

Vendor Registration in Ariba

Step-by-step instructions for completing Incyte vendor registration

How this process works

You complete the questionnaire → Incyte reviews it internally → You're activated as a vendor

Steps 1–4 below are things you do. Steps 5–7 happen on Incyte's side or automatically — they're included so you know what to expect while you wait.

Before you begin

Make sure the registration email goes to the person at your company who can provide all of the following — having it ready before you start will let you finish in one sitting instead of stopping partway through:

- Legal business name and main business address
- A contact name, email, and phone number for the person completing the questionnaire
- Banking and payment details (for example, account information used for wire or ACH payment)
- Tax information (for example, your tax ID and any tax forms applicable in your country)
- Any supporting documents requested in the questionnaire (for example, a bank letter, voided check, or tax form) — the exact list appears once you open the questionnaire

Tip: most Ariba questionnaires let you save your progress and finish later — look for a Save option before closing your browser if you need to stop partway through.

Step 1 — Receive the registration questionnaire

- Incyte sends the Ariba Registration Questionnaire link to the vendor's designated contact.
- The recipient should be the person authorized to enter and submit the vendor's information.
- If the link was sent to the wrong person, email supplierenablement@incyte.com with the correct contact email address.
- **Didn't receive it?** Check your spam or junk folder first. If it's not there, confirm with your Incyte contact that the email address on file is correct, then email supplierenablement@incyte.com.

Step 2 — Access the questionnaire

- Open the questionnaire using the link in the registration email.
- If you already have an Ariba account, sign in and go to Questionnaires and Proposals.
- If you do not have an Ariba account, create one. Then use the Business Network drop-down menu in the upper-left corner to navigate to Questionnaires and Proposals.

- **Link expired or won't open?** Registration links can expire. Email supplierenablement@incyte.com and ask for a new one rather than requesting a second account.
- **Ariba says your company may already have an account?** Don't create a duplicate. Follow the on-screen prompt to request access to the existing account, or contact supplierenablement@incyte.com for help sorting it out.

Step 3 — Complete the required information

- Complete all applicable sections, including legal business name and main address, vendor contact information, bank and payment information, tax information, and any required supporting documentation.
- Fields marked with an asterisk (*) are required.
- **Double-check banking details.** Errors in bank or payment information are one of the most common causes of payment delays later — review these fields carefully before moving on.
- **Uploading documents?** PDF is generally the safest format to use if the questionnaire doesn't specify one.

Step 4 — Submit the questionnaire

- Review the information for accuracy and completeness.
- Select Submit Entire Response.
- **After you submit**, you should see an on-screen confirmation that your response was received. If you don't see one, try submitting again or contact supplierenablement@incyte.com to confirm it went through.

Step 5 — Incyte reviews the submission

No action needed — informational, unless you're contacted for corrections.

- The questionnaire enters Incyte's internal approval workflow.
- The appropriate internal teams review and approve the vendor information.
- **If something needs to be corrected**, Incyte's team may send the questionnaire back to you with comments. Watch for a follow-up email, update the requested fields using the same link, and resubmit.

Step 6 — Registration is completed

No action needed — informational.

- After all internal approvals are complete, the vendor is established in Ariba as an active Incyte vendor.

Step 7 — Purchase orders and invoices can be processed

No action needed — this confirms you're all set.

- Once registration is complete, the Incyte business can issue purchase orders and the vendor can submit invoices.

Common questions and issues

I never received the registration email. Check spam/junk first, confirm the correct contact email with Incyte, then email supplierenablement@incyte.com.

My link has expired or won't open. Email supplierenablement@incyte.com to request a new link — don't try to create a second Ariba account.

Ariba flagged a possible duplicate account for my company. Don't create a new account. Use the existing one (request access from your company's account admin if needed) or contact supplierenablement@incyte.com.

I need to stop and finish the questionnaire later. Look for a Save option within the questionnaire before closing your browser, then reopen it using the original link.

My questionnaire was sent back to me. Review the reviewer's comments, update the requested sections, and select Submit Entire Response again.

I'm having a technical problem with the Ariba site itself (login, page errors, etc.). Use Ariba's built-in Help link for platform issues — Incyte's Supplier Enablement team supports the Incyte registration process, but not the Ariba platform itself.

How long does the review take? There isn't a fixed turnaround — you'll receive an email once your registration has been reviewed and approved.

Questions about the registration process? Email supplierenablement@incyte.com.

Technical problem with the Ariba platform itself? Use the Help link inside Ariba — that's SAP/Ariba's support, separate from Incyte.