How can a supplier access an RFI?
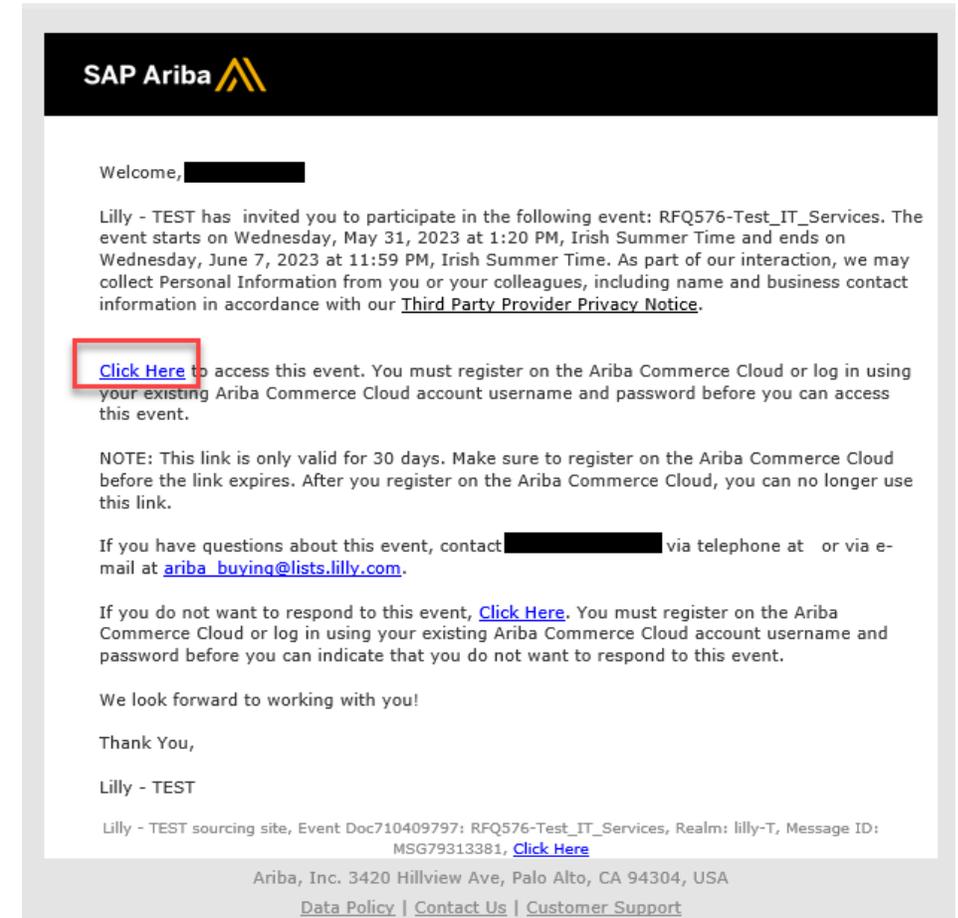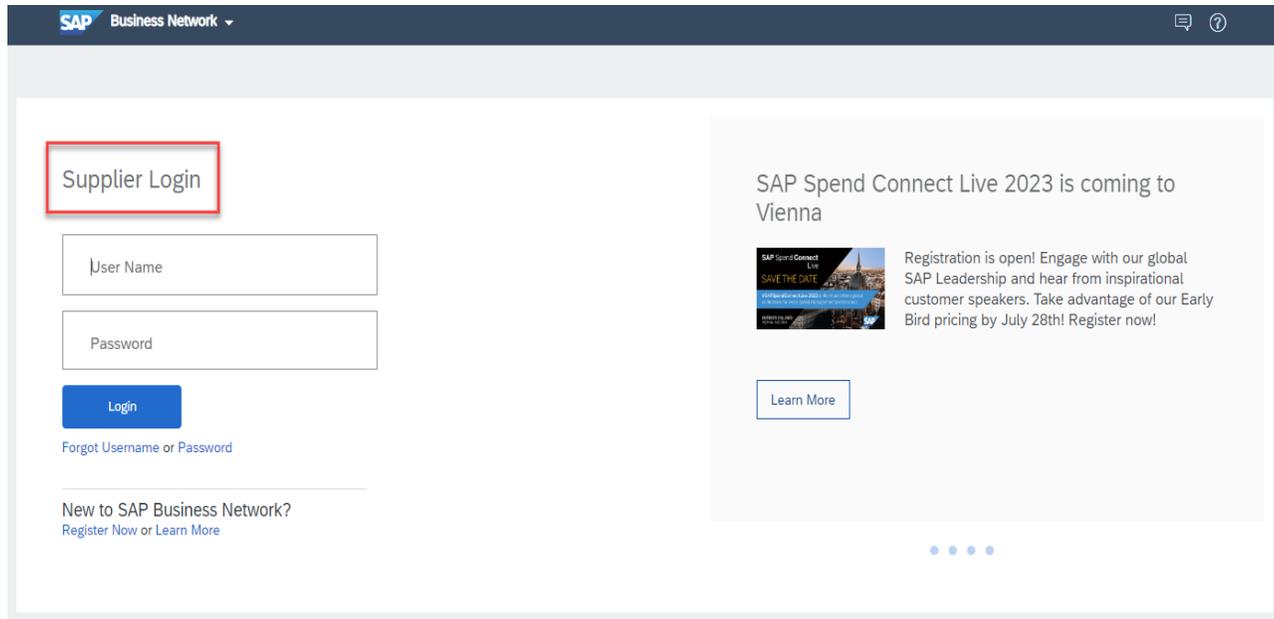
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Suppliers can access an RFI in two ways via the invitation email sent from Lilly or by logging into their SAP Business Network account :
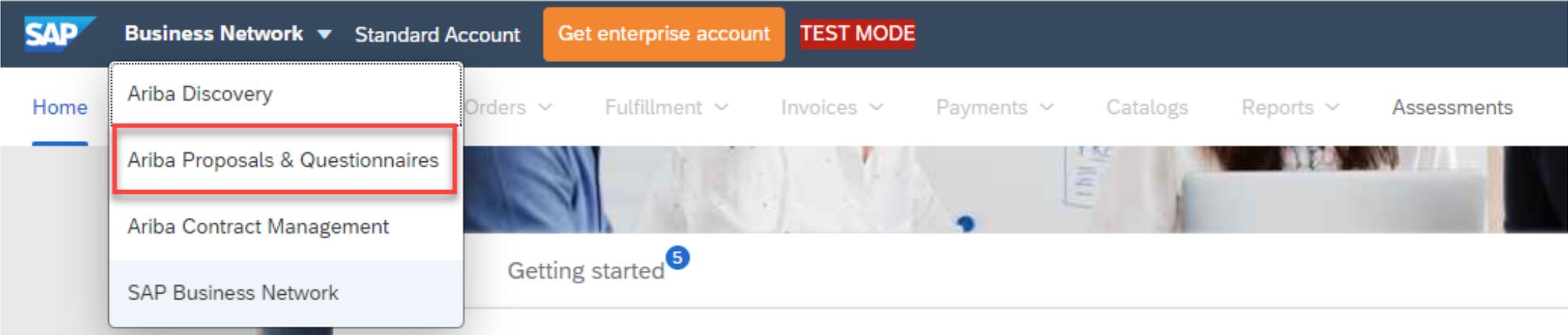
1. Go to the SAP Business Network Supplier Login Page SAP Business Network Supplier Login Homepage and Login under account administrator account.

2. OR Select 'Click Here' on Invitation Email sent from Lilly user.

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3. Click 'Business Network' and select 'Ariba Proposals & Questionnaires

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4. Confirm 'Lilly' is visible on the top banner as outlined in red below

5. Sourcing Events will be listed under 'Completed' 'Open' and 'Pending Selection' depending on their status

6. Click the dropdown arrow next to 'Status' for list of RFx events

7. Click on the project name to open the project

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8. Participant can select one of two options depending on the interest in the Sourcing Event 'Intend to Participate' or 'Decline to Participate'

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9. Tick the box of the respective line item
10. Click 'Confirm Selected Lots'
11. Fill out the mandatory field
12. Select 'Save Draft' to save your response and submit later or 'Submit Entire Response' to send the submit your bid

NOTE: Attachments sent by Lilly are located under "References" at the bottom of the RFI page

Thank you