



## New Vendor to Lilly.

Welcome to Eli Lilly. Your vendor account is now active. Please read through the vital information below, to familiarize yourself with Lilly Invoicing Requirements.

### How to invoice Lilly:

Please click [here](#) to confirm if the Lilly Entity you are billing is live on eConnect and subject to Electronic Invoice submission. Lilly's Electronic Invoice solution referred to as **eConnect**, is hosted by Direct Commerce, a leader in the e-invoicing market. All new PO Suppliers are requested to enrol in eConnect to retrieve your PO information and to submit your invoices.

If the Entity you are billing is not yet live on eConnect you may submit your invoice via email to the relevant p2p answer centre email address. Click [here](#) for who to contact.

### First Steps:

Upon creation of your Lilly Vendor Account, your Accounts Receivable (AR) contact will receive a message from support@directcommerce.com. (Do Not Delete this message, it is not a phishing attempt). This email message will include a Quick Start Guide with a user login and temporary password. The A/R contact **must take action** to complete the registration and to extend access throughout your organization as needed to retrieve POs, submit invoices, or simply inquire the status of your invoices, POs, and payments. Please note, eConnect will be the **only** method of receiving your Purchase Orders once you are registered.

### What to do Next?

Once registered in eConnect you will need to assign roles to the relevant people within your company. For example, the person who needs access to view new Purchase Orders (POs) from Lilly will need the Order Fulfillment role. Please visit the help section for further information on these roles within eConnect.

### How do I access training documents?

There are multiple support documents within the portal to help you get started to navigate accordingly and to learn the features and settings in eConnect. Within the Getting Started section you will find materials and/or webcast training that will provide a step by step guide on how to submit your first invoice. Additionally, you will find FAQs and a User Guide that most customers find helpful.

### Important to Note:

eConnect will be the only way you will receive and view your POs from Lilly. Within eConnect you can select to receive notifications once a new PO is created or an existing PO is modified for your company. You will need to ensure that the relevant personnel have access to view the PO's in eConnect.

