
LILLY VENDOR ONBOARDING REQUIREMENTS

The information contained in this document is to provide direction to any vendor with an active Lilly contract needing to obtain unescorted (“badged”) access to Lilly facilities or access to standard Lilly IT systems (e.g. System ID, Lotus Notes, LAN). Allow the vendor onboard requirements process to take 7 to 10 business days to complete. Some items detailed in this document are subject to an internal assessment review (audit).

FIRST THINGS FIRST: WHICH SYSTEM?

Lilly utilizes two separate systems to onboard external workforce personnel, dependent on worker type and/or IT systems access needs. The systems are [Human Resource Procurement \(HRP\)](#) and [Enterprise Lilly Identity \(ELI\)](#).

HRP is the system housing various databases including vendor and contract worker information. This information is used by internal systems for several purposes including the creation of System IDs, issuance of Security IDs, etc. Other information about the vendor is also entered: corporate address, main contact number, MBE/WBE status, etc.

ELI is the system used primarily when access to Lilly IT systems is needed for off-site personnel who will not need unescorted access to Lilly facilities. These are often referred to as *collaborators*.

Use ELI when:

- A Lilly [sponsor](#) is required for the engagement.
- The organization (vendor) to be onboarded:
 - does not have active workers who were onboarded through HRP
 - will not need to exit a significant number of workers in the next 12 months

Use HRP when:

- Non-Lilly personnel are temporary contract workers (e.g. on a position in SAP, subject to the 18-month tenure limit, categorized in SAP as D62etc.)
- Unescorted physical access to a US-based facility is needed (e.g. a security badge is needed)
- Access to SAP is required as part of the work
- Individual training plans (ITPs) must be tracked through the Lilly SAP/LEADs system
- Full LillyNet access, including People Search (Lilly Directory), LillyNet document search or instant messaging are needed. Note: ELI collaborators are given access to a special “collaboration portal” of LillyNet enabling access to collaboration sites.
- Access to systems outside of North America (Zone 1) are needed

	ELI	HRP
Lilly Sponsor is located in the U.S.	X	X
Lilly Sponsor is located outside the U.S.	X	
New agreement w/Lilly, do not have workers active in HRP/SAP	X	
Unescorted (“badged”) access is not needed	X	
Access to SAP is not required to do the work	X	
Training does not need to be tracked through ITPs in SAP/LEADS	X	
Access to Lilly systems outside of North America (Zone 1) are not needed		X
Exiting will be necessary within the next 12 months		X
Temporary contract workers (e.g. on SAP position , 18-month tenure limit)		X

To access ELI, go to <https://eli.rf.lilly.com/Home.aspx>.

THE HRP PROCESS BEGINS

After the agreement between the vendor and Lilly is completed, a Vendor Identification Number (VID) is created by Lilly Procurement. This number is then given to the vendor in order to proceed through the following described processes. To initiate onboarding, the vendor:

- Identifies a person to be listed as the primary point of contact; This person serves as the main contact for any and all issues that may arise regarding their company's employees on Lilly assignment. This contact person is responsible for ensuring the data entered into HRP tool regarding those employees is correct and current at all times. Additionally, they will serve as the contact regarding audits.
- Sends an e-mail to Lilly Flexible Staffing Services (FSS) at staffing_usmail-flexible@lilly.com and provides this person's name and contact information along with the VID

After this information is given to Lilly Flexible Staffing Services (FSS), the vendor profile will be created in HRP. The vendor contact will be asked to identify a primary person for HRP access as well as an individual to serve as back-up.

PRICE OF ADMISSION (PoA): HRP ONBOARDING

In order to receive a Security ID badge an individual must be onboarded in HRP. PoA refers to those requirements that must be met prior to the onboarding of contract workers on Lilly assignment.

There are three activities which must be completed before an individual can be onboarded and activated in the HRP System:

1. Background check through the Lilly Background Check Program (LBCP) must be successfully passed. This includes all **Fair Credit Reporting Act (FCRA)** requirements are to be met and in the correct timeframes. The vendor will receive an e-mail notification from FSS with the contact information for the LBCP provider, who will be copied on the message. The VID will be cited in the message to assist the LBCP provider in confirming the vendor is authorized to participate in the program.

Note: If you have any questions pertaining to background checks needed to fulfill the Lilly requirements, contact the Lilly Background Check Coordinator at check_background@lilly.com.
2. A five-panel urinalysis (drug screen) must be passed. Since this is a standard, uniform laboratory test, the vendor may use the provider of their choice.
3. **Confidentiality and Invention Agreement (CIA)** Supplier will ensure all of their employees on Lilly assignments are made aware of the requirements and responsibilities pertaining to confidentiality and intellectual property as detailed in this agreement. Documentation signed and dated by the individual will be made available by the Supplier upon request by Lilly.

This information is captured in the HRP System via the **Onboard Checklist**. More information on this checklist is included in the HRP Training.

HRP SYSTEM TRAINING

After the vendor profile and HRP System Logon IDs are created, training on the HRP System may then be scheduled. Management of the HRP System is outsourced to Information Management Associates (IMA). This group is referred to as the Managed Service Provider (MSP). To schedule training, send an e-mail message to us_hrp_msp@lilly.com. Include in the message two or three options for dates and times. The subject line should read **“Requesting HRP Training.”**

Prior to training, be sure to request HRP System Logon IDs by following the **New User Registration** process detailed below:

1. Go to www.flexiblestaff.com.
2. Click on the **New User Registration** link found just under the **I Agree** button on the lower part of the screen.
3. Complete the form and submit. FSS will create the Logon ID(s). The new user(s) will receive their Logon IDs and initial passwords via automated e-mail notifications.

HRP training includes the basic data entry functions of the system as well as the following:

1. Management of HRP Data
 - a. Assignment updates (e.g. change of [Organizational Chief \(Org Chief\)](#), [Sponsor](#), Location, etc.)
 - b. Extension of assignments
 - c. Terminations (Exits)
2. HRP Reporting Function

When training is completed, the vendor will have the necessary access to begin the onboarding of employees identified to begin Lilly assignments, provided all other requirements have been met.

ONBOARDING SUCCESSFULLY

Prior to entering data in the HRP System, the vendor **must** confirm:

1. [Organizational Chief \(Org Chief\)](#) and [Sponsor](#) information
2. [Organizational Unit \(Org Unit\)](#) and [Cost Center](#)
3. The location of the assignment
4. Will systems access be needed?
5. The **full name** of the individual is known
6. The correct **last four digits of the individual's Social Security Number (SSN)** is known
7. Any/all required safety or other orientation/training
 - a. Vendors must contact the assigned Safety Management Group (SMG) Site Advisor and perform a risk assessment with SMG to determine contractor requirements. This information may be obtained via email inquiry at the following address: lillysafetyinfo@smgindy.com.
 - b. Badged contractors shall attend, at a minimum, the General Contractor Orientation. If you have employees not located at the following locations, information may be obtained via email inquiry at the following address: lillysafetyinfo@smgindy.com.

Orientation sessions are held at:

- **Indianapolis:** LCC Building 44 basement, on Monday, Wednesday, and Friday from 7:30 am - 8:30 am;
- **Clinton:** Trailer C76B, Monday & Wednesday 7:15 am;
- **Tippecanoe:** West Gate Security Office, Trailer 123, Monday 6:30 am, Tuesday and Thursday 7:15 am.

SECURITY ID BADGES

In order to have unescorted physical access to Lilly facilities, a Lilly Security ID badge is required. Individuals needing unescorted access to execute their work must fulfill the [Price of Admission \(PoA\)](#) requirements. Following is information regarding badging at the various locations:

Location	Phone Number	Hours of Operation	Lilly Badge Required
Augusta	Contact Augusta Elanco 706.303.6351		Augusta Elanco badge for site and Lilly badge if coming to Indy
Aviation Center	Badged at LTC or LCC 317.276.4802 or 317.276.3351	Monday thru Thursday 8:00am to 3:00pm	Yes
Clinton	765.832.4300	Monday thru Thursday 8:00am to 2:00pm	Yes
Corporate Center	317.276.3351	Monday thru Thursday 8:00am to 3:00pm	Yes
Enfield	Contact LCC Security 317.276.3351		Yes
Faris	Badged at LTC or LCC 317.276.4802 or 317.276.3351	Monday thru Thursday 8:00am to 3:00pm	Yes
Fortune Park	Contact LCC Security 317.276.3351		Yes
Fresno	Contact LCC Security 317.276.3351		Yes
Greenfield	317.277.5323	Monday thru Thursday 8:00am to 3:00pm	Covance badge for site and Lilly badge if coming to Indy
Intech Park	Contact LCC Security 317.276.3351		Intech badge for site and Lilly badge if coming to Indy
Materials Center	Badged at LTC or LCC 317.276.4802 or 317.276.3351	Monday thru Thursday 8:00am to 3:00pm	Yes
Parkwood	Contact LCC Security 317.276.3351		Parkwood badge for site and Lilly badge if coming to Indy
Park Fletcher	Badged at LTC or LCC 317.276.4802 or 317.276.3351	Monday thru Thursday 8:00am to 3:00pm	Yes
Plainfield	Badged at LTC or LCC 317.276.4802 or 317.276.3351	Monday thru Thursday 8:00am to 3:00pm	Yes
San Diego	Contact LCC Security 317.276.3351		San Diego badge for site and Lilly badge if coming to Indy
Tech Center North	317.276.4802	Monday thru Thursday 8:00am to 3:00pm	Yes
Tech Center South	317.276.4802	Monday thru Thursday 8:00am to 3:00pm	Yes
Tippecanoe	765.477.4260	Monday thru Fridayday 7:00am to 5:00pm	Yes
Washington DC	Contact LCC Security 317.276.3351		Calverton, MD. badge for site and Lilly badge if coming to Indy

USE OF FORMER LILLY EMPLOYEES AS CONTRACT WORKERS

Utilizing [former Lilly employees](#) as contract workers carries certain risks which must be monitored and managed. Lilly discourages contracting with or the reemployment of [retirees](#) because of benefit plan and administrative considerations under the Lilly Retirement Plan. Plan to expect delays if you attempt to onboard a former Lilly employee or Lilly retiree while the appropriate evaluations occur. This will extend total process time beyond 7 to 10 days so plan accordingly. If you have no other alternatives than to use former Lilly employees or Lilly retirees, contact your Lilly sponsor so they can initiate the Lilly evaluation process.

TERMS USED IN THIS DOCUMENT

Cost Center – Financial code used to charge financial transactions back to a department. Typically, cost centers in the US are the department number preceded by “100A”. Example, MC349 cost center is 100A349.

Former Employee (FE) – An individual previously employed by Lilly; includes Deferred Service Employees (DSEs), Fixed Duration Employees (FDEs) and Post Docs, as well as Full-time Employees (FTEs). Individuals who participated in a student-focused program (e.g. Former Summer Replacement Students, LEEDS, SEEDS, Co-op, etc.) are not included under this heading and may return as contract workers provided they left in good standing.

Human Resource Procurement (HRP) – Web-based application used to request, select, on-board, manage, and terminate contractors. The HRP application is located at www.flexiblestaff.com.

Organizational Chief (Org Chief) – Lilly employee responsible for one or more departments / org units. Within HRP, the Org. Chief owns the SAP position number and is responsible for monitoring vendor performance to ensure high quality deliverables and compliance to the US Contractor Policy and Guidelines.

Organizational Unit (Org Unit) - Reporting hierarchy that aligns workers to an Org Chief and cost center.

Retiree – Former Lilly employee eligible for retirement benefits at the time of termination or receiving benefits under the Lilly Retirement Plan.

SAP – System responsible for warehousing and reporting Lilly business data.

SAP Position – A number generated by Lilly’s SAP application and assigned to a temporary contract worker request.

Sponsor – A Lilly employee responsible for monitoring vendor performance to ensure high quality deliverables and compliance to the US Contractor Policy and Guidelines.

Standard Accounts – The following standard accounts are generated when a Hiring Manager selects “Standard Accounts” within HRP: User ID, Lotus Notes login and LAN login.