

Supplier v9.0 Auction Top FAQs

#	Question	Answer
1	An invitation to the Auction was received. How do I log in?	Access will be granted in SAP Sourcing upon receipt of three (3) emails from Eli Lilly Procurement.com to SAP Sourcing Supplier, and the Auction release date. Three (3) emails 1) Invitation to Auction 2) Username) Temporary System Password. Use the website address within the invitation or username email to access SAP Sourcing Supplier application. Check your junk mail folder for receipt of the emails, if not located in your general inbox. Note: Review of information will not be granted until Auction preview time. So system access will be allowed with no access to review the pertinent information until the Auction owner desired preview time.
2	I received my invitation and username, however I did not receive my password. How is access to the system achieved?	Go to the SAP Sourcing application site and select " Login Problem? Get Support " input your information and look within your regular inbox, junk mail, or prohibited mail folder for the new password submission. If after one (1) attempt for reset of password with no success via SAP Sourcing, please a Supplier Request Form for technical support.
3	How do I confirm participation?	First, select the Auction: a) "Auction" in the toolbar next to home. b) Choose the Auction name for the desired event c) Click on the underlined Auction number denoted as AUC-00000-0000. d) Review the Auction Participation Requirement. Then select to either "Confirm Participation" or "Decline Participation" e) Click "OK." The screen will refresh and you will enter the Auction. Proceed to review the additional participation requirements in the Discussion tab.
4	Is participation in the Auction required?	To proceed further in Lilly's request the Auction is a key component. Please contact your Auction owner regarding the impact of your election.
5	After confirmation, what is needed to proceed within the Auction?	Upon acceptance within the Auction module of all Lilly terms and conditions, then additional review is required. Initiate the process by reviewing the information maintained within the Auction module as each Auction have varying requirements. The tabs note the area of importance: * Header Tab -contact information, * Schedule tab-timeline to participate and complete Auction components, * Information tab- to review all requirements within the Auction (Legal Compliance, PO terms, Scope of Request criteria, etc), * Line Items tab- A list of all items included in the Auction required for the Scope of Work (SOW). On the "Events" toolbar , choose " Attachments " to download and review criteria for the SOW and compliance items required to work with Lilly.
6	What are the phases of the Auction?	The Auction module maintains several phases. 1) The Release Phase where access and participation confirmation is required. 2) Preview Phase allows review of all the information maintained within the Auction to which the line items will require bidding. 3) The Pre-Bid Phase where your initial submission of your pre-bid pricing shall be submitted along with any additional components are requested in the SOW. 4) Bid phase, where a live auction will occur within a set timeline parameters roughly of an hour or less on a predetermined date to define and place your pricing to Lilly for the Scope of Work requested.
7	Can the Attachments be printed out as there are various team members involved with the process?	From the Events toolbar, select Action ; then print Auction to Pdf . Upon conversion to Adobe Acrobat pdf, the file can be printed or downloaded.
8	How do I submit Auction specific questions relayed in the Scope of Work (SOW)?	On the Events toolbar, select Discussion. Choose " General Discussion", followed by selecting " New Topic." Input your question with a subject header and select "ok." The question will be submitted to the Auction owner as an email. During the entire Auction the Discussion forum will provide an email tool means for submission of all Auction questions whether Auction specific or technical. The owner or collaborator will respond to the discussion post via this forum. All questions submitted within the forum to Lilly are held confidential and can only be reviewed by the Auction owner and collaborators. Note: In the Live Auction Bidding Phase - the Chat functionality (IM feature) will be utilized only for communication.
9	Where do I submit the "Supplier Questions to Lilly?"	As denoted per the timeline date, all " Supplier Questions to Lilly " can be placed as a reply to the Discussion forum. Post "Supplier Questions to Lilly" using the Excel template provided in the discussion area. Download the form, located in the Attachments or in the Discussion post. Select "Reply" to attach the completed form by selecting the ellipsis in your message to apply the file. *Only place these questions within the Discussion tab.*

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10	How is communication maintained during the Auction?	<p>Communication during the Auction process is maintained in five way, however not all avenues of communication will be utilized for each Auction.</p> <ol style="list-style-type: none"> 1) First information maybe received or communicated via phone. 2) Updates to the Auction and any attachment modifications or changes in timelines will be updated via the Discussion forum. 3) Email submissions are utilized at times to address responses submitted regarding technical issues or other pertinent Auction updates. 4) SAP Sourcing workbench will communicate timeline updates within the schedule. 5) The Chat functionality similar to Instant Messaging (IM) will be utilized during the live event/bidding phase only for communication purposes.
11	What components are required for participation within an Auction?	<p>Each Auction is highly customized requiring review of all material maintained within the Auction module. It is imperative to understand all components related in the Scope of Work and Line Item request. These components are vital to the overall request from Lilly. During the preview process, we recommend review of all line item requirements along with communicating any concerns or questions to the Auction owner to clarify any specifics within the Auction parameters. Further detail not included within the module can be addressed per the Auction owner's discretion prior to the live Auction. Contact the Auction owner for outstanding issues.</p>
12	Is training provided to utilize the eSourcing application prior to the Live Auction?	<p>Lilly can offer a training to all participants for your company prior to the Live Auction. Please contact your Auction representative to discuss your company needs and system requirements for a Mock Auction .</p>

Tip 1: SAP Sourcing Portal Link

Tip 2: SAP Sourcing Supplier Request Form

Tip 3: Lilly Supplier Portal
(Glossary)

Tip 4:

<https://sourcing.lilly.com/sourcing/fsvendor/vendordesktop/login>

<http://supplierportal.lilly.com/Pages/Supplier-Support-Request-Form.aspx>

<http://supplierportal.lilly.com/Pages/SAPSourcing.aspx>

The main screen is called the workbench which maintains a copy of a "Helpful Tip Guide" to navigate the Request for Information/Proposal/Quote process. Please review prior to participation.