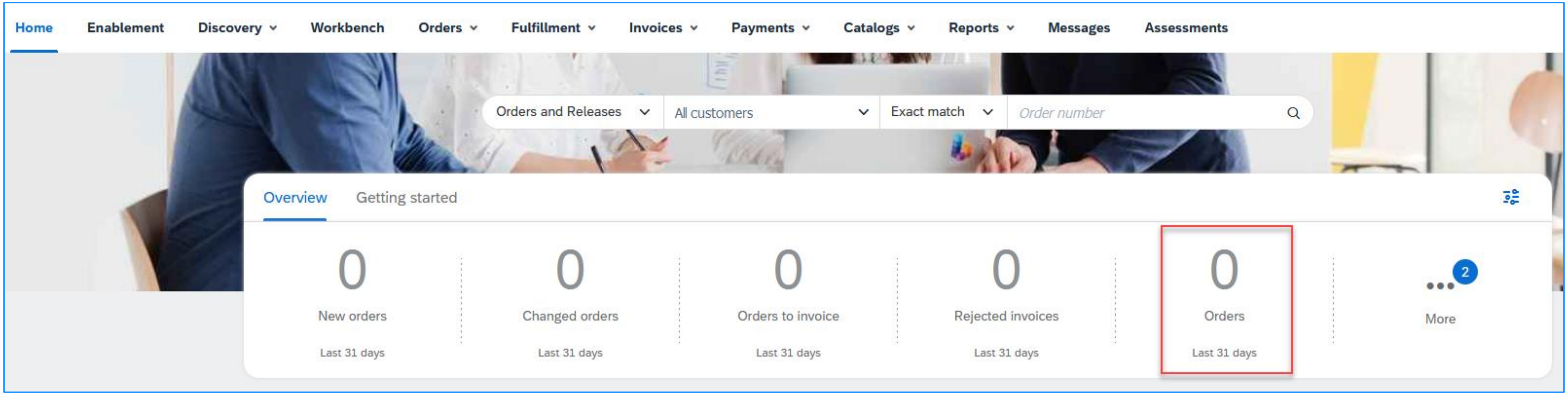
Once Logged Into your New or Existing Account – Complete Enablement Tasks

- Click the **Enablement Tab** on the home screen of your SAP Business Network Account. Specifically for Incyte, we would like you to Configure your Purchase Order Routing and Notifications, so that when new Purchase Orders are sent to your account, you will be notified.
- Click **Configure** next to this task.



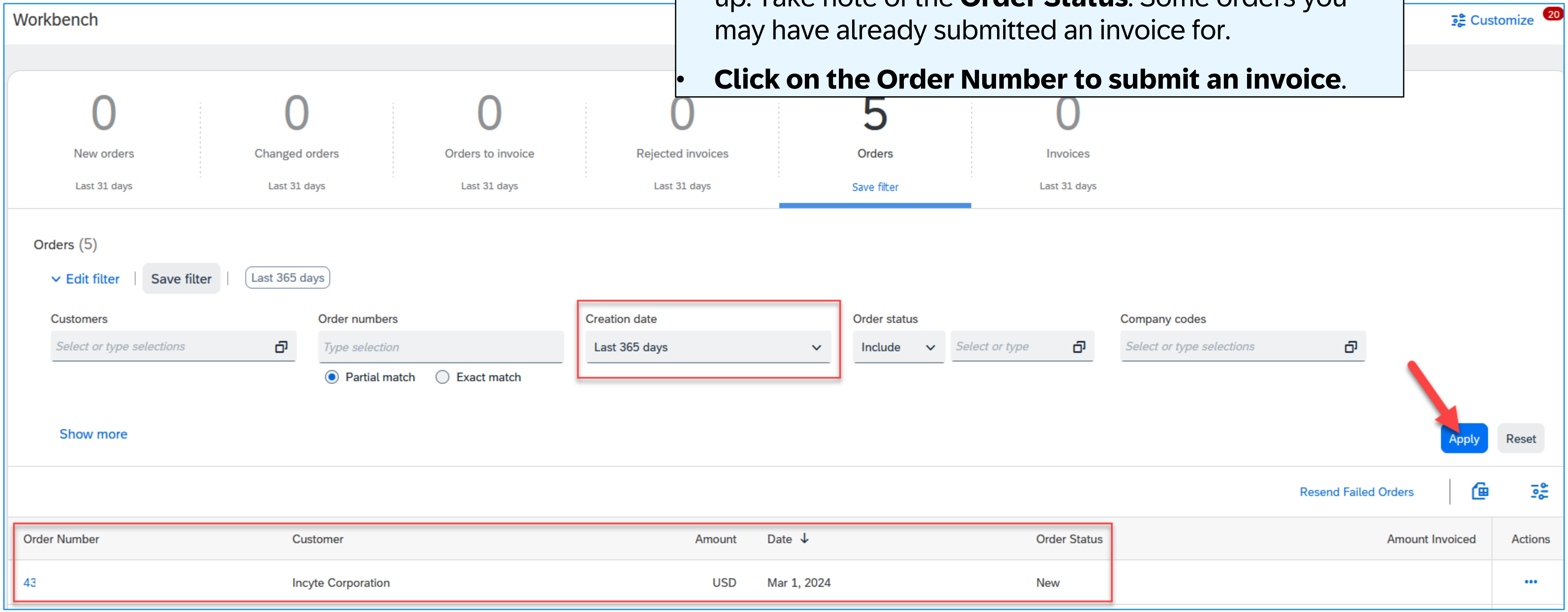
Viewing Purchase Orders

- On your Home screen, click the **Orders** Tile.



Viewing Purchase Orders

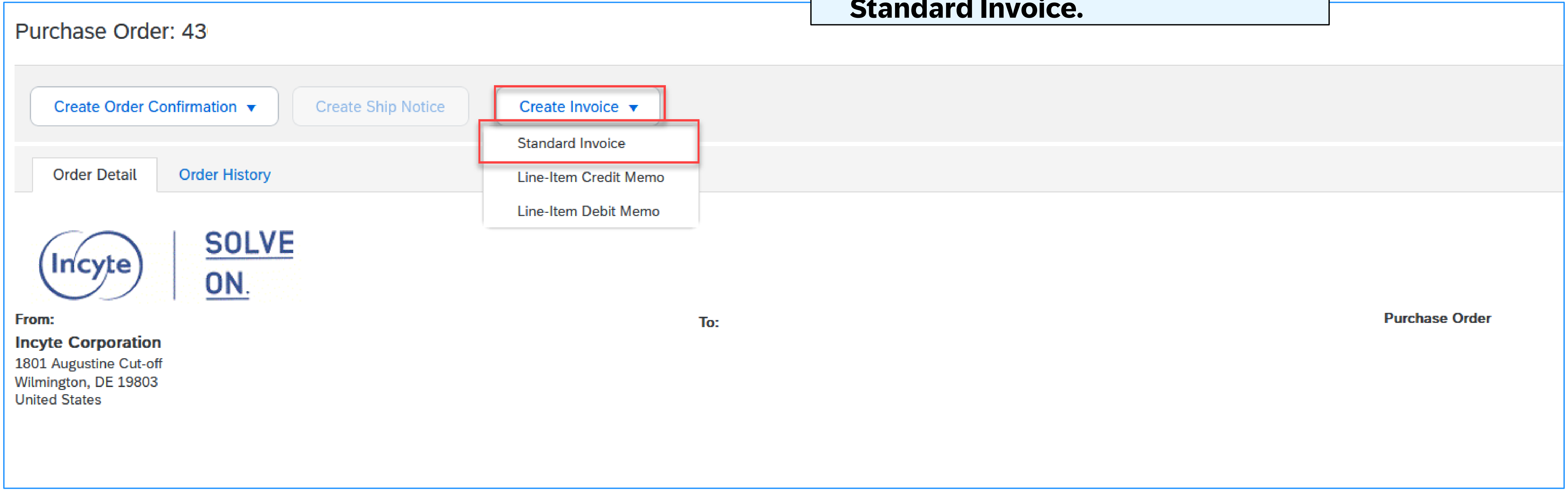
- In the filters, change the **Creation date** to **Last 365 days**. Click **Apply**.
- Purchase orders created in the last 365 days will show up. Take note of the **Order Status**. Some orders you may have already submitted an invoice for.
- **Click on the Order Number to submit an invoice**.



Creating an Invoice

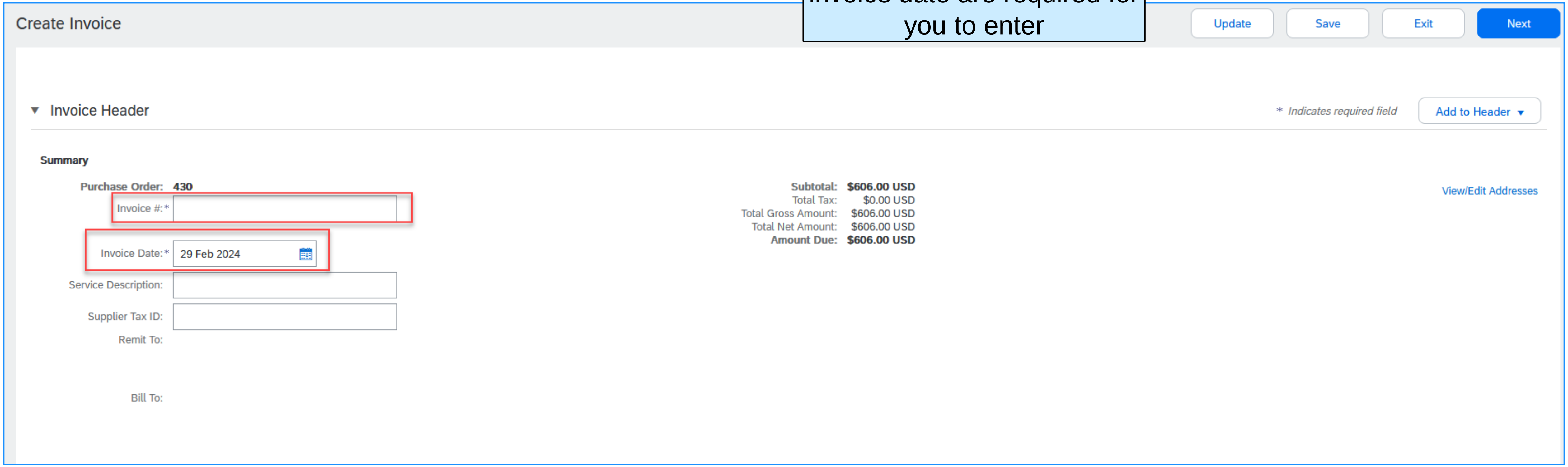
Creating an invoice

- After opening the PO, to submit an invoice, click **Create Invoice** > **Standard Invoice.**



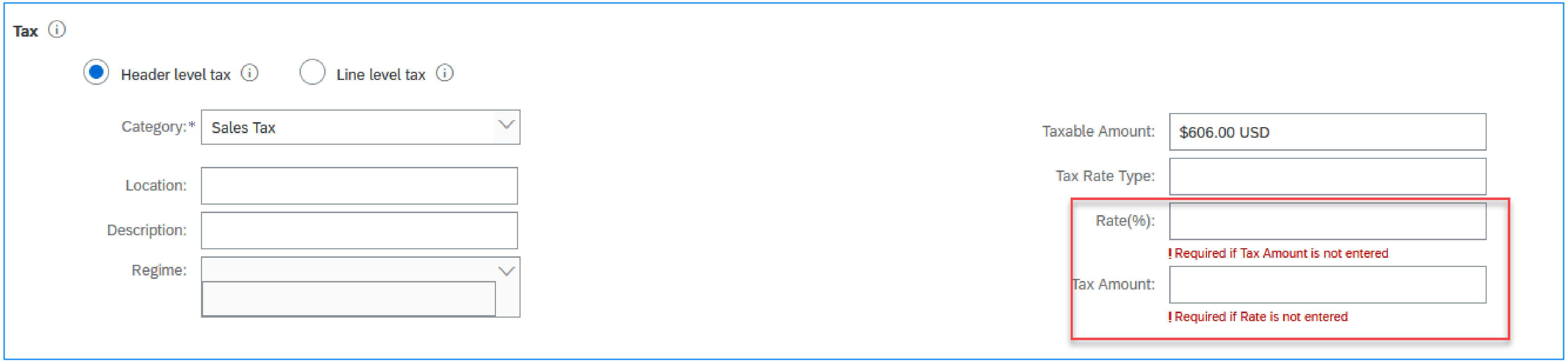
Creating an Invoice

The invoice number and invoice date are required for you to enter



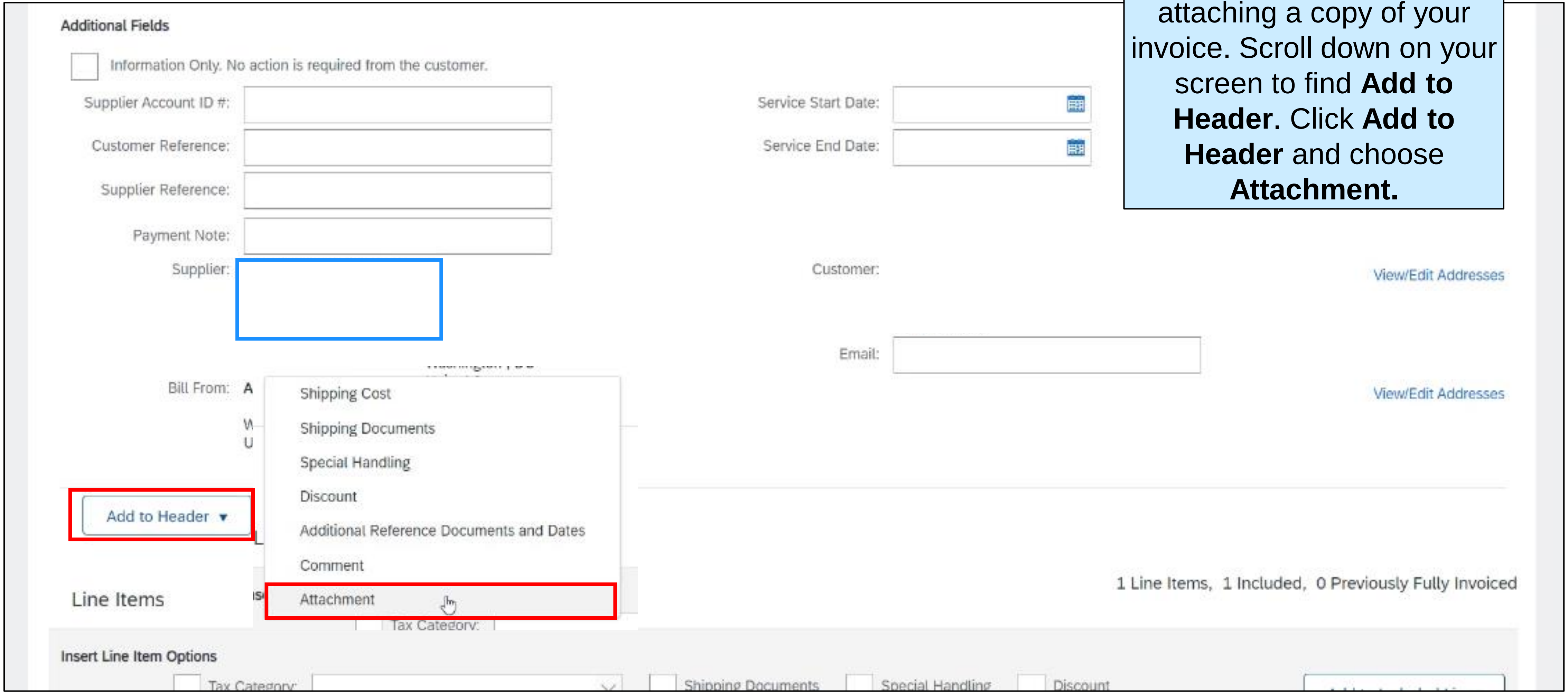
Creating an Invoice

Scroll down to view the tax section. Enter in the **Tax Rate** or **Tax Amount.**



Creating an Invoice

Another required field in your invoice for Incyte, is attaching a copy of your invoice. Scroll down on your screen to find **Add to Header**. Click **Add to Header** and choose **Attachment.**



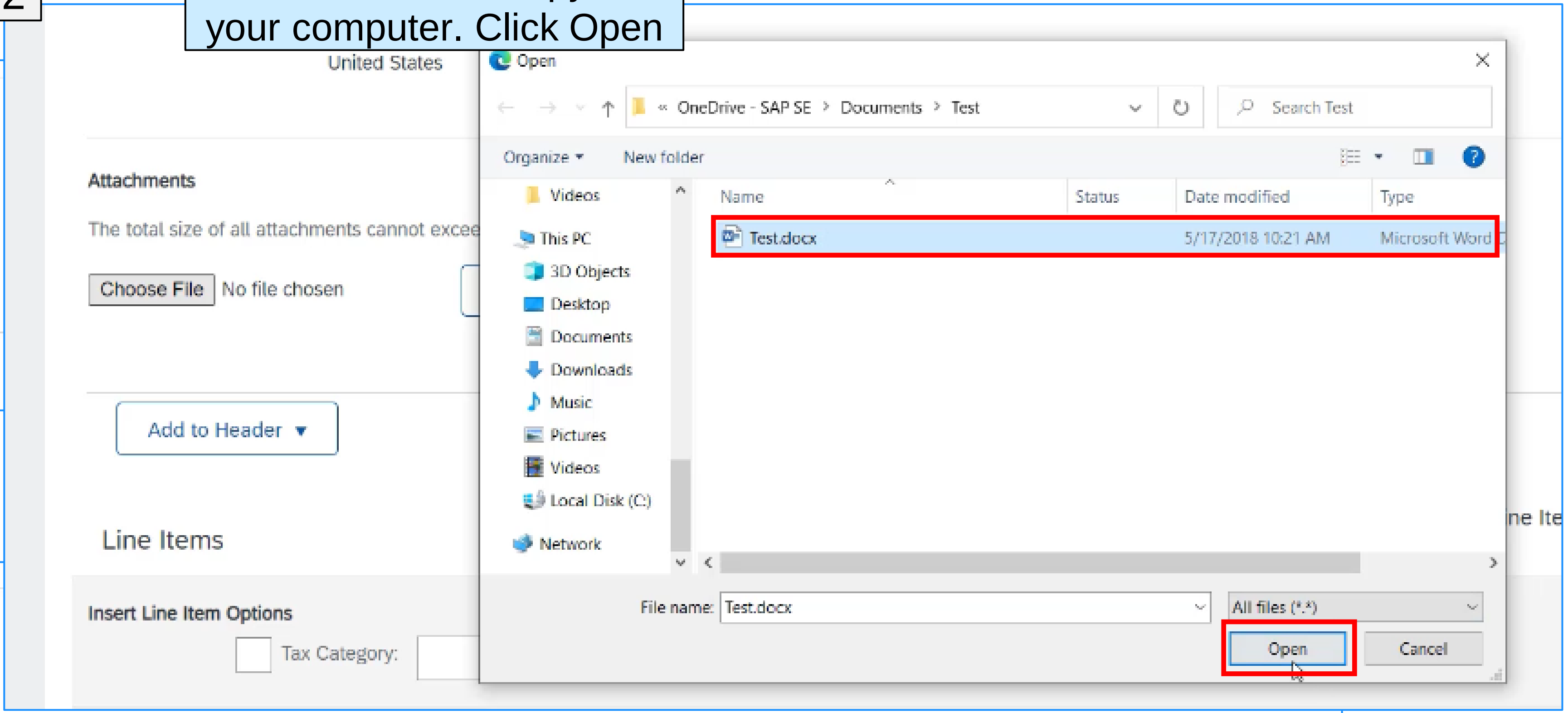
Creating an Invoice

1

First, click choose file

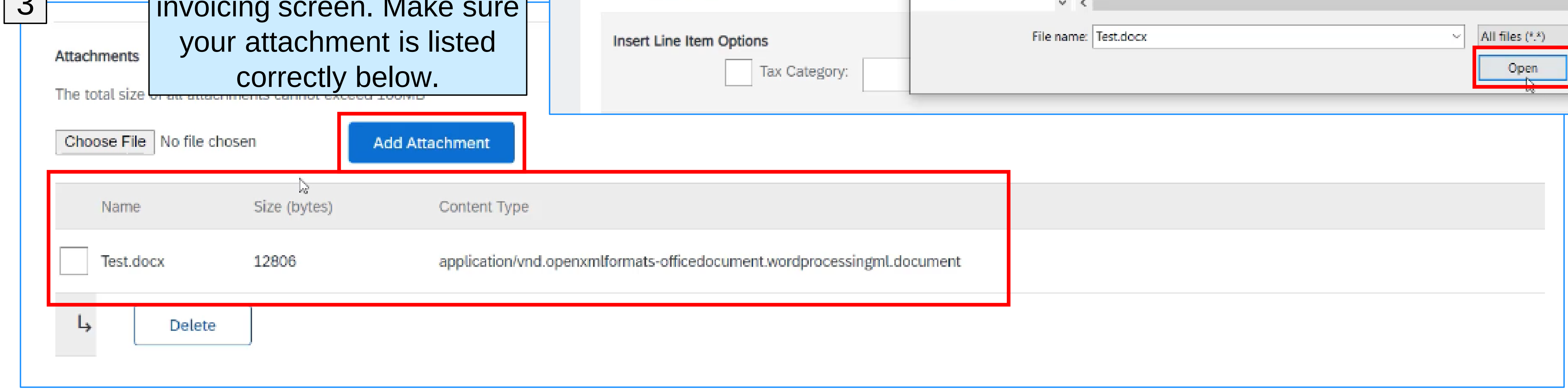
2

Select the invoice copy from your computer. Click Open



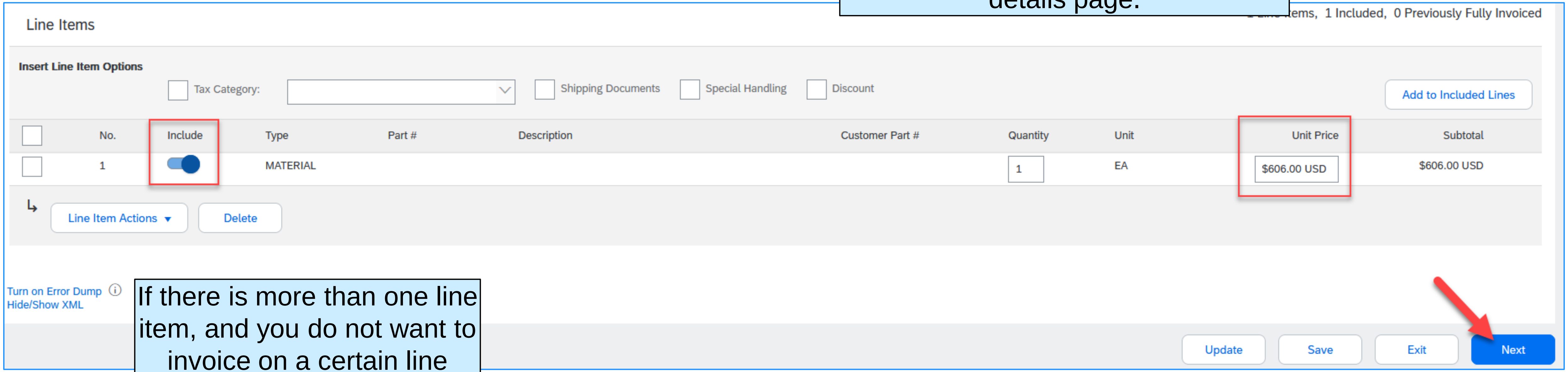
3

Lastly, click the **Add Attachment** button on your invoicing screen. Make sure your attachment is listed correctly below.



Creating an Invoice

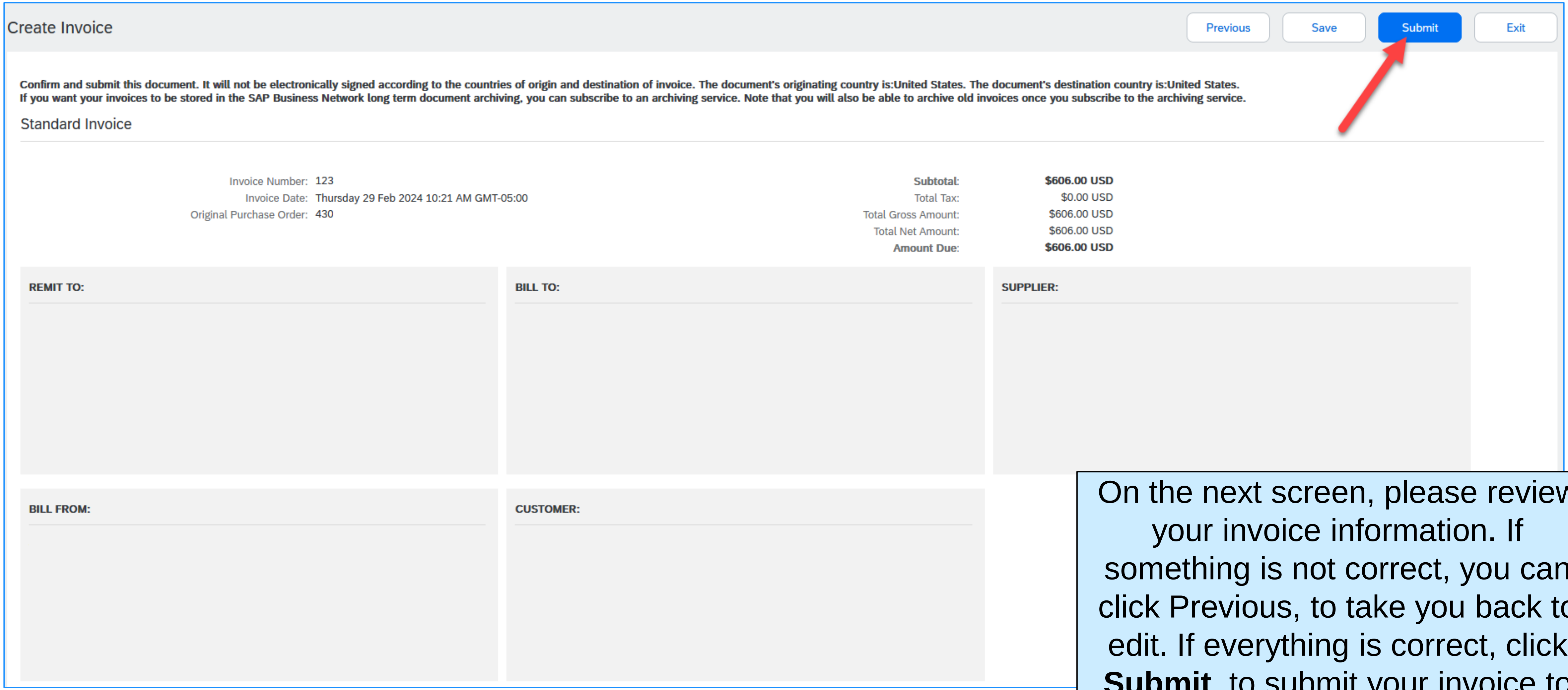
Scroll down on your invoicing screen to view the **Line Items**. Here, you can see the same details as what was shown on the purchase order details page.



If there is more than one line item, and you do not want to invoice on a certain line item, you can dis-include that line item for your invoice. You are able to go back and invoice again, for any remaining amounts and items.

Once your invoice is complete, click Next

Creating an Invoice



On the next screen, please review your invoice information. If something is not correct, you can click Previous, to take you back to edit. If everything is correct, click **Submit**, to submit your invoice to Incyte.