Welcome!

Congratulations on joining Ariba® Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their Ariba Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your Ariba® Network account with Lilly, please follow the steps below:

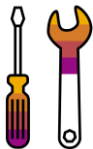**1**

Visit our Supplier Training page

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:
https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

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Review the specifics of transacting with Lilly

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

We wish you a lot of success using Ariba® Network!

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SCOPE OF LILLY'S PROJECT

This section specifies which documents will be transacted through Ariba Network. Some of them will be mandatory, others will simply be available if relevant.

Supported Documents On this Ariba Network relationship	Not Supported Documents On this Ariba Network relationship

• **Purchase Orders**
POs from Lilly will be sent through Ariba Network
 	
• **Invoices**
Apply against a whole PO or line items
   ○ **BPO Invoices**
     Invoices against a blanket purchase order is supported
	• **Summary or Consolidated Invoices**
	Apply against multiple POs
	
	• **Duplicate Invoices**
	A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on AN
	
	• **Header Level Credit Memos**
	The Header Level Credit Memo feature is not supported by Lilly
	
	• **Ship Notices**
	Apply against PO when items are shipped. Ship Notices are not supported by Lilly.
	
	• **Order Confirmations**
	Apply against a whole PO or line items. PO Confirmations are not supported by Lilly.

SETTING UP YOUR ACCOUNT

This section covers what needs to be set up in the Ariba Network account as minimum requirements in order to successfully transact with Lilly.

Please make sure you complete at least the following chapters of the *Account Administration* section on the [Supplier Training Page](#).
- Complete your profile
- Configure your email notifications
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method and Tax Details
- Set up a test account (**only** if required to publish an electronic catalog)

TRANSACTING ON ARIBA NETWORK

This section mentions the specifics of transacting with Lilly on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the **Supplier Training Page**.

Specifics for INVOICES

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices. Detailed instructions on how to perform multiple types of invoicing are available on our **Supplier Training Page**, under the *Invoicing* section.

- Tax data is accepted at the line item level of the invoice.

- Shipping data is accepted at the header level and at the line item level.

- You can modify quantities

- You can modify the unit price

- You cannot cancel an already submitted invoice. Contact your buyer to reject the invoice if needed.

- Blanket Purchase Orders are supported.

- **Important note about invoice attachments:** Invoice attachments are a mandatory requirement when invoicing Lilly through Ariba Network. Your attachment **must have a different name** than your Invoice Number. This will ensure that your invoice and attachment will successfully submit to Lilly. Please attach the corresponding invoice you created from your own accounting system as well as any other supporting documents requested by your Lilly contact person. Please ensure you do not include confidential information on your invoice attachments. (e.g. employee personal information).

DISCOUNT MANAGEMENT

Your customer Lilly has enabled the Dynamic Discounting functionality through Ariba Network for a flexible and proactive management of early payments. You'll find more information under the Advanced Functionalities tile of our **Supplier Training Page**.

HELP & SUPPORT

If you need assistance using Ariba Network, please consult our documentation or contact our Support Team directly from the Help Center. You can also contact our Enablement Team through this link.

If you need assistance regarding business processes, please contact the Lilly project team on following email address: Ariba_enablement_EMEA@lilly.com or Ariba_enablement_US@lilly.com.

www.sap.com/contactsap

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