

Lilly Supplier Invoice & Payment Inquiry Portal User Guide

(Hosted by Statement Matching.com)

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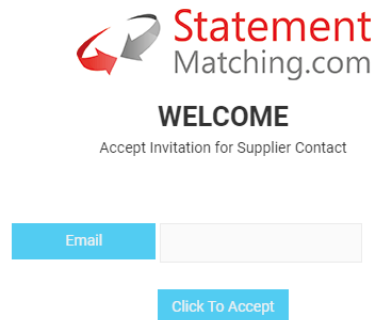
Introduction

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.

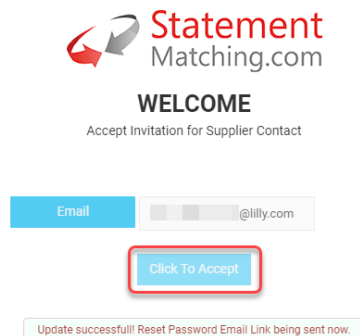
1. How to Access the Portal

1.1 Initial Access – Registering on the Portal

- Open your browser and click on the following link, [Statement Matching Vendor Portal v2.0.8 \(statement-matching.com\)](https://statement-matching.com)

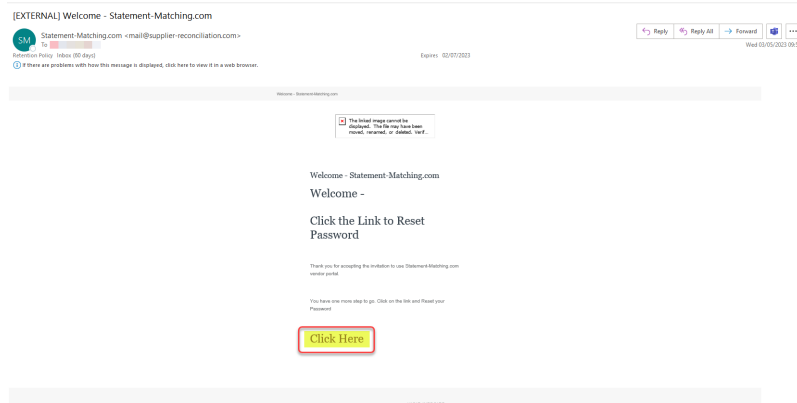


- Enter your email address and click on 'Click to Accept'

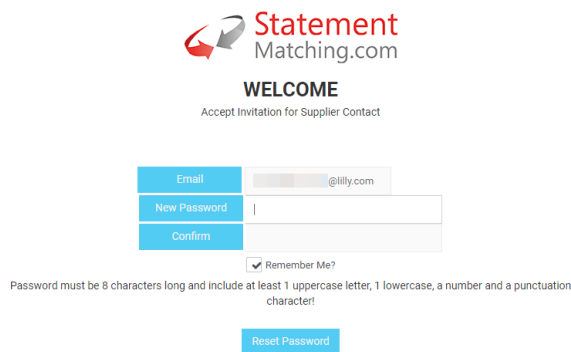


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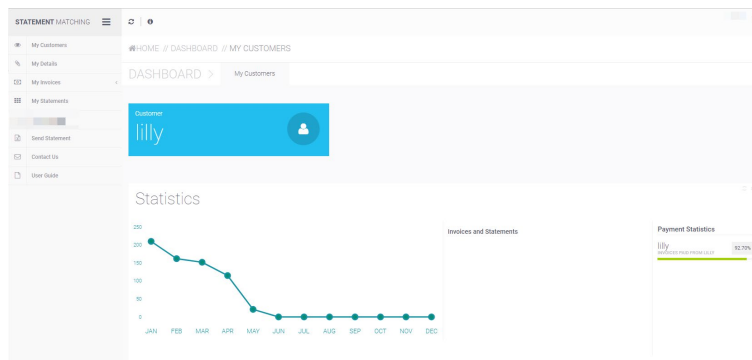
- You will receive an email from Statement-Matching,(Statement-Matching.com <mail@supplier-reconciliation.com>). Check your junk/spam folder if you do not receive the email.
- Open the email and click on the link ‘Click Here’



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



- The Portal will open with your Account Payable Data



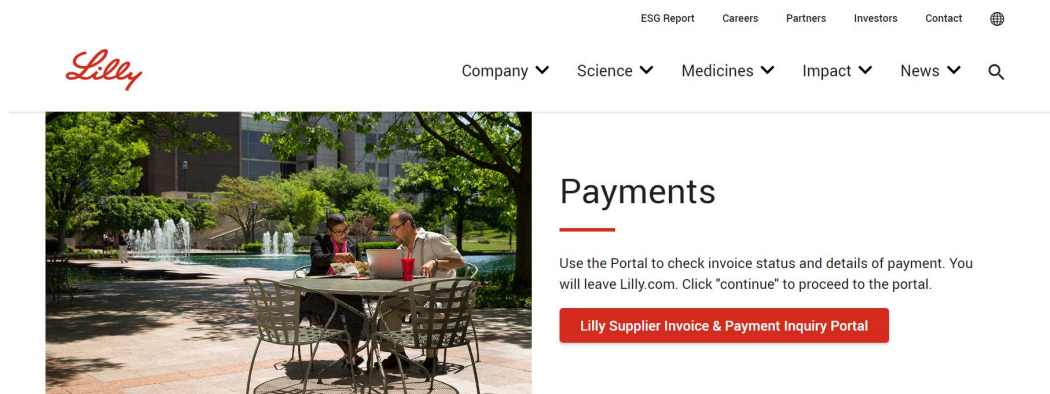
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1.2 Supplier Portal Daily Access

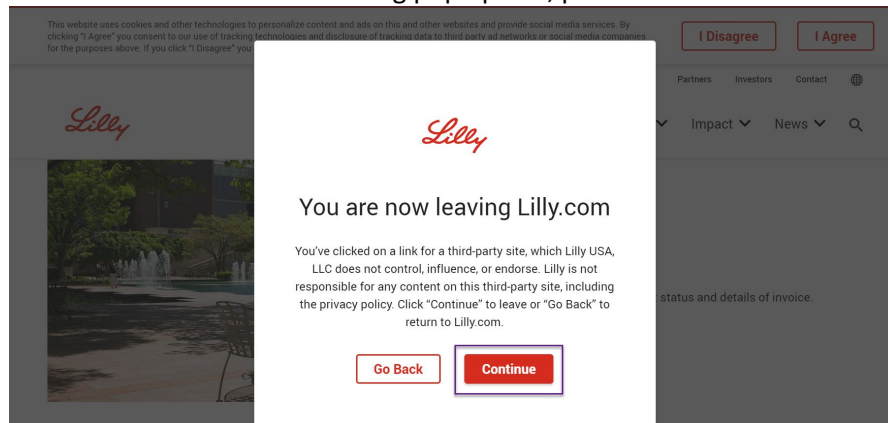
Once you have obtained access to the Portal, please bookmark and use the following link for day to day use, [Supplier Portal Log In](#)

You can also access the Portal at the following link, [Payments | Eli Lilly and Company](#)

- Click on 'Lilly Supplier Portal'



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

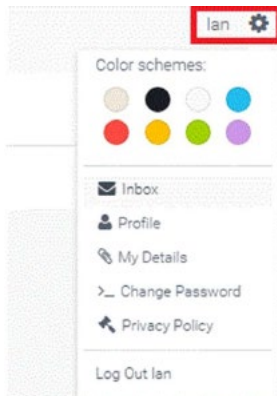


***After registering on the portal, should you wish to extend this access to other colleagues, please reach out to the Lilly Accounts Payable team at the following link, [Contacting Accounts Payable | Suppliers | Eli Lilly and Company](#)**

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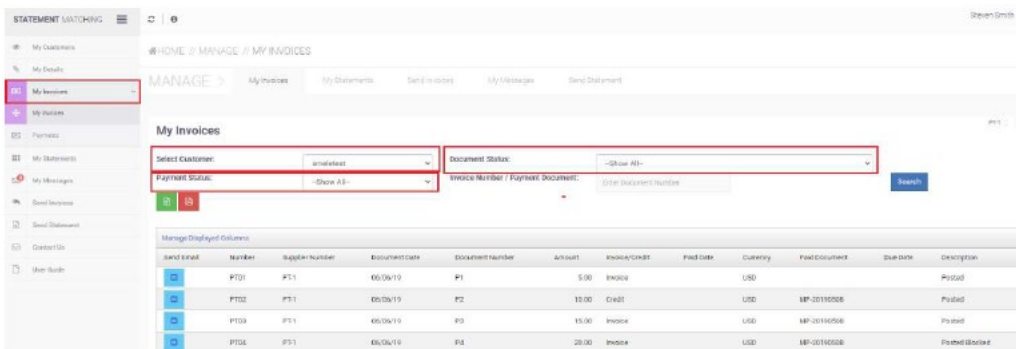
2. User Details

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

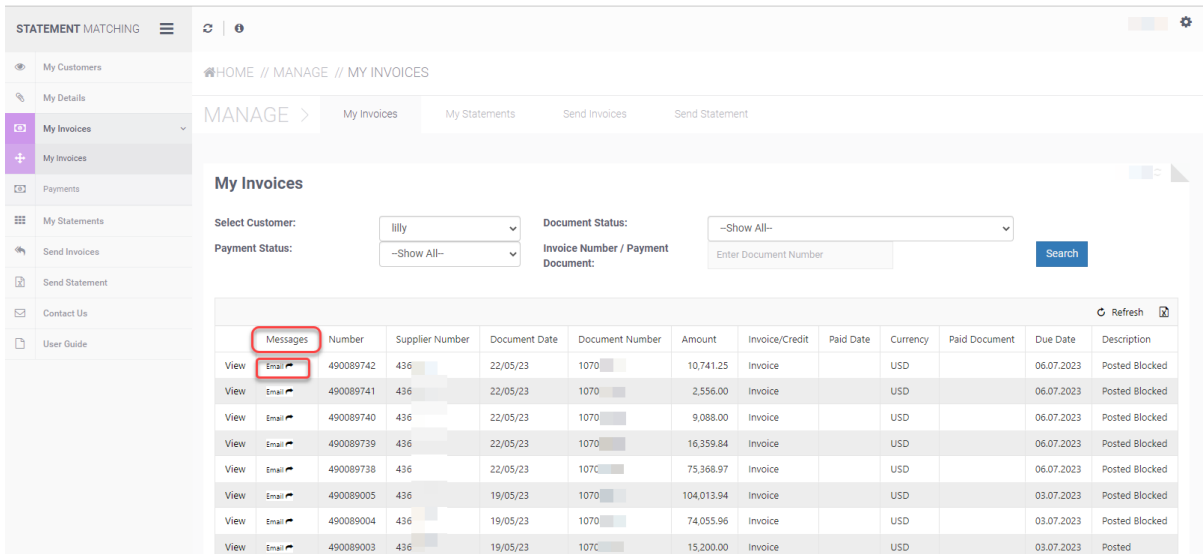
From the menu select 'My Invoices'. Use the dropdowns to view your invoices with specific customers based on your profile and the payment status of the invoice (paid or not paid), the document status of the invoice with the customer or search for a specific document. An example of the 'My Invoices' page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



Send Email	Number	Supplier Number	Document Code	Document Number	Amount	Invoice Type	Due Date	Currency	Paid Amount	Due Date	Description
	PT01	PT1	05/06/19	PT1	5.00	Invoice		USD			Paid
	PT02	PT1	05/06/19	PT2	10.00	Credit		USD	MP-20190506		Paid
	PT03	PT1	05/06/19	PT3	15.00	Invoice		USD	MP-20190506		Paid
	PT04	PT1	05/06/19	PT4	20.00	Invoice		USD	MP-20190506		Paid/Blocked

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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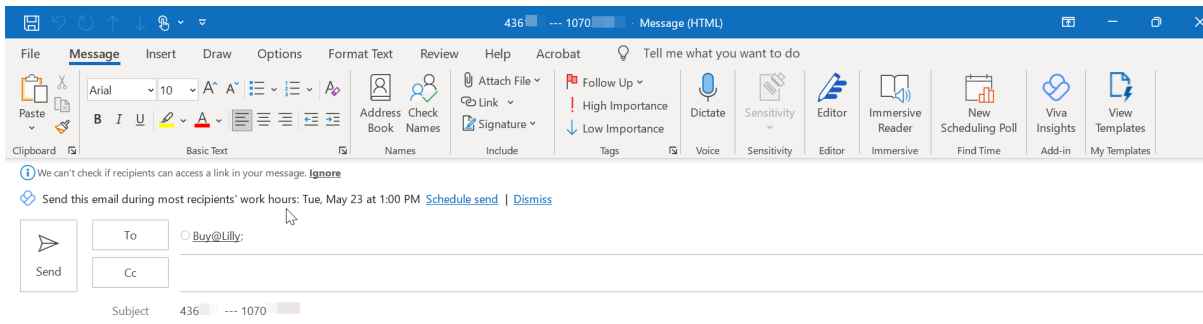


My Invoices

Select Customer: Document Status:

Payment Status: Invoice Number / Payment Document:

Messages	Number	Supplier Number	Document Date	Document Number	Amount	Invoice/Credit	Paid Date	Currency	Paid Document	Due Date	Description
View Email	490089742	436	22/05/23	1070	10,741.25	Invoice		USD		06.07.2023	Posted Blocked
View Email	490089741	436	22/05/23	1070	2,556.00	Invoice		USD		06.07.2023	Posted Blocked
View Email	490089740	436	22/05/23	1070	9,088.00	Invoice		USD		06.07.2023	Posted Blocked
View Email	490089739	436	22/05/23	1070	16,359.84	Invoice		USD		06.07.2023	Posted Blocked
View Email	490089738	436	22/05/23	1070	75,368.97	Invoice		USD		06.07.2023	Posted Blocked
View Email	490089005	436	19/05/23	1070	104,013.94	Invoice		USD		03.07.2023	Posted Blocked
View Email	490089004	436	19/05/23	1070	74,055.96	Invoice		USD		03.07.2023	Posted Blocked
View Email	490089003	436	19/05/23	1070	15,200.00	Invoice		USD		03.07.2023	Posted



436 --- 1070 --- Message (HTML)

File Message Insert Draw Options Format Text Review Help Acrobat Tell me what you want to do

Clipboard Paste Basic Text Address Book Check Names Attach File Follow Up High Importance Low Importance Dictate Sensitivity Editor Immersive Reader New Scheduling Poll Viva Insights View Templates

ⓘ We can't check if recipients can access a link in your message. [Ignore](#)

📅 Send this email during most recipients' work hours: Tue, May 23 at 1:00 PM [Schedule send](#) | [Dismiss](#)

Send To:

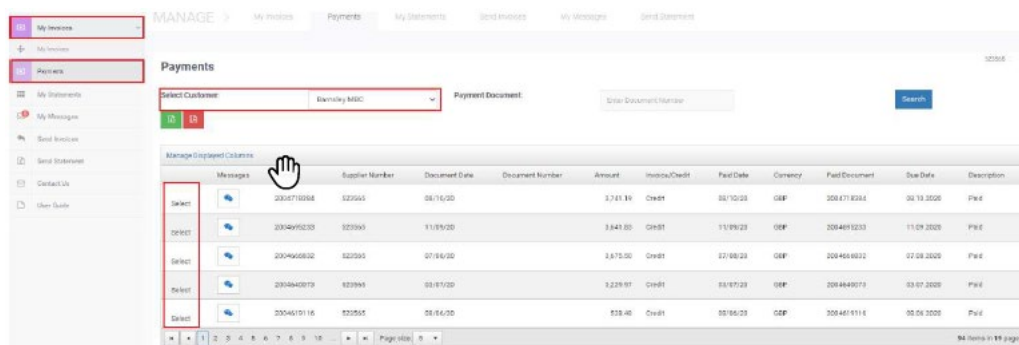
Cc:

Subject: 436 --- 1070

***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.



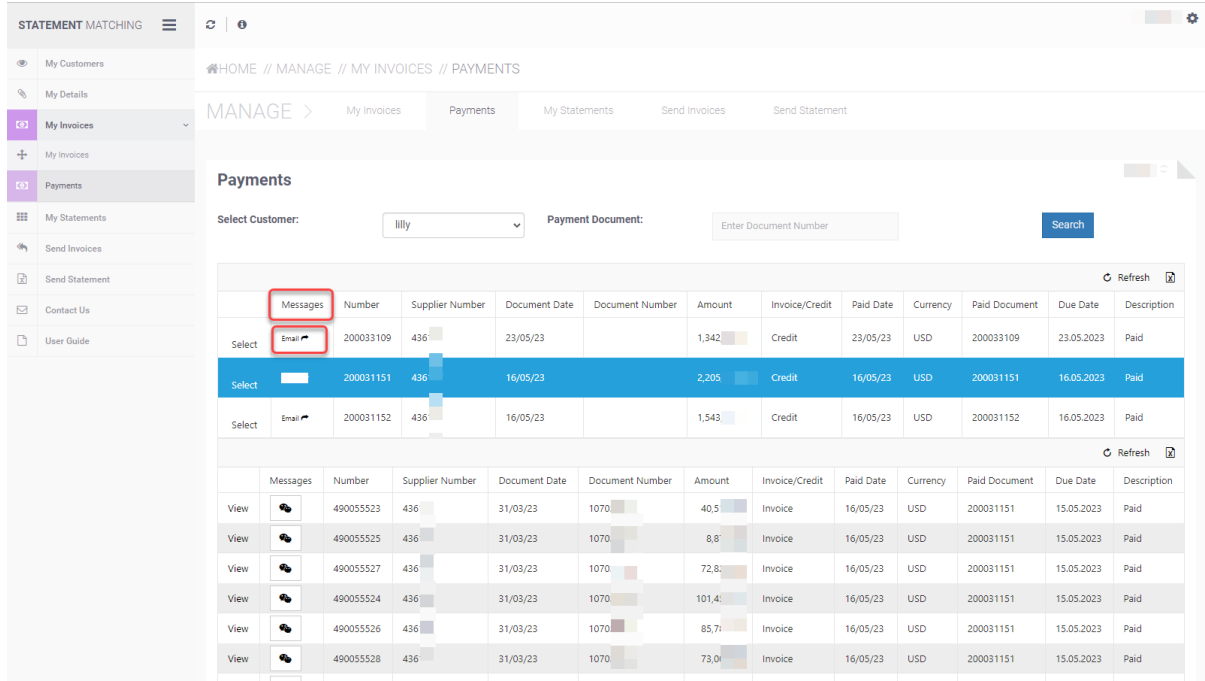
Payments

Select Customer: Payment Document:










Messages	Supplier Number	Document Date	Document Number	Amount	Invoice/Credit	Paid Date	Currency	Paid Document	Due Date	Description
Select	2004710058	02/05/20		3,741.11	Cred	02/10/20	GBP	2004710058	02/10/2020	Paid
Select	2004955233	02/05/20		3,842.85	Cred	11/19/23	GBP	2004955233	11/19/2020	Paid
Select	2004955832	02/05/20		3,875.00	Cred	02/08/20	GBP	2004955832	02/08/2020	Paid
Select	2004942879	02/05/20		3,229.97	Cred	03/17/20	GBP	2004942879	03/17/2020	Paid
Select	2004612116	02/05/20		533.40	Cred	05/06/20	GBP	2004612116	05/06/2020	Paid

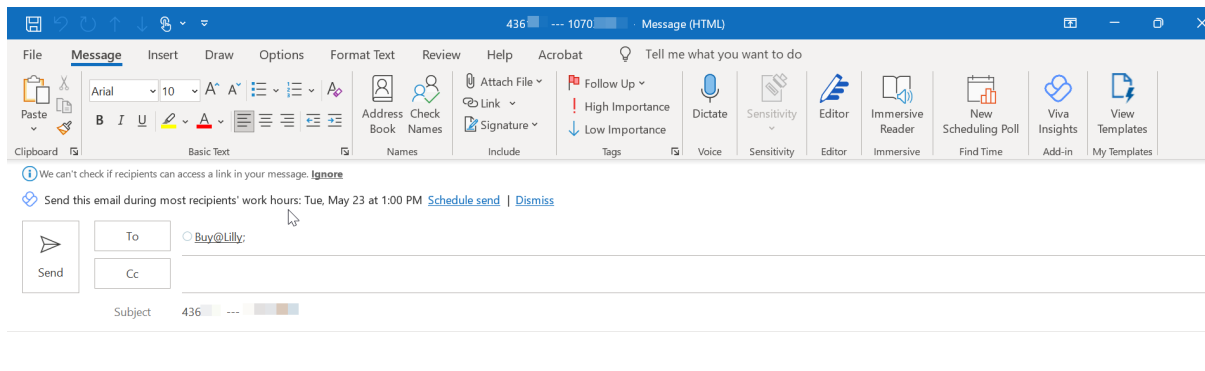
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If you have a query on the list of invoices paid, please click on 'Email' under the 'Messages' column. This will open a new email in your outlook. The email will automatically default to Lilly's query email address.



The screenshot shows the 'Payments' section of the Statement-Matching.com Supplier Portal. The page includes a navigation menu on the left, a breadcrumb trail (HOME // MANAGE // MY INVOICES // PAYMENTS), and a search bar for customer and document numbers. Below the search bar is a table of payments. The table has columns for Messages, Number, Supplier Number, Document Date, Document Number, Amount, Invoice/Credit, Paid Date, Currency, Paid Document, Due Date, and Description. The first row is highlighted in blue, and the 'Messages' icon for that row is highlighted with a red box. The second row is also highlighted in blue, and the 'Email' icon for that row is highlighted with a red box.

Messages	Number	Supplier Number	Document Date	Document Number	Amount	Invoice/Credit	Paid Date	Currency	Paid Document	Due Date	Description
Select 	200033109	436	23/05/23		1,342	Credit	23/05/23	USD	200033109	23.05.2023	Paid
Select 	200031151	436	16/05/23		2,205	Credit	16/05/23	USD	200031151	16.05.2023	Paid
Select 	200031152	436	16/05/23		1,543	Credit	16/05/23	USD	200031152	16.05.2023	Paid
View 	49005523	436	31/03/23	1070	40,5	Invoice	16/05/23	USD	200031151	15.05.2023	Paid
View 	49005525	436	31/03/23	1070	8,8	Invoice	16/05/23	USD	200031151	15.05.2023	Paid
View 	49005527	436	31/03/23	1070	72,8	Invoice	16/05/23	USD	200031151	15.05.2023	Paid
View 	49005524	436	31/03/23	1070	101,4	Invoice	16/05/23	USD	200031151	15.05.2023	Paid
View 	49005526	436	31/03/23	1070	85,7	Invoice	16/05/23	USD	200031151	15.05.2023	Paid
View 	49005528	436	31/03/23	1070	73,0	Invoice	16/05/23	USD	200031151	15.05.2023	Paid

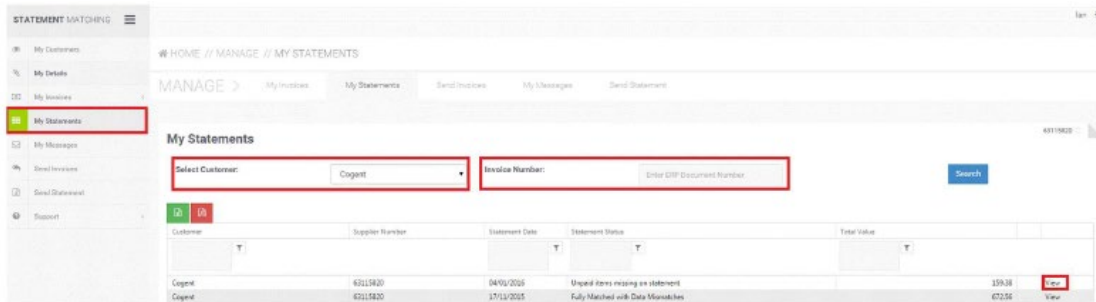


The screenshot shows an Outlook email composition window. The 'To' field is populated with 'Buy@Lilly'. The 'Subject' field is populated with '436'. The window title is '436 --- 1070 --- Message (HTML)'. The ribbon includes File, Message, Insert, Draw, Options, Format Text, Review, Help, Acrobat, and Tell me what you want to do. The 'Send' button is visible in the bottom left corner.

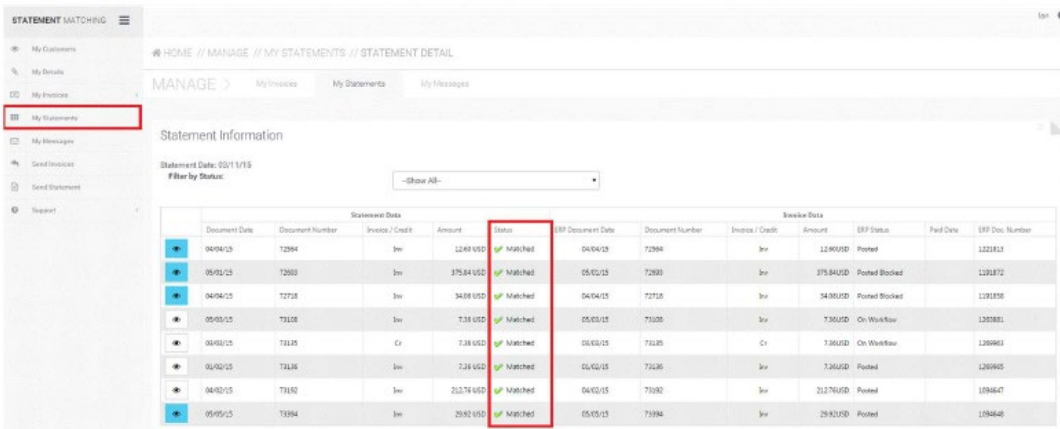
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5. How to view your Statements

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.



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.



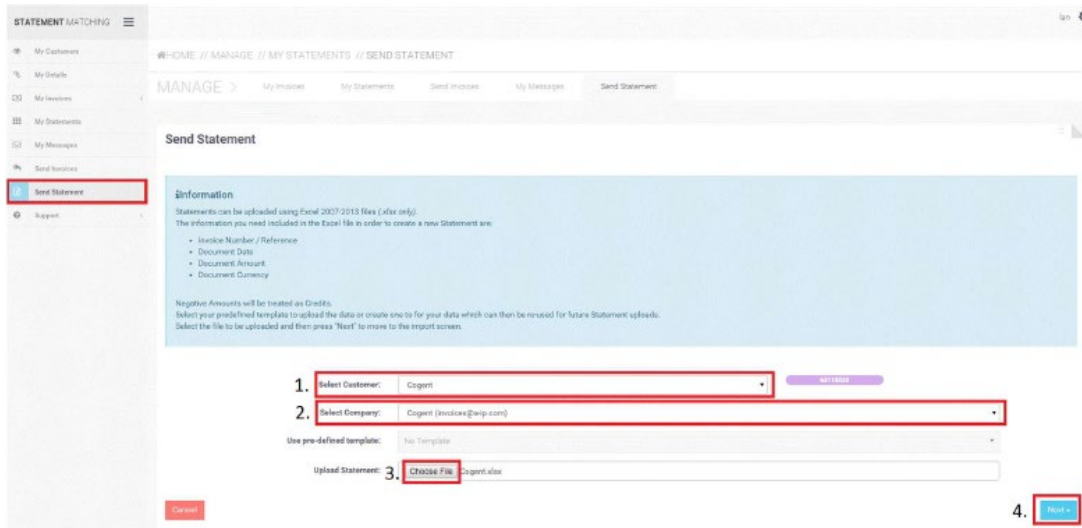
6. How to upload your Statement of account for a Customer

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)

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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.).



Send Statement

Information
Statements can be uploaded using Excel 2007-2013 files (.xlsx only).
The information you need included in the Excel file in order to create a new Statement are:

- Invoice Number / Reference
- Document Date
- Document Amount
- Document Currency

Negative Amounts will be treated as Credits.
Select your pre-defined template to upload the data or create one for your data which can then be reused for future Statement uploads.
Select the file to be uploaded and then press "Next" to move to the import screen.

1. Select Customer: Cogent

2. Select Company: Cogent (invoice@wp.com)

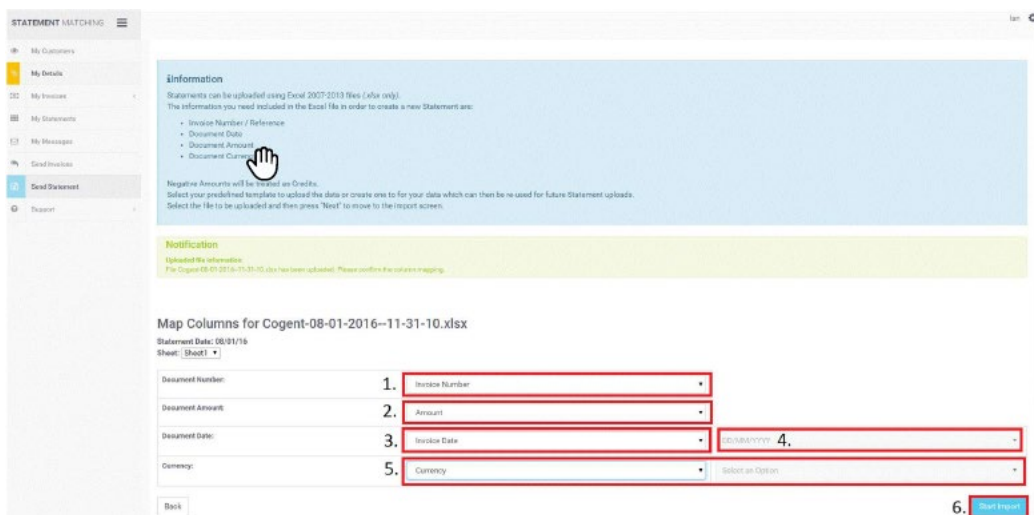
Use pre-defined template: No Template

Upload Statement: 3. Choose File: Cogent.xlsx

4. Next

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'



Information
Statements can be uploaded using Excel 2007-2013 files (.xlsx only).
The information you need included in the Excel file in order to create a new Statement are:

- Invoice Number / Reference
- Document Date
- Document Amount
- Document Currency

Negative Amounts will be treated as Credits.
Select your pre-defined template to upload the data or create one for your data which can then be used for future Statement uploads.
Select the file to be uploaded and then press "Next" to move to the import screen.

Notification
Upload file information:
File Cogent-08-01-2016-11-31-10.xlsx has been uploaded. Please confirm the column mapping.

Map Columns for Cogent-08-01-2016-11-31-10.xlsx
Statement Date: 08/01/16
Sheet: Sheet1

Document Number:	1.	Invoice Number	
Document Amount:	2.	Amount	
Document Date:	3.	Invoice Date	CURRENCY 4.
Currency:	5.	Currency	Select an Option

6. 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.



7. How to escalate technical issues with the Portal

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