Incyte Invoicing Guidelines for Vendors and Agency Partners

Ensuring your invoices are processed smoothly is essential for timely payments. Below are key instructions to help avoid common mistakes and quickly correct any returned invoices.

Common Invoice Issues & How to Fix Them

Issue	Solution
❌ **Missing Purchase Order Number (PO#)**	🔹 The Incyte associate responsible for the PO will provide the correct PO# so you can resubmit the invoice.
❌ **Incorrect PO#**	🔹 The Incyte associate will confirm the correct PO#, allowing you to resubmit the invoice accurately.
❌ **Insufficient Funds on the PO**	🔹 The Incyte associate will increase the PO amount to cover the invoice, enabling you to resubmit it.
❌ **Invoice Sent to the Wrong Incyte Entity**	🔹 The responsible Incyte associate will ensure the invoice is redirected correctly for processing.
❌ **Invoice Submitted in the Wrong Currency**	🔹 A new PO will be created with the correct currency so you can resubmit the invoice in the appropriate format.
❌ **Vendor Not Yet Registered in the System**	🔹 The Incyte associate will initiate the vendor setup process. Once registered, a new PO will be created so you can submit your invoice successfully.

Best Practices for Seamless Invoice Processing

- ✔ Always double-check that the correct PO# is included before submitting your invoice.
- ✔ Ensure the PO has sufficient funds to cover the invoice amount.
- ✔ Confirm that your invoice is billed to the correct Incyte entity.
- ✔ Verify the currency on the PO matches the currency on your invoice.
- ✔ If you're a new vendor, complete the registration process promptly to avoid delays.

By following these guidelines, you'll ensure faster processing and payment of your invoices. For any further questions, please contact your contact at Incyte or Accounts Payable at ap@incyte.com.

Thank you for partnering with Incyte!