

Connecting to IDEXX on the SAP Business Network via Interactive E-mail PO



Public



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Check your inbox for the Interactive e-mail PO sent on behalf of IDEXX.

Note, the e-mail will be coming from ordersenderprod@ansmtp.ariba.com . This e-mail can sometimes land in your spam folder. Make sure to check your spam folder and add the [@ansmtp.ariba.com](mailto:ansmtp.ariba.com) domain to your “allow” list.

Next, click the “Process Order” button in the e-mail to get started.

IDEXX - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and [log in now](#).



Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

From:
IDEXX Laboratories Inc.
One IDEXX Drive
Westbrook, ME 04092
United States

To:



Purchase Order
(New)
4501148024
Amount: \$125.00 USD
Version: 1

Payment Terms
NET 10

Comments

Comment Type: Terms and Conditions

Body: This purchase order is subject to the terms listed below and located on the IDEXX Supplier Resource Center (<https://supplier-resources.idexx.com/en/supplier-resources/payment-responsibilities/>), unless otherwise governed by an existing agreement:

-Purchasing Terms and Conditions.

-Supplier Code of Conduct.

-U.S. DoL Equal Opportunity Employment.

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You will now be taken to a screen where you can choose from 3 choices:

1. **Review Accounts-** This allows you to review already existing accounts on the Network to see if your company may already have an active account.
2. **Use Existing Account-** This option allows you to connect your existing account to IDEXX. Please note, you can use an existing Enterprise Account if you'd like. Using an existing account may accrue Network fees.
3. **Create New Account-** This option will create a brand new account on the Network that will be connected to IDEXX.



IDEXX

Connect with IDEXX - TEST on SAP Business Network to collaborate.

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#) ?

[Create new account](#) ?

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When you click “Review Accounts” you will be taken to a screen where possible company matches will be shown. The Network takes the information IDEXX entered into the system and matches that to existing records on the Network.

If you believe there may be a match, click “Contact Administrator”. You will then have the ability to email the administrator of that account to see if they might work at the same company as you.

This will help prevent you from creating additional accounts for one company.

Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria | [Edit](#)

Company Name	E-mail address	Country
PORTLAND WATER DISTRICT-TEST	renee.swiger@sap.com	USA

Search results (20) | ★ Means you are a user of this account | **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action ?
★ [REDACTED]	Yes	United States	PA	788690943	Use this account
★ [REDACTED]	Yes	United States	PA		Use this account
★ [REDACTED]	Yes	United States	PA		Use this account
★ [REDACTED]	Yes	United States	PA		Use this account
[REDACTED]	Yes	United States	CA		Contact administrator

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This page is for adding the IDEXX Relationship to your existing SAP Business Network account. If you plan to create a new account, skip this page.

When you click “Use Existing Account”, you will be taken to a log-in screen where you can enter your existing account’s Username and Password.

Please note, if you are not the administrator of the account:

1. You may need to forward the invitation to the administrator for them to accept the relationship request from IDEXX
2. or
3. you may need them to give you user permissions to accept relationship invitations.

If you cannot remember your log-in credentials, select “Forgot Username” or “Forgot Password”.

If the administrator of the existing account no longer works at the company, select “Help”, then select “Support”, then select “Contact Us”.

< Back Help

IDEXX

Sign in to connect with IDEXX - TEST

Username

[Forgot username?](#)

Password

[Forgot password?](#)

[Connect](#)

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When you select “Create new account”, you will be asked to fill out/edit the information on the registration screen.

Enter the required information, accept the terms of use, and check the “I’m not a robot” box to proceed to your newly made account.



Create an account to connect and collaborate with IDEXX - TEST on SAP Business Network

Company information [?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

State *

Zip *

Administrator account information [?](#)

First name *

Last name *

Email *


Use my email as my username

Password *

Repeat password *

Business role *

- I have read and agree with the [Terms of Use](#).
- I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot  reCAPTCHA
Privacy - Terms

Create account

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Once you have created your account, you may be prompted to review existing accounts. If you have already done this or do not want to, select “continue account creation”

We found existing accounts based on the information you entered. Please review.

Review accounts

or

Continue account creation

Connecting to IDEXX on the SAP Business Network via Interactive E-mail PO

Once you register, you will receive another e-mail from ordersender-prod@ansmtp.ariba.com with your account information. Save this information as you may need your account ANID in the future.

Welcome to SAP Business Network

Please find your account information below.

Your account:

Company name:

Username:

Business Network ID: **AN11186250022-T**

Administrator email:

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Once you have either signed in with your existing credentials or created a new account, you will be taken to the PO in your SAP Business Network Account. To create the invoice, click “Create Invoice” and then select “Standard Invoice”. You will then be taken to the invoice page where you will fill out the necessary fields to create your invoice for IDEXX.

The screenshot displays the SAP Business Network interface for a purchase order. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A red arrow points to the 'Create Invoice' button, which has a dropdown menu open showing options: 'Standard Invoice', 'Credit Memo', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. The 'Standard Invoice' option is highlighted with a red box. Below the buttons, there are tabs for 'Order Detail' and 'Order History'. The IDEXX logo is prominently displayed. To the right, there is a 'To:' field with a blurred address and a 'Track Order' button. On the far right, purchase order details are shown: 'Purchase Order (New) 4501148024', 'Amount: \$125.00 USD', and 'Version: 1'. Below the main header, there are sections for 'Payment Terms' (NET 10), 'Comments' (This purchase order is subject to the terms listed below...), and 'Other Information' (Expedited: No, Company Code: USC1, Purchasing Unit Name: USC1 - IDEXX Laboratories Inc.). At the bottom, there are three columns: 'Ship All Items To' (IDEXX Corporation, One IDEXX Drive, Westbrook, ME 04092, United States, Ship To Code: USP7, Phone: +1 (207) 8560300, Fax: +1 (207) 8560352, Email: amy-robinson@idexx.com), 'Bill To' (IDEXX Laboratories Inc., One IDEXX Drive, Westbrook, ME 04092, United States), and 'Deliver To' (Amy, IDEXX Corporation).

Thank you.

Contact information:

Questions?

supplierenablement@idexx.com

