SAP Ariba

Eli Lilly Supplier Registration Walkthrough

Public

Agenda

1. How to Accept the Trading relationship email and register you account

2. How to Configure your account for Purchase orders and Invoices

3. How to Configure your account for Remittances

4. How to get into contact with SAP support if needed

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How to Accept the Trading relationship email and register you account

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How to Accept the Trading relationship email and register you account

Step 1: After receiving the Trading relationship email from Lilly make sure you click Get Started.

Connect with Eli Lilly and Company to collaborate on SAP Business Network!

To [redacted],

You recently received a communication announcing the partnership between Lilly and SAP Business Network, to streamline our procurement processes. Below is your company's invitation to join SAP Business Network and participate in this initiative. We invite you to transact with us using the Free of Charge Standard account. Please note, if you accept this request using an existing Enterprise account, **fees will apply**. We value our relationship with you as a key supplier to our business and thank you in advance for complying with this request. Important details regarding SAP Business Network are detailed below. For further information on the Lilly entities in scope for invoicing please visit https://www.lilly.com/suppliers/accounts-payable/Invoicing. For further support please contact the Lilly enablement team on Ariba_enablement_US@lilly.com.

Click Get started to connect.

Get started

Link expires: July 21, 2026, 2:41 PM

About this invitation

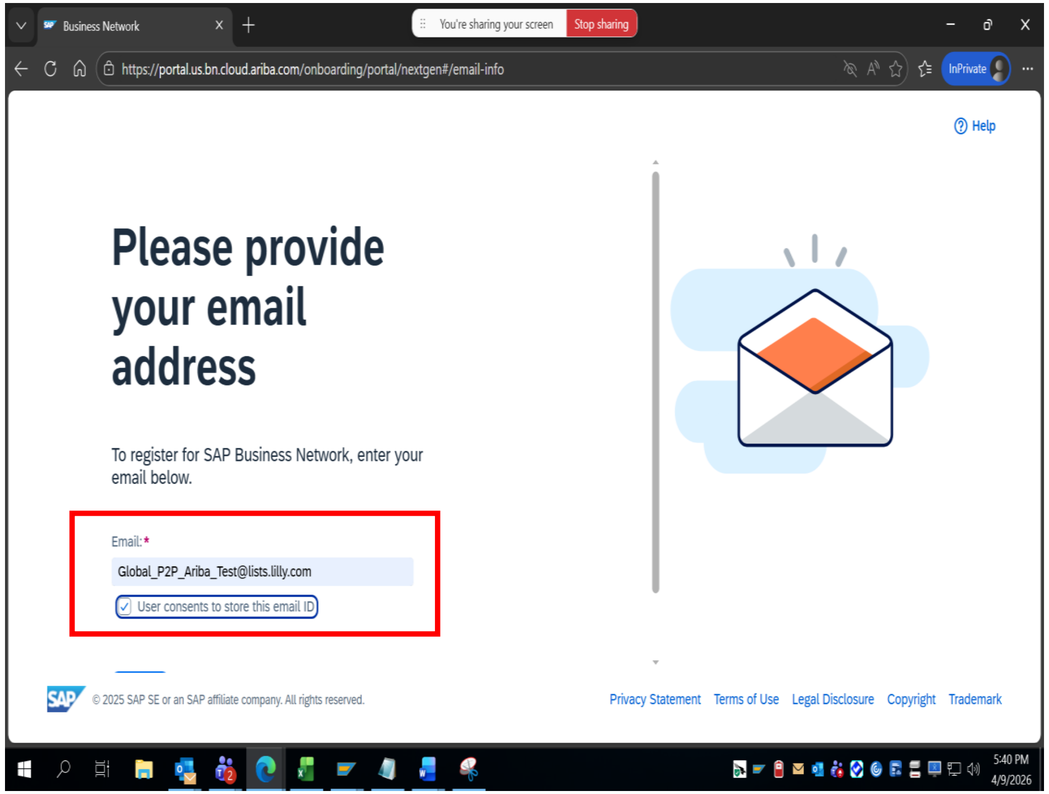
From:	To:
Eli Lilly and Company 893 Delaware St, Indianapolis, IN 46225 United States	[redacted] [redacted]lilly.com

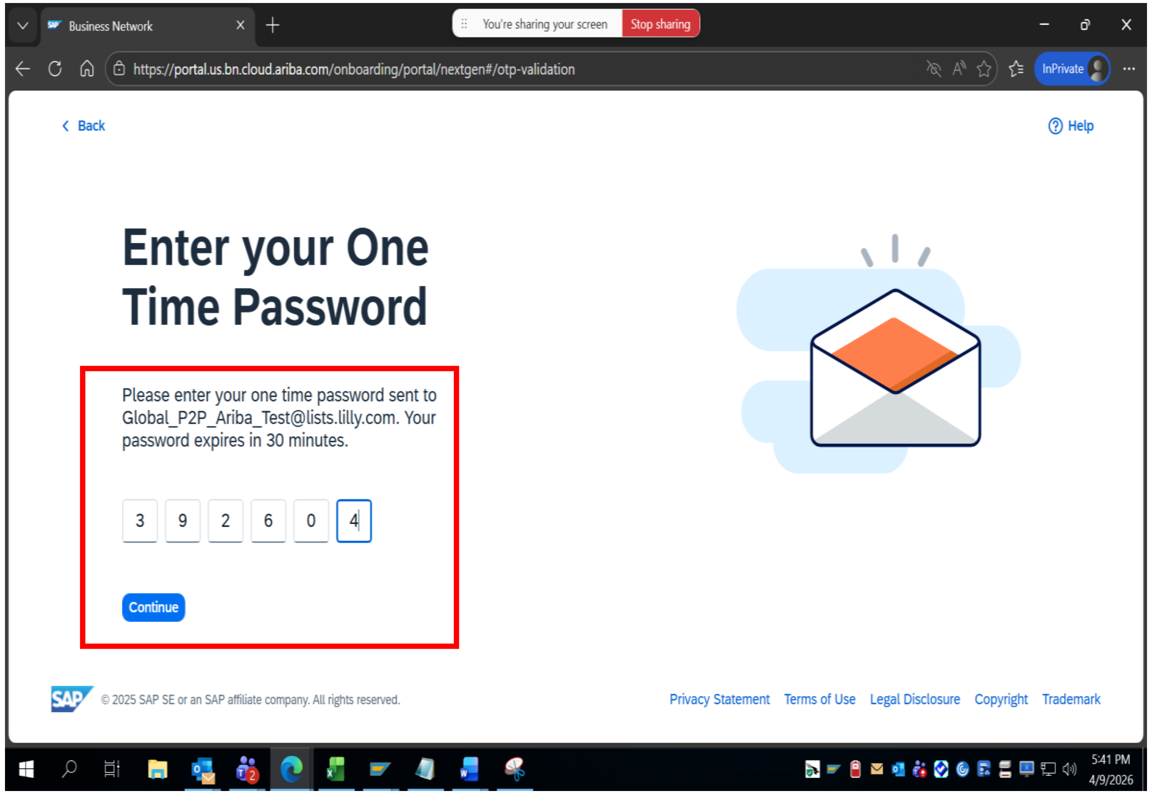
Please note that this email is for the named recipient and cannot be forwarded. The link provided in this email is exclusive and requires a one-time password for access.

If someone else in your organization needs the invitation, please reach out to the buyer. The buyer's contact information is included in the **From** section of this email. Alternatively, you can also reply to this email to contact the buyer.

How to Accept the Trading relationship email and register you account

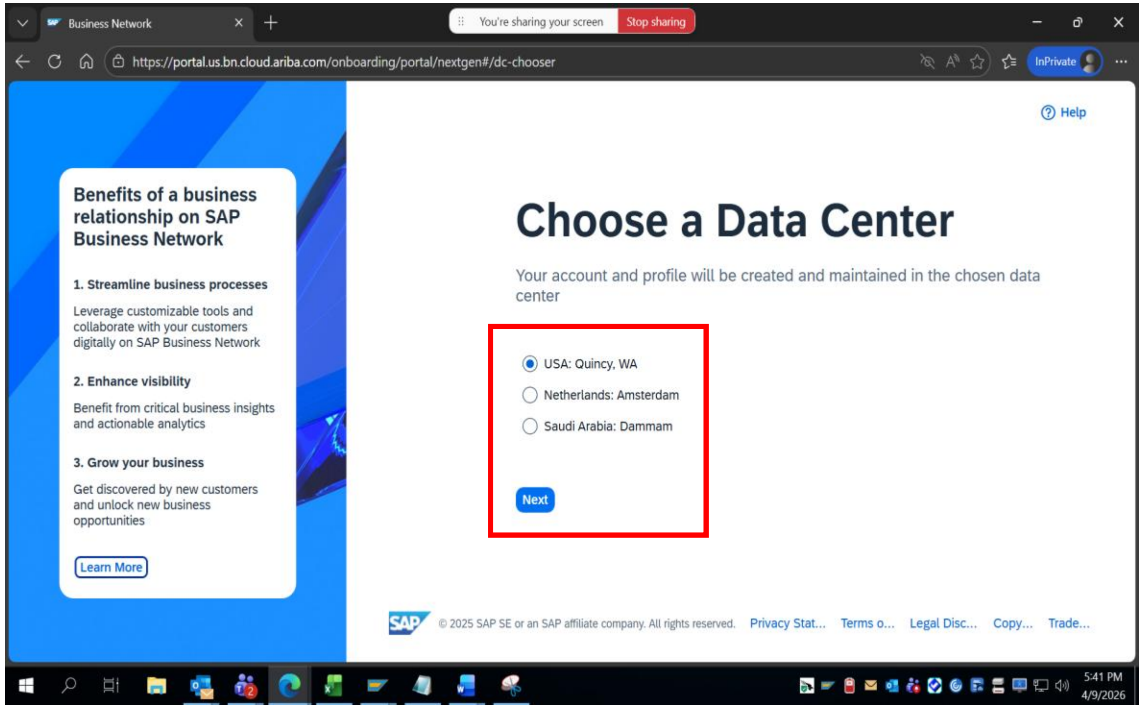
Step 2: You will then be asked to provide your email address and consent to it receiving emails. (The system will then send you a Password to populate into the second screen. You can then put that password in and click continue.

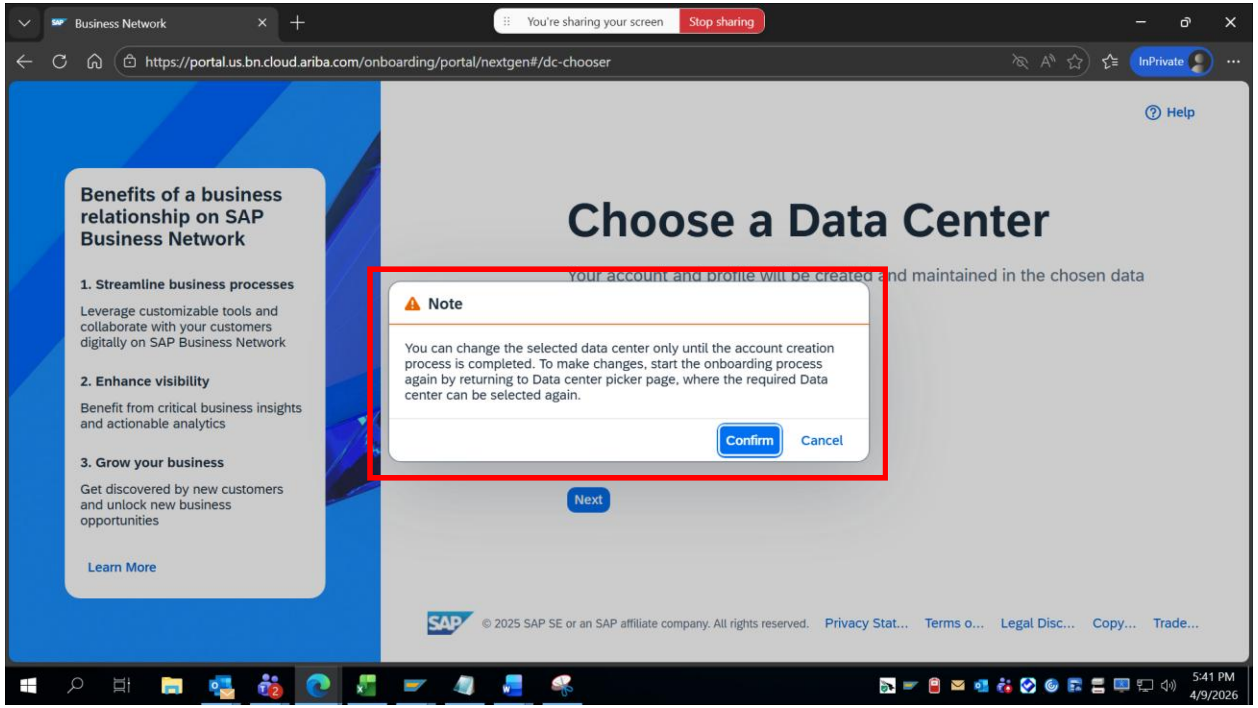




How to Accept the Trading relationship email and register you account

Step 3: The next step is for you to choose your Data center. Or where in the world you are at. So if you are in the USA or North America you will click USA. Choose the one that is the closest to your location.





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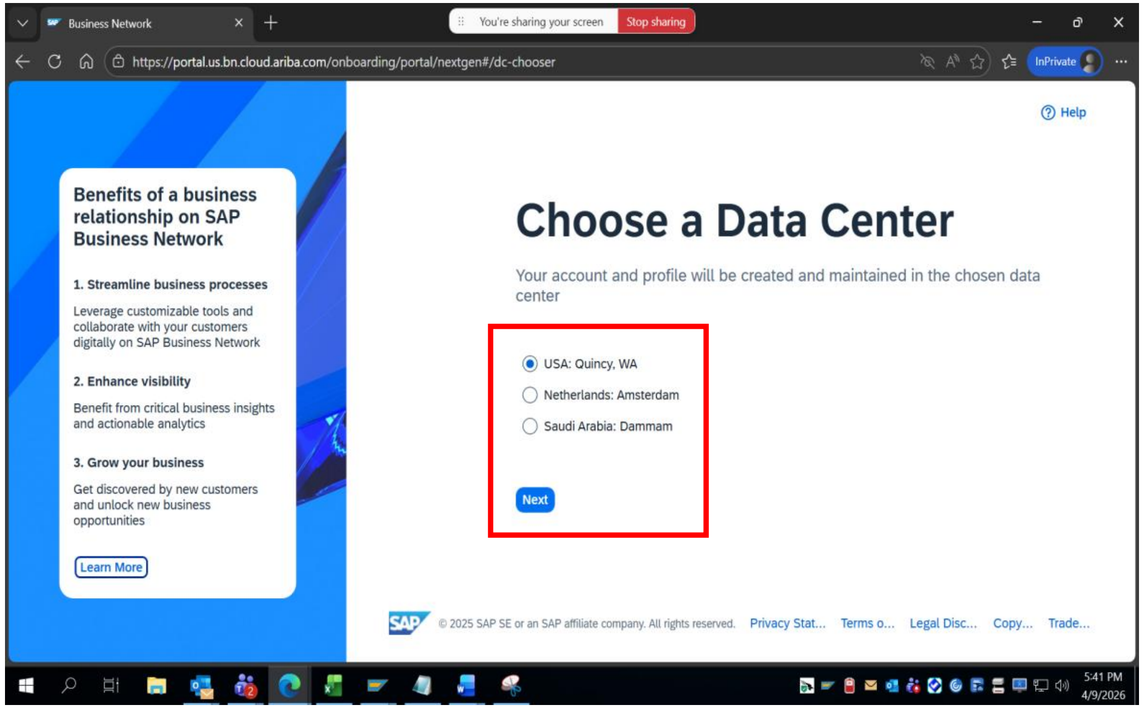
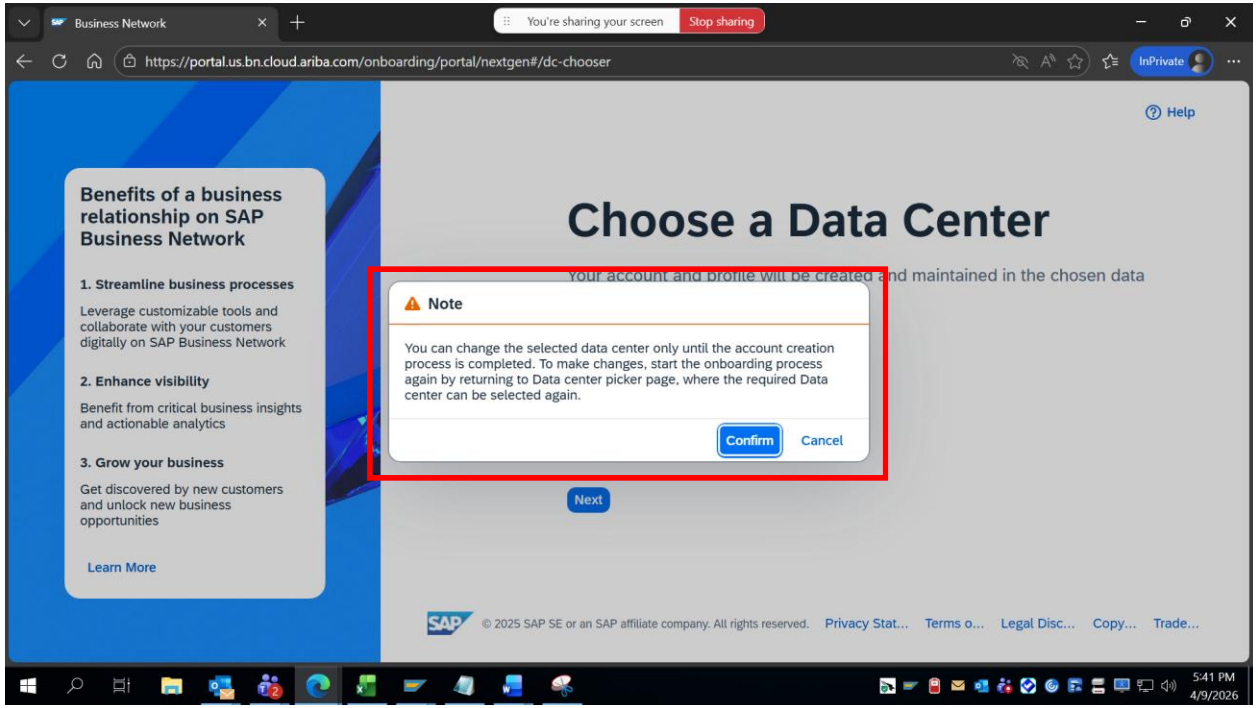
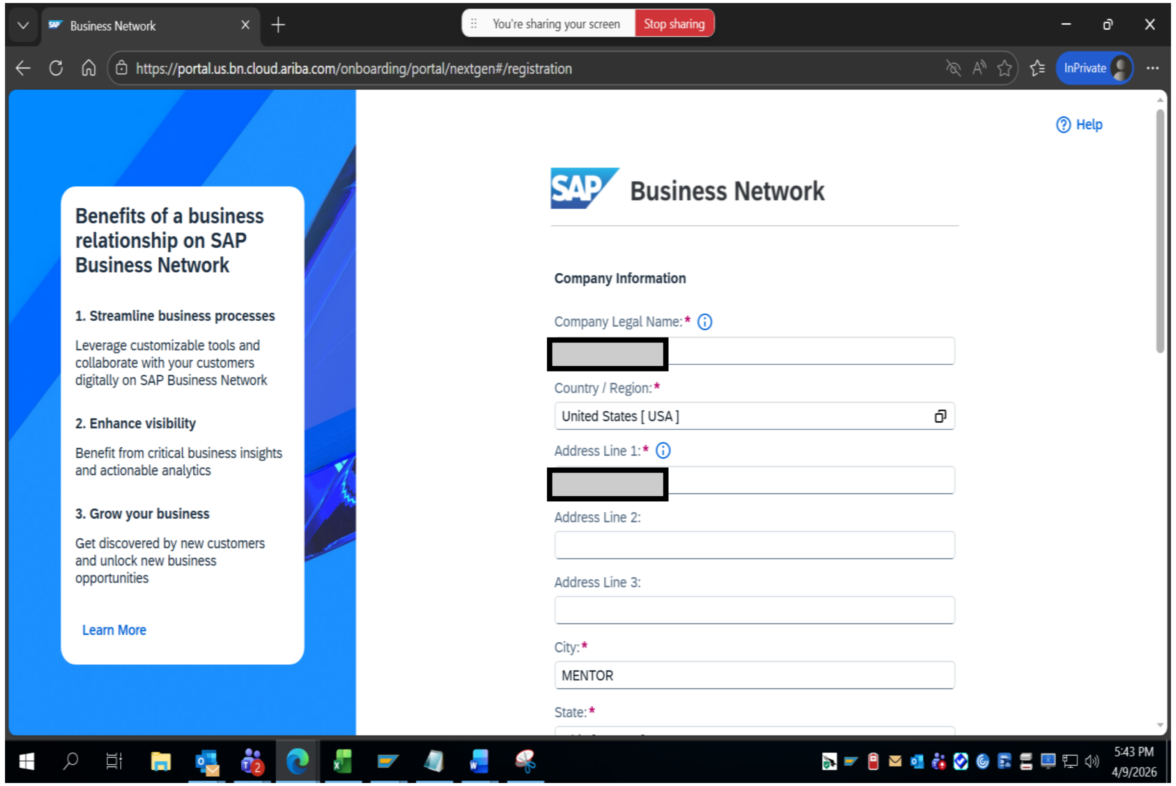
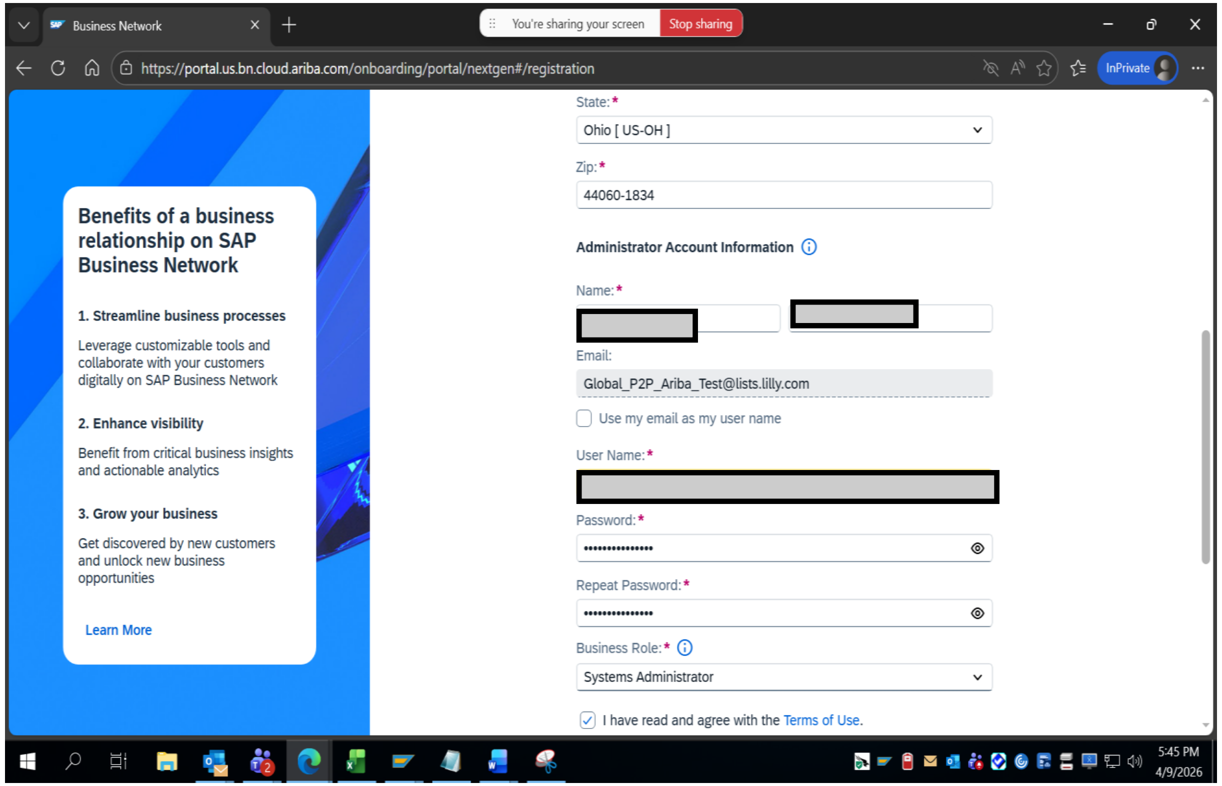




How to Accept the Trading relationship email and register you account

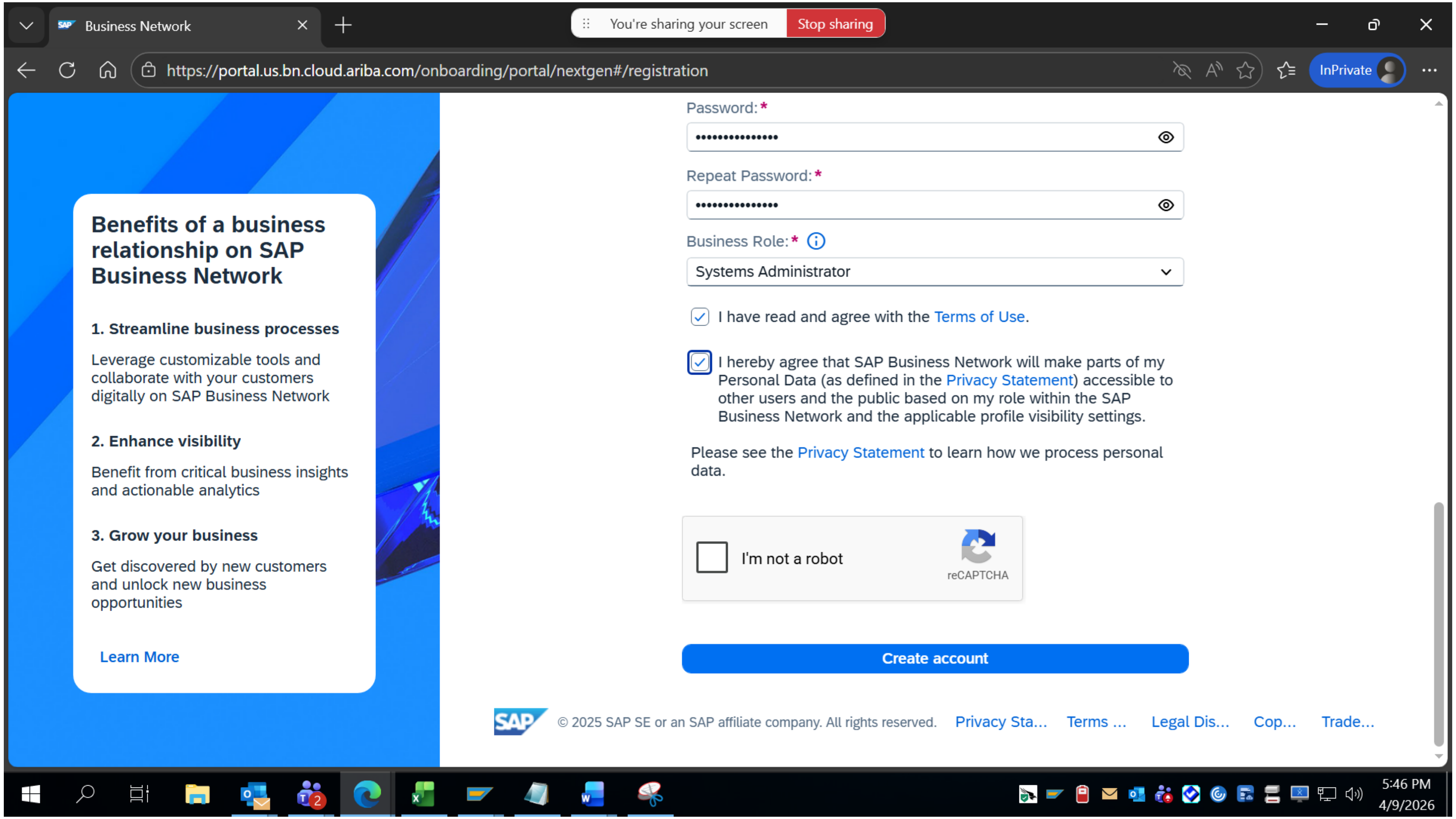
Step 4: You can then fill in your companies information. Legal Name Etc. Make sure you fill out everything that has a red asterisk.





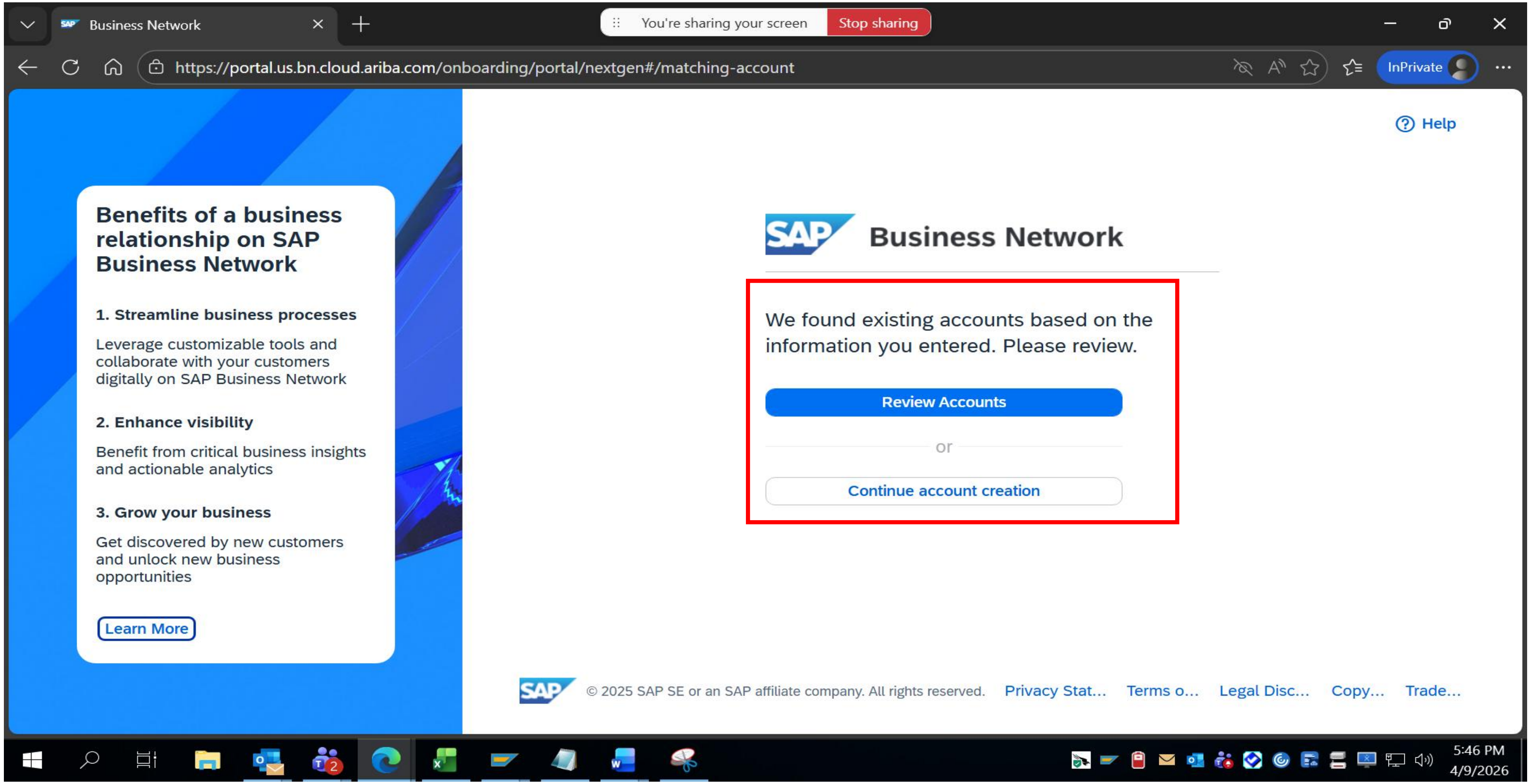
How to Accept the Trading relationship email and register you account

Step 5:One Note when filling out this information make sure you read the terms of use. Also when filling out the email and password that will be the administrator of your account.



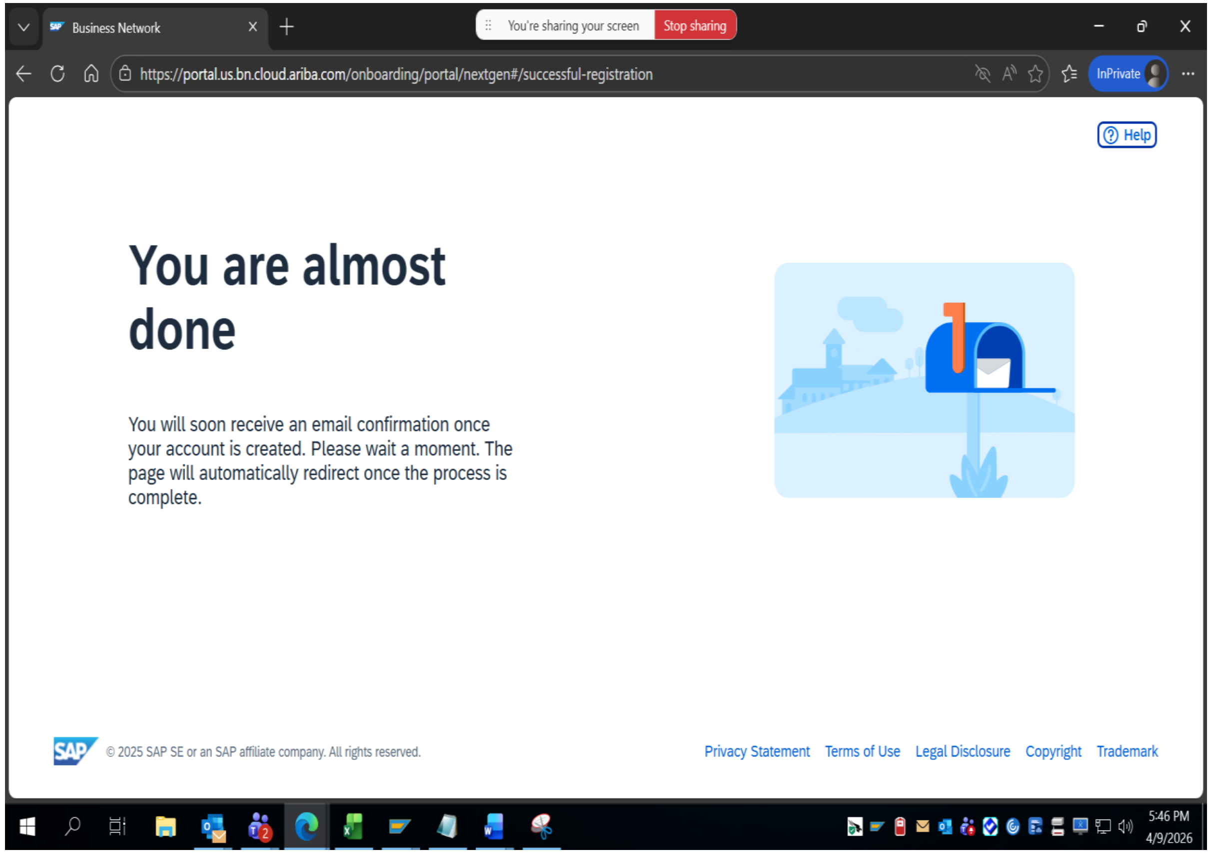
How to Accept the Trading relationship email and register you account

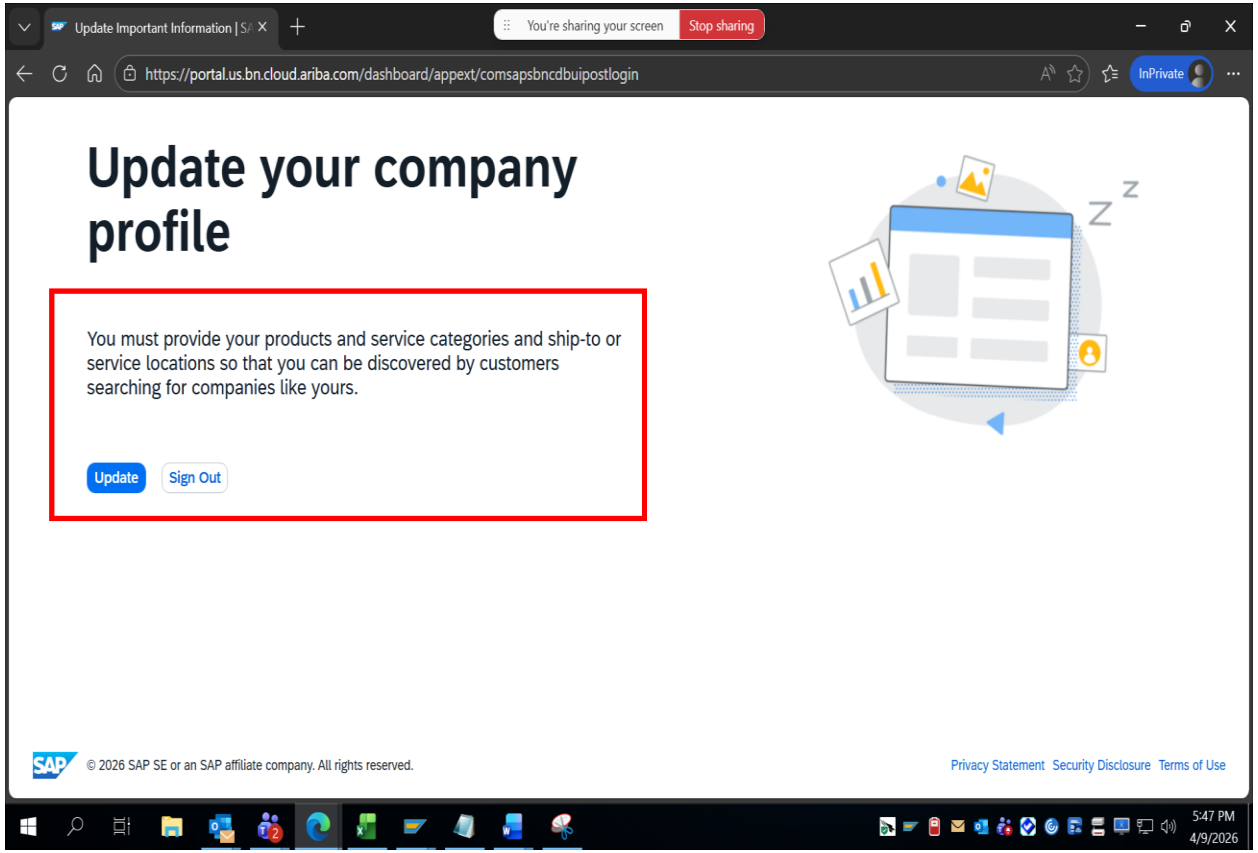
Step 6: The next would be to either review accounts in case your company has a network ID or if you know that you do not you can click Continue account Creation.



How to Accept the Trading relationship email and register you account

Step 7: You will receive an email confirming your registration. The next step is to update the company profile. Click Update.

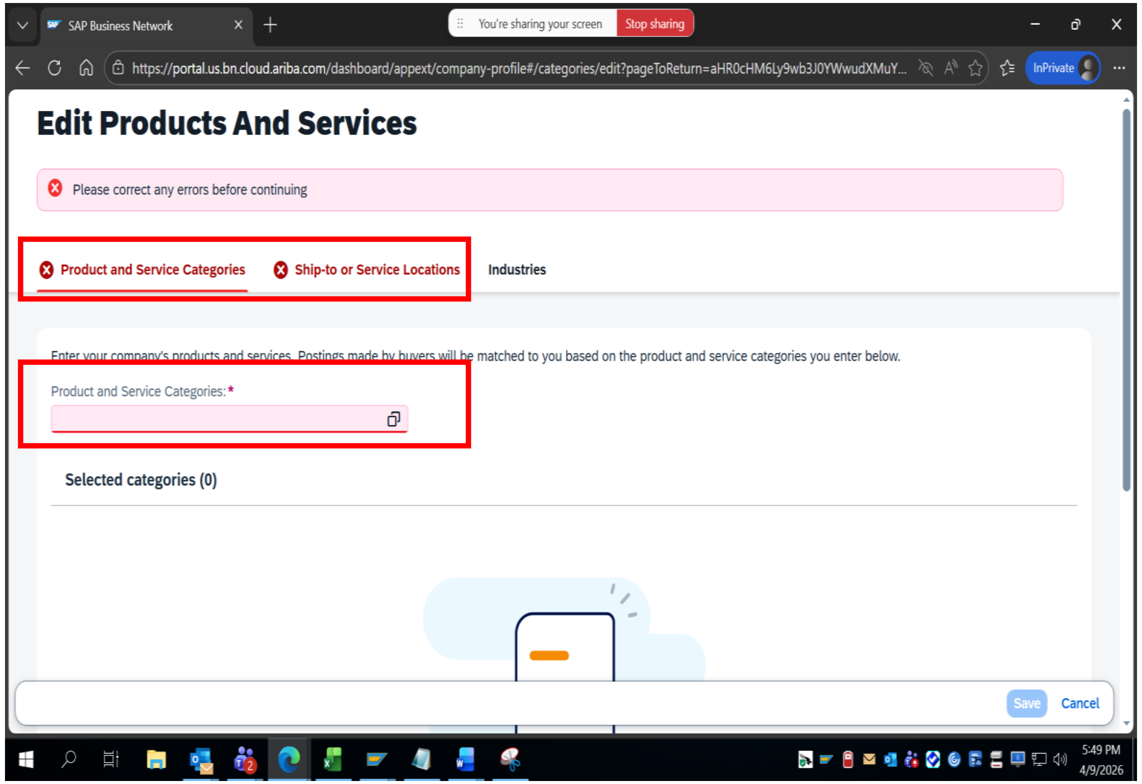


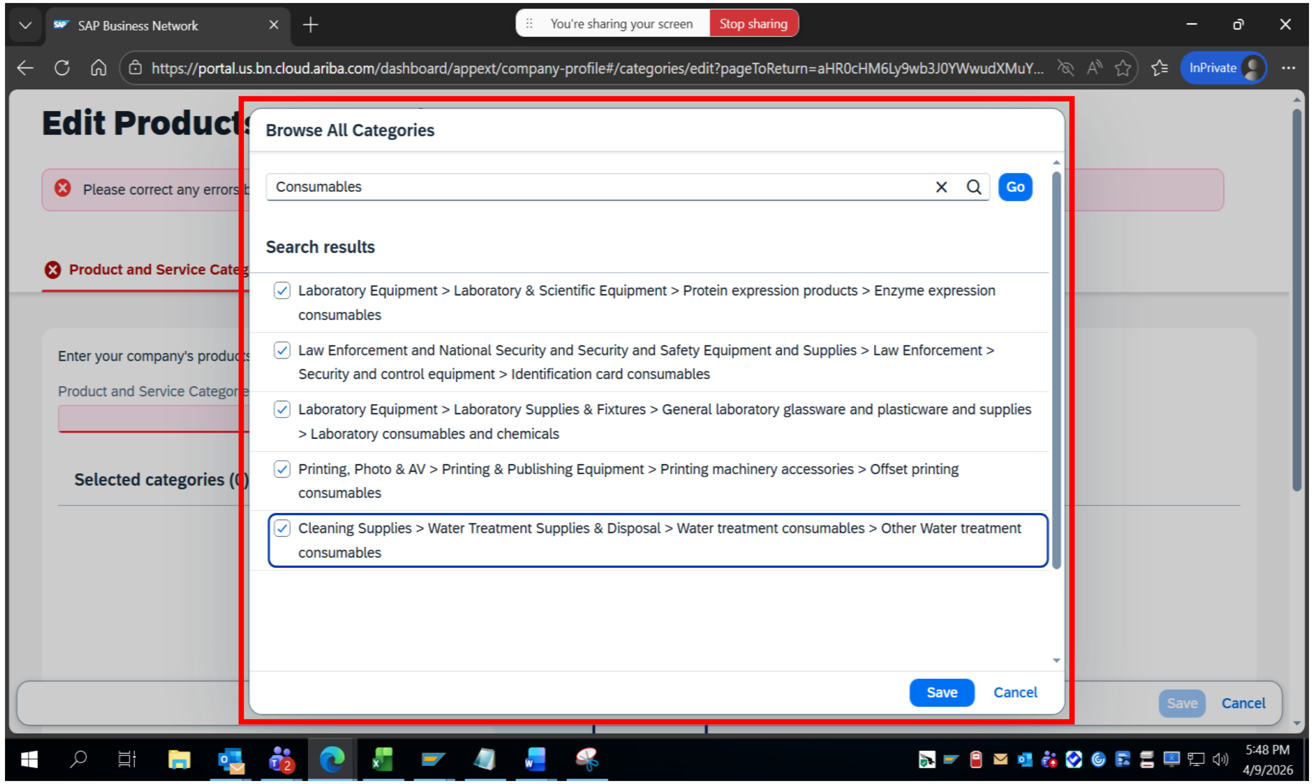


How to Accept the Trading relationship email and register you account

Step 8: You will first be asked to update your products and services. For instance what service or material do you provide. (Try and get as close as possible to what you do/provide)

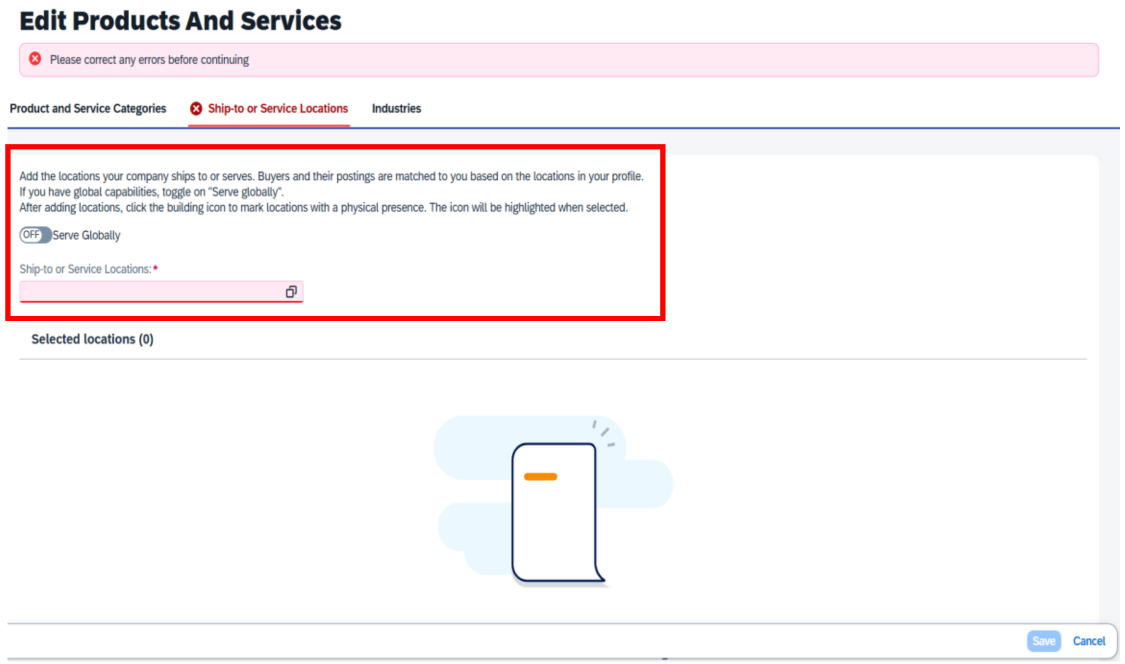
Then you will click Ship-to or Service locations.

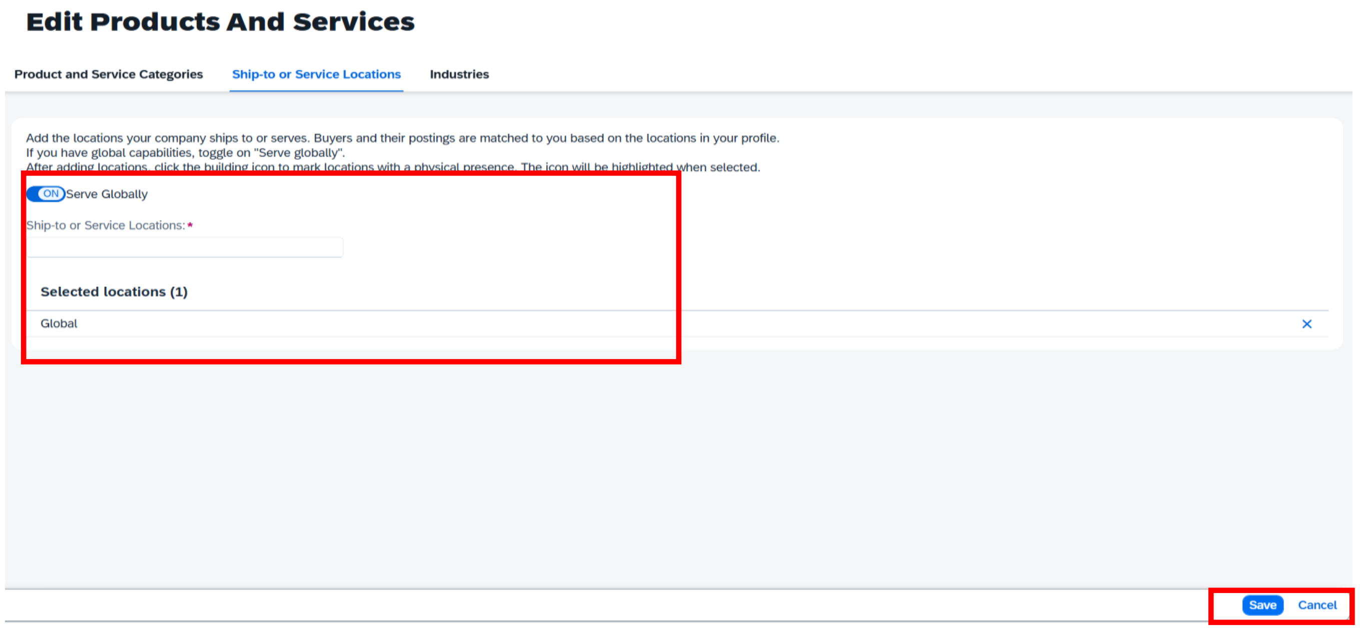




How to Accept the Trading relationship email and register you account

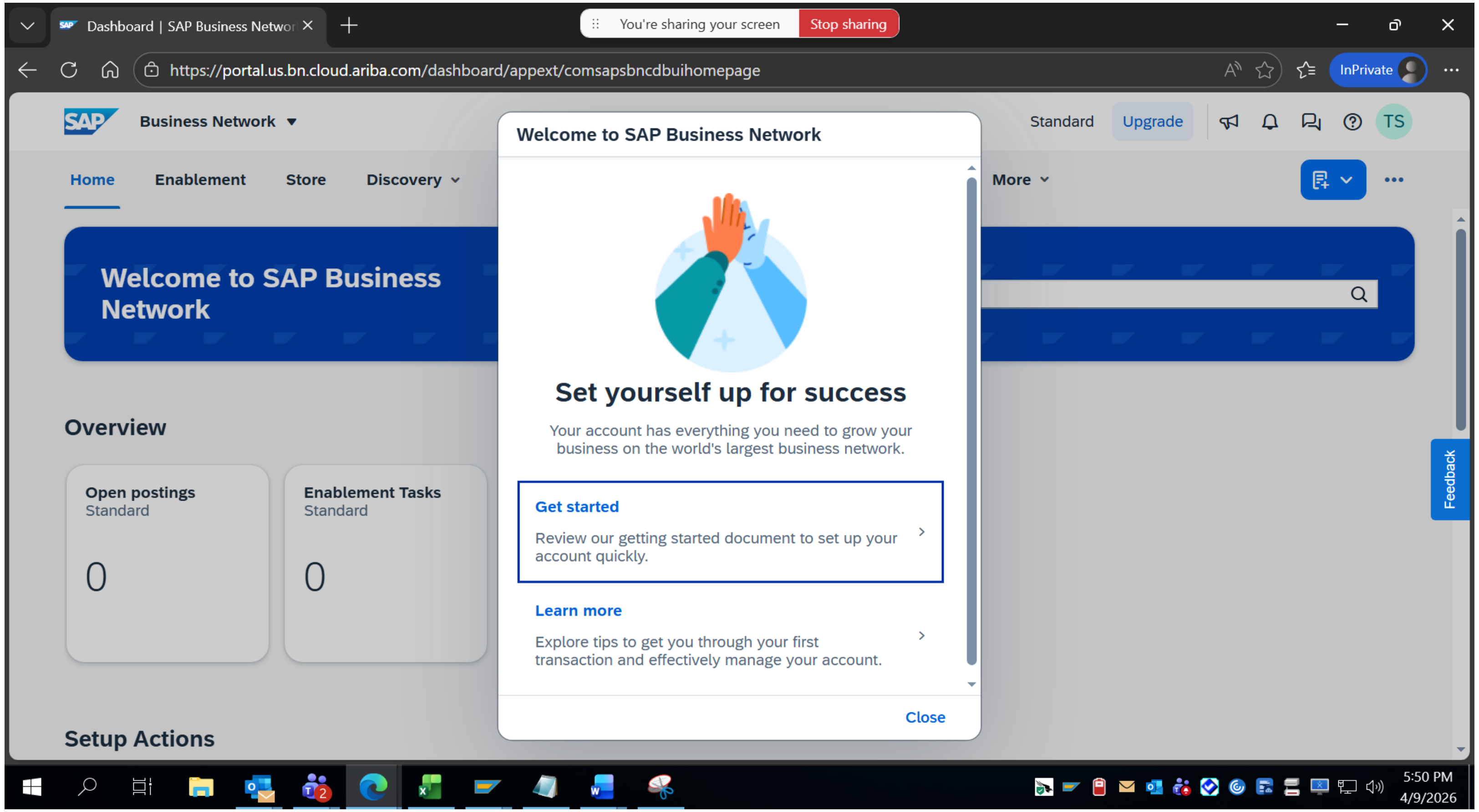
Step 9: Then you will choose where in the world you do business. If you are Global, you can just click the Global button. Or if you are North America, you can choose where in North America. Once you have chosen your location you can then click Save at the bottom Right and proceed to the next page.





How to Accept the Trading relationship email and register you account

Step 10: You have completed the steps in registering your account.



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How to Configure your account for Purchase orders and Invoices

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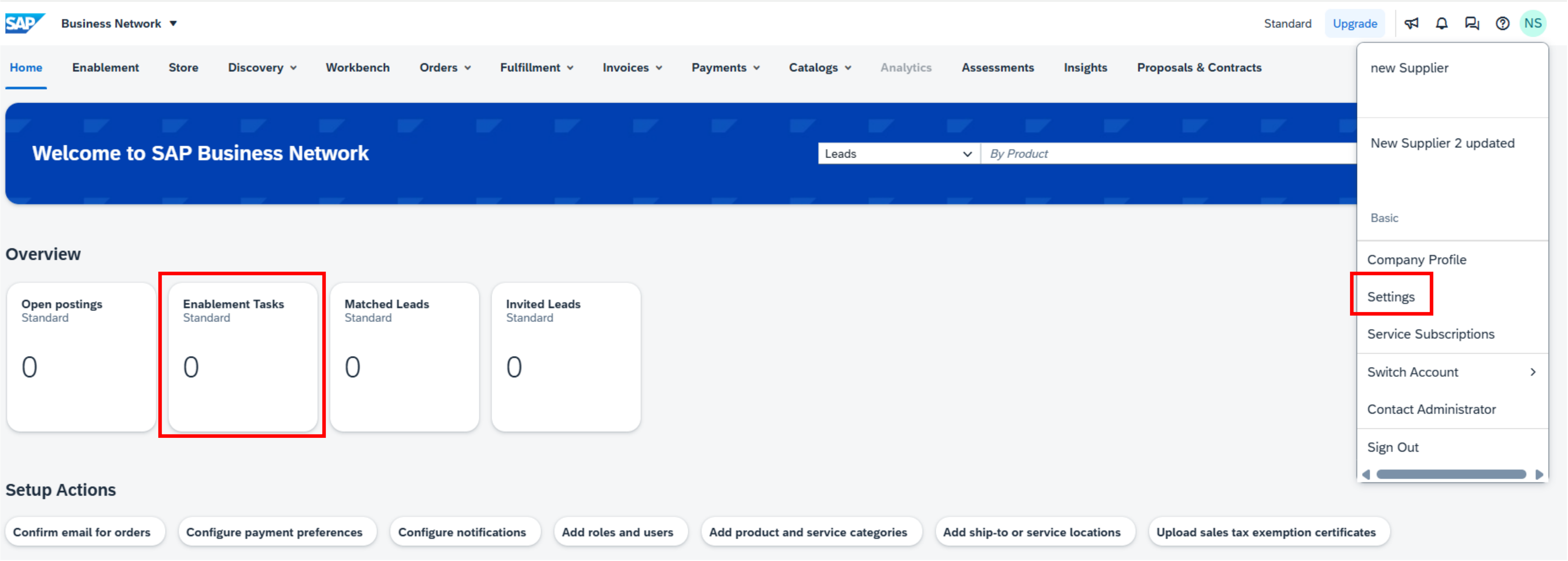
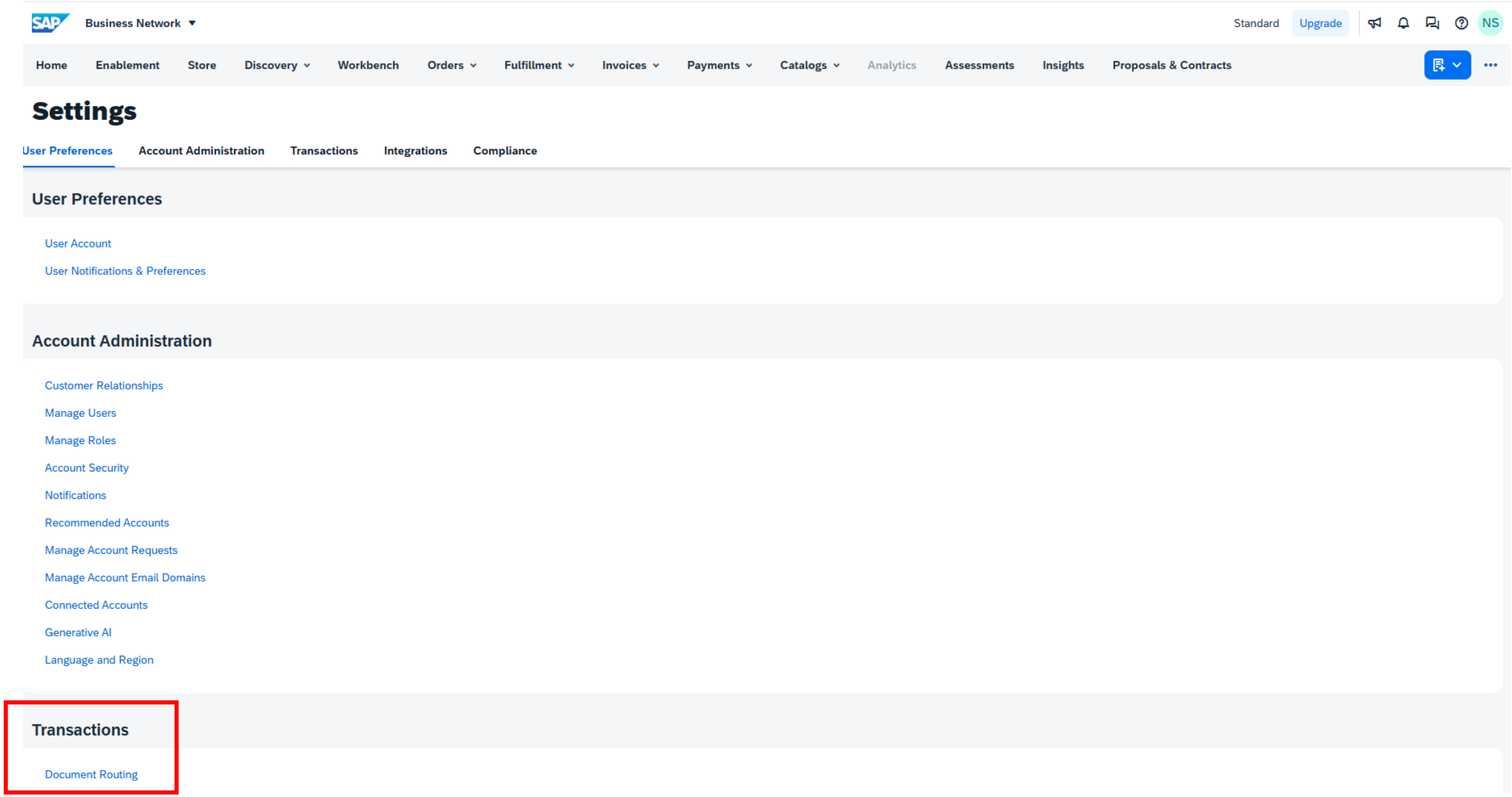
How to Configure your account for Purchase orders and Invoices

Step 1: Login to your account and on the home page click your initials at the top right side of the page and then click Settings. Or you can also click Enablement Tasks and then follow the tasks assigned to you.



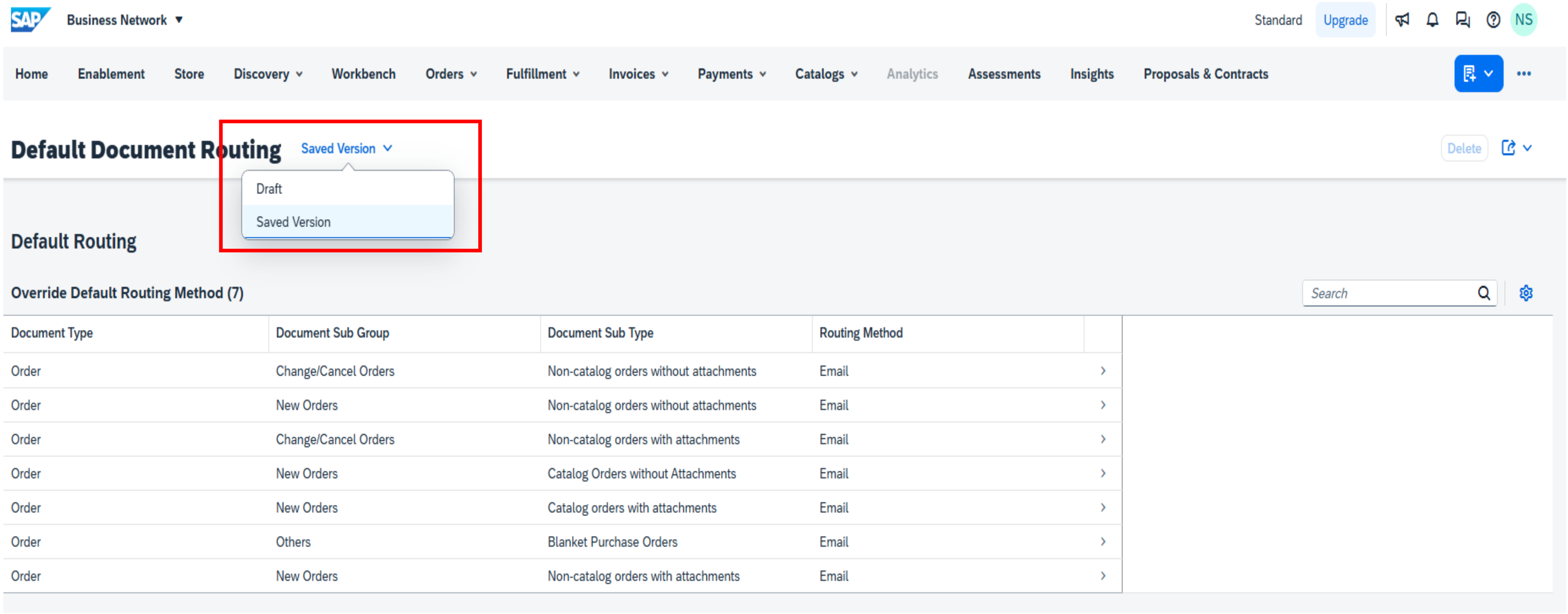
How to Configure your account for Purchase orders and Invoices

Step 2: Then in the settings page click Document Routing.



How to Configure your account for Purchase orders and Invoices

Step 3: This page shows you all the routing methods for particular documents. In order to edit you are going to have to click where it says Saved Version and then click Draft.

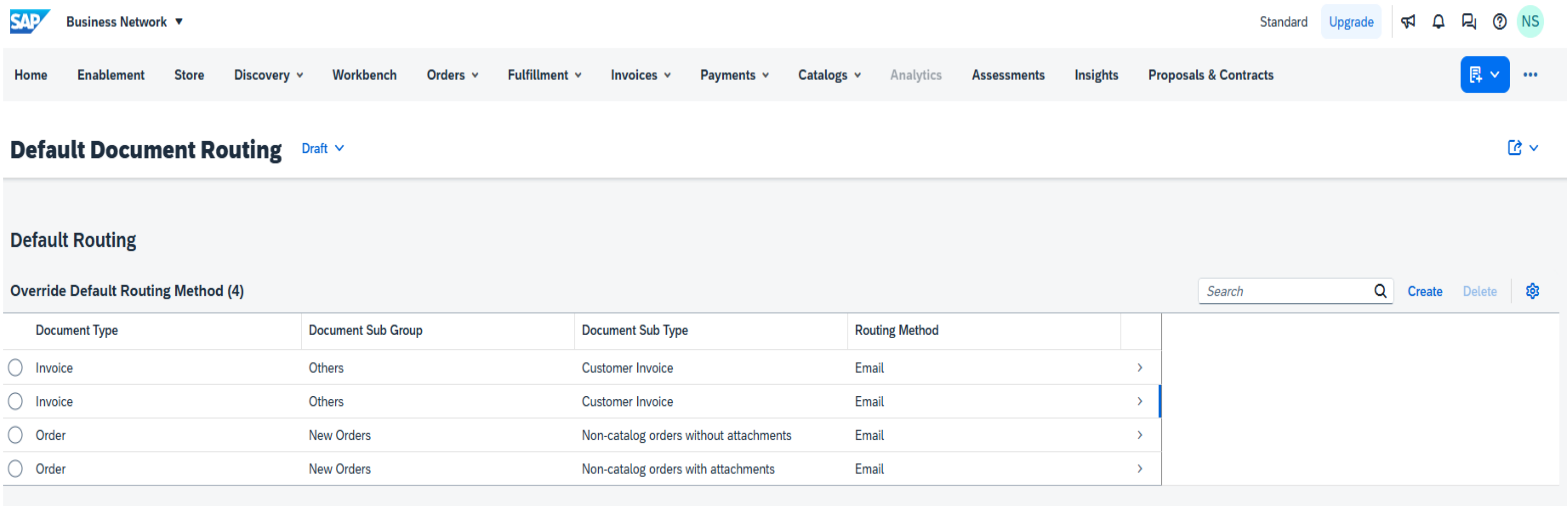


Document Type	Document Sub Group	Document Sub Type	Routing Method
Order	Change/Cancel Orders	Non-catalog orders without attachments	Email
Order	New Orders	Non-catalog orders without attachments	Email
Order	Change/Cancel Orders	Non-catalog orders with attachments	Email
Order	New Orders	Catalog Orders without Attachments	Email
Order	New Orders	Catalog orders with attachments	Email
Order	Others	Blanket Purchase Orders	Email
Order	New Orders	Non-catalog orders with attachments	Email

How to Configure your account for Purchase orders and Invoices

<u>Step 4:</u> Once you click Draft it will then allow you to edit the fields below or Create new fields for documents. The ones we are going to focus on are for New Pos and Failed invoices.

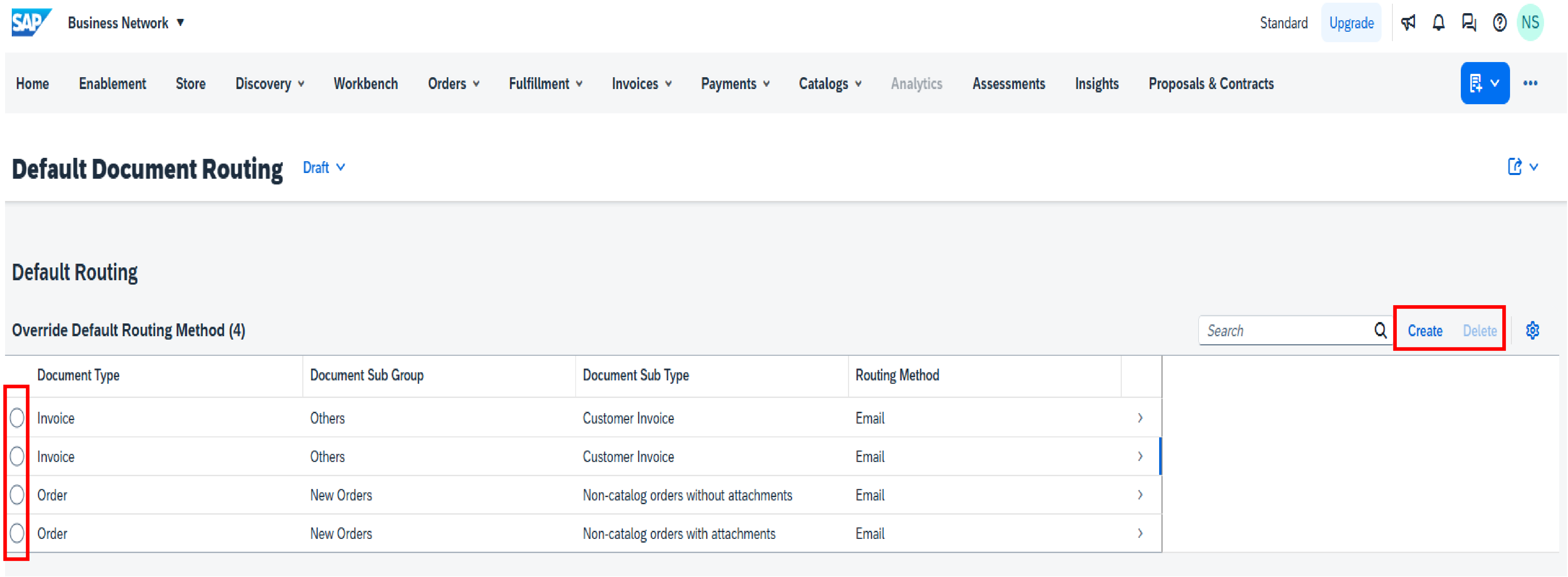
Note: you may see several rows with other document types but for this walkthrough we are going to focus on the new PO and invoice sections listed below.



Document Type	Document Sub Group	Document Sub Type	Routing Method
Invoice	Others	Customer Invoice	Email
Invoice	Others	Customer Invoice	Email
Order	New Orders	Non-catalog orders without attachments	Email
Order	New Orders	Non-catalog orders with attachments	Email

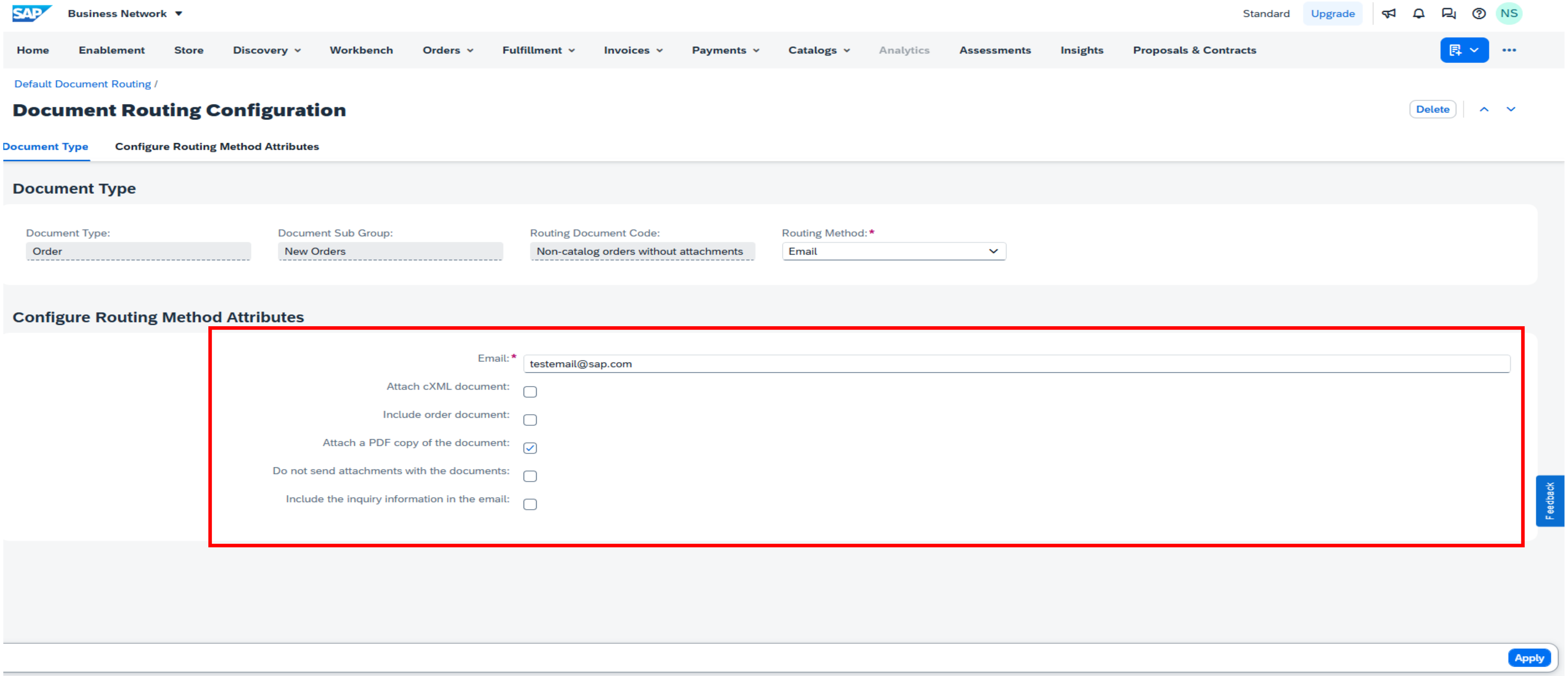
How to Configure your account for Purchase orders and Invoices

Step 5: Just to know that you can add more Routing sections or delete ones you are not using in this stage as well. To Add new just click Create. If you wanted to delete make sure you click the orbital button next to the document type and then Delete will be available to click.



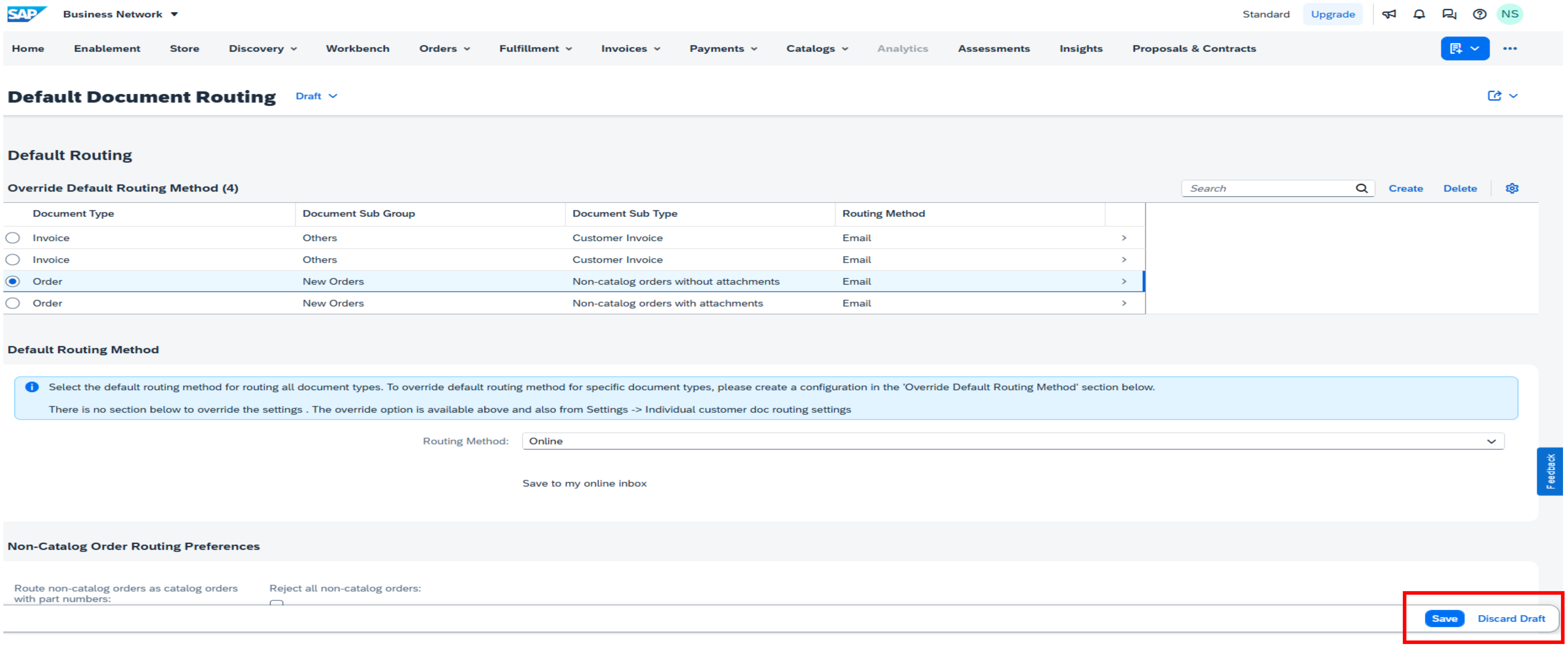
How to Configure your account for Purchase orders and Invoices

<u>Step 6:</u> To edit one of the lines just click the line and the screen below will appear. You can update the email address and choose to include documents and or PDFs when you receive the notification that a PO is in your account. Then Click Apply at the bottom right to save it.



How to Configure your account for Purchase orders and Invoices

<u>Step 6:</u> Once you have updated all the routing methods make sure you click Save at the bottom right of the page. This will update your Purchase order and invoice routing.



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How to Configure your account for Remittances

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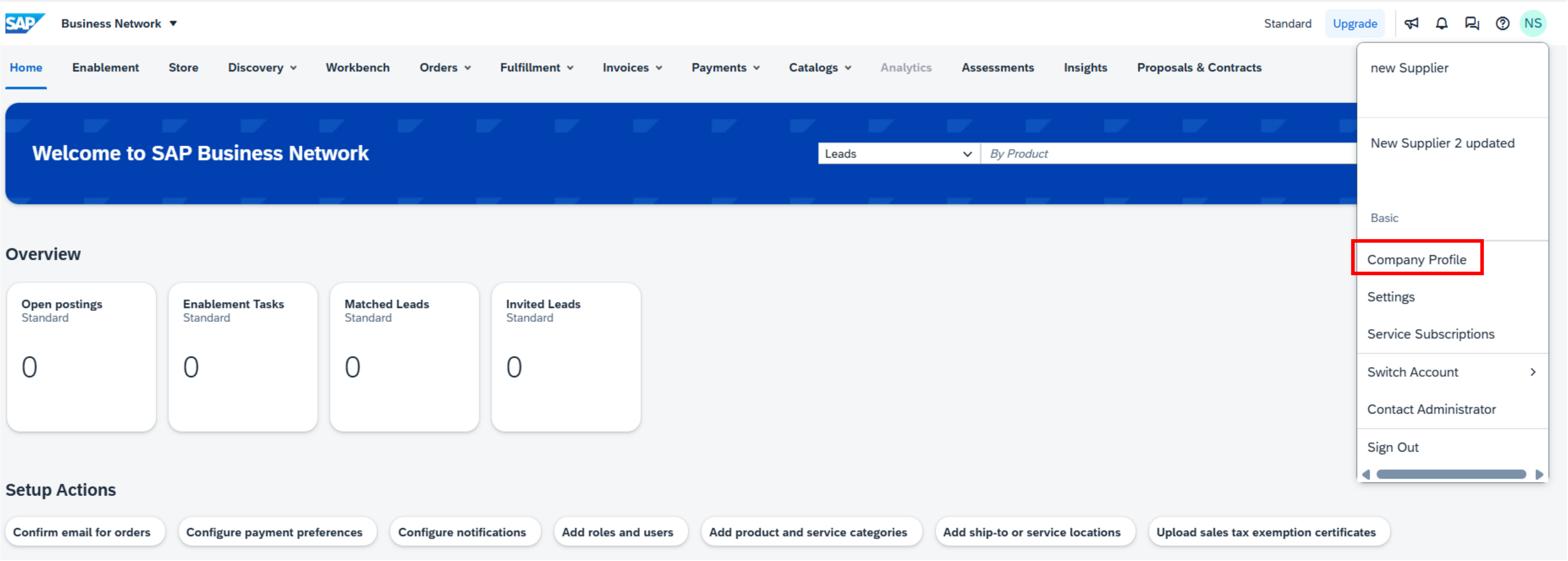
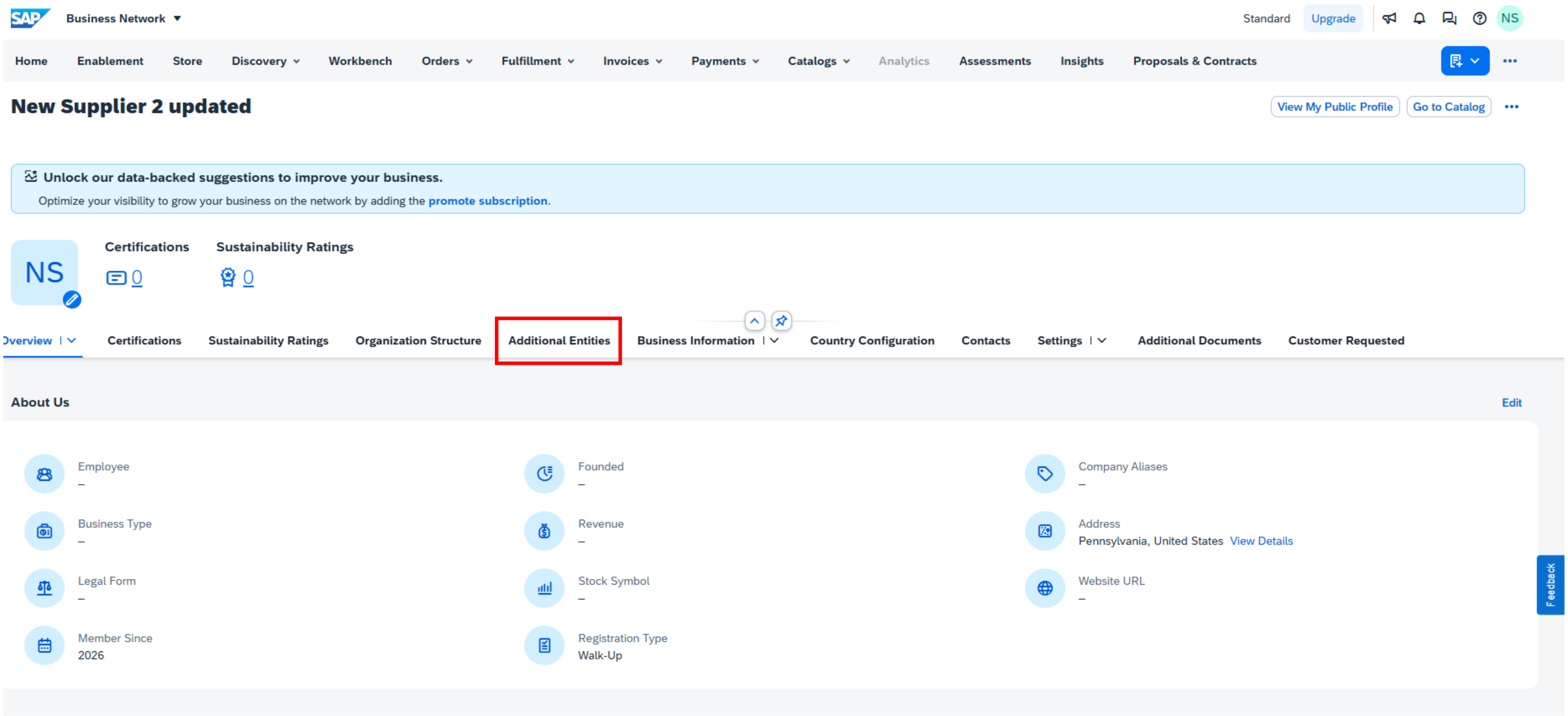
How to Configure your account for Remittances

Step 1: Login to your account and on the home page go to your initials at the top right of the page and click Company profile



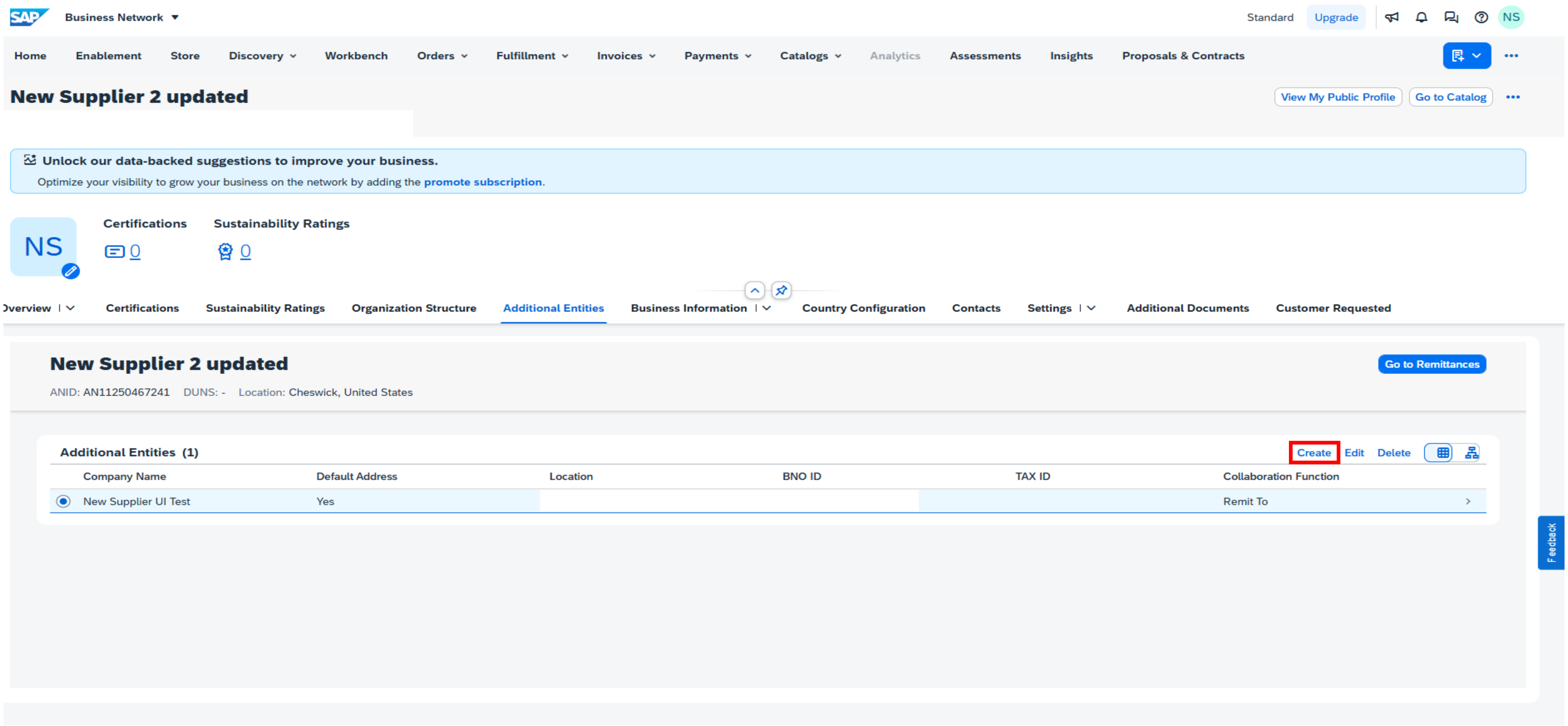
How to Configure your account for Remittances

Step 2: On the company profile page you will need to go to Additional Entities.



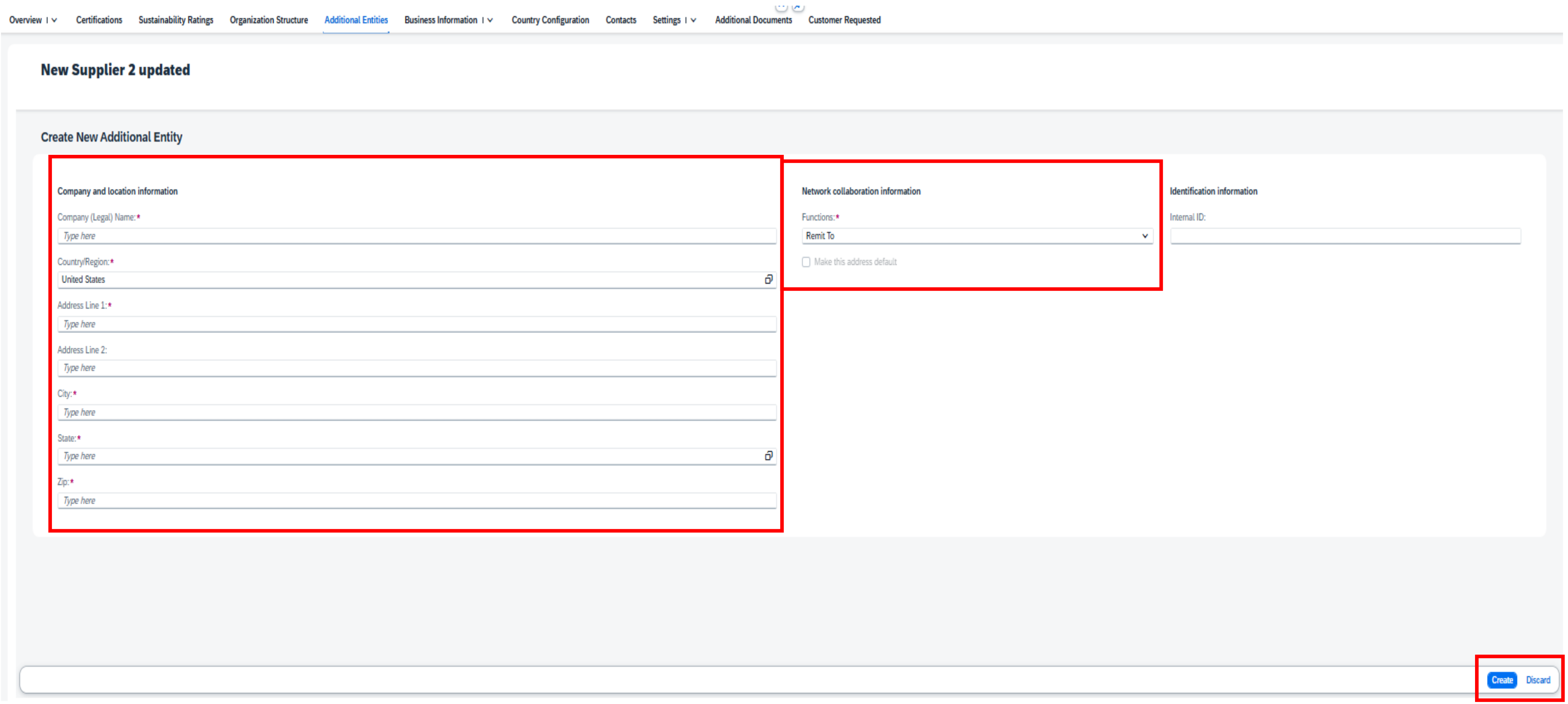
How to Configure your account for Remittances

Step 3: Under Additional Entities you will then click Create.



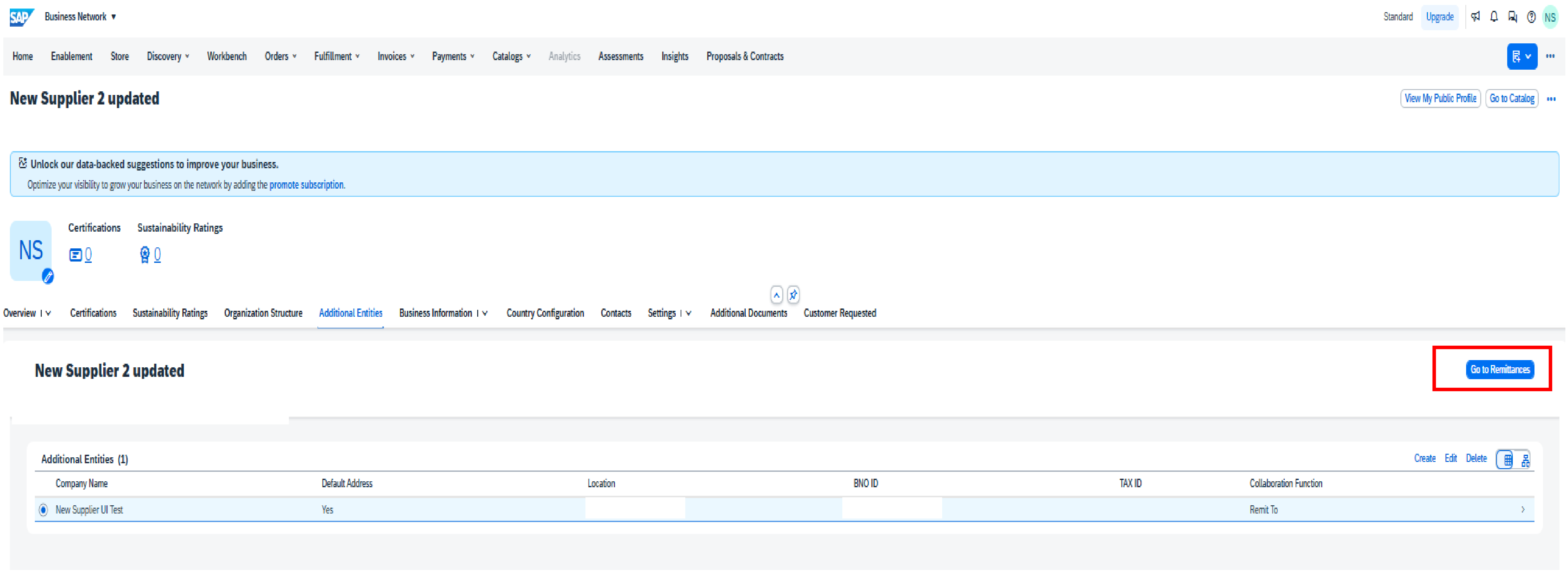
How to Configure your account for Remittances

Step 4: When the screen refreshes you will then see where you can update your Remit address. Also in the Functions field you will need to choose Remit To. Then click Create at the bottom right.



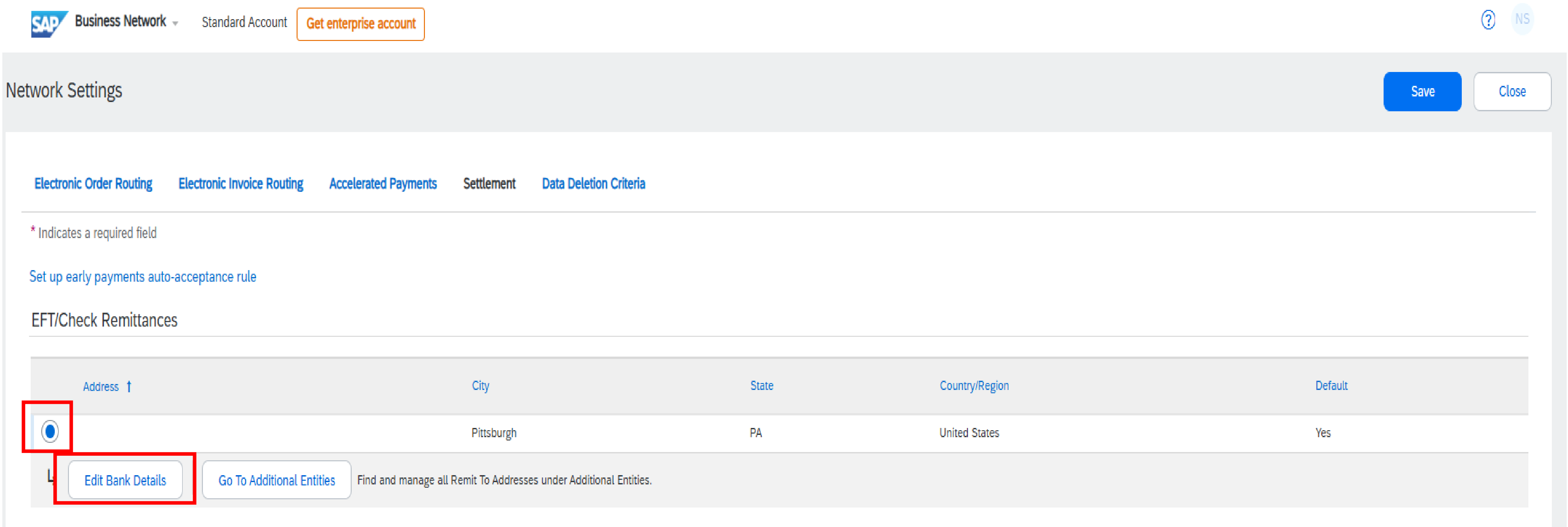
How to Configure your account for Remittances

Step 5: Once you see your address below you can then click Go to Remittances



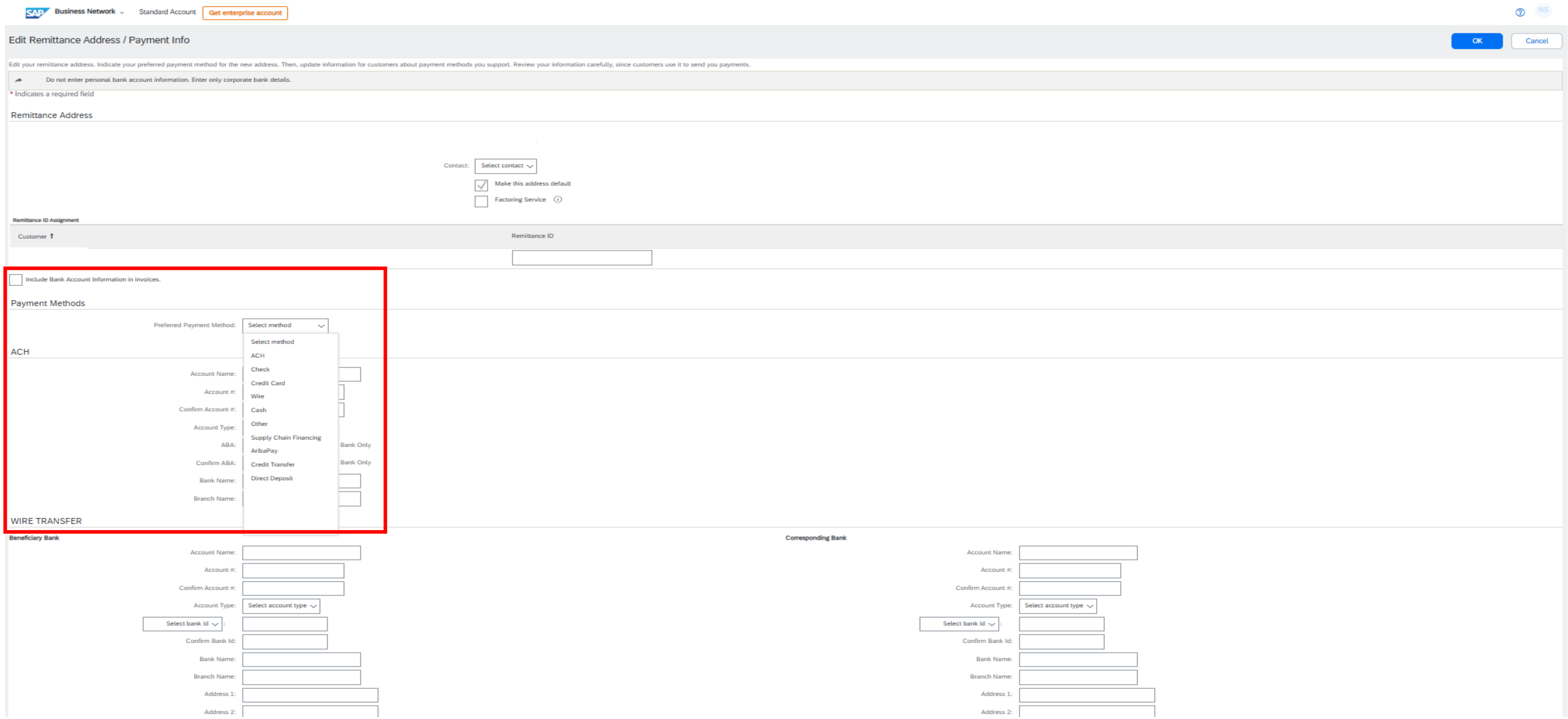
How to Configure your account for Remittances

Step 6: On the Remittance Page you will then click the button next to the address you just put in and click Edit Bank Details.



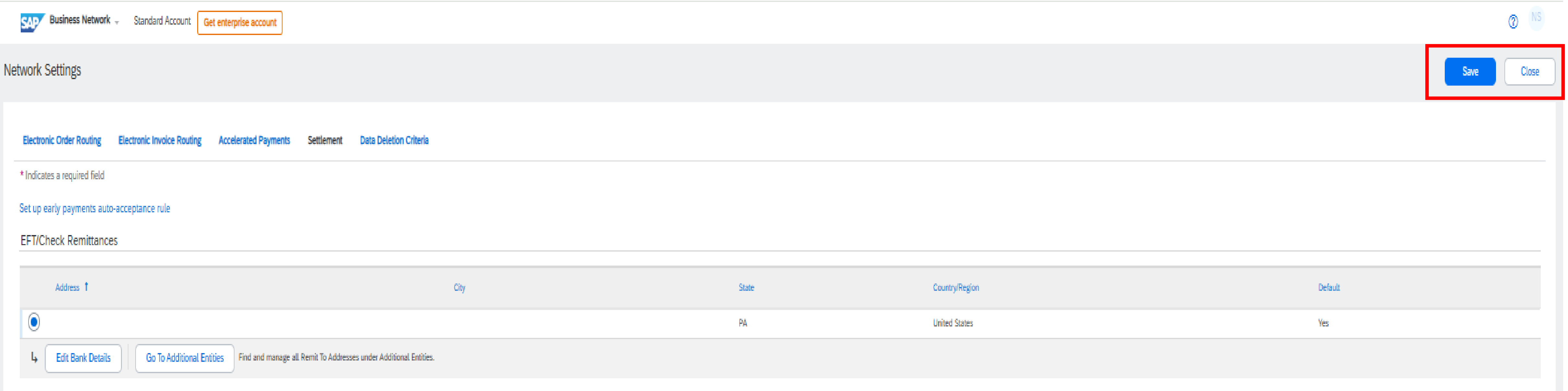
How to Configure your account for Remittances

Step 8: Make sure you click to include the Bank Account information in invoice and then choose the preferred Payment method. (ACH or Wire) Once you have filled out the fields click Ok at the top.



How to Configure your account for Remittances

Step 8: Then on the Remittance screen click Save then Close. This will then take you back to the Home screen.



SAP Ariba

How to get into contact with SAP support if needed

Public

What would you use the Help center/SAP Support for?

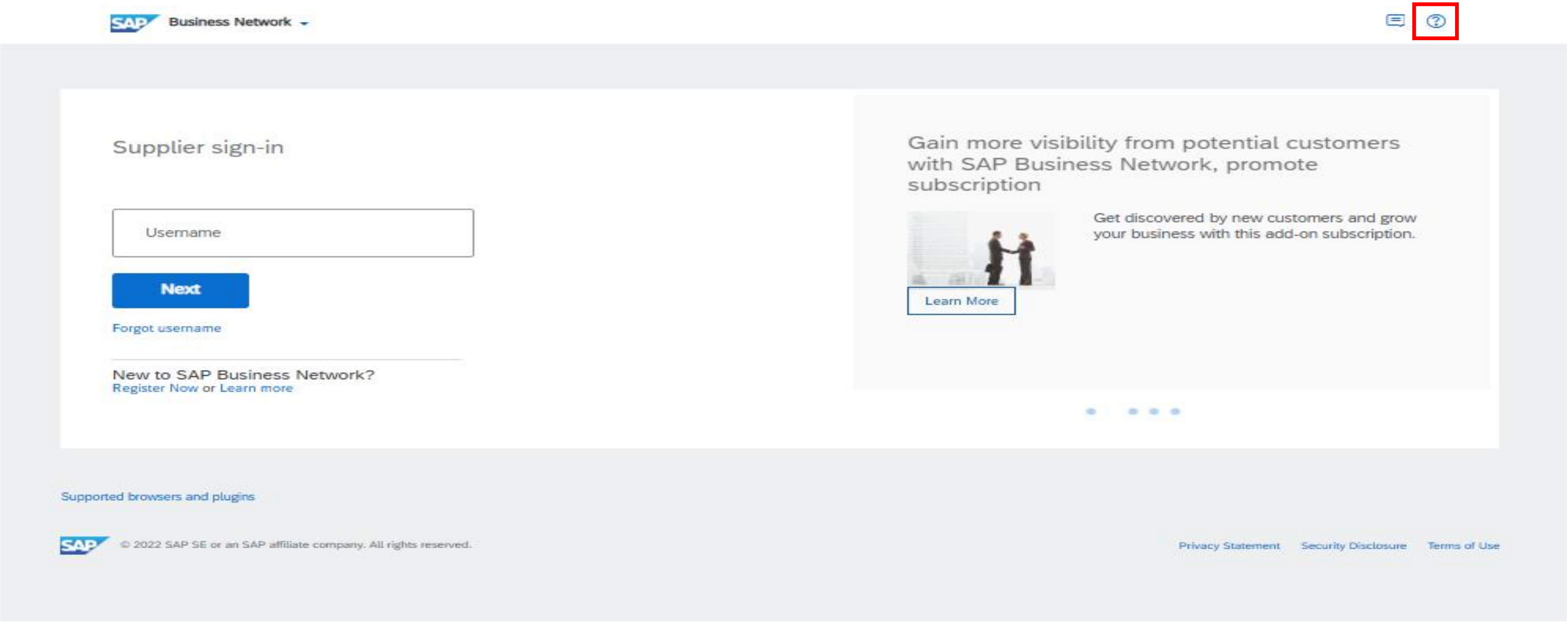
- Register for the Ariba Network
- Changing your administrator
- Forgot your username
- Need a password reset

Please follow these few steps on how to use/access the Help Center/SAP Support.

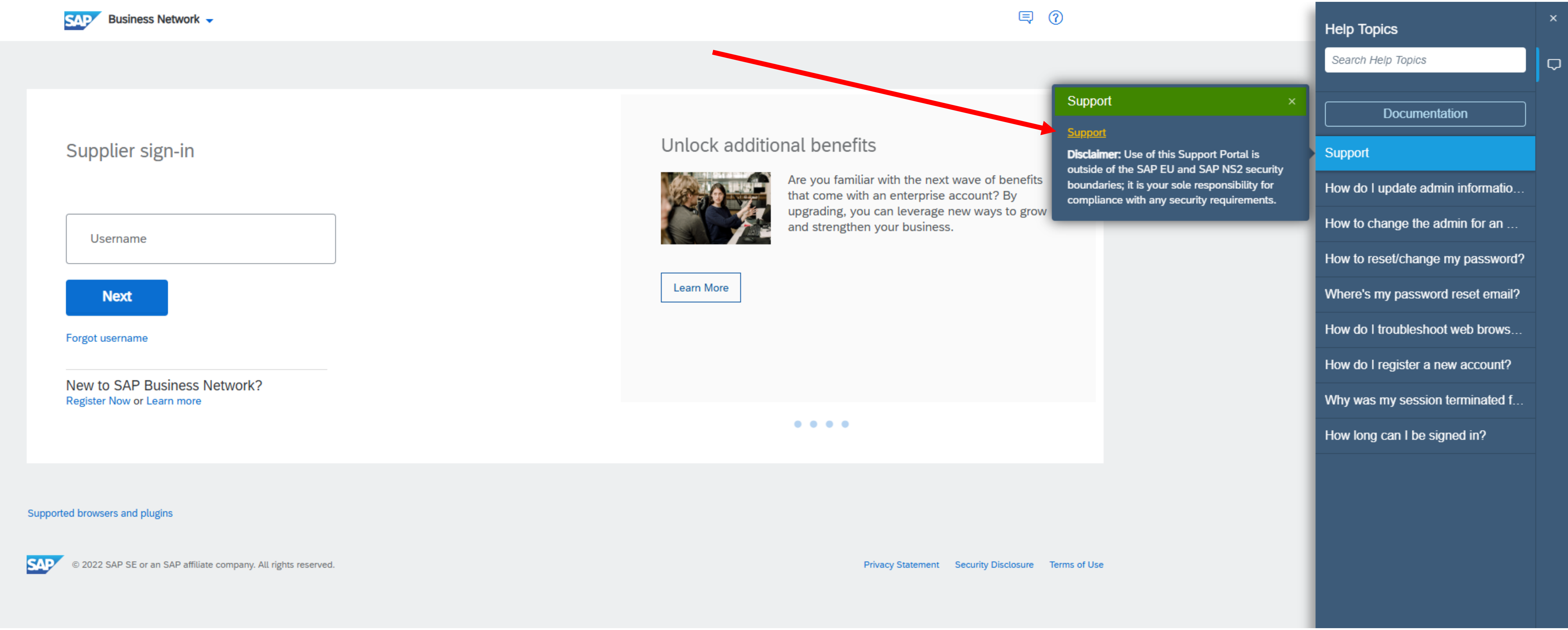
How to use the Help Center

Step 1: Go to your internet browser and go to supplier.ariba.com

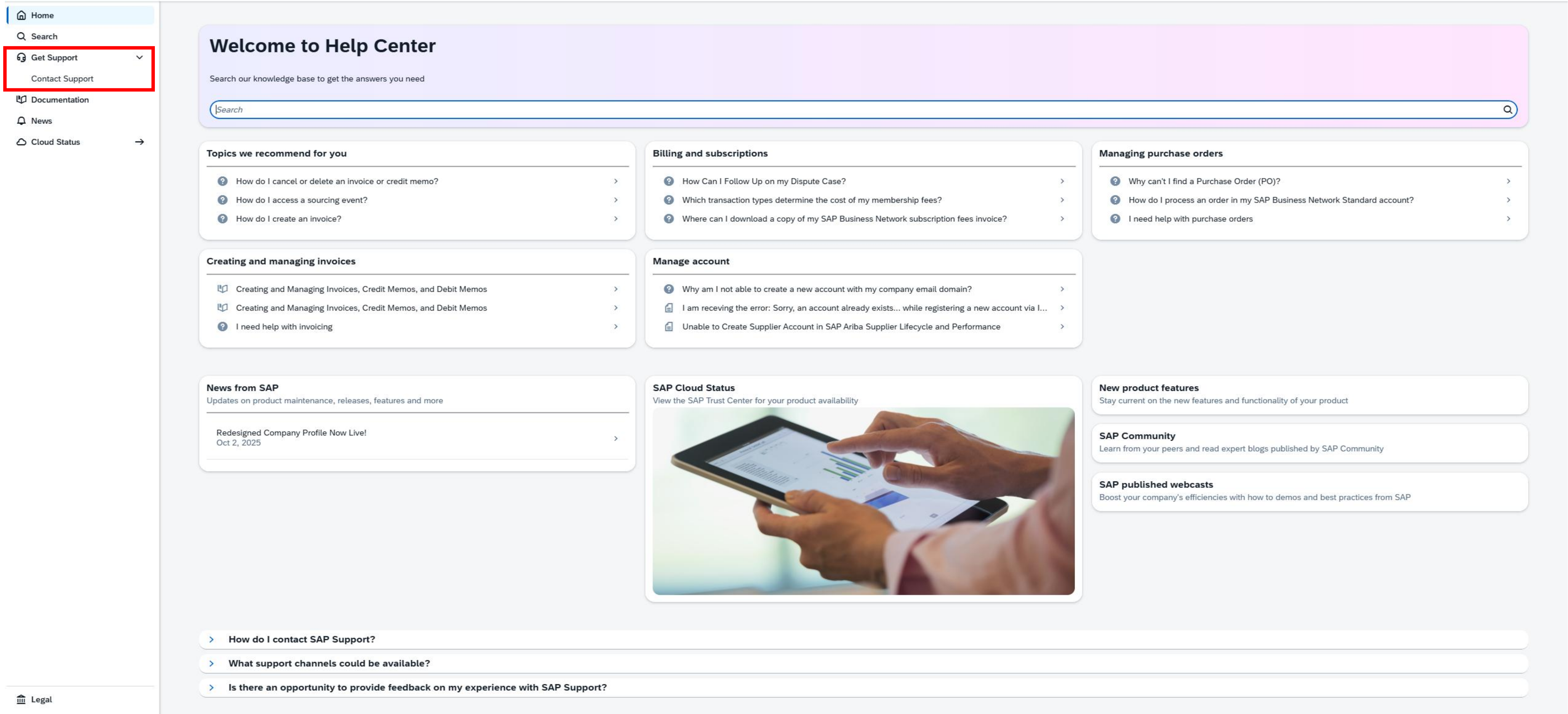
Step 2: Open the help center/SAP Support by clicking the question mark at the top right side



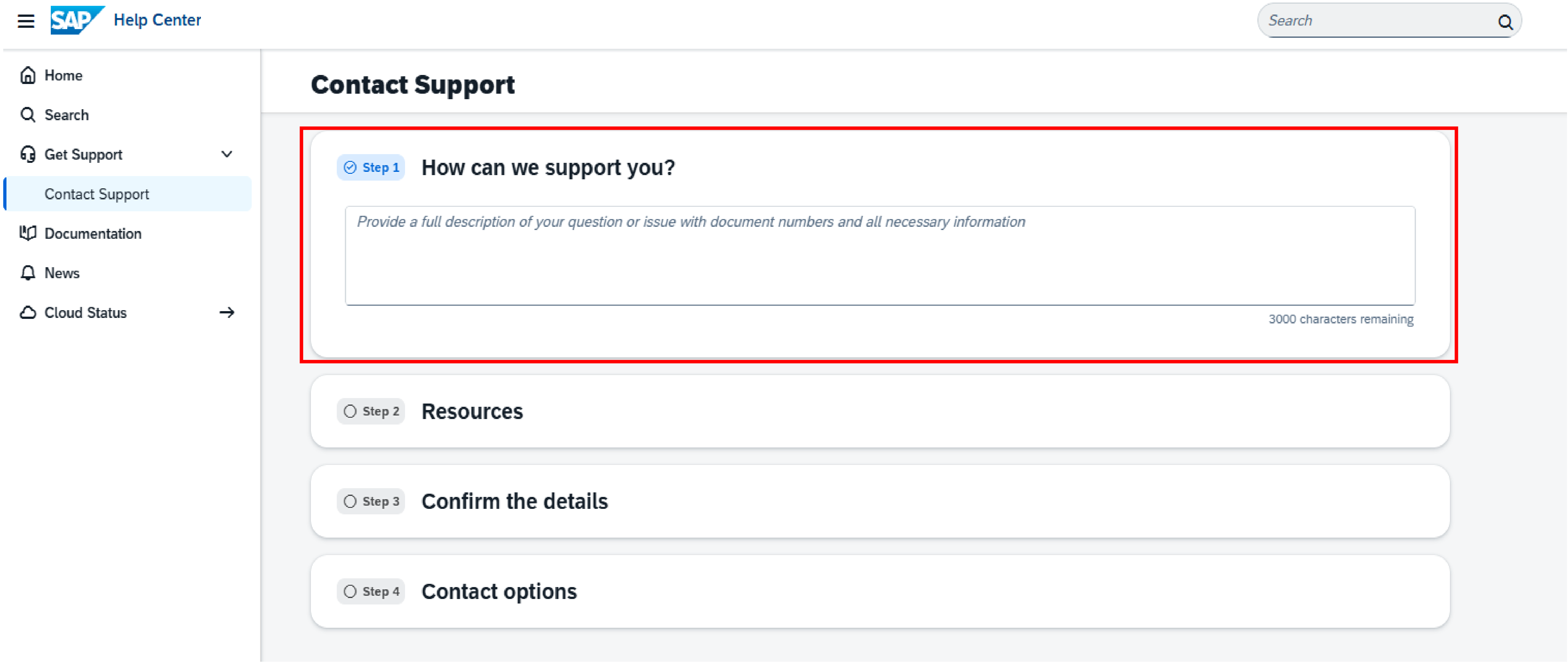
<u>Step 3:</u> Once the Help center/SAP Support is open you will need to click Support at the top right side of the help center and another screen will open up.



<u>Step 4</u>: Click the Contact support at the top left side of the page.



<u>Step 5:</u> This will then refresh the page. Make sure you put in why you are contacting support. For example if you wanted an admin change or update and the admin has left the company.



Thank you.