

Top 10 Supplier Questions for SAP Sourcing v9.0

Question:	What is the url to login?
Answer:	https://sourcing.lilly.com/sourcing/fsvendor/vendordesktop/login
Question:	An invitation to the RFX/RFP was received. How do I log in?
Answer:	Upon receipt of three (3) emails from Eli Lilly Procurement.com access to SAP Sourcing Supplier will be available on the RFX release date. If you do not receive three (3) emails 1) invitation to RFX 2) Username) Temporary System Password, please check your junk mail. Use the website address within the invitation or username email to access SAP Sourcing Supplier application.
Question:	I received my invitation and username to participate in an event; however I did not receive my password. How is access to the
Answer:	Go to the SAP Sourcing application site and select " Logon Problems? Get Support " input your information and look within your regular inbox, junk mail, or prohibited mail folder for the new password submission. If after one (1) attempt for reset of password with no success via SAP Sourcing, please submit a Supplier Request form for technical support.
Question:	How do I confirm participation in an event?
Answer:	First, select the RFX a) Click "RFX" at the top of the toolbar by the house b)Click on the title of the event c) choose the blue underlined RFP number denoted as RFP-00000-0000. d) Then select the blue highlighted tab denoting (Proposal-00000-0000). e) Select to either "Confirm" or "Decline" participation. f) Click "OK." The screen will refresh and you will enter the RFX/RFP.
Question:	After confirmation, what is needed to proceed within the RFX/RFP?
Answer:	Upon acceptance within the RFX module of all Lilly terms and conditions, then additional review is required. 1. Initiate the process by reviewing the information maintained within the RFX as each RFX has varying requirements. 2. The tabs (Header, Exchange, etc) denote the area of importance. ase review the following tabs: <ul style="list-style-type: none"> o Header Tab -contact information, o Schedule tab-timeline to participate and complete Rfx components, o Information tab- to review all requirements within the RFX (Legal Compliance, PO terms, Scope of Request criteria, etc), o Question tab- to complete all questions pertaining to the your company as requested o Line Items tab- for all items included within the RFX required for completion or criteria for expectation for Scope of Work (SOW). o On the Event toolbar, select "Attachments." This area maintains all additional documents pertaining to the SOW or compliance to work with Lilly.
Question:	By participating in an RFX, are all questions required for completion during one (1) time access?
Answer:	Questions may be completed at any time of day during the open window for Response submission noted in the RFX schedule timeline. Upon completing your questions and selecting "SAVE" your work will be saved until your next modification.
Question:	Can the RFX be printed out as there are various team members involved with the process?
Answer:	Upon acceptance of all Lilly terms and conditions, one can print a copy from the Event toolbar. Select Actions, and then print RFX to pdf. After conversion to Adobe Acrobat pdf, the file can be printed as a normal document.

Top 10 Supplier Questions for SAP Sourcing v9.0

Question:	How do I submit RFX specific questions relayed in the Scope of Work (SOW)?
Answer:	<p>On the Event toolbar,</p> <ul style="list-style-type: none"> • Select Discussions > "General Discussion" > "New Topic." o Input your question with a subject header > select "ok." o The question will be submitted to the RFX owner as an email. <p>During the entire RFX, the Discussion forum will provide an email option for submission of all RFX questions whether RFX specific or technical. The owner or collaborator will respond to the discussion post via this Discussion forum. All questions submitted within the forum to Lilly are held confidential and can only be reviewed by the Rfx owner and collaborators.</p>
Question:	During an RFX, where do I submit the "Supplier Questions to Lilly?"
Answer:	As denoted per the timeline date, all "Supplier Questions to Lilly" can be placed as a reply to the Discussion forum post "Supplier Questions to Lilly" using the Excel template provided. Please download the form, located in the Attachments section or posted in the Discussion forum. Then select "Reply" to reattach the completed form by selecting the ellipsis in your message to apply the file. *Only place the questions within the Discussion tab.*
Question:	How is communication maintained during the RFX?
Answer:	Communication during the Rfx process is maintained within four avenues, however not all avenues of communication will be utilized for each RFX. First information maybe received or communicated via phone. Updates to the Rfx and any attachment modifications or changes in timelines will be updated via the Discussion forum. Email submissions are utilized at times to address responses submitted regarding technical issues or other pertinent RFX updates. SAP Sourcing Workbench will communicate timeline updates within the schedule.
Question:	After completing all questions and applying all required documentation, how is completion noted in the system?
Answer:	Please select "SUBMIT" when all documentation and questions have been completed prior to the due date for "Responses to Lilly." Please do not "FIRM" any responses until your company has finalized all answers and attachments. Attachments in response to the Rfx should be attached in the "attachments" section in the RFX.
Tip 1 (Glossary):	The main screen is called the workbench which maintains a copy of a "Helpful Tip Guide" to navigate the Request for Information/Proposal/Quote process. Please review prior to participation.
	"RFX" Request for Information "RFP" Request for Proposal "RFQ" Request for Quote