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Purchase Order Queries

How to Receive Purchase Order from Lilly

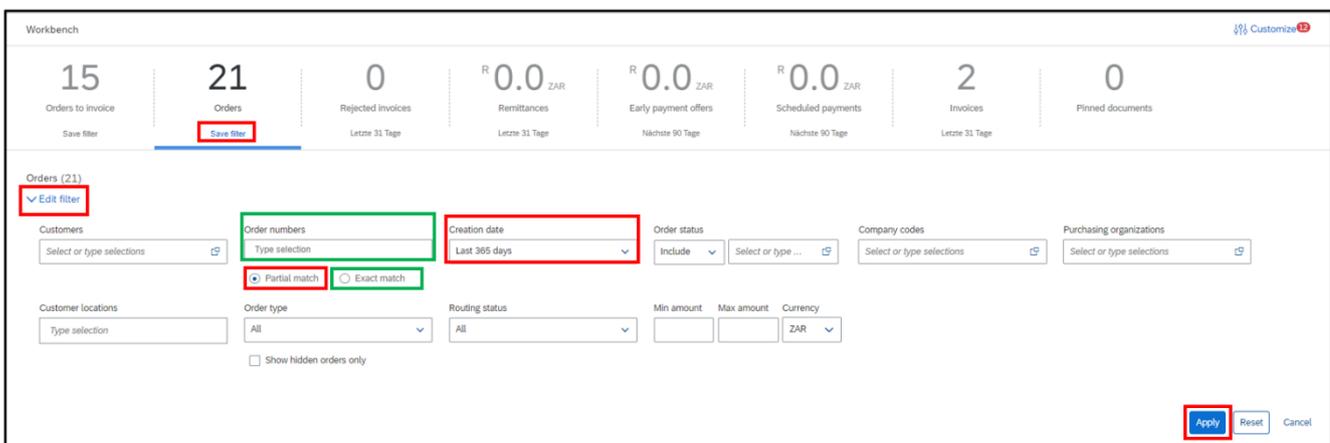
1. Electronic Order Routing setup determines how you will receive your Purchase Orders. Only your SAP Business Network account administrator can update the Electronic Order Routing setup; refer to the Account Administration Tips & Tricks for the steps.
NOTE: If administrator has left the company/or you are not sure who it is, contact SAP Business Network directly for assistance by following this [guide](#).
2. With a Standard account these routing options are defaulted to email and cannot be changed until you upgrade to an Enterprise account.
3. You can enter up to 5 email addresses.

How to Access/ Find a Purchase Order

In order to find your Purchase Order to submit invoice, login to your account through [SAP Business Network Supplier](#) and go to “New Orders” or “Orders to Invoice” tab. Ensure that you have set up the filter in your workbench to show data in last 365 days instead of last 31 days to see older Purchase Order. **How to do this?**

1. Go to “Workbench” and below page will appear. Select “New orders” or “Orders to invoice” tab.
2. Click “Edit filter”, select “Partial match”, update creation date accordingly (e.g.: Last 365 days), and click “Apply”. You can also select specific customers using this function.
3. If you want to check a specific Purchase Order number, you can click “Exact match”, input the Purchase Order number under “Order Numbers”, and click “Apply”.

NOTE: You can save the filter by clicking “Save filter” button in “Orders” tile.



Resource: [SAP Business Network Supplier Training \(NEW\) | Navigating your Account \(ariba.com\)](#)

Refer to Invoicing/ Credit Memo Tips & Tricks for steps to submit invoice against the Purchase Order once you have found your Purchase Order.

Ship Notices and Order Confirmations

Ship notices and order confirmations are not supported by Lilly on SAP Business Network.

How to Check Balance of Purchase Order

First, you will need to find the Purchase Order by following [these steps](#).

Under “Orders” tab, you will be able to see “Amount Invoiced” column which shows you the total amount of invoice that you have submitted against the Purchase Order. You can use this information to get the balance of your Purchase Order by comparing it with the total PO Amount stated under “Amount” column (E.g.: balance of PO#4200154860 below is $\text{EUR } 300 - \text{EUR } 85 = \text{EUR } 215$)

Order Number	Customer	Amount	Date ↓	Order Status	Inquiries	Amount Invoiced	Type	Purchasing Organization	Actions
4200154860	Eli Lilly and Company - TEST	€300 EUR	Jan 20, 2023	Partially Invoiced		€85 EUR	Order	0001 Spain	...
4200115309	Eli Lilly and Company - TEST	€50 EUR	Dec 5, 2022	New		€0 EUR	Order	0001 Spain	...
4200115310	Eli Lilly and Company - TEST	€60 EUR	Dec 5, 2022	New		€0 EUR	Order	0001 Spain	...
4200115301	Eli Lilly and Company - TEST	100 MYR	Dec 1, 2022	New			Order	0001 Spain	...
4200115086	Eli Lilly and Company - TEST	€200 EUR	Sep 28, 2022	Invoiced		€200 EUR	Order	0001 Spain	...

Alternatively, you can check the balance of each line item of the Purchase Order by clicking into the Purchase Order number, then scroll down to “Line items”, and click “Details”.

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Details
1	1	Not Available ZB Ariba Test PO UOM:PAC	Material		10.000 (AB)	9 Apr 2023	10.00 EUR	100.00 EUR	Details
2	1	Not Available ZB Ariba Test PO UOM:BX	Material		10.000 (BX)	9 Apr 2023	10.00 EUR	100.00 EUR	Details
3	1	Not Available	Material		10.000 (LTR)	9 Apr 2023	10.00 EUR	100.00 EUR	Details

From here you can see the number of invoices submitted with the total invoiced amount for each line item (e.g.: the balance of line item 1 below is $\text{EUR } 100 - \text{EUR } 85 = \text{EUR } 15$. Meanwhile line item 2 does not have any invoice submitted against it yet, hence the balance of line item 2 is still EUR 100.)

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Summary												
1	1	Not Available ZB Ariba Test PO UOM:PAC	Material		10.000 (AB)	9 Apr 2023	10.00 EUR	100.00 EUR	Summary												
Status 10 Invoiced Amount: 85.00 EUR 10.000 Unconfirmed																					
Control Keys Order Confirmation: not allowed Ship Notice: not allowed Service Entry Sheet: not allowed Unit Price Editable Invoice: is not ERS																					
Comments Item test: ZB Ariba Test PO UOM:PAC																					
Schedule Lines <table border="1"> <thead> <tr> <th>Schedule Line #</th> <th>Delivery Date</th> <th>Ship Date</th> <th>Quantity (Unit)</th> <th>Customer Proposed Qty (Unit)</th> <th>Customer Proposed Delivery Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>9 Apr 2023 1:00 AM CST</td> <td></td> <td>10.000 (AB)</td> <td></td> <td></td> </tr> </tbody> </table>										Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date	1	9 Apr 2023 1:00 AM CST		10.000 (AB)		
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date																
1	9 Apr 2023 1:00 AM CST		10.000 (AB)																		
Other Information Account Category: K Receiving Type: 4 External Line Number: 1 Estimated days for inspection: 0 Classification Domain: ERPCommodityCode																					
2	1	Not Available ZB Ariba Test PO UOM:BX	Material		10.000 (BX)	9 Apr 2023	10.00 EUR	100.00 EUR	Summary												
Status 0 Invoiced Amount: 0.00 EUR 10.000 Unconfirmed																					

Purchase Order Status (What Does it Mean and Next Steps)

Refer [here](#) for the steps to find your Purchase Order on SAP Business Network and refer below for the explanation of PO status as well as next action to take.

Routing Status	PO Status	Explanation & Action to Take
Sent/ Acknowledged	New	New order available to be processed, invoice to be submitted against the order once goods/ service is delivered.
Sent/ Acknowledged	Obsoleted	Old version of the order. Purchase Order was changed and there is a new version of Purchase Order to be processed. No invoice should be submitted against this order.
Sent/ Acknowledged	Changed	New version of order to be processed. Check "Order Detail" to see the changes made to the Purchase Order. Invoice should be submitted against the latest version of the order.
Sent/ Acknowledged	Partially Invoiced	Purchase Order has some invoice submitted against it, but still has some open balance left to be invoiced.
Sent/ Acknowledged	Invoiced	Purchase Order is fully invoiced and there is no more open balance to be invoiced.
Failed	Failed	Purchase Order is available to be processed, invoice can be submitted against the order once goods/ service is delivered. The status "failed" indicates that there was an automated reply sent (Out Of Office auto reply/ undelivered notification) from the email address to which Purchase Order notification was sent to. If the email address to receive the Purchase Order notification should be updated, refer to the Account Administration Tips & Tricks for the steps.