

## Lilly Supplier Invoice & Payment Inquiry Portal User Guide (Hosted by Statement Matching.com)

30.03.2023 Version 2.0.8



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## Introduction

Welcome to the Lilly Supplier Invoice & Payment Inquiry Portal, hosted by Statement Matching.com. The Portal will enable you to view your invoices, payment details, and the statements you have sent to your customer. You can upload new statements which will be automatically matched by the system to check that the customer has received all your invoices. The results of the statement match are available to view after the upload with options to message the customer about specific invoices.

## **1**. How to Access the Portal

### 1.1 Initial Access – Registering on the Portal

• Open your browser and click on the following link, <u>Statement Matching Vendor</u> Portal v2.0.8 (statement-matching.com)



• Enter your email address and click on 'Click to Accept'





- You will receive an email from Statement-Matching,(Statement-Matching.com <<u>mail@supplier-reconciliation.com</u>>). Check your junk/spam folder if you do not receive the email.
- Open the email and click on the link 'Click Here'

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 The following browser page will open. Enter your new password and click on 'Reset Password'



• The Portal will open with your Account Payable Data

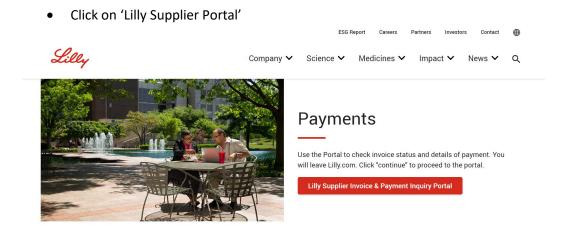
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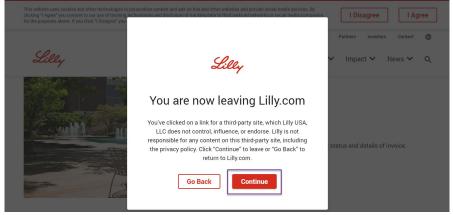
## **1.2 Supplier Portal Daily Access**

Once you have obtained access to the Portal, please bookmark and use the following link for day to day use, <u>Supplier Portal Log In</u>

You can also access the Portal at the following link, Payments | Eli Lilly and Company



You will receive the following pop up box, please click on 'Continue'

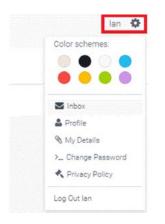


\*After registering on the portal, should you wish to extend this access to other colleagues, please reach out to the Lilly Accounts Payable team at the following link, <u>Contacting Accounts</u> <u>Payable | Suppliers | Eli Lilly and Company</u>



## 2. User Details

Your email address is your user id and your password is set the first time you login to the system. You can reset your password and your colour preferences from the user menu by your username in the top right of the web page, see below. If you have forgotten your password this can be reset from the login screen.



# **3**. How to view your Invoices which have been processed by the Customer

From the menu select 'My Invoices'. Use the dropdowns to view your invoices with specific customers based on your profile and the payment status of the invoice (paid or not paid), the document status of the invoice with the customer or search for a specific document. An example of the 'My Invoices' page is shown below with the dropdown selections highlighted in red.

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If you have a query on any of the line items displayed, please click on 'Email' under the 'Messages' column. This will open a new email in your outlook. The email will automatically default to Lilly's query email address along with the details of your line item.



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\*Please continue to submit your invoices using your current process.

## 4. How to view Payments and your Invoices Cleared by the Payment

From the menu select 'My Invoices' and then 'Payments'. The screen will display the most recent payments, and by selecting the 'Select' in the payment document row, the list of invoices paid will appear at the bottom of the payment list, see below. A dropdown is provided to select the customer payment and a search is available to find a specific payment document.

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If you have a query on the list of invoices paid, please click on 'Email' under the 'Messages' column. This will open a new email in your outlook. The email will automatically default to Lilly's query email address.

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## 5. How to view your Statements

From the menu select 'My Statements'. The initial screen lists your statements processed by Statement-Matching.com. A dropdown to select the customer you wish to view and there a search box to find the statements that contain a specific invoice. Statements and the invoice lines matched can be viewed when selecting 'View' at the end of a statement document line in the listing.

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The statement detail view lists, in rows, your invoices and credit notes. The left half of the list is the data from your statement, with the customers accounting system information on the right, split by the Statement-Matching.com Line Status.

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## 6. How to upload your Statement of account for a Customer

To upload a statement, you are required to have your statement information in an Excel spreadsheet for the invoices and credit notes for the customer. Note: The first row of the spreadsheet must contain the column headings for the mapping process. The statement information required is:

- □ Invoice/Voucher Number
- □ Invoice Date
- □ Invoice Amount
- □ Currency (option as this can be defaulted)



From the menu select 'Send Statement'. Then select the customer the statement is for from the dropdown (1.) then select the Customer's Company whom the statement is for (2.). Then select the 'Choose File' button (3.) and select the Excel spreadsheet containing the statement information from the pop-up. Then select 'Next' (4.).

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The statement information is uploaded to Statement-Matching.com. The next screen maps the columns from the Excel spreadsheet to the data columns in Statement-Matching.com. To complete the import you must select the following columns:-

- 1. Document Number
- 2. Document Amount
- 3. Document Date
- 4. Document Date format from the dropdown opposite the Document Date selection
- 5. Currency or select a Currency from the dropdown
- 6. Then select 'Start import'

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The imported statement information is now matched using the mapped columns to the accounting data of the customer. The screen will display an import notification. Select the 'View Statements' button or from the menu 'My Statements' to view your uploaded statement.

Notification	
	M-11-01-201611-26-57.xlsx) has been started in the background. You can now import another file. aplierDoc63115820_11-Jan-2016
View Statements	
Upload Another Sta	tement

## 7. How to escalate technical issues with the Portal

If you experience any technical issues with the portal, please send an email to, <u>support@statement-matching.zendesk.com</u>