



Existing Lilly Vendors – How to register on Ariba?

Lilly is firmly committed to transacting electronically with suppliers through the Ariba Network. Lilly expects all PO vendors to receive their Purchase Orders (POs) and submit PO invoices through Ariba. Please click [here](#) to confirm if the Lilly Entity you are billing is live on Ariba and subject to electronic invoice submission. Below are the steps to follow to register on the Ariba Network.

How to register:

Please contact the P2P answer centre for the entity you are billing and advise your interest to transact with Lilly using the Ariba Network. Please click [here](#) for the P2P answer centre contacts.

Please ensure to include the below information in your email:

- Your Company's Name
- Your Company's Vendor Code
- The Preferred Email Address to receive POs from Lilly

If the entity you are billing is already live on Ariba and you are a PO supplier, please register to avoid delays in the billing and payment process. After registering your account on the Ariba Network, it may take up to two days for your existing open POs to appear on the network to submit invoices against.

Next Steps

Once we have updated your account with the relevant details your next Lilly purchase order will be received as an interactive email order. Simply click on the "Process Order" button and register your account on Ariba. If you have an existing account on Ariba you can sign up using these credentials. Please note if you have an existing Enterprise account, additional fees may apply.

If you register as a standard account you will have the option of upgrading to an Enterprise level account (fees may apply).

Please see below link for additional information on the registration process.

[Ariba Network Standard Account Support Page](#)

Please note, Ariba will be the only method to receive Lilly purchase orders for the Lilly entities live on Ariba once you are registered.

Suppliers who have EDI/cXML capability who are interested in Ariba integration should contact Ariba Support to request this option. The supplier's Integration team will work with an Ariba Seller Integrator and a Lilly team member to complete the mapping and testing needed. Integrations require an upgrade to an Enterprise level account. Fees may apply

Suppliers should not mail Lilly any invoices for any purchase order received through the Ariba Network. All invoices must be submitted through Ariba. Mailed invoices will be returned.

