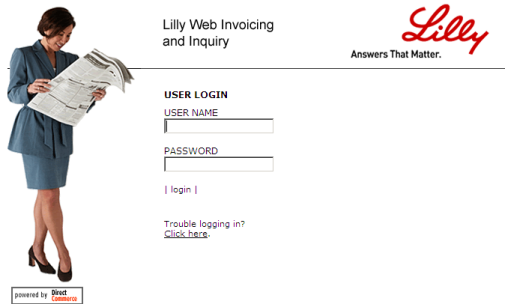


## Instructions for submitting address or other changes to supplier information through the web invoicing site

**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

1. Use URL link <http://supplierportal.lilly.com/>
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>)

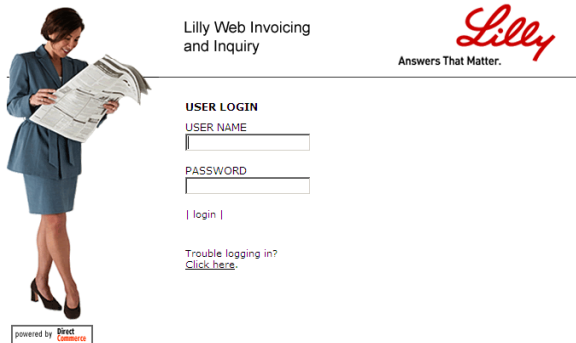


4. Create your invoice accordingly. Underneath the [Remit To] area, click on [change remit to address] command. In the body of the email type, your new address or instructions of the information your company needs changed. Click on ‘Send’ when completed

LINE ITEM	PRICE	EXTENDED
EA	10.00	2.50
CENTRIFUGAL PUMP IMPELLER NUT		
00-34 Bin Location : 13-39-A3 Delivery		
LINE ITEM SUBTOTAL:		\$2.50
TAX:		\$0.00
TOTAL:		\$2.50

## Inquiry Supplier

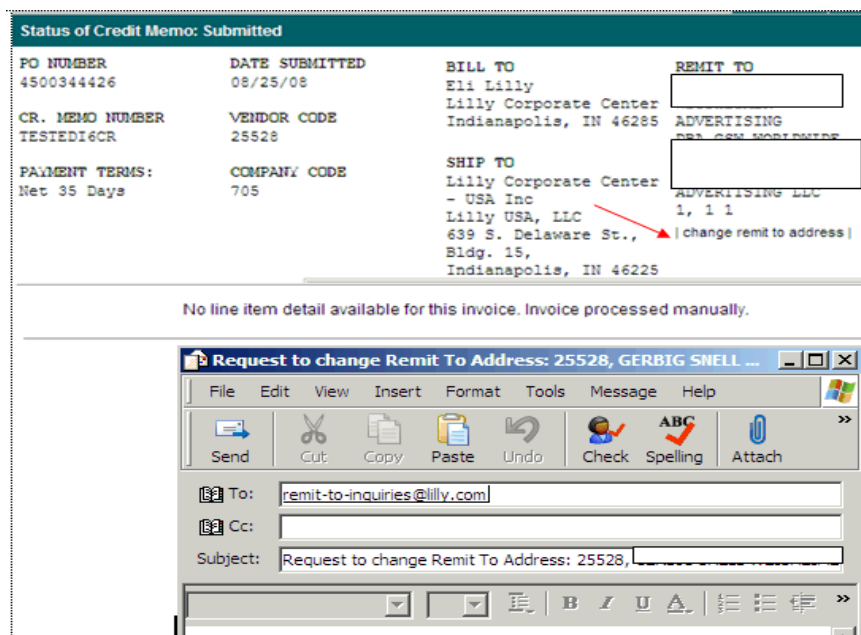
1. Use URL link <http://supplierportal.lilly.com/>
2. Under the heading '**Accounts Payable**' select/click [Web Invoicing]
3. Click on [continue]
4. Log onto the Lilly e-invoicing website (URL link is <https://my.directcommerce.com/Login.jsp?customer=lilly>)



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.