

New Vendor to Lilly.

Congratulations and welcome to Lilly! Your Lilly vendor account has now been successfully set up.

We recognize that our suppliers play a critical role in achieving our commitment to patients to supply innovative products, and in return we are committed to achieving on-time, accurate payments to our suppliers. Please find below vital information as it relates to invoicing requirements.

The default method for doing business with Lilly is e-Invoicing. Lilly is partnering with SAP Ariba to connect the full source to pay lifecycle. All new PO Suppliers are required to enroll in SAP Ariba to submit your invoices and view your PO information.

Submitting your invoices through the Ariba Network, will eliminate postage costs, lost invoices, mail time and unplanned delays. It helps ensure timely receipt of your invoices, resulting in faster on-time payments, and will present options for early payment discounts.

What to Expect Next:

You will receive your first Lilly PO as an interactive email from ordersender-prod@ansmtp.ariba.com. This email is not spam. Please ensure to check your email settings to permit emails from this email address. We will send your interactive email order to the contact email address you have provided when setting up your account with Lilly. If this is not the correct email address, please contact the P2P answer centre and provide your preferred email address and vendor code. Please click [here](#) for a list of P2P answer centre contacts.

Upon receipt of this interactive PO, you must register your supplier account on the Ariba network. Please click on the **“Process Order”** button to take you to the Ariba Network account registration page. If you already have an existing Ariba Network account, you can log in and begin transacting with Lilly on the network. You must take action to complete the registration and set up other customer service individuals to receive POs and Accounts receivable individuals to submit invoices. Please note, the Ariba network will be the only method to receive your POs once you are registered.

Once you have registered for your Ariba Network account, suppliers will have the option of upgrading to an Enterprise level account (fees may apply). To better understand the key differences between Ariba Standard and Enterprise accounts please visit the Ariba site [here](#).

To assist you in registering on the Ariba Network, please click the below link for a step-by-step guide on the registration process.

Ariba Network [Standard Account Support Page](#)

Suppliers who have EDI/cXML capability and who are interested Ariba integration should contact Ariba Support to request this option. The Ariba seller integrator and Lilly team will work with you to complete the integration process. Please note – integrations require an upgrade to an Enterprise level account. Fees may apply.

Suppliers should not mail Lilly any invoices for any purchase order received through the Ariba Network. All invoices must be submitted electrically. Mailed invoices will be returned.

Ariba Network: Supplier Benefits:

- Purchase orders are received immediately online
- 24/7 access to an easy-to-use secure web portal to submit invoices and view Purchase Orders online (Enterprise Accounts), or secure email-based portal (Standard Accounts).
- Eliminate postage costs and lost invoices
- Gain invoice processing efficiencies
- Flip purchase orders into accurate, tax-compliant invoices
- Payment terms begin upon submission of a valid invoice
- Request early payment in exchange for a discount, accelerated cash flow
- Visibility of invoice and payment status online
- Business opportunities with other companies leveraging the Ariba Network for the purchasing (Ariba Buyers)

Who to contact for help:

Please click [here](#) for the relevant contact details for your country.

Further information on Ariba can be accessed at: [Lilly Supplier Ariba Portal](#).

Please **DO NOT REPLY** to this message as this mailbox is not monitored.

Thank you.

Sincerely,
Lilly Supplier Enablement Team