

# How to Access SAP Sourcing

Welcome to the Eli Lilly and Company SAP Sourcing system. This system is utilized as a tool to exchange information with suppliers as selected by our Procurement organization through the RFx, Auction or contract process. As a supplier, your company will only gain access to this system through authorization from an authorized Procurement representative.

There are two ways your company could gain access to the system:

1. System generated email

*If an authorized Procurement Representative requested access for you*

2. Invitation Notice email

*If you were invited to participate in an event by an authorized Procurement Representative*

## **System Link:**

Use this [link](#) to access SAP Sourcing. Enter the username and password provided in your emails. If you do not receive this information for an event or contract, simply complete the [Supplier Request form](#). The SAP Sourcing Support Team will respond to your request upon completion of the entire form.

## **Invitation Notice:**

To access the system use the link provided in the invitation email to access the SAP Sourcing system. Three (3) emails from [Eli\\_Lilly\\_Procurement@lilly.com](mailto:Eli_Lilly_Procurement@lilly.com) will be received containing 1) username, 2) password, and 3) invitation to the event. Each event primary contact will receive those emails. Check your junk email folder, if you did not receive this information.

\*Note: If your company had access in our prior system, this information is no longer valid. Each contact invited to a new event or contract will receive new information.