Instructions for submitting address or other changes to supplier information through the web invoicing site

Remember – If you are changing your name or Tax ID, Lilly requires a new substitute W9 form to be completed and attached to your request.

*Instructions for E-invoicing supplier*
2. Under the heading ‘Accounts Payable’ select/click [Web Invoicing]
3. Log onto the Lilly web invoicing website (URL link is [https://my.directcommerce.com/Login.jsp?customer=lilly](https://my.directcommerce.com/Login.jsp?customer=lilly))
4. Create your invoice accordingly. Underneath the [Remit To] area, click on [change remit to address] command. In the body of the email type, your new address or instructions of the information your company needs changed. Click on ‘Send’ when completed.

![Instructions for E-invoicing supplier](image.png)
Inquiry Supplier

2. Under the heading ‘Accounts Payable’ select/click [Web Invoicing]
3. Click on [continue]
4. Log onto the Lilly e-invoicing website (URL link is [https://my.directcommerce.com/Login.jsp?customer=lilly](https://my.directcommerce.com/Login.jsp?customer=lilly))

5. Go to the top right hand side of the screen. In the [QUICK SEARCH] field the word, ‘Invoices’ will be displayed. Leave that selection. In the [DOC #] field, key in any previously submitted invoice number. Click ‘Go’ or just ‘enter’

6. Once the invoice is displayed, underneath the [Remit To] area, click on [change remit to address] command. In the body of the email type, your new address or instructions of the information your company needs changed. Click on ‘Send’ when completed

NOTE: If additional information is needed before changes can be performed, the Eli Lilly’s Vendor Data Stewards will contact your company.