

COMMUNICATION- SUPPLIER AWARENESS

Dear Supplier/Service Provider:

Amgen has made the decision to move Invoicing in the United States and Canada from our current system platform, MyBuy, to SAP. This will occur on Monday, April 26, 2021. After this move, SAP will become Amgen's global platform for Invoicing. This will create a more streamlined process and improve operations globally. More importantly, this will put Amgen in a position to implement even more advanced technology. You will hear more about this in the future. No changes are being made to our Requisitioning or Disbursements processes or platform.

U.S. and Canada Suppliers that submit their invoices to the mailroom (email or physical address) may continue to do so through the transition without disruption. ***For Suppliers that use the Ariba Network to submit invoices, there will be a blackout period from 3:00pm PDT on Friday, April 16, until Monday, April 26, where you will not be able to do so.*** After the blackout period, you can resume submitting invoices using the Ariba Network just like you do today. There will be no impact to Purchase Requisition processing or Purchase Order issuances during the blackout period. Payment runs will continue uninterrupted during the blackout period. We expect to catch up on invoice processing shortly following the move to SAP.

We have included a simple fact sheet you can share with your colleagues as needed to help spread awareness of this change. You will also receive two additional reminders as we approach our cutover date of April 26: one in early April and one right before the blackout period. Thank you for being a valued Supplier and in helping to make this change a success.

For questions or issues:

- For immediate assistance, please call 805-447-2346
- If immediate assistance is not needed, please email AmgenProcureToPaySystemMove@amgen.com
- General questions on invoicing: [Supplier Invoice Guidelines](#)

Changes Are Coming To Invoicing In US and Canada

AMGEN®

What is Amgen changing?



Amgen is moving Invoicing from MyBuy to SAP in US and Canada

No changes to Invoicing in Puerto Rico or other countries

When will this happen?



Go Live is April 26th

What Changes For Suppliers?

Changes to Suppliers should be minimal. This move only affects our internal Invoicing system.

After Go Live, all Suppliers will continue to submit invoices in the same manner they do today

Active Purchase Orders remain in effect and will not be impacted

What to know before then?

There will be a blackout period where Invoices will not be able to be submitted using the Ariba Network

This blackout period is from Friday, April 16th at 3pm PST until Monday, April 26th at 8am PST

Suppliers that use the mailroom may continue to submit Invoices during the blackout period