



FREQUENTLY ASKED QUESTIONS (FAQs) – SUPPLIERS US and Canada (Excluding Puerto Rico) UPDATED – 12 March 2021

What is SAP Invoicing? How is it being used at Amgen?

SAP Invoicing is an industry-leading application that improves how Amgen transacts with our valued supplier partners brings efficiencies to how we process invoices and payments to suppliers.

Amgen will transition invoice processing to the SAP application in April 2021.

Will there be any kind of “black out” period during this transition?

- **Suppliers who submit invoices through the Ariba Network (AN)** will be subject to a blackout period beginning at 3:00pm PST on Friday, April 16 and ending at 8:00pm PST on Monday, April 26, 2021. We recommend that suppliers submit invoices prior to the blackout period, if possible.
- **Suppliers who submit invoices through the Amgen AP Mailroom** will not be subject to a blackout period; however, there may be a delay in Amgen’s processing of invoices during the transition period.

How will suppliers receive Purchase Orders (POs) from Amgen?

Suppliers will continue to receive POs the same way they currently receive POs from Amgen.

Will the Amgen Purchase Order number change when the new system is live?

Amgen Purchase Orders will not change for any U.S. or Canada PO.

How will suppliers send invoices to Amgen?

Suppliers will continue to send invoices to Amgen in the same way as they do today. There will be no change to the invoice submittal process for suppliers.

Will Amgen’s use of SAP Invoicing affect payment terms and/or payment times?

There will be no change to Amgen’s payment terms and/or payment times other than what is noted in Question #2 above.

How can suppliers get more information? Who can we contact with questions?

For questions related to the system move, please contact:

AmgenProcureToPaySystemMove@amgen.com

If you have ongoing billing or PO questions, please contact:

MyBuy@amgen.com