



eConnect Integration Solution for Suppliers.

Hosted by Direct Commerce.

Project Scope

Eli Lilly and Company (Lilly) has launched a new portal called **eConnect**, hosted by partner Direct Commerce. The Lilly Supplier eConnect Portal enables your business to view its Lilly purchase orders, submit its invoices electronically, and view company payments over a secured internet connection. In addition, you will now have the opportunity to get paid faster via the early pay feature.

Eligibility

Lilly Suppliers are eligible to use the eConnect “Integrated Solution” process at no charge if they meet the following eligibility criteria:

- a) Supplier submits **more than 100 invoices per month to Eli Lilly and Company.**
- b) Supplier can send invoices automatically via EDI, CSV or XML using Direct Commerce’s “Integrated Solution” specification.

For suppliers that do not meet the above eligibility requirements, Direct Commerce offers custom ‘Integrated Solution’ options for a one-time set up fee. These options are described below:

#	Description	Set Up Fee (estimated)
1	Supplier submits less than 100 invoices per month and can adhere to Direct Commerce’s “Integrated Solution” specification.	\$1,600 (approx. 8 hours)
2	Supplier submits more than 100 invoices per month but cannot adhere to Direct Commerce’s “Integrated Solution” specification, i.e. high-volume suppliers that require a customized integration.	\$1,600 - \$6,400. (approx. 8-32 hours) Pricing varies based on complexity.
3	Supplier submitting less than 100 invoices per month and cannot adhere to Direct Commerce’s “Integrated Solution” specification i.e. low volume suppliers that require a customized integration.	\$3,200 to \$8,000 (approx. 16-40 hours) Pricing varies based on complexity.

Depending upon the supplier requested modifications to the Direct Commerce’s “Integrated Solution” specification, the above set-up fees may vary. Set-up fees must be paid before integration project can begin. For the suppliers that align within one of these three (3) options, Direct Commerce will provide an alternative process overview, which will be somewhat different from the “Integrated Solution Process Overview” described below.

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Please note that this is a technical integration process that should be completed by your IT team.

Integration Solution Process Overview

1. Complete the Lilly Integrated Solution Survey: [Click Here](#)
2. Download our Integrated Solution Specification (“Specification”):
<http://info.directcommerce.com/Lilly.html>
3. After reading the specification, email LillyOnboarding@directcommerce.com to request setup in the testing environment. Please also include a sample invoice file for your selected format (EDI, CSV, XML) as an attachment.
4. You will receive a username, password and URL for the Direct Commerce TEST environment from LillyOnboarding@directcommerce.com
5. Create sample invoice files for this testing following the requirements in the Specification.
6. Upload your sample invoice files to the test server. Run multiple tests:
 - a. Test 1: upload an invoice file that passes the validation
 - b. Test 2: upload an invoice file that fails the validation
 - c. Test 3: upload a Credit Memo file type that passes the validation
 - d. Make sure you are considering all invoice fields (line item details, tax, freight, misc charges)
7. Once you have run preliminary testing, contact LillyOnboarding@directcommerce.com to set up transfer protocol testing (FTP/sFTP). Then Lilly Onboarding Team will help you complete testing.
8. Once testing is complete, tell your AR Manager you are ready to cut-over to production. Ensure your AR Manager and the Account Manager for Eli Lilly approve the process to cut-over to production.

Production Cut-Over:

9. Your IT team will migrate maps or other changes from test server to your production server.
10. Your IT team will configure the transmissions (SFTP/FTP) to use when sending files to the production folders.
11. Direct Commerce will migrate maps, changes and transmission configurations to its production server.
12. Eli Lilly will approve the production deployment.
13. Direct Commerce and Supplier will turn on integration to production servers.
14. For the first week, we recommend your IT team monitor all invoice files to ensure there are no problems after go live.

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What else you need to know:

- This is a technical integration process that should be completed by your IT team.
- Your IT team should make sure your AR Manager and the Account Manager responsible for Eli Lilly Purchase Orders are kept informed on the testing progress. They will need to approve test invoices before you go live in production.
- Your AR Manager will need to use the PO-Flip functionality within the eConnect until the Integrated Solution process is complete.
- Help Documentation and an Overview Training Video on eConnect are available for all Users; please review Additional Resources section in the Appendix.
- Suppliers who are not eligible for the no-cost option will be engaged in a separate process and the fees may be subject to change. Final costs will be outlined in Statement of Work (SOW) to be executed with Direct Commerce.

Next Steps

1. Complete the Lilly Integrated Solution Survey: [Click Here](#).
2. Download our Integrated Solution Specification (“Specification”):
<http://info.directcommerce.com/Lilly.html>
3. Please read the Specification, then send a sample invoice file (EDI, CSV or XML) to LillyOnboarding@directcommerce.com to start the process.
4. If your company does not meet the no-cost Integrated Solution eligibility requirements, please contact Direct Commerce at LillyOnboarding@directcommerce.com to get a quote for a custom integration.

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Appendix

Lilly Invoicing Policy

To maximize process efficiencies, improve productivity, and achieve cost reduction benefits for both Lilly and our suppliers, Lilly is requiring its PO suppliers to use the Lilly Supplier eConnect Portal (eConnect) to submit invoices and for any inquiry about their POs, invoice and payment status. There are no charges to the supplier to enroll or use eConnect.

In addition, it is Lilly's intention to stop accepting paper or emailed invoices after your country's registration deadline.

Lilly is also in the process of revising its PO Terms and Conditions and contract language to include eInvoicing requirements via eConnect.

As a valued business partner, Lilly is providing onboarding services hosted by our partners Direct Commerce and DXC to assist you during the enrollment process. Once enrolled, you will experience the benefits and ease of use of our eConnect Portal.

Additional Resources

1. Webcast Training, Introduction to eConnect:

English:	https://goto.webcasts.com/starthere.jsp?ei=1196166&tp_key=7639023dc4
French:	https://goto.webcasts.com/starthere.jsp?ei=1196168&tp_key=2093cdcbfa
Spanish:	https://goto.webcasts.com/starthere.jsp?ei=1196172&tp_key=3ada25cb61
German:	https://goto.webcasts.com/starthere.jsp?ei=1196167&tp_key=0f867980
Dutch:	https://goto.webcasts.com/starthere.jsp?ei=1198067&tp_key=77d5acc9de
Canada:	https://goto.webcasts.com/starthere.jsp?ei=1175307&tp_key=3c2c9a97c4

2. Frequently Asked Questions:

- a) For IT managers, please use the **Integrated Solution Specification**.
- b) For AR managers and users, please use the **FAQ document in the eConnect HELP** section or in the eConnect Webcast Training (URL links above).

