

Accepting a PO Invitation from Incyte

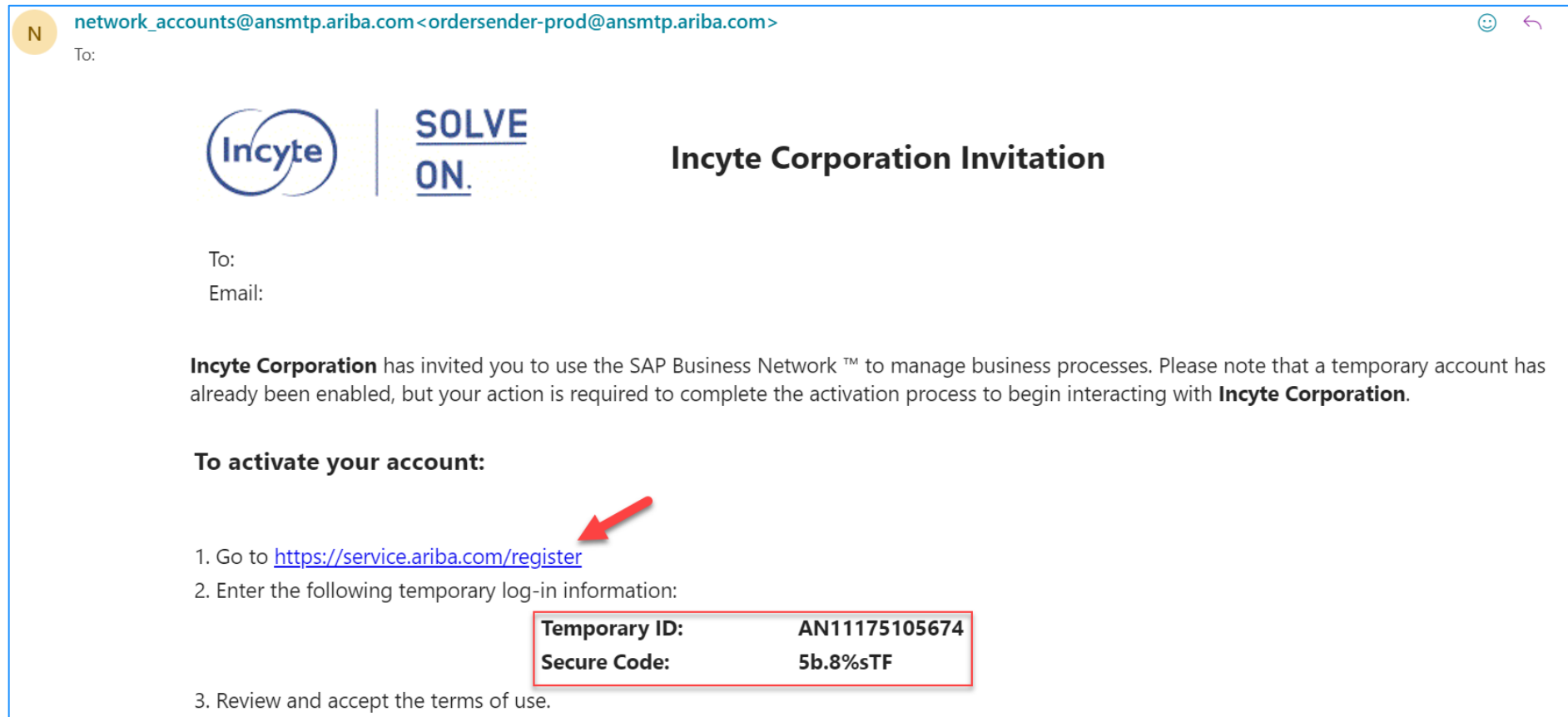
SAP

Public




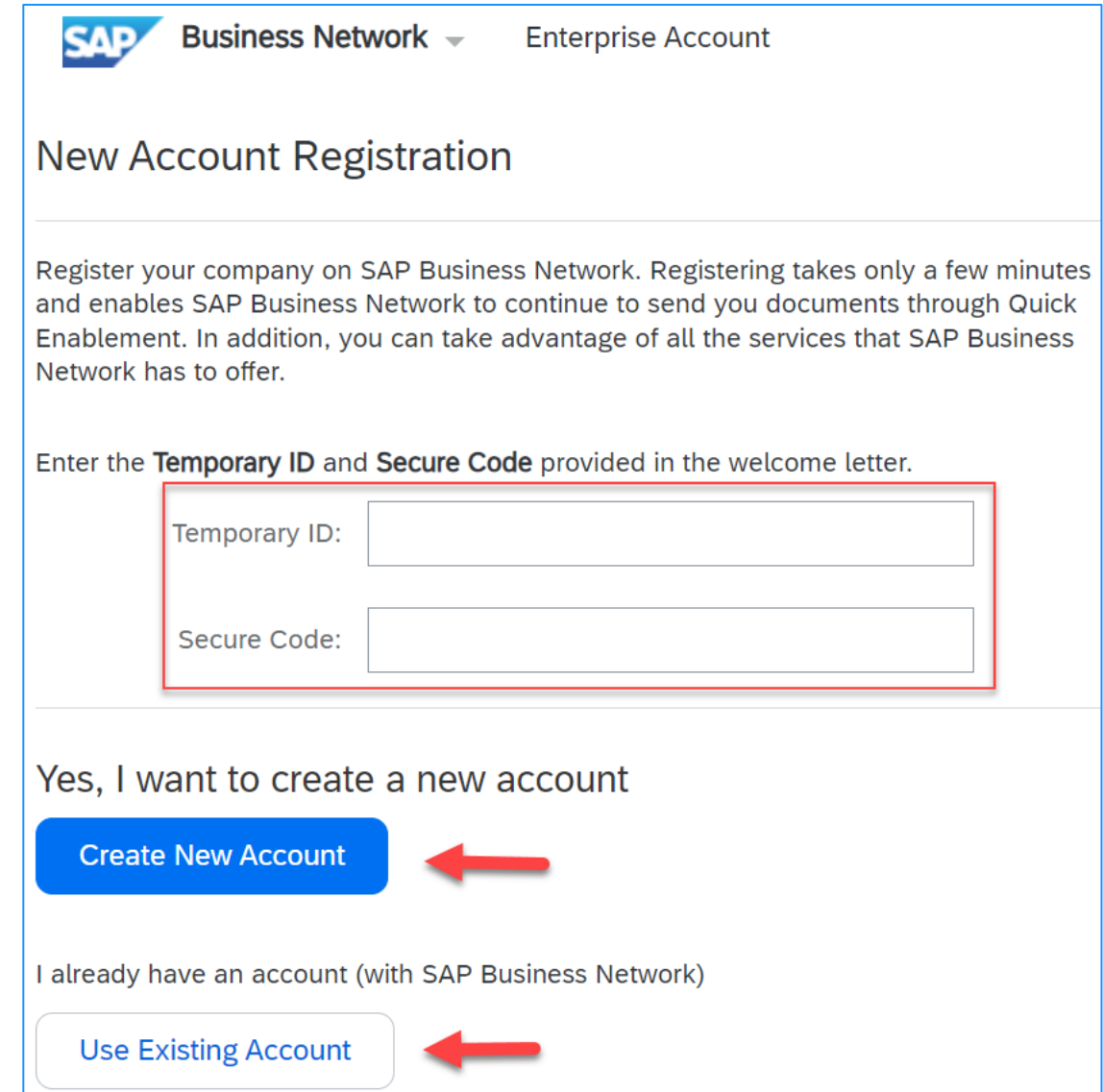
Accepting the Invitation

- Please look for an email from ordersender-prod@ansmtp.ariba.com. Click the link.
 - Please take note of the Temporary ID and Secure Code, you will need to enter this on the screen after clicking the link.
- The email will look like the below.



Accepting the Invitation

- You will then be taken to this screen after clicking the link in the email. 
- **Enter the Temporary ID and Secure Code** from the email. After entering it here, you do not need to save the Temporary ID and Secure Code, it is for one time use.
- 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**.
- Once you are logged into your account, please complete the [Enablement Tasks](#) assigned by your customer.



SAP Business Network ▾ Enterprise Account

New Account Registration


Register your company on SAP Business Network. Registering takes only a few minutes and enables SAP Business Network to continue to send you documents through Quick Enablement. In addition, you can take advantage of all the services that SAP Business Network has to offer.

Enter the **Temporary ID** and **Secure Code** provided in the welcome letter.


Temporary ID:

Secure Code:

Yes, I want to create a new account

Create New Account 

I already have an account (with SAP Business Network)

Use Existing Account 

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.

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▶ Account	11 Dec 2022	4	0	0
▼ Purchase Order	15 Jan 2023	2	1	0

This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.

Pending	Configure Purchase Order Routing and Notifications Configure your order routing method for your customers. You can choose specific routing methods for different types of incoming orders. If you use email routing it is recommended to setup a distribution list like orders@yourcompany.com. If you select online routing make sure you regularly log in to your account to check if you have received new purchase orders. Also configure email addresses to receive notifications when purchase orders are undeliverable (see the Email Notifications section below the "Electronic Order Routing" configuration).	Configure
Not Started	Purchase Order Sent Your customer has sent you at least one purchase order.	Buyer Task

[top](#)

Viewing Purchase Orders

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

The screenshot displays a software interface with a navigation menu at the top: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. Below the menu is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match', and a search input field containing 'Order number'. The main dashboard area shows a 'Getting started' section with two tabs: 'Overview' (selected) and 'Getting started'. Below the tabs are five tiles, each showing a large '0' and a label: 'New orders', 'Changed orders', 'Orders to invoice', 'Rejected invoices', and 'Orders'. The 'Orders' tile is highlighted with a red box. To the right of the tiles is a 'More' button with a notification badge showing the number '2'. The background of the dashboard is a blurred image of people in a meeting.

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.**

Workbench Customize 20

0

New orders

Last 31 days

0

Changed orders

Last 31 days

0

Orders to invoice

Last 31 days

0

Rejected invoices

Last 31 days

5

Orders

[Save filter](#)

0

Invoices

Last 31 days

Orders (5)

[Edit filter](#) | [Save filter](#) | [Last 365 days](#)

Customers

Order numbers

Creation date

Order status

Company codes

Partial match Exact match

[Show more](#) [Apply](#) [Reset](#)

[Resend Failed Orders](#) 🔍 ⚙️

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
43	Incyte Corporation	USD	Mar 1, 2024	New		⋮

Creating an Invoice

Creating an invoice

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

Purchase Order: 43

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

Order Detail

Order History



SOLVE
ON.

From:

Incyte Corporation
1801 Augustine Cut-off
Wilmington, DE 19803
United States

To:

Purchase Order

Creating an Invoice

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

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order: **430**

Invoice #:*

Invoice Date:* 29 Feb 2024

Service Description:

Supplier Tax ID:

Remit To:

Bill To:

Subtotal: **\$606.00 USD**
Total Tax: \$0.00 USD
Total Gross Amount: **\$606.00 USD**
Total Net Amount: **\$606.00 USD**
Amount Due: **\$606.00 USD**

[View/Edit Addresses](#)

Creating an Invoice

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

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:* ▼

Location:

Description:

Regime: ▼

Taxable Amount:

Tax Rate Type:

Rate(%):
! Required if Tax Amount is not entered

Tax Amount:
! Required if Rate is not entered

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**.

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Service Start Date:

Service End Date:

Customer: [View/Edit Addresses](#)

Email: [View/Edit Addresses](#)

Bill From: **A**

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment**

Add to Header ▾

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:

Shipping Documents Special Handling Discount

Creating an Invoice

1 First, click choose file

Attachments

The total size of all attachments cannot exceed 100MB

No file chosen

2 Select the invoice copy from your computer. Click Open

United States

Open

« OneDrive - SAP SE » Documents » Test

Organize New folder

Name	Status	Date modified	Type
Test.docx		5/17/2018 10:21 AM	Microsoft Word

File name: Test.docx All files (*.*)

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

Attachments

The total size of all attachments cannot exceed 100MB

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> Test.docx	12806	application/vnd.openxmlformats-officedocument.wordprocessingml.document

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.

Line Items Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL				1	EA	\$606.00 USD	\$606.00 USD

↳ Line Item Actions ▾ Delete

Turn on Error Dump ⓘ
Hide/Show XML

Update Save Exit Next

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

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.
If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 123	Subtotal: \$606.00 USD
Invoice Date: Thursday 29 Feb 2024 10:21 AM GMT-05:00	Total Tax: \$0.00 USD
Original Purchase Order: 430	Total Gross Amount: \$606.00 USD
	Total Net Amount: \$606.00 USD
	Amount Due: \$606.00 USD

REMIT TO:

BILL TO:

SUPPLIER:

BILL FROM:

CUSTOMER:

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.